



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, November 14, 2018
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

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

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

October 10, 2018 Closed Session Meeting (Page 6)
October 10, 2018 Regular Board Meeting (Pages 7-13)
October 24, 2018 Special Board Meeting (Pages 14-15)
November 7, 2018 Engineering Committee Meeting (Pages 16-17)

8. Approval of Demands for October/November 2018

This item provides for Board of Directors approval of all demands paid from LWD during the month of October and a portion in November 2018. (Pages 18-39)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY18 to FY19 and flows by sub-basin. (Pages 40-44)

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 45-52)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending September 30, 2018. (Pages 53-54, Enclosure 11)

12. Disclosure of Reimbursements

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

EWA REPORTS

13. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on October 24, 2018 – report by Director Juliussen. (Page 57)
- B. An Encina Member Agencies Manager's Meeting was held on November 6, 2018 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

14. Committee Reports

- A. Engineering Committee meeting was held on November 7, 2018 – report by Director Juliussen. (Page 58)

- B. Investment and Finance Committee meeting was held on November 8, 2018 – report by Director Hanson. (Page 59)
- C. Human Resources Committee meeting was held on November 8, 2018 – report by Director Omsted. (Page 60)

ACTION ITEMS

- 15. Receive and file the Fiscal Year 2018 (FY18) Comprehensive Annual Financial Report (CAFR) conducted by Davis Farr LLP. (Pages 61-66, Enclosure 15)**
- 16. Authorize the General Manager to execute Amendment No.1 with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2019 (FY19) and Fiscal Year 2020 (FY20) in an amount not to exceed \$45,550. (Pages 67-74)**
- 17. Receive and file the Sewer System Management Plan (SSMP) Fiscal Year 2018 (FY18) Audit conducted by Dexter Wilson Engineering, Inc. (Pages 75-85)**
- 18. CalPERS Update. (Pages 86-87)**
- 19. Adopt Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures. (Pages 88-97)**
- 20. Adopt Resolution No. 2306 Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Ryan Change of Organization. (Pages 98-102)**
- 21. Calendar Year 2019 Board of Directors' Meeting Schedule (Pages 103-106)**
- 22. Potential Strategic Planning Facilitator (Page 107)**

INFORMATION ITEMS

- 23. Project Status Updates and Other Informational Reports**
 - A. CSRMA 2019 Executive Board Elections. (Page 108)
 - B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 15, 2018 at The Butcher Shop Steakhouse in Kearny Mesa. (Page 109)
 - C. LWD Annual Holiday Luncheon is on Thursday, December 13, 2018 at The Crossings in Carlsbad. (Verbal)
 - D. CASA Winter Conference is scheduled for Wednesday, January 23 – Friday, January 25, 2019 at the Renaissance Indian Wells in Indian Wells, CA. (110-111)
- 24. Directors' Meetings and Conference Reports**
- 25. General Manager's Report**
- 26. General Counsel's Report**

27. Board of Directors' Comments

28. Closed Session

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2) – City of Carlsbad Cease and Desist Notice.
(Verbal)

29. 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: November 8, 2018



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Closed Session Meeting
October 10, 2018

A closed session meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 10, 2018 at 4:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

President Sullivan called the meeting to order at 4:02 p.m.

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, and Douglas Johnson of National Demographics Corporation

3. General Public Comment Period

None.

4. Closed Session

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

There was no reportable action.

5. Adjournment

President Sullivan adjourned the meeting at approximately 4:31 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 October 10, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 10, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, Field Services Specialist Ian Riffel, Field Services Technician Hugo Gonzalez, and Douglas Johnson from National Demographics Corporation

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Achievement of Individual Award – Hugo Gonzalez and Richard Easton.

GM Bushee stated that Hugo Gonzalez passed his 5 year anniversary at the District on September 23, 2018. He acknowledged and thanked Hugo for his years of service. He provided background information about Hugo and noted that under LWD's incentive program that Hugo is eligible for a \$100 incentive award.

GM Bushee stated that Richard "Rick" Easton passed his 5 year anniversary at the District on September 30, 2018. He stated Rick is currently on vacation and was unable to attend the meeting.

He noted that under LWD's incentive program that Rick is eligible for a \$100 incentive award.

The Board of Directors congratulated Hugo and Rick for their efforts.

B. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury.

GM Bushee reported that on September 12, 2018 staff completed seven years without a lost time injury accident. This achievement meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,200 compensation award. He stated this award reflects staff's excellent attention to safety.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 12, 2018 Regular Board Meeting
- October 1, 2018 Human Resources Committee Meeting
- October 3, 2018 Engineering Committee Meeting

8. Approval of Demands for September/October 2018

Payroll Checks numbered 20098-20140; General Checking – Checks numbered 51597-51720

9. Operations Report (A copy was included in the original October 10, 2018 Agenda)

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

11. Disclosure of Reimbursements

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

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

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on September 26, 2018.

Director Juliussen reported on EWA's September 26, 2018 Board meeting.

- B. An EWA Member Agency Manager's (MAM) Meeting was held October 9, 2018.

GM Bushee reported on EWA's MAM October 9, 2018 meeting.

14. Committee Reports

- A. Human Resources Committee (HRC) Meeting was held on October 1, 2018.

Director Hanson reported that the HRC reviewed a recommendation to adopt Resolution No. 2303 - Amending the Human Resources Policy Manual

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

- B. Engineering Committee (EC) Meeting was held on October 3, 2018.

Director Juliussen reported that the EC reviewed a recommendation authorizing the General Manager to execute an agreement with PAL General Engineering, Incorporated for the adjustment of manholes and cleanouts in conjunction with the City of Carlsbad's 2018 Street Overlay Project in an amount not to exceed \$39,600.

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

Director Juliussen also reported that the EC received updates on the Poinsettia Train Station Parallel Gravity Pipeline Project and Smoke Testing of the Leucadia Sector of the District's Service Area. These items were for information purposes and no action was taken.

Director Juliussen noted that the Smoke Testing update will be presented later in the agenda.

ACTION ITEM

15. District Elections

Adopt Resolution No. 2305 - A Resolution of the Board of Directors for the Leucadia Wastewater District, Declaring its Intent to Transition from At-Large to District-Based Elections.

GC Brechtel presented background information on the item noting that on September 9, 2018, the District received a letter from attorney Kevin Shenkman of the law firm Shenkman & Hughes threatening to sue the District for alleged violations of the California Voting Rights Act ("CVRA") (Elec. Code §§ 14025-14032) unless the District voluntarily converts to elections by district. The letter asserted that the District's at-large election system "dilutes the ability of Latinos (a "protected class") to elect candidates of their choice" in violation of the CVRA.

GC Brechtel then provided background information on the CVRA. GC Brechtel stated that the vast majority of jurisdictions that receive a CVRA demand elect to convert to district-based elections, rather than risk the cost of litigation.

GC Brechtel then reviewed the process of converting to by-district elections and the "safe harbor" process to protect agencies from CVRA litigation and limit potential fees. GC Brechtel stated that staff is recommending that the District adopt Resolution No. 2305 and transition to a by-district election system.

Director Omsted asked if the "safe harbor" provision came from the Attorney or the State Legislature. GC Brechtel answered the State Legislature.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2305 - A Resolution of the Board of Directors for the Leucadia Wastewater District, Declaring its Intent to Transition from At-Large to District-Based Elections by the following vote:

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

PUBLIC HEARING

16. Public Hearing to Receive Input Concerning the Composition of Electoral Districts for the Board of Directors.

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

Mr. Douglas Johnson of National Demographics Corporation gave a presentation on the California Voting Rights Act (CVRA) and the proposed districting process. Mr. Johnson also reviewed the following:

- Districting rules;
- Federal Laws and Traditional Redistricting Principles;
- Demographic summary of Leucadia Wastewater District's service area;
- Communities of interest; and
- Difference between compact maps and multiple representative maps.

Director Hanson asked if districting maps are based on the general population and not registered voters. Mr. Johnson answered affirmatively.

Director Juliussen asked if opposition from the residents would make a difference on whether to transition to district-based elections. Mr. Johnson answered that it would not make a difference.

The Board thanked Mr. Johnson for his presentation.

President Sullivan closed the public hearing.

ACTION ITEMS

17. Adjustment of Manholes and Cleanouts Resulting from Carlsbad's 2018 Street Overlay Project Authorize the General Manager to execute a sole source agreement with PAL General Engineering Incorporated for the adjustment of manholes and cleanouts in conjunction with the City of Carlsbad's 2018 Street Overlay Project in an amount not to exceed \$39,600.

FSSpec Riffel presented staff's recommendation noting that this item was reviewed by the Engineering Committee at its October 3rd meeting. He explained that Carlsbad received nine bids for their 2018 Street Overlay Project (Project). He stated that Carlsbad awarded the contract to PAL General

Engineering, Incorporated (PAL) as the lowest responsive and responsible bidder for \$2.18M. FSSpec Riffel explained that Carlsbad's scope of work does not include the adjustment of the Districts assets affected by the Project. FSSpec Riffel presented a map that outlined the streets designated for overlay and noted the District has a total of 46 manholes and 2 cleanouts that will require adjustment.

FSSpec Riffel stated that staff contacted PAL for a quote to adjust the manholes and cleanouts. He explained that staff selected this approach anticipating a reduction in mobilization costs and permits and to prevent Project scheduling conflicts. He continued that, additionally, PAL would perform the traffic control during both the overlay operations and adjustment of the District's assets. FSSpec Riffel said that the total cost of \$39,600 is comprised of the unit costs of \$850 per manhole and \$250 per cleanout. He stated that staff considers the cost fair and reasonable. He continued that, therefore, staff recommends executing an Agreement with PAL for construction services.

Director Kulchin asked if additional work for this project would be done outside of the map that was shown. FSSpec Riffel answered affirmatively stating that there is some work on Rancho Santa Fe Road which is out of the District service area.

Director Kulchin asked when will the project start. FSSpec Riffel answered later this month.

Director Omsted asked how manholes are located once they are covered with asphalt. FSSpec Riffel answered that cone markers, also known as "witch hats", are used to identify where manholes are located.

The Board thanked FSSpec Riffel for his presentation.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source agreement with PAL General Engineering Incorporated for the adjustment of manholes and cleanouts in conjunction with the City of Carlsbad's 2018 Street Overlay Project in an amount not to exceed \$39,600 by the following vote:

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

18. Amending the Human Resources Policy Manual

Adopt Resolution No. 2303 Amending the Human Resources Policy Manual.

ASsup Hill presented background information on the item noting it was reviewed by the HRC at its October 1st meeting. She reviewed the proposed changes to the HRPM related to Accrued Vacation maximum and Accrued Sick Leave in conjunction with short term disability.

ASsup Hill stated that in June 2018, the Board adopted Resolution No. 2300, which delineates Employee Salaries, Benefits and Other Working Conditions. She noted that the resolution included a section that adjusted the maximum number of vacation hours that an employee can accrue from 256 to 300 hours. She noted that staff is proposing to amend the HRPM and increase the maximum vacation to 300 hours to be consistent with Resolution No. 2300.

ASsup Hill also stated that LWD recently changed its short-term disability insurance from Guardian to

Mutual of Omaha. The change was made because Mutual of Omaha provides better coverage at a lower cost than Guardian. ASsup Hill noted that the new policy with Mutual of Omaha allows the short-term disability to kick-in after seven days (zero for injuries) and allows employees to blend their accrued sick leave with the insurance, to cover the one-third shortfall. In effect, this allows an employee to receive 100% of their salary while on medical leave by augmenting the disability coverage with their sick leave. ASsup Hill explained that staff is proposing to amend the HRPMP to reflect this change in short term disability.

The Board thanked ASsup Hill for her presentation.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2303 Amending the Human Resources Policy Manual by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

A. Smoke Testing of the Leucadia Sector of the District's Service Area.

FSSup Gonzalez introduced the item and presented the results of the smoke testing of a section of the Old Leucadia Area. He stated the reasons for the testing, the test area boundaries, and noted that ADS Environmental Services was contracted to conduct the smoke testing. FSSup Gonzalez said that 25 discrepancies were found as a result of the testing including 2 roof drains, 19 cleanouts, 3 area drains and 1 grease interceptor. He continued that the next step is to inform the property owners via letter to correct the discrepancy identified on their property. FSSup Gonzalez said that staff will continue to monitor the properties to ensure corrective action is completed and maintained.

The Board of Directors thanked FSSup Gonzalez for his presentation.

B. LWD Annual Holiday Luncheon is scheduled for Thursday, December 13, 2018 at The Crossings in Carlsbad.

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

20. Directors' Meetings and Conference Reports

A. The CSDA Annual Conference was held September 24-27, 2018 at the Renaissance Indian Wells in Indian Wells, CA.

Director Hanson stated she enjoyed the speakers and the session on redistricting.

President Sullivan stated the speakers were fabulous and the conference was well organized.

21. General Manager's Report

GM Bushee reported on the following items:

- LWD Vehicle stolen while staff was attending the Tri-State Seminar in Las Vegas, NV
- LWD received CSDA District of Distinction Platinum Level Re-Accreditation Award

22. General Counsel's Report

GC Brechtel reported on the following item:

- Assembly Bill 2257 - Internet Website Requirements

23. Board of Directors' Comments

Director Juliussen thanked staff for an excellent safety record.

24. Adjournment

President Sullivan adjourned the meeting at approximately 6:01 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 October 24, 2018

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, October 24, 2018 at 1:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, and Douglas Johnson from National Demographics Corporation

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Public Hearing to Receive Input Concerning the Composition of Electoral Districts for the Board of Directors

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

GM Bushee and GC Brechtel provided an overview of the process for transitioning from at-large to district-based elections.

Director Omsted asked how the preliminary maps are drawn and how many maps will be presented at the next public hearing. Mr. Johnson answered that multiple choices are presented that illustrate significantly different approaches. He stated that the December Public Hearing will allow the public and the Board to review and provide input on the preliminary maps.

President Sullivan closed the public hearing.

7. Information Items

None.

8. Adjournment

President Sullivan adjourned the meeting at approximately 1:05 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 7, 2018

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, November 7, 2018 at 9:00 a.m. at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 9:10 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT:

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

3. Public Comment

None.

4. New Business

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

FSS Stecker provided background information. He explained that Dexter Wilson Engineering, Incorporated (DWE) worked closely with staff to develop the SSMP. He continued that DWE previously completed the annual audits for Fiscal Years 2010 to 2017 and the 2014 SSMP update. He introduced Steven Henderson from DWE to present the audit findings.

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

After discussion, the EC concurred with staff to recommend that the Board receive and file the FY18 SSMP Audit at the November Board meeting.

5. Information Items

- A. Update of the 2018 Gravity Pipeline Cured-In-Place Pipe (CIPP) Lining Rehabilitation Project

TSM Morishita presented an update of the 2018 Gravity Pipeline Cured-In-Place Pipe (CIPP) Lining Rehabilitation Project. He explained that the majority of the lining work went smoothly until the cast iron pipeline adjacent to the La Costa Tennis Courts was encountered. He stated that the pipe was so badly corroded that the CCTV Camera

could not be inserted to do the pre-lining video. TSM Morishita stated that after considering several options it was decided to attempt cleaning the line to clear some of the corroded material just enough to get the CIPP liner through. He said that after the cleaning was complete, the CCTV camera was able to inspect the entire pipeline length. He continued that, however, a hole was discovered in the pipeline with significant groundwater intrusion. TSM Morishita explained that a spiral liner was selected for installation instead of a CIPP Liner due to factors such as bypassing is not needed for installation and installation is not impacted by groundwater intrusion. He said that the spiral liner was successfully inserted and presented the final inspection video to the EC.

6. Directors' Comments

None.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:00 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Approval of October/November Demands**



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 1,889,164.56.**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the period October 5, 2018 through November 7, 2018.

Operating expenses totaled **\$698,970.29**, Capital Improvement Program expenses totaled **\$1,003,359.14** and Payroll expense for District Employees and the Board totaled **\$186,835.13.**

Attachment 1	Summary of Demands by Account October 5- November 7, 2018
Attachment 2	Payroll Check Register dated October 10, 2018
Attachment 3	Payroll Check Register dated October 10, 2018
Attachment 4	Payroll Check Register dated October 11, 2018
Attachment 5	Accounts Payable Check Register dated October 17, 2018
Attachment 6	Payroll Check Register dated October 24, 2018
Attachment 7	Accounts Payable Check Register dated October 25, 2018
Attachment 8	Board Payroll Check Register dated November 1, 2018
Attachment 9	Accounts Payable Check Register dated November 2, 2018
Attachment 10	Payroll Check Register dated November 7, 2018

DEMANDS SUMMARY

November 14, 2018

1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -10/10/2018	20141 - 20159		\$55,556.55	
Payroll Check -10/10/2018	20160 - 20161	Incentive	\$184.70	
Payroll Check - 10/11/2018	20162 - 20180	Incentive	\$20,086.40	
Payroll Check - 10/24/2018	20181 - 20199		\$55,159.61	
Board Payroll Check - 11/1/2018	21000 - 21004		\$3,016.92	
Payroll Check - 11/7/2018	21005 - 21023		<u>\$52,830.95</u>	
		Total		\$186,835.13
General Checking -10/17/2018	51721 - 51787		\$ 699,070.23	
General Checking - 10/25/2018	51788 - 51826		\$ 913,703.42	
General Checking -11/2/2018	52202 -52227		<u>\$ 89,555.78</u>	
		Total	\$ 1,702,329.43	
		GRAND TOTAL		\$1,889,164.56

With the change in banks new checks were ordered. The A/P checks have a new starting check no.

