



**BOARD OF DIRECTORS  
REGULAR MEETING**

**And**

**PUBLIC HEARING TO RECEIVE INPUT CONCERNING THE COMPOSITION OF  
ELECTORAL DISTRICTS FOR THE BOARD OF DIRECTORS**

DATE: Wednesday, October 10, 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**
  - A. 5 Year Service Award – Hugo Gonzalez and Richard Easton. (Page 5)
  - B. Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury. (Page 6)

## 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:

September 12, 2018 Regular Board Meeting (Pages 7-12)

October 1, 2018 Human Resources Committee Minutes (Page 13)

October 3, 2018 Engineering Committee Meeting (Pages 14-15)

### **8. Approval of Demands for September/October 2018**

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2018. (Pages 16-34)

### **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 35-39)

### **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 40-47)

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

This report discloses travel expense reimbursements for the month of September 2018. (Pages 48-49)

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

(Pages 50-55)

## EWA REPORTS

### **13. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on September 26, 2018 – report by Director Juliussen. (Page 56)

B. An Encina Member Agencies Manager's Meeting was held on October 9, 2018 – report by GM Bushee. (Verbal)

## COMMITTEE REPORTS

### **14. Committee Reports**

A. Human Resources Committee meeting was held on October 1, 2018 – report by Director Hanson. (Page 57)

- B. Engineering Committee meeting was held on October 3, 2018 – report by Director Juliusen. (Page 58)

## **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. (Pages 59-67)

## **PUBLIC HEARING**

16. Public Hearing to Receive Input Concerning the Composition of Electoral Districts for the Board of Directors. (Page 68-70)

## **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. (Pages 71-73)

### **18. Amending the Human Resources Policy Manual**

Adopt Resolution No. 2303 Amending the Human Resources Policy Manual. (Pages 74-83)

## **INFORMATION ITEMS**

### **19. Project Status Updates and Other Informational Reports**

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

B. LWD Annual Holiday Luncheon is scheduled for Thursday, December 13, 2018 at The Crossings in Carlsbad. (Page 84)

### **20. Directors' Meetings and Conference Reports**

A. CSDA Annual Conference was held September 24-27, 2018 at the Renaissance Indian Wells in Indian Wells, CA. (Page 85)

### **21. General Manager's Report**

### **22. General Counsel's Report**

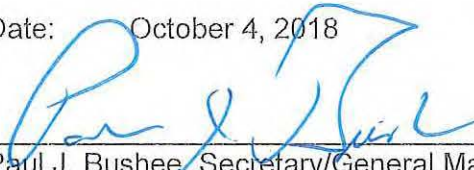
### **23. Board of Directors' Comments**

### **24. 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: October 4, 2018



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Paul J. Bushee, Secretary/General Manager

## MEMORANDUM

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 5 Year Service Award - Hugo Gonzalez and Richard Easton

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It is my pleasure to announce that two Leucadia Wastewater District (LWD) staff members have met an individual performance objective under LWD's Incentive Program. The individual achievements are as follows:

5 Year Service Award – Hugo Gonzalez

On September 23, 2018, Field Services Technician II Hugo Gonzalez passed his 5<sup>th</sup> anniversary of employment. This milestone is a tribute to Hugo's hard work, dedication, and commitment to LWD. Hugo's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Hugo is eligible for an incentive award of \$100.

5 Year Service Award – Richard "Rick" Easton

On September 30, 2018, Field Services Technician II Rick Easton passed his 5<sup>th</sup> anniversary of employment. This milestone is a tribute to Rick's hard work, dedication, and commitment to LWD. Rick's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Rick is eligible for an incentive award of \$100.

Please join me in congratulating Hugo and Rick for their outstanding accomplishments.

tb:PJB

MEMORANDUM

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Achieve Highest Number of Consecutive Work Days Without a Lost Time Injury**

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I am pleased to report that the Leucadia Wastewater District (LWD) recently achieved an organizational objective under the District's Incentive Program.

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

On September 12, 2018, LWD staff completed seven years without a lost time injury accident. This achievement represents a significant accomplishment since workplace injuries result in lost productivity, low morale, and increased workers' compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$1,200 incentive compensation award.

Please join me in congratulating LWD for this accomplishment.

tb:PJB

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

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 12, 2018 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT:

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

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

GC Brechtel stated that after the September agenda was finalized, LWD received a letter in regards to a violation of the California Voting Rights Act. GC Brechtel stated that due to the time sensitive nature of this item that it should be added to the agenda as a Closed Session item. GC Brechtel noted that under the Brown Act the Board can make a motion to add this item to the agenda.

Upon a motion duly made by Vice President Kulchin, seconded by Director Juliussen, and unanimously carried, the Board of Directors added a Closed Session item to the agenda and approved the agenda by the following vote:

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

**6. Presentations and Awards**

None.

## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- August 15, 2018 Regular Board Meeting
- August 23, 2018 Community Affairs Committee Meeting
- September 4, 2018 Human Resources Committee Meeting
- September 4, 2018 Investment and Finance Committee Meeting
- September 5, 2018 Engineering Committee Meeting

### 8. Approval of Demands for August/September 2018

Payroll Checks numbered 20036-20097; General Checking – Checks numbered 51476-51596

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

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

### 11. Disclosure of Reimbursements

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

### 12. Annual Review of LWD's Investment Policy

Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2018 through August 31, 2019 and receive and file the annual review of the Investment Policy.

### 13. Receive and file the Koff & Associates Base Salary Study Report.

(A copy was included in the original September 12, 2018 Agenda)

Upon a motion duly made by Vice President Kulchin, 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

### 14. Encina Wastewater Authority (EWA) Reports

#### A. EWA Board Report – Meeting held on August 22, 2018.

President Sullivan reported on EWA's August 22, 2018 Board meeting.

#### B. An EWA Member Agency Manager's (MAM) Meeting was held September 11, 2018.

GM Bushee reported on EWA's MAM September 11, 2018 meeting.



## 15. Committee Reports

### A. Community Affairs Committee (CAC) Meeting was held on August 23, 2018.

Vice President Kulchin reported that the CAC reviewed the final draft layout of the Summer 2018 newsletter. Rising Tide Partners (RTP) will make the recommended changes.

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

Vice President Kulchin also reported that the CAC reviewed the Teacher Grant Program and agreed with the list of improvements suggested by staff. There was no action taken.

### B. Human Resources Committee (HRC) Meeting was held on September 4, 2018.

Director Hanson reported that the HRC reviewed the following recommendation to receive and file the Koff & Associates Base Salary Study Report. Director Hanson stated the HRC agreed with staff to recommend that the Board of Directors receive and file the Koff & Associates Base Salary Study Report. She noted that staff and the HRC agreed to add this item under Consent Calendar in the September Board Agenda.

Director Hanson stated the HRC reviewed a recommendation to adopt Resolution No. 2304 Updating LWD's Compensation Policy. The HRC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Director Hanson also reported that the HRC received an overview of LWD's Risk Management & Safety Program. This item was informational and it will be discussed later in the agenda.

### C. Investment and Finance Committee (IFC) Meeting was held on September 4, 2018.

Director Hanson reported that the IFC reviewed the recommendation to re-delegate authority to manage the investment program to the General Manager effective September 1, 2018 through August 31, 2019 and to receive and file the annual review of the Investment Policy. She noted that staff and the IFC agreed to add this item under Consent Calendar in the September Board Agenda.

Director Hanson also reported that the IFC received information on the change in banking services from Union Bank to Opus Bank. This item was informational and it will be discussed later in the agenda.

### D. Engineering Committee (EC) Meeting was held on September 5, 2018.

Director Juliussen reported that the EC reviewed a recommendation authorizing the General Manager to execute a purchase order with Encinitas Ford, in the amount of \$56,990.00, for the purchase of one (1) 2019 Ford Pickup Truck (3/4 ton 4x4) to replace one similarly equipped District truck.

The EC agreed 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 an update on the Poinsettia Train Station Parallel Gravity Pipeline Project. This item was informational and there was no action taken.

## ACTION ITEMS

### 16. Vehicle Purchase to Replace One (1) LWD 2009 Pickup Truck

Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$56,999.00, for the purchase of (1) 2019 Ford Pickup Truck (3/4 ton 4 X 4) to replace one similarly equipped District Truck.

FSS Stecker presented background information on the item noting it is a tactical goal for FY19. He explained that the Vactor Chase Truck is nine years old with 56,000 miles on it and has reached its useful life. He continued that the District's vehicle replacement criteria for this type of vehicle is five years and 60,000 miles or seven years and any miles.

FSS Stecker said that staff solicited sealed bids for a 3/4-ton diesel pickup truck from all ten San Diego County Ford dealerships. He continued that the bids were due on August 22, 2018 and only one bid was received from Encinitas Ford at \$56,999. He said that staff reviewed the bid and all required specifications have been met and that Encinitas Ford is the lowest responsive bidder.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Kulchin, and unanimously carried, the Board of Directors authorized the General Manager to execute to execute a Purchase Order with Encinitas Ford, in the amount of \$56,999.00, for the purchase of (1) 2019 Ford Pickup Truck (3/4 ton 4 X 4) to replace one similarly equipped District Truck by the following vote:

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

### 17. Adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.

GM Bushee presented background information on the item. He noted that the Compensation Policy was last adopted in November 2003 along with the initial version of the Incentive Program. He stated that since 2003 the Incentive Program has been updated several times while the Compensation Policy has never been updated.

GM Bushee stated that staff has updated the Compensation Policy to better reflect LWD's existing compensation program. He outlined the key components of the proposed policy noting that the Compensation Policy and the Incentive Program have been consolidated under one policy.

Vice President Kulchin asked if there would be an increase in healthcare costs in 2019. ASM Duffey answered stating that healthcare costs will increase by an average of 9%.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2304 – Updating Leucadia Wastewater District's Compensation Policy by the following vote:

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

## INFORMATION ITEMS

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

#### A. Update on LWD's Risk Management & Safety Program.

ASsup Hill introduced the item and presented an overview of LWD's Risk Management & Safety Program. She reviewed the following key components of LWD's Program:

- LWD's Hazard Preparedness & Mitigation Plan;
- Safety Trainings & Drills;
- My Safety Officer Program; and
- Safety Committee and Ongoing Updates to LWD's Safety Programs

ASsup Hill also provided a summary of some of LWD's safety accomplishments over the past few years.

The Board of Directors thanked ASsup Hill for her presentation.

#### B. Change in Banking Services.

ASM Duffey presented the item noting that Union Bank has been providing banking services to LWD since 2007. ASM Duffey stated that staff has evaluated Union Bank's services and determined that LWD could obtain better services at lower costs by switching to Opus Bank. ASM Duffey then provided background information on Opus Bank noting that LWD will soon be transferring banking business over to Opus Bank.

The Board of Directors thanked ASM Duffey for his report.

#### C. CSDA is requesting volunteers for 2019 CSDA Committee & Expert Feedback Team Participation.

EA Baity presented the item and stated that CSDA is looking for volunteers for CSDA Committee teams or the Expert Feedback Team. She noted that the deadline to submit interest forms is October 12, 2018.

#### D. Flu Shot Clinic is scheduled for Thursday, September 13, 2018 from 3:00pm – 4:00pm.

EA Baity announced the date and time of the flu shot clinic.

### 19. Directors' Meetings and Conference Reports

#### A. The CSDA Quarterly Dinner was held on August 16, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

**20. General Manager's Report**

GM Bushee reported on the following items:

- LWD's 2018 Summer Newsletter -- positive community feedback

**21. General Counsel's Report**

None.

**22. Board of Directors' Comments**

Director Hanson reported on a San Diego LAFCO meeting she attended on September 10, 2018.

**23. 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.

**24. Adjournment**

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

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Elaine Sullivan, President

\_\_\_\_\_  
Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Human Resources Committee Meeting  
October 1, 2018

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A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Monday, October 1, 2018 at 1:30 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 1:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

A. Adopt Resolution No. 2303 - Amending the Human Resources Policy Manual (HRPM)

ASsup Hill presented background information on the item. 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 also reviewed the Accrued Vacation Survey Results of other local agencies noting the average vacation accrual allowed is 371 hours.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors Adopt Resolution No. 2303 – Amending the HRPM.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 1:45 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 October 3, 2018

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, October 3, 2018 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT:

OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Supervisor Marvin Gonzalez; Field Services Specialist Ian Riffel; and District Engineer Dexter Wilson

**3. Public Comment**

None.

**4. New Business**

- A. Authorize 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.

FSSpec Riffel presented staff's recommendation. He explained that Carlsbad solicited bids for their 2018 Street Overlay Project (Project). He continued that, as a result, Carlsbad received nine bids and 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 District's assets affected by Project. He continued that the District has a total of 46 manholes and two 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 Project traffic control during both 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.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute an Agreement with PAL 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.

**5. Information Items**

**A. Update of the Poinsettia Train Station Parallel Gravity Pipeline Project**

TSM Morishita presented an update of the Poinsettia Train Station Parallel Gravity Pipeline Project. He explained the new 24 inch parallel gravity line passed the mandrel test. He continued that the 21 inch Lanikai Gravity Line was exposed and the installation of the casing extension was completed. TSM Morishita stated that the main components of the project are completed and only minor clean up items remain. He said both lines are online and operating.

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

FSSup Gonzalez presented the results of the smoke testing of a section of the Old Leucadia Area. He stated that smoke testing was being done to identify suspected illegal connections and areas for potential inflow serviced by the Diana Pump Station. He said that ADS Environmental Services was contracted to conduct the smoke testing. FSSup Gonzalez explained that the test area boundaries were Interstate 5 on the east, La Costa Avenue on the north and Leucadia Boulevard on the south. He 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.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.


**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:50 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **Approval of September/October Demands**



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **492,436.41**.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period September 5, 2018 through October 4, 2018.

Operating expenses totaled **\$170,441.94**, Capital Improvement Program expenses totaled **\$211,694.06**, and Payroll expense for District Employees and the Board totaled **\$110,300.41**.

Attachment 1	Summary of Demands by Account September 5–October 4, 2018
Attachment 2	Accounts Payable Check Register dated September 5, 2018
Attachment 3	Accounts Payable Check Register dated September 11, 2018
Attachment 4	Payroll Check Register dated September 12, 2018
Attachment 5	Accounts Payable Check Register dated September 20, 2018
Attachment 6	Payroll Check Register dated September 26, 2018
Attachment 7	Board Payroll Check Register dated October 1, 2018
Attachment 8	Accounts Payable Check Register dated October 3, 2018



**DEMANDS SUMMARY**  
**October 10, 2018**

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -9/12/2018	20098 - 20116	\$53,553.69	
Payroll Check -9/26/2018	20117 - 20135	\$52,848.86	
Board Payroll Check - 10/1/2018	20136 - 20140	<u>\$3,897.86</u>	
	<b>Total</b>	<b>\$110,300.41</b>	
General Checking -9/5/2018	51597	\$ 3,822.57	
General Checking - 9/11/2018	51598 - 51629	\$ 216,357.21	
General Checking -9/20/2018	51630 - 51666	\$ 91,661.73	
General Checking - 10/3/2018	51667 - 51720	<u>\$ 70,294.49</u>	
	<b>Total</b>	<b>\$ 382,136.00</b>	
			<b>GRAND TOTAL</b>
			<b>\$492,436.41</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/5/2018 Through 9/5/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
L&L PRINTERS	51597	9/5/2018	<u>3,822.57</u>	Postage for Summer Newsletter
	Total 51597		<u>3,822.57</u>	
Report Total			<u><u>3,822.57</u></u>	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/11/2018 Through 9/11/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALPHAGRAPHICS	51598	9/11/2018	<u>122.32</u>	COLOR BROCHURES
	Total 51598		122.32	
AT&T	51599	9/11/2018	<u>3.03</u>	PHONE SERVICE
	Total 51599		3.03	
CALPERS	51600	9/11/2018	<u>700.00</u>	GASB REPORTS
	Total 51600		700.00	
CARLSBAD CHAMBER OF COMMERCE	51601	9/11/2018	<u>849.00</u>	MEMBERSHIP RENEWAL 18/19
	Total 51601		849.00	
CINTAS FIRST AID AND SAFETY	51602	9/11/2018	<u>54.90</u>	REFILL OF FIRST AID CABINET
	Total 51602		54.90	
CITY OF CARLSBAD	51603	9/11/2018	31.28	WATER @ FIRE LINE
CITY OF CARLSBAD		9/11/2018	544.99	WATER @ PLANT
CITY OF CARLSBAD		9/11/2018	379.09	WATER @ VACTOR
CITY OF CARLSBAD		9/11/2018	<u>401.56</u>	WATER @ VACTOR 2
	Total 51603		1,356.92	
DATA NET SOLUTIONS GROUP	51604	9/11/2018	<u>276.00</u>	IS MAINT AND SUPPORT
	Total 51604		276.00	
ENCINITAS CHAMBER OF COMMERCE	51605	9/11/2018	<u>295.00</u>	MEMBERSHIP RENEWAL-2018
	Total 51605		295.00	
EVOQUA WATER TECHNOLOGIES, LLC	51606	9/11/2018	<u>5,826.38</u>	CHEMICALS-FERROUS CHLORIDE
	Total 51606		5,826.38	
FEDERAL EXPRESS CORPORATION	51607	9/11/2018	<u>63.95</u>	SHIPPING
	Total 51607		63.95	
HARTFORD LIFE & ACCIDENT INS.	51608	9/11/2018	<u>448.62</u>	LIFE INS-SEPT
	Total 51608		448.62	
HEAVILAND ENTERPRISES, INC	51609	9/11/2018	<u>840.00</u>	LANDSCAPE FEES-SEPT
	Total 51609		840.00	
JCI JONES CHEMICAL, INC	51610	9/11/2018	<u>4,677.79</u>	CHEMICALS FOR AWT

