

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT

Wednesday, July 8, 2009 – 5:00 p.m.
1960 La Costa Avenue, Carlsbad, CA 92009

*NOTE: ITEMS ON THE AGENDA MAY BE TAKEN OUT OF SEQUENTIAL ORDER
AS THEIR PRIORITY IS DETERMINED BY THE BOARD OF DIRECTORS*

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda

In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.

5. Public Comment

Anyone wishing to address the Board or bring an agenda item forward may do so.

6. Presentations and Awards

None.

7. Consent Calendar

Any member of the Board, staff or public may request that items from the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately following approval of remaining items on the Consent Calendar.

A. Minutes of the following meetings:

June 8, 2009 Human Resources Committee Meeting (Pages 1-2)

June 9, 2009 Investment & Finance Committee Meeting (Pages 3-4)

June 10, 2009 Regular Board Meeting (Pages 5-11)

June 23, 2009 Special Board Meeting (Pages 12-14)

June 29, 2009 Engineering Committee Meeting (Pages 15-16)

B. Demands for June – July. (Pages 17-39)

C. Operations Report. (Pages 40-42)

D. Finance Report. (Pages 43-49)

8. Encina Wastewater Authority Reports

Reports by Directors and staff concerning the Encina Wastewater Authority.

A. Encina Wastewater Authority Reports.

Regular Board Meeting – June 24, 2009 (Pages 50-51)

Member Agency Managers (MAM) Meeting – July 8, 2009 (verbal report)

9. Committee Reports

A. Engineering Committee meeting was held on June 29, 2009 – report by Vice President Allan Juliussen (Page 52)

10. Old Business

None.

11. New Business

- A. Adopt Resolution No. 2197 – Adopting an Identity Theft Policy. (Pages 53-62)
- B. Adopt Resolution No. 2202 - Supporting CSDA Board of Directors Region 6, Seat A nomination. (Pages 63-67)
- C. Receive and file the Fiscal Year 2009 (FY 09) Tactics and Action Plan Report. (Pages 68-78)
- D. Receive and file the Disclosure of Reimbursements Report for January 1, 2009 through June 30, 2009. (Pages 79-80)
- E. Authorize the General Manager to execute a one year professional services agreement with ADS Environmental Services for the maintenance of and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$47,930. (Pages 81-85)
- F. Discussion of attendance at Water Environment Federation (WEF) TEC Conference in Orlando, Florida that is scheduled for October 10 – 14, 2009. (Page 86, Enclosure 11F)
- G. Letter from Assemblyman Anderson requesting a letter of support for AB 1506. (Pages 87-93)

12. Informational Items

- A. Thank you letter from residents Mr. and Mrs. Armbrust. (Page 94)
- B. Site Improvement Project Status Report – June 2009 (Pages 95-96)

13. Directors' Meetings

None.

14. Comments, Questions, or Requests by Directors

This item is placed on the agenda to allow individual Board members to briefly convey information to the Board or public, or to request staff to place a matter on a future agenda and/or report back on any matter. There is no discussion or action taken on comments by Board members.

15. General Manager's Report

Informational report by the General Manager on items not requiring Board action.

16. General Counsel's Report

Informational report by the General Counsel on items not requiring Board action.

17. Closed Session

- A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

18. Adjournment

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

AFFADAVIT OF POSTING

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

Date: July 2, 2009



Paul J. Bushee, Secretary/General Manager

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resource Committee Meeting
June 8, 2009

A meeting of the Human Resource Committee (HRC) of Leucadia Wastewater District (LWD) was held June 8, 2009 at 8:00 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Kulchin called the meeting to order at 8:03 a.m.

2. Roll Call

DIRECTORS PRESENT: Kulchin and Hanson

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Recommend to the Board of Directors to adopt Resolution No. 2201 Establishing LWD's Succession Plan Policy.

GM Bushee introduced ASM LeMay to present the recommendation. ASM LeMay stated LWD's FY 2009 Tactical and Action Plan includes a goal to review succession plans for critical LWD positions. ASM LeMay stated the Succession Plan Policy provides the Board of Directors and staff with written guidelines to assist in filling planned and unplanned absences. In addition, ASM LeMay provided a brief description of the procedures that are included in the policy.

President Kulchin suggested one minor change in the Succession Plan Table under the General Manager's long term procedure. GM Bushee stated that staff will make the change and note the change to the Board of Director's at the June 10th meeting.

Following discussion, the HRC concurred with staff to forward Resolution No. 2201 Establishing LWD's Succession Plan Policy, as amended, to the Board of Director's for adoption at its June 10, 2009 meeting.

6. Information Items

None.

7. Director's Comments

None.

8. **Comments by General Manager**
None.

9. **Adjournment**
Chairperson Hanson adjourned the meeting at approximately 12:48 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
June 9, 2009

A meeting of the Investment & Finance Committee (IFC) of Leucadia Wastewater District (LWD) was held Tuesday, June 9, 2009 at 12:00 p.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Hanson called the meeting to order at 12:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey with Brownell & Duffey, and CPA Christopher Brown with Charles Z. Fedak & Co.

3. Public Comment

No public comment was received.

4. Old Business

None

5. New Business

A. FY 2009 Financial Audit Entrance Meeting with Charles Z. Fedak & Co.

GM Bushee introduced Chris Brown of Charles Z. Fedak & Co. Mr. Brown discussed the purpose of the 2009 Audit Entrance meeting with the IFC. Mr. Brown briefly discussed the new audit process and briefly reviewed the handout Statement of Auditing Standards No. 114. In addition, he reviewed a questionnaire consisting of twenty-five questions with the IFC and staff.

Mr. Brown also stated that Fedak & Associates will begin its preliminary field work for the FY 2009 audit on June 10, 2009.

There was no action taken.

6. Information Items

None.

7. Comments, Questions or Requests by Directors

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Kulchin adjourned the meeting at approximately 8:23 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
June 10, 2009

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 10, 2009 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:	Kulchin, Juliussen, Hanson, Sullivan, and Omsted
DIRECTORS ABSENT:	None
OTHERS PRESENT:	General Manager Paul Bushee, District Counsel Wayne Brechtel, Field Services Manager Leo Schempp, Administrative Services Manager Chuck LeMay, Project Manager Robin Morishita, Executive Assistant Trisha Hill, Richard Duffey with Brownell and Duffey, District Engineer Steve Deering, Dexter Wilson and Natalie Frascchetti with Dexter Wilson Engineering, Inc. and Utility Worker Ian Riffel

3. Pledge of Allegiance

4. Approval of Agenda

Vice President Juliussen requested to add the Engineering Committee report for the June 1, 2009 meeting.

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

5. Public Comment

There was no public comment.

6. Presentations and Awards

A. Achievement of Individual Objectives.

GM Bushee stated that Utility Worker Ian Riffel recently took and passed the California Wastewater Environmental Association (CWEA) Collection System Maintenance Grade I Certification exam. GM Bushee noted that Ian is eligible for an Individual Incentive Award of \$500.

The Board of Directors and staff congratulated Ian for his efforts.

7. Consent Calendar

A. Minutes for the following meetings:

May 20, 2009 Regular Board meeting
May 27, 2009 Community Affairs Committee meeting
June 1, 2009 Engineering Committee meeting

- B. Demands for May/June 2009
Payroll Checks Numbered 14276 – 14336; General Checking – Checks numbered 37860 – 37940; Manager's Check no. 347
- C. Operations Report. (A copy was included in the original June 10, 2009 Agenda)
- D. Finance Report. (A copy was included in the original June 10, 2009 Agenda)
- E. Quarterly Treasurer's Investment Report. (A copy was included in the original June 10, 2009 Agenda)

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

8. Encina Wastewater Authority (EWA) Reports

- A. Encina Wastewater Authority Report – May 27, 2009 Board meeting.

Director Juliussen reported on EWA's May 27, 2009 Board meeting.

Member Agency Manager Meeting – June 10, 2009.

GM Bushee reported that the June 10, 2009 Member Agency Manager meeting had been cancelled.

9. Committee Reports

- A. Human Resources Committee (HRC) meeting was held June 8, 2009.

Director Hanson reported that the HRC reviewed Resolution No. 2201 – Establishing a Succession Plan Policy. This item will be reviewed by the Board at tonight's meeting.

- B. Investment & Finance Committee (IFC) meeting was held June 9, 2009.

Director Omsted reported that the committee met with CPA Chris Brown from Charles Z. Fedak to discuss the FY 2009 preliminary audit. Director Omsted stated that the auditor indicated that a risk analyses would be performed. Also, staff and the CAC provided information related to Fedak's standard questionnaire.

- C. Engineering Committee (EC) meeting was held June 1, 2009.

Vice President Juliussen reported that the EC reviewed the Sanitary Sewer Management Plan (SSMP) and recommends that the Board approve the SSMP. The EC also received updated reports on the Site Improvement Project and the Satellite Force Main Replacement Project.

D. Community Affairs Committee meeting was held May 27, 2009.

Director Sullivan reported that the CAC met with staff and KATZ to discuss ideas for the upcoming Open House for the Site Improvement Project. Director Sullivan stated that the CAC proposed the following ideas/suggestions for the Open House:

- ❖ Date of the Open House – Friday, November 6, 2009
- ❖ Propose a two stage event for the Open House
- ❖ Proposed LWD Boardroom be named after a former Board member
- ❖ Staff provide samples at an upcoming meeting for the organizational & individual plaques
- ❖ Staff provide an update invitation list at an upcoming meeting
- ❖ Propose a sample photo album of past & present photos

GM Bushee noted that since the CAC meeting, staff scheduled a Special Board meeting on June 23, 2009 to discuss the details of the Open House.

Director Omsted stated that staff will also discuss additional signage in the lobby area of the Administration Building at the June 23, 2009 meeting. Director Sullivan provided background information regarding extra signage in the lobby area.

10. Old Business

A. Adopt the Fiscal Year 2010 (FY 10) Budget.

ASM LeMay presented the subject recommendation. ASM LeMay stated that at the last Board meeting, the Board of Directors reviewed the FY 10 Budget in detail. He also indicated that the Human Resources committee reviewed the personnel budget and Engineering Committee reviewed the capital program budget at previous meetings.

ASM LeMay noted that staff made one edit to the Budget that included changing the property taxes revenue from \$1.2 million to \$300,000 to better reflect the economy and LWD's Financial Plan Update. This change will have no impact on the LWD's expenses.