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 2

Payroll Date: October 10, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20141 - 20159	10/10/2018	\$55,556.55

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 3

Payroll Date: October 10, 2018
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20160 - 20161	10/10/2018	\$184.70

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 4

Payroll Date: October 11, 2018
 Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20162 - 20180	10/11/2018	\$20,086.40

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	51721	10/17/2018	1,190.00	DEPTH METER MAINT-SEPT
ADS LLC		10/17/2018	<u>4,340.00</u>	FLOW METERING & DATA-SEPT
	Total 51721		5,530.00	
AIR POLLUTION CONTROL DISTRICT	51722	10/17/2018	380.00	DISTRICT FEES for Equipment
	Total 51722		380.00	
ATEL COMMUNICATIONS, INC	51723	10/17/2018	<u>74.00</u>	LABOR FOR ADDING EXTENSION
	Total 51723		74.00	
AT&T	51724	10/17/2018	<u>195.25</u>	PHONE SERVICE-Elevator
	Total 51724		195.25	
SIMON BAUMER	51725	10/17/2018	<u>2,876.00</u>	LATERAL REIMBURSEMENT
	Total 51725		2,876.00	
BOOT WORLD, INC	51726	10/17/2018	<u>252.09</u>	SAFETY BOOTS FOR H. GONZALEZ
	Total 51726		252.09	
BURTECH PIPELINE, INC	51727	10/17/2018	411,920.00	LA COSTA GOLF COURSE LINE PROJECT-SEPT
	Total 51727		411,920.00	
CARLSBAD FUELS CORPORATION	51728	10/17/2018	1,756.85	VEHICLE FUELS
	Total 51728		1,756.85	
CARLSON & BEAULOYE	51729	10/17/2018	1,478.16	AWT SAND FILTER AND LPS SURGE TANK
	Total 51729		1,478.16	
CHUCKS TIRE CENTER	51730	10/17/2018	890.38	SET OF TIRES FOR CCTV VAN
CHUCKS TIRE CENTER		10/17/2018	<u>473.40</u>	TIRES FOR # 154
	Total 51730		1,363.78	
CITY OF CARLSBAD	51731	10/17/2018	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		10/17/2018	148.58	WATER @ PLANT/ADM
CITY OF CARLSBAD		10/17/2018	295.13	WATER @ PLANT/OFFICE
CITY OF CARLSBAD		10/17/2018	235.61	WATER @ VACTOR
CITY OF CARLSBAD		10/17/2018	<u>308.72</u>	WATER @ VACTOR 2
	Total 51731		1,015.10	
CORODATA	51732	10/17/2018	<u>70.10</u>	STORAGE-SEPT
	Total 51732		70.10	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
COX COMMUNICATIONS SAN DIEGO	51733	10/17/2018	1,472.42	PHONE/INTERNET SERVICES
	Total 51733		1,472.42	
CWEA	51734	10/17/2018	102.00	MEMBERSHIP RENEWAL FOR T. AMOS
CWEA		10/17/2018	188.00	MEMBERSHIP RENEWAL-H. GONZALEZ
CWEA		10/17/2018	188.00	RENEWAL FOR M.AVALOS
	Total 51734		478.00	
DATA NET SOLUTIONS GROUP	51735	10/17/2018	276.00	IS MAINT AND SUPPORT
DATA NET SOLUTIONS GROUP		10/17/2018	1,200.00	MONTHLY FEE FOR HOSTING
	Total 51735		1,476.00	
DETECTION INSTRUMENTS CORP	51736	10/17/2018	821.12	CALIBRATIONS @ LPS/BPS
	Total 51736		821.12	
DION INTERNATIONAL TRUCKS INC	51737	10/17/2018	1,150.70	WORK ON VACTOR#152
	Total 51737		1,150.70	
DONALD OMSTED	51738	10/17/2018	24.54	REIMBURSE FOR CSDA CONF
	Total 51738		24.54	
EVOQUA WATER TECHNOLOGIES, LLC	51739	10/17/2018	6,111.11	CHEMICAL FERROUS
	Total 51739		6,111.11	
GRAINGER, INC	51740	10/17/2018	26.75	EYE WASH REPLACEMENT
	Total 51740		26.75	
HAAKER EQUIPMENT CO	51741	10/17/2018	5,337.07	WORK DONE ON VACTOR #152
	Total 51741		5,337.07	
HARTFORD LIFE & ACCIDENT INS.	51742	10/17/2018	448.62	LIFE INS-OCT
	Total 51742		448.62	
HEAVILAND ENTERPRISES, INC	51743	10/17/2018	840.00	LANDSCAPE FEES-OCT
	Total 51743		840.00	
ICMA RETIREMENT-303979	51744	10/17/2018	4,789.57	DEFERRED COMP
	Total 51744		4,789.57	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
INNOVATIVE COMMERCIAL ENVIRONMENTS	51745	10/17/2018	3,403.41	OFFICE FURNITURE FOR R. MORISHITA'S OFFICE
	Total 51745		3,403.41	
JUDY HANSON	51746	10/17/2018	571.04	REIMBURSE FOR CSDA CONF
	Total 51746		571.04	
LAWNMOWERS PLUS, INC	51747	10/17/2018	56.33	MAINT AND REPAIR WORK
LAWNMOWERS PLUS, INC		10/17/2018	71.33	MAINT REPAIR WORK
	Total 51747		127.66	
MINUTEMAN PRESS	51748	10/17/2018	248.63	ENVELOPES
	Total 51748		248.63	
MIRA MESA WINDOW CLEANING	51749	10/17/2018	675.00	SOLAR PANELS AND GUTTERS CLEANED
	Total 51749		675.00	
MITSUBISHI ELECTRIC US, INC	51750	10/17/2018	297.76	MAINT SERVICE FOR ELEVATOR
	Total 51750		297.76	
NAPA AUTO	51751	10/17/2018	86.72	ALTERNATOR BELT/ac bELT-#151
	Total 51751		86.72	
NATIONAL NOTARY ASSOCIATION	51752	10/17/2018	69.00	RENEWAL FOR NOTARY ASSOC.-T.HILL
	Total 51752		69.00	
NATIONWIDE RETIREMENT SOLUTIONS	51753	10/17/2018	150.00	DEFERRED COMP
	Total 51753		150.00	
NEOPOST, INC	51754	10/17/2018	200.00	POSTAGE
	Total 51754		200.00	
NU-LINE TECHNOLOGIES, INC	51755	10/17/2018	183,578.78	GRAVITY PIPELINE-CIPP-SEPT
	Total 51755		183,578.78	
OFFICE DEPOT, INC.	51756	10/17/2018	290.03	OFFICE SUPPLIES
	Total 51756		290.03	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51757	10/17/2018	45.21	WATER @ E. ESTATES
	Total 51757		45.21	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
OLIVENHAIN MUNICIPAL WATER DISTRICT	51758	10/17/2018	602.25	WATER @ TRAVELING 2
	Total 51758		602.25	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51759	10/17/2018	602.25	WATER @ TRAVELING
	Total 51759		602.25	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51760	10/17/2018	45.21	WATER @ VP5
	Total 51760		45.21	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51761	10/17/2018	45.21	WATER @ VP7
	Total 51761		45.21	
PACIFIC RIM MECHANICAL	51762	10/17/2018	1,981.25	QTRLY HVAC SERVICE
	Total 51762		1,981.25	
PAUL BUSHEE	51763	10/17/2018	84.83	REIMBURSE P. BUSHEE FOR CASA CONF
PAUL BUSHEE		10/17/2018	547.29	REIMBURSE P. BUSHEE FOR WEFTEC CONF
	Total 51763		632.12	
PLANT PEOPLE, INC	51764	10/17/2018	158.00	INTERIOR PLANTS MAINTENANCE-OCT
	Total 51764		158.00	
PLUMBERS DEPOT, INC	51765	10/17/2018	2,400.67	WORK DONE ON CCTV VAN
	Total 51765		2,400.67	
PURE WATER PARTNERS, LLC	51766	10/17/2018	135.77	FILTERD WATER FOR ADM OFFICE
	Total 51766		135.77	
RICHARD STINSON	51767	10/17/2018	17,167.50	CM SERVICES FOR SEPT
	Total 51767		17,167.50	
RISING TIDE PARTNERS	51768	10/17/2018	5,149.77	PUBLIC INFORMATION NEWSLETTER
RISING TIDE PARTNERS		10/17/2018	3,067.50	PUBLIC INFORMATION-SEPT
	Total 51768		8,217.27	
SAN DIEGUITO WATER DISTRICT	51769	10/17/2018	196.35	WATER @ ROVING
SAN DIEGUITO WATER DISTRICT		10/17/2018	201.96	WATER @ ROVING 2

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51769		398.31	
SOUTHERN CONTRACTING COMPANY	51770	10/17/2018	7,034.06	BPS SITE LIGHTING REPLACEMENT
SOUTHERN CONTRACTING COMPANY		10/17/2018	1,620.00	ELECTRICAL WORK @ AWT
	Total 51770		8,654.06	
S&R TOWING, INC	51771	10/17/2018	600.00	TOWING FOR THE VACTOR-#152
	Total 51771		600.00	
STATE WATER RESOURCES CONTROL BD	51772	10/17/2018	150.00	RENEWAL FOR J. STECKER
	Total 51772		150.00	
TERMINIX	51773	10/17/2018	60.00	MONTHLY PEST SERVICE-SEPT
	Total 51773		60.00	
THE HOME DEPOT CRC/GECE	51774	10/17/2018	439.10	SUPPLIES
	Total 51774		439.10	
T.S. INDUSTRIAL SUPPLY	51775	10/17/2018	277.99	PARTS FOR LCPS
	Total 51775		277.99	
UNDERGROUND SERVICE ALERT OF	51776	10/17/2018	196.45	UNDERGROUND ALARM SERVICE
	Total 51776		196.45	
UNIFIRST CORPORATION	51777	10/17/2018	217.43	LAUNDRY SERVICE-W/E 10/10/18
UNIFIRST CORPORATION		10/17/2018	207.09	LAUNDRY SERVICE-W/E 10/3/18
UNIFIRST CORPORATION		10/17/2018	211.13	LAUNDRY SERVICE-W/E 9/26/2018
	Total 51777		635.65	
UNITED PARCEL	51778	10/17/2018	131.79	SHIPPING
	Total 51778		131.79	
U.S. BANK	51779	10/17/2018	5,753.55	CONFERENCES/MEETINGS/OFFICE SUPPLIES
	Total 51779		5,753.55	
V&A CONSULTING ENGINEERS	51780	10/17/2018	1,500.00	CREEK SAMPLING @ AWT
	Total 51780		1,500.00	
VERIZON WIRELESS	51781	10/17/2018	21.27	TELEMETRY FOR CELL PHONES
	Total 51781		21.27	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/17/2018 Through 10/17/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VORTEX INDUSTRIES, INC	51782	10/17/2018	723.00	PREVENTAITVE MAINT ON DOORS AND GATES
	Total 51782		723.00	
WAGEWORKS, INC	51783	10/17/2018	140.00	SEC 125 FLEX PLAN-SEPT
	Total 51783		140.00	
WASTE MANAGEMENT	51784	10/17/2018	251.18	TRASH SERVICE-SEPT
	Total 51784		251.18	
WESELOH CHEVROLET	51785	10/17/2018	1,688.40	MAINT AND REPAIR ON #156
WESELOH CHEVROLET		10/17/2018	854.90	SERVICE ON #126-RODDER
	Total 51785		2,543.30	
WORDEN WILLIAMS LLP	51786	10/17/2018	4,807.14	LEGAL FEES-SEPT
	Total 51786		4,807.14	
XEROX CORPORATION	51787	10/17/2018	169.47	COPIER MAINT/USAGE
	Total 51787		169.47	
Report Total			699,070.23	

Leucadia Wastewater District
Vendor Activity - Supplemental Credit Card Report
From 10/11/2018 Through 10/17/2018

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	10/11/2018	51779	115.00	1029	ACCOUNTS RECEIVABLE OTHER	Misc Recb.-Conf-R.D.
U.S. BANK	API	10/11/2018	51779	169.96	4330	BOARD CONFERENCES	CSDA Flight-E.S.
U.S. BANK	API	10/11/2018	51779	193.98	4330	BOARD CONFERENCES	CSDA Hotel Dep-D. K.
U.S. BANK	API	10/11/2018	51779	193.98	4330	BOARD CONFERENCES	CSDA Hotel Dep-D.O.
U.S. BANK	API	10/11/2018	51779	193.98	4330	BOARD CONFERENCES	CSDA Hotel Dep-J.H.
U.S. BANK	API	10/11/2018	51779	193.98	4330	BOARD CONFERENCES	CSDA hotel-dep-E.S.
U.S. BANK	API	10/11/2018	51779	(8.68)	4810	MEMBERSHIP & DUES	Credit-Amazon Prime
U.S. BANK	API	10/11/2018	51779	250.00	4810	MEMBERSHIP & DUES	CSDA Appl. Fee-Dist. Distinction
U.S. BANK	API	10/11/2018	51779	13.95	4910	OFFICE SUPPLIES	Ipad Case
U.S. BANK	API	10/11/2018	51779	171.32	4910	OFFICE SUPPLIES	Ipad Keyboard-P.B.
U.S. BANK	API	10/11/2018	51779	51.88	4910	OFFICE SUPPLIES	New Checks-R.D.
U.S. BANK	API	10/11/2018	51779	8.98	4910	OFFICE SUPPLIES	Phone Case
U.S. BANK	API	10/11/2018	51779	11.50	4910	OFFICE SUPPLIES	Phone Case-FS
U.S. BANK	API	10/11/2018	51779	10.00	4930	SUBSCRIPTIONS	Data Joe-R.D.
U.S. BANK	API	10/11/2018	51779	4.99	4950	Computer Software/Srvc/Support/Hardware	Ipad app-P.B.
U.S. BANK	API	10/11/2018	51779	865.92	4950	Computer Software/Srvc/Support/Hardware	Ipad Pro-P.B.
U.S. BANK	API	10/11/2018	51779	242.91	5510	LINE MAINTENANCE	Messenger Bags
U.S. BANK	API	10/11/2018	51779	209.00	5540	VEHICLES	Truck #156-Align
U.S. BANK	API	10/11/2018	51779	193.98	5710	TRAINING, EDUCATION & CONFERN	CSDA Hotel-Dep-R.D.
U.S. BANK	API	10/11/2018	51779	370.00	5710	TRAINING, EDUCATION & CONFERN	CSFMO Conf-R.D.
U.S. BANK	API	10/11/2018	51779	139.96	5710	TRAINING, EDUCATION & CONFERN	Sewer Summit Air-I. Riffel
U.S. BANK	API	10/11/2018	51779	358.95	5710	TRAINING, EDUCATION & CONFERN	Sewer Summit Hotel-I. Riffel
U.S. BANK	API	10/11/2018	51779	358.95	5710	TRAINING, EDUCATION & CONFERN	Sewer Summit Hotel-M. Avalos
U.S. BANK	API	10/11/2018	51779	139.96	5710	TRAINING, EDUCATION & CONFERN	Sewer Summit-Air-M. Avalos
U.S. BANK	API	10/11/2018	51779	214.70	5710	TRAINING, EDUCATION & CONFERN	Tri State Hotel-C.R.
U.S. BANK	API	10/11/2018	51779	214.70	5710	TRAINING, EDUCATION & CONFERN	Tri State Hotel-H.G.
U.S. BANK	API	10/11/2018	51779	214.70	5710	TRAINING, EDUCATION & CONFERN	Tri State Hotel-M.G.
U.S. BANK	API	10/11/2018	51779	500.00	5735	EMPLOYEE RECOGNITION	Dep-Holiday Luncheon
U.S. BANK	API	10/11/2018	51779	125.00	5910	TELEPHONE	Web Hosting
U.S. BANK	API	10/11/2018	51779	30.00	5910	TELEPHONE	Wifi

Transaction Total 5,753.55

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

ATTACHMENT 6

Payroll Date: October 24, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20181 - 20199	10/24/2018	\$55,159.61

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/25/2018 Through 10/25/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHS	51788	10/25/2018	45.19	Annual Finanacial Report-2018 Covers
	Total 51788		45.19	
AT&T	51789	10/25/2018	127.59	Phone Service @ BPS
	Total 51789		127.59	
CALIFORNIA SPECIAL DISTRICTS ASSOC	51790	10/25/2018	7,252.00	2019 CSDA Membership Renewal
	Total 51790		7,252.00	
CARLSBAD FUELS CORPORATION	51791	10/25/2018	1,782.46	Vehicle Fuels
	Total 51791		1,782.46	
COSCO FIRE PROTECTION	51792	10/25/2018	225.00	Ortly Fire Inspection of Sprinkler System
	Total 51792		225.00	
CWEA	51793	10/25/2018	102.00	Membership Renewal-I. Riffel
CWEA		10/25/2018	188.00	Membership Renewal-J. Hoyett
	Total 51793		290.00	
DATA NET SOLUTIONS GROUP	51794	10/25/2018	1,300.00	Veam Essentials-Backup Software
	Total 51794		1,300.00	
DAVIS FARR LLP	51795	10/25/2018	13,600.00	Auditor Services
	Total 51795		13,600.00	
DETECTION INSTRUMENTS CORP	51796	10/25/2018	777.90	Calibrations @ LPS
	Total 51796		777.90	
DEXTER WILSON ENGINEERING	51797	10/25/2018	770.00	GE/0566/Sept/Leucadia Hills
DEXTER WILSON ENGINEERING		10/25/2018	245.00	GE/0994/Sept/Hygeia Ave
DEXTER WILSON ENGINEERING		10/25/2018	540.00	GE/1012/Sept/Alga Rd
DEXTER WILSON ENGINEERING		10/25/2018	635.00	GE/1033/Sept/N. Coast Hwy 101
DEXTER WILSON ENGINEERING		10/25/2018	55.00	GE/1049/Sept/Crepe Escape
DEXTER WILSON ENGINEERING		10/25/2018	255.00	GE/1050/Sept/Starbucks
DEXTER WILSON ENGINEERING		10/25/2018	310.00	GE/1052/Sept/LC Town Sq. Theater
DEXTER WILSON ENGINEERING		10/25/2018	420.00	GE/1054/Sept/Omni La Costa Resort
DEXTER WILSON ENGINEERING		10/25/2018	255.00	Ge/1055/Sept/Blue Herron Ave
DEXTER WILSON ENGINEERING		10/25/2018	5,955.00	Ge/CIP/Sept/200/0328/0302
DEXTER WILSON ENGINEERING		10/25/2018	2,275.00	SSMP Audit-FY18-Sept
	Total 51797		11,715.00	
DKF SOLUTIONS GROUP, LLC	51798	10/25/2018	2,100.00	Partial Payment for New Employee Website

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/25/2018 Through 10/25/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51798		2,100.00	
ELAINE SULLIVAN	51799	10/25/2018	31.24	New Charging Cable for iPad
	Total 51799		31.24	
ENCINA WASTEWATER AUTHORITY	51800	10/25/2018	3,119.20	Qtrly Lab Fees
	Total 51800		3,119.20	
ENCINA WASTEWATER AUTHORITY	51801	10/25/2018	785,192.54	Qtrly Billing for O/M and Capital-Sept
	Total 51801		785,192.54	
EVOQUA WATER TECHNOLOGIES, LLC	51802	10/25/2018	5,917.49	Chemical Ferrous
	Total 51802		5,917.49	
GREAT AMERICA FINANCIAL SERVICES	51803	10/25/2018	873.98	Monthly Copier Lease
	Total 51803		873.98	
IAN RIFFEL	51804	10/25/2018	856.08	Reimburse for Sewer Summit
	Total 51804		856.08	
ICMA RETIREMENT-303979	51805	10/25/2018	4,790.88	Deffered Comp
	Total 51805		4,790.88	
INFRASTRUCTURE ENGINEERING CORP	51806	10/25/2018	3,840.50	FY 2018-Gravity Sewer Repair-Sept
INFRASTRUCTURE ENGINEERING CORP		10/25/2018	6,593.75	LPS Rehab -Sept
	Total 51806		10,434.25	
LA COSTA LOGO, LLC	51807	10/25/2018	354.29	Water Bottles
	Total 51807		354.29	
MALLORY SAFETY AND SUPPLY	51808	10/25/2018	299.43	Nitrle Gloves
	Total 51808		299.43	
MAURICIO AVALOS	51809	10/25/2018	68.41	Reimburse for Sewer Summit
	Total 51809		68.41	
MSC JANITORIAL SERVICE, INC	51810	10/25/2018	1,976.00	Janitorial Services-October
	Total 51810		1,976.00	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/25/2018 Through 10/25/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
NATIONAL NOTARY ASSOCIATION	51811	10/25/2018	59.00	Errors and Omissions Ins-T.H.
	Total 51811		59.00	
NATIONWIDE RETIREMENT SOLUTIONS	51812	10/25/2018	150.00	Deferred Comp
	Total 51812		150.00	
OFFICE DEPOT, INC.	51813	10/25/2018	392.70	Office Supplies
	Total 51813		392.70	
PACIFIC RIM MECHANICAL	51814	10/25/2018	2,006.44	LPS Pulley Replacement
	Total 51814		2,006.44	
PROFORMA PRINT & PROMOTIONS	51815	10/25/2018	495.08	New A/P Checks
PROFORMA PRINT & PROMOTIONS		10/25/2018	78.20	New Deposit Slips
PROFORMA PRINT & PROMOTIONS		10/25/2018	495.40	New P/R Checks
	Total 51815		1,068.68	
SAN DIEGO UNION TRIBUNE	51816	10/25/2018	310.97	Classified Listings online
	Total 51816		310.97	
SAN DIEGO GAS & ELECTIRC	51817	10/25/2018	3,194.46	Electrial @ Adm Office
SAN DIEGO GAS & ELECTIRC		10/25/2018	130.39	Electric @ Avocado PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	513.08	Electric @ Diana PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	836.87	Electric @ E. Estates
SAN DIEGO GAS & ELECTIRC		10/25/2018	993.51	Electric @ LCPS
SAN DIEGO GAS & ELECTIRC		10/25/2018	159.52	Electric @ Rancho Verde PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	680.38	Electric @ Saxony PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	308.02	Electric @ VP5 PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	144.86	Electric @ VP7PS
SAN DIEGO GAS & ELECTIRC		10/25/2018	12,309.79	Electrical @ BPS
SAN DIEGO GAS & ELECTIRC		10/25/2018	1,305.52	Electrical @ EEPS
SAN DIEGO GAS & ELECTIRC		10/25/2018	10,283.47	Electrical @ LPS
SAN DIEGO GAS & ELECTIRC		10/25/2018	12.20	Gas @ Adm Office
SAN DIEGO GAS & ELECTIRC		10/25/2018	3.13	Nat. Gas @ E.E.
	Total 51817		30,875.20	
SLOAN ELECTRIC COMPANY	51818	10/25/2018	19,989.18	Rebuild AWT Effluent Pump
	Total 51818		19,989.18	
SOUTHERN CONTRACTING COMPANY	51819	10/25/2018	540.00	Electrical Work @ AWT
SOUTHERN CONTRACTING COMPANY		10/25/2018	1,507.50	Electrical Work @ E. Estates PS

