



**BOARD OF DIRECTORS
REGULAR MEETING
AND
PUBLIC HEARING ON A PROPOSAL TO CONSIDER THE FISCAL YEAR 2021
COLLECTION OF WASTEWATER SERVICE CHARGES
ON THE COUNTY TAX ROLL**

Pursuant to the State of California Executive Order N-29-20, and in the interest of public health, the District is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings by teleconference or videoconference. The general public may not attend this meeting at the District's office due to social distancing requirements.

To join this meeting via Teleconference please dial: 1 (669) 900-6833
Meeting ID: 891 4370 6251 **Password:** 784106

Public Participation/Comment: Members of the public can participate in the meeting by emailing comments to the Executive Assistant at tbaity@lwwd.org by 4:00 p.m. the day of the meeting. The subject line of your email should clearly state the item number you are commenting on. If you desire to have your comment read into the record during the meeting, please note that in the email subject line. All comments will be emailed to the Board of Directors prior to the start of the meeting. Finally, comments may be mailed to the District, but to be considered, must be received on or before the meeting date. Written comments should be mailed to: Leucadia Wastewater District, c/o Executive Assistant, 1960 La Costa Avenue, Carlsbad, CA 92009.

DATE: Wednesday, June 10, 2020
TIME: 5:00 p.m.
PLACE: VIA TELECONFERENCE ONLY

AGENDA

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

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**
Adopt Resolution No. 2335 – In Appreciation of Margaret McEniry For Her Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 6-8)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- May 13, 2020 Regular Board Meeting (Pages 9-18)
- May 14, 2020 Special Board Meeting (Pages 19-22)
- June 2, 2020 Investment and Finance Committee Meeting (Pages 23-24)
- June 3, 2020 Engineering Committee Meeting (Pages 25-26)

8. Approval of Demands for May/June 2020

This item provides for Board of Directors approval of all demands paid from LWD during the month of May and a portion of June 2020. (Pages 27-43)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY19 to FY20, flows by sub-basin, and staff training. (Pages 44-50)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY20 budget and discloses monthly investments. (Pages 51-58)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2020. (Pages 59-60)

12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2021 (FY21)

Adopt Resolution No. 2331 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2021 (July 1, 2020 to June 30, 2021) Pursuant to Article XIII (B) of the California Constitution. (Pages 61-65)

13. Actuarial Valuation of Leucadia Wastewater District's Retiree Health Program

Receive and file the Actuarial Valuation of LWD's Retiree Health program as of June 30, 2019. (Pages 66-90)

EWA REPORTS

14. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on May 27, 2020 via videoconference – report by Director Sullivan. (Page 91)
- B. An Encina Member Agencies Manager's Meeting was held on June 9, 2020 via videoconference – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

- A. Investment and Finance Committee meeting was held on June 2, 2020 via videoconference – report by Director Hanson. (Page 92)
- B. Engineering Committee meeting was held on June 3, 2020 via videoconference – report by Director Kulchin. (Page 93)

OLD BUSINESS

- 16. Adopt the Fiscal Year 2021 (FY21) Budget. (Page 94, Enclosure 16)

PUBLIC HEARING

- 17. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2021 (FY21) on the San Diego County Tax Roll. (Page 95)

ACTION ITEMS

18. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2021 (FY21)

Adopt Resolution No. 2332 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2020 – June 30, 2021. (Pages 96-98)

19. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2333 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2020 to June 30, 2021. (Pages 99-106)

20. Orchard Wood Road Sewer Repair Project

Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption. (Pages 107-129)

21. CSDA Board of Directors 2020 Elections – Seat C

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 130-135)

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

A. Incentive Program Report. (Pages 136-141)

B. WaterReuse CA Annual Conference will be held via virtual conference June 24 - June 25, 2020. (Pages 142-145)

23. Directors' Meetings and Conference Reports

The 2020 CSDA Legislative Days Virtual Conference was held May 18 - 22, 2020.
(Page 146)

24. General Manager's Report

25. General Counsel's Report

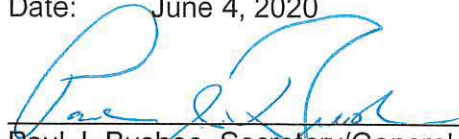
26. Board of Directors' Comments

27. Adjournment

AFFIDAVIT OF POSTING

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

Date: June 4, 2020



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2335 in Appreciation of Margaret McEniry for Her Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2335 as presented.

DISCUSSION:

As you are aware, LWD's Accounting Technician Maggie McEniry will retire on June 30, 2020 after 17 years of service at LWD. Over Maggie's tenure, LWD accomplished numerous achievements due, in part, to Maggie's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2335, expressing appreciation to Maggie for her outstanding service to LWD.

PJB:

Attachment

RESOLUTION NO. 2335

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
IN RECOGNITION AND APPRECIATION OF
MARGARET M. McENIRY FOR HER OUTSTANDING SERVICE AND
COMMITMENT TO THE LEUCADIA WASTEWATER DISTRICT**

WHEREAS, Margaret (Maggie) M. McEniry has served the Leucadia Wastewater District (LWD) with distinction for over 17 years, and has now decided to retire to pursue new and exciting opportunities;

WHEREAS, Maggie began her employment at LWD on April 7, 2003 as the Accounting Technician; and

WHEREAS, Maggie has played an integral role in the District's many successes during her tenure including her participation with, several years of successful financial audits, the District's 50th Anniversary and Open House Events; numerous local and state awards, including four statewide Collection System of the Year's Awards; and the District's outstanding record of environmental protection; and

WHEREAS, Maggie's dedication to her duties has ensured that LWD's employees, Board of Directors, and vendors alike, were paid on consistent, accurate and timely basis for the past 17 years; and

WHEREAS, Maggie's accounting assistance has been invaluable, and has helped lead the District to receive consistently "clean" financial audits; and

WHEREAS, Maggie's contributions have played an important role with District maintaining one of the lowest service rates in San Diego County as well as the District receiving numerous recognitions from the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) for its excellent financial reporting; and

NOW, THEREFORE, the Board of Directors of the Leucadia Wastewater District hereby extend their sincere thanks and appreciation to Margaret (Maggie) M. McEniry for her 17 Years of Outstanding and Distinguished service to the District and extend their best wishes for a happy, bright, and fulfilling retirement.

PASSED AND ADOPTED this 10th day of June 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Don Omsted, Vice President

Judy Hanson, Director

David Kulchin, Director

Elaine Sullivan, Director

Allan Juliussen, President

Paul J. Bushee, Secretary/Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 May 13, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, May 13, 2020 at 5:00 p.m. via teleconference.

1. Call to Order

President Juliussen called the meeting to order at 5:04 p.m.

2. Roll Call

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

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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Rob Weber of Infrastructure Engineering Design, Inc.

3. Pledge of Allegiance

Director Hanson led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of Individual Award – Richard (Rick) Easton

GM Bushee stated that Field Services Technician III Rick Easton recently received his Collection System Grade 3 certification from the California Water Environment Association (CWEA). GM Bushee presented background information about Rick and noted that Rick is eligible for a \$500 incentive award under the District's incentive program.

The Board of Directors congratulated Rick for his efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- March 11, 2020 Regular Board Meeting
- May 5, 2020 Investment and Finance Committee Meeting
- May 6, 2020 Engineering Committee Meeting

8. Approval of Demands for March - May 2020

Payroll Checks numbered 21906-22026; General Checking Checks numbered 53945-54165

9. Operations Report (A copy was included in the original May 13, 2020 Agenda)

10. Finance Report (A copy was included in the original May 13, 2020 Agenda)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending March 31, 2020.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the months of March and April 2020.

13. Status Update on the Fiscal Year 2020 (FY20) LWD Tactics and Action Plan

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on April 22, 2020.

Director Sullivan reported on EWA's April 22, 2020 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on May 5, 2020.

GM Bushee reported on EWA's MAM May 5, 2020 meeting.

15. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on May 5, 2020.

Director Hanson reported that the IFC reviewed the LWD Telecommuting Policy.

The IFC concurred with staff to present this recommendation to the Board of Directors and it will

be discussed later in the agenda.

B. Engineering Committee (EC) Meeting was held on May 6, 2020.

Director Kulchin reported that the EC reviewed the following recommendations:

- Adopt Ordinance No. 141 - An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule;
- Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services;
- Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400; and
- Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua Water Technologies, LLC to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated \$122,000 per year.

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

The EC also received an update on the Batiquitos (B3) Discharge Section Replacement Project and the impacts of the April 10th major storm event. These items were for information purposes and there was no action taken.

PUBLIC HEARING

16. A Proposal to consider an update of the Leucadia Wastewater District's Capacity Fee Ordinance.

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

ACTION ITEMS

17. Update to the Leucadia Wastewater District's Capacity Fee Ordinance

Adopt Ordinance No. 141 – An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule.

FSSpec Riffel presented the item and provided background information pertaining to amending the Equivalent Dwelling Unit (EDU) Factors proposed in Ordinance 141.

He stated that in an effort to battle the state's housing crisis, the State of California is continuing to pass housing legislation to promote Accessory Dwelling Units (ADU's) and Junior Accessory Dwelling Units (JADU's). He noted these units are constructed on existing single family or multi-family residences. FSSpec Riffel then explained the differences between an ADU and JADU.

FSSpec Riffel explained that Ordinance 141 replaces Ordinance 137 and adjusts the ADU and JADU EDU factors based on square footage, clarifies the ADU category to include JADU, creates an additional sub-category for an ADU or JADU of 500 square feet or less, and clarifies that a JADU will

be assessed an EDU factor only if it has an individual kitchen and bathroom.

FSSpec Riffel concluded by stating that these minor changes will result in a reduction of approximately 25 EDU's and a reduction of approximately \$9,500 per year in sewer service fees.

Vice President Omsted asked for clarification regarding the decrease in sewer fees. GM Bushee explained that there are several ADUs within the District that are less than 500 square feet. Ordinance 141 would now adjust these ADUs to JADUs with an EDU factor of 0.25 instead of 0.5.

Upon a motion duly made by Director Kulchin, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Ordinance No. 141 – An Ordinance of the Board of Directors of the Leucadia Wastewater District Establishing the District's Capacity Fee and Amending the EDU Factors Capacity Fee Schedule by the following vote:

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

18. IEC Contract Extension

Authorize the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services.

TSM Morishita presented the item and provided background information. He indicated that the initial 3-year contract was slated to expire May 1, 2020. However, due to the cancellation of the April 2020 Board Meeting because of the COVID-19 pandemic, a verbal agreement was made to extend the contract beyond May 1st and until the May 2020 Board Meeting.

He further explained that during the initial 3-years, IEC provided design and construction support to 13 LWD Capital Improvement projects. TSM Morishita stated that the proposed extension would expire May 1, 2020 and would have no specific compensation amount but instead would be issued using Task Orders for each project. He said that the execution of a Task Order or Task Order Amendment would comply with the Procurement Policy thresholds.

Upon a motion duly made by Director Kulchin, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a two-year extension to the Infrastructure Engineering Corporation (IEC) contract for as needed engineering design services by the following vote:

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

19. ADS Environmental Service, Corporation (ADS) Contract Extension

Authorize the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400.

FSS Stecker presented the item and provided background information on ADS noting that LWD entered into a Professional Services Agreement with ADS in 2017 to operate a depth monitoring network of (10) ECHO SSO/depth monitors for the District.

FSS Stecker then explained that during the last three year trial period, staff observed several beneficial factors provided by the ECHO meters. He noted that the beneficial factors include ease of integration into existing ADS Flow Meter software, efficiency, and flexibility.

FSS Stecker stated that ADS provided a three and five year lease option for consideration. The five year option saves the District a total of \$3,600 over the course of the five year term.

Director Hanson asked if the District had been using ADS prior to 2017. FSS Stecker answered affirmatively. FSS Stecker stated that the District had been using the fixed ADS flow meters prior to 2017 but started using the portable ECHO depth monitors in 2017.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source five-year professional services agreement with ADS Environmental Service, Corporation (ADS) for equipment maintenance and analysis of data for ten (10) ECHO depth meters in an amount not to exceed \$80,400 by the following vote:

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

20. Evoqua Contract Amendment No. 1

Authorize the General Manager to execute Amendment No. 1 to the agreement with Evoqua to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated amount of \$122,000 per year.

FSS Stecker presented the item and provided background information on Evoqua. He stated that back in 2006 Bioxide was selected as an effective chemical to prevent and control formation of hydrogen sulfide (H₂S) in the Leucadia Pump Station (LPS) Force Mains. He stated that over time, the efficacy of the Bioxide has been reduced and the cost for the chemical has been quite high.

FSS Stecker stated that in March of 2018 staff executed an agreement with EWT to begin a 120-day trial to use a new chemical to control the H₂S called Ferrous Chloride (Ferrous). Ferrous was more effective at reducing the H₂S levels than Bioxide and was more cost effective.

FSS Stecker further explained that the Ferrous was later determined to be the cause of an issue with the District's air/vacuum relief valves (air vacs) on the force mains and was subsequently turned off. He noted that the H₂S levels have significantly increased and it is being recommended that Bioxide be used to control those levels in the interim while the LPS is undergoing a rehabilitation. Once the

rehabilitation project is completed, a super-oxygenation system will be in place and the use of Bioxide will no longer be needed.

Upon a motion duly made by Director Sullivan, seconded by Vice President Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 1 to the agreement with Evoqua to furnish Bioxide on interim basis in an amount not to exceed \$2.33 per gallon or an estimated amount of \$122,000 per year by the following vote:

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

21. Discussion of Proposed Rate Increase

GM Bushee presented the item and provided background information noting that in February, the Board of Directors authorized staff to proceed with the Proposition 218 process for sewer service rate increases for Fiscal Years (FY) 2021, 2022 and 2023. GM Bushee stated the decision to move forward was made prior to the onset of the COVID-19 Emergency.

GM Bushee stated that since the Prop. 218 notices were mailed, staff has received a number of phone calls and emails that have expressed concern about the rate increase especially in light of the current COVID-19 Emergency. GM Bushee stated that he spoke with President Juliussen about the customer responses in late April and they agreed to add this item to the May agenda. GM Bushee then read an email from a concerned resident not in favor of the proposed rate increase.

GM Bushee noted that staff suggests that the Board postpone the subject rate increases until next year. He noted that the District's finances remain sound and will be able to absorb postponement of a rate increase.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors postponed the rate increases and cancelled the public hearing scheduled for June by the following vote:

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

Vice President Omsted asked if District customers would be notified of the cancelled public hearing. GM Bushee stated that the District would mail out notices to customers notifying them that the June public hearing is being cancelled and the rate increases will be postponed.

Director Kulchin asked if the Board could have a copy of the customer notice prior to mailing. GM Bushee answered affirmatively stating he would email a copy to all the Board members.

22. Board of Directors Compensation Adjustment

ASM Duffey presented the item indicating the date of the last Board stipend increase was August 2019 and at that time the stipend was increased from \$190 to \$200 per day. He stated that government code allows for a 5% adjustment per calendar year following the last adjustment and the Board is eligible to receive an increase between \$0 and \$10.

He then provided some board per diem analytics on 24 local wastewater and water agencies.

ASM Duffey explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the June Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

Director Kulchin stated that it is a poor time for an increase. Director Hanson, President Juliussen, and Vice President Omsted agreed with Director Kulchin.

Director Sullivan stated she would like to see a \$5 increase.

Upon a motion duly made by Director Kulchin, seconded by Vice President Omsted, and carried, the Board of Directors chose not to increase the Board stipend by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	No
Director Kulchin	Yes

23. Leucadia Wastewater District Telecommuting Policy

Adopt Resolution No. 2329 - Approving the Leucadia Wastewater District Telecommuting Policy.

ASsup Hill presented the item. She explained the purpose of the policy noting that in response to the global Coronavirus (COVID-19) pandemic and to protect the health of LWD's employees and members of the public, LWD implemented a temporary telecommuting work schedule beginning on March 18, 2020. ASsup Hill then reviewed the Telecommuting Policy guidelines, procedures and key components of the policy.

- Defines the purpose and establishes authority lines;
- Explains potential need to telework due to an emergency, pandemic, or other instances, as appropriate;
- Defines procedures for equipment needs and reimbursements for reasonable business-related expenses;
- Defines procedures for safeguarding District documents (electronic/paper);
- Defines procedures for the return of equipment, documents, etc.; and
- Establishes that employees' salary and benefits will remain unchanged

Director Kulchin asked how the field services staff work from home. ASsup Hill stated that the field services staff are able to complete online training from home and are on-standby when at home. GM Bushee added that field services staff at home must be available to respond, if needed. He then provided examples of some recent instances where they have been asked to come in.

Director Kulchin asked if the sewer flows have increased due to more people being at home during the day. GM Bushee stated that residential flows have increased about 5%. DE Wilson noted that residential flows have a 5% increase but commercial flows have decreased.

Upon a motion duly made by Director Kulchin, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2329 – Approving the Leucadia Wastewater District Telecommuting Policy by the following vote:

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

24. Approving the Recommended Encina Wastewater Authority Fiscal Year 2021 (FY21) Budget.
Adopt Resolution No. 2330 Approving the Recommended Encina Wastewater Authority FY21 Operating, Capital, and Pension Funding Policy Budgets.

ASM Duffey presented the recommendation to approve the EWA FY21 Budget. He noted the Operating Budget is approximately \$18.2M, the Capital Budget is approximately \$24.2M, and the CalPERS Pension Funding Budget is approximately \$4.0M. He noted the District's share is approximately \$2.0M for operating costs, \$3.5M for capital costs, and \$547K for pension costs.

Director Sullivan noted EWA earthquake insurance coverage was a new, large expense in the EWA Budget.

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2330 – Approving the Recommended EWA FY21 Operating, Capital, and Pension Funding Policy Budgets by the following vote:

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

25. Covid-19 Emergency Grant Funding

Adopt Resolution No. 2328 - Authorizing the General Manager to Apply for Financial Assistance for COVID-19 Pandemic Impacts, As Needed.

TSM Morishita presented the item and provided background information on the item. He stated that during a declared federal and state emergency, government funds may be made available for organizations to continue operating during the incident or recovery after the event has passed. He stated that the COVID-19 pandemic is a declared federal and state emergency and to be eligible to apply for government assistance in this situation, the District must satisfy two conditions. TSM Morishita then reviewed the two conditions; California Governor's Office of Emergency Services (Cal OES) Form 130, Designation of Applicant's Agent Resolution for Non-State Agencies and Cal OES Form 89.

TSM Morishita explained that Cal OES Form 130 requires that the Board adopt a resolution authorizing the General Manager or his designee, as specified in the resolution, to act on the behalf of the District to apply for government financial assistance.

TSM Morishita noted that the District is not obligated to submit for financial assistance based on submission of these documents. However, staff believes it is prudent to have the option by establishing eligibility.

Director Kulchin asked what items qualified for financial assistance. TSM Morishita answered that items that would allow employees to work from home, such as the purchasing of laptops or software user licenses, could qualify for government financial assistance.

Director Kulchin asked if the District has applied for and received any financial assistance. GM Bushee stated that the District has spent around \$20K but has not yet applied for any assistance. He noted that this amount could increase since we do not know how long the pandemic will last.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2328 authorizing the General Manager to apply for financial assistance for Covid-19 pandemic impacts by the following vote:

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

INFORMATION ITEMS

26. Project Status Updates and Other Informational Reports

A. 2020 CSDA Legislative Days is scheduled for May 18-22, 2020 via virtual conference webinars.

EA Baity announced the dates for CSDA Legislative Days virtual webinars.

B. Support Letter for Arlene Schafer for CSDA Southern Network Seat C.

EA Baity stated that Costa Mesa Sanitary District sent a support letter for Arlene Schafer for CSDA Southern Network Seat C.

Vice President Omsted asked about the COVID19 antibody testing. EA Baity reported on the COVID-19 antibody testing.

27. Directors' Meetings and Conference Reports

None.

28. General Manager's Report

GM Bushee reported on the following item:

- The Board Budget Workshop is scheduled for tomorrow at 9:00 a.m.

29. General Counsel's Report

None.

30. Board of Directors' Comments

Director Sullivan thanked GM Bushee for a successful video conference Board meeting.

President Juliussen thanked staff and the Board.

31. Adjournment

President Juliussen adjourned the meeting at approximately 6:21 p.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 Thursday, May 14, 2020

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Thursday, May 14, 2020 at 9:00 a.m. via teleconference.

1. Call to Order

President Juliussen called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan, and Kulchin
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Jeff Stecker, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, and Field Services Specialist Ian Riffel

3. Pledge of Allegiance

Director Kulchin led the pledge of allegiance.

4. Public Comment

No public comment was received.

5. Approval of Agenda

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

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

6. Overview of Recommended Fiscal Year 2021 (FY21) Budget

A. Review and discuss the recommended FY21 Budget.

GM Bushee stated that staff is seeking direction or comments during the meeting. He noted that staff will incorporate the Board's comments/direction at today's meeting and present the FY21 Budget for approval during the June Board meeting. He introduced ASM Duffey to provide the highlights of the FY21 Budget. ASM Duffey provided FY21 Budget highlights that included the following items:

- Principal Budget Objectives;
- Cost allocation by program;
- Summary of Revenue Increases;
- Summary of Operating Expenses with PERS UAL ADPs; and
- Summary of Capital Expenditures

He stated that overall revenues included a 10% increase for sewer rates but noted that this will be changed in the final FY21 Budget since the Board voted against increasing sewer rates at the May Board meeting. He noted that the FY21 Budget will now reflect a decrease in revenues of 1% or 171K since the FY21 sewer rate will remain the same as FY20 and interest income is expected to be lower. He also stated that the operating expenses with PERS UAL ADPs represent a 5.5% from the FY20 Budget. He also noted that capital expenditures represent a 15% decrease from the FY20 Budget.

ASM Duffey then introduced ASsup Hill to present the administrative services budget.

ASsup Hill stated that the overall administrative expenses totaled approximately \$2.1 million including non-labor expenses of \$813K. ASsup Hill summarized the administrative expenses indicating that total administrative expenses will increase 10% and non-labor expenses will increase 16%. She noted that key Budget drivers include election expenses of \$37K, \$17K for network support and software renewals, and \$31K for insurance expenses. ASsup Hill stated that those costs will be partially offset by a reduction of \$7K in OPEB valuation costs.

President Juliussen asked if the word "safe" could be added before the words "competitive workforce". ASM Duffey answered that he would make the change.

Director Kulchin asked why the Directors Expenses increased considering there is minimal travel due to the COVID-19 pandemic. GM Bushee stated that Directors Expenses were projected prior to the onset of the cancellation of many of the conferences slated for the current fiscal year. He noted that the Directors Expenses for FY21 assume business as usual and that the COVID emergency will subside. If conferences are cancelled then expenses will not be incurred.

Director Kulchin asked if election expenses are required. ASsup Hill answered affirmatively noting that election expenses are charged by the County Registrar's office and the exact cost is not known until the election is over. She noted that three Board member seats are up for election in FY21.

ASsup Hill then introduced FSS Stecker to present an overview of the operating expenses.

FSS Stecker stated that the operating expenses for LWD facilities are projected to be \$7.5 million with the Encina Treatment Plant expenses accounting for \$2.6 million of that total. He summarized the field services expenses indicating that Office Expenses/Computer Services are projected to increase 8% or \$7K, Operating Supplies/Chemicals are projected to increase 4% or \$7K, and Repairs and Maintenance including the scaffolding and crane services will increase 13% or \$44K. For the Batiquitos facilities, he noted that total operating expenses are projected to be \$449K which represents a 1% increase over the FY20 Budget. For the Recycled Water Enterprise, FSS Stecker indicated that the proposed operating expenses are \$284K which is an increase of 16% over the FY20 Budget. He noted that Professional Services will increase 120%, or \$15K, and that Permits will increase 6%, or \$3K.

FSS Stecker then introduced FSSpec Riffel to present the development budget.

FSSpec Riffel noted that the total operating expenses for development are projected at \$102K and that development pays for development. He noted that this is an increase of 1%, or \$1K, from the FY20 Budget. He also noted that Professional Services are projected to increase 1% or \$500.

FSSspec then introduced TSM Morishita to present the capital budgets.

TSM Morishita presented the capital acquisition budgets for the wastewater program and the recycled water program. He added that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year whereas capital improvement projects are for infrastructure improvements that overlap multiple years. He noted the proposed capital budget total is a little over \$8.2 million, with a proposed capital acquisition budget of \$739K and a capital improvement budget of \$7.5 million. He further explained that the majority of the capital acquisition budget will go towards the purchase of a pump station truck, a new CCTV truck, replacement of the gate operators, sewer maintenance equipment, a refurbished network server, website development, and pump station equipment such as replacement of the Vapex system.

TSM Morishita provided detailed information on the capital improvement budget by reviewing Leucadia multi-year capital improvement projects, Leucadia ongoing rehabilitation projects, and other major projects which have a projected cost of \$7.5 million. He noted that the Leucadia Pump Station Rehabilitation Project had additional costs of \$1.7 million for FY21 and he reviewed the major components of the project. He stated that the capital budget also includes jointly owned facilities costs of \$273K, Encina capital improvement costs of \$3.5 million, and recycled water program costs of \$31K.

Vice President Omsted asked for clarification on the B1 Force Main - North Section Replacement cost. TSM Morishita explained that no money was allocated in FY21 for this project since money that was allocated in the previous year should pay for this multi-year capital project.

Director Kulchin asked if Encina capital improvement costs were the same as last year or if this is new money being appropriated. GM Bushee stated the Encina costs include new money allocated to finish old projects or start new ones.

Director Kulchin asked if the recycled water issue with the City of Carlsbad has been resolved. GM Bushee stated not necessarily since the City could still appeal LAFCO's decision.

ASM Duffey then concluded the FY21 Proposed Budget Overview by presenting contributions from reserves with a 10% sewer rate increase and then without the 10% sewer rate increase. He also presented another graph showing monthly sewer rates for San Diego agencies as of January 2020. He noted the FY20 wastewater service charge will remain the same for FY21 at \$343.68 per EDU per year and that LWD is the lowest in the County of San Diego.

President Juliussen stated that he would like to see an update to the disaster plan for protecting the Batiquitos Lagoon. GM Bushee stated that the Capital Budget includes an update to the Hazard Mitigation Plan for FY21.

Director Kulchin asked if the District is looking for a higher rate of return on investments. ASM Duffey stated that the District is confined by the Investment Policy and State law. He noted that the District did venture into purchasing CDs and municipal bonds recently.

Director Kulchin asked if the District has an investment advisor. ASM Duffey stated the District uses PFM and MBS, Inc.

Director Kulchin asked if the COVID-19 Emergency Grant Funding is included in the Budget. GM Bushee stated it is not reflected in the Budget since the District has not applied for or received any emergency funding.

The Board thanked staff for their presentations and no action was taken.

7. Closed Session

- A. Meet with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY21 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Administrative Services Manager Duffey to discuss the FY21 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

The Board of Directors met in closed session and provided direction to the District's representatives. There was no other reportable action.

8. Adjournment

President Juliussen adjourned the meeting at 10:30 a.m.

Allan Juliussen, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
June 2, 2020

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, June 2, 2020 at 9:30 a.m. via conference call.

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, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Suraj Datta of Nyhart Company

3. Public Comment

No public comment was received.

4. New Business

- A. OPEB - Recommend that the Board of Directors receive and file the Actuarial Valuation of LWD's Retiree Health Program for June 30, 2020 (measured at June 30, 2019).

ASM Duffey provided background information on the item noting that the actuarial valuation is completed every two years. He stated that LWD recently completed an actuarial valuation required by Government Accounting Standards Board (GASB) statements Nos. 74 and 75 for its retiree health program. He indicated that these statements require agencies such as LWD to report their liability for other post-employment benefits (OPEB) on their financial statements. ASM Duffey then introduced Mr. Saraj Datta of Nyhart Company to present an overview of the report.

