



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, January 9, 2013
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.

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

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

December 12, 2012 Regular Board Meeting (Pages 1-7)

8. Approval of Demands for December 2012/January 2013

This item provides for Board of Directors approval of all demands paid from LWD during the month of December and a portion in January 2013. (Pages 8-25)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 26-29)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 30-37)

11. Disclosure of Reimbursements Report for July through December 2012.

(Pages 38-39)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

A. EWA Regular Board Meeting – None to report.

B. Encina Member Agencies Manager's Meeting – None to report.

13. Committee Reports

A. Investment & Finance Committee meeting was held on January 7, 2013 – report by Director Omsted. (verbal)

ACTION ITEMS

14. Contract Amendment No. 1 to White Nelson Diehl Evans, LLP for Financial Auditing Services.

Authorize the General Manager to execute a contract amendment with White Nelson Diehl Evans LP for Financial Auditing Services for Fiscal Year 2013 (FY13) and Fiscal Year 2014 (FY14) in an amount not to exceed \$42,000. (Pages 40-42)

15. 2013 Board of Directors Committee Assignments. (Pages 43-45)

16. Board of Directors Strategic Planning Session. (Pages 46-47)

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

None.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

20. General Counsel's Report

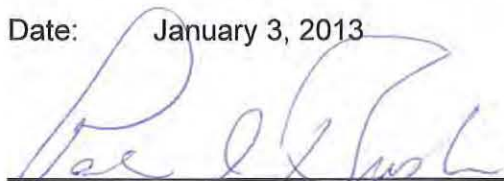
21. Board of Directors' Comments

22. Adjournment

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: January 3, 2013



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 December 12, 2012

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, December 12, 2012 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

GM Bushee stated that all Board members are present with the exception of Vice President Sullivan and staff is expecting her attendance. Vice President Sullivan entered the meeting at 5:05 PM.

2. Roll Call

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Harvey Schroeder with White Nelson Diehl Evans, LLP, Natalie Frascchetti with Dexter Wilson Engineering, Scott King with Charles King Co., and Rob Weber with IEC.

3. Board of Directors Oath of Office

General Counsel Brechtel administered the Oath of Office to Directors Hanson, Juliussen and Omsted.

4. General Public Comment Period

There was no public comment.

5. Approval of Agenda

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

November 14, 2012 Regular Board Meeting

December 3, 2012 Investment & Finance Committee Meeting

November 4, 2012 Engineering Committee Meeting

8. **Approval of Demands for November 2012/December 2012**
Payroll Checks numbered 16403-16452; General Checking – Checks numbered 43169-43281; voided check numbered 46582 was reissued.
9. **Operations Report** (A copy was included in the original December 12, 2012 Agenda)
10. **Finance Report** (A copy was included in the original December 12, 2012 Agenda)

GM Bushee stated that Director Omsted commented on an administrative error in the November Board meeting minutes. GM Bushee stated that staff will make the correction to the final minutes.

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

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority (EWA) Reports

GM Bushee noted that staff provided a handout that includes a summary of the EWA Board meeting that was held that morning.

A. EWA Board Report – December 12, 2012.

Vice President Sullivan reported on EWA's December 12, 2012 Board meeting.

12. Committee Reports

A. Investment & Finance Committee (IFC) meeting was held on December 3, 2012.

Director Omsted reported that the IFC reviewed the FY 12 Comprehensive Annual Financial Report (CAFR) and it will be reviewed by the Board later in the agenda.

He also reported that the IFC reviewed staff's recommendation to adopt Resolution No. 2230, Establishing an Administrative Services agreement with Nationwide Retirement Solutions, Inc. to perform non-discretionary recordkeeping and administrative services for its Nationwide 457 Deferred Compensation Plan. He noted that this will also be reviewed later in the agenda.

B. Engineering Committee (EC) meeting was held on December 4, 2012.

Director Juliussen reported that the EC reviewed an agreement with Charles King Co. for the construction of the Lanikai Trunk Sewer Lining Project in an amount not to exceed \$190,750 as the lowest responsive and responsible bidder.

He also reported that the EC reviewed a purchase agreement with Cortech Engineering for the pre-purchase of two new Smith & Loveless pumps as part of the La Costa Pump Station Project in an amount not to exceed \$65,653.

He noted that the EC agreed with staff to present both items to the Board for approval and they will be reviewed later in the agenda.

In addition, he stated that the EC received status updates on the Batiquitos Pump Station Rehabilitation Project, the Force Main Corrosion Protection Project and the performance of the new CCTV Truck. Director Juliussen stated that the performance of the new CCTV truck will be presented to the Board at a future date.

ACTION ITEMS

- 13. Authorize the General Manager to execute an agreement with Charles King Company, Inc. for the construction of the Lanikai Trunk Sewer Lining Project in an amount not to exceed \$190,750 as the only responsive and responsible bidder.**

PM Morishita presented this item, noting that the EC reviewed it at their December 4, 2012 meeting. He also indicated that it is a tactical goal in the FY 13 Tactics & Action Plan.

PM Morishita provided background information on the repair alternatives for the Lanikai Trunk Sewer Lining project, along with details on the coordination of this project and city of Carlsbad's Occidental Line repair project. He indicated that the city of Carlsbad elected not to use the B1 Force Main; therefore, staff advertised for bids for this project as a separate project. He provided a summary of the bid process, indicating that the only bid received was from Charles King, Inc.

PM Morishita stated that their bid was higher than the engineer's estimate; however, due to the specialized nature of the work and the fact that this repair cost was less than other alternatives, staff believes their bid was fair and reasonable. He also noted that IEC reviewed the bid and they recommended that staff award the contract to Charles King, Inc.

Following discussion, and upon a motion duly made by Vice President Sullivan, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute an agreement with Charles King Company, Inc. for the construction of the Lanikai Trunk Sewer Lining Project in an amount not to exceed \$190,750.

- 14. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2012 Audit conducted by Dexter Wilson Engineering, Inc.**

Superintendent Stecker presented the item and introduced Mrs. Fraschetti with Dexter Wilson Engineering to provide an overview of the SSMP FY 12 Audit.

Mrs. Fraschetti provided an overview of the SSMP FY 12 Audit. She stated that the District's activities, programs and efforts meet or exceed the requirements of the SSMP and that changes in District organization, practices or regulations were not significant enough to require a revision to the SSMP prior to June 2014.

President Hanson asked if the District requires an audit each year. GM Bushee stated that the District is not required to conduct an audit each year; however, the audit keeps the District on track and it is beneficial for the District to conduct an annual audit.

Mrs. Fraschetti thanked Jeff, Marvin and their staff for assisting her with the audit process.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and

carried, the Board of Directors received and filed the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2012 Audit conducted by Dexter Wilson Engineering, Inc.

15. Receive and file the Fiscal Year 2012 Comprehensive Annual Financial Report (CAFR).

CPA Duffey presented this item stating that the IFC reviewed it in detail at its Dec. 3rd meeting. He provided a brief overview of the sections included in the audit, noting that he will provide the highlights of the audit's Management's Discussion and Analysis (MD&A). He presented the MD&A's highlights indicating that the LWD is in a strong financial position based on key financial ratios. In addition, he also presented statistical information provided in the audit.

CPA Duffey introduced Mr. Harvey Schroeder to provide the highlights of the financial statements. Mr. Schroeder provided a summary of the financial statements, which included the auditor's report, statement of net assets, long-term liabilities, statement of revenues and cash flows. Mr. Schroeder noted that the auditor's internal report stated that the audit was a clean unqualified opinion for the year ending FY 2012 and no management letter was issued.

Following discussion and upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors received and filed the FY 2012 CAFR.

16. Authorize the General Manager to execute a purchase agreement with Cortech Engineering for the pre-purchase of two new Smith & Loveless pumps as part of the La Costa Pump Station Project in an amount not to exceed \$65,653.

PM Morishita presented this item stating that the EC reviewed this item at its December 4, 2012 meeting. He also indicated that this item is a tactical goal in the FY 13 Tactics & Action Plan. He provided background information on the project noting that the project is currently in design. He stated that it includes replacement of two wastewater pumps and associated motors that have an estimated delivery time of 16 weeks.

He stated that the EC and staff believe it's prudent to pre-order the pumps prior to bidding the contract to minimize the delays during the project. He noted that Smith & Loveless originally designed and manufactured the pump station; therefore there is little risk that the pumps will be incompatible.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and carried, the Board of Directors authorized the General Manager to execute a purchase agreement with Cortech Engineering for the pre-purchase of two new Smith & Loveless pumps as part of the La Costa Pump Station Project in an amount not to exceed \$65,653.

17. Authorize the General Manager to execute a purchase order to the City of Encinitas for raising District manholes in conjunction with the City's annual street overlay project in an amount not to exceed \$28,000.

PM Morishita presented this item stating that as part of the city of Encinitas' street overlay project, the District manholes are required to be raised to the new grade. He stated that the city of Encinitas bid the project and contracted with the lowest bidder, PAL General Engineering, Inc. He indicated that by raising the manholes to grade in conjunction with the street overlay project, the District saves money due to reduced mobilization and administrative costs. He also noted that

Field Services staff inspects the manhole work once completed.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and carried, the Board of Directors authorized the General Manager to execute a purchase order to the City of Encinitas for raising District manholes in conjunction with the City's annual street overlay project in an amount not to exceed \$28,000.

18. Adopt Resolution No. 2230 – Establishing an Administrative Services Agreement with Nationwide Retirement Solutions, Inc. to perform non-discretionary recordkeeping and administrative services for its Nationwide 457 Deferred Compensation Plan.

ASM LeMay presented this item starting with background information on the District's 457 Deferred Compensation Plan. He noted that this resolution does not change or increase any employee benefits. He also provided a summary of the notification that the District received from Nationwide Retirement Solutions, Inc.

He provided two options noting that staff and the IFC recommended an administrative services agreement with Nationwide Retirement Solutions, Inc. to administer the current plan.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and carried, the Board of Directors adopted Resolution No. 2230 – Establishing an Administrative Services agreement with Nationwide Retirement Solution, Inc. to perform non-discretionary recordkeeping and administrative services for its Nationwide 457 Deferred Compensation Plan by the following vote:

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

19. Board of Directors Elections of Officers.

President Hanson announced the item and asked for a motion on the floor.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors elected Vice President Sullivan as the Board President for calendar year 2013.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors elected Director Kulchin as the Board Vice President for calendar year 2013.

20. Board of Directors Strategic Planning Session.

GM Bushee presented the item stating that staff would like to schedule the Board of Directors Strategic Planning Session. He stated that Jeff Bills of Confidence Consulting is available to facilitate the meeting, if the Board agrees to use his services.

Director Kulchin and Vice President Sullivan indicated that February 20, 2013 was a good day to schedule the session. GM Bushee noted that staff can schedule the session from 9AM to 2PM.

Director Kulchin asked what topics will be on the agenda. He suggested that the Board provide input. GM Bushee indicated that last year Mr. Bills interviewed the Board members and added Board members' suggested items to agenda. GM Bushee also stated that staff will draft a list of potential topics and include it on the January 2013 Board meeting agenda for discussion and input. GM Bushee stated that staff will follow up to schedule the interviews.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. Recycled Water Program Status Report.

GM Bushee provided an update on the Recycled Water Program. He provided a summary on the negotiations between the District and La Costa Resort & Spa for recycled water, noting that staff sent a proposal letter to the resort.

He also provided an update on the recycled water rebates. He stated that staff confirmed that city of Carlsbad received recycled water rebates from MWD and the San Diego County Water Authority for recycled water that was produced from the Gafner plant. He stated staff is planning on sending the city of Carlsbad a letter requesting that those rebates be refunded to the District.

Vice President Sullivan and Director Juliussen asked several questions relating to the unpaid rebates from the city of Carlsbad. GM Bushee and General Counsel Brechtel answered their questions based on historical documents, the recycled water agreement, and past practices between the District and the city of Carlsbad.

GM Bushee also provided an update on the North San Diego County Regional Recycled Water Project. He stated that State Prop. 84 authorized funding for two grants: 1) \$2 million for planning costs; and 2) approximately \$3.4 million for construction costs. He noted that 25% of the funds need to be match for each grant. LWD's portion is \$90,000 for the planning costs and approximately \$250,000 for construction costs.

