



LEADERS IN
ENVIRONMENTAL
PROTECTION

**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, July 10, 2013
TIME: 5:00 p.m.
PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentations and Awards**
None.

CONSENT CALENDAR

Items 7-11 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- June 12, 2013 Regular Board Meeting (Pages 1-11)
- June 26, 2013 Engineering Committee Meeting (Pages 12-13)

8. Approval of Demands for June/July 2013

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2013. (Pages 14-34)

9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 35-38)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 39-46)

11. Disclosure of Reimbursements Report for January through June 2013

Receive and file the Disclosure of Reimbursements Report for January through June 2013. (Pages 47-48)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on June 26, 2013 – report by Director Juliussen. (Page 49)
- B. A EWA Member Agencies Manager's meeting was held on July 2, 2013 – report by GM Bushee. (Verbal)

13. Committee Reports

- A. An Engineering Committee meeting was held on June 26, 2013 – report by Director Juliussen. (Page 50)

ACTION ITEMS

14. Batiquitos Force Main (B2) Replacement Project Design Services

Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation for engineering design services for the Batiquitos Force Main (B2) Replacement Project in an amount not to exceed \$104,485. (Pages 51-56)

- 15. Resolution No. 2237 - Requesting LAFCO to Take Proceedings for the Young Change of Organization**
Adopt Resolution No. 2237 - Requesting LAFCO to Take Proceedings for the Young Change of Organization. (Pages 57-61)
- 16. Resolution for Changing Employer Paid Member Contributions**
Adopt Resolution No. 2236 – Changing the Employer Paid Member Contributions to CalPERS. (Pages 62-63)
- 17. LWD Second Tier Post-Employment Benefit**
Adopt the California Public Employees’ Pension Reform Act of 2013, as amended, as LWD’s Second Tier (Tier II) CalPERS post-employment benefit. (Pages 64-65)
- 18. Agreement with the City of Carlsbad for the Sale of Recycled Water**
Authorize the General Manager to execute Amendment No. 1 to the Agreement for the Sale of Recycled Water to the City of Carlsbad by the Leucadia Wastewater District. (Pages 66-67)
- 19. CSDA Board of Directors 2013 Elections – Region 6 Seat B.**
Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 68-72)
- 20. Receive and file the Fiscal Year 2013 (FY 13) Tactics and Action Plan.**
(Pages 73-82)
- 21. Adopt the Fiscal Year 2014 (FY 14) Tactics and Action Plan.**
(Pages 83-89)

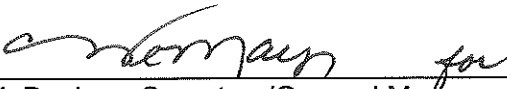
INFORMATION ITEMS

- 22. Project Status Updates and Other Informational Reports**
 - A. Update on upcoming conferences. (Page 90)
 - B. Thank you letter from Timothy Baird, Superintendent of the Encinitas Union School District. (Pages 91-92)
- 23. Directors’ Meetings and Conference Reports**
None.
- 24. General Manager’s Report**
- 25. General Counsel’s Report**
- 26. Board of Directors’ Comments**
- 27. Closed Session**
 - A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)
- 28. Adjournment**

AFFIDAVIT 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: July 3, 2013



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
June 12, 2013

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 12, 2013 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Field Services Technician I Mauricio Avalos, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Jamie Fagnant with Infrastructure Engineering Corp., Brian Jewett with Black & Veatch, Craig Barry with Piperin and Jennifer Beales with TRG & Associates.

3. Pledge of Allegiance

4. General Public Comment Period

None.

5. Approval of Agenda

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

6. Presentations and Awards

A. Achievement of an Individual Award – Mauricio Avalos

GM Bushee introduced Field Services Technician II Mauricio Avalos stating that he recently received the CWEA Collection System Maintenance Grade II certification. He also presented background information about Mauricio and congratulated him for his efforts. He stated that Mauricio is eligible for a \$500 incentive as authorized under LWD's Incentive Program.

GM Bushee also noted that Mauricio was promoted to FS Technician II.

President Sullivan presented Mauricio with his certification and an incentive check for \$500 as authorized under LWD's Incentive Program.

The Board of Directors congratulated Mauricio for his efforts.

B. Achievement of an Organizational Award – CAPIO Award of Distinction

GM Bushee presented the item stating that the District recently received an award from the California Association of Public Information Officials (CAPIO). He stated that TRG & Associates submitted an application for two awards. They nominated our newsletter for one category and the Teacher Grant program in another category. LWD placed second in the "Dollar Stretcher" category for the Teacher Grant program for notable results achieved with minimal expenses. He stated that for this award staff is eligible for a \$200 incentive as authorized under LWD's Incentive Program. He presented the CAPIO award to President Sullivan.

GM Bushee also noted that Director Kulchin provided him with two plaques from the Agua Hedionda Lagoon Foundation for sponsoring their World Water Day events during 2012 and 2013.

CONSENT CALENDAR

GM Bushee stated that President Sullivan called him prior to the meeting and asked a question relating to the demands. He stated the question and indicated the answer that was provided to President Sullivan.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

May 8, 2013 Regular Board Meeting
May 9, 2013 Special Board Meeting
June 4, 2013 Community Affairs Committee Meeting
June 4, 2013 Engineering Committee Meeting

8. Approval of Demands for March/April 2013

Payroll Checks numbered 16718-16762; General Checking – Checks numbered 43868-44006

9. Operations Report (A copy was included in the original June 12, 2013 Agenda)

10. Finance Report (A copy was included in the original June 12, 2013 Agenda)

11. Establishing an Appropriations Limit of the LWD for FY 14 (A copy was included in the original June 12, 2013 Agenda)

12. LWD Board of Directors Revised Strategic Plan (A copy was included in the original June 12, 2013 Agenda)

President Sullivan noted that staff did an excellent job with revising the Board's Strategic Plan.

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

- A. EWA Board Report – Meeting was held on May 22, 2013.

Director Juliussen reported on the May 22, 2013 EWA Board of Directors meeting.

- B. Encina Member Agencies Manager's (MAM) Meeting was held on June 4, 2013.

GM Bushee reported on the June 4, 2013 MAM Meeting. He noted that the items discussed were amendments to the Encina Revised Basic Agreement (RBA), Poseidon desalination facility, new CalPERs requirements, EWA's budget and the Vista and Carlsbad West Influent spill update.

14. Committee Reports

- A. Community Affairs Committee meeting was held on June 4, 2013.

Director Omsted reported that the CAC reviewed TRG & Associates Task Order No. 3 and the scope of work. He stated that it will be reviewed later in the agenda.

- B. Engineering Committee meeting was held on June 4, 2013.

Director Juliussen reported that the EC reviewed an agreement with Piperin Inc. for construction services to complete the La Costa Pump Station Rehabilitation Project in an amount not to exceed \$242,000.

He also reported that the EC reviewed a change order to the Lanikai Trunk Sewer Lining Contract with Charles King Company for additional work associated with the B2 Force Main Emergency Repair in the amount of \$121,998.

In addition, he reported that the EC reviewed a three year professional services agreement with ADS Corporation for equipment maintenance and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$42,840 per year for a total of \$128,520 over a three year period.

He stated that the EC concurred with staff's recommendation on these items and they will be presented later in the agenda.

He also stated that the EC received an update on the Batiquitos Pump Station Rehabilitation project.

OLD BUSINESS

15. Adopt the Fiscal Year 2014 (FY 14) Budget.

ASM LeMay presented the item stating that the Board reviewed the FY 14 Budget in detail during the Board workshop on May 9, 2013. He noted that there is a zero percent (0%) increase for the wastewater facilities budget and a two percent (2%) increase in the personnel budget. He also

stated that the Board authorized a three percent (3%) salary range adjustment and that the employee's CalPERS contribution would increase from three percent (3%) to five percent (5%).

In addition, he stated that the Board suggested a minor text change and staff made the revision.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted, and carried, the Board of Directors adopted the FY 14 Budget.

PUBLIC HEARING

16. Public Hearing to consider the following:

- A. A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2014 on the San Diego County Tax Roll; and
- B. A proposal to adopt an ordinance establishing the District's wastewater capacity fee at \$4,006 per equivalent dwelling unit (EDU) for the privilege of connecting to the District's system.

President Sullivan opened the public hearing for comments on items A and B.

ASM LeMay stated a the notice announcing the public hearing was posted at the District office beginning on May 28, 2013 and it was published in the San Diego Union Tribune on May 29, 2013. He noted that to date, staff has not received public comment on either item.

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

ACTION ITEMS

17. Award of the District's La Costa Pump Station Rehabilitation Construction Project.

Authorize the General Manager to execute an agreement with Piperin Corporation for construction services to complete the La Costa Pump Station Rehabilitation Project in an amount not to exceed \$242,000.

TSM Morishita presented the item stating that it was reviewed by the EC on June 4th. He noted that this project is a goal in the FY 13 Tactical Plan. TSM Morishita also noted that this project was recommended by IEC during the implementation of the District's 2008 Asset Management Master Plan.

TSM Morishita provided a summary of the bidding processing and results of bids. He stated that IEC reviewed the bids and recommended that the contract be awarded to Piperin Corporation as the lowest responsive and responsible bidder. TSM Morishita noted that the District received a letter from NEWest disputing Piperin's pump station experience. He noted that IEC further reviewed their concerns and after IEC's evaluation, they confirmed that Piperin met the requirements.

Director Juliussen stated that the EC reviewed NEWest's concerns in detail during the EC meeting and the EC agreed with IEC's recommendation.

Following discussion, and upon a motion duly made by Vice President Kulchin, seconded by Director Hanson and carried, the Board of Directors authorized the General Manager to execute an agreement with Piperin Corporation for construction services to complete the La Costa Pump

Station Rehabilitation Project in an amount not to exceed \$242,000.

18. Adoption of the 2013 Financial Plan Update.

Adopt the Leucadia Wastewater District's 2013 Financial Plan Update and authorize staff to implement the 2013 Financial Plan Update's recommendations.

ASM LeMay presented the item stating that the District's 2013 Financial Plan Update was reviewed by the Board at a Special Board meeting on March 21, 2013. He provided a brief summary of the plan, noting the various financial scenarios proposed for funding the District's wastewater enterprise. He stated that during the meeting the Board directed staff to proceed with scenario 2 (pay as you go option) for funding the wastewater enterprise. ASM LeMay also presented the highlights of the Financial Plan that was included the executive summary.

ASM LeMay thanked Mr. Jewett for assisting the District with the Financial Plan Update. He also stated that if the Board has further questions on the Financial Plan, Mr. Jewet was available to respond.

Director Hanson asked Mr. Jewett if other agencies are following the same three on and three off rate increase plan. Mr. Jewett stated that while other agencies have financial plan that look out 20 years, he has not worked with others agencies that formally follow this type of scenario. However, he added that agencies typically raise their rates sporadically depending on their financial needs. He also noted that following the three years on and three years off plan will help the District with the planning for the Proposition 218 requirements.

Director Omsted noted that the graph in the Financial Plan indicated that the reserve balances will drop significantly starting in Fiscal Year 2021. He asked whether the District should raise the rate earlier and keep them stable. Mr. Jewett explained that this option was considered, however if the District were to increase its rates earlier, the reserve balances would increase at a high level based on the factors considered in the Plan. He noted that having high reserve balances would be a public perception concern.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Hanson, and carried, the Board of Directors adopted the LWD 2013 Financial Plan Update and authorized staff to implement the 2013 Financial Plan Update's recommendations.

19. Professional Services Agreement with TRG & Associates for Public Information Services.

Authorize the General Manager to execute Task Order No. 3 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$50,000.

ASM LeMay presented the item stating that during March 2011, the District contracted with TRG for public information services. He stated that staff has been pleased with TRG's services. In addition, he noted that the task order was reviewed by the CAC on June 4th.

He provided a brief summary of the public outreach services that are included in Task Order No. 3.

Director Hanson asked about an item included in the task order relating to the Speakers Bureau. ASM LeMay stated that TRG helps coordinate speaker opportunities. GM Bushee also provided an update on a speaker's bureau opportunity with the Surfrider's Foundation.

Vice President Kulchin asked how TRG invoices the District for their services. GM Bushee stated that TRG invoices on a time and material basis. Vice President Kulchin suggested that staff use discretion when requesting services by TRG.

President Sullivan noted that TRG has made the review of their work easy and less committee meetings have been scheduled because they have been doing good job.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Kulchin and carried by Director Juliussen, with Director Hanson opposing; the Board of Directors authorized the General Manager to execute Task Order No. 3 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$50,000.

20. ADS Corporation Agreement for Flow Monitoring, Data Analysis and Presentation, and Maintenance for Seven (7) District Flow Meters.

Authorize the General Manager to execute a three year professional services agreement with ADS Corporation for equipment maintenance and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$42,840 per year for a total of \$128,520.

TSM Morishita presented the item stating that it was reviewed by the EC on June 4th. He stated that the original contract was executed in October 2007 for the installation of seven flow meters. He also stated the purpose, the need and location of these meters. He indicated that, during 2010, staff negotiated a three year contract renewal at a reduced cost of \$5,090 per year. He added that ADS offered to maintain the current cost for another three year renewal period. He noted that the District's Procurement Policy allows the District to retain a consultant for continuing services for subsequent phases of work, if it's in the District's best interest.

Director Juliussen noted that the EC reviewed this contract and he is impressed that ADS has offered to maintain the reduced rate that was offered with their previous contract.

Director Omsted asked how the meters monitor the condition of the pipes. TSM Morishita provided examples of how the meters collect specific data that allows staff to determine whether there is an issue at a pipe location.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute a three year professional services agreement with ADS Corporation for equipment maintenance and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$42,840 per year for a total of \$128,520.

21. Lanikai Trunk Sewer Lining Project Change Order for the B2 Force Main Repair.

Authorize the General Manager to execute a change order to the Lanikai Trunk Sewer Lining contract with Charles King Company for additional services for the B2 Force Main Emergency Repair in the amount of \$121,998; and authorize an additional appropriation of \$121,998 to the Lanikai Line Repair Project in the Fiscal Year 2013 Budget to cover the cost of the B2 Force Main Emergency Repair.

TSM Morishita presented the item stating that it was reviewed by the EC on June 4th. TSM Morishita provided background information, noting that a bypass using the B2 Force Main was required during the Lanikai Trunk Sewer Lining project. During the bypass, the B2 Force Main failed resulting in a spill. He stated that the contractor, Charles King was present during the spill and was able to perform the emergency repairs to the B2 Force Main. He stated that the FY 13

budget did not include funding for the emergency repair work and staff is requesting that the Board approve the cost and appropriation of \$121,998 for this project.

President Sullivan noted that she trusts the EC's recommendations after reviewing the capital projects and contracts.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Omsted and carried, the Board of Directors authorized the General Manager to execute a change order to the Lanikai Trunk Sewer Lining contract with Charles King Company for additional services for the B2 Force Main Emergency Repair in the amount of \$121,998; and authorize an additional appropriation of \$121,998 to the Lanikai Line Repair Project in the Fiscal Year 2013 Budget to cover the cost of the B2 Force Main Emergency Repair.

22. Collection of Wastewater Service Charges on the County Tax Roll for FY 14.

Adopt Resolution No. 2234 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2013 – June 30, 2014.

ASM LeMay presented the item stating that the District has been collecting sewer service charges on the County Tax Roll since 1979 and would like to continue this practice. He also stated that Board is approving the report that was prepared and filed with the County. He noted that the sewer service charge remains at the annual cost of \$258.22.

Upon a motion duly made by Director Hanson, seconded by Director Juliussen and carried the Board of Directors adopted Resolution No. 2234 Adopting and Approving the report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2013 – June 30, 2014 by the following vote:

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

23. Adjusting the District's Wastewater Capacity Fee to \$4,006 per equivalent dwelling unit (EDU).

Adopt Ordinance No. 129 Adjusting the District's wastewater capacity fee from \$3,732 per EDU to \$4,006 per EDU.

ASM LeMay presented the item stating that the increase of the capacity fee was recommended in the 2013 Financial Plan Update. He noted that this item was included in the public hearing and no comments were received. He also noted that the increase is 7% and would take effect immediately.

Vice President Kulchin asked how many sewer connections occurred this past year and how many do we anticipate in FY 2014. ASM LeMay provided the District's current number of connections and the number that staff anticipates next year.

Upon a motion duly made by Director Omsted, seconded by Director Hanson and carried the Board of Directors adopted Ordinance No. 129 Adjusting the District's wastewater capacity fee from \$3,732 per EDU to \$4,006 per EDU by the following vote:

AYES: Directors: Sullivan, Kulchin, Hanson, Juliussen, and Omsted

NOES: None
ABSENT: None
ABSTAIN: None

24. Approving the Recommended Encina Wastewater Authority FY 14 Budget
Adopt Resolution No. 2235 Approving the Recommended Encina Wastewater Authority (EWA)
Fiscal Year 2014 (FY 14) Operating and Capital Budgets.

ASM LeMay presented this item stating that the EWA Budget was approved by their Board and the Joint Advisory Committee. He stated that the operating budget for FY 14 is approximately \$13.9 million and the capital budget is approximately \$10.5 million. He noted that LWD's share is \$1.7 million each for the operating and the capital budgets respectively.

Upon a motion duly made by Director Juliussen, seconded by Director Omsted and carried the Board of Directors adopted Resolution No. 2235 Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2014 (FY 2014) Operating and Capital Budgets by the following vote:

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

25. Approval of an interim agreement with La Costa Resort & Spa for the Sale of Recycled Water.

GM Bushee presented the item stating that this agreement is a month to month agreement with La Costa Resort & Spa to provide recycled water to the South Golf course at a rate of \$950 per acre-foot. He noted that this is the same offer that was provided to the city of Carlsbad to renew the contract with them. He provided brief background on the negotiation process between the city of Carlsbad and La Costa Resort & Spa. He indicated that this price will cover the District's operating, overhead, and half of the replacement costs to produce and deliver the recycled water to the golf course.

GM Bushee noted that the District received new information from the city of Carlsbad this morning regarding the expired contract with them. He introduced Counsel Brechtel to the further explain the information that was received today.

General Counsel Brechtel stated that staff is recommending that the Board authorize the General Manager to execute the interim recycled water agreement with La Costa Resort & Spa and also authorize the General Manager to provide a 30 day termination notice of the agreement at an appropriate time.

General Counsel Brechtel stated that during the negotiations with La Costa Resort & Spa, the District was also negotiating with the city of Carlsbad. The District was able to come to an agreement with La Costa in order to keep the facilities running, because the recycled water agreement with the city of Carlsbad expired on June 7, 2013. He stated that during the city of Carlsbad's Board meeting last night, the agenda included a closed session item to discuss the recycled water negotiations with the LWD. He indicated that council members may have authorized their staff to accept the District's recycled water agreement under certain conditions. He noted that these conditions will be discussed later in closed session regarding the recycled water

rebates. He stated that the District needs this interim agreement until the negotiation with the city of Carlsbad is final. He noted that the date of this contract is retroactive to June 7, 2013.

Director Kulchin asked why it is taking so long to come to an agreement with the city of Carlsbad. General Counsel Brechtel indicated that the issue of the rebates may have extended the negotiations and staff would like to resolve both issues. General Counsel Brechtel indicated that he doesn't know the exact reason, why it took La Costa a long time to sign the recycled water agreement with the District.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried the Board of Directors authorized the General Manager to execute an Agreement for sale of recycled water to LC TRS Inc. (La Costa Resort & Spa) on a month-to-month basis at a cost of \$950 per acre-foot; and authorize the General Manager to provide La Costa Resort & Spa with a 30-day termination of the agreement at an appropriate time.

26. Reimbursement of Expenses for Scripps Circle of Life 100 Luncheon

Authorize reimbursement of expenses for attendance at the Scripps Circle of Life Luncheon Honoring Ann and David Kulchin.

EA Hill presented the item stating that the Board members and the General Manager received invitations to attend the Scripps Circle of Life Luncheon honoring Director Kulchin and his wife Ann Kulchin. She stated the District's Travel and Reimbursement Policy includes a list of pre-approved meetings, training and conferences. She indicated that this event is not a pre-approved event listed in the policy and that this event requires Board approval if Board members would like for the District to reimburse them for the cost of the event, which is \$95 per attendee.

Director Hanson stated that she is not in favor of the District funding the cost of the ticket for the event. She stated that she would pay for a ticket and not ask the District for a reimbursement. Director Omsted agreed. Vice President Kulchin stated that he is not asking for the District to pay for the cost of tickets.

The Board reached consensus not to have the District reimburse expenses associated with this event.

INFORMATION ITEMS

27. Project Status Updates and Other Informational Reports

A. LWD 2013 Employee Luncheon is scheduled for Thursday, July 11, 2013.

GM Bushee announced the date, time and location of the employee luncheon.

B. Carlsbad Chamber of Commerce State of the City Luncheon is scheduled for Friday, August 23, 2013 from 11 AM to 1:30PM at the Sheraton Carlsbad Resort & Spa.

GM Bushee announced the event noting that the luncheon conflicts the CASA Conference in August. President Sullivan indicated that she may attend the event.

