

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT

Wednesday, October 10, 2007 – 5:00 p.m.
1960 La Costa Avenue, Carlsbad, CA 92009

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.
- 5. Public Comment**

Anyone wishing to address the Board or bring an agenda item forward may do so.
- 6. Presentations and Awards**
 - A. Certification awarded to Marvin Gonzalez for the CWEA Collection System Maintenance Grade II. (Page 1)
 - B. Certification awarded to Trisha Miranda for the State of California Notary Public Commission.
- 7. Consent Calendar**

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

 - A. Minutes of the following meetings:
 - September 12, 2007 Regular Board Meeting (Pages 2-8)
 - September 10, 2007 Investment & Finance Committee Meeting (Pages 9-10)
 - September 10, 2007 Community Affairs Committee Meeting (Pages 11-12)
 - B. Demands for September - October. (Pages 13-30)
 - C. Operations Report. (Pages 31-32)
 - D. Finance Report. (Pages 33-38)
- 8. Encina Wastewater Authority Reports**

Reports by Directors and staff concerning the Encina Wastewater Authority.

 - A. Encina Wastewater Authority Reports.
 - Regular Board Meeting – September 26, 2007 (Pages 39-40)
 - Member Agency Manager Meeting – October 10, 2007 (Oral Report)

9. Committee Reports

- A. Investment & Finance Committee Meeting was held October 5, 2007 – report by Director Omsted (Oral Report).
- B. Engineering Committee Meeting was held October 9, 2007 – report by Director Juliussen (Oral Report).

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to execute an agreement with ADS Environmental Services for the installation of 7 permanent flow meters and for providing flow metering services in an amount not to exceed \$121,810. (Pages 41-47)
- B. Authorize the General Manager to execute a contract with MuniFinancial for Financial Plan Update in an amount not to exceed \$37,800. (Pages 48-51)
- C. Adopt the Sanitary Sewer Management Plan (SSMP) Implementation Plan. (Pages 52-58)
- D. Adopt the Revised LWD Procurement Policy. (Pages 59-71)
- E. Authorize the General Manager to amend the Siemens Water Technologies Contract to include Midas Carbon Odor Control Media. (Pages 72-76)

12. Information items

None.

13. Directors Meetings

- A. CSDA Annual Conference was held at the Portola Plaza Hotel in Monterey, CA from October 1 – 4, 2007.

14. Comments, Questions or Requests by Directors

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

15. General Manager's Report

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

16. General Counsel's Report


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

17. 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, 2007



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *cyberman for*
SUBJECT: Presentations and Awards

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

California Water Environment Association Grade II Collection System Maintenance - Marvin Gonzalez

Marvin Gonzalez recently received his Grade II Collection System Maintenance certification from the California Water Environment Association. Working for LWD since August 15, 2005, this certification reflects Marvin's desire to excel through continued professional development. As a result of this certification, Marvin is eligible for an Individual Incentive Award of \$500.

State of California Notary Public Commission - Trisha Miranda

Trisha Miranda studied for and successfully passed the state-wide examination and has obtained her commission as a Notary Public.

In-house Notary Publics provide a valuable service to District staff and customers in the processing of many types of documents that legally require notarized signatures. In addition, having a staff member commissioned as a Notary Public provides a level of convenience and flexibility that improve staff capabilities and efficiency.

Receiving a commission as a Notary Public meets the requirements of the Individual Incentive Objectives for Professional Achievement in conjunction with LWD's Incentive Compensation Program; therefore, Trisha is eligible to receive \$500.

Please join me in congratulating these employees for their achievements.

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
September 12, 2007

A Regular Meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Wednesday, September 12, 2007 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, Juliussen, Kulchin and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Executive Assistant Trisha Miranda, Steve Deering with Dudek & Associates, Encinitas resident Ms. Melissa Robbins Chard, Dexter Wilson and Natalie Frascchetti with Wilson Engineering, Joe Mansfield and Lane Smith with RNT Architects, and LWD's intern Daniel Cotter

3. Pledge of Allegiance

4. Approval of Agenda

Upon motion duly made, seconded, and carried, the Board of Directors approved the agenda.

5. Public Comment

President Hanson stated that one speaker form had been submitted from Ms. Melissa Robbins Chard of Encinitas. President Hanson gave her the option to speak on New Business item 11A at the time it is presented. Ms. Robbins Chard agreed to speak when item 11A was presented.

GM Bushee introduced LWD's intern Daniel Cotter. GM Bushee stated Mr. Cotter is from Oceanside and is enrolled at Palomar College and holds an AA in physical science. In addition, Mr. Cotter's hobbies include golfing and surfing.

6. Presentations and Awards

None.

7. Consent Calendar

A. Minutes of the following meeting:
August 8, 2007 Regular Board meeting.
September 4, 2007 Engineering Committee meeting.

B. Demands for June/July 2007

Payroll Checks Numbered 13165 - 13206; General Checking – Checks numbered 35139 – 35257

- C. Operations Report (A copy was attached to the original September 12, 2007 Agenda).
- D. Finance Report (A copy was attached to the original September 12, 2007 Agenda).

Following discussion and upon a motion duly made, seconded, and carried, the Board of Directors approved the consent calendar.

8. Encina Wastewater Authority (EWA) Reports

Director Sullivan reported on EWA's August 22, 2007 Board meeting.

GM Bushee reported on the September 12, 2007 Encina Member Agency Manager (MAM) meeting.

9. Committee Reports

- A. Engineering Committee meeting was held September 4, 2007 – Report by Director Juliussen.

Director Juliussen reported the EC discussed LWD's Site Improvement Project and contractor prequalification results. In addition, the EC was briefed on the following items:

- ADS Flow Monitoring Program
- FY 2008 Tactics and Action Plan
- The Statewide WDR Sanitary Sewer Maintenance Plan (SSMP)
- Status report on the 101 Trunk Sewer/Batiquitos Gravity Line Project
- Status report on the Satellite Forcemain Replacement Project
- Status report on Gibraltar Street Project

- B. Community Affairs Committee meeting was held September 10, 2007 – Report by Vice President Sullivan.

Director Sullivan reported that the CAC reviewed the tactical goals covering the "Recognition of Achievement" and "Community Outreach" areas of the Strategic Plan. There was no action taken.

The CAC also reviewed Task Order No. 2 to the KATZ & Associates Public Information Services Agreement and this item will be discussed later in tonight's agenda. In addition, the CAC reviewed and provided comments on the text version of the draft fall 2007 newsletter.

- C. Investment & Finance Committee meeting was held September 10, 2007 – Report by Director Omsted.

Director Omsted reported that the IFC reviewed the "Financial" area of the FY 2008

Tactics and Action Plans and no action was taken. In addition, the IFC and staff reviewed LWD's Investment Policy.

10. Old Business

None.

11. New Business

A. Capacity Fees and Sewer Services Charges for 1110 Hymettus Avenue.

Ms. Robbins Chard stated that she attended the August 2007 Board meeting to discuss a LWD invoice for a capacity fee of \$3,286 as well as an additional \$776 of unpaid sewer service fees for the past four years. Ms. Robbins Chard stated that her property was connected to the sewer prior to the purchase of her home and that she should not be charged for the capacity fee. Ms. Robbins Chard requested that the Board of Directors waive the capacity fee for her property.

FSM Schempp stated this item was placed on tonight's agenda at the Board's request based on public comments made by Ms. Robbins Chard at the August 8, 2007 Board meeting. FSM Schempp presented a detailed background of the issue. FSM Schempp noted that staff became aware of the issue at Ms. Robbins Chard's property during the development of LWD's Island Area Collection System Plan.

FSM Schempp said that staff has conducted a detailed review of all of its records relating to annexations and connections for the 1996-2000 period. Based on this review, staff has determined that no sewer permit was issued at 1110 Hymettus Avenue in Encinitas and that the records were discrepancy free. Therefore, in accordance with LWD Ordinance 110, staff recommended that the capacity fee and all due sewer service fees be paid for Ms. Robbins Chard's property. FSM Schempp added that, should a financial hardship exist, staff would consider a payment plan for the subject fees.

The Board discussed this issue at length. Following discussion, Director Kulchin motioned to waive the capacity fee of \$3,286 for the property at 1110 Hymettus Ave. There was no second and the motion did not carry.

Director Omsted motioned that the property owner at 1110 Hymettus Ave. pay the sewer capacity fee of \$3,286, and the due unpaid sewer services fees. Director Juliussen seconded the motion, and the motion carried with Director Kulchin opposed.

B. Authorize the General Manager to execute Task Order No. 2 to KATZ & Associates Public Information Services Agreement in an amount not to exceed \$60,000.

Following discussion and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to execute Task Order No. 2 KATZ & Associates Public Information Services Agreement in an amount not to exceed \$60,000.

C. Annual Review of LWD Investment Policy Report

CPA Richard Duffey stated that staff has reviewed the Investment Policy and there were no recommended changes to the policy. CPA Duffey noted that Section 5.0 of the policy requires that the Board annually consider delegating the authority to manage the investment program. CPA Duffey noted, in the past, the Board has delegated management authority of the investment program to the General Manager, and staff is recommending that the Board re-delegate this authority for the upcoming year. CPA Duffey stated that the Investment & Finance Committee reviewed the Annual Review of the Investment at its September 10, 2007 meeting and concurred with staff to bring this item forward for the Board's consideration.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors voted to: 1) receive and file the annual review of the Investment Policy report and 2) re-delegate authority to the General Manager to manage LWD's investment program effective September 1, 2007 through August 31, 2007.

D. Update on the Site Improvement Project

GM Bushee presented a brief update on the Site Improvement Project. GM Bushee introduced Joe Mansfield and Lane Smith of RNT who provided an overview of the project, including a PowerPoint presentation of the Administrative Building. Mr. Mansfield provided details on the design and materials used for the exterior and interior of the Administrative Building.

The Board discussed the exterior and interior color and materials and indicated that they were pleased with the way the facility looked. This item was presented for informational purposes and there was no action taken.

E. LAFCO 2007 Special District Advisory Committee Election

ASM LeMay presented the subject recommendation. ASM LeMay reported that LAFCO had requested that LWD return a completed ballot for the Special District Advisory Committee and that LWD may vote for up to 9 candidates. ASM LeMay indicated that staff had no recommendation on this issue.

Following discussion and upon a motion duly made, seconded, and carried, the Board of Directors unanimously voted for the following candidates for LAFCO Special District Advisory Committee and directed staff to submit the completed ballot by the election deadline:

- Thomas Pocklington (Bonita-Sunnyside Fire Protection District)
- Gary Croucher (Otay Water District)
- John Pastore (Rancho Santa Fe Community Service District)
- Judy Hanson (Leucadia Wastewater District)

F. LAFCO 2007 Alternate Special District Member Election

ASM LeMay presented the subject recommendation. ASM LeMay reported that LAFCO had requested that LWD return a completed ballot for the Alternate Special District Member position for the LAFCO Board of Directors. ASM LeMay stated that LWD may vote for only 1 candidate. Mr. LeMay indicated that staff had no recommendation on this issue.

Following discussion and upon a motion duly made, seconded, and carried, the Board of Directors unanimously voted for Martin Marugg and directed staff to submit the completed ballot by the election deadline.

President Hanson moved the Closed Session item 17A forward for discussion.

17. Closed Session

A. The Board of Directors met in closed session to discuss LWD's Vulnerability Assessment Report as authorized under Government Code Section 54957.

Following closed session, the Board of Directors received and filed LWD's Vulnerability Assessment Report.

12. Informational items

A. Discussion of Permanent Flow Meters for Collection System

GM Bushee stated that this item was presented to the Engineering Committee and the Committee suggested that it be reviewed by the Board of Directors. GM Bushee stated that the FY 2008 Tactics and Action Plan included a goal to install permanent flow meters in the LWD's collection system and funding was included in the FY 08 Capital Budget. GM Bushee said that staff had identified ADS Environmental Services as a company that could best provide an a full service flow metering program. GM Bushee discussed the pros and cons of the ADS Flow Metering System.

GM Bushee stated that if it was acceptable to the Board, staff plans to bring a recommended contract with ADS for consideration by both the Engineering Committee and the Board in October 2007. The Board discussed the ADS flow metering issue and concurred with staff to bring a contract forward for consideration next month.

B. LWD Incentive Program – FY 07 Regional Board Collection System Ranking

FSM Schempp provided a brief report on the LWD's FY07 Regional Board Collection System Ranking. This item was presented for information purposes. There was no action.

C. Sanitary Sewer Management Plan (SSMP) Overview

FSM Schempp presented an overview of the SSMP. This item was presented for information purposes. There was no action.

- D. Flu Shots are scheduled for Thursday, October 25, 2007 from 3:30 p.m. – 4:30 p.m.

EA Miranda stated if Board members are interesting in signing up for the flu shots, please contact her.

- E. Thank you card from scholarship recipient Melanie Fantus

13. Directors Meetings

- A. CASA Conference was held at the Mission Bay Hilton in San Diego, CA from August 15-18, 2007.

Directors Hanson, Sullivan, Juliussen, Kulchin, and Omsted reported they attended the CASA conference in San Diego and attended various session related to wastewater issues.

- B. CALAFCo Annual Conference was held at the Hyatt Regency Hotel in Sacramento, CA from August 29-31, 2007.

Director Juliussen reported he attended the CALAFCO conference in Sacramento. The conference went very well and he was impressed with the agenda. Director Juliussen stated after attending the CALAFCO conference, he has a very positive perspective of the agency.

14. Comments, Questions or Requests by Directors

Director Omsted reported that he attended the Batiquitos Lagoon Foundation Board of Directors meeting on August 21, 2007. Director Omsted stated the Batiquitos Board is interested in having LWD present an overview of its facilities on the Batiquitos Lagoon. Director Omsted said that he plans to coordinate with the Batiquitos Board President in October on the timing of a presentation.

Vice President Sullivan requested that the January 16th Board of Directors meeting be moved to January 21, 2007, because she will be out of town the week of the January 16th meeting.

Following discussion, the Board directed staff to move the January 16th Board of Directors meeting to January 21, 2007.

15. General Manger's Report

GM Bushee reported on the following items:

- The Holiday Party is scheduled for Thursday, December 6, 2007 at Tuscany Restaurant
- LWD received two proposals for the Financial Plan Update
- Field Service staff members Juan Patino, Keon Nelson, and Ken Butts recently responded to a lateral spill. The homeowner for that property stated the crew provided excellent customer service.
- ASM LeMay reported that open enrollment for CalPERS Health is this month. In addition, for those Board members in the HMO BlueShield Plan; BlueShield sent

a notice to all members stating that BlueShield is offering a NetValue Plan. If members would like to stay with their existing plan, they need to complete and sign a form stating he/she would like to stay with the current plan.

16. General Counsel's Report

General Counsel reported that the Bill to lower the retention from ten percent to five percent was suspended. The Bill to amend the Brown Act passed and becomes effective in 2008. The Big Horn Decision Bill regarding Prop. 218 notices passed.

18. Adjournment

President Hanson adjourned the meeting at 7:30 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
September 10, 2007

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, September 10, 2007 at 12:00 p.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Director Omsted called the meeting to order at 12:10 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted

DIRECTORS ABSENT: Hanson

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Miranda, and CPA Richard Duffey with Brownell and Duffey

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. Review and discuss FY 2008 Tactics and Actions Plans

GM Bushee presented an overview of the FY 08 Tactics and Actions Plan. The CAC discussed the FY 08 Plan and there was no action taken.

B. Annual Review of LWD's Investment Policy

CPA Richard Duffey presented an overview of the Investment Policy. Mr. Duffey stated that there were no recommended changes to the policy. Following discussion, the IFC concurred with staff to forward the Annual Review of the Investment Policy to the Board of Directors at the September 12, 2007 Board meeting.

