

**AGENDA**  
**REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS OF THE**  
**LEUCADIA WASTEWATER DISTRICT**  
Wednesday, December 12, 2007 – 5:00 p.m.  
1960 La Costa Avenue, Carlsbad, CA 92009

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*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**

None.

**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:**

November 14, 2007 Regular Board Meeting. (Pages 1-7)

**B. Demands for November - December. (Pages 8-26)**

**C. Operations Report. (Pages 27-28)**

**D. Finance Report. (Pages 29-34)**

**8. Encina Wastewater Authority Reports**

Reports by Directors and staff concerning the Encina Wastewater Authority.

**A. Encina Wastewater Authority Reports.**

- Regular Board Meeting – November 14, 2007 (Page 35-36)
- Member Agency Manager Meeting – December 5, 2007 (Page 37)

**9. Committee Reports**

None.

**10. Old Business**

None.

**11. New Business**

A. Discussion of Board of Director's Per Diem. (Pages 38-46)

B. Board of Directors Election of Officers. (Page 47)

**12. Information Items**

A. Director Kulchin Participation on CSDA's Education Committee. (Page 48)

**13. Directors Meetings**

None.

**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**

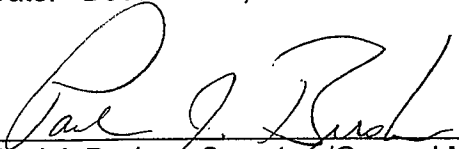
Informational report by the General Counsel on items not requiring Board action.

**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: December 6, 2007

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

## LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting  
November 14, 2007

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A Regular Meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Wednesday, November 14, 2007 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

### 1. Call to Order

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

### 2. Roll Call

DIRECTORS PRESENT: Hanson, Sullivan, Juliussen, Kulchin and Omsted  
DIRECTORS ABSENT: None  
OTHERS PRESENT: General Manager Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Miranda, Steve Deering with Dudek & Associates, and Joe Mansfield with Roesling Nakamura Terada Architects (RNT).

### 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. Achieve Highest Number of Consecutive Days Without a Vehicle Accident.

General Manager Bushee stated that under the Organizational Incentive program staff has achieved the goal of no vehicle accidents for one year. On September 25, 2007 LWD staff achieved one completed year without a vehicle accident. Each employee is eligible for an incentive compensation award in the amount of \$250. The Board of Directors congratulated staff for this accomplishment.

### 7. Consent Calendar

#### A. Minutes of the following meeting:

October 5, 2007 Investment & Finance Committee meeting.  
October 9, 2007 Engineering Committee meeting.  
October 10, 2007 Regular Board Meeting.  
October 22, 2007 Community Affairs Committee meeting.  
October 29, 2007 Employee Recognition Committee meeting.  
November 5, 2007 Engineering Committee meeting.

- B. Demands for October/November 2007  
Payroll Checks Numbered 13250 - 13311; General Checking – Checks numbered 35359 – 35511; Voided checks 35421, 35385, 35386, 35458 reissued.
- C. Operations Report (A copy was attached to the original November 14, 2007 Agenda).
- D. Finance Report (A copy was attached to the original November 14, 2007 Agenda).
- E. Quarterly Treasurer's Investment Report (A copy was enclosed with the original November 14, 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 October 24, 2007 Board meeting.

GM Bushee reported on the November 7, 2007 Encina Member Agency Manager (MAM) meeting.

#### **9. Committee Reports**

- A. Community Affairs Committee meeting was held October 22, 2007 – Report by Director Omsted.

Director Omsted reported the CAC reviewed the draft layout of the fall 2007 newsletter and made a few suggestions. Staff forwarded the newsletter to the Board of Directors for review.

- B. Employee Recognition Committee meeting was held October 29, 2007 – Report by Director Sullivan.

Director Sullivan reported the ERC, management staff, and last year's Employee of Year recipient reviewed and discussed nomination forms submitted for the Employee of Year Award. After evaluating the nominations forms, the Committee and staff selected a recipient of the Award.

This item will be reviewed by the Board later in tonight's agenda.

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

- C. Engineering Committee meeting was held November 5, 2007 – Report by Director Juliussen.

Director Juliussen reported that the EC reviewed the following items:

- Recommendation that the Board authorize the General Manager to bid the contract for construction of the Site Improvement Project. This item will be reviewed by the Board later in tonight's agenda.

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

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

#### 10. Old Business

None.

#### 11. New Business

- A. Authorize the General Manager to bid for construction services for the District's Site Improvement Project.

PM Morishita presented the subject recommendation. PM Morishita stated that the EC reviewed this item at its November 5, 2007 meeting. 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. The updated estimated overall project cost is \$12,086,616. \$9,866,088 of the project cost is for construction of new facilities including site work.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to bid for construction services for the District's Site Improvement Project.

- B. Approve award of \$1,000 to the recipient of the Employee of Year Award for 2007.

GM Bushee presented the subject recommendation. GM Bushee stated that ERC reviewed the nominations on October 29<sup>th</sup> and selected a winner.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors approved an award of \$1,000 to the recipient of the Employee of Year Award for 2007.

- C. Adopt Resolution No. 2186 Adopting LWD's Workplace Violence Prevention Policy.

ASM LeMay presented the subject recommendation. ASM LeMay stated violence in the workplace has become a major concern for public agency employers. Therefore, 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 items in the policy amplify the information contained in LWD's Human Resources Manual. The policy was recommended by CSRMA during their

recent risk management survey. The Board discussed the policy. The Board had several questions relating to the language requiring guests to sign-in upon arrival at LWD. ASM LeMay stated that the intent of the policy is for vendors and guests to sign-in, not staff and Board members. Counsel Brechtel suggested clarifying the wording pertaining to visitors signing in. The Board concurred.

Following discussion, Resolution No. 2186 was passed and adopted as amended by the following vote:

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

D. Adopt Resolution No. 2187 – Amending the Integrated Travel Authorization and Expense Reimbursement Policy.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the existing Integrated Travel Authorization and Expense Reimbursement Policy (Travel Policy) was adopted in February 2006 and then amended in October 2006 to include the requirement for detailed receipts as recommended by LWD's auditor, Fedak & Co.

LWD's Travel 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 had received a request to amend the policy to authorize attendance at the Special District Institute (SDI) and the Batiquitos Lagoon Foundation meetings. The Board of Directors agreed to include only the SDI meetings in the Travel Policy.

In addition, the Board discussed whether the Board was eligible for compensation for all the organizations listed in the Travel Policy. GM Bushee noted that under the existing Board Compensation Ordinance, Board members are eligible for compensation for attending meetings related to all the organizations listed in the Travel Policy. Some Board members were concerned that functions such as Chamber of Commerce events should not warrant Board compensation. GM Bushee stated he would bring the Board Compensation Ordinance to the Board for consideration at the December 2007 meeting. GM Bushee added that staff will survey compensation ordinances from other nearby public agencies. The Board concurred.

Following discussion, Resolution No. 2187 was passed and adopted as amended to add the attendance at SDI meetings only and omit the Batiquitos Lagoon Foundation by the following vote:

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

E. Adopt Resolution No. 2188 – Requesting LAFCO to Take Proceedings for the Hedayat Change of Organization.

FSM Schempp presented the subject recommendation. FSM Schempp stated that the proposed Heyadat Annexation into the LWD's service area involves .59 of an acre, located on the northeastern corner of Leucadia Boulevard at Orpheus Avenue, just west of interstate 5. The development project is within the District's sphere of influence and will include one commercial business. FSM Schempp concluded that 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 of Directors.

Following discussion, Resolution No. 2188 was passed and adopted by the following vote:

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

F. Authorize the General Manager to Execute Option 1 to the Existing Contract with JCI to Purchase Sodium Hypochlorite Solution.

FSM Schempp presented the subject recommendation. FSM Schempp stated that last November, the Board of Directors executed a 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 hypochlorite from JCI for the period of December 1, 2007 through November 30, 2008. Option 1 allows for an increase in the purchase price from \$.85 per gallon to \$.0884 per gallon. The annual cost is approximately \$30,000, which exceeds the General Manager's spending authority.

Following discussion, and upon a motion duly made, seconded, and carried, the Board of Directors authorized the General Manager to execute Option 1 to the existing contract with JCI to purchase Sodium Hypochlorite Solution.

G. Consider Scheduling a Special Board of Director's Meeting.

GM Bushee presented the subject recommendation. GM Bushee stated that since the January Board meeting date has been extended, staff would like to schedule a Special Board meeting on December 20, 2007 to consider the contract award for the Site Improvement Project. Executing the contract in December will allow for the



administration work (insurance, etc.) to be completed over the holidays and will help keep the project on schedule.

Following discussion, the Board of Directors scheduled a Special Board of Director's meeting on December 20, 2007 at 8:00 a.m.

H. Consider Rescheduling the January 2008 Board of Director's Meeting Date.

GM Bushee presented the subject recommendation. GM Bushee stated that at the September 2007 Board meeting, the Board approved moving the January 2008 Board meeting to Monday, January 21, 2008. Staff has realized that on January 21, 2008, LWD will be closed in observance of the Dr. Martin Luther King Jr. holiday. Therefore, staff is recommending that the Board reconsider this date for the January meeting.

Following discussion, the Board of Directors rescheduled the January 2008 Board of Director's meeting date to January 22, 2008 at 5:00 p.m.

**12. Informational items**

A. Report of Gibraltar Pipeline Emergency Repairs.

PM Morishita provided a video presentation of the Gibraltar Pipeline Emergency Repairs.

