



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, September 12, 2018  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

**CONSENT CALENDAR**

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

Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

- August 15, 2018 Regular Board Meeting (Pages 5-10)
- August 23, 2018 Community Affairs Committee Meeting (Pages 11-12)
- September 4, 2018 Human Resources Committee Meeting (Pages 13-14)
- September 4, 2018 Investment and Finance Committee Meeting (Pages 15-16)
- September 5, 2018 Engineering Committee Meeting (Pages 17-18)

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

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion in September 2018. (Pages 19-38)

**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 39-43)

**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 44-51)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of August 2018. (Pages 52-53)

**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. (Pages 54-61)

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

(Page 62, Enclosure 13)

## **EWA REPORTS**

**14. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on August 22, 2018 – report by President Sullivan. (Page 63)
  
- B. An Encina Member Agencies Manager's Meeting was held on September 11, 2018 – report by GM Bushee. (Verbal)

## **COMMITTEE REPORTS**

**15. Committee Reports**

- A. Community Affairs Committee meeting was held on August 23, 2018 – report by Vice President Kulchin. (Page 64)

- B. Human Resources Committee meeting was held on September 4, 2018 -- report by Director Hanson. (Page 65)
- C. Investment and Finance Committee meeting was held on September 4, 2018 -- report by Director Hanson. (Page 66)
- D. Engineering Committee meeting was held on September 5, 2018 -- report by Director Juliussen. (Page 67)

## **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. (Pages 68-69)
- 17. Adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.** (Pages 70-84)

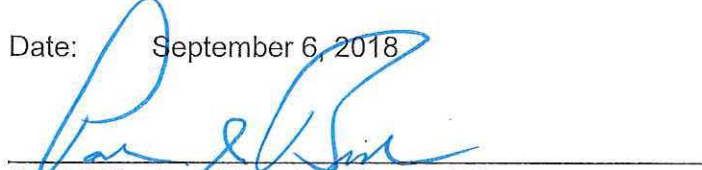
## **INFORMATION ITEMS**

- 18. Project Status Updates and Other Informational Reports**
  - A. Update on LWD's Risk Management & Safety Program. (Verbal)
  - B. Change in Banking Services. (Page 85)
  - C. CSDA is requesting participants for the 2019 CSDA Committees and the Expert Feedback Teams. (Pages 86-88)
  - D. Flu Shot Clinic is scheduled for Thursday, September 13, 2018 from 3:00pm - 4:00pm. (Verbal)
- 19. Directors' Meetings and Conference Reports**
  - A. CSDA Quarterly Dinner was held on August 16, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Page 89)
- 20. General Manager's Report**
- 21. General Counsel's Report**
- 22. Board of Directors' Comments**
- 23. 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: September 6, 2018



Paul J. Bushee, Secretary/General Manager

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 August 15, 2018

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, August 15, 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, Omsted, and Hanson  
 DIRECTORS ABSENT: Juliussen  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Tomer Gutman, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, 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**

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

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

**6. Presentations and Awards**

A. Four Years No Vehicle Accidents.

GM Bushee stated that on July 8<sup>th</sup>, the District had passed four years without a vehicle accident. He stated that this goal is a significant accomplishment since the Field Services staff spends approximately 10,000 hours annually behind the wheel. GM Bushee noted that staff is eligible for a \$500 incentive award under the District's incentive program. He also thanked the Board for their support of this program.

The Board congratulated staff for their efforts.

B. Two Years No Spills.

GM Bushee presented the item stating on August 5, 2018 staff completed two years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.

The Board congratulated staff for their efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- July 10, 2018 Engineering Committee Meeting
- July 11, 2018 Regular Board Meeting
- July 18, 2018 Community Affairs Committee Meeting
- July 24, 2018 Investment and Finance Committee Meeting
- August 1, 2018 Engineering Committee Meeting

**8. Approval of Demands for July/August 2018**

Payroll Checks numbered 19993-20035; General Checking – Checks numbered 51358-51473

**9. Operations Report** (A copy was included in the original August 15, 2018 Agenda)

**10. Finance Report** (A copy was included in the original August 15, 2018 Agenda)

**11. Quarterly Treasurer’s Investment Report**

(A copy was included in the original August 15, 2018 Agenda)

**12. Disclosure of Reimbursements**

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

**13. Fiscal Year 2019 (FY19) Pay Schedules**

Adopt Resolution No. 2302 - Approving the FY19 pay schedules. (A copy was included in the original August 15, 2018 Agenda)

**14. Receive and file the Annual Review of LWD’s Procurement Policy.**

(A copy was included in the original August 15, 2018 Agenda)

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

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

## EWA and COMMITTEE REPORTS

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

#### A. EWA Board Report – Meeting held on July 25, 2018.

President Sullivan reported on EWA's July 25, 2018 Board meeting.

#### B. An EWA Member Agency Manager's (MAM) Meeting was held on August 7, 2018.

TSM Morishita reported on EWA's MAM August 7, 2018 meeting.

### 16. Committee Reports

#### A. Community Affairs Committee (CAC) Meeting was held on July 18, 2018.

Vice President Kulchin reported that the CAC reviewed and commented on the draft text of the 2018 Summer Newsletter. The CAC directed staff to move forward with the final text and layout of the newsletter.

#### B. Investment and Finance Committee (IFC) Meeting was held on July 24, 2018.

Director Hanson reported that the IFC participated in the Financial Audit Entrance meeting with staff and CPA Jennifer Farr, from Davis Farr, LLP.

During the IFC Meeting Ms. Farr noted that they have begun their preliminary audit review. She went over the auditor's responsibilities, the timing of the audit, and the planned scope. Ms. Farr stated the final phase of the audit will begin September 2018. There was no action taken.

Director Hanson also reported that the IFC conducted its Annual Review of the LWD Procurement Policy and noted that staff is not recommending any changes to the policy.

Following discussion, the IFC agreed with staff's recommendation to receive and file the annual review of the Procurement Policy.

#### C. Engineering Committee (EC) Meeting was held on August 1, 2018.

Vice President Kulchin reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute an agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line / Quebrada Line Realignment Project in an amount not to exceed \$875,000.

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

The EC also received an update on the Poinsettia Train Station Parallel Gravity Pipeline Project. This item was for information purposes only. No action was taken.

## ACTION ITEMS

### 17. La Costa Golf Course Line/Quebrada Line Realignment Project

Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line/Quebrada Line Realignment Project in an amount not to exceed \$875,000.

TSM Morishita presented this item noting it is a tactical goal and indicating it was reviewed by the EC at its August 1 meeting. He described the project and its background. TSM Morishita said that three bids were received on the July 19<sup>th</sup> bid due date. He continued that on July 23<sup>rd</sup> the apparent low bidder, Wier Construction Corporation, requested to withdraw their bid due to a clerical error. He said that Wier's request was approved, therefore, Burtech Pipeline Incorporated (Burtech) became the apparent low bidder.

TSM Morishita explained that Burtech's bid was 48% higher than the Engineer's Estimate and budgeted amount. He continued that the Quebrada alignment is covered with mature shrubs and trees for approximately 90% of its length and resident fencing 5 feet from pipe center line along the entire length of the pipeline. He said that staff wants to shift the pipe alignment closer to the center of the path for easier construction and maintenance. TSM Morishita stated that moving the alignment closer to the center of the pathway is expected to reduce construction cost. He continued that for those reasons staff inquired if Burtech was willing to remove the Quebrada portion of the project (\$650,000) and maintain the remaining bid item amounts. He stated that Burtech agreed to the change and revised their bid amount to \$875,000.

Director Hanson asked if the District was unaware of the issues with the shrubs and trees along the Quebrada alignment. TSM Morishita and GM Bushee stated they knew the pipe was in a difficult spot to maintain but didn't know how thick the brush was until they viewed the alignment in person. GM Bushee stated that initially staff had hoped to run an easement through a resident's yard and then connect to a pipeline on the street below. However, the homeowner of the residence was not interested in having an easement run through their yard so staff decided the next best option was to shift the alignment of the pipe closer to the center of the path on which it is currently located.

Following discussion, upon a motion duly made by Vice President Kulchin, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the La Costa Golf Course Line/Quebrada Line Realignment Project in an amount not to exceed \$875,000 by the following vote:

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

### 18. Adopt Resolution No. 2301 – Requesting the Local Agency Formation Commission (LAFCO) to take proceedings for the proposed Andreiko Change of Organization.

DE Wilson presented the item stating that this annexation is located at 380 East Glaucus Street and it is located within the LWD sphere of influence but located outside the service area. The annexation



includes one parcel totaling 0.34 acres with one single family dwelling and one accessory dwelling unit that both connect to an aging septic tank system. He noted that the private lateral for the property will connect via a private easement to an existing shared private lateral, which then connects to LWD's system.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Kulchin, and unanimously carried, the Board of Directors adopted Resolution No. 2301 – Requesting LAFCO to take proceedings for the Andreiko Change of Organization by the following vote:

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

### INFORMATION ITEMS

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

- A. CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 16, 2018 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

EA Baity announced the date and time of the CSDA Dinner. She noted that ASM Duffey will attend and a carpool will be leaving from the District office at 5:30 p.m.

- B. Flu Shot Clinic is scheduled for Thursday, September 13, 2018 from 3:30pm – 3:45pm.

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

- C. The 2018 CSDA Annual Conference is scheduled for September 24-27, 2018 at the Renaissance Indian Wells in Indian Wells, CA.

EA Baity announced the dates for the 2018 CSDA Annual Conference.

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

- The 2018 CASA Annual Conference was held on August 8-10, 2018 at the Monterey Marriott in Monterey, CA.

Director Hanson stated it was an excellent conference with terrific speakers. She noted that Jared Criscuolo of Rising Tide Partners did a great job presenting.

Director Omsted stated he enjoyed the EPA report.

Vice President Kulchin stated he appreciated the discussion on cyber attacks and disaster preparedness.

President Sullivan stated it was one of the best conferences noting there was something for everyone. She thanked the current President of CASA, GM Bushee, for a great conference.

**21. General Manager's Report**

GM Bushee reported on the following items:

- LWD staff will present a report to the Board on the District's disaster preparedness and safety training in September or October;
- Letter from Senator Patricia Bates congratulating LWD for receiving the District of Transparency Certification from the Special District Leadership Foundation; and
- He will be on vacation August 16<sup>th</sup> – 20<sup>th</sup> and TSM Morishita will be the acting GM.

**22. General Counsel's Report**

None.

**23. Board of Directors' Comments**

President Sullivan thanked staff for a great safety record.

**24. Closed Session**

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

Following Closed Session, the Board authorized the General Manager to enter into a month to month recycled water agreement with Omni La Costa Resort & Spa beginning September 1, 2018.

**25. Adjournment**

President Sullivan adjourned the meeting at approximately 6:03 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
August 23, 2018

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held August 23, 2018 at 2:00 p.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Kulchin called the meeting to order at 2:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Kulchin

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review the draft layout of the 2018 summer newsletter.

ASsup Hill presented the draft layout for the 2018 summer newsletter. She noted that RTP and staff will make the recommended changes. She also noted that staff will order extra can toppers for District customers.

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

B. Review of LWD's Teacher Grant Program.

ASsup Hill presented the item and provided background information on the Teacher Grant Program. The CAC reviewed staff's suggested list of improvements.

Staff and the CAC both agreed that the grant amount should be increased from \$1,000 to \$2,000 per recipient. Chairperson Kulchin suggested contacting the School Superintendent's Office and informing them of the Program. Staff stated they would contact the Superintendent's Office.

Following discussion, the CAC agreed with staff's suggested list of improvements to the program. There was no action taken.

ASsup Hill stated the timeline for the Teacher Grant Program, noting that it will start next week.

**5. Information Items**

None

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Kulchin adjourned the meeting at 2:38 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Human Resources Committee Meeting  
 September 4, 2018

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 4, 2018 at 1:00 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 1:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Technical Services Manager Robin Morishita, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

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

GM Bushee presented background information on the item. He noted that after the HRC reviewed the initial draft of the study the Board directed staff to revise the study to include San Elijo Joint Powers Authority (SEJPA). As such, the study was never formally received and filed by the Board. GM Bushee continued that based on SEJPA information, the overall findings and recommendations of the initial study completed in May by Koff & Associates, remain unchanged.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors receive and file the Koff & Associates Base Salary Study Report. The HRC agreed with staff to add this item to the Consent Calendar of the September Board Agenda.

B. 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.

Director Omsted asked if the new policy would be added to LWD's website. GM Bushee answered affirmatively.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors adopt Resolution No. 2304 - Updating Leucadia Wastewater District's Compensation Policy.

**5. Information Items**

**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.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 1:51 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Investment & Finance Committee Meeting  
 September 4, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 4, 2018 immediately after the 1:00 p.m. Human Resources Committee Meeting at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 1:54 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**3. Public Comment**

None.

**4. New Business**

Annual Review of LWD Investment Policy

ASM Duffey presented the item stating that staff has reviewed the Investment Policy and that there are no recommended changes. He also noted that the policy requires the Board of Directors to delegate authority to the General Manager to manage the investment program each year.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors 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.

The IFC agreed with staff to add this item to the Consent Calendar of the September Board Agenda.

**5. Information Items**

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.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 2:05 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 September 5, 2018

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A meeting of the Engineering Committee (EC) of the Leucadia Wastewater District (LWD) was held Wednesday, September 5, 2018 at 9:00 a.m. at the District Administration Office 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

DIRECTORS ABSENT: Kulchin

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

**3. Public Comment**

None.

**4. New Business**

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

FSS Stecker presented staff's recommendation. He explained that the Vector 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. He said, therefore, the truck has exceeded the seven year replacement criteria.

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. FSS Stecker said staff determined that Encinitas Ford was the lowest responsive bidder and recommends authorizing the General Manager to execute a purchase order with Encinitas Ford for the purchase of the truck.

After discussion, the EC concurred with staff to recommend that the Board authorize the General Manger to execute a purchase order with Encinitas Ford for the purchase of a replacement Chase Truck in an amount not to exceed \$56,999.

**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 that Manhole No. 4 on the west side of the tracks was

installed. He continued that a small section of the Secondary Effluent Force Main (SEFM) was removed to clear the way for installation of the gravity line linking Manholes No. 3 and No. 4. TSM Morishita said that after the gravity line was installed, the SEFM was exposed to the edge of the casing to the east and removed. He continued that the lower section of the new steel casing and polyvinyl chloride (PVC) carrier pipe with spacers was installed. TSM Morishita stated that the top section of the steel casing was installed and welded. He said the SEFM was realigned and connected to the existing force main to the west. He said that the construction to extend the casing surrounding the 21 inch Lanikai Gravity Line to the west began on September 4<sup>th</sup>.

**6. Directors' Comments**

None.

**7. General Manager's Comments**


None.

**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:42 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**DATE:** September 6, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of August/September Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 1,261,301.87.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the period July 6, 2018 through August 7, 2018.

Operating expenses totaled \$ 594,983.15, Capital Improvement Program expenses totaled \$ 534,437.57, and Payroll expense for District Employees and the Board totaled \$131,881.15.

