



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, March 13, 2019  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

## CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

### **7. Approval of Board and Committee Minutes**

Minutes of the following meetings:

February 12, 2019 Community Affairs Committee Meeting (Pages 5-6)

February 13, 2019 Regular Board Meeting (Pages 7-15)

February 21, 2019 Special Board Meeting (Pages 16-18)

March 7, 2019 Engineering Committee Meeting (Page 19-20)

March 7, 2019 Community Affairs Committee Meeting (Page 21-22)

### **8. Approval of Demands for February/March 2019**

This item provides for the Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2019. (Pages 23-43)

### **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 FY18 to FY19, flows by sub-basin, and staff training. (Pages 44-49)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY19 budget and discloses monthly investments. (Pages 50-57)

### **11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of February 2019. (Pages 58-59)

## EWA REPORTS

### **12. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on February 27, 2019 – report by Director Sullivan. (Page 60)

B. An Encina Member Agencies Manager's Meeting was held on February 5, 2019 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### **13. Committee Reports**

A. Community Affairs Committee Meetings were held on February 12 and March 7, 2019 – report by Director Sullivan. (Pages 61-62)

B. Engineering Committee Meeting was held on March 7, 2019 – report by Director Juliussen. (Page 63)

## **ACTION ITEMS**

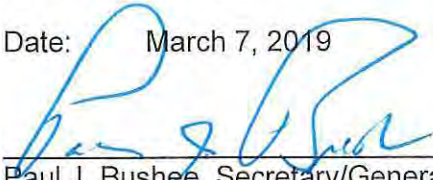
- 14. Fiscal Year 2020 (FY20) Budget Development Schedule** (Page 64)
- 15. Board of Directors Compensation Adjustment** (Pages 65-66)
- 16. Contract Amendment No. 2 to Rising Tide Partners for Public Information Services**  
Authorize the General Manager to execute a one year contract Amendment with Rising Tide Partners (RTP) for Public Information Services Agreement in an amount not to exceed \$44,910.00. (Pages 67-70)
- 17. LAFCO 2019 Special Districts Election** (Pages 71-96)
- 18. Call for Nominations to the CSDA Board of Directors Seat B** (Pages 97-103)
- 19. Board of Directors Strategic Planning Workshop Report**  
Receive and file the February 21, 2019 Strategic Planning Workshop report from Tamayo Group, Inc. (Pages 104-108)

## **INFORMATION ITEMS**

- 20. Project Status Updates and Other Informational Reports**
  - A. New Public Outreach Videos. (Verbal)
  - B. CSDA Legislative Days is scheduled for May 21-22, 2019 at the Sacramento Convention Center in Sacramento, CA. (Verbal)
- 21. Directors' Meetings and Conference Reports**  
None.
- 22. General Manager's Report**
- 23. General Counsel's Report**
- 24. Board of Directors' Comments**
- 25. Adjournment**

AFFIDAVIT OF POSTING

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

Date: March 7, 2019  


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Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 February 12, 2019

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held February 12, 2019 at 1:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 1:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Jared Criscuolo and Neal Bloom of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft layout of the 2019 winter newsletter.

ASsup Hill presented the draft layout for the 2019 winter newsletter. The CAC suggested a few minor edits to the newsletter. She noted that RTP and staff will make the recommended changes.

GM Bushee stated that staff will send the revised final newsletter to the full Board for their review and comments.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

**5. Information Items**

A. Public Outreach Performance Report

Mr. Neal Bloom, of RTP, presented an update on RTP's public outreach performance from the years 2016 through 2018. The report reviewed the following topics:

- LWD Facebook - increased Facebook page likes and increased engagement numbers;
- LWD Newsletter – the amount of newsletters mailed and feedback loops;
- LWD Web Traffic - increased web traffic correlating to newsletter and Facebook promotions; and
- LWD Community Engagement - teacher grant presentations at local schools, LWD Open House, joining other District related organizations, and assisting in submitting for District awards

The CAC thanked Mr. Bloom for his presentation.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 1:44 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 February 13, 2019

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

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Kulchin, Juliussen, Hanson, and Sullivan  
 DIRECTORS ABSENT: Omsted  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Specialist Ian Riffel, Field Services Supervisor Marvin Gonzalez, Jaime Fagnant from Infrastructure Engineering Corporation, Richard Babbe from PFM, Jennifer Smith from El Camino Creek Elementary School, Carrie Lancon from Capri Elementary School, June Honsberger from La Costa Canyon High School, and El Camino Creek Elementary students Keaton Heidt and Kellen O'Brien

**3. Pledge of Allegiance**

President Kulchin led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

A. Teacher Grant Award

ASsup Hill provided background information on the Teacher Grant Program noting that in December 2018 the Board approved four teacher grants. She then introduced Ms. Honsberger of La Costa Canyon High School to provide a brief update on her school's project funded by

the District's teacher grant program. Ms. Honsberger provided an update on the drought tolerant garden project at La Costa Canyon High School.

ASsup Hill introduced Ms. Jennifer Smith of El Camino Creek Elementary School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Smith and her students, Keaton Heidt and Kellen O'Brien, provided an update on the hydroponics garden at El Camino Creek Elementary School.

ASsup Hill introduced Ms. Carrie Lancon of Capri Elementary School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Lancon provided an update on the Capri Wave – Plastic Free Under the Sea Project.

The Board thanked Ms. Honsberger, Ms. Smith, Ms. Lancon and the students for attending the meeting.

**B. 10 Year Service Award – Ian Riffel**

GM Bushee introduced Field Services Specialist Ian Riffel, stating that he recently passed his 10<sup>th</sup> year anniversary at the District. He provided background information about Ian and noted that under LWD's incentive program Ian is eligible for a \$200 incentive award.

The Board congratulated Ian for his efforts.

**C. Associate Science Degree Wastewater Technology Education – Marvin Gonzalez**

GM Bushee introduced Field Services Supervisor Marvin Gonzalez, stating that he recently received his Associate Degree from Palomar College in Wastewater Technology Education. He provided background information about Marvin and noted that under LWD's incentive program Marvin is eligible for a \$750 incentive award.

The Board congratulated Marvin for his efforts.

**D. CWEA San Diego Section 2018 Award - Community Engagement & Outreach Best Use of Social Media Award**

GM Bushee stated that the District received the 2018 Community Engagement & Outreach Best Use of Social Media Award from CWEA's San Diego Section. This award recognizes LWD's achievements in promoting awareness and understanding of water quality issues through social media campaigns. GM Bushee thanked ASsup Hill and Jared Criscuolo and Neal Bloom, of Rising Tide Partners, for their efforts in submitting the award. He noted that under LWD's incentive program, employees are eligible for a \$100 incentive.

The Board congratulated Trisha and staff for their efforts.

## **CONSENT CALENDAR**

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

Minutes of the following meetings:

December 12, 2018 Regular Board Meeting

January 16, 2019 Community Affairs Committee Meeting



January 29, 2019 Investment and Finance Committee Meeting  
February 5, 2019 Engineering Committee Meeting

**8. Approval of Demands for January/February 2019**

Payroll Checks numbered 21123-21165; General Checking – Checks numbered 52427-52542

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

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

**11. Quarterly Treasurer's Report**

This report discloses investments for the quarter ending December 31, 2018.

**12. Disclosure of Reimbursements**

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

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

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

**EWA and COMMITTEE REPORTS**

**13. Encina Wastewater Authority (EWA) Reports**

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

Director Sullivan reported on EWA's January 23, 2019 Board meeting.

B. EWA Member Agency Manager's (MAM) Meeting was held on February 5, 2019.

GM Bushee reported on EWA's MAM February 5, 2019 meeting.

**14. Committee Reports**

A. Community Affairs Committee (CAC) Meeting was held on January 16, 2019.

Director Sullivan reported that the CAC reviewed and commented on the draft text of the 2019 winter newsletter. The CAC directed staff to move forward with the final text and layout of the newsletter.

B. Investment and Finance Committee (IFC) Meeting was held on January 29, 2019.

Director Hanson reported that the IFC reviewed the following:

- Comprehensive Financial Plan Tracking Update;

- LWD Reserve Fund Policy; and
- CalPERS Update

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

C. Engineering Committee (EC) Meeting was held on February 5, 2019.

Vice President Juliussen reported that the EC reviewed a recommendation to authorize the General Manager to execute Amendment No. 5 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$47,986. Vice President Juliussen stated the EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Vice President Juliussen stated the EC received an update on "Keeping Our Eyes on Target." He stated that this was an information item and it will be discussed later in the agenda.

### **ACTION ITEMS**

**15. Keeping Our Eyes On Target - CCTV Inspection Update.**

FSSup Gonzalez presented an update of Closed Circuit Television (CCTV) Inspections. He reviewed the procurement history of the District's CCTV vehicles. He then reviewed the pipe defect rating system developed by staff. FSSup Gonzalez showed the EC video inspection of a La Coruna Place gravity line segment. He stated that the inspection discovered a major offset joint. He said that the defect will be repaired with a spot repair of the offset and the insertion of a Cured-In-Place Pipe (CIPP) liner. FSSup Gonzalez stated that the discovery and immediate repair of the defect shows the effectiveness of the District's inspection and Repair Priority List programs in maintaining the District's infrastructure.

The Board thanked FSSup Gonzalez for his presentation and no action was taken.

**16. Leucadia Pump Station Rehabilitation Project**

Authorize the General Manager to execute Amendment No. 5 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$47,986.

TSM Morishita noted that this item was reviewed by the EC during their February 5<sup>th</sup> meeting and he provided background information on the item. TSM Morishita explained that staff selected to have an electric submersible pump installed in the Leucadia Pump Station Emergency Basin. He continued that the replacement mobile emergency bypass pump will consist of a smaller electric pump and a separate electric generator to power the pump.

TSM Morishita explained that staff has also continued to evaluate ways to reduce hydrogen sulfide (H<sub>2</sub>S) to: ensure staff safety, to improve odor control and prevent internal corrosion of the force main. He said that staff has determined that super-oxygenation is the most cost effective method to reduce H<sub>2</sub>S. TSM Morishita continued that Amendment No. 5 is the result of including the two concepts in project design.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute Amendment No. 5 to Task Order No. 29 with Infrastructure Engineering Corporation for additional design services for the Leucadia Pump Station Rehabilitation Project in an amount not to exceed \$47,986 by the following vote:

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

#### 17. California Asset Management Program (CAMP) Individual Portfolio Program Status

ASM Duffey presented the item introducing Mr. Richard Babbe with PFM to provide a status report on LWD's CAMP Individual Portfolio. Mr. Babbe presented an overview of the economy, market trends and status of the portfolio. He indicated that economic growth strengthened and the labor market remained strong with unemployment near a 49-year low during 2018. He also noted that after increasing for most of the year, interest rates fell at year end driven by market volatility and changing expectations. Mr. Babbe noted that for 2019 Fed action is less certain and market-based indicators show some uncertainty, however, LWD's portfolio is well diversified and the portfolio is liquid and of high quality

Vice President Juliussen asked if the national debt will have any impact on the market. Mr. Babbe answered affirmatively noting that the national debt could have significant impacts long term on the country and the state.

President Kulchin asked what determines which bonds are selected to be invested in. Mr. Babbe answered that before investing in particular bonds, the bond corporate situation is evaluated and closely monitored to see if the bond has a good price to the yield versus other corporate bonds.

The Board thanked Mr. Babbe for his report and no action was taken.

#### 18. Comprehensive Financial Plan Tracking Update

ASM Duffey explained the purpose of the Comprehensive Financial. He stated that the District has a Comprehensive Financial Plan prepared about every 5 years, since conditions and assumptions change. He also noted that staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

ASM Duffey stated the financial plan model looks out over 20 years. He noted that information from the FY 2018 Audit and the FY 2019 Budget was used to update revenues, expenses, and capital projections in the financial plan model. ASM Duffey then provided an overview on the following topics.

- Comparison of projected and updated reserve balances;
- Comparison of projected and actual revenues and expenditures; and
- Monthly Sewer Service Rate Comparison from May 2018

ASM Duffey concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with the Comprehensive Financial Plan. ASM Duffey also stated that staff will continue to monitor the Financial Plan closely.

The Board was pleased with the report and no action was taken.

**19. Recommend that the Board of Directors Adopt Resolution No. 2310 approving the revised Reserve Fund Policy and Receive and File the Annual Review of the LWD Reserve Fund Review Report.**

ASM Duffey presented the subject recommendation indicating the purpose of the policy and that the policy calls for annual review of the level of reserve funds by the Board of Directors.

ASM Duffey noted that staff had reviewed the Reserve Policy and is recommending the policy include Encina Wastewater Authority Reserve as a restricted reserve to the existing Reserve Fund Policy and add a new Minimum Target level in the Replacement Reserve, along with some minor administrative changes. ASM Duffey also provided an overview of the reserve balances for fiscal year ending June 30, 2018.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2310 – The Revised Reserve Fund Policy and received and filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Yes
<b>Vice President Juliussen</b>	Yes
<b>Director Omsted</b>	Absent
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes

**20. CalPERS Update**

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

At the November 8, 2018 Board meeting, staff, after reviewing the latest CalPERS actuarial report, presented an update on the recent changes to the CalPERS assumptions and the impact they will have on LWD's future employer contributions. Several options were presented to address the Unfunded Accrued Liability (UAL). The Board directed staff to come back with a recommended option.

ASM Duffey stated that staff and the IFC recommend that the Board of Directors implement option no. 3, Additional Discretionary Payments (ADP) 10 Year Option.

Vice President Juliussen asked if option 3 is selected, is there a guarantee that CalPERS won't ask for more money later. ASM Duffey stated that CalPERS is taking gradual steps to address the UAL. He stated that going forward the discount rate will be reduced so the employees will have to pay more

and the amortization period will be lowered from 30 years to 20 years. GM Bushee noted that there are no guarantees.

Following discussion and a motion duly made by Vice President Juliussen, seconded by Director Hanson, and unanimously carried, the Board of Directors selected option 3, Additional Discretionary Payments (ADP) 10 Year Option, to make additional pension payments to CalPERS to address the District's CalPERS Unfunded Accrued Liability, by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Yes
<b>Vice President Juliussen</b>	Yes
<b>Director Omsted</b>	Absent
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes

## **21. Rate Increase for General Counsel Services**

GC Brechtel presented background information on the item stating that this item is a request to increase the general counsel rate from \$234 per hour to \$270 per hour. He noted that this is a 15 percent increase and the increase falls in the mid-range of the general counsel rate survey which was included as part of this agenda item. GC Brechtel stated that the last general counsel rate increase was in April 2014.

Following a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors approved a General Counsel rate increase from \$234 per hour to \$270 per hour, by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Kulchin</b>	Yes
<b>Vice President Juliussen</b>	Yes
<b>Director Omsted</b>	Absent
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes

The Board thanked GC Brechtel for his services.

## **22. Draft Agenda Strategic Planning Session**

GM Bushee presented the item stating Ms. Michele Tamayo developed a draft agenda for the Strategic Planning Workshop based on the board member interviews. He stated that this item is presented to discuss any changes or additions to the Strategic Planning Workshop agenda.

The Board of Directors had no additional items or changes to the draft agenda as presented. No action was taken.

GM Bushee noted that the Strategic Planning Workshop will start with an 8:00 a.m. breakfast and the session will begin at 8:30 a.m. on Thursday, February 21, 2019.

## INFORMATION ITEMS

### 23. Project Status Updates and Other Informational Reports

- A. CSDA Quarterly Dinner is scheduled for Wednesday, February 20, 2019 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity stated the date and time of the CSDA Quarterly Dinner Meeting noting that the dinner was moved to Wednesday due to a scheduling conflict with the venue. She stated a carpool will be leaving from the District office at 5:30 p.m. and an email reminder will be sent.

- B. 2019 CWEA Annual Conference is scheduled for April 9 – April 12, 2019 at the Palm Springs Convention Center in Palm Springs, CA.

EA Baity announced the date and the time of the 2019 CWEA Annual Conference.

- C. CSDA 2018 Video Contest Winner News Article from the San Diego Union Tribune.

GM Bushee stated that the San Diego Union Tribune had an article on the 2018 CSDA Video Contest Winner, and local La Costa Canyon High School student, Heath Dunbar.

- D. Thank you letter from Encinitas Union High School District.

GM Bushee stated that LWD received a thank you letter from Encinitas Union High School District for the Teacher Grant Award funds.

### 24. Directors' Meetings and Conference Reports

- A. The CASA Winter Conference was held on January 23-25, 2019 at the Renaissance Indian Wells in Indian Wells, CA.

Directors Hanson and Sullivan stated they enjoyed the session on generation gaps and the conference was well done.

### 25. General Manager's Report

GM Bushee reported on the following item:

- Conference call with Keene Simmonds, Executive Director of LAFCO, regarding LWD and the sale of recycled water to Omni La Costa Resort & Spa

### 26. General Counsel's Report

GC Brechtel reported on the following item:

- 2019 CASA Winter Conference round table discussions on the CA Voting Rights Act

### 27. Board of Directors' Comments

None.

**28. Closed Session**

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

The Board directed staff to settle the claim for attorney fees in the California Voting Rights Action matter in the amount of \$30,000. There was no other reportable action.

**29. Adjournment**

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

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Special Board Meeting  
 Thursday, February 21, 2019

A special meeting of the Board of Directors of the Leucadia Wastewater District was held Thursday, February 21, 2019 at 8:30 a.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Kulchin called the meeting to order at 8:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Kulchin, Omsted, Hanson, Sullivan  
 DIRECTORS ABSENT: Juliussen  
 OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Michele Tamayo with Tamayo Group, Inc.

**3. 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 Kulchin	Yes
Vice President Juliussen	Absent
Director Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes

**4. Public Comment**

No public comment was received.

**5. Strategic Planning Workshop**

President Kulchin thanked everyone for attending the strategic planning session.

GM Bushee then introduced Michele Tamayo with Tamayo Group, Inc. to facilitate the meeting.

A. Welcome/Purpose

Ms. Tamayo provided an outline of the discussion topics and noted that the main focus of today's discussion will be to acknowledge and celebrate the District's success and work on getting better together.



She then reviewed the agenda and meeting guidelines and reviewed the Mission & Vision statements of the District.

Ms. Tamayo also provided a summary of the results of the Board interviews.

B. Four Strategies - Update & Highlights

GM Bushee presented the item stating that LWD's major functions are broken down into three major departments. He noted that these departments are Administration, Field Services, and Capital Improvement Projects.

Staff then provided an update of their recent accomplishments over the past two years in the following four strategic areas:

- Financial;
- People;
- Services; and
- Infrastructure/Technology

Director Sullivan asked staff if the Board could be invited to the Benefits Briefing that is conducted annually by Pickering Insurance Services. ASsup Hill stated that the Board will be invited to the next Benefits Briefing.

Director Hanson asked if smoke testing is done annually. FSS Stecker stated that in the past it was not done annually but it will be done more frequently now in areas with high inflow, such as old Leucadia.

Midway through the planning session, Ms. Tamayo called for a break.

GM Bushee summarized staff accomplishments over the past two years and congratulated staff and the Board for their work.

GM Bushee also reviewed the different aspects of training provided to staff and the new training report which is part of the operations report found in the monthly Board agenda packet.

Director Sullivan thanked staff for taking their personal time to be involved in other public organizations.

C. Working Together for Continued Success – Board & Staff Roles

Ms. Tamayo provided an overview of the four different communication styles. Staff and Board participated in an exercise on understanding and appreciating different communication styles.

