

File



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, March 13, 2013
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
 - A. FST I Gabriel Mendez receives a professional achievement award. (Pages 1-2)
 - B. Achievement of an Organizational Objective – Cost Sharing of CSRMA Dividends. (Pages 3-5)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- February 13, 2013 Regular Board Meeting (Pages 6-14)
- February 20, 2013 Special Board Meeting (Pages 15-17)
- March 5, 2013 Community Affairs Committee Meeting (Pages 18-19)
- March 6, 2013 Engineering Committee Meeting (Pages 20-21)

8. Approval of Demands for February/March 2013

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion in March 2013. (Pages 22-41)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 42-45)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 46-53)

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority Reports

- A. A EWA Board of Directors meeting was held on February 27, 2013 – report by Director Juliussen. (Page 54)
- B. An Encina Member Agencies Manager's Meeting was held on March 5, 2013 – report by GM Bushee. (Verbal)

12. Committee Reports

- A. Community Affairs Committee meeting was held on March 5, 2013 – report by Director Omsted. (Page 55)
- B. Engineering Committee meeting was held on March 6, 2013 – report by Director Juliussen. (Page 56)

ACTION ITEMS

- 13. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$57,455. (Pages 57-62)

14. **Authorization to Fund Environmental and Feasibility Study Efforts for the North San Diego County Regional Water Recycling Project.** (Pages 63-76)
15. **Award Teacher Grants.**
Award three Teacher grants totaling \$2,988. (Pages 77-86)
16. **Call for Nominations to the CSDA Board of Directors Seat B.** (Pages 87-91)
17. **Call for Nominations to the Local Agency Formation Commission (LAFCO) Special District Advisory Committee.** (Pages 92-96)
18. **Fiscal Year 2014 (FY 14) Budget Development Schedule.** (Page 97)

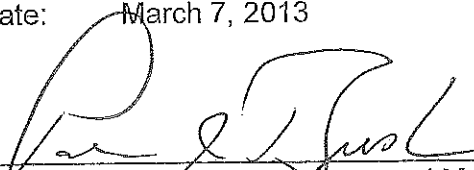
INFORMATION ITEMS

19. **Project Status Updates and Other Informational Reports**
 - A. LWD received the 2012 MARCOM Gold winner award in the External Newsletter/Government category. (Page 98)
20. **Directors' Meetings and Conference Reports**
None.
21. **General Manager's Report**
22. **General Counsel's Report**
23. **Board of Directors' Comments**
24. **Closed Session**
Conference with District Legal Counsel to discuss anticipated litigation pursuant to California Government Code Sec. 54956.9(b)(3)(A) and (C): Potential action re recycled water rebates.
25. **Adjournment**

AFFADAVIT OF POSTING

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

Date: March 7, 2013



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: March 7, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentations and Awards – Achievement of an Individual Objective

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

State of California Department of Public Health Water Treatment Operator Grade T2 Certification – Gabriel Mendez

Gabe Mendez recently received his Grade T2 Water Treatment Operator certification from the Department of Public Health. Working for LWD since August 12, 2011, this is his fourth certification, which reflects his desire to excel through continued professional development. As a result of this certification, Gabe is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Gabe for his outstanding accomplishment.

PJB

*State of California
Department of Public Health*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3
OF THE HEALTH AND SAFETY CODE

Gabriel Mendez

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY
FOR PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator
Grade T2*

Operator Number: 33770

Issued

February 2013



Leah J. Walker
STATE OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

MEMORANDUM

DATE: March 7, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Presentation and Awards - Cost Sharing of CSRMA Retrospective Refunds or Dividends

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

Cost Sharing of CSRMA Retrospective Refunds or Dividends

At its January 2013 meeting, the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program to LWD in the amount of \$13,005.00 (see attached letter). The dividend reflects LWD's excellent risk management record and an ongoing commitment to safety. The Organizational Performance Objectives authorize a 50% cost sharing of the dividend amount with employees. Consequently, each employee is eligible for an incentive compensation award of \$361.25. Table 1, below, summarizes the allocation of the CSRMA dividend and calculation of this incentive compensation award.

Table 1

Dividend Amount	\$13,461.00
50% of Net Dividend (amount eligible for incentive compensation)	\$6,502.50
Incentive Compensation Award Per Employee (18 positions)	\$361.25

Please join me in congratulating LWD for its excellent safety awareness program.

PJB

Attachment



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

Tel: 415.403.1400

Insurance License No.: 0C36861
Fax: 415.874.4813

OFFICERS:

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

PAST PRESIDENTS:

Robert Reid
2006-2010
Kevin Hardy
2003-2006

February 27, 2013

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

Pooled Liability Program
Nineteenth Dividend Declaration

Dear Paul:

On January 18, 2013, in accordance with the Board adopted Policy and Procedure, the Board of Directors declared a dividend. Dividends declared reflect favorable results from Program Years 1986/87 – 2006/07. Enclosed is Leucadia Wastewater District's dividend share in the amount of \$13,005.

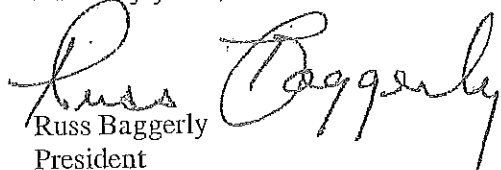
All agencies share in dividends through the formula adopted by the Board of Directors. Dividends are in addition to the Retrospective Rating Program, which limits returns to 25% of a member's original deposit. Any remaining unencumbered funds up to 25% of the amount in any one year are shared among the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

This year, our 27th year of providing service to our membership, the total amount of the dividend declared is \$711,912. This remarkable result is reflective of a continued effort in *effective risk management* by member agencies, as well as through the hard work of the CSRMA claims management staff, Program Committee, and the Executive Board.

We expect to declare dividends again next year, the calculation of which will incorporate all prior program years including 2007/08. Overall, the Pooled Liability Program has returned over \$17 million in dividends since its inception, giving a clear indication that the program continues to remain fiscally healthy and is meeting the needs of the membership.

Thank you for your continued participation.

Sincerely yours,


Russ Baggerly
President

8653

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

1/28/2013

PAY TO THE ORDER OF LEUCADIA WASTEWATER DISTRICT

**13,005.00

\$

Thirteen Thousand Five and 00/100

DOLLARS

LEUCADIA WASTEWATER DISTRICT
1960 La Costa Avenue
Carlsbad, CA 92009

VOID SIX MONTHS FROM DATE DRAWN

~~VOID VOID~~
~~VOID VOID~~
AUTHORIZED SIGNATURE

MEMO

Pooled Liab Progam Dividend 12 31 12

⑈008653⑈ ⑆22000496⑆ 7020015599⑈

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

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

1/28/2013

8653
13,005.00

Pooled Liab Progam Dividend 12 31 12

General Checking - U Pooled Liab Progam Dividend 12 31 12

13,005.00

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

1/28/2013

8653
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General Checking - U Pooled Liab Progam Dividend 12 31 12

13,005.00

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 February 13, 2013

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 13, 2013 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Omsted, and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Field Services Technicians Adam Robey, Todd Amos, Mauricio Avalos and Ian Riffel, Field Services Supervisor Marvin Gonzalez, and Natalie Fraschetti with Dexter Wilson Engineering.

3. Pledge of Allegiance

4. General Public Comment Period

There was no public comment.

5. Approval of Agenda

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

6. Presentations and Awards

A. Achievement of an Individual Objective.

GM Bushee introduced Field Services Technician In-Training Todd Amos and stated that he recently received his Bachelor of Arts Degree in Organizational Management from Ashford University. He also presented background information about Todd and congratulated him for his efforts.

President Sullivan presented Todd with an incentive check for \$1000 as authorized under LWD's Incentive Program.

The Board of Directors congratulated Todd for his efforts.

B. Achievement of an Organizational Objective – CWEA Awards.

GM Bushee stated that LWD was presented with three awards at the CWEA 2013 Awards &

Installation Banquet. He stated that the District received the Plant of the Year award; Field Services Supervisor Marvin Gonzalez received the Supervisor of the Year award; and Field Services Technician I Mauricio Avalos received the Collection System Person of the Year award. GM Bushee provided a brief summary of Marvin's and Mauricio's accomplishments. GM Bushee noted that this is the first time the District has received the Plant of Year award. He also noted that all three awards will move to the State competition.

GM Bushee stated that under LWD's Incentive Program, employees are eligible for a \$100 incentive for the Plant of the Year award.

The Board of Directors congratulated Marvin, Mauricio and staff for their efforts.

C. Achievement of Organizational Objective - Achieve Highest Number of Consecutive Days without a vehicle accident.

General Manager Bushee stated that as of February 25, 2013, LWD employees have had no vehicle accidents for one year. Under LWD's Incentive Program, each employee is eligible for an incentive compensation award in the amount of \$250.

The Board of Directors congratulated staff for this accomplishment.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 7, 2013 Investment & Finance Committee Meeting
January 9, 2013 Regular Board Meeting
January 14, 2013 Community Affairs Committee Meeting
February 5, 2013 Engineering Committee Meeting

Item No. 8 was removed for discussion.

9. Operations Report (A copy was included in the original February 13, 2013 Agenda)

10. Finance Report (A copy was included in the original February 13, 2013 Agenda)

11. Quarterly Treasurer's Investment report. (A copy was attached to the original February 13, 2013 Agenda)

12. Annual Review of the LWD's Reserve Policy. (A copy was included in the original February 13, 2013 Agenda)

Director Juliussen pulled the Demands, item no. 8, for discussion.

Upon a motion duly made by Director Hanson, seconded by Vice President Kulchin, and carried, the Board of Directors approved all other items on the consent calendar, with the exception of item no. 8, the Demands, pulled for discussion.

8. Approval of Demands for January/February 2013

Payroll Checks numbered 16491-16554; General Checking – Checks numbered 43378-43533.

Director Juliussen had several questions relating to account payables. GM Bushee and staff answered his questions regarding the payments to vendors.

Following discussion, President Sullivan encouraged the Board to please contact the General Manager prior to the meeting if they have numerous questions related to an agenda item.

Director Juliussen motioned to approve item no. 8, Director Omsted seconded, and carried the Board of Directors approved item no. 8, the Demands.

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on January 23, 2012.

Director Juliussen reported on the January 23, 2012 EWA Board of Directors meeting.

B. Encina Member Agencies Manager's (MAM) Meeting was held on February 5, 2013.

GM Bushee reported on the February 5, 2013 MAM Meeting.

14. Committee Reports

A. Community Affairs Committee meeting was held on January 14, 2013.

Director Omsted reported that the CAC reviewed the proposed article topics and production schedule for the spring 2013 newsletter. He indicated that the topics included:

- LWD's budget process;
- Illustrations of indoor wastewater plumbing; and
- LWD's awards.

He also reported that the CAC received updates on the Speakers' Bureau and Teacher Grant program.

Director Omsted added that following the CAC meeting, it was determined that the spring newsletter should focus on LWD as a Special District rather than LWD's budget process.

B. Engineering Committee meeting was held on February 5, 2013.

Director Juliussen reported that the EC reviewed the 2013 Asset Management Plan completed by Dexter Wilson Engineering. He also reported that the EC reviewed a proposed change order with PCL Construction, Inc. for additional work to reline the west wall of Wet Well 2 of the Batiquitos Pump Station at an estimated cost of \$50,660.

In addition, he stated that the EC reviewed Ordinance No. 127, a reimbursement agreement

for sewer between LWD and Marquee Enterprises, LLC. He also reported that the EC reviewed an agreement between Olivenhain Municipal Water District and Local Project Participants for Partnership and Uses of a Grant Award.

Director Juliussen stated that these items were reviewed by the EC and that the EC concurred with staff to present them to the Board for approval and they will be presented later in the agenda.

In addition, he reported that the EC received presentations on the evaluation of an onsite portable welding unit, new CCTV Truck cost efficiencies, and the February 1st force main overflow associated with the Lanikai Truck Sewer Lining project bypass. These will be presented later in agenda.

The EC also received updates on the force main corrosion control project and the Batiquitos Pump Station Rehabilitation project.

ACTION ITEMS

15. Adopt the 2013 Asset Management Master Plan (AMMP) completed by Dexter Wilson Engineering.

TSM Morishita presented the item stating that it was reviewed by the EC. He indicated that the AMMP, which is a goal in the FY 13 Tactical Plan, is a cornerstone document, along with the Financial Plan and the District's Strategic Plan. He stated that implementation of the 2008 AMMP resulted in the completion and implementation of several capital improvement projects over the last years. He also noted that it is prudent to update the AMMP every five years as projects are completed. He provided a brief summary of the five categories within the AMMP and then he introduced Natalie Frascetti with Dexter Wilson Engineering to provide an overview of the AMMP Update.

Ms. Frascetti presented an overview of the AMMP Update. She provided the guiding principles of the AMMP, noting that ninety percent of the District's upcoming projects will be replacement projects. She indicated that the District's asset replacement value is estimated at \$376,390,355, if the District were to replace its entire facilities and infrastructures today. She noted that the District would have approximately \$90 million in capital expenditures over the next twenty years based on the AMMP conservative figures.

~~GM Bushee noted that staff will continue to review each capital improvement project and go through an assessment process to determine whether the infrastructure or facility will need to be replaced and/or repaired, indicating that the AMMP is used as a guiding document.~~

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Vice-President Kulchin and carried, the Board of Directors adopted the 2013 Asset Management Master Plan completed by Dexter Wilson Engineering.

16. Evaluation of an Onsite Portable Welding Unit.

Field Services Technician I Adam Robey presented an evaluation of an onsite portable welding unit. He stated the purpose and need of an onsite welding unit, along with specific examples. He

stated that based on the results of this evaluation, staff plans to include the purchase of an onsite welding unit in the Fiscal Year 2014 budget.

Director Omsted asked if the field services staff plan on getting certified in welding. GM Bushee noted that Adam is planning on taking a welding course and mentoring other field services members.

Director Juliussen suggested that staff proceed with the purchase of the welding unit in this budget year if necessary. GM Bushee noted that this purchase is within staff's authority.

This item was for information only and no action was taken.

17. New CCTV Truck Cost Efficiencies Report.

Field Services Technician III Ian Riffel presented an overview of cost efficiencies associated with the new CCTV truck. He provided cost savings estimates based on the reduction in traffic control, field services hours, and equipment cost. In addition, he stated that other benefits of the CCTV truck included that the truck allows staff to access easements that were not accessible without the truck and staff is able to CCTV additional sewer lines in less time.

This item was for information only and no action was taken.

18. Batiquitos Pump Station Rehabilitation Project Proposed Change Order.

TSM Morishita presented this item stating that it was reviewed by the EC at their February 5th meeting. He provided brief background information on the project, stating that during the project it was discovered that the PVC liner on the west wall of wet well 2 was separating from the wall. He discussed the need and process to the repair of the liner. He noted that there are sufficient funds in the budget to cover the change order.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute a proposed change order with PCL Construction, Inc. for additional work to reline the west wall of wet well 2 of the Batiquitos Pump Station for an estimated amount of \$50,660.

19. Agreement between Olivenhain MWD and Local Project Participants for Partnerships and Uses of a Grant Award.

GM Bushee presented this item by providing a brief summary of the administrative process that the members of the North San Diego County Regional Recycled Water project are required to complete to keep the project moving forward. He noted that LWD will need to execute this contract in order to receive funding from the State Proposition 84 funding authorization.

Director Hanson asked if the District will receive a reimbursement for a portion of this project. GM Bushee confirmed that the District would receive a reimbursement.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Vice-President Kulchin and carried, the Board of Directors authorized the General Manager to execute an agreement with Olivenhain Municipal Water District establishing partnership and uses of a

grant award from the State of California Department of Water Resources.

20. Contract Amendment No. 1 to Prizm for Janitorial Services.

EA Hill presented this item stating that the original janitorial services agreement with Prizm will expire in April 2013. She stated that the existing contract includes an option to extend the contract for additional two years. She noted that she has met with Prizm and they agreed not to increase their rates. She also added that staff has been satisfied with their work and recommends exercising the option to extend the contract for an additional two years.

Following discussion, and upon a motion duly made by Vice-President Kulchin, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute a contract amendment with Prizm for Janitorial Services for an additional two years in an amount not to exceed \$30,747.60.

21. Discuss Draft Agenda for Board of Directors Strategic Planning Session.

GM Bushee presented this item stating that at the January 2013 Board meeting the Board members discussed topics for the upcoming Strategic Planning Session. Staff has prepared an agenda based on that discussion and the Board interviews with Jeff Bills. He stated that this item is presented to discuss any changes or additions to the Strategic Planning Session agenda.

The Board of Directors had no additional items or changes to the draft Strategic Planning Session agenda as presented. No action was taken.

PUBLIC HEARING

22. Public Hearing to consider the following:

A proposal to adopt an ordinance approving a reimbursement agreement for sewer between LWD and Marquee Enterprises, LLC.

President Sullivan opened the public hearing for comments.

ASM LeMay stated that the notice of the public hearing was posted at the District office on January 30, 2013 and, to date, staff has not received public comment.

No public comments were provided. President Sullivan closed the public hearing.

23. Adopt Ordinance No. 127 Approving A Reimbursement Agreement for Sewer between LWD and Marquee Enterprises, LLC (“Developer”).

District Engineer Deering presented this item stating that the Developer completed construction of a sewer line extension from 801 Orpheus Avenue to new sewer service for 905 Orpheus. He noted that the address is a commercial site. He stated that the sewer line extension has been dedicated to the District. He also provided a summary of the agreement and stated that it has been reviewed by District Counsel Brechtel.

Director Juliussen inquired about the reimbursement of construction cost plus interest rate that the

developer would receive based on the language in the agreement. DE Deering stated that the interest rate that would be provided to the developer is standard language in a reimbursement agreement. General Counsel Brechtel confirmed that this is standard reimbursement agreement language.

GM Bushee noted that Director Omsted called prior to the meeting requesting that exhibit A, the map attached to agreement be provided to him in color. Director Omsted confirmed that he received the color map as a hand out.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Hanson and carried, the Board of Directors adopted Ordinance No. 127 Approving A Reimbursement Agreement for Sewer between LWD and Marquee Enterprises, LLC ("Developer") by the following vote:

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

INFORMATION ITEMS

24. Project Status Updates and Other Informational Reports

- A. February 1, 2013 Force main overflow associated with the Lanikai Truck Sewer Lining project bypass.

TSM Morishita provided an update on the Lanikai Truck Sewer Lining project and an overview of the February 1, 2013 force main overflow associated with this project.

- B. CSDA Quarterly Dinner meeting is scheduled for Thursday, February 21, 2013 at the 94th Aero Squadron in San Diego.

GM Bushee stated that he is carpooling to the meeting and that he will leave the District office at 5:30PM.

- C. Union Tribune news article "Sewage pipe breaks near Ponto Beach".

~~Director Juliussen commented on the article, inquiring about the difference between the amount of sewage that spilled and the amount that was not recovered. GM Bushee stated that amount that was not recovered was most likely saturated in the soil near the location of the spill.~~

25. Directors' Meetings and Conference Reports

- A. The CASA Conference was held at the Renaissance Esmeralda Resort & Spa in Indian Wells, CA on January 16-19, 2013.

Director Hanson reported that it was one of the best educational conferences. She also reported on Bobby Larson's presentation and the recycled water presentation. President Sullivan agreed.

GM Bushee noted that during the CSRMA meeting, the Board approved the pooled liability dividend. Staff will present the dividend to the Board once it is received.

B. The CSDA Education Committee & Membership Committee meetings were held in Sacramento, CA on January 18, 2013.

President Sullivan reported that she attended two CSDA Committee meetings. She reported that during the Education Committee, the committee discussed providing an incentive program to Districts with a budget under \$1 million for attending leadership training. She also reported that during the Membership Committee meeting, they approved a Membership Ambassador Committee that will mentor new members. She noted that she is a member of this committee.

26. General Manager's Report

General Manager Bushee reported on the following items:

- EA Hill provided information on the Conflict of Interest Form 700, noting San Diego County's new online system and the due date for the forms.

27. General Counsel's Report

General Counsel Brechtel provided an update on the revised provisions to the collection system Wastewater Discharge Requirements Monitoring and Mitigation Program from the State Water Resources Control Board. He noted that TSM Morishita reviewed and commented on the proposed revision, along with CASA's legal committee.

He also provided information on reporting investments or stock on their Form 700. He provided examples on the types of investments that should be reported. He also reminded the Board that the FPPC has a hotline that will answer your questions if you are unsure on what is reportable.

28. Board of Director's Comments

None.

29. Closed Session.

A. Conference with District Legal Counsel to discuss anticipated litigation pursuant to California Government Code Section 54956.9(b)(3)(A) and (C): Potential action regarding recycled water rebates.

General Counsel Brechtel reported that the Board will meet in closed session pursuant to Government Code Section 54956.9(b)(3)(A) and (C): Potential action regarding recycled water rebates.

Following closed session, General Counsel Brechtel reported there was no reportable action.

30. Adjournment

President Sullivan adjourned the meeting at 7:34 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Special Board Meeting
Wednesday, February 20, 2013

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, February 20, 2013 at 9:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Sullivan called the meeting to order at 9:05 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Omsted, and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager (GM) Paul J. Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Executive Assistant Trisha Hill, Superintendent Jeff Stecker, Field Services Supervisor Marvin Gonzalez, CPA Richard Duffey, District Engineer Steve Deering, and Jeff Bills with Confidence Consulting.

3. Approval of Agenda

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

4. Public Comment

No public comment was received.