GM Bushee acknowledged staff members ASM LeMay and CPA Richard Duffey for their efforts developing the budget with the help other staff members.

Upon a motion duly made by Director Sullivan, seconded by Director Omsted, and carried, the Board of Directors adopted the FY 10 Budget.

11. Public Hearing

A. Public Hearing to consider collecting the District Wastewater Service Charge for Fiscal Year 2010 on the San Diego County Tax Roll.

The purpose of this Public Hearing is to receive comments concerning the collection of wastewater service on the county tax roll.

No public input was received at the Public Hearing. President Kulchin closed the Public Hearing.

12. New Business

- A. Adopt Resolution No. 2200 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2009 – June 30 2010.

Following discussion, Resolution No. 2200 was passed and adopted by the following vote:

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

- B. Adopt Resolution No. 2198 Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2010 (FY 10) Operating and Capital Budgets.

ASM LeMay stated that EWA Revised Basic Agreement (RBA) and Revised Establishment Document (RED) require member agencies to unanimously adopt their proposed FY 10 Budget. ASM LeMay stated the Operating Budget is \$13,204,571 and the Capital Budget is \$6,416,256; in which LWD's share of the proposed FY 10 operating and capital budgets is \$1,887,120 and \$1,278,584 respectively.

GM Bushee noted that the EWA's FY 10 Operating Budget reflects a 6% reduction from last year. Director Sullivan also noted that she participates on EWA's Policy & Finance Committee and they reviewed the budget in detail.

Following discussion, Resolution No. 2198 was passed and adopted by the following vote:

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

- C. Adopt the LWD Sanitary Sewer Management Plan (SSMP).

FSM Schempp presented the subject recommendation. FSM Schempp stated that the Statewide WDR was adopted in May 2006 and imposed several requirements with different deadlines on all California sewage collection agencies. FSM Schempp stated that with the help of Natalie Fraschetti and Dexter Wilson of Dexter Wilson Engineering, staff has been developing the eleven elements of the SSMP. FSM Schempp introduced Natalie Fraschetti to present an overview of the SSMP.

Ms. Fraschetti provided an overview of the eleven SSMP elements and the

deadline for each. She noted that the final element is the Board's approval of the plan at a public meeting.

Upon a motion duly made by Vice President Juliussen, seconded by Director Hanson, and carried, the Board of Directors adopted the Sanitary Sewer Management Plan (SSMP).

D. Adopt Resolution No. 2201 – Adopting LWD's Succession Plan Policy.

ASM LeMay presented the recommendation stating that it was a tactical goal for this fiscal year. ASM LeMay provided a summary of the policy noting that it provides the Board and the General Manager with guidelines to assist them in filling planned or unplanned absences. ASM LeMay noted that staff made one change as requested by the Human Resources Committee following the delivery of the Board packet.

Following discussion, Resolution No. 2201 was passed and adopted by the following vote:

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

E. Discussion of attendance at the 24th Annual WaterReuse Symposium in Seattle, WA from September 13 – 16, 2009.

GM Bushee stated that the 24th Annual Watereuse Symposium will be held Seattle, Washington, and that Director Sullivan had expressed interest attending the conference. He added that because it was an out-of-state conference, it was included on the agenda for discussion and approval.

Director Juliussen questioned whether LWD's travel policy indicates that out-of-state conferences must be approved by the Board, before attending the conference. Director Hanson stated it has been past practice that staff includes out-of-state conferences on the agenda. GM Bushee noted that in the past staff has included the CASA Washington DC conference on the agenda. GM Bushee noted that it's not in LWD's travel policy, but staff believes its good governance practice to bring out-of-state conferences before the Board since the passing of AB 1234.

Vice President Juliussen stated that there is an upcoming WEF TEC conference in October that is located in Florida and he would like to attend. Vice President Juliussen requested that staff include this item on the July agenda. GM Bushee agreed to do so.

Directors Juliussen and Omsted stated they would also like to attend the Watereuse Symposium. Counsel Brechtel stated that since the Watereuse conferences are already pre-approved in LWD's travel policy, no action is needed.

The Board of Directors discussed the justification of attending out-of-state conferences. Directors Sullivan, Juliussen, and Omsted indicated that attending conferences provides critical training opportunities that otherwise may not be available in state. The larger conferences that are located out-of-state help Directors better understand wastewater and recycled water issues; therefore, this helps Directors make informed decisions.

Director Hanson agreed that attending conferences provides critical training opportunities; however, she indicated that the out-of-state conferences are expensive and local conferences are sufficient. President Kulchin agreed that local conferences, such as the CSDA and CASA, are sufficient training.

No action was taken.

13. Information Items

- A. Thank you letter from Encinitas Union School District for the Teacher Grant.
- B. Thank you letter from San Dieguito Union High School District for the Teacher Grant.
- C. LAFCO notice regarding the 2009 Special Districts Mailed-Ballot Election Results for the Regular and Alternate Special District Member of LAFCO.
- D. Letter from Vista Irrigation District's (VID) General Manager Roy Coox requesting a Board Resolution nominating Jo MacKenzie to the CSDA Board of Directors, Region 6 Seat A.

GM Bushee noted that staff received a letter from GM Roy Coox requesting that the Board nominate Jo MacKenzie to the CSDA Board of Directors. GM Bushee stated that staff had not received a letter from CSDA regarding the election. Staff called CSDA and a letter was sent. It will be included in the July agenda.

- E. Letter from Assemblyman Anderson requesting Support for AB 1399.

GM Bushee stated that he received a memo in the mail requesting support for AB 1399. GM Bushee provided brief background on AB 1399. Director Sullivan stated that the existing law sufficiently covers gifts of public funds. The Board opted not to write a letter of support.

- F. CASA news alert pertaining to the Property Tax Alert.

GM Bushee stated he received a CASA bulletin regarding the Property Tax Alert and noted that staff had already written letters to Assembly members and Senators opposing the shifting of local public agency's taxes to help fund the state's budget deficit.

- G. LWD letter to CASA regarding Private Sewer Lateral Legislation.

GM Bushee stated the Board of Directors directed staff to draft and send a letter to the

CASA Board of Directors opposing their proposed Private Sewer Lateral Legislation. He indicated that a copy of that letter was included in the agenda. Vice President Juliusen suggested that a Board member should sign all letters that are addressed to other local officials. GM Bushee agreed.

14. Directors' Meetings

None.

15. Comments, Questions or Requests by Directors

Director Sullivan requested a Site Improvement Project (SIP) status update. GM Bushee stated an update would be provided under the General Manager's Report.

16. General Manager's Report

The following items were reported:

- ❖ GM Bushee stated that since LWD is a member of EWA's Financial JPA Phase IV Bonds, LWD was rated by Moody's and received an A1 rating, which is the highest rating we can get based on the District's size.
- ❖ GM Bushee reminded the Board of Directors of the June 23, 2009 Special Board meeting

PM Morishita provided a status update on the SIP. The Board discussed the possibility of using recycled water in the fountains.

17. General Counsel's Report

None.

18. Adjournment

President Kulchin adjourned the meeting at 6:03 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Special Board Meeting

June 23, 2009

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, June 23, 2009 at 12:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Kulchin called the meeting to order at 12:00 p.m.

2. Roll Call

DIRECTORS PRESENT:	Kulchin, Juliussen, Hanson, Sullivan, and Omsted
DIRECTORS ABSENT:	None
OTHERS PRESENT:	General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Project Manager Robin Morishita, Executive Assistant Trisha Hill and Jennifer Dill with Katz & Associates (KATZ)

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

There was no public comment.

6. Old Business

None.

7. New Business

A. Planning Meeting for LWD Open House.

GM Bushee briefly discussed the purpose of this meeting. He introduced Jennifer Dill with KATZ who provided handouts that included details of the proposed open house.

Ms. Dill stated the proposed event summary was based on discussions from the May 27, 2009 Community Affairs Committee meeting. She stated that staff and the CAC suggested that the date of the event be Friday, November 6, 2009. The reason for this date was to make sure the entire site was completed including the installation of solar panels. Director Omsted also confirmed his desire that the fountains on the site use recycled water.

Ms. Dill stated that the Open House will a two stage event, the morning event will be a formal program that will highlight current and former employees and board members. It will include guest speakers, local legislative members, a ribbon cutting ceremony, and guided tours. The Board members provided input and asked questions regarding the

details of the morning event, such as, music, type of refreshments, parking issues and the time schedule for speakers. The Board of Directors agreed that President Kulchin will provide opening remarks, and GM Bushee will provide the closing remarks.

The Board also discussed dedicating the boardroom after a past Board member. Following discussion, the Board agreed to recognize past and present Board members by presenting a plaque that recognizes Directors that have been on the Board for twenty or more years. The Board agreed on a revised timeframe for the morning event.

In addition, the Board reviewed and discussed the proposed program for the afternoon event. After the discussion, the Board agreed that the theme will be "Celebrating 50 Years."

Ms. Dill presented the draft invitation list to the Board. After review, the Board directed staff to add the following individuals or make the following changes:

- ❖ Attorney Dwight Worden
- ❖ Local Legislative members
- ❖ Edit Elaine McDaniel address
- ❖ District 3 Supervisor Pam Slater

GM Bushee suggested that the Board review the invitation list in detail, and contact staff with any changes or additions.

Ms. Dill stated that at the CAC meeting, it was also suggested that staff consolidate the District awards into one plaque. EA Hill presented the sample layouts of the plaques that were created by Lori Champagnes Awards. GM Bushee stated that staff will provide additional layouts of the individual plaques at an upcoming meeting.

GM Bushee stated that the last item for discussion was the suggestion by Director Sullivan to add additional signage in the lobby. PM Morishita handed out a photo illustrating how the logo and District's name would display on the far wall of the lobby going up the stairway. Director Sullivan stated that by looking at the photo, the logo is not large enough for the wall. PM Morishita then presented a sample layout of the exact size of the logo and name. Director Sullivan stated that this logo sign would replace the need for signage on the entrance doors. President Kulchin suggested that the Board meet within the next thirty days at the new building to decide on signage in the lobby. The Board agreed and then discussed the signage that will be added to outside of the building.

The Board referred the finer planning details of the event to the CAC. Following the CAC's review, the details will be brought back the Board for review and discussion. GM Bushee stated that a CAC meeting will be scheduled in the near future.