Staff and Board shared their most memorable career moments.

D. Honorable Close

Following the discussion on memorable career moments, Ms. Tamayo asked for Board reflection and comments.

At the conclusion of the meeting, Ms. Tamayo provided a brief recap of the ideas and topics discussed during the strategic planning workshop.

The Board and staff thanked Ms. Tamayo for a great Strategic Planning Workshop.

President Kulchin adjourned the meeting at 1:11 p.m.

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David Kulchin, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 March 7, 2019

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, March 7, 2019 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Kulchin

DIRECTORS ABSENT: Juliussen

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

**3. Public Comment**

None.

**4. New Business**

None.

**5. Information Items**

A. Orchard Wood Road Gravity Pipeline Alternatives

TSM Morishita presented information on alternatives for the Orchard Wood Road Gravity Pipeline project. He stated that the line requires repair due to infiltration and a substantial sag in the line. He explained that the pipeline is located in Encinitas Creek, a sensitive environmental area. TSM Morishita presented five possible alternatives to repair or replace the pipeline. He discussed the five alternatives and said that the alternative to install a new line using horizontal directional drilling (HDD) was selected as the best alternative. He stated that DE Wilson recommended that a second line from Willowhaven Road be constructed using HDD so additional line segments and manholes can be abandoned along the perimeter of Encinitas Creek. TSM Morishita said that abandoning the additional segments and manholes will improve collection system maintenance and reliability. He continued that the additional line will be included in project design.

B. La Coruna Place Offset Joint Repair

TSM Morishita presented an update of the repair of an offset joint in La Coruna Place. Closed Circuit Television (CCTV) Inspections. He stated that FSSup Gonzalez showed the Board and EC the video inspection of a La Coruna Place gravity line segment at their February meetings. He continued that the inspection discovered a major offset joint. TSM Morishita said that the offset joint was repaired by Burtech Pipeline. He showed the EC photos of the completed repair. He continued that the segment will be Cured-In-Place lined in the near future.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Director Kulchin adjourned the meeting at approximately 9:30 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 March 7, 2019

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held March 7, 2019 at 10:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Authorize the General Manager to execute a one-year Amendment to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$44,910.00

ASsup Hill presented the item and provided background information on the contract with RTP noting that LWD entered into a three-year contract with Rising Tide Partners (RTP) on March 9, 2016. ASsup Hill stated that services to be provided in the proposed one year amendment are part of LWD's ongoing outreach efforts. ASsup Hill then reviewed the specific tasks in the one year contract.

Following discussion, the CAC agreed with staff to present this item at the March Board meeting.

**5. Information Items**

Mr. Neal Bloom, with RTP, presented the new outreach video they created with LWD staff.

**6. Directors' Comments**

President Kulchin thanked RTP for a great job.

Chairperson Sullivan stated she loved the new outreach video.

**7. General Manager's Comments**

None.

**8. Adjournment**

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

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Approval of February/March Demands



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **205,094.64**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period January 4 through February 7, 2019.

Operating expenses totaled **\$81,354.00**, Capital Improvement Program expenses totaled **\$14,912.54** and Payroll expense for District Employees and the Board totaled \$ **108,828.10**.

Attachment 1	Summary of Demands by Account February 8 - March 7, 2019
Attachment 2	Payroll Check Register dated February 11, 2019
Attachment 3	Payroll Check Register dated February 13, 2019
Attachment 4	Accounts Payable Check Register dated February 20, 2019
Attachment 5	Payroll Check Register dated February 27, 2019
Attachment 6	Board Payroll Check Register dated March 1, 2019
Attachment 7	Accounts Payable Check Register dated March 1, 2019

## DEMANDS SUMMARY

March 13, 2019

### 1. Demands

Category	Check #s		Amount	Total
Payroll Check -2/11/2019	21166 - 21186	<b>Incentive</b>	\$2,567.12	
Payroll Check -2/13/2019	21187 - 21205		\$51,883.63	
Payroll Check - 2/27/2019	21206 - 21224		\$51,529.69	
Board Payroll Check - 3/1/2019	21225 - 21229		<u>\$2,847.66</u>	
	<b>Total</b>		<b>\$108,828.10</b>	
General Checking -2/20/2019	52543 - 52600		\$ 96,266.54	
General Checking - 3/1/2019	52601 - 52634		<u>\$ 71,889.77</u>	
	<b>Total</b>		<b>\$ 96,266.54</b>	
<b>GRAND TOTAL</b>				<b>\$205,094.64</b>



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 11, 2019  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21166 - 21186	2/11/2019	\$2,567.12

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 13, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21187 - 21205	2/13/2019	\$51,883.63

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/20/2019 Through 2/20/2019

Vendor Name	Payee Address	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	P.O. BOX 74008582 CHICAGO, IL 60674-8582	52543	2/20/2019	1,190.00	DEPTH METERING-JAN
ADS LLC	P.O. BOX 74008582 CHICAGO, IL 60674-8582		2/20/2019	4,340.00	FLOW METERING AND DATA-JAN
		Total 52543		5,530.00	
ALIGNMENT PLUS	1566 GRAND AVE SAN MARCOS, CA 92078	52544	2/20/2019	161.00	ALIGNMENT/ROTATE FOR TRUCK #158
		Total 52544		161.00	
AT&T	P.O. BOX 9011 CAROL STREAM, IL 60197-9011	52545	2/20/2019	205.76	PHONE SERVICE
AT&T	P.O. BOX 9011 CAROL STREAM, IL 60197-9011		2/20/2019	127.71	PHONE SERVICE @ BPS
		Total 52545		333.47	
BAY CITY ELECTRIC WORKS, INC	P.O. BOX 641054 DALLAS, TX 641054	52546	2/20/2019	98.03	SERVICE @ #UNIT 146
		Total 52546		98.03	
CARLSBAD FUELS CORPORATION	7602 EL CAMINO REAL CARLSBAD, CA 92009	52547	2/20/2019	1,868.52	GASOLINE/VEHICLE FUELS
		Total 52547		1,868.52	
CHARLES ULMER	DBA: CHUCKS TIRE CENTER 6221 YARROW DRIVE, #E CARLSBAD, CA 92011	52548	2/20/2019	884.35	MASTER CRAFT-#158
CHARLES ULMER	DBA: CHUCKS TIRE CENTER 6221 YARROW DRIVE, #E CARLSBAD, CA 92011		2/20/2019	785.31	Tires for #155
		Total 52548		1,669.66	
CINTAS FIRST AID AND SAFETY	CINTAS CORPORATION P.O. BOX 631025 CINCINNATI, OH 45263-1025	52549	2/20/2019	58.48	REFILL FIRST AID CABINET

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ATTACHMENT 4

**Leucadia Wastewater District**  
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 1001 - Opus Bank General Checking  
 From 2/20/2019 Through 2/20/2019

<u>Vendor Name</u>	<u>Payee Address</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
		Total 52549		58.48	
CITY OF CARLSBAD	P.O. BOX 9009 CARLSBAD, CA 92018 USA	52550	2/20/2019	206.07	WATER @ VACTOR
CITY OF CARLSBAD	P.O. BOX 9009 CARLSBAD, CA 92018 USA		2/20/2019	266.52	WATER @ VACTOR 2
		Total 52550		472.59	
CORODATA	P.O. BOX 842638 LOS ANGELES, CA 90084-2638	52551	2/20/2019	134.73	STORAGE-JAN
		Total 52551		134.73	
COSCO FIRE PROTECTION	4990 GREENCRAIG LANE SAN DIEGO, CA 92123	52552	2/20/2019	695.00	ANNUAL INSPECTION-FIRE SPRINKLERS
		Total 52552		695.00	
CSDA- SAN DIEGO CHAPTER	SWEETWATER AUTHORITY 505 GARRETT AVENUE CHULA VISTA, CA 91910 USA	52553	2/20/2019	150.00	CSDA QTRLY DINNER-2/20/19
		Total 52553		150.00	
CWEA	7677 OAKPORT STREET #600 OAKLAND, CA 94621-1944	52554	2/20/2019	97.00	RENEWAL FOR G. MENDEZ
CWEA	7677 OAKPORT STREET #600 OAKLAND, CA 94621-1944		2/20/2019	87.00	RENEWAL FOR I. RIFFEL
CWEA	7677 OAKPORT STREET #600 OAKLAND, CA 94621-1944		2/20/2019	97.00	RENEWAL FOR M. AVALOS
		Total 52554		281.00	

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<u>Vendor Name</u>	<u>Payee Address</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DATA NET SOLUTIONS GROUP	5795 KEARNY VILLA ROAD SAN DEIGO, CA 92123	52555	2/20/2019	343.35	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP	5795 KEARNY VILLA ROAD SAN DEIGO, CA 92123		2/20/2019	675.10	IS MAINT/SUPPORT/OFFSITE BACKUP
		Total 52555		1,018.45	
DKF SOLUTIONS GROUP, LLC	164 ROBLES WAY #274 VALLEJO, CA 94591	52556	2/20/2019	300.00	MONTHLY SAFETY SUBSCRIPTION
		Total 52556		300.00	
ELAINE SULLIVAN		52557	2/20/2019	57.42	REIMBURSE FOR CSDA CONF
		Total 52557		57.42	
EVOQUA WATER TECHNOLOGIES, LLC	28563 NETWORK PLACE CHICAGO, IL 60673	52558	2/20/2019	11,094.68	CHEMICAL FERROUS
		Total 52558		11,094.68	
GRAINGER, INC	DEPT 809823479 PALATINE, IL 60038-0001	52559	2/20/2019	74.52	AXIAL FAN
		Total 52559		74.52	
HARTFORD LIFE & ACCIDENT INS.	GROUP BENEFITS DIVISION P.O. BOX 783690 PHILADELPHIA, PA 19178-3690	52560	2/20/2019	445.13	LIFE INS-JAN/FEB
		Total 52560		445.13	
HEAVILAND ENTERPRISES, INC	2180 LA MIRADA DRIVE VISTA, CA 92081	52561	2/20/2019	840.00	LANDSCAPE FEES FOR FEB
HEAVILAND ENTERPRISES, INC	2180 LA MIRADA DRIVE VISTA, CA 92081		2/20/2019	295.00	MONTHLY VEG CLEANUP-FEB
		Total 52561		1,135.00	

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<u>Vendor Name</u>	<u>Payee Address</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ICMA RETIREMENT-303979	C/O M & T BANK PO BOX 64553 BALTIMORE, MD 21264-4553	52562	2/20/2019	5,174.18	DEFERRED COMP
		Total 52562		5,174.18	
INFRASTRUCTURE ENGINEERING CORP	14271 DANIELSON STREET POWAY, CA 92064	52563	2/20/2019	1,355.00	B3 SEWER FORCE MAIN PROJECT-JAN
INFRASTRUCTURE ENGINEERING CORP	14271 DANIELSON STREET POWAY, CA 92064		2/20/2019	235.00	FY2018 GRAVITY SEWER-JAN
INFRASTRUCTURE ENGINEERING CORP	14271 DANIELSON STREET POWAY, CA 92064		2/20/2019	937.50	LPS REHAB PROJECT-JAN
INFRASTRUCTURE ENGINEERING CORP	14271 DANIELSON STREET POWAY, CA 92064		2/20/2019	2,000.00	ORCHARD WOOD SEWER PROJECT-JAN
		Total 52563		4,527.50	
JOHN W. SMITH	DBA: NORTH COUNTY BACKFLOW P.O. BOX 230010 ENCINITAS, CA 92023-0010	52564	2/20/2019	420.00	BACKFLOW PREVENTERS
		Total 52564		420.00	
SAN DIEGO LAFCO	9335 HAZARD WAY SUITE 200 SAN DIEGO, CA 92123	52565	2/20/2019	50.00	ANDREIKO ANNEX-#1035
		Total 52565		50.00	
MALLORY SAFETY AND SUPPLY	P.O. BOX 2068 LONGVIEW, WA 98632	52566	2/20/2019	51.08	SAFETY ITEMS-GLOVES
		Total 52566		51.08	
McCROMETER	96894 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693-0329	52567	2/20/2019	2,824.68	AWT METER CALIBRATION
		Total 52567		2,824.68	

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MITSUBISHI ELECTRIC US, INC	MEUS GROUP 03 25480 NETWORK PLACE CHICAGO, IL 60673-1254	52568	2/20/2019	308.81	ELEVATOR MAINT/SERVICE
		Total 52568		308.81	
MSC JANITORIAL SERVICE, INC	7348 TRADE STREET SUITE B SAN DIEGO, CA 92121	52569	2/20/2019	1,676.00	JANITORIAL SERVICES-FEB
		Total 52569		1,676.00	
NATIONWIDE RETIREMENT SOLUTIONS	P.O. BOX 183155 COLUMBUS, OH 43218	52570	2/20/2019	289.85	DEFERRED COMP
		Total 52570		289.85	
NEOPOST, INC	P.O. BOX 6813 CAROL STREAM, IL 60197	52571	2/20/2019	403.63	POSTAGE
		Total 52571		403.63	
NORTH COUNTY TRANSIT DISTRICT	810 MISSION AVENUE OCEANSIDE, CA 92054	52572	2/20/2019	1,741.52	ANNUAL LICENSE FEE-19/20
		Total 52572		1,741.52	
OFFICE DEPOT, INC.	P.O. BOX 29248 PHOENIX, AZ 85038-9248	52573	2/20/2019	1,111.41	OFFICE SUPPLIES
		Total 52573		1,111.41	
OLIVENHAIN MUNICIPAL WATER DISTRICT	P.O. BOX 502650 SAN DIEGO, CA` 92150	52574	2/20/2019	45.21	WATER @ E. ESTATES
OLIVENHAIN MUNICIPAL WATER DISTRICT	P.O. BOX 502650 SAN DIEGO, CA` 92150		2/20/2019	372.00	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DISTRICT	P.O. BOX 502650 SAN DIEGO, CA` 92150		2/20/2019	643.25	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DISTRICT	P.O. BOX 502650 SAN DIEGO, CA` 92150		2/20/2019	45.21	WATER @ VP5

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OLIVENHAIN MUNICIPAL WATER DISTRICT	P.O. BOX 502650 SAN DIEGO, CA 92150		2/20/2019	49.17	WATER @ VP7 PS
		Total 52574		1,154.84	
PACIFIC RIM MECHANICAL	7655 CONVOY COURT SAN DIEGO, CA 92111	52575	2/20/2019	160.75	QTRLY HAVAC MAINT@ EEPS
PACIFIC RIM MECHANICAL	7655 CONVOY COURT SAN DIEGO, CA 92111		2/20/2019	290.50	QTRLY HVAC SERVICE @ AWT
PACIFIC RIM MECHANICAL	7655 CONVOY COURT SAN DIEGO, CA 92111		2/20/2019	592.25	QTRLY HVAC SERVICE @ BPS
		Total 52575		1,043.50	
PEP BOYS	PO BOX 8500-50445 PHILADELPHIA, PA 19178-8500	52576	2/20/2019	35.18	SUPLLIES AND PARTS
		Total 52576		35.18	
PLANT PEOPLE, INC	8989 COMPLEX DRIVE SAN DIEGO, CA 92123	52577	2/20/2019	217.88	PLANT MAINTENANCES IN MAIN OFFICE-FEB
		Total 52577		217.88	
PLUMBERS DEPOT, INC	3921 WEST 139TH ST HAWTHORNE, CA 90250	52578	2/20/2019	1,512.01	REPAIR/MAINT TO CCTV VAN
PLUMBERS DEPOT, INC	3921 WEST 139TH ST HAWTHORNE, CA 90250		2/20/2019	25.03	SCREWS
PLUMBERS DEPOT, INC	3921 WEST 139TH ST HAWTHORNE, CA 90250		2/20/2019	4,999.60	WARTHOG
		Total 52578		6,536.64	
PURE WATER PARTNERS, LLC	DEPT CH 19648 PALATINE, IL 60055	52579	2/20/2019	135.77	FILTERED WATER FOR OFFICE
		Total 52579		135.77	
RCP BLOCK & BRICK, INC	P.O. BOX 414 LEMON GROVE, CA 91946-0414	52580	2/20/2019	55.57	PARTS-POOL TROWEL

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**Leucadia Wastewater District**  
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 From 2/20/2019 Through 2/20/2019

<u>Vendor Name</u>	<u>Payee Address</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
RCP BLOCK & BRICK, INC	P.O. BOX 414 LEMON GROVE, CA 91946-0414		2/20/2019	6.45	TIRE WIRE
		Total 52580		62.02	
RISING TIDE PARTNERS	2683 VIA DE LA VALLE, G #226 DEL MAR, CA 92104	52581	2/20/2019	5,265.00	PUBLIC INFORMATION-JAN
		Total 52581		5,265.00	
SAFE HEARING AMERICA, INC	P.O. BOX 1207 PRIEST RIVER, ID 83856	52582	2/20/2019	952.00	HEARING TESTING-FIELD STAFF
		Total 52582		952.00	
SAN DIEGO UNION TRIBUNE	P.O. BOX 78023 PHOENIX, AZ 85062	52583	2/20/2019	112.54	NEWSPAPER DELIVERY
		Total 52583		112.54	
SAN DIEGUITO WATER DISTRICT	160 CALLE MAGDALENA ENCINITAS, CA 92024	52584	2/20/2019	5.61	WATER @ TANKER 2
		Total 52584		5.61	
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA	52585	2/20/2019	2,724.89	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	98.65	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	12,613.38	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	355.73	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	577.94	ELECTRIC @ E. ESTATES

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**Leucadia Wastewater District**  
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 1001 - Opus Bank General Checking  
 From 2/20/2019 Through 2/20/2019

Vendor Name	Payee Address	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	363.08	ELECTRIC @ EEPS
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	309.36	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC	P.O. BOX 25111 SANTA ANA, CA 32799-5111 USA		2/20/2019	199.80	GAS @ ADM OFFICE
		Total 52585		17,242.83	
SOUTHERN CONTRACTING COMPANY	PO BOX 445 SAN MARCOS, CA 92079-0445	52586	2/20/2019	2,375.77	ELECTRICAL WORK @ MAIN OFFICE
SOUTHERN CONTRACTING COMPANY	PO BOX 445 SAN MARCOS, CA 92079-0445		2/20/2019	580.00	ELECTRICAL WORK @ VP5
SOUTHERN CONTRACTING COMPANY	PO BOX 445 SAN MARCOS, CA 92079-0445		2/20/2019	630.00	ELECTRICAL WORK @ VP5 PS
		Total 52586		3,585.77	
SPACELINK/I2B NETWORK	8830 COMPLEX DRIVE SAN DIEGO, CA 92123-1404	52587	2/20/2019	160.00	WEB CAM @ BPS-FEB/MAR
		Total 52587		160.00	
STATE BOARD OF EQUALIZATION	1600 PACIFIC HIGHWAY ROOM 452 SAN DIEGO, CA 92101	52588	2/20/2019	300.00	ANDREIKO ANNES-#1035
		Total 52588		300.00	
TERMINIX	P.O. BOX 742592 CINCINNATI, OH 45274-2592	52589	2/20/2019	60.00	MONTHLY PEST SERVICE
		Total 52589		60.00	
THE HOME DEPOT CRC/GEFC	DEPT 32-2013777622 P.O. BOX 9001030 LOUISVILLE, KY 40290	52590	2/20/2019	253.51	SUPPLIES

