



LEADERS IN ENVIRONMENTAL PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, October 16, 2013
 TIME: 5:00 p.m.
 PLACE: Leucadia Wastewater District
 1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

Any writings or documents provided to a majority of the members of Leucadia Wastewater District regarding any item on this Agenda will be made available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. Achievement of Organizational Objectives (Pages 1-3)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 11, 2013 Regular Board Meeting (Pages 4-10)
- September 12, 2013 Community Affairs Committee Meeting (Pages 11-12)
- September 23, 2013 Investment & Finance Committee Meeting (Pages 13-14)
- October 3, 2013 Engineering Committee Meeting (Pages 15-16)

8. Approval of Demands for September/October 2013

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion in October 2013. (Pages 17-39)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 40-43)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 44-51)

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on September 25, 2013 – report by Director Juliussen. (Page 52)
- B. A EWA Member Agencies Manager's meeting was held on October 1, 2013 – report by GM Bushee. (Verbal)

12. Committee Reports

- A. Community Affairs Committee meeting was held on September 12, 2013 – report by Director Omsted. (Page 53)
- B. Investment & Finance Committee meeting was held on September 23, 2013 – report by Director Hanson. (Page 54)
- C. Engineering Committee meeting was held on October 3, 2013 – report by Director Juliussen (Page 55)

ACTION ITEMS

13. Amend LWD's Health Flexible Spending Account

Adopt Resolution No. 2241 – Amend LWD's Health Flexible Spending Account. (Pages 56-58)

14. Authorize the purchase of one 2014 Chevrolet Pickup Truck to replace the District's On-call truck

Authorize the General Manager to execute a Purchase Order with Courtesy Chevrolet Center, in the amount of \$24,620.86 for the purchase of one 2014 Chevrolet Pickup Truck to replace the District's On-call truck. (Page 59)

15. Risk Control Audit Report

Receive and file the California Risk Management Authority (CSRMA) Risk Control Audit Report. (Pages 60-63)

16. Approve LWD's Public Records Act Request Policy

Adopt Resolution No. 2240 – Approve LWD's Public Records Request Act Policy. (Pages 64-69)

17. Annual Review of the Board - General Manager/Staff Relations Policy

Receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report. (Pages 70-75)

18. Award of Purchase Contract – nfpAccounting Technologies, Inc. for Financial Software Update.

Authorize the General Manager to purchase the Sage Fund Accounting Software through nfpAccounting Technologies, Inc. on a sole source basis in an amount no to exceed \$44,536. (Pages 76-77)

19. Potential Transition to Electronic Board Agendas and Use of Electronic Tablets.
(Pages 78-79)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. Overview of recent Structural Repairs in the Village Park area as a result of Enhanced CCTV Inspections. (Verbal)

B. News Article dated September 30, 2013 from the San Diego Union Tribune "Bathroom Wipes Are Messing Up Pipes" (Page 80)

C. LWD Comment Letter on Proposition 84 Grant Funding Allocation. (Pages 81-82)

21. Directors' Meetings and Conference Reports

A. The CSDA Annual Conference was held on September 16-19, 2013 at the Marriott in Monterey, CA. (Page 83)

B. The CWEA Tri-State Conference was held on September 24-26, 2013 at the South Point Hotel in Las Vegas, NV. (Page 84)

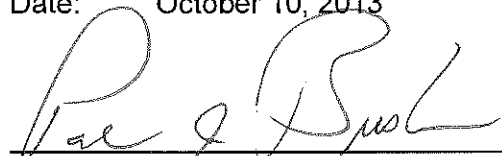
C. The WEFTEC Conference was held on October 6–10, 2013 at the McCormick Place in Chicago, IL. (Page 85)

- 22. General Manager's Report
- 23. General Counsel's Report
- 24. Board of Directors' Comments
- 25. Adjournment

AFFIDAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: October 10, 2013



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: October 10, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Presentation and Awards – Achievement of Organizational Objectives

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

1. Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its August 2013 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled worker's compensation insurance program to LWD in the amount of \$8,950. The dividend reflects LWD's excellent safety record and an ongoing commitment to safety. LWD's Incentive Program authorizes a 50% cost sharing of the CSRMA dividends with employees. Consequently, each employee is eligible for an incentive compensation award of \$248.61. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$8,950.00
50% of Net Dividend (amount eligible for incentive compensation)	\$4,475.00
Incentive Compensation Award Per Employee (18 positions)	\$248.61

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

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

On September 13, 2013, LWD staff completed two years without a lost time injury accident. This achievement represents a significant accomplishment since work place injuries result in lost productivity, low morale, and increased worker's compensation costs. Consequently, avoiding workplace injuries is one of the most important accomplishments LWD staff can achieve. By reaching this goal, each employee is eligible for a \$500 incentive compensation award.

Please join me in congratulating LWD for these accomplishments.

cal:PJB

Attachment

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

Tel: 415.403.1400

Insurance License No.: 0C36861
Fax: 415.874.4813

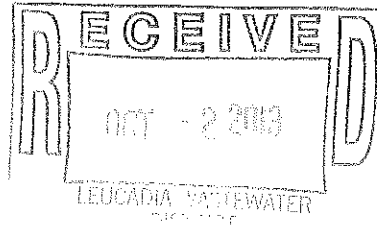
OFFICERS:

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

PAST PRESIDENTS:

Robert Reid
2006-2010
Kevin Hardy
2003-2006

September 30, 2013



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

Pooled Workers' Compensation Program
Fifteenth Dividend Declaration

Dear Paul:

On August 22, 2013, the Board of Directors declared a total dividend of \$1,199,375 from the results of Program Years 1990-91 through 2006-07 payable to the members that participated in these coverage years. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$8,950.

The total dividend is shared through a formula adopted by the Board of Directors that rewards members for good loss history. Dividends, if any, are in addition to any returns from the Retrospective Rating Program, and are paid out of the JPA's equity balance. Including this payment, the Pooled Workers' Compensation Program has returned over \$8,000,000 in dividends to the membership since the program inception in 1990. The ability to declare a dividend is a direct reflection of the members' hard work to avoid work place injuries, and control costs when injuries do occur. CSRMA has many programs in place to assist members in this effort, and we encourage our members to be actively involved in our risk control efforts.

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

Sincerely,



Russ Baggerly
President

Enclosure

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

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

8926

9/9/2013

PAY TO THE
ORDER OF

LEUCADIA WASTEWATER DISTRICT

\$**8,950.00

Eight Thousand Nine Hundred Fifty and 00/100*****

DOLLARS

LEUCADIA WASTEWATER DISTRICT
1960 La Costa Avenue
Carlsbad, CA 92009

VOID SIX MONTHS FROM DATE DRAWN

MEMO

Work Comp Dividend - Program Yr 1 - 17

VOID VOID
[Signature]
VOID VOID
AUTHORIZED SIGNATURE

⑈008926⑈ ⑆⑆22000496⑆ 7020015599⑈

RUB OR BREATHE ON THE PINK COLOR STRIP. GOLD STRIP WILL FADE AND RETURN ON AN AUTHENTIC CHECK. IF COLOR DOES NOT FADE DO NOT ACCEPT.

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

8926

LEUCADIA WASTEWATER DISTRICT

9/9/2013

Work Comp Dividend - Program Yr 1 - 17

8,950.00

General Checking - UB Work Comp Dividend - Program Yr 1 - 17

8,950.00

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

LEUCADIA WASTEWATER DISTRICT

9/9/2013

Work Comp Dividend - Program Yr 1 - 17

8926

8,950.00

General Checking - UB Work Comp Dividend - Program Yr 1 - 17

8,950.00

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 September 11, 2013

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, September 11, 2013 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Sullivan called the meeting to order at 5:03 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Omsted, and Hanson
 DIRECTORS ABSENT: None.
 OTHERS PRESENT: General Manager Paul Bushee, Legal Counsel Yin Ho, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Jamie Fagnant with Infrastructure Engineering Corp and Natalie Fraschetti with Dexter Wilson Engineering.

3. Pledge of Allegiance

President Sullivan led the pledge of allegiance and dedicated it to the victims of 9/11.

4. General Public Comment Period

None.

5. Approval of Agenda

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- August 8, 2013 Community Affairs Committee Meeting
- August 13, 2013 Regular Board Meeting
- August 26, 2013 Human Resources Committee Meeting
- September 4, 2013 Engineering Committee Meeting

8. Approval of Demands for August/September 2013

Payroll Checks numbered 16871-16908; General Checking – Checks numbered 44282-44386; Voided check numbered 44261

9. Operations Report (A copy was included in the original September 11, 2013 Agenda)

10. Finance Report (A copy was included in the original September 11, 2013 Agenda)

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

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on August 28, 2013.

Director Juliussen reported on the August 28, 2013 EWA Board of Directors meeting.

- B. Encina Member Agencies Manager's (MAM) Meeting was held on September 3, 2013.

GM Bushee reported on the September 3, 2013 MAM meeting.

12. Committee Reports

- A. Human Resources Committee meeting was held on August 26, 2013.

Director Hanson reported that the HRC reviewed the revised Workplace Violence Prevention Policy and provided additional suggestions to further strengthen the policy. She noted that staff made the revisions and the HRC agreed with staff to forward the policy to the Board of Directors.

- B. Engineering Committee meeting was held on September 4, 2013.

Director Juliussen reported that the EC reviewed the Sanitary Sewer Management Plan (SSMP) FY 2013 Audit conducted by Dexter Wilson Engineering. The EC agreed with staff's recommendation to receive and file the report.

He also reported that the EC reviewed the following agreements:

- Sancon Engineering Corporation for construction services to complete the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$367,691.
- Infrastructure Engineering Corporate (IEC) for engineering design services for the Leucadia Force Main (L1) and Batiquitos Force Main (B3) Corrosion Evaluation Project in an amount not to exceed \$35,610.
- IEC for engineering design services for the Recycled Water Creek Crossing and Valve Repair Project in an amount not to exceed \$35,036

The EC concurred with staff on these items which will be presented later in the agenda.

ACTION ITEMS

13. Sanitary Sewer Management Plan (SSMP) Fiscal Year 2013 Audit.

Receive and file the SSMP Fiscal Year 2013 Audit conducted by Dexter Wilson Engineering, Inc.

TSM Morishita presented the item stating that it was reviewed by the EC on September 4th. TSM Morishita provided background information on the SSMP Audit. He introduced Mrs. Fraschetti to present an overview of the SSMP Audit.

Mrs. Fraschetti stated the purpose and requirement of the SSMP Audit, noting that the District is proactive by conducting the audit every year versus the State's requirement. She stated that there were no significant changes since the FY 12 audit results, with the exception of the District's updated Sewer Use Ordinance, the revised Standard Specifications, and a change in the District's preventative maintenance program from hydro cleaning to CCTV inspections. She noted the increased miles of CCTV inspections since FY 12.

In addition, she stated that the State requires that this audit be available for public viewing, indicating it will be posted on the District's website. She stated the final results of the audit indicating that the District meets and exceeds State's requirements and no revisions are necessary.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Omsted and carried, the Board of Directors received and filed the SSMP Fiscal Year 2013 Audit conducted by Dexter Wilson Engineering, Inc.

14. Leucadia Force Main (L1) and Batiquitos Force Main (B3) Corrosion Evaluation Project – Design Services.

Authorize the General Manager to execute Amendment No. 1 to Task Order No. 15 with Infrastructure Engineering Corporation for engineering design services for the Leucadia Force Main (L1) and Batiquitos Force Main (B3) Corrosion Evaluation Project in an amount not to exceed \$35,610.

TSM Morishita presented the item stating that it was reviewed by the EC on September 4th. TSM Morishita provided background information on the L1 Corrosion Evaluation report noting that the recommendation was to discontinue use of the L1 Force Main until further assessment is completed. He stated that the B3 Force Main Corrosion evaluation project was combined with the L1 evaluation because it would be beneficial to assess the condition of the B3 Forcemain and LWD could achieve some economy of scale in terms of cost by combining the assessments.

He stated that IEC submitted a proposal for the evaluations and there are sufficient funds in the budget for this project.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Vice President Kulchin and carried, the Board of Directors authorized the General Manager to execute Amendment No. 1 to Task Order No. 15 with IEC for engineering design services for the Leucadia Force Main (L1) and Batiquitos Force Main (B3) Corrosion Evaluation Project in an amount not to exceed \$35,610.

15. Recycled Water Valve and Creek Crossing Repair Project – Design Services

Authorize the General Manager to execute an agreement with IEC for engineering design services for the Recycled Water Valve and Creek Crossing Repair in an amount not to exceed \$35,036.

TSM Morishita presented the item stating that it was reviewed by the EC on September 4th. TSM Morishita provided background information on necessary repairs to the leaking recycled water line valve at the site headquarters and exposed recycled water line at the La Costa South Golf course. He stated that both repairs were delayed until a recycled water agreement was confirmed with Carlsbad. He also stated that both repairs were combined into one project to reduce costs and take advantage of efficiencies in design, construction and project administration.

He stated that IEC submitted a proposal which staff believed was fair and reasonable. He noted that the FY 2014 Budget includes funds to cover the cost for the project.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute an agreement with IEC for engineering design services for the Recycled Water Valve and Creek Crossing Repair in an amount not to exceed \$35,036.

16. Award of the District's Gravity Pipeline Rehabilitation Project Construction Contract

Authorize the General Manager to execute an Agreement with Sancon Engineering Corporation for construction services to complete the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$376,691.

TSM Morishita presented the item stating that it was reviewed by the EC on September 4th. TSM Morishita provided background information on the project stating it involves a combination of three gravity sewer pipeline projects. He noted that this project is included in the 2013 Asset Management Plan under the five year capital improvement plan.

He also provided a summary of the bid process and results, noting that IEC reviewed the bids. He stated that the lowest bid was received from Repipe; however, they failed to submit a list of their subcontractors in their bid packet. He stated that the contractors are required to do this per state law; therefore, Sancon was recommended as the lowest responsive and responsible bidder. He noted that Repipe did not contest IEC and staff's findings.

He also noted that the bid price of \$376,691 is \$118,309 less than the estimated construction cost and that there are funds in the FY 14 Budget to cover the construction costs of the project.

Director Hanson asked why the District only received two bids. TSM Morishita stated that five companies attended the pre-bid walk through meeting, but some of the companies were subcontractors versus prime contractors. He noted the difference between the two types of contractors indicating that not all contractors are qualified to complete the work.

Director Omsted asked if the contractor will clean the pipeline before lining it. TSM Morishita confirmed that the pipeline will be cleaned first.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors authorized the General Manager to execute an Agreement with Sancon Engineering Corporation for construction services to complete the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$376,691.

17. Approve LWD's Revised Workplace Violence Prevention Policy.

Adopt Resolution No. 2239 – Approve LWD's Revised Workplace Violence Prevention Policy.

ASM LeMay presented the item stating that it was reviewed by the HRC on August 26, 2013. He provided background information and the purpose of the policy. He stated that staff and the HRC recommended several revisions that will strengthen and clarify the intent of the policy.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors adopted Resolution No. 2239 – Approve LWD's Revised Workplace Violence Prevention Policy by the following vote:

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

18. Annual Review of the Investment Policy

Receive and file the Annual Review of LWD's Investment Policy Report and re-delegate authority to manage LWD's investment program to the General Manager effective September 1, 2013 through August 31, 2014.

CPA Duffey presented the item stating the policy was last amended in 2010. He noted the purpose of the policy indicating that it calls for an annual review. Staffs recently reviewed the policy and are not recommending changes.

GM Bushee noted that this item is usually listed under the consent calendar; however, since the IFC was not able to meet and review the policy, it was included as an action item for the Board's review.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Juliussen and carried, the Board of Directors received and filed the Annual Review of LWD's Investment Policy Report and re-delegated authority to manage the LWD's investment program to the General Manager effective September 1, 2013 through August 31, 2014.

19. Potential Change to the October Board of Directors Meeting.

EA Hill stated that the October 9, 2013 Board of Director's meeting conflicts with the Annual WEFTEC Conference scheduled for that same week. She stated that staff recommends moving the Board meeting to the following Wednesday on October 16, 2013.

Director Juliussen stated that he and President Sullivan will be attending the WEFTEC conference.

Director Kulchin stated that is not available on October 16, 2013.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by President Sullivan and carried by Director Hanson, with Director Omsted opposed, the Board of Directors moved the October 9, 2013 Board meeting date to October 16, 2013.

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. Notice of Opposition Letter – Senate Bill 594.

GM Bushee stated LWD had recently sent this letter opposing Senate Bill 594 at the suggestion of the California Special Districts Association (CSDA). He stated the purpose of the letter, noting the proposed bill would restrict the ability of non-profit groups, such as, CSDA and CASA, to advocate for ballot measures or support candidates if they receive public resources for their operating expenses. He noted that this effort was success and that the State Legislature ultimately revised SB 594 to remove these onerous requirements.

B. Thank you letter from CSDA Region 6 Director Bill Nelson.

GM Bushee noted that LWD received a thank you letter from reelected Director Bill Nelson.

21. Directors' Meetings and Conference Reports

A. The CASA Annual Conference was held on August 20-24, 2013 at the Grand Hyatt in San Diego.

Director Kulchin stated that this was CASA's best venue for their annual conference.

Director Omsted stated that the conference was too traditional. He noted that there was not enough information on direct potable water and that it lacked creativity.

22. General Manager's Report

General Manager Bushee reported on the following items:

- City of Carlsbad approved the Recycled Water Agreement and the settlement for the recycled water rebate.
- CalPERS randomly selected the District for an audit and staff has been responding to their requests.
- LWD's District of Distinction certification is due for renewal in March 2014. As part of the renewal process, LWD is required to receive CSDA's Transparency Certification. In order to receive this, various LWD policies must be approved by the Board of Directors to meet the transparency certificate requirements. Staff will be presenting these at upcoming Board meetings.
- A MSN news article was provided as a handout that discussed the issues with disposable wipes and the damage that they are causing to the public's sewer system.

23. General Counsel's Report

Legal Counsel Ho reported the following:

- He and General Counsel Brechtel attended the attorney's meeting during the annual CASA conference.

24. Board of Director's Comments

President Sullivan thanked the Board members for supporting her and Director Juliussen's WEFTEC Conference attendance by agreeing to change the October Board Meeting date.

25. Adjournment

President Sullivan adjourned the meeting at 5:50 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
September 12, 2013

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, September 12, 2013 at 9:30 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 9:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay and Executive Assistant Trisha Hill

3. Public Comment

No public comment was received.

4. New Business

A. Review the draft text and layout of the fall 2013 newsletter.

ASM LeMay presented the draft text and layout of the 2013 fall newsletter.