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1005 - UNION BANK GENERAL
 From 10/25/2018 Through 10/25/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51819		2,047.50	
SPACELINK/I2B NETWORK	51820	10/25/2018	<u>160.00</u>	Web Cam @ BPS
	Total 51820		160.00	
TERMINIX	51821	10/25/2018	<u>32.00</u>	Monthly traps for rodents
	Total 51821		32.00	
SOLANA PALM LLC	51822	10/25/2018	<u>90.00</u>	Answering Service-Oct/Nov
	Total 51822		90.00	
UNIFIRST CORPORATION	51823	10/25/2018	<u>207.09</u>	Laundry Services-W/E 10/17/18
	Total 51823		207.09	
VERIZON WIRELESS	51824	10/25/2018	<u>1,125.48</u>	Cell Phone Charges and Equipment
	Total 51824		1,125.48	
WATEREUSE ASSOCIATION	51825	10/25/2018	<u>1,685.25</u>	Association Dues-2019
	Total 51825		1,685.25	
WOODYS CRANE SERVICE	51826	10/25/2018	<u>375.00</u>	Crane Service @ AWT
	Total 51826		375.00	
Report Total			<u><u>913,703.42</u></u>	

**LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT****Payroll Date:** November 1, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
21000 - 21004	11/1/2018	\$3,016.92

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/2/2018 Through 11/2/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
ADS ENVIROMENTAL SERVICES	52202	11/2/2018	<u>11,200.00</u>	Smoke Testing per Proposal
	Total 52202		11,200.00	
ADS LLC	52203	11/2/2018	1,190.00	Depth Meter Maint-Oct
ADS LLC		11/2/2018	<u>4,340.00</u>	Flow Metering-Oct
	Total 52203		5,530.00	
AT&T	52204	11/2/2018	<u>206.06</u>	Phone Service-Office
	Total 52204		206.06	
AYALA ENGINEERING	52205	11/2/2018	7,580.00	Misc Manhole Repair @ Vulcan/Mt. Vista
AYALA ENGINEERING		11/2/2018	11,855.00	Misc Manhole Repairs @ El Camino Real
AYALA ENGINEERING		11/2/2018	<u>1,625.00</u>	Misc Manhole Repairs @ Mt Vista/VP
	Total 52205		21,060.00	
BAJA POOL AND SPA SERVICE	52206	11/2/2018	125.00	Monthly Fee for Fountain Maintenance-Nov
	Total 52206		125.00	
CHUCKS TIRE CENTER	52207	11/2/2018	<u>408.77</u>	Tires for Truck #153
	Total 52207		408.77	
CINTAS FIRST AID AND SAFETY	52208	11/2/2018	<u>75.51</u>	Refill First Aid Cabinet
	Total 52208		75.51	
COX COMMUNICATIONS SAN DIEGO	52209	11/2/2018	1,475.91	Phone/Internet Service
	Total 52209		1,475.91	
DATA NET SOLUTIONS GROUP	52210	11/2/2018	<u>3,897.00</u>	MS Server Exchange Service
	Total 52210		3,897.00	
DAVID BERRY	52211	11/2/2018	<u>1,429.50</u>	LATERAL REIMBURSEMENT
	Total 52211		1,429.50	
DEXTER WILSON ENGINEERING	52212	11/2/2018	1,665.00	SSMP Audit-Additional amount on Invoice
	Total 52212		1,665.00	
DKF SOLUTIONS GROUP, LLC	52213	11/2/2018	<u>300.00</u>	Monthly Subscription Fee-Nov
	Total 52213		300.00	
EVOQUA WATER TECHNOLOGIES, LLC	52214	11/2/2018	<u>5,977.69</u>	Chemical Ferrous

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/2/2018 Through 11/2/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 52214		5,977.69	
HARTFORD LIFE & ACCIDENT INS.	52215	11/2/2018	447.89	Life Ins-Nov
	Total 52215		447.89	
JCI JONES CHEMICAL, INC	52216	11/2/2018	4,789.70	Hypochlorite Chemicals-AWT
	Total 52216		4,789.70	
MES VISION	52217	11/2/2018	414.12	Vision Ins-Nov
	Total 52217		414.12	
MUTUAL OF OMAHA	52218	11/2/2018	1,238.21	Disability Ins-Nov and Adjustments
	Total 52218		1,238.21	
PACIFIC RIM MECHANICAL	52219	11/2/2018	23,876.35	Adm Bldg HVAC Equipment Replacement
PACIFIC RIM MECHANICAL		11/2/2018	278.00	Issue with Chiller
	Total 52219		24,154.35	
RANCHO SANTA FE SECURITY SYSTEMS	52220	11/2/2018	258.00	Alarm Service-Qtrly
	Total 52220		258.00	
SAN DIEGO UNION TRIBUNE	52221	11/2/2018	112.54	Newspaper Delivery
	Total 52221		112.54	
THE GUARDIAN	52222	11/2/2018	3,108.64	Dental Ins-Nov
	Total 52222		3,108.64	
UNIFIRST CORPORATION	52223	11/2/2018	211.13	Laundry Service W/E 10/24/18
	Total 52223		211.13	
UNITED PARCEL	52224	11/2/2018	4.28	Fee for Shipping
	Total 52224		4.28	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	52225	11/2/2018	99.00	Physical
	Total 52225		99.00	
LOS ANGELES TRUCK CENTERS, LLC	52226	11/2/2018	533.26	Maint and Service on Vactor #159
LOS ANGELES TRUCK CENTERS, LLC		11/2/2018	620.03	Maint on Vactor #159-Glass Repair
	Total 52226		1,153.29	

Leucadia Wastewater District
 Check/Voucher Register - CHECK REGISTER
 1001 - Opus Bank General Checking
 From 11/2/2018 Through 11/2/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WASTE MANAGEMENT	52227	11/2/2018	<u>214.19</u>	Trash Service-Oct
	Total 52227		<u>214.19</u>	
Report Total			<u><u>89,555.78</u></u>	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 7, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
21005 - 21023	11/7/2018	\$52,830.95

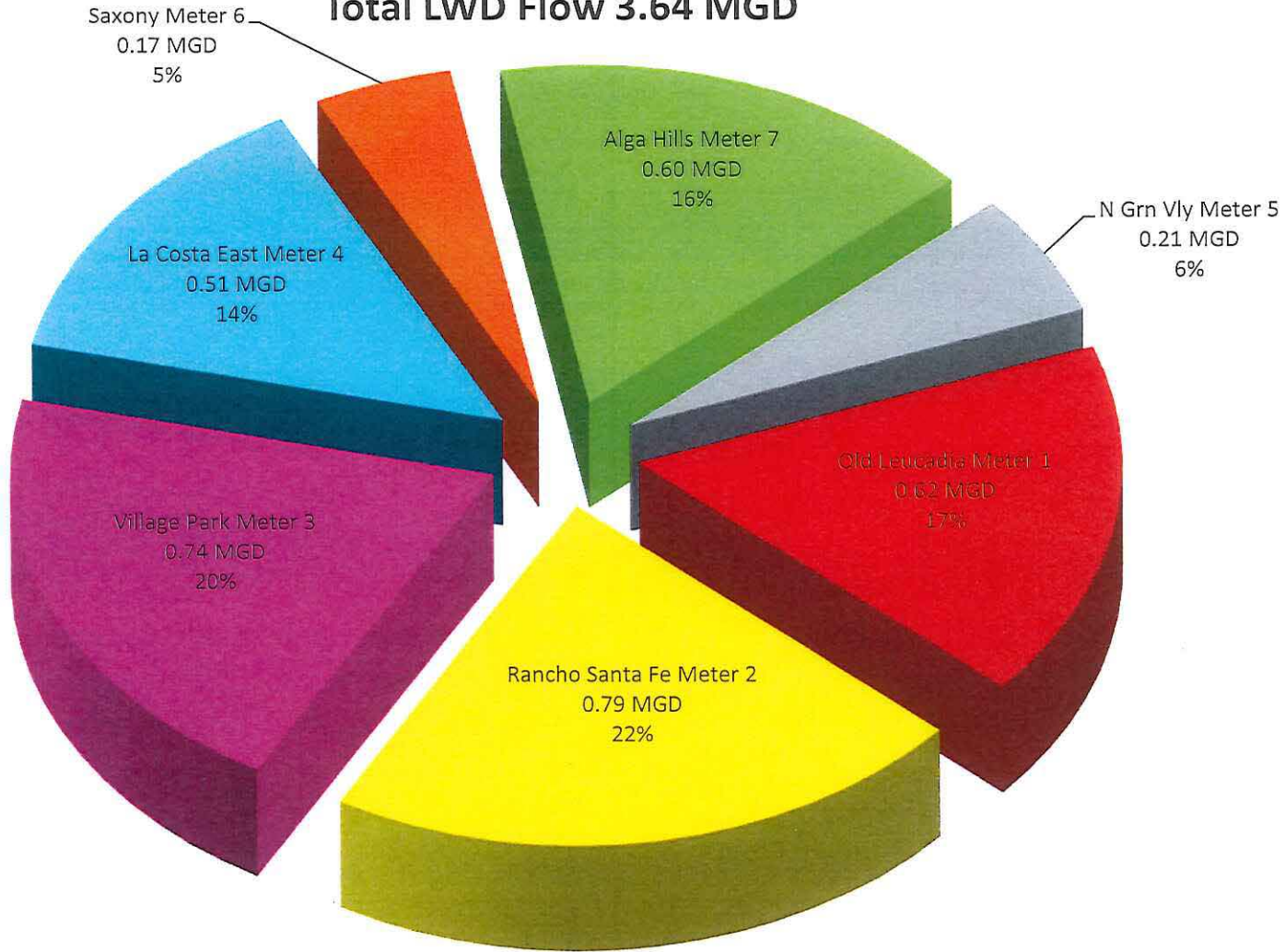
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2019 (July 2018 - June 2019)**

CURRENT MONTH - October 2018							FY 2018
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,561.74	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.03	118.42	1.00	3.82	134	52.17	3.88
YTD			28,562.74				
AUGUST	0.00	115.63	2.00	3.73	131	22.20	3.87
YTD			28,564.74				
SEPTEMBER	0.00	112.80	-8.70	3.76	132	35.10	3.76
YTD			28,556.04				
OCTOBER	0.38	113.77	3.30	3.67	129	36.33	3.67
YTD			28,559.34				
NOVEMBER							3.81
YTD							
DECEMBER							3.76
YTD							
JANUARY							3.69
YTD							
FEBRUARY							3.69
YTD							
MARCH							3.76
YTD							
APRIL							3.71
YTD							
MAY							3.75
YTD							
JUNE							3.81
YTD							
YTD Totals	0.41	460.62	-2.40			145.80	
Mo Average	0.10	115.16	-0.60	3.75	131.12	36.45	3.76