GM Bushee stated that the Water Authority is responsible for administering the contract in order to pass the funding through to the participating agencies. The Water Authority will execute an agreement with Olivenhain Municipal Water District (OMWD) to administer this program; therefore, LWD will be required to contract with OMWD. He noted that this contract may be on the January Board agenda. He also stated that RMC submitted a proposal to conduct the EIR and feasibility study and the cost to the District would be approximately \$50,000 for these services; however, these costs are reimbursable from the Prop. 84 Planning Cost funding.

B. 2012 Special District Mailed-Ballot Election Preliminary Results.

President Hanson announced the item.

C. 2013 CWEA San Diego Section Annual Installation Banquet is scheduled for January 26, 2013 located at the Handlery Hotel in Mission Valley.

GM Bushee asked the Board to RSVP with EA Hill. He also added that the District submitted

award applications.

Directors Omsted and Julissen indicated that they will attend the event.

22. Directors' Meetings and Conference Reports

None.

23. General Manager's Report

General Manager Bushee reported on the following items:

- Reminder that the Holiday event is scheduled for tomorrow.
- CASA Conference is scheduled in January. He asked the Board members to RSVP with EA Hill if they would like attend the CSRMA session.

24. General Counsel's Report

None.

25. Board of Director's Comments

Director Omsted thanked President Hanson for being the Board President. Director Juliusen also thanked President Hanson.

Vice President Sullivan wished everyone a healthful and happy holiday. She also stated she is unable attend the January EWA Board meeting and she requested a representative to attend in her place. GM Bushee agreed to do so.

She also stated that she accepted a CSDA Board of Directors request to be the Vice Chair of the Education Committee. She stated that the committee's first meeting is scheduled for the last day of the CASA conference from 9AM – 4PM in Sacramento, CA; therefore, she will be leaving the CASA conference early to attend the meeting.


26. Adjournment

President Hanson adjourned the meeting at 6:19 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

MEMORANDUM

DATE: January 3, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of December/January Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **615,723.44**.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months December 7, 2012 – January 3, 2013.

Operating expenses totaled \$**270,497.72** while Capital Improvement Program expenses totaled \$ **257,627.40**.

Payroll for employees and the Board totaled \$ **87,598.32**.

Attached please find a year to date Employee and Board Payroll Report from November 2011 to December 2012 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 December/January 2013
Attachment 2	Accounts Payable Check Register dated December 12, 2012
Attachment 3	Payroll Check Register dated December 12, 2012
Attachment 4	Payroll Check Register dated December 13, 2012
Attachment 5	Payroll Check Register dated December 26, 2012
Attachment 6	Accounts Payable Check Register dated December 27, 2012
Attachment 7	Accounts Payable Check Register dated January 2, 2013
Attachment 8	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

January 9, 2013

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -12/12/2012	16453 - 16470	\$ 43,673.45	
Payroll Check -12/13/2012	16471 - 16472 Incentive	\$ 1,370.58	
Payroll Check -12/26/2012	16473 - 16490	\$ 42,554.29	
	Total	\$87,598.32	
General Checking - 12/12/2012	43282 - 43319	\$ 48,888.80	
General Checking - 12/27/2012	43320 - 43365	\$ 318,033.24	
General Checking -1/2/2013	43366 - 43377	\$ 161,203.08	
	Total	\$528,125.12	
			\$615,723.44
	Grand Total		\$615,723.44

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43282- 2581	1	12/12/2012	10100	NAPA AUTO		
	1		47090	SUPPLIES	79.24	113888
	1		47107	SUPPLIES	197.05	115241
43282- 2581	1	12/12/2012	Logged	*** Total ***	276.29	
43283- 2581	2	12/12/2012	10171	CHAMPAGNE RECOGNITION		
	2		47094	EMPLOYEE OF YEAR PLAQUE	177.79	082516
43283- 2581	2	12/12/2012	Logged	*** Total ***	177.79	
43284- 2581	3	12/12/2012	10221	ADS LLC		
	3		47059	CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-1112
43284- 2581	3	12/12/2012	Logged	*** Total ***	3,570.00	
43285- 2581	4	12/12/2012	10720	AT&T		
	4		47097	L.D. PHONE @BPS	32.63	0192940472-12
43285- 2581	4	12/12/2012	Logged	*** Total ***	32.63	
43286- 2581	5	12/12/2012	12112	JEFF BILLS		
	5		47104	OPEN PO-CONSULTING FEES	3,000.00	CC-DEC
43286- 2581	5	12/12/2012	Logged	*** Total ***	3,000.00	
43287- 2581	6	12/12/2012	12360	CITY OF CARLSBAD		
	6		47084	WATER @ OFFICE	82.74	OFFICE-300
	6		47085	WATER @ PLANT	97.69	PLANT-12/12
	6		47111	WATER @ VACTOR 2	197.45	104-VACTOR/12
	6		47112	WATER @ VACTOR	325.50	103-VACTOR
43287- 2581	6	12/12/2012	Logged	*** Total ***	703.38	
43288- 2581	7	12/12/2012	12510	WASTE MANAGEMENT		
	7		47089	TRASH SERVICE	231.80	109311602741
43288- 2581	7	12/12/2012	Logged	*** Total ***	231.80	
43289- 2581	8	12/12/2012	12525	COPYCARE OF SAN DIEGO		
	8		47091	PRINTER SERVICE	135.00	IN25415
43289- 2581	8	12/12/2012	Logged	*** Total ***	135.00	
43290- 2581	9	12/12/2012	12530	SAN DIEGO COUNTY SHERIFF		
	9		47073	GARNISHMENT-#2012461529	200.00	2012461529-DEC
43290- 2581	9	12/12/2012	Logged	*** Total ***	200.00	
43291- 2581	10	12/12/2012	12814	CUES, INC		
	10		47061	OPEN PO-REPAIRS TO CCTV	554.84	377362
43291- 2581	10	12/12/2012	Logged	*** Total ***	554.84	
43292- 2581	11	12/12/2012	13072	DATA NET		
	11		47086	IS MAINT AND SUPPORT-APC BATTE	127.60	9743971
	11		47087	IS MAINT AND SUPPORT	280.00	9744072
43292- 2581	11	12/12/2012	Logged	*** Total ***	407.60	
43293- 2581	12	12/12/2012	13323	DIEHL, EVANS & COMPANY, LLP		
	12		47072	OPEN PO-CONTRACT-AUDITORS	2,000.00	129759
43293- 2581	12	12/12/2012	Logged	*** Total ***	2,000.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43294-2581	13	12/12/2012	16021	GREAT AMERICA FINANCIAL SERVIC		
	13		47088	COPIER LEASE	1,053.86	13040720
43294-2581	13	12/12/2012	Logged	*** Total ***	1,053.86	
43295-2581	14	12/12/2012	17247	U.S. HEALTH WORKS MEDICAL GROU		
	14		47069	OPEN PO- PHYSICALS	65.00	2195486-CA
43295-2581	14	12/12/2012	Logged	*** Total ***	65.00	
43296-2581	15	12/12/2012	17552	THE HOME DEPOT CRC/GECF		
	15		47070	OPEN PO-SUPPLIES @ BPS, AWT ET	108.67	3580349
43296-2581	15	12/12/2012	Logged	*** Total ***	108.67	
43297-2581	16	12/12/2012	18561	U.S. BANK		
	16		47098	CONFERENCES, MEETINGS, SUPPLIE	1,987.56	US BANK-11/23
43297-2581	16	12/12/2012	Logged	*** Total ***	1,987.56	
43298-2581	17	12/12/2012	22214	MITSUBISHI ELECTRIC & ELECTRON		
	17		47093	ELEVATOR SERVICE/MAINT	255.00	232096
43298-2581	17	12/12/2012	Logged	*** Total ***	255.00	
43299-2581	18	12/12/2012	23068	NATIONWIDE RETIREMENT SOLUTION		
	18		47110	DEFERRED COMP-NATIONWIDE	110.00	NATION-12/12/12
43299-2581	18	12/12/2012	Logged	*** Total ***	110.00	
43300-2581	19	12/12/2012	23111	JOHN WARNER SMITH		
	19		47095	BACKFLOW TESTING	50.00	NC BACKFLOW
43300-2581	19	12/12/2012	Logged	*** Total ***	50.00	
43301-2581	20	12/12/2012	23714	NOELLE SECHREST		
	20		47101	LATERAL REIMBURSEMENT	1,500.00	LATERAL-SECHRES
43301-2581	20	12/12/2012	Logged	*** Total ***	1,500.00	
43302-2581	21	12/12/2012	24224	OFFICE DEPOT, INC.		
	21		47067	OPEN PO-OFFICE SUPPLIES	130.29	63362659001
	21		47071	OPEN PO-OFFICE SUPPLIES	76.67	633633938001
43302-2581	21	12/12/2012	Logged	*** Total ***	206.96	
43303-2581	22	12/12/2012	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	22		47079	WATER @ VACTORS	285.83	VACTORS-070
	22		47080	WATER @ EEPS	34.89	EEPS-12/12
	22		47081	WATER @ TRAVELING 2	191.02	VACTORS
	22		47082	WATER @ VP7 PS	34.89	VP7 PS-026
	22		47083	WATER @ VP5 PS	34.89	VP5 PS-12/12
43303-2581	22	12/12/2012	Logged	*** Total ***	581.52	
43304-2581	23	12/12/2012	25010	AT&T		
	23		47075	DIAL IN MODEM-OLD	149.11	MODEM-7047
	23		47076	DIAL IN MODEM-NEW	130.58	4792130-272
	23		47078	PHONE SERVICE @ BPS	104.73	BPS-7099423568
43304-2581	23	12/12/2012	Logged	*** Total ***	384.42	
43305-2581	24	12/12/2012	25032	PALOMAR WATER		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	24		47096	WATER FOR OFFICE	140.88	2457332
43305- 2581	24	12/12/2012	Logged	*** Total ***	140.88	
43306- 2581	25	12/12/2012		25425 PLANT PEOPLE		
	25			47103 OPEN PO- CONTRACT-MAINTAIN PLA	158.00	12122147
43306- 2581	25	12/12/2012	Logged	*** Total ***	158.00	
43307- 2581	26	12/12/2012		25612 PIPERIN CORPORATION		
	26			47105 REPAIR CRACKED MANHOLE RING @	1,505.40	#1-12/10/12
43307- 2581	26	12/12/2012	Logged	*** Total ***	1,505.40	
43308- 2581	27	12/12/2012		27478 R. J. SAFETY SUPPLY CO., INC.		
	27			47062 OPEN PO- SAFETY ITEMS/SUPPLIES	123.27	307888-00
43308- 2581	27	12/12/2012	Logged	*** Total ***	123.27	
43309- 2581	28	12/12/2012		27528 ROCKWELL CONSTRUCTION SERVICES		
	28			47092 BPS REHAB	562.50	433
43309- 2581	28	12/12/2012	Logged	*** Total ***	562.50	
43310- 2581	29	12/12/2012		27729 RICHARD STINSON		
	29			47063 CONSTRUCTION MGMT BPS REHAB PR	13,750.00	#53
	29			47064 FORCE MAIN CATHODIC PROTEC-CM	2,800.00	#53-
	29			47065 LANIKAI TRUNK SEWER LINING-CM	250.00	#53--
43310- 2581	29	12/12/2012	Logged	*** Total ***	16,800.00	
43311- 2581	30	12/12/2012		27910 PROFORMA PRINT & PROMOTIONS		
	30			47108 A/P/CHECK REORDER	386.06	0282023162
43311- 2581	30	12/12/2012	Logged	*** Total ***	386.06	
43312- 2581	31	12/12/2012		28704 STAPLES BUSINESS ADVANTAGE		
	31			47106 OFFICE SUPPLIES-TONER	234.23	8023875193
43312- 2581	31	12/12/2012	Logged	*** Total ***	234.23	
43313- 2581	32	12/12/2012		30515 UNIFIRST CORPORATION		
	32			47058 OPEN PO-CONTRACT-UNIFORMS	182.40	3600989413
	32			47102 OPEN PO-CONTRACT-UNIFORMS	182.40	3600991382
43313- 2581	32	12/12/2012	Logged	*** Total ***	364.80	
43314- 2581	33	12/12/2012		30520 UNDERGROUND SERVICE ALERT OF		
	33			47077 UNDERGROUND ALARM SERVICE	315.50	1120120364
43314- 2581	33	12/12/2012	Logged	*** Total ***	315.50	
43315- 2581	34	12/12/2012		30551 CARLSBAD FUELS CORPORATION		
	34			47060 OPEN PO-VEHICLE/TRUCK FUELS	1,476.62	20121121
43315- 2581	34	12/12/2012	Logged	*** Total ***	1,476.62	
43316- 2581	35	12/12/2012		30580 UNITED WAY		
	35			47109 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-12/12/12
43316- 2581	35	12/12/2012	Logged	*** Total ***	10.00	
43317- 2581	36	12/12/2012		30723 SIEMENS WATER TECH. CORP		
	36			47066 OPEN PO-BIOXIDE	9,098.65	901002629