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/11/2018 Through 9/11/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51610		4,677.79	
LA COSTA LOGO, LLC	51611	9/11/2018	<u>379.76</u>	CAN TOPPERS
	Total 51611		379.76	
MITSUBISHI ELECTRIC US, INC	51612	9/11/2018	<u>297.76</u>	ELEVATOR SERVICE/MAINT
	Total 51612		297.76	
NU-LINE TECHNOLOGIES, INC	51613	9/11/2018	165,119.79	CURED IN PLACE LINING PROJECT-AUG
	Total 51613		165,119.79	
OLIVENHAIN MUNICIPAL WATER DISTRICT	51614	9/11/2018	1,201.18	RMC GRANT ADM COSTS
	Total 51614		1,201.18	
PACIFIC RIM MECHANICAL	51615	9/11/2018	<u>3,424.29</u>	REPAIR BPS A/C UNITS
	Total 51615		3,424.29	
PLANT PEOPLE, INC	51616	9/11/2018	217.88	MAINTENANCE OF LIVE PLANTS IN ADM OFFICES
	Total 51616		217.88	
PURE WATER PARTNERS, LLC	51617	9/11/2018	135.77	MONTHLY FEE FOR FILTERED WATER SYSTEM
	Total 51617		135.77	
RICHARD STINSON	51618	9/11/2018	19,477.50	CONSTRUCTION MANAGEMENT-AUG
	Total 51618		19,477.50	
ROCKWELL CONSTRUCTION SERVICES, INC	51619	9/11/2018	405.00	LPS PROJECT-AUGUST
	Total 51619		405.00	
SAN DIEGO UNION TRIBUNE	51620	9/11/2018	<u>112.94</u>	NEWSPAPER SUBSCRIPTION
	Total 51620		112.94	
SANTA FE IRRIGATION DISTRICT	51621	9/11/2018	1,093.16	ENG CONSULTANT-JUNE
	Total 51621		1,093.16	
SHADES OF LIGHT SD	51622	9/11/2018	<u>306.18</u>	BALANCE ON WINDOW SHADES
	Total 51622		306.18	
SOUTH BAY FOUNDRY	51623	9/11/2018	<u>2,149.62</u>	MANHOLES/FRAMES/COVERS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/11/2018 Through 9/11/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51623		2,149.62	
THE HOME DEPOT CRC/GECE	51624	9/11/2018	<u>441.38</u>	SUPPLIES
	Total 51624		441.38	
TODD AMOS	51625	9/11/2018	<u>169.96</u>	REIMBURSE FOR SAFETY BOOTS
	Total 51625		169.96	
UNDERGROUND SERVICE ALERT OF	51626	9/11/2018	<u>194.80</u>	UNDERGROUND ALARM SERVICE
	Total 51626		194.80	
UNIFIRST CORPORATION	51627	9/11/2018	207.09	LAUNDRY SERVICE W/E 9/5/18
UNIFIRST CORPORATION		9/11/2018	<u>211.13</u>	LAUNDRY SERVICE-W/E 8/29/18
	Total 51627		418.22	
U.S. BANK	51628	9/11/2018	<u>5,276.84</u>	OFFICE SUPPLIES/CONFES./MEETINGS/TR...
	Total 51628		5,276.84	
VERIZON WIRELESS	51629	9/11/2018	<u>21.27</u>	CELL PHONES-TELEMTRY
	Total 51629		21.27	
Report Total			<u><u>216,357.21</u></u>	

**Leucadia Wastewater District**  
Vendor Activity - Supplemental Credit Card Report  
From 9/5/2018 Through 9/11/2018

22

Vendor Name	Tra... Sou...	Effective Date	Check/Voucher Number	Expenses	GL Code	GL Title	Transaction Description
U.S. BANK	API	9/5/2018	51628	55.17	4330	BOARD CONFERENCES	CASA DINNER-D.O.
U.S. BANK	API	9/5/2018	51628	895.20	4330	BOARD CONFERENCES	CASA HOTEL-D.K.
U.S. BANK	API	9/5/2018	51628	8.25	4330	BOARD CONFERENCES	CASA LUNCH-D.O.
U.S. BANK	API	9/5/2018	51628	970.20	4330	BOARD CONFERENCES	CASA-HOTEL-D.O.
U.S. BANK	API	9/5/2018	51628	212.24	4330	BOARD CONFERENCES	Dinner W/Brd-P.B.
U.S. BANK	API	9/5/2018	51628	192.87	4810	MEMBERSHIP & DUES	AMAZON BUSINESS MEMBERSHIP
U.S. BANK	API	9/5/2018	51628	14.00	4810	MEMBERSHIP & DUES	AMAZON PRIME SERVICE
U.S. BANK	API	9/5/2018	51628	136.20	5530	BUILDINGS & GROUNDS	FLAGS
U.S. BANK	API	9/5/2018	51628	504.27	5540	VEHICLES	LOGO SIGNS
U.S. BANK	API	9/5/2018	51628	41.80	5710	TRAINING, EDUCATION & CONFERNC	CASA DINNER-P.B.
U.S. BANK	API	9/5/2018	51628	304.96	5710	TRAINING, EDUCATION & CONFERNC	CASA FLIGHT-P.B.
U.S. BANK	API	9/5/2018	51628	29.92	5710	TRAINING, EDUCATION & CONFERNC	CASA LUNCH-P.B.
U.S. BANK	API	9/5/2018	51628	52.00	5710	TRAINING, EDUCATION & CONFERNC	CASA PK-P.B.
U.S. BANK	API	9/5/2018	51628	393.87	5710	TRAINING, EDUCATION & CONFERNC	CASA RENTAL CAR-P.B.
U.S. BANK	API	9/5/2018	51628	27.95	5710	TRAINING, EDUCATION & CONFERNC	CASA-FUEL-P.B.
U.S. BANK	API	9/5/2018	51628	(487.67)	5710	TRAINING, EDUCATION & CONFERNC	CREDIT-Rental Car
U.S. BANK	API	9/5/2018	51628	600.00	5710	TRAINING, EDUCATION & CONFERNC	CSDA REG-R.D.
U.S. BANK	API	9/5/2018	51628	181.10	5710	TRAINING, EDUCATION & CONFERNC	Dinner w/Staff-P.B.
U.S. BANK	API	9/5/2018	51628	950.00	5710	TRAINING, EDUCATION & CONFERNC	WEFTEC REG-P.B.
U.S. BANK	API	9/5/2018	51628	39.51	5735	EMPLOYEE RECOGNITION	LUNCH W/MG
U.S. BANK	API	9/5/2018	51628	125.00	5910	TELEPHONE	WEB HOSTING
U.S. BANK	API	9/5/2018	51628	30.00	5910	TELEPHONE	WIFI
Transaction Total				<u>5,276.84</u>			
Total 9/5/2018				5,276.84			
U.S. BANK	APS	9/11/2018	51628	0.00	1005	UNION BANK GENERAL	OFFICE SUPPLIES/CONFS./MEETIN...
U.S. BANK	APS	9/11/2018	51628	0.00	1080	DUE TO/FROM OTHER FUNDS	OFFICE SUPPLIES/CONFS./MEETIN...
Transaction Total				<u>0.00</u>			

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 12, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20098 - 20116	9/12/2018	\$53,553.69

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/20/2018 Through 9/20/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
AT&T	51630	9/20/2018	<u>117.63</u>	PHONE SERVICE @ BPS
	Total 51630		117.63	
BATIQUITOS LAGOON FOUNDATION	51631	9/20/2018	<u>1,500.00</u>	SPONSORSHIP FOR KAYAK CLEANUP
	Total 51631		1,500.00	
CARLSBAD FUELS CORPORATION	51632	9/20/2018	<u>1,745.00</u>	VEHICLE FUELS
	Total 51632		1,745.00	
PETTY CASH	51633	9/20/2018	<u>301.56</u>	PETTY CASH FOR SUPPLIES/B-DAYS/MEETINGS
	Total 51633		301.56	
CORODATA	51634	9/20/2018	<u>85.56</u>	STORAGE-AUGUST
	Total 51634		85.56	
COUNTY OF SAN DIEGO	51635	9/20/2018	<u>469.00</u>	RENEWAL FEE FOR VP5 PS
	Total 51635		469.00	
CWEA	51636	9/20/2018	<u>188.00</u>	RENEWAL MEMBERSHIP FOR M.G.
	Total 51636		188.00	
DATA NET SOLUTIONS GROUP	51637	9/20/2018	<u>37.95</u>	IS MAINT AND SUPPORT
	Total 51637		37.95	
DETECTION INSTRUMENTS CORP	51638	9/20/2018	<u>618.92</u>	CALLIBRATIONS @LPS
	Total 51638		618.92	
EVOQUA WATER TECHNOLOGIES, LLC	51639	9/20/2018	<u>5,279.70</u>	CHEMICAL FERROUS/CHLORIDE
	Total 51639		5,279.70	
FEDERAL EXPRESS CORPORATION	51640	9/20/2018	<u>13.40</u>	SHIPPING
	Total 51640		13.40	
HAAKER EQUIPMENT CO	51641	9/20/2018	<u>91.08</u>	PARTS
	Total 51641		91.08	
ICMA RETIREMENT-303979	51642	9/20/2018	<u>4,878.37</u>	DEFERRED COMP
	Total 51642		4,878.37	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/20/2018 Through 9/20/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
LEUCADIA WASTEWATER	51643	9/20/2018	5,000.00	CHECK FOR THE NEW RESERVE ACCOUNT
	Total 51643		5,000.00	
LEUCADIA WASTEWATER	51644	9/20/2018	5,000.00	FOR NEW SECTION 125 ACCOUNT
	Total 51644		5,000.00	
L&L PRINTERS	51645	9/20/2018	4,455.80	PRINTING NEWSLETTER
	Total 51645		4,455.80	
NAPA AUTO	51646	9/20/2018	90.38	FUEL FILTERS @ LC/VP7/EE PS
	Total 51646		90.38	
NATIONWIDE RETIREMENT SOLUTIONS	51647	9/20/2018	256.08	DEFERRED COMP
	Total 51647		256.08	
NEOPOST, INC	51648	9/20/2018	114.18	POSTAGE METER RENTAL
	Total 51648		114.18	
OFFICE DEPOT, INC.	51649	9/20/2018	341.00	OFFICE SUPPLIES
	Total 51649		341.00	
OLIVENHAIN MUNICIPAL WATER DIST	51650	9/20/2018	45.21	WATER @ E. ESTATES PS
OLIVENHAIN MUNICIPAL WATER DIST		9/20/2018	341.00	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		9/20/2018	341.00	WATER @ TRAVELING2
OLIVENHAIN MUNICIPAL WATER DIST		9/20/2018	45.21	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		9/20/2018	49.17	WATER @ VP7
	Total 51650		821.59	
PLUMBERS DEPOT, INC	51651	9/20/2018	470.78	CUES REPAIR KIT
PLUMBERS DEPOT, INC		9/20/2018	470.78	CUES REPAIR WORK
PLUMBERS DEPOT, INC		9/20/2018	1,026.43	SUPPLIES AND PARTS-CCTV
	Total 51651		1,967.99	
PONTON INDUSTRIES, INC	51652	9/20/2018	11,852.50	DERAGGER PKG AND SYSTEM
PONTON INDUSTRIES, INC		9/20/2018	269.38	RELAY SOCKETS
PONTON INDUSTRIES, INC		9/20/2018	1,077.50	REVERSING CONTRACTOR
	Total 51652		13,199.38	
PROFORMA PRINT & PROMOTIONS	51653	9/20/2018	422.76	REORDER ON A/P CHECKS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/20/2018 Through 9/20/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51653		422.76	
RFYEAGER ENGINEERING, INC	51654	9/20/2018	<u>2,080.00</u>	CORROSION STUDY @ POINSETTIA
	Total 51654		2,080.00	
SAN DIEGUITO WATER DISTRICT	51655	9/20/2018	136.28	WATER @ BPS
	Total 51655		136.28	
SAN DIEGO GAS & ELECTIRC	51656	9/20/2018	3,683.15	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		9/20/2018	174.70	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		9/20/2018	14,459.68	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		9/20/2018	529.65	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		9/20/2018	844.38	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		9/20/2018	1,160.14	ELECTRIC @ EEPS-AWT
SAN DIEGO GAS & ELECTIRC		9/20/2018	952.92	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		9/20/2018	11,381.62	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		9/20/2018	737.10	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		9/20/2018	302.59	ELECTRIC @ VP5
SAN DIEGO GAS & ELECTIRC		9/20/2018	171.22	ELECTRIC @ VP7
SAN DIEGO GAS & ELECTIRC		9/20/2018	170.27	ELECTRICAL WORK @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		9/20/2018	10.00	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		9/20/2018	<u>3.03</u>	NATURAL GAS @ EE
	Total 51656		34,580.45	
SOUTHERN CONTRACTING COMPANY	51657	9/20/2018	540.00	ELECTRICAL WORK @ AWT-EFFLUENT PUMP
SOUTHERN CONTRACTING COMPANY		9/20/2018	<u>1,846.50</u>	ELECTRICAL WORK @ E. ESTATES PS
	Total 51657		2,386.50	
SPACELINK/I2B NETWORK	51658	9/20/2018	<u>160.00</u>	WEB CAM @ BPS-SEPT/OCT
	Total 51658		160.00	
STATE WATER RESOURCES CONTROL BD	51659	9/20/2018	55.00	RENEWAL FOR M.G -DRINKING WTR OPERATOR
	Total 51659		55.00	
TERMINIX	51660	9/20/2018	<u>60.00</u>	MONTHLY PEST SERVICE-AUG
	Total 51660		60.00	
UNIFIRST CORPORATION	51661	9/20/2018	<u>214.78</u>	LAUNDRY SERVICE-W/E 9/12/18
	Total 51661		214.78	
UNITED PARCEL	51662	9/20/2018	<u>100.58</u>	SHIPPING
	Total 51662		100.58	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/20/2018 Through 9/20/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
VERIZON WIRELESS	51663	9/20/2018	<u>912.34</u>	CELL PHONES-SEPT
	Total 51663		912.34	
WAGeworks, INC	51664	9/20/2018	<u>140.00</u>	SECTION 125-AUGUST
	Total 51664		140.00	
WESELOH CHEVROLET	51665	9/20/2018	549.56	MAINT/REPAIR ON #149 TRUCK
WESELOH CHEVROLET		9/20/2018	<u>75.91</u>	OIL CHANGE ON #126
	Total 51665		625.47	
WORDEN WILLIAMS LLP	51666	9/20/2018	<u>3,215.00</u>	LEGAL FEES-AUG
	Total 51666		3,215.00	
Report Total			<u>91,661.73</u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 26, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20117 - 20135	9/26/2018	\$52,848.86

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: October 1, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
20136 - 20140	10/1/2018	\$3,897.86

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 10/3/2018 Through 10/3/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
A. BRENT	51667	10/3/2018	373.78	REFUND DEV-N. COAST HWY-#1010
	Total 51667		373.78	
A-1 LOCK & SAFE SERVICE	51668	10/3/2018	299.33	KEYS/PADLOCKS
	Total 51668		299.33	
ALPHAGRAPHICS	51669	10/3/2018	122.32	COLOR BROCHURES-TEACHER GRANTS
	Total 51669		122.32	
EMMANUEL E. BAETGE	51670	10/3/2018	38.21	REFUND DEV-SUNSET DR-#1038
	Total 51670		38.21	
BAJA POOL AND SPA SERVICE	51671	10/3/2018	125.00	FOUNTAIN SERVICE-OCT
	Total 51671		125.00	
J. BOWEN CAUSEY STUDIO	51672	10/3/2018	37.22	REFUND DEV-ENCINITAS BLVD-#1025
	Total 51672		37.22	
CINTAS FIRST AID AND SAFETY	51673	10/3/2018	49.88	REFILL FIRST AID CABINET
	Total 51673		49.88	
COLONIAL LIFE INS	51674	10/3/2018	279.04	ACCIDENT/CRITICAL CARE INS-SEPT
	Total 51674		279.04	
CUES, INC	51675	10/3/2018	4,096.00	SOFTWARE ENHANCED SUPPORT PLAN/DESK TOP
	Total 51675		4,096.00	
CWV LA COSTA 49 LLC	51676	10/3/2018	12,734.87	REFUND DEV FOR PROJECT-#0526
	Total 51676		12,734.87	
DASMOD,LLC	51677	10/3/2018	100.00	REFUND DEV-HYGEIA AVE #0999
	Total 51677		100.00	
DAVID KULCHIN	51678	10/3/2018	623.80	REIMBURSE FOR CSDA CONF
	Total 51678		623.80	
DEXTER WILSON ENGINEERING	51679	10/3/2018	420.00	GE/0566/AUG/LEUCADIA HILLS
DEXTER WILSON ENGINEERING		10/3/2018	770.00	GE/0929/AUG/CASCADA VERDE
DEXTER WILSON ENGINEERING		10/3/2018	355.00	GE/0985/AUG/JASON ST
DEXTER WILSON ENGINEERING		10/3/2018	195.00	GE/0994/AUG/HYGEIA AVE
DEXTER WILSON ENGINEERING		10/3/2018	907.50	GE/1018/AUG/URANIA AVE