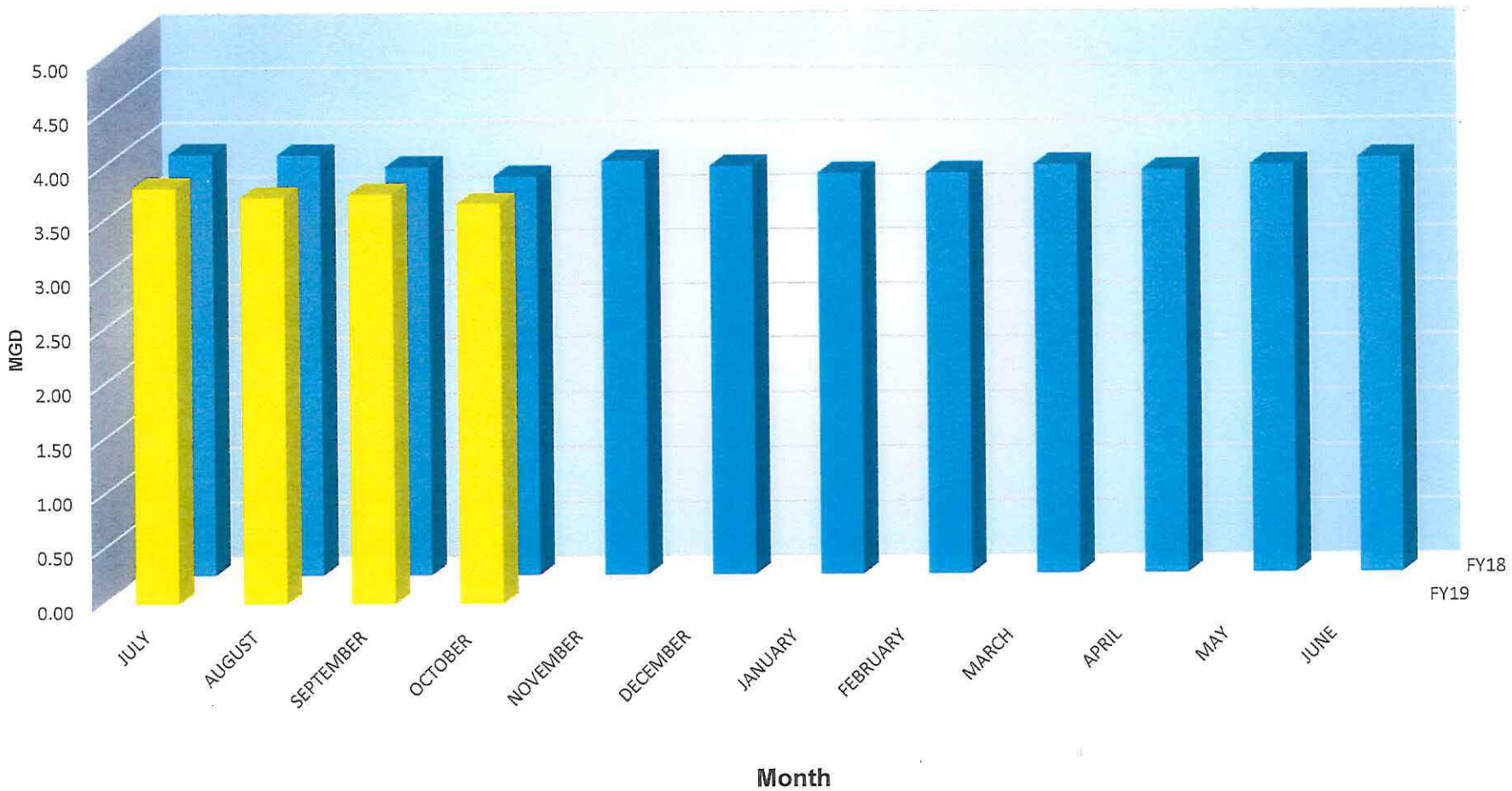
40

LWD Flows by Sub-Basin October 2018

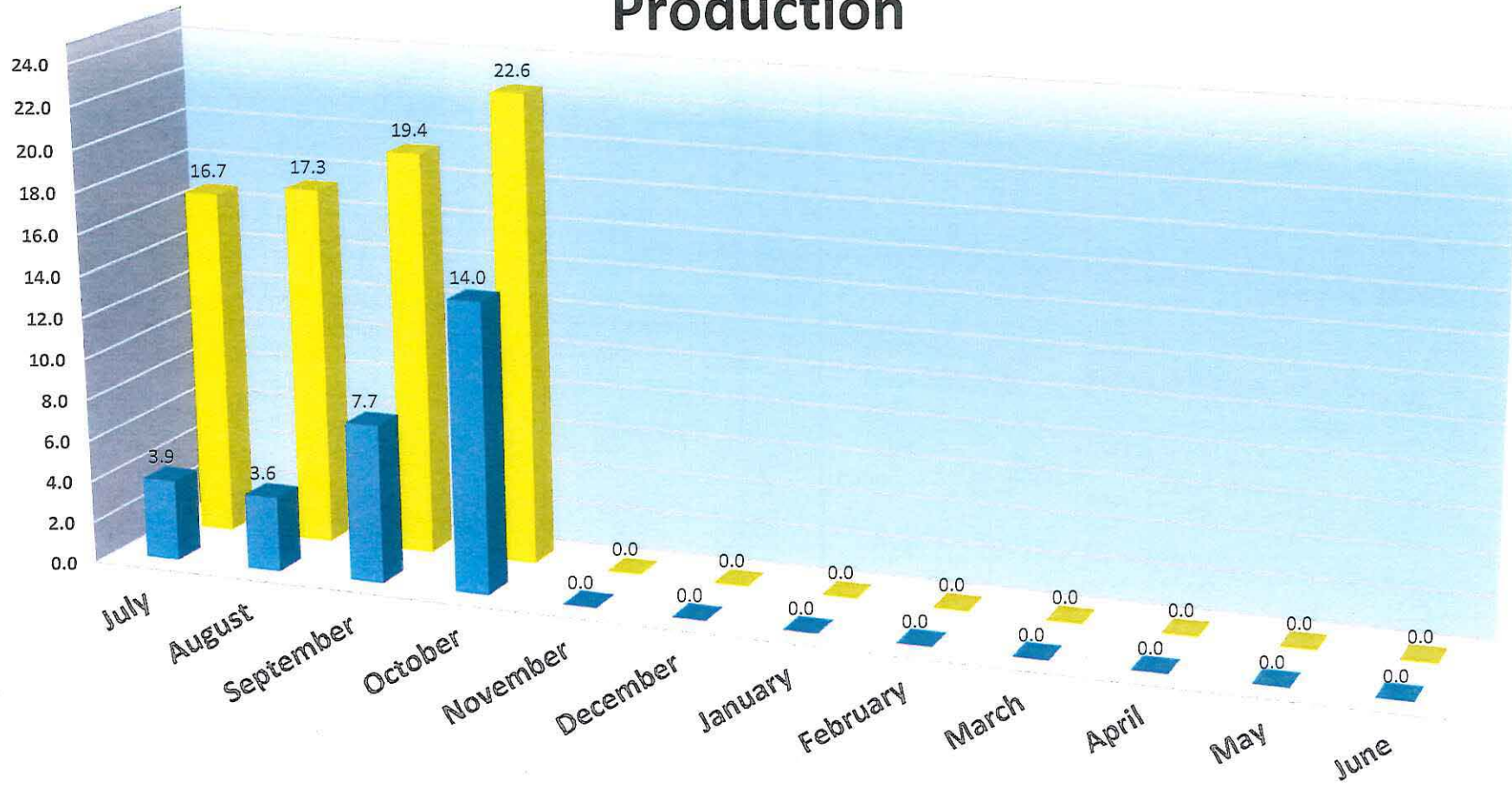
Total LWD Flow 3.64 MGD



Leucadia Wastewater District Flow Comparison FY18 to FY19



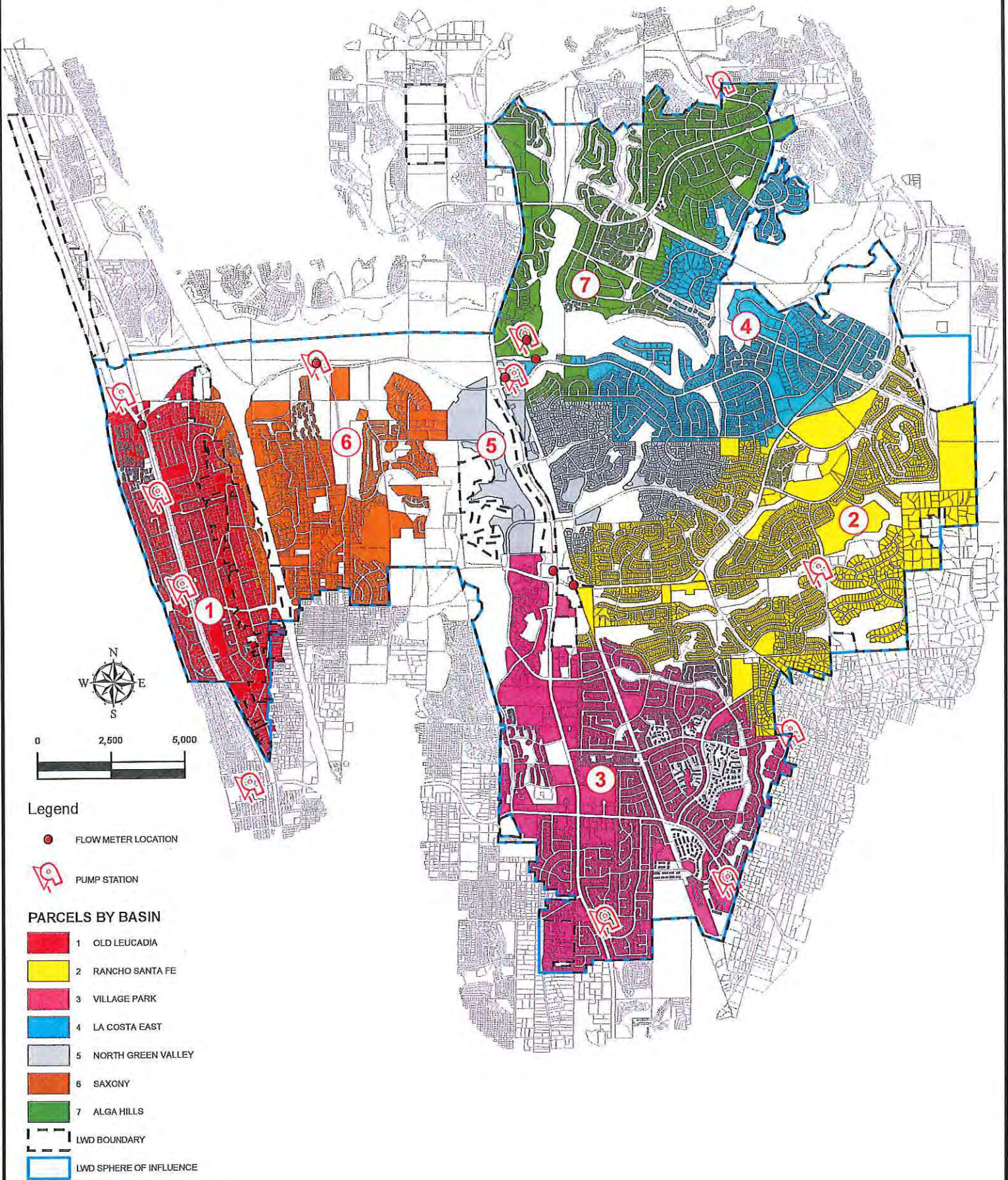
FY-19 CCTV Inspections & Hydro Cleaning Production



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

■ CCTV Inspections
■ Total Hydro Cleaning

LEUCADIA WASTEWATER DISTRICT



Leucadia Wastewater District

Balance Sheet

As of 10/31/2018

		Current Year
Assets		
Cash & Investments	1CAS	32,408,302.37
Accounts Receivables	2A/R	219,064.23
Net OPEB Asset	3OPB	123,127.00
Prepaid Expense	3PRE	185,546.80
Funds held with Encina Wastewater Authority	4EWA	2,041,200.00
Capital Assets	4F/A	164,254,378.99
Less Accumulated Depreciation	6DEP	(55,698,965.17)
Total Assets		143,532,654.22
Deferred Outflows		
Projected/Actual PERS Earnings Difference	6D/O	159,055.00
PERS Proportions & Assumptions Difference	7D/O	790,903.00
Current Year PERS Employer Contribution	8D/O	373,044.00
OPEB Contributions/Earnings & Assumption Chan...	9D/O	21,235.00
Total Deferred Outflows		1,344,237.00
Total Assets & Deferred Outflows		144,876,891.22
Liabilities		
Accounts Payable & Accrued Expenses	A/P	389,071.97
Developer Deposits	DEV D	73,011.51
Net Pension Liability	LTDB	4,074,562.00
Total Liabilities		4,536,645.48
Deferred Inflows		
PERS Actual/Proportion Contribution Difference	D/I2	195,528.00
PERS Proportions & Assumptions Difference	D/I3	153,110.00
OPEB Earnings & Assumptions Difference	D/I5	9,880.00
Total Deferred Inflows		358,518.00
Net Position		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	108,555,413.82
Reserves	RESV	34,000,805.07
Total Beginning Net Position (as of June 30, 2017)		142,556,218.89
Current Change In Net Position		
Other		(2,574,491.15)
Total Current Change In Net Position		(2,574,491.15)
Total Net Position		139,981,727.74
Total Liabilities, Deferred Inflows & Net Position		144,876,891.22

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

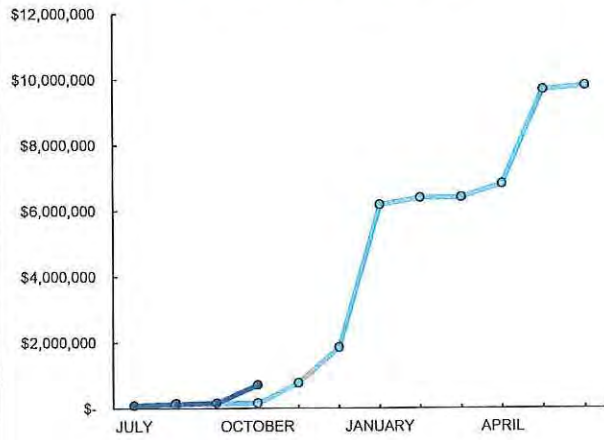
From 7/1/2018 Through 10/31/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 720,396.65	\$ 9,813,782.00	\$ 9,093,385.35	7.3%
3150 Recycled Water Sales	132,832.01	295,000.00	162,167.99	45.0%
3100 Misc. Operating Revenue	-	204,520.00	204,520.00	0.0%
TOTAL OPERATING REVENUES	\$ 853,228.66	\$10,313,302.00	\$ 9,460,073.34	8.3%
OPERATING EXPENSES				
4100 Salaries	\$ 617,498.80	\$ 1,924,859.00	\$ 1,307,360.20	32.1%
4200 Employee Benefits	318,543.69	1,064,235.00	745,691.31	29.9%
4300 Directors Expense	35,901.40	144,800.00	108,898.60	24.8%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	10,255.06	41,000.00	30,744.94	25.0%
4700 Insurance Expense	21,246.98	114,500.00	93,253.02	18.6%
4800 Memberships	15,287.44	29,400.00	14,112.56	52.0%
4900 Office Expense	48,411.26	155,600.00	107,188.74	31.1%
5000 Operating Supplies	62,440.86	189,500.00	127,059.14	33.0%
5200 Professional Services	90,712.91	449,300.00	358,587.09	20.2%
5300 Printing & Publishing	10,219.80	29,500.00	19,280.20	34.6%
5400 Rents & Leases	6,485.66	17,400.00	10,914.34	37.3%
5500 Repairs & Maintenance	142,478.53	486,600.00	344,121.47	29.3%
5600 Monitoring & Permits	11,588.95	59,900.00	48,311.05	19.3%
5700 Training & Development	14,605.62	47,000.00	32,394.38	31.1%
5900 Utilities	146,201.30	432,600.00	286,398.70	33.8%
6100 LAFCO Operations	7,517.38	7,500.00	(17.38)	100.2%
6200 Encina Operating Expense	410,888.93	1,887,300.00	1,476,411.07	21.8%
6900 Admin O/H alloc to Capital	(38,606.21)	(159,684.00)	(121,077.79)	24.2%
TOTAL OPERATING EXPENSES	\$ 1,931,678.36	\$ 6,951,310.00	\$ 5,019,631.64	27.8%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 12,722.50	\$ 381,675.00	\$ 368,952.50	3.3%
3220 Property Taxes	122,260.15	1,700,000.00	1,577,739.85	7.2%
3250 Investment Income	222,182.89	489,000.00	266,817.11	45.4%
3290 Misc. Non Op Revenue	9,798.51	107,600.00	97,801.49	9.1%
TOTAL NON-OPERATING REVENUES	\$ 366,964.05	\$ 2,678,275.00	\$ 2,311,310.95	13.7%

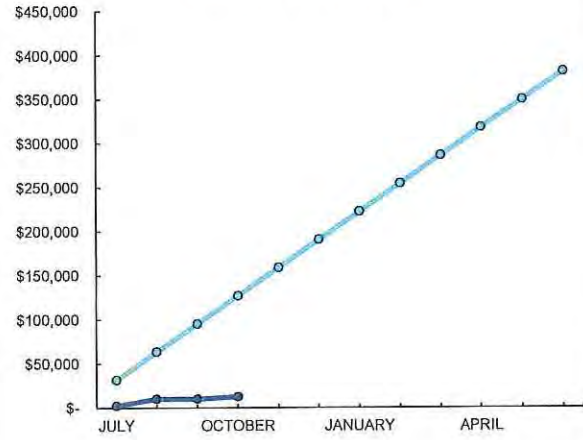
Leucadia Wastewater District Revenue FY2019

YTD through October 31, 2018

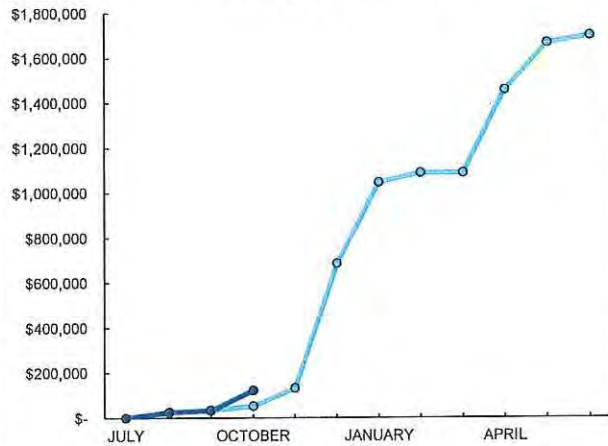
Sewer Service Fees



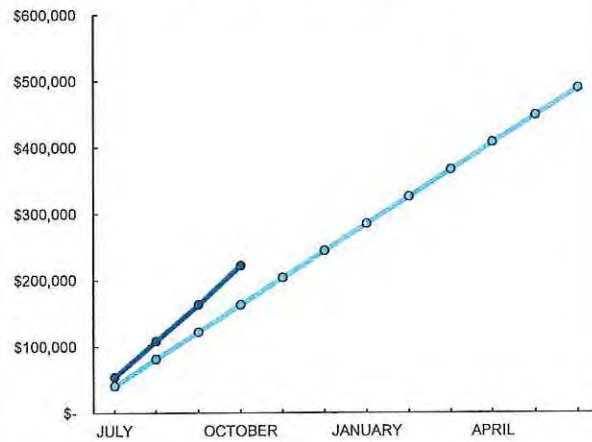
Capacity Charges



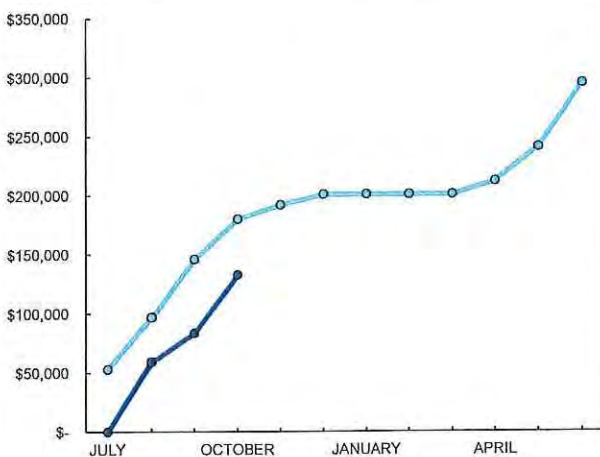
Property Taxes



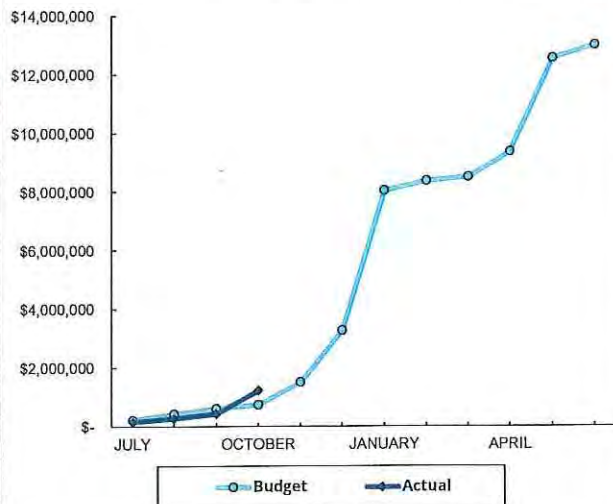
Investment Income



Recycled Wastewater Sales



Total Revenue



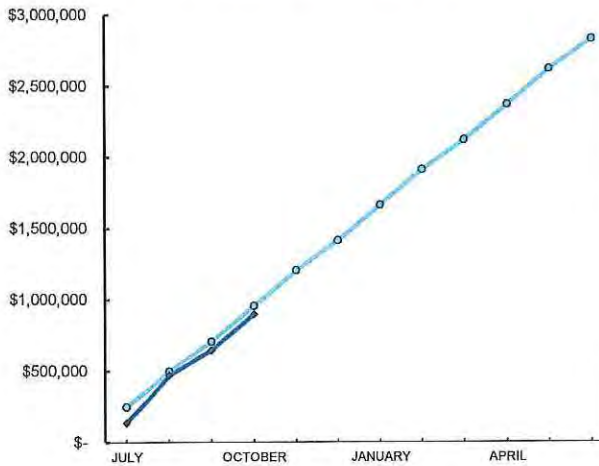
○ Budget ◆ Actual

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

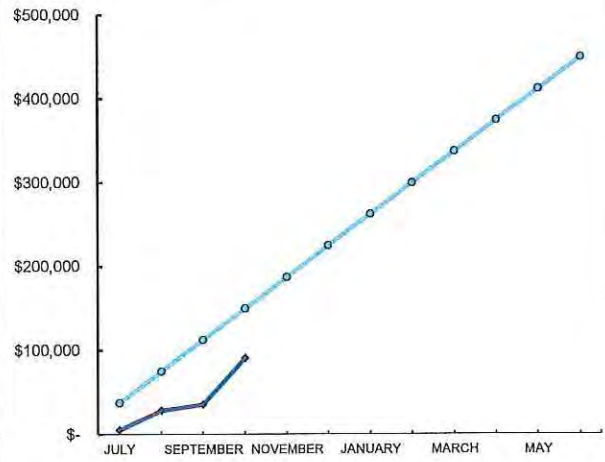
Leucadia Wastewater District Operating Expenses FY2019

YTD through October 31, 2018

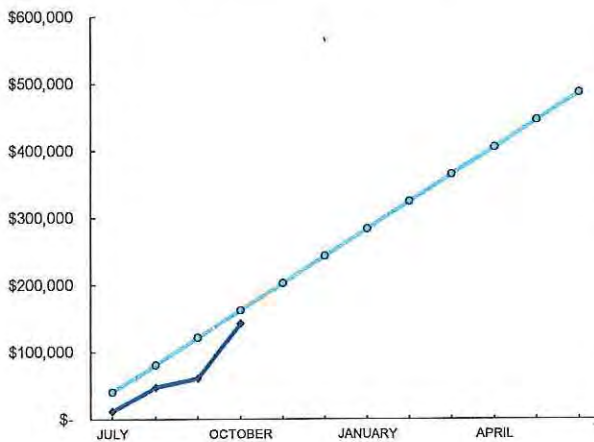
Salaries and Benefits



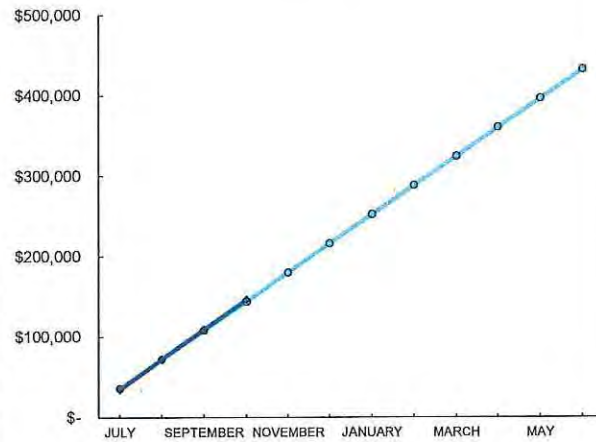
Professional Services



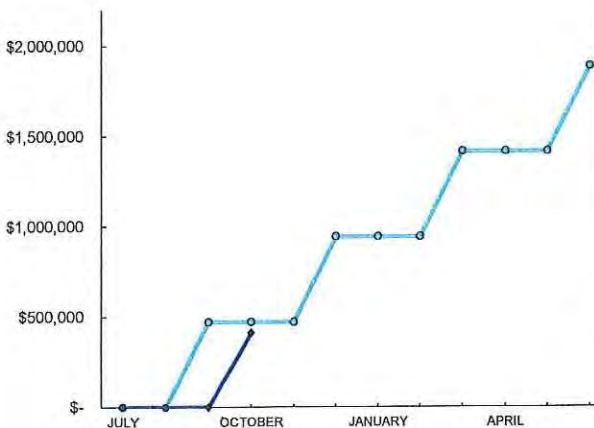
Repairs & Maintenance



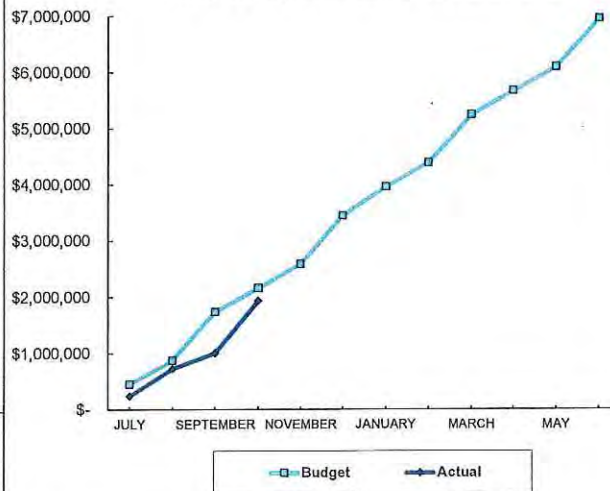
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

