



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

**DATE:** Wednesday, October 10, 2012  
**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**
  - A. Achievement of Organizational Objectives (Pages 1-3)**

## CONSENT CALENDAR

Items 7-10 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

September 12, 2012 Regular Board Meeting (Pages 4-11)

September 19, 2012 Employee Recognition Committee Meeting (Pages 12-13)

### 8. Approval of Demands for September/October 2012

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2012. (Pages 14-30)

### 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 31-34)

### 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 35-42)

## EWA and COMMITTEE REPORTS

### 11. Encina Wastewater Authority Reports

A. A regular EWA Board meeting was held on September 19, 2012 – report by Vice President Sullivan. (Page 43)

B. A EWA Member Agencies Manager's meeting was held on October 9, 2012 – report by GM Bushee. (verbal)

### 12. Committee Reports

A. Employee Recognition Committee meeting was held on September 19, 2012 – report by Vice President Sullivan. (Page 44)

B. Investment & Finance Committee meeting was held on October 4, 2012 – report by Director Omsted. (verbal)

## ACTION ITEMS

### 13. Financial Plan Update Agreement

Authorize the General Manager to execute a Professional Services Agreement with Black & Veatch in an amount not to exceed \$42,110 for the Financial Plan Update. (Pages 45-46)

### 14. Approval of the Revised Board/Staff Relation Policy

Adopt Resolution No. 2228 – Approving the Revised Board-General Manager/Staff Relations Policy. (Pages 47-53)

### 15. Report on the Recycled Water Program

Discuss and provide direction, as appropriate. (Page 54)

## INFORMATION ITEMS

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

None.

### 17. Directors' Meetings and Conference Reports

A. The CSDA Annual Conference was held on September 24-27, 2012 at the Westin in San Diego, CA. (Page 55)

B. The WEFTEC's 85<sup>th</sup> Annual Conference was held on September 30 – October 3, 2012 at the New Orleans Morial Convention Center in New Orleans, LA. (Page 56)

### 18. General Manager's Report

### 19. General Counsel's Report

### 20. Board of Directors' Comments

### 21. 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: October 4, 2012

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

**MEMORANDUM**

**DATE:** October 4, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Presentation and Awards – Achievement of Organizational Objectives

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

1. Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its August 2012 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled worker's compensation insurance program to LWD in the amount of \$11,186.00. The dividend reflects LWD's excellent safety record and an ongoing commitment to safety. LWD's Incentive Program authorizes a 50% cost sharing of the CSRMA dividends with employees. Consequently, each employee is eligible for an incentive compensation award of \$310.72. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$11,186.00
50% of Net Dividend (amount eligible for incentive compensation)	\$5,593
Incentive Compensation Award Per Employee (18 positions)	\$310.72

Please join me in congratulating LWD for its excellent workers compensation safety record.

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

On September 12, 2012, LWD staff completed one year without a lost time injury accident. This achievement represents a significant accomplishment since work place injuries result in lost productivity, low morale, and increased worker's compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$300 incentive compensation award.

Please join me in congratulating LWD for these accomplishments.

cal:PJB

Attachment



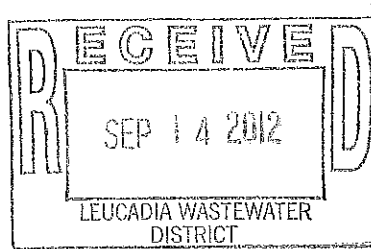
c/o ALLIANT INSURANCE SERVICES, INC.  
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Tel: 415.403.1400

Insurance License No.: 0C36861  
Fax: 415.874.4813

**OFFICERS:**

Russ Baggerly, *President*  
805.646.5548  
Paul Bushee, *Vice President*  
760.753.0155



**PAST PRESIDENTS:**

Robert Reid  
2006-2010  
Kevin Hardy  
2003-2006

September 10, 2012

Mr. Paul Bushee  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**Pooled Workers' Compensation Program**  
**Fourteenth Dividend Declaration**

Dear Paul:

On August 10, 2012, the Board of Directors declared a total dividend of \$1,487,805 from the results of Program Years 1991-92 through 2005-06 payable to the members that participated in these coverage years. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$11,186.

The total dividend is shared through a formula adopted by the Board of Directors that rewards members for good loss history. Dividends, if any, are in addition to any returns from the Retrospective Rating Program, and are paid out of the JPA's equity balance. Including this payment, the Pooled Workers' Compensation Program has returned almost \$6,900,000 in dividends to the membership since the program inception in 1990. The ability to declare a dividend is a direct reflection of the members' hard work to avoid work place injuries, and control costs when injuries do occur. CSRMA has many programs in place to assist members in this effort, and we encourage our members to be actively involved in our risk control efforts.

Thank you for your efforts, and please join me in congratulating all the members of CSRMA's Workers Compensation Program for making the Program as successful as it is, and thereby, this dividend possible. Together we will continue to reduce risk costs in a manner beneficial for employees, rate payers and the communities we serve.

Sincerely,

A handwritten signature in cursive script that reads "Russ Baggerly".

Russ Baggerly  
President

RB:mdl

Enclosure

8354

CALIFORNIA SANITATION  
RISK MANAGEMENT AUTHORITY  
C/O ALLIANT INSURANCE SERVICES, INC.  
100 PINE STREET 11TH FLOOR  
SAN FRANCISCO, CA 94111

UNION BANK OF CALIFORNIA  
GOVERNMENT SERVICES #291  
SAN FRANCISCO, CA 94104  
16-49-1220

8/14/2012

PAY TO THE  
ORDER OF

Leucadia Wastewater District

\$ \*\*11,186.00

DOLLARS

Eleven Thousand One Hundred Eighty-Six and 00/100\*\*\*\*\*

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

VOID SIX MONTHS FROM DATE DRAWN

*[Signature]*  
AUTHORIZED SIGNATURE

MEMO

Work Comp Dividend - Program Yr 1 - 16

⑈008354⑈ ⑆122000496⑆ 7020015599⑈

~~IF YOU ARE PAYING BY CHECK, PLEASE CHECK THE COLOR WILL FADE AND RETURN ON AN AUTHENTIC CHECK. IF COLOR DOES NOT FADE DO NOT ACCEPT.~~

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

8354

Leucadia Wastewater District

8/14/2012

Work Comp Dividend - Program Yr 1 - 16

11,186.00

General Checking - U Work Comp Dividend - Program Yr 1 - 16

11,186.00

CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY C/O ALLIANT INSURANCE SERVICES, INC.

8354

Leucadia Wastewater District

8/14/2012

Work Comp Dividend - Program Yr 1 - 16

11,186.00

General Checking - U Work Comp Dividend - Program Yr 1 - 16

11,186.00

*310.72/person*

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

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 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.

**2. Roll Call**

DIRECTORS PRESENT: Hanson, Sullivan, Kulchin, Omsted and Juliussen  
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, Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Rob Weber of IEC, Inc. and Carlos Mendoza, a member of the public.

**3. Pledge of Allegiance**

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

August 15, 2012 Regular Board Meeting  
August 20, 2012 Human Resources Committee Meeting  
August 29, 2012 Community Affairs Committee Meeting  
September 4, 2012 Engineering Committee Meeting

**8. Approval of Demands for August 2012/September 2012**

Payroll Checks numbered 16248-16303; General Checking – Checks numbered 42791-42915; voided check number 42619 was reissued.

**9. Operations Report** (A copy was included in the original September 12, 2012 Agenda)

**10. Finance Report** (A copy was included in the original September 12, 2012 Agenda)

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

**EWA and COMMITTEE REPORTS**

**11. Encina Wastewater Authority (EWA) Reports**

A. Encina Wastewater Authority Report – August 22, 2012.

Vice President Sullivan reported on EWA's August 22, 2012 Board meeting.

President Hanson requested a copy of EWA's Resolution 2012-11 Approving the GM's salary and terms and conditions. GM Bushee agreed to provide a copy to her.

B. EWA Member Agencies Manager's (MAM) Report – September 4, 2012.

GM Bushee reported on the MAM's September 4, 2012 meeting.

**12. Committee Reports**

A. Human Resources Committee (HRC) meeting was held on August 20, 2012.

Director Kulchin reported that the HRC reviewed the agreement with Confidence Consulting in detail. The committee chose not to recommend the agreement, but instead directed staff to place this topic on the September Board agenda for discussion. He noted that this item will be discussed later in the agenda.

B. Community Affairs Committee (CAC) meeting was held on August 29, 2012.

Vice President Sullivan reported that the CAC reviewed and commented on the fall 2012 newsletter layout. She noted that TRG will make the changes and will forward the revised newsletter to staff and the CAC for review. She stated that the newsletter is expected to be released in later September or early October.

C. Engineering Committee meeting was held on September 4, 2012.

Director Juliussen reported that the EC reviewed a sewer reimbursement agreement between LWD and developers, Tverdochs, Navazo & Solomon, and the Blantons. He stated that the EC concurred with staff to present this item to the Board.

The EC also reviewed an agreement with Farwest Corrosion Control Company for the construction of the Force Main Corrosion Protection Project in an amount not to exceed \$144,135 as the lowest responsive and responsible bidder. He stated that the EC concurred with staff to present this item to the Board.

The EC also reviewed the Preliminary Engineering Report for the Leucadia Pump Station Generator Replacement and Fuel Tank Evaluation completed by Infrastructure Engineering Corporation.



He stated that committee also reviewed an agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Generator Replacement Project in an amount not to exceed \$34,363.

He stated that all of the above mention items will be reviewed by the Board later in the agenda.

Director Juliussen also reported that the EC received status updates on the Batiquitos Pump Station Rehabilitation Project and the Occidental Line Repair Project.

President Hanson requested to move items no. 17 and 18 forward.

**17. Leucadia Pump Station Generator Replacement and Fuel Tank Evaluation Preliminary Engineering Report**

Receive and file the Preliminary Engineering Report for the Leucadia Pump Station Generator Replacement and Fuel Tank Evaluation Completed by Infrastructure Engineering Corporation.

TSM Morishita presented the item noting that it is a tactical goal in the FY 13 Tactics & Action Plan. He stated that the EC reviewed this item at their September 4<sup>th</sup> meeting and agreed with staff's recommendation. The committee also recommended a supplemental evaluation of the feasibility of using a tanker truck for the District bulk fuel storage.

He provided background information on the report indicating that the Asset Management Plan Implementation Phase I report included a recommendation from IEC that the Leucadia Pump Station emergency diesel generator be replaced. TSM Morishita introduced Mr. Rob Web of IEC to present the results of their evaluation for the installation of a new generator at the Leucadia Pump Station.

Mr. Weber presented an overview of the various configurations to install the new generator. He stated that Configuration no. 2, installation of an 800kW generator at the pump station site was selected as the preferred alternative. He provided a list of reasons why this was the preferred choice.

Mr. Weber also provided an overview of the onsite fuel storage evaluation. He stated that staff and IEC agreed that the District should not install fuel storage facilities at this time.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Kulchin, and carried, the Board of Directors received and filed the Preliminary Engineering Report for the Leucadia Pump Station Generator Replacement and Fuel Tank Evaluation completed by Infrastructure Engineering Corporation.

**18. Leucadia Pump Station Generator Replacement Project – Design Services**

Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Generator Replacement Project in an amount not to exceed \$34,363.

TSM Morishita presented this item indicating that it is a follow-up to the previous item. He stated that this item is also a goal included in the FY 13 Tactics and Action Plan. He

provided a summary of the scope of services included with the agreement noting that staff believes IEC's proposal is fair and reasonable.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Kulchin, and carried, the Board of Directors authorized the General Manager to execute an agreement with Infrastructure Engineering Corporation for engineering design services for the Leucadia Pump Station Generator Replacement Project in an amount not to exceed \$34,363.

## **PUBLIC HEARING**

### **13. A Public Hearing to consider the following:**

- Adopt Ordinance No. 125 Approving a Reimbursement Agreement Between LWD and Richard & Denise Tverdoch, Luis Navazo & Janette Solomon, and Andy & Catherine Blanton.

President Hanson opened the public hearing for comments. There was no public at meeting; therefore, President Hanson closed the public hearing.