The CAC suggested several changes to the text and layout. Director Omsted suggested revisions to the cover story. Chairperson Sullivan and staff also suggested revisions to the "Wipey Alert" and Recycled Water articles.

Ms. Lois Humphreys with TRG & Associates joined the meeting via teleconference at approximately 9:50 a.m. Staff provided Ms. Humphreys with a brief summary of the suggested revisions.

Ms. Humphreys noted the suggested edits and additional information provided by staff. She indicated that TRG will make the changes and send them to staff for review. Staff will forward to the CAC for approval.

Following discussion, the CAC authorized staff and TRG to proceed with the layout of the 2013 fall newsletter.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

ASM LeMay provided an update on the website upgrade project. He stated that staff and Vision Internet (VI) have mutually agreed to discontinue the contract negotiations. He noted that staff has invited Big Tuna, the second placed firm in the evaluation, to meet with staff to discuss contract negotiations.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 10:20 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Investment & Finance Committee Meeting
 September 23, 2013

A meeting of the Investment & Finance Committee (IFC) of Leucadia Wastewater District (LWD) was held Monday, September 23, 2013 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 8:32 a.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey with Brownell & Duffey and CPA Sunil Chhabra with nfpAccounting Technologies, Inc.

3. Public Comment

GM Bushee stated that there is no public comment; however, he introduced CPA Sunil Chhabra with nfpAccounting Technologies, Inc.

4. New Business

- A. Recommend that the Board of Directors authorize the General Manager to purchase a new financial software accounting program through nfpAccounting Technologies, Inc. on a sole source basis in an amount not to exceed \$43,786.

ASM LeMay presented the item providing background information on the District's current Fundware financial software program. He noted that since the program is over 20 years old, it now has limited customer support. He also stated that staff completed a review of newer financial software systems last fiscal year. He added that after this review, staff recommends purchasing the Sage financial software through nfpAccounting Technologies, Inc. (NFP) and continue to utilize NFP's customer support.

CPA Duffey and AT McEniry stated that NFP's customer support has been excellent for the past nine years. They provided examples of their customer service experience with NFP. In addition, they also provided detailed examples of the Sage financial software's functions and capabilities, noting that it is very user friendly.

CPA Chhabra discussed his role, noting that NFP will implement and provide customer support for the system. He also provided information on the history of the Fundware system and why it will no longer be supported. In addition, he provided information on the Sage software, noting that it is now the leading financial software for government agencies.

Director Hanson asked staff if they knew of other agencies that are currently using the Sage software. AT McEniry stated that she called a few agencies that are using the software and they indicated that the software is working well for them.

Director Omsted questioned if maintenance and support would be included in the cost. CPA Duffey confirmed that maintenance and support for one year is included. CPA Duffey added that five years of data conversion instead of three would add to the purchase cost.

CPA Chhabra stated that it cost \$750 more to convert two additional years of data. The IFC and staff agreed to include this amount to the final purchase amount.

Following discussion, the IFC concurred with staff to forward the recommendation to the Board of Directors for approval at the October Board meeting.

5. Information Items

None.

6. Comments, Questions or Requests by Directors

Director Omsted stated that the recent CSDA conference, he attended a session that discussed going paperless and suggested that staff look into this option.

GM Bushee stated that he was aware of this session and that he planned to include this issue in the October 2013 Board Agenda for discussion.

7. Comments by General Manager

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at approximately 8:58 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
October 3, 2013

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Thursday, October 3, 2013 at 1:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 1:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; Field Services Technician III Ian Riffel; and District Engineer Steve Deering.

3. Public Comment

No public comment was received.

4. New Business

- A. Authorize the General Manager to execute a Purchase Order with Courtesy Chevrolet Center, in the amount of \$24,620.86 for the purchase of one 2014 Chevrolet Pickup Truck to replace the District's On-call truck.

FSSup Stecker presented staff's recommendation. He stated that the On-Call truck is a 2006 3/4 ton Chevrolet pickup truck with 136,260 miles. He added that the vehicle replacement policy allows for replacement of this type of truck at 5 years and 60,000 miles or 7 years and any miles. The truck was in good condition at the 5 year mark. However, now at 7 years the On-Call truck needs to be replaced.

He stated that the bids were distributed to twelve (12) Chevrolet/GMC dealers in San Diego County. Two dealers submitted bids. After the bid review, staff determined that Courtesy Chevrolet was the lowest responsive and responsible bidder at \$24,620.86. Therefore, staff recommends awarding the bid to Courtesy Chevrolet.

After discussion, the EC concurred with staff to present this recommendation at the October 2013 Board meeting for approval.

5. Information Items

A. Overview of recent Structural Repairs in the Village Park area as a result of Enhanced CCTV Inspections.

FSSup Stecker presented a PowerPoint report on structural repairs recently completed on the Collection System. He stated that the Collection System defects found resulted from the operational shift in focus to Closed Circuit Television (CCTV) inspections from hydro-cleaning. He indicated that the discovery and repair of these defects improve the integrity of the District's Collection System and have reduced Sewer System Overflows.

6. Director's Comments

None.

7. General Manager's Comments


GM Bushee distributed and discussed an article from the San Diego U-T titled, "Bathroom Wipes are Messing Up Pipes".

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 1:34 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of September/October Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 710,636.65**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months September 6, 2013 – October 9, 2013.

Operating expenses totaled **\$ 297,946.60** while Capital Improvement Program expenses totaled **\$ 327,137.40**.

Payroll for employees and the Board totaled **\$ 85,552.65**.

Attached please find a year to date Employee and Board Payroll Report from September 2012 to October 2013 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account September/October 2013
Attachment 2	Accounts Payable Check Register dated September 9, 2013
Attachment 3	Payroll Check Register dated September 18, 2013
Attachment 4	Accounts Payable Check Register dated September 20, 2013
Attachment 5	Accounts Payable Check Register dated October 1, 2013
Attachment 6	Board Payroll Check Register dated October 1, 2013
Attachment 7	Payroll Check Register dated October 2, 2013
Attachment 8	Accounts Payable Check Register dated October 9, 2013
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

October 16, 2013

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -9/18/2013	16909 - 16924	\$ 39,236.02	
Board Payroll Check-10/1/2013	16925 - 16929	\$ 6,096.79	
Payroll Check - 10/2/2013	16930 - 16946	\$ 40,219.84	
	Total	\$85,552.65	
General Checking -9/9/2013	44387 - 44428	\$ 73,833.58	
General Checking -9/20/2013	44429 -44479	\$ 400,182.76	
General Checking -10/1/2013	44480 - 44508	\$ 79,457.26	
General Checking - 10/9/2013	44509 - 44550	\$ 71,610.40	
	Total	\$625,084.00	
	Grand Total		\$710,636.65
<u>VOIDED Check</u>	44202	reissued	
	44461	reissued	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44387- 2614	1	9/09/2013	10100 NAPA AUTO		
	1		48913 PARTS	7.00	163079
	1		48920 TRAILER LIGHT	28.07	162214
	1		48921 PARTS AND SUPPLIES	80.92	163078
44387- 2614	1	9/09/2013	Logged *** Total ***	115.99	
44388- 2614	2	9/09/2013	10128 THE LAWTON GROUP		
	2		48915 TEMP- W/E/ 8/25/13	324.00	50523
44388- 2614	2	9/09/2013	Logged *** Total ***	324.00	
44389- 2614	3	9/09/2013	10221 ADS LLC		
	3		48888 OPEN PO-FLOW MONITORING CONTRA	3,570.00	12860.22-0813
44389- 2614	3	9/09/2013	Logged *** Total ***	3,570.00	
44390- 2614	4	9/09/2013	11060 BARRETT ENGINEERED PUMP		
	4		48884 REPAIRS @ LPS	7,374.00	086612
44390- 2614	4	9/09/2013	Logged *** Total ***	7,374.00	
44391- 2614	5	9/09/2013	11314 BERGELECTRIC CORP		
	5		48882 OPEN PO-ELECTRICAL REPAIRS-BPS	181.40	13910.6TM-7
	5		48895 OPEN PO-ELECTRICAL REPAIRS-BPS	181.40	13910.6TM-8
	5		48900 OPEN PO-ELECTRICAL REPAIRS-BPS	96.40	13910.6TM-9
44391- 2614	5	9/09/2013	Logged *** Total ***	459.20	
44392- 2614	6	9/09/2013	11650 BROWNELL AND DUFFEY CPA		
	6		48880 OPEN PO-ACCOUNTING/FINANCIAL F	8,752.50	090413
44392- 2614	6	9/09/2013	Logged *** Total ***	8,752.50	
44393- 2614	7	9/09/2013	12360 CITY OF CARLSBAD		
	7		48902 WATER @ PLANT	105.27	8121305-08
	7		48903 WATER @ OFFICE/LPS	96.50	8121300-08
44393- 2614	7	9/09/2013	Logged *** Total ***	201.77	
44394- 2614	8	9/09/2013	12510 WASTE MANAGEMENT		
	8		48906 TRASH SERVICE	235.06	1107757-0274
44394- 2614	8	9/09/2013	Logged *** Total ***	235.06	
44395- 2614	9	9/09/2013	12718 CHUCKS TIRE CENTER		
	9		48928 TIRES	410.13	70031
44395- 2614	9	9/09/2013	Logged *** Total ***	410.13	
44396- 2614	10	9/09/2013	12814 CUES, INC		
	10		48889 OPEN PO-REPAIRS/MAINT TO CCTV	785.14	393907
44396- 2614	10	9/09/2013	Logged *** Total ***	785.14	
44397- 2614	11	9/09/2013	13072 DATA NET		
	11		48907 IS MAINT AND SUPPORT	332.50	9745648
	11		48922 IS MAINT AND SUPPORT	390.00	9745657
44397- 2614	11	9/09/2013	Logged *** Total ***	722.50	
44398- 2614	12	9/09/2013	13355 DION INTERNATIONAL TRUCKS INC		
	12		48885 OPEN PO-VACTOR REPAIRS/MAINTEN	191.48	EW56573

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	12		48886	MAINTENANCE AND REPAIR ON VACT	6,677.30	EW56354
44398- 2614	12	9/09/2013	Logged	*** Total ***	6,668.78	
44399- 2614	13	9/09/2013	13822	DUDEK & ASSOCIATES		
	13		48933	GE/3251/100/GRADING PLANS	1,376.56	20132961
	13		48934	GE/3252/593/LC TOWNE	3,476.51	20132977
	13		48935	GE/3252/596/ASTOR GARDENS	600.00	20132962
	13		48936	GE/3252/648/SHERIDEN RD	667.47	20132963
	13		48937	GE/3252/708/EATON BEACH	480.00	20132965
	13		48938	GE/3252/723/VULCAN OCEAN	240.00	20132966
	13		48939	GE/3252/808/SEASIDE RD	123.96	20132967
	13		48940	GE/3252/817/OLIVEHAIN RD	849.04	20132968
	13		48941	GE/3252/844/LC TOWNE SQUARE	2,079.61	20132973
	13		48942	GE/3252/855/LC TOWNE	930.00	20132969
	13		48943	GE/3252/864/ENCINITAS VILLAS	180.00	20132970
	13		48944	GE/3252/866/YOUREGERTLAND	440.00	20132971
	13		48945	GE/3252/868/GASCONY RD	500.00	20132972
44399- 2614	13	9/09/2013	Logged	*** Total ***	11,943.15	
44400- 2614	14	9/09/2013	14514	ENCINITAS CHAMBER OF COMMERCE		
	14		48914	2014 MBERSHIP RENEWAL	250.00	8901
44400- 2614	14	9/09/2013	Logged	*** Total ***	250.00	
44401- 2614	15	9/09/2013	17010	HAAKER EQUIPMENT CO		
	15		48876	OPEN PO-REPAIRS TO VACTORS	71.00	C97877
	15		48898	OPEN PO-REPAIRS TO VACTORS	42.34	C98013
44401- 2614	15	9/09/2013	Logged	*** Total ***	113.34	
44402- 2614	16	9/09/2013	17013	HACH COMPANY		
	16		48917	BULK DISPENSER, SUGE, ETC	549.38	8452556
44402- 2614	16	9/09/2013	Logged	*** Total ***	549.38	
44403- 2614	17	9/09/2013	17058	JUDY HANSON		
	17		48919	REIMBURSE J.H.-CONFERENCE	1,033.21	JH-8/24/13
44403- 2614	17	9/09/2013	Logged	*** Total ***	1,033.21	
44404- 2614	18	9/09/2013	17552	THE HOME DEPOT CRC/GECF		
	18		48893	OPEN PO-SUPPLIES	416.44	13777622-08/13
44404- 2614	18	9/09/2013	Logged	*** Total ***	416.44	
44405- 2614	19	9/09/2013	18150	ICMA RETIREMENT-303979		
	19		48930	DEFERRED COMP-ICMA	2,987.17	ICMA-9/4/13
44405- 2614	19	9/09/2013	Logged	*** Total ***	2,987.17	
44406- 2614	20	9/09/2013	21228	CHURCH OF JESUS CHRIST LATTER		
	20		48929	REFUND DEV #593	12,845.47	LATTER DAY
44406- 2614	20	9/09/2013	Logged	*** Total ***	12,845.47	
44407- 2614	21	9/09/2013	22214	MITSUBISHI ELECTRIC & ELECTRON		
	21		48916	ELEVATO SERVICE/MAINT	260.81	242412
44407- 2614	21	9/09/2013	Logged	*** Total ***	260.81	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44408-2614	22	9/09/2013	23068 NATIONWIDE RETIREMENT SOLUTION		
	22		48926 DEFERRED COMP-NATIONWIDE	216.25	NATION-9/4/13
44408-2614	22	9/09/2013	Logged	*** Total ***	216.25
44409-2614	23	9/09/2013	23572 NORTH COUNTY EQUIPMENT INC		
	23		48910 HEDGER RENTAL	35.00	0016716
	23		48911 SPARK PLUGS, ETC	62.83	35963
44409-2614	23	9/09/2013	Logged	*** Total ***	97.83
44410-2614	24	9/09/2013	24111 AMERICAN REPROGRAPHICS CO.,LLC		
	24		48909 PLANS AND SPECS	8.08	7087827
	24		48918 PLANS AND SPECS	59.68	7103697
44410-2614	24	9/09/2013	Logged	*** Total ***	67.76
44411-2614	25	9/09/2013	24223 OFFICE DEPOT		
	25		48908 OFFICE SUPPLIES	53.95	9652
44411-2614	25	9/09/2013	Logged	*** Total ***	53.95
44412-2614	26	9/09/2013	24224 OFFICE DEPOT, INC.		
	26		48892 OPEN PO-OFFICE SUPPLIES	113.37	67247254001
44412-2614	26	9/09/2013	Logged	*** Total ***	113.37
44413-2614	27	9/09/2013	25010 AT&T		
	27		48904 DIAL IN MODEM-OLD	171.19	6327047-8/13
	27		48905 DIAL IN MODEM-NEW	157.30	4792130-8/2013
	27		48924 PHONE @ BPS	116.36	BPS-8/2013
44413-2614	27	9/09/2013	Logged	*** Total ***	444.85
44414-2614	28	9/09/2013	25015 PACIFIC DRAIN & JETTER SERVICE		
	28		48901 DRAIN SERVICE IN LUNCH ROOM	85.00	14-000303
44414-2614	28	9/09/2013	Logged	*** Total ***	85.00
44415-2614	29	9/09/2013	25072 RICK PATECELL		
	29		48878 OPEN PO-SCADA SUPPORT@BPS/AWT/	705.00	1872
44415-2614	29	9/09/2013	Logged	*** Total ***	705.00
44416-2614	30	9/09/2013	25425 PLANT PEOPLE		
	30		48890 OPEN PO-MAINTAIN PLANTS IN OFF	158.00	9134091
44416-2614	30	9/09/2013	Logged	*** Total ***	158.00
44417-2614	31	9/09/2013	25430 PLUMBERS DEPOT, INC		
	31		48912 WARTHOG CENTRALIZER	373.68	PD-22088
44417-2614	31	9/09/2013	Logged	*** Total ***	373.68
44418-2614	32	9/09/2013	25577 PURCHASE POWER		
	32		48927 SHIPPING	29.51	FEDEX/UPS
44418-2614	32	9/09/2013	Logged	*** Total ***	29.51
44419-2614	33	9/09/2013	26804 QUALITY CHEVROLET		
	33		48881 OPEN PO-VEHICLE MAINT/REPAIR	396.76	CTCS453468
	33		48896 OPEN PO-VEHICLE MAINT/REPAIR	468.38	CTCS453535
	33		48899 OPEN PO-VEHICLE MAINT/REPAIR	56.71	CTCS453609

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44419	2614	33	9/09/2013	Logged	*** Total ***	921.85
44420	2614	34	9/09/2013	27528 ROCKWELL CONSTRUCTION SERVICES		
		34		48887 LC PS ELECTRICAL/INSTRUMENT CM	250.00	544
44420	2614	34	9/09/2013	Logged	*** Total ***	250.00
44421	2614	35	9/09/2013	29716 TRG & ASSOCIATES		
		35		48891 OPEN PO-PUBLIC INFORMATION	8,362.50	24-1813
44421	2614	35	9/09/2013	Logged	*** Total ***	8,362.50
44422	2614	36	9/09/2013	30515 UNIFIRST CORPORATION		
		36		48883 OPEN PO-UNIFORMS/LAUNDRY SERVI	171.43	3601064307
		36		48894 OPEN PO-UNIFORMS/LAUNDRY SERVI	163.70	3601066309
44422	2614	36	9/09/2013	Logged	*** Total ***	335.13
44423	2614	37	9/09/2013	30520 UNDERGROUND SERVICE ALERT OF		
		37		48923 UNDERGROUND ALARM SERVICE	177.00	820130374
44423	2614	37	9/09/2013	Logged	*** Total ***	177.00
44424	2614	38	9/09/2013	30560 UNITED PARCEL		
		38		48931 SHIPPING	24.67	000025YY37353
44424	2614	38	9/09/2013	Logged	*** Total ***	24.67
44425	2614	39	9/09/2013	30580 UNITED WAY		
		39		48925 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-9/4/13
44425	2614	39	9/09/2013	Logged	*** Total ***	10.00
44426	2614	40	9/09/2013	31232 VERIZON WIRELESS		
		40		48932 CELL PHONES	49.21	9710507977
44426	2614	40	9/09/2013	Logged	*** Total ***	49.21
44427	2614	41	9/09/2013	32271 WEST COAST SAFETY SUPPLY CO.,		
		41		48877 OPEN PO-SAFETY TOOLS/EQUIPMENT	745.90	1527956
		41		48897 OPEN PO-SAFETY TOOLS/EQUIPMENT	318.83	1527957
44427	2614	41	9/09/2013	Logged	*** Total ***	1,064.73
44428	2614	42	9/09/2013	33227 XEROX CORPORATION		
		42		48879 OPEN PO-SERVICE/MAINTENANCE	75.25	069912187
44428	2614	42	9/09/2013	Logged	*** Total ***	75.25
					.00	
** Total check discount **					.00	
** Total check amount **					73,833.58	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: September 18, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16909 - 16924	9/18/2013	\$39,236.02

