



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, July 11, 2012  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentations and Awards**
  - A. FST I Adam Robey receives a professional achievement award. (Pages 1-2)

## 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 20, 2012 Regular Board Meeting (Pages 3-12)

### **8. Approval of Demands for June/July 2012**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion in July 2012. (Pages 13-31)

### **9. Operations Report**

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 11 to FY 12 and flows by sub-basin. (Pages 32-35)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 12 budget and discloses monthly investments. (Pages 36-43)

### **11. Disclosure of Reimbursements Report for January through June 2012**

Receive and file the Disclosure of Reimbursements Report for January through June 2012. (Pages 44-45)

## EWA and COMMITTEE REPORTS

### **12. Encina Wastewater Authority Reports**

A. A regular EWA Board meeting was held on June 27, 2012 – report by Vice President Sullivan. (Pages 46-47)

B. A EWA Member Agencies Manager's meeting was held on July 10, 2012 – report by GM Bushee. (Verbal)

### **13. Committee Reports**

None.

## ACTION ITEMS

- 14. CSDA Board of Directors 2012 Elections – Region 6 Seats A & C.**  
Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate. (Pages 48-53)
- 15. Requesting LAFCO to Take Proceedings for the Charles Territory Change of Organization.**  
Adopt Resolution No. 2225 Requesting LAFCO to Take Proceedings for the Charles Territory Change of Organization. (Pages 54-58)
- 16. Receive and file the Fiscal Year 2012 (FY 12) Tactics and Action Plan.**  
(Pages 59-68)
- 17. Adopt the Fiscal Year 2013 (FY 13) Tactics and Action Plan.**  
(Pages 69-77)

## INFORMATION ITEMS

- 18. Project Status Updates and Other Informational Reports**
  - A. 2012 San Diego County Infrastructure Report Card. (Pages 78-84)
  - B. CASA Annual Conference is scheduled for August 8-11, 2012 in Monterey, CA. (Pages 85-92)
  - C. CSDA Annual Conference is scheduled for September 24-27, 2012 in San Diego, CA. (Page 93)
  - D. WEF TEC Conference is scheduled for September 29-October 3, 2012 at the New Orleans Morial Convention Center. (Pages 94-102)
- 19. Directors' Meetings and Conference Reports**  
None.
- 20. General Manager's Report**
- 21. General Counsel's Report**
- 22. Board of Directors' Comments**
- 23. Closed Session**
  - A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)
- 24. Adjournment**

AFFADAVIT OF POSTING

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

Date: July 5, 2012

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

**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *orbe.mayn jr*  
**SUBJECT:** **Presentations and Awards – Achievement of an Individual Objective**

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

California Water Environment Association (CWEA) Collection System Maintenance Grade II Certification – Adam Robey

Field Services Technician I Adam Robey recently received his Grade II Collection System Maintenance certification from the CWEA. Adam has been working for the District since May 2011 and this is his third certification since his employment at the District. This accomplishment reflects Adam's desire to excel through continued professional development. As a result of this certification, Adam is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Adam for his outstanding accomplishment.

PJB

# CALIFORNIA WATER ENVIRONMENT ASSOCIATION

*Certification of Competence*

THIS IS TO CERTIFY THAT

Adam Robey

HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS  
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY  
GRANTED THIS CERTIFICATION OF COMPETENCY AS A

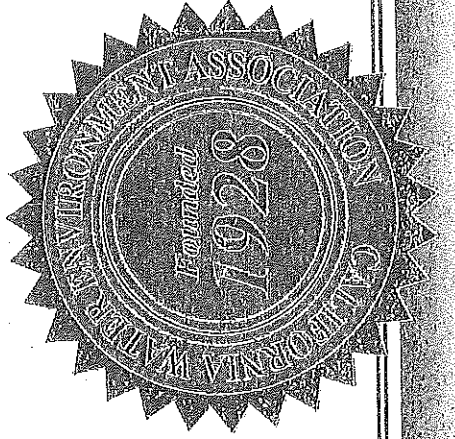
GRADE II

COLLECTION SYSTEM MAINTENANCE

Expires On 6/30/2013



Carrie Mattingly, President  
California Water Environment Association



Certificate No. 120622004



Lenny Rather, Chair  
Technical Certification Program

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting and A Public Hearing  
June 20, 2012

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 20, 2012 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering, District CPA Richard Duffey, FS Supervisor Marvin Gonzalez, FS Technicians Adam Robey, Mauricio Avalos, Gabriel Mendez, Ian Riffel and Rob Weber with IEC.

**3. Pledge of Allegiance**

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

GM Bushee noted a typo with the numbering in the agenda.

**6. Presentations and Awards**

A. FST Gabriel Mendez receives two professional achievement awards.

GM Bushee introduced FST In-Training Gabriel Mendez and stated that he recently received two professional certifications; the Water Distribution Grade I certification and the CWEA Collection System Maintenance II certification. He also presented background information about Gabriel and congratulated him for his efforts. He presented him with an incentive check for \$1000 as authorized under LWD's Incentive Program.

B. FST I Mauricio Avalos receives a professional achievement award.

GM Bushee introduced FST I Mauricio Avalos and stated that he recently received his Water Distribution Grade I certification. He also presented background information about Mauricio and congratulated him for his efforts. He presented him with an incentive check for \$500 as authorized under LWD's Incentive Program.

C. FST I Adam Robey receives a professional achievement award.

GM Bushee introduced FST I Adam Robey and stated that he recently received his Water Distribution Grade I certification. He also presented background information about Adam and congratulated him for his efforts. He presented him with an incentive check for \$500 as authorized under LWD's Incentive Program.

GM Bushee also acknowledged Field Services Supervisor Marvin Gonzalez and FS Technician II Ian Riffel for their support and assistance helping the Field Services Technicians with their tests. Vice President Sullivan also thanked them for being a mentor.

The Board of Directors congratulated them for their efforts.

### CONSENT CALENDAR

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

Minutes of the following meetings:

May 8, 2012 Community Affairs Committee Meeting

May 9, 2012 Regular Board Meeting

May 23, 2012 Special Board Meeting

June 4, 2012 Investment & Finance Committee Meeting

June 11, 2012 Engineering Committee Meeting

**9. Operations Report** (A copy was included in the original June 20, 2012 Agenda)

**10. Finance Report** (A copy was included in the original June 20, 2012 Agenda)

**11. Establishing an Appropriations Limit of the LWD for FY13.**

Adopt Resolution No. 2223 – Establishing an Appropriations Limit of the Leucadia Wastewater District for the Fiscal Year 2013 (July 1, 2012 to June 30, 2013) Pursuant to Article XIII (B) of the California Constitution.

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

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

**8. Approval of Demands for May 2012/June 2012**

Payroll Checks numbered 16089-16164; General Checking – Checks numbered 42447-42597; Reissued numbers 42398; 42379; 42569

Director Juliussen had several questions relating to account payables. GM Bushee and staff answered his questions regarding the payments to vendors. GM Bushee also stated that staff will follow up with additional information regarding Director Juliussen's questions following the meeting.

Director Kulchin requested that Mr. Jeff Bills contract be reviewed by a committee prior to



renewing. GM Bushee agreed to do so.

Following discussion, Vice President Sullivan suggested that if a Board member has several questions relating to agenda items to please contact the General Manager prior to the meeting for additional information relating to their questions/concerns. Director Juliussen noted her suggestion and stated that he would contact the GM prior to the meeting.

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

## **EWA and COMMITTEE REPORTS**

### **12. Encina Wastewater Authority (EWA) Reports**

#### **A. Encina Wastewater Authority Report – May 23, 2012.**

Vice President Sullivan reported on EWA's May 23, 2012 Board meeting.

#### **B. Member Agency Manager (MAM) Meeting – June 12, 2012.**

GM Bushee noted that he was unable to attend, but followed up with GM Kevin Hardy of EWA regarding the meeting. GM Bushee reported on the MAM's June 12, 2012 meeting.

### **13. Committee Reports**

#### **A. Investment & Finance Committee (IFC) was held on June 4, 2012.**

Director Omsted reported that the IFC met on June 4, 2012 and reviewed the agreement with Brownell & Duffey, CPAs for accounting and financial services in an amount not to exceed \$307,350. He noted that the IFC agreed with staff to forward the agreement to the Board of Directors for approval. It will be reviewed later in the agenda.

He also stated that the IFC participated in the 2012 Financial Audit Entrance meeting with staff and CPAs David Forman and Harvey Schroeder from White Nelson Diehl Evans, LLP.

#### **B. Engineering Committee (EC) was held on June 11, 2012.**

Director Juliussen reported that the EC met on June 11, 2012. He stated that the EC reviewed an agreement with Infrastructure Engineering Corporation (IEC) for engineering design services for the La Costa Pump Station Rehabilitation Project and noted that the EC agreed with staff to recommend that the Board authorize the GM to execute the agreement with IEC. He stated that this item will be reviewed later in the agenda.

Director Juliussen also reported that the EC reviewed a professional services agreement with Dudek for Engineering Consulting Services. The EC agreed with staff to recommend that the Board authorize the GM to execute the agreement with Dudek. He stated that this item will be review later in the agenda.

In addition, Director Juliussen reported that the committee received results of an evaluation that considered the procurement of a hydro-cleaning (jetter) trailer and an easement crawler.

The EC also received a status update on the Leucadia Pump Station Replacement Project.

## OLD BUSINESS

### 14. Adopt the Fiscal Year 2013 (FY 13) Budget.

GM Bushee presented this item stating that the FY 13 Budget has been reviewed by the subcommittees and the full Board during the May Board meeting. He noted the Operating and Capital budget amounts, recommending that the Board approve the FY 13 Budget.

Director Omsted noted the increased costs for chemicals for odor control at the Batiquitos Pump Station. Director Omsted also stated that Director Juliussen notified staff about the odor issue at the pump station.

FS Superintendent Stecker provided a brief report concerning the need to purchase additional bioxide. He indicated the additional bioxide would allow LWD to increase the dosage and resolve the odor issue near the Batiquitos Pump Station.

The Board of Directors thanked Director Juliussen for notifying staff regarding the odor problem at the beach near the pump station. In addition, the Board thanked staff for resolving the odor issue.

Director Omsted motioned to adopt the FY 13 Budget, seconded by Vice President Sullivan, and carried, the Board of Directors adopted the FY 13 Budget.

## PUBLIC HEARING

### 15. Public Hearing to Consider the following:

A proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2013 on the San Diego County Tax Roll.

President Hanson opened the public hearing for comments. There was no public at the meeting. President Hanson closed the public hearing.

## ACTION ITEMS

### 16. Collection of the Wastewater Service Charges on the County Tax Roll for FY 13.

Adopt Resolution No. 2221 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2012 – June 30, 2013.

Upon a motion duly made by Director Kulchin, seconded by Director Juliussen, and carried, the Board of Directors approved Resolution No. 2221 by the following vote:

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

**17. Approving the Recommended Encina Wastewater Authority FY 13 Budget**  
Adopt Resolution No. 2222 Approving the Recommended Encina Wastewater Authority (EWA)  
Fiscal Year 2013 (FY 13) Operating and Capital Budgets.

Upon a motion duly made by Director Omsted, seconded by Vice Presiden Sullivan, and carried, the Board of Directors approved Resolution No. 2222 by the following vote:

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

**18. Engineering Design Services Agreement with Infrastructure Engineering Corporation (IEC) for the La Costa Pump Station Rehabilitation Project.**  
Authorize the General Manager to execute an agreement with IEC for engineering design services for the La Costa Pump Station Rehabilitation Project in an amount not to exceed \$46,866.

TSM Morishita presented this item. He stated that the EC reviewed this item at their June 11, 2012 meeting. He noted that this project is included in the FY 12 Tactics and Action Plan.

TSM Morishita also stated that this project is included in the Asset Management Plan Implementation Assistance Phase I Report. He provided a brief summary of the tasks that will be completed during the rehabilitation of the pump station. He indicated that IEC had submitted a proposal for the design phase which is the next step in the project. He noted that their proposal is fair and reasonable and the combined FY 12 and FY13 Budgets have sufficient funds for the project design.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and carried the Board authorized the General Manager to execute an agreement with IEC for engineering design services for the La Costa Pump Station Rehabilitation Project in an amount not to exceed \$46,866.

**19. Professional Services Agreement with Brownell & Duffey, CPA's for Financial and Accounting Services.**  
Authorize the General Manager to execute a three-year professional services agreement with Brownell & Duffey, CPA's, for accounting and financial services in an amount not to exceed \$307,350.

GM Bushee presented this item. He stated that the IFC reviewed this item at their June 4, 2012 meeting. He noted that this item is included as one of the tactical goals in the tactics and action plan.

He stated that during Mr. Duffey's tenure at the District, he has provided excellent service to the District. He noted that he has made several analyses that have financially benefited the District.

Director Juliussen suggested that staff should present contracts a few months prior to the expiration date. GM Bushee provided an explanation on why this contract was brought to the

Board one month prior to the expiration date, indicating that if staff was not satisfied with the services of consultant then staff would arrange a transition period and proceed with a request for proposals. President Hanson also noted that the contract has a 30 days' notice to end the contract if needed.

Upon a motion duly made by Director Omsted, seconded by Director Juliussen, and carried, the Board of Directors authorized the General Manager to execute a three-year professional services agreement with Brownell & Duffey, CPA's, for accounting and financial services in an amount not to exceed \$307,350.

**20. Professional Services Agreement with Dudek for Engineering Consulting Services.**

Authorize the General Manager to execute a three-year professional services agreement with Dudek for Engineering Consulting Services in an amount not to exceed \$360,000.

TSM Morishita presented this item. He stated that the EC reviewed the agreement at the June 11, 2012 meeting. This item is also included as a tactical goal in the tactics and action plan. He stated that Dudek has provided Engineering Consulting Services for the District for the past sixteen years and that they have a unique knowledge of the technical components of the District's collection system. He stated that Dudek has agreed to hold their existing hourly rate for a three year period. At the end of the initial term, staff will have the option to extend the agreement at a negotiated rate.

Upon a motion duly made by Director Kulchin, seconded by Vice President Sullivan, and carried, the Board of Directors authorized the General Manager to execute a three-year professional services agreement with Dudek for Engineering Consulting Services in an amount not to exceed \$360,000 with an option for an additional two years.

**21. Professional Services Agreement with TRG & Associates for Public Information Services.**

Authorize the General Manager to execute Task Order No. 2 to the TRG & Associates Public Information Services Agreement in an amount not to exceed \$48,835.

GM Bushee noted that EA Hill provided a hand out before the meeting that includes their rate schedule associated with each public outreach task item. EA Hill presented this item noting that the CAC reviewed this item at their May 8<sup>th</sup> meeting. She stated that the Board entered an agreement with TRG during March 2011 to provide information services and that this item is for approval of task order no. 2 for the period of July 1, 2012 to June 30, 2013 for the amount not to exceed \$48,835.

Director Kulchin had several questions relating to the tasks associated with the task order, questioning the need of some of the tasks. He suggested that the CAC look closely at the proposed tasks and consider having them completed in-house by staff.

GM Bushee stated that the District is not staffed with in house public outreach staff members. He also stated that last year the District spent approximately \$90,000 in public outreach costs. He noted those costs were higher than usual because of the Open House. He added that in the prior years, the budget for public outreach services has been approximately \$60,000.

Director Omsted stated that as a CAC member, he will keep Directors Kulchin's comments in mind relating to approving future costs associated with tasked items D through G.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried, the Board of Directors authorized the General Manager to execute Task Order No. 2 to the TRG & Associates Public Information Services agreement in an amount not to exceed \$48,835.

**22. Requesting LAFCO to Take Proceedings for the Cope Change of Organization.**

Adopt Resolution No. 2224 Requesting LAFCO to Take Proceeding for the Cope Change of Organization.

DE Deering presented this item. He provided a description of the location of the parcels, indicating that the parcels are within the District' sphere of influence. He also stated that the property includes a single family home with a detached garage and two accessory buildings.

Upon a motion duly made by Director Juliussen, seconded by Vice President Sullivan, and carried the Board of Directors adopted Resolution No. 2224 by the following votes:

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

**23. Carryover of Appropriation for the Procurement of a Closed Circuit Television Truck.**

Authorize the carryover of a \$234,000 appropriation in capital acquisition funds from the FY 12 Budget to FY 13 Budget for the procurement of the Closed Circuit Television Truck.

FS Superintendent Stecker presented this item. He stated that at the March Board meeting, the Board approved a \$234,000 mid-year appropriation for the purchase of a new Closed Circuit Television Truck. He added that because the truck is being custom built to LWD's specifications, it will not be delivered by the end of FY 12. He stated that staff is requesting that the Board carryover the \$234,000 appropriation to the FY 13 Budget.

Upon a motion duly made by Director Juliussen, seconded by Director Omsted, and carried the Board of Directors authorized the carryover of a \$234,000 appropriation in capital acquisition funds from the FY12 Budget to the FY 13 Budget for the procurement of the Closed Circuit Television Truck.

## INFORMATION ITEMS

**24. Project Status Updates and Other Informational Reports**

A. Batiquitos Pump Station Emergency Response Plan Presentation.

FS Superintendent Stecker provided an overview of the Batiquitos Pump Station Emergency Response Plan. GM Bushee noted this is a tactical goal in the tactics and action plan.

B. CSDA Response to Orange County Grand Jury Report on Special Districts.

GM Bushee presented this item. He provided a brief summary of CSDA's response to the Orange County Grand Jury Report on Special Districts.

C. Thank you letter from the Superintendent of Encinitas Union School District.

GM Bushee noted the received thank you letter.

D. LWD 2012 Employee Luncheon is scheduled for Thursday, July 12, 2012.

GM Bushee announced the event, asking Directors to RSVP to EA Hill. All Directors stated that they will attend.

E. Notice of termination of the recycled water sales agreement between LWD and the Carlsbad Municipal Water District.

GM Bushee stated that the District received the notice of termination of the recycled water sales agreement from the City of Carlsbad. Director Juliussen asked if the District can directly sell recycled water to the La Costa Resort & Spa. GM Bushee stated that the city has the authority and permit to sell water, noting that staff can look into his request.

F. LWD Press Release "Teachers are awarded grants" printed in the Coast News.

GM Bushee noted that the press release was printed in the Coast News.

G. Carlsbad Chamber of Commerce State of the City Luncheon is scheduled for Friday, August 24, 2012 from 11AM to 1:30 PM at the Sheraton Carlsbad Resort & Spa.

GM Bushee announced the event, asking Directors to RSVP to EA Hill. Vice President Sullivan indicated she will attend.

H. North County Times article "EFFINGER: Special districts bear scrutiny."

GM Bushee stated that Vice President Sullivan notified him of the article regarding Special Districts.

Director Kulchin stated that there was an article in the North County Times today regarding the cost of water and a response to the article from GM Gary Arant of the Valley Center MWD. He provided copies of the article and response as a hand out.

**25. Directors' Meetings and Conference Reports**

A. The 2012 CSDA Legislative Days Conference was held at the Sheraton Grand in Sacramento, CA on May 16-17, 2012.

Vice President Sullivan reported on meetings with the legislative representatives. Director Kulchin reported that LWD was the only wastewater agency represented at the conference. Director Omsted reported that there were discussions about getting rid of the redevelopment

agencies, and that Special Districts are next on the list to go away.

- B. CSDA Quarterly Dinner meeting was held at the Courtyard by Marriott in San Diego on May 17, 2012.

Vice President Sullivan reported on the teacher's grant presentations delivered during the CSDA meeting.

- C. The 16<sup>th</sup> Annual Wastewater & Desalination Research Conference was held at the Mission Bay Hyatt in San Diego on June 4-5, 2012.

Director Juliseen reported that he attended and that more people are aware of wastewater and the need for recycled water.

Vice President Sullivan reported that the use of technology is moving at such a fast pace that it will allow more options on ways to recycle water in the near future. She also noted a recent survey that was conducted regarding how much consumers are willing to pay for water.

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

The following items were reported:

- He will be out of the office from June 25 to July 6 and ASM LeMay will be the acting GM.
- He reported that Bobby Larson is the new Executive Director at CASA.
- EA reported that three Board members are due for AB 1234 Ethics training in August. She provided them with options to take the training.

Vice President Sullivan stated that she will attend the CASA conference in August.

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

General Counsel Brechtel reported that CA Forward has another initiative that qualified for the ballot. He noted that it is called the Budget Structural Initiative and that he will follow this initiative.

He also provided additional information on the Orange County Grand Jury Report.

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

Director Omsted reported on a newspaper article relating to the Carlsbad Desalination project and the costs associated with the project.

Director Kulchin thanked the Board members for being analytical during tonight's meeting.

Director Sullivan suggested that staff provide additional information on demands that were beyond normal expenditures, if the financial system will allow it.

Director Kulchin suggested that Board members call the GM prior to the meeting if they have a question relating to the agenda.

**29. Adjournment**

President Hanson adjourned the meeting at 6:42 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)



## MEMORANDUM

DATE: July 3, 2012  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager *and demands for*  
 SUBJECT: Approval of June/July Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 233,946.10
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months June 15, 2012 – July 3, 2012.

Operating expenses totaled \$167,346.29 while Capital Improvement Program expenses totaled \$ 23,356.60.

Payroll for employees and the Board totaled \$ 43,243.21.

Attached please find a year to date Employee and Board Payroll Report from June 2011 to July 2012 for your review. The report includes a monthly breakdown of employee and Board payroll expenses for the prior 12 months.

Attachment 1	Summary of Demands by Account June/July 2012
Attachment 2	Payroll Check Register dated June 20, 2012
Attachment 3	Accounts Payable Check Register dated June 21, 2012
Attachment 4	Payroll Check Register dated June 27, 2012
Attachment 5	Accounts Payable Check Register dated June 28, 2012
Attachment 6	Accounts Payable Check Register dated July 1, 2012
Attachment 7	Board Payroll Check Register dated July 2, 2012
Attachment 8	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

June 20, 2012

### 1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check - 6/20/2012	16165 - 16167 Incentive	\$ 1,862.00	
Payroll Check - 6/27/2012	16168 - 16184	\$ 39,435.84	
Board Payroll - 7/2/2012	16185 - 16189	\$ 1,945.37	
	<b>Total</b>		<b>\$43,243.21</b>
General Checking - 6/22/2012	42598 - 42635	\$ 126,322.76	
General Checking - 6/28/2012	42636 - 42663	\$ 35,679.21	
General Checking - 7/1/2012	42664 - 42671	\$ 28,700.92	
	<b>Total</b>		<b>\$190,702.89</b>
			<b>\$233,946.10</b>
	<b>Grand Total</b>		<b>\$233,946.10</b>
 <u>DDED CHECKS</u>			
	41850	\$188.18	
	42628	\$509.00	
	42650	\$308.97 Reissued	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 20, 2012  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16165 - 16167	6/20/2012	\$1,862.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42598- 2558	1	6/21/2012	11034 BAY CITY ELECTRIC WORKS, INC		
	1		45928 REPLACE BATTERY @ SPS AND E.E.	758.30	W99318
	1		45939 REPLACE BATTERY @ SPS AND E.E.	2,424.49	W98846
42598- 2558	1	6/21/2012	Logged *** Total ***	3,182.79	
42599- 2558	2	6/21/2012	12065 CARLSON & BEAULOYE		
	2		45925 PARTS, MATERIAL, LABOR @LPS	1,167.60	45826
42599- 2558	2	6/21/2012	Logged *** Total ***	1,167.60	
42600- 2558	3	6/21/2012	12360 CITY OF CARLSBAD		
	3		45960 WATER @ VACTOR 2	180.30	104-5/16/12
	3		45961 WATER @ VACTOR	181.44	103-5/16/12
42600- 2558	3	6/21/2012	Logged *** Total ***	361.74	
42601- 2558	4	6/21/2012	12514 CONEXIS		
	4		45946 SEC 125 FLEX PLAN-MAY	530.00	0512-OR5179
42601- 2558	4	6/21/2012	Logged *** Total ***	530.00	
42602- 2558	5	6/21/2012	12530 SAN DIEGO COUNTY SHERIFF		
	5		45979 WAGE GARNISH-2012461529	470.30	2012461529-6/12
42602- 2558	5	6/21/2012	Logged *** Total ***	470.30	
42603- 2558	6	6/21/2012	12585 COUNTY OF SAN DIEGO		
	6		45974 PERMIT @ SPS	281.00	205002-2012
	6		45975 PERMIT @ BPS	281.00	205003-2012
	6		45976 PERMIT @ LC PS	281.00	205004-2012
42603- 2558	6	6/21/2012	Logged *** Total ***	843.00	
42604- 2558	7	6/21/2012	12631 CORODATA		
	7		45931 OPEN PD-STORAGE	77.46	RS1491061
42604- 2558	7	6/21/2012	Logged *** Total ***	77.46	
42605- 2558	8	6/21/2012	13072 DATA NET		
	8		45962 IS MAINT AND SUPPORT	505.00	9742853
42605- 2558	8	6/21/2012	Logged *** Total ***	505.00	
42606- 2558	9	6/21/2012	13822 DUDEK & ASSOCIATES		
	9		45984 GE/3251/100/GRADING PLANS	907.78	20121708
	9		45985 GE/3252/593/LC TOWNE	60.00	20121697
	9		45986 GE/3252/644/VULCAN TOWN	452.22	20121698
	9		45987 GE/3252/697/LC GREENS	440.00	20121699
	9		45988 GE/3252/706/PHILLIPS	205.00	20121700
	9		45989 GE/3252/723/VULCAN OCEAN	780.00	20121701
	9		45990 GE/3252/737/HADAYAT ANNEX	660.00	20121702
	9		45991 GE/3252/808/SEASIDE	60.00	20121703
	9		45992 GE/3252/817/OLIVEHAIN RD	480.00	20121704
	9		45993 GE/3252/832/CHICK FILA	360.00	20121705
	9		45994 GE/3252/835/CHARLES ANNEX	740.00	20121706
	9		45995 GE/3252/838/COPE ANNEX	967.50	20121707
	9		45996 GE/3252/842/STARBUCKS	102.50	20121709
	9		45997 GE/3252/843/1070 URANIA	240.00	20121710
	9		45998 GE/3252/844/LC TOWN	241.39	20121728