## **ACTION ITEMS**

### **14. Adopt Ordinance No. 125 - Approving a Reimbursement Agreement Between LWD and Richard & Denise Tverdoch, Luis Navazo & Janette Soloman, and Andy & Catherine Blanton.**

DE Deering presented the item. He provided a summary of the reimbursement agreement. He also presented background information on the agreement indicating that the developers requested a reimbursement agreement in 2010, but Mr. Tverdoch challenged the 10-year term of the agreement requesting a longer term. His request for a longer term was denied by the Board. The developers recently agreed to the 10-year term and signed the agreement and staff is requesting approval of the agreement.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors approved Ordinance No. 125 by the following vote:

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

### **15. Annual Review of the Investment Policy.**

Receive and file the Annual Review of LWD's Investment Policy Report and re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2012 through August 31, 2013.

ASM LeMay presented this item stating that the policy was last revised in 2010 and that the policy calls for an annual review by the Board of Directors. ASM LeMay indicated that staff recently reviewed the policy and there are no recommended changes.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors received and filed the Annual Review of the LWD's Investment Policy.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and carried, the Board of Directors re-delegated authority to manage LWD's investment program to the General Manager effective September 1, 2012 through August 31, 2013.

**16. Award of the District's Force Main Corrosion Protection Project Construction Contract.**

Authorize the General Manager to execute an agreement with Farwest Corrosion Control Company for the construction of the Force Main Corrosion Protection Project in an amount not to exceed \$144,135 as the lowest responsive and responsible bidder.

TSM Morishita presented this item stating that the EC reviewed it at their September 4<sup>th</sup> meeting. He added that it is a goal included in the FY 13 Tactics and Action Plan. TSM Morishita presented background information on the Force Main Corrosion Study indicating the need for corrosion protection on the District's force main. He provided a summary of bid process and the results of the bids. He stated that Farwest was the lowest, responsible bidder in the amount of \$144,135; however, he noted that staff is asking the Board to waive a minor irregularity during the bid process. He explained the irregularity stating that IEC reviewed the bids and recommended that Farwest be awarded the contract.

Director Juliussen stated that the EC reviewed this item and agreed with staff's recommendation, including waiving the minor irregularity.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors authorized the General Manager to execute an agreement with Farwest Corrosion Control Company for the construction of the Force Main Corrosion Protection Project in an amount not to exceed \$144,135 as the lowest responsive and responsible bidder; and to waive a minor irregularity, not acknowledging receipt of bid Addendum Number 1, in the bid received from Farwest Corrosion Control Company.

**19. 2012 LAFCO Special Districts Election for one position as LAFCO's Regular Commission member and eight positions on the Special Districts Advisory Committee.**

President Hanson presented the item. She stated that she was a member on LAFCO's Nominating Committee and recommends that the Board of Directors vote for the persons listed in the Nominating Committee Recommendation report.

Upon a motion made by Director Omsted, seconded by Vice President Sullivan, and carried, the Board of Directors voted for the following members to LAFCO's Regular Special District seat and LAFCO's Special Districts Advisory Committee seats respectively:

**Regular LAFCO Special District Member**

- Bud Pocklington of South Bay Irrigation District

### **Special Districts Advisory Committee Member**

- Dennis Shepard of North County Cemetery District
- James Archer of Alpine Fire Protection District
- Douglas Humphrey of Resource Conservation District Greater San Diego County
- Gary Arant of Valley Center Municipal Water District
- Augie Scalzitti of Padre Dam Municipal Water District
- Margarett Morgan of Vista Fire Protection District
- Tom Bumgardner of Valley Center Parks and Recreation District
- Teresa Thomas of South Bay Irrigation District

## **20. Discussion of Management Support Services with Confidence Consulting.**

GM Bushee presented this item stating that the Board requested to review the Confidence Consulting agreement at the June Board meeting. He also provided a summary of the Human Resources Committee meeting on August 20<sup>th</sup>, noting that the HRC had not reached consensus on a recommendation to the Board.

GM Bushee provided staff's perspective on Jeff Bill's services indicating that staff has been very pleased with his services and that Mr. Bills played an important role with the District's many successes. He also provided a summary of services that Mr. Bills has provided the District since 2007.

Director Kulchin asked what services will be included in FY 13. GM Bushee responded that employee training will be scheduled, along with a Board Strategic Planning session. GM Bushee also added that Mr. Bills will provide management support for personnel issues. GM Bushee also indicated that the Board has the option to use another facilitator for their planning session, if desired.

Director Kulchin indicated that he believes Mr. Bills is a specialist in his profession and doesn't want to lose his services. He suggested that the District should pay for his services as tasks are completed, instead of on a retainer basis and this could lower the annual cost of the services. GM Bushee explained that staff could renegotiate the terms of the contract, however, staff has already negotiated with Mr. Bills and the current fee is one of the lowest of all his clients. Mr. Bills' retainer contracts range between \$5,000 and \$11,000 per month and often do not include the full range of services he provides LWD.

President Hanson stated that the contract amount is too much based on the services that he will be providing. She stated that she believes training is important, but staff has been using his services for quite some time and staff should be well trained by now. She noted that the District should be able to get the same services at a reduced cost.

Director Juliussen agreed with President Hanson adding that he will not vote for the Confidence Consulting contract.

Director Omsted stated that Mr. Bills services have been excellent. He stated that the district should have a third party view and Mr. Bills services provides important feedback to the Board. He noted that the District should either keep his services or have someone similar for the benefit of the district.

Vice President Sullivan stated that she agrees with Director Omsted, noting it's important to have the third party perspective. She also stated that training is an ongoing necessity

and what the District has received is a very good value of services from Mr. Bills. She noted that his contract is a small percentage of the budget. She stated that she is in favor of approving the contract and would like the District to continue using his services.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and carried by Director Kulchin, with President Hanson and Director Juliussen voting no, the Board authorized the General Manager to execute the Confidence Consulting contract under the existing scope and compensation terms of \$3,000 per month plus expenses.

## **INFORMATION ITEMS**

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

#### **A. CSDA Update on the Pension and Workers' Compensation Reform.**

ASM LeMay provided an overview of the Pension Reform Bill stating that AB 340 was signed this morning by Governor Brown. He noted that majority of revisions apply to new members to the pension system.

General Counsel Brechtel provided a brief list of other items included in the Pension reform. He also stated that the workers' compensation reform was passed by the assembly and senate. He indicated that the revisions to the law are supposed to help reduce the cost for agencies. He provided the highlights of these changes in the bill.

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

None.

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

GM Bushee acknowledged TSM Morishita for reviewing and providing comments on the State Water Resources Control Board's proposed revisions to the statewide waste discharge requirements monitoring record keeping program. He stated that TSM Morishita attended the SWRCB meeting to provide comments on the proposed changes.

GM Bushee also asked that the Board of Directors submit their AB 1234 Training certificates to EA Hill, so she can submit them to the county.

In addition, GM Bushee asked the Board members if they prefer that staff make reservations for the holiday dinner or to schedule an Employee Recognition Committee meeting to discuss the location of the venue. Director Omsted suggested that the ERC look into the venue location for the holiday party. GM Bushee agreed that staff will contact the ERC members to schedule a meeting.

ASM LeMay noted that PERS has notified that District of its open enrollment period. He asked that if the Board members would like to change health benefit plans to contact him.

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

General Counsel Brechtel stated that a few months ago the Board approved the Board Staff Relations policy and after approval of the policy the FPPC revised the regulations relating to Committee appointments. He stated that staff will add the Board/Staff Relations Policy to the October agenda for the Board to review the proposed changes.

**25. Board of Director's Comments**

Director Omsted noted that the city of San Diego is also purchasing generators.

**26. Adjournment**

President Hanson adjourned the meeting at 6:29 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Employee Recognition Committee Meeting  
September 19, 2012

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A meeting of the Employee Recognition Committee (ERC) of Leucadia Wastewater District was held September 19, 2012 at 1:30 PM at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 1:30 p.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, Executive Assistant Trisha Hill

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Discussion of LWD's 2012 Holiday Party

GM Bushee provided background information on why staff scheduled this meeting to discuss the holiday event. He provided a brief summary of past new articles criticizing local public agencies and cities for their "costly" employee recognition events during poor economic times. He stated that this is a public perception issue and asked should we continue to host a holiday event at the past venue.

Vice President Sullivan asked if the District has received any negative public comments regarding our holiday event. GM Bushee replied that the District has not. Vice President Sullivan talked about the importance of hosting the holiday event and President Hanson agreed.

President Hanson also indicated that she would prefer to have the event within the District's boundary.

President Hanson asked about employee desires regarding the event. GM Bushee stated that EA Hill conducted a brief survey this morning. The survey results indicated that most employees would prefer to have the event during lunch at a restaurant. EA Hill also provided this survey as a handout, along with a list of potential restaurants within the District's boundary. Cost information from previous holiday events was also provided.

After reviewing this information, the ERC agreed to have the event during lunch with the

goal of using a restaurant within the District's boundary. The ERC and staff narrowed the list of desired restaurants to four and directed staff to research the availability and suitability of one of the four restaurants.

**6. Information Items**

None.

**7. Directors comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Sullivan adjourned the meeting at approximately 1:51 p.m.


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Paul J. Bushee  
Secretary/Manager

(Seal)



## MEMORANDUM

DATE: October 4, 2012  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: Approval of September/October Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **345,322.93**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months September 7, 2012 – October 4, 2012.

Operating expenses totaled \$ **204,398.86** while Capital Improvement Program expenses totaled \$ **52,520.46**.

Payroll for employees and the Board totaled \$ **88,403.61**.

Attached please find a year to date Employee and Board Payroll Report from September 2011 to October 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 September/October 2012
Attachment 2	Accounts Payable Check Register dated September 12, 2012
Attachment 3	Payroll Check Register dated September 19, 2012
Attachment 4	Accounts Payable Check Register dated September 20, 2012
Attachment 5	Accounts Payable Check Register dated October 1, 2012
Attachment 6	Payroll Check Register dated October 3, 2012
Attachment 7	Board Payroll Check Register dated October 4, 2012
Attachment 8	Year to Date Employee and Board Payroll Report

**DEMANDS SUMMARY**

October 10, 2012

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check - 9/19/2012	16304 - 16320	\$ 41,524.85	
Payroll Check -10/3/2012	16321 - 16338	\$ 42,421.82	
Board Payroll Check -10/4/2012	16339 - 16343	\$ 4,456.94	
	<b>Total</b>	<b>\$88,403.61</b>	
General Checking - 9/12/2012	42916 - 42956	\$ 82,019.50	
General Checking -9/20/2012	42957 - 42997	\$ 135,837.37	
General Checking -10/1/2012	42998 - 43019	\$ 39,062.45	
	<b>Total</b>	<b>\$256,919.32</b>	
			<b>\$345,322.93</b>
	<b>Grand Total</b>		<b>\$345,322.93</b>