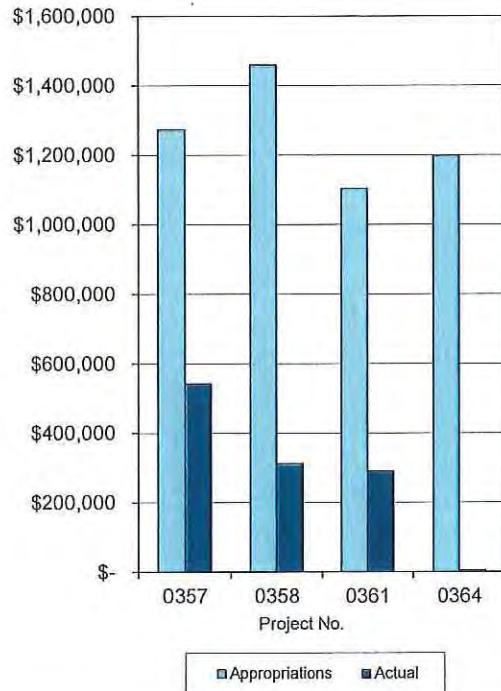


* Preliminary: subject to future revision, reconciliation, accruals, and audit

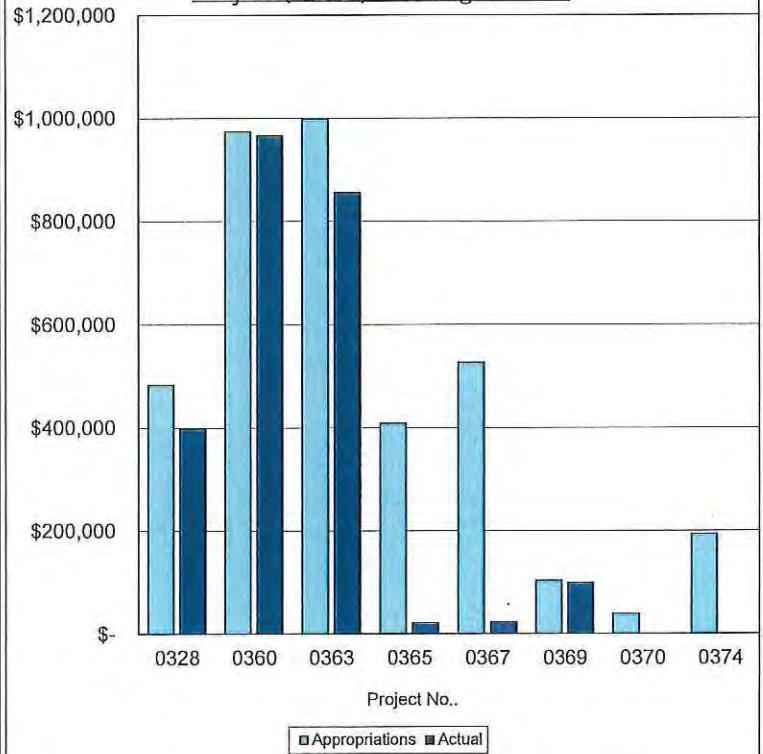
Leucadia Wastewater District Capital Expenditures

As of October 31, 2018

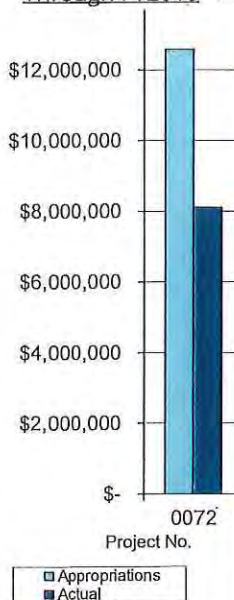
District Multi Year Capital Expenditures
by Project
(>\$1M) Through FY2018



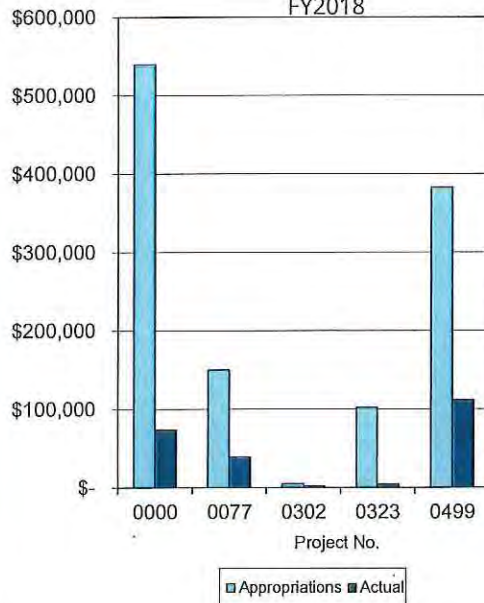
District Multi Year Capital Expenditures by
Project (<\$1M) Through FY2018



District's Share of
Encina WPCF
Capital Exp
Through FY2018



Single Year Capital Expenditures by
Project
FY2018



Project Legend

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

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

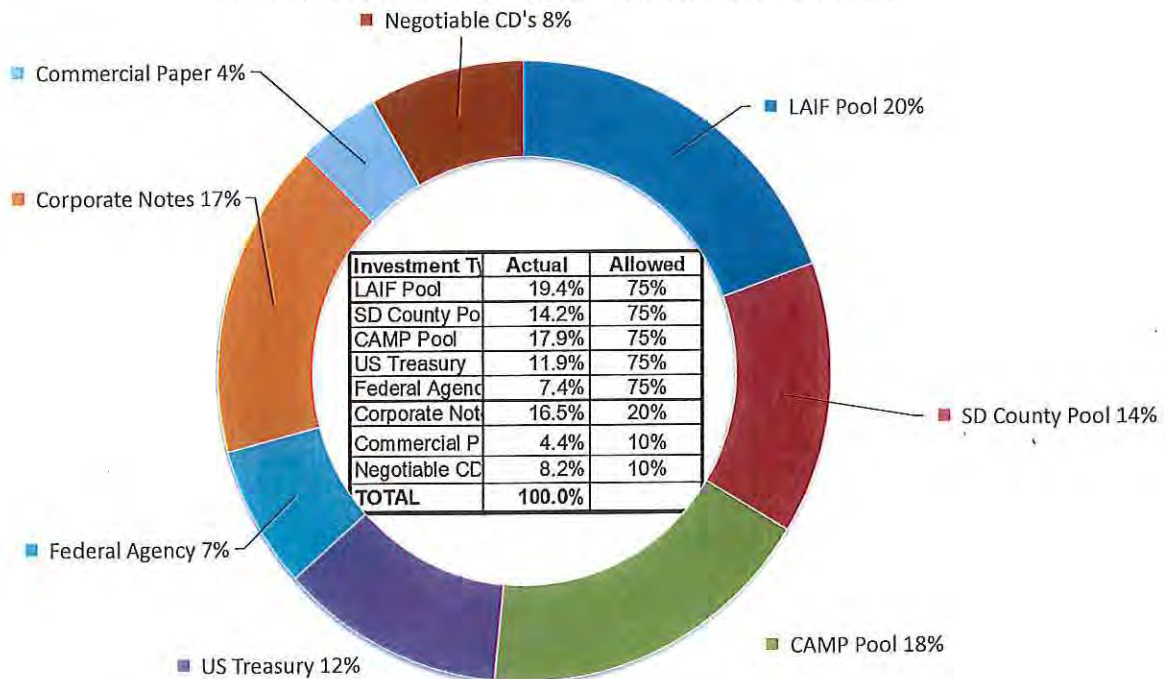
* Preliminary: subject to future review, reconciliation, accruals, and audit

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary September 30, 2018

Cash Equivalents & Investments	Principal (Original Cost)		September Interest	Average Rate
	August 31, 2018	September 30, 2018		
LAIF Pool	\$ 7,020,951	\$ 6,516,951	\$ 11,637	2.063%
SD County Pool	4,719,720	4,750,239	7,970	2.023%
CAMP Pool	5,970,341	6,017,398	10,638	2.140%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,262	5,223	32	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.860%
Corporate Bonds/Notes	5,528,803	5,528,803	9,041	1.970%
Commerical Paper	1,480,451	1,477,995	2,876	2.530%
Negotiable CD's	2,749,883	2,749,883	5,391	2.350%
Total Camp Portfolio	16,242,215	16,239,720	25,412	1.880%
Totals	\$ 33,953,227	\$ 33,524,308	\$ 55,656	1.980%

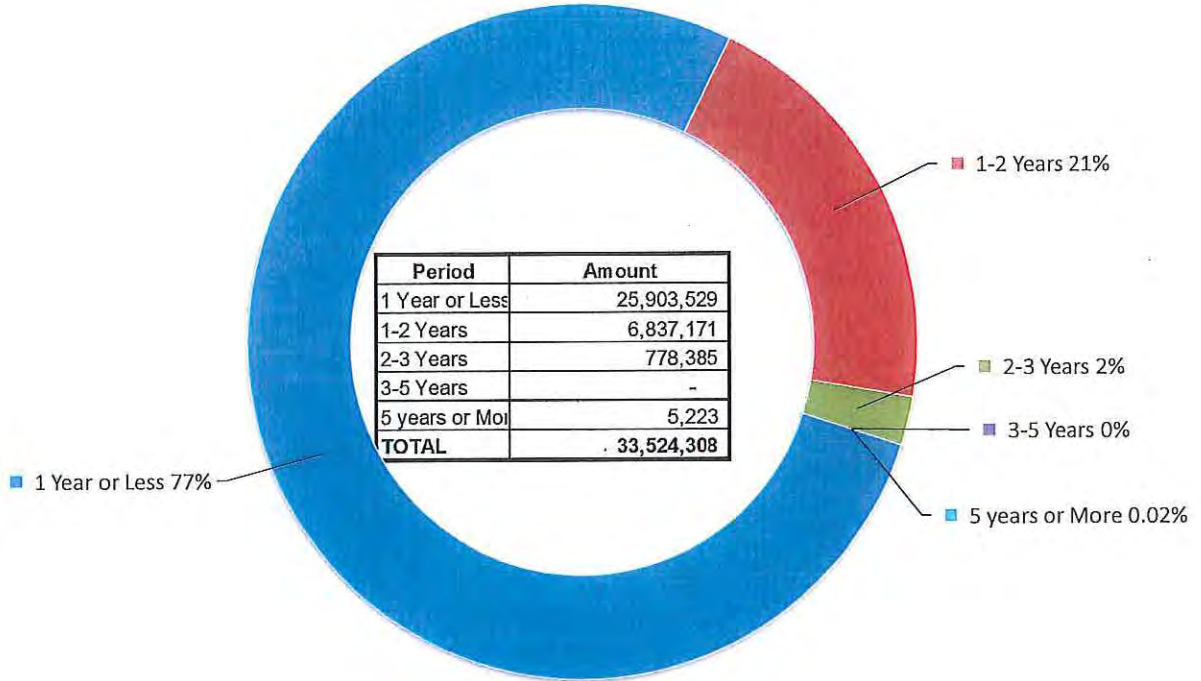


INVESTMENT DISTRIBUTION BY CATEGORY

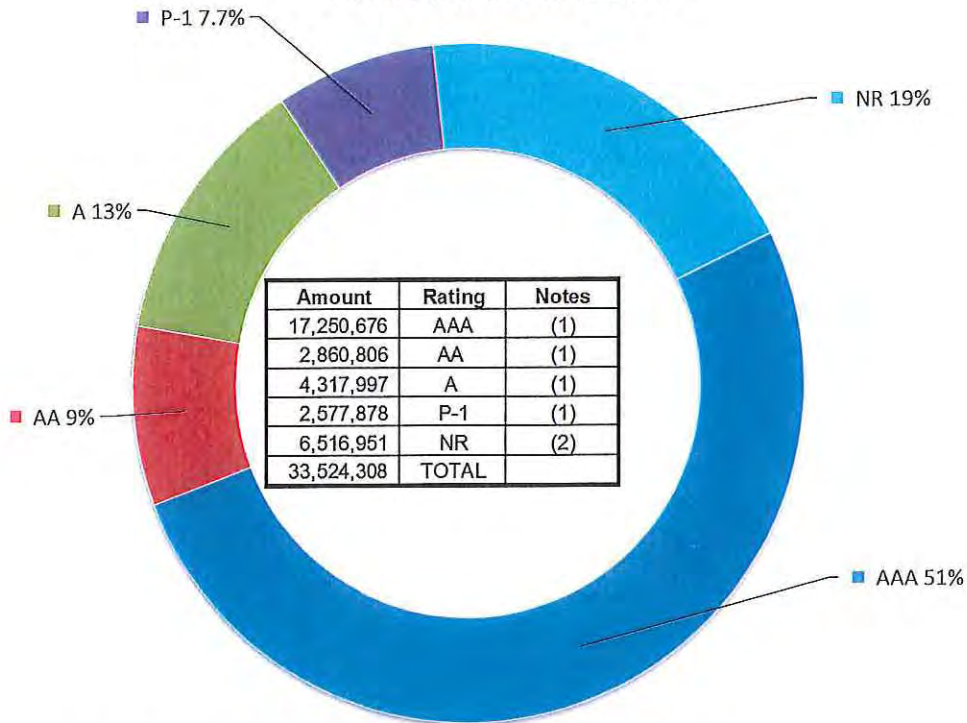


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2018
 (Continued)

REMAINING MATURITY

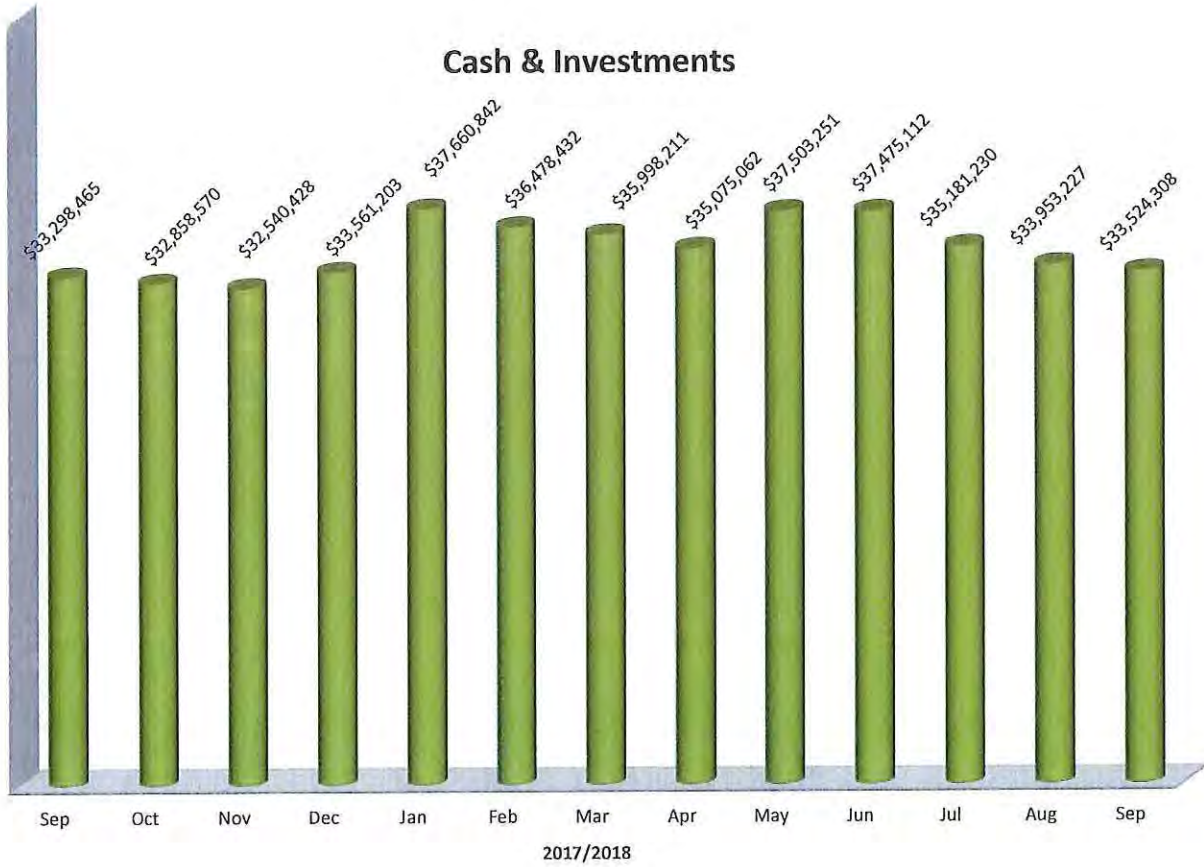


INVESTMENT RATINGS



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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
September 30, 2018
(Continued)



INVESTMENT TRANSACTIONS
For the months of September, 2018


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 39		(3)	7.37%
JP Morgan Sec LLC Commercial Paper	\$ 490,137				2.69%
JP Morgan Sec LLC Commercial Paper		\$ 500,000			2.02%
TOTAL	\$ 490,137	\$ 500,039	\$ -		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6408

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending September 30, 2018 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rad:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY


9-30-18

SUMMARY OF CASH & INVESTMENTS at September 30, 2018				
SEE QUARTERLY TREASURER'S REPORT FOR DETAILS				
ASSETS	AMORTIZED COST	% OF TOTAL		MARKET VALUE
	9/30/2018	Actual	Allowed	9/30/2018
CASH IN BANK (Checking Accounts)	\$ 247,077	0.7%	25%	\$ 247,077
LAIF - STATE INVESTMENT POOL	\$ 6,516,951	19.3%	75%	\$ 6,502,825
SAN DIEGO COUNTY INVESTMENT POOL	\$ 4,750,239	14.1%	75%	\$ 4,714,000
CAMP - JPA INVESTMENT POOL	\$ 6,017,398	17.8%	75%	\$ 6,017,398
CAMP PORTFOLIO - US BANK Safekeeping				
Federal Agency Securities				
GNMA Pools	\$ 5,162			\$ 5,105
FNMA Benchmark & Global Notes	\$ 1,493,664			\$ 1,477,435
FHLMC Notes	\$ 992,529			\$ 982,886
Total Federal Agency Securities	\$ 2,491,355	7.4%	75%	\$ 2,465,425
US Treasury Bonds/Notes	\$ 3,999,414	11.8%	75%	\$ 3,969,353
Corporate Notes	\$ 5,498,755	16.3%	20%	\$ 5,454,620
Corporate Notes	\$ 1,490,650	4.4%	10%	\$ 1,490,055
Negotiable Certificates of Deposit	\$ 2,749,951	8.1%	10%	\$ 2,735,029
TOTAL CAMP PORTFOLIO	\$ 16,230,125	40.7%		\$ 16,114,482
TOTAL CASH & INVESTMENTS	\$ 33,761,790	100.0%		\$ 33,595,781

As of September 30, 2018		QUARTERLY RESULTS			
Cash & Investments	Avg Days to Maturity	Change in Cash & Inv	Interest Earned	Average Return	LAIF Benchmark
\$33.6M	179	-\$3.9M	\$170K	1.95%	2.00%

MEMORANDUM

Ref: 19-6401

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: October 2018 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

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

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	Fssup	ASsup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	M. Gonzalez	T. Hill
<i>2018 CASA Long Range Planning</i>										
2018 CASA Long Range Planning September 23-25, 2018 Lafayette, CA	Registration									
	Hotel						414.66			
	Airfare						304.96			
	Meals						31.74			
	Rental Car									
	Parking						39.00			
	Tips/Baggage						6.00			
	Fuel/mileage/taxi/uber						78.83			
Total		0.00	0.00	0.00	0.00	0.00	875.19	0.00	0.00	0.00
<i>2018 CSDA Annual Conference</i>										
2018 CSDA Annual Conference September 24-27, 2018 Indian Wells, CA	Registration	600.00		600.00						
	Hotel	599.07		599.07						
	Airfare									
	Meals	7.53								
	Rental Car									
	Parking									
	Tips	8.00		18.00						
	Fuel/mileage/taxi/uber	150.42		6.54						
Total	1,365.02	0.00	1,223.61	0.00	0.00	0.00	0.00	0.00	0.00	
<i>2018 WEFTEC Annual Conference</i>										
2018 WEFTEC Annual Conference September 30 - October 3, 2018 New Orleans, LA	Registration						950.00			
	Hotel						959.40			
	Airfare						413.26			
	Meals						177.34			
	Rental Car									
	Parking									
	Tips						6.00			
	Fuel/mileage/taxi/uber						85.68			
Total	0.00	0.00	0.00	0.00	0.00	2,591.68	0.00	0.00	0.00	
<i>2018 WEFTEC Annual Conference</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi/uber									
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Notes:

- DO drove to JH house and JH drove DO to/from conference
- ES and DK expense report for CSDA were in the Oct. Board Agenda

Encina Wastewater Authority Report
Regular Board Meeting
October 24, 2018

EWA Board of Directors - Director Juliussen Reporting

1. Resolution 2018-11 Amending the Human Resources Policy Manual

The Board of Directors adopted Resolution 2018-11 amending the Human Resources Policy Manual.