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 10/3/2018 Through 10/3/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
DEXTER WILSON ENGINEERING		10/3/2018	105.00	GE/1036/AUG/HYMETTUS AVE
DEXTER WILSON ENGINEERING		10/3/2018	55.00	GE/1048/AUG/WOOD AVE
DEXTER WILSON ENGINEERING		10/3/2018	495.00	GE/1049/AUG/CREPE ESCAPE
DEXTER WILSON ENGINEERING		10/3/2018	330.00	GE/1050/AUG/EL CAMINO REAL
DEXTER WILSON ENGINEERING		10/3/2018	110.00	GE/1051/AUG/SAXONY RD
DEXTER WILSON ENGINEERING		10/3/2018	385.00	GE/1052/AUG/LC TOWNHOUSE
DEXTER WILSON ENGINEERING		10/3/2018	<u>11,510.00</u>	GE/CIP/AUG/200/0358/0328/0361
	Total 51679		15,637.50	
DKF SOLUTIONS GROUP, LLC	51680	10/3/2018	300.00	MY SAFETY PROGRAM MONTHLY FEE
	Total 51680		300.00	
DZN PARTNERS	51681	10/3/2018	100.00	REFUND DEV-WILSTONE AVE-#1030
	Total 51681		100.00	
ELAINE SULLIVAN	51682	10/3/2018	<u>129.45</u>	REIMBURSE ES FOR CSDA CONF
	Total 51682		129.45	
FREDERICK ROBERT ASSOCIATES	51683	10/3/2018	75.00	REFUND DEV GRABBA GREEN-#1014
	Total 51683		75.00	
GLASSMAN PLANNING ASSOC. INC	51684	10/3/2018	2.07	REFUND DEV-CAVA GRILL-#1031
GLASSMAN PLANNING ASSOC. INC		10/3/2018	11.77	REFUND DEV-PEETS COFFEE-#1042
	Total 51684		13.84	
GREAT AMERICA FINANCIAL SERVICES	51685	10/3/2018	788.97	COPIER LEASE
	Total 51685		788.97	
HAAKER EQUIPMENT CO	51686	10/3/2018	<u>766.68</u>	PARTS FOR VACTOR-#152
	Total 51686		766.68	
HADDEEN DEVELOPMENT	51687	10/3/2018	<u>25.74</u>	REFUND DEV-EL FUERTE-#0975
	Total 51687		25.74	
HAWKINS CONSTRUCTION	51688	10/3/2018	65.00	REFUND DEV-ANOTHER BROKEN EGG-#0973
	Total 51688		65.00	
RHIANA GLOR	51689	10/3/2018	8.41	REFUND DEV-HEALTHY CREATIONS-#1004
	Total 51689		8.41	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 10/3/2018 Through 10/3/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
HUGO GONZALEZ	51690	10/3/2018	162.08	REIMBURSE HG FOR TRISTATE CONF
	Total 51690		162.08	
ICMA RETIREMENT-303979	51691	10/3/2018	4,803.68	DEFERRED COMP
	Total 51691		4,803.68	
INFRASTRUCTURE ENGINEERING CORP	51692	10/3/2018	1,111.00	2018 CURED IN PLACE-AUG
INFRASTRUCTURE ENGINEERING CORP		10/3/2018	2,635.00	FY 2018 GRAVITY SEWER PROJECT-AUG
INFRASTRUCTURE ENGINEERING CORP		10/3/2018	1,046.98	GAFNER/AWT PROJECT/AUG
INFRASTRUCTURE ENGINEERING CORP		10/3/2018	14,583.79	LPS REHAB/AUG
	Total 51692		19,376.77	
INTERSTATE BATTERIES OF SAN DIEGO	51693	10/3/2018	267.28	BATTERIES/CREDIT-#153
	Total 51693		267.28	
JEFF REAVES-DETAILS	51694	10/3/2018	6.04	REFUND DEV-HYGEIA-#1028
	Total 51694		6.04	
JEFFREY JACKSON	51695	10/3/2018	46.04	REFUND DEV-CAMINO DE LAS FLORES-#1029
	Total 51695		46.04	
CMBE SUBS/JERSEY MIKE'S	51696	10/3/2018	41.06	REFUND DEV-JESERY MIKE #1046
	Total 51696		41.06	
KEREK J HOWE	51697	10/3/2018	25.61	REFUND DEV-CALLE PENSAMIENTOS-#1043
	Total 51697		25.61	
LA COSTA GREENS COMM	51698	10/3/2018	21.24	REFUND DEV-LA COSTA GREENS-#1000
	Total 51698		21.24	
MARVIN GONZALEZ	51699	10/3/2018	471.42	REIMBURSE MG FOR TRISTATE CONF
	Total 51699		471.42	
SHANNON MAURER	51700	10/3/2018	45.60	REFUND DEV-JUICE STOP-#1026
	Total 51700		45.60	
MES VISION	51701	10/3/2018	407.06	VISION INS-OCTOBER



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 10/3/2018 Through 10/3/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
	Total 51701		407.06	
MSC JANITORIAL SERVICE, INC	51702	10/3/2018	<u>1,676.00</u>	JANITORIAL SERVICE-SEPT
	Total 51702		1,676.00	
MUTUAL OF OMAHA	51703	10/3/2018	<u>1,151.64</u>	DISABILITY INS-OCT
	Total 51703		1,151.64	
NAPA AUTO	51704	10/3/2018	51.74	HOSE FOR VACTOR #152/CREDIT
NAPA AUTO		10/3/2018	<u>46.31</u>	PARTS FOR VACTOR-AUTO WIND
	Total 51704		98.05	
NATIONWIDE RETIREMENT SOLUTIONS	51705	10/3/2018	150.00	DEFERRED COMP
	Total 51705		150.00	
OFFICE DEPOT, INC.	51706	10/3/2018	<u>271.62</u>	OFFICE SUPPLIES
	Total 51706		271.62	
PEP BOYS	51707	10/3/2018	<u>100.41</u>	VACTOR COOLANT
	Total 51707		100.41	
RDC-S111, INC	51708	10/3/2018	<u>70.00</u>	REFUND DEV-URBANE CAFE-#0998
	Total 51708		70.00	
RICHARD DUFFEY	51709	10/3/2018	<u>30.49</u>	REIMBURSE RD FOR CSDA CONF
	Total 51709		30.49	
RMCA ARCHITECTURE DESIGN PLANNING	51710	10/3/2018	70.00	REFUND DEV-GELSONS-#1002
	Total 51710		70.00	
CURNEY RUSSELL	51711	10/3/2018	<u>171.86</u>	REIMBURSE CR FOR TRISTATE CONF
	Total 51711		171.86	
SAINT ARCHER BREWING COMPANY	51712	10/3/2018	64.00	REFUND DEV-ST. ARCHER TASTING-#1034
	Total 51712		64.00	
STIX HOLDINGS, LLC	51713	10/3/2018	<u>13.35</u>	REFUND DEV-PICK UP STIX-#0986
	Total 51713		13.35	
TERMINIX	51714	10/3/2018	<u>32.00</u>	PEST SERVICE-TRAPS
	Total 51714		32.00	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 10/3/2018 Through 10/3/2018

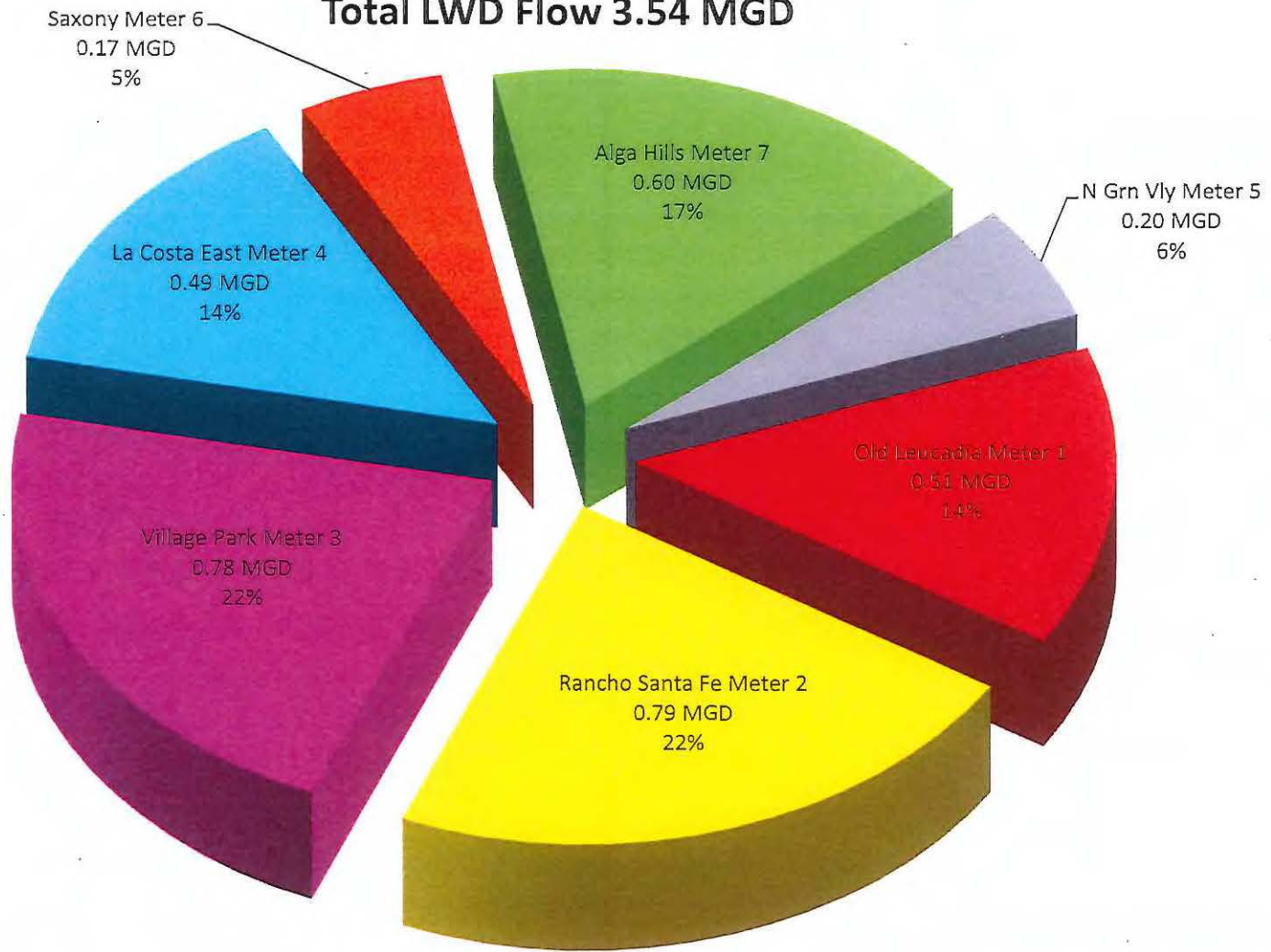
<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
THE FAT FISH	51715	10/3/2018	45.99	REFUND DEV KAI OLA SUSHI-#1044
	Total 51715		45.99	
THE GUARDIAN	51716	10/3/2018	3,536.04	DENTAL INS-OCT
	Total 51716		3,536.04	
THOMAS EARL WARDEN	51717	10/3/2018	46.43	REFUND DEV-ST. ALBANS DR
	Total 51717		46.43	
SOLANA PALM LLC	51718	10/3/2018	90.00	ANSWERING SERVICE-SEPT/OCT
	Total 51718		90.00	
UNIFIRST CORPORATION	51719	10/3/2018	207.09	LAUNDRY SERVICE-W/E 9/19/2018
	Total 51719		207.09	
WUNDERLIN ENG. INC	51720	10/3/2018	5.60	REFUND DEV-LORRAINE DR-#1019
	Total 51720		5.60	
Report Total			<u>70,294.49</u>	

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

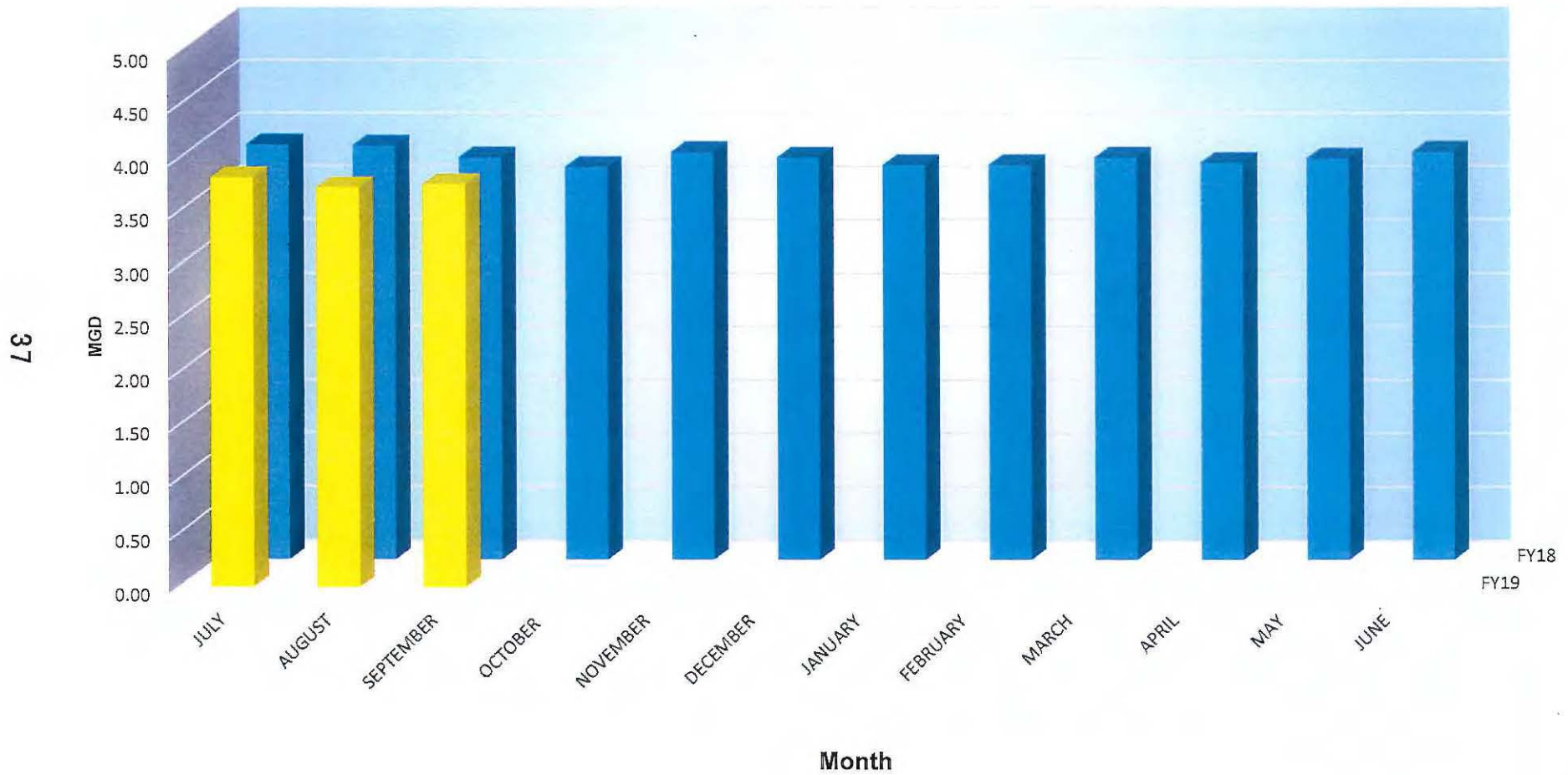
35

CURRENT MONTH - September 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			28,573.44				
OCTOBER							3.67
YTD							
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	0.03	346.85	11.70			109.47	
Mo Average	0.01	115.62	3.90	3.77	131.97	36.49	3.76