6. Strategic Planning Workshop

A. Opening Remarks and Introduction

President Sullivan welcomed everyone to the strategic planning session and indicated that this is the Board's sixth strategic planning meeting since 2005. She also emphasized how important these planning sessions are in order to enable the Board to continue to be one of best functioning Boards. She thanked the Board for their participation in today's meeting.

B. Overview of District Affairs

GM Bushee presented an overview of the District's key successes, the District's finances, and future trends in the industry. He provided updated information on actual revenue and expenditures versus projected revenues and expenses over a five year period.

He indicated that overall the District finances have been tracking well and staff is currently updating the Financial Plan. He indicated that based on the 2008 Financial Plan, the District seems to be on schedule, noting that there may not be a rate increase needed for FY 2014. He also presented an updated sewer service fee survey which indicated that the District's sewer fee of \$21.52/month is well below the county average of \$57/month.

GM Bushee presented a summary of the District's successes over the last few years and the reasons for those successes along with his view of upcoming future trends in the industry.

There was no action taken. He introduced Mr. Bills to discuss the results of the Board interviews.

C. Facilitation of Strategic Discussion – Board Member Interviews

Mr. Bills of Confidence Consulting discussed the results of his interviews with each Board member and listed the top six areas that are most important to them. The Board discussed the list and compared them to the Board's Strategic Initiatives.

Mr. Bills asked the Board members several questions relating to the strategic initiatives, which facilitated a discussion on whether these initiatives currently met the Board's mission and vision. The Board members briefly discussed their code of ethics and whether it still reflects the Board's views.

There was no action.

D. Facilitation of Strategic Discussion – Strategic Priorities

Mr. Bills briefly discussed the importance of reviewing and updating strategic priorities to meet future goals and to adjust to trends that may be occurring in the industry.

Mr. Bills facilitated an exercise for the Board members which involved prioritizing the seven strategic initiatives by using the elimination process. Following the exercise, it was determined that top four strategic initiatives were, finances, people, services and technology. Based on this exercise, Mr. Bills suggested that staff revise the initiatives and present them to the Board for discussion. He noted that a 60 day timeframe is reasonable.

GM Bushee agreed to do so.

The Board recessed for lunch.

E. Review of Best Practices

Mr. Bills provided an overview of some of the best practices of Boards, along with several warning signs that will undermine the Board if left unresolved.

He followed up with a summary of the strategic planning session, noting the following important key conclusions:

- Support innovative ideas;
- Take appropriate risks if necessary, but weigh the advantages versus disadvantages of risks;
- Make decisions that do not compromise trust, ethics or overlook integrity;

- Continue to make a high level of commitment to the Board duties;
- Perform a Board self-evaluation process on a regular basis.

Director Omsted suggested that a facilitator would be needed if the Board performs a Board self-evaluation because this is a sensitive topic. Mr. Bills agreed that having a facilitator would help the process.

President Sullivan thanked everyone for their participation and asked if there were any additional closing statements before adjourning the meeting.

GM Bushee stated the meeting went well, noting that he learned what issues were most important to each Board member. He also indicated that this session helped everyone have a better understanding of the strategic core values and the priority of each one.

ASM LeMay, TSM Morishita, CPA Duffey, District Counsel Brechtel each stated how well the meeting went. They each noted that they learned important lessons throughout today's strategic planning session.

7. Adjournment

President Sullivan adjourned the meeting at 2:15 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 March 5, 2013

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held March 5, 2013 at 1:30 p.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 1:34 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: GM Paul Bushee, ASM Chuck LeMay, Executive Assistant Trisha Hill, Lois Humphreys and Jennifer Beales with TRG & Associates.

GM Bushee arrived at 1:45pm.

3. Public Comment

No public comment was received.

4. New Business

Director Omsted suggested that items 4B and 5A, review of Teacher Grant applications and the website update be moved forward for discussion. President Sullivan moved items 4B and 5A forward for discussion.

B. Review of Teacher Grant Applications.

The CAC reviewed the teacher grants applications and agreed that all three applications were qualified. The CAC recommended that staff present the teacher grant applications to the Board of Directors for approval at the March Board meeting. The three grants totaled \$2,988 and the FY 13 budget includes \$5,000 in funds for the grants.

5. Information Items

A. Website Update.

ASM LeMay presented the item stating that the District's website platform is outdated and difficult to update. In addition, there are few companies capable of providing support or maintenance. He stated that for those reasons, staff included in its 2013 tactical plan a goal of evaluating various website platforms. Staff asked TRG to assist with obtaining quotes to upgrade the website. He then introduced Ms. Humphreys to discuss the quotes that were received.

Ms. Humphreys stated that based on other customers recommendations, they contacted four website companies and requested quotes to update the District website. She indicated that Ms. Beales asked the companies to review the District's current website and provide quotes based on LWD's current website layout, along with other components of a new platform.

Ms. Beales noted that one company's quote was significantly lower than the other companies and she followed up with them to make sure they understood the scope of the work. She indicated that the company confirmed their quote.

GM Bushee stated that this item was presented to the CAC for information. He indicated staff plans to include funds in the Fiscal Year 2014 budget to update LWD's website.

4. New Business

A. Review the draft text of the spring 2013 newsletter.

Ms. Lois Humphreys presented the draft text of the 2013 spring newsletter. She stated that the main topic of the newsletter was changed to provide information about LWD as a Special District.

The CAC and staff suggested a few minor changes to the text. President Sullivan suggested that additional language should be added that informs customers about the reason(s) the County of San Diego didn't provide sewer service during the '60s.

Director Omsted suggested adding text that informs the public about the Batiquitos Lagoon Foundation's Eyes on Nest Program.

Ms. Humphreys noted the suggested edits and addition information. She indicated that TRG will begin the layout of the newsletter after they make the text revisions.

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

6. Directors' Comments

Director Omsted stated that his neighbor was having issues with their sewer lateral. He stated that he informed his neighbor of the District's lateral grant program. He also inquired about the possibility of starting a District program that would provide a coupon for an additional \$500 reimbursement for the lateral grant program. General Manager Bushee stated that staff would consider the pros and cons of amending the lateral grant program in such a manner.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Sullivan adjourned the meeting at 2:21 p.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 March 6, 2013

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Wednesday, March 6, 2013 at 8:30 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Juliussen called the meeting to order at 8:30 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; District Engineer Steve Deering; Robert Weber from Infrastructure Engineering Corporation.

3. Public Comment

No public comment was received.

4. New Business

- A. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$57,455.

TSM Morishita presented staff's recommendation. He noted that the objective of work is to:

- 1) Address problem areas associated with LWD's special maintenance action list;
- 2) Perform a trial pipeline lining project in the old Leucadia area that is experiencing root problems; and
- 3) Address other pipeline deficiencies in the system.

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

5. Information Items

- A. Batiquitos Pump Station Rehabilitation Project

TSM Morishita presented an update of the Batiquitos Pump Station Rehabilitation Project. He stated that the update included the installation of Pump Number 3 and starting the replacement of the Air Conditioning Units.

6. Director's Comments

None.

7. General Manager's Comments

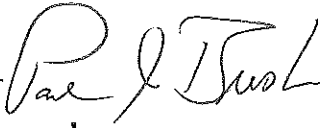
GM Bushee briefed the EC on the North San Diego County Regional Recycled Water Project (NSDCRRWP) contract with RMC to complete the Project Feasibility Study, Programmatic Environmental Impact Report and Public Information documents. The District's pro-rata share for the RMC agreement is approximately \$50,000 which is subject to reimbursement using State Proposition 84 funding. GM Bushee will request Board approval for this expenditure during the March 2013 Board Meeting. Additionally, the NSDCRRWP lobbying agreement with the Furman Group will be extended for one year. The District's share for the agreement extension is approximately \$15,000.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:12 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: March 7, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of February/March Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 1,491,779.56.
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months February 8, 2013 – March 7, 2013.

Operating expenses totaled \$182,029.24 while Capital Improvement Program expenses totaled \$1,215,836.00

Payroll for employees and the Board totaled \$ 93,914.32.

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

Attachment 1	Summary of Demands by Account February/March 2013
Attachment 2	Payroll Check Register dated February 14, 2013
Attachment 3	Payroll Check Register dated February 13, 2013
Attachment 4	Accounts Payable Check Register dated February 15, 2013
Attachment 5	Payroll Check Register dated February 20, 2013
Attachment 6	Accounts Payable Check Register dated March 1, 2013
Attachment 7	Board Payroll Check Register dated March 4, 2013
Attachment 8	Payroll Check Register dated March 6, 2013
Attachment 9	Accounts Payable Check Register dated March 6, 2013
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

March 13, 2013

1. Demands

Category	Check #'s	Amount	Total
Payroll Check -2/14/2013	16555 - 16572 Incentive	\$ 5,791.35	
Payroll Check-2/13/2013	16573 Incentive	\$ 842.98	
Payroll Check -2/20/2013	16574 - 16591	\$ 41,618.30	
Board Payroll Check -3/4/2013	16592 - 16596	\$ 2,677.64	
Payroll Check -3/6/2013	16597 - 16614	\$ 42,984.05	
	Total		\$93,914.32
General Checking -2/15/2013	43534 - 43572	\$ 1,267,331.80	
General Checking -3/1/2013	43573 - 43611	\$ 112,813.85	
General Checking -3/6/2013	43612 - 43637	\$ 17,719.59	
	Total		\$1,397,865.24
			\$1,491,779.56
	Grand Total		\$1,491,779.56
 <u>VOIDED CHECK</u>	 43461		 \$990.00 Reissued

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 14, 2013
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16555 - 16572	2/14/2013	\$5,791.35

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 13, 2013
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16573	2/13/2013	\$842.98

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43534- 2590	1	2/15/2013	10100 NAPA AUTO	120.88	126235
	1		47526 ANTIFREEZE @BPS	23.74	126930
	1		47527 PARTS		
43534- 2590	1	2/15/2013	Logged	*** Total ***	144.62
43535- 2590	2	2/15/2013	10128 THE LAWTON GROUP	324.00	49458
	2		47532 TEMP HOURS W/E 2/3/2013	324.00	
43535- 2590	2	2/15/2013	Logged	*** Total ***	
43536- 2590	3	2/15/2013	10167 ACACIA GASOLINE & CAR WASH	71.43	2659
	3		47474 OPEN PO-VEHCILE AND TRUCK FUEL	71.43	
43536- 2590	3	2/15/2013	Logged	*** Total ***	
43537- 2590	4	2/15/2013	11314 BERGELECTRIC CORP	181.40	13910.6TM-2
	4		47475 OPEN PO-ELECTRICAL REPAIRS	181.40	
43537- 2590	4	2/15/2013	Logged	*** Total ***	
43538- 2590	5	2/15/2013	12005 CSDA-SAN DIEGO CHAPTER	234.00	CSDA DINNER-213
	5		47517 CSDA QTRLY DINNER-FEB	234.00	
43538- 2590	5	2/15/2013	Logged	*** Total ***	
43539- 2590	6	2/15/2013	12028 CWEA-	80.00	120422005-G.M.
	6		47518 CWEA RENEWAL-COLLECTION-G.M.	75.00	110451007-2013
	6		47536 CWEA RENEWAL-PLANT MAINT-I.R.		
43539- 2590	6	2/15/2013	Logged	*** Total ***	155.00
43540- 2590	7	2/15/2013	12029 CWEA	140.00	7935-T.A.
	7		47519 CWEA RENEWAL-T.A.-2013	140.00	2550-K.B.
	7		47520 CWEA RENEWAL-K.B.-2013	140.00	8497-D.K.
	7		47521 CWEA RENEWAL-D.K.-2013		
43540- 2590	7	2/15/2013	Logged	*** Total ***	420.00
43541- 2590	8	2/15/2013	12112 JEFF BILLS	3,850.78	CC-2/4/13
	8		47479 OPEN PO-CONSULTING FEES	3,850.78	
43541- 2590	8	2/15/2013	Logged	*** Total ***	
43542- 2590	9	2/15/2013	12360 CITY OF CARLSBAD	229.46	103-JAN'13
	9		47499 WATER @ VACTOR	183.73	104-JAN'13
	9		47500 WATER @ VACTOR 2	413.19	
43542- 2590	9	2/15/2013	Logged	*** Total ***	
43543- 2590	10	2/15/2013	12514 CONEXIS	330.00	0113-0R5179
	10		47494 SEC 125 FLEXIBLE PLAN-JAN	330.00	
43543- 2590	10	2/15/2013	Logged	*** Total ***	
43544- 2590	11	2/15/2013	12578 COSTCO	220.00	APRIL-2013
	11		47525 MEMBERSHIP RENEWAL-2013	220.00	
43544- 2590	11	2/15/2013	Logged	*** Total ***	
43545- 2590	12	2/15/2013	12631 CORODATA	74.82	RS40000952
	12		47478 OPEN PO-STORAGE	74.82	
43545- 2590	12	2/15/2013	Logged	*** Total ***	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43546- 2590	13	2/15/2013	13014 DIAMOND ENVIRONMENTAL SERVICES		
	13		47482 2 PORTABLE RESTROOMS-COLLEC CR	204.35	32400971
43546- 2590	13	2/15/2013	Logged *** Total ***	204.35	
43547- 2590	14	2/15/2013	13072 DATA NET		
	14		47495 IS MAINT AND SUPPORT	562.50	9744594
	14		47497 IS MAINT AND SUPPORT	505.00	9744632
	14		47498 REPLACEMENT BATTERY	193.72	9744524
43547- 2590	14	2/15/2013	Logged *** Total ***	1,261.22	
43548- 2590	15	2/15/2013	13261 DEPT HEALTH SERVICES		
	15		47537 RENEWAL-D2 WATER CERT-I.R.	110.00	36400-I.R.-2013
43548- 2590	15	2/15/2013	Logged *** Total ***	110.00	
43549- 2590	16	2/15/2013	** unused **		
43550- 2590	17	2/15/2013	13822 DUDEK & ASSOCIATES		
	17		47492 GE/3252/854/BOUDIN BAKERY	480.00	20124526
	17		47501 GE/3252/855/L.C. TOWN	882.50	20130208
	17		47502 GE/3252/856/STARBUCKS	360.00	20130209
	17		47503 GE/3251/100/GRADING PLANS	90.00	201301944
	17		47504 GE/3252/584/L.C. CONDOS	806.09	20130196
	17		47505 GE/3252/596/ASTOR GARDENS	3,654.99	20130217
	17		47506 GE/3252/644/VULCAN	90.00	20130197
	17		47507 GE/3252/648/SHERIDEN RD	120.00	20130198
	17		47508 GE/3252/669/LEUCADIA GROVE	120.00	20130199
	17		47509 GE/3252/699/HYMETTUS	90.00	20130200
	17		47510 GE/3252/737/HADAYAT	615.00	20130201
	17		47511 GE/3252/753/L.C. CANYON	120.00	20130202
	17		47512 GE/3252/808/SEASIDE	90.00	20130203
	17		47513 GE/3252/816/L.C. GOLF	258.75	20130204
	17		47514 GE/3252/851/JEREZ CT	366.66	20130205
	17		47515 GE/3252/853/YOUNG ANNEX	1,200.00	20130206
	17		47516 GE/3252/854/BOUDIN	480.00	20130207
43550- 2590	17	2/15/2013	Logged *** Total ***	9,823.99	
43551- 2590	18	2/15/2013	15223 FEDERAL EXPRESS CORPORATION		
	18		47529 SHIPPING	141.25	217072938
43551- 2590	18	2/15/2013	Logged *** Total ***	141.25	
43552- 2590	19	2/15/2013	17247 U.S. HEALTH WORKS MEDICAL GROU		
	19		47476 OPEN PO- PHYSICALS	65.00	2226870-CA
43552- 2590	19	2/15/2013	Logged *** Total ***	65.00	
43553- 2590	20	2/15/2013	18561 U.S. BANK		
	20		47535 CONFERENCES, SUPPLIES, TRAININ	1,930.54	US BANK-1/22/13
43553- 2590	20	2/15/2013	Logged *** Total ***	1,930.54	
43554- 2590	21	2/15/2013	20011 JACKSDN & BLANC		
	21		47531 HVAC SERVICE	334.00	000168072
43554- 2590	21	2/15/2013	Logged *** Total ***	334.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43555- 2590	22	2/15/2013	22214 MITSUBISHI ELECTRIC & ELECTRON		
	22		47533 MAINT AND SERVICE-ELEVATOR	260.81	234510
43555- 2590	22	2/15/2013	Logged	*** Total ***	260.81
43556- 2590	23	2/15/2013	22355 MINUTEMAN PRESS		
	23		47528 ENVELOPES/PADS	183.29	2652667
43556- 2590	23	2/15/2013	Logged	*** Total ***	183.29
43557- 2590	24	2/15/2013	23111 JOHN WARNER SMITH		
	24		47534 BACKFLOW TESTING	405.00	NC FLOW-2/6/13
43557- 2590	24	2/15/2013	Logged	*** Total ***	405.00
43558- 2590	25	2/15/2013	24224 OFFICE DEPOT, INC.		
	25		47477 OPEN PO-OFFICE SUPPLIES	101.69	643736827001
43558- 2590	25	2/15/2013	Logged	*** Total ***	101.69
43559- 2590	26	2/15/2013	25032 PALOMAR WATER		
	26		47496 WATER FOR THE OFFICE	135.50	2513354
43559- 2590	26	2/15/2013	Logged	*** Total ***	135.50
43560- 2590	27	2/15/2013	25121 PCL CONSTRUCTION, INC		
	27		47489 BPS REHAB PROJECT	1,289,706.00	#08
	27		47491 RETENTION 10%	-128,970.60	RETENTION #8
43560- 2590	27	2/15/2013	Logged	*** Total ***	1,160,735.40
43561- 2590	28	2/15/2013	25260 PERS RETIREMENT		
	28		47522 EMPLOYEE RETIREMENT ENDING 1/2	13,598.87	DUE 2/19/13
	28		47523 BOARD RETIREMENT ENDING 1/31/1	293.61	DUE 3/2/13
43561- 2590	28	2/15/2013	Logged	*** Total ***	13,892.48
43562- 2590	29	2/15/2013	25260 PERS RETIREMENT		
	29		47524 EMPLOYEE RETIRE- ENDING 2/3/13	13,654.19	DUE 3/5/13
43562- 2590	29	2/15/2013	Logged	*** Total ***	13,654.19
43563- 2590	30	2/15/2013	25425 PLANT PEOPLE		
	30		47480 OPEN PO- CONTRACT-MAINTAIN PLA	158.00	2132554
43563- 2590	30	2/15/2013	Logged	*** Total ***	158.00
43564- 2590	31	2/15/2013	25618 PRIZM JANITORIAL SERVICES, INC		
	31		47488 OPEN PO-CONTRACT-JANITORIAL SE	1,281.15	7048
43564- 2590	31	2/15/2013	Logged	*** Total ***	1,281.15
43565- 2590	32	2/15/2013	27528 ROCKWELL CONSTRUCTION SERVICES		
	32		47486 LC PS ELECTRICAL/INSTRUMENT CM	312.50	455
43565- 2590	32	2/15/2013	Logged	*** Total ***	312.50
43566- 2590	33	2/15/2013	27729 RICHARD STINSON		
	33		47484 CONSTRUCTION MGMT BPS REHAB PR	21,000.00	#55
	33		47485 LANIKAI TRUNK SEWER LINING-CM	750.00	#55-
	33		47490 FORCE MAIN CIP	2,450.00	#55--
43566- 2590	33	2/15/2013	Logged	*** Total ***	24,200.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43567- 2590	34	2/15/2013	27914 RFYEAGER ENGINEERING		
	34		47487 FORCE MAIN CATHODIC PROTECTION	3,085.00	13028
43567- 2590	34	2/15/2013	Logged	*** Total ***	3,085.00
43568- 2590	35	2/15/2013	29814 TIERRA VERDE RESOURCES, INC		
	35		47483 INSTALL MULCH IN PLANTER BEDS	2,500.00	058181
43568- 2590	35	2/15/2013	Logged	*** Total ***	2,500.00
43569- 2590	36	2/15/2013	30515 UNIFIRST CORPORATION		
	36		47481 OPEN PO-CONTRACT-UNIFORMS	188.44	3601008875
43569- 2590	36	2/15/2013	Logged	*** Total ***	188.44
43570- 2590	37	2/15/2013	30551 CARLSBAD FUELS CORPORATION		
	37		47473 OPEN PO-VEHICLE/TRUCK FUELS	2,142.10	20130206
43570- 2590	37	2/15/2013	Logged	*** Total ***	2,142.10
43571- 2590	38	2/15/2013	32017 WARMINGTON HOMES		
	38		47530 REIMBURSE DEV #808	16,124.06	WR-808
43571- 2590	38	2/15/2013	Logged	*** Total ***	16,124.06
43572- 2590	39	2/15/2013	32500 WORDEN WILLIAMS, APC		
	39		47493 LEGAL FEES-JAN	7,682.60	32312
43572- 2590	39	2/15/2013	Logged	*** Total ***	7,682.60
				.00	
** Total check discount **				.00	
** Total check amount **				1,267,331.80	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: February 20, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16574 - 16591	2/20/2013	\$41,618.30

