

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
Wednesday, December 9, 2009 – 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. Achievement of an Individual Award. (Pages 1-2)

B. Achievement of an Organizational Objective. (Pages 3-5)

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 5, 2009 Special Board Meeting (Pages 6-7)

November 9, 2009 Regular Board Meeting (Pages 8-13)

November 30, 2009 Engineering Committee Meeting (Pages 14-15)

December 1, 2009 Community Affairs Committee Meeting (Pages 16-17)

B. Demands for November – December. (Pages 18-42)

C. Operations Report. (Pages 43-46)

D. Finance Report. (Pages 47-53)

8. Encina Wastewater Authority Reports

Reports by Directors and staff concerning the Encina Wastewater Authority.

A. Encina Wastewater Authority Reports.

Regular Board Meeting – November 15, 2009 (Page 54)

Member Agency Manager Meeting – December 9, 2009 (Verbal Report)

9. Committee Reports

A. Engineering Committee Meeting was held on November 30, 2009 – report by Director Juliussen. (Page 55)

- B. Community Affairs Committee meeting was held on December 1, 2009 – report by Director Sullivan. (Page 56)

10. Old Business

None.

11. New Business

- A. Award three \$1,000 Teacher Grants. (Pages 57-64)
- B. Board of Directors Election of Officers. (Page 65)
- C. Approve the revised LWD Meeting Room Use Policy. (Pages 66-71)
- D. Authorize the General Manager to execute Task Order No. 9 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report (PDR) for the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$49,206. (Pages 72-77)

12. Informational Items

- A. The Coast News Article – “Wastewater District opens new offices.” (Page 78)
- B. Director Omsted completed the CSDA Governance Courses. (Page 79)

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.

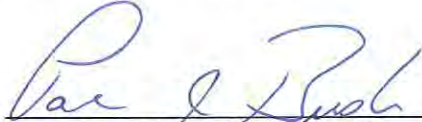
17. Adjournment

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

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 3, 2009

A handwritten signature in blue ink, appearing to read "Paul J. Bushee", written over a horizontal line.

Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentation and Awards – Achievement of an Individual Award

It is my pleasure to announce that a Leucadia Wastewater District (LWD) staff member has met an individual performance objective under LWD's Incentive Program. The individual and achievement are as follows:

Bachelor of Science (B.S.) Degree in Business Management

Please join me in congratulating Ian Riffel who recently received his B.S. Degree in Business Public Administration from the University of Phoenix. To obtain his degree, Ian worked hard on his own time for the past two and half years all while maintaining his full time position at LWD. Ian has been employed at LWD for less than one year, and has also received his Grade DI Water Distribution certification Grade and TI Water Treatment Operator certification in August 2009. Ian is the second LWD employee to gain a bachelor degree under LWD's Incentive Program and is eligible for an incentive award in the amount of \$1,000.

PJB:

UNIVERSITY OF PHOENIX

*Upon the recommendation of the Faculty,
University of Phoenix does hereby confer upon*

Jan E Riffel

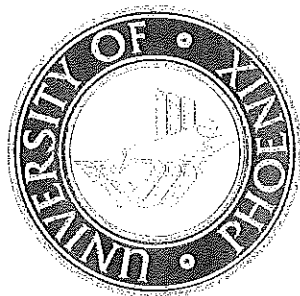
the degree of

*Bachelor of Science in Business
Public Administration*

with all the rights, honors and privileges thereto appertaining.

*In witness whereof, the seal of the University and the signatures as authorized
by the Board of Directors, University of Phoenix, are hereunto affixed,
this thirtieth day of November, in the year two thousand nine.*

John A. Spaulding
Chairman, Board of Directors



W. S. Reynolds
President

MEMORANDUM

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentation and Awards – Achievement of Organizational Objective

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

1. Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its August 2009 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled worker's compensation insurance program to LWD in the amount of \$4,384.93 (see attached letter). The dividend reflects LWD's excellent safety record and an ongoing commitment to safety. LWD's Incentive Program authorizes a 50% cost sharing of the CSRMA dividends with employees. Consequently, each employee is eligible for an incentive compensation award of \$121.80. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$4,384.93
50% of Net Dividend (amount eligible for incentive compensation)	\$2,192.47
Incentive Compensation Award Per Employee (18 positions)	\$121.80

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

PJB:th

Attachment



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

Tel: 415.403.1400

Insurance License No.: 0C36861
Fax: 415.402.0773

OFFICERS:

Robert Reid, *President*
408.378.2407
Russ Baggerly, *Vice President*
805.646.5548

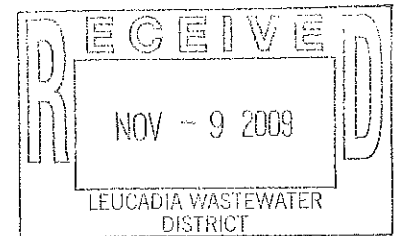
PAST PRESIDENTS:

Randy Musgraves
2001-2003
Kevin Hardy
2003-2006

November 5, 2009

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

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



Dear Paul:

On August 14, 2009, the Board of Directors declared dividend payments for Program Years 1990/91 to 2002/2003 for all members participating in these years. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$4,384.93.

All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the membership as dividends.

Overall, the Pooled Workers' Compensation Program has returned almost \$2,900,000 in dividends to the membership since the program inception in 1990.

Congratulations to Leucadia Wastewater District for successfully stabilizing its workers compensation costs. I would also like you to join me in congratulating all the members of CSRMA's Workers Compensation Program for their efforts in making this dividend possible. Together we will continue to stabilize risk costs in a manner beneficial for our rate payers and the communities we serve.

Sincerely,

Robert Reid
President

Enclosure

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

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

10/23/2009

PAY TO THE ORDER OF Leucadia Wastewater District

\$**4,384.93

Four Thousand Three Hundred Eighty-Four and 93/100*****

DOLLARS

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

VOID SIX MONTHS FROM DATE DRAWN

[Signature]

AUTHORIZED SIGNATURE

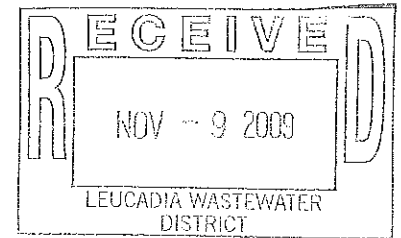
MEMO Dividend/WC Prgm Yrs 7/90 to 7/03 effective 12/08

⑈007276⑈ ⑆ 22000496⑆ 7020015599⑈

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

7276

10/23/2009
Dividend/WC Prgm Yrs 7/90 to 7/03 effective 12/08 4,384.93



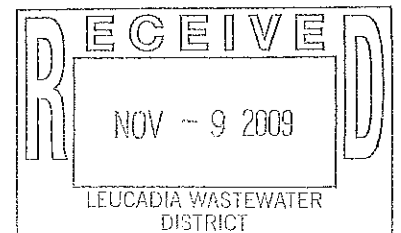
General Checking - U Dividend/WC Prgm Yrs 7/90 to 7/03 effective 12/

4,384.93

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

7276

10/23/2009
Dividend/WC Prgm Yrs 7/90 to 7/03 effective 12/08 4,384.93



General Checking - U Dividend/WC Prgm Yrs 7/90 to 7/03 effective 12/

4,384.93

Security features. Details on back.

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 November 5, 2009

A Special meeting of the Board of Directors of Leucadia Wastewater District (LWD) was held Thursday, November 5, 2009 at 4:00 p.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Kulchin called the meeting to order at 4:10 p.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Hanson, Omsted and Sullivan
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Hill, District Engineer Steve Deering, and Jennifer Dill of Katz and Associates (KATZ)

3. Pledge of Allegiance

No public comment was received.

4. Approval of Agenda

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

5. Public Comment

No public comment was received.

6. Old Business

None.

7. New Business

A. Rehearsal for LWD's Open House Event on November 6, 2009.

GM Bushee stated that the Board has two options for the rehearsal; 1) walk through the program and each Board member speak their speeches; or 2) discuss the program and its details without each member speaking their speech. GM Bushee introduced Ms. Dill to provide an overview of the program.

Ms. Dill thanked all the Board members for their input while planning for the open house. Ms. Dill provided an overview of the program.

President Kulchin questioned if someone will be acknowledging the attendance of all the elected officials. After the discussion, the Board agreed that GM Bushee will acknowledge all elected officials that will be at the open house prior to the Board member's individual speeches.

GM Bushee noted that he will introduce LWD's Board of Directors first, followed by welcoming remarks and the pledge of allegiance. GM Bushee will then

acknowledge all attending elected officials and introduce President Kulchin for his speech. After each Board member speech; GM Bushee stated he would thank everyone that helped organize the event including the sponsored vendors, and all attendees.

Ms. Dill also explained the details of the Carlsbad Chamber of Commerce ribbon cutting ceremony. Director Sullivan suggested that the picture of the ribbon cutting ceremony include the names of the representatives from the Carlsbad Chamber of Commerce. Ms. Dill noted that following the ribbon cutting, the tour of the Administration building will begin along with the viewing of the LWD's 50th Anniversary video. Ms. Dill also noted that KATZ will provide a videographer to video the event and will work with Ideaworks to post the video on LWD's website.

Vice President Juliussen noted that he is unable to speak at the event. GM Bushee suggested that District Engineer (DE) Steve Deering speak in place of Director Juliussen. DE Deering agreed to do so.

Ms. Dill noted that KATZ will have a list of past Board members that have or have not checked in for Director Hanson to update her speech. She also answered the Board's questions regarding the check in booth, parking for the event, and the afternoon event. Following discussion, the Board of Directors, staff members, and Ms. Dill walked through the formal ceremony.

No action was taken.

8. Information Items

None.

9. Director's Comments

None.

10. General Manager's Comments

None.

11. Adjournment

President Kulchin adjourned the meeting at 5:10 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
November 9, 2009

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Monday, November 9, 2009 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Kulchin, Juliussen, Hanson, Sullivan, and Omsted
DIRECTORS ABSENT: None.
OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Hill, Richard Duffey with Brownell and Duffey, Steve Deering with Dudek, and Richard Babbe with PFM.

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

There was no public comment.

6. Presentations and Awards

None.

7. Consent Calendar

- A. Minutes for the following meetings:
 - October 14, 2009 Regular Board Meeting
 - October 30, 2009 Community Affairs Committee Meeting
 - November 3, 2009 Employee Recognition Committee Meeting
- B. Demands for October/November 2009
 - Payroll Checks Numbered 14530 – 14572; General Checking – Checks numbered 38495 – 38612; Manager’s checks numbered 350-351
- C. Operations Report. (A copy was included in the original November 9, 2009 Agenda)
- D. Finance Report. (A copy was included in the original November 9, 2009 Agenda)
- E. Quarterly Treasurer’s Report (A copy was included in the original November 9, 2009)

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

8. Encina Wastewater Authority (EWA) Reports

A. Encina Wastewater Authority Report – October 28, 2009 Board meeting.

Vice President Juliussen reported on EWA's October 28, 2009 Board meeting.

9. Committee Reports

A. Community Affairs Committee meeting was held on October 30, 2009.

Director Sullivan reported that the CAC reviewed and commented on the draft layout of the winter newsletter. The CAC suggested that more detailed information be included in the lateral grant article and no other changes were recommended. The CAC also reviewed and commented on LWD's Open House Video, open house photo boards and the open house site layout.

B. Employee Recognition Committee (ERC) meeting was held on November 3, 2009.

Director Hanson reported that the ERC reviewed the Employee of Year Award nomination forms and selected a recipient of the Employee of the Year Award. This item will be reviewed later in the agenda.

Director Hanson also reported that the ERC discussed the Entertainment options for the 2009 Holiday Party. The Committee and staff agreed not to schedule entertainment, but to focus on celebrating LWD's 50th Anniversary, and include additional social time with light music. Director Hanson also stated that local musician, Peter Sprague may be able to provide music for the Holiday Party. She will provide EA Hill with his contact information.

10. Old Business

None.

11. New Business

A. California Asset Management Program (CAMP) Individual Portfolio Program Status Report.

ASM LeMay stated that the Board of Directors had authorized the investment of up to \$20 million of LWD's reserves in the CAMP Portfolio Program. ASM LeMay noted that staff works with Mr. Richard Babbe of PFM for advice on investments. Mr. Babbe is here today to present an update on LWD's Investment Program.

Mr. Babbe presented an overview of the status of the CAMP Individual Portfolio. He discussed how the economy has affected the District's investments over the past year, noting that the key goals while investing the District's funds are maintaining the safety of the investments, liquidity, and yield. Mr. Babbe answered questions by the Board of Directors as they discussed the status of LWD's investments. This was an information

item and there was no action taken.

- B. Recommend that the Board of Directors adopt Resolution No. 2205 Fixing the dates, time and place for the regular meetings of the Leucadia Wastewater District Board of Directors.

ASM LeMay presented background information on the recommended subject. ASM LeMay stated that at the October Board meeting, GC Brechtel suggested that the Board of Directors adopt a new resolution for setting the meeting date and time for regular Board meetings to avoid any ambiguity.

Staff has prepared a new resolution that includes a section which allows the Board to change a meeting date, time and/or place when it deems necessary by adopting a motion during a regularly scheduled meeting. ASM LeMay noted and corrected an administration error on Resolution No. 2205.

Director Omsted questioned the action of moving a regular scheduled Board meeting prior to the original meeting date. GC Brechtel explained that the new resolution would clarify that a regular schedule Board of Directors meeting can be rescheduled by a motion during a regularly scheduled Board meeting.

Following discussion, Resolution No. 2205 was passed and adopted by the following vote:

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

- C. Approve award of \$1,000 to the recipient of the 2009 Employee of the Year Award without naming the recipient.

EA Hill stated that the Employee Recognition Committee met with management staff and last year's Employee of Year recipient on November 3, 2009 to review the nominations. The committee and staff selected the nominee for the 2009 Employee of the Year Award.

Following discussion and upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and carried, the Board of Directors approved the \$1,000 award to the 2009 Employee of the Year recipient without naming the recipient.

- D. Batiquitos Lagoon Foundation (BLF) Board Members 2009 Election.

Director Omsted provided his recommendations for the BLF Board members 2009 election.

Following discussion, and upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors casted LWD's vote for the following individuals: Jim Brown, Don Connors, and Rick Ransburg.

Staff will mail the ballot to the BLF by the due date.

E. Review and discuss LWD's Meeting Room Use Policy.

GM Bushee stated that Director Omsted requested that this item be placed on the agenda for discussion.

Director Omsted suggested that the Board of Directors reconsider revising the Meeting Room Use Policy to reflect that groups other than those affiliated with LWD may use the District's meeting rooms.

Director Sullivan stated that there are some non-profit groups that can't meet during the day, and would need to meet during the evening. Those evening meeting will have personnel expense for having a meeting after hours. The policy states that the meetings must occur during normal business hours.

GM Bushee provided a brief summary of the previous draft of the meeting room policy that included text stating that non-profit agencies, other local cities, and/or local neighborhood and community organizations were allowed to use LWD's facilities based on availability during normal working hours. GM Bushee noted that staff is comfortable with allowing the public to have meetings at the District during normal business hours. GM Bushee stated that the only concern, with opening the facilities to the public for meetings is the potential for an agency to want to meet after hours on a regularly scheduled basis.

GC Brechtel explained the limitations for the public to use a meeting room after business hours indicating that it would be difficult to justify the personnel expense associated with night meetings, if they do not relate to LWD's core business.

Director Hanson expressed her concerned for the liability issue. She requested that staff research the liability expense if the public was allowed to use LWD's meeting rooms. GM Bushee agreed to do so.

In addition, Director Omsted requested that staff provide a cost estimate associated with a night meeting. GM Bushee agreed to do so.

GC Brechtel provided a legal explanation of the language in the policy that allows the General Manager to make exceptions to the policy. GC Brechtel suggested that another policy be drafted for the Board's review and adoption.

GM Bushee indicated that staff will draft a new meeting room use policy and present the policy to the Community Affairs Committee for review prior to the next Board meeting. Following discussion, the Board of Directors directed staff to draft a new meeting room use policy for the CAC's review.

12. Information Items

A. Upcoming 2010 Member Agency's Conferences.

EA Hill stated that she researched several member agencies' websites and developed a list of upcoming 2010 conferences for the Board's information.

B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 19, 2009 at 6:00 p.m. at the Courtyard by Marriott in Kearney Mesa.

GM Bushee stated he will be leaving the District at 5:45 p.m. if any of the Board members would like to car pool with him.

C. Site Improvement Project Update.

PM Morishita presented the status of the Site Improvement Project (SIP). To date, change orders have totaled approximately \$549,258.32 which represents 5.91% of the original contract amount. PM Morishita also noted that the District will be releasing 5% of the 10% retention to Jaynes.

D. Letter from Senator Dianne Feinstein recognizing and congratulating the District on its 50th Year Anniversary and opening of the new facilities.

13. Directors' Meetings

A. CSDA Board's Role in Human Resources Seminar was held at the Marriott Hotel in Irvine on October 9, 2009.

Director Omsted reported he attended the seminar. He stated that one of the topics at the seminar was the General Manager's performance review. He suggested that the Board develop a process to start reviewing the General Manager's performance three months prior to his review.

B. WEFTEC Annual Conference was held at the Orange County Convention Center in Orlando, FL from October 11-14, 2009.

Director Omsted reported that he attended the Conference. He noted that the conference was very large and had many vendors. He also stated that, in his opinion, this conference is best for staff to attend because of many vendors and technical classes.

