

**AGENDA**  
**REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS OF THE**  
**LEUCADIA WASTEWATER DISTRICT**  
Wednesday, December 14, 2012 – 5:00 p.m.  
1960 La Costa Avenue, Carlsbad, CA 92009

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*NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER  
AS THEIR PRIORITY IS DETERMINED BY THE BOARD OF DIRECTORS*

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of Agenda**

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.

**5. Public Comment**

Anyone wishing to address the Board or bring an agenda item forward may do so.

**6. Presentations and Awards**

A. Achievement of an Individual Award. (Pages 1-2)

B. Batiquitos Lagoon Foundation Thank You. (Page 3)

**7. Consent Calendar**

Any member of the Board, staff or public may request that items from the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately following approval of remaining items on the Consent Calendar.

A. Minutes of the following meetings:

November 9, 2011 Regular Board Meeting (Pages 4-10)

November 7, 2011 Investment & Finance Committee Meeting (Pages 11-12)

November 7, 2011 Employee Recognition Committee Meeting (Pages 13-14)

December 6, 2011 Investment & Finance Committee Meeting (Pages 15-16)

B. Demands for November/December. (Pages 17-36)

C. Operations Report. (Pages 37-40)

D. Finance Report. (Pages 41-48)

**8. Encina Wastewater Authority Reports**

Reports by Directors and staff concerning the Encina Wastewater Authority.

A. Encina Wastewater Authority Reports.

Regular Board Meeting – November 16, 2011 (Page 49)

**9. Committee Reports**

A. Investment & Finance Committee meeting was held on December 6, 2011. (Page 50)

**10. Old Business**

None.

**11. New Business**

- A. Encina Wastewater Authority (EWA) Ocean Outfall Presentation. (Page 51)
- B. Receive and file the Fiscal Year 2011 (FY 11) Comprehensive Annual Financial Report (CAFR). (Page 52, Enclosure)
- C. Board of Directors Election of Officers. (Page 53)
- D. Discussion of Potential LWD Board Executive Committee. (Page 54)

**12. Informational Items**

- A. Review draft Open House Event schedule of expenses. (Pages 55-56)
- B. San Diego Section CWEA 2012 Awards & Installation Banquet is scheduled for Saturday, January 28, 2012 at 6:00 p.m. located at the Handlery Hotel in San Diego. (Page 57)
- C. CASA Mid-Year Conference is scheduled for January 18-20, 2012 at the JW Marriott in Palm Desert. (Page 58)
- D. Watchdog panel addresses an issue in play with local agencies news article. (Pages 59-60)

**13. Directors' Meetings**

- A. California Special District Association (CSDA) San Diego Chapter Quarterly dinner meeting was held on November 17, 2011 in San Diego. (Page 61)

**15. Comments, Questions, or Requests by Directors**

This item is placed on the agenda to allow individual Board members to briefly convey information to the Board or public, or to request staff to place a matter on a future agenda and/or report back on any matter. There is no discussion or action taken on comments by Board members.

**16. General Manager's Report**

Informational report by the General Manager on items not requiring Board action.

**17. General Counsel's Report**

Informational report by the General Counsel on items not requiring Board action.

**18. Closed Session**

- A. Conference with GM Bushee and ASM LeMay authorized Government section code 54956.9 (b) regarding the Ramirez claim. (Confidential Enclosure)


**19. Adjournment**

*Note: 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.*

AFFADAVIT 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: December 8, 2011

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

**MEMORANDUM**

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *confirmation for*  
**SUBJECT:** **Presentations and Awards – Achievement of Individual Objective**

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It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has recently met an individual performance objective under LWD's Incentive Program. The achievement is as follows:

National University Human Resource Management Certification – Tianne Baity

Tianne Baity recently received her Human Resource Management certification from National University. Working for LWD since January 9, 2006, this certification reflects Tianne's desire to excel through continued professional development. As a result of this certification, Tianne is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Tianne for her outstanding accomplishment.

PJB

# NATIONAL UNIVERSITY

*This Certifies That*

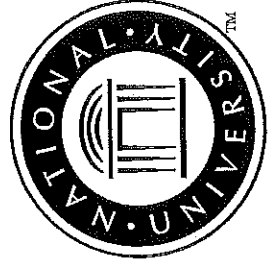
Tianne Baity

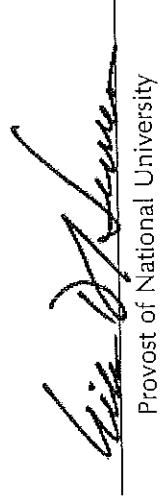
*Has Successfully Completed The Advanced  
Course of Study and is Therefore Awarded This*

Certificate in Human Resource Management

*September 24, 2011  
San Diego, California*

  
Interim President of National University



  
Provost of National University

**MEMORANDUM**

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *on behalf of*  
**SUBJECT:** **Presentations and Awards – Batiquitos Lagoon Foundation Thank You**

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During July 2011, LWD was privileged to be a sponsor of the Carlsbad Lagoon Day Fun Walk/Run 2011. The purpose of this event was to raise awareness and educate future lagoon stewards.

Mr. Fred Sandquist, President of the Batiquitos Lagoon Foundation, would like to address the Board and thank the District for its continued support.

PJB

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

November 9, 2011

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 9, 2011 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, CPA Richard Duffey, District Engineer Steve Deering, Brandon Kinney and Shayne Waldron of PCL Construction, Inc., Jamie Taylor and Rob Weber of Infrastructure Engineering Corporation (IEC), and Richard Babbe of PFM.

**3. Pledge of Allegiance**

**4. Approval of Agenda**

Upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and carried, the Board of Directors approved the agenda.

**5. Public Comment**

None.

**6. Presentations and Awards**

None.

**7. Consent Calendar**

GM Bushee stated that President Omsted requested a revision to the October 19, 2011 Board meeting minutes under Directors' meetings. GM Bushee described the change and indicated that the revision had been made.

A. Minutes for the following meetings:

October 17, 2011 Community Affairs Committee meeting

October 19, 2011 Regular Board meeting

October 31, 2011 Engineering Committee meeting

B. Demands for October/November 2011

Payroll Checks numbered 15730-15771; General Checking – Checks numbered 41642-41739

C. Operations Report. (A copy was included in the original November 9, 2011 Agenda)

- D. Finance Report. (A copy was included in the original November 9, 2011 Agenda)
- E. Receive and file the Quarterly Investment Report. (A copy was included in the original November 9, 2011 Agenda)
- F. Receive and file the LWD OPEB Actuarial Valuation as of June 30, 2011. (A copy was included in the original November 9, 2011 Agenda)

Upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and carried, the Board of Directors approved the consent calendar.

## **8. Encina Wastewater Authority (EWA) Reports**

### **A. Encina Wastewater Authority Report – October 26, 2011 Board meeting.**

Director Sullivan reported on EWA's October 26, 2011 Board meeting. Director Sullivan noted that she requested that EWA provide an overview of their outfall report to LWD's Board of Directors. GM Bushee stated that he will follow up with EWA's General Manager Kevin Hardy.

Director Juliussen also noted that Director Sullivan was presented with an award recognizing her twenty three years of service on EWA's Board of Directors. He also noted that the EWA CIC met this morning and they are reviewing options of leasing or selling a portion of EWA's property.

### **Member Agency Manager Meeting – October 20, 2011.**

GM Bushee reported that the meeting was cancelled.

## **9. Committee Reports**

### **A. Engineering Committee (EC) meeting was held October 31, 2011.**

Director Juliussen reported that the EC reviewed the following agreements for construction work, engineering services, and construction management services for to the Batiquitos Pump Station Rehabilitation Project:

- An agreement with PCL Construction, Inc. for construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$2,386,550 as the lowest responsive and responsible bidder;
- A sole source agreement with Richard Stinson Construction Management for construction management services in an amount not to exceed \$130,000;
- A sole source agreement with Rockwell Construction Services, Inc. for inspection services in an amount not to exceed \$30,000; and
- An agreement with Infrastructure Engineering Corp. for engineering support services in an amount not to exceed \$89,500.

He noted that these items will be reviewed by the Board later in the agenda. In addition, the EC received an update on the repair of the main sewer line cleanout on Cebu Court.



B. Investment & Finance Committee (IFC) meeting was held on November 7, 2011.

Vice President Hanson reported that the IFC reviewed LWD's OPEB Actuarial Valuation as of June 30, 2011. She noted that Marilyn Jones presented the report. This item was approved under the consent calendar.

C. Employee Recognition Committee (ERC) meeting was held November 7, 2011.

Director Sullivan reported that the ERC reviewed employee nomination forms for the 2011 Employee of Year award and selected the recipient for the award. She noted that this agenda item will be reviewed later in the agenda and indicated that the award winner will receive a monetary award of \$1,000 at the District's Holiday party on Dec. 15<sup>th</sup>.

**10. Old Business**

None.

**11. New Business**

A. California Asset Management Program (CAMP) Individual Portfolio Program Status Report.

GM Bushee presented this item stating that the District has been a member of the CAMP portfolio since 2004. He introduced Richard Babbe of PFM, who is the administrator of the program.

Mr. Babbe presented an overview of the economy and status of the CAMP Individual Portfolio. He discussed how the economy has affected the District's investments over the past year, noting that the key goals while investing the District's funds, are maintaining the safety, liquidity, and yield of investments. Mr. Babbe noted that staff has been utilizing LAIF and the San Diego County Investment Pool because those investments are currently returning higher yields. Mr. Babbe indicated that most economists believed that the interest rates will stay low for another two years.

This item was informational and no action was taken.

B. Authorize the General Manager to execute an agreement with PCL Construction, Inc. for the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$2,386,550 as the lowest responsive and responsible bidder.

TSM Morishita presented this item stating that the EC reviewed this item at their October 31<sup>st</sup> meeting. He stated that the rehabilitation of the Batiquitos Pump Station was identified in the Asset Management Plan and the Board previously authorized staff to proceed with the design of the project. He stated that the design was completed by IEC and the project was bid on September 12<sup>th</sup>, with bids due on Oct. 11<sup>th</sup>. He noted that ten bids were received with NEWest Construction being the apparent lowest bid. However, following IEC's review of the bids, IEC determined NEWest's bid to be nonresponsive to the project's specifications. TSM Morishita provided details on why they did not meet certain qualifications. He stated that following IEC's reviews of the bids they recommended PCL Construction as the lowest responsive and responsible bidder for an amount of \$2,386,550.

Director Juliussen stated that he reviewed NEWest's bid and agreed with IEC's and staff's recommendation. Director Kulchin thanked Director Juliussen for closely reviewing the bids.

Upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute an agreement with PCL Construction, Inc. for the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$2,386,550 as the lowest responsive and responsible bidder.

- C. Authorize the General Manager to execute a sole source agreement with Richard Stinson Construction Management for construction management services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$130,000; and authorize the General Manager to execute a sole source agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$30,000.

TSM Morishita presented this item stating that the project needs construction management services, electrical instrumentation and controls construction management services, and inspection services during the construction. He described the reasons for both sole source agreements, noting that both Richard Stinson and Rockwell Swanson have provided excellent construction management services for the District during past projects. In addition, their knowledge of the District's facilities and their technical experience satisfies the criteria for sole sourcing these agreements under the District's Purchasing Policy.

Director Juliussen noted that the costs for these services are less than seven percent of the total construction contract, which is a reasonable amount. He also noted that Richard Stinson and Rockwell Construction both provide excellent services.

Upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and carried, the Board of Directors authorized the General Manager to execute a sole source agreement with Richard Stinson Construction Management for construction management services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$130,000; and authorized the General Manager to execute a sole source agreement with Rockwell Construction Services, Inc. for electrical, instrumentation and controls construction management and inspection services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$30,000.

- D. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation for engineering support services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$89,500.

TSM Morishita presented this item stating that the Batiquitos Pump Station Rehabilitation Project will require engineering support services. He provided a brief summary of IEC's scope of work and also stated that the District's Purchasing Policy allows the retention of a firm for subsequent phases of a project. He stated that IEC submitted their proposal in the amount of \$89,500 and staff believes this fee is fair and reasonable.

Director Juliussen noted that this agreement is only three and a half percent of the total construction project amount, which is a fairly low percentage. In addition, he stated that IEC did an excellent job on estimating the construction cost for the Batiquitos Rehabilitation Pump Station project.

Upon a motion duly made by Director Kulchin, seconded by Vice President Hanson, and carried, the Board of Directors authorized the General Manager to execute an agreement with Infrastructure Engineering Corporation for engineering support services during the construction of the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$89,500.

E. Approve award of \$1,000 to the recipient of the 2011 Employee of the Year Award.

ASM LeMay presented this item stating that the Employee Recognition Committee, management staff, and the 2010 Employee of Year recipient reviewed the applications at its Nov. 7<sup>th</sup> meeting and selected a recipient. He stated that the recipient will be announced at the Dec. 15<sup>th</sup> Holiday dinner and will receive an award of \$1,000.

Upon a motion duly made by Director Sullivan, seconded by Director Juliussen, and carried, the Board of Directors approved the award of \$1,000 to the recipient of the 2011 Employee of the Year Award.

F. Approve the Calendar Year 2012 Board of Directors' meeting schedule.

Director Sullivan indicated that the "upcoming conferences document" in the Board's agenda had an error in the dates. GM Bushee stated that staff will make the correction.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and carried, the Board of Directors approved the Calendar Year 2012 Board of Director's meeting schedule.

## 12. Information Items

A. CSDA Quarterly Dinner meeting is scheduled for Thursday, November 17, 2011 at the Courtyard Marriott in San Diego.

GM Bushee stated that he will be carpooling to the dinner. He indicated that he will leave the District office at 5:30 p.m.

Director Kulchin stated he needed leave early, but he would like to provide his Director comments. He congratulated everyone on the terrific open house on Nov. 4<sup>th</sup> and expressed his appreciation for everyone's work. He was impressed with the field services demonstrations during the open house. He also thanked Superintendent Jeff Stecker for being his tour guide during the collections system and pump station tour this morning. He was impressed with the technology that the District utilizes. He stated that the tour provided him with a better understanding of the costs associated with the District's infrastructure and the need for proactive replacement of infrastructure to protect our environment.