28. Directors' Meetings and Conference Reports

A. The 2013 CSDA Legislative Days Conference was held at the Sheraton Grand in Sacramento, CA on May 14-15, 2013.

All Board members attended the CASA Conference. Each Director reported on the sessions that they attended. Director Omsted learned the value of meeting with state legislatures. Director Kulchin noted that this conference is valuable and that the speakers and assembly members were interesting. Director Hanson agreed with Director Kulchin.

President Sullivan stated she learned from our state representatives that some are new and don't know all the issues and would like to hear from the attendees. Director Hanson stated that she believes the District would benefit more, if Board members would schedule local meetings with the representatives to discuss issues relating to the District. Director Hanson indicated that the roundtable discussion needs improvement.

B. CSDA Quarterly Dinner meeting was held at the Courtyard by Marriott in San Diego on May 16, 2013.

All Board members attended the meeting. Director Omsted stated that he was impressed with the presentations and the student's projects. He noted that he was glad to see how the funds were spent.

29. General Manager's Report

General Manager Bushee reported on the following items:

- La Costa Resort & Spa is in the process of being purchased by OMNI Hotel;
- The District participated in the Encinitas Environment Day Event on Sunday and the event went well.
- Staff participated in an IRS Compliance check conference call today. He provided a brief summary of call indicating that it went well. The IRS will send the District a closing letter noting a few minor issues, and indicated that there was no need for a full audit.
- During the May North County Recycled Water Group meeting, Dave Smith, Executive Director of WateReuse provided an update on Senate Bill 918 (SB 918). He indicated that this bill requires the California Department of Public Health to promulgate regulations pertaining to the direct potable reuse (DPR) of wastewater. To assist with this effort, WateReuse is planning to fund the necessary research on DPR and is requesting funding from the North County Group. The North County Group agreed to fund this effort at a cost of \$10K per member. GM Bushee indicated that this amount is within his signature authority and that he plans to authorize this funding. He indicated that the District will be donating \$10K because the District may benefit from this study. Director Hanson stated that she agreed with the funding for this effort.

30. General Counsel's Report

None.

31. Board of Director's Comments

Director Omsted asked staff for more detailed information on the WateReuse Direct Potable Conference during November. He also commented on the possibility of EWA moving to DPR in the future and asked if there is a possibility that the District could receive this water. GM Bushee stated that there have been preliminary discussions relating to EWA producing DPR water in the future.

GM Bushee also noted that sometime during July or August 2013, Dave Smith of WateReuse will be presenting a seminar designed for elected officials to provide information on DPR. He noted

that it will be held at Vallecitos Water District.

President Sullivan stated that Mike Metts and Lisa Cannon-Rodman, representatives of the Agua Hedionda Foundation, attended the Board meeting late and she would like to acknowledge the awards that the District received from the Foundation. She thanked them for attending the meeting.

32. Closed Session.

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

General Counsel Brechtel stated that the Board will meet in closed session per government code section 54956.9(b)(3)(A) and (C): potential action regarding recycled water rebates.

Following closed session, he reported that the Board of Directors met in closed session and directed the General Manager and General Counsel Brechtel to resolve the potential settlement. No other action was taken.

33. Adjournment

President Sullivan adjourned the meeting at 6:38 p.m.

Elaine Sullivan, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 June 26, 2013

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Wednesday, June 26, 2013 at 10:00 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 10:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; District Engineer Steve Deering; and Jamie Fagnant from Infrastructure Engineering Corporation

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation for engineering design services for the Batiquitos Force Main (B2) Replacement Project in an amount not to exceed \$104,485.

TSM Morishita presented staff's recommendation. He stated that the replacement of the B2 Force Main is a result of the break in B2 during the failed bypass for the Lanikai Trunk Sewer Lining Project. Chairperson Juliussen asked how this project will affect the newly constructed Hilton Hotel. TSM Morishita stated that currently, it is very hard to predict the impact on the hotel. He added that staff and IEC will be considering various options to replace that section of the force main during the design phase to reduce the impact on the Hilton facility, as much as possible.

The EC concurred with staff to present this recommendation at the July 10, 2013 Board meeting for approval.

- B. Adopt Resolution No. 2237, Young Annexation

DE Deering presented staff's recommendation. He stated that the four residents requesting this annexation currently have septic systems. He noted that the

Young's septic system is failing and they want to connect to the District's collection system. The residents included in this annexation will be required to sign a Multi-Lateral Agreement that will release the District from any liability associated with the private lateral.

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

6. Information Items

A. Abedul and Persa Streets Gravity Line Repair

TSM Morishita presented a report of the Abedul and Persa Streets Gravity Line Repair. The process used to construct the spot repair and insert the CIPP lining was presented to the EC. The spot repair and CIPP lining of the three line segments was successfully completed from June 18th to June 20th.

7. Director's Comments

None.

8. General Manager's Comments

GM Bushee informed the EC that he will be out of the office from July 1st – 8th. ASM LeMay will be the acting General Manager.

9. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 10:36 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: July 3, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager
 SUBJECT: Approval of June/July Demands


RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling **\$ 826,756.63**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months June 7, 2013 – July 4, 2013.

Operating expenses totaled **\$207,980.23** while Capital Improvement Program expenses totaled **\$ 534,396.84**.

Payroll for employees and the Board totaled **\$ 84,379.56**.

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

Attachment 1	Summary of Demands by Account June/July 2013
Attachment 2	Accounts Payable Check Register dated June 11, 2013
Attachment 3	Payroll Check Register dated June 13, 2013
Attachment 4	Payroll Check Register dated June 12, 2013
Attachment 5	Accounts Payable Check Register dated June 20, 2013
Attachment 6	Accounts Payable Check Register dated June 25, 2013
Attachment 7	Payroll Check Register dated June 26, 2013
Attachment 8	Accounts Payable Check Register dated July 1, 2013
Attachment 9	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

July 10, 2013

1. Demands

Category	Check #'s	Amount	Total
Payroll Check -6/13/2013	16763 - 16779 Incentive	\$ 3,420.71	
Payroll Check-6/12/2013	16780 - 16795	\$ 42,002.57	
Payroll Check -6/26/2013	16796 - 16811	\$ 38,956.28	
	Total		\$84,379.56
General Checking -6/11/2013	44007 - 44042	\$ 123,671.43	
General Checking -6/20/2013	44043 - 44112	\$ 544,929.00	
General Checking - 6/25/2013	44113	\$ 7,322.50	
General Checking - 7/1/2013	44114 - 44139	\$ 66,454.14	
	Total		\$742,377.07
			\$826,756.63
	Grand Total		\$826,756.63

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44007- 2603	1	6/11/2013	10461 ALPHAGRAPHICS		
	1		48289 ANNUAL BUDGETS	880.24	33925
44007- 2603	1	6/11/2013	Logged	*** Total ***	880.24
44008- 2603	2	6/11/2013	10720 AT&T		
	2		48263 L.D. @ BPS	32.11	0472001-5/13
44008- 2603	2	6/11/2013	Logged	*** Total ***	32.11
44009- 2603	3	6/11/2013	11650 BROWNELL AND DUFFEY CPA		
	3		48252 OPEN PO-CONTRACT-ACCT/FINANCIA	7,995.00	060313
44009- 2603	3	6/11/2013	Logged	*** Total ***	7,995.00
44010- 2603	4	6/11/2013	12360 CITY OF CARLSBAD		
	4		48280 WATER @ OFFICE	105.27	8121305-MAY'13
	4		48281 WATER @ OFFICE	96.50	8121309-MAY'13
	4		48295 WATER @ VACTOR 2	194.72	VACTOR2-MAY'13
	4		48296 WATER @ VACTOR	173.70	VACTOR-MAY'13
44010- 2603	4	6/11/2013	Logged	*** Total ***	570.19
44011- 2603	5	6/11/2013	12510 WASTE MANAGEMENT		
	5		48273 TRASH SERVICE	197.61	110100700747
44011- 2603	5	6/11/2013	Logged	*** Total ***	197.61
44012- 2603	6	6/11/2013	13014 DIAMOND ENVIRONMENTAL SERVICES		
	6		48254 2 PORTABLE RESTROOMS-COLLEC CR	3.27	0000000000
	6		48262 RESTROOM TRAILERS	201.00	0000000000
44012- 2603	6	6/11/2013	Logged	*** Total ***	204.27
44013- 2603	7	6/11/2013	13072 DATA NET		
	7		48291 IS MAINT AND SUPPORT	808.75	0000000000
44013- 2603	7	6/11/2013	Logged	*** Total ***	808.75
44014- 2603	8	6/11/2013	16021 GREAT AMERICA FINANCIAL SERVIC		
	8		48290 COPIER LEASE	1,717.35	15773036
44014- 2603	8	6/11/2013	Logged	*** Total ***	1,717.35
44015- 2603	9	6/11/2013	16514 GABRIEL MENDEZ		
	9		48287 REIMBURSE G.M. FOR CLASS	421.00	0000000000
44015- 2603	9	6/11/2013	Logged	*** Total ***	421.00
44016- 2603	10	6/11/2013	16523 MARVIN GONZALEZ		
	10		48283 REIMBURSE M.G. FOR DMV	172.00	M.G.-DMV
44016- 2603	10	6/11/2013	Logged	*** Total ***	172.00
44017- 2603	11	6/11/2013	18212 INFRASTRUCTURE ENGINEERING COR		
	11		48294 GRAVIETY LINE	17,235.00	6919
44017- 2603	11	6/11/2013	Logged	*** Total ***	17,235.00
44018- 2603	12	6/11/2013	21102 CASH		
	12		48297 PETTY CASH-MAY	255.32	PETTY-MAY'13
44018- 2603	12	6/11/2013	Logged	*** Total ***	255.32

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44019- 2603	13	6/11/2013	22214	MITSUBISHI ELECTRIC & ELECTRON		
	13		48284	ELEVATOR SERVICE/MAINT	260.81	238899
44019- 2603	13	6/11/2013	Logged	*** Total ***	260.81	
44020- 2603	14	6/11/2013	24111	ARC		
	14		48285	PLANS/SPECS	7.89	6967430
44020- 2603	14	6/11/2013	Logged	*** Total ***	7.89	
44021- 2603	15	6/11/2013	24224	OFFICE DEPOT, INC.		
	15		48251	OPEN PO-OFFICE SUPPLIES	77.71	65910958001
44021- 2603	15	6/11/2013	Logged	*** Total ***	77.71	
44022- 2603	16	6/11/2013	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	16		48275	WATER @ E.ESTATES PS	37.02	E.ESTATES-MAY
	16		48276	WATER @ TRAVELING 2	204.00	TRAVELING2
	16		48277	WATER @ VP7	37.02	094900-3'13
	16		48278	WATER @ TRAVELING 2	204.00	544310-5/'13
	16		48279	WATER @ VP5 PS	37.02	148700-MAY'13
44022- 2603	16	6/11/2013	Logged	*** Total ***	519.06	
44023- 2603	17	6/11/2013	25010	AT&T		
	17		48264	PHONE @ BPS	111.88	9423588-5/13
	17		48265	DIAL IN MODEM	163.49	6327047-5/13
	17		48266	DIAL IN MODEM-NEW	152.60	4792130-5/13
44023- 2603	17	6/11/2013	Logged	*** Total ***	427.97	
44024- 2603	18	6/11/2013	25327	PIONEER RESEARCH CORP		
	18		48292	SOLVENTS	359.80	233819
44024- 2603	18	6/11/2013	Logged	*** Total ***	359.80	
44025- 2603	19	6/11/2013	25425	PLANT PEOPLE		
	19		48248	OPEN PO- CONTRACT-MAINTAIN PLA	158.00	6133425
44025- 2603	19	6/11/2013	Logged	*** Total ***	158.00	
44026- 2603	20	6/11/2013	25612	PIPERIN CORPORATION		
	20		48247	CONTRACT-L1 FORCE MAIN DESTRUC	41,311.24	PIPERIN#01
44026- 2603	20	6/11/2013	Logged	*** Total ***	41,311.24	
44027- 2603	21	6/11/2013	25612	PIPERIN CORPORATION		
	21		48257	REPAIR MAINLINE @ LC SOUTH GOL	11,300.00	#1-PIPERIN
44027- 2603	21	6/11/2013	Logged	*** Total ***	11,300.00	
44028- 2603	22	6/11/2013	25612	PIPERIN CORPORATION		
	22		48258	DECOMMISSION MANHOLE @ LC GOLF	3,700.00	#1-MANHOLE
44028- 2603	22	6/11/2013	Logged	*** Total ***	3,700.00	
44029- 2603	23	6/11/2013	27528	ROCKWELL CONSTRUCTION SERVICES		
	23		48259	PROFESSIONAL SERVICES AS NEEDE	250.00	495
	23		48293	BPS REHAB	1,125.00	496
44029- 2603	23	6/11/2013	Logged	*** Total ***	1,375.00	
44030- 2603	24	6/11/2013	27729	RICHARD STINSON		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	24		48244 CONSTRUCTION MGMT BPS REHAB PR	13,000.00	#59
	24		48245 LI FORCE MAIN CORROSION EVALUA	2,100.00	#59-
	24		48246 LANIKAI TRUNK SEWER LINING-CM	400.00	#59--
	24		48261 CONSTRUCTION MANAGEMENT	100.00	#59---
44030- 2603	24	6/11/2013	Logged *** Total ***	15,600.00	
44031- 2603	25	6/11/2013	28070 SAN DIEGUITO WATER DISTRICT		
	25		48270 WATER @ TANKER	23.88	TK645-MAY'13
	25		48271 WATER @ TANKER	47.76	TK896-MAY'13
44031- 2603	25	6/11/2013	Logged *** Total ***	71.64	
44032- 2603	26	6/11/2013	28128 SOUTHERN CALIFORNIA SOIL & TES		
	26		48260 GEOTECHNICAL TESTING-L1 FORCE	384.00	363853
44032- 2603	26	6/11/2013	Logged *** Total ***	384.00	
44033- 2603	27	6/11/2013	28595 SOUTHERN CONTRACTING COMPANY		
	27		48255 REPLACE TIMERS ON WATER FOUNTA	1,025.00	3595
	27		48256 REPLACE RC 6' FLOW METER-AWT	4,500.00	3594
44033- 2603	27	6/11/2013	Logged *** Total ***	5,525.00	
44034- 2603	28	6/11/2013	29814 TIERRA VERDE RESOURCES, INC		
	28		48250 LANDSCAPING @ BPS	1,200.00	058717
44034- 2603	28	6/11/2013	Logged *** Total ***	1,200.00	
44035- 2603	29	6/11/2013	30515 UNIFIRST CORPORATION		
	29		48267 UNIFORMS-LAUNDRY SERVICE	171.23	3601040317
	29		48268 UNIFORMS-LAUNDRY SERVICE	201.09	3601038346
	29		48269 UNIFORMS-LAUNDRY SERVICE	175.40	3601036358
44035- 2603	29	6/11/2013	Logged *** Total ***	547.72	
44036- 2603	30	6/11/2013	30520 UNDERGROUND SERVICE ALERT OF		
	30		48272 UNDERGROUND ALARM	187.50	520130372
44036- 2603	30	6/11/2013	Logged *** Total ***	187.50	
44037- 2603	31	6/11/2013	30530 SAN DIEGO UNION TRIBUNE		
	31		48288 AD-PUBLIC INFORMATION	187.96	0000327735
44037- 2603	31	6/11/2013	Logged *** Total ***	187.96	
44038- 2603	32	6/11/2013	30711 U. S. BANK		
	32		48286 US BANK ADMINSTRATIVE-2013-201	1,500.00	3404077
44038- 2603	32	6/11/2013	Logged *** Total ***	1,500.00	
44039- 2603	33	6/11/2013	30723 SIEMENS INDUSTRY, INC.		
	33		48249 OPEN PO-BIOXIDE	7,989.47	901252376
44039- 2603	33	6/11/2013	Logged *** Total ***	7,989.47	
44040- 2603	34	6/11/2013	31232 VERIZON WIRELESS		
	34		48274 CELL PHONES	49.21	09705502324
44040- 2603	34	6/11/2013	Logged *** Total ***	49.21	
44041- 2603	35	6/11/2013	31567 VORTEX INDUSTRIES, INC		
	35		48282 REPAIR TO GATES	374.00	107477371

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44041- 2603	35	6/11/2013	Logged	*** Total ***	374.00
44042- 2603	36	6/11/2013	33227 XEROX CORPORATION		
	36		48253 OPEN PO-SERVICE/MAINT	68.41	068364570
44042- 2603	36	6/11/2013	Logged	*** Total ***	68.41
					.00
** Total check discount **					.00
** Total check amount **				123,671.43	
** Total void discount **					.00
** Total void amount **					.00

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 13, 2013
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16763 - 16779	6/13/2013	\$3,420.71

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 12, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16780 - 16795	6/12/2013	\$42,002.57

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44043- 2604	1	6/20/2013	10221 ADS LLC		
	1		48320 CONTRACT-DATA COLLE FLOW METER	3,145.94	12562.22-0513
	1		48335 DATA FLOW-COLLECTION	424.06	12562.22-0513
44043- 2604	1	6/20/2013	Logged *** Total ***	3,570.00	
44044- 2604	2	6/20/2013	10545 A-1 LOCK & SAFE SERVICE		
	2		48363 PADLOCKS-PS	294.95	37525A
44044- 2604	2	6/20/2013	Logged *** Total ***	294.95	
44045- 2604	3	6/20/2013	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		48378 MONTHLY PEST SERVICE	56.00	1293741
44045- 2604	3	6/20/2013	Logged *** Total ***	56.00	
44046- 2604	4	6/20/2013	11221 PATRICIA A. BELL		
	4		48342 REFUND DEV # 803	125.00	BELL
44046- 2604	4	6/20/2013	Logged *** Total ***	125.00	
44047- 2604	5	6/20/2013	11431 BLACK & VEATCH CORPORATION		
	5		48368 FINANCIAL PLAN-CONSULTING	3,300.00	1161383
44047- 2604	5	6/20/2013	Logged *** Total ***	3,300.00	
44048- 2604	6	6/20/2013	12020 DAVID CLARK		
	6		48345 REFUND DEV #818	95.08	CLARK
44048- 2604	6	6/20/2013	Logged *** Total ***	95.08	
44049- 2604	7	6/20/2013	12065 CARLSON & BEAULOYE		
	7		48311 SERVICE COMPRESSORS @LPS/AWT	1,941.82	46258
44049- 2604	7	6/20/2013	Logged *** Total ***	1,941.82	
44050- 2604	8	6/20/2013	12112 JEFF BILLS		
	8		48317 OPEN PO-CONSULTING FEES	738.52	CC-MAY'13
	8		48334 CONSULTING FEES-MAY	2,261.48	CCMAY'13-
44050- 2604	8	6/20/2013	Logged *** Total ***	3,000.00	
44051- 2604	9	6/20/2013	12320 CHARLES KING COMPANY		
	9		48329 LANIKAI TRUNK SEWER LINING PRO	121,998.00	#03
44051- 2604	9	6/20/2013	Logged *** Total ***	121,998.00	
44052- 2604	10	6/20/2013	12361 CITY OF CARLSBAD		
	10		48337 OCCIDENTIAL SEWER REHAB	112,153.00	AR195958
44052- 2604	10	6/20/2013	Logged *** Total ***	112,153.00	
44053- 2604	11	6/20/2013	12513 CITYMARK DEVELOPMENT		
	11		48353 REFUND DEV #647	200.59	CITYMARK
44053- 2604	11	6/20/2013	Logged *** Total ***	200.59	
44054- 2604	12	6/20/2013	12514 CONEXIS		
	12		48381 SEC 125 FLEX PLAN-MAY	130.00	0513-OR5179
44054- 2604	12	6/20/2013	Logged *** Total ***	130.00	
44055- 2604	13	6/20/2013	12529 CO'S TRAFFIC CONTROL, INC		
	13		48308 OPEN PO-TRAFFIC CONTROL	932.50	00042473