14. Comments, Questions or Requests by Directors

Director Hanson stated that Open House was a good event. Director Sullivan stated the Open House went great and it was a gratifying experience. President Kulchin stated he drafted a thank you letter to staff from the Board of Directors for each Director to sign.

General Manager's Report

The following items were reported:

- GM Bushee thanked staff for helping and participating at the Open House.
- The District received a Proclamation from Senator Mark Wyland's office.
- GM Bushee noted that the Groundwater study RFP was advertised and they are due on November 20, 2009.
- The District will be hosting a LAFCO Special District Advisory Committee meeting on Friday, November 20, 2009 at 9:30 a.m. He noted the District is a member and Director Hanson is a member of the committee.
- The Batiquitos Lagoon Foundation will host its long range planning session meeting at the District on December 4, 2009. The District is a member of the BLF.

15. General Counsel's Report

General Counsel (GC) Brechtel stated that staff from his office enjoyed the Open House event. He also stated that his office provided a water color painting from a local Carlsbad artist for LWD.

GC Brechtel also noted that the legislature has approved a water bond package available for water recycling projects.

16. Closed Session

- A. Conference with Legal Counsel to discuss anticipated litigation pursuant to California Government Code Sec. 54956.9(b)(1): Khavari Construction Contract Dispute.

There was no action taken.

- B. Conference with Legal Counsel to discuss anticipated litigation pursuant to California Government Code Sec. 54956.9(b)(3)(C): Linda Holder claim

The Board of Directors authorized the General Manager to reject the Holder claim.

17. Adjournment

President Kulchin adjourned the meeting at 6:10 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 November 30, 2009

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, November 30, 2009 at 8:30 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 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Project Manager Robin Morishita, Field Services Manager Leo Schempp, Administrative Services Manager Chuck LeMay and Rob Weber from Infrastructure Engineering Corporation (IEC)

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Authorize the General Manager to execute Task Order No. 9 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report (PDR) for the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$49,206.

Project Manager Morishita presented the recommendation noting that IEC had completed an inspection of the District's pump stations as follow-up work to the Asset Management Master Plan. PM Morishita indicated that IEC had identified several priority issues at the Batiquitos Pump Station (BPS) that should be addressed. These issues included: deterioration of concrete walls in the wet well and overflow tank; deterioration of wet well stairs; several areas of delamination of the T-lock lining; degradation of the cement paste on the overflow tank roof; and, possible replacement of the pump station's three oldest pumps.

Based on IEC's inspection, Project Manger Morishita indicated that staff was recommending that a Preliminary Design Report (PDR) be prepared to further identify and refine the required necessary improvements. He indicated that Task Order No. 9 would include services to fully evaluate the pump station condition at an estimated cost of \$49,206.

The EC discussed the task order with questions concerning the design/bidding process. Following discussion, the EC concurred with staff to forward this recommendation to the Board of Directors for consideration at its December 9, 2009 meeting.

6. Information Items

A. Shifting of the Chemical Feed Building.

FSM Schempp provided a verbal report to the EC indicating that the southeastern corner of the chemical feed building had settled and was now leaning slightly against the adjacent building. FSM Schempp indicated that the most probable cause of the settling was instability in the earth below the building that was aggravated during the recent demolition of the old maintenance facility. He also stated that the sodium hypochlorite tank in the chemical feed building had ruptured when the foundation settled.

FSM Schempp indicated that LWD's District Engineer was reviewing options that included: 1) stabilizing and leveling the chemical feed building or 2) relocating necessary equipment closer to recycled water facilities.

The EC discussed options briefly indicating a desire to review options and associated costs when they were available from the District Engineer.

B. Site Improvement Project Update.

PM Morishita reviewed the status of the Site Improvement Project. To date, change orders have totaled approximately \$576,745.32 which represents 6.18% of the original contract amount.

7. Director's Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:15 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 December 1, 2009

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held December 1, 2009 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:35 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. Review and discuss Teacher Grant Applications.

The CAC reviewed three Teacher Grant Applications and directed staff to forward the applications to the Board of Directors for approval of the three grants at the December 9th Board meeting.

B. Recommend to the Board of Directors to Adopt LWD's Meeting Room Use Policy.

ASM LeMay stated that at the November Board meeting, the Board directed staff to revise the meeting room use policy and forward to the CAC for review.

The CAC reviewed the Meeting Room Use Policy and directed staff to forward a strike-out version with changes to the Board of Directors for approval at the December 9th Board meeting.

6. Information Items

None.

7. Directors' Comments

None.

8. General Manager's Comments


None.

9. Adjournment

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

Paul J. Bushee
Secretary/Manager
(Seal)

MEMORANDUM

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of November/December Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$2,195,366.44**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months November 6, 2009 – December 3, 2009.

Operating expenses totaled **\$848,075.17** while Capital Improvement Program expenses totaled **\$1,248,009.56**.

Payroll for employees and the Board totaled **\$99,281.71**.

Attached please find a year to date Employee and Board Payroll Report from November 2008 to December 2009 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account, November/December 2009
Attachment 2	Managers Account Check Register dated November 6, 2009
Attachment 3	Managers Account Check Register dated November 10, 2009
Attachment 4	Accounts Payable Check Register dated November 13, 2009
Attachment 5	Payroll Check Register dated November 18, 2009
Attachment 6	Accounts Payable Check Register dated November 19, 2009
Attachment 7	Payroll Check Register dated December 1, 2009
Attachment 8	Accounts Payable Check Register dated December 1, 2009
Attachment 9	Payroll Check Register dated December 2, 2009
Attachment 10	Board Payroll Check Register dated December 3, 2009
Attachment 11	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

December 9, 2009

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Checks -11/18/2009	14573 - 14591	\$42,332.97	
Sick Buyback Payroll - 12/1/2009	14592 - 14597	\$12,470.82	
Payroll Checks- 12/2/2009	14598 - 14616	\$40,360.61	
Board Payroll Checks -12/3/2009	14617 - 14621	<u>\$4,117.31</u>	
	Total	\$99,281.71	
General Checking -11/13/2009	38613 - 38671	\$1,208,793.21	
General Checking -11/19/2009	38672 - 38718	\$831,175.01	
General Checking - 12/1/2009	38720 - 38752	<u>\$55,661.51</u>	
	Total	\$2,095,629.73	
<u>MGRS Check</u>			
	352	\$260.00	
	353	<u>\$195.00</u>	
	Total	\$ 455.00	
	Grand Total	\$2,195,366.44	\$2,195,366.44
 Voided Check	 38719		

Run date: 11/06/2009 @ 13:05
Bus date: 11/06/2009

Leucadia Waste Water District
Check - Complete Detail

UNION BANK-MRGS

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
352- 2422	0	11/06/2009	22358 MISSION VALLEY MEDICAL CLINIC		
		0	39690 SWINE FLU SHOTS	260.00	
352- 2422	0	11/06/2009	Logged *** Total ***	260.00	
				.00	
** Total check discount **				.00	
** Total check amount **				260.00	
				.00	

Run date: 11/10/2009 @ 13:45
Bus date: 11/10/2009

Leucadia Waste Water District
Check - Complete Detail

UNION BANK-MRGS

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
353- 2423	0	11/10/2009	19618 J.R.I.		
	0		39695 DELIVER AND INSTALL PIXS/PLAQU	195.00	
353- 2423	0	11/10/2009	Logged	*** Total ***	195.00
				.00	
** Total check discount **				.00	
** Total check amount **				195.00	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38613- 2424	1	11/13/2009	10122 ACTION MAIL		
	1		39744 BALANCE ON OPEN HOUSE MAILING	784.45	22504
38613- 2424	1	11/13/2009	Logged	*** Total ***	784.45
38614- 2424	2	11/13/2009	10128 ABCOW STAFFING		
	2		39754 TEMP SERVICES-INTERN	270.00	1175
	2		39755 TEMP SERVICES-INTERN	270.00	1160
38614- 2424	2	11/13/2009	Logged	*** Total ***	540.00
38615- 2424	3	11/13/2009	10167 ACACIA GASOLINE & CAR WASH		
	3		39697 OPEN PO-VEHICLE GAS/FUELS	246.22	2175
	3		39715 OPEN PO-VEHICLE GAS/FUELS	166.86	2185
38615- 2424	3	11/13/2009	Logged	*** Total ***	413.08
38616- 2424	4	11/13/2009	10221 ADS LLC		
	4		39765 METER MAINT-OCT	3,994.06	12493.22-1009
38616- 2424	4	11/13/2009	Logged	*** Total ***	3,994.06
38617- 2424	5	11/13/2009	10545 A-1 LOCK & SAFE SERVICE		
	5		39699 REPLACE LOCKS/HARDWARE @LPS	2,461.25	95095
38617- 2424	5	11/13/2009	Logged	*** Total ***	2,461.25
38618- 2424	6	11/13/2009	10714 ATEL COMMUNICATIONS, INC		
	6		39763 SERVICE CALL	124.50	17882
38618- 2424	6	11/13/2009	Logged	*** Total ***	124.50
38619- 2424	7	11/13/2009	10720 AT&T		
	7		39741 LD @ BPS	29.61	0472001-10/09
38619- 2424	7	11/13/2009	Logged	*** Total ***	29.61
38620- 2424	8	11/13/2009	11034 BAY CITY ELECTRIC WORKS, INC		
	8		39700 ANNUAL GENERATOR SERVICE -09-1	1,397.50	4517,26,28,24
	8		39716 ANNUAL GENERATOR SERVICE -09-1	765.00	4540,4542
	8		39717 ANNUAL GENERATOR SERVICE -09-1	350.00	W74481
	8		39718 ANNUAL GENERATOR SERVICE -09-1	765.00	W74518
38620- 2424	8	11/13/2009	Logged	*** Total ***	3,277.50
38621- 2424	9	11/13/2009	11070 BATIQUITOS LAGOON FOUNDATION		
	9		39743 MEMBERSHIP RENEWAL-2010	250.00	BLF-2010
38621- 2424	9	11/13/2009	Logged	*** Total ***	250.00
38622- 2424	10	11/13/2009	11650 BROWNELL AND DUFFEY CPA		
	10		39732 ACCT FEES-OCT	8,855.00	443
38622- 2424	10	11/13/2009	Logged	*** Total ***	8,855.00
38623- 2424	11	11/13/2009	12005 CSDA-SAN DIEGO		
	11		39742 CSDA QTRLY DINNER-NOV	234.00	CSDA-NOV09
38623- 2424	11	11/13/2009	Logged	*** Total ***	234.00
38624- 2424	12	11/13/2009	12028 CMEA-		
	12		39746 CERT RENEWAL-J.S.-COLLE/PLANT	168.00	9732-11/09
	12		39747 CERT RENEWAL-K.B.-COLLECTION	79.00	938-11/09

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	12		39748 CERT RENEWAL-F.R.-MECHANICAL/C	148.00	5745-11/09
	12		39749 CERT RENEWAL-C.F.-COLLECTION	74.00	23259-11/09
	12		39770 CERT RENEWAL-SK-PLANT	69.00	03015106-SK2010
38624- 2424	12	11/13/2009	Logged *** Total ***	538.00	
38625- 2424	13	11/13/2009	12029 CWEA		
	13		39745 RENEWAL-J.G.-2010	132.00	4879-11/09
38625- 2424	13	11/13/2009	Logged *** Total ***	132.00	
38626- 2424	14	11/13/2009	12112 JEFF BILLS		
	14		39771 CONSULTING FEES-OCT	3,514.53	JB-OCT FEES
38626- 2424	14	11/13/2009	Logged *** Total ***	3,514.53	
38627- 2424	15	11/13/2009	12360 CITY OF CARLSBAD		
	15		39727 WATER @ PLANT	98.32	8121300-10/09
	15		39728 WATER @ PLANT	222.89	8121305-10/09
	15		39729 WATER @ VACTOR	116.05	103-00-10/09
	15		39730 WATER @ VACTOR	152.90	104-00-10/09
38627- 2424	15	11/13/2009	Logged *** Total ***	590.16	
38628- 2424	16	11/13/2009	12411 CL2B		
	16		39708 OPEN PO-CL2 ANALYZERS	646.16	1771
38628- 2424	16	11/13/2009	Logged *** Total ***	646.16	
38629- 2424	17	11/13/2009	12510 COAST WASTE		
	17		39726 TRASH SERVICE	221.01	10212960274
38629- 2424	17	11/13/2009	Logged *** Total ***	221.01	
38630- 2424	18	11/13/2009	12514 CONEXIS		
	18		39731 SEC 125-FLEX PLAN-OCT	125.00	1009-OR5179
38630- 2424	18	11/13/2009	Logged *** Total ***	125.00	
38631- 2424	19	11/13/2009	12589 CA SDU		
	19		39738 CHILD SUPPORT-OCT	516.12	SUPPORT-OCT
38631- 2424	19	11/13/2009	Logged *** Total ***	516.12	
38632- 2424	20	11/13/2009	12814 CUES, INC		
	20		39706 OPEN PO-REPAIRS TO CCTV	202.38	315841
38632- 2424	20	11/13/2009	Logged *** Total ***	202.38	
38633- 2424	21	11/13/2009	13014 DIAMOND ENVIRONMENTAL SERVICES		
	21		39777 RENTAL SUPPLIES-OPEN HOUSE EVE	629.30	87H54699
38633- 2424	21	11/13/2009	Logged *** Total ***	629.30	
38634- 2424	22	11/13/2009	13072 DATA NET		
	22		39736 IS MAINT AND SUPPORT	447.50	9734843
	22		39773 IS MAINT AND SUPPORT	58.38	9734930
	22		39774 IS MAINT AND SUPPORT	476.25	9734956
38634- 2424	22	11/13/2009	Logged *** Total ***	982.13	
38635- 2424	23	11/13/2009	13261 DEPT HEALTH SERVICES		
	23		39769 RENEWAL CERT-M.G.-2010	55.00	32715-MG-2010

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38635-	2424	23 11/13/2009	Logged		55.00	
				*** Total ***		
38636-	2424	24 11/13/2009		13586 DOWNSTREAM SERVICES, INC.		
		24		39711 STORM DRAIN MAINTENANCE	176.76	68688
38636-	2424	24 11/13/2009	Logged		176.76	
				*** Total ***		
38637-	2424	25 11/13/2009		14410 EL CAMINO REAL SHELL ENCINITAS		
		25		39698 OPEN PO-VEHICLE FUELS/GAS	344.10	8196
		25		39714 OPEN PO-VEHICLE FUELS/GAS	449.22	8201
38637-	2424	25 11/13/2009	Logged		793.32	
				*** Total ***		
38638-	2424	26 11/13/2009		14530 ENCINA WASTEWATER AUTHORITY		
		26		39778 EWA-1ST OTR OM/CAPITAL-2009	595,622.61	583
38638-	2424	26 11/13/2009	Logged		595,622.61	
				*** Total ***		
38639-	2424	27 11/13/2009		15213 CHARLES Z. FEDAK & COMPANY		
		27		39750 AUDITOR FEES-OCT	1,822.00	FEDAK-OCT-2009
38639-	2424	27 11/13/2009	Logged		1,822.00	
				*** Total ***		
38640-	2424	28 11/13/2009		15223 FEDERAL EXPRESS CORPORATION		
		28		39758 SHIPPING	20.53	9-38380404
38640-	2424	28 11/13/2009	Logged		20.53	
				*** Total ***		
38641-	2424	29 11/13/2009		17010 HAAKER EQUIPMENT CO		
		29		39707 OPEN PO-REPAIRS TO VACTOR	33.72	C70400
38641-	2424	29 11/13/2009	Logged		33.72	
				*** Total ***		
38642-	2424	30 11/13/2009		17247 U.S. HEALTH WORKS MEDICAL GROU		
		30		39705 OPEN PO- PHYSICALS	50.00	1612465-CA
38642-	2424	30 11/13/2009	Logged		50.00	
				*** Total ***		
38643-	2424	31 11/13/2009		17532 EASYHOST COMPANY		
		31		39757 DOMAIN HOSTING-OCT-JAN	65.85	526507
38643-	2424	31 11/13/2009	Logged		65.85	
				*** Total ***		
38644-	2424	32 11/13/2009		17552 THE HOME DEPOT CRC/GECF		
		32		39713 OPEN PO-MISC SUPPLIES-SPLIT	294.32	9040433
38644-	2424	32 11/13/2009	Logged		294.32	
				*** Total ***		
38645-	2424	33 11/13/2009		18150 ICMA RETIREMENT-303979		
		33		39739 DEFERRED COMP-ICMA	2,547.71	ICMA-11/4/09
38645-	2424	33 11/13/2009	Logged		2,547.71	
				*** Total ***		
38646-	2424	34 11/13/2009		19012 JAYNES CORPORATION OF CAL.		
		34		39721 CONTRACT SITE IMPROVEMENT	173,747.61	#19
38646-	2424	34 11/13/2009	Logged		173,747.61	
				*** Total ***		
38647-	2424	35 11/13/2009		19050 JANI-KING OF CALIF., INC SAN D		
		35		39696 ONE TIME WAXING OF ALL FLOORS	394.60	SD011090844
38647-	2424	35 11/13/2009	Logged		394.60	
				*** Total ***		
38648-	2424	36 11/13/2009		23068 NATIONWIDE RETIREMENT SOLUTION		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	36		39725 DEFERRED COMP-NATIONWIDE	1,003.17	NATION-11/4/09
38648- 2424	36	11/13/2009	Logged	*** Total ***	1,003.17
38649- 2424	37	11/13/2009	23572 NORTH COUNTY EQUIPMENT INC		
	37		39775 SHARPEN CHAIN SAW	88.33	21872
38649- 2424	37	11/13/2009	Logged	*** Total ***	88.33
38650- 2424	38	11/13/2009	24111 OCB REPROGRAPHICS		
	38		39760 PLANS/SPECS	251.75	5719207
	38		39761 PLANS/SPECS	79.67	5719101
	38		39762 PLANS/SPECS	80.96	5719214
38650- 2424	38	11/13/2009	Logged	*** Total ***	412.38
38651- 2424	39	11/13/2009	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	39		39740 WATER @ TRAVELING	340.32	1555324-10/09
	39		39753 FISCAL YEAR ASSESSMENT-VP7 PS	145.58	265-4011700
38651- 2424	39	11/13/2009	Logged	*** Total ***	485.90
38652- 2424	40	11/13/2009	24528 DONALD OMSTED		
	40		39767 REIMBURSE DO-CONFERENCE	81.73	CSDA-DO-10/09
	40		39768 REIMBURSE DO-CONFERENCE	74.60	DO-CONF-10/14
38652- 2424	40	11/13/2009	Logged	*** Total ***	156.33
38653- 2424	41	11/13/2009	25010 AT&T		
	41		39733 DIAL IN MODEM	212.67	4792130272-1009
	41		39734 DIAL IN MODEM	124.78	6327047-10/09
	41		39735 PHONE @ BPS	26.31	9423588-10/09
38653- 2424	41	11/13/2009	Logged	*** Total ***	363.76
38654- 2424	42	11/13/2009	25032 PALOMAR WATER		
	42		39772 WATER @ OFFICE	153.81	1498323
38654- 2424	42	11/13/2009	Logged	*** Total ***	153.81
38655- 2424	43	11/13/2009	25425 PLANT PEOPLE		
	43		39702 PURCHASE LIVE PLANTS FOR ADM B	4,490.33	1109182
	43		39703 MAINTAIN 20 INDOOR PLANTS IN B	150.00	1109183
38655- 2424	43	11/13/2009	Logged	*** Total ***	4,640.33
38656- 2424	44	11/13/2009	25577 PURCHASE POWER		
	44		39759 POSTAGE METER REFILL	473.99	POSTAGE-10/09
38656- 2424	44	11/13/2009	Logged	*** Total ***	473.99
38657- 2424	45	11/13/2009	25712 PALOMAR SIGN COMPANY		
	45		39766 SIGNS	178.01	09-6799
38657- 2424	45	11/13/2009	Logged	*** Total ***	178.01
38658- 2424	46	11/13/2009	26804 QUALITY CHEVROLET		
	46		39710 OPEN PO-VEHICLE TRUCK REPAIRS	273.29	CTCS385446
38658- 2424	46	11/13/2009	Logged	*** Total ***	273.29
38659- 2424	47	11/13/2009	27524 ROESLING NAKAMURA TERADA ARCHI		
	47		39752 CONTRACT-AS BUILTS	2,482.74	4659