There were no actions at this meeting.

8. Information Items

None.

9. Directors' Meetings

None.

10. Comments, Questions or Requests by Directors

None.

11. General Manager's Report

The following items were reported:

- ❖ GM Bushee stated that staff is in the process of resolving an odor control problem at the Batiquitos Pump Station.

12. Adjournment

President Kulchin adjourned the meeting at 1:30 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
June 29, 2009

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, June 29, 2009 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee; Project Manager Robin Morishita; and Mike Metts of Dudek

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Authorize the General Manager to execute a one year professional services agreement with ADS Environmental Services for the maintenance of and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$47,930.

PM Morishita presented the recommendation.

The EC reviewed the ADS Environmental Services agreement. Following discussion, the EC concurred to forward the agreement to the Board of Directors at the July 8th meeting for approval.

6. Information Items

- A. Site Improvement Project Status Report for June 2009.

PM Morishita reviewed the status of the Site Improvement Project. He noted that the project is on schedule. To date, change orders have totaled approximately \$357,168.32 which represents 4.10% of the original contract amount. The EC toured the new building facilities.

7. Director's Comments

None.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Juliussen adjourned the meeting at 8:55 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Approval of June/July Demands


RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **613,498.29**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months June 5, 2009 – July 2, 2009.

Operating expenses totaled \$ **433,580.61** while Capital Improvement Program expenses totaled \$ **100,720.10**.

Payroll for employees and the Board totaled \$ **79,197.58**.

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

Attachment 1	Summary of Demands by Account, June/July 2009
Attachment 2	Accounts Payable Check Register dated June 9, 2009
Attachment 3	Accounts Payable Check Register dated June 15, 2009
Attachment 4	Payroll Check Register dated June 17, 2009
Attachment 5	Accounts Payable Check Register dated June 18, 2009
Attachment 6	Accounts Payable Check Register dated June 26, 2009
Attachment 7	Payroll Check Register dated July 1, 2009
Attachment 8	Accounts Payable Check Register dated July 1, 2009
Attachment 9	Board Payroll Check Register dated July 2, 2009
Attachment 10	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

July 8, 2009

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Checks -6/17/2009	14337 - 14356	\$37,840.87	
Payroll Checks - 7/1/2009	14357 - 14375	\$38,217.68	
Board Payroll Checks - 7/23/2009	14376 - 14380	<u>\$3,139.03</u>	
	Total	\$79,197.58	
General Checking -6/9/2009	37941 - 37983	\$307,098.77	
General Checking -6/15/2009	37984	\$1,196.23	
General Checking - 6/18/2009	37985 - 38025	\$104,860.89	
General Checking -6/25/2009	38026 - 38050	\$61,741.80	
General Checking - 7/1/2009	38051 - 38079	<u>\$59,403.02</u>	
	Total	\$534,300.71	
	Grand Total	\$613,498.29	\$613,498.29

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
37941- 2394	1	6/09/2009	10122 ACTION MAIL		
	1		38598 POSTAGE-NEWSLETTER SUMMER 2009	6,750.00	21924
37941- 2394	1	6/09/2009	Logged *** Total ***	6,750.00	
37942- 2394	2	6/09/2009	10167 ACACIA GASOLINE & CAR WASH		
	2		38589 OPEN PO-VEHICLE FUELS	45.05	2056
	2		38600 OPEN PO-VEHICLE FUELS	237.16	2051
37942- 2394	2	6/09/2009	Logged *** Total ***	282.21	
37943- 2394	3	6/09/2009	10221 ADS LLC		
	3		38611 METER MAINT/WEB HOSTING-MAY	3,994.06	12394.22-0509
37943- 2394	3	6/09/2009	Logged *** Total ***	3,994.06	
37944- 2394	4	6/09/2009	10461 ALPHAGRAPHS		
	4		38610 ANNUAL BUDGET PRINTING	893.05	28107
37944- 2394	4	6/09/2009	Logged *** Total ***	893.05	
37945- 2394	5	6/09/2009	10622 MARK ARMBRUST		
	5		38597 LATERAL REIMBURSEMENT	1,487.50	MA-LATERAL
37945- 2394	5	6/09/2009	Logged *** Total ***	1,487.50	
37946- 2394	6	6/09/2009	10627 ARROW PIPELINE		
	6		38590 RECONNECT AWT PIPING TO SITE D	1,250.00	7726
37946- 2394	6	6/09/2009	Logged *** Total ***	1,250.00	
37947- 2394	7	6/09/2009	11650 BROWNELL AND DUFFEY CPA		
	7		38618 ACCT. SERVICES-MAY	7,280.00	421
37947- 2394	7	6/09/2009	Logged *** Total ***	7,280.00	
37948- 2394	8	6/09/2009	12021 PUBLIC EMPLOYEES' RETIREMENT S		
	8		38627 PERS PRE FUNDING PLAN-09-CONTR	176,757.00	PREFUND-6/1/09
37948- 2394	8	6/09/2009	Logged *** Total ***	176,757.00	
37949- 2394	9	6/09/2009	12360 CITY OF CARLSBAD		
	9		38624 WATER @ PLANT	77.73	08121300-5/09
	9		38625 WATER @ VACTOR2	112.71	104-5/09
	9		38626 WATER @ VACTOR	73.13	103-5/09
37949- 2394	9	6/09/2009	Logged *** Total ***	263.57	
37950- 2394	10	6/09/2009	12510 COAST WASTE		
	10		38586 RENT STORAGE CONTAINER	180.25	455066102746
	10		38629 TRASH SERVICE	344.21	10141260274
37950- 2394	10	6/09/2009	Logged *** Total ***	524.46	
37951- 2394	11	6/09/2009	12514 CONEXIS		
	11		38605 SEC 125 FLEX PLAN -MAY	125.00	05090R5179
37951- 2394	11	6/09/2009	Logged *** Total ***	125.00	
37952- 2394	12	6/09/2009	12631 COR-O-VAN		
	12		38585 OPEN PO-STORAGE	194.56	RS1322594
37952- 2394	12	6/09/2009	Logged *** Total ***	194.56	

Run date: 06/09/2009 @ 15:50
 Bus date: 06/09/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
37953- 2394	13	6/09/2009	13014 DIAMOND ENVIRONMENTAL SERVICES		
	13		38596 TEMPORARY FENCE @ BPS	425.00	90460408
37953- 2394	13	6/09/2009	Logged *** Total ***	425.00	
37954- 2394	14	6/09/2009	13072 DATA NET		
	14		38578 DELL OPTIPLEX- WORKSTATION	1,671.00	9732261
	14		38579 DELL PRECISION WORKSTATION	2,621.76	9733260
	14		38617 IS MAINT AND SUPPORT	505.00	9733389
37954- 2394	14	6/09/2009	Logged *** Total ***	4,797.76	
37955- 2394	15	6/09/2009	13261 DEPT HEALTH SERVICES		
	15		38606 CERT FOR I.RIFELL-GRADE 1	70.00	AP#911112
37955- 2394	15	6/09/2009	Logged *** Total ***	70.00	
37956- 2394	16	6/09/2009	13263 DE LAGE LANDEN		
	16		38621 COPIER LEASE	538.21	2184284
37956- 2394	16	6/09/2009	Logged *** Total ***	538.21	
37957- 2394	17	6/09/2009	14410 EL CAMINO REAL SHELL ENCINITAS		
	17		38588 OPEN PO-VEHICLE FUEL	256.27	8085
	17		38601 OPEN PO-VEHICLE FUEL	575.92	8081
37957- 2394	17	6/09/2009	Logged *** Total ***	832.19	
37958- 2394	18	6/09/2009	15213 CHARLES Z. FEDAK & COMPANY		
	18		38608 AUDITOR FEES-MAY	2,066.00	FEDAK-5/09
37958- 2394	18	6/09/2009	Logged *** Total ***	2,066.00	
37959- 2394	19	6/09/2009	15223 FEDERAL EXPRESS CORPORATION		
	19		38612 SHIPPING	36.95	921083667
37959- 2394	19	6/09/2009	Logged *** Total ***	36.95	
37960- 2394	20	6/09/2009	15310 FISCHER ACOUSTIC		
	20		38595 INSTALL ACOUSTIC PANELS @LPS	37,521.00	LEU001
37960- 2394	20	6/09/2009	Logged *** Total ***	37,521.00	
37961- 2394	21	6/09/2009	17027 HABITAT RESTORATION SCIENCES,		
	21		38582 CONTRACT-NGVI LANDSCAPING SERV	330.00	1328
37961- 2394	21	6/09/2009	Logged *** Total ***	330.00	
37962- 2394	22	6/09/2009	17247 U.S. HEALTH WORKS MEDICAL GROU		
	22		38594 OPEN PO-PHYSICALS	31.00	1533051-CA
37962- 2394	22	6/09/2009	Logged *** Total ***	31.00	
37963- 2394	23	6/09/2009	17552 THE HOME DEPOT CRC/GECF		
	23		38581 OPEN PO- MISC SUPPLIES, TOOLS	42.66	6044189
37963- 2394	23	6/09/2009	Logged *** Total ***	42.66	
37964- 2394	24	6/09/2009	18150 ICMA RETIREMENT-303979		
	24		38628 DEFERRED COMP-ICMA	2,223.01	ICMA-6/3/09
37964- 2394	24	6/09/2009	Logged *** Total ***	2,223.01	
37965- 2394	25	6/09/2009	19550 JONES CHEMICALS, INC.		