Run date: 12/10/2012 @ 15:56
Bus date: 12/12/2012

Leucadia Waste Water District
Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43317-	2581	36	12/12/2012	Logged	*** Total ***	9,098.65
43318-	2581	37	12/12/2012	31232 VERIZON WIRELESS		
		37		47074 CELL PHONE CHARGES	52.20	1140517023
43318-	2581	37	12/12/2012	Logged	*** Total ***	52.20
43319-	2581	38	12/12/2012	33227 XEROX CORPORATION		
		38		47068 OPEN PO SERVICE/MAINT	68.37	065279363
43319-	2581	38	12/12/2012	Logged	*** Total ***	68.37
					.00	
** Total check discount **					.00	
** Total check amount **					48,888.80	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 12, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16453 - 16470	12/12/2012	\$43,673.45

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 13, 2012
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16471 - 16472	12/13/2012	\$1,370.58

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 26, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16473 - 16490	12/26/2012	\$42,554.29

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43320-2582	1	12/27/2012	10100 NAPA AUTO		
	1		47190 FILTERS	154.90	118155
	1		47191 OIL FILTERS	15.61	047259
43320-2582	1	12/27/2012	Logged *** Total ***	170.51	
43321-2582	2	12/27/2012	10570 ANTIMITE TERMITE & PEST CONTRO		
	2		47150 MONTHLY PEST SERVICE-DEC	53.00	ANTIMITE-DEC
43321-2582	2	12/27/2012	Logged *** Total ***	53.00	
43322-2582	3	12/27/2012	11034 BAY CITY ELECTRIC WORKS, INC		
	3		47124 SAXONY GENERATOR RADIATOR	3,327.50	W105073
43322-2582	3	12/27/2012	Logged *** Total ***	3,327.50	
43323-2582	4	12/27/2012	11314 BERGELECTRIC CORP		
	4		47128 OPEN PO-ELECTRICAL REPAIRS	266.40	13330.8TM-25
43323-2582	4	12/27/2012	Logged *** Total ***	266.40	
43324-2582	5	12/27/2012	12001 CA ASSOC OF SANITATION AGENCIE		
	5		47187 2013 AGENCY MEMBERSHIP DUES	12,000.00	DUES-2013
43324-2582	5	12/27/2012	Logged *** Total ***	12,000.00	
43325-2582	6	12/27/2012	12028 CWEA-		
	6		47155 RENEWAL-COLLEC-S.K.	75.00	03015106-12/12
	6		47156 RENEWAL-COLL -K.B.	85.00	143-K.B.-12/12
43325-2582	6	12/27/2012	Logged *** Total ***	160.00	
43326-2582	7	12/27/2012	12029 CWEA		
	7		47153 MEMBERSHIP RENEWAL-IR	140.00	CWEA-I.R.
	7		47154 MEMBERSHIP RENEWAL-D.O.	140.00	CWEA-D.O.
43326-2582	7	12/27/2012	Logged *** Total ***	280.00	
43327-2582	8	12/27/2012	12514 CONEXIS		
	8		47149 SEC 125 FLEX PLAN-NOV	130.00	1112-OR5179
43327-2582	8	12/27/2012	Logged *** Total ***	130.00	
43328-2582	9	12/27/2012	12530 SAN DIEGO COUNTY SHERIFF		
	9		47179 GARNISHMENT	200.00	2012461529-12
43328-2582	9	12/27/2012	Logged *** Total ***	200.00	
43329-2582	10	12/27/2012	12631 CORODATA		
	10		47115 OPEN PO-STORAGE	72.40	RS1630925
43329-2582	10	12/27/2012	Logged *** Total ***	72.40	
43330-2582	11	12/27/2012	13014 DIAMOND ENVIRONMENTAL SERVICES		
	11		47120 2 PORTABLE RESTROOMS-COLLEC CR	204.30	2CA00961
43330-2582	11	12/27/2012	Logged *** Total ***	204.30	
43331-2582	12	12/27/2012	13072 DATA NET		
	12		47151 IS MAINT AND SUPPORT	562.50	9744203
	12		47152 IS MAINT AND SUPPORT	325.00	9744207
	12		47182 IS MAINT AND SUPPORT	505.00	9744253
43331-2582	12	12/27/2012	Logged *** Total ***	1,392.50	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43332- 2582	13	12/27/2012	15223	FEDERAL EXPRESS CORPORATION		
	13		47188	SHIPPING	41.95	211302741
43332- 2582	13	12/27/2012	Logged	*** Total ***	41.95	
43333- 2582	14	12/27/2012	17010	HAAKER EQUIPMENT CO		
	14		47129	2 PIRAHNA HOSES	2,855.38	C91892
	14		47130	OPEN PO-REPAIRS TO VACTOR	131.72	C92215
43333- 2582	14	12/27/2012	Logged	*** Total ***	2,987.10	
43334- 2582	15	12/27/2012	17020	HARBOR FREIGHT TOOLS		
	15		47189	PARTS	59.24	936950
43334- 2582	15	12/27/2012	Logged	*** Total ***	59.24	
43335- 2582	16	12/27/2012	18150	ICMA RETIREMENT-303979		
	16		47148	DEFERRED COMP-ICMA	3,113.13	ICMA-12/12/12
	16		47181	DEFERRED COMP-ICMA	3,113.13	ICMA-12/26/12
43335- 2582	16	12/27/2012	Logged	*** Total ***	6,226.26	
43336- 2582	17	12/27/2012	18212	INFRASTRUCTURE ENGINEERING COR		
	17		47125	ON GOING GIS SUPPORT	825.00	6667
	17		47160	LA COSTA PUMP STATION REHAB DE	8,045.10	6666
	17		47161	CONTRACT-BPS ENGINEERING SERVI	4,420.66	6664
	17		47167	L.C. PS REHAB	4,800.95	6666-
43336- 2582	17	12/27/2012	Logged	*** Total ***	18,091.71	
43337- 2582	18	12/27/2012	18212	INFRASTRUCTURE ENGINEERING COR		
	18		47162	LPS GENERATOR REPLACEMENT-CONT	13,410.99	6665
43337- 2582	18	12/27/2012	Logged	*** Total ***	13,410.99	
43338- 2582	19	12/27/2012	18530	IN USA, INC		
	19		47140	CALIBRATION/REPAIRS-OZONE SPOT	784.75	K110476
43338- 2582	19	12/27/2012	Logged	*** Total ***	784.75	
43339- 2582	20	12/27/2012	20011	JACKSON & BLANC		
	20		47122	OPEN PO-CONTRACT-HVAC SERVICE/	1,480.00	000166856
43339- 2582	20	12/27/2012	Logged	*** Total ***	1,480.00	
43340- 2582	21	12/27/2012	22558	MOOR CO.		
	21		47163	OPEN PO-A/C REPAIR @BPS/LPS	400.00	48652
43340- 2582	21	12/27/2012	Logged	*** Total ***	400.00	
43341- 2582	22	12/27/2012	23068	NATIONWIDE RETIREMENT SOLUTION		
	22		47180	DEFERRED COMP-NATIONWIDE	110.00	NATION-12/26/12
43341- 2582	22	12/27/2012	Logged	*** Total ***	110.00	
43342- 2582	23	12/27/2012	24224	OFFICE DEPOT, INC.		
	23		47117	OPEN PO-OFFICE SUPPLIES	61.72	634726390001
	23		47134	OPEN PO-OFFICE SUPPLIES	55.32	636287185001
43342- 2582	23	12/27/2012	Logged	*** Total ***	117.04	
43343- 2582	24	12/27/2012	25010	AT&T		
	24		47146	OFFICE ELEVATOR PHONE,FIRE PAN	152.54	760633346-12/12

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	24		47147	ODOR CONTROL MODEM	37.84	4364009-12/12
43343-2582	24	12/27/2012	Logged	*** Total ***	190.38	
43344-2582	25	12/27/2012	25072	RICK PATECELL		
	25		47131	OPEN PO-SCADA SUPPORT @ BPS/AW	3,740.00	1861
43344-2582	25	12/27/2012	Logged	*** Total ***	3,740.00	
43345-2582	26	12/27/2012	25121	PCL CONSTRUCTION, INC		
	26		47119	BPS REHAB PROJECT	227,658.00	#06
	26		47141	RETENTION 10%	-22,765.80	#06-RETENTION
43345-2582	26	12/27/2012	Logged	*** Total ***	204,892.20	
43346-2582	27	12/27/2012	25260	PERS RETIREMENT		
	27		47157	BOARD RETIREMENT 11-30-12	125.83	DUE 12/30/12
	27		47158	EMPLOYEE RETIREMENT 11/25/12	13,479.55	DUE 12/25/12
43346-2582	27	12/27/2012	Logged	*** Total ***	13,605.38	
43347-2582	28	12/27/2012	25265	PEP BOYS		
	28		47185	SUPPLIES	50.20	07011000022
	28		47186	SUPPLIES	8.60	07011000023
43347-2582	28	12/27/2012	Logged	*** Total ***	58.80	
43348-2582	29	12/27/2012	25370	PITNEY BOWES		
	29		47166	POSTAGE MACHINE-48 MONTH LEASE	13.13	1477133-DC12
43348-2582	29	12/27/2012	Logged	*** Total ***	13.13	
43349-2582	30	12/27/2012	25618	PRIZM JANITORIAL SERVICES, INC		
	30		47118	OPEN PO-CONTRACT-JANITORIAL SE	1,281.15	6974
43349-2582	30	12/27/2012	Logged	*** Total ***	1,281.15	
43350-2582	31	12/27/2012	26804	QUALITY CHEVROLET		
	31		47126	OPEN PO-VEHICLE/TRUCK MAINT/RE	420.80	CTCS440947
	31		47133	OPEN PO-VEHICLE/TRUCK MAINT/RE	267.49	CTCS441177
	31		47135	OPEN PO-VEHICLE/TRUCK MAINT/RE	139.90	CTCS440880/882
	31		47136	OPEN PO-VEHICLE/TRUCK MAINT/RE	69.95	CTCS441166
	31		47137	OPEN PO-VEHICLE/TRUCK MAINT/RE	69.95	CTCS41007
	31		47138	OPEN PO-VEHICLE/TRUCK MAINT/RE	224.06	CTCS441004
	31		47139	OPEN PO-VEHICLE/TRUCK MAINT/RE	287.21	CTCS440948
43350-2582	31	12/27/2012	Logged	*** Total ***	1,479.36	
43351-2582	32	12/27/2012	27914	RFYEAGER ENGINEERING		
	32		47165	FORCE MAIN CATHODIC PROTECTION	2,640.00	12158
43351-2582	32	12/27/2012	Logged	*** Total ***	2,640.00	
43352-2582	33	12/27/2012	28020	SAN DIEGO GAS AND ELECTRIC		
	33		47142	ELECTRIC @ BPS	12,523.02	2675562-12/12
	33		47168	ELECTRIC @ EEPS	833.07	EEPS 12/13/12
	33		47169	ELECTRIC @ DIANA PS	389.11	DIANA-2208
	33		47170	ELECTRIC @ AVOCADO PS	118.16	AVOCADO PS-6524
	33		47171	ELECTRIC @ VP7 PS	146.23	VP7PS-2254
	33		47172	GAS @ OFFICE	111.08	OFFICE-12/12/12
	33		47173	ELECTRIC @ LC PS	953.24	LCPS-12/12/12