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38659-	2424	47	11/13/2009	Logged	*** Total ***	2,482.74
38660-	2424	48	11/13/2009	27729 RICHARD STINSON		
		48		39776 CONSULTING FEES-OCT	1,700.00	#26
38660-	2424	48	11/13/2009	Logged	*** Total ***	1,700.00
38661-	2424	49	11/13/2009	28035 SAN DIEGO DAILY TRANSCRIPT		
		49		39764 AD	245.70	164943
38661-	2424	49	11/13/2009	Logged	*** Total ***	245.70
38662-	2424	50	11/13/2009	28060 SAN DIEGUITO TROPHY		
		50		39751 NAME PLATES	156.60	28245
38662-	2424	50	11/13/2009	Logged	*** Total ***	156.60
38663-	2424	51	11/13/2009	28228 SEQUOIA SOLAR, IC		
		51		39712 CONTRACT-FURNISH/INSTALL SOLAR	418,343.95	2031
		51		39720 RETENTION 10%	-41,834.00	2031-RETENTION
38663-	2424	51	11/13/2009	Logged	*** Total ***	376,509.95
38664-	2424	52	11/13/2009	28421 SKY LOFT HOMEOWNERS PROTEC GRO		
		52		39709 LATERAL REIMBURSEMENT	3,000.00	SKY-11/4
38664-	2424	52	11/13/2009	Logged	*** Total ***	3,000.00
38665-	2424	53	11/13/2009	28590 SOUTH BAY FOUNDRY		
		53		39704 9 24 IN RINGS AND COVERS	1,908.56	0104553-IN
38665-	2424	53	11/13/2009	Logged	*** Total ***	1,908.56
38666-	2424	54	11/13/2009	30520 UNDERGROUND SERVICE ALERT OF		
		54		39724 UNDERGROUND ALARM	178.50	1020090355
38666-	2424	54	11/13/2009	Logged	*** Total ***	178.50
38667-	2424	55	11/13/2009	30580 UNITED WAY		
		55		39723 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-11/4/09
38667-	2424	55	11/13/2009	Logged	*** Total ***	5.00
38668-	2424	56	11/13/2009	30723 SIEMENS WATER TECH. CORP		
		56		39701 OPEN PO-BIOXIDE	8,999.99	7827997
38668-	2424	56	11/13/2009	Logged	*** Total ***	8,999.99
38669-	2424	57	11/13/2009	31232 VERIZON WIRELESS		
		57		39722 CELL PHONE CHARGES	52.97	0810026099
		57		39737 CELL PHONES	369.19	0810026100
38669-	2424	57	11/13/2009	Logged	*** Total ***	422.16
38670-	2424	58	11/13/2009	32220 WATER ENVIRONMENT FEDERATION		
		58		39756 WEF RENEWAL-L.S.	217.00	1763303-10/09
38670-	2424	58	11/13/2009	Logged	*** Total ***	217.00
38671-	2424	59	11/13/2009	33227 XEROX CORPORATION		
		59		39719 SERVICE/MAINT CONTRACT	53.44	044093153
38671-	2424	59	11/13/2009	Logged	*** Total ***	53.44

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
				.00	
** Total check discount **				.00	
** Total check amount **				1,208,793.21	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 18, 2009

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
14573 - 14591	11/18/2009	\$42,332.97

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38672- 2425	1	11/19/2009	10125 ABBEY PARTY RENTS		
	1		39830 RENTALS FOR OPEN HOUSE	5,989.12	0072555-33
38672- 2425	1	11/19/2009	Logged	*** Total ***	5,989.12
38673- 2425	2	11/19/2009	10128 ABCOW STAFFING		
	2		39823 TEMP SERVICES-INTERN	324.00	1216
	2		39824 TEMP SERVICE-INTERN	330.75	1199
38673- 2425	2	11/19/2009	Logged	*** Total ***	654.75
38674- 2425	3	11/19/2009	10167 ACACIA GASOLINE & CAR WASH		
	3		39782 OPEN PO-VEHICLE GAS/FUELS	200.50	2191
38674- 2425	3	11/19/2009	Logged	*** Total ***	200.50
38675- 2425	4	11/19/2009	10570 ANTIMITE TERMITE & PEST CONTRO		
	4		39813 MONTHLY PEST SERVICE	53.00	424408
38675- 2425	4	11/19/2009	Logged	*** Total ***	53.00
38676- 2425	5	11/19/2009	11034 BAY CITY ELECTRIC WORKS, INC		
	5		39781 ANNUAL GENERATOR SERVICE -09-1	365.00	W74841
	5		39802 ANNUAL GENERATOR SERVICE -09-1	587.50	W74685
38676- 2425	5	11/19/2009	Logged	*** Total ***	952.50
38677- 2425	6	11/19/2009	11314 BERGELECTRIC CORP		
	6		39799 OPEN PO-MISC ELECTRICAL WORK	184.12	1179.TM-17
38677- 2425	6	11/19/2009	Logged	*** Total ***	184.12
38678- 2425	7	11/19/2009	12510 COAST WASTE		
	7		39789 RENT STORAGE CONTAINER	180.25	45567480274
38678- 2425	7	11/19/2009	Logged	*** Total ***	180.25
38679- 2425	8	11/19/2009	12631 COR-0-VAN		
	8		39792 OPEN PO-STORAGE	59.11	RS1344602
38679- 2425	8	11/19/2009	Logged	*** Total ***	59.11
38680- 2425	9	11/19/2009	13072 DATA NET		
	9		39795 2 LAPTOP COMPUTERS/CARRYING CA	4,403.38	9734783
	9		39806 IS MAINT AND SUPPORT-DVD	85.69	9734941
	9		39807 IS MAINT AND SUPPORT	325.00	9734909
	9		39808 IS MAINT AND SUPPORT	460.00	9735006
38680- 2425	9	11/19/2009	Logged	*** Total ***	5,274.07
38681- 2425	10	11/19/2009	13328 DIEGO & SON PRINTING, INC.		
	10		39784 ADDITIONAL NEWSLETTERS/FACT SH	1,091.85	5541,5538
38681- 2425	10	11/19/2009	Logged	*** Total ***	1,091.85
38682- 2425	11	11/19/2009	13822 DUDEK & ASSOCIATES		
	11		39783 CONTRACT/NGVI-ENVIRONMENTAL/MI	430.00	20093919
	11		39850 GE/3252/791/TARGET	110.00	20093769
	11		39851 GE/3252/790/NAKED CAFE	603.85	20093768
	11		39852 GE/3252/778/NEPTUNE	65.00	20093766
	11		39853 GE/3252/788/GARCIAS	333.40	20093767
	11		39854 GE/3252/735/TVERDOCH	12,991.50	20093792

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	11		39855 GE/3251/200/GRADING PLANS	220.00	20093762
	11		39856 GE/3252/729/BRUNSWICK	440.00	20093765
	11		39857 GE/3252/714/ROSS SUB	450.00	20093764
	11		39858 GE/3252/667/V OF L.C	330.00	20093763
	11		39859 GE/3252/792/1521 NEPTUNE	495.00	20093770
38682-	2425	11 11/19/2009	Logged *** Total ***	16,468.75	
38683-	2425	12 11/19/2009	13823 TOM DUNN		
	12		39831 VIDEO FOR OPEN HOUSE	6,760.00	DUNN-11/13/09
38683-	2425	12 11/19/2009	Logged *** Total ***	6,760.00	
38684-	2425	13 11/19/2009	14530 ENCINA WASTEWATER AUTHORITY		
	13		39827 QRTLY LAB FEES-JULY-SEPT	2,498.40	592
38684-	2425	13 11/19/2009	Logged *** Total ***	2,498.40	
38685-	2425	14 11/19/2009	15422 ROBERT J. FLEMING		
	14		39797 LATERAL REIMBURSEMENT	1,787.50	FLEMING-LATERAL
38685-	2425	14 11/19/2009	Logged *** Total ***	1,787.50	
38686-	2425	15 11/19/2009	15813 MC GRAW-HILL		
	15		39786 GROUNDWATER STUDY AD RFP	310.00	A27453701
38686-	2425	15 11/19/2009	Logged *** Total ***	310.00	
38687-	2425	16 11/19/2009	16021 GREAT AMERICA LEASING CORP		
	16		39814 COPIER LEASE	928.17	9052752
38687-	2425	16 11/19/2009	Logged *** Total ***	928.17	
38688-	2425	17 11/19/2009	16634 GRAYBAR		
	17		39798 ANALOG MODULE @ BPS	2,283.75	94460013
38688-	2425	17 11/19/2009	Logged *** Total ***	2,283.75	
38689-	2425	18 11/19/2009	18150 ICMA RETIREMENT-303979		
	18		39832 DEFERRED COMP-ICMA	2,449.97	ICMA-11/18/09
38689-	2425	18 11/19/2009	Logged *** Total ***	2,449.97	
38690-	2425	19 11/19/2009	18212 INFRASTRUCTURE ENGINEERING COR		
	19		39805 ASSET MANAGEMENT PLAN	214.00	4786
	19		39829 FORCE MAIN	8,455.90	4785
38690-	2425	19 11/19/2009	Logged *** Total ***	8,669.90	
38691-	2425	20 11/19/2009	18561 U.S. BANK		
	20		39849 CONFERENCES,SUPPLIES, MEETINGS	9,252.39	US BANK-10/22
38691-	2425	20 11/19/2009	Logged *** Total ***	9,252.39	
38692-	2425	21 11/19/2009	19012 JAYNES CORPORATION OF CAL.		
	21		39804 CONSTRUCTION-NEW BUILDING	667,232.70	21 RETAINAGE
38692-	2425	21 11/19/2009	Logged *** Total ***	667,232.70	
38693-	2425	22 11/19/2009	19028 JACOBSON TRAINING & CONSULTING		
	22		39794 PIPELINE ASSESSMENT TRAINING	2,800.00	28792
38693-	2425	22 11/19/2009	Logged *** Total ***	2,800.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38694- 2425	23	11/19/2009	19050 JANI-KING OF CALIF., INC SAN D		
	23		39819 CLEANING SERVICE-NOV	1,733.00	SD011090463
38694- 2425	23	11/19/2009	Logged	*** Total ***	1,733.00
38695- 2425	24	11/19/2009	19550 JONES CHEMICALS, INC.		
	24		39793 OPEN PO-SODIUM HYPOCHLORIDE	2,947.29	450540
38695- 2425	24	11/19/2009	Logged	*** Total ***	2,947.29
38696- 2425	25	11/19/2009	20079 KATZ & ASSOCIATES		
	25		39860 OPEN HOUSE EVENT	22,748.00	405846
	25		39861 PUBLIC INFORMATION-OCT	2,267.50	405845
38696- 2425	25	11/19/2009	Logged	*** Total ***	25,015.50
38697- 2425	26	11/19/2009	21102 CASH		
	26		39848 PETTY CASH-NOVEMBER	332.59	PETTY-11/13/09
38697- 2425	26	11/19/2009	Logged	*** Total ***	332.59
38698- 2425	27	11/19/2009	21127 LARRY BRADFORD & ASSOCIATES		
	27		39833 SIGNAGE	195.31	596
38698- 2425	27	11/19/2009	Logged	*** Total ***	195.31
38699- 2425	28	11/19/2009	23068 NATIONWIDE RETIREMENT SOLUTION		
	28		39821 DEFERRED COMP-NATIONWIDE	1,003.17	NATION-11/18/09
38699- 2425	28	11/19/2009	Logged	*** Total ***	1,003.17
38700- 2425	29	11/19/2009	24224 OFFICE DEPOT, INC.		
	29		39790 OPEN PO-OFFICE SUPPLIES	136.54	495180215001
	29		39801 OPEN PO-OFFICE SUPPLIES	53.82	495662659001
	29		39803 OPEN PO-OFFICE SUPPLIES	58.15	495740942001
38700- 2425	29	11/19/2009	Logged	*** Total ***	248.51
38701- 2425	30	11/19/2009	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	30		39815 WATER @ TRAVELING 2	348.52	06001544-11/09
	30		39816 WATER @ VP5	28.85	0301114870-NOV
	30		39817 WATER @ VP7	47.03	09049026-NOV
	30		39818 WATER @ E. ESTATES	47.03	10076214-NOV
38701- 2425	30	11/19/2009	Logged	*** Total ***	471.43
38702- 2425	31	11/19/2009	24532 OFFICEMAX, INC		
	31		39796 AERIAL PHOTS, HARDWARE,INSTALL	2,882.51	913373
38702- 2425	31	11/19/2009	Logged	*** Total ***	2,882.51
38703- 2425	32	11/19/2009	25260 PERS RETIREMENT		
	32		39846 EMPLOYEE RETIREMENT 11/1/09	13,578.92	11-2009-3
	32		39847 BOARD RETIREMENT 10/31/09	169.98	10-2009-0
38703- 2425	32	11/19/2009	Logged	*** Total ***	13,748.90
38704- 2425	33	11/19/2009	25680 PRUDENTIAL OVERALL SUPPLY		
	33		39820 LAUNDRY SERVICE-OCT	947.17	35925-00-OCT09
38704- 2425	33	11/19/2009	Logged	*** Total ***	947.17
38705- 2425	34	11/19/2009	25812 PAINTERS UNLIMITED CA, INC		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	34		39800 PAINT TRIM ON AWT/CHEMICAL FEE	1,582.50	689
38705- 2425	34	11/19/2009	Logged	*** Total ***	1,582.50
38706- 2425	35	11/19/2009	27478 R. J. SAFETY SUPPLY CO., INC.		
	35		39788 OPEN PO-MISC SAFETY EQUIPMENT	124.63	268853
38706- 2425	35	11/19/2009	Logged	*** Total ***	124.63
38707- 2425	36	11/19/2009	28020 SAN DIEGO GAS AND ELECTRIC		
	36		39834 ELECTRIC @ BPS	12,205.00	01857178-11/09
	36		39835 ELECTRIC @ SAXONY PS	718.37	01683813-11/09
	36		39836 ELECTRIC @ E. ESTATES	545.60	01444485-11/09
	36		39837 ELECTRIC @ RANCHO VERDE	143.67	01380248-11/09
	36		39838 ELECTRIC @ LC PS	932.81	01031273-11/09
	36		39839 ELECTRIC @ VP5	253.55	00747336-11/09
	36		39840 ELECTRIC @ VP7	81.36	00747631-11/09
	36		39841 ELECTRIC @ MEADOWS 3	158.38	01169672-11/09
	36		39842 ELECTRIC @ AVOCADO PS	100.02	00505010-11/09
	36		39843 ELECTRIC @ DIANA PS	287.42	01444495-11/09
	36		39844 ELECTRIC @ EEPS	1,138.89	01919876-11/09
	36		39862 GAS @ OFFICE	140.35	01178368-11/09
38707- 2425	36	11/19/2009	Logged	*** Total ***	16,705.42
38708- 2425	37	11/19/2009	28020 SAN DIEGO GAS AND ELECTRIC		
	37		39845 ELECTRIC @LPS	14,605.14	01874070-11/09
38708- 2425	37	11/19/2009	Logged	*** Total ***	14,605.14
38709- 2425	38	11/19/2009	28070 SAN DIEGUITO WATER DISTRICT		
	38		39809 WATER @ BPS	57.57	31527-BPS
38709- 2425	38	11/19/2009	Logged	*** Total ***	57.57
38710- 2425	39	11/19/2009	28128 SOUTHERN CALIFORNIA SOIL & TES		
	39		39825 DATA REVIEW-PS	167.00	352459
	39		39826 CLIENT MEETING	334.00	352294
38710- 2425	39	11/19/2009	Logged	*** Total ***	501.00
38711- 2425	40	11/19/2009	28316 SIGN STUDIO		
	40		39791 DIGITAL PRINTS FOR OPEN HOUSE	3,203.77	3286
38711- 2425	40	11/19/2009	Logged	*** Total ***	3,203.77
38712- 2425	41	11/19/2009	28324 SHELL OIL COMPANY		
	41		39787 OPEN PO-VEHICLE FUEL/GAS	359.00	065023442911
38712- 2425	41	11/19/2009	Logged	*** Total ***	359.00
38713- 2425	42	11/19/2009	29225 TELEPACIFIC COMMUNICATIONS		
	42		39812 MONTHLY PHONE SYSTEM CHARGES	997.77	166596220
38713- 2425	42	11/19/2009	Logged	*** Total ***	997.77
38714- 2425	43	11/19/2009	29730 T.S. INDUSTRIAL SUPPLY		
	43		39828 SUPPLIES	212.45	1026503
38714- 2425	43	11/19/2009	Logged	*** Total ***	212.45
38715- 2425	44	11/19/2009	30580 UNITED WAY		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	44		39811 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-11/18/09
38715- 2425	44	11/19/2009	Logged	*** Total ***	5.00
38716- 2425	45	11/19/2009	31232 VERIZON WIRELESS		
	45		39810 CELL PHONES	604.58	0813723515
38716- 2425	45	11/19/2009	Logged	*** Total ***	604.58
38717- 2425	46	11/19/2009	32500 WORDEN WILLIAMS, APC		
	46		39822 LEGAL SERVICES-OCT	1,710.00	27802
38717- 2425	46	11/19/2009	Logged	*** Total ***	1,710.00
38718- 2425	47	11/19/2009	35523 ZONDIROS CORPORATION		
	47		39785 REPAIR OF ENCINITAS BLVD. DEPR	4,900.00	INV #1
38718- 2425	47	11/19/2009	Logged	*** Total ***	4,900.00