Vice President Omsted asked if the retiree minimum required employer contribution of \$139 was paid monthly. ASM Duffey answered affirmatively. GM Bushee explained that the minimum contribution of \$139 is paid directly by the District to CalPERS and that the retiree pays the difference.

Mr. Datta presented an overview of the valuation results summary. He stated that the plan fiduciary net position of \$452,430 was greater than the total OPEB liability of \$376,571. Mr. Datta also noted that there was a slight OPEB liability increase from 2018 to 2019 due to changes in CalPERS premium rates and assumptions related to ageing, retirement, and mortality.

The IFC was pleased with the report.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the LWD Actuarial Valuation as of June 30, 2019 at the June Board meeting under the consent calendar.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee thanked Mr. Datta and ASM Duffey for the report.

8. Adjournment

Chairperson Hanson adjourned the meeting at 10:01 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 June 3, 2020

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, June 3, 2020 at 9:00 a.m., via video conference.

1. Call to Order

Director Juliussen called the meeting to order at 9:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; District Engineer Dexter Wilson; General Counsel Wayne Brechtel; and Administrative Specialist Mark Brechbiel

3. Public Comment

None.

4. New Business

A. Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.

TSM Morishita presented information to the EC pertaining to the Orchard Wood Road Sewer Repair Project (Project).

He stated that the gravity pipeline in an easement at the end of Orchard Wood Road in the City of Encinitas has a major sag which causes a significant amount of grit and grease to accumulate in the line. This line segment is on the Special Maintenance Activity (SMA) list and requires frequent cleaning to prevent a Sewer System Overflow (SSO).

TSM Morishita indicated the pipeline crosses the environmentally sensitive area of Encinitas Creek, south and east of the intersection of El Camino Real and Olivenhain Road adjacent to Scott Valley Park. The Project will use trenchless technology to install the replacement pipeline to avoid disturbing the Encinitas Creek environment.

He explained that, additionally, a pipeline in Willowhaven Road will be extended to abandon additional segments and manholes surrounding Scott Valley Park on the edge of the creek.

TSM Morishita stated in order to proceed with the Project, the City of Encinitas is requiring the District to obtain a Major Use Permit (MUP). The MUP check list requires that the District's Board of Directors consider the Project as a whole and approve the Project subject to the California Environmental Quality Act (CEQA) exemptions

identified in the Notice of Exemption (NOE) prepared for the Project. The NOE was developed by Helix Environmental, an environmental sub-consultant to IEC.

Following discussion, the EC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project.

5. Information Items

A. Batiquitos (B3) Discharge Section Replacement Project Update

TSM Morishita explained that the last manhole to be constructed was delayed due to weather and other circumstances. He shared photos of the now completed lined manhole.

In addition, he showed photos of the liner that was installed and, although the liner was wrinkled, he assured the EC that it was in fact hardened and sufficiently sealed.

B. Leucadia Pump Station Rehabilitation Project Update

TSM Morishita gave a verbal overview of the status of the LPS rehabilitation project.

He indicated that Stanek Constructors (Stanek) have been out to the site and performed pot-holing in order to locate underground utilities. In addition, he stated that Stanek has submitted on the pumps, check valves, plug valves and ECO2 Super-Oxygenation system.

TSM Morishita stated that LWD has currently paid approximately 30% of the cost for the new ECO₂ O Super-Oxygenation system as required by the Contract.

The project is still on schedule to be completed within the original timeframe of 18 months.

6. Directors' Comments

Director Kulchin asked if LWD has had any comments regarding postponing the sewer rate increase.

GM Bushee indicated he had received one phone call thanking the District for their decision to postpone.

7. General Manager's Comments

None.

8. Adjournment

Director Juliussen adjourned the meeting at 9:30 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of May/June Demands



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,141,637.90.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period May 7, 2020 through June 4, 2020.

Operating expenses totaled **\$ 271,207.28**, Capital Improvement Program expenses totaled **\$ 755,901.00**, and Payroll expense for District Employees and the Board totaled **\$ 114,529.62.**

Attachment 1	Summary of Demands by Account May 7, 2020- June 4, 2020
Attachment 2	Payroll Incentive Check Register dated May 13, 2020
Attachment 3	Accounts Payable Check Register dated May 15, 2020
Attachment 4	Accounts Payable Check Register dated May 18, 2020
Attachment 5	Payroll Check Register dated May 20, 2020
Attachment 6	Accounts Payable Check Register dated May 26, 2020
Attachment 7	Board Payroll Check Register dated June 1, 2020
Attachment 8	Accounts Payable Check Register dated June 2, 2020
Attachment 9	Payroll Check Register dated June 3, 2020

DEMANDS SUMMARY

June 10, 2020

1. Demands

Category	Check #'s		Amount	Total
Payroll Check -5/13/2020	22027	Incentive	\$457.52	
Payroll Check - 5/20/2020	22028 - 22046		\$54,902.63	
Board Payroll Check-6/1/2020	22047 - 22051		\$5,063.03	
Payroll Check - 6/3/2020	22052 - 22070		<u>\$54,106.44</u>	
		Total	\$114,529.62	
General Checking -5/15/2020	54166 - 54211		\$ 682,857.64	
General Checking - 5/18/2020	54212		\$ 4,847.06	
General Checking- 5/26/2020	54213 - 54239		\$ 231,392.51	
General Checking 6/2/2020	54240 - 54276		\$ 108,011.07	
		Total	\$ 1,027,108.28	
		GRAND TOTAL		\$1,141,637.90

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 13, 2020
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22027	5/13/2020	\$457.52

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/15/2020 Through 5/15/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS LLC	54166	5/15/2020	1,190.00	Depth Meter Maint.-April
ADS LLC		5/15/2020	<u>4,340.00</u>	Flow Metering-April
	Total 54166		5,530.00	
AIR POLLUTION CONTROL DISTRICT	54167	5/15/2020	4,384.00	Fee for new portable generator # 166
	Total 54167		<u>4,384.00</u>	
AIR POLLUTION CONTROL DISTRICT	54168	5/15/2020	4,384.00	Fee for new portable generator # 167
	Total 54168		<u>4,384.00</u>	
AT&T	54169	5/15/2020	<u>137.77</u>	Phone Service @ BPS
	Total 54169		137.77	
CORODATA	54170	5/15/2020	<u>77.93</u>	Storage-April
	Total 54170		77.93	
COX COMMUNICATIONS SAN DIEGO	54171	5/15/2020	900.00	Internet Service
	Total 54171		<u>900.00</u>	
CWEA	54172	5/15/2020	<u>192.00</u>	Membership renewal for S. Krason
	Total 54172		192.00	
DATA NET SOLUTIONS GROUP	54173	5/15/2020	<u>3,865.50</u>	Is Maint and Support
	Total 54173		3,865.50	
DAVIS FARR LLP	54174	5/15/2020	<u>5,000.00</u>	Auditing Services-April
	Total 54174		5,000.00	
DIG SAFE BOARD	54175	5/15/2020	<u>96.47</u>	Fee for Underground alarm service
	Total 54175		96.47	
DOWNSTREAM SERVICES, INC.	54176	5/15/2020	<u>104.09</u>	Storm Water Maintenance
	Total 54176		104.09	
EVOQUA WATER TECHNOLOGIES, LLC	54177	5/15/2020	10,273.27	Bloxide-April
	Total 54177		<u>10,273.27</u>	
FEDERAL EXPRESS CORPORATION	54178	5/15/2020	12.50	Shipping
	Total 54178		<u>12.50</u>	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/15/2020 Through 5/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
HEAVILAND ENTERPRISES, INC	54179	5/15/2020	856.67	Landscape Maint for May
HEAVILAND ENTERPRISES, INC		5/15/2020	<u>304.00</u>	Monthly Veg Cleanup
	Total 54179		1,160.67	
ICMA RETIREMENT-303979	54180	5/15/2020	<u>6,018.49</u>	Deferred Comp
	Total 54180		6,018.49	
JONES, ROACH & CARINGELLA, INC	54181	5/15/2020	8,500.00	Property Appraisal Services @ Diana St.
	Total 54181		8,500.00	
KEN GRODY FORD	54182	5/15/2020	<u>69.00</u>	Parts for #160
	Total 54182		69.00	
MAVTECK	54183	5/15/2020	1,420.00	CM Services for BPS Force Main-April
MAVTECK		5/15/2020	<u>10,320.00</u>	CM Services for LPS Rehab Project-April
	Total 54183		11,740.00	
MITSUBISHI ELECTRIC US, INC	54184	5/15/2020	<u>315.53</u>	Elevator Maintenance and Service
	Total 54184		315.53	
NAPA AUTO	54185	5/15/2020	51.66	Blue Def
NAPA AUTO		5/15/2020	<u>34.46</u>	Tri Power Belt @ BPS
	Total 54185		86.12	
NATIONWIDE RETIREMENT SOLUTIONS	54186	5/15/2020	294.05	Deferred Comp
	Total 54186		294.05	
NORLAB, INC	54187	5/15/2020	<u>240.00</u>	Tracing Dye
	Total 54187		240.00	
OFFICE DEPOT	54188	5/15/2020	<u>216.35</u>	Battery for VP7
	Total 54188		216.35	
OLIVENHAIN MUNICIPAL WATER DISTRICT	54189	5/15/2020	52.21	Water @ E. Estates
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/15/2020	315.38	Water @ Traveling
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/15/2020	534.83	Water @ Traveling 2
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/15/2020	65.60	Water @ Travleing-Recycled
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/15/2020	47.62	Water @ VP5
OLIVENHAIN MUNICIPAL WATER DISTRICT		5/15/2020	52.21	Water @ VP7

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/15/2020 Through 5/15/2020

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 54189		1,067.85	
PACIFIC RIM MECHANICAL	54190	5/15/2020	299.50	Hvac Service @ AWT
PACIFIC RIM MECHANICAL		5/15/2020	610.75	HVAC Service @ BPS
PACIFIC RIM MECHANICAL		5/15/2020	166.00	HVAC Service @ EEPS
PACIFIC RIM MECHANICAL		5/15/2020	608.25	HVAC Service @ LPS
	Total 54190		1,684.50	
PLUMBERS DEPOT, INC	54191	5/15/2020	590.39	Manhole Hooks
PLUMBERS DEPOT, INC		5/15/2020	17.54	Screw and Nozzle
	Total 54191		607.93	
Quadient Finance USA, Inc	54192	5/15/2020	19.05	Postage
	Total 54192		19.05	
RISING TIDE PARTNERS	54193	5/15/2020	3,118.50	Public Information-April
	Total 54193		3,118.50	
SANDAG	54194	5/15/2020	585,745.00	Poinsettia Station Improvement Project
	Total 54194		585,745.00	
SAN DIEGUITO WATER DISTRICT	54195	5/15/2020	135.43	Water @ BPS
SAN DIEGUITO WATER DISTRICT		5/15/2020	17.91	Water @ Tanker
	Total 54195		153.34	
SAN DIEGO GAS & ELECTIRC	54196	5/15/2020	11,802.18	Electric @ BPS
	Total 54196		11,802.18	
SOUTHERN CONTRACTING COMPANY	54197	5/15/2020	1,047.50	Electrical Work @ DPS
	Total 54197		1,047.50	
STAPLES	54198	5/15/2020	171.84	Office Supplies
	Total 54198		171.84	
STATE WATER RESOURCES CONTROL BD	54199	5/15/2020	70.00	Cert Renewal for S. Krason for Drinking Water Operator
	Total 54199		70.00	
THE HOME DEPOT CRC/GEFC	54200	5/15/2020	5.71	Supplies
	Total 54200		5.71	
TRUGRIT TRACTION, INC	54201	5/15/2020	475.80	Grit Wheel

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/15/2020 Through 5/15/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54201		475.80	
T.S. INDUSTRIAL SUPPLY	54202	5/15/2020	<u>150.82</u>	Paint
	Total 54202		150.82	
UNDERGROUND SERVICE ALERTS/C	54203	5/15/2020	217.90	Underground Alarm Service
	Total 54203		217.90	
UNIFIRST CORPORATION	54204	5/15/2020	236.00	Laundry Service W/E 4/29/2020
UNIFIRST CORPORATION		5/15/2020	<u>240.73</u>	Laundry Service W/E 5/6/2020
	Total 54204		476.73	
UNITED RENTALS	54205	5/15/2020	3,874.78	Emergency Generator Rental-May
UNITED RENTALS		5/15/2020	<u>3,874.78</u>	Generator Rental-April
	Total 54205		7,749.56	
VERIZON WIRELESS	54206	5/15/2020	<u>21.27</u>	Telemetry-cell phones
	Total 54206		21.27	
VORTEX INDUSTRIES, INC	54207	5/15/2020	<u>688.84</u>	Repairs to Gate
	Total 54207		688.84	
WASTE MANAGEMENT	54208	5/15/2020	<u>218.98</u>	Trash Service-April
	Total 54208		218.98	
WATER ENVIRONMENT FEDERATION	54209	5/15/2020	332.00	Membership renewal for P. Bushee
	Total 54209		332.00	
WEST COAST SAFETY SUPPLY CO., INC.	54210	5/15/2020	221.60	Masks
	Total 54210		221.60	
WORDEN WILLIAMS LLP	54211	5/15/2020	<u>3,213.00</u>	Legal Fees-April
	Total 54211		3,213.00	
Report Total			<u><u>682,857.64</u></u>	

Leucadia Wastewater District
Check/Voucher Register - CHECK REGISTER
1001 - Opus Bank General Checking
From 5/18/2020 Through 5/18/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	54212	5/18/2020	4,847.06	POSTAGE AND MAILING OF THE PROP 218 NOTICE
	Total 54212		4,847.06	
Report Total			4,847.06	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: May 20, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22028 -22046	5/20/2020	\$54,902.63

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/26/2020 Through 5/26/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
BANNER BANK	54213	5/26/2020	6,634.75	RETENTION FOR STANEK CONST.-LPS REHAB PROJECT
	Total 54213		6,634.75	
BOOT WORLD, INC	54214	5/26/2020	97.40	SAFETY BOOTS FOR R. RODRIGUEZ
BOOT WORLD, INC		5/26/2020	300.00	SAFETY BOOTS FOR S. KRASON
	Total 54214		397.40	
BRAX COMPANY, INC	54215	5/26/2020	4,249.16	GAFNER AWT EFFLUENT PUMP
BRAX COMPANY, INC		5/26/2020	26,166.76	REBUILD EFFLUENT PUMP
	Total 54215		30,415.92	
DEXTER WILSON ENGINEERING	54216	5/26/2020	480.00	GE/0941/APRIL/ORPHEUS AVE
DEXTER WILSON ENGINEERING		5/26/2020	1,460.00	GE/0996/APRIL/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		5/26/2020	810.00	GE/1003/APRIL/THE BEACONS
DEXTER WILSON ENGINEERING		5/26/2020	3,712.50	GE/1058/APRIL/EL CAMINO REAL BLDG
DEXTER WILSON ENGINEERING		5/26/2020	365.00	GE/1086/APRIL/ALMADEN LANE
DEXTER WILSON ENGINEERING		5/26/2020	120.00	GE/1089/APRIL/ORPHAN ANNEX
DEXTER WILSON ENGINEERING		5/26/2020	79.26	GE/1097/APRIL/ACUNA ST
DEXTER WILSON ENGINEERING		5/26/2020	120.00	GE/1100/APRIL/ARGONAUTA ST
DEXTER WILSON ENGINEERING		5/26/2020	6,505.00	GE/CIP/APRIL/200/0358/0364
	Total 54216		13,651.76	
ICMA RETIREMENT-303979	54217	5/26/2020	6,018.24	DEFERRED COMP
	Total 54217		6,018.24	
JAMES BLACKBURN	54218	5/26/2020	2,172.50	LATERAL REIMBURSEMENT
	Total 54218		2,172.50	
MSC JANITORIAL SERVICE, INC	54219	5/26/2020	2,004.50	JANITORIAL SERVICE-MAY
	Total 54219		2,004.50	
NAPA AUTO	54220	5/26/2020	96.85	FUEL FILTERS
NAPA AUTO		5/26/2020	13.45	REFLECTORS
	Total 54220		110.30	
NATIONWIDE RETIREMENT SOLUTIONS	54221	5/26/2020	294.05	DEFERRED COMP
	Total 54221		294.05	
OLIVENHAIN MUNICIPAL WATER DIST	54222	5/26/2020	753.12	WOODWARD & CURRAN GRANT ADM COSTS
	Total 54222		753.12	
PACS, Inc	54223	5/26/2020	370.00	CARBON SAMPLE TESTING @BPS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/26/2020 Through 5/26/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54223		370.00	
PLUMBERS DEPOT, INC	54224	5/26/2020	921.69	REPAIR ON CAMERA-CCTV
	Total 54224		921.69	
PURE WATER PARTNERS, LLC	54225	5/26/2020	135.77	FILTERED WATER FOR THE OFFICE
	Total 54225		135.77	
SAN DIEGO GAS & ELECTIRC	54226	5/26/2020	2,360.65	ELECTRIC @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		5/26/2020	105.02	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	16,697.82	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		5/26/2020	364.62	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	613.19	ELECTRIC @ E.ESTATES PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	1,006.76	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		5/26/2020	11,216.23	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		5/26/2020	131.96	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	266.58	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	133.05	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		5/26/2020	823.72	ELECTRICAL WORK @ EEPS
SAN DIEGO GAS & ELECTIRC		5/26/2020	78.68	GAS @ ADM OFFICE
	Total 54226		33,798.28	
SHARP ELECTRONICS CORP DBA SHARP BUSINESS	54227	5/26/2020	19.26	COPY FEE FOR COPIER
	Total 54227		19.26	
SOUTHERN CONTRACTING COMPANY	54228	5/26/2020	520.00	ELECTRICAL WORK @ AWT
	Total 54228		520.00	
SPACELINK/I2B NETWORK	54229	5/26/2020	160.00	WEB CAM @BPS-5/2020-6/2020
	Total 54229		160.00	
STANEK CONSTRUCTORS, INC	54230	5/26/2020	126,060.25	LPS REHAB PROJECT
	Total 54230		126,060.25	
TERMINIX	54231	5/26/2020	62.00	MONTHLY PEST SERVICE-APRIL
	Total 54231		62.00	
TIM BESTAMENTE	54232	5/26/2020	420.98	MAINT WORK ON BATHROOM
	Total 54232		420.98	
SOLANA PALM LLC	54233	5/26/2020	90.00	ANSWERING SERVICE-5/16-6/15/2020
	Total 54233		90.00	
TRIMAX	54234	5/26/2020	4,320.00	DERAGGER INSTALL @ AVOCADO PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 5/26/2020 Through 5/26/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54234		4,320.00	
UNIFIRST CORPORATION	54235	5/26/2020	<u>236.00</u>	LAUNDRY SERVICE-W/E 5/13/2020
	Total 54235		236.00	
UNIFIRST FIRST AID CORP	54236	5/26/2020	<u>100.08</u>	REFILL FIRST AID CABINET
	Total 54236		100.08	
UNITED RENTALS	54237	5/26/2020	<u>108.73</u>	CABLE
	Total 54237		108.73	
VERIZON WIRELESS	54238	5/26/2020	<u>1,046.93</u>	CELL PHONE USAGE
	Total 54238		1,046.93	
VORTEX INDUSTRIES, INC	54239	5/26/2020	<u>570.00</u>	REPAIRS TO ROLLING GATE
	Total 54239		570.00	
Report Total			<u><u>231,392.51</u></u>	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: June 1, 2020

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
22047 - 22051	6/1/2020	\$5,063.03

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 6/2/2020 Through 6/2/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CHRIS BROWN dba:ALCHEMY CONSULTING GROUP	54240	6/2/2020	2,000.00	April 2020 Consulting
	Total 54240		2,000.00	
AT&T	54241	6/2/2020	216.66	Phone Svc.
	Total 54241		216.66	
AZTEC LEASING, INC	54242	6/2/2020	530.88	Copy Machines Lease
	Total 54242		530.88	
BAJA POOL AND SPA SERVICE	54243	6/2/2020	215.00	Fountain Svc. - June 2020
	Total 54243		215.00	
CARLSBAD FUELS CORPORATION	54244	6/2/2020	1,382.87	Vehicle Fuels
	Total 54244		1,382.87	
COLONIAL LIFE INS	54245	6/2/2020	137.24	Colonial Premiums - 5/6, 5/20
	Total 54245		137.24	
COX COMMUNICATIONS SAN DIEGO	54246	6/2/2020	510.34	Phone Svc.
	Total 54246		510.34	
CWEA	54247	6/2/2020	94.00	Membership Renewal - Steve Krason
CWEA		6/2/2020	89.00	Membership Renewal - Todd Amos
	Total 54247		183.00	
DKF SOLUTIONS GROUP, LLC	54248	6/2/2020	300.00	MSO Monthly Subscription
	Total 54248		300.00	
ELECTRICAL SALES, INC.	54249	6/2/2020	102.43	600 v Fuses @BPS
	Total 54249		102.43	
ENCINITAS FORD	54250	6/2/2020	34,247.87	2020 Ford Transit Truck
	Total 54250		34,247.87	
EVOQUA WATER TECHNOLOGIES, LLC	54251	6/2/2020	6,750.00	Installation of Storage Tank
	Total 54251		6,750.00	
GRAINGER, INC	54252	6/2/2020	339.25	Tools & Parts
	Total 54252		339.25	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 6/2/2020 Through 6/2/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HARTFORD LIFE & ACCIDENT INS.	54253	6/2/2020	456.89	Life Insurance Premiums - June 2020
	Total 54253		456.89	
HUMANA DENTAL INS.	54254	6/2/2020	<u>3,191.36</u>	Dental for June
	Total 54254		3,191.36	
INFRASTRUCTURE ENGINEERING CORP	54255	6/2/2020	16,951.00	Encinitas. Est. PS Repl. Proj.-April
INFRASTRUCTURE ENGINEERING CORP		6/2/2020	2,265.00	LPS Rehab-April
	Total 54255		<u>19,216.00</u>	
LA COSTA LOGO, LLC	54256	6/2/2020	<u>968.55</u>	Beanies, T-Shirts
	Total 54256		968.55	
L&L PRINTERS	54257	6/2/2020	<u>2,428.79</u>	Printing/Mailing Services-Prop 2018
	Total 54257		2,428.79	
MES VISION	54258	6/2/2020	<u>414.12</u>	Vision Ins. Premiums - June 2020
	Total 54258		414.12	
MUTUAL OF OMAHA	54259	6/2/2020	<u>1,201.25</u>	Disability Ins. Premiums-June
	Total 54259		1,201.25	
OLIVENHAIN MUNICIPAL WATER DIST	54260	6/2/2020	7,446.92	LWD Portion of Consulting Fee
	Total 54260		<u>7,446.92</u>	
PACIFIC RIM MECHANICAL	54261	6/2/2020	6,914.00	AWT Air Supply Fan
PACIFIC RIM MECHANICAL		6/2/2020	6,413.45	BPS HVAC Equipment
PACIFIC RIM MECHANICAL		6/2/2020	<u>1,154.32</u>	Thermostat @ LPS
	Total 54261		14,481.77	
PACIFIC SAFETY CENTER	54262	6/2/2020	<u>280.00</u>	Annual Membership Renewal
	Total 54262		280.00	
PLANT PEOPLE, INC	54263	6/2/2020	<u>158.00</u>	June 2020 Plant Maintenance
	Total 54263		158.00	
PLUMBERS DEPOT, INC	54264	6/2/2020	<u>711.67</u>	8 gal. tank & mounting kit
	Total 54264		711.67	
RANCHO SANTA FE SECURITY SYSTEMS	54265	6/2/2020	3,073.00	5 Key Pad Readers

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 6/2/2020 Through 6/2/2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 54265		3,073.00	
SAN DIEGO GAS & ELECTIRC	54266	6/2/2020	839.89	Electric @ Saxony PS
	Total 54266		839.89	
SOUTHERN CONTRACTING COMPANY	54267	6/2/2020	540.00	Electrical Work @ AWT
SOUTHERN CONTRACTING COMPANY		6/2/2020	540.00	Electrical Work @ BPS
	Total 54267		1,080.00	
STAPLES	54268	6/2/2020	62.38	Office Supplies
	Total 54268		62.38	
TERMINIX	54269	6/2/2020	40.00	Pest Control Svc. May 2020
	Total 54269		40.00	
TODD AMOS	54270	6/2/2020	155.13	Boots Reimbursement
	Total 54270		155.13	
T.S. INDUSTRIAL SUPPLY	54271	6/2/2020	123.77	Hoses & Fittings
T.S. INDUSTRIAL SUPPLY		6/2/2020	230.93	Staimnless Wedge Anchor @ DPS
	Total 54271		354.70	
UNIFIRST CORPORATION	54272	6/2/2020	245.01	Laundry 5.20.20
UNIFIRST CORPORATION		6/2/2020	236.00	Laundry 5.27.20
	Total 54272		481.01	
UNIFIRST FIRST AID CORP	54273	6/2/2020	231.50	First Aid Supplies
	Total 54273		231.50	
UNITED RENTALS	54274	6/2/2020	3,553.53	Generator Rental
	Total 54274		3,553.53	
CONCENTRA	54275	6/2/2020	89.00	Physicals
	Total 54275		89.00	
QUADIENT LEASING	54276	6/2/2020	180.07	POSTAGE METER LEASE-JUNE-SEPT
	Total 54276		180.07	
Report Total			108,011.07	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

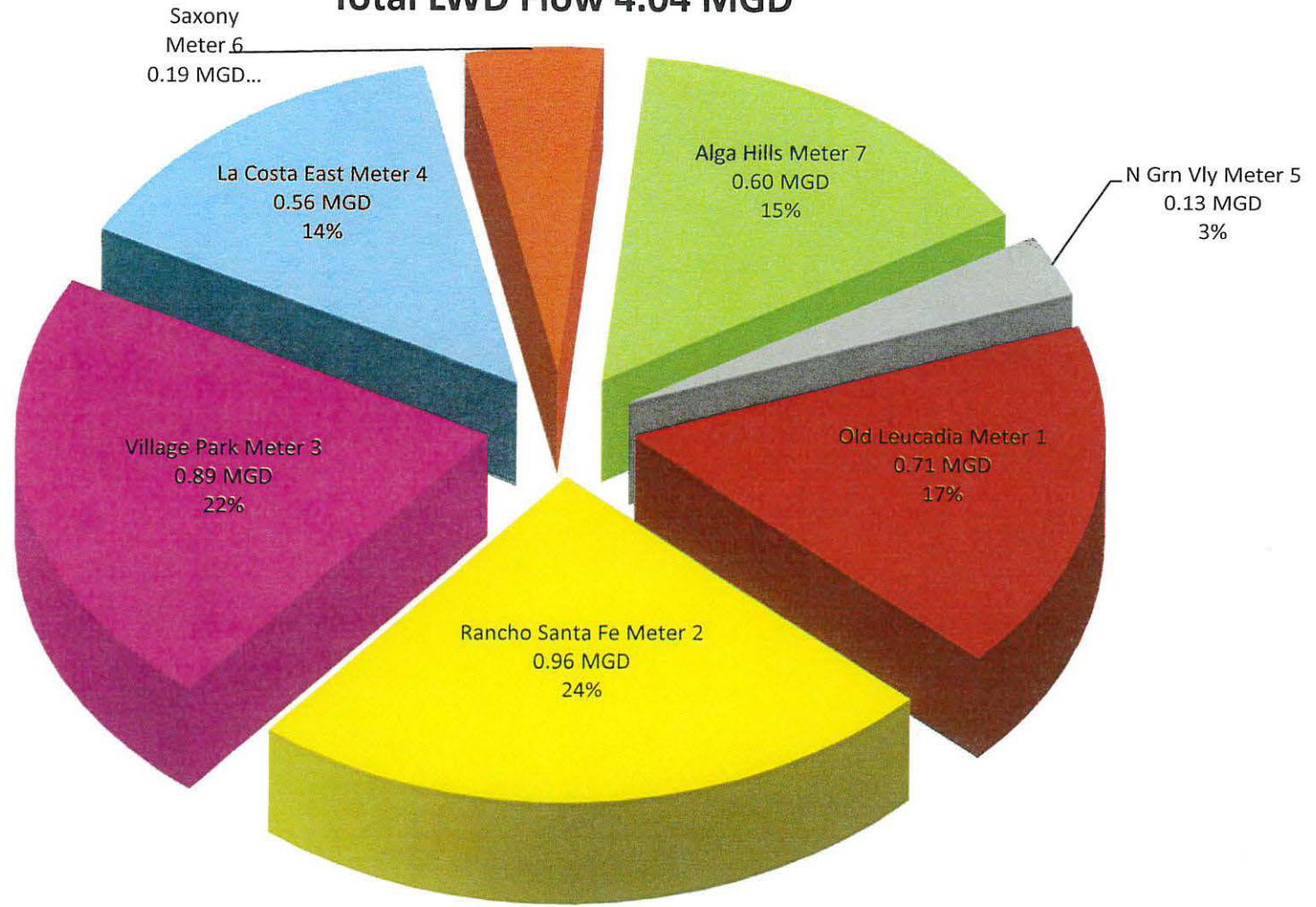
Payroll Date: June 3, 2020

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
22052 - 22070	6/3/2020	\$54,106.44