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42606-	2558	9	6/21/2012	Logged	*** Total ***	6,696.39
42607-	2558	10	6/21/2012	15016 RAMONA MUNICIPAL WATER DISTRIC		
		10		45972 EMPLOYEE ASST PROGRAM-12-13	496.80	EAP-2012-2013
42607-	2558	10	6/21/2012	Logged	*** Total ***	496.80
42608-	2558	11	6/21/2012	16310 JOHN GIKAS		
		11		45930 LATERAL REIMBURSEMENT	2,475.00	GIKAS
42608-	2558	11	6/21/2012	Logged	*** Total ***	2,475.00
42609-	2558	12	6/21/2012	16603 W. W. GRAINGER, INC		
		12		45978 PRESSURE SWITCH	32.73	9844236746
42609-	2558	12	6/21/2012	Logged	*** Total ***	32.73
42610-	2558	13	6/21/2012	17247 U.S. HEALTH WORKS MEDICAL GROU		
		13		45923 OPEN PO-PHYSICALS	65.00	2103502-CA
42610-	2558	13	6/21/2012	Logged	*** Total ***	65.00
42611-	2558	14	6/21/2012	17552 THE HOME DEPOT CRC/GECF		
		14		45922 OPEN PO-MISC SUPPLIES	277.79	2026962
42611-	2558	14	6/21/2012	Logged	*** Total ***	277.79
42612-	2558	15	6/21/2012	17570 THE HOSE PROS		
		15		45969 SUPPLIES	377.56	620802
42612-	2558	15	6/21/2012	Logged	*** Total ***	377.56
42613-	2558	16	6/21/2012	18150 ICMA RETIREMENT-303979		
		16		45964 DEFERRED COMP-ICMA 6/13/2012	3,302.96	ICMA-6/13/12
42613-	2558	16	6/21/2012	Logged	*** Total ***	3,302.96
42614-	2558	17	6/21/2012	18212 INFRASTRUCTURE ENGINEERING COR		
		17		45927 CONTRACT-LANAKAI PIPELINE	13,490.90	6395
		17		45936 CONTRACT-BPS ENGINEERING SERVI	5,370.70	6394
42614-	2558	17	6/21/2012	Logged	*** Total ***	18,861.60
42615-	2558	18	6/21/2012	22355 MINUTEMAN PRESS		
		18		45977 LABELS AND ENVELOPES	453.49	2651825
42615-	2558	18	6/21/2012	Logged	*** Total ***	453.49
42616-	2558	19	6/21/2012	23028 GEORGE F. NASWORTHY, JR		
		19		45924 LATERAL REIMBURSEMENT	1,900.00	NASWORTHY
42616-	2558	19	6/21/2012	Logged	*** Total ***	1,900.00
42617-	2558	20	6/21/2012	23068 NATIONWIDE RETIREMENT SOLUTION		
		20		45965 DEFERRED COMP-NATIONWIDE-6/13	211.19	NATION-6/13/12
42617-	2558	20	6/21/2012	Logged	*** Total ***	211.19
42618-	2558	21	6/21/2012	23570 NORTH COUNTY TIMES		
		21		45970 PUBLIC INFORMATION AD	252.28	2315700
42618-	2558	21	6/21/2012	Logged	*** Total ***	252.28
42619-	2558	22	6/21/2012	24224 OFFICE DEPOT, INC.		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	22		45932 OPEN PO-OFFICE SUPPLIES	62.27	611771898001
	22		45938 OPEN PO-OFFICE SUPPLIES	118.87	613163679001
	22		45941 OPEN PO-OFFICE SUPPLIES	72.34	613624901001
	22		45942 OPEN PO-OFFICE SUPPLIES	9.01	613625004001
42619- 2558	22	6/21/2012	Logged *** Total ***	262.49	
42620- 2558	23	6/21/2012	25032 PALOMAR WATER		
	23		45967 BOTTLED WATER @ OFFICE	146.25	2284997
42620- 2558	23	6/21/2012	Logged *** Total ***	146.25	
42621- 2558	24	6/21/2012	25260 PERS RETIREMENT		
	24		45980 BOARD RETIREMENT 5/31/2012	372.21	6/30/12
	24		45981 EMPLOYEE RETIREMENT-A.BADILLO-	722.27	6/12/12
	24		45982 EMPLOYEE RETIREMENT 5/27/2012	14,681.54	6/26/12
42621- 2558	24	6/21/2012	Logged *** Total ***	15,776.02	
42622- 2558	25	6/21/2012	25260 PERS RETIREMENT		
	25		45983 EMPLOYEE RETIREMENT 6/10/12	14,727.93	7/10/12
42622- 2558	25	6/21/2012	Logged *** Total ***	14,727.93	
42623- 2558	26	6/21/2012	25618 PRIZM JANITORIAL SERVICES, INC		
	26		45935 OPEN PO -JANITORIAL SERVICES	647.35	67446
	26		45943 JANITORIAL SERVICES-JUNE	633.80	67446-
42623- 2558	26	6/21/2012	Logged *** Total ***	1,281.15	
42624- 2558	27	6/21/2012	27028 RANCH AND SEA POOL CARE		
	27		45944 FOUNTAIN SERVICE-JUNE	70.00	9218
42624- 2558	27	6/21/2012	Logged *** Total ***	70.00	
42625- 2558	28	6/21/2012	27528 ROCKWELL CONSTRUCTION SERVICES		
	28		45973 BPS REHAB	2,125.00	381
42625- 2558	28	6/21/2012	Logged *** Total ***	2,125.00	
42626- 2558	29	6/21/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	29		45947 ELECTRIC @ BPS	11,674.09	BPS-6/13/12
	29		45948 ELECTRIC @ LCPS	1,141.15	5295-6/13/12
	29		45949 ELECTRIC @ SAXONY PS	941.10	2278-6/13/12
	29		45950 ELECTRIC @ DIANA PS	443.88	2208-6/14/12
	29		45951 ELECTRIC @ VP7	177.96	2254-6/13/12
	29		45952 GAS @ OFFICE	18.85	7294-6/13/12
	29		45953 ELECTRIC @ RANCHO VERDE PS	194.16	3218-6/13/12
	29		45954 ELECTRIC @ AVOCADO PS	129.96	6524-6/14/12
	29		45955 ELECTRIC @ EEPS AWT	1,212.57	9747-6/15/12
	29		45956 ELECTRIC @ VP5	309.91	3154-6/12/12
	29		45957 GAS @ EF	1.81	4741-6/12/12
	29		45958 ELECTRIC @ EEPS	712.44	7448-6/12/12
42626- 2558	29	6/21/2012	Logged *** Total ***	16,957.88	
42627- 2558	30	6/21/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	30		45959 ELECTRIC @ LPS/OFFICE	12,045.05	6377-6/12/12
42627- 2558	30	6/21/2012	Logged *** Total ***	12,045.05	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42628- 2558	31	6/21/2012	28516 SIMPLEXGRINNELL, LLP		
	31		45934 ELEVATOR TESTING-FIRE ALARM SU	509.00	67842552
42628- 2558	31	6/21/2012	Logged *** Total ***	509.00	
42629- 2558	32	6/21/2012	28537 SMITH & LOVELESS, INC		
	32		45926 PUMP STAND AND VOLUTE @VP5	1,824.62	83284
	32		45940 PUMP STAND AND VOLUTE @VP5	9,628.87	83141
	32		45971 PARTS/VOLUTE	174.83	83198
42629- 2558	32	6/21/2012	Logged *** Total ***	11,628.32	
42630- 2558	33	6/21/2012	29225 TELEPACIFIC COMMUNICATIONS		
	33		45945 PHONE SYSTEM	991.99	37783807-0
42630- 2558	33	6/21/2012	Logged *** Total ***	991.99	
42631- 2558	34	6/21/2012	30515 UNIFIRST CORPORATION		
	34		45933 OPEN PO-CONTRACT-UNIFORMS	161.07	3600941940
	34		45937 OPEN PO-CONTRACT-UNIFORMS	159.35	3600943800
42631- 2558	34	6/21/2012	Logged *** Total ***	320.42	
42632- 2558	35	6/21/2012	30580 UNITED WAY		
	35		45966 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-6/13/12
42632- 2558	35	6/21/2012	Logged *** Total ***	5.00	
42633- 2558	36	6/21/2012	31232 VERIZON WIRELESS		
	36		45968 CELL PHONES	2,125.98	1081895708
42633- 2558	36	6/21/2012	Logged *** Total ***	2,125.98	
42634- 2558	37	6/21/2012	32347 DEXTER WILSON ENGINEERING		
	37		45929 UPDATE ASSET MANAGEMENT PLAN	2,370.00	0512.08.1967
42634- 2558	37	6/21/2012	Logged *** Total ***	2,370.00	
42635- 2558	38	6/21/2012	32500 WORDEN WILLIAMS, APC		
	38		45963 LEGAL FEES-MAY	2,439.60	31555
42635- 2558	38	6/21/2012	Logged *** Total ***	2,439.60	
				.00	
** Total check discount **				.00	
** Total check amount **				126,322.76	
** Total void discount **				.00	
** Total void amount **				.00	

Run date: 06/21/2012 @ 11:04  
Bus date: 06/21/2012

Leucadia Waste Water District  
Check - Complete Detail

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UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42628-	2558	31	6/21/2012 28516 SIMPLEXGRINNELL, LLP		
		31	45934 ELEVATOR TESTING-FIRE ALARM SU	509.00	67842552
42628-	2558	31	6/21/2012 Voided		
			*** Total ***	509.00	
				.00	
				.00	
** Total void discount **				.00	
** Total void amount **				509.00	



Run date: 06/21/2012 @ 11:07  
Bus date: 06/21/2012

Leucadia Waste Water District  
Check - Complete Detail

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UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41850- 2532	3	12/09/2011	0 MATTHEW AND PATRICIA WALLACE		
	3		42234 MEADOWS 3 HOMEOWNER-REFUND	188.18	WALLACE
41850- 2532	3	12/09/2011	Voided	188.18	
			*** Total ***		
				.00	
				.00	
** Total void discount **				.00	
** Total void amount **				188.18	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 27, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16168 - 16184	6/27/2012	\$39,435.84

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42636- 2559	1	6/28/2012	11314 BERGELECTRIC CORP	181.40	13330.8TM-11
	1		46000 OPEN PO-ELECTRICAL	181.40	
42636- 2559	1	6/28/2012	Logged	*** Total ***	
42637- 2559	2	6/28/2012	12530 SAN DIEGO COUNTY SHERIFF	470.30	GARNISH-6/27/12
	2		46009 GARNISH-J.H.-#2012461529	470.30	
42637- 2559	2	6/28/2012	Logged	*** Total ***	
42638- 2559	3	6/28/2012	13072 DATA NET	533.75	9742897
	3		46017 IS MAINT AND SUPPORT	533.75	
42638- 2559	3	6/28/2012	Logged	*** Total ***	
42639- 2559	4	6/28/2012	16603 W. W. GRAINGER, INC	157.83	9859367683
	4		46024 BLOWER	157.83	
42639- 2559	4	6/28/2012	Logged	*** Total ***	
42640- 2559	5	6/28/2012	17010 HAAKER EQUIPMENT CO	7,811.98	W28042
	5		46005 PARTS AND SUPPLIES	7,811.98	
42640- 2559	5	6/28/2012	Logged	*** Total ***	
42641- 2559	6	6/28/2012	17020 HARBOR FREIGHT TOOLS	53.86	841385
	6		46020 TOOLS	53.86	
42641- 2559	6	6/28/2012	Logged	*** Total ***	
42642- 2559	7	6/28/2012	18150 ICMA RETIREMENT-303979	3,302.96	ICMA-6/27/12
	7		46029 DEFERRED COMP-ICMA	3,302.96	
42642- 2559	7	6/28/2012	Logged	*** Total ***	
42643- 2559	8	6/28/2012	18561 U.S. BANK	3,110.50	US BANK-5/22/12
	8		46031 CONFERENCES, MEETINGS, SUPPLIE	3,110.50	
42643- 2559	8	6/28/2012	Logged	*** Total ***	
42644- 2559	9	6/28/2012	19775 ALLAN JULIUSSEN	282.67	AJ-WATERUSE-12
	9		46021 REIMBURSE A.J.-CONFERENCE-WATE	282.67	
42644- 2559	9	6/28/2012	Logged	*** Total ***	
42645- 2559	10	6/28/2012	21021 LAFCO	4,050.00	LAFCO-ANNEX#838
	10		46027 COPE ANNEX-#838	4,050.00	
42645- 2559	10	6/28/2012	Logged	*** Total ***	
42646- 2559	11	6/28/2012	21102 CASH	258.20	PETTY-6/26/2012
	11		46032 PETTY CASH-JUNE	258.20	
42646- 2559	11	6/28/2012	Logged	*** Total ***	
42647- 2559	12	6/28/2012	23068 NATIONWIDE RETIREMENT SOLUTION	211.19	NATION-6/27/12
	12		46028 DEFERRED COMP-NATIONWIDE	211.19	
42647- 2559	12	6/28/2012	Logged	*** Total ***	
42648- 2559	13	6/28/2012	24224 OFFICE DEPOT, INC.	73.01	613834774001
	13		46007 OPEN PO-OFFICE SUPPLIES	73.01	
42648- 2559	13	6/28/2012	Logged	*** Total ***	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42649- 2559	14	6/28/2012	25010 AT&T	140.07	6333461-6/12
	14		46015 OFFICE ELEVATOR/FIRE PANEL	34.83	4364009-6/12
	14		46016 ODDR CONTROL MODEM		
42649- 2559	14	6/28/2012	Logged	*** Total ***	174.90
42650- 2559	15	6/28/2012	25011 PACIFIC PIPELINE SUPPLY	104.09	154135
	15		46012 BOLTS/NUTS	150.85	154053
	15		46013 PARTS @ LPS	54.03	154135
	15		46022 PARTS		
42650- 2559	15	6/28/2012	Voided	*** Total ***	308.97
42651- 2559	16	6/28/2012	28022 SAFETY KLEEN CORP	346.78	57839003
	16		46004 DISPOSE OF OILY DIRT/HYDRAULIC		
42651- 2559	16	6/28/2012	Logged	*** Total ***	346.78
42652- 2559	17	6/28/2012	28029 SAN DIEGO COUNTY CLERK	50.00	COPE ANNEX
	17		46026 SD CLERK FOR COPE ANNEX#038		
42652- 2559	17	6/28/2012	Logged	*** Total ***	50.00
42653- 2559	18	6/28/2012	28704 STAPLES BUSINESS ADVANTAGE	412.53	8022212528
	18		46011 OFFICE TONER/SUPPLIES		
42653- 2559	18	6/28/2012	Logged	*** Total ***	412.53
42654- 2559	19	6/28/2012	28844 ELAINE SULLIVAN	39.52	E.S-WATERUSE-12
	19		46025 REIMBURSE E.S FOR CONF-WATERUS		
42654- 2559	19	6/28/2012	Logged	*** Total ***	39.52
42655- 2559	20	6/28/2012	29630 TRI COMMUNITY ANSWERING SERVIC	90.00	TRI-6/20/12
	20		46014 ANSWERING SERVICE		
42655- 2559	20	6/28/2012	Logged	*** Total ***	90.00
42656- 2559	21	6/28/2012	29730 T.S. INDUSTRIAL SUPPLY	17.35	1067154
	21		46010 PARTS		
42656- 2559	21	6/28/2012	Logged	*** Total ***	17.35
42657- 2559	22	6/28/2012	29814 TIERRA VERDE RESOURCES, INC	730.00	057129
	22		46001 DISTRCIT CAMPUS LANDSCAPE MAIN		
42657- 2559	22	6/28/2012	Logged	*** Total ***	730.00
42658- 2559	23	6/28/2012	30515 UNIFIRST CORPORATION	161.07	3600945627
	23		46002 OPEN PO-CONTRACT-UNIFORMS		
42658- 2559	23	6/28/2012	Logged	*** Total ***	161.07
42659- 2559	24	6/28/2012	30551 CARLSBAD FUELS CORPORATION	400.93	20120614
	24		46003 OEPN PO - VEHICLE FUELS	1,351.09	20120614-
	24		46008 VEHICLE FUEL		
42659- 2559	24	6/28/2012	Logged	*** Total ***	1,752.02
42660- 2559	25	6/28/2012	30580 UNITED WAY	5.00	UNITED-6/27/12
	25		46030 EMPLOYEE CONTRIBUTION		
42660- 2559	25	6/28/2012	Logged	*** Total ***	5.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42661- 2559	26	6/28/2012	30723 SIEMENS WATER TECH. CORP		
	26		46019 BIOXIDE	9,246.43	900771277
	26		46023 CHEMICALS	387.90	900784281
42661- 2559	26	6/28/2012	Logged	*** Total ***	9,634.33
42662- 2559	27	6/28/2012	31232 VERIZON WIRELESS		
	27		46018 CELL PHONES	568.06	1090771133
42662- 2559	27	6/28/2012	Logged	*** Total ***	568.06
42663- 2559	28	6/28/2012	31312 V&A CONSULTING ENGINEERS		
	28		46006 FLOW MONITORING SERVICE @ SM C	1,200.00	13438
42663- 2559	28	6/28/2012	Logged	*** Total ***	1,200.00
				.00	
** Total check discount **				.00	
** Total check amount **				35,679.21	
** Total void discount **				.00	
** Total void amount **				308.97	

Run date: 06/26/2012 @ 13:09  
Bus date: 07/01/2012

Leucadia Waste Water District  
Check - Complete Detail

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UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42628- 2558	31	6/21/2012	28516 SIMPLEXGRINNELL, LLP		
	31		45934 ELEVATOR TESTING-FIRE ALARM SU	509.00	67842552
42628- 2558	31	6/21/2012	Voided *** Total ***	509.00	
42650- 2559	15	6/28/2012	25011 PACIFIC PIPELINE SUPPLY		
	15		46012 BOLTS/NUTS	104.09	154135
	15		46013 PARTS @ LPS	150.85	154053
	15		46022 PARTS	54.03	154135
42650- 2559	15	6/28/2012	Voided *** Total ***	308.97	
				.00	
				.00	
** Total void discount **				.00	
** Total void amount **				817.97	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41850- 2532	3	12/09/2011	0 MATTHEW AND PATRICIA WALLACE		
	3		42234 MEADOWS 3 HOMEOWNER-REFUND	188.18	WALLACE
41850- 2532	3	12/09/2011	Voided	188.18	
			*** Total ***	188.18	
				.00	
** Total check discount **				.00	
** Total check amount **				.00	
** Total void discount **				.00	
** Total void amount **				188.18	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42664- 2560	1	7/01/2012	12028 CWEA-		
	1		46037 CWEA RENEWAL-COLLEC SYSTEM-JH	90.00	04072419-2012
42664- 2560	1	7/01/2012	Logged	*** Total ***	90.00
42665- 2560	2	7/01/2012	16806 THE GUARDIAN		
	2		46040 DENTAL/DISABILITY INS-JULY	3,818.90	324226-7/2012
42665- 2560	2	7/01/2012	Logged	*** Total ***	3,818.90
42666- 2560	3	7/01/2012	17060 HARTFORD LIFE & ACCIDENT INS.		
	3		46039 LIFE INS-JULY	347.22	5932059-8
42666- 2560	3	7/01/2012	Logged	*** Total ***	347.22
42667- 2560	4	7/01/2012	18711 I2B NETWORKS, INC		
	4		46034 CONTRACT- LIVE WEB CAM @ BPS	160.00	17021
42667- 2560	4	7/01/2012	Logged	*** Total ***	160.00
42668- 2560	5	7/01/2012	25011 PACIFIC PIPELINE SUPPLY		
	5		46013 PARTS @ LPS	150.85	154053
	5		46022 PARTS	54.03	154135
42668- 2560	5	7/01/2012	Logged	*** Total ***	204.88
42669- 2560	6	7/01/2012	25018 MES VISION		
	6		46038 VISION INS-JULY	341.16	121602183001
42669- 2560	6	7/01/2012	Logged	*** Total ***	341.16
42670- 2560	7	7/01/2012	25261 PUBLIC EMPLOYEES HEALTH		
	7		46035 BRD HEALTH INS-JULY	2,388.99	0434-JULY BRD
	7		46036 EMPLOYEES HEALTH INS-JULY	21,207.39	100000013240434
42670- 2560	7	7/01/2012	Logged	*** Total ***	23,596.38
42671- 2560	8	7/01/2012	25370 PITNEY BOWES		
	8		46033 QTRLY LEASE-APRI-JUNE POSTAGE	142.38	9758849-JN12
42671- 2560	8	7/01/2012	Logged	*** Total ***	142.38
				.00	
** Total check discount **				.00	
** Total check amount **				28,700.92	
** Total void discount **				.00	
** Total void amount **				.00	



LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: July 2, 2012

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16185 - 16189	7/2/2012	\$1,945.37

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS  
2011

JUNE

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

2012

JANUARY

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

FEBRUARY

2/2/2012	Board		\$4,755.23
2/3/2012	Employee	Incentive	\$1,860.01
2/8/2012	Employee		\$41,022.52
2/9/2012	Employee	Incentive	\$3,856.19
2/22/2012	Employee		<u>\$40,771.56</u>
	<b>TOTAL</b>		<b>\$92,265.51</b>

MARCH

3/2/2012	Board		\$4,000.82
3/7/2012	Employee		\$41,562.78
3/15/2012	Employee	Incentive	\$6,745.46
3/21/2012	Employee		<u>\$40,896.30</u>
	<b>TOTAL</b>		<b>\$93,205.36</b>

APRIL

4/2/2012	Board		\$3,968.57
4/4/2012	Employee		\$41,613.26
4/18/2012	Employee		<u>\$40,110.91</u>
	<b>TOTAL</b>		<b>\$85,692.74</b>

MAY

5/2/2012	Employee		\$42,097.91
5/4/2012	Board		\$4,707.39
5/9/2012	Employee	Incentive	\$5,061.27
5/11/2012	Employee		\$9,977.48
5/16/2012	Employee		\$39,446.45
5/30/2012	Employee		<u>\$40,040.64</u>
	<b>TOTAL</b>		<b>\$141,331.14</b>

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>
	<b>TOTAL</b>		<b>\$87,454.27</b>

JULY

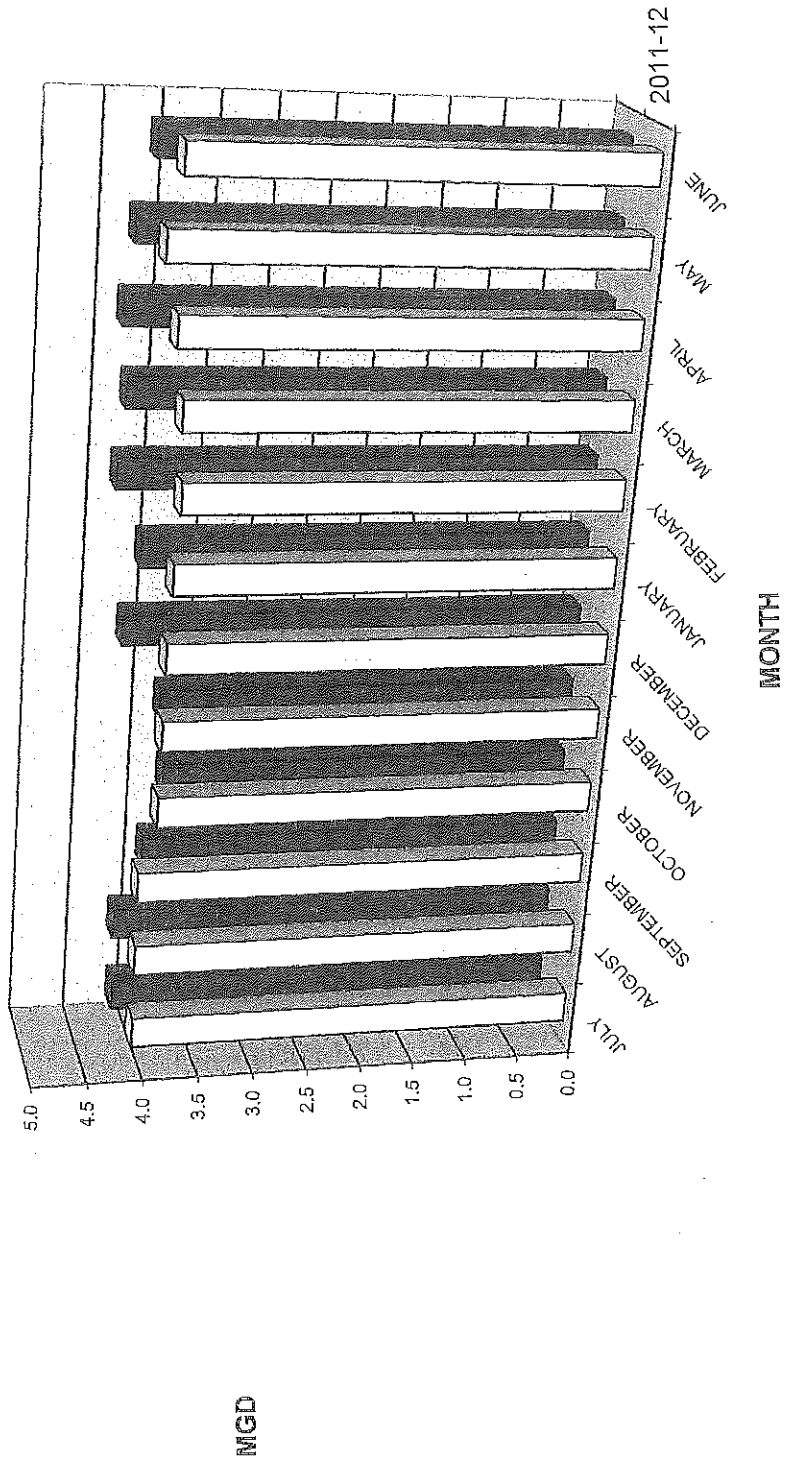
7/2/2012	Board		\$1,945.37
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**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2011-2012**