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	33		47174	ELECTRIC @ RVPS	137.02	RVPS-12/12/12
	33		47175	ELECTRIC @ EEPS	636.46	EEPS-12/11/12
	33		47176	ELECTRIC @ VP5PS	287.97	VP5PS-12/11/12
	33		47177	GAS @ EEPS GEN	2.01	GAS-12/11/12
43352- 2582	33	12/27/2012	Logged	*** Total ***	16,137.37	
43353- 2582	34	12/27/2012	28537	SMITH & LOVELESS, INC		
	34		47184	GASKETS @ LCPS	149.27	86512
43353- 2582	34	12/27/2012	Logged	*** Total ***	149.27	
43354- 2582	35	12/27/2012	28704	STAPLES BUSINESS ADVANTAGE		
	35		47192	OFFICE SUPPLIES-TONER	182.44	8023947229
43354- 2582	35	12/27/2012	Logged	*** Total ***	182.44	
43355- 2582	36	12/27/2012	29225	TELEPACIFIC COMMUNICATIONS		
	36		47145	PHONE SERVICE	996.53	422840050
43355- 2582	36	12/27/2012	Logged	*** Total ***	996.53	
43356- 2582	37	12/27/2012	29332	THOMSON/WEST		
	37		47183	SUBSCRIPTION	79.74	826268648
43356- 2582	37	12/27/2012	Logged	*** Total ***	79.74	
43357- 2582	38	12/27/2012	29630	IRI COMMUNITY ANSWERING SERVIC		
	38		47143	ANSWERING SERVICE	90.00	TRI-12/20/12
43357- 2582	38	12/27/2012	Logged	*** Total ***	90.00	
43358- 2582	39	12/27/2012	29716	TRG & ASSOCIATES		
	39		47121	OPEN PO- CONTRACT-PUBLIC INFOR	1,132.50	17-1112
43358- 2582	39	12/27/2012	Logged	*** Total ***	1,132.50	
43359- 2582	40	12/27/2012	29814	TIERRA VERDE RESOURCES, INC		
	40		47123	LANDSCAPE MAINTENANCE SERVICES	730.00	057966
43359- 2582	40	12/27/2012	Logged	*** Total ***	730.00	
43360- 2582	41	12/27/2012	30515	UNIFIRST CORPORATION		
	41		47127	OPEN PO-CONTRACT-UNIFORMS	188.40	3600993368
	41		47132	OPEN PO-CONTRACT-UNIFORMS	182.40	3600995311
43360- 2582	41	12/27/2012	Logged	*** Total ***	370.80	
43361- 2582	42	12/27/2012	30551	CARLSBAD FUELS CORPORATION		
	42		47164	OPEN PO-VEHICLE/TRUCK FUELS	2,150.89	20121213
43361- 2582	42	12/27/2012	Logged	*** Total ***	2,150.89	
43362- 2582	43	12/27/2012	30580	UNITED WAY		
	43		47178	EMPLOYEE CONTRIBUTIONS	10.00	UNITED-12/26/12
43362- 2582	43	12/27/2012	Logged	*** Total ***	10.00	
43363- 2582	44	12/27/2012	31232	VERIZON WIRELESS		
	44		47144	CELL PHONES	594.45	1144213493
43363- 2582	44	12/27/2012	Logged	*** Total ***	594.45	
43364- 2582	45	12/27/2012	32347	DEXTER WILSON ENGINEERING		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	45		47116	UPDATE ASSET MANAGEMENT PLAN	2,055.00	1112.13.2211
43364-	2582	45 12/27/2012	Logged	*** Total ***	2,055.00	
43365-	2582	46 12/27/2012	32500	WORDEN WILLIAMS, APC		
	46		47159	LEGAL WORK-NOV	3,488.20	32127
43365-	2582	46 12/27/2012	Logged	*** Total ***	3,488.20	
					.00	
** Total check discount **					.00	
** Total check amount **					318,033.24	
** Total void discount **					.00	
** Total void amount **					.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43366- 2583	1	1/02/2013	11431	BLACK & VEATECH CORPORATION		
	1		47195	FINANCIAL PLAN CONSULTING	7,240.00	1152306
43366- 2583	1	1/02/2013	Logged	*** Total ***	7,240.00	
43367- 2583	2	1/02/2013	11650	BROWNELL AND DUFFEY CPA		
	2		47193	OPEN PO-CONTRACT-ACCT/FINANCIA	11,092.50	111512
	2		47194	OPEN PO-CONTRACT-ACCT/FINANCIA	5,475.00	121212
43367- 2583	2	1/02/2013	Logged	*** Total ***	16,567.50	
43368- 2583	3	1/02/2013	12025	CSRMA		
	3		47196	POOLED LIABILITY PROG-2012-201	63,156.00	2704
43368- 2583	3	1/02/2013	Logged	*** Total ***	63,156.00	
43369- 2583	4	1/02/2013	16514	GABRIEL MENDEZ		
	4		47204	REIMBURSE FOR CLASS-TUITION	390.49	MENDEZ-12/2012
43369- 2583	4	1/02/2013	Logged	*** Total ***	390.49	
43370- 2583	5	1/02/2013	16806	THE GUARDIAN		
	5		47201	DENTAL AND DISABILITY INS-JAN	4,086.70	324226-JAN'13
43370- 2583	5	1/02/2013	Logged	*** Total ***	4,086.70	
43371- 2583	6	1/02/2013	17060	HARTFORD LIFE & ACCIDENT INS.		
	6		47200	LIFE INS-JAN	362.10	6152954-1
43371- 2583	6	1/02/2013	Logged	*** Total ***	362.10	
43372- 2583	7	1/02/2013	22521	ROBIN MORISHITA		
	7		47205	REIMBURSE FOR CONFERENCE-WEF	20.66	RM-OCT'12
43372- 2583	7	1/02/2013	Logged	*** Total ***	20.66	
43373- 2583	8	1/02/2013	25018	MES VISION		
	8		47199	VISION INS-JAN	363.94	123422183001
43373- 2583	8	1/02/2013	Logged	*** Total ***	363.94	
43374- 2583	9	1/02/2013	25260	PERS RETIREMENT		
	9		47198	EMPLOYEE RETIREMENT 12/23/2012	13,490.47	DUE 1/22/13
43374- 2583	9	1/02/2013	Logged	*** Total ***	13,490.47	
43375- 2583	10	1/02/2013	25260	PERS RETIREMENT		
	10		47197	EMPLOYEE RETIREMENT ENDING 12/	13,603.21	DUE 1-8-13
43375- 2583	10	1/02/2013	Logged	*** Total ***	13,603.21	
43376- 2583	11	1/02/2013	25261	PUBLIC EMPLOYEES HEALTH		
	11		47206	BRD HEALTH INS-JAN	2,625.46	13894525
	11		47207	EMPLOYEES HEALTH INS-JAN	25,028.31	100000013894525
43376- 2583	11	1/02/2013	Logged	*** Total ***	27,653.77	
43377- 2583	12	1/02/2013	28020	SAN DIEGO GAS AND ELECTRIC		
	12		47202	ELECYTIC @ SAXONY PS	735.55	SAXONY -2278
	12		47203	ELECTRIC @ OFFICE/LPS	13,532.69	LPS-6377
43377- 2583	12	1/02/2013	Logged	*** Total ***	14,268.24	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
					.00	
** Total check discount **					.00	
** Total check amount **					161,203.08	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
 YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS
 2011

DECEMBER

12/5/2011	Board		\$2,140.25
12/7/2011	Employee	Sick Buy Back	\$19,523.10
12/14/2011	Employee		\$41,565.55
12/15/2011	Employee	Incentive	\$1,358.90
12/28/2011	Employee		<u>\$39,755.51</u>
	TOTAL		\$104,343.31

JANUARY

2012

1/4/2012	Board		\$1,431.00
1/11/2012	Employee		\$41,855.63
1/25/2012	Employee		<u>\$40,237.03</u>
	TOTAL		\$83,523.66

FEBRUARY

2/2/2012	Board		\$4,755.23
2/3/2012	Employee	Incentive	\$1,860.01
2/8/2012	Employee		\$41,022.52
2/9/2012	Employee	Incentive	\$3,856.19
2/22/2012	Employee		<u>\$40,771.56</u>
	TOTAL		\$92,265.51

MARCH

3/2/2012	Board		\$4,000.82
3/7/2012	Employee		\$41,562.78
3/15/2012	Employee	Incentive	\$6,745.46
3/21/2012	Employee		<u>\$40,896.30</u>
	TOTAL		\$93,205.36

APRIL

4/2/2012	Board		\$3,968.57
4/4/2012	Employee		\$41,613.26
4/18/2012	Employee		<u>\$40,110.91</u>
	TOTAL		\$85,692.74

MAY

5/2/2012	Employee		\$42,097.91
5/4/2012	Board		\$4,707.39
5/9/2012	Employee	Incentive	\$5,061.27
5/11/2012	Employee		\$9,977.48
5/16/2012	Employee		\$39,446.45
5/30/2012	Employee		<u>\$40,040.64</u>
	TOTAL		\$141,331.14

JUNE

6/1/2012	Board		\$5,475.03
6/13/2012	Employee		\$40,681.40
6/20/2012	Employee	Incentive	\$1,862.00
6/27/2012	Employee		<u>\$39,435.84</u>

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

TOTAL \$87,454.27

JULY

7/2/2012	Board		\$1,945.37
7/11/2012	Employee		\$40,854.29
7/12/2012	Employee	Incentive	\$471.75
7/25/2012	Employee		<u>\$42,637.62</u>
	TOTAL		\$85,909.03

AUGUST

8/1/2012	Board		\$785.47
8/8/2012	Employee		\$41,296.94
8/16/2012	Employee	Incentive	\$7,868.47
8/22/2012	Employee		<u>\$40,720.55</u>
	TOTAL		\$90,671.43

SEPTEMBER

9/1/2012	Board		\$6,568.88
9/5/2012	Employee		\$41,965.13
9/19/2012	Employee		<u>\$41,524.85</u>
	TOTAL		\$90,058.86

OCTOBER

10/3/2012	Employee		\$42,421.82
10/4/2012	Board		\$4,456.94
10/10/2012	Employee	Incentive	\$10,110.97
10/17/2012	Employee		\$41,680.86
10/31/2012	Employee		<u>42116.35</u>
	TOTAL		\$140,786.94

NOVEMBER

11/1/2012	Board		\$2,012.01
11/14/2012	Employee		\$43,134.66
11/28/2012	Employee		<u>\$42,969.32</u>
	TOTAL		\$88,115.99