President Omsted thanked Director Kulchin for his comments and his "thank you" email regarding the open house. He suggested that staff archive his email regarding the open house.

### 13. Directors' Meetings

- A. LAFCO Special District Advisory Committee meeting was held at the LAFCO office in San Diego, CA on October 21, 2011.

Vice President Hanson stated that she attended the meeting with GM Bushee. She stated that the committee discussed fire protection and that they also received the LAFCO elections results. She indicated that she was re-elected to the Special Advisory Committee.

The Board members congratulated Vice President Hanson and thanked her for representing LWD and participating on the committee.

### 14. Comments, Questions or Requests by Directors

Director Juliussen stated that the open house was an excellent event and the attendance at the event was great. He stated that staff did a great job on the open house.

Director Sullivan stated that the open house was a great event and that the weather may have worked in the District's favor by requiring the event to be held in the vector building which brought everyone together. She noted that all of the staff was upbeat, welcoming, and did a great job. She also commended Celeste Biles of the Encina Wastewater Authority (EWA) for her great sewer demonstration. She stated that a number of parents thanked her for having the event because they take their kids to these events to educate them on environmental issues and to teach them to be proactive and environmentally responsible citizens.

Director Hanson requested a copy of the final costs for the open house. GM Bushee agreed to provide her with the final costs after all invoices are received.

President Omsted suggested that staff schedule a debriefing meeting to discuss the open house event during the beginning of next year. He encouraged the open house event committee and Board members to attend the meeting.

### 15. General Manager's Report

The following items were reported:

- He met with EWA member agencies on Oct. 20<sup>th</sup> to discuss the West Effluent Main Sewer line agreement and a final draft will be completed in the next few months for the Board's review.
- The District's Holiday dinner is scheduled for December 15<sup>th</sup> at 6 p.m. at The Crossings in Carlsbad
- He reported that he attended CASA Executive Board retreat last month and was unable to attend the EWA Board meeting.
- EA Hill reported that the District's CSDA Teacher Grant application submittal from Mission Estancia was awarded a grant for their project. She noted that the check was delivered to the school yesterday by the CSDA San Diego Chapter President Coates Hedberg.

**16. General Counsel's Report**

None.

**17. Adjournment**

President Omsted adjourned the meeting at 5:47 p.m.

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Donald Omsted, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
November 7, 2011

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A Meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, November 7, 2011 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, CPA Richard Duffey with Brownell and Marilyn Jones with The Epler Company

**3. Public Comment**

No public comment was received.

**4. Old Business**

None.

**5. New Business**

A. Recommend that the Board of Directors Receive and File the LWD GASB Actuarial Valuation Report as of June 30, 2011

ASM LeMay stated that LWD recently completed an actuarial valuation required by Government Accounting Standards Board (GASB) statements Nos. 43 and 45. He also indicated that these statements required agencies such as LWD to accrue and expense liabilities associated with other post-employment benefits (OPEB). He noted that Ms. Marilyn Jones of The Epler Company is present to provide an overview of the report.

Ms. Marilyn Jones of the Epler Company presented an overview of the report to the IFC. She noted that the District's annual required contribution (ARC) for FY 2011/2012 is a negative or surplus of \$3,262.

ASM LeMay stated that since ARC reflects an excess, staff is not requesting that the excess contributions be returned to the District, since interest earned in the CERBT is greater than that available from other LWD investment options.

The IFC reviewed and discussed the report. Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the LWD Actuarial Valuation as of June 30, 2011 at the November Board meeting.

**6. Information Items**

None.

**7. Directors' Comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Hanson adjourned the meeting at 10:34 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Employee Recognition Committee Meeting  
November 7, 2011

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A meeting of the Employee Recognition Committee (ERC) of Leucadia Wastewater District was held November 7, 2011 at 11:00 AM at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 11:15 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Field Services Supervisor Marvin Gonzalez, and Administrative Specialist II Tianne Baity

**3. Public Comment**

No public comment was received.

**4. Old Business**

None.

**5. New Business**

A. Review of Employee of the Year Award Nomination Forms

The ERC and staff reviewed the nomination forms submitted for the Employee of the Year Award. Following discussion, the ERC selected the recipient of this year's award. The ERC concurred with staff to recommend approval of the Employee of the Year Award at the November 9, 2011 Board Meeting, without naming the recipient. The recipient will be announced at the Annual Holiday Party on December 15, 2011 and will receive a monetary award of \$1,000.

**6. Information Items**

None.

**7. Directors comments**

None.

**8. General Manager's Comments**

None.



9. **Adjournment**

Chairperson Sullivan adjourned the meeting at approximately 11:50 a.m.

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Paul J. Bushee  
Secretary/Manager

(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
December 6, 2011

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 6, 2011 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey with Brownell and Duffey, CPA Harvey Schroeder and CPA David Foreman of White Nelson Diehl Evans LLP.

**3. Public Comment**

No public comment was received.

**4. Old Business**

None.

**5. New Business**

- A. Review and discuss the Fiscal Year 2011 Comprehensive Annual Financial Report (CAFR).

GM Bushee stated the FY 11 Comprehensive Annual Financial Report (CAFR) had recently been completed. GM Bushee introduced CPA Duffey who provided an overview of the MD&A highlights, FY 2011 revenues and expenses, LWD's key financial ratios, and a comparison between the FY 11 and FY 10 reserve balances and the statistical section of the CAFR.

GM Bushee stated that, at the request of President Omsted, he and LWD staff will recuse themselves to allow the committee and the auditors have a candid discussion regarding the results of the FY 11 audit.

GM Bushee, ASM LeMay, EA Hill, AT McEniry, and CPA Duffey returned to the meeting at 11:23 a.m. The committee recommended that staff forward the FY 11 CAFR to the Board of Directors at the December Board meeting.

- B. Recommend that the Board of Directors authorize the General Manager to pre-pay the CalPERS side fund and appropriate \$618,212 in the Fiscal Year 2012 budget for pre-payment of the CalPERS side fund.

ASM LeMay presented this item providing background information on the CalPERS side fund. He stated that the District side fund obligation as of June 30, 2012 will be \$618,212 with a remaining 13 year amortization period. He noted that the District's current employer rate is 18.894% of which 4.068% is the "side fund" payment. ASM LeMay stated that CPA Duffey completed an analysis of the potential benefits of paying off the side fund, rather than paying it off over 13 years.

CPA Duffey provided a summary of his analysis noting that the potential net savings of paying off the side fund would be between \$227,777 and \$373,871 depending on where the funds are invested and the interest rate earned.

The committee agreed with staff to forward to the Board of Directors a recommendation to authorize the General Manager to pre-pay the CalPERS side fund and appropriate \$618,212 in the Fiscal Year 2012 budget for the CalPERS side fund pre-payment.

GM Bushee noted that staff will include this item on the January Board agenda.

**6. Information Items**

None.

**7. Directors' Comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Hanson adjourned the meeting at 11:35 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

## MEMORANDUM

DATE: December 8, 2011  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager *crabtree for*  
 SUBJECT: Approval of November/December Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **1,111,037.31**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months November 4, 2011 – December 8, 2011.

Operating expenses totaled \$ **980,789.40** while Capital Improvement Program expenses totaled \$ **23,075.87**.

Payroll for employees and the Board totaled \$ **107,172.04**.

Attached please find a year to date Employee and Board Payroll Report from November 2010 to December 2011 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account, November/December 2011
Attachment 2	Accounts Payable Check Register dated November 7, 2011
Attachment 3	Payroll Check Register dated November 16, 2011
Attachment 4	Accounts Payable Check Register dated November 17, 2011
Attachment 5	Accounts Payable Check Register dated November 23, 2011
Attachment 6	Payroll Check Register dated November 30, 2011
Attachment 7	Accounts Payable Register dated December 1, 2011
Attachment 8	Board Payroll Check Register dated November 5, 2011
Attachment 9	Payroll Check Register dated December 7, 2011
Attachment 10	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

December 14, 2011

### 1. Demands

Category	Check #'s	Amount	Total
Payroll Check - 11/16/2011	15772 - 15789	\$ 44,291.63	
Payroll Check - 11/30/2011	15790 - 15807	\$ 41,217.06	
Board Payroll Check - 12/5/2011	15808 - 15812	\$ 2,140.25	
Payroll Check - 12/07/2011	15813 - 15820 Sick Buy Back	\$ 19,523.10	
	<b>Total</b>		<b>\$107,172.04</b>
General Checking - 11/07/2011	41740- 41776	\$ 772,887.26	
General Checking - 11/17/2011	41777 - 41815	\$ 114,949.63	
General Checking - 11/23/2011	41816 - 41831	\$ 75,474.55	
General Checking -12/01/2011	41832 - 41847	\$ 40,553.83	
	<b>Total</b>		<b>\$1,003,865.27</b>
			<b>\$1,111,037.31</b>
	<b>Grand Total</b>		<b>\$1,111,037.31</b>

### VOIDED CHECK

41681 Reissued  
 40198 Reissued  
 40236 Reissued  
 40245 Reissued  
 40217

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41740- 2528	1	11/07/2011	10128 THE LAWTON GROUP		
	1		44627 TEMP HOURS W/E 10/23/11	270.00	IVC050000046778
41740- 2528	1	11/07/2011	Logged	*** Total ***	270.00
41741- 2528	2	11/07/2011	10221 ADS LLC		
	2		44605 CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-1011
41741- 2528	2	11/07/2011	Logged	*** Total ***	3,570.00
41742- 2528	3	11/07/2011	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		44616 MONTHLY PEST SERVICE-NOV	53.00	941257
41742- 2528	3	11/07/2011	Logged	*** Total ***	53.00
41743- 2528	4	11/07/2011	11060 BARRETT ENGINEERED PUMP		
	4		44608 REPAIR #2 PUMP HOUSING	6,199.06	078167
41743- 2528	4	11/07/2011	Logged	*** Total ***	6,199.06
41744- 2528	5	11/07/2011	11314 BERGELECTRIC CORP		
	5		44607 OPEN PO-ELECTRICAL	221.26	12698.5TM-15
	5		44626 DIESEL FUEL	642.40	12698.5TM-16
41744- 2528	5	11/07/2011	Logged	*** Total ***	863.66
41745- 2528	6	11/07/2011	12360 CITY OF CARLSBAD		
	6		44617 WATER @ PLANT	236.08	187516-10/11
	6		44618 WATER @ PLANT	78.62	59015-10/11
41745- 2528	6	11/07/2011	Logged	*** Total ***	314.70
41746- 2528	7	11/07/2011	12510 WASTE MANAGEMENT		
	7		44619 TRASH SERVICE-OCT	190.27	10726560274-1
41746- 2528	7	11/07/2011	Logged	*** Total ***	190.27
41747- 2528	8	11/07/2011	13072 DATA NET		
	8		44625 IS MAINT AND SUPPORT	505.00	9741138
41747- 2528	8	11/07/2011	Logged	*** Total ***	505.00
41748- 2528	9	11/07/2011	14530 ENCINA WASTEWATER AUTHORITY		
	9		44645 ENCINA 1ST QTR BILLING-O/M	363,305.74	908
	9		44646 ENCINA 1ST QTR BILLING-CAPITAL	357,626.15	909
41748- 2528	9	11/07/2011	Logged	*** Total ***	720,931.89
41749- 2528	10	11/07/2011	15210 FORTUNE FINE ART, INC		
	10		44598 AERIAL PHOTO	785.00	LWD0001
41749- 2528	10	11/07/2011	Logged	*** Total ***	785.00
41750- 2528	11	11/07/2011	15255 FENNER & ASSOCIATES		
	11		44635 SHIRTS	140.03	6043
41750- 2528	11	11/07/2011	Logged	*** Total ***	140.03
41751- 2528	12	11/07/2011	16021 GREAT AMERICA LEASING CORP		
	12		44634 COPIER LEASE	1,121.32	11516336
41751- 2528	12	11/07/2011	Logged	*** Total ***	1,121.32
41752- 2528	13	11/07/2011	16603 W. W. GRAINGER, INC		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	13		44636 PARTS @ LPS	72.65	9673243110
41752-	2528	13 11/07/2011	Logged	*** Total ***	72.65
41753-	2528	14 11/07/2011	17552 THE HOME DEPOT CRC/GECF		
		14	44642 OPEN PO-MISC SUPPLIES	220.39	9064842
41753-	2528	14 11/07/2011	Logged	*** Total ***	220.39
41754-	2528	15 11/07/2011	18150 ICMA RETIREMENT-303979		
		15	44615 DEFERRED COMP-ICMA	3,062.58	ICMA-11/2/11
41754-	2528	15 11/07/2011	Logged	*** Total ***	3,062.58
41755-	2528	16 11/07/2011	18576 INTERSTATE BATTERIES OF SAN DI		
		16	44613 BATTERIES @ LPS GENERATOR	352.13	770016697
		16	44644 BATTERIES @LCPS/BPS	91.28	170043759
41755-	2528	16 11/07/2011	Logged	*** Total ***	443.41
41756-	2528	17 11/07/2011	21227 LEE'S LOCK & SAFE		
		17	44631 KEYS-MCC ROOM	3.34	CT00059367
41756-	2528	17 11/07/2011	Logged	*** Total ***	3.34
41757-	2528	18 11/07/2011	22361 TRISHA HILL		
		18	44628 REIMBURSE TH FOR CONFERENCE	141.51	CALPERS 2011
41757-	2528	18 11/07/2011	Logged	*** Total ***	141.51
41758-	2528	19 11/07/2011	23068 NATIONWIDE RETIREMENT SOLUTION		
		19	44624 DEFERRED COMP-NATIONWIDE	195.46	NATION-11/2/11
41758-	2528	19 11/07/2011	Logged	*** Total ***	195.46
41759-	2528	20 11/07/2011	24440 OLIVENHAIN MUNICIPAL WATER DIS		
		20	44637 WATER @ TRAVELING	206.18	551070-OCT
41759-	2528	20 11/07/2011	Logged	*** Total ***	206.18
41760-	2528	21 11/07/2011	25010 AT&T		
		21	44620 DIAL IN MODEM-OLD	136.12	6327047-10/2011
		21	44621 DIAL IN MODEM-NEW	115.61	479213027-10/11
		21	44622 PHONE @ BPS	109.22	9423588-BPS-10
41760-	2528	21 11/07/2011	Logged	*** Total ***	360.95
41761-	2528	22 11/07/2011	25612 PIPERIN CORPORATION		
		22	44643 REPAIR @ RANCHO SANTA FE	4,700.00	#1-RANCHO SANTA
41761-	2528	22 11/07/2011	Logged	*** Total ***	4,700.00
41762-	2528	23 11/07/2011	25618 PRIZM JANITORIAL SERVICES, INC		
		23	44602 OPEN PO -JANITORIAL SERVICES	660.00	67246
41762-	2528	23 11/07/2011	Logged	*** Total ***	660.00
41763-	2528	24 11/07/2011	26804 QUALITY CHEVROLET		
		24	44601 OPEN PO-VEHICLE TRUCK REPAIRS	969.39	CTCS420779
		24	44610 OPEN PO-VEHICLE TRUCK REPAIRS	901.95	CTCS420840
41763-	2528	24 11/07/2011	Logged	*** Total ***	1,871.34
41764-	2528	25 11/07/2011	27028 RANCH AND SEA POOL CARE		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41764- 2528	25	11/07/2011	44609 FOUNTAIN MAINT 2011-2012 Logged	45.00 *** Total ***	8814 45.00
41765- 2528	26	11/07/2011	28070 SAN DIEGUITO WATER DISTRICT 44638 WATER @ TANKER	23.88	TK645-10/11
41765- 2528	26	11/07/2011	44639 WATER @ TANKER Logged	19.90 *** Total ***	TK896-OCT'11 43.78
41766- 2528	27	11/07/2011	28721 JEFFERY STECKER 44629 REIMBURSE FOR CONF	706.06	WEF-TEC2012
41766- 2528	27	11/07/2011	44630 REIMBURSE FOR SAFETY BOOTS Logged	115.00 *** Total ***	BOOTS-JS-10/11 821.06
41767- 2528	28	11/07/2011	29716 TRG & ASSOCIATES 44599 OPEN PO-PUBLIC INFORMATION	7,312.50	07-1011
41767- 2528	28	11/07/2011	Logged	*** Total ***	7,312.50
41768- 2528	29	11/07/2011	29730 T.S. INDUSTRIAL SUPPLY 44611 HOSE AND COUPLINGS @LPS	267.77	1044071
41768- 2528	29	11/07/2011	Logged	*** Total ***	267.77
41769- 2528	30	11/07/2011	30515 UNIFIRST CORPORATION 44604 OPEN PO-CONTRACT-UNIFORMS	210.03	4766/4380
41769- 2528	30	11/07/2011	Logged	*** Total ***	210.03
41770- 2528	31	11/07/2011	30520 UNDERGROUND SERVICE ALERT OF 44614 UNDERGROUND ALARM SERVICE	318.00	1020110368
41770- 2528	31	11/07/2011	Logged	*** Total ***	318.00
41771- 2528	32	11/07/2011	30551 CARLSBAD FUELS CORPORATION 44603 OEPN PO - VEHICLE FUELS	1,950.98	2011102
41771- 2528	32	11/07/2011	Logged	*** Total ***	1,950.98
41772- 2528	33	11/07/2011	30580 UNITED WAY 44623 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-11/2/11
41772- 2528	33	11/07/2011	Logged	*** Total ***	5.00
41773- 2528	34	11/07/2011	30723 SIEMENS WATER TECH. CORP 44606 OPEN PO-BIOXIDE	9,316.91	900432110
41773- 2528	34	11/07/2011	Logged	*** Total ***	9,316.91
41774- 2528	35	11/07/2011	31232 VERIZON WIRELESS 44632 CELL PHONES	51.64	1024776472
41774- 2528	35	11/07/2011	44633 CELL PHONES Logged	266.09 *** Total ***	1024776473 317.73
41775- 2528	36	11/07/2011	32271 WEST COAST SAFETY SUPPLY CO., 44597 PARTS	4,849.00	170683298
41775- 2528	36	11/07/2011	44600 OPEN PO-CALIBRATIONS/DAFETY Logged	485.60 *** Total ***	170683293 5,334.60
41776- 2528	37	11/07/2011	33227 XEROX CORPORATION		