Attachment 1	Summary of Demands by Account August 8, 2018 – Sept. 6, 2018
Attachment 2	Accounts Payable Check Register dated August 14, 2018
Attachment 3	Payroll Check Register dated August 15, 2018
Attachment 4	Payroll Check Register dated August 16, 2018
Attachment 5	Accounts Payable Check Register dated August 23, 2018
Attachment 6	Payroll Check Register dated August 29, 2018
Attachment 7	Board Payroll Check Register dated September 3, 2018
Attachment 8	Accounts Payable Check Register dated September 3, 2018

**DEMANDS SUMMARY**  
September 12, 2018

## 1. Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Check -8/15/2018	20036 - 20054		\$51,412.60	
Payroll Check -8/16/2018	20055 - 20073	Incentive	\$24,575.08	
Payroll Check - 8/29/2018	20074 - 20092		\$51,373.56	
Board Payroll Check - 9/1/2018	20093 - 20097		<u>\$4,519.91</u>	
	<b>Total</b>		<b>\$131,881.15</b>	
General Checking -8/14/2018	51476 - 51525		\$ 635,330.36	
General Checking - 8/23/2018	51526 - 51564		\$ 431,990.46	
General Checking -9/3/2018	51565 - 51596		<u>\$ 62,099.90</u>	
	<b>Total</b>		<b>\$ 1,129,420.72</b>	
		<b>GRAND TOTAL</b>		<b>\$1,261,301.87</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/14/2018 Through 8/14/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
A-1 BROADWAY FOTO STUDIO	51476	8/14/2018	10.60	ID PHOTO
	Total 51476		10.60	
ADS LLC	51477	8/14/2018	1,190.00	DEPTH METER MAINTENANCE-JULY
ADS LLC		8/14/2018	4,340.00	FLOW METERING AND DATA-JULY
	Total 51477		5,530.00	
AIR POLLUTION CONTROL DISTRICT	51478	8/14/2018	521.00	VP5 EMISSION FEE RENEWAL
	Total 51478		521.00	
ALLIANT INSURANCE SERVICES	51479	8/14/2018	875.00	PUBLIC OFFICAL BOND-P. BUSHEE
	Total 51479		875.00	
FIRE SERVICE CORP	51480	8/14/2018	833.96	ANNUAL FIRE EXTINGUISHERS SERVICE
	Total 51480		833.96	
ATEL COMMUNICATIONS, INC	51481	8/14/2018	18,026.21	NEW PHONE SYSTEM AND PHONES
	Total 51481		18,026.21	
AT&T	51482	8/14/2018	193.48	PHONE SERVICE
	Total 51482		193.48	
AVI-AUDIO VISUAL INNOVATIONS	51483	8/14/2018	2,792.28	WIRELSS ROUTER/AMPLIFIER
	Total 51483		2,792.28	
BAY CITY ELECTRIC WORKS, INC	51484	8/14/2018	836.15	ELECTRICAL WORK @ BPS GENERATOR
BAY CITY ELECTRIC WORKS, INC		8/14/2018	1,062.35	ELECTRICAL WORK @ LPS GENERATOR
BAY CITY ELECTRIC WORKS, INC		8/14/2018	630.74	ELECTRICAL WORK@#134 ACME PUMP
	Total 51484		2,529.24	
BOOT WORLD, INC	51485	8/14/2018	193.93	SAFETY BOOTS-G. MENDEZ
	Total 51485		193.93	
CAPSTONE FIRE MANAGEMENT, INC	51486	8/14/2018	925.00	CONFINED SPACE TRAINING
	Total 51486		925.00	
CINTAS FIRST AID AND SAFETY	51487	8/14/2018	82.43	REFILL FIRST AID CABINET
	Total 51487		82.43	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/14/2018 Through 8/14/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
CITY OF CARLSBAD	51488	8/14/2018	<u>999.00</u>	Fees for Traffic Control Inspection
	Total 51488		999.00	
CITY OF CARLSBAD	51489	8/14/2018	27.06	WATER @ FIRE LINE
CITY OF CARLSBAD		8/14/2018	498.57	WATER @ PLANT
CITY OF CARLSBAD		8/14/2018	<u>497.91</u>	WATER @ VACTOR
	Total 51489		1,023.54	
COLONIAL LIFE INS	51490	8/14/2018	<u>419.84</u>	ACCIDENT/CRITICAL CARE INS-JULY
	Total 51490		419.84	
COX COMMUNICATIONS SAN DIEGO	51491	8/14/2018	<u>1,473.32</u>	PHONE/INTERNET SERVICE
	Total 51491		1,473.32	
DOANE AND HARTWIG WATER SYSTEMS, INC	51492	8/14/2018	<u>4,956.50</u>	CHEMICAL FEED PUMP
	Total 51492		4,956.50	
DATA NET SOLUTIONS GROUP	51493	8/14/2018	<u>260.00</u>	IS MAINT AND SUPPORT
	Total 51493		260.00	
DKF SOLUTIONS GROUP, LLC	51494	8/14/2018	<u>300.00</u>	SAFETY SUBSCRIPTION FEES-JUNE
	Total 51494		300.00	
ENCINA WASTEWATER AUTHORITY	51495	8/14/2018	3,115.75	LAB FEES
ENCINA WASTEWATER AUTHORITY		8/14/2018	184,800.00	RESERVE-CAPITAL
ENCINA WASTEWATER AUTHORITY		8/14/2018	<u>369,600.00</u>	RESERVE-O/M
	Total 51495		557,515.75	
EWING IRRIGATION PRODUCTS	51496	8/14/2018	27.44	PARTS/SUPPLIES FOR BPS
EWING IRRIGATION PRODUCTS		8/14/2018	<u>26.06</u>	SUPPLIES-PVC COUPLING
	Total 51496		53.50	
FEDERAL EXPRESS CORPORATION	51497	8/14/2018	<u>13.40</u>	SHIPPING
	Total 51497		13.40	
LOS ANGELES FREIGHTLINER	51498	8/14/2018	<u>831.55</u>	VACTOR #159-ULTRA MAINT AND SERVICE
	Total 51498		831.55	
HAAKER EQUIPMENT CO	51499	8/14/2018	<u>3,017.00</u>	PIRAHNA HOSES

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/14/2018 Through 8/14/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51499		3,017.00	
HACH COMPANY	51500	8/14/2018	<u>90.09</u>	PROCESS VIAL
	Total 51500		90.09	
HARTFORD LIFE & ACCIDENT, INS.	51501	8/14/2018	448.62	LIFE INS-AUG
	Total 51501		448.62	
HEAVILAND ENTERPRISES, INC	51502	8/14/2018	<u>840.00</u>	LANDSCAPE MAINT-AUGUST
	Total 51502		840.00	
ICMA RETIREMENT-303979	51503	8/14/2018	<u>4,576.51</u>	DEFERRED COMP
	Total 51503		4,576.51	
MALLORY SAFETY AND SUPPLY	51504	8/14/2018	82.97	SAFETY ITEMS
MALLORY SAFETY AND SUPPLY		8/14/2018	<u>154.09</u>	SAFETY SUPPLIES
	Total 51504		237.06	
MINUTEMAN PRESS	51505	8/14/2018	<u>84.19</u>	BUSINESS CARDS
	Total 51505		84.19	
MITSUBISHI ELECTRIC US, INC	51506	8/14/2018	<u>297.76</u>	ELEVATOR MAINT AND SERVICE
	Total 51506		297.76	
NAPA AUTO	51507	8/14/2018	80.76	OIL FILTERS
NAPA AUTO		8/14/2018	<u>75.40</u>	VEHICLE SUPPLIES
	Total 51507		156.16	
NATIONWIDE RETIREMENT SOLUTIONS	51508	8/14/2018	287.98	DEFERRED COMP
	Total 51508		287.98	
OFFICE DEPOT, INC.	51509	8/14/2018	<u>148.44</u>	OFFICE SUPPLIES
	Total 51509		148.44	
OLIVENHAIN MUNICIPAL WATER DIST	51510	8/14/2018	45.21	WATER @ ENCINITAS ESTATES
OLIVENHAIN MUNICIPAL WATER DIST		8/14/2018	317.75	WATER @ TRAVELING
OLIVENHAIN MUNICIPAL WATER DIST		8/14/2018	465.00	WATER @ TRAVELING 2
OLIVENHAIN MUNICIPAL WATER DIST		8/14/2018	49.17	WATER @ VP5 PS
OLIVENHAIN MUNICIPAL WATER DIST		8/14/2018	45.21	WATER @ VP7 PS
	Total 51510		922.34	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/14/2018 Through 8/14/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
PLANT PEOPLE, INC	51511	8/14/2018	<u>158.00</u>	MONTHLY PLANTS MAINT-AUGUST
	Total 51511		158.00	
PURE WATER PARTNERS, LLC	51512	8/14/2018	<u>135.77</u>	MONTHLY FEE FOR WATER SYSTEM IN ADM.
	Total 51512		135.77	
RICHARD STINSON	51513	8/14/2018	<u>16,537.50</u>	CONSTRUCTION MGMT-JULY
	Total 51513		16,537.50	
SAFETY CENTER, INC	51514	8/14/2018	<u>5.00</u>	SAFETY ITEMS-TRAINING
	Total 51514		5.00	
SOUTHERN CONTRACTING COMPANY	51515	8/14/2018	270.00	ELECTRICAL WORK @ E. ESTATES
SOUTHERN CONTRACTING COMPANY		8/14/2018	<u>1,312.50</u>	ELECTRICAL WORK @ LPS/BPS
	Total 51515		1,582.50	
TERMINIX	51516	8/14/2018	<u>58.00</u>	PEST SERVICE FOR JULY
	Total 51516		58.00	
THE HOME DEPOT CRC/GECF	51517	8/14/2018	<u>290.73</u>	SUPPLIES
	Total 51517		290.73	
TIM BESTAMENTE	51518	8/14/2018	<u>65.00</u>	MAINTENANCE AND REPAIR WORK ON WATER FOUNTAINS
	Total 51518		65.00	
UNDERGROUND SERVICE ALERT OF	51519	8/14/2018	<u>208.00</u>	UNDERGROUND ALARM SERVICE
	Total 51519		208.00	
UNIFIRST CORPORATION	51520	8/14/2018	<u>211.13</u>	LAUNDRY SERVICE-W/E 8/1/2018
	Total 51520		211.13	
VERIZON WIRELESS	51521	8/14/2018	<u>21.31</u>	CELL PHONES-TELEMETRY
	Total 51521		21.31	
WAGeworks, INC	51522	8/14/2018	<u>135.80</u>	SEC 125 FLEX PLAN-JULY
	Total 51522		135.80	
WASTE MANAGEMENT	51523	8/14/2018	<u>214.19</u>	TRASH SERVICE-JULY
	Total 51523		214.19	



**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/14/2018 Through 8/14/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
WORDEN WILLIAMS LLP	51524	8/14/2018	<u>4,120.70</u>	LEGAL FEES-JULY
	Total 51524		4,120.70	
XEROX CORPORATION	51525	8/14/2018	<u>121.05</u>	COPIER MAINT
	Total 51525		121.05	
Report Total			<u><u>635,330.36</u></u>	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 15, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20036 - 20054	8/15/2018	\$51,412.60

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 16, 2018  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20055 - 20073	8/16/2018	\$24,575.08

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/23/2018 Through 8/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ALLIANT INSURANCE SERVICES	51526	8/23/2018	73.00	EQUIPMENT FLOATER POLICY
	Total 51526		73.00	
CARLSBAD FUELS CORPORATION	51527	8/23/2018	2,045.40	VEHICLE FUELS
	Total 51527		2,045.40	
PETTY CASH	51528	8/23/2018	281.05	PETTY CASH REIMBURSEMENT
	Total 51528		281.05	
CORODATA	51529	8/23/2018	173.39	STORAGE-JULY
	Total 51529		173.39	
CSDA- SAN DIEGO CHAPTER	51530	8/23/2018	180.00	CSDA QTRLY DINNER
	Total 51530		180.00	
CUMMINS PACIFIC,LLC	51531	8/23/2018	613.30	TROUBLE SHOOT LPS GENRATOR
	Total 51531		613.30	
DAVID KULCHIN	51532	8/23/2018	1,337.91	REIMBURSE FOR CASA CONF
	Total 51532		1,337.91	
DEXTER WILSON ENGINEERING	51533	8/23/2018	980.00	GE/0566/JULY/LEUCADIA HILLS
DEXTER WILSON ENGINEERING		8/23/2018	525.00	GE/0929/JULY/CASCADA VERDE
DEXTER WILSON ENGINEERING		8/23/2018	55.00	GE/0983/JULY HYMETTUS ESTATES
DEXTER WILSON ENGINEERING		8/23/2018	55.00	GE/1009/JULY/URANIA AVE
DEXTER WILSON ENGINEERING		8/23/2018	75.00	GE/1021/AUG/ZINSER ANNEX
DEXTER WILSON ENGINEERING		8/23/2018	400.00	GE/1035/JULY/1528 N. COAST HWY 101
DEXTER WILSON ENGINEERING		8/23/2018	765.00	GE/1035/JULY/ANDREIKO ANNEX
DEXTER WILSON ENGINEERING		8/23/2018	55.00	GE/1036/JULY/HYMETTUS AVE
DEXTER WILSON ENGINEERING		8/23/2018	600.00	GE/1038/JULY/SUNSET DR
DEXTER WILSON ENGINEERING		8/23/2018	800.00	GE/1047/JULY/DUCK DONUTS
DEXTER WILSON ENGINEERING		8/23/2018	330.00	GE/1048/JULY/WOOD AVE
DEXTER WILSON ENGINEERING		8/23/2018	4,710.00	GE/CIP/JULY/200/0357/0358
	Total 51533		9,350.00	
DONALD OMSTED	51534	8/23/2018	428.42	REIMBURSE FOR CASA CONFERENCE 2018
	Total 51534		428.42	
ELAINE SULLIVAN	51535	8/23/2018	1,089.40	REIMBURSE FOR CASA CONFERENCE 2018
	Total 51535		1,089.40	
EVOQUA WATER TECHNOLOGIES, LLC	51536	8/23/2018	8,308.30	CHEMICAL FERROUS

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/23/2018 Through 8/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
EVOQUA WATER TECHNOLOGIES, LLC		8/23/2018	5,761.29	FERROUS CHLORIDE
	Total 51536		14,069.59	
FEDERAL EXPRESS CORPORATION	51537	8/23/2018	8.15	SHIPPING
	Total 51537		8.15	
ICMA RETIREMENT-303979	51538	8/23/2018	4,878.69	DEFERRED COMP
	Total 51538		4,878.69	
INFRASTRUCTURE ENGINEERING CORP	51539	8/23/2018	3,260.00	2018 CURED IN PLACE PIPE-JULY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	6,355.00	2018 GRAVITY SEWER PROJECT-JULY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	3,495.15	GAFNER AWT IMPROVEMENT PROJECT-JULY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	165.00	GIS FOR MISC PROJECTS-JULY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	412.50	GIS/0526/JULY/FAIR OAKS VALLEY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	69,957.02	LPS REHAB PROJECT-JULY
INFRASTRUCTURE ENGINEERING CORP		8/23/2018	1,035.00	ORCHARD WOOD SEWER-JULY
	Total 51539		84,679.67	
JUDY HANSON	51540	8/23/2018	970.32	REIMBURSE FOR CASA CONFERENCE 2018
	Total 51540		970.32	
KOFF & ASSOCIATES	51541	8/23/2018	2,160.00	FINAL REPORT-COMPENSATION STUDY
	Total 51541		2,160.00	
LAFCO	51542	8/23/2018	2,660.00	ANDREIKO ANNEX
	Total 51542		2,660.00	
MSC JANITORIAL SERVICE, INC	51543	8/23/2018	1,676.00	JANITORIAL SERVICES-AUG
	Total 51543		1,676.00	
NAPA AUTO	51544	8/23/2018	30.11	RADIATOR CAP AND OTHER ITEMS FOR VP5 GEN
NAPA AUTO		8/23/2018	51.66	SUPPLIES
	Total 51544		81.77	
NATIONWIDE RETIREMENT SOLUTIONS	51545	8/23/2018	287.98	DEFERRED COMP

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/23/2018 Through 8/23/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51545		287.98	
NEOPOST, INC	51546	8/23/2018	42.12	POSTAGE FEES
	Total 51546		42.12	
NU-LINE TECHNOLOGIES, INC	51547	8/23/2018	244,647.90	CURED IN PLACE LINING PROJECT-JULY
	Total 51547		244,647.90	
OFFICE DEPOT, INC.	51548	8/23/2018	316.38	OFFICE SUPPLIES
	Total 51548		316.38	
PACIFIC PIPELINE SUPPLY	51549	8/23/2018	6,899.49	PARTS/SUPPLIES @ LPS
	Total 51549		6,899.49	
PACIFIC RIM MECHANICAL	51550	8/23/2018	774.00	IT ROOM COOLING UNIT NOT WORKING
PACIFIC RIM MECHANICAL		8/23/2018	340.00	MAINT/SERVICE CALL @ BPS
PACIFIC RIM MECHANICAL		8/23/2018	592.25	QTRLY HVAC MAINT @ BPS-JULY
PACIFIC RIM MECHANICAL		8/23/2018	451.25	QTRLY HVAC MAINT @ EEPS/AWT-JULY
PACIFIC RIM MECHANICAL		8/23/2018	590.00	QTRLY HVAC MAINT @ LPS-JULY
PACIFIC RIM MECHANICAL		8/23/2018	1,981.25	QTRLY HVAC MAINT BILLING-JULY
	Total 51550		4,728.75	
PLUMBERS DEPOT, INC	51551	8/23/2018	202.90	CABLES AND CLAMPS
PLUMBERS DEPOT, INC		8/23/2018	1,167.70	PARTS/SUPPLIES/MAINT SERVICE
	Total 51551		1,370.60	
RISING TIDE PARTNERS	51552	8/23/2018	4,912.50	PUBLIC INFORMATION-JULY
	Total 51552		4,912.50	
ROCKWELL CONSTRUCTION SERVICES, INC	51553	8/23/2018	270.00	GAFNER AWT PROJECT-APRIL
ROCKWELL CONSTRUCTION SERVICES, INC		8/23/2018	405.00	GAFNER AWT PROJECT-MAY
	Total 51553		675.00	
SAN DIEGO EMPLOYERS ASSOCIATION	51554	8/23/2018	55.00	MID YEAR EMPOLYMENT LAW UPDATE
	Total 51554		55.00	
SAN DIEGUITO WATER DISTRICT	51555	8/23/2018	22.44	WATER @ TANKER
SAN DIEGUITO WATER DISTRICT		8/23/2018	5.61	WATER @ TANKER
	Total 51555		28.05	