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43573- 2591	1	3/01/2013	10128 THE LAWTON GROUP		
	1		47588 TEMP HOURS W/E 2/10/13	216.00	49483
	1		47594 TEMP HRS W/E 2/17/13	324.00	49550
43573- 2591	1	3/01/2013	Logged *** Total ***	540.00	
43574- 2591	2	3/01/2013	10570 ANTIMITE TERMITE & PEST CONTRO		
	2		47567 PEST SERVICE-FEB	53.00	ANT-2/15/13
43574- 2591	2	3/01/2013	Logged *** Total ***	53.00	
43575- 2591	3	3/01/2013	11314 BERGELECTRIC CORP		
	3		47550 OPEN PO-ELECTRICAL REPAIRS	266.40	13910.6TM-3
43575- 2591	3	3/01/2013	Logged *** Total ***	266.40	
43576- 2591	4	3/01/2013	11431 BLACK & VEATCH CORPORATION		
	4		47592 FINANCIAL PLAN CONSULTING	7,240.00	1155490
43576- 2591	4	3/01/2013	Logged *** Total ***	7,240.00	
43577- 2591	5	3/01/2013	12029 CWEA		
	5		47589 RENEWAL -C.F. CWEA-2013	140.00	2286-2013
43577- 2591	5	3/01/2013	Logged *** Total ***	140.00	
43578- 2591	6	3/01/2013	13072 DATA NET		
	6		47557 MICROSOFT SERVER AND USER LICE	1,563.44	9744719
	6		47561 IS MAINT AND SUPPORT	185.00	9744664
43578- 2591	6	3/01/2013	Logged *** Total ***	1,748.44	
43579- 2591	7	3/01/2013	13610 DRAGER SAFETY, INC.		
	7		47556 SCBA ANNUAL, QUANTITIVE TESTIN	911.52	90856098
43579- 2591	7	3/01/2013	Logged *** Total ***	911.52	
43580- 2591	8	3/01/2013	13822 DUDEK & ASSOCIATES		
	8		47601 GE/CIP/JAN/200/326/328/332/335	16,027.50	20130099
43580- 2591	8	3/01/2013	Logged *** Total ***	16,027.50	
43581- 2591	9	3/01/2013	16524 GUILLERMO MORATORIO		
	9		47553 LATERAL REIMBURSEMENT	1,817.50	MORATORIO
43581- 2591	9	3/01/2013	Logged *** Total ***	1,817.50	
43582- 2591	10	3/01/2013	16603 W. W. GRAINGER, INC		
	10		47564 PRESSURE GAUGE	125.60	9071745575
43582- 2591	10	3/01/2013	Logged *** Total ***	125.60	
43583- 2591	11	3/01/2013	16806 THE GUARDIAN		
	11		47597 DENTAL/DISABILITY INS-MARCH	4,082.56	324226-3/13
43583- 2591	11	3/01/2013	Logged *** Total ***	4,082.56	
43584- 2591	12	3/01/2013	17058 JUDY HANSON		
	12		47591 REIMBURSE J.H. FOR CONF	694.07	CASA-INDIANWELL
43584- 2591	12	3/01/2013	Logged *** Total ***	694.07	
43585- 2591	13	3/01/2013	17060 HARTFORD LIFE & ACCIDENT INS.		
	13		47600 LIFE INS-MARCH	362.10	6221962-1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43585-	2591	13	3/01/2013 Logged	*** Total ***	362.10
43586-	2591	14	3/01/2013 18150 ICMA RETIREMENT-303979		
		14	47568 DEFERRED COMP-ICMA	3,283.80	ICMA-2/20/13
43586-	2591	14	3/01/2013 Logged	*** Total ***	3,283.80
43587-	2591	15	3/01/2013 18212 INFRASTRUCTURE ENGINEERING COR		
		15	47543 CONTRACT-BPS ENGINEERING SERVI	5,108.10	6746
		15	47545 L1 FORCE MAIN CORROSION EVALUA	1,462.50	6748
		15	47572 CONTRACT LANAKAI TRUNK	1,282.50	6749
43587-	2591	15	3/01/2013 Logged	*** Total ***	7,853.10
43588-	2591	16	3/01/2013 18212 INFRASTRUCTURE ENGINEERING COR		
		16	47544 LPS GENERATOR REPLACEMENT-CONT	3,622.50	6747
43588-	2591	16	3/01/2013 Logged	*** Total ***	3,622.50
43589-	2591	17	3/01/2013 18711 I28 NETWORKS, INC		
		17	47552 CONTRACT-1 YR OF WEB CAM @BPS	160.00	18554
43589-	2591	17	3/01/2013 Logged	*** Total ***	160.00
43590-	2591	18	3/01/2013 23068 NATIONWIDE RETIREMENT SOLUTION		
		18	47569 DEFERRED COMP-NATIONWIDE	216.25	NATION-2/20/13
43590-	2591	18	3/01/2013 Logged	*** Total ***	216.25
43591-	2591	19	3/01/2013 24224 OFFICE DEPOT, INC.		
		19	47549 OPEN PO-OFFICE SUPPLIES	73.90	644966882001
		19	47558 OPEN PO-OFFICE SUPPLIES	164.52	645422129001
43591-	2591	19	3/01/2013 Logged	*** Total ***	238.42
43592-	2591	20	3/01/2013 24440 OLIVENHAIN MUNICIPAL WATER DIS		
		20	47571 WATER @ EEPS	34.89	74497636-1/13
43592-	2591	20	3/01/2013 Logged	*** Total ***	34.89
43593-	2591	21	3/01/2013 24528 DONALD OMSTED		
		21	47590 REIMBURSE D.O. FOR CASA CONF	77.97	CASA-INDIAN
43593-	2591	21	3/01/2013 Logged	*** Total ***	77.97
43594-	2591	22	3/01/2013 25010 AT&T		
		22	47563 OFFICE ELEVATOR PHONE	193.54	6333461-2/13
		22	47593 ODOR CONTROL MODEM	47.27	4009-2/13
43594-	2591	22	3/01/2013 Logged	*** Total ***	240.81
43595-	2591	23	3/01/2013 25018 MES VISION		
		23	47595 VISION INS-MARCH	378.06	130392183001
43595-	2591	23	3/01/2013 Logged	*** Total ***	378.06
43596-	2591	24	3/01/2013 25261 PUBLIC EMPLOYEES HEALTH		
		24	47598 BRD HEALTH INS-MARCH	2,698.43	13942973-MARCH
43596-	2591	24	3/01/2013 Logged	*** Total ***	2,698.43
43597-	2591	25	3/01/2013 25261 PUBLIC EMPLOYEES HEALTH		
		25	47599 EMPLOYEES HEALTH INS-MARCH	24,956.93	100000013942973

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
43597-	2591	25	3/01/2013	Logged	*** Total ***	24,956.93
43598-	2591	26	3/01/2013	25265 PEP BOYS		
		26		47586 PARTS	14.67	07011000052
43598-	2591	26	3/01/2013	Logged	*** Total ***	14.67
43599-	2591	27	3/01/2013	25325 PIPE TOOLS SPECIALITIES		
		27		47551 SET OF TRACKS FOR CCTV VAN	660.60	2342
43599-	2591	27	3/01/2013	Logged	*** Total ***	660.60
43600-	2591	28	3/01/2013	26804 QUALITY CHEVROLET		
		28		47554 OPEN PO-VEHICLE/TRUCK MAINT/RE	588.93	CTCS443927
43600-	2591	28	3/01/2013	Logged	*** Total ***	588.93
43601-	2591	29	3/01/2013	28020 SAN DIEGO GAS AND ELECTRIC		
		29		47573 ELECTRIC @ DIANA PS	421.12	2208-2/13
		29		47574 ELECTRIC @ AVOCADO PS	121.10	6524-2/13/13
		29		47575 ELECTRIC @ SPS	676.62	2278-2/12/13
		29		47576 ELECTRIC @ VP7	132.77	2554-2/12/13
		29		47577 GAS @ OFFICE	275.05	7294-2/12/13
		29		47578 ELECTRIC @ LCPS	894.14	5295-2/12/13
		29		47579 ELECTRIC @ RVPS	118.39	3218-2/12/13
		29		47580 ELECTRIC @ BPS	5,951.95	BPS-2/14/13
		29		47581 ELECTRIC @ EEPS	319.55	EEPS-2/13/13
		29		47582 ELECTRIC @ VP5	260.91	3154-2/11/13
		29		47583 ELECTRIC @ E. ESTATES PS	600.03	EE-2/11/13
		29		47584 NAT GAS @ EE	1.07	4741-2/11/13
43601-	2591	29	3/01/2013	Logged	*** Total ***	9,772.70
43602-	2591	30	3/01/2013	28020 SAN DIEGO GAS AND ELECTRIC		
		30		47585 ELECTRIC @ LPS/OFFICE	10,453.62	6377-2/11/13
43602-	2591	30	3/01/2013	Logged	*** Total ***	10,453.62
43603-	2591	31	3/01/2013	29225 TELEPACIFIC COMMUNICATIONS		
		31		47562 PHONE SYSTEM	999.90	43865275-0
43603-	2591	31	3/01/2013	Logged	*** Total ***	999.90
43604-	2591	32	3/01/2013	29630 TRI COMMUNITY ANSWERING SERVIC		
		32		47566 ANSWERING SERVICE-FEB	90.00	TRI-2/20/2013
43604-	2591	32	3/01/2013	Logged	*** Total ***	90.00
43605-	2591	33	3/01/2013	29814 TIERRA VERDE RESOURCES, INC		
		33		47547 LANDSCAPE MAINTENANCE SERVICES	730.00	058231
43605-	2591	33	3/01/2013	Logged	*** Total ***	730.00
43606-	2591	34	3/01/2013	30515 UNIFIRST CORPORATION		
		34		47548 OPEN PO-CONTRACT-UNIFORMS	182.44	3601010771
		34		47559 OPEN PO-CONTRACT-UNIFORMS	41.83	3601009359
		34		47560 OPEN PO-CONTRACT-UNIFORMS	180.71	3601012720
43606-	2591	34	3/01/2013	Logged	*** Total ***	404.98
43607-	2591	35	3/01/2013	30560 UNITED PARCEL		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	35		47596 SHIPPING	31.50	000025YY37083
43607- 2591	35	3/01/2013	Logged	*** Total ***	31.50
43608- 2591	36	3/01/2013	30580 UNITED WAY		
	36		47570 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-2/20/13
43608- 2591	36	3/01/2013	Logged	*** Total ***	10.00
43609- 2591	37	3/01/2013	30723 SIEMENS INDUSTRY, INC.		
	37		47546 OPEN PO-BIOXIDE	7,326.34	901110956
43609- 2591	37	3/01/2013	Logged	*** Total ***	7,326.34
43610- 2591	38	3/01/2013	31232 VERIZON WIRELESS		
	38		47565 CELL PHONE CHARGES	586.30	1162174705
43610- 2591	38	3/01/2013	Logged	*** Total ***	586.30
43611- 2591	39	3/01/2013	32347 OEXTER WILSON ENGINEERING		
	39		47555 HARD COPIES OF ASSET MGMT PLAN	685.71	0113.15.2312B
	39		47587 ASSET MGMT PLAN	2,688.75	0113.15.2312A
43611- 2591	39	3/01/2013	Logged	*** Total ***	3,374.46
				.00	
** Total check discount **				.00	
** Total check amount **				112,813.85	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: March 4, 2013

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16592 - 16596	3/4/2013	\$2,677.64

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
43612- 2592	1	3/06/2013	10128 THE LAWTON GROUP		
	1		47614 TEMP HRS W/E 2/24/13	216.00	49574
43612- 2592	1	3/06/2013	Logged *** Total ***	216.00	
43613- 2592	2	3/06/2013	10221 ADS LLC		
	2		47605 CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-0213
43613- 2592	2	3/06/2013	Logged *** Total ***	3,570.00	
43614- 2592	3	3/06/2013	11872 PAUL BUSHEE		
	3		47611 REIMBURSE P.B. FOR CASA-WDC	993.36	PB-CASA-WDC
43614- 2592	3	3/06/2013	Logged *** Total ***	993.36	
43615- 2592	4	3/06/2013	12510 WASTE MANAGEMENT		
	4		47616 TRASH SERVICE	231.80	10975260274
43615- 2592	4	3/06/2013	Logged *** Total ***	231.80	
43616- 2592	5	3/06/2013	12529 CO'S TRAFFIC CONTROL, INC		
	5		47604 OPEN PO-TRAFFIC CONTROL	1,050.00	00040358
43616- 2592	5	3/06/2013	Logged *** Total ***	1,050.00	
43617- 2592	6	3/06/2013	13128 DESIGNS BY THE SEA		
	6		47613 REPAIR TO WOMENS BATHROOM	158.88	10644
43617- 2592	6	3/06/2013	Logged *** Total ***	158.88	
43618- 2592	7	3/06/2013	13636 ALLIANT INSURANCE SERVICES, IN		
	7		47610 RENEWAL MASTER CRIME POLICY-13	338.00	108108
43618- 2592	7	3/06/2013	Logged *** Total ***	338.00	
43619- 2592	8	3/06/2013	16021 GREAT AMERICA FINANCIAL SERVIC		
	8		47620 COPIER LEASE	1,056.30	13407118
43619- 2592	8	3/06/2013	Logged *** Total ***	1,056.30	
43620- 2592	9	3/06/2013	18576 INTERSTATE BATTERIES OF SAN DI		
	9		47632 BATTERIES	86.18	83005414
43620- 2592	9	3/06/2013	Logged *** Total ***	86.18	
43621- 2592	10	3/06/2013	22214 MITSUBISHI ELECTRIC & ELECTRON		
	10		47630 ELEVATOR MAINT AND SERVICE	260.81	235370
43621- 2592	10	3/06/2013	Logged *** Total ***	260.81	
43622- 2592	11	3/06/2013	22361 TRISHA HILL		
	11		47612 REIMBURSE TH FOR CONF	137.41	TH-CSDA BRD
43622- 2592	11	3/06/2013	Logged *** Total ***	137.41	
43623- 2592	12	3/06/2013	23068 NATIONWIDE RETIREMENT SOLUTIDN		
	12		47624 DEFERRED COMP-NATIONWIDE	216.25	NATION-3/6/13
43623- 2592	12	3/06/2013	Logged *** Total ***	216.25	
43624- 2592	13	3/06/2013	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	13		47619 WATER @ VACTOR	250.90	06001551-3/13
	13		47633 WATER @ TRAVELING 2	210.98	544310-3/1/13
	13		47634 WATER @ VP7 PS	34.89	026000-3/1/2013

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
	13		47635	WATER @ E. ESTATES	34.89	214000-3/1/13
	13		47636	WATER @ VP5PS	34.89	148700-3/1/13
43624- 2592	13	3/06/2013	Logged	*** Total ***	566.55	
43625- 2592	14	3/06/2013	25010	AT&T		
	14		47617	PHONE @ BPS	117.60	BPS-FEB
	14		47627	DIAL IN MODEM-NEW	158.47	MODEM-2/20/13
	14		47628	DIAL IN MODEM-OLD	172.58	6327047-0062
43625- 2592	14	3/06/2013	Logged	*** Total ***	448.65	
43626- 2592	15	3/06/2013	25072	RICK PATECELL		
	15		47346	OPEN PO-SCADA SUPPORT @ BPS/AW	990.00	1864
	15		47609	OPEN PO-SCADA SUPPORT @ BPS/AW	340.00	1864-
43626- 2592	15	3/06/2013	Logged	*** Total ***	1,330.00	
43627- 2592	16	3/06/2013	25265	PEP BOYS		
	16		47615	SUPPLIES	146.77	0701100034
43627- 2592	16	3/06/2013	Logged	*** Total ***	146.77	
43628- 2592	17	3/06/2013	25425	PLANT PEOPLE		
	17		47607	OPEN PO- CONTRACT-MAINTAIN PLA	158.00	3132725
43628- 2592	17	3/06/2013	Logged	*** Total ***	158.00	
43629- 2592	18	3/06/2013	27528	ROCKWELL CONSTRUCTION SERVICES		
	18		47631	BPS REHAB SERVICES	2,250.00	458
43629- 2592	18	3/06/2013	Logged	*** Total ***	2,250.00	
43630- 2592	19	3/06/2013	28070	SAN DIEGUITO WATER DISTRICT		
	19		47618	WATER @ BPS	153.43	731331527-BPS
	19		47622	WATER @ TANKER-TK896	55.72	TK896-2/27/13
	19		47623	WATER @ TANKER-TK645	115.42	TK645-2/27/13
43630- 2592	19	3/06/2013	Logged	*** Total ***	324.57	
43631- 2592	20	3/06/2013	28705	STATE BOARD OF EQUALIZATION		
	20		47629	ST BRRD EQUALIZATION-CHARLES A	300.00	CHARLES ANNEX
43631- 2592	20	3/06/2013	Logged	*** Total ***	300.00	
43632- 2592	21	3/06/2013	29716	TRG & ASSOCIATES		
	21		47608	OPEN PO- CONTRACT-PUBLIC INFOR	3,427.50	19-1313
43632- 2592	21	3/06/2013	Logged	*** Total ***	3,427.50	
43633- 2592	22	3/06/2013	30515	UNIFIRST CORPORATION		
	22		47606	OPEN PO-CONTRACT-UNIFORMS	182.44	3601014654
43633- 2592	22	3/06/2013	Logged	*** Total ***	182.44	
43634- 2592	23	3/06/2013	30520	UNDERGROUND SERVICE ALERT DF		
	23		47626	UNDERGROUND SERVICE ALERT	142.50	220130372
43634- 2592	23	3/06/2013	Logged	*** Total ***	142.50	
43635- 2592	24	3/06/2013	30580	UNITED WAY		
	24		47625	EMPLOYEE CONTRIBUTIONS	10.00	UNITED-3/6/13
43635- 2592	24	3/06/2013	Logged	*** Total ***	10.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
43636-	2592	25	3/06/2013	31232 VERIZON WIRELESS		
		25		47621 CELL PHONE	49.21	97005268B0
43636-	2592	25	3/06/2013	Logged	*** Total ***	49.21
43637-	2592	26	3/06/2013	33227 XEROX CORPORATION		
		26		47603 OPEN PO-SERVICE/MAINT	68.41	066806483
43637-	2592	26	3/06/2013	Logged	*** Total ***	68.41
					.00	
** Total check discount **					.00	
** Total check amount **					17,719.59	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 6, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16597 - 16614	3/6/2013	\$42,984.05

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

<u>FEBRUARY</u>		2012		
2/2/2012	Board			\$4,755.23
2/3/2012	Employee	Incentive		\$1,860.01
2/8/2012	Employee			\$41,022.52
2/9/2012	Employee	Incentive		\$3,856.19
2/22/2012	Employee			<u>\$40,771.56</u>
	TOTAL			\$92,265.51
<u>MARCH</u>				
3/2/2012	Board			\$4,000.82
3/7/2012	Employee			\$41,562.78
3/15/2012	Employee	Incentive		\$6,745.46
3/21/2012	Employee			<u>\$40,896.30</u>
	TOTAL			\$93,205.36
<u>APRIL</u>				
4/2/2012	Board			\$3,968.57
4/4/2012	Employee			\$41,613.26
4/18/2012	Employee			<u>\$40,110.91</u>
	TOTAL			\$85,692.74
<u>MAY</u>				
5/2/2012	Employee			\$42,097.91
5/4/2012	Board			\$4,707.39
5/9/2012	Employee	Incentive		\$5,061.27
5/11/2012	Employee			\$9,977.48
5/16/2012	Employee			\$39,446.45
5/30/2012	Employee			<u>\$40,040.64</u>
	TOTAL			\$141,331.14
<u>JUNE</u>				
6/1/2012	Board			\$5,475.03
6/13/2012	Employee			\$40,681.40
6/20/2012	Employee	Incentive		\$1,862.00
6/27/2012	Employee			<u>\$39,435.84</u>
	TOTAL			\$87,454.27
<u>JULY</u>				
7/2/2012	Board			\$1,945.37
7/11/2012	Employee			\$40,854.29
7/12/2012	Employee	Incentive		\$471.75
7/25/2012	Employee			<u>\$42,637.62</u>
	TOTAL			\$85,909.03
<u>AUGUST</u>				
8/1/2012	Board			\$785.47
8/8/2012	Employee			\$41,296.94
8/16/2012	Employee	Incentive		\$7,868.47
8/22/2012	Employee			<u>\$40,720.55</u>
	TOTAL			\$90,671.43