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**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1001 - Opus Bank General Checking  
 From 2/20/2019 Through 2/20/2019

Vendor Name	Payee Address	Check Number	Effective Date	Check Amount	Transaction Description
		Total 52590		253.51	
TRUGRIT TRACTION, INC	P.O. BOX 2084 WINTER PARK, FL 32790	52591	2/20/2019	731.00	CUES-GRITTED TRACKS
		Total 52591		731.00	
UNDERGROUND SERVICE ALERT OF	SOUTHERN CALIFORNIA PO BOX 77070 CORONA, CA 92877-0102	52592	2/20/2019	161.80	MONTHLY UNDERGROUND ALARM SERVICE
UNDERGROUND SERVICE ALERT OF	SOUTHERN CALIFORNIA PO BOX 77070 CORONA, CA 92877-0102		2/20/2019	89.20	UNDERGROUND ALARM FACILITIES FEE
		Total 52592		251.00	
UNIFIRST CORPORATION	3801 OCEAN RANCH BLVD #105 OCEANSIDE, CA 92056	52593	2/20/2019	223.48	LAUNDRY SERVICE-W/E 2/13/19
UNIFIRST CORPORATION	3801 OCEAN RANCH BLVD #105 OCEANSIDE, CA 92056		2/20/2019	219.18	LAUNDRY SERVICE-W/E 2/6/19
UNIFIRST CORPORATION	3801 OCEAN RANCH BLVD #105 OCEANSIDE, CA 92056		2/20/2019	227.37	LAUNDRY SERVICES-W/E 1/30/19
		Total 52593		670.03	
SAN DIEGO UNION TRIBUNE	P.O. BOX 740665 LOS ANGELES, CA 90074	52594	2/20/2019	2,770.41	ORDINANCE #138 PUBLISHED
		Total 52594		2,770.41	
CONCENTRA	OCCUPATIONAL HEALTH CENTERS OF CA P.O. BOX 3700 RANCHO CUCAMONGA, CA 91729	52595	2/20/2019	99.00	PHYSICAL-R. EASTON
		Total 52595		99.00	

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**Leucadia Wastewater District**  
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SAN DIEGO FREIGHTLINER	P.O. BOX 101284 PASADENA, CA 91189	52596	2/20/2019	75.00	MAINT/REPAIR ON VACTOR #152
		Total 52596		75.00	
VERIZON WIRELESS	P.O. BOX 660108 DALLAS, TX 75266-0108	52597	2/20/2019	1,010.36	CELL PHONES
VERIZON WIRELESS	P.O. BOX 660108 DALLAS, TX 75266-0108		2/20/2019	42.54	TELEMETRY-CELL PHONES
		Total 52597		1,052.90	
WAGeworks, INC	P.O. BOX 8363 PASADENA, CA 91109-8363	52598	2/20/2019	140.00	SEC 125 FLEX PLAN-JANUARY
		Total 52598		140.00	
WESELOH CHEVROLET	5335 PASEO DEL NORTE CARLSBAD, CA 92008	52599	2/20/2019	3,851.01	MAINT/REPAIR ON #154
WESELOH CHEVROLET	5335 PASEO DEL NORTE CARLSBAD, CA 92008		2/20/2019	2,608.96	MAINT/REPAIR WORK ON # 156
		Total 52599		6,459.97	
WORDEN WILLIAMS LLP	462 STEVENS AVENUE, SUITE 100 SOLANA BEACH, CA 92075	52600	2/20/2019	2,737.80	LEGAL FEES-JAN
		Total 52600		2,737.80	
Report Total				96,266.54	

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LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 27, 2019

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21206 - 21224	2/27/2019	\$51,529.69

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: March 1, 2019

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21225 - 21229	3/1/2019	\$2,847.66

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

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	52601	3/1/2019	1,190.00	DEPTH METER MAINT-FEB
ADS LLC		3/1/2019	<u>4,340.00</u>	FLOW METERING & DATA-FEB
	Total 52601		5,530.00	
AMY CARLIN	52602	3/1/2019	<u>500.00</u>	REFUND DEV DEPOSIT-#1067
	Total 52602		500.00	
AT&T	52603	3/1/2019	<u>205.92</u>	PHONE SERVICE
	Total 52603		205.92	
AUTO PLUS	52604	3/1/2019	42.48	AUTO SUPPLIES
AUTO PLUS		3/1/2019	<u>104.88</u>	WIPER BLADES
	Total 52604		147.36	
BAJA POOL AND SPA SERVICE	52605	3/1/2019	<u>140.00</u>	FOUNTAIN SERVICE-MARCH
	Total 52605		140.00	
COUNTY OF SD-REGISTRAR OF VOTERS	52606	3/1/2019	402.76	2018 GENERAL ELECTION
	Total 52606		<u>402.76</u>	
COX COMMUNICATIONS SAN DIEGO	52607	3/1/2019	1,475.75	PHONE/INTERNET SERVICE
	Total 52607		<u>1,475.75</u>	
DATA NET SOLUTIONS GROUP	52608	3/1/2019	28.75	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		3/1/2019	<u>1,840.00</u>	MS EXCHANGE SERVICE/CALS RENEWAL
	Total 52608		1,868.75	
DEXTER WILSON ENGINEERING	52609	3/1/2019	6,982.50	GE/CIP/JAN/200/0358/0365/0374
DEXTER WILSON ENGINEERING		3/1/2019	375.00	GE/JAN/0662/NOLAN PROPERTY
DEXTER WILSON ENGINEERING		3/1/2019	1,055.00	GE/JAN/0983/HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		3/1/2019	1,490.00	GE/JAN/0996/ENCINITAS BEACH HOTEL
DEXTER WILSON ENGINEERING		3/1/2019	110.00	GE/JAN/1006/JASON ST STORM DRAIN
DEXTER WILSON ENGINEERING		3/1/2019	100.00	GE/JAN/1037/RYAN ANNEX
DEXTER WILSON ENGINEERING		3/1/2019	612.50	GE/JAN/1052/LC TOWN SQ THEATER
DEXTER WILSON ENGINEERING		3/1/2019	235.00	GE/JAN/1054/OMNI LA COSTA RESORT
DEXTER WILSON ENGINEERING		3/1/2019	215.00	GE/JAN/1055/BLUE HERRON AVE
DEXTER WILSON ENGINEERING		3/1/2019	635.00	GE/JAN/1061/ALGA RD
DEXTER WILSON ENGINEERING		3/1/2019	220.00	GE/JAN/1063/SPRINGDALE LANE
DEXTER WILSON ENGINEERING		3/1/2019	165.00	GE/JAN/1064/VISTOSA PLACE
DEXTER WILSON ENGINEERING		3/1/2019	<u>220.00</u>	GE/JAN/1065/AVENIDA LA POSTA
	Total 52609		12,415.00	

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

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
DKF SOLUTIONS GROUP, LLC	52610	3/1/2019	300.00	MONTHLY SAFETY PROGRAM FEE
	Total 52610		300.00	
PHENIX TRUCK BODIES	52611	3/1/2019	1,269.09	ADDITIONAL EQUIPMENT NEEDED FOR TRUCK-#164
	Total 52611		1,269.09	
EVOQUA WATER TECHNOLOGIES, LLC	52612	3/1/2019	6,635.01	CHEMICAL FERROUS
	Total 52612		6,635.01	
FEDERAL EXPRESS CORPORATION	52613	3/1/2019	101.00	SHIPPING
	Total 52613		101.00	
GRAINGER, INC	52614	3/1/2019	446.89	SOLENOID VALVE
	Total 52614		446.89	
GREAT AMERICA FINANCIAL SERVICES	52615	3/1/2019	845.52	COPIER LEASE
	Total 52615		845.52	
HAAKER EQUIPMENT CO	52616	3/1/2019	3,137.00	PIRAHNA HOSE
HAAKER EQUIPMENT CO		3/1/2019	3,227.68	VACTOR SERVICE #159
HAAKER EQUIPMENT CO		3/1/2019	3,633.53	VACTOR SERVICE-#152
	Total 52616		9,998.21	
HARTFORD LIFE & ACCIDENT INS.	52617	3/1/2019	445.13	LIFE INS-MARCH
	Total 52617		445.13	
ICMA RETIREMENT-303979	52618	3/1/2019	5,178.70	DEFERRED COMP
	Total 52618		5,178.70	
MES VISION	52619	3/1/2019	414.12	VISION INS-MARCH
	Total 52619		414.12	
MINUTEMAN PRESS	52620	3/1/2019	74.10	VOUCHER PADS
	Total 52620		74.10	
MUTUAL OF OMAHA	52621	3/1/2019	1,195.37	DISABILITY INS-MARCH
	Total 52621		1,195.37	
NATIONWIDE RETIREMENT SOLUTIONS	52622	3/1/2019	289.85	DEFERRED COMP



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

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 52622		289.85	
NORTH COUNTY TRANSIT DISTRICT	52623	3/1/2019	1,386.75	ANNUAL LICENSE FEES-WITH CPI INCREASE
	Total 52623		1,386.75	
OFFICE DEPOT, INC.	52624	3/1/2019	168.93	OFFICE SUPPLIES
	Total 52624		168.93	
PACIFIC SAFETY CENTER	52625	3/1/2019	280.00	ANNUAL MEMBERSHIP RENEWAL-2019-2020
	Total 52625		280.00	
RCP BLOCK & BRICK, INC	52626	3/1/2019	65.94	DUST MASK/STEEL #2
	Total 52626		65.94	
SAN DIEGO GAS & ELECTIRC	52627	3/1/2019	839.16	ELECTRIC @ LA COSTA PS
SAN DIEGO GAS & ELECTIRC		3/1/2019	8,732.75	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		3/1/2019	140.92	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		3/1/2019	125.07	ELECTRIC @ VILLAGE PARK 7 PS
SAN DIEGO GAS & ELECTIRC		3/1/2019	557.47	ELECTRTIC @ SAXONY PS
SAN DIEGO GAS & ELECTIRC		3/1/2019	4.39	NAT GAS @ ENCINITAS ESTATES PS
	Total 52627		10,399.76	
SOUTH BAY FOUNDRY	52628	3/1/2019	2,133.45	FRAMES AND SEWER LIDS
	Total 52628		2,133.45	
TERMINIX	52629	3/1/2019	32.00	PEST CONTROL-BAIT TRAPS
	Total 52629		32.00	
THE GUARDIAN	52630	3/1/2019	3,426.58	DENTAL INS-MARCH
	Total 52630		3,426.58	
SOLANA PALM LLC	52631	3/1/2019	90.00	ANSWERING SERVICE-FEB/MARCH
	Total 52631		90.00	
UNIFIRST CORPORATION	52632	3/1/2019	219.18	LAUNDRY SERVICE W/E 2/20/19
	Total 52632		219.18	
UNION BANK	52633	3/1/2019	782.02	FINAL UNION BANK FEES
	Total 52633		782.02	
U.S. BANK	52634	3/1/2019	3,026.63	OFFICE SUPPLIES/CONFERENCES/MEETIN...
	Total 52634		3,026.63	

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

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			<u>71,889.77</u>	

**Leucadia Wastewater District**  
 Vendor Activity - Supplemental Credit Card Report  
 From 2/27/2019 Through 3/1/2019

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	2/27/2019	52634	450.00	4330	BOARD CONFERENCES	WATERUSE REG-D.O.
U.S. BANK	API	2/27/2019	52634	450.00	4330	BOARD CONFERENCES	WATERUSE REG-E.S.
U.S. BANK	API	2/27/2019	52634	450.00	4330	BOARD CONFERENCES	WATERUSE REG-J.H.
U.S. BANK	API	2/27/2019	52634	9.68	4910	OFFICE SUPPLIES	PHONE CASE-OFFICE SUPPLIES
U.S. BANK	API	2/27/2019	52634	292.50	5040	SAFETY SUPPLIES	DATCO QTRLY SERVICE
U.S. BANK	API	2/27/2019	52634	821.79	5710	TRAINING, EDUCATION & CONFERN	CSFMO HOTEL-R.D.
U.S. BANK	API	2/27/2019	52634	250.00	5735	EMPLOYEE RECOGNITION	CWEA AWARDS DINNER
U.S. BANK	API	2/27/2019	52634	147.66	5735	EMPLOYEE RECOGNITION	EMPLOYEE RECOGNITION-PIZZA
U.S. BANK	API	2/27/2019	52634	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	2/27/2019	52634	30.00	5910	TELEPHONE	WIFI-R.M.

Transaction Total      3,026.63

Report  
Opening/Current  
Balance

Report Transaction  
Totals

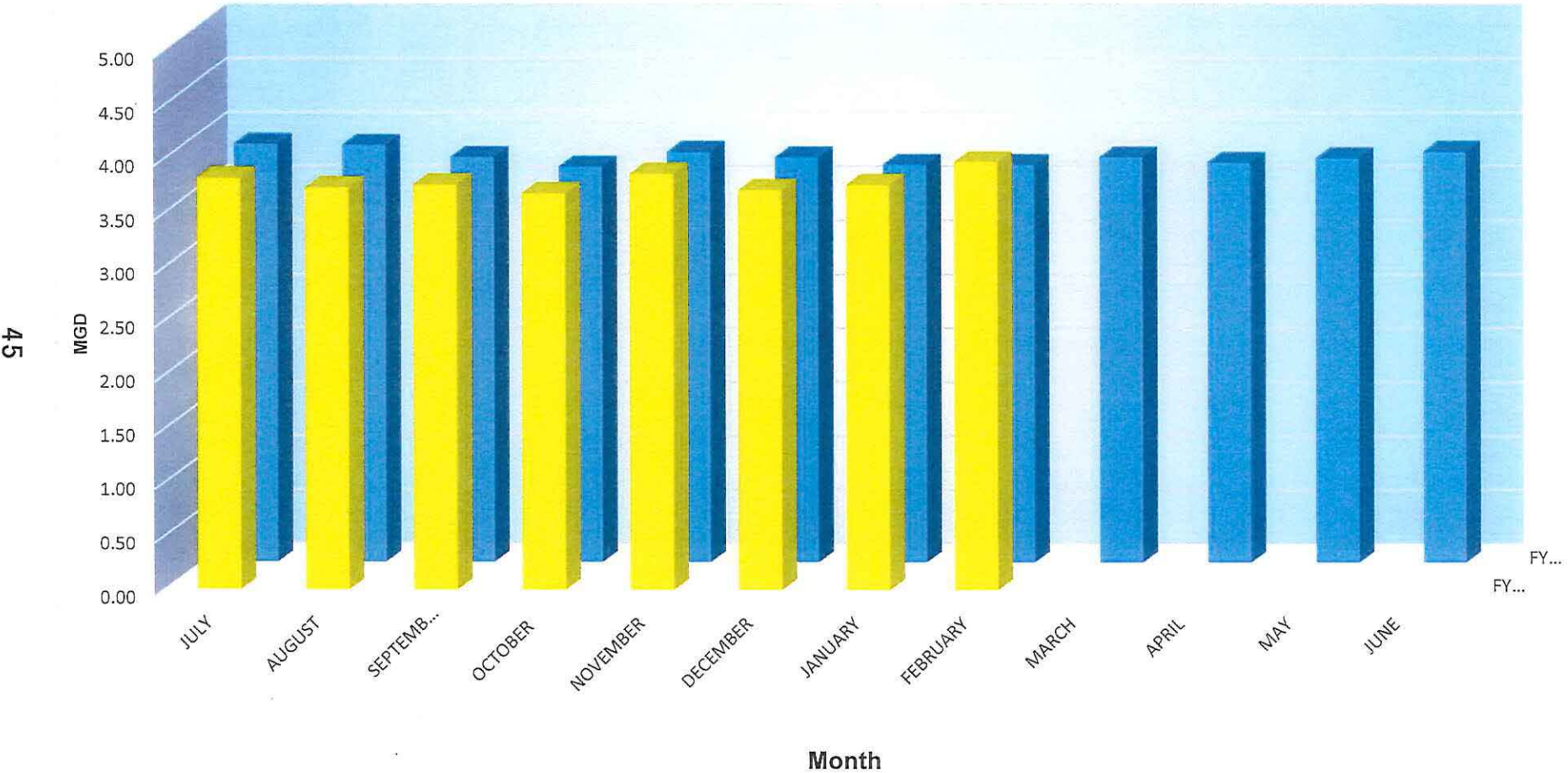
Report Current Balances

3,026.63

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

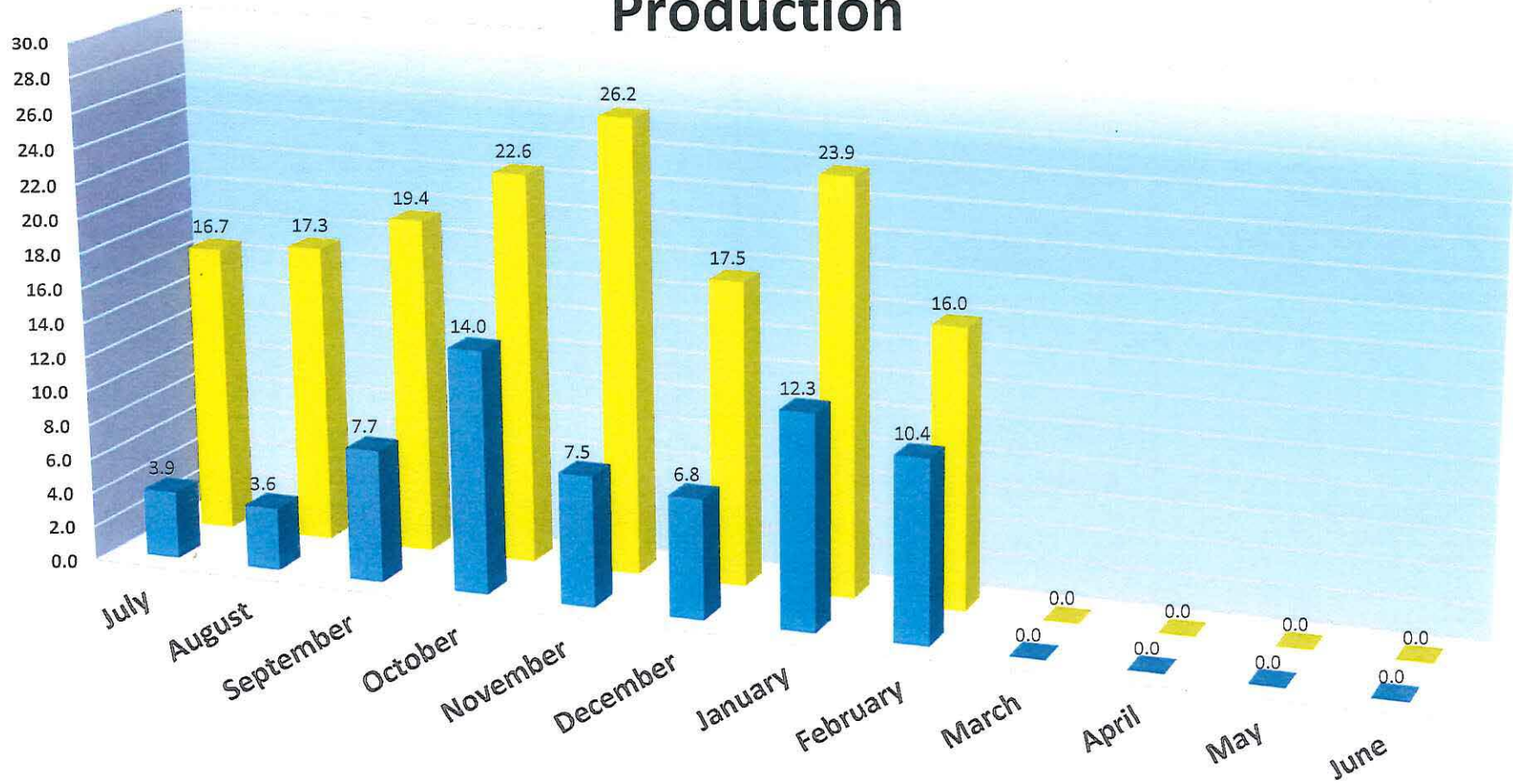
CURRENT MONTH - February 2019							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST	0.00	115.63	2.00	3.73	131	22.20	3.87
YTD			28,564.74				
SEPTEMBER	0.00	112.80	-8.70	3.76	132	35.10	3.76
YTD			28,556.04				
OCTOBER	0.38	114.08	3.30	3.68	129	36.33	3.67
YTD			28,559.34				
NOVEMBER	0.74	115.80	1.50	3.86	135	5.31	3.81
YTD			28,560.84				
DECEMBER	2.82	115.01	3.50	3.71	130	0.00	3.76
YTD			28,564.34				
JANUARY	2.94	116.56	15.00	3.76	132	0.00	3.69
YTD			28,579.34				
FEBRUARY	5.65	111.16	118.90	3.97	138	0.00	3.69
YTD			28,698.24				
MARCH							3.76
YTD							
APRIL							3.71
YTD							
MAY							3.75
YTD							
JUNE							3.81
YTD							
<b>YTD Totals</b>	12.56	919.46	136.50			151.11	
<b>Mo Average</b>	1.57	114.93	17.06	3.79	132.47	18.89	3.76

