

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

Wednesday, November 14, 2007 – 5:00 p.m.
 1960 La Costa Avenue, Carlsbad, CA 92009

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
 In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.
5. **Public Comment**
 Anyone wishing to address the Board or bring an agenda item forward may do so.
6. **Presentations and Awards**
 A. Achieve Highest Number of Consecutive Days Without a Vehicle Accident. (Page 1)
7. **Consent Calendar**
 Any member of the Board, staff or public may request that items from the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately following approval of remaining items on the Consent Calendar.
 - A. Minutes of the following meetings:
 - October 5, 2007 Investment & Finance Committee Meeting (Pages 2-3)
 - October 9, 2007 Engineering Committee Meeting (Pages 4-5)
 - October 10, 2007 Regular Board Meeting (Pages 6-11)
 - October 22, 2007 Community Affairs Committee Meeting (Page 12)
 - October 29, 2007 Employee Recognition Committee Meeting (Pages 13-14)
 - November 5, 2007 Engineering Committee Meeting (Pages 15-16)
 - B. Demands for October - November. (Pages 17-43)
 - C. Operations Report. (Pages 44-45)
 - D. Finance Report. (Pages 46-51)
 - E. Quarterly Treasurer's Investment Report (Pages 52-53, Enclosure 7E)
8. **Encina Wastewater Authority Reports**
 Reports by Directors and staff concerning the Encina Wastewater Authority.
 - A. Encina Wastewater Authority Reports.
 - Regular Board Meeting – October 24, 2007 (Page 54)
 - Member Agency Manager Meeting – November 7, 2007 (Page 55)

9. Committee Reports

- A. Community Affairs Committee Meeting was held October 22, 2007 – report by Director Omsted. (Page 56)
- B. Employee Recognition Committee Meeting was held October 29, 2007 – report by Director Sullivan. (Page 57)
- C. Engineering Committee Meeting was held November 5, 2007 – report by Director Juliussen. (Page 58)

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to bid for construction services for the District's Site Improvement Project. (Pages 59-61)
- B. Approve the Employee of Year Award of \$1,000. (Page 62)
- C. Adopt Resolution No. 2186 – Adopting LWD's Workplace Violence Prevention Policy. (Page 63-67)
- D. Adopt Resolution No. 2187 – Amending the Integrated Travel Authorization and Expense Reimbursement Policy. (Pages 68-74)
- E. Adopt Resolution No. 2188 – Requesting LAFCO to Take Proceedings for the Hedayat Change of Organization. (Pages 75-80)
- F. Authorize the General Manager to execute Option 1 to the existing contract with Jones Chemical, Inc to purchase Sodium Hypochlorite Solution. (Pages 81-83)
- G. Consider scheduling a Special Board of Director's meeting. (Page 84)
- H. Consider rescheduling the January 2008 Board of Director's meeting date. (Page 85)

12. Information items

- A. Report of Gibraltar Pipeline Emergency Repairs. (Page 86)
- B. "Community Support" Information item from Director Omsted. (Page 87)
- C. Special District and Local Government Institute Governance Conference will be held at the Hilton Palm Springs Resort on February 7-8, 2007. (Pages 88-93)
- D. CSDA Quarterly Meeting will be held at the Double Tree Club Hotel on Thursday, November 15, 2007 at 6:00 p.m. (Pages 94-95)

13. Directors Meetings

- A. California Special District Association Board's Role in Human Resources was held in Ontario on November 9, 2007 – report by Director Juliussen.

14. Comments, Questions or Requests by Directors

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

15. General Manager's Report

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

16. General Counsel's Report

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

17. Adjournment

AFFADAVIT OF POSTING

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

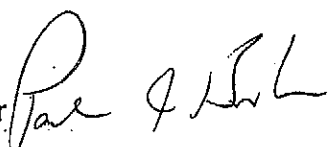
Date: November 8, 2007



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Presentation and Awards



I am pleased to report that the Leucadia Wastewater District (LWD) achieved an organizational objective under the LWD Incentive Program:

Achieve Highest Number of Consecutive Days Without a Vehicle Accident

Under the Incentive Program, an Organizational Objective is met if the District achieves the highest number of consecutive days without a vehicle accident. On September 25, 2007, LWD staff achieved one complete year (365 days) without a vehicle accident. This achievement represents a significant accomplishment. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermine employee morale. Consequently, avoiding vehicle accidents is one of the most important accomplishments your staff can achieve. Achievement of this Organizational Performance Objective results in each employee being eligible for an incentive compensation award in the amount of \$250.

PB

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
October 5, 2007

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Friday, October 5, 2007 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Omsted and Hanson

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Recommend that the Board of Directors authorize the General Manager to execute an agreement with MuniFinancial in an amount not to exceed \$37,800 for the Financial Plan Update.

ASM LeMay presented the recommendation. ASM LeMay stated that LWD uses a detailed Financial Plan to monitor and evaluate its current and future revenue streams. In an effort to ensure that this plan reflects the District's current status, a financial plan update was included in the FY 2008 tactical goals. In August 2007, LWD requested proposals from qualified firms to develop an update to the financial plan. LWD received responses from the following two firms: Glenn M. Reiter and Associates and MuniFinancial. Staff interviewed both firms and considered their proposals and based on the interviews, MuniFinancial was considered the most qualified respondent.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute an agreement with MuniFinancial in an amount not to exceed \$37,800 for the Financial Plan Update.

B. Recommend that the Board of Directors Adopt Resolution No. 2185 Approving LWD's Revised Procurement Policy.

ASM LeMay presented an overview of the Investment Policy. ASM LeMay stated staff conducted a review of the Procurement Policy. In addition to minor administrative corrections, staff recommends that the changes to the policy: 1) revise the definition of "Goods" to include construction work of a non-professional nature to install equipment or supplies for LWD; 2) revise the definition of "Services" to delete reference to "non-professional"; and 3) increase the maximum limit of total payments for "Informal Procurement of Goods" from \$25,000 to \$50,000. ASM LeMay noted that increasing this amount will allow a more streamlined procurement process for projects below \$50,000 and hopefully encourage additional bidders.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2185 Approving LWD's Revised Procurement Policy.

6. Information Items

None.

7. Directors' Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Hanson adjourned the meeting at 10:45 a.m.

Paul J. Bushee
Secretary/General Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
October 9, 2007

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Tuesday, October 9, 2007 at 8:00 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 8:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee; Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Consultant Richard Stinson; and District Engineer Steve Deering

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Recommend that the Board of Directors authorize the General Manager to execute an agreement with ADS Environmental Services for the installation of 7 permanent flow meters and for providing flow metering services through June 30, 2008 in an amount not to exceed \$121,810.

GM Bushee presented the subject recommendation. The EC discussed the proposed ADS contract.

Following discussion, the EC concurred with staff to bring this recommendation forward to the Board of Directors for consideration at its October 10, 2007 meeting.

- B. Recommend that the Board of Directors authorize the General Manager to amend the Siemens Water Technologies contract to include the Midas Carbon Odor Control Media.

FSM Schempp presented the subject recommendation. FSM Schempp stated that the carbon is used for odor control at both Batiquitos and Leucadia pump stations. The annual value of the contract is approximately \$56,000; however,

District has no obligation to purchase the carbon.

Following discussion, the EC concurred with staff to bring this recommendation forward to the Board of Directors for consideration at its October 10, 2007 meeting.

6. Information Items

A. Status Report on the Site Improvement Project

PM Stinson reported on the status of the Site Improvement Project. EC discussed the project and there was no action taken.

B. Status Report on the 101 Trunk Sewer/Batiquitos Gravity Line Project

PM Stinson reported on the status of the 101 Trunk Sewer/Batiquitos Gravity Line Project. EC discussed the project and there was no action taken.

C. Status Report on the Satellite Forcemain Replacement Project

PM Stinson reported on the status of the Forcemain Replacement Project. EC discussed the project and there was no action taken.

D. Status Report on the Gibraltar Street Project

PM Stinson reported on the status of the Gibraltar Street Project. The EC discussed the project and there was no action taken.

7. Director's Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Juliussen adjourned the meeting at 8:40 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
October 10, 2007

A Regular Meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Wednesday, October 10, 2007 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Juliussen, and Kulchin
DIRECTORS ABSENT: Omsted
OTHERS PRESENT: General Manager Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Executive Assistant Trisha Miranda, Steve Deering and Maria Schneider with Dudek & Associates, and Field Services Technician Marvin Gonzalez, Paul Forsthoefel of ADS Environmental

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

None.

6. Presentations and Awards

- A. Certification awarded to Marvin Gonzalez for the CWEA Collection System Maintenance Grade II.

President Hanson and General Manager Bushee presented Marvin with his CWEA Collection System Maintenance Grade II certificate. The Board of Directors and GM Bushee congratulated Marvin for his accomplishment. GM Bushee noted that Marvin is eligible for a \$500 monetary award under LWD's Incentive Program.

- B. Certification awarded to Trisha Miranda for the State of California Notary Public Commission.

President Hanson and General Manager Bushee presented Trisha with her State of California Notary Public Commission. The Board of Directors and GM Bushee congratulated Trisha for her accomplishment. GM Bushee noted that Trisha is eligible for a \$500 monetary award under LWD's Incentive Program.

7. Consent Calendar

- A. Minutes of the following meeting:
September 12, 2007 Regular Board meeting.
September 10, 2007 Investment & Finance Committee meeting.
September 10, 2007 Community Affairs Committee meeting.

- B. Demands for June/July 2007
Payroll Checks Numbered 13207 - 13249; General Checking – Checks numbered 35258 – 35358; Voided check 35268 reissued.

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

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

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

8. Encina Wastewater Authority (EWA) Reports

Director Sullivan reported on EWA's September 26, 2007 Board meeting.

GM Bushee reported on the October 10, 2007 Encina Member Agency Manager (MAM) meeting.

9. Committee Reports

- A. Investment & Finance Committee meeting was held October 5, 2007 – Report by President Hanson.

President Hanson reported the IFC discussed the MuniFinancial agreement. In addition, the IFC reviewed Resolution No. 2185 Adopting the Revised Procurement Policy. These items will be discussed later in tonight's agenda.

- B. Engineering Committee meeting was held October 9, 2007 – Report by Director Juliussen.

Director Juliussen reported that the EC reviewed the following items:

- Recommendation that the Board authorize the General Manager to execute an agreement with ADS Environmental Services for the installation of 7 flow meters and for providing flow metering services.

- Recommendation that the Board authorize the General Manager amend the Siemens Water Technologies contract for the purchase of the Midas Carbon Odor Control Media.

In addition, staff provided the EC with a status report on the following projects:

- Site Improvement Project
- 101 Trunk Sewer/Batiquitos Gravity Line Project
- Satellite Forcemain Replacement Project
- Gibraltar Street Project

10. Old Business

None.

11. New Business

- A. Authorize the General Manager to execute an agreement with ADS Environmental Services for the installation of 7 permanent flow meters and for providing flow metering services in an amount not to exceed \$121,810.

GM Bushee presented the subject recommendation. GM Bushee stated that the EC reviewed this item at its October 9, 2007 meeting and this item is a follow up to last month's Board's presentation. GM Bushee stated that the Fiscal Year 2008 (FY 08) Tactical Plan includes a goal to install permanent flow meters and funding was included in the FY 08 Capital Budget. GM Bushee noted that ADS provides a full service program that is unique to the wastewater industry; therefore, staff is recommending that the contract be procured on a sole source basis. GM Bushee discussed the benefits of the ADS Flow Metering Program.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to:

1. Execute an agreement with ADS Environmental Services for the installation of 7 permanent flow meters and for providing flow metering services through June 30, 2008 in an amount not to exceed \$121, 810; and
2. Transfer \$22,000 from the Mineral Scale Mitigation Project Account (location code 308) to the Installation of Permanent Flow Meters Project Account (location code 322).

- B. Authorize the General Manager to execute a contract with MuniFinancial for the Financial Plan Update in an amount not to exceed \$37,800.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the District uses the Financial Plan to monitor and evaluate LWD's current and future revenues and expenses. In August of 2007, LWD advertised a request for proposals for the Financial Plan Update. LWD received two responses from the following agencies: Glenn M. Reiter and Associates, and MuniFinancial. After reviewing the written submissions and receiving presentations from the firms, staff believed MuniFinancial was the most qualified respondent.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to execute a contract with MuniFinancial for the Financial Plan Update in an amount not to exceed \$37,800.

C. Adopt the Sanitary Sewer Management Plan (SSMP) Implementation Plan.

FSM Schempp presented the subject recommendation. FSM Schempp stated that last reviewed the various requirements of the Statewide Waste Discharge Requirement regulation (Statewide WDR). The Statewide WDR imposed several requirements with different deadlines on agencies that operate Collection Systems. To date, the District has fulfilled all of the required milestones. The next major milestones required by the WDR include the completion of a schedule and plan for the development and implementation of a Sanitary Sewer Management Plan (SSMP); publication of LWD's goals to operate its collection system; and publication of the District's organization as it applies to spill response. Under the Statewide WDR, these elements must be adopted by the LWD Board of Directors and submitted to SWCRB by November 2, 2007. To meet these requirements staff worked with Dudek to complete the Implementation Plan and Schedule.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors adopted the Sanitary Sewer Management Plan (SSMP) Implementation Plan.

D. Adopt Resolution No. 2185 - The Revised LWD Procurement Policy

ASM LeMay presented the subject recommendation. ASM LeMay stated that the existing Procurement Policy was adopted in March 2005. This policy consolidates the purchasing requirements under one policy. Staff reviewed the policy and recommended the following changes to the Policy: 1) revise the definition of "goods", 2) revise the definition of "services", and 3) increase the maximum contract limit for informal procurement of goods from \$25,000 to \$50,000. Staff believes this will allow a more streamlined procurement process for projects below \$50,000 and hopefully encourage additional bidders.

Following discussion, Resolution No. 2185 was passed and adopted by the following vote:

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

E. Authorize the General Manager to amend the Siemens Water Technologies Contract for the purchase of the Midas Carbon Odor Control Media.

FSM Schempp presented the subject recommendation. FSM Schempp stated that carbon absorption units were installed at both the Batiquitos and Leucadia pump stations to enhance LWD's odor control program. The media in these units is a proprietary product called Midas Carbon, which is known for its effectiveness in controlling odors. These units are regulated by the Air Pollution Control District and the

permit requires replacement of the carbon media. In order to ensure a stable price for Midas Carbon, staff requested that Siemens provide the District with a proposal to amend the current purchasing contract. Since Midas Carbon is of a unique and proprietary nature and is only obtainable from a single vendor, this purchase contract meets the sole source requirements under LWD's Procurement Policy. FSM Schempp noted that although estimated annual value of the contract is \$56,000, the contract does not obligate the District to purchase this product in any specified quantity.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to amend the Siemens Water Technologies contract for the purchase of the Midas Carbon Odor Control Media.

12. Informational items

None.

13. Directors Meetings

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

Directors Hanson, Sullivan, Juliussen, Kulchin, and Omsted reported they attended the CSDA conference in Monterey and that the conference was excellent. President Hanson stated she likes that CSDA addresses the different types of issues that all Special Districts may have and that the conference is not specific to water or wastewater Special Districts only.

14. Comments, Questions or Requests by Directors

Director Kulchin commented that the odor control did not work close by his home and the District responded to the problem quickly and professionally to solve the problem. FSM Schempp provided a brief overview of the problem.

Director Juliussen requested to add an agenda item to the November Board meeting that discusses Directors participating on reviewing committees for upcoming projects.

15. General Manager's Report

GM Bushee reported on the following items:

- Staff has scheduled a Team Building Meeting on November 1, 2007 at the Hilton Gardens in Carlsbad
- LWD is currently in the process of obtaining a coastal permit for the Satellite Forcemain Project and 101 Trunk Sewer/Batiquitos Gravity Line Project. The city of Encinitas requirement is to have a public information meeting regarding each project. The public meeting is scheduled at LWD on October 23, 2007 at 6:00 p.m. IEC will provide an overview of the project at the meeting, if needed.
- LWD will be advertising for the Utility Worker/Field Service Technician 1 position next week, due to a recent employee resignation.
- ASM LeMay reminded the Board of the date of the flu shots.

16. General Counsel's Report

General Counsel provided updates regarding the following bills: 1) A Brown Act requirement to make agenda documents that are provided to the Board after the posting of the agenda must be available to the public passed; 2) Additional restrictions for Board members contact to staff and serial meetings was vetoed.

17. Adjournment

President Hanson adjourned the meeting at 6:08 p.m.

Judy Hanson, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 October 22, 2007

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Monday, October 22, 2007 at 11:30 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 11:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, and Executive Assistant Trisha Miranda

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. Review and discuss the layout for the draft fall 2007 newsletter

GM Bushee reviewed the layout for the fall 2007 newsletter. The CAC and staff provided their comments and suggestions for the newsletter. GM Bushee stated staff will forward the suggested changes to KATZ and will they will make the suggested changes. Staff will forward the final newsletter to the Board of Directors prior to finalizing the newsletter.

6. Information Items

None.

7. Directors' Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Sullivan adjourned the meeting at 12:10 p.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Employee Recognition Committee Meeting
October 29, 2007

A meeting of the Employee Recognition Committee (ERC) of Leucadia Wastewater District was held Monday, October 29, 2007 at 1:00 PM at the District Administration Office at 1960 La Costa Ave, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul J. Bushee, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Miranda and Field Technician III Juan Patino.

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. Review of Employee of the Year Award Nomination Forms

The ERC and staff reviewed the nomination forms submitted for the Employee of the Year Award. Following discussion, the ERC and staff selected the recipient of the Employee of the Year Award. The ERC also concurred with staff to recommend approval of the Employee of the Year Award at the November 14th Board Meeting, without naming the recipient. The successful candidate will be announced at the Annual Holiday Party and receive a monetary award of \$1,000.

B. Discussion of LWD's 2007 Holiday Party

The ERC discussed entertainment options for the 2007 Holiday Party. The ERC and staff agreed to schedule The National Comedy Theatre for the 2007 Holiday Party.

6. Information Items

None.

7. Directors comments

None.

8. **General Manager's Comments**
None.

9. **Adjournment**
Chairperson Sullivan adjourned the meeting at approximately 1:43 p.m.

Paul J. Bushee
Secretary/Manager

(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 5, 2007

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, November 5, 2007 at 8:00 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 8:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager (GM) Paul Bushee; Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita; and District Engineer Steve Deering, Joe Mansfield of RNT, Shannon Goodrich and Eric Honour of Dudek & Associates

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Recommend that the Board of Directors authorize the General Manager to bid the contract for construction of the Site Improvement Project.

PM Morishita presented an overview of the subject recommendation. PM Morishita reviewed the project's updated cost estimate of \$12.1M. He noted that approximately \$9.9M of the overall amount was for the construction of facilities and that the headquarters building accounted for roughly half (\$5.1M) of the construction cost. PM Morishita noted that Mr. Joe Mansfield, the project's architect, was available to answer any questions on the cost estimate.

The EC briefly discussed the recommendation. Following discussion, the EC concurred with staff to bring this recommendation forward to the Board of Directors for consideration at its November 14, 2007 meeting.

6. Information Items

A. Status Report on the Gibraltar Street Project

PM Morishita presented a picture and video overview of a recent emergency repair of a cracked pipeline on Gibraltar Street in Carlsbad. EC discussed the project and suggested that the Board of Directors review the pictures and video. There was no action taken.

B. Status Report on the Satellite Forcemain Replacement Project

PM Morishita reported on the status of Satellite Forcemain Replacement Project. EC discussed the project and there was no action taken.

C. Status Report on the 101 Trunk Sewer/Batiquitos Gravity Line Project.

PM Morishita reported on the status of 101 Trunk Sewer/Batiquitos Gravity Line Project. EC discussed the project and there was no action taken.

7. Director's Comments

None.

8. General Manager's Comments

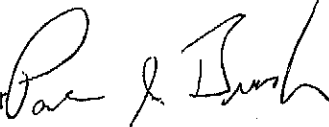
None.