6. Information Items

None.

7. Directors' Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Director Omsted adjourned the meeting at 12:49 p.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 September 10, 2007

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, September 10, 2007 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Miranda, and Jennifer Dill of Katz & Associates, LLC

3. Public Comment

No public comment was received.

4. Old Business

None

5. New Business

A. Review & Discuss FY 2008 Tactics and Actions Plans

GM Bushee presented an overview of the FY 08 Tactics and Actions Plan. The CAC discussed the FY 08 Plan and there was no action taken.

B. Recommend that the Board of Directors authorize the General Manager to execute Task Order No. 2 to the KATZ & Associates Public Information Services Agreement in an amount not to exceed \$60,000

ASM LeMay presented the subject recommendation. The CAC reviewed Task Order No. 2 to the KATZ & Associates Public Information Services Agreement. Following discussion, the CAC authorized staff to present the recommendation to the Board of Directors at its September 12, 2007 meeting.

C. Review of Draft 2007 Fall Newsletter

GM Bushee provided an overview of the draft fall 2007 newsletter. GM Bushee stated that prior to today's meeting, staff made a few changes to the draft newsletter and he provided the revised draft newsletter and a copy of code section 89001 on mass mailings sent at public expense as handouts. GM Bushee stated that in one of the newsletter's articles the name of a LWD Board member was included. Staff removed the Board member's name because code section 89001 prohibits names and photos of elected officials to be printed in mass mailing sent at the

public's expense. The CAC provided their comments and suggestions for the newsletter. Staff and Ms. Dill stated that they will make the suggested changes and forward the final newsletter to the CAC for approval.

6. Information Items

Director Omsted reported he attended the Batiquitos Lagoon Foundation Board of Director's meeting. Director Omsted stated that the Batiquitos Lagoon Foundation Board of Directors thanked him for attending the meeting. In addition, the Board sent Director Omsted a thank you letter. Director Omsted stated that the Batiquitos Lagoon Foundation Board of Directors looks forward to scheduling a LWD presentation.

7. Directors' Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Sullivan adjourned the meeting at 10:48 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

MEMORANDUM

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *arbitrary for*
SUBJECT: Approval of September/October Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 317,502.27.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the month September 7, 2007 – October 4, 2007.

Operating expenses totaled \$174,264.42 while Capital Improvement Program expenses totaled \$80,753.05.

Payroll for employees totaled \$62,484.80.

Attached please find a year to date Employee and Board Payroll Report from September 2006 to October 2007 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

mmm:PJB

Attachment 1	Summary of Demands by Account, September/October 2007
Attachment 2	Accounts Payable Check Register dated September 11, 2007
Attachment 3	Payroll Check Register dated September 12, 2007
Attachment 4	Accounts Payable Check Register dated September 26, 2007
Attachment 5	Payroll Check Register September 26, 2007
Attachment 6	Accounts Payable Check Register dated October 1, 2007
Attachment 7	Board Payroll Check Register dated October 3, 2007
Attachment 8	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

October 10, 2007

1. Preliminary Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Checks -9/12/2007	13207 - 13226	\$30,678.55	
Payroll Checks - 9/26/2007	13227 - 13244	\$30,544.25	
Board Payroll Checks - 10/3/2007	13245 - 13249	\$1,262.00	
	Total	\$62,484.80	
General Checking -9/12/2007	35258 - 35299	\$51,429.82	
General Checking - 9/26/2007	35300 - 35336	\$132,932.08	
General Checking - 10/1/2007	35337 - 35358	<u>\$70,655.57</u>	
	Total	\$255,017.47	\$317,502.27
Voided Checks	35268 Reissued		
	Grand Total		\$317,502.27

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35258- 2289	1	9/11/2007	10100 NAPA AUTO		
	1		34418 PARTS AND SUPPLIES	236.62	780981
35258- 2289	1	9/11/2007	Logged	*** Total ***	236.62
35259- 2289	2	9/11/2007	10167 ACACIA GASOLINE & CAR WASH		
	2		34376 OPEN PO-VEHICLE FUEL	290.62	1650
35259- 2289	2	9/11/2007	Logged	*** Total ***	290.62
35260- 2289	3	9/11/2007	10720 AT&T		
	3		34399 L.D.- BPS	121.64	0472-8/07
35260- 2289	3	9/11/2007	Logged	*** Total ***	121.64
35261- 2289	4	9/11/2007	11650 BROWNELL AND DUFFEY CPA		
	4		34402 ACCOUNTING FEES-AUG	10,323.50	312
35261- 2289	4	9/11/2007	Logged	*** Total ***	10,323.50
35262- 2289	5	9/11/2007	12360 CITY OF CARLSBAD		
	5		34385 WATER @ VACTOR 2	97.04	104-8/07
	5		34386 WATER @ VACTOR	55.15	103-00-8/07
	5		34400 WATER @ PLANT	57.86	8121300-8/07
35262- 2289	5	9/11/2007	Logged	*** Total ***	210.05
35263- 2289	6	9/11/2007	12510 COAST WASTE		
	6		34419 TRASH SERVICE	169.28	09797940274
35263- 2289	6	9/11/2007	Logged	*** Total ***	169.28
35264- 2289	7	9/11/2007	12814 CUES, INC		
	7		34380 MC 323 Y CABLE	716.98	273593
35264- 2289	7	9/11/2007	Logged	*** Total ***	716.98
35265- 2289	8	9/11/2007	13072 DATA NET		
	8		34401 IS MAINT AND SUPPORT	313.30	9728098
35265- 2289	8	9/11/2007	Logged	*** Total ***	313.30
35266- 2289	9	9/11/2007	13272 DETECTION INSTRUMENTS CORP		
	9		34371 OPEN PO-CALIBRATIONS OF ODALOG	212.54	7049
35266- 2289	9	9/11/2007	Logged	*** Total ***	212.54
35267- 2289	10	9/11/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	10		34377 OPEN PO-VEHICLE FUEL	267.51	7689
35267- 2289	10	9/11/2007	Logged	*** Total ***	267.51
35268- 2289	11	9/11/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	11		34392 CA INCOME TAX-9/12/07	1,756.61	CA TAX-9/12
	11		34403 CA INCOME TAX-9/5/2007-BRD	19.16	CA TAX-9/5-BRD
35268- 2289	11	9/11/2007	Logged	*** Total ***	1,775.77
35269- 2289	12	9/11/2007	15016 FALLBROOK PUBLIC UTILITY DISTR		
	12		34404 EMPLOYEE ASST PROGRAM-OCT	47.16	OCT-2007
35269- 2289	12	9/11/2007	Logged	*** Total ***	47.16
35270- 2289	13	9/11/2007	15575 UNION SECURITY INSURANCE COMPA		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	13		34383	LIFE INS-SEPT	472.11	74171-SEPT07
35270- 2289	13	9/11/2007	Logged		472.11	
				*** Total ***	472.11	
35271- 2289	14	9/11/2007	16523	MARVIN GONZALEZ		
	14		34408	REIMBURSE MG FOR CLASS	110.00	MJ-8/31
35271- 2289	14	9/11/2007	Logged		110.00	
				*** Total ***	110.00	
35272- 2289	15	9/11/2007	17058	JUDY HANSON		
	15		34407	REIMBURSE FOR CONFERENCE	453.26	JH-8/18
35272- 2289	15	9/11/2007	Logged		453.26	
				*** Total ***	453.26	
35273- 2289	16	9/11/2007	17247	U.S. HEALTH WORKS MEDICAL GROU		
	16		34370	OPEN PO-PHYSICALS	100.00	1200307-CA
	16		34382	OPEN PO-PHYSICALS	100.00	1196251-CA
35273- 2289	16	9/11/2007	Logged		200.00	
				*** Total ***	200.00	
35274- 2289	17	9/11/2007	17552	THE HOME DEPOT CRC/GECF		
	17		34381	OPEN PO-MISC SUPPLIES	141.62	4059741
35274- 2289	17	9/11/2007	Logged		141.62	
				*** Total ***	141.62	
35275- 2289	18	9/11/2007	18561	U.S. BANK		
	18		34416	CONFERENCES, SUPPLIES, MEETING	861.88	USBANK-8/22
35275- 2289	18	9/11/2007	Logged		861.88	
				*** Total ***	861.88	
35276- 2289	19	9/11/2007	19550	JONES CHEMICALS, INC.		
	19		34374	OPEN PO-SODIUM HYPOCHLORIDE	3,868.17	363511
35276- 2289	19	9/11/2007	Logged		3,868.17	
				*** Total ***	3,868.17	
35277- 2289	20	9/11/2007	19775	ALLAN JULIUSSEN		
	20		34409	REIMBURSE AJ FOR CONFERENCE	385.35	AJ-8/31
	20		34410	REIMBURSE AJ FOR CONFERENCE	815.56	AJ-8/18
35277- 2289	20	9/11/2007	Logged		1,200.91	
				*** Total ***	1,200.91	
35278- 2289	21	9/11/2007	20842	DAVID KULCHIN		
	21		34412	REIMBURSE DK FOR CONFERENCE	509.18	DK-8/18
35278- 2289	21	9/11/2007	Logged		509.18	
				*** Total ***	509.18	
35279- 2289	22	9/11/2007	22511	MOBILE MINI		
	22		34379	LEASE OF MODULAR OFFICE TRAILER	619.56	904060421
35279- 2289	22	9/11/2007	Logged		619.56	
				*** Total ***	619.56	
35280- 2289	23	9/11/2007	23068	NATIONWIDE RETIREMENT SOLUTION		
	23		34394	DEFERRED COMP-NATIONWIDE	1,028.69	NATION-9/12
35280- 2289	23	9/11/2007	Logged		1,028.69	
				*** Total ***	1,028.69	
35281- 2289	24	9/11/2007	23570	NORTH COUNTY TIMES		
	24		34413	PUBLIC NOTICE	181.30	AD-2077420
35281- 2289	24	9/11/2007	Logged		181.30	
				*** Total ***	181.30	
35282- 2289	25	9/11/2007	24224	OFFICE DEPOT, INC.		
	25		34375	OPEN PO- OFFICE SUPPLIES	167.22	398644662
35282- 2289	25	9/11/2007	Logged		167.22	
				*** Total ***	167.22	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
35283- 2289	26	9/11/2007	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	26		34387	WATER @ TRAVELING 2	210.91	06001544310-8/0
	26		34388	WATER @ VP7	39.39	0904902600-8/07
	26		34389	WATER @ E. ESTATES	37.97	1007621400-8/07
	26		34395	WATER @ VP5	23.62	03011148700-8/0
35283- 2289	26	9/11/2007	Logged	*** Total ***	311.89	
35284- 2289	27	9/11/2007	24528	DONALD OMSTED		
	27		34391	REIMBURSE D.O. FOR CONFERENCE	69.36	DO-CASA CONF-8/
35284- 2289	27	9/11/2007	Logged	*** Total ***	69.36	
35285- 2289	28	9/11/2007	25010	AT&T		
	28		34398	DIAL IN MODEM	125.22	6327047-8/07
	28		34406	BPS PHONE SERVICE	19.64	9423588-8/07
35285- 2289	28	9/11/2007	Logged	*** Total ***	144.86	
35286- 2289	29	9/11/2007	25018	MES VISION		
	29		34384	BALANCE ON VISION INS-SEPT	2.56	072422183001
35286- 2289	29	9/11/2007	Logged	*** Total ***	2.56	
35287- 2289	30	9/11/2007	25046	PALOMAR INVESTIGATIVE GROUP		
	30		34414	BACKGROUND CHECK	57.00	7794
35287- 2289	30	9/11/2007	Logged	*** Total ***	57.00	
35288- 2289	31	9/11/2007	25265	PEP BOYS		
	31		34415	SUPPLIES	38.92	07010027275
35288- 2289	31	9/11/2007	Logged	*** Total ***	38.92	
35289- 2289	32	9/11/2007	25680	PRUDENTIAL OVERALL SUPPLY		
	32		34396	LAUNDRY SERVICE-AUGUST	747.45	35925-8/07
35289- 2289	32	9/11/2007	Logged	*** Total ***	747.45	
35290- 2289	33	9/11/2007	27729	RICHARD STINSON		
	33		34417	CONSULTING FEES-AUGUST	10,900.00	#3
35290- 2289	33	9/11/2007	Logged	*** Total ***	10,900.00	
35291- 2289	34	9/11/2007	28070	SAN DIEGUITO WATER DISTRICT		
	34		34390	WATER @ BPS	132.15	737331527-8/07
35291- 2289	34	9/11/2007	Logged	*** Total ***	132.15	
35292- 2289	35	9/11/2007	28844	ELAINE SULLIVAN		
	35		34411	REIMBURSE ES FOR CONFERENCE	40.07	ES-8/18
35292- 2289	35	9/11/2007	Logged	*** Total ***	40.07	
35293- 2289	36	9/11/2007	29616	TRUGREEN LAND CARE		
	36		34378	CONTRACT-MAINTAIN LWD LANDSCAP	757.00	5866503
35293- 2289	36	9/11/2007	Logged	*** Total ***	757.00	
35294- 2289	37	9/11/2007	30520	UNDERGROUND SERVICE ALERT OF		
	37		34397	UNDERGROUND SERVICE ALARM	304.00	820070364
35294- 2289	37	9/11/2007	Logged	*** Total ***	304.00	

Run date: 09/11/2007 @ 11:50
Bus date: 09/11/2007

Leucadia Waste Water District
Check - Complete Detail

OCCKHST.L10 Page 4

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35295- 2289	38	9/11/2007	30580 UNITED WAY		
	38		34393 EMPLOYEE CONTRIBUTIONS	15.00	UNITED-9/12
35295- 2289	38	9/11/2007	Logged	*** Total ***	15.00
35296- 2289	39	9/11/2007	30723 SIEMENS WATER TECH. CORP		
	39		34373 OPEN PO-BIOXIDE	7,893.21	7820851
35296- 2289	39	9/11/2007	Logged	*** Total ***	7,893.21
35297- 2289	40	9/11/2007	32500 WORDEN WILLIAMS, APC		
	40		34405 LEGAL FEES-AUGUST	5,470.00	24535
35297- 2289	40	9/11/2007	Logged	*** Total ***	5,470.00
35298- 2289	41	9/11/2007	33227 XEROX CORPORATION		
	41		34372 RENEWAL XEROX MAINTENANCE PLAN	47.48	027381880
35298- 2289	41	9/11/2007	Logged	*** Total ***	47.48
				.00	
** Total check discount **				.00	
** Total check amount **				51,429.82	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 12, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13207 - 13224	9/12/2007	\$30,678.55