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	13		48333 TRAFFIC CONTROL	867.50	00042473-
44055- 2604	13	6/20/2013	Logged	*** Total ***	1,800.00
44056- 2604	14	6/20/2013	12631 CORODATA		
	14		48310 OPEN PO-STORAGE	145.43	RS4023020
44056- 2604	14	6/20/2013	Logged	*** Total ***	145.43
44057- 2604	15	6/20/2013	13072 DATA NET		
	15		48313 DELL OPTIPLEX WORKSTATION	1,713.12	9745197
	15		48371 IS MAINT AND SUPPORT	1,434.55	9745322
44057- 2604	15	6/20/2013	Logged	*** Total ***	3,147.67
44058- 2604	16	6/20/2013	13355 DION INTERNATIONAL TRUCKS INC		
	16		48369 VACTOR REPAIRS	45.33	E117450
44058- 2604	16	6/20/2013	Logged	*** Total ***	45.33
44059- 2604	17	6/20/2013	13822 DUDEK & ASSOCIATES		
	17		48339 GE/CIP/APRIL/200/077/328	7,333.48	20131568
44059- 2604	17	6/20/2013	Logged	*** Total ***	7,333.48
44060- 2604	18	6/20/2013	14350 CORELOGIC INFORMATION SOLUTION		
	18		48354 ADDITIONAL CHARGES	62.95	80873481
44060- 2604	18	6/20/2013	Logged	*** Total ***	62.95
44061- 2604	19	6/20/2013	14840 EWING IRRIGATION PRODUCTS		
	19		48360 PVC	19.62	6523358
44061- 2604	19	6/20/2013	Logged	*** Total ***	19.62
44062- 2604	20	6/20/2013	15016 VALLECITOS WATER DISTRICT		
	20		48370 EAP PROGRAM-2013-2014	496.80	EAP-13-14
44062- 2604	20	6/20/2013	Logged	*** Total ***	496.80
44063- 2604	21	6/20/2013	15628 FAMCON PIPE AND SUPPLY, INC		
	21		48315 PAMREX MANHOLE RING/COVER	399.60	150437
44063- 2604	21	6/20/2013	Logged	*** Total ***	399.60
44064- 2604	22	6/20/2013	17016 CANDY HAGGBLOM		
	22		48346 REFUND DEV #703	56.96	HAGGBLOM
44064- 2604	22	6/20/2013	Logged	*** Total ***	56.96
44065- 2604	23	6/20/2013	17058 JUDY HANSON		
	23		48355 REIMBURSE J.H FOR CONFERENCE	504.05	CSDA-LEGIS
44065- 2604	23	6/20/2013	Logged	*** Total ***	504.05
44066- 2604	24	6/20/2013	17128 HOT DOG ON A STICK		
	24		48350 REFUND DEV #8010	53.68	HOTDOG
44066- 2604	24	6/20/2013	Logged	*** Total ***	53.68
44067- 2604	25	6/20/2013	17247 U.S. HEALTH WORKS MEDICAL GROU		
	25		48330 OPEN PO- PHYSICALS	28.00	2305223-CA
44067- 2604	25	6/20/2013	Logged	*** Total ***	28.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44068- 2604	26	6/20/2013	17552 THE HOME DEPOT CRC/GECF		
	26		48332 OPEN PO-SUPPLIES @ BPS, AWT ET	99.89	1574126
44068- 2604	26	6/20/2013	Logged *** Total ***	99.89	
44069- 2604	27	6/20/2013	18150 ICMA RETIREMENT-303979		
	27		48375 DEFERRED COMP-ICMA	3,084.71	ICMA-6/12/13
44069- 2604	27	6/20/2013	Logged *** Total ***	3,084.71	
44070- 2604	28	6/20/2013	18212 INFRASTRUCTURE ENGINEERING COR		
	28		48324 LI FORCE MAIN CORROSION EVALUA	985.00	6998
	28		48325 CONTRACT-BPS ENGINEERING SERVI	3,541.27	6995
	28		48326 ON GOING GIS SUPPORT	3,400.00	6985
	28		48357 LPS GENERATOR	2,029.67	6996
	28		48358 GRAVIETY LINE REHAB	8,788.40	6999
	28		48359 LC PS REHAB	3,912.08	6997
44070- 2604	28	6/20/2013	Logged *** Total ***	22,656.42	
44071- 2604	29	6/20/2013	18561 U.S. BANK		
	29		48386 CONFERENCES, TRAINING, SUPPLIES,	1,522.40	US BANK-5/22/13
44071- 2604	29	6/20/2013	Logged *** Total ***	1,522.40	
44072- 2604	30	6/20/2013	19523 STEPHENS JONES		
	30		48344 REFUND DEV #820	65.00	STEPHENS
44072- 2604	30	6/20/2013	Logged *** Total ***	65.00	
44073- 2604	31	6/20/2013	19550 JCI JONES CHEMICAL, INC		
	31		48312 OPEN PO-SODIUM HYPOCHLORIDE	4,027.03	583655
44073- 2604	31	6/20/2013	Logged *** Total ***	4,027.03	
44074- 2604	32	6/20/2013	20011 JACKSON & BLANC		
	32		48361 HVAC SERVICE	32.51	32.51
44074- 2604	32	6/20/2013	Logged *** Total ***	32.51	
44075- 2604	33	6/20/2013	20228 K.F. STEPHENS		
	33		48352 REFUND DEV #669	479.95	STEPHENS
44075- 2604	33	6/20/2013	Logged *** Total ***	479.95	
44076- 2604	34	6/20/2013	21029 JIM LATTIN		
	34		48349 REFUND DEV #783	60.00	LATTIN
44076- 2604	34	6/20/2013	Logged *** Total ***	60.00	
44077- 2604	35	6/20/2013	21121 LA COSTA LOGO, LLC		
	35		48307 T-SHIRTS, CAPS WITH LOGO	607.34	LC LOGO-SHIRTS
44077- 2604	35	6/20/2013	Logged *** Total ***	607.34	
44078- 2604	36	6/20/2013	22031 MAURICIO AVALOS		
	36		48356 REIMBURSE M.AVALOS FOR TUITION	1,362.00	AVALOS-TUITION
44078- 2604	36	6/20/2013	Logged *** Total ***	1,362.00	
44079- 2604	37	6/20/2013	23068 NATIONWIDE RETIREMENT SOLUTION		
	37		48377 DEFERRED COMP-NATIONWIDE	216.25	NATION-6/12/13
44079- 2604	37	6/20/2013	Logged *** Total ***	216.25	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44080- 2604	38	6/20/2013	23225 nfpACCOUNTING TECHNOLOGIES		
	38		48367 FUNDWARE SUPPORT-10 HOURS	800.00	1777
44080- 2604	38	6/20/2013	Logged	*** Total ***	800.00
44081- 2604	39	6/20/2013	24111 ARC		
	39		48366 PLANS AND SPECS	53.12	6969170
44081- 2604	39	6/20/2013	Logged	*** Total ***	53.12
44082- 2604	40	6/20/2013	24224 OFFICE DEPOT, INC.		
	40		48323 OPEN PO-OFFICE SUPPLIES	115.38	661043751001
44082- 2604	40	6/20/2013	Logged	*** Total ***	115.38
44083- 2604	41	6/20/2013	25032 PALOMAR WATER		
	41		48372 BOTTLED WATER FOR OFFICE	132.94	2636264
44083- 2604	41	6/20/2013	Logged	*** Total ***	132.94
44084- 2604	42	6/20/2013	25121 PCL CONSTRUCTION, INC		
	42		48331 BPS REHAB PROJECT	177,983.00	#12-PCL
	42		48336 RETENTION 10%	-17,798.30	RETENTION #12
44084- 2604	42	6/20/2013	Logged	*** Total ***	160,184.70
44085- 2604	43	6/20/2013	25260 PERS RETIREMENT		
	43		48383 EMPLOYEE RETIREMENT ENDING 5/2	12,673.51	6-25-13
	43		48384 BOARD RETIREMENT 5/31/2013	251.66	DUE:6/30/13
44085- 2604	43	6/20/2013	Logged	*** Total ***	12,925.17
44086- 2604	44	6/20/2013	25260 PERS RETIREMENT		
	44		48385 EMPLOYEE RETIREMENT 6/9/2013	12,701.41	DUE:7/9/13
44086- 2604	44	6/20/2013	Logged	*** Total ***	12,701.41
44087- 2604	45	6/20/2013	25370 PITNEY BOWES GLOBAL FINANCIAL		
	45		48322 POSTAGE MACHINE-48 MONTH LEASE	155.87	1477133-JN13
44087- 2604	45	6/20/2013	Logged	*** Total ***	155.87
44088- 2604	46	6/20/2013	25521 POLLARDWATER, INC		
	46		48314 VALVE PARTS FOR LCPS	1,069.75	1354493-IN
44088- 2604	46	6/20/2013	Logged	*** Total ***	1,069.75
44089- 2604	47	6/20/2013	25612 PIPERIN CORPORATION		
	47		48306 REPLACE MANHOLE FRAME @ CAUDOR	2,000.00	PIPERIN#1
44089- 2604	47	6/20/2013	Logged	*** Total ***	2,000.00
44090- 2604	48	6/20/2013	25618 PRIZM JANITORIAL SERVICES, INC		
	48		48318 OPEN PO-CONTRACT-JANITORIAL SE	1,281.15	7219
44090- 2604	48	6/20/2013	Logged	*** Total ***	1,281.15
44091- 2604	49	6/20/2013	27228 RESTORATION MANAGEMENT		
	49		48365 WORK @ HOME IN ENCINITAS	443.50	RESTORATION
44091- 2604	49	6/20/2013	Logged	*** Total ***	443.50
44092- 2604	50	6/20/2013	28020 SAN DIEGO GAS AND ELECTRIC		
	50		48387 ELECTRIC @ RVPS	149.87	6/18/13-RVPS

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	50		48388 ELECTRIC @ LCPS	1,328.14	6/13/13-LCPS
	50		48389 ELECTRIC @ BPS	11,844.21	BPS-6/13/13
	50		48391 ELECTRIC @ VP5 PS	333.87	VP5-6/12/13
	50		48392 GAS @ EE GENERATOR	1.14	EE-6/12/13
	50		48393 ELECTRIC @ E. ESTATES PS	844.97	E.ESTATES-6/12
	50		48394 ELECTRIC @ EEPS	953.34	EEPS-6/14/13
	50		48395 ELECTRIC @ DIANA PS	468.57	DIANA -6/14/13
	50		48396 ELECTRIC @ AVOCADO PS	146.26	AVOCADO-6/14/13
	50		48397 ELECTRIC @ SAXONY PS	851.95	SAXONY-6/13/13
	50		48398 ELECTRIC @ VP7	176.21	VP7-6/13/13
	50		48399 GAS @OFFICE	12.38	OFFICE-6/13/13
44092- 2604	50	6/20/2013	Logged *** Total ***	17,110.91	
44093- 2604	51	6/20/2013	28020 SAN DIEGO GAS AND ELECTRIC		
	51		48390 ELECTRIC @ LPS/OFFICE	11,641.36	LPS/OFF-6/12/13
44093- 2604	51	6/20/2013	Logged *** Total ***	11,641.36	
44094- 2604	52	6/20/2013	28514 STEVE MERGENTHALER		
	52		48341 REFUND DEV #839	20.00	MERGENTHALER
44094- 2604	52	6/20/2013	Logged *** Total ***	20.00	
44095- 2604	53	6/20/2013	28595 SOUTHERN CONTRACTING COMPANY		
	53		48316 REPLACE SO CORD FOR CRANE @ LP	2,932.00	3634
	53		48364 LCPS WORK	290.00	52114
44095- 2604	53	6/20/2013	Logged *** Total ***	3,222.00	
44096- 2604	54	6/20/2013	28715 STONE FLATS, INC		
	54		48340 REFUND DEV #833	58.69	STONE FLATS
44096- 2604	54	6/20/2013	Logged *** Total ***	58.69	
44097- 2604	55	6/20/2013	28815 SURFSIDE PROJECTS, LLC		
	55		48309 LATERAL REIMBURSEMENT	2,675.00	SURFSIDE
44097- 2604	55	6/20/2013	Logged *** Total ***	2,675.00	
44098- 2604	56	6/20/2013	28844 ELAINE SULLIVAN		
	56		48338 REIMBURSE FOR CASA CONF	815.92	MID YR CASA
44098- 2604	56	6/20/2013	Logged *** Total ***	815.92	
44099- 2604	57	6/20/2013	29225 TELEPACIFIC COMMUNICATIONS		
	57		48380 PHONE SYSTEM CHARGES	1,025.03	470901420
44099- 2604	57	6/20/2013	Logged *** Total ***	1,025.03	
44100- 2604	58	6/20/2013	29324 DAVID THOMAS		
	58		48343 REFUND DEV # 823	11.20	THOMAS
44100- 2604	58	6/20/2013	Logged *** Total ***	11.20	
44101- 2604	59	6/20/2013	29716 TRG & ASSOCIATES		
	59		48327 OPEN PO- CONTRACT-PUBLIC INFOR	2,452.50	221613
44101- 2604	59	6/20/2013	Logged *** Total ***	2,452.50	
44102- 2604	60	6/20/2013	29730 T.S. INDUSTRIAL SUPPLY		
	60		48362 PARTS	55.76	1059700

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44102- 2604	60	6/20/2013	Logged	*** Total ***	55.76
44103- 2604	61	6/20/2013	29814 TIERRA VERDE RESOURCES, INC		
	61		48321 LANDSCAPE MAINTENANCE SERVICES	730.00	058819
44103- 2604	61	6/20/2013	Logged	*** Total ***	730.00
44104- 2604	62	6/20/2013	30515 UNIFIRST CORPORATION		
	62		48373 LAUNDRY SERVICE	255.56	3601042304
	62		48374 LAUNDRY SERVICE	163.70	3601044288
44104- 2604	62	6/20/2013	Logged	*** Total ***	419.26
44105- 2604	63	6/20/2013	30551 CARLSBAD FUELS CORPORATION		
	63		48328 OPEN PO-VEHICLE/TRUCK FUELS	1,853.05	20130604
44105- 2604	63	6/20/2013	Logged	*** Total ***	1,853.05
44106- 2604	64	6/20/2013	30580 UNITED WAY		
	64		48376 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-6/12/13
44106- 2604	64	6/20/2013	Logged	*** Total ***	10.00
44107- 2604	65	6/20/2013	31232 VERIZON WIRELESS		
	65		48379 CELL PHONES	577.15	9706161853
44107- 2604	65	6/20/2013	Logged	*** Total ***	577.15
44108- 2604	66	6/20/2013	31514 VINCE MEARDON		
	66		48347 REFUND DEV #712	56.99	MEARDON
44108- 2604	66	6/20/2013	Logged	*** Total ***	56.99
44109- 2604	67	6/20/2013	32013 WALLACE DEVELOPMENT		
	67		48348 REFUND DEV #777	35.00	WALLACE
44109- 2604	67	6/20/2013	Logged	*** Total ***	35.00
44110- 2604	68	6/20/2013	32124 WAVE CREST OCEANFRONT LLC		
	68		48351 REFUND DEV #798	374.68	WAVECREST
44110- 2604	68	6/20/2013	Logged	*** Total ***	374.68
44111- 2604	69	6/20/2013	32347 DEXTER WILSON ENGINEERING		
	69		48319 SSMP AUDIT FY 2013	1,380.00	0513.05.2496
44111- 2604	69	6/20/2013	Logged	*** Total ***	1,380.00
44112- 2604	70	6/20/2013	32500 WORDEN WILLIAMS, APC		
	70		48382 LEGAL FEES-MAY	13,370.00	32739
44112- 2604	70	6/20/2013	Logged	*** Total ***	13,370.00
					.00
** Total check discount **					.00
** Total check amount **					544,929.00
** Total void discount **					.00
** Total void amount **					.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44113- 2605	1	6/25/2013	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	1		48402 INTERSTATE AGENCY AGREEMENT-20	7,322.50	FURMAN-3/1-8/31
44113- 2605	1	6/25/2013	Logged	7,322.50	
			*** Total ***		
				.00	
** Total check discount **				.00	
** Total check amount **				7,322.50	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 26, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16796 - 16811	6/26/2013	\$38,956.28

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44114- 2606	1	7/01/2013	10515 BLACKBAUD FUNDWARE		
	1		48430 FUNDWARE RENEWAL-2013-2014	2,909.08	90579535
44114- 2606	1	7/01/2013	Logged	*** Total ***	2,909.08
44115- 2606	2	7/01/2013	11550 BOOT WORLD, INC		
	2		48412 SAFETY BOOTS-S.K., F.R.	213.80	1099854-IN
44115- 2606	2	7/01/2013	Logged	*** Total ***	213.80
44116- 2606	3	7/01/2013	12028 CNEA-		
	3		48429 CERT RENEWAL-S.K. COLL SYSTEM	82.00	050722036-'13
44116- 2606	3	7/01/2013	Logged	*** Total ***	82.00
44117- 2606	4	7/01/2013	13014 DIAMOND ENVIRONMENTAL SERVICES		
	4		48423 RENTAL PORTABLE RESTROOMS	204.35	0009043203
44117- 2606	4	7/01/2013	Logged	*** Total ***	204.35
44118- 2606	5	7/01/2013	13072 DATA NET		
	5		48409 WATCHGUARD FIREWALL	1,804.00	9745334
	5		48415 IS MAINT AND SUPPORT	605.00	1143551
44118- 2606	5	7/01/2013	Logged	*** Total ***	2,409.00
44119- 2606	6	7/01/2013	16806 THE GUARDIAN		
	6		48427 DENTAL/DISABILITY INS-JULY	3,614.51	124926 07/01/13
44119- 2606	6	7/01/2013	Logged	*** Total ***	3,614.51
44120- 2606	7	7/01/2013	17060 HARTFORD LIFE & ACCIDENT INS.		
	7		48431 LIFE INS-JULY	358.12	6357657-4
44120- 2606	7	7/01/2013	Logged	*** Total ***	358.12
44121- 2606	8	7/01/2013	18150 ICMA RETIREMENT-303979		
	8		48422 DEFERRED COMP-ICMA	3,084.71	ICMA 6/25/13
44121- 2606	8	7/01/2013	Logged	*** Total ***	3,084.71
44122- 2606	9	7/01/2013	18711 I2B NETWORKS, INC		
	9		48424 CONTRACT-1 YR OF WEB CAM @BPS	160.00	13323
44122- 2606	9	7/01/2013	Logged	*** Total ***	160.00
44123- 2606	10	7/01/2013	21127 LARRY BRADFORD & ASSOCIATES		
	10		48408 LOGO @PUMP STATION	2,776.00	850
44123- 2606	10	7/01/2013	Logged	*** Total ***	2,776.00
44124- 2606	11	7/01/2013	23068 NATIONWIDE RETIREMENT SOLUTION		
	11		48421 DEFERRED COMP-NATIONWIDE	216.25	NATIONW 6/26/13
44124- 2606	11	7/01/2013	Logged	*** Total ***	216.25
44125- 2606	12	7/01/2013	24224 OFFICE DEPOT, INC.		
	12		48407 OPEN PO-OFFICE SUPPLIES	73.81	662176163001
44125- 2606	12	7/01/2013	Logged	*** Total ***	73.81
44126- 2606	13	7/01/2013	25010 AT&T		
	13		48417 ODOR CONTROL MODEM	44.88	4364000-6/13
	13		48418 PHONE IN ELEVATOR/FIRE PANEL	181.81	633346-6/2013

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44126- 2606	13	7/01/2013	Logged	*** Total ***	226.69
44127- 2606	14	7/01/2013	25018 MES VISION		
	14		48432 VISION INS-JULY	316.44	131582183001
44127- 2606	14	7/01/2013	Logged	*** Total ***	316.44
44128- 2606	15	7/01/2013	25261 PUBLIC EMPLOYEES HEALTH		
	15		48425 BRD HEALTH INS-JULY	2,625.46	14050767
	15		48426 EMPLOYEES HEALTH INS-JULY	22,060.42	100000014050767
44128- 2606	15	7/01/2013	Logged	*** Total ***	24,685.88
44129- 2606	16	7/01/2013	25430 PLUMBERS DEPOT, INC		
	16		48411 LINE MAINT	110.54	PD-21465
44129- 2606	16	7/01/2013	Logged	*** Total ***	110.54
44130- 2606	17	7/01/2013	25613 PARADA PAINTING, INC		
	17		48406 PAINTING @ BPS	21,200.00	1585-1
44130- 2606	17	7/01/2013	Logged	*** Total ***	21,200.00
44131- 2606	18	7/01/2013	27910 PROFORMA PRINT & PROMOTIONS		
	18		48410 PAYROLL CHECKS	387.33	0282024069
44131- 2606	18	7/01/2013	Logged	*** Total ***	387.33
44132- 2606	19	7/01/2013	28037 SAN DIEGO EMPLOYERS ASSOCIATIO		
	19		48428 ANNUAL MEMBERSHIP-13-14	599.00	453633
44132- 2606	19	7/01/2013	Logged	*** Total ***	599.00
44133- 2606	20	7/01/2013	28510 SLOAN ELECTRIC COMPANY		
	20		48404 VIBRATION ANALYSIS ON 4 PUMPS	967.35	0062224
44133- 2606	20	7/01/2013	Logged	*** Total ***	967.35
44134- 2606	21	7/01/2013	29630 TRI COMMUNITY ANSWERING SERVIC		
	21		48419 ANSWERING SERVICE-JUNE	90.00	TRI-6/20/13
44134- 2606	21	7/01/2013	Logged	*** Total ***	90.00
44135- 2606	22	7/01/2013	29730 T.S. INDUSTRIAL SUPPLY		
	22		48413 PARTS	143.85	1059720
44135- 2606	22	7/01/2013	Logged	*** Total ***	143.85
44136- 2606	23	7/01/2013	30515 UNIFIRST CORPORATION		
	23		48416 LAUNDRY SERVICE	165.43	36901046283
44136- 2606	23	7/01/2013	Logged	*** Total ***	165.43
44137- 2606	24	7/01/2013	30580 UNITED WAY		
	24		48420 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-6/26/13
44137- 2606	24	7/01/2013	Logged	*** Total ***	10.00
44138- 2606	25	7/01/2013	31312 V&A CONSULTING ENGINEERS		
	25		48405 OPEN PO-FLOW MONITORING SERVIC	1,200.00	14124
44138- 2606	25	7/01/2013	Logged	*** Total ***	1,200.00
44139- 2606	26	7/01/2013	32128 WOODYS CRANE SERVICE		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	26		48414 CRANE SERVICE	250.00	2087
44139- 2606	26	7/01/2013	Logged	*** Total *** 250.00	