# Leucadia Wastewater District Flow Comparison FY18 to FY19



# FY-19 CCTV Inspections & Hydro Cleaning Production

46

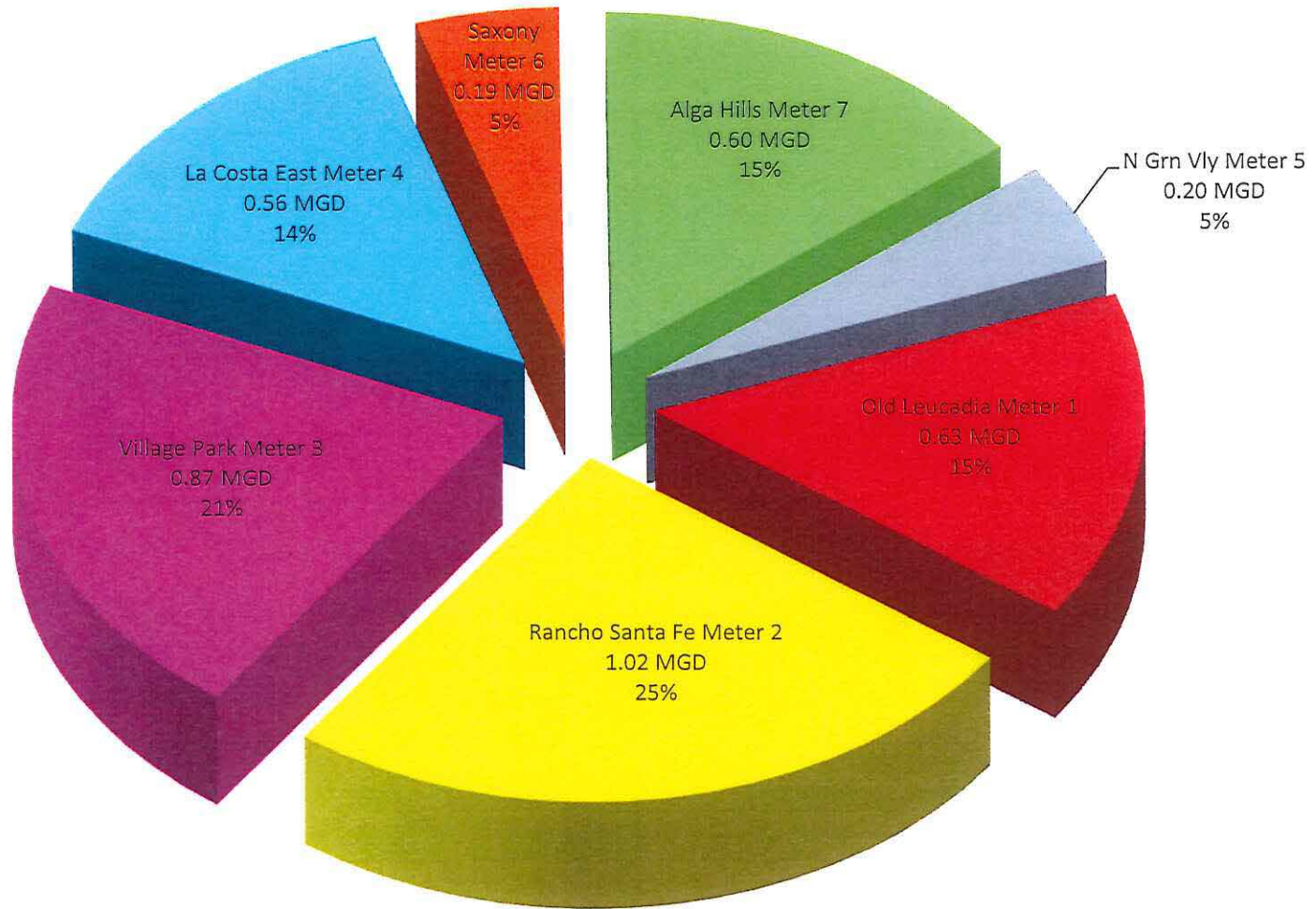


Monthly Target Mileage  
 Hydro-Cleaning: 15 Miles/Month  
 CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections  
 ■ Total Hydro Cleaning

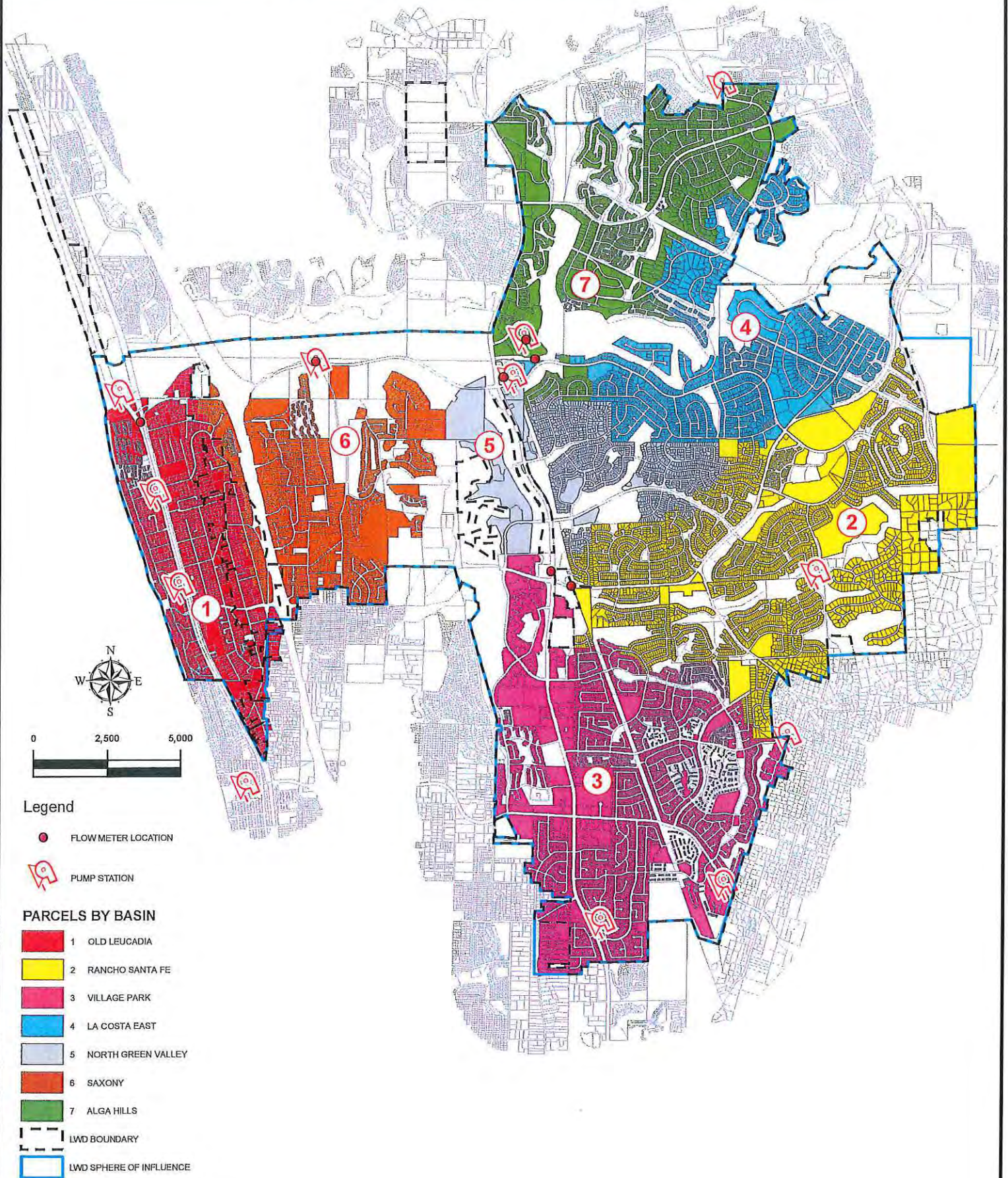


**LWD Flows by Sub-Basin  
February 2019  
Total LWD Flow 4.06 MGD**





# LEUCADIA WASTEWATER DISTRICT






 LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## Operations and Administration Training Report February 2019

### Training & Safety Events for the month February 2019

Hours

Description	Ops	Admin	Total
Anti Harassment Training	13	6	19
CalOSHA Awareness Level Training Module	8	0	8
Hearing Conservation	3	0	0
Respiratory Protection Annual Fit Test	9	0	9
Workplace Violence Prevention Training	13	6	19
	0	0	0
<b>Total Training Hours</b>	<b>46</b>	<b>12</b>	<b>55</b>

YTD Monthly Avg

52.38

YTD Totals

419

### Conferences for the month of February 2019

Attendees

Description	Ops	Admin	Total
CAMP Lunch & Learn	0	2	2
<b>Total Attended Conferences</b>	<b>0</b>	<b>2</b>	<b>2</b>

*Notes:*

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

# Leucadia Wastewater District

## Balance Sheet

As of 2/28/2019

	Amount
<b>Assets</b>	
Cash & Investments	36,293,815.77
Accounts Receivables	212,013.69
Net OPEB Asset	123,127.00
Prepaid Expense	118,318.80
Funds held with Encina Wastewater Authority	2,041,200.00
Capital Assets	164,254,378.99
Less Accumulated Depreciation	(55,698,965.17)
Total Assets	147,343,889.08
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	1,323,002.00
OPEB Health Deferred Outflows	21,235.00
Total Deferred Outflows	1,344,237.00
Total Assets & Deferred Outflows	148,688,126.08
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	404,886.43
Developer Deposits	112,210.93
Net Pension Liability	4,074,562.00
Total Liabilities	4,591,659.36
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	348,638.00
OPEB Health Deferred Inflows	9,880.00
Total Deferred Inflows	358,518.00
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2018)	
Investment in Capital Assets	108,555,413.82
Reserves	34,000,805.07
Total Beginning Net Position (as of June 30, 2018)	142,556,218.89
Current Change In Net Position	
Other	1,181,729.83
Total Current Change In Net Position	1,181,729.83
Total Net Position	143,737,948.72
Total Liabilities, Deferred Inflows & Net Position	148,688,126.08

# Leucadia Wastewater District

## Statement of Revenues and Operating Expenditures

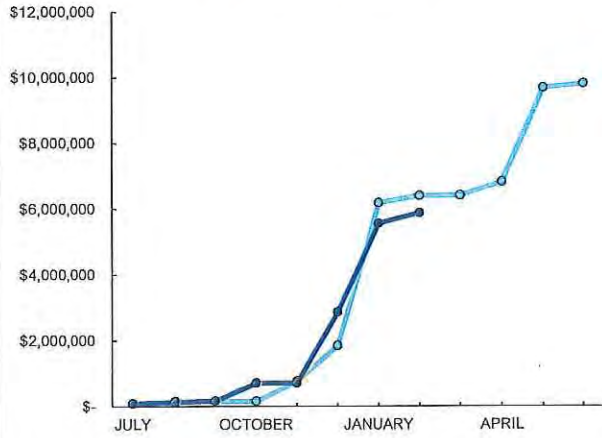
From 7/1/2018 Through 2/28/2019

	YTD Actual	Annual Budget	Remaining Budget	% Remaining
<b>Revenue</b>				
Sewer Service Fees	5,883,250.79	9,813,782.00	(3,930,531.21)	(40.05)%
Capacity Charges	642,740.70	381,675.00	261,065.70	68.40%
Recycled Water Sales	206,490.94	295,000.00	(88,509.06)	(30.00)%
Misc Operating Income	56,333.97	312,120.00	(255,786.03)	(81.95)%
Property Taxes	997,308.92	1,700,000.00	(702,691.08)	(41.33)%
Investment Income	444,641.14	489,000.00	(44,358.86)	(9.07)%
Misc Non-Operating Income	12,989.61	0.00	12,989.61	0.00%
<b>Total Revenue</b>	<b>8,243,756.07</b>	<b>12,991,577.00</b>	<b>(4,747,820.93)</b>	<b>(36.55)%</b>
<b>Total Revenue</b>	<b>8,243,756.07</b>	<b>12,991,577.00</b>	<b>(4,747,820.93)</b>	<b>(36.55)%</b>
<b>Expenses</b>				
Salaries	1,284,962.25	1,924,859.00	639,896.75	33.24%
Benefits	660,604.81	1,064,235.00	403,630.19	37.93%
Directors Expense	71,701.59	144,800.00	73,098.41	50.48%
Election Expense	402.76	30,000.00	29,597.24	98.66%
Gasoline, Oil & Fuel	24,106.45	41,000.00	16,893.55	41.20%
Insurance	111,142.98	114,500.00	3,357.02	2.93%
Memberships	27,341.44	29,400.00	2,058.56	7.00%
Office Expense	105,903.11	155,600.00	49,696.89	31.94%
Operating Supplies	113,845.71	189,500.00	75,654.29	39.92%
Professional Services	178,018.20	449,300.00	271,281.80	60.38%
Printing & Publishing	13,299.52	29,500.00	16,200.48	54.92%
Rents & Leases	13,108.86	17,400.00	4,291.14	24.66%
Repairs & Maintenance	252,609.83	486,600.00	233,990.17	48.09%
Monitoring & Permitting	48,948.45	59,900.00	10,951.55	18.28%
Training & Development	26,893.00	47,000.00	20,107.00	42.78%
Utilities	280,859.73	432,600.00	151,740.27	35.08%
LAFCO	7,517.38	7,500.00	(17.38)	(0.23)%
Encina Treatment Expense	846,959.56	1,887,300.00	1,040,340.44	55.12%
Allocated Overhead	(72,533.57)	(159,684.00)	(87,150.43)	54.58%
<b>Total Expenses</b>	<b>3,995,692.06</b>	<b>6,951,310.00</b>	<b>2,955,617.94</b>	<b>42.52%</b>
<b>Total Expenditures</b>	<b>3,995,692.06</b>	<b>6,951,310.00</b>	<b>2,955,617.94</b>	<b>42.52%</b>
<b>Revenue over Expenditures</b>	<b>4,248,064.01</b>	<b>6,040,267.00</b>	<b>(1,792,202.99)</b>	<b>(29.67)%</b>

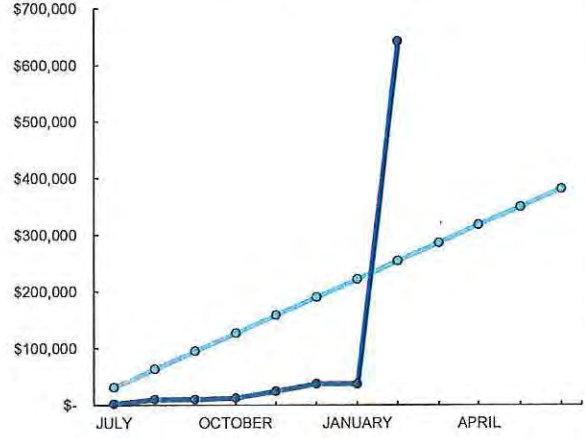
# Leucadia Wastewater District Revenue FY2019