	.00
** Total check discount **	.00
** Total check amount **	831,175.01
** Total void discount **	.00
** Total void amount **	.00

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 1, 2009
Sick Buy Back

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
14592 - 14597	12/1/2009	\$12,470.82

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38720- 2427	1	12/01/2009	10100 NAPA AUTO		
	1		39897 FUSES	18.47	910364
	1		39898 FUEL LINE	16.20	909608
38720- 2427	1	12/01/2009	Logged	*** Total ***	34.67
38721- 2427	2	12/01/2009	10167 ACACIA GASOLINE & CAR WASH		
	2		39874 OPEN PO-VEHICLE GAS/FUELS	120.10	2198
38721- 2427	2	12/01/2009	Logged	*** Total ***	120.10
38722- 2427	3	12/01/2009	10366 AIR POLLUTION CONTROL DISTRICT		
	3		39870 RENEWAL FOR BPS GENERATOR	319.00	97122660
38722- 2427	3	12/01/2009	Logged	*** Total ***	319.00
38723- 2427	4	12/01/2009	10815 AREA-WEST FENCE CO.		
	4		39890 ATENNA KIT	65.25	09-1726
38723- 2427	4	12/01/2009	Logged	*** Total ***	65.25
38724- 2427	5	12/01/2009	12005 CSDA-		
	5		39901 2010 MEMBERSHIP RENEWAL	4,088.00	2010-151
38724- 2427	5	12/01/2009	Logged	*** Total ***	4,088.00
38725- 2427	6	12/01/2009	12025 CSRMA		
	6		39904 W/C FINAL AUDIT-09	1,981.00	5454
38725- 2427	6	12/01/2009	Logged	*** Total ***	1,981.00
38726- 2427	7	12/01/2009	12360 CITY OF CARLSBAD		
	7		39880 WATER @ PLANT	122.08	812130000-11/09
	7		39881 WATER @ PLANT	359.51	66943331-11/09
38726- 2427	7	12/01/2009	Logged	*** Total ***	481.59
38727- 2427	8	12/01/2009	14410 EL CAMINO REAL SHELL ENCINITAS		
	8		39873 OPEN PO-VEHICLE FUELS/GAS	348.41	8204
	8		39877 OPEN PO-VEHICLE FUELS/GAS	173.59	8208
38727- 2427	8	12/01/2009	Logged	*** Total ***	522.00
38728- 2427	9	12/01/2009	14423 ELECTRICAL SALES, INC.		
	9		39902 COOLING FAN	105.92	4082072
38728- 2427	9	12/01/2009	Logged	*** Total ***	105.92
38729- 2427	10	12/01/2009	16603 W. W. GRAINGER, INC		
	10		39896 PUMP, AEROSOL, GREASE	208.31	1093237361
38729- 2427	10	12/01/2009	Logged	*** Total ***	208.31
38730- 2427	11	12/01/2009	16806 THE GUARDIAN		
	11		39878 DENTAL AND DISABILITY INS-DEC	3,248.90	324226-11/09
38730- 2427	11	12/01/2009	Logged	*** Total ***	3,248.90
38731- 2427	12	12/01/2009	17027 HABITAT RESTORATION SCIENCES,		
	12		39875 NGVI LANDSCAPING SERVICES \$330	330.00	1571
38731- 2427	12	12/01/2009	Logged	*** Total ***	330.00
38732- 2427	13	12/01/2009	17060 HARTFORD LIFE & ACCIDENT INS.		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	13		39885 LIFE INS-DEC	364.74	4609264-9
38732- 2427	13	12/01/2009	Logged	*** Total ***	364.74
38733- 2427	14	12/01/2009	17255 HIGH DESERT SPECIALISTS		
	14		39891 BACKFLOW TESTING	45.00	HD-BACKFLOW
38733- 2427	14	12/01/2009	Logged	*** Total ***	45.00
38734- 2427	15	12/01/2009	21212 LEIGHTON CONSULTING, INC		
	15		39906 POST GRADING SERVICES	3,919.80	LC10016500
38734- 2427	15	12/01/2009	Logged	*** Total ***	3,919.80
38735- 2427	16	12/01/2009	23225 nfpACCOUNTING TECHNOLOGIES		
	16		39908 ACCT CLASS-1099	195.00	1075
38735- 2427	16	12/01/2009	Logged	*** Total ***	195.00
38736- 2427	17	12/01/2009	23531 JIM NOVOTNY		
	17		39869 LATERAL REIMBURSEMENT	3,000.00	LATERAL-11/21
38736- 2427	17	12/01/2009	Logged	*** Total ***	3,000.00
38737- 2427	18	12/01/2009	24111 OCB REPROGRAPHICS		
	18		39892 PLANS/DOCUMENTS	64.23	5732617
	18		39893 PLANS/DOCUMENTS	194.37	5732084
38737- 2427	18	12/01/2009	Logged	*** Total ***	258.60
38738- 2427	19	12/01/2009	24224 OFFICE DEPOT, INC.		
	19		39872 OPEN PO-OFFICE SUPPLIES	66.53	498282074001
38738- 2427	19	12/01/2009	Logged	*** Total ***	66.53
38739- 2427	20	12/01/2009	25010 AT&T		
	20		39883 OFFICE-ELEVATOR/FIRE PANEL	101.63	6333461538
	20		39884 ODOR CONTROL MODEM	25.55	4364009-11/09
38739- 2427	20	12/01/2009	Logged	*** Total ***	127.18
38740- 2427	21	12/01/2009	25018 MES VISION		
	21		39886 VISION INS-DEC	356.39	093102183001
38740- 2427	21	12/01/2009	Logged	*** Total ***	356.39
38741- 2427	22	12/01/2009	25260 PERS RETIREMENT		
	22		39889 EMPLOYEE RETIREMENT 11-15-09	13,436.13	11-2009-4
38741- 2427	22	12/01/2009	Logged	*** Total ***	13,436.13
38742- 2427	23	12/01/2009	25261 PUBLIC EMPLOYEES HEALTH		
	23		39887 BRD HEALTH INS-DEC	1,525.45	H2009127247000
	23		39888 EMPLOYEES HEALTH INS-DEC	16,493.10	H2009121231000
38742- 2427	23	12/01/2009	Logged	*** Total ***	18,018.55
38743- 2427	24	12/01/2009	25425 PLANT PEOPLE		
	24		39905 ADDITIONAL PLANTS FOR OFFICE	202.44	1109186
38743- 2427	24	12/01/2009	Logged	*** Total ***	202.44
38744- 2427	25	12/01/2009	26804 QUALITY CHEVROLET		
	25		39876 OPEN PO-VEHICLE TRUCK REPAIRS	679.01	CTCS386305

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38744-	2427	25 12/01/2009	Logged		679.01	
				*** Total ***		
38745-	2427	26 12/01/2009	27314	RICE ELECTRIC, INC		
		26	39871	INSTALL GATE CAMERA SYSTEM	691.58	RICE-11/09
38745-	2427	26 12/01/2009	Logged		691.58	
				*** Total ***		
38746-	2427	27 12/01/2009	28106	SCAP		
		27	39903	SCAP HOLIDAY LUNCHEON	105.00	SCAP-12/15/09
38746-	2427	27 12/01/2009	Logged		105.00	
				*** Total ***		
38747-	2427	28 12/01/2009	29060	TARGETSAFETY.COM, INC		
		28	39907	TARGET SAFETY ONLINE RENEWAL-2	1,700.00	TSC5841
38747-	2427	28 12/01/2009	Logged		1,700.00	
				*** Total ***		
38748-	2427	29 12/01/2009	29554	TOOL DEPOT		
		29	39894	LOCKING LIDS	9.34	00855295
		29	39895	NUT DRIVER SET	59.80	000858441
38748-	2427	29 12/01/2009	Logged		69.14	
				*** Total ***		
38749-	2427	30 12/01/2009	29630	TRI COMMUNITY ANSWERING SERVIC		
		30	39879	ANSWERING SERVICE-NOV	90.00	TRI-11/20/09
38749-	2427	30 12/01/2009	Logged		90.00	
				*** Total ***		
38750-	2427	31 12/01/2009	29730	T.S. INDUSTRIAL SUPPLY		
		31	39899	HOSES, COUPLINGS, ETC	180.73	1026806
38750-	2427	31 12/01/2009	Logged		180.73	
				*** Total ***		
38751-	2427	32 12/01/2009	31050	VALLECITOS WATER DISTRICT		
		32	39882	WATER @ MEADOWS 3	48.40	65908237-11/09
38751-	2427	32 12/01/2009	Logged		48.40	
				*** Total ***		
38752-	2427	33 12/01/2009	32072	WATEREUSE ASSOCIATION		
		33	39900	2010 WATEREUSE MEMBERSHIP	602.55	WATEREUSE-2010
38752-	2427	33 12/01/2009	Logged		602.55	
				*** Total ***		
					.00	
** Total check discount **					.00	
** Total check amount **					55,661.51	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 2, 2009

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
14598 - 14616	12/2/2009	\$40,360.61

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: December 3, 2009

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
14617 - 14621	12/3/2009	\$4,117.31

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

NOVEMBER

11/3/2008	Board	\$1,802.40
11/5/2008	Employee	\$37,453.57
11/10/2008	Employee-Incentive	\$1,627.64
11/19/2008	Employee	<u>\$37,607.59</u>
		\$78,491.20

DECEMBER

12/1/2008	Employee-Sick bybk	\$8,991.32
12/3/2008	Employee	\$37,215.37
12/4/2008	Board	\$2,307.63
12/10/2008	Employee-Incentive	\$1,696.73
12/17/2008	Employee	37252.97
12/31/2008	Employee	<u>36562.18</u>
	TOTAL	\$124,026.20

JANUARY

2009

1/5/2009	Board	\$1,320.93
1/14/2009	Employee	\$36,240.23
1/28/2009	Employee	<u>\$36,351.40</u>
	TOTAL	\$73,912.56

FEBRUARY

2/4/2009	Board	\$4,030.91
2/11/2009	Employee	\$37,873.81
2/25/2009	Employee	<u>\$36,940.35</u>
	TOTAL	\$78,845.07

MARCH

3/2/2009	Board	\$5,384.80
3/4/2009	Employee	Incentive \$26,786.81
3/11/2009	Employee	\$37,676.16
3/25/2009	Employee	<u>\$37,117.66</u>
	TOTAL	\$106,965.43

APRIL

4/2/2009	Board	\$4,427.88
4/8/2009	Employee	\$37,246.81
4/22/2009	Employee	<u>\$36,491.63</u>
	TOTAL	\$78,166.32

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

MAY

5/6/2009	Employee		\$37,755.16
5/7/2009	Board		\$4,124.08
5/14/2009	Employee	Incentive	\$5,005.09
5/20/2009	Employee		<u>\$37,875.93</u>
	TOTAL		\$84,760.26

JUNE

6/3/2009	Employee		\$36,609.10
6/4/2009	Board		\$6,060.65
6/17/2009	Employee		<u>\$37,840.87</u>
	TOTAL		\$80,510.62

JULY

7/1/2009	Employee		\$38,217.68
7/2/2009	Board		\$3,139.03
7/15/2009	Employee		\$38,048.12
7/29/2009	Employee		<u>\$38,710.44</u>
	TOTAL		\$118,115.27

AUGUST

8/3/2009	Board		\$1,016.70
8/5/2009	Employee	Incentive	\$900.00
8/12/2009	Employee		\$40,092.50
8/26/2009	Employee		<u>39819.24</u>
	TOTAL		\$81,828.44

SEPTEMBER

9/2/2009	Board		\$4,217.15
9/9/2009	Employee		\$39,965.85
9/23/2009	Employee		<u>\$39,467.56</u>
	TOTAL		\$83,650.56

OCTOBER

10/1/2009	Board		\$6,271.51
10/7/2009	Employee		\$40,513.09
10/21/2009	Employee		<u>\$40,342.73</u>
	TOTAL		\$87,127.33

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

NOVEMBER

11/4/2009	Employee		\$40,124.71
11/5/2009	Board		\$2,795.74
11/18/2009	Employee		<u>\$42,332.97</u>
	TOTAL		\$85,253.42

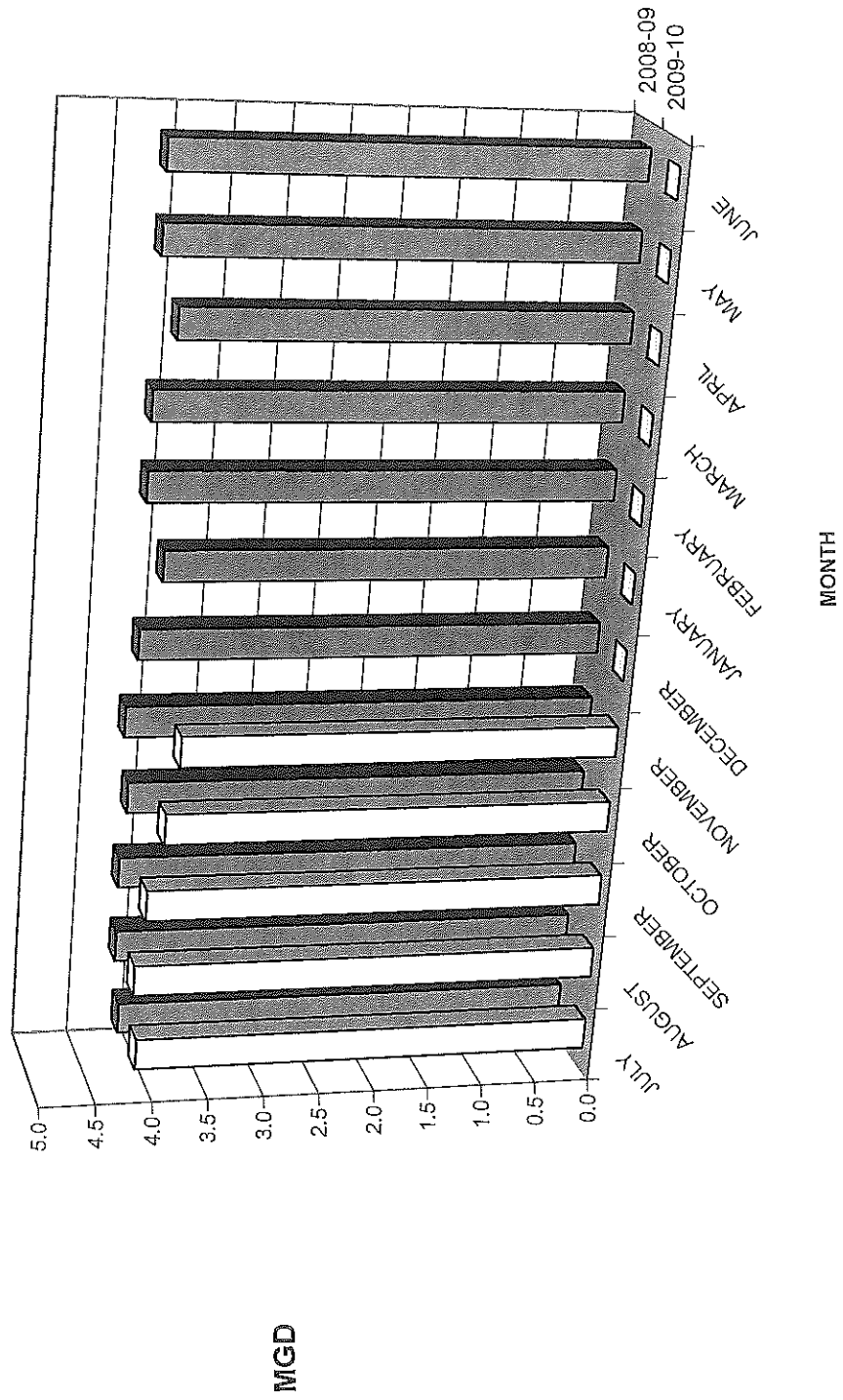
DECEMBER

12/1/2009	Employee	Sick Buyback	\$12,470.82
12/2/2009	Employee		\$40,360.61
12/3/2009	Board		<u>\$4,117.31</u>
	TOTAL		\$56,948.74