Run date: 06/09/2009 @ 15:50
 Bus date: 06/09/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
37965- 2394	25	6/09/2009	38591 OPEN PO-SODIUM HYPOCHLORIDE Logged	3,946.71 *** Total *** 3,946.71	432023
37966- 2394	26	6/09/2009	21212 LEIGHTON CONSULTING, INC		
37966- 2394	26	6/09/2009	38603 CONTRACT-GRADING/GEOTECH Logged	1,133.64 *** Total *** 1,133.64	LC10015141
37967- 2394	27	6/09/2009	22511 MOBILE MINI		
37967- 2394	27	6/09/2009	38593 OPEN PO-TRAILER LEASE 08-09 Logged	652.50 *** Total *** 652.50	904218787
37968- 2394	28	6/09/2009	22529 MOTOROLA, INC		
37968- 2394	28	6/09/2009	38584 EMERGENCY COMMUNICATIONS NETWO Logged	5,714.70 *** Total *** 5,714.70	13734901
37969- 2394	29	6/09/2009	23068 NATIONWIDE RETIREMENT SOLUTION		
37969- 2394	29	6/09/2009	38615 DEFERRED COMP-NATIONWIDE Logged	1,102.18 *** Total *** 1,102.18	NATION-6/3/09
37970- 2394	30	6/09/2009	23225 nfpACCOUNTING TECHNOLOGIES		
37970- 2394	30	6/09/2009	38607 FUNDWARE CONSULTING SUPPORT-09 Logged	800.00 *** Total *** 800.00	971
37971- 2394	31	6/09/2009	23570 NORTH COUNTY TIMES		
37971- 2394	31	6/09/2009	38604 PUBLIC NOTICE Logged	237.20 *** Total *** 237.20	211644
37972- 2394	32	6/09/2009	24224 OFFICE DEPOT, INC.		
37972- 2394	32	6/09/2009	38592 OPEN PO-OFFICE SUPPLIES Logged	25.00 *** Total *** 129.25	476373386
37972- 2394	32	6/09/2009	38599 OPEN PO-OFFICE SUPPLIES	9.12	475902240001
37972- 2394	32	6/09/2009	38602 OPEN PO-OFFICE SUPPLIES	95.13	475902098
37973- 2394	33	6/09/2009	25010 AT&T		
37973- 2394	33	6/09/2009	38622 BPS PHONE Logged	25.63 *** Total *** 167.24	9423588-5/09
37973- 2394	33	6/09/2009	38623 DIAL IN MODEM	141.61	7606327047-5/09
37974- 2394	34	6/09/2009	25032 PALOMAR WATER		
37974- 2394	34	6/09/2009	38620 WATER @ OFFICE Logged	128.57 *** Total *** 128.57	023207-5/09
37975- 2394	35	6/09/2009	25260 PERS RETIREMENT		
37975- 2394	35	6/09/2009	38630 BOARD RETIREMENT-5/31/09	436.51	05-2009-0
37975- 2394	35	6/09/2009	38631 BOARD RETIREMENT-4/30/09	198.41	04-2009-0
37975- 2394	35	6/09/2009	38632 EMPLOYEE RETIREMENT 5/31/09	12,507.10	05-2009-5
37975- 2394	35	6/09/2009	38633 EMPLOYEE RETIRMENT-5/3/09	12,324.29	05-2009-3
37975- 2394	35	6/09/2009	38634 EMPLOYEE RETIREMENT 5/17/09 Logged	12,507.10 *** Total *** 37,973.41	05-2009-4
37976- 2394	36	6/09/2009	25265 PEP BOYS		
37976- 2394	36	6/09/2009	38609 SUPPLIES	37.79	070100027458

Run date: 06/09/2009 @ 15:50
 Bus date: 06/09/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 4

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
37976- 2394	36	6/09/2009	Logged	*** Total ***	37.79	
37977- 2394	37	6/09/2009	25680	PRUDENTIAL OVERALL SUPPLY		
	37		38619	LAUNDRY SERVICE-MAY	889.37	3592500-5/09
37977- 2394	37	6/09/2009	Logged	*** Total ***	889.37	
37978- 2394	38	6/09/2009	30329	UNDERGROUND TECHNOLOGIES,		
	38		38583	PLASTIC MANHOLE BASE AND COUPL	2,795.96	1007
37978- 2394	38	6/09/2009	Logged	*** Total ***	2,795.96	
37979- 2394	39	6/09/2009	30520	UNDERGROUND SERVICE ALERT OF		
	39		38614	UNDERGROUND SERVICE ALERT	87.00	520090353
37979- 2394	39	6/09/2009	Logged	*** Total ***	87.00	
37980- 2394	40	6/09/2009	30580	UNITED WAY		
	40		38616	EMPLOYEE CONTRIBUTIONS	5.00	UNITED-6/3/09
37980- 2394	40	6/09/2009	Logged	*** Total ***	5.00	
37981- 2394	41	6/09/2009	30711	U. S. BANK		
	41		38613	ADMINISTRATIVE FEES-09-10	1,500.00	2398784
37981- 2394	41	6/09/2009	Logged	*** Total ***	1,500.00	
37982- 2394	42	6/09/2009	31728	VARIABLE SPEED SOLUTIONS, INC		
	42		38587	SERVICE CALL TO ENCINA PUMP BA	580.00	0000003825
37982- 2394	42	6/09/2009	Logged	*** Total ***	580.00	
37983- 2394	43	6/09/2009	32271	WEST COAST SAFETY SUPPLY CO.,		
	43		38580	OPEN PO-CALIBRATION GAS	503.06	1706529
37983- 2394	43	6/09/2009	Logged	*** Total ***	503.06	
					.00	
** Total check discount **					.00	
** Total check amount **					307,098.77	
** Total void discount **					.00	
** Total void amount **					.00	

Run date: 06/15/2009 @ 15:14
Bus date: 06/15/2009

Leucadia Waste Water District
Check - Complete Detail

CCCKHST.L10 Page 1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
37984- 2395	1	6/15/2009	15634 FRY'S ELECTRONICS		
	1		38639 2 NEW COMPUTERS FOR SCADA	1,196.23	FRYS
37984- 2395	1	6/15/2009	Logged *** Total ***	1,196.23	

				.00	
** Total check discount **				.00	
** Total check amount **				1,196.23	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 17, 2009

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
14337 - 14356	6/17/2009	\$37,840.87

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
37985- 2396	1	6/18/2009	10100	NAPA AUTO		
	1		38691	FUEL FILTERS	156.34	106236
	1		38692	SUPPLIES-OIL	108.34	891534
37985- 2396	1	6/18/2009	Logged	*** Total ***	264.68	
37986- 2396	2	6/18/2009	10167	ACACIA GASOLINE & CAR WASH		
	2		38648	OPEN PO-VEHICLE FUELS	134.64	2060
37986- 2396	2	6/18/2009	Logged	*** Total ***	134.64	
37987- 2396	3	6/18/2009	10545	A-1 LOCK & SAFE SERVICE		
	3		38702	DECODE THE LOCK	65.00	18592
37987- 2396	3	6/18/2009	Logged	*** Total ***	65.00	
37988- 2396	4	6/18/2009	10570	ANTIMITE TERMITE & PEST CONTRO		
	4		38678	MONTHLY PEST SERVICE	53.00	304866
37988- 2396	4	6/18/2009	Logged	*** Total ***	53.00	
37989- 2396	5	6/18/2009	10720	AT&T		
	5		38679	L.D. @ BPS	29.35	0192940472-6/09
37989- 2396	5	6/18/2009	Logged	*** Total ***	29.35	
37990- 2396	6	6/18/2009	11314	BERGELECTRIC CORP		
	6		38656	OPEN PO-MIS ELECTRICAL REPAIRS	145.75	11792.7TM-10
	6		38657	ELECTRIC WORK @ MPS	1,386.40	11792.7TM-10-
37990- 2396	6	6/18/2009	Logged	*** Total ***	1,532.15	
37991- 2396	7	6/18/2009	11550	BOOT WORLD, INC		
	7		38694	SAFETY BOOTS FOR AB,CF,JH	274.01	1055544-IN
	7		38695	SAFETY BOOTS-KB,CF	293.56	1055685-IN
37991- 2396	7	6/18/2009	Logged	*** Total ***	567.57	
37992- 2396	8	6/18/2009	12028	CWEA-		
	8		38696	CERT RENEWAL-KB-MECHANICAL TEC	61.00	278-KB-09
	8		38697	CERT RENEWAL-L.S.-COLLECTION M	76.00	080724007-LS-09
	8		38698	CERT RENEWAL-MG-COLLECTION MAI	71.00	080723009-MG-09
	8		38699	CERT RENEWAL-SK-COLLECTION MAI	66.00	050722036-SK09
	8		38700	CERT RENEWAL-JH-COLLECTION	76.00	JH-04072419-09
37992- 2396	8	6/18/2009	Logged	*** Total ***	350.00	
37993- 2396	9	6/18/2009	12029	CWEA		
	9		38701	MEMBERSHIP RENEWAL FOR AB	132.00	2119-AB-09
37993- 2396	9	6/18/2009	Logged	*** Total ***	132.00	
37994- 2396	10	6/18/2009	12529	CO'S TRAFFIC CONTROL, INC		
	10		38693	TRAFFIC CONTROL PLAN	500.00	00024193
37994- 2396	10	6/18/2009	Logged	*** Total ***	500.00	
37995- 2396	11	6/18/2009	12585	COUNTY OF SAN DIEGO		
	11		38641	HAZARDOUS PERMITS FOR BPS,LCPS	888.00	205003,004,002
37995- 2396	11	6/18/2009	Logged	*** Total ***	888.00	
37996- 2396	12	6/18/2009	13029	THE DAILY TRANSCRIPT		