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

2013

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

FEBRUARY

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

MARCH

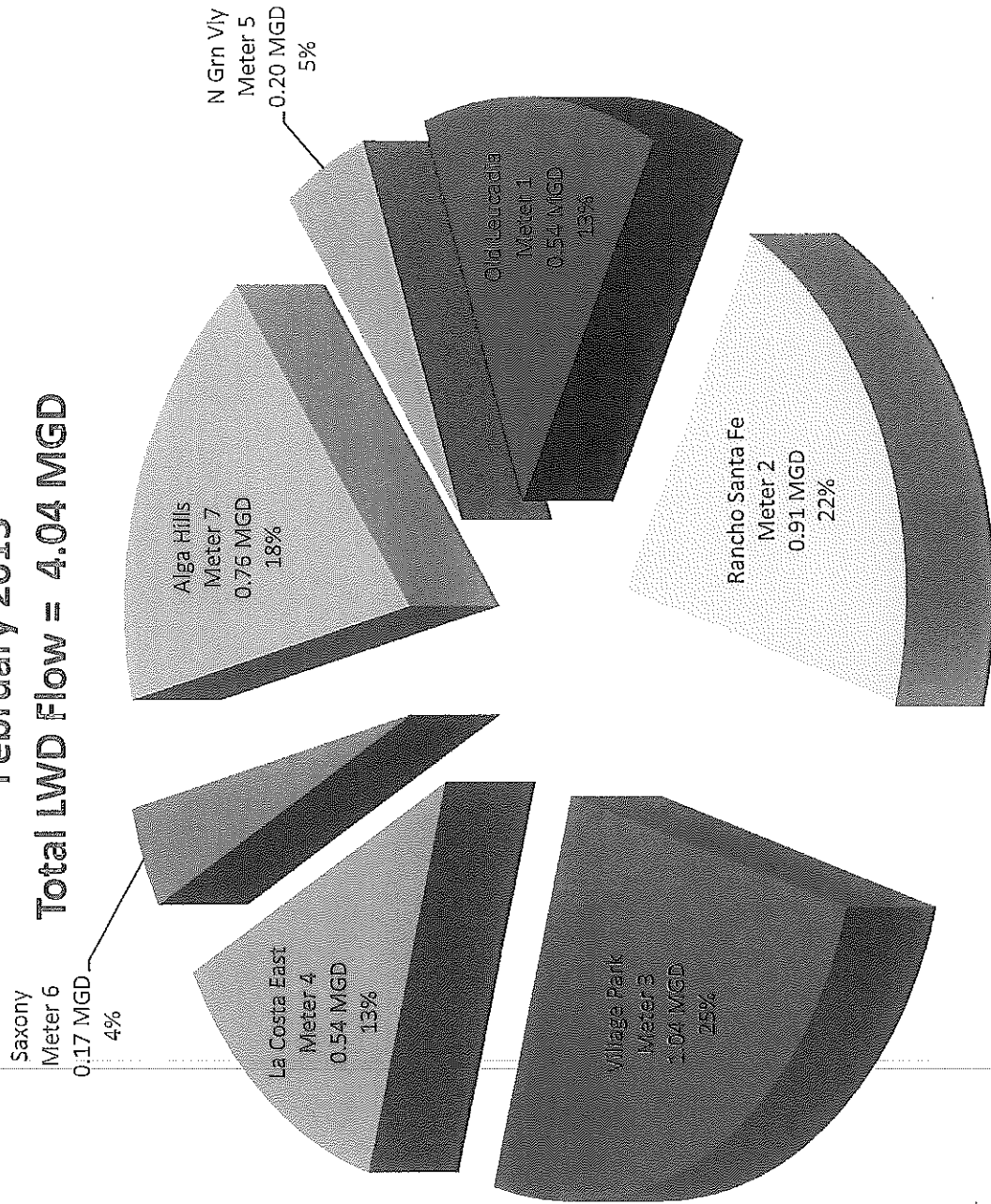
3/4/2013	Board		\$2,677.64
3/6/2013	Employee		<u>\$42,984.05</u>
	TOTAL		\$45,661.69

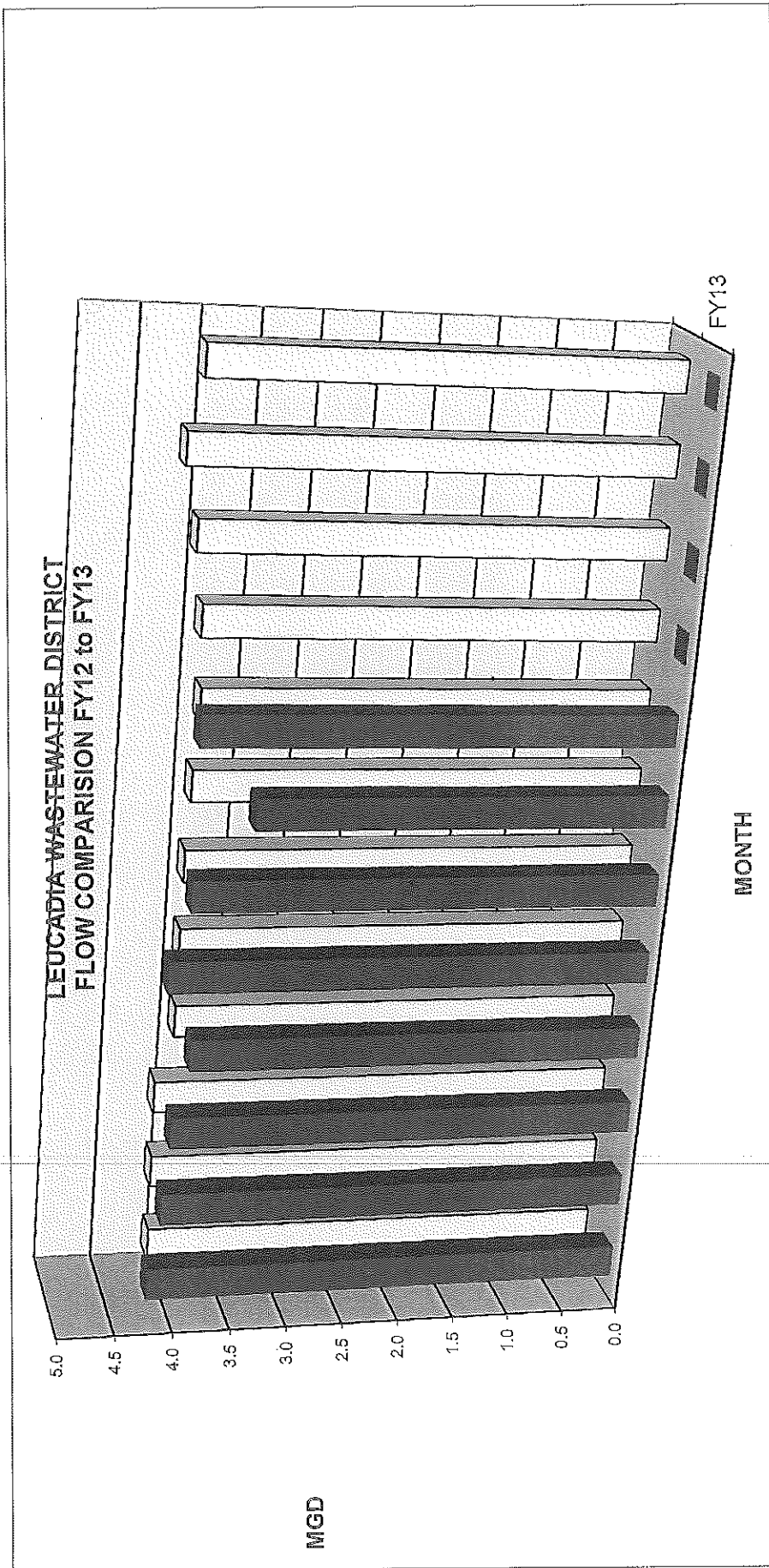
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2012-2013**

CURRENT MONTH - February 2013										FY 2011-2012	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,854	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0.0	130.45	1	4.21	151	40.58	4.08				
YTD	0.0	130.45	27,855				4.09				
AUGUST	0.0	127.75	1	4.12	148	40.74	4.10				
YTD	0.0	258.20	27,856				3.96				
SEPTEMBER	0.0	122.40	0	4.08	146	47.77	3.96				
YTD	0.0	250.15	27,856				3.96				
OCTOBER	0.32	122.45	2	3.95	142	18.33	3.96				
YTD	0.32	244.85	27,858				3.94				
NOVEMBER	0.55	125.40	0	4.18	150	13.62	3.91				
YTD	0.55	247.85	27,858				3.94				
DECEMBER	1.97	124.74	1	4.02	144	0.00	4.02				
YTD	1.97	250.14	27,859				4.02				
JANUARY	1.21	109.74	2	3.54	127	0.00	3.94				
YTD	1.21	234.48	27,861				3.91				
FEBRUARY	0.45	113.12	6	4.04	145	4.02	3.94				
YTD	0.45	222.86	27,907				4.02				
MARCH							4.02				
YTD							4.15				
APRIL							4.04				
YTD							4.04				
MAY							4.04				
YTD							4.04				
JUNE							4.04				
YTD							4.04				
Annual Total	4.51	976.05	13	4.02	144	165.06	4.01				
Mo Average	0.56	122.01	2	4.02	144	20.63	4.01				

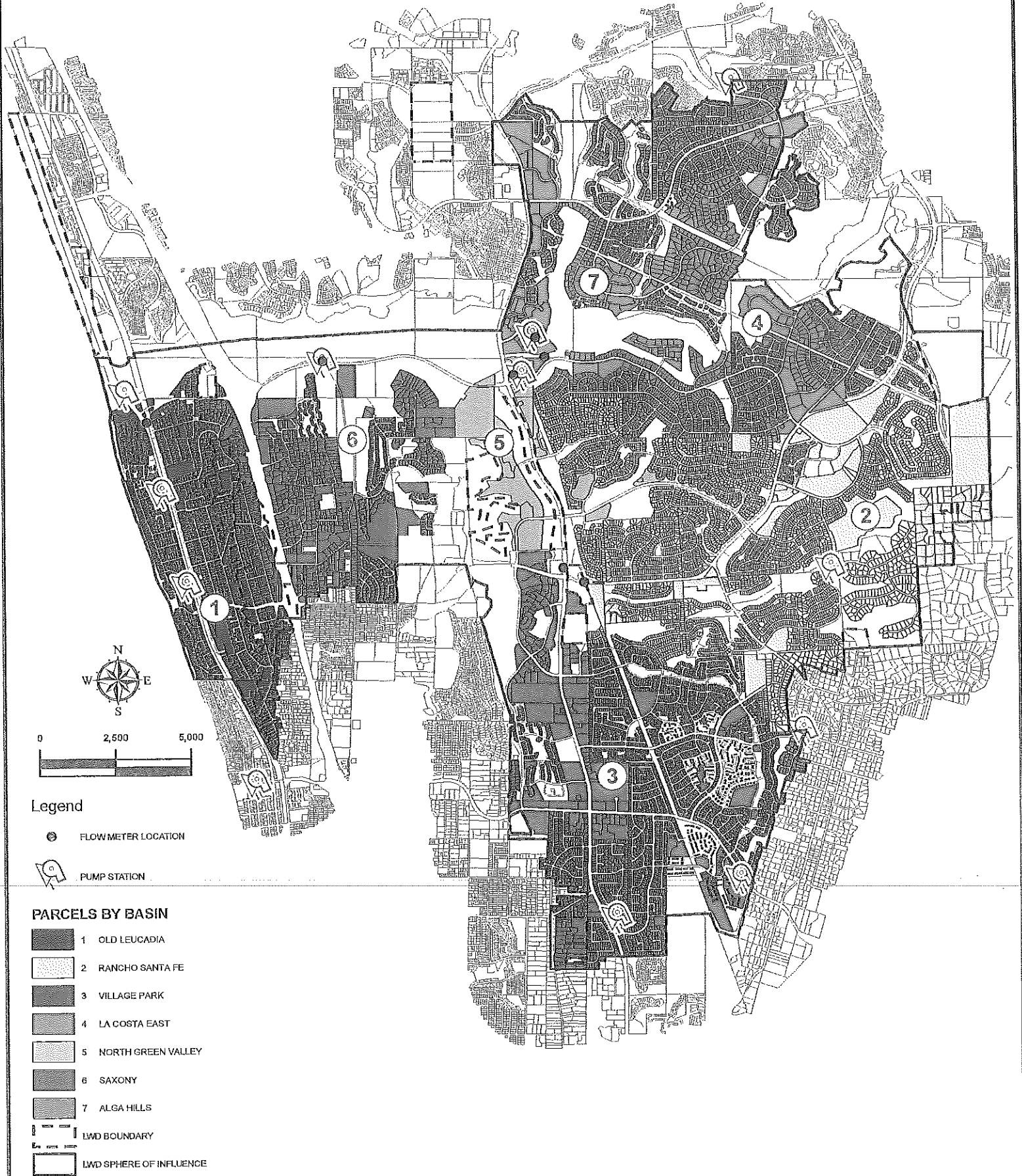
operations report

LWD Flows by Sub-Basin February 2013 Total LWD Flow = 4.04 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 February 28, 2013

ASSETS	
Cash and Investment Pools	\$ 28,532,893.30
Investments	8,078,575.73
Accounts Receivable	201,500.87
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	669,762.23
Capital Assets	130,025,376.17
Less Accumulated Depreciation	(45,181,048.96)
TOTAL ASSETS	\$ 123,233,908.34
LIABILITIES	
Accounts Payable and Accrued Expenses	466,696.73
Developer Deposits	290,035.94
TOTAL LIABILITIES	\$ 756,732.67
NET ASSETS	
Net Investment in Capital Assets	86,970,327.21
Restricted Reserves	2,326,289.56
Unrestricted Operating Reserve	2,248,650.77
Unrestricted Non-Operating Reserves (Designated)	27,180,030.62
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(3,748,122.49)
TOTAL NET ASSETS	\$ 122,477,175.67

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenues and Expenses (YTD Through 2/28/2013) with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 4,127,263.85	\$ 7,178,754.00	3,051,490.15	57.5%
RECLAIMED WATER SALES	3150	208,246.41	479,000.00	270,753.59	43.5%
OTHER OPERATING INCOME		27,640.03	192,126.00	164,485.97	14.4%
TOTAL OPERATING REVENUE		\$ 4,363,150.29	\$ 7,849,880.00	\$ 3,486,729.71	55.6%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 1,421,799.58	\$ 2,313,265.00	\$ 891,465.42	61.5%
BOARD EXPENSES AND ELECTION	4300 & 4400	104,798.84	163,700.00	58,901.16	64.0%
DEPRECIATION EXPENSE	4510	2,126,000.00	-	(2,126,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,236,028.00	1,236,028.00	n/a
FUELS	4600	25,925.33	58,500.00	32,574.67	44.3%
INSURANCE	4700	82,982.41	117,000.00	34,017.59	70.9%
MEMBERSHIP & DUES	4800	23,812.20	24,800.00	987.80	96.0%
OFFICE EXPENSE	4900	58,096.26	105,350.00	47,253.74	55.1%
OPERATING SUPPLIES	5000	125,905.40	218,100.00	92,194.60	57.7%
PROFESSIONAL SERVICES	5200	282,635.39	564,500.00	281,864.61	50.1%
PRINTING & PUBLISHING	5300	9,614.21	32,000.00	22,385.79	30.0%
RENTS & LEASES	5400	17,356.24	18,000.00	643.76	96.4%
REPAIR & MAINTENANCE	5500	159,923.19	332,050.00	172,126.81	48.2%
MONITORING & PERMITTING	5600	35,363.20	45,100.00	9,736.80	78.4%
TRAINING & DEVELOPMENT	5700	26,601.96	41,400.00	14,798.04	64.3%
UTILITIES	5900	200,953.31	421,100.00	220,146.69	47.7%
LAFCO OPERATIONS	6100	6,123.00	6,200.00	77.00	98.8%
ENCINA	6200	821,187.44	1,945,827.00	1,124,639.56	42.2%
TOTAL OPERATING EXPENSES		\$ 5,529,077.96	\$ 7,642,920.00	\$ 2,113,842.04	72.3%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 48,516.00	\$ 111,960.00	\$63,444.00	43.3%
PROPERTY TAXES	3220	689,362.03	1,200,000.00	510,637.97	57.4%
INTEREST INCOME	3250	177,157.00	290,000.00	112,843.00	61.1%
OTHER NON OPERATING INCOME		137,442.66	67,859.00	(69,583.66)	202.5%
TOTAL NON OPERATING REVENUES		\$ 1,052,477.69	\$ 1,669,819.00	\$617,341.31	63.0%

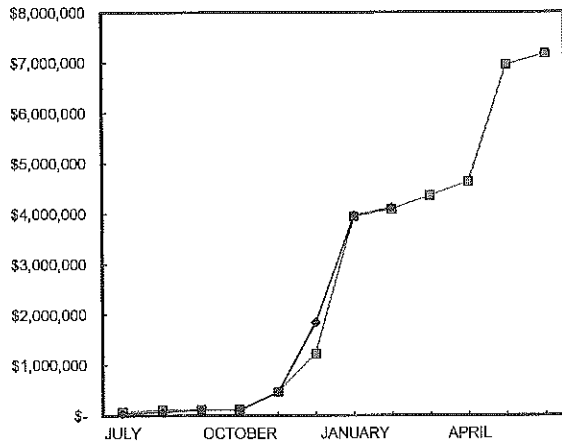
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

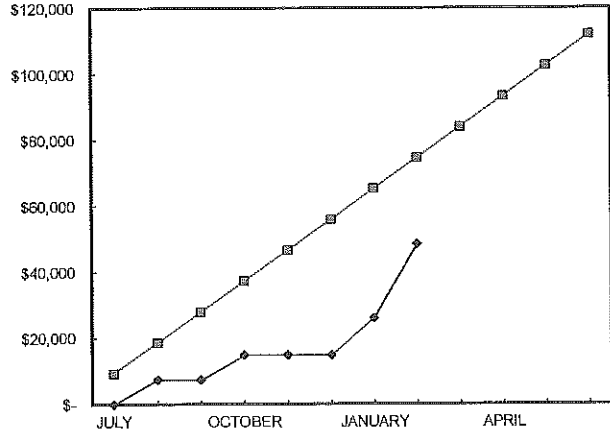
Revenue FY 2013

YTD through February 28, 2013

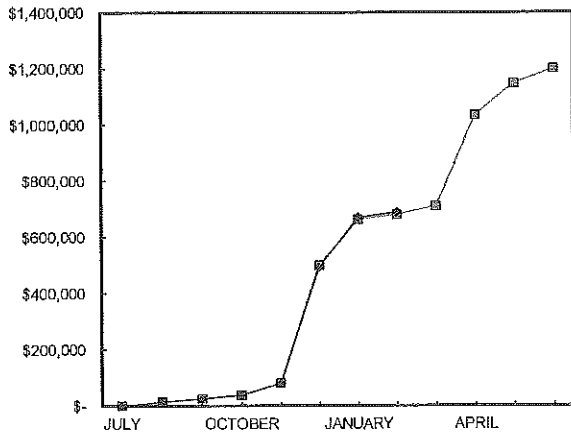
Sewer Service Fees



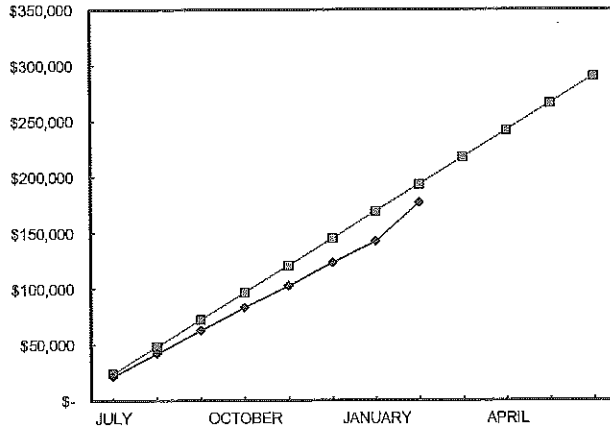
Capacity Charges



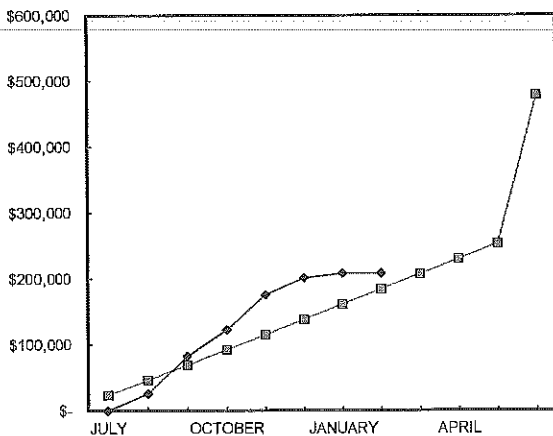
Property Taxes



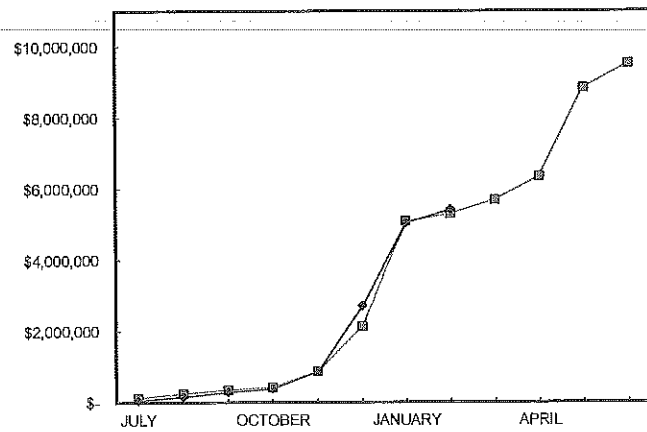
Investment Income



Recycled Wastewater



Total Revenue



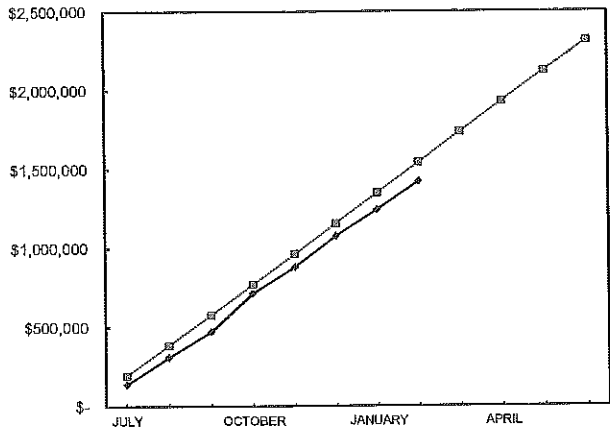
—□— Budget —◆— Actual

—□— Budget —◆— Actual

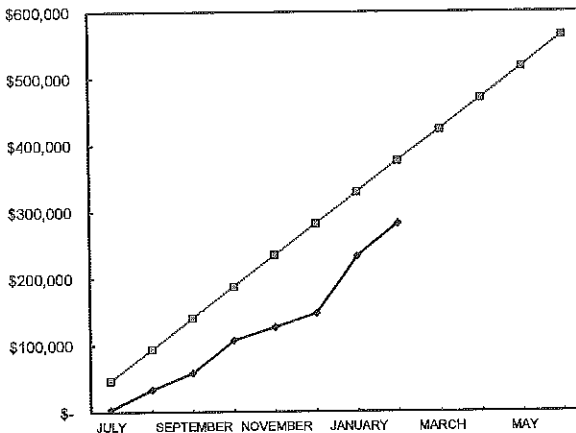
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2013 YTD through February 28, 2013