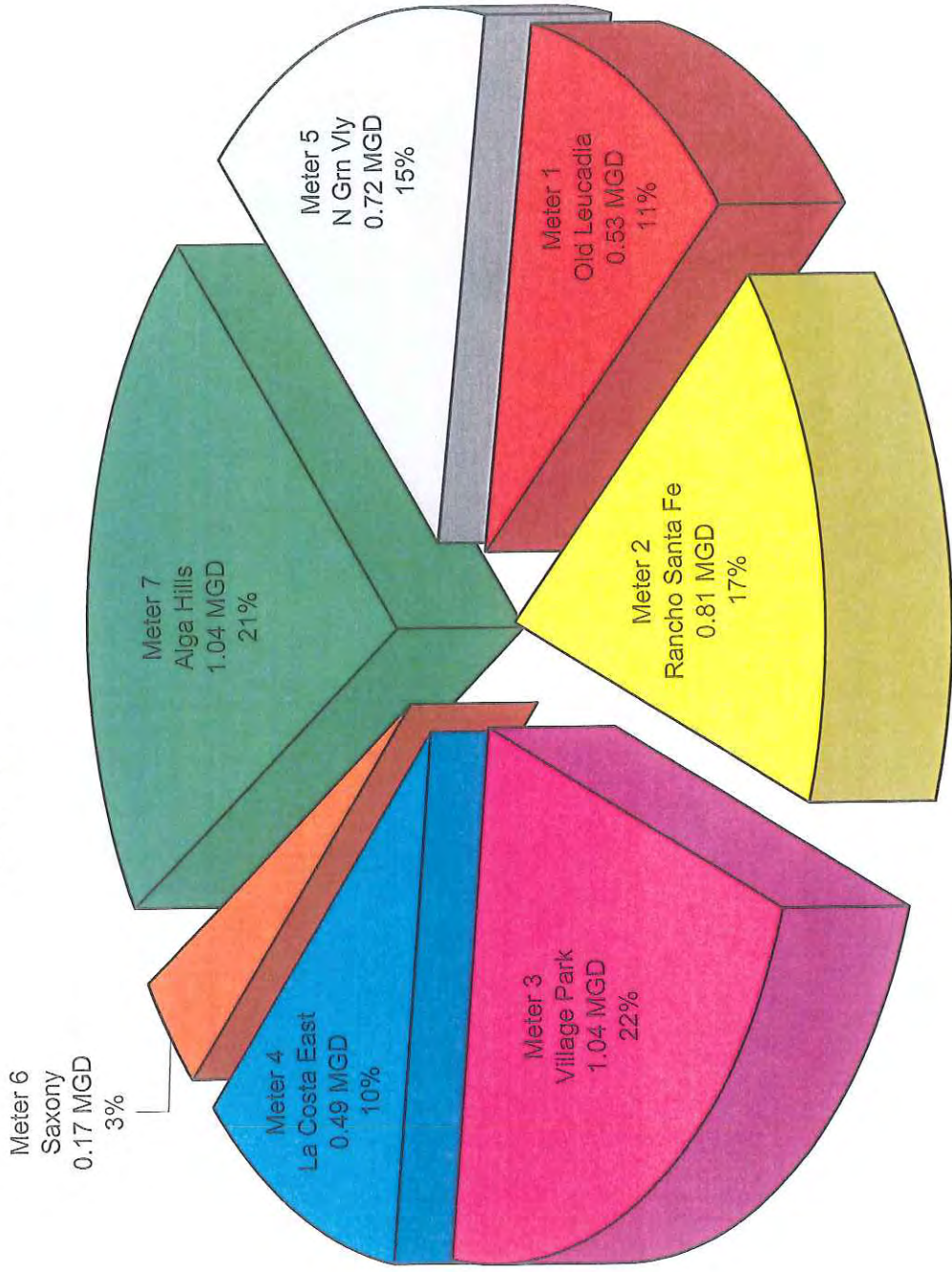
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2009-2010**

CURRENT MONTH - November 2009										FY 2008-2009	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,606	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0	127.78	4	4.12	149	36.86	4.14				
YTD		127.78	27,610				4.20				
AUGUST	0	129.45	10	4.18	151	37.07	4.21				
YTD		257.23	27,620				4.17				
SEPTEMBER	0	123.25	3	4.11	149	36.10	4.23				
YTD		380.48	27,623				4.15				
OCTOBER	0.16	123.62	0	3.99	144	32.14	3.98				
YTD		504.10	27,623				4.16				
NOVEMBER	0.16	116.70	19	3.89	141	16.00	4.05				
YTD		620.80	27,642				4.03				
DECEMBER							4.12				
YTD											
JANUARY											
YTD											
FEBRUARY											
YTD											
MARCH											
YTD											
APRIL											
YTD											
MAY											
YTD											
JUNE											
YTD											
Annual Total	0.32	620.80	36	4.06	147	158.17	4.13				
Mo Average	0.06	124.16	7	4.06	147	31.63					

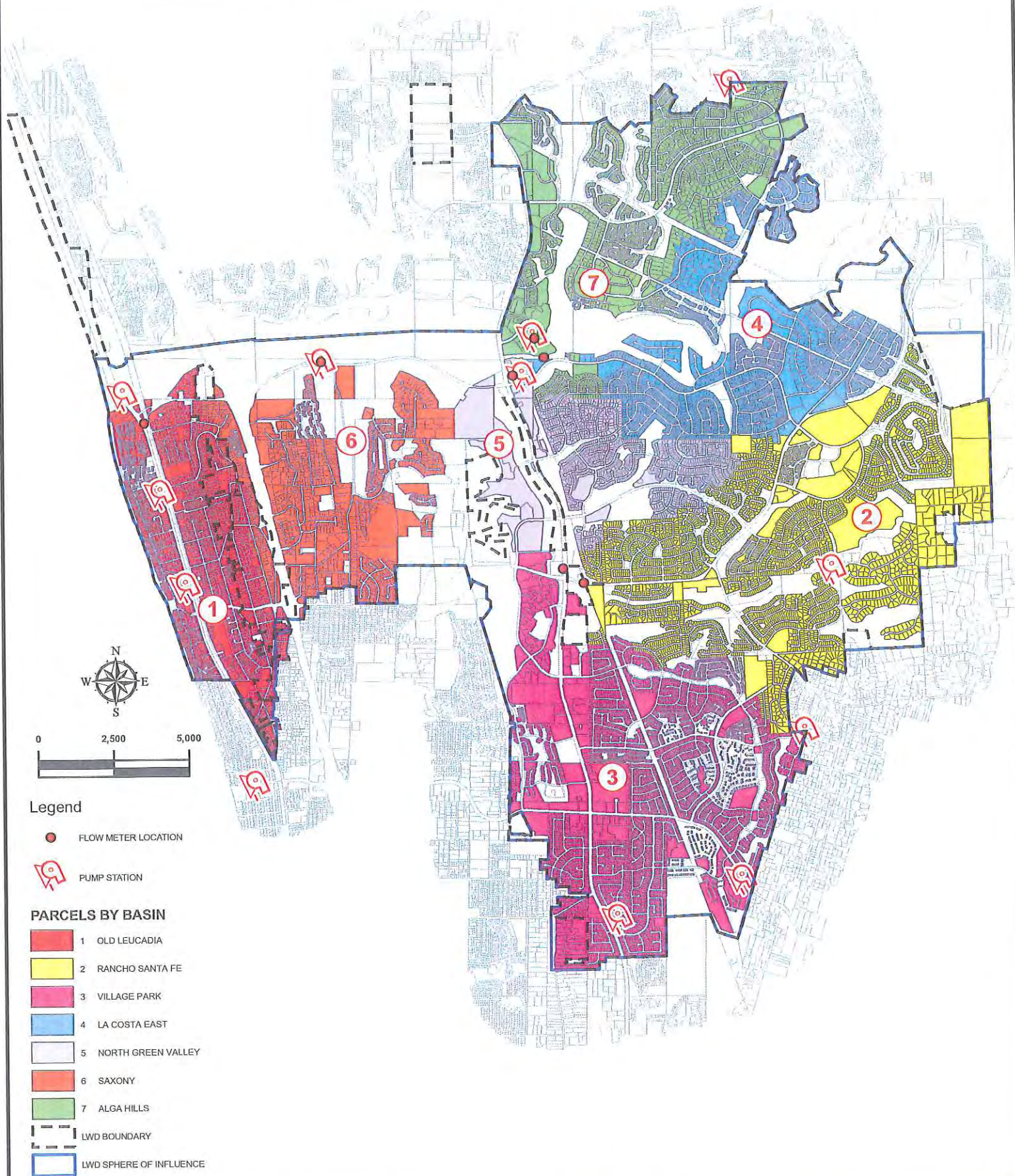
LEUCADIA WASTEWATER DISTRICT
 FLOW COMPARISON FY 09 to FY10



LWD Flows by Sub-Basin
November 2009
Total LWD Flow = 4.82 MGD



LEUCADIA WASTEWATER DISTRICT



Legend

FLOW METER LOCATION

PUMP STATION

PARCELS BY BASIN

- 1 OLD LEUCADIA
- 2 RANCHO SANTA FE
- 3 VILLAGE PARK
- 4 LA COSTA EAST
- 5 NORTH GREEN VALLEY
- 6 SAXONY
- 7 ALGA HILLS
- LWD BOUNDARY
- LWD SPHERE OF INFLUENCE

LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS
As of November 30, 2009

ASSETS	
Cash	\$ 176,139.30
Investments and Investment Pools	36,760,058.12
Bond Investments Held by Agents	3,735,863.34
Accounts Receivable	184,677.65
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	46,784.17
Capital Assets	119,387,713.13
Less Accumulated Depreciation	(36,720,243.90)
Debt Issuance Costs, Net of Amortization	213,649.71
TOTAL ASSETS	\$ 124,691,490.52
LIABILITIES	
Accounts Payable and Accrued Expenses	806,229.72
Developer Deposits	112,429.10
Bond & Interest Debt	3,571,034.92
TOTAL LIABILITIES	\$ 4,489,693.74
NET ASSETS	
Net Investment in Capital Assets	80,465,519.02
Restricted Reserves	4,599,834.64
Unrestricted Operating Reserve	2,130,675.46
Unrestricted Non-Operating Reserves (Designated)	30,540,425.05
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(5,034,657.39)
TOTAL NET ASSETS	\$ 120,201,796.78

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenue and Expenditures Through 11/30/2009 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	\$ 377,514.95	\$ 6,472,017.00	6,094,502.05	5.83%
RECLAIMED WATER SALES	3150	124,637.44	360,210.00	235,572.56	34.60%
OTHER OPERATING INCOME		18,854.33	204,401.00	185,546.67	9.22%
TOTAL OPERATING REVENUE		\$ 521,006.72	\$ 7,036,628.00	\$ 6,515,621.28	7.40%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 784,797.41	\$ 2,129,411.00	\$ 1,344,613.59	36.86%
BOARD EXPENSES AND ELECTION	4300 & 4400	50,105.69	133,791.00	83,685.31	37.45%
DEPRECIATION EXPENSE	4510	1,130,000.00	-	(1,130,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	985,491.00	985,491.00	n/a
FUELS	4600	12,773.62	64,000.00	51,226.38	19.96%
INSURANCE	4700	90,333.34	118,000.00	27,666.66	76.55%
MEMBERSHIP & DUES	4800	3,892.23	23,350.00	19,457.77	16.67%
OFFICE EXPENSE	4900	35,503.99	110,600.00	75,096.01	32.10%
OPERATING SUPPLIES	5000	52,830.36	175,500.00	122,669.64	30.10%
PROFESSIONAL SERVICES	5200	138,411.95	497,300.00	358,888.05	27.83%
PRINTING & PUBLISHING	5300	10,324.51	33,000.00	22,675.49	31.29%
RENTS & LEASES	5400	7,796.90	19,300.00	11,503.10	40.40%
REPAIR & MAINTENANCE	5500	72,792.48	275,500.00	202,707.52	26.42%
MONITORING & PERMITTING	5600	8,309.47	48,600.00	40,290.53	17.10%
TRAINING & DEVELOPMENT	5700	19,544.65	41,400.00	21,855.35	47.21%
UTILITIES	5900	169,034.97	454,400.00	285,365.03	37.20%
LAFCO OPERATIONS	6100	6,147.00	6,200.00	53.00	99.15%
ENCINA	6200	474,618.96	1,887,120.00	1,412,501.04	25.15%
TOTAL OPERATING EXPENSES		\$ 3,067,217.53	\$ 7,002,963.00	\$ 3,935,745.47	43.80%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 134,613.24	\$ 279,900.00	\$145,286.76	48.09%
PROPERTY TAXES	3220	74,253.41	300,000.00	225,746.59	24.75%
INTEREST INCOME	3250	218,276.73	960,000.00	741,723.27	22.74%
OTHER NON OPERATING INCOME		76,919.10	651,004.00	574,084.90	11.82%
TOTAL NON OPERATING REVENUES		\$ 504,062.48	\$ 2,190,904.00	\$1,686,841.52	23.01%
DEBT SERVICE					
INTEREST EXPENSE AND FEES	6500	\$ 87,700.38	\$ 165,974.00	78,273.62	52.84%
PRINCIPAL PAYMENTS	6500	480,000.00	531,209.00	51,209.00	90.36%
TOTAL DEBT SERVICE		\$ 567,700.38	\$ 697,183.00	\$ 129,482.62	81.43%

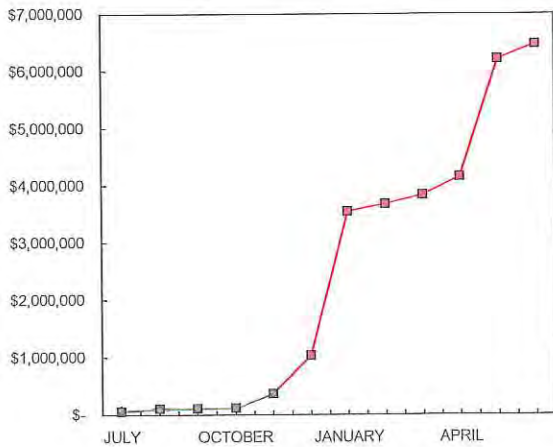
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