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44429- 2615	1	9/20/2013	10128 THE LAWTON GROUP		
	1		49033 TEMP HOURS W/E 9/1/2013	216.00	50562
	1		49034 TEMP HOURS W/E 9/8/2013	216.00	50596
44429- 2615	1	9/20/2013	Logged *** Total ***	432.00	
44430- 2615	2	9/20/2013	10332 AH WATER		
	2		48968 2 CHEMICAL FEED PUMPS	3,792.10	20130741
44430- 2615	2	9/20/2013	Logged *** Total ***	3,792.10	
44431- 2615	3	9/20/2013	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		48991 MONTHLY PEST SERVICE	56.00	ANTIMITE-9/10
44431- 2615	3	9/20/2013	Logged *** Total ***	56.00	
44432- 2615	4	9/20/2013	10720 AT&T		
	4		48998 L.D. @ BPS	37.00	BPS-8/28/13
44432- 2615	4	9/20/2013	Logged *** Total ***	37.00	
44433- 2615	5	9/20/2013	10914 AYALA ENGINEERING		
	5		48967 CIIP SECTIONAL REPAIR	9,930.00	167
44433- 2615	5	9/20/2013	Logged *** Total ***	9,930.00	
44434- 2615	6	9/20/2013	12029 CWEA		
	6		49031 MEMBERSHIP RENEWAL-M.A. 2014	148.00	31212-2014
	6		49032 MEMBERSHIP RENEWAL-J.S. 2014	148.00	835380 2014
44434- 2615	6	9/20/2013	Logged *** Total ***	296.00	
44435- 2615	7	9/20/2013	12050 CARLSBAD CHAMBER OF COMMERCE		
	7		49030 RENEWAL 2014	770.00	66699
44435- 2615	7	9/20/2013	Logged *** Total ***	770.00	
44436- 2615	8	9/20/2013	12112 JEFF BILLS		
	8		48962 OPEN PO CONSULTING FEES	4,066.19	CC-SEPT13
44436- 2615	8	9/20/2013	Logged *** Total ***	4,066.19	
44437- 2615	9	9/20/2013	12360 CITY OF CARLSBAD		
	9		48993 WATER @ VACTOR	194.72	104-8/22/13
	9		48994 WATER @ VACTOR	225.50	103-8/22/13
44437- 2615	9	9/20/2013	Logged *** Total ***	420.22	
44438- 2615	10	9/20/2013	12514 CONEXIS		
	10		48999 SEC 125 FLEX PLAN-8/1-8/31/13	130.00	0813-0R5179
44438- 2615	10	9/20/2013	Logged *** Total ***	130.00	
44439- 2615	11	9/20/2013	12617 COAST POINT HOA		
	11		48956 LATERAL REIMBURSEMENT	739.00	COAST POINT
44439- 2615	11	9/20/2013	Logged *** Total ***	739.00	
44440- 2615	12	9/20/2013	12631 CORQDATA		
	12		48959 OPEN PO STORAGE	229.08	RS4039834
44440- 2615	12	9/20/2013	Logged *** Total ***	229.08	
44441- 2615	13	9/20/2013	13014 DIAMOND ENVIRONMENTAL SERVICES		

UNION BANK GENERAL

Check Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	13		49040 RESTROOM TRAILER RENTAL	112.98	0000081826
44441- 2615	13	9/20/2013	Logged *** Total ***	112.98	
44442- 2615	14	9/20/2013	13072 DATA NET		
	14		48957 NETGEAR READYNAS 316 NAS	2,355.91	9745677
44442- 2615	14	9/20/2013	Logged *** Total ***	2,355.91	
44443- 2615	15	9/20/2013	13272 DETECTION INSTRUMENTS CORP		
	15		48982 OPEN PO-CALIBRATIONS @LPS/BPS	294.00	25688
44443- 2615	15	9/20/2013	Logged *** Total ***	294.00	
44444- 2615	16	9/20/2013	14105 EL CAMINO RENTAL		
	16		49039 RENTAL MANHOLE BLOWER	35.28	450331
44444- 2615	16	9/20/2013	Logged *** Total ***	35.28	
44445- 2615	17	9/20/2013	14530 ENCINA WASTEWATER AUTHORITY		
	17		49028 LAB FEES	1,870.80	1046
44445- 2615	17	9/20/2013	Logged *** Total ***	1,870.80	
44446- 2615	18	9/20/2013	16021 GREAT AMERICA FINANCIAL SERVIC		
	18		49006 COPIER LEASE	1,056.30	14160440
44446- 2615	18	9/20/2013	Logged *** Total ***	1,056.30	
44447- 2615	19	9/20/2013	17010 HAAKER EQUIPMENT CO		
	19		48966 OPEN PO-REPAIRS TO VACTORS	356.88	C98004
	19		48976 OPEN PO-REPAIRS TO VACTORS	97.61	C98154
	19		48980 OPEN PO-REPAIRS TO VACTORS	228.96	W31850
	19		48981 OPEN PO-REPAIRS TO VACTORS	726.55	C97878
44447- 2615	19	9/20/2013	Logged *** Total ***	1,410.00	
44448- 2615	20	9/20/2013	18150 ICMA RETIREMENT 303979		
	20		48985 DEFERRED COMP-ICMA	2,987.17	ICMA-9/18/13
44448- 2615	20	9/20/2013	Logged *** Total ***	2,987.17	
44449- 2615	21	9/20/2013	18212 INFRASTRUCTURE ENGINEERING COR		
	21		48953 OPEN PO-ON GOING GIS SUPPORT	1,487.50	7151
	21		48954 2014 PUMP STATION ASSESSMENT	5,042.88	7161
	21		48955 REPAIR RECYCLED-WATER VALVE @L	2,670.00	7162
	21		49024 LC PS REHAB	3,348.75	7143
	21		49025 GRAVIETY LINE REHAB	3,812.30	7145
	21		49026 L1 FORCE MAIN	2,259.42	7144
	21		49027 LPS GENERATOR	2,284.71	7142
	21		49035 FACILITIES FEE-GIS	750.00	7150
44449- 2615	21	9/20/2013	Logged *** Total ***	21,655.56	
44450- 2615	22	9/20/2013	20011 JACKSON & BLANC		
	22		48958 OPEN PO-HVAC AMINT/SERVICE	1,524.50	000171599
44450- 2615	22	9/20/2013	Logged *** Total ***	1,524.50	
44451- 2615	23	9/20/2013	23029 HD SUPPLY WATERWORKS, LTD		
	23		48964 INFLOW PROTECTORS	6,436.20	8219699
44451- 2615	23	9/20/2013	Logged *** Total ***	6,436.20	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44452-2615	24	9/20/2013	23068	NATIONWIDE RETIREMENT SOLUTION		
	24		48988	DEFERRED COMP-NATIONWIDE	216.25	NATION-9/18/13
44452-2615	24	9/20/2013	Logged	*** Total ***	216.25	
44453-2615	25	9/20/2013	24224	OFFICE DEPOT, INC.		
	25		48963	OPEN PO-OFFICE SUPPLIES	102.73	6784678/001
	25		48977	OPEN PO-OFFICE SUPPLIES	129.04	67328370001
	25		48979	OPEN PO-OFFICE SUPPLIES	25.00	673248276001
44453-2615	25	9/20/2013	Logged	*** Total ***	256.77	
44454-2615	26	9/20/2013	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	26		49001	WATER @ VP5	37.02	VP5-700
	26		49002	WATER @ E. ESTATES	37.02	E. ESTATES-000
	26		49003	WATER @ VP7	40.81	VP7-000
	26		49004	WATER @ TRAVELING	316.56	TRAVELING2 310
	26		49005	WATER @ TRAVELING	230.80	TRAVELING-070
44454-2615	26	9/20/2013	Logged	*** Total ***	662.21	
44455-2615	27	9/20/2013	25032	PALOMAR WATER, LLC		
	27		48990	BOTTLED WATER AT OFFICE	139.26	2722308
44455-2615	27	9/20/2013	Logged	*** Total ***	139.26	
44456-2615	28	9/20/2013	25046	PALOMAR INVESTIGATIVE GROUP		
	28		49029	BACKGROUND INVESTIGATIONS-NEW	190.00	10442
44456-2615	28	9/20/2013	Logged	*** Total ***	190.00	
44457-2615	29	9/20/2013	25121	PCL CONSTRUCTION, INC		
	29		49011	RETENTION-BPS	254,483.10	RETENTION #13
44457-2615	29	9/20/2013	Logged	*** Total ***	254,483.10	
44458-2615	30	9/20/2013	25260	PERS RETIREMENT		
	30		49008	BOARD RETIREMENT ENDING 8/31/2	427.03	DUE 9/30/13
	30		49009	EMPLOYEE RETIREMENT ENDING 8/1	13,121.28	DUE 9/17/13
44458-2615	30	9/20/2013	Logged	*** Total ***	13,548.31	
44459-2615	31	9/20/2013	25260	PERS RETIREMENT		
	31		49010	EMPLOYEE RETIREMENT ENDING 9/1	13,121.28	DUE:10-1-13
44459-2615	31	9/20/2013	Logged	*** Total ***	13,121.28	
44460-2615	32	9/20/2013	25370	PITNEY BOWES GLOBAL FINANCIAL		
	32		48983	POSTAGE MACHINE 48 MONTH LEASE	155.87	1477133 SP13
44460-2615	32	9/20/2013	Logged	*** Total ***	155.87	
44461-2615	33	9/20/2013	25612	PIPERIN CORPORATION		
	33		48961	CONTRACT-LC PUMP STATION REHAB	7,800.00	#2-PIPERIN
	33		48984	5% RETENTION LCPS REHAB	810.00	RETENTION#2
44461-2615	33	9/20/2013	Voided	*** Total ***	6,990.00	
44462-2615	34	9/20/2013	25618	PRIZM JANITORIAL SERVICES, INC		
	34		48992	JANITORIAL SERVICE-SEPTEMBER	1,281.15	7353
44462-2615	34	9/20/2013	Logged	*** Total ***	1,281.15	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44463- 2615	35	9/20/2013	25680 PRUDENTIAL OVERALL SUPPLY		
	35		49012 SUPPLIES	126.06	131007262
44463- 2615	35	9/20/2013	Logged	*** Total ***	126.06
44464- 2615	36	9/20/2013	27729 RICHARD STINSON		
	36		48970 CONSTRUCTION MGMT BPS REHAB PR	850.00	#61
	36		48971 CM SERVICES FOR ABESHE & PERSA	200.00	#61
	36		48972 LC PS REHAB-CM SERVICES	250.00	#61
	36		48973 LANIKAI TRUNK SEWER LIRING-CM	1,700.00	#61
	36		48974 LPS GENERATOR-CM SERVICES	350.00	#61
	36		48975 2014 GRAVITY PIPELINE-CM SER	200.00	#61
	36		48985 CONSULTING-LA COSTA GOLF	100.00	#61
44464- 2615	36	9/20/2013	Logged	*** Total ***	3,650.00
44465- 2615	37	9/20/2013	28020 SAN DIEGO GAS AND ELECTRIC		
	37		49013 ELECTRIC @ RANCHO VERDE	142.79	3218-RV
	37		49014 ELECTRIC @ LCPS	1,249.06	5295-
	37		49015 GAS @ OFFICE	10.00	7137294
	37		49016 ELECTRIC @ VP7	177.33	4562554
	37		49017 ELECTRIC @ SAXONY PS	883.12	7212278
	37		49018 ELECTRIC @ ENC ESTATES PS	860.91	9407448
	37		49019 NAT GAS @ E.E.	1.13	GAS-EE-4741
	37		49020 ELECTRIC @ VP5	360.21	8683154
	37		49022 ELECTRIC @ LPS/OFFICE	13,880.83	LPS/6377
44465- 2615	37	9/20/2013	Logged	*** Total ***	17,565.38
44466- 2615	38	9/20/2013	28020 SAN DIEGO GAS AND ELECTRIC		
	38		49021 ELECTRIC @ BPS	12,650.32	BPS-0466
44466- 2615	38	9/20/2013	Logged	*** Total ***	12,650.32
44467- 2615	39	9/20/2013	28070 SAN DIEGUITO WATER DISTRICT		
	39		48995 WATER @ BPS	80.75	BPS-9/6/13
	39		48996 WATER @ TANKER	23.88	TK645 AUG'13
	39		48997 WATER @ TANKER	35.82	TK896 AUG'13
44467- 2615	39	9/20/2013	Logged	*** Total ***	140.45
44468- 2615	40	9/20/2013	28595 SOUTHERN CONTRACTING COMPANY		
	40		49037 CALIBRATE HATCH INSTRUMENTS	300.00	3774
	40		49038 WORK @ BPS	300.00	52119
44468- 2615	40	9/20/2013	Logged	*** Total ***	600.00
44469- 2615	41	9/20/2013	29225 TELEPACIFIC COMMUNICATIONS		
	41		48987 PHONE SYSTEM CHARGES	1,032.68	49594791-0
44469- 2615	41	9/20/2013	Logged	*** Total ***	1,032.68
44470- 2615	42	9/20/2013	29432 THEODORE KWON		
	42		48965 LATERAL REIMBURSEMENT	2,782.50	KWON
44470- 2615	42	9/20/2013	Logged	*** Total ***	2,782.50
44471- 2615	43	9/20/2013	30515 UNIFIRST CORPORATION		
	43		48960 OPEN PO-UNIFORMS/LAUNDRY SERVI	165.43	3601068324
	43		48978 OPEN PO UNIFORMS/LAUNDRY SERVI	163.70	3601070348

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44471- 2615	43	9/20/2013	Logged	*** Total ***	329.13
44472 2615	44	9/20/2013	30520 UNDERGROUND SERVICE ALERT OF		
	44		48576 UNDERGROUND ALARM SERVICE	189.00	620130368
44472- 2615	44	9/20/2013	Logged	*** Total ***	189.00
44473- 2615	45	9/20/2013	30530 UNION TRIBUNE		
	45		49000 AD FOR FST	1,041.29	332060
44473- 2615	45	9/20/2013	Logged	*** Total ***	1,041.29
44474- 2615	46	9/20/2013	30551 CARLSBAD FUELS CORPORATION		
	46		48969 OPEN PO-VEHICLE/TRUCK GAS	2,150.84	20130828
44474- 2615	46	9/20/2013	Logged	*** Total ***	2,150.84
44475- 2615	47	9/20/2013	30580 UNITED WAY		
	47		48989 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-9/18/13
44475- 2615	47	9/20/2013	Logged	*** Total ***	10.00
44476 2615	48	9/20/2013	31232 VERIZON WIRELESS		
	48		49007 CELL PHONES	570.44	9711133793
44476 2615	48	9/20/2013	Logged	*** Total ***	570.44
44477- 2615	49	9/20/2013	32500 WORDEN WILLIAMS, APC		
	49		49023 LEGAL FEES-AUGUST	5,071.80	33093
44477- 2615	49	9/20/2013	Logged	*** Total ***	5,071.80
44478- 2615	50	9/20/2013	35222 ZEE MEDICAL SERVICES		
	50		49036 FIRST AID BOX-SUPPLIES	172.38	140632102
44478 2615	50	9/20/2013	Logged	*** Total ***	172.38
44479- 2616	1	9/20/2013	25612 PIPERIN CORPORATION		
	1		48961 CONTRACT-LC PUMP STATION REHAB	7,600.00	#2 PIPERIN
	1		48984 5% RETENTION-LCPS REHAB	390.00	RETENTION#2
44479- 2616	1	9/20/2013	Logged	*** Total ***	7,410.00
				.00	
** Total check discount **				.00	
** Total check amount **				400,182.76	
** Total void discount **				.00	
** Total void amount **				6,990.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44480- 2617	1	10/01/2013	10128 THE LAWTON GROUP		
	1		49059 TEMP HRS W/E 9/15/2013	324.00	50632
44480- 2617	1	10/01/2013	Logged	*** Total ***	324.00
44481- 2617	2	10/01/2013	10167 ACACIA GASOLINE & CAR WASH		
	2		49049 OPEN PO-VEHICLE/TRUCK GAS	51.26	2739
44481- 2617	2	10/01/2013	Logged	*** Total ***	51.26
44482- 2617	3	10/01/2013	10526 AMERICA'S FINEST FIRE PROTECTI		
	3		49069 ANNUAL FIRE EXTINGUISHER SERVI	572.75	06M649512
44482- 2617	3	10/01/2013	Logged	*** Total ***	572.75
44483- 2617	4	10/01/2013	11872 PAUL BUSHEE		
	4		49057 REIMBURSE FOR CONFERENCE	443.32	CSDA CONF-SEPT
44483- 2617	4	10/01/2013	Logged	*** Total ***	443.32
44484- 2617	5	10/01/2013	12517 CAROLYN MAH		
	5		49045 LATERAL REIMBURSEMENT	1,355.00	MAH-9/13/13
44484- 2617	5	10/01/2013	Logged	*** Total ***	1,355.00
44485- 2617	6	10/01/2013	12585 COUNTY OF SAN DIEGO		
	6		49071 VP5 PS HAZARDOUS MATERIAL PERM	292.00	206852-SEPT
44485- 2617	6	10/01/2013	Logged	*** Total ***	292.00
44486- 2617	7	10/01/2013	13272 DETECTION INSTRUMENTS CORP		
	7		49043 OPEN PO-CALIBRATIONS @LPS/BPS	295.00	973225688
44486- 2617	7	10/01/2013	Logged	*** Total ***	295.00
44487- 2617	8	10/01/2013	16806 THE GUARDIAN		
	8		49072 DENTAL/DISABILITY INS-OCT	3,778.77	00324226-10/13
44487- 2617	8	10/01/2013	Logged	*** Total ***	3,778.77
44488- 2617	9	10/01/2013	17058 JUDY HANSON		
	9		49053 REIMBURSE JH FOR CONF-CSDA	665.65	CSDA CONF-SEPT
44488- 2617	9	10/01/2013	Logged	*** Total ***	665.65
44489- 2617	10	10/01/2013	17060 HARTFORD LIFE & ACCIDENT INS.		
	10		49073 LIFE INS-OCTOBER	373.00	6473716-6
44489- 2617	10	10/01/2013	Logged	*** Total ***	373.00
44490- 2617	11	10/01/2013	17562 HOPE HEALTH/IHAC		
	11		49058 2014 RENEWAL-PUBLICATIONS-HOPE	290.64	524100
44490- 2617	11	10/01/2013	Logged	*** Total ***	290.64
44491- 2617	12	10/01/2013	18212 INFRASTRUCTURE ENGINEERING COR		
	12		49051 B2 FORCE MAIN REPLACEMENT PROJ	24,738.82	7146
44491- 2617	12	10/01/2013	Logged	*** Total ***	24,738.82
44492- 2617	13	10/01/2013	18561 U.S. BANK		
	13		49066 CONFERENCES,MEETINGS, SUPPLIES	4,395.90	US CC-8/22/13
44492- 2617	13	10/01/2013	Logged	*** Total ***	4,395.90