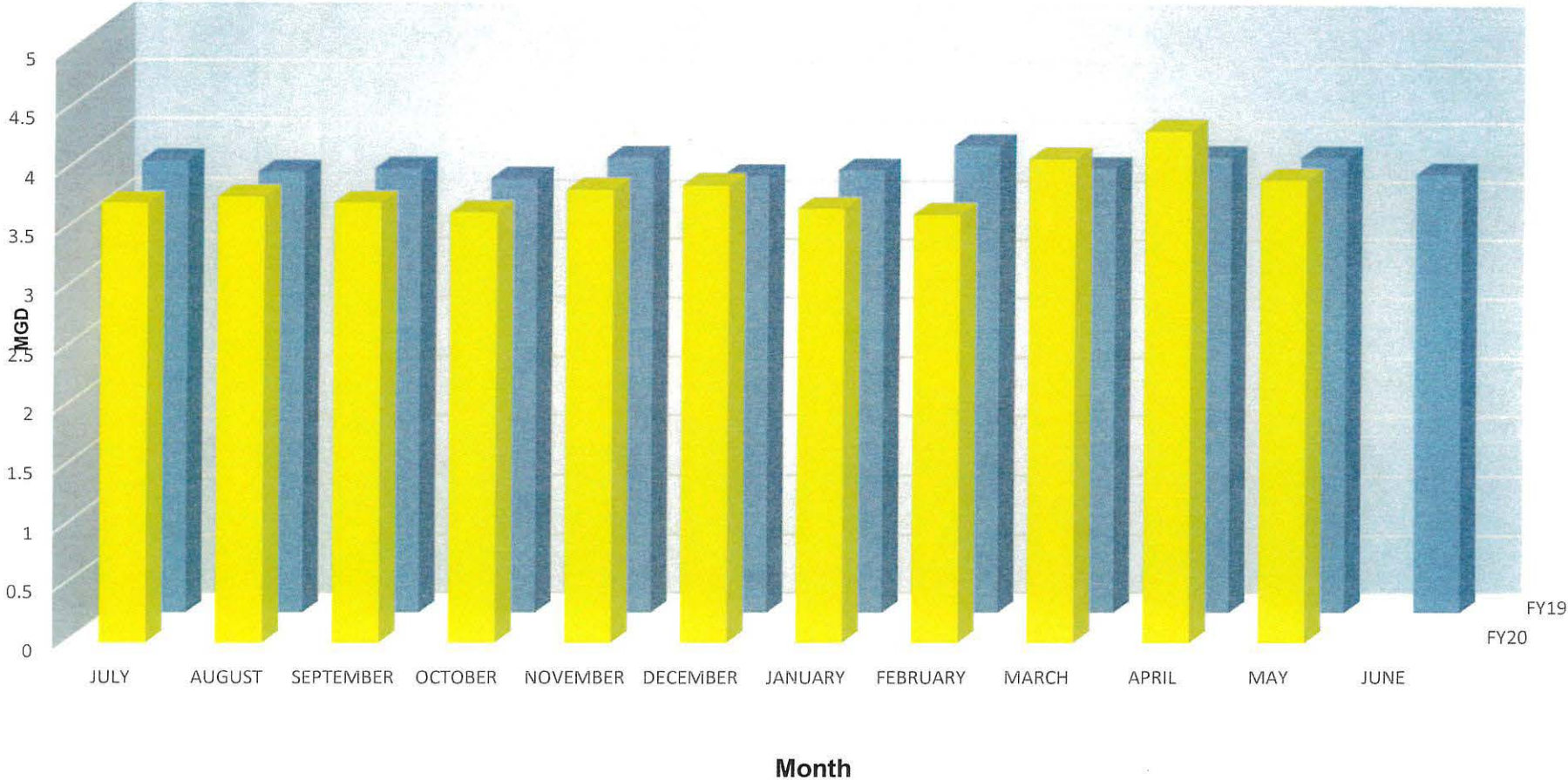
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2020 (July 2019 - June 2020)**

CURRENT MONTH - May 2020							FY 2019
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,721.44	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	115.01	1.00	3.71	129.17	41.87	3.82
YTD			28,722.44				
AUGUST	0.00	116.87	15.00	3.77	131.19	43.76	3.73
YTD			28,737.44				
SEPTEMBER	0.03	111.60	2.00	3.72	129.44	36.04	3.76
YTD			28,739.44				
OCTOBER	0.00	112.84	4.00	3.64	126.64	27.39	3.68
YTD			28,743.44				
NOVEMBER	3.55	115.20	6.93	3.84	133.56	6.54	3.86
YTD			28,750.37				
DECEMBER	3.61	120.28	3.23	3.88	134.94	0.00	3.71
YTD			28,753.60				
JANUARY	0.61	114.08	6.50	3.68	127.96	0.00	3.76
YTD			28,760.10				
FEBRUARY	0.42	105.27	4.00	3.63	126.20	0.00	3.97
YTD			28,764.10				
MARCH	2.89	127.41	8.12	4.11	142.85	3.35	3.78
YTD			28,772.22				
APRIL	6.44	130.50	1.75	4.35	151.18	0.00	3.88
YTD			28,773.97				
MAY	0.04	122.14	-37.68	3.94	137.11	39.73	3.88
YTD			28,736.29				
JUNE							3.74
YTD							
YTD Totals	17.59	1291.20	14.85			198.68	
Mo Average	1.60	117.38	1.35	3.84	133.66	18.06	3.76

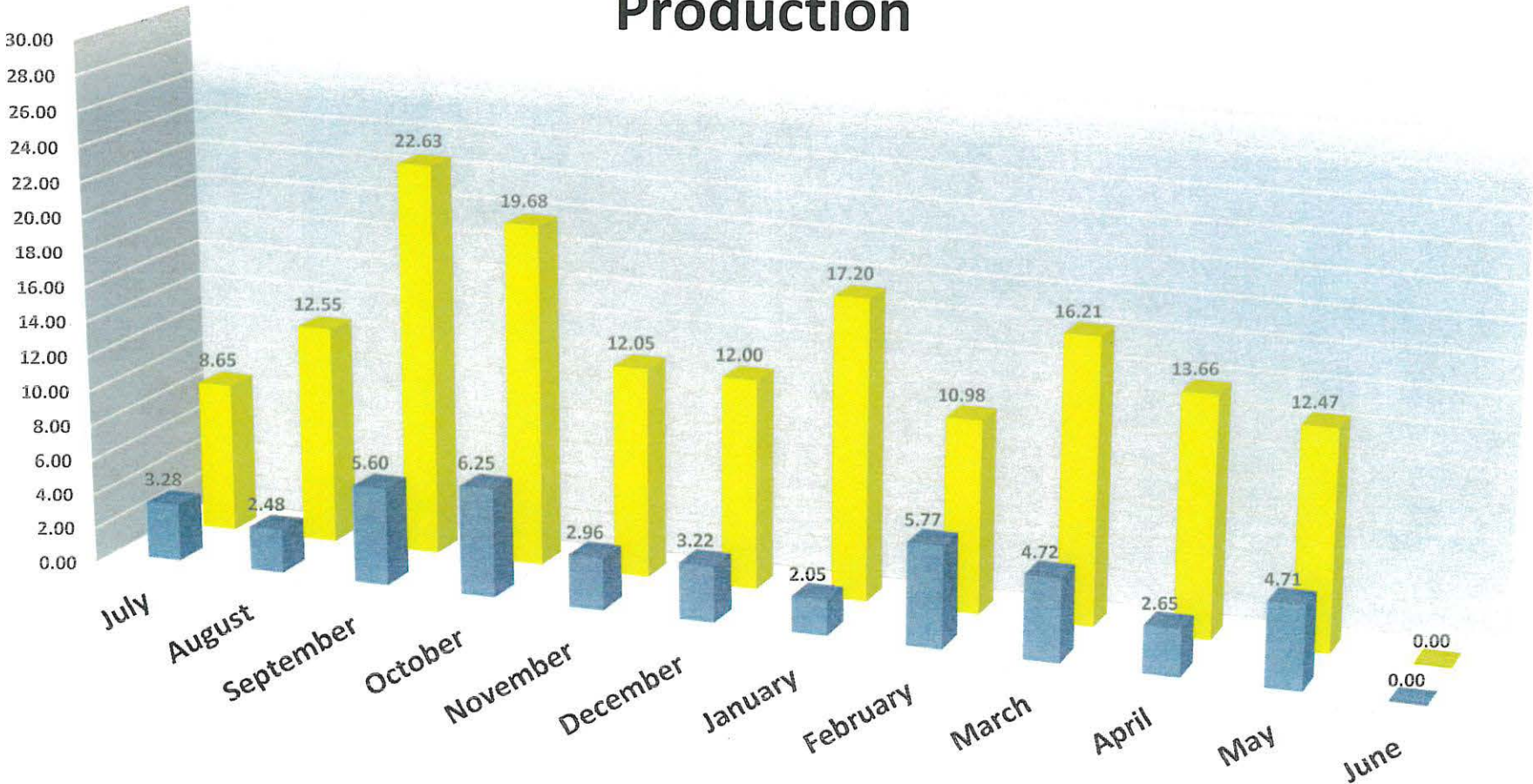
**LWD Flows by Sub-Basin
May 2020
Total LWD Flow 4.04 MGD**



Leucadia Wastewater District Flow Comparison FY19 to FY20



FY-20 CCTV Inspections & Hydro Cleaning Production

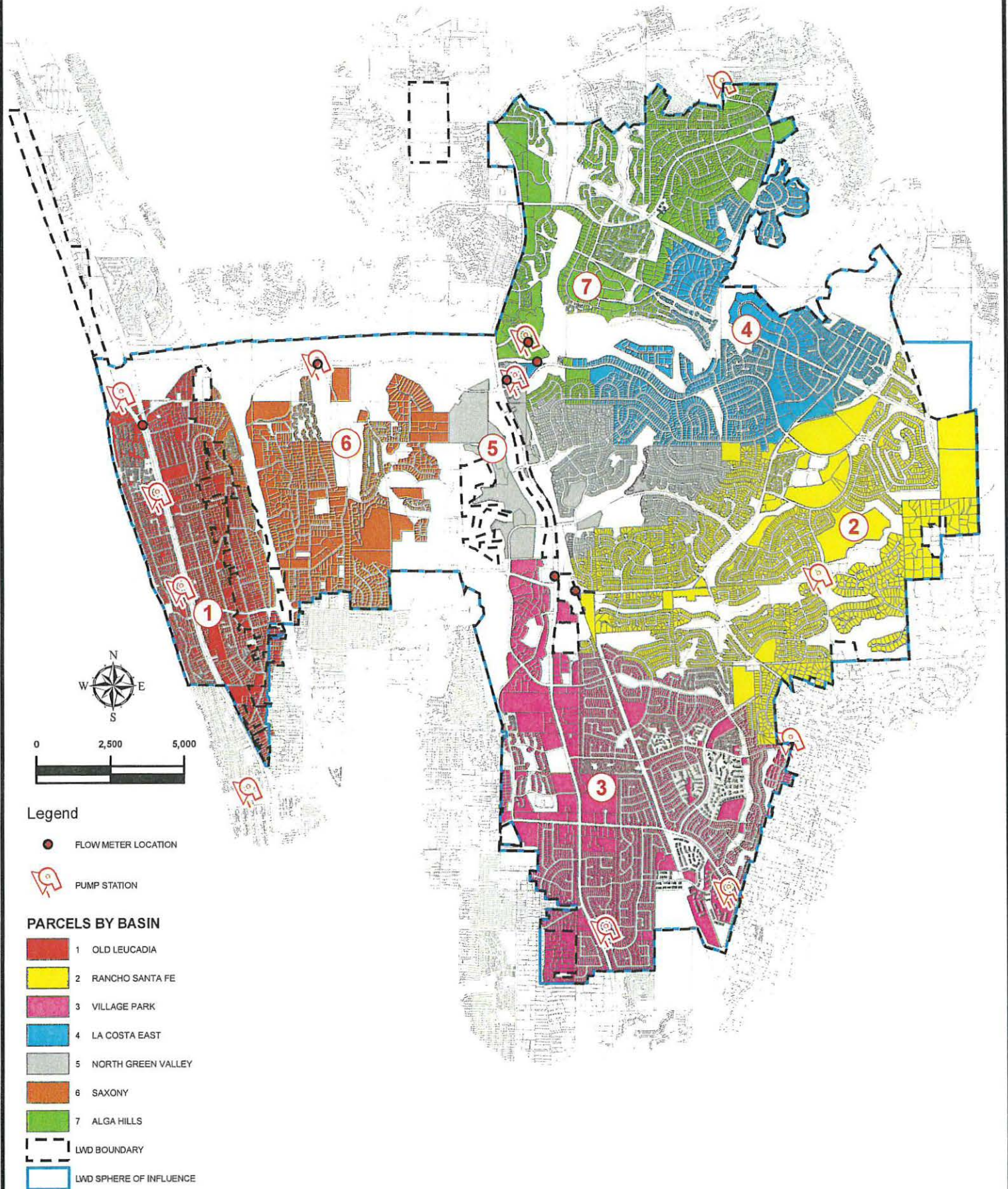


Monthly Target Mileage

Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections (YTD 43.7 Miles)
 ■ Hydro Cleaning (YTD 158.1 Miles)

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



**Operations and Administration Training Report
Summary for Fiscal Year 2020**

Training		Hours	
Month	Ops	Admin	Total
Jul-19	240	1	241
Aug-19	37	10	47
Sep-19	25	6	30
Oct-19	98	30	128
Nov-19	23	7	19
Dec-19	38	7	45
Jan-20	16	10	26
Feb-20	45	4	49
Mar-20	38	7	45
Apr-20	21	2	23
May-20	11	0	11
Jun-20	0	0	0
YTD Totals	592	83	663
YTD Monthly Avg	49	7	55

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-19	3	2	5
Aug-19	4	2	6
Sep-19	0	3	3
Oct-19	4	0	4
Nov-19	0	0	0
Dec-19	0	2	2
Jan-20	0	3	3
Feb-20	0	3	3
Mar-20	0	0	0
Apr-20	0	0	0
May-20	0	3	3
Jun-20	0	0	0
YTD Total	11	18	29
YTD Monthly Avg	1	2	2

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO



LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
May 2020**

Training & Safety Events for the month May 2020

Hours

Description	Ops	Admin	Total
Bloodborne Pathogens	1	0	1
Heat Illness	3	0	3
Respiratory Protection	7	0	7
Total Training Hours	11	0	11

YTD Monthly Avg 55

YTD Totals 663

Conferences for the month of May 2020

Attendees

Description	Ops	Admin	Total
CSRMA - COVID-19	0	1	1
CSRMA - Workers Comp.	0	2	2
Total Attended Conferences	0	3	3

Notes:

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

Leucadia Wastewater District

Balance Sheet

As of 5/31/2020

	Amount
Assets	
Cash & Investments	38,198,378.88
Accounts Receivables	210,087.58
Net OPEB Asset	135,445.00
Prepaid Expense	91,542.77
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	169,719,937.04
Less Accumulated Depreciation	<u>(59,239,580.98)</u>
Total Assets	<u>151,157,010.29</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,171,962.00
OPEB Health Deferred Outflows	13,349.00
Total Deferred Outflows	<u>1,185,311.00</u>
Total Assets & Deferred Outflows	<u>152,342,321.29</u>
Liabilities	
Accounts Payable & Accrued Expenses	582,151.08
Developer Deposits	242,931.08
Net Pension Liability	4,000,889.00
Total Liabilities	<u>4,825,971.16</u>
Deferred Inflows	
PERS Pension Deferred Inflows	350,054.00
OPEB Health Deferred Inflows	10,456.00
Total Deferred Inflows	<u>360,510.00</u>
Net Position	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	110,480,356.06
Reserves	34,973,631.83
Total Beginning Net Position (as of June 30, 2018)	<u>145,453,987.89</u>
Current Change In Net Position	
Other	1,701,852.24
Total Current Change In Net Position	<u>1,701,852.24</u>
Total Net Position	<u>147,155,840.13</u>
Total Liabilities, Deferred Inflows & Net Position	<u>152,342,321.29</u>

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

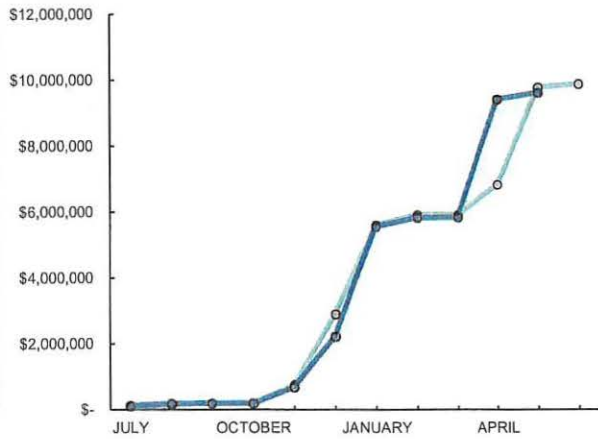
From 7/1/2019 Through 5/31/2020

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 9,603,393.13	\$ 9,868,771.00	\$ 265,377.87	97.3%
3150 Recycled Water Sales	276,494.90	350,000.00	73,505.10	79.0%
3100 Misc. Operating Revenue	34,614.59	189,043.00	154,428.41	18.3%
TOTAL OPERATING REVENUES	\$ 9,914,502.62	\$10,407,814.00	\$ 493,311.38	95.3%
OPERATING EXPENSES				
4100 Salaries	\$ 1,780,844.77	\$ 2,016,361.00	\$ 235,516.23	88.3%
4200 Employee Benefits	1,212,881.80	1,347,926.00	135,044.20	90.0%
4300 Directors Expense	89,983.64	142,400.00	52,416.36	63.2%
4400 Election Expense	-	-	-	0.0%
4600 Gas, Oil & Fuel	30,904.57	41,000.00	10,095.43	75.4%
4700 Insurance Expense	106,077.98	119,800.00	13,722.02	88.5%
4800 Memberships	31,657.72	30,200.00	(1,457.72)	104.8%
4900 Office Expense	117,830.49	154,900.00	37,069.51	76.1%
5000 Operating Supplies	138,257.17	198,200.00	59,942.83	69.8%
5200 Professional Services	332,357.64	408,400.00	76,042.36	81.4%
5300 Printing & Publishing	35,549.04	29,500.00	(6,049.04)	120.5%
5400 Rents & Leases	14,169.19	18,000.00	3,830.81	78.7%
5500 Repairs & Maintenance	367,146.61	492,260.00	125,113.39	74.6%
5600 Monitoring & Permits	60,126.49	65,200.00	5,073.51	92.2%
5700 Training & Development	39,064.96	46,800.00	7,735.04	83.5%
5900 Utilities	378,553.23	442,600.00	64,046.77	85.5%
6100 LAFCO Operations	7,323.45	7,700.00	376.55	95.1%
6200 Encina Operating Expense	1,878,908.69	2,554,800.00	675,891.31	73.5%
6900 Admin O/H alloc to Capital	(130,086.81)	(179,028.00)	(48,941.19)	72.7%
TOTAL OPERATING EXPENSES	\$ 6,491,550.63	\$ 7,937,019.00	\$ 1,445,468.37	81.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 223,166.97	\$ 305,340.00	\$ 82,173.03	73.1%
3220 Property Taxes	1,728,866.47	1,790,000.00	61,133.53	96.6%
3250 Investment Income	734,966.50	735,000.00	33.50	100.0%
3290 Misc. Non Op Revenue	173,646.78	85,300.00	(88,346.78)	203.6%
TOTAL NON-OPERATING REVENUES	\$ 2,860,646.72	\$ 2,915,640.00	\$ 54,993.28	98.1%

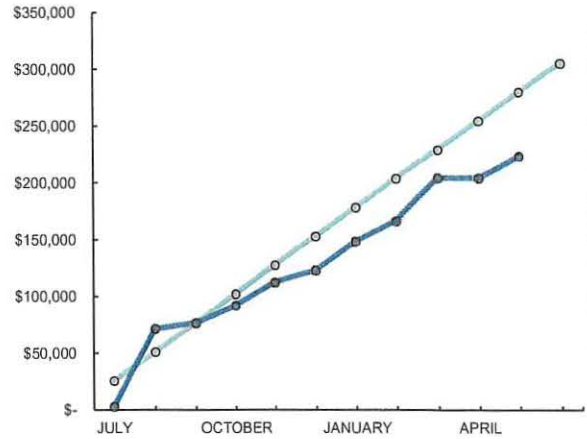
Leucadia Wastewater District Revenue FY2019

YTD through May 31, 2020

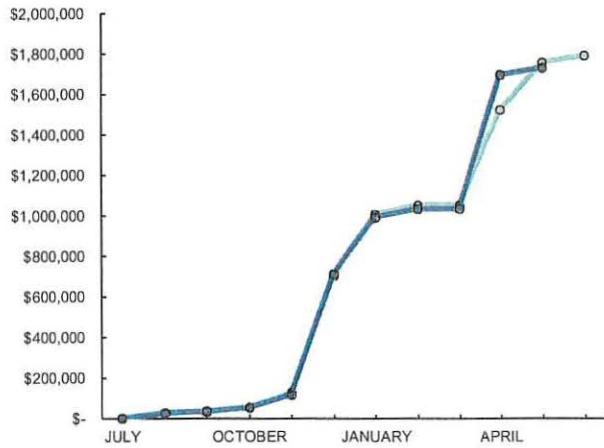
Sewer Service Fees



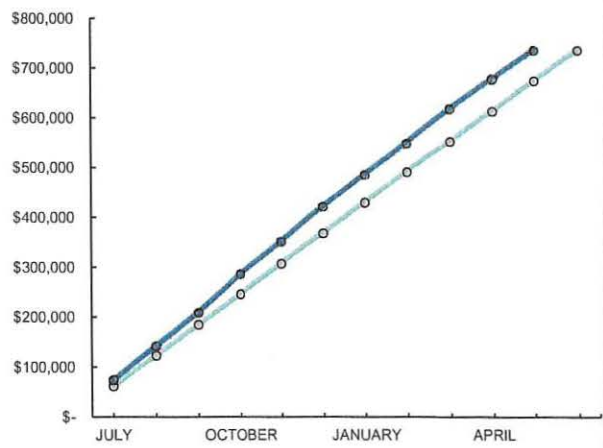
Capacity Charges



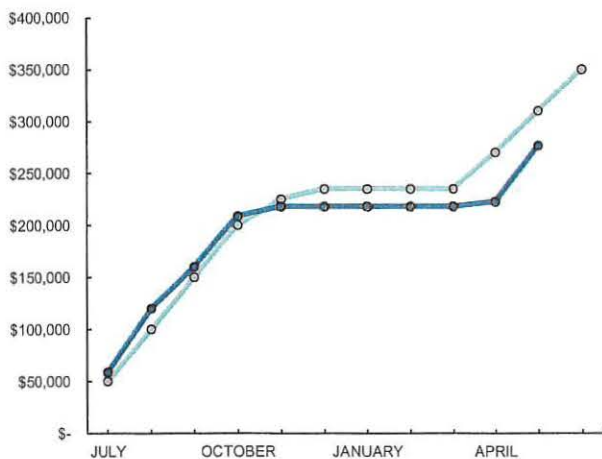
Property Taxes



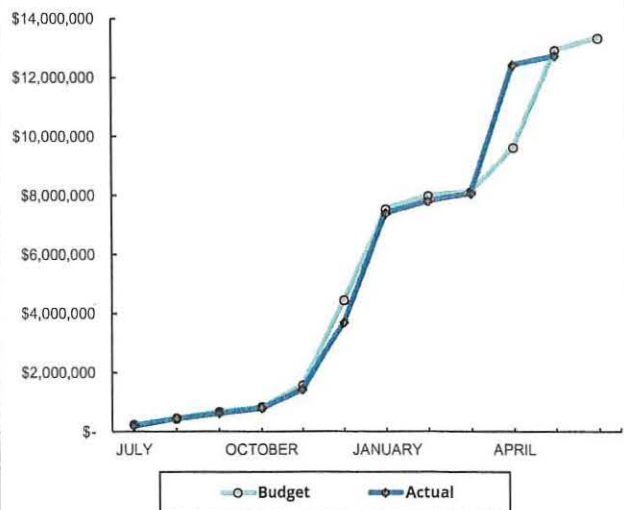
Investment Income



Recycled Wastewater Sales



Total Revenue

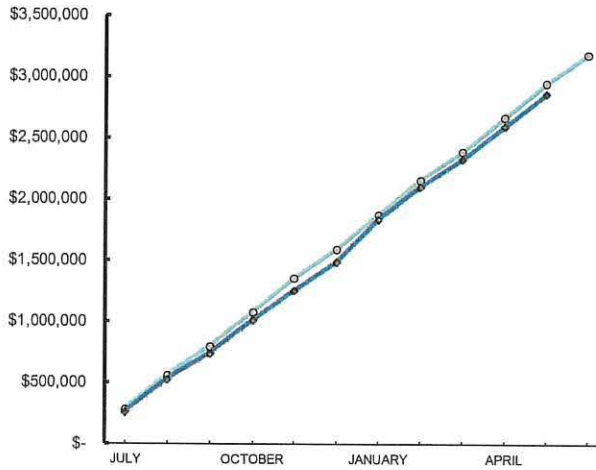


* Preliminary; subject to future review, reconciliation, accruals, and audit

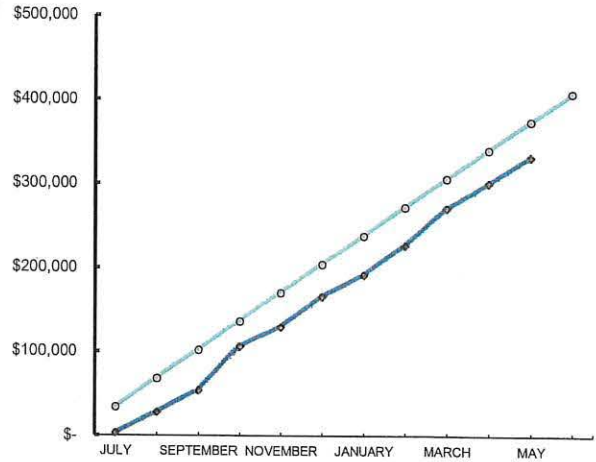
Leucadia Wastewater District Operating Expenses FY2019