B. "Community Support" Information item from Director Omsted.

Director Omsted stated that since he did not attend the October Board meeting, he was unable to provide his report on his attendance at the CSDA conference. Therefore, he submitted this item as part of his report on the CSDA conference. Director Omsted provided a brief overview of the Community Support information item.

C. Special District and Local Government Institute Governance Conference will be held at the Hilton Palm Springs Resort on February 7-8, 2008.

D. CSDA Quarterly Meeting will be held at the Double Tree Club Hotel on Thursday, November 15, 2007 at 6:00 p.m.

**13. Directors Meetings**

A. CSDA Board's Role in Human Resource seminar was held at in Ontario, CA on November 9, 2007.

Director Juliussen reported he attended the one day course.

**14. Comments, Questions or Requests by Directors**

Director Sullivan wished everyone a Happy Thanksgiving.

**15. General Manager's Report**

GM Bushee reported on the following items:

- The District had a minor sewer spill last Friday that was located on Estrella de Mar in Carlsbad, just east of the Crazy Burro shopping center. The spill was approximately 300 gallons, of which staff recovered 250 gallons.
- Staff conducted the team-building training on November 1<sup>st</sup> and staff is planning on scheduling a follow up meeting with the facilitator Jeff Bills.
- EA Miranda informed the Board of the Annual Adopt-A-Family Program
- EA Miranda informed the Board of the upcoming CASA Conference in Indian Wells is scheduled for January 9-12, 2008 and to please contact her for travel arrangements.
- EA Miranda stated that, at the September Board of Directors meeting, a hotel/airline membership sheet was provided to the Board to complete and return to her and please provide her with this information for future travel arrangements.

**16. General Counsel's Report**

None.

**17. Adjournment**

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

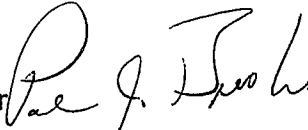
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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

MEMORANDUM

DATE: December 6, 2007  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: Approval of November/December Demands

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RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 327,069.84.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the month November 8, 2007 – December 6, 2007.

Operating expenses totaled \$132,590.57 while Capital Improvement Program expenses totaled \$ 110,535.56.

Payroll for employees totaled \$ 83,943.71.

Attached please find a year to date Employee and Board Payroll Report from November 2006 to December 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, November/December 2007   |
| Attachment 2  | Manager's Check Register dated November 16, 2007        |
| Attachment 3  | Payroll Check Register dated November 14, 2007          |
| Attachment 4  | Accounts Payable Check Register dated November 20, 2007 |
| Attachment 5  | Payroll Check Register dated November 21, 2007          |
| Attachment 6  | Accounts Payable Check Register December 1, 2007        |
| Attachment 7  | Payroll Check Register dated December 1, 2007           |
| Attachment 8  | Payroll Check Register dated December 5, 2007           |
| Attachment 9  | Board Payroll Check Register dated December 6, 2007     |
| Attachment 10 | Year to Date Employee and Board Payroll Report          |

## DEMANDS SUMMARY

December 12, 2007

### 1. Preliminary Demands

<u>Category</u>	<u>Check #'s</u>		<u>Amount</u>	<u>Total</u>
Payroll Checks -11/14/2007	13312 - 13328	Incentive	\$3,936.93	
Payroll Checks - 11/21/2007	13329 - 13347		\$33,498.88	
Payroll Checks - 12/1/2007	13348 - 13356	Sick Buy back	\$10,990.49	
Payroll Checks - 12/05/2007	13357 - 13374		\$33,813.33	
Board Payroll Checks - 12/6/2007	13375 - 13379		\$1,704.08	
		<b>Total</b>	<b>\$83,943.71</b>	
General Checking - 11/20/07	35512 - 35561	Destroyed/Voided	0.00	
General Checking -11/20/2007	35562 - 35609		\$130,387.35	
General Checking -12/1/2007	35610 - 35643		\$111,492.78	
		<b>Total</b>	<b>\$241,880.13</b>	<b>\$325,823.84</b>
<b>Mgrs Account</b>	327		<b>\$1,054.00</b>	
	328		<b><u>\$192.00</u></b>	
			<b>\$1,246.00</b>	<b>\$1,246.00</b>
<b>Voided Check</b>	35144	Reissued		
		<b>Grand Total</b>		<b>\$327,069.84</b>

Run date: 11/16/2007 @ 12:29  
Bus date: 11/16/2007

Leucadia Waste Water District  
Check - Complete Detail

UNION BANK-MRGS

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
327- 2301	0	11/06/2007	12361	CITY OF CARLSBAD		
	0		34768	PLAN CHECK FOR BUILDING	1,054.00	
327- 2301	0	11/06/2007	Logged	*** Total ***	1,054.00	
328- 2302	0	11/16/2007	12005	CSDA-		
	0		34771	CSDA QTRLY DINNER	192.00	
328- 2302	0	11/16/2007	Logged	*** Total ***	192.00	
					.00	
** Total check discount **					.00	
** Total check amount **					1,246.00	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 14, 2007  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13312 - 13328	11/14/2007	\$3,936.93

Run date: 11/20/2007 @ 14:52  
 Bus date: 11/20/2007

Leucadia Waste Water District  
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35562- 2303	1	11/20/2007	10100 NAPA AUTO		
	1		34799 PARTS	18.02	794068
35562- 2303	1	11/20/2007	Logged	*** Total ***	18.02
35563- 2303	2	11/20/2007	10167 ACACIA GASOLINE & CAR WASH		
	2		34788 OPEN PO-VEHICLE FUEL	483.38	1688
	2		34790 OPEN PO-VEHICLE FUEL	283.84	1694
35563- 2303	2	11/20/2007	Logged	*** Total ***	767.22
35564- 2303	3	11/20/2007	10531 AMERICAN HYDRO VAC		
	3		34782 LEADER HOSES FOR VACTOR TRUCKS	879.00	71345
35564- 2303	3	11/20/2007	Logged	*** Total ***	879.00
35565- 2303	4	11/20/2007	10720 AT&T		
	4		34823 L.D. @BPS	28.85	0192940472-11/0
35565- 2303	4	11/20/2007	Logged	*** Total ***	28.85
35566- 2303	5	11/20/2007	11314 BERGELECTRIC CORP		
	5		34779 OPEN PO- MISC ELECTRICAL WORK	262.40	10596.9TM-12
	5		34792 OPEN PO- MISC ELECTRICAL WORK	177.40	10596.9TM-13
35566- 2303	5	11/20/2007	Logged	*** Total ***	439.80
35567- 2303	6	11/20/2007	12005 CSDA-		
	6		34794 2008 CSDA MEMBERSHIP FEES	3,561.00	151-11/07
35567- 2303	6	11/20/2007	Logged	*** Total ***	3,561.00
35568- 2303	7	11/20/2007	12265 CEWAER		
	7		34797 CEWAR 2007 MEMBERSHIP	75.00	2007-MEM
35568- 2303	7	11/20/2007	Logged	*** Total ***	75.00
35569- 2303	8	11/20/2007	12360 CITY OF CARLSBAD		
	8		34818 WATER @ VACTOR 2	94.02	104-11/07
	8		34819 WATER @ VACTOR	58.17	103-11/07
35569- 2303	8	11/20/2007	Logged	*** Total ***	152.19
35570- 2303	9	11/20/2007	12514 CONEXIS		
	9		34803 SEC 125 FLEX PLAN-10/07-10/31	125.00	CONEXIS-10/07
35570- 2303	9	11/20/2007	Logged	*** Total ***	125.00
35571- 2303	10	11/20/2007	12631 COR-O-VAN		
	10		34787 OPEN PO-STORAGE	46.71	RS1246005
35571- 2303	10	11/20/2007	Logged	*** Total ***	46.71
35572- 2303	11	11/20/2007	13072 DATA NET		
	11		34824 IS MAINT AND SUPPORT	447.50	9728692
35572- 2303	11	11/20/2007	Logged	*** Total ***	447.50
35573- 2303	12	11/20/2007	13328 DIEGO & SON PRINTING, INC,		
	12		34780 PRINTING OF NEWSLETTER	2,854.51	32260
35573- 2303	12	11/20/2007	Logged	*** Total ***	2,854.51
35574- 2303	13	11/20/2007	13610 DRAGER SAFETY, INC.		