YTD through February 28, 2019

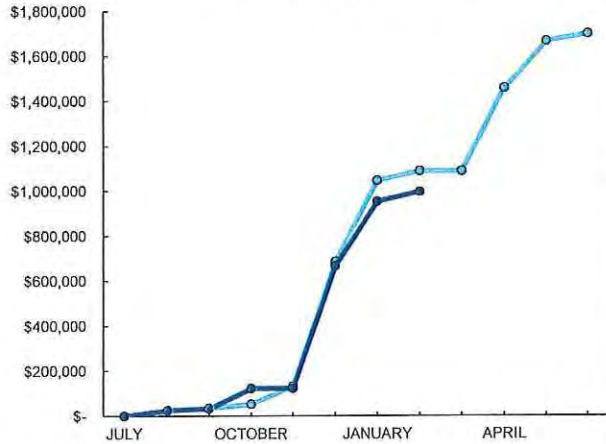
Sewer Service Fees



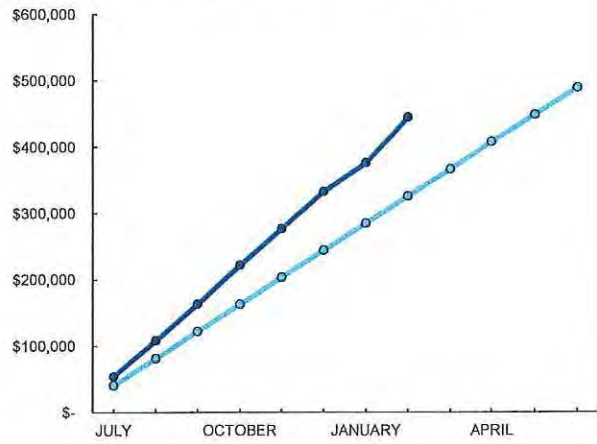
Capacity Charges



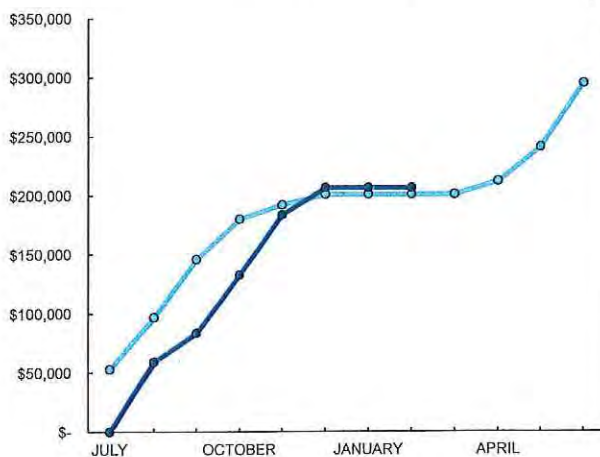
Property Taxes



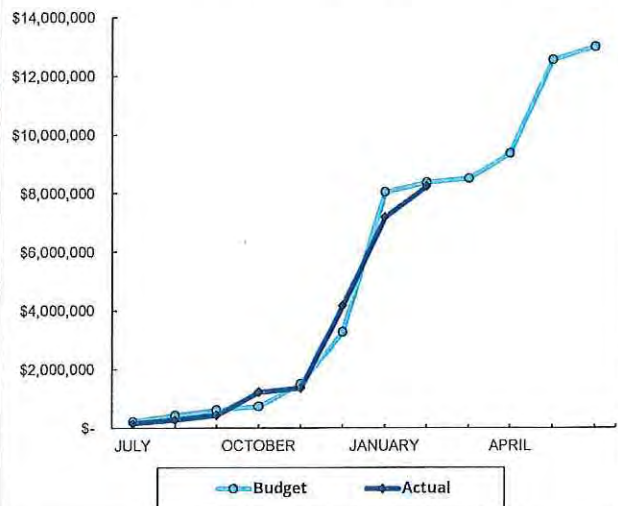
Investment Income



Recycled Wastewater Sales



Total Revenue



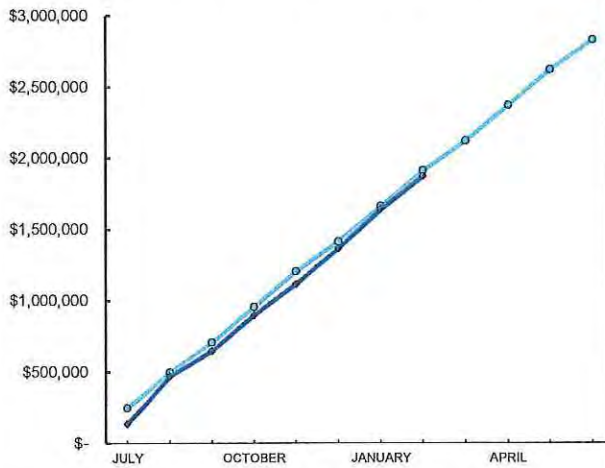
○ Budget      ◆ Actual



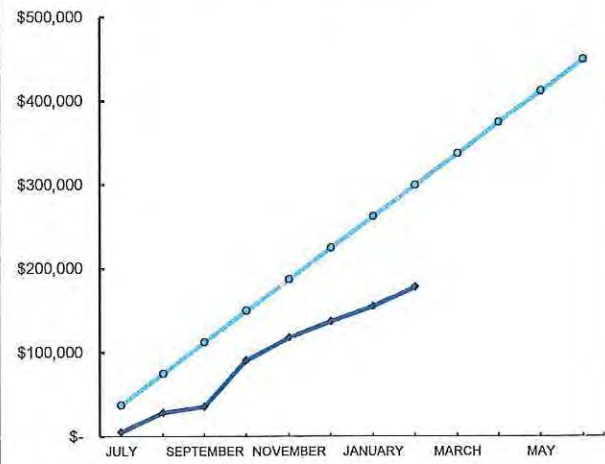
# Leucadia Wastewater District Operating Expenses FY2019

YTD through February 28, 2019

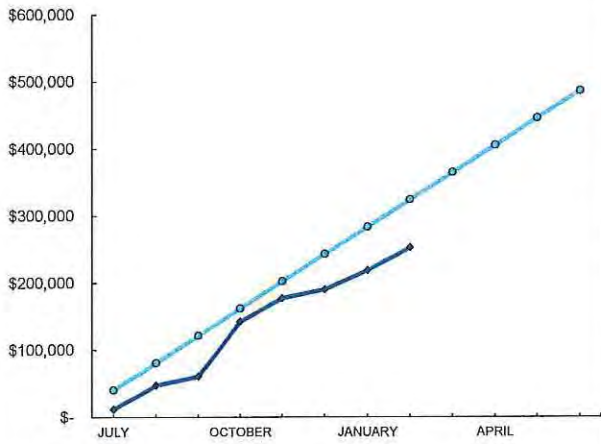
Salaries and Benefits



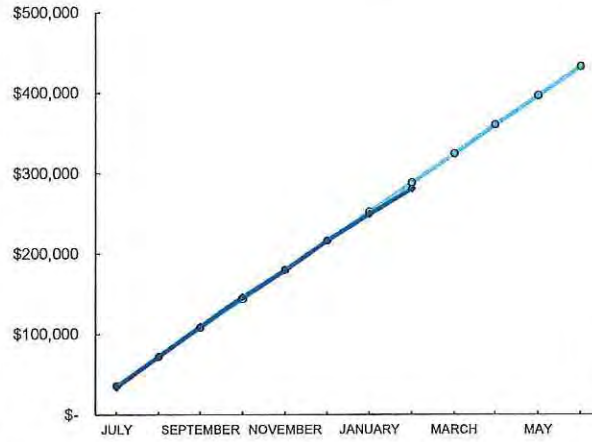
Professional Services



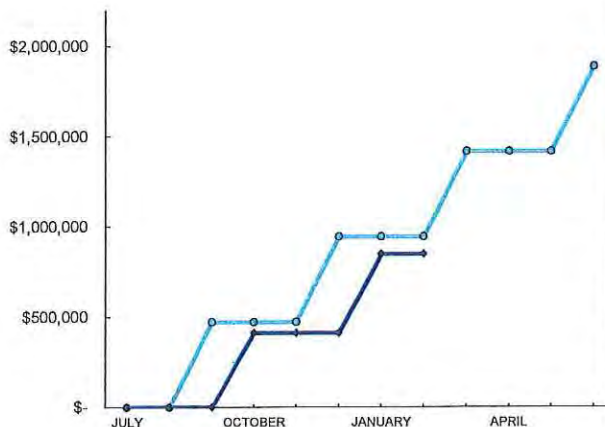
Repairs & Maintenance



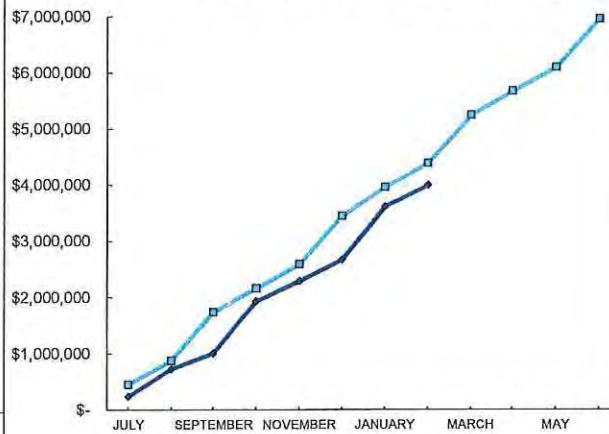
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement

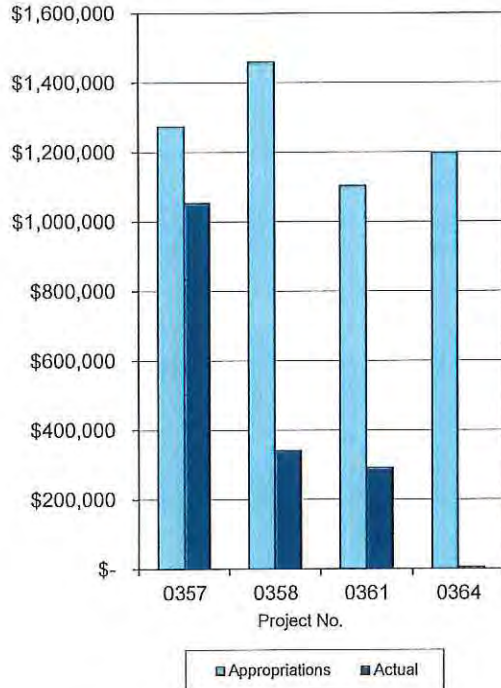


■ Budget     ◆ Actual

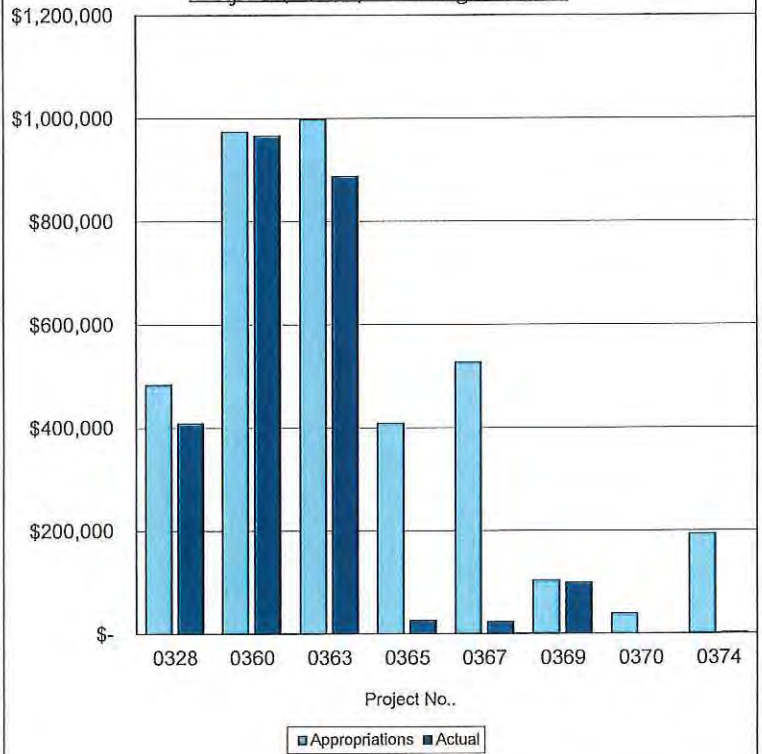
# Leucadia Wastewater District Capital Expenditures

As of February 28, 2019

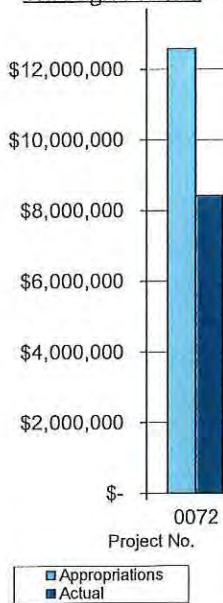
District Multi Year Capital Expenditures  
by Project  
(>\$1M) Through FY2018



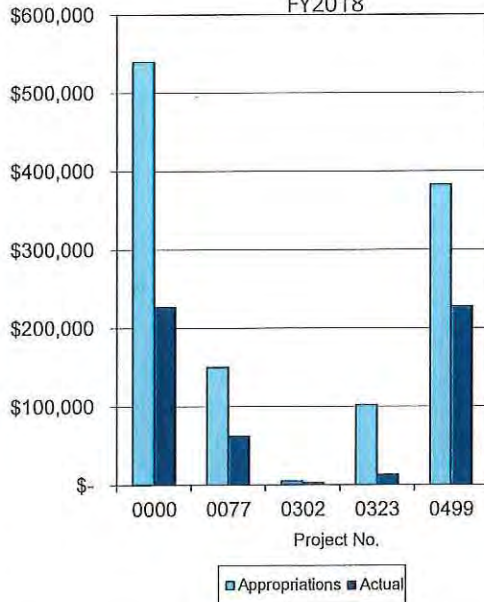
District Multi Year Capital Expenditures by  
Project (<\$1M) Through FY2018



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2018



Single Year Capital Expenditures by  
Project  
FY2018



Project Legend

Multi-Year Capital Projects	No.
Encina Joint Facility Capital Projects	0072
North SD Water Reuse Coalition Project	0328
La Costa Golf Course Gravity Line Improv	0357
Leucadia Pump Station Rehabilitation	0358
Gafner AWT Improvements	0360
Poinsettia Station Gravity Pipeline Rehab	0361
FY2018 Gravity Pipeline Rehabilitation	0363
Encinitas Estates Pump Station Replcmnt	0364
Orchard Wood Rd Sewer Rehab	0365
B1 Force Main - North Section Replcmnt	0367
HQ Electric Meter Installation	0369
Pump Station Assessment	0370
Bat FM (B3) Discharge Section Replacemc	0374

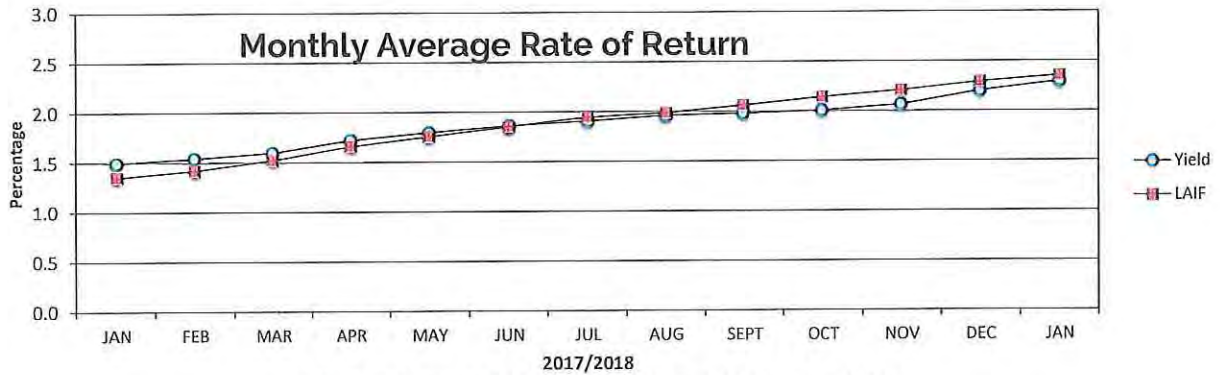
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

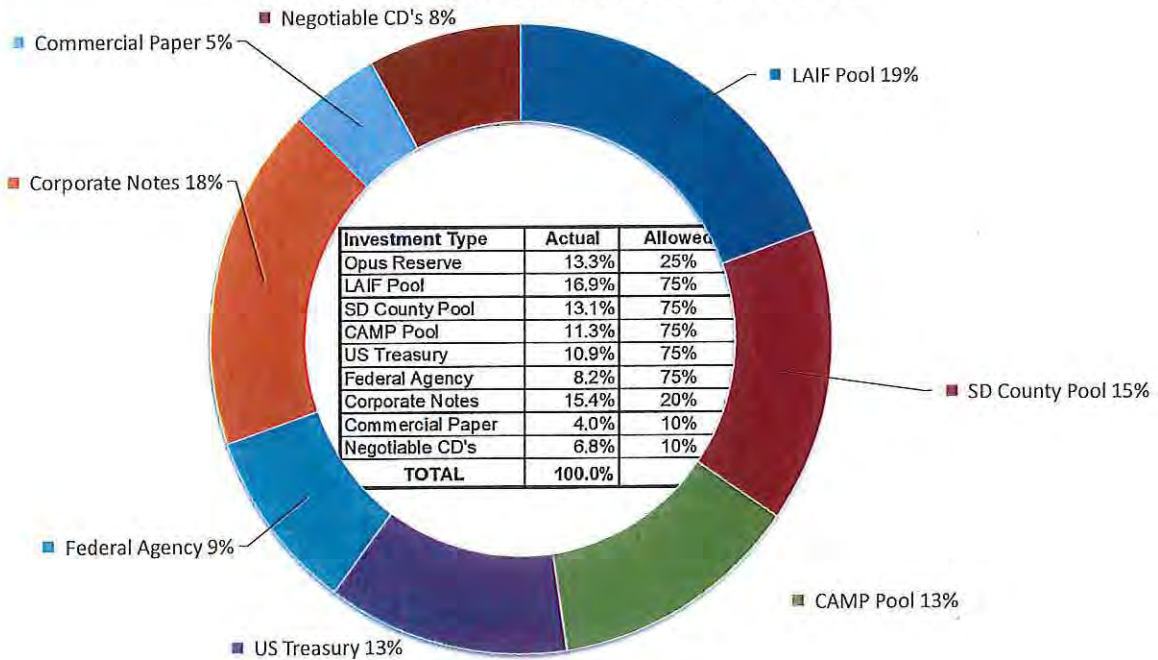


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**January 31, 2019**

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2018	Jan 31, 2019		
Opus Bank Reserve	\$ 2,595,521	\$ 4,869,351	\$ 7,561	2.410%
LAIF Pool	6,119,537	6,157,671	\$ 12,047	2.355%
SD County Pool	4,787,294	4,794,350	9,442	2.366%
CAMP Pool	4,770,688	4,127,505	9,105	2.620%
CAMP Portfolio				
US Treasury Notes	3,189,188	3,992,719	6,042	1.850%
Federal Agency Mortgage-Backed Securities	5,104	5,064	31	7.370%
Federal Agency Notes	2,978,975	2,978,975	5,073	2.050%
Corporate Bonds/Notes	5,528,803	5,623,183	9,160	2.120%
Commerical Paper	1,478,424	1,478,424	3,215	2.610%
Negotiable CD's	2,749,883	2,499,883	5,122	2.400%
Total Camp Portfolio	15,930,377	16,578,249	28,643	2.130%
<b>Totals</b>	<b>\$ 34,203,417</b>	<b>\$ 36,527,125</b>	<b>\$ 66,798</b>	<b>2.267%</b>



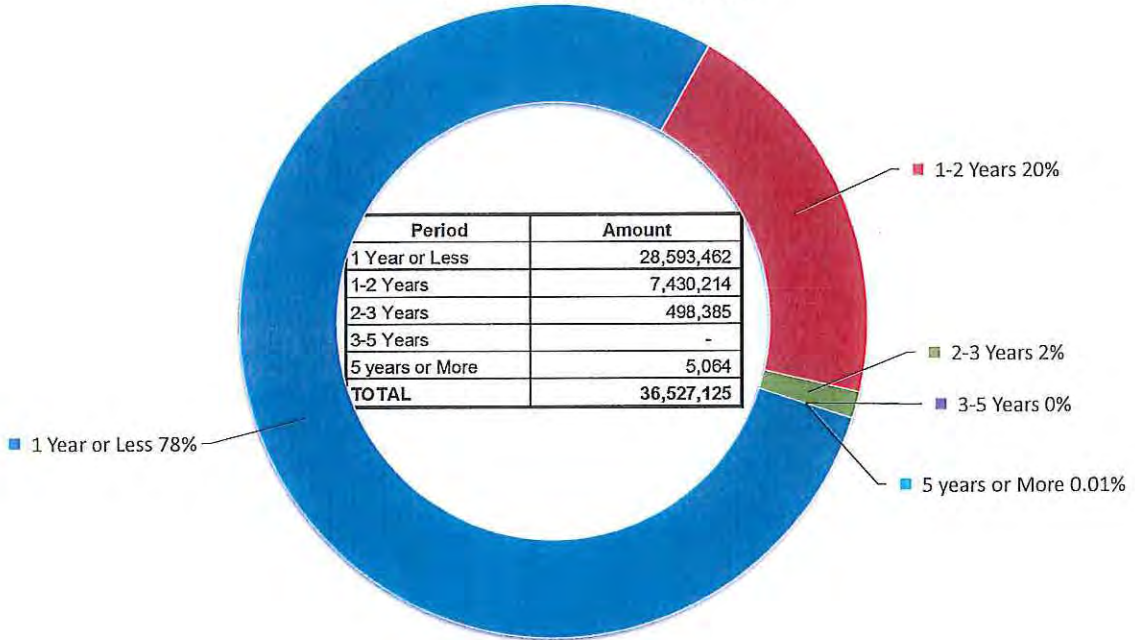
**INVESTMENT DISTRIBUTION BY CATEGORY**



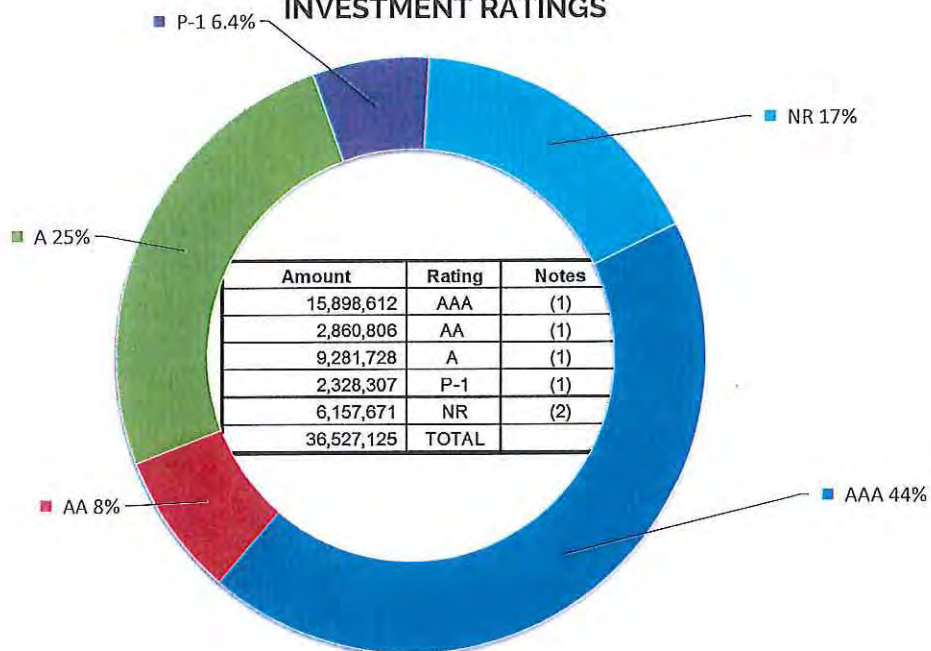
**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**January 31, 2019**