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 8/23/2018 Through 8/23/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
SAN DIEGO GAS & ELECTIRC	51556	8/23/2018	3,369.12	ELECTRIC @ ADM BLDG
SAN DIEGO GAS & ELECTIRC		8/23/2018	183.47	ELECTRIC @ AVOCADO PS
SAN DIEGO GAS & ELECTIRC		8/23/2018	12,718.17	ELECTRIC @ BPS
SAN DIEGO GAS & ELECTIRC		8/23/2018	473.57	ELECTRIC @ DIANA PS
SAN DIEGO GAS & ELECTIRC		8/23/2018	808.02	ELECTRIC @ E. ESTATES
SAN DIEGO GAS & ELECTIRC		8/23/2018	1,499.07	ELECTRIC @ EEPS-AWT
SAN DIEGO GAS & ELECTIRC		8/23/2018	893.87	ELECTRIC @ LCPS
SAN DIEGO GAS & ELECTIRC		8/23/2018	11,148.11	ELECTRIC @ LPS
SAN DIEGO GAS & ELECTIRC		8/23/2018	160.89	ELECTRIC @ RANCHO VERDE PS
SAN DIEGO GAS & ELECTIRC		8/23/2018	696.75	ELECTRIC @ SPS
SAN DIEGO GAS & ELECTIRC		8/23/2018	303.94	ELECTRIC @ VP5 PS
SAN DIEGO GAS & ELECTIRC		8/23/2018	172.50	ELECTRIC @ VP7 PS
SAN DIEGO GAS & ELECTIRC		8/23/2018	10.00	GAS @ ADM OFFICE
SAN DIEGO GAS & ELECTIRC		8/23/2018	3.00	NAT. GAS @ EE
	Total 51556		32,440.48	
SPACELINK/I2B NETWORK	51557	8/23/2018	160.00	WEB CAM @ BPS-AUG-SEPT
	Total 51557		160.00	
TRISHA HILL	51558	8/23/2018	758.98	REIMBURSE FOR CASA CONF
	Total 51558		758.98	
T.S. INDUSTRIAL SUPPLY	51559	8/23/2018	208.19	PARTS AND SUPPLIES
	Total 51559		208.19	
UNIFIRST CORPORATION	51560	8/23/2018	214.78	LAUNDRY SERVICE-W/E 8/15/18
UNIFIRST CORPORATION		8/23/2018	207.09	LAUNDRY SERVICE-W/E 8/8/18
	Total 51560		421.87	
U.S. BANK	51561	8/23/2018	5,329.11	OFFICE SUPPLIES/CONFERENCES/MEETIN...
	Total 51561		5,329.11	
U.S. HEALTHWORKS MEDICAL GROUP, P.C.	51562	8/23/2018	99.00	PHYSICALS
	Total 51562		99.00	
VERIZON WIRELESS	51563	8/23/2018	899.77	CELL PHONE CHARGES
	Total 51563		899.77	
WESELOH CHEVROLET	51564	8/23/2018	154.21	MAINT AND SERVICE FOR #148
WESELOH CHEVROLET		8/23/2018	237.06	OILCHANGE-#156
WESELOH CHEVROLET		8/23/2018	150.93	ON CALL TRUCK #158-OIL CGANGE AND MAIN
WESELOH CHEVROLET		8/23/2018	308.14	SERVICE AND MAINT FOR #155
WESELOH CHEVROLET		8/23/2018	102.89	TRUCK #153-OIL CHANGE
	Total 51564		953.23	

**Leucadia Wastewater District**  
Check/Voucher Register - CHECK REGISTER  
1005 - UNION BANK GENERAL  
From 8/23/2018 Through 8/23/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			431,990.46	



**Leucadia Wastewater District**  
Vendor Activity  
From 8/20/2018 Through 8/20/2018

Vendor ID	Vendor Name	Trans... Source	Effective Date	Check/V... Number	Expenses	GL Short Title	Transaction Description
USBANK1	U.S. BANK	API	8/20/2018		155.41	Line Maint	AIR COMPRESS MAINT
USBANK1	U.S. BANK	API	8/20/2018		266.00	Train'g/Ed/Conf	BFAST-FIELD SERVICES
USBANK1	U.S. BANK	API	8/20/2018		36.76	Mgt Support Srv	BUISNESS LUNCH-J. BILLS
USBANK1	U.S. BANK	API	8/20/2018		109.00	Train'g/Ed/Conf	CASA AIRFARE-GOING-T.H.
USBANK1	U.S. BANK	API	8/20/2018		125.80	Train'g/Ed/Conf	CASA AIRFARE-T.H.
USBANK1	U.S. BANK	API	8/20/2018		103.02	Train'g/Ed/Conf	CONFINED SPACE TRAIN-LUNCH
USBANK1	U.S. BANK	API	8/20/2018		600.00	BOARD CONFERENC	CSDA REG-D.K.
USBANK1	U.S. BANK	API	8/20/2018		600.00	BOARD CONFERENC	CSDA REG-J.H.
USBANK1	U.S. BANK	API	8/20/2018		600.00	BOARD CONFERENC	D.O. CSDA REG
USBANK1	U.S. BANK	API	8/20/2018		292.50	SAFETY SUPPLIES	DATCO QTRLY BILLING
USBANK1	U.S. BANK	API	8/20/2018		525.00	BOARD CONFERENC	E.S.-CSDA REG
USBANK1	U.S. BANK	API	8/20/2018		621.25	EMPLOYEE RECOGN	EMPLOYEE LUNCHEON
USBANK1	U.S. BANK	API	8/20/2018		46.93	EMPLOYEE RECOGN	EMPLY LUNCH-DRINKS
USBANK1	U.S. BANK	API	8/20/2018		35.00	ENCINA CAPITAL	EWA BUSINESS LUNCH
USBANK1	U.S. BANK	API	8/20/2018		122.45	Train'g/Ed/Conf	NOTARY RENEWAL-T.B.
USBANK1	U.S. BANK	API	8/20/2018		49.94	OFFICE SUPPLIES	OFFICE SUPPLIES
USBANK1	U.S. BANK	API	8/20/2018		55.00	Train'g/Ed/Conf	SDEA TRAINING
USBANK1	U.S. BANK	API	8/20/2018		177.00	BOARD CONFERENC	STATE OF CITY-3 ATTENDEES
USBANK1	U.S. BANK	API	8/20/2018		59.00	Train'g/Ed/Conf	STATE OF CITY-P.B.
USBANK1	U.S. BANK	API	8/20/2018		107.35	Train'g/Ed/Conf	TRI STATE HOTEL-C.R.
USBANK1	U.S. BANK	API	8/20/2018		107.35	Train'g/Ed/Conf	TRI STATE HOTEL-H.G.
USBANK1	U.S. BANK	API	8/20/2018		107.35	Train'g/Ed/Conf	TRI STATE HOTEL-M.G.
USBANK1	U.S. BANK	API	8/20/2018		99.00	Train'g/Ed/Conf	TRI STATE REG-C.R.
USBANK1	U.S. BANK	API	8/20/2018		99.00	Train'g/Ed/Conf	TRI STATE REG-H.G.
USBANK1	U.S. BANK	API	8/20/2018		99.00	Train'g/Ed/Conf	TRI STATE REG-M.G.
USBANK1	U.S. BANK	API	8/20/2018		100.00	TELEPHONE	WEB HOSTING
USBANK1	U.S. BANK	API	8/20/2018		30.00	TELEPHONE	WIFI
Transaction Total					<u>5,329.11</u>		
Total USBANK1	U.S. BANK				<u>5,329.11</u>		

33

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 29, 2018

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
20074 - 20092	8/29/2018	\$51,373.56

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: September 3, 2018

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
20093 - 20097	9/3/2018	\$4,519.91

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/3/2018 Through 9/3/2018

Vendor Name	Check Number	Effective Date	Check Amount	Transaction Description
ADS LLC	51565	9/3/2018	1,190.00	DEPTH METER MAINT-AUG
ADS LLC		9/3/2018	<u>4,340.00</u>	FLOW METERING-AUG
	Total 51565		5,530.00	
ALPHAGRAPHICS	51566	9/3/2018	271.95	DOOR HANGERS-EASMENT INSP/SMOKE TESTING
	Total 51566		271.95	
AT&T	51567	9/3/2018	<u>117.89</u>	PHONE SERVICE @ BPS
	Total 51567		117.89	
AYALA ENGINEERING	51568	9/3/2018	17,875.00	MISC MANHOLE REPAIRS-LC TOWN/EL CAMINO
	Total 51568		17,875.00	
BAJA POOL AND SPA SERVICE	51569	9/3/2018	125.00	MONTHLY FEE FOR FOUNTAIN MAINT-SEPT
	Total 51569		125.00	
CARLSBAD FUELS CORPORATION	51570	9/3/2018	2,281.53	VEHICLE FUEL
	Total 51570		2,281.53	
CHUCKS TIRE CENTER	51571	9/3/2018	<u>1,020.03</u>	TIRES FOR VEHICLE #156
	Total 51571		1,020.03	
COLONIAL LIFE INS	51572	9/3/2018	629.76	ACCIDENT/CRITICAL CARE INS-AUG
	Total 51572		629.76	
COX COMMUNICATIONS SAN DIEGO	51573	9/3/2018	1,473.32	PHONE/INTERNET SERVICE
	Total 51573		1,473.32	
DATA NET SOLUTIONS GROUP	51574	9/3/2018	<u>86.25</u>	IS MAINT AND SUPPORT
	Total 51574		86.25	
DETECTION INSTRUMENTS CORP	51575	9/3/2018	327.99	CALIBRATIONS @ LPS
	Total 51575		327.99	
DEXTER WILSON ENGINEERING	51576	9/3/2018	<u>1,052.50</u>	GIS MANAGEMENT-JULY
	Total 51576		1,052.50	
DOWNSTREAM SERVICES, INC.	51577	9/3/2018	<u>70.00</u>	STORMDRAIN MAINT

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/3/2018 Through 9/3/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51577		70.00	
ESCONDIDO GOLF CART CENTER, INC	51578	9/3/2018	8,227.00	NEW GOLF CART
	Total 51578		8,227.00	
FEDERAL EXPRESS CORPORATION	51579	9/3/2018	46.75	SHIPPING
	Total 51579		46.75	
GRAINGER, INC	51580	9/3/2018	33.06	TAP, PLUGS
	Total 51580		33.06	
GREAT AMERICA FINANCIAL SERVICES	51581	9/3/2018	1,030.92	COPIER LEASE
	Total 51581		1,030.92	
HAAKER EQUIPMENT CO	51582	9/3/2018	139.77	PARTS
	Total 51582		139.77	
ICMA RETIREMENT-303979	51583	9/3/2018	4,880.24	DEFERRED COMP
	Total 51583		4,880.24	
MES VISION	51584	9/3/2018	407.06	VISION INS-SEPT
	Total 51584		407.06	
MUTUAL OF OMAHA	51585	9/3/2018	1,151.64	DISABILITY INS-SEPT
	Total 51585		1,151.64	
NATIONWIDE RETIREMENT SOLUTIONS	51586	9/3/2018	287.98	DEFERRED COMP
	Total 51586		287.98	
PLUMBERS DEPOT, INC	51587	9/3/2018	250.55	DEBRIS CATCHER
PLUMBERS DEPOT, INC		9/3/2018	276.74	FIBER GLASS POLES
PLUMBERS DEPOT, INC		9/3/2018	3,841.37	LED LIGHT HEAD ASSY.
	Total 51587		4,368.66	
RICHARD EASTON	51588	9/3/2018	194.99	SAFETY BOOTS FOR R. EASTON
	Total 51588		194.99	
TERMINIX	51589	9/3/2018	32.00	PEST TRAP SERVICE-AUG
	Total 51589		32.00	
THE GUARDIAN	51590	9/3/2018	3,272.05	DENTAL INS-SEPT

**Leucadia Wastewater District**  
 Check/Voucher Register - CHECK REGISTER  
 1005 - UNION BANK GENERAL  
 From 9/3/2018 Through 9/3/2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Effective Date</u>	<u>Check Amount</u>	<u>Transaction Description</u>
	Total 51590		3,272.05	
TIM BESTAMENTE	51591	9/3/2018	<u>581.62</u>	REPAIRS/MAINT WORK
	Total 51591		581.62	
SOLANA PALM LLC	51592	9/3/2018	<u>90.00</u>	ANSWERING SERVICE-AUG/SEPT
	Total 51592		90.00	
UNIFIRST CORPORATION	51593	9/3/2018	<u>207.09</u>	LAUNDRY SERVICE-W/E 8/22/2018
	Total 51593		207.09	
UNITED PARCEL	51594	9/3/2018	<u>98.49</u>	SHIPPING
	Total 51594		98.49	
WASTE MANAGEMENT	51595	9/3/2018	<u>214.19</u>	TRASH SERVICE-AUG
	Total 51595		214.19	
WEST COAST SAFETY SUPPLY CO., INC.	51596	9/3/2018	<u>5,975.17</u>	GAS MONITORS/PARTS
	Total 51596		<u>5,975.17</u>	
Report Total			<u><u>62,099.90</u></u>	

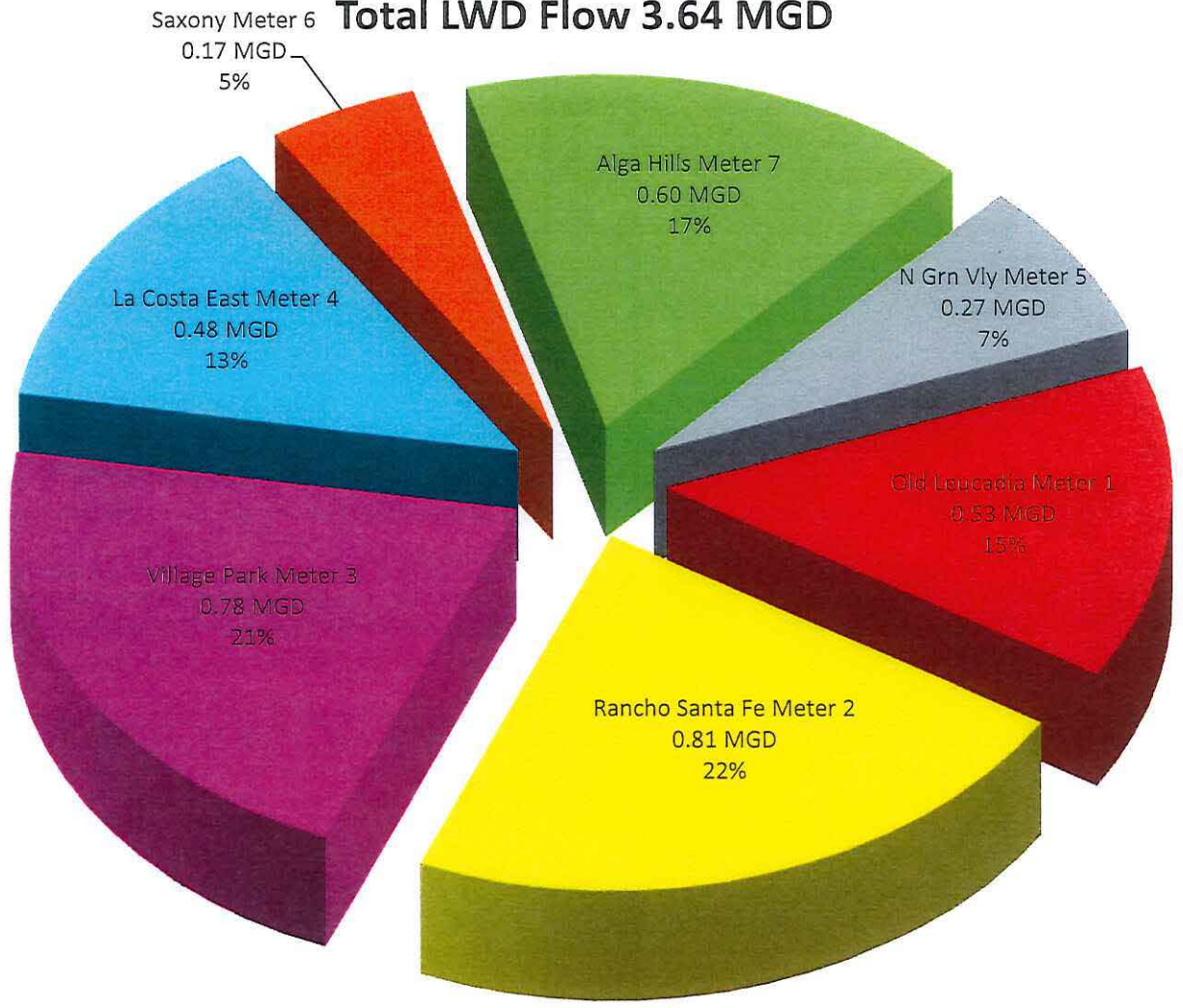
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2019 (July 2018 - June 2019)**

CURRENT MONTH - August 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							3.76
YTD							
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							
<b>YTD Totals</b>	0.03	234.05	3.00			74.37	
<b>Mo Average</b>	0.02	117.03	1.50	3.78	132.16	37.19	3.76