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35300- 2291	1	9/26/2007	10100 NAPA AUTO		
	1		34449 LAMP BULBS	4.27	783799
35300- 2291	1	9/26/2007	Logged	*** Total ***	4.27
35301- 2291	2	9/26/2007	10167 ACACIA GASOLINE & CAR WASH		
	2		34442 OPEN PO-VEHICLE FUEL	287.99	1663
	2		34447 OPEN PO-VEHICLE FUEL	222.30	1658
35301- 2291	2	9/26/2007	Logged	*** Total ***	510.29
35302- 2291	3	9/26/2007	10366 AIR POLLUTION CONTROL DISTRICT		
	3		34430 RENEWAL FOR APCD @ VP5 PS	286.00	97100505
35302- 2291	3	9/26/2007	Logged	*** Total ***	286.00
35303- 2291	4	9/26/2007	10526 AMERICA'S FINEST FIRE PROTECTI		
	4		34428 ANNUAL SERVICE TO FIRE EXTINGU	155.92	06M485011
	4		34448 ANNUAL SERVICE TO FIRE EXTINGU	765.75	06M485010
35303- 2291	4	9/26/2007	Logged	*** Total ***	921.67
35304- 2291	5	9/26/2007	10570 ANTIMITE TERMITE & PEST CONTRO		
	5		34450 MONTHLY PEST SERVICE	51.00	679552
35304- 2291	5	9/26/2007	Logged	*** Total ***	51.00
35305- 2291	6	9/26/2007	12050 CARLSBAD CHAMBER OF COMMERCE		
	6		34468 MEMBERSHIP RENEWAL-07/08	750.00	45086
35305- 2291	6	9/26/2007	Logged	*** Total ***	750.00
35306- 2291	7	9/26/2007	12514 CONEXIS		
	7		34466 sec 125 flex plan-8/1-8/31	119.37	CONEXIS-8/07
35306- 2291	7	9/26/2007	Logged	*** Total ***	119.37
35307- 2291	8	9/26/2007	12585 COUNTY OF SAN DIEGO		
	8		34439 HAZARDOUS MATERIAL PERMIT FOR	267.00	HK18206852-
35307- 2291	8	9/26/2007	Logged	*** Total ***	267.00
35308- 2291	9	9/26/2007	12631 COR-O-VAN		
	9		34438 OPEN PO-STORAGE	85.49	RS1242279
35308- 2291	9	9/26/2007	Logged	*** Total ***	85.49
35309- 2291	10	9/26/2007	13072 DATA NET		
	10		34474 IS MAINT/SUPPORT	418.75	9728255
35309- 2291	10	9/26/2007	Logged	*** Total ***	418.75
35310- 2291	11	9/26/2007	** unused **		
35311- 2291	12	9/26/2007	13822 DUDEK & ASSOCIATES		
	12		34484 GE/3252/748/BMW	210.00	20074162
	12		34485 GE/3252/749/SEASCAPES	420.00	200747163
	12		34486 GE/3252/721/RANGE ST	500.00	20074380
	12		34487 GE/3252/746/CABO	960.00	20074161
	12		34488 GE/3252/738/GLAUCUS	500.00	20074156
	12		34489 GE/3252/636/BELLA VISTA	315.00	20074151
	12		34490 GE/3252/614/THE RIDGE	267.35	20074150

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	12		34491 GE/3252/613/V. OF LC	262.50	20074149
	12		34492 GE/3252/596/ASTOR GARDENS	157.50	20074148
	12		34493 GE/3252/584/LA COSTA CONDOS	710.00	20074147
	12		34494 GE/3252/581/L.C GLEN	472.50	20074146
	12		34495 GE/3252/571/V. OF LC 406.5	708.62	20074145
	12		34496 GE/3252/570/V. OF LC 406-4	577.50	20074144
	12		34497 GE/3252/509/V. OF LC	162.84	20074143
	12		34498 GE/3252/543/LA COSTA RESORT	527.50	20074142
	12		34499 GE/3252/505/HARWOOD	150.00	20074141
	12		34500 GE/3252/068/LA COSTA BEACH	420.00	20074140
	12		34501 GE/3252/719/540 LA COSTA	315.00	20074155
	12		34502 GE/3252/685/CAMEO HOMES	1,786.27	20074154
	12		34503 GE/3252/664/ORPHEUS FIRE	479.29	20074153
	12		34504 GE/325/GRADING PLANS	1,024.18	20074139
	12		34505 GE/3252/642/V. OF LC	379.63	20074152
	12		34506 GE/3252/745/PAPAGAY	472.50	20074160
	12		34507 GE/3252/744/RUDYS	472.50	20074159
	12		34508 GE/3252/741/WALGREENS	210.00	20074158
	12		34509 GE/3252/739/BOSTON PIZZA	918.40	20074157
	12		34510 GE/3252/558/LC PLAZA	770.81	20074381
	12		34511 GE/3252/729/BRUSWICK	105.00	20074384
35311- 2291	12	9/26/2007	Logged *** Total ***	14,254.89	
35312- 2291	13	9/26/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	13		34443 OPEN PO-VEHICLE FUEL	841.81	7699
	13		34446 OPEN PO-VEHICLE FUEL	555.67	7695
35312- 2291	13	9/26/2007	Logged *** Total ***	1,397.48	
35313- 2291	14	9/26/2007	16603 W. W. GRAINGER, INC		
	14		34463 FUSES	48.82	9457337195
35313- 2291	14	9/26/2007	Logged *** Total ***	48.82	
35314- 2291	15	9/26/2007	17247 U.S. HEALTH WORKS MEDICAL GROU		
	15		34440 OPEN PO-PHYSICALS	84.00	1208867-CA
35314- 2291	15	9/26/2007	Logged *** Total ***	84.00	
35315- 2291	16	9/26/2007	18150 ICMA RETIREMENT-303979		
	16		34476 DEFERRED COMP-9/26	2,193.93	ICMA-9/26
35315- 2291	16	9/26/2007	Logged *** Total ***	2,193.93	
35316- 2291	17	9/26/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	17		34429 CONTRACT-REPAIR TRUNK SEWER @	18,297.12	3031
	17		34431 CONTRACT FOR GIS SERVICES	501.16	2981
	17		34435 CONTRACT-REPLACE SEWER LINES @	3,498.05	3030
	17		34436 SATELLITE PS FORCE MAIN REPLAC	15,793.09	3032
35316- 2291	17	9/26/2007	Logged *** Total ***	38,089.42	
35317- 2291	18	9/26/2007	19050 JANI-KING OF SAN DIEGO		
	18		34477 CLEANING SERVICE-SEPT	975.00	SD009070201
35317- 2291	18	9/26/2007	Logged *** Total ***	975.00	
35318- 2291	19	9/26/2007	21102 PETTY CASH		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
	19		34483	PETTY CASH-AUG/SEPT	274.95	PETTY-9/21/07
35318-	2291	19	9/26/2007	Logged	*** Total ***	274.95
35319-	2291	20	9/26/2007	23071 NATIONAL NOTARY ASSOCIATION		
		20		34467 NOTARY PACKAGE FOR TRISHA	169.45	NOTARY-TM
35319-	2291	20	9/26/2007	Logged	*** Total ***	169.45
35320-	2291	21	9/26/2007	23567 NORTH COUNTY BLUEPRINT CO, INC		
		21		34469 XEROX BOND	77.03	186223
35320-	2291	21	9/26/2007	Logged	*** Total ***	77.03
35321-	2291	22	9/26/2007	24224 OFFICE DEPOT, INC.		
		22		34437 OPEN PO- OFFICE SUPPLIES	67.87	400721532
35321-	2291	22	9/26/2007	Logged	*** Total ***	67.87
35322-	2291	23	9/26/2007	25010 AT&T		
		23		34472 SCADA ALARMS	535.52	2570451-SEPT07
35322-	2291	23	9/26/2007	Logged	*** Total ***	535.52
35323-	2291	24	9/26/2007	25032 PALOMAR WATER		
		24		34475 WATER @ OFFICE	145.15	772891
35323-	2291	24	9/26/2007	Logged	*** Total ***	145.15
35324-	2291	25	9/26/2007	25260 PERS RETIREMENT		
		25		34480 RETIREMENT PPE 9/9/07	9,800.50	09-2007-3
		25		34481 BOARD RETIREMENT 8/31/07	144.28	08-2007-0
		25		34482 RETIREMENT PPE 8/26/07	9,853.99	08-2007-4
35324-	2291	25	9/26/2007	Logged	*** Total ***	19,798.77
35325-	2291	26	9/26/2007	26804 QUALITY CHEVROLET		
		26		34444 OPEN PO-VEHCILE/TRUCK MAINTENA	512.72	CTCS347463
		26		34445 OPEN PO-VEHCILE/TRUCK MAINTENA	464.31	CTCS347117
35325-	2291	26	9/26/2007	Logged	*** Total ***	977.03
35326-	2291	27	9/26/2007	27478 R. J. SAFETY SUPPLY CO., INC.		
		27		34465 SAFETY SUPPLIES	212.13	241492
35326-	2291	27	9/26/2007	Logged	*** Total ***	212.13
35327-	2291	28	9/26/2007	27524 ROESLING NAKAMURA TERADA ARCHI		
		28		34433 BUILDING PROGRAM-ARCHITECTUAL	14,702.82	3611
35327-	2291	28	9/26/2007	Logged	*** Total ***	14,702.82
35328-	2291	29	9/26/2007	28020 SAN DIEGO GAS AND ELECTRIC		
		29		34451 ELECTRIC @ AVOCADO PS	144.86	00505010-9/07
		29		34452 ELECTRIC @ EEPS	1,226.97	01919876-9/07
		29		34453 ELECTRIC @ DIANA PS	358.11	01444495-9/07
		29		34454 ELECTRIC @ L.C. PS	1,147.92	01031273-9/07
		29		34455 ELECTRIC @ RANCHO VERDE	122.80	01380248-9/07
		29		34456 ELECTRIC @ OFFICE	1,056.44	01823519-9/07
		29		34457 ELECTRIC @ SAXONY PS	898.81	01683816-9/07
		29		34458 ELECTRIC @ MEADOWS 3	220.71	01169672-9/07
		29		34459 ELECTRIC @ VP7	89.09	00747631-9/07

Run date: 09/26/2007 @ 12:44
 Bus date: 09/26/2007

Leucadia Waste Water District
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	29		34460 GAS @ E.E.	2.18	00896555-9/07
	29		34462 ELECTRIC @ VP5	292.83	00747336-9/07
	29		34478 ELECTRIC @ LPS	12,651.61	01874070-9/07
	29		34479 ELECTRIC @ E. ESTATES	683.27	4750940744-9/07
35328- 2291	29	9/26/2007	Logged *** Total ***	18,895.60	
35329- 2291	30	9/26/2007	28020 SAN DIEGO GAS AND ELECTRIC		
	30		34461 ELECTRIC @ BPS	13,140.04	01857178-9/07
35329- 2291	30	9/26/2007	Logged *** Total ***	13,140.04	
35330- 2291	31	9/26/2007	28273 SDSI BUSINESS SYSTEMS		
	31		34432 CREATE A SEARCH FOR SEWER DATA	380.00	5407
35330- 2291	31	9/26/2007	Logged *** Total ***	380.00	
35331- 2291	32	9/26/2007	28324 SHELL OIL COMPANY		
	32		34441 OPEN PO-VEHICLE FUEL	130.96	065023442709
35331- 2291	32	9/26/2007	Logged *** Total ***	130.96	
35332- 2291	33	9/26/2007	29225 TELEPACIFIC COMMUNICATIONS		
	33		34473 PHONE SYSTEM-AUGUST	777.96	5897863-0
35332- 2291	33	9/26/2007	Logged *** Total ***	777.96	
35333- 2291	34	9/26/2007	29630 TRI COMMUNITY ANSWERING SERVIC		
	34		34470 ANSWERING SERVICE	80.00	TRI-9/20/07
35333- 2291	34	9/26/2007	Logged *** Total ***	80.00	
35334- 2291	35	9/26/2007	29730 T.S. INDUSTRIAL SUPPLY		
	35		34464 GREEN PAINT	41.02	1008305
35334- 2291	35	9/26/2007	Logged *** Total ***	41.02	
35335- 2291	36	9/26/2007	31232 VERIZON WIRELESS		
	36		34471 CELL PHONES	508.40	0585362264
35335- 2291	36	9/26/2007	Logged *** Total ***	508.40	
35336- 2291	37	9/26/2007	32347 DEXTER WILSON ENGINEERING		
	37		34434 CONTRACT TO UPDATE ISLAND PLAN	1,560.00	0807.01
35336- 2291	37	9/26/2007	Logged *** Total ***	1,560.00	
				.00	
** Total check discount **				.00	
** Total check amount **				132,932.08	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 26, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13225 - 13244	9/26/2007	\$30,544.25

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35337- 2292	1	10/01/2007	10167 ACACIA GASOLINE & CAR WASH		
	1		34513 OPEN PO-VEHICLE FUEL	309.35	1665
35337- 2292	1	10/01/2007	Logged	*** Total ***	309.35
35338- 2292	2	10/01/2007	12029 CWEA		
	2		34517 CWEA MEMBERSHIP RENEWAL-M.G.	110.00	CWEA-7831
35338- 2292	2	10/01/2007	Logged	*** Total ***	110.00
35339- 2292	3	10/01/2007	12589 STATE DISBURSEMENT UNIT DF1176		
	3		34531 CHILD SUPPORT-A.B.	516.12	AB SUPPORT
35339- 2292	3	10/01/2007	Logged	*** Total ***	516.12
35340- 2292	4	10/01/2007	13822 DUDEK & ASSOCIATES		
	4		34512 CONTRACT/CM SERVICES FOR SITE	26,400.81	20074404
35340- 2292	4	10/01/2007	Logged	*** Total ***	26,400.81
35341- 2292	5	10/01/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	5		34514 OPEN PO-VEHICLE FUEL	254.95	7706
35341- 2292	5	10/01/2007	Logged	*** Total ***	254.95
35342- 2292	6	10/01/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	6		34530 CA INCOME TAX-OCT 26	1,669.27	CA TAX-9/26
35342- 2292	6	10/01/2007	Logged	*** Total ***	1,669.27
35343- 2292	7	10/01/2007	15223 FEDERAL EXPRESS CORPORATION		
	7		34532 EXPRESS PACKAGE	42.88	227395726
35343- 2292	7	10/01/2007	Logged	*** Total ***	42.88
35344- 2292	8	10/01/2007	15575 UNION SECURITY INSURANCE COMPA		
	8		34519 LIFE INS-OCT	463.95	74171-OCT 07
35344- 2292	8	10/01/2007	Logged	*** Total ***	463.95
35345- 2292	9	10/01/2007	18150 ICMA RETIREMENT-303979		
	9		34526 DEFERRED COMP-ICMA	2,193.93	ICMA-9/26/07
35345- 2292	9	10/01/2007	Logged	*** Total ***	2,193.93
35346- 2292	10	10/01/2007	22274 MET-LIFE		
	10		34522 DISABILITY INS-OCT	600.65	KM05535094-OCTO
35346- 2292	10	10/01/2007	Logged	*** Total ***	600.65
35347- 2292	11	10/01/2007	22558 MOOR CO.		
	11		34515 INSTALLED NEW THERMOSTAT	501.01	39329
35347- 2292	11	10/01/2007	Logged	*** Total ***	501.01
35348- 2292	12	10/01/2007	23068 NATIONWIDE RETIREMENT SOLUTION		
	12		34528 DEFERRED COMP-NATIONWIDE	1,028.69	NATION-9/26
35348- 2292	12	10/01/2007	Logged	*** Total ***	1,028.69
35349- 2292	13	10/01/2007	25010 AT&T		
	13		34527 ODOR CONTROL MODEM	18.98	4364009-9/11/07
35349- 2292	13	10/01/2007	Logged	*** Total ***	18.98