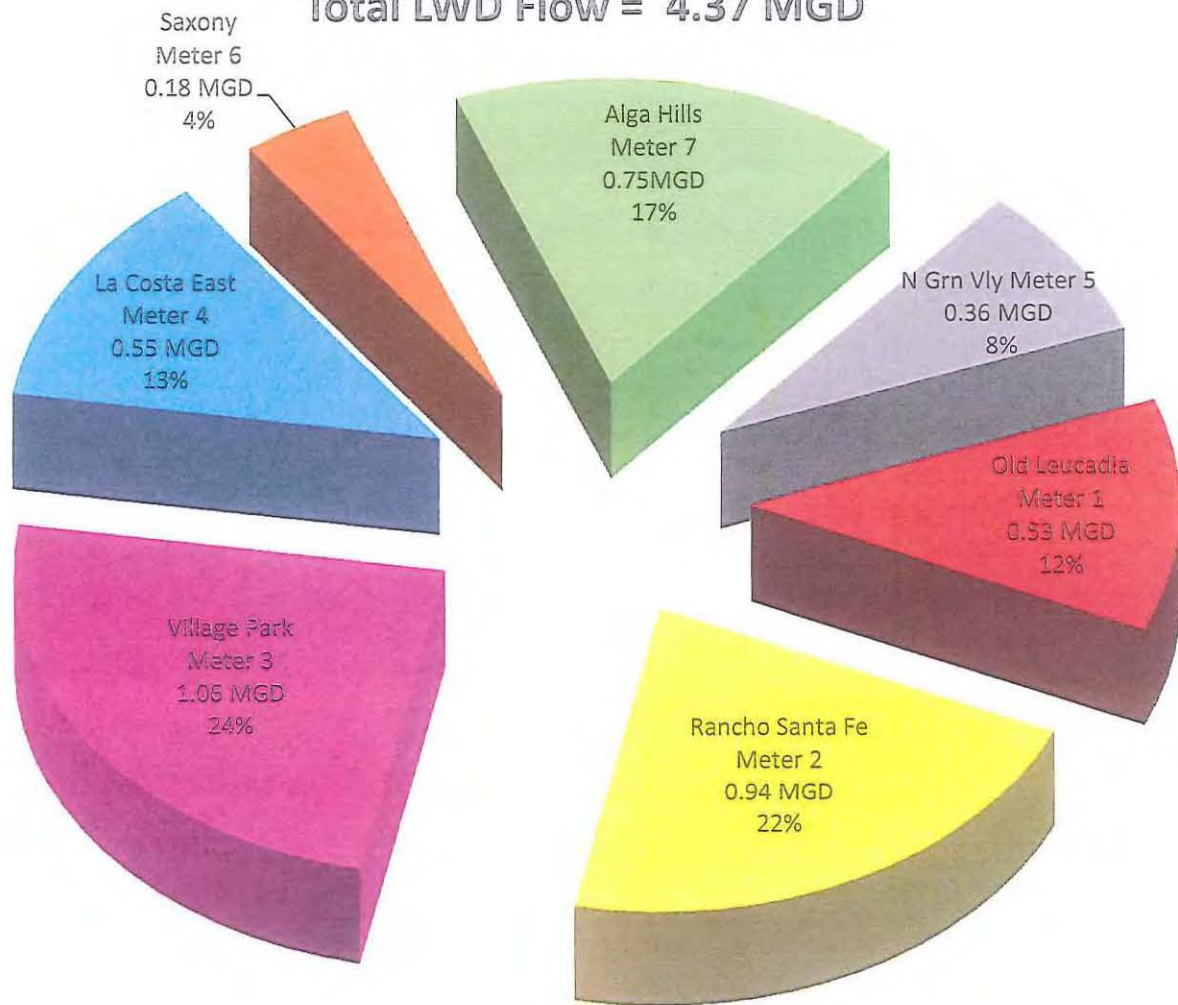
DECEMBER

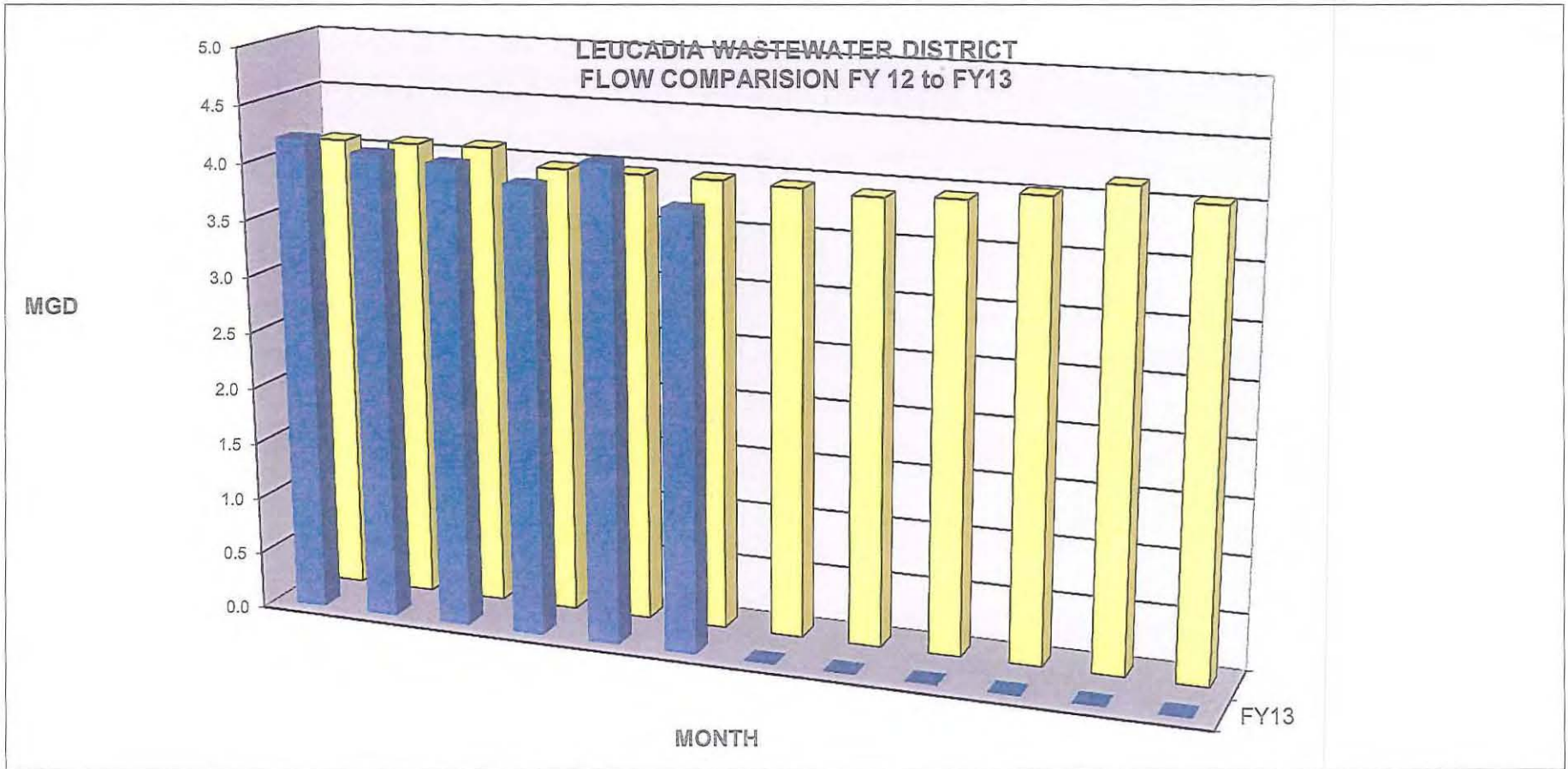
12/5/2012	Board		\$2,026.21
12/6/2012	Employee	Sick Buyback	\$21,044.19
12/12/2012	Employee		\$43,673.45
12/13/2012	Employee	Incentive	\$1,370.58
12/26/2012	Employee		<u>\$42,554.29</u>
	TOTAL		\$110,668.72

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2012-2013**

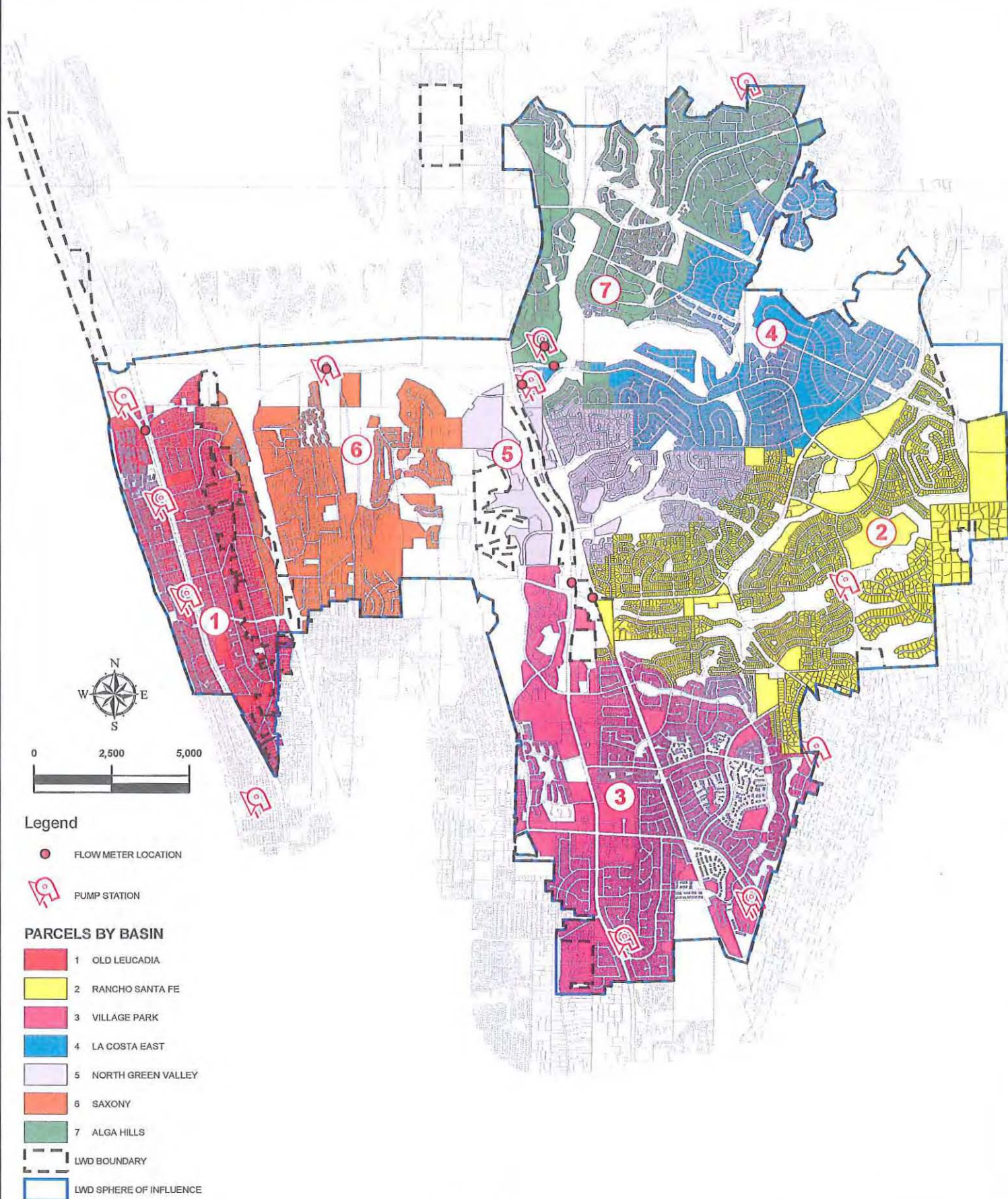
CURRENT MONTH - December 2012							FY 2011-2012
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,854	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.0	130.45	1	4.21	151	40.58	4.08
YTD	0.0	130.45	27,855				
AUGUST	0.0	127.75	1	4.12	148	40.74	4.09
YTD	0.0	258.20	27,856				
SEPTEMBER	0.0	122.40	0	4.08	146	47.77	4.10
YTD	0.0	250.15	27,856				
OCTOBER	0.3	122.45	2	3.95	142	18.33	3.96
YTD	0.3	244.85	27,858				
NOVEMBER	0.55	125.40	0	4.18	150	13.62	3.96
YTD	0.6	247.85	27,858				
DECEMBER	1.97	123.07	1	3.97	143	0.00	3.96
YTD	2.0	248.47	27,859				
JANUARY							3.94
YTD							
FEBRUARY							3.91
YTD							
MARCH							3.94
YTD							
APRIL							4.02
YTD							
MAY							4.15
YTD							
JUNE							4.04
YTD							
Annual Total	2.85	751.52	5			161.04	
Mo Average	0.48	125.25	1	4.08	147	26.84	4.01

LWD Flows by Sub-Basin
December 2012
Total LWD Flow = 4.37 MGD





LEUCADIA WASTEWATER DISTRICT



LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS
As of December 31, 2012

ASSETS	
Cash and Investment Pools	\$ 28,978,335.99
Investments	7,989,449.72
Accounts Receivable	217,235.96
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	669,762.23
Capital Assets	130,025,376.17
Less Accumulated Depreciation	(44,647,048.96)
TOTAL ASSETS	\$ 124,139,960.11
LIABILITIES	
Accounts Payable and Accrued Expenses	326,784.24
Developer Deposits	279,035.94
TOTAL LIABILITIES	\$ 605,820.18
NET ASSETS	
Net Investment in Capital Assets	86,970,327.21
Restricted Reserves	2,326,289.56
Unrestricted Operating Reserve	2,248,650.77
Unrestricted Non-Operating Reserves (Designated)	27,180,030.62
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(2,691,158.23)
TOTAL NET ASSETS	\$ 123,534,139.93