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42916- 2569	1	9/12/2012	10167 ACACIA GASOLINE & CAR WASH		
	1		46496 OPEN PO-VEHCILE AND TRUCK FUEL	173.53	2604
42916- 2569	1	9/12/2012	Logged *** Total ***	173.53	
42917- 2569	2	9/12/2012	10570 ANTIMITE TERMITE & PEST CONTRO		
	2		46507 PEST SERVICE-SEPT	53.00	1110109
42917- 2569	2	9/12/2012	Logged *** Total ***	53.00	
42918- 2569	3	9/12/2012	10720 AT&T		
	3		46518 L.D. PHONE @ BPS	32.16	0192940472-9/12
42918- 2569	3	9/12/2012	Logged *** Total ***	32.16	
42919- 2569	4	9/12/2012	11060 BARRETT ENGINEERED PUMP		
	4		46529 PARTS FOR PUMP @SPS	248.90	082104
42919- 2569	4	9/12/2012	Logged *** Total ***	248.90	
42920- 2569	5	9/12/2012	11314 BERGELECTRIC CORP		
	5		46495 OPEN PO-ELECTRICAL REPAIRS	266.40	13330.8TM-19
	5		46500 OPEN PO-ELECTRICAL REPAIRS	266.40	13330.8TM-18
42920- 2569	5	9/12/2012	Logged *** Total ***	532.80	
42921- 2569	6	9/12/2012	11650 BROWNELL AND DUFFEY CPA		
	6		46490 OPEN PO-CONTRACT-ACCT/FINANCIA	8,040.00	090612
42921- 2569	6	9/12/2012	Logged *** Total ***	8,040.00	
42922- 2569	7	9/12/2012	12050 CARLSBAD CHAMBER OF COMMERCE		
	7		46526 2013 MEMBERSHIP RENEWAL	770.00	62963
42922- 2569	7	9/12/2012	Logged *** Total ***	770.00	
42923- 2569	8	9/12/2012	12360 CITY OF CARLSBAD		
	8		46509 WATER @ OFFICE	97.69	8121305-8/12
	8		46510 WATER @ OFFICE/PLANT	93.03	10959015-9/12
	8		46532 WATER @ VACTOR	287.39	103-8/2012
	8		46533 WATER @ VACTOR 2	50.31	104-AUG/2012
42923- 2569	8	9/12/2012	Logged *** Total ***	528.42	
42924- 2569	9	9/12/2012	12530 SAN DIEGO COUNTY SHERIFF		
	9		46506 GARNISHMENT	200.00	GARNISH-9/5/12
42924- 2569	9	9/12/2012	Logged *** Total ***	200.00	
42925- 2569	10	9/12/2012	12585 COUNTY OF SAN DIEGO		
	10		46502 HAZARDOUS MAT PERMIT RENEWAL @	292.00	HK18206852-8/12
42925- 2569	10	9/12/2012	Logged *** Total ***	292.00	
42926- 2569	11	9/12/2012	13072 DATA NET		
	11		46493 POWEREDGE REPLACEMENT SERVER	10,694.60	9743375
	11		46499 3 DELL CPUS AND 1 MONITOR	5,754.65	9743376/377/378
	11		46511 IS MAINT AND SUPPORT	505.00	9743426
	11		46512 IS MAINT AND SUPPORT	721.62	9743430
42926- 2569	11	9/12/2012	Logged *** Total ***	17,675.87	
42927- 2569	12	9/12/2012	13272 DETECTION INSTRUMENTS CORP		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	12		46494 OPEN PO-CALIBRATION	294.99	13272
42927- 2569	12	9/12/2012	Logged	*** Total ***	294.99
42928- 2569	13	9/12/2012	13822 DUDEK & ASSOCIATES		
	13		46503 GE/CIP/JULY/200/331	1,435.00	20122696
42928- 2569	13	9/12/2012	Logged	*** Total ***	1,435.00
42929- 2569	14	9/12/2012	14410 EL CAMINO REAL SHELL ENCINITAS		
	14		46542 OPEN PO-VEHCIL/TRUCK FUELS	78.55	8818
42929- 2569	14	9/12/2012	Logged	*** Total ***	78.55
42930- 2569	15	9/12/2012	14514 ENCINITAS CHAMBER OF COMMERCE		
	15		46528 2013 MEMEBERSHIP RENEWAL	250.00	8644
42930- 2569	15	9/12/2012	Logged	*** Total ***	250.00
42931- 2569	16	9/12/2012	16021 GREAT AMERICA LEASING CORP		
	16		46536 COPIER LEASE	1,165.32	12679733
42931- 2569	16	9/12/2012	Logged	*** Total ***	1,165.32
42932- 2569	17	9/12/2012	17066 HARRINGTON INDUSTRIAL PLASTICS		
	17		46497 PIPE CLEAR PVC	603.40	004C7501
42932- 2569	17	9/12/2012	Logged	*** Total ***	603.40
42933- 2569	18	9/12/2012	17333 HIGH VOLTAGE BULBS, INC		
	18		46527 HIGH VOLTAGE BULBS	456.24	395010
42933- 2569	18	9/12/2012	Logged	*** Total ***	456.24
42934- 2569	19	9/12/2012	17552 THE HOME DEPOT CRC/GECF		
	19		46488 OPEN PO-SUPPLIES @ BPS, AWT ET	97.50	7021448/1456
42934- 2569	19	9/12/2012	Logged	*** Total ***	97.50
42935- 2569	20	9/12/2012	18150 ICMA RETIREMENT-303979		
	20		46513 DEFERRED COMP-ICMA-9/5/12	3,222.14	ICMA-9/5/12
42935- 2569	20	9/12/2012	Logged	*** Total ***	3,222.14
42936- 2569	21	9/12/2012	20011 JACKSON & BLANC		
	21		46530 HVAC SERVICE	236.00	000164721
42936- 2569	21	9/12/2012	Logged	*** Total ***	236.00
42937- 2569	22	9/12/2012	22214 MITSUBISHI ELECTRIC & ELECTRON		
	22		46525 ELEVATOR MAINT AND SERVICE	255.00	228929
42937- 2569	22	9/12/2012	Logged	*** Total ***	255.00
42938- 2569	23	9/12/2012	23068 NATIONWIDE RETIREMENT SOLUTION		
	23		46514 DEFERRED COMP-NATIONWIDE-9/5	211.19	NATION-9/5/12
42938- 2569	23	9/12/2012	Logged	*** Total ***	211.19
42939- 2569	24	9/12/2012	23241 NELCO INC.		
	24		46504 W'2 AND 1099 ENVELOPES	78.56	3959893
42939- 2569	24	9/12/2012	Logged	*** Total ***	78.56
42940- 2569	25	9/12/2012	24440 OLIVENHAIN MUNICIPAL WATER DIS		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	25		46520 WATER @ EEPS	57.15	61955121-9/12
	25		46521 WATER @ VP7	57.15	57187500-9/12
	25		46522 WATER @ TRAVELING VACTOR	191.02	61227600-9/12
	25		46523 WATER @ VP5	34.89	65865245-9/12
	25		46524 WATER @ VACTOR	330.70	1555324-9/12
42940- 2569	25	9/12/2012	Logged *** Total ***	670.91	
42941- 2569	26	9/12/2012	25010 AT&T		
	26		46517 PHONE @ BPS	102.82	3588-BPS-AUG
42941- 2569	26	9/12/2012	Logged *** Total ***	102.82	
42942- 2569	27	9/12/2012	25046 PALOMAR INVESTIGATIVE GROUP		
	27		46505 BACKGROUND CHECK-NEW EMPLOYEE	95.00	10024
42942- 2569	27	9/12/2012	Logged *** Total ***	95.00	
42943- 2569	28	9/12/2012	25260 PERS RETIREMENT		
	28		46516 BOARD RETIREMENT 8/30/12	335.55	9-30-12
	28		46538 EMPLOYEE RETIREMENT 9/2/2012	12,941.57	DUE10/2/12
42943- 2569	28	9/12/2012	Logged *** Total ***	13,277.12	
42944- 2569	29	9/12/2012	25260 PERS RETIREMENT		
	29		46539 EMPLOYEE RETIREMENT 8/19/12	12,941.57	OUE 9/18/12
42944- 2569	29	9/12/2012	Logged *** Total ***	12,941.57	
42945- 2569	30	9/12/2012	25425 PLANT PEOPLE		
	30		46491 OPEN PO- CONTRACT-MAINTAIN PLA	206.49	9121521
42945- 2569	30	9/12/2012	Logged *** Total ***	206.49	
42946- 2569	31	9/12/2012	25430 PLUMBERS DEPOT, INC		
	31		46537 TIGER TAILS	183.18	PD-19213
42946- 2569	31	9/12/2012	Logged *** Total ***	183.18	
42947- 2569	32	9/12/2012	28070 SAN DIEGUITO WATER DISTRICT		
	32		46508 WATER @ BPS	71.11	31527-9/12
	32		46531 WATER @ TANKER	7.96	TK645-8/12
42947- 2569	32	9/12/2012	Logged *** Total ***	79.07	
42948- 2569	33	9/12/2012	29716 TRG & ASSOCIATES		
	33		46540 OPEN PO- CONTRACT-PUBLIC INFOR	5,002.50	15-0812
42948- 2569	33	9/12/2012	Logged *** Total ***	5,002.50	
42949- 2569	34	9/12/2012	30515 UNIFIRST CORPORATION		
	34		46489 OPEN PO-CONTRACT-UNIFORMS	161.07	3600964400
	34		46501 OPEN PO-CONTRACT-UNIFORMS	161.07	3600966309
42949- 2569	34	9/12/2012	Logged *** Total ***	322.14	
42950- 2569	35	9/12/2012	30520 UNDERGROUND SERVICE ALERT OF		
	35		46519 UNDERGROUND SERVICE ALERT	332.50	820120370
42950- 2569	35	9/12/2012	Logged *** Total ***	332.50	
42951- 2569	36	9/12/2012	30551 CARLSBAD FUELS CORPORATION		
	36		46498 OPEN PO-VEHICLE/TRUCK FUELS	2,369.91	20120831

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42951-	2569	36	9/12/2012	Logged	*** Total ***	2,369.91
42952-	2569	37	9/12/2012	30560 UNITED PARCEL		
		37		46534 SHIPPING	20.28	000025YY57352
42952-	2569	37	9/12/2012	Logged	*** Total ***	20.28
42953-	2569	38	9/12/2012	30580 UNITED WAY		
		38		46515 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-9/5/12
42953-	2569	38	9/12/2012	Logged	*** Total ***	5.00
42954-	2569	39	9/12/2012	30723 SIEMENS WATER TECH. CORP		
		39		46541 OPEN PO-BIOXIDE	9,360.10	900886168
42954-	2569	39	9/12/2012	Logged	*** Total ***	9,360.10
42955-	2569	40	9/12/2012	31232 VERIZON WIRELESS		
		40		46535 CELL PHONES	51.97	1113752971
42955-	2569	40	9/12/2012	Logged	*** Total ***	51.97
42956-	2569	41	9/12/2012	33227 XEROX CORPORATION		
		41		46492 OPEN PO-SERVICE/MAINT	68.37	063678979
42956-	2569	41	9/12/2012	Logged	*** Total ***	68.37
					.00	
** Total check discount **					.00	
** Total check amount **					82,019.50	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 19,2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16304 - 16320	9/19/2012	\$41,524.85

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42957- 2570	1	9/20/2012	10100 NAPA AUTO		
	1		46592 SUPPLIES	77.45	976364
42957- 2570	1	9/20/2012	Logged	*** Total ***	77.45
42958- 2570	2	9/20/2012	10122 ACTION MAIL POSTAGE		
	2		46559 POSTAGEFEES ETC-FALL NEWSLETTE	4,758.94	14155-POSTAGE
42958- 2570	2	9/20/2012	Logged	*** Total ***	4,758.94
42959- 2570	3	9/20/2012	10128 THE LAWTON GROUP		
	3		46589 TEMP HRS W/E 9/9/12	216.00	IVC050000048616
42959- 2570	3	9/20/2012	Logged	*** Total ***	216.00
42960- 2570	4	9/20/2012	10332 AH WATER		
	4		46553 TRI OXYN CHEMICAL	8,561.38	20120265
42960- 2570	4	9/20/2012	Logged	*** Total ***	8,561.38
42961- 2570	5	9/20/2012	10366 AIR POLLUTION CONTROL DISTRICT		
	5		46590 RENEWAL PERMIT @ VP5	356.00	20120911-05750
42961- 2570	5	9/20/2012	Logged	*** Total ***	356.00
42962- 2570	6	9/20/2012	10570 ANTIMITE TERMITE & PEST CONTRO		
	6		46571 PEST SERVICE	53.00	1132029
42962- 2570	6	9/20/2012	Logged	*** Total ***	53.00
42963- 2570	7	9/20/2012	12029 CWEA		
	7		46594 RENEWAL-J. STECKER	140.00	835380-12/13
42963- 2570	7	9/20/2012	Logged	*** Total ***	140.00
42964- 2570	8	9/20/2012	12032 CAMPING WORLD		
	8		46588 GAS GENERATOR SERVICE	127.32	W02134929
42964- 2570	8	9/20/2012	Logged	*** Total ***	127.32
42965- 2570	9	9/20/2012	12112 JEFF BILLS		
	9		46561 OPEN PO-CONSULTING FEES	3,675.49	CC-JULY/AUG'12
42965- 2570	9	9/20/2012	Logged	*** Total ***	3,675.49
42966- 2570	10	9/20/2012	12514 CONEXIS		
	10		46582 SEC 125 FLEX PLAN-AUG	130.00	0812-0R5179
42966- 2570	10	9/20/2012	Logged	*** Total ***	130.00
42967- 2570	11	9/20/2012	12530 SAN DIEGO COUNTY SHERIFF		
	11		46583 GARNISHMENT	200.00	2012461529-9/19
42967- 2570	11	9/20/2012	Logged	*** Total ***	200.00
42968- 2570	12	9/20/2012	12631 CORODATA		
	12		46566 OPEN PO-STORAGE	167.48	RS1508128
42968- 2570	12	9/20/2012	Logged	*** Total ***	167.48
42969- 2570	13	9/20/2012	12814 CUES, INC		
	13		46554 OPEN PO-REPAIRS TO CCTV	30.02	373865
42969- 2570	13	9/20/2012	Logged	*** Total ***	30.02