2. Primary Effluent Conveyance System Rehabilitation Project Award

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

- Execute a contract with J.R. Filanc Construction Company Inc. in the amount of \$4,613,667 for construction of the Primary Effluent Conveyance System Rehabilitation Project;
- Execute a contract a continuation of engineering services agreement with Carollo Engineers in the amount not to exceed \$295,654 for the Primary Effluent Conveyance System Rehabilitation Project; and
- Approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$664,259 to the Primary Effluent Conveyance System Rehabilitation Project

Executive Session

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.

There was no action taken.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held November 7, 2018

The Engineering Committee (EC) reviewed the following recommendation:

- 1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2018 Audit conducted by Dexter Wilson Engineering, Inc.**

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

- 2. The EC also received an update on the 2018 Gravity Pipeline Cured-In-Place Pipe (CIPP) Lining Rehabilitation Project.**

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

Investment and Finance Committee Meeting Report

Presented by Director Hanson

Meeting held November 8, 2018

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

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

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

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

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

3. CalPERS Update

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

Human Resources Committee Meeting Report

Presented by Director Omsted

Meeting held November 8, 2018

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

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

The HRC reviewed the LWD Board-General Manager/Staff Relations Policy. The HRC suggested amending section IX of the policy and establishing two year committee appointment terms. Following discussion, staff and the HRC agreed to postpone consideration of this item. Staff agreed to revise and present this item to the HRC in December.

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

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

MEMORANDUM

Ref: 19-28

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2018 (FY 18) Comprehensive Annual Financial Report

RECOMMENDATION:

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

1. Receive and File the FY18 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

DISCUSSION:

Tactical Goal: Financial / FY18 Audit

This item was reviewed by the IFC at its November 8th meeting and the IFC concurred with staff to present this item for the Board's consideration.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principals (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as a Comprehensive Annual Financial Report or CAFR. This year's CAFR includes the following sections:

- Introductory section that includes the letter of transmittal
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements with notes, and Supplementary Information
- Statistical section that includes cost and revenue comparisons and other LWD statistics for the past 10 years.
- Other information

The accounting firm of Davis Farr LLP has completed its audit of LWD's FY18 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP.

Attached for the Board's review is the Auditor's information letter which reports on any significant audit findings as a result of their audit, and the Auditor's Report on Internal Controls, Compliance, and Other Matters. A PDF of the full CAFR will be emailed to you for your review.

Staff along with Shannon Ayala, CPA of Davis Farr LLP, will present an overview of the CAFR at the upcoming meeting.

rad:PJB

Attachment
Enclosure

To the Board of Directors
Leucadia Wastewater District

We have audited the financial statements of Leucadia Wastewater District for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 3, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Leucadia Wastewater District are described in Note 1 to the financial statements. As described in Note 11 to the financial statements, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 75 related to Other Post Employment Benefit (OPEB) obligations. The cumulative effect of the implementation of GASB Statement No. 75 as of the beginning of the year is described further in Note 14 to the financial statements. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Leucadia Wastewater District's financial statements were:

Management's estimate of the which capital projects represent ordinary maintenance activities necessary to keep an asset operational for its originally intended useful life versus significant improvement, replacement, and life extending projects that should be capitalized as additions to capital assets is based on management's knowledge of the assets and their useful lives.

Management's estimate of transactions related to net pension and OPEB liabilities based on actuarial information.

We evaluated the key factors and assumptions used to develop the estimates above and determined they are reasonable in relation to the financial statements taken as a whole.

There were no particularly sensitive note disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements noted.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 26, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Leucadia Wastewater District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Leucadia Wastewater District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to *Management's Discussion and Analysis, Schedule of the Proportionate Share of the Net Pension Liability, Schedule of Contributions-Defined Benefit Pension Plan, Schedule of Changes in Net OPEB Liability and Related Ratios and Schedule of OPEB Contributions*, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the financial statements and *Combining Schedule of Changes in Net Position* which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, statistical section and other information which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Leucadia Wastewater District and is not intended to be, and should not be, used by anyone other than these specified parties.

Irvine, California
October 26, 2018

Board of Directors
Leucadia Wastewater District
Carlsbad, California

**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance With
*Government Auditing Standards***

Independent Auditor's Report

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Leucadia Wastewater District (the District), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 26, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly,

we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Irvine, California
October 26, 2018

MEMORANDUM

Ref: 19-6430

DATE: November 8, 2018
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Contract Amendment No. 1 to Davis Farr LLP for Financial Auditing Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute a contract amendment with Davis Farr LLP for Financial Auditing Services for Fiscal Year 2019 (FY19) and Fiscal Year 2020 (FY20) in an amount not to exceed \$45,550.

DISCUSSION:

This item was reviewed by the IFC at its November 8th meeting and the IFC concurred with staff to present this item for the Board's consideration.

During April 2016, the Board of Directors authorized a three-year contract with Davis Farr LLP for financial auditing services. During the past three years, they have worked closely with the District to conduct thorough financial audits.

While the original agreement was for an initial three-year period, an option for an additional two-year extension was included. Staff believes that executing this option for Fiscal Years 2019 and 2020 will provide continuity to our auditing program and is in the best interest of the District. The proposed Amendment No.1 is attached for the committee's review.

Staff has received an estimate of fees not to exceed \$45,550 for the two-year extension. The fees are broken down by fiscal year as follows:

<u>Fiscal Year Ending</u>	<u>Total Audit Fees</u>
June 30, 2019	\$ 22,550
June 30, 2020	<u>23,000</u>
Total Two-Year Contract Price	<u>\$ 45,550</u>

For comparison purposes Davis Farr's contract price has been fixed at \$22,100 per year for the past three years. Therefore, staff believes the proposed contract price is fair and reasonable. Staff will appropriate funds each year as part of the budget process to cover the auditing fees for that year.

PJB:

Attachment

**AMENDMENT NO. 1
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND DAVIS FARR LLP
FOR FINANCIAL AUDITING SERVICES**

Ref: 19-6416

This Amendment No. 1 to the AGREEMENT is made and entered into this 14th day of November, 2018 between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and DAVIS FARR LLP, a Certified Public Accounting firm, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an AGREEMENT on April 13, 2016 for financial auditing services; and

WHEREAS, the AGREEMENT allows for an additional two-year extension; and

WHEREAS, the DISTRICT has determined that a two-year extension is in the best interest of the District.

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

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work shall be amended to include financial auditing services for an additional two-year period for the fiscal years ending June 30, 2019 and 2020 as described in Exhibit A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services described in this AMENDMENT shall not exceed \$45,550. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$111,850. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

All other terms and conditions of the Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be executed the day and year first above written.

LEUCADIA WASTEWATER DISTRICT

DAVIS FARR LLP

By: _____
Elaine Sullivan
President

By: _____
Jennifer Farr
Engagement Partner

EXHIBIT A
SCOPE OF WORK



Davis Farr LLP
2301 Dupont Drive | Suite 200 | Irvine, CA 92612
Main: 949.474.2020 | Fax: 949.263.5520

October 16, 2018

To the Board of Directors
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92008

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide Leucadia Wastewater District (the "Entity").

ENGAGEMENT OBJECTIVES

We will audit the financial statements Entity's basic financial statements, as of **June 30, 2019 and 2020** and for the year then ended, and the related notes to the financial statements.

Accounting Standards generally accepted in the United States of America ("US GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the Entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Entity's RSI in accordance with auditing standards generally accepted in the United States of America ("US GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by US GAAP and will be subjected to certain limited procedures but will not be audited.

1. Management's Discussion and Analysis
2. Schedule of the District's Share of the Proportionate Net Pension Liability and Related Ratios
3. Schedule of Pension Plan Contributions
4. Schedule of Net OPEB Liability
5. Schedule of OPEB Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Entity's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion in relation to the financial statements as a whole.

1. Combining Schedule of Changes in Net Position

OUR RESPONSIBILITIES

The objective of our audit is the expression of an opinion as to whether the financial statements are fairly presented, in all material respects, in conformity with US GAAP and to report on the fairness of the additional information referred to above when considered in relation to the financial statements taken as a whole.

We will also provide a report, which does not include an opinion on, Internal controls related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will each include a paragraph that states the report is solely to describe the scope and testing of internal control over financial reporting and compliance, and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and that the report is not suitable for any other purpose.

Audit

Our audit will be conducted in accordance with US GAAS, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion and render the required reports. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts (e.g., tests of the physical existence of inventories, direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions, etc.). We may also request written representations from the Entity's attorneys as part of the engagement, and they may bill the Entity for responding to this inquiry.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the Entity or to acts by management or employees acting on behalf of the Entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal controls, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with US GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. We will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of

laws or governmental regulations that come to our attention, unless clearly inconsequential, and any material abuse that comes to our attention. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Internal Control

Our audit will include obtaining an understanding of the Entity and its environment, including internal controls sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal controls or to identify control deficiencies. However, we will inform management and those charged with governance of internal control matters that are required to be communicated under professional standards.

Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The services described above do not relieve management or those charged with governance of their responsibilities.

THOSE CHARGED WITH GOVERNANCE

The preparation and presentation of the financial statements of the Entity are the responsibility of management with oversight from those charged with governance. Those charged with governance are also responsible for overseeing the strategic direction of the Entity and any obligations related to its accountability, resolving disagreements between management and us regarding financial reporting, appointing us to perform the services described above, and informing us about all known or suspected fraud involving the Entity. In turn, we will provide those charged with governance with any communications required by the professional standards described above.

MANAGEMENT'S RESPONSIBILITIES

Management is responsible for all management decisions and performing all management functions, and for designating an individual, preferably from senior management, with suitable skill, knowledge, or experience to oversee these services, any bookkeeping services, tax services, or other services we provide. Management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with

(a) access to all information they are aware of that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of this engagement, and (c) unrestricted access to persons within the Entity from whom we determine it necessary to obtain information.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities, for the selection and application of accounting principles, for the safeguarding of assets, and for the preparation and fair presentation of the financial statements in conformity with US GAAP even though we may assist management with their preparation. Accordingly, management may be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Entity involving (a) management, (b) employees who have significant roles in internal controls, and (c) others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of any known allegations of fraud or suspected fraud affecting the Entity received in communications from employees, former employees, regulators, or others. In addition, management is also responsible for identifying and ensuring that the Entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

During the course of our engagement, we will request information and explanations from management regarding the Entity. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. In view of the foregoing, the Entity agrees to release our firm, its shareholders, and other personnel from any liability and costs relating to our services under this letter resulting from false or misleading representations made to us by any member of the Entity's management.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other related studies. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. Management is responsible for providing its views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

OTHER SERVICES

As a result of our prior or future services, we might be requested to provide information or documents to the Entity or a third party in a legal, administrative, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to the Entity as a separate

engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request.

ENGAGEMENT FEES

We estimate that our fixed fees for the services previously outlined will be as noted below:

Fiscal Year 2018/19	\$22,550
Fiscal Year 2019/20	\$23,000

Our fees are based upon the complexity of the work to be performed, timing of the engagement, experience level of the personnel required, and estimates of the professional time to complete the required services.

Additionally, our fees are dependent on the availability, quality, and completeness of the Entity's records and, where applicable, upon the Entity's personnel providing the level of assistance identified in the "prepared by client" request list distributed at the end of our planning work (e.g., Entity employees preparing confirmations and schedules we request, locating documents selected by us for testing, etc.).

Should our assumptions with respect to these matters be incorrect, or should the condition of the records, degree of cooperation, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate as soon as reasonably practicable. In addition, fees for any related projects, such as proposed business combinations or research and/or consultation on special business or financial issues, will be billed separately from the fee referred to above and will be subject to separate arrangements.

We consider telephone calls and meetings on accounting and reporting matters to be an integral part of the engagement and no additional fees are charged for these services. If, however, there is a significant transaction or new accounting issue that requires us to spend a substantial amount of time that was not anticipated in our fees, there may be additional billings.

The fee estimate above assumes no adjustments will be necessary for routine accounting entries normally made before the beginning of the engagement. If, for any reason, we are asked to assist in the preparation of these entries, before beginning this service, we will provide an estimate of the time required to perform such services and the additional fees to be billed.

Invoices will be submitted as the work progresses and a final invoice will be submitted upon completion of the services. Invoices are payable upon receipt. If our invoices for this, or any other engagements the Entity may have with us, are not paid within 30 days, we may suspend or terminate our services for this and any other engagements. In the event our work is suspended or terminated as a result of nonpayment, the Entity agrees we will not be responsible for any consequences.

OTHER ENGAGEMENT MATTERS

This letter set forth the rights and responsibilities of the parties with respect to the services to be provided. This engagement is being undertaken solely for the benefit of the parties to this agreement and no other person shall be entitled to enforce the terms of this agreement.

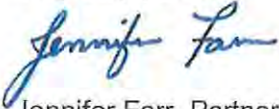
As required by *Government Auditing Standards*, we included a copy of the report on the most recent peer review of our firm in our proposal for audit services.

The workpapers for this engagement will be retained in accordance with our firm policy, or for any additional period requested by the Entity's cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the workpapers.

The undersigned is the engagement partner responsible for supervising the engagement and signing the report.

We appreciate the opportunity to provide these services and believe this letter accurately summarizes the significant terms of our engagement. Please sign the enclosed copy of this letter and return it to us.

Very truly yours,



Jennifer Farr, Partner
Davis Farr LLP

The services and arrangements described in this letter are in accordance with our understanding and are acceptable to us.

Leucadia Wastewater District

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

MEMORANDUM

Ref: 19-6432

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Sanitary Sewer Management Plan (SSMP) Fiscal Year 2018 Audit

RECOMMENDATION:

Staff and the Engineering Committee (EC) recommend that the Board of Directors:

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2018 Audit conducted by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

DISCUSSION:

Tactical Goal: Services / SSMP Audit

This item was reviewed by the EC at its November 7th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The District has complied with all prescribed provisions, including having a written Sewer System Management Plan (SSMP) that was adopted by the District's Board of Directors in June 2009. Per the State Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-003-DWQ), the SSMP must be updated every five years and requires each agency to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to ensure its programs and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and complete the 2014 SSMP Update. DWE also completed the annual audits for Fiscal Years 2010 to 2017. Due to their thorough knowledge of the plan, staff requested that DWE conduct the Fiscal Year 2018 SSMP Audit.

The audit, using a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2019, the required WDR five-year SSMP review cycle.

The letter report of the SSMP Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

Steven Henderson, of DWE, will present an overview of the audit at the meeting.

jms:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
FISCAL YEAR 2018 AUDIT**

October 30, 2018



**Prepared by:
Dexter Wilson Engineering, Inc.
2234 Faraday Avenue
Carlsbad, CA 92008**

Job No. 103-015/8

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
STEPHEN M. NIELSEN, P.E.
NATALIE J. FRASCHETTI, P.E.
STEVEN J. HENDERSON, P.E.

October 30, 2018

103-015/8

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal Year
2018 Audit

The Leucadia Wastewater District's Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2014. The purpose of the SSMP is to memorialize and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (District) to effectively manage its wastewater collection system. The SSMP requires audits of the SSMP at least every two years. The District has decided to conduct annual audits.

The purpose of this letter-report is to present the Fiscal Year 2018 (FY18) Audit (the fourth audit of the 2014 SSMP) in fulfillment of the District's SSMP requirements. The Audit consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,
- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The Section IX SSMP Evaluation Checklist (Evaluation Checklist) is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Evaluation Checklist (found in Attachment A), we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Minor changes were made to the SSMP to more accurately reflect the District's procedures and customer/community outreach. However, the changes do not necessitate a re-adoption of the SSMP prior to the scheduled June 10, 2019 revision, per the required five year cycle. In completing the Evaluation Checklist, there are several items to note, as discussed in the Audit Discussion section below.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, every two years and a report must be prepared and kept

Paul Bushee
October 30, 2018

on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including the identification of any deficiencies in the SSMP and the steps taken to correct them.

The District has chosen to conduct their SSMP audit on an annual basis. In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY18 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the Audit organized by the relevant SSMP Section. Additional notes can be found on the Evaluation Checklist in Attachment A.

Sections I, II, and III (District Goals, Organization, and Legal Authority). No appreciable changes have occurred to the District's Goals, Organization, or Legal Authority since the 2014 SSMP. The statewide WDR which governs the SSMP is in the process of being revised. District staff have been active in this process toward reissuance of the WDR.

There was one new employee hired in FY18.

Section IV (Preventative Maintenance Program). General statistics regarding the District's preventative maintenance activities are provided in Attachment C. Also in Attachment C, Exhibit C-1 graphically illustrates those areas within the District which are readily accessible for hydrocleaning and closed circuit television (CCTV) inspection and those areas which have additional needs or requirements in order to hydroclean or CCTV, such as the need for significant traffic control procedures or night work due to day time traffic volume or wastewater flows.

Exhibit C-2 tracks the general progress of CCTV inspections in the District. Per the District's 2014 SSMP, the District strives to CCTV their entire system every three years. In review of Exhibit C-2, there are areas within the District which have not been CCTV inspected in the last 3 years. These areas shall be CCTV inspected in FY19.

Paul Bushee
October 30, 2018

The District is on track to meet its SSMP goal of CCTV inspecting all 200 miles in a three year timeframe.

In FY16, the District began introducing foam treatments in pipelines and manholes for the treatment of roots. The initial results were favorable and the District has incorporated foam treatment into the regular schedule of preventative maintenance activities. Eleven additional line segments utilized foam treatment for root control in FY18.

The District's Asset Management Plan (AMP) was revised in May 2018. Progress throughout FY18 with respect to the previous AMP (and other asset planning efforts) is summarized in the Attachment I letter-report at the end of the audit. The District's revised AMP is summarized as well in Attachment I.

The FY18 and FY19 SOP training schedules can be found in Attachment D and all updated SOPs are included on a CD in Attachment E.

Section VI (Overflow Emergency Response Plan). A minor revision was made to the OERP. Field Services protocols were amended for SSOs that reach surface water.

Section VII (FOG Control Program). None of the FY18 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not warranted at this time. The District continues to require BMP agreements for all new food services establishments.

Section VIII (System Evaluation and Capacity Assurance). The District continues to monitor (and address as necessary) the presence of scale in the Alga Hills area. The area was most recently CCTV inspected in FY17 and is hydrocleaned every six months. Any defects discovered during the CCTV inspections are incorporated into the District's Repair Priority List.

Inflow domes are present in 2,268 of the District's 5,103 manholes to aid in reducing inflow. Figure 1 shows the manhole locations where inflow domes have been installed throughout the District.

Paul Bushee
October 30, 2018

Flow analyses of the District were conducted as part of the District's 2008, 2013, and 2018 AMPs. All three documents concluded that estimates of average and peak ultimate flows are within the design values of the District and less than the flows utilized in the District's detailed capacity analyses conducted as part of the 1999 Wastewater Master Plan. There are no capacity-driven replacement projects currently identified for the District. For reference, the current buildout flows for the District are projected to be 4.7 mgd in comparison to the 1999 Master Plan where buildout flow were projected at 6.5 mgd.

The District's monthly flow comparison between FY17 and FY18 can be found in Attachment F.

Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary through June 30, 2018 can be found in Attachment G. Four spills occurred in FY18; two were from private laterals, one was from a private grease interceptor, and one Category 2 spill from a blow off valve.

The cause of the Category 2 spill was a driver who veered off of La Costa Avenue and hit the blow off valve, damaging the protective housing and sheering off the valve. The blow off valve is on the Leucadia Pump Station force main which was not in operation at the time of the event. The 11,700 gallons that drained from the line was completely captured and returned to sewer.

Spill review checklists for each event are on file at the District office. Figure 2 identifies the location of each spill in a public line or manhole over the last nine years.

Section XI (Communication Program). The District has made the 2014 SSMP and subsequent audits available on its website. The District is also now actively posting to Facebook to communicate with the general public. Additionally, a formal presentation is provided to the Engineering Committee and Board of Directors and is part of those agendas and meeting packets.

