



LEADERS IN ENVIRONMENTAL PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, April 11, 2012

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. California Society of Municipal Finance Officers awarded the District the Outstanding Financial Reporting for the Fiscal Year Ending June 30, 2011. (Page 1)

## 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 for the Month of February**

Minutes of the following meetings: (Pages 2-14)

March 12, 2012 Community Affairs Committee Meeting (Pages 2-3)

March 14, 2012 Regular Board Meeting (Pages 4-10)

March 29, 2012 Ad Hoc Committee Meeting (Pages 11-12)

April 2, 2012 Engineering Committee Meeting (Pages 13-14)

### **8. Approval of Demands for March/April 2012**

This item provides for Board of Directors approval of all demands paid from LWD during the month of March and a portion in April 2012. (Pages 15-35)

### **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 11 to FY 12 and flows by sub-basin. (Pages 36-39)

### **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 12 budget and discloses monthly investments. (Pages 40-47)

## EWA and COMMITTEE REPORTS

### **11. Encina Wastewater Authority Reports**

A. A regular EWA Board meeting was held on March 28, 2012 – report by Vice President Sullivan. (Pages 48-49)

B. A EWA Member Agencies Manager's meeting was held on April 3, 2012 – report by GM Bushee (Verbal)

### **12. Committee Reports**

A. Ad Hoc Committee meetings were held on March 29, 2012 and March 1, 2012 – report by Director Omsted. (Page 50)

B. Engineering Committee meeting was held on April 2, 2012 – report by Director Juliussen. (Page 51)

## **ACTION ITEMS**

- 13. Board of Directors Strategic Planning Workshop Report**  
Receive and file the Board of Directors Strategic Planning Workshop Summary.  
(Pages 52-54)
- 14. Award of Purchase Contract to Cues West for a New Close Circuit Television Inspection Truck.**  
Authorize the General Manager to execute an agreement with Cues West for the purchase of a new Close Circuit TV (CCTV) Inspection Truck in an amount not to exceed \$234,000. (Pages 55-56)
- 15. Transfer of Capital Funds**  
Authorize a transfer of \$40,000 in capital funds from the Lateral Replacement/Backflow Preventer Program, 50-51-323-6499, to the Miscellaneous Pipeline/Manhole Repair account, 50-51-077-6499. (Pages 57-58)
- 16. Award Teacher Grants**
  - A. Award five Teacher Grants totaling \$4,376.88. (Pages 59-70)
- 17. Board of Director Compensation Adjustment**  
Discuss and take action as appropriate. (Pages 71-72)
- 18. Discussion of Potential General Manager Compensation Ad Hoc Committee**  
Discuss and provide direction as appropriate. (Page 73)

## **INFORMATION ITEMS**

- 19. Project Status Updates and Other Informational Reports**
  - A. Emails regarding LWD's Downstream Newsletter (Pages 74-75)
  - B. March 20, 2012 Public Forum Recap (verbal)
- 20. Directors' Meetings and Conference Reports**
  - A. The 2012 Annual Watereuse Conference was held at the Sheraton Grand in Sacramento, CA. (Page 76)
- 21. General Manager's Report**
- 22. General Counsel's Report**
- 23. Board of Directors' Comments**
- 24. Closed Session**
  - A. Personnel matters as authorized by Government Code §54957 to review General Manager Compensation. (Confidential Enclosure)
- 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: April 5, 2012

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

*California Society of  
Municipal Finance Officers*

*Certificate of Award*

*Outstanding Financial Reporting  
for the Fiscal Year Ending June 30, 2011*


*Presented to the*

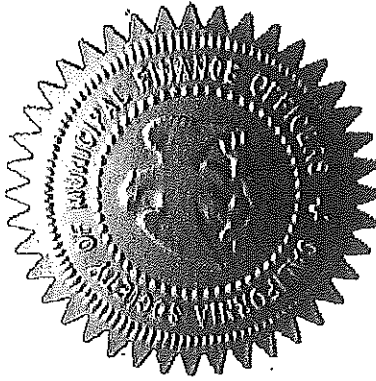
*Leucadia Wastewater District*

This certificate is issued in recognition of meeting professional standards and criteria in reporting which reflect a high level of quality in the annual financial statements and in the underlying accounting systems from which reports were prepared.

*February 29, 2012*

  
Scott Johnson  
CSMFO President

  
Chu Thai, Chair  
Professional Standards and  
Recognition Committee



*Dedicated Excellence in Municipal Financial Reporting*

**LEUCADIA WASTEWATER DISTRICT**  
**Minutes of a Community Affairs Committee Meeting**  
**March 12, 2012**

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held March 12, 2012 at 11:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 11:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: GM Paul Bushee, ASM Chuck LeMay, and Executive Assistant Trisha Hill

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review of Teacher Grant Applications.

EA Hill presented this item. She stated that the District received seven applications by the March 2<sup>nd</sup> deadline. EA Hill provided a brief summary of the applications indicating that the total of all grants was \$6,350.88.

GM Bushee noted that the budget includes \$5,000 to fund five grants at up to \$1,000 per grant.

Following review of the applications, the CAC and staff agreed on the following five grants to forward to the Board of Directors for approval at the April Board meeting:

Ms. Jodi Greenberger	El Camino Creek Elementary	\$811
Mr. Thomas Baugh	Olivenhain Pioneer Elementary	\$1,000
Ms. June Honsberger	La Costa Canyon High School	\$1,000
Mr. Hank Stelzl	Paul Ecke Central Elementary	\$1,000
Ms. Wendy Bram	La Costa Heights Elementary	\$565.88
& Ms. Debbie Pinter		
		<b>Total: \$4,376.88</b>

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 11:25 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
March 14, 2012

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A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, March 14, 2012 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, FS Supervisor Marvin Gonzalez, FS III Ian Riffel, FST In-Training Mauricio Avalos, District Engineer Steve Deering, CWEA Representative Denis Pollak and Linda Pollak.

**3. Pledge of Allegiance**

**4. Public Comment**

GM Bushee stated that Denis Pollak of CWEA attended tonight's meeting to present President Hanson with the CWEA AI Wrigley Award.

Mr. Pollak provided background information on the AI Wrigley Award. He also acknowledged President Hanson's involvement in the wastewater industry and CWEA indicating that this award recognizes her support. He presented President Hanson with the AI Wrigley award.

The Board of Directors congratulated President Hanson for receiving the award.

**5. Approval of Agenda**

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

**6. Presentations and Awards**

A. FST In-Training Mauricio Avalos receives a professional achievement award.

GM Bushee stated that Mauricio Avalos recently received his Collection System Maintenance Grade I certification and that he is eligible for a \$500 incentive award under LWD's Incentive Program. He also noted that this is his second certification this year.

President Hanson presented Mauricio with his certification and incentive award.

The Board of Directors congratulated Mauricio for his efforts.



B. Achievement of an Organization Objective – Cost Sharing of CSRMA Dividends.

GM Bushee stated that the CSRMA Board of Directors approved the distribution of dividend payments from the pooled liability insurance program at their January 2012 meeting. The District received the check in the amount of \$13,461. He noted that LWD's incentive program authorizes a 50% cost sharing of the dividend and each employee is eligible for a compensation award of \$373.91.

The Board of Directors congratulated LWD for their efforts.

### CONSENT CALENDAR

GM Bushee noted a mistake in both Ad Hoc Committee minutes indicating President Hanson adjourned the Ad Hoc Committee meetings, not Director Sullivan. He indicated that staff will make the corrections.

7. **Approval of Board and Committee Minutes**

Minutes of the following meetings:

February 2, 2012 Community Affairs Committee Meeting  
February 6, 2012 Investment & Finance Committee Meeting  
February 7, 2012 Engineering Committee Meeting  
February 8, 2012 Regular Board Meeting  
February 13, 2012 Ad Hoc Committee Meeting  
February 21, 2012 Special Board Meeting  
February 23, 2012 Community Affairs Committee Meeting  
March 1, 2012 Ad Hoc Committee Meeting  
March 7, 2012 Engineering Committee Meeting

8. **Approval of Demands for February 2012/March 2012**

Payroll Checks numbered 15865-15905; General Checking – Checks numbered 41970-42078

9. **Operations Report** (A copy was included in the original March 14, 2012 Agenda)

10. **Finance Report** (A copy was included in the original March 14, 2012 Agenda)

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

### EWA and COMMITTEE REPORTS

11. **Encina Wastewater Authority (EWA) Reports**

A. Encina Wastewater Authority Report – February 22, 2012.

Vice President Sullivan reported on the EWA's February 22, 2012 Board meeting.

B. Member Agency Manager (MAM) Meeting – March 6, 2012.

GM Bushee stated that he was unable to attend the MAM meeting because he was at the CSRMA Executive Board retreat, but he received an outline of the discussion topics from EWA's GM Hardy. He reported on the March 6, 2012 Member Agency Manager meeting based on the meeting outline. He also noted that EWA's Industry Awards Banquet is scheduled for April 12, 2012.

## 12. Committee Reports

### A. Ad Hoc Committee was held on February 13, 2012 and March 1, 2012.

Director Omsted reported that the Ad Hoc Committee met on February 13<sup>th</sup> and March 1<sup>st</sup> to discuss potential topics for a Governance Committee's review. He also noted other items of discussion and staff's research on the following:

- Procedures used to fill Board vacancies
- Rotation of Board committee members
- Results of the Governance and Standing Committee survey
- Procedures used for appointing Board Committee members.

### B. Community Affairs Committee meeting was held on February 23, 2012.

Vice President Sullivan reported that the CAC met on February 23<sup>rd</sup> and reviewed the newsletter layout. She indicated that the suggested changes were made and that the final newsletter was mailed to LWD customers on March 8, 2012.

GM Bushee stated that staff has received a couple of comments from LWD customers. One customer did not feel it was a good use of the ratepayer's money while, while another customer encouraged LWD to keep producing the newsletter.

### C. Engineering Committee meeting was held on March 7, 2012.

Director Juliussen reported that the EC met on March 7, 2012. He stated that the EC reviewed the as needed Engineering Design Services contract with Infrastructure Engineering Corporation (IEC), noting that this item will be reviewed by the Board later in the agenda.

He also reported that the EC reviewed a mid-year appropriation request to add \$245,000 to the FY 12 Capital Acquisition Budget for the future purchase of a new CCTV Inspection Truck and that this item will also be reviewed by the Board later in the agenda.

In addition, he stated that the EC received status updates on the following projects:

- Occidental Pipeline Repair Project, and
- Batiquitos Pump Station Rehabilitation Project.

## ACTION ITEMS

### 13. Engineering Design Services Contract

Authorize the General Manager to execute an as needed Engineering Design Services Contract with Infrastructure Engineering Corporation (IEC).

TSM Morishita presented this item. He noted that this item is listed as a tactical goal in the FY 12 Tactics and Action plan. He also stated that it was reviewed by the EC at its March 7<sup>th</sup> meeting and the EC concurred with staff's recommendation.

TSM Morishita provided a summary of staff's efforts throughout the competitive procurement process. He stated that after reviewing proposals, it was determined that Infrastructure Engineering Corporation (IEC) was the most qualified firm to provide as needed engineering services. He noted that the agreement does not have a specific amount because each project will be issued a task order that will be negotiated independently based on the work needed to be done.

Director Juliussen noted that he reviewed all the proposals and attended the interviews as an observer. He indicated that the process was very competitive and IEC did an excellent job during their interview. He also thought Psomas did an excellent job with their interview as well.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and carried, the Board of Directors authorized the General Manager to execute an as needed Engineering Design Services Contract with IEC.

### 14. The Board-General Manager/Staff Relations Policy

Adopt Resolution No. 2220 – The Board-General Manager/Staff Relations Policy.

ASM LeMay presented this item. He stated that at the Board's Planning session, the Board of Directors reviewed the policy and directed staff to make revisions to the policy. He noted that General Counsel Brechtel made the revisions for the Board's adoption of the revised policy.

Director Kulchin stated that the policy is a good guideline tool, noting that Board's culture is offering suggestions and not directing as stated in the policy. Director Omsted requested the inclusion of additional language to Section IX Committees under (B) that includes procedures for the Board President appointing himself/herself to a committee. General Counsel Brechtel indicated that he will make that addition.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Sullivan, and carried, the Board of Directors adopted Resolution No. 2220 – The Board-General Manager/Staff Relations Policy with revised language to Section IX Committee under (B) by the following vote:

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

**15. Mid-Fiscal Year 2012 Appropriation**

Authorize a Mid-Fiscal Year 2012 appropriation for the purchase of a new Closed Circuit Television Inspection Truck in an amount not to exceed \$245,000.

Field Services Superintendent Stecker presented this item. He stated that at the last Board meeting he provided an analysis of the line cleaning and video inspection programs, which indicated the need for a new television truck.

GM Bushee noted that at the EC meeting, the EC members suggested that staff purchase the television truck this fiscal year, instead of FY 13. Director Juliussen confirmed GM Bushee's statement, indicating that it is important to purchase the truck this year in order to continue their duties. In addition, he acknowledged staff for their work of the analysis of the two programs.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors authorized a mid-fiscal year 2012 appropriation for the purchase of a new closed circuit television inspection truck in an amount not to exceed \$245,000.

**16. Fiscal Year 2013 (FY 13) Budget Development Schedule**

Review the proposed budget schedule and consider scheduling committee meetings to facilitate the budget development process.

ASM LeMay presented the proposed budget schedule. He stated that EA Hill will contact members to schedule the upcoming meetings.

Director Omsted stated that he would like to add an Ad Hoc General Manager's compensation committee. He noted that he would like to see the GM's compensation reviewed by the Governance Committee, but it has not been established yet. He asked General Counsel Brechtel if he can make a motion to develop another committee. General Counsel Brechtel suggested that Director Omsted's request be added to the April Board agenda as an action item, since this item was for information.

Director Omsted suggested that the Board have a Special Board meeting to discuss the General Manager's compensation because his compensation package is different than the employee's compensation. Director Kulchin stated that this is an important issue; however, the Human Resource Committee usually reviews this topic.

No action was taken.

**17. CSDA Board of Directors Call for Nominations – Seats A and C**

Review CSDA's notification of upcoming elections for Region 6, Seats A and C.

GM Bushee stated that CSDA has two openings for the Region 6 section. Vice President Sullivan stated that she is interested in running for a seat on CSDA Board of Directors Region 6. The Board reached a unanimous consensus to nominate Vice President Sullivan for seat C on the CSDA Board of Directors Region 6.

GM Bushee stated that staff will forward the appropriate paperwork to CSDA.

## **INFORMATION ITEMS**

### **18. Project Status Updates and Other Informational Reports**

- A. San Diego Union Tribune news article "Governments kept partying amid downturn".

GM Bushee noted that this article was recently published in the San Diego Union Tribune, indicating that this is a sensitive issue for the public.

- B. Thank you card from Pacific Ridge School's students for providing a tour to their class.

GM Bushee noted the tour by members of the Field Services and that staff received a thank you card.

- C. CASA Spring Conference is scheduled for April 25-27, 2012 in Napa, CA.

GM Bushee announced the event, noting to RSVP with EA Hill.

- D. CSDA Legislative Days Conference is scheduled for May 16-17, 2012 at the Sacramento Convention Center.

GM Bushee announced the event, noting to RSVP with EA Hill, if interested in attending.

### **19. Directors' Meetings and Conference Reports**

None to report for the month of February.

President Hanson asked Board members if they had any comments about the Board Planning session and Mr. Bills suggestion to have brief summary of the Board meeting after the meeting. Director Kulchin stated that it was a productive meeting and it went well.

### **20. General Manager's Report**

The following items were reported:

- Required Harassment Training for the Board members to complete the District of Distinction renewal application. He provided the training options for the Board members noting that the webinar on May 2<sup>nd</sup> from 10AM – 12PM may be the best option.
- During April, Staff would like to schedule a Special Board meeting to discuss the District's Recycled Water Program and the status on the North County Recycled Water Group's progress.
- The Public Forum is scheduled for March 20<sup>th</sup> at 5:30 PM.

### **21. General Counsel's Report**

No report.

### **22. Board of Director's Comments**

Director Juliussen thanked staff for their thorough work during the as needed design engineering contract selection process.

Director Kulchin noted that he received a door hanger reminding customers not to pour grease down their drain. He also appreciated Director Omsted's request to have a Special Board meeting to discuss the General Manager's Compensation, suggesting that a closed session item be added to an upcoming agenda to discuss this.

**23. Adjournment**

President Hanson adjourned the meeting at 6:25 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Ad Hoc Committee Meeting  
 March 29, 2012

A meeting of the Ad Hoc Committee (AHC) of the Leucadia Wastewater District (LWD) was held March 29, 2012 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

President Hanson called the meeting to order at 9:30 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

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

**5. New Business**

**A. Consideration Governance/Executive Committee Formation – Meeting No. 3 Follow-up**

GM Bushee stated that at the previous AHC meeting, staff was directed to draft responsibilities for each LWD standing committee, provide contact information to President Hanson for Board members that serve on an Executive Committee and provide samples of Tri-city Health Care District's Governance and Legislative Committee agendas. He indicated that the agenda included a list of the LWD's committees and their duties, and samples of the Tri-city Health Care District's agendas.