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	37		44612 OPEN PO-SERVICE/MAINT CONTRACT	62.16	058215452
41776-	2528	37 11/07/2011	Logged	*** Total *** 62.16	
				.00	
** Total check discount **				.00	
** Total check amount **				772,887.26	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 16, 2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15772 - 15789	11/16/2011	\$44,291.63

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41777- 2529	1	11/17/2011	10720 AT&T		
	1		44699 L.D. @ BPS	62.96	2940472001-11/
41777- 2529	1	11/17/2011	Logged	*** Total ***	62.96
41778- 2529	2	11/17/2011	11034 BAY CITY ELECTRIC WORKS, INC		
	2		44647 ANNUAL GENERATOR SERVICE-ALL P	765.00	W93369
	2		44659 ANNUAL GENERATOR SERVICE-ALL P	350.00	W93366
	2		44661 ANNUAL GENERATOR SERVICE-ALL P	387.50	W93363
	2		44662 ANNUAL GENERATOR SERVICE-ALL P	587.50	W93367
	2		44669 ANNUAL GENERATOR SERVICE-ALL P	900.00	W93358/3362
	2		44670 ANNUAL GENERATOR SERVICE-ALL P	745.00	W93356/3359
	2		44671 ANNUAL GENERATOR SERVICE-ALL P	615.00	W93365
	2		44672 ANNUAL GENERATOR SERVICE-ALL P	630.00	W934231
41778- 2529	2	11/17/2011	Logged	*** Total ***	4,980.00
41779- 2529	3	11/17/2011	12005 CSDA-SAN DIEGO CHAPTER		
	3		44705 CSDA QTRLY DINNER-NOV	195.00	CSDA-11/10-NOV
41779- 2529	3	11/17/2011	Logged	*** Total ***	195.00
41780- 2529	4	11/17/2011	12028 CWEA-		
	4		44701 CWEA RENEWAL-COLLECTIONS-K.B.	83.00	143-KB-2012
	4		44702 CWEA RENEWAL-PLANT MAINT-S.K.	73.00	03015106-2012
	4		44703 CWEA RENEWAL-MECH/COLL-F.R.	156.00	5051612-FR
	4		44704 CWEA RENEWAL-PLANT/COLL-J.S.	176.00	JS-187/261-2012
41780- 2529	4	11/17/2011	Logged	*** Total ***	488.00
41781- 2529	5	11/17/2011	12029 CWEA		
	5		44700 CWEA MEMBERSHIP RENEWAL-G.MEND	132.00	30204-G.M.
41781- 2529	5	11/17/2011	Logged	*** Total ***	132.00
41782- 2529	6	11/17/2011	12112 JEFF BILLS		
	6		44655 CONTRACT-CONSULTING SERVICES	3,834.29	CC11/4/11
41782- 2529	6	11/17/2011	Logged	*** Total ***	3,834.29
41783- 2529	7	11/17/2011	12360 CITY OF CARLSBAD		
	7		44697 WATER @ VACTOR 2	191.99	1530880-10/11
	7		44698 WATER @ VACTOR	271.05	103-00-10/11
41783- 2529	7	11/17/2011	Logged	*** Total ***	463.04
41784- 2529	8	11/17/2011	12514 CONEXIS		
	8		44691 SEC 125 FLEXIBLE PLAN-OCT	60.24	1011-OR5179
41784- 2529	8	11/17/2011	Logged	*** Total ***	60.24
41785- 2529	9	11/17/2011	12631 CORODATA		
	9		44653 OPEN PO-STORAGE	77.65	RS1455140
41785- 2529	9	11/17/2011	Logged	*** Total ***	77.65
41786- 2529	10	11/17/2011	13072 DATA NET		
	10		44688 IS MAINT AND SUPPORT	505.00	9741309
41786- 2529	10	11/17/2011	Logged	*** Total ***	505.00
41787- 2529	11	11/17/2011	14530 ENCINA WASTEWATER AUTHORITY		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	11		44708 QTRLY LAB FEES-JULY-SEPT	2,478.40	917
41787- 2529	11	11/17/2011	Logged	*** Total ***	2,478.40
41788- 2529	12	11/17/2011	17010 HAAKER EQUIPMENT CO		
	12		44656 OPEN PO-REPAIRS TO VACTOR	2,446.29	W26355
	12		44657 OPEN PO-REPAIRS TO VACTOR	1,830.54	W26356
	12		44660 OPEN PO-REPAIRS TO VACTOR	783.07	W26357
	12		44663 OPEN PO-REPAIRS TO VACTOR	78.38	C83793
	12		44664 OPEN PO-REPAIRS TO VACTOR	143.91	C83794
41788- 2529	12	11/17/2011	Logged	*** Total ***	5,282.19
41789- 2529	13	11/17/2011	17058 JUDY HANSON		
	13		44706 REIMBURSE JH FOR CONFERENCE	25.00	CSDA-MONTEREY
41789- 2529	13	11/17/2011	Logged	*** Total ***	25.00
41790- 2529	14	11/17/2011	18150 ICMA RETIREMENT-303979		
	14		44682 DEFERRED COMP-ICMA	3,062.58	ICMA-11/16/11
41790- 2529	14	11/17/2011	Logged	*** Total ***	3,062.58
41791- 2529	15	11/17/2011	18212 INFRASTRUCTURE ENGINEERING COR		
	15		44685 BPS FINAL DESIGN-OCT	12,394.62	6043
	15		44686 LANAKAI SEWER PREL DESIGN	5,981.25	6044
41791- 2529	15	11/17/2011	Logged	*** Total ***	18,375.87
41792- 2529	16	11/17/2011	18561 U.S. BANK		
	16		44710 C.C.-CONFERENCES, MEETING SUPP	3,004.97	USBANK-10/24/11
41792- 2529	16	11/17/2011	Logged	*** Total ***	3,004.97
41793- 2529	17	11/17/2011	19550 JCI JONES CHEMICAL, INC		
	17		44652 OPEN PO-SODIUM HYPOCHLORIDE	3,933.39	528592
41793- 2529	17	11/17/2011	Logged	*** Total ***	3,933.39
41794- 2529	18	11/17/2011	21102 CASH		
	18		44711 PETTY CASH-11/18/11	246.29	PETTY-11/8/11
41794- 2529	18	11/17/2011	Logged	*** Total ***	246.29
41795- 2529	19	11/17/2011	21425 L&L PRINTERS		
	19		44648 OPEN HOUSE FLYERS	275.84	39566
41795- 2529	19	11/17/2011	Logged	*** Total ***	275.84
41796- 2529	20	11/17/2011	22214 MITSUBISHI ELECTRIC & ELECTRON		
	20		44709 MAINT SEVICE/ELEVATOR	255.00	218478
41796- 2529	20	11/17/2011	Logged	*** Total ***	255.00
41797- 2529	21	11/17/2011	23068 NATIONWIDE RETIREMENT SOLUTION		
	21		44684 DEFERRED COMP-NATIONWIDE	140.42	NATION-11/16/11
41797- 2529	21	11/17/2011	Logged	*** Total ***	140.42
41798- 2529	22	11/17/2011	24224 OFFICE DEPOT, INC.		
	22		44654 OPEN PO-OFFICE SUPPLIES	64.68	584789812001
	22		44658 OPEN PO-OFFICE SUPPLIES	100.67	58467201
41798- 2529	22	11/17/2011	Logged	*** Total ***	165.35