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44493- 2617	14	10/01/2013	18576 INTERSTATE BATTERIES OF SAN DI		
	14		49050 BATTERY REPLACEMENTS @ ALL PS	996.14	1907001005371
44493- 2617	14	10/01/2013	Logged *** Total ***	996.14	
44494- 2617	15	10/01/2013	18711 I2B NETWORKS, INC		
	15		49070 ONE YEAR OF WEB CAM @ BPS	160.00	19895
44494- 2617	15	10/01/2013	Logged *** Total ***	160.00	
44495- 2617	16	10/01/2013	19775 ALLAN JULIUSSEN		
	16		49056 REIMBURSE A.J. FOR CONFERENCE	585.66	CSDA CONF-SEPT
44495- 2617	16	10/01/2013	Logged *** Total ***	585.66	
44496- 2617	17	10/01/2013	20842 DAVID KULCHIN		
	17		49055 REIMBURSE D.K FOR CONF	921.45	CSDA CONF-SEPT
44496- 2617	17	10/01/2013	Logged *** Total ***	921.45	
44497- 2617	18	10/01/2013	24224 OFFICE DEPOT, INC.		
	18		49047 OPEN PO-OFFICE SUPPLIES	13.37	67324837001
44497- 2617	18	10/01/2013	Logged *** Total ***	13.37	
44498- 2617	19	10/01/2013	24528 DONALD OMSTED		
	19		49054 REIMBURSE D.O. FOR CONFERENCE	10.53	CSDA CONF-SEPT
44498- 2617	19	10/01/2013	Logged *** Total ***	10.53	
44499- 2617	20	10/01/2013	25010 AT&T		
	20		49061 ODOR CONTROL MODEM	47.13	4364009-9/11/13
	20		49062 PHONE IN ELEVATOR	191.02	6303461-9/13/13
44499- 2617	20	10/01/2013	Logged *** Total ***	238.15	
44500- 2617	21	10/01/2013	25018 MES VISION		
	21		49074 VISION INS-OCT	332.33	132492183001
44500- 2617	21	10/01/2013	Logged *** Total ***	332.33	
44501- 2617	22	10/01/2013	25261 PUBLIC EMPLOYEES HEALTH		
	22		49076 EMPLOYEE HEALTH INS-OCT	22,085.65	100000014118819
44501- 2617	22	10/01/2013	Logged *** Total ***	22,085.65	
44502- 2617	23	10/01/2013	25261 PUBLIC EMPLOYEES HEALTH		
	23		49075 BRD HEALTH INS-OCT	3,913.32	14118819
44502- 2617	23	10/01/2013	Logged *** Total ***	3,913.32	
44503- 2617	24	10/01/2013	28020 SAN DIEGO GAS AND ELECTRIC		
	24		49063 ELECTRIC @ EEPS	1,655.07	EEPS-9/16/13
	24		49064 ELECTRIC @ DIANA PS	487.59	DIANA 9/16/13
	24		49065 ELECTRIC @ AVOCADO PS	146.23	AVOCADO 9/16/13
44503- 2617	24	10/01/2013	Logged *** Total ***	2,288.89	
44504- 2617	25	10/01/2013	28060 SAN DIEGUITO TROPHY		
	25		49052 NAMEPLATES	11.34	41620
44504- 2617	25	10/01/2013	Logged *** Total ***	11.34	
44505- 2617	26	10/01/2013	29630 TRI COMMUNITY ANSWERING SERVIC		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44505- 2617	26	10/01/2013	49060	ANSWERING SERVICE	90.00	TRI-9/20/13
			Logged	*** Total ***	90.00	
44506- 2617	27	10/01/2013	29814	TIERRA VERDE RESOURCES, INC		
44506- 2617	27	10/01/2013	49044	LANDSCAPE MAINTENANCE SERVICES	730.00	059231
			Logged	*** Total ***	730.00	
44507- 2617	28	10/01/2013	30515	UNIFIRST CORPORATION		
44507- 2617	28	10/01/2013	49046	OPEN PO-UNIFORMS/LAUNDRY SERVI	190.86	3601072358
			Logged	*** Total ***	190.86	
44508- 2617	29	10/01/2013	30723	SIEMENS WATER TECHNOLOGIES, LL		
44508- 2617	29	10/01/2013	49048	OPEN PO-CHEMICALS	9,313.46	901397418
			Logged	*** Total ***	9,313.46	
					.00	
** Total check discount **					.00	
** Total check amount **					79,457.26	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: October 1, 2013

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16925 - 16929	10/1/2013	\$6,096.79

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 2, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16930 - 16946	10/2/2013	\$40,219.84

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44509- 2618	1	10/09/2013	10100 NAPA AUTO		
	1		49102 PARTS/SUPPLIES	100.88	168252
44509- 2618	1	10/09/2013	Logged	*** Total ***	100.88
44510- 2618	2	10/09/2013	10128 THE LAWTON GROUP		
	2		49103 TEMP HOURS W/E 9/22/2013	216.00	50672
	2		49104 TEMP HOURS W/E 9/29/2013	324.00	50703
44510- 2618	2	10/09/2013	Logged	*** Total ***	540.00
44511- 2618	3	10/09/2013	10167 ACACIA GASOLINE & CAR WASH		
	3		49088 OPEN PO-VEHICLE/TRUCK GAS	70.72	2743
44511- 2618	3	10/09/2013	Logged	*** Total ***	70.72
44512- 2618	4	10/09/2013	10366 AIR POLLUTION CONTROL DISTRICT		
	4		49098 RENEWAL PERMIT @ BPS	309.00	2013092709551
44512- 2618	4	10/09/2013	Logged	*** Total ***	309.00
44513- 2618	5	10/09/2013	11650 BROWNELL AND DUFFEY CPA		
	5		49086 OPEN PO-ACCOUNTING/FINANCIAL F	12,097.50	100213
44513- 2618	5	10/09/2013	Logged	*** Total ***	12,097.50
44514- 2618	6	10/09/2013	12360 CITY OF CARLSBAD		
	6		49118 WATER @ VACTOR	220.62	104-9/17/13
	6		49119 WATER @ OFFICE	105.27	8121305-9/13/13
	6		49120 WATER @ OFFICE	96.50	81213-9/13/13
	6		49121 WATER @ VACTOR	214.40	103-9/17/13
44514- 2618	6	10/09/2013	Logged	*** Total ***	636.79
44515- 2618	7	10/09/2013	12510 WASTE MANAGEMENT		
	7		49117 TRASH SERVICE	235.06	111108002747
44515- 2618	7	10/09/2013	Logged	*** Total ***	235.06
44516- 2618	8	10/09/2013	12814 CUES, INC		
	8		49085 OPEN PO-REPAIRS/MAINT TO CCTV	247.45	395435
44516- 2618	8	10/09/2013	Logged	*** Total ***	247.45
44517- 2618	9	10/09/2013	13071 DATCO		
	9		49080 OPEN PO-SERVICE FEES/TESTING	273.00	99169
44517- 2618	9	10/09/2013	Logged	*** Total ***	273.00
44518- 2618	10	10/09/2013	13072 DATA NET		
	10		49114 IS MAINT AND SUPPORT	155.00	9745778
	10		49122 IS MAINT AND SUPPORT	390.00	9745752
	10		49123 IS MAINT AND SUPPORT	155.00	9745760
	10		49124 IS MAINT AND SUPPORT	1,125.00	9745772
	10		49141 IS MAINT AND SUPPORT	390.00	9745822
	10		49142 IS MAINT AND SUPPORT	115.00	9745825
44518- 2618	10	10/09/2013	Logged	*** Total ***	2,330.00
44519- 2618	11	10/09/2013	13261 DEPT HEALTH SERVICES		
	11		49132 RENEWAL-D1 WATER-C.F.	55.00	18862-2014
44519- 2618	11	10/09/2013	Logged	*** Total ***	55.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44520- 2618	12	10/09/2013	13327	DEPARTMENT OF INDUSTRIAL RELAT		
	12		49130	CONVEYANCE NOTICE-ELVATOR	225.00	E11269827SD
44520- 2618	12	10/09/2013	Logged	*** Total ***	225.00	
44521- 2618	13	10/09/2013	13822	DUDEK & ASSOCIATES		
	13		49144	GE/3252/B67/ROGERS ANNEX	1,290.00	20133386
	13		49145	GE/3251/GRADING PLANS	304.52	20133375
	13		49146	GE/3252/526/FAIR OAKS	1,470.00	20133376
	13		49147	GE/3252/593/LC TOWNE	820.74	20133377
	13		49148	GE/3252/596/ASTOR GARDENS	1,145.85	20133378
	13		49149	GE/3252/607/VISTA LA COSTA	60.00	20133379
	13		49150	GE/3252/723/VULCAN OCEAN	126.78	20133381
	13		49151	GE/3252/708/EATON BEACH	990.00	20133380
	13		49152	GE/3252/844/LC TOWNE SQ COMMER	5,627.00	20133382
	13		49153	GE/3252/864/FIORE	3,702.50	20133385
	13		49154	GE/3252/855/LC TOWN SQ	3,120.00	20133384
	13		49155	GE/3252/846/MCDONALDS	1,380.89	20133383
	13		49156	GE/3252/869/ANZIL RD	450.00	20133387
44521- 2618	13	10/09/2013	Logged	*** Total ***	20,488.28	
44522- 2618	14	10/09/2013	14580	ENVALL DESIGN		
	14		49089	GRAPHIC DESIGN FOR WEB-SITE UP	2,500.00	1432
44522- 2618	14	10/09/2013	Logged	*** Total ***	2,500.00	
44523- 2618	15	10/09/2013	16021	GREAT AMERICA FINANCIAL SERVIC		
	15		49112	COPIER LEASE	1,056.30	14281944
44523- 2618	15	10/09/2013	Logged	*** Total ***	1,056.30	
44524- 2618	16	10/09/2013	16603	W. W. GRAINGER, INC		
	16		49099	HAND SOAP	114.85	92554152350
	16		49101	DISPENSERS FOR SOAP	37.60	9259030857
	16		49140	UPS POWER SUPPLYS	458.73	9252962460
44524- 2618	16	10/09/2013	Logged	*** Total ***	611.18	
44525- 2618	17	10/09/2013	17247	U.S. HEALTH WORKS MEDICAL GROU		
	17		49084	OPEN PO-PHYSICALS/TESTING	189.00	2363159-CA
	17		49095	OPEN PO-PHYSICALS/TESTING	182.00	2366720-CA
44525- 2618	17	10/09/2013	Logged	*** Total ***	371.00	
44526- 2618	18	10/09/2013	17552	THE HOME DEPOT CRC/GECF		
	18		49093	OPEN PO-SUPPLIES	180.87	HOME-9/27/13
44526- 2618	18	10/09/2013	Logged	*** Total ***	180.87	
44527- 2618	19	10/09/2013	18150	ICMA RETIREMENT-303979		
	19		49125	DEFERRED COMP-ICMA	2,987.17	ICMA-10/2/13
44527- 2618	19	10/09/2013	Logged	*** Total ***	2,987.17	
44528- 2618	20	10/09/2013	18561	U.S. BANK		
	20		49143	CONFERENCES, MEETINGS, SUPPLIE	8,393.71	US BANK-9/23/13
44528- 2618	20	10/09/2013	Logged	*** Total ***	8,393.71	
44529- 2618	21	10/09/2013	19775	ALLAN JULIUSSEN		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44529- 2618	21	10/09/2013	49137	REIMBURSE A. J. FOR CONFERENCE	406.79	CWEA-A.J.
			Logged	*** Total ***	406.79	
44530- 2618	22	10/09/2013	22214	mitsubishi electric & electron		
44530- 2618	22	10/09/2013	49133	ELEVATOR MAINTIENCE	260.81	243388
			Logged	*** Total ***	260.81	
44531- 2618	23	10/09/2013	23068	NATIONWIDE RETIREMENT SOLUTION		
44531- 2618	23	10/09/2013	49128	DEFERRED COMP-NATIONWIDE	216.25	NATION-10/2/13
			Logged	*** Total ***	216.25	
44532- 2618	24	10/09/2013	24111	AMERICAN REPROGRAPHICS CO.,LLC		
	24		49138	PLANS AND SPECS	343.34	7140787
	24		49139	PLANS AND SPECS	50.88	7157500
44532- 2618	24	10/09/2013	Logged	*** Total ***	394.22	
44533- 2618	25	10/09/2013	24224	OFFICE DEPOT, INC.		
	25		49091	OPEN PO-OFFICE SUPPLIES	215.14	677836021001
	25		49094	OPEN PO-OFFICE SUPPLIES	11.71	677836088001
44533- 2618	25	10/09/2013	Logged	*** Total ***	226.85	
44534- 2618	26	10/09/2013	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	26		49107	WATER @ TRAVELING 2	407.68	TRAVELING-10/13
	26		49108	WATER @ VP5	37.02	VP5-10/1/2013
	26		49109	WATER @ VP7	37.02	VP7-10/1/13
	26		49110	WATER @ E. ESTATES PS	37.02	E.E-10/1/13
	26		49113	WATER @ TRAVELING	204.00	TRAVELING-10/13
44534- 2618	26	10/09/2013	Logged	*** Total ***	722.74	
44535- 2618	27	10/09/2013	24440	OLIVENHAIN MUNICIPAL WATER DIS		
44535- 2618	27	10/09/2013	49131	RMC WATER & ENVIRO STUDY	2,029.69	RMC WATER
			Logged	*** Total ***	2,029.69	
44536- 2618	28	10/09/2013	25010	AT&T		
	28		49111	PHONE @ BPS	119.30	9423588-BPS-13
	28		49126	DIAL IN MODEM-OLD	167.98	7047-9/20/13
	28		49127	DIAL IN MODEM - NEW	164.77	4792130-9/20/13
44536- 2618	28	10/09/2013	Logged	*** Total ***	452.05	
44537- 2618	29	10/09/2013	25425	PLANT PEOPLE		
44537- 2618	29	10/09/2013	49105	PLANTS @ OFFICE MAINT	216.60	10134314
			Logged	*** Total ***	216.60	
44538- 2618	30	10/09/2013	25577	PURCHASE POWER		
44538- 2618	30	10/09/2013	49097	SHIPPING	103.00	PITNEY-9/13
			Logged	*** Total ***	103.00	
44539- 2618	31	10/09/2013	27528	ROCKWELL CONSTRUCTION SERVICES		
	31		49082	LC PS ELECTRICAL/INSTRUMENT CM	125.00	559
	31		49087	SCADA CENTRAL UPGRADE PROJECT	2,562.50	546
	31		49096	BPS REHAB PROJECT	250.00	558
44539- 2618	31	10/09/2013	Logged	*** Total ***	2,937.50	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44540- 2618	32	10/09/2013	28070	SAN DIEGUITO WATER DISTRICT		
	32		49106	WATER @ TANKER	7.96	TK645-SEPT13
44540- 2618	32	10/09/2013	Logged	*** Total ***	7.96	
44541- 2618	33	10/09/2013	28595	SOUTHERN CONTRACTING COMPANY		
	33		49134	WORK @ LPS	700.00	3819
	33		49135	WORK @ BPS	300.00	3818
44541- 2618	33	10/09/2013	Logged	*** Total ***	1,000.00	
44542- 2618	34	10/09/2013	28844	ELAINE SULLIVAN		
	34		49136	REIMBURSE E.S. FOR CONFERENCE	347.77	TRISTATE-E.S.
44542- 2618	34	10/09/2013	Logged	*** Total ***	347.77	
44543- 2618	35	10/09/2013	29022	TODD AMOS		
	35		49100	REIMBURSE T.A. FOR CONFERENCE	116.60	AMOS-SEPT'13
44543- 2618	35	10/09/2013	Logged	*** Total ***	116.60	
44544- 2618	36	10/09/2013	29716	TRG & ASSOCIATES		
	36		49090	OPEN PO-PUBLIC INFORMATION	5,497.50	25-1913
44544- 2618	36	10/09/2013	Logged	*** Total ***	5,497.50	
44545- 2618	37	10/09/2013	30515	UNIFIRST CORPORATION		
	37		49083	OPEN PO-UNIFORMS/LAUNDRY SERVI	185.58	3601074375
44545- 2618	37	10/09/2013	Logged	*** Total ***	185.58	
44546- 2618	38	10/09/2013	30520	UNDERGROUND SERVICE ALERT OF		
	38		49116	UNDERGROUND ALARM SERVICE	157.50	920130370
44546- 2618	38	10/09/2013	Logged	*** Total ***	157.50	
44547- 2618	39	10/09/2013	30551	CARLSBAD FUELS CORPORATION		
	39		49092	OPEN PO-VEHICLE/TRUCK GAS	2,487.62	20130919
44547- 2618	39	10/09/2013	Logged	*** Total ***	2,487.62	
44548- 2618	40	10/09/2013	30580	UNITED WAY		
	40		49129	EMPLOYEE CONTRIBUTION	10.00	UNITED-20/2/13
44548- 2618	40	10/09/2013	Logged	*** Total ***	10.00	
44549- 2618	41	10/09/2013	31232	VERIZON WIRELESS		
	41		49115	CELL PHONES	49.21	9712185241
44549- 2618	41	10/09/2013	Logged	*** Total ***	49.21	
44550- 2618	42	10/09/2013	33227	XEROX CORPORATION		
	42		49081	OPEN PO-SERVICE/MAINTENANCE	75.25	070396995
44550- 2618	42	10/09/2013	Logged	*** Total ***	75.25	
					.00	
** Total check discount **					.00	
** Total check amount **					71,610.40	
** Total void discount **					.00	
** Total void amount **					.00	

**LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS
2012**

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

2013

1/4/2013	Board		\$1,321.02
1/9/2013	Employee		\$42,304.21
1/23/2013	Employee		<u>\$41,451.15</u>
	TOTAL		\$85,076.38