9. Adjournment

Chairperson Juliussen adjourned the meeting at 8:45 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: November 7, 2007
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of October/November Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$809,404.37.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the month October 5, 2007 – November 7, 2007.

Operating expenses totaled \$577,021.61 while Capital Improvement Program expenses totaled \$132,982.35.

Payroll for employees totaled \$99,400.41.

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

mmm:PJB

Attachment 1	Summary of Demands by Account, October/November 2007
Attachment 2	Accounts Payable Check Register dated October 5, 2007
Attachment 3	Payroll Check Register dated October 10, 2007
Attachment 4	Accounts Payable Check Register dated October 11, 2007
Attachment 5	Accounts Payable Check Register October 17, 2007
Attachment 6	Accounts Payable Check Register dated October 18, 2007
Attachment 7	Payroll Check Register dated October 24, 2007
Attachment 8	Accounts Payable Check Register dated November 1, 2007
Attachment 9	Payroll Checks dated November 7, 2007
Attachment 10	Board Payroll Check Register dated November 8, 2007
Attachment 11	Accounts Payable Check Register dated November 8, 2007
Attachment 12	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

November 14, 2007

1. Preliminary Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Checks -10/10/2007	13250 - 13269	\$32,263.98	
Payroll Checks - 10/24/2007	13270 - 13287	\$30,211.84	
Payroll Checks - 11/7/2007	13288 - 13306	\$32,393.34	
Board Payroll Checks - 11/8/2007	13307 - 13311	\$4,531.25	
	Total	\$99,400.41	
General Checking -10/5/2007	35359 - 35382	\$25,400.02	
General Checking -10/11/2007	35383 - 35386	\$12,365.84	
General Checking - 10/17/2007	35387 - 35432	\$103,673.94	
General Checking - 10/18/2007	35433 - 35434	\$100.00	
General Checking - 11/01/2007	35435 - 35474	\$124,554.08	
General Checking - 11/08/2007	35475 - 35511	<u>\$443,910.08</u>	
	Total	\$710,003.96	\$809,404.37
Voided Checks	35421 Reissued		
	35385 Reissued		
	35386 Reissued		
	35458 Reissued		
	Grand Total		\$809,404.37

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35359- 2293	1	10/05/2007	11650 BROWNELL AND DUFFEY CPA		
	1		34559 ACCOUNTING FEES FOR SEPT	9,963.50	317
35359- 2293	1	10/05/2007	Logged *** Total ***	9,963.50	
35360- 2293	2	10/05/2007	11877 KENNETH BUTTS		
	2		34561 REIMBURSE KB FOR CONFERENCE	448.57	KB-TRISTATE
35360- 2293	2	10/05/2007	Logged *** Total ***	448.57	
35361- 2293	3	10/05/2007	12360 CITY OF CARLSBAD		
	3		34547 WATER @ VACTOR	55.15	103-00-9/07
	3		34548 WATER @ VACTOR 2	84.96	00104-00-9/07
	3		34549 WATER @ PLANT	54.84	08121300-9/07
35361- 2293	3	10/05/2007	Logged *** Total ***	194.95	
35362- 2293	4	10/05/2007	12510 COAST WASTE		
	4		34556 TRASH SERVICE	183.09	09813980274
35362- 2293	4	10/05/2007	Logged *** Total ***	183.09	
35363- 2293	5	10/05/2007	12722 CALIF. SOCIETY OF MUNICIPAL FI		
	5		34564 RENEWAL MEMBERSHIP-08	110.00	56898
35363- 2293	5	10/05/2007	Logged *** Total ***	110.00	
35364- 2293	6	10/05/2007	13072 DATA NET		
	6		34546 IS MAINT AND SUPPORT	418.75	9728345
35364- 2293	6	10/05/2007	Logged *** Total ***	418.75	
35365- 2293	7	10/05/2007	13263 DE LAGE LANDEN		
	7		34560 COPIER LEASE	523.68	07104635851
35365- 2293	7	10/05/2007	Logged *** Total ***	523.68	
35366- 2293	8	10/05/2007	13272 DETECTION INSTRUMENTS CORP		
	8		34540 OPEN PO-CALIBRATIONS OF ODALOG	205.00	7148
35366- 2293	8	10/05/2007	Logged *** Total ***	205.00	
35367- 2293	9	10/05/2007	13822 DUDEK & ASSOCIATES		
	9		34542 CONTRACT/NGVI-ENVIRONMENTAL/MI	210.00	20074580
35367- 2293	9	10/05/2007	Logged *** Total ***	210.00	
35368- 2293	10	10/05/2007	16806 THE GUARDIAN		
	10		34554 DENTAL INS-OCT	2,193.34	GUARD-10/07
35368- 2293	10	10/05/2007	Logged *** Total ***	2,193.34	
35369- 2293	11	10/05/2007	17247 U.S. HEALTH WORKS MEDICAL GROU		
	11		34545 OPEN PO-PHYSICALS	140.00	1213299-CA
35369- 2293	11	10/05/2007	Logged *** Total ***	140.00	
35370- 2293	12	10/05/2007	21102 PETTY CASH		
	12		34566 PETTY CASH-SEPT	211.54	PETTY-10/2
35370- 2293	12	10/05/2007	Logged *** Total ***	211.54	
35371- 2293	13	10/05/2007	22165 MCR TECHNOLOGIES, INC.		
	13		34543 CALIBRATE MAG METER @ EEPS/AWT	744.40	18160

Run date: 10/04/2007 @ 15:46
 Bus date: 10/05/2007

Leucadia Waste Water District
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35371-	2293	13 10/05/2007	Logged	*** Total ***	744.40
35372-	2293	14 10/05/2007	22511 MOBILE MINI		
		14	34544 LEASE OF MODULAR OFFICE TRAILER	619.56	904067313
35372-	2293	14 10/05/2007	Logged	*** Total ***	619.56
35373-	2293	15 10/05/2007	23225 nfpACCOUNTING TECHNOLOGIES		
		15	34563 FUNDWARE ACCT. CLASS	195.00	541
35373-	2293	15 10/05/2007	Logged	*** Total ***	195.00
35374-	2293	16 10/05/2007	24223 OFFICE DEPOT		
		16	34541 OPEN PO-OFFICE SUPPLIES	26.93	96503275200
35374-	2293	16 10/05/2007	Logged	*** Total ***	26.93
35375-	2293	17 10/05/2007	24440 OLIVENHAIN MUNICIPAL WATER DIS		
		17	34550 WATER @ TRAVELING	210.91	06001544310-9/0
		17	34551 WATER @ E. ESTATES	37.97	10076214000-9/0
		17	34552 WATER @ VP5	23.62	03011148700-9/0
		17	34553 WATER @ VP7	37.97	09049026-9/07
35375-	2293	17 10/05/2007	Logged	*** Total ***	310.47
35376-	2293	18 10/05/2007	25010 AT&T		
		18	34555 DIAL IN MODEM	122.71	6327047-9/07
35376-	2293	18 10/05/2007	Logged	*** Total ***	122.71
35377-	2293	19 10/05/2007	27729 RICHARD STINSON		
		19	34565 CONSULTING FEES-SEPT	6,650.00	#4
35377-	2293	19 10/05/2007	Logged	*** Total ***	6,650.00
35378-	2293	20 10/05/2007	28721 JEFFERY STECKER		
		20	34562 REIMBURSE JS FOR CONFERENCE	403.35	JS-TRISTATE
35378-	2293	20 10/05/2007	Logged	*** Total ***	403.35
35379-	2293	21 10/05/2007	29616 TRUGREEN LAND CARE		
		21	34539 CONTRACT-MAINTAIN LWD LANDSCAP	757.00	5898755
35379-	2293	21 10/05/2007	Logged	*** Total ***	757.00
35380-	2293	22 10/05/2007	30520 UNDERGROUND SERVICE ALERT OF		
		22	34557 UNDERGROUND ALARM SERVICE	340.80	920070358
35380-	2293	22 10/05/2007	Logged	*** Total ***	340.80
35381-	2293	23 10/05/2007	31263 AMERICAN MESSAGING		
		23	34558 PAGERS-OTRLY BILLING	379.90	L1417521HJ
35381-	2293	23 10/05/2007	Logged	*** Total ***	379.90
35382-	2293	24 10/05/2007	33227 XEROX CORPORATION		
		24	34538 RENEWAL XEROX MAINTENANCE PLAN	47.48	027982826
35382-	2293	24 10/05/2007	Logged	*** Total ***	47.48

Run date: 10/04/2007 @ 15:46
Bus date: 10/05/2007

Leucadia Waste Water District
Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
				.00	
** Total check discount **				.00	
** Total check amount **				25,400.02	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 10, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13250 - 13269	10/10/2007	\$32,263.98

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35383- 2294	1	10/11/2007	12361 CITY OF CARLSBAD		
	1		34574 FEE FOR COMPLETION-GRADING PLA	8,180.00	CARLSBAD-10/07
35383- 2294	1	10/11/2007	Logged	*** Total ***	8,180.00
35384- 2294	2	10/11/2007	20607 STEVE KRASON		
	2		34575 REIMBURSE FOR CONFERENCE	485.84	SK-9/29/07
35384- 2294	2	10/11/2007	Logged	*** Total ***	485.84
35385- 2294	3	10/11/2007	28029 SAN DIEGO COUNTY CLERK		
	3		34572 PROCESS & RECORD NOE CITY OF E	1,850.00	SD COUNTY-
35385- 2294	3	10/11/2007	Logged	*** Total ***	1,850.00
35386- 2294	4	10/11/2007	28029 SAN DIEGO COUNTY CLERK		
	4		34573 PROCESS & RECORD NOE FOR BPS G	1,850.00	SD COUNTY
35386- 2294	4	10/11/2007	Logged	*** Total ***	1,850.00
				.00	
** Total check discount **				.00	
** Total check amount **				12,365.84	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35387- 2295	1	10/17/2007	10167 ACACIA GASOLINE & CAR WASH		
	1		34592 OPEN PO-VEHICLE FUEL	230.67	1676
	1		34600 OPEN PO-VEHICLE FUEL	185.49	1671
35387- 2295	1	10/17/2007	Logged *** Total ***	416.16	
35388- 2295	2	10/17/2007	10366 AIR POLLUTION CONTROL DISTRICT		
	2		34603 BALANCE ON RENEWAL PERMIT FOR	69.00	97102235
35388- 2295	2	10/17/2007	Logged *** Total ***	69.00	
35389- 2295	3	10/17/2007	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		34616 MONTHLY PEST SERVICE	51.00	679930
35389- 2295	3	10/17/2007	Logged *** Total ***	51.00	
35390- 2295	4	10/17/2007	10720 AT&T		
	4		34619 LD PHONE @ BPS	28.94	2940472-9/07
35390- 2295	4	10/17/2007	Logged *** Total ***	28.94	
35391- 2295	5	10/17/2007	11641 BROWN & CALDWELL		
	5		34605 JOB AD ON WEBSITE	200.00	16247
35391- 2295	5	10/17/2007	Logged *** Total ***	200.00	
35392- 2295	6	10/17/2007	12029 CWEA		
	6		34627 CWEA RENEWAL FOR F.R.	110.00	8202-FR-07
	6		34628 CWEA RENEWAL FOR J.S.	110.00	0364-JS-07
	6		34629 CWEA RENEWAL FOR J.H.	110.00	0688-JH-07
35392- 2295	6	10/17/2007	Logged *** Total ***	330.00	
35393- 2295	7	10/17/2007	12029 CWEA		
	7		34626 JOB AD POSTING IN CWEA	275.00	LWD-AD
35393- 2295	7	10/17/2007	Logged *** Total ***	275.00	
35394- 2295	8	10/17/2007	12514 CONEXIS		
	8		34607 SEC 125 FLEX PLAN-9/07-9/30/07	150.00	CONEXIS-SEPT 07
35394- 2295	8	10/17/2007	Logged *** Total ***	150.00	
35395- 2295	9	10/17/2007	12525 COPYCARE OF SAN DIEGO		
	9		34604 NEW CATRIDGE FOR HP PRINTER	79.00	100733
35395- 2295	9	10/17/2007	Logged *** Total ***	79.00	
35396- 2295	10	10/17/2007	12631 COR-O-VAN		
	10		34589 OPEN PO-STORAGE	46.71	RS2023030
35396- 2295	10	10/17/2007	Logged *** Total ***	46.71	
35397- 2295	11	10/17/2007	13071 DATCO		
	11		34590 OPEN PO-SERVICES FEES AND TEST	273.00	48560
35397- 2295	11	10/17/2007	Logged *** Total ***	273.00	
35398- 2295	12	10/17/2007	13072 DATA NET		
	12		34622 IS MAINT AND SUPPORT	63.57	972B394
	12		34623 IS MAINT AND SUPPORT	418.75	972B463
35398- 2295	12	10/17/2007	Logged *** Total ***	482.32	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35399- 2295	13	10/17/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	13		34593 OPEN PO-VEHICLE FUEL	771.48	7716
	13		34599 OPEN PO-VEHICLE FUEL	321.87	7713
35399- 2295	13	10/17/2007	Logged *** Total ***	1,093.35	
35400- 2295	14	10/17/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	14		34612 CA INCOME TAX-10/10/07	1,740.59	CA TAX-10/10/07
35400- 2295	14	10/17/2007	Logged *** Total ***	1,740.59	
35401- 2295	15	10/17/2007	15016 FALLBROOK PUBLIC UTILITY DISTR		
	15		34618 EMPLOYEE ASST. PROGRAM-NOV	44.54	NOV-2007
35401- 2295	15	10/17/2007	Logged *** Total ***	44.54	
35402- 2295	16	10/17/2007	17247 U.S. HEALTH WORKS MEDICAL GROU		
	16		34594 OPEN PO-PHYSICALS	45.00	1226115-CA
	16		34598 OPEN PO-PHYSICALS	28.00	1217457-CA
35402- 2295	16	10/17/2007	Logged *** Total ***	73.00	
35403- 2295	17	10/17/2007	17552 THE HOME DEPOT CRC/GECF		
	17		34597 OPEN PO-MISC SUPPLIES	145.64	HOME-9/27/07
35403- 2295	17	10/17/2007	Logged *** Total ***	145.64	
35404- 2295	18	10/17/2007	17562 HOPE PUBLICATIONS/IHAC		
	18		34631 RENEWAL FOR HOPE HEALTH PUBS.	266.52	394392
35404- 2295	18	10/17/2007	Logged *** Total ***	266.52	
35405- 2295	19	10/17/2007	18150 ICMA RETIREMENT-303979		
	19		34620 DEFERRED COMP-ICMA	2,195.34	ICMA-10/10
35405- 2295	19	10/17/2007	Logged *** Total ***	2,195.34	
35406- 2295	20	10/17/2007	18561 U.S. BANK		
	20		34644 CONFERENCES, SUPPLIES, MEETING	3,383.87	US BANK-9/24/07
35406- 2295	20	10/17/2007	Logged *** Total ***	3,383.87	
35407- 2295	21	10/17/2007	20842 DAVID KULCHIN		
	21		34610 REIMBURSE FOR CONFERENCE	1,291.05	DK-10/4/07
35407- 2295	21	10/17/2007	Logged *** Total ***	1,291.05	
35408- 2295	22	10/17/2007	22358 MISSION VALLEY MEDICAL CLINIC		
	22		34586 25 FLU SHOTS-OCT 25	500.00	FLU-10/07
35408- 2295	22	10/17/2007	Logged *** Total ***	500.00	
35409- 2295	23	10/17/2007	23068 NATIONWIDE RETIREMENT SOLUTION		
	23		34613 DEFERRED COMP-NATIONWIDE	1,028.69	NATION-10/10
35409- 2295	23	10/17/2007	Logged *** Total ***	1,028.69	
35410- 2295	24	10/17/2007	24224 OFFICE DEPOT, INC.		
	24		34587 HP LASER INK CARTRIDGES	1,032.73	403783596
	24		34588 OPEN PO- OFFICE SUPPLIES	140.94	403195139001
35410- 2295	24	10/17/2007	Logged *** Total ***	1,173.67	
35411- 2295	25	10/17/2007	25010 AT&T		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35411- 2295	25	10/17/2007	34615 PHONE @ BPS Logged	19.20 19.20	9423588-9/07
			*** Total ***		
35412- 2295	26	10/17/2007	25032 PALOMAR WATER		
35412- 2295	26	10/17/2007	34617 WATER @ OFFICE Logged	150.43 150.43	8168231
			*** Total ***		
35413- 2295	27	10/17/2007	25260 PERS RETIREMENT		
35413- 2295	27	10/17/2007	34625 RETIREMENT PPE 10-7-07 Logged	9,811.71 9,811.71	10-2007-3
			*** Total ***		
35414- 2295	28	10/17/2007	25265 PEP BOYS		
35414- 2295	28	10/17/2007	34606 SUPPLIES FOR VEHICLES Logged	37.74 37.74	07010027294
			*** Total ***		
35415- 2295	29	10/17/2007	25635 THE PRINTERY		
35415- 2295	29	10/17/2007	34595 BUSINESS CARDS-JAMES, CHUCK, K Logged	349.16 349.16	54507
			*** Total ***		
35416- 2295	30	10/17/2007	25680 PRUDENTIAL OVERALL SUPPLY		
35416- 2295	30	10/17/2007	34611 LAUNDRY SERVICE Logged	995.21 995.21	PRU-9/07
			*** Total ***		
35417- 2295	31	10/17/2007	27524 ROESLING NAKAMURA TERADA ARCHI		
35417- 2295	31	10/17/2007	34601 BUILDING PROGRAM-ARCHITECTUAL Logged	23,625.23 23,625.23	3656
			*** Total ***		
35418- 2295	32	10/17/2007	28020 SAN DIEGO GAS AND ELECTRIC		
	32		34632 ELECTRIC @ RANCHO VERDE	132.35	01380248-10/07
	32		34633 ELECTRIC @ LC PS	1,050.94	01031273-10/07
	32		34634 ELECTRIC @ OFFICE	740.81	01823519-10/07
	32		34635 ELECTRIC @ VP7	73.81	00747631-10/07
	32		34636 ELECTRIC @ SAXONY PS	758.34	01683816-10/07
	32		34637 ELECTRIC @ LPS	11,862.01	01874070-10/07
	32		34638 ELECTRIC @ DIANA PS	275.77	01444495-10/07
	32		34639 ELECTRIC @ BPS	10,878.78	01857178-10/07
	32		34640 ELECTRIC @ VP5	306.40	00747336-10/07
	32		34641 ELECTRIC @ E. ESTATES	637.41	0144485-10/07
	32		34642 ELECTRIC @ MEADOWS 3	219.36	01169672-10/07
	32		34643 ELECTRIC @ AVOCADO PS	116.12	00505010-10/07
35418- 2295	32	10/17/2007	Logged	27,052.10	
			*** Total ***		
35419- 2295	33	10/17/2007	28324 SHELL OIL COMPANY		
35419- 2295	33	10/17/2007	34584 OPEN PO-VEHICLE FUEL Logged	389.10 389.10	065023442710
			*** Total ***		
35420- 2295	34	10/17/2007	28510 SLOAN ELECTRIC COMPANY		
35420- 2295	34	10/17/2007	34596 REPLACE MOTOR BEARINGS @AWT Logged	1,873.95 1,873.95	0052509
			*** Total ***		
35421- 2295	35	10/17/2007	28590 SOUTH BAY FOUNDRY		
	35		34582 2 IN RISER RINGS	1,616.25	0088710