President Hanson reported that she spoke with other agency's Board members regarding the Executive/Governance Committee. She provided a summary of her discussions with each Board member. GM Bushee noted that he also had a discussion with another General Manager regarding the agency's Executive Committee.

The Ad Hoc Committee reviewed LWD committee duties. Following a detailed discussion, the committee considered the following:

- Eliminating the Employee Recognition Committee and adding its duties to the Human Resources Committee;
- Renaming the Investment & Finance Committee (IFC) to the Policy & Finance Committee and including responsibilities to review appropriate District policies;
- Establishing a Governance Committee (and not changing the IFC) that would review legal/legislative issues, review District policies, oversee the development of new Director orientations and prepare the General Manager's evaluation once input is received; and
- Rotating the Board committee members, including the EWA committee members.

In addition, the Ad Hoc Committee directed staff to survey those agencies that rotate committee members, provide a committee rotation pattern, and provide the results at the next meeting.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

President Hanson adjourned the meeting at 10:41 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 April 2, 2012

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday April 2, 2012 at 8:30 a.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; Administrative Services Manager Chuck LeMay; Field Services Superintendent Jeff Stecker; Field Services Supervisor Marvin Gonzalez; and District Engineer Steve Deering.

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Authorize the General Manager to execute an Agreement with Cues West for the purchase of a new Close Circuit TV (CCTV) Inspection truck in an amount not to exceed \$234,000.

FSSuperintendent Stecker presented staff's recommendation to purchase the CCTV Inspection Truck from Cues West. The EC concurred with staff. The recommendation to procure the vehicle from Cues West will be presented to the Board for approval at the April 2012 Board meeting.

- B. Authorize a transfer of \$40,000 in capital funds from the Lateral Replacement/Backflow Preventer Program, 50-51-323-6499, to the Miscellaneous Pipeline/Manhole Repair account, 50-51-077-6499.

TSM Morishita presented staff's recommendation. After a short discussion, the EC concurred with staff to present this recommendation at the April 2012 Board meeting.

- C. Discuss the proposed FY 2013 Capital Budget.

TSM Morishita presented the preliminary Fiscal Year 2013 (FY13) Capital Acquisition and Capital Improvement Program budgets. The EC discussed the proposed budgets and was satisfied with the amounts being requested. Chairperson Juliussen requested that staff consider purchasing and installing a diesel fuel storage tank on site to fuel the standby generators and Vector trucks in an emergency, such as the September 2011 San Diego County wide power outage. Staff will include this evaluation in the Leucadia Pump Station Generator

Replacement project.

**5. Information Items**

A. Via Palacio Offset Joint Repair

TSM Morishita gave a presentation of the repair that was completed during the week of March 12, 2012.

**6. Director's Comments**

None.

**7. General Manager's Comments**

GM Bushee informed the EC about a proposed bill by Senator Mark Wyland which would shift the burden of indemnity, representation and cost, for professional services from design consultants to public agencies. The proposed bill was reviewed by District Counsel. The District intends to meet with and/or submit comments to Senator Wyland.

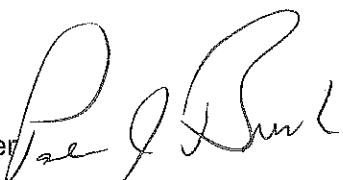
**8. Adjournment**

Chairperson Juliussen adjourned the meeting at approximately 9:07 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

## MEMORANDUM

**DATE:** April 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of March/April Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 492,216.75
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months March 9, 2012 – April 5, 2012.

Operating expenses totaled \$359,625.09 while Capital Improvement Program expenses totaled \$ 39,368.07.

Payroll for employees and the Board totaled \$ 93,223.59.

Attached please find a year to date Employee and Board Payroll Report from March 2011 to April 2012 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 March/April 2012
Attachment 2	Accounts Payable Check Register dated March 8, 2012
Attachment 3	Payroll Check Register dated March 15, 2012
Attachment 4	Accounts Payable Register dated March 16, 2012
Attachment 5	Payroll Check Register dated March 21, 2012
Attachment 6	Accounts Payable Check Register dated March 26, 2012
Attachment 7	Board Payroll Check Register dated April 2, 2012
Attachment 8	Accounts Payable Check Register dated April 2, 2012
Attachment 9	Payroll Check Register dated April 4, 2012
Attachment 10	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

April 11, 2012

### 1. Demands

Category	Check #'s	Amount	Total
Payroll Check - 3/15/2012	15988 - 16006	Incentive	\$ 6,745.46
Payroll Check - 3/21/2012	16007 - 16024		\$ 40,896.30
Board Payroll Check - 4/2/2012	16025 - 16029		\$ 3,968.57
Payroll Check - 4/4/2012	16030 - 16047		\$ 41,613.26
	<b>Total</b>		<b>\$93,223.59</b>
General Checking - 3/8/2012	42201 - 42239		\$ 175,841.34
General Checking - 3/16/2012	42241 - 42278		\$ 105,590.78
General Checking - 3/26/2012	42279 - 42307		\$ 60,642.33
General Checking - 4/2/2012	42308 - 42322		\$ 56,918.71
	<b>Total</b>		<b>\$398,993.16</b>
			<b>\$492,216.75</b>
	<b>Grand Total</b>		<b>\$492,216.75</b>
<u>VOIDED CHECK</u>	42217 reissued 42240		
	40208		
	40256		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42201- 2542	1	3/08/2012	10128 THE LANTON GROUP		
	1		45334 TEMP HOURS-W/E 2/26/12	216.00	IVC050000047453
42201- 2542	1	3/08/2012	Logged *** Total ***	216.00	
42202- 2542	2	3/08/2012	10167 ACACIA GASOLINE & CAR WASH		
	2		45313 OPEN PO-VEHICLE/TRUCK FUELS	100.46	2544
42202- 2542	2	3/08/2012	Logged *** Total ***	100.46	
42203- 2542	3	3/08/2012	10224 ADVANCED OFFICE SERVICES		
	3		45332 COPIER INK	92.82	AR341546
42203- 2542	3	3/08/2012	Logged *** Total ***	92.82	
42204- 2542	4	3/08/2012	10366 AIR POLLUTION CONTROL DISTRICT		
	4		45308 RENEWAL FOR LPS,SAXONY PS/GENE	2,000.00	20120221-0274
	4		45309 RENEWAL FOR BPS	1,129.00	2012022104085
42204- 2542	4	3/08/2012	Logged *** Total ***	3,129.00	
42205- 2542	5	3/08/2012	10720 AT&T		
	5		45348 L.D. @ 8PS PS	32.50	BPS-0192940472
42205- 2542	5	3/08/2012	Logged *** Total ***	32.50	
42206- 2542	6	3/08/2012	11550 BOOT WORLD, INC		
	6		45344 SAFETY BOOTS-I.RIFFEL	200.00	1085470-IN
42206- 2542	6	3/08/2012	Logged *** Total ***	200.00	
42207- 2542	7	3/08/2012	11650 BROWNELL AND DUFFEY CPA		
	7		45312 CONTRACT-ACCOUNTING SERVICES	7,869.00	030512
42207- 2542	7	3/08/2012	Logged *** Total ***	7,869.00	
42208- 2542	8	3/08/2012	12360 CITY OF CARLSBAD		
	8		45328 WATER @ PLANT	97.69	8121305-2/2012
	8		45329 WATER @ PLANT	82.74	8121300-2/2012
	8		45330 WATER @ VACTOR	147.14	103-2/2012
	8		45331 WATER @ VACTOR 2	180.30	104-2/2012
42208- 2542	8	3/08/2012	Logged *** Total ***	507.87	
42209- 2542	9	3/08/2012	12510 WASTE MANAGEMENT		
	9		45333 TRASH SERVICE	190.27	107988602747
42209- 2542	9	3/08/2012	Logged *** Total ***	190.27	
42210- 2542	10	3/08/2012	12578 COSTCO		
	10		45338 COSTCO RENEWAL	165.00	680405-APRIL
42210- 2542	10	3/08/2012	Logged *** Total ***	165.00	
42211- 2542	11	3/08/2012	12814 CUES, INC		
	11		45314 OPEN PO-REPAIRS TO CCTV	125.59	361846
42211- 2542	11	3/08/2012	Logged *** Total ***	125.59	
42212- 2542	12	3/08/2012	13072 DATA NET		
	12		45336 IS MAINT AND SUPPORT	505.00	9742123
42212- 2542	12	3/08/2012	Logged *** Total ***	505.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42213- 2542	13	3/08/2012	13636	ALLIANT INSURANCE SERVICES, IN		
	13		45343	MASTER CRIME RENEWAL-12-13	338.00	43217
42213- 2542	13	3/08/2012	Logged	*** Total ***	338.00	
42214- 2542	14	3/08/2012	14840	EWING IRRIGATION PRODUCTS		
	14		45342	PARTS	28.74	5667285-A
42214- 2542	14	3/08/2012	Logged	*** Total ***	28.74	
42215- 2542	15	3/08/2012	16021	GREAT AMERICA LEASING CORP		
	15		45347	COPIER LEASE	1,002.74	11974323
42215- 2542	15	3/08/2012	Logged	*** Total ***	1,002.74	
42216- 2542	16	3/08/2012	17058	JUDY HANSON		
	16		44706	REIMBURSE JH FOR CONFERENCE	25.00	CSDA-MONTEREY
42216- 2542	16	3/08/2012	Logged	*** Total ***	25.00	
42217- 2542	17	3/08/2012	17520	HOLLAND & KNIGHT LLP TRUST ACC		
	17		45341	REFUND TO DEV-#805	145,055.00	HOLLAND-MARCH
42217- 2542	17	3/08/2012	Logged	*** Total ***	145,055.00	
42218- 2542	18	3/08/2012	18150	ICMA RETIREMENT-303979		
	18		45324	DEFERRED COMP-ICMA	3,430.67	ICMA-3/7/2012
42218- 2542	18	3/08/2012	Logged	*** Total ***	3,430.67	
42219- 2542	19	3/08/2012	20842	DAVID KULCHIN		
	19		45339	REIMBURSE DK FOR CONFERENCE	32.75	DK-CSDA-DINNER
42219- 2542	19	3/08/2012	Logged	*** Total ***	32.75	
42220- 2542	20	3/08/2012	21102	CASH		
	20		45356	PETTY CASH-FEB	267.63	PETTY-3/1/2012
42220- 2542	20	3/08/2012	Logged	*** Total ***	267.63	
42221- 2542	21	3/08/2012	22214	MITSUBISHI ELECTRIC & ELECTRON		
	21		45327	MAINTENANCE-ELEVATOR	255.00	222208
42221- 2542	21	3/08/2012	Logged	*** Total ***	255.00	
42222- 2542	22	3/08/2012	23068	NATIONWIDE RETIREMENT SOLUTION		
	22		45349	DEFERRED COMP-NATIONWIDE	200.00	NATION-3/7/2012
42222- 2542	22	3/08/2012	Logged	*** Total ***	200.00	
42223- 2542	23	3/08/2012	24224	OFFICE DEPOT, INC.		
	23		45310	OPEN PO-OFFICE SUPPLIES	108.14	599280794001
	23		45319	OPEN PO-OFFICE SUPPLIES	133.59	599458281001
42223- 2542	23	3/08/2012	Logged	*** Total ***	241.73	
42224- 2542	24	3/08/2012	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	24		45321	WATER @ TRAVELING 2	178.34	544310-FEB'12
	24		45322	WATER @ VP7	53.61	026000-FEB'12
	24		45353	WATER @ E.E.PS	53.61	214000-2/2012
	24		45354	WATER @ VP5	36.12	148700-2/2012
	24		45355	WATER @ TRAVELING	192.26	551070-2/2012
42224- 2542	24	3/08/2012	Logged	*** Total ***	513.94	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42225- 2542	25	3/08/2012	25010 AT&T		
	25		45351 PHONE @ BPS	35.19	9423588-2/2012
42225- 2542	25	3/08/2012	Logged	*** Total ***	35.19
42226- 2542	26	3/08/2012	25019 PACIFIC SAFETY COUNCIL		
	26		45307 CONFINED SPACE TRAINING FOR FI	1,225.00	68913
42226- 2542	26	3/08/2012	Logged	*** Total ***	1,225.00
42227- 2542	27	3/08/2012	25425 PLANT PEOPLE		
	27		45311 OPEN PO-CONTRACT-MAINTAIN PLAN	158.00	3120107
42227- 2542	27	3/08/2012	Logged	*** Total ***	158.00
42228- 2542	28	3/08/2012	28070 SAN DIEGUITO WATER DISTRICT		
	28		45323 WATER @ BPS	71.11	BPS-FEB-'12
	28		45325 WATER @ TANKER 1	83.58	TK645-2/2012
	28		45326 WATER @ TANKER 2	67.66	TK896-2/2012
42228- 2542	28	3/08/2012	Logged	*** Total ***	222.35
42229- 2542	29	3/08/2012	29716 TRG & ASSOCIATES		
	29		45317 OPEN PO-PUBLIC INFORMATION	6,145.00	10-1312
42229- 2542	29	3/08/2012	Logged	*** Total ***	6,145.00
42230- 2542	30	3/08/2012	29730 T.S. INDUSTRIAL SUPPLY		
	30		45340 HOSES AND CLAMPS	69.49	1063675
42230- 2542	30	3/08/2012	Logged	*** Total ***	69.49
42231- 2542	31	3/08/2012	30515 UNIFIRST CORPORATION		
	31		45315 OPEN PO-CONTRACT-UNIFORMS	163.00	3600916413
42231- 2542	31	3/08/2012	Logged	*** Total ***	163.00
42232- 2542	32	3/08/2012	30520 UNDERGROUND SERVICE ALERT OF		
	32		45320 UNDERGROUND ALARM ALERT	276.50	220120367
42232- 2542	32	3/08/2012	Logged	*** Total ***	276.50
42233- 2542	33	3/08/2012	30551 CARLSBAD FUELS CORPORATION		
	33		45318 OPEN PO - VEHICLE FUELS	2,110.21	20120222
42233- 2542	33	3/08/2012	Logged	*** Total ***	2,110.21
42234- 2542	34	3/08/2012	30560 UNITED PARCEL		
	34		45335 SHIPPING	16.63	000025YY37082
42234- 2542	34	3/08/2012	Logged	*** Total ***	16.63
42235- 2542	35	3/08/2012	30580 UNITED WAY		
	35		45350 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-3/7/2012
42235- 2542	35	3/08/2012	Logged	*** Total ***	5.00
42236- 2542	36	3/08/2012	31232 VERIZON WIRELESS		
	36		45345 CELL PHONE CHARGES	52.04	1060464614
	36		45346 CELL PHONE CHARGES	266.11	1060464615
42236- 2542	36	3/08/2012	Logged	*** Total ***	318.15
42237- 2542	37	3/08/2012	31263 AMERICAN MESSAGING		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	37		45352	PAGER SERVICE	9.95	L1417521MC
42237- 2542	37	3/08/2012	Logged	*** Total ***	9.95	
42238- 2542	38	3/08/2012	32128	WOODYS CRANE SERVICE		
	38		45316	4 HRS CRANE SERVICE @ LPS	500.00	2026
42238- 2542	38	3/08/2012	Logged	*** Total ***	500.00	
42239- 2542	39	3/08/2012	33227	XEROX CORPORATION		
	39		45337	COPIER MAINTENANCE	62.16	060385157
42239- 2542	39	3/08/2012	Logged	*** Total ***	62.16	
					.00	
** Total check discount **					.00	
** Total check amount **					175,841.34	
** Total void discount **					.00	
** Total void amount **					.00	



LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 15, 2012  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15988 - 16006	3/15/2012	\$6,745.46