FEBRUARY

2/4/2013	Board		\$5,179.70
2/6/2013	Employee		\$44,012.52
2/13/2013	Employee	Incentive	\$842.98
2/14/2013	Employee	Incentive	\$5,791.35
2/20/2013	Employee		<u>41618.3</u>
	TOTAL		\$97,444.85

MARCH

3/4/2013	Board		\$2,677.64
3/6/2013	Employee		\$42,984.05
3/14/2013	Employee	Incentive	\$6,433.08
3/20/2013	Employee		<u>\$41,961.15</u>
	TOTAL		\$94,055.92

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

APRIL

4/1/2013	Board		\$4,752.45
4/3/2013	Employee		\$42,294.48
4/10/2013	Employee	Incentive	\$369.40
4/17/2013	Employee		<u>\$41,933.79</u>
	TOTAL		\$89,350.12

MAY

5/1/2013	Employee		\$42,947.64
5/2/2013	Board		\$4,563.02
5/2/2013	Employee	Robey	\$3,959.83
5/15/2013	Employee		\$40,159.09
5/22/2013	Employee	Butts	\$3,100.61
5/29/2013	Employee		\$38,523.15
5/31/2013	Employee	Butts	<u>\$17,681.58</u>
	TOTAL		\$150,934.92

JUNE

6/3/2013	Board		\$5,209.24
6/12/2013	Employee		\$42,002.57
6/13/2013	Employee	Incentive	\$3,420.71
6/26/2013	Employee		<u>\$38,956.28</u>
	TOTAL		\$89,588.80

JULY

7/3/2013	Board		\$1,835.49
7/10/2013	Employee		\$38,532.35
7/24/2013	Employee		<u>\$41,810.87</u>
	TOTAL		\$82,178.71

AUGUST

8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	Incentive	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	TOTAL		\$80,086.24

SEPTEMBER

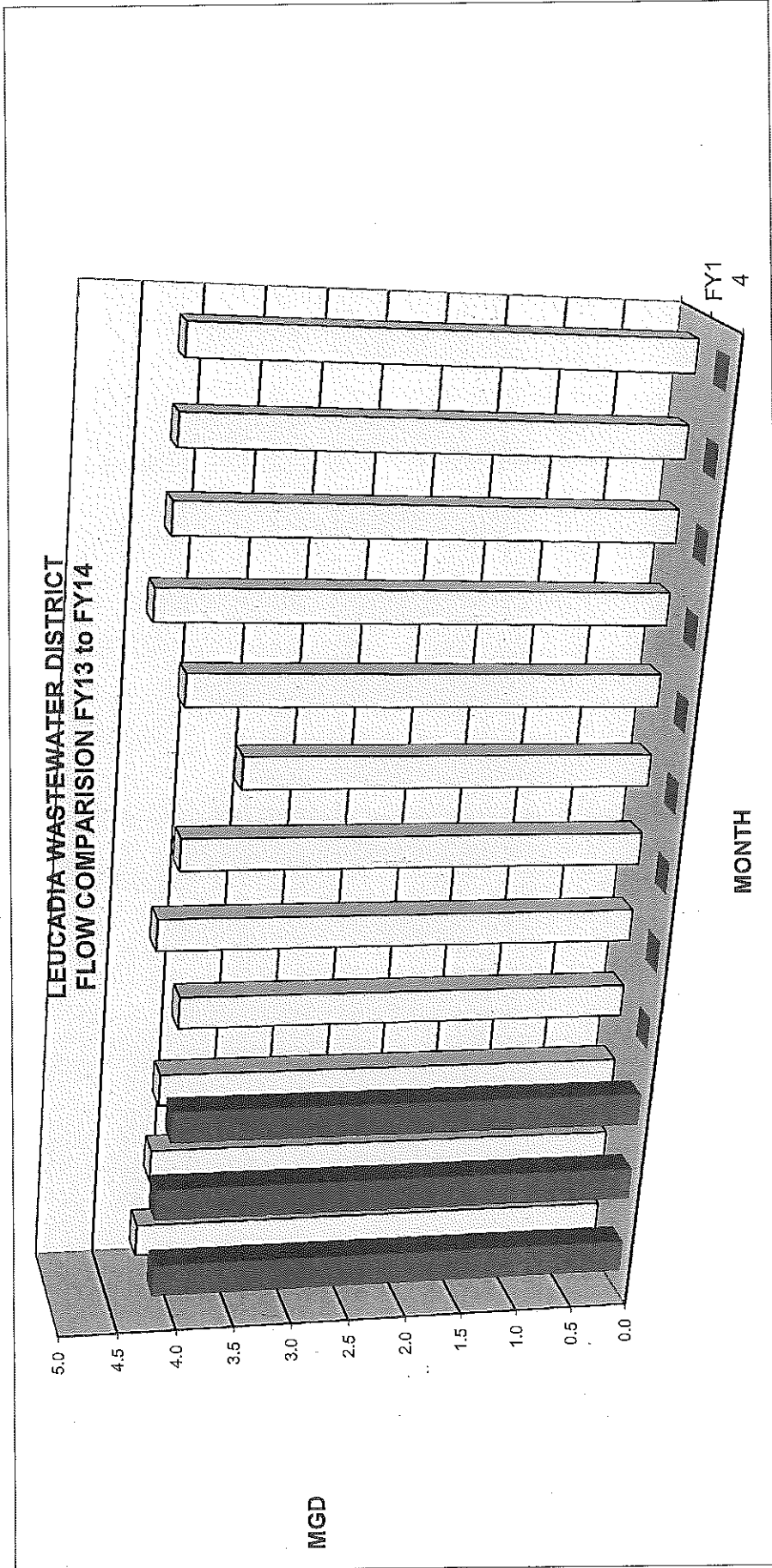
9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	TOTAL		\$85,391.23

OCTOBER

10/1/2013	Board		\$6,096.79
10/2/2013	Employee		<u>\$40,219.84</u>
	TOTAL		\$46,316.63

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2013-2014**

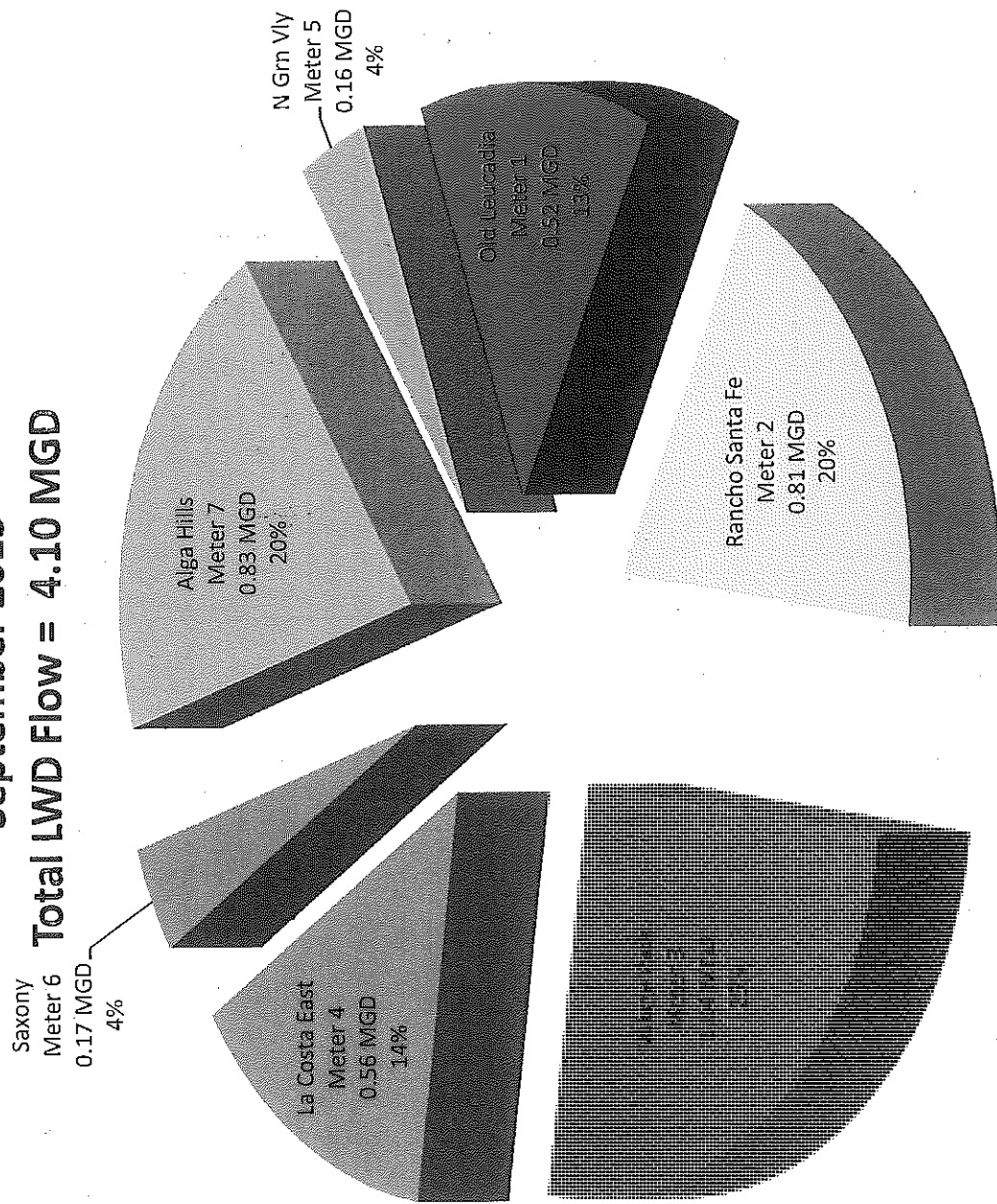
CURRENT MONTH - September 2013										FY 2013-2014	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,939	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0.01	129.58	-3	4.18	150	28.94	4.21				
YTD	0.01	129.58	27,936				4.12				
AUGUST	0.00	130.20	3	4.20	150	46.77	4.08				
YTD	0.00	130.20	27,939				4.18				
SEPTEMBER	0.00	123.00	1	4.10	147	40.32	4.02				
YTD	0.00	123.00	27,940				3.54				
OCTOBER							4.06				
YTD							4.36				
NOVEMBER							4.25				
YTD							4.25				
DECEMBER							4.24				
YTD							4.22				
JANUARY											
YTD											
FEBRUARY											
YTD											
MARCH											
YTD											
APRIL											
YTD											
MAY											
YTD											
JUNE											
YTD											
Annual Total	0.01	382.78	1	4.16	149	116.03	4.10				
Mo Average	0.00	127.59	0	4.16	149	38.68					



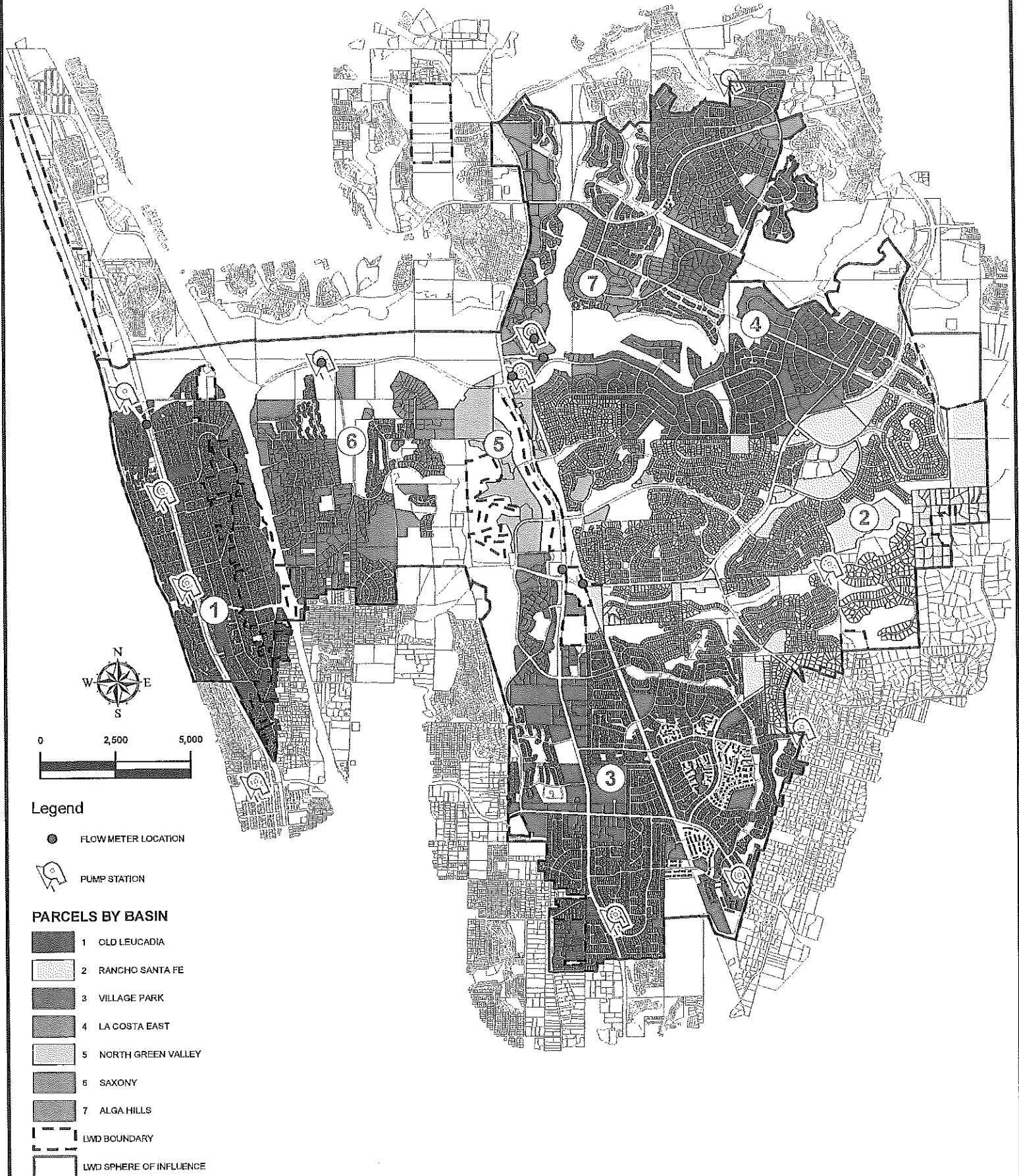
LWD Flows by Sub-Basin

September 2013

Total LWD Flow = 4.10 MGD



LEUCADIA WASTEWATER DISTRICT



LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET POSITION
As of September 30, 2013

ASSETS	
Cash and Investment Pools	\$ 28,356,037.68
Investments	6,688,278.29
Accounts Receivable	842,841.01
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	648,561.13
Capital Assets	141,188,651.28
Less Accumulated Depreciation	(44,477,804.93)
TOTAL ASSETS	\$ 134,153,413.46
LIABILITIES	
Accounts Payable and Accrued Expenses	275,510.55
Payable to Encina Wastewater Authority	1,517,000.00
Developer Deposits	262,305.64
TOTAL LIABILITIES	\$ 2,054,816.19
NET POSITION	
Net Investment in Capital Assets	97,565,846.35
Restricted Reserves	1,428,316.11
Unrestricted Operating Reserve	2,200,126.29
Unrestricted Non-Operating Reserves (Designated)	25,020,208.73
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(1,615,900.21)
TOTAL NET ASSETS	\$ 132,098,597.27

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenue and Expenditures Through 03/31/2013 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	\$ 122,208.13	\$ 7,200,186.00	7,077,977.87	1.7%
RECLAIMED WATER SALES	3150	71,917.22	180,000.00	108,082.78	40.0%
OTHER OPERATING INCOME		1,373.44	204,448.00	203,074.56	0.7%
TOTAL OPERATING REVENUE		\$ 195,498.79	\$ 7,584,634.00	\$ 7,389,135.21	2.6%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 452,446.71	\$ 2,353,951.00	\$ 1,901,504.29	19.2%
BOARD EXPENSES AND ELECTION	4300 & 4400	31,073.67	140,600.00	109,526.33	22.1%
DEPRECIATION EXPENSE	4510	855,000.00	-	(855,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,510,179.00	1,510,179.00	n/a
FUELS	4600	6,631.49	46,000.00	39,368.51	14.4%
INSURANCE	4700	17,567.82	117,000.00	99,432.18	15.0%
MEMBERSHIP & DUES	4800	2,490.00	26,500.00	24,010.00	9.4%
OFFICE EXPENSE	4900	24,135.19	108,900.00	84,764.81	22.2%
OPERATING SUPPLIES	5000	36,376.41	217,900.00	181,523.59	16.7%
PROFESSIONAL SERVICES	5200	72,742.97	536,000.00	463,257.03	13.6%
PRINTING & PUBLISHING	5300	2,191.02	32,000.00	29,808.98	6.8%
RENTS & LEASES	5400	3,471.12	18,100.00	14,628.88	19.2%
REPAIR & MAINTENANCE	5500	89,603.23	320,700.00	231,096.77	27.9%
MONITORING & PERMITTING	5600	3,131.48	45,500.00	42,368.52	6.9%
TRAINING & DEVELOPMENT	5700	6,777.87	40,700.00	33,922.13	16.7%
UTILITIES	5900	91,529.06	418,600.00	327,070.94	21.9%
LAFCO OPERATIONS	6100	6,137.00	6,200.00	63.00	99.0%
ENCINA	6200	-	1,763,422.00	1,763,422.00	0.0%
TOTAL OPERATING EXPENSES		\$ 1,701,305.04	\$ 7,702,252.00	\$ 6,000,946.96	22.1%

NON-OPERATING REVENUES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 16,024.00	\$ 120,180.00	\$104,156.00	13.3%
PROPERTY TAXES	3220	26,843.47	1,250,000.00	1,223,156.53	2.1%
INTEREST INCOME	3250	46,001.00	228,000.00	181,999.00	20.2%
OTHER NON OPERATING INCOME		1,462.00	1,089,288.00	1,087,826.00	0.1%
TOTAL NON OPERATING REVENUES		\$ 90,330.47	\$ 2,687,468.00	\$ 2,597,137.53	3.4%

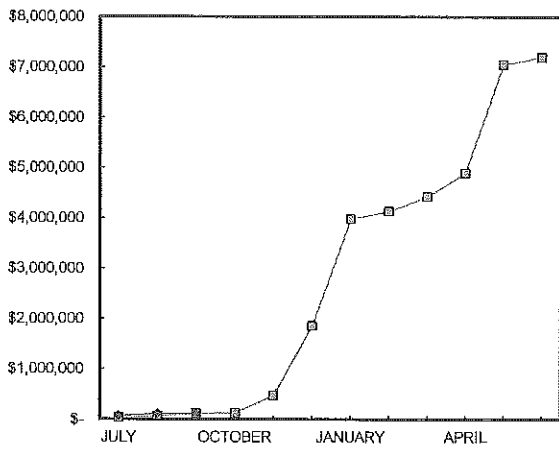
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