Run date: 06/17/2009 @ 16:03
 Bus date: 06/18/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
37996- 2396	12	6/18/2009	38646	PRE-QUAL AD FOR SATELLITE-REPL	696.15	145152
	12		Logged	*** Total ***	696.15	
37997- 2396	13	6/18/2009	13072	DATA NET		
	13		38660	IS MAINT AND SUPPORT	483.25	9733302/CM549
	13		38661	IS MAINT AND SUPPORT	457.05	9733565
37997- 2396	13	6/18/2009	Logged	*** Total ***	940.30	
37998- 2396	14	6/18/2009	13822	DUDEK & ASSOCIATES		
	14		38651	CONTRACT/NGVI-ENVIRONMENTAL/MI	170.00	20091805
37998- 2396	14	6/18/2009	Logged	*** Total ***	170.00	
37999- 2396	15	6/18/2009	14410	EL CAMINO REAL SHELL ENCINITAS		
	15		38647	OPEN PO-VEHICLE FUEL	794.22	8092
37999- 2396	15	6/18/2009	Logged	*** Total ***	794.22	
38000- 2396	16	6/18/2009	18150	ICMA RETIREMENT-303979		
	16		38685	DEFERRED COMP-ICMA	2,223.01	ICMA-6/17/09
38000- 2396	16	6/18/2009	Logged	*** Total ***	2,223.01	
38001- 2396	17	6/18/2009	18514	INDUSTRIAL NETWORKING SOLUTION		
	17		38653	CELLULAR GATEWAY	755.27	0111079
38001- 2396	17	6/18/2009	Logged	*** Total ***	755.27	
38002- 2396	18	6/18/2009	18561	U.S. BANK		
	18		38704	CREDIT CARD-CONFERENCES, SUPPL	7,811.15	US-5-22-09
38002- 2396	18	6/18/2009	Logged	*** Total ***	7,811.15	
38003- 2396	19	6/18/2009	20079	KATZ & ASSOCIATES		
	19		38688	PUBLIC INFORMATION-MAY	3,651.14	405395
38003- 2396	19	6/18/2009	Logged	*** Total ***	3,651.14	
38004- 2396	20	6/18/2009	21212	LEIGHTON CONSULTING, INC		
	20		38658	GEOTECH GRADING	396.00	LC10015239
38004- 2396	20	6/18/2009	Logged	*** Total ***	396.00	
38005- 2396	21	6/18/2009	23068	NATIONWIDE RETIREMENT SOLUTION		
	21		38676	DEFERRED COMP-6/17/2009	1,102.18	NATION-6/17/09
38005- 2396	21	6/18/2009	Logged	*** Total ***	1,102.18	
38006- 2396	22	6/18/2009	24224	OFFICE DEPOT, INC.		
	22		38642	OPEN PO-OFFICE SUPPLIES	122.81	477400559
38006- 2396	22	6/18/2009	Logged	*** Total ***	122.81	
38007- 2396	23	6/18/2009	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	23		38681	WATER @ E. ESTATES	43.78	61955121-6/09
	23		38682	WATER @ TRAVELING 2	163.27	61227600-6/09
	23		38683	WATER @ VP7	43.78	57187500-6/09
	23		38684	WATER @ VP5	26.96	65865245-6/09
38007- 2396	23	6/18/2009	Logged	*** Total ***	277.79	
38008- 2396	24	6/18/2009	24528	DONALD OMSTED		

Run date: 06/17/2009 @ 16:03
 Bus date: 06/18/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38008- 2396	24	6/18/2009	38705 REIMBURSE DO FOR CONFERENCE	74.15	DO-5/29/09
	24	6/18/2009	Logged *** Total ***	74.15	
38009- 2396	25	6/18/2009	24629 OPTO 22		
	25	6/18/2009	38655 SNAP MODULES/MOUNTING RACK	11,138.17	352015
38009- 2396	25	6/18/2009	Logged *** Total ***	11,138.17	
38010- 2396	26	6/18/2009	25010 AT&T		
	26	6/18/2009	38675 SCADA ALARMS	527.48	3372570451-6/09
38010- 2396	26	6/18/2009	Logged *** Total ***	527.48	
38011- 2396	27	6/18/2009	25260 PERS RETIREMENT		
	27	6/18/2009	38687 EMPLOYEE RETIREMENT-6/14/09	12,507.10	06-2009-3
38011- 2396	27	6/18/2009	Logged *** Total ***	12,507.10	
38012- 2396	28	6/18/2009	25613 PARADA PAINTING, INC		
	28	6/18/2009	38645 MISC PAINTING @ BPS	2,800.00	1435-1
38012- 2396	28	6/18/2009	Logged *** Total ***	2,800.00	
38013- 2396	29	6/18/2009	27478 R. J. SAFETY SUPPLY CO., INC.		
	29	6/18/2009	38643 OPEN PO-MISC SAFETY EQUIPMENT	155.95	263953
38013- 2396	29	6/18/2009	Logged *** Total ***	155.95	
38014- 2396	30	6/18/2009	28020 SAN DIEGO GAS AND ELECTRIC		
	30	6/18/2009	38662 ELECTRIC @ DIANA PS	365.26	01444495-6/09
	30	6/18/2009	38663 ELECTRICAL @ AVOCADD PS	140.84	00505010-6/09
	30	6/18/2009	38664 ELECTRIC @ BPS	12,399.69	01857178-6/09
	30	6/18/2009	38666 ELECTRIC @ SAXONY PS	805.88	01683816-6/09
	30	6/18/2009	38667 ELECTRIC @ MEADOWS 3	207.20	01169672-6/09
	30	6/18/2009	38668 ELECTRIC @ VP7	96.73	00747631-6/09
	30	6/18/2009	38669 ELECTRIC @ LC PS	1,178.08	01031273-6/09
	30	6/18/2009	38670 GAS @ E.E.	.93	00896555-6/09
	30	6/18/2009	38671 ELECTRIC @ E. ESTATES	713.15	01444485-6/09
	30	6/18/2009	38672 ELECTRIC @ RANCHO VERDE	151.35	01380248-6/09
	30	6/18/2009	38673 ELECTRIC @ OFFICE	1,254.89	01823519-6/09
	30	6/18/2009	38674 ELECTRIC @ VP5	348.98	00747336-6/09
38014- 2396	30	6/18/2009	Logged *** Total ***	17,662.98	
38015- 2396	31	6/18/2009	28020 SAN DIEGO GAS AND ELECTRIC		
	31	6/18/2009	38665 ELECTRIC @ LPS	12,593.70	01874070-6/09
38015- 2396	31	6/18/2009	Logged *** Total ***	12,593.70	
38016- 2396	32	6/18/2009	28324 SHELL OIL COMPANY		
	32	6/18/2009	38649 OPEN PO-VEHICLE FUELS	141.87	065023442906
38016- 2396	32	6/18/2009	Logged *** Total ***	141.87	
38017- 2396	33	6/18/2009	28510 SLOAN ELECTRIC COMPANY		
	33	6/18/2009	38654 VIBRATIONAL ANALYSIS	1,000.00	0055853
38017- 2396	33	6/18/2009	Logged *** Total ***	1,000.00	
38018- 2396	34	6/18/2009	28721 JEFFERY STECKER		
	34	6/18/2009	38690 REIMBURSE JS FOR BOOTS	183.95	71451625

Run date: 06/17/2009 @ 16:03
 Bus date: 06/18/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 4

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38018- 2396	34	6/18/2009	Logged	*** Total ***	183.95	
38019- 2396	35	6/18/2009	29225	TELEPACIFIC COMMUNICATIONS		
	35		38659	PHONE SYSTEM	837.08	137796000-0
38019- 2396	35	6/18/2009	Logged	*** Total ***	837.08	
38020- 2396	36	6/18/2009	29730	T.S. INDUSTRIAL SUPPLY		
	36		38689	HOSE	203.61	1023017
38020- 2396	36	6/18/2009	Logged	*** Total ***	203.61	
38021- 2396	37	6/18/2009	30580	UNITED WAY		
	37		38677	EMPLOYEE CONTRIBUTIONS	5.00	UNITED-6/17/09
38021- 2396	37	6/18/2009	Logged	*** Total ***	5.00	
38022- 2396	38	6/18/2009	32347	DEXTER WILSON ENGINEERING		
	38		38644	CONTRACT-FORCE MAIN CORROSION	1,990.00	0509.07-185
	38		38652	CONTRACT-SEWER SERVICE MANAG.	7,692.50	0509.03.186
38022- 2396	38	6/18/2009	Logged	*** Total ***	9,682.50	
38023- 2396	39	6/18/2009	32410	WILLIAM LATTIN		
	39		38650	LATERAL REIMBURSEMENT	3,000.00	WL-6/9/09
38023- 2396	39	6/18/2009	Logged	*** Total ***	3,000.00	
38024- 2396	40	6/18/2009	32500	WORDEN WILLIAMS, APC		
	40		38680	LEGAL SERVICES-SITE IMPROVEMEN	4,446.00	27277
	40		38686	LEGAL FEES-MAY	4,395.00	27220
38024- 2396	40	6/18/2009	Logged	*** Total ***	8,841.00	
38025- 2396	41	6/18/2009	33227	XEROX CORPORATION		
	41		38703	MONTHLY MAINT FEE FOR MAY	49.94	040820814
38025- 2396	41	6/18/2009	Logged	*** Total ***	49.94	
					.00	
** Total check discount **					.00	
** Total check amount **					104,860.89	
** Total void discount **					.00	
** Total void amount **					.00	

Run date: 06/24/2009 @ 14:44
 Bus date: 06/25/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38026- 2397	1	6/25/2009	10528	AMERICAN WATER WORKS ASSOCIATI		
	1		38722	RENEWAL-LS -09-10	85.00	7000116929
38026- 2397	1	6/25/2009	Logged	*** Total ***	85.00	
38027- 2397	2	6/25/2009	11060	BARRETT ENGINEERED PUMP		
	2		38711	HYDROMATIC PUMP-TRADE IN OLD P	6,599.28	66827
	2		38714	REBUILD #2 PRESSURIZATION PUMP	2,617.73	66883
38027- 2397	2	6/25/2009	Logged	*** Total ***	9,217.01	
38028- 2397	3	6/25/2009	11314	BERGELECTRIC CORP		
	3		38719	ELECTRICAL @ BPS-VFD	3,646.71	11792.7TM-12
	3		38720	ELECTRICAL WORK @ LCPS	2,966.79	11792.7TM-11
38028- 2397	3	6/25/2009	Logged	*** Total ***	6,613.50	
38029- 2397	4	6/25/2009	11550	BOOT WORLD, INC		
	4		38718	SAFETY BOOTS-SK, IR, JG	444.64	1055910-IN
38029- 2397	4	6/25/2009	Logged	*** Total ***	444.64	
38030- 2397	5	6/25/2009	13072	DATA NET		
	5		38742	IS MAINT AND SUPPORT	185.00	9733632
	5		38743	APC BACKUPS	161.73	9733601
	5		38744	DATAMATION SECURITY	143.33	9733602
38030- 2397	5	6/25/2009	Logged	*** Total ***	490.06	
38031- 2397	6	6/25/2009	13822	DUDEK & ASSOCIATES		
	6		38723	GE/CIP/MAY/200/333/325	3,903.80	20092003
	6		38724	GE/3252/782/CASA DE BANDINI	825.00	20091876
	6		38725	GE/3252/770/VULCAN AVE	110.00	20091875
	6		38726	GE/3252/697/LC GREENS	284.90	20091873
	6		38727	GE/3252/669/LEUCADIA GROVE	165.00	20091872
	6		38728	GE/3251/GRADING PLANS	262.50	20091851
	6		38729	GE/3252/642/V. OF LC 1.17	573.65	20091871
	6		38730	GE/3252/546/LC FAIRWAY	227.70	20091862
	6		38731	GE/3252/759/CABO GRILL	110.00	20092066
	6		38732	GE/3252/571/V. OF LC 406-5	169.40	20091110
	6		38733	GE/3252/783/133 WEST JASON	440.00	20091877
38031- 2397	6	6/25/2009	Logged	*** Total ***	7,071.95	
38032- 2397	7	6/25/2009	14410	EL CAMINO REAL SHELL ENCINITAS		
	7		38712	OPEN PO-VEHICLE FUEL	640.52	8098
38032- 2397	7	6/25/2009	Logged	*** Total ***	640.52	
38033- 2397	8	6/25/2009	15813	MC GRAW-HILL		
	8		38710	PRE-QUAL FOR SATELLITE FORCEMA	1,085.00	A262054
38033- 2397	8	6/25/2009	Logged	*** Total ***	1,085.00	
38034- 2397	9	6/25/2009	16021	GREAT AMERICA LEASING CORP		
	9		38747	COPIER LEASE-NEW COPIER	1,323.82	8590066
38034- 2397	9	6/25/2009	Logged	*** Total ***	1,323.82	
38035- 2397	10	6/25/2009	18212	INFRASTRUCTURE ENGINEERING COR		
	10		38709	ASSET MANAGEMENT PLAN IMPLEMEN	2,849.00	4504