** Total check discount **	.00
** Total check amount **	.00
** Total void discount **	66,454.14
** Total void amount **	.00
	.00

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS
2012

JUNE

6/1/2012	Board		\$5,475.03
6/13/2012	Employee		\$40,681.40
6/20/2012	Employee	Incentive	\$1,862.00
6/27/2012	Employee		<u>\$39,435.84</u>
	TOTAL		\$87,454.27

JULY

7/2/2012	Board		\$1,945.37
7/11/2012	Employee		\$40,854.29
7/12/2012	Employee	Incentive	\$471.75
7/25/2012	Employee		<u>\$42,637.62</u>
	TOTAL		\$85,909.03

AUGUST

8/1/2012	Board		\$785.47
8/9/2012	Employee		\$41,296.94
8/16/2012	Employee	Incentive	\$7,868.47
8/22/2012	Employee		<u>\$40,720.55</u>
	TOTAL		\$90,671.43

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

JANUARY

2013

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

FEBRUARY

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

MARCH

3/4/2013	Board		\$2,677.64
3/6/2013	Employee		\$42,984.05
3/14/2013	Employee	Incentive	\$6,433.08
3/20/2013	Employee		<u>\$41,961.15</u>
	TOTAL		\$94,055.92

APRIL

4/1/2013	Board		\$4,752.45
4/3/2013	Employee		\$42,294.48
4/10/2013	Employee	Incentive	\$369.40
4/17/2013	Employee		<u>\$41,933.79</u>
	TOTAL		\$89,350.12

MAY

5/1/2013	Employee		\$42,947.64
5/2/2013	Board		\$4,563.02
5/2/2013	Employee	Robey	\$3,959.83
5/15/2013	Employee		\$40,159.09
5/22/2013	Employee	Butts	\$3,100.61
5/29/2013	Employee		\$38,523.15
5/31/2013	Employee	Butts	<u>\$17,681.58</u>
	TOTAL		\$150,934.92

JUNE

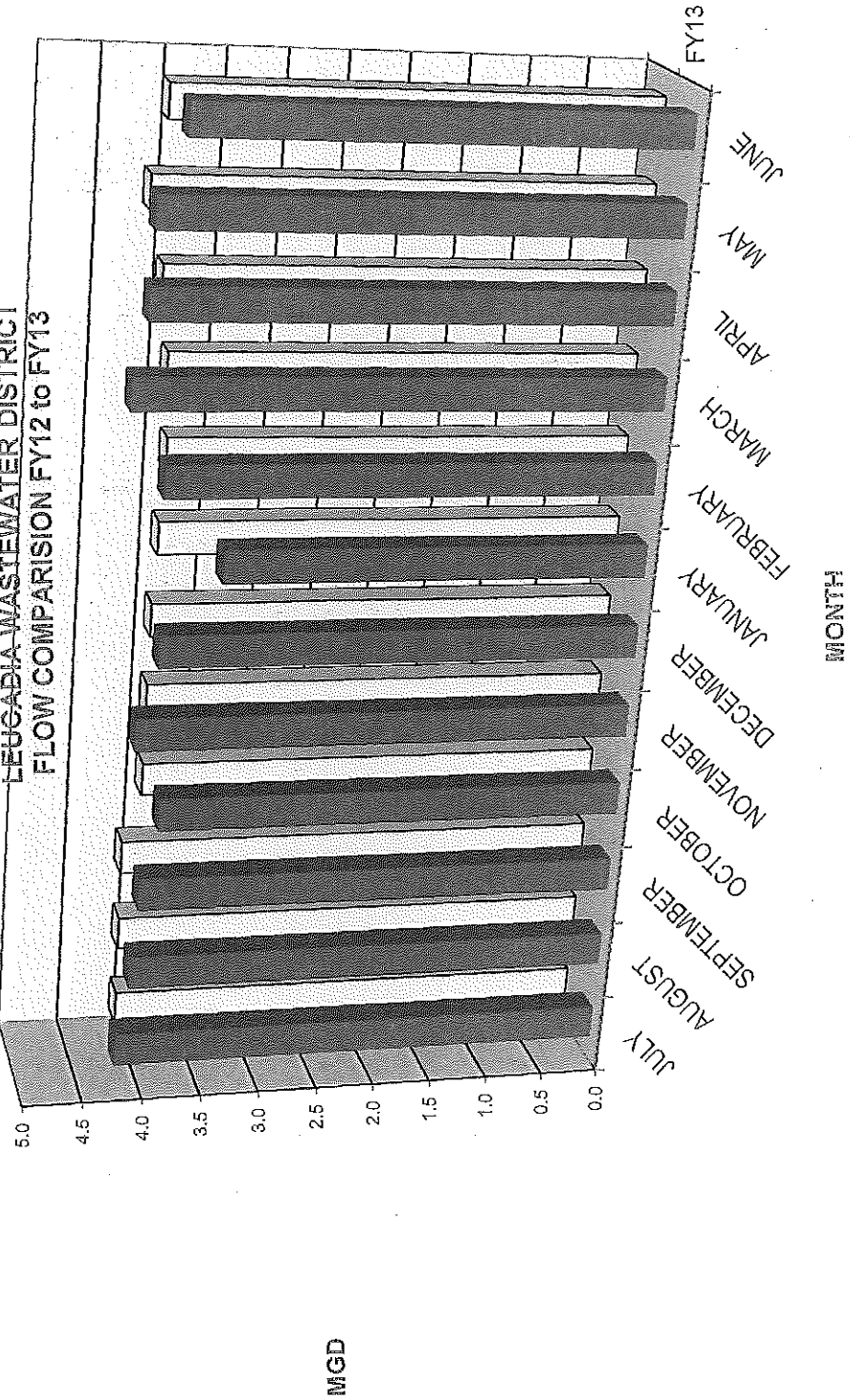
6/3/2013	Board		\$5,209.24
6/12/2013	Employee		\$42,002.57
6/13/2013	Employee	Incentive	\$3,420.71
6/26/2013	Employee		<u>\$38,956.28</u>
	TOTAL		\$89,588.80

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

CURRENT MONTH - June 2013										FY 2011-2012	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,854	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)				
JULY	0.0	130.45	1	4.21	151	40.58	4.08				
YTD	0.0	130.45	27,855				4.09				
AUGUST	0.0	127.75	1	4.12	148	40.74	4.10				
YTD	0.0	258.20	27,856				3.96				
SEPTEMBER	0.0	122.40	0	4.08	146	47.77	3.96				
YTD	0.0	250.15	27,856				3.96				
OCTOBER	0.32	122.45	2	3.95	142	18.33	3.96				
YTD	0.32	244.85	27,858				3.94				
NOVEMBER	0.55	125.40	0	4.18	150	13.62	3.91				
YTD	0.55	247.85	27,858				3.94				
DECEMBER	1.97	124.74	1	4.02	144	0.00	3.94				
YTD	1.97	250.14	27,859				4.02				
JANUARY	1.21	109.74	2	3.54	127	0.00	3.94				
YTD	1.21	234.48	27,861				4.02				
FEBRUARY	0.45	113.62	6	4.06	145	4.02	3.94				
YTD	0.45	223.36	27,907				4.02				
MARCH	0.77	135.01	5	4.36	156	14.36	4.02				
YTD	0.77	248.63	27,912				4.15				
APRIL	0.13	127.50	1	4.25	152	20.97	4.04				
YTD	0.13	262.51	27,913				4.04				
MAY	0.57	131.41	8	4.24	152	9.64	4.04				
YTD	0.57	258.91	27,921				4.04				
JUNE	0.0	120.60	18	4.02	144	15.57	4.04				
YTD	0.0	252.01	27,939				4.04				
Annual Total	5.98	1491.07	45	4.09	147	225.60	4.01				
Mo Average	0.50	124.26	4	4.09	147	18.80	4.01				

operations report

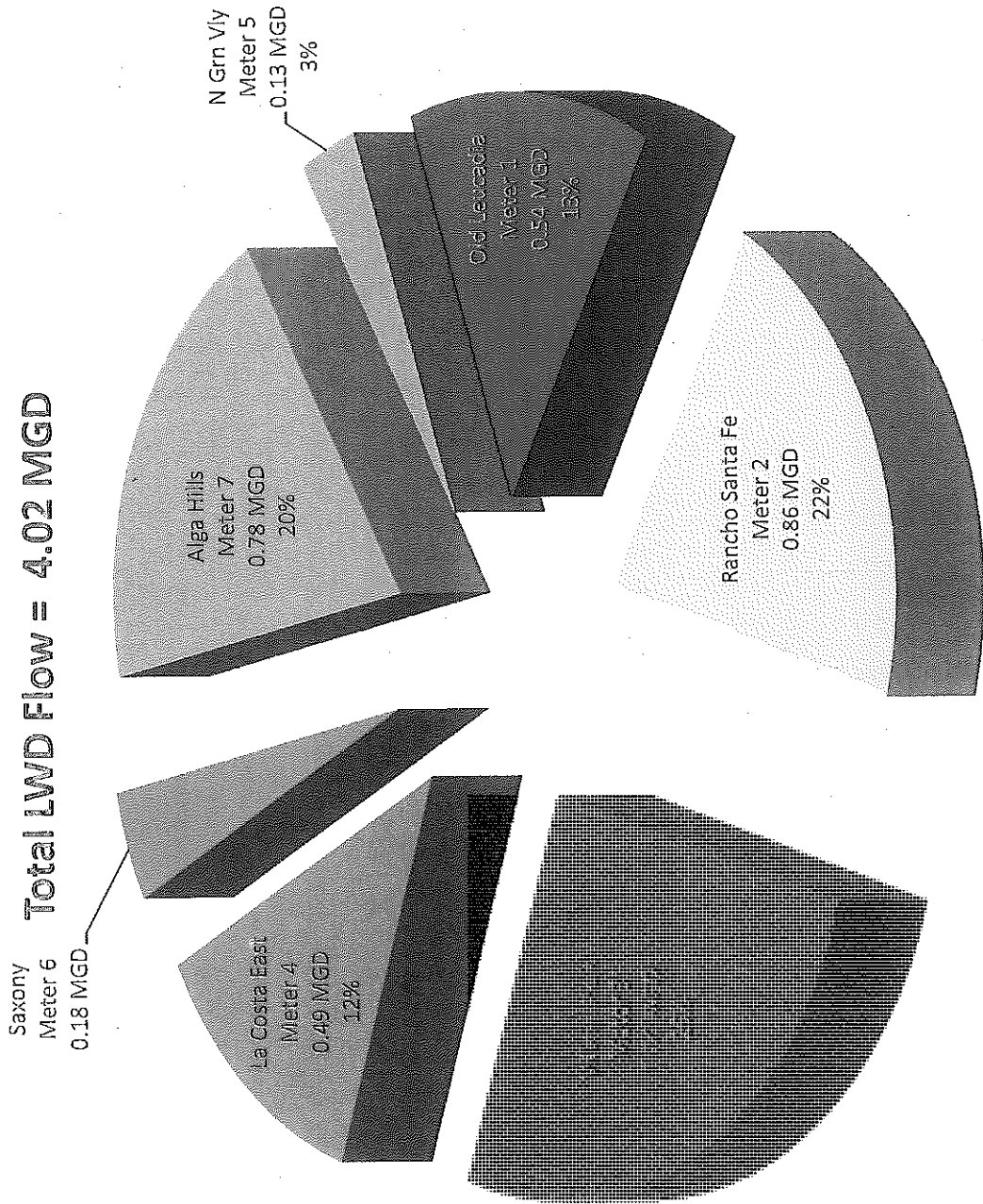
LEUCADIA WASTEWATER DISTRICT
 FLOW COMPARISON FY12 to FY13



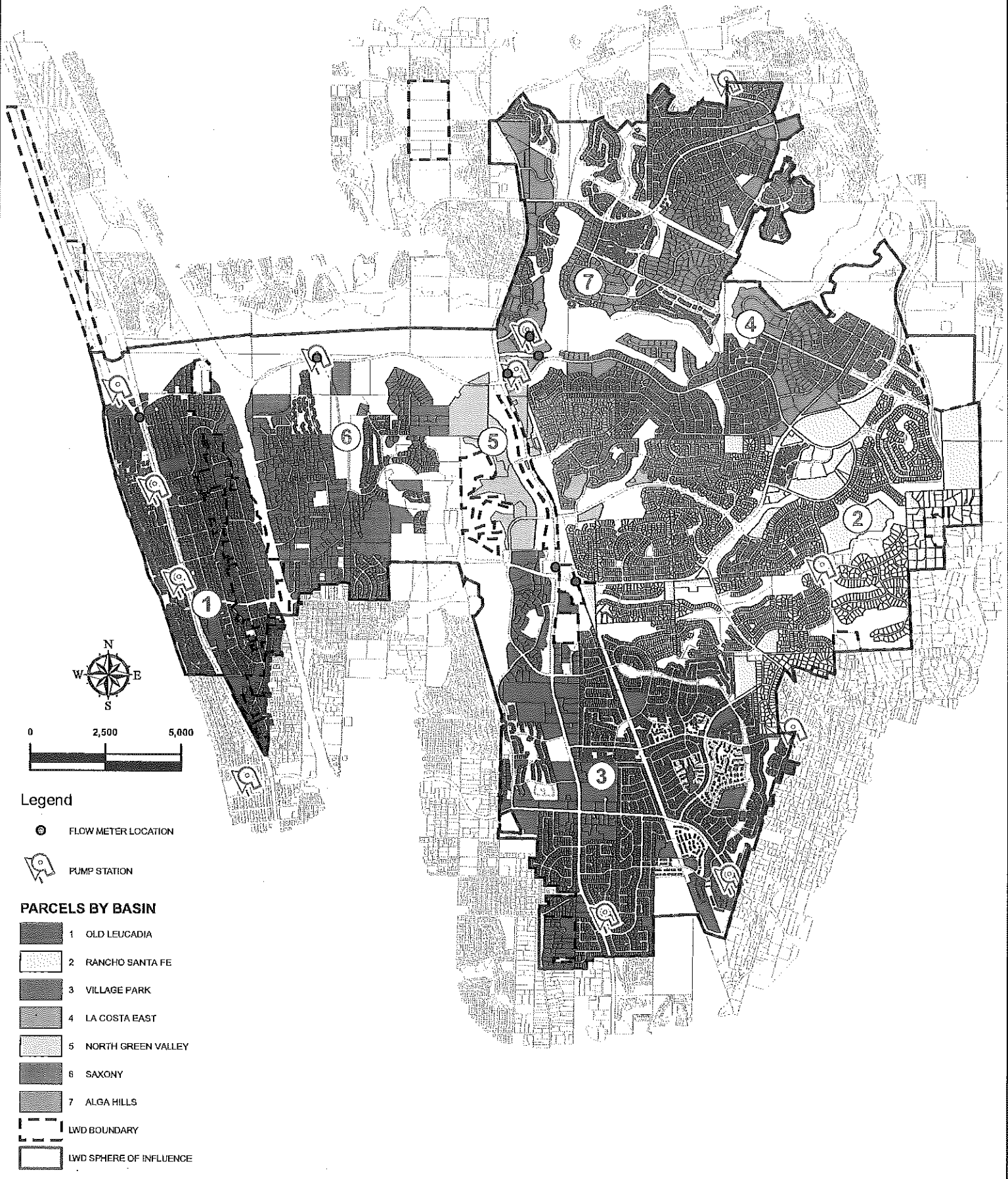
LWD Flows by Sub-Basin

June 2013

Total LWD Flow = 4.02 MGD



LEUCADIA WASTEWATER DISTRICT



Legend

● FLOW METER LOCATION

⊕ PUMP STATION

PARCELS BY BASIN

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

LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS
As of June 30, 2013

ASSETS	
Cash and Investment Pools	\$ 29,682,653.44
Investments	7,595,507.59
Accounts Receivable	75,926.01
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	666,001.13
Capital Assets	130,718,856.00
Less Accumulated Depreciation	(46,249,048.96)
TOTAL ASSETS	\$ 123,396,744.21
LIABILITIES	
Accounts Payable and Accrued Expenses	560,427.77
Developer Deposits	368,622.83
TOTAL LIABILITIES	\$ 929,050.60
NET ASSETS	
Net Investment in Capital Assets	86,970,327.21
Restricted Reserves	2,326,289.56
Unrestricted Operating Reserve	2,248,650.77
Unrestricted Non-Operating Reserves (Designated)	27,180,030.62
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(3,757,604.55)
TOTAL NET ASSETS	\$ 122,467,693.61

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
 YTD Revenues and Expenditures Through 02/28/13 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 7,184,245.16	\$ 7,178,754.00	(5,491.16)	100.1%
RECLAIMED WATER SALES	3150	285,951.32	479,000.00	193,048.68	59.7%
OTHER OPERATING INCOME		42,636.75	192,126.00	149,489.25	22.2%
TOTAL OPERATING REVENUE		\$ 7,512,833.23	\$ 7,849,880.00	\$ 337,046.77	95.7%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 2,212,410.30	\$ 2,313,265.00	\$ 100,854.70	95.6%
BOARD EXPENSES AND ELECTION	4300 & 4400	155,652.41	163,700.00	8,047.59	95.1%
DEPRECIATION EXPENSE	4510	3,194,000.00	-	(3,194,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,236,028.00	1,236,028.00	n/a
FUELS	4600	38,699.05	58,500.00	19,800.95	66.2%
INSURANCE	4700	82,812.11	117,000.00	34,187.89	70.8%
MEMBERSHIP & DUES	4800	25,981.20	24,800.00	(1,181.20)	104.8%
OFFICE EXPENSE	4900	87,929.46	105,350.00	17,420.54	83.5%
OPERATING SUPPLIES	5000	193,253.99	218,100.00	24,846.01	88.6%
PROFESSIONAL SERVICES	5200	508,439.06	564,500.00	56,060.94	90.1%
PRINTING & PUBLISHING	5300	18,344.41	32,000.00	13,655.59	57.3%
RENTS & LEASES	5400	22,554.23	18,000.00	(4,554.23)	125.3%
REPAIR & MAINTENANCE	5500	256,288.32	332,050.00	75,761.68	77.2%
MONITORING & PERMITTING	5600	40,740.57	45,100.00	4,359.43	90.3%
TRAINING & DEVELOPMENT	5700	42,150.52	41,400.00	(750.52)	101.8%
UTILITIES	5900	333,504.44	421,100.00	87,595.56	79.2%
LAFCO OPERATIONS	6100	6,123.00	6,200.00	77.00	98.8%
ENCINA	6200	1,274,813.47	1,945,827.00	671,013.53	65.5%
TOTAL OPERATING EXPENSES		\$ 8,493,696.54	\$ 7,642,920.00	\$ (850,776.54)	111.1%

NON-OPERATING REVENUES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 167,940.00	\$ 111,960.00	(\$55,980.00)	150.0%
PROPERTY TAXES	3220	1,205,362.58	1,200,000.00	(5,362.58)	100.4%
INTEREST INCOME	3250	222,263.00	290,000.00	67,737.00	76.6%
OTHER NON OPERATING INCOME		527,211.52	67,859.00	(459,352.52)	776.9%
TOTAL NON OPERATING REVENUES		\$ 2,122,777.10	\$ 1,669,819.00	\$ (452,958.10)	127.1%

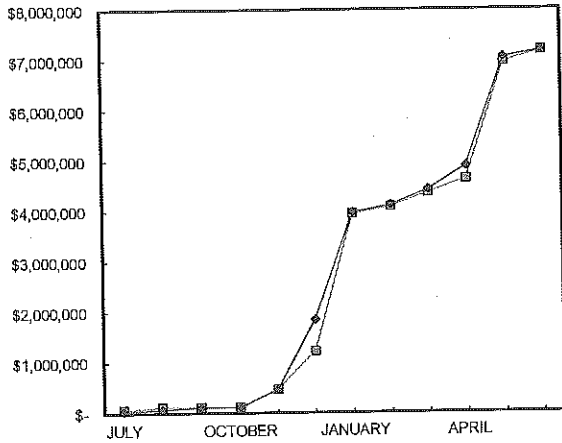
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