69

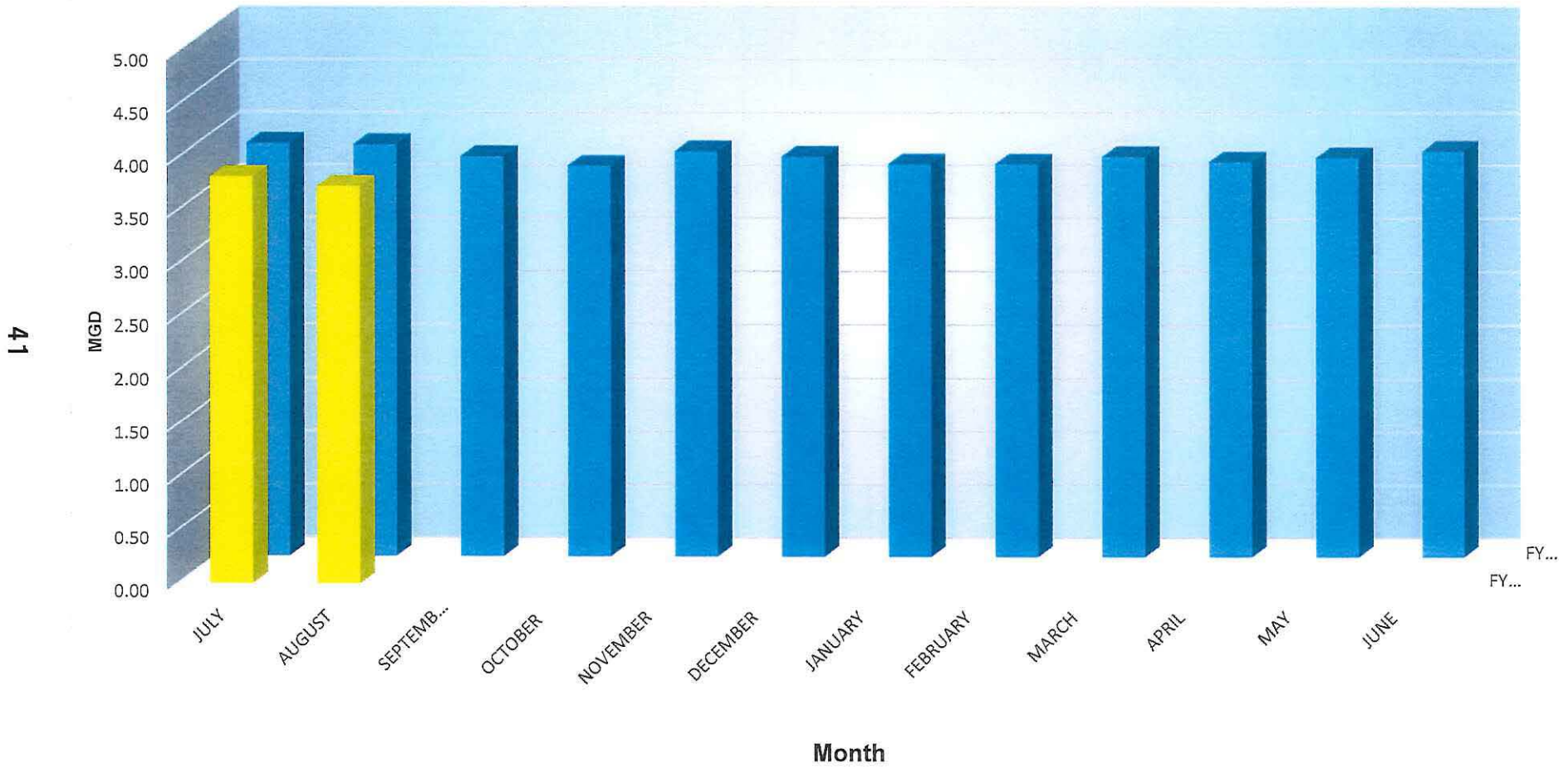
# LWD Flows by Sub-Basin August 2018

**Total LWD Flow 3.64 MGD**



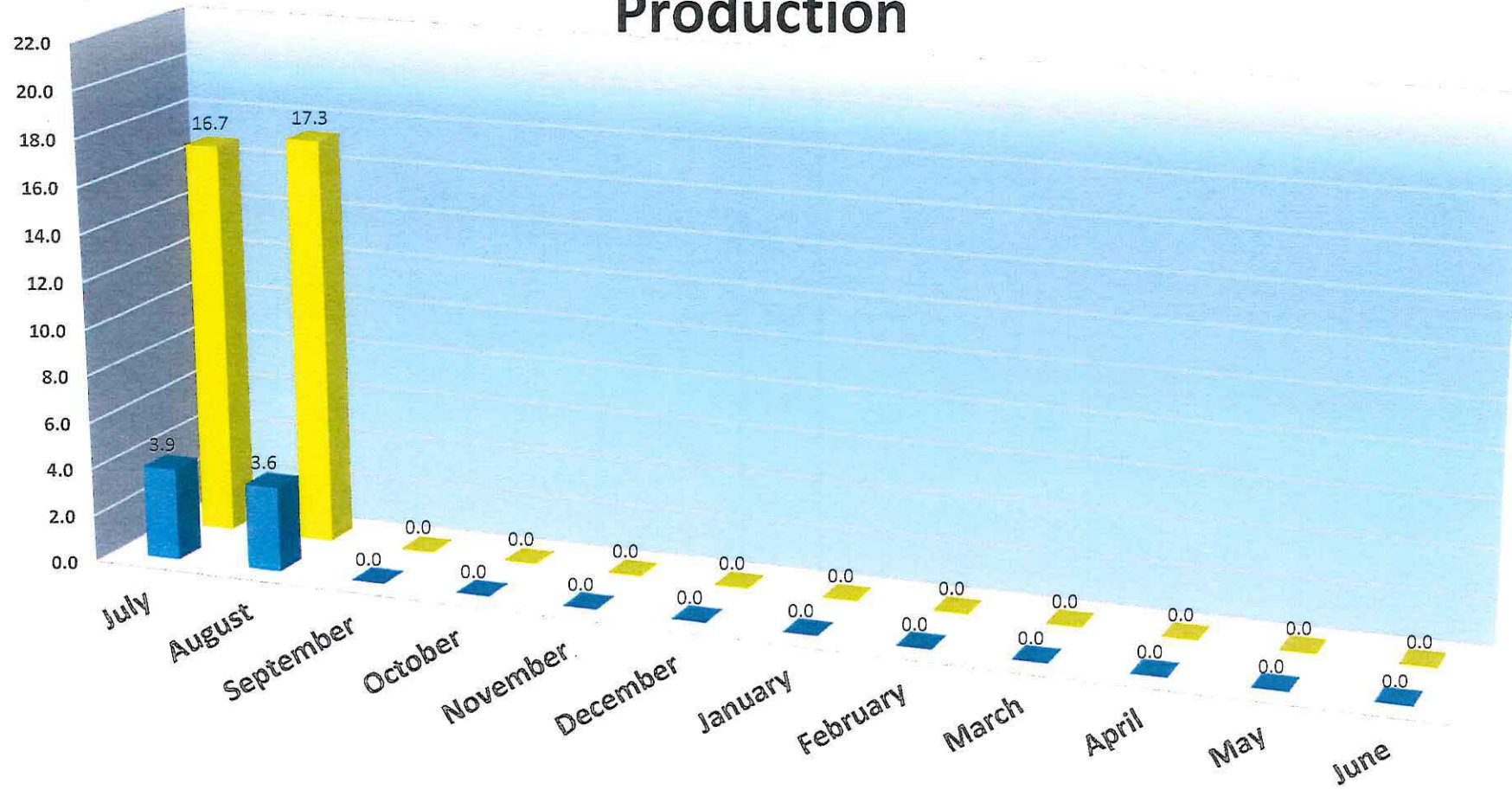


# Leucadia Wastewater District Flow Comparison FY18 to FY19



# FY-19 CCTV Inspections & Hydro Cleaning Production

42



## Monthly Target Mileage

Hydo-Cleaning: 15 Miles/Month

CCTV Inspections: 6.3 Miles/Month

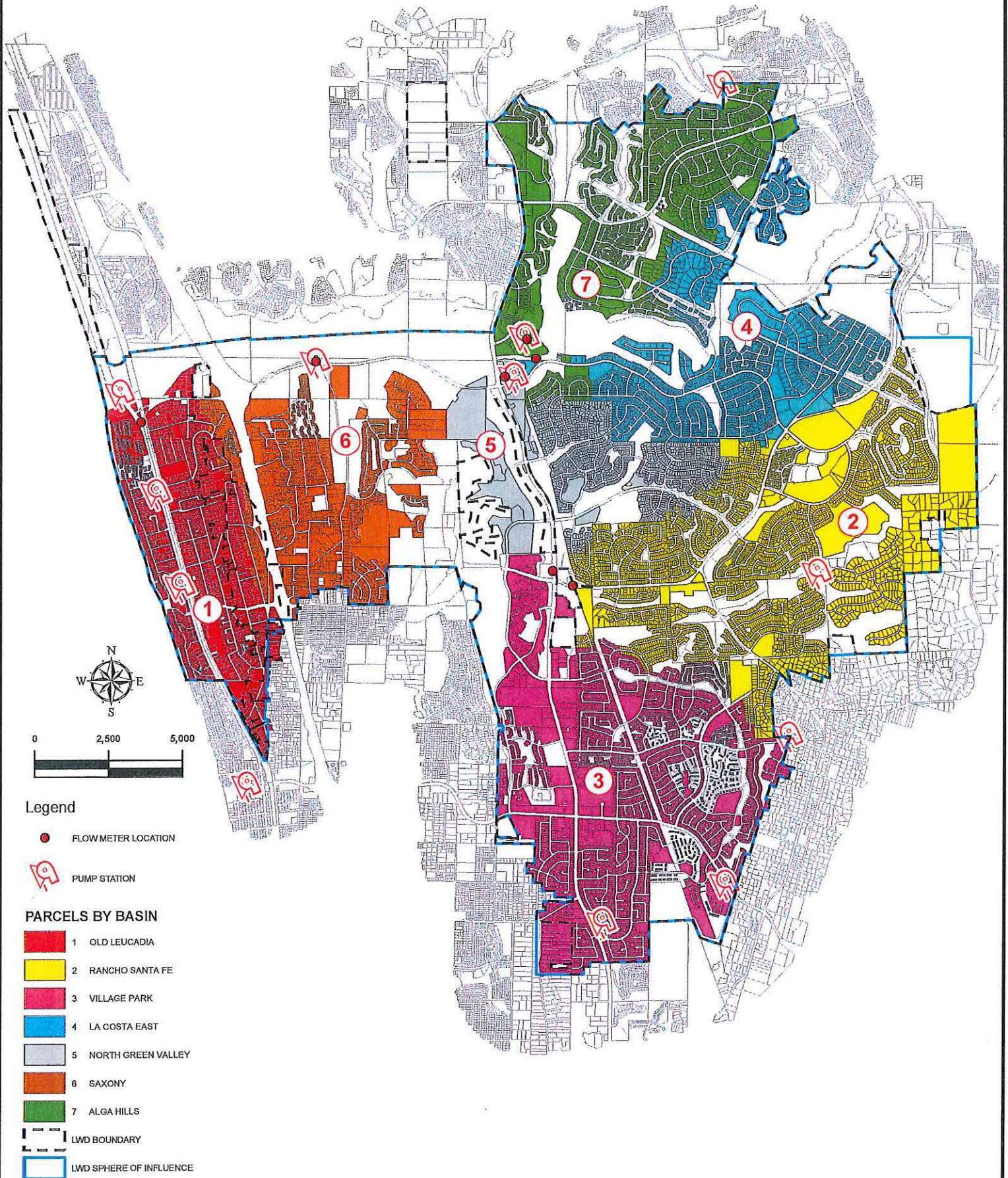
Note: CCTV Production down due to smoke testing in Diana pump station area

■ CCTV Inspections

■ Total Hydro Cleaning



# LEUCADIA WASTEWATER DISTRICT





# Leucadia Wastewater District

## Balance Sheet

As of 8/31/2018

		Current Year
<b>Assets</b>		
Cash & Investments	1CAS	33,889,438.59
Accounts Receivables	2A/R	286,278.08
Prepaid Expense	3PRE	348,071.67
Funds held with Encina Wastewater Authority	4EWA	2,041,200.00
Capital Assets	4F/A	162,530,675.37
Less Accumulated Depreciation	6DEP	<u>(52,675,124.16)</u>
Total Assets		<u>146,420,539.55</u>
<b>Deferred Outflows</b>		
Projected/Actual PERS Earnings Difference	6D/O	605,730.00
PERS Proportions & Assumptions Difference	7D/O	733,653.00
Current Year PERS Employer Contribution	8D/O	<u>373,044.30</u>
Total Deferred Outflows		<u>1,712,427.30</u>
Total Assets & Deferred Outflows		<u>148,132,966.85</u>
<b>Liabilities</b>		
Accounts Payable & Accrued Expenses	A/P	309,696.20
Developer Deposits	DEV D	75,684.54
Net Pension Liability	LTDB	<u>4,074,562.00</u>
Total Liabilities		<u>4,459,942.74</u>
<b>Deferred Inflows</b>		
PERS Actual/Proportion Contribution Difference	D/I2	195,529.03
PERS Proportions & Assumptions Difference	D/I3	173,082.00
Projected/Actual PERS Earnings Difference	D/In	<u>569,065.00</u>
Total Deferred Inflows		<u>937,676.03</u>
<b>Net Position</b>		
Beginning Net Position (as of June 30, 2017)		
Investment in Capital Assets	IC/A	106,913,510.95
Reserves	RESV	32,927,908.33
Undesignated Net Position	UNDS	<u>3,803,969.27</u>
Total Beginning Net Position (as of June 30, 2017)		<u>143,645,388.55</u>
Current Change In Net Position		
Other		<u>(910,040.47)</u>
Total Current Change In Net Position		<u>(910,040.47)</u>
Total Net Position		<u>142,735,348.08</u>
Total Liabilities, Deferred Inflows & Net Position		<u>148,132,966.85</u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

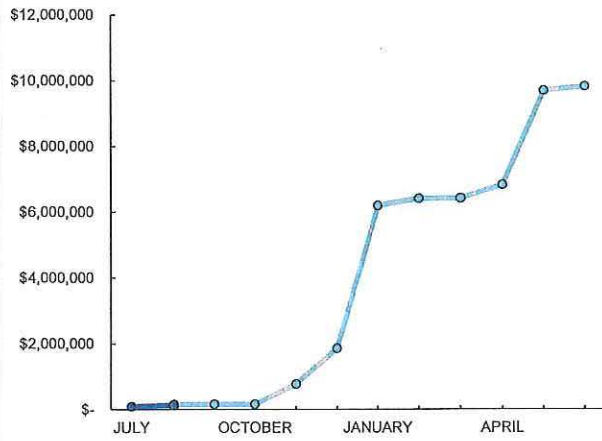
From 7/1/2018 Through 8/31/2018

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 132,308.77	\$ 9,813,782.00	\$ 9,681,473.23	1.3%
3150 Recycled Water Sales	59,195.00	295,000.00	235,805.00	20.1%
3100 Misc. Operating Revenue	-	204,520.00	204,520.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 191,503.77</b>	<b>\$10,313,302.00</b>	<b>\$10,121,798.23</b>	<b>1.9%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 306,689.99	\$ 1,924,859.00	\$ 1,618,169.01	15.9%
4200 Employee Benefits	161,816.64	1,064,235.00	902,418.36	15.2%
4300 Directors Expense	15,659.43	144,800.00	129,140.57	10.8%
4400 Election Expense	-	30,000.00	30,000.00	0.0%
4600 Gas, Oil & Fuel	4,970.75	41,000.00	36,029.25	12.1%
4700 Insurance Expense	21,246.98	114,500.00	93,253.02	18.6%
4800 Memberships	2,097.00	29,400.00	27,303.00	7.1%
4900 Office Expense	20,200.67	155,600.00	135,399.33	13.0%
5000 Operating Supplies	20,966.27	189,500.00	168,533.73	11.1%
5200 Professional Services	28,468.34	449,300.00	420,831.66	6.3%
5300 Printing & Publishing	271.95	29,500.00	29,228.05	0.9%
5400 Rents & Leases	4,231.16	17,400.00	13,168.84	24.3%
5500 Repairs & Maintenance	47,454.24	486,600.00	439,145.76	9.8%
5600 Monitoring & Permits	6,120.75	59,900.00	53,779.25	10.2%
5700 Training & Development	6,558.81	47,000.00	40,441.19	14.0%
5900 Utilities	72,456.07	432,600.00	360,143.93	16.7%
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	-	(159,684.00)	(159,684.00)	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 726,726.43</b>	<b>\$ 6,951,310.00</b>	<b>\$ 6,224,583.57</b>	<b>10.5%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 10,178.00	\$ 381,675.00	\$ 371,497.00	2.7%
3220 Property Taxes	24,530.60	1,700,000.00	1,675,469.40	1.4%
3250 Investment Income	108,374.80	489,000.00	380,625.20	22.2%
3290 Misc. Non Op Revenue	782.40	107,600.00	106,817.60	0.7%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 143,865.80</b>	<b>\$ 2,678,275.00</b>	<b>\$ 2,534,409.20</b>	<b>5.4%</b>

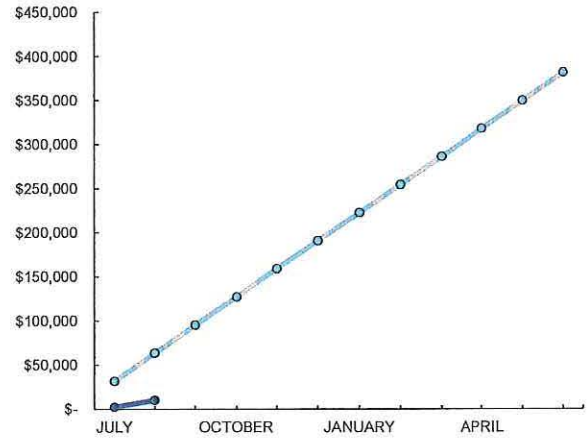
# Leucadia Wastewater District Revenue FY2019