(Continued)

**REMAINING MATURITY**



**INVESTMENT RATINGS**

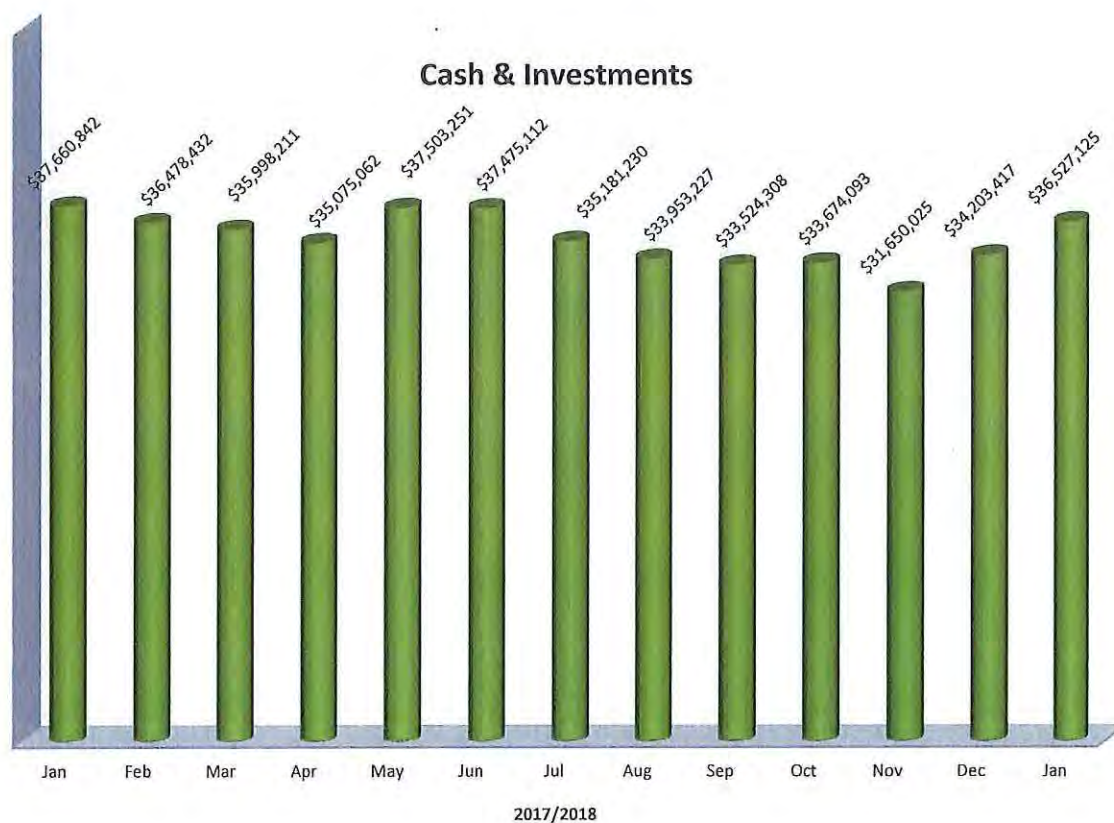


(1) CAMP Pool & SD County Pool, are rated by Standard & Poors. Investments are rated by Moody's.  
 (2) LAIF is not rated



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**January 31, 2019**

(Continued)



**INVESTMENT TRANSACTIONS**

*For the months of January, 2019*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 40		(3)	7.37%
US Treasury Note	\$ 803,531				2.51%
JP Morgan Chase & Co		\$ 500,000			1.56%
JPMorgan Chase Corp Notes	\$ 305,946				3.05%
John Deere Capital Corp Notes	\$ 297,459				2.99%
Svenska Handelsbanken NY LT CD		\$ 250,000			1.31%
Svenska Handelsbanken NY LT CD					
<b>TOTAL</b>	<b>\$ 1,406,936</b>	<b>\$ 750,040</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pool

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

**MEMORANDUM**

Ref: 19-6588

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** February 2019 Board Disclosure of Reimbursements Report

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending February 2019.

**DISCUSSION:**

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

Attached please find the Board Disclosure of Reimbursements report for the month of February 2019 for your review.

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
February 1-28, 2019

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	Fssup	ASsup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	M. Gonzalez	T. Hill
<i>CSDA Committee Meetings</i>										
CSDA Committee Meetings February 1, 2019 Sacramento, CA	Registration									
	Hotel									
	Airfare		121.96							
	Meals		20.30							
	Rental Car									
	Parking		17.70							
	Tips/Baggage									
	Fuel/mileage/taxi/uber		37.12							
<b>Total</b>		<b>0.00</b>	<b>197.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>CASA DC Conference</i>										
CASA DC Conference February 25-27, 2019 Washington, DC	Registration						695.00			
	Hotel						1,138.02			
	Airfare						592.00			
	Meals						89.23			
	Baggage						100.00			
	Parking									
	Tips						7.00			
	Fuel/mileage/taxi/uber						77.59			
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,698.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i> </i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i> </i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**February 27, 2019**

**EWA Board of Directors** - Director Sullivan Reporting

**1. Primary Area Improvements Project Award**

The Board of Directors authorized the General Manager to execute contracts for the Primary Area Improvements Project for Construction, Engineering Services, and Information System Services totaling \$14,179,781.

**2. Construction Management Support Services**

The Board of Directors authorized the General Manager to award a Professional Services Agreement to Kennedy/Jenks Engineers (KJ) for Construction Management Support Services and authorized the General Manager to award Task Order No. 1 in an amount not to exceed \$1,800,256 to KJ for CM services for the Primary Area Improvements Project

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

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

Public Employment, Performance Evaluation: General Manager as authorized per Government Code section §54957.

There was no reportable action.

# Community Affairs Committee Meeting Report

Presented by Director Sullivan

---

## **Meeting held February 12, 2019**

The Community Affairs Committee (CAC) reviewed the following recommendation:

### **1. Review the draft layout of the Winter 2019 newsletter**

The CAC reviewed and commented on the final draft layout of the Winter 2019 newsletter. Rising Tide Partners (RTP) will make the recommended changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

### **2. Public Outreach Performance Report**

The CAC received an update from RTP on LWD's public outreach performance from years 2016 through 2018.

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

# Community Affairs Committee Meeting Report

Presented by Director Sullivan

---

## **Meeting held March 7, 2019**

The Community Affairs Committee (CAC) reviewed the following recommendation:

- 1. A one year contract Amendment with Rising Tide Partners (RTP) for Public Information Services Agreement in an amount not to exceed \$44,910.00.**

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

# Engineering Committee Meeting Report

Presented by Director Juliussen

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## **Meeting held March 7, 2019**


The Engineering Committee (EC) received updates on the following:

- Orchard Wood Road Gravity Pipeline Alternatives; and
- La Coruna Place Offset Joint Repair

These items were for information purposes and there was no action taken.



**MEMORANDUM**

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2020 (FY20) Budget Development Schedule

---

**RECOMMENDED:**

- 1) This item is presented for information purposes only.

**DISCUSSION:**

Staff has commenced the budget development process to prepare the preliminary FY20 Budget. It will be presented, in its entirety, at a Special Board meeting.

Staff has confirmed the following FY20 budget schedule:


- 1) Special Board Meeting to review Preliminary FY20 Budget
  - a. Confirmed Date: Tuesday, May 14, 2019 (9:00 – 11:00 AM)
- 2) Board of Directors Review of Final FY20 Budget
  - a. Regular Board Meeting – Wednesday, June 12, 2019

th: PJB



**MEMORANDUM**

Ref: 19-6573

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Board of Director Compensation Adjustment**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

**DISCUSSION:**

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 134 regarding the compensation of Directors on April 13, 2016. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$180 to \$190, became effective 90 days after adoption. This item is presented for the Board's consideration and staff has no recommendation on this matter.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2016, the Board is eligible for an adjustment not to exceed 15%. The exact amount of the increase, up to the limit, is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the April 2019 Board meeting.

tb:PJB

Attachment

**BOARD OF DIRECTORS  
PER DIEM COMPENSATION COMPARISON  
FEBRUARY 2019**

	<b>DISTRICT</b>	<b>Feb 2018</b>	<b>Feb 2019</b>
1	Carlsbad MWD	\$100.00	\$100.00
2	Eastern MWD	\$223.00	\$223.00
3	Elsinore Valley MWD	\$221.43	\$221.43
4	Encina Wastewater Authority	\$200.00	\$206.00
5	Fallbrook PUD	\$100.00	\$100.00
6	Helix Water District	\$200.00	\$225.00
7	Lakeside Water District	\$125.00	\$125.00
8	Leucadia Wastewater	\$190.00	\$190.00
9	Olivenhain MWD	\$150.00	\$150.00
10	Otay Water District	\$100.00	\$100.00
11	Padre Dam MWD	\$137.00	\$140.00
12	Rainbow MWD	\$150.00	\$150.00
13	Ramona MWD	\$100.00	\$100.00
14	Rancho California Water District	\$200.00	\$200.00
15	Rincon Del Diablo MWD	\$160.00	\$160.00
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180
17	San Dieguito Water District	\$100.00	\$100.00
18	Santa Fe Irrigation District	\$150.00	\$150.00
19	South Bay Irrigation District	\$100.00	\$100.00
20	Sweetwater Authority	\$150.00	\$150.00
21	Vallecitos Water District	\$200.00	\$200.00
22	Valley Center MWD	\$100.00	\$100.00
23	Vista Irrigation District	\$200.00	\$200.00
24	Yuima MWD	\$206.00	\$206.00

The **average** per diem is **\$157.06**

The **median** per diem is **\$150.00**



## MEMORANDUM

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Contract Amendment No. 2 to Rising Tide Partners for Public Information Services**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services Agreement in an amount not to exceed \$44,910.00.
2. Discuss and take action, as appropriate.

**DISCUSSION:**

This item was reviewed by the CAC at its March 7<sup>th</sup> meeting and the CAC concurred with staff to present this item for the Board's consideration.

LWD entered into an agreement with RTP on March 9, 2016 to provide public information services to the District for an initial 3-year period and the agreement includes language to extend the contract. Staff believes that executing the contract for additional year is in the best interest of the District.

Staff has negotiated the scope of work and fee with RTP. It includes similar services as the prior task orders that are most important to LWD's public information program. These specific tasks are:

- ❖ Draft newsletter ideas and graphic design work for the District newsletter(s);
- ❖ Assist staff with maintaining and updating LWD's website *as required*;
- ❖ Assist staff with maintaining and updating LWD's Facebook *as required*;
- ❖ Develop project outreach and construction relations media, *as required*; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Amendment No. 2 is \$44,910.00. Sufficient funds have been included in the FY19 budget to initiate this project and additional funds will be budgeted in the FY20 budget to complete it.

Proposed Amendment No. 2 which includes the Scope of Work and a budget detailing anticipated expenses is attached for the Board's review.

th:PJB

Attachment

**AMENDMENT NO. 2  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND RISING TIDE PARTNERS (RTP)  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 19-6570

This Amendment No. 2 to the AGREEMENT is made and entered into this 9th day of March, 2019 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three year AGREEMENT on March 9, 2016 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

**ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT**

The Scope of Work is for the period March 9, 2019 to March 8, 2020 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Amendment No. 2 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Forty-Four Thousand Nine Hundred Ten Dollars (\$44,910). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Amendment No. 2 to be executed the day and year first written above.

**RISING TIDE PARTNERS**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Jared Criscuolo  
President

By: \_\_\_\_\_  
Paul J. Bushee  
General Manager

## ATTACHMENT A

### SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES

March 9, 2019 – March 8, 2020

#### DESCRIPTION OF SERVICES

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

#### I. SCOPE OF SERVICES

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in Fiscal Year 2019 and a portion in Fiscal Year 2020:

##### TASK 1 - NEWSLETTER

1. Draft Newsletter ideas and manage the graphic design, printing, and mailing of *up to two* District newsletter(s).
2. Meet with Community Affairs Committee up to two times for each newsletter.

##### TASK 2 – UPDATE FACEBOOK AND MAINTAIN WEBSITE

1. Continue to Build Facebook Audience and Focus on Engaging Community Members
2. Develop creative taglines for Facebook ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.
3. Provide monthly operations updates on Facebook and website

##### TASK 3 – PROJECT OUTREACH

1. Draft and outreach for media alerts to residents adjacent to major construction projects and other pipeline installations.
2. Assist with the Teacher Grant Program.
3. Develop written and visual components to creative assets including but not limited to maps, fliers, door hangers, signs, or other as needed media for print and digital publication.

##### TASK 4 – VIDEO OUTREACH

1. Script and develop video(s) for LWD's website, Facebook, and other outreach channels.
  - i. Short videos to cover a variety of issues including but not limited to blockages, improper disposal, maintenance and field services work,

capital improvement projects, personalities, and development of small-scale "hands on" assets about the plant.

## II. FEES AND CONDITIONS

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS Standard Rate Schedule with a not to exceed upper limit of \$44,910.00.

**MEMORANDUM**

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** LAFCO 2019 Special Districts Election

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

During November 2018, the Local Agency Formation Commission (LAFCO) solicited nominations for two LAFCO positions; one regular district member and one alternate district member. During the LWD's December 2018 Board meeting, the Board of Directors voted to nominate Director Hanson for the Alternate District member position. As a result, staff submitted the nomination form to LAFCO nominating Director Hanson for the Alternate District member position.

LAFCO received five nominations for the Regular Commission member and three nominations for the Alternate Commission member by the January 7, 2019 deadline. Attached please find LAFCO's letter, along with attachments with detailed information on the election process and request for LWD's votes.

In accordance with LAFCO's Selection Committee Rules, all nominations were forwarded to LAFCO's Nominating Committee. Following the committee's review, they provided a report and their recommendations in Attachment A.

LAFCO has provided LWD with a ballot (Attachment B) requesting the District's vote for one LAFCO Regular Commission member and one vote for the Alternate Commission member no later than April 12, 2019.

The purpose of this agenda item is to present the Board of Directors with resume information on the nominees (Attachment C) so that the Board of Directors may vote for one individual for the Regular Commission member and one individual for the Alternate member position.

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

tb:PJB

Attachments





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

**BALLOT FORM**

February 25, 2019



**TO:** Independent Special Districts of San Diego County

**FROM:** Keene Simonds, Executive Officer  
 Tamaron Luckett, Executive Assistant

**SUBJECT:** **Special District Ballot Form | San Diego Local Agency Formation Commission Regular and Alternate Member – Certified Mail**

On November 28, 2018, the San Diego Local Agency Formation Commission solicited nominations pursuant to Government Code Section 56332(1) for two special districts members – (a) one regular and (b) one alternate – to serve on the San Diego Local Agency Formation Commission (LAFCO). A total of eight nominations were received – five for the regular member and three for the alternate member – with terms both expiring May 2023.

As required by the Selection Committee Rules, all eligible nominations were forwarded to a Nominating Committee. The Nominating Committee comprise Gary Arant (Valley Center Municipal Water District), Tom Kennedy (Rainbow Municipal Water District), and Mark Robak (Otay Water District). After the candidate’s forum held on February 20, 2019 in conjunction with the San Diego Chapter of the California Special District Association’s Quarterly Dinner Meeting, the Nominating Committee met to discuss a recommended slate of nominees for the open positions.

Attached are the following election materials:

- Nominating Committee’s Report and Recommendations. (Attachment A)
- Special District Election Ballot and Vote Certification Forms for Regular and Alternate Member. (Attachment B)

<b>Administration</b> Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	<b>Jim Desmond</b> County of San Diego	<b>Catherine Blakespear</b> City of Encinitas	<b>Mark Kersey</b> City of San Diego	<b>Chair Jo MacKenzie</b> Visita Irrigation	<b>Andy Vanderlaan</b> General Public
<b>Dianne Jacob</b> County of San Diego	<b>Bill Wells</b> City of El Cajon	<b>Chris Cate, Alternate</b> City of San Diego	<b>Vice Chair Ed Sprague</b> Olivenhain Municipal Water	<b>Harry Mathis, Alternate</b> General Public	
<b>Greg Cox, Alternate</b> County of San Diego	<b>Serge Dedina, Alternate</b> City of Imperial Beach		<b>Judy Hanson, Alternate</b> Leucadia Wastewater		



- Special District Summary of Nominations and Nomination Forms<sup>1</sup>. (Attachment C)

There is a separate special district election ballot and vote certification form to cast your vote for each position: (a) Regular Member and (b) Alternate Member. All nominees are listed on the ballot and vote certification form. An asterisk identifies the Nominating Committee recommendations, and incumbents have been italicized. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only one cast vote is eligible for each category on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.**

State Law and the Selection Committee Rules require a district's vote to be cast by its presiding officer, or an alternate member of the legislative body appointed by the other members. Therefore, the certification form has been incorporated with the ballot forms to be signed by the person who cast your district's votes. **A ballot received without a signed certification form will be voided.**

The Selection Committee Rules stipulate that most of the districts shall constitute a quorum for the conduct of committee business. There are 59 independent special districts in the county; therefore, a minimum of **30** ballots must be received to certify that a legal election was conducted. A candidate for a LAFCO member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

The deadline for receipts of the ballots by LAFCO is **Friday, April 12, 2019**. The Selection Committee Rules require that marked ballots be returned by certified mail – return receipt requested. Ballots and certification forms will be accepted by email to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov) or Facsimile (FAX), if necessary, to meet the ballot deadline, but the originals must be submitted as soon as possible thereafter.