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35350- 2292	14	10/01/2007	25018 MES VISION		
	14		34525 VISION INS-OCT	351.57	072532183001
35350- 2292	14	10/01/2007	Logged	*** Total ***	351.57
35351- 2292	15	10/01/2007	25260 PERS RETIREMENT		
	15		34533 RETIREMENT PPE 9/26/07	9,853.99	09-2007-4
35351- 2292	15	10/01/2007	Logged	*** Total ***	9,853.99
35352- 2292	16	10/01/2007	25261 PUBLIC EMPLOYEES HEALTH		
	16		34518 EMPLOYEES HEALTH INS-OCT	15,186.48	H2007101231000
	16		34521 BRD HEALTH INS-OCT	1,742.10	H2007107247000
35352- 2292	16	10/01/2007	Logged	*** Total ***	16,928.58
35353- 2292	17	10/01/2007	25577 PURCHASE POWER		
	17		34523 POSTAGE FOR METER	418.99	POSTAGE-9/21/07
35353- 2292	17	10/01/2007	Logged	*** Total ***	418.99
35354- 2292	18	10/01/2007	30560 UNITED PARCEL		
	18		34520 SHIPPING	10.44	000025YY37387
35354- 2292	18	10/01/2007	Logged	*** Total ***	10.44
35355- 2292	19	10/01/2007	30580 UNITED WAY		
	19		34529 EMPLOYEE CONTRIBUTIONS	15.00	UNITED-9/26
35355- 2292	19	10/01/2007	Logged	*** Total ***	15.00
35356- 2292	20	10/01/2007	31018 VAUGHAN'S INDUSTRIAL		
	20		34516 REBUILD AWT FAIRBANKS MORSE PU	8,860.75	011381
35356- 2292	20	10/01/2007	Logged	*** Total ***	8,860.75
35357- 2292	21	10/01/2007	31032 VALUE WEB		
	21		34524 WEB HOSTING - OTRLY	65.85	5376744
35357- 2292	21	10/01/2007	Logged	*** Total ***	65.85
35358- 2292	22	10/01/2007	31050 VALLECITOS WATER DISTRICT		
	22		34534 WATER @ MEADOWS 3	39.81	0500-VALLECITOS
35358- 2292	22	10/01/2007	Logged	*** Total ***	39.81
				.00	
** Total check discount **				.00	
** Total check amount **				70,655.57	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: October 3, 2007

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
13245 - 13249	10/3/2007	\$1,262.00

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

SEPTEMBER

9/6/2006	Board	\$4,592.25
9/13/2006	Employee	\$32,874.42
9/27/2006	Employee	<u>\$32,310.99</u>
	Total	\$69,777.66

OCTOBER

10/4/2006	Board	\$3,880.59
10/11/2006	Employee	\$33,337.85
10/12/2006	Employee/Incentive	\$1,491.99
10/25/2006	Employee	<u>\$32,760.83</u>
	Total	\$71,471.26

NOVEMBER

11/3/2006	Board	\$1,701.08
11/8/2006	Employee	\$34,160.60
11/22/2006	Employee	<u>\$34,079.96</u>
	Total	\$69,941.64

DECEMBER

12/1/2006	Employee	\$12,955.10
12/6/2006	Board	\$1,389.08
12/6/2006	Employee	\$32,376.31
12/20/2006	Employee	<u>\$32,478.12</u>
	Total	\$79,198.61

JANUARY 2007

1/3/2007	Employee	\$31,419.14
1/8/2007	Board	\$962.00
1/17/2007	Employee	\$30,861.69
1/31/2007	Employee	<u>\$30,801.63</u>
	Total	\$94,044.46

FEBRUARY

2/9/2007	Board	\$4,795.67
2/9/2007	Incentive	\$3,208.31
2/14/2007	Employee	\$31,233.86
2/15/2007	Incentive	\$9,576.44
2/28/2007	Employee	<u>\$31,071.66</u>
	Total	\$79,885.94

MARCH

3/1/2007	Employee	\$4,614.45
3/5/2007	Board	\$2,722.58
3/14/2007	Employee	\$30,919.56
3/21/2007	Incentive	\$14,478.68
3/28/2007	Employee	<u>\$30,726.19</u>
	Total	\$83,461.46

APRIL

4/5/2007	Board	\$2,712.00
4/11/2007	Employee	\$32,103.82
4/25/2007	Employee	<u>\$31,211.59</u>
	Total	\$66,027.41

MAY

5/2/2007	Board	\$2,871.08
5/9/2007	Employee	\$31,182.95
5/10/2007	Incentive	\$5,102.24
5/23/2007	Employee	<u>\$31,081.76</u>
	Total	\$70,238.03

JUNE

6/6/2007	Employee	\$32,273.03
6/7/2007	Board	\$4,530.81
6/20/2007	Employee	<u>\$31,366.57</u>
	Total	\$68,170.41

JULY

7/4/2007	Employee	\$28,688.46
7/15/2007	Board	\$805.58
7/18/2007	Employee	<u>\$29,233.62</u>
	Total	\$58,727.66

AUGUST

8/1/2007	Employee	\$29,570.86
8/2/2007	Board	\$1,012.00
8/15/2007	Employee	\$29,803.77
8/29/2007	Employee	<u>\$29,724.44</u>
	Total	\$90,111.07

SEPTEMBER

9/4/2007	Employee	\$121.34
9/5/2007	Board	\$3,543.59
9/12/2007	Employee	\$30,678.55
9/26/2007	Employee	<u>\$30,544.25</u>
	Total	\$64,887.73

OCTOBER

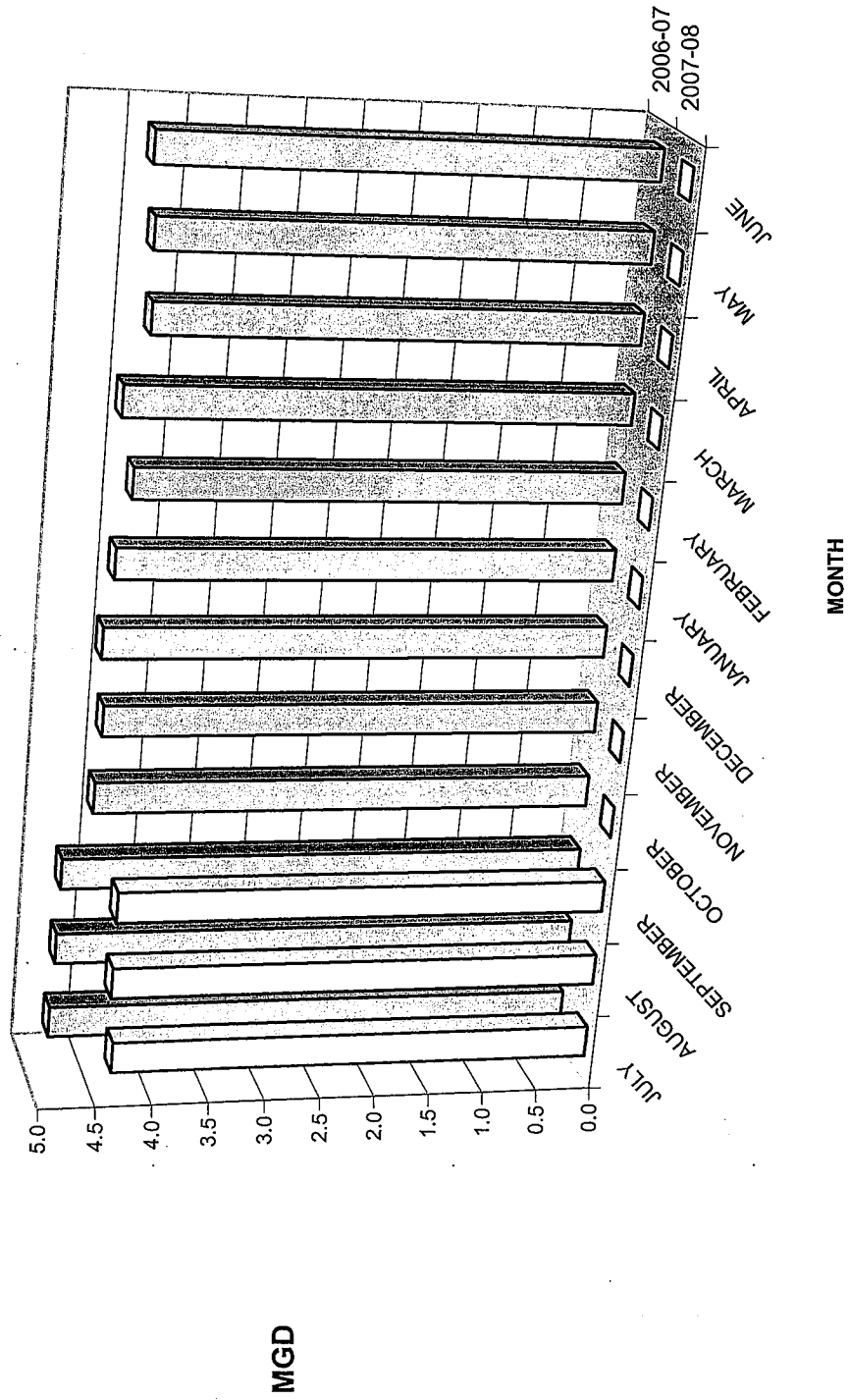
10/3/2007	Board	\$1,262.00
-----------	-------	------------

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2007-2008**

CURRENT MONTH - September 2007						FY 2006-2007	
Period	Total Flow MG	Total EDU's 27,393	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)	ADF (MGD)
JULY	134.39	8	4.34	158	36.35	4.77	
YTD	134.39	27,400.63					
AUGUST	135.75	6.2	4.38	160	41.60	4.75	
YTD	135.75	27,407					
SEPTEMBER	131.37	18.3	4.38	160	38.30	4.74	
YTD	131.37	27,425					
OCTOBER						4.50	
YTD							
NOVEMBER						4.47	
YTD							
DECEMBER						4.51	
YTD							
JANUARY						4.45	
YTD							
FEBRUARY						4.35	
YTD							
MARCH						4.48	
YTD							
APRIL						4.28	
YTD							
MAY						4.31	
YTD							
JUNE						4.36	
YTD							
Annual Total	401.51	33			116.25		
Mo Average	133.84	11	4.36	159	39	4.50	

operations report

**LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY 07 to FY 08**



LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS
As of September 30, 2007

ASSETS	
Cash	\$ 108,941.46
Investments and Investment Pools	43,585,167.70
Bond Investments Held by Agents	4,760,381.62
Accounts Receivable	601,116.69
Funds Held with Encina Wastewater Authority	733,959.00
Prepaid Expenses	41,372.17
Capital Assets	106,068,202.08
Less Accumulated Depreciation	(32,045,248.87)
Debt Issuance Costs, Net of Amortization	297,708.65
TOTAL ASSETS	\$ 124,151,600.50
LIABILITIES	
Accounts Payable and Accrued Expenses	153,822.66
Developer Deposits	156,315.98
Bond & Interest Debt	4,589,041.87
TOTAL LIABILITIES	\$ 4,899,180.51
NET ASSETS	
Net Investment in Capital Assets	70,364,874.45
Restricted Reserves	7,937,237.45
Unrestricted Operating Reserve	1,495,629.63
Unrestricted Non-Operating Reserves (Designated)	33,171,342.09
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(1,216,663.63)
TOTAL NET ASSETS	\$ 119,252,419.99

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

LEUCADIA WASTEWATER DISTRICT

BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 9/30/2007 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	\$ 91,100.46	\$ 5,321,226.00	\$ 5,230,125.54	1.71%
RECLAIMED WATER SALES	3150	41,802.36	285,400.00	243,597.64	14.65%
OTHER OPERATING INCOME		2,498.79	235,730.00	233,231.21	1.06%
TOTAL OPERATING REVENUE		\$ 135,401.61	\$ 5,842,356.00	\$ 5,706,954.39	2.32%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 410,429.39	\$ 1,825,229.00	\$ 1,414,799.61	22.49%
BOARD EXPENSES AND ELECTION	4300 & 4400	17,820.87	108,700.00	90,879.13	16.39%
DEPRECIATION EXPENSE	4510	606,000.00	-	(606,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	769,000.00	769,000.00	n/a
FUELS	4600	7,730.78	46,310.00	38,579.22	16.69%
INSURANCE	4700	9,720.40	88,600.00	78,879.60	10.97%
MEMBERSHIP & DUES	4800	2,268.45	22,100.00	19,831.55	10.26%
OFFICE EXPENSE	4900	9,639.21	46,760.00	37,120.79	20.61%
OPERATING SUPPLIES	5000	31,275.06	162,950.00	131,674.94	19.19%
PROFESSIONAL SERVICES	5200	65,997.92	555,900.00	489,902.08	11.87%
PRINTING & PUBLISHING	5300	843.00	33,000.00	32,157.00	2.55%
RENTS & LEASES	5400	4,493.16	21,000.00	16,506.84	21.40%
REPAIR & MAINTENANCE	5500	34,686.15	238,550.00	203,863.85	14.54%
MONITORING & PERMITTING	5600	553.00	48,900.00	48,347.00	1.13%
TRAINING & DEVELOPMENT	5700	4,409.57	45,400.00	40,990.43	9.71%
UTILITIES	5900	101,415.89	440,000.00	338,584.11	23.05%
LAFCO OPERATIONS	6100	7,377.00	7,400.00	23.00	99.69%
ENCINA	6200	-	1,995,754.00	1,995,754.00	0.00%
TOTAL OPERATING EXPENSES		\$ 1,314,659.85	\$ 6,455,553.00	\$ 5,140,893.15	20.36%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 63,419.80	\$ 410,800.00	\$347,380.20	15.44%
PROPERTY TAXES	3220	27,039.04	1,150,000.00	1,122,960.96	2.35%
INTEREST INCOME	3250	567,015.00	2,120,000.00	1,552,985.00	26.75%
OTHER NON OPERATING INCOME		105,934.50	646,334.00	540,399.50	16.39%
TOTAL NON OPERATING REVENUES		\$ 763,408.34	\$ 4,327,134.00	\$3,563,725.66	17.64%
DEBT SERVICE					
INTEREST EXPENSE AND FEES	6500	\$ 106,441.88	\$ 214,004.00	\$ 107,562.12	49.74%
PRINCIPAL PAYMENTS	6500	440,000.00	488,269.00	\$48,269.00	90.11%
TOTAL DEBT SERVICE		\$ 546,441.88	\$ 702,273.00	\$ 155,831.12	77.81%

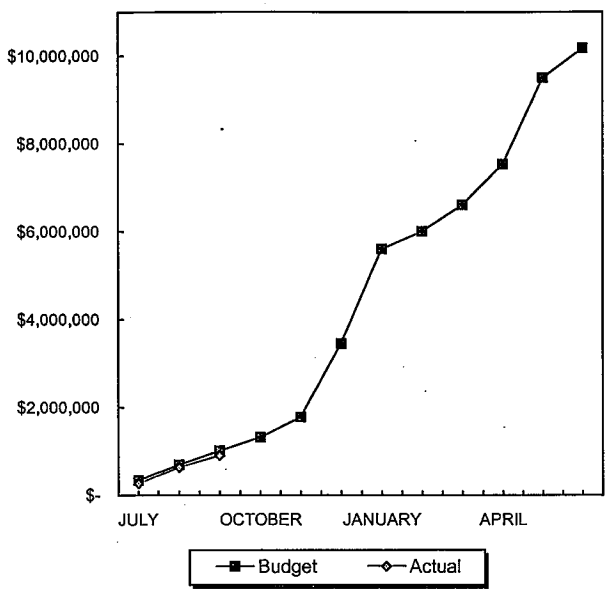
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