YTD through August 31, 2018

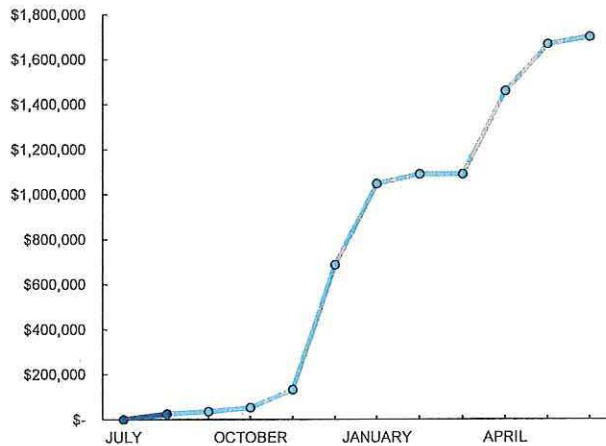
Sewer Service Fees



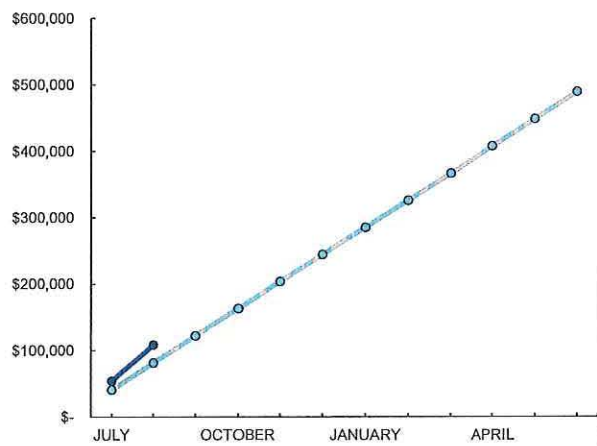
Capacity Charges



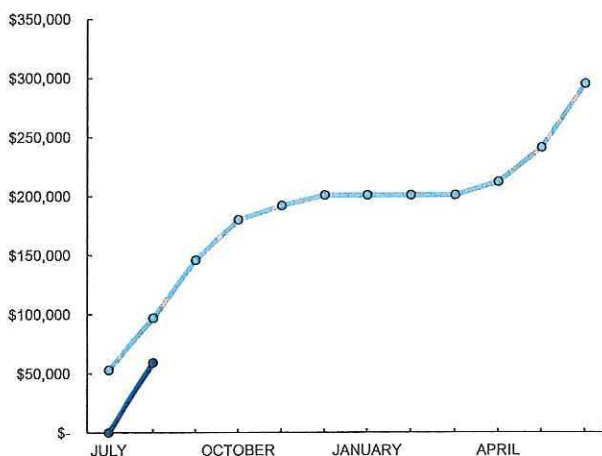
Property Taxes



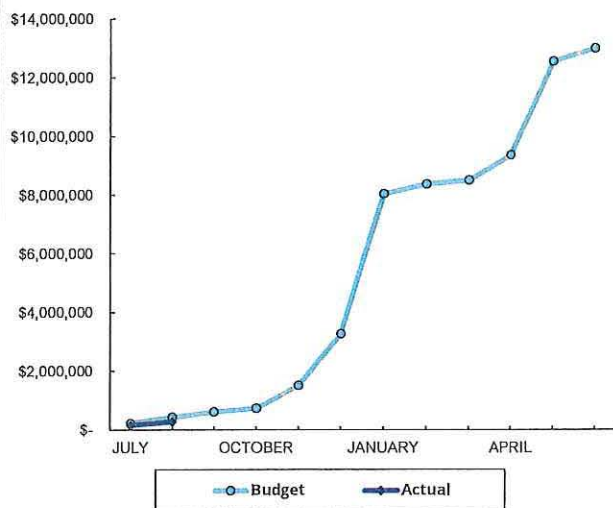
Investment Income



Recycled Wastewater Sales



Total Revenue

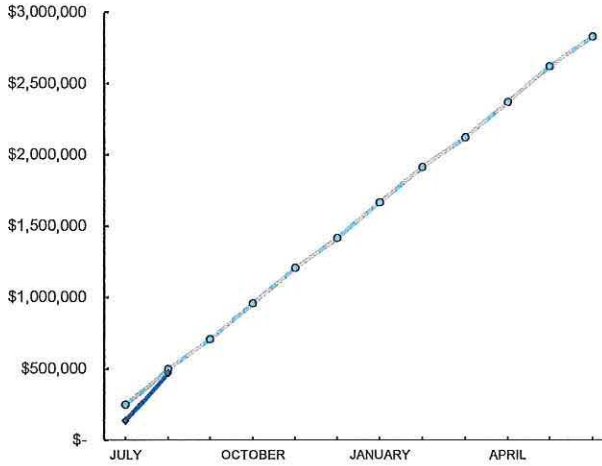


\* Preliminary: subject to future review, reconciliation, accruals, and audit

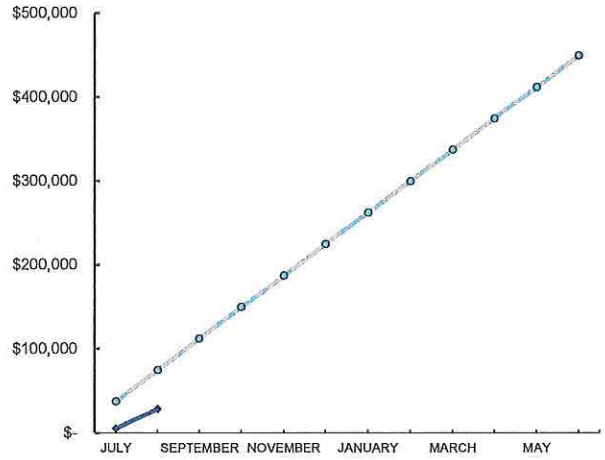
# Leucadia Wastewater District Operating Expenses FY2019

YTD through August 31, 2018

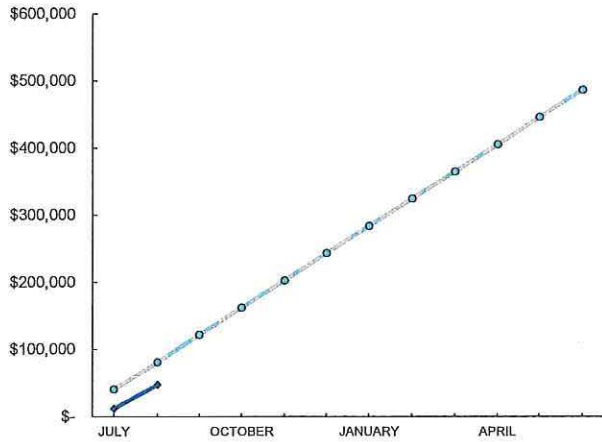
Salaries and Benefits



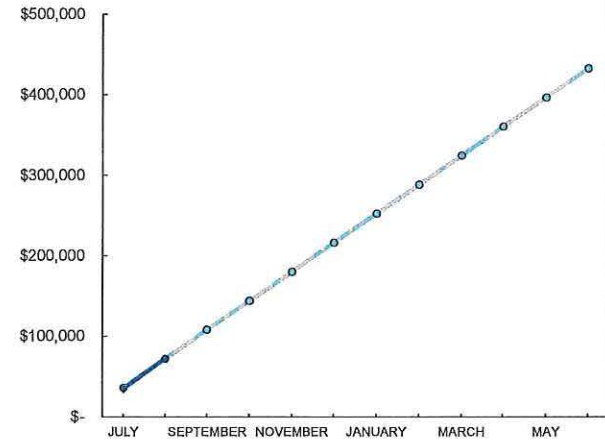
Professional Services



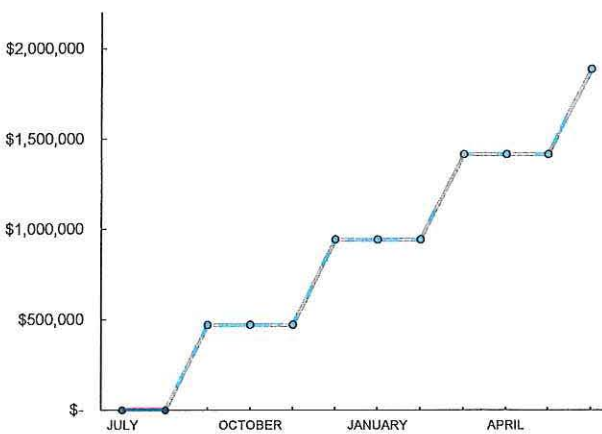
Repairs & Maintenance



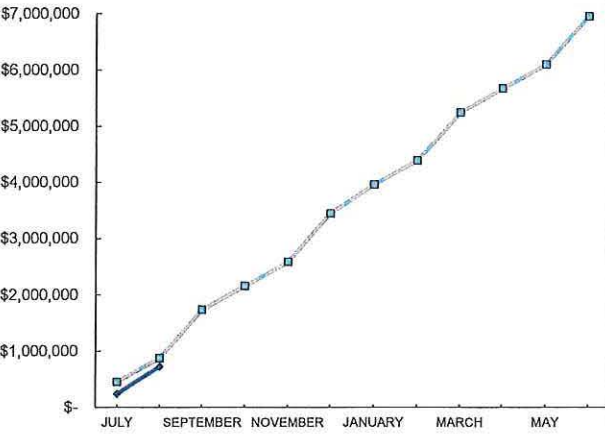
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



■ Budget    ◆ Actual

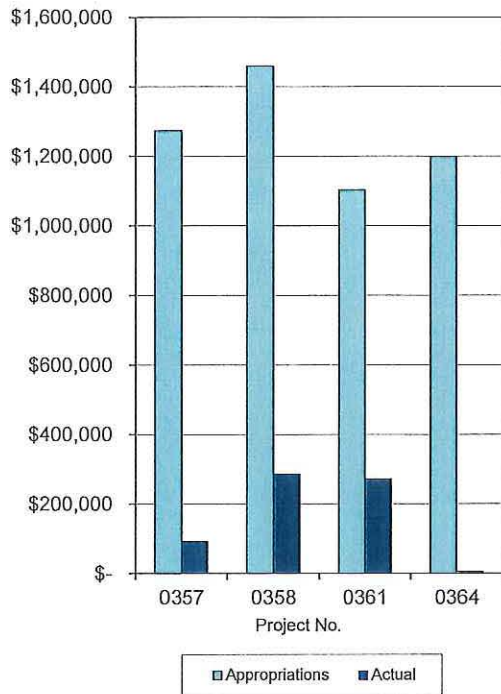
\* Preliminary: subject to future review, reconciliation, accruals, and audit



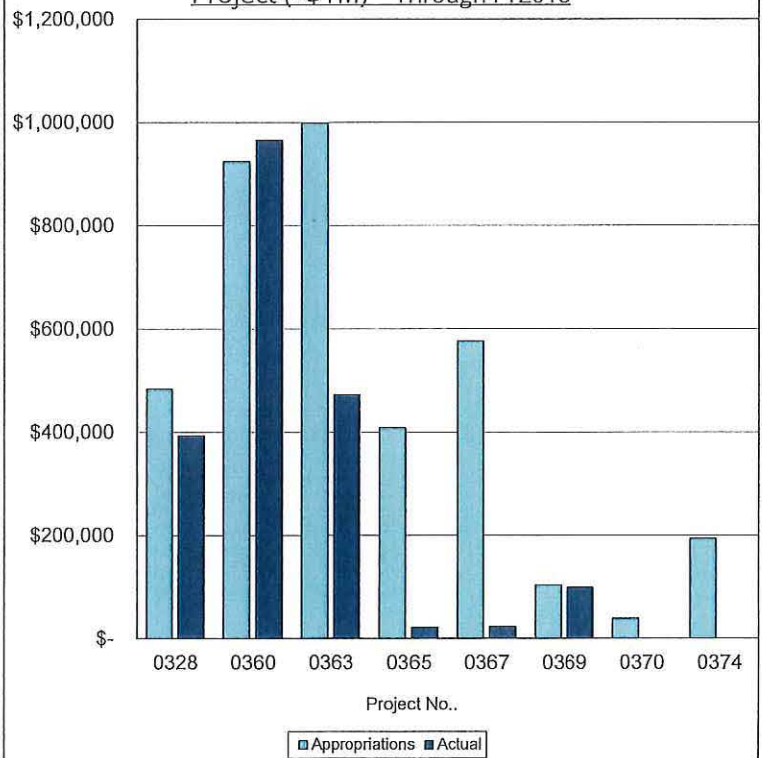
# Leucadia Wastewater District Capital Expenditures

As of August 31, 2018

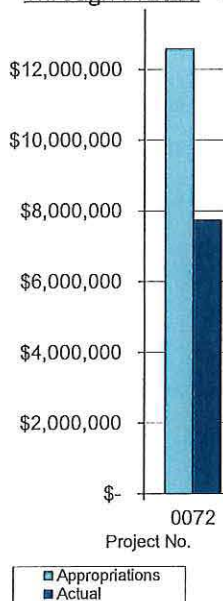
District Multi Year Capital Expenditures  
by Project  
(>\$1M) Through FY2018



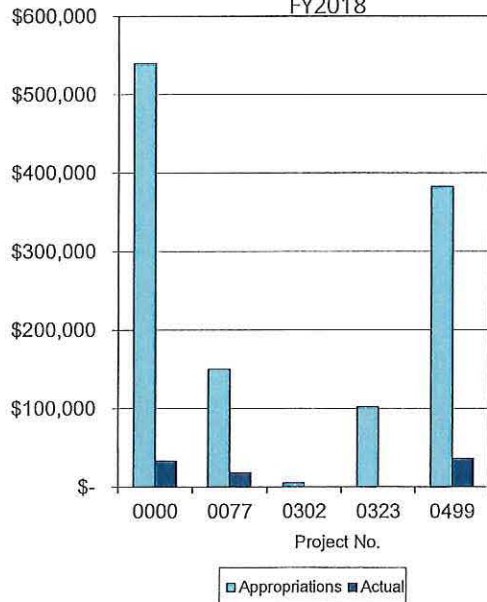
District Multi Year Capital Expenditures by  
Project (<\$1M) Through FY2018



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2018



Single Year Capital Expenditures by  
Project  
FY2018



### Project Legend

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

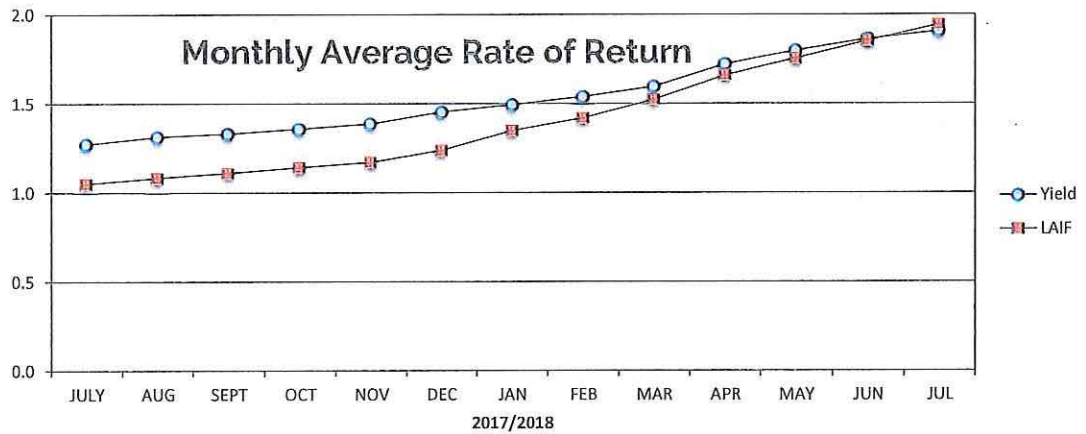
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	0000
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