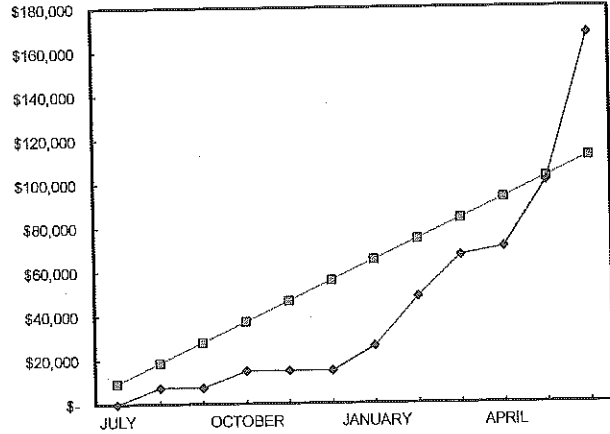
Revenue FY 2013

YTD through June 30, 2013

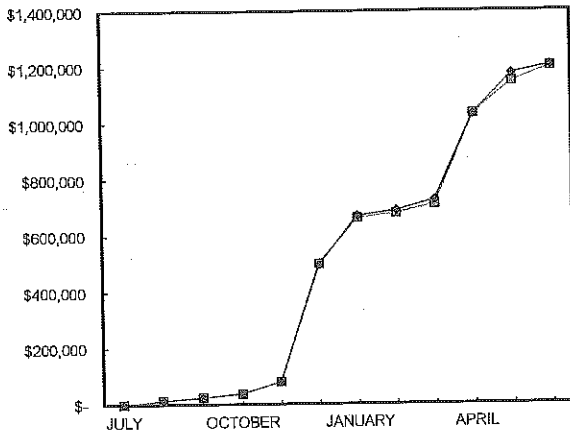
Sewer Service Fees



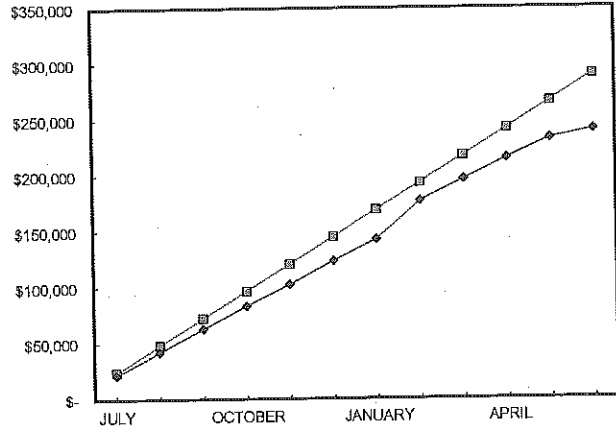
Capacity Charges



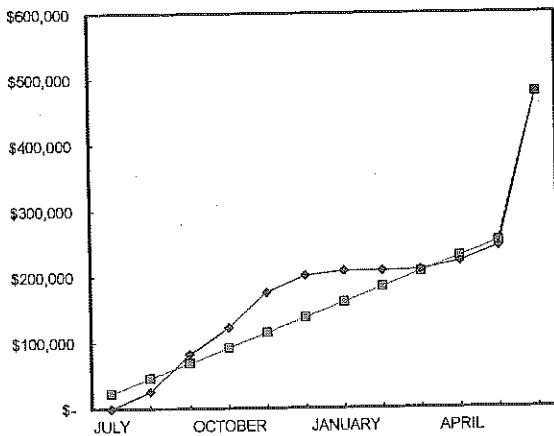
Property Taxes



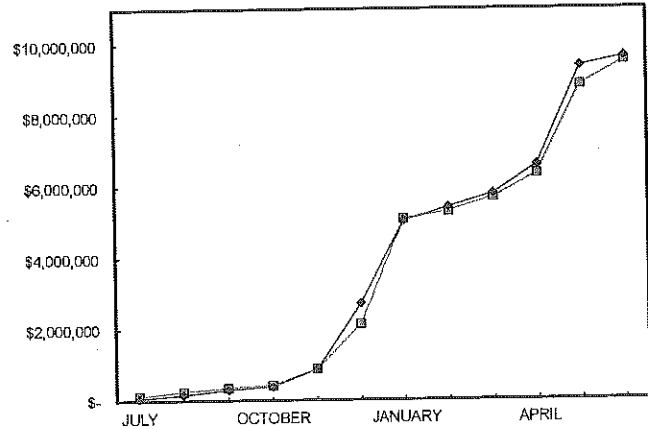
Investment Income



Recycled Wastewater



Total Revenue



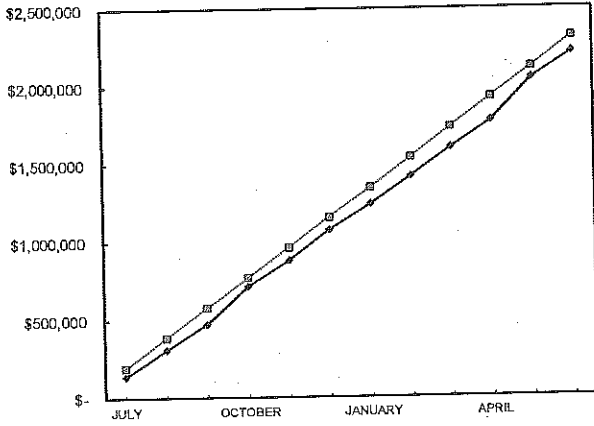
— Budget — Actual

— Budget — Actual

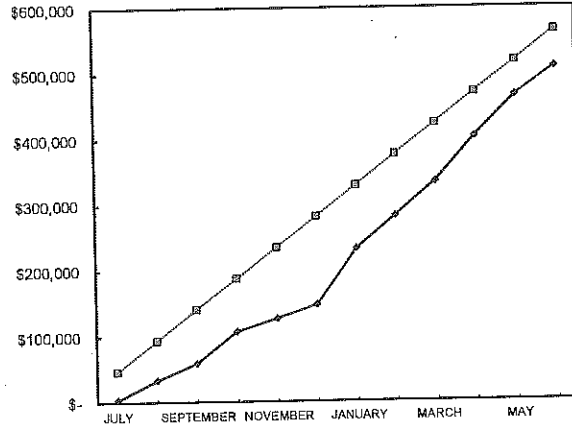
* Preliminary; subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2013 YTD through June 30, 2013

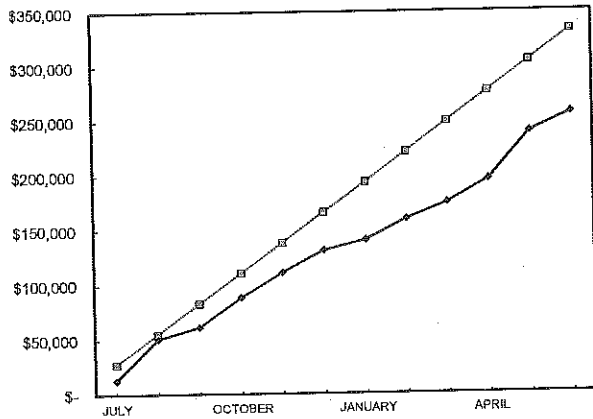
Salaries and Benefits



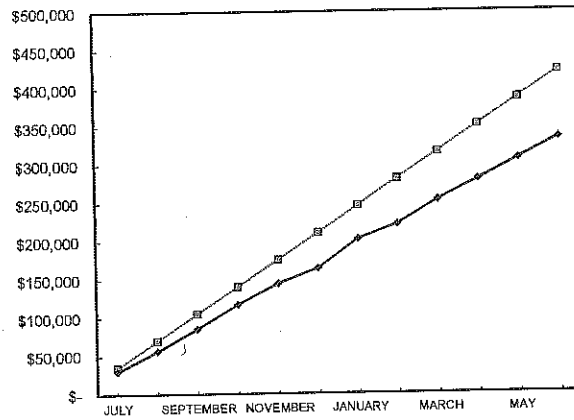
Professional Services



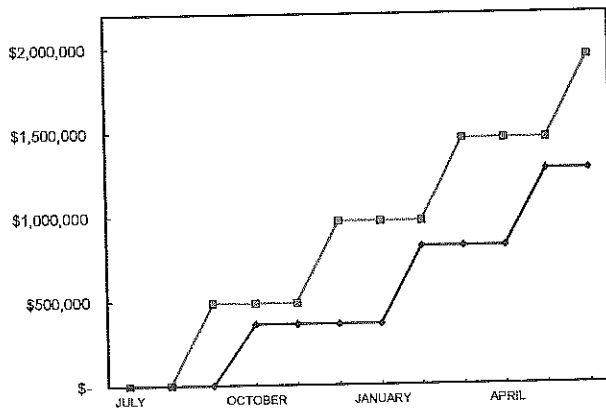
Repairs & Maintenance



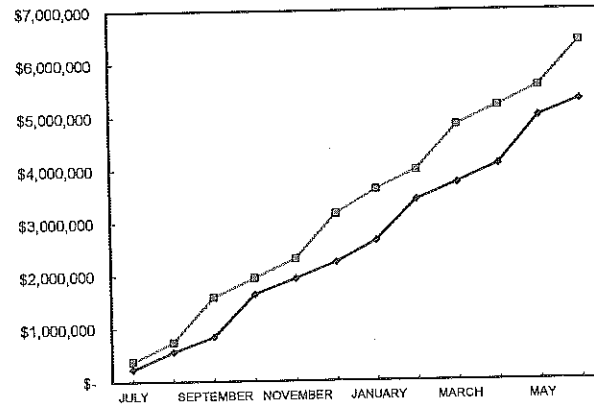
Utilities



Encina M&O



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



—□— Budget —◆— Actual

—□— Budget —◆— Actual

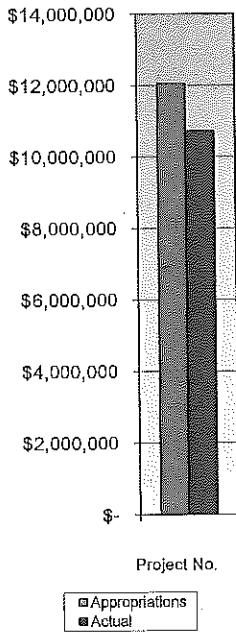
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

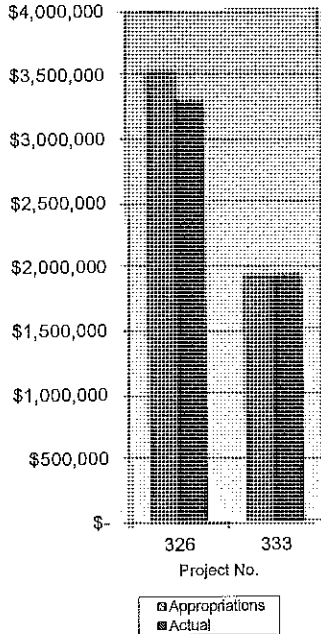
Capital Expenditures

As of June 30, 2013

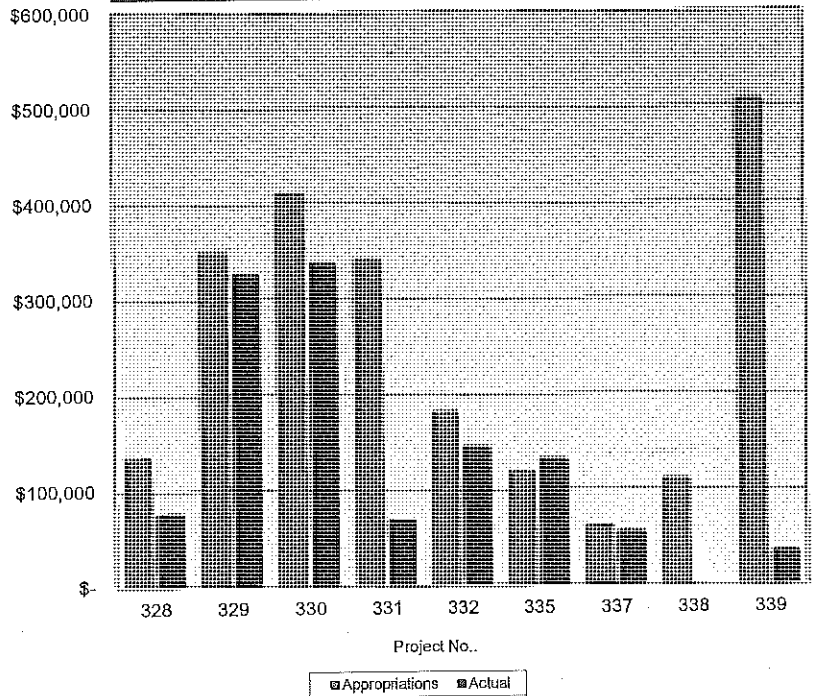
**Encina W.A.
Multi Year
Capital Exp.
FY2003-FY2013**



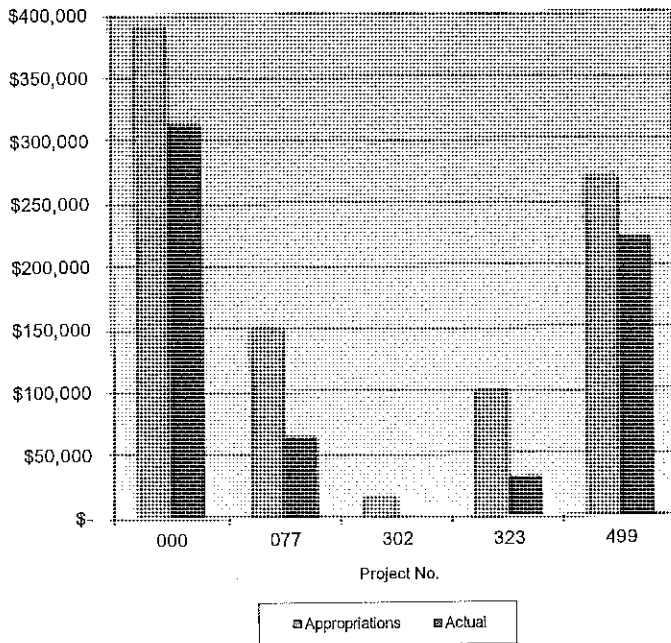
**District Multi Year
Capital Expenditures
by Project
FY2009-FY2013**



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



**Single Year Capital Expenditures by Project
FY2013**



Project Legend

Multi-Year Capital Projects

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

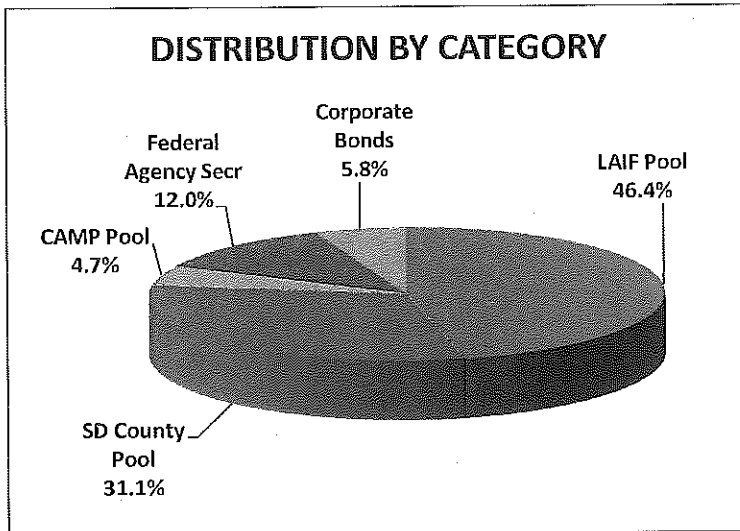
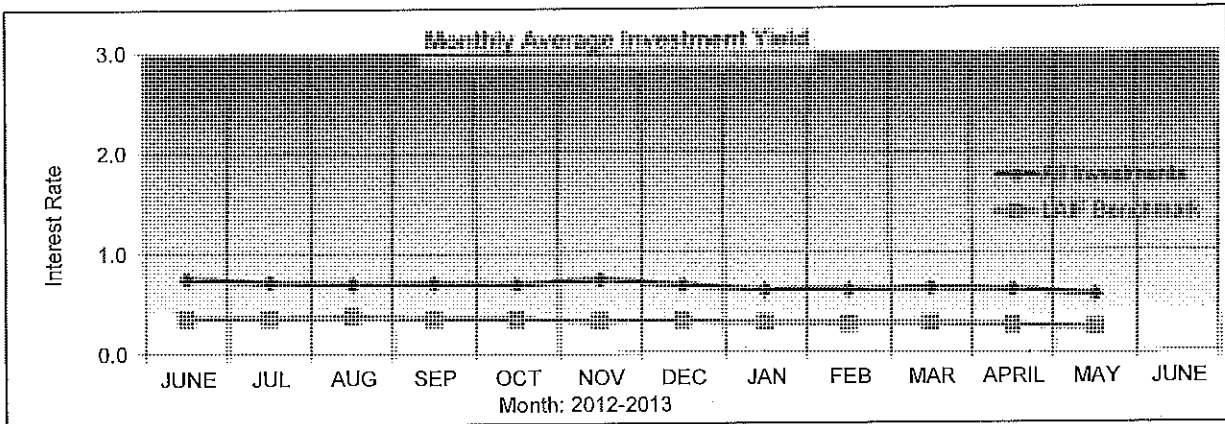
Single Year Capital Projects

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

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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2013

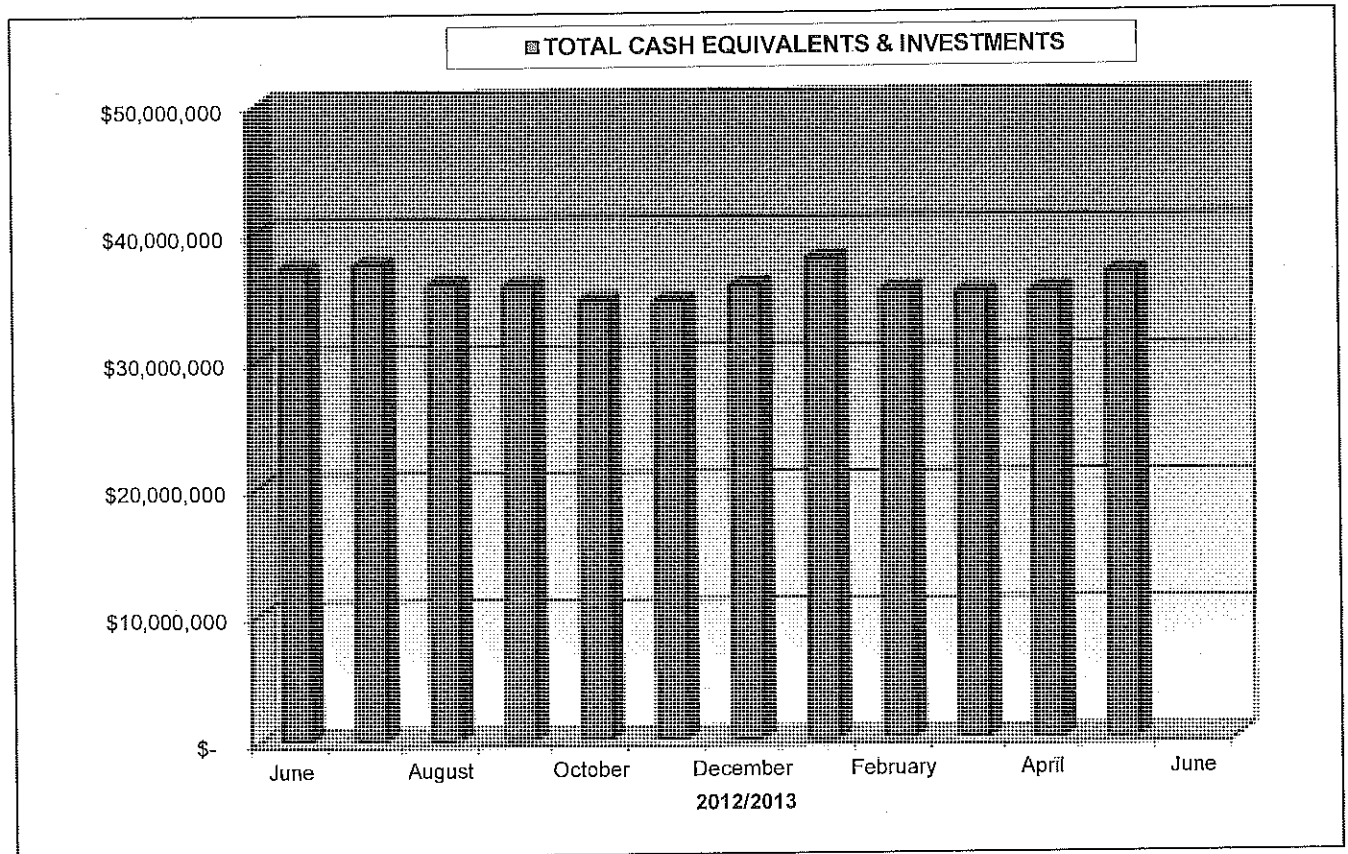
Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2013	May 31, 2013		
LAIF Pool	\$ 15,566,311	\$ 16,924,311	\$ 3,317	0.245%
SD County Pool	11,341,927	11,341,927	3,752	0.397%
CAMP Pool	1,210,769	1,728,370	154	0.100%
CAMP Portfolio				
Corporate Notes	2,147,680	2,110,490	2,477	1.420%
Federal Agency Bonds/Notes	4,508,638	4,009,763	2,807	0.790%
GNMA mortgage pools	13,572	13,377	101	8.710%
Total Camp Portfolio	6,669,890	6,133,630	5,385	1.020%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	360,020	360,020	4,481	14.936%
Total Custodial Funds	360,020	360,020	4,481	14.936%
Totals	\$ 35,148,917	\$ 36,488,258	\$ 17,089	0.573%



Allocation Percentages of LWD Investments by Type (Actual and Allowable)		
Investment Type	Actual %	Allowed %
LAIF Pool	46.4%	75%
SD County Pool	31.1%	75%
CAMP Pool	4.7%	75%
Federal Agency Secur	12.0%	75%
Corporate Bonds	5.8%	10%
TOTAL	100.0%	

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

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2012/2013	Amount	Average Return Rate
June	\$ 37,113,152	0.76%
July	\$ 37,385,271	0.72%
August	\$ 35,846,588	0.70%
September	\$ 35,691,658	0.70%
October	\$ 34,453,724	0.69%
November	\$ 34,421,762	0.74%
December	\$ 35,626,032	0.68%
January	\$ 37,679,049	0.63%
February	\$ 35,286,170	0.62%
March	\$ 35,058,974	0.64%
April	\$ 35,148,917	0.62%
May	\$ 36,488,258	0.57%
June		



LEUCADIA WASTEWATER DISTRICT

Monthly Investment Summary

May 31, 2013

(Continued)

INVESTMENT TRANSACTIONS

For the month of May, 2013

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools		\$ 199		(1)	8.71%
JPMorgan Chase Global Notes		500,000			1.63%
FNMA Global Notes		500,000			1.83%
Apple Inc Global Notes	\$ 497,995				1.08%
TOTAL	\$ 497,995	\$ 1,000,199	\$ -		

(1) Monthly principal payments from mortgage pools

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

MEMORANDUM

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Disclosure of Reimbursements Report for January through June 2013

RECOMMENDATION:

1. Receive and File the Disclosure of Reimbursements Report for January through June 2013.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every six months, which is above and beyond the requirements of Government Code Section §53065. LWD's Disclosure report for the January to June 2013 period has been attached for your review.