Run date: 11/20/2007 @ 14:52  
 Bus date: 11/20/2007

Leucadia Waste Water District  
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35574- 2303	13		34775 ANNUAL SCBA FIT TESTING FOR FE	634.67	90346375
	13	11/20/2007	Logged	*** Total ***	634.67
35575- 2303	14	11/20/2007	14410 EL CAMINO REAL SHELL ENCINITAS		
	14		34781 OPEN PO-VEHICLE FUEL	1,046.31	7730
	14		34791 OPEN PO-VEHICLE FUEL	595.75	7737
35575- 2303	14	11/20/2007	Logged	*** Total ***	1,642.06
35576- 2303	15	11/20/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	15		34827 BR CA INCOME TAX	19.39	CA TAX-11/8/07
	15		34828 CA INCOME TAX-11/21	1,806.83	CA TAX-11/30
35576- 2303	15	11/20/2007	Logged	*** Total ***	1,826.22
35577- 2303	16	11/20/2007	14530 ENCINA WASTEWATER AUTHORITY		
	16		34834 OTRLY LAB-JULY-SEPT	2,306.00	379
35577- 2303	16	11/20/2007	Logged	*** Total ***	2,306.00
35578- 2303	17	11/20/2007	15016 FALLBROOK PUBLIC UTILITY DISTR		
	17		34829 EMPLOYEE ASSISTANCE PROG-DEC	44.54	DEC 2007
35578- 2303	17	11/20/2007	Logged	*** Total ***	44.54
35579- 2303	18	11/20/2007	15213 CHARLES Z. FEDAK & COMPANY		
	18		34801 AUDIT FEES-OCT	5,410.00	FEDAK-10/31/07
35579- 2303	18	11/20/2007	Logged	*** Total ***	5,410.00
35580- 2303	19	11/20/2007	17247 U.S. HEALTH WORKS MEDICAL GROU		
	19		34785 OPEN PO-PHYSICALS	100.00	1238442
35580- 2303	19	11/20/2007	Logged	*** Total ***	100.00
35581- 2303	20	11/20/2007	18150 ICMA RETIREMENT-303979		
	20		34838 DEFERRED COMP	2,158.02	ICMA-11/21/07
35581- 2303	20	11/20/2007	Logged	*** Total ***	2,158.02
35582- 2303	21	11/20/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	21		34773 CONTRACT-REPAIR TRUNK SEWER @	5,731.33	3175
	21		34774 CONTRACT-REPLACE SEWER LINES @	7,758.52	3174
35582- 2303	21	11/20/2007	Logged	*** Total ***	13,489.85
35583- 2303	22	11/20/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	22		34776 INFLOW AND INFILTRATION STUDY	5,280.00	3131
35583- 2303	22	11/20/2007	Logged	*** Total ***	5,280.00
35584- 2303	23	11/20/2007	18512 SHARP BUSINESS SYSTEMS		
	23		34831 MAINT FOR SHARP	1.52	117048
35584- 2303	23	11/20/2007	Logged	*** Total ***	1.52
35585- 2303	24	11/20/2007	18561 U.S. BANK		
	24		34836 CONFERENCES, SUPPLIES, MEETING	2,604.75	US BANK-10/22/0
35585- 2303	24	11/20/2007	Logged	*** Total ***	2,604.75
35586- 2303	25	11/20/2007	21021 LAFCO		
	25		34795 LAFCO ANNEX FOR HEYDAYAT	3,325.00	HEYDAYAT ANNEX



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35586-	2303	25 11/20/2007	Logged	*** Total ***	3,325.00
35587-	2303	26 11/20/2007	21510 CHUCK LEMAY		
		26	34798 REIMBURSE CLM FOR CONFERENCE	76.73	CSDA CONF
35587-	2303	26 11/20/2007	Logged	*** Total ***	76.73
35588-	2303	27 11/20/2007	22511 MOBILE MINI		
		27	34783 LEASE OF MODULAR OFFICE TRAILER	619.56	904080609
35588-	2303	27 11/20/2007	Logged	*** Total ***	619.56
35589-	2303	28 11/20/2007	23068 NATIONWIDE RETIREMENT SOLUTION		
		28	34826 DEFERRED COMP	1,115.96	NATION-11/21/07
35589-	2303	28 11/20/2007	Logged	*** Total ***	1,115.96
35590-	2303	29 11/20/2007	23570 NORTH COUNTY TIMES		
		29	34802 AD FOR FIELD SERVICES	906.00	100727973
35590-	2303	29 11/20/2007	Logged	*** Total ***	906.00
35591-	2303	30 11/20/2007	25010 AT&T		
		30	34793 SCADA ALARMS	535.52	3372570451-11/0
35591-	2303	30 11/20/2007	Logged	*** Total ***	535.52
35592-	2303	31 11/20/2007	25032 PALOMAR WATER		
		31	34830 WATER @ OFFICE	129.33	859537
35592-	2303	31 11/20/2007	Logged	*** Total ***	129.33
35593-	2303	32 11/20/2007	25260 PERS RETIREMENT		
		32	34833 BOARD RETIREMENT-10/31/07	252.49	10-2007-0
		32	34835 RETIREMENT PPE 11/18/07	10,890.11	11-2007-4
35593-	2303	32 11/20/2007	Logged	*** Total ***	11,142.60
35594-	2303	33 11/20/2007	25680 PRUDENTIAL OVERALL SUPPLY		
		33	34820 LAUNDRY SERVICE-OCT	795.89	PRU-10/07
35594-	2303	33 11/20/2007	Logged	*** Total ***	795.89
35595-	2303	34 11/20/2007	27524 ROESLING NAKAMURA TERADA ARCHI		
		34	34784 BUILDING PROGRAM-ARCHITECTURAL	15,714.99	3697
35595-	2303	34 11/20/2007	Logged	*** Total ***	15,714.99
35596-	2303	35 11/20/2007	28020 SAN DIEGO GAS AND ELECTRIC		
		35	34806 ELECTRIC @ EEPS	1,005.62	01919876-11/07
		35	34807 ELECTRIC @ LPS	10,540.31	01874070-11/07
		35	34808 ELECTRIC @ E. ESTATES	505.71	01444485-11/07
		35	34809 ELECTRIC @ OFFICE	520.57	01823519-11/07
		35	34810 ELECTRIC @ RANCHO VERDE	238.30	01380248-11/07
		35	34811 ELECTRIC @ LCPS	819.90	01031273-11/07
		35	34812 ELECTRIC @ MEADOWS 3	124.73	01169672-11/07
		35	34813 ELECTRIC @ SAXONY PS	618.46	01683816-11/07
		35	34814 ELECTRIC @ VP5	230.19	00747336-11/07
		35	34815 ELECTRIC @ DIANA PS	241.74	01444495-11/07
		35	34816 ELECTRIC @ AVOCADO PS	98.60	00505010-11/07
		35	34817 ELECTRIC @ VP7	58.33	00747631-11/07

Run date: 11/20/2007 @ 14:52  
 Bus date: 11/20/2007

Leucadia Waste Water District  
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35596- 2303	35	11/20/2007	Logged	*** Total ***	15,002.46
35597- 2303	36	11/20/2007	28020 SAN DIEGO GAS AND ELECTRIC		
	36		34805 ELECTRIC @ BPS	10,602.85	01857178-11/07
35597- 2303	36	11/20/2007	Logged	*** Total ***	10,602.85
35598- 2303	37	11/20/2007	28029 SAN DIEGO COUNTY CLERK		
	37		34796 CLERK FOR HEYDAYAT ANNEX	50.00	FLING-HEYDAYAT
35598- 2303	37	11/20/2007	Logged	*** Total ***	50.00
35599- 2303	38	11/20/2007	28080 SANCON TECHNOLOGIES, INC		
	38		34786 REPAIR MISC MANHOLES	14,550.00	22631
35599- 2303	38	11/20/2007	Logged	*** Total ***	14,550.00
35600- 2303	39	11/20/2007	28324 SHELL OIL COMPANY		
	39		34789 OPEN PO-VEHICLE FUEL	281.07	065023442711
35600- 2303	39	11/20/2007	Logged	*** Total ***	281.07
35601- 2303	40	11/20/2007	29060 TARGETSAFETY.COM, INC		
	40		34777 ANNUAL RENEWAL OF SAFETY PROGR	1,700.00	TSC4307
35601- 2303	40	11/20/2007	Logged	*** Total ***	1,700.00
35602- 2303	41	11/20/2007	29225 TELEPACIFIC COMMUNICATIONS		
	41		34821 PHONE SYSTEM	775.75	6286208-0
35602- 2303	41	11/20/2007	Logged	*** Total ***	775.75
35603- 2303	42	11/20/2007	29332 THOMSON/WEST		
	42		34832 CONSTRUCTION LAW MANUAL SUB	59.27	814805185
35603- 2303	42	11/20/2007	Logged	*** Total ***	59.27
35604- 2303	43	11/20/2007	29616 TRUGREEN LAND CARE		
	43		34778 CLEAN UP SERVICE RD @ ALGA RD	3,270.00	5953875
35604- 2303	43	11/20/2007	Logged	*** Total ***	3,270.00
35605- 2303	44	11/20/2007	29730 T.S. INDUSTRIAL SUPPLY		
	44		34804 GREEN MARKING PAINT	41.02	1009889
35605- 2303	44	11/20/2007	Logged	*** Total ***	41.02
35606- 2303	45	11/20/2007	30580 UNITED WAY		
	45		34822 EMPLOYEE CONTRIBUTIONS	15.00	UNITED-11/21
35606- 2303	45	11/20/2007	Logged	*** Total ***	15.00
35607- 2303	46	11/20/2007	31232 VERIZON WIRELESS		
	46		34825 CELL PHONES	543.42	0602458864-11/0
35607- 2303	46	11/20/2007	Logged	*** Total ***	543.42
35608- 2303	47	11/20/2007	32072 WATEREUSE ASSOCIATION		
	47		34800 2008 MEMBERSHIP RENEWAL	867.50	2008-DUES
35608- 2303	47	11/20/2007	Logged	*** Total ***	867.50
35609- 2303	48	11/20/2007	32500 WORDEN WILLIAMS, APC		
	48		34837 LEGAL FEES-NOV	3,375.00	24763

Run date: 11/20/2007 @ 14:52  
Bus date: 11/20/2007

Leucadia Waste Water District  
Check - Complete Detail

OCCKHST.L10 Page 5

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35609-	2303	48 11/20/2007	Logged	*** Total ***	3,375.00
					.00
** Total check discount **					.00
** Total check amount **				130,387.35	
** Total void discount **					.00
** Total void amount **					.00

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 21, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13329 - 13347	11/21/2007	\$33,498.88