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenue and Expenditures Through 12/31/2012 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 1,852,143.45	\$ 7,178,754.00	5,326,610.55	25.8%
RECLAIMED WATER SALES	3150	201,402.77	479,000.00	277,597.23	42.0%
OTHER OPERATING INCOME		11,349.55	192,126.00	180,776.45	5.9%
TOTAL OPERATING REVENUE		\$ 2,064,895.77	\$ 7,849,880.00	\$ 5,784,984.23	26.3%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 1,078,287.55	\$ 2,313,265.00	\$ 1,234,977.45	46.6%
BOARD EXPENSES AND ELECTION	4300 & 4400	85,678.16	163,700.00	78,021.84	52.3%
DEPRECIATION EXPENSE	4510	1,592,000.00	-	(1,592,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,236,028.00	1,236,028.00	n/a
FUELS	4600	20,271.72	58,500.00	38,228.28	34.7%
INSURANCE	4700	17,333.41	117,000.00	99,666.59	14.8%
MEMBERSHIP & DUES	4800	22,172.20	24,800.00	2,627.80	89.4%
OFFICE EXPENSE	4900	40,015.20	105,350.00	65,334.80	38.0%
OPERATING SUPPLIES	5000	106,495.44	218,100.00	111,604.56	48.8%
PROFESSIONAL SERVICES	5200	147,877.03	564,500.00	416,622.97	26.2%
PRINTING & PUBLISHING	5300	9,430.92	32,000.00	22,569.08	29.5%
RENTS & LEASES	5400	14,849.52	18,000.00	3,150.48	82.5%
REPAIR & MAINTENANCE	5500	131,697.63	332,050.00	200,352.37	39.7%
MONITORING & PERMITTING	5600	26,820.40	45,100.00	18,279.60	59.5%
TRAINING & DEVELOPMENT	5700	16,881.54	41,400.00	24,518.46	40.8%
UTILITIES	5900	164,214.52	421,100.00	256,885.48	39.0%
LAFCO OPERATIONS	6100	6,123.00	6,200.00	77.00	98.8%
ENCINA	6200	362,772.36	1,945,827.00	1,583,054.64	18.6%
TOTAL OPERATING EXPENSES		\$ 3,842,920.60	\$ 7,642,920.00	\$ 3,799,999.40	50.3%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 14,928.00	\$ 111,960.00	\$97,032.00	13.3%
PROPERTY TAXES	3220	495,926.35	1,200,000.00	704,073.65	41.3%
INTEREST INCOME	3250	123,627.00	290,000.00	166,373.00	42.6%
OTHER NON OPERATING INCOME		14,681.12	67,859.00	53,177.88	21.6%
TOTAL NON OPERATING REVENUES		\$ 649,162.47	\$ 1,669,819.00	\$1,020,656.53	38.9%

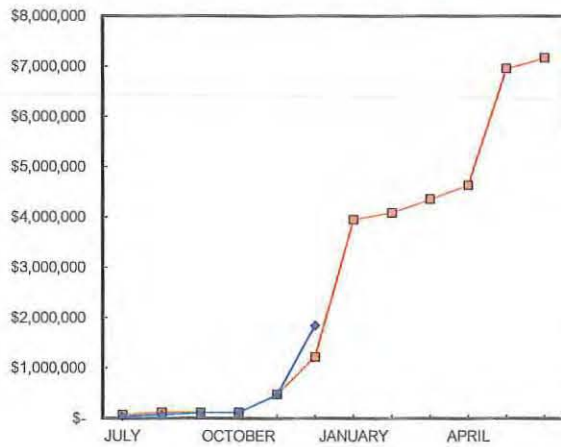
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

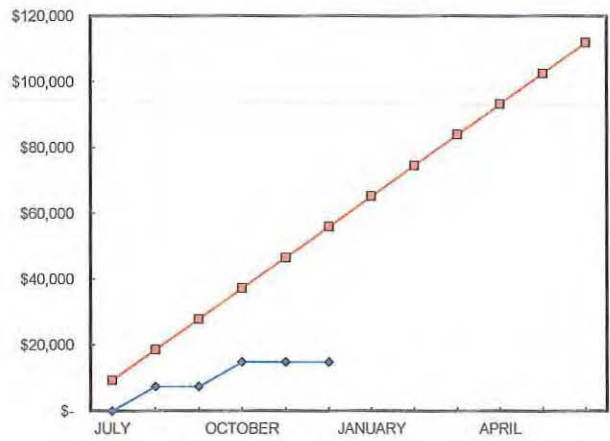
Revenue FY 2013

YTD through December 31, 2012

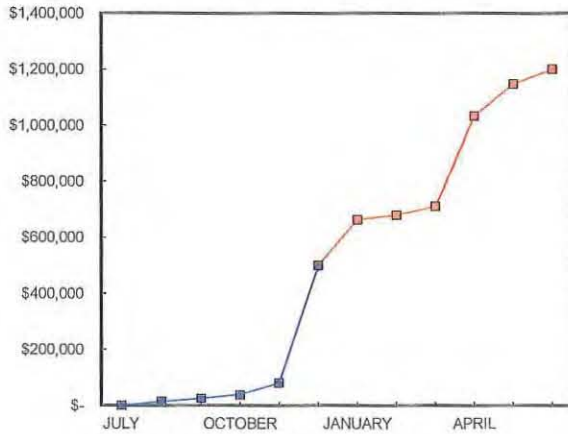
Sewer Service Fees



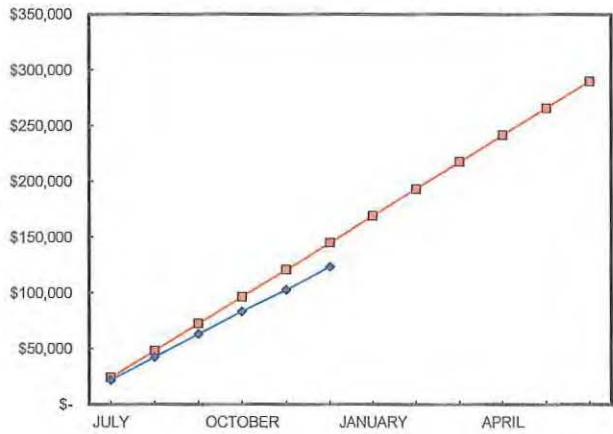
Capacity Charges



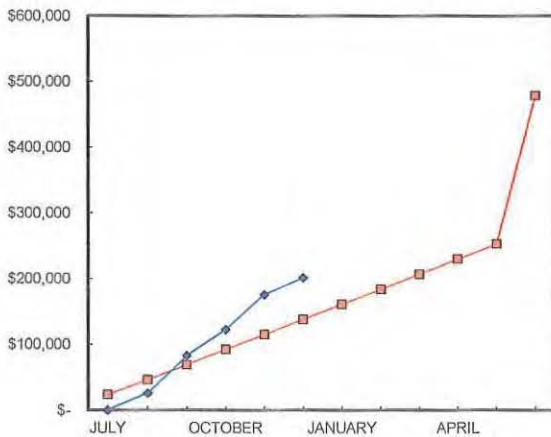
Property Taxes



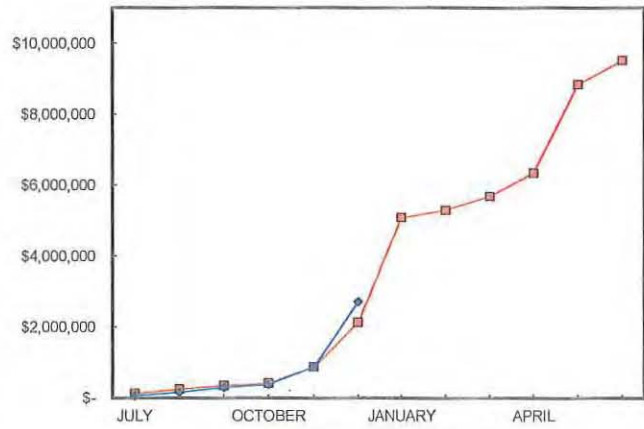
Investment Income



Recycled Wastewater



Total Revenue



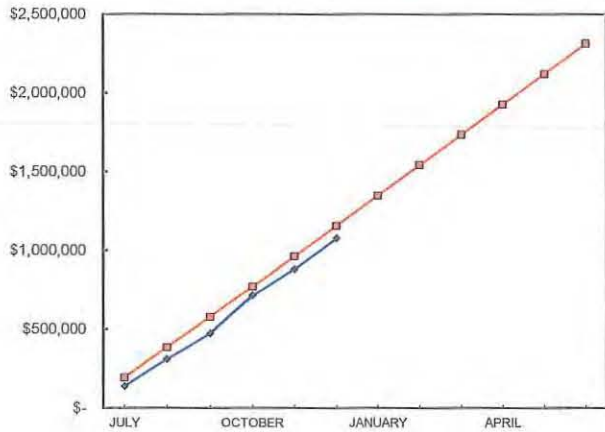
■ Budget ◆ Actual

■ Budget ◆ Actual

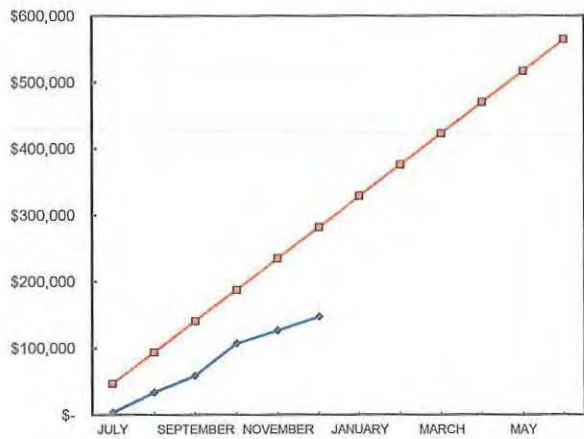
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2013 YTD through December 31, 2012

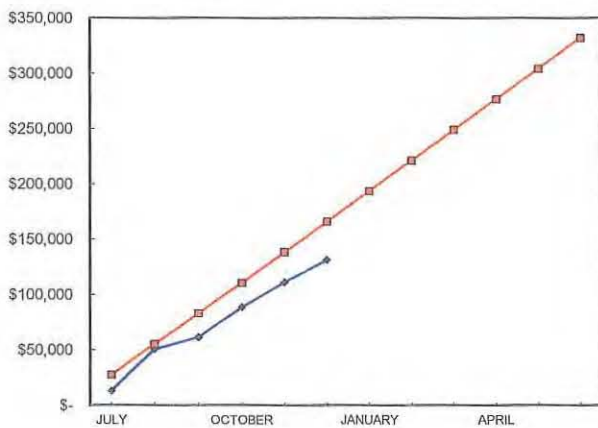
Salaries and Benefits



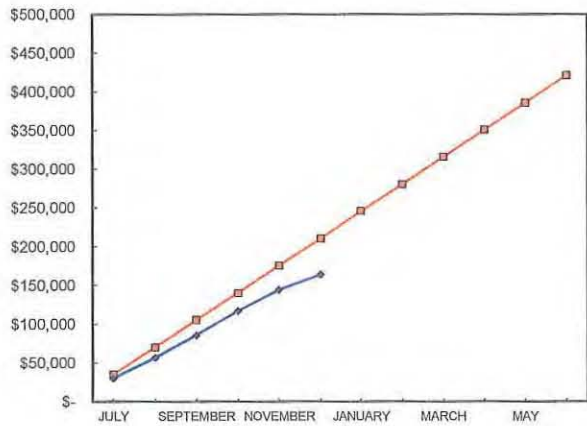
Professional Services



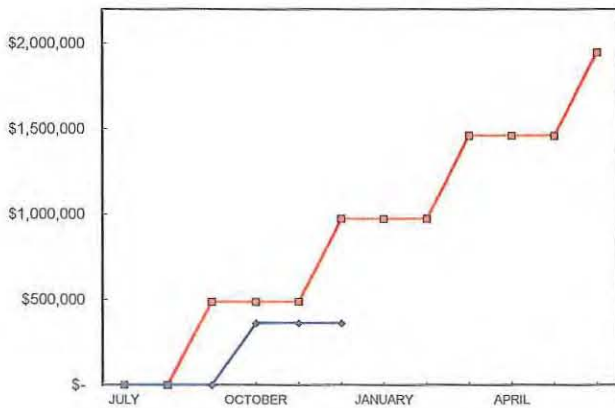
Repairs & Maintenance



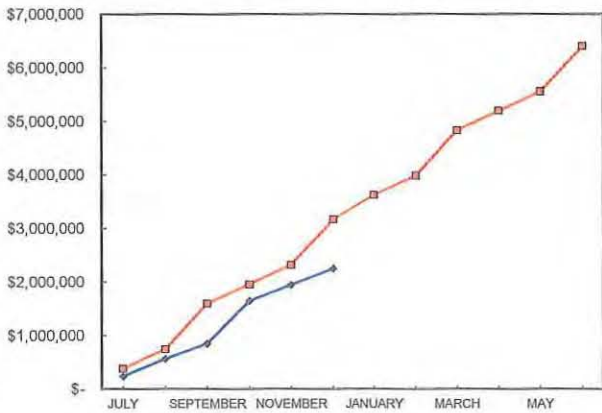
Utilities



Encina M&O



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



— Budget — Actual

— Budget — Actual

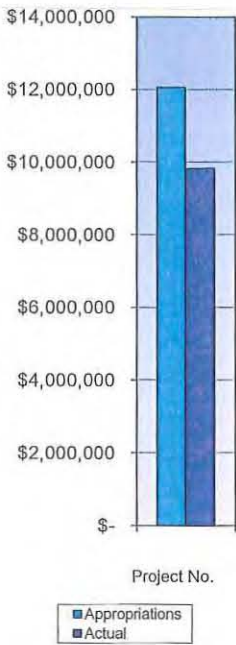
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