**LWD Flows by Sub-Basin  
September 2018  
Total LWD Flow 3.54 MGD**

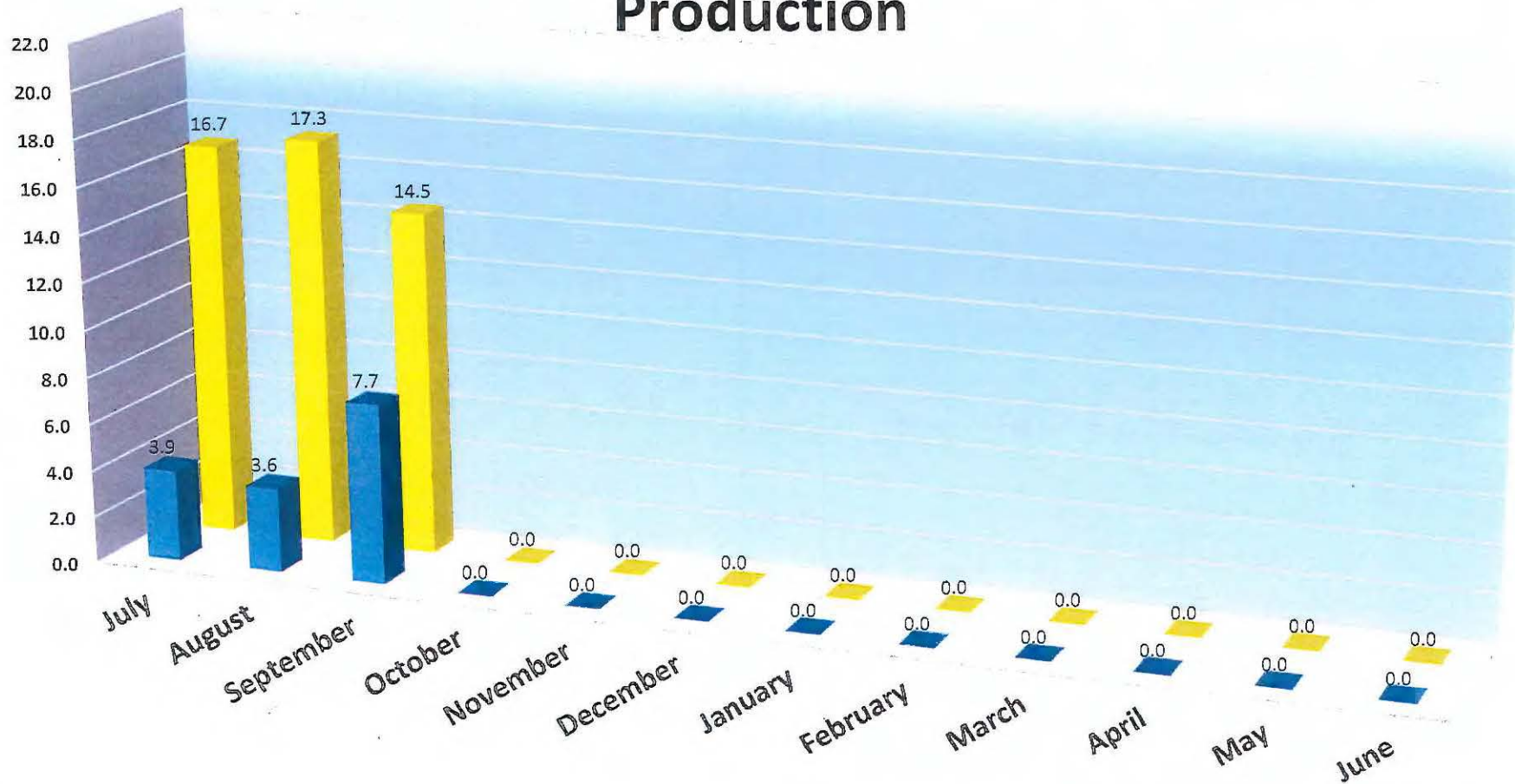


## Leucadia Wastewater District Flow Comparison FY18 to FY19



# FY-19 CCTV Inspections & Hydro Cleaning Production

38



## Monthly Target Mileage

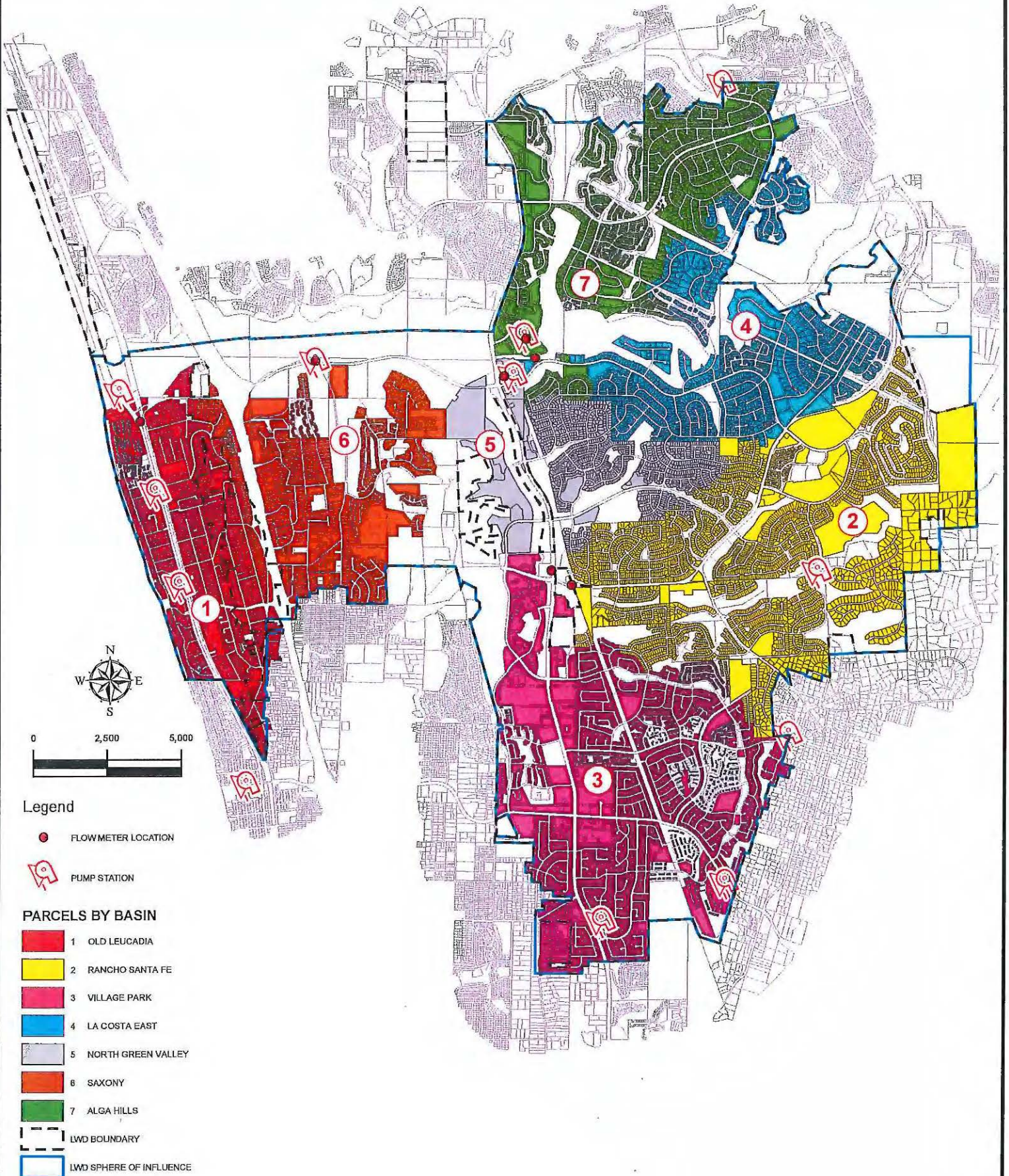
Hydro-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

■ CCTV Inspections

■ Total Hydro Cleaning

# LEUCADIA WASTEWATER DISTRICT



# Leucadia Wastewater District

## Balance Sheet

As of 9/30/2018

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	33,457,974.72
Accounts Receivables	2A/R	314,354.70
Net OPEB Asset	3OPB	123,127.00
Prepaid Expense	3PRE	207,227.92
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		144,699,298.16
<b>Deferred Outflows</b>		
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		146,043,535.16
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	288,860.58
Developer Deposits	DEVD	76,984.54
Net Pension Liability	LTDB	4,074,562.00
Total Liabilities		4,440,407.12
<b>Deferred Inflows</b>		
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
<b>Net Position</b>		
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		(1,311,608.85)
Total Current Change In Net Position		(1,311,608.85)
Total Net Position		141,244,610.04
Total Liabilities, Deferred Inflows & Net Position		146,043,535.16



# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

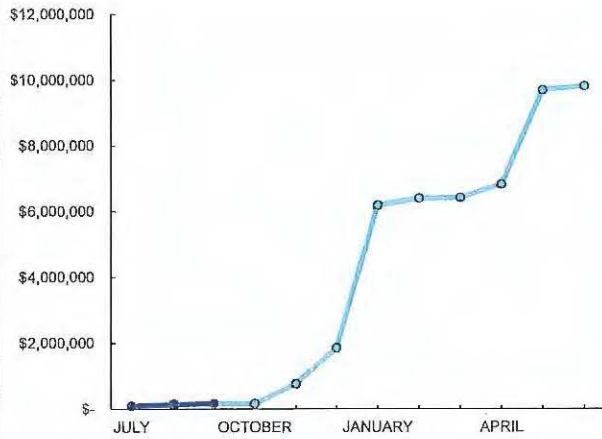
From 7/1/2018 Through 9/30/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 173,557.82	\$ 9,813,782.00	\$ 9,640,224.18	1.8%
3150 Recycled Water Sales	51,379.95	295,000.00	243,620.05	17.4%
3100 Misc. Operating Revenue	-	204,520.00	204,520.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 224,937.77</b>	<b>\$10,313,302.00</b>	<b>\$10,088,364.23</b>	<b>2.2%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 445,814.85	\$ 1,924,859.00	\$ 1,479,044.15	23.2%
4200 Employee Benefits	238,775.52	1,064,235.00	825,459.48	22.4%
4300 Directors Expense	25,674.80	144,800.00	119,125.20	17.7%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	6,715.75	41,000.00	34,284.25	16.4%
4700 Insurance Expense	21,246.98	114,500.00	93,253.02	18.6%
4800 Memberships	5,190.87	29,400.00	24,209.13	17.7%
4900 Office Expense	21,720.62	155,600.00	133,879.38	14.0%
5000 Operating Supplies	37,608.00	189,500.00	151,892.00	19.8%
5200 Professional Services	35,493.06	449,300.00	413,806.94	7.9%
5300 Printing & Publishing	8,672.64	29,500.00	20,827.36	29.4%
5400 Rents & Leases	4,345.34	17,400.00	13,054.66	25.0%
5500 Repairs & Maintenance	60,985.19	486,600.00	425,614.81	12.5%
5600 Monitoring & Permits	6,589.75	59,900.00	53,310.25	11.0%
5700 Training & Development	8,907.26	47,000.00	38,092.74	19.0%
5900 Utilities	109,428.50	432,600.00	323,171.50	25.3%
6100 LAFCO Operations	7,517.38	7,500.00	(17.38)	100.2%
6200 Encina Operating Expense	-	1,887,300.00	1,887,300.00	0.0%
6900 Admin O/H alloc to Capital	(38,606.21)	(159,684.00)	(121,077.79)	24.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,006,080.30</b>	<b>\$ 6,951,310.00</b>	<b>\$ 5,945,229.70</b>	<b>14.5%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 10,178.00	\$ 381,675.00	\$ 371,497.00	2.7%
3220 Property Taxes	31,765.30	1,700,000.00	1,668,234.70	1.9%
3250 Investment Income	163,270.80	489,000.00	325,729.20	33.4%
3290 Misc. Non Op Revenue	1,537.52	107,600.00	106,062.48	1.4%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 206,751.62</b>	<b>\$ 2,678,275.00</b>	<b>\$ 2,471,523.38</b>	<b>7.7%</b>

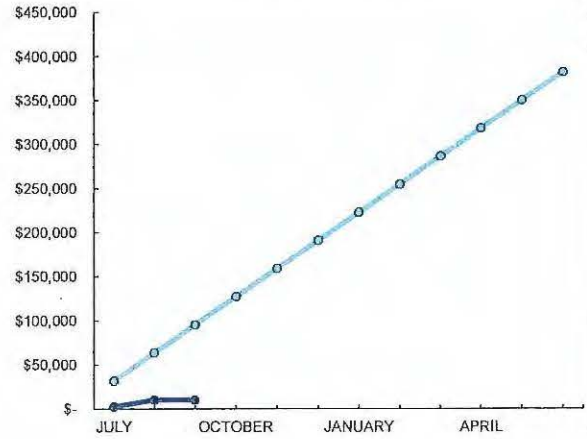
# Leucadia Wastewater District Revenue FY2019

YTD through September 30, 2018

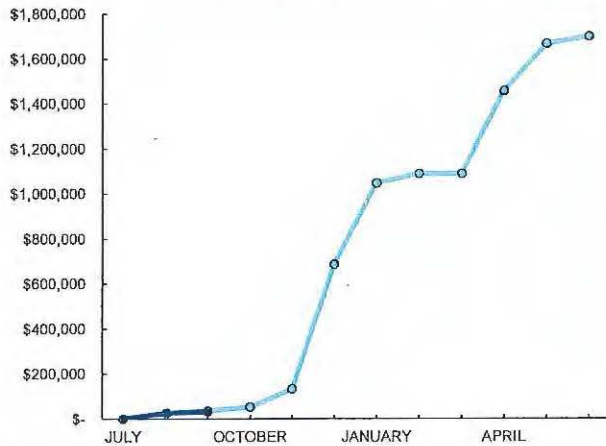
Sewer Service Fees



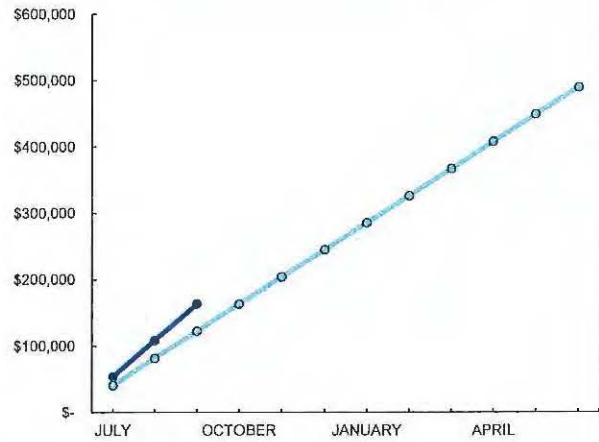
Capacity Charges



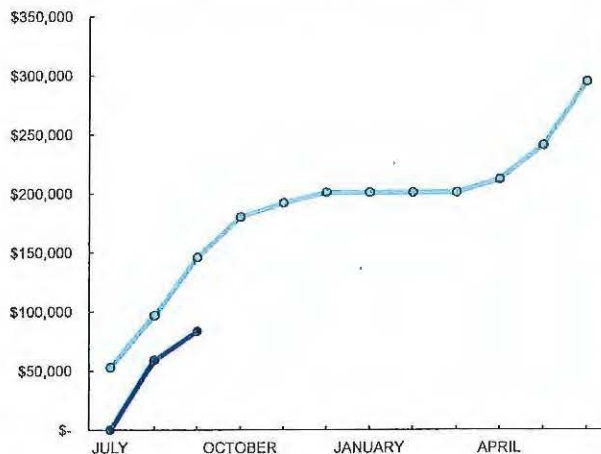
Property Taxes



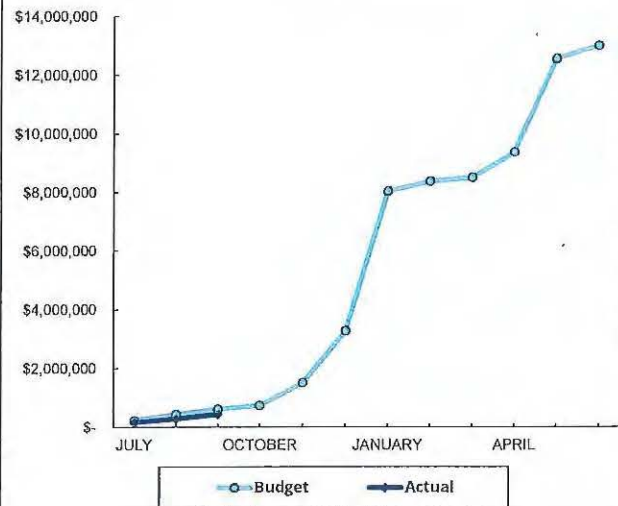
Investment Income



Recycled Wastewater Sales



Total Revenue



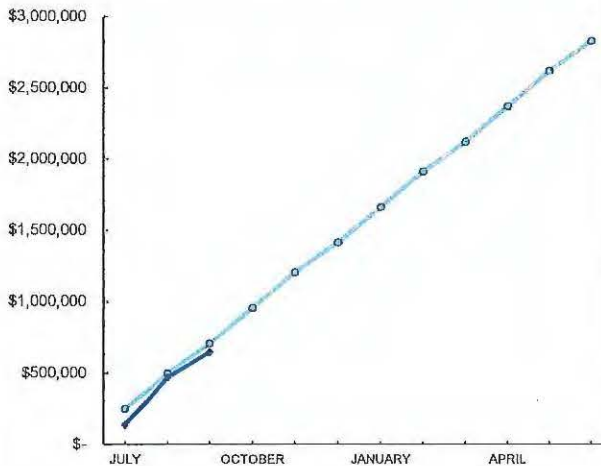
○ Budget     ◆ Actual

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

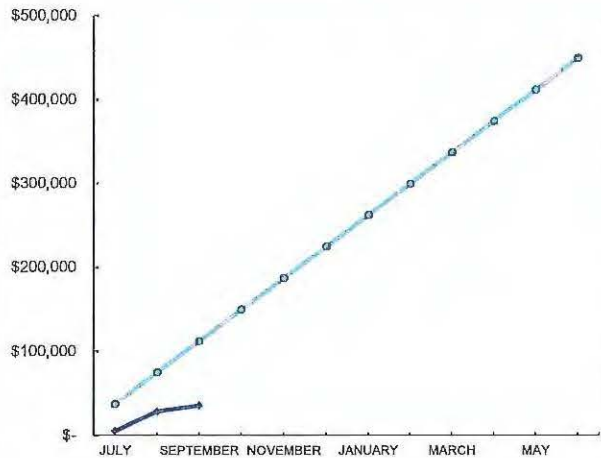
# Leucadia Wastewater District Operating Expenses FY2019