YTD through May 31, 2020

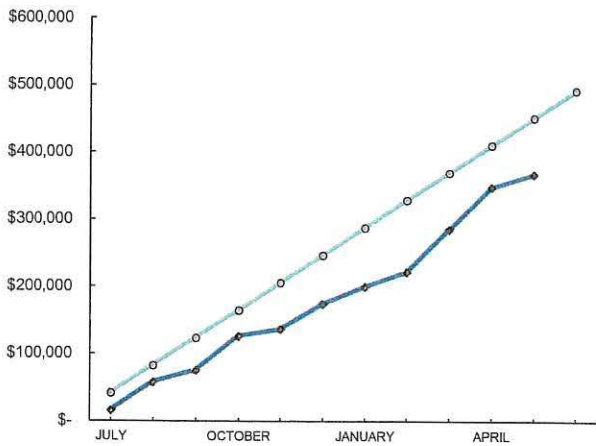
Salaries and Benefits



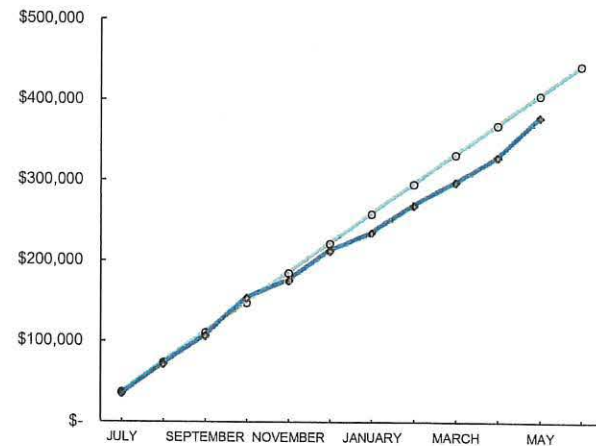
Professional Services



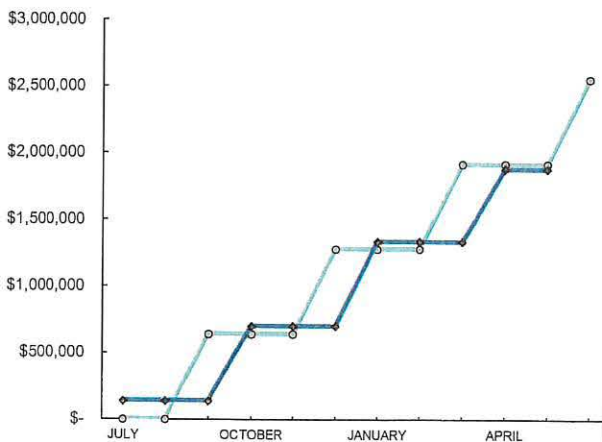
Repairs & Maintenance



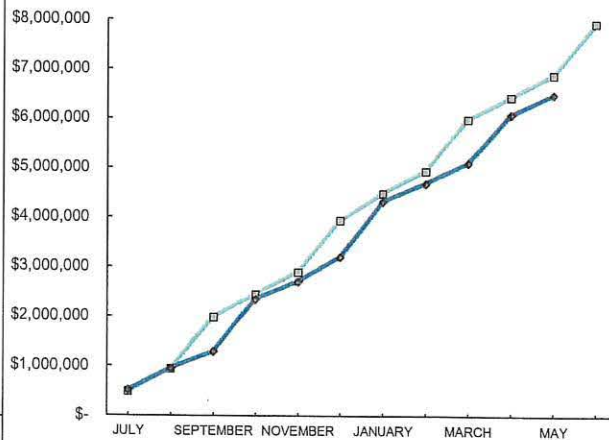
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



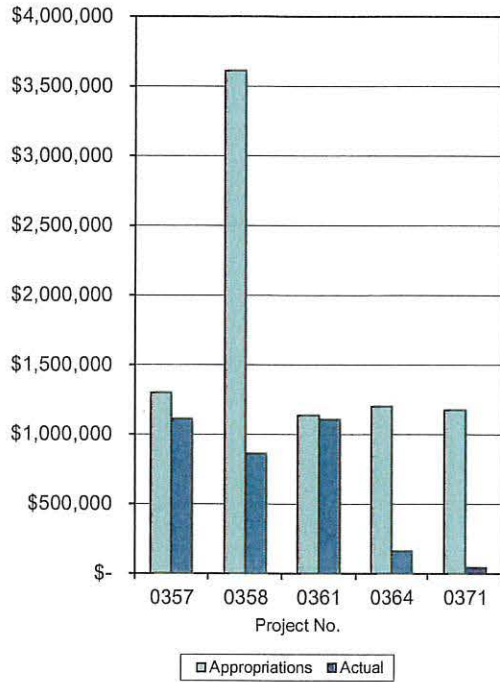
□ Budget ◆ Actual

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

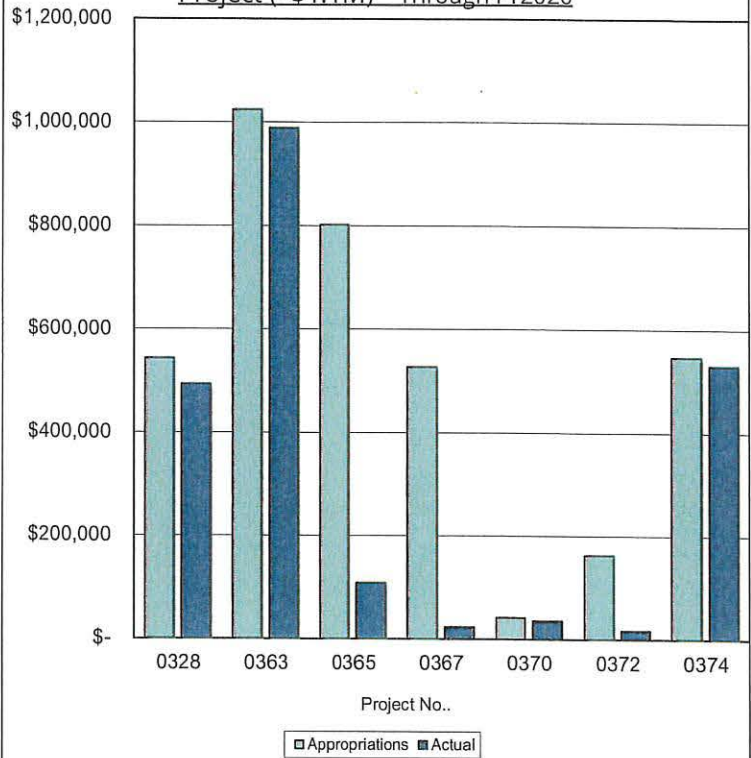
Leucadia Wastewater District Capital Expenditures

As of May 31, 2020

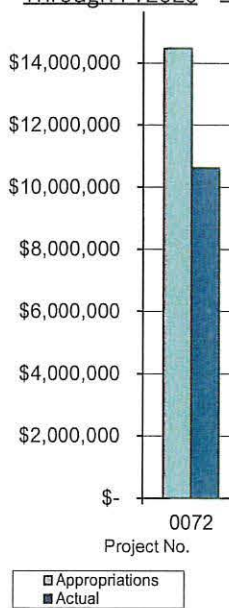
**District Multi Year Capital Expenditures
by Project
(>\$1.1M) Through FY2020**



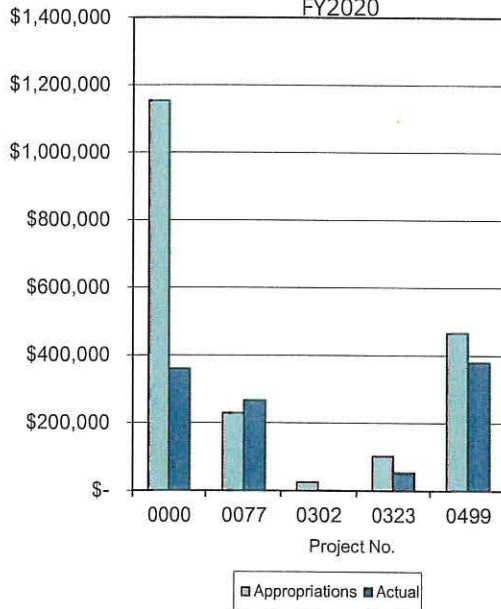
**District Multi Year Capital Expenditures by
Project (<\$1.1M) Through FY2020**



**District's Share of
Encina WPCF
Capital Exp
Through FY2020**



**Single Year Capital Expenditures by
Project
FY2020**



Project Legend

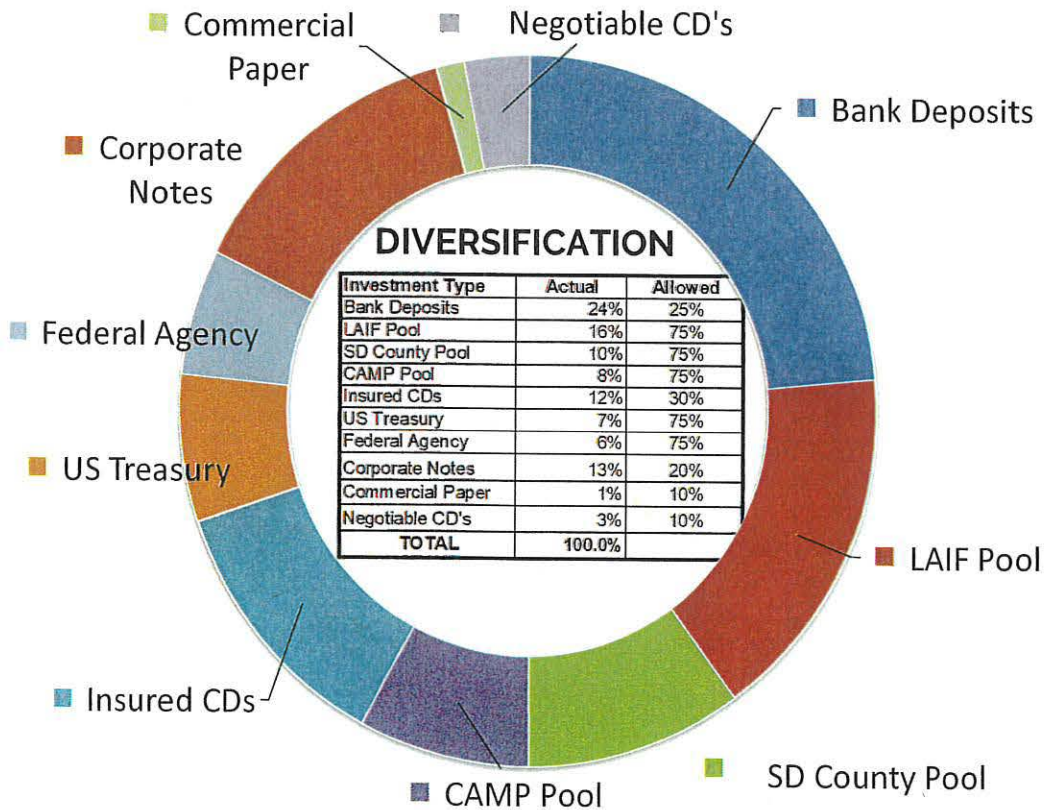
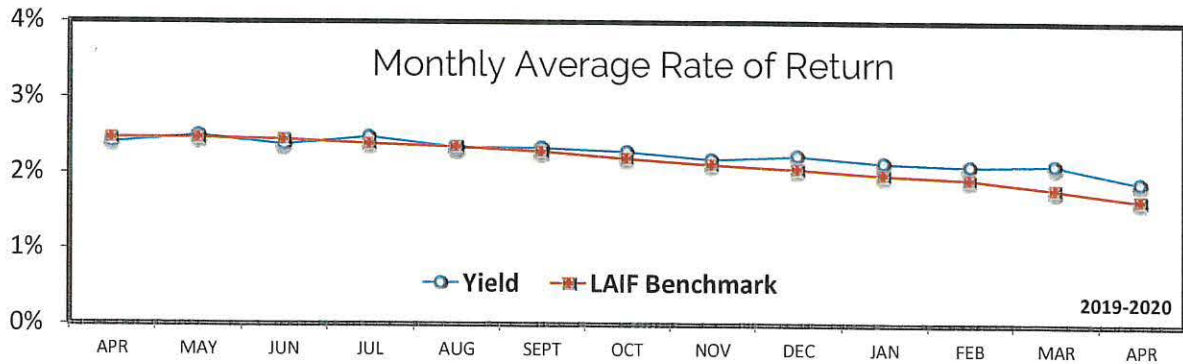
Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas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

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

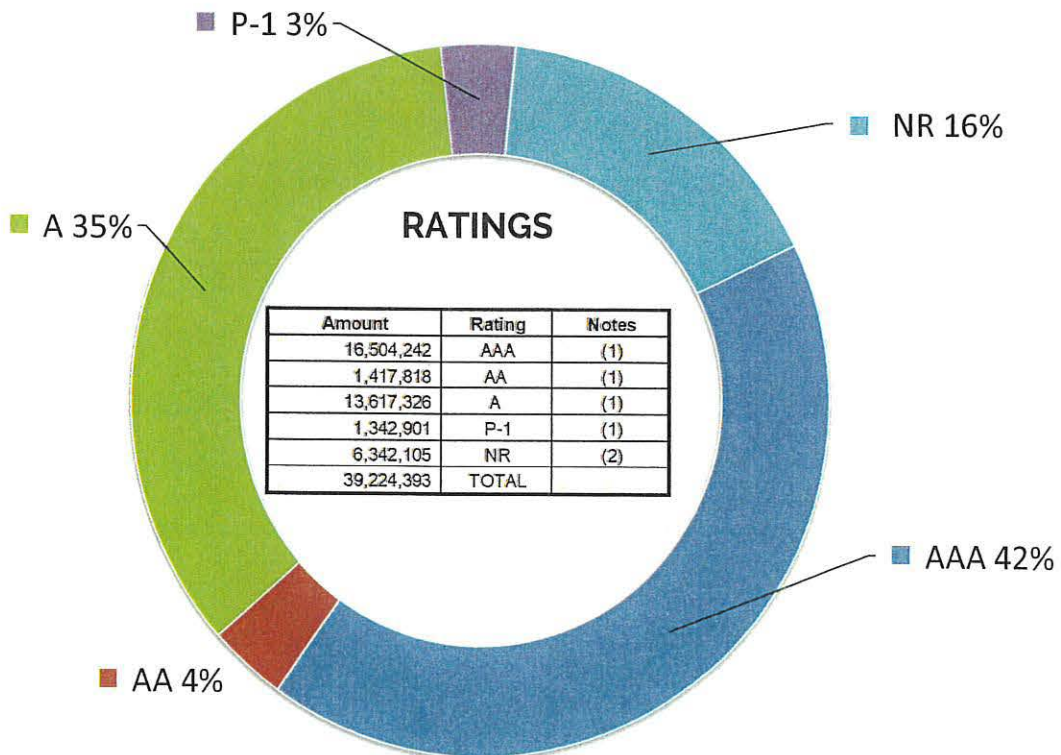
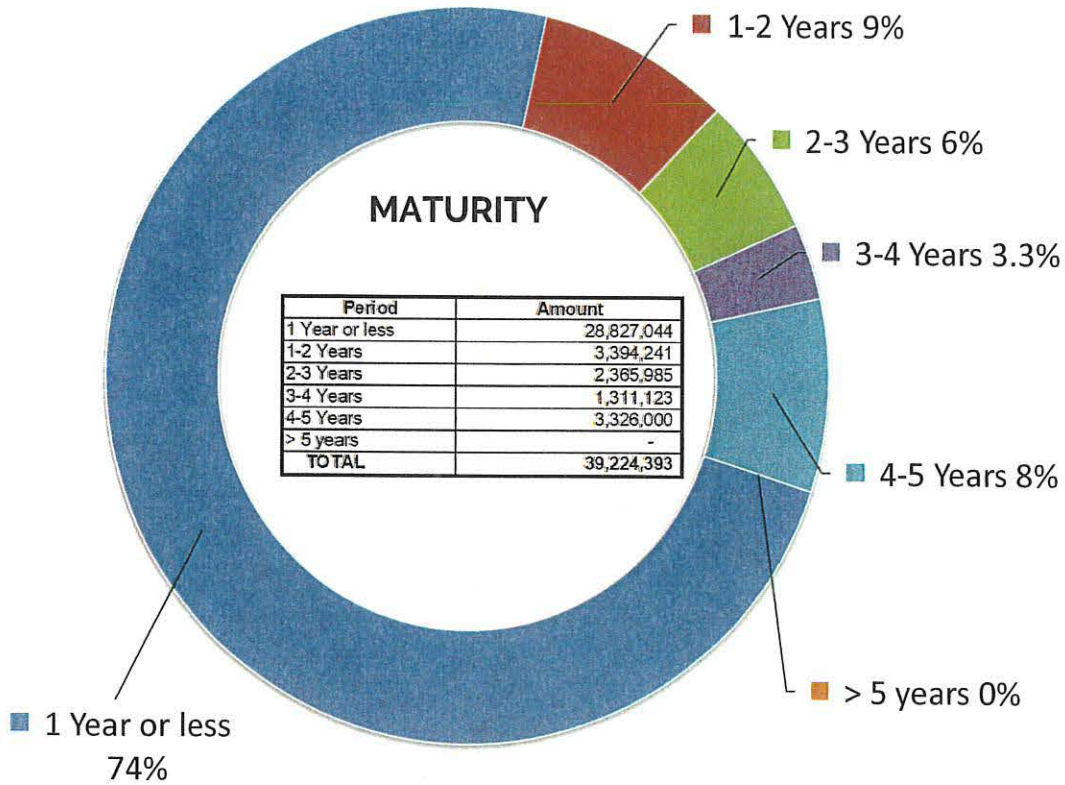
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
April 30, 2020

Cash Equivalents & Investments	Principal (Original Cost)		April Interest	Average Rate
	Mar 31, 2020	Apr 30, 2020		
Opus Bank Reserve	\$ 6,934,547	\$ 9,151,076	\$ 13,067	2.250%
LAIF Pool	6,310,346	6,342,105	8,688	1.648%
SD County Pool	3,919,367	3,924,766	5,884	1.801%
CAMP Pool	2,854,374	3,083,569	2,345	0.980%
Certificates of Deposit - Insured	4,172,000	4,669,000	6,407	1.689%
US Treasury Notes	2,595,234	2,595,234	4,468	2.060%
Federal Agency Notes	2,231,673	2,231,673	3,873	2.016%
Municipal Bonds	-	318,123	10	1.113%
Corporate Bonds/Notes	5,416,442	5,215,946	11,027	2.446%
Commerical Paper	492,901	492,901	792	1.930%
Negotiable CD's	1,200,000	1,200,000	2,293	2.290%
Totals	\$ 36,126,884	\$ 39,224,393	\$ 58,854	1.875%



LEUCADIA WASTEWATER DISTRICT
 Monthly Investment Summary
 April 30, 2020

(Continued)

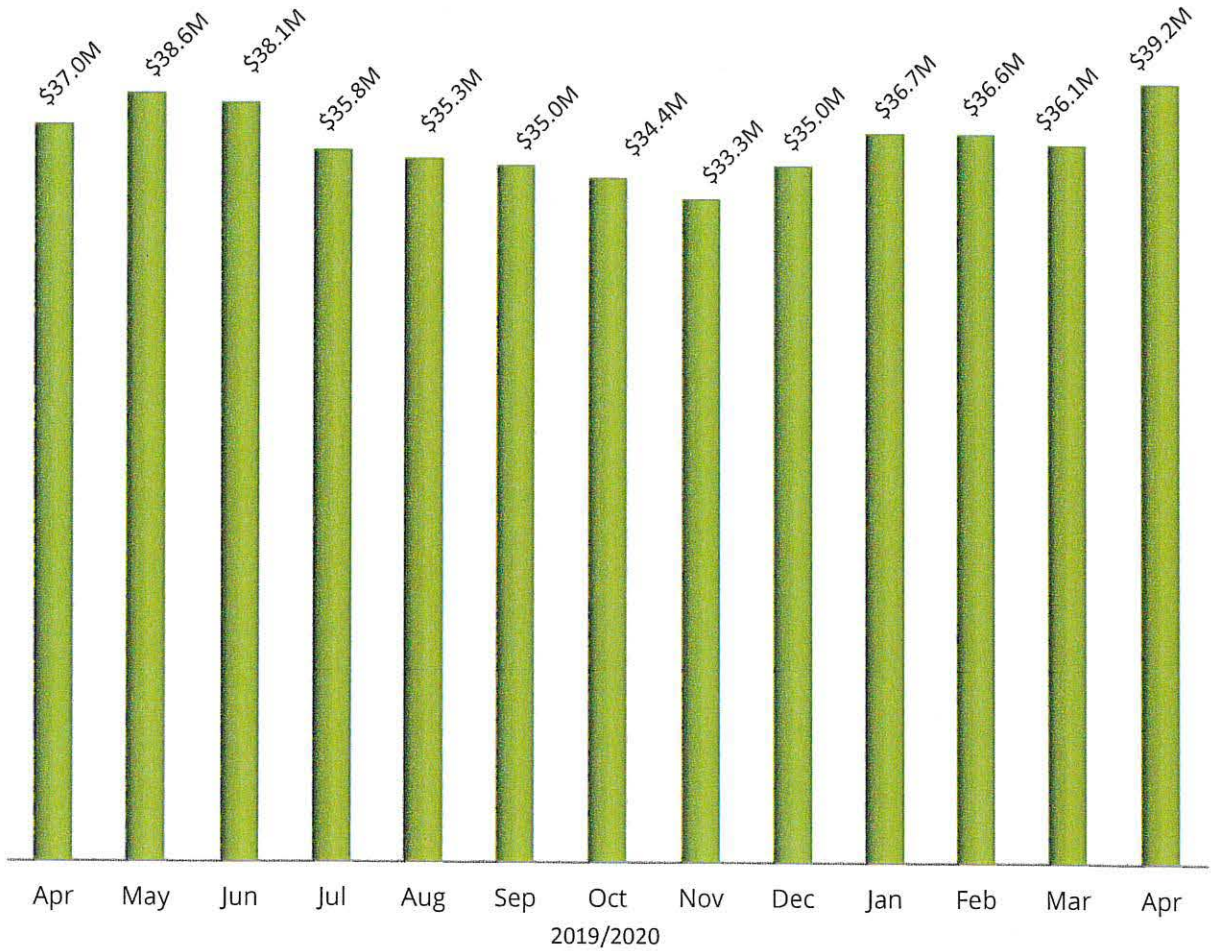


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.
 (2) LAIF is not rated

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
April 30, 2020

(Continued)

CASH & INVESTMENT RESERVES BY MONTH



INVESTMENT TRANSACTIONS

For the months of April, 2020


Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
BMW North America Insured CD	\$ 248,000		4/12/2024	05580AWF7	1.50%	
Cucamonga VWD Municipal Bonds	\$ 318,123		9/1/2023	22972PCG5	1.13%	
BofA Corporate Notes		\$ 200,000	4/21/2020	06051GFN4	2.15%	

TOTAL

\$ 566,123	\$ 200,000
------------	------------

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

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **May 2020 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 May 2020.

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 May 2020 for your review.

tb:PJB


Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
May 1-31, 2020**

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	Assup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	T. Hill
CSDA Legislative Days Virtual Conference										
CSDA Legislative Days Virtual Conference Online May 18-22, 2020	Registration	150.00	150.00	150.00	150.00	150.00				
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	150.00	150.00	150.00	150.00	150.00	0.00	0.00	0.00	0.00
CSDA Legislative Days Virtual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSDA Legislative Days Virtual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CSDA Legislative Days Virtual Conference										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2331 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2021 (July 1, 2020 to June 30, 2021) Pursuant to Article XIII (B) of the California Constitution**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2331 as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

California Government Code Section 7910 requires that the District establish appropriations limit at the beginning of each fiscal year. The appropriations limit for FY21 has been calculated at \$88,189,565. The planned District appropriations subject to the statutory limitation are \$1,937,468. As per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2331 establishing the appropriations limit is attached for your consideration along with documentation used in the determination of the appropriations limit.

Staff recommends that the Board of Directors adopt Resolution No. 2335 as presented.

rad:PJB

Attachment

RESOLUTION NO. 2331

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT
FOR THE FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021 PURSUANT TO
ARTICLE XIII (B) OF THE CALIFORNIA CONSTITUTION**

WHEREAS, Government Code Section 7910 requires that each year the Board of Directors of this District shall, by resolution, establish the District's appropriation limit for the following fiscal year pursuant to Article XIII (B) of the California Constitution; and

WHEREAS, the documentation attached hereto as Exhibit "A", used in the determination of the appropriations limit, has been available to the public in accordance with Government Code Section 7910.

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

Section 1. The appropriations limit of LWD for the Fiscal Year July 1, 2020 - June 30, 2021 pursuant to Article XIII (B) of the California Constitution is hereby established as \$88,189,565.

Section 2. This Resolution is effective June 10, 2020 and supersedes Resolution No. 2311.