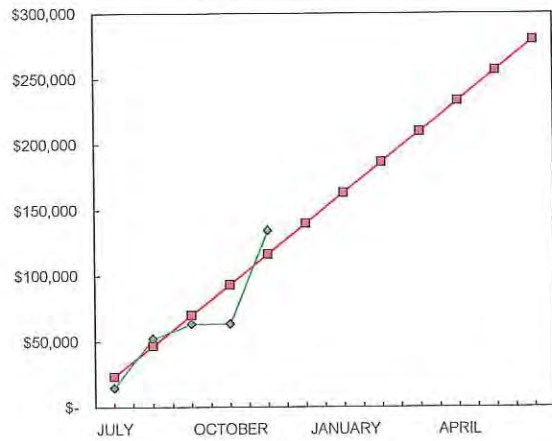
Revenue FY 2009-2010

YTD through November 30, 2009

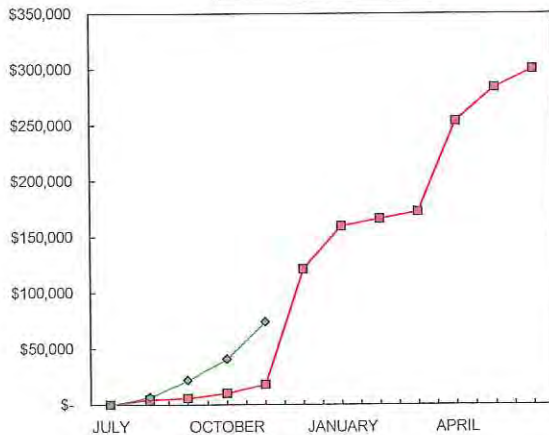
Sewer Service Fees



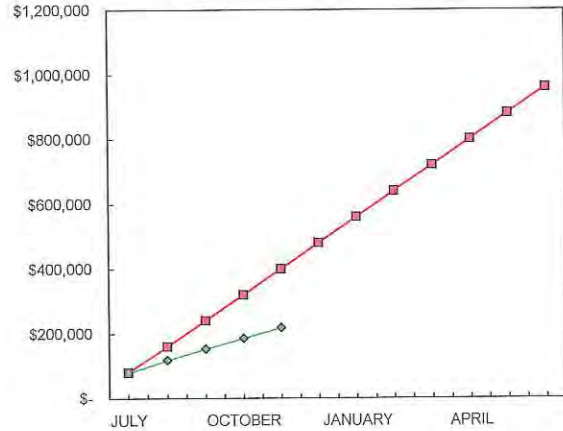
Capacity Charges



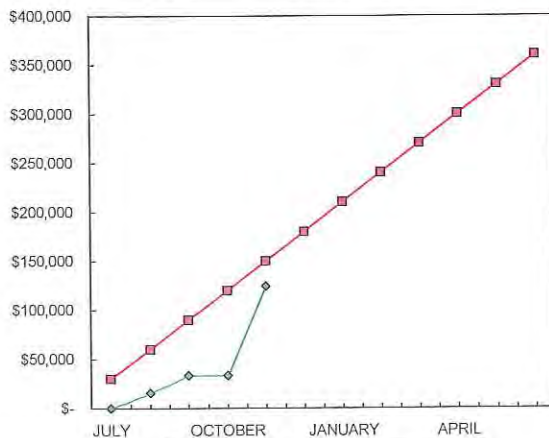
Property Taxes



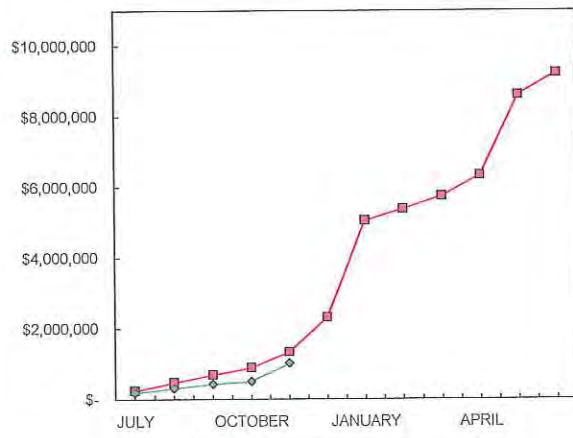
Investment Income



Recycled Wastewater



Total Revenue



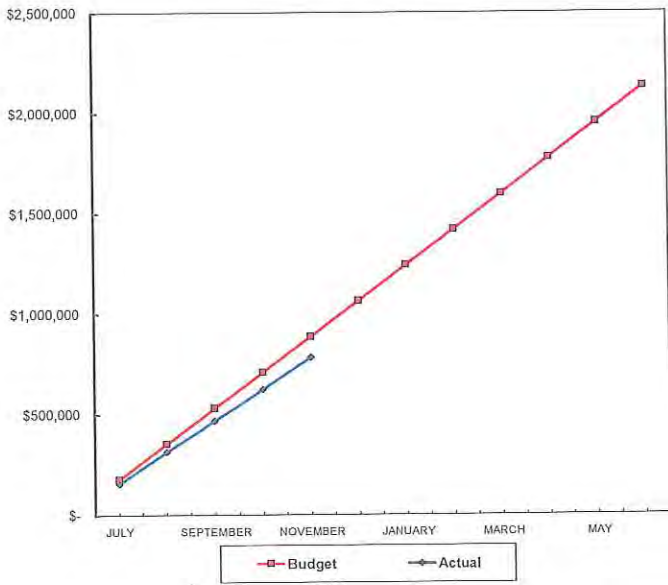
— Budget — Actual

— Budget — Actual

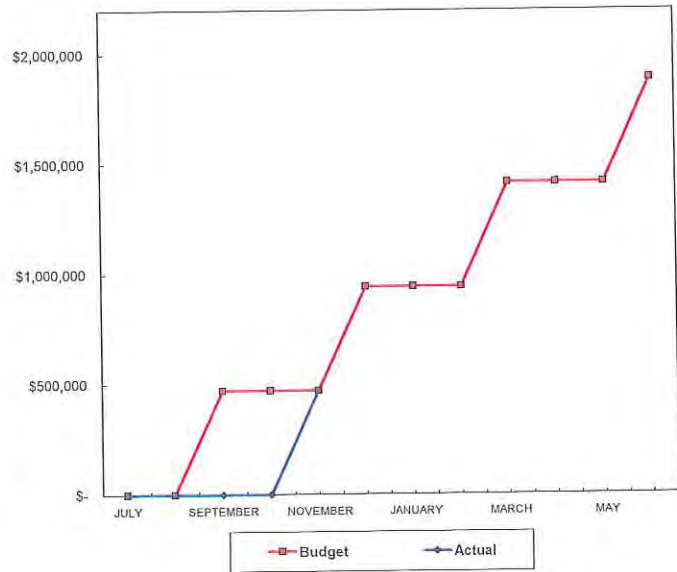
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2009-2010 YTD through November 30, 2009

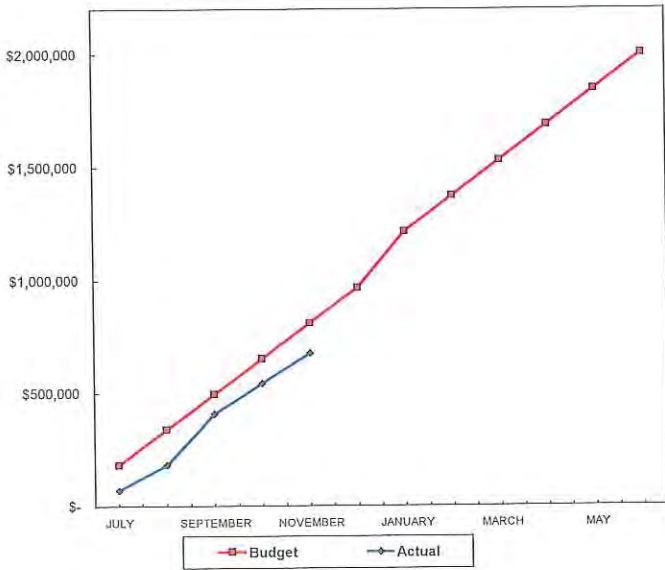
Salaries and Benefits



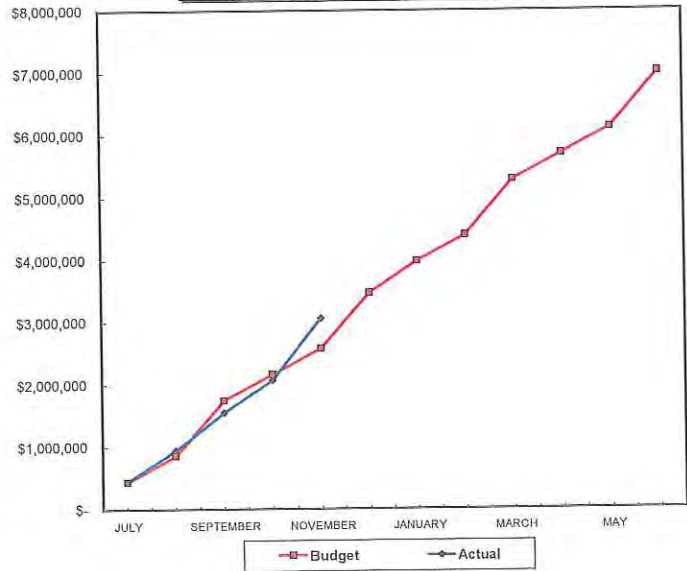
Encina M&O



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



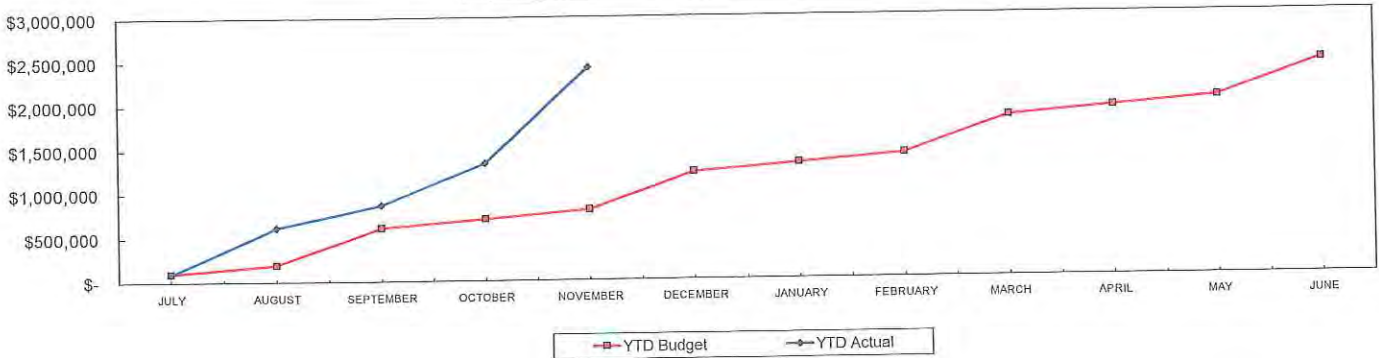
**Total LWD Operating Expense -
Including Depreciation & Replacement**



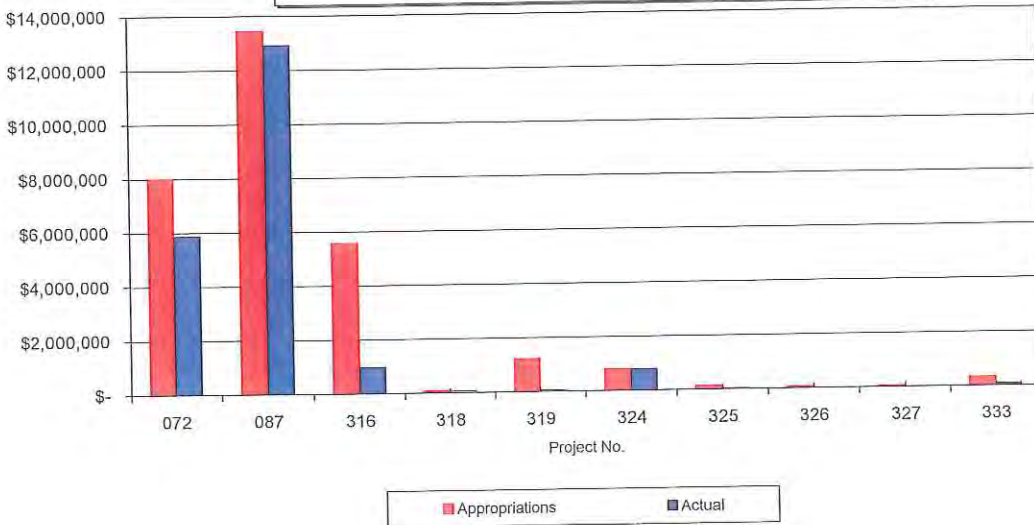
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of November 30, 2009

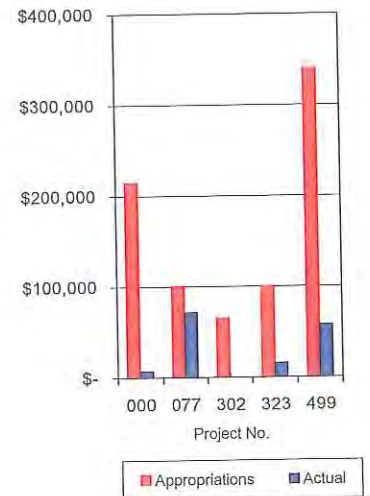
Capital Projects and Equipment For FY 2009/10



Multi Year Capital Expenditures by Project 2002/03-2009/10



Single Year Capital Expenditures by Project 2009/10

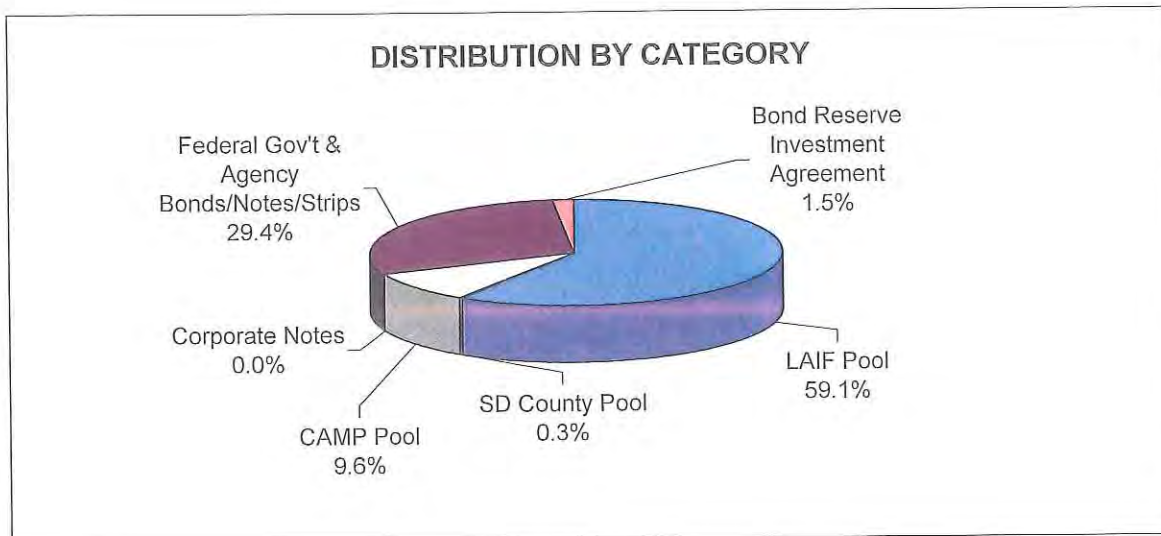
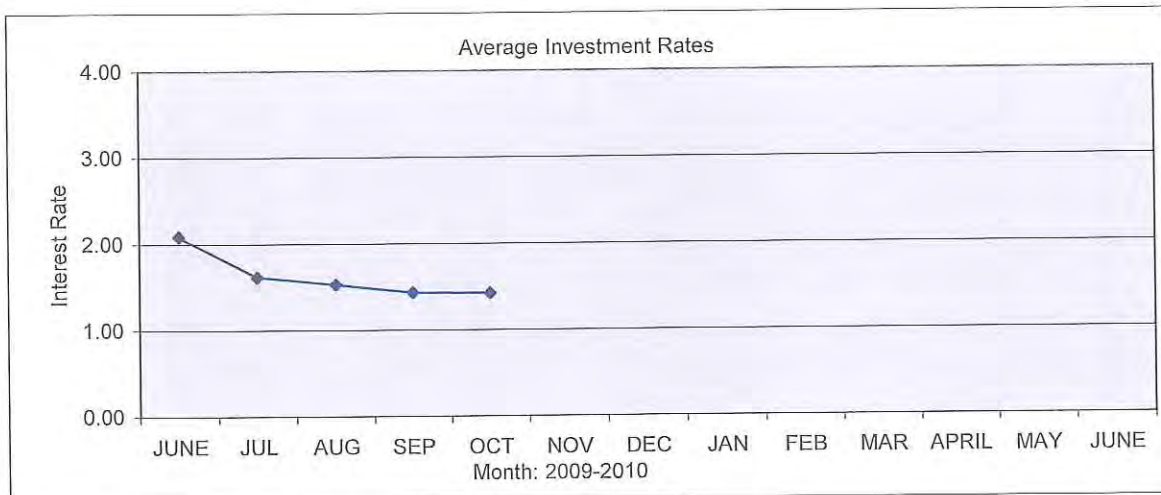


Project Legend			
Description	No.	Description	No.
Encina WA	072	Meadow 3 PS Decommissioning	327
Site Improvement Program	087	Gronewater Feasibility Study	333
Satellite PS Forcemains	316	Equipment	000
Asset Mgmt Plan Implementation	318	Misc Pipeline Repair	077
101 Trunk Sewer	319	Professional Services	302
Bat PS Influent Line	324	Lateral Replace/Backflow Prevtr	323
Meadow 3 PS Decommissioning	325	LWD General Labor	499
Batiquitos PS Rehab	326		