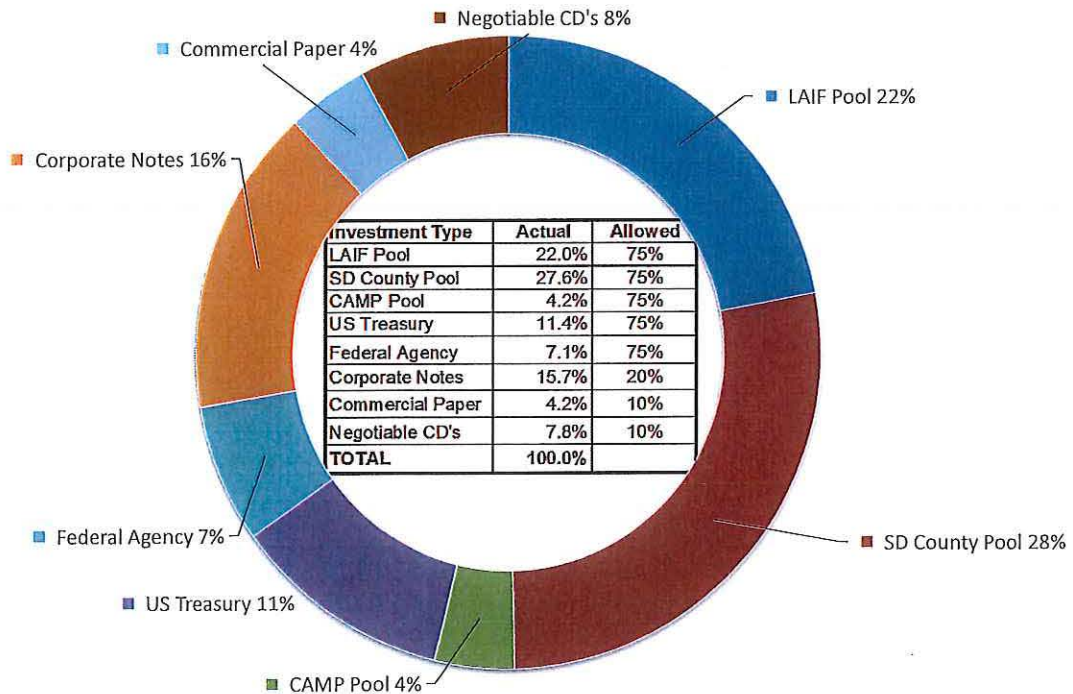


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**July 31, 2018**

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	June 30, 2018	July 31, 2018		
LAIF Pool	\$ 10,076,079	\$ 7,745,951	\$ 14,436	1.944%
SD County Pool	9,705,812	9,719,720	15,718	1.942%
CAMP Pool	1,444,965	1,473,305	2,673	2.110%
CAMP Portfolio				
US Treasury Notes	3,998,281	3,998,281	4,218	1.270%
Federal Agency Mortgage-Backed Securities	5,339	5,300	33	7.370%
Federal Agency Notes	2,479,535	2,479,535	3,853	1.870%
Corporate Bonds/Notes	5,535,768	5,528,803	8,881	1.970%
Commerical Paper	1,480,451	1,480,451	2,842	2.300%
Negotiable CD's	2,749,883	2,749,883	5,092	2.220%
Total Camp Portfolio	16,249,257	16,242,253	24,919	1.860%
<b>Totals</b>	<b>\$ 37,476,112</b>	<b>\$ 35,181,230</b>	<b>\$ 57,745</b>	<b>1.907%</b>

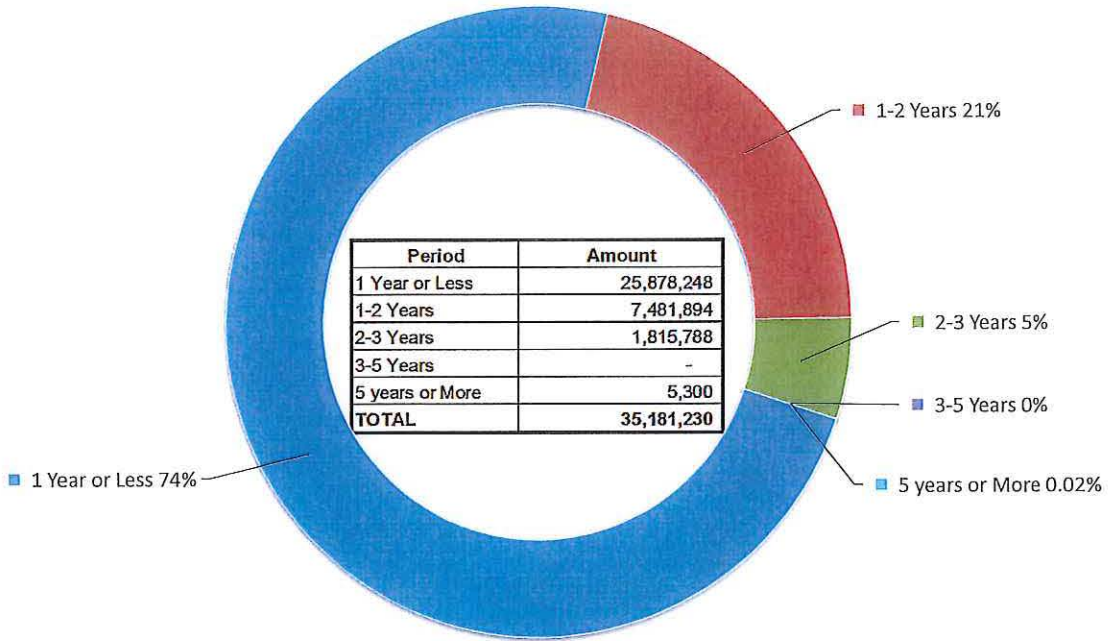


**INVESTMENT DISTRIBUTION BY CATEGORY**

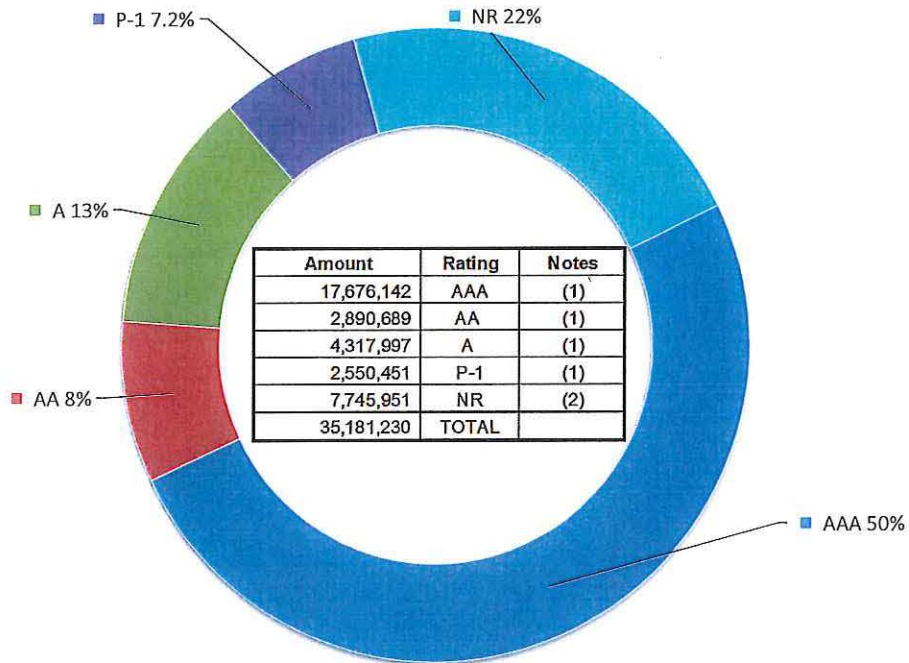


**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**July 31, 2018**  
 (Continued)

**REMAINING MATURITY**

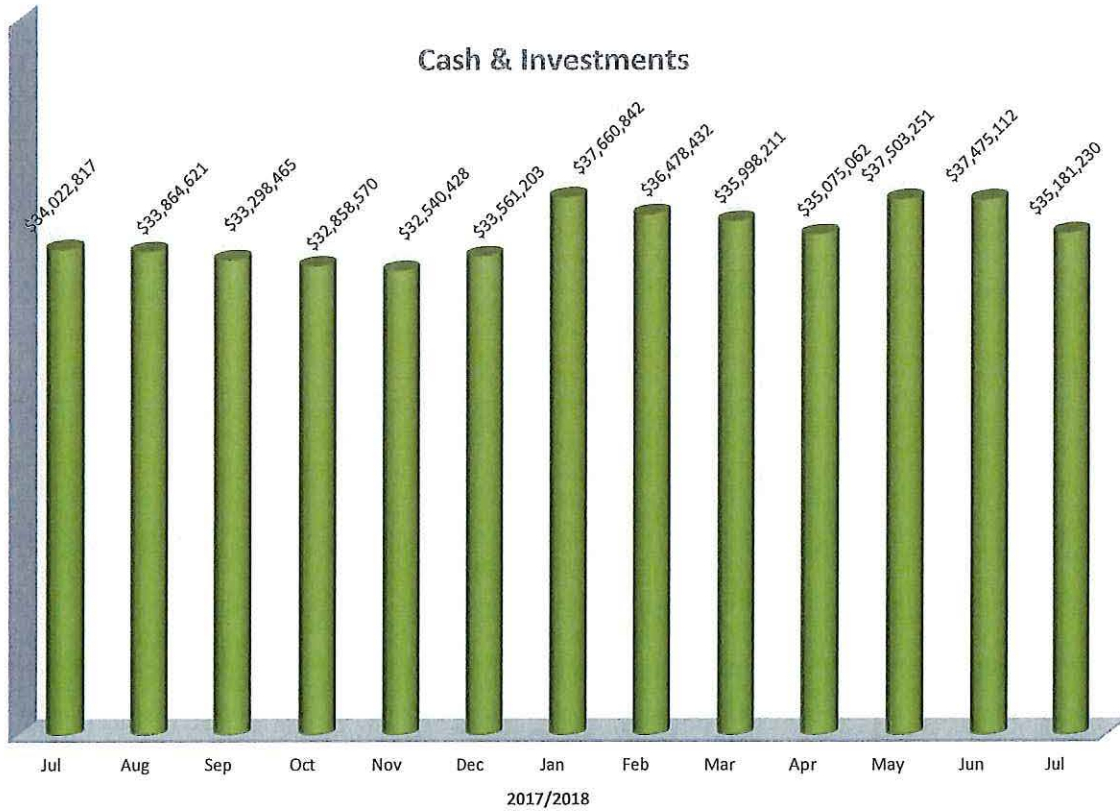


**INVESTMENT RATINGS**



(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*  
 July 31, 2018  
 (Continued)



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

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pool		\$ 37		(3)	7.37%
Toyota Motor Credit Corp		\$ 350,000			1.14%
Toyota Motor Credit Corp	\$ 345,562				2.94%
<b>TOTAL</b>	<b>\$ 345,562</b>	<b>\$ 350,037</b>	<b>\$ -</b>		

(3) Monthly principal payments from mortgage pool

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

MEMORANDUM

Ref: 19-6306

**DATE:** September 6, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** August 2018 Board Disclosure of Reimbursements Report

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending August 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 August 2018 for your review.

tb:PJB

Attachment



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


Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	TSM	ASsup
		J. Hanson	E. Sullivan	D. Omsted	D. Kulchin	A. Juliussen	P. Bushee	R. Duffey	R. Morishita	T. Hill
<b>2018 CASA Annual Conference</b>										
2018 CASA Annual Conference August 8-10, 2018 CSRMA August 7, 2018 Monterey, CA	Registration	575.00	575.00	575.00	575.00		575.00			575.00
	Hotel	895.20	895.20	895.20	895.20					596.80
	Airfare	283.98	283.98		269.01		208.96			234.80
	Meals	89.82	197.02	107.12	104.56		115.42			103.61
	Rental Car						487.67			
	Parking			75.00			52.00			
	Tips/Baggage	29.00	6.00		60.00		9.00			
	Fuel/mileage/taxi		34.88	428.42	79.39		27.95			102.27
	<b>Total</b>	<b>1,873.00</b>	<b>1,992.08</b>	<b>2,080.74</b>	<b>1,983.16</b>	<b>0.00</b>	<b>1,476.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,612.48</b>
	<b>2018 CSRMA Annual Conference</b>									
	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>
	<b>2018 CSRMA Annual Conference</b>									
	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:  
 TH - only attended CASA conference from 8/8 - 8/10/2018  
 PB - CASA paid for PB hotel  
 ES had family drive her and JH to airport, PB drove ES/JH home from airport  
 DO drove to the CASA Conference, did not fly, reimbursed for mileage using travel policy guidelines

MEMORANDUM

Ref: 19-6339

DATE: September 6, 2018  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager  
SUBJECT: Annual Review of LWD Investment Policy



**RECOMMENDATION:**

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

1. Re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2018 through August 31, 2019.
2. Receive and file the Annual Review of LWD Investment Policy Report.
3. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Finance/Financial Policy Reviews/Investment Policy**

This item was reviewed by the IFC at its September 4<sup>th</sup> meeting and the IFC concurred with staff to present this item for the Board's consideration.

In September 2004, the Board adopted Leucadia Wastewater District's (LWD) Investment Policy (attached). The Policy, which was last amended in 2016, calls for an annual review by the Board of Directors.

The LWD Investment Policy establishes guidelines to ensure investments are in compliance with state and federal regulations. It also establishes the types of investment vehicles LWD can use, defined by the target rate of return on investments and the maximum percentages of investments in any one vehicle. Additionally, the Investment Policy requires that the Board of Directors delegate authority to manage the Investment Program. In the past, this authority has been delegated to the General Manager.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes.

Staff and the IFC recommend that the Board of Directors: 1) re-delegate authority to manage LWD's Investment Program to the General Manager for the period September 1, 2018 through August 31, 2019; 2) receive and file the Investment Policy Report; and 3) discuss and take other action as appropriate.

th:PJB

Attachment



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## LEUCADIA WASTEWATER DISTRICT INVESTMENT POLICY

Ref: 17-5145

### 1.0 Purpose

This policy is intended to establish guidelines for the prudent investment of the Leucadia Wastewater District's available funds and outline the policies for safe and prudent management of District funds without sacrificing safety or liquidity. It is also intended that the Board of Directors review this policy annually.

It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state statutes governing the investment of public funds.

### 2.0 Scope

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, enabling the District to invest funds to the fullest extent possible. All funds will be invested with the intent of maximizing safety and liquidity. This policy applies to all financial assets of the District, which are accounted for in the District's Audited Annual Financial Report with the exception of the following funds:

- A. The District's other post employment benefits trust funds,
- B. The District's deferred compensation funds,
- C. The proceeds of any debt issued by the District, and
- D. The District's operational funds with an approved depository.

### 3.0 Prudence

The District operates its temporary pool of cash investments under the *Prudent Investor Standard*, Government Code Section 53600.3, which states:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

Investment officers acting in accordance with written procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit



risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The District may invest in a variety of vehicles provided the investment is allowable under current legislation of the State of California, permitted by this policy and complies with the aforementioned Prudent Investor Standard.

#### **4.0 Objective**

The primary objectives, in priority order, of the District's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

4.2 Liquidity: The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might reasonably be anticipated.

4.3 Return on Investments: The District's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

#### **5.0 Delegation of Authority**

Authority to manage the District's investment program is derived from the Board of Directors. Management responsibility for the investment program is hereby delegated to the General Manager for a one-year period. Subject to review, the Board of Directors may renew the delegation of the authority pursuant to this section each year. The General Manager, through approval of this policy, has established written procedures for the operation of the investment program. No person may engage in an investment transaction except as provided under the terms of this policy and other procedures consistent with this policy that may be established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. As authorized by the Board of Directors, a SEC-registered investment advisor may be utilized to assist with the District's investment program under the direction of the General Manager. The investment advisor shall follow this investment policy and such other written instructions as are provided.

#### **6.0 Ethics and Conflicts of Interests**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the General Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio. The General Manager shall make a like disclosure to the Board of Directors. Employees and officers shall subordinate their personal investment transactions to those of the District, particularly with regard to the time of purchases and sales.



## 7.0 Authorized Financial Dealers and Institutions

The General Manager shall maintain a list of financial dealers and institutions authorized for investment transactions. Direct investments made by the District in LAIF, CAMP and the San Diego County pool are exempt from these requirements. Before adding a financial institution to the approved list, the General Manager shall review the entity's credit worthiness, credit characteristics, and financial history. Annually, financial dealers and institutions doing business with the District shall submit their most recent report on financial condition and certified that they have read the District's Investment Policy. Securities dealers utilized by the District must be members of a federally regulated securities exchange. Public deposits shall be made only in a qualified public depository as established by state laws.

For investment transactions initiated through an investment manager, the investment manager may use their own list of approved broker/dealers and financial institutions, which it will maintain and review periodically.

## 8.0 Authorized and Suitable Investments

8.1 All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and described within the Investment Policy. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence. The maximum maturity of individual investments shall not exceed the limits set forth below or in the California Government Code. Where no maturity limit is stated, no investment shall exceed a maturity of five years from the date of purchase unless the Board of Directors has granted express authority to make that investment either specifically or as a part of an investment program approved by the Board of Directors no less than three months prior to the investment.

Permitted investments under the Investment Policy shall include:

U.S. Treasury Instruments. United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged for payment of principal and interest.

Federal Agency and Instrumentality Securities. Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

State of California and Local Debt. Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Purchases are limited to securities rated at least "A-" or equivalent, by a Nationally Recognized Statistical Rating Organization ("NRSRO").

Bonds issued by Leucadia Wastewater District. Bonds issued by the District, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by the District or by a department, board, agency or authority of the District.

Medium-Term Notes. Medium-term corporate notes, defined as all corporate and depository

institution securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated at least "A-," or equivalent, by a NRSRO.

Bankers Acceptances. Purchases of bankers acceptances may not exceed 180 days' maturity. Purchases are limited to issuers with senior debt ratings of at least "A-," or equivalent, by a NRSRO.

Commercial Paper. The entity that issues the commercial paper shall have met either of the following criteria: (1) The corporation shall be organized and operating within the United States, shall have total assets in excess of five hundred million dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated "A" or higher by a NRSRO; or (2) The corporation shall be organized within the United States as a special purpose corporation, trust, or limited liability company, has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond; has commercial paper that is rated "A-1" or higher, or equivalent by a NRSRO. Eligible commercial paper may not exceed 270 days' maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation.