PASSED AND ADOPTED by the Board of Directors at a meeting of the LWD, held June 10, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Allan Juliussen, President

Paul J. Bushee, General Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS LIMIT
FISCAL YEAR 2020-2021**

FISCAL YEAR	POPULATION FACTOR	CPI/PI FACTOR	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	OVER (UNDER) LIMIT
1978-79				4,131,757		
1979-80	1.1185	1.1017	1.2323	5,019,364	474,509	(4,544,855)
1980-81	1.1952	1.1053	1.3211	6,725,969	269,388	(6,456,581)
1981-82	1.0207	1.0912	1.1138	7,491,303	201,344	(7,289,959)
1982-83	1.0570	1.0679	1.1288	8,455,960	346,283	(8,109,677)
1983-84	1.0578	1.0235	1.0827	9,154,915	518,291	(8,636,624)
1984-85	1.0641	1.0474	1.1145	10,203,504	370,506	(9,832,998)
1985-86	1.0423	1.0374	1.0813	11,032,865	407,693	(10,625,172)
1986-87	1.1571	1.0230	1.1837	13,059,749	854,824	(12,204,925)
1987-88	1.0810	1.0304	1.1140	14,548,109	571,371	(13,976,738)
1988-89	1.0486	1.0393	1.0898	15,854,675	2,287,498	(13,567,177)
1989-90	1.1118	1.0498	1.1672	18,505,063	7,133,033	(11,372,030)
1990-91	1.0273	1.0421	1.0705	19,809,670	3,570,985	(16,238,685)
1991-92	1.0271	1.0414	1.0696	21,188,858	4,873,688	(16,315,170)
1992-93	1.0085	1.0064	1.0149	21,505,287	945,024	(20,560,263)
1993-94	1.0199	1.0272	1.0477	22,530,400	881,142	(21,649,258)
1994-95	1.0079	1.0071	1.0151	22,870,074	1,258,995	(21,611,079)
1995-96	1.0004	1.0472	1.0476	23,959,121	534,652	(23,424,469)
1996-97	1.0167	1.0467	1.0642	25,496,815	7,127,060	(18,369,755)
1997-98	1.0204	1.0467	1.0680	27,230,599	4,706,220	(22,524,379)
1998-99	1.0367	1.0415	1.0797	29,401,505	2,864,723	(26,536,782)
1999-00	1.0386	1.0453	1.0857	31,920,931	1,219,792	(30,701,139)
2000-01	1.0422	1.0491	1.0933	34,900,013	2,073,768	(32,826,245)
2001-02	1.0445	1.0782	1.1262	39,303,693	460,000	(38,843,693)
2002-03	1.0445	0.9873	1.0312	40,531,016	761,542	(39,769,474)
2003-04	1.0263	1.0231	1.0500	42,557,926	773,263	(41,784,663)
2004-05	1.0218	1.0328	1.0553	44,911,884	452,866	(44,459,018)
2005-06	1.0157	1.0526	1.0692	48,018,786	1,339,689	(46,679,097)
2006-07	1.0216	1.0396	1.0620	50,997,014	6,064,787	(44,932,227)
2007-08	1.0172	1.0442	1.0622	54,168,601	4,121,237	(50,047,364)
2008-09	1.0163	1.0429	1.0599	57,415,246	1,424,330	(55,990,916)
2009-10	1.0102	1.0062	1.0165	58,360,757	1,496,698	(56,864,059)
2010-11	1.0143	0.9746	0.9885	57,691,221	1,257,308	(56,433,913)
2011-12	1.0077	1.0251	1.0330	59,594,831	941,116	(58,653,715)
2012-13	1.0103	1.0377	1.0484	62,479,881	1,237,704	(61,242,177)
2013-14	1.0087	1.0512	1.0603	66,247,981	1,278,375	(64,969,606)
2014-15	1.0135	0.9977	1.0112	66,988,165	1,318,868	(65,669,297)
2015-16	1.0073	1.0382	1.0458	70,055,307	1,473,535	(68,581,772)
2016-17	1.0082	1.0537	1.0623	74,420,087	1,576,765	(72,843,322)
2017-18	1.0070	1.0369	1.0442	77,708,993	1,641,550	(76,067,443)
2018-19	1.0108	1.0367	1.0478	81,427,055	1,766,492	(79,660,563)
2019-20	1.0008	1.0385	1.0393	84,629,334	1,894,512	(82,734,822)
2020-21	1.0046	1.0373	1.0421	88,189,565	1,937,468	(86,252,097)

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS SUBJECT TO LIMIT WORKSHEET
FISCAL YEAR 2020-2021**

Fiscal Year	Total Appropriations	Amount
2020-2021	General District	\$ 8,376,091
	Current Construction/Capital	8,279,702
	Other Debt & Reserves Exp.	-
	Reserves	29,969,191
	Subtotal	46,624,984
	Less: Prior Reserves (Limited to above reserves)	33,495,387
	(Difference)	(3,526,196)
	Less: Voter Approved Debt Service	0
	Total Available	16,655,793
	Non-Proceeds of Taxes	14,718,325
Appropriations Subject to Limit		\$ 1,937,468

Fiscal Year	Revenues	Total Revenue	Tax Revenue	Non Tax Revenue
2020-2021	Service Charges	\$ 10,241,110	\$ -	\$ 10,241,110
	Other Operating Income	191,753	-	191,753
	Property Taxes	1,870,000	1,870,000	-
	Other Non-Opererating Income	391,540	-	391,540
	Debt Service	-	-	-
	Less Voter Approved Debt Service	-	-	-
	Subtotal	12,694,403	1,870,000	10,824,403
	Interest Income	458,000	67,468	390,532
	Other Reserve Income	3,503,390	-	3,503,390
	Total Revenues	\$ 16,655,793	\$ 1,937,468	\$ 14,718,325

Interest Income Allocation

Tax Revenue	\$ 1,870,000
Total Revenue Before Interest	/ 12,694,403
%	= 14.7309015%
Interest Income	* 458,000
Interest Allocated to Tax Revenue	= \$ 67,468

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS LIMIT WORKSHEET
FISCAL YEAR 2020-2021**

	Total (1) 1/1/2018	(2) Within District 1/1/2019	% of City	% of District
Carlsbad	114,822	33,735	29.4%	54.1%
Encinitas	63,158	28,575	45.2%	45.9%
Total		62,310	(to below)	100.0%

(1) The Cities of Carlsbad & Encinitas population figures are per SANDAG regional estimates for 1/01/2018
Regional Estitmates for 1/01/2019 were not yet availbale

(2) District population figures per special request from SANDAG.
Latest estimate received May 28, 2020 are for Jan 2019.


Population	%	2018-2019		2019-2020	
		Total cities (3) 1/1/2019	Total district (Calc) 1/1/2019	Total cities (3) 1/1/2020	Total district (Calc) 1/1/2020
Carlsbad	29.4%	113,635	33,386	114,463	33,630
Encinitas	45.2%	62,096	28,095	62,183	28,134
Total	(from above)	175,731	61,481	176,646	61,763
Percentage change				0.521%	0.460%

<u>Adjustment factor calculation</u>	FISCAL YEAR 2020-2021	<u>% CHANGE</u>	<u>FACTOR</u>
1 population change calculation		0.460%	1.0046
2 per capita personal income - (3)		3.730%	1.0373
Adjustment Factor			1.0421

(3) Per California department of Finance letter and attachments, dated May 2020

MEMORANDUM

Ref: 20-7173

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Actuarial Valuation of LWD's Retiree Health Program

RECOMMENDATION:

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

1. Receive and file the Actuarial Valuation of LWD's Retiree Health Program for June 30, 2020 (measured at June 30, 2019); and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

Tactical Goal: Financial/OPEB Valuation and Implementation

This agenda item was presented to the IFC at their June 2, 2020 meeting.

During 2004, the Government Accounting Standards Board (GASB) issued statements (No's. 43 and 45) requiring agencies such as LWD to report their liability for other post-employment benefits (OPEB) in a footnote to their financial statements and to expense their OPEB costs based on a funding calculation. For LWD, this meant that the district had to account for how it would pay for retiree health benefits over the working career of employees rather than on a pay-as-you-go basis. In July 2008, LWD staff contracted with The Epler Company (now Nyhart Company) to perform an initial actuarial valuation of its retiree health program. Following this valuation, the Board authorized staff to pre-fund its actuarial liability through the California Employees' Retiree Benefit Trust (CERBT) with an initial deposit of approximately \$176,000.

In June 2015 GASB issued statements (No's. 74 and 75) requiring agencies, such as LWD, to calculate and report their Net OPEB Liability on the face of their financial statements. In January 2018, LWD staff contracted with Nyhart Company to perform an actuarial valuation of its retiree health program, in accordance with GASB statements (No's. 74 and 75). An actuarial valuation of the retiree health program is required to be performed every 2 years. In May 2019 LWD staff contracted with Nyhart Company to perform the required actuarial valuation for June 30, 2020 (measured at June 30, 2019).

This agenda item, which is a fiscal year 2020 tactical goal, presents the results of this recent actuarial valuation. Based on this most recent report, the District's Net OPEB Liability is actually a Net OPEB Asset of \$75,859. The District's Plan Fiduciary Net Position (CERBT Trust investments) of \$452,430 were greater than the District's Total OPEB liability of \$376,571.

Mr. Suraj Datta of Nyhart Company presented an overview of the actuarial valuation to the IFC at their June meeting. Following this review, the IFC recommended that this agenda item be placed on the consent calendar for the Board's June 10, 2020 meeting.

A copy of the valuation report is attached.

rad:PB

Attachment



nyhart
part of FuturePlan by Ascensus®

Leucadia Wastewater District

Nyhart Actuary & Employee Benefits
530 B Street, Ste. 900, San Diego, CA 92101
(619) 239-0831 – www.nyhart.com

GASB No. 75 ACTUARIAL VALUATION
Fiscal Year Ending June 30, 2020
(Measured at June 30, 2019)

Certification	1
Valuation Results Summary	3
GASB 75 Summary	4
Statement of Fiduciary Net Position	5
Statement of Changes in Fiduciary Net Position	6
Schedule of Changes in Net OPEB Liability and Related Ratios	7
OPEB Expense	8
Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB	9
Rate of Return	10
Net OPEB Liability Sensitivity	11
Schedule of Contributions	12
Valuation Data	13
Benefit Plan Provisions	14
Actuarial Assumptions and Methods	17
Glossary	20

Mr. Richard Duffy
Leucadia Wastewater District
1960 La Costa Ave
Carlsbad, CA 92009

3/25/2020

This report summarizes the GASB actuarial valuation for the Leucadia Wastewater District's Other Post Employment Benefit (OPEB) for the fiscal year ending June 30, 2020 (measured at June 30, 2019). Nyhart prepared this report to meet employer financial accounting requirements under Governmental Accounting Standards Board (GASB) Statement No. 75 (Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions). To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statement No. 75.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate, other economic assumptions, and demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period and roll-forward techniques); and changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

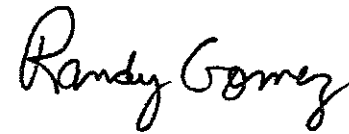
To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.

Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Should you have any questions please do not hesitate to contact us.



Suraj Datta, ASA, MAAA, MBA
Consulting Actuary



Randy Gomez, FSA, MAAA
Consulting Actuary

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Results Summary

As of Valuation Date: June 30, 2019

Present Value of Employer Contributions	Explicit	Implicit	Total
Actives	\$ 203,358	\$ 177,032	\$ 380,390
Retirees	68,907	45,860	114,767
Total	\$ 272,265	\$ 222,892	\$ 495,157

Total (Accrued) OPEB Liability			
Actives	\$ 148,547	\$ 113,257	\$ 261,804
Retirees	68,907	45,860	114,767
Total	\$ 217,454	\$ 159,117	\$ 376,571

Projected Employer Contributions	Explicit	Implicit	Total
2020	\$ 8,358	\$ 13,260	\$ 21,618
2021	10,204	20,672	30,876
2022	11,463	15,919	27,382
2023	12,700	16,940	29,640
2024	13,597	16,760	30,357
2025	14,347	16,936	31,283
2026	15,095	10,270	25,365
2027	16,202	9,639	25,841
2028	16,779	6,889	23,668
2029	17,346	8,961	26,307

Actuarial Assumptions as of Valuation Date	
Inflation	2.50%
Salary increases	2.75%
Discount rate	7.00%

Plan Membership	
Inactive plan members or beneficiaries currently receiving benefits	3
Inactive plan members entitled to but not yet receiving benefits	0
Active plan members	<u>23</u>
	26

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
GASB 75 Summary

Net OPEB Liability

The components of the Net OPEB Liability at June 30,

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Total OPEB Liability	\$ 376,571	\$ 290,778	\$ 272,363
Plan fiduciary net position	(452,430)	(426,223)	(395,490)
Net OPEB Liability	<u>\$ (75,859)</u>	<u>\$ (135,445)</u>	<u>\$ (123,127)</u>
Plan fiduciary net position as a % of the Total OPEB Liability	120.14%	146.58%	145.21%
OPEB Expense for the Fiscal Year Ended June 30,	\$ 8,438	\$ 582	\$ 1,935

Actuarial Assumptions

The Total OPEB Liability was determined using the following actuarial assumptions.

Inflation	2.50%	2.75%	2.75%
Salary increases	2.75%	3.00%	3.00%
Investment rate of return	7.00%	7.00%	7.00%
Discount rate	7.00%	7.00%	7.00%

Plan Membership

The Total OPEB Liability was determined based on the plan membership as of June 30,

	<u>2019</u>	<u>2017</u>	<u>2017</u>
Inactive plan members or beneficiaries currently receiving benefits	3	3	3
Inactive plan members entitled to but not yet receiving benefits	0	0	0
Active plan members	<u>23</u>	<u>20</u>	<u>20</u>
	26	23	23

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Statement of Fiduciary Net Position

	June 30, 2019
Assets	
Cash and deposits	N/A
Securities lending cash collateral	N/A
Total cash	N/A
Receivables:	
Contributions	N/A
Due from broker for investments sold	N/A
Investment income	N/A
Accrued Income	N/A
Total receivables	N/A
Investments:	
Fixed income obligations and mutual funds	N/A
Domestic equities	N/A
International equities	N/A
Alternative assets/private equity	N/A
Total investments	N/A
Total assets	N/A
Liabilities	
Payables:	
Investment management fees	N/A
Due to broker for investments purchased	N/A
Collateral payable for securities lending	N/A
Other	N/A
Total liabilities	N/A
Net position restricted for OPEB	\$ 452,430

Note: This information will be provided separately from the CERBT GASB 74 Information.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Statement of Changes in Fiduciary Net Position

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Additions			
Contributions:			
Employer	\$ 13,349	\$ 12,324	\$ 27,373
Member	0	0	0
Nonemployer Contributing Entity	0	0	0
Total contributions	<u>\$ 13,349</u>	<u>\$ 12,324</u>	<u>\$ 27,373</u>
Investment income:			
Net increase in fair value of investments	\$ 26,298	\$ 31,467	\$ 37,240
Interest and dividends	0	0	0
Less investment expense, other than from securities lending	0	0	0
Net income other than from securities lending	<u>\$ 26,298</u>	<u>\$ 31,467</u>	<u>\$ 37,240</u>
Securities lending income	0	0	0
Less securities lending expense	0	0	0
Net income from securities lending	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Net investment income	<u>\$ 26,298</u>	<u>\$ 31,467</u>	<u>\$ 37,240</u>
Other	0	0	0
Total additions	<u>\$ 39,647</u>	<u>\$ 43,791</u>	<u>\$ 64,613</u>
Deductions			
Benefit payments	\$ 13,349	\$ 12,324	\$ 21,841
Administrative expense	91	211	189
Other expense	0	523	0
Total deductions	<u>\$ 13,440</u>	<u>\$ 13,058</u>	<u>\$ 22,030</u>
Net increase in net position	<u>\$ 26,207</u>	<u>\$ 30,733</u>	<u>\$ 42,583</u>
Net position restricted for OPEB			
Beginning of year	<u>\$ 426,223</u>	<u>\$ 395,490</u>	<u>\$ 352,907</u>
End of year	<u>\$ 452,430</u>	<u>\$ 426,223</u>	<u>\$ 395,490</u>

Note: The employer contributions include retiree benefit payments inclusive of subsidy not reimbursed from the trust.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Schedule of Changes in Net OPEB Liability and Related Ratios

Total OPEB Liability	2019	2018	2017
Service cost	\$ 11,652	\$ 11,313	\$ 10,573
Interest	20,703	19,426	18,533
Changes of benefit terms	0	0	0
Differences between expected and actual experience	29,797	0	0
Changes of assumptions	36,990	0	0
Benefit payments, including refunds of member contributions	(13,349)	(12,324)	(21,841)
Net change in Total OPEB Liability	85,793	18,415	7,265
Total OPEB Liability - beginning	290,778	272,363	265,098
Total OPEB Liability - ending (a)	\$ 376,571	\$ 290,778	\$ 272,363
Plan fiduciary net position			
Contributions - employer	\$ 13,349	\$ 12,324	\$ 27,373
Contributions - member	0	0	0
Contributions - nonemployer contributing member	0	0	0
Net investment income	26,298	31,467	37,240
Benefit payments, including refunds of member contributions	(13,349)	(12,324)	(21,841)
Administrative expenses	(91)	(211)	(189)
Other expense	0	(523)	0
Net change in plan fiduciary net position	\$ 26,207	30,733	\$ 42,583
Plan fiduciary net position - beginning	426,223	395,490	352,907
Plan fiduciary net position - ending (b)	\$ 452,430	\$ 426,223	\$ 395,490
Net OPEB Liability - ending (a) - (b)	\$ (75,859)	\$ (135,445)	\$ (123,127)
Plan fiduciary net position as a percentage of the total OPEB liability	120.1%	146.6%	145.2%
Covered - employee payroll	Not Available	Not Available	Not Available
Net OPEB Liability as percentage of covered-employee payroll	Not Available	Not Available	Not Available

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
OPEB Expense

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Service cost	\$ 11,652	\$ 11,313	\$ 10,573
Interest on Total OPEB Liability	20,703	19,426	18,533
Projected earnings on OPEB plan investments	(29,832)	(27,659)	(24,890)
Reduction for contributions from active employees	0	0	0
OPEB plan administrative expense	91	734	189
Changes of benefit terms	0	0	0
Other changes	0	0	0
Current period recognition of deferred outflows/(inflows) of resources			
Differences between Expected & Actual Experience in measurement of the Total OPEB Liability	3,725	0	0
Changes of assumptions	4,624	0	0
Differences between Projected & Actual Earnings on OPEB Plan Investments	(2,525)	(3,232)	(2,470)
Annual OPEB Expense	<u>\$ 8,438</u>	<u>\$ 582</u>	<u>\$ 1,935</u>

**GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

Differences between expected and actuarial experience in measurement of the Total OPEB Liability for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ 29,797	8	\$ 3,725	\$ 26,072
June 30, 2018	0	7	0	0
Total			\$ 3,725	\$ 26,072

Changes of assumptions for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ 36,990	8	\$ 4,624	\$ 32,366
June 30, 2018	0	7	0	0
Total			\$ 4,624	\$ 32,366

Differences between projected and actual earnings on OPEB plan investments for the period ending:	Initial Balance	Initial Amortization Period	Annual Recognition	06/30/2019 Balance
June 30, 2019	\$ 3,534	5	\$ 707	\$ 2,827
June 30, 2018	(3,808)	5	(762)	(2,284)
June 30, 2017	(12,350)	5	(2,470)	(4,940)
Total			\$ (2,525)	\$ (4,397)

The balances as of June 30, 2019 of the deferred outflows/(inflows) of resources will be recognized in OPEB expense for the period ending June 30,

2020	\$	5,824
2021	\$	5,824
2022	\$	8,296
2023	\$	9,055
2024	\$	8,349
Thereafter	\$	16,693

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2019 are summarized in the following table:

Asset class	Target allocation	Long-term expected real rate of return
<i>CERBT</i>		
Global Equity	59.0%	5.50%
Global Debt Securities	25.0%	2.35%
Inflation Assets	5.0%	1.50%
Commodities	3.0%	1.75%
REITs	8.0%	3.65%
Total	100.0%	

Long-term expected rate of return is 7.00%.

Discount rate

The discount rate used to measure the Total OPEB Liability is 7.00%.

Sensitivity of the Net OPEB Liability to changes in the discount rate

The following presents the Net OPEB Liability, calculated using the discount rate of 7.00%, as well as what the Net OPEB Liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB Liability	\$ (33,044)	\$ (75,859)	\$ (111,896)

Sensitivity of the Net OPEB Liability to changes in healthcare cost trend rates

	1% Decrease (5.50%HMO/5.50%PPO decreasing to 4.00%HMO/4.00%PPO)	Current Healthcare Cost Trend Rates (6.50%HMO/6.50%PPO decreasing to 5.00%HMO/5.00%PPO)	1% Increase (7.50%HMO/7.50%PPO decreasing to 6.00%HMO/6.00%PPO)
Net OPEB Liability	\$ (92,356)	\$ (75,859)	\$ (51,205)

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Schedule of Contributions

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Actuarially determined contribution	\$ 0	\$ 0	\$ 10,836
Contributions in relation to the actuarially determined contribution	13,349	12,324	27,373
Contribution deficiency (excess)	\$ (13,349)	\$ (12,324)	\$ (16,537)
Covered-employee payroll	Not Available	Not Available	Not Available
Contributions as a percentage of covered-employee payroll	Not Available	Not Available	Not Available

**Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Valuation Data**

The valuation was based on the census furnished to us by the District. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Valuation Date.

Age Distribution of Eligible Retired Participants & Beneficiaries*

	With Medical Coverage	Waived Medical Coverage	Total
<55	0	1	1
55-59	0	0	0
60-64	1	1	2
65-69	1	1	2
70-74	0	3	3
75-79	1	1	2
80+	0	0	0
Total:	3	7	10
Average Age:	70.9	67.2	68.3
Average Retirement Age:	60.4	55.6	57.1

*Excludes 4 retired employees who are not eligible for continuation of coverage. Retirees waiving coverage may elect coverage at a future date.

Age/Service Distribution of Active Participants**

(Based on CalPERS reported dates of hire)

Age	Service									Total	
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44		
20-24											1
25-29	1										1
30-34	1	1	1								3
35-39	1	1	0								2
40-44	0	3	1	1							5
45-49	0	0	1	0							1
50-54	0	0	0	1	0						1
55-59	0	0	0	0	0	1					1
60-64	0	0	0	2	0	0	0	1	0		3
65+	1	0	1	0	1	2	1	0	0		6
Total:	4	5	4	4	1	3	1	1	0		23
Average Age:			52.3								
Average Service:			14.9								

**Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Benefit Plan Provisions**

This study analyzes the postretirement health benefit plans provided by the District. The District contributes to the retiree health coverage of eligible retirees and eligible surviving spouses. The District's financial obligation is as follows:

The District provides the minimum required employer contribution under the CalPERS Health Plan for eligible retirees and surviving spouses in receipt of a pension benefit from CalPERS. An employee is eligible for this employer contribution provided they are vested in their CalPERS pension benefit and commence payment of their pension benefit within 120 days of retirement from the District. Vesting requires at least 5 years of CalPERS total service. The surviving spouse of an eligible retiree who elected spouse coverage under CalPERS is eligible for the employer contribution upon the death of the retiree. Board Members during or prior to 1994 are also eligible for a District contribution at retirement.

The scheduled minimum required employer contributions under the CalPERS Health Plan are as follows:

Calendar Year	Minimum Required Employer Contribution
2008	\$97.00
2009	\$101.00
2010	\$105.00
2011	\$108.00
2012	\$112.00
2013	\$115.00
2014	\$119.00
2015	\$122.00
2016	\$125.00
2017	\$128.00
2018	\$133.00
2019	\$136.00
2020	\$139.00
2021+	Adjusted Annually to reflect Medical Portion of CPI

**Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Benefit Plan Provisions**

Premium Rates

The District participates in the CalPERS Health Program, a community-rated program for its medical coverage. The following tables summarize the 2017 and 2018 monthly premiums for the primary medical plans in which the retirees are enrolled.

2019 Other So. Cal. Region	Kaiser	BS HMO	PERS Care	PERS Choice	PERS Select
Retiree Only	\$ 628.63	\$ 760.04	\$ 907.29	\$ 721.11	\$ 462.71
Retiree Plus Spouse	\$1,257.26	\$1,520.08	\$1,814.58	\$1,442.22	\$ 925.42
Retiree Plus Family	\$1,634.44	\$1,976.10	\$2,358.95	\$1,874.89	\$1,203.05
Retiree Only- Medicare	\$ 323.74	N/A	\$ 394.83	\$ 360.41	\$ 360.41
Retiree Plus Spouse - Medicare	\$ 647.48	N/A	\$ 789.66	\$ 720.82	\$ 720.82

2019 Other So. Cal. Region (Continued)	Sharp HMO	UHC HMO	Anthem HMO Select	Anthem HMO Traditional	Health Net Salud	Health Net Smart Care
Retiree Only	\$ 593.66	\$ 646.65	\$ 625.07	\$ 830.89	\$ 427.81	\$ 642.71
Retiree Plus Spouse	\$1,187.32	\$1,293.30	\$1,250.14	\$1,661.78	\$ 855.62	\$1,285.42
Retiree Plus Family	\$1,543.52	\$1,681.29	\$1,625.18	\$2,160.31	\$1,112.31	\$1,671.05
Retiree Only- Medicare	N/A	\$ 299.37	N/A	\$ 357.44	N/A	N/A
Retiree Plus Spouse - Medicare	N/A	\$ 598.74	N/A	\$ 714.88	N/A	N/A

2020 Region 2	Kaiser	BS HMO	PERS Care	PERS Choice	PERS Select
Retiree Only	\$ 645.24	\$ 909.87	\$ 986.66	\$ 736.28	\$ 451.54
Retiree Plus Spouse	\$1,290.48	\$1,819.74	\$1,973.32	\$1,472.56	\$ 903.08
Retiree Plus Family	\$1,677.62	\$2,365.66	\$2,565.32	\$1,914.33	\$1,174.00
Retiree Only- Medicare	\$ 339.43	N/A	\$ 384.78	\$ 351.39	\$ 351.39
Retiree Plus Spouse - Medicare	\$ 678.86	N/A	\$ 769.56	\$ 702.78	\$ 702.78

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Benefit Plan Provisions

2020 Region 2 (Continued)	Sharp	UHC HMO	Anthem HMO Select	Anthem HMO Traditional	Health Net Smart Care	Health Net Salud
Retiree Only	\$ 606.02	\$ 671.60	\$ 654.04	\$ 934.95	\$ 719.26	\$ 435.14
Retiree Plus Spouse	\$1,212.04	\$1,343.20	\$1,308.08	\$1,869.90	\$1,438.52	\$ 870.28
Retiree Plus Family	\$1,575.65	\$1,746.16	\$1,700.50	\$2,430.87	\$1,870.08	\$1,131.36
Retiree Only- Medicare	N/A	\$ 327.03	\$ 388.15	\$ 388.15	N/A	N/A
Retiree Plus Spouse - Medicare	N/A	\$ 654.06	\$ 766.30	\$ 766.30	N/A	N/A

**Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Actuarial Assumptions and Methods**

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year:	July 1 st to June 30 th
Valuation Date:	June 30, 2019
Measurement Date:	June 30, 2019 for FYE June 30, 2020
Funding Policy:	Fund a recommended actuarially determined contribution (ADC) to fully fund the benefits over a reasonable period of time through an amortization of the net (unfunded) OPEB liability. The current actuarially determined contribution = \$0 as the District's assets exceed the present value of projected District contributions towards retiree medical coverage.
Expected Rate of Return:	7.0% per annum. The rate reflects the CERBT published median interest rate for strategy 1 of 7.28% with an additional margin for adverse deviation.
Discount Rate:	7.0% per annum. This discount rate assumes the District continues to fully fund for its retiree health benefits through the California Employers' Retiree Benefit Trust (CERBT) under its investment allocation strategy 1.
Inflation:	2.50% per annum
Salary Increases:	2.75% per annum plus merit <i>[The prior valuation used a rate of 3.0% and has been updated to reflect the 2017 experience study for the CalPERS pension plan.]</i>
Pre-retirement Turnover:	According to the termination rates under the 2017 experience study for the CalPERS pension plan. <i>[Rates have been updated to the CalPERS 2017 experience study from the 2014 experience study for the pension plan.]</i>

- Mortality:** According to the mortality rates under the 2017 experience study for the CalPERS pension plan.
[Rates have been updated to the CalPERS 2017 experience study from the 2014 experience study for the pension plan.]
- Retirement Age:** According to the retirement rates under the 2017 experience study for the CalPERS pension plan. According to the following retirement tables:
 Miscellaneous Tier 1: 3.0% @60
 Miscellaneous Tier 2: 2.0% @62
[Rates have been updated to the CalPERS 2017 experience study from the 2014 experience study for the pension plan.]
- Participation Rates:** 50% of eligible active employees are assumed to elect medical coverage at retirement. Future retirees are assumed to elect similar plans as current retirees. Actual plan coverage is used for current retirees.
- Spouse Coverage:** 50% of future retirees are assumed to elect coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage and spouse ages are used for current retirees.
- Dependent Coverage:** Not explicitly valued.
- Claim Cost Development:** The valuation claim costs are based on the premiums paid for medical insurance coverage. The District participates in CalPERS, a community rated plan. An implicit rate subsidy can exist when the non-Medicare rates for retirees are the same as for active employees. Since non-Medicare eligible retirees are typically much older than active employees, their actual medical costs are typically higher than for active employees. The current valuation contains an estimate of the implicit rate subsidy.
- Medical Trend Rates:** Medical costs are adjusted in future years by the following trends:
- | Year | |
|-------|------|
| 2020 | 6.5% |
| 2021 | 6.0% |
| 2022 | 5.5% |
| 2023+ | 5.0% |
- Minimum Contribution:** The CalPERS minimum required contribution is assumed to increase 4% per year.

Retiree Health Plan
GASB 75 Report Fiscal Year Ending June 30, 2020 (Measured at June 30, 2019)
Actuarial Assumptions and Methods

Actuarial Cost Method:

The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the "cost" is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee's date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. As required by GASB 75, the normal cost is calculated to remain level as a percentage of pay. The EAN actuarial accrued liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All employees eligible as of the valuation date in accordance with the provisions of the Plan listed in the data provided by the District were included in the valuation.

Actuarial Value of Assets:

Any assets of the plan will be valued on a market value basis.