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35610- 2304	1	12/01/2007	10122 ACTION MAIL		
	1		34847 MAILING LISTS, ADDRESSES, SORT	1,168.75	18051
35610- 2304	1	12/01/2007	Logged	*** Total ***	1,168.75
35611- 2304	2	12/01/2007	10167 ACACIA GASOLINE & CAR WASH		
	2		34844 OPEN PO-VEHICLE FUEL	318.88	1698
35611- 2304	2	12/01/2007	Logged	*** Total ***	318.88
35612- 2304	3	12/01/2007	11060 BARRETT ENGINEERED PUMP		
	3		34880 SWITCH	150.85	058683
35612- 2304	3	12/01/2007	Logged	*** Total ***	150.85
35613- 2304	4	12/01/2007	12005 CSDA-		
	4		34225 CSDA QTRLY DINNER	128.00	CSDA-8/07
35613- 2304	4	12/01/2007	Logged	*** Total ***	128.00
35614- 2304	5	12/01/2007	12028 CWEA-		
	5		34862 RENEWAL MECH/COLLFOR FR	122.00	505-FR07
	5		34863 RENEWAL COLL SYSTEM FOR CF	61.00	0501227-CF07
	5		34864 RENEWAL COLL SYSTEM-KB	66.00	143-KB11/07
	5		34865 RENEWAL FOR LS-COLL SYSTEM	176.00	LS-108-11/07
	5		34866 RENEWAL MAINT-JS	142.00	187/261-JS07
	5		34867 RENEWAL FOR SK-PLANT MAINT	56.00	0301510-SK
35614- 2304	5	12/01/2007	Logged	*** Total ***	623.00
35615- 2304	6	12/01/2007	12112 CONFIDENCE CONSULTING		
	6		34884 STRATEGIC -TEAM BUILDING	2,929.28	CC-CONSULTING
35615- 2304	6	12/01/2007	Logged	*** Total ***	2,929.28
35616- 2304	7	12/01/2007	12323 COLLIERS INTERNATIONAL		
	7		34882 REFUND DEV FOR PROJECT#038	7.59	PR-038
35616- 2304	7	12/01/2007	Logged	*** Total ***	7.59
35617- 2304	8	12/01/2007	12589 STATE DISBURSEMENT UNIT DF1176		
	8		34871 CHILD SUPPORT-AB	516.12	AB-DF117622-NOV
35617- 2304	8	12/01/2007	Logged	*** Total ***	516.12
35618- 2304	9	12/01/2007	13822 DUDEK & ASSOCIATES		
	9		34881 GE/CIP/OCT/200/319/321/087/316	13,562.72	20075401
35618- 2304	9	12/01/2007	Logged	*** Total ***	13,562.72
35619- 2304	10	12/01/2007	14520 EMPLOYMENT DEVELOPMENT DEPT OF		
	10		34858 CA INCOME TAX-12/1/07	361.22	CA TAX-12/1/07
35619- 2304	10	12/01/2007	Logged	*** Total ***	361.22
35620- 2304	11	12/01/2007	15575 UNION SECURITY INSURANCE COMPA		
	11		34849 LIFE INS-DEC	482.95	74171-DEC07
35620- 2304	11	12/01/2007	Logged	*** Total ***	482.95
35621- 2304	12	12/01/2007	15613 RICHARD FREDERICK		
	12		34883 REFUND DEV FOR 037	47.74	LC GREENS
35621- 2304	12	12/01/2007	Logged	*** Total ***	47.74

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35622- 2304	13	12/01/2007	16603 W. W. GRAINGER, INC		
	13		34859 EPOXY	31.48	9502171524
	13		34860 FAN	80.07	1045738936
	13		34861 BATTERY @ BPS	25.89	104592600
35622- 2304	13	12/01/2007	Logged	*** Total ***	137.44
35623- 2304	14	12/01/2007	16806 THE GUARDIAN		
	14		34848 DENTAL INS-DEC	2,213.38	GUARD-11/16/07
35623- 2304	14	12/01/2007	Logged	*** Total ***	2,213.38
35624- 2304	15	12/01/2007	17058 JUDY HANSON		
	15		34869 REIMBURSE JH FOR CONF	751.24	JH-10/4
35624- 2304	15	12/01/2007	Logged	*** Total ***	751.24
35625- 2304	16	12/01/2007	17255 HENRY'S PLUMBING		
	16		34874 TEST BACKFLOW @ BPS	45.00	AF4997
35625- 2304	16	12/01/2007	Logged	*** Total ***	45.00
35626- 2304	17	12/01/2007	18212 INFRASTRUCTURE ENGINEERING COR		
	17		34846 SATELLITE PS FORCE MAIN REPLAC	47,638.30	3176
35626- 2304	17	12/01/2007	Logged	*** Total ***	47,638.30
35627- 2304	18	12/01/2007	19050 JANI-KING OF SAN DIEGO		
	18		34856 CLEANING SERVICE-NOV	975.00	SD011070194
35627- 2304	18	12/01/2007	Logged	*** Total ***	975.00
35628- 2304	19	12/01/2007	20079 KATZ & ASSOCIATES		
	19		34876 PUBLIC INFO FOR SEPT	3,714.96	403742
	19		34877 PUBLIC INF FOR OCT	2,330.00	403743
	19		34878 PUBLIC INF FOR JULY	2,457.42	403740
	19		34879 PUBLIC INF FOR AUG	1,854.96	403741
35628- 2304	19	12/01/2007	Logged	*** Total ***	10,357.34
35629- 2304	20	12/01/2007	21102 PETTY CASH		
	20		34887 PETTY CASH	192.52	PETTY-11/30/07
35629- 2304	20	12/01/2007	Logged	*** Total ***	192.52
35630- 2304	21	12/01/2007	22274 MET-LIFE		
	21		34857 DISABILITY INS-DEC	915.47	KM05535094-1207
35630- 2304	21	12/01/2007	Logged	*** Total ***	915.47
35631- 2304	22	12/01/2007	24111 OCB REPROGRAPHICS		
	22		34842 SITE IMPROVEMENT SETS	506.87	5070678
35631- 2304	22	12/01/2007	Logged	*** Total ***	506.87
35632- 2304	23	12/01/2007	24224 OFFICE DEPOT, INC.		
	23		34843 OPEN PO- OFFICE SUPPLIES	301.08	409217880
35632- 2304	23	12/01/2007	Logged	*** Total ***	301.08
35633- 2304	24	12/01/2007	25010 AT&T		
	24		34850 ODOR CONTROL	23.59	4364009-11/07
35633- 2304	24	12/01/2007	Logged	*** Total ***	23.59

Run date: 11/30/2007 @ 16:51  
 Bus date: 12/01/2007

Leucadia Waste Water District  
 Check - Complete Detail

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
35634- 2304	25	12/01/2007	25018 MES VISION		
			34855 VISION INS-DEC	340.18	0731222183001
35634- 2304	25	12/01/2007	Logged	*** Total ***	340.18
35635- 2304	26	12/01/2007	25261 PUBLIC EMPLOYEES HEALTH		
			34851 BRD HEALTH INS-DEC	1,742.10	H2007127247000
			34852 EMPLOYEE HEALTH INS-DEC	14,778.28	H2007121231000
35635- 2304	26	12/01/2007	Logged	*** Total ***	16,520.38
35636- 2304	27	12/01/2007	25265 PEP BOYS		
			34870 WASHER SOLVENT	6.85	07010027302
35636- 2304	27	12/01/2007	Logged	*** Total ***	6.85
35637- 2304	28	12/01/2007	25370 PITNEY BOWES/PURCHASE POWER		
			34868 QTRLY METER RENTAL-JAN-MARCH	171.33	956082
35637- 2304	28	12/01/2007	Logged	*** Total ***	171.33
35638- 2304	29	12/01/2007	27478 R. J. SAFETY SUPPLY CO., INC.		
			34875 SAFETY SUPPLIES	204.84	244029
35638- 2304	29	12/01/2007	Logged	*** Total ***	204.84
35639- 2304	30	12/01/2007	28720 STATE WATER RESOURCES CONTROL		
			34885 ANNUAL FEE FOR WRD-07-08	3,117.00	0714513
			34886 ANNUAL FEE FOR GAFNER WDR	6,235.00	0712353
35639- 2304	30	12/01/2007	Logged	*** Total ***	9,352.00
35640- 2304	31	12/01/2007	29630 TRI COMMUNITY ANSWERING SERVIC		
			34854 ANSWERING SERIVE-NOV	80.00	TRI-11/20/07
35640- 2304	31	12/01/2007	Logged	*** Total ***	80.00
35641- 2304	32	12/01/2007	29730 T.S. INDUSTRIAL SUPPLY		
			34872 BLK MARKING PAINT	41.02	1010991
			34873 MARKING PAINT	82.04	1010990
35641- 2304	32	12/01/2007	Logged	*** Total ***	123.06
35642- 2304	33	12/01/2007	31050 VALLECITOS WATER DISTRICT		
			34853 WATER @ MEADOWS 3	39.81	108105000-NOV07
35642- 2304	33	12/01/2007	Logged	*** Total ***	39.81
35643- 2304	34	12/01/2007	32347 DEXTER WILSON ENGINEERING		
			34845 CONTRACT TO UPDATE ISLAND PLAN	300.00	1007.03
35643- 2304	34	12/01/2007	Logged	*** Total ***	300.00
				.00	
** Total check discount **				.00	
** Total check amount **				111,492.78	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 1, 2007  
Sick Buy Back

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13348 - 13356	12/1/2007	\$10,990.49



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 5, 2007

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13357 - 13374	12/5/2007	\$33,813.33

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: December 6, 2007

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
13375 - 13379	12/6/2007	\$1,704.08

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

**NOVEMBER**

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

**DECEMBER**

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

**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>
	<b>Total</b>	<b>\$94,044.46</b>

**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>
	<b>Total</b>	<b>\$79,885.94</b>

**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>
	<b>Total</b>	<b>\$83,461.46</b>

**APRIL**

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

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>
	<b>Total</b>	<b>\$70,238.03</b>