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

Keene Simonds  
Executive Officer

Attachments

- a) Nominating Committee Report and Recommendations
- b) Special District Election Vote Certification Form and Ballots
- c) Special District Summary of Nominations and Nomination Forms

---

<sup>1</sup> LAFCO staff does not include any of the candidates' promotional materials with the election materials.



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

**Attachment A**

February 25, 2019

**TO:** Independent Special Districts in San Diego County

**FROM:** Special Districts Election Nominating Committee

**SUBJECT:** **Nominating Committee Report and Recommendations**

The Nominating Committee was appointed to review the nominations submitted, and to prepare a list of recommended candidates. According to the Selection Committee Rules, the nominating committee is appointed by the Chairperson or Vice Chair of the Special Districts Advisory Committee.

The Nominating Committee members Gary Arant (Valley Center Municipal Water District), Tom Kennedy (Rainbow Municipal Water District), and Mark Robak (Otay Water District) met on February 22, 2019. In evaluating the nominations, the Committee considered special district experience, interest, and knowledge of LAFCO issues. The Committee further considered attendance records and meeting participation. The Committee also wanted to ensure representation from those types of districts that most often are involved in making recommendations to LAFCO. A summary of the nominations has been attached. (Attachment C)

The nominating committee’s recommendation for each category follows:

**Nominating Committee | Recommendations**

**LAFCO Regular Special District Member**

- Edmund K. Sprague (Olivenhain Municipal Water District)

**LAFCO Alternate Special District Member**

- Erin Lump (Rincon del Diablo Municipal Water District)
- Steve Castaneda (South Bay Irrigation District)

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

**Jim Desmond**  
 County of San Diego

**Dianne Jacob**  
 County of San Diego

**Greg Cox, Alternate**  
 County of San Diego

**Catherine Blakespear**  
 City of Encinitas

**Bill Wells**  
 City of El Cajon

**Serge Dedina, Alternate**  
 City of Imperial Beach

**Mark Kersey**  
 City of San Diego

**Chris Cate, Alternate**  
 City of San Diego

**Chair Jo MacKenzie**  
 Visita Irrigation

**Vice Chair Ed Sprague**  
 Olivenhain Municipal Water

**Judy Hanson, Alternate**  
 Leucadia Wastewater

**Andy Vanderlaan**  
 General Public

**Harry Mathis, Alternate**  
 General Public

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2018 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

**VOTE FOR ONLY ONE**

**William Haynor** [ ]  
(Whispering Palms Community Services District)

**William Leach** [ ]  
(Fallbrook Regional Health District)

**Hector Martinez** [ ]  
(South Bay Irrigation District)

\* **Edmund K. Sprague<sup>1</sup>** [ ]  
(Olivenhain Municipal Water District)

**Barry Willis** [ ]  
(Alpine Fire Protection District)

**Write-Ins**

\_\_\_\_\_ [ ]

\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2018 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Title)

*Please note: The order in which the candidates' names are listed was determined by random selection.*

\* Nominating Committee's Recommendation

\_\_\_\_\_  
<sup>1</sup> Incumbent member

2018 SPECIAL DISTRICTS ELECTION  
BALLOT and VOTE CERTIFICATION  
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

- \* **Steve Castaneda** [ ]  
(South Bay Irrigation District)
- Judy Hanson<sup>2</sup>** [ ]  
(Leucadia Wastewater District)
- \* **Erin Lump** [ ]  
(Rincon del Diablo Municipal Water District)

Write-Ins

\_\_\_\_\_ [ ]

\_\_\_\_\_ [ ]

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the \_\_\_\_\_  
(Name of Independent Special District)  
at the 2018 Special Districts Selection Committee Election.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

\* Nominating Committee's Recommendation

\_\_\_\_\_  
2 Incumbent member



ATTACHMENT A

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

The Whispering Palms CSD is pleased to nominate William Haynor as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

William Haynor  
(Signature)

William Haynor  
(Print Name)

1/9/2018  
(Date)

President  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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JAN 22 2019  
SAN DIEGO LAFCO

## LAFCO Special District Regular Member Candidate

William W. Haynor

### Resume



#### **Business Background**

William W. Haynor has more than 30 years of banking and finance experience, with senior positions at Bank of America, Imperial Corporation of America, Great American Bank, and as Executive Vice President and Chief Administrative Officer of Bank of San Francisco. Mr. Haynor was a Founding Director of Selectquote Insurance Services, Inc. and is currently Founder, Chairman and CEO of Seniorquote Insurance Services Inc., a direct response distributor of senior life and health insurance. Mr. Haynor was also a Founding Director of the Star System and past Vice Chairman of the Board.

#### **CSD Background**

1. Past Board Chairman of the Marin Municipal Water District.
2. Past Board Chairman of The Strawberry Recreation District
3. Current Board Chairman of the Whispering Palms Community Services District

#### **Appointment Background**

1. Past Chairman of the Richardson Bay Development Committee Joint Powers with Marin County and Cities of Sausalito, Mill Valley, Tiburon, and Belvedere
2. Current SDCERS (San Diego City Pension Board) Board Member and Past Investment Committee Chairman

### Personal Highlights

**Education:** Denison University B.S. Biology – USC, MBA Finance, USC, MS Aerospace Systems Management

**Military:** USAF, Strategic Air Command, Avionics/Intelligence – Captain – Viet Nam  
Combat Service Ribbon

**Family:** Married with three children and four grandchildren



ATTACHMENT A

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

The FALLBROOK REGIONAL HEALTH DISTRICT is pleased to nominate William Leach as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

Howard Salmon  
(Print Name)

Howard Salmon  
(Signature)

1/9/2019  
(Date)

Board President  
(Print Title)

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- Must be submitted with Nomination Form

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# Bill Leach

Special District and Government Experience

## EXPERIENCE

**Fallbrook Regional Healthcare District, Fallbrook CA —  
Governing Board Member**

December 2016 - PRESENT

**Fallbrook Community Planning Group, Fallbrook CA-  
Governing Board Member**

December 2016 - January 2019

**Association of California Healthcare Districts, Sacramento  
CA- Advocacy Committee Member**

September 2017- January 2019

**Association of California Healthcare Districts, Sacramento  
CA- Education Committee Member**

September 2017- January 2019

ATTACHMENT A

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

The SOUTH BAY IRRIGATION DISTRICT is pleased to nominate HECTOR MARTINEZ as a  
(Name of Independent Special District) (Name of Candidate)

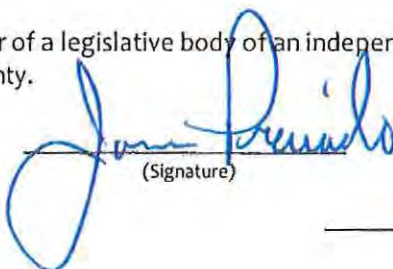
Candidate for the San Diego Local Agency Formation Commission as a regular or alternate special district member.

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

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

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

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

  
(Signature)

JOSE PRECIADO  
(Print Name)

1-9-19  
(Date)

BOARD PRESIDENT  
(Print Title)

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# Hector M. Martinez, P.E.

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**Experience** - While at Sweetwater Authority, in the engineering department, I had the opportunity to prepare and process several annexations and detachments for the district. As a developer, I have considered on several occasions annexing land for development.

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March 2014 to present      Green Housing Development      Chula Vista, CA

Dec 1988 to March 2014      Sweetwater Authority (26 years)      Chula Vista, CA

Engineering Manager, 2004-2014  
Deputy Chief Engineer, 2001-04  
Principal Engineer, 1997-2001  
Senior Engineer, 1994-97  
Associate Engineer, 1993-94  
Assistant Engineer, 1988-93

Prior to Dec1988      Various

Junior Civil Engineer, City of San Diego  
Water Treatment Specialist - 77W, US Army, Fort Lee VA  
Structures Teacher, New School of Architecture, Carlsbad and San Diego  
Math Teacher, New School of Architecture, Chula Vista, Carlsbad and San Diego  
Laborer, Welsh Construction, Chula Vista  
Building Maintenance, New School of Architecture, Chula Vista

## Education

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2011      Masters in Public Administration, National University  
1996      Masters in Management, National University  
1987      BS in Civil Engineering, San Diego State University  
1985      Associate Degree in Engineering, Southwestern College

## Licenses Obtained

Department of Health Services Grade D4 Water Distribution System Operator, #4512  
Licensed Registered Civil Engineer, C52560  
Licensed building Contractor  
AWWA Grade 3, 04512

## Appointments

Water Agency Design Standards Committee Chair person, SEMS Committee, 2002 SWA Security Task Force,  
Sweetwater Authority Recreation Association Committee member, United Way Annual Contribution Campaign,  
Safety Committee member, SDG&E Major Customer Advisory Panel Member

## Extra Curricular Activities (Past and Present)

South Bay Irrigation District Board Member  
Child Development Associates Board Member  
Chula Vista Rangers Soccer Club Board Member – Youth Sports Council Member  
Chula Vista Growth Task Force Member  
Eastlake Community Church Volunteer and MTB Club Leader  
AWWA Water for People Committee Member and Treasurer  
South Bay YMCA Management Board Member  
Eastlake III Home Owners Association Board Member  
Chula Vista Democratic Club Treasurer and President  
Border Angels Board Member  
South Bay Forum Member  
San Diego Immigration Rights Consortium  
Border Patrol Citizens Academy Graduate

## Hobbies

Mountain and Road biking, jogging, general physical exercise and travel.

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ATTACHMENT A

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

The Olivenhain Municipal Water District is pleased to nominate Edmund K. Sprague as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

Kimberly A. Thorner  
(Print Name)

Kimberly A. Thorner  
(Signature)

1/16/19  
(Date)

General Manager  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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JAN 29 2019  
SAN DIEGO LAFCO

317084

**2019 LOCAL AGENCY FORMATION COMMISSION  
INDEPENDENT SPECIAL DISTRICT MEMBER  
NOMINATION / RESUME**

<b>NOMINATED BY:</b>	
District Name:	Olivenhain Municipal Water District
District Phone:	760-753-6466
<b>NAME OF NOMINEE:</b>	
Name:	Edmund K. Sprague
Address:	1966 Olivenhain Road Encinitas, CA 92024
Phone:	760-753-6466
<b>NOMINATED FOR:</b>	
<i>Please check <u>one</u> box</i>	<input checked="" type="checkbox"/> <b>Regular Special District Member</b> <input type="checkbox"/> <b>Alternate Special District Member</b>
<b>DISTRICT EXPERIENCE:</b>	<p>Being appointed to OMWD Board in 2008 to represent Division 5 has provided him a great deal of experience governing water, wastewater, recycled water, hydroelectricity and parks and recreation services to over 86,000 customers.</p> <p>Served as President of the Board from 2009 to 2012, 2015-2016 and currently serves as President of the OMWD Board of Directors.</p> <p>Currently serves on OMWD's Finance, Personnel, and Public Policy and Public Outreach Committees.</p> <p>Served on the Board of Directors of the Special District Risk Management Authority in 2011.</p> <p>Earned the Recognition in Special District Governance certification from the Special District Leadership Foundation in 2010.</p> <p>Served on the California Special District Association's Education Committee.</p>
<b>LAFCO EXPERIENCE:</b>	Currently serves as the incumbent Regular Special District Member on LAFCO since 2015.
<b>ADDITIONAL INFORMATION:</b>	<p>As a lifetime resident of northern San Diego County, Mr. Sprague has dedicated his entire career to championing the needs of the public as well as serving his local community. Mr. Sprague has over 30 years of public service starting as a cadet firefighter for the City of Escondido in 1986. He ascended through the fire service ranks all the way up to Fire Battalion Chief for the Carlsbad Fire Department. He then transitioned into the role of Deputy Fire Chief for the North County Fire Protection District where he retired in 2015.</p> <p>After his successful firefighter career, Mr. Sprague has been able to dedicate considerably more time to his passion of teaching and leading others as a Fire Technology Assistant Professor at Palomar College.</p> <p>Worked with the City of Carlsbad as a Firefighter, Fire Engineer, Fire Captain, Battalion Chief - Training Officer, and Shift Battalion Chief. During this 26 year period, was a Public Education Officer, and was a Liaison Officer with North County Dispatch JPA.</p> <p>Holds bachelors and master's degrees in public administration from San Diego State University and an associate's degree in fire science from Palomar College.</p>



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

The Alpine Fire Protection District is pleased to nominate Barry Willis as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

  
\_\_\_\_\_  
(Signature)

Alicea Caccavo  
\_\_\_\_\_  
(Print Name)

1/16/2019  
\_\_\_\_\_  
(Date)

Clerk of the Board  
\_\_\_\_\_  
(Print Title)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two pages
- Must be submitted with Nomination Form

**RECEIVED**  
**JAN 16 2019**  
**SAN DIEGO LAFCO**



## Baron T. Willis

---

### EDUCATION

U.C. Berkeley/ University of California, San Diego  
**Major: Pre-Law Program/Bachelor of Arts in Political Science**  
**Minor: Psychology**

College for Financial Planning  
**Chartered Retirement Planning Counselor Designation**

Kaplan Financial Education  
**Series 7 Stock Broker License**

Chelsea Financial Services Broker Training Programs  
**Life Insurance and Financial Planning, (Multi-State)**

### Relevant Skills and Strengths:

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 25 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations
- Advocate for disenfranchised persons
- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

## **PROFESSIONAL EXPERIENCE**

### **Hartley Cylke Pacific Insurance Agency, San Diego, CA**

**Insurance Broker - 2003 - Present - (FT)**

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

### **Barry Willis Insurance & Financial Services Agency, San Diego, CA**

**Insurance Broker - 1997 - Present - (PT)**

Owner/Operator of a successful insurance company that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

### **Jeannette S. Clark & Associates Inc.**

**Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA**

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office. Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

### **Denny's Restaurants**

**Restaurant Manager - 1981 - 1983, Pacific Beach, CA**

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

## **COMMUNITY INVOLVEMENT:**

### **Alpine Fire Protection District Board**

**Board Member - 2018**

### **Alpine Kiwanis**

**Member - 2018**

### **Santee Chamber of Commerce**

**Executive Board Member - 1996-1998**

**Elected to handle budgetary and Administrative issues at the local Santee Chamber**

ATTACHMENT A

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

The SOUTH BAY IRRIGATION DISTRICT is pleased to nominate STEVE CASTANEDA as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

Jose Preciado  
(Signature)

JOSE PRECIADO  
(Print Name)

1-9-19  
(Date)

BOARD PRESIDENT  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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JAN 25 2019  
SAN DIEGO LAFCO

Steve Castaneda

[Steve@PRMConsult.com](mailto:Steve@PRMConsult.com)

**POSITION**

**Current Private Position:** President, PRM Consulting, Inc. ([www.prmconsult.com](http://www.prmconsult.com))  
Marketing & Research firm specializing in providing services to government and non-Government clients.

**Past and Present Public Sector Positions:** Chair, Sweetwater Authority Board of Directors (2014-present);  
Councilman, Chula Vista City Council (2004-2012); Member, Metropolitan Transit System (2010-2012);  
Chair, San Diego County Law Enforcement Review Board (1996-2004)

**STATEMENT OF QUALIFICATIONS**

**General Qualifications:** Experienced in market level research with an emphasis on transportation, land use and government programs. Abilities include: program management, survey development and execution, conducting focus groups, public/government relations, media, and special event organization. Additional experience in community relations involving business and civic groups, as well as organizing and gathering community support for specific projects.

**Pertinent Experience:**

Marketing, Research, Outreach & Government Relations (1996-current)

Recent Clients:

Southern California Gas Company, Aviation Systems Associates, Imperial County Transportation Commission, California Department of Public Health, Southern California Association of Governments, Land Developers and Associates Corporation.

Contract Outreach Administrator (1995)

Golden Turner, Convention Center Builders

Served as program administrator to assist small, local businesses obtain necessary qualifications. Duties included direct company contact, garnering public support, media production and distribution. Organized construction management courses and worked with various business organizations.

Legislative Specialist (1992-1995)

Department of Intergovernmental Relations

City of San Diego

Served as consultant on the City Council's Committee on Transportation and Land Use. Duties included developing and preparing committee agendas, coordinating staff reports, providing independent analysis and maintaining media relations on behalf of the committee. Other responsibilities include analyzing state and federal legislation and coordinating city's legislative program and oversight of all transportation issues including transit service on behalf of the City Council. In addition, responsible for overseeing San Diego's multi-million dollar Capital Improvements Program and revising City's contract qualification process.

City Council Representative (1987-1992)

Office of San Diego Councilmember Ron Roberts

Duties included representing Councilmember in a variety of situations and issues. Responsible for analyzing issues making recommendations, in addition to working with community and business organizations and press media. Particular emphasis on equal opportunity policies, housing, transportation, land use and redevelopment.

**Education**

National University, San Diego California

Business Administration



ATTACHMENT A

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

The Leucadia Wastewater District is pleased to nominate Judy Hanson as a  
(Name of Independent Special District) (Name of Candidate)

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

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

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

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

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

Elaine Sullivan  
(Signature)

ELAINE SULLIVAN  
(Print Name)

12/12/2018  
(Date)

PRESIDENT  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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JAN 07 2019

SAN DIEGO LAFCO

## Judy Hanson

### LAFCO SPECIAL DISTRICT BOARD ALTERNATE

#### Experience Summary

My name is Judy Hanson and I have been actively involved with San Diego Local Agency Formation Commission (LAFCO) for the past 23 years. I have also been actively involved with special districts in a variety of ways for well over 50 years now. I am very interested in continuing my service as a San Diego LAFCO Special District Board Alternate and I believe my background and experience make me well suited for this position. I would appreciate your support by nominating me. A brief background of my experience is as follows:

#### LAFCO Experience

- Special District Board Alternate – 2016 – Present
- Special District Advisory Committee – 1996 – 2016

#### Special District Experience

##### *Leucadia Wastewater District:*

- Board of Directors 1983 – Present (most recently re-elected in 2016)
  - Investment & Finance Committee
  - Human Resources Committee
  - Employee Recognition Committee
- Board President – 2003, 2007, 2012, 2017

##### *San Dieguito Water District:*

- 33 Year Employee (Retired in 2010)
  - Served in a variety of positions in area of finance

##### *California Special District Association – San Diego Chapter:*

- Board of Directors - 2000 – 2004
- Chapter President – 2004
- Scholarship Committee Member

Based on these experiences, I believe I have a unique perspective of the challenges and opportunities facing Special Districts, which will allow me to continue to make valuable contributions to LAFCO. If you will provide me the privilege of serving as the Board Alternate, I promise that I will continue to be a tireless advocate for Special Districts from a platform of local control and fiscal conservatism.

Again, I am very interested in continuing my service to LAFCO and I would really appreciate your support – Thank you.