PJB:

Attachment



LEADERS IN ENVIRONMENTAL PROTECTION

Disclosure of Reimbursement Report
January 1, 2013 - June 30, 2013

Conference Date	Description	Director		Director		Director		Director		GM	ASM	PM
		Hanson	Sullivan	Omsted	Kulchin	Juliussen	Bushee	LeMay	Morishita			
CASA Mid-Year Conference												
CASA & CSRMA Seminar January 17-20, 2012 Palm Desert, CA	Registration	425.00	425.00	425.00	425.00	425.00	425.00	425.00	0.00			
	Hotel (includes parking)	680.19	680.19	680.19	680.19	680.19	680.19	680.19	0.00			
	Airfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
	Meals	70.98	75.00	65.47	84.20	125.08	66.59	103.40	0.00			
	fuel/mileage/taxi	0.00	117.83	77.97	129.95	146.90	47.27	103.40	0.00			
	Sub-total		1,176.17	1,298.02	1,248.63	1,319.34	1,377.17	1,219.05	103.40	0.00		
CASA Washington DC Conference												
CASA DC Conference February 24-27, 2013 Washington DC	Registration							575.00				
	Hotel							927.45				
	Airfare							609.10				
	Meals							158.99				
	Rental Car/mileage/taxi							60.00				
	Sub-total		0.00	0.00	0.00	0.00	0.00	2,330.54	0.00	0.00		0.00
WaterReuse Annual Conference												
Water Reuse March 17-19, 2013 Sacramento, CA	Registration	350.00	350.00	350.00	400.00	350.00						
	Hotel (includes parking)	420.04	420.04	420.04	548.86	460.04						
	Airfare	423.80	212.80	423.80	210.80	423.80						
	Meals	71.57	82.57	32.70	55.53	88.67						
	Rental Car/mileage/taxi	0.00	0.00	0.00	64.55	388.88						
	Sub-total		1,265.41	1,065.41	1,226.54	1,279.74	1,711.39	0.00	0.00	0.00		0.00
CWEA Annual Conference												
CWEA April 16-19, 2013 Palm Springs, CA	Registration		492.00			492.00						
	Hotel (includes parking)		460.76			691.14						
	Airfare		0.00			0.00						
	Meals		69.73			78.21						
	Rental Car/mileage/taxi		147.47			144.08						
	Sub-total		0.00	1,169.96	0.00	0.00	1,405.43	0.00	0.00	0.00		0.00
CASA Spring Conference												
CASA Spring April 23-26, 2013 Newport Beach, CA	Registration	425.00	425.00		425.00	425.00	425.00	425.00				
	Hotel	635.79	449.79		423.86	513.46	635.79	0.00				
	Airfare	0.00	0.00		0.00	0.00	0.00	0.00				
	Meals	94.84	61.55		89.30	65.23	59.30	0.00				
	parking/mileage/toll fees	0.00	136.10		142.38	71.19	38.00	198.99				
	Sub-total		1,155.63	1,072.44	0.00	1,080.54	1,074.88	1,158.09	623.99	0.00		0.00
CSDA Legislative Days Conference												
CSDA Legislative Days May 13-15, 2013 Sacramento, CA	Registration	225.00	150.00	225.00	225.00	225.00						
	Hotel	491.66	366.73	491.66	356.78	444.48						
	Airfare	439.80	439.80	439.80	439.80	439.80						
	Meals	77.11	71.22	6.51	53.22	74.54						
	parking/mileage/taxi	0.00	0.00	72.21	162.29	76.29						
	Sub-total		1,233.57	1,027.75	1,235.18	1,237.09	1,260.11	0.00	0.00	0.00		0.00

Encina Wastewater Authority Report
Regular Board Meeting
June 26, 2013

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

1. Resolution No. 2013-03 Amending the Human Resources Policy Manual

The Board of Directors adopted Resolution No. 2013-03, amending the Human Resources Policy Manual.

EWA Executive Session Items

3. The Board of Directors met in Executive Session to:

- Conference with Labor Negotiator, Kevin Hardy as authorized by Government Code section 54957.6; and
- Discuss public employment, performance evaluation: General Manager as authorized per Government Code section 54957.

There was no reportable action.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on June 26, 2013

1. The EC reviewed an agreement with Infrastructure Engineering Corporation for engineering design services for the Batiquitos Force Main (B2) Replacement Project in an amount not to exceed \$104,485.

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


2. The EC reviewed Resolution No. 2237, the Young annexation.

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

3. The EC received an update on the Abedul and Persa Streets Gravity Line Repair project.

MEMORANDUM

Ref: 13-3745

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Batiquitos Force Main (B2) Replacement Project Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Infrastructure Engineering Corporation for engineering design services for the Batiquitos Force Main (B2) Replacement Project in an amount not to exceed \$104,485.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its June 26, 2013 meeting.

In January 2013, Charles King Company (Charles King) installed a bypass connecting the District's Batiquitos Force Main (B2) to the B1 Secondary Effluent Force Main from Encina as part of the Lanikai Trunk Sewer Lining project. This bypass was required to divert flow in the Lanikai Trunk Sewer to install Cured-in-Place Pipe (CIPP) lining to repair the line. On February 1st, the bypass was placed into operation causing a failure of the B2 Force Main which resulted in a wastewater spill. To complete the repair, 112 feet of the ductile iron pipe (DIP) B2 Force Main had to be replaced with polyvinyl chloride (PVC) pipe due to internal pipe corrosion. The replacement of this length of pipe was required to ensure that the PVC pipe was connected to structurally sound DIP. The condition of the DIP raised questions regarding the integrity of the B2 Force Main.

As you may recall, in April 2011 samples of the B2 and B3 Force Mains were removed for pipeline condition assessment at the northern end of Ponto Drive because of the construction of a Hilton Hotel near those force mains. A corrosion evaluation of those samples was completed by corrosion engineer Randy Geving from RFYeager Engineering (Yeager). Subsequently, Infrastructure Engineering Corporation (IEC) was tasked to consolidate and evaluate the results of the Yeager assessments and evaluate the remaining service life of the force mains. IEC completed their evaluation and determined that the internal crown corrosion and associated calculations on the samples suggested an estimated remaining useful service life of 12 years for B2 to 2023 and 14 years for B3 to 2025. However, factors related to the B2 incident on February 1st demonstrate that test and evaluation of a force main section does not provide an accurate condition assessment of the entire asset.

Additionally, the B2 Force Main is constructed of DIP and was installed in 1980. B3 is also constructed of DIP and was installed in 1988. The District's Asset Management Plan (AMP) uses an estimated useful life of 25 years for metallic-based force mains. Therefore, staff believes the replacement of the B2 Force Main is a priority and should be done during Fiscal

Year 2014 (FY 14). This will ensure that the District has one reliable force main for the transmission of wastewater from the Batiquitos Pump Station to the Encina treatment facility.

IEC was asked to submit a proposal, attached, to complete the design of the project. The Scope of work includes:

Task 1 – Project Management and Administration

- kickoff, preliminary and final design meetings
- meet with the City of Carlsbad
- provide schedule updates

Task 2 – Data Collection and Utility Coordination

- complete a USA DigAlert Design request
- contact and request record drawings from utility companies that have utilities in the vicinity

Task 3 – Design Survey and Topography

- conduct a field design survey of the project area
- develop a base map for subsequent design

Task 4 – Preliminary Design Memoranda

- technical memorandum to document the proposed basis of design
- memorandum to document the project's exemption from CDP requirements

Task 5 – Prepare Plans, Specifications and Estimate (PS&E)

- prepare plans, technical specifications, and a cost estimate (P,S,&E) for the work

Task 6 – Bid Phase Services

- attend the pre-bid meeting and bid opening
- prepare one addenda
- review the bid results
- provide award recommendation

Staff has evaluated the proposal and determined that it is fair and reasonable. Therefore, it is recommended that an agreement be executed with IEC for engineering design services for the Batiquitos Force Main (B2) Replacement Project.

FISCAL IMPACT:

There is sufficient appropriation in the FY 14 Budget to cover the design costs of the project.

rym:PJB

Attachment

June 6, 2013

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

RE: Proposal for Engineering Services for the Preliminary and Final Design of the B2 Sewer Force Main Replacement

Dear Mr. Morishita:

Infrastructure Engineering Corporation (IEC) is pleased to provide the Leucadia Wastewater District with this proposal for Engineering Services for the Preliminary and Final Design of the B2 Sewer Force Main Replacement. The proposed scope of services and fee is based on conversations with the District and involvement in previous projects within the B2/B3 Force Main System leading to a thorough understanding of the project site and the force main system including the B2/B3 Force Main Repair Project, the B2/B3 Ponto Drive Pothole, the Batiquitos Pump Station Improvements, the Lanikai Trunk Sewer CIPPL project, and the Occidental Sewer Improvements Project by the City of Carlsbad.

PROJECT UNDERSTANDING AND APPROACH

The B2 Sewer Force Main conveys untreated wastewater from the Batiquitos Sewer Pump Station located near La Costa Avenue and Coast Highway/Carlsbad Boulevard to the Lanikai Trunk Sewer on the shoulder of Coast Highway/Carlsbad Boulevard near the cul-de-sac of Surfside Lane in the City of Carlsbad. Of the approximately 10,260 foot long sewer force main, approximately 220 linear feet was replaced over the Batiquitos Lagoon bridge in 1996 with new polylined ductile iron pipe and an additional 1,500 feet was replaced in the 2010 Batiquitos Force Main Repair Project with new 24" PVC. This project comprises the replacement of the remaining 8,540 linear feet of ductile iron force main installed in 1979. The B2 sewer force main is redundant to the B3 sewer force main. This redundancy allows for the potential to replace the existing B2 sewer force main in place utilizing the current alignment while allowing the District to maintain service using the B3 force main. The main advantage to this approach is that replacing the force main in the existing alignment is anticipated to minimize utility conflicts and unknown soil conditions.

This proposal is based on the assumption that the force main will be replaced in place with the exception of approximately 1,250 linear feet of force main in the Ponto Road area. The District is currently in conversations with the City of Carlsbad over the terms of the B2 replacement alignment. This potential modification to the alignment along with selection of force main replacement materials and methods will be evaluated during the preliminary design phase. Optimization of the design of the Poinsettia crossing will also be evaluated during the preliminary design phase.

From working on previous projects with the District, IEC understands the District values input from District staff and other consultants during the design process of major projects. IEC is

committed to working as part of the District's team and has prepared this scope and fee with this in mind. The alignment will be finalized in conjunction with the District's team and documented in the Preliminary Design Report.

Because the majority of alignment is expected to keep to the existing alignment, no geotechnical borings are expected to be required. Obtainment of a right-of-way permit with corresponding traffic control drawings will be considered the responsibility of the Contractor. It is anticipated that this project will be considered exempt from CEQA, CDP, and obtainment of an NDPES construction storm water permit. Geotechnical, traffic control, SWPPP preparation, environmental and permitting assistance is not included in the proposed scope of services.

Although permitting assistance is not included, IEC anticipates preparing a short memorandum documenting the project's exemption from CDP requirements and one meeting with the City of Carlsbad to discuss the memorandum.

SCOPE OF SERVICES

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

Task 1 – Project Management and Administration

In order to expedite the project, we anticipate one kickoff meeting, one preliminary design meeting, one meeting with the City of Carlsbad and three final design meetings will be required during the project. Additional coordination can be addressed via telephone conferences or emails. IEC will provide schedule updates at each project milestone and at any point where the schedule milestones change.

Task 2 – Data Collection and Utility Coordination

IEC will complete a USA DigAlert Design request and contact and request record drawings from utility companies that have utilities in the vicinity. A follow-up request for review will be performed at the 90% and 100% submittals for review of location of facilities and that new facilities are shown on the plans.

Task 3 – Design Survey and Topography

We will conduct a field design survey of the project area in order to develop a base map for subsequent design. The base mapping will be prepared in AutoCAD format at 40 scale. Additional planimetric survey will be performed 500-feet in either direction of the proposed alignment to provide the Contractor with adequate information from which to complete required traffic control plans.

Task 4 – Preliminary Design Memoranda

We will prepare a brief technical memorandum to document the proposed basis of design and one memorandum to document the project's exemption from CDP requirements. The memoranda will be provided to the District in draft form for review and comment. Following incorporation of District comments, the memoranda will be finalized and used as a basis for subsequent design activities.

Mr. Robin Morishita
Leucadia Wastewater District
June 6, 2013
Page 3 of 3

Task 5 – Prepare Plans, Specifications and Estimate (PS&E)

Once the technical memorandum has been reviewed by the District and comments have been addressed, IEC will prepare plans, technical specifications, and a cost estimate (P,S,&E) for the work. The plans are expected to contain the following:

Title sheet w/ General Notes, Legend, Abbreviations (3)
Plan and Profile (11)
Civil Details (1)

We anticipate making two review submittals to the District at the 90% and 100% completion levels and then preparation of the final bid-ready set of documents. Specifications and contract documents will be prepared based on the District's standard front end contract documents.

Task 6 – Bid Phase Services

IEC will attend the pre-bid meeting, prepare one addenda if required, attend the bid opening, review the bid results and make recommendations to be summarized in a technical memorandum. IEC will support the bid review memo at the Engineering Committee Meeting and the Board of Director's Meeting.

SCHEDULE

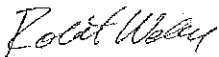
The proposed schedule is as attached.

FEE

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

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

Sincerely,



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

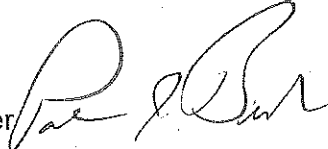
cc: Jamie Fagnant, P.E., IEC

FEE ESTIMATE
LEUCADIA WASTEWATER DISTRICT
B2 Sewer Force Main Replacement - Preliminary and Final Design

Task/ Subtask	Task/Subtask Description	Senior Project Manager	Designer/ Project Engineer	CADD Designer III/Engineer III	CADD Designer II/ Engineer II	Project Surveyor	Survey - Field 2 Man Crew	Office - Survey Drafting	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
TASK 1	Project Management and Administration	\$180.00	\$130.00	\$115.00	\$110.00	\$130.00	\$170.00	\$130.00					\$11,715
	Kickoff Meeting	3	5						8	\$1,190	\$90	\$0	\$1,280
	Preliminary Design Meeting	2	4						7	\$1,060	\$90	\$0	\$1,150
	Final Design Meetings (3)	9	9	9					27	\$3,825	\$270	\$0	\$4,095
	CDP Exemption - City of Carlsbad	3	4						7	\$1,060	\$90	\$0	\$1,150
	Additional coordination/phone conferences	8	12						20	\$3,000	\$0	\$0	\$3,000
	Schedule Updates		8						8	\$1,040	\$0	\$0	\$1,040
TASK 2	Data Collection and Utility Coordination												\$2,640
	DigAlert Design request		1		4				5	\$570	\$50	\$0	\$620
	follow up with utility agencies		2		16				18	\$2,020	\$0	\$0	\$2,020
TASK 3	Design Survey and Topography												\$27,610
	Design Survey and Topography					9	76	54	139	\$21,110	\$1,700	\$4,800	\$27,610
TASK 4	Preliminary Design Memorandum												\$8,940
	PDM - First Draft	4	24	16					44	\$5,680	\$0	\$0	\$5,680
	PDM - Final Draft	2	8	4					14	\$1,860	\$0	\$0	\$1,860
	CDP Exemption - First Draft	1	6						7	\$960	\$0	\$0	\$960
	CDP Exemption - Final Draft	1	2						3	\$440	\$0	\$0	\$440
TASK 5	Plans, Specifications and Cost Estimate												\$49,220
	90% Submittal	16	40	80	140				276	\$32,680	\$0	\$0	\$32,680
	100% Submittal	4	16	20	40				80	\$9,500	\$0	\$0	\$9,500
	Final Submittal	8	12	16	20				56	\$7,040	\$0	\$0	\$7,040
TASK 6	Bid Phase Services												\$4,360
	Pre-bid Meeting		3						3	\$590	\$90	\$0	\$680
	Addendum (1)	1	4	8					13	\$1,620	\$0	\$0	\$1,620
	Bid Opening		3						3	\$390	\$90	\$0	\$480
	Bid Review Memorandum	1	1	6					8	\$1,000	\$0	\$0	\$1,000
	Bid Review Support		6						6	\$780	\$0	\$0	\$780
		64	170	159	220	9	76	54	752	\$97,215	\$2,470	\$4,800	\$104,485
		\$11,520	\$22,100	\$18,285	\$24,200	\$1,170	\$12,920	\$7,020					
TOTAL NOT-TO-EXCEED FEE:													\$104,485

TOTAL NOT-TO-EXCEED FEE: \$104,485

MEMORANDUM

DATE: July 3, 2012
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2237 Requesting LAFCO to Take Proceedings for the Young Change of Organization

RECOMMENDATION:

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

1. Adopt Resolution No. 2237, Young Annexation, as presented.
2. Discuss and take other action, as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its June 26, 2013 meeting.

The proposed Young Annexation into the Leucadia Wastewater District's (LWD) service area involves four parcels totaling 1.34 acres, located north of the intersection of Sanford Street and Sanford Lane, north of Leucadia Boulevard, in the center of the island area of Leucadia, west of Interstate 5.

This annexation is within the District's sphere of influence and includes four single family residences with ageing septic tank systems. The Owners want to connect through their back yards to the available public sanitary sewer system in Raintree Drive. The annexation is necessary to provide sewer service to these residences.

Approval of Resolution No. 2237 would authorize a boundary annexation.

LWD's collection and treatment systems have sufficient capacity to accommodate the properties. Attached please find a copy of Resolution No. 2237 for your review.

rym:PJB

Attachment

RESOLUTION NO. 2237

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

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

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

WHEREAS, the proposed Young Change of Organization includes annexation of the Young territory (*APN 254-102-12, 254-102-20, 254-102-21, 254-102-68*) to the LWD; and

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

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

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

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

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

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

RESOLUTION NO. 2237

Page two

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

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

PASSED AND ADOPTED at a Regular meeting of the Board of Directors held on July 10, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elaine Sullivan, President

ATTEST:

Paul Bushee, General Manager
(SEAL)

EXHIBIT "A"
ANNEXATION TO LEUCADIA WASTEWATER DISTRICT
GEOGRAPHICAL DESCRIPTION

ALL THAT CERTAIN PROPERTY, SITUATE IN A PORTION OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 4 WEST, SAN BERNARDINO BASE AND MERIDIAN, ACCORDING TO UNITED STATES GOVERNMENT SURVEY THEREOF, IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWESTERLY CORNER OF THE NORTHWESTERLY 70.00 FEET OF THE SOUTHEASTERLY 93.40 FEET OF THE NORTHEASTERLY 170.00 FEET OF LOT 8, IN BLOCK 22 OF NORTH LEUCADIA, ACCORDING TO MAP THEREOF NO 524, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID SAN DIEGO COUNTY, APRIL 6, 1888; THENCE ALONG THE WESTERLY LINE OF SAID NORTHEASTERLY 170.00 AND THE NORTHWESTERLY PROLONGATION THEREOF,

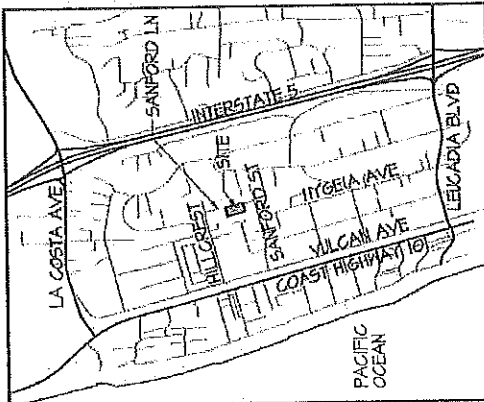
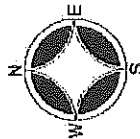
- 1) NORTH 15°03'13" WEST 344.80 FEET; THENCE
- 2) NORTH 74°56'12" EAST 170.00 FEET; THENCE
- 3) SOUTH 15°036'13" EAST 344.80 FEET; THENCE
- 4) SOUTH 74.5612 WEST 170.00 FEET, TO THE POINT OF BEGINNING AND CONTAINING 1.34 ACRES OF LAND MORE OR LESS.