Bank Deposits. FDIC insured or collateralized bank deposits, including, without limitation, savings accounts, market rate accounts, and certificates of deposits in financial institutions located in California. No deposit of public funds shall be made except in a qualified public depository as established by state laws and the requirements of the California Government Code. Bank deposits are required to be collateralized as specified under the California Government Code Section 53630 et. seq. The General Manager may waive collateral for any portion that is covered by federal deposit insurance. The District shall have a signed agreement with any depository accepting District funds per California Government Code Section 53649.

Placement Service Deposits. Deposits placed through a deposit placement service in accordance with California Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance.

Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state-chartered bank or a state or federal association or by a state-licensed branch of a foreign bank.

Repurchase Agreements. Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The District may enter into repurchase agreements with financial institutions rated "A" or better by two NRSROs. Counterparties should also have (i) a short-term credit rating of at least "A-1" or equivalent, by a NRSRO; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the District's custodian bank versus payment or be handled under a properly executed tri-party repurchase agreement. The total market value of all

collateral for each repurchase agreement must equal or exceed 102 percent of total dollar value of the money invested by the District for the term of the investment. Since the market value underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

The District or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement. The District shall have properly executed a master repurchase agreement with each counterparty with which it enters into repurchase agreements.

Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs. (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

State of California Local Agency Investment Fund (LAIF). If the District has funds invested in LAIF, the District shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits or withdrawals.

California Asset Management Program (CAMP) Pool. California Asset Management Trust a California common law trust established pursuant to Title 1, Division 7, Chapter 5 of the Government Code of the State of California. If the District has funds invested in CAMP, the District shall maintain on file CAMP's disclosure statement listing its investment policy and its requirements for participation, including limitations on deposits or withdrawals.

San Diego County Treasurer's Pooled Money Fund. Local government investment pool managed by the San Diego County Treasurer-Tax Collector. If the District has funds invested in San Diego County Pool, the District shall maintain on file the San Diego County Treasurer's Pooled Money Fund Investment Policy and its requirements for participation, including limitations on deposits or withdrawals.

## 8.2 Socially Responsible Investing

For specific investment vehicles within the criteria of the Prudent Investor Standard the following Socially Responsible Investment criteria shall be applied to the following investments:

For bonds issued by other government agencies, the following preferences apply:

1. Geographic preference is given to agencies within this county and then to issues within the state.

2. Preference is given to projects dealing with reclamation, water, sewer, air quality, waste recycling and environmental protection.

**9.0 Investment Pools/Money Market Mutual Funds**

A thorough investigation of the pool/fund is required prior to investing, and monitoring is required on a continual basis. District staff will annually perform due diligence analysis of the pool/fund based on a standardized questionnaire developed to address investment policy and practices.

**10.0 Safekeeping and Custody**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the General Manager and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the District as beneficiary. The only exception to the foregoing shall be: (i) bank deposits, (ii) placement service certificates of deposit, (iii) LAIF, CAMP and the San Diego County Treasurer’s Pool, and (iv) money market mutual funds, since these investments are not deliverable. Evidence of each of these investments will be held by the District.

**11.0 Diversification**

The District will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

District funds may be invested in accordance with the following table, which summarizes the allowable allocation of investments by percentage of total funds invested. Percentage holding limits listed below apply at the time the security is purchased.

**Allowable Allocation of Investments**

<b>Authorized Investment</b>	<b>%</b>
US Treasury Instruments	75%
Federal Agency and Instrumentality Securities	75%
State of California and Local Debt	10%
Bonds Issued by Leucadia Wastewater District	10%
Medium-Term Corporate Notes	20%
Bankers Acceptances	10%
Commercial Paper	10%
Bank Deposits	25%
Placement Service Deposits	25%
Negotiable Certificates of Deposit	10%
Repurchase Agreements	10%
Money Market Funds	10%
State of California Local Agency Investment Pool (LAIF)	75%
California Asset Management Program (CAMP)	75%
San Diego County Treasurer’s Pooled Money Fund (SD Pool)	75%

**12.0 Internal Control**

The General Manager has established a system of internal controls to ensure compliance with the

Investment Policy of the District and the California Government Code. The internal control procedures include segregation of duties in the different phases of an investment transaction, monthly reconciliation of the investment report to the general ledger, and annual policy compliance reviews. An independent audit is conducted by the District's outside auditors, which includes a compliance review of the District's investment activities to the District's Investment Policy, the California Government Code, and Government Accounting Standard Board (GASB) requirements regarding investment disclosures.

### **13.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The District's investment strategy is passive. Given this strategy, the General Manager has selected LAIF as the benchmark to determine whether market yields are being achieved. The General Manager shall review the selected benchmark on an annual basis.

### **14.0 Reporting**

The General Manager shall submit to each member of the Board of Directors, on a monthly basis, an investment summary, describing the types of investment transactions, investments held, original costs, and average rates of return. As encouraged by Government Code 53646 (b) (1), the General Manager shall prepare a quarterly investment report. The report shall include a complete description of the portfolio; the type of investments, the issuers, maturity dates, interest rates, par values, cost and the current market values of each component of the portfolio. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy, and (2) the District will meet its expenditure obligations for the next six months, or provide an explanation as to why money shall, or may, not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

### **15.0 Credit Rating Changes**

In the event a security held by the District is subject to a rating change that brings it below the minimum credit ratings specified in this policy, the General Manager should notify the Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security.


### **16.0 Investment Policy Adoption**

The District's Investment Policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed annually by the Investment and Finance Committee and the Board of Directors. The Board of Directors must approve any modifications made thereto.



MEMORANDUM

Ref: 19-6338

DATE: September 6, 2018  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: **Koff & Associates' Base Salary Study Report**

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**RECOMMENDATION:**

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

1. Receive and file the Koff & Associates' (Koff) Base Salary Study Report.
2. Discuss and provide direction, as appropriate.

**BACKGROUND:**

This item was reviewed by the HRC at its September 4<sup>th</sup> meeting and the HRC concurred with staff to present this item for the Board's consideration.

In November 2017, the Board authorized staff to conduct a compensation study for LWD employees, and staff subsequently contracted with Koff to perform this study. Koff presented the study's findings to the Human Resources Committee (HRC) at its May 15, 2018 meeting. The Board reviewed the recommended salary grades at the May Budget Workshop and approved the new salary grades at its regular June meeting.

At Director Hanson's request, the Board also directed staff to work with Koff and update the study to include San Elijo Joint Powers Authority (SEJPA) as one of the comparator agencies in the report. As such, the compensation report was never formally received and filed by the Board.

**DISCUSSION:**

During June and July, staff worked with Koff to update the compensation report to include the SEJPA data. Based on the SEJPA information, Koff determined that the overall findings and recommendations of the initial report in May remain unchanged. Enclosure 13, Attachment A, includes the initial May 7, 2018 report and Attachment B includes the amended July 31, 2018 final report that incorporates the SEJPA data for your review. Collectively, these reports constitute the final compensation report to be received and filed.

Please note, that the Fiscal Year 2019 (FY 19) salary grades approved by the Board in June vary somewhat from the salary grade placement included in Koff's report. Staff has included that approved FY 19 salary grades in Enclosure 13, Attachment C for your information.

PJB:

Enclosure

Encina Wastewater Authority Report  
Regular Board Meeting  
August 22, 2018

EWA Board of Directors - President Sullivan Reporting

**1. Solids Thickening Design Project Award**

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Carollo Engineers in the amount not to exceed \$620,057 for Engineering Services for the Solids Thickening Design Project.

**2. FY 2015 Major Plant Rehabilitation Project Close Out Change Order and Final Acceptance**

The Board of Directors authorized the General Manager to approve the final close out Change Orders to the construction contract between Encina Wastewater Authority and J.R. Filanc Construction Company, Inc. in the amount of \$235,000.

The Board of Directors authorized the General Manager to approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$235,000 to the FY2015 Major Plant Rehabilitation Project.

The Board of Directors took final acceptance of the contract with J.R. Filanc Construction Company and authorized staff to record a Notice of Completion with the San Diego County Recorder.

*There was no Executive Session.*

# Community Affairs Committee Meeting Report

Presented by Vice President Kulchin

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## **Meeting held August 23, 2018**

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

### **1. Review of the draft layout of the Summer 2018 Newsletter**

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.

### **2. Review of LWD's Teacher Grant Program**

The CAC reviewed the Teacher Grant Program and staff's suggested list of improvements to increase program participation from teachers and schools.

Staff and the CAC both agreed that the grant amount should be increased from \$1,000 to \$2,000 per recipient. Chairperson Kulchin suggested contacting the School Superintendent's Office and informing them of the Program. Staff stated they would contact the Superintendent's Office.

Following discussion, the CAC agreed with staff's suggested list of improvements to the program. There was no action taken.



# Human Resources Committee Meeting Report

Presented by Director Hanson

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## **Meeting held September 4, 2018**

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

**1. Receive and file the Koff & Associates Base Salary Study Report.**

The HRC agreed with staff to recommend that the Board of Directors receive and file the Koff & Associates Base Salary Study Report. The HRC agreed with staff to add this item to the Consent Calendar of the September Board Agenda.

**2. 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.

The HRC received information on the following:

**3. LWD's Risk Management & Safety Program.**

The HRC received an overview of LWD's Risk Management & Safety Program. This item was for informational purposes only. It will be discussed later in the agenda.

# Investment and Finance Committee Meeting Report

Presented by Director Hanson

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## **Meeting held September 4, 2018**

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

- 1. Redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2018 through August 31, 2019 and to receive and file the Annual Review of LWD's Investment Policy.**

Following discussion, the IFC agreed with staff's recommendation to redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2018 through August 31, 2019 and to receive and file the Annual Review of LWD's Investment Policy.

The IFC agreed with staff to add this item to the Consent Calendar of the September Board Agenda.

The IFC received information on the following:

- 2. Change in Banking Services from Union Bank to Opus Bank.**

This item was for informational purposes only. It will be discussed later in the agenda.

# Engineering Committee Meeting Report

Presented by Director Juliussen

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## **Meeting held September 5, 2018**

The Engineering Committee (EC) reviewed the following recommendation:


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

- 2. The EC also received an update on the Poinsettia Train Station Parallel Gravity Pipeline Project.**

This item was for information purposes. No action was taken.

## MEMORANDUM

**Date:** September 6, 2018  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager   
**Re:** **Vehicle Purchase to Replace One (1) LWD 2009 Pickup Truck**

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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 Purchase Order with Encinitas Ford, in the amount of \$56,999, for the purchase of one (1) 2019 Ford Pickup Truck (3/4-ton 4 X 4) to replace one similarly equipped District truck.
2. Discuss and take other action, as appropriate.

**DISCUSSION:****Tactical Goal: Services / Purchase ¾ Ton Pickup Truck**

This item was reviewed by the EC at its September 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) maintains a fleet of 14 vehicles used in the operation and maintenance of its Collection System. To properly manage the vehicle fleet, staff has developed written guidelines for the systematic and prudent replacement of District vehicles.

The Vactor Chase Truck is a 2009 model year pick up, is nine years old with 56,000 miles on it and has reached its useful life. The District's vehicle replacement criteria for this type of vehicle is five years and 60,000 miles or seven years and any miles. Therefore, the truck has exceeded the seven year replacement criteria. It is important to note that the District will auction off the 2009 Truck rather than trading it into the dealer to maximize its residual value.

The key reasons for replacing the 2009 truck are as follows:

- 4 X 4 capability is needed to tow the mini – jetter into hard to get to easements for perform hydro-cleaning
- Greater towing capacity to transport the confined space equipment trailer, emergency by-pass pump and emergency portable generators
- Diminished reliability of the current truck

Staff solicited sealed bids for a 3/4-ton diesel pickup truck from all ten San Diego County Ford dealerships. The bids were due on August 22, 2018. Only one bid was received as follows:

- |                   |             |
|-------------------|-------------|
| 1. Encinitas Ford | \$56,999.00 |
|-------------------|-------------|

Staff reviewed the bid and all required specifications have been met. Therefore, staff determined that Encinitas Ford is the lowest responsive bidder and recommends authorizing the General Manager to execute a Purchase Order with Encinitas Ford, in an amount of \$56,999, for the purchase of one (1) 2019 Ford 4 X 4 Pickup Truck (3/4 ton).


**FISCAL IMPACT:**

The FY19 Capital Acquisition Budget includes sufficient funding for the purchase of this replacement pickup truck.

js:PJB

## MEMORANDUM

Ref: 19-6335

**DATE:** September 6, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Leucadia Wastewater District (LWD) Compensation Policy

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### RECOMMENDATION:

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

1. Adopt Resolution No. 2304 – Updating LWD's Compensation Policy
2. Discuss and provide direction, as appropriate.

### DISCUSSION:

This item was reviewed by the HRC at its September 4<sup>th</sup> meeting and the HRC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District's Compensation Policy was last adopted in November 2003. At that time, the Board also approved LWD's initial version of the Incentive Program under a separate Board action item. The Incentive Program has been updated several times since that time, but the Compensation Policy has remained static.

In light of the fact that it has been nearly 15 years since it was last approved, staff believes that it is prudent for the Board to review and update the Compensation Policy to better reflect LWD's existing compensation program. Key components of the proposed policy are as follows:

- Consolidates the Compensation Policy and Incentive Program under one policy;
- Establishes the three components of the compensation program as: 1) Base Salary, 2) Benefits and 3) Incentive Pay;
- Formally establishes the 19 comparator agencies that LWD has used over the past two compensation studies; and
- Formally establishes LWD's target compensation rate at 10% above the mean (average)
- Eliminates the "Cost Savings Suggestion Award" provision of the Incentive Program because it has never been awarded and staff believes this concept is imbedded within the Base Salary concept.

The proposed policy memorializes the concepts and practices that LWD has utilized over the past 10 years. Because the proposed Compensation Policy essentially represents a complete re-write of the existing policy, staff has included Resolution 2304 as Attachment A and the existing Compensation Policy (Resolution No. 2128) as Attachment B rather than present the changes in bold/strikeout format. Staff will present an overview of the proposed compensation policy at the upcoming meeting.

PJB:

Attachments

**ATTACHMENT A**  
**PROPOSED RESOLUTION No. 2304**

RESOLUTION NO. 2304

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE UPDATED COMPENSATION POLICY

**Whereas**, the Leucadia Wastewater District (LWD) Board of Directors last updated the Compensation Policy on November 12, 2003; and,

**Whereas**, the Board of Directors has identified "People – Assure the highest qualified work force ..." as one its top strategic priorities; and

**Whereas**, the Board of Directors recognizes that employee compensation should be consistent with the intent of LWD's mission and vision statements, which encourage exceptional LWD performance; and

**Whereas**, the Board of Directors desires to update the Compensation Policy to reflect LWD's current compensation concepts and practices.

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

1. The LWD Board of Directors adopts the updated Compensation Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. Resolution No. 2128 and Resolution No. 2260 are hereby repealed in their entirety

**Passed and Adopted** by the Board of Directors of the Leucadia Wastewater District this 12th day of September 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Elaine Sullivan, President

Attest:

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Paul J. Bushee, Secretary /Manager



Exhibit A

Compensation Policy

**LEUCADIA WASTEWATER DISTRICT  
COMPENSATION POLICY**

Ref: 19-6329

**I. PURPOSE**

The Leucadia Wastewater District's (LWD) compensation program is intended to recruit, retain, and motivate the best possible work force. This policy shall be consistent with the intent of LWD's mission and vision statements, which is to encourage exceptional District performance.

**II. COMPENSATION PROGRAM**

The employee compensation program is designed to compensate each employee at a salary that is commensurate with the skills and aptitude needed to perform each job classification based on the competitive job market in the San Diego area. The compensation program includes the following three primary elements:

- 1) Base Salary - wages paid for a job performed.
- 2) Employee Benefits - health & welfare, time away from work, retirement and related items.
- 3) Incentive Pay - additional incentive payments when specific goals, objectives and/or standards are achieved. Incentive pay may be in the form of individual and organizational awards.

The Board of Directors shall approve the total compensation budget as part of LWD's annual budget process. The General Manager shall be responsible for implementing the approved annual compensation budget.

**III. GUIDELINES FOR EMPLOYEE'S COMPENSATION****1) Base Salary**

- ✓ Salary ranges shall exist for all classifications and shall be approved by the Board of Directors by Resolution each fiscal year.
- ✓ The salary ranges shall be based on the target goal of 10% above the competitive market mean. The market mean shall be established by comparing the top of the range of each comparable classification with the top of the range of each LWD salary range.
- ✓ The competitive market shall consist of the 19 San Diego Region public agencies listed in Attachment A. LWD salary ranges and job classifications shall be compared to similar job classifications and salary ranges amongst the 19 agencies.
- ✓ Every position at LWD will have a salary range that identifies the minimum and maximum rate of pay for all positions in that range. The salary range spread shall be 25 percent from the maximum to minimum.