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

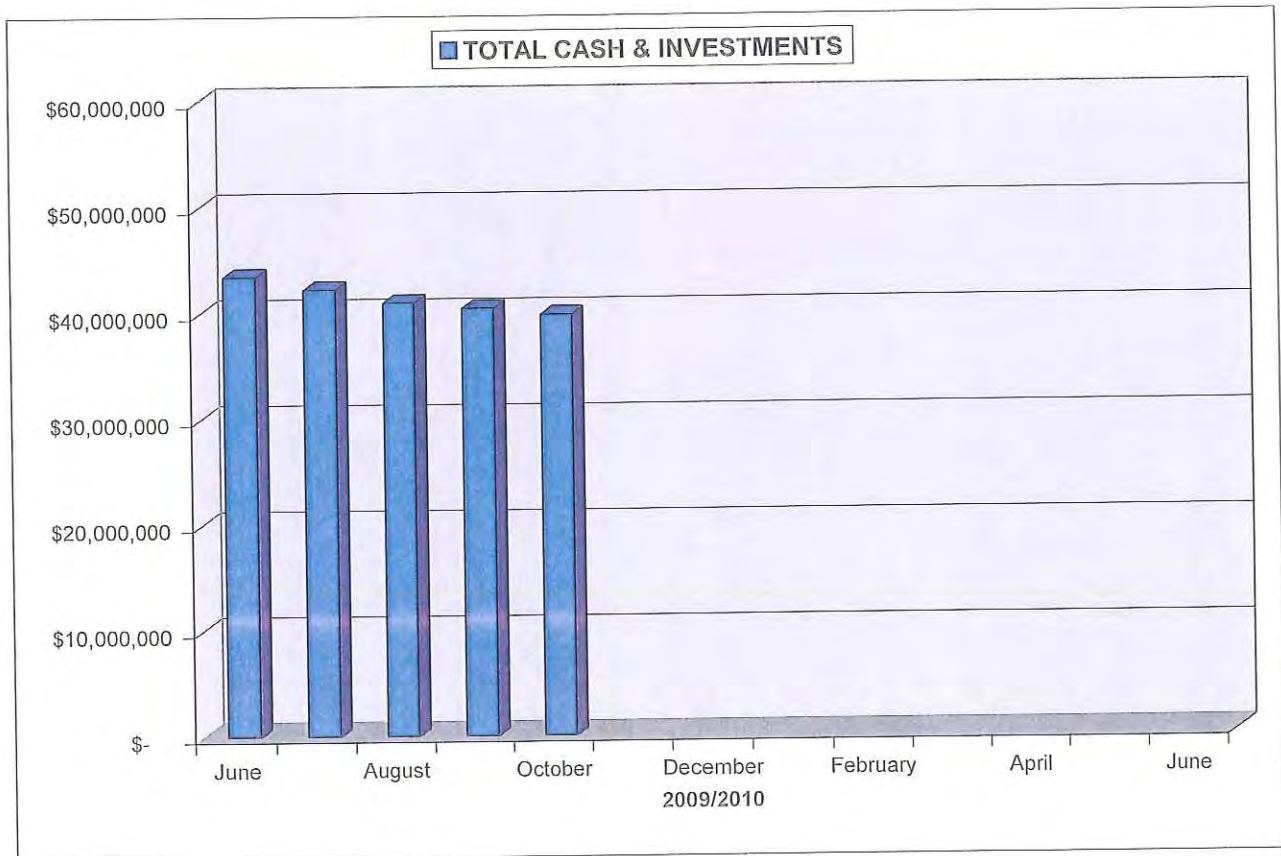
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
As of October 31, 2009

Cash & Investments	Principal (Original Cost)		October Interest	Average Rate
	Sept 30, 2009	Oct 31, 2009		
LAIF Pool	24,140,385	23,503,057	12,824	0.646%
SD County Pool	110,560	110,936	120	1.300%
CAMP Pool	4,779,216	3,805,250	1,173	0.300%
CAMP Portfolio				
Corporate Notes	-	-	-	-
Federal Agency Bonds/Notes	7,672,841	8,672,841	15,828	2.190%
Federal Agency Discount Notes	-	-	-	-
GNMA mortgage pools	20,603	20,468	157	9.200%
US Treasury Bonds/Notes	1,977,383	1,977,383	2,620	1.590%
Total Camp Portfolio	9,670,827	10,670,692	18,605	2.080%
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	1,047,033	1,047,033	12,029	13.786%
Total Bond Funds	1,699,917	1,699,917	14,945	10.550%
Totals	\$ 40,400,905	\$ 39,789,852	\$ 47,668	1.427%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
As of October 31, 2009
(Continued)

TOTAL CASH & INVESTMENTS		
Month 2009/2010	Amount	Average Rate
June	\$ 43,473,521	2.09%
July	\$ 42,232,119	1.62%
August	\$ 40,941,898	1.53%
September	\$ 40,400,905	1.44%
October	\$ 39,789,852	1.43%
November		0.00%
December		0.00%
January		0.00%
February		0.00%
March		0.00%
April		0.00%
May		0.00%
June		0.00%



Encina Wastewater Authority Report
Regular Board Meeting
November 18, 2009

EWA Board of Directors - Vice President Juliussen and Director Sullivan reporting

EWA Board Meeting Action Items

1. Employee Recognition Awards

The Board of Directors approved six employee recognition awards totaling \$3,750.

Executive Session Item

2. Conference with legal counsel as authorized by Government Code §54956.9(b) – one case Jaynes Corporation of California v. Encina Wastewater Authority.

No reportable action.

Engineering Committee Meeting Report

Presented by Vice President Juliussen

Meeting held November 30, 2009

1. The Committee reviewed Task Order No. 9 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report for the Batiquitos Pump Station Rehabilitation Project. The EC agreed with staff to present this item to the Board of Directors for approval.

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

2. FSM Schempp provided a report on the shifting of the Chemical Feed Building. FSM Schempp stated that the southeastern corner of the building had settled and was now leaning slightly against the adjacent building. LWD's District Engineer was reviewing options to resolve the issue.
3. PM Morishita reviewed the status of the Site Improvement Project. To date, change orders have totaled approximately \$576,745.32 which represents 6.18% of the original contract amount.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held December 1, 2009

1. Review and discuss Teacher Grant Applications.

The CAC reviewed three teacher grant applications and directed staff to forward to the Board for approval at tonight's meeting.


2. Recommendation to the Board of Directors to Adopt LWD's Meeting Room Use Policy.

The CAC reviewed the Meeting Room Use Policy. The CAC directed staff to forward a strike-out version to the Board of Directors for approval.

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

MEMORANDUM

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Teacher Grant Program

**RECOMMENDATION:**

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Award three \$1,000 Teacher Grants, and
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the CAC at its December 1, 2009 meeting. The Committee concurred with staff to bring this recommendation forward for consideration at today's meeting.

LWD's Teacher Grant Program was approved by the Board of Directors at its February 2009 meeting. At that meeting, the Board directed staff to set a deadline for the applications in sufficient time so that the award recipient(s) could utilize the funds prior to the end of the school year.

Staff contacted and notified nine elementary schools, one middle school, and one high school of the Teacher Grant program during September 2009. The deadline for submitting the grant application was October 30, 2009.

LWD received the following three grant applications:

1. Mr. Thomas Louis Baugh submitted for Olivenhain Pioneer Elementary School
2. Ms. June Honsberger submitted for La Costa Canyon High School
3. Mrs. Susan Moise & Mrs. Mary Clark submitted for La Costa Meadows Elementary School

The CAC and staff reviewed the attached applications at its December 1, 2009 meeting. It was determined that the three applications are qualified and should each receive a \$1,000 grant.

The CAC and staff recommend that the Board of Directors award one grant to each of the three applicants.

th:PJB

Attachments



LEADERS IN
ENVIRONMENTAL
PROTECTION



2010 Grant Application Form

During the 2009-2010 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to thill@lwwd.org or received by Friday, October 30, 2009.

IDENTIFYING INFORMATION

June Honsberger

Teacher's name

9-12

Grade

Earth Science

Subject

La Costa Canyon High School

School name

San Dieguito

District

1 Maverick Way, Carlsbad, CA 92009

School address, including street, city and zip

Kyle Ruggles

Principal's name

760-436-6136

School phone number

La Costa Canyon Parent Foundation

Name of parent organization (i.e. PTA or school foundation)

Water Conservation through Gardening

Project title

\$1000.00

Grant amount requested

June Honsberger

Teacher's signature

Please tell us how you heard about this program

- Posture/Flyer Web site Another Educator Newsletter Other – email announcement

Water Conservation through Gardening

A. Description of Project:

This project will support the continuation and expansion of a water resource management and water-use project we began last year. High school science students will study water use, the water cycle, and how water is used for gardening and irrigation at our school. The students will design, plant, and maintain 5 native garden areas and 4 empty garden beds. Additionally they will maintain the 10 native gardens that were planted last year. The students will focus on the importance of drought tolerant plants in our arid Southern California climate. This garden project will allow students to observe the connections between local climate, native plants and native wildlife. Students will investigate the gardening benefits of providing habitat for native wildlife through a variety of garden activities and experiments. These hands on activities require garden books, tools, soil, compost, native plants, native trees, seeds, and mulch. Funds are needed to make this garden project a continued success. The grant would be used to purchase necessary supplies.



This garden project will involve two classroom teachers and 130 high school science students, grades 9-12. The project will be on going and will begin in November 2009. Each class period will be responsible for one of the garden areas during the duration of the school year. Our parent foundation has provided an additional \$300 in funding for this project.

B. Learning Objectives

Students will understand the water cycle, the need for water conservation, and the symbiotic relationship between local climate, native plants and native wildlife. Students will study our arid climate in Southern California and how it affects the choices we make in

our garden. Students will research and choose low-water plant varieties. Students will record and graph growth patterns in plant varieties to determine the characteristics of successful gardening.

C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Books for schools library collection on drought tolerant plants and native plant gardening	10 @ \$25.00 - Barnes & Nobel Book sellers	\$250	x
50' hose & nozzle	4 @ 25.00 – Home Depot	\$100	x
Garden Soil & Compost	30 @ 5.00 – Home Depot	\$150	x
Watering cans	10 @ 5.00 – Home Depot	\$50	x
Plants, Trees & Seeds	Sunshine Gardens/Andersons	\$450	
	Total	\$1000	

Leucadia Wastewater District

2010 Grant Application Form

Teachers' Names: Mrs. Susan Moise and Mrs. Mary Clark

Grades: Moise/Second Grade; Clark/Librarian

School Name: La Costa Meadows Elementary School/SMUSD

School Address: 6889 El Fuerte Street, Carlsbad, CA 92078

Principal's Name: Mrs. Jennifer Carter, 760-290-2121

Name of Parent Organization: La Costa Meadows P.T.O.

Project Title: Water Conservation Resource Library

Grant Amount Requested: \$1000.00

We heard about this grant through another educator.



8:39pm

Water Conservation Resource Library

We would like to build up the resources in our library on water conservation by purchasing books especially geared towards elementary school children. We believe that teaching our children how to conserve water now will help make better citizens as they grow. We often hear it said that children are our future. Teaching them about the importance of conserving water is critical because they are the ones who will have to learn to live in a world with inadequate water supplies. Teaching them now how to be environmentally responsible is essential. Our school library is sadly lacking in informational books to help children understand the need for water conservation and the effects of pollution in our oceans. The books we have selected cover a wide range of subjects and reading ability levels. Our school is comprised of 832 students ranging in age from 5 to 11 years old. Our library is open to all families involved in our school and so the resource books would not only enrich students but also their families. We have approximately 50 staff members who would use the resource library to plan lesson plans and activities, and also to educate themselves on the water issues facing us today. Presently we do not have any in-kind or matching funds to help support us.

While there is not a specific state educational standard for water conservation, students are expected to understand the effects of weather and erosion, drought and its effect on plants and animals, and to understand the scientific method of observation, hypothesis, and experimentation. The books we are requesting through this grant would provide an excellent resource to investigate and explore how water and/or lack of water affect us all. Fifth grade students are now required to include in their curriculum a science project where they display an investigative report. These books would offer an invaluable resource and wealth of information to help them succeed in understanding the value and preciousness of water.

Our goal is to create a resource library within our school library on water, water conservation, and ocean pollution. Our present collection is next to nothing and we realized when students came in asking for books on this subject, we did not have enough resources they could easily access. Since we do not have a book budget this year, we are looking for ways to build up our library and to be able to meet the needs of our children and offer them the information they need to grow into responsible adults.

If we were awarded this grant, the timeline would simply involve ordering the books from the school district suppliers. The books are shipped in approximately 3-4 weeks. The great prospect about purchasing books is that they last from year to year, and continue to offer value over time.

BUDGET/BOOK TITLES

Climate Change

Come to the Ocean's Edge

Did a Dinosaur Drink This?

Down the Drain : Water Conservation

Drip! Drop!

A Drop of Water

Early Science Reading Center:10 CDs/6 books each (including Amazing Water and Learning About Biomes)

Earth's Rivers

Experiments with Water

Global Warming

Learning About Rocks and Erosion

Learning About the Ocean

Let's Save Water

Making A Difference (4 titles)

Recycling Materials

Reducing Garbage

Respecting Our World

Reusing Things

One Well: The Story of Water

Planet Earth : 25 Environmental Experiments

Polar Bears and Ice

Precipitation

Re-cycling Stories

Saving Energy

Saving Water

The Science of Water

The Water Cycle Simplified

The Wild Waters

This is My Planet

Using Water Wisely

Water and the Earth

Water Cycle CD/6 book set

Water Cycles Around the World

Ways to Save Water

Why Are the Ice Caps Melting ?

Total Cost for books \$952.26



LEADERS IN ENVIRONMENTAL PROTECTION



2010 Grant Application Form

During the 2009-2010 school year Leucadia Wastewater District will award grants to teachers in local elementary, middle, and/or high schools in LWD's service area. The District anticipates awarding up to five grants up to \$1,000 each.

Use this cover sheet as page one of your application. Identifying information is to be included on the cover sheet only. **IN YOUR PROJECT NARRATIVE DO NOT INCLUDE YOUR NAME, THE NAME OF YOUR SCHOOL, OR THE NAME OF YOUR DISTRICT.** Completed applications **MUST BE** emailed to thill@lwwd.org or received by Friday, October 30, 2009.

IDENTIFYING INFORMATION

Thomas Lewis Daugh
Teacher's name

4th, 5th & 6th, 3rd, 2nd, 1st & 2nd
Grade Subject

Mountain Pioneer Elem. Encinitas Union
School name District

Esco Calle Acervo Carlsbad
School address, including street, city and zip

Erin English (760) 943-2000
Principal's name School phone number

PTA
Name of parent organization (i.e. PTA or school foundation)

Let's Learn \$1000
Project title Grant amount requested

Thomas Lewis Daugh
Teacher's signature

Please tell us how you heard about this program

Posture/Flyer Web site Another Educator Newsletter Other

A. To Whom It May Concern:

1. Our school is currently working on converting our garden to drip irrigation. The students will be exploring systems to deliver water in the most efficient manner available. We are also working on catching and storing rainwater for our school greenhouse project. Lastly we are promoting local succulent growth. We are looking for funds to purchase and propagate drought resistant plants for sale to expand our water conservation/ garden projects. The monies received would benefit approximately 350 students and countless families. My role as a science teacher is to expose my students to as many real life, relevant service projects that they will inculcate and practice in their futures.

2. I have approximately 350 4th 5th and 6th graders. We also have 20 or so school volunteers who work with the primary grades in our Science Attack program. There are approx. 350 younger students that would be exposed to our project. Lastly, we will be working with a local restaurant that will buy our water-wise produce.

3. The curriculum is biology as it relates to water conservation, reclaimed water, drought resistant flora, propagation of succulents for sale, and a compost- mulch program to retain soil moisture. This project will enhance our current operation and help to keep it relevant to our current water issues.

4. There are no matching funds.

5. The location would be in front of our school where our school garden is located and next to my classroom in the back of school where our greenhouse is located.

B. The main objectives are to expand our current service-learning center and enrich our students in ways they will never forget. By doing, getting their hands dirty and trying new ideas, they learn without knowing that they are learning (learning through experience). I hope to build on this each year to bring more hands-on science to all of our students.

C. Irrigation supplies \$300

Rain water storage and delivery \$250

Wholesale purchase of succulents and mulch \$250

Lumber for building additional raised beds for the propagation of drought resistant plants \$200

Non-consumables irrigation supplies, raised beds, rainwater storage and delivery system (most everything will be available for future use).

MEMORANDUM

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Board of Directors Election of Officers



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

Ref: 10-2292

DATE: December 3, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Meeting Room Use Policy



RECOMMENDATION:

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Approve the revised Meeting Room Use Policy
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Community Affairs Committee at its December 1, 2009 meeting. The Committee concurred with staff to bring this recommendation forward for consideration at today's meeting.

During the August 2009 Board meeting, the Board of Directors discussed the feasibility of allowing local organizations to use the District's new facilities. Following discussion, the Board directed staff to work with the CAC to develop a policy that establishes guidelines for the use of these facilities. A policy was presented to the Board at their September 2009 meeting; the Board approved the policy with changes to Section II, Eligibility of Use.

Prior to the November Board of Directors' meeting, Director Omsted requested that the Meeting Room Use Policy be placed on the agenda for further discussion. Following review at the November meeting, the Board directed staff to work with the CAC to develop a revised policy with less restrictive "eligibility of use" language. In addition, the Board also asked staff to: 1) determine if liability insurance rates would increase if LWD facilities are used for community meetings; and, 2) to provide an estimate of personnel cost to support possible night meetings.

To address the Board's insurance question, staff contacted Mr. Seth Cole, CSRMA's Program Director, to determine if liability insurance rates would be increased. Mr. Cole indicated that there would be no impact on our current rates. Staff then addressed the question of personnel costs and determined that an average administrative fee of \$65 - \$100 would be required to support a night meeting.

The Meeting Room Use Policy has been revised for the Board's review. The strike-out changes on the attached policy include "eligibility of use" language that is less restrictive and similar to the original policy presented to the Board in September 2009.