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42241- 2544	1	3/16/2012	10100 NAPA AUTO		
	1		45381 SPRAY, GREASE CLEANER	90.32	064908
	1		45382 PARTS	19.91	065610
42241- 2544	1	3/16/2012	Logged	*** Total ***	110.23
42242- 2544	2	3/16/2012	10128 THE LAWTON GROUP		
	2		45379 TEMP HOURS W/E 3/4/2012	270.00	IVC050000047491
42242- 2544	2	3/16/2012	Logged	*** Total ***	270.00
42243- 2544	3	3/16/2012	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		45386 MONTHLY PEST SERVICE	53.00	1013083
42243- 2544	3	3/16/2012	Logged	*** Total ***	53.00
42244- 2544	4	3/16/2012	11060 BARRETT ENGINEERED PUMP		
	4		45368 REPAIR GORMAN & RUPP PUMP	694.16	079834
42244- 2544	4	3/16/2012	Logged	*** Total ***	694.16
42245- 2544	5	3/16/2012	11314 BERGELECTRIC CORP		
	5		45394 OPEN PO-ELECTRICAL	619.29	13330.8TM-5
42245- 2544	5	3/16/2012	Logged	*** Total ***	619.29
42246- 2544	6	3/16/2012	12029 CWEA		
	6		45374 CWEA MEMBERSHIP RENEWAL-E.S.	132.00	1853-SULLIVAN
	6		45375 CWEA MEMBERSHIP RENEWAL-J.HANS	132.00	3309-HANSON
	6		45376 CWEA MEMBERSHIP RENEWAL-A.J.	132.00	1709-JULIUSSEN
42246- 2544	6	3/16/2012	Logged	*** Total ***	396.00
42247- 2544	7	3/16/2012	12112 JEFF BILLS		
	7		45362 CONTRACT-CONSULTING SERVICES	5,132.75	CC-3/5/2012
42247- 2544	7	3/16/2012	Logged	*** Total ***	5,132.75
42248- 2544	8	3/16/2012	12361 CITY OF CARLSBAD		
	8		45383 2ND QTR GOP/ROW-2012	75.00	AR19390
42248- 2544	8	3/16/2012	Logged	*** Total ***	75.00
42249- 2544	9	3/16/2012	12514 CONEXIS		
	9		45385 SEC 125 FLEX PLAN-FEBRUARY	130.00	0212-OR5179
42249- 2544	9	3/16/2012	Logged	*** Total ***	130.00
42250- 2544	10	3/16/2012	12631 CORODATA		
	10		45365 OPEN PO-STORAGE	75.14	RS1475413
42250- 2544	10	3/16/2012	Logged	*** Total ***	75.14
42251- 2544	11	3/16/2012	13072 DATA NET		
	11		45400 IS MAINT AND SUPPORT	505.00	9742238
42251- 2544	11	3/16/2012	Logged	*** Total ***	505.00
42252- 2544	12	3/16/2012	13272 DETECTION INSTRUMENTS CORP		
	12		45360 OPEN PO-CALIBRATION/ODALOGS	293.94	635121312
42252- 2544	12	3/16/2012	Logged	*** Total ***	293.94
42253- 2544	13	3/16/2012	** unused **		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42254- 2544	14	3/16/2012	13822 DUDEK & ASSOCIATES		
	14		45406 GE/3251/100/GRADING PLANS	360.00	20120477
	14		45407 GE/3252/832/CHICK-FIL-A	600.00	20120683
	14		45408 GE/3252/833/STONE FLATS	1,020.00	20120491
	14		45409 GE/3252/836/2GOOD2B BAKERY	975.00	20120492
	14		45410 GE/3252/837/NATIVE FOODS	1,952.50	20120494
	14		45411 GE/3252/839/HILLCREST	60.00	20120495
	14		45412 GE/3252/584/LC CONDOS	349.72	20120478
	14		45413 GE/3252/644/VULCAN	187.77	20120479
	14		45414 GE/3252/647/DAPHNE ST	60.00	20120480
	14		45415 GE/3252/648/SHERIDEN RD	300.00	20120481
	14		45416 GE/3252/669/LEUCADIA GROVE	180.00	20120483
	14		45417 GE/3252/697/L.C GREENS	445.00	20120484
	14		45418 GE/3252/723/VULCAN	180.00	20120486
	14		45419 GE/3252/699/HYMETTUS	240.00	20120485
	14		45420 GE/3252/737/HADAYATT ANNEX	3,288.89	20120487
	14		45421 GE/3252/791/TARGET	265.00	20120493
	14		45422 GE/3252/805/HYMETTUS	312.50	20120489
	14		45423 GE/3252/808/SEASIDE	992.50	20120490
42254- 2544	14	3/16/2012	Logged *** Total ***	11,768.88	
42255- 2544	15	3/16/2012	16523 MARVIN GONZALEZ		
	15		45377 REIMBURSE M.G. FOR VEHICLE GAS	88.22	MG-3/12
42255- 2544	15	3/16/2012	Logged *** Total ***	88.22	
42256- 2544	16	3/16/2012	17010 HAAKER EQUIPMENT CO		
	16		45393 CASE BEARING KIT AND SEAL KIT	2,137.14	W27286
	16		45395 CREDIT	-22.04	CM84907
42256- 2544	16	3/16/2012	Logged *** Total ***	2,115.10	
42257- 2544	17	3/16/2012	17255 HIGH DESERT SPECIALISTS		
	17		45397 BACKFLOW TEST @ VP7	90.00	HIGH DESERT-VP7
42257- 2544	17	3/16/2012	Logged *** Total ***	90.00	
42258- 2544	18	3/16/2012	17552 THE HOME DEPOT CRC/GECF		
	18		45366 OPEN PO-MISC SUPPLIES	90.32	6020577
42258- 2544	18	3/16/2012	Logged *** Total ***	90.32	
42259- 2544	19	3/16/2012	18212 INFRASTRUCTURE ENGINEERING COR		
	19		45378 BPS ENG. SERVICE	7,338.07	6243
	19		45401 ADDITIONAL GIS SERVICES	630.00	6257
	19		45402 AS NEEDED GIS SERVICES	370.00	6256
42259- 2544	19	3/16/2012	Logged *** Total ***	8,338.07	
42260- 2544	20	3/16/2012	18561 U.S. BANK		
	20		45399 CONFERENCES,MEETINGS, SUPPLIES	7,973.07	US BANK-2/22/12
42260- 2544	20	3/16/2012	Logged *** Total ***	7,973.07	
42261- 2544	21	3/16/2012	20011 JACKSON & BLANC		
	21		45367 CONTRACT-HVAC SYSTEM MAINT	1,480.00	000161765
42261- 2544	21	3/16/2012	Logged *** Total ***	1,480.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42262- 2544	22	3/16/2012	21017	LAB SAFETY SUPPLY INC		
	22		45380	EYE WASH	94.42	1018616538
42262- 2544	22	3/16/2012	Logged	*** Total ***	94.42	
42263- 2544	23	3/16/2012	21102	CASH		
	23		45373	PETTY CASH-3/14/2012	190.77	PETTY 3/14/12
42263- 2544	23	3/16/2012	Logged	*** Total ***	190.77	
42264- 2544	24	3/16/2012	24224	OFFICE DEPOT, INC.		
	24		45361	OPEN PO-OFFICE SUPPLIES	262.02	600650556001
	24		45370	OPEN PO-OFFICE SUPPLIES	106.80	60029698001
42264- 2544	24	3/16/2012	Logged	*** Total ***	368.82	
42265- 2544	25	3/16/2012	25032	PALOMAR WATER		
	25		45384	WATER @ OFFICE	163.45	2204801
42265- 2544	25	3/16/2012	Logged	*** Total ***	163.45	
42266- 2544	26	3/16/2012	25260	PERS RETIREMENT		
	26		45389	BOARD RETIREMENT 2/29/2012	232.63	3-30-2012
	26		45390	EMPLOYEE RETIREMENT 2/19/2012	15,280.17	3-20-2012
42266- 2544	26	3/16/2012	Logged	*** Total ***	15,512.80	
42267- 2544	27	3/16/2012	25260	PERS RETIREMENT		
	27		45391	EMPLOYEE RETIREMENT 3/4/2012	15,337.77	4-3-2012
42267- 2544	27	3/16/2012	Logged	*** Total ***	15,337.77	
42268- 2544	28	3/16/2012	25680	PRUDENTIAL OVERALL SUPPLY		
	28		45387	JANITORIAL SUPPLIES	35.01	131005462
42268- 2544	28	3/16/2012	Logged	*** Total ***	35.01	
42269- 2544	29	3/16/2012	26804	QUALITY CHEVROLET		
	29		45359	OPEN PO-VEHICLE TRUCK REPAIRS	500.34	CTCS427562
42269- 2544	29	3/16/2012	Logged	*** Total ***	500.34	
42270- 2544	30	3/16/2012	27028	RANCH AND SEA POOL CARE		
	30		45364	FOUNTAIN MAINT 2011-2012	70.00	9072
42270- 2544	30	3/16/2012	Logged	*** Total ***	70.00	
42271- 2544	31	3/16/2012	27478	R. J. SAFETY SUPPLY CO., INC.		
	31		45369	OPEN PO-MISC SAFETY ITEMS	201.49	297796-00
42271- 2544	31	3/16/2012	Logged	*** Total ***	201.49	
42272- 2544	32	3/16/2012	28020	SAN DIEGO GAS AND ELECTRIC		
	32		45396	ELECTRICAL @ LPS	12,074.77	6377-LPS-FEB
	32		45403	ELECTRIC @ EEPS	588.53	7448-EEPS-FEB
	32		45404	GAS @ EEPS	.94	4741-EEPS-FEB
	32		45405	ELECTRIC @ VP5PS	255.92	3154-VP5-FEB
42272- 2544	32	3/16/2012	Logged	*** Total ***	12,920.16	
42273- 2544	33	3/16/2012	28118	SHIELDS CONSULTING GROUP, INC		
	33		45372	CONSULTING FEES	504.25	1112-1
42273- 2544	33	3/16/2012	Logged	*** Total ***	504.25	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42274- 2544	34	3/16/2012	29225 TELEPACIFIC COMMUNICATIONS		
	34		45371 PHINE SYSTEM	997.07	35590136-0
42274- 2544	34	3/16/2012	Logged	*** Total ***	997.07
42275- 2544	35	3/16/2012	30515 UNIFIRST CORPORATION		
	35		45363 OPEN PO-CONTRACT-UNIFORMS	171.32	3600918199
42275- 2544	35	3/16/2012	Logged	*** Total ***	171.32
42276- 2544	36	3/16/2012	30723 SIEMENS WATER TECH. CORP		
	36		45392 OPEN PO-BIOXIDE	7,261.64	900635525
42276- 2544	36	3/16/2012	Logged	*** Total ***	7,261.64
42277- 2544	37	3/16/2012	32347 DEXTER WILSON ENGINEERING		
	37		45358 UPDATE ASSET MANAGEMENT PLAN	8,352.50	0212.05-1777
42277- 2544	37	3/16/2012	Logged	*** Total ***	8,352.50
42278- 2544	38	3/16/2012	32500 WORDEN WILLIAMS, APC		
	38		45388 LEGAL SERVICES-FEB	2,610.80	31194
42278- 2544	38	3/16/2012	Logged	*** Total ***	2,610.80
				.00	
** Total check discount **				.00	
** Total check amount **				105,590.78	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: March 21, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16007 - 16024	3/21/2012	\$40,896.30

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42279- 2545	1	3/26/2012	10100 NAPA AUTO		
	1		45448 PARTS	11.29	065511
42279- 2545	1	3/26/2012	Logged	*** Total ***	11.29
42280- 2545	2	3/26/2012	10128 THE LAWTON GROUP		
	2		45450 TEMP HRS-W/E 3/11/2012	270.00	IVCD50000047525
42280- 2545	2	3/26/2012	Logged	*** Total ***	270.00
42281- 2545	3	3/26/2012	10366 AIR POLLUTION CONTROL DISTRICT		
	3		45452 PERMIT-APCD1980-SITE 02074	160.00	2012061202074
42281- 2545	3	3/26/2012	Logged	*** Total ***	160.00
42282- 2545	4	3/26/2012	11314 BERGELECTRIC CORP		
	4		45431 OPEN PO-ELECTRICAL	96.40	13330.8TM-6
42282- 2545	4	3/26/2012	Logged	*** Total ***	96.40
42283- 2545	5	3/26/2012	11550 BOOT WORLD, INC		
	5		45445 SAFETY BOOTS-M.G., K.B.	319.97	1085964-IN
42283- 2545	5	3/26/2012	Logged	*** Total ***	319.97
42284- 2545	6	3/26/2012	12025 CSRMA		
	6		45467 DED RECOVERY CLAIM-C. LEWIS	1,567.90	1544720
	6		45468 DED RECOVERY CLAIM-A. BAUGH	622.60	1547874
	6		45469 DED. RECOVERY CLAIM-P. KERINS	569.80	1565492
	6		45470 DED RECOVERY CLAIM-R. RAMIREZ	2,415.40	1552176
42284- 2545	6	3/26/2012	Logged	*** Total ***	5,175.70
42285- 2545	7	3/26/2012	12578 COSTCO		
	7		45471 MEMBERSHIP ADDITIONALFOR BUSIN	55.00	111813020572
42285- 2545	7	3/26/2012	Logged	*** Total ***	55.00
42286- 2545	8	3/26/2012	13822 DUDEK & ASSOCIATES		
	8		45453 GE/3252/753/L.C. CANYON	1,772.50	20120488
	8		45454 GE/CIP/NOV/200/329/333/335	4,305.00	20113923
	8		45455 GE/CIP/DEC/200/329/330	5,432.50	20114397
	8		45456 GE/CIP/JAN/200/329/330	4,920.00	20120025
42286- 2545	8	3/26/2012	Logged	*** Total ***	16,430.00
42287- 2545	9	3/26/2012	13822 DUDEK & ASSOCIATES		
	9		45457 GE/CIP/FEB/200/329/330/333	9,020.00	20120543
42287- 2545	9	3/26/2012	Logged	*** Total ***	9,020.00
42288- 2545	10	3/26/2012	14840 EWING IRRIGATION PRODUCTS		
	10		45443 PARTS FOR BPS	97.54	4477783
42288- 2545	10	3/26/2012	Logged	*** Total ***	97.54
42289- 2545	11	3/26/2012	17010 HAAKER EQUIPMENT CO		
	11		45430 OPEN PO-REPAIRS TO VACTOR	15.62	C86461
42289- 2545	11	3/26/2012	Logged	*** Total ***	15.62
42290- 2545	12	3/26/2012	18150 ICMA RETIREMENT-303979		
	12		45437 DEFERRED COMP-ICMA	3,430.67	ICMA-3/21/12

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42290- 2545	12	3/26/2012	Logged		*** Total ***	3,430.67
42291- 2545	13	3/26/2012	21425	L&L PRINTERS		
	13		45429	PRINTING WINTER NEWSLETTER	3,000.84	44366
42291- 2545	13	3/26/2012	Logged		*** Total ***	3,000.84
42292- 2545	14	3/26/2012	22513	TELEDYNE ISCO		
	14		45449	PARTS-TUBES	172.46	985806
42292- 2545	14	3/26/2012	Logged		*** Total ***	172.46
42293- 2545	15	3/26/2012	23068	NATIONWIDE RETIREMENT SOLUTION		
	15		45439	NATIONWIDE-DEFERRED COMP	200.00	NATION-3/21/12
42293- 2545	15	3/26/2012	Logged		*** Total ***	200.00
42294- 2545	16	3/26/2012	25010	AT&T		
	16		45438	ODOR CONTROL MODEM	34.86	4364009-3/12
	16		45451	OFFICE ELEVATOR, FIRE PANEL	140.19	63333461-3/2012
42294- 2545	16	3/26/2012	Logged		*** Total ***	175.05
42295- 2545	17	3/26/2012	25019	PACIFIC SAFETY COUNCIL		
	17		45444	ANNUAL MEMBERSHIP RENEWAL-12/1	130.00	68973
42295- 2545	17	3/26/2012	Logged		*** Total ***	130.00
42296- 2545	18	3/26/2012	25370	PITNEY BOWES		
	18		45447	QTRLY LEASE-JAN-MARCH-POSTAGE	142.38	9758849-MR12
42296- 2545	18	3/26/2012	Logged		*** Total ***	142.38
42297- 2545	19	3/26/2012	25618	PRIZM JANITORIAL SERVICES, INC		
	19		45434	OPEN PO -JANITORIAL SERVICES	1,281.15	67349
42297- 2545	19	3/26/2012	Logged		*** Total ***	1,281.15
42298- 2545	20	3/26/2012	28020	SAN DIEGO GAS AND ELECTRIC		
	20		45458	ELECTRIC @ BPS	12,071.17	0466-BPS
	20		45459	ELECTRIC @ SPS	801.18	2278-SPS
	20		45460	ELECTRIC @ VP7 PS	138.72	2554-VP7PS
	20		45461	GAS @ OFFICE	150.63	7296-OFFICE
	20		45462	ELECTRIC @ L.C. PS	997.68	5295-LCPS
	20		45463	ELECTRIC @ RV PS	141.27	3218-RVPS
	20		45464	ELECTRIC @ DIANA PS	365.97	2208-DIANA
	20		45465	ELECTRIC @ AVOCADO PS	111.71	6524-AVOCADO PS
	20		45466	ELECTRIC @ EEPS	682.64	682-EEPS
42298- 2545	20	3/26/2012	Logged		*** Total ***	15,460.97
42299- 2545	21	3/26/2012	28106	SCAP		
	21		45442	MEMBERSHIP RENEWAL-2012-2013	538.00	SCAP-12/13-75
42299- 2545	21	3/26/2012	Logged		*** Total ***	538.00
42300- 2545	22	3/26/2012	29630	TRI COMMUNITY ANSWERING SERVIC		
	22		45435	ANSWERING SERVICE-MARCH	90.00	TRI-3/20/12
42300- 2545	22	3/26/2012	Logged		*** Total ***	90.00
42301- 2545	23	3/26/2012	29814	TIERRA VERDE RESOURCES, INC		