JUNE

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

JULY

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

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>
	<b>Total</b>	<b>\$90,111.07</b>

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>
	<b>Total</b>	<b>\$64,887.73</b>

OCTOBER

10/3/2007	Board	\$1,262.00
10/10/2007	Employee	\$32,263.98
10/24/2007	Employee	<u>\$30,211.84</u>
	<b>Total</b>	<b>\$63,737.82</b>

**NOVEMBER**

11/7/2007	Employee	\$32,393.34
11/8/2007	Board	\$4,531.25
11/14/2007	Incentive	\$3,936.93
11/21/2007	Employee	<u>\$33,498.88</u>
	<b>Total</b>	<b>\$74,360.40</b>

**DECEMBER**

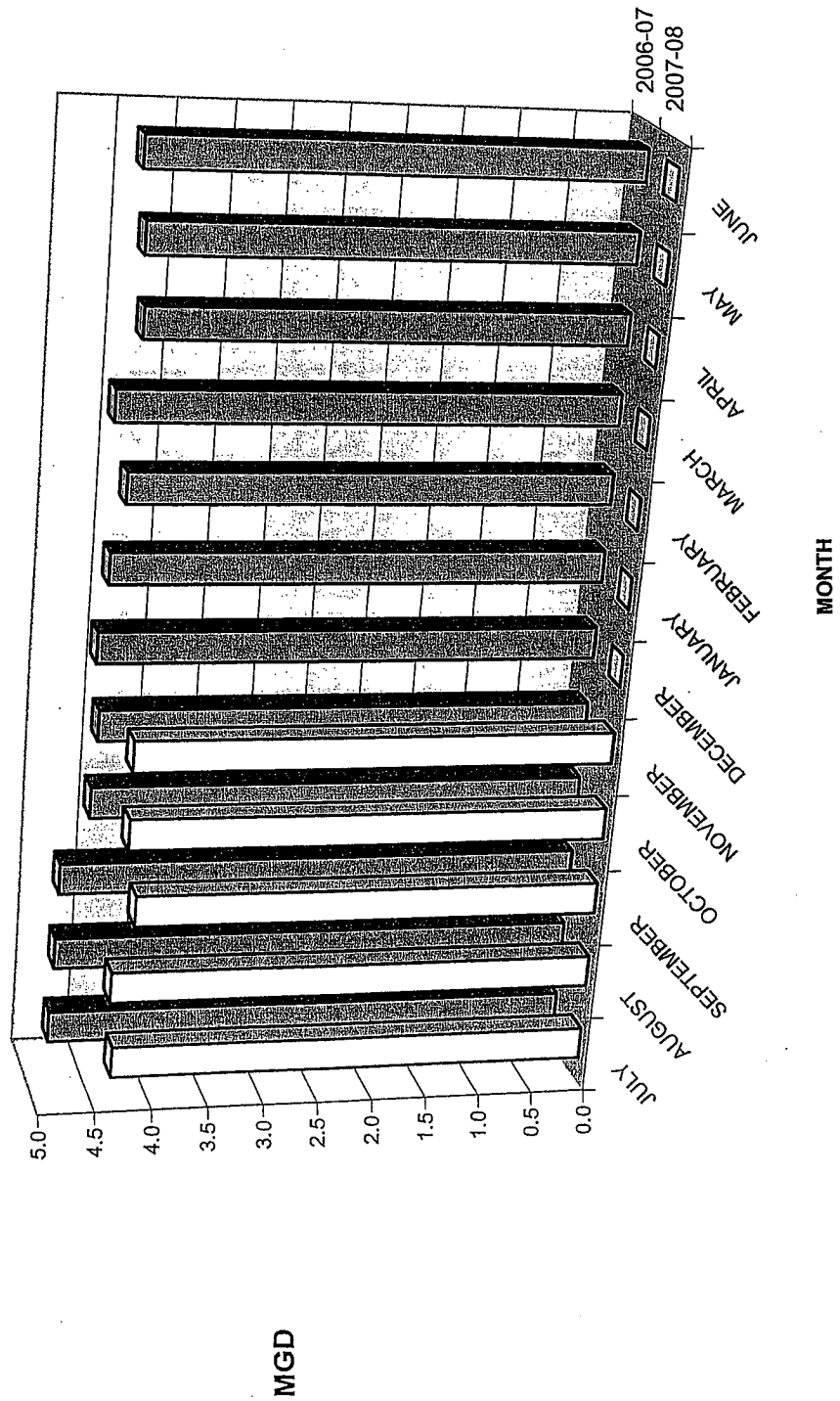
12/1/2007	Employee/Sick Buybk	\$10,990.49
12/5/2007	Employee	\$33,813.33
12/6/2007	Board	<u>\$1,704.08</u>
	<b>Total</b>	<b>\$46,507.90</b>

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

CURRENT MONTH - November 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	129.00	3.0	4.30	157	15.56	4.47	
YTD	129.00	27,431.73					
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	658.64	39			157.61		
Mo Average	131.73	8	4.30	157	32	4.50	

operations report

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



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

<b>ASSETS</b>	
Cash	\$ 112,062.91
Investments and Investment Pools	43,465,003.94
Bond Investments Held by Agents	4,760,381.62
Accounts Receivable	562,546.73
Funds Held with Encina Wastewater Authority	733,959.00
Prepaid Expenses	41,372.17
Capital Assets	106,068,202.08
Less Accumulated Depreciation	(32,469,248.87)
Debt Issuance Costs, Net of Amortization	297,708.65
<b>TOTAL ASSETS</b>	<b>\$ 123,571,988.23</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	145,356.06
Developer Deposits	217,440.98
Bond & Interest Debt	4,589,041.87
<b>TOTAL LIABILITIES</b>	<b>\$ 4,951,838.91</b>
<b>NET ASSETS</b>	
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	(1,848,934.30)
<b>TOTAL NET ASSETS</b>	<b>\$ 118,620,149.32</b>