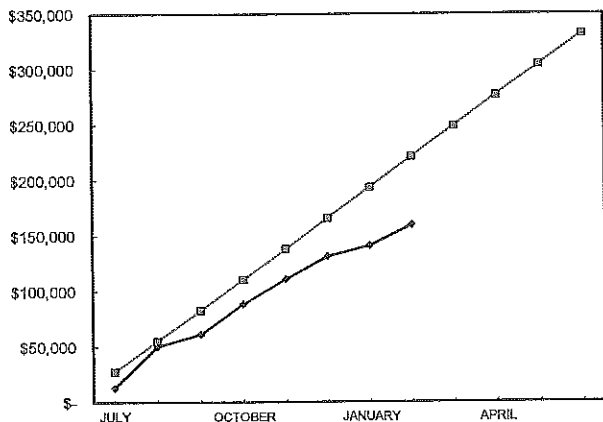
Salaries and Benefits



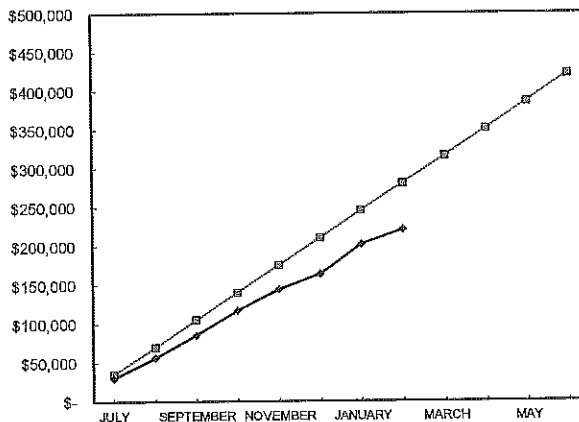
Professional Services



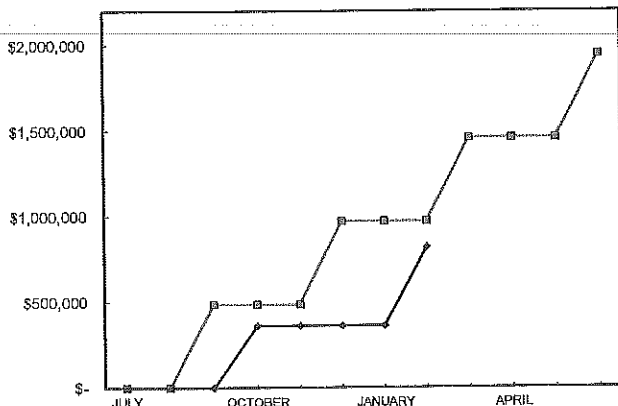
Repairs & Maintenance



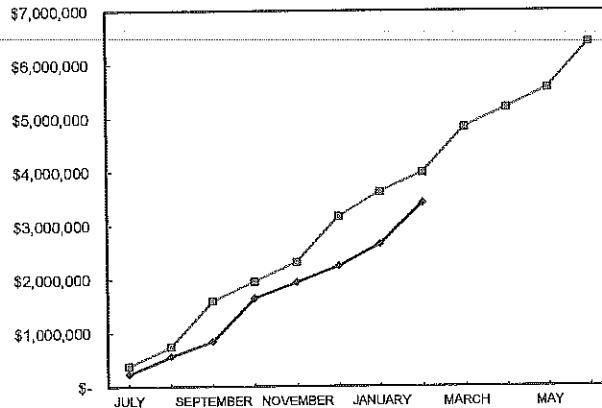
Utilities



Encina M&O



Total Operating Expenses - Before Depreciation & Replacement



—□— Budget —◆— Actual

—□— Budget —◆— Actual

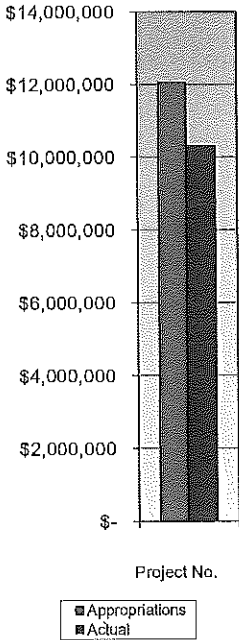
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

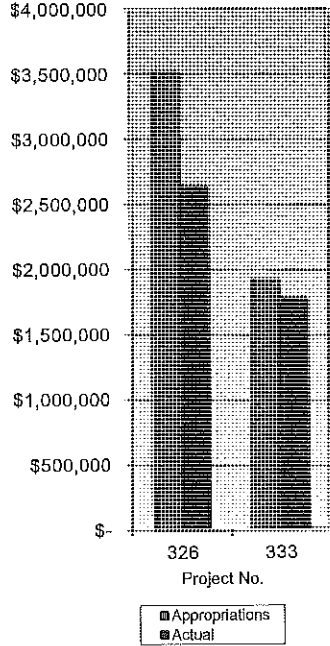
Capital Expenditures

As of February 28, 2013

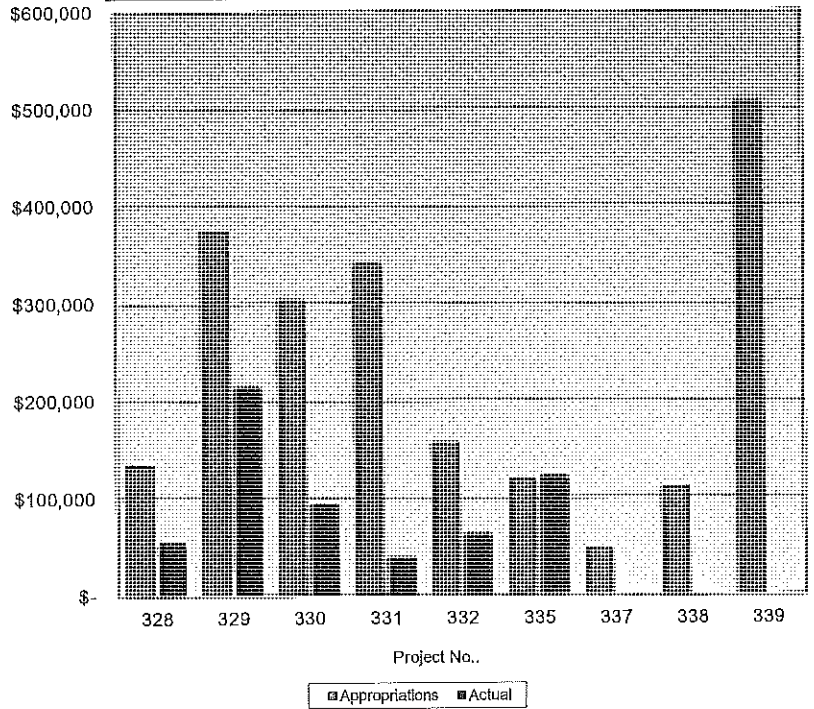
**Encina W.A.
Multi Year
Capital Exp.
FY2003-FY2013**



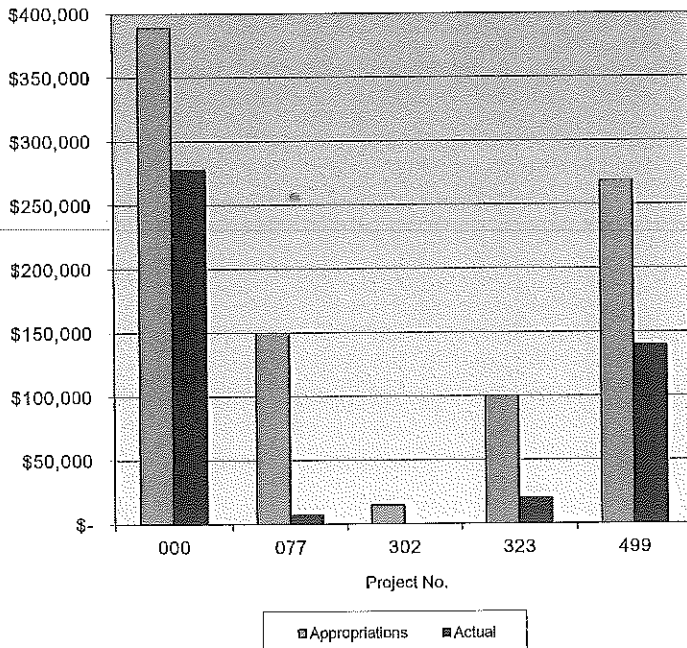
**District Multi Year
Capital Expenditures
by Project
FY2009-FY2013**



**District Multi Year Capital Expenditures by Project
(Continued) FY2011-FY2013**



**Single Year Capital Expenditures by Project
FY2013**



Project Legend

Multi-Year Capital Projects

Description	No.
Encina Wastewater Authority	072
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Occidental Line Rehab	329
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Force Main Corrosion Project	333
Asset Mgmt Plan Update	335
Leucadia Force Main Corrosion Eval	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339

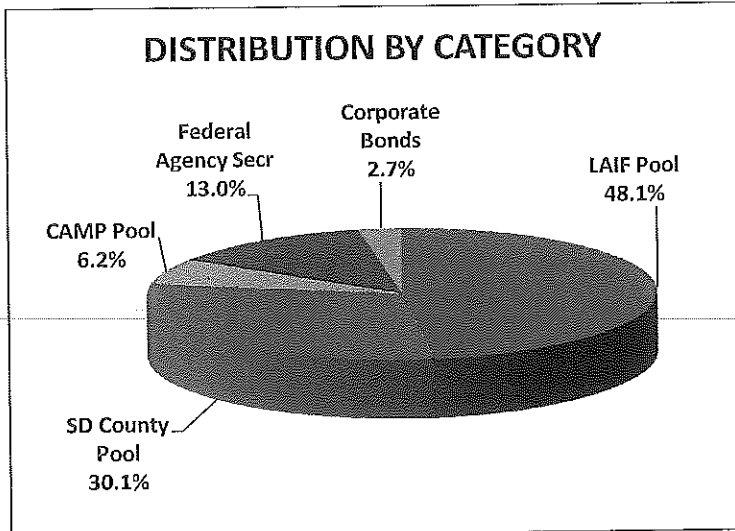
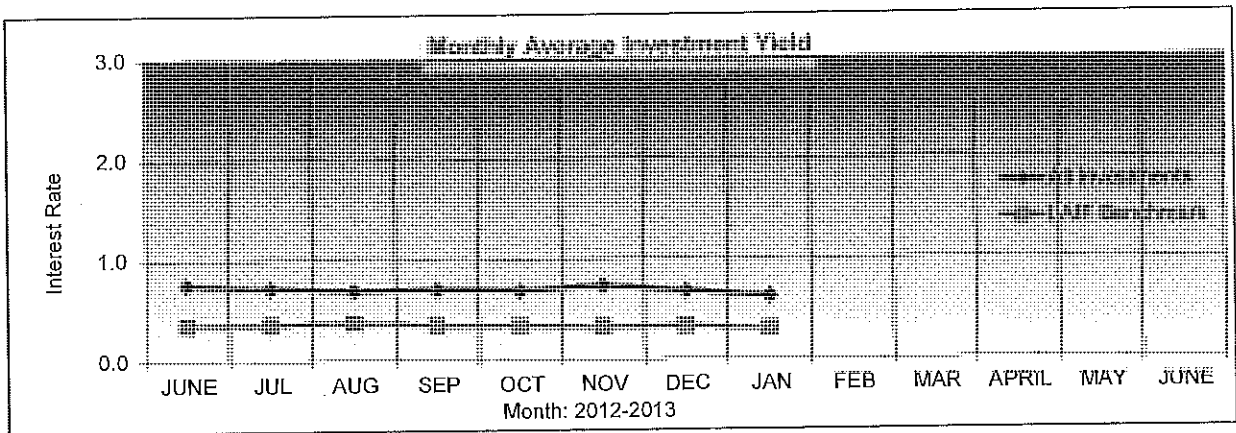
Single Year Capital Projects

Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Professional Services	302
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2013

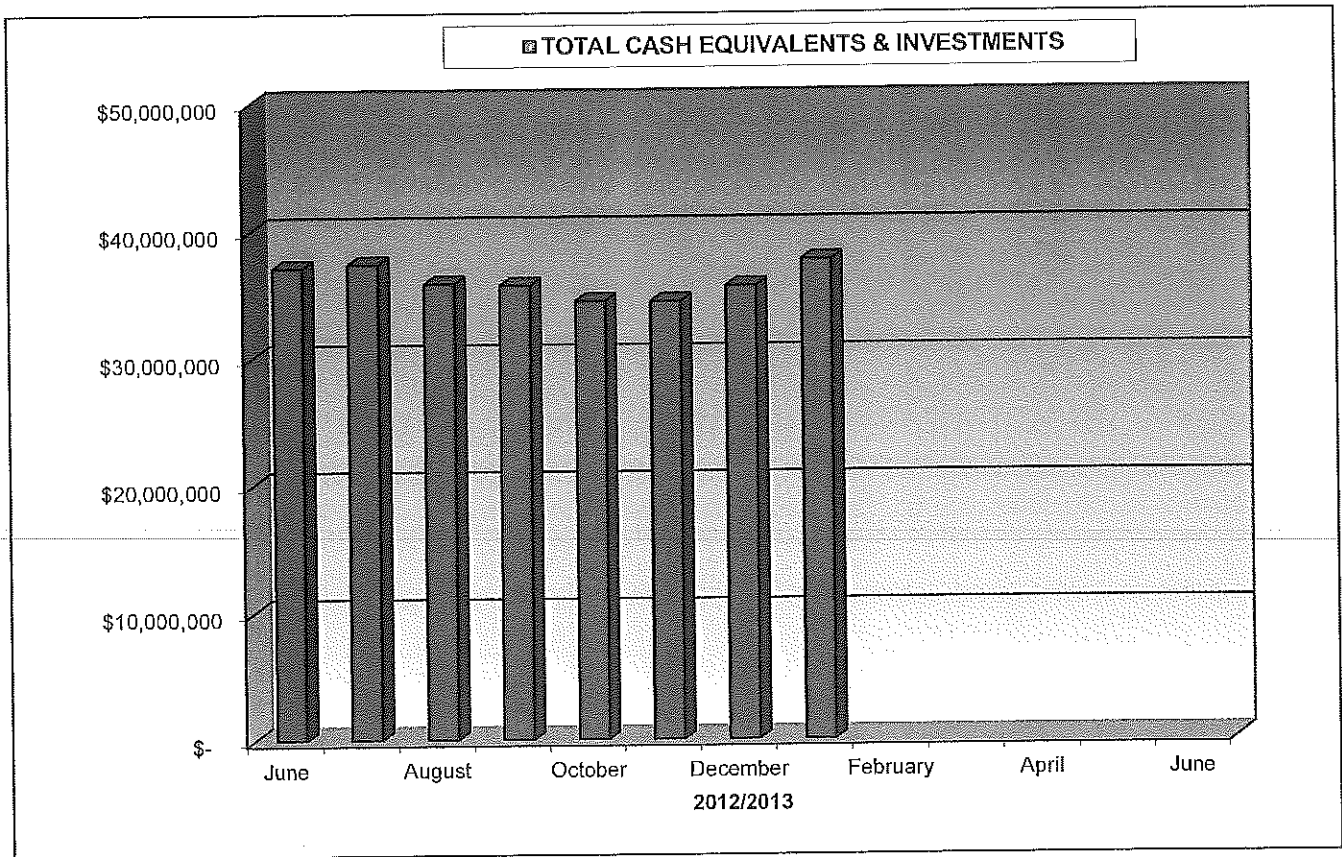
Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	December 31, 2012	January 31, 2013		
LAIF Pool	16,086,418	18,108,828	4,274	0.300%
SD County Pool	11,322,197	11,332,127	4,106	0.435%
CAMP Pool	1,304,606	2,321,251	256	0.150%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	5,492,698	4,508,638	4,185	0.995%
GNMA mortgage pools	14,339	14,150	107	8.810%
Total Camp Portfolio	6,541,072	5,556,823	5,929	1.240%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	371,739	360,020	4,550	14.923%
Total Bond Funds	371,739	360,020	4,550	14.923%
Totals	\$ 35,626,032	\$ 37,679,049	\$ 19,116	0.626%



Investment Type	Actual %	Allowed %
LAIF Pool	48.0%	75%
SD County Pool	30.1%	75%
CAMP Pool	6.2%	75%
Federal Agency Secur	13.0%	75%
Corporate Bonds	2.7%	10%
TOTAL	100.0%	

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

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2012/2013	Amount	Average Return Rate
June	\$ 37,113,152	0.76%
July	\$ 37,385,271	0.72%
August	\$ 35,846,588	0.70%
September	\$ 35,691,658	0.70%
October	\$ 34,453,724	0.69%
November	\$ 34,421,762	0.74%
December	\$ 35,626,032	0.68%
January	\$ 37,679,049	0.63%
February		
March		
April		
May		
June		



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

INVESTMENT TRANSACTIONS
For the month of January, 2013

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
FHLMC Global Notes		\$ 1,000,000			1.92%
TOTAL	\$ -	\$ 1,000,000	\$ -		

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

Encina Wastewater Authority Report
Regular Board Meeting
February 27, 2013

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

1. North San Diego County Regional Recycled Water Project

The Board of Directors approved staff's recommendation to forward letters of support for the North San Diego County Regional Recycled Water Project.

2. Natural Gas Pipeline Project Award

The Board of Directors awarded a contract to J.R. Filanc Construction Company, Inc. in the amount of \$309,663 for construction of the Natural Gas Pipeline Project.

3. Notice of Public Hearing Related to the Board of Directors Compensation Annual Review.

The Board of Directors directed staff *not* to prepare, notice and schedule a Public Hearing for April 24, 2013 for the Board of Directors Annual Compensation Review.

Community Affairs Committee Meeting Report

Presented by Director Omsted

Meeting held March 5, 2013

1. Review and discuss the draft text of the spring 2013 newsletter.

The CAC reviewed and commented on the draft text of the spring 2013 newsletter. TRG will make the recommended changes and will forward to staff for review.

The CAC directed staff to move forward with the production of the newsletter.

2. Review of Teacher Grant Applications.

The CAC and staff reviewed three teacher grant applications and agreed to present to the Board of Directors for approval at tonight's meeting.

3. Website Update.

The CAC received cost estimates for a website update. Based on these estimates, staff will include this cost in the fiscal year 2014 budget.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on March 6, 2013

1. The EC reviewed an agreement with Infrastructure Engineering Corp., (IEC) for engineering design services for the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$57,455.

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

2. The EC received an update on the Batiquitos Pump Station Rehabilitation Project.

MEMORANDUM

DATE: March 7, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Gravity Pipeline Rehabilitation Project Engineering Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the Gravity Pipeline Rehabilitation Project in an amount not to exceed \$57,455.

DISCUSSION:

This item was reviewed by the Engineering Committee at its March 6, 2013 meeting. The Gravity Pipeline Rehabilitation project was included as a goal in the Fiscal Year 2013 Tactics & Action Plan.

In February 2013 the Board of Directors adopted the District's 2013 Asset Management Plan (AMP). The AMP included a 5 year Capital Improvement Program (CIP) for each of the five District asset categories – gravity sewers, manhole, pump stations, force mains, and jointly-owned facilities. The gravity sewer pipeline category included three projects as part of the 5 year CIP as follows:

1. Gravity Line Structural Repair - During the AMP 2013 update, 133 Special Maintenance Area (SMA) Closed Circuit Television (CCTV) inspections were evaluated to determine if the number of SMAs could be reduced. As a result, 16 SMA locations were identified for structural repair in Fiscal Year (FY) 2013. Estimated construction cost \$250,000.
2. Cured-in-Place Pipe (CIPP) trial lining project - The increase in the quality and quantity of District CCTV inspections identified chronic root problems in numerous sections of vitrified clay pipe (VCP) and the associated laterals. The AMP recommended a CIPP trial lining project along Hygeia Avenue and Sanford Street in FY 2013 to evaluate the effectiveness of CIPP lining in resolving gravity line root issues. Estimated construction cost \$250,000.
3. Gravity Line Structural Repair - A review of the 2009 Asset Management Master Plan Phase I Implementation Report during the AMP update identified three additional locations for structural repair of VCP lines. These discrepancies were originally unnoticed because a low overall Pipeline Assessment and Certification Program (PACP) rating was assigned to the three segments. However, a review of the inspection notes associated with the segments indicated structural problems that should be repaired. Additionally, District's Staff, as a result of CCTV inspection, identified one additional spot repair on West Glaucus Street. These four defects were recommended for repair in FY 2014. Estimated construction cost \$100,000.

These three projects have been combined into a single gravity line rehabilitation project for efficiencies in cost and project administration.