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35421-	2295	35	10/17/2007 Voided	*** Total ***	1,616.25
35422-	2295	36	10/17/2007 28844 ELAINE SULLIVAN		
			36 34609 REIMBURSE E.S FOR CONFERENCE	378.37	ES-10/4/07
35422-	2295	36	10/17/2007 Logged	*** Total ***	378.37
35423-	2295	37	10/17/2007 29225 TELEPACIFIC COMMUNICATIONS		
			37 34621 PHONE SYSTEM	780.00	6085260-0
35423-	2295	37	10/17/2007 Logged	*** Total ***	780.00
35424-	2295	38	10/17/2007 29610 TRAFFIC CONTROL SERVICE, INC		
			38 34624 NO PARKING SIGNS	53.88	811303
35424-	2295	38	10/17/2007 Logged	*** Total ***	53.88
35425-	2295	39	10/17/2007 30560 UNITED PARCEL		
			39 34630 SHIPPING	10.44	000025YY37407
35425-	2295	39	10/17/2007 Logged	*** Total ***	10.44
35426-	2295	40	10/17/2007 30580 UNITED WAY		
			40 34614 EMPLOYEE CONTRIBUTIONS	15.00	UNITED-10/10/07
35426-	2295	40	10/17/2007 Logged	*** Total ***	15.00
35427-	2295	41	10/17/2007 30723 SIEMENS WATER TECH. CORP		
			41 34591 OPEN PO-BIOXIDE	8,080.53	7821161
35427-	2295	41	10/17/2007 Logged	*** Total ***	8,080.53
35428-	2295	42	10/17/2007 30765 U. S. POSTMASTER		
			42 34585 POSTAGE FOR NEWSLETTER	4,219.40	POSTAGE-10/07
35428-	2295	42	10/17/2007 Logged	*** Total ***	4,219.40
35429-	2295	43	10/17/2007 32130 WEST COAST UNDERGROUND		
			43 34583 MISC MANHOLE REPAIR/REHAB	3,500.00	0878
35429-	2295	43	10/17/2007 Logged	*** Total ***	3,500.00
35430-	2295	44	10/17/2007 32220 WATER ENVIRONMENT FEDERATION		
			44 34608 MEMBERSHIP RENEWAL FOR LS	192.00	1763303-08
35430-	2295	44	10/17/2007 Logged	*** Total ***	192.00
35431-	2295	45	10/17/2007 32500 WORDEN WILLIAMS, APC		
			45 34602 LEGAL FEES FOR SEPT	5,186.85	24653
35431-	2295	45	10/17/2007 Logged	*** Total ***	5,186.85
35432-	2296	1	10/17/2007 28590 SOUTH BAY FOUNDRY		
			1 34582 2 IN RISER RINGS	1,616.25	0088710
35432-	2296	1	10/17/2007 Logged	*** Total ***	1,616.25
				.00	
** Total check discount **				.00	
** Total check amount **				103,673.94	
** Total void discount **				.00	
** Total void amount **				1,616.25	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
35385- 2294	3	10/11/2007	28029	SAN DIEGO COUNTY CLERK		
	3		34572	PROCESS & RECORD NOE CITY OF E	1,850.00	SD COUNTY-
35385- 2294	3	10/11/2007	Voided	*** Total ***	1,850.00	
35386- 2294	4	10/11/2007	28029	SAN DIEGO COUNTY CLERK		
	4		34573	PROCESS & RECORD NOE FOR BPS G	1,850.00	SD COUNTY
35386- 2294	4	10/11/2007	Voided	*** Total ***	1,850.00	
					.00	
					.00	
** Total void discount **					.00	
** Total void amount **					3,700.00	

Run date: 10/18/2007 @ 11:40
Bus date: 10/18/2007

Leucadia Waste Water District
Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
35433- 2297	1	10/18/2007	28029	SAN DIEGO COUNTY CLERK		
	1		34572	PROCESS & RECORD NOE CITY OF E	50.00	SD COUNTY-
35433- 2297	1	10/18/2007	Logged	*** Total ***	50.00	
35434- 2297	2	10/18/2007	28029	SAN DIEGO COUNTY CLERK		
	2		34573	PROCESS & RECORD NOE FOR BPS G	50.00	SD COUNTY
35434- 2297	2	10/18/2007	Logged	*** Total ***	50.00	
					.00	
** Total check discount **					.00	
** Total check amount **					100.00	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: October 24, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13270 - 13287	10/24/2007	\$30,211.84

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35435- 2298	1	11/01/2007	10167 ACACIA GASOLINE & CAR WASH		
	1		34648 OPEN PO-VEHICLE FUEL	118.89	1678
35435- 2298	1	11/01/2007	Logged *** Total ***	118.89	
35436- 2298	2	11/01/2007	11110 BERTS PLUMBING		
	2		34665 REPAIR WOMENS TOILET	101.78	2439
35436- 2298	2	11/01/2007	Logged *** Total ***	101.78	
35437- 2298	3	11/01/2007	12005 CSDA-		
	3		34663 BRD MEMBER TO CSDA MEETING	25.00	151
35437- 2298	3	11/01/2007	Logged *** Total ***	25.00	
35438- 2298	4	11/01/2007	12589 STATE DISBURSEMENT UNIT DF1176		
	4		34664 CHILD SUPPORT-A.B.	516.12	AB-CHILD SUPPOR
35438- 2298	4	11/01/2007	Logged *** Total ***	516.12	
35439- 2298	5	11/01/2007	13263 DE LAGE LANDEN		
	5		34673 COPIER LEASE	539.90	07114933591
35439- 2298	5	11/01/2007	Logged *** Total ***	539.90	
35440- 2298	6	11/01/2007	** unused **		
35441- 2298	7	11/01/2007	13822 DUDEK & ASSOCIATES		
	7		34689 GE/3252/749/SEASCAPES	367.50	20074957
	7		34690 GE/3252/745/PAPAGAYO	237.50	20074958
	7		34691 GE/3252/636/BELLA VISTA	315.00	20074969
	7		34692 GE/3252/642/V OF LC	105.00	20074970
	7		34693 GE/3252/656/HYGEIA	265.00	2007497
	7		34694 GE/3252/667/V OF LC 420-5	616.01	20075076
	7		34695 GE/3252/685/CAMEO HOMES	265.00	20074975
	7		34696 GE/3252/703/HAGGBLOM	105.00	20074976
	7		34697 GE/3252/719/540 LA COSTA	530.82	20074977
	7		34698 GE/3252/729/BRUNSWICK	1,492.49	20074983
	7		34699 GE/3252/740/VULCAN AVE	52.50	20074984
	7		34700 GE/3252/741/WALGREENS	157.50	20074985
	7		34701 GE/3252/742/BERG	90.00	20074986
	7		34702 GE/3252/664/ORPHEUS FIRE	315.00	20075110
	7		34703 GE/3252/744/PUDYS TACO	55.00	20075075
	7		34704 GE/3252/614/THE RIDGE	327.61	20074968
	7		34705 GE/3252/068/LC BEACH	735.00	20074960
	7		34706 GE/3252/505/HARWOOD	1,162.50	20074961
	7		34707 GE/3252/543/LC RESORT	420.00	20074963
	7		34708 GE/3252/569/V OF LC	396.50	20074964
	7		34709 GE/3252/581/LC GLEN	120.07	20074965
	7		34710 GE/3252/596/ASTOR GARDENS	210.00	20074966
	7		34711 GE/3252/613/V OF LC THE RIDGE	383.51	20074967
	7		34712 GE/3252/750/SANTA FE	1,000.00	20074956
	7		34713 GE/3252/743/PHOEBE ST	216.31	20074959
35441- 2298	7	11/01/2007	Logged *** Total ***	9,940.82	
35442- 2298	8	11/01/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	8		34649 OPEN PO-VEHICLE FUEL	245.96	7722

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35442- 2298	8	11/01/2007	Logged	*** Total ***	245.96
35443- 2298	9	11/01/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	9		34670 CA INCOME TAX	1,648.20	CA TAX-10/24
35443- 2298	9	11/01/2007	Logged	*** Total ***	1,648.20
35444- 2298	10	11/01/2007	15575 UNION SECURITY INSURANCE COMPA		
	10		34684 LIFE INS-NOV	429.34	74171-NOV07
35444- 2298	10	11/01/2007	Logged	*** Total ***	429.34
35445- 2298	11	11/01/2007	16806 THE GUARDIAN		
	11		34683 DENTAL INS-NOV	2,173.30	324226-NOV
35445- 2298	11	11/01/2007	Logged	*** Total ***	2,173.30
35446- 2298	12	11/01/2007	18150 ICMA RETIREMENT-303979		
	12		34678 DEFERRED COMP-ICMA	2,201.10	ICMA-10/24
35446- 2298	12	11/01/2007	Logged	*** Total ***	2,201.10
35447- 2298	13	11/01/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	13		34653 CONTRACT FOR GIS SERVICES	2,767.32	3100
	13		34654 CONTRACT-REPLACE SEWER LINES @	4,533.35	3109
	13		34658 CONTRACT-REPAIR TRUNK SEWER @	5,634.30	3110
35447- 2298	13	11/01/2007	Logged	*** Total ***	12,934.97
35448- 2298	14	11/01/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	14		34655 SATELLITE PS FORCE MAIN REPLAC	45,072.52	3111
35448- 2298	14	11/01/2007	Logged	*** Total ***	45,072.52
35449- 2298	15	11/01/2007	19050 JANI-KING OF SAN DIEGO		
	15		34672 CLEANING SERVICE	975.00	SD010070197
35449- 2298	15	11/01/2007	Logged	*** Total ***	975.00
35450- 2298	16	11/01/2007	19510 JOBS AVAILABLE INC		
	16		34661 JOB POSTING FOR ULTILITY WORKE	142.80	722054
35450- 2298	16	11/01/2007	Logged	*** Total ***	142.80
35451- 2298	17	11/01/2007	19550 JONES CHEMICALS, INC.		
	17		34650 OPEN PO-SODIUM HYPOCHLORIDE	2,831.85	369917
35451- 2298	17	11/01/2007	Logged	*** Total ***	2,831.85
35452- 2298	18	11/01/2007	19775 ALLAN JULIUSSEN		
	18		34660 REIMBURSE FOR CONFERENCE	753.99	AJ-10/4/07
35452- 2298	18	11/01/2007	Logged	*** Total ***	753.99
35453- 2298	19	11/01/2007	21102 PETTY CASH		
	19		34688 PETTY CASH-OCT	338.01	PETTY-10/30
35453- 2298	19	11/01/2007	Logged	*** Total ***	338.01
35454- 2298	20	11/01/2007	21510 CHUCK LEMAY		
	20		34659 REIMBURSE FOR CONFERENCE	76.39	LE MAY-10/24
35454- 2298	20	11/01/2007	Voided	*** Total ***	76.39

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35455- 2298	21	11/01/2007	22274 MET-LIFE		
	21		34679 DISABILITY INS-NOV	917.88	KM05535094-1107
35455- 2298	21	11/01/2007	Logged	*** Total ***	917.88
35456- 2298	22	11/01/2007	22511 MOBILE MINI		
	22		34651 LEASE OF MODULAR OFFICE TRAILER	619.56	904073915
35456- 2298	22	11/01/2007	Logged	*** Total ***	619.56
35457- 2298	23	11/01/2007	23068 NATIONWIDE RETIREMENT SOLUTION		
	23		34677 DEFERRED COMP-NATIONWIDE	1,028.69	NATION-10/24
35457- 2298	23	11/01/2007	Logged	*** Total ***	1,028.69
35458- 2298	24	11/01/2007	23241 NELCO INC.		
	24		34662 W'2 FORMS/ENVELOPES	84.75	NELCO-10/24
35458- 2298	24	11/01/2007	Logged	*** Total ***	84.75
35459- 2298	25	11/01/2007	24224 OFFICE DEPOT, INC.		
	25		34657 OPEN PO- OFFICE SUPPLIES	155.34	405867966
35459- 2298	25	11/01/2007	Logged	*** Total ***	155.34
35460- 2298	26	11/01/2007	25010 AT&T		
	26		34666 SCADA ALARMS	535.52	3372570451-1107
	26		34668 ODOR CONTROL MODEM	18.95	4364009331-1007
35460- 2298	26	11/01/2007	Logged	*** Total ***	554.47
35461- 2298	27	11/01/2007	25018 MES VISION		
	27		34675 VISION INS-NOVEMBER	337.62	072822183001
35461- 2298	27	11/01/2007	Logged	*** Total ***	337.62
35462- 2298	28	11/01/2007	25260 PERS RETIREMENT		
	28		34685 BOARD RETIREMENT-9/30/07	72.14	9-2007-0
	28		34686 RETIREMENT PPE 10/21/07	9,916.80	10-2007-4
35462- 2298	28	11/01/2007	Logged	*** Total ***	9,988.94
35463- 2298	29	11/01/2007	25261 PUBLIC EMPLOYEES HEALTH		
	29		34681 BRD HEALTH INS-NOV	1,742.10	H2007117247000
	29		34682 EMPLOYEE HEALTH INS-NOV	14,778.28	H200711123100
35463- 2298	29	11/01/2007	Logged	*** Total ***	16,520.38
35464- 2298	30	11/01/2007	27012 RANCHO SANTA FE SECURITY SYSTEM		
	30		34671 ALARM SYSTEM	126.00	324293
35464- 2298	30	11/01/2007	Logged	*** Total ***	126.00
35465- 2298	31	11/01/2007	27729 RICHARD STINSON		
	31		34687 CONSULTING FEES-OCT	8,550.00	#5
35465- 2298	31	11/01/2007	Logged	*** Total ***	8,550.00
35466- 2298	32	11/01/2007	28020 SAN DIEGO GAS AND ELECTRIC		
	32		34669 ELECTRIC @ EEPS	1,338.38	01919876-10/07
35466- 2298	32	11/01/2007	Logged	*** Total ***	1,338.38
35467- 2298	33	11/01/2007	29630 TRI COMMUNITY ANSWERING SERVICE		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	33		34680 ANSWERING SERVICE-OCTOBER	80.00	TRI-10/20/07
35467- 2298	33	11/01/2007	Logged	80.00	
			*** Total ***		
35468- 2298	34	11/01/2007	30580 UNITED WAY		
	34		34676 EMPLOYEE CONTRIBUTIONS	15.00	UNITED-10/24
35468- 2298	34	11/01/2007	Logged	15.00	
			*** Total ***		
35469- 2298	35	11/01/2007	31033 PROCESS SOLUTIONS, INC		
	35		34656 OXYGEN FILTERS, AIR FILTERS @L	635.73	443
35469- 2298	35	11/01/2007	Logged	635.73	
			*** Total ***		
35470- 2298	36	11/01/2007	31050 VALLECITOS WATER DISTRICT		
	36		34667 WATER @ MEADOWS 3	39.81	108105000-11/07
35470- 2298	36	11/01/2007	Logged	39.81	
			*** Total ***		
35471- 2298	37	11/01/2007	31232 VERIZON WIRELESS		
	37		34674 CELL PHONES	509.70	0593895946
35471- 2298	37	11/01/2007	Logged	509.70	
			*** Total ***		
35472- 2298	38	11/01/2007	32347 DEXTER WILSON ENGINEERING		
	38		34652 CONTRACT TO UPDATE ISLAND PLAN	1,820.00	0907.02
35472- 2298	38	11/01/2007	Logged	1,820.00	
			*** Total ***		
35473- 2298	39	11/01/2007	32728 WESTERN SALES, LLC		
	39		34714 COVERALLS	165.89	1542
35473- 2298	39	11/01/2007	Logged	165.89	
			*** Total ***		
35474- 2299	1	11/01/2007	21510 CHUCK LEMAY		
	1		34659 REIMBURSE FOR CONFERENCE	76.39	LE MAY-10/24
35474- 2299	1	11/01/2007	Logged	76.39	
			*** Total ***		
				.00	
** Total check discount **				.00	
** Total check amount **				124,554.08	
** Total void discount **				.00	
** Total void amount **				76.39	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 7, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13288 - 13306	11/7/2007	\$32,393.34

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: November 8, 2007

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
13307 - 13311	11/8/2007	\$4,531.25

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35475- 2300	1	11/08/2007	10100 NAPA AUTO		
	1		34761 SCRUBBER @ BPS	24.76	792582
35475- 2300	1	11/08/2007	Logged	*** Total ***	24.76
35476- 2300	2	11/08/2007	10167 ACACIA GASOLINE & CAR WASH		
	2		34725 OPEN PO-VEHICLE FUEL	212.83	1682
35476- 2300	2	11/08/2007	Logged	*** Total ***	212.83
35477- 2300	3	11/08/2007	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		34762 MONTHLY PEST SERVICE	51.00	638097
35477- 2300	3	11/08/2007	Logged	*** Total ***	51.00
35478- 2300	4	11/08/2007	11110 BERTS PLUMBING		
	4		34721 HOT WATER HEATER IN BACK LUNCH	321.05	2470
	4		34738 PLUMBING WORK	93.70	503843
35478- 2300	4	11/08/2007	Logged	*** Total ***	414.75
35479- 2300	5	11/08/2007	11314 BERGELECTRIC CORP		
	5		34733 OPEN PO- MISC ELECTRICAL WORK	973.74	10596.9TM-11
35479- 2300	5	11/08/2007	Logged	*** Total ***	973.74
35480- 2300	6	11/08/2007	11650 BROWNELL AND DUFFEY CPA		
	6		34753 ACCOUNTING FEES-OCTOBER	6,775.00	319
35480- 2300	6	11/08/2007	Logged	*** Total ***	6,775.00
35481- 2300	7	11/08/2007	11877 KENNETH BUTTS		
	7		34760 SAFETY BOOTS FOR KB	140.53	BOOTS-KB
35481- 2300	7	11/08/2007	Logged	*** Total ***	140.53
35482- 2300	8	11/08/2007	12029 CWEA		
	8		34762 CWEA MEMEBERSHIP RENEWAL-JP	110.00	6332-11/07
35482- 2300	8	11/08/2007	Logged	*** Total ***	110.00
35483- 2300	9	11/08/2007	12360 CITY OF CARLSBAD		
	9		34745 WATER @ PLANT	42.76	8121300-11/07
35483- 2300	9	11/08/2007	Logged	*** Total ***	42.76
35484- 2300	10	11/08/2007	12510 COAST WASTE		
	10		34746 TRASH SERVICE	169.28	0982924
35484- 2300	10	11/08/2007	Logged	*** Total ***	169.28
35485- 2300	11	11/08/2007	13072 DATA NET		
	11		34749 IS MAINT AND SUPPORT	275.00	9728578
	11		34750 IS MAINT AND SUPPORT	217.50	9727887
	11		34751 IS MAINT AND SUPPORT	35.00	9728608
35485- 2300	11	11/08/2007	Logged	*** Total ***	527.50
35486- 2300	12	11/08/2007	13586 DOWNSTREAM SERVICES, INC.		
	12		34723 SAN MARCOS CREEK FLOW MEASUREM	975.00	10076
35486- 2300	12	11/08/2007	Logged	*** Total ***	975.00
35487- 2300	13	11/08/2007	13822 DUDEK & ASSOCIATES		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	13		34735 CONTRACT/CM SERVICES FOR SITE	27,875.88	20075093
	13		34736 CONTRACT/082/ ENGINEERING @ LP	150.00	20075005
	13		34765 GE/CIP/JULY/200/314/087/316/30	4,915.00	20074623
	13		34766 GE/CIP/AUG/200/319/321/087/316	10,800.00	20074624
	13		34767 GE/CIP/SEPT/200/314/319/321/32	16,740.00	20075111
35487- 2300	13	11/08/2007	Logged *** Total ***	60,480.88	
35488- 2300	14	11/08/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	14		34726 OPEN PO-VEHICLE FUEL	727.31	7725
35488- 2300	14	11/08/2007	Logged *** Total ***	727.31	
35489- 2300	15	11/08/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	15		34743 CA INCOME TAX-11/07	1,773.20	CA TAX-11/07
35489- 2300	15	11/08/2007	Logged *** Total ***	1,773.20	
35490- 2300	16	11/08/2007	14530 ENCINA WASTEWATER AUTHORITY		
	16		34764 EWA 1ST QTR 07/08 CAPITAL/OPER	333,180.83	369
35490- 2300	16	11/08/2007	Logged *** Total ***	333,180.83	
35491- 2300	17	11/08/2007	17552 THE HOME DEPOT CRC/GECF		
	17		34737 OPEN PO-MISC SUPPLIES	162.66	8065035
35491- 2300	17	11/08/2007	Logged *** Total ***	162.66	
35492- 2300	18	11/08/2007	17590 JAMES HOYETT		
	18		34759 SAFETY BOOTS FOR JH	75.41	BOOTS-JH
35492- 2300	18	11/08/2007	Logged *** Total ***	75.41	
35493- 2300	19	11/08/2007	18150 ICMA RETIREMENT-303979		
	19		34740 DEFERRED COMP-11/07	2,203.38	ICMA-11/07
35493- 2300	19	11/08/2007	Logged *** Total ***	2,203.38	
35494- 2300	20	11/08/2007	23068 NATIONWIDE RETIREMENT SOLUTION		
	20		34741 DEFERRED COMP-NATIONWIDE	1,184.28	NATION-11/07
35494- 2300	20	11/08/2007	Logged *** Total ***	1,184.28	
35495- 2300	21	11/08/2007	23241 NELCO INC.		
	21		34662 W'2 FORMS/ENVELOPES	78.39	NELCO-10/24
35495- 2300	21	11/08/2007	Logged *** Total ***	78.39	
35496- 2300	22	11/08/2007	24223 OFFICE DEPOT		
	22		34729 OPEN PO-OFFICE SUPPLIES	21.54	TRN1004
35496- 2300	22	11/08/2007	Logged *** Total ***	21.54	
35497- 2300	23	11/08/2007	24224 OFFICE DEPOT, INC.		
	23		34730 OPEN PO- OFFICE SUPPLIES	47.56	406947124
35497- 2300	23	11/08/2007	Logged *** Total ***	47.56	
35498- 2300	24	11/08/2007	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	24		34755 WATER @ VP7	37.97	09049026000-100
	24		34756 WATER @ E. ESTATES	37.97	10076214-11/07
	24		34757 WATER @ VP5	23.62	0301114870-11/0
	24		34758 WATER @ TRAVELING 2	225.06	06001544310-10