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41799- 2529	23	11/17/2011	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	23		44693 WATER @ E. ESTATES	53.61	10076214-11/11
	23		44694 WATER @ VP7	56.89	026000-11/11
	23		44695 WATER @ VP5	32.84	011148700-11/11
	23		44696 WATER @ TRAVELING 2	192.26	61227600-11/11
41799- 2529	23	11/17/2011	Logged *** Total ***	335.60	
41800- 2529	24	11/17/2011	25032 PALOMAR WATER		
	24		44692 WATER @ OFFICE	152.15	2097940
41800- 2529	24	11/17/2011	Logged *** Total ***	152.15	
41801- 2529	25	11/17/2011	25260 PERS RETIREMENT		
	25		44715 EMPLOYEE RETIREMENT 10/2/2011	14,971.85	9-2011-5
41801- 2529	25	11/17/2011	Logged *** Total ***	14,971.85	
41802- 2529	26	11/17/2011	25260 PERS RETIREMENT		
	26		44714 EMPLOYEE RETIREMENT ENDING 10-	15,008.68	10-2011-3
41802- 2529	26	11/17/2011	Logged *** Total ***	15,008.68	
41803- 2529	27	11/17/2011	25425 PLANT PEOPLE		
	27		44650 OPEN PO-CONTRACT-MAINTAIN PLAN	158.00	1111620
41803- 2529	27	11/17/2011	Logged *** Total ***	158.00	
41804- 2529	28	11/17/2011	25618 PRIZM JANITORIAL SERVICES, INC		
	28		44668 OPEN PO -JANITORIAL SERVICES	1,281.15	67250
41804- 2529	28	11/17/2011	Logged *** Total ***	1,281.15	
41805- 2529	29	11/17/2011	27063 RAPHAEL'S PARTY RENTALS		
	29		44712 FALL 2011 OPEN HOUSE EQUIP REN	1,376.23	146501
	29		44713 BALANCE ON INVOICE	218.30	146501-
41805- 2529	29	11/17/2011	Logged *** Total ***	1,594.53	
41806- 2529	30	11/17/2011	28020 SAN DIEGO GAS AND ELECTRIC		
	30		44674 ELECTRIC @ LPS/OFFICE	11,967.84	6377-LPS-NOV
	30		44675 ELECTRIC @ RANCHO VERDE-NOV	139.04	3218-R.V. PS
	30		44676 ELECTRIC @ VP7	129.12	2554-VP7-NOV
	30		44677 ELECTRIC @ EEPS-NOV	604.22	7448-EEPS-NOV
	30		44678 GAS @ EEPS	1.12	4741-EEPS
	30		44679 ELECTRIC @ VP5 PS	257.33	3154-VP5-NOV
	30		44680 GAS @ OFFICE	84.19	7294-OFFICE
	30		44681 ELECTRIC @ L.C. PS	873.08	5295-LCPS-NOV
41806- 2529	30	11/17/2011	Logged *** Total ***	14,055.94	
41807- 2529	31	11/17/2011	28020 SAN DIEGO GAS AND ELECTRIC		
	31		44673 ELECTRIC @ BPS	11,778.79	0466-BPS-NOV
41807- 2529	31	11/17/2011	Logged *** Total ***	11,778.79	
41808- 2529	32	11/17/2011	28070 SAN DIEGUITO WATER DISTRICT		
	32		44690 WATER @ BPS	70.73	31527-11/11
41808- 2529	32	11/17/2011	Logged *** Total ***	70.73	
41809- 2529	33	11/17/2011	29225 TELEPACIFIC COMMUNICATIONS		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41809- 2529	33	11/17/2011	44687 PHONE SYSTEM Logged	986.63 *** Total *** 986.63	32817059-0
41810- 2529	34	11/17/2011	29730 T.S. INDUSTRIAL SUPPLY		
41810- 2529	34	11/17/2011	44666 TARPS Logged	595.86 *** Total *** 595.86	1044384
41811- 2529	35	11/17/2011	30515 UNIFIRST CORPORATION		
41811- 2529	35	11/17/2011	44651 OPEN PO-CONTRACT-UNIFORMS	197.15	3600886107
41811- 2529	35	11/17/2011	44667 OPEN PD-CONTRACT-UNIFORMS	133.49	3600887836
41811- 2529	35	11/17/2011	Logged	*** Total *** 330.64	
41812- 2529	36	11/17/2011	30580 UNITED WAY		
41812- 2529	36	11/17/2011	44683 EMPLOYEE CONTRIBUTIONS Logged	5.00 *** Total *** 5.00	UNITED-11/16/11
41813- 2529	37	11/17/2011	32271 WEST COAST SAFETY SUPPLY CO.,		
41813- 2529	37	11/17/2011	44649 OPEN PO-CALIBRATIONS/DAFETY	18.61	170683306
41813- 2529	37	11/17/2011	44665 OPEN PO-CALIBRATIONS/DAFETY Logged	893.24 *** Total *** 911.85	170683316
41814- 2529	38	11/17/2011	32500 WORDEN WILLIAMS, APC		
41814- 2529	38	11/17/2011	44689 LEGAL-OCT Logged	4,451.20 *** Total *** 4,451.20	30780
41815- 2529	39	11/17/2011	32728 WESTERN SALES, LLC		
41815- 2529	39	11/17/2011	44707 PIRANAHA HOSE Logged	217.55 *** Total *** 217.55	2059
				.00	
** Total check discount **				.00	
** Total check amount **				114,949.63	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41816- 2530	1	11/23/2011	10100 NAPA AUTO		
	1		44731 PARTS	6.45	043264
	1		44742 BACK UP ALARM	38.24	044947
41816- 2530	1	11/23/2011	Logged	*** Total ***	44.69
41817- 2530	2	11/23/2011	11314 BERGELECTRIC CORP		
	2		44723 EMERGENCY REPAIRS @ BPS	14,663.38	12698.5TM-17
	2		44729 OPEN PO-ELECTRICAL	525.72	12698.5TM-18
41817- 2530	2	11/23/2011	Logged	*** Total ***	15,189.10
41818- 2530	3	11/23/2011	11877 KENNETH BUTTS		
	3		44730 REIMBURSE K.B. FOR SAFETY BOOT	48.35	WALMART-BOOTS
41818- 2530	3	11/23/2011	Logged	*** Total ***	48.35
41819- 2530	4	11/23/2011	12529 CO'S TRAFFIC CONTROL, INC		
	4		44724 OPEN PO-TRAFFIC CONTROL	2,330.60	00032424
41819- 2530	4	11/23/2011	Logged	*** Total ***	2,330.60
41820- 2530	5	11/23/2011	23612 NRC ENVIRONMENTAL SERVICES, IN		
	5		44728 OPEN PO-EMERGENCY PUMPING	2,960.00	572580
41820- 2530	5	11/23/2011	Logged	*** Total ***	2,960.00
41821- 2530	6	11/23/2011	25010 AT&T		
	6		44737 ODPR CONTROL MODEM	31.19	4364009-11/2011
	6		44743 ELEVATOR PHONE-FIRE PANEL	125.03	6333461-11/11
41821- 2530	6	11/23/2011	Logged	*** Total ***	156.22
41822- 2530	7	11/23/2011	25260 PERS RETIREMENT		
	7		44740 EMPLOYEE RETIREMENT 10/30/11	15,053.18	10-2011-4
	7		44744 BOARD RETIREMENT 10/31/2011	279.16	10-2011-0
41822- 2530	7	11/23/2011	Logged	*** Total ***	15,332.34
41823- 2530	8	11/23/2011	25260 PERS RETIREMENT		
	8		44741 EMPLOYEE RETIREMENT 11/13/2011	15,053.18	11-2011-3
41823- 2530	8	11/23/2011	Logged	*** Total ***	15,053.18
41824- 2530	9	11/23/2011	25265 PEP BOYS		
	9		44732 PARTS	5.98	07010027619
41824- 2530	9	11/23/2011	Logged	*** Total ***	5.98
41825- 2530	10	11/23/2011	26804 QUALITY CHEVROLET		
	10		44725 OPEN PO-VEHICLE TRUCK REPAIRS	46.51	622430
41825- 2530	10	11/23/2011	Logged	*** Total ***	46.51
41826- 2530	11	11/23/2011	28020 SAN DIEGO GAS AND ELECTRIC		
	11		44733 ELECTRIC @ DIANA PS	316.18	220-8-11/11
	11		44734 ELECTRIC @ AVOCADO PS	115.26	6524-11/2011
	11		44736 ELECTRIC @ SAXONY PS	662.74	2278-11/2011
	11		44738 ELECTRIC @ EEPS	989.42	9747-11/2011
41826- 2530	11	11/23/2011	Logged	*** Total ***	2,083.60
41827- 2530	12	11/23/2011	28720 STATE WATER RESOURCES CONTROL		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	12		44721 COLLECTION SYSTEM PERMIT	8,154.00	WD0061692
	12		44722 GAFNER WATER RECLAMATION FACIL	10,873.00	WD0061410
41827- 2530	12	11/23/2011	Logged *** Total ***	19,027.00	
41828- 2530	13	11/23/2011	30515 UNIFIRST CORPORATION		
	13		44727 OPEN PO-CONTRACT-UNIFORMS	157.73	3600889570
41828- 2530	13	11/23/2011	Logged *** Total ***	157.73	
41829- 2530	14	11/23/2011	30551 CARLSBAD FUELS CORPORATION		
	14		44726 OEPN PO - VEHICLE FUELS	1,778.71	20111110
41829- 2530	14	11/23/2011	Logged *** Total ***	1,778.71	
41830- 2530	15	11/23/2011	31232 VERIZON WIRELESS		
	15		44735 CELL PHONES	642.54	102854286
41830- 2530	15	11/23/2011	Logged *** Total ***	642.54	
41831- 2530	16	11/23/2011	32072 WATEREUSE ASSOCIATION		
	16		44739 WATERUSE DUES-2012	618.00	WATERUSE-2012
41831- 2530	16	11/23/2011	Logged *** Total ***	618.00	
				.00	
** Total check discount **				.00	
** Total check amount **				75,474.55	
** Total void discount **				.00	
** Total void amount **				.00	



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 30, 2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15790 - 15807	11/30/2011	\$41,217.06

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41832- 2531	1	12/01/2011	10167 ACACIA GASOLINE & CAR WASH		
	1		44761 OPEN PO-VEHICLE/TRUCK FUELS	162.74	2485.4
41832- 2531	1	12/01/2011	Logged *** Total ***	162.74	
41833- 2531	2	12/01/2011	10221 ADS LLC		
	2		44748 CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-1111
41833- 2531	2	12/01/2011	Logged *** Total ***	3,570.00	
41834- 2531	3	12/01/2011	10366 AIR POLLUTION CONTROL DISTRICT		
	3		44759 RENEWAL PERMIT @BPS	319.00	20111116-09551
41834- 2531	3	12/01/2011	Logged *** Total ***	319.00	
41835- 2531	4	12/01/2011	12589 CA SDU		
	4		44753 SUPPORT-NOV	774.18	SUPPORT-NOV'11
41835- 2531	4	12/01/2011	Logged *** Total ***	774.18	
41836- 2531	5	12/01/2011	13355 DION INTERNATIONAL TRUCKS INC		
	5		44745 OPEN PO-VACTOR REPAIR	485.49	EW53534
41836- 2531	5	12/01/2011	Logged *** Total ***	485.49	
41837- 2531	6	12/01/2011	16806 THE GUARDIAN		
	6		44757 DENTAL/DISABILITY INS-DEC	3,651.98	324226-12/11
41837- 2531	6	12/01/2011	Logged *** Total ***	3,651.98	
41838- 2531	7	12/01/2011	17060 HARTFORD LIFE & ACCIDENT INS.		
	7		44752 LIFE INS-DEC	367.07	5654370-5
41838- 2531	7	12/01/2011	Logged *** Total ***	367.07	
41839- 2531	8	12/01/2011	18711 I2B NETWORKS, INC		
	8		44760 CONTRACT- LIVE WEB CAM @ BPS	160.00	15641
41839- 2531	8	12/01/2011	Logged *** Total ***	160.00	
41840- 2531	9	12/01/2011	24224 OFFICE DEPOT, INC.		
	9		44747 OPEN PO-OFFICE SUPPLIES	122.06	58616502201
	9		44750 OPEN PO-OFFICE SUPPLIES	27.13	586390429001
41840- 2531	9	12/01/2011	Logged *** Total ***	149.19	
41841- 2531	10	12/01/2011	25018 ME'S VISION		
	10		44754 VISION INS-DEC	356.72	113122183001
41841- 2531	10	12/01/2011	Logged *** Total ***	356.72	
41842- 2531	11	12/01/2011	25261 PUBLIC EMPLOYEES HEALTH		
	11		44755 BRD HEALTH INS-DEC	2,327.89	100000013018871
	11		44756 EMPLOYEES HEALTH INS-DEC	21,773.65	10000001301887-
41842- 2531	11	12/01/2011	Logged *** Total ***	24,101.54	
41843- 2531	12	12/01/2011	28124 SUMMERS CONSULTING		
	12		44749 OPEN PO-WK MANAGEMENT PROGRAM	500.00	2011-0042
41843- 2531	12	12/01/2011	Logged *** Total ***	500.00	
41844- 2531	13	12/01/2011	29326 THE EPLER COMPANY		
	13		44758 CONSULTING FEES-SEPT-NOV'11	5,000.00	EPLER-11/21/11

Run date: 11/28/2011 @ 16:33  
 Bus date: 12/01/2011

Leucadia Waste Water District  
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41844-	2531	13 12/01/2011	Logged	*** Total ***	5,000.00
41845-	2531	14 12/01/2011	29630 TRI COMMUNITY ANSWERING SERVIC		
		14	44751 ANSWERING SERVICE-NOV	90.00	TRI-11/20/11
41845-	2531	14 12/01/2011	Logged	*** Total ***	90.00
41846-	2531	15 12/01/2011	29814 TIERRA VERDE RESOURCES, INC		
		15	44746 DISTRCIT CAMPUS LANDSCAPE MAIN	730.00	056217
41846-	2531	15 12/01/2011	Logged	*** Total ***	730.00
41847-	2531	16 12/01/2011	30515 UNIFIRST CORPORATION		
		16	44762 OPEN PO-CONTRACT-UNIFORMS	135.92	3600891274
41847-	2531	16 12/01/2011	Logged	*** Total ***	135.92
					.00
** Total check discount **					.00
** Total check amount **					40,553.83
** Total void discount **					.00
** Total void amount **					.00

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: December 5, 2011

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
15808 - 15812	12/5/2011	\$2,140.25

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 7, 2011  
Sick Buy Back

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15813 - 15820	12/7/2011	\$19,523.10

**LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS  
2010**

**NOVEMBER**

11/1/2010	Board		\$2,871.92
11/3/2010	Employee		\$43,672.40
11/17/2010	Employee		<u>\$38,406.55</u>
	<b>TOTAL</b>		<b>\$84,950.87</b>

**DECEMBER**

12/1/2010	Employee		\$39,986.79
12/2/2010	Employee	Sick buy back	\$14,550.21
12/2/2010	Board		\$2,034.33
12/9/2010	Employee	Incentive	\$1,362.67
12/15/2010	Employee		\$40,517.81
12/29/2010	Employee		<u>\$39,453.83</u>
	<b>TOTAL</b>		<b>\$137,905.64</b>

**2011**

**JANUARY**

12/3/2010	Board		\$1,330.17
1/7/2011	Employee		\$3,006.87
1/12/2011	Employee		\$36,417.03
1/19/2011	Employee	Incentive	\$461.75
1/26/2011	Employee		<u>\$37,321.04</u>
	<b>TOTAL</b>		<b>\$78,536.86</b>

**FEBRUARY**

2/3/2011	Board		\$4,282.06
2/9/2011	Employee		\$38,219.37
2/23/2011	Employee		<u>\$37,028.16</u>
	<b>TOTAL</b>		<b>\$79,529.59</b>

**MARCH**

3/2/2011	Board		\$1,676.17
3/9/2011	Employee		\$37,952.87
3/23/2011	Employee		<u>\$37,171.26</u>
	<b>TOTAL</b>		<b>\$76,800.30</b>

**APRIL**

4/1/2011	Board		\$4,613.80
4/6/2011	Employee		\$37,487.77
4/20/2011	Employee		\$37,145.73
4/21/2011	Employee	Incentive	<u>\$6,462.38</u>
	<b>TOTAL</b>		<b>\$85,709.68</b>