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
42970- 2570	14	9/20/2012	13072	DATA NET		
	14		46573	IS MAINT AND SUPPORT	185.00	9743549
	14		46577	IS MAINT AND SUPPORT	505.00	9743535
	14		46580	IS MAINT AND SUPPORT	278.38	9743481
	14		46581	IS MAINT AND SUPPORT	360.00	9743483
42970- 2570	14	9/20/2012	Logged	*** Total ***	1,328.38	
42971- 2570	15	9/20/2012	13128	DESIGNS BY THE SEA		
	15		46560	PLUMBING REPAIR IN LOCKER ROOM	619.35	10530
42971- 2570	15	9/20/2012	Logged	*** Total ***	619.35	
42972- 2570	16	9/20/2012	13272	DETECTION INSTRUMENTS CORP		
	16		46552	OPEN PO-CALIBRATION	586.11	7450-22793
42972- 2570	16	9/20/2012	Logged	*** Total ***	586.11	
42973- 2570	17	9/20/2012	15223	FEDERAL EXPRESS CORPORATION		
	17		46586	SHIPPING	58.36	2-017-22938
42973- 2570	17	9/20/2012	Logged	*** Total ***	58.36	
42974- 2570	18	9/20/2012	17333	HIGH VOLTAGE BULBS, INC		
	18		46570	BALANCE ON BILL	9.00	395010-BALANCE
42974- 2570	18	9/20/2012	Logged	*** Total ***	9.00	
42975- 2570	19	9/20/2012	17562	HOPE PUBLICATIONS/IHAC		
	19		46595	HOPE HEALTH RENEWAL-2013	288.24	515116
42975- 2570	19	9/20/2012	Logged	*** Total ***	288.24	
42976- 2570	20	9/20/2012	17828	HI-WAY SAFETY, INC		
	20		46591	SAFETY CONES	148.16	132115
42976- 2570	20	9/20/2012	Logged	*** Total ***	148.16	
42977- 2570	21	9/20/2012	18150	ICMA RETIREMENT-303979		
	21		46572	DEFERRED COMP-ICMA	3,222.14	ICMA-9/19/12
42977- 2570	21	9/20/2012	Logged	*** Total ***	3,222.14	
42978- 2570	22	9/20/2012	18212	INFRASTRUCTURE ENGINEERING COR		
	22		46551	ON GOING GIS SUPPORT	200.00	6534
	22		46562	CONTRACT-REPLACE LPS EMERG GEN	333.14	6531
	22		46563	LA COSTA PUMP STATION REHAB DE	14,849.87	6532
	22		46564	CONTRACT-BPS ENGINEERING SERVI	6,461.62	6529
	22		46565	CONTRACT-FORCE MAIN CORROSION	895.00	6533
	22		46569	LANAKI SEWER	1,247.33	6530
42978- 2570	22	9/20/2012	Logged	*** Total ***	23,986.96	
42979- 2570	23	9/20/2012	18561	U.S. BANK		
	23		46609	C.C-CONFERENCES, MEETINGS, SUP	9,137.57	US BANK-8/22/12
42979- 2570	23	9/20/2012	Logged	*** Total ***	9,137.57	
42980- 2570	24	9/20/2012	20011	JACKSON & BLANC		
	24		46556	OPEN PO-CONTRACT-HVAC SERVICE/	1,480.00	000164877
42980- 2570	24	9/20/2012	Logged	*** Total ***	1,480.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42981- 2570	25	9/20/2012	21102 CASH		
	25		46585 PETTY CASH-AUG/SEPT	203.47	PETTY-9/2012
42981- 2570	25	9/20/2012	Logged	*** Total ***	203.47
42982- 2570	26	9/20/2012	23068 NATIONWIDE RETIREMENT SOLUTION		
	26		46579 DEFERRED COMP-NATIONWIDE	211.19	NATION-9/19/12
42982- 2570	26	9/20/2012	Logged	*** Total ***	211.19
42983- 2570	27	9/20/2012	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	27		46593 FURMAN GROUP AGREEMENT-2013	8,000.00	FURMAN-2013
42983- 2570	27	9/20/2012	Logged	*** Total ***	8,000.00
42984- 2570	28	9/20/2012	25032 PALOMAR WATER		
	28		46576 WATER @ OFFICE	135.50	23731481
42984- 2570	28	9/20/2012	Logged	*** Total ***	135.50
42985- 2570	29	9/20/2012	25072 RICK PATECELL		
	29		46567 OPEN PO-SCADA SUPPORT @ BPS/AW	2,551.00	1857
42985- 2570	29	9/20/2012	Logged	*** Total ***	2,551.00
42986- 2570	30	9/20/2012	25121 PCL CONSTRUCTION, INC		
	30		46548 BPS REHAB PROJECT	20,015.00	#03
	30		46568 RETENTION 10%	-2,001.50	RETENTION #03
42986- 2570	30	9/20/2012	Logged	*** Total ***	18,013.50
42987- 2570	31	9/20/2012	26804 QUALITY CHEVROLET		
	31		46547 OPEN PO-VEHICLE/TRUCK MAINT/RE	46.51	641060CVW
42987- 2570	31	9/20/2012	Logged	*** Total ***	46.51
42988- 2570	32	9/20/2012	27729 RICHARD STINSON		
	32		46557 CONSTRUCTION MGMT BPS REHAB PR	1,800.00	#50
	32		46558 FORCE MAIN CATHODIC PROTEC-CM	550.00	#50-
42988- 2570	32	9/20/2012	Logged	*** Total ***	2,350.00
42989- 2570	33	9/20/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	33		46596 ELECTRIC @ BPS	12,910.77	BPS-AUG'12
	33		46597 ELECTRIC @ EEPS AWT	1,079.92	EEPS AWT-AUG
	33		46598 ELECTRIC @ DIANA PS	450.39	DIANA PS-AUG
	33		46599 ELECTRIC @ AVOCADO PS	125.37	AVOCADO PS-AUG
	33		46600 ELECTRIC @ RVPS	152.85	RVPS-AUG
	33		46601 ELECTRIC @ LCPS	1,139.19	LCPS-AUG
	33		46602 ELECTRIC @ VP7	185.94	VP7-AUG
	33		46603 GAS @ OFFICE	12.05	OFFICE-AUG'12
	33		46604 ELECTRIC @ SAXONY PS	875.69	SPS-AUG'12
	33		46605 ELECTRIC @ VP5	254.87	VP5-AUG'12
	33		46607 GAS @ EEPS	.97	EEPS-GAS-AUG
	33		46608 ELECTRIC @ EEPS	748.26	EEPS-AUG'12
42989- 2570	33	9/20/2012	Logged	*** Total ***	17,936.27
42990- 2570	34	9/20/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	34		46606 ELECTRIC @ OFFICE/LPS	13,174.73	LPS/OFFICE-AUG
42990- 2570	34	9/20/2012	Logged	*** Total ***	13,174.73

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42991-2570	35	9/20/2012	28704	STAPLES BUSINESS ADVANTAGE		
	35		46587	TONER SUPPLIES	416.67	8023017362
42991-2570	35	9/20/2012	Logged	*** Total ***	416.67	
42992-2570	36	9/20/2012	29225	TELEPACIFIC COMMUNICATIONS		
	36		46575	PHONE SYSTEM	994.15	39971497-0
42992-2570	36	9/20/2012	Logged	*** Total ***	994.15	
42993-2570	37	9/20/2012	30515	UNIFIRST CORPORATION		
	37		46555	OPEN PO-CONTRACT-UNIFORMS	173.85	3600968194
42993-2570	37	9/20/2012	Logged	*** Total ***	173.85	
42994-2570	38	9/20/2012	30580	UNITED WAY		
	38		46578	EMPLOYEE CONTRIBUTIONS	10.00	UNITED-9/19/12
42994-2570	38	9/20/2012	Logged	*** Total ***	10.00	
42995-2570	39	9/20/2012	31232	VERIZON WIRELESS		
	39		46574	CELL PHONES	547.18	1117392309
42995-2570	39	9/20/2012	Logged	*** Total ***	547.18	
42996-2570	40	9/20/2012	32347	DEXTER WILSON ENGINEERING		
	40		46549	SSMP AUDIT FY 2013	715.00	0812.01.2042
	40		46550	UPDATE ASSET MANAGEMENT PLAN	6,935.00	0812.10.2098
42996-2570	40	9/20/2012	Logged	*** Total ***	7,650.00	
42997-2570	41	9/20/2012	32500	WORDEN WILLIAMS, APC		
	41		46584	LEGAL FEES-AUGUST	4,066.00	31827
42997-2570	41	9/20/2012	Logged	*** Total ***	4,066.00	
					.00	
** Total check discount **					.00	
** Total check amount **					135,837.37	
** Total void discount **					.00	
** Total void amount **					.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42998- 2571	1	10/01/2012	10100 NAPA AUTO		
	1		46629 SUPPLIES-	28.52	099738
42998- 2571	1	10/01/2012	Logged	*** Total ***	28.52
42999- 2571	2	10/01/2012	10128 THE LAWTON GROUP		
	2		46638 TEMP HOURS W/E 9/16/12	324.00	IVC050000048640
42999- 2571	2	10/01/2012	Logged	*** Total ***	324.00
43000- 2571	3	10/01/2012	12029 CWEA		
	3		46631 MEMBERSHIP RENEWAL-M. AVALOS	140.00	31212-AVALOS
43000- 2571	3	10/01/2012	Logged	*** Total ***	140.00
43001- 2571	4	10/01/2012	12424 CHARLES JOHNSON		
	4		46617 LATERAL REIMBURSEMENT	2,200.00	JOHNSON-LATERAL
43001- 2571	4	10/01/2012	Logged	*** Total ***	2,200.00
43002- 2571	5	10/01/2012	13014 DIAMOND ENVIRONMENTAL SERVICES		
	5		46619 2 PORTABLE RESTROOMS-COLLEC CR	204.30	29H00953
43002- 2571	5	10/01/2012	Logged	*** Total ***	204.30
43003- 2571	6	10/01/2012	14410 EL CAMINO REAL SHELL ENCINITAS		
	6		46624 OPEN PO-VEHCIL/TRUCK FUELS	83.24	8828
43003- 2571	6	10/01/2012	Logged	*** Total ***	83.24
43004- 2571	7	10/01/2012	16710 GUY SABATANO		
	7		46616 LATERAL REIMBURSEMENT	3,000.00	SABATANO
43004- 2571	7	10/01/2012	Logged	*** Total ***	3,000.00
43005- 2571	8	10/01/2012	16806 THE GUARDIAN		
	8		46625 DENTAL/DISABILITY INS-OCTOBER	3,813.26	324226-OCT'12
43005- 2571	8	10/01/2012	Logged	*** Total ***	3,813.26
43006- 2571	9	10/01/2012	17060 HARTFORD LIFE & ACCIDENT INS.		
	9		46628 LIFE INS-OCTOBER	347.22	6045250-5
43006- 2571	9	10/01/2012	Logged	*** Total ***	347.22
43007- 2571	10	10/01/2012	22361 TRISHA HILL		
	10		46633 REIMBURSE TH-CSDA CONF	33.46	TH. CSDA CONF
43007- 2571	10	10/01/2012	Logged	*** Total ***	33.46
43008- 2571	11	10/01/2012	24224 OFFICE DEPOT, INC.		
	11		46622 OPEN PO-OFFICE SUPPLIES	69.64	6246204704001
43008- 2571	11	10/01/2012	Logged	*** Total ***	69.64
43009- 2571	12	10/01/2012	25010 AT&T		
	12		46626 ODOR CONTROL MODEM	40.96	4364009-331-SEP
	12		46637 OFFICE ELEVATOR/FIRE PANEL	166.20	6333465389-9/12
43009- 2571	12	10/01/2012	Logged	*** Total ***	207.16
43010- 2571	13	10/01/2012	25018 MES VISION		
	13		46627 VISION INS-OCTOBER	341.16	122512183001
43010- 2571	13	10/01/2012	Logged	*** Total ***	341.16