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
35498- 2300	24	11/08/2007	Logged		*** Total ***	324.62
35499- 2300	25	11/08/2007	25010	AT&T		
	25		34739	BPS PHONE	19.29	9423588-10/25/0
	25		34747	DIAL IN MODEM	124.52	6327047-11/07
35499- 2300	25	11/08/2007	Logged		*** Total ***	143.81
35500- 2300	26	11/08/2007	25260	PERS RETIREMENT		
	26		34763	RETIREMENT PPE 11/4/07	10,369.44	11-2007-3
35500- 2300	26	11/08/2007	Logged		*** Total ***	10,369.44
35501- 2300	27	11/08/2007	25635	THE PRINTERY		
	27		34722	LETTERHEAD AND ENVELOPES	1,028.53	54564
35501- 2300	27	11/08/2007	Logged		*** Total ***	1,028.53
35502- 2300	28	11/08/2007	26804	QUALITY CHEVROLET		
	28		34727	OPEN PO-VEHCILE/TRUCK MAINTENA	93.50	CTCS349149
35502- 2300	28	11/08/2007	Logged		*** Total ***	93.50
35503- 2300	29	11/08/2007	28070	SAN DIEGUITO WATER DISTRICT		
	29		34754	WATER @ BPS	79.35	7373-BPS
35503- 2300	29	11/08/2007	Logged		*** Total ***	79.35
35504- 2300	30	11/08/2007	28080	SANCON TECHNOLOGIES, INC		
	30		34731	CONTRACT-GIBRALTER SEWER REPAI	11,200.00	51212
35504- 2300	30	11/08/2007	Logged		*** Total ***	11,200.00
35505- 2300	31	11/08/2007	29616	TRUGREEN LAND CARE		
	31		34724	CLEAN UP SERVICE RD @ ALGA RD	1,000.00	5953963
	31		34734	CONTRACT-MAINTAIN LWD LANDSCAP	757.00	5946263
35505- 2300	31	11/08/2007	Logged		*** Total ***	1,757.00
35506- 2300	32	11/08/2007	30520	UNDERGROUND SERVICE ALERT OF		
	32		34748	UNDERGROUND SERVICE ALERT	262.40	1020070355
35506- 2300	32	11/08/2007	Logged		*** Total ***	262.40
35507- 2300	33	11/08/2007	30580	UNITED WAY		
	33		34744	EMPLOYEE CONTRIBUTIONS	15.00	UNITED-11/7
35507- 2300	33	11/08/2007	Logged		*** Total ***	15.00
35508- 2300	34	11/08/2007	30723	SIEMENS WATER TECH. CORP		
	34		34732	OPEN PO-BIOXIDE	8,084.48	7821468
35508- 2300	34	11/08/2007	Logged		*** Total ***	8,084.48
35509- 2300	35	11/08/2007	31263	AMERICAN MESSAGING		
	35		34742	PAGERS	21.85	L141752HK
35509- 2300	35	11/08/2007	Logged		*** Total ***	21.85
35510- 2300	36	11/08/2007	32271	WEST COAST SAFETY SUPPLY CO.,		
	36		34720	OPEN PO-CALIBRATION GAS/MISC S	130.03	170254
35510- 2300	36	11/08/2007	Logged		*** Total ***	130.03

Run date: 11/07/2007 @ 14:12
Bus date: 11/08/2007

Leucadia Waste Water District
Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35511- 2300	37	11/08/2007	33227 XEROX CORPORATION		
	37		34728 RENEWAL XEROX MAINTENANCE PLAN	47.48	028746446
35511- 2300	37	11/08/2007	Logged *** Total ***	47.48	
				.00	
** Total check discount **				.00	
** Total check amount **				443,910.08	
** Total void discount **				.00	
** Total void amount **				.00	

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

OCTOBER

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

NOVEMBER

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

DECEMBER

12/1/2006	Employee	\$12,955.10
12/8/2006	Board	\$1,389.08
12/6/2006	Employee	\$32,376.31
12/20/2006	Employee	<u>\$32,478.12</u>
	Total	\$79,198.61

JANUARY 2007

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

7/4/2007	Employee	\$28,688.46
7/5/2007	Board	\$805.58
7/18/2007	Employee	<u>\$29,233.62</u>
	Total	\$58,727.66

AUGUST

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

SEPTEMBER

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

OCTOBER

10/3/2007	Board	\$1,262.00
10/10/2007	Employee	\$32,263.98

10/24/2007

Employee
Total

\$30,211.84
\$63,737.82

NOVEMBER

11/7/2007

Employee

\$32,393.34

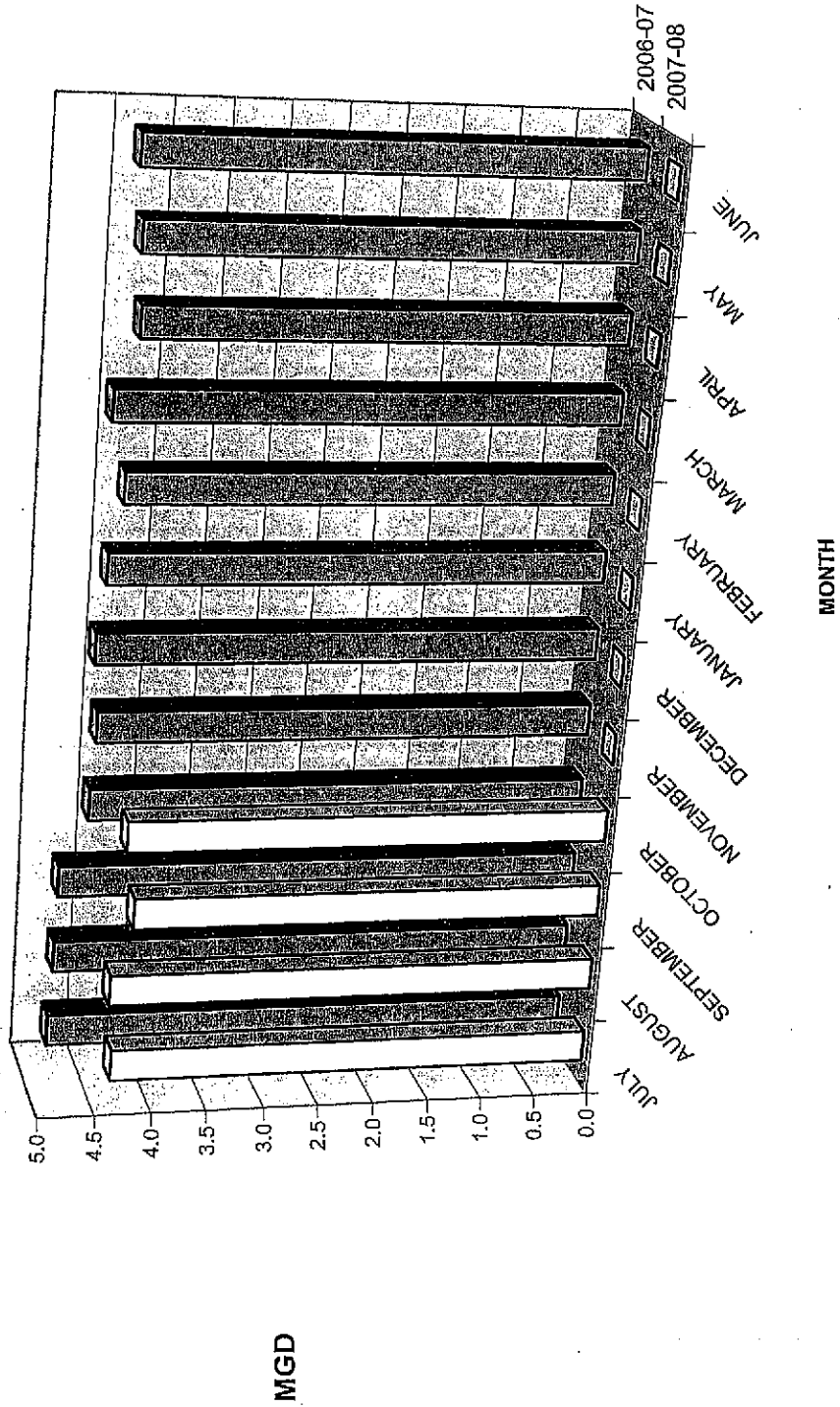
11/8/2007

Board

\$4,531.25

\$36,924.59

LEUCADIA WASTEWATER DISTRICT
 FLOW COMPARISON FY 07 to FY 08



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

CURRENT MONTH - October 2007						FY 2006-2007	
Period	Total Flow MG	Total EDU's 27,393	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)	
JULY	134.39	8	4.34	158	36.35	4.77	
YTD	134.39	27,400.63					
AUGUST	135.75	6.2	4.38	160	41.60	4.75	
YTD	135.75	27,407					
SEPTEMBER	126.20	18.3	4.21	153	38.30	4.74	
YTD	126.20	27,425					
OCTOBER	133.30	3.6	4.30	157	25.80	4.50	
YTD	133.30	27,428.73					
NOVEMBER						4.47	
YTD							
DECEMBER						4.51	
YTD							
JANUARY						4.45	
YTD							
FEBRUARY						4.35	
YTD							
MARCH						4.48	
YTD							
APRIL						4.28	
YTD							
MAY						4.31	
YTD							
JUNE						4.36	
YTD							
Annual Total	529.64	36			142.05		
Mo Average	132.41	9	4.31	157	36	4.50	

operations report

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

As of October 31, 2007

ASSETS	
Cash	\$ 83,335.14
Investments and Investment Pools	43,537,137.61
Bond Investments Held by Agents	4,760,381.62
Accounts Receivable	674,959.43
Funds Held with Encina Wastewater Authority	733,959.00
Prepaid Expenses	41,372.17
Capital Assets	106,068,202.08
Less Accumulated Depreciation	(32,257,248.87)
Debt Issuance Costs, Net of Amortization	297,708.65
TOTAL ASSETS	\$ 123,939,806.83
LIABILITIES	
Accounts Payable and Accrued Expenses	157,204.05
Developer Deposits	171,940.98
Bond & Interest Debt	4,589,041.87
TOTAL LIABILITIES	\$ 4,918,186.90
NET ASSETS	
Net Investment in Capital Assets	70,364,874.45
Restricted Reserves	7,937,237.45
Unrestricted Operating Reserve	1,495,629.63
Unrestricted Non-Operating Reserves (Designated)	33,171,342.09
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(1,447,463.69)
TOTAL NET ASSETS	\$ 119,021,619.93

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

LEUCADIA WASTEWATER DISTRICT

BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 10/31/2007 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 96,648.86	\$ 5,321,226.00	\$ 5,224,577.14	1.82%
RECLAIMED WATER SALES	3150	41,802.36	285,400.00	243,597.64	14.65%
OTHER OPERATING INCOME		2,498.79	235,730.00	233,231.21	1.06%
TOTAL OPERATING REVENUE		\$ 140,950.01	\$ 5,842,356.00	\$ 5,701,405.99	2.41%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 544,614.85	\$ 1,825,229.00	\$ 1,280,614.15	29.84%
BOARD EXPENSES AND ELECTION	4300 & 4400	25,196.47	108,700.00	83,503.53	23.18%
DEPRECIATION EXPENSE	4510	818,000.00	-	(818,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	769,000.00	769,000.00	n/a
FUELS	4600	10,193.69	46,310.00	36,116.31	22.01%
INSURANCE	4700	9,720.40	88,600.00	78,879.60	10.97%
MEMBERSHIP & DUES	4800	3,010.45	22,100.00	19,089.55	13.62%
OFFICE EXPENSE	4900	11,786.21	46,760.00	34,973.79	25.21%
OPERATING SUPPLIES	5000	41,123.80	162,950.00	121,826.20	25.24%
PROFESSIONAL SERVICES	5200	84,355.01	555,900.00	471,544.99	15.17%
PRINTING & PUBLISHING	5300	5,611.56	33,000.00	27,388.44	17.00%
RENTS & LEASES	5400	6,016.30	21,000.00	14,983.70	28.65%
REPAIR & MAINTENANCE	5500	39,655.87	238,550.00	198,894.13	16.62%
MONITORING & PERMITTING	5600	1,202.00	48,900.00	47,698.00	2.46%
TRAINING & DEVELOPMENT	5700	6,848.71	45,400.00	38,551.29	15.09%
UTILITIES	5900	130,189.11	440,000.00	309,810.89	29.59%
LAFCO OPERATIONS	6100	7,377.00	7,400.00	23.00	99.69%
ENCINA	6200	-	1,995,754.00	1,995,754.00	0.00%
TOTAL OPERATING EXPENSES		\$ 1,744,901.43	\$ 6,455,553.00	\$ 4,710,651.57	27.03%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 114,681.40	\$ 410,800.00	\$296,118.60	27.92%
PROPERTY TAXES	3220	45,576.52	1,150,000.00	1,104,423.48	3.96%
INTEREST INCOME	3250	751,748.00	2,120,000.00	1,368,252.00	35.46%
OTHER NON OPERATING INCOME		126,142.50	646,334.00	520,191.50	19.52%
TOTAL NON OPERATING REVENUES		\$ 1,038,148.42	\$ 4,327,134.00	\$3,288,985.58	23.99%
DEBT SERVICE					
INTEREST EXPENSE AND FEES	6500	\$ 106,441.88	\$ 214,004.00	\$ 107,562.12	49.74%
PRINCIPAL PAYMENTS	6500	440,000.00	488,269.00	\$48,269.00	90.11%
TOTAL DEBT SERVICE		\$ 546,441.88	\$ 702,273.00	\$ 155,831.12	77.81%

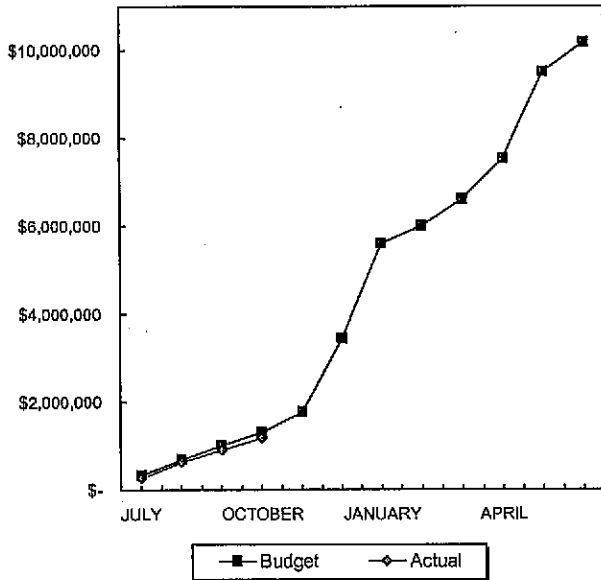
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

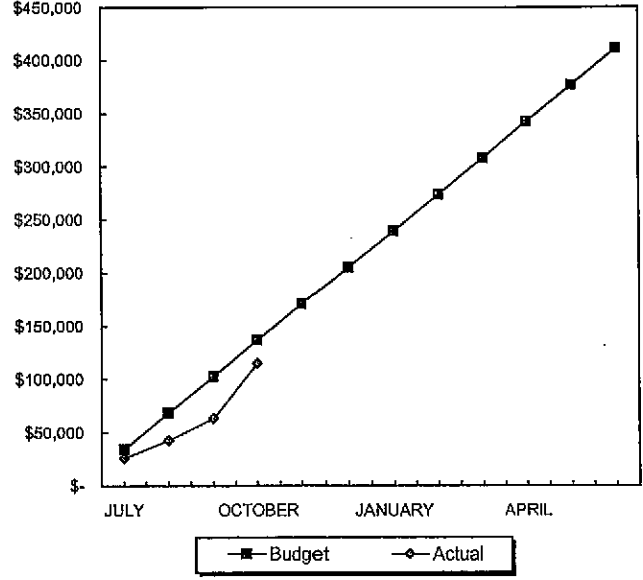
Revenue FY 2007-2008

YTD through October 31, 2007 *

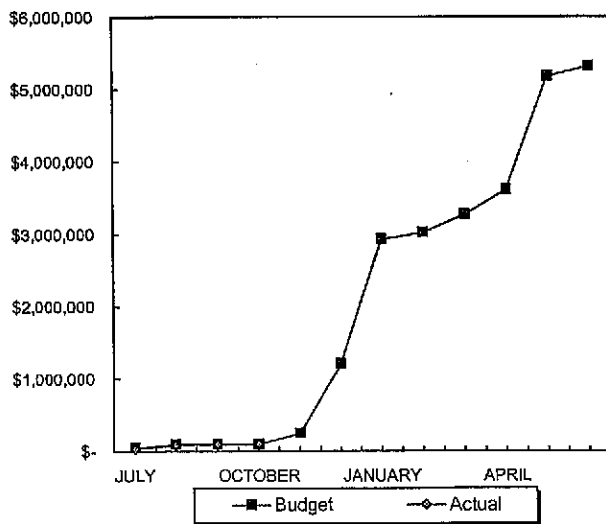
Total Revenue



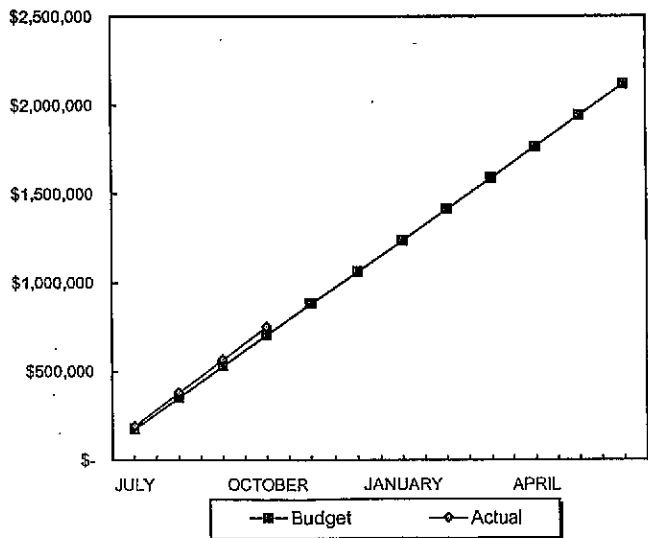
Capacity Charges



Sewer Service Fees



Interest Income

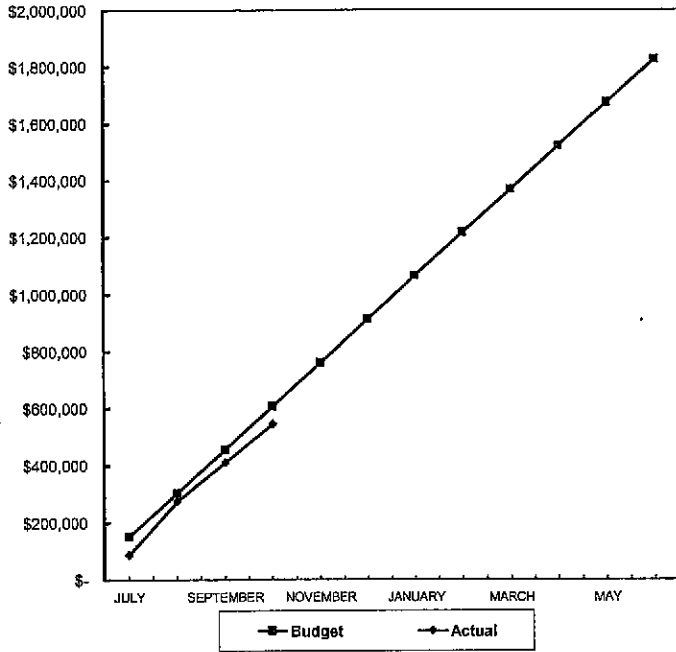


* Preliminary: subject to future review, reconciliation, accruals, and audit

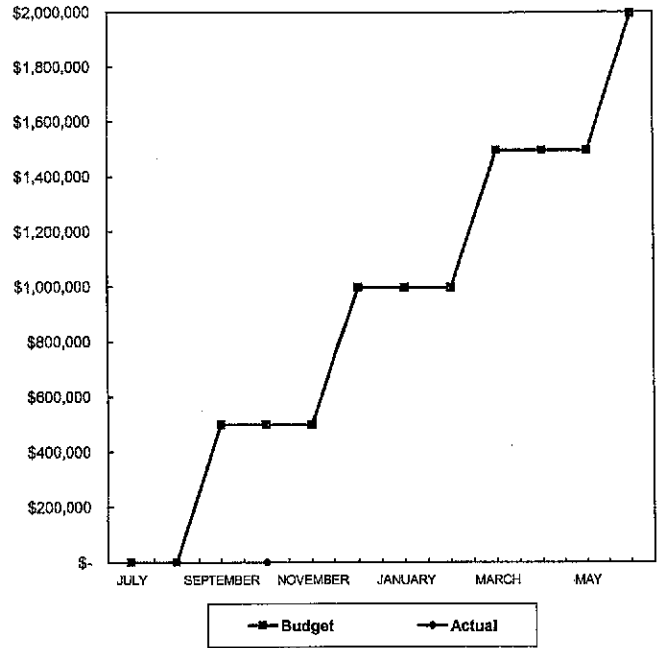
Leucadia Wastewater District Operating Expenses FY 2007-2008