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



EXHIBIT "B"
LWD SEWER ANNEXATION
 1462, 1470, 1482, 1486 SANFORD LANE, ENCINITAS, CA 92024
 APN'S 254-102-12, 20, 21, & 68

1" = 60'



VICINITY MAP
 NOT TO SCALE



- NOT IN LWD
- IN LWD
- NOT IN LWD
- IN LWD

LEGEND

PARCEL "A" METES & BOUNDS

EXISTING BOUNDARY

PROPOSED BOUNDARY

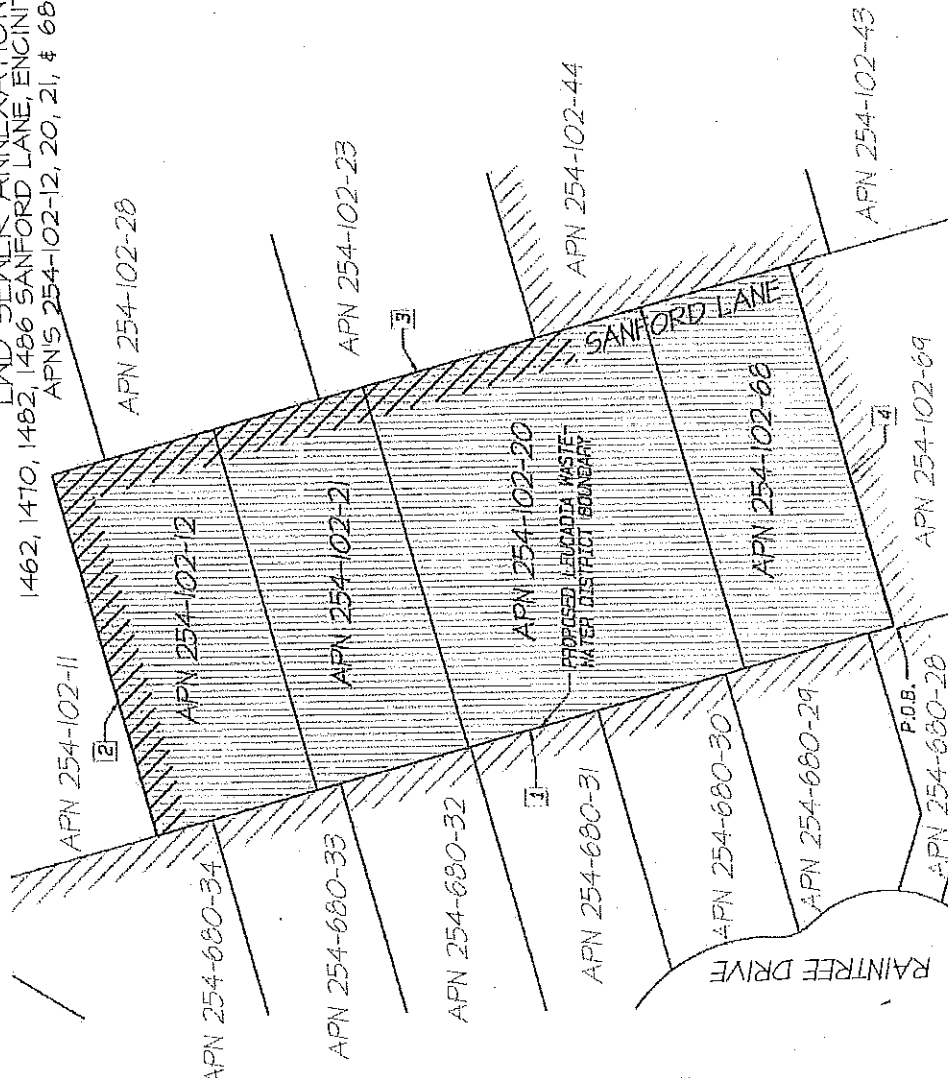
PARCEL TO BE ANNEXED

COURSES

1. NORTH 15°03'13" WEST 344.80'
2. NORTH 74°58'12" EAST 170.00'
3. SOUTH 15°36'13" EAST 344.80'
4. SOUTH 74°58'12" WEST 170.00'


ASSESSOR'S PARCEL NUMBER(S)	LAFCO RESOLUTION NO.	ACREAGE	DATE	SCALE
254-102-12, 20, 21, & 68		1.34 AC	2-28-13	1"=60'

PASCO LARET SUITER & ASSOCIATES
 CIVIL ENGINEERING & LAND SURVEYING
 235 North Highway 101, Ste. A, Solana Beach, CA 92088
 PH 858.259.4211 FAX 858.259.4211



MEMORANDUM

Ref: 13-3723

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution Changing Employer Paid Member Contributions

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2236 changing the Employer Paid Member Contributions to CalPERS; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

LWD contracts with the California Public Employees' Retirement System (CalPERS) for certain retirement benefit programs including the CalPERS retirement program. The CalPERS defined benefit retirement program classifies payments made into CalPERS as either: (a) employer contributions or (b) employee contributions. Employer contributions must be paid by LWD; however, employee contributions can be paid by LWD, the employee or a combined contribution from both. When the District pays all or a portion of the employee contribution, those contributions are considered "employer paid member contributions" (EPMC) and must be reported to CalPERS via resolution. This requirement applies only to classic members enrolled in CalPERS prior to January 1, 2013.

LWD last reported EPMC in September 2011 when the Board approved Resolution No. 2219. At that time, the District was paying 5% of the 8% employee contribution with the employee paying the remaining 3%. Effective July 1, 2013 (FY2014), however, the Board of Directors reduced the EPMC for classic members from 5% to 3%. This change in the EPMC requires an updated resolution.

The proposed resolution (Attachment 1) changes the EPMC for classic members from 5% to 3%. It conforms to CalPERS guidelines intended to ensure that all contributions made to CalPERS remain tax deferred – irrespective of whether the CalPERS contribution is funded by LWD or the employee.

cal:PJB

Attachment

RESOLUTION NO. 2236

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
CHANGING EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

WHEREAS, the governing body of the Leucadia Wastewater District has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the Leucadia Wastewater District has specifically agreed to provide a portion of the normal member contribution to be paid by the employer; and

WHEREAS, the governing body of the Leucadia Wastewater District has elected to change the amount of normal member contribution paid by the employer; and

WHEREAS, one of the steps in the procedures to make said change is the adoption by the governing body of the Leucadia Wastewater District of a resolution regarding said Employer Paid Member Contributions (EPMC); and

WHEREAS, the governing body of the Leucadia Wastewater District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees classified as classic members.
- This benefit shall consist of paying 3% of the normal member contribution (3% of 8% total) as EPMC.
- The effective date of this Resolution shall be July 10, 2013.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Leucadia Wastewater District elects to pay EPMC, as set forth above.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 10th day of July, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elaine Sullivan, President


ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

Ref: 13-3724

DATE: July 3, 2013
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: LWD Second Tier Post-Employment Benefit

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt the California Public Employees' Pension Reform Act of 2013, as amended, as LWD's Second Tier (Tier II) CalPERS post-employment benefit; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

The California Public employees' Pension Reform Act of 2013 (PEPRA) requires employers to adopt a statutorily reduced CalPERS post-employment benefit plan for employees hired after January 1, 2013. PEPRA mandates public employers to either adopt the standard Second Tier benefit level authorized by the State, or negotiate a new CalPERS contract with a custom Second Tier rate. The major provisions of PEPRA are:

- increase the retirement eligibility ages;
- decrease pension benefit calculation factors (BCF);
- cap includable compensation used to calculate the post-employment benefit; and
- require employees to contribute at least 50% of the normal cost to fund the benefit.

PEPRA implements these changes by categorizing public employees as falling into one of two groups: those hired before January 1, 2013 (Classic) and those hired after January 1, 2013 (New). The following table summarizes LWD's CalPERS Post-Employment Benefit Program if the Board of Directors adopts PEPRA as LWD's Second Tier:

Provision	Classic (3%@60/Tier I)	New (2%@62/Tier II)
Basic Age	50	52
Maximum Benefit Age	60	67
Minimum BCF %	2.0%	1.0%
Maximum BCF %	3.0%	2.5%
Av. Compensation BCF	Av. of highest 12 months	Av. of highest 36 months
Includable Compensation	Variety of non-salary compensation	Regular, recurring pay only
Employee Contribution	5% of 8% total (FY 14)	6.25% of 6.25% total

LWD currently has no employees in the "new" CalPERS 2%@62 Tier II category. However, the District is currently recruiting for two Field Service Technician-in-Training positions. If the

individuals hired for these positions have no recent PERS affiliation, they will most likely fall into the Tier II category.

FISCAL IMPACT:

“New” employees in the Tier II system will pay 100% of their employee contribution. There is no additional fiscal impact associated with this recommendation other than a standard employer contribution which has been included in the FY14 budget.

Staff recommends that the Board of Directors adopt the California Public Employees’ Pension Reform Act of 2013, as amended, as LWD’s Second Tier (Tier II) CalPERS post-employment benefit.

MEMORANDUM

Ref: 13-3752

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *crbeman*
SUBJECT: Agreement with the City of Carlsbad for the Sale of Recycled Water

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute Amendment No. 1 to the Agreement for the Sale of Recycled Water to the City of Carlsbad (Carlsbad) by the Leucadia Wastewater District (LWD);
2. Discuss and take other action as appropriate.

BACKGROUND:

Last month, the Board approved an interim month to month agreement with La Costa Resort & Spa to sell recycled water for use on the South Course. At the time, Counsel Brechtel informed the Board that Carlsbad's Legal Counsel had notified him that the City has agreed to the base terms for a longer term agreement with LWD. Counsel Brechtel indicated that he anticipated the agreement would go before the Carlsbad City Counsel and LWD Board in July. As such, the Board also authorized the General Manager to exercise the 30 day cancellation provisions of the La Costa contract when the time was appropriate.

DISCUSSION:

Key provisions of the amendment are as follows: The term of the amendment is for 5 years commencing on August 1, 2013. The amendment is exclusively for the use of recycled water on the La Costa Resort & Spa's South Golf Course. The price of the recycled water is on sliding scale basis based on the actual quantity delivered according to the following schedule:

Acre Feet (AF)	Price per AF
Up to 200 AF	\$950
201 to 250 AF	\$900
251 to 300AF	\$850
351 AF or Greater	\$800

In addition, Carlsbad & LWD will split the rebates on the actual water delivered to the South Course on fifty-fifty basis and Carlsbad has agreed to pass through LWD's prorated share of the rebates. For the past few years, the rebates have averaged approximately \$300 per acre-foot; therefore LWD will be receiving an additional \$150 per acre-foot of recycled water delivered. Please note that the rebate amounts are subject to change at the discretion of the Metropolitan Water District and the San Diego County Water Authority.

The Amendment also designates LWD as the sole provider of recycled water for the South Course unless LWD is unable to deliver recycled water per this amendment.

In conjunction with negotiations for this Amendment, Carlsbad agreed to reimburse LWD for past rebates that were not passed through. They have agreed to split the past rebates on a fifty-fifty basis going back 4 years, which is consistent with statutory requirements. The total reimbursement is approximately \$132,000 and it will be paid in one lump sum amount to LWD.

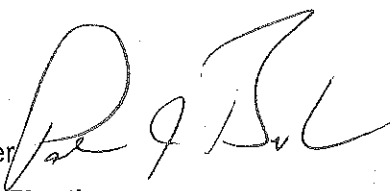
Counsel Brechtel is in the process of working with Carlsbad counsel to finalize the wording on Amendment No. 1 and a copy of the Amendment will be provided at the upcoming Board meeting. Staff believes the pricing and terms of the agreement are fair and reasonable based what the current recycled water market will bear, and therefore recommends that the Board approve Amendment No. 1.

FISCAL IMPACT:

The pricing has been set on a sliding scale basis from \$800 - \$950 per acre-foot based on the actual quantity delivered. Based on the expected demand from the renovated South Course, staff anticipates that the pricing will likely fall at \$950 per acre. In addition, staff anticipates an additional \$150 per acre-foot from the rebates, which would bring the expected total revenue to \$1,100 per acre-foot. Under this scenario, the pricing will allow LWD to capture 100% of its operating and overhead costs, and approximately 75% of its replacement costs.

PJB:

MEMORANDUM

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: CSDA Board of Directors 2013 Election

RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) ballot for the 2013 election. There is one seat (Seat B) open for the Region 6 Director. The candidates are the following:

- William Nelson, Orange County Cemetery District
- George McManigle, Rainbow Municipal Water District

Attached for your review is a copy of the CSDA election ballot information (attachment A) and the candidate statements (attachment B). The ballot is due at the CSDA office in Sacramento by 5:00 p.m. on Friday, August 2, 2013.

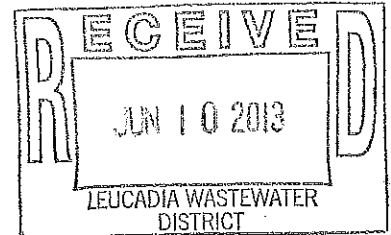
This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

PJB:



**California Special
Districts Association**
Districts Stronger Together



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2013 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 2, 2013**.

If you do not use the enclosed envelope, please mail in your ballot to:
California Special Districts Association
Attn: 2012 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csga.net with any questions.

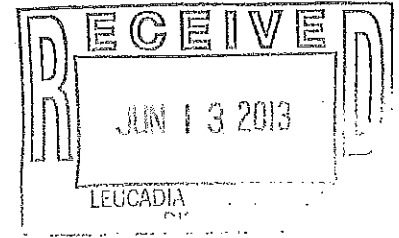
Board of Trustees
~~Leelie Keane~~
William E. Nelson
Vivien Owen
Maureen Rivers
Cynthia Ward



District Office
25751 Trabuco Road
Lake Forest, CA 92630-4348
Phone: (949) 951-9102
Fax: (949) 951-0236
www.occemeterydistrict.com

Tim Deutsch
General Manager

ORANGE COUNTY CEMETERY DISTRICT



June 11, 2013

Leucadia Wastewater District
Paul Bushee, General Manager
1960 La Costa Avenue
Carlsbad, CA 92009-6810

Dear Paul,

The purpose of this letter is to ask for your Board's support for the re-election of Bill Nelson to Seat B, Region 6 of the California Special Districts Association (CSDA) Board of Directors. We ask your Board to please vote for Bill Nelson in the upcoming election. CSDA mailed out the ballots on June 7, 2013, and they are due back to CSDA by 5:00 PM on August 2, 2013.

Bill has served on the Orange County Cemetery District (OCCD) Board of Trustees since 2003. During this time Bill has been a valuable member of the Board and served as Chair of the Board in 2006 and 2010. Presently he serves as Vice Chair of the Board and Chair of the Finance Committee and member of the Personnel and Communications & Public Relations Committees.

The OCCD Board initially nominated Bill for the CSDA Board in 2011 and has nominated him for re-election this year. Bill is committed to building on CSDA's present foundation of educational programs and legislative advocacy. His enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board.

The OCCD Board respectfully requests that you mark your ballot for Bill Nelson and return it to CSDA by 5:00 PM on August 2, 2013.

Bill's Candidate Statement is attached.

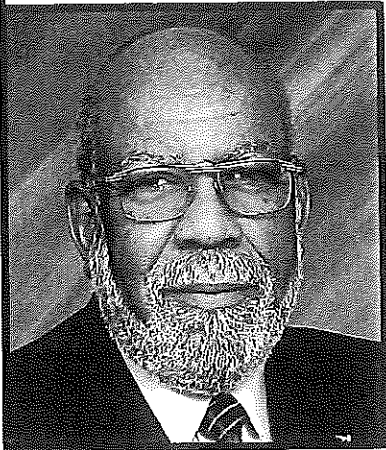
Sincerely,

A handwritten signature in black ink, appearing to be "TD" or similar initials, enclosed in a large, loopy oval shape.

Tim Deutsch
General Manager

Re-Elect Bill Nelson CSDA Board of Directors

PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS



I am committed to building on CSDA's present foundation of educational programs and legislative advocacy. My enthusiasm, commitment and comprehensive knowledge of special districts bring years of experience to the CSDA Board. It would be an honor to continue serving special districts in Region 6.

✓ EXPERIENCED LEADER

✓ COMMITTED TO SPECIAL DISTRICTS

✓ FISCALLY RESPONSIBLE

✓ DEDICATED

CSDA EXPERIENCE

- ❖ Served on Board for three years
- ❖ Fiscal Committee 2011-2013
- ❖ Membership Committee 2013

DISTRICT EXPERIENCE

- ❖ Appointed to Board of Trustees Orange County Cemetery District in 2003
- ❖ Chair of the Board 2006 & 2010
- ❖ Chair of Finance Committee 2004 to present
 - Developed an investment strategy that yielded additional \$1 million interest income

OTHER LEADERSHIP EXPERIENCE

- ❖ Board of Directors - California Association of Public Cemeteries since 2008
- ❖ Board of Directors - Pacific West Association of Realtors - 2004 to 2012
 - President 2007, Treasurer 2005, 2009 & 2011
- ❖ Board of Directors - California Association of Realtors - 2004-2012
 - Served on and Chaired several committees
- ❖ Board of Directors - National Association of Realtors - 2007-2009 & 2011-2012

COMMUNITY INVOLVEMENT

- ❖ Orange County Grand Jury 2002-2003
- ❖ Board of Directors - Orange County Grand Jurors Association 2005 to 2011
- ❖ City of Villa Park Investment Advisory Committee- 2008 to present - Chair past two years
- ❖ Villa Park Community Services Foundation - Treasurer - 2010 to present

BUSINESS EXPERIENCE

- ❖ Financial Executive for 25 years with Atlantic Richfield Company (ARCO) & Southern Calif. Gas Co.

EDUCATION

- ❖ MBA Finance University of Southern California
- ❖ BA Economics California State University Dominguez Hills

George McManigle – CSDA Board of Directors, Region 6

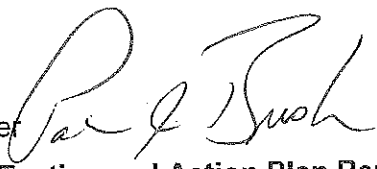
Growers in California are facing many challenges. Since I moved to a seven acre grove in Fallbrook in 1993, production techniques, water availability, cost and returns on crops have been serious issues. Water is now a major concern in the coming years with the water cutbacks. I believe CSDA plays a major role in addressing these issues.

I have served on the Fallbrook Chamber of Commerce board and as president. I have been president of Gold Crown Macadamia Association since 1995, I was elected two terms to the Rainbow Municipal Water District board and have served four years as an alternate on the California Avocado Commission.

My community and agriculture involvement has been to support farming in the area by considering possibilities beyond the status quo like a certified community kitchen. Growers are facing serious issues and I think I can contribute in addressing some of those issues.