CURRENT MONTH - June 2012										FY 2011-2012
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,738	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)			
JULY	0.02	126.48	-1.0	4.08	147	38.01	4.14			
YTD		126.48	27,736.8				4.16			
AUGUST	0.00	126.79	58.0	4.09	147	35.48				
YTD		253.27	27,794.8				3.93			
SEPTEMBER	0.01	123.00	0.0	4.10	148	21.12				
YTD		376.27	27,794.8				3.78			
OCTOBER	0.36	122.76	1.0	3.96	142	26.30				
YTD		499.03	27,795.8				3.84			
NOVEMBER	2.82	118.80	0.0	3.96	142	4.96				
YTD		617.83	27,795.8				4.21			
DECEMBER	1.28	122.76	7.0	3.96	142	4.01				
YTD		740.59	27,802.8				4.08			
JANUARY	0.99	122.14	0.0	3.94	142	6.14				
YTD		862.73	27,802.8				4.33			
FEBRUARY	1.63	113.39	0.0	3.91	141	9.43				
YTD		976.12	27,802.8				4.28			
MARCH	1.30	122.14	6.2	3.94	142	10.37				
YTD		1098.26	27,809.0				4.34			
APRIL	1.23	120.60	5.6	4.02	145	17.20				
YTD		1218.86	27,814.6				4.27			
MAY	0.12	128.65	33.7	4.15	149	45.66				
YTD		1347.51	27,848.3				4.12			
JUNE	0.00	121.20	6.0	4.04	145	43.39				
YTD		1468.71	27,854.3							
Annual Total	9.76	1468.71	116.5			262.07				
Mo Average	0.81	122.39	9.7	4.01	144	21.84	4.12			

operations report

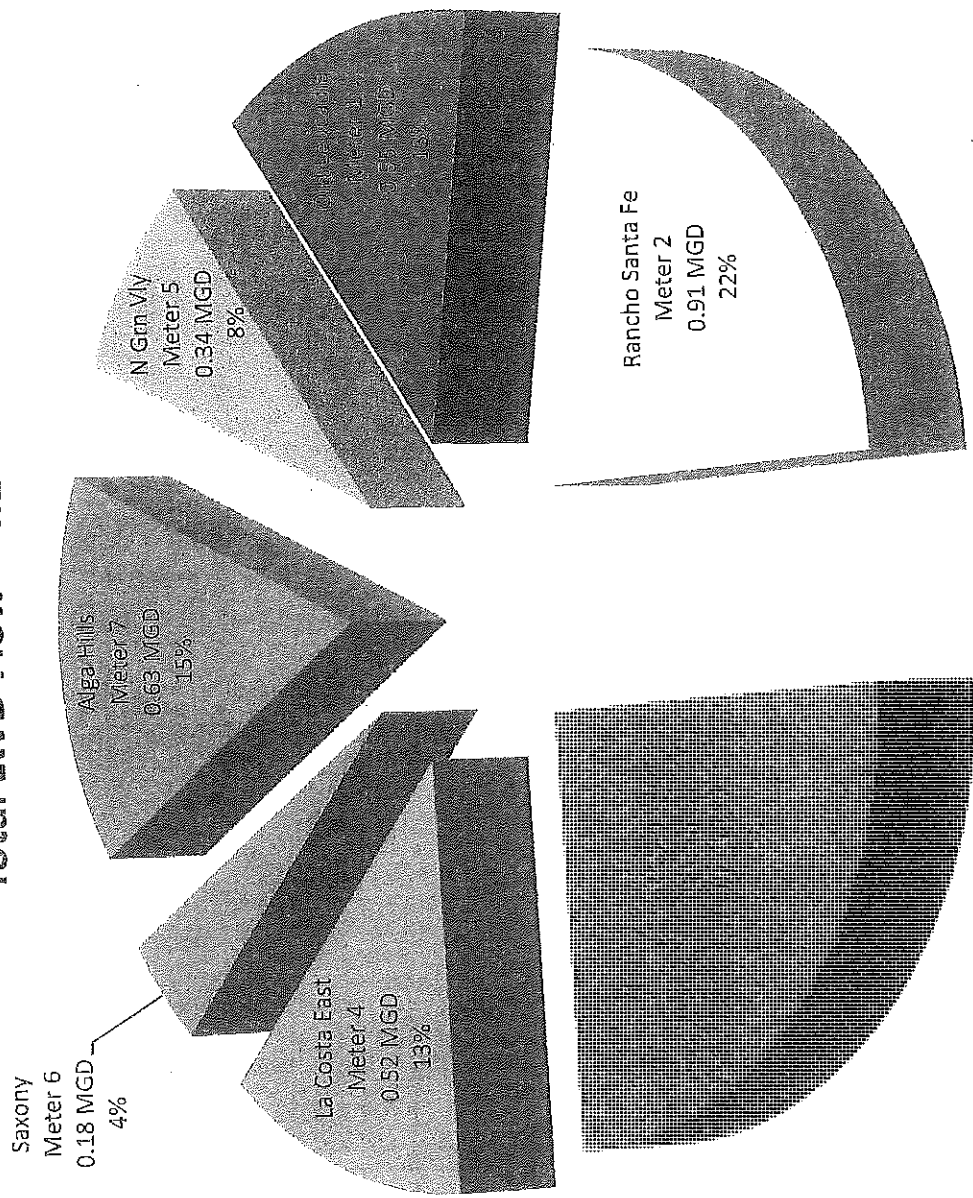
LEUCADIA WASTEWATER DISTRICT  
 FLOW COMPARISON FY 11 to FY12



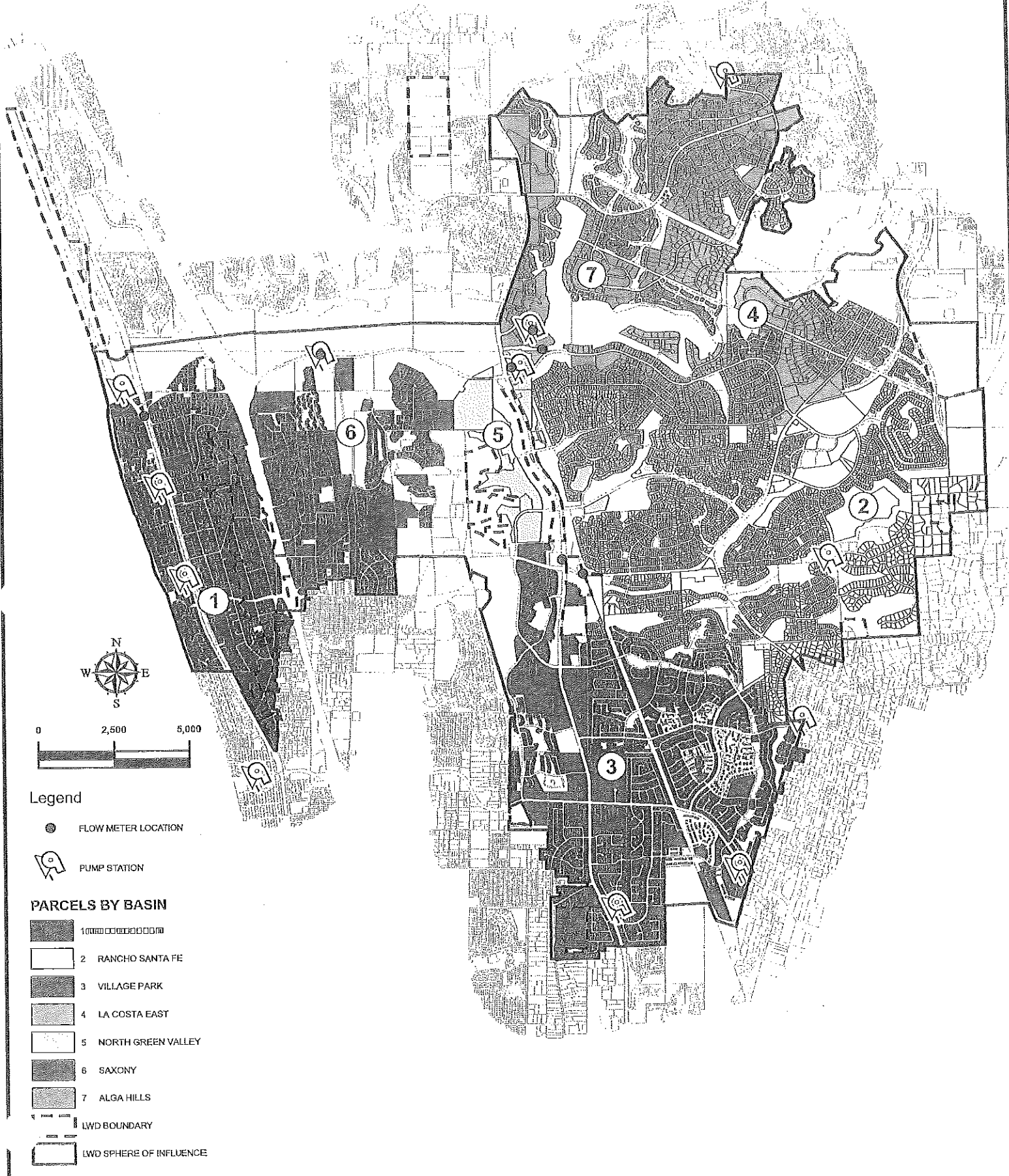
# LWD Flows by Sub-Basin

June 2012

Total LWD Flow = 4.14 MGD



# LEUCADIA WASTEWATER DISTRICT



**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS**  
*As of June 30, 2012*

<b>ASSETS</b>	
Cash and Investment Pools	\$ 30,152,790.47
Investments	8,708,383.56
Accounts Receivable	182,766.11
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	59,598.03
Capital Assets	127,345,770.26
Less Accumulated Depreciation	(42,994,070.50)
<b>TOTAL ASSETS</b>	<b>\$ 124,362,086.93</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	267,680.35
Developer Deposits	378,074.21
<b>TOTAL LIABILITIES</b>	<b>\$ 645,754.56</b>
<b>NET ASSETS</b>	
Net Investment in Capital Assets	87,411,699.76
Restricted Reserves	2,371,368.53
Unrestricted Operating Reserve	2,170,920.75
Unrestricted Non-Operating Reserves (Designated)	25,810,225.08
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(1,547,881.75)
<b>TOTAL NET ASSETS</b>	<b>\$ 123,716,332.37</b>

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



**LEUCADIA WASTEWATER DISTRICT**  
**BUDGET PERFORMANCE REPORT**  
YTD Revenue and Expenditures Through 6/30/2012 with Annual Budget

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 7,162,488.03	\$ 7,154,741.00	(7,747.03)	100.1%
RECLAIMED WATER SALES	3150	230,736.24	458,000.00	227,263.76	50.4%
OTHER OPERATING INCOME		58,577.34	205,654.00	147,076.66	28.5%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 7,451,801.61</b>	<b>\$ 7,818,395.00</b>	<b>\$ 366,593.39</b>	<b>95.3%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 2,803,066.05	\$ 2,836,478.00	\$ 33,411.95	98.8%
BOARD EXPENSES AND ELECTION	4300 & 4400	139,430.75	130,350.00	(9,080.75)	107.0%
DEPRECIATION EXPENSE	4510	3,060,000.00	-	(3,060,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,537,968.00	1,537,968.00	n/a
FUELS	4600	43,093.52	57,000.00	13,906.48	75.6%
INSURANCE	4700	104,703.20	117,000.00	12,296.80	89.5%
MEMBERSHIP & DUES	4800	23,357.60	23,500.00	142.40	99.4%
OFFICE EXPENSE	4900	73,807.62	107,000.00	33,192.38	69.0%
OPERATING SUPPLIES	5000	168,518.35	169,750.00	1,231.65	99.3%
PROFESSIONAL SERVICES	5200	462,045.02	551,500.00	89,454.98	83.8%
PRINTING & PUBLISHING	5300	20,151.69	33,000.00	12,848.31	61.1%
RENTS & LEASES	5400	16,271.45	19,200.00	2,928.55	84.7%
REPAIR & MAINTENANCE	5500	253,711.67	313,650.00	59,938.33	80.9%
MONITORING & PERMITTING	5600	38,343.13	44,800.00	6,456.87	85.6%
TRAINING & DEVELOPMENT	5700	41,569.50	41,400.00	(169.50)	100.4%
UTILITIES	5900	339,684.39	428,250.00	88,565.61	79.3%
LAFCO OPERATIONS	6100	5,325.00	6,200.00	875.00	85.9%
ENCINA	6200	1,197,902.29	1,862,075.00	664,172.71	64.3%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 8,790,981.23</b>	<b>\$ 8,279,121.00</b>	<b>\$ (511,860.23)</b>	<b>106.2%</b>

<b>NON-OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 221,665.73	\$ 160,476.00	(\$61,189.73)	138.1%
PROPERTY TAXES	3220	1,175,921.85	1,200,000.00	24,078.15	98.0%
INTEREST INCOME	3250	283,034.06	435,000.00	151,965.94	65.1%
OTHER NON OPERATING INCOME		31,176.32	643,079.00	611,902.68	4.8%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 1,711,797.96</b>	<b>\$ 2,438,555.00</b>	<b>\$726,757.04</b>	<b>70.2%</b>

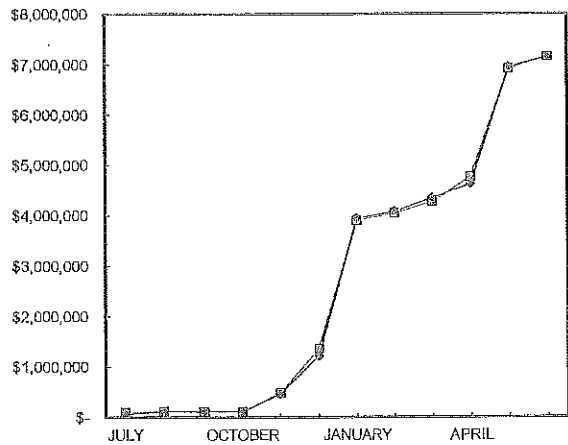
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

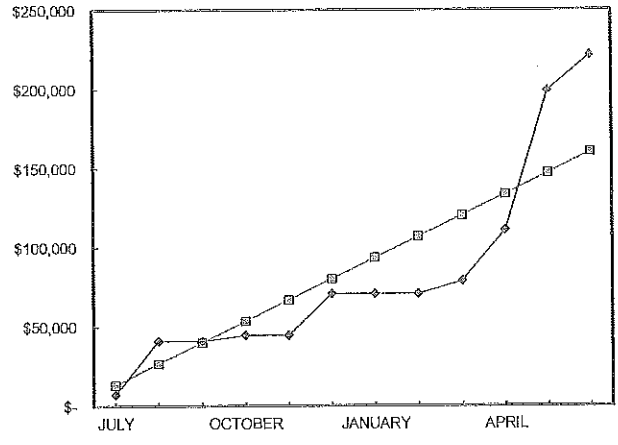
## Revenue FY 2012

YTD through June 30, 2012

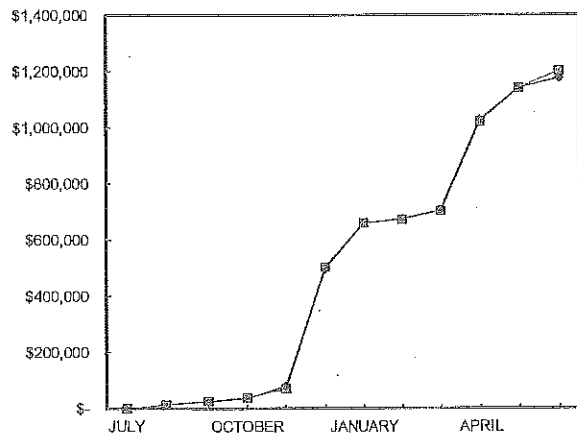
**Sewer Service Fees**



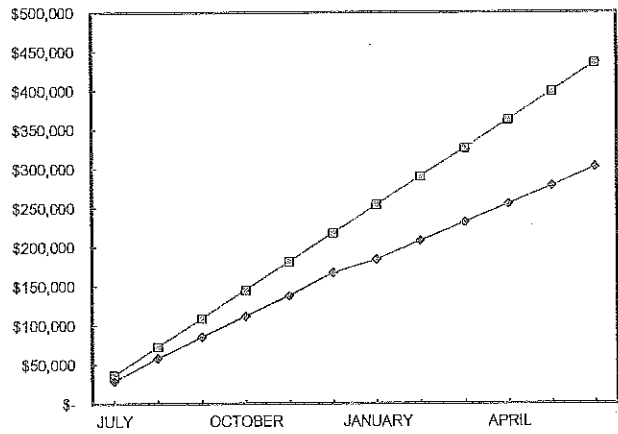
**Capacity Charges**



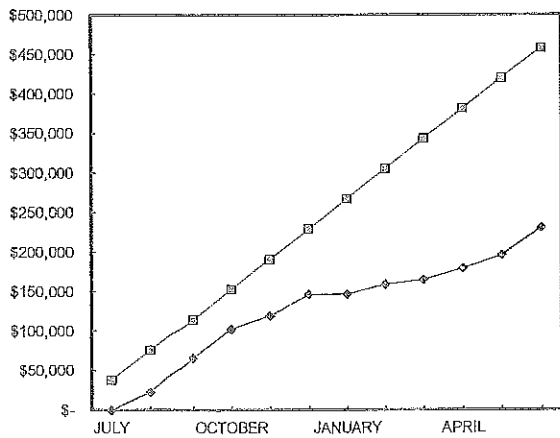
**Property Taxes**



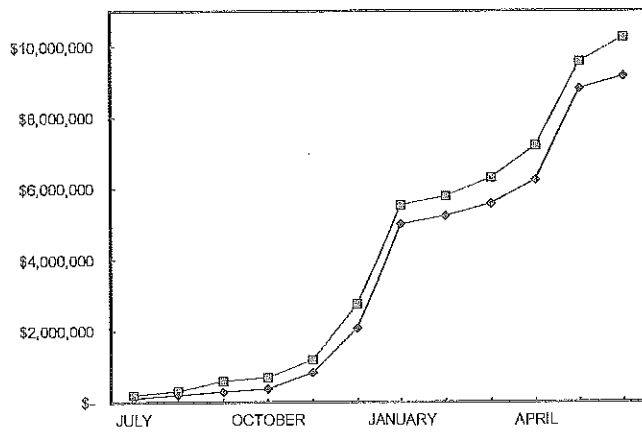
**Investment Income**



**Recycled Wastewater**



**Total Revenue**



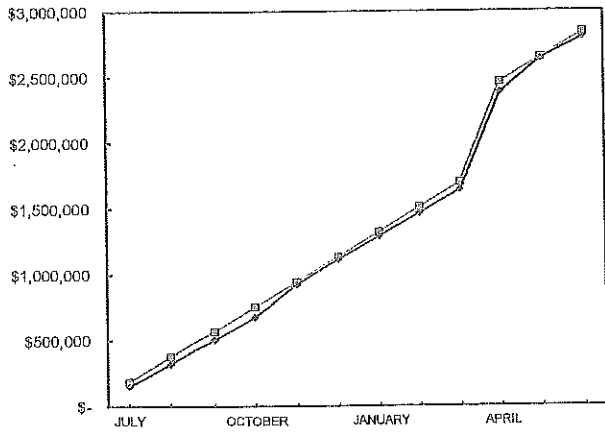
—□— Budget    —◇— Actual

—□— Budget    —◇— Actual

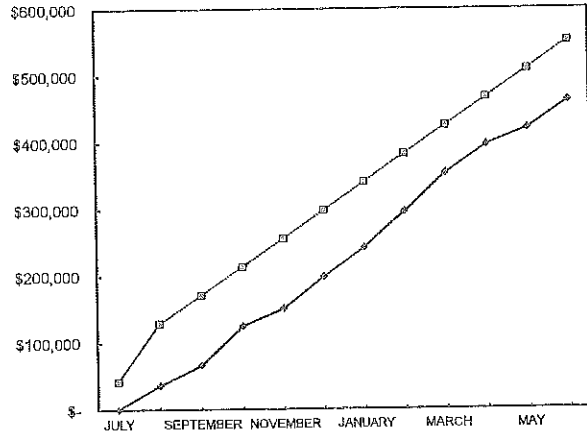
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2011 YTD through June 30, 2012

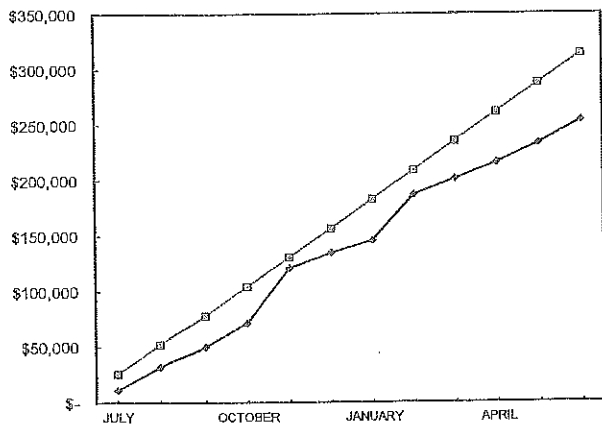
**Salaries and Benefits**



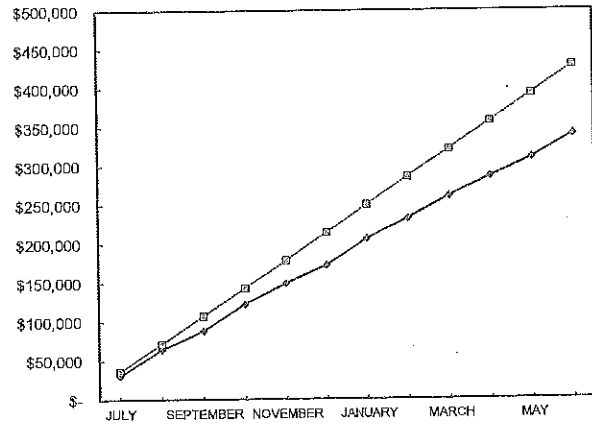
**Professional Services**



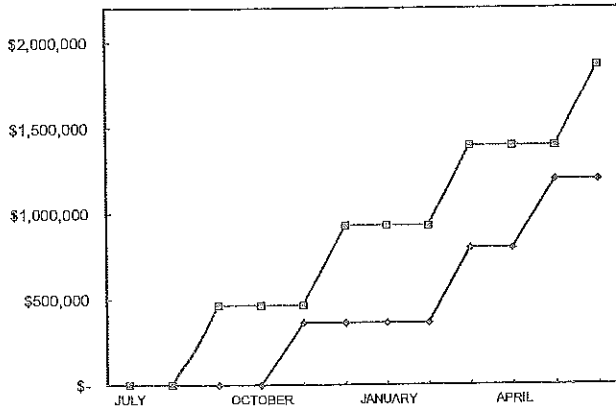
**Repairs & Maintenance**



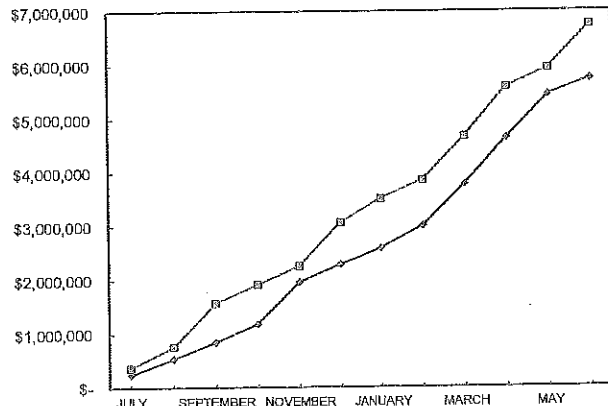
**Utilities**



**Encina M&O**



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



—□— Budget    —◆— Actual

—□— Budget    —◆— Actual

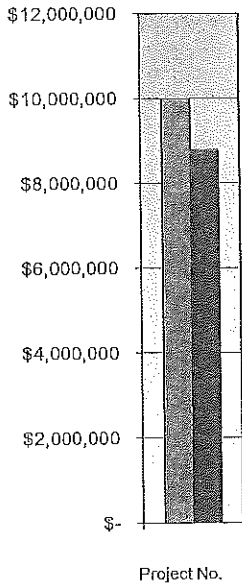
\* Preliminary; subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District