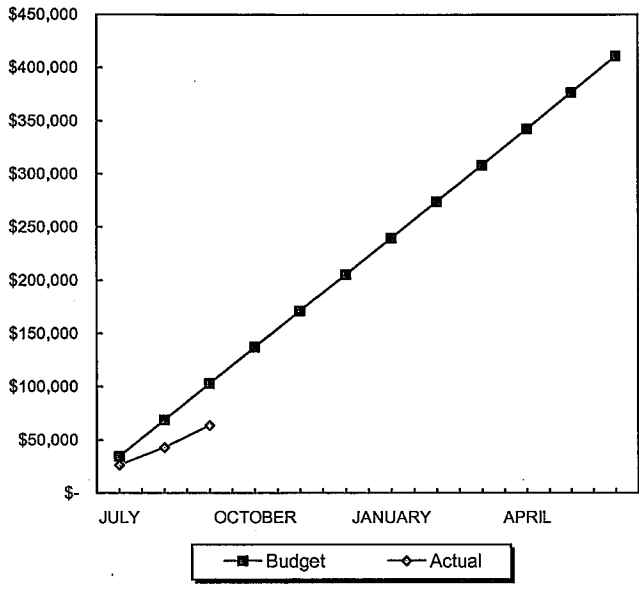
Revenue FY 2007-2008

YTD through September 30, 2007 *

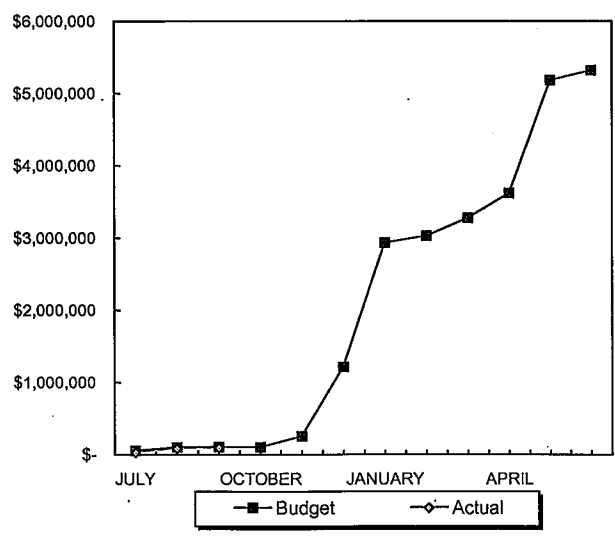
Total Revenue



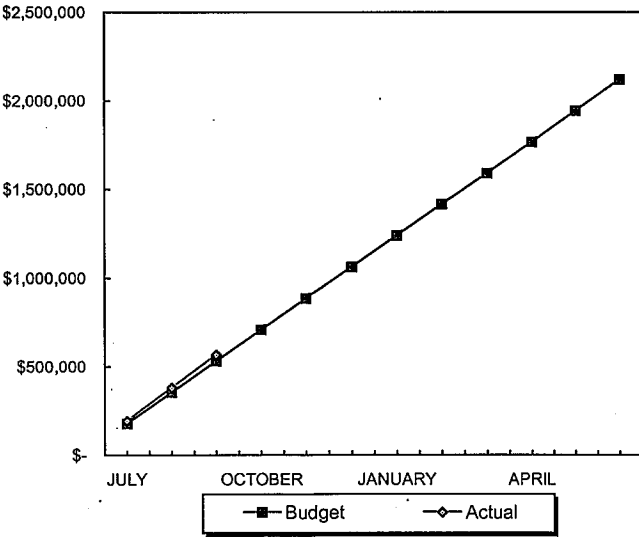
Capacity Charges



Sewer Service Fees



Interest Income

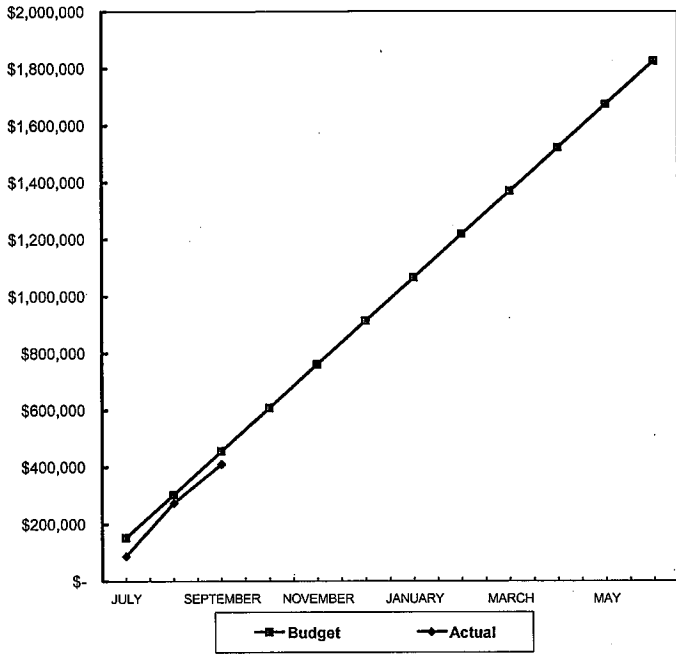


* Preliminary: subject to future review, reconciliation, accruals, and audit

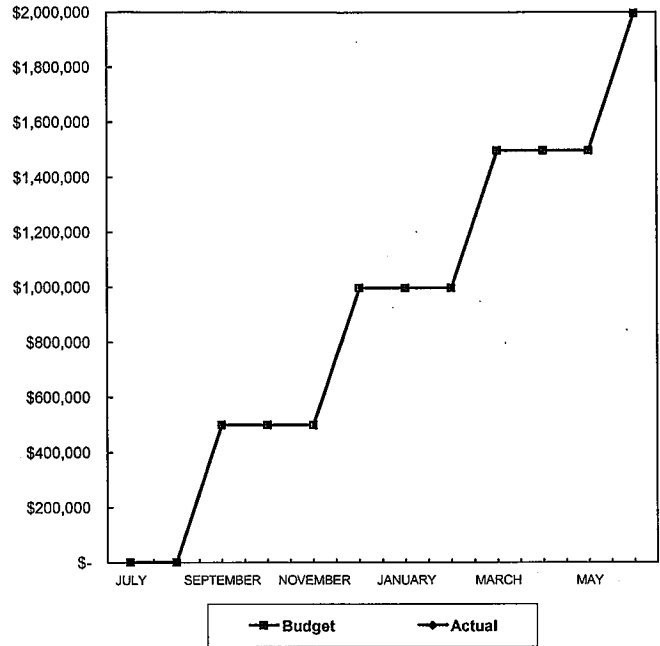
Leucadia Wastewater District Operating Expenses FY 2007-2008

YTD through September 30, 2007 *

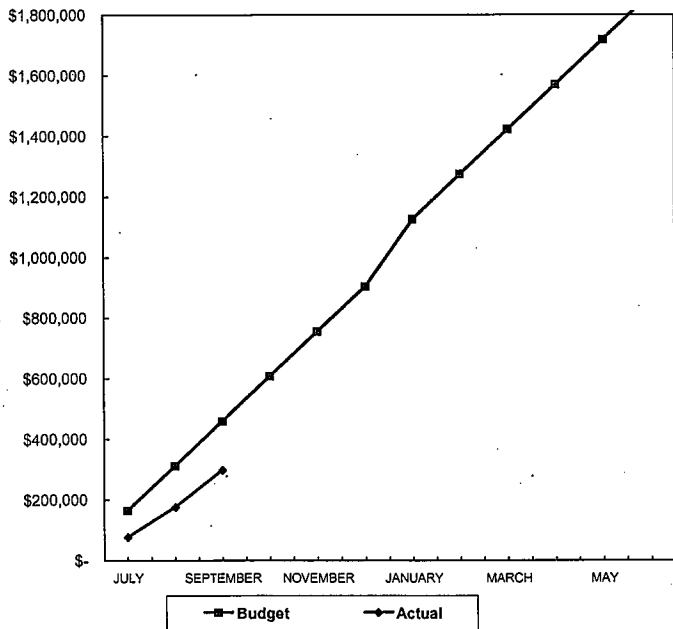
Salaries and Benefits



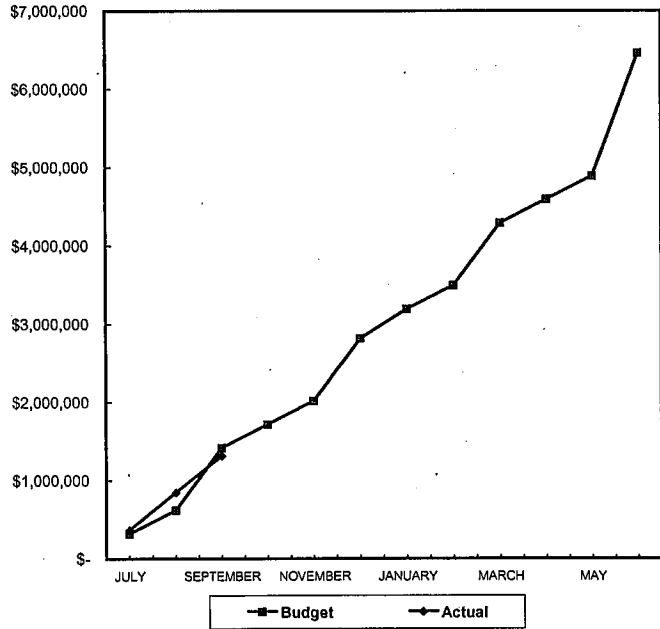
Encina M&O



**Other LWD Operating Expenses -
Excluding Depreciation & Replacement**



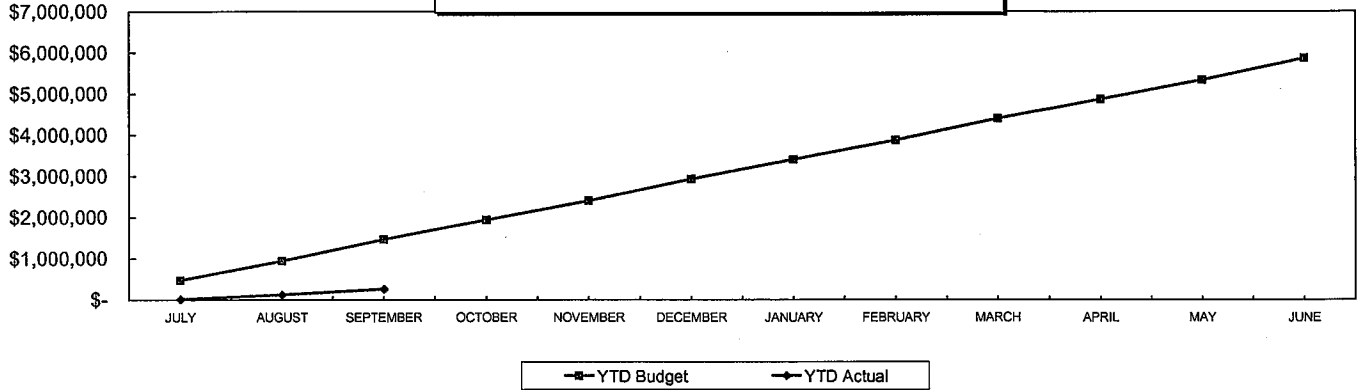
**Total LWD Operating Expense -
Including Depreciation & Replacement**



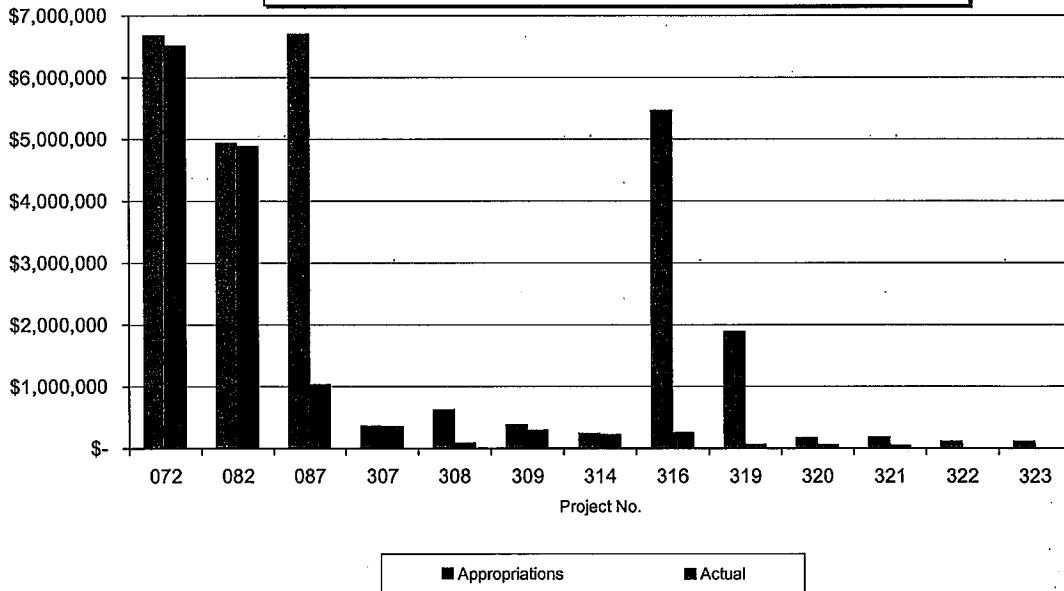
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of September 30, 2007

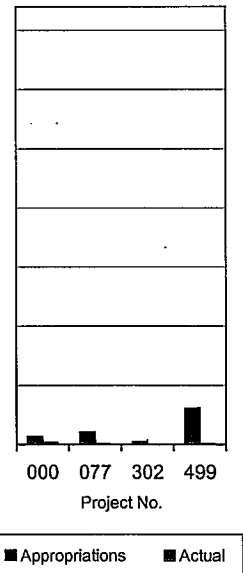
Capital Projects and Equipment For FY 2007/08



Multi Year Capital Expenditures by Project 2002/03-2007/08



Single Year Capital Expenditures by Project 2007/08

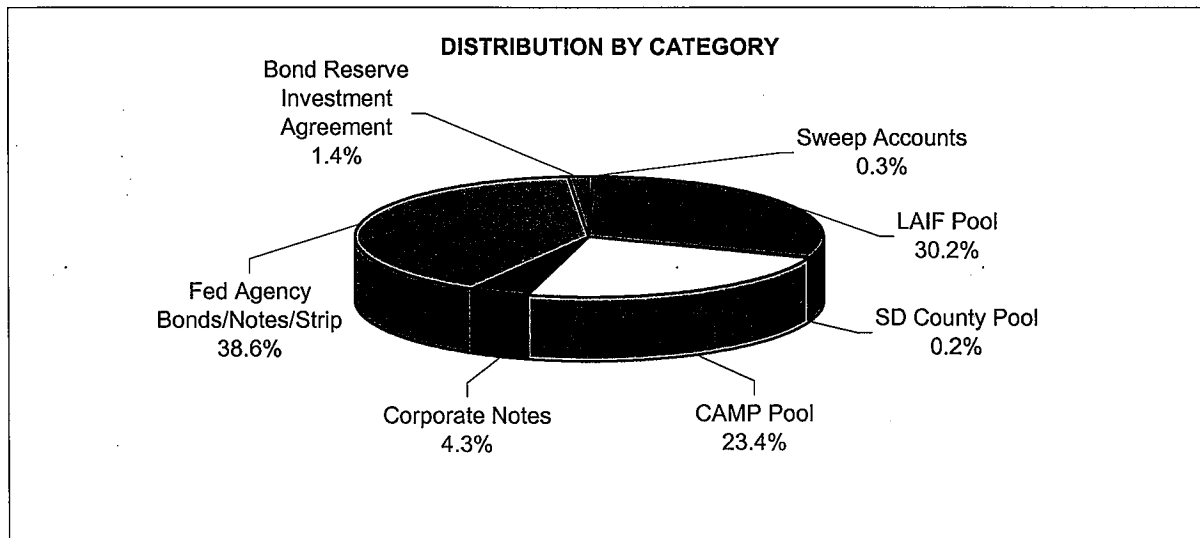
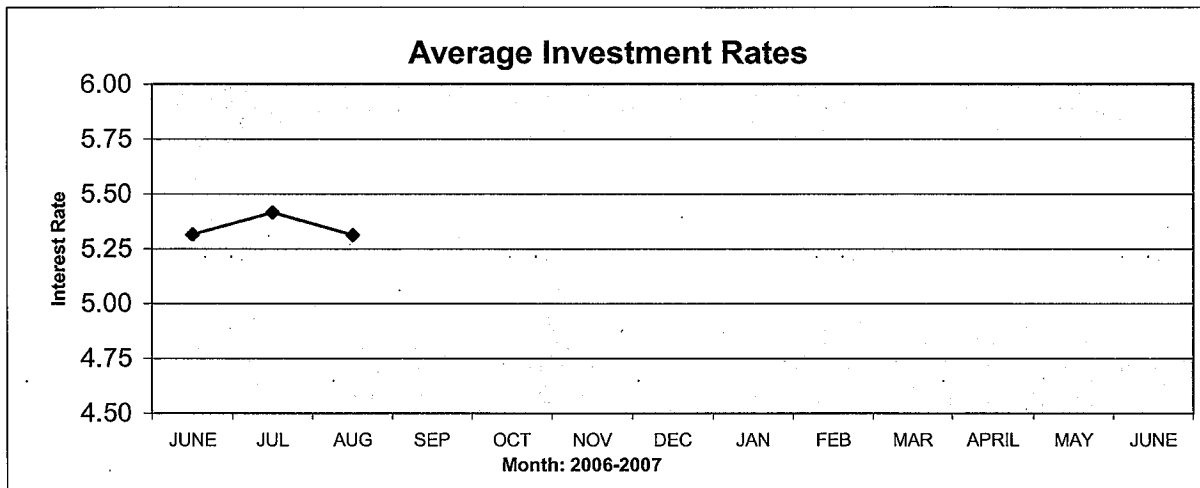