Revenue FY 2014

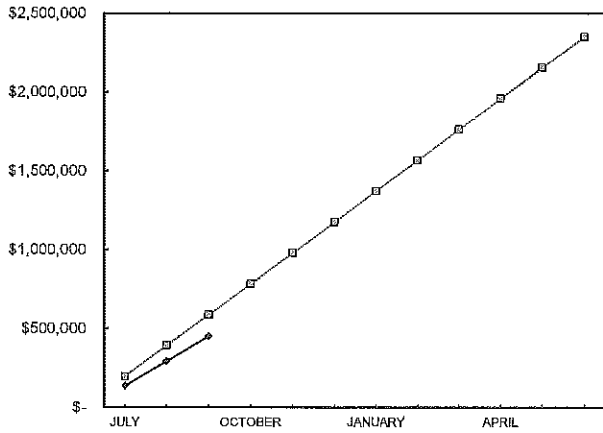
YTD through September 30, 2013

Sewer Service Fees

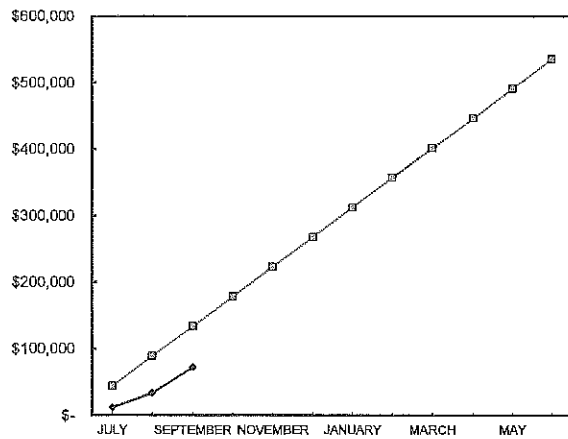


Leucadia Wastewater District Operating Expenses FY 2014 YTD through September 30, 2013

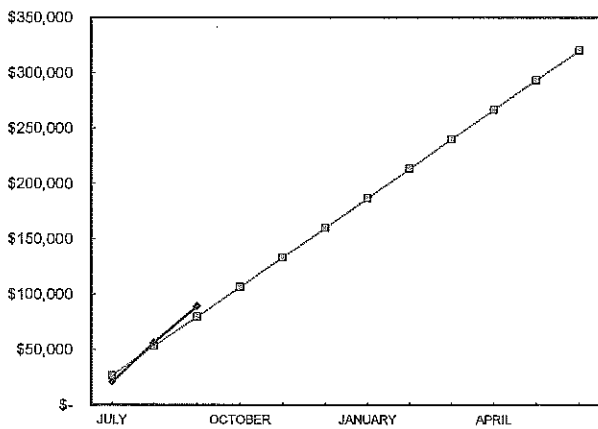
Salaries and Benefits



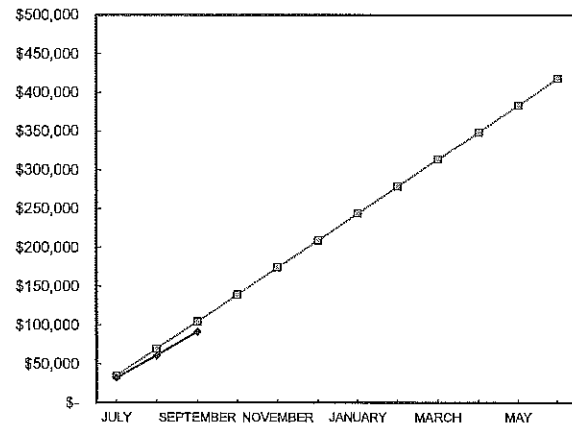
Professional Services



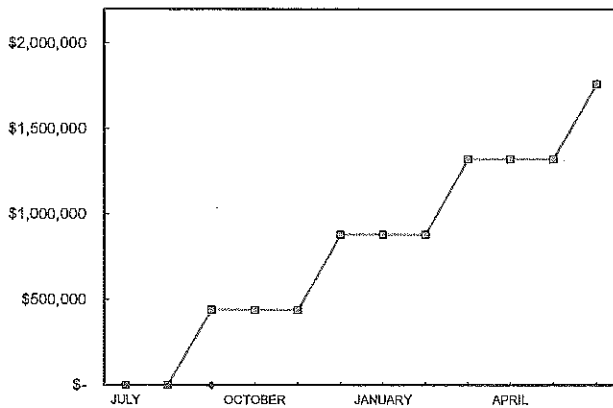
Repairs & Maintenance



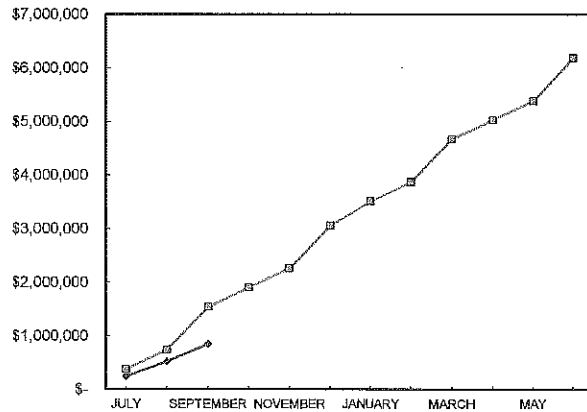
Utilities



Encina M&O



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



---□--- Budget ---◆--- Actual

---□--- Budget ---◆--- Actual

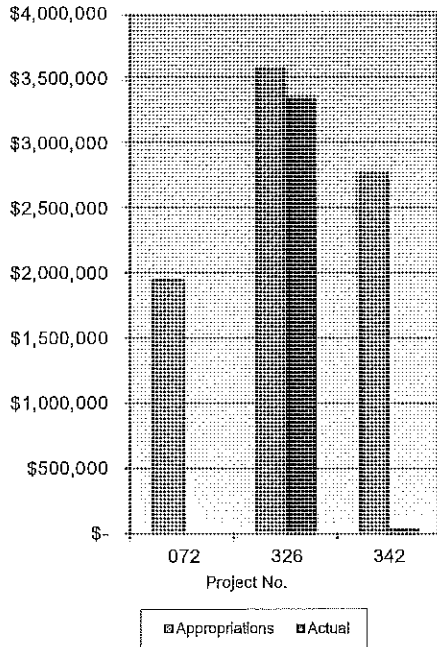
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

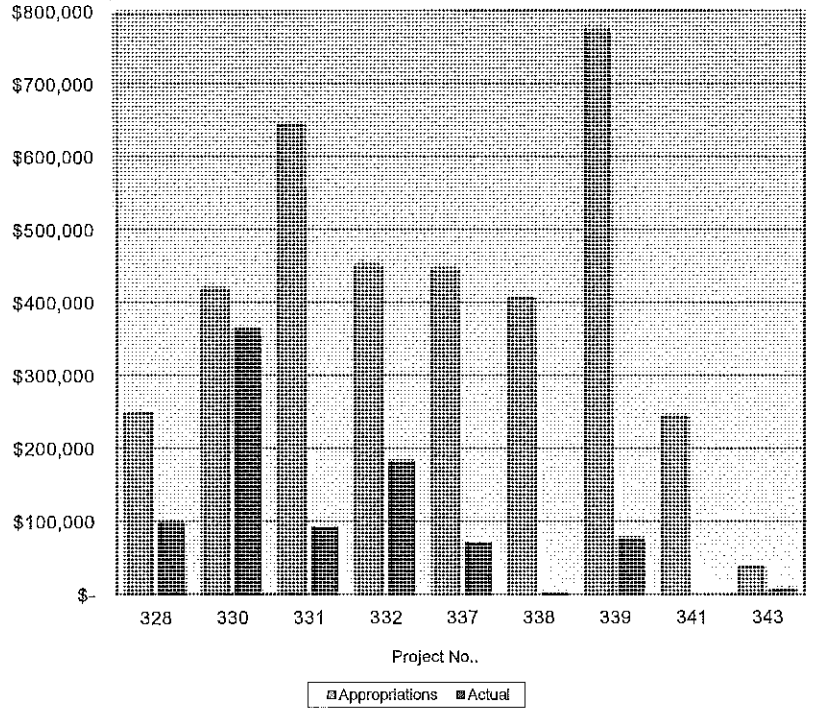
Capital Expenditures

As of September 30, 2013

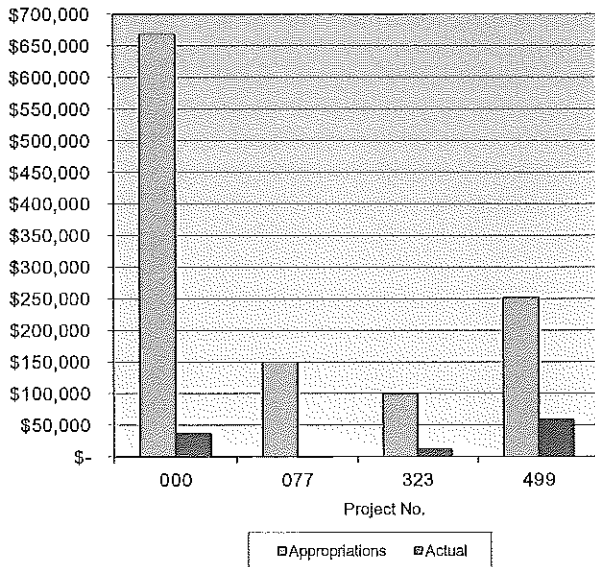
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2014



District Multi Year Capital Expenditures by Project (<\$1M) Through FY2014



Single Year Capital Expenditures by Project FY2014



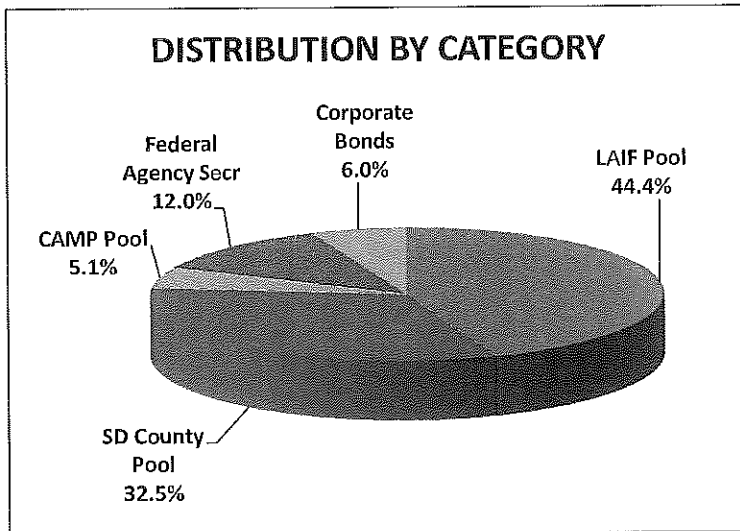
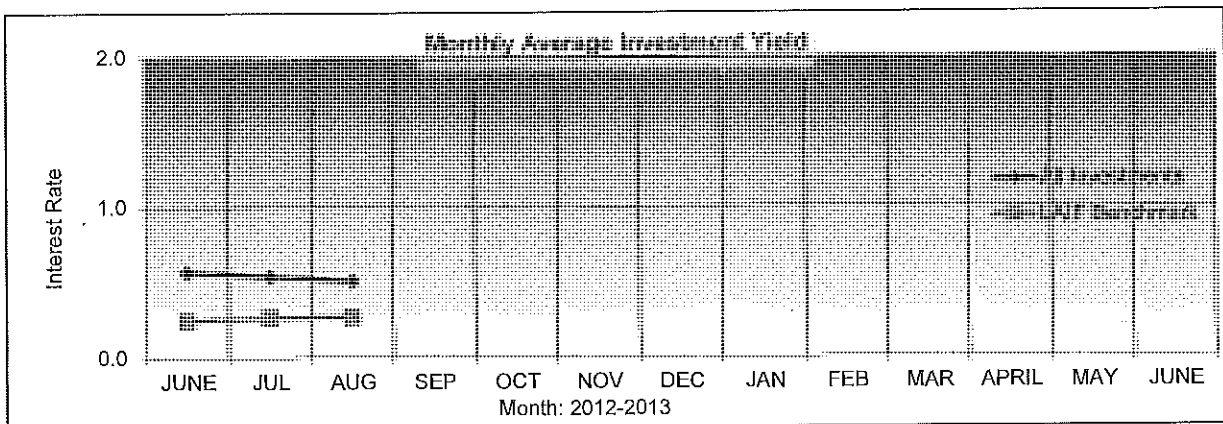
Project Legend

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Leucadia Force Main Corrosion Eval	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Pump Station Condition Assessment	343
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2013

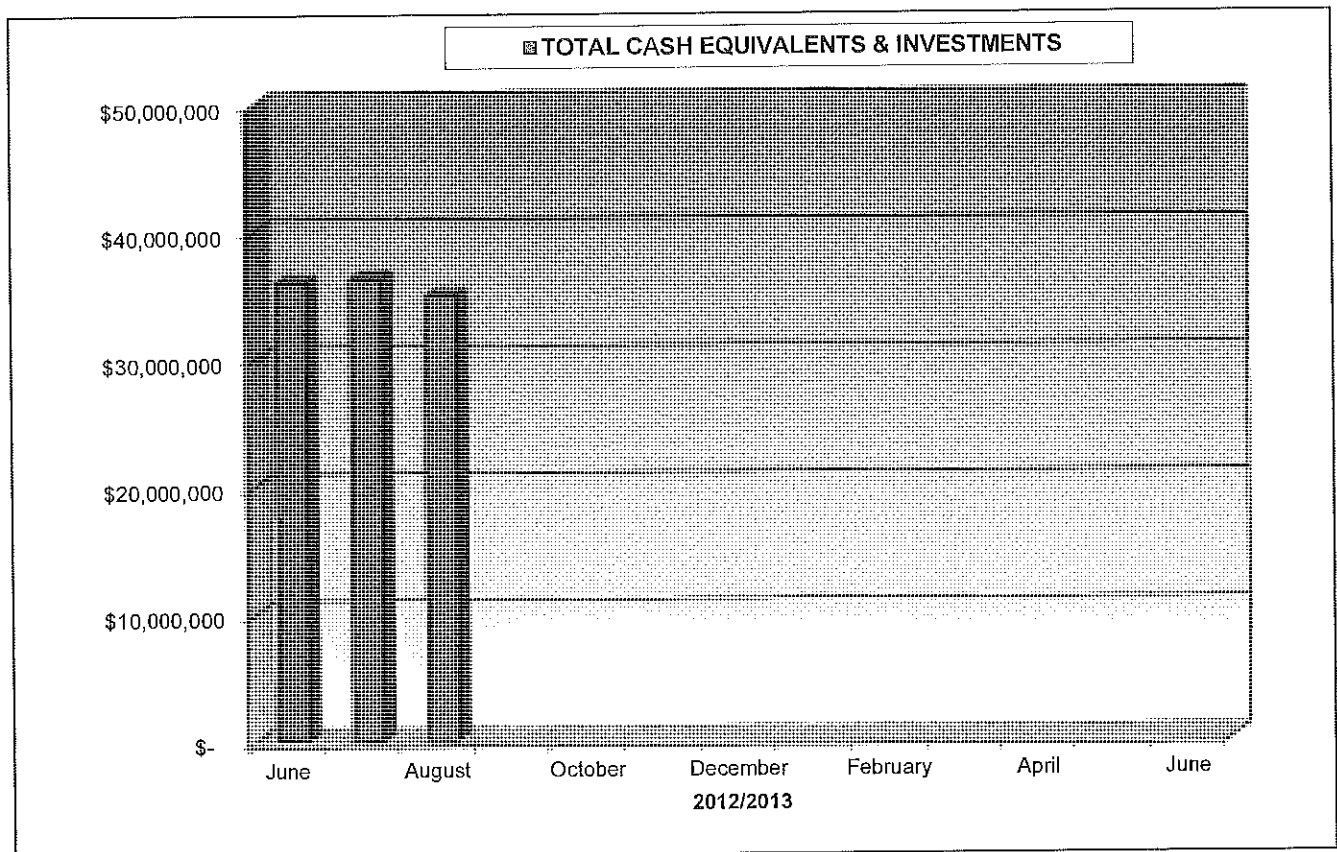
Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	July 31, 2013	August 31, 2013		
LAIF Pool	\$ 16,934,249	\$ 15,519,249	\$ 3,665	0.271%
SD County Pool	11,350,902	11,350,902	3,850	0.407%
CAMP Pool	1,748,749	1,770,473	116	0.080%
CAMP Portfolio				
Corporate Notes	2,110,490	2,110,490	2,515	1.430%
Federal Agency Bonds/Notes	4,009,763	4,009,763	2,640	0.790%
GNMA mortgage pools	12,980	12,780	96	8.650%
Total Camp Portfolio	6,133,233	6,133,033	5,251	1.020%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	178,862	178,862	2,274	15.256%
Total Custodial Funds	178,862	178,862	2,274	15.256%
Totals	\$ 36,345,994	\$ 34,952,518	\$ 15,155	0.510%



Investment Type	Actual %	Allowed %
LAIF Pool	44.4%	75%
SD County Pool	32.5%	75%
CAMP Pool	5.1%	75%
Federal Agency Sec	12.0%	75%
Corporate Bonds	6.0%	10%
TOTAL	100.0%	

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2013
(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2012/2013	Amount	Average Return Rate
June	\$ 36,004,084	0.57%
July	\$ 36,345,994	0.54%
August	\$ 34,952,518	0.51%
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
August 31, 2013
(Continued)

INVESTMENT TRANSACTIONS
For the month of August, 2013

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools		\$ 201		(1)	8.65%
TOTAL	\$ -	\$ 201	\$ -		

(1) Monthly principal payments from mortgage pools

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

Encina Wastewater Authority Report
Regular Board Meeting
September 25, 2013

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

1. Approval of the Employee Recognition Awards.

The Board of Directors approved six employee awards totaling \$4,250.

2. Annual Pump Station Emergency Drill Report.

The Board of Directors received and filed the annual pump station emergency drill report.

3. Community Engagement Plan.

The Board of Directors adopted the Community Engagement Plan.

Community Affairs Committee Meeting Report

Presented by Director Omsted

Meeting held September 12, 2013

1. Review the Fall 2013 newsletter draft text and layout

The CAC reviewed the draft text and layout of the newsletter and provided several revisions. The cover story will focus on the District's FY 13 accomplishments and will also include an article on the proper disposal of flushable wipes.