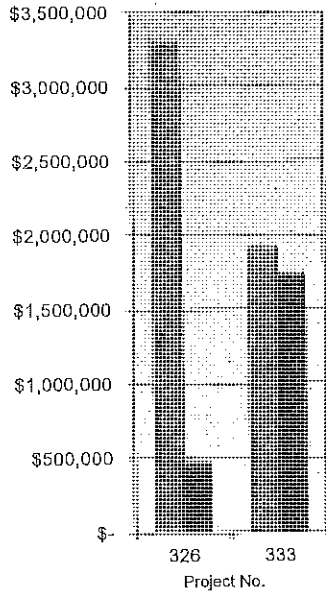
## Capital Expenditures

As of June 30, 2012

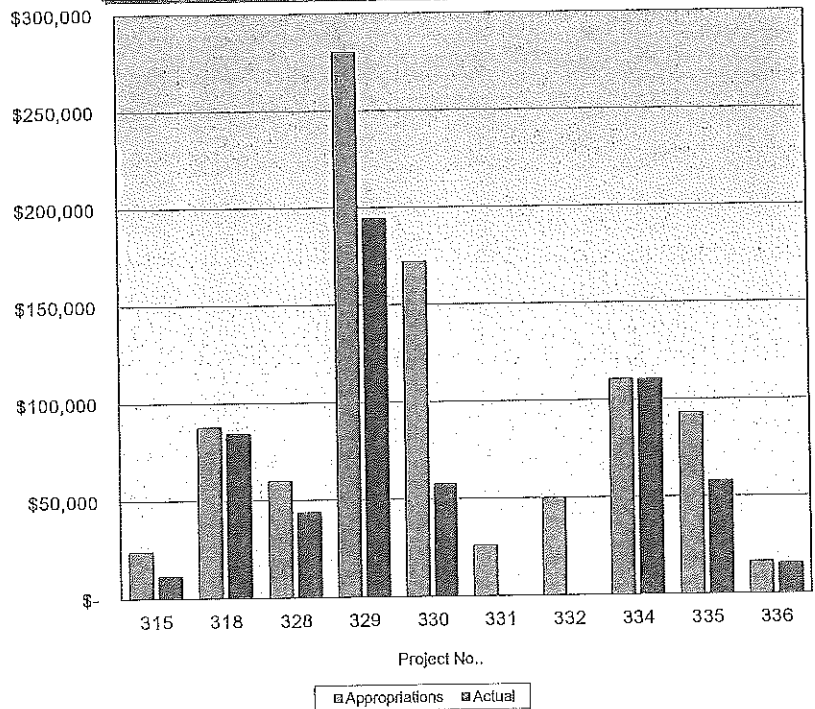
**Encina W.A.  
Multi Year  
Capital Exp.  
FY2003-FY2012**



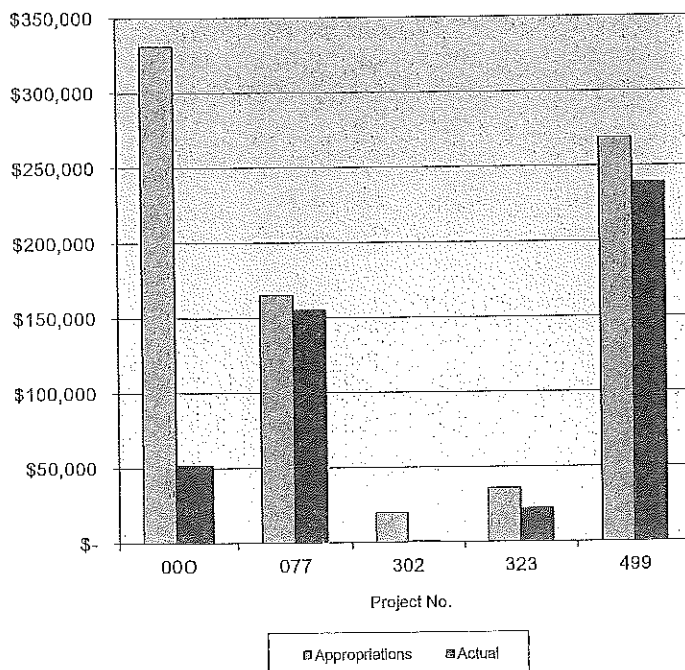
**District Multi Year  
Capital Expenditures  
by Project  
FY2009-FY2012**



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



**Single Year Capital Expenditures by Project  
FY2012**



**Project Legend**

**Multi-Year Capital Projects**

Description	No.
Encina Wastewater Authority	072
Village Park 7 Pump Replacement	315
Asset Mgmt Plan Implementation	318
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Occidental Line Rehab	329
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Force Main Corrosion Project	333
Asset Mgmt Pipeline Replacement	334
Asset Mgmt Plan Update	335
New Meter Installation	336

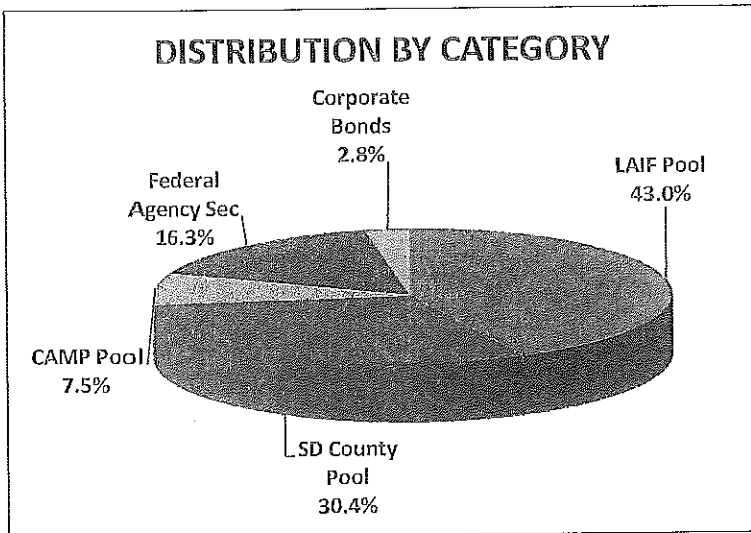
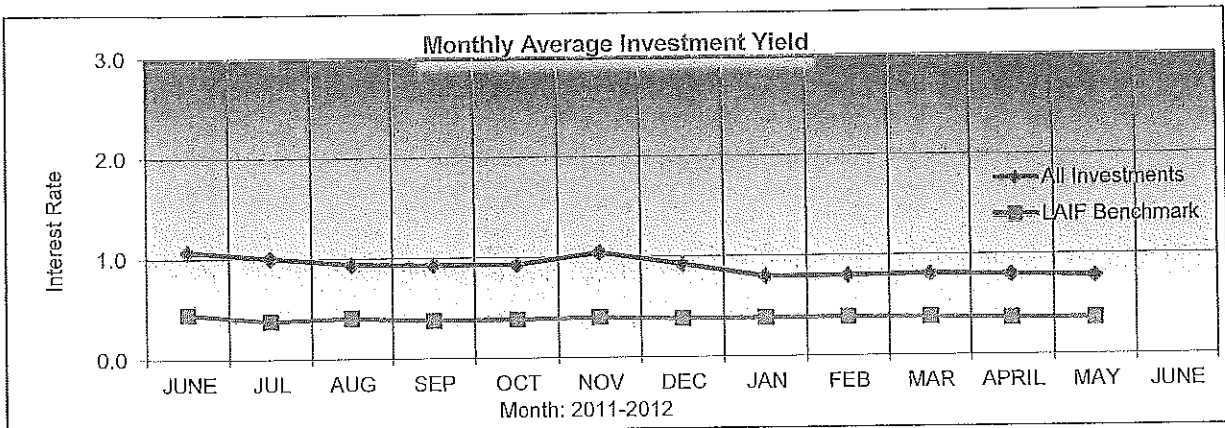
**Single Year Capital Projects**

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

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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2012**

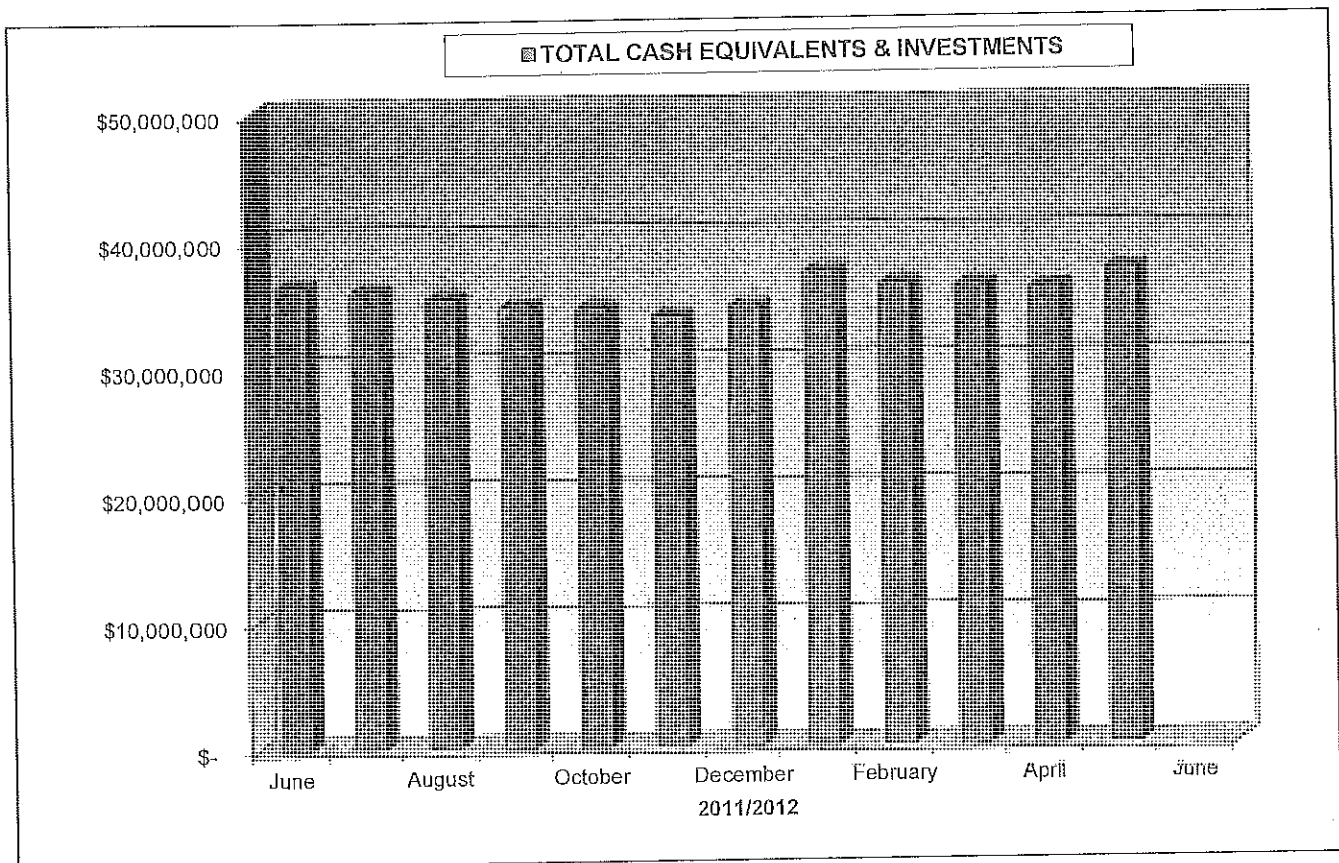
Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2012	May 31, 2012		
LAIF Pool	14,628,758	15,998,758	4,632	0.363%
SD County Pool	11,299,662	11,299,662	4,883	0.456%
CAMP Pool	2,264,844	2,784,140	517	0.240%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	5,991,583	5,492,698	5,241	1.090%
GNMA mortgage pools	15,796	15,619	119	8.910%
Total Camp Portfolio	7,041,414	6,542,352	6,997	1.240%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	561,056	561,056	6,818	14.583%
Total Bond Funds	561,056	561,056	6,818	14.583%
<b>Totals</b>	<b>\$ 35,795,734</b>	<b>\$ 37,185,968</b>	<b>\$ 23,848</b>	<b>0.784%</b>



Investment Type	Actual %	Allowed %
LAIF Pool	43.0%	75%
SD County Pool	30.4%	75%
CAMP Pool	7.5%	75%
Federal Agency Sec	16.3%	75%
Corporate Bonds	2.8%	10%
<b>TOTAL</b>	<b>100.0%</b>	

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2012**  
**(Continued)**

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2011/2012	Amount	Average Rate
June	\$ 36,289,996	1.07%
July	\$ 35,909,897	1.01%
August	\$ 35,254,938	0.94%
September	\$ 34,624,683	0.93%
October	\$ 34,448,889	0.93%
November	\$ 33,779,633	1.05%
December	\$ 34,516,504	0.92%
January	\$ 37,152,562	0.80%
February	\$ 36,158,786	0.80%
March	\$ 35,967,850	0.81%
April	\$ 35,795,734	0.80%
May	\$ 37,185,968	0.78%
June		



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2012**  
**(Continued)**

**INVESTMENT TRANSACTIONS**  
*For the month of May, 2012*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
FHLB Debenture		\$ 500,000			1.23%
TOTAL	\$ -	\$ 500,000	\$ -		

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

**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *or for may for*  
**SUBJECT:** Disclosure of Reimbursements Report for January through June 2012

---

**RECOMMENDATION:**

1. Receive and File the Disclosure of Reimbursements Report for January through June 2012.

**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 2012 period has been attached for your review.

PJB:

Attachment





LEADERS IN ENVIRONMENTAL PROTECTION

Disclosure of Reimbursement Report  
January 1, 2012 - June 30, 2012

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	PM
		Hanson	Sullivan	Omsted	Kulchin	Juliussen	Bushee	LeMay	Morishita
<b>CASA Mid-Year Conference</b>									
CASA & CSRMA Seminar January 17-20, 2012 Palm Desert, CA	Registration	425.00	425.00	425.00	425.00	425.00	425.00		
	Hotel (includes parking)	700.05	700.05	700.05	700.05	700.05	700.05		
	Airfare	0.00	0.00	0.00	0.00	0.00	0.00		
	Meals	22.62	5.93	11.80	43.34	19.62	24.37		
	Rental Car/mileage/taxi	127.10	157.07	0.00	127.65	124.32	0.00		
	<b>Sub-total</b>	<b>1,274.77</b>	<b>1,288.05</b>	<b>1,136.85</b>	<b>1,296.04</b>	<b>1,268.99</b>	<b>1,149.42</b>	<b>0.00</b>	<b>0.00</b>
<b>Water Reuse Annual Conference</b>									
Water Reuse March 25-27, 2012 Sacramento, CA	Registration		350.00	425.00		350.00			
	Hotel (includes parking)		314.62	314.62		314.62			
	Airfare		221.60	463.60		463.60			
	Meals		64.69	12.65		66.14			
	Rental Car/mileage/taxi		28.00	60.75		28.00			
<b>Sub-total</b>	<b>0.00</b>	<b>978.91</b>	<b>1,276.62</b>	<b>0.00</b>	<b>1,222.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>CWEA Annual Conference</b>									
CWEA April 17-20, 2012 Sacramento, CA	Registration			490.00		490.00	315.00		
	Hotel (includes parking)			606.39		606.39	196.54		
	Airfare			463.60		463.60	463.60		
	Meals			57.02		71.99	38.41		
	Rental Car/mileage/taxi			26.12		100.64	105.00		
<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>1,643.13</b>	<b>0.00</b>	<b>1,732.62</b>	<b>1,118.55</b>	<b>0.00</b>	<b>0.00</b>	
<b>CASA Spring Conference</b>									
CASA Spring April 24-27, 2012 Napa, CA	Registration	425.00	425.00	425.00		425.00	425.00		
	Hotel	339.92	509.88	509.88		339.92	646.74		
	Airfare	369.60	137.60	369.60		369.60	302.60		
	Meals	2.69	138.73	8.93		77.39	86.42		
	Rental Car/mileage/taxi	0.00	205.09	346.06		290.72	387.84		
	<b>Sub-total</b>	<b>1,137.21</b>	<b>1,416.30</b>	<b>1,659.47</b>	<b>0.00</b>	<b>1,502.63</b>	<b>1,848.60</b>	<b>0.00</b>	<b>0.00</b>
<b>CSDA Legislative Days Conference</b>									
CSDA Legislative Days May 15-17, 2012 Sacramento, CA	Registration	225.00	225.00	225.00	225.00	225.00			
	Hotel	491.72	491.72	491.72	381.86	381.86			
	Airfare	463.60	463.60	467.60	463.60	463.60			
	Meals	113.71	127.24	13.75	99.30	95.91			
	Rental Car/mileage/taxi	0.00	0.00	0.00	71.85	151.30			
	<b>Sub-total</b>	<b>1,294.03</b>	<b>1,307.56</b>	<b>1,198.07</b>	<b>1,241.61</b>	<b>1,317.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Water Reuse Annual Desalination and Research Conference</b>									
Water Reuse Desalination Research Conference June 4-5, 2012 San Diego, CA	Registration		475.00			475.00			425.00
	Hotel (includes parking)		289.84			282.67			0.00
	Airfare		0.00			0.00			0.00
	Meals		31.10			0.00			0.00
	Rental Car/mileage/taxi		35.52			0.00			0.00
	<b>Sub-total</b>	<b>0.00</b>	<b>831.46</b>	<b>0.00</b>	<b>0.00</b>	<b>757.67</b>	<b>0.00</b>	<b>0.00</b>	<b>425.00</b>

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 27, 2012**

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

**1. Employee Recognition Awards.**

The Board of Directors approved three awards totaling \$1,500.

**2. Construction Scope Expansion to Solids Processing and Blower Controls Improvement Project.**

The Board of Directors approved an expansion to the construction contract between the Encina Wastewater Authority and Norman A. Olsson Construction, Inc. in the amount of \$308,654 for additional Centrate Piping and dewatering control improvements.

**3. Adopt Alternative Approach to the Primary Effluent and Secondary Effluent Conveyance Systems Condition Assessment Project.**

The Board of Directors authorized staff to reject the bid received from Charles King Company as a result of the Request for Bids (RFB) process.

In addition, the Board of Directors awarded a contract to Charles King Company in the amount of \$132,008 for Bypass and Dewatering Pumping related to the Secondary Effluent Conveyance System Condition Assessment Project.

## EWA Executive Session Items

The Board of Directors met in closed session on the following items:

4. Conference with legal counsel regarding existing litigation per Government Code §54956.9 (a) Helton v. Encina Wastewater Authority.

There was no reportable action.

5. Public Employment, Performance Evaluation: General Manager as authorized per Government Code §54957.

There was no reportable action.

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

There was no reportable action.

7. Conference with legal counsel regarding potential litigation per Government Code §54956.9(b) and (c): 1 case

There was no reportable action.

**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *asked me for you*  
**SUBJECT:** CSDA Board of Directors 2012 Election

---

**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

LWD recently received a California Special Districts Association (CSDA) ballot for the 2012 election. There are two seats (Seat A and C) open for the Region 6 Director. The candidates are the following:

- Vice President Elaine Sullivan, Leucadia Wastewater District
- Director Jo MacKenzie, Vista Irrigation District
- Director Cheryl Brothers, Orange County Vector 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 3, 2012.

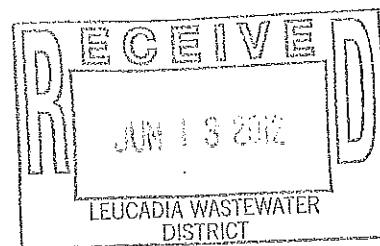
This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

PJB:



California Special  
Districts Association  
*Districts Stronger Together*



## CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

### 2012 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 A. 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. 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 note: CSDA Bylaws outline the overall election process (Article III – Directors). In regard to Region 6, this year there are two seats open for election as outlined above, Seat A and Seat C. The current Director serving Seat C, Dewey Ausmus, is retiring from his district at the end of this year, so this seat will become vacant and the new individual elected will serve the remainder of the term (2 years) which will expire on December 31, 2014. Since there are two seats open for election, the individual with the most votes during this election will fill Seat A which is a full term (3 years) and the individual with the second most votes will complete the remaining term for Seat C (2 years). Member districts in Region 6 will be entitled to cast two votes (one per candidate) since there are two seats open for election.

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 3, 2012.**

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](mailto:charlottel@csga.net) with any questions.



CSDA Region 6 Candidate Statement

**Elaine Sullivan**

Vice-President, Leucadia Wastewater District Board of Directors  
Carlsbad, CA 92009

I am seeking to represent Region 6 because I have a passion for special districts and I believe that I can use that passion to serve CSDA members and enroll non-member agencies. I believe I bring a unique and proven set of skills from my 24 years of experience as past President, current Vice-President and a member of various committees at Leucadia Wastewater District (LWD). During my tenure, LWD has been recognized as a District of Distinction and has received CWEA's Statewide Collection System of the Year award 7 times, including this past year. LWD is currently debt-free and maintains one of the lowest rates in San Diego County.

I have also been a 24 year member of Encina Wastewater Authority's (EWA) Board of Directors where I served multiple terms as Board President and as Chair of several committees. EWA has been recognized many times for its outstanding operations and global biosolids and energy management program.

Other public service experience includes: member of the California Water Reuse Finance Authority Board for 12 years, Ambassador Committee member for the Carlsbad Chamber of Commerce and a member of CSDA San Diego Chapter's Scholarship Committee for 15 years. I was instrumental in the formation of its Teacher Grant Program which provides grants to local area teachers for projects related to special districts.

I have held my current positions, with over 98% attendance for 24 years, while owning and operating my own business. I have wished to be more involved in CSDA over the years but I never undertake any endeavor that I cannot fully commit to. Since I am now retired, I am willing to commit my time with the goal of giving back to CSDA while representing ALL Special Districts in Region 6.

Thank you for your consideration.

## JO MACKENZIE

### PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS



During my tenure on the CSDA Board, Special Districts have gained recognition as the third leg of local government. It is important CSDA continues to be the voice of all special districts. I am committed to building on the present foundation of educational programs and public outreach. My enthusiasm, commitment and comprehensive knowledge of special districts and LAFCO 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:

- ❖ Immediate Past President, 2012
- ❖ President, 2011
- ❖ Vice President, 2010
- ❖ Treasurer, 2008 and 2009
- ❖ CSDA Finance Corporation, 2007-2012, President 2012
- ❖ Fiscal Committee Chair, 2008 and 2009
- ❖ Audit Committee Chair, 2008
- ❖ Legislative Committee, 2004-2012; Chair, 2006-2010 and 2012

#### DISTRICT EXPERIENCE:

- ❖ Elected in 1992, Board of Directors, Vista Irrigation District (CSDA District of Distinction)
- ❖ Served on and chaired District Committees
- ❖ One of the principal negotiators for the San Luis Rey Water Rights Settlement Agreement between VID, five Indian Bands, the City of Escondido, and the Federal Government

#### OTHER LEADERSHIP POSITIONS:

- ❖ ACWA Region 10 Board, Vice Chair, Alternate Chair, Director, 1997-2010
- ❖ San Diego LAFCO Special District Advisory Committee, 1994-2008, Chair 2005-2008
- ❖ San Diego LAFCO, Alternate LAFCO Commissioner, 2008 to present
- ❖ CSDA San Diego Chapter, Board Member 1993 to present, President 1998-2000

#### COMMUNITY INVOLVEMENT:

- ❖ San Marcos Planning Commissioner, 1979-1986
- ❖ San Marcos Traffic Commission, 1999-2004
- ❖ San Marcos Budget Review Committee, 1980-1982 and 1995-2006, Chair 1996-2006
- ❖ San Marcos Chamber of Commerce, Lifetime Ambassador

#### RECOGNITIONS:

- ❖ Special District Official of the Year by PublicCeo, 2011
- ❖ CSDA Legislative Advocate of the Year, 2010
- ❖ Graduate CSDA Leadership Academy

**Cheryl Brothers  
Orange County Vector Control District**

**Candidate Statement  
Region 6**

I have had opportunities to be involved in regional and state positions since 1992. Since then, I have held leadership positions in several diverse arenas. Serving one year on the Orange County Grand Jury, I worked with committees who looked into the governance of special districts in the county making me familiar with many types of special district operations. I was appointed by my city to the Orange County Vector Control District in 2005 while I served on the city council from 2002-2010. In 2011, I was selected by the district's 35 member board of trustees to serve as President.

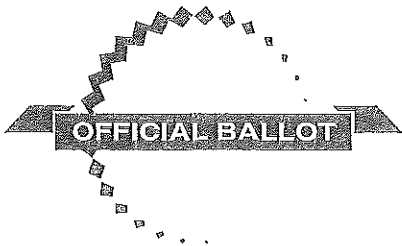
While working for a County Supervisor from 1996-2002, I gained first-hand knowledge of county issues and process. Working with the League of California Cities on their Administrative Services Policy Committee I covered state legislative issues; and served on their annual conference planning committee for one year. I chaired the O.C. Council of Governments for 2 years when we wrote our Regional Sustainable Community Development Strategy to comply with AB 32 and SB 375.