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



## LEUCADIA WASTEWATER DISTRICT

### BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 11/30/2007 with Annual Budget

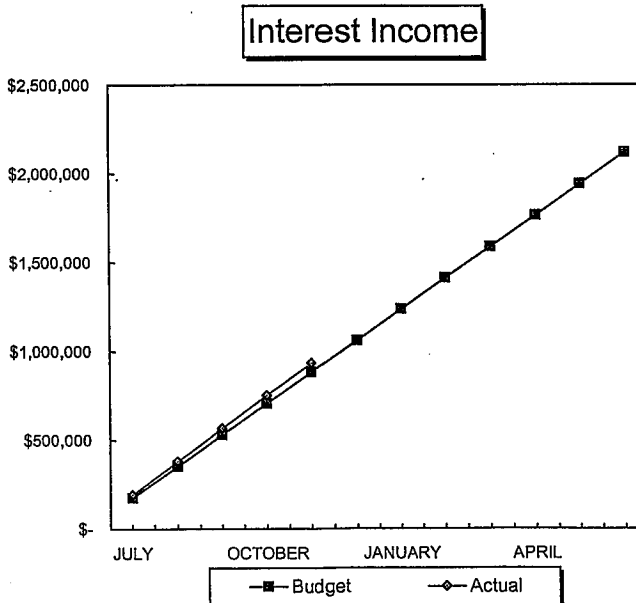
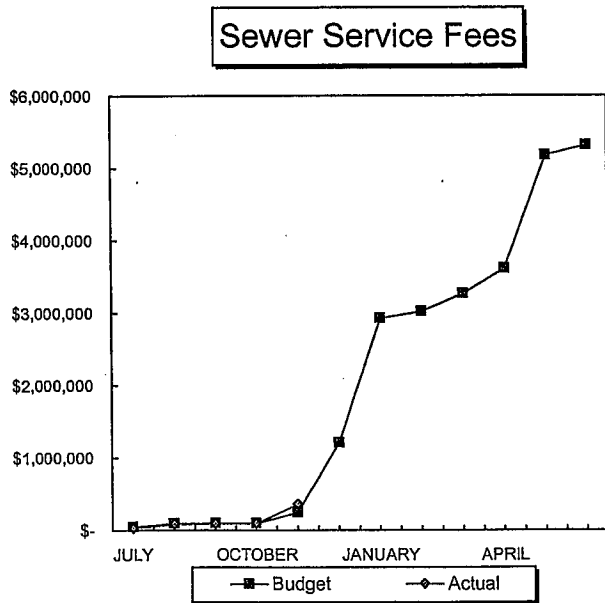
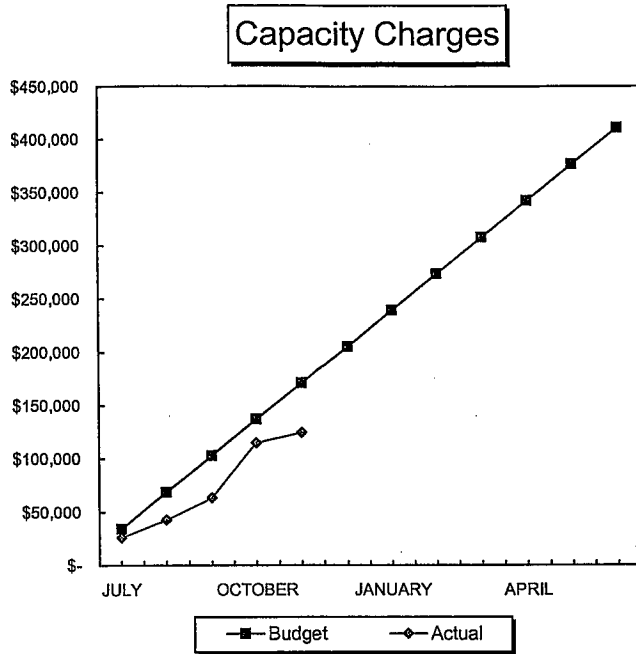
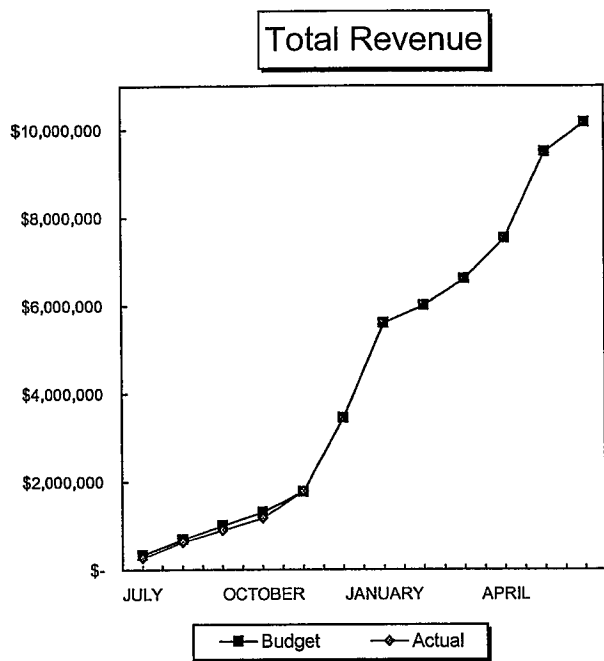
<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 360,448.60	\$ 5,321,226.00	\$ 4,960,777.40	6.77%
RECLAIMED WATER SALES	3150	95,478.37	285,400.00	189,921.63	33.45%
OTHER OPERATING INCOME		16,846.14	235,730.00	218,883.86	7.15%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 472,773.11</b>	<b>\$ 5,842,356.00</b>	<b>\$ 5,369,582.89</b>	<b>8.09%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 679,221.30	\$ 1,825,229.00	\$ 1,146,007.70	37.21%
BOARD EXPENSES AND ELECTION	4300 & 4400	34,652.99	108,700.00	74,047.01	31.88%
DEPRECIATION EXPENSE	4510	1,030,000.00	-	(1,030,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	769,000.00	769,000.00	n/a
FUELS	4600	14,189.03	46,310.00	32,120.97	30.64%
INSURANCE	4700	9,720.40	88,600.00	78,879.60	10.97%
MEMBERSHIP & DUES	4800	7,623.95	22,100.00	14,476.05	34.50%
OFFICE EXPENSE	4900	14,066.33	46,760.00	32,693.67	30.08%
OPERATING SUPPLIES	5000	54,043.81	162,950.00	108,906.19	33.17%
PROFESSIONAL SERVICES	5200	143,274.43	555,900.00	412,625.57	25.77%
PRINTING & PUBLISHING	5300	10,543.40	33,000.00	22,456.60	31.95%
RENTS & LEASES	5400	7,817.17	21,000.00	13,182.83	37.22%
REPAIR & MAINTENANCE	5500	50,059.44	238,550.00	188,490.56	20.98%
MONITORING & PERMITTING	5600	4,483.00	48,900.00	44,417.00	9.17%
TRAINING & DEVELOPMENT	5700	10,199.09	45,400.00	35,200.91	22.46%
UTILITIES	5900	160,957.53	440,000.00	279,042.47	36.58%
LAFCO OPERATIONS	6100	7,377.00	7,400.00	23.00	99.69%
ENCINA	6200	380,785.57	1,995,754.00	1,614,968.43	19.08%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 2,619,014.44</b>	<b>\$ 6,455,553.00</b>	<b>\$ 3,836,538.56</b>	<b>40.57%</b>

<b>NON-OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 124,539.40	\$ 410,800.00	\$286,260.60	30.32%
PROPERTY TAXES	3220	89,916.57	1,150,000.00	1,060,083.43	7.82%
INTEREST INCOME	3250	933,528.00	2,120,000.00	1,186,472.00	44.03%
OTHER NON OPERATING INCOME		158,167.14	646,334.00	488,166.86	24.47%
<b>TOTAL NON-OPERATING REVENUES</b>		<b>\$ 1,306,151.11</b>	<b>\$ 4,327,134.00</b>	<b>\$3,020,982.89</b>	<b>30.19%</b>
<b>DEBT SERVICE</b>					
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%
<b>TOTAL DEBT SERVICE</b>		<b>\$ 546,441.88</b>	<b>\$ 702,273.00</b>	<b>\$ 155,831.12</b>	<b>77.81%</b>

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

# Leucadia Wastewater District Revenue FY 2007-2008

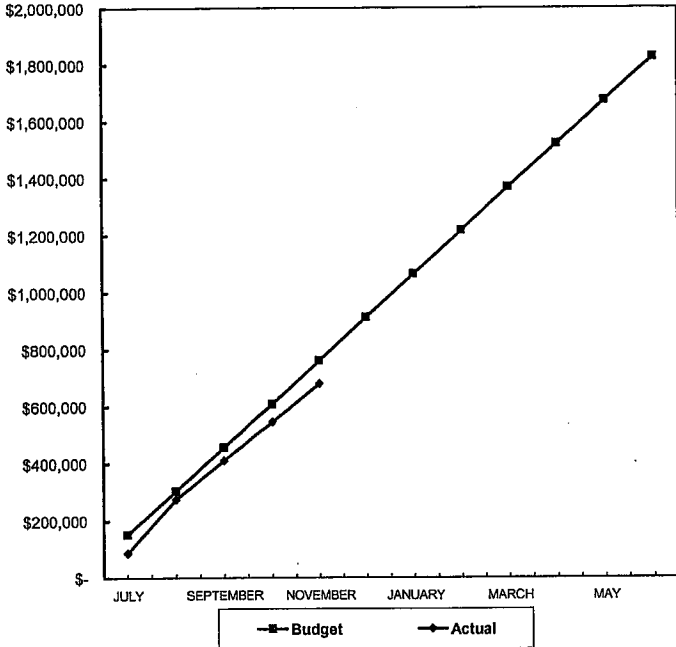
YTD through November 30, 2007 \*



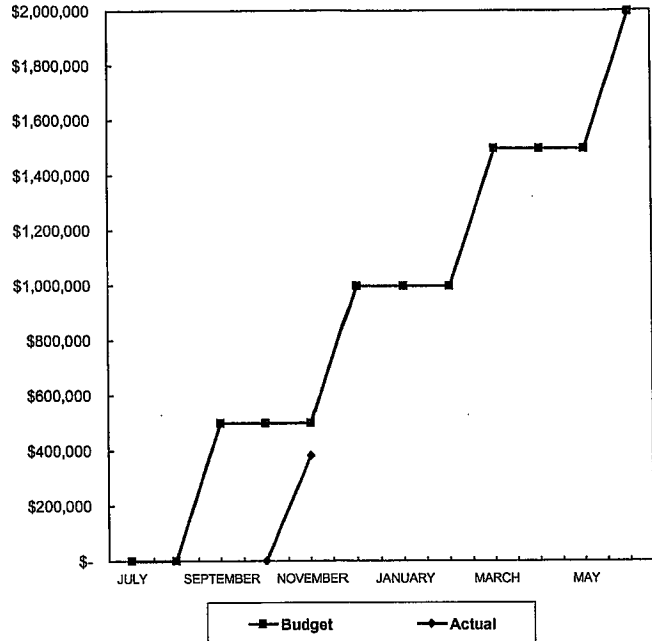
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2007-2008 YTD through November 30, 2007 \*