George McManigle

MEMORANDUM

DATE: July 3, 2012
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2013 (FY 13) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY 13 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. Prior to its most recent update in June 2013, the Strategic Plan focused on the following 7 strategic areas:

1. Financial
2. People
3. Water Reclamation
4. Services
5. Recognition and Achievement
6. Technology
7. Community Outreach

In order to implement LWD objectives, the Strategic Plan included a Tactics and Action Plan, which identifies tactical goals. Staff has been busy implementing the goals identified for FY 13 along with several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the FY 13 tactical goals were accomplished. A copy of the Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

**Leucadia Wastewater District
Fiscal Year 2013
Tactics & Action Plans**

1. Financial

Assure Fiscal Stability and Growth through Proper Management of District Assets and Investments

Tactics	Leader	Team	Status	Target Completion Date
FY 12 Audit	ASM	CPA, AT	Completed	Dec-12
Complete FY 12 Audit			Completed	Dec-12
Review Auditor Performance			Completed	Jan-13
Execute Contract Option or Execute New Contract	GM	ASM, CPA, TSM EA	Completed	Annually
Conduct Annual Policy Review:			Completed	Feb-13
Reserve Policy			Completed	Oct-12
Board/Staff Relations Policy			Completed	Aug-13
Procurement Policy			Completed	Sep-13
Investment Policy			Completed	Sep-12 Oct-13
Financial Plan Update	ASM	CPA, AT, EA TSM	Completed	Apr-13 Jun-13
Financial Plan Approved			Completed	Mar-13
Evaluate Financial Software Programs	ASM	CPA, AT	Completed	
FY 14 Budget	CPA	GM, ASM AT	Completed	Apr-13-May-13
Budget Workshop (BOD)			Completed	Jun-13
Budget Approval				
Additional Items:				
Updated LWD Conflict of Interest Code	ASM		Completed	Aug-12
CAMP Individual Portfolio Update Presentation	ASM	CPA, GM	Completed	Nov-13
457k Agmt w/ Nationwide Retirement Solutions	ASM		Completed	Dec-12
Special Bd. Mtg. - Financial Plan Update	ASM	CPA, GM	Completed	Mar-13
Capacity Fee Adjustment	ASM	CPA, GM	Completed	Jun-13

2. People

Assure the Highest Qualified Work Force to Provide Outstanding Service for District Stakeholders

Tactics	Leader	Team	Status	Target Completion Date
Host First aid/CPR training	ASM	All Staff	Completed	Jan-13
PACP TV Inspection Training for Field Service Staff	TSM	FS Team	Completed	Jan-13
Safety/Benefits Stand-down	ASM	AS	Completed	Jan-13
Host confined space training, every year	TSM	FSS, FSSup	Completed	Jan-13 Feb-13
Conduct a In-House Salary Survey	ASM	ASII,GM	Completed	Mar-13
CSDA Board Secretary Certificate Program	EA		Completed	Jan-13 Mar-13
Conduct Employee Interviews	GM	All Staff	Completed	Nov-12
Conduct Employee Compensation Interviews	GM	All Staff	Completed	Jun-13
Conduct Board Strategic Planning Workshop	GM	ASM, Board	Completed	Feb-13

Additional Items:

Recruited FST in Training	FSS	FSSup, ASM, TSM	Completed	Sept-12
Confidence Consulting Mgmt. Support Agmt.	GM	ASM	Completed	Sept-12
No Lost Time - 1 Yr.	GM	All Staff	Completed	Oct-12
Employee of Yr. Award	ASM	ERC, Mgmt. Team	Completed	Dec-12
GM Exceptional Service Award	GM	ERC, Mgmt. Team	Completed	Dec-13
No Vehicle Accidents - 1 Yr.	GM	All Staff	Completed	Feb-13
Strategic Plan Update	GM	Bd. of Directors	Completed	Jun-13
6 Individual Incentive Awards	ASM	All Staff	Completed	Thru/out FY 13

3. Water Reclamation

Maximize Cost Effective Market Opportunities to Increase the Quantity and Quality of Reclaimed Water Produced for Current and Future Customers

Tactics	Leader	Team	Status	Target Completion Date
Continue to Negotiate with Carlsbad for a new Water Recycling Sales Agreement	GM	Counsel, TSM	Substantially Complete	Jun-13 Jul 13
Establish Water Recycling Agreement with OMWD	GM	TSM	In progress	Jun-13
Participate in North County Water Recycling Lobby Effort	GM	TSM, DE	Completed	Jun-13
Evaluate Potential to Retail Recycled Water	GM	TSM, DE	Completed	Sep-12

Additional Items:

Bd. Presentation on Recycled Water Program	GM	GC, TSM	Completed	Oct-13
NSDCRRWP Project Participants Agmt.	GM	TSM	Completed	Feb-13
NSDCRRWP PEIR & Feasibility Study Authoriz.	GM	TSM	Completed	Mar-13
Negotiate Short-Term Contract w/ La Costa R&S	GM	Counsel, TSM	Completed	Jun-13

4. Recognition of Achievement

Assume a Leadership Position within the Wastewater Community and Provide an Increasing Level of Outreach and Collaboration with the Water and Environmental Communities

Tactics	Leader	Team	Status	Target Completion Date
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Completed (See Below)	Nov-12
Apply for CSMFO Finance Award	ASM	CPA, AT	Completed (Received)	Jan-13
Apply for CSDA Awards	ASM	EA	Completed	Jun-13
Additional Items:				
RWQCB Spill Rankings - 3rd Place	FSS	FSSup, EA	Completed	Aug-12
CWEA SD Section - Small Treatment Plant of Yr.	FSS	FSSup, TSM	Completed	Feb-13
CWEA SD Section - Supervisor of Yr.	FSS	TSM	Completed	Feb-13
CWEA SD Section - Collection Person of Yr.	FSS	FSSup, TSM	Completed	Feb-13
MARCOM Gold Award - District Newsletter	EA	ASM	Completed	Mar-13
CWEA Statewide - Supervisor of Yr.	FSS	TSM	Completed	Apr-13
CAPIO Award of Distinction - Teacher Grant Program	EA	ASM	Completed	Jun-13

5. Services

While Focusing on Core Business and superior customer service, Expand Capabilities through Strategic Alliances with Other Organizations to Enhance Both the Service Provided and Financial Future of the District

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
By Pass pumping at Encinitas Estates & Village Park 7	FSS	TSM, FSSup	Completed	Sep-12
Evaluate the Work Management System (WMS)	FSS	TSM, FSSup	Completed	Oct-12 Apr-13
Update the Standard Specifications	TSM	DE, FSS Attorney	Completed	Nov-12 Apr-13
Evaluate Root Control Products	FSS	TSM, FSSup	Completed	Sep-12 Feb-13
Evaluate the SCADA Alarm System	FSS	TSM, FSSup	Completed	Jan-13 Feb-13
Review Field Service Standard Operating Procedures (SOP's)	FSS	FSSup, TSM	Completed	Aug-12
Evaluate Janitorial Agreement	EA	TSM, AS II	Completed	Jan-13
Evaluate ADS Service Agreement (2nd year of three year contract)	FSS	TSM, FSSup	Completed	Mar-13 Jun-13
Assist / Host Emergency Drill with Local Agencies	TSM	FSS, FSSup FS staff	Completed	Apr-13 Oct-12
Review & Update LWD Sewer Use Ordinance	FSS	GM, TSM, FSSup Counsel	Completed	Apr-13 May-13
Review Ordinances & Resolutions (Recommend updating or Rescinding) Board Meeting Procedures & Conduct Personnel Related Resolutions Board Statement to Outside Agencies	GM	ASM, EA	Completed	Apr-13 Nov-12

Additional Items:

CSDA Bd. Elections - Dir. Sullivan	EA	Dir. Sullivan, GM	Completed	Jul-12
Charles Annexation	DE	FSSpec., TSM	Completed	Jul-12
Tvedoch Reimbursement Agmt.	DE	FSSpec., TSM	Completed	Sept-12
SSMP Audit	FSS	FSSup, TSM	Completed	Dec-12
Marquee Reimbursement Agmt.	DE	FSSpec., TSM	Completed	Feb-13
SCA 11 & ACA 8 Support Letters	ASM	EA, GM	Completed	May-14

6. Technology

Enhance District operations through technological excellence, innovation and utilization of outstanding professional resources.

Tactics	Leader	Team	Status	Target Completion Date
Occidental Line/Manhole Repair Project Commence Construction Construction Complete	TSM TSM	GM, FSS, DE GM, FSS, DE	Completed Completed	Feb-12 Oct-12
Lanikai Line Repair Project Project Design Award Contract Commence Construction Construction Complete	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed Delayed	Jul-12 Dec-12 Mar-13 May-13
Asset Management Plan Update Complete Update	TSM	GM, FSS, DE	Completed	Oct-12 Feb-13
Batiquitos Pump Station Rehabilitation Construction Complete	TSM	GM, FSS, DE	Completed	Mar-13 Jun-13
Force Main Corrosion Project Conduct Project Design Bid-Preject Award Construction Contract Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed Completed	Jul-12 Aug-12 Sep-12 Dec-12 Feb-13
Leucadia PS Generator Replacement Generator Replacement Study Commence Project Design Design Complete Bid Project Award Construction Complete Contract	TSM TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed Completed Completed	Sep-12 Sep-12 Dec-12 Mar-13 Jan-13 Mar-13 Jun-13 May-13
Evaluate Feasibility of an In-House Welding Unit	FSSup	FSS, FS Staff	Completed	Sep-12 Feb-13

6. Technology Continued

Enhance District operations through technological excellence, innovation and utilization of outstanding professional resources.

Tactics	Leader	Team	Status	Target Completion Date
La Costa PS Rehabilitation Project Commence Project Design Design Complete Bid Project Award Construction Complete Contract	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed Completed	Jul-12 Oct-12 Feb-13 Nov-12 May-13 March-2013 June 2013
Recycled Water Effluent Line Repair Commence Project Design Bid Project Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Delayed Delayed Delayed	Aug-12 Sep-12 Jan-13
Leucadia Force Main Corrosion Evaluation Project Design Bid Project Construction Complete Report Results/Recommendations	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed In Progress	Oct-12 Mar 13 Nov-12 Mar 13 Mar-13 May 13 May-13 Jul 13
Gravity Pipeline Rehabilitation Commence Project Design Bid Project Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Not Started Not Started	Nov-12 Jun 13 Feb-13 Oct-13
Purchase and Install New Server	TSM	ASM, AS II	Completed	Aug-12

7. Community Outreach

Increase community awareness of district services and benefits.

Tactics	Leader	Team	Status	Target Completion Date
Teacher Grant Program Awards	EA	AS, ASM	Completed	May-13
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	TSM	GM, PM, ASM	Completed (see below)	Jun-13
Continue implementation of LWD Communication Plan (newsletter)	GM	EA, ASM	Completed	Jun-13
Evaluate Various Website Platforms	ASM	EA, AS	Completed	Mar-13
Assist with & Participate in CSDA Teacher Grant Program	EA	Directors Sullivan and Hanson	Completed	Nov-12

Additional Items:

SCAP Collection Systems - CCTV Truck Presentation
 Speakers Bureau - Encinitas Coastal Rotary Present.
 CWEA Annual Conf. - "Smartcover" Presentation
 CSUSM Support Resol. - Prof. Development Program
 TRG Task Order No. 3 Approval
 Encinitas Environmental Day

Completed
 Completed
 Completed
 Completed
 Completed
 Completed

TSM
 GM
 FSS
 ASM
 ASM
 ASM

FSS
 ASM, TRG
 GM
 EA, GM
 EA, TRG, Staff

Feb-13
 Apr-13
 Apr-13
 May-13
 Jun-13
 Jun-13

List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

FSM – Field Services Manager

PM – Project Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

FSSpec – Field Services Specialist


EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist II

DE – District Engineer

MEMORANDUM

DATE: July 3, 2013
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2014 (FY 14) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY 14 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

As you are aware, the Board of Directors originally adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005. It was most recently updated in June 2013 to better reflect the Board's strategic areas which were reduced from seven to four. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan which covers these strategic areas.

For FY 14, staff has developed an ambitious plan that includes 40 tactical goals. A copy of the FY 14 Tactics and Action Plan is attached for your review along with a glossary of terms. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachments

**Leucadia Wastewater District
Fiscal Year 2014
Tactics & Action Plans**

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2015 Budget	ASM ASM ASM	TSM, FSS, EA, CPA TSM, FSS, EA, CPA TSM, CPA, AT, CPA	Jan-14 May-14 Jun-14	Feb-14 May-14 Jun-14	Not Started Not Started Not Started
FY 2013 Audit	ASM ASM	CPA, AT CPA, AT	Jul-13 Dec-13	Nov-13 Dec-13	Not Started Not Started
Upgrade Financial Software	ASM ASM ASM ASM	CPA, AT CPA, AT CPA, AT CPA, AT	Jan-14 Jan-14 Apr-14 Jun-14	Jan-14 Jan-14 May-14 Jun-14	Not Started Not Started Not Started Not Started
Finance Policy Reviews	ASM ASM ASM	TSM, CPA CPA CPA	Aug-13 Sep-13 Feb-14	Aug-13 Sep-13 Feb-14	Not Started Not Started Not Started
Finance Awards	ASM	CPA, AT	Dec-13	Dec-13	Not Started
OPEB Valuation	ASM	CPA	Jul-13	Nov-13	Not Started

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Annual Confined Space Entry Training	FSS	TSM, FSSup, ASM	Apr-14	May-14	Not Started
Apply for CWEA Awards	FSS	TSM, ASM, FSSup	Oct-13	Nov-13	Not Started
By-pass Pumping Training	FSSup	FSS, TSM	Jul-13	Aug-13	Not Started
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSS	GM, TSM, ASM	Jul-13	Jun-14	Not Started
Administration Policy Updates/Reviews	ASM	AS	Jul-13	Feb-14	Not Started
Workplace Violence Policy	ASM	GM	Sep-13	Nov-13	Not Started
Board Staff Relations Policy	ASM	AS	Oct-13	Oct-13	Not Started
Employee Training	ASM	Legal Counsel	Oct-13	Oct-13	Not Started
Harrasment Training	ASM	GM	Nov-13	Nov-13	Not Started
Workplace Violence Training	ASM	GM	Feb-14	Feb-14	Not Started
HRPM	GM	ASM	Nov-13	Mar-14	Not Started
Conduct Employee Satisfaction Survey	ASM	AS	Feb-13	Mar-13	Not Started
Salary Survey	ASM	TSM, FSS, AS	Oct-13	Feb-14	Not Started
Evaluate Safety Policies	ASM	FSS, FSSup	Sep-13	Dec-13	Not Started
Evaluate Disaster Planning Response	TSM/ASM	FSS, FSSup	Jan-14	Mar-14	Not Started
Complete Risk Analysis	TSM/ASM	FSS, FSSup	Apr-14	May-14	Not Started
Prioritize Requirements	TSM/ASM				
Present Recommendations	TSM/ASM				

3. Services

Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Purchase and Implement New Work Management System (WMS)	FSS	TSM, FSSup	Jul-13	Jul-13	Not Started
Approval/Purchase Data Conversion	FSS	TSM, FSSup	Aug-13	Oct-13	Not Started
Training and Implementation	FSS	TSM, FSSup	Nov-13	Dec-13	Not Started
Revise Confined Space Policy and Procedures	FSS	TSM, FSSup	Mar-13	May-13	Not Started
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Jul-13	Jun-14	In Progress
Update Communication Plan	ASM	EA, TRG	Aug-13	Oct-13	Not Started
Teacher Grant Program Awards (CSDA & LWD Program)	EA	AS	Dec-13	Apr-14	Not Started
Purchase New Vapex Units for Leucadia and Batiquitos Pump Stations	FSS	TSM, FSSup	Jul-13	Jul-13	Not Started
Board Approval Purchase Vapex Units			Jul-13	Jul-13	Not Started
Install Vapex Units:			Sep-13	Sep-13	Not Started
Batiquitos Pump Station			Sep-13	Sep-13	Not Started
Leucadia Pump Station					
Purchase New Replacement District Vehicle					
Bid Vehicle Purchase Vehicle	FSS	TSM, FSSup	Sep-13	Sep-13	Not Started
	FSS	TSM, FSSup	Oct-13	Oct-13	Not Started
Assist / Host Emergency Drill with Local Agencies	TSM	FSS, FSSup, FS Staff	Oct-13	Nov-13	Not Started
Renew ADS Service Agreement	FSS	TSM, FSSup	Jul-13	Jul-13	Not Started
Purchase New Replacement Chlorine Analyzers	FSS	TMS, FSSup	Oct-13	Dec-13	Not Started
Develop an Electronic Records Policy	EA	ASM, AS	Mar-14	Jun-14	Not Started
Prop 218 Notice for Sewer Rate Increase	ASM	EA, AS	May-13	Apr-13	Not Started
Evaluate SDLF District Transparency Program	EA	ASM, GM	Jul-13	Aug-13	Not Started
Submit for the District of Distinction	EA	ASM, GM	Mar-14	May-14	Not Started

4. Infrastructure and Technology

Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Leucadia PS Generator Replacement Construction	TSM	GM, FSS, DE	May-13	Mar-14	In Progress
La Costa PS Rehabilitation Project Construction	TSM	GM, FSS, DE	Jul-13	Nov-13	Not Started
Gravity Pipeline Rehabilitation Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Mar-13 Jul-13 Oct-13	Jun-13 Sep-13 Jan-14	In Progress Not Started Not Started
Scott's Valley Pipeline Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Nov-13 Apr-14 Jul-14	Mar-14 Jun-14 Aug-14	Not Started Not Started Not Started
Pump Station Condition Assessment Conduct Assessment Present Report to EC and Board	TSM TSM	GM, FSS, DE GM, FSS, DE	Jul-13 Nov-13	Oct-13 Nov-13	Not Started Not Started
B2 Force Main Replacement Project Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-13 Dec-13 Apr-14	Nov-13 Mar-14 Oct-14	Not Started Not Started Not Started

4. Infrastructure and Technology (continued)

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
RW Effluent Line & Creek Crossing Repair Project Design Bid Project Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Oct-13 Feb-14 May-14	Jan-14 Apr-14 Jul-14	Not Started Not Started Not Started
Purchase and Install New Server	TSM	ASM, AS	Oct-13	Dec-13	Not Started
Web-site Upgrade	EA	ASM, AS, TRG	Sep-13	Sep-13	Not Started
Software Selection/Conversion Upgrade Complete	EA EA	ASM, AS, TRG ASM, AS, TRG	Oct-13 Dec-13	Dec-13 Feb-14	Not Started Not Started
Evaluate MIS Security	TSM/ASM	EA, AS	Nov-13	Apr-14	Not Started

List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

FSM – Field Services Manager

PM – Project Manager

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS – Administrative Specialist II

DE – District Engineer

UPDATE ON UPCOMING CONFERENCES

Conference	Dates	Location	Hotel Reservations	Flights	Attendees
CSRMA Annual Conference	8/22-24/2013 Note: CSRMA training on 8/21/13	Grand Hyatt San Diego	Completed: check in: 8-22-13 check out: 8-24-13	N/A	All Board Members & TSM
CSRMA Annual Conference	9/15-19/2013	Marriott Monterey	Completed: Check in: 9/15/13 Check out: 9/19/2013	Required (need to complete)	All Board Members & GM
CSRMA Annual Conference	9/24-26/2013	South Point, Las Vegas	Completed: Check in: 9/23/2013 Check out: 9/26/2013	N/A	Director Juliussen
CSRMA Annual Conference	10/7-9/2013	McCormick Place, Chicago Hotel: Hyatt McCormick Pl.	Completed: Check in: 10/6/2013 Check out: 10/10/2013	Required (need to complete)	Directors: Juliussen & Elaine
CSRMA Annual Conference	11/7-8/2013	Marriott Newport Beach	Completed: Check in: 11/6/2013 Check out: 11/9/2013	N/A	Directors: Omsted & Juliussen

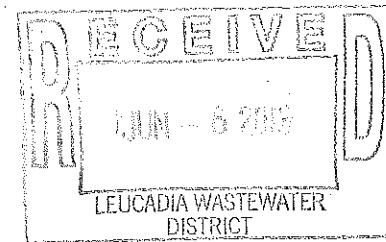
Notes:

1. Please contact Trisha if you would like to cancel/change your hotel reservations, sign up for the CSRMA training or a conference if your name is not listed as an attendee for a specific conference.
2. Registrations for majority of the conferences have not been completed and they will be completed during the Fiscal Year 2014.
3. CSDA's registration was completed early to receive discounted rates.
4. TSM Morishita & Director Omsted are not staying at hotel for the CASA Conference.
5. GM may attend the Watereuse. He will follow up later.

Encinitas

UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road
Encinitas, CA 92024-4349
Phone: (760) 944-4300
FAX: (760) 942-7094
www.eusd.net



Board of Trustees

Emily Andrade
Maureen "Mo" Muir
Carol Skiljan
Gregg Sonken
Maria Strich

June 4, 2013

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Superintendent

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

**Assistant
Superintendents**

David Miyashiro, Ed.D.
Educational Services

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to Park Dale Lane Elementary School to support their *Learning Garden* project which will provide an eco-friendly space for students. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Vince Jewell
Interim Assistant
Superintendent
Administrative Services

Again, please accept our gratitude for your thoughtfulness.

John Britt
Business Services

Yours truly,
Timothy B. Baird

Timothy B. Baird, Ed.D.
Superintendent

/jfe

ENCINITAS UNION SCHOOL DISTRICT
101 S. RANCHO SANTA FE ROAD
ENCINITAS, CA 92024

REQUEST TO ACCEPT DONATION OF GIFT

This form must be completed prior to donating a gift that has a life expectancy of one or more calendar years.

Donor's Statement (Please describe the gift): Learning Garden Project
Grant Money LCWD

Donor's Name (Print) LCWD

Address _____ City _____ Zip _____

Donor's Signature see letter

Donor's Telephone # _____

Is item to be purchased through District Purchasing Dept.? YES NO

Is item now in possession of donor? YES NO

Will item require installation or maintenance costs? YES NO

Estimated value or cost of item is \$ 1,000

APPROVED FOR ACCEPTANCE:

[Signature] Principal/Administrator Date 4-22-13

[Signature] Chief Financial Officer Date 5-6-2013

Agenda Date for Board Approval 5-21-2013

Distribution (following Board Approval):
White: Donor, with letter of appreciation
Pink: School or Department
Yellow: Business Officer

Deposit 0100-012
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