YTD through September 30, 2018

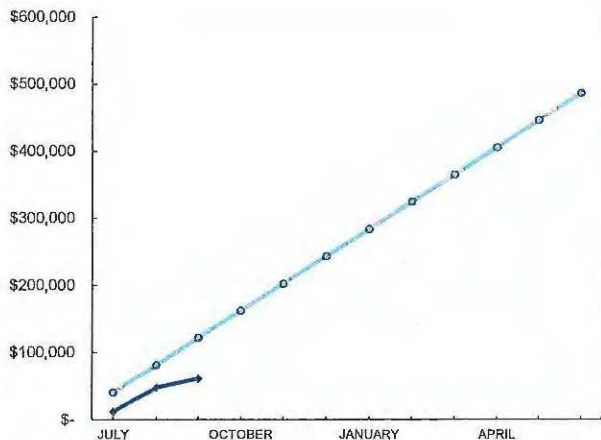
Salaries and Benefits



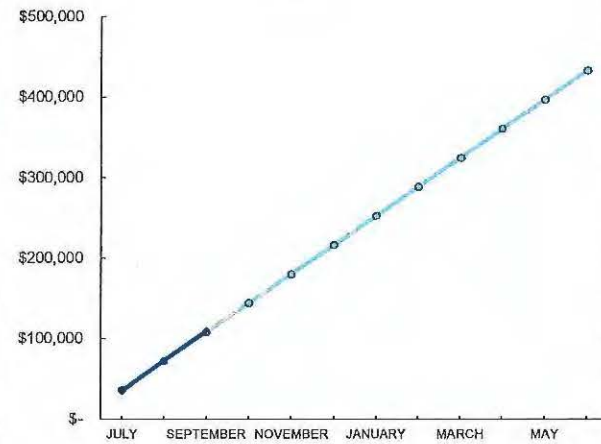
Professional Services



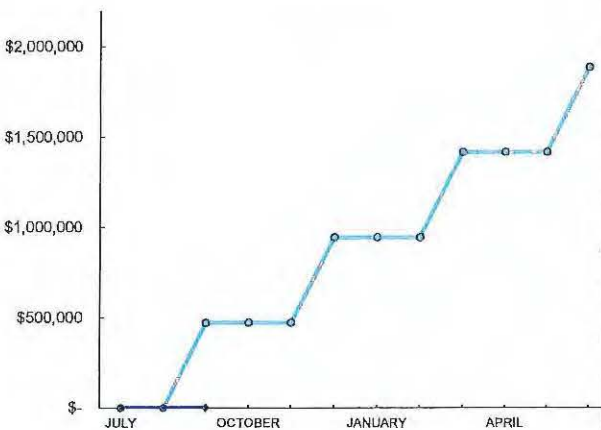
Repairs & Maintenance



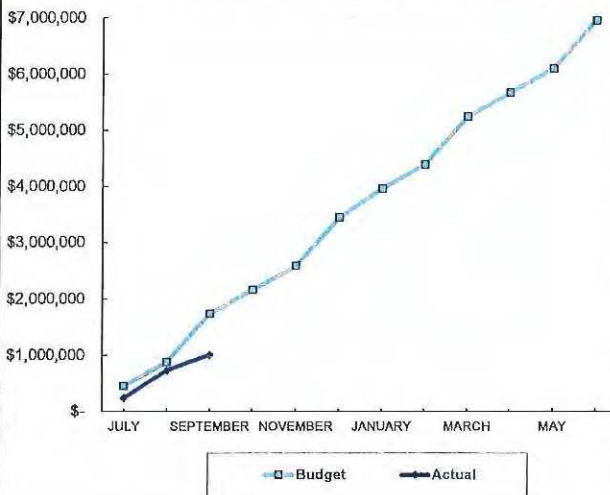
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement

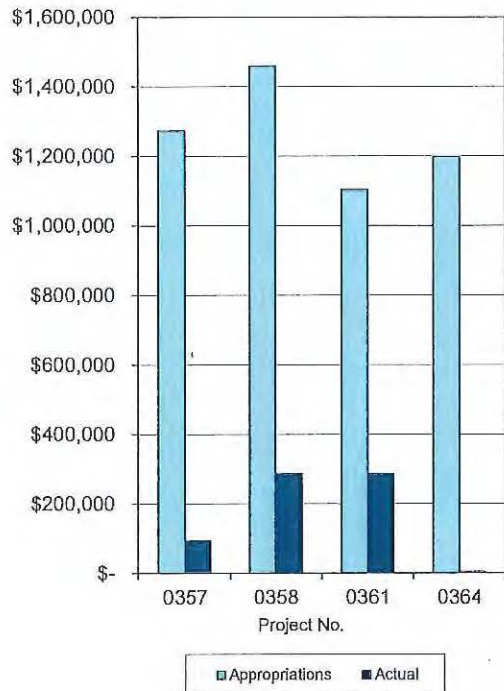


\* Preliminary: subject to future review, reconciliation, accruals, and audit

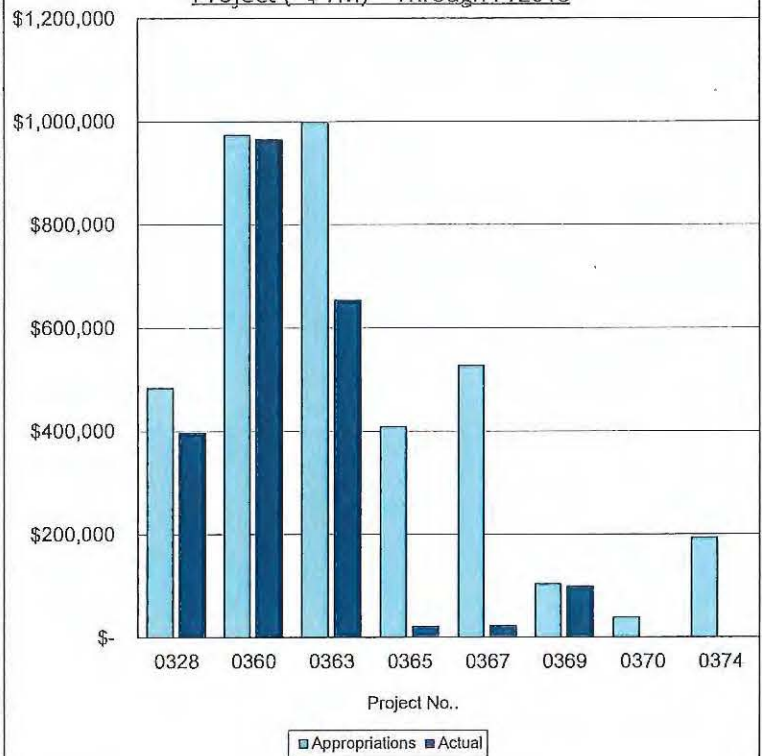
# Leucadia Wastewater District Capital Expenditures

As of September 30, 2018

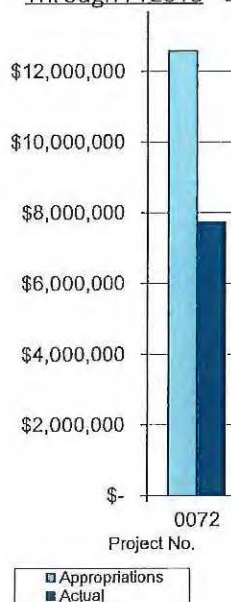
District Multi Year Capital Expenditures  
by Project  
(>\$1M) Through FY2018



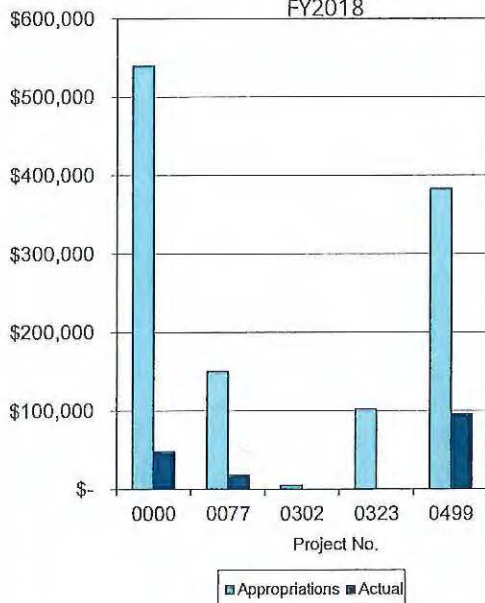
District Multi Year Capital Expenditures by  
Project (<\$1M) Through FY2018



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2018



Single Year Capital Expenditures by  
Project  
FY2018



Project Legend

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

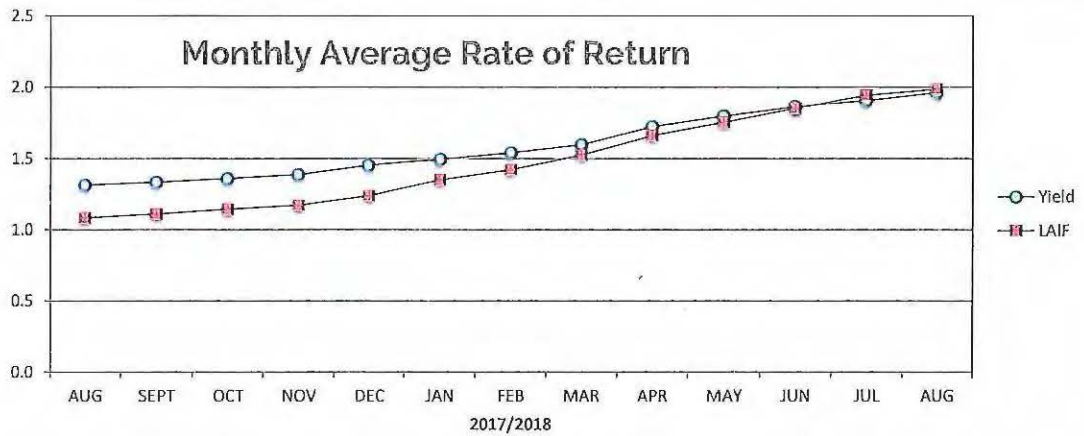
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

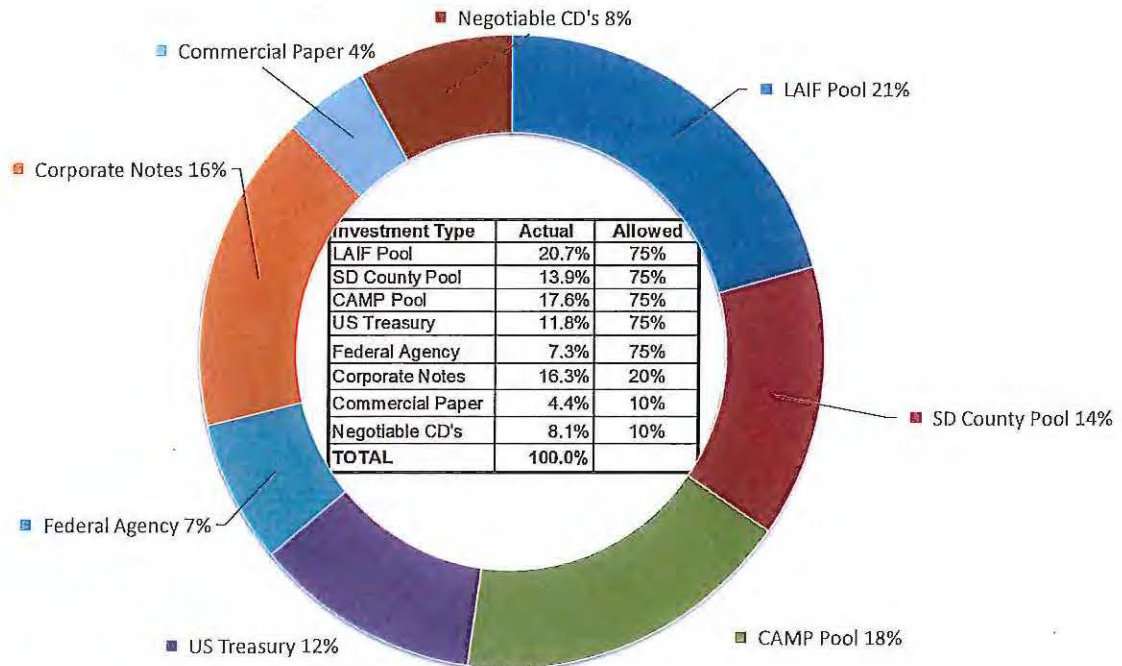
\* Preliminary: subject to future review, reconciliation, accruals, and audit

**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**August 31, 2018**

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2018	August 31, 2018		
LAIF Pool	\$ 7,745,951	\$ 7,020,951	\$ 12,232	1.988%
SD County Pool	9,719,720	4,719,720	13,947	1.976%
CAMP Pool	1,473,305	5,970,341	5,000	2.120%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,300	5,262	32	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.870%
Corporate Bonds/Notes	5,528,803	5,528,803	9,041	1.970%
Commerical Paper	1,480,451	1,480,451	2,842	2.300%
Negotiable CD's	2,749,883	2,749,883	5,381	2.350%
Total Camp Portfolio	16,242,253	16,242,215	25,368	1.880%
<b>Totals</b>	<b>\$ 35,181,230</b>	<b>\$ 33,953,227</b>	<b>\$ 56,547</b>	<b>1.963%</b>