Infrastructure Engineering Corporation (IEC) has submitted a proposal, attached, to complete the design phase of the project. The Scope of Services includes:

Task 1 – Project Management and Administration

- Three meetings - kickoff, 50%, and 100% design levels to review and discuss the project
- Project schedule and schedule updates at each milestone

Task 2 – Data Collection and Utility Coordination

- Complete a USA DigAlert assessment
- Contact and request record drawings from utility companies that have utilities in the vicinity of each spot repair location
- Log and organize record drawings to facilitate easy retrieval of record drawings for each spot repair location

Task 3 – Bid Package

- Prepare 50%, 100% and Final Bid Package submittals to include specifications, diagrams, photos and record drawings to illustrate the work to be done
- Cost estimates with each submittal

Task 4 – Bid Phase Support

- Attend the pre-bid meeting
- Prepare one addendum summarizing questions and answers submitted by the contractors
- Prepare a bid review memo summarizing the bid results and providing recommendations for award of the construction contract

The proposed cost for these design services is \$57,455. Staff has reviewed and discussed the scope of work and proposed fee with IEC. Staff believes the proposal is fair and reasonable.

FISCAL IMPACT:

Staff appropriated funds in the Fiscal Year 2013 Budget in anticipation of this project. The budget contains sufficient funds to cover the design services under this agreement.

PJB:rym

Attachment

February 28, 2013

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

RE: Proposal for Engineering Services for 2013 Structural and CIPP Repairs

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the 2013 Structural and CIPP Repairs. The proposed scope of services and fee is based on the District's request with selected information from the Dexter Wilson Engineering Inc.'s 2012 SMA Review and the Phase I AMMP Implementation completed by IEC. From these documents the District has identified twenty spot repair locations, seven manholes in need of repair and six gravity sewer line segments that have been recommended to be lined and 33 sewer laterals recommended for lining.

Due to the scattered nature of the project locations IEC proposes developing contract documents as a package of specifications and a series of appendices for each project location. Each location will have diagrams, photos and record drawings to illustrate the work to be done. Detailed plans based on survey will not be included. Permitting and traffic control will be the responsibility of the Contractor.

The sewer laterals recommended for lining must be accessed from the clean out. As this is typically on private property, IEC proposes to perform a visual check from the public right of way for clean outs during the kickoff site visits without entering private property. IEC will document visible clean outs in the public right of way for the contract documents. Any properties without cleanouts within the public right of way will be specified to have a new clean out installed at the property line in order to line the lateral.

SCOPE OF SERVICES

The following detailed scope of services describes the specific tasks and deliverables that will be performed.

Task 1 – Project Management and Administration

In order to expedite the project, we anticipate three meetings will be required at the kickoff, 50%, and 100% levels to review and discuss the project. Additional coordination can be addressed via telephone conferences or emails. IEC will provide the District with an updated project schedule at each schedule milestone and in the case of any significant change in project duration

Task 2 – Data Collection and Utility Coordination

IEC will complete a USA DigAlert Design request and contact and request record drawings from utility companies that have utilities in the vicinity of each spot repair location. Utility information

Mr. Robin Morishita
Leucadia Wastewater District
February 28, 2013
Page 2 of 2

for the CIPP work is not included in this scope. The record drawings will be logged and organized to facilitate easy retrieval of record drawings for each spot repair location.

Task 3 – Bid Package

IEC will prepare a 50%, 100% and Final Bid Package submittal. The bid package will include specifications, diagrams, photos and record drawings to illustrate the work to be done. A cost estimate will be submitted to the District with each submittal.

Task 4 – Bid Phase Support

IEC will attend the pre-bid meeting and prepare one addendum summarizing questions and answers submitted by the Contractor. Upon bid opening, IEC will prepare a bid review memo summarizing the bid results and providing recommendations for award of the construction contract.

SCHEDULE

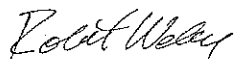
The proposed schedule is as attached.

FEE

The proposed level of effort and fee is indicated on the attached table. Billing will be in accordance with our current agreement for as-needed engineering services.

We sincerely appreciate the opportunity to provide this proposal and assist the District with this project. Please contact me at (858) 413-2400 should you have any questions or need further information.

Sincerely,

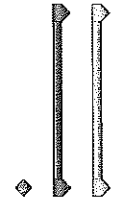
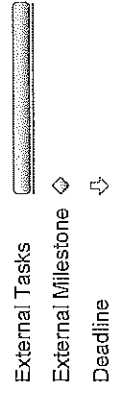


Robert S. Weber, P.E.
Senior Project Manager

cc: Scott Humphrey, P.E., IEC
Jamie Fagnant, P.E., IEC

Leucadia Wastewater District
Structural Repairs and CIPP

ID	Task Name	Duration	Start	Finish	Jan 1/13	February 2/3	March 2/24	April 3/17	May 4/28	June 5/19	July 6/30	August 7/21
1	Notice to Proceed	0 days	Thu 3/14/13	Thu 3/14/13								
2	Utility Collection	4 wks	Thu 3/14/13	Wed 4/10/13								
3	Record Drawing Research	1 wk	Thu 3/14/13	Wed 3/20/13								
4	Kickoff Meeting	0 days	Wed 3/20/13	Wed 3/20/13								
5	Site Visits	2 wks	Thu 3/21/13	Wed 4/3/13								
6	50% Design	4 wks	Thu 3/21/13	Wed 4/17/13								
7	50% Submittal	0 days	Wed 4/17/13	Wed 4/17/13								
8	District Review of 50% Submittal	1 wk	Thu 4/18/13	Wed 4/24/13								
9	50% Submittal Review Meeting	0 days	Wed 4/24/13	Wed 4/24/13								
10	100% Design	3 wks	Thu 4/25/13	Wed 5/15/13								
11	100% Design Submittal	0 days	Wed 5/15/13	Wed 5/15/13								
12	District Review of 100% Submittal	1 wk	Thu 5/16/13	Wed 5/22/13								
13	100% Submittal Review Meeting	0 days	Wed 5/22/13	Wed 5/22/13								
14	Final bid Package	1 wk	Thu 5/23/13	Wed 5/29/13								
15	Advertise and Bid	30 days	Thu 5/30/13	Wed 7/10/13								
16	Bid Opening	0 days	Wed 7/10/13	Wed 7/10/13								
17	Bid Review Memo	1 wk	Thu 7/11/13	Wed 7/17/13								



Task Split Progress

Project: B2 Replacement Schedule
Date: Thu 2/28/13

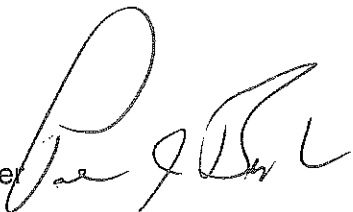
FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
Structural and CIPP Repairs Project

Task/ Subtask	Task/Subtask Description	Sr. Project Manager (Rob Weber)	Project Engineer (Jamie Fagnant)	Engineer/II/ CAD II Designer (Ross Mazwell)	Word Processor (Dhnette Moore)	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
TASK 1	Project Management and Administration									
	Kickoff Meeting	2	4			6	\$900	\$90	\$0	\$6,390
	50% Submittal Review Meeting	2	4			6	\$900	\$90	\$0	\$990
	100% Submittal Review Meeting	2	4			6	\$900	\$90	\$0	\$990
	Schedule Updates		12			12	\$1,620	\$0	\$0	\$1,620
	Additional coordination/phone conferences	4	8			12	\$1,800	\$0	\$0	\$1,800
TASK 2	Data Collection and Utility Coordination									
	DigAlert Design request	1	4	20		21	\$2,335	\$0	\$0	\$5,745
	follow up with utility agencies		4	10		15	\$1,820	\$0	\$0	\$2,335
	log and organize record drawings		2	12		14	\$1,590	\$0	\$0	\$1,820
TASK 3	Bid Package									
	Initial Site Visits	6	24	24	2	56	\$7,090	\$0	\$0	\$40,450
	Record Drawing Research		4	24		28	\$3,180	\$0	\$0	\$7,090
	50% Specifications	4	24	18	4	50	\$6,200	\$0	\$0	\$3,180
	50% Photos/Diagrams	4	16	40		60	\$7,280	\$0	\$0	\$6,200
	50% Cost Estimate	4	4	8		16	\$2,140	\$0	\$0	\$7,280
	CIPP Design	2	6			8	\$1,170	\$0	\$0	\$2,140
	100% Specifications	2	16	4	2	24	\$3,090	\$0	\$0	\$1,170
	100% Photos/Diagrams	2	4	26		32	\$3,760	\$0	\$0	\$3,090
	100% Cost Estimate	2	4	6		12	\$1,560	\$0	\$0	\$3,760
	Final Specifications	2	6	2	2	12	\$1,520	\$0	\$0	\$1,560
	Final Photos/Diagrams	2	2	16		20	\$2,390	\$0	\$0	\$1,520
	Final Cost Estimate	2	2	4		8	\$1,070	\$0	\$0	\$2,390
TASK 4	Bid Phase Support									
	Pre Bid Meeting	2	4			6	\$900	\$0	\$0	\$4,870
	Addendum	2	12	8		22	\$2,860	\$0	\$0	\$900
	Bid Review Memo	1	2	6		9	\$1,110	\$0	\$0	\$2,860
		48	169	228	10	455	\$57,185	\$270	\$0	\$1,110
		\$8,640	\$22,815	\$25,080	\$650					
TOTAL NOT-TO-EXCEED FEE:										\$57,455

MEMORANDUM

DATE: March 7, 2013

TO: Board of Directors

FROM: Paul J. Bushee, General Manager 

SUBJECT: Authorization to Fund Environmental and Feasibility Study Efforts for the North San Diego County Regional Water Recycling Project

Staff requests that the Board of Directors:

- 1) Authorize the General Manager to expend \$48,300 for the development of a Programmatic Environmental Impact Report (PEIR) and Feasibility Study for the North San Diego County Regional Water Recycled Water Project (NC Project) subject to full reimbursement from previously authorized Proposition 84 Grant funds.
- 2) Discuss and take other action, as appropriate.

BACKGROUND:

As you are aware, LWD is one of 10 project partners in the NC Project. In 2010, the NC Project partners retained RMC Water and Environment who, in turn, developed a report that identified the various individual projects to be included in the overall NC Project. The partners also retained the services of the Furman Group to pursue federal funding opportunities. Furthermore, the NC Project applied for and received state Proposition 84 Funding of \$2.0 million subject to a 25% match for the planning work associated with the project.

DISCUSSION:

In order to facilitate moving forward with the NC Project and continue to pursue federal funding opportunities, the NC Project Partners have determined that it would be best to develop a PEIR and a Feasibility Study for the project. For continuity, the NC Project Partners have requested a proposal from RMC to develop the PEIR and Feasibility Study. Olivenhain Municipal Water District (OMWD) is serving as the administrator for the NC Project and the RMC contract is expected to be considered by its Board in late March. Attached please find RMC's scope of work for your review.

The PEIR is a high level document that would determine the overall environmental impacts of the NC Project. The purpose is twofold 1) the PEIR is needed to receive Prop. 84 construction funding and 2) it would streamline the environmental process for the individual projects within the overall NC Project. For example, individual projects may only require a mitigated negative declaration as opposed to the development of a full EIR. The PEIR would be designed to meet the requirements of the California Environmental Quality Act (CEQA) but could also be used to form the basis for any applicable federal environmental requirements in the future.

The Feasibility Study would be developed to meet the requirements for the federal Title XVI Funding program. If and when the Title XVI funding becomes available, the Feasibility Study would facilitate the NC Project's eligibility to receive funding sooner rather than later. The

Feasibility Study could also be used as a basis to obtain other forms of federal funding such as the Water Resources Development Act (WRDA) program.

In addition to these two items, the scope for calls for the development of 6 fact sheets for the project. The purpose of the fact sheets would be to disseminate information in an easy to read format to legislators and other key stakeholders as part of the state and federal funding efforts.

FISCAL IMPACT:

The overall cost for the PEIR and Feasibility Study is \$482,653 and the timeline for the work is expected to be 18 months. The cost of the work will be divided equally amongst the 10 NC Project Partners; therefore the cost to LWD is approximately \$48,300.

There are sufficient funds in the Fiscal Year 2014 Capital Budget to cover the LWD's cash outlay for this effort. The partners will be billed by OMWD as the work progresses. The entire cost for the PEIR and Feasibility Study will be reimbursed by the Proposition 84 planning funds that have already been authorized for the NC Project. As such, the net overall impact of this recommendation will be zero once the funding has been received.

PJB

Attachment

**NORTH SAN DIEGO COUNTY RECYCLED WATER PROJECT
SCOPE OF SERVICES**

Feasibility Study, CEQA Compliance, and Public Outreach

**RMC Water and Environment
February 25, 2013**

In 1998, four North County agencies, Olivenhain Municipal Water District, Carlsbad Municipal Water District, San Elijo Joint Powers Authority and the Leucadia Wastewater District applied to the US Bureau of Reclamation for Title XVI grant funds for the construction of various recycled water facilities within each of the North County agencies. That effort was the first phase of a regional North San Diego County project. The facilities that were included in that Phase I project have been constructed and are in service.

As a result of these previous successes, a larger group North County Agencies (NC Group) was formed to investigate expanded use of recycled water within North San Diego County that resulted in the *North San Diego County Regional Recycled Water Project*. A draft *Regional Recycled Water Facilities Plan* was prepared that identified the potential to increase recycled water use over 30,000 afy by 2020 with regional collaboration. The intent of the *Facilities Plan* was to identify regional recycled water projects that create the best opportunity for Federal, State and local funding. The draft *Facilities Plan* is currently being updated to incorporate flow and demands from Camp Pendleton.

The NC Group are continuing to work together and preparing to seek Congressional authorization for recycled water funding through the U.S. Bureau of Reclamation's Title XVI program. As such, a Feasibility Study must be completed to outline the proposed recycled water program and environmental documentation must be prepared in compliance with both the California Environmental Quality Act (CEQA) (for local approvals) and the National Environmental Policy Act (NEPA) (for federal action). Additionally, to ensure that the various stakeholders are informed about the regional project, a public outreach effort will be implemented.

Proposed Scope of Work

Task 1: North San Diego County Recycled Water Project Feasibility Study

This task will expand on the work completed previously for the *Facilities Plan* and modify the document to satisfy the requirements of Title XVI for Feasibility Studies.

Task 1-1: Administrative Draft Feasibility Study

The RMC team will prepare an administrative draft Feasibility Study that follows the requirements of Title XVI Feasibility Studies as described in Reclamation Manual WTR 11-01, "Title XVI Water Reclamation and Reuse Program Feasibility Study Review Process". The report will include the following sections:

1. Executive Summary
2. Introduction

3. Problems and Needs
4. Water Reuse Opportunities
5. Alternatives Analysis
 - a. Description of Alternatives
 - b. Economic Analysis of Alternatives
 - c. Environmental Analysis of Alternatives
6. Legal and Institutional Requirements
7. Financial Capability of Sponsor
8. Research Needs

It is assumed that the *Facility Plan* previously prepared will be the basis for the information and alternatives analyzed in the *Feasibility Study* with only minor changes needed. The report will also be submitted with a “crosswalk” with hyperlinks that identifies the sections and page numbers for element required by the U.S. Bureau of Reclamation (USBR) as described in WTR 11-01 Section 4.B. A meeting will be held with USBR staff to review the requirements and clarify what is needed to modify the current *Facilities Plan*. It is assumed that the long term Option A that is based on the decentralized system will be the selected project for the Feasibility Study.

An administrative draft Feasibility Study will be submitted to the NC Group for review.

Deliverables:

- Electronic (pdf) copy of the administrative draft Feasibility Study submitted to the NC Group.

Task 1-2: Draft Feasibility Study

The RMC team will prepare a draft Feasibility Study that incorporates comments from the NC Group. RMC will present comments and proposed revisions at a monthly NC Group meeting (see Task 4) to ensure there is agreement on all proposed changes. Following incorporation of all comments, the draft report will be submitted to USBR for review.

Deliverables:

- Five (5) CDs with electronic (pdf) copy of the draft Feasibility Study to USBR staff. Electronic copy (pdf) and one hard copy to each agency in the NC Group.

Task 1-3: Final Feasibility Study

The RMC team will prepare a final Feasibility Study that incorporates comments from USBR. RMC will present comments and proposed revisions at a monthly partners meeting (see Task 4) to ensure there is agreement on all proposed changes. Following incorporation of all comments, the final report will be submitted to USBR for final acceptance.

Deliverables:

- Five (5) CDs with electronic (pdf) copy of the final Feasibility Study Report to USBR staff. Electronic copy (pdf) and one hard copy to each agency in the NC Group.

Task 1.4: NC Group Meetings

For budgetary purposes we have assumed that the RMC team will attend up to five (5) monthly NC Group meetings to present and discuss progress and review comments on the *Feasibility Study*. RMC will attend all or a portion of the monthly NC Group meetings, as needed, to provide updates on activities related to this scope of work.

Deliverables:

- Attendance at (all or a portion of) up to five (5) monthly NC Group meetings to discuss progress on the *Feasibility Study* and review comments

Task 2: Programmatic EIR

The RMC team will prepare a Programmatic Environmental Impact Report (PEIR) for the preferred alternative in the *North San Diego County Recycled Water Feasibility Study* that achieves compliance with CEQA. Pursuant to CEQA Guidelines §15168, a PEIR may be prepared for a series of related actions that are characterized as one large project or program. The PEIR will establish baseline conditions for the overall regional program, as well as disclosure of the totality of potential environmental impacts and mitigations necessary to implement the program. Because CEQA does not allow ‘segmentation’ of a larger program in order to reduce the overall significance of environmental impacts, a PEIR is the appropriate documentation for this regional effort. Subsequent project-level analysis and compliance will be required for all construction activities associated with individual project components.

In order to address NEPA compliance for the federal action, the PEIR will include CEQA-Plus analysis which includes compliance with the federal Endangered Species Act (ESA), National Historic Preservation Act (NHPA), and federal Clean Air Act (CAA). Using the PEIR as a basis, this approach will allow USBR to apply either a Finding of No Significant Impact (FONSI) or a Categorical Exclusion to achieve NEPA compliance for individual project components as they are proposed for federal funding. This scope and budget does not include preparation of an Environmental Impact Statement (EIS). Note that ongoing coordination meetings with USBR staff will ensure the appropriate level of NEPA documentation is developed.

As described in the following tasks, the RMC team will complete necessary environmental assessments, including background research, literature review, database searches, and site surveys, in preparation for meeting compliance requirements for CEQA-Plus.

Task 2.1: Program Description and Notice of Preparation

Based on the *Feasibility Study*, the RMC team will prepare a program description appropriate for use in CEQA-Plus documentation. The program description will outline the program purpose and need, describe existing infrastructure and operations, and describe the overall recommended recycled water program as developed in the *Feasibility Study*. The RMC team will then use the project description as a basis for a Notice of Preparation (NOP), which notifies public agencies and interested parties that a PEIR is under development in compliance with CEQA Guidelines §15082.

Following release of the NOP, the RMC team will plan and facilitate one scoping meeting to receive public comments on the scope of environmental assessment to be completed in the PEIR. The RMC team

will also follow-up, as needed, with agencies that provide substantive comments during the NOP scoping process or have expressed interest in a specific component of the program implementation.

Deliverables:

- Electronic (pdf) copy of the draft and final Project Description submitted to the NC Group
- Electronic (pdf) copy of the draft and final NOP submitted to NC Group and USBR
- Up to twenty (20) CDs with electronic (pdf) copy of the final NOP produced and mailed to the State Clearinghouse, public agencies, and interested parties
- Plan and facilitate one (1) scoping meeting to receive comments on the NOP
- Consultation with agencies that provide substantive comments during the NOP scoping process

Task 2.2: Site Visits and Environmental Investigations

RMC team biologists will review all available relevant literature and data on sensitive habitats and species distribution to determine those resources that have the potential for occurrence within the study area. Utilizing the results of the literature review, the RMC team will perform a field reconnaissance and general biological survey of the study area to identify the natural resources present including the presence of sensitive plant communities and/or the presence of habitats that could support sensitive, endangered, or threatened plant and wildlife species. The RMC team will prepare a programmatic-level Biological Resources Technical Report which will document the findings of the literature review, field investigation, and provide a programmatic-level impact analysis consistent with NEPA and CEQA Guidelines. The content of the report will include, at a minimum, the existing conditions, address biological resources of concern, an assessment of impacts based on the proposed program, and mitigation measures necessary to alleviate any resulting potentially significant impacts. Protocol-level surveys for listed species are not included in this scope of work. Initiation of ESA Section 7 formal consultation for individual project components is also not included in this scope of work.

RMC team cultural resource specialists will conduct archival records searches for cultural and paleontological resources through the South Coastal Information Center (SCIC) at California State University, San Diego. This records search will consult California's database of previous studies and previously recorded sites within the study area and within a 1/2-mile radius. Since information on historic bridges and locally recorded historical resources are usually not included in the CHRIS archives, the RMC team will review the Caltrans historic bridge survey for state and local bridges and local government files for information on locally recorded historical resources. The paleontological resources records search will be conducted through the San Diego Natural History Museum and will include a review of all known fossil localities inside and within the general vicinity of the study area. Results of both records searches will indicate whether or not there are previously recorded archaeological, historical, or paleontological resources within the study area that require recordation, evaluation, and inclusion in the impact analysis.

The RMC team will also commission a Sacred Lands File (SLF) search through the California Native American Heritage Commission (NAHC) and conduct follow-up consultation with Native American groups identified by the NAHC as having affiliation with the project vicinity, as recommended by the NAHC. Results of the search and follow-up consultation will provide information as to the nature and location of additional prehistoric or Native American resources whose records may not be available at the SCIC. The RMC team will then prepare a programmatic -level technical report that meets the standards

outlined by the California Office of Historic Preservation. The report will include a description of the project undertaking, environmental and cultural settings, methods, results, impact analyses, resource sensitivity assessments, and recommendations for additional work such as a Testing and Evaluation work program or monitoring during construction, if necessary.