GASB 75 defines several unique terms not commonly employed in the funding of pension and retiree health plans. The definitions of the terms used in the GASB actuarial valuations are noted below.

1. **Actuarial Assumptions** – Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, withdrawal, disablement and retirement; changes in compensation and Government provided health care benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.
2. **Actuarial Cost Method** – A procedure for determining the Actuarial Present Value of Future Benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Service Cost and a Total OPEB Liability.
3. **Actuarially Determined Contribution** - A target or recommended contribution to a defined benefit OPEB plan for the reporting period, determined in accordance with the parameters and in conformity with Actuarial Standards of Practice.
4. **Actuarial Present Value** – The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions. For purposes of this standard, each such amount or series of amounts is:
 - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, Social Security, marital status, etc.);
 - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned; and
 - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money.
5. **Deferred Outflow / (Inflow) of Resources** – represents the following items that have not been recognized in the OPEB Expense:
 - a. Differences between expected and actual experience of the OPEB plan
 - b. Changes in assumptions
 - c. Differences between projected and actual earnings in OPEB plan investments (for funded plans only)
6. **Explicit Subsidy** – The difference between (a) the amounts required to be contributed by the retirees based on the premium rates and (b) actual cash contribution made by the employer.
7. **Funded Ratio** – The actuarial value of assets expressed as a percentage of the Total OPEB Liability.

8. **Healthcare Cost Trend Rate** – The rate of change in the per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
9. **Implicit Subsidy** – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group (which, because of the effect of age on claim costs, generally will be higher than the blended premium rates for all group members) and (b) the amounts required to be contributed by the retirees.
10. **OPEB** – Benefits (such as death benefits, life insurance, disability, and long-term care) that are paid in the period after employment and that are provided separately from a pension plan, as well as healthcare benefits paid in the period after employment, regardless of the manner in which they are provided. OPEB does not include termination benefits or termination payments for sick leave.
11. **OPEB Expense** – Changes in the Net OPEB Liability in the current reporting period, which includes Service Cost, interest cost, changes of benefit terms, expected earnings on OPEB Plan investments, reduction of active employees' contributions, OPEB plan administrative expenses, and current period recognition of Deferred Outflows / (Inflows) of Resources.
12. **Pay-as-you-go** – A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.
13. **Per Capita Costs** – The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.
14. **Present Value of Future Benefits** – Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.
15. **Real Rate of Return** – the rate of return on an investment after adjustment to eliminate inflation.

16. **Select and Ultimate Rates** – Actuarial assumptions that contemplate different rates for successive years. Instead of a single assumed rate with respect to, for example, the investment return assumption, the actuary may apply different rates for the early years of a projection and a single rate for all subsequent years. For example, if an actuary applies an assumed investment return of 8% for year 20W0, then 7.5% for 20W1, and 7% for 20W2 and thereafter, then 8% and 7.5% are the select rates, and 7% is the ultimate rate.
17. **Service Cost** – The portion of the Actuarial Present Value of projected benefit payments that is attributed to a valuation year by the Actuarial Cost Method.
18. **Substantive Plan** – The terms of an OPEB plan as understood by the employer(s) and plan members.
19. **Total OPEB Liability** – That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of Future Benefits, which is attributed to past periods of employee service (or not provided for by the future Service Costs).

Encina Wastewater Authority Report
Regular Board Meeting
May 27, 2020

EWA Board of Directors - Director Sullivan Reporting

1. Odor Control Master Plan Receive and File

The Board of Directors received and filed the Odor Control Master Plan.

Executive Session

There was no Executive Session.

Investment and Finance Committee Meeting Report

Presented by Director Hanson

Meeting held June 2, 2020

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

- 1. Receive and file the Actuarial Valuation of LWD's Retiree Health Insurance Program as of June 30, 2019.**

The IFC agreed with staff to include the report in the consent calendar of the agenda.

Engineering Committee Meeting Report

Presented by Director Kulchin

Meeting held June 3, 2020

The Engineering Committee (EC) reviewed the following recommendation:


- 1) Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.**

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

The EC also received updates on the Batiquitos (B3) Discharge Section Replacement Project and the Leucadia Pump Station Project.

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

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Adoption of Fiscal Year 2021 (FY21) Budget

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt the FY21 Leucadia Wastewater District (LWD) Budget as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

On May 14, 2020, the Board of Directors conducted a special board meeting to review the proposed FY21 Budget. During this meeting, staff presented highlights of the proposed operating and capital budgets. In addition, the Board also conducted a closed session meeting to review the proposed personnel budget.

Following the meeting, the Board of Directors directed staff to prepare the final FY21 Operating and Capital Budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors adopt LWD's FY21 Budget.


tb:PJB

Enclosure

MEMORANDUM

DATE: June 4, 2020

TO: Board of Directors

FROM: Paul J. Bushee, General Manager 

SUBJECT: **Public Hearing on a Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2021 (FY21) on the San Diego County Tax Roll**

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to collect LWD's wastewater service charges for FY21 on the County Tax Roll in the same manner, together with, and at the same time as general taxes.

The notice of this public hearing was posted at the District on May 28, 2020. It was also published in the San Diego Union Tribune on May 27, 2020 and on June 3, 2020.

DISCUSSION:

- 1) Collection of District Wastewater Service Charges for FY21 on the Tax Roll of the County of San Diego


LWD has collected its wastewater service charges on the San Diego County Tax Roll, concurrent with general taxes, since 1979. Staff proposes to continue collecting its wastewater service charges in this manner for FY21. As per Government Code Section 5473, LWD has made available, for public review and inspection, a report showing the amount of the proposed wastewater service charges for each parcel of real property receiving wastewater service.

It is necessary for the Board to consider all objections or protests to the report. If the Board of Directors finds that the protests are made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the wastewater service charges shall be collected separately from the tax rolls. To date, no objections or protests have been filed with LWD regarding this report.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

th:PJB

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Adopt Resolution No. 2332 – A Resolution of the Board of Directors of the Leucadia Wastewater District Adopting and Approving the Report for the Collection of Wastewater Service Charges on County Tax Roll for the Fiscal Year July 1, 2020 to June 30, 2021**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2332 as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

LWD's wastewater service charge has been collected on the San Diego County Tax Roll since 1979. Staff is proposing to continue this practice for Fiscal Year 2021 (FY21). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY21 wastewater service charges on the county tax roll in accordance with Health and Safety Code Section 5473.

A written report was prepared and filed with the General Manager which contains a description of each parcel of real property and the amount of the wastewater service charge for each parcel for FY21. The charges in the report are based on the FY21 wastewater service charge of \$343.68 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2332 (attached) as presented, and/or take other action as appropriate.

th:PJB

Attachment

RESOLUTION NO. 2332

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING AND APPROVING THE REPORT FOR THE
COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX
ROLL FOR THE FISCAL YEAR JULY 1, 2020 – JUNE 30, 2021**

WHEREAS, the Board of Directors of LEUCADIA WASTEWATER DISTRICT (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2020 – June 30, 2021 (FY 2021) collected on the tax roll in accordance with Health and Safety Code Sections 5470-5474.10; and

WHEREAS, the current wastewater service fee for each equivalent dwelling unit (EDU) is \$343.68 per year (Existing Wastewater Service Fee); and

WHEREAS, the Board of Directors has determined that the FY 2021 Wastewater Service Fee for each EDU shall remain at \$343.68 per year effective July 1, 2020; and

WHEREAS, a written report was prepared and filed with the General Manager of this District, which written report contains a description of each parcel of real property receiving wastewater service and the amount of the wastewater service fee for each parcel for said fiscal year, which is based on the approved FY 2021 Wastewater Service Fee; and

WHEREAS, notice of the hearing on said report was published in the form and manner prescribed by law; and

WHEREAS, at the time stated in the notice, this Board of Directors did hear and consider all objections or protests to said report.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board of Directors hereby determines that the amount of the wastewater fee for each parcel for the Fiscal Year July 1, 2020 – June 30, 2021 shall be as described in said report.

Section 2. The report is hereby adopted and approved.

Section 3. The General Manager is authorized and directed to file with the Auditor of San Diego County a copy of said report with a statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors.

Section 4. Effective July 1, 2020 this Resolution supersedes Resolution No. 2312.

PASSED AND ADOPTED by the Board of Directors at a meeting of LWD held June 10, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

Ref: 20-7166

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Unrepresented Employees Salary and Benefits Resolution**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2333 setting forth salaries, benefits and other working conditions for unrepresented employees beginning July 1, 2020.
2. Discuss and take other action, as appropriate.

BACKGROUND:

LWD employees are not organized for the purpose of negotiating salary, benefits, and other working conditions. Therefore, employees, other than the General Manager, are classified as unrepresented employees. Within the unrepresented employee group, there are two categories of employees distinguished by their status as "Exempt" (Management Employees) or "Non-Exempt". This distinction primarily relates to an employee's status as it pertains to the overtime provisions of the Fair Labor Standards Act.

LWD annually conducts an informal input process to identify unrepresented employees' preferences regarding potential changes to salary, benefits and other working conditions. This input process was last conducted during April 2020. On May 14, 2020, the Board of Directors considered staff recommendations related to the informal input process. The Board's direction received at that time has been incorporated into the proposed resolution (Attached).

The proposed resolution specifies salaries, benefits, and other working conditions approved for the unrepresented employees. The FY21 Operating Budget includes sufficient appropriations to fund the proposed resolution.

General Counsel has reviewed the proposed resolution and any suggested revisions have been incorporated.

Staff recommends that the Board of Director's adopt Resolution No. 2333 setting forth salaries, benefits and other working conditions for unrepresented employees beginning July 1, 2020.

th:PJB

Attachment

RESOLUTION NO. 2333

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING EMPLOYEE SALARY, BENEFITS AND
OTHER WORKING CONDITIONS**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors and employees desire to update salaries, benefits and other terms and conditions of employment beginning July 1, 2020.

Now, therefore, be it resolved by the Board of Directors of the Leucadia Wastewater District that the salary, benefits and other terms and conditions of employment for the employees set forth below are hereby adopted and established as those of the Leucadia Wastewater District, and shall remain in effect until further action by the LWD Board of Directors.

A. Employee Classifications

Regular, full-time employees defined by LWD's Human Resources Policy Manual who occupy the following classifications are subject, without limitation, to the terms and conditions of employment set forth in this Resolution, applicable provisions of other Resolutions of the LWD Board of Directors and the LWD Human Resources Policy Manual:

1. Non-exempt Classifications

Accounting Technician	Field Services Supervisor
Administrative Specialist	Field Services Technician-in-Training
Administrative Specialist II	Field Services Technician I
Administrative Supervisor	Field Services Technician II
Executive Assistant	Field Services Technician III
Field Services Specialist	

2. Exempt Management Classifications

Administrative Services Manager
Field Services Superintendent
Technical Services Manager

B. General Salary Adjustment

There shall be no general salary adjustment during the term of this Resolution.

C. Salary Range Adjustment

Effective July 1, 2020, a new salary range schedule for all employee classifications, excluding the General Manager, shall be adjusted by two percent (2%), as indicated in Attachment 2.

D. Performance Merit Program

LWD's Human Resources Policy Manual provides that employees may be eligible for an increase in compensation within the salary range established for their classification. Increases within an employee's salary range are not automatic but are based on an employee's performance as evaluated annually by their immediate supervisor and Department Head. The General Manager provides final approval for all compensation increases.

E. Medical, Dental and Vision Insurance

Employees may elect coverage from the medical, dental and vision insurance programs offered by LWD. The District shall pay 100% of the insurance premiums for employees and eligible dependents. Medical coverage is provided on a calendar year basis, January through December; dental and vision coverage is provided on a fiscal year basis, July through June.

For medical coverage, new employees shall be eligible for coverage no later than the first day of the month following their first work day at LWD and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers. For dental and vision coverage, new employees shall be eligible for coverage no later than the first of the month following 30 days of employment.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

F. Life Insurance

The District shall provide each employee a maximum of \$50,000 of life insurance unless a greater amount has been approved as a term of employment. Dependent term life insurance coverage of \$5,000 shall be provided each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided each employee dependent fourteen (14) days to six (6) months of age. New employees and their dependents are eligible for life insurance coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

G. Disability Insurance

The District shall provide short-term and long-term disability insurance to all LWD employees at no cost to the employee.

New employees are eligible for disability coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the District with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

H. Health Care Flexible Spending Account (HCFSA)

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

I. Dependent Care Flexible Spending Account (DCFSA)

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with the District's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

J. Exempt Management Administrative Leave

Management employees are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). These employees shall receive forty (40) hours of administrative leave annually on July 1st. Employees in these classifications will be paid for unused administrative leave at termination.

The following LWD classifications are exempt from overtime requirements of the FLSA:

- a. Administrative Services Manager
- b. Technical Services Manager
- c. Field Services Superintendent

K. Vacation Leave

Employees shall earn paid vacation in accordance with LWD's Human Resources Policy Manual (HRPM).

Employees may accumulate a maximum of 300 hours.

Employees shall receive payment of cash in lieu of accumulated vacation only upon termination of employment.

L. Sick Leave

Employees shall earn paid sick in accordance with LWD's HRPM.

Employees may not accumulate more than 272 hours of sick leave for any purpose.

Annually, on a date or dates established by LWD, employees will be paid for any accumulated sick leave hours in excess of 176 hours at a rate of 75% of their regular hourly rate.

Employees not terminated for cause and who give the District fourteen (14) calendar days (beginning on the date the notice is received by the District) written notice of termination shall be paid for all accumulated sick leave hours at a rate of 75% of their regular hourly rate.

M. Call Back

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

Virtual call-outs are Supervisory Control and Data Acquisition (SCADA) notifications that clear themselves within 30 minutes. These notifications require on-call personnel to monitor SCADA indicators from their on-call residence without returning to LWD. On-call staff, responding to virtual call-outs, will receive a minimum of 1 hour's compensation calculated at one and one-half their regular hourly rate.

N. Standby Duty/On-Call

LWD shall pay each employee assigned to standby/on-call duty at the rate of \$35/day or \$70/day if the day of duty is designated as a holiday in the HRPM. This rate is equivalent to \$245.00 per week of standby/on-call duty.

O. Shift Differential

Employees assigned to a regular work shift other than the day shift shall receive a shift differential in addition to their base rate of pay. Shift differential pay shall be \$1.00 per hour for AM duty

(12:30 AM-7:00AM) and \$.75 per hour for PM duty (4:30 PM-12:30 AM). Shift differential pay shall be in addition to their base rate of pay for hours assigned to a work shift other than the day shift and it shall be added to the base rate of pay for the purposes of calculating overtime compensation.

P. Meal Allowance

LWD shall reimburse employees a maximum of \$12.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hour's overtime.

Q. Uniform and Safety Boot Allowance

Uniforms will be furnished to each Field Services employee without cost and will be laundered at the District's expense. Employees are expected to wear the furnished uniforms during work hours. Because this uniform allowance for "classic PERS members" is considered "special compensation" by California Public Employee's Retirement Law, \$12.36 per pay period will be reported to CalPERS as the monetary value for purchase, rental and/or maintenance of required clothing.

LWD shall reimburse all Field Services employees up to \$300.00 each fiscal year for the purchase of LWD approved steel-toed safety shoes/boots. On a case by case basis, the General Manager may authorize this shoe/boot reimbursement benefit for employees not in the Field Services Department.

R. Retirement Plan

The District participates in the California Public Employees' Retirement System (CalPERS) program. The District retirement program is a two-tiered program based on a member's original date of PERS eligibility.

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12-month compensation formulas. For FY 2021, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. Classic Employees shall pay the entire "Employee Contribution Rate" of 8%.
- b. New Employees – New employees, as it applies to LWD's retirement program, are those employees with an original PERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3-year compensation formulas. For FY 2021, the District shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. New employees shall pay the entire "Employee Contribution Rate" of 6.750%.

To the maximum extent allowable, all employee contributions to CalPERS shall be made on a pre-tax basis.

S. Social Security/Medicare

The District shall participate in the federal Social Security Administration program. The District shall pay one-hundred percent (100%) of the employer FICA and Medicare contributions. Employee contributions shall be paid by the employee.

All employees (except those allowed by federal and state regulations) shall participate in the Social Security/Medicare program.

T. Deferred Compensation Program

Where the employee voluntarily participates in LWD's Deferred Compensation Program, LWD shall contribute an equal amount on a matching basis up to two percent (2%) of the employee's

base salary (calculated per pay period), provided, however, that LWD's matching contribution shall not exceed two percent (2%) of the Social Security annual salary contribution maximum.

U. Educational Assistance

The Educational Assistance Program is intended to reimburse pre-approved out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically associated with an employee's course of study. The District's maximum reimbursement amount is \$2,000 per employee per fiscal year.

V. Terms and Conditions of Employment

All other terms and conditions of employment are specified in the LWD Human Resources Policy Manual.

A summary of benefits (Attachment 1) and a classification salary range chart (Attachment 2) is attached.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 10th day of June 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

Attest:

Paul J. Bushee, Secretary /Manager

(SEAL)

Attachment 1

LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS

MEDICAL INSURANCE: Paid by LWD; available through CalPERS.
DENTAL INSURANCE: Paid by LWD; available through Humana Ins. Co.
LIFE INSURANCE: Paid by LWD; available through Hartford.
SHORT-TERM AND LONG-TERM DISABILITY: Paid by LWD; available through Mutual of Omaha Ins. Co.
CalPERS RETIREMENT PROGRAM: Two-tiered program. "Classic and New employees" pay 100% of employee contribution. Classic employees pay the full 8% employee contribution and new employees pay the full 6.75% employee contribution. Full vesting after 5 years.
SOCIAL SECURITY/MEDICARE: LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.
DEFERRED COMPENSATION (Optional) LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.
VACATION: Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 300-hour limit.
SICK LEAVE: Per HRPM. Maximum 272-hour limit. Sick leave in excess of 176 hours is paid at 75% of employee's rate of pay.
BEREAVEMENT LEAVE: 5 days paid leave if one-way travel is over 500 miles; 3 days paid leave if one-way travel is less than 500 miles.
HOLIDAYS: Twelve (12) paid Holidays annually per HRPM.
LEAVE WITHOUT PAY: Per HRPM.
STAND-BY/ON-CALL PAY: \$35 per day. \$70/day if a designated holiday. Weekly rate of \$245.00
SHIFT DIFFERENTIAL: \$1.00 per hour (AM shift) and \$.75 per hour (PM shift).
ADMINISTRATIVE LEAVE: Exempt management employees receive 40 hours per fiscal year on July 1st.
EDUCATIONAL ASSISTANCE: \$2,000 per fiscal year maximum. Internal Revenue Code Section 127 Program provides reimbursement for coursework towards a degree or as approved by General Manager.
UNIFORMS: Provided and laundered by LWD as required.
SAFETY BOOTS: \$300 per fiscal year for Field Services' employees.

Note: See Resolution for detailed benefit information and restrictions.

Attachment 2

**LEUCADIA WASTEWATER DISTRICT
FY 2021 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Vacant	1	\$35,355	\$44,194	\$17.00	\$21.25
Vacant	2	\$37,123	\$46,404	\$17.85	\$22.31
Vacant	3	\$38,979	\$48,724	\$18.74	\$23.42
Vacant	4	\$40,928	\$51,160	\$19.68	\$24.60
Vacant	5	\$42,974	\$53,718	\$20.66	\$25.83
Vacant	6	\$45,123	\$56,404	\$21.69	\$27.12
Vacant	7	\$47,379	\$59,224	\$22.78	\$28.47
Vacant	8	\$49,748	\$62,185	\$23.92	\$29.90
Vacant	9	\$52,236	\$65,295	\$25.11	\$31.39
Vacant	10	\$54,847	\$68,559	\$26.37	\$32.96
Field Services Technician-in-Training Administrative Services Specialist I	11	\$57,590	\$71,987	\$27.69	\$34.61
Vacant	12	\$60,469	\$75,587	\$29.07	\$36.34
Field Services Technician I Administrative Services Specialist II	13	\$63,493	\$79,366	\$30.53	\$38.16
Vacant	14	\$66,667	\$83,334	\$32.05	\$40.06
Field Services Technician II Accounting Technician	15	\$70,001	\$87,501	\$33.65	\$42.07
Vacant	16	\$73,501	\$91,876	\$35.34	\$44.17
Field Services Technician III	17	\$77,176	\$96,470	\$37.10	\$46.38
Field Services Specialist Executive Assistant	18	\$81,035	\$101,293	\$38.96	\$48.70
Vacant	19	\$85,086	\$106,358	\$40.91	\$51.13
Vacant	20	\$89,341	\$111,676	\$42.95	\$53.69
Vacant	21	\$93,808	\$117,260	\$45.10	\$56.37
Field Services Supervisor Administrative Services Supervisor	22	\$98,498	\$123,123	\$47.35	\$59.19
Vacant	23	\$103,423	\$129,279	\$49.72	\$62.15
Vacant	24	\$108,594	\$135,743	\$52.21	\$65.26
Vacant	25	\$114,024	\$142,530	\$54.82	\$68.52
Field Services Superintendent	26	\$119,725	\$149,656	\$57.56	\$71.95
Vacant	27	\$125,711	\$157,139	\$60.44	\$75.55
Vacant	28	\$131,997	\$164,996	\$63.46	\$79.33
Vacant	29	\$138,597	\$173,246	\$66.63	\$83.29
Vacant	30	\$145,527	\$181,908	\$69.96	\$87.46
Technical Services Manager Administrative Services Manager	31	\$152,803	\$191,004	\$73.46	\$91.83
Vacant	32	\$160,443	\$200,554	\$77.14	\$96.42

Notes:

1. Approved and adopted by LWD Board of Directors June 10, 2020
2. Effective date: July 1, 2020
3. Revisions: N/A
4. Time base for salary amounts indicated is "annual"

MEMORANDUM

Ref: 20-7177

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Adopt Resolution No. 2334

RECOMMENDATION:

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

1. Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.
2. Discuss and take other action, as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure and Technology / Orchard Wood Road Pipeline Replacement

This item was reviewed at the June 3rd EC meeting and the EC concurred with staff to present this item for the Board's consideration.

The gravity pipeline in an easement at the end of Orchard Wood Road in the City of Encinitas has a major sag which causes a significant amount of grit and grease to accumulate in the line. This line segment is on the Special Maintenance Activity (SMA) list and requires frequent cleaning to prevent a Sewer System Overflow (SSO). The pipeline crosses the environmentally sensitive area of Encinitas Creek, south and east of the intersection of El Camino Real and Olivenhain Road adjacent to Scott Valley Park. The Orchard Wood Road Sewer Replacement Project (Project) will use trenchless technology to install the replacement pipeline to avoid disturbing the Encinitas Creek environment. Additionally, a pipeline in Willowhaven Road will be extended to abandon additional segments and manholes surrounding Scott Valley Park on the edge of the creek. Please refer to the diagram below.



DISCUSSION:

To proceed with the Project, the City of Encinitas is requiring the District to obtain a Major Use Permit (MUP). Encinitas provided Infrastructure Engineering Corporation (IEC), District's Design Engineers, with a MUP check list. The check list requires that the District's Board of Directors consider the Project as a whole and approve the Project subject to the California Environmental Quality Act (CEQA) exemptions identified in the Notice of Exemption (NOE) prepared for the Project. The NOE was developed by Helix Environmental, an environmental sub-consultant to IEC and is included in the resolution. The Project meets two exemptions under the State CEQA Guidelines which allows the filing of a NOE:

- Class 2 - Replacement or Reconstruction: Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.
- Class 4 – Minor Alterations to Land:
 - ✓ Minor temporary use of land having negligible or no permanent effects on the environment;
 - ✓ Minor trenching and backfilling where the surface is restored.

The NOE requires the following be implemented during Project construction as Best Management Practices (BMP):

- BMPs for erosion control and water quality (standard during project construction);
- Archaeological and Tribal Cultural Resources monitoring of open trench areas during construction.

Resolution 2334 is attached for review. It:

- Approves the Orchard Wood Road Sewer Replacement Proposed Project.
- Finds that the Project qualifies for the CEQA exemptions identified in the Notice of Exemption (NOE) and directs that the NOE be filed with the County of San Diego.

Staff and the EC recommend the adoption of Resolution 2334 to satisfy the requirements and obtain approval of the Encinitas MUP.

rym:PJB

Attachment

RESOLUTION NO. 2334

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
APPROVING THE DISTRICT'S ORCHARD WOOD ROAD SEWER REPAIR PROJECT
AND THE ASSOCIATED CALIFORNIA ENVIRONMENTAL QUALITY ACT
NOTICE OF EXEMPTION**

WHEREAS, the District's primary mission is to maintain the integrity and reliability of its collection system to prevent sewer system overflows (SSO) to protect the environment and public health;

WHEREAS, the District's Orchard Wood Road Sewer Repair Project (Project) will repair a major defect in the Orchard Wood Road Gravity Line which crosses Encinitas Creek and realign an adjacent Willowhaven Road Gravity Line to abandon additional segments and manholes surrounding Scott Valley Park and adjacent to Encinitas Creek;

WHEREAS, the Board of Directors considered the Project as whole and wishes to approve it subject to the California Environmental Quality Act (CEQA) exemptions identified in the Notice of Exemption prepared for the project;

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

Section 1: Approves the Project as shown in Exhibit A, Orchard Wood Road Sewer Replacement Proposed Project.

Section 2: The Board finds that the Project qualifies for the CEQA exemptions identified in the Notice of Exemption (NOE), attached as Exhibit B and directs that the NOE be filed with the County of San Diego.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held June 10th, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Allan Juliussen, President

ATTEST:

Paul J. Bushee, Secretary /Manager

(SEAL)

EXHIBIT A

**ORCHARD WOOD ROAD SEWER REPLACEMENT
PROPOSED PROJECT**

EXHIBIT B
CEQA NOTICE OF EXEMPTION

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Diego

From: (Public Agency): Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad CA 92009
(Address)

Project Title: Orchard Wood Sewer Replacement Project

Project Applicant: Leucadia Wastewater District

Project Location - Specific:
Scott Valley Park and Surrounding Areas (1602 Willowhaven Road, Encinitas, CA 92024)

Project Location - City: Encinitas Project Location - County: San Diego

Description of Nature, Purpose and Beneficiaries of Project:
See Attachment A.

Name of Public Agency Approving Project: Leucadia Wastewater District

Name of Person or Agency Carrying Out Project: Leucadia Wastewater District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Replace(15302) & Minor Alteration(15304)
Statutory Exemptions. State code number:

Reasons why project is exempt:
See Attachment A.

Lead Agency
Contact Person: Robin Morishita Area Code/Telephone/Extension: 760-750-0155

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: [Signature] Date: 10/22/2019 Title: General Manager

[X] Signed by Lead Agency [] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Orchard Wood Sewer Replacement Project Categorical Exemption

Project Description

Location and Existing Conditions

The proposed sewer replacement project (project) would occur in the northern part of the City of Encinitas (City) within the service area of the Leucadia Wastewater District (District). Specifically, the project site includes Scott Valley Park (park), an open space canyon associated with Encinitas Creek, two cul-de-sacs at the end of residential streets (e.g., Orchard Wood Road and Willowhaven Road), and portions of Olivenhain Road.

The park is located along Olivenhain Road and consists mostly of turf play areas, although the park also includes mature trees, a basketball court, play equipment, and a winding concrete sidewalk. The open space canyon between the park and single-family residences to the south includes Encinitas Creek. Developed areas consist of single-family residential development and paved streets/roadways. Existing sewer pipeline occurs underground between Olivenhain Road and Orchard Wood Road and spans Encinitas Creek and the perimeter of the park. There are several sewer manholes along the existing sewer pipeline, most of which are outside of the park and within the open space canyon.