In 2010, while on the O.C. and CA. LAFCO board, I was instrumental in forming a Coalition of seven Southern California County LAFCOs and helped to develop their governance documents.

Since retiring from city council and other related positions, I have focused my attention to OCVCD and special districts. I have traveled to Washington D.C. on Vector legislative days to lobby our representatives on bills that affect all California Vector Districts.

I have the time and dedication to bring my legislative and governance experience to CSDA and will be your voice for Region 6 at the state level. I look forward to working with you in the future.





**CSDA BOARD OF DIRECTORS  
ELECTION 2012**  
*All Fields Must Be Completed for ballot to be counted.  
(Please vote for two individuals.)*

**REGION SIX**



*Seat A - term  
ends 2015*

*Seat C - term  
ends 2014*

- Jo Mackenzie\***  
*Vista Irrigation District*
- Cheryl Brothers**  
*Orange County Vector Control District*
- Elaine Sullivan**  
*Leucadia Wastewater District*

*Please vote for two  
individuals as there are two  
open seats. Per the CSDA  
Bylaws, the candidate  
with the most votes will be  
elected to Seat A, and the  
candidate with the second  
most votes will be elected  
to Seat C.*

*\* incumbent*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member District: \_\_\_\_\_

**Must be received by 5pm, August 3, 2012. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814**

**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *as per memo for*  
**SUBJECT:** Resolution No. 2225 Requesting LAFCO to Take Proceedings for the Charles Change of Organization

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Adopt Resolution No. 2225, Charles Annexation, as presented.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

The proposed Charles Annexation into the Leucadia Wastewater District's (LWD) service area involves one parcel totaling 0.23 acre, located just west of the intersection of Hymettus Avenue and Eolus Avenue north of Leucadia Boulevard, on the northwest edge of the island area of Leucadia, approximately one mile west of Interstate 5.

This annexation is within the District's sphere of influence and includes a single family residence with an ageing septic tank system. The Owner wants to connect to the newly constructed sanitary sewer system. The annexation is necessary to provide sewer service to this residence.

Approval of Resolution No. 2225 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. 2225 for your review.

rym:PJB

Attachment

RESOLUTION NO. 2225

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  
CHARLES 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 Charles Change of Organization; and

WHEREAS, the proposed Charles Change of Organization includes annexation of the Charles territory (*APN 254-120-12*) 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. 2225

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) 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 11, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Judy K. Hanson, President

ATTEST:

---

Paul Bushee, General Manager  
(SEAL)

**EXHIBIT "A"**  
**GEOGRAPHIC DESCRIPTION FOR PROPERTY TO BE ANNEXED INTO THE**  
**LEUCADIA WASTEWATER DISTRICT**  
**APN: 254-120-12**

PORTION OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 4 WEST, S.B.M. IN THE CITY OF ENCINITAS, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE EXISTING LEUCADIA WASTEWATER DISTRICT BOUNDARY, BEING THE INTERSECTION OF THE WESTERLY LINE OF HYMETTUS AVENUE AS SHOWN ON MAP NO. 1788, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, STATE OF CALIFORNIA, ON MARCH 28, 1924 AND THE WESTERLY PROLONGATION OF THE NORTHERLY LINE OF LOT 4, BLOCK L, OF SOUTH COAST PARK ANNEX, ACCORDING TO MAP NO. 1788;

THENCE (1) SOUTH 87°09' 15" EAST 194.92 FEET;

THENCE (2) SOUTH 03°27'30" EAST 72.66 FEET;

THENCE (3) NORTH 88°34'40" WEST 194.45 FEET TO A POINT ON THE EXISTING LEUCADIA WASTEWATER DISTRICT BOUNDARY;

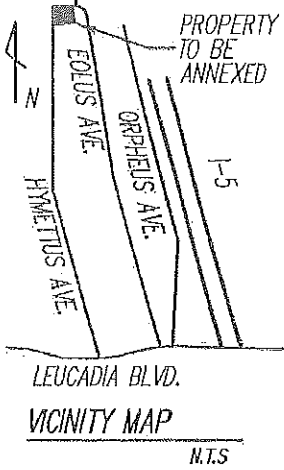
THENCE (4) ALONG SAID DISTRICT BOUNDARY NORTH 03°27'30" WEST 77.52 FEET TO THE POINT OF BEGINNING.

CONTAINS .34 ACRES, MORE OR LESS.

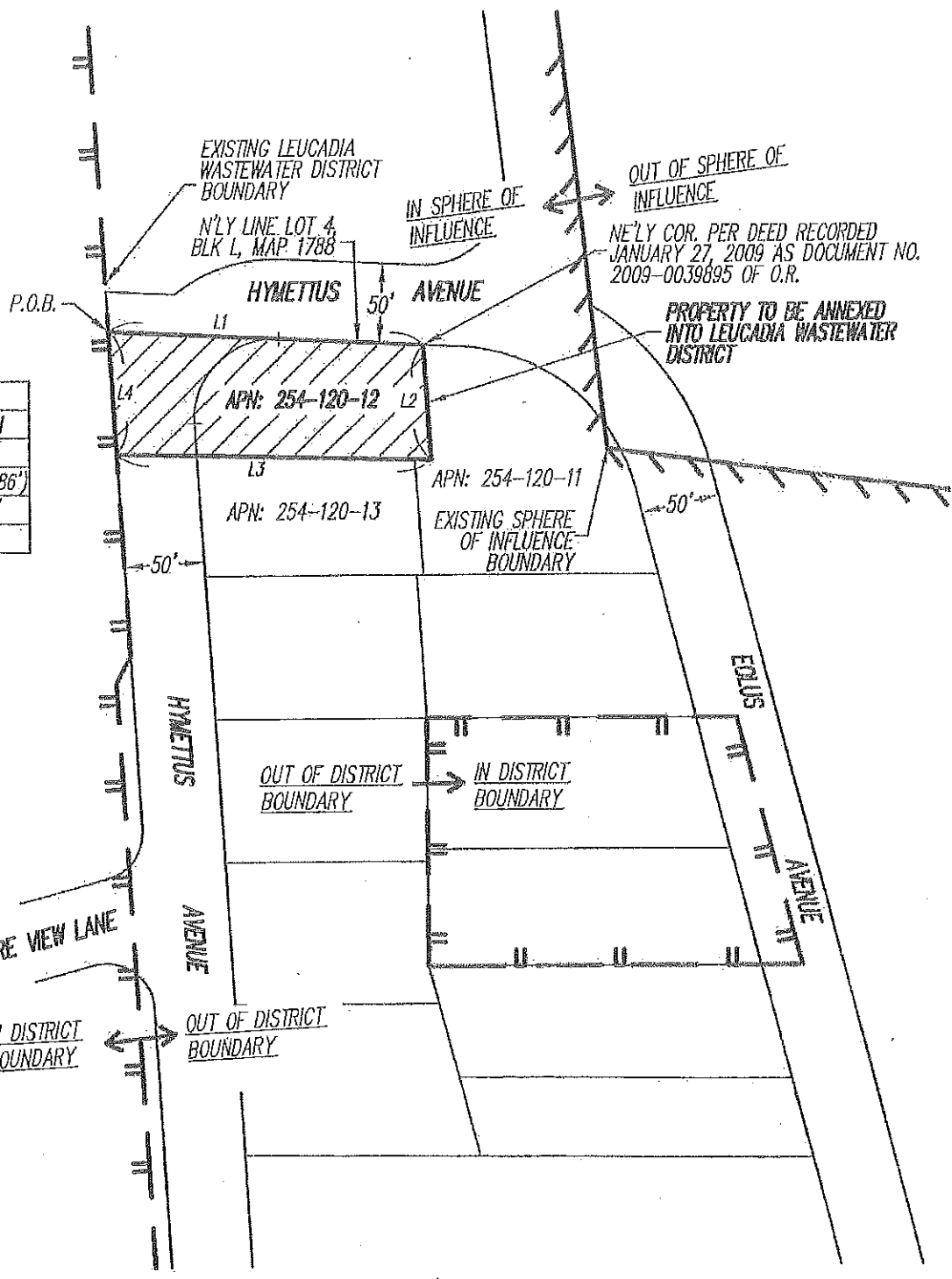
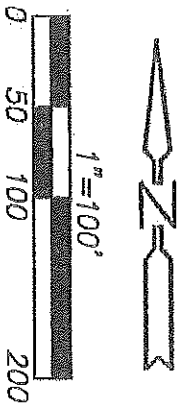
*FOR ASSESSMENT PURPOSES ONLY. THIS DESCRIPTION IS NOT A LEGAL PROPERTY DESCRIPTION AS DEFINED IN THE SUBDIVISION MAP ACT AND MAY NOT BE USED AS THE BASIS FOR AN OFFER FOR SALE OF THE LAND DESCRIBED.*



**EXHIBIT "B"**  
**PLAT OF PROPERTY TO BE ANNEXED INTO THE LEUCADIA WASTEWATER DISTRICT**  
**PORTION OF SECTION 4, TOWNSHIP 13 SOUTH, RANGE 4 WEST. S.B.M.**  
**APN: 254-120-12**



LINE TABLE		
LINE	BEARING	LENGTH
L1	S 87°09'15" E	194.92'
L2	S 03°27'30" E	72.66'(72.86')
L3	N 88°34'40" W	194.45'
L4	N 03°27'30" W	77.52'



NOTES:  
 1. BOUNDARY INFORMATION SHOWN HEREON CALCULATED PER MAP 1788 AND DEED RECORDED JANUARY 27, 2009 AS DOCUMENT NO. 2009-0039895 OF O.R.  
 2. DATA IN PARENTHESIS PER DEED RECORDED JANUARY 27, 2009 AS DOCUMENT NO. 2009-0039895 OF O.R. ACTUAL CLOSURES DIFFER FROM RECORD DEED.  
 3. 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.

**SAMPO ENGINEERING, INC.**

1034 SECOND STREET ERICHTAS, CA 92024  
 TEL: (760) 436-0660 FAX: (760) 436-0659  
 JN: 12-105 CHARLES 6/12/12

**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *on behalf of*  
**SUBJECT:** Fiscal Year 2012 (FY 12) LWD Tactics and Action Plan Report

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and file the FY 12 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. Updated in March 2007, the Strategic Plan identified the following 7 strategies:

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 12 along with several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the FY 12 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 2012  
Tactics & Action Plans**

**1. Financial**

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target/Completion Date</u>
Evaluate Payoff of PERS "Sidefund" Obligation	ASM	CPA, AT	Completed (Paid Off)	Jan-12
Conduct Annual Policy Review: Investment Policy Reserve Policy Purchasing Policy	GM	ASM, CPA	Completed Completed Completed	Annually Sep-11 Feb-12 Jul-11
Conduct OPEB Valuation	ASM	CPA	Completed	Oct-11
Evaluate Financial Services Agreement	ASM	GM	Completed	Jun-12
FY 11 Audit	CPA	GM, ASM AT	Completed	Dec-11
FY 13 Budget	ASM	GM, CPA, AT	Completed	Jun-12



Additional Items:  
 CAMP Individual Portfolio Update Presentation  
 Updated Cell Phone Contract (Budget Savings)

ASM  
 EA

Completed  
 Completed

Nov-11  
 May-12

**2. People**

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

Tactics	Leader	Team	Status	Target Completion Date
Conduct Staff Teambuilding Session	GM	ASM	Completed	Oct-11
Outsource Compensation and Benefits Survey	ASM	AS	Completed (Not Pursued)	Jan-12
Conduct Staff/Board Relations Policy Review	GM	ASM	Completed	Aug-11, Mar- 12
Conduct Employee Satisfaction Survey	GM	ASM, Jeff Bills	Completed	Nov-11
Conduct Workers Comp Training	ASM	All Staff	Completed	Jul-11
Conduct Workplace Violence Training	ASM	Safety Committee	Completed	Sep-11
Emergency Response Exercise	ASM	Safety Committee	Completed	Jun-12
Implement Formal Qualification Standards for Field Service Technician I, II and III	FSS	TSM, FSSup, ASM	Completed	Nov-11
Conduct Emergency Bypass Pump Training at Avocado and Diana Pump Stations	FSS	TSM, FSSup	Completed	Nov-11
Host Flagger Training Workshop	FSS	TSM, FSSup, ASM	Completed	Dec-11
Conduct Confined Space Entry Training	FSS	TSM, FSSup, ASM	Completed	Feb-12
Conduct Employee Compensation Interviews	GM	All Staff	Completed	Jun-12
Update Policy Binders	EA	GM	Completed	Aug-11

Additional Items:  
 Recruited FST in Training

FSSupt. FSS, ASM, TSM

Completed

Sep-11

Employee of Yr. Award  
 GM Exceptional Service Award  
 13 Individual Incentive Awards  
 GM Compensation Board Consideration

ASM  
 GM  
 ASM  
 Counsel

ERC, Mgmt. Team  
 ERC, Mgmt. Team  
 All Staff  
 Board of Directors

Completed  
 Completed  
 Completed  
 Completed

Dec-11  
 Dec-11  
 Thru/out FY 12  
 Apr-12

**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
Manganese and Boron Source Analysis	FSS	TSM, FSSup FSSpec	In Progress	Apr-12
Extend Carlsbad Water Recycling Agreement	GM	TSM, DE	In Progress	Jun-12
Establish Water Recycling Agreement with OMWD	GM	TSM	In Progress	Jun-12
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	Completed	May-12

Additional Items:  
 NSDCRWRP Updates  
 Special Board Mtg - Water Recycling

GM  
 GM

TSM  
 TSM, DE, CPA

Completed  
 Completed

Sept., Oct -11, Feb - 12  
 May-12

#### 4. 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*

Tactics	Leader	Team	Status	Target Completion Date
Replace PVC Airvac Flanges on Force Mains L1, L2, B2, and B3	FSS	TSM, FSSup	Completed	Aug-11
Evaluate the need to procure an Easement Crawler	FSS	TSM, FSSup	Completed	Jun-12
Evaluate the need to procure a Jetter Trailer	FSS	TSM, FSSup	Completed	Jun-12
Evaluate the need to Replace the Work Management System (WMS)	FSS	TSM, FSSup	Postponed	Feb-12
Procure Engineering Design Services	TSM	GM, DE	Completed	Feb-12
Evaluate Effectiveness of CCTV Program	FSS	TSM, FSSup	Completed	Feb-12
Emergency Response Plan Presentation to Board of Directors	FSS	TSM, FSSup	Completed	Jun-12
Conduct Policy Review	EA	ASM	Completed	Jan-12
Records Retention Policy	EA	ASM	Completed	Jan-12
Evaluate Benefits Broker Agreement	ASM	Admin Spec II	Completed	Jan-12
Evaluate Engineering Services Agreement (Dudek)	TSM	GM, DE	Completed	Jun-12
Complete Encina Member Agency Agreement	GM	ASM, TSM	In Progress	Feb-12
Develop Joint Agreement for the Lanai Kai Gravity Line	GM	ASM, TSM	Postponed	May-12
Update Agreement with Encinitas on Batiquitos Facilities	GM	ASM, TSM	Postponed	Oct-11

**Additional Items:**

CalForward Overview to Board	GM	FSS Staff, Mgmt Team	Completed	Jul-11
Excellent Response to SD Power Outage	FSS	ASM, Board	Completed	Sep-11
Opposition Ltr to SB 293 (Padilla)	GM	FSSupt	Completed	Sep-11
Air Vacuum Replacement Present to Board	FSS	TSM, ASM	Completed	Oct-11
Power Outage Report to Board	FSS	FSSupt, TSM	Completed	Nov-11
Forcemain Air-Vac Bd Presentation	FSS	FSS Staff	Completed	Nov-11
Assistance w/ Encinitas Forcemain Break	GM	Kevin Hardy, EWA	Completed	Dec-11
EWA Outfall Presentation	GM	Jeff Bills	Completed	Dec-11
Board Strategic Planning Interviews/Workshop	GM	Pres. Hanson	Completed	Feb-12
Governance Ad Hoc Committee	GM	Dir. Ormsted	Completed	Feb-May- 12
Procured New CCTV Truck	FSS	TSM, FSSupt	Completed	Apr-12
FOG Program Flyers	FSS	EA, ASII	Completed	Mar-12

**5. 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
District of Distinction Renewal	EA	ASM	Completed	Mar-12
Apply for CASA/CSDA Awards	ASM	EA, GM	Completed	Aug-11
Apply for CWEA Awards	FSS	TSM, ASM, FSSupt	Completed	Nov-11
Apply for CSMFO Finance Award	ASM	CPA, AT	Completed (Received)	Jan-12

**Successes:**

CWEA Collection Sys. of Yr. (SD & State)	FSS	TSM, ASM, FSSupt	Awarded	Apr-12
CWEA SD Section Safety Award	FSS	TSM, ASM, FSSupt	Awarded	Jan-12
CWEA Collecton Person/Yr. (SD Section)	FSS	TSM, ASM, FSSupt	Award - Craig F.	Jan-12
CSRMA Workers Comp Excellence	ASM	All Staff	Awarded	Jan-12
CASA Public Info. Award (Teacher Grant)	ASM	EA, TRG, GM	Awarded	Aug-11

## 6. Technology

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Occidental Line/Manhole Repair Project Complete Project Design Bid Project Commence Construction Construction Complete	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed In Progress	Sep-11 Nov-11 Feb-12 May-12
Lanikai Line Repair Project Commence PDR Commence Project Design Bid Project Commence Construction Construction Complete	TSM TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed In Progress Not Started Not Started Not Started	Aug-11 Nov-11 Mar-12 May-12 Dec-12
Asset Management Plan Update Commence Update Update Complete	TSM TSM	GM, FSS, DE GM, FSS, DE	Completed In Progress	Sep-11 Mar-12
Batiquitos Pump Station Rehabilitation Complete Project Design Bid Project Commence Construction Construction Complete	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Completed Completed In Progress	Sep-11 Oct-11 Nov-11 Dec-12

## 6. Technology Continued

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

Tactics	Leader	Team	Status	Target Completion Date
Force Main Corrosion Project Commence Project Design Bid Project Commence Construction	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Completed Delayed Not Started	Aug-11 Oct-11 Jan-12
Leucadia PS Generator Replacement Commence Project Design Design Complete	TSM TSM	GM, FSS, DE GM, FSS, DE	In Progress Not Started	Apr-12 Jun-12
La Costa PS Rehabilitation Project Commence Project Design Design Complete	TSM TSM	GM, FSS, DE GM, FSS, DE	In Progress Not Started	Jun-12 Aug-12
PERS Software Transition Attend Training Initiate Conversion Update PERS Reporting Procedures	ASM ASM ASM	EA, AT EA, AT EA, AT	Completed Completed Completed	Aug-11 Oct-11 Mar-12

Additional Items:

8 Unplanned Pipeline & Manhole Repairs

TSM

FSS, FSSupt

Completed

Thru/out FY 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	Mar-12
Conduct Public Forum Summer Public Forum Winter Public Forum	GM GM	ASM, TSM ASM, TSM	Completed Completed	Jul-11 Mar-12
Open House	GM	EA, PM, ASM	Completed	Nov-11
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSM	GM, PM, ASM	Completed	Jun-12
Continue implementation of LWD Communication Plan (newsletter)	GM	EA, ASM	Completed	Jun-12
Assist with & Participate in CSDA Teacher Grant Program	EA	Directors Sullivan and Hanson	Completed	11-Nov

### Additional Items:

Sponsored Batiquitos Lagoon Fun Walk	GM	ASM	Completed	Jul-11
3 Pacific Ridge Middle School Tours	EA	TSM FSS, FST II (Ian)	Completed	Oct-2011, Feb-2012, Apr-2012
Cub Scouts Tour	EA	TSM FSS, FST II (Ian)	Completed	Jul-11
Elected to CASA Executive Bd. Of Directors	GM	Asp II	Completed	Aug-11
ASCE Infrastructure Report Card - WW Comm	GM		Completed	Jul-11 thru Mar-12
CASA Presentation - Teacher Grant Program	GM		Completed	Jan-12
Open House Presentation to Board	ASM	EA, GM	Completed	Jan-12
Batiquitos Lagoon Found. Planning Retreat	GM	Asp II, ASM	Completed	Feb-12
Sponsored AH Lagoon World Water Day	GM		Completed	Mar-12
CWEA Presentation - Lateral Grant Program	GM		Completed	Apr-12
League of Women Voters - 29 Mtgs	Asp II	EA, ASM	Completed	Thru/out FY 12
North County Water Recycling Group Mtgs.	GM	TSM, DE	Completed	Thru/out FY 12
2 CWEA Planning Meetings	Asp II	FSS, FSSupt, GM	Completed	Apr & Jun- 12
3 Scripps Hospital Committee Meetings	Asp II		Completed	Dec-11, Jan & Feb- 12

## List of Acronyms for LWD Staff Titles

GM – General Manager

ASM – Administrative Services Manager

FSM – Field Services Manager

PM – Project Manager

FSSup – Field Services Supervisor

FSSpec – Field Services Specialist

EA – Executive Assistant

AT – Accounting Technician

AS II – Administrative Specialist II

DE – District Engineer



**MEMORANDUM**

**DATE:** July 5, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *attempted for*  
**SUBJECT:** Fiscal Year 2013 (FY 13) LWD Tactics and Action Plan

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**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Adopt the FY 13 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

As you are aware, the Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and the Strategic Plan was subsequently updated in March 2007. In order to maintain the Strategic Plan as a "living" document, staff annually develops a Tactics and Action Plan covering LWD's 7 Strategic Areas.