- ✓ Every position at LWD will have an accurate job description detailing the major duties and responsibilities of the position and qualifications for entry into the position.
- ✓ Each employee will be paid a base salary within the established salary range of their position.
- ✓ Base wage adjustments shall be based on performance as assessed by the employee's supervisor and available funding in the compensation budget. Employee performance shall be evaluated annually as a minimum.
- ✓ The Board will consider periodic salary range adjustments in order to stay in line with the target market-based salary objective (10% above mean).
- ✓ Salary range adjustments shall not constitute a general wage adjustment. Base wage adjustments shall be based on merit and performance.
- ✓ Any general wage adjustments shall be at the Board of Director's sole discretion

## 2) Employee Benefits

LWD will assess and make available a package of employee benefits including legislated and discretionary benefit programs in line with District objectives.

LWD will provide each employee with all required legal documentation and supplementary information on the employee benefits for which they are eligible.

Benefit programs may include the major benefit categories of health and welfare, time away from work, and retirement among other related areas, as appropriate.

An economic evaluation of the cost of each employee benefit program may be made to determine the continuance of the program and the degree to which LWD and/or the employee will contribute to funding of the program(s).

## 3) Incentive Compensation Program

The purpose of LWD's Incentive Program (Program) is to encourage performance that is above and beyond. The program is "at risk" and incentives are awarded only when objectives of the program are achieved.

Incentive compensation will be awarded for both individual and organizational accomplishments when specific targeted objectives or performance standards have been met. Employees eligible for incentive compensation will be informed in writing of the terms and conditions pertaining to the specific program.

**A. Individual Incentive Program** is designed to promote individual professional development and outstanding performance.

The program consists of the following three objectives and awards:

*Objective No. 1: Exceptional Service Award* - Award recognizing outstanding service and dedication. Criteria for award and evaluation are determined by General Manager, and may vary from year to year. Recipients will be recognized by the Board of Directors and receive a one-time \$500 incentive award.

Objective No. 2: Service Award - The Service Award recognizes years of service as an employee. Award of a service award requires approval of the General Manager. Recipients will be recognized by the Board of Directors and receive one-time award in accordance with the following schedule:

Years of Service	Amount of Award
5 yrs	\$100
10 yrs	\$200
15 yrs	\$300
20 yrs	\$400
25 yrs	\$500
30 yrs	\$750
35 yrs	\$1000
40 yrs	\$1500

Objective No. 3: Professional Achievement Award - The Professional Achievement Award recognizes individual accomplishments in the area of work related professional development such as education or technical certification. Eligibility for the Professional Achievement Award will be determined by the General Manager. Recipients will be recognized by the Board of Directors and receive a one-time award in accordance with the following schedule:

<u>Achievement</u>	<u>Amount of Award</u>
Professional certification	\$500
Associates Degree (AA)	\$750
Bachelor's Degree (BA/BS)	\$1,000
Master's Degree (MA/MS/MBA)	\$2,000

~~Objective No. 4: Cost Savings Suggestion Award - Board Resolution 731 provides for sharing cost savings with employees who through innovative practices, ideas or suggestions save the District money. Eligibility for cost sharing will be evaluated on a case-by-case basis by the General Manager. Final approval and determination of amount of award will require Board of Directors approval.~~

**B. Organizational Incentive Program** is designed to achieve the following objectives:

- ✓ Protection of the environment
- ✓ Maintain a safe and health workplace
- ✓ Protection of public assets
- ✓ Protection of private and personal property
- ✓ Promotes staff development

The program consists of the following five objectives and awards:

Objective No. 1: Achieve the highest number of consecutive years without a reportable spill. The achievement levels are as follows:

Achievement Levels

1 Year	2 Years	3 – 5 Years	6+ Years
Award amount: \$1,000	Award amount: \$1,000	Award amount: \$1,500	Award amount: <b>TBD</b>

Objective No. 2: Cost sharing of CSRMA's Liability and Workers' compensation retrospective refunds or dividends. The incentive award is fifty percent (50%) of the total amount refunded to LWD, divided between the number of LWD employees.

Objective No. 3: The District receives recognition or awards from external or members agencies, such as, CWEA, CASA, and CSDA. The incentive award is based on the specific type of award. If the District receives a competitive based **local** award and receives the 1<sup>st</sup> place award, then each employee is eligible for an \$100 incentive award. If the District receives a competitive based **state** award and receives 1<sup>st</sup> place, then each employee is eligible for a \$300 incentive award.

Objective No. 4: Achieve highest number of consecutive years without a lost time injury. The achievement levels are as follows:

Achievement Levels

1 Year	2 Years	3-4 Years	5-9 Years	10-14 Years	15+ Years
Award Amount: \$300	Award Amount: \$500	Award Amount: \$1,000	Award Amount: \$1,200	Award Amount: \$1,500	Award Amount: <b>TBD</b>

Objective No. 5: Achieve highest number of consecutive years without a vehicle accident. The achievement levels are as follows:

Achievement Levels

1 Year	2 Years	3-4 Years	5-9 Years	10-14 Years	15+ Years
Award Amount: \$250	Award Amount: \$375	Award Amount: \$500	Award Amount: \$750	Award Amount: \$1,000	Award Amount: <b>TBD</b>

**IV. LIMITATIONS**

No provisions of this Policy shall be deemed to constitute an agreement by LWD to retain any person in its employment for any period of time.

**V. DELEGATION OF AUTHORITY**

The Board of Directors has sole authority to amend or revise this Compensation Policy.

# ATTACHMENT A

## List of Comparator Agencies

Agency
1. City of Carlsbad
2. City of Encinitas
3. City of Escondido
4. City of Oceanside
5. City of Vista
6. Eastern Municipal Water District
7. Encina Wastewater Authority
8. Fallbrook Public Utility District
9. Helix Water District
10. Olivenhain Municipal Water District
11. Otay Water District
12. Padre Dam Municipal Water District
13. Rainbow Municipal Water District
14. Ramona Municipal Water District
15. San Elijo Joint Powers Authority
16. Santa Fe Irrigation District
17. Vallecitos Water District
18. Valley Center Municipal Water District
19. Vista Irrigation District



**ATTACHMENT B**  
**RESOLUTION No. 2128**

RESOLUTION NO. 2128

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ESTABLISHING AN EMPLOYEE  
COMPENSATION POLICY

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WHEREAS, it is the mission of the Leucadia Wastewater District (LWD) to collect, transport, recycle and dispose of wastewater in the safest, most reliable, most effective, cost efficient, and environmentally sensitive manner; and

WHEREAS, the LWD employees are competent, professional and capable individuals who make vital contributions on a daily basis to protect the public health of the community and carry out the District mission; and

WHEREAS, the Board of Directors recognize that the employees of the District represent a valuable and important resource to the community; and

WHEREAS, the Board of Directors recognize that employees should be compensated in a competitive manner that provides equitable consideration of both individual and staff accomplishments and performance, and

WHEREAS, it is the intent of the Board of Directors to provide appropriate compensation as well as reward and recognition programs to assure that LWD has the highest qualified workforce able to provide superior service to District residents,

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

1. The LWD Employee Compensation Policy attached hereto as Exhibit "A", is hereby approved and adopted; and
2. To the extent any previous Resolution is inconsistent with this Resolution, that inconsistency shall be null and void.
3. Resolution No. 897 is repealed in its entirety.



Resolution No. 2128  
November 12, 2003  
Page two

PASSED AND ADOPTED by the Board of Directors at a meeting of the LWD, held November 12, 2003 by the following vote:

AYES: Hanson, Sullivan, Humphreys, Juliussen and Kulchin  
NOES: None  
ABSENT: None  
ABSTAIN: None

Judy K. Hanson  
Judy K. Hanson, President

ATTEST:  
Michael J. Bardin  
Michael J. Bardin, General Manager

(SEAL)



## EMPLOYEE COMPENSATION POLICY

### I. INTRODUCTION

The continued success of the Leucadia Wastewater District (LWD) is dependent on its ability to attract and retain the services of experienced, capable employees. To accomplish this, LWD endeavors to provide employee compensation for effective service and superior performance. The Board of Directors hereby communicates its commitment to this goal through the establishment of a performance-based incentive compensation program that will advance the interests of LWD, its ratepayers and the broader regional community at large.

### II. COMPENSATION PHILOSOPHY

It is the intent of the Board of Directors that the LWD provide performance-based compensation for LWD employees in order to accomplish the following:

- Provide a level of compensation in line with the LWD mission
- Retain employees and motivate employees to achieve superior performance
- Reward excellence in job performance and provide incentive to achieve maximum results both on an individual and staff-wide basis
- Have the ability to attract qualified candidates to meet the LWD's staffing requirements

### III. ELEMENTS OF COMPENSATION

The LWD Compensation Program shall include the following three primary elements:

*Base Salary* - wages paid for a job performed

*Incentive Pay* - additional cash payments when specific goals, objectives and/or standards are achieved or exceeded. Incentive pay may be in the form of individual and/or staff awards

*Employee Benefits* - health & welfare, time away from work, retirement and related items

The Board of Directors shall approve annual compensation in conjunction with the annual budget development process. The annual compensation budget will take into consideration base wages, discretionary employee benefits and incentive compensation. No increase to any component of the compensation program will be considered unless LWD has the ability to fund the cost of such increase. The General Manager will be responsible for implementing the annual compensation budget.

#### IV. GUIDELINES

##### BASE SALARY

- Each employee will have a base salary which will comply with all applicable federal, state and local wage and hour laws and regulations.
- Every position at LWD will have an accurate position description detailing the major duties and responsibilities of the position and qualifications for entry into the position.
- Every position at LWD will have a salary range which will identify the minimum and maximum rate of pay for all positions in that range.
- Each employee will be paid a base salary within the established salary range of their position.
- Salary ranges for each position at LWD will be reflective of base salaries in comparable sized public agencies and private employers in the San Diego County region. Increase in the salary ranges will not mean an automatic increase in employee base pay. General wage adjustments in conjunction with an increase in salary ranges shall be at the sole discretion of the Board of Directors.
- The specific base salary of an employee will be dependent upon his/her qualifications, demonstrated performance, accomplishment of assigned duties and responsibilities, and ability to promote District values and other objectives as may be established by management.
- Each employee may be reviewed for a base salary adjustment in line with the annual compensation budget. A performance evaluation may be used as an aide in determining eligibility for and the amount of a base salary adjustment.

##### INCENTIVE COMPENSATION

- Incentive compensation program(s) may be approved, where appropriate, to enhance motivation to accomplish specific targeted objectives or meet performance standards.

- Incentive compensation under such programs shall only be available when goals or standards are met or exceeded.
- Incentive compensation may be awarded for both individual and staff accomplishment of specific targeted objectives or meeting of performance standards.
- Elements of incentive compensation program(s) require the approval of the Board of Directors.
- Employees eligible for incentive compensation will be informed in writing of the terms and conditions pertaining to the specific program.

#### **EMPLOYEE BENEFITS**

- LWD will assess and make available a package of employee benefits including legislated and discretionary benefit programs in line with District objectives.
- LWD will provide each employee with all required legal documentation and supplementary information on the employee benefits for which they are eligible.
- Benefit programs may include the major benefit categories of health and welfare, time away from work, and retirement among other related areas, as appropriate.
- An economic evaluation of the cost of each employee benefit program may be made to determine the continuance of the program and the degree to which LWD and/or the employee will contribute to funding of the program(s).

#### **V. LIMITATIONS**

No provisions of this Policy shall be deemed to constitute an agreement by LWD to retain any person in its employ for any period of time.

#### **VI. DELEGATION OF AUTHORITY**

The Board of Directors of the LWD has sole authority to amend or revise this Compensation Policy. The General Manager shall establish written procedures for the implementation and management of the District's compensation program.

MEMORANDUM

Ref: 19-6345

**DATE:** September 6, 2018  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Change in Banking Services



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**RECOMMENDATION:**

1. This item is for information purposes.

**DISCUSSION:**

Since February 2007, Union Bank has been providing governmental banking services to LWD. Over the last 10 years the quality of their support services has varied. Our account representatives have changed several times, and are located in Los Angeles. Union's banking charges have consistently increased over the years to where they are now over \$13,000 per year.

Staff has evaluated Union's banking services and determined that we could obtain better services at a lower cost. Staff evaluated Opus Bank and found that they provide excellent service to their governmental customers. In addition, Opus Bank charges lower fees and has interest credit offsets, which would result in net banking charges of less than \$1,000 per year, resulting in a savings of over \$12,000 per year for LWD. Furthermore, Opus Bank has a branch in the shopping center outside of LWD headquarters and participated in our last open house.

We are in the process of opening up new banking accounts with Opus bank and will soon be transferring our banking business over to Opus Bank.

rad:PJB



**California Special  
Districts Association**

*Districts Stronger Together*

## Committees

CSDA relies on the participation of our members in order to guide the Association. Committee involvement is crucial to the success of activities and the development of CSDA policies. The talent and energy of the individuals who serve on CSDA's committees and to the issues that concern special districts in California are the critical components of CSDA's success.

**Legislative Committee (space is limited):**

Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues.

*Commitment: Meets three times annually in Sacramento and four times annually via webinar. Committee members must additionally attend CSDA's Special Districts Legislative Days in Sacramento, CA and Annual Conference and are also invited to the legislative planning session.*

Working Groups: Each legislative committee member will be assigned to 1 or 2 working groups. Working groups include: environment, formation and reorganization, governance, human resources and personnel, public works and facilities, and revenue.

**Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA.

*Commitment: Meets at least twice annually.*

**Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs.

*Commitment: Meets at least twice annually.*

**Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks.

*Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.*

**Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed.

*Commitment: Minimum of one meeting in Sacramento.*

**Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation.

*Commitment: Meets at least three times annually. Financial experience preferred.*

## Other Ways to Get Involved

Get more out of membership by becoming more involved. Below are some ways you can support the strength and effectiveness of CSDA while growing relationships within the association. We encourage the participation from member agencies as well as Business Affiliates.

**Expert Feedback Teams** allow CSDA to quickly and effectively gauge the impact new laws may have on special districts. If you have firsthand experience in one or more of the areas below, please join a CSDA's Expert Feedback Team. Teams include: Environment, Revenue, Formation and Reorganization, Governance, Human Resources and Personnel, Public Works and Facilities, and Legal.

**Legislative Distribution List** are email correspondence sent to individuals where participants have the opportunity to provide feedback on issues before the Legislative Committee meets. This is a great way to stay informed of CSDA's legislative efforts without the time and travel commitment of serving as a member of the committee.

**Magazine & eNews** article ideas are always welcome from our members.

**Workshop & webinar** proposals are collected year-round.

**CSDA Chapters** provide opportunities to get involved locally in affiliated chapters.



**California Special Districts Association**

*Districts Stronger Together*

## Sign up to get involved

There are many ways to participate in CSDA. Please take a moment to fill out this form to let us know how you'd like to get involved. You must be a CSDA member to participate in any of these opportunities.

Name:		
Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<b>COMMITTEE/ WORKING GROUP</b>		
<p>I would like to learn more about participation in the following committee(s). Please select three and rank according to preference.</p> <p><input type="checkbox"/> Audit - Rank: _____</p> <p><input type="checkbox"/> Elections &amp; Bylaws - Rank: _____</p> <p><input type="checkbox"/> Fiscal - Rank: _____</p> <p><input type="checkbox"/> Legislative - Rank: _____</p> <p><input type="checkbox"/> Member Services - Rank: _____</p> <p><input type="checkbox"/> Professional Development - Rank: _____</p>		<p>Because I am interested in participating on the legislative committee, I understand that I will be assigned to a working group. Please rank three according to preference.</p> <p><input type="checkbox"/> Environment - Rank: _____</p> <p><input type="checkbox"/> Formation and Reorganization - Rank: _____</p> <p><input type="checkbox"/> Governance - Rank: _____</p> <p><input type="checkbox"/> Human Resources and Personnel - Rank: _____</p> <p><input type="checkbox"/> Public Works and Facilities - Rank: _____</p> <p><input type="checkbox"/> Revenue - Rank: _____</p>
I am interested in joining a committee because:		
<b>EXPERT FEEDBACK TEAMS</b>		
<input type="checkbox"/> Environment <input type="checkbox"/> Formation and Reorganization <input type="checkbox"/> Governance <input type="checkbox"/> Human Resources and Personnel <input type="checkbox"/> Legal <input type="checkbox"/> Public Works and Facilities <input type="checkbox"/> Revenue		
<b>OTHER WAYS TO GET INVOLVED</b>		
<input type="checkbox"/> I would like to participate in the Legislative Distribution List! Please sign me up today.		
<input type="checkbox"/> I would like to get involved or form a chapter. Please contact me regarding chapters.		
<input type="checkbox"/> I would like to submit an article about:		
<input type="checkbox"/> I would like to propose a workshop/webinar about:		
<b>AUTHORIZATION/CONFIRMATION</b>		
<input type="checkbox"/> I have been authorized by the General Manager/Board President or Company CEO/President to participate in a CSDA committee or expert feedback team.		



## Directors' Meetings

Presented by Directors Hanson, Sullivan, Kulchin, and Juliusen

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### Conference

CSDA Quarterly Dinner

### Dates and Location

August 16, 2018

The Butcher Shop Steakhouse in Kearny Mesa, CA

### List of Attendees

President Elaine Sullivan

Vice President David Kulchin

Director Donald Omsted

Director Judy Hanson

The above mentioned Board members heard a presentation by Joseph "Joey" Sanchez, Best Best & Krieger, Attorneys at Law, regarding "The Janus Decision and SB866: Discussing the Impacts".