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43011- 2571	14	10/01/2012	25261	PUBLIC EMPLOYEES HEALTH		
	14		46634	EMPLOYEES HEALTH INS-OCT	21,179.73	100000013835206
	14		46635	BRD HEALTH INS-OCT	2,388.99	13835206-OCT
43011- 2571	14	10/01/2012	Logged	*** Total ***	23,568.72	
43012- 2571	15	10/01/2012	25265	PEP BOYS		
	15		46632	TOOLS	25.83	07011000003
43012- 2571	15	10/01/2012	Logged	*** Total ***	25.83	
43013- 2571	16	10/01/2012	25618	PRIZM JANITORIAL SERVICES, INC		
	16		46618	OPEN PO-CONTRACT-JANITORIAL SE	1,281.15	6802
43013- 2571	16	10/01/2012	Logged	*** Total ***	1,281.15	
43014- 2571	17	10/01/2012	27478	R. J. SAFETY SUPPLY CO., INC.		
	17		46614	OPEN PO- SAFETY ITEMS/SUPPLIES	83.21	305301
	17		46620	OPEN PO- SAFETY ITEMS/SUPPLIES	93.10	305114
43014- 2571	17	10/01/2012	Logged	*** Total ***	176.31	
43015- 2571	18	10/01/2012	29630	TRI COMMUNITY ANSWERING SERVIC		
	18		46636	ANSWERING SERVICE-SEPT	90.00	TRI-9/20/12
43015- 2571	18	10/01/2012	Logged	*** Total ***	90.00	
43016- 2571	19	10/01/2012	29814	TIERRA VERDE RESOURCES, INC		
	19		46615	DISTRICIT CAMPUS LANDSCAPE MAIN	730.00	057549
43016- 2571	19	10/01/2012	Logged	*** Total ***	730.00	
43017- 2571	20	10/01/2012	30515	UNIFIRST CORPORATION		
	20		46623	OPEN PO-CONTRACT-UNIFORMS	179.85	3600970082
43017- 2571	20	10/01/2012	Logged	*** Total ***	179.85	
43018- 2571	21	10/01/2012	32271	WEST COAST SAFETY SUPPLY CO.,		
	21		46621	OPEN PO-CALIBRATIONS	1,888.63	170683892
43018- 2571	21	10/01/2012	Logged	*** Total ***	1,888.63	
43019- 2571	22	10/01/2012	32347	DEXTER WILSON ENGINEERING		
	22		46630	CSRMA QUEST, LPS ODORS	330.00	0812.02.2102
43019- 2571	22	10/01/2012	Logged	*** Total ***	330.00	
					.00	
** Total check discount **					.00	
** Total check amount **					39,062.45	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 3, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16321 - 16338	10/3/2012	\$42,421.82

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: October 4, 2012

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16339 - 16343	10/4/2012	\$4,456.94

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

2011

**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	\$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>
	<b>TOTAL</b>		<b>\$104,343.31</b>

**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>
	<b>TOTAL</b>		<b>\$83,523.66</b>

**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>
	<b>TOTAL</b>		<b>\$92,265.51</b>

**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>
	<b>TOTAL</b>		<b>\$93,205.36</b>



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

**APRIL**

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

**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>
	<b>TOTAL</b>		<b>\$141,331.14</b>

**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>
	<b>TOTAL</b>		<b>\$87,454.27</b>

**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>
	<b>TOTAL</b>		<b>\$85,909.03</b>

**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>
	<b>TOTAL</b>		<b>\$90,671.43</b>

**SEPTEMBER**

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

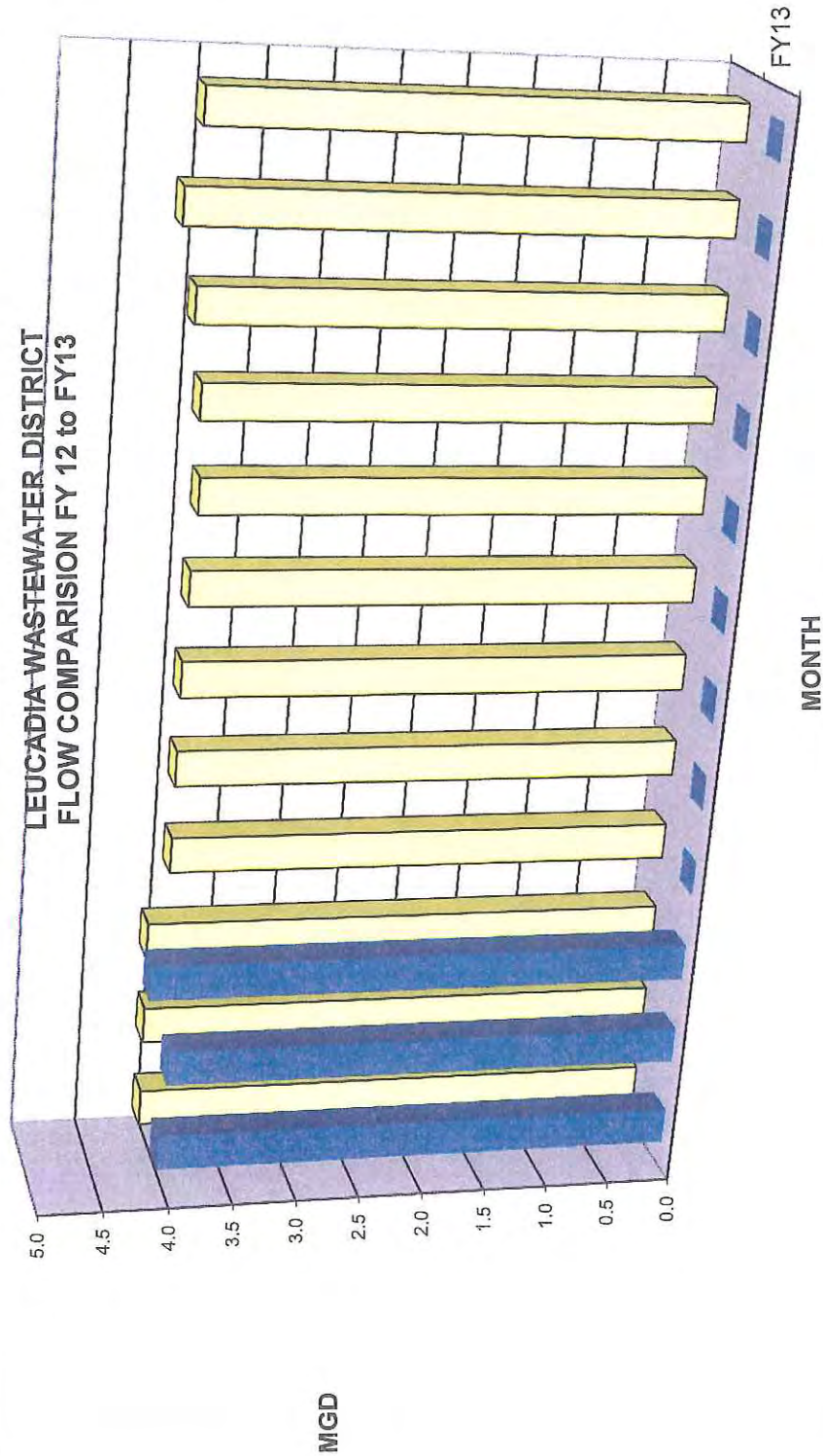
**OCTOBER**

10/3/2012	Employee		\$42,421.82
10/4/2012	Board		<u>\$4,456.94</u>
	<b>TOTAL</b>		<b>\$46,878.76</b>

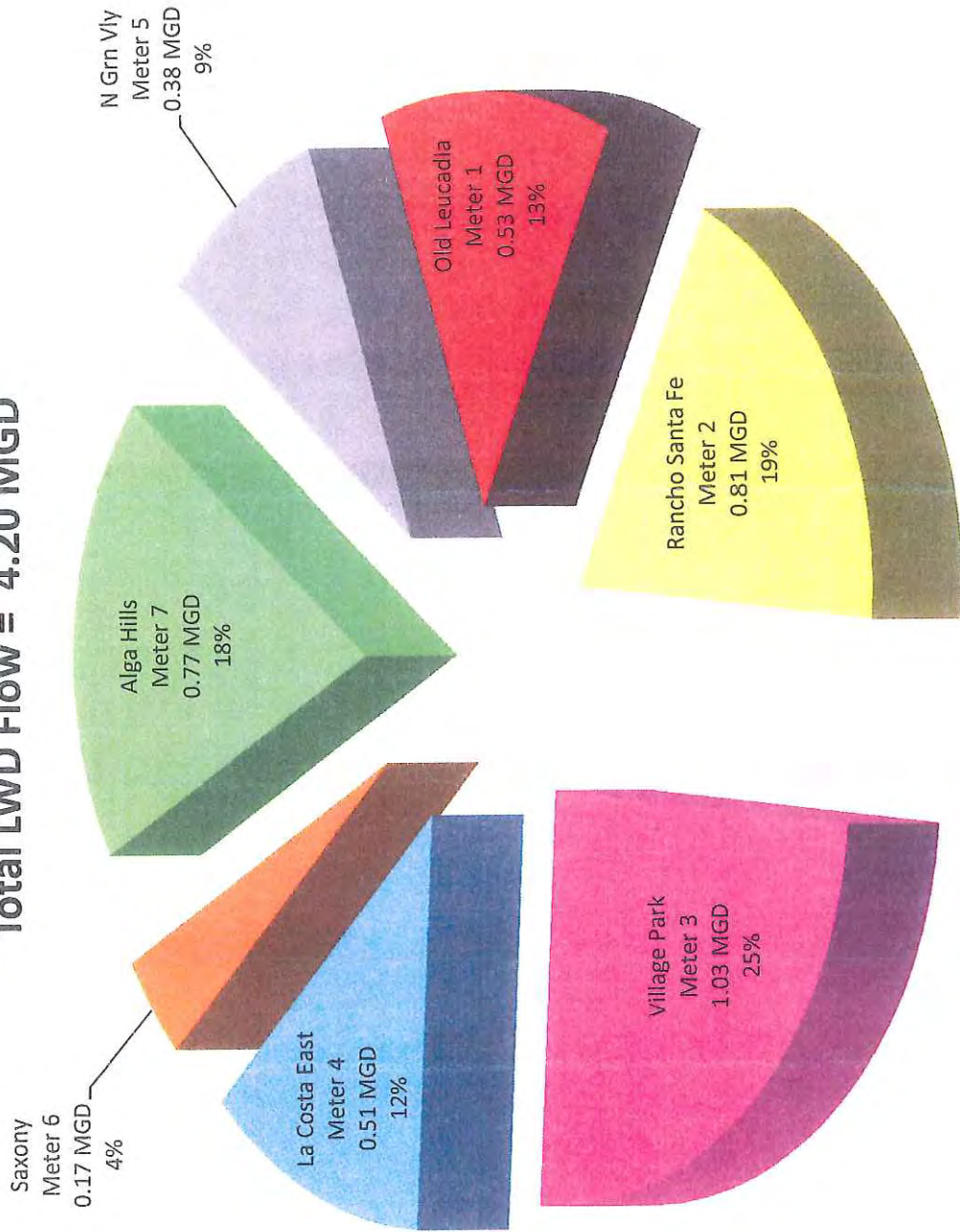
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2012-2013**

CURRENT MONTH - September 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	126.17	1	4.07	146	40.58	4.08				
YTD	0.0	126.17	27,855								
AUGUST	0.0	124.93	1	4.03	145	40.74	4.09				
YTD	0.0	251.10	27,856								
SEPTEMBER	0.0	130.20	0	4.20	146	47.77	4.10				
YTD	0.0	255.13	27,856								
OCTOBER							3.96				
YTD											
NOVEMBER							3.96				
YTD											
DECEMBER							3.96				
YTD											
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	0.01	381.30	2			129.09					
Mo Average	0.00	127.10	1	4.10	146	43.03	4.01				