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42301- 2545	23	3/26/2012	45432 DISTRCIT CAMPUS LANDSCAPE MAIN Logged	730.00 *** Total ***	056709 730.00
42302- 2545	24	3/26/2012	30515 UNIFIRST CORPORATION		
42302- 2545	24	3/26/2012	45433 OPEN PO-CONTRACT-UNIFORMS Logged	165.32 *** Total ***	3600919997 165.32
42303- 2545	25	3/26/2012	30551 CARLSBAD FUELS CORPORATION		
42303- 2545	25	3/26/2012	45428 OEPN PO - VEHICLE FUELS Logged	2,138.47 *** Total ***	20120314 2,138.47
42304- 2545	26	3/26/2012	30580 UNITED WAY		
42304- 2545	26	3/26/2012	45436 EMPLOYEE CONTRIBUTIONS Logged	5.00 *** Total ***	UNITED-3/21/12 5.00
42305- 2545	27	3/26/2012	30667 United States Treasury		
42305- 2545	27	3/26/2012	45446 ADJUSTMENT PAYMENT -941-SEPT 3 Logged	279.59 *** Total ***	CP220 279.59
42306- 2545	28	3/26/2012	31232 VERIZON WIRELESS		
42306- 2545	28	3/26/2012	45440 CELL PHONES USAGE Logged	582.41 *** Total ***	1064122500 582.41
42307- 2545	29	3/26/2012	32728 WESTERN SALES, LLC		
42307- 2545	29	3/26/2012	45441 POLE SET Logged	468.50 *** Total ***	2076 468.50
				.00	
** Total check discount **				.00	
** Total check amount **				60,642.33	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: April 2, 2012

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16025 - 16029	4/2/2012	\$3,968.57

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42308- 2546	1	4/02/2012	12360 CITY OF CARLSBAD		
	1		45486 WATER @ OFFICE/PLPS	93.03	3000-3/12
	1		45487 WATER @ OFFICE/LPS	97.69	305-00-3/12
42308- 2546	1	4/02/2012	Logged *** Total ***	190.72	
42309- 2546	2	4/02/2012	12589 CA SDU		
	2		45488 SUPPORT-MARCH-A.B.	516.12	SUPPORT-3/2012
42309- 2546	2	4/02/2012	Logged *** Total ***	516.12	
42310- 2546	3	4/02/2012	16806 THE GUARDIAN		
	3		45485 DENTAL/DISABILITY INS-APRIL	3,672.07	324226-4/2012
42310- 2546	3	4/02/2012	Logged *** Total ***	3,672.07	
42311- 2546	4	4/02/2012	17010 HAAKER EQUIPMENT CO		
	4		45475 OPEN PO-REPAIRS TO VACTOR	2,975.46	W27462
	4		45484 OPEN PO-REPAIRS TO VACTOR	2,811.43	W27463
42311- 2546	4	4/02/2012	Logged *** Total ***	5,786.89	
42312- 2546	5	4/02/2012	17060 HARTFORD LIFE & ACCIDENT INS.		
	5		45490 LIFE INS-APRIL	367.07	5823579-7
42312- 2546	5	4/02/2012	Logged *** Total ***	367.07	
42313- 2546	6	4/02/2012	18576 INTERSTATE BATTERIES OF SAN DI		
	6		45482 BATTERIES FOR GOLF CART	752.11	170047780
42313- 2546	6	4/02/2012	Logged *** Total ***	752.11	
42314- 2546	7	4/02/2012	18711 I2B NETWORKS, INC		
	7		45479 CONTRACT- LIVE WEB CAM @ BPS	160.00	16426
42314- 2546	7	4/02/2012	Logged *** Total ***	160.00	
42315- 2546	8	4/02/2012	24224 OFFICE DEPOT, INC.		
	8		45480 OPEN PO-OFFICE SUPPLIES	38.33	602354744001
42315- 2546	8	4/02/2012	Logged *** Total ***	38.33	
42316- 2546	9	4/02/2012	25018 MES VISION		
	9		45489 VISION INS-APRIL 2012	356.72	120672183001
42316- 2546	9	4/02/2012	Logged *** Total ***	356.72	
42317- 2546	10	4/02/2012	25260 PERS RETIREMENT		
	10		45493 EMPLOYEE RETIREMENT ENDING 3/1	15,355.42	4-17-12
42317- 2546	10	4/02/2012	Logged *** Total ***	15,355.42	
42318- 2546	11	4/02/2012	25261 PUBLIC EMPLOYEES HEALTH		
	11		45491 EMPLOYEES HEALTH INS-APRIL	22,378.79	100000013104623
	11		45492 BOARD HEALTH INS-APRIL	2,388.99	4623-APRIL
42318- 2546	11	4/02/2012	Logged *** Total ***	24,767.78	
42319- 2546	12	4/02/2012	26804 QUALITY CHEVROLET		
	12		45478 OPEN PO-VEHICLE TRUCK REPAIRS	392.44	CTCS428173
	12		45483 OPEN PO-VEHICLE TRUCK REPAIRS	72.22	CTCS428174
42319- 2546	12	4/02/2012	Logged *** Total ***	464.66	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42320- 2546	13	4/02/2012	30515	UNIFIRST CORPORATION		
	13		45476	OPEN PO-CONTRACT-UNIFORMS	165.32	3600921829
42320- 2546	13	4/02/2012	Logged	*** Total ***	165.32	
42321- 2546	14	4/02/2012	32271	WEST COAST SAFETY SUPPLY CO.,		
	14		45481	OPEN PO-CALIBRATIONS/DAFETY	1,325.50	170683364
42321- 2546	14	4/02/2012	Logged	*** Total ***	1,325.50	
42322- 2546	15	4/02/2012	34214	GEORGE YEE		
	15		45477	LATERAL REIMBURSEMENT	3,000.00	LATERAL-G. YEE
42322- 2546	15	4/02/2012	Logged	*** Total ***	3,000.00	
					.00	
** Total check discount **					.00	
** Total check amount **					56,918.71	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 4, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16030 - 16047	4/4/2012	\$41,613.26

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

2011

MARCH

3/2/2011	Board	\$1,676.17
3/9/2011	Employee	\$37,952.87
3/23/2011	Employee	<u>\$37,171.26</u>
	<b>TOTAL</b>	<b>\$76,800.30</b>

APRIL

4/1/2011	Board	\$4,613.80
4/6/2011	Employee	\$37,487.77
4/20/2011	Employee	\$37,145.73
4/21/2011	Employee                      Incentive	<u>\$6,462.38</u>
	<b>TOTAL</b>	<b>\$85,709.68</b>

MAY

5/2/2011	Board	\$2,960.88
5/4/2011	Employee	\$37,859.69
5/9/2011	Board	\$997.33
5/18/2011	Employee	<u>\$37,100.15</u>
	<b>TOTAL</b>	<b>\$78,918.05</b>

JUNE

6/1/2011	Board	\$4,579.00
6/1/2011	Employee	\$39,253.23
6/6/2011	Employee                      Incentive	\$448.18
6/15/2011	Employee	\$40,868.97
6/29/2011	Employee	<u>\$39,945.20</u>
	<b>TOTAL</b>	<b>\$125,094.58</b>

JULY

7/6/2011	Board	\$2,989.12
7/13/2011	Employee	\$40,077.78
7/19/2011	Employee	\$4,884.18
7/27/2011	Employee	<u>\$37,584.03</u>
	<b>TOTAL</b>	<b>\$85,535.11</b>

AUGUST

8/3/2011	Board	\$2,013.52
8/10/2011	Employee	\$37,571.30
8/17/2011	Employee                      Incentive	\$1,806.79
8/24/2011	Employee	<u>\$39,304.20</u>
	<b>TOTAL</b>	<b>\$80,695.81</b>

SEPTEMBER

9/2/2011	Board	\$5,941.62
9/7/2011	Employee	\$39,021.34
9/14/2011	Employee                      Incentive	\$14,593.50
9/21/2011	Employee	<u>\$42,282.20</u>
	<b>TOTAL</b>	<b>\$101,838.66</b>

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

**OCTOBER**

10/1/2011	Board		\$4,460.08
10/5/2011	Employee		\$41,659.94
10/19/2011	Employee		\$40,686.03
10/20/2011	Employee	Incentive	\$443.37
	<b>TOTAL</b>		<b>\$87,249.42</b>

**NOVEMBER**

11/2/2011	Employee		\$42,246.46
11/3/2011	Board		\$5,828.15
11/16/2011	Employee		\$44,291.63
11/30/2011	Employee		\$41,217.06
	<b>TOTAL</b>		<b>\$133,583.30</b>

**DECEMBER**

12/5/2011	Board		\$2,140.25
12/7/2011	Employee	Sick Buy Back	\$19,523.10
12/14/2011	Employee		\$41,565.55
12/15/2011	Employee	Incentive	\$1,358.90
12/28/2011	Employee		\$39,755.51
	<b>TOTAL</b>		<b>\$104,343.31</b>

**2012**

**JANUARY**

1/4/2012	Board		\$1,431.00
1/11/2012	Employee		\$41,855.63
1/25/2012	Employee		\$40,237.03
	<b>TOTAL</b>		<b>\$83,523.66</b>

**FEBRUARY**

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		\$40,771.56
	<b>TOTAL</b>		<b>\$92,265.51</b>

**MARCH**

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		\$40,896.30
	<b>TOTAL</b>		<b>\$93,205.36</b>

**APRIL**

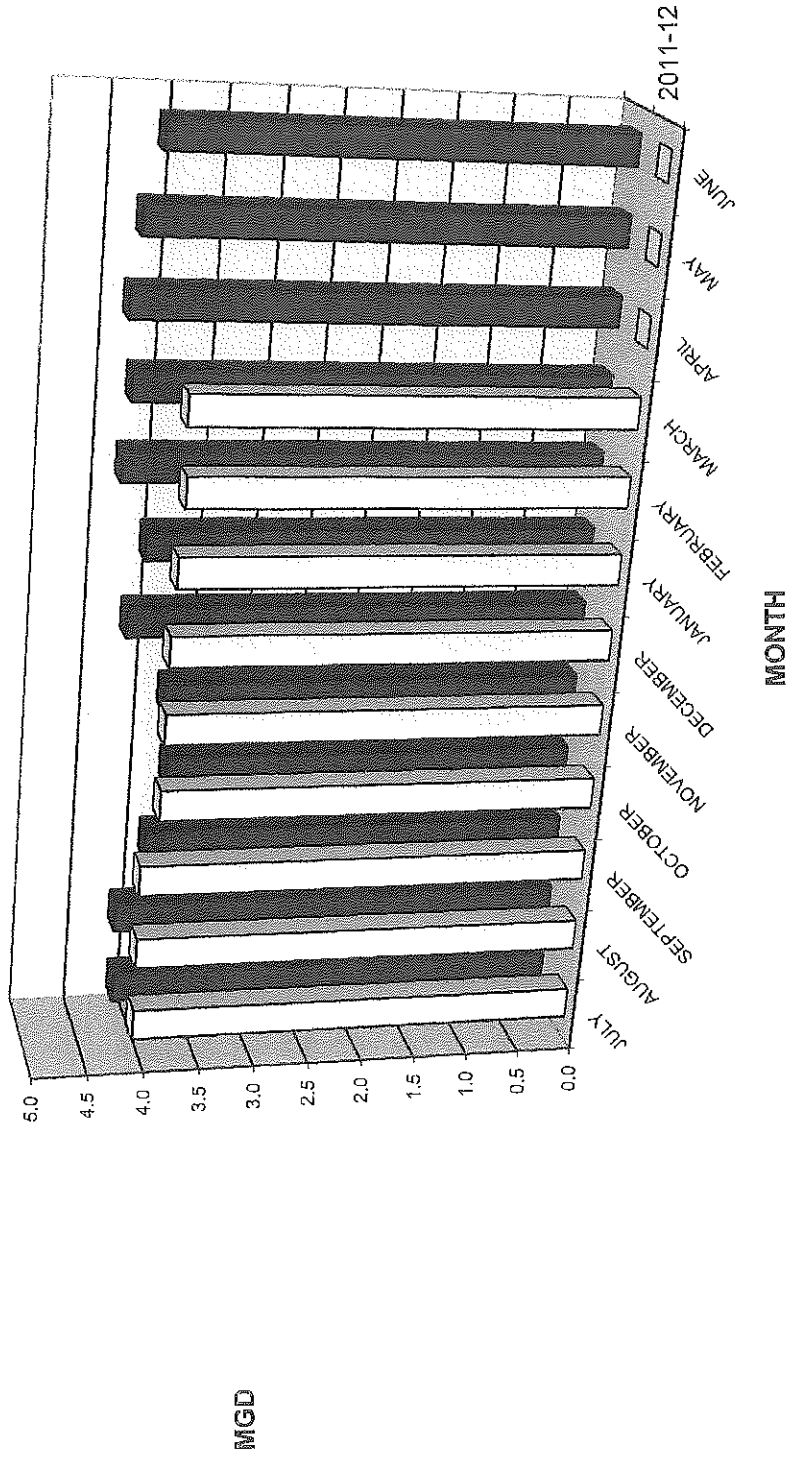
4/2/2012	Board		\$3,968.57
4/4/2012	Employee		\$41,613.26
	<b>TOTAL</b>		<b>\$45,581.83</b>

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2011-2012**

CURRENT MONTH - March 2012										FY 2011-2012	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,738	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0.02	126.48	-1	4.08	147	38.01	4.14				
YTD		126.48	27,737								
AUGUST	0.00	126.79	58	4.09	147	35.48	4.16				
YTD		253.27	27,795								
SEPTEMBER	0.01	123.00	0	4.10	148	21.12	3.93				
YTD		376.27	27,795								
OCTOBER	0.36	122.76	1	3.96	142	26.30	3.78				
YTD		499.03	27,796								
NOVEMBER	2.82	118.80	0	3.96	142	4.96	3.84				
YTD		617.83	27,796								
DECEMBER	1.28	122.76	7	3.96	142	4.01	4.21				
YTD		740.59	27,803								
JANUARY	0.99	122.14	0	3.94	142	6.14	4.08				
YTD		862.73	27,803								
FEBRUARY	1.63	113.39	0	3.91	141	9.43	4.33				
YTD		976.12	27,803								
MARCH	1.30	122.14	6	3.94	142	10.37	4.28				
YTD		1098.26	27,809								
APRIL							4.34				
YTD											
MAY							4.27				
YTD											
JUNE							4.12				
YTD											
Annual Total	8.41	1098.26	71			155.82					
Mo Average	0.93	122.03	8	3.99	144	17.31	4.12				