**MAY**

5/2/2011	Board		\$2,960.88
5/4/2011	Employee		\$37,859.69
5/9/2011	Board		\$997.33
5/18/2011	Employee		<u>\$37,100.15</u>
	<b>TOTAL</b>		<b>\$78,918.05</b>

**LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS**

**JUNE**

6/1/2011	Board		\$4,579.00
6/1/2011	Employee		\$39,253.23
6/6/2011	Employee	Incentive	\$448.18
6/15/2011	Employee		\$40,868.97
6/29/2011	Employee		<u>\$39,945.20</u>
	<b>TOTAL</b>		<b>\$125,094.58</b>

**JULY**

7/6/2011	Board		\$2,989.12
7/13/2011	Employee		\$40,077.78
7/19/2011	Employee		\$4,884.18
7/27/2011	Employee		<u>\$37,584.03</u>
	<b>TOTAL</b>		<b>\$85,535.11</b>

**AUGUST**

8/3/2011	Board		\$2,013.52
8/10/2011	Employee		\$37,571.30
8/17/2011	Employee	Incentive	\$1,806.79
8/24/2011	Employee		<u>\$39,304.20</u>
	<b>TOTAL</b>		<b>\$80,695.81</b>

**SEPTEMBER**

9/2/2011	Board		\$5,941.62
9/7/2011	Employee		\$39,021.34
9/14/2011	Employee	Incentive	\$14,593.50
9/21/2011	Employee		<u>\$42,282.20</u>
	<b>TOTAL</b>		<b>\$101,838.66</b>

**OCTOBER**

10/1/2011	Board		\$4,460.08
10/5/2011	Employee		\$41,659.94
10/19/2011	Employee		\$40,686.03
10/20/2011	Employee	Incentive	<u>\$443.37</u>
	<b>TOTAL</b>		<b>\$87,249.42</b>

**NOVEMBER**

11/2/2011	Employee		\$42,246.46
11/3/2011	Board		\$5,828.15
11/16/2011	Employee		\$44,291.63
11/30/2011	Employee		<u>\$41,217.06</u>
	<b>TOTAL</b>		<b>\$133,583.30</b>

**DECEMBER**

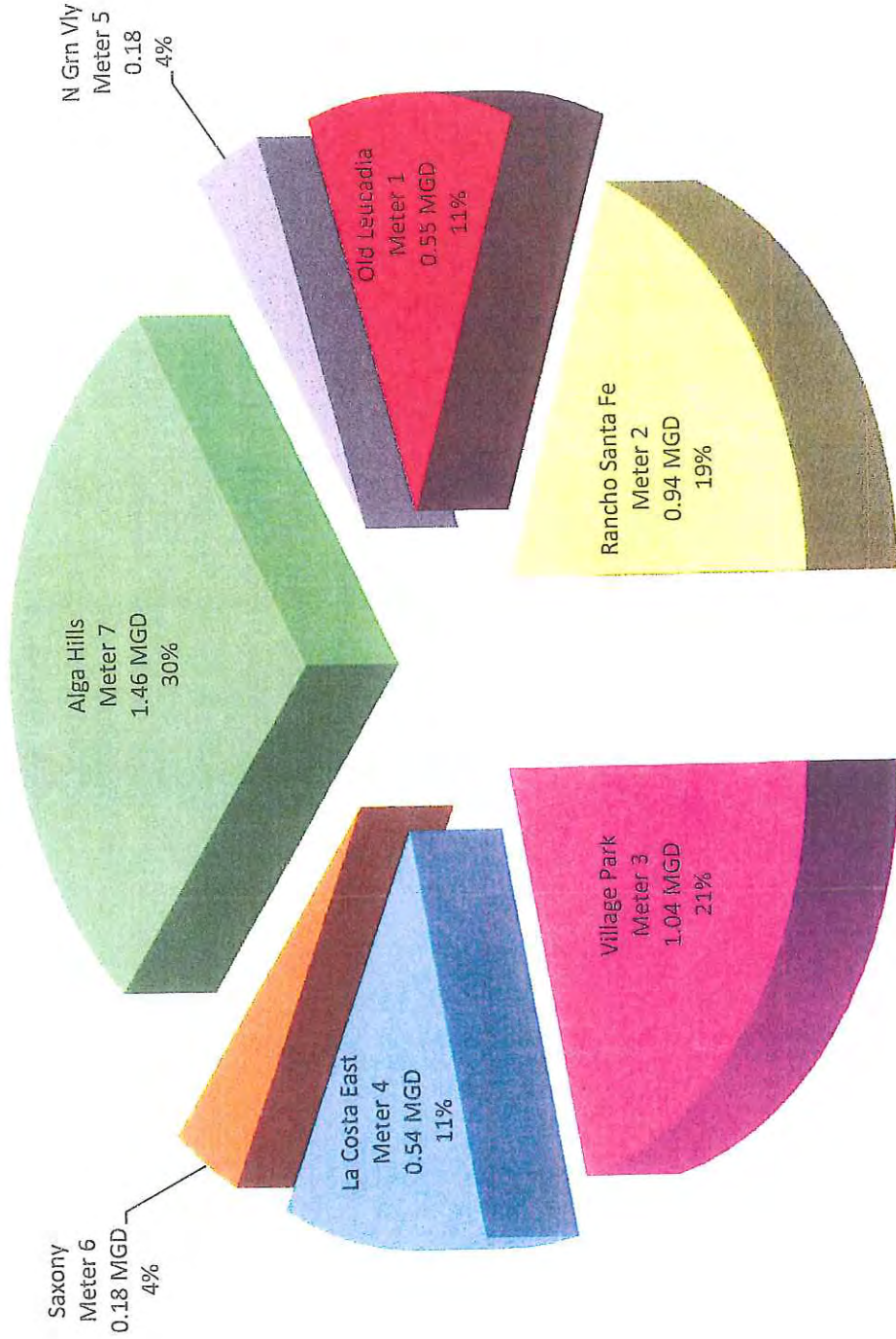
12/5/2011	Board		\$2,140.25
12/7/2011	Employee	Sick Buy Back	<u>\$19,523.10</u>
	<b>TOTAL</b>		<b>\$21,663.35</b>

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2011-2012**

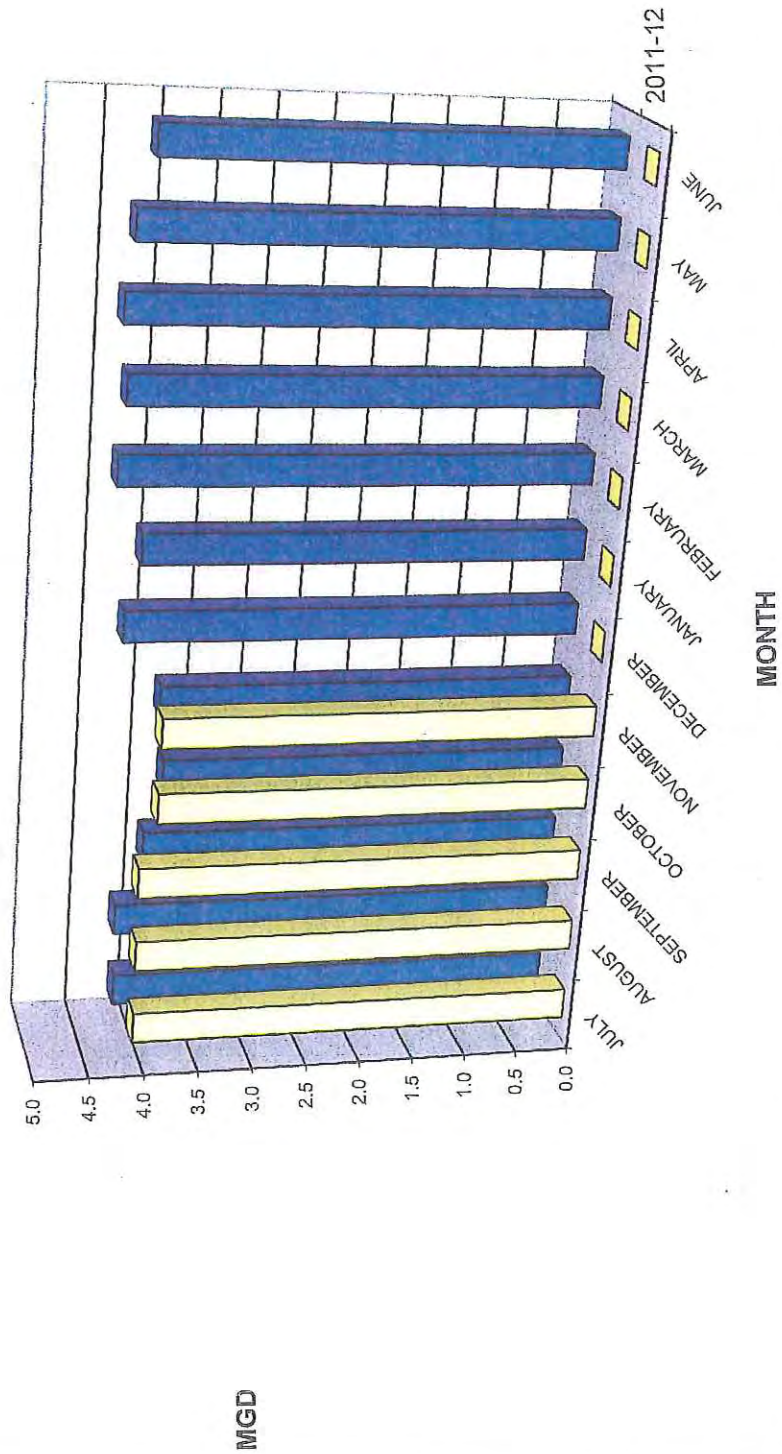
CURRENT MONTH - November 2011										FY 2011-2012	
Period	Total Rain inches	Total Flow MG	Total EDU's 27,738	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0.02	126.48	-1	4.08	147	38.01	4.14				
YTD		126.48	27,737								
AUGUST	0.00	126.79	58	4.09	147	35.48	4.16				
YTD		253.27	27,795								
SEPTEMBER	0.01	123.00	0	4.10	148	21.12	3.93				
YTD		376.27	27,795								
OCTOBER	0.36	122.76	1	3.96	142	26.30	3.78				
YTD		499.03	27,796								
NOVEMBER	2.82	118.80	0	3.96	142	4.96	3.84				
YTD		617.83	27,796								
DECEMBER							4.21				
YTD							4.08				
JANUARY							4.33				
YTD							4.28				
FEBRUARY							4.34				
YTD							4.27				
MARCH							4.12				
YTD											
APRIL											
YTD											
MAY											
YTD											
JUNE											
YTD											
Annual Total	3.21	617.83	58	4.04	145	125.87	4.12				
Mo Average	0.64	123.57	12	4.04	145	25.17	4.12				



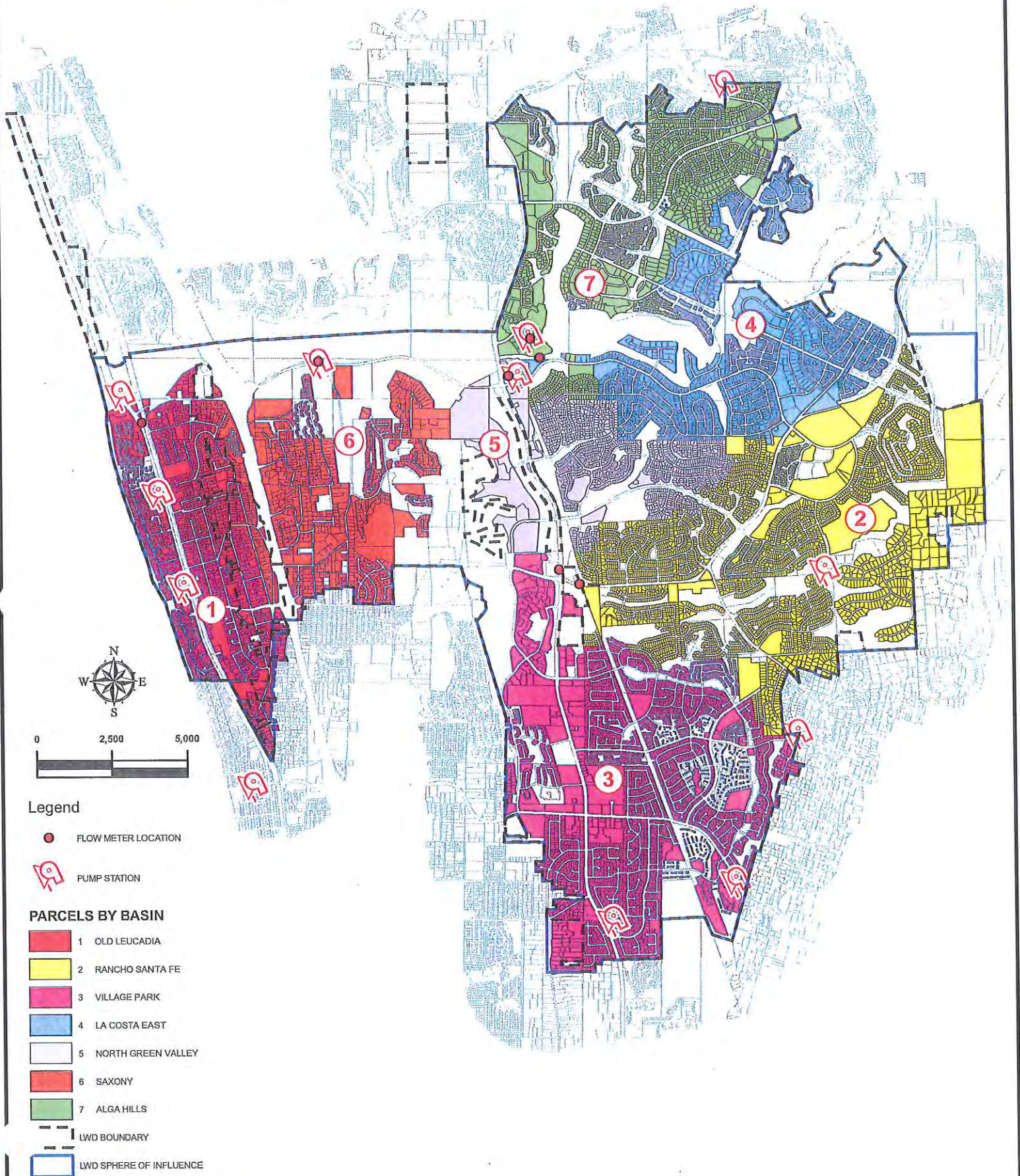
**LWD Flows by Sub-Basin**  
**November 2011**  
**Total LWD Flow = 4.69 MGD**