YTD through October 31, 2007 *

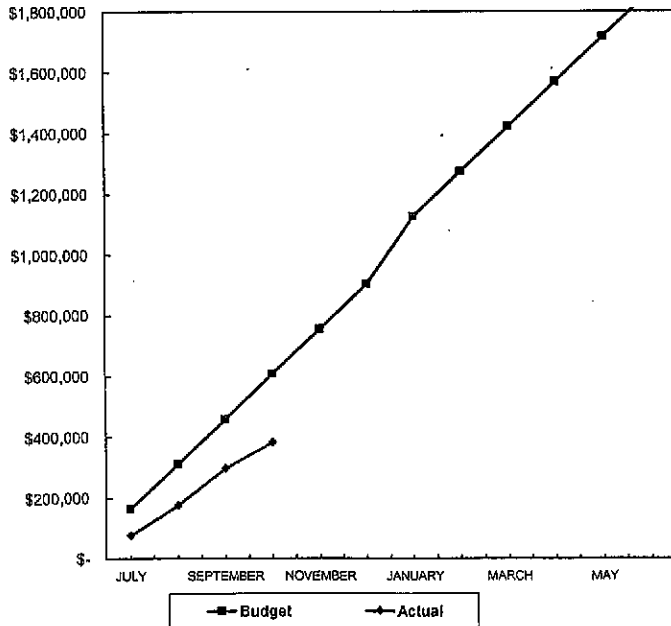
Salaries and Benefits



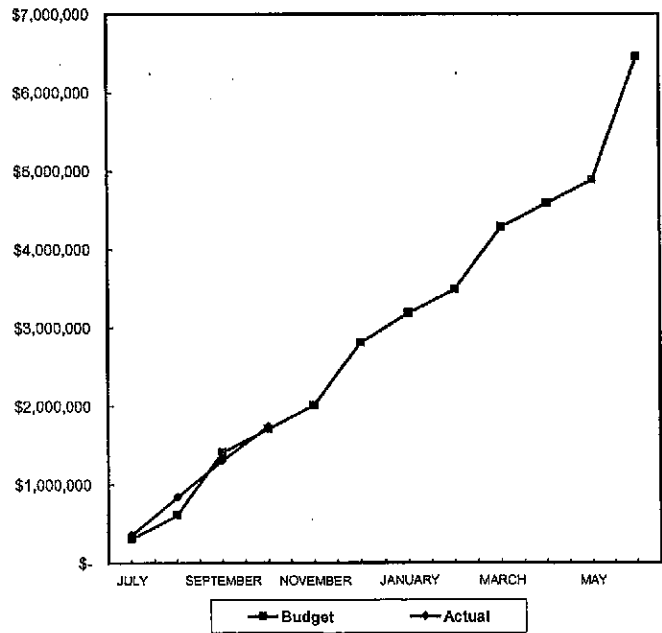
Encina M&O



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



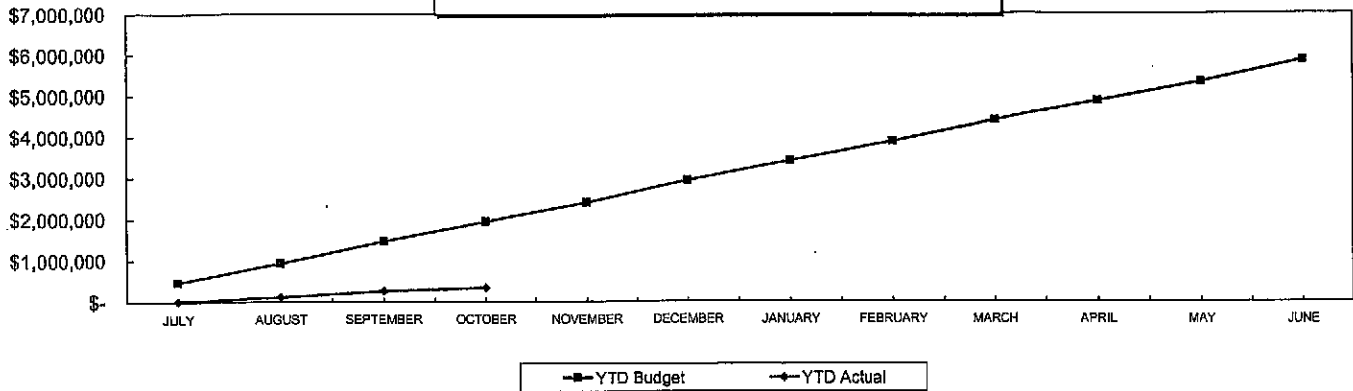
**Total LWD Operating Expense -
Including Depreciation & Replacement**



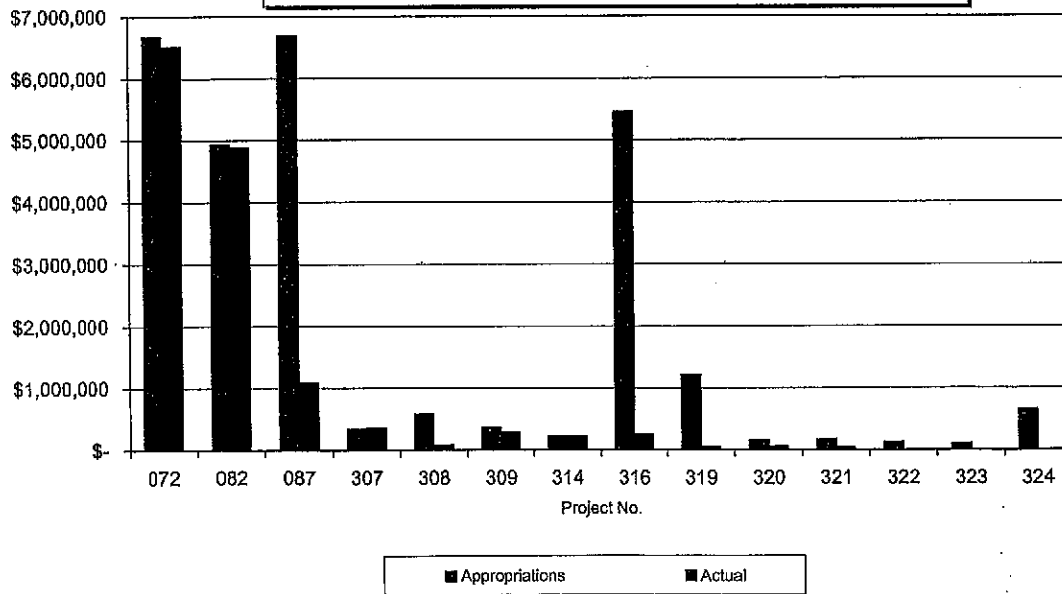
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of October 31, 2007

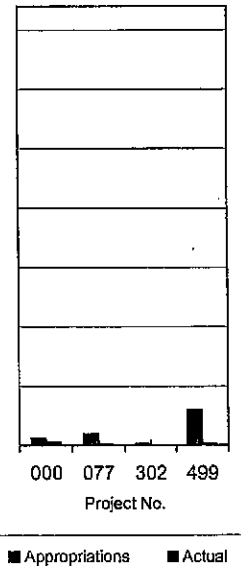
Capital Projects and Equipment For FY 2007/08



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



Single Year Capital Expenditures by Project 2007/08

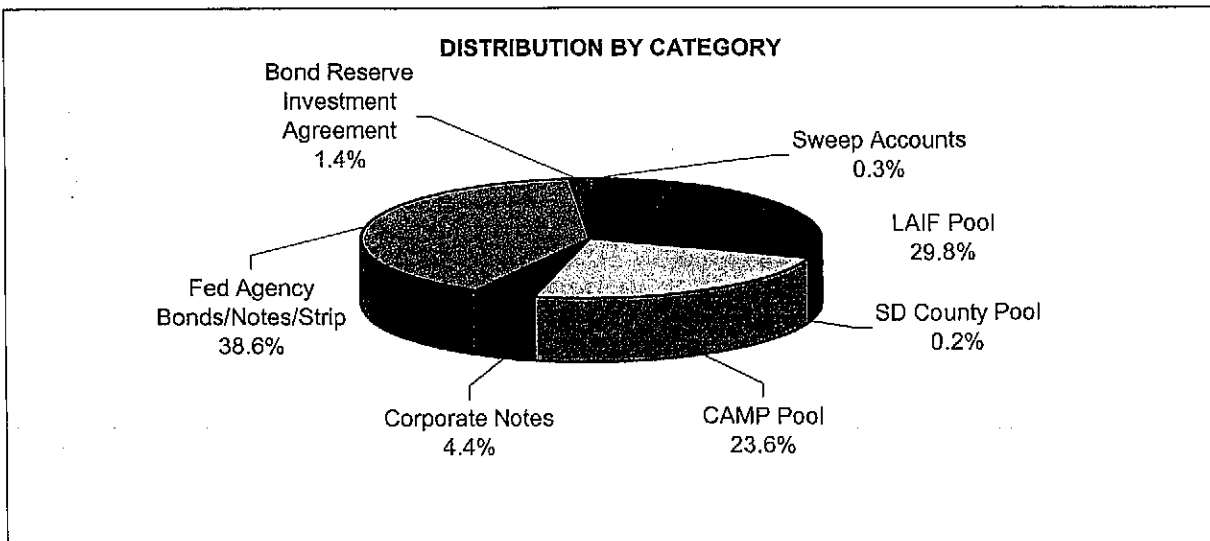
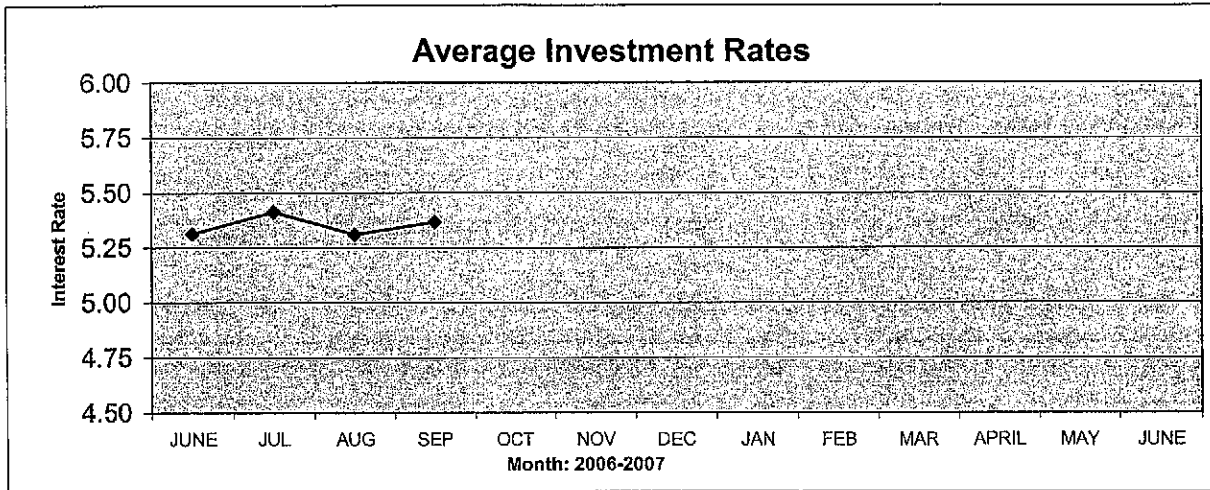


Project Legend			
Description	No.	Description	No.
Encina WA	072	Piraeus Pipeline Repair	320
Leucadia PS Improvements	082	Gibraltar Pipeline Replacement	321
Site Improvement Program	087	Install Permanent Flow Meters	322
Meadows 1 PS Decommission	307	Lateral Replace/Backflow Prevtr	323
Mineral Scale Mitigation Project	308	Bat PS Influent Line	324
Capacity Management Flow Study	309	Equipment	000
Asset Management Master Plan	314	Misc Pipeline Repair	077
Satellite PS Forcemains	316	Professional Services	302
101 Trunk Sewer	319	LWD General Labor	499

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


LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
As of September 30, 2007

Cash & Investments	Principal (Original Cost)		September Interest	Average Rate
	Aug 31, 2007	Sept 30, 2007		
Sweep Account: US Treasury MM - Union	155,000	133,000	125	2.800%
LAIF Pool	13,942,385	13,742,385	60,341	5.231%
SD County Pool	103,182	103,182	448	5.216%
CAMP Pool	10,789,299	10,893,384	46,129	5.190%
CAMP Portfolio				
Corporate Notes	2,005,005	2,005,005	7,654	4.582%
Federal Agency Bonds/Notes	12,027,823	12,027,823	52,151	5.203%
Federal Agency Discount Notes	2,409,584	2,409,584	10,472	5.215%
GNMA mortgage pools	23,794	23,679	186	9.383%
US Treasury Bonds/Notes	2,485,586	2,485,586	8,594	4.390%
Total Camp Portfolio	18,951,792	18,951,677	79,057	5.052%
Bond Funds				
BNY fiscal agent bond reserve a/c	652,884	652,884	2,916	5.360%
US Bank. custodian a/c: Fed Agency Strips	1,595,866	1,595,866	17,292	13.003%
Total Bond Funds	2,248,750	2,248,750	20,208	10.784%
Totals	\$ 46,190,408	\$ 46,072,377	\$ 206,308	5.367%



MEMORANDUM

Ref: 08-1356

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

DISCUSSION:

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending September 31, 2007 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

Attachment
Enclosure

**LEUCADIA WASTEWATER DISTRICT
 QUARTERLY INVESTMENT REPORT SUMMARY
 September 30, 2007**

SUMMARY OF INVESTMENTS AT SEPTEMBER 30, 2007

ASSETS	AMORTIZED COST 9/30/2007	% OF TOTAL
LAIF - STATE INVESTMENT POOL	\$ 13,742,384.92	28.3%
SAN DIEGO COUNTY INVESTMENT POOL	103,182.11	0.2%
CAMP - JPA INVESTMENT POOL	10,893,384.26	22.4%
CAMP PORTFOLIO - BANK OF NEW YORK.		
Corporate Notes	1,992,751.44	4.1%
Federal Agency Bond Notes	12,071,049.10	24.8%
Federal Agency Discount Notes	2,454,760.07	5.1%
Federal Agency - GNMA Pools	23,677.55	0.0%
US Treasury Bonds/Notes	2,496,055.20	5.1%
	19,038,293.36	
BANK OF NEW YORK - BOND RESERVE FUNDS		
Collateralized Investment Agreement	652,883.75	1.3%
	652,883.75	
US BANK - CUSTODIAL ACCOUNTS		
Resolution Funding Corp Strips - Cost	1,595,865.86	
Interest Earned - Amortized Discount*	2,563,507.62	
	4,159,373.48	8.6%
TOTAL INVESTMENTS	\$ 48,589,501.88	100.0%

* Representation of interest that is accruing as these federal agency coupons approach maturity

INTEREST FOR THE QUARTER ENDED 9/30/2007

MONTH	EARNED	AVERAGE RETURN
July	\$ 210,597.00	5.41%
August	206,188.00	5.31%
September	206,107.00	5.38%
TOTALS	\$ 622,892.00	

Encina Wastewater Authority Report
Regular Board Meeting
October 24, 2007

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

EWA Board Meeting Action Items:

1. Phase V Expansion Project Report

The Board of Directors received and filed the Phase V Expansion Project Report.

2. Building Program Construction Report – September 2007

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

Executive Session

3. The Board of Directors met in closed session as authorized by Government Code 54956.9, to discuss the case: Jaynes Corporation of California.

There was no reportable action.

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

There was no reportable action.

Member Agency Manager's Report
Meeting was held
November 7, 2007

General Manager Paul Bushee reporting

MAM Meeting Items:

1. ADS Environmental Services Flow Metering Presentation

ADS presented information on its "Intelli-serve" flow metering equipment.

2. Building Project Update

GM Hogan provided an update on the construction of the Building Project.

3. Biosolids Management Plan Update

GM Hogan provided an update on the development of the Biosolids Management Plan.

4. Resolution between the Encina Member Agencies and EWA for Cooperative Sewage System Emergency Response

GM Hogan reviewed the draft resolution for Cooperative Sewage System Emergency Response.

5. South Parcel Development Update

GM Hogan provided an update on the development of the South Parcel by Hoehn Motors.

Community Affairs Committee Meeting Report

Presented by Donald Omsted

Meeting held October 22, 2007

1. Review the draft layout of the fall 2007 newsletter

The CAC reviewed the draft layout of the fall 2007 newsletter in detail. The CAC and staff provided their comments and suggestions for the newsletter. Staff forwarded the final newsletter to the Board of Directors prior to finalizing the newsletter.

Employee Recognition Committee Meeting Report

Presented by Elaine Sullivan

Meeting held October 29, 2007

1. Review of Employee of the Year Award Nominations Forms

The Committee, management staff and the 2006 Employee of Year recipient reviewed and discussed nomination forms submitted for the Award. After evaluating the nomination forms, the Committee and staff selected a recipient of the Employee of Year Award. This item will be reviewed by the Board later on in the agenda. The successful candidate will be announced at the Annual Holiday Party and receive a monetary award of \$1,000.

2. Discuss LWD 2007 Holiday Party

The Committee reviewed and discussed Entertainment options for the 2007 Holiday Party. The Committee and staff agreed to schedule The National Comedy Theatre for the 2007 Holiday Party.