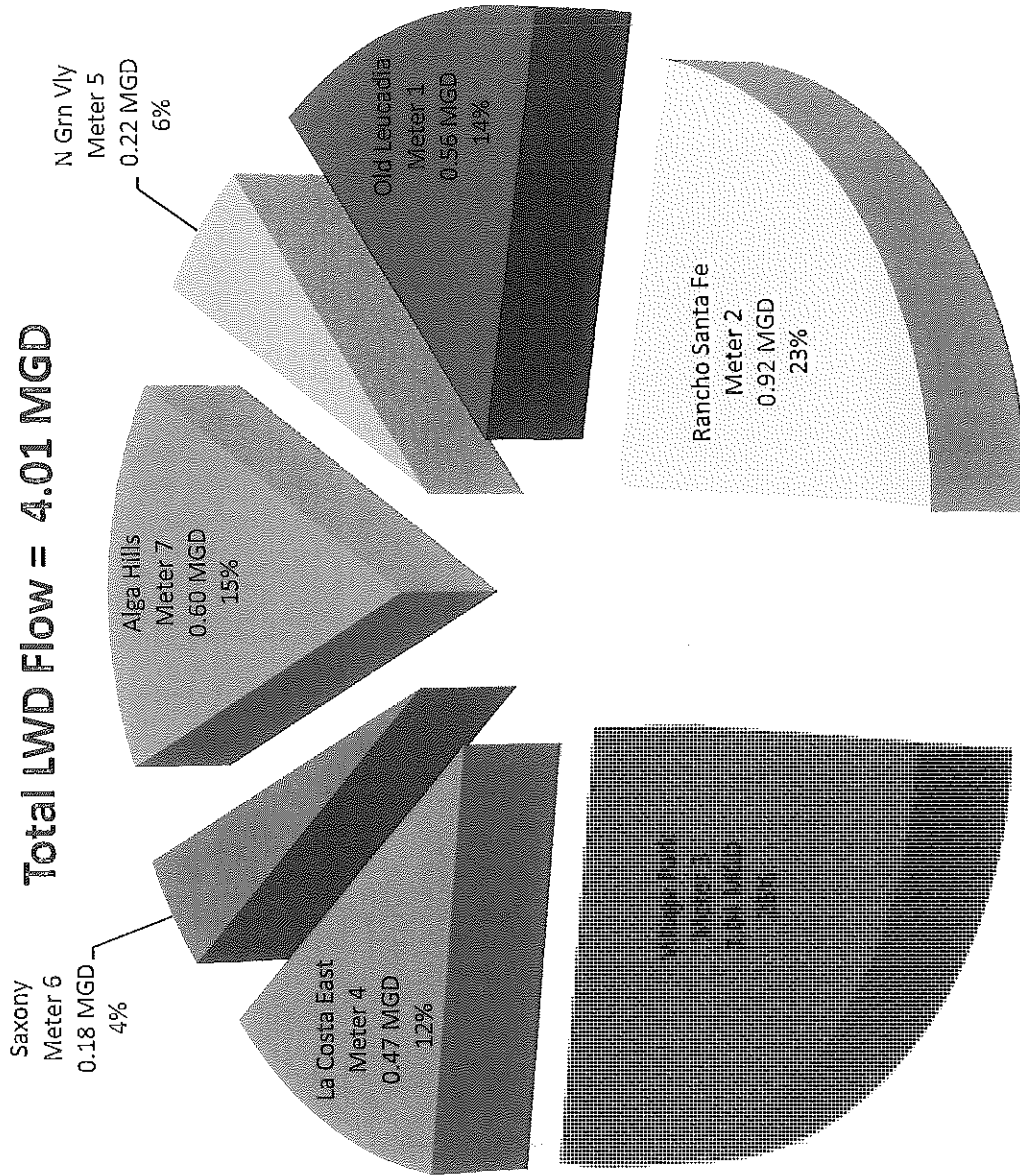
LEUCADIA WASTEWATER DISTRICT  
 FLOW COMPARISON FY 11 to FY12



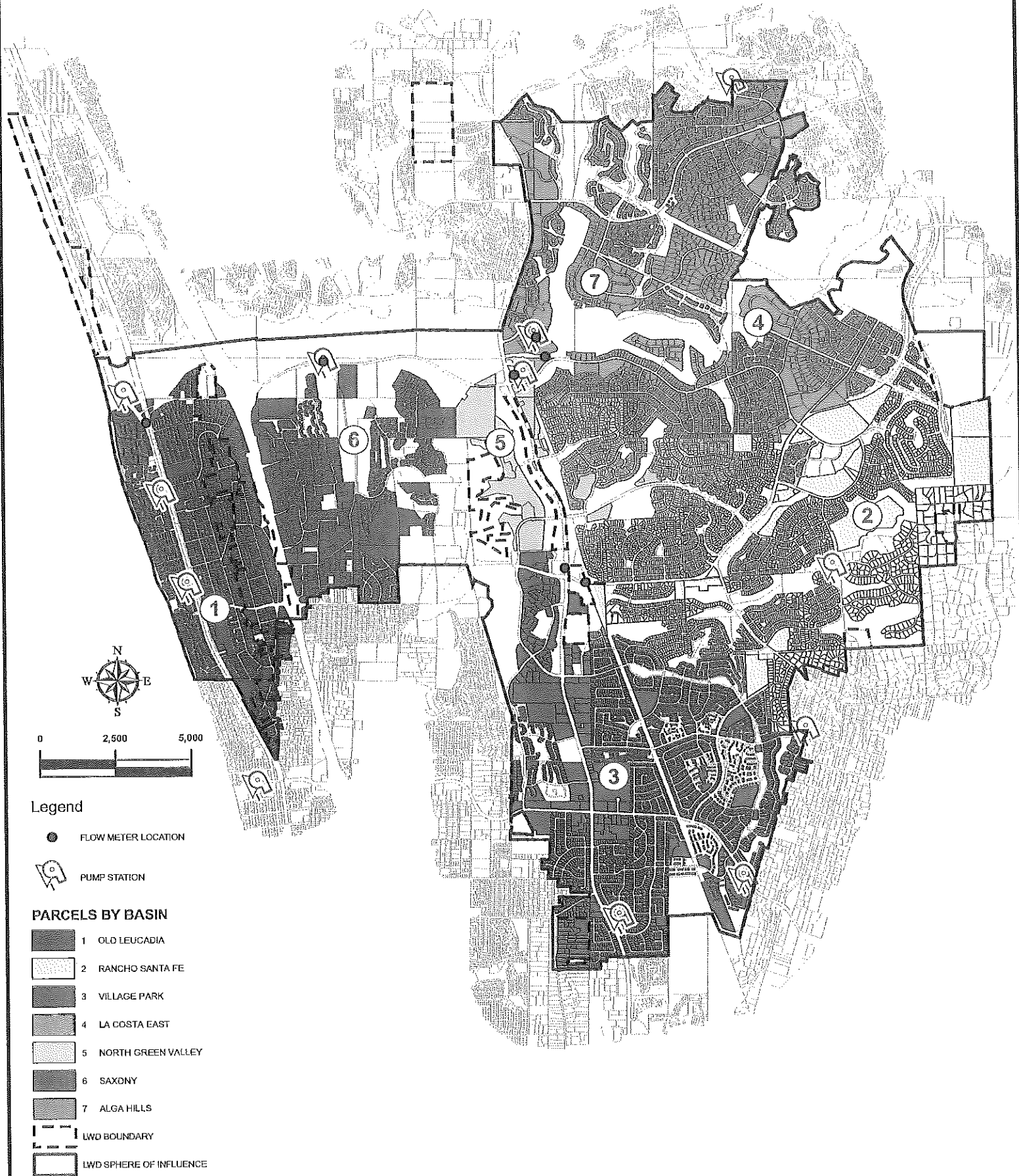
# LWD Flows by Sub-Basin

March 2012

Total LWD Flow = 4.01 MGD



# LEUCADIA WASTEWATER DISTRICT



**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS**  
As of March 31, 2017

<b>ASSETS</b>	
Cash and Investment Pools	\$ 28,588,807.18
Investments	9,124,753.94
Accounts Receivable	242,590.38
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	47,094.02
Capital Assets	127,345,770.26
Less Accumulated Depreciation	(42,229,070.50)
<b>TOTAL ASSETS</b>	<b>\$ 124,026,794.28</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	258,253.98
Developer Deposits	272,145.96
<b>TOTAL LIABILITIES</b>	<b>\$ 530,399.94</b>
<b>NET ASSETS</b>	
Net Investment in Capital Assets	87,411,699.76
Restricted Reserves	2,371,368.53
Unrestricted Operating Reserve	2,170,920.75
Unrestricted Non-Operating Reserves (Designated)	25,810,225.08
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(1,767,819.78)
<b>TOTAL NET ASSETS</b>	<b>\$ 123,496,394.34</b>

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

**LEUCADIA WASTEWATER DISTRICT**  
**BUDGET PERFORMANCE REPORT**  
YTD Revenues and Expenditures Through 10/31/2013 with Annual Budget

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 4,360,752.05	\$ 7,154,741.00	2,793,988.95	60.9%
RECLAIMED WATER SALES	3150	164,972.81	458,000.00	293,027.19	36.0%
OTHER OPERATING INCOME		36,955.32	205,654.00	168,698.68	18.0%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 4,562,680.18</b>	<b>\$ 7,818,395.00</b>	<b>\$ 3,255,714.82</b>	<b>58.4%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 1,644,184.95	\$ 2,266,113.00	\$ 621,928.05	72.6%
BOARD EXPENSES AND ELECTION	4300 & 4400	99,714.96	130,350.00	30,635.04	76.5%
DEPRECIATION EXPENSE	4510	2,295,000.00	-	(2,295,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,537,968.00	1,537,968.00	n/a
FUELS	4600	30,494.22	57,000.00	26,505.78	53.5%
INSURANCE	4700	96,328.92	117,000.00	20,671.08	82.3%
MEMBERSHIP & DUES	4800	22,384.60	23,500.00	1,115.40	95.3%
OFFICE EXPENSE	4900	58,967.75	107,000.00	48,032.25	55.1%
OPERATING SUPPLIES	5000	110,263.33	169,750.00	59,486.67	65.0%
PROFESSIONAL SERVICES	5200	353,960.79	551,500.00	197,539.21	64.2%
PRINTING & PUBLISHING	5300	17,060.17	33,000.00	15,939.83	51.7%
RENTS & LEASES	5400	12,199.94	19,200.00	7,000.06	63.5%
REPAIR & MAINTENANCE	5500	201,549.37	313,650.00	112,100.63	64.3%
MONITORING & PERMITTING	5600	33,327.73	44,800.00	11,472.27	74.4%
TRAINING & DEVELOPMENT	5700	34,124.13	41,400.00	7,275.87	82.4%
UTILITIES	5900	260,700.28	428,250.00	167,549.72	60.9%
LAFCO OPERATIONS	6100	5,325.00	6,200.00	875.00	85.9%
ENCINA	6200	799,390.63	1,862,075.00	1,062,684.37	42.9%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 6,074,976.77</b>	<b>\$ 7,708,756.00</b>	<b>\$ 1,633,779.23</b>	<b>78.8%</b>

<b>NON-OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 79,118.40	\$ 160,476.00	\$81,357.60	49.3%
PROPERTY TAXES	3220	707,186.50	1,200,000.00	492,813.50	58.9%
INTEREST INCOME	3250	212,711.06	435,000.00	222,288.94	48.9%
OTHER NON OPERATING INCOME		22,070.49	643,079.00	621,008.51	3.4%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 1,021,086.45</b>	<b>\$ 2,438,555.00</b>	<b>\$1,417,468.55</b>	<b>41.9%</b>

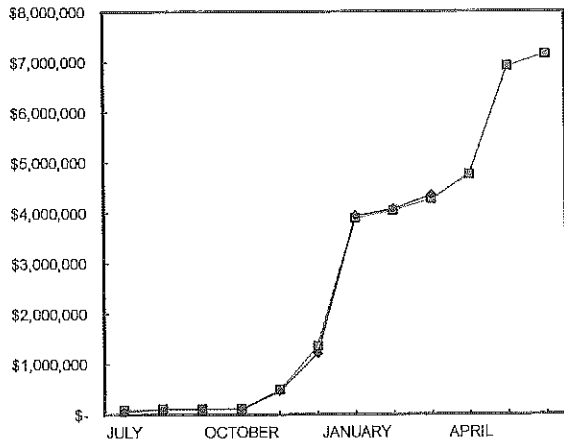
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

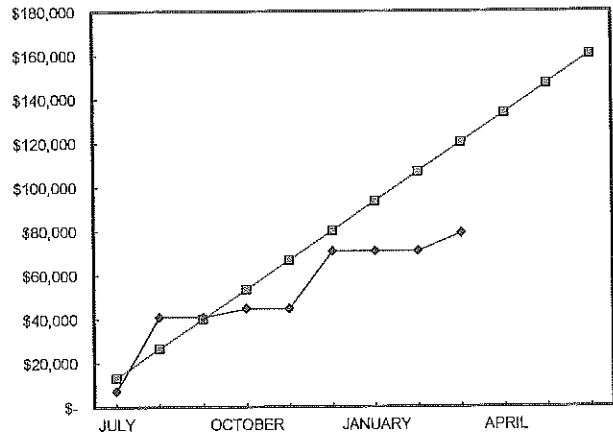
## Revenue FY 2012

YTD through March 31, 2012

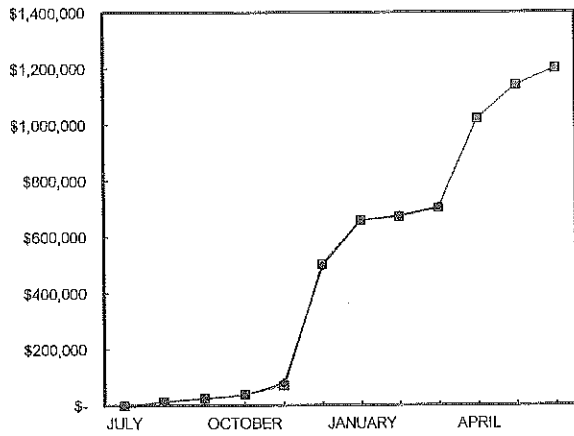
Sewer Service Fees



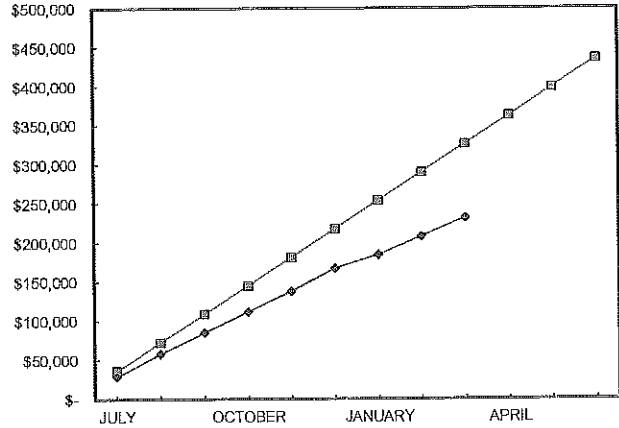
Capacity Charges



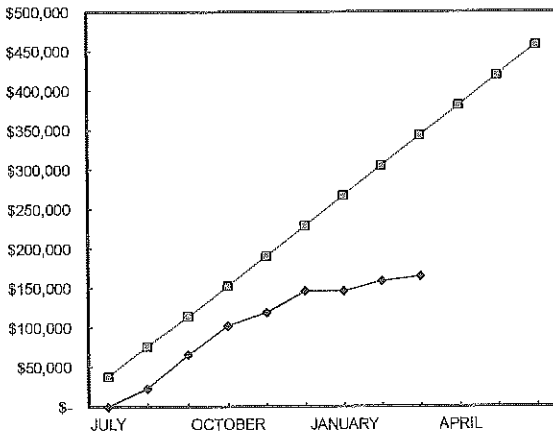
Property Taxes



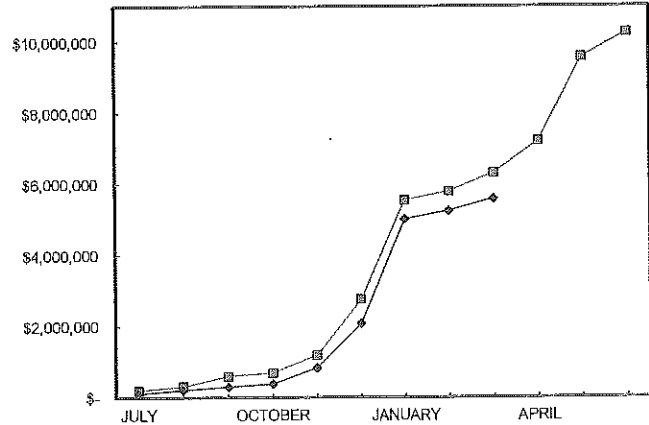
Investment Income



Recycled Wastewater



Total Revenue



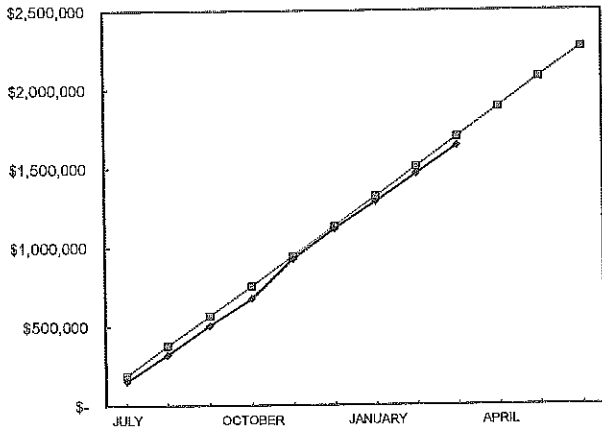
□ Budget
◆ Actual

□ Budget
◆ Actual

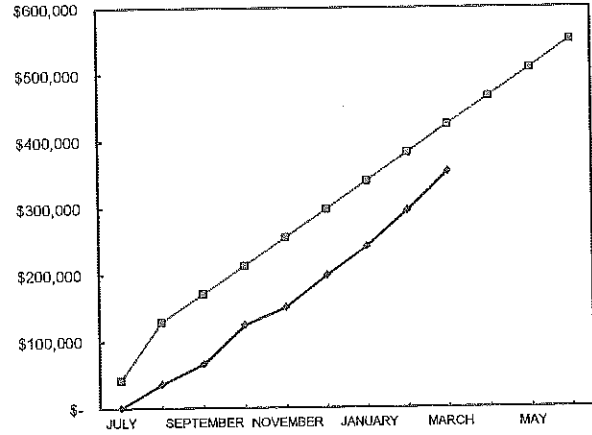
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2011 YTD through March 31, 2012