**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY 11 to FY12**



# LEUCADIA WASTEWATER DISTRICT



## Legend

 FLOW METER LOCATION

 PUMP STATION

## PARCELS BY BASIN

-  1 OLD LEUCADIA
-  2 RANCHO SANTA FE
-  3 VILLAGE PARK
-  4 LA COSTA EAST
-  5 NORTH GREEN VALLEY
-  6 SAXONY
-  7 ALGA HILLS

 LWD BOUNDARY

 LWD SPHERE OF INFLUENCE

**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS**

As of November 30, 2011

<b>ASSETS</b>	
Cash and Investment Pools	\$ 26,349,373.08
Investments	9,155,342.00
Accounts Receivable	236,210.93
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	47,094.02
Capital Assets	127,345,770.26
Less Accumulated Depreciation	(41,209,070.50)
<b>TOTAL ASSETS</b>	<b>\$ 122,831,568.79</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	290,118.04
Developer Deposits	330,700.96
<b>TOTAL LIABILITIES</b>	<b>\$ 620,819.00</b>
<b>NET ASSETS</b>	
Net Investment in Capital Assets	87,411,699.76
Restricted Reserves	2,371,368.53
Unrestricted Operating Reserve	2,170,920.75
Unrestricted Non-Operating Reserves (Designated)	25,810,225.08
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(3,053,464.33)
<b>TOTAL NET ASSETS</b>	<b>\$ 122,210,749.79</b>

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

## LEUCADIA WASTEWATER DISTRICT

### BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 11/30/2011 with Annual Budget

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 476,548.17	\$ 7,154,741.00	6,678,192.83	6.7%
RECLAIMED WATER SALES	3150	119,141.60	458,000.00	338,858.40	26.0%
OTHER OPERATING INCOME		15,756.79	205,654.00	189,897.21	7.7%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 611,446.56</b>	<b>\$ 7,818,395.00</b>	<b>\$ 7,206,948.44</b>	<b>7.8%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 927,630.28	\$ 2,266,113.00	\$ 1,338,482.72	40.9%
BOARD EXPENSES AND ELECTION	4300 & 4400	61,586.34	130,350.00	68,763.66	47.2%
DEPRECIATION EXPENSE	4510	1,275,000.00	-	(1,275,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,537,968.00	1,537,968.00	n/a
FUELS	4600	17,623.36	57,000.00	39,376.64	30.9%
INSURANCE	4700	16,175.36	117,000.00	100,824.64	13.8%
MEMBERSHIP & DUES	4800	8,158.60	23,500.00	15,341.40	34.7%
OFFICE EXPENSE	4900	25,783.81	107,000.00	81,216.19	24.1%
OPERATING SUPPLIES	5000	47,075.52	169,750.00	122,674.48	27.7%
PROFESSIONAL SERVICES	5200	151,863.91	551,500.00	399,636.09	27.5%
PRINTING & PUBLISHING	5300	16,158.93	33,000.00	16,841.07	49.0%
RENTS & LEASES	5400	6,928.56	19,200.00	12,271.44	36.1%
REPAIR & MAINTENANCE	5500	121,107.16	313,650.00	192,542.84	38.6%
MONITORING & PERMITTING	5600	24,294.40	44,800.00	20,505.60	54.2%
TRAINING & DEVELOPMENT	5700	20,872.13	41,400.00	20,527.87	50.4%
UTILITIES	5900	149,176.56	428,250.00	279,073.44	34.8%
LAFCO OPERATIONS	6100	5,325.00	6,200.00	875.00	85.9%
ENCINA	6200	363,305.74	1,862,075.00	1,498,769.26	19.5%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 3,238,065.66</b>	<b>\$ 7,708,756.00</b>	<b>\$ 4,470,690.34</b>	<b>42.0%</b>

<b>NON-OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 44,784.00	\$ 160,476.00	\$115,692.00	27.9%
PROPERTY TAXES	3220	80,423.46	1,200,000.00	1,119,576.54	6.7%
INTEREST INCOME	3250	90,298.00	435,000.00	344,702.00	20.8%
OTHER NON OPERATING INCOME		3,421.94	643,079.00	639,657.06	0.5%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 218,927.40</b>	<b>\$ 2,438,555.00</b>	<b>\$2,219,627.60</b>	<b>9.0%</b>

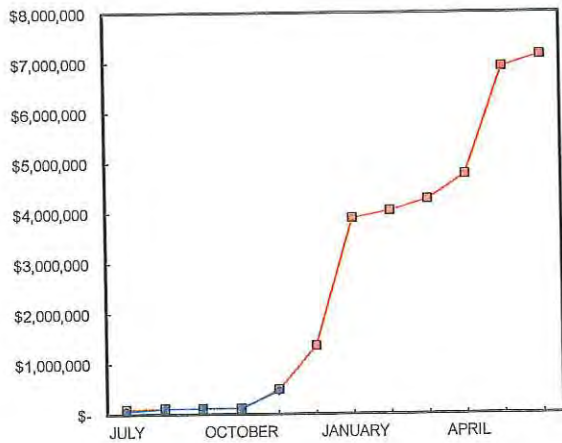
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

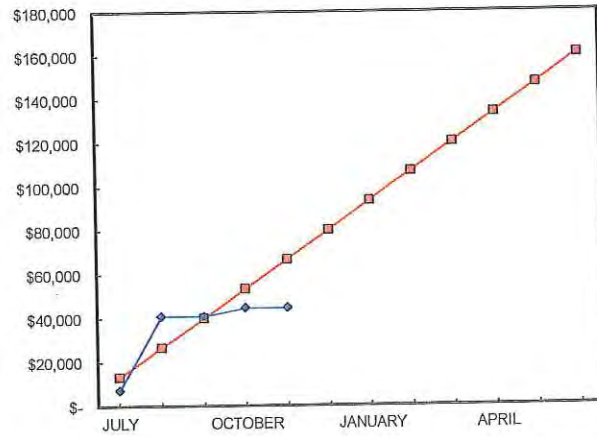
## Revenue FY 2012

YTD through November 30, 2011

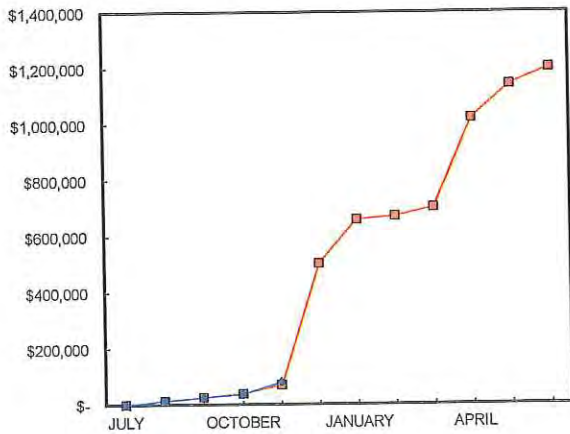
**Sewer Service Fees**



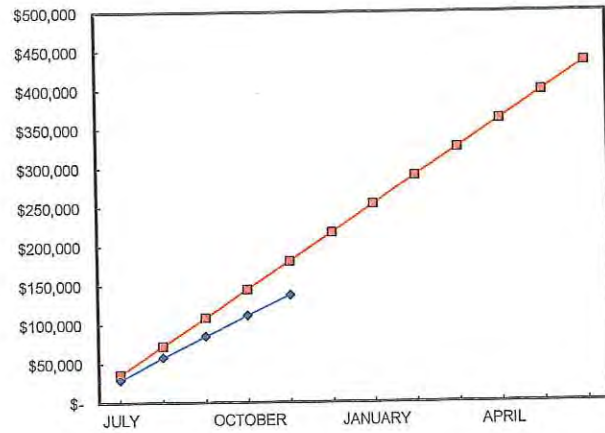
**Capacity Charges**



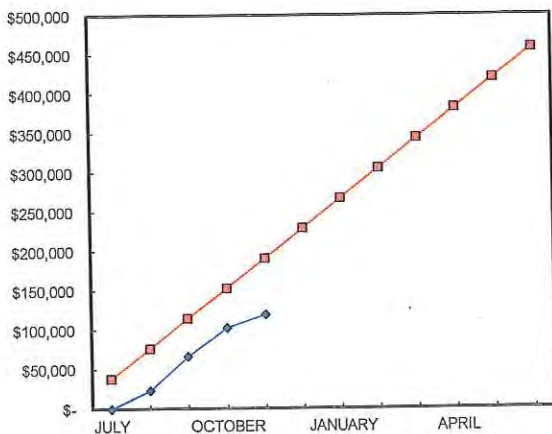
**Property Taxes**



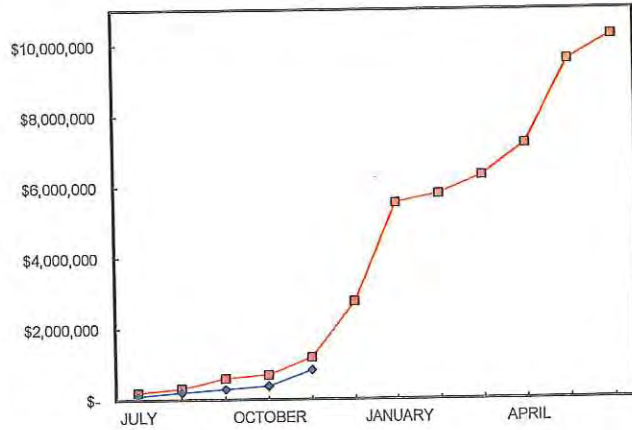
**Investment Income**



**Recycled Wastewater**



**Total Revenue**



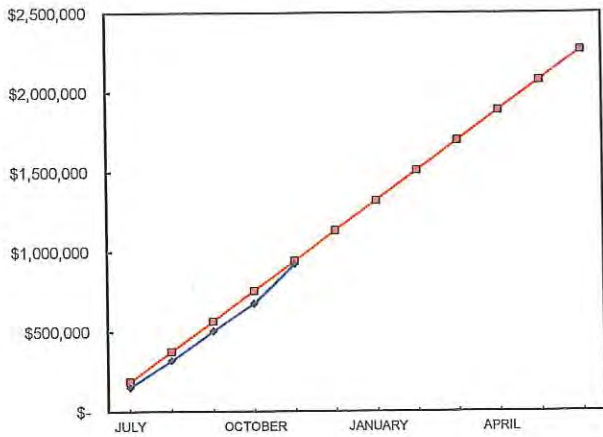
—■— Budget    —◆— Actual

—■— Budget    —◆— Actual

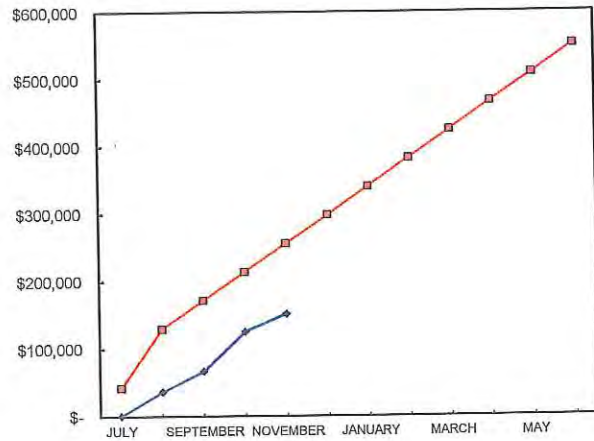
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2011 YTD through November 30, 2011