Run date: 06/24/2009 @ 14:44
 Bus date: 06/25/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38035- 2397	10		38736 CONTRACT FORCE MAIN	9,697.61	4503
	10	6/25/2009	Logged	*** Total ***	12,546.61
38036- 2397	11	6/25/2009	18514 INDUSTRIAL NETWORKING SOLUTION		
	11		38708 CELLUALR GATEWAY/ANTENNA	5,620.87	0111190
38036- 2397	11	6/25/2009	Logged	*** Total ***	5,620.87
38037- 2397	12	6/25/2009	18576 INTERSTATE BATTERIES OF SAN DI		
	12		38717 BATTERY	95.65	630018547
38037- 2397	12	6/25/2009	Logged	*** Total ***	95.65
38038- 2397	13	6/25/2009	19050 JANI-KING OF SAN DIEGO		
	13		38741 JANITORIAL SERVICES-JUNE	975.00	SD006090539
38038- 2397	13	6/25/2009	Logged	*** Total ***	975.00
38039- 2397	14	6/25/2009	23567 NORTH COUNTY BLUEPRINT CO, INC		
	14		38735 SCAN FILES	134.57	195985
38039- 2397	14	6/25/2009	Logged	*** Total ***	134.57
38040- 2397	15	6/25/2009	24224 OFFICE DEPOT, INC.		
	15		38715 OPEN PO-OFFICE SUPPLIES	14.31	477894944
	15		38716 OPEN PO-OFFICE SUPPLIES	14.13	477400792002
38040- 2397	15	6/25/2009	Logged	*** Total ***	28.44
38041- 2397	16	6/25/2009	25010 AT&T		
	16		38746 ODOR CONTROL MODEM	25.49	43640093315-609
	16		38749 PHONE CHARGES-RECONNECTIONS	293.11	63333461538-609
38041- 2397	16	6/25/2009	Logged	*** Total ***	318.60
38042- 2397	17	6/25/2009	27524 ROESLING NAKAMURA TERADA ARCHI		
	17		38737 BLDG PROGRAM-AS BUILTS	9,080.28	4550
38042- 2397	17	6/25/2009	Logged	*** Total ***	9,080.28
38043- 2397	18	6/25/2009	27729 RICHARD STINSON		
	18		38734 CONSULTING FEES-MAY	1,350.00	#22
38043- 2397	18	6/25/2009	Logged	*** Total ***	1,350.00
38044- 2397	19	6/25/2009	28020 SAN DIEGO GAS AND ELECTRIC		
	19		38745 ELECTRIC @ EEPS	2,079.02	01919876-6/09
38044- 2397	19	6/25/2009	Logged	*** Total ***	2,079.02
38045- 2397	20	6/25/2009	28070 SAN DIEGUITO WATER DISTRICT		
	20		38739 WATER @ TANKER	577.60	645-JUNE09
38045- 2397	20	6/25/2009	Logged	*** Total ***	577.60
38046- 2397	21	6/25/2009	29630 TRI COMMUNITY ANSWERING SERVIC		
	21		38738 ANSWERING SERVICE	90.00	TRI-6/20/09
38046- 2397	21	6/25/2009	Logged	*** Total ***	90.00
38047- 2397	22	6/25/2009	31050 VALLECITOS WATER DISTRICT		
	22		38748 WATER @ MEADOWS 3	44.43	10810500-5/09
38047- 2397	22	6/25/2009	Logged	*** Total ***	44.43

Run date: 06/24/2009 @ 14:44
 Bus date: 06/25/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38048- 2397	23	6/25/2009	31232 VERIZON WIRELESS		
	23		38740 CELL PHONES	637.23	0769270670
38048- 2397	23	6/25/2009	Logged *** Total ***	637.23	
38049- 2397	24	6/25/2009	31312 V&A CONSULTING ENGINEERS		
	24		38713 4 QTR CREEK FLOW MEASUREMENTS	975.00	11294
38049- 2397	24	6/25/2009	Logged *** Total ***	975.00	
38050- 2397	25	6/25/2009	32220 WATER ENVIRONMENT FEDERATION		
	25		38721 WERF MEMBERSHIP RENEW-PB-09-10	217.00	2000454519
38050- 2397	25	6/25/2009	Logged *** Total ***	217.00	
				.00	
** Total check discount **				.00	
** Total check amount **				61,741.80	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 1, 2009

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
14357 - 14375	7/1/2009	\$38,217.68

Run date: 06/29/2009 @ 14:54
 Bus date: 07/01/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
38051- 2398	1	7/01/2009	10122	ACTION MAIL		
	1		38761	ADDRESS, SORT, TAB, DELIVER NEWSL	1,244.13	21924-
38051- 2398	1	7/01/2009	Logged	*** Total ***	1,244.13	
38052- 2398	2	7/01/2009	10167	ACACIA GASOLINE & CAR WASH		
	2		38758	OPEN PO-VEHICLE FUELS	206.32	2071
38052- 2398	2	7/01/2009	Logged	*** Total ***	206.32	
38053- 2398	3	7/01/2009	11013	ARMOND BADILLO		
	3		38770	REIMBURSE FOR SAFETY BOOTS	32.23	BOOTS-A.B.
38053- 2398	3	7/01/2009	Logged	*** Total ***	32.23	
38054- 2398	4	7/01/2009	11314	BERGELECTRIC CORP		
	4		38763	ELECTRICAL WORK @DPS	865.19	11792.TM-12
38054- 2398	4	7/01/2009	Logged	*** Total ***	865.19	
38055- 2398	5	7/01/2009	11550	BOOT WORLD, INC		
	5		38772	SAFETY BOOTS-M.G.	127.22	1056095-IN
38055- 2398	5	7/01/2009	Logged	*** Total ***	127.22	
38056- 2398	6	7/01/2009	12028	CWEA-		
	6		38775	CERT RENEWAL-AB COLLECTION	71.00	03072303-09
38056- 2398	6	7/01/2009	Logged	*** Total ***	71.00	
38057- 2398	7	7/01/2009	12065	CARLSON & BEAULOYE		
	7		38769	REPLACE AUTO DRAIN ASSEMBLY	2,332.98	44179
38057- 2398	7	7/01/2009	Logged	*** Total ***	2,332.98	
38058- 2398	8	7/01/2009	12112	JEFF BILLS		
	8		38764	CONSULTING FEES-MAY	2,412.83	CONSULTING-MAY
38058- 2398	8	7/01/2009	Logged	*** Total ***	2,412.83	
38059- 2398	9	7/01/2009	12360	CITY OF CARLSBAD		
	9		38766	WATER @ PLANT	87.28	8121300-00-5/09
38059- 2398	9	7/01/2009	Logged	*** Total ***	87.28	
38060- 2398	10	7/01/2009	12587	COUNTY OF SAN DIEGO		
	10		38776	LAFCO-2009-2010	6,147.00	LC09-22
38060- 2398	10	7/01/2009	Logged	*** Total ***	6,147.00	
38061- 2398	11	7/01/2009	12589	CA SDU		
	11		38780	CHILD SUPPORT-JUNE-AB	516.12	AB-06/09-DF1176
38061- 2398	11	7/01/2009	Logged	*** Total ***	516.12	
38062- 2398	12	7/01/2009	13072	DATA NET		
	12		38762	2 DELL WORKSTATIONS (FIELD SER	3,708.22	9733656
	12		38765	IS MAINT AND SUPPORT	505.00	9733653
38062- 2398	12	7/01/2009	Logged	*** Total ***	4,213.22	
38063- 2398	13	7/01/2009	13328	DIEGO & SON PRINTING, INC,		
	13		38760	NEWSLETTER SUMMER 2009	4,641.27	35001
38063- 2398	13	7/01/2009	Logged	*** Total ***	4,641.27	