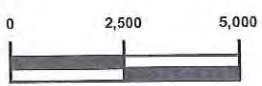
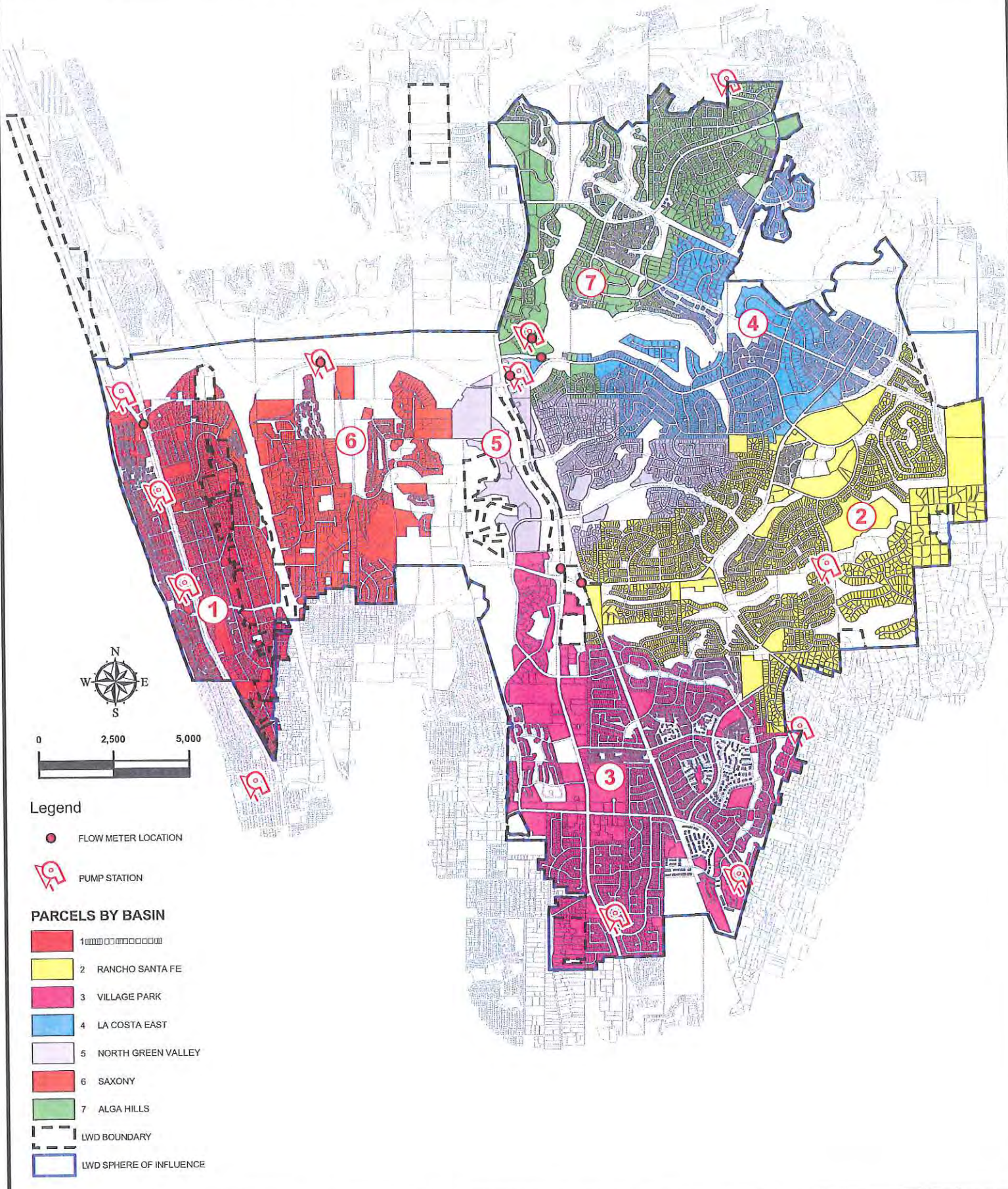
**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY 12 to FY13**



# LWD Flows by Sub-Basin September 2012 Total LWD Flow = 4.20 MGD



# LEUCADIA WASTEWATER DISTRICT



### Legend

FLOW METER LOCATION

PUMP STATION

### PARCELS BY BASIN

- 1
- 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 September 30, 2012*

<b>ASSETS</b>	
Cash and Investment Pools	\$ 28,978,292.01
Investments	7,990,003.02
Accounts Receivable	213,117.73
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	673,779.48
Capital Assets	130,025,376.17
Less Accumulated Depreciation	(43,846,048.96)
<b>TOTAL ASSETS</b>	<b>\$ 124,941,368.45</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	252,159.99
Developer Deposits	224,185.94
<b>TOTAL LIABILITIES</b>	<b>\$ 476,345.93</b>
<b>NET ASSETS</b>	
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	(1,760,275.64)
<b>TOTAL NET ASSETS</b>	<b>\$ 124,465,022.52</b>

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

**LEUCADIA WASTEWATER DISTRICT**  
**BUDGET PERFORMANCE REPORT**  
YTD Revenue and Expenditures Through 9/30/2012 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	\$ 121,627.18	\$ 7,178,754.00	7,057,126.82	1.7%
RECLAIMED WATER SALES	3150	82,799.80	479,000.00	396,200.20	17.3%
OTHER OPERATING INCOME		(377.77)	192,126.00	192,503.77	-0.2%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 204,049.21</b>	<b>\$ 7,849,880.00</b>	<b>\$ 7,645,830.79</b>	<b>2.6%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 474,010.44	\$ 2,313,265.00	\$ 1,839,254.56	20.5%
BOARD EXPENSES AND ELECTION	4300 & 4400	35,570.97	163,700.00	128,129.03	21.7%
DEPRECIATION EXPENSE	4510	791,000.00	-	(791,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,236,028.00	1,236,028.00	n/a
FUELS	4600	8,325.08	58,500.00	50,174.92	14.2%
INSURANCE	4700	16,124.35	117,000.00	100,875.65	13.8%
MEMBERSHIP & DUES	4800	2,139.00	24,800.00	22,661.00	8.6%
OFFICE EXPENSE	4900	15,092.84	105,350.00	90,257.16	14.3%
OPERATING SUPPLIES	5000	68,297.74	218,100.00	149,802.26	31.3%
PROFESSIONAL SERVICES	5200	59,374.42	564,500.00	505,125.58	10.5%
PRINTING & PUBLISHING	5300	5,071.56	32,000.00	26,928.44	15.8%
RENTS & LEASES	5400	3,315.79	18,000.00	14,684.21	18.4%
REPAIR & MAINTENANCE	5500	61,666.02	332,050.00	270,383.98	18.6%
MONITORING & PERMITTING	5600	648.00	45,100.00	44,452.00	1.4%
TRAINING & DEVELOPMENT	5700	6,391.44	41,400.00	35,008.56	15.4%
UTILITIES	5900	85,661.47	421,100.00	335,438.53	20.3%
LAFCO OPERATIONS	6100	6,123.00	6,200.00	77.00	98.8%
ENCINA	6200	-	1,945,827.00	1,945,827.00	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 1,638,812.12</b>	<b>\$ 7,642,920.00</b>	<b>\$ 6,004,107.88</b>	<b>21.4%</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	\$ 7,464.00	\$ 111,960.00	\$104,496.00	6.7%
PROPERTY TAXES	3220	25,889.80	1,200,000.00	1,174,110.20	2.2%
INTEREST INCOME	3250	63,101.00	290,000.00	226,899.00	21.8%
OTHER NON OPERATING INCOME		320.66	67,859.00	67,538.34	0.5%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 96,775.46</b>	<b>\$ 1,669,819.00</b>	<b>\$1,573,043.54</b>	<b>5.8%</b>

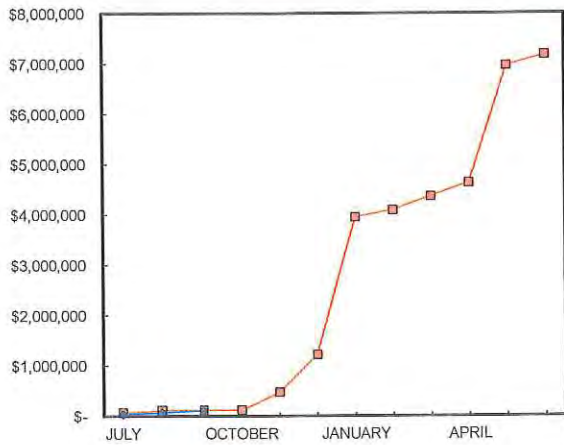
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