For FY 13, staff has developed an ambitious plan that includes 49 tactical goals. A copy of the FY 13 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 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	Not Started	Dec-12 Mar-13 Jun-13
Complete FY 12 Audit Review Auditor Performance Execute Contract Option or Execute New Contract				
Conduct Annual Policy Review:	GM	ASM, CPA	Not Started	Annually
Reserve Policy			Not Started	Feb-13
Board/Staff Relations Policy			Not Started	Mar-13
Procurement Policy			Not Started	Aug-13
Investment Policy			Not Started	Sep-13
Financial Plan Update	ASM	CPA, AT	Not Started	Sep-12
Financial Plan Approved				Apr-13
Evaluate Financial Software Programs	ASM	GM	Not Started	Mar-13
FY 14 Budget	CPA	GM, ASM AT	Not Started	Apr-13
Budget Workshop (BOD) Budget Approval			Not Started	Jun-13

## 2. People

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Host First aid/CPR training	ASM	All Staff	Not Started	Oct-12
PACP TV Inspection Training for Field Service Staff	TSM	FS Team	Not Started	Nov-12
Safety/Benefits Stand-down	ASM	AS	Not Started	Dec-12
Host confined space training, every year	TSM	FSS, FSSup	Not Started	Jan-13
Conduct a In-House Salary Survey	ASM	GM	Not Started	Mar-13
CSDA Board Secretary Certificate Program	EA		Not Started	Jun-13
Conduct Employee Interviews	GM	All Staff	Not Started	Nov-12
Conduct Employee Compensation Interviews	GM	All Staff	Not Started	Jun-13
Conduct Board Strategic Planning Workshop	GM	ASM, Board	Not Started	Feb-13

**3. Water Reclamation**

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Continue to Negotiate with Carlsbad for a new Water Recycling Sales Agreement	GM		Not Started	Jun-13
Establish Water Recycling Agreement with OMWD	GM	TSM	In progress	Jun-13
Participate in North County Water Recycling Lobby Effort	GM	TSM, DE	In progress	Jun-13
Evaluate Potential to Retail Recycled Water	GM	TSM, DE	Not Started	Sep-12

**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*

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Apply for CWEA Awards	FSS	TSM, ASM, FSSupt	Not Started	Nov-12
Apply for CSMFO Finance Award	ASM	CPA, AT	Not Started	Jan-13
Apply for CSDA Awards	ASM	EA	Not Started	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*

Tactics	Leader	Team	Status	Target Completion Date
By Pass pumping at Encinitas Estates & Village Park 7	FSS	TSM, FSSup	Not Started	Sep-12
Evaluate the Work Management System (WMS)	FSS	TSM, FSSup	Not Started	Oct-12
Update the Standard Specifications	TSM	DE, FSS Attorney	Not Started	Nov-12
Evaluate Root Control Products	FSS	TSM, FSSup	Not Started	Sep-12
Evaluate the SCADA Alarm System	FSS	TSM, FSSup	Not Started	Jan-13
Review Field Service Standard Operating Procedures (SOP's)	FSS	FSSup, TSM	Not Started	Aug-12
Evaluate Janitorial Agreement	EA	TSM, AS II	Not Started	Jan-13
Evaluate ADS Service Agreement (2nd year of three year contract)	FSS	TSM, FSSup	Not Started	Mar-13
Assist / Host Emergency Drill with Local Agencies	TSM	FSSupt., FSSup. FS staff	Not Started	Apr-13
Review & Update LWD Sewer Use Ordinance	FSS	GM, TSM, FSSup, Attorney	Not Started	Apr-13
Review Ordinances & Resolutions (Recommend updating or Rescinding) Board Meeting Procedures & Conduct Personnel Related Resolutions Board Statement to Outside Agencies	GM	ASM, EA	Not Started	Apr-13

## 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	In Progress Not Started	Feb-13 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	In Progress Not Started Not Started Not Started	Jul-12 Nov-12 Mar-13 May-13
Asset Management Plan Update Complete Update	TSM	GM, FSS, DE	In Progress	Oct-12
Batiquitos Pump Station Rehabilitation Construction Complete	TSM	GM, FSS, DE	In Progress	Mar-13
Force Main Corrosion Project Conduct Project Design Bid Project Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	In Progress Not Started Not Started	Jul-12 Aug-12 Dec-12
Leucadia PS Generator Replacement Generator Replacement Study Commence Project Design Design Complete Bid Project Construction Complete	TSM TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Not Started Not Started Not Started Not Started Not Started	Jul-12 Sep-12 Dec-12 Jan-13 Jun-13
Evaluate Feasibility of an In-House Welding Unit	FSSup	FSS, FS Staff	Not Started	Sep-12

## 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 Construction Complete	TSM TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE GM, FSS, DE	Not Started Not Started Not Started Not Started	Jul-12 Oct-12 Nov-12 Mar-13
Recycled Water Effluent Line Repair Commence Project Design Bid Project Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Not Started Not Started Not Started	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	Not Started Not Started Not Started Not Started	Oct-12 Nov-12 Mar-13 May-13
Gravity Pipeline Rehabilitation Commence Project Design Bid Project Construction Complete	TSM TSM TSM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Not Started Not Started Not Started	Nov-12 Feb-13 Oct-13
Purchase and Install New Server	TSM	ASM, AS II	Not Started	Aug-12

## 7. Community Outreach

*Increase community awareness of district services and benefits.*

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Teacher Grant Program Awards	EA	AS, ASM	Not Started	May-13
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	TSM	GM, PM, ASM	Not Started	Jun-13
Continue implementation of LWD Communication Plan (newsletter)	GM	EA, ASM	Not Started	Jun-13
Evaluate Various Website Platforms	ASM	EA, AS	Not Started	Mar-13
Assist with & Participate in CSDA Teacher Grant Program	EA	Directors Sullivan and Hanson	Not Started	Nov-12



## List of Acronyms for LWD Staff Titles

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PM – Project Manager

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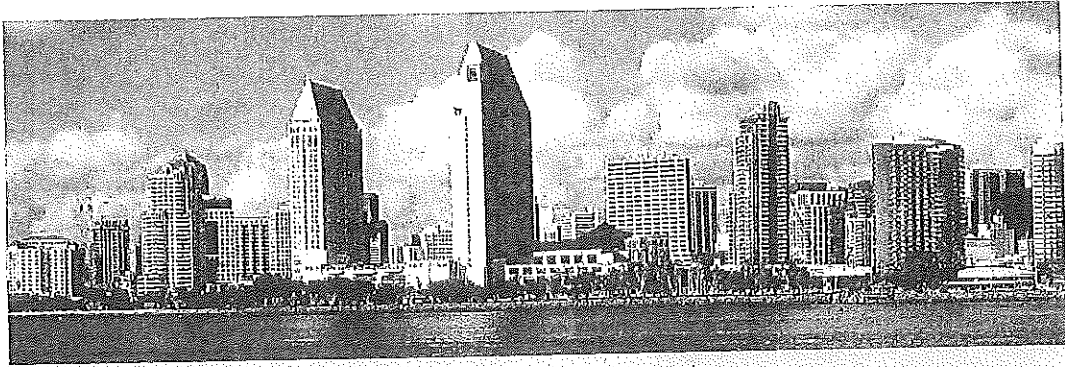
FSSpec – Field Services Specialist

EA – Executive Assistant

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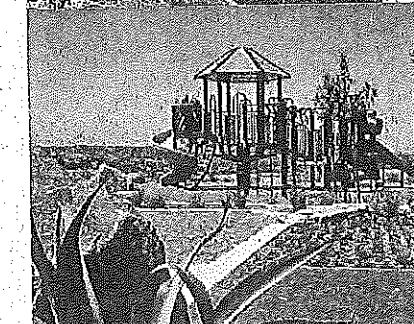
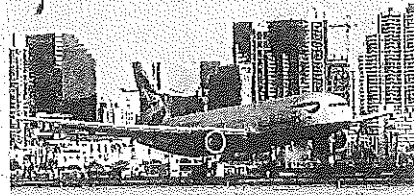
DE – District Engineer



# 2012

## San Diego County Infrastructure Report Card

**ASCE**  
AMERICAN SOCIETY  
OF CIVIL ENGINEERS



A CITIZEN'S GUIDE



## Grading Our Public Infrastructure

Starting in early 2010, then current President of the San Diego Section of ASCE, Patricia McColl, led an effort to establish a leadership team for the purpose of updating the Section's 2005 Infrastructure Report Card for the incorporated and unincorporated areas of San Diego County. The leadership team selected a Chair to be part of the leadership team and to lead the working teams. There were 11 working teams of infrastructure experts employed by public agencies and consulting firms to assemble data, analyze the data, and prepare reports on 11 infrastructure categories. Each working team selected Peer Reviewer(s) who are experts in each infrastructure industry to review the reports, provide input, and assist the committee in grading each category of infrastructure.

There were three new categories added from the 2005 Report Card – Aviation, Solid Waste, and Bridges. In addition, Wastewater Systems was divided into two categories, Collection System and Treatment.

The Report Card on the following pages has been updated and shows how public infrastructure in San Diego County measures up. The results for 2012 and the grades from the prior years are shown here.

### Who and How Do We Pay for Our Infrastructure?

First of all, we need to understand that our public infrastructure is a public asset, whether it is owned by a city, county, special district, airport authority, port authority, or the federal government. Second, we all have a stake in its upkeep, operation, and replacement for future generation use, and we all share in the expense of construction and maintenance.

Sometimes infrastructure is paid for by those who actually use it most through tolls, utility bills, user fees, or proportional taxes paid on gasoline and airline tickets. But because infrastructure improvements affect us all by supporting our economy and providing fundamental community services, a portion of the cost is borne by general tax revenue derived from property tax, sales tax, and income tax.

<b>2012 San Diego County Report Card</b>		
	2005	2012
Aviation	-	C+
Bridges	-	C+
Land and Sea Ports of Entry	C	C-
Levees/Flood Control/Urban Drainage	C-	C-
Parks/Recreation/Environment	B-	C
School Facilities	C+	C
Solid Waste	-	B
Surface Transportation	C	D+
Wastewater/Collection Systems	C+	B
Wastewater/Treatment	B	B+
Water	B	B



<b>Wastewater/Collection System</b>	2005	2012
	<b>C+</b>	<b>B</b>

The safe and reliable collection of wastewater is an essential element of our ongoing commitment to protect public health and the environment. Several agencies and cities in the incorporated and unincorporated areas of the San Diego region operate and maintain more than 7,000 miles of sewer pipeline and hundreds of pump stations.

Nationally, wastewater systems are generally in poor condition for several reasons, including aging infrastructure, population increases and shifts, insufficient treatment capacity, and funding challenges. Regulatory requirements are also becoming more stringent, requiring facility upgrades and additional monitoring and reporting.



One of many sewer lift stations

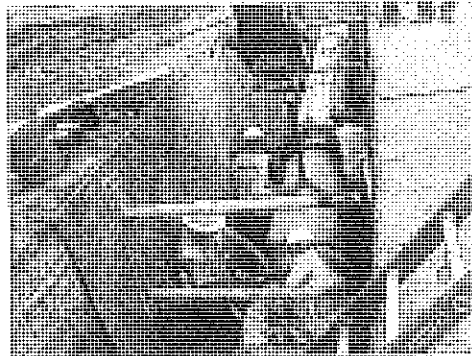
**Background**

Since 2005, all operators of California collection systems implemented controls that improve the operations and management of the systems. On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Waste Discharge Requirements (WDRs), which required all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to develop and implement a system-specific Sewer System Management Plan (SSMP). All SSMP's were in place by 2010.

In California, the WDR and corresponding SSMP's represent an unprecedented and over-arching regulation that requires wastewater agencies to institute programs to ensure the proper operation, replacement, and funding of collection systems. Key elements of the SSMP that are directly applicable to the ASCE Infrastructure Report Card effort include:

- Operation and Maintenance Program
- Design and Performance Provisions
- System Evaluation & Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- Bi-Annual Program Audits

These requirements correlate well with maintaining collection system infrastructure in good condition, and the committee believes that the SSMPs were the driving force behind the improvement in the San Diego County collection system grade from C+ in 2005 to "B" in 2012.



Typical wastewater collection pipeline under construction

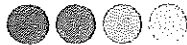
Another reason for the Wastewater/Collection System grade improvement is a result of the City of San Diego complying with its Final Consent Decree. The city's collection system has dramatically decreased the total number of sewer spills, from 365 in calendar 2000 to 38 in 2009. No regulatory penalty has been incurred as a result of the spills. The city had been sued by the EPA and Baykeeper, but negotiated two partial consent decrees which expired on June 30, 2006 and June 30, 2007. In 2007, the city negotiated the Final Consent Decree which requires the city to invest in additional capital improvements and enhance operations. Compliance with this Final Consent Decree between 2010 and 2014 is estimated to cost \$99 million for capital improvement projects and \$42 million for operations and maintenance expense, all of which have been included in the city's operating projections."

Within San Diego County, 47 agencies own, operate, and maintain more than 7,000 miles of collection system pipes and associated pump stations and force mains. The wastewater committee submitted surveys to all agencies and received responses representing 23 agencies with an aggregate total of more than 6,200 miles of pipelines and 206 pump stations, which represents almost 90% of the system in the region. The respondents had a combined average of 91 sanitary sewer overflows (SSO's) per year for the past five years. This averages to about 1.5 SSO's per 100 miles of pipe, well below the industry average of two SSO's per 100 miles for a well performing agency.

### Infrastructure Survey Assessment

Each respondent provided information on the following categories for its specific collection system:

- Condition
- Capacity
- Operations
- Funding needs





Because the length of each respondent's collection system varies from system to system, the committee decided that responses for the larger systems should have a greater impact on the overall score because the response affects more infrastructure than the other, smaller systems. Therefore, each response is weighted by the ratio of the respondent's length over the total length for the agencies who responded to this survey. We then developed a numerical grade for each category and converted each to a letter grade. The scores for each category and the average overall score is shown in the table below.

Category	Numerical Grade	Letter Grade
Condition	0.78	C+
Capacity	0.84	B
Operations	0.87	B+
Funding Needs	0.83	B
Overall Average	0.83	B

Since this is an average grade for the entire wastewater collection system infrastructure in the San Diego region, some systems are better maintained, while others require work to make them adequate. Trends for each category are summarized below.

**Condition.** Based on the respondents' answers, the structural condition of the collection system could be improved but generally many agencies consider their pipes as good or fair. Most agencies are planning and performing capital improvements to correct known structural deficiencies in their systems.

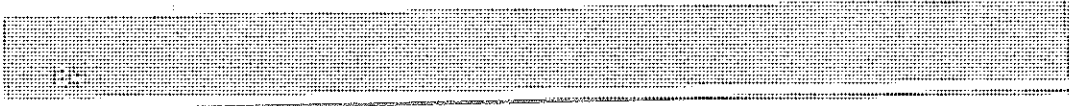
**Capacity.** Respondents said that their pipes and pump stations have good capacity. This indicates that the collection systems can generally accommodate all dry weather flows and probably most wet weather flows.

**Operations.** Respondents rated the operations and maintenance of their collection systems as excellent to good. Generally, there is adequate staff to complete the tasks, and all agencies have improved their cleaning protocols, acquired the necessary tools, and have mapped their systems to accurately reflect the location of their pipes.

**Long-Term Plan and Funding.** Most agencies have some form of a long-term plan. Some agencies indicated that they need to update their plan. Also, funding to improve collection systems was ranked as good.

**Public Policy Considerations**

Nearly all agencies are regularly inspecting their collection systems and identifying necessary improvements. The goal is to renew the life of the aging infrastructure by



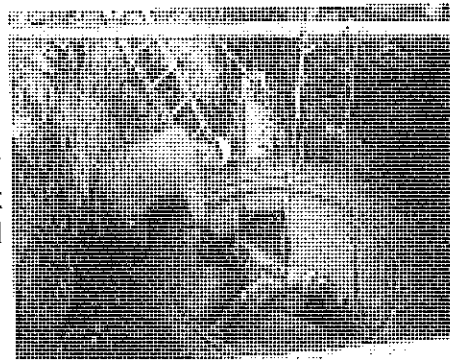
repairing and rehabilitating assets before they fail or cause a sewer overflow. Two key elements in a well maintained collection system include adequate funding and effective operational procedures.

**Funding:** Funding to operate, maintain, and construct the facilities needed to collect and convey the approximately 220 million gallons of wastewater generated every day in the San Diego region comes primarily from user fees. All of these agencies have well-established and sufficient authority to enact and collect user fees. It is, therefore, required and expected that the decision-makers who oversee these agencies adopt fees that are sufficient to meet their foreseeable operating and capital needs.

For agencies that use wastewater flow volume to develop customer fees, recent reductions in flows are shrinking their revenues. The recession that started in 2008 caused users to curb water use; flows to the wastewater system fell proportionally. Also associated with the recession, new development plummeted significantly, causing revenues for new connection fees to dry up. Additionally, drought conditions in California caused customers to conserve water and thus water use and waste discharge also reduced. Finally, low flow fixtures for faucets and toilets further reduced flows into the wastewater systems. With lower flows, the agencies that derive revenues from flow volume are experiencing lower revenues. Consequently, certain wastewater agencies are developing plans to account for the projected budget shortfalls for operational and planned capital improvements.

**Operations and Maintenance:** Even with reduced flows, the wastewater must be continuously pumped to the treatment plants. On September 9, 2011 a critical power failure caused a county-wide power blackout for nearly 12 hours. Agencies relying on power feeds from multiple grids lost all power and needed to connect temporary gas driven generators to avert backups and overflows at pump stations. This event has caused many agencies to review and update their back-up power alternatives and operational procedures related to power outages.

Each agency and city has developed its own plan to address its own needs. Most agencies are adjusting their per capita use flows to reflect reductions in flow volume and estimating whether this is a permanent trend or a temporary trend. The resulting answers affect how an agency will plan for capacity needs and system expansion. The wastewater collection system working committee recommends that agencies and cities:



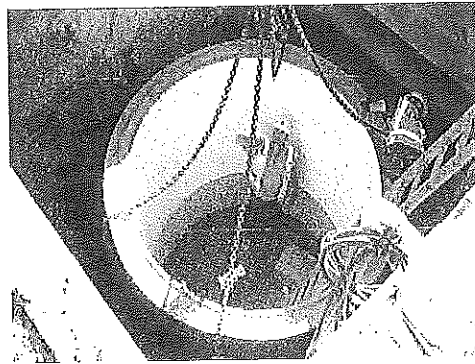
Cast-in-place manhole base

- 
- Continue to implement and update their SSMPs;
  - Develop systematic efforts to use the data from routine inspection and assessment programs to identify capital projects and operational needs;
  - Identify and secure sufficient revenues dedicated to wastewater collection systems; and
  - Support initiatives to develop funding sources from local, state and federal levels for improvements to the wastewater infrastructure systems.

### What You Can Do

Public involvement is an important ingredient in a well-run wastewater management system. Use the websites operated by these agencies to find announcements and agenda listings. Many agencies provide a free subscription service that sends updates and agendas automatically to your inbox. When important projects and budget matters are under consideration by the decision-makers, your voice in front of the body or conveyed through written comments is a powerful and meaningful part of the public policy making process.

Do not dispose of fats, oils, and greases (FOG) in your sink. Instead, place them in a container and place that in a trash can. FOG coalesces to form clogs in your service lateral and in the public sewers of your community. FOG is a significant cause of sewage blockages and overflows in the San Diego region.



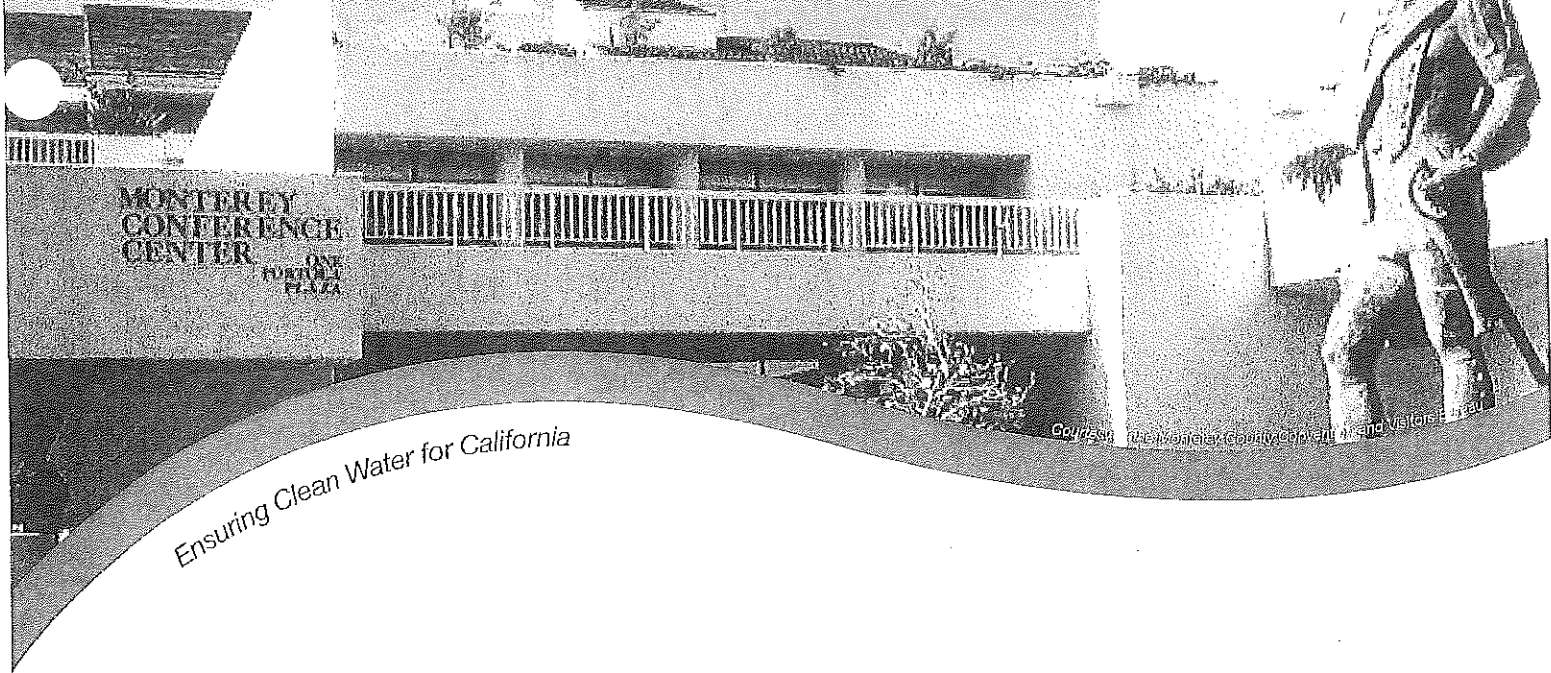
Sewage wet well construction

### Sources

- Several individual agency surveys



**PRELIMINARY PROGRAM**



Ensuring Clean Water for California



California Association of Sanitation Agencies

**August 8-11, 2012** Monterey Marriott Hotel

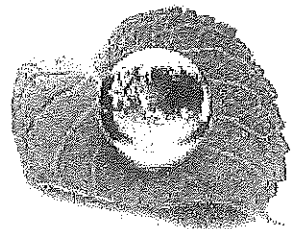
350 Calle Principal

Monterey, CA 93940 USA

Phone: 1.877.901.6632 or 831.649.4234

Online reservations: <https://resweb.passkey.com/go/casa2012>

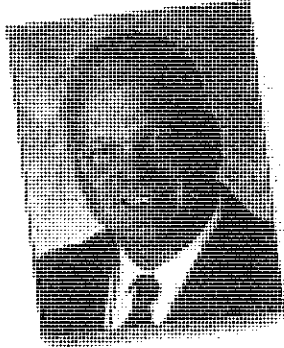
*The Way  
for Water Quality*



## President's Message

### Our Mission Statement

The mission of the California Association of Sanitation Agencies is to provide leadership, advocacy and information to our members, legislators, and the public, and to promote partnerships on clean water and beneficial reuse issues that protect public health and the environment.



Dear CASA Members:

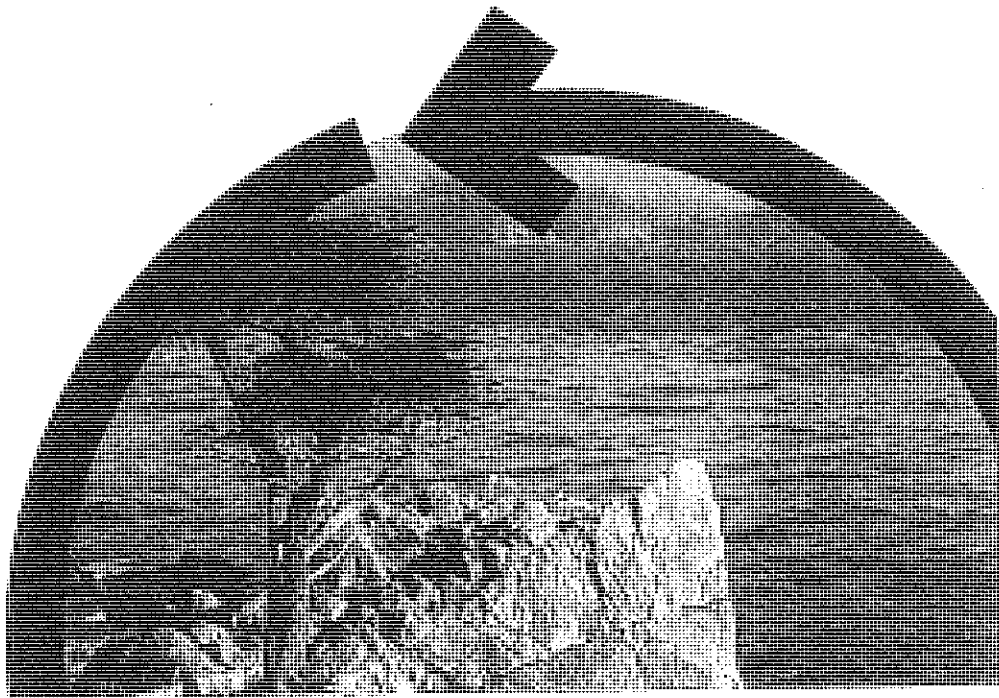
CASA's 57th Annual Conference will take place in Monterey, August 8-11, 2012. This conference will cover current topics impacting our community and provide an opportunity for government officials, consultants, attorneys and decision makers to address the issues and discuss the facts and trends that will affect water quality now and in the future. The committee chairs have gathered the latest information on water quality resources and innovative ideas for energy efficiency and sustainability, which help us safeguard both public health and the environment.

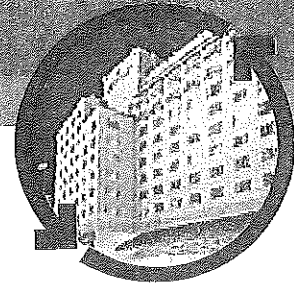
Please join us at the 2012 Annual Conference and get the facts you will need to explore the path forward in tackling today's economic and sustainable water challenges. The CASA conference is the place to network with colleagues and share information about the regulatory climate, innovative techniques and develop strategies to ensure clean water for the future. I look forward to meeting you there. Until then, best regards and please don't hesitate to call the CASA office with questions about the conference.

Sincerely,

A handwritten signature in dark ink, appearing to read "Gary W. Darling". The signature is written in a cursive style with a large, prominent initial "G".

Gary W. Darling  
CASA President





## Hotel Information

2012 CASA 57th Annual Conference August 8 -- 11, 2012. Please make your reservations as soon as possible.

### Monterey Marriott Hotel

350 Calle Principal  
Monterey, CA 93940 USA  
Phone: 1.877.901.6632 or 831.649.4234  
Online reservations:  
<https://resweb.passkey.com/go/casa2012>

### Overflow Hotels

PORTOLA HOTEL & SPA	INNS OF MONTEREY
Phone: 888.222.5851	Phone: 800.232.4141
<a href="http://www.portolahotel.com">www.portolahotel.com</a>	<a href="http://www.innsofmonterey.com">www.innsofmonterey.com</a>

Rooms are based on availability and current rack rate.