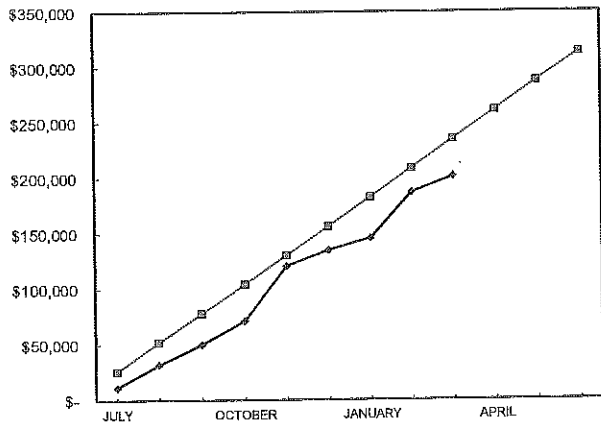
**Salaries and Benefits**



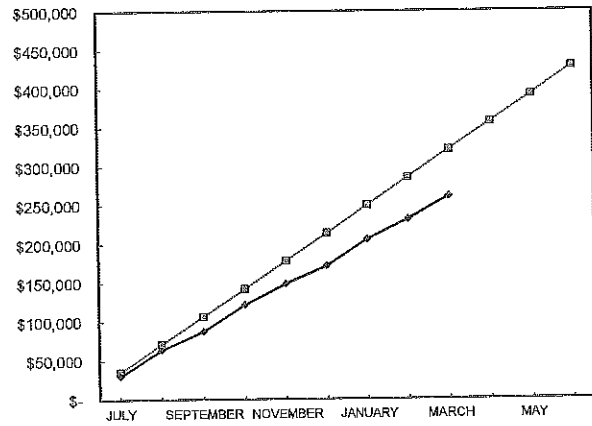
**Professional Services**



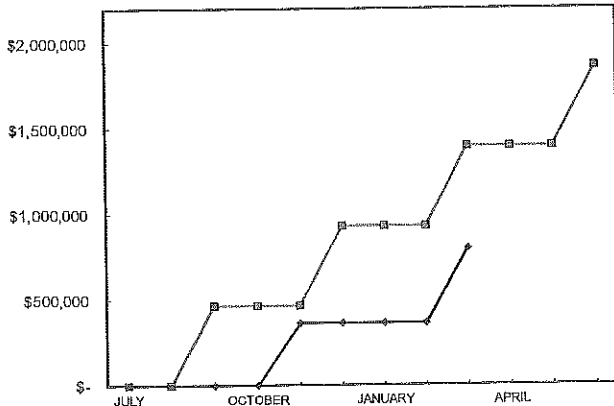
**Repairs & Maintenance**



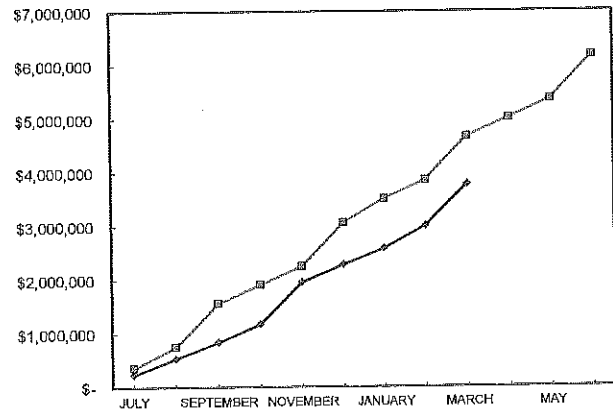
**Utilities**



**Encina M&O**



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



—□— Budget    —◆— Actual

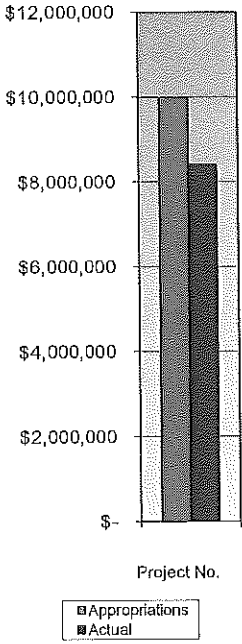
—□— Budget    —◆— Actual

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

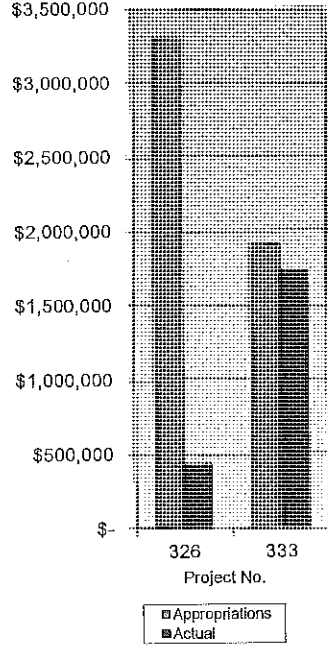


# Leucadia Wastewater District Capital Expenditures As of March 31, 2012

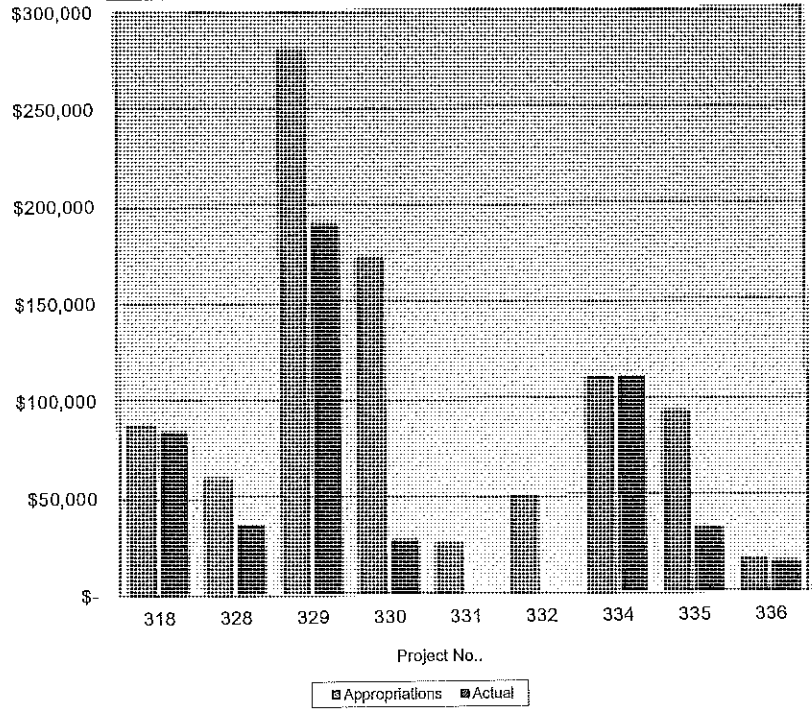
**Encina W.A.  
Multi Year  
Capital Exp.  
FY2003-FY2012**



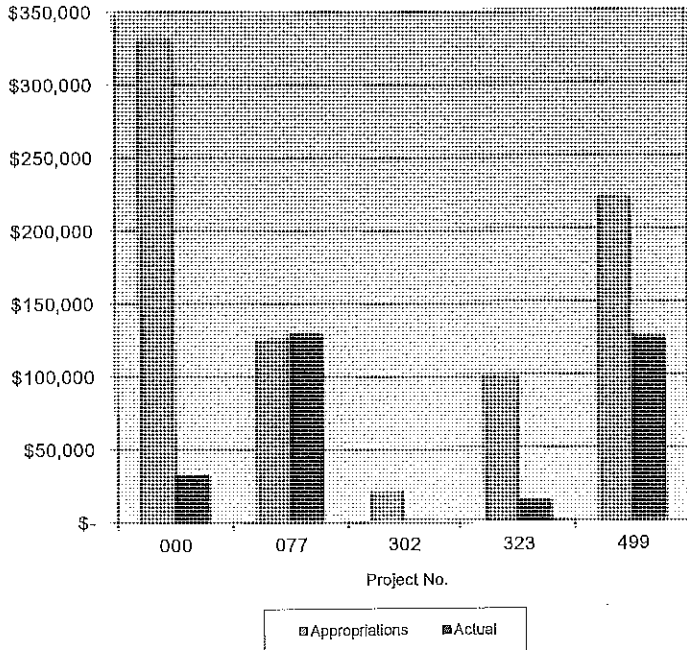
**District Multi Year  
Capital Expenditures  
by Project  
FY2009-FY2012**



**District Multi Year Capital Expenditures by Project  
(Continued) FY2009-FY2012**



**Single Year Capital Expenditures by Project  
FY2012**



**Project Legend**

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Asset Mgmt Plan Implementation	318
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 Pipeline Replacement	334
Asset Mgmt Plan Update	335
New Meter Installation	336

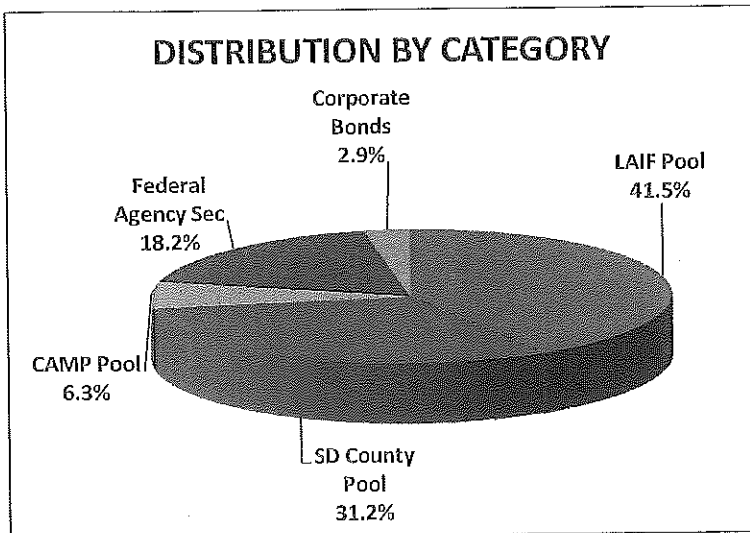
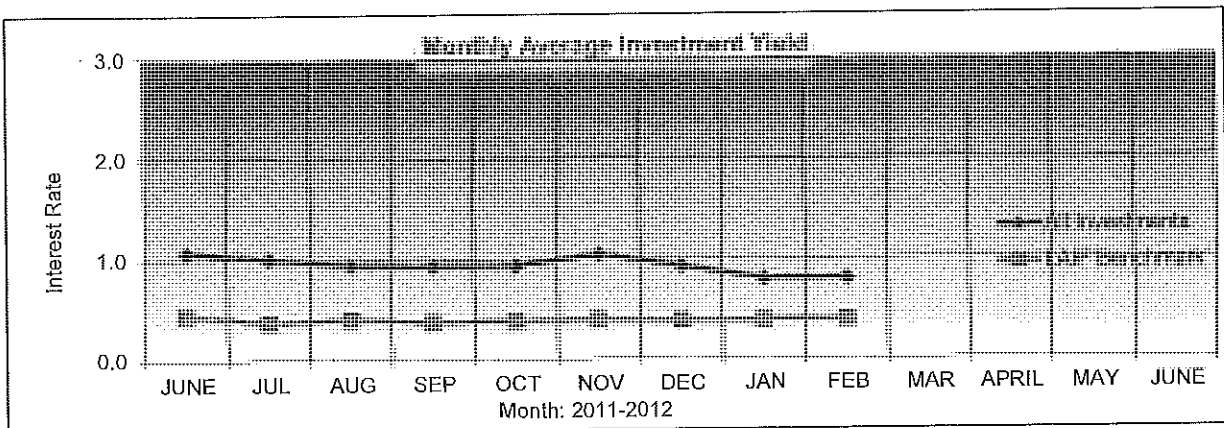
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Professional Services	302
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

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



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**February 28, 2012**

Cash Equivalents & Investments	Principal (Original Cost)		February Interest	Average Rate
	January 31, 2012	February 28, 2012		
LAIF Pool	16,002,198	15,002,198	5,025	0.389%
SD County Pool	11,289,134	11,289,134	4,883	0.519%
CAMP Pool	2,258,239	2,264,635	449	0.250%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	5,991,583	5,991,583	5,492	1.100%
GNMA mortgage pools	16,317	16,145	123	8.950%
Total Camp Portfolio	7,041,935	7,041,763	7,252	1.240%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	561,056	561,056	6,818	14.583%
Total Bond Funds	561,056	561,056	6,818	14.583%
<b>Totals</b>	<b>\$ 37,152,562</b>	<b>\$ 36,158,786</b>	<b>\$ 24,427</b>	<b>0.800%</b>



Allocation Percentages of LWD Investments by Type (Actual and Allowable)		
Investment Type	Actual %	Allowed %
LAIF Pool	41.5%	75%
SD County Pool	31.1%	75%
CAMP Pool	6.3%	75%
Federal Agency Sec	18.2%	75%
Corporate Bonds	2.9%	10%
<b>TOTAL</b>	<b>100.0%</b>	

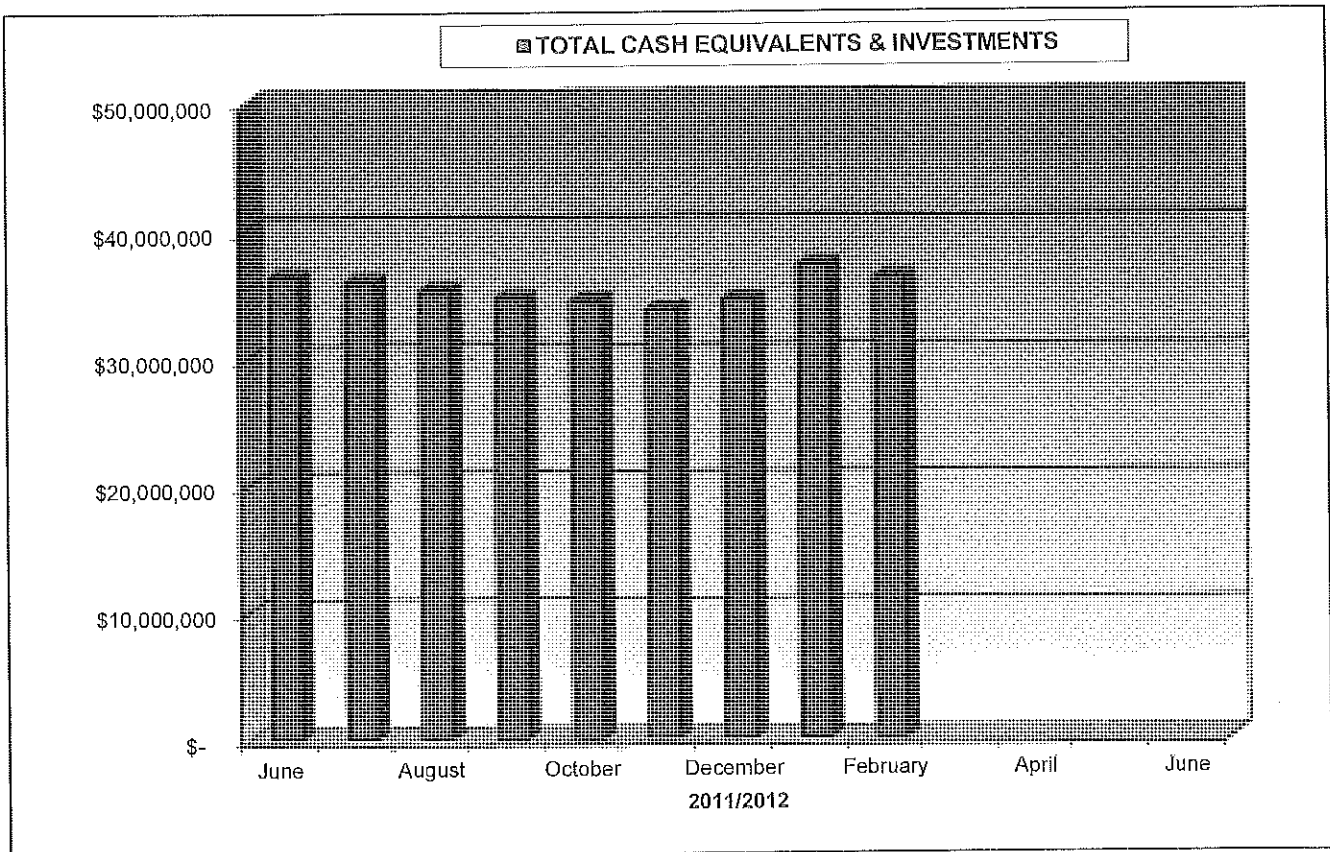
**LEUCADIA WASTEWATER DISTRICT**

**Monthly Investment Summary**

**February 28, 2012**

**(Continued)**

<b>TOTAL CASH EQUIVALENTS &amp; INVESTMENTS</b>		
<b>Month 2011/2012</b>	<b>Amount</b>	<b>Average Rate</b>
June	\$ 36,289,996	1.07%
July	\$ 35,909,897	1.01%
August	\$ 35,254,938	0.94%
September	\$ 34,624,683	0.93%
October	\$ 34,448,889	0.93%
November	\$ 33,779,633	1.05%
December	\$ 34,516,504	0.92%
January	\$ 37,152,562	0.80%
February	\$ 36,158,786	0.80%
March		
April		
May		
June		



**LEUCADIA WASTEWATER DISTRICT**

**Monthly Investment Summary**

**February 28, 2012**

**(Continued)**

**INVESTMENT TRANSACTIONS**

*For the month of February, 2012*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
------------	-----------	------------	-------	-------	----------------

No investment activity in February 2012

TOTAL

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

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**March 28, 2012**

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

**1. Employee Recognition Awards.**

The Board of Directors approved four employee recognition awards totaling \$1,150.

**2. Award a Contract to Leaf & Cole, LLP for Professional Financial Management Services.**

The Board of Directors approved a professional services agreement with Leaf & Cole, LLP, certified Public Accountants for Professional Financial Management and Accounting Services at \$127,000.

**3. Report on the Organizational Achievement Recognition Program.**

The Board of Directors received and filed the report on Organizational Achievement Recognition Program Update.

**4. Request for Bids to Furnish and Deliver Sludge Dewatering Polymer.**

The Board of Directors authorized staff to advertise a request for bids to furnish and deliver sludge dewatering polymer.

## EWA Executive Session Items

- 5. Conference with Labor Negotiators as authorized by Government Code §54957.6 – Agency representatives Kevin Hardy and Michael Steinlicht.**

The Board met in closed session and no action was taken.

- 6. Conference with legal counsel regarding existing litigation per Government Code §54957.6 (a) – Helton v. Encina Wastewater Authority.**

The Board met in closed session and no action was taken.

- 7. Conference with legal counsel regarding potential litigation per Government Code §54957.6 (b) and (c): 1 case.**

The Board met in closed session and no action was taken.