Engineering Committee Meeting Report

Presented by Allan Juliussen

Meeting held November 5, 2007

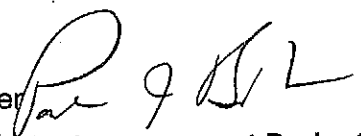
1. The EC reviewed the recommendation that the Board of Directors authorize the General Manager to bid the contract for construction of the Site Improvement Project.

This item will be considered later on in tonight's agenda.

3. Staff provided the EC with a status report on the Gibraltar Street Project.
4. Staff provided the EC with a status report on the Satellite Forcemain Replacement Project.
5. Staff provided the EC with a status report on the 101 Trunk Sewer/Batiquitos Gravity Line Project.

MEMORANDUM

Ref: 08-1352

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Authorize Bidding of District's Site Improvement Project

RECOMMENDATION:

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

1. Authorize the General Manager to bid for construction services for the District's Site Improvement Project
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its November 5, 2007 meeting and the Committee concurred with staff to bring this recommendation forward to the Board of Directors for consideration.

Roesling Nakamura Terada Architects (RNT) has completed the design of the LWD Site Improvement Project. The bid documents, including Construction Contract, Plans and Specifications, have been reviewed by Staff and Dudek, the Construction Manager, and are ready for bidding.

In August 2007, Dudek pre-qualified six (6) construction firms to bid on the project. They were:

- Cox Construction Company
- C.W. Driver Builders
- Douglas E. Barnhart, Inc.
- Edge Development, Inc.
- Jaynes Corporation of California
- T.B Penick & Sons, Inc.

Upon authorization, the firms will be individually notified that bidding on the project has commenced.

The updated estimated overall project cost is \$12,086,616. Attached is a breakdown of the cost estimate. Please note that \$9,866,088 of the project cost is for construction of new facilities including site work. It is important to note that the project consists of all new operations and maintenance facilities and that the new headquarters building (\$5.1 M) constitutes roughly half of the construction cost.

In addition to construction costs, the overall cost estimate includes provisions for other project costs such as design, construction management, permitting costs, new solar power facilities,

etc. Mr. Joe Mansfield of RNT will provide an overview of the cost estimate at the upcoming meeting.

FISCAL IMPACT:

There is no appreciable direct fiscal impact association with this recommendation. There will be relatively minor administration costs associated with bidding the project. The more significant fiscal impact of the project will occur when the recommended construction contract is presented to the Board of Directors for consideration. The approved capital budget for the Site Improvement Project is approximately \$6.6M. This appropriation will be sufficient to commence construction. Staff plans to recommend additional funding for the project as part of the Fiscal Year 2009 Budget process.

PJB

Attachment

Leucadia Wastewater District Facility Improvement Project				
10/24/2007				
New Buildings				
New Two-story Administration Building	12,800	SF	\$396	\$5,071,658
New Workshop/Storage Building	3,294	SF	\$227	\$746,634
Inside Parking - (Small vehicles)	2,285	SF	\$129	\$295,746
Covered Parking - Large Vehicles (separate structure)	1,950	SF	\$154	\$299,736
	20,329	SF		\$6,413,774
Sitework				
Sitework - General	125,000	SF	\$15	\$1,875,000
Carport Structures	3,500	SF	\$35	\$122,500
Existing Pump Station - Remodel Façade	1	LS	\$50,000	\$50,000
Existing Utility Replacements	1	LS	\$50,000	\$50,000
Photovoltaics pathways	1	LS	\$50,000	\$50,000
				\$2,147,500
Photovoltaics				
10,000 square foot field	1	LS	\$835,000	\$835,000
Estimated Construction Cost				
Escalation through mid-point of construction - Sept 2008			5%	\$469,814
				\$9,866,088
Soft Costs				
Permit Approval Process				\$100,000
Design Fees			8%	\$751,702
Construction Management			11%	\$998,138
Special Inspections (geotech, structural steel, etc)				\$50,000
FF&E (Furn. & Equip. - 5% of Bldg. costs)			5%	\$320,689
Estimated Overall Project Cost				\$12,086,616

MEMORANDUM

Ref: 08-1346

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Employee of the Year Award

RECOMMENDATION:

It is recommended that the Board of Directors:

1. Approve award of \$1,000.00 to the recipient of the Employee of the Year Award for 2007.

DISCUSSION:

The Leucadia Wastewater District's (LWD) Individual Incentive Program includes provisions for an Employee of the Year Award. The Incentive Program authorizes a monetary award of \$1,000 to be approved by the Board of Directors following review by a committee consisting of the Employee Recognition Committee, LWD management, and the 2006 recipient.

LWD staff and the Employee Recognition Committee met on October 29, 2007 to review nominations and select LWD's nominee for the Employee of the Year Award. This item is forwarded to the Board of Director's for approval in accordance with the Incentive Program.

The Employee of the Year Award is traditionally announced and presented at the Holiday Party event. Therefore, the recommendation does not name the recipient in order to maintain confidentiality until that time. Staff will be pleased to provide the Board of Directors with the recipient's name upon request.

cal:PJB

MEMORANDUM

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2186 Adopting LWD's Workplace Violence Prevention Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2186 establishing LWD's Workplace Violence Prevention Policy.
2. Discuss and take other action as appropriate.

DISCUSSION:

Violence in the workplace has become a major concern for public agency employers. In that regard, LWD has made a concerted effort to ensure that everyone associated with the District, including employees and customers, never feels threatened by any employees actions or conduct.

The proposed Workplace Violence Prevention Policy promotes a safe work environment by establishing the following actions:

- banning the possession of weapons that have the potential to inflict harm;
- authorizing searches and inspections of any property on LWD premises;
- establishing the requirement to report potentially violent situations;
- establishing training programs;
- encouraging education courses that promote a peaceful working environment;
- offering an employee assistance program; and,
- establishing a violence prevention team.

The policy, which was recommended by CSRMA during their recent risk management survey, is included as Exhibit A of the proposed resolution. It amplifies information contained in LWD's Human Resources Policy Manual.

Proposed Resolution No. 2186 (Attachment 1) adopts LWD's Workplace Violence Prevention Policy and is presented for the Board's consideration. Staff recommends that the Board of Directors adopt the proposed Resolution as presented.

Attachment

cal:PJB

RESOLUTION NO. 2186

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
ADOPTING THE LEUCADIA WASTEWATER DISTRICT'S
WORKPLACE VIOLENCE PREVENTION POLICY**

WHEREAS, the Leucadia Wastewater District Board of Directors intends to adopt a Workplace Violence Prevention Policy; and,

WHEREAS, it is in the interest of the Leucadia Wastewater District to adopt a Workplace violence Prevention Policy.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors adopts the LWD Workplace Violence Prevention 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 November 14, 2007 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul Bushee, Board Secretary



LEADERS IN
ENVIRONMENTAL
PROTECTION

Ref: 08-1230

EXHIBIT A

WORKPLACE VIOLENCE PREVENTION POLICY

Leucadia Wastewater District (LWD) has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment may be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with LWD, including employees and customers, never feels threatened by any employee's actions or conduct.

This policy amplifies information contained in LWD's Human Resources Policy Manual.

Workplace security measures

In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

- Access to the company's property is limited to those with a legitimate business interest.
- All visitors must sign-in at the reception area prior to entering District facilities.

All weapons banned

The company specifically prohibits the possession of weapons by any employee while on company property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the company's business premises.

Weapons include guns, knives (with blades longer than 3 inches unless issued as part of District equipment), explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, may be taken against any employee who violates this policy.

Inspections

LWD reserves the right to conduct searches and inspections of any property on LWD premises. Employees who are found to be in possession of materials in violation of this policy or other LWD policies, or who are in possession of LWD property in an unauthorized manner, will be subject to disciplinary action, up to and including termination of employment.

Desks, telephones, and computers are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by the

General Manager, telephone conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals may be used as the basis for termination for cause.

Reporting violence

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

You are encouraged to report any incident that may involve a violation of any of the District's policies that are designed to provide a comfortable workplace environment. All potentially violent situations are serious and all threats of violence against LWD employees will be reported to the appropriate law enforcement authorities immediately. Employees are required to report:

- Any suspicious or unauthorized persons on or near LWD premises.
- Threatening communications including mail, telephone calls, electronic communications and faxes, and verbal remarks.
- Other acts by or against employees including harassment, intimidation, stalking, or invasion of privacy.

Concerns of violence may be presented to your supervisor, Department Head, Administrative Services Manager, or the General Manager. All reports will be investigated.

Training programs

As part of its commitment to preventing workplace violence, LWD will ensure that all employees are aware of this policy by establishing a biennial training requirement. Training will initially be included as part of the new employee orientation process; thereafter, it will be provided in a manner approved by the General Manager.

Education offerings

In order to promote a peaceful working environment, we encourage supervisors and employees to enroll in courses to learn more about working with each other. Courses covering communication, problem solving, building effective working relationships, stress management, and related or similar course topics may be provided at District expense or supported by LWD's tuition reimbursement program.

Employee assistance program

The company provides an employee assistance program (EAP) for all full-time employees. This EAP offers services to these employees and their eligible dependents. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

You are encouraged to use the EAP whenever you feel the need for guidance in coping with life's difficulties. If you have difficulty handling drugs or alcohol, the EAP can provide information

on treatment. The EAP is a confidential service to be used when you need help.

Violence prevention team

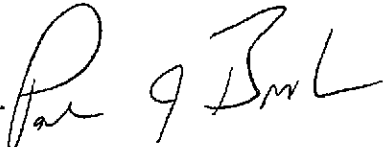
LWD management staff will serve as the District's violence prevention team to create and implement our workplace violence prevention program. The team will also handle the consequences of any incidents of violence that we experience, providing assistance to employees and information to the media. The team will take the steps necessary to continue or resume business. We believe that a multidisciplinary approach is best suited to handle workplace violence problems.

Incident management

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, we will provide initial counseling and support services to you and your immediate family members.

As the crisis passes and support systems are put into place for individuals affected by the incident, the District will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, customers, and others who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.

MEMORANDUM

DATE: November 8, 2007
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Resolution No. 2187 Amending the Integrated Travel Authorization and Expense Reimbursement Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2187 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy.
2. Discuss and take action, as appropriate.

DISCUSSION:

On February 8, 2006, the Board of Directors adopted Resolution No. 2158 establishing an Integrated Travel Authorization and Expense Reimbursement Policy. The policy updated reimbursement guidance as required by AB 1234 and integrated this guidance into a single policy for Directors and staff. On October 11, 2006, the Board adopted Resolution No. 2172 amending the Integrated Travel Authorization and Expense Reimbursement Policy to include the requirement for detailed receipts as recommended by LWD's auditor, Fedak & Co.

LWD's Integrated Travel Authorization and Expense Reimbursement Policy contains a list of approved organizations and associations for which reimbursement at seminars, meetings or conferences is authorized. The policy requires that other seminars, meetings, or conferences not specifically authorized by the policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses.

Staff has received a request to amend the policy to authorize attendance at Special District Institute (SDI) seminars, meetings, or conferences. This amendment will allow Board and staff members to attend and be reimbursed for attendance at SDI presentations without further board action. Staff concurs with the proposal to add SDI to the list of approved seminars, meetings or conferences and recommends that the Board of Directors adopt Resolution 2187 (attached). The proposed change to the Integrated Travel Authorization and Expense Reimbursement Policy is shown in the strike-out version of the policy included as Exhibit A to the resolution.

If adopted, Resolution No. 2187 will supersede Resolution No. 2172.

cal:PJB

Attachment

RESOLUTION NO. 2187

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT (LWD)
AMENDING THE INTEGRATED TRAVEL AUTHORIZATION AND
EXPENSE REIMBURSEMENT POLICY**

WHEREAS, LWD Directors and employees are encouraged and, at times, obligated to attend conferences, meetings, seminars and committee and other meetings on behalf of LWD; and,

WHEREAS, California Government Code Section 53232.2 requires LWD to adopt a policy that identifies occurrences for which Board members may receive reimbursement, and specifies reasonable reimbursement rates for travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, California Government Code Section 53232.3(a) requires LWD to provide expense report forms to be filled out by Board members; and

WHEREAS, the LWD Board of Directors adopted Resolution No. 2172 on October 11, 2006 amending LWD's Integrated Travel Authorization and Expense Reimbursement Policy that authorizes attendance at such meetings and provides for payment or reimbursement of legitimate expenses incurred by persons traveling on behalf of LWD.

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors further amends the LWD Integrated Travel Authorization and Expense Reimbursement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2172.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held November 14, 2007 by the following vote:

IN FAVOR OF:

OPPOSED:

ABSENT:

ABSTAIN:

Judy Hanson, President

ATTEST:

Paul Bushee, Board Secretary

EXHIBIT A**LEUCADIA WASTEWATER DISTRICT****INTEGRATED TRAVEL AUTHORIZATION AND
EXPENSE REIMBURSEMENT POLICY**

Ref: 07-0834

1. Purpose

The purpose of this policy is to establish requirements and implement rules and regulations governing travel authorization and expense reimbursement for LWD Directors and staff.

2. Overview

- a. Directors and employees are encouraged to participate in those outside activities and organizations that in the judgment of the Board of Directors further LWD's interests.
- b. Expenses incurred by Directors and employees in connection with such activities are reimbursable provided that they are permitted by this Policy or otherwise authorized by the Board of Directors or General Manager where appropriate.
- c. All expenses incurred while participating in activities and organizations on LWD's behalf must be moderate, reasonable and necessary. Directors and employees are encouraged to exercise prudence in all expenditures. This policy is intended to result in no personal gain or loss to a Director or employee.
- d. Reimbursement shall be made only for legitimate expenses supported by vendor provided documentation or as may be allowable under applicable Internal Revenue Service (IRS) guidelines.
- e. Legitimate expenses shall include: transportation to and from activity destinations; ground transportation to and from airports, train, bus or trolley stations, activity locations, and lodging; overnight accommodations; meals; car rental, and certain related miscellaneous expenses described in this Policy.
- f. The most economical mode and class of transportation reasonably consistent with scheduling and cargo requirements shall be used.
- g. All reimbursements shall be made pursuant to a signed Travel Expense Report conforming to applicable requirements stated in this Policy.
- h. Reimbursements paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s).

3. Authorization

- a. LWD shall pay reimbursement for reasonable expenses incurred for attendance at such meetings, conferences and seminars budgeted by the Board, concerning

official district business, from which the District derives a benefit through the attendance of a representative. Reimbursement is authorized for attendance at meetings, conferences, and seminars held by the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water Environment Association (CWEA)
- California WateReuse Association
- Carlsbad Chamber of Commerce
- Encinitas Chamber of Commerce
- Local Agency Formation Commission (LAFCO)
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- Special District Institute

Also authorized for reimbursement are expenses associated with attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses.

- b. The General Manager or his/her designee shall authorize all employee travel prior to departure. LWD shall pay reimbursement for reasonable expenses incurred by the General Manager and/or staff at meetings, conferences and seminars for the following organizations or associations:

- California Association of Sanitation Agencies (CASA)
- California Special Districts Association (CSDA)
- California Sanitation Risk Management Authority (CSRMA)
- California Water environment Association (CWEA)
- Local Agency Formation Commission (LAFCO)
- California WateReuse Association
- Southern California Alliance of Publicly Owned Treatment Works (SCAP)
- Special District Institute

Other meetings, conferences and seminars not specifically authorized by this Policy must be approved by the General Manager prior to attendance for reimbursement of expenses.

- c. No travel shall be authorized unless sufficient appropriated funds are available.

4. Reimbursement of Authorized Transportation Expenses

- a. Attendees traveling by airplane shall fly using the lowest cost mode and class reasonably consistent with scheduling requirements. Attendees shall take the

most direct and time-efficient route reasonably available. In the event a more expensive mode or class of air transportation is used, or a less direct route is taken, the reimbursable amount shall be limited to the cost of the lowest cost commercial airfare available via the most direct route.

- b. Attendees driving their personal vehicle to an activity shall be limited to the IRS specified rate in an amount not exceeding the lowest cost airfare plus normal ground transportation costs for the trip taken by personal vehicle. Where an LWD vehicle is used gasoline and other necessary maintenance or repair expenses shall be reimbursable.
- c. Where practical and reasonable, attendees may elect to travel by train via the most economical mode and class reasonably consistent with scheduling requirements and shall be reimbursable at the lesser of: the actual amount paid, the lowest cost airfare plus normal ground transportation costs, or, LWD's costs to reimburse for the use of a personal vehicle.
- d. Only the most economic form of ground transportation reasonably consistent with scheduling requirements shall be reimbursable. Public transportation including buses, light rail, commuter trains and commercial vehicles including shuttles and taxicabs should be used in lieu of car rental.
- e. Rental car expenses for the lowest priced class of vehicle appropriately suited for the use intended and traveling conditions shall be reimbursable where other modes of transportation are not reasonable or practical considering destination and scheduling requirements. Rental cars should, whenever possible, be reserved in advance to ensure the choice of vehicle class most appropriately suited is available. The purchase of rental car insurance above that required by the agency is not reimbursable.
- f. Airport and train station parking shall be reimbursable at long-term rates for travel exceeding twenty-four (24) hours. Destination parking for personal, LWD and rental vehicles shall be reimbursable at self-parking rates where available.
- g. The use of promotional or discounted fares, corporate or government rates and, in the case of multiple attendees, ride and rental car sharing, shall be utilized when available. The cost for tolls, ferries, short-term parking, and other expenses reasonably related to the authorized activity shall be reimbursable.

5. Reimbursement of Authorized Overnight Accommodations

- a. Expenses for overnight accommodations incurred within the LWD Service Area shall not be reimbursable.
- b. Overnight accommodations for multi-day conferences within a 50-mile radius of the Leucadia Wastewater District may be reimbursable, on a case-by-case basis, considering attendee specific factors, scheduling factors, and other factors reasonably related to the authorized activity that are not within the attendee's control.
- c. LWD shall reimburse for prearranged overnight accommodations at single room rates using discounted conference, government, or corporate rates at locations reasonably proximate to the activity for which the overnight accommodations were authorized. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director/employee at the time of booking. If the

group rate is not available, the Director/employee shall use comparable lodging that is consistent with the activity's government or group rates. Where attendees share a room, reimbursement shall be made at the double occupancy rate.

- d. Overnight accommodations shall be reimbursed when the authorized activity starts too early to permit a reasonable travel itinerary on that day or when the authorized activity concludes too late to permit a reasonable travel itinerary that evening.

6. Reimbursement of Authorized Meals

- a. Expenses for meals, including non-alcoholic beverages and tips ordinarily associated with normal eating customs, shall be reimbursable. The reimbursable amount shall be limited to the typical cost of meals in the region during the course of travel and while attending the authorized activity. The IRS publishes locally calculated meal and incidental expense guidelines that shall provide a basis for analyzing the reasonableness of meal expense reimbursement requests.
- b. The maximum daily amount reimbursable for meals, including beverages and tips, is \$75.00.
- c. Exceptions to these limitations shall be made in situations where participation in the authorized activity makes it necessary to eat at a specific place or to attend special meal functions.
- d. Expenses incurred by paying for another guest's meal shall be reimbursable provided that the guest's presence at the meal is reasonably related to the authorized activity.

7. Reimbursement of Authorized Miscellaneous Expenses

- a. The following miscellaneous items are also reimbursable:
 - telephone calls to conduct LWD business;
 - one telephone call home for each overnight stay on authorized travel;
 - reasonable transportation costs to local restaurants or other destinations related to participation in the authorized activity;
 - customary and usual tips for baggage handling, transportation and other travel, lodging and meals related services; and,
 - other unavoidable, necessary and reasonable expenses related to the authorized travel.
- b. The use of cellular telephones, if available, is encouraged when conducting LWD business or calling home in accordance with Section 7 (a) above.
- c. LWD shall not pay or reimburse expenses for entertainment, movies, recreational activities, laundry services, parking or traffic violation fines, tours, side trips or any other similar activities.
- d. All Director expenses that do not fall within this travel reimbursement policy shall be approved by the Board of Directors, in a public meeting before the expense is incurred.

- e. All employee expenses that do not fall within this travel reimbursement policy shall be approved by the General Manager before the expense is incurred.