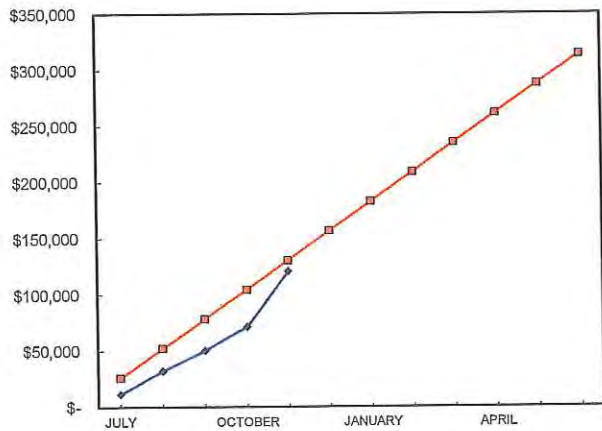
**Salaries and Benefits**



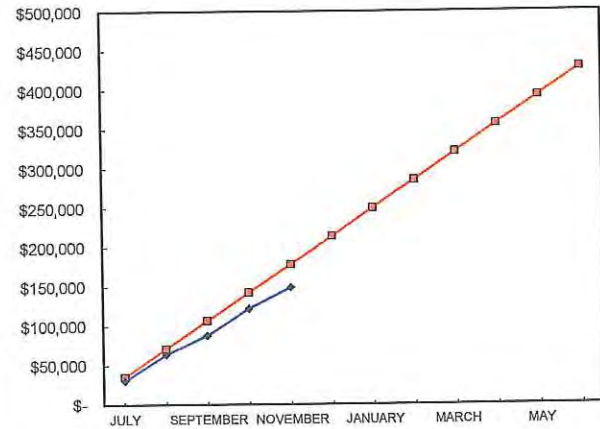
**Professional Services**



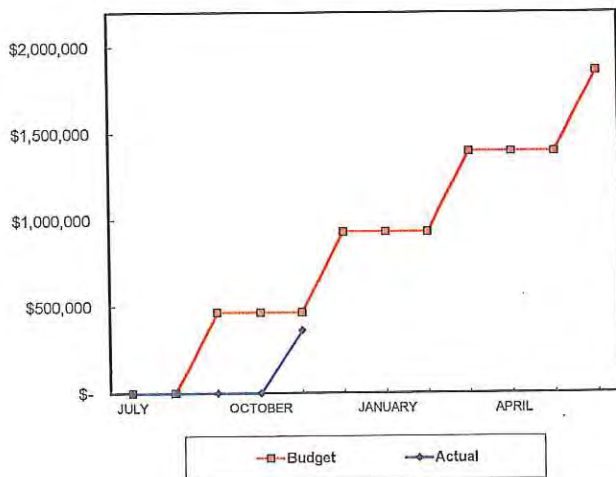
**Repairs & Maintenance**



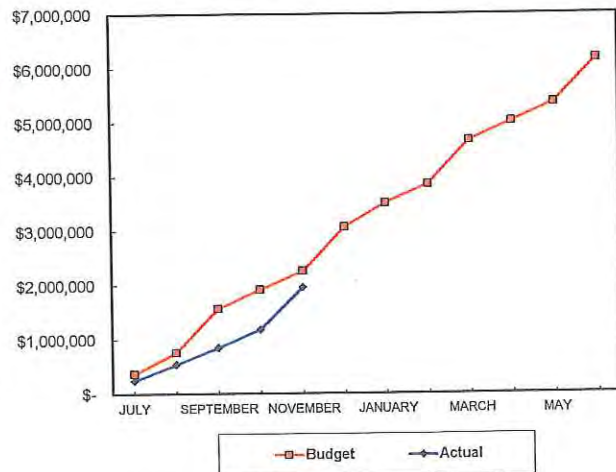
**Utilities**



**Encina M&O**



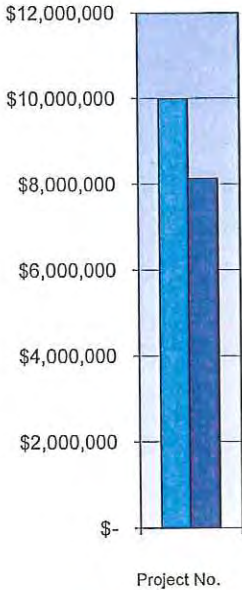
**Total Operating Expenses -  
Before Depreciation & Replacement**



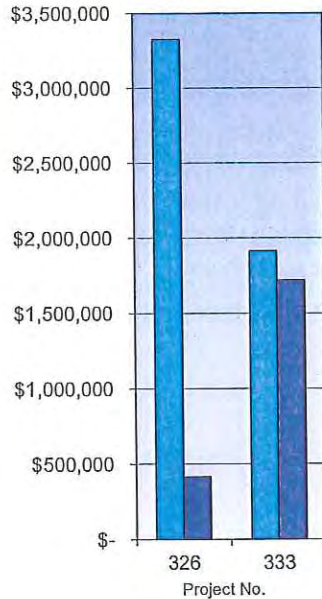
\* Preliminary; subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Capital Expenditures As of November 30, 2011

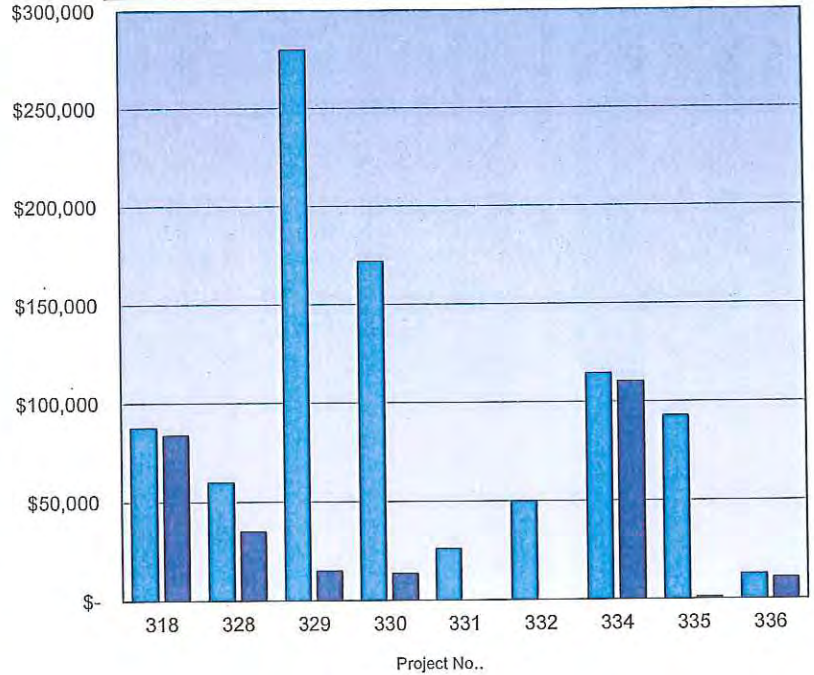
**Encina W.A.  
Multi Year  
Capital Exp.  
FY2003-FY2012**



**District Multi Year  
Capital Expenditures  
by Project  
FY2009-FY2012**



**District Multi Year Capital Expenditures by Project  
(Continued) FY2009-FY2012**

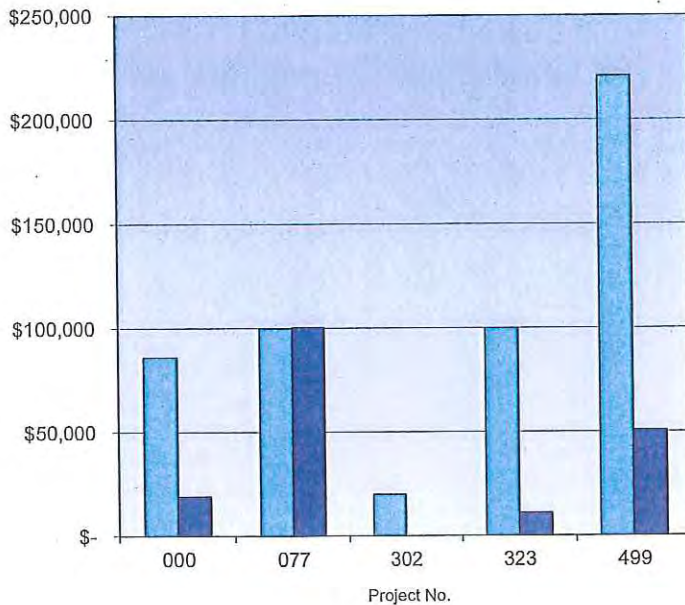


■ Appropriations  
■ Actual

■ Appropriations  
■ Actual

■ Appropriations ■ Actual

**Single Year Capital Expenditures by Project  
FY2012**



■ Appropriations ■ Actual

**Project Legend**

**Multi-Year Capital Projects**

Description	No.
Encina Wastewater Authority	072
Asset Mgmt Plan Implementation	318
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Occidental Line Rehab	329
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Force Main Corrosion Project	333
Asset Mgmt Pipeline Replacement	334
Asset Mgmt Plan Update	335
New Meter Installation	336

**Single Year Capital Projects**

Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Professional Services	302
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

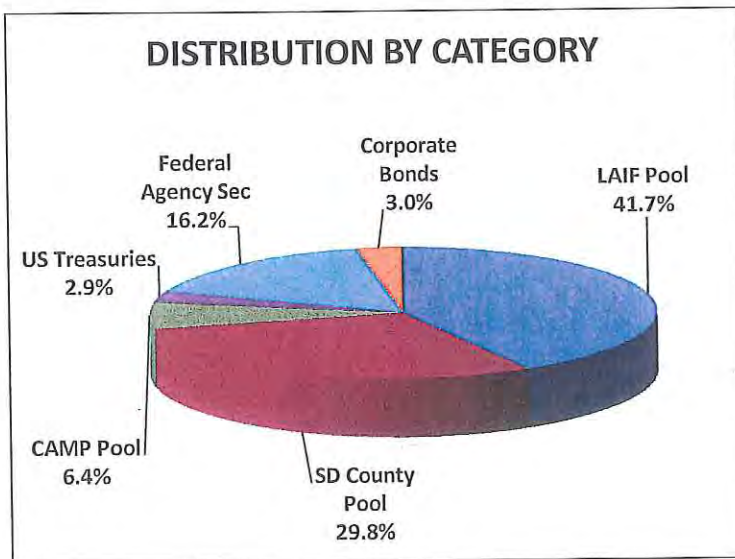


## LEUCADIA WASTEWATER DISTRICT

### Monthly Investment Summary

### October 31, 2011

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	September 30, 2011	October 31, 2011		
LAIF Pool	14,572,855	14,371,468	4,643	0.385%
SD County Pool	10,260,084	10,274,830	4,860	0.568%
CAMP Pool	2,198,350	2,209,363	235	0.130%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	4,977,083	4,977,083	6,761	1.630%
GNMA mortgage pools	16,992	16,826	126	8.910%
US Treasury Bonds/Notes	985,781	985,781	1,544	1.880%
Total Camp Portfolio	7,013,891	7,013,725	10,068	1.730%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	579,503	579,503	7,026	14.549%
Total Bond Funds	579,503	579,503	7,026	14.549%
<b>Totals</b>	<b>\$ 34,624,683</b>	<b>\$ 34,448,889</b>	<b>\$ 26,832</b>	<b>0.932%</b>

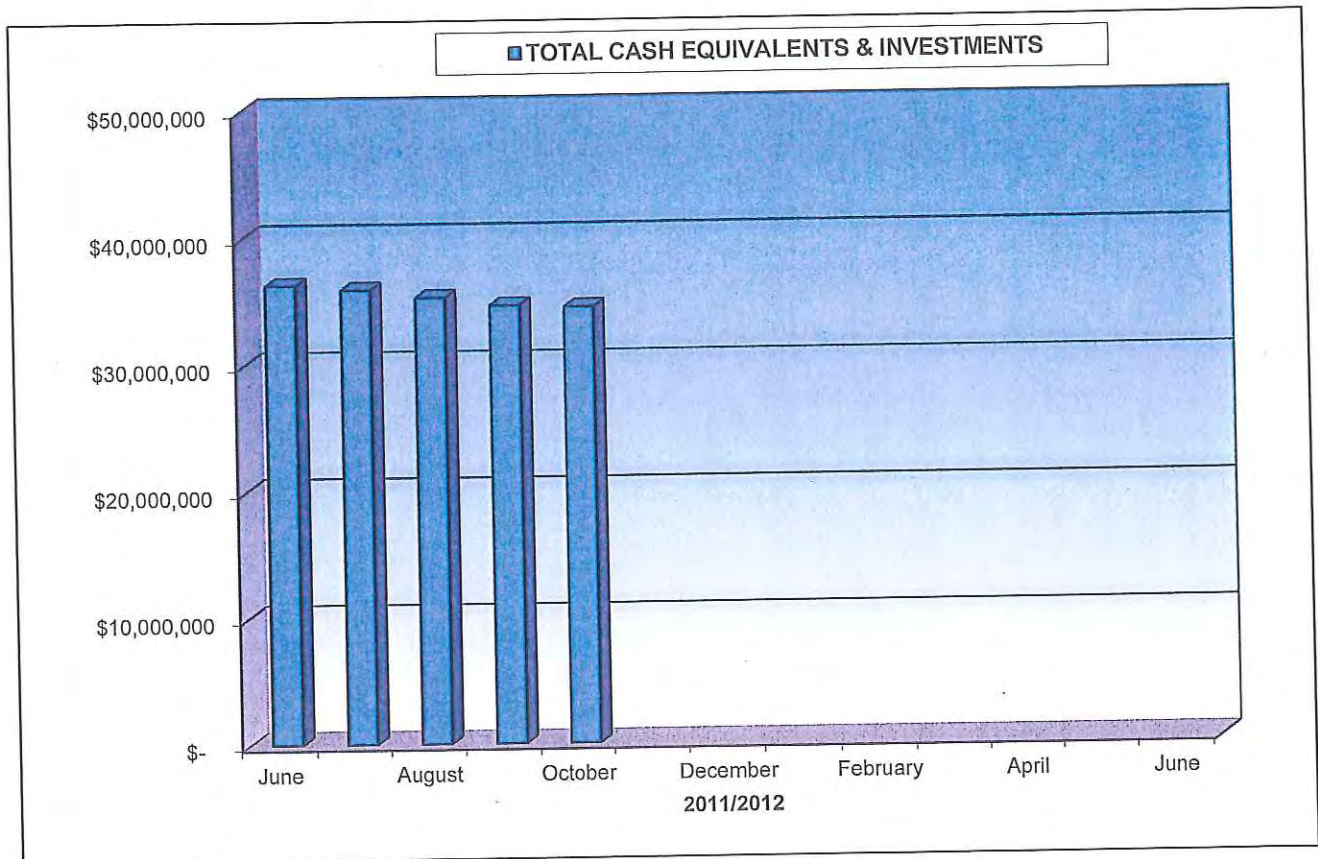


**Allocation Percentages of LWD Investments by Type (Actual and Allowable)**

Investment Type	Actual %	Allowed %
LAIF Pool	41.7%	75%
SD County Pool	29.8%	75%
CAMP Pool	6.4%	75%
US Treasuries	2.9%	75%
Federal Agency Sec	16.2%	75%
Corporate Bonds	3.0%	10%
<b>TOTAL</b>	<b>100.0%</b>	

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2011**  
**(Continued)**

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2011/2012	Amount	Average Rate
June	\$ 36,289,996	1.07%
July	\$ 35,909,897	1.01%
August	\$ 35,254,938	0.94%
September	\$ 34,624,683	0.93%
October	\$ 34,448,889	0.93%
November		
December		
January		
February		
March		
April		
May		
June		



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2011**  
**(Continued)**

**INVESTMENT TRANSACTIONS**  
*For the month of October, 2011*

Investment	Purchases	Maturities	Redemptions	Notes	YTM at Cost
------------	-----------	------------	-------------	-------	----------------

No investment activity in October 2011

TOTAL

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------

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

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**November 16, 2011**

**EWA Board of Directors** - Directors Juliussen and Sullivan reporting

**EWA Board Meeting Action Items**

**1. Award FY 2012 Major Plant Rehabilitation Engineering Services Contract.**

The Board of Directors awarded a continuing service contract amendment to Dudek in the amount of \$322,581 for engineering services related to the FY 2012 Major Plant Rehabilitation Liquid Process Improvements and General Improvements Program.