# Ad Hoc Committee Meeting Report

Presented by Director Omsted

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**Meetings were held on March 29, 2012**

## **1. Follow-up Meeting to Consider Governance/Executive Committee Formation.**

The Ad Hoc Committee reviewed and discussed the roles and responsibilities of LWD's standing committees. During this discussion, the committee considered the following:

- Eliminating the Employee Recognition Committee and adding those committee responsibilities to the Human Resources Committee;
- Renaming the Investment & Finance Committee (IFC) to Policy & Finance Committee and including responsibilities to review appropriate District policies;
- Establishing an Executive/Governance Committee (and not changing the IFC) that would review legal/legislative issues, review District policies, oversee the development of new Director orientations and prepare the General Manager's evaluation once input is received; and
- Rotate committee membership that would include the Encina Wastewater Authority members.

The Ad Hoc Committee directed staff to survey those agencies that rotate membership among their committees and provide that information at the next meeting.

# Engineering Committee Meeting Report

Presented by Director Juliussen

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## **Meeting held on April 2, 2012**

1. The EC reviewed staff's recommendation to purchase a close circuit television (CCTV) inspection truck and agreed with staff to recommend this item to the Board for approval.


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

2. The EC reviewed staff's recommendation to transfer \$40,000 in capital fund from the Lateral Replacement account to the Miscellaneous Pipeline/Manhole Repair account. The EC agreed with staff's recommendation.

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

3. The EC Committee reviewed the preliminary FY 2013 Capital Budget and agreed with the budget. In addition, Director Juliussen requested that staff consider adding funding for a diesel fuel storage tank on site to fuel standby generators and vactor trucks in case of an emergency. Staff agreed to include funding for the evaluation of a diesel fuel storage tank.
4. The Committee received a status update on the Via Palacio Offset Joint Repair project.

**MEMORANDUM**

**DATE:** April 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Strategic Planning Workshop Summary

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and File the Board of Directors Strategic Planning Workshop Summary.

**DISCUSSION:**

On February 21, 2012, the Board of Directors conducted a strategic planning workshop to discuss activities and actions that will help steer LWD into the future. Mr. Jeff Bills of Confidence Consulting facilitated the retreat. The strategic planning workshop included a discussion of Long Term Financial Viability, Board-Staff Relations and Policy, Best Board Practices and the Employee Opinion Survey.

Attached for your review, please find the "Summary of Workshop Activity" developed by Mr. Bills. Mr. Bills will provide an overview of the summary at the meeting and will be available to answer any questions.

PJB:

Attachment



**Leucadia Wastewater District**  
**Board of Directors**  
Strategic Planning Workshop  
February 21, 2012  
9:30 AM to 12:00 PM  
LWD Offices

#### **Those in Attendance**

**Board Members:** President Judy Hanson, Vice President Elaine Sullivan, Director David Kulchin, Director Allan Juliussen and Director Donald Omsted

**General Manager:** Paul Bushee

**General Counsel:** Wayne Brechtel

**Staff Members:** ASM Chuck LeMay, TSM Robin Morishita, FS Superintendent Jeff Stecker, FS Supervisor Marvin Gonzalez, and EA Trisha Hill

**Facilitator:** Jeff Bills

#### **Overview**

The Board of Directors of the Leucadia Wastewater District met on February 21, 2012 to discuss a number of issues that contribute to the strategic direction and success of the District. The purpose of the meeting was to review strategic direction and discuss topics that Board members had identified in one on one meetings with Jeff Bills who facilitated the retreat, and to adapt or modify in ways that would benefit the District.

#### **Topics Identified**

The following topics were identified through the process and discussed at the workshop.

#### **Long Term Financial Viability**

Members of the Board had identified the following areas that would be important for discussion. The matter of employee contribution to retirement and health care benefits; long term financial viability; and the importance of agenda items being linked to strategic goals in areas of both finance and elsewhere. Paul Bushee went over in detail the numbers and forecasts regarding the District's financial situation and the factors that should be reviewed as part of ongoing strategic financial planning. A number of questions were asked and answered regarding the process, where there might be future risks, the relationship LWD has with Encina and long term needs, and the impact of financial decisions on rates and the operating needs of the District. There were many detailed questions from Board members regarding financial assumptions and statements regarding the approach that has been successful for the District over many years. Board members acknowledged areas of risk and agreed on the importance of maintaining the current solid financial position of the District and the strategies that have contributed to the current level of outcomes.

There was also discussion on making sure that board recommendations should be tied to tactical goals and highlighted in board discussion when needed. Comments centered on both board policy and decisions that should be consistent with board discussion as well as making sure that once policy and decisions are made that staff can move forward and implement.

#### **Board-Staff Relations and Policy**

Pre-workshop, board members had brought up the following items as they relate to staff-board relations. Having adequate resources in the field, the relationship of the GM to the Board, the

relationship of the Board to the GM and specifically, review of the current Board Staff document where such items are written and described.

The document was reviewed by section with Board members making comments and suggestions. There was significant discussion on a large number of the points within the document with input from counsel, who offered insight into the law as well as how statements had been written to benefit the board and the District overall. It was determined that management will come back at the March Board meeting with updates to the policy based on what was reviewed and agreed upon at the Workshop.

The Board also discussed policy review in general and the importance of reviewing policies on a regular basis. It was determined that a more planned and regular review of policy would benefit the function of the board and District. Management will follow up with a format for doing this to include timing, frequency, schedule, and policy selection.

### **Best Board Practices**

In the pre-meetings, board members had identified the following questions/issues that should be discussed at the workshop. How to be better board members; the value of conferences and workshops; reporting back on conferences; technology tools; understanding and reminder of roles; communication, and are we spending our time in the right places?

There was significant discussion on these matters. Board members discussed how they assessed value for Board member attendance at conferences and the current way of reporting. Counsel noted that we meet the letter of the law when it comes to this topic. There was discussion regarding whether our current process was sufficient. The Board was very open to making appropriate changes where needed and will continue to address this issue as has been done with further discussion and change as needed.

As part of this topic, Jeff Bills also presented best practices that have come from other boards. This included board responsibility changes, simplifying board function, looking at what effective Boards are now thinking and focusing on, qualities of the best board members and risk areas for Boards to be aware of. The Board discussed many of the points presented and was very open to the ideas that would help to produce better Board efficiencies and positive outcomes.

### **Employee Opinion Survey**

The Board reviewed the results of the 2011 Employee Opinion Survey presented by Jeff Bills. It was noted that the results were very positive and are such because of the way the Board has created the right environment for achieving such positive outcomes. Jeff Bills outlined reasons why the scores in the areas of trust, supervision, communications, being treated with dignity and respect were high and how these scores contribute to the overall success of the District.

There were numerous questions regarding the survey and the Board acknowledged the good work of many including the management and supervisory teams. The Board communicated a strong appreciation for the staff itself and the quality of work. It was suggested that a copy of the previous opinion results from 2009 and 2007 be provided so as to compare the results with the survey averages from previous years. Management will follow up on this matter and provide the information.

### **Summary**

At the conclusion of the workshop, Board members expressed appreciation for the process and the opportunity to maintain excellent communication among each other and with management on key issues affecting the future success of the District. For follow up, the Board will continue to address those issues that have been identified. Management will follow up on assigned areas as well.

**MEMORANDUM**

**DATE:** April 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of Purchase Contract to Cues West for a New Close Circuit Television Inspection Truck

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with Cues West for the purchase of a new Close Circuit TV (CCTV) Inspection truck in an amount not to exceed \$234,000.00
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item was reviewed by the Engineering Committee at its April 2, 2012 meeting. The Committee concurred with staff to bring this item forward for consideration.

During the February 2012 Board meeting, Staff reported the results of its three month evaluation analyzing the effectiveness of the Hydro-Cleaning and Closed Circuit Television (CCTV) Inspection programs. The analysis concluded that the District's collection system maintenance would be more effective if it prioritized its CCTV program while scaling back its line cleaning. Additionally, it was mentioned that the purchase of a new CCTV Truck in Fiscal Year 2013 would enhance the overall effectiveness of the District's inspection program. The Board agreed with staff's assessment and directed staff to take the necessary steps to purchase the new truck in the current Fiscal Year, not next year. Subsequently, in March the Board approved the appropriation of \$245,000 for the purchase of the new vehicle.

The current inspection van was purchased in 2000. Under the District's Vehicle Replacement Policy, the van was scheduled to be replaced, based on its age, in 2007. However, it was kept in service due to its low mileage and overall good operating condition. It is important to note that this vehicle would normally be traded in when a replacement vehicle is purchased. However, staff is recommending that the District keep this unit in service and maintain a fleet of two inspection trucks. Having a fleet of two inspection trucks will increase CCTV Inspection production and provide redundancy when one unit is down for service or in the case of an emergency.

The District has been using Cues West video inspection equipment to maintain its collection system since 2000. Field Service Staff has been specifically trained to use this CCTV equipment. The Cues equipment has proven to be very reliable over the years. Additionally, Staff believes it is prudent to continue using Cues equipment to ensure that CCTV system parts and equipment, for example cameras, are interchangeable between both CCTV Inspection vehicles.

Section 11.3, Complex or Unique Items, of the District's Procurement Policy, allows for the purchase of unique equipment without following sealed bid procedures. Therefore, staff obtained quotes for the specified vehicle and equipment from Cues West, the manufacturer, and Plumber's Depot, an authorized vendor. The quotes, including sales tax, were as follows:

<u>Company</u>	<u>Price</u>
Cues West	\$233,619.71
Plumbers Depot	\$242,097.54

The quote from Cues West was \$8,477.83 less than Plumber's Depot. Therefore, it is recommended that the vehicle be purchased from Cues West for \$233,619.17.

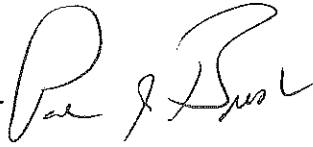
**FISCAL IMPACT:**

The \$245,000 appropriated in March to amend the FY 12 Capital Acquisition Account No. 50-99-000-6310, Vehicle Acquisition, is sufficient to cover the procurement of the CCTV Inspection truck.

js:PB

**MEMORANDUM**

**Date:** April 5, 2012  
**To:** Board of Directors  
**From:** Paul J. Bushee, General Manager  
**Subject:** Transfer of Capital Funds


**RECOMMENDATION:**

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

1. Authorize a transfer of \$40,000 in capital funds from the Lateral Replacement/Backflow Preventer Program, 50-51-323-6499, to the Miscellaneous Pipeline/Manhole Repair account, 50-51-077-6499.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

This item was reviewed by the Engineering Committee at its April 2, 2012 meeting. The Committee concurred with staff to bring this item forward for consideration.

As presented at the February 2012 Board meeting, staff recently completed an analysis of the effectiveness of the hydro-cleaning and CCTV inspection programs. As part of the evaluation, the Field Service Staff conducted a trial period that prioritized CCTV inspection throughout the fall of 2011. The prioritized CCTV Inspection work found a number of pipeline defects that were undetected during hydro-cleaning operations. The defects were as follows:

1. A broken end cap on a clean out Y-fitting allowing debris and ground water to enter the pipeline at Cebu Court
2. A severe offset joint in an easement in the Meadows subdivision near Avenida Del Pariso, repairs required hand digging of a residence yard
3. Two severe offset joints in a gravity line on Via Palacio

The urgent repair of these defects was done under the Miscellaneous Pipeline/Manhole Repair account. These repairs were undertaken subsequent to the completion of other repairs and projects that depleted the account including:

1. Grandview Avenue pipeline and manhole repair, root intrusion and spill prevention
2. Replacement of 2 manhole riser rings (Vulcan Avenue and Rancho Santa Fe Road)
3. Repair of water line leak on District's Headquarters site
4. City of Encinitas Overlay Project, required raising of 30 manholes

Therefore, request authorization to transfer \$40,000 from the Lateral Replacement/Backflow Preventer Program, 50-51-323-6499, to the Miscellaneous Pipeline/Manhole Repair account, 50-51-077-6499, to cover the repair costs. There will be \$39,715 remaining in the Lateral Replacement Program account after the transfer is complete. This amount should be sufficient to cover lateral reimbursement requests for the remainder of this Fiscal Year.

**FISCAL IMPACT:**

The original FY 12 appropriation for the Lateral Replacement/Backflow Preventer Program was \$100,000. The transfer of \$40,000 will reduce the appropriation to \$60,000. To date, \$20,285 has been expended in reimbursements leaving \$39,715 remaining in the account. Staff believes that the remaining funds will sufficiently cover lateral grant expenditures through the end of FY 12.

rym:PB

**MEMORANDUM**

**DATE:** April 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Award Teacher Grants



**RECOMMENDATION:**

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

1. Award five Teacher Grants totaling \$4,376.88.

**DISCUSSION:**

This item was reviewed by the CAC at its March 19<sup>th</sup> meeting. Implementation of LWD's Teacher Grant Program was included as a tactical goal on the Fiscal Year 2012 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 March 2, 2012. As a result, the seven (7) applications were received. The CAC and staff reviewed the applications and recommend that the Board award the following five grants:

<u>Applicants</u>	<u>Schools</u>	<u>Grant Amounts</u>
Ms. Jodi Greenberger	El Camino Creek Elementary	\$811
Mr. Thomas Baugh	Olivenhain Pioneer Elementary	\$1,000
Ms. June Honsberger	La Costa Canyon High School	\$1,000
Mr. Hank Stelzl	Paul Ecke Central Elementary	\$1,000
Ms. Wendy Bram/Ms. Debbie Pinter	La Costa Heights Elementary	\$565.88

Total: **\$4,376.88**

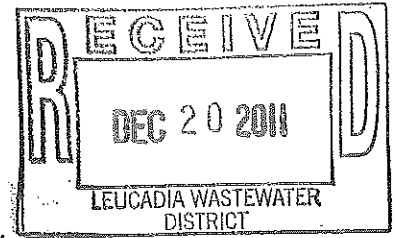
The FY 12 budget includes \$5,000 to fund the Teacher Grant program, which is sufficient to cover the recommended teacher grant awards.

th:PJB

Attachments



LEADERS IN ENVIRONMENTAL PROTECTION

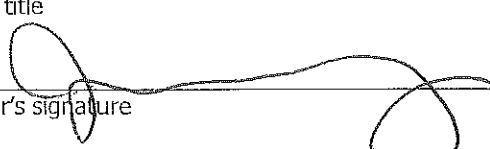


### Grant Application Form

During the 2011-2012 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](mailto:thill@lwwd.org) or received by Friday, March 2, 2012.

#### IDENTIFYING INFORMATION

Teacher's name <i>Jodi Greenberger</i>	
Grade <i>Asst Principal K-6</i>	Subject <i>all grades Green Team</i>
School name <i>El Camino Creek Elementary</i>	District <i>Encinitas Union School</i>
School address, including street, city and zip <i>7885 Paseo Aliso Carlsbad, CA 92009</i>	
Principal's name <i>Carme Brown</i>	School phone number <i>760 943-2051</i>
Name of parent organization (i.e. PTA or school foundation) <i>PTA</i>	
Project title <i>Rainbarrels for the Garden</i>	Grant amount requested <i>811.00</i>
Teacher's signature 	

Please tell us how you heard about this program

- Posture/Flyer  Web site  Another Educator  Newsletter  Other



A. DESCRIPTION OF PROJECT

1. Students of every grade are becoming avid gardeners. Last year we created a school garden on our campus for all the teachers to teach their classes about growing their own food. We would like to install rain barrels and an irrigation system in our school garden with this grant and teach the children the importance of conserving water in this community.

2. The 'rain barrel project' starts with assistant principal, who leads green initiatives at our school, extends to the PTA, which will sponsor the project, and a third grade Brownie Girl Scout Troop who will manage it. It then encompasses 38 teachers and 850 students of every grade, who use the garden for class projects. Teachers and students are already growing squash, carrots, lettuce, eggplant, tomatoes and a range of fruit trees. The entire school community benefits via a help-yourself basket in the school office. With rain barrels and an irrigation system, our garden will grow even more.

3. Water is a critical part of any garden. Rather than just point a hose, we would like to introduce rain barrels for gathering water and a companion drip-irrigation system. By providing this grant, we will be conserving water, managing this resource wisely and teaching our students the importance of re-using rainwater.

4. In-kind resources include parent volunteers helping install the drip irrigation system and Bushman installing the rain barrels for us.

5. This project hopefully will be completed before summer break and will be an active program throughout the school year. The garden is located on the grounds of the elementary school, behind a block of kindergarten classrooms.

B. OBJECTIVES

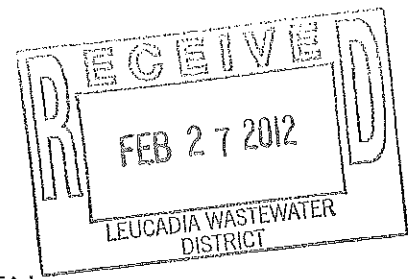
The goal of this project is to demonstrate how to conserve water among the student population. Students will see how rain barrels and irrigation systems work, appreciate the benefits in water conservation, reuse and reduction of wastewater runoff, and be part of the solution of a greener California. The garden and rain barrel project underscore science curriculum in plant life cycles and green initiatives. Additionally, rain barrels will also help to curtail rainwater runoff from the school and into the community's stormwater drain system.