8. Travel Advance

- a. A travel advance in a sum equal to the estimated expenditures chargeable to the District for the trip may be made if requested by the Director or employee. The amount of the advance shall be approved by the General Manager.

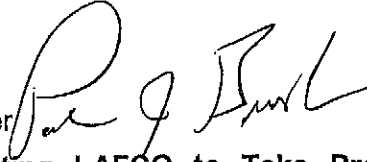
9. Expense Reimbursement Claim Form

- a. Within twenty-one (21) working days of return, all persons requesting reimbursement for LWD authorized business travel expenses shall fill out and deliver to the General Manager a Travel Expense Report Form (this "Form" is Attachment 1 to this Policy).
- b. All items for which reimbursement is requested must be supported by receipts except for tips and published rates paid to public transportation systems that do not provide receipts or where the receipt document may be used in lieu of cash to acquire other public transportation services. Receipts, provided for reimbursement, shall show an itemized summary of services provided or items purchased.
- c. Transportation expenses shall be supported by documentation provided by the carrier including flight or route numbers, dates and cost.
- d. Lodging expenses shall be supported by detailed documentation provided by the vendor.
- e. Meals expenses shall be supported by documentation provided by the restaurant or activity host, or, a credit card billing stating the date, location and amount of the meal.
- f. Where an attendee pays or shares any expenses of another person (including other LWD Directors and employees) the receipt submitted shall note the name of the individual and his or her public agency or affiliation to the authorized activity.
- g. In no event shall expenses incurred by a guest be reimbursed by LWD.
- h. Advances, or other credits such as a prepayment by LWD, must be included as a deduction on the Form.
- i. In the event a travel advance exceeds the amount chargeable to the District, the Director or employee shall refund the District the difference between the travel advance and the expenditures chargeable to the District.
- j. Incomplete forms, including forms not supported by documentation as required by this Policy shall be returned to the attendee unprocessed along with written communication specifying the documentation required.

Policy Adopted: February 8, 2006

Policy Amended: October 11, 2006, November 14, 2007

MEMORANDUM

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2188 Requesting LAFCO to Take Proceedings for the Hedayat Change of Organization

RECOMMENDATION:

Staff request that the Board of Directors:

1. Adopt Resolution No. 2188 as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The proposed Heyadat Annexation into the Leucadia Wastewater District's (LWD) service area involves 0.59 of an acre, located on the northeastern corner of Leucadia Boulevard at Orpheus Avenue, just west of Interstate 5.

This development project is within the District's sphere of influence and will include one (1) commercial business. This annexation is necessary to provide sewer service to this property and is in accordance with the Island Area Master Plan adopted by the Board. Hedayat will be required to extend public sewer North on Orpheus Avenue from the new fire station.

Approval of Resolution No. 2188 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the property. Attached please find a copy of Resolution No. 2188 for your review.

PJB:ls

Attachment

RESOLUTION NO. 2188

A RESOLUTION OF APPLICATION BY THE
BOARD OF DIRECTORS OF LEUCADIA WASTEWATER DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE PROPOSED
HEDAYAT CHANGE OF ORGANIZATION

RESOLVED, by the Board of Directors of the Leucadia Wastewater District, that

WHEREAS, the Board of Directors of the LEUCADIA WASTEWATER DISTRICT (LWD), San Diego County, State of California, desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the proposed Hedayat Change of Organization; and

WHEREAS, the proposed Hedayat Change of Organization includes annexation of the Hedayat territory (**APN 254-270-18**) to the LWD; and

WHEREAS, the reasons for this proposed Change of Organization are as follows:

1. LWD is empowered to and is engaged in the collection, treatment, and disposal of wastewater and has existing facilities to provide wastewater to the territory proposed to be annexed.
2. The owners of the territory desire to utilize the LWD facilities.
3. The territory to be annexed is within LWD's Sphere of Influence.

WHEREAS, the territory subject to the proposed Change of Organization is uninhabited, and a description of the external boundary of the territory is set forth in Exhibit "A" and a map thereof is set forth in Exhibit "B", both attached hereto and by this reference incorporated herein; and

WHEREAS, LWD requests that the proposed Change of Organization be subject to the following terms and conditions:

1. The annexed property is thereafter subject to capacity fees, sewer service fees, and all other district-wide Ordinances and Resolutions of LWD.

WHEREAS, LAFCO is authorized to approve this proposed Change of Organization without notice or hearing and without an election. If no express effective date is indicated, the effective date of the Change of Organization shall be the date of recordation of the Certificate of Completion and Resolution ordering the change of organization by the County Recorder.

RESOLUTION NO. 2188

Page two

WHEREAS, the staff of LWD has reviewed this proposed Change of Organization under the California Environmental Quality Act (CEQA) and has found it to be categorically exempt from CEQA pursuant to Section 15319 (b) and 15303 (a) & (d) of the California Environmental Quality Act.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by the Board of Directors of the LEUCADIA WASTEWATER DISTRICT. The Local Agency Formation Commission of San Diego County is hereby requested to take proceedings for the proposed Change of Organization that includes the territory as described in Exhibit "A" and shown in Exhibit "B", according to the terms and conditions stated above and in a manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on November 14, 2007 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Judy K. Hanson, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

**SEWER ANNEXATION
TO
LEUCADIA WASTEWATER DISTRICT
LEGAL DESCRIPTION**

ALL THAT PORTION OF THE SOUTH HALF OF THE WEST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 4 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO OFFICIAL PLAT THEREOF, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWESTERLY CORNER OF SAID SOUTH HALF OF THE WEST HALF, SAID CORNER BEING MARKED BY A 2-INCH BY 2-INCH HUB AND TACK HAVING COORDINATES X=680, 515.01 AND Y=328,478.60 FEET; THENCE ALONG THE WESTERLY LINE OF SAID SOUTH HALF OF THE WEST HALF, NORTH 01°01'13" WEST 278.88 FEET TO THE TRUE POINT OF BEGINNING;

THENCE, (1) RETRACING ALONG SAID WESTERLY LINE SOUTH 1°01'13" EAST 225.00 FEET;

THENCE, (2) LEAVING SAID WESTERLY LINE SOUTH 89°23'04" EAST 70.19 FEET;

THENCE, (3) NORTH 46°10'27" EAST 103.20 FEET;

THENCE, (4) NORTH 02°53'32" WEST 156.96 FEET TO A LINE WHICH BEARS NORTH 88°58'47" EAST FROM THE TRUE POINT OF BEGINNING;

THENCE (5) SOUTH 88°58'47" WEST 140.75 FEET TO THE TRUE POINT OF BEGINNING.

CONTAINING 0.688 ACRES MORE OF LESS

FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION OF LAND IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS A BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.



10-29-07

EXHIBIT "B" ORPHEUS AVE. ANNEXATION PLAT

SITE ADDRESS
905 ORPHEUS AVE
ENCINITAS, CA
92024

TAX RATE AREA
1907B



L.W.D. BDRY
1200' +-
←

T.P.O.B.

APN 254-270-22

S88°58'47"W 140.75'

L.W.D. BDRY
1200' +-
↑

POR. OF S1/2 OF
W1/2 OF SE1/4
OF SE1/4 SEC. 4,
T13S, R4W, SBM

APN 254-270-18

GROSS AREA 0.0688 AC

S01°01'13"E 225.00'

ORPHEUS AVE.

N02°53'32"W 156.96'

INTERSTATE 5

L.W.D. BDRY
200' +-
→

N46°10'27"E 103.20'

S89°23'04"E
70.19'

BEARINGS AND DISTANCES
SHOWN HEREON ARE
DERIVED FROM RECORD
DATA PER R.O.S. 18007

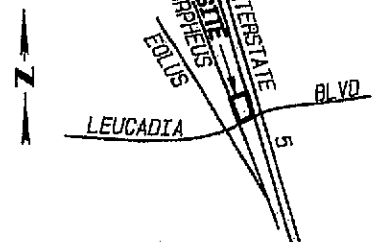
L.W.D. BDRY
1000' +-
↓

LEUCADIA BLVD



10-29-07

VICINITY MAP
NOT TO SCALE



PASCO ENGINEERING
(858) 259-8212
535 N. HWY 101, STE. A
SOLANA BEACH, CA 92075

PE 1636

Pasco Engineering, Inc.
 535 N. Highway 101, Suite A
 Solana Beach, CA 92075
 (858) 259-8212
 Tuesday, October 09, 2007 10:08:59 AM

PROJECT: N:\1636.pro

CLOSURE REPORT

Coordinate values shown are computed based on the rounded bearing and distance, or chord bearing and chord lengths as indicated herein.
 Boundary Name:

Point Number	Description	Sta	Northing	Easting	Elevation
Bearing	Distance				
2		0+00.00	4775.0357	5004.0064	
N01°01'13"W	225.00 ft				
1		2+25.00	5000.0000	5000.0000	
N88°58'47"E	140.75 ft				
5		3+65.75	5002.5062	5140.7277	
S02°53'32"E	156.96 ft				
4		5+22.71	4845.7462	5148.6475	
S46°10'27"W	103.20 ft				
3		6+25.91	4774.2834	5074.1940	
N89°23'04"W	70.19 ft				
2		6+96.10	4775.0375	5004.0081	

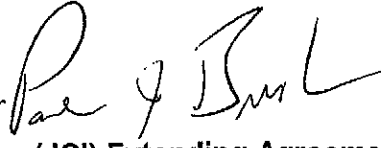
Closing latitude = 0.00181
 Closing departure = 0.00167
 Closing bearing = S42°43'25"W
 Closing distance = 0.00246
 Total traverse length = 696.10 (696.10)
 Total error of closure = 1/282498
 Error of closure in latitude = 1/384543
 Error of closure in departure = 1/416380

Area = 29987.06 Sq. Ft.
 Area = 0.6884 Acres



10-9-07

MEMORANDUM

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Option 1 to Jones Chemicals, Inc (JCI) Extending Agreement to Deliver and Furnish Sodium Hypochlorite Solution From December 1, 2007 through November 30, 2008

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute Option 1 to the existing contract with JCI to purchase Sodium Hypochlorite Solution.
2. Discuss and take other action as appropriate.

DISCUSSION:

LWD's Gafner Water Recycling Facility utilizes the chemical sodium hypochlorite to disinfect the treated water prior to use as irrigation on the La Costa Spa & Resort Golf Course. Last November, the Board of Directors (Board) executed contract with JCI to supply sodium hypochlorite for a period of up to 4 years. The contract was structured as a 1 year agreement with three additional 1 year options.

The initial 1 year term is set to expire November 30, 2007 and staff is recommending that the Board authorize the General Manager to execute Option 1, which would allow the purchase of sodium chlorite from JCI for the period December 1, 2007 through November 30, 2008. This item is before the Board because the annual cost for this chemical is about \$30,000, which exceeds the General Manager's spending authority. Option 1 allows for an increase in the purchase price from \$ 0.85 per gallon to \$ 0.884 per gallon, which is consistent with the 4% increase for the chemical price index over the last 12 months.

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

FISCAL IMPACT:

Sodium Hypochlorite is an approved line item within the LWD FY08 Budget.

PJB:ifs

Attachment

AMENDMENT NO. 1

to

Agreement for Furnishing and Delivering Bulk Sodium Hypochlorite Solution
(12.5% to 15.6% by weight)
dated November 15th, 2006

This AMENDMENT to the AGREEMENT specified below is made and entered into this _____ day of November, 2007, between Leucadia Wastewater District, here after referred to as "DISTRICT", and Jones Chemicals, Inc. (JCI), herein after referred to as "CONTRACTOR".

The DISTRICT and the CONTRACTOR:

1. hereby waive the requirement that an extension be confirmed 60-days prior to November 30, 2007 and agree to an extension of the Agreement pursuant to Article 3, paragraph 2, to be from **December 1, 2007 to November 30, 2008**, and

2. hereby agree that the compensation for work under this Agreement (Article 4, paragraph 1), shall be amended to **\$.884 per gallon** of bulk Sodium Hypochlorite solution (12.5 to 15.6% by weight) including delivery charges (sales tax not included) pursuant with Article 3, paragraph B.3 of the original Agreement.

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

LEUCADIA WASTEWATER DISTRICT:

JONES CHEMICALS, INC. (JCI):

Signature

Signature

Paul J. Bushee

Name

Lorraine Constantino

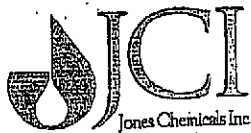
Name

General Manager

Title

National Sales Coordinator

Title



RECEIVED

OCT 15 2007

LEUCADIA WASTEWATER DISTRICT

October 11, 2007

-Via Facsimile & US Mail

Mr. Leo Schempp
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, California 92009

RE: Contract Extension, Sodium Hypochlorite

Dear Mr. Schempp:

JCI Jones Chemicals, Inc. is pleased to extend Leucadia Wastewater District's contract for Sodium Hypochlorite for the contract term December 1, 2007 through November 30, 2008 at a price of \$884/gallon delivered. The PFI shows a 4% increase between November 2006 and August 2007; the last month the data is available.

Should you need additional information, please do not hesitate to contact me. JCI looks forward to continuing its supply to Leucadia Wastewater District.

Sincerely,


Lorraine Constantino
National Sales Coordinator

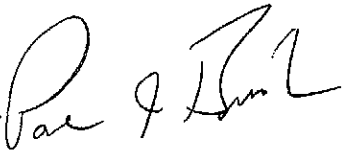
CC: Chuck Evans- JCI Torrance
James Chappel- Sr. VP Sales- JCI Corporate

/lac

Corporate Offices • Sarasota, Florida 34236 • telephone: 941.330.1537 • facsimile: 941.330.9657 • 800.477.1078
Branch Locations • Warwick, NY • Caladonia, NY • Barberton, OH • Riverview, ME • Metumack, NH • Charlotte, NC
• Jacksonville, FL • Beech Grove, IN • Milford, VA • Tacoma, WA • Torrance, CA
www.jcichemicals.com

MEMORANDUM

Ref: 08-1347

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Special Board of Director's Meeting

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Schedule a special meeting on December 20, 2007 to consider the District's Site Improvement Project construction services contract.
2. Discuss and take other action as appropriate.

DISCUSSION:

Earlier in this agenda, the Board of Director's considered a request to authorize the General Manager to bid for construction services for the District's Site Improvement Project. This agenda item is dependant upon the Board's approval of that request.

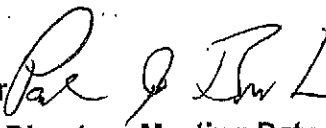
If authorized, the General Manager anticipates commencing the bidding process on or about November 15, 2007. Because the bidding will be limited to six pre-qualified construction firms, the bidding process will close no later than December 14, 2007.

Since the next regular board meeting is not until January 21, 2008, staff is recommending that a special meeting be held on December 20, 2007 to consider awarding the construction services contract. This special meeting will allow the successful firm time to gather and submit critical insurance and administrative information that is required before construction can begin.

cal:PJB

MEMORANDUM

Ref: 08-1354

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Change January 2008 Board of Directors Meeting Date

RECOMMENDATION:

Staff request that the Board of Directors:

1. Discuss and take action, as appropriate.

DISCUSSION:

At the September 2007 Board meeting, the Board approved moving the January 2008 Board meeting to Monday, January 21, 2008.

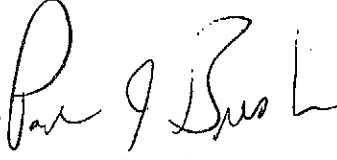
Staff has since realized that on January 21, 2008, LWD and other public agencies across America will observe a national holiday in remembrance of Dr. Martin Luther King Jr. Because this day is recognized as a national holiday, staff believes that the Board may want to reconsider this date for their January meeting.

This item is presented for the Board of Director's consideration and staff has no recommendation on this matter.

PJB:

MEMORANDUM

Ref: 08-1353

DATE: November 8, 2007
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Report of Gibraltar Pipeline Emergency Repairs

RECOMMENDATION:

1. This item is presented for informational purposes.

DISCUSSION:

Last month, staff contracted with SANCON Engineering to complete an emergency repair to a cracked pipeline on Gibraltar Street using an innovative technology named AM-LINER. This system utilizes a thermoplastic liner to fix cracked pipes and prevent leaking. At the November 5th Engineering Committee meeting, Staff presented pictures and video of the repair and the Committee thought it would be interesting for the Board of Directors to view this information. Therefore, staff will present a brief overview of the repair at the meeting.

rym:PJB

COMMUNITY SUPPORT

From Kara Partridge, Camarillo health care District

Community support is one of the priceless and almost intangible treasures that can have a positive impact on your district. Camarillo Health Care District has many difficult changes to make since the 1990 law on healthcare was amended. This is how they did it.

EXECUTIVE COMMUNITY ADVISORY PANEL

The goal was to build at the executive level an accessible net work of high level business and community leaders. This advisory panel must be given careful thought into its development and strict membership parameters should apply.

- Membership is by invitation only
- Only the highest appropriate level executive is invited
- Only the person invited may attend(no substitutes allowed)
- Members may miss only twice before they are excused from membership
- Meetings are only twice a year
- Meetings are painfully early in the morning in order to gauge commitment

As only the highest level executives are invited, establishing amoninating membership is the responsibility of the chief executive, and the executive administrative team. This means that the general manager must get out into the community and cultivate relationships.

The intent of this group is to develop and foster relationships that will yield mutual support, expert advice and direction over time.

ORGANIZATIONS AND PERSONS THAT MIGHT BE APPROACHED

Chamber of Commerce	County Government	Banks	Mayors
Special Districts	City Counsel Members	Clergy	LAFCO
Taxpayers Association	Community Collage Chancellor	Hotels	Sheriff
District Attorney	Doctors	Dentists	
Attorneys	Financial Advisors	Chiefs	
Financial Leaders	Community Leaders	Hospitals	Judges
State and Federal Legislators	Board of Supervisors		
Service Clubs	Newspaper editors in Chief	School Boards	
Veterinarians	CEOs		
Real Estate Leaders	Major Businesses	Service Groups	

It is very important that our District make sure that community groups knew where we were, what we offer, and willing to give back to the community. Stall members at almost all levels are encouraged to join local service groups, serve on boards and committees, and otherwise submerge themselves in the community. A budget was provided for membership dues, meetings and other expenses.

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE

GOVERNANCE

A COMPLETELY UPDATED SEMINAR



Special District and Local Government Institute
P.O. Box 2317, Vista, CA 92085-2317

Presorted
Standard
U.S. Postage
PAID
Rush Printing

Internet *****RUT0**SCH 3-DIGIT 820
3944
MIRIAM ELAINE SULLIVAN**
DISTRICT MANAGER
CARLEBAD COWSTEAD DISTRICT
CARLEBAD COWSTEAD DISTRICT
CARLEBAD COWSTEAD DISTRICT

February 7 - 8, 2008
Hilton Palm Springs Resort
Palm Springs, CA

THE SEMINAR IS APPROVED FOR 5.0 MCLE CREDITS
TWO SPECIAL WORKSHOPS ARE HELD
ON FRIDAY - FEBRUARY 8, 2008

- PROPOSITION 218: Your Agency Is Liable (New Material) - What To Do About It
- ETHICS IN GOVERNMENT: Implementing and meeting the mandatory financial and ethical requirements of AB 1234

The Governance Seminar is approved for 5.0 MCLE credits by the State Bar of California.

Join California's Best Local Governments

The GOVERNANCE
Seminar brings you:

Top-notch speakers,
comprehensive handbook,
and 40 years of
experience as the
premier local government
training institution.

That's why more than a
thousand local agencies
have used the Special
District and Local
Government Institute to
help train their directors,
managers and key staff.



Governance is one of three
seminars in the widely
respected Certificate
Program for Local
Government Leaders.

WHO WILL BENEFIT?

EXPERIENCED DIRECTORS AND MANAGERS – an updated refresher seminar on running an effective agency.

NEWLY-ELECTED OFFICIALS – a must-attend seminar to develop essential knowledge and skills.

SENIOR MANAGERS AND STAFF – of special districts, cities, counties, and non-profit organizations.

WHAT YOU WILL LEARN:

Provides proven tools for dealing with the challenges facing your local government agency. This seminar incorporates the latest information, techniques and insights for solving today's governance challenges.