**2. Authorization to Advertise Request for Bids for the Post Phase V Improvement Construction Project.**

The Board of Directors authorized to advertise a request for bids for the Post Phase V Improvement Construction Project.

**3. Amendment No. 1 for South Parcel Development Services Agreement.**

The Board of Directors approved Tasks 1, 2, and 3 as set forth in the Amendment No. 1 to the agreement between EWA and Capstone Advisors for South Parcel Development Services in an amount not to exceed \$92,000.

## Investment & Finance Meeting Report

Presented by Judy Hanson

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### Meeting held December 6, 2011

1. The Committee reviewed the FY 11 Comprehensive Annual Financial Report.

The Fiscal Year 2011 (FY 11) Comprehensive Annual Financial Report (CAFR) will be reviewed by the Board of Directors later in the agenda.

2. The Committee reviewed staff's recommendation to pre-pay the CalPERS side fund and appropriate \$618,212 in the Fiscal Year 2012 budget.

Staff will present this item at the January Board of Directors meeting for review.

**MEMORANDUM**

Ref: 12-3089

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Encina Ocean Outfall Presentation

*crbeman for*

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**RECOMMENDATION:**

1. This item is presented for information purposes

**DISCUSSION:**

At the November 9, 2011 Board of Directors meeting, Director Sullivan suggested that Encina staff present an overview of the latest inspection of the Encina Ocean Outfall (EOO). The EOO is a significant piece of infrastructure owned jointly by the Leucadia Wastewater District and the five other Encina member agencies that safely conveys the majority of the treated effluent to the Pacific Ocean.

As a follow-up, LWD staff contacted EWA's General Manager, Kevin Hardy, to check availability for a presentation to the LWD Board. Mr. Hardy has agreed and will be on-hand at the upcoming meeting to present an overview of the EOO's latest inspection.

PJB:

MEMORANDUM

Ref: 12-3072

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *C. Schreyer for*  
**SUBJECT:** Fiscal Year 2011 (FY 11) Comprehensive Annual Financial Report

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**RECOMMENDATION:**

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

1. Receive and File the Fiscal Year 2011 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

This item was reviewed by the Investment and Finance Committee at their meeting on December 6, 2011. Staff and the IFC recommend that the Board receive and file the FY 2011 CAFR.

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

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

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

The accounting firm of White Nelson Diehl Evans LLP has completed its audit of LWD's FY 11 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP. A copy of the full CAFR is enclosed. Staff and Mr. Harvey Schroeder of White Nelson Diehl, Evans will present an overview of the CAFR at the upcoming meeting.

cal:PJB

Enclosure

**MEMORANDUM**

**DATE:** December 8, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *Paul J. Bushee*  
**SUBJECT:** Board of Directors Election of Officers

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**RECOMMENDATION:**

1. Discuss and take action, as appropriate.

**DISCUSSION:**

Leucadia Wastewater District's Resolution No. 2118 establishes a policy for the election of board officers. The resolution calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors' discussion and action, as appropriate.

cal:PJB



MEMORANDUM

Ref: 12-3094

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *crbeman for*  
**SUBJECT:** Discussion of Potential LWD Board Executive Committee

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**RECOMMENDATION:**

1. Discuss and provide direction as appropriate

**DISCUSSION:**

President Omsted requested that this item be placed on the agenda to discuss the potential formation of a Board Executive Committee. The purpose of the new Committee would be to take a more active role with the development of monthly meeting agendas and the content of the Board's strategic planning efforts. The Executive Committee could consist of the LWD Board President and the Vice President.

Staff is requesting that the Board discuss the establishment of an Executive Committee and provide direction on how it would like to proceed. Should the Board desire to establish an Executive Committee, staff will develop a detailed scope of work for the Committee and assess the resource requirements necessary to support the Committee.

PJB:

**MEMORANDUM**

**DATE:** December 8, 2011  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** LWD Open House Costs

*order may for*

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**RECOMMENDATION:**

This item is presented for information only.

**DISCUSSION:**

Public outreach has always been a primary initiative for LWD. It serves as a means to generate more public understanding of the services we provide. We accomplish public outreach through our newsletters, our lateral grant program, our teacher grant program and through periodic public meetings such as the recent public forum and our open house events. Staff believes that the open house event, in particular, is an excellent outreach tool.

Following the success of our initial open house in 2009, staff included a similar event in the FY 2012 Tactical Goals. This open house, which emphasized the operational aspects of LWD services, was recently held on November 4, 2011. The purpose of this agenda item is to provide a breakdown of costs associated with the open house event.

As you may recall, the costs of the open house was not included in the FY 2012 budget. Following Board authorization at the August 2011 Board meeting, \$45,000 was appropriated to cover event expenses.

The attached table provides a breakdown of open house expenses. It is provided for the Board's information.

cal:PJB

Attachments

LWD Open House - Nov. 4, 2011

Final Costs

Tasks	TRG (Principal)	TRG (staff)	Graphic Designer	Expenses	Subtotal
Planning	\$ 1,875.00	\$ 1,470.00	\$ 200.00	\$	\$ 3,545.00
Display Boards	\$ 1,350.00	\$ 630.00	\$ 2,080.00	\$ 511.04	\$ 4,571.04
Newsletter Spread				\$	-
Post Card	\$ 1,050.00	\$ 420.00	\$ 1,120.00	\$ 1,221.00	\$ 3,811.00
Post Card Mailing				\$ 5,865.03	\$ 5,865.03
Flyers	\$ 900.00	\$ 1,575.00	\$ 2,000.00	\$ 349.41	\$ 4,824.41
Logistics	\$ 4,200.00	\$ 7,665.00		\$	\$ 11,865.00
Press Release				\$	-
Advertisement	\$ 1,350.00	\$ 630.00	\$ 1,920.00	\$	\$ 3,900.00
Add Placement				\$ 1,556.63	\$ 1,556.63
Website	\$ 150.00	\$ 787.50		\$	\$ 937.50
Misc. supplies/delivery		\$ 210.00		\$ 166.97	\$ 376.97
Balloons		\$ 105.00		\$ 363.25	\$ 363.25
Aerial Photo Canvas				\$ 785.00	\$ 785.00
Banners		\$ 315.00		\$ 116.61	\$ 116.61
San Diego County				\$ 550.00	\$ 550.00
Splash Lab				\$ 1,594.53	\$ 1,699.53
Rentals		\$ 105.00		\$	\$
	\$ 10,875.00	\$ 13,912.50	\$ 7,320.00	\$ 13,079.47	\$ 44,766.97

## San Diego Section Awards & Installation Banquet

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**Date:** Saturday, January 28, 2012

**Start Time:** 6:00 pm **End Time:** 10:00 pm

(Time Zone: US/Pacific)

**Location:** [Handlery Hotel](#)

**Category:** Board of Directors

### Description

San Diego Section Awards & Installation Banquet

**Contact:** Kent Bricker

**Email:** [kent@southlandwater.com](mailto:kent@southlandwater.com)

**Phone:** (760) 230-5231

### Location Details

Handlery Hotel  
950 Hotel Circle North  
San Diego CA 92108



# 2012 Mid-Year Conference Itinerary

January 18-20, 2012 • Desert Springs JW • Marriott Palm Desert , CA

## Wednesday, January 18

7:00 a.m. - 12:00 p.m.  
CSRMA Training Seminar

9:00 a.m. - 5:00 p.m.  
Registration

9:00 a.m. - 12:00 p.m.  
Executive Board Meeting

12:00 p.m. - 1:45 p.m.  
Welcome Lunch & Speaker

2:00 p.m. - 4:00 p.m.  
Joint Directors and Managers Meeting - Sustainability

4:00 p.m. - 5:30 p.m.  
Associates Committee Meeting

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## Friday, January 20

7:30 a.m. - 9:00 a.m.  
CSRMA Board of Directors Meeting

7:30 a.m. - 9:00 a.m.  
State Legislative Committee Meeting

8:00 a.m. - 9:00 a.m.  
Communications Committee Meeting

8:00 a.m. - 10:00 a.m.  
Registration

8:00 a.m.  
Breakfast

9:00 a.m. - 10:30 a.m.  
Closing General Session  
Executive Board Report  
Washington Report  
State Legislative Report  
Regulatory Update

12:00 p.m. - 4:00 p.m.  
Attorneys Committee Meeting

## Thursday, January 19

7:30 a.m. - 4:00 p.m.  
Registration

7:30 a.m. - 9:00 a.m.  
Continental Breakfast

8:00 a.m. - 12:00 p.m.  
Technical Forums

8:00 a.m. - 10:00 a.m.  
Joint Air-Land Issues Forum

10:15 a.m. - 11:45 a.m.  
Water Quality Forum

11:45 a.m. - 12:00 p.m.  
Climate Change Report, CWCCG Manager

12:00 p.m. - 1:45 p.m.  
Conference Luncheon & Speaker

2:00 p.m. - 3:30 p.m.  
General Session

2:00 p.m. - 3:30 p.m.  
Associates Innovation Panel

3:45 p.m. - 4:30 p.m.  
Achievement Awards Presentations

3:45 p.m. - 5:15 p.m.  
Federal Legislative Committee Meeting

5:00 p.m. - 5:30 p.m.  
Program Planning Session

5:30 p.m. - 7:30 p.m.  
CSRMA Executive Board Meeting

6:00 p.m. - 7:00 p.m.  
Associates Recognition Reception



## State reviews conflict-of-interest rules

### Watchdog panel addresses an issue in play with local agencies

By Aaron Burgin

Thursday, November 24, 2011

The state Fair Political Practices Commission is considering changing its stance on whether elected officials should vote on their own appointments to stipend-paying boards and commissions.

That issue is central to the case involving Tri-City Healthcare District board member Kathleen Sterling, who is being prosecuted criminally for voting against being stripped of her \$100-a-meeting stipend.

The commission's deliberations are also being closely watched in Carlsbad, where the city council has a longstanding practice of voting unanimously on board appointments.

The FPPC currently says that elected officials should not vote on their appointment to boards that pay members stipends of more than \$250 annually because it is a financial conflict of interest. Two city attorneys in Orange County in November sent letters to the FPPC urging the agency to reverse its opinion after a citizen filed a complaint with the commission against a municipal official for such a vote.

FPPC Chairwoman Ann Ravel said that the state's political watchdog agency is discussing the issue because of Orange County complaint.

"It is the subject of internal discussion," Ravel said. "I think it is a matter that we will scrutinize and potentially revisit."

Sterling is facing misdemeanor charges of violating the state's conflict-of-interest laws for voting in August 2010 against her own censure that, among other things, stripped her of her \$100 stipend for attending board meetings. The Watchdog in September found that the charges Sterling faces are rare and that other elected officials had cast similar votes without being criminally prosecuted.

Sterling's trial is scheduled for January.

Bob Stern, the co-author of the state's Political Reform Act of 1974 and the FPPC's first general counsel, said he personally believes that elected officials should not vote on their appointments to boards.

However, he said, if the FPPC drops its objection to elected officials voting for their appointment to stipend-bearing boards, impact Sterling's case.

"The prosecution doesn't have to agree with the FPPC, but it certainly doesn't help their case," Stern said.

The District Attorney's office declined comment through spokesman Steve Walker. Tri-City officials also declined comment.

The FPPC has written several advice letters since 2003 that widened its interpretation of conflict-of-interest laws to include stipends that government boards pay to appointed members. The commission cites a state regulation that bars elected officials from participating in a vote that would raise their income at least \$250 more than other employees or officials in the same position.

The Orange County complaint was filed in October against an official who voted on his appointment to a board that paid \$212.50 per meeting. The name of the official and city are redacted from the complaint.

The Orange County attorneys contend the FPPC's interpretation supersedes a state law that says government income is exempt from conflict laws. They also argue that the FPPC itself has not been clear on whether the practice constitutes a conflict, citing multiple advice letters from the agency that the attorneys say contradict each other.

"The fact that the Commission has issued so many advice letters in direct conflict with each other and the statute, the prosecution of any complaints filed against our clients would seem to be nearly impossible given the substantial ambiguity caused by the Commission's regulations and advice letters," wrote Ash Pirayou, whose firm Rutan and Tucker represents several cities including Anaheim, Irvine and Newport Beach.

Stern said that even if the FPPC doesn't change its position, the commission's conflicting letters on the topic could work in Sterling's favor.

"Any ambiguity always helps the defendant," he said.

A change by the FPPC could clarify things in Carlsbad. For years, council members there have voted on their own appointments to a number of regional panels. As an example, Mayor Matt Hall voted with the council to appoint himself to the board and two committees for the San Diego Association of Governments. The position pays \$150 per meeting, for a maximum of \$900 per month.

Carlsbad City Attorney Ron Ball said the city has followed the state law, which exempts government salaries from the conflict laws. He also said FPPC letters have been conflicting. He added that two relatively easy ways to resolve the matter is for the FPPC or the state Attorney General to issue clear opinions.

aaron.burgin@uniontrib.com; (619) 293-1705

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# Directors' Meetings

Presented by Directors Sullivan, Hanson, Kulchin and Juliussen

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## Meeting

CSDA Quarterly Dinner Meeting

## Dates and Location

November 17, 2011

Courtyard by Marriott in San Diego, CA

## List of Attendees

Vice President Hanson

Director Sullivan

David Kulchin

Director Juliussen

San Diego Chapter of CSDA hosted informative program presented by California Forward. Ms. Teresa Acosta, CA Forward Regional Partnerships Coordinator for the San Diego Region presented an overview of CA Forward's mission and activities. In addition, she provided a status update on CA Forward's initiative for the November 2012 ballot and how it may affect Special Districts.