### CASA Room Information

#### RESERVATIONS & ROOM RATES:

- \$230.96 (including tax) - single/quad occupancy
- Identify yourself as a CASA member to receive this special rate
- Cancellations within 48 hours of arrival are subject to one night's room/tax
- Reservations require a first night room deposit or guarantee with a credit card
- No self-parking, valet parking is \$20 per day and public parking is available nearby for \$7 per day
- **Cut-Off Date: Tuesday, July 17, 2012**
- Complimentary amenities include: guestroom internet and use of health club facilities

### Area Airports

#### MONTEREY - MRY

Hotel Direction: 5 mi W /Driving Directions: Take Hwy 68 West to Hwy 1. Take Hwy 1 South to first Monterey Exit. Take the first right onto Camino Aguajito Road. Follow Camino Aguajito Road until it ends at Del Monte. Turn left on Del Monte (stay in left lane). Turn left on Calle Principal to the Monterey Marriott. Estimated taxi fare: \$15 (one way)

#### SAN JOSE, CALIFORNIA - SJC

Hotel Direction: 70 mi S /Driving Directions: Take Hwy 101S to 156W, connects to 1S. Exit Del Monte Ave/Pacific Grove (402 B). 10 traffic lights down, turn left on Calle Principal. Hotel is on the right. Estimated taxi fare: \$125 (one way)

#### SAN FRANCISCO - SFO

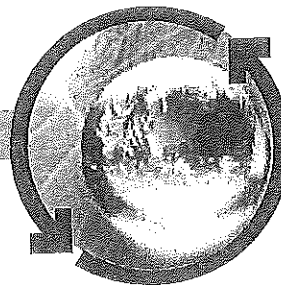
Hotel Direction: 100 mi S /Driving Directions: Take 101S to 156W to 1S. Exit Del Monte Ave/Pacific Grove (402 B). Follow 10 stoplights down. Turn left on Calle Principal. Hotel is on right. Estimated taxi fare: \$175 (one way)

### Hotel Room Waiting List

The CASA office maintains a waiting list for members who are not able to obtain a room reservation at a conference hotel. Any member cancelling a reservation after the cut-off date is asked to contact Debbie at the CASA office before contacting the hotel. She can arrange to reassign the reservation to another member on the waiting list.

### Late Cancellation Policy

CASA initiated a late cancellation policy because of the large number of cancellations in the final days approaching each conference. Our contractual obligations with the hotel hold CASA liable if we do not meet our room guarantees. Please note CASA's late cancellation policy on the bottom of the registration form. If you cannot attend, send a colleague in your place by notifying the CASA office. **The late fee for cancelling before July 27 is \$25; no refunds after July 27.**



WEDNESDAY  
**AUGUST 8, 2012**

**7:00 a.m. – 12:00 p.m.**  
CSRMA Breakfast & Training Seminar

**10:00 a.m. – 5:00 p.m.**  
Registration

**1:00 p.m. – 5:00 p.m.**  
Executive Board Meeting

THURSDAY  
**AUGUST 9, 2012**

**7:30 a.m. – 9:00 a.m.**  
Continental Breakfast

**7:30 a.m. – 5:00 p.m.**  
Registration

**7:30 a.m. – 9:00 a.m.**  
Federal Legislative & Liaison Committee Meeting

- Ann Farrell, Central Contra Costa Sanitary District, Chair
- Michael Gold, Orange County Sanitation District, Vice Chair

**9:00 a.m. – 12:00 p.m.**  
OPENING SESSIONS

**When Blue Meets Green: Integrating Wastewater Management With Marine Protected Areas and Water Recycling Goals**  
- Laura Pagano, San Francisco Public Utilities Commission, Water Forum Chair

**Panel Meeting California's Water Recycling Goals-Why Recycled Water Mandates Are Not The Answer**  
- Mary Grace Pawson, P.E., WaterReuse CA Legislative and Regulatory Committee Chair and Principal, GHD Engineering

**Protecting Ocean Resources Through Implementation of The Marine Life Protection Act**  
- NRDC speaker (invited)

**Making the MLPA Work for POTWs**  
- Sharon Green, Sanitation Districts of Los Angeles County

**10:00 a.m. – 10:15 a.m.**  
Break

**10:15 a.m. – 11:15 a.m.**  
Biogas: Opportunities and Regulatory Roadblocks

**Moderator:**  
- Lisa Rothbart, Orange County Sanitation District, Air Forum Chair

- Ronald Liebert, Counsel, Ellison, Schneider & Harris

**11:15 a.m. – 12:00 p.m.**

**Biosolids and Related Topical Updates**  
- Mike Sullivan, Los Angeles County Sanitation Districts, CASA Land Issue Forum Chair  
- Greg Kester, CASA Biosolids Program Manager

**12:00 p.m. – 1:30 p.m.**

**Opening Conference Luncheon**

- **Welcome & Executive Board Report**  
Gary W. Darling, Delta Diablo Sanitation District
- **Welcome New Executive Director**  
Roberta L. Larson
- **Introduce the Board Slate of Officers**  
Barbara D. Hockett, Nominations Committee Chair
- **2012 Achievement Award Announcements**  
E.J. Shalaby, Awards Committee Chair

**1:45 p.m. – 4:15 p.m.**

**GENERAL SESSION**

1st Vice President John E. Hoagland presiding



**1:45 p.m. – 2:45 p.m.**

**National Perspective to Leveraging Water Efficiency**

**Keynote Speaker:**  
Michael H. Shapiro,  
Deputy Assistant  
Administrator, Office of  
Water, USEPA (Invited)

**2:45 p.m. – 3:00 p.m.**  
Break

**3:00 p.m. – 4:15 p.m.**  
**Trends in Wastewater Treatment -- Reuse and Resource Recovery**

*Presented by the Associates Committee*

**4:30 p.m. – 5:30 p.m.**

**Associates Committee Meeting**

- Vivian Housen, West Yost Associates, Chair
- Dave Bechtel, Lee & Ro, Vice Chair

**4:00 p.m. – 5:30 p.m.**

**CSRMA Executive Board Meeting**

**6:00 p.m. – 7:00 p.m.**

**President's Reception & Meet-and-Greet with New Executive Director Roberta Larson**  
Registered guests invited

FRIDAY  
**AUGUST 10, 2012**

**7:30 a.m. – 9:00 a.m.**  
CSRWMA Board of Directors Meeting

**7:30 a.m. – 9:00 a.m.**  
State Legislative Committee Meeting  
- Jeff Moorhouse, Carpinteria Sanitary District, Chair  
- Terrie Mitchell, Sacramento Regional County Sanitation District, Vice Chair

**7:30 a.m. – 3:00 p.m.**  
Registration

**7:30 a.m. – 9:30 a.m.**  
Continental Breakfast

**8:00 a.m. – 9:00 a.m.**  
Communications Committee Meeting  
- Michele McKinney Underwood, Western Municipal Water District, Chair  
- Jeff Reinhardt, Las Virgenes Municipal Water District, Vice Chair

**9:15 a.m. – 12:00 p.m.**  
Joint Directors & Managers Session  
Moderators:  
- Jean Mariani, Novato Sanitary District Directors Chair  
- Ed McCormick, East Bay Municipal Utility District - Managers Chair

**Complying With AB 1234 Ethics Training for Public Officials, and FPPE Rules Update**  
Presented by the Attorneys Committee

**10:30 a.m. – 10:45 a.m.**  
Break

**12:00 p.m. – 1:15 p.m.**  
Lunch on Your Own or Burn Off Your Fog with Roland Williams

**12:00 p.m. – 4:00 p.m.**  
Attorneys Committee Meeting & Luncheon  
- Carl P.A. Nelson, Bold, Polisner, Maddow, Nelson & Judson, Chair  
- Bradley R. Hogin, Woodruff, Spradlin & Smart, Vice Chair

**1:30 p.m. – 4:30 p.m.**  
GENERAL SESSION  
2nd Vice President Stephen A. Hogg presiding

**1:30 p.m. – 2:30 p.m.**  
Infrastructure Policy and the Future of the Federal-State Partnership  
George Hawkins, D.C. Water General Manager (invited)

**2:30 p.m. – 3:30 p.m.**  
A Rolls Royce Brand on a VW Budget: Make Branding Work for Your Agency  
Presented by the Communications Committee

**3:30 p.m. – 3:45 p.m.**  
Break

**3:45 p.m. – 4:30 p.m.**  
ReNUWit ERC: Re-inventing the Nations' Urban Water Infrastructure Engineering Research Center: Safe, Sustainable Urban Water Infrastructures Enabled by Technological Advances in Natural and Engineered Systems  
Richard G. Luthy, Director, Stanford University Civic and Environmental Engineering (invited)

**4:45 p.m. – 5:30 p.m.**  
Program Planning Meeting  
- Grace Chan, Los Angeles County Sanitation Districts, Chair

**6:00 p.m. – 7:00 p.m.**  
President's Reception

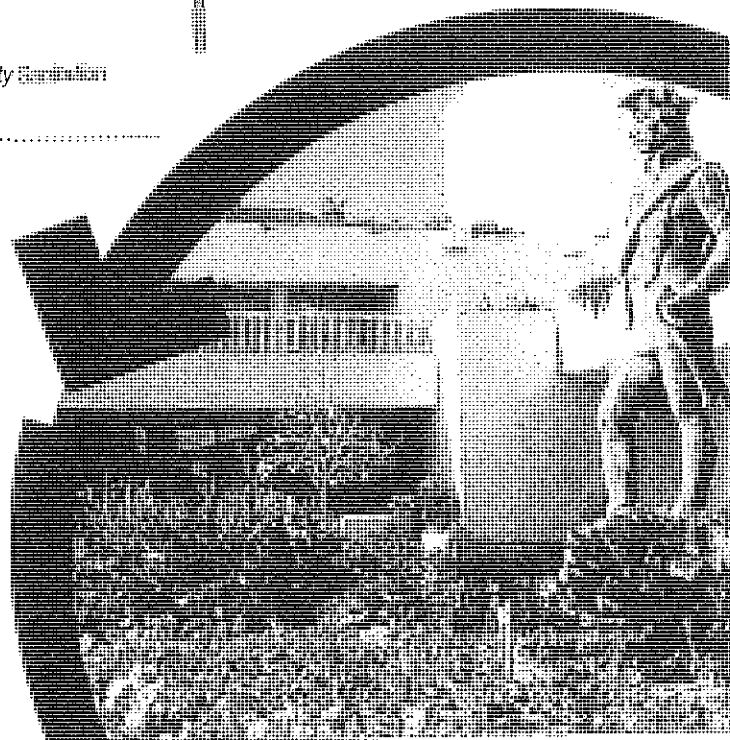
SATURDAY  
**AUGUST 11, 2012**

**8:00 a.m. – 9:00 a.m.**  
All American Breakfast Buffet

**9:00 a.m. – 10:30 a.m.**  
CLOSING GENERAL SESSION  
CASA's Crystal Ball: What Public Agencies May Expect After the 2012 Elections  
Legislative Panel:  
- Ann Farrell, Federal Legislative Chair  
- Jeff Moorhouse, State Legislative Chair  
- Mike Dillon, State Lobbyist  
- Eric Sapirstein, Federal Legislative Advocate

**Closing Business**

- 2012-2013 Election of Officers and Directors-At-Large
- 2013 Proposed Dues Resolution
- Executive Director's Report
- Washington Report
- Regulatory Outlook
- Committee Reports: Action Items
- Last Order of Business - Passing of the Gavel
- Closing Remarks





# CSRMA GORDON GRAHAM IS BACK!

## CSRMA Risk Management Seminar at CASA...

Sponsored by: *California Sanitation Risk Management Authority (CSRMA)*

### Sessions and Topics

CSRMA Invites Board Members and Your Entire Management Team to:

**7:00 a.m. – 8:00 a.m.**

**Catered Breakfast**

**8:00 a.m. – 12:00 p.m.**

#### **Organizational Risk Management**

Mr. Graham has presented this program to private and public sector organizations around the world. He will start off the day by identifying for the attendees the huge difference between "proximate" cause and "root" cause – and why this is so critical if we are going to build appropriate systems to prevent similar type tragedies.

Following this brief introduction, he will move onto a discussion of the "Ten Families of Risk" that organizations face – and then focus on "Family Four" – Organizational Risk Management.

In this program, Gordon will show the attendees the link between "tragedies" – and the real problems lying in wait that allow these events to develop and occur. He will introduce the audience to the five "root causal factors" that ultimately lead to bad outcomes. They are, People, Policy, Training, Supervision, and Discipline.

Gordon will spend most of the four hours taking these "causal factors" apart – and providing a lot of information regarding proven strategies and tactics to maximize the quality of your People, Policy, Training, Supervision and Discipline.

Those familiar with Mr. Graham know the exciting, information filled seminars he delivers. The program will contain foundational information about the value of the discipline known as Risk Management. In a nutshell, this is a formalized process of identifying and evaluating risks, and developing strategies today to eliminate future problems.

By the end of the program, the attentive attendee will be able to:

1. Identify potential problems lying in wait in his/her respective organization.
2. Develop some control measures to address these problems.
3. Enhance the feedback loop to prevent future similar problems from occurring.
4. Leave the program with an expanded level of knowledge regarding "real" risk management and how it applies to your specific Sanitation organization.

*You will not be sorry you spent a morning with Gordon Graham.*

### When

Wednesday, August 8, 2012

7:00 a.m. – 12:00 p.m.

*(registration and catered breakfast begins at 7:00 a.m.)*

### Where

Marriott Monterey

350 Calle Principal

Monterey, CA 93940

Phone: 877.901.6632

### Cost

The seminar is free to all CSRMA members.

There will be a nominal fee of \$50 for all non-CSRMA members

*(Cash or check only, payable to CSRMA either in advance or at the door).*

### How to Register

Register via the Internet at:

<http://www.sipeonlinetraining.com/csрма/>

[ViewSeminars.cfm](#)

### Questions

Please Contact David Patzer, CSRMA Risk Control Advisor at [losscontrol@sbcglobal.net](mailto:losscontrol@sbcglobal.net) or at 707.373.9709

### Please Note:

*It is important we have an accurate headcount prior to the date of the seminar to ensure that breakfast is available for those attending the seminar. Please take a moment to pre-register if you plan to attend.*



California Association of Sanitation Agencies

# 57<sup>TH</sup> ANNUAL CONFERENCE

August 8-11, 2012 Monterey Marriott Hotel

REGISTRATION FORM - PLEASE REGISTER BY FRIDAY, JULY 27, 2012	
First Name:	Last Name:
Nickname:	E-mail:
Title:	Agency/Firm:
Check one: <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Associate <input type="checkbox"/> Attorney <input type="checkbox"/> Student <input type="checkbox"/> Non-member	
Guest First Name:	Guest Last Name:
<input type="checkbox"/> \$425 Full Conference Member Registration (includes all sessions and meals) <input type="checkbox"/> \$625 Full Conference Non-Member Registration (includes all sessions and meals) <input type="checkbox"/> \$20 Full Conference Student (includes all sessions and meals) <input type="checkbox"/> \$250 Thursday only <input type="checkbox"/> \$250 Friday only <input type="checkbox"/> \$150 Attorneys Committee Meeting only <input type="checkbox"/> \$ 50 Guest Thursday Luncheon <input type="checkbox"/> \$ 65 Guest Thursday Breakfast and Reception <input type="checkbox"/> \$ 25 Guest Friday Breakfast <input type="checkbox"/> \$ 25 Guest Saturday Breakfast	
First Name:	Last Name:
Nickname:	E-mail:
Title:	Agency/Firm:
Check one: <input type="checkbox"/> Director <input type="checkbox"/> Manager <input type="checkbox"/> Associate <input type="checkbox"/> Attorney <input type="checkbox"/> Student <input type="checkbox"/> Non-member	
Guest First Name:	Guest Last Name:
<input type="checkbox"/> \$425 Full Conference Member Registration (includes all sessions and meals) <input type="checkbox"/> \$625 Full Conference Non-Member Registration (includes all sessions and meals) <input type="checkbox"/> \$20 Full Conference Student (includes all sessions and meals) <input type="checkbox"/> \$250 Thursday only <input type="checkbox"/> \$250 Friday only <input type="checkbox"/> \$150 Attorneys Committee Meeting only <input type="checkbox"/> \$ 50 Guest Thursday Luncheon <input type="checkbox"/> \$ 65 Guest Thursday Breakfast and Reception <input type="checkbox"/> \$ 25 Guest Friday Breakfast <input type="checkbox"/> \$ 25 Guest Saturday Breakfast	
PAYMENT METHOD	
<input type="checkbox"/> Online registration with credit card: visit us at <a href="http://www.casaweb.org">www.casaweb.org</a> and click on "Conferences" -- Visa and MasterCard accepted online	
Purchase Order#:	Mail check - Check #:

**IMPORTANT**

- \$25 cancellation fee on or before Friday, July 27, 2012
- No refunds after Friday, July 27, 2012
- Send a colleague if you cannot attend, please notify the office.

**Make checks payable to:**

CASA  
 1215 K Street, Suite 2290  
 Sacramento, CA 95814  
 tel: 916-446-0388 fax: 916-231-2141



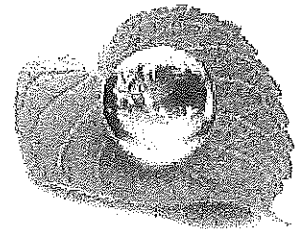
**California Association of Sanitation Agencies**  
1215 K Street, Suite 2290  
Sacramento, CA 95814



California Association of Sanitation Agencies

# **57<sup>TH</sup> ANNUAL CONFERENCE**

*The Way  
for Water Quality*





**2012 CSDA Annual Conference and Exhibitor Showcase**[Back](#)[Register](#)

The CSDA Annual Conference and Exhibitor Showcase is the one conference special district leaders can't afford to miss!

Early Bird (on or before Friday, August 17)

Member (Full Conference) \$525

Non-Member (Full Conference) \$685

Guest (Full Conference, cannot be from a district/company) \$250

Member (1-Day) \$250

Non-Member (1-Day) \$410

Regular Reg. (After August 17)

Member (Full Conference) \$550

Non-Member (Full Conference) \$710

Guest (Full Conference, cannot be from a district/company) \$300

Member (1-Day) \$275

Non-Member (1-Day) \$435

Cancellations must be in writing and received by 8/30/12. Cancellations received by 8/30/12 will be refunded less a \$75 processing fee. There will be NO refunds for cancellations made after 8/30/12. Substitutions are acceptable and must be done in writing, no later than 9/14/12. Please send requests to: [sharonf@csda.net](mailto:sharonf@csda.net).

**Start Date:** Monday, September 24, 2012

**Date:**

**End Date:** Thursday, September 27, 2012

**Address:** Westin Gaslamp Quarter  
910 Broadway Circle  
San Diego, CA 92101

**Directions:** Call 619-239-2200 to reserve a room at the Westin Gaslamp Quarter at the low CSDA conference rate of \$169 plus tax. All reservations must be accompanied by a one night room and tax deposit, guaranteed with a major credit card. The first night room and tax becomes NON-Refundable if a reservation is cancelled after the cut-off date of Thursday, August 30, 2012.

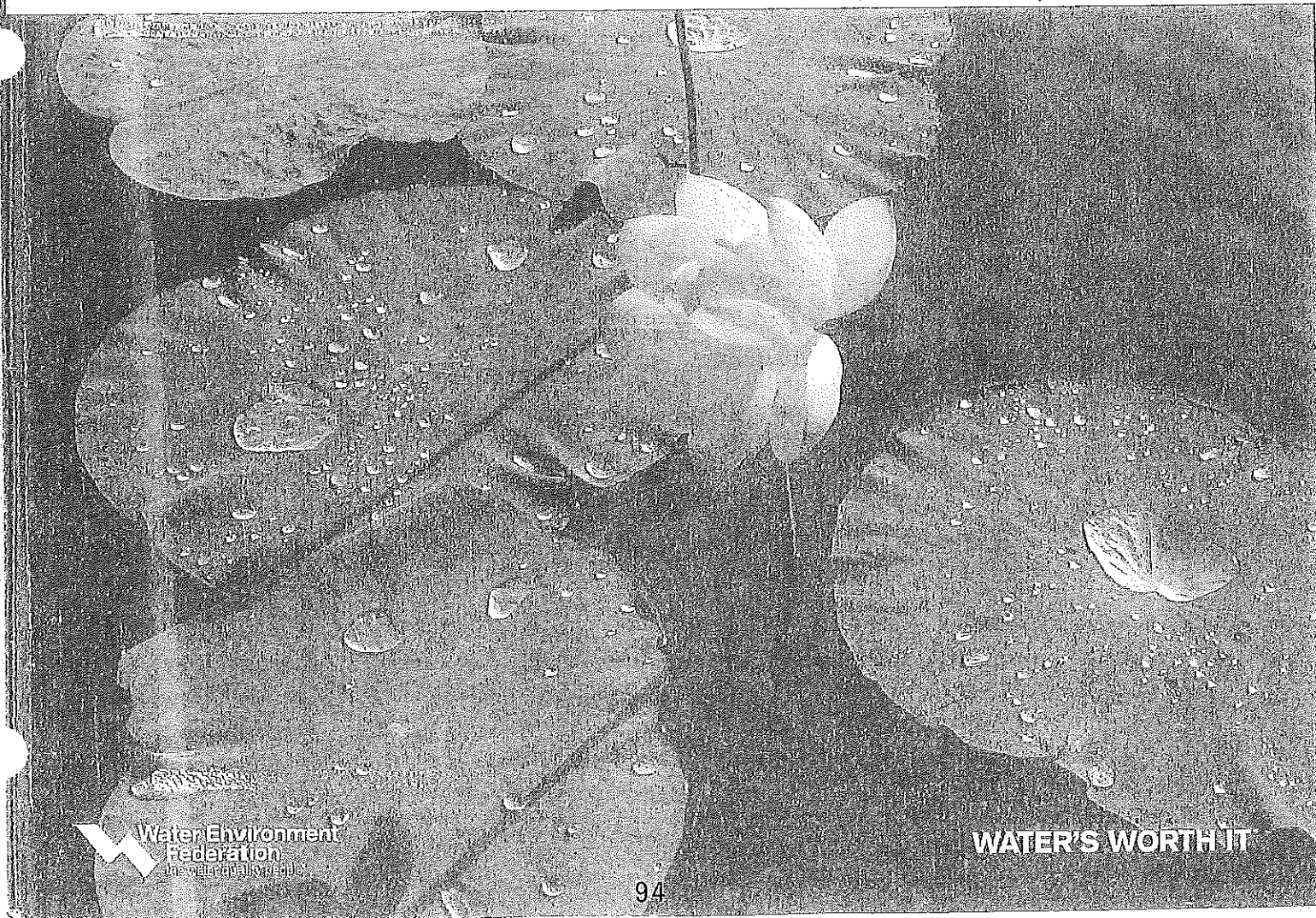
*You must [log on](#)  
before continuing through the checkout process.*

Thank you for using the CSDA web site.

weftec® 2012  
the water quality event™

# CONFERENCE ANNOUNCEMENT

85th Annual Water Environment Federation Technical Exhibition and Conference  
New Orleans Morial Convention Center | New Orleans, Louisiana USA  
Conference > September 29 – October 3 | Exhibition > October 1–3



# WORKSHOPS AT A GLANCE

Saturday – Sunday, September 29–30

WEF/WEF's Premium Registration includes the choice of a Saturday or Sunday Workshop

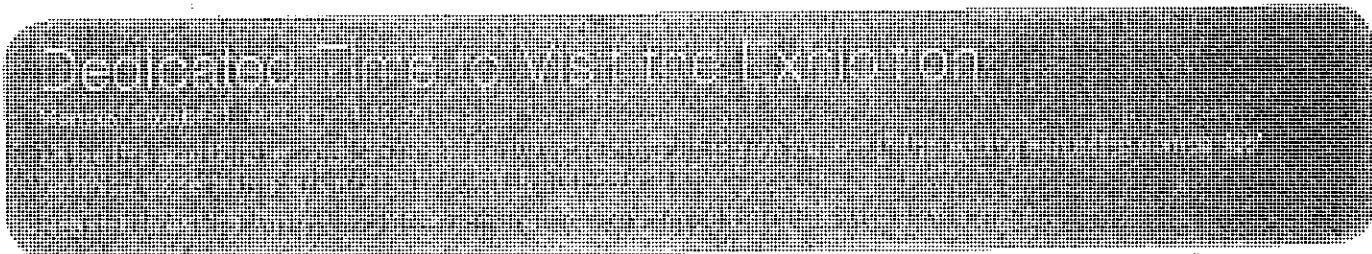
Saturday, September 29   8:30 am – 5:00 pm		Sunday, September 30   8:30 am – 5:00 pm
<b>Industrial Issues and Treatment Technologies</b>	W101 Back to Basics: Wastewater Treatment Fundamentals for Petroleum Refineries and Petrochemical Plants	
<b>Municipal Wastewater Treatment Process and Design</b>	W102 Sustainable Aeration Practice W103 Computational Fluid Dynamics: Fundamentals and Applications for Wastewater Treatment, Disinfection, and Reuse	W201 WEF/WERF Sustainable Phosphorus Removal to Low Levels: Phosphorus Characterization, Treatment Technologies, and Operations Considerations W202 WEF/WERF Planning for the Cities of the Future Based on the Concept of Scarcity-Thinking
<b>Facility Operations and Maintenance</b>	W104 Wastewater Microbiology W105 Using On-Line Analyzers To Meet Stringent Nutrient Discharge Limits W106 Current Operational Issues With Supplemental Electron Donors for Nitrogen Removal <i>Half Day Workshop: 8:30 am – 12:00 pm</i>	W203 Wastewater Microbiology W204 Activated Sludge and BNR Process Control: Hands-on in the Real World W205 Predictive Maintenance: Keeping Your Fingers on the Pulse of Your Equipment W206 Achieving and Managing a Highly Effective Safety Program Through Continuous Improvement and Emergency Planning
<b>Residuals and Biosolids Management/Energy</b>	W107 When Opportunity Knocks, How Can Municipalities and POTWs Partner With the Biofuels Industry	W207 Biosolids 101: Fundamentals of Practice W208 WEF/WERF Boosting Biogas-to-Energy: Jumping the Hurdles to Biogas Utilization
<b>Disinfection and Public Health</b>		W209 Wastewater Disinfection Fundamentals
<b>Collection Systems</b>	W108 Collection Systems: Back to Basics	W210 The Sweet Smell of Success: Integrating Chemical Additives Into Your Collection System O&M Program
<b>Stormwater Management</b>	W109 WEF/WERF Linking Stormwater BMP Systems to Receiving Water Protection	W211 Piecing Together a Green Infrastructure Program: Components That Lead to Success
<b>Watershed Resources Management and Sustainability</b>	W110 Wetlands Restoration Through Wastewater Reuse and Biosolids Application: Assessment Related to St. Bernard and Orleans Parish Operating Demonstration Project	
<b>Utility Management, Leadership, and EMS</b>	W111 Maximizing the Value of IT To Achieve EUM Goals <i>Half Day Workshop: 1:00 pm – 5:00 pm</i>	W212 We Have To Pay For What?! Creative Utility Funding and Financing Strategies
<b>Water Reclamation and Reuse</b>	W112 Advancing IPR to Potable Reuse: Learning Experience to Date	