ATTACHMENT A

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

The Rincon del Diablo Municipal Water Distict is pleased to nominate Erin R. Lump as a  
(Name of Independent Special District) (Name of Candldate)

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

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

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

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

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

  
(Signature)

James Murland  
(Print Name)

January 16, 2019  
(Date)

Board President  
(Print Title)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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SAN DIEGO LAFCO



# ERIN R. LUMP

Director, Rincon del Diablo Municipal Water District

(760) 215-0601  
erin@erinlump.com

## EDUCATION

- Bachelor of Arts, Political Science, CSUSM, 2011
- Research, Critical Analysis, Social Behavioral Science Courses
- Current California Real Estate License
- Real Estate Principals, Finance, Appraisal

## OBJECTIVE

To Represent  
Special Districts as the  
Alternate Seat on the  
LAFCO Commission

## RELEVANT EXPERIENCE

## QUALITIES

Organized  
Self-Motivated  
Welcoming  
Innovative  
Problem Solver  
Critical Thinker  
Friendly  
Happy  
Professional  
Creative  
Well Spoken  
Team Player  
Trustworthy

### Vice President of the Board of Directors

- Rincon del Diablo Municipal Water District | November 2014 - Present
- Chair of the Emergency Preparedness & Fire Services committee
- Served on the Finance, Insurance & Personnel & Public Information & Intergovernmental Relations Committees
- LAFCO Special District Advisory Committee since 2016

### Realtor

- Real Estate Professionals Group | March 2016 - Present
- Residential Real Estate
- Property Management

### Vice President

- Pacific Political, Inc. | April 2011 - March 2016
- Staff Management
- Website Design; Dreamweaver and Wordpress
- Graphic Design Services; Print and Web
- Social Media Marketing
- Volunteer & Employee Management
- Contribution & Database Administration
- Campaign Treasury Services
- Client Assistance
- Event Planning

### Events Manager

- Congressman Darrell Issa | February 2011 - March 2016
- Coordinator of High Dollar Fundraising Events
- Donor Lead Generation
- Email Marketing

### Event Planner & Educational Instructor

- Escondido Children's Museum - January 2007 - July 2010
- Guest Services & Database Management
- California Curriculum Standards Lesson Planning
- Marketing and Promoting the Museum
- Social Media & Website Maintenance


## TECHNOLOGY

MS Office (Word, Excel, PowerPoint, Publisher), Wordpress, Adobe CS (Dream Weaver, Photoshop, InDesign, Illustrator)

## INTERESTS

Politics, Graphic Design, Technology, Reading, Community Volunteer

[www.erinlump.com](http://www.erinlump.com)

connect with me on 



February 25, 2019

**RE: San Diego Local Agency Formation Commission (LAFCO) Election**

Dear Fellow Special District Board Members in San Diego County,

At the January 16, 2019 Olivenhain Municipal Water District's board regular meeting, I was unanimously nominated for the San Diego Local Agency Formation Commission (SDLAFCO) Regular Special District Member position. I am writing to respectfully request your support in voting for me for the San Diego Local Agency Formation Commission (SDLAFCO) Regular Special District Member position.

I have dedicated my entire career to championing the needs of the public as well as serving the local community. Earning a bachelor's and a master's degree in public administration from San Diego State University while serving as a firefighter, I have over 30 years of public service starting as a cadet firefighter for the City of Escondido in 1986. It is there that I ascended through the fire service ranks all the way up to Fire Battalion Chief for the Carlsbad Fire Department. I then transitioned into the role of Deputy Fire Chief for the North County Fire Protection District where I retired in 2015 and was able to dedicate considerably more time to my passion of teaching and leading others as a Fire Technology Assistant Professor at Palomar College.

My support and commitment to public service is also evident in the eleven years that I have been actively involved with Olivenhain Municipal Water District (OMWD). I served as president of the Board from 2009-2012, again from 2014-2016, and am currently in the president position. I also actively participate in the Finance, Personnel, and Public Policy and Public Outreach Committees. My tenure with OMWD has provided me with a great deal of experience governing water, wastewater, and parks and recreation services to over 80,000 customers.

In 2010, I earned the Recognition in Special District Governance certification from the Special District Leadership Foundation and served on the Board of Directors of the Special District Risk Management Authority in 2011. In addition, I also served on the California Special District Association's Education Committee.

I have served as your representative to SDLAFCO since 2015, always ensuring that my vote was cast with the best interest of special districts in mind, while balancing efficient service and logical changes to local governmental boundaries, including the consolidation and dissolution of districts. I have been dedicated to encouraging orderly growth, providing for efficient public services, and streamlining governmental structure, while also supporting agricultural land use.

Your support and vote is encouraged and would be greatly appreciated. If you have any questions, feel free to contact me at [esprague@olivenhain.com](mailto:esprague@olivenhain.com).

Respectfully,

Edmund K. Sprague  
OMWD Board President and LAFCO Candidate



**Board of Directors**

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



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

February 12, 2019

To: All Independent Special Districts in San Diego County



At its January 16, 2019 regular meeting, Olivenhain Municipal Water District's board unanimously nominated Mr. Edmund (Ed) K. Sprague for the San Diego Local Agency Formation Commission (SDLAFCO) Regular Special District Member position. Mr. Sprague has served on SDLAFCO representing special districts since 2015.

As a lifetime resident of northern San Diego County, Mr. Sprague has dedicated his entire career to championing the needs of the public as well as serving his local community. He earned a bachelor's and a master's degree in public administration from San Diego State University while serving as a firefighter. Mr. Sprague has over 30 years of public service starting as a cadet firefighter for the City of Escondido in 1986. He ascended through the fire service ranks all the way up to Fire Battalion Chief for the Carlsbad Fire Department. He then transitioned into the role of Deputy Fire Chief for the North County Fire Protection District where he retired in 2015.

After his successful firefighter career, Mr. Sprague has been able to dedicate considerably more time to his passion of teaching and leading others as a Fire Technology Assistant Professor at Palomar College.

Mr. Sprague's support and commitment to public service is evident from his career as a firefighter and in the eleven years that he has been actively involved with Olivenhain Municipal Water District (OMWD). His regular attendance at Board Meetings and participation at various events led to being appointed to the Board in 2008 and was re-elected in 2012 and 2016 to represent Division 5. He served as president of the Board from 2009-2012, again from 2014-2016, and is currently in the president position. He also actively participates in the Finance, Personnel, and Public Policy and Public Outreach Committees.

In 2010, Mr. Sprague earned the Recognition in Special District Governance certification from the Special District Leadership Foundation and served on the Board of Directors of the Special District Risk Management Authority in 2011. In addition, he also served on the California Special District Association's Education Committee.

Mr. Sprague's extensive experience in the fields of governing water, wastewater, recycled water, hydroelectricity and parks and recreation services, and serving as the current Vice Chair of makes him the ideal candidate for the SDLAFCO Regular Special District Member position.

Sincerely,


Kimberly A. Thorner  
General Manager  
Olivenhain Municipal Water District



1966 Olivenhain Road • Encinitas, CA 92024  
Phone (760) 753-6466 • Fax (760) 753-1578 • www.olivenhain.com



**MEMORANDUM**

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Call for Nominations to the CSDA Board of Directors Seat B

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**RECOMMENDATION:**

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

**DISCUSSION:**

Leucadia Wastewater District received notification that nominations are being solicited for Seat B on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three year terms. The deadline for receipt of all nominations is April 17, 2019. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Packet in the mail. Electronic ballots will be mailed to the main contact at the District on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. on August 9, 2019. The successful candidates will be notified no later than August 13, 2019 and he/she will be introduced at the Annual Conference in Anaheim, CA in September.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

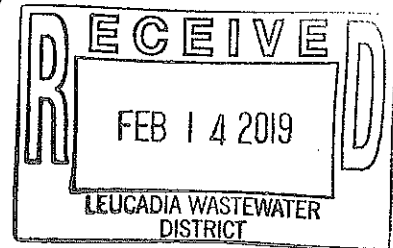
tb:PJB

Attachments



**California Special  
Districts Association**  
*Districts Stronger Together*

*WWD*



**DATE:** February 15, 2019  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.  
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*



**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
Fax: 916.442.7889  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

#### **Expiring Terms**

(See enclosed map for Network breakdown)

**Northern Network** Seat B-Greg Orsini, GM, McKinleyville Community Services District\*  
**Sierra Network** Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District \*  
**Bay Area Network** Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District\*  
**Central Network** Seat B-Tim Ruiz, GM, West Niles Community Services District  
**Coastal Network** Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District\*  
**Southern Network** Seat B-Bill Nelson, Director, Orange County Cemetery District  
(\* = Incumbent is running for re-election)

#### **AGAIN, THIS YEAR!**

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail [Amberp@csda.net](mailto:Amberp@csda.net) by **April 17, 2019** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: \_\_\_\_\_ (see map)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

**Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019***





California Special  
Districts Association  
*Districts Stronger Together*

## 2019 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

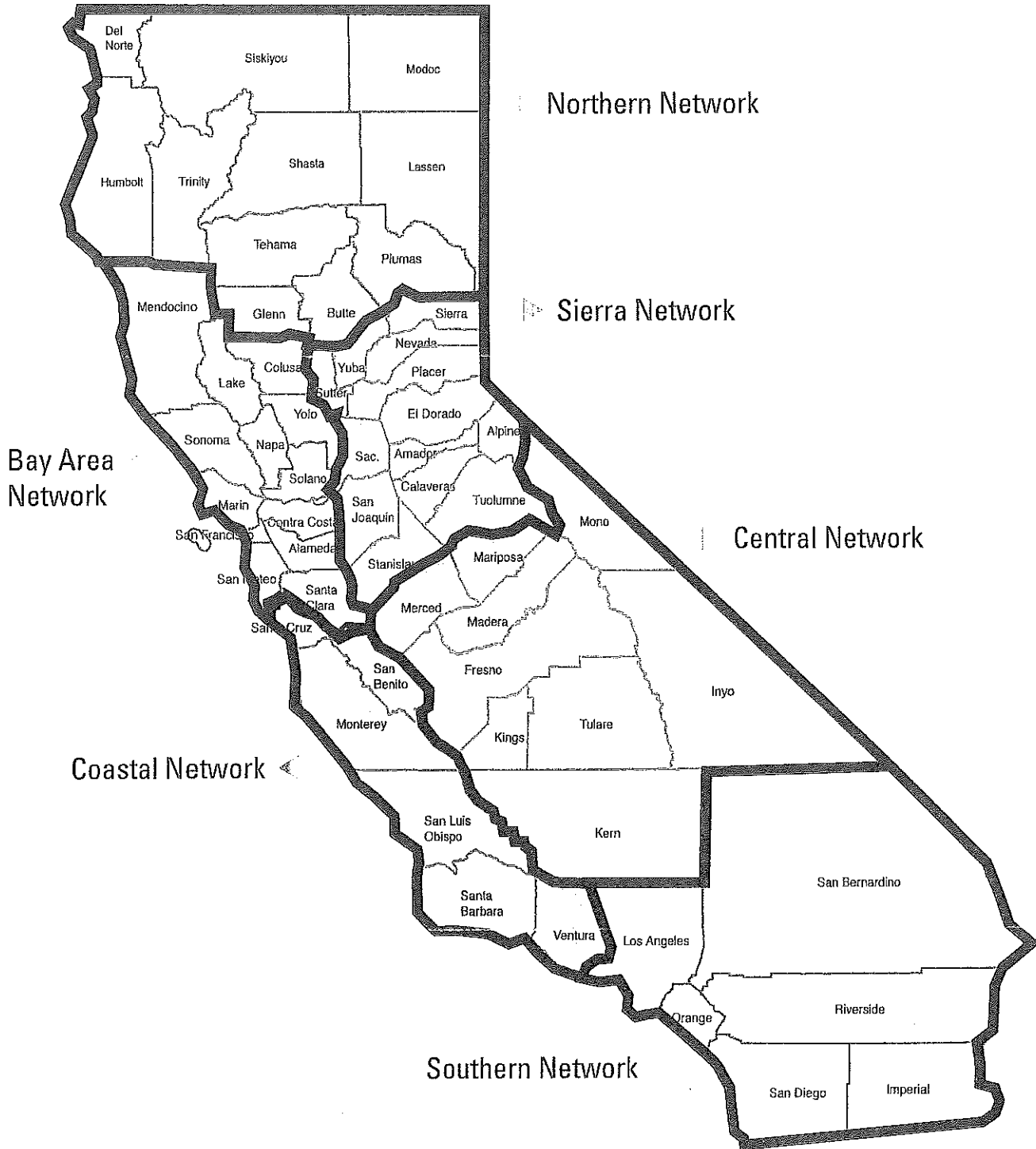
4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association  
**DISTRICT NETWORKS**





Post Office Box 401055 • Hesperia, California 92340-1055 • (760) 244-5488

February 26, 2019

Paul Bushee  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009-6810

Dear Paul:

I want to share my interest in serving you and your District as the Southern Network (Seat B) representative on the CSDA Board of Directors. In order to accomplish this I am asking for your consideration and hopefully your District's vote. Once the nominations close, April 17<sup>th</sup>, the ballots will be emailed to each district's CSDA contact person. The deadline for returning the ballot to CSDA's office is August 9<sup>th</sup>.

It has been a privilege and honor to be active with CSDA by serving at the committee level as a representative of the California Special Districts Association's Southern Network. I have served the Hesperia Recreation and Park District (HRPD) since 1987 in a variety of capacities which has given me a well-rounded foundation in the special district governance. HRPD was established in 1957 and now serves a diverse population of over 90,000. Our District provides a wide range of recreational, educational, social and other vital community services to our residents.

With your support I will serve you, your agency, and the other member districts of CSDA with the same high level of professionalism, dedication, service, and innovation that I have provided to the residents of Hesperia and HRPD. If elected, I will work cooperatively with the other CSDA Board of Directors to advance the work we do throughout the state as well as work with other organizations to protect our districts and the vital services we provide to our communities. We are all facing many of the same challenges and I want to be an active part of the future of CSDA as we work to educate, strengthen, and defend special districts both now and in the future. Lastly, I am committed to working hard to keep our Districts intact.

I would greatly appreciate your board of director's support in the coming election. Thank you for your consideration.

Sincerely,

HESPERIA RECREATION AND PARK DISTRICT

Lindsay Woods  
General Manager

/ldw

**MEMORANDUM**

**DATE:** March 7, 2019  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Strategic Planning Workshop Report

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Receive and file the February 21, 2019 Strategic Planning Workshop Report from the Tamayo Group, Inc.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The Board of Directors conducted its Strategic Planning Workshop on February 21, 2019. Michele Tamayo facilitated the workshop. Prior to the workshop, Ms. Tamayo conducted interviews with the Board and key staff members. Based on the Board interviews, Ms. Tamayo recommended that the workshop focus on reviewing existing strategies, assessing current needs, and learning more about individual communication styles.

As such, LWD staff provided an update of their recent accomplishments over the past two years in the following four strategic areas; Financial, People, Services, and Infrastructure/Technology.

Overall, staff believes that the Strategic Planning Workshop was very productive and staff was pleased that the Board enjoyed hearing about recent District accomplishments over the past two years. Ms. Tamayo has since developed a summary report of the workshop and the report has been attached for your review.

Staff is recommending that the Board receive and file the Strategic Planning Workshop Report.

Attachment

PJB



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# LEUCADIA WASTEWATER DISTRICT

Strategic Plan Check-In 2019

Summary Report

February 21, 2019



**Tamayo Group, Inc.**

Leadership & Organizational Performance

---

## **LWD Board Planning Process**

Summary Report

February 27, 2019

### **BACKGROUND**

The LWD Board of Directors developed a strategic plan in 2005; revised and updated in 2007 and 2013. The Plan includes the District's Vision and Mission, and outlines four broad Strategies.

#### **Vision**

To be a recognized leader in wastewater services, water recycling, and environmental protection.

#### **Mission**

To serve the public by collecting, transporting, recycling and treating wastewater in a safe, reliable, efficient, cost effective, and environmentally responsive manner, while providing excellent service to our customers.

#### **Strategies**

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

This plan has worked well for the District and continues to serve as a framework for guiding its continued success. A tactical plan is developed and updated regularly with specific actions that support the four Strategies.

### **2019 PLANNING PROCESS**

Michele Tamayo of Tamayo Group, Inc. was retained to facilitate a strategic plan check-in process. The purpose of this process was for the Board and Management to review existing strategies, assess current needs and suggest any modifications or improvements to the plan.

Ms. Tamayo conducted one-on-one interviews with Board members and management staff on January 28 & 30. A summary of the interview highlights was prepared and presented to the Board at their workshop on February 21, 2019.



**LWD Board Planning Process**  
Summary Report  
February 27, 2019

**INTERVIEW RESULTS**

Interview results revealed that Board and Staff are very pleased with the District's progress. Specifically, board members are proud of the competent staff, the long-standing board, the organization's culture, its strategic plan, and its financial responsibility and stability. When asked to review the four strategies, board and staff members were unanimous in their praise and support of the current tactics and actions taken to support the strategies.

Interviewees were asked specifically for suggestions and/or improvements, no themes emerged. Only one specific suggestion was made. This was for clarification of the specific training and development activities that are provided to all staff within the District. This suggestion was noted to the General Manager and was integrated into the presentations planned for the workshop.

When asked what interviewees would like to accomplish at the workshop, all agreed that it would be useful to spend some time getting to know one another better and to learn more about individual communication styles.

**BOARD WORKSHOP**

The February 21st workshop began with a welcome from Board President Kulchin. Michele Tamayo reviewed the agenda and presented meeting guidelines for the day.

We then reviewed the District's Mission and Vision. All agreed that the Mission was still current and that it accurately reflects the District's business and values. The Vision emphasizes the importance of LWD being a "recognized leader in wastewater services, water recycling, and environmental protection". Again, all agreed that the Vision continues to be relevant and aspirational.

Michele then presented a PowerPoint summary of interview highlights. All comments were very positive. Some of the words used by the Board to describe LWD included: *fantastic, highly competent staff, customer service oriented and top notch organization*. Staff responded with: *professional, family oriented, great team, great culture, environmentally conscious and treat people with dignity & respect*.

Board and staff were completely aligned re: their perspective on progress in each of the four strategies. Following are some of the comments given under each of the strategies.

**FINANCIAL**

- Very strong
- Great reserves
- Rates are competitive
- Professional budget, plans & tracking

## LWD Board Planning Process

Summary Report

February 27, 2019

### PEOPLE

- Top quality people
- Great recruitment & training
- High morale
- Great communication & team

### SERVICES

- Great customer service
- We go above & beyond
- Regular call-backs to follow up on services
- Great communication & outreach

### INFRASTRUCTURE & TECHNOLOGY

- We're ahead of the game
- Focused on continuous improvement
- Priority lists help us get ahead
- CCTV a great plus

Lastly, board & staff were asked about what they most appreciated about LWD. Comments included: *Engaged & supportive Board, Effective communication throughout the organization, Great GM and All staff willing to pitch in.*

After review and discussion of the interview results, staff gave brief presentations. Presentations featured selected accomplishments and highlights from each department over the past two years. Board members asked questions and all agreed that the presentations were very well done. GM Bushee summarized the presentations and added additional clarification on staff training and development activities.

The last portion of the workshop was devoted to getting to know one another better through an activity aimed at clarifying individual communication styles. The activity clarified the importance and value of four different styles, all of which are represented on the Board & staff:

Altruistic/Nurturing—People Focus  
Assertive/Directing—Task Focus  
Analytical/Autonomous—Process Focus  
Flexible/Cohering—Team Focus

A working lunch provided another opportunity to learn more about one another. Participants shared a story of one of their most memorable career moments and how it impacted their life. Sharing this information gave a deeper understanding of each person at the workshop.

The closing activity asked participants to share their thoughts, acknowledgements or appreciations from the day. All agreed that the workshop was time well spent, and they learned a lot from the presentations and activities. All expressed appreciation for the session and the active participation by all.