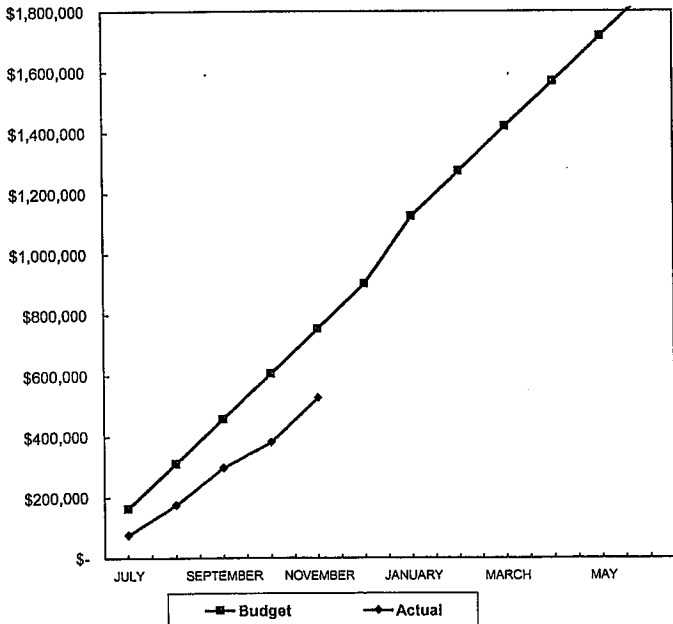
**Salaries and Benefits**



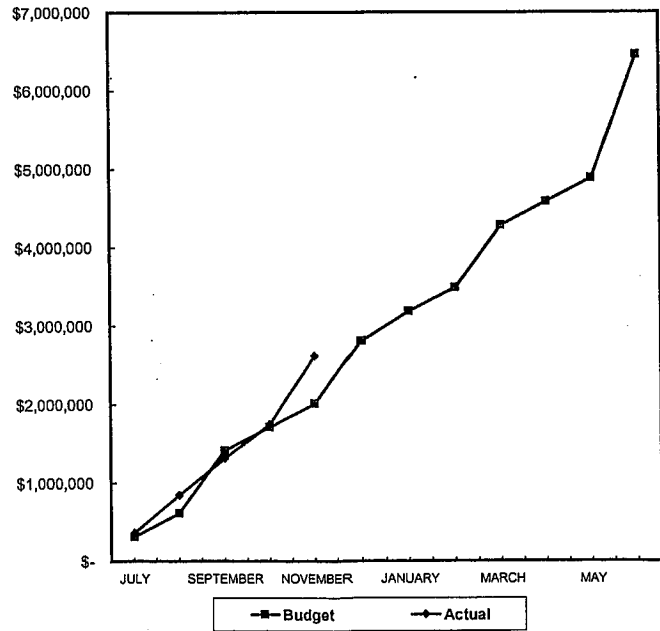
**Encina M&O**



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



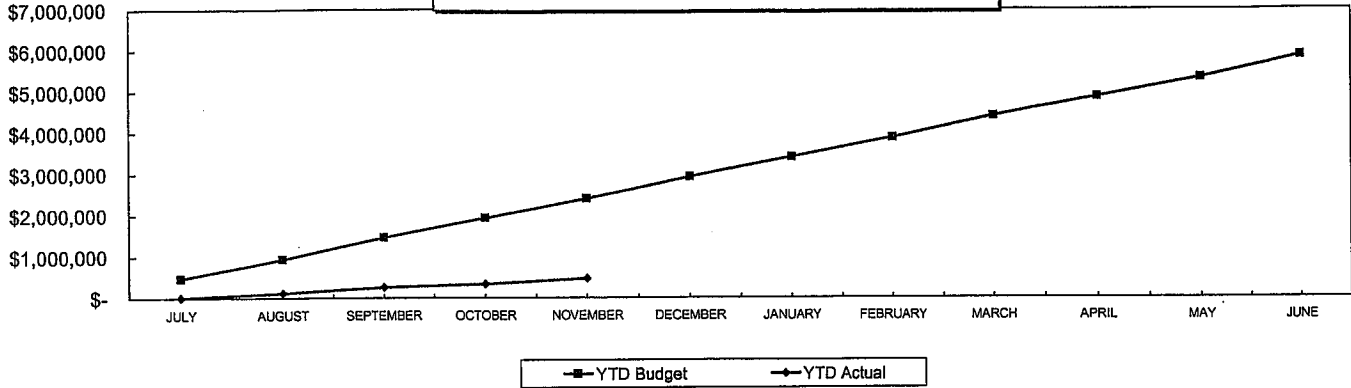
**Total LWD Operating Expense -  
Including Depreciation & Replacement**



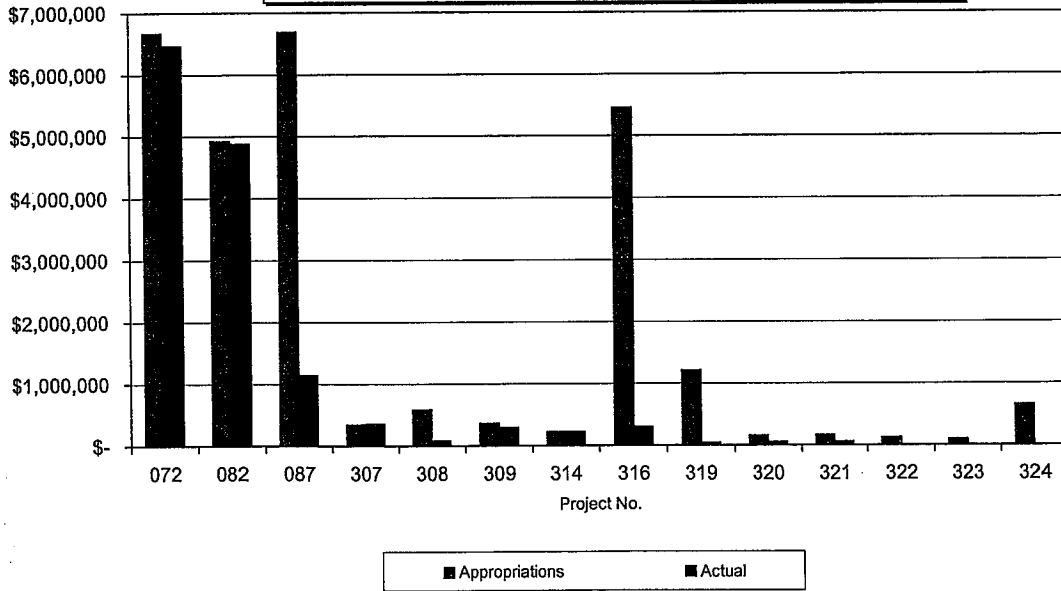
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Capital Expenditures As of November 30, 2007

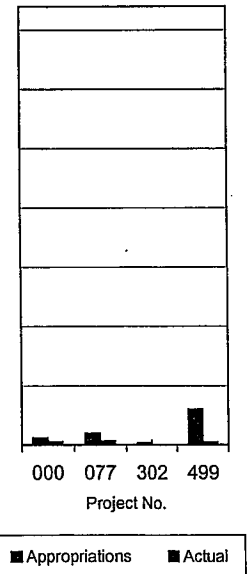
**Capital Projects and Equipment For FY 2007/08**



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



**Single Year Capital Expenditures by Project 2007/08**

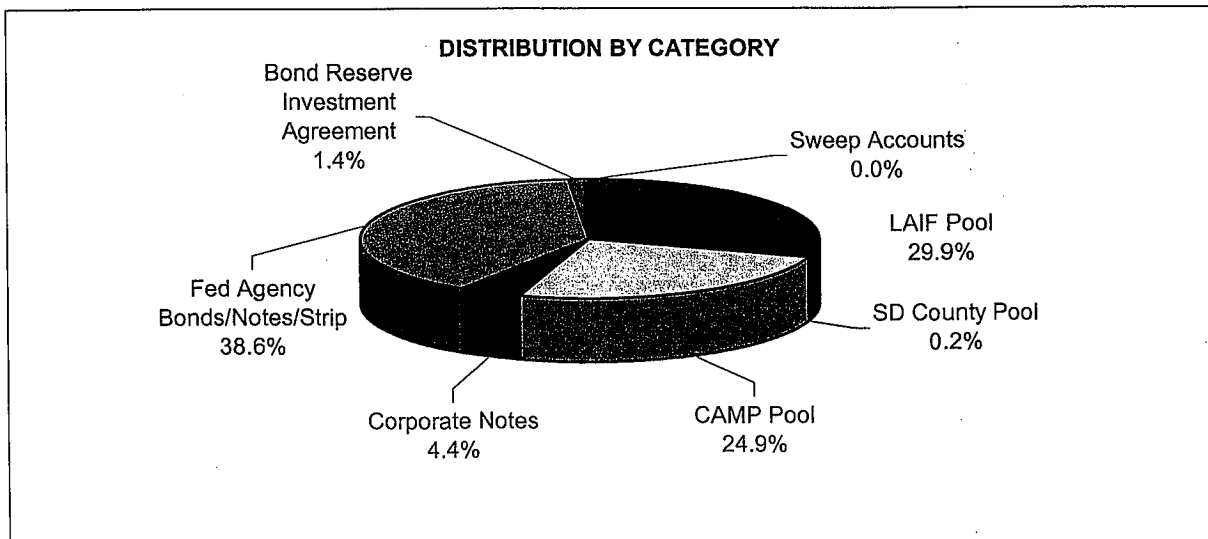
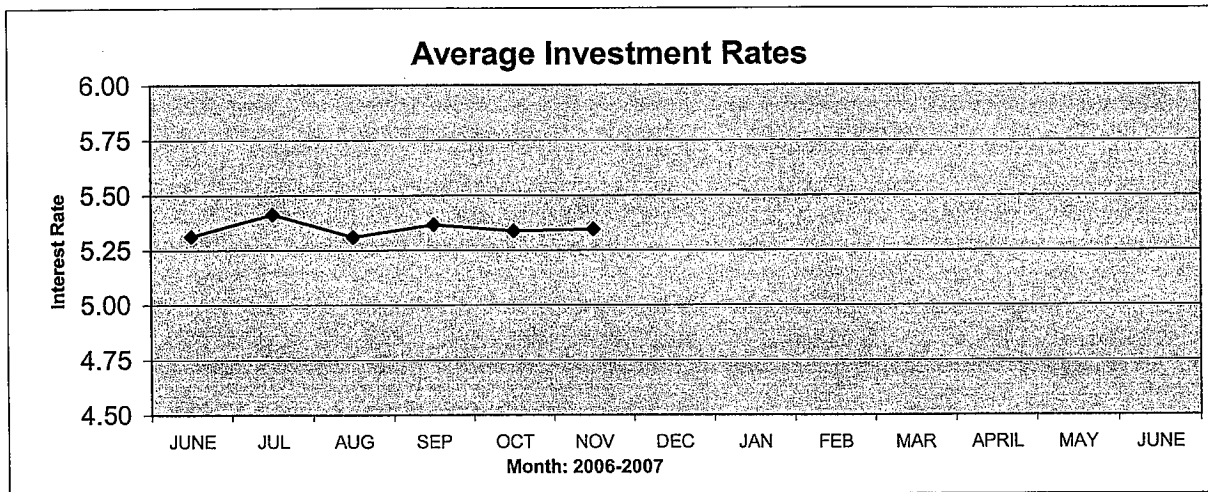