# TECHNICAL SESSIONS AT A GLANCE

Monday, October 1

^ Indicates half session

	Monday, October 1   10:30 am – 12:00 pm	Monday, October 1   1:30 pm – 5:00 pm
<b>Featured Sessions</b>	<ul style="list-style-type: none"> <li>□ National Environmental Priorities</li> <li>□ Entrepreneurship 101</li> </ul>	<ul style="list-style-type: none"> <li>□ Water Leaders 2012: The Future of the Industry</li> <li>□ Stormwater: Findings From Hundreds of Professionals</li> </ul>
<b>Exhibitors Forum and Mobile Sessions</b>		<ul style="list-style-type: none"> <li>□ Public Officials: Fundamentals of Water and Wastewater: Mobile Session</li> </ul>
<b>Research and Innovation</b>	001 AEESP Lecture <sup>^</sup>	005 WERF Paul Busch Awardee Session
<b>Industrial Issues and Treatment Technologies</b>		006 Petroleum Refining Wastewater Challenges and Solutions 007 Biological and Chemical Treatment Processes for the Reduction of Selenium, Sulfate, Acid Mine Drainage and Heavy Metals in Mining Wastewater
<b>Municipal Wastewater Treatment Process and Design</b>		008 New Concepts for Phosphorus Removal and Recovery 009 Sidestream Treatment Processes <sup>^</sup> 010 Biological Nutrient Removal Is Coming: Are You Ready? <sup>^</sup> 011 A Focus on Grit Removal and Handling Strategies
<b>Facility Operations and Maintenance</b>		012 Operational Efficiency Gain With Asset Management 013 A Model for Improved Operations <sup>^</sup> 014 What's for Dinner: BNR Food Options <sup>^</sup> 015 Odor, Emissions, and Ventilation in Sewers
<b>Residuals and Biosolids Management</b>		016 Pre-Digestion
<b>Collection Systems</b>	002 Inspecting and Optimizing Pump Stations and Forcemains <sup>^</sup>	017 A Look Inside the Private Side 018 Wet Weather Modeling
<b>Stormwater Management</b>	003 Urban Trees for Stormwater Management: A Win-Win Combination or a Pipe Dream? <sup>^</sup>	019 Creating and Supporting Stormwater Utilities <sup>^</sup>
<b>Watershed Resources Management and Sustainability</b>		020 Gulf Coast Restoration Initiatives 021 Water Quality Monitoring Approaches for Success
<b>Utility Management</b>	004 Building a Better Mousetrap: Organizational and Process Improvements for Utilities <sup>^</sup>	022 IT: What Is It Good For? Absolutely Everything! <sup>^</sup> 023 We Have Plans for You: Capital Program Planning 024 Cutting Edge In the Workplace
<b>Water Reclamation and Reuse</b>		025 Water Reuse Applications at Industrial Facilities 026 Cutting-Edge Regulatory Developments in Water Reuse and Nutrients
<b>Future Insights and Global Issues</b>		027 Climate Change Adaptation



# TECHNICAL SESSIONS AT A GLANCE

Tuesday, October 2

WEF encourages attendees to confirm technical session details, including paper titles and authors, online in My WEFTEC Planner at [www.weftec.org](http://www.weftec.org).

^ Indicates half session

Tuesday, October 2 | 8:30 am – 12:00 pm

Tuesday, October 2 | 1:30 pm – 5:00 pm

Featured Sessions	<ul style="list-style-type: none"> <li>□ Public Officials: How to Communicate With Your Board</li> </ul>	<ul style="list-style-type: none"> <li>■ Clean Water Policy Update</li> <li>■ Roadmap to an Energy Neutral Utility</li> </ul>
Exhibitors Forum and Exhibit Hall Mobile Sessions		<ul style="list-style-type: none"> <li>■ Thickening and Dewatering: Mobile Session</li> <li>■ Trenchless Rehabilitation Technologies: Mobile Session</li> </ul>
<b>Research and Innovation</b>	028 AEESP Emerging Research Session 029 Alternative Pathways for Nitrogen Control	051 Denitrification and Supplemental Carbon 052 Microconstituents
<b>Industrial Issues and Treatment Technologies</b>	030 Managing Water and Wastewater From Shale Gas Extraction I: Overview of the Issues and Management Technologies 031 Innovations in Food and Beverage Wastewater Treatment and Planning^ 032 Treatment of Agricultural Wastewater^	053 Managing Water and Wastewater From Shale Gas Extraction II: Treatment Challenges and Contemporary Solutions 054 Industrial Applications of Membrane Biological Reactors and MBBR
<b>Municipal Wastewater Treatment Process and Design</b>	033 Tertiary Phosphorus Removal to <0.1mg/L 034 When It Rains It Pours: Ensuring Adequate Wet Weather Treatment	055 Moving and Fixed Biofilm Reactors 056 MBR: The Next Generation Drives Efficiency^ 057 Energy Efficiency Opportunities^ 058 Process Modeling: The Next Step – Uncertainty, Variability, and Dynamic Modeling
<b>Facility Operations and Maintenance</b>	035 Counting Greenhouse Gases: Changing Your Operational World 036 Taming Your Aeration Energy Hog	059 Applied BNR: Operational Success Stories 060 Allowing the Neighbors To Breathe Freely
<b>Residuals and Biosolids Management</b>	037 Thickening and Dewatering 038 Boosting Digester Gas	061 An Integrated Approach to Air Permitting, Regulatory Planning, and Compliance Management^ 062 Bioenergy From Biosolids: Opportunities and Challenges
<b>Disinfection and Public Health</b>	039 UV Disinfection of Wastewater 040 Global Public Health Issues	063 Wastewater Disinfection: Chlorine and Other Disinfectants
<b>Collection Systems</b>	041 Exploring a Broad Range of Trenchless Rehabilitation Applications 042 Managing Your Collection System Asset^	064 Basic Collection Systems Know-How
<b>Stormwater Management</b>	043 Big Cities Turn Stormwater Green	065 Considering Community Sustainability in Stormwater Infrastructure Design
<b>Watershed Resources Management and Sustainability</b>	044 TMDLs Stands for Too Many Dam Limits 045 Sustainable Municipal Facilities^ 046 International Water Resources Sustainability Issues^	066 Nutrient Criteria: Developments and Applications 067 All Mixed Up: NPDES Permit Issues^
<b>Utility Management</b>	047 The Mint Makes It First, It's Up to Us to Make It Last 048 Small Communities: Management and Technology All in One	068 NOWRA: Incorporating Large Onsite Systems Into Managed Wastewater Infrastructure^ 069 Checkmate! Using Strategic Planning Principles To Improve Organizations
<b>Water Reclamation and Reuse</b>	049 Energy, Wetlands, and Water Reuse for a Sustainable Solution	070 Water Reuse Planning 071 Reuse Augmentation With Process and Concentrate Streams
<b>Future Insights and Global Issues</b>	050 Algae Wastewater Treatment and Biofuels	072 Changing Paradigms^ 073 Shaken, Not Stirred: Natural Disaster Resilience^

# TECHNICAL SESSIONS AT A GLANCE

Wednesday, October 3

WEF encourages attendees to confirm technical session details, including paper titles and authors, online in the WEFTEC Planning at [www.weftec.org](http://www.weftec.org).

^ indicates half session

Wednesday, October 3 | 8:30 am – 12:00 pm

Wednesday, October 3 | 1:30 pm – 5:00 pm

Featured Sessions	<ul style="list-style-type: none"> <li>▫ Venture Capital: What You Need to Know</li> <li>▫ Laboratory Mobile Session</li> </ul>	
<b>Research and Innovation</b>	074 Digestion and Sludge Minimization 075 Biofilm Processes <sup>^</sup>	097 Membrane Bioreactors <sup>^</sup> 098 Advances in Activated Sludge <sup>^</sup> 099 Phosphorus Control
<b>Industrial Issues and Treatment Technologies</b>	076 Advances in Biological Treatment of Industrial Wastewater: Case Histories	100 Industrial Wastewater Treatment Plant Modeling and Design 101 Value Recovery From Industrial Wastes <sup>^</sup> 102 Metals Removal From Industrial Wastewater
<b>Municipal Wastewater Treatment Process and Design</b>	077 Lessons in Automatic Process Control 078 Solids Settling and Separation 079 Innovations in Nitrogen Removal	103 Tertiary Treatment: Achieving a Higher Level 104 Challenges in Biological Nutrient Removal International Modeling Seminar 105 Modeling: The Best of WWTMod 2012 106 Managing Peak Wet Weather Flows in Municipal Treatment Systems, Technically Speaking: What To Do When It Rains!
<b>Facility Operations and Maintenance</b>	080 Managing Your Gas 081 Reducing Wastewater Odors <sup>^</sup> 082 Plants A-Z: Improvements for All 083 Operating to the Lowest "P" <sup>^</sup>	107 Under the Umbrella: Tricks To Get You Through the Storm <sup>^</sup> 108 Solving Operational Performance Issues <sup>^</sup> 109 Managing Energy to Net Zero
<b>Residuals and Biosolids Management</b>	084 Thermal Processes	110 Biosolids as Resource 111 Foam Control <sup>^</sup> 112 Anaerobic Digestion Modeling <sup>^</sup>
<b>Disinfection and Public Health</b>	085 The Effect of Upstream Processes on Disinfection Effectiveness, Operation, and Control: Part 1	113 The Effect of Upstream Processes on Disinfection Effectiveness, Operation and Control: Part 2
<b>Collection Systems</b>	086 Designing for Construction	114 O&M of Collection Systems <sup>^</sup>
<b>Stormwater Management</b>	087 Modeling and Managing Storm Impacts on Watersheds 088 Rainwater Harvesting: Applications, Experience, and Future Trends	115 Gray, Green, and Integrated Stormwater Management
<b>Watershed Resources Management and Sustainability</b>	089 Groundwater: It's Not All on the Surface <sup>^</sup> 090 Pathogens: You, Them, or Me? <sup>^</sup>	116 Sustainable Watershed Solutions
<b>Utility Management</b>	091 Alternative Project Delivery: Many Choices, But No One Best Solution <sup>^</sup> 092 Communicating Your Story and Building Support 093 Operator Training From a Trainer's Perspective 094 Creating a Sustainable Organization: Eliminating Organizational Culture and Demographic Barriers	117 Asset Management 118 Managing Capital Improvements for Wastewater Treatment <sup>^</sup> 119 Plugged In! Energy in Utility Management
<b>Water Reclamation and Reuse</b>	095 Maintaining Acceptable Water Quality for Effective Reuse 096 Establishing Water Rights for Water Reuse and Recycling: How To Manage Your Existing Recycled Water Resources and Plan Future Recycled Water Projects <sup>^</sup>	120 Addressing Disinfection Issues and Permit Concerns in Water Reuse Projects 121 Industrial Water Reuse Using Membrane Technologies
<b>Future Insights and Global Issues</b>		122 Humanitarian Engineering

# TRAVEL

## Getting To and Around New Orleans

### WEFTEC 2012 Location

The New Orleans Ernest Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

### Airport

Louis Armstrong New Orleans International Airport (MSY)  
900 Airline Drive  
Kenner, LA 70062

This airport is approximately 11 miles (20 minutes) from New Orleans' Central Business District. This includes the Riverwalk, French Quarter, and Jackson Square.

Online Information: [www.flymsy.com](http://www.flymsy.com)

General Inquiries: 504-464-0831

### Official Travel Agency

MacNair Travel

Online Reservations: [www.macnairtravel.com/WEFTEC.html](http://www.macnairtravel.com/WEFTEC.html)

Telephone Reservations: 1-855-845-8634

E-mail Inquiries: [weftec@macnairtravel.com](mailto:weftec@macnairtravel.com)

MacNair Travel Management company is a full-service travel agency that provides personalized service, electronic ticketing, e-mail access to your booked trips, and more convenient features to make booking your travel a stress-free process. Plus, MacNair will search for the lowest available fare on any airline, any time.

United Airlines discount code: 565HS

*\*Save up to a 10% discount depending on the total airfare cost*

*\*Please note that travelers must call and make a reservation with United Airlines directly to use this discount code. United Airlines will not accept the code when booking online.*

### Airport Shuttle Service

Airport Shuttle is the Official Ground Transportation Provider for the Louis Armstrong New Orleans International Airport, offering transportation to and from Downtown & Uptown New Orleans Hotels, the French Quarter, the Convention Center, and the Cruise Terminals.

### Approximate Fares

\$20 per person one way; \$38 per person roundtrip

Reservations: Call 1-866-596-2699 or 504-522-3500

Save \$3 on your round trip transport by booking on the WEFTEC discounted Airport Shuttle website. Visit the Air Travel and Ground Transportation page at [www.WEFTEC.org](http://www.WEFTEC.org) for the discount link.

### Location at Airport

Airport Shuttle ticket desks are located across from baggage claim areas 3, 6, and 12. These desks are staffed for sales by cash or credit card daily from 8:00 am to 11:00 pm. After 11:00 pm daily, you can purchase a one-way cash ticket from any driver on the loading dock outside of baggage claim area 6, and the driver will provide you with a cash receipt if needed.

### Taxi

Meter Rates: \$3.50 drop + \$2.00 per mile or \$0.25 for every 40 seconds of waiting time when cab is not rolling (paused in traffic). A cab ride costs approximately \$33.00 from the airport to the Central Business District for one or two persons and \$14.00 per passenger for three or more passengers. Taxi pickup is on the lower level of the airport, outside the baggage claim area. There may be an additional charge for extra baggage.

### Convention Center Parking

Online: [www.mccno.com/about-us/maps-directions](http://www.mccno.com/about-us/maps-directions)  
Parking is available at the Convention Center for a daily fee of \$10. Convention Center parking is located in Lot F located across from Hall I. Visit the Center's website, provided above, for a copy of the area parking map.

### Services for Persons With Disabilities

The New Orleans Morial Convention Center is ADA compliant, providing services ramps to entrances and elevated areas, an array of passenger elevators, restroom facilities for the disabled, and brailled instructions/directions at strategic locations throughout the building.

### Mobility Device Rentals

The UPS Store in Lobby F of the Convention Center offers mobility device rental. Daily and weekly rates are available. Advance reservations are recommended by completing the rental form located on the Convention Center website: [www.mccno.com/attendees/services-amenities](http://www.mccno.com/attendees/services-amenities)

### Public Transportation

New Orleans Regional Transit Authority provides public buses and streetcar services to the New Orleans community. The standard fare on RTA buses and streetcars is \$1.25 one way, with an additional \$0.25 for a transfer. Please visit [www.norta.com](http://www.norta.com) for more information on routes and schedules.

New Orleans Paratransit & Dial-a-Ride Service — Transit service for the disabled is available 7 days per week. Call 504-827-7433 for more information and reservations.

### WEFTEC Shuttle Service

Transportation services managed by Production Transport  
Complimentary transportation will be available between most official WEFTEC hotels and the New Orleans Morial Convention Center beginning Sunday, September 30 through Wednesday, October 3. Exceptions include the Hampton Inn & Suites Convention Center, Hilton Garden Inn Convention Center, Hyatt Place Convention Center, and Marriott Convention Center, which are within comfortable walking distance of the Convention Center. Due to traffic patterns within the city, buses cannot service every hotel directly. In some cases guests will be asked to walk short distances to another hotel or location to catch the bus. Final route information and pickup/drop-off locations will be posted online in September and published in the Conference Program & Exhibitor Guide, distributed onsite at the show.

Inbound routes between the conference hotels and the convention center will operate during the morning hours. Outbound routes between the convention center and conference hotels will operate during the late afternoon and early evening hours. Exclusive midday service will be provided between the convention center and the Hilton New Orleans Riverside (conference headquarters hotel).

### Preliminary Service Schedule

Sunday, September 30 – Wednesday, October 3

Location	Operating Times
Hotels to Convention Center every 10–15 minutes	7:00 am – 10:30 am
Convention Center to Hilton Riverside every 30 minutes	10:30 am – 3:30 pm
Convention Center to Hotels every 30 minutes	3:30 pm – 6:30 pm

Schedule may vary depending upon traffic and weather conditions.

### Express Airport Shuttle to New Orleans International Airport

Operated by Production Transport  
Tuesday, October 2 and Wednesday, October 3  
12:00 pm – 5:30 pm  
Cost: \$15.00 per person (cash only)

Express shuttles will depart the Convention Center for the airport every 30 minutes on the hour and half-hour. Tickets will be available for purchase at show site from Production Transport's service desk.



# 2012 HOTEL RESERVATION FORM



**One form per room/reservation.**  
Photocopy as needed for additional rooms/reservations.

**Housing Deadline:**  
**Friday, August 31, 2012**

1. PERSONAL INFORMATION: Please print your name in capital letters.		<input type="checkbox"/> Attendee
Name		<input type="checkbox"/> Exhibitor
Company		<input type="checkbox"/> WEF House of Delegates
Street Address		<input type="checkbox"/> WEF Past Officer
City	State	<input type="checkbox"/> WEF MA President/Secretary/Treasurer
Country	Postal Code	<input type="checkbox"/> WEF Program Committee
Phone Number		<input type="checkbox"/> WEF Committee Chair
FAX Number		
E-mail Address		

2. HOTEL INFORMATION: See official hotel list and map on pages 99 and 100.		ROOM TYPE	
HOTEL PREFERENCE <i>please check one</i>		<input type="checkbox"/> Single (SNG) one person, one bed	
HOTEL CHOICES <i>in order of preference</i>		<input type="checkbox"/> Double (DBL) two people, one bed	
<input type="checkbox"/> Location or <input type="checkbox"/> Rate	1.	<input type="checkbox"/> Double/Double (DBL/DBL) two people, two beds	
If your first choice hotel is unavailable, CMR will assign the best available property and place you on a waiting list for your first choice.	2.	<input type="checkbox"/> Triple (TRP) 3rd person rollaway (additional fees may apply)	
	3.	<input type="checkbox"/> Suite (A WEFTEC consultant will contact you)	
	4.		

3. OCCUPANTS: Please indicate if any occupants are under the age of 17		
	Arrival Date	Departure Date

4. SPECIAL REQUESTS:		<input type="checkbox"/> ADA (Please attach a written description of special services you may require.)
<input type="checkbox"/> Non Smoking Room	<input type="checkbox"/> Smoking Room: Please check your preferred hotel's smoking policy before submitting your request.	
PLEASE NOTE: If you are a member of a hotel travel club and would like to receive appropriate credit, please indicate chain and number in the space below.		
Hotel Chain:		Number:

**Guarantee Information:** No hotel reservation will be processed or confirmed without a credit card guarantee. Each hotel reserves the right to charge an advance deposit of one night's room & tax after receiving the master reservation lists from CMR in September. If you do not want a deposit charged to the card on file, be sure to provide a different credit card number or a deposit by check to CMR prior to August 31.

5. CREDIT CARD:		
<input type="checkbox"/> VISA	Credit Card No.	Exp. Date
<input type="checkbox"/> American Express	Signature	
<input type="checkbox"/> MasterCard	Name of Card Holder	

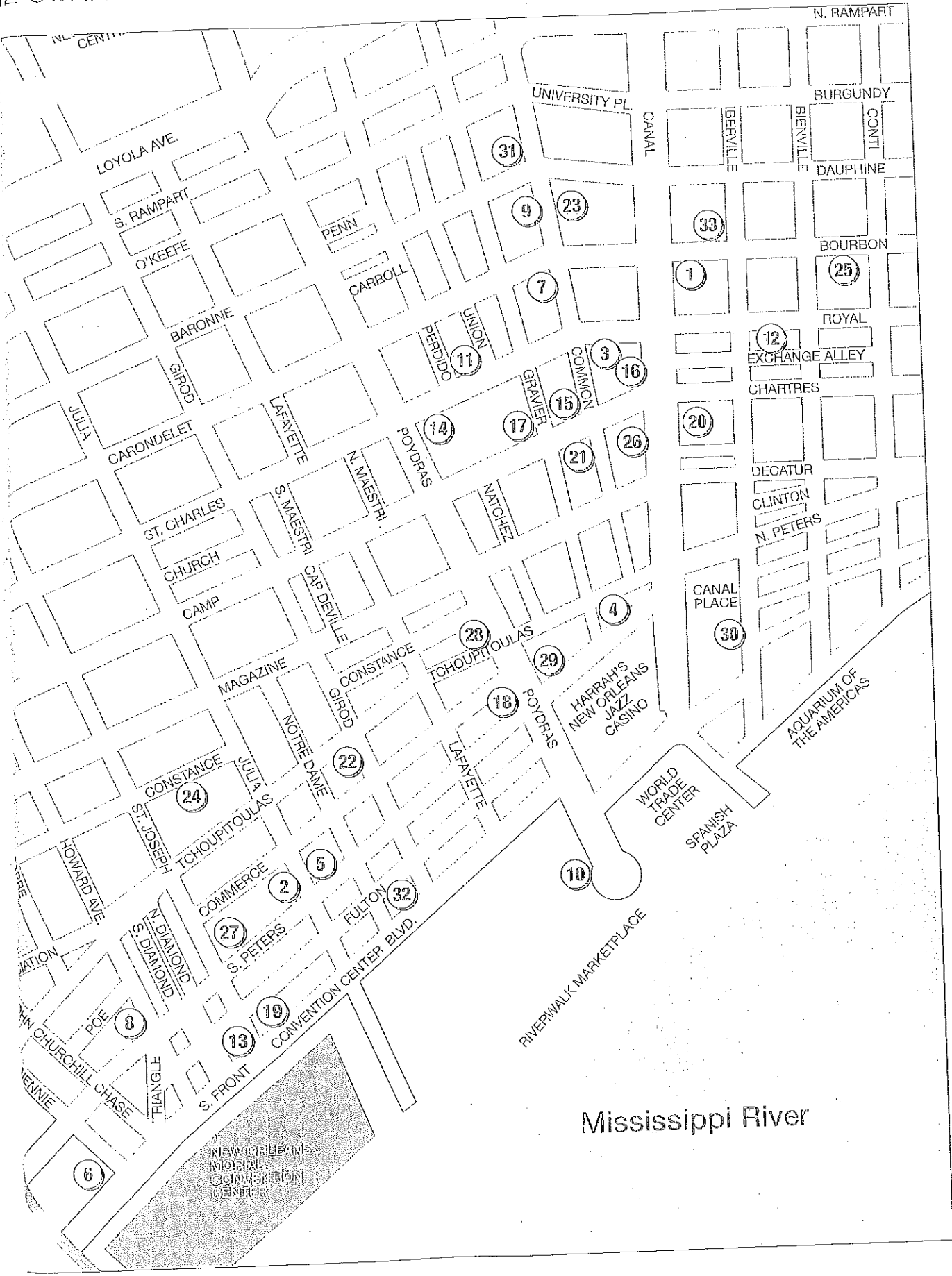
To qualify for special WEFTEC rates, you must make hotel reservations through Convention Management Resources (CMR), the only official housing agency for WEFTEC. Reservations at the negotiated WEFTEC rates will not be accepted directly by the hotel. For special assistance or if you have questions, call WEFTEC Housing at 1-888-301-4WEF (4933) or +1-415-979-2298 (globally); 9:00 am - 9:00 pm (Eastern Time).

**Confirmations will be sent by e-mail, fax or mail from CMR, not the hotel. This will be the only confirmation you will receive.** Please follow up with CMR if you do not receive your confirmation. All reservation changes and/or cancellations must be made by calling WEFTEC Housing at 1-888-301-4WEF (4933) or +1-415-979-2298; 9:00 am - 9:00 pm (Eastern Time).

**Return form to:**  
WEFTEC Housing  
c/o CMR  
33 New Montgomery, Suite 1100  
San Francisco, CA 94105  
Fax: +1-415-216-2538 (eFax)  
E-mail: WEFTEChousing@cmrus.com

**Cancellation Policy:** Check hotel for their cancellation policy. If you cancel your reservation less than 72 hours prior to your confirmed arrival date, most hotels will charge the credit card provided to guarantee the reservation in the amount of the first night's room & tax.

**Don't be a no-show!** The same cancellation policy penalties (see above) will apply, and you will lose your room for subsequent nights of your reservation, if you fail to arrive on your confirmed arrival date. Please contact CMR if you wish to change your arrival/departure dates.



Mississippi River