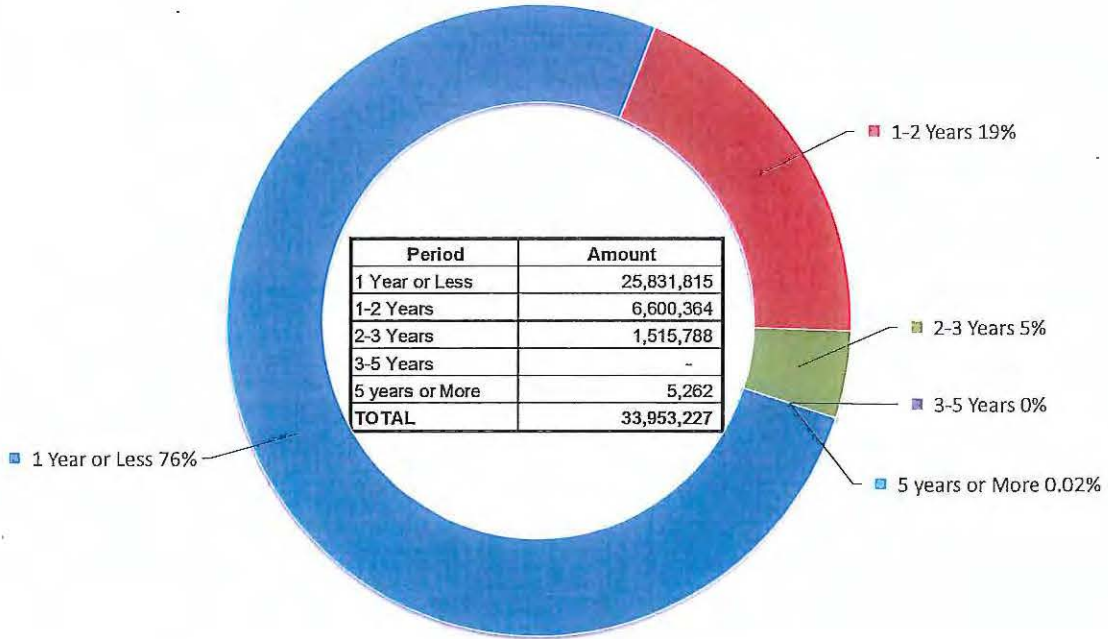


**INVESTMENT DISTRIBUTION BY CATEGORY**

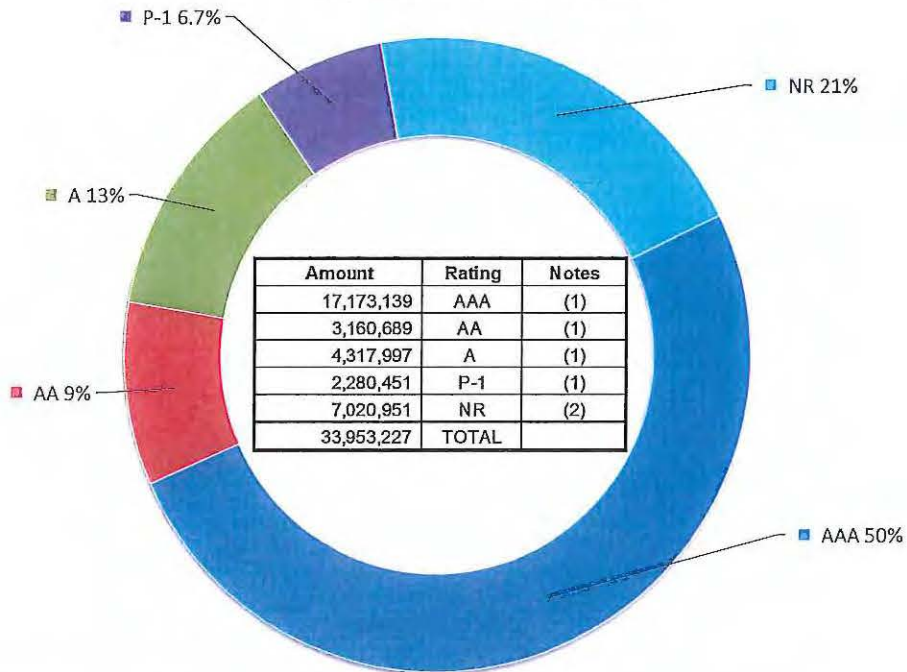


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
 August 31, 2018  
 (Continued)

**REMAINING MATURITY**

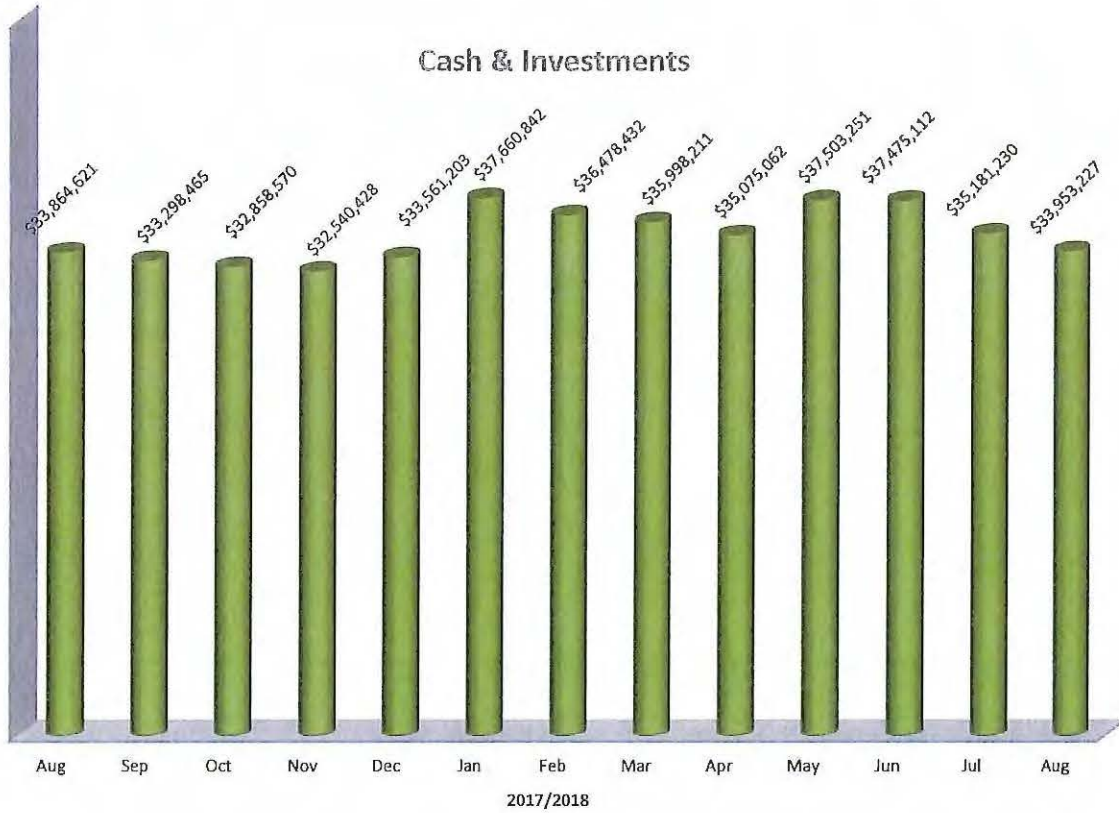


**INVESTMENT RATINGS**



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

LEUCADIA WASTEWATER DISTRICT  
*Monthly Investment Summary*  
 August 31, 2018  
 (Continued)



**INVESTMENT TRANSACTIONS**  
*For the months of August, 2018*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 39		(3)	7.37%
Bank of Montreal-Chicago Neg CD			\$ 269,151		1.90%
Bank of Montreal-Chicago Neg CD	\$ 270,000				3.23%
<b>TOTAL</b>	<b>\$ 270,000</b>	<b>\$ 39</b>	<b>\$ 269,151</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6348

DATE: October 4, 2018  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: **September 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 September 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 September 2018 for your review.

tb:PJB

Attachment



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

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM R. Duffey	Fssup M. Gonzalez	ASsup T. Hill
<i>2018 CSDA Annual Conference</i>										
2018 CSDA Annual Conference September 24-27, 2018 Indian Wells, CA	Registration		525.00		600.00			600.00		
	Hotel		599.07		667.62			599.07		
	Airfare									
	Meals		48.40					69.06		
	Rental Car									
	Parking		84.00							
	Tips/Baggage		15.00		15.00			14.00		
	Fuel/mileage/taxi		114.45		135.16					
<b>Total</b>		<b>0.00</b>	<b>1,385.92</b>	<b>0.00</b>	<b>1,417.78</b>	<b>0.00</b>	<b>0.00</b>	<b>1,282.13</b>	<b>0.00</b>	<b>0.00</b>
<i>2018 Tri-State Seminar</i>										
2018 Tri-State Seminar September 25-27, 2018 Las Vegas, NV	Registration								99.00	
	Hotel								322.05	
	Airfare									
	Meals								171.73	
	Rental Car								218.34	
	Parking									
	Tips									
	Fuel/mileage/taxi								81.35	
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>892.47</b>	<b>0.00</b>
<i>2018 Tri-State Seminar</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/Uber									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>2018 Tri-State Seminar</i>										
	Registration									
	Hotel									
	Airfare									
	Meals									
	Rental Car									
	Parking									
	Tips									
	Fuel/mileage/taxi									
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes:

- PB expense report for CASA Long Range Planning will be in Nov. Board Agenda
- ES discounted registration for CSDA conference, on CSDA Committees
- MG drove rental car home from TriState
- JH and DO expense report for CSDA will be in the Nov. Board Agenda

MEMORANDUM

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2019 (FY 19) LWD Tactics and Action Plan

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**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

During the July 12, 2018 Board meeting, the Board of Directors adopted the LWD FY 19 Tactics and Action Plan. At that meeting, the Board of Directors directed staff to include a quarterly status report of the Tactics and Action Plan in the agenda.

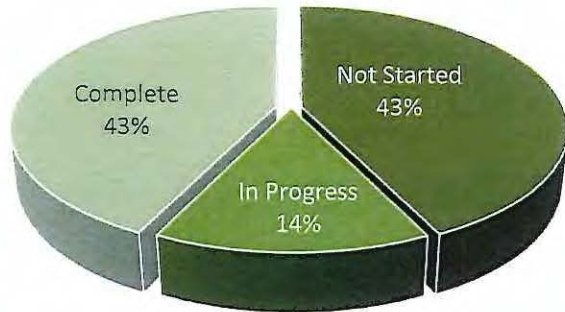
Attached for the Board's review, is the FY 19 Tactics and Action Plan's quarterly status report with an ending date of September 30, 2018. The report indicates which goals are in progress, have been completed, and have not been started.

th:PJB

Attachments

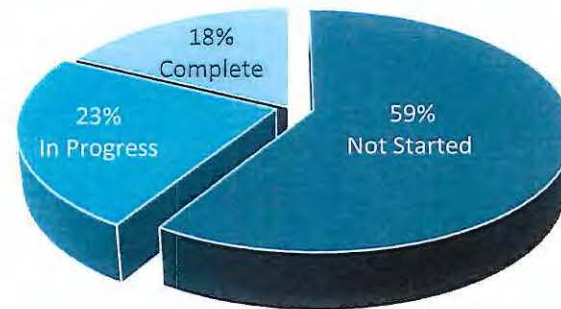
## FY 2019 Tactics and Action Plan Status Report July 1 - September 30, 2018

**Financial Tactics**



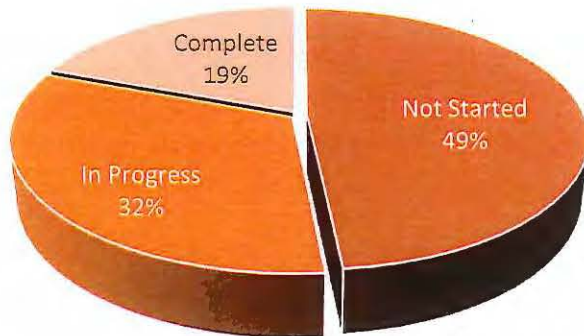
■ Not Started ■ In Progress ■ Complete

**People Tactics**



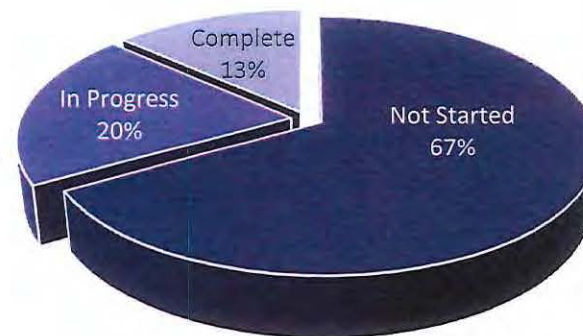
■ Not Started ■ In Progress ■ Complete

**Services Tactics**



■ Not Started ■ In Progress ■ Complete

**Infrastructure & Technology Tactics**



■ Not Started ■ In Progress ■ Complete

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

**1. Financial**

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

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

## 2. People

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

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

### 3. Services

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

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

#### 4. Infrastructure and Technology

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

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

Encina Wastewater Authority Report  
Regular Board Meeting  
September 26, 2018

EWA Board of Directors - Director Juliussen Reporting

**1. Secondary Clarifier and Strainer Improvements Design Project Award**

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with KEH & Associates in the amount not to exceed \$439,078 for Engineering Services for the Secondary Clarifier and Strainer Design Project.

**2. EWPCF Process Upset Update Report**

The Board of Directors received and filed the Encina Water Pollution Control Facility (EWPCF) Process Upset Update Report.

*There was no Executive Session.*



# Human Resources Committee Meeting Report

Presented by Director Hanson

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## **Meeting held October 1, 2018**

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

- 1. 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.

# Engineering Committee Meeting Report

Presented by Director Juliussen

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**Meeting held October 3, 2018**

The Engineering Committee (EC) reviewed the following recommendation:

- 1. Authorize 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.

- 2. The EC also received updates on the following:**

- 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.

The Smoke Testing update will be presented later in the agenda.

MEMORANDUM

Ref: 19-6368

DATE: October 4, 2018  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Leucadia Wastewater District's Intent to Transition From At-Large To District-Based Elections

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2305 declaring the Leucadia Wastewater District's Intent to Transition from at-large to District-Based Elections Pursuant to Elections Code section 10010(e)(3)(A).
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

Demand

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 (Attachment 1). Mr. Shenkman asserts 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. Mr. Shenkman and his firm have served similar letters and subsequently filed numerous actions in recent years against dozens of cities and other public agencies for alleged CVRA violations.

The California Voting Rights Act

The CVRA applies to jurisdictions that utilize an "at-large" election method, i.e. where voters of the entire jurisdiction elect the members of the legislative body. The threshold to establish liability under the CVRA is extremely low, and prevailing CVRA plaintiffs are guaranteed to recover their attorneys' fees and costs. Every government defendant in the history of the CVRA that has challenged the conversion to district elections has either lost in court or settled and has also been forced to pay at least some portion of the plaintiffs' attorneys' fees and costs. Many of the attorneys' fees and awards that local governments have been forced to pay have amounted to millions of dollars. Under the CVRA, the only "element" a plaintiff must establish to prevail is that "racially polarized voting" exists due to the at-large election system. This is an extraordinarily vague standard of proof that leaves jurisdictions vulnerable to a finding that they are in violation of the CVRA. For these reasons, the vast majority of jurisdictions that receive a CVRA demand elect to convert to district-based elections, rather than risk the cost of litigation. For example, the cities of Carlsbad, Encinitas and Solana Beach have converted to district-based elections in response to receipt of a CVRA demand.

### Safe Harbor Option

In 2016, the California Legislature amended the Elections Code to simplify the process of converting to by-district elections and to provide a "safe harbor" process to protect agencies from CVRA litigation. If an agency receives a demand letter, such as the case here, then the agency is given 45 days of protection from litigation to assess its situation. If within that 45 days, the agency adopts a resolution declaring its intent to transition from at-large to district-based elections, outlining the steps to be taken to facilitate that transition, and estimating a time frame for action, then a potential plaintiff is prohibited from filing a CVRA action for an additional 90-day period. (Elec. Code §10010(e)(3).) Agencies that follow the safe harbor process limit the potential exposure to payment of attorney's fees, to the CVRA plaintiff's attorney, to no more than \$30,000.00, and this amount is subject to negotiation. Staff is recommending that the District avail itself to this safe harbor process to avoid the cost of litigation and minimize potential exposure to attorney's fees as a result of the CVRA demand it has received.

### Staff Recommendation

A closed session prior to this agenda item has been scheduled to discuss the threatened CVRA litigation. Subject to the results of the closed session, staff is recommending that the Board consider taking advantage of the "safe harbor" provisions by voluntarily implementing a by-district election system. This recommendation is not based on any admission or concession that the District would ultimately be found to have violated the CVRA; rather, it is based on the risks and costs associated with protracted CVRA litigation.

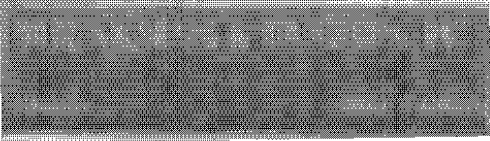
Resolution No. 2305 (Attachment 2), if approved, would affirm the Board's intent to adopt a by-district election system. The draft resolution also includes the tentative timeline for implementing transition to by-district elections, including the schedule for the required public hearings. The timeline for the process is compact to comply with the timelines required by the CVRA. If approved, the first public hearing to receive input from the public regarding the creation of a district-based election system would be held after this item, and the final hearing to take input and adopt an ordinance to convert to district-based elections would be held on January 9, 2019. These dates could be adjusted as necessary to accommodate unforeseen schedule conflicts or other circumstances. Staff recommends approval of Resolution No. 2305.

### Fiscal Analysis

The cost of defending the current district wide election system could easily exceed \$500,000 and be substantially higher if the District does not prevail. The cost of transitioning from at-large to district-based elections is estimated to range from \$75,000 to \$110,000. This estimate assumes consultant fees of up to \$35,000, payment of fees to the attorney who made the CVRA demand and additional staff and legal counsel costs to assist during the transition process. The General Manager has already retained the services of Douglas Johnson, an expert demographer, to assist with the public hearing process and the drafting of district maps. This is a preliminary estimate and the actual cost could be higher or lower depending upon the difficulty or ease of the transition to district-based elections.

dwb:PJB

Attachments



28905 Wight Road  
Malibu, California 90265  
(310) 457-0970  
[kishenkman@shenkmanhughes.com](mailto:kishenkman@shenkmanhughes.com)

VIA CERTIFIED MAIL

September 7, 2018

Board of Directors  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

Re: *Violation of California Voting Rights Act*

Dear Directors,

The Leucadia Wastewater District (“LWD”) relies upon an at-large election system for electing candidates to its Board of Directors. Moreover, voting within LWD is racially polarized, resulting in minority vote dilution. Therefore, LWD’s at-large elections violate the California Voting Rights Act of 2001 (“CVRA”).