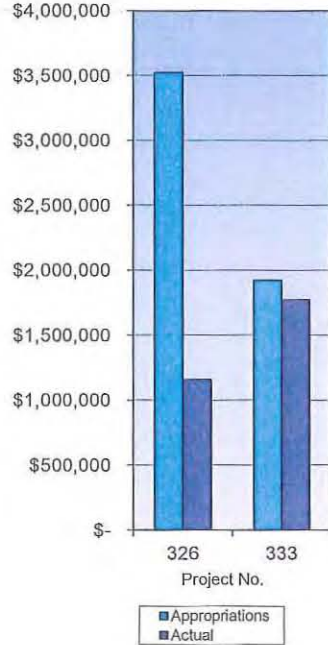
Capital Expenditures

As of December 31, 2012

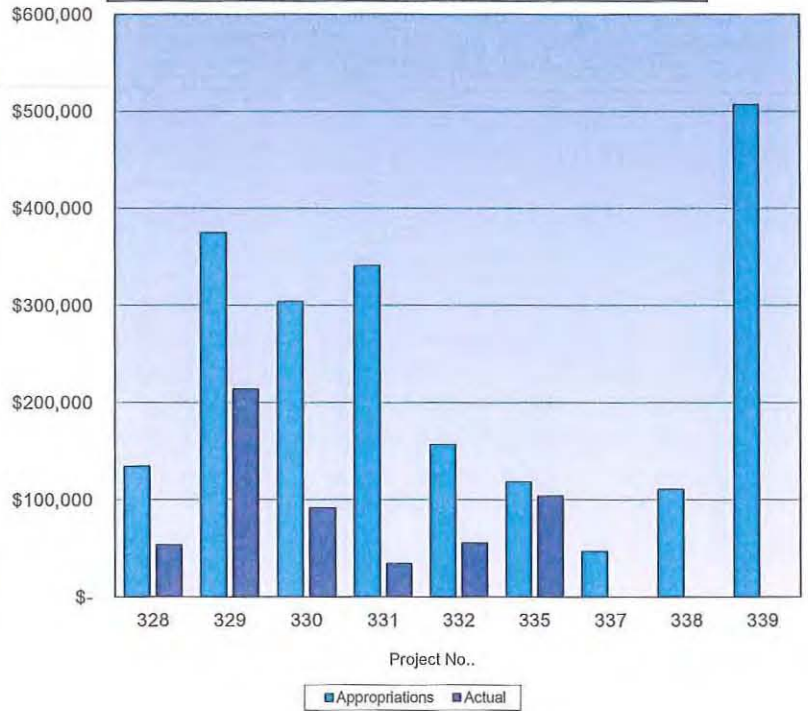
Encina W.A. Multi Year Capital Exp. FY2003-FY2013



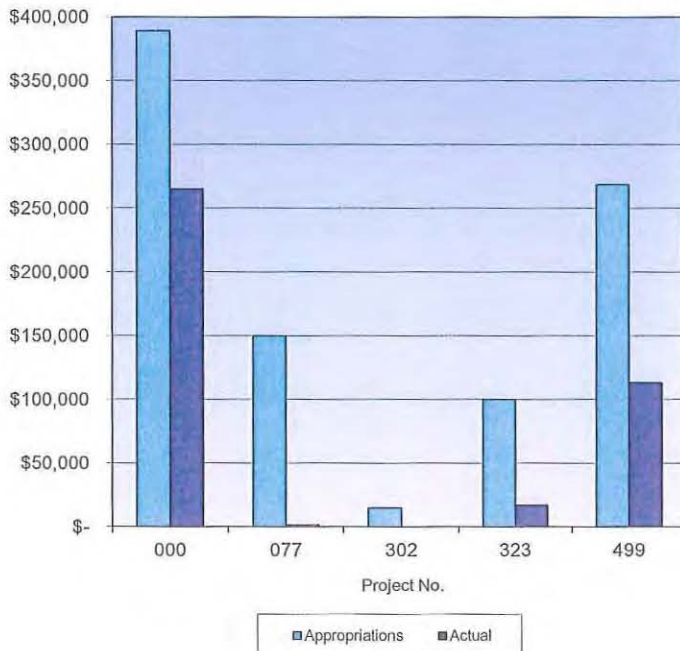
District Multi Year Capital Expenditures by Project FY2009-FY2013



District Multi Year Capital Expenditures by Project (Continued) FY2011-FY2013



Single Year Capital Expenditures by Project FY2013



Project Legend

Multi-Year Capital Projects

Description	No.
Encina Wastewater Authority	072
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 Plan Update	335
Leucadia Force Main Corrosion Eval	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339

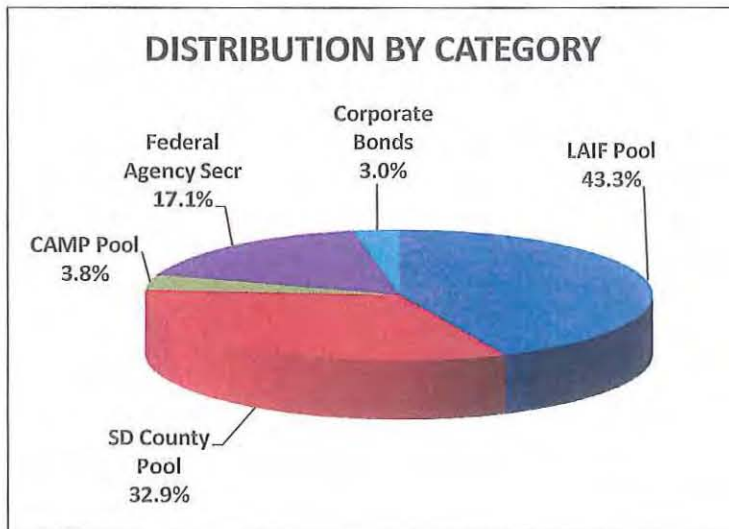
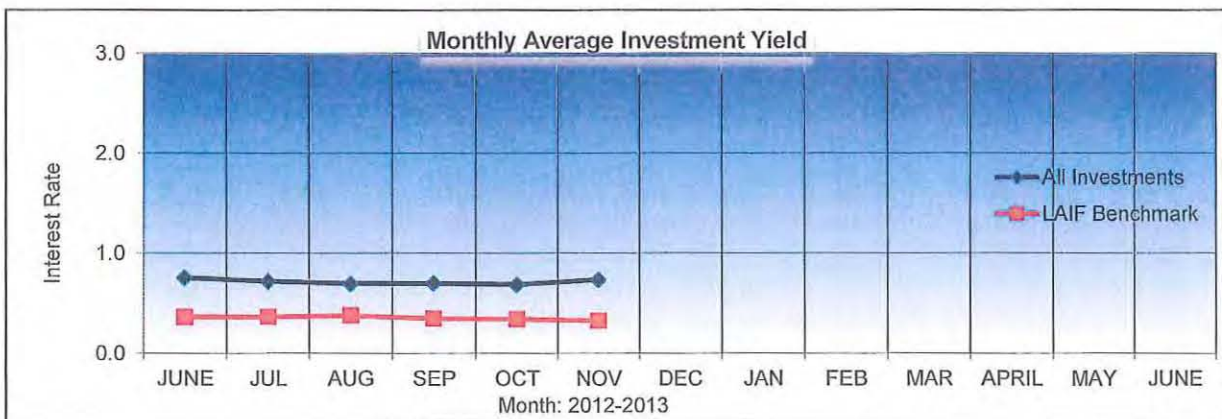
Single Year Capital Projects

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

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

LEUCADIA WASTEWATER DISTRICT Monthly Investment Summary November 30, 2012

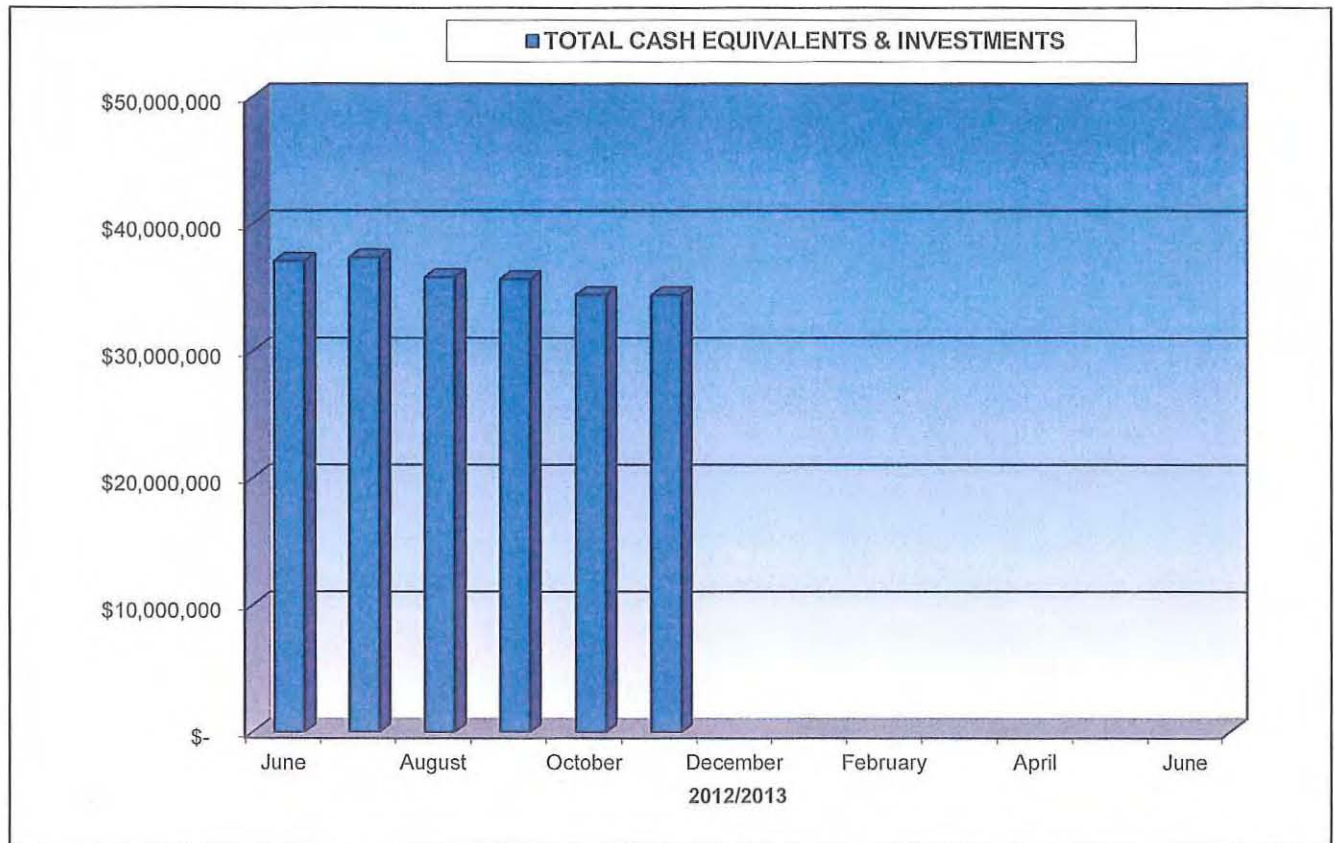
Cash Equivalents & Investments	Principal (Original Cost)		November Interest	Average Rate
	October 31, 2012	November 30, 2012		
LAIF Pool	14,936,418	14,888,418	4,026	0.324%
SD County Pool	11,322,197	11,322,197	5,491	0.582%
CAMP Pool	1,281,925	1,298,149	233	0.220%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	5,492,698	5,492,698	4,989	1.090%
GNMA mortgage pools	14,712	14,526	110	8.820%
Total Camp Portfolio	6,541,445	6,541,259	6,736	1.240%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	371,739	371,739	4,619	14.910%
Total Bond Funds	371,739	371,739	4,619	14.910%
Totals	\$ 34,453,724	\$ 34,421,762	\$ 21,106	0.735%