C. BUDGET

(2) 205 gallon rain barrels @ \$189.00 a piece	\$378.00
Drip irrigation system and pump (non-consumable)	\$233.00
Modify downspout system and connect to tank (non-consumable)	<u>\$200.00</u>
TOTAL	\$811.00



LEADERS IN ENVIRONMENTAL PROTECTION



### Grant Application Form

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#### IDENTIFYING INFORMATION

Thomas Baugh  
Teacher's name

K-6<sup>th</sup> Science  
Grade Subject

Owenhain Pioneer Elementary, Encinitas  
School name District

8000 Calle Acervo, Carlsbad, CA 92009  
School address, including street, city and zip

Dr. Erin English 760-943-2000  
Principal's name School phone number

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

RainWater Harvesting Garden Project 1000.00  
Project title Grant amount requested

Thomas Baugh  
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, funneling rain down gutters and drain pipes. Student gardeners can play a key role in conserving freshwater by harvesting rainwater.

We propose to use the grant funds to purchase a rainwater harvesting system from Ace Rain Systems, consists of a tank capable of holding 620 gallons of water and all system hardware. The tank is mounted above ground, and is gravity fed from the roof area of the school building. The tank will supply water to a pump fed drip irrigation system, rather than conventional sprinklers, for use on the schools vegetable garden. The garden itself is a huge asset for the school, providing a living laboratory, educational opportunities, and a space to grow crops for the school salad bar.

The students will learn through posted narrative signs that:

- ◆ In addition to reducing demand on our water supplies, especially important during drought and summer, rainwater harvesting reduces water pollution. In a rainstorm, oil, pesticides, animal waste, and fertilizers from our lawns, sidewalks, driveways, and streets are washed into sewers that often overflow into rivers and estuaries, contaminating fish and other wildlife. Rainwater harvesting prevents rain from becoming polluted storm water and puts it to use where it falls.
- ◆ The quality of rainwater is unsurpassed when it comes to watering plants and landscapes. Captured rainwater is free of the salts and pollutants associated with ground and surface water. In urban areas, the natural acidity of rainwater is good for soils that have become alkaline from cement-leached lime.
- ◆ The natural temperature of rainwater doesn't shock plants with cold the way tap water can.
- ◆ Rainwater contains no chlorine, a chemical added to drinking water that inhibits plant growth.
- ◆ Rainwater is free!

The garden and the use of harvested rainwater is a simple, understandable model of sustainable watering methods for the students. Best of all we hope this school model encourages student to reproduce the system at home in their own gardens.

## **TIMELINE**

- ◆ Installation of the Rain Harvesting System, April 2012 on school property.

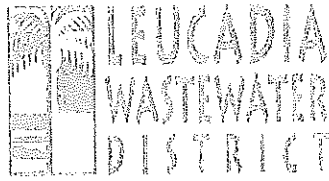
## **OBJECTIVE**

Students would learn about rain harvesting, as an important method of water conservation and preservation of our natural resources. Students would become passionate about starting rainwater harvesting systems at their homes.

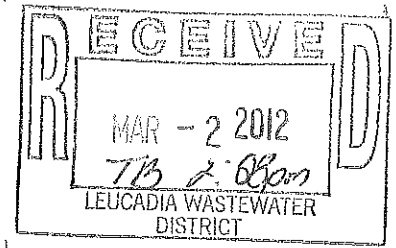
## **BUDGET**

1	Ace Rain Systems	899.00
1	Small pump for irrigation system	69.00
1	Irrigation tubing and drip nozzles	42.00

**Total Amount requested: \$1000.00**



LEADERS IN ENVIRONMENTAL PROTECTION



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#### IDENTIFYING INFORMATION

June Honsberger

Teacher's name

9th to 12th grade

Earth Science

Grade

Subject

La Costa Canyon High School

San Dieguito Union High School District

School name

District

1 Maverick Way, Carlsbad, Ca 92009

School address, including street, city and zip

Dr. Kyle Ruggles

760-436-6136

Principal's name

School phone number

La Costa Canyon Parent Foundation

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

Greening our Gardens

\$1000.00

Project title

Grant amount requested

Teacher's signature

Please tell us how you heard about this program

- Posture/Flyer 
  Web site 
  Another Educator 
  Newsletter 
  Other email from parent foundation

## Greening our Garden

### A. Description of Project:

This project will focus on continuing and expanding a water resource management and water-use project we began last year. High school science students will study water use, the water cycle, and how water is used for gardening and irrigation at our school. The students will plant and continue to maintain three native garden areas at the entrance to our school. The garden areas will be planted with 250 new succulents and drought tolerant plants. The project will focus on the importance of drought tolerant plants in our arid Southern California climate. This garden project will allow students to observe the connections between local climate, native plants and native wildlife. Students will investigate the gardening benefits of providing habitat for native wildlife through a variety of garden activities and experiments. These hands on activities require soil, compost, native plants, native trees, seeds, and mulch. Funds are needed to make this garden project a continued success. The grant would be used to purchase necessary supplies.



This garden project will involve two classroom teachers and 130 high school science students, grades 9-12. The project will be on going and will begin in April 2012. Each class period will be responsible for one garden area for the duration of the school year. Our parent foundation and Glorious Gardens in Leucadia will provide additional funding and supplies for this project.

### B. Learning Objectives

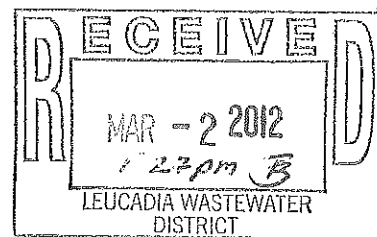
Students will understand the water cycle and the symbiotic relationship between local climate, native plants and native wildlife. Students will study our arid climate in Southern California and how it affects the choices we make in our garden. Students will research and choose low-water plant varieties. Students will record and graph growth patterns in plant varieties to determine the characteristics of successful gardening.

### C. Budget

Item	Quantity/vendor	Amount	Non-Consumables
Succulents and native plants.	Glorious Gardens Leucadia	\$600	x
50' hose & nozzle	2 @ 25.00 – Home Depot	\$50	x
Garden Soil & Compost	30 @ 5.00 – Home Depot	\$150	x
Trees	Sunshine Gardens/Andersons	\$200	x
	<b>Total</b>	<b>\$1000</b>	



LEADERS IN  
ENVIRONMENTAL  
PROTECTION



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#### IDENTIFYING INFORMATION

Hank Stelzl

Teacher's name

Kindergarten - Sixth Grade

Science

Grade

Subject

Paul Ecke Central Elementary

Encinitas School District

School name

District

185 Union Street, Encinitas CA 92024

School address, including street, city and zip

Adiran Chavarin

760.944.4323

Principal's name

School phone number

Paul Ecke Central Foundation

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

School as a Garden

\$1,000

Project title

Grant amount requested

Hank Stelzl

Digitally signed by Hank Stelzl  
DN: cn=Hank Stelzl, o=Paul Ecke Central, ou, email=hgsjr@aol.com, c=US  
Date: 2012.03.01 22:54:09 -08'00'

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 2012**

### **A. Description of Project: Rainwater Harvesting Project**

The Rainwater Harvesting Project will reduce the amount of water used on the school's garden by an estimated 200 gallons per month and minimize ocean pollution caused by flooding during rains. The school site sits below a public park receiving run off and excess water throughout the year. A 220 square foot area is consistently flooded and wet, 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 four 50-gallon rainwater barrels and water conservation signs at the school to reduce the flooding and collect water for the school's garden. Additionally this project will strengthen its current watershed science and garden science curriculum taught to over 400 students. Through the installation of four rain barrels, water conservation signage and watershed lessons, the 400 students will see first-hand how rain water collection can minimize water use for irrigation and minimize run-off into their neighboring ocean. This project will directly support 5<sup>th</sup> and 6<sup>th</sup> grade science standards on water resources and watersheds, as well as all water related science standards for other grade levels.

Over 1,500 students, families and members of our community would benefit from such a project by seeing first-hand how rainwater harvesting and water conservation measures can reduce run-off into the ocean and protect their critical community environment. Together with the garden coordinator and science teacher, 5<sup>th</sup> and 6<sup>th</sup> grade students will help to install the rainwater barrels, create water conservation signs and teach what they learned to other students. This project will also complement existing watershed lessons that focus on water use, water conservation and water resources.

After the rain barrels and signs are complete, families will be invited to a water wise day to view the project and learn about water conservation. This project will recognize the funding support by Leucadia Wastewater District by prominently displaying their logo on all materials and signs. The garden coordinator, science teacher, classroom teachers and classroom parent volunteers will provide in-kind support to this project totaling approximately \$2,500 (100 hours at \$25/hour).

This project will be initiated as soon as funds are received, with the goal of providing a family water wise day by the end of the 2012 school year.

**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 rain barrels.

1a. Students will record how much water is saved by using the rainwater collected to water the school's garden.

1b. Students will measure before and after the change rainwater harvesting has on the flooded area of the school.

2. To teach students better water resource management at the school.

1a. Students will learn the importance of storing water for use during times of drought and water restrictions.

1b. Students will better understand the importance of changing their habits of water use by reducing the amount of storm water run-off.

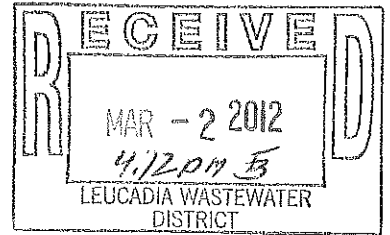
**C. Budget:** Please include a brief itemized budget for your project. Please indicate any item which may be non-consumables and available for future use.

<b>Budget Item</b>	<b>Requested Amount</b>	<b>Justification</b>
Rain Barrels/accessories & Rain gutter accessories	\$800	\$200/each x 4
Signage for each rain collector	\$200	\$50/each x 4
<b>Total Requested</b>	<b>\$1,000</b>	





LEADERS IN ENVIRONMENTAL PROTECTION



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IDENTIFYING INFORMATION

WENDY BRAM / DEBBIE PINTER
Teacher's name

6
Grade
ELEMENTARY CURRICULUM
Subject

LA COSTA HEIGHTS ELEMENTARY
School name
ENCINITAS UNION
District

3035 LEVANTE STREET, CARLSBAD 92009
School address, including street, city and zip

LEIGHANGELA BRADY
Principal's name
760. 944. 4375
School phone number

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

WATERWISE LEARNING GARDEN AND WILDLIFE HABITAT
Project title
\$565.00
Grant amount requested

Debbie Pinter
Teacher's signature

Please tell us how you heard about this program
[ ] Posture/Flyer [ ] Web site [X] Another Educator [ ] Newsletter [ ] Other

## DESCRIPTION OF PROJECT

The students, staff, and parent community of our 675 student elementary school are committed to the sustainable use of water and other natural resources. We strive to practice and teach the importance of using natural resources in a responsible manner. As part of an ongoing commitment to raising awareness of the importance of thoughtful water use and conservation in relation to our community's drought measures, students will design and create a water-wise, sustainable natural habitat learning garden. The student leadership team of 5<sup>th</sup> and 6<sup>th</sup> graders will lead their student peers and parent/community volunteers in the project. The team will revitalize the large, raised, central courtyard planter and seating area on the campus. They will plan and install water-wise irrigation and a rainwater collection system, and then lead the school community of kindergarten through sixth graders, staff, and community members as they plant and maintain a low-water use garden that will serve as a habitat for birds and butterflies, and will provide a quiet reading and learning space for our students and our community. The learning garden will be planned, planted, and opened for the school and community to enjoy before the end of the 2011-2012 school year. This project will help the students appreciate many of the water issues that face our community, such as drought, water quality, weather, climate, pond ecology, soil erosion, ecological principles, and sustainability. Additionally, this project will help increase the awareness and importance of Special Districts like Leucadia Wastewater District and its role in our community.

## OBJECTIVE


Students will become more aware of the importance of water and resource conservation and the value of water management in the maintenance of natural habitats, and gain an understanding and appreciation of the role of Special Districts like Leucadia Wastewater District in their own community.

## BUDGET

Planet Green Spot Techline Drip Irrigation Kit	\$249.95
Mulch (students secure donated mulch from local nursery)	\$ 0
EcoSpec Low VOC paint for benches (1 can)	\$ 45.95
Plants (students secure donated plants from local nurseries)	\$ 0
Labor (students secure volunteer community assistance)	\$ 0
Smart Solar Bird Bath with hidden water recycling reservoir	\$169.99
Meade Instruments Rain Gauge and Weather Station	\$ 99.99
Total amount respectfully requested:	\$565.88

MEMORANDUM

Ref: 12-3213

DATE: April 5, 2012  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Board of Director Compensation Adjustment

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**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Discuss and take action as appropriate.

**DISCUSSION:**

Subsequent to a duly noticed Public Hearing, the Board of Directors adopted Ordinance No. 123 regarding the compensation of Directors on May 20, 2009. Pursuant to applicable sections of the California Water Code (CWC), the Ordinance, which adjusted Director's compensation from \$165 to \$173, became effective 90 days after adoption. This item is presented for the Board's discussion and other action as appropriate.

California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2009, the Board is eligible for an adjustment not to exceed 15%. The exact amount of the increase is at the Board's discretion.

A survey of Director's compensation for other agencies is attached for review.

Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing for the May 2012 Board meeting.

Appropriations will be included in the proposed FY 2013 budget to fund the resulting adjustment, if approved.

cal:PJB

Attachment

**BOARD OF DIRECTORS' PER DIEM SURVEY  
APRIL 2012**

	<b>DISTRICT</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
1	City of Carlsbad (water Board)	\$100.00	\$100.00	\$100.00
2	Eastern M.W.D.	\$206.00	\$206.00	\$206.00
3	Elsinore Valley MWD	\$221.43	\$221.43	\$221.43
4	Encina Wastewater Authority	\$182.00	\$182.00	\$182.00
5	Fallbrook P.U.D.	\$100.00	\$105.00	\$110.25
6	Helix Water District	\$200.00	\$200.00	\$200.00
7	Leucadia Wastewater	\$173.00	\$173.00	\$173.00*
8	Olivenhain M.W.D.	\$150.00	\$150.00	\$150.00
9	Otay Water District	\$100.00	\$100.00	\$100.00
10	Padre Dam M.W.D.	\$130.00	\$130.00	\$117.00
11	Rainbow M.W.D.	\$150.00	\$150.00	\$150.00
12	Ramona M.W.D.	\$100.00	\$100.00	\$100.00
13	Rancho Calif. Water District	\$175.00	\$175.00	\$175.00
14	Rincon del Diablo M.W.D.	\$150.00	\$150.00	\$150.00
15	SDCWA Directors/Officers	\$150/\$180	\$150/\$180	\$150 (directors)
16	San Dieguito Water District	\$100.00	\$100.00	\$100.00
17	Santa Fe Irrigation District	\$200.00	\$200.00	\$200.00
18	South Bay Irrigation District			\$100.00
19	Sweetwater Authority	\$150.00	\$150.00	\$150.00
20	Vallecitos Water District	\$150.00	\$150.00	\$150.00
21	Valley Center M.W.D.	\$100.00	\$100.00	\$100.00
22	Vista Irrigation District	\$189.00	\$189.00	\$189.00
23	Yuima MWD	\$195.00	\$195.00	\$195.00

\*On the April Board agenda for review.

The **average** per diem of the 23 responding agencies is **\$145.49**

The **median** per diem of the 23 responding agencies is **\$150.00**

**MEMORANDUM**

Ref: 12-3214

**DATE:** April 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Discussion of Potential General Manager Compensation Ad Hoc Committee

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**RECOMMENDATION:**

1. Discuss and provide direction as appropriate

**DISCUSSION:**

At the March 2012 Board of Director's meeting, Director Omsted requested that an item be placed on the April 2012 agenda to discuss the formation of a Ad Hoc Committee to review the General Manager's (GM) compensation.

This item has been placed on this agenda to facilitate this discussion.

cal:PJB

Trisha Hill

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**From:** Scott Chatfield <profchatfield@sdcitystories.org>  
**Sent:** Thursday, March 15, 2012 10:11 AM  
**To:** Info  
**Subject:** Downstream Newsletter

Hi--

Just wanted to let you know that *Downstream* has got to be the best-designed and most informative newsletter I've ever seen from a municipal entity.

Congratulations to whoever is behind it!

Best,

--Scott Chatfield

Scott Chatfield <[profchatfield@sdcitystories.org](mailto:profchatfield@sdcitystories.org)>  
RTVC 141 Instructor, San Diego City College  
P.O. Box 232623  
Leucadia, CA 92023-2623 USA  
Phone: (760) 753-7111

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## Trisha Hill

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**From:** Lynn Brown <bromos12@aol.com>  
**Sent:** Thursday, March 15, 2012 11:06 AM  
**To:** Info  
**Subject:** Newsletter

Dear Board and Staff,

Just received the newsletter. It is so well laid out and interesting to read. Clear and simple. Thank you very much, job well done.

Lynn Brown  
Encinitas, CA

## Directors' Meetings

Presented by Directors Omsted, Juliussen, and Sullivan

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### Conference

2012 Annual Watereuse Conference

### Dates and Location

March 25-27, 2012

Sheraton Grand Sacramento

### List of Attendees

Director Omsted

Director Sullivan

Director Juliussen

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