SEMINAR VALUE PACKAGE:

- ▶ TOP-NOTCH SPEAKERS, experts in their respective fields, chosen for their knowledge of California governments and their experience in working with special districts and local agencies.
- ▶ A COMPLETE CURRICULUM packed with up-to-date topical information relevant to local government.
- ▶ COMPREHENSIVE, PRACTICAL HANDBOOK, containing materials from each presentation. Retail value \$100.
- ▶ CERTIFICATE PROGRAM, SPECIAL DISTRICT LEADERSHIP AND MANAGEMENT, representing over four decades of development in response to continuing education needs.
- ▶ QUALITY RESORT-STYLE HOTELS AND AMENITIES, continental breakfast, luncheon, and refreshment breaks included in seminar registration.

QUOTES FROM PAST SEMINAR ATTENDEES:

"The certificate program gives a good overview of all components of Special District Management."

K.S., South Tahoe Public Utility District

"This is a fantastic user-friendly institute for the first time attendee!"

D.R., Jurupa Area Recreation and Park District

"These sessions have helped me enormously to understand and clarify my role, limitations and expectations as a newly elected official."

J.S., East Palo Alto Sanitary District

"I've never found anything like this in a book or classroom. Specialized training for Special Districts."

T.B., Water Replenishment District of Southern California

"Brings clarity to a world of confusing regulations."

R.D., Calaveras County Water District

"The Best Conferences, you can use the information not only as a Board Member, but in business life and personal life."

D.D., Vallejo Sanitation & Flood Control District

"Finally, a seminar where instructors are well experienced in their subject — would encourage attendance."

D.M., Lakehaven Utility District

"This Governance Seminar provides valuable information for managers & board members of special districts."

B.H., Anderson-Cottonwood Irrigation District

Seminar Schedule

Thursday, February 7, 2008

REGISTRATION & CONTINENTAL BREAKFAST

7:45-8:15 a.m.

PERSPECTIVES:

WHERE SPECIAL DISTRICTS ARE TODAY

Thomas Vu, California Special Districts Association

- Tracks historical criticism of special districts
- Attempts at taking funds, consolidating, or privatization of districts
- Future of special districts

LEADERSHIP:

EFFECTIVE DISTRICT LEADERSHIP

Glenn M. Reiter, Glenn M. Reiter & Associates

- Management and leadership styles
- How the Board relates to the public, employees, and other governments
- Dealing with complex issues
- Working with disruptive Board members

PLANNING YOUR AGENCY'S FUTURE

Robert Rauch, Rauch Communication Consultants

- Creating a mission and a strategic vision for your agency
- Identifying the priority issues
- Implementing goals and objectives, the action plan
- Assuring your agency's future

POLITICS:

POLITICAL ACTION-HOW IT CAN HELP YOUR AGENCY:

Richard W. Atwater, Inland Empire Utilities Agency

- Advocating for local government
- Relationship to State issues
- Staying in tune with legislation
- LAFCO participation
- Collaboration and networking
- Grants

FINANCE:

MANAGING YOUR FINANCIAL RESOURCES

Glenn M. Reiter, Glenn M. Reiter & Associates

- Your fiduciary responsibility in financial oversight
- The job of the Board in financial management
- The treasurer's job
- Budgets and reporting
- The Board's role in monitoring and control

NETWORKING RECEPTION:

POOLSIDE, 5:00 - 6:00 p.m.

- Meet your fellow attendees while enjoying complimentary hors d'oeuvres.

Friday, February 8, 2008

CONTINENTAL BREAKFAST

8:00-8:30 a.m.

LAW:

WHAT YOU NEED TO KNOW ABOUT LOCAL GOVERNMENT LAW

Mark Meyerhoff, Liebert Cassidy Whitmore

- Clarifying the powers of the Board and the Agency
- Avoiding conflicts of interest
- Your personal liability as a public official
- Where does the Board stop and management begin?

OVERVIEW OF THE BROWN ACT AND PUBLIC RECORDS ACT

Jill Willis, Best Best and Krieger

- The intent and application of the Acts
- Recent changes
- Practical aspects and highlights
- Recent court rulings

HUMAN RESOURCES:

YOUR ROLE IN HUMAN RESOURCES

Irma Rodriguez Moisa, Atkinson, Andelson, Loya, Ruud & Romo

- Labor and employment law issues
- Employer liability for harassment
- Labor relations

COMMUNICATION:

BUILDING EFFECTIVE BOARD/MANAGER RELATIONSHIPS

Robert Rauch, Rauch Communication Consultants

- Role of the Director, role of the manager - maintaining the right balance
- Improving communications among Board members and between the Board and the manager
- Settling differences and working together

BUILDING COMMUNITY SUPPORT

Martin Rauch, Rauch Communication Consultants

- Gain public support for controversial projects
- Turning the tide when your agency is under attack
- Dealing with vocal activist groups
- Guidelines for working with the press

HOW DOES YOUR AGENCY MEASURE UP?

Speakers' Panel

SEMINAR ENDS: 4:30 P.M.

SPECIAL COMPREHENSIVE WORKSHOPS

Offered on Saturday, February 9, 2008

Registration & Continental Breakfast: 8:00-8:30 a.m.

WORKSHOP 1:

Proposition 218: Now Impacts Your Agency More Than Ever

Janet Morningstar

8:30 a.m. - 12:30 p.m.

- What the law says: a legal view
- Practical solutions for implementing taxes, assessments, fees and charges
- Noticing requirements, effective hearings and meetings
- Educating your public, election mechanics, managing tax data, and more...

2.5 MCLE credits by the State Bar of California.

WORKSHOP 2:

Ethics In Government

Mark Meyerhoff

8:30 a.m. - 12:30 p.m.

- Implementing and meeting the mandatory financial requirements of AB 1234 (Compensation and Expense Policies)
- Implementing and meeting the mandatory ethics requirements of AB 1234.

3.5 MCLE credits by the State Bar of California.



FACULTY: Expert Speakers Share Their Knowledge and Experience

Every member of our faculty is an active expert in a chosen field as a consultant, manager, or director. As a group, the faculty team has decades of real-world experience with hundreds of local governments of all types and sizes throughout California.

RICHARD W. ATWATER, is CEO/GM of the Inland Empire Utilities Agency. He has over twenty years experience in water resources management and has pioneered many award-winning water projects and innovative water resource management programs. Prior to joining the Agency, Mr. Atwater was President of Bookman-Edmonston Engineering, Inc., a water resources consulting firm. His previous experience included General Manager of West and Central Basin Municipal Water Districts, and managing the Resources Division for Metropolitan Water District of So. California. From 1981 to 1985, Mr. Atwater was the Assistant to the Commissioner of the Bureau of Reclamation, Dept. of the Interior in Washington, D.C.

MARK MEYERHOFF, partner in the Los Angeles office of Liebert Cassidy Whitmore, represents clients in all types of civil litigation, administrative proceedings and arbitrations. Mark regularly advises and represents clients in all aspects of employment and traditional labor relation matters. He develops and updates personnel rules, policies and ordinances for a number of public sector clients, and presents training programs and workshops for supervisors and managers. His legal expertise is in negotiations, disciplinary actions, litigation, labor relations, personnel rules audits and investigations.

IRMA RODRIGUEZ MOISA is an Attorney with Atkinson, Andelson, Loya, Ruud & Romo. She is an expert in handling employment discrimination, wrongful termination and sexual harassment lawsuits. Irma has experience with disciplinary hearings, arbitrations and negotiations on behalf of city and special district clients and also represents school districts and colleges regarding student suspension and teacher termination issues. Irma has focused on representing public agency clients in litigation involving employment-related issues, including harassment, discrimination, First Amendment rights, defamation and wrongful termination.

JANET MORNINGSTAR is in private practice DBA Janet Morningstar, a Law Corporation. She is general counsel for Rowland Water District and special counsel to Municipal Water District of Orange County. Previously, Janet was a Partner with McCormick, Kidman & Behrens, LLP. Janet has over 16 years experience in advising governing bodies of local agencies and special districts in such

areas as the Ralph M. Brown Act, the Public Records Act, and the California Environmental Quality Act. Janet earned her JD from the University of Southern California.

MARTIN RAUCH is a senior consultant with Rauch Communication Consultants. He leads a team that develops and conducts customized strategic outreach programs for local governments across the state, as well as strategic planning activities.

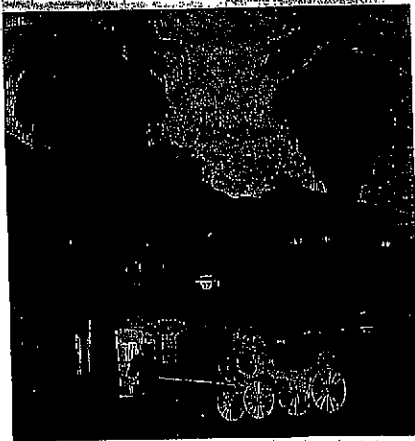
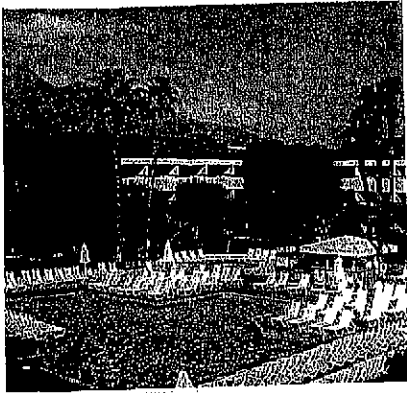
ROBERT RAUCH is a senior consultant with Rauch Communication Consultants. He specializes in planning and implementing focused public information programs, providing management consulting, and conducting strategic planning retreats. With over 30 years experience, Mr. Rauch has served as a consultant to the White House.

GLENN M. REITER is President of Glenn M. Reiter & Associates, an engineering, computer, and financial consulting firm. He has over 45 years experience in local government. Mr. Reiter has been a General Manager, Chief Engineer and Director. He specializes in financial planning, the setting of rates and fees, including the financing of capital improvements.

THOMAS VU is the Legislative Specialist and in-house Legislative Advocate for the California Special Districts Association. At CSDA, he provides policy, advocacy, grassroots mobilization, and regulatory support on special district and local government issues. Prior to CSDA, he worked on healthcare and smart growth policies, and also interned for an Assembly Member. Tom recently received his Master of Public Administration degree from the USC State Capital Center.

JILL WILLIS is a Partner with the law firm of Best Best & Krieger, where she is a member of the Special Districts Practice Group and the Natural Resources Practice Group. She does general counsel work and also acts as special counsel on water rights issues for numerous public agencies, including special districts, throughout Southern California and on the Central Coast. In addition, she teaches courses on water law at the University of California, Riverside Extension. Over the last several years, she has given presentations at a variety of conferences throughout California on ethical considerations for public agency clients and their counsel.

Program and Lodging Information



HOTEL LODGING INFORMATION:



Hilton Palm Springs Resort

400 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Reservation Telephone No. 1-800-522-6900

A special rate of **\$155 single/double** per room per day has been negotiated for accommodations during the event and for three days before and after the event for reservations made by **January 23, 2008** (please reserve early – THERE ARE A LIMITED NUMBER OF ROOMS AVAILABLE). Mention SDI for special discounted rates.

OPTIONAL RESORT VALUE PACKAGE FOR \$7 PER ROOM, PER DAY INCLUDES:

- All local calls up to 30 minutes
- Faxes – 5 incoming pages (\$2.50 value)
- High Speed DSL Connection (\$9.95 value)
- Self parking (\$6.00 value)
- 2 for 1 dinner coupon at the Terrace Restaurant on selected entrees (\$15.00 minimum value)

PROGRAM INFORMATION:

EACH PARTICIPANT RECEIVES: Comprehensive Handbook, all class materials, continental breakfast, breaks and lunch during Seminar. Lodging and other meals are not included.

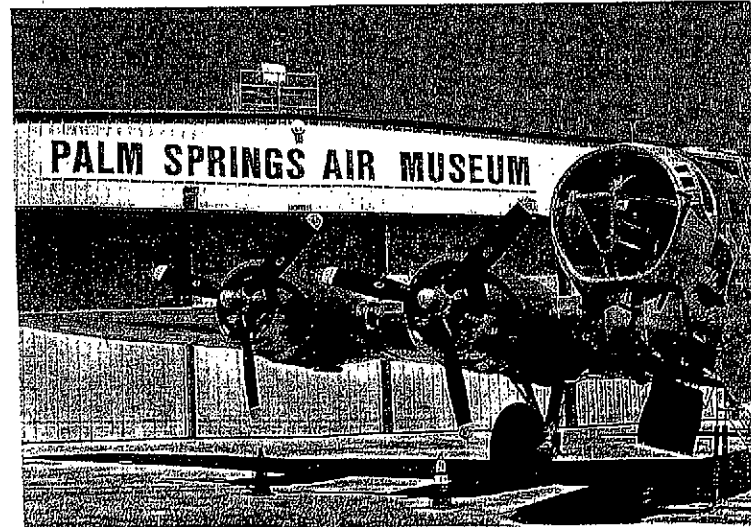
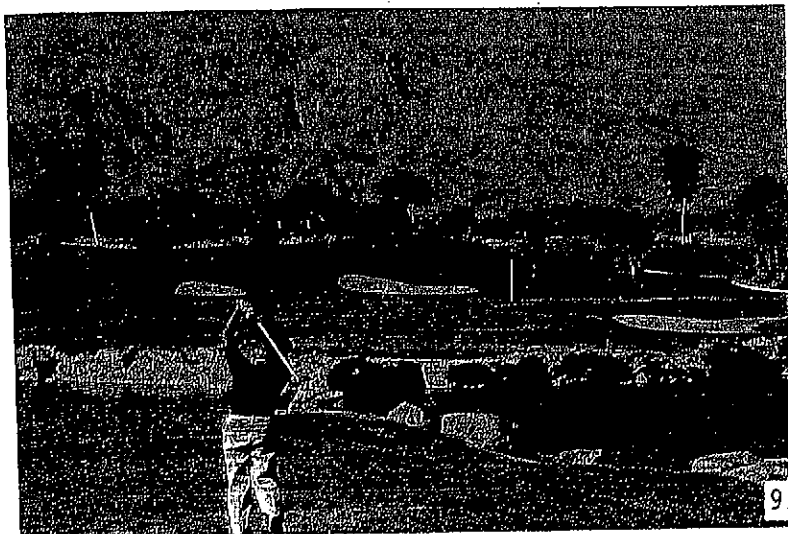
CERTIFICATE PROGRAM: You are automatically enrolled as a candidate for the Certificate Program in Local Government Leadership and Management, which is awarded upon completion of all three seminars. Seminars can be taken in any order and completed within a three-year period.

GUEST MEAL PACKAGE: Guests may join you for all meals. A separate meal package for guests must be purchased.

TEAM DISCOUNTS: Attendance of groups of four or more from the same organization, enrolling for the seminar at the same time, are entitled to a 10% discount. **Not good with any other discounts (including early registration discount).**

CANCELLATIONS AND REFUNDS: Written cancellation received on or before January 7, 2008 will receive a refund, less a \$50 processing fee. Full payment is required if cancellation is received on or after January 8, 2008 – no refunds and no credits for a future event will be granted. However, substitutions may be made at any time. \$25 fee charged for checks returned for insufficient funds or for credit cards denied. SDI reserves the right to make changes in programs and speakers, or to cancel programs, when conditions beyond its control prevail. Every effort will be made to contact each enrollee if a program is cancelled. If a program is not held, SDI's liability is limited to the refund of the program fee only.

Special thanks to the Palm Springs Desert Resorts Convention and Visitors Authority for use of photos on this page and the cover.





**SPECIAL DISTRICT AND LOCAL GOVERNMENT
INSTITUTE**

PO Box 2317, Vista, CA 92085

PHONE: 800/457-0237 or 760/643-1760

FAX: 760/643-1761

www.sdbmi.com • spcdistint@aol.com

PLEASE FILL OUT COMPLETELY

Name: _____

Title: _____

Agency: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Guest Name: _____

SPECIAL NEEDS

Wheelchair Access Visually Impaired

Hearing Impaired Vegetarian Meals

Other: _____

METHOD OF PAYMENT:

Payable to: Special District Institute

Check Enclosed for \$ _____

Please Invoice PO# _____

Charge AMEX Visa M/C

Card #: _____

(16 numbers + 3 numbers listed in the signature area on back of credit card)

Billing Address for Card: _____

City: _____

State: _____ Zip: _____

Signature: _____

Expiration Date: _____

FOR OFFICIAL USE ONLY

Date R'vd	Verify DB	Code #
Cert?	Inv. #	Net
Paid	Ltr. Sent	DB Final

GOVERNANCE SEMINAR ENROLLMENT FORM

February 2008 • Palm Springs, CA

(A) \$560 SPECIAL DISTRICT GOVERNANCE SEMINAR (Two days)

(B) \$725 GOVERNANCE SEMINAR + SATURDAY WORKSHOP:

(Choose one workshop)

Proposition 218 Workshop

-OR-

Ethics In Government Workshop

(C) \$175 SATURDAY WORKSHOP - ONLY:

(Choose one workshop)

Proposition 218 Workshop

-OR-

Ethics In Government Workshop

ORDER HANDBOOKS ONLY:

Shipped the week after the event. Please add 8.25% tax + actual shipping amount

(D) \$65 Order Handbook Only – Proposition 218 Workshop

(E) \$65 Order Handbook Only – Ethics In Government

(F) \$100 Order Handbook Only – Special District Governance Seminar

MEAL PACKAGES:

(G) \$35 Guest Meal Package for Workshop

(H) \$100 Guest Meal Package for Seminar

▶ **SUBTOTAL FROM ABOVE:**

\$ _____

▶ **DISCOUNTS – IF APPLICABLE:**

SUBTRACT 10% Discount for attendance of 4 or more from the same District registering at the same time (good on options A or B only and not good with any other discounts including early registration):

\$ _____

SUBTRACT \$25 Early Registration Discount for options A or B including seminar only. (Must receive payment by January 7, 2008). Not valid on Workshops only.

\$ _____

CERTIFICATION FEE (\$35 - only if applicable)

\$ _____

▶ **TOTAL REGISTRATION FEE:**

\$ _____

Board of Directors

President
Mark Muir
Olivenhain MWD

First Vice-President
Gary Croucher
Olney Water District

Second Vice-President
Martin Marugg
Alpine Fire Protection District

Treasurer
Larry Breilfelder
Olney Water District

Secretary

Past President
Jim Douth
South Bay Irrigation District

DATE: October 15, 2007
TO: CSDA San Diego Chapter Member Agencies
FROM: Mark Muir, San Diego Chapter President
SUBJECT: CSDA San Diego Chapter Quarterly Meeting
DoubleTree Club Hotel
Thursday, November 15, 2007, 6:00 p.m. – 9:00 p.m.

This is to notify our membership of the CSDA, San Diego Chapter's quarterly meeting on Thursday, November 15, 2007, at the DoubleTree Club Hotel, 1515 Hotel Circle South, San Diego.

The dinner choices for this meeting are:

Chicken Dijonaise
Sliced Tri Tip of Beef in Creamy Peppercorn Sauce
Pasta Primavera

The cost is \$32.00 per person. A reservation form is included with this meeting notice.

Registration deadline is Thursday, November 8, 2007

Once again, we look forward to all member agencies attending this very interesting and informative evening. If you have any questions or need further information, please call Sonja Holtman at (760) 632-4644.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
San Diego Chapter**

AGENDA

**Thursday
November 15, 2007**

**DoubleTree Club Hotel
1515 Hotel Circle South
(619) 881-6900**

6:00 p.m. - 9:00 p.m.

6:00 p.m. No-Host Cocktails

7:00 p.m. Dinner / Welcome and Introductions

Program:

***2007-2008 Legislative Sessions
&
Governor Schwarzenegger's Health Care Reform***

Speakers:

***Mr. Tom Vu, CSDA Legislative Specialist &
Mr. Cameron Durckel, Representative from Governor
Schwarzenegger's Office***

9:00 p.m. Adjournment

Next meeting date: February 21, 2008