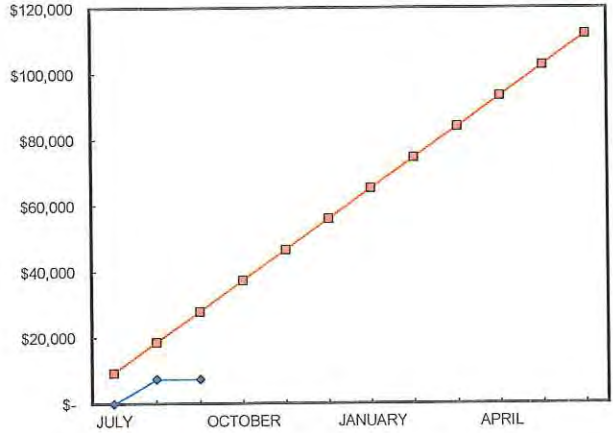
## Revenue FY 2013

YTD through September 30, 2012

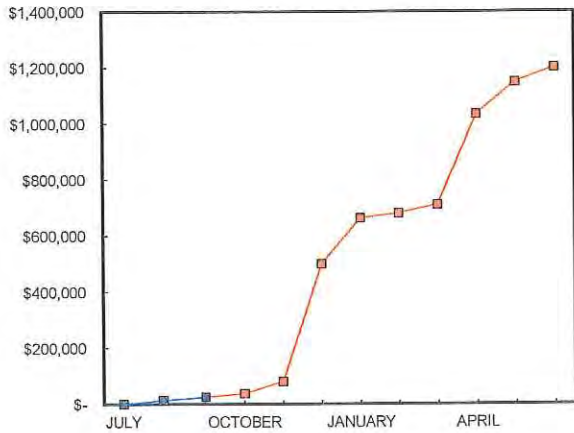
Sewer Service Fees



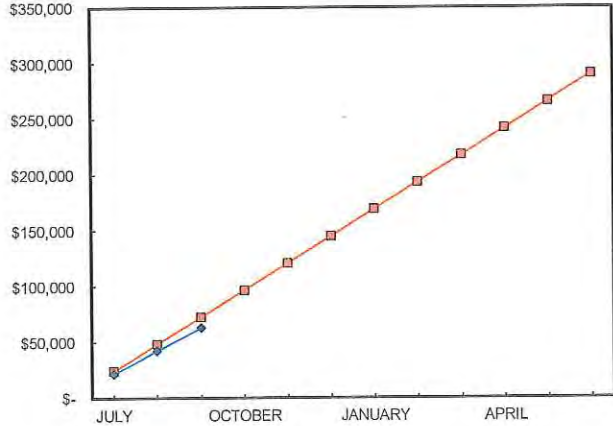
Capacity Charges



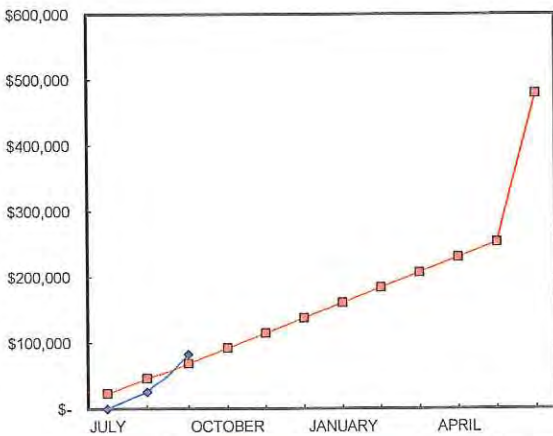
Property Taxes



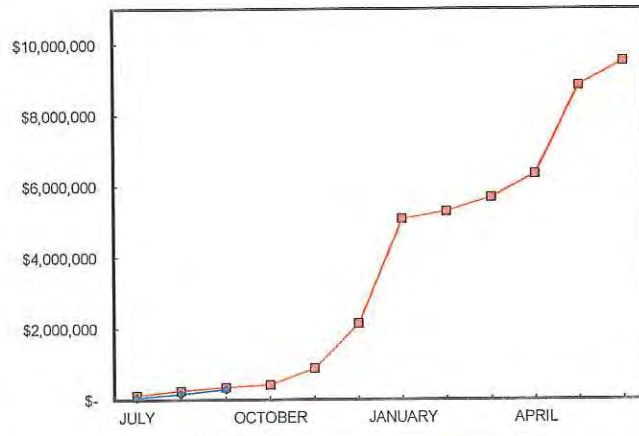
Investment Income



Recycled Wastewater



Total Revenue



— Budget — Actual

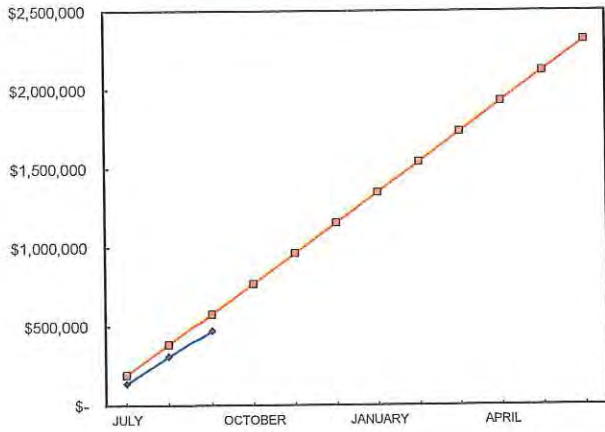
— Budget — Actual

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

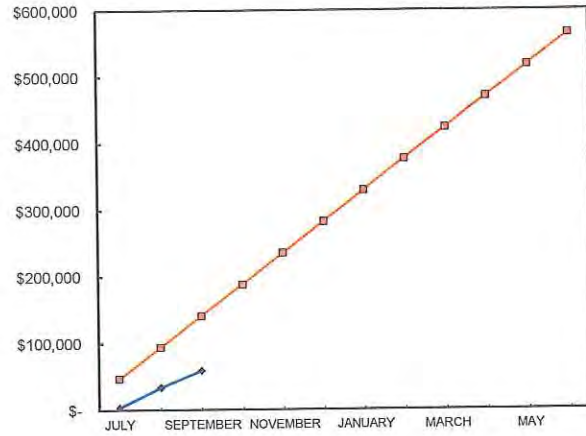


# Leucadia Wastewater District Operating Expenses FY 2013 YTD through September 30, 2012

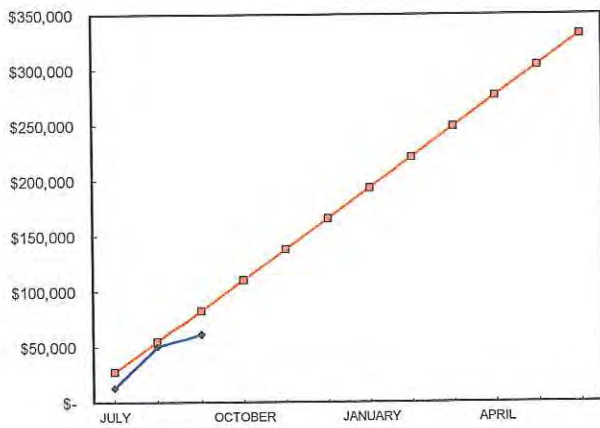
**Salaries and Benefits**



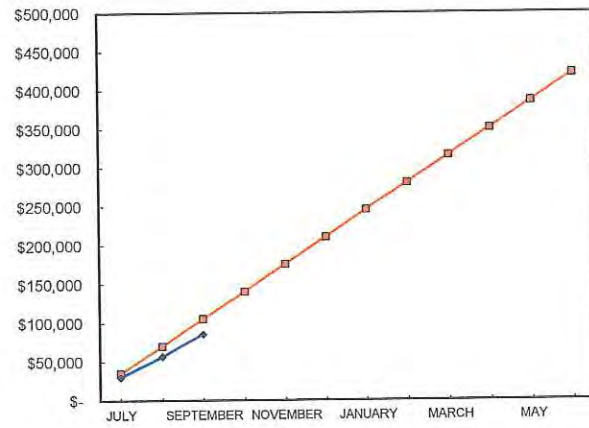
**Professional Services**



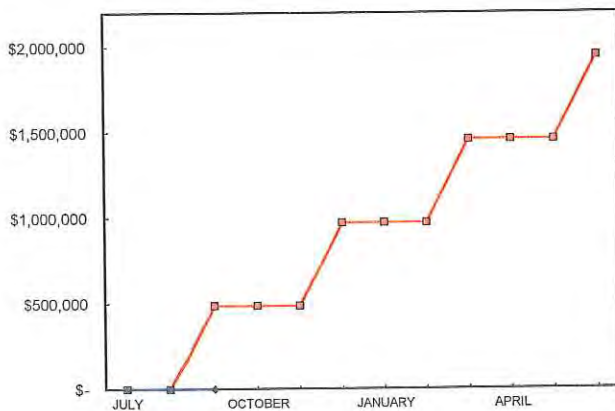
**Repairs & Maintenance**



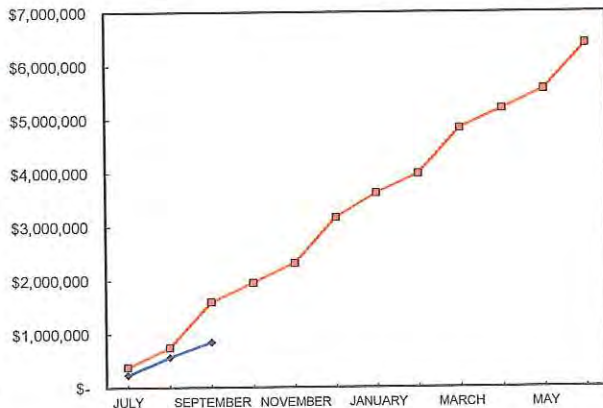
**Utilities**



**Encina M&O**



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



— Budget      — Actual

— Budget      — Actual

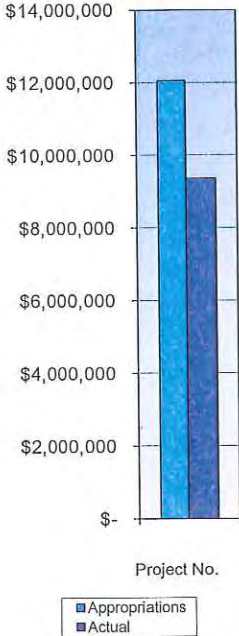
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District

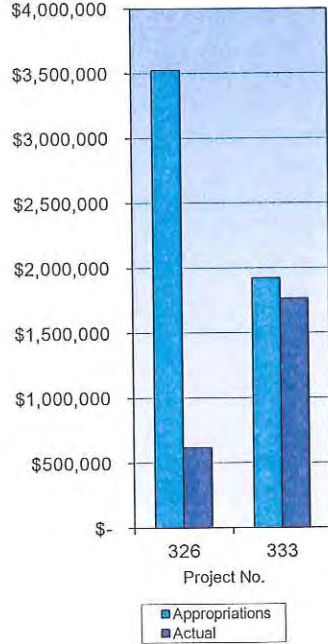
## Capital Expenditures

As of September 30, 2012

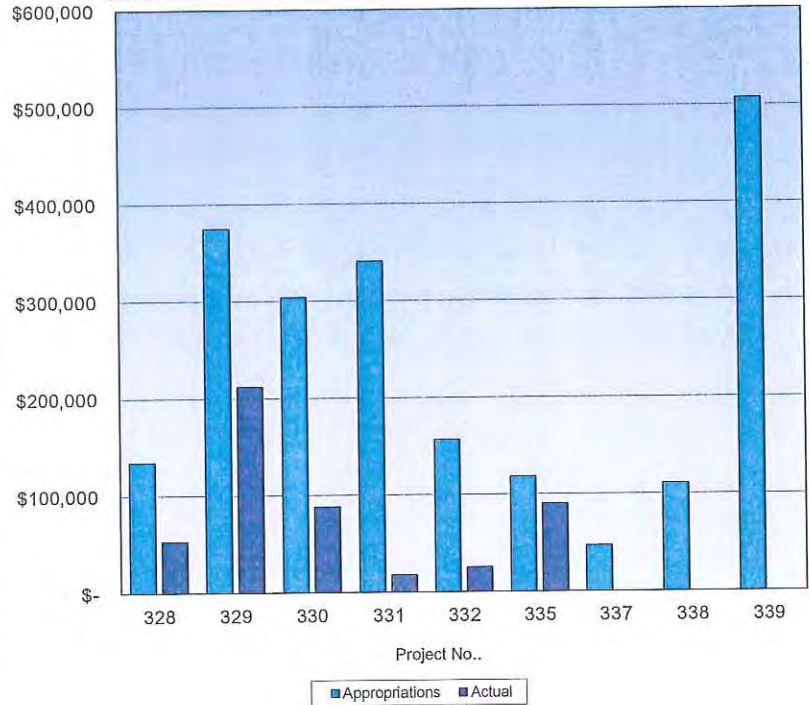
**Encina W.A. Multi Year Capital Exp. FY2003-FY2013**



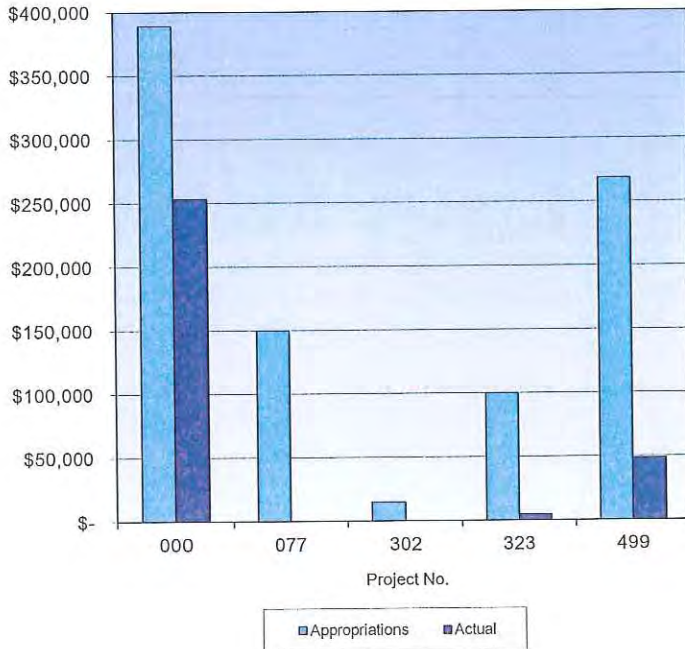
**District Multi Year Capital Expenditures by Project FY2009-FY2013**



**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

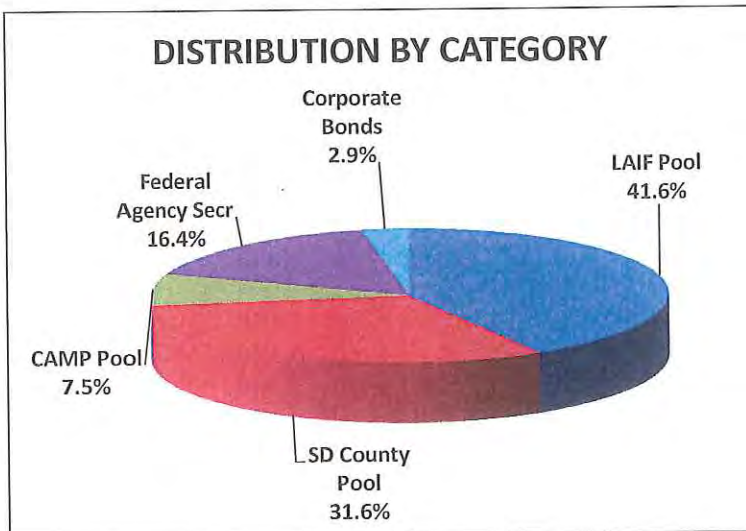
**Single Year Capital Projects**

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**  
**August 31, 2012**

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2012	August 31, 2012		
LAIF Pool	16,352,664	14,922,664	4,913	0.377%
SD County Pool	11,309,907	11,309,907	4,524	0.480%
CAMP Pool	2,808,967	2,700,466	507	0.210%
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	15,261	15,080	115	8.870%
Total Camp Portfolio	6,541,994	6,541,813	6,741	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%
<b>Totals</b>	<b>\$ 37,385,271</b>	<b>\$ 35,846,588</b>	<b>\$ 21,304</b>	<b>0.698%</b>