LEGEND

- Inflow Dome Location
- ▭ District Service Area
- ▭ District Sphere of Influence
- ▭ Municipal Boundary
- ▣ District Office

District Gravity Sewers

- Drainage Basin 1
- Drainage Basin 2
- Drainage Basin 3
- Drainage Basin 4
- Drainage Basin 5
- Drainage Basin 6
- Drainage Basin 7
- Drainage Basin 8
- Drainage Basin 9
- Drainage Basin 10
- Drainage Basin 11

District Force Main

- Force Main

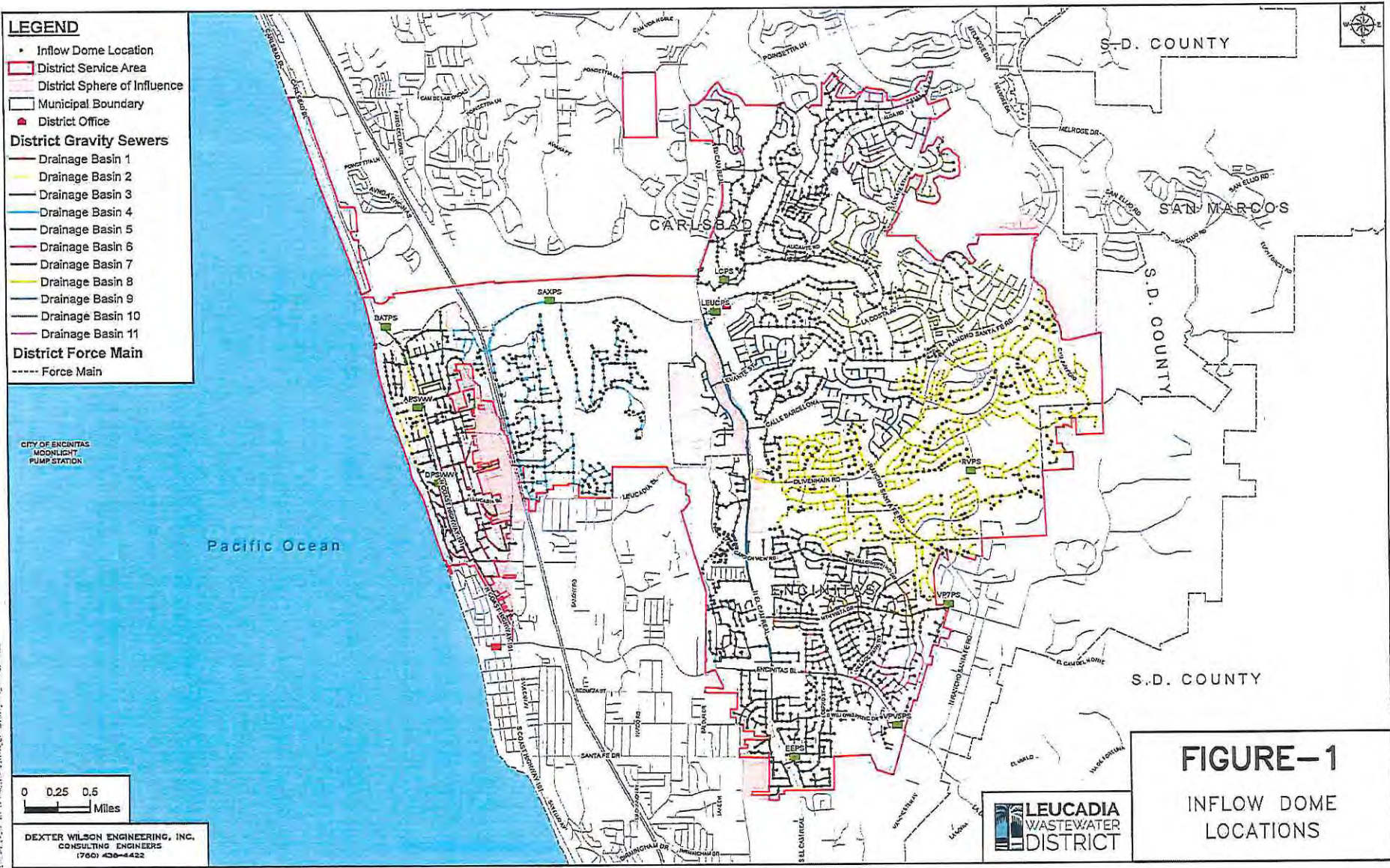
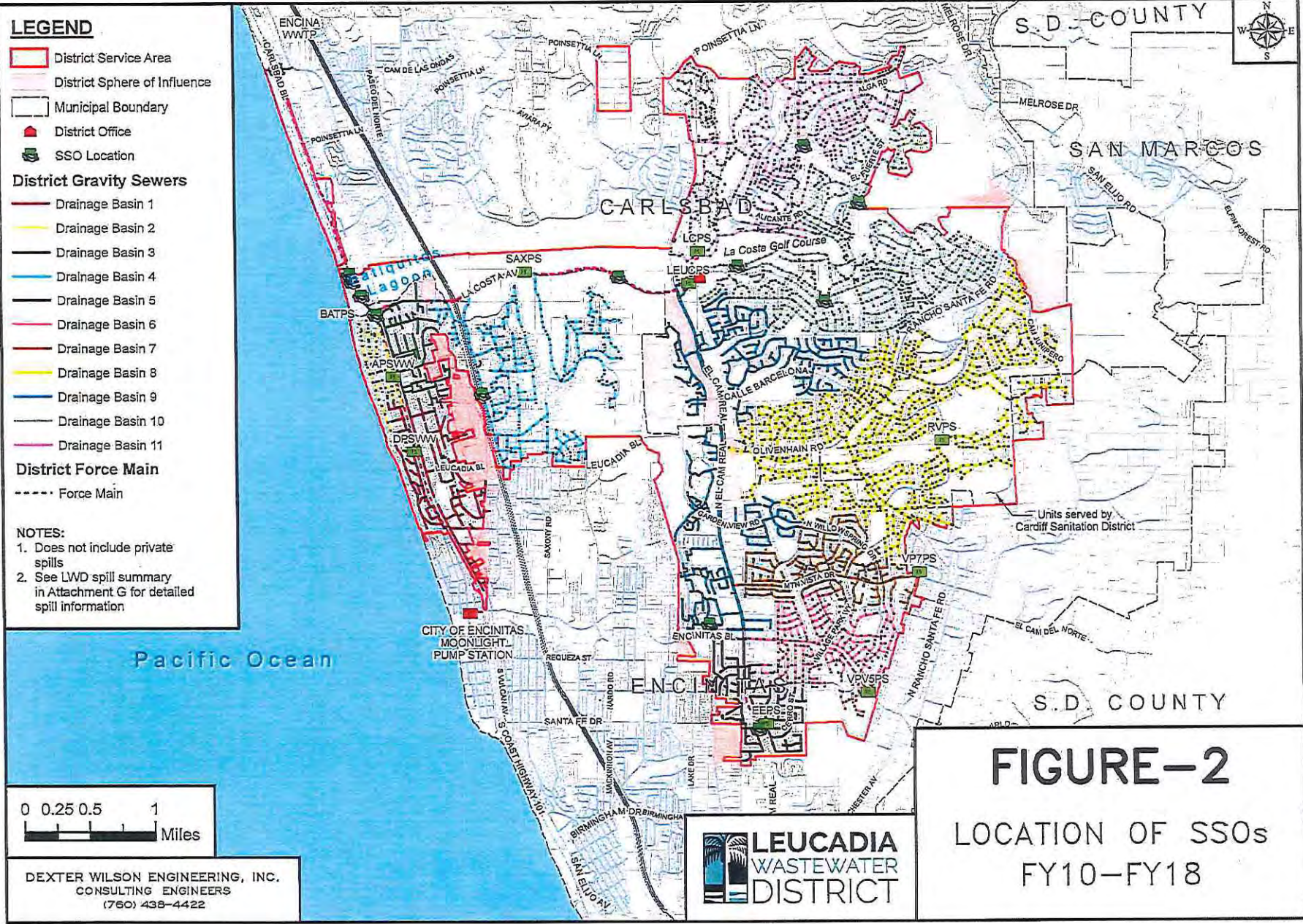


FIGURE-1
INFLOW DOME
LOCATIONS



DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 436-4422



Paul Bushee
October 30, 2018

Recommended SSMP Edits

Two edits are recommended to the SSMP which will be documented in the SSMP Change Log (Appendix B of the SSMP). The edits consists of (1) an expansion of the District's public outreach actions including active posting to its Facebook page and (2) updating the SSMP Evaluation Checklist to better reflect District practices. Attachment H to this letter-report provides the specific edits to the SSMP. Additionally, the edits are documented in the SSMP change log (Appendix B of the SSMP). The revisions to the SSMP are not significant enough to warrant re-adoption of the District's SSMP prior to the scheduled June 10, 2019 revision.

Summary of Recommendations

The following section summarizes recommended items as a result of the FY18 Audit:

- The District should consider revising the sewer sub-basin map that is included in the monthly board packet to reflect the areas that have been de-annexed.
- Ensure that those sewers which require additional measures (e.g. traffic control, easements, etc.), to maintain three year cleaning/CCTV cycles are scheduled for FY19 (See Exhibit C-1 for those locations requiring attention in FY19 to meet the three year target).
- Ensure that the planned O&M activities (e.g. hydroclean and CCTV inspect every 5 years) for the Occidental pipeline are on track (see AMPI memorandum Attachment A).
- Confirm that inflow domes are being tracked in IWater/CMMS; the reported count of inflow domes in the system for FY18 is the same as those reported in FY17.
- Complete all Scheduled SOP trainings in FY19 (see Attachment D).

Paul Bushee
October 30, 2018

Next Steps

This FY18 SSMP Audit should be retained for inclusion in the next SSMP recertification by the General Manager and adoption by the District Board scheduled to occur by June 10, 2019. Please be sure to post this FY18 Audit on the District's website and include a hardcopy in the District's 2014 SSMP counter copy. We appreciate the opportunity to have worked with the District on this project. Should you have any questions please do not hesitate to contact us.

Dexter Wilson Engineering, Inc.



Natalie J. Frascchetti, P.E.

NJF:SH:sg

Attachment(s)

MEMORANDUM

Ref: 19-6431

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: California Public Employees' Retirement System (CalPERS) Update

RECOMMENDATION:

- 1) Discuss and provide direction as appropriate.

BACKGROUND:

Tactical Goal: Financial/ PERS Unfunded Accrued Liability/ Evaluate and Present Options

This item was reviewed by the IFC at its November 8th meeting and the IFC concurred with staff to present this item for the Board's consideration.

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. This item was subsequently included as a goal in LWD's FY 2019 Tactical Plan and LWD received the CalPERS FY 2017 actuarial report in October as expected.

By way of background, CalPERS charges both an "employee" rate and an "employer" rate for its retirement system. LWD employees pay their full share of the employee rate. LWD's employer rate is further broken down into two categories: the normal cost and the unfunded accrued liability (UAL). The normal cost reflects the annual cost of service and is paid as part of payroll, whereas the UAL reflects the cost needed to fund past service credit earned by retired and current employees. LWD currently pays its UAL expenses annually based on a 30-year amortization period.

DISCUSSION:

As referred to above, CalPERS recently made a significant change to its discount rate assumption – lowering it from 7.5% to 7.0% over a three-year period beginning in FY 2019. The discount rate is the assumed rate of return that CalPERS expects its investments to earn over time. This change increases LWD's PERS contribution costs for both normal costs and UAL payments.

The impact to the normal costs is being phased in over the three-year period, while the increase to LWD's UAL is being phased in over the next seven years. As a result, the increases in the required contributions are expected to continue for seven years from FY 2019 through FY 2025. During this period, employer contributions are expected to almost double from approximately \$373,000 in FY 2018 to \$694,000 in FY 2025.

In addition, the composition of the employer payments changes over this 7-year period. The UAL payment portion grows from about 45% in FY 2018 to about 62% in FY 2025. Since almost half of the employers UAL payments, over the current 30-year amortization period, is interest expense there are some potential options LWD could use to reduce the UAL expense. The following options will be presented to the IFC for discussion:

1. Status Quo – Current 30 Year Amortization.
2. Fresh Start – Reduce Amortization Period.
3. Ad Hoc Basis – Make Additional Payments on a periodic basis.
4. Pay Off – Pay off current UAL balance in full.

The purpose of this item is to: 1) update the Board on this recent change in the CalPERS discount rate assumption; 2) review its effect on LWD's required PERS employer contributions; and 3) to present an overview of the options that LWD could use to address this issue.

Staff is requesting that the Board of Directors provide direction on the best way for LWD to move forward on this issue.

rad:PJB

MEMORANDUM

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures**

RECOMMENDATION:

1. Adopt Resolution No. 2307 Updating LWD's Anti-Harassment/Discrimination Policy and Complaint Procedures.
2. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: People/ Administrative Policy Updates/Review and Update No Harassment Policy

This item was reviewed by the HRC at its November 8th meeting and the HRC concurred with staff to present this item for the Board's consideration.

In order to comply with current state and federal law, it is necessary to review and update existing human resources policies and procedures. LWD's current No-Harassment Policy was adopted by the Board of Directors in March 2006.

DISCUSSION:

Staff has reviewed LWD's current policy and the information contained in this policy is outdated and requires revisions to meet new CA laws/regulations.

Proposed Resolution No. 2307 (Attachment 1) includes an updated Anti-Harassment/Discrimination Policy and Complaint Procedures that meets CA. These new procedures 1) define harassment and discrimination, 2) delineates procedures to address harassment complaints, 3) establishes guidelines to investigate allegations of harassment, 4) addresses that retaliation is prohibited 5) includes training requirements by CA law and 6) addresses and reports violations. Staff will provide a detailed overview at the upcoming meeting.

The HRC and staff recommend the adoption of the proposed Resolution to meet current federal and state requirements.

Attachment

th:PJB

RESOLUTION NO. 2307

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
UPDATING AND ADOPTING THE LEUCADIA WASTEWATER DISTRICT'S
ANTI- HARASSMENT/DISCRIMINATION POLICY AND COMPLAINT PROCEDURES

WHEREAS, California law requires employers to have a detailed written policy for preventing harassment, discrimination and retaliation; and,

WHEREAS, the Leucadia Wastewater District Board of Directors intends to update and adopt an Anti-Harassment/Discrimination Policy and Complaint Procedures to meet current CA laws; and,

WHEREAS, it is in the interest of the Leucadia Wastewater District to adopt an Anti-Harassment/Discrimination Policy and Complaint Procedures.

NOW, THEREFORE, it is resolved as follows:

Section 1. The LWD Board of Directors adopts the LWD Anti-Harassment/Discrimination Policy and Complaint Procedures attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

Section 2. Effective November 14, 2018 this Resolution supersedes Resolution No. 2161.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held November 14, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, General Manager
(SEAL)



LEADERS IN
ENVIRONMENTAL
PROTECTION

Ref: 19-6424

Anti-Harassment/Discrimination Policy and Complaint Procedures

*Adopted: March 6, 2006
Amended: November 14, 2018*

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Anti-Harassment/Discrimination Policy and Complaint Procedures

1. Policy

Leucadia Wastewater District (LWD) is committed to providing a professional work environment free from discrimination and harassment and an environment free from retaliation for participating in any protected activity covered by this policy.

LWD is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including termination, in response to misconduct—including violations of LWD's anti-discrimination policy—even if the violation does not rise to the level of unlawful conduct.

LWD prohibits discrimination or harassment based on the following protected categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability,¹ medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

In addition, LWD prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation.

Employees are encouraged to promptly report conduct that they believe violates this policy so that LWD has an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. LWD is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

2. Scope of Protection

This policy applies to LWD applicants and employees (co-workers, supervisors and managers). As used in this policy, the term "employee" includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from LWD premises, such as a business trip or business-related social function.

3. Applicant/Employee Rights

- 3.1 The right to a discrimination, harassment, and retaliation-free work environment.
- 3.2 The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.

Anti-Harassment/Discrimination Policy and Complaint Procedures

- 3.3 The right to a full, impartial and prompt investigation by a LWD representative or designee into allegations of conduct that would violate this policy.
- 3.4 The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.
- 3.5 The right to be represented by a person of the complainant's choosing at each and all steps of the complaint process.
- 3.6 The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.
- 3.7 The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

4. Discrimination

As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment based solely or in part on the employee's or applicant's protected categories (see categories under section 1. Policy). Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

5. Harassment

As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.)

6. Sexual Harassment

As used in this policy sexual harassment is defined as harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), conduct of a sexual nature, gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Anti-Harassment/Discrimination Policy and Complaint Procedures

Sexual harassment is generally categorized into two types:

6.1 Quid Pro Quo Sexual Harassment ("this for that")

- Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

6.2 Hostile Work Environment Sexual Harassment

Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

7. Retaliation

As used in this policy retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Anti-Harassment/Discrimination Policy and Complaint Procedures

8. Training Requirements

To comply with AB 1825, all management and/ supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training every two years, aimed at increasing their understanding of and preventing workplace sexual harassment (including harassment on the basis of sexual orientation, gender identity, and gender expression) and their role in creating an underlying culture of mutual respect in the workplace. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. In addition, to comply with SB 1343, LWD shall provide annual anti-harassment training to all employees. The training must be provided by either a trainer (classroom) or on-line computer training (webinar/interactive computer based) in accordance with CA law. The District will maintain all training sign-in sheets, certificates of attendance/completions and a copy of the training materials.

9. Addressing and Reporting Violations of this Policy

Any employee or applicant who experiences or witness's behavior that they believe violates this policy is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior. The applicant or employee should also immediately report the alleged violation to his/her supervisor, manager or the General Manager. There is no chain of command when contacting the General Manager; an individual does not need supervisor or manager approval to do this. If the alleged offender is the employee's supervisor or manager, the employee should report the conduct to any other supervisor, manager or the General Manager. In incidents where the General Manager is the accused perpetrator of an incident of harassment, the complaint shall be filed with the District's Legal Counsel, Worden Williams, APC at (858) 755-6604 or the "We Tip" hotline at www.wetip.com. A complaint may be brought forward verbally or in writing. Written complaints can be made using the Complaint Form (attachment).

Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the General Manager, and must follow that the General Manager's instructions as to how best to proceed.

LWD will promptly look into the facts and circumstances of any alleged violation, as appropriate. Even in the absence of a formal complaint, LWD may initiate an investigation where it has reason to believe that conduct that violates this policy has occurred. Moreover, even where a complainant conveys a request to withdraw their initial formal complaint, LWD retains the right to continue the investigation to ensure that the workplace is free from discrimination, harassment and retaliation. Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, LWD may need to do an internal assessment or survey to try to determine if misconduct has occurred. All investigations will be fair, impartial, timely, and completed by qualified personnel.

To the extent possible, LWD will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with LWD's ability to fulfill its obligations under this policy. All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the alleged violation to the person conducting the investigation. Upon completion of the investigation, if misconduct is substantiated, LWD will take appropriate corrective and preventive action calculated to end the conduct up to and including formal discipline and including up to termination where warranted.

Anti-Harassment/Discrimination Policy and Complaint Procedures

Contact information for LWD:
Paul J. Bushee, General Manager
(760) 753-0155 ext. (3014)
pbushee@lwwd.org

Contact information for LWD's General Counsel:
Worden Williams, APC
(858) 755-6604.

WipTip Hotline: (800) 781-7463 (if occurs within 24 hours)
Online reporting: www.wetip.com

10. Filing Complaints Outside of LWD

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes. The deadline to file a complaint of harassment/discrimination with California Department of Fair Employment and Housing is one year from the date of the incident. The deadline to file a complaint of harassment/discrimination with the U.S. Equal Employment Opportunity Commission is 300 days from the date of the incident.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100 Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov
<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,
P.O Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only) <http://www.eeoc.gov/employees>

State Personnel Board Appeals Division

801 Capitol Mall
Sacramento, Ca 95814
(916) 653-0799 or TDD Line (916) 653-1498

11. Corrective Action Guidelines

LWD will take appropriate corrective action(s) up to and including termination against any employee(s) when an investigation has found that misconduct occurred. Such corrective action(s) may include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as LWD.