To ensure compliance with the CAA, the RMC team will prepare a General Conformity Report documenting air emissions and the program's contribution to air quality issues in the San Diego region. It is expected that air quality concerns will primarily be associated with construction of facilities. The RMC team will document existing air quality conditions in the study area, describe criteria air pollutants, and summarize federal, state, and local policies and regulations relevant to air quality. The General Conformity Report will include an assessment of impacts based on the proposed program and mitigation measures necessary to alleviate any resulting potentially significant impacts.

Deliverables:

- Electronic (pdf) copy of the draft and final Biological Resources Technical Report submitted to the NC Group and USBR
- Electronic (pdf) copy of the draft and final Cultural Resources Technical Report submitted to the NC Group and USBR
- Electronic (pdf) copy of the draft and final General Conformity Report submitted to the NC Group and USBR

Task 2.3: Coordination with USBR

The RMC team will coordinate with USBR NEPA staff to confirm the preferred approach to NEPA compliance and identify potential environmental impacts to be addressed in the PEIR. The RMC team will host up to three (3) joint meetings or conference calls between the NC Group and USBR to discuss key environmental issues, impacts, and mitigation. This early coordination will ensure that all potential environmental impacts are addressed in the PEIR, in order to streamline NEPA approvals for the individual project components.

Because the PEIR will not address project-level analysis, this scope of work does not include support for completing informal consultation with the U.S. Fish & Wildlife Service for ESA Section 7 nor the State Historic Preservation Office for NHPA Section 106.

Deliverables:

Up to three (3) meetings or conference calls to coordinate the environmental analysis with USBR NEPA staff

2.4 Administrative Draft PEIR

The RMC team will prepare an administrative draft PEIR covering the Feasibility Study at a programmatic level, consistent with CEQA Guidelines §15120 to 15132. This document will be submitted to the NC Group for review and comment, prior to expanded review by USBR. This PEIR will include all prescribed environmental resources to be considered per CEQA-Plus and will provide a review and significance conclusions for each resource topic. The administrative draft PEIR document will contain the following sections:

Executive Summary – The Executive Summary will present a summary of PEIR findings. The body of the chapter will contain a concise, clearly written summary of the proposed project’s elements, the alternatives analyzed, and the findings. All project impacts and mitigation measures will be presented in table format.

Introduction – The Introduction will clearly direct readers how to find information in the PEIR. It will provide a history of environmental analysis of the program, describe the public review process, and outline the overall program objectives.

Program Description – The Program Description will contain the description of the Feasibility Study program components, as well as a description of the alternatives. The study area for the PEIR will be defined in text and depicted graphically

Environmental Setting and Impact Analysis – Each technical chapter will contain a concise description of the methodology used in the analysis and the standards used to determine whether an impact is significant. The standards of significance will be based on CEQA and NEPA standards. The methodology for development of mitigation measures will also be described.

Aesthetics – The RMC team will use expertise in visual assessment identify the potential for aboveground facilities to affect scenic resources. Because the location of facilities is still undetermined the analysis will rely on the development of mitigation measures for siting and design of aboveground facilities so as to avoid adverse effects visual quality of the project area.

Agricultural Resources – Using the information on farmland quality and open space resources from the Department of Conservation Farmland Mapping and Monitoring Unit, we will assess the relative impacts on farmland of the proposed project. This section will address the effects of the proposed project on nearby agricultural operations and/or consistency with farmland preservation policies.

Air Quality and Greenhouse Gas Emissions – Results of the General Conformity Report will be summarized and the evaluation of impacts and mitigation measures will be incorporated into the PEIR. The air quality analysis will focus on the criteria pollutants of greatest concern in the air basin. RMC will describe the existing environmental conditions and the current air quality regulatory environment as it applies to this program, including existing state and federal ambient air quality standards. We will also include program effects on greenhouse gas emissions and consistency with Assembly Bill 32, the Global Warming Solutions Act.

Biological Resources – Results of the Biological Resources Technical Report will be summarized and the evaluation of impacts and mitigation measures will be incorporated into the PEIR. It will include a setting section that describes habitats and potential plant and wildlife species documented on and/or adjacent to the study area or with the potential to occur in the vicinity. Program effects on biological resources will be characterized as either direct or indirect effects on habitat quantity and/or quality.

Cultural Resources – The Cultural Resources Technical Report will be summarized and the evaluation of impacts and mitigation measures will be presented in the PEIR. It will identify, inventory, and evaluate historic properties within the proposed project area. The impact analysis will assess the overall sensitivity of the location for historic, prehistoric, and archaeological deposits.

Geology, Soils, and Seismicity – The primary geologic, seismic, and soil issues in the project area are expected to be earthquake-induced ground shaking, soil expansion-contraction, and soil erosion and sedimentation. Our description of existing conditions will be based on existing literature, such as geologic maps from the U.S. Geological Survey and California Geological Survey, regional geologic hazard maps, and U.S. Department of Agriculture soil survey reports. The impact analysis will describe adverse, indirect, and cumulative impacts with respect to geology, seismicity, and soils.

Hazards and Hazardous Materials – The RMC team shall address the potential to encounter hazardous materials in during construction-related soil excavation activities. To address whether proposed construction activities, including new pipelines, would be located on a “Cortese List” site, RMC team will review the CalEPA EnviroStor and GeoTracker databases and lists of solid waste and hazardous waste facilities in the project area.

Hydrology and Water Quality – The RMC team will describe existing and historic surface hydrology and water quality conditions of the study area. The PEIR will identify potential impacts related to sources and types of pollutants and water quality treatment features incorporated into program construction. The potential for increased runoff as a result of the creation of new impervious surface will be evaluated, as well as related impacts on drainage systems on site and to the adjacent downstream areas. Potential changes in groundwater levels and quality related to proposed program facilities will be discussed. Potential changes in water quality that may result from the project will be assessed to determine if these changes conflict with the State Water Resources Control Board’s Anti-Degradation Policy and Recycled Water Policy. This scope includes a program-level assessment of surface and groundwater conditions and impacts; additional detailed work such as anti-degradation analysis that may ultimately be required for submittal to the San Diego RWQCB and/or California Department of Public Health would require a contract amendment.

Land Use and Planning – The RMC team will evaluate the consistency of the proposed program alternatives with current development trends, plans, and policies in the project area. RMC will evaluate whether any potential conflicts exist between the program alternatives and adjacent existing and proposed uses.

Noise – The RMC team will evaluate noise issues associated with the proposed land use changes, including both construction-related and operational noise increases. We will describe the existing noise environment, including levels and sources of existing noise, and location and types of sensitive receptors, based on existing data to the extent feasible. Based on the proposed construction equipment and construction operations, we will evaluate construction noise generation associated with equipment, truck, and employee traffic. Construction-period noise impacts will be described, but are not expected to be significant because of their short duration.

Population and Housing – The RMC team will address existing conditions and the increment of population change expected to result from the projects identified in the Feasibility Study. The analysis will be based on information in local General Plans, and more recent population and housing projections available from the California Department of Finance.

Public Services and Utilities – The RMC team will describe existing services in the study area, and assess the proposed project’s impacts on public services (police, fire, and schools) and

utilities (water supply, solid waste, sewer, telephone, cable, and energy). Standard mitigation measures, regarding issues such as fire protection, energy conservation, and source reduction and recycling, will be included as applicable.

Transportation and Traffic – The RMC team will describe the physical and regulatory setting with regard to traffic and transportation, present vehicle trip generation and distribution information, and identify short-term and long-term traffic impacts that would be generated as a result of implementation of the Feasibility Study. RMC will prepare an assessment of estimated construction period truck traffic volumes (workers, material deliveries, and daily hauling activities) by segment and by duration. Level of service impacts will be estimated for roadway segments and intersections in the study area.

Alternatives – The Alternatives outlined in the Feasibility Study, along with the No Program Alternative, will be summarized and the potential environmental impacts of each alternative will be assessed. At least two (2) “action” alternatives are presumed to meet most of the program objectives, be feasible, and avoid or substantially reduce one or more significant impacts of the proposed program.

Other CEQA Findings – The RMC team will identify cumulative and unavoidable impacts resulting from the Feasibility Study components. Cumulative impacts refer to two or more individual impacts that, when considered together, are considerable or that compound or increase other environmental impacts. RMC will confirm the approach to the cumulative impact assessment with the NC Group prior to initiating investigations, and then compile an initial list of potential cumulative projects and prepare a corresponding map. We will conduct a qualitative analysis of cumulative impacts on specific topics (e.g., traffic, hydrology), consistent with the programmatic-level evaluation in the PEIR. The Significant and Unavoidable Impacts section will describe significant impacts, including those that can be mitigated but not reduced to a level of insignificance. Where there are impacts that cannot be alleviated without imposing an alternative design, their implications and the reasons why the project is being proposed despite their effect, will be described. The Growth-Inducing Impacts section will address ways in which the proposed program could foster economic or population growth. We will consider the growth-inducing effects of expansion of public services and utilities.

The administrative draft PEIR will include a programmatic assessment of the potential construction and operational impacts of proposed actions. We will incorporate tables, charts, and graphics as appropriate to illustrate and help communicate the impact analyses. During the analysis, the RMC team will identify whether mitigation measures and associated monitoring would be required as a direct result of the impacts identified in preparing the PEIR. The NC Group will be informed immediately if any significant program elements appear likely to cause any significant unavoidable impacts, which would potentially trigger a NEPA EIS (versus a FONSI or Categorical Exclusion).

Deliverables:

- Electronic (pdf) copy of the administrative draft PEIR submitted to the NC Group

Task 2.5: Screencheck Draft PEIR

The RMC team will address comments from the NC Group and USBR and submit a screencheck draft PEIR for review. RMC will present comments and proposed revisions at a monthly partners meeting (see Task 4) to ensure there is agreement on all proposed changes.

Deliverables:

- Electronic (pdf) copy of the screencheck draft PEIR submitted to the NC Group and USBR

Task 2.6: Draft PEIR and Notices

After making any minor revisions to the screencheck draft PEIR, the RMC team will prepare a Draft PEIR for publication and circulation during a 45-day public comment period, as required by CEQA Guidelines §15105. The RMC team will also prepare the Notice of Completion (NOC) and Notice of Availability (NOA) and assist the NC Group in distributing the Draft PEIR to the public and interested agencies.

Following release of the Draft PEIR, the RMC team will plan and facilitate one public meeting to receive public comments on the environmental assessment in the Draft PEIR. The RMC team will also follow-up, as needed, with agencies that provide substantive comments during the public meeting in order to ensure that all comments are thoroughly addressed.

Deliverables:

- Two (2) CDs with electronic (pdf) copy of the Draft PEIR to USBR staff. Electronic copy (pdf) and twelve (12) hard copies to the NC Group
- Up to twenty (20) CDs with electronic (pdf) copy of the Draft PEIR produced and mailed to the State Clearinghouse, public agencies, and interested parties
- Draft and final NOC and NOA for distribution during public comment period
- Plan and facilitate one (1) public meeting to receive comments on the Draft PEIR

Task 2.7: Response to Comments

At the end of the public review period, the RMC team will prepare responses to any comments received on the Draft PEIR. For purposes of estimating level of effort, the scope of work assumes up to 50 hours of RMC team staff time to provide written response to public comments; should the estimated level of effort for preparing responses exceed the hours assumed, additional work would need to be authorized through a contract amendment. RMC will present comments and proposed revisions at a monthly NC Group meeting (see Task 4) to ensure there is agreement on all proposed changes.

Deliverables:

- Electronic (pdf) copy of the administrative draft Response to Comments submitted to the NC Group
- Electronic (pdf) copy of the draft Response to Comments submitted to the NC Group and USBR

Task 2.8: Final PEIR and Notices

Following the NC Group and USBR approval of the draft Response to Comments, the RMC team will prepare a Final EIR that incorporates any necessary changes to the Draft PEIR text and all responses to comments per CEQA requirements. As part of the Final PEIR, the RMC team will also prepare a draft and final Mitigation Monitoring and Reporting Plan that outlines mitigation requirements for implementation of the future project components. The RMC team will also prepare the Notice of Determination (NOD) and assist the NC Group in preparing Findings for use in Board and Council hearings.

Deliverables:

- Electronic (pdf) copy of the draft Final PEIR submitted to the NC Group and USBR
- Five (5) CDs with electronic (pdf) copy of the Final EIR to USBR staff. Electronic copy (pdf) and one hard copy to each agency in the NC Group
- Up to twenty (20) CDs with electronic (pdf) copy of the Final PEIR produced and mailed to the State Clearinghouse, public agencies, and interested parties
- Draft and final NOD for distribution with the Final PEIR
- Draft and final Findings for use in Board and Council hearings

Task 2.9: Public Outreach

To ensure that stakeholders are informed about the *North San Diego County Regional Recycled Water Project*, the RMC team will develop a series of Fact Sheets that can be used by the agencies in the NC Group.

Fact Sheets - The RMC team will prepare up to six (6) Fact Sheets to inform stakeholders about the regional recycled water project. The Fact Sheets will support outreach efforts by individual agencies and will emphasize the benefits of recycled water and regionalization. The Fact Sheets may cover the following topics and/or be directed at specific audiences:

1. Environmental
2. Regulatory
3. Businesses
4. Job Creation
5. Legislative/Elected Officials
6. General Public

This task will include research, writing, and graphic design services for up to six (6) Fact Sheets. The RMC team will produce draft Fact Sheets for the NC Group for review. Following incorporation of comments, the RMC team will produce final Fact Sheets for use by individual agencies.

This task will also include support for the public scoping and comment meetings (Task 4) associated with CEQA compliance. The RMC team will ensure that key messages associated with the regional program are consistent throughout the work effort.

Deliverables:

- Electronic (pdf) copies of six (6) draft and final Fact Sheets

Task 3: Project Management

This task will cover project management and reporting on progress to the NC Group. We are assuming a contract length of approximately 24 months to complete the Feasibility Study, Programmatic EIR, and Fact Sheets. The Feasibility Study will be prepared in approximately 3 to 4 months using the existing *Facilities Plan* as a basis. The Programmatic EIR will require approximately 18 months for preparation of the environmental analysis, review cycles, public comment period, and publication of draft and final documents. The Fact Sheets will be developed early in the process for use by the individual agencies in

communicating the importance of the regional program to their constituents. A sample schedule assuming a start in March 2013 is as follows:

Activity	Month Anticipated
Prepare draft Feasibility Study	March – May 2013
NC Agency Review	June 2013
Prepare Final Feasibility Study	July 2013
Prepare Project Description/Notice of Prep	May – June 2013
NC Agency Review	July 2013
Conduct Environmental Surveys	August – October 2013
Prepare Admin Draft PEIR	November – January 2014
NC Agency Review	February 2014
Prepare Draft PEIR for publication	March 2014
Public Review of Draft PEIR	April – May 2014
Prepare Responses/ draft Final PEIR	June 2014
NC Agency Review	July 2014
Screen check Admin FPEIR/Review	August 2014
Final PEIR certified	September 2014
File Notice of Determination	October 2014

This scope includes RMC team participation in up to 18 NC Group meetings to brief the group on topics relevant to this scope of work, but does not include meeting coordination, agendas, or notes. It is assumed that the first five of these NC Group meetings will occur during development of the Feasibility Study, and the budget for these meeting is included in Task 1.

Task 3.1: NC Group Meetings and Reporting


For budgetary purposes we have assumed that the RMC team will attend up to eighteen (18) monthly NC Group meetings to present and discuss progress and review comments on the Feasibility Study, CEQA documentation, and Fact Sheets. RMC will attend all or a portion of the monthly NC Group meetings, as needed, to provide updates on activities related to this scope of work.

This task also includes project management for monthly invoicing and progress reports, as well as check-in calls as necessary to coordinate project activities with OMWD staff.

Deliverables:

- Monthly invoices and progress reports for duration of the project (twenty (20) months)
- Attendance at (all or a portion of) up to eighteen (18) monthly NC Group meetings to discuss progress and review comments

MEMORANDUM

DATE: March 7, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Award Teacher Grants

RECOMMENDATION:

Staff and the CAC recommend that Board of Directors:

1. Award three Teacher Grants; and
2. Discuss and provide direction, as appropriate.

DISCUSSION:

This item was reviewed by the Community Affairs Committee at its March 5, 2013 meeting.

Implementation of LWD's Teacher Grant Program was included as a tactical goal on the Fiscal Year 2013 Tactics and Action Plan.

During December 2011, staff provided grant information to nine elementary schools, one middle school, and one high school indicating that the submission deadline was February 28, 2013. As a result, the following three (3) applications were received:

Applicants	Schools	Grant Amounts
Ms. Thomas Baugh	Olivenhain Pioneer Elementary	\$988
Mr. Hank Stelzl	Paul Ecke Central Elementary	\$1,000
Ms. Tanya DeGregorio	Park Dale Lane Elementary	\$1,000

Total: \$2,988

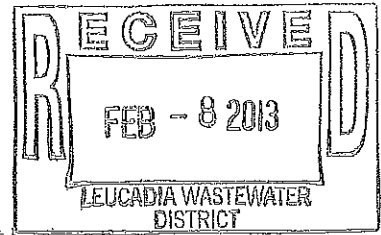
The FY 13 budget includes \$5,000 to fund the Teacher Grant program, which is intended to fund up to five \$1,000 applications.

th:PJB

Attachments



LEADERS IN ENVIRONMENTAL PROTECTION



Grant Application Form

During the 2012-2013 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 Thursday, February 28, 2013.

IDENTIFYING INFORMATION

Mr Thomas Baugh thomas.baugh@eusd.net

Teacher's name

K-6th Science and Math

Grade Subject

Olivenhain Pioneer Elementary

School name District

8000 Calle Acervo, Carlsbad 92009

School address, including street, city and zip

Ms Beth Cameron 760-943-2000

Principal's name School phone number

PTA

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

Water Wise Garden \$ 988.00

Project title Grant amount requested

Thomas Baugh (handwritten signature)

Teacher's signature

Please tell us how you heard about this program

- Posture/Flyer Web site Another Educator Newsletter Other

INTRODUCTION

Our Elementary School community is committed to the sustainable use of natural resources. As a customer of a special district we understand the importance of teaching our students how to use water and other resources in a responsible manner. Clean, fresh water is a precious resource that is often wasted. Most schools are designed to waste water. Up to 60 percent of all water used on a school campus is for outdoor irrigation. Educating students and their families to landscape with low-water-use plants both on and off campus will encourage the conservation of water, our most precious resource.

We propose to use the grant funds to install a model "water wise garden" at the entrance of the school. Currently this 30 foot by 8 foot space is covered in grass, and irrigated with a traditional sprinkler system. With the help of a volunteer from the Master Gardener Association of San Diego and a parent coordinator, six grade students will learn how to install a wise water garden. School public gardens are a wonderful way to affect people's behavior. When children see what is possible, it provides a more powerful lesson than any taught in a classroom.

Using an integrated approach of soil organics, plants selection and efficient irrigation students will install the school water wise garden. Students will begin by learning how to manage soils and soil organics as a powerful tool for water efficiency. Next, students will be exposed to the enormous palette of water wise plants suited to our region. They will learn about beautiful plants from around the world that will work in the garden and require less water, including plants from the Mediterranean basin, Cape South Africa, Australia, and Chile; plus our own California natives. Students will learn about drip irrigation and low-flow spray heads to deliver water directly to the root zone without the overspray or runoff typical of conventional sprinklers. Finally student will be exposed to the practice of mulching to help conserve soil moisture, suppress weeds, and keep the soil cooler.

Placed throughout the garden, will be signs loaded with educational information describing the water wise garden. This will allow all students at the school and community members to learn about low water usage gardening practices, home water saving tips, and organic gardening techniques. This water wise garden, located in a high-visibility area, will provide a template for students and parents on how to reduce their water use. It will help to inspire families to consider a California-friendly garden in lieu of a large lawn at their homes.

TIMELINE

- ◆ Installation of the Water Wise garden, March 2013 on school property.

OBJECTIVE

Students would learn about water wise gardening, as an important method of water conservation and preservation of our natural resources. Students would become passionate about starting water wise gardens at their homes.

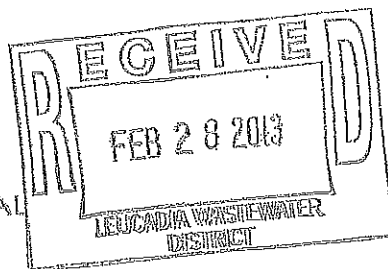
BUDGET

1	Organic soil amendments	155.00
1	Plants and stones	590.00
1	Irrigation tubing and drip nozzles	75.00
8	Informational signs	168.00

Total Amount requested: \$988.00



LEADERS IN ENVIRONMENTAL PROTECTION



Grant Application Form

During the 2012-2013 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 Thursday, February 28, 2013.