Project Legend			
Description	No.	Description	No.
Encina WA	072	Piraeus Pipeline Repair	320
Leucadia PS Improvements	082	Gibraltar Pipeline Replacement	321
Site Improvement Program	087	Install Permanent Flow Meters	322
Meadows 1 PS Decommission	307	Lateral Relpace/Backflow Prevtr	323
Mineral Scale Mitigation Project	308	Equipment	000
Capacity Management Flow Study	309	Misc Pipeline Repair	077
Asset Management Master Plan	314	Professional Services	302
Satellite PS Forcemains	316	LWD General Labor	499
101 Trunk Sewer / Bat Influent Lin	319		

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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
As of Aug 31, 2007

Cash & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2007	August 31, 2007		
Sweep Account: US Treasury MM - Union	175,906	155,000	538	3.110%
LAIF Pool	14,939,385	13,942,385	63,215	5.253%
SD County Pool	101,827	103,182	447	5.234%
CAMP Pool	9,628,073	10,789,299	42,338	5.200%
CAMP Portfolio				
Corporate Notes	2,005,005	2,005,005	7,654	4.579%
Federal Agency Bonds/Notes	12,027,823	12,027,823	52,151	5.203%
Federal Agency Discount Notes	3,360,395	2,409,584	10,879	5.215%
GNMA mortgage pools	23,908	23,794	187	9.385%
US Treasury Bonds/Notes	2,485,586	2,485,586	8,594	4.390%
Total Camp Portfolio	19,902,717	18,951,792	79,465	5.052%
Bond Funds				
BNY fiscal agent bond reserve a/c	1,182,023	652,884	2,916	5.360%
US Bank. custodian a/c: Fed Agency Strips	1,595,866	1,595,866	17,292	13.003%
Total Bond Funds	2,777,889	2,248,750	20,208	9.649%
Totals	\$ 47,525,797	\$ 46,190,408	\$ 206,211	5.311%



Encina Wastewater Authority Report
Regular Board Meeting
September 26, 2007

EWA Board of Directors - Director Juliussen and Director Sullivan reporting.

EWA Board Meeting Action Items:

1. Employee Recognition Awards

The Board of Directors approved the following Employee Recognition Awards:

- \$250 Award to Ms. Marsha Amos for selection as EWA's Employee of the Quarter for Third Quarter
- \$500 Award to Mr. Raymond Neff for completion of Mechanical Technologist Grade 4
- \$500 Award to Mr. James English for completion of Plant Maintenance Technologist Grade I
- \$500 Award to Mr. David Shook for completion of Plant Maintenance Technologist Grade I
- \$500 Award to Mr. William Bonghi for completion of Wastewater Treatment Plant Operator Grade I
- \$500 Award to Mr. Christopher Scibilia for completion of Wastewater Treatment Plant Operator Grade I
- \$500 to Mr. Joseph Sallay for completion of Wastewater Treatment Plant Operator Grade III
- \$500 Award to Mr. Joseph Cipollini for completion of Wastewater Treatment Plant Operator Grade III
- \$500 Award to Mr. Brian Benjamin for completion as a Certified Occupational Safety Specialist
- \$500 Award to Ms. Stacey Spangler for completion of Environmental compliance Inspector Grade I

2. Building Program Construction Report – August 2007

The Board of Directors received and filed the Building Program Construction Report.

3. Phase V Expansion Contract Change Order No. 28

The Board of Directors approved the contract change order no. 28 with J.R. Filanc Construction Company in an amount not to exceed \$231,703.31.

Executive Session

4. The Board of Directors met in closed session to discuss anticipated litigation as authorized by Government Code 54956.9, regarding case: Jaynes Corporation of California.

There was no reportable action.

5. Conference with Real Estate Negotiators Hogan and Hardy as authorized under Government Code 54956.8 regarding the Master Planning and Development Disposition of the South Parcel located in the 6200 block of Avenida Encinas, Carlsbad, CA.

There was no reportable action.

MEMORANDUM

Ref: 08-1309

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *as General Manager for*
SUBJECT: Agreement with ADS Environmental Services to Install Permanent Flow Meters for LWD Collection System

RECOMMENDATION:

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

1. Authorize the General Manager to Execute an Agreement with ADS Environmental Services for the installation of 7 permanent flow meters and for providing flow metering services through June 30, 2008 in an amount not to exceed \$121,810.
2. Authorize the transfer of \$22,000 from the Mineral Scale Mitigation Project Account (location code 308) to the Installation of Permanent Flow Meters Project Account (location code 322).
3. Discuss and take other action as appropriate.

DISCUSSION:

The Engineering Committee is scheduled to review this item at its October 9, 2007 meeting. If the EC suggests any modifications to this recommendation, staff will report those modifications to the Board as appropriate.

At last month's Engineering Committee and Board of Directors meetings, staff and representatives from ADS Environmental Services (ADS) provided an overview of the ADS flow metering technology. At that time, the Committee and Board directed staff to bring a recommended agreement forward for consideration. This recommendation is a follow-up to that item.

The Fiscal Year 2008 (FY 08) Tactics and Action Plan includes a goal to install permanent flow meters in the LWD's collection system. Funds were also included in the FY 08 Capital Budget for the installation of the system.

Staff has identified ADS as a company that can provide an established full service program for permanent flow meters. The ADS system consists of the following three major components: 1) flow monitoring equipment; 2) a full service management and maintenance system with flow data accessible through the internet; and, 3) a "real time" flow data and emergency alarm system. For this reason, staff believes that the ADS full service program is unique to our industry and staff is recommending that the contract be procured on a sole source basis. This is consistent with LWD's Procurement Policy which allows for sole source procurement of unique

goods and services. Attached please find the ADS scope of work for your review. The scope includes a detail breakdown of the flow metering system costs.

The benefits of the ADS Flow Metering System to LWD would be as follows:

- Emergency notification of a potential spill
- Enhanced capability to monitor inflow and infiltration (I&I)
- Enhanced ability to monitor collection system capacity
- Enhanced system troubleshooting capabilities
- Enhanced flow reporting capabilities
- Establishes baseline data to be used for future planning studies
- Consistent with new requirements of the Statewide WDR

It is important to note that the ADS system is not a necessity for LWD. However, staff believes that the benefits of receiving flow data from 7 sub basins in the LWD service area outweighs the expense of the program. The flow metering program is consistent with LWD's tradition of going "above and beyond" what is required as evidenced by the fact we utilize redundant forcemains, redundant pumps, emergency overflow basins and cathodic protection on our large forcemains. The flow metering program is also consistent with LWD's mission and vision statements as well as the capacity monitoring requirements of the new Statewide Waste Discharge Requirements for Collections Systems. For these reasons, staff recommends that the Board authorize the General Manager to execute the agreement.

FISCAL IMPACT:

The cost of the ADS flow metering agreement is not to exceed \$121,810. Of this amount, approximately \$96,600 will be used for the purchase and installation of the equipment and approximately \$25,200 will be use to cover ADS Environmental's operating and maintenance services through June 30, 2008. To cover service costs for future years, staff will recommend funding as part of the annual budget process.

Budget Transfer:

The FY 08 Capital Budget includes \$105,000 for installation of permanent flow meters. This amount will cover the cost to install the flow metering system and associated staff time. However, this amount is not sufficient to cover the operating and maintenance cost of the flow metering system through June 30, 2008. Therefore, staff is recommending that the Board authorize the transfer of \$22,000 from the Mineral Scale Mitigation Project account to cover the service fees for this period. Funds are available in the Mineral Scale Mitigation Project account because the mineral scale mitigation project was completed using in-house staff, which was considerably less expensive than hiring an outside contractor to perform these services.

PJB

Attachment

ATTACHMENT A

SCOPE OF WORK

ADS Environmental Service ("ADS") will install and operate a flow meter network of seven (7) meters for the Leucadia Water District ("District"). The work will be performed in three phases as set forth below:

Phase I – Flow Meter Provision and Installation

- 1) **Kick-off Meeting.** Phase I will begin with a kick-off meeting between representatives of the District and ADS. The purpose of the kick-off meeting is to discuss project scope, establish lines of communication, set milestones, and set the project schedule.
- 2) **Site Locations.** ADS will work with the District to identify/verify the location of monitor installations.
- 3) **Site Investigations.** Once the installation sites are provided to ADS, ADS field crew(s) will perform site investigations. ADS will utilize a standard 2-person field crew for fieldwork and comply with Federal standards for confined-space entry. The proposed flow monitoring locations will be located, inspected, and verified for hydraulic suitability. ADS will also check for debris in the manhole that could impact data quality and coordinate any required cleaning efforts with the District. ADS field crews will look for evidence and signs of erratic flow patterns. ADS will also investigate adjacent manholes in order to identify the best monitoring locations.
- 4) **Site Reports.** Site reports will be generated upon completion of the site investigations. The site reports will include a sketch of the general location, physical characteristics and diameters of the proposed monitoring locations, manhole depths, flow measurements, and other comments pertinent to the location such as any special traffic or safety issues. Final site locations to be approved by the District.
- 5) **Equipment.** ADS will utilize the ADS® Model FlowShark™ AG wireless telemetry flow monitor. A typical monitor installation will include an ultrasonic depth sensor that will be mounted at the crown of the pipe; a redundant pressure depth sensor mounted at the invert; and a Doppler velocity sensor also mounted at or near the invert. See attached product sheet for equipment specifications.
- 6) **Monitor Activation.** Once installed, the monitor will be activated and set to take readings at 15-minute intervals. ADS Field crews will take manual depth readings with a ruler and velocity readings with a portable, instantaneous velocity meter in order to confirm the monitor is collecting accurate data based on the actual existing hydraulic conditions at each location.

Phase II - Comprehensive Service - ADS will provide services to maintain and operate the flow metering equipment (January 1, 2008 through June 30, 2008).

- 1) **Diagnostics:** Remote diagnostic inspection of all equipment using the most current procedures and programs from its facilities in San Diego, CA or other service locations.
- 2) **Repair:** Repair and preventative maintenance services, including battery replacement (assuming a 15-minute sample rate), necessary to keep the equipment operating in accordance with the manufacturer's design specifications. ADS will respond to a malfunction within two (2) business days and perform repairs or temporary repairs within (2) business days thereafter. The types of conditions to be repaired and repair services to be performed under this Agreement include but are not limited to the following:
 - Communication link failure - including control boards, modem, and modem interface;
 - Depth sensor replacement - A depth sensor shall be considered for replacement if the sensor has less than four (4) good sensor pair firing in both directions;
 - Low battery voltages - Battery voltages shall be considered as being low when the voltage is less than 9.5V;
 - Velocity sensor replacement - A velocity sensor shall be considered for replacement if the sensor readings are a constant value or zero, indicating a loss of sensitivity;
 - Sensor scrubbing;
 - Pressure sensor replacement; and
 - Level sensor replacement.
- 3) **Hydraulic Confirmations:** ADS will perform annual field confirmations according to ADS's current internal quality procedures for all of the ADS FlowShark™ flow monitors including:
 - Verification of the depth of flow measurement
 - Verification of the velocity measurement
 - Manual field flow to monitor flow comparison
 - Pipe condition assessment
 - Statement of confirmation
- 4) **Service Schedule:** The field service shall occur during the normal operating hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday (excluding holidays).
- 5) **Service Statement:** ADS shall prepare a statement of repair service whenever service or diagnostic functions are performed. These forms shall be submitted to the District each month as an attachment to the monthly invoice.
- 6) **Primary Contact:** ADS shall designate a field service representative who shall be the primary contact with the District for the resolution of field problems.

Phase III - Data Analysis, Alarming, and Reporting Services (January 1, 2008 through June 30, 2008)

Data services will be conducted from our National Data Center where trained Data Analysts utilize IntelliServe™ and Profile® software, as well as Six Sigma quality assurance procedures to maximize data usability and ensure data up-time.

- 1) **Data Collection and Diagnosis:** Raw data will be uploaded from the flow meters every twenty-four (24) hours to the IntelliServe™ web hosted system. ADS data analysts will review the data (e.g. bi-weekly) to verify that equipment is in working order and will dispatch ADS field crews to perform equipment repair or hydraulic confirmations as needed.
- 2) **Data Editing and Analysis:** A trained ADS data analyst will use ADS Profile® software to directly calculate flow using the continuity equation from recorded depth and average velocity data. Flow quantities as determined by the continuity equation will be plotted. The analyst will also utilize scatter plots (depth vs. velocity readings) and field hydraulic confirmation both to verify monitor accuracy.
- 3) **Data Reporting:** The Final flow data will be reported to the District on a monthly basis via our IntelliServe™ web hosting system, no later than thirty (30) days after the end of the monthly monitoring period, and will include the following.
 - Key manhole identification, pipe diameter, pipe shape, and silt levels.
 - Days of the week constituting the long table, up to seven (7) days.
 - Depth of flow in fifteen (15) minute intervals from 0:00 to 23:45
 - Average Velocity in fifteen (15) minute increments in feet per second (fps).
 - Flows calculated in fifteen (15) minute increments in millions of gallons per day (mgd).
 - Minimum and maximum flows with time of occurrence measured daily in millions of gallons per day (mgd).
 - Average weekly flow measured in millions of gallons per day (mgd).
 - Daily and weekly flow totals in millions of gallons
 - Data provided in hardcopy and electronic format
- 4) **Data Alarming:** The IntelliServe™ web hosting system will send out real-time alarms (via the web, pagers, cell phones, emails) if any set triggers are reached at the individual flow meters. Alarm triggers can be set for High Depth and Low Flow.

Exclusions: The types of services excluded under this comprehensive service agreement include the following:

- Civil Engineer's Stamp on any plans for submitted for permitting (\$500 cost per site if required);
- Work conducted outside of Service Schedule;
- Changes or alterations in specifications;
- Painting or refinishing or furnishing materials therefore except as damaged by ADS during service work;
- Installation, moving, or removing of equipment unless required as part of the repair process;
- Repairs made necessary due to the negligence of the District, its employees, agents, invitees, or contractors;
- Repairs made necessary due to attempts by District to repair or maintain the equipment unless authorized by ADS
- Maintenance and repair necessary to put equipment not under the comprehensive scheduled service contract in good repair;
- Equipment repair or replacement outside manufacturer's design specifications when knowingly directed by District; and
- Repairs made necessary due to events beyond ADS's control (*force majeure*).