Anti-Harassment/Discrimination Policy and Complaint Procedures
DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION POLICY COMPLAINT
FORM

COMPLAINANT INFORMATION

Name:

Department:

Office Location:

Work Phone:

Immediate Supervisor:

Please describe the conduct that you believe violates the Discrimination, Harassment or Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the General Manager.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person - Name:

Position:

Work Location:

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness Name:

Position:

Work Location:

HAVE YOU NOTIFIED ANYONE AT LWD ABOUT THIS MATTER?

If yes, explain the situation. When did you notify, to whom, and what was the result?

If extra space is needed please attach additional page(s) to this form.

Please submit to the General Manager or District Counsel

MEMORANDUM

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Resolution No. 2306 Requesting LAFCO to Take Proceedings for the Ryan Change of Organization

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2306, Ryan Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The proposed Ryan Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.69 acres, located west of Interstate 5, north of Leucadia Boulevard and east of Hygeia Avenue.

This annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for a proposed lot split along with a new single-family residence. The existing single-family residence is to remain on one lot and will connect via private lateral to the available public sewer collection system on Eolus Avenue. The proposed second lot involves a new single-family residence. The connection of the second residence to the collection system requires the construction of approximately 50 feet of public sewer extension on Eolus Avenue before a private lateral connection can be attained. The annexation is necessary to provide sewer service to these properties.

Approval of Resolution No. 2306 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the existing single-family dwelling and existing accessory dwelling unit. Attached please find a copy of Resolution No. 2306 for your review.

ier:PJB

Attachment

RESOLUTION NO. 2306

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

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

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

WHEREAS, the proposed Ryan Change of Organization includes annexation of the Ryan territory (*APN 254-391-10-00*) to the LWD; and

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on November 14th, 2018 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Elaine Sullivan, President

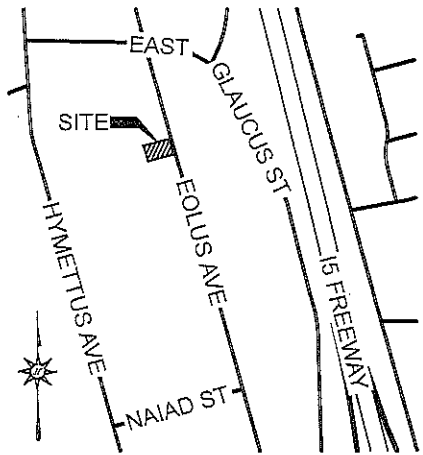
ATTEST:

Paul Bushee, General Manager
(SEAL)

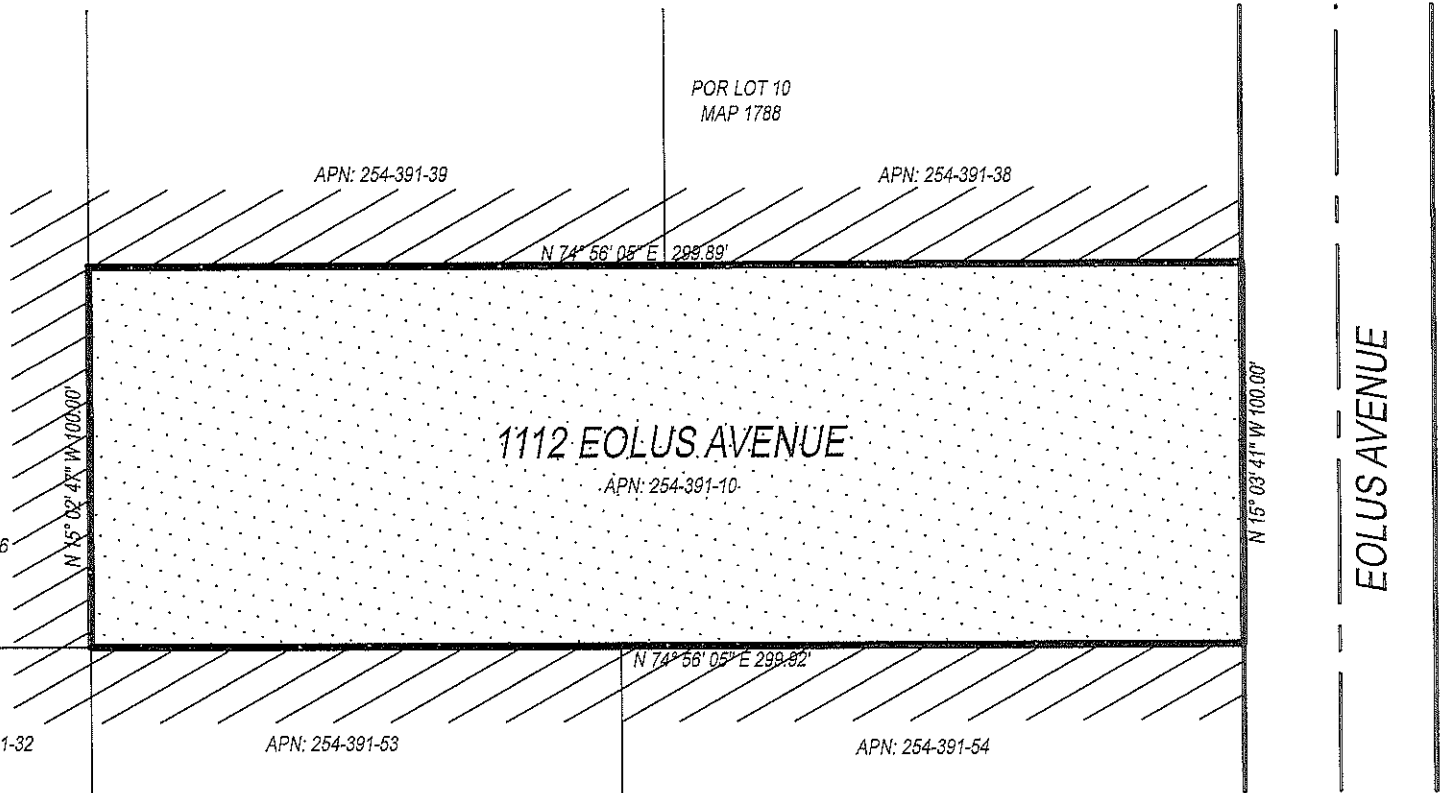
EXHIBIT "A"
LEGAL DESCRIPTION
FOR
ANNEXATION TO LEUCADIA WASTEWATER DISTRICT
APN: 254-391-10-00

THE SOUTHEASTERLY 100 FEET OF LOT 10, BLOCK "E" IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 1788, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, (MORE FULLY DESCRIBED IN GRANT DEED RECORDED IN THE OFFICE OF THE SAN DIEGO COUNTY RECORDER IN BOOK 4515 AT PAGE 159 OF OFFICIAL RECORDS, JULY 3, 1952)

EXHIBIT 'B' ANNEXATION PLAT



VICINITY MAP
NOT TO SCALE



102



GRAPHIC SCALE: 1" = 50'

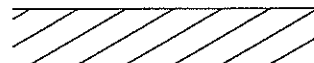


LEGEND

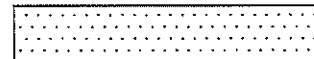
PROPOSED ANNEXATION BOUNDARY

WITHIN LWD SPHERE OF
INFLUENCE & OUTSIDE LWD

EXISTING LEUCADIA WASTEWATER
DISTRICT BOUNDARY




PROPOSED ANNEXATION REGION



ASSESSOR'S PARCEL NUMBERS 254-391-10	LAFCO RESOLUTION NO.	ACREAGE 0.69	DATE 8/17/18	SCALE 1"=50'
LWD ANNEXATION NO. BEING A PORTION OF LOT 10, BLOCK "E" OF MAP 1788		PASCO LARET SUITER & ASSOCIATES 535 N. HIGHWAY 101, SUITE A SOLANA BEACH, CA 92075 TEL: (858)259-8212		

MEMORANDUM

Ref: 19-6402

DATE: November 8, 2018
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Calendar Year 2019 Board of Directors' Meeting Schedule**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve the calendar year 2019 Board of Directors' meeting schedule.
2. Discuss and take other action, as appropriate.

DISCUSSION:

During November 2009, the Board of Directors adopted Resolution No. 2205 establishing the date, time and place for regular meetings of the Board. According to the resolution, Board meetings will be held at the District Administration Building at 5:00 P.M. on the second Wednesday of each month unless changed by a motion of the Board at a regular meeting. Below please find the proposed meeting schedule for calendar year 2019. Also attached is the updated 2019 conference schedule that staff has prepared for coordinating with the Board meeting dates in order to avoid potential conflicts with the proposed dates.

To avoid conflict with holidays or meetings of professional organizations in which the District is affiliated, the dates indicated in **blue** below have been changed from the second Wednesday of the month to the third Wednesday of the month. The conflicting meeting is indicated next to the revised date.

As of November 8, 2018, there is no date available for the CASA/WateReuse Joint Public Policy Forum. This conference is a one day conference normally in mid April. Should the CASA/WateReuse Joint Public Policy Forum conflict with the April 17th Board meeting, the April Board meeting can be moved at the Board's discretion.

2018 Board of Directors' Meeting Schedule	
January 9, 2019	July 10, 2019
February 13, 2019	August 14, 2019
March 13, 2019	September 11, 2019
April 17, 2019 (CWEA April 9-12)	October 9, 2019
May 8, 2019	November 13, 2019
June 12, 2019	December 11, 2019

In accordance with the Resolution, staff requests that the Board of Directors approve the calendar year 2019 Board of Directors' meeting schedule (above) and take other action, as appropriate.

tb:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors

2019 Calendar Year Board Meeting Schedule	
January 9, 2019	July 10, 2019
February 13, 2019	August 14, 2019
March 13, 2019	September 11, 2019
April 17, 2019 *	October 9, 2019
May 8, 2019	November 13, 2019
June 12, 2019	December 11, 2019

* April Board Meeting conflicted with the CWEA Annual Conference April 9-12, 2019.
 CASA Joint Public Policy dates are currently not available (normally mid April).
 April Board Meeting changed to April 17, 2018.

UPCOMING 2019 CONFERENCES

CASA Conferences

Winter Conference

Date: January 23-25, 2019

LWD Board Meeting: January 9, 2019

Location: Renaissance Indian Wells, Indian Wells, CA

Conference website: <https://casaweb.org/events/casa-winter-conference-2019/>

Joint Public Policy Forum (CASA-WateReuse)

Date: **Date currently N/A normally in mid April** (9am to 1:30pm)

LWD Board Meeting: April 10, 2019 (POSSIBLE CONFLICT)

Location:

The Sutter Club
1220 9th Street
Sacramento, CA 95814

Hotels in close proximity. Choose from the following:

- Hyatt Regency Sacramento. Complimentary Shuttle Service.
- Sheraton Grand Sacramento
- The Citizen Hotel

Parking available at the Sutter Club Parking Garage, 824 L Street, Sacramento, CA.

Conference website: <http://casaweb.org/events>

64th Annual Conference

Date: August 21-23, 2019

LWD Board Meeting: August 14, 2019

Location: Manchester Grand Hyatt, San Diego, CA

Conference website: <https://casaweb.org/events/64th-annual-conference/>

Wateruse Conference

2019 Wateruse California Annual Conference

Date: March 17-19, 2019

LWD Board Meeting: March 13, 2019

Location: Hyatt Regency Orange County, Garden Grove, CA

Conference website:

https://wateruse.org/event/2019-wateruse-california-annual-conference/?instance_id=435

CSDA Conferences

Legislative Days

Date: May 21-22, 2019

LWD Board Meeting: May 8, 2019

Location: Sacramento Convention Center

Conference website:

<http://legislatedays.csdanet/home?CLK=ec1d3dcf-cf7c-4ef6-91aa-471666299b96>

Annual Conference

Date: September 25-28, 2019

LWD Board Meeting: September 11, 2019

Location: Anaheim Marriott, Anaheim, CA

CWEA Conferences

Annual Conference

Date: April 9-12, 2019

LWD Board Meeting: April 10, 2019 (CONFLICT)

Location: Palm Springs Convention Center, Palm Springs, CA

Conference website: <http://events.cwea.org/>

WEF TEC Conference

92nd Annual Water Environment Federation Conference

Date: September 21-25, 2019

LWD Board Meeting: September 11, 2019

Location: McCormick Place, Chicago, IL

Conference website: <http://www.weftec.org>

DATE: November 8, 2018
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: **Potential Strategic Planning Facilitator**



RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

DISCUSSION:

The Board of Directors held its last strategic planning session in February 2017 and its next session has tentatively been earmarked for late February 2019. As such, the purpose of this agenda item is for the Board to provide direction to staff as to who it would like to retain to facilitate the event.

Michele Tamayo of The Tamayo Group facilitated the Board's last strategic planning session and staff was left the impression that the Board was very pleased with Ms. Tamayo's efforts. Staff has reached out to Ms. Tamayo and, unfortunately, she is *not* available for the upcoming session.

In terms of other facilitators, LWD previously contracted with Brent Ives of BHI Management Consulting (BHI) for the Board's 2015 strategic planning session and the experience was positive. Staff has not yet contacted BHI and is not aware of any local facilitators to perform the work.

Staff is requesting that the Board provide direction as to whether you would like staff to contact BHI to assess Mr. Ives's availability for the upcoming planning session or take another approach. Should the Board decide to take another approach, it has a few options on how to procure these services within LWD's policy. The Board could simply direct staff to sole source with BHI or another firm if preferred or LWD could advertise a public request for proposals to any firms interested in performing this work.

In summary, staff is requesting that the Board review and discuss this information and provide direction on how it wishes to proceed with procuring strategic facilitation services.

PJB:



c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:

Paul Bushee, *President*
760.753.0155
Greg Baatrup, *Vice President*
707.429.8930

PAST PRESIDENTS:

Russ Baggerly
2010-2014
Robert Reid
2006-2010



October 24, 2018

RE: 2019 Executive Board Elections

Dear CSRMA Members:

At the direction of the Executive Board, a Nominating Committee has been formed to recommend a slate of candidates for the year. 2019 Executive Board elections are to be held at the January Board of Directors Meeting. That Committee is comprised of Paul Bushee, Leucadia Wastewater District and George Emerson, Goleta Sanitary District.

If you would care to discuss the nomination process, please feel free to contact either of these Committee members as below:

Paul Bushee (760) 274-2275
George Emerson (805) 967-7019

PBushee@lwwd.org
gweson@hotmail.com

Thank you for your interest and participation in this important process.

Sincerely,

Dennis Mulqueeney
Program Administrators
Alliant Insurance Services, Inc.
(415) 403-1421

cc: Paul Bushee
Greg Baatrup



San Diego Chapter

California Special Districts Association

November 6, 2018

To: San Diego Chapter CSDA Member Agencies
 From: Tom Kennedy, San Diego Chapter President
 Subject: San Diego Chapter CSDA Quarterly Dinner Meeting

Event Date: **Thursday, November 15, 2018**

Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**

Location: **The Butcher Shop Steakhouse – Kearny Mesa**
 5255 Kearny Villa Road, San Diego - (858) 565-2272
<http://www.butchershopsd.signonsandiego.com>

Board of Directors

President
 Tom Kennedy
 Rainbow Municipal Water
 District

First Vice-President
 Jim Peasley
 Padre Dam Municipal Water
 District

Second Vice-President
 Elaine Sullivan
 Leucadia Wastewater
 District

Treasurer
 Richard Stevenson
 Sweetwater Authority

Secretary
 Diana Towne
 Rincon del Diablo Municipal
 Water District

Past President
 Michael J. Bardin
 Santa Fe Irrigation District

State CSDA Director
 Jo MacKenzie
 Vista Irrigation District

Join us for a dynamic, interactive and educational evening as SDCSDA presents:

Dr. Sayone “Dr. T” Thihalolipavan

“Leveraging Special District and County Partnerships to Live Well”

**We will also hold our own San Diego Chapter CSDA
 Board of Directors Elections**

Positions up for election: President and First Vice-President

Please contact Nomination Committee Chair Jo MacKenzie for more information,
mackgroup@cox.net.

Be sure to read your November San Diego Chapter CSDA Newsletter for more great information.

Dinner Menu Selections – \$30 per person (\$40 non-member)

Public is invited to attend the dinner at the \$40 non-member price

Tri-Tip Steak with Bordelaise Sauce, New Potatoes and Vegetables
 Fillet of Atlantic Salmon- Sautéed Salmon Fillet with Dill Buerre Blanc
 Pasta Primavera - Fettuccine, Baby Zucchini, Wild Mushrooms, Asparagus, Bell Peppers,
 Baby Squash, Tomatoes, Fresh Basil, Garlic, Crushed Red Peppers, and Parmesan Cheese
 Tossed in a White Wine Sauce

Registration deadline is: Thursday, November 8, 2018

We look forward to seeing all agencies and guests attending this event. If you have any questions or need further information, please call Tom Kennedy at (760) 728-1178 Ext. 130; tkennedy@rainbowmwd.com, or Rich Stevenson at (619) 409-6711; rstevenson@sweetwater.org

Cancellation/Refund Policy: San Diego Chapter CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.



California Association of Sanitation Agencies

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CASA Winter Conference 2019

Event Details

Registration Form

Registration Fees:

- Member Full Conference: \$575
- Member Wednesday only: \$365
- Member Thursday only: \$475
- Member Friday only/Attorneys Meeting: \$250
- Cancellation Information: \$75 Cancellation fee on or before Monday, January 14, 2019.

No Refund for late cancellations after Monday, January 14, 2019.

Please notify CASA via email of a cancellation, refund or change request by contacting Cheryl MacKelvie at cmackelvie@casaweb.org.

Hotel Reservation Fee: \$180/night + Taxes/Fees (Includes reduced resort fee)

Hotel reservation cutoff date: January 8, 2019

Date/Time

January 23, 2019 - January 25, 2019

All Day

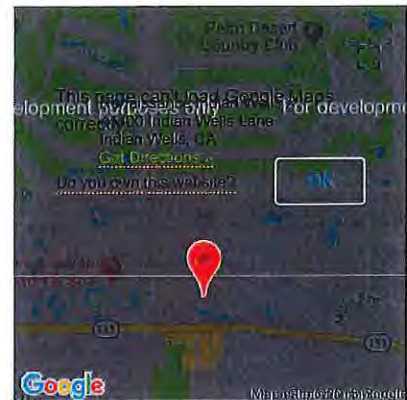
Location

Renaissance Indian Wells

44400 Indian Wells Lane

Indian Wells, CA

[Get Directions »](#)



Related Events

[CASA Winter Conference 2019](#)

JANUARY 23, 2019 - JANUARY 25, 2019

ALL DAY

Registration Form Registration Fees: Member Full Conference: \$575 Member Wednesday only: \$365 Member Thursday only: \$475 Member Friday only/Attorneys Meeting:...

[CASA Washington D.C. Policy Forum](#)

FEBRUARY 25, 2019 - FEBRUARY 27, 2019

ALL DAY

Registration Form Registration Fee Hotel Reservation Fee: \$330/night + Taxes/Fees Hotel reservation cutoff date: February 1, 2019

64th Annual Conference

AUGUST 21, 2019 - AUGUST 23, 2019

ALL DAY

Registration Form Registration Fee Hotel Reservation Fee: \$259/night + Taxes/Fees Hotel reservation cutoff date: July 30, 2019

CASA Winter Conference 2020

JANUARY 21, 2020 - JANUARY 23, 2020

ALL DAY

Registration Form Registration Fee Hotel Reservation Fee: \$190/night + Taxes/Fees (Includes reduced resort fee) Hotel reservation cutoff date: January 8,...

@CASA_CleanWater

That's a wrap! 2018 California Water Professionals Appreciation Week is in the books. We look forward to the 2019 celebration! #WeAreCAWater, #CAWaterWeek and #WorkForWater #CASAConnects pic.twitter.com/bWD3Lu74Lu

About 3 days ago from CASA_CleanWater's Twitter

ABOUT US

CASA provides leadership, advocacy and information to our members, legislators and the public, and promotes partnerships on clean water and beneficial reuse issues that protect public health and the environment.

CONTACT US

1225 8th Street, Suite 595
Sacramento, CA 95814
(916) 446-0388

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Yes 6