Project Components

The purpose of the project is to replace aging sewer infrastructure by abandoning and replacing sewer pipeline and manholes, as shown on Figure 1, *Orchard Wood Sewer Replacement Proposed Project*. The replacement sewer pipeline would extend over approximately 1,050 linear feet (lf) and would include 8-, 15-, and 18-inch pipeline made of polyvinyl chloride (pvc). New sewer pipeline would be installed underground utilizing a combination of open trench and horizontal directional drilling (HDD) methods. Specifically, open trench construction would occur within developed areas for approximately 623 lf of replacement sewer pipeline. HDD technology would be used to avoid disturbances along about 427 lf that spans the open space canyon and Encinitas Creek by drilling beneath the ground surface and minimizing surface disturbance. Four new 5-foot diameter manholes would be constructed, including three in the park and one in the cul-de-sac of Orchard Wood Road. Five existing manholes within the open space canyon would be abandoned along with the associated sewer pipeline. As a result, the new manholes would be easier to access and maintain. Also, turf reinforcement improvements would occur within the park, consisting of a 40-foot wide geogrid path that would be installed at the ground surface and covered with grass to match the surrounding turf areas. The turf reinforcement would allow for maintenance trucks to occasionally access the proposed manholes within the park without damaging turf or underground sewer pipeline.

Construction activities are anticipated to begin in January 2020 and occur over a six-week period. Approximately seven workers are expected for open trench work and four additional workers for the HDD work. Construction activities would consist of site preparation, drilling using HDD methods, open trench construction, paving, turf reinforcement installation, and general site clean-up. Anticipated construction equipment for open trench construction would include two excavators, a loader, skid steer, dump truck, and two crew trucks. HDD activities would include a drilling rig, mud handling equipment, a drill pipe, and fusing machine that would be staged within the cul-de-sacs at Orchard Wood Road and

Willowhaven Road. Traffic control would be required by the City and would be necessary for work within Orchard Wood Road, Willowhaven Road, and Olivenhain Road. Construction hours would be restricted to between 9:00 a.m. and 3:00 p.m. to avoid peak rush hour traffic conditions. Traffic control requirements would be established for the project by the City during the Major Use Permit process, which is required by the City to allow the proposed project. Standard best management practices (BMPs) would be implemented during construction activities for erosion control and water quality protection. Once constructed, project operations would be limited to periodic maintenance.

A cultural records search with the South Coastal Information Center (SCIC) was conducted in 2018 by HELIX Environmental Planning, Inc. within one-mile of the project. While no sites are known to exist within areas to be disturbed by the project, there are 43 previously recorded cultural resources within a one-mile radius of the project site, which means that the area is culturally sensitive. Open trench activities would occur within developed areas (e.g., the park and within paved roadways) and open space areas would be avoided by using HDD construction methods instead of open trenching; however, as a best practice, monitoring of open trench areas during construction is considered to be a component of the proposed project, as described below.

Cultural Resource Construction Monitoring. Prior to the commencement of open trenching activities, a qualified archaeological Principal Investigator (PI) and Native American monitor will be retained to implement a monitoring program. The PI will be responsible for coordinating with the Native American monitors. Monitoring would be conducted on site during initial ground disturbance for all open cut trenching activities in areas where native soil is present that is potentially sensitive for cultural resources. The PI, in consultation with the archaeological and Native American monitors, will be responsible for determining the duration and frequency of monitoring.

If previously unidentified archaeological resources are discovered, the archaeologist and the Native American monitor will have the authority to temporarily divert or halt ground disturbance operations in the area of discovery to allow for the evaluation of potentially significant cultural resources. Deposits and potential resources would be documented, and the PI would notify the District if a potentially significant archaeological resource is discovered. Recovered artifactual materials would be cataloged and analyzed. If any cultural resources are recovered, the Native American monitor would be provided the opportunity to be present during any testing or cataloging of those resources.

Categorical Exemption

Section 21084 of the Public Resources Code requires the State California Environmental Quality Act (CEQA) Guidelines to include a list of classes of projects that have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. As identified in the State CEQA Guidelines Sections 15301 through 15333, there are 33 classes of exemptions. The proposed project, as described above, meets the requirements for a Class 2 and a Class 4 exemption:

15302. Replacement or Reconstruction

Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have

substantially the same purpose and capacity as the structure replaced, including but not limited to:

- a) Replacement or reconstruction of existing schools and hospitals to provide earthquake resistant structures which do not increase capacity more than 50 percent;
- b) Replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity;
- c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity; or
- d) Conversion of overhead electric utility distribution system facilities to underground including connection to existing overhead electric utility distribution lines where the surface is restored to the condition existing prior to the undergrounding.

15304. Minor Alterations to Land

Class 4 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including but not limited to:

- a) Grading on land with a slope of less than 10 percent, except that grading shall not be exempt in a waterway, in any wetland, in an officially designated (by federal, state, or local government action) scenic area, or in officially mapped areas of severe geologic hazard such as an Alquist-Priolo Earthquake Fault Zone or within an official Seismic Hazard Zone, as delineated by the State Geologist;
- b) New gardening or landscaping, including the replacement of existing conventional landscaping with water efficient or fire resistant landscaping;
- c) Filling of earth into previously excavated land with material compatible with the natural features of the site;
- d) Minor alterations in land, water, and vegetation on existing officially designated wildlife management areas or fish production facilities which result in improvement of habitat for fish and wildlife resources or greater fish production;
- e) Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc;
- f) Minor trenching and backfilling where the surface is restored;
- g) Maintenance dredging where the spoil is deposited in a spoil area authorized by all applicable state and federal regulatory agencies;
- h) The creation of bicycle lanes on existing rights-of-way.

- i) Fuel management activities within 30 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. This exemption shall apply to fuel management activities within 100 feet of a structure if the public agency having fire protection responsibility for the area has determined that 100 feet of fuel clearance is required due to extra hazardous fire conditions.

The proposed project is categorically exempt from CEQA, as it meets the requirements of a Class 2 and a Class 4 exemption under State CEQA Guidelines Section 15302 and 15034, respectively. The proposed sewer improvements would replace an existing sewer facility system to continue serving existing development and would involve negligible or no expansion of sewer facilities in the area. The proposed sewer improvements also would require minor trenching and backfilling where the surface is restored. Below is a summary discussion of each environmental topic typically analyzed pursuant to CEQA to document that there are no exceptions to a Class 2 or Class 4 categorical exemption. Exceptions to a categorical exemption that preclude the preparation of a Notice of Exemption (NOE), include if the project would result in a cumulative impact, a significant environmental effect due to unusual circumstances, an environmental impact on scenic highways, hazardous waste sites, or historical resources.

Aesthetics, Agricultural Resources, Biological Resources, and Land Use

The proposed project would involve open trench construction within developed areas of a park, paved roadways, and in ornamental landscaping areas. The proposed project is not located near a scenic highway and the project consists mostly of underground or ground surface improvements (e.g., manholes and turf reinforcement) that would not be highly noticeable. Areas temporarily disturbed would be restored to conditions similar to those currently existing. The nearest "officially designated scenic highway" is a segment of State Route 163, located near downtown San Diego more than 20 miles from the project, and would not be within view of this segment of the highway. There are no agricultural uses within the project site or in nearby areas. HDD techniques would be used to install sewer pipeline within natural areas associated with the open space canyon and Encinitas Creek and no native vegetation or other sensitive biological resources would be removed or disturbed. The project is located in an urbanized area, with a General Plan land use designation of Residential. The project does involve any changes in land use, nor would project construction divide an established community. There are no unusual circumstances that would result in a significant effect on the environment related to aesthetics or visual quality, agricultural resources, biological resources, or land use.

Air Quality, Greenhouse Gas Emissions, and Energy

The proposed project would result in the generation of temporary emissions during the use of construction equipment. These emissions would be very small and would be well below significance thresholds. The sewer pipeline would replace an existing sewer pipeline and no increased emissions would be generated after construction. There are no components of the project that would result in unusual circumstances and cause a significant effect on the environment associated with air quality, greenhouse gas emissions, or energy.

Cultural Resources and Tribal Cultural Resources

The proposed project would be constructed using open trench methods within existing developed and landscaped areas and would use HDD methods within open space areas. A records search was conducted with the SCIC that indicated 43 cultural resources were previously identified within a one-mile radius surrounding the project area. While the park is assumed to be constructed on imported fill materials and cultural resource discovery during construction is not anticipated, monitoring of open trench areas during construction is recommended as a best practice due to the general sensitivity of the area. As described above, a cultural resource monitoring program is included as part of the project and there are no components of the project that would result in unusual circumstances and cause a significant effect on the environment associated with cultural or tribal cultural resources.

Geology/Soils and Paleontological Resources

The project does not include the placement of any permanent or temporary habitable structures or septic tanks. As such, the project would not expose people or structures to risk associated with the rupture of a known earthquake fault, seismic-related ground failure, and other geological hazards. Additionally, the pipeline would be designed to appropriate engineering standards. Thus, no impact associated with liquefaction, unstable soil, expansive soil, or soils incapable of supporting septic tanks would occur. Due to the shallow depth required for trenching, no paleontological resources would be affected. There are no components of the project that would result in unusual circumstances and cause a significant effect on the environment associated with geology and soils or paleontological resources.

Hazards and Hazardous Materials

No routine transport or use of hazardous materials at the site would occur as part of normal operations. The nearest school, Flora Vista Elementary, is located about 0.6 mile south of the pipeline alignment, and there are no schools within one-half mile of the project. Typical fuel materials such as diesel and gasoline would be used for construction equipment.

A review of the Department of Toxic Substances Control (DTSC) Envirostor database and the Water Resources Control Board's (SWRCB) Geotracker database concluded that no hazardous materials sites are located within one-quarter mile of the project (DTSC and SWRCB 2019). The project site is not located within close proximity to an airport and the project would not result in airport safety hazards impacts. The project would not result in permanent changes to area roadways and would not impair implementation of an emergency response plan or emergency evacuation plan. The project does not include unusual circumstances that would result in a significant hazards impact.

Hydrology and Water Quality

The project would not significantly alter the existing drainage of the project site. As discussed above, BMPs would be implemented for erosion control and water quality protection. The implementation of BMPs during construction and operation of the project would result in no significant erosion impacts. The proposed project does not include the construction of any housing or new uses, and it would not introduce such uses into a 100-year flood area. Following construction, all trenching would be covered and restored to its previous state. Pipeline installation within the open space canyon and Encinitas Creek would use HDD methods to avoid changes within the creek. The project would therefore not raise the base flood elevation or otherwise significantly alter drainage or cause flooding in a 100-year flood

hazard area. No significant hydrology/water quality impacts would occur and the project does not include unusual circumstances that would result in a significant hydrology and/or water quality impact.

Mineral Resources

The project site is not currently utilized or designated for mineral extraction activities. The proposed project would not result in impacts to mineral resources. The project does not include unusual circumstances associated with mineral resources that would result in a significant effect on the environment.

Noise

The proposed project would result in temporary increases in noise associated with construction activities. Noise-sensitive uses in the area include residences along Willowhaven Road and Orchard Wood Road. Construction would involve the use of minor trenching equipment and drilling rigs associated with HDD equipment. Construction activities would be short-term and would occur between the hours of 9:00 a.m. and 3:00 p.m. on Monday through Friday. Temporary noise generated by the proposed construction activities would not significantly impact off-site noise-sensitive land uses or result in significant noise impacts. The project does not include unusual circumstances associated with noise that would result in a significant effect on the environment.

Population and Housing

The proposed project would result in maintaining adequate sewer services within the District. No housing would be removed or relocated for installation of the pipeline and the project not result in changes to local population, nor would it induce growth. No population and housing impacts would occur and the project does not include unusual circumstances associated with population and housing that would result in a significant effect on the environment.

Public Services

The proposed project would result in maintaining existing sewer services within the District and would not result in the need for new or additional public services. The project would not result in increased need for fire protection, police services, schools, parks, or other public facilities. Turf within the park would be reinforced such that long-term operation of the park would not be adversely affected and effects during construction would be short term. No impact would occur and the project does not include unusual circumstances associated with public facilities that would result in a significant effect on the environment.

Recreation

Project construction activities would occur within a park over an approximate six-week period. Access and use of the park would be somewhat limited during construction. As a result, park users may temporarily use other parks in the area, such as Rancho Ponderosa Park 2 or Rancho Ponderosa Park, both of which are within 0.3 mile of the project. While the project may result in some increase in the use of other parks in the area, it would be temporary and is not considered an unusual circumstance that would result in a significant effect on the environment.

Transportation and Traffic

The proposed project would not result in substantial, permanent increases in traffic. Temporary traffic trips would be generated by construction activities and would include vehicles for personnel and trucks carrying equipment. The project would be required to prepare and implement a traffic control plan subject to approval by the City to minimize potential traffic impacts during construction. Following construction, the project would not generate additional trips, as occasional maintenance would continue similar to existing conditions. As such, the project would not result in a significant effect on traffic along area roadways. The project does not include unusual circumstances which would result in a significant effect on the environment associated with traffic.

Utilities and Service Systems

The proposed project would involve the replacement of sewer pipelines to maintain wastewater services for the District. The project would connect to existing sewer pipelines and would not require off-site improvements. No significant utilities impacts would occur. The project does not include unusual circumstances associated with utilities which would result in a significant effect on the environment.

Wildfire

The proposed project would involve the replacement of sewer pipelines over an approximate six-week period. The nearest areas designated for fire risk are located more than one-half mile west of the project site, west of El Camino Real, and there are no designated fire risk areas within or adjacent to the project site. As a result, the project does not include unusual circumstances associated with wildfire risk which would result in a significant effect on the environment.

Summary

The proposed project meets the requirements of Class 2 and Class 4 exemption under State CEQA Guidelines Sections 15302 and 15304 and as described above, does not include unusual circumstances that would cause the proposed project to result in a significant effect on the environment. Regarding cumulative impacts, due to the short duration of the project and the restriction of construction activities between the hours of 9:00 a.m. and 3:00 p.m., there are no significant cumulative impacts anticipated.

References:

California Department of Toxic Substances Control (DTSC). 2019. Envirostor Database. Available: <https://www.envirostor.dtsc.ca.gov/public/map/?myaddress=scott+valley+park%2C+encinitas%2C+ca>. Accessed October 4, 2019.

State Water Resources Control Board (SWRCB). 2019. Geotracker. Available: <https://geotracker.waterboards.ca.gov/>. Accessed: October 4, 2019.



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**RESOLUTION NO. 2334
APPROVING THE ORCHARD WOOD
ROAD SEWER REPAIR PROJECT
AND ASSOCIATED CEQA NOE**

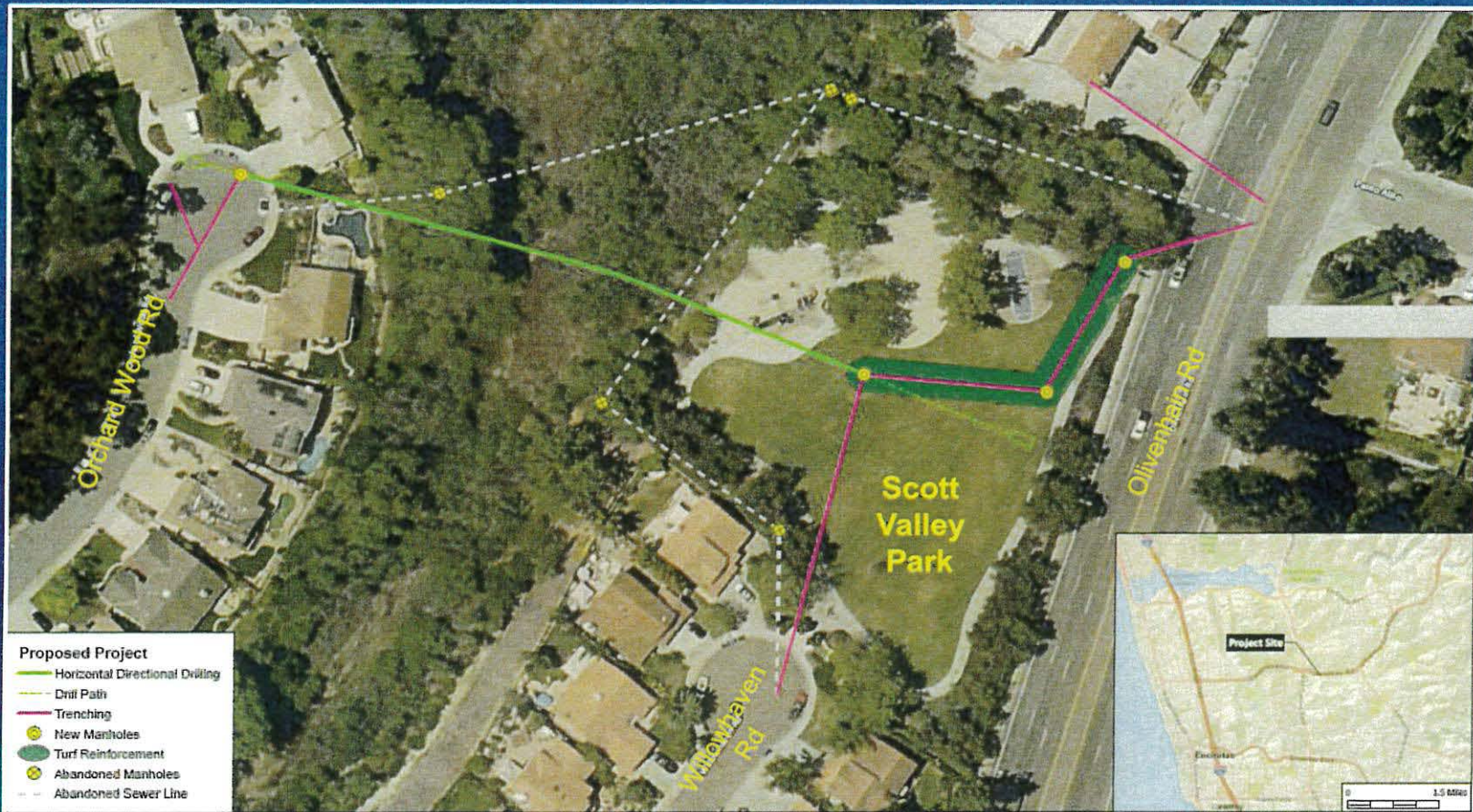
(June 2020)

Recommendation

Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.

Background

- Replace segment with major sag
- Abandon additional segments and manholes surrounding Scott Valley Park



Discussion

- City of Encinitas Major Use Permit

- Requires Board to:
 - ❖ Consider Project as a whole
 - ❖ Approve Project subject to California Environmental Quality Act (CEQA) exemptions identified in Notice of Exemption (NOE)

Discussion (cont.)

Project NOE based on following exemptions:

- Class 2 – Negligible or no expansion of capacity
- Class 4 – Minor alterations to land
 - ❖ Temporary use with negligible / permanent effects
 - ❖ Minor trenching and backfilling - surface restored
- NOE requires implementing Best Management Practices (BMP)
 - ❖ BMPs for erosion control & water quality
 - ❖ Archaeological and Tribal Cultural Resources monitoring

Discussion (cont.)

Resolution 2334:

- Approves proposed Project
- Finds Project qualifies for CEQA exemptions identified in the NOE
- Directs NOE filing with County of San Diego

Recommendation

Adopt Resolution No. 2334 approving the District's Orchard Wood Road Sewer Repair Project and the associated California Environmental Quality Act Notice of Exemption.

Questions / Comments

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: CSDA Board of Directors 2020 Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2020 election. There is one seat (Seat C) open for the southern network region. The candidates are the following:

- Arlene Schafer, Costa Mesa Sanitary District (incumbent)
- Ronald Coats, East Valley Water District
- Daniel Jagger, Beaumont-Cherry Valley Water District
- Greg Mills, Serrano Water District

Attached for your review are copies of the CSDA electronic ballot information and the candidate statements (Attachment A). The electronic ballot is due by 5:00PM on Friday, July 10, 2020.

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

Attachment

tb:PJB



Home

How It Works

Logout **Paul Bushee**

**CSDA Board of Directors Election Ballot - Term 2021-2023; Seat C -
Southern Network**

Please vote for your choice

Choose **one** of the following candidates:

- Arlene Schafer*
- Ronald Coats
- Daniel Jagger
- Greg Mills

Arlene Schafer* [\[view details\]](#)

Ronald Coats [\[view details\]](#)

Daniel Jagger [\[view details\]](#)

Greg Mills [\[view details\]](#)

ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK, SEAT C

Arlene Schafer – Secretary Costa Mesa Sanitary District



PREVIOUS EXPERIENCE

SERVING SPECIAL DISTRICTS

- ◆ OC LAFCO Chair
- ◆ CSDA Board President
- ◆ CSDA Board Vice President
- ◆ CSDA Board Secretary
- ◆ CSDA Finance Corporation
- ◆ CSDA Legislation Committee
- ◆ CSDA Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Independent Special Districts Orange County (ISDOC) Second Vice President

It has been an honor to serve as your Southern Network, Seat C representative for the past 12 years. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. I believe it is important for CSDA to continue serving as an advocate for California special districts by informing the legislature and the public of the important and essential services we provide to our communities. Furthermore, I believe it's important for special districts to demonstrate good governance that will help earn the public's trust.

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. CMSD provides solid waste and wastewater collection services to over 116,000 residents residing in the City of Costa Mesa and portions of Newport Beach and the unincorporated Orange County. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence and CMSD is one of few special districts in California that received Platinum Recognition in Special District Governance.

If re-elected, I will continue to collaborate with CSDA committees to ensure you have educational opportunities to enhance special district governance and help elevate public awareness of the role we play as the form of government closest and most directly accountable to our constituents. I believe my experience, knowledge, dedication and commitment to special districts will enable me to represent you well and I am asking for your vote and support. Please vote for Arlene Schafer by **July 10, 2020.**



EAST VALLEY WATER DISTRICT

LEADERSHIP | PARTNERSHIP | STEWARDSHIP

BOARD OF DIRECTORS

David E. Smith
President

Phillip R. Goodrich
Vice President

Chris Carrillo
Director

Ronald L. Coats
Director

James Morales, Jr.
Director

John Mura, General Manager/CEO

Dear Fellow CSDA Member:

Since joining the East Valley Water District Board in 2014, I have had the pleasure of being part of a world class organization. I firmly believe in the importance of transparent government and public service. With these foundational principles, I look forward to representing this region in a professional manner, as the Southern Network, Seat B, Board of Directors representative for the California Special Districts Association (CSDA).

I am a proud member of the California Special District's Association and currently sit on the Member Services Committee and the Professional Development Committee. I am committed to active civic engagement, where I was also an ambassador for the San Bernardino Area Chamber of Commerce; Chairman of the Citizens Oversight Committee for San Bernardino Community College District; Vice Chairman of Advisory Commission on Water Policy Board for San Bernardino Valley Municipal Water District; Budget Review Committee member for the San Bernardino City Unified School District; along with being a 36 gallon plus donor to Life Stream Blood Bank; served in the United States Army; and member of many other civic organizations.

I have had the opportunity to work with a number of organizations through my involvement with CSDA, and truly believe in the importance of sharing knowledge, experiences, and lessons learned. As a lifetime member of the CSDA Leadership Foundation, I have experienced the benefits of a strong peer network firsthand. With East Valley Water District recently receiving its Gold District of Distinction Accreditation, we look forward to continuing to be an active member in the valuable organization.

As a CSDA Director, I will bring that passion for good governance and public service. I look forward to conveying local issues for discussion on a broader level and working through the challenges and opportunities facing special districts in California.

Whether it is serving in the military, participation in local organization, or representing the residents East Valley Water District, I have taken great pride in being an active member of my community. I look forward to your consideration for allowing me the opportunity to serve on the board of our special district community.

Sincerely,

Ronald L. Coats
East Valley Water District Board Member

Promoted to the position of General Manager of Beaumont-Cherry Valley Water District in October 2017, Dan Jagers brings more than 25 years of professional experience to the District. Prior to this appointment, Mr. Jagers served BCVWD for more than five years as Director of Engineering, overseeing long-range planning, capital improvements, and project design on local and regional levels.

As General Manager, Mr. Jagers directs the activities of the District, moving the District toward its goals while maintaining consistency with the District's mission and vision. Mr. Jagers provides leadership based on the direction set by a five-member elected Board of Directors, manages operations, strategic planning, and policy implementation.

Mr. Jagers' experience as Director of Engineering for BCVWD garnered him the internal knowledge and proficiency to guide and manage the District. He directed and participated in Engineering Department goals and operating policies, provided direction to managers and coordinated all issues needing Board approval or policy direction from the Board of Directors.

A resident of the inland empire for more than 26 years, Dan brings local knowledge and experience to the District. He served as a Senior Engineer at Desert Water Agency, and spent 18 years in the private sector as a Senior Engineering Consultant with Krieger & Stewart, Inc. where he focused on all aspects of public facilities planning, design and construction service including full support services for small to large public infrastructure projects for water, recycled water, wastewater, storm water, site development, and street improvements. From planning, design and construction project management, Mr. Jagers' experience is high level and varied.

Dan's combination of public and private experience make him an asset to BCVWD.

Mr. Jagers graduated from Ohio State University with a Bachelor of Science in Civil Engineering. He is a Registered Civil Engineer in the State of California and has developed a reputation for trustworthiness, positivity, passion and professionalism.

Greg Mills

Seat C CSDA

Candidate Statement



BUSINESS

- Small business owner – sixteen years
- Analytical Chemist – six years
- Process Engineer – six years
- Technical Marketing Manager – three years
- Marketing Director – three years
- Marketing Executive – five years

COMMUNITY INVOLVEMENT

- Board Member (Vice President) - Serrano Water District three years
- Villa Park City Councilman – four years; One term Mayor and one term Mayor Pro-Tem (one year each)
- Orange County Sanitation District - Director two years
- Orange County Vector Control District - Director three years
- ACWA-JPIA - Representative Serrano Water District
- Villa Park Family Picnic – five years
 - Chair – three years
- Eagle Scout; Camp Counselor
- Villa Park Rotary - Board member twenty-two years
 - Club President; Paul Harris Fellow; Speaker Chair
- Indian Princess YMCA - seven years
- Orange Elks Lodge – seven years

PROFFESIONAL

- American Chemical Society – thirty years
- CS Mantech – eleven years
- PDA (Parenteral Drug Association)– five years
- ISPE (International Society of Pharmaceutical Engineering – eight years
- SEMI (Semiconductor Equipment and Manufacturer Institute – nine years
- Optical Society of America – four years
- MEPTEC
- AVS (American Vacuum Society)
 - ICMCTF

EDUCATION

- B.A., Chemistry – Illinois College
 - Phi Alpha President/Vice President
- M.S., Engineering Management – Santa Clara University

PERSONAL

- Married – 25 years. Wife: Journalist and active member of the community. One daughter currently at university.