Project Legend			
Description	No.	Description	No.
Encina WA	072	Piraeus Pipeline Repair	320
Leucadia PS Improvements	082	Gibraltar Pipeline Replacement	321
Site Improvement Program	087	Install Permanent Flow Meters	322
Meadows 1 PS Decommission	307	Lateral Replace/Backflow Prevr	323
Mineral Scale Mitigation 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 October 31, 2007**

Cash & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sept 30, 2007	Oct 30, 2007		
Sweep Account: US Treasury MM - Union	133,000	0	125	2.740%
LAIF Pool	13,742,385	13,780,897	58,911	5.137%
SD County Pool	103,182	104,557	441	5.100%
CAMP Pool	10,893,384	11,484,107	48,336	5.110%
CAMP Portfolio				
Corporate Notes	2,005,005	2,005,005	7,654	4.582%
Federal Agency Bonds/Notes	12,027,823	11,536,266	50,332	5.192%
Federal Agency Discount Notes	2,409,584	2,409,584	10,472	5.215%
GNMA mortgage pools	23,679	23,563	185	9.380%
US Treasury Bonds/Notes	2,485,586	2,485,586	8,594	4.390%
Total Camp Portfolio	18,951,677	18,460,004	77,237	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%
<b>Totals</b>	<b>\$ 46,072,377</b>	<b>\$ 46,078,314</b>	<b>\$ 205,259</b>	<b>5.346%</b>



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**November 14, 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 Reports for September 2007 and October 2007.

**2. Building Program Construction Report – September 2007 and October 2007**

The Board of Directors received and filed the Building Program Construction Reports for September 2007 and October 2007.

**3. 2007 Tactical Plan Report**

The Board of Directors received and filed the 2007 Tactical Plan Report.

**Executive Session**

- 4.** 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.

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

There was no reportable action.

6. The Board of Directors met in closed session as authorized by Government Code 54957, to discuss the General Manager's Performance Evaluation.

There was no reportable action

**Member Agency Manager's Report**  
**Meeting was held**  
**December 5, 2007**

**General Manager Paul Bushee reporting**

**MAM Meeting Items:**

**1. Phase V Expansion Project Update**

GM Hogan provided an update on the Phase V Expansion Project Update.

**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**

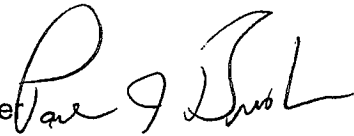
GM Hogan provided an update on the development of the Resolution for Cooperative Sewage System Emergency Response.

**5. Centralized Flow Metering System Upgrade**

GM Hogan provided an update on the proposal and cost impacts to the Member Agencies for the IntelliServe web-hosted and alarm system on the existing flow meter network (16 ADS flow meters) for the EWA.



**MEMORANDUM**

**DATE:** December 6, 2007  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Board of Directors' Per Diem

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

During November 2007, the LWD Board of Directors adopted a resolution amending the District's Integrated Travel Authorization and Expense Reimbursement Policy (Policy). The purpose of this amendment was to add the Special District Institute to the list of approved organizations for which reimbursements were authorized. During the discussion of this agenda item, several directors asked for clarification about per diem payments as it relates to Chamber of Commerce and other non-industry related meetings. The General Manager briefed the Board that LWD's Ordinance 113 (Attachment 1) currently allows per diem payments for all meetings authorized in the District's travel policy (Attachment 2) including Chamber of Commerce meetings. At President Hanson's request, staff was directed to survey the per diem policies of other local agencies to determine if they allowed compensation for Chamber of Commerce meetings. This agenda items presents a summary of the results for the Board's information and discussion.

Table 1

COMPENSATION FOR:	Regular & Committee Board Meetings	Industry Related Organizations (CWEA, CSDA, CASA)	Non-industry Related Organizations (Chamber of Commerce Meetings)
Elsinore Valley MWD	Yes	Yes	Yes, if designated representative
Encina Wastewater Authority	Yes	Yes	No
Helix Water District	Yes	Yes	Yes, if designated representative
<b>Leucadia Wastewater District</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Olivenhein MWD	Yes	Yes	No
Otay Water District	Yes	Yes	No
Padre Dam	Yes	Yes	Yes, if designated representative
Sweetwater Authority	Yes	Yes	No
Vallecitos Water District	Yes	Yes	No
Vista Irrigation District	Yes	Yes	No

As shown in Table 1, nine agencies responded to LWD's request for information. The survey indicates that all responding agencies authorize per diem payments for meetings of the Board or Board committees. Similarly, all agencies also authorize per diem payments for industry related meetings of organizations such as CWEA, CSDA, and CASA. However, the survey indicates that the majority of respondents do not compensate Directors for non-industry related organizations such as the Chamber of Commerce. The noted exceptions (EVMWD, Helix, and Padre Dam) authorize per diem only if a Director is specifically appointed as a designated representative. Only LWD, allows Directors to be compensated for Chamber of Commerce meetings without restrictions.

Staff recommends that the Board of Directors consider the information presented and provide direction as appropriate. Copies of the surveys received are available for the Board's review upon request.

Staff has no recommendation in this matter.

cal:PJB

Attachments

**ORDINANCE NO. 113**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
INCREASING COMPENSATION OF DIRECTORS**

**WHEREAS**, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code Section 56036; and

**WHEREAS**, California Water Code Sections 20201 and 20202 provide that a county water district may, by ordinance, increase compensation for each day of service by its board of directors by an amount that does not to exceed five percent (5%) for each calendar year following the operative date of the last adjustment of compensation which is received when the ordinance is adopted; and,

**WHEREAS**, the LWD Board of Directors desires to provide for reasonable compensation for Directors that is consistent with Water Code Section 20202; and,

**WHEREAS**, the LWD Board of Directors last set compensation on April 14, 1999 at \$130.00 per day of service for each Director pursuant to Ordinance No. 101; and,

**WHEREAS** the LWD Board has determined that an increase of 15.4% above the current rate is appropriate; and,

**WHEREAS**, a public hearing to consider an increase in the compensation of Directors was duly noticed and held in accordance with Water Code Section 20203 on the date hereof; and,

**NOW, THEREFORE, BE IT ORDAINED:**

1. That LWD Directors shall be compensated at the rate of \$150.00 for each day's attendance at meetings of the Board or Board committees as specified in Government Code Section 53232.1 and for each day of service to LWD at the request of the Board.

2. For the purposes of this Ordinance, service to LWD includes the following: meetings authorized or required by statute, such as ethics training; meetings designated in, or approved in accordance with, the District's Integrated Travel Authorization and Expense Reimbursement Policy; and other meetings that are authorized in advance by the Board during a public meeting.

3. That in no event shall a Director receive compensation for more than a total of ten (10) days service to LWD in any calendar month.

4. That the provisions of this ordinance shall be effective sixty (60) days after its adoption.

5. That Ordinance No. 101 adopted by the Board on April 14, 1999 is hereby rescinded and superseded by this ordinance.

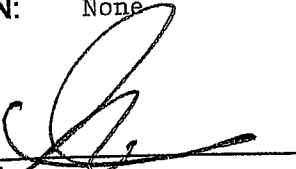
**PASSED AND ADOPTED** this 10th day of May 2006, by the following vote:

**AYES:** Directors: Humphreys, Kulchin, and Sullivan

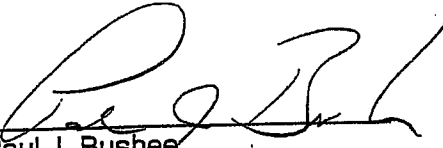
**NOES:** Directors: Hanson and Juliussen

**ABSENT:** None

**ABSTAIN:** None

  
\_\_\_\_\_  
Allan Juliussen  
President

**ATTEST:**

  
\_\_\_\_\_  
Paul J. Bushee  
Board Secretary



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## 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 WaterReuse 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 WaterReuse 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.

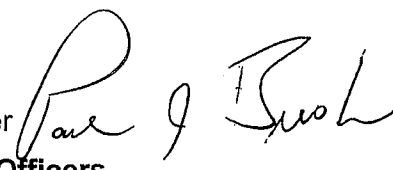
**9. Expense Reimbursement Claim Form**

- 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:** December 6, 2007  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Board of Directors Election of Officers



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**RECOMMENDATION:**

1. Discuss and take action, as appropriate.

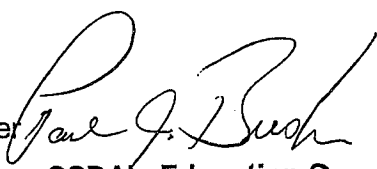
**DISCUSSION:**

Leucadia Wastewater District's Resolution No. 2118 establishes a policy for the election of board officers. The resolution calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors' discussion and action, as appropriate.

cal:PJB

**MEMORANDUM**

**DATE:** December 6, 2007  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Director Kulchin Participation on CSDA's Education Committee

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**RECOMMENDATION:**

1. This item is presented for informational purposes.

**DISCUSSION:**

The California Special District Association (CSDA) has recently asked Director Kulchin to serve on its Education Committee. The Education Committee is responsible for all aspects of CSDA's education program including the Leadership Academy, CSDA Legislation Day, and other CSDA education programs. Director Kulchin has expressed interest in serving on the Committee. The Education Committee meets several times a year at the CSDA offices in Sacramento. The Leucadia Wastewater District (LWD) would cover Director Kulchin's travel expenses and stipend for serving on the Committee. Under LWD's Integrated Travel Policy and the Board Compensation Ordinance, Board members are eligible to receive expense reimbursement and compensation for participating in CSDA related activities.

This item is presented for information purposes and discussion.

PJB