The CVRA disfavors the use of so-called “at-large” voting – an election method that permits voters of an entire jurisdiction to elect candidates to each open seat. *See generally Sanchez v. City of Modesto* (2006) 145 Cal.App.4<sup>th</sup> 660, 667 (“*Sanchez*”). For example, if the U.S. Congress were elected through a nationwide at-large election, rather than through typical single-member districts, each voter could cast up to 435 votes and vote for any candidate in the country, not just the candidates in the voter’s district, and the 435 candidates receiving the most nationwide votes would be elected. At-large elections thus allow a bare majority of voters to control every seat, not just the seats in a particular district or a proportional majority of seats.

Voting rights advocates have targeted “at-large” election schemes for decades, because they often result in “vote dilution,” or the impairment of minority groups’ ability to elect their preferred candidates or influence the outcome of elections, which occurs when the electorate votes in a racially polarized manner. *See Thornburg v. Gingles*, 478 U.S. 30, 46 (1986) (“*Gingles*”). The U.S. Supreme Court “has long recognized that multi-member districts and at-large voting schemes may operate to minimize or cancel out the voting strength” of minorities. *Id.* at 47; *see also id.* at 48, fn. 14 (at-large elections may also cause elected officials to “ignore [minority] interests without fear of political consequences”), citing *Rogers v. Lodge*, 458 U.S. 613, 623 (1982); *White v. Register*, 412

U.S. 755, 769 (1973). “[T]he majority, by virtue of its numerical superiority, will regularly defeat the choices of minority voters.” *Gingles*, at 47. When racially polarized voting occurs, dividing the political unit into single-member districts, or some other appropriate remedy, may facilitate a minority group's ability to elect its preferred representatives. *Rogers*, at 616.

Section 2 of the federal Voting Rights Act (“FVRA”), 42 U.S.C. § 1973, which Congress enacted in 1965 and amended in 1982, targets, among other things, at-large election schemes. *Gingles* at 37; see also Boyd & Markman, *The 1982 Amendments to the Voting Rights Act: A Legislative History* (1983) 40 Wash. & Lee L. Rev. 1347, 1402. Although enforcement of the FVRA was successful in many states, California was an exception. By enacting the CVRA, “[t]he Legislature intended to expand protections against vote dilution over those provided by the federal Voting Rights Act of 1965.” *Jauregui v. City of Palmdale* (2014) 226 Cal. App. 4<sup>th</sup> 781, 808. Thus, while the CVRA is similar to the FVRA in several respects, it is also different in several key respects, as the Legislature sought to remedy what it considered “restrictive interpretations given to the federal act.” Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 2.

The California Legislature dispensed with the requirement in *Gingles* that a minority group demonstrate that it is sufficiently large and geographically compact to constitute a “majority-minority district.” *Sanchez*, at 669. Rather, the CVRA requires only that a plaintiff show the existence of racially polarized voting to establish that an at-large method of election violates the CVRA, not the desirability of any particular remedy. See Cal. Elec. Code § 14028 (“A violation of Section 14027 *is established* if it is shown that racially polarized voting occurs ...”) (emphasis added); also see Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 3 (“Thus, this bill puts the voting rights horse (the discrimination issue) back where it sensibly belongs in front of the cart (what type of remedy is appropriate once racially polarized voting has been shown).”)

To establish a violation of the CVRA, a plaintiff must generally show that “racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision.” Elec. Code § 14028(a). The CVRA specifies the elections that are most probative: “elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class.” Elec. Code § 14028(a). The CVRA also makes clear that “[e]lections conducted prior to the filing of an action ... are more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action.” *Id.*

Factors other than “racially polarized voting” that are required to make out a claim under the FVRA – under the “totality of the circumstances” test – “are probative, but not necessary factors to establish a violation of” the CVRA, Elec. Code § 14028(e). These “other factors” include “the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of at-large elections, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns.” *Id.*

LWD’s at-large system dilutes the ability of Latinos (a “protected class”) – to elect candidates of their choice or otherwise influence the outcome of LWD’s Board elections.

LWD’s election history is illustrative. In the last twenty years, Carlos Mendoza and Hector Eriksen were the only Latino candidates to run for LWD’s Board of Directors. Despite receiving significant support from Latino voters, Mr. Mendoza lost in both 2010 and 2012 due to the bloc voting of the non-Latino majority. Mr. Eriksen ran for the Board in 2014, citing the need for a more diverse representation on local boards by persons of different races as one of his primary reasons for running. Nodding to LWD’s lack of Latino Directors, Mr. Eriksen explained, “Everyone should be interested in environmental and water issues. It’s important to get participation from the broader community.” Nevertheless, like Mr. Mendoza, Mr. Eriksen was unable to secure a seat on the Board. Further, Mr. Mendoza and Mr. Eriksen were the only candidates in their respective contests that did not secure positions on the Board.

Additionally, the paucity of Latino candidates to seek election to the LWD Board of Directors reveals vote dilution. *See Westwego Citizens for Better Government v. City of Westwego*, 872 F. 2d 1201, 1208-1209, n. 9 (5<sup>th</sup> Cir. 1989).

LWD serves the La Costa area of Carlsbad and northern Encinitas. Carlsbad is roughly 13.3% Latino, while Encinitas is roughly 13.7% Latino. You may be aware that in 2017, the cities of Encinitas and Carlsbad each adopted an ordinance to switch from at-large elections to district-based elections. The contrast between the significant Latino proportions, and the complete absence of Latinos to be elected to the Board of Directors is telling.

As you may know, in 2012, we sued the City of Palmdale for violating the CVRA. After an eight-day trial, we prevailed. After spending millions of dollars, a district-based remedy was ultimately imposed upon the Palmdale City Council, with districts that combine all incumbents into one of the four districts.

September 7, 2018

Page 4 of 4

Given the historical lack of Latino representation on the Board of Directors in the context of racially polarized elections, we urge LWD to voluntarily change its at-large system of electing board members. Otherwise, on behalf of residents within the jurisdiction, we will be forced to seek judicial relief. Please advise us no later than October 27, 2018 as to whether you would like to discuss a voluntary change to your current at-large system.

We look forward to your response.

Very truly yours,



Kevin I. Shenkman



## 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 PURSUANT TO ELECTIONS CODE SECTION 10010**

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

**WHEREAS**, the District received a certified letter on September 9, 2018, from the law firm of Shenkman & Hughes, asserting that the District's electoral system violates the California Voting Rights Act ("CVRA") and threatening litigation if the District declines to voluntarily change to a district-based election system for electing board members;

**WHEREAS**, the California Legislature, in amendments to Elections Code section 10010, has provided a method whereby a jurisdiction can expeditiously change to a by- district election system and avoid litigation under the CVRA;

**WHEREAS**, changing to a district-based electoral system pursuant to Elections Code section 10010 would avoid the cost and risk of litigation and cap the reimbursable costs and attorneys' fees payable to plaintiffs' attorneys at a maximum of \$30,000.00;

**WHEREAS**, prior to the District's consideration of an ordinance to establish district boundaries for a district-based electoral system, California Election Code Section 10010 requires all of the following:

1. Prior to drawing a draft map or maps of the proposed boundaries of the districts, the District shall hold at least two (2) public hearings over a period of no more than thirty (30) days, at which the public will be invited to provide input regarding the composition of the districts;
2. After all draft maps are drawn, the District shall publish and make available for release at least one draft map and, if members of the Board of Directors will be elected in their districts at different times to provide for staggered terms of office, the potential sequence of the elections shall also be published. The District shall also hold at least two (2) additional hearings over a period of no more than forty-five (45) days, at which the public shall be invited to provide input regarding the content of the draft map or maps and the proposed sequence of elections, if applicable. The first version of a draft map shall be published at least seven (7) days before consideration at a hearing. If a draft map is revised at or following a hearing, it shall be published and made available to the public for at least seven (7) days before being adopted; and

**WHEREAS**, the District has retained an experienced demographer to assist with the development of a proposal for a district-based electoral system;

**WHEREAS**, the adoption of a district-based electoral system will not affect the term of any sitting Board Member, each of whom will serve out his or her current term; and

**WHEREAS**, the District has already published notice of a public hearings to be held in accordance with Elections Code section 10010, including the first meeting to get public input on the composition of potential district boundaries on October 10, 2018 at its regularly scheduled Board Meeting,

**NOW, THEREFORE, BE IT RESOLVED**, that the District Board of Directors ("Board") hereby resolves, pursuant to Elections Code section 10010, to convert from at-large elections to district-based elections.

**FURTHER**, the Board directs staff to work with a qualified demographer, and other appropriate consultants as needed, to provide a detailed analysis of the District's current demographics and any other information or data necessary to prepare a draft map that divides the District into voting districts in a manner consistent with the intent and purpose of the California Voting Rights Act and the Federal Voting Rights Act.

**FURTHER**, the Board approves the tentative timeline set forth in Attachment 1, attached to and made a part of this resolution, for conducting a public process to solicit public input on proposed district-based electoral maps and consideration of an ordinance implementing district-based elections for the Board.

**FURTHER**, the timeline contained in Attachment 1 may be adjusted as deemed necessary, provided that such adjustments shall not prevent the District from complying with the time frames specified by Election Code Section 10010.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 10th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Elaine Sullivan, President

Attest:

---

Paul J. Bushee, Secretary /Manager

(SEAL)

**Resolution 2305  
Attachment 1**

**LEUCADIA WASTEWATER DISTRICT TIMELINE FOR IMPLEMENTATION OF  
“DISTRICT-BASED” ELECTIONS**

The Leucadia Wastewater District (District) will hold public hearings concerning the COMPOSITION OF ELECTORAL DISTRICTS FOR THE BOARD OF DIRECTORS on the following dates and times:

- Wednesday, October 10, 2018 at 5:00 p.m. (District Board Meeting)
- Wednesday, October 24, 2018 at 1:00 p.m. (Special Board Meeting)
- Wednesday, December 12, 2018 at 5:00 p.m. (District Board Meeting)
- Wednesday, January 9, 2019 at 5:00 p.m. (District Board Meeting)

All meetings will be held in the Board Room at the District office located at 1960 La Costa Avenue, Carlsbad, CA.

The purpose of October 10th and 24th hearings will be to receive public input regarding the composition of potential electoral district boundaries. Following these two hearings, a draft map or maps of potential electoral district boundaries will be prepared and published for review and consideration no later than December 5, 2018. The public hearings on December 12th and January 9th will be to receive public input regarding the draft electoral district maps. On January 9th, after the public hearing on the draft electoral district maps has been held, the Board of Directors may adopt an ordinance implementing district-based elections for the Director positions.

## MEMORANDUM

DATE: October 4, 2018  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: **Public Hearing to Receive Input Regarding the Composition of Electoral Districts for the Board of Directors**

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**DISCUSSION:**

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

- The Composition of Electoral Districts for the Board of Directors.

The notice of this public hearing, attached, along with all other scheduled public hearings concerning this subject was published in The San Diego Union Tribune on October 3, 2018, and was posted on the District's website.

Summary:

Prior to this item, the Board of Directors considered adoption of Resolution 2305 to initiate the process required to transition from an at-large election system to a district-based election system. Provided the Board adopted Resolution 2305, this item is the first of two public hearings to invite public input regarding the composition of the voting districts before any draft maps are drawn. The District has established a timeline for implementation of District-Based elections that includes dates for the four required public hearings. It should be recognized that this timeline is compressed to meet the requirements of the "safe harbor" provisions of the CVRA.

The purpose of the first two public hearings is to inform the public about the districting process and to receive community input on what factors should be taken into consideration while creating district boundaries. The public is requested to provide input regarding communities of interest and other local factors that should be considered while drafting district maps. A *community of interest* is a neighborhood or group that would benefit from being in the same district because of shared interests, views, or characteristics. Possible community features include, but are not limited to:

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

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

Legal Requirements:

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

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

**Traditional Districting Principles:**

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

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

Presentation:

Douglas Johnson, President of National Demographic Corporation, has been retained by the District to assist with the transition district-based elections and he will provide a brief overview for the Board prior to the public hearing on this item.

dwb:PJB

Attachment

## PUBLIC NOTICE



### **LEUCADIA WASTEWATER DISTRICT COMPOSITION OF ELECTORAL DISTRICTS FOR THE BOARD OF DIRECTORS**

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NOTICE IS HEREBY GIVEN that the Leucadia Wastewater District (District) will hold public hearings concerning the COMPOSITION OF ELECTORAL DISTRICTS FOR THE BOARD OF DIRECTORS on the following dates and times:

Wednesday, October 10, 2018 at 5:00 p.m. (District Board Meeting)  
Wednesday, October 24, 2018 at 1:00 p.m. (Special Board Meeting)  
Wednesday, December 12, 2018 at 5:00 p.m. (District Board Meeting)  
Wednesday, January 9, 2019 at 5:00 p.m. (District Board Meeting)

All meetings will be held in the Board Room at the District office located at 1960 La Costa Avenue, Carlsbad, CA.

The purpose of October 10<sup>th</sup> and 24<sup>th</sup> hearings will be to receive public input regarding the composition of potential electoral district boundaries. Following these two hearings, a draft map or maps of potential electoral district boundaries will be prepared and published for review and consideration no later than December 5, 2018. The public hearings on December 12<sup>th</sup> and January 9<sup>th</sup> will be to receive public input regarding the draft electoral district maps. On January 9<sup>th</sup>, after the public hearing on the draft electoral district maps has been held, the Board of Directors may adopt an ordinance implementing district-based elections for the Director positions.

All interested parties are invited to attend the public hearings and express opinions and/or submit information.

DATED: October 1, 2018

Paul J. Bushee  
General Manager/Secretary  
Leucadia Wastewater District

## MEMORANDUM

Ref: 19-6363

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of a sole source agreement with PAL General Engineering, Incorporated for the Adjustment of Manholes and Cleanouts resulting from Carlsbad's 2018 Street Overlay Project

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### RECOMMENDATION:

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

1. 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.
2. Discuss and take other action as appropriate.

### DISCUSSION:

This item was reviewed by the EC at its October 3<sup>rd</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The City of Carlsbad (Carlsbad) is conducting its 2018 Street Overlay Project (Overlay Project). A street overlay involves a new layer of asphalt, generally a few inches thick, which is placed atop an existing street. As a result, utilities such as manholes and cleanouts are covered with the new layer of asphalt and must be uncovered to enable necessary access to the sewer system. After the manholes and cleanouts are exposed, it is prudent for the District to adjust the manholes and cleanouts to grade to eliminate road dips for driver safety and to prevent vehicle damage.

Carlsbad conducted a formal bid process to select the Overlay Project contractor. As a result, on June 28, 2018 Carlsbad received a total of nine (9) bids ranging from \$2.18 million to \$2.88 million. Subsequently, Carlsbad awarded the contract to PAL Engineering Incorporated (PAL) as the lowest responsive and responsible bidder in the amount of \$2.18 million. The Overlay Project is scheduled to commence in late October 2018 with a projected completion date of December 31, 2018.

The bids received by Carlsbad are strictly for the overlay of the designated streets located within the city limits. The Scope of Work does not include the adjustment of Leucadia Wastewater District (District) assets in those streets. Additionally, the bids did not include a unit price for manhole or cleanout adjustment because Carlsbad does not have any sewer utilities that require adjustment in the streets designated for overlay. However, the District does have forty-six (46) manholes and two (2) cleanouts in streets selected for overlay. The manholes and cleanouts that

require adjustment are located on La Costa Avenue, Navarra Drive, Viejo Castilla Way, and Pirineos Way.

Subsequent to Carlsbad's contract award to PAL, the District contacted PAL for a cost proposal to raise the manholes and cleanouts. Staff believes a sole source agreement is warranted because PAL can complete the work in a more cost effective and efficient way based on the following reasons:

1. Reduced costs associated with a single mobilization
2. Simultaneously satisfying administrative requirements associated with traffic control and permits by a single contractor under Carlsbad's contract
3. Contractor responsible for conducting traffic control during construction
4. Eliminates scheduling and coordination efforts between two separate contractors

The proposal submitted by PAL, attached, to raise 46 manholes and 2 cleanouts is \$39,600. The proposal states the unit prices are \$850 per manhole and \$250 per cleanout. Staff believes these unit prices are fair and reasonable.

It should be noted that Carlsbad will perform the construction management for the Overlay Project. District Staff will inspect the manhole and cleanout adjustments as they are completed to account for District infrastructure.

Therefore, staff and the EC recommend that the Board of Directors authorize the General Manager to execute an agreement with PAL General Engineering Incorporated for the adjustment of manholes and cleanouts in conjunction with Carlsbad's 2018 Street Overlay Project in an amount not to exceed \$39,600.

**FISCAL IMPACT:**

There is sufficient appropriation in the FY19 Budget under the Miscellaneous Pipeline / Manhole Repair account to cover construction costs.

ier:PJB

Attachment





GENERAL ENGINEERING INC.