Flow Monitor Provision, Installation, Maintenance and Data Analysis			
Description	Number of Units	Unit Price	Total
ADS FlowShark™ Wireless Telemetry Flow Meter	7	\$7,956.43	\$55,695.01
Flow Monitor Installation and Commission	7	\$4,445.43	\$31,118.01
Flow Monitor Maintenance and Data Analysis - January – June 2008 (units are monitor-months per year)	42 (6 mo.)	\$502.52	\$21,105.84 (6 months)
IntelliServe™ Pricing			
Program Implementation	Lump Sum	\$3,500.00	\$3,500.00
IntelliServe™ Training	Lump Sum	\$2,000.00	\$2,000.00
Monthly Operation and Data Hosting	42	\$97/monitor/month	\$4,074.00
Sales Tax**			\$4,316.36
		Total Price*	\$121,809.22

MEMORANDUM

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *asberry for*
SUBJECT: Financial Plan Update

RECOMMENDATION:

The Investment & Finance Committee (IFC) and staff recommend that the Board of Directors:

1. Authorize the General Manager to execute a Professional Services Agreement with MuniFinancial in an amount not to exceed \$37,800 for the financial plan update.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The IFC is scheduled to review this item at its October 5, 2007 meeting. If the IFC suggests any modifications to this recommendation, staff will report those modifications to the Board as appropriate.

The Leucadia Wastewater District (LWD) uses a detailed Financial Plan to monitor and evaluate its current and future revenue streams. Since May 2004, 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 2008 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.

During August 2007, LWD requested proposals from qualified firms to develop an update to the financial plan. The request was advertised in a local north county newspaper and individual letters were sent to four (4) firms specializing in public agency financial planning. The following two firms submitted responses:

<u>Name of Firm</u>	<u>Proposed Fee</u>
Glenn M. Reiter and Associates	\$23,670
MuniFinancial	\$37,800

No response was received from Fieldman Rolapp & Associates or Brown & Caldwell. When contacted, Fieldman Rolapp & Associates indicated that their negative response was due to administrative error and oversight. Brown & Caldwell offered no explanation.

On September 20, 2007, staff interviewed both responding firms and considered their proposals. Based on this interview, MuniFinancial was considered the most qualified respondent. MuniFinancial was selected because of the thoroughness of their submission and the presentation of their interview team. Additionally, staff noted that MuniFinancial had completed numerous projects similar to LWD's. While the proposed fee submitted by Reiter and Associates was less than MuniFinancial's, it should be noted that professional service awards are not based on cost. As staff considered the proposals, Reiter and Associates' proposed scope of work was closely evaluated and staff was concerned that it was not comprehensive enough to meet the requirements of the Financial Plan update.

Attached please find the Financial Plan update Scope of Work for your review.

FISCAL IMPACT:

Sufficient funds are available in the Fiscal Year 2008 Operations Budget to cover the proposed fee of \$37,800.

Staff therefore requests that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with MuniFinancial for the Financial Plan update in an amount not to exceed \$37,800.

cal:PJB

Attachment

ATTACHMENT 1

**FINANCIAL PLAN UPDATE
SCOPE OF WORK**

SCOPE OF WORK

TASK

DESCRIPTION

1. Assess LWD's ability to fund financial needs on an operational and capital basis for wastewater and recycled water service for the short and long term, in compliance with statutory and policy requirements
2. Evaluate sources and methods of funding for future operating and capital expenditures
3. Review and evaluating the appropriateness of LWD's capacity and reimbursement connection fees
4. Illustrate projected financial conditions and reserves for LWD over the next 5, 10 and 20 years, incorporating current data such as LWD's historical financial records, economic and demographic characteristics, as well as engineering planning documents and updated assumptions into a financial plan
5. Clearly communicating LWD's current and projected financial condition
6. Facilitate a financial planning workshop, if required
7. Present the updated Financial Plan to LWD's Board of Directors

MEMORANDUM

Ref: 08-1314

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *as recommended for*
SUBJECT: Sanitary Sewer Management Plan (SSMP) Implementation Plan and Schedule

RECOMMENDATION:

Staff recommends that the Board of Directors

1. Adopt the Leucadia Wastewater District SSMP Implementation Plan and Schedule.
2. Authorize the General Manager to certify the SSMP Implementation Plan and Schedule, its Goals, and the District's Organization to the State Water Resources Control Board (SWRCB).
3. Discuss and take other action as appropriate.

DISCUSSION:

As presented to the Board during its regular meeting in September 2007, the Statewide WDR imposed several requirements with different deadlines on agencies that operate Collection Systems. To date, the District has fulfilled all of the required milestones, including applying for coverage under the Statewide WDR and submitting electronic spill reports.

The next major milestones required by the WDR include the completion of a schedule and plan for the development and implementation of a Sanitary Sewer Management Plan (SSMP); 2) publication of LWD's goals to operate its collection system; and 3) publication of the District's organization as it applies to spill response. Under the Statewide WDR, these elements must be adopted by the LWD Board of Directors and submitted to SWCRB by November 2, 2007.

To meet these requirements, staff worked with the District Engineer, Steve Deering, and Marie Schneider of Dudek & Associates, Inc.

While a detailed review of LWD's operation, maintenance, and capital programs, procedures, and ordinances indicated that the District has many of the SSMP elements in place to comply with the Statewide WDR, some additional work is required to complete the SSMP by the May 2, 2009 deadline. These work items, with designated completion dates, have been converted into the attached Implementation Plan and Schedule required for compliance. Two additional items (goals and an organization with specified roles and responsibilities) were evaluated for WDR compliance and are also provided for the Board's review.

Staff, the District Engineer, and Marie Schneider will present a brief overview of these required items at the upcoming meeting.

ls:PJB

Attachment

LWD - Sanitary Sewer Management Plan (SSMP) - Implementation Plan and Schedule				
Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
Application for coverage	None	Completed	November 2, 2006	GM (LRO)
SSO electronic reporting program	None	Completed	January 2, 2007	GM (LRO)
SSMP Implementation Plan and Schedule	Adoption of SSMP Plan and Schedule by LWD Board of Directors. Certification by LRO.	Complete -- to be approved and certified	November 2, 2007	District Board, GM (LRO)
1) Goals	Certification by LRO.	Complete -- to be certified	November 2, 2007	GM (LRO)
2) Organizational Structure	Certification by LRO.	Complete -- to be certified	November 2, 2007	GM (LRO)
3) Legal Authority	Provide a new sewer service ordinance that includes language prohibiting illicit discharges including FOG and debris. Incorporate existing regulations and update requirements where appropriate. Require sewers and connections to be properly designed and constructed. Clarify, and where appropriate, expand the District authority to enforce its sewer ordinances.	In Progress	May 2, 2009	General Counsel
4) Operation and Maintenance	Document the process for maintaining the up-to-date map system and finalize the Asset Management Plan (AMP). Ensure that the AMP outlines assessment activities for integration with the CIP. Develop a list of critical replacement parts.	In Progress	May 2, 2009	FSM, PM, & DE
a) Mapping				
b) Preventive maintenance program				
c) Rehabilitation, replacement, & inspection program				
d) Staff training				
e) Equipment inventory				

Leucadia Wastewater District

SSMP - Implementation Plan and Schedule

Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
5) Overflow Emergency Response Plan	None	Complete -- to be certified	May 2, 2009	FSM & DE
6) Fats, Oils & Grease (FOG) Control Program	Expand the FOG analysis into a FOG characterization study with a schedule for maintenance and cleaning. Ensure that the updated sewer service ordinance includes language prohibiting discharges of grease, the authority to inspect and enforce the FOG ordinance. Create an SOP for record keeping. Provide public education & outreach regarding FOG BMPs. Finalize a list of authorized FOG disposal sites and establish an inspection program.	In Progress	May 2, 2009	FSM, DE, & General Counsel
7) Design and Performance				
Design Standards	None	Complete -- to be certified	August 2, 2009	NA
Inspection and Testing Standards				
8) System Evaluation and Capacity Assurance Plan	Finalize the Asset Management Plan to produce the updated CIPs and include an updated 5-yr CIP in the budget each year.	In Progress	August 2, 2009	PM & DE
9) Monitoring, Measurements and Plan Modifications	To be completed by the District after implementation of the SSMP.	NA	August 2, 2009	FSM, PM, & DE
10) SSMP Program Audits	The first audit is due 2 years after adoption date of final SSMP	NA	August 2, 2009	GM (LRO)
11) Communications Program	Add information about the SSMP and FOG to the existing public communication programs.	Not yet started	August 2, 2009	ASM

Leucadia Wastewater District

SSMP - Implementation Plan and Schedule

Main Task/Sub-Task	Required Action	Status	Due Date	Responsible Party
Final SSMP	Finalize SSMP document after all elements have been developed and implemented.			
Review by counsel	Review of final SSMP by the District's General Counsel.	NA	August 2, 2009	GM (LRO), General Counsel, District Board
Adoption/certification of SSMP by District Board	Adoption of final SSMP document by LWD Board of Directors. Certification by LRO.			

The Leucadia Wastewater District, formed on April 6, 1959, is a Special District that provides sewer service to over 60,000 residents in North San Diego County.

The Leucadia Wastewater District's Mission is:

To serve the public by collecting, transporting, recycling, and treating wastewater in a safe, reliable, efficient, cost effective and environmentally responsive manner while providing excellent service to our customers.

The Leucadia Water District goals are:

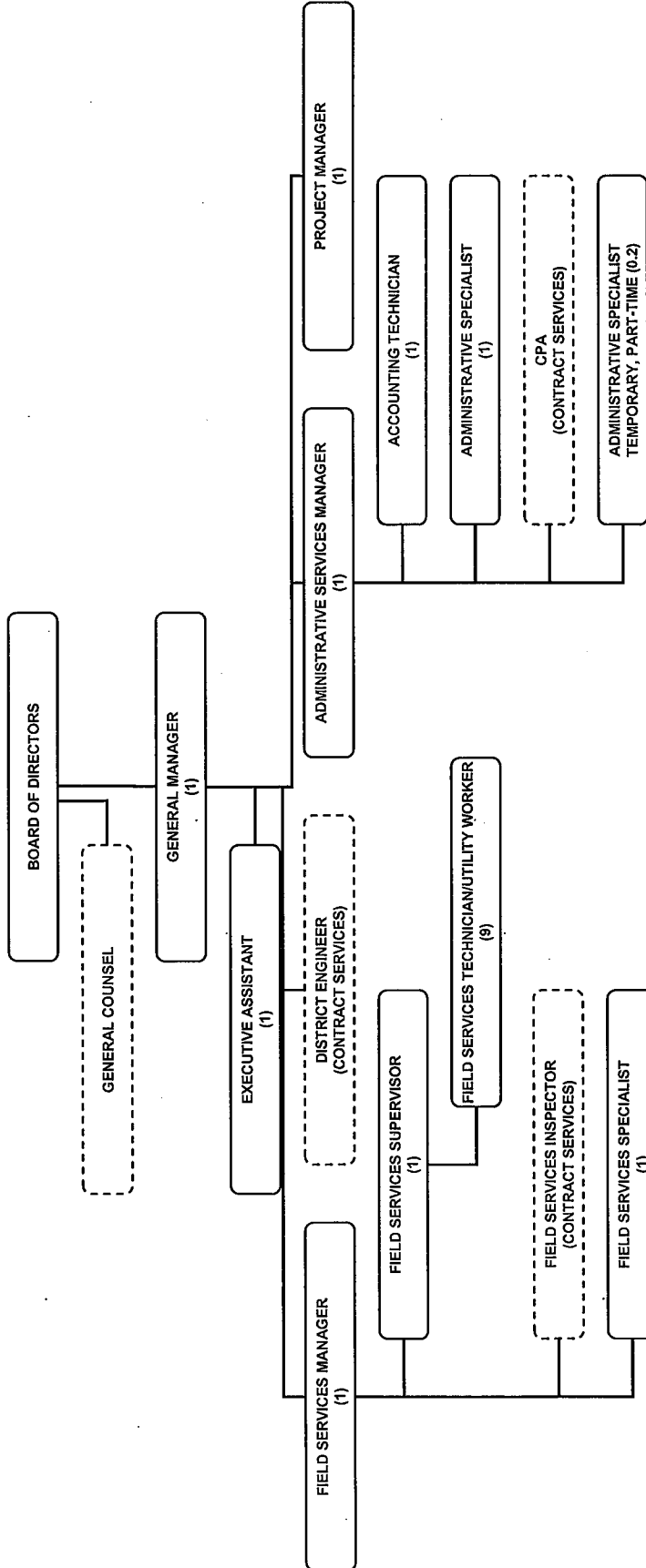
1. To ensure Public Safety and Environmental Protection by eliminating sanitary sewer overflows by hydro-cleaning gravity lines; servicing Air Vacuum Release Devices; conducting checks of pump stations; ensuring that pump stations have available capacity and redundancy; ensuring that temporary construction connections have either a plug or a trap that is regularly inspected; and inspecting gravity lines using CCTV.
2. To minimize and mitigate the volume and impact of any sanitary sewer overflow by ensuring that a qualified "standby duty operator" and vactor truck is always available; maintaining up to date Emergency Response and Reporting of SSO procedures; providing sufficient training and certification for all staff; conducting a regular emergency drill that tests all aspects of SSO response; and reporting and conducting an investigation, management review, and debrief of any SSO that occurs.
3. To maintain all wastewater facilities and infrastructure at their requisite capacity and in free-flowing, operable condition by ensuring that any known system failure is either repaired immediately or has a repair plan and schedule approved by the General Manager; ensuring sufficient funding is included in the annual budget for known operational, maintenance, capital and training requirements; ensuring sewer system infrastructure is designed and constructed to meet or exceed accepted standards; monitoring and analyzing flow data and storm events.
4. To continue to implement tactics of the Strategic Plan as adopted by the Board of Directors each fiscal year.



LEADERS IN ENVIRONMENTAL PROTECTION

FISCAL YEAR 2008 ORGANIZATIONAL CHART

TOTAL POSITIONS – 18.2 FTE



The Leucadia Wastewater District's organization is provided on the following page:

The Roles and Responsibilities for positions involved with SSO prevention include:

LWD Board of Directors	Establishes policies, reviews and accepts formal plans, sets overall District direction, authorizes funds for projects/plans/programs, overview of General Manager, conducts public meetings and hearings, approves SSMP.
General Counsel	Responsible under the direction of the Board of Directors for legal representation of the District. Assists with development of rules and regulations, including sewer use ordinances. Reviews and makes recommendations on laws applicable to District operations. Prepares and reviews contracts and other legal documents, assists with enforcement of District regulations, conducts litigation, provides legal advice to Board and District staff, and attends public meetings.
LWD General Manager	Responsible under the direction of the Board of Directors for the day-to-day management and operation of the District. Specifically, the General Manager plans strategy, implements policy, establishes procedures, leads staff, allocates resources defined in the LWD budget, delegates responsibility, authorizes outside contractor to perform services, and serves as overall public information officer.
Field Services Manager	Responsible for the management and operation of the Field Services Department, including the operation and management of the sanitary sewer system. Reports to the General Manager. Responsible for the operation and maintenance activities of the sanitary sewer system, including general supervision and scheduling of all field services crews, and regular scheduling of maintenance activities. Coordinates field operations and prepares and implement overflow emergency response plan, oversees emergency response, investigates and reports SSOs and trains maintenance workers and field crews.
District Engineer	Responsible for the development and implementation of District design and construction standards. Reports to the General Manager. Responsible for 3 rd party plan check as well as construction and building inspection. Provides review for engineering drawings, plans, and specifications for projects within the District. Reviews and provides advice for engineering studies such as hydraulic modeling, master planning, and CIP program development.