MEMORANDUM

DATE: June 4, 2020
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Incentive Program Report



RECOMMENDATION:

1. This item is presented for information purposes.

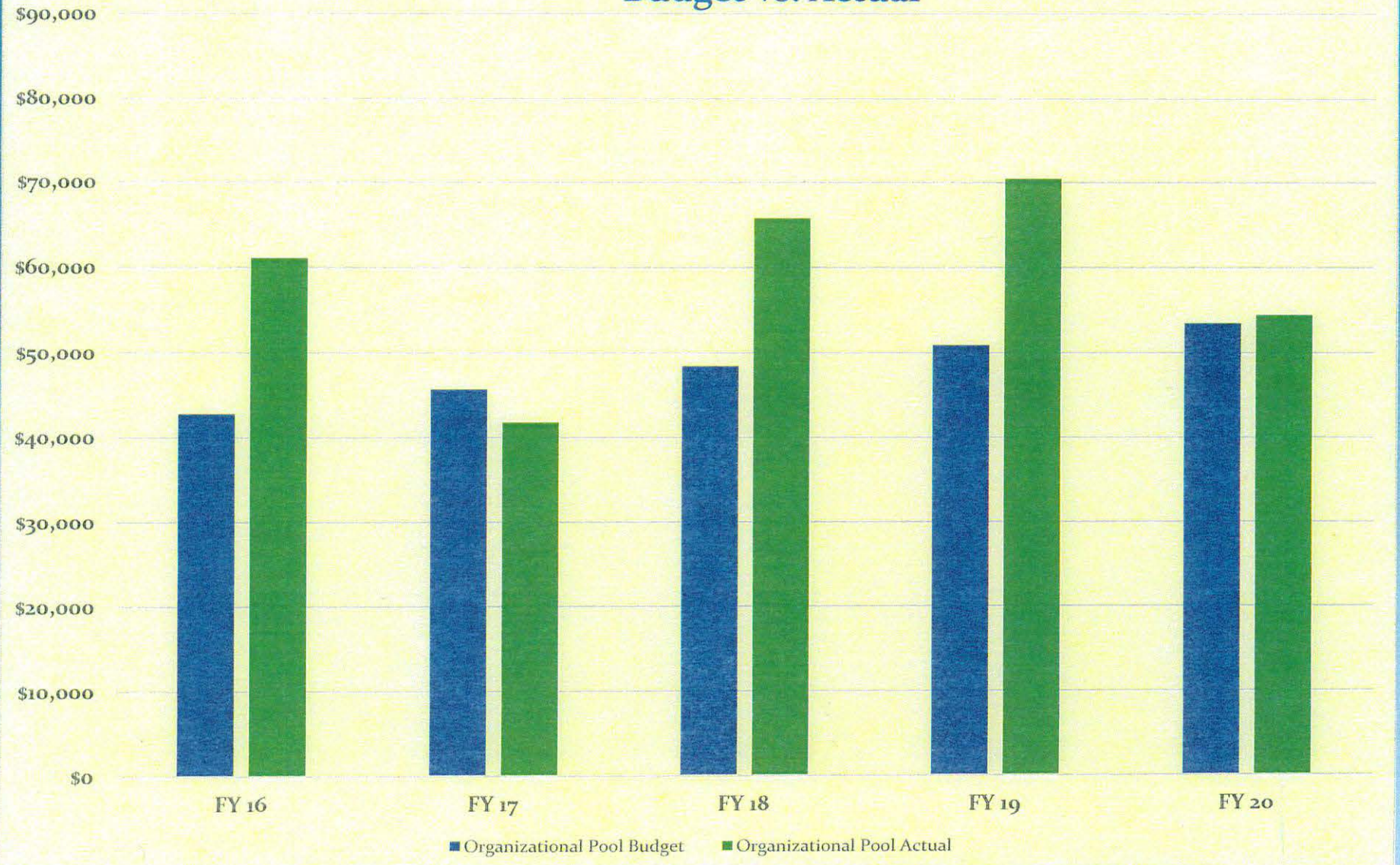
DISCUSSION:

At the May 14th Board Budget Workshop, Director Sullivan requested that staff provide a comparison of the Incentive Programs' actual expenses relative to the Incentive Program budget. Director Sullivan also requested that staff provide a comparison of personnel expenses relative to overall operating expenses. Attached for your review, please find a PowerPoint presentation that was developed in response to Director Sullivan's requests. Staff will provide an overview of the presentation at the upcoming meeting.

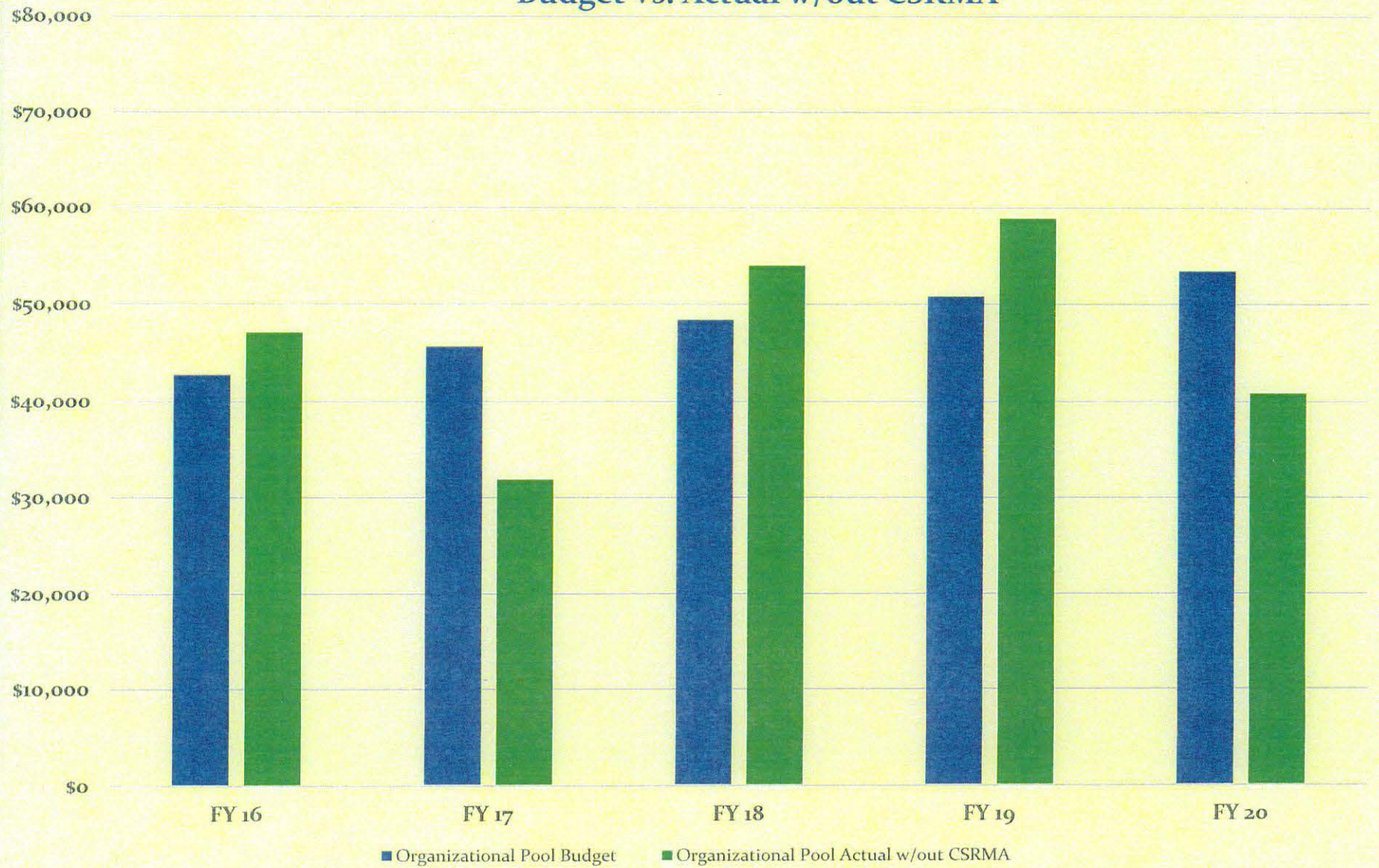
PJB:

Enclosure

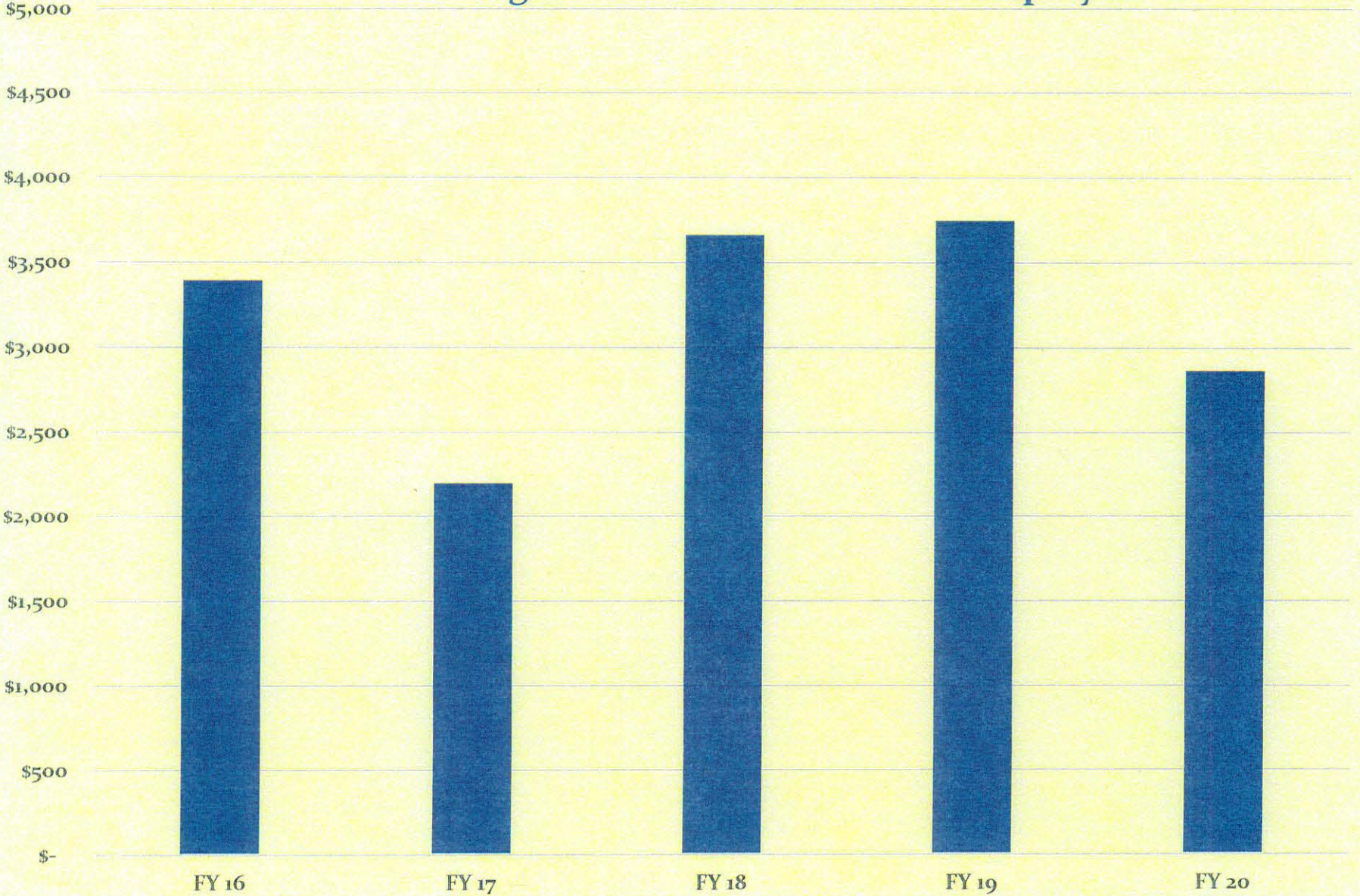
Organizational Pool Budget Vs. Actual



Organizational Pool Budget Vs. Actual w/out CSRMA

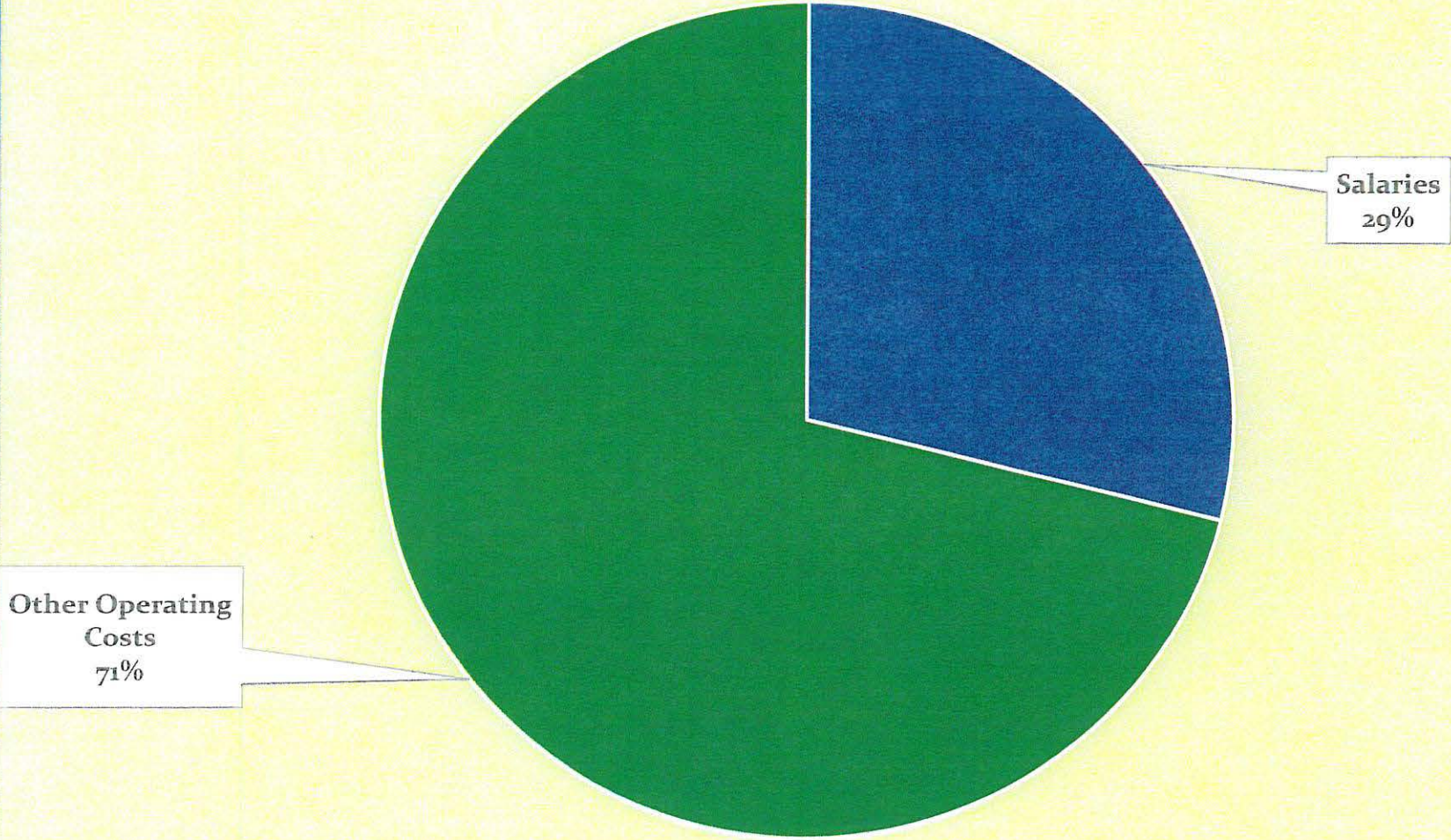


Organizational Incentive Per Employee

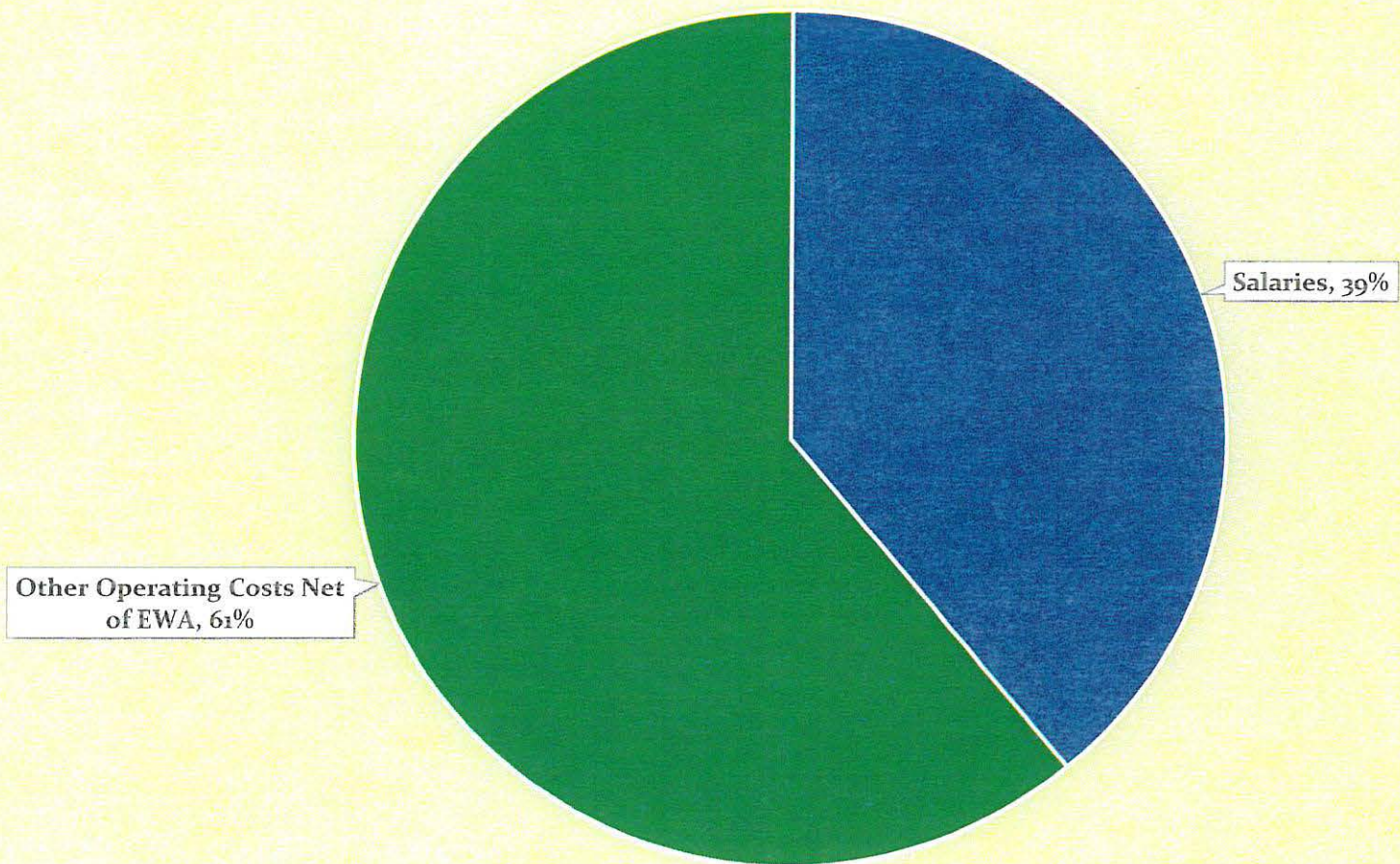


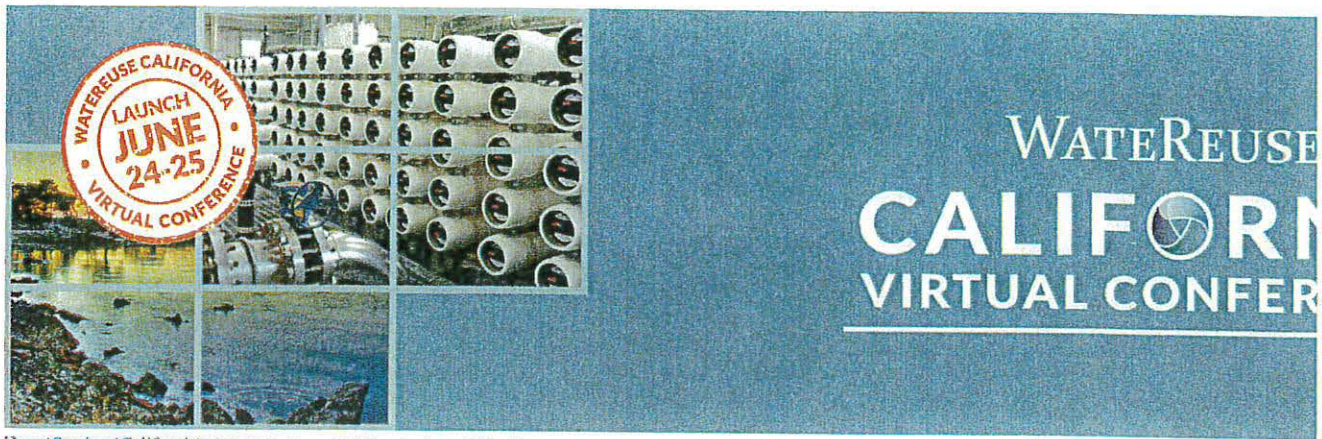
Salaries as a Percentage of Operating Costs

(FY2019 Actual)



Salaries as a Percentage of Operating Costs (Net of Encina) (FY2019 Actual)





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2020 WaterReuse California Virtual Conference

Launching **June 24 -25**

Don't Miss the **FIRST EVER** WaterReuse California virtual conference!

[Join us](#) for an easy to navigate, virtual conference experience that includes the following highlights:

- **Keynote Presentation: Kristin Peer, Deputy Secretary and Special Counsel for Water Policy at Cal EPA – "COVID-19 Challenges and California's Water Resilience Portfolio";**
- Live and interactive panel discussions with California water regulators and leaders in California's reuse community;
- Presentation of the WaterReuse California Awards of Excellence;
- Interactive sponsor and exhibitor hall;
- **More than 50 cutting edge presentations about water reuse that will include audience Q&A, downloadable materials, and opportunities for connecting beyond the sessions, and**
- Live President's reception virtual cocktail party.

→ [Registration](#)

→ [Schedule-at-a-Glance](#)

→ [Technical Sessions](#)

This is **MORE** than just a Replacement Event for the March 2020 Conference, this is an opportunity for our community to stand **TOGETHER** in these unprecedented times to recognize the good work we do and share ideas for the future.

Registration Is Open

Registration closes **Wednesday, June 17**. Sessions will be presented on June 24 and June 25 and continue to be available for viewing until July 31, 2020.

- Members: \$150
- Nonmembers: \$200

You are eligible for the member discount if your employer is a [Member Organization](#). Please login by clicking the blue login button in the upper left hand corner of the screen or [Create an Account](#).

[Register Now](#)

Refunds for March 2020 Conference

Refunds are currently being issued for the 2020 WaterReuse California Annual Conference. Refunds will be issued in the same form as the original payment. Credit cards will be credited and checks will be mailed to registrants that paid by check. The process for issuing refunds will continue for the next several weeks.

If you have questions, please contact [Alicia Rutherford](#).



Master Schedule of Events (as of June 1, 2020)

June 24

Plenary Sessions

- 9:00am **Welcome Remarks - Main Auditorium**
 Paul Sciuto, President, WateReuse California President
 WRCA Vaidehi Campbell Memorial Scholarship
 Presentation of President's Award
Sponsored by Metropolitan Water District and Kennedy Jenks
- 9:30am **Keynote - Main Auditorium**
 Kristin Peer, Deputy Secretary and Special Counsel for Water Policy, Cal-EPA
 "COVID-19 Challenges and California Water Resilience Portfolio"
- 10:30am **Panel Discussion - Main Auditorium**
 From the Strategy Room: Leadership's Perspective on Advancing Potable Reuse
 Robin Nezhad, Tetra Tech (Moderator)
Sponsored by Tetra Tech
- 12:00pm **Awards Lunch - Main Auditorium**
 Grab your lunch and join us for the WateReuse California Awards of Excellence
 Medi Sinaki, Valley Water, Awards Chair
 Taylor Chang, SFPUC, Director of Student Art Contest
 Presentation of student art awards
 Presentation of Awards of Excellence
Sponsored by Valley Water and Carollo
- 1:30pm **Panel Discussion - Main Auditorium**
 PFAS Regulatory Horizon, Research Needs and Utility Perspective
 Roshanak Aflaki, CDM Smith (Moderator)
Sponsored by Orange County Water District and CDM Smith

Concurrent Technical Sessions – Breakout Rooms

- 2:45pm – 4:45 Room 1 - Interagency Projects
Sponsored by City of Pleasanton and Trussell Technologies
 Room 2 - How to Do "On-Site" Reuse
Sponsored by El Dorado Irrigation District and El Toro Water District
 Room 3 - Membrane Integrity Testing
Sponsored by Las Virgenes MWD



Room 4 - Brine Management

Sponsored by Valley Water and HDR

Room 5 - Matching Supply With Demand

Sponsored by Los Angeles Department of Water and Power and Brown and Caldwell

5-6:00 pm

It's Tiki Time! President's Virtual Cocktail Party - Networking Lounge

Toast with a President's Signature cocktails (DIY recipes to be announced)

Embrace the Tiki theme with Hawaiian attire and flowered Leis

Sponsored by Central Contra Costa Sanitary District and J.R. Filanc Construction Company

June 25

Plenary Sessions

9:00am

BYO Coffee and Join Us for the Gordon Cologne Breakfast - Main Auditorium

President Paul Sciuto Presents Gordon-Cologne Award

Legislative and Regulatory Priorities for California - Main Auditorium

Jennifer West, Managing Director of WateReuse California

Sponsored by IEUA and Black & Veatch

9:30am

Plenary Session - Main Auditorium

Decoding the National and California WateReuse Action Plans: What's Going On and How Do We Work Together on Implementation

Professor Richard Luthy, Stanford University (Moderator)

Sponsored by IRWD and San Diego County Water Authority

Concurrent Technical Sessions – Breakout Rooms

10:45am

Room 1 – Non-Potable Reuse

Sponsored by SFPUC

Room 2 – PFAS

Sponsored by Eastern Municipal Water District

Room 3 – Climate- Energy Resiliency

Sponsored by Kennedy Jenks

Room 4 – Data Collection and Optimization

Sponsored by Carollo

Room 5 – Public Outreach Simplified

Sponsored by Metropolitan Water District and Western Municipal Water District



Plenary Sessions

- 12:00pm **Plenary Session - Main Auditorium**
COVID-19 and Recycled Water, What We Know Now and What We Are Learning
Mark Millan, Data Instincts (Moderator)
Sponsored by Jacobs and Water Replenishment District of Southern California
- 2:00pm **Panel Discussion - Main Auditorium**
Stemming the Flow of Harmful Chemicals Upstream to Support Potable Reuse in CA
Melody LaBella, Central Contra Costa Sanitary District (Moderator)
Sponsored by Central Contra Costa Sanitary District and Water Systems Consulting, Inc

Concurrent Technical Sessions – Breakout Rooms

- 2:30pm Room 1 – Reuse Case Studies
Sponsored by Hazen and Sawyer
- Room 2 – Regulatory, Policy and Compliance
Sponsored by San Diego County Water Authority
- Room 3 – Disinfection Byproducts
Sponsored by Moulton Nigel Water District
Treatment Technologies
Sponsored by North San Diego Water Reuse Coalition
- Room 4 – Potable Reuse
Sponsored by Valley Water and Padre Dam Municipal Water District
- Room 5 – From Surveys to Demonstration Facilities
Sponsored by South Coast Water District

Plenary Sessions

- 3:30pm **Panel Discussion - Main Auditorium**
A Virtuous Cycle: Recycling Water to Achieve Groundwater Sustainability
Christy Kennedy, Woodard & Curran (Moderator)
Sponsored by Eastern Municipal Water District and Woodard & Curran
- 5:00pm **Thank You and Closing Remarks - Main Auditorium**
President Paul Sciuto
Sponsored by SFPUC and West Yost Associates

Directors' Meetings

Presented by Directors Juliussen, Omsted, Hanson, Sullivan, Kulchin

Conference

CSDA Legislative Days

Dates and Location

May 18 – May 22, 2020

Virtual Conference

List of Attendees

President Juliussen

Vice President Omsted

Director Hanson

Director Sullivan

Director Kulchin

The above mentioned Board members viewed the following webinars:

- Prudently and Proactively Managing Pension Liabilities in Today's Volatile Environment;
- 2021: When Redistricting and the California Voter Rights Act (CVRA) Collide; and
- Navigating Legal Attacks, Legislative Shifts, and Public Protests on Prop 218 Rates and Fees