TRG agreed to make the revisions to the text and layout. Staff agreed to forward the revised newsletter to CAC for review.

2. The CAC received an update on the website upgrade project.

- Vision Internet and staff mutually agreed to discontinue with the contract negotiations.
- Staff plans to commence negotiations with the company who scored second – BigTuna Interactive

Investment & Finance Meeting Report

Presented by Director Hanson

Meeting held September 23, 2013

- 1. Authorize the General Manager to purchase a new financial software accounting program through nfpAccounting Technologies, Inc. on a sole source basis in an amount not to exceed \$43,786.**

The IFC reviewed and discussed the proposed new financial software system and concurred with staff to present the purchase contract to the Board of Directors for approval. The new accounting program is called Sage. As part of the contract nfpAccounting will install, train, maintain and support the system for one year. The recommended contract will also include data conversion from the existing financial system going back five years.

This item will be reviewed later in the agenda.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on October 3, 2013


1. The EC reviewed a purchase order with Courtesy Chevrolet Center, in the amount of \$24,620.86 for the purchase of one 2014 Chevrolet pickup truck to replace the District's On-Call Truck.

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

2. The EC received an update on the recent structural repairs in the Village Park area as a result of enhanced CCTV inspections.

The EC requested that this item be presented to the Board of Directors and it has been included in tonight's agenda.

MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Flexible Spending Account Salary Reduction

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2241 amending LWD's Health Flexible Spending Account (Health FSA) to cap Health FSA salary reduction elections at \$2,500.
2. Discuss and take other action as appropriate.

INTRODUCTION:

LWD participates in a Section 125 Cafeteria Plan administered by CONEXIS. This plan, which was effective July 1, 1993, allows employees to voluntarily make pre-tax contributions toward approved health and/or dependent care expenses. Prior to January 1, 2013, pre-tax employee contributions for both health and dependent care expenses were capped at \$5000 each. However, with the passage of the Patient Protection and Affordable Care Act (PPACA), the maximum Health FSA employee contribution was reduced from \$5,000 to \$2,500 for plan years starting after January 1, 2013.

Resolution No. 2241 (attached) revises Section III of LWD's Plan Information Summary to reflect the reduced Health FSA limit (\$2,500) as required by PPACA.

cal:PJB

RESOLUTION NO. 2241

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
AMENDING LEUCADIA WASTEWATER DISTRICT'S
HEALTH FLEXIBLE SPENDING ACCOUNT**

WHEREAS, the Leucadia Wastewater District previously adopted a Code Section 105 Health Flexible Spending Account ("Health FSA") which was effective July 1, 1993; and

WHEREAS, effective January 1, 2013 Leucadia Wastewater District desires to amend the Health FSA as set forth in the attached Summary of Material or Modifications in accordance with Section 9005 of the Patient Protection and Affordable Care Act ("PPACA").

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the Summary of Material Modifications attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held on October 16, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, Board Secretary

**SUMMARY OF MATERIAL MODIFICATIONS TO THE SUMMARY PLAN
DESCRIPTION**

**For The
Cafeteria Plan
Health Flexible Spending Account**

Collectively referred to as the “Plan”

This document summarizes important changes to your Flexible Benefits Plan Summary Plan Description. If you have any questions regarding the changes summarized in this Summary of Material Modifications (“SMM”), you should contact [insert appropriate contact].


You should keep a copy of this SMM with your Summary Plan Description for future reference.

Effective for plan years beginning on or after January 1, 2013, Section [Insert Section] of the Plan Information Summary for the Plan is hereby revised as follows:

The maximum annual Health FSA reimbursement shall not exceed the Pre-tax Contribution amount you may elect with respect to the Health FSA, or if greater, the sum of the Pre-tax Contribution amount you elect plus any additional nonelective Employer contributions that the Employer has agreed to make (as described in the enrollment materials). The maximum salary reduction amount you may elect is the lesser of \$2,500 or the amount set forth in the enrollment materials. In no event may salary reductions made with respect to the HCSA (and all Health FSAs) maintained by the Employer (and any employer within the same controlled group, as defined by the Code) for a Plan Year exceed \$2,500 (as adjusted for inflation for Plan Years after 2013).

No other provisions of the Plan are affected by this amendment, including but not limited to the minimum reimbursement amount that you may elect, as previously described in the Plan Information Summary.

MEMORANDUM

Date: October 10, 2013
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: Vehicle Purchase to Replace the District's On-call Pickup Truck

RECOMMENDATION:

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

1. Authorize the General Manager to execute a purchase order with Courtesy Chevrolet Center, in the amount of \$24,620.86 for the purchase of one 2014 Chevrolet pickup truck to replace the District's On-Call Truck.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The procurement of a replacement On-Call truck is included as a goal in the Fiscal Year 2014 Tactics & Action Plan. This item was reviewed by the Engineering Committee at its October 3, 2013 meeting.

The District maintains a fleet of 14 vehicles used in the operation and maintenance of its collection system. The On-Call Truck is a 2006 3/4 ton Chevrolet pickup truck with 136,260 miles. The District's Vehicle Replacement Policy established the following replacement criteria for a medium duty (3/4 ton – 3 ton) truck: 5 years and 60,000 miles or 7 years & any miles. The truck was not replaced at the five year mark because it was in good condition. Now at seven years of service, the truck is showing some wear and tear and should be replaced.

Staff solicited sealed bids for a 3/4 ton Chevrolet pickup truck from all twelve Chevrolet/GMC dealerships in San Diego County to save the cost of advertising for bids. The bids were due on September 12, 2013 and the following two bids were received:

<u>Dealership</u>	<u>Bid Amount</u>
Courtesy Chevrolet Center	\$24,620.86
Quality Chevrolet	\$27,510.31

After bid review, Staff has determined that Courtesy Chevrolet is the lowest responsive and responsible bidder. The bid submitted includes destination charges, tax and vehicle registration. Therefore, staff requests that the Board authorize the General Manager to execute a purchase order with Courtesy Chevrolet, in an amount of \$24,620.86 for the purchase of a 2014 Chevrolet pickup truck to replace the On-Call Truck.

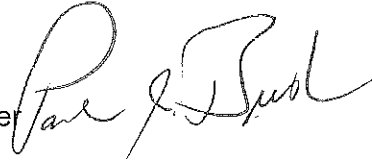
FISCAL IMPACT:

The Fiscal Year 2014 Capital Acquisition Budget includes sufficient funding for the purchase of this replacement pickup truck.

js:PJB

MEMORANDUM

DATE: October 10, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager
 SUBJECT: Risk Control Audit Report



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Receive and file the California Sanitation Risk Management Authority (CSRMA) Risk Control Audit Report
2. Discuss and take other action, as appropriate.

DISCUSSION:

From February–June, 2013, LWD was the subject of a Risk Control Audit performed by the CSRMA. Mr. David Patzer, CSRMA's Risk Control Advisor conducted this periodic review which is designed solely to benefit LWD and other CSRMA members.

The audit was a lengthy process which included numerous meetings of the District's safety committee as well as input from other LWD staff to complete the detailed questionnaire. The survey examined practices in 5 basic audit areas which include:

- CalOSHA Compliance Audit;
- Collections Audit;
- General Liability Audit;
- Workers' Compensation Audit; and
- Risk Control Management Practices Audit.

An Executive Summary of the audit report is attached for the Board's review. It includes an "At-A-Glance" representation of how LWD fared in addressing CSRMA's Best Recommended Risk Control Factors. While the summary indicates that LWD scored 80% or above in the audit areas of CalOSHA Compliance, Collections, and Workers' Compensation, there is room for improvement in the areas of General Liability and Risk Control Management Practices as shown below:

- General Liability Audit:
 - a. Developing a Business Continuity Plan that will provide the framework for LWD to recover more quickly in an emergency and resume vital operations;
 - b. Developing a Contractor Safety Program to control risks associated with contractor services;
 - c. Considering the use of visitor badges; and
 - d. Identifying upper lifting requirements for each job description and associated tasks.
- Rick Control Management Practices Audit:
 - a. Developing a safety program or policy that rewards reporting of "near misses";
 - b. Addressing "human error vs. deliberate violations" in disciplinary policies;
 - c. Establishing a formal policy that promises protection from discipline for reporting of simple human error, even where property damage or injury occurred; and
 - d. Providing "human error" training to all employees.

Staff is assessing these findings and plans to address these issues as appropriate during the remainder of FY14 and FY15.

The purpose of this agenda item is to present the Executive Summary to the Board for their information. The CSRMA Executive Board is requesting this action to help educate Board members with agency risk control efforts.

Staff recommends that the Board of Directors: (1) receive and file the California Sanitation Risk Management Authority (CSRMA) Risk Control Audit Report and (2) discuss and take other action, as appropriate.

cal:PJB

Attachment

SECTION 1

Executive Summary

This section is intended to provide an "At A Glance" representation of how your agency fared in addressing CSRMA's Best Recommended Risk Control Practices in the five different areas of risk CSRMA evaluates.

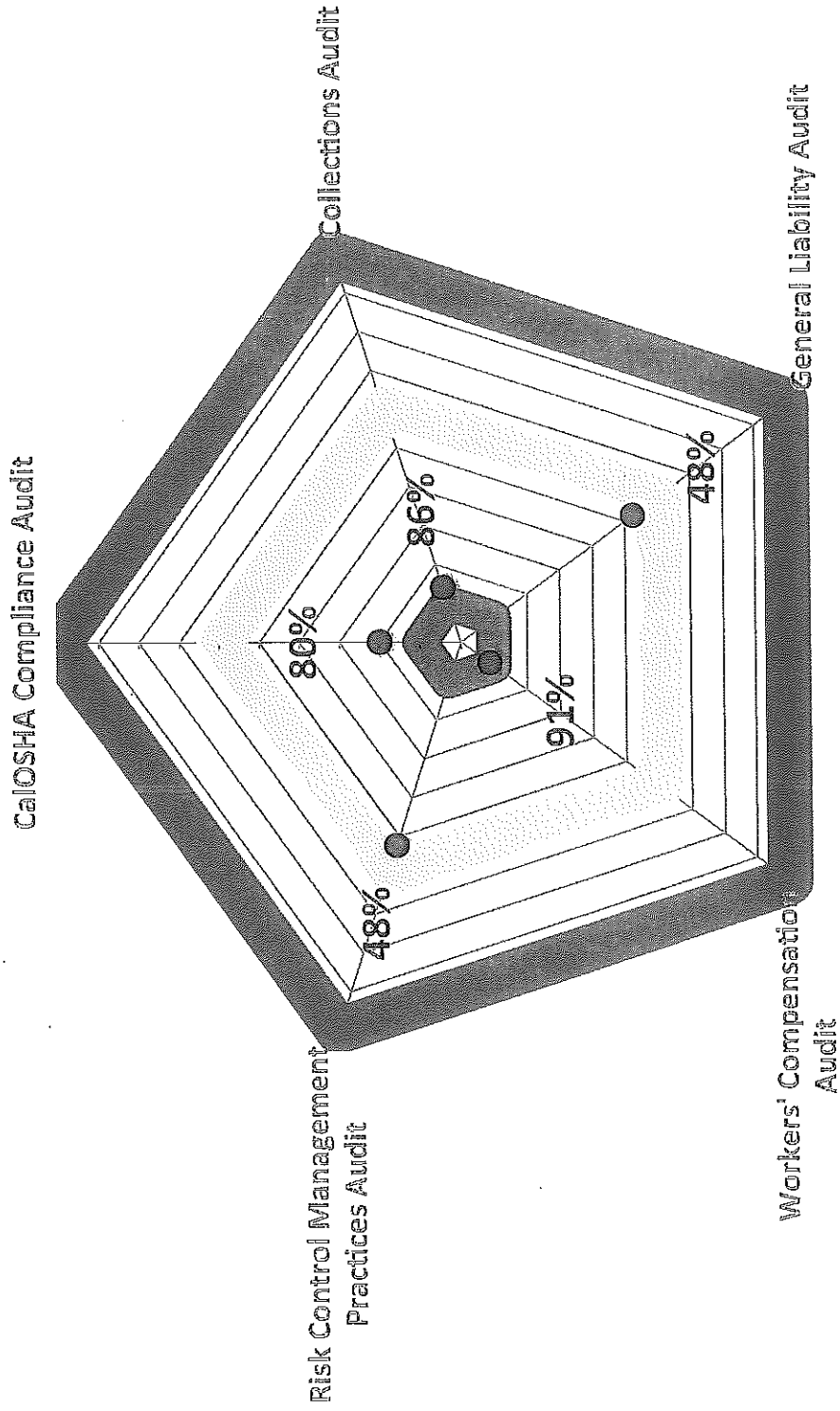
The bull's eye chart on the next page shows the percentage of points your agency earned in each of the identified areas based on the answers your agency provided on the CSRMA Risk Control Audit form (*Form*). Each of the 322 questions asked on the *Form* are worth one point. The higher the percentage, the closer you are to the bull's eye.

From the chart, you can see the area(s) your agency may wish to focus additional risk control efforts. Please always bear in mind that CSRMA stands ready to assist. We maintain a very large library of sample policies, procedures and other documents. Additionally, we have an extensive assortment of various training materials and you can always contact me with questions or guidance when addressing various aspects of risk.


David Patzer
CSRMA Risk Control Advisor
707-373-9709
dpatzer@dkfsolutions.com

Please note: The CSRMA Executive Board requests that Members share the Executive Summary section of the report with their Board. The CSRMA Executive Board is requesting this in an effort to help educate and provide greater involvement of Member Board's with agency risk control efforts.

Leucadia Wastewater District
EXECUTIVE SUMMARY: CSRMA Risk Control Audit Findings 8/15/13



MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approve LWD's Public Records Act (PRA) Request Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2240 - Approving LWD's Public Records Act (PRA) Request Policy.
2. Discuss and take other action as appropriate.

DISCUSSION:

The District is currently recognized by the Special District Leadership Foundation (SDLF) as a District of Distinction and has been since 2008. Staff reapplies for this recognition every two years and its 2014 certification renewal is due in April 2014. SDLF has changed several of its requirements to receive this recognition.

One of the requirements is that the District must have a SDLF District Transparency Certificate of Excellence. This is a new SDLF Certificate program and the District has not yet received this certification. However, the FY 2014 Tactics & Action Plan includes a goal to evaluate the benefits of the program. Some of the benefits of this recognition are:

- Demonstrates the District's commitment to transparency;
- Follows best practices among California's Special Districts;
- Engages the public and creates greater awareness of the District's activities; and
- The LWD continues to be a recognized leader within the Special District community.

After evaluating the District of Transparency certification requirements, it is required that the Board of Directors adopts and/or updates several policies. One of these policies is the Public Records Act Request policy.

Although, the District follows the Public Records Act, LWD does not have a formal written policy defining the act and that how we follow it. Staff drafted a policy that defines the PRA and outlines procedures for PRA requests from the public. General Counsel Brechtel has reviewed the policy and staff made revisions based on his recommendations.

The policy is included as Exhibit A of the proposed Resolution No. 2240 (Attachment 1), Adopts LWD's Public Records Act Request Policy is presented for the Board's consideration.

th:PJB
Attachment

RESOLUTION NO. 2240

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING THE LEUCADIA WASTEWATER DISTRICT'S
PUBLIC RECORDS ACT REQUEST POLICY**

WHEREAS, the California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state; and

WHEREAS, the California Public Records Act (PRA), Government Code sections 6250 to 6270, requires the Leucadia Wastewater District to make public records available for inspection by the public and to provide copies upon request; and

WHEREAS, Leucadia has established guidelines to ensure that all persons understand and are afforded the opportunity to use their right to access public records.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the LWD Public Records Act Request Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held on October 16, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President

ATTEST:

Paul Bushee, Board Secretary



LEADERS IN
ENVIRONMENTAL
PROTECTION

Ref: 14-3862

PUBLIC RECORDS ACT REQUEST POLICY

PUBLIC RECORDS ACCESS GUIDELINES

The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The California Public Records Act (PRA), Government Code Sections 6250 to 6270, requires the Leucadia Wastewater District (LWD) to make public records available for inspection by the public and to provide copies upon request. LWD has established the following guidelines to ensure that all persons understand and are afforded the opportunity to use their right to access public records. A copy of these guidelines will be provided free of charge upon request.

DEFINITION OF PUBLIC RECORDS

"Public records" include any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by LWD regardless of physical form or characteristics. "Writing" means handwriting, typewriting, printing, photostating, photocopying, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds or symbols or any combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.

AVAILABILITY OF PUBLIC RECORDS

Public records are open to inspection during LWD office hours, generally 8:00 am – 5:00 pm Monday through Friday, except for state holidays. Advanced notice is not required to inspect public records; however, the inspection of records is subject to a rule of reason and must be consistent with the efficient functioning of LWD office. It is advisable for any person who wishes to inspect public records to contact the LWD to ensure that the records are available. An appointment may be necessary, if the records are not readily available.

Records available for immediate inspection include the Fair Political Practice Commission (FPPC) forms (Gov. Code Section 81008) of designated LWD employees and Board members and the Public Records Access Guidelines. Copies of the Guidelines will be provided without charge upon request. The Guidelines are also available on LWD's website at www.lwwd.org. It is the policy of LWD that records not exempt from disclosure by state law will be open for public inspection with the least possible delay. There is no charge to inspect records. In order to prevent records from being lost, damaged or destroyed during inspection, LWD staff may determine the location of, and may monitor, the inspection.

PUBLIC ACCESS TO PUBLIC RECORDS

While a written request is not required, LWD prefers that the requestor(s) complete LWD's PRA Request Form. Request for records should be in writing so that LWD can more accurately identify the

records sought and process the request more efficiently. LWD's PRA Form is posted on LWD's website www.lwwd.org; under the Publications tab. Requests or the form should be directed to LWD's Office at the following address:

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009
Phone: (760) 753-0155
Fax: (760) 753-0155
Email: info@lwwd.org

Please include the following information in your request, so that we may respond to your request in a timely manner:

1. Whether you are requesting to inspect and/or obtain copies of public records under the PRA.
2. A clear and specific description of the information you are requesting. If possible, identify dates, subjects, titles and authors of the records requested. If needed, LWD staff will assist you in making a focused and effective request by helping you identify records, describing where they can be located and providing other suggestions for facilitating access. LWD may ask for additional information if the request is not specific enough to permit identification of the records sought.
3. Contact information.