Staff and the CAC recommend that the Board approve the proposed revised policy and provide direction as appropriate.

cal:PJB
Attachment



LEADERS IN
ENVIRONMENTAL
PROTECTION

Ref: 10-2149

LEUCADIA WASTEWATER DISTRICT Meeting Room Use Policy

I. Introduction

It is the policy of the Leucadia Wastewater District (District) to, in limited circumstances, allow use of its meeting rooms by industry and local organizations as a public service. Permission to use a meeting room shall not constitute an endorsement by the District of either programs or point of view expressed therein. The meeting rooms shall, be made available in accordance with the terms of this policy, on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting their use.

II. Eligibility for Use

A meeting room shall only be made available if the District determines that it is not needed and that its use will not interfere with the conduct of District business. ~~Permission to use District facilities will be granted only to those organizations directly affiliated with LWD.~~

Further, in scheduling use of the meeting room, priority is given to programs administered or sponsored by the District and organizations directly affiliated with the District. In addition, permission may be granted for the following uses, in order of priority and based upon availability:

- City of Carlsbad/City of Encinitas departments, agencies or commissions;
- Neighborhood and community organizations based in the City of Carlsbad and the City of Encinitas;
- Other non-profit public and/or social service organizations.

III. Restrictions on Use

The following uses are not permitted:

- Fund-raisers;
- Youth programs with adult supervision of less than 2 adults, or less than 1 adult per 10 children;
- Meetings in excess of the legal capacity of the meeting rooms;
- Meetings scheduled outside of normal District operating hours (8:00 am - 5:00 pm); and
- Private parties or receptions.

IV. Exceptions

Leucadia Wastewater District is a designated polling place for local, state and federal elections. This designation requires that access be granted to election officials and the voting public beyond the District's designated operating hours. An exception to the policies' "business hours only" restriction has been authorized by the Board of Directors.

V. Reservations

Tentative reservations may be made by phone or in person up to two months prior to the requested date. However, a completed District Meeting Room Use Application must be received by the District at least 2 weeks prior to the requested date. Approval of a request can only be granted by the District General Manager or Administrative Services Manager, in writing.

Reservations will be made in order of priority as indicated above and by date of request. The number and frequency of meetings booked by any one organization will be at the discretion of the General Manager or Administrative Services Manager, based upon availability of the room. No one organization may monopolize use of the meeting room. However, multiple, related meetings may be reserved on a single application.

Applications for meetings of children or teens must be sponsored and signed by an adult who will be present at the meeting and assume full legal and financial responsibility.

VI. Regulations Regarding Use and Care of Meeting Space

The following regulations regarding use of District meeting space will be strictly enforced:

- No organization may charge admission or collect fees as a requirement of participation;
- Organizations may not use the District's name for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by the District. In the event that an organization inappropriately states or implies District endorsement or co-sponsorship, it must advertise a retraction if requested by the District;
- Organizations must provide their own phone, computer and audio visual equipment. Organizations must provide personnel to set-up, clean-up, arrange tables, etc. District personnel are not available to carry materials from parking areas to the meeting room or set-up or serve refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the meeting room;
- The dais in the District boardroom is not available for use. The District may designate other areas and furnishings in a meeting room as off-limits, and the organization shall ensure all meeting attendees honor the restriction;
- The District will not provide storage for any period of time for the property of any organization that meets in the District;
- With prior approval of the General Manager or Administrative Services Manager, organizations may serve light refreshments. However, clean-up is the sole responsibility of the organization. The District does not supply coffeepots, cups, napkins or other

refreshment supplies or equipment;

- Meetings must be conducted in a manner that does not create unreasonable noise or in any way interfere with the conduct of District business;
- The meeting room is to be returned to the condition in which it was found. The organization's representative, as indicated on the reservation form, is responsible for clean-up and damages;
- Set up and clean-up must take place within the time allotted for the meeting. A custodial fee will be charged if the room is not left in a clean and orderly condition as determined by the District;
- The District may require a security deposit as a condition of allowing use of a meeting room;
- Meetings must end at least 30 minutes prior to the District's closing time (5:00 pm);
- The District reserves the right to attend any meeting held in its facilities to ensure no improper activities are occurring on District premises;
- The District will not be responsible or liable for loss or damage to property belonging to organizations or individuals using District facilities including damage or theft to vehicles or property in District parking areas;
- District will not be held liable for injury occurring on District property to any member of the public attending the meeting.
- Smoking and alcoholic beverages are prohibited on District property.

VII. Cancellations, Denial of Application.

Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled meeting date.

Permission to use the meeting room is revocable and does not constitute a lease. The District may, in its sole and absolute discretion, without cause, cancel a room's availability at any time, even if it has been reserved for use. In the event the District cancel's a meeting room reservation, it will use its best efforts to notify the impacted organization scheduled to use the room at least 24 hours before the scheduled time.

The District reserves the right to deny meeting rooms to organizations that frequently cancel meetings, that do not notify the District of canceled meetings or consistently overstay their reserved time.

The District also reserves the right to deny meeting room use to organizations that fail to return the room to a clean and orderly condition or to charge said organization a deposit for custodial services.

The District may terminate a meeting in progress if the District determines that its continuation would interfere with the conduct of District business, including, but not limited to, unreasonable

meeting noise or improper conduct of a meeting attendee.

VIII. Waiver of Regulations

Exceptions from specific regulations of this policy may be authorized by the Leucadia Wastewater District General Manager, or his designee, on a case-by-case basis.



LEADERS IN ENVIRONMENTAL PROTECTION

Leucadia Wastewater District Meeting Room Application

Application Date: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Meeting Day/Date: _____

Start Time/ End Time: _____

Number of Attendees: _____

Purpose of Meeting: _____

Coffee/Food: ()Yes ()No If yes, describe: _____

Signature: _____

Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by the LWD Board of Directors. In addition, the signatory and all participants agree to hold harmless the Leucadia Wastewater District, all District personnel and board members for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the organization's use of the meeting room or other facilities including parking areas and for any liability for losses relating to the cancellation with or without cause of an approved meeting.

(For LWD Use Only)	
Application Received:	_____
Approved:	_____ Disapproved: _____
Notification Sent:	_____
Notes/Follow-up:	_____

MEMORANDUM

DATE: December 3, 2009
TO: Engineering Committee
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Batiquitos Pump Station Rehabilitation Project Preliminary Design Report Agreement**

RECOMMENDATION:

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

1. Authorize the General Manager to execute Task Order No. 9 to the Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the Preliminary Design Report (PDR) for the Batiquitos Pump Station Rehabilitation Project in an amount not to exceed \$49,206.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its November 30, 2009 meeting. The Committee concurred with staff to bring this recommendation forward for consideration at today's meeting.

Developing a preliminary design report (PDR) for the Batiquitos Pump Station Rehabilitation was included as a goal on the Fiscal Year 2010 Tactics and Action Plan.

In February 2009, IEC began its evaluation of District infrastructure as follow-up work to the Asset Management Master Plan (AMMP). As part of this work, IEC inspected the condition of all the District's pump stations. IEC identified several priority issues at the Batiquitos Pump Station (BPS) and recommended that they be addressed. The priority issues included:

- Deterioration of the concrete walls of the wet well and emergency overflow tank.
- Extensive deterioration of the wet well concrete stairs, caused by hydrogen sulfide, to the extent that the stairs are considered to be structurally unsafe for use.
- A cursory visual inspection of the wet well revealed several areas of delamination of the T-lock lining with associated concrete deterioration.
- The soffit of the emergency overflow tank roof is unlined and most of the cement paste has been lost causing exposure of the concrete aggregate.
- Three older pumps may require replacement due to age and critical operating necessity.

Based on these findings IEC recommended that a PDR be developed to further identify and refine the necessary improvements to BPS. The scope of work includes a comprehensive assessment of the Batiquitos Pump Station, including a visual inspection of the wet well and emergency overflow tank, to determine what work is required. The scope of work is attached for your review.

Staff has met with the IEC design team to provide project objectives and expectations. Task Order No. 9 includes services to evaluate the condition of the wet well, emergency overflow tank, pumps,

and ancillary mechanical and electrical equipment/systems and complete a preliminary design review/report. The estimated cost for these services is \$49,206. Staff believes IEC's proposed fee is fair and reasonable.

Staff intends to amend this Task Order upon the completion of the preliminary design review to transition into the design/bidding phase of the project. This phased approach to design will enable staff and IEC to develop a focused scope of work and cost for engineering services through each phase of project design.

FISCAL IMPACT:

The FY 2010 Budget includes \$60,000 for the BPS Preliminary Design, which is sufficient to cover the cost of Task Order No. 9.

rym:PJB

Attachment



November 23, 2009

Mr. Robin Morishita
Project Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, California 92009

RE: Proposal to Prepare Preliminary Design for work at the Batiquitos Pump Station (Rev 1)

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to submit this proposal to prepare a Preliminary Design Report for potential work at the Batiquitos Pump Station.

Background

The Batiquitos Pump Station located along Highway 101 north of La Costa Avenue is an important component of the District's wastewater conveyance system. The pump station consists of an operating wet well, emergency storage wet well, odor control system, pump building, and other appurtenant facilities. A prior upgrade project added a fourth pump, odor control, and performed electrical and instrumentation modifications. The most recent project associated with the pump station has been to upsize and realign the gravity inlet line that brings flow to the station from the south. Concerns with respect to the condition of the existing operating wet well were identified by District staff and verified by recent observations conducted as part of the Asset Management Master Plan (AMMP) implementation process. The existing operating wet well is exhibiting signs of severe concrete deterioration and delamination of the existing T-Lock liner in several locations. The emergency storage wet well is thought to be in better condition. Several other recommended modifications were also identified. These include construction of a valve vault for the discharge force mains for ease of maintenance, possible installation of a muffin monster or equivalent device, an overflow return pump in the emergency wet well, and automatic sluice gate, and replacement of three existing pumps.

Scope of Services

IEC will prepare a Preliminary Design Report (PDR) to thoroughly define the basis of design for subsequent final design activities. Specific items to be addressed in the PDR are as follows:

- Condition of the operating and emergency wet wells.
- Alternatives to rehabilitate the wet wells to include a new grinder on the influent line and construction phasing and sequencing.
- Proposed valve vault location and layout.
- Evaluate if the pumps need to be replaced and if so recommend new pump selections.
- Identification and discussion of permitting and community issues.
- Preliminary cost opinion and construction implementation schedule.

The deliverable will be a written PDR that will include a narrative discussion on the project issues, summary of the wet well observation process, alternatives discussion on measures to address the wet well, and recommendations for final design activities. The following major work tasks will be performed:



Mr. Robin Morishita
Leucadia Wastewater District
November 23, 2009
Page 2 of 3

Task 1 – Wet Well Observation

IEC and subconsultants CSI Services and RF Yeager shall conduct observations within the existing operating and emergency wet wells for the purpose of further assessing existing conditions and development of potential rehabilitation methods. This shall consist of personnel entering the wet wells through existing access and performing a visual examination of accessible areas at the bottom of the stairway. It is assumed the inspection will be at night (i.e., low flow hours, 2-5 a.m.), the District will open the hatches, ventilate the space, perform H₂S monitoring, and run the pumps in manual to lower the wet well level. CSI and RF Yeager shall each provide their own individual personal protective equipment appropriate to the task. The condition of the liner plate, joint welds, and exposed concrete substrate and rebar if visible will be evaluated. Intact liner areas identified as having either unusual staining or sulfate deposits will also be observed to determine if those areas suggest breaches in the linings ability to prevent corrosion. Pertinent observations will be mapped and photo-documented and included in the written PDR.

Task 2 – Prepare Preliminary Design Report

Using the information developed as part of Task 1, a sufficiently detailed Preliminary Design Report (PDR) will be prepared. The goal of the PDR will be to evaluate alternatives to correct the observed conditions in the wet well(s) and define the basis of design for the recommended improvements for subsequent final design activities that are described previously.

The PDR will discuss wet well alternatives and provide a recommendation on a new wet well configuration and grinder location on the influent line.

The PDR will also recommend the preliminary location and size/configuration of the new valve vault on the pump station discharge lines and whether or not replacement of the three existing pumps is warranted and if so, the initial pump selections.

The PDR will be prepared in a report format and will contain graphics and tables to support the findings, conclusions, and recommendations. Four (4) copies of the PDR will be provided to the District in draft form for review and comment. Following incorporation of District comments, the PDR will be finalized and six (6) final copies provided as well as a soft copy in Adobe pdf format.

Task 3 – Project Management and Administration

Project management and administration will consist of meetings with the District (three meetings – a kickoff meeting, and two review meetings), schedule maintenance, and general project coordination between the District, IEC, and other project stakeholders.

Schedule

We can initiate the work upon receipt of authorization from the District and estimate the wet well observation task can be scheduled and completed within one week of Notice to Proceed, subject to the District's availability to facilitate the confined space entry. We expect the first draft of the PDR can be available within six weeks of completion of the wet well observation task.



Mr. Robin Morishita
Leucadia Wastewater District
November 23, 2009
Page 3 of 3

Fee Estimate

A summary of the proposed work tasks and fees is provided on the attached table. We propose to complete the work on a not to exceed basis with monthly progress invoices at our standard July 2009 rates. We sincerely appreciate the opportunity to submit this proposal, and look forward to working with the District. If you have any questions, please don't hesitate to contact us at (858) 413-2400.

Sincerely,

Robert S. Weber, P.E.
Senior Project Manager

cc: Jim Ashcraft, P.E., IEC

LEUCADIA WASTEWATER DISTRICT
BATIQUITOS PUMP STATION PDR

TASK 1 - WET WELL			\$ 9,466
CSI	3500	1.05	3675
RFY	3500	1.05	3675
IEC			
JIM ASHCRAFT	2	180	360
ROB WEBER	4	180	720
PATRICK MULVEY OR ZACH MILNER	8	117	936
DIRECTS			100
TASK 2 - PDR			\$ 37,340
WONG	4900	1.05	5145
MORAES	3500	1.05	3675
IEC			
JIM ASHCRAFT	24	180	4320
ROB WEBER	24	180	4320
RICH GOODMAN	40	128	5120
PATRICK MULVEY OR ZACH MILNER	120	117	14040
ANNETTE MOORE	6	70	420
DIRECTS			300
TASK 3 - PROJECT MGMT/MTGS			\$ 2,400
IEC			
JIM ASHCRAFT	4	180	720
ROB WEBER	8	180	1440
RICH GOODMAN	0	128	0
PATRICK MULVEY OR ZACH MILNER	0	117	0
ANNETTE MOORE	2	70	140
DIRECTS			100
TOTAL FEE ESTIMATE			\$ 49,206

NOV. 20, 2009

Wastewater District opens new offices

CARLSBAD — Leucadia Wastewater District recently celebrated 50 years of service and dedicated its new facility at La Costa Avenue and El Camino Real. The district provides wastewater collection and recycled water service to communities within Encinitas, La Costa and Leucadia. The district also opened up the new facilities for public tours in the afternoon.

“We’re proud of all the accomplishments from our current employees and the two local residents who laid the foundation for us more than 50 years ago,” said Director Judy Hanson.

In the afternoon, the district offered tours to the general public.

“Since we’re located in a shopping center, we wanted our neighbors to join us,

so we could tell them that we appreciated their patience with our construction during the last 18 months,” said LWD Board President David Kulchin.

Leucadia Wastewater District is categorized as one of a limited number of public agencies in the state that operates independently of local government. The original five board members met at a small home on Neptune Street in the early years. Today, there are still five board members that provide oversight for the district.

The original facilities were constructed in the early 1960s when the district began with a 400-acre service area. Today, LWD encompasses a 9,500-acre (16-square-mile) area. In addition to safely maintain-

TURN TO WASTEWATER ON A21

WASTEWATER CONTINUED FROM A12

pipelines and 11 pump stations that transport wastewater to the Encina Water Pollution Control Facilities, the district operates a recycled water treatment plant that provides recycled water to the city of Carlsbad for landscaping use.

“We achieved funding for the approximately \$9 million construction project

through proactively establishing a Capital Improvement Project account years ago when we were planning for our future needs,” Kulchin said.

The San Diego County Board of Education’s Splash Mobile Lab, the Encina Wastewater Authority, Batiqitos Lagoon Foundation and LWD’s Teacher Grant Program recipient provided environmental learning opportunities at the event.



CSDA October 21, 2009

Dear Mr. Donald Omsted
Leucadia Wastewater District



On behalf of the California Special Districts Association, I would like to congratulate you on completing our Special District Leadership Academy!

The Academy represents the core set of knowledge created and accepted by the special district community, and encompasses everything directors need to know about Governance Foundations, Setting Direction and Community Leadership, the Board's Role in Finance and Fiscal Accountability, and the Board's Role in Human Resources. Your completion of these courses signifies your commitment to your constituents, and promotes your sense of responsibility.

The final step in demonstrating your dedication to the special district community is to apply for the Recognition in Special District Governance. The Recognition is a program offered by the Special District Leadership Foundation, a collaborative effort of eight special districts organizations. Having achieved the Certificate of Completion for CSDA's Special District Leadership Academy is the first step in receiving the Recognition; the next is to complete an additional ten hours of continuing education from any of SDLF's eight organizations. If you would like further information or an application, please contact Diana Zavala, SDLF Administrator at (916) 231-2939.

Thank you again for your participation in CSDA's Special District Leadership Academy, and for your continued support of special districts.

Most sincerely,

Neil McCormick
Executive Director