IDENTIFYING INFORMATION

Hank Stelzl

Teacher's name

K-6

Grade

Science in the Garden

Subject

Paul Ecke Central

School name

EUSD

District

185 Union Street, Encinitas, CA 92024

School address, including street, city and zip

Adrianna Chavarin

Principal's name

760-944-4323

School phone number

Paul Ecke Central PTA/ School as a Garden

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

Eco-Cycle with Fish and Food

Project title

\$1,000.00

Grant amount requested

Teacher's signature

Please tell us how you heard about this program

- Posture/Flyer
- Web site
- Another Educator
- Newsletter
- Other

Leucadia Wastewater District Grant Submission 2013

A. Description of Project: Alternative Ways to Growing Food Project

The Alternative Ways to Growing Food Project will reduce the amount of space used on the school's site by growing an estimated 200 pounds of greens for our salad bar and minimize ocean pollution caused by runoff found in traditional agricultural practices. The school site currently has over 25 raised garden beds equipped with efficient water saving drip systems and rain barrels to collect rainwater for our non-edible gardens. A 400 square foot area has been designated to showcase alternative gardening techniques where better water resource management could be applied for both the benefit of the school and the greater community.

This project requests funds to install 3 20-gallon aquarium and eco-cycle aquaponic kits that convert into a productive organic garden and water conservation-learning center. Additionally this project will strengthen its current watershed science and garden science curriculum taught to over 500 students. Through the installation of 3 eco-cycle aquaponic kits students will see first-hand how aquaponics saves water use for irrigation and minimize run-off into their neighboring ocean while learning about the nitrogen cycle between fish and food growth. This project will directly support 5th and 6th grade science standards on water resources and watersheds, as well as all water related science and life cycle standards for other grade levels.

Over 500 students, their families and members of our community would benefit from such a project by seeing first-hand how aquaponic organic gardening can reduce run-off into the ocean and protect their critical community environment. The lettuce grown in the eco-cycle aquaponic kits will also be served in our salad bar promoting healthy nutrition to the students as well. Together with the garden coordinator and science teacher, 6th grade students will help to install the aquaponic kits, create water conservation curriculum and mentor what they learned to 3rd grade students as part of our science fair projects. This project will also complement existing watershed lessons that focus on water use, other water conservation gardening techniques already in place at our school site while protecting our valuable water resources.

The garden coordinator, science teacher, classroom teachers and classroom parent volunteers will provide in-kind support to this project over the next several months totaling approximately \$1,150 (36 hours at \$25/hour, and receive 1 additional eco-cycle aquaponic kit at \$250 at no charge).

This project will be initiated as soon as funds are received, with the goal of showcasing our aquaponic systems during the Encinitas Environmental Day on June 9th, 2013, which is being held at our school and in the garden program. We will also receive an additional kit at no cost to be kept in the 3rd grade classroom area for study on life cycle while meeting CA State Standards.

B. Objectives: Describe your goals for students for this project.

1. To provide a means for students to measure their water conservation efforts through the use of eco-cycle aquaponics.

1a. Students will record how much water is saved using the technique to grow 70 lbs. of greens for the salad bar and measure the amount of water used to grow 70 lbs. of greens in a traditional garden bed saves.

1b. Measure the rate of growth of both fish and greens simultaneously.

2. To teach students better agriculture resource management in the school gardens.

1a. Students will learn how aquaponics increases efficiency and production of greens for the salad bar through the science of raising vegetables with the use of fish in a closed re-circulating system.

1b. Students will better understand the importance of the nitrogen cycle, the role of bacteria in ecology, as well as plant and life cycles through the science of aquaponics.

B. Budget: Please include a brief itemized budget for your project. Please indicate any item which may be non-consumables and available for future use.

Budget Item	Requested Amount	Justification
Eco Life Eco-Cycle Aquaponic Kits	\$750	\$250/each x 3
Supplies for each aquarium for the year	\$250	\$83/each classroom x3
Total Requested	\$1,000	



LEADERS IN
ENVIRONMENTAL
PROTECTION

Grant Application Form

During the 2012-2013 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 Thursday, February 28, 2013.

IDENTIFYING INFORMATION

Teacher's name <i>Tanya DeGregorio</i>	
Grade <i>1st</i>	
School name <i>Park Dale Lane</i>	Subject <i>EUSD</i>
School address, including street, city and zip <i>2050 Park Dale Lane Encinitas, CA 92024</i>	
Principal's name <i>Jodi Greenberger</i>	School phone number <i>760.944.4344</i>
Name of parent organization (i.e. PTA or school foundation) <i>PTA</i>	
Project title <i>Learning Garden</i>	Grant amount requested <i>\$ 1000.00</i>
Teacher's signature <i>[Signature]</i>	

Please tell us how you heard about this program

- Posture/Flyer Web site Another Educator Newsletter Other

Leucadia Wastewater District Grant Application 2013

Description of Project:

Our goal is to have artificial turf installed our kindergarten play area. Currently Our kindergarteners have wood chips, black top or dirt to play on. We feel it would be not only a great teaching/play area but also an ecofriendly alternative to real grass which would require watering and maintenance.

This space serves all our kindergarteners, some of our 1st graders and all our 2nd, 3rd and 4th graders that are "buddies" to our kindergarteners. This space has a shade canopy and with turf installed will be a fantastic outdoor learning area. It is in the same structure as our raised garden beds and with the shade structure already in place it will allow our teachers and students to spend more time outside during lessons in subjects such as math, science and art. And because our kindergarten students stay in their own playground at lunch, the turf would give them additional, and much needed, space to run around and play games.

Our PTA has budgeted \$1000 for school beautification and we are applying for additional grants to cover expenses.

Based on funding, we expect our project to be finished for the start of the 2013-2014 school year.

Objective:

Our objective is to provide an ecofriendly space where kids can play and learn. We also feel it will be keeping in line with our schools commitment to the earth and our environment.

Budget:

The space involved is 44"x30" and due to the measurements would be "waste free" and require no overage of turf during installation.

Total Cost of Project -\$8500 (quote attached)

School Funds-\$1000

Leucadia Grant-\$1000

Additional Grants-\$5000

School Fundraising -\$1500



Estimate

DATE: 2/1/2013

CUSTOMER:

Lauren Calderone / (858) 405-1993
Park Dale Lane Elementary / Encinitas, CA.

DESCRIPTION	INVESTMENT														
Install 1320 square feet [44x30 area] of "global" synthetic turf	\$12,284.94														
<p>OTHER COMMENTS Lauren...I threw every discount I had at this bid to get it to \$8,836.55 [however...as per our phone conversation the actual bottom line is \$8,500.00</p>	<table border="1"> <tr> <td>SUBTOTAL</td> <td>\$12,284.94</td> </tr> <tr> <td>20% Discount</td> <td>\$2,456.99</td> </tr> <tr> <td>Cash/Check Discount</td> <td>\$196.56</td> </tr> <tr> <td>Referral Discount</td> <td>\$294.84</td> </tr> <tr> <td>Avail. Dates Offer(500-999 Pavers)</td> <td>\$0.00</td> </tr> <tr> <td>Avail. Dates Offer (1000+ Pavers)</td> <td>\$500.00</td> </tr> <tr> <td>INVESTMENT</td> <td>\$8,836.55</td> </tr> </table> <p style="text-align: right;">Make all checks payable to: INSTALL-IT-DIRECT, INC.</p>	SUBTOTAL	\$12,284.94	20% Discount	\$2,456.99	Cash/Check Discount	\$196.56	Referral Discount	\$294.84	Avail. Dates Offer(500-999 Pavers)	\$0.00	Avail. Dates Offer (1000+ Pavers)	\$500.00	INVESTMENT	\$8,836.55
SUBTOTAL	\$12,284.94														
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Avail. Dates Offer (1000+ Pavers)	\$500.00														
INVESTMENT	\$8,836.55														

This is not a contract. INSTALL-IT-DIRECT reserves the right to withdraw this estimate at any time. Should you choose to accept this estimate, please sign below and return via email or fax (858-270-0788) A formal contract will be sent.

If you have any questions about this estimate, please contact your design consultant or our office at 858-925-3000


Thank You For Your Consideration and We Look Forward To Working With You!

Accepted: _____	Date: _____
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INSTALL-IT-DIRECT, INC. | 5580 La Jolla Blvd. #188 La Jolla, Ca 92037

Office: 858-925-3000 | Fax: 858-270-0788
www.installitdirect.com

MEMORANDUM

DATE: March 7, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat B

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take other action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat B on CSDA's Board of Directors in each of the six regions. The District's region is six (6). Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three year terms. The deadline for receipt of all nominations is May 24, 2013. The nomination form must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Packet in the mail. CSDA will mail ballots on June 7, 2013 and the original ballots must be received by CSDA by August 2, 2013 by 5:00 p.m. The successful candidates will be notified no later than August 6, 2013 and he/she will be introduced at the Annual Conference in Monterey in September.

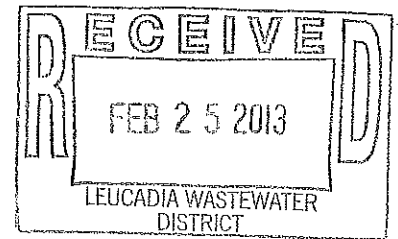
Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached are CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions.

cal:PJB

Attachments



**California Special
Districts Association**
Districts Stronger Together



DATE: February 22, 2013
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2014 - 2016 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 24, 2013.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 7th. The ballots must be received by CSDA no later than 5:00 p.m. August 2, 2013 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 6th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat B	Greg Orsini, McKinleyville Community Services District*
Region 2	Seat B	Ginger Root, Tuxedo Country-Club Rural Fire Protection*
Region 3	Seat B	Sherry Sterrett, Pleasant Hill Recreation and Park District*
Region 4	Seat B	Tim Ruiz, East Niles Community Services District*
Region 5	Seat B	Kathy Tiegs, Cucamonga Valley Water District*
Region 6	Seat B	Bill Nelson, Orange County Cemetery District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csgda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

Mailing
Address: _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

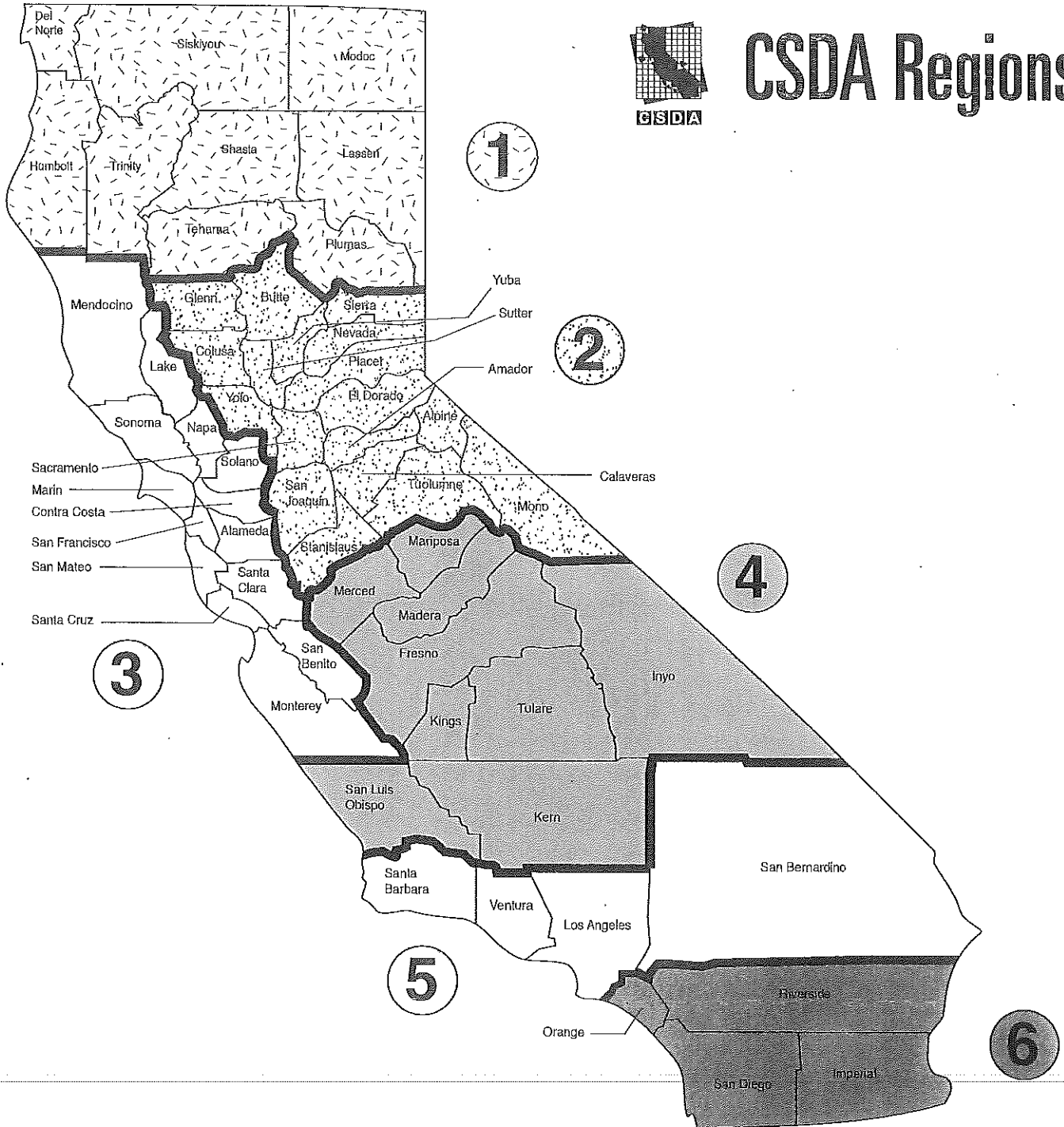
Return this form and a Board resolution/minute action supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 24, 2013



CSDA Regions



2013 Board of Directors by Region

Region 1

David Edwards, *East Quincy Services District*
 Greg Orsini, *McKinleyville CSD*
 Phil Schoefer, *Western Shasta RCD*

Region 2

Pete Kampa, *Tuolumne Utilities District*
 Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*

Region 3

Vincent Ferrante, *Moss Landing Harbor District*
 Sherry Sterrett, *Pleasant Hill RPD*
 Stanley Caldwell, *Mt. View Sanitary District*

Region 4

Steven Esselman, *North of the River MWD*
 Tim Ruiz, *East Niles CSD*
 Steve Perez, *Rosamond CSD*

Region 5

Elaine Freeman, *Rancho Simi RPD*
 Kathy Tiegs, *Cucamonga Valley Water District*
 Jim Acosta, *Saticoy Sanitary District*

Region 6

Jo MacKenzie, *Vista Irrigation District*
 Bill Nelson, *Orange County Cemetery District*
 Elaine Sullivan, *Leucadia Wastewater District*

MEMORANDUM

DATE: March 7, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the Local Agency Formation Commission (LAFCO)
Special Districts Advisory Committee

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Discuss and take other action as appropriate.

DISCUSSION:

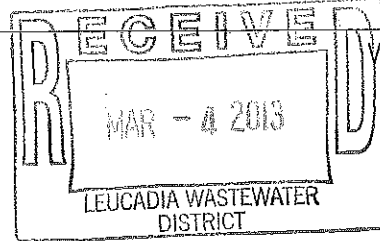
Leucadia Wastewater District recently received notification that nominations are being solicited for one vacancy on the LAFCO Special Districts Advisory Committee. The term of the successful candidate will expire in 2015. The deadline for receipt of all committee nominations is April 8, 2013.

All nominations received by the deadline will be reviewed by the Committee Chairman and a nominating committee. Depending upon the number of nominations received, there may be an interview process.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is LAFCO's notification letter, a list of incumbents with terms, the nomination/resume form, and an acknowledgement of receipt form.

:PJB

Attachments



Chairman

Andrew L. Vanderlaan
Public Member

March 1, 2013

Vice Chairman

John Ingalls
Santa Fe
Irrigation District

TO: Independent Special District in San Diego County

FROM: Executive Officer
Administrative Assistant

Members

Bill Horn
County Board of
Supervisors

Dianne Jacob
County Board of
Supervisors

Bud Pocklington
South Bay
Irrigation District

Mark Lewis
Mayor
City of El Cajon

Lorie Zapf
Councilmember
City of San Diego

Jim Janney
Mayor
City of Imperial Beach

SUBJECT: Call for Nominations to the Local Agency Formation
Special Districts Advisory Committee Vacancy

Nominations are being solicited for one current vacant position on LAFCO's Special Districts Advisory Committee. **The deadline for receipt of all committee nominations is April 8, 2013.**

The advisory committee consists of 16 members elected to four-year terms. The terms for eight of the positions will expire in 2015. The terms of the eight committee members recently elected in 2012 to fill four-year terms will expire in October 2016. A recent resignation from the committee has created a vacancy for a member whose term will expire in 2015 and the committee is requesting interested districts to nominate candidates. Please note the following nomination restrictions: (1) members of LAFCO's advisory committee may be either a district elected or appointed officer or a staff member; (2) the number of candidates and members of the advisory committee representing the same agency shall be limited to one. A list of incumbents is attached (**Attachment 1**).

Alternate Members

Greg Cox
County Board of
Supervisors

Sherri Lightner
Councilmember
City of San Diego

Sam Abed
Mayor
City of Escondido

Since this is a process to fill a vacancy, after Special Districts Advisory Committee nominations are received by April 8th, it is anticipated that the Committee Chairman and a nominating committee will review the nominations and consider a recommendation. Depending upon the number of nominations received, there may be an interview process but it is not required. If multiple nominations are received, a list may be established for any future vacancies that could occur.

Jo MacKenzie
Vista Irrigation District

Harry Mathis
Public Member

All districts are encouraged to submit nominations. **Please use the attached nomination/resume form and this form may also be downloaded at the link below (Attachment 2).** The nomination form should be signed by, or with authority of, the district presiding officer. Facsimile (FAX) copies of nominations are permitted, if necessary, to meet the submission deadline, but an original form must be furnished as

Executive Officer

Michael D. Ott

Counsel

Thomas Bosworth

**2013 SPECIAL DISTRICTS ADVISORY COMMITTEE
CALL FOR NOMINATIONS
LIST OF INCUMBENTS**

<u>Incumbent Special District Advisory Committee Members</u>	<u>Term Expires</u>
Gary Arant (Valley Center Municipal Water District)	October 15, 2016
James Archer (Alpine Fire Protection District)	October 15, 2016
Margarette Morgan (Vista Fire Protection District)	October 15, 2016
Augie Scalzitti (Padre Dam Municipal Water District)	October 15, 2016
Dennis Shepard (North County Cemetery District)	October 15, 2016
William Haynor (Whispering Palms Community Services District)	October 15, 2016
Tom Bumgardner (Valley Center Parks & Recreation District)	October 15, 2016
TeresaThomas (South Bay Irrigation District)	October 15, 2016
Gary Croucher (Otay Water District)	October 16, 2015
Judy Hanson (Leucadia Wastewater District)	October 16, 2015
Vacant	October 16, 2015
Jon J. Lorenz (Lakeside Fire Protection District)	October 16, 2015
John Pastore (Rancho Santa Fe Community Services District)	October 16, 2015
Tom Pocklington (Bonita-Sunnyside Fire Protection District)	October 16, 2015
Janine Sarti (Palomar-Pomerado Healthcare District)	October 16, 2015
Kimberly Thorner, Esq. (Olivenhain Municipal Water District)	October 16, 2015

DATE RECEIVED
BY LAFCO:

2013 SPECIAL DISTRICTS ADVISORY COMMITTEE
NOMINATION / RESUME

(Office Use)

NOMINATED BY:	
District Name:	
District Phone:	
NAME OF NOMINEE:	
Name:	
Address:	
Phone:	
NOMINATED FOR:	
<i>Please check box</i>	ADVISORY COMMITTEE ()
DISTRICT EXPERIENCE:	
LAFCO EXPERIENCE:	
ADDITIONAL INFORMATION:	
Print name and Authorized Signature:	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2013Nomination.doc>

ATTACHMENT 2

**2013 SPECIAL DISTRICTS MAILED-NOMINATION LETTER
ACKNOWLEDGMENT OF RECEIPT FORM**

(Name of District)

has received notification of LAFCO's Special Districts Advisory Committee nomination request.

(Authorized Signature)

(Print Name)


Date: _____

Return this form to:

Executive Officer
San Diego LAFCO
9335 Hazard Way, Suite 200
San Diego, CA 92123

ATTACHMENT 3

MEMORANDUM

DATE: March 7, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2014 (FY 14) Budget Development Schedule

RECOMMENDED:

- 1) This item is presented for information purposes only.

DISCUSSION:

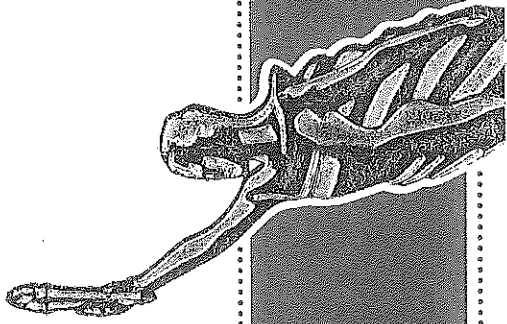
Staff has commenced budget development efforts and is working to prepare the preliminary FY 2014 Budget. In recent years, staff has worked with Board subcommittees to review and refine budget matters. However, this year, at the Board's direction, a Special Board meeting will be held to consider the proposed budget in its entirety.

Staff has scheduled the following FY 2014 budget schedule:

- 1) Special Board Meeting to review Preliminary FY 2014 Budget
 - a. Special Board Meeting – May 9, 2013
- 2) Board of Directors Review of Final FY 2014 Budget
 - a. Regular Board Meeting – June 12, 2013

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

cl: PJB



MARCOM AWARDS

HONORING EXCELLENCE

IN MARKETING AND COMMUNICATIONS

2012

— GOLD WINNER —

External Newsletter/Government

TRG & Associates/Leucadia Wastewater District

Downstream Newsletter