RESPONSE TIME

Within ten (10) days from the date the request is received, LWD will determine whether the request, in whole or in part, seeks copies of dis-closable public records that are in LWD's possession. LWD will notify the requester of such determination. In unusual circumstances, the 10-day time limit may be extended up to an additional fourteen (14) days by written notice to the requester, setting forth the reason for the time extension. Unusual circumstances include:

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request;
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
3. The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in LWD's determination of the request or among two or more components of LWD having substantial subject matter interest therein; and
4. The need to compile data, write programming language or a computer program, or constructs a computer report to extract data. If LWD determines it will comply with the request, the records will be made available as promptly as possible upon payment of any applicable copying fees.

RECORDS IN ELECTRONIC FORMAT

Upon request, LWD will provide electronic copies of records if they are still available in an electronic format. LWD shall make an electronic public record available in any electronic format in which LWD holds the information or in the format requested if the requested format is one that has been used by LWD to create copies for its own use or for provision to other agencies.

FEE FOR COPIES

The usual fee for copying records is ten cents (\$.10) per standard 8 ½ x 11 inch page. The cost for all other copies is the direct cost of duplication, or a statutory fee if applicable.

FEES FOR RECORDS IN ELECTRONIC FORMAT

The requestor shall bear the direct costs of producing a copy of a record in electronic format, including the costs to construct a record and the cost of programming and computer services necessary if:

1. LWD is required to produce a copy of an electronic record that is otherwise only produced at regularly scheduled intervals; or
2. LWD is required to perform data compilation, extraction, or programming to produce the record.
3. The usual cost of obtaining electronic copies on a CD is one dollar (\$1).

LWD'S RESPONSE TO A RECORDS REQUEST INCLUDES

In responding to information requests, LWD will advise the person submitting the request of the following:

1. Whether LWD has disclosable records responsive to the request;
2. The location, date, and time at which the requested records may be inspected if an inspection was requested;
3. If copies of records are requested, the cost of providing such copies; and
4. Which of the records requested are exempt from disclosure pursuant to applicable provisions of the California PRA.


RECORDS THAT ARE NOT REQUIRED TO BE DISCLOSED

In balancing the public's right to access public records with other rights and interests, including the individual right of privacy and the need for LWD to be able to competently perform its duties, the Legislature has established certain categories of records that may be exempt from public disclosure under specified circumstances. These include, but are not limited to, certain personnel records, investigative records, drafts, confidential legal advice, records prepared in connection with litigation, real estate appraisals and evaluations made relative to pending acquisition of property, Native American graves, cemeteries and sacred places, archaeological site information, trade secrets, communications with the Governor's Office, and information that is confidential pursuant to other state or federal statutes.

PERSONS WITH DISABILITIES

Persons with disabilities who require accommodation for obtaining access to LWD public records should notify LWD of their accommodation needs in their request or by calling (760) 753-0155.

MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board-General Manager/Staff Relations Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Receive and file the Annual Review of the Board-General Manager/Staff Relations Policy Report
2. Discuss and take other action, as appropriate.

DISCUSSION:

In January, 2007, the Board of Directors (Board) adopted Leucadia Wastewater District's (LWD) Board-General Manager/Staff Relations Policy (attached). The Policy, which was last amended on October 10, 2012 calls for an annual review by the Board of Directors.

Staff recently reviewed the Policy to determine if any amendments are warranted. Based on this review, no changes are recommended.

Therefore, staff requests that the Board of Directors: 1) receive and file the Board-General Manager/Staff Relations Policy Report; and 2) discuss and take other action as appropriate.

cal:PJB



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 13-3442

I. General Provisions

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

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

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

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

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

II. Board to General Manager

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

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

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

Policy Adopted: January 10, 2007
Policy Last Amended: October 12, 2012

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

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

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

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

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

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

III. Board to Staff

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

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

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

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

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

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

IV. Board and Employee Political/Election Related Activities

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

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

V. Board, General Manager and Staff to Attorneys

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

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

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

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

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

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

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

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

VI. Board to Other Agencies

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

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

VII. Emergency Situations

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

VIII. Access To The Agenda

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

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

IX. Committees

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

B) The Board President shall appoint committee members at a meeting of the Board. For appointments made by the Board President, no action or vote by the full Board is required. However, if requested by two Directors at the meeting in which committee appointments are made, a Board vote to affirm or reject the committee appointments shall be held. If a majority of the Directors vote in favor of the committee appointments, or fail to vote against the appointments, they shall be deemed approved. If a majority of the Directors present vote against the committee appointments, they shall be deemed void, and the Board shall then make the committee appointments.

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

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


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

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

X. Policy Review

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

MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award of Purchase Contract – nfpAccounting Technologies, Inc. for Financial Software Upgrade

RECOMMENDATION:

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

1. Authorize the General Manager to purchase the Sage Fund Accounting Software through nfpAccounting Technologies, Inc. on a sole source basis in an amount not to exceed \$44,536.
2. Discuss and take other action as appropriate.

INTRODUCTION:

This item is a goal in the FY 2014 Tactics & Action Plan. It was reviewed by the Investment and Finance Committee (IFC) at their September 23, 2013 meeting. Following discussion, the committee recommended that this item be forwarded to the full Board and include an additional \$750 to allow for the transfer of 2 additional years of data. .

LWD purchased its current Fundware accounting software in 1993. At that time, it was a state-of-the-art program designed to fit the requirements of governmental agencies. Today, our software is over 20 years old and has not been kept current with advances in other accounting programs. Software updates are no longer available and it is a concern that all support for the software will be discontinued in the near future. The purchase of an updated financial software program is one of LWD's highest priorities this fiscal year.

DISCUSSION:

During FY 13, staff completed a tactical goal to review various financial software programs to determine which would best meet the District's financial needs. During this review, staff worked closely with nfpAccounting, our sole source provider. nfpAccounting was selected as our sole source provider because of their excellent support over the last 9 years as well as their ability to assist in program selection, implementation, training and support. nfpAccounting is a leader in implementing and supporting fund accounting technologies for government and non-profit agencies.

The first step in the evaluation process was to develop a comprehensive list of shortcomings with our current system followed by a list of expectations and minimum requirements in the new program. Once complete, LWD staff was able to quickly eliminate software packages that clearly did not fulfill our needs.

With nfpAccounting assistance, two software packages were identified as best meeting our requirements. They were:

Software	Cost
Dynamics GP	\$36,045.96
Sage Fund Accounting	\$43,785.94

In both instances, the quotes received included: (1) software purchase, (2) maintenance and support for 1 year, and (3) additional professional services for installation/configuration, training and 3 years of data conversion.

Staff reviewed both software programs and also contacted several other agencies that used these programs for their recommendations. Based on staff's evaluation, it was concluded that Sage Fund Accounting best fit the District's needs.

Sage Fund Accounting offers increased system performance, flexible technology options, and analysis tools to give LWD the system we need to make more informed decisions. Staff believes the Sage Fund Accounting System will satisfy the needs of the District for the next 10 years at a fair and reasonable cost.

Based on discussions at the IFC meeting an additional \$750 has been added to the Sage Fund Accounting quote. These additional funds will allow the transfer of an additional 2 years of data for a total of 5 years of data transfer.


Therefore, staff and the IFC recommend that the Board approve the purchase of the Sage Fund Accounting Software through nfpAccounting Technologies, Inc. on a sole source basis in an amount not to exceed \$44,536.

FISCAL IMPACT:

Sufficient funds to purchase the new financial software were included in the FY 2014 Capital Acquisition Budget.

cal:PJB

MEMORANDUM

DATE: October 10, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Potential Transition to Electronic Board Agendas & Use of Electronic Tablets

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and provide direction as appropriate.

DISCUSSION:

This item was placed on tonight's agenda at the request of President Sullivan. The purpose of this item is to discuss whether the Board desires to move towards electronic agendas and the potential use of electronic tablets to facilitate this effort.

Over the past couple of years, there has been an increasing trend of public agencies sending agendas electronically to their Board members. Staff recently participated in a survey regarding the use of electronic Board agendas and the results indicated that more than 50% of local agencies have gone to electronic agendas. The survey also found that not all agencies have purchased tablets for their Board members.

The benefits of electronic agendas are well documented: it is an environmentally friendly process that reduces staff time associated with copying, collating and delivering agendas. For example, the District's monthly agendas are typically 100 pages in length and going paperless could save roughly 6,000 pages per year in paper and copying expenses alone, not including Committee agendas. On the other hand, moving to electronic agendas represents a paradigm shift in behavior and would require commitment on behalf of the Board to be successful.

To facilitate the Board's discussion on this topic, staff has compiled some key considerations associated with electronic agendas and the potential use of electronic tablets.

Cost Impacts:

Under our existing system, the cost to print, copy, collate and deliver agendas to all Board members is estimated to be \$2,000 per year. Assuming the District opts for electronic agendas using tablets, the purchase cost of tablets would be between \$3,000 and \$3,500 depending on the type of tablet selected. The expected life of a tablet is 3 to 5 years.

Most tablets receive email and internet information via a Wi-Fi system. Many also have the option of receiving this information via a cellular system at an additional cost. If the Board was interested in also having the cellular service for the tablets the service cost is typically \$30 per month per tablet, which correlates to a cost of \$1,800 per year. The cellular service would allow the Board to access email and the internet at any time even when Wi-Fi service is not available.

Tablets also typically perform specific functions through downloaded applications or “Apps”, which can be free or have a small fee associated with them. The cost of the “Apps” would vary but would not likely be substantial. For example, management staff uses an “App” called “GoodReader” to review agendas in PDF format and the cost to download “GoodReader” is about \$5.00.

Please note that if Board members do not already have Wi-Fi at their home, other costs will accrue, such as, the purchase of a wireless router and potential setup charges by your internet service provider. Wi-Fi services at home would allow receipt of email agendas and internet access. Home related costs would be at the expense of the Director.

Other considerations:

In addition to cost impacts, the following bullets provide information on some other items that Board may want to consider:

- The District’s commitment to going paperless and being environmentally friendly;
- Training and learning curve time that would be required;
- Potential technical issues with the tablet and the time associated with troubleshooting and correcting these issue(s);
- The tablet would be District property and any data on the tablet would be subject to the Public Records Act;
- Requirement to sign and adhere to the District’s Electronic Media Policy.

Overall, electronic tablets can be a very powerful and efficient tool; are environmentally friendly by saving thousands of pages of paper; and can reduce staff time associated with preparing and delivering agendas. Over the expected life of a tablet, the cost to purchase, provide service and maintain these devices can range from being a “wash” to being somewhat more expensive when compared to our existing agenda system.

In summary, the purpose of this agenda item is to provide the Board sufficient information to assess the merits of transitioning to electronic agendas and to provide direction to staff as appropriate.

th:PJB

BATHROOM WIPES ARE MESSING UP PIPES

Clogging problems come as industry ramps up marketing

By CAROLYN THOMPSON ASSOCIATED PRESS 12:01 a.m. Sept. 30, 2013

pre-moistened towelettes that are often advertised as flushable — are being blamed for creating clogs and backups in sewer systems around the nation.

Wastewater authorities say wipes may go down the toilet, but even many labeled flushable aren't breaking down as they course through the sewer system. That's costing some municipalities millions of dollars to dispatch crews to unclog pipes and pumps and to replace and upgrade machinery.

The problem got so bad in the western New York community of Bemus Point this summer that sewer officials set up traps — basket strainers in sections of pipe leading to an oft-clogged pump — to figure out which households the wipes were coming from. They mailed letters and then pleaded in person for residents to stop flushing them.

"We could walk right up, knock on the door and say, 'Listen, this problem is coming right from your house,'" said Tom Walsh, senior project coordinator at South & Center Chautauqua Lake Sewer Districts, which was dispatching crews at least once a week to clear a grinder pump that would seize up trying to shred the fibrous wipes.

The National Association of Clean Water Agencies, which represents 300 wastewater agencies, says it has been hearing complaints about wipes from sewer systems big and small for about the past four years.

That roughly coincides with the ramped-up marketing of the "flushable cleansing cloths" as a cleaner, fresher option than dry toilet paper alone. A trade group says wipes are a \$6 billion-a-year industry, with sales of consumer wipes increasing nearly 5 percent a year since 2007 and expected to grow at a rate of 6 percent annually for the next five years.

One popular brand, Cottonelle, has a campaign called "Let's talk about your bum" and ads showing people trying to wash their hair with no water. It ends with the tagline: "You can't clean your hair without water, so why clean your bum that way?"

Manufacturers insist wipes labeled flushable aren't the problem, pointing instead to baby and other cleaning wipes marked as nonflushable that are often being used by adults.

"My team regularly goes sewer diving" to analyze what's causing problems, said Trina McCormick, a senior manager at Kimberly-Clark, maker of Cottonelle. "We've seen the majority, 90 percent in fact, are items that are not supposed to be flushed, like paper towels, feminine products or baby wipes."

Wastewater officials agree that wipes, many of which are made from plastic, aren't the only culprits but say their problems have escalated with the wipes market.

Vancouver, Wash., officials say wipes labeled as flushable are a big part of a problem that has caused that city to spend more than \$1 million in the past five years replacing three large sewage pumps and eight smaller ones that were routinely clogging.

The problem got worldwide attention in July when London sewer officials reported removing a 15-ton "bus-sized lump" of wrongly flushed grease and wet wipes, dubbed the "fatberg."

The Association of the Nonwoven Fabrics Industry, the trade group known as INDA, recently revised voluntary guidelines and specified seven tests for manufacturers to determine which wipes to call flushable. It also recommends a universal do-not-flush logo — a crossed-out stick figure and toilet — be prominently displayed on non-dispersible products.

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PROTECTION

BOARD OF DIRECTORS
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DONALD E. OMSTED, DIRECTOR
PAUL J. BUSHLEE, GENERAL MANAGER

October 7, 2013

Keith Wallace, Project Manager
California Department of Water Resources
Division of Integrated Regional Water Management
Financial Assistance Branch
PO Box 942836
Sacramento, CA 94236

Ref: 14-3868

VIA EMAIL: keith.wallace@water.ca.gov

Re: Draft Funding Recommendations for the Proposition 84 Round 2 Implementation Grant Program

Dear Mr. Wallace,

The Leucadia Wastewater District (LWD) is a public agency that provides wastewater and recycled water services to approximately 60,000 residents in Encinitas and Carlsbad, California. We are writing to express our concerns regarding the Department of Water Resources (DWR) Proposition 84 Round 2 draft award amount for the San Diego funding area. As it stands now, the award allocation would be cut almost 50%, from \$13 million to \$7.5 million.

LWD along with several other representatives from a broad range of water and wastewater management agencies and NGO/DAC organizations, actively participate in the San Diego Integrated Water Resources Management Program. This diverse group assisted in the completion of San Diego's Integrated Regional Water Management Plan and collaboratively worked together to prioritize water resource projects that are important to the region and State.

A great deal of time and financial resources has been expended in the evaluation of projects and the development of the associated funding application. Great care is taken to understand DWR objectives and to comply with the requirements of DWR solicitations. Based upon this fact, it is extremely disconcerting that the proposed Draft award for the San Diego funding area is half of the stated allocation for Round 2, when other funding areas were allocated 200% of their stated amounts, contrary to DWR's PSP and goals of Proposition 84.

LWD requests that the DWR revisit and rescore the San Diego Funding Area Application, and revise the Award amount to 100% of the requested funding based on the following facts:

1. San Diego's Proposition 84-Round 2 Grant Proposal was responsive to DWR's solicitation and contained detailed and thoughtful analysis of the benefits that would accrue from the funding. This application whittled the projects from an original 36 to what was presented, through a detailed selection processes and regionally-coordinated

meetings. The grant proposal was unanimously supported by San Diego's 34-member Regional Advisory Committee (RAC).

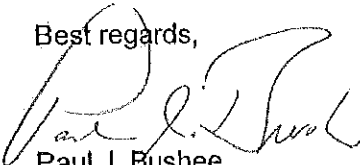
2. DWR Reviewers clearly misunderstood aspects of certain projects (specifically the North San Diego County Regional Recycled Water Project) which dramatically impacted the scoring for the overall application. Critical incorrect assumptions were made by the DWR reviewers that could have easily been avoided by a more thorough review of the application. San Diego's grant proposal was 316 pages long, chock full of details and supporting documentation validating the significant benefits these projects have for the region and State. A reduction in San Diego's grant funding will mean that high priority projects will either be shelved or terminated all together.

In addition, the DWR should reconsider the approach used by DWR Staff to review and understand grant applications before publishing draft findings and award amounts. Understanding the sizable amount of information DWR staff must review in this process illustrate the importance that appropriate time and resources be applied during this process. This also allows adequate time be made available so Proposers may respond to any DWR Staff questions or clarifications, since it was apparent many of the questions/comments raised by the DWR reviewers are actually answered in the original application. If needed, DWR Reviewers should reach out to the applicants for assistance to improve their understanding of the proposed projects. In this case, a lack of understanding of these important water resource projects has resulted in an inappropriate score and a proposed 50% cut in allocation to the San Diego funding area.

Please revisit and rescore the San Diego Funding Area application and provide the 100% funding it deserves.

Thank you for this opportunity to provide comments, if you have any questions, please do not hesitate to contact me at (760) 753-0155 or by email at pbushee@lwwd.org.

Best regards,



Paul J. Bushee
General Manager

CC: Assemblywoman Marie Waldron, via fax, 916-319-2175
Assemblyman Rocky Chavez, via fax, 916-319-2176
Assemblyman Brian Maienschein, via fax, 916-319-2177
Assemblywoman Toni Atkins, via fax, 916-319-2178
Assemblywoman Shirley Weber, via fax, 916-319-2179
Assemblyman Brian Jones, via fax, 916-319-2171
Assemblywoman Lorena Gonzalez, via fax, 916-319-2180
Senator Mark Wyland, via fax, 916-446-7382
Senator Marty Block, via fax, 916-327-2188
Senator Joel Anderson, via fax, 916-651-4936
Senator Ben Hueso, via fax, 916-651-4940

Directors' Meetings

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

Conference

2013 CSDA Annual Conference

Dates and Location

September 16-19, 2013

Marriott in Monterey, CA

List of Attendees

President Sullivan

Vice President Kulchin

Director Juliussen

Director Omsted

Director Hanson

The above mentioned Board member attended various sessions such as; new GASB Pension Standards, Best Practices in Board Protocols, Policies and Procedures, CEQA Reform, Health Reform Update, Worker's Compensation Update and Round Table discussions.

Directors' Meetings

Presented by President Sullivan and Director Juliussen

Conference

2013 CWEA Tri-State Annual Conference

Dates and Location

September 24-26, 2013

South Point Hotel, Las Vegas, NV

List of Attendees

President Sullivan

Director Juliussen

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

Directors' Meetings

Presented by President Sullivan

Conference

2013 WEF TEC Annual Conference

Dates and Location

October 6 - 10, 2013

McCormick Place Convention Center in Chicago, IL

List of Attendees

President Elaine Sullivan

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