Run date: 06/29/2009 @ 14:54
 Bus date: 07/01/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL						
Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER	
38064- 2398	14	7/01/2009	14410 EL CAMINO REAL SHELL ENCINITAS			
	14		38759 OPEN PO-VEHICLE FUEL	593.15	8101	
38064- 2398	14	7/01/2009	Logged	*** Total ***	593.15	
38065- 2398	15	7/01/2009	15255 FENNER & ASSOCIATES			
	15		38773 SHIRTS FOR EMPLOYEES	1,426.61	5684	
38065- 2398	15	7/01/2009	Logged	*** Total ***	1,426.61	
38066- 2398	16	7/01/2009	16806 THE GUARDIAN			
	16		38781 DENTAL AND DISABILITY-JULY	3,219.22	324226-7/09	
38066- 2398	16	7/01/2009	Logged	*** Total ***	3,219.22	
38067- 2398	17	7/01/2009	17060 HARTFORD LIFE & ACCIDENT INS.			
	17		38783 LIFE INS-JULY	364.06	4396479-0	
38067- 2398	17	7/01/2009	Logged	*** Total ***	364.06	
38068- 2398	18	7/01/2009	18150 ICMA RETIREMENT-303979			
	18		38774 DEFERRED COMP-ICMA	2,223.01	ICMA-7/1/2009	
38068- 2398	18	7/01/2009	Logged	*** Total ***	2,223.01	
38069- 2398	19	7/01/2009	18212 INFRASTRUCTURE ENGINEERING COR			
	19		38757 GIS SERVICES-MONTHLY SUPPORT	2,535.00	4460	
38069- 2398	19	7/01/2009	Logged	*** Total ***	2,535.00	
38070- 2398	20	7/01/2009	23068 NATIONWIDE RETIREMENT SOLUTION			
	20		38787 DEFERRED COMP-NATIONWIDE	1,102.18	NATION-7/1/2009	
38070- 2398	20	7/01/2009	Logged	*** Total ***	1,102.18	
38071- 2398	21	7/01/2009	23071 NATIONAL NOTARY ASSOCIATION			
	21		38779 NOTARY ASSOC MEMBERSHIP RENEWA	52.00	15865449-09	
38071- 2398	21	7/01/2009	Logged	*** Total ***	52.00	
38072- 2398	22	7/01/2009	25010 AT&T			
	22		38771 DIAL IN MODEM	145.64	6327047-6/09	
38072- 2398	22	7/01/2009	Logged	*** Total ***	145.64	
38073- 2398	23	7/01/2009	25018 MES VISION			
	23		38782 VISION INS-JULY	356.39	091592183001	
38073- 2398	23	7/01/2009	Logged	*** Total ***	356.39	
38074- 2398	24	7/01/2009	25261 PUBLIC EMPLOYEES HEALTH			
	24		38784 BRD HEALTH INS-JULY	1,986.60	H2009077247000	
	24		38785 EMPLOYEES HEALTH INS-JULY	17,788.97	H2009071231000	
38074- 2398	24	7/01/2009	Logged	*** Total ***	19,775.57	
38075- 2398	25	7/01/2009	25370 PITNEY BOWES			
	25		38778 MAILING SYSTEM RENTAL	142.38	9758849-JN09	
38075- 2398	25	7/01/2009	Logged	*** Total ***	142.38	
38076- 2398	26	7/01/2009	28020 SAN DIEGO GAS AND ELECTRIC			
	26		38767 GAS @ AWT	4.79	01178368-6/09	
38076- 2398	26	7/01/2009	Logged	*** Total ***	4.79	

Run date: 06/29/2009 @ 14:54
 Bus date: 07/01/2009

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
38077- 2398	27	7/01/2009	28106 SCAP		
	27		38777 2009-MEMBERSHIP DUES	538.00	INV.09/10-86
38077- 2398	27	7/01/2009	Logged	*** Total ***	538.00
38078- 2398	28	7/01/2009	30580 UNITED WAY		
	28		38786 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-7/1/09
38078- 2398	28	7/01/2009	Logged	*** Total ***	5.00
38079- 2398	29	7/01/2009	32271 WEST COAST SAFETY SUPPLY CO.,		
	29		38768 GAS MONITOR/DOCKING STATION	4,023.23	1706572
38079- 2398	29	7/01/2009	Logged	*** Total ***	4,023.23
				.00	
** Total check discount **				.00	
** Total check amount **				59,403.02	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: July 2, 2009

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
14376 - 14380	7/3/2009	\$3,139.03

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

JUNE

6/4/2008	Employee	\$35,340.58
6/6/2008	Board	\$3,537.32
6/18/2008	Employee	<u>\$33,588.18</u>
	TOTAL	\$72,466.08

JULY

7/2/2008	Employee	\$33,571.14
7/3/2008	Board	\$1,213.50
7/16/2008	Employee	\$35,350.59
7/30/2008	Employee	<u>\$35,647.13</u>
	TOTAL	\$105,782.36

AUGUST

8/4/2008	Board	\$912.00
8/13/2008	Employee	\$34,888.88
8/27/2008	Employee	<u>\$34,663.46</u>
	TOTAL	\$70,464.34

SEPTEMBER

9/3/2008	Board	\$4,124.04
9/10/2008	Employee	\$37,194.80
9/11/2008	Employee-Incentive	\$10,748.44
9/16/2008	Employee-Incentive	\$716.49
9/24/2008	Employee	<u>\$34,934.35</u>
	TOTAL	\$87,718.12

OCTOBER

10/1/2008	Board	\$4,868.49
10/3/2008	Employee-Incentive	\$7,196.80
10/8/2008	Employee	\$35,569.53
10/22/2008	Employee	<u>\$36,190.27</u>
	TOTAL	\$83,825.09

NOVEMBER

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

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

DECEMBER

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

JANUARY

2009

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

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

JUNE

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

JULY

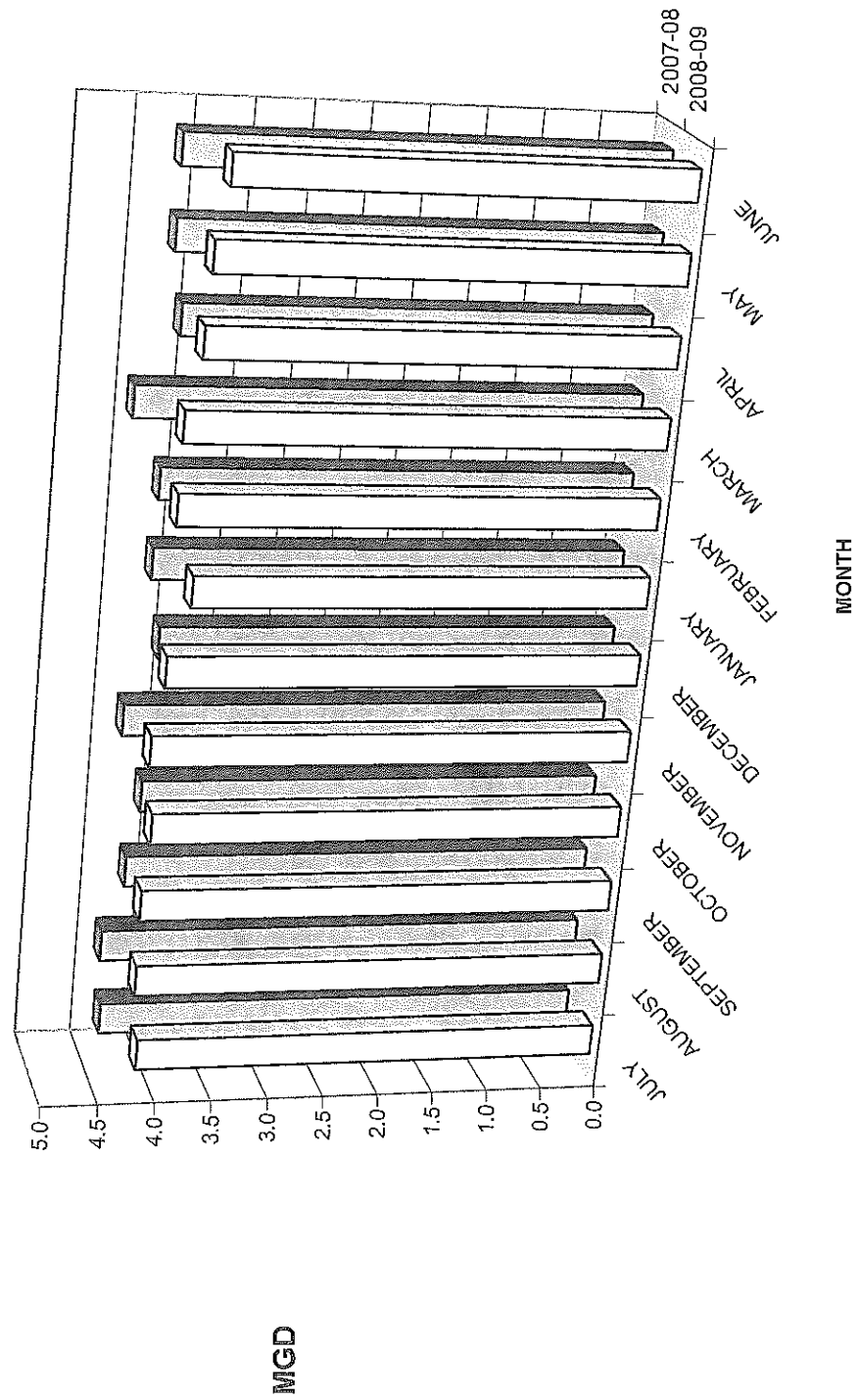
7/1/2009	Employee	\$38,217.68
7/2/2009	Board	<u>\$3,139.03</u>
	TOTAL	\$41,356.71