MEMORANDUM

Ref: 08-1302

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *crbeman for*
SUBJECT: Revised Procurement Policy

RECOMMENDATION:

The Investment & Finance Committee (IFC) and staff recommend that the Board of Directors:

1. Adopt Resolution No. 2185 approving LWD's revised Procurement Policy.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The IFC is scheduled to review this item at its October 5, 2007 meeting. If the IFC suggests any modifications to this recommendation, staff will report those modifications to the Board as appropriate.

The Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted by the Board of Directors on March 9, 2005. This policy consolidates purchasing requirements under one policy and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted a thorough review of the existing policy. In addition to minor administrative corrections, the following changes are recommended:

1. Revise the definition of "Goods" (Section 5) to include construction work of a non-professional nature to install equipment or supplies for LWD.
2. Revise the definition of "Services" (Section 5) to delete reference to "non-professional".
3. Increase maximum limit of total payments for "Informal Procurement of Goods" from \$25,000 to \$50,000.

Regarding item No. 3, the existing policy requires staff to perform a sealed bid process on projects expected to cost more than \$25,000. Staff does not believe that this is in the best economic interest of the District for projects that cost between \$25,000 and \$50,000 given the current bid climate. Staff believes that contractors may mark up project costs considerably if they have to bid projects in this price range.

Staff is recommending that the above definitions be revised and that the \$25,000 limit for the informal procurement of goods be increased to \$50,000. It is important to note that this is still a

LWD Board of Directors
Revised Procurement Policy
October 4, 2007
Page 2 of 2

competitive process that will allow a more streamlined procurement process for projects below \$50,000.00 and hopefully encourage additional bidders.

Overall, the Revised Procurement Policy still provides prudent purchasing controls and guidelines for the Board of Directors and the General Manager; establishes spending limits that reflect today's costs; and provides staff the flexibility to purchase goods and services in an efficient manner. For these reasons, staff is recommending that the Board of Directors adopt the revised Procurement Policy by approving Resolution No. 2185.

The proposed resolution (Attachment 1) and a strike-out version of the revised Procurement Policy (Attachment 2) are attached for the Board's review.

cal:PJB

Attachments

ATTACHMENT 1

RESOLUTION NO. 2185

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING A REVISED PROCUREMENT POLICY**

RESOLUTION NO. 2185

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING A REVISED PROCUREMENT POLICY**

WHEREAS, the Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted on March 9, 2005 to establish a prudent set of controls in the procurement process; and

WHEREAS, it is prudent for LWD to periodically revise its procurement policy to reflect changes in laws and regulation as well as the escalation of prices due to inflation.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Procurement 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. 2146.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 10th day of October, 2007, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

ATTACHMENT 2
REVISED PROCUREMENT POLICY



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT

PROCUREMENT POLICY

Ref: 08-1300

1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD).

2. Authority

2.1. Adopted by the LWD Board of Directors: October 10, 2007~~March 9, 2005~~.

3. Related LWD Board of Directors Policy

3.1 Resolution 2095 authorizing the General Manager to purchase up to \$25,000 of goods, materials, and supplies at any one time without specific prior Board approval dated September 8, 2000.

3.2 Resolution ~~214~~215 adopting the LWD Conflict of Interest Policy.

4. Policy

It is the Policy of the Board of Directors that:

4.1. ~~This policy shall supersede the following resolutions:~~

~~a. No. 1071 adopting a Local Preference Policy and a Women and Minority Business Enterprise Policy dated October 14, 1992.~~

~~b. No. 1054 establishing a Policy on Competitive Bidding for the Acquisition of Supplies and Equipment dated February 12, 1992.~~

~~c. No. 1043 establishing Procedures for the Selection of Professional and Architectural Services dated October 9, 1991.~~

- 4.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 4.2. Appropriate internal financial controls shall be exercised over all procurements.
- 4.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 4.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 4.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. A Certificate of Insurance conforming to such requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.
- 4.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented as conforming to this Policy, related internal financial controls and all applicable administrative procedures.
- 4.7. The General Manager shall maintain all documentation required by this Policy in conformance with applicable LWD Policy.
- 4.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.
- 4.9. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 4.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

5. Definitions

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Formal Procurement: Procurement of goods or services resulting in total cash payments exceeding the limits of Informal Procurements.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; construction work of a non-professional nature to install equipment or supplies specifically for LWD; electricity; natural gas; and, water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of \$5,000.01 to \$2550,000. Sufficient funds shall be available in the Board approved LWD Budget.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$25,000.01 and \$50,000. Funds shall be available in the Board approved LWD Budget.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$5,000 or less. Sufficient funds shall be available in the Board approved LWD Budget.

Open Market Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$25,000. Sufficient funds shall be available in the Board approved LWD Budget.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Services: Services include all purchases not classified as goods or materiel and can be professional or non-professional in nature.

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications or qualifications.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement document by LWD.

6. Open Market Procurements for Goods (\$5,000 or less) and Services (\$25,000 or less)

The LWD Staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

7. Informal Procurements for Goods (\$5,000.01 to \$2550,000)

The following defines an informal procurement for goods:

7.1 Minimum Requirements: The procurement of goods or materiel requires that Staff develop a Request for Quote (Quote) to clarify and standardize the requirements of the procurement. The Quote shall include, as a minimum:

- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
- A list of at least three (3) possible suppliers, if practicable,
- The date and time by which LWD must receive the Quote.

7.2 Quote Distribution and Evaluation: Unless impracticable, LWD shall distribute the Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the lowest responsive and responsible quote that meets or exceeds the Quote specifications.

- 7.3 Quote Documentation: Staff will document the Quotes received and the results of the evaluation. If less than three (3) Quotes were received and evaluated, a brief explanatory statement will be provided.
- 7.4 Award: The General Manager shall award the procurement to lowest responsive and responsible bidder. The General Manager, in his or her discretion, shall award purchases with a total dollar cost to LWD of \$2550,000 or less.
- 7.5 Delegation of Authority to Award: For the purchase of goods or materiel, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

8. Informal Procurements – Services (Contract from \$25,000.01 to \$50,000):

The following defines an informal procurement for services:

- 8.1 Minimum Requirements. Staff will develop a Request for Proposals (RFP) to include, as a minimum:
- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
 - A list of at least three (3) possible firms, if practicable,
 - The date and time by which LWD must receive the proposal.
 - If the proposed project is not identified in the budget, the Board of Directors shall review and approve the RFP and Supplemental Documentation prior to soliciting for proposals.
- 8.2 RFP Evaluation. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.
- 8.3 Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.
- 8.4 Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for services will require a written contract.
- 8.5 Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$25,000.01 to \$50,000.

- 8.6 Documentation of Award. The responsible staff member shall establish a Contract File that contains the RFP documentation per Sections 8.1 through 8.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.

9. Formal Procurements: Goods (\$2550,000.01 and over)

- 9.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:
- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
 - Proposed procurement schedule.
- 9.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:
- A draft Notice Inviting Bids, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager; and,
 - A suggested list of prospective vendors, at least three (3) vendors, if practicable, to receive the RFB.
- 9.3. Public Notice. Public Notice Inviting Bids for a RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date.
- 9.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.
- 9.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.
- 9.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB. If as a result of the RFB process, the total dollar cost to LWD is \$25,000 or less the General Manager shall approve the purchase. If the total dollar cost of the procurement is \$2550,000.01 or more, the purchase must be approved by the Board of Directors.

10. Formal Procurements: Services (\$50,000.01 and over)

- 10.1. Additional Requirements: Formal RFP or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:
- A detailed Scope of Work itemizing the services required,

- Proposed schedule,
 - Preliminary criteria upon which proposals / qualifications shall be evaluated.
- 10.2. Supplemental Documents: Formal RFP / RFQ. Along with the RFP / RFQ, the initiating department head shall submit for the General Manager's review and approval the following items:
- A draft public notice, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager and,
 - A suggested list of prospective consultants to receive the RFBP / RFQ .
- 10.3. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and approve the RFP and Supplemental Documentation prior to publication.
- 10.4. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.
- 10.5. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once Statements of Qualifications (SOQ) are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3), but no more than six (6), qualified firms. Once the qualified firms have been determined, only those firms will be invited by the General Manager, to submit proposals (RFP) for evaluation.
- 10.6. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.
- 10.7. Negotiation. The General Manager shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.
- 10.8. Award. All formal procurements for services must be approved by the Board of Directors.

11. Emergencies and Exceptions

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

11.1 Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
 - The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor; or,
 - The good or service must match or be compatible with other goods or service, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor.
- B. All sole source purchases for goods over \$5,000 and sole source procurements for services over \$25,000 require an explanation justifying the sole source procurement under this Policy to the General Manager.
- C. Sole source procurements shall comply with all requirements, as set forth in this Policy, that are compatible with a procurement authorized under this section.

11.2 Emergency

If an emergency arises and there is insufficient time to comply with the otherwise applicable bidding procedures, an exception shall apply. An emergency may be determined by the General Manager if there is no time for a Board meeting; otherwise a finding of emergency shall be made by the Board. If the General Manager determines an emergency existed and the procurement exceeded his or her approval authority as established in this policy, the actions taken shall be reported to the Board of Directors at its next regular meeting.

11.3 Complex or Unique Items

- A. In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.
- B. It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion, may authorize direct negotiations in lieu of bidding.

12. Alternative or Conditional Requirements

- 12.1 Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.

- 12.2 Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.
- 12.3 Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 12.4 Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors shall approve the resulting contract or amendment. In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.
- 12.5 Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

MEMORANDUM

DATE: October 4, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *orberry for*
SUBJECT: Amendment to Siemens Water Technologies to include Midas™ Carbon Odor Control Media (Midas OCM)

RECOMMENDATION:

The Engineering Committee and Staff recommend that the Board of Directors:

1. Authorize the General Manager to execute an amendment to the existing contract with Siemens Water Technologies to purchase Midas OCM for the LWD Odor Control Program.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item will be reviewed by the Engineering Committee at its October 9, 2007 meeting and all comments and recommendations will be forwarded to the Board of Directors for consideration.

Carbon Adsorption Units, manufactured by U.S. Filter, were installed at both the Batiquitos and Leucadia Pump Stations during their recent construction projects to enhance the District's Odor Control program. The media contained in these units is a proprietary product called Midas Carbon, which was selected for both its effectiveness in controlling odors and the fact that the spent carbon is non-hazardous.

Additionally, these odor control units are regulated by permits issued by the Air Pollution Control District (APCD). A requirement within the permits calls for the replacement of the carbon media with Midas Carbon when the sulfur loading reaches 59%. Although this percentage has not been reached, continuous sulfide monitoring at the stations indicates that the carbon media at both stations should be replaced in order to meet the District's standard of ensuring that its facilities are not sources of odor.

In order to ensure a stable price for Midas Carbon, LWD staff requested that the Siemens provide the District with a proposal to amend the current purchasing contract. This contract amendment provides pricing for up to four years and includes services to replace and dispose of the spent carbon. The contract amendment also provides pricing for sampling and analysis required by the APCD.

It should be noted that this contract **does not obligate the District to purchase this product in any specified quantity.**

Finally since Midas Carbon is of a unique and proprietary nature and is only obtainable from a single vendor, this purchase contract meets the sole source requirements under Section 11.1, Sole Source Procurement, of LWD's Procurement Policy.

Therefore, it is recommended that the amendment to the existing Odor Control purchase contract be authorized for two years with the option for two additional one-year extensions.

FISCAL IMPACT:

Replacement carbon is an approved line item within the LWD FY08 Budget.

PJB:ifs
attachment

AMENDMENT NO. 2

to
AGREEMENT FOR THE BIOXIDE® AND RELATED TREATMENT
PROCESSES IN THE DISTRICT'S COLLECTION SYSTEM AND TREATMENT
FACILITIES FOR ODOR AND CORROSION CONTROL

This AMENDMENT to the AGREEMENT specified below is made and entered into this ____ day of _____, 2007 between LEUCADIA WASTEWATER DISTRICT, here after referred to as "DISTRICT", and SIEMENS WATER TECHNOLOGIES, formerly, U.S. Filter Davis Products, herein after referred to as "CONTRACTOR".

The DISTRICT and the CONTRACTOR hereby agree that the modifications to the original AGREEMENT specified herein shall constitute an AMENDMENT to the "AGREEMENT FOR THE BIOXIDE® AND RELATED TREATMENT PROCESSES IN THE DISTRICT'S COLLECTION SYSTEM AND TREATMENT FACILITIES FOR ODOR AND CORROSION CONTROL", executed on September 25, 2000 between the DISTRICT and CONTRACTOR, and is made pursuant to Section V, Miscellaneous Provisions, paragraph G of the original AGREEMENT.

The following sections of the AGREEMENT will be modified as specified below:

1) The introduction that reads as follows"

"WHEREAS, the CONSULTANT possesses a process patent and related technical know-how for the use of BIOXIDE® in the manner contemplated by this agreement."

Will be modified to read:

"WHEREAS, the CONTRACTOR possesses several process patent and related technical know-how for the use of BIOXIDE® and possesses several process patents and related technical know-how for the use of Midas™ Carbon Odor Control Media (Midas OCM) in the manner contemplated by this agreement. WHEREAS, the DISTRICT uses these two technologies in a synergistic manner to provide odor control."

2) Section III, Project Costs, will be modified to include a paragraph D as follows:

D. The CONTRACTOR will provide the following material and services at the listed costs subject to the escalation clause in AMENDMENT NO. 1, made and entered into this 23rd day of October, 2006:

At District's Batiquitos Pump Station (approximately 3,458 pounds of MIDAS OCM) for \$18,967.00

1. District staff will bypass Odor Control Adsorption unit, lock out tag out.
2. Contractor will remove existing spent **MIDAS OCM** from Odor Control Adsorption unit.
3. Contractor will vacuum spent **MIDAS OCM** into DOT Approved containers
4. Contractor will inspect screens/supports
5. Contractor will fill vessel with approximately 3,458 lbs of **MIDAS OCM** and level.
6. Contractor will Transport and Dispose of non-hazardous spent **MIDAS OCM** to a landfill specified in waste manifest in accordance with applicable state and federal regulations.
7. District staff will remove locks and return Odor Control Adsorption unit to service.

At District's Leucadia Pump Station (approximately 2,586 pounds of MIDAS OCM) for \$14,847.00

1. District staff will bypass Odor Control Adsorption unit, lock out tag out.
2. Contractor will remove existing spent **MIDAS OCM** from Odor Control Adsorption unit.
3. Contractor will vacuum spent **MIDAS OCM** into DOT Approved containers
4. Contractor will inspect screens/supports
5. Contractor will fill vessel with approximately 2,586 lbs of **MIDAS OCM** and level.
6. Contractor will Transport and Dispose of non-hazardous spent **MIDAS OCM** to a landfill specified in waste manifest in accordance with applicable state and federal regulations.
7. District staff will remove locks and return Odor Control Adsorption unit to service.

Waste Profiling Fees per unit (includes sampling)
\$900.00

Capacity Testing Fees per unit (includes sampling)
\$600.00

Waste Profiling and Capacity per unit (includes sampling)
\$1,100.00

The entire above prices does include applicable taxes of 7.75% on media and includes fuel and energy surcharges.

Materials and services authorized by the Agreement require pre-approval of the District. The District is not obligated to purchase any specific amount of materials and/or services. All other provisions of the original AGREEMENT remain in full force and effect.

LEUCADIA WASTEWATER DISTRICT:

SIEMENS WATER TECHNOLOGIES:

Signature

Pàul J. Bushee

Name

General Manager

Title

Signature

Doug Davis

Name

Director of FSOC Sales

Title