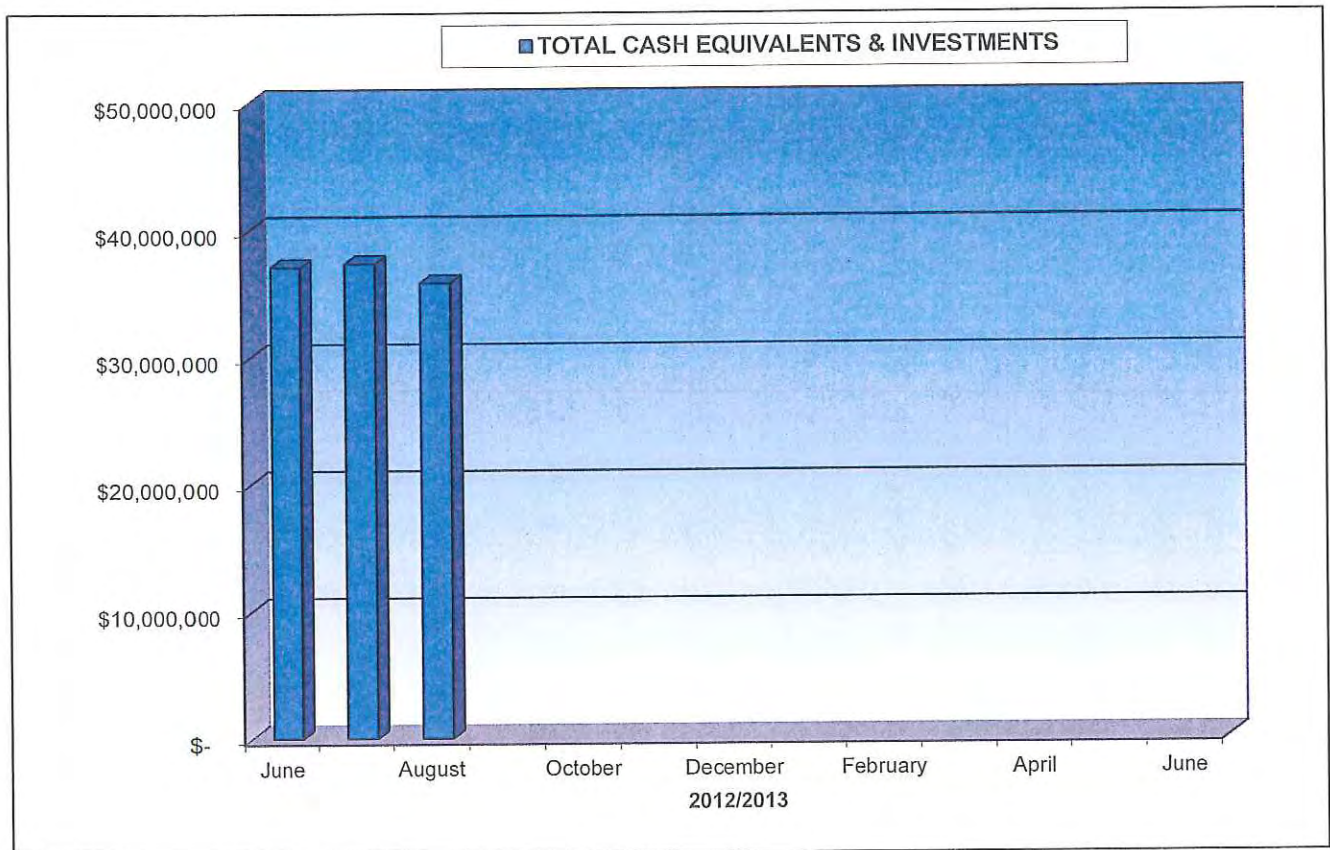


**Allocation Percentages of LWD Investments by Type (Actual and Allowable)**

Investment Type	Actual %	Allowed %
LAIF Pool	41.6%	75%
SD County Pool	31.6%	75%
CAMP Pool	7.5%	75%
Federal Agency Sec	16.4%	75%
Corporate Bonds	2.9%	10%
<b>TOTAL</b>	<b>100.0%</b>	

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**August 31, 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		
October		
November		
December		
January		
February		
March		
April		
May		
June		



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**August 31, 2012**  
**(Continued)**

**INVESTMENT TRANSACTIONS**  
*For the month of August, 2012*

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

No investment activity in August 2012

TOTAL

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

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**September 19, 2012**

**EWA Board of Directors** - Directors Juliussen and/or Sullivan reporting.

**1. Approval of the Employee Recognition Awards.**

The Board of Directors approved nine employee awards totaling \$6,500.

**2. Award for the Technology Master Plan Update Project.**

The Board of Directors awarded a Professional Service Agreement to Westin in the amount of \$157,365.

# Employee Recognition Committee Meeting Report

Presented by Director Sullivan

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## Meeting held September 19, 2012

### 1. Discussion of LWD's 2012 Holiday Event

The Committee and staff discussed the following topics regarding the 2012 Holiday event:

- Should LWD host an employee Holiday party?

The Committee agreed that LWD should continue to host an annual Holiday event.

- The Committee discussed the venue options for the event.

Staff prepared a list of restaurants located in LWD's service area. The Committee reviewed the list and narrowed the list to four potential venues.

- Review of 2012 Employee Holiday Event Survey.

Staff conducted a brief survey asking all employees if they prefer a lunch event at the District offices or at a restaurant or continue to have the event during the evening at a restaurant. The survey indicated that majority of employees would rather have the event held during lunch at a restaurant.

The Committee directed staff to contact the short list of restaurants to research the availability and suitability to host a lunch time event.

**MEMORANDUM**

**DATE:** October 4, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** **Financial Plan Update**


**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a Professional Services Agreement with Black & Veatch Corporation in an amount not to exceed \$42,110 for the financial plan update.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

The IFC is scheduled to review this agreement at their meeting on October 4, 2012. If any changes are proposed by the IFC, they will be presented to the Board of Directors at the October Board of Directors meeting. This item was included as a goal in the Fiscal Year 2013 Tactics And Action Plan.

The Leucadia Wastewater District (LWD) uses a detailed Financial Plan to monitor and evaluate its current and future revenue streams. Since 2008, the current plan has been LWD's primary guide when evaluating the District's ability to meet operational and capital expenditures. In an effort to ensure that this plan reflects the District's current status, a financial plan update was included in the FY 2013 tactical goals. The purpose of this goal is to re-evaluate LWD's ability to meet projected future financial obligations and make recommendations as necessary.

In accordance with LWD's Procurement Policy, staff requested proposals from qualified firms to develop an update to the Financial Plan during August 2012. The request was advertised in a local north county newspaper and individual letters were sent to nine (9) firms specializing in public agency financial planning. The following three firms submitted responses:

<u>Name of Firm</u>	<u>Proposed Fee</u>
Black & Veatch	\$42,110
Glenn M. Reiter and Associates	\$44,575
HDR	\$44,761

During the week of September 17, 2012, a committee of four staff members reviewed and discussed the proposals in detail. While all of the proposals demonstrated adequate project approaches and included qualified team members, Black & Veatch was unanimously considered the most qualified respondent. Black & Veatch was selected because of the thoroughness of their submission and their familiarity with the current LWD financial model. Their project team is local and also includes a project manager who was instrumental in the



Their project team is local and also includes a project manager who was instrumental in the design and development of the current Financial Plan. Based on the strength of the Black & Veatch proposal and the unanimous decision of the committee, it was decided that follow-up interviews would not likely change the final ranking of the competing firms. Therefore, no interviews were conducted.


**FISCAL IMPACT:**

The Fiscal Year 2013 Operating Budget includes \$50,000 for the Financial Plan Update. Therefore, sufficient funds are available to cover the proposed fee of \$42,110.

Staff therefore requests that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Black & Veatch Corporation for the Financial Plan update in an amount not to exceed \$42,110.

cal:PJB

**MEMORANDUM**

**DATE:** October 4, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Board-General Manager/Staff Relations Policy

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2228; and,
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

The Leucadia Wastewater District (LWD) Board-General Manager/Staff Relations Policy was adopted by the Board of Directors on January 10, 2007. It was last revised on March 14, 2012. During the last revision the Board included an annual review of the policy. This item is included in the FY 13 Tactics and Action Plan.

Staff recently conducted an annual review of the existing policy. Based on this review, staff is recommending a few changes throughout the policy that is consistent with the recent Fair Political Practices Commission (FPPC) regulations. General Counsel Brechtel has reviewed these revisions and added revisions to reflect the new FPPC regulations.

Attached is Resolution No. 2228 that adopts LWD's revised Board-General Manager/Staff Relations Policy. The proposed policy, with revisions highlighted in strike-out form, is attached as Exhibit "A".

Staff recommends that the Board of Directors review the proposed changes and adopt Resolution No. 2228 approving the revised Board-General Manager/Staff Relations Policy.

Attachment

cal:PJB

**RESOLUTION NO. 2228**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ADOPTING THE REVISED LEUCADIA WASTEWATER DISTRICT'S  
BOARD-GENERAL MANAGER/STAFF RELATIONS POLICY**

**WHEREAS**, the Leucadia Wastewater District Board of Directors adopted a Board-General Manager/Staff Relations Policy on January 10, 2007; and,

**WHEREAS**, it is in the interest of the Leucadia Wastewater District to periodically review and update the Board-General Manager/Staff Relations Policy; and

**WHEREAS**, the Board of Directors has completed its review and recommended changes to the policy.

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

1. The LWD Board of Directors adopts the revised LWD Board-General Manager/Staff Relations Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2220.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held October 10, 2012 by the following vote:

AYES: Hanson, Sullivan, Kulchin, Juliussen and Omsted

NOES: None

ABSENT: None

ABSTAIN: None

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Judy Hanson, President

ATTEST:

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Paul Bushee, Board Secretary



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## EXHIBIT A

### LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: [13-34422-3183](#)

#### I. General Provisions

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and staff performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is the official spokesman for the District and is responsible for its day-to-day operation and administration. Unless directed otherwise by the Board, letters that express policies or positions of the District shall be from the General Manager.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

E) The District's Financial Auditor is directly accountable to the Board. The Investment and Finance Committee (IFC) shall serve as the Board's delegated point of contact and meet with the Financial Auditor as required during the audit process.

#### II. Board to General Manager

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

Policy Adopted: January 10, 2007  
Policy Amended: March 14, 2012

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District and in accordance with direction from the Board.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

### **III. Board to Staff**

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff. Directors shall not direct staff regarding their employment duties.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. This access may be in person or via telephone, e-mail or other forms of written or verbal requests. The General Manager should be notified of such contact between Directors and staff.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

#### **IV. Board and Employee Political/Election Related Activities**

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly “using any office, authority or influence” to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate, officer, or party, in exchange for aiding or obstructing that individual’s ability to secure “any position, nomination, confirmation, or promotion.” It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee’s use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

#### **V. Board, General Manager and Staff to Attorneys**

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, from a duly appointed committee acting within the scope of its District and in accordance with direction from a Board majority or from the Board Chair.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director’s ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact attorneys at his or her discretion.

## **VI. Board to Other Agencies**

A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.

B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole

## **VII. Emergency Situations**

A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with written reports to the Board within a reasonable time following the emergency.

## **VIII. Access To The Agenda**

A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.

B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

## **IX. Committees**

A) To facilitate the fulfillment of its responsibilities, the Board may, from time to time, establish committees, as allowed by the Government and Water Codes.

B) The Board President shall appoint committee members at a meeting of the Board. ~~When the Board President wishes to be appointed to a new or different committee, the process set forth below in Section IX-C shall be followed.~~ For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

C) The General Manager shall complete, and post on the District's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments. The General Manager shall update and post a new Form 806 on the District's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is

~~a change in committee membership. When the Board President wishes to be appointed to a new or different committee, the Board President shall announce the name of the committee to which he or she wishes to be appointed and then leave the room. The remaining Board members shall then vote on the requested committee assignment, and such vote shall be final.~~

D) The purpose, scope and duration of each committee shall be established by the Board.

E) Each committee will operate within the purpose and scope defined by the Board. If additional activities appear necessary to the completion of the assigned task, the committee may request additional authorization from the Board.

F) Committees will keep the Board apprised of their activities and make a full report to the Board at regularly scheduled Board meetings.

X. Policy Review

A) This policy shall be reviewed annually by the Board of Directors.



**MEMORANDUM**

Ref: 13-3445

**DATE:** October 4, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Report on Recycled Water Program

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**RECOMMENDATION:**

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

During August 2012, staff and District Counsel Brechtel provided information to the Board concerning LWD's ability to purvey recycled water directly to other private entities within our service area. The information followed questions from the Board related to the notice that the City of Carlsbad (City) intends to terminate the current agreement that allows LWD to purvey recycled water to the City for use by the La Costa Resort and Spa.

General Manager Bushee will provide updated information to the Board on options available to the District as it pertains to purveying recycled water. This report, which is a FY-13 tactical goal, is provided for the Board to discuss and provide direction, as appropriate.

cal:PJB

## Directors' Meetings

Presented by Directors Omsted, Hanson, Kulchin, Sullivan, and  
Juliussen

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### Conference

2012 CSDA Annual Conference

### Dates and Location

September 24-27, 2012

Westin Gaslamp Quarter in San Diego, CA

### List of Attendees

President Hanson

Vice President Sullivan

Director Kulchin

Director Juliussen

Director Omsted

The above mentioned Board member attended various sessions such as; Organization efficiency, updated FPPC regulations, PEPPRA information, and round table discussions.

# Directors' Meetings

Presented by Director Juliussen

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## Conference

2012 WEF TEC Annual Conference

## Dates and Location

September 30 – October 3, 2012

New Orleans Morial Convention Center in New Orleans, LA

## List of Attendees

Director Allan Juliussen

The above mentioned Board member attended various sessions regarding water and wastewater issues.