Allocation Percentages of LWD Investments by Type (Actual and Allowable)		
Investment Type	Actual %	Allowed %
LAIF Pool	43.2%	75%
SD County Pool	32.9%	75%
CAMP Pool	3.8%	75%
Federal Agency Secur	17.1%	75%
Corporate Bonds	3.0%	10%
TOTAL	100.0%	

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2012
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2012/2013	Amount	Average Return Rate
June	\$ 37,113,152	0.76%
July	\$ 37,385,271	0.72%
August	\$ 35,846,588	0.70%
September	\$ 35,691,658	0.70%
October	\$ 34,453,724	0.69%
November	\$ 34,421,762	0.74%
December		
January		
February		
March		
April		
May		
June		



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
November 30, 2012
(Continued)

INVESTMENT TRANSACTIONS
For the month of November, 2012

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

No investment activity in November 2012

TOTAL	\$ -	\$ -	\$ -		
-------	------	------	------	--	--

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

MEMORANDUM

DATE: January 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Disclosure of Reimbursements Report for July through December 2012**

RECOMMENDATION:

1. Receive and File the Disclosure of Reimbursements Report for July through December 2012.

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 six months, which is above and beyond the requirements of Government Code Section §53065. LWD's Disclosure report for the July to December 2012 period has been attached for your review.

PJB:th


Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
July 1, 2012 - December 30, 2012**

Conference Date	Description	Director J. Hanson	Director E. Sullivan	Director D. Omsted	Director D. Kulchin	Director A. Juliussen	GM P. Bushee	ASM C. LeMay	TSM R. Morishita	FSS J. Stecker	EA T. Hill
CSDA Leadership & Setting Direction 7/26/2012 Vista, CA	CSDA Community Leadership & Setting Direction										
	Registration									225.00	
	Hotel (includes hotel parking)									-	
	Airfare									-	
	Meals									12.00	
	rental car/taxi/mileage										
	Total									237.00	
CASA 8/7-11/2012 Monterey, CA	CASA Annual Conference										
	Registration	425.00	425.00	425.00	425.00	425.00	425.00				
	Hotel (includes hotel parking)	923.84	923.84	923.84	1,003.84	923.84	501.92				
	Airfare	384.80	384.80	424.80	321.60	409.80	321.60				
	Meals	149.63	135.88	73.19	97.10	149.08	67.40				
	rental car/taxi/mileage	74.50	74.50	27.77	365.26	157.26	139.97				
	Total	1,957.77	1,944.02	1,874.60	2,212.80	2,064.98	1,455.89				
CSDA 9/24-9/27/2012 San Diego, CA	CSDA Annual Conference										
	Registration	525.00	525.00	525.00	525.00	525.00		275.00			275.00
	Hotel (includes hotel parking)	570.81	670.61	0.00	420.56	630.81					-
	Airfare	0.00	0.00	0.00	0.00	0.00					-
	Meals	30.05	30.05	0.00	63.54	59.63					12.87
	rental car/taxi/mileage	0.00	42.18	0.00	35.52	33.30		33.86			15.09
	Total	1,125.86	1,267.84	525.00	1,044.62	1,248.74		308.86			302.96
WEFTEC 9/30-10/3/2012 New Orleans, LA	WEF TEC Conference										
	Registration					975.00	775.00		575.00		
	Hotel					944.90	907.35		907.35		
	Airfare					613.20	495.2		495.20		
	Meals					141.90	97.27		76.02		
	rental car/taxi/mileage					153.08	103		89.40		
	Total					2,828.08	2,377.82		2142.97		
PERS Forum 10/21-24/2012 Indian Wells, CA	PERS Educational Forum										
	Registration										300.00
	Hotel (includes hotel parking)										612.30
	Airfare										-
	Meals										9.68
	rental car/taxi/mileage										106.00
	Total										1,027.98

MEMORANDUM

Ref: 13-3487

DATE: January 3, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Contract Amendment No. 1 to White Nelson Diehl Evans LLP for Financial Auditing Services**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute a contract amendment with White Nelson Diehl Evans LLP for Financial Auditing Services for Fiscal Year 2013 (FY13) and Fiscal Year 2014 (FY14) in an amount not to exceed \$42,000.

DISCUSSION:

The Investment & Finance Committee (IFC) will review this item at their January 7, 2013 meeting. Any concerns or recommendations by the IFC will be provided to the Board of Directors at the Board meeting.

During February 2010, the Board of Directors authorized a three-year contract with White Nelson Diehl Evans LLP for financial auditing services. During the past three years, they have worked closely with the District to conduct thorough financial audits.

While the original agreement was for an initial three-year period, an option for an additional two-year extension was included. Staff believes that executing this option for Fiscal Years 2013 and 2014 will provide continuity to our auditing program and is in the best interest of the District. The proposed Amendment No.1 is attached for the Board's review.

Staff has received an estimate of fees not to exceed \$42,000 for the two-year extension. The fees are broken down by fiscal year as follows:

<u>Fiscal Year Ending</u>	<u>Total Audit Fees</u>
June 30, 2013	\$ 20,500
June 30, 2014	<u>21,500</u>
Total Two-Year Contract Price	<u>\$ 42,000</u>

Staff will appropriate funds each year as part of the budget process to cover the auditing fees for that year.

PJB:

Attachment

**AMENDMENT NO. 1
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE LEUCADIA WASTEWATER DISTRICT
AND WHITE NELSON DIEHL EVANS LLP
FOR FINANCIAL AUDITING SERVICES**

Ref: 13-3486

This Amendment No. 1 to the AGREEMENT is made and entered into this 9th day of January, 2013 between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and WHITE NELSON DIEHL EVANS LLP, CPA's an Accountancy Corporation, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an AGREEMENT on February 10, 2010 for financial auditing services; and

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

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

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

ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT

The Scope of Work shall be amended to include financial auditing services for an additional two-year period for the fiscal years ending June 30, 2013 and 2014 as described in Exhibit A.

ARTICLE 4: COMPENSATION

Compensation for all work performed under Amendment No. 1 shall be calculated on a time and materials basis. Compensation for the services described in this AMENDMENT shall not exceed \$42,000. This amount shall be added to the previous amount to bring the total not to exceed amount for the AGREEMENT to \$98,250. This amount shall not be exceeded unless there is a change in scope of work, in writing and agreed to by both parties.

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

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

LEUCADIA WASTEWATER DISTRICT

WHITE NELSON DIEHL EVANS LLP

By: _____
Paul J. Bushee
General Manager

By: _____
Harvey J. Schroeder
Engagement Partner

EXHIBIT A


SCOPE OF WORK

The Scope of Work of the Agreement has been expanded to include the following:

- a. Perform annual audits and issue opinions on the District's financial statements in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and in accordance with "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's office, for a two-year period for the fiscal years ending June 30, 2013 and 2014.

The work shall be done on an hourly rate basis with a new ceiling of \$98,250.

MEMORANDUM

DATE: January 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2013 Board of Directors Committee Assignments

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

The Leucadia Wastewater District (LWD) Board President typically reviews committee assignments for the Board of Directors on an annual basis and makes appointments to the various committees as appropriate. To facilitate this discussion, a summary of current committee assignments and appointments is attached.

This item has been placed on the agenda for discussion by the Board of Directors. Staff has no recommendation on this matter. Staff will incorporate any revisions to LWD committees and respond to other public agencies as appropriate.

Attachment

cal:PJB



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors' Committee Assignments

Engineering Committee

Director Allan Juliussen, Chair
Vice President David Kulchin

Investment & Finance Committee

Director Judy Hanson, Chair
Director Donald Omsted

Community Affairs Committee

President Elaine Sullivan, Chair
Director Donald Omsted

Employee Recognition Committee

President Elaine Sullivan, Chair
President Judy Hanson

Human Resource Committee

Director Judy Hanson, Chair
Vice President David Kulchin



LEADERS IN
ENVIRONMENTAL
PROTECTION

Board of Directors' and Manager Appointments and Assignments

Encina Wastewater Authority Board of Directors/Joint Advisory Committee (JAC)

President Elaine Sullivan
Director Allan Juliussen
Paul Bushee, GM (Alternate)

Other Assignments:

Director Allan Juliussen

- Encina Wastewater Authority Capital Improvement Committee (CIC) Member
- Encinitas School District Oversight Committee member

Director Donald Omsted

- Batiquitos Lagoon Foundation Board Member

President Elaine Sullivan

- Encina Wastewater Authority Policy and Finance Committee

Director Judy Hanson

- San Diego County LAFCO Special Districts Advisory Committee Member
- California Sanitation Risk Management Association (CSRMA) Board Member


Vice President David Kulchin

- Chairman of Scripps Memorial Hospital Encinitas Community Advisory Board

General Manager Paul Bushee

- Encina Wastewater Authority Member Agency Managers Committee
- CSRMA Executive Board Member (Vice President)
- CSRMA Board of Directors (Alternate)
- CASA Executive Board Member

MEMORANDUM

DATE: January 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Directors Strategic Planning Session

RECOMMENDATION:

1. Discuss and provide direction as appropriate.

DISCUSSION:

At its December 2012 meeting, the Board of Directors agreed to schedule its 2013 Strategic Planning Session for Wednesday, February 20th. Mr. Jeff Bills of Confidence Consulting will be facilitating the session. The Board also agreed to conduct individual interviews with Mr. Bills, which have subsequently been scheduled for January 15th.

During the discussion the Board requested input on the development of the strategic planning agenda and directed staff to include potential agenda topics for discussion at the January 2013 Board meeting. This item is a follow-up to the Board's direction. It is anticipated that the result of today's discussion in conjunction with the Board interviews will help formulate the final strategic planning agenda.

By way of background, the Board conducted Strategic Planning efforts in 2005, 2007, 2009, 2011 and 2012. Over the past 3 sessions, the Board focused on best practices, establishing priorities and assessing future financial challenges. It has been nearly six years since the Board reviewed the core components of its Strategic Plan. As such, staff is suggesting that the Board review the Strategic Plan's seven "Strategic Focus Areas" to ensure they remain current and applicable. LWD's Strategic Focus areas are as follows:

1. **Financial** - Assure fiscal stability and growth through proper management of District assets and investments.
2. **People** - Assure the highest qualified work force to provide outstanding service for District stakeholders.
3. **Water Reclamation** - Maximize cost effective market opportunities to increase the quantity and quality of reclaimed water produced for current and future customers.
4. **Services** - While focusing on the core business and superior customer service, expand capabilities through strategic alliances with other organizations to enhance both the service provided and financial future of the District.
5. **Recognition of Achievement** - Assume a leadership position within the wastewater community and provide an increasing level of outreach and collaboration with the water and environment communities.

6. Technology - Enhance District operations through technological excellence, innovation and utilization of outstanding professional resources.
7. Community Outreach - Increase community awareness of District services and benefits.

The planning session has been scheduled for approximately three-quarters of a day with the exact duration of the session depending upon the topics discussed. Staff is requesting that the Board review potential topics for the agenda and provide input as appropriate.

cal: PJB