Proposal #

PROPOSAL

FROM: PAL GENERAL ENGINEERING, INC.
TO: Leucadia WasteWater District
P.O. Manhole Adjustments & Cleanouts
LOCATION: Carlsbad

Date: 7/30/2018
Attn: Ian
Phone: 760-753-0155 ex. 3002
Fax/Email: iriffel@lwwd.org

Based on the Bid Documents provided for this job, and our experience with previous similar work, we propose to furnish all labor, materials and equipment necessary to perform the following items of work, subject to conditions below

This quotation expires 90 days from the date above.

Price Good Thru. 10/28/2018

Table with 6 columns: Item No., Work Description, Unit, Qty, Unit Price, Subtotal. Rows include La Costa Ave: Manhole Adjustments, La Costa Ave: Cleanout Adjustments, Navarra Dr: Manhole Adjustments, Viejo Castilla Way: Manhole Adjustments, Viejo Castilla Way: Cleanout Adjustments, Pitineos Way: Manhole Adjustments.

Prepared By: Samantha Siegel

Proposal Grand Total \$ 39,600.00

Including: One (1) mobilization . No Parking Signs, Door hangers, DigAlert, coordination with city survey, lab and traffic engineering through General, Traffic Control for own work, SWPPP implementation for own work.

Excluding: Subgrade work, Permits, Striping, Work at night or holidays, Tree Root removal, Extra move in \$2,500.

General Conditions: (This proposal excludes the following unless otherwise defined in special conditions.) Bonds, Fees, Permits, Testing, Soil testing, Engineering, Surveying, Grade Stakes, Traffic Control, Traffic Control Plans, Public Notices, Signs, Demolition, Exporting Materials, Fill Sub grade, Backfilling, Fill Compaction, Herbicide, Wood, Henders, Berms, Drainage, Striping, Parking, Signage, Wheel Stops, Concrete Work, Sleeves, Conduit, Landscaping, Utilities, Trenching, Trench Plates, Demolition for Scope, Storm Drains, Night Work, Holidays, any asphalt material over the inches required will be an extra cost, subgrade problems will result in additional charges, and any other Scope not mentioned on this Contract.

Progress payments to be made as follows: 100% as the work progresses to the value of one hundred percent (100%) of all work completed. The entire amount of contract is to be paid within thirty (30) days of completion. Any alteration or deviation from the above specification involving extra cost of material or labor will only be executed upon written orders for the same and will become an extra charge over the sum mentioned in this Contract. All agreements must be made in writing.

Terms: Net Cash Interest at 1-1/2% per month (18% per annum) charge on all past due accounts, plus collection costs, including attorney fees. Pay to Order of Pal General Engineering Inc.

Acceptance of Proposal:

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

Accepted By: \_\_\_\_\_

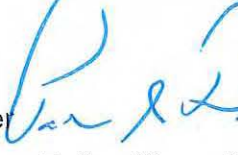
(print name)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

MEMORANDUM

Ref: 19-6358

**DATE:** October 4, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Amending the Human Resources Policy Manual

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**RECOMMENDATION:**

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

1. Adopt Resolution No. 2303 amending the Human Resources Policy Manual (HRPM).
2. Discuss and provide direction as appropriate.

**BACKGROUND:**

This item was reviewed by the HRC at its October 1<sup>st</sup> meeting and the HRC concurred with staff to present this item for the Board's consideration.

LWD's original HRPM was adopted by the Board of Directors in April 2001 and it was last updated in November 2017 to revise the leave of absence, compensation and general employment practices sections of the policy.

**DISCUSSION:**

Staff is recommending amendments in two areas of the HRPM related to Accrued Vacation maximum and Accrued Sick Leave in conjunction with short term disability. The proposed amendments are summarized below:

*Accrued Vacation Maximum:*

In June 2018, the Board adopted Resolution No. 2300, which delineates Employee Salaries, Benefits and Other Working Conditions. The resolution includes a section that summarizes LWD employee vacation leave benefits and this year it was adjusted to increase the maximum number of vacation hours that an employee can accrue from 256 to 300 hours. This was done because several employees were bumping up against the 256 hour maximum due to the increased tenure of staff and the increased workload over the past couple of years. Prior to recommending the increase in vacation accrual, staff conducted a brief survey of local agencies and found the average vacation accrual allowed was 371 hours, which is still higher LWD's maximum of 300.

The HRPM currently reflects a maximum vacation accrual of 256 hours, therefore, staff is proposing to increase the maximum to 300 hours to be consistent with Resolution No. 2300.

*Accrued Sick Leave in conjunction with Short-Term Disability Insurance:*

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. For both policies, the short-term disability insurance covers two-thirds of an employee's salary when on medical leave.

Under Guardian, the short-term disability insurance kicked-in after 30 days which required an employee on medical leave to utilize, in some cases, all of his or her accrued sick leave. The current HRPM language reflects this provision.

Under Mutual of Omaha, the short-term disability kicks-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. This, in turn, would allow an employee to retain some of their accrued sick leave should they get sick after returning from medical leave.

Resolution No. 2303, which amends the HRPM, is provided as Attachment 1. The proposed changes to the HRPM are located on page numbers 39, 46, 47, 53 and 54 in bold/strikeout text and these pages have been included as Attachment 2. General Counsel Brechtel has reviewed and approved the proposed changes.

Therefore, staff and the HRC recommend that the Board of Directors adopt Resolution No. 2303 amending the HRPM, or provide direction as appropriate. A full copy of the entire proposed HRPM is available upon request.

th:PJB

Attachments

**ATTACHMENT 1**  
**RESOLUTION NO. 2303**

RESOLUTION NO. 2303

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE AMENDED HUMAN RESOURCES POLICY MANUAL

**Whereas**, the Leucadia Wastewater District (LWD) Board of Directors originally adopted LWD's Human Resources Policy Manual in April 2001; and,

**Whereas**, the Human Resources Policy Manual was last updated on November 8, 2017;  
and

**Whereas**, the Board of Directors desire to amend the Human Resources Policy Manual to reflect changes and be consistent with the Employee Salaries, Benefits and Other Working Conditions resolution, applicable federal and state laws, as well as organizational policies.

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the amended LWD Human Resources Policy Manual attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 10th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elaine Sullivan, President

Attest:

\_\_\_\_\_  
Paul J. Bushee, Secretary /Manager

**ATTACHMENT 2**

**HUMAN RESOURCES POLICY MANUAL  
STRIKEOUT PAGES**

## Section 10 – Leave of Absence

### 10.1 Authorized Administrative Leave

The General Manager may place any LWD employee on paid or unpaid Administrative Leave as a result of a safety violation and/or pre-disciplinary investigation.

### 10.2 Vacation Leave

#### A. Vacation Leave Entitlement

Full-time employees earn paid vacation on the following basis:

<u>Full Years of LWD Service</u>	<u>Hours of Vacation Earned Per Pay Period</u>
1 through 3	3.08
4 through 10	4.62
11+	6.16

#### B. Vacation Accrual

Vacation may be accrued up to a maximum of ~~256-300~~ hours. However, the General Manager, at his discretion, may authorize vacation accruals in excess of ~~256-300~~ hours if circumstances warrant such an extension. Once the employee's vacation time reaches the maximum, further accrual of vacation time is suspended until the employee has reduced their vacation time balance below this limit. If the employee later uses enough vacation time to fall below the maximum, the employee will resume earning paid vacation time from that date forward. In such a case, no vacation time will be earned for the period in which the employee's vacation time was at the maximum.

#### C. Vacation Pay

Vacation shall be paid at the base hourly rate of pay of the employee at the time the employee is on vacation leave.

Employees who terminate their employment for any reason will be paid for any accrued, unused vacation time in accordance with this policy. Vacation time is paid at the employee's final base hourly rate of pay at the time of the employee's separation.

#### D. Vacation Usage

Vacation is intended to be used for personal time off. It is not to be used in lieu of sick leave. Accrued vacation hours may also be used in conjunction with sick leave after all sick leave has been used.

### 10.3 Sick Leave

#### A. Sick Leave Entitlement

Full-time employees shall accrue eight hours of paid sick leave for each full month of employment.

## 10.11 Pregnancy Disability Leave (PDL)

### A. General Information

LWD provides PDL to eligible employees who are temporarily disabled and unable to work due to pregnancy, childbirth or related medical conditions. LWD will also make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's healthcare provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, LWD may require the employee to transfer temporarily to an available alternative position.

PDL may only be taken so long as the eligible employee is actually disabled, up to a maximum of four months (17-1/3 weeks or 693 hours) leave per pregnancy. If an employee wishes to stay home to care for her newborn after her disability has ended, she must apply for a FMLA/California Family rights Act (CFRA) leave as soon as possible (may apply before the birth of her child). For more information, please refer to Section 10.12.

~~An employee who is granted a PDL must utilize all accrued sick leave during the initial period of the leave. Thereafter, vacation and any accrued administrative leave may be used, at the discretion of the employee, during the remainder of the leave.~~ Any portion of the leave that occurs after all sick leave has been exhausted shall be without pay unless the employee has available and chooses to use accrued vacation or administrative leave. However, the use of such vacation, sick leave or administrative leave will not adjust the start date of the leave (i.e., time covered by vacation, sick leave or administrative leave will still count as part of the PDL).

### B. Procedures

Whenever possible a PDL must be requested at least 30 calendar days prior to the requested start date. The employee should submit a written request using the Absence Report Form used by LWD. The request must also include medical certification from the employee's physician that verifies the disability and the anticipated duration of the disability. The certification indicating disability should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability, and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential function of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Any changes in this information should be promptly reported. The request should be submitted to the Administrative Services Supervisor via the employee's supervisor. The Administrative Services Supervisor shall forward the request to the General Manager for approval/disapproval. If an employee must unexpectedly take PDL, she should notify her supervisor as soon as possible.



## C. Benefits

### 1. Health Benefits

During a Pregnancy Disability Leave taken under this policy, group health plan benefits (i.e., medical, dental and vision) are continued on the same basis as coverage would have been provided had the employee been continuously actively employed, for up to four months.

The employee is required to pay the share of any premium cost that she would have paid if continuously actively employed. If the Pregnancy Disability Leave is paid leave (i.e., the employee is taking accrued sick leave, vacation or administrative leave), the premium costs will be deducted from the sick leave, vacation or administrative leave benefits paid, on the same basis as the cost was deducted from the employee's pay before commencement of the leave. If the Pregnancy Disability Leave is unpaid, the employee will be required to pay the share of any premium cost for insurance to ensure continuous coverage. Premiums must be paid no later than the 15th of the month prior to the month being covered. If premiums have not been received by the deadline, coverage shall be terminated for all unpaid months and continuation or reinstatement of coverage must be made in accordance with COBRA guidelines.

### 2. Non-Health Benefits

During unpaid Pregnancy Disability Leave, the LWD will maintain life and disability insurance for full-time employees for the following periods depending on the employee's length of employment:

- Less than— two years full-time employment: 1 month
- Two to five years full-time employment: 2 months
- Five or more years full-time employment: 3 months

● Sick leave may be used to pay the difference between the short-term disability payments and the employee's regular biweekly pay until the sick leave benefits have been exhausted, so long as provisions of the short-term disability program are not violated.

## D. Integration With the California Family Rights Act (CFRA) Leave Benefits

Continuation of benefits under PDL is in addition to those required by CFRA. The employee can potentially receive 29-1/3 weeks of coverage (17-1/3 under PDL and 12 under CFRA).

## E. Return from Leave

As a condition of reinstating an employee after a Pregnancy Disability Leave, the employee must obtain and present a medical certification indicating that the employee is able to resume work. The employee must report to her Department Manager.

If the employee fails to return from PDL/CFRA leave on the first work day following the expiration of the approved PDL or any approved extension, the employee shall be considered as having voluntarily resigned without notice.

In the case of a FMLA/CFRA leave, if the General Manager, in consultation with the Administrative Services Manager, Administrative Services Supervisor and Department Manager, has reason to doubt the validity of a medical certification, the General Manager may obtain a second opinion at LWD's expense. The General Manager shall designate a health care provider who is not employed, regularly contracted with, or otherwise regularly utilized by LWD, to furnish the second opinion. If LWD's designated health care provider's opinion differs from that of the employee's health care provider, the General Manager, in consultation with the Administrative Services Manager, Administrative Services Supervisor, and Department Manager, may require a third opinion from another health care provider, at LWD's expense. The General Manager and the employee must designate or approve jointly the third health care provider. The third opinion shall be final and binding.

If the employee's health care provider is a Christian Science practitioner, the General Manager may request that the employee submit to examination (although not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner. If an employee objects to the above request, the General Manager may deny continuation of leave.

For Employee Medical Leaves, LWD may require medical re-certification at reasonable intervals (not more often than every 30 days) when the employee requests an extension of leave, when circumstances described in the original certification have changed significantly, or when LWD receives information that casts doubt upon the continuing validity of the certification.

For Family Member Medical Leaves, LWD may require the employee to obtain re-certification when additional leave is requested upon expiration of the leave, if the time period extends beyond that during which the health care provider originally estimated that the employee would be needed to take care of the child, parent, or spouse.

## E. Benefits

### A. Sick Leave and Vacation Benefits

An employee who is granted an Employee or Family Member Medical Leave ~~must~~ may utilize all accrued sick leave during the initial period of the leave or the employee (Employee Medical Leave only) has the option to use short-term disability insurance in conjunction with their accrued sick leave, as long as payments ~~not to do not~~ exceed the employee's regular salary or wage. Thereafter, vacation, and any other accrued administrative leave may be used during the leave, at the discretion of the employee. Any portion of a leave that occurs after all sick leave has been exhausted shall be without pay unless the employee has available and chooses to use accrued vacation or administrative leave. However, the use of such vacation, sick or administrative leave will not adjust the start date of the leave; i.e., time covered by vacation, sick or administrative leave will still count as part of the FMLA/CFRA leave.

The period of time during which the employee utilizes accrued sick, vacation or administrative leave benefits is considered paid FMLA/CFRA leave. Once the sick leave and/or other accrued leave benefits (if elected) are exhausted, the employee is considered to be on unpaid FMLA/CFRA leave. The 12 weeks of leave to which the employee is entitled includes both paid and unpaid leave.

Eligible employees shall accrue additional sick leave and vacation while on paid FMLA Leave (i.e. while using accrued sick leave, vacation, or administrative leave), but not while on unpaid FMLA Leave.

## 2. Health Benefits

Group health plan (i.e., medical, dental, and vision) benefits are continued during FMLA/CFRA leaves with regard to this policy, on the same basis as if the employee had been continuously actively employed, for up to 12 weeks during any 12 month period for all employees.

The employee is required to pay the share of any premium cost that he/she would have paid if continuously actively employed. If the FMLA/CFRA leave is paid leave (i.e., the employee is taking accrued sick leave, vacation or administrative leave), the premium costs will be deducted from the sick leave, administrative leave or vacation benefits paid, on the same basis as the cost was deducted from the employee's pay before commencement of the leave. If the FMLA/CFRA leave is unpaid, the employee will be required to pay the share of any premium cost for insurance to ensure continuous coverage. Premiums must be paid no later than the 15th of the month prior to the month being covered. If premiums have not been received by the deadline, coverage will be terminated for all unpaid months and continuation or reinstatement of coverage must be made in accordance with COBRA/Cal-COBRA guidelines.

## 3. Non-Health Benefits

During unpaid FMLA/CFRA leave, LWD will also maintain life and disability insurance for full-time employees for the following periods depending on the employee's length of employment:

- Less than two years full-time employment: 1 month
- Two to five years full-time employment: 2 months
- Five or more years full-time employment: 3 months

Sick leave may be used to pay the difference between the short-term disability payments and the employee's regular biweekly pay until the sick leave benefits have been exhausted, so long as provisions of the short-term disability program are not violated.

## F. Return From Leave

The employee must report to his/her supervisor Manager on the first work day following the expiration of the approved Family/Medical Leave or any approved extension, or the employee will be considered as having voluntarily resigned without notice.

If the employee wishes to return to work prior to the established expiration date of the FMLA/CFRA leave, the employee must contact his/her supervisor.

If the employee is unable to return to work when the FMLA/CFRA leave expires, the employee may request an extension of the leave from the employee's Department Manager in accordance with this policy.

Extensions of FMLA/CFRA leave are granted provided the employee has not used the total maximum leave entitlement provided for in this policy.

**LEUCADIA WASTEWATER DISTRICT**

Cordially invites you to the

**2018 Holiday  
Luncheon**

**THURSDAY, DECEMBER 13, 2018**

**12:00 P.M. TO 2:00 P.M.**

**(lunch served at 12noon)**

  
**THE CROSSINGS**  
AT CARLSBAD



5800 The Crossings Drive  
Carlsbad, CA 92008  
(760) 444-1800

Please RSVP with  
Tianne by  
December 3rd

## Directors' Meetings

Presented by Directors Sullivan, Kulchin, Omsted, and Hanson

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### Conference

2018 CSDA Annual Conference

### Dates and Location

September 24-27, 2018

Renaissance Indian Wells, Indian Wells, CA

### List of Attendees

President Sullivan

Vice President Kulchin

Director Omsted

Director Hanson

The above mentioned Board members attended various sessions such as; Board best practices, special district technology, management practices, legal trends, and other breakout sessions.