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2008-2009**

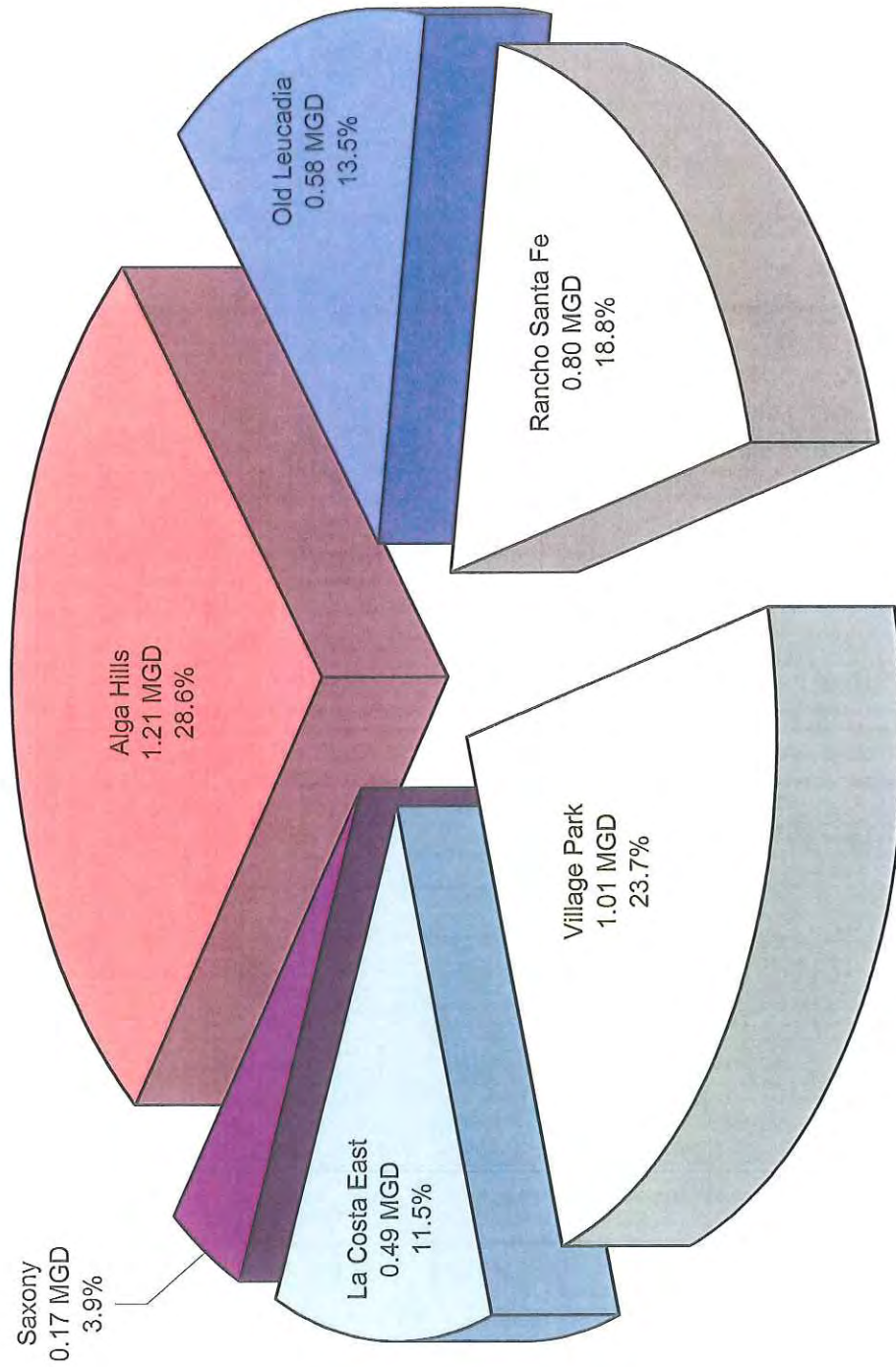
CURRENT MONTH - June 2009							FY 2008-2009		
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,528	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)			
JULY	0	128.44	-2	4.14	151	36.13			
YTD		128.44	27,526						
AUGUST	0	130.25	16	4.20	153	32.82			
YTD		130.25	27,542						
SEPTEMBER	0	126.34	0	4.21	153	38.23			
YTD		126.34	27,542						
OCTOBER	0.03	129.27	3	4.17	151	31.01			
YTD		129.27	27,545						
NOVEMBER	3.44	126.90	0	4.23	154	12.47			
YTD		126.90	27,545						
DECEMBER	3.39	128.65	1	4.15	151	0.00			
YTD		128.65	27,546						
JANUARY	0.17	123.38	4	3.98	144	2.43			
YTD		123.38	27,550						
FEBRUARY	2.7	116.48	10	4.16	151	0.00			
YTD		116.48	27,560						
MARCH	0.12	128.96	0	4.16	151	13.91			
YTD		128.96	27,560						
APRIL	0.15	121.50	14	4.05	147	27.99			
YTD		121.50	27,574						
MAY	0	124.93	21	4.03	146	33.35			
YTD		124.93	27,595						
JUNE	0	118.20	13	3.94	143	25.78			
YTD		118.20	27,608						
Annual Total	10.00	1503.30	80			254.12			
Mo Average	0.83	125.28	7	4.12	149	25.41			

operations report

**LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY 08 to FY 09**



LWD Flows by Sub-Basin
June 2009
Total LWD Flow = 4.26 MGD



LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS

As of June 30, 2009

ASSETS	
Cash	\$ 429,219.47
Investments and Investment Pools	41,884,020.10
Bond Investments Held by Agents	4,322,613.95
Accounts Receivable	298,767.43
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	50,850.57
Capital Assets	111,433,740.51
Less Accumulated Depreciation	(36,546,130.71)
Debt Issuance Costs, Net of Amortization	213,649.71
TOTAL ASSETS	\$ 122,993,580.03
LIABILITIES	
Accounts Payable and Accrued Expenses	1,029,835.39
Developer Deposits	173,735.35
Bond & Interest Debt	3,571,034.92
TOTAL LIABILITIES	\$ 4,774,605.66
NET ASSETS	
Net Investment in Capital Assets	72,109,790.85
Restricted Reserves	7,312,729.84
Unrestricted Operating Reserve	1,583,404.20
Unrestricted Non-Operating Reserves (Designated)	34,912,853.52
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(5,199,804.04)
TOTAL NET ASSETS	\$ 118,218,974.37

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

LEUCADIA WASTEWATER DISTRICT

BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 6/30/2009 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 5,871,627.17	\$ 5,873,835.00	2,207.83	99.96%
RECLAIMED WATER SALES	3150	159,974.81	285,400.00	125,425.19	56.05%
OTHER OPERATING INCOME		55,138.74	230,274.00	175,135.26	23.94%
TOTAL OPERATING REVENUE		\$ 6,086,740.72	\$ 6,389,509.00	\$ 302,768.28	95.26%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 2,076,113.96	\$ 2,093,716.00	\$ 17,602.04	99.16%
BOARD EXPENSES AND ELECTION	4300 & 4400	149,515.17	167,041.00	17,525.83	89.51%
DEPRECIATION EXPENSE	4510	2,638,000.00	-	(2,638,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	794,000.00	794,000.00	n/a
FUELS	4600	38,526.84	60,000.00	21,473.16	64.21%
INSURANCE	4700	81,647.16	86,500.00	4,852.84	94.39%
MEMBERSHIP & DUES	4800	23,780.70	23,350.00	(430.70)	101.84%
OFFICE EXPENSE	4900	77,765.50	104,800.00	27,034.50	74.20%
OPERATING SUPPLIES	5000	147,002.90	172,100.00	25,097.10	85.42%
PROFESSIONAL SERVICES	5200	386,866.40	518,500.00	131,633.60	74.61%
PRINTING & PUBLISHING	5300	27,778.69	33,000.00	5,221.31	84.18%
RENTS & LEASES	5400	21,337.64	20,800.00	(537.64)	102.58%
REPAIR & MAINTENANCE	5500	241,829.56	241,350.00	(479.56)	100.20%
MONITORING & PERMITTING	5600	39,468.37	43,600.00	4,131.63	90.52%
TRAINING & DEVELOPMENT	5700	36,606.30	45,400.00	8,793.70	80.63%
UTILITIES	5900	409,735.51	455,600.00	45,864.49	89.93%
LAFCO OPERATIONS	6100	7,308.00	7,400.00	92.00	98.76%
ENCINA	6200	1,446,486.42	2,102,662.00	656,175.58	68.79%
TOTAL OPERATING EXPENSES		\$ 7,849,769.12	\$ 6,969,819.00	\$ (879,950.12)	112.63%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 209,737.40	\$ 410,750.00	\$201,012.60	51.06%
PROPERTY TAXES	3220	1,245,060.85	1,200,000.00	(45,060.85)	103.76%
INTEREST INCOME	3250	1,242,238.10	1,500,000.00	257,761.90	82.82%
OTHER NON OPERATING INCOME		287,235.84	665,139.00	377,903.16	43.18%
TOTAL NON OPERATING REVENUES		\$ 2,984,272.19	\$ 3,775,889.00	\$791,616.81	79.03%
DEBT SERVICE					
INTEREST EXPENSE AND FEES	6500	\$ 222,868.88	\$ 189,736.00	(33,132.88)	117.46%
PRINCIPAL PAYMENTS	6500	509,717.27	509,717.00	(0.27)	100.00%
TOTAL DEBT SERVICE		\$ 732,586.15	\$ 699,453.00	\$ (33,133.15)	104.74%

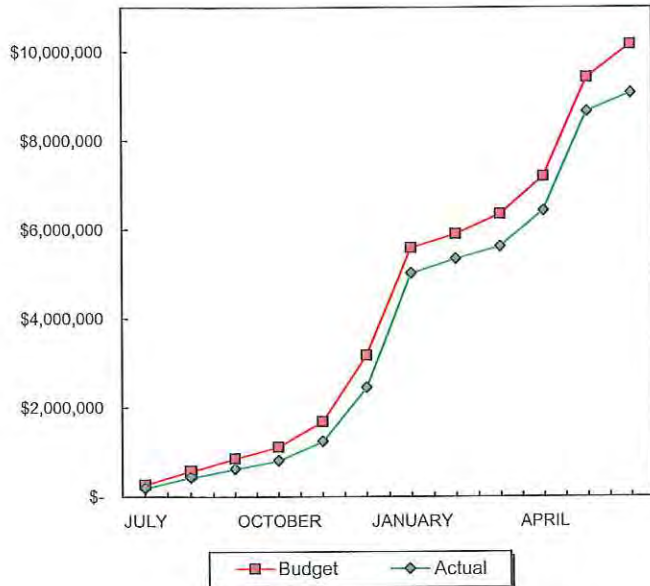
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

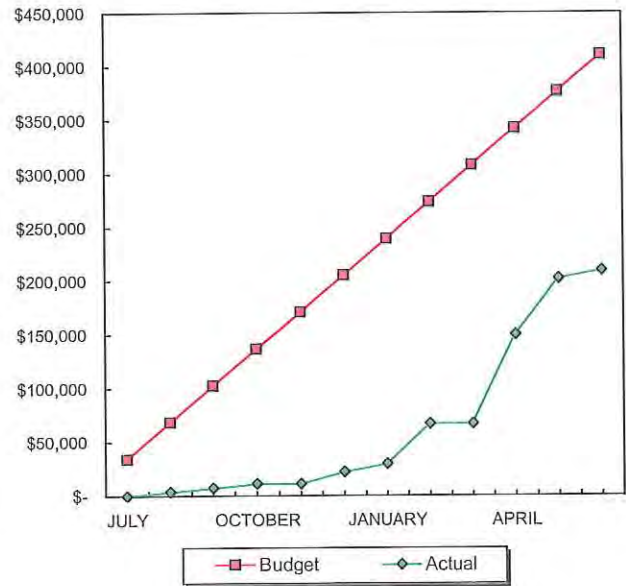
Revenue FY 2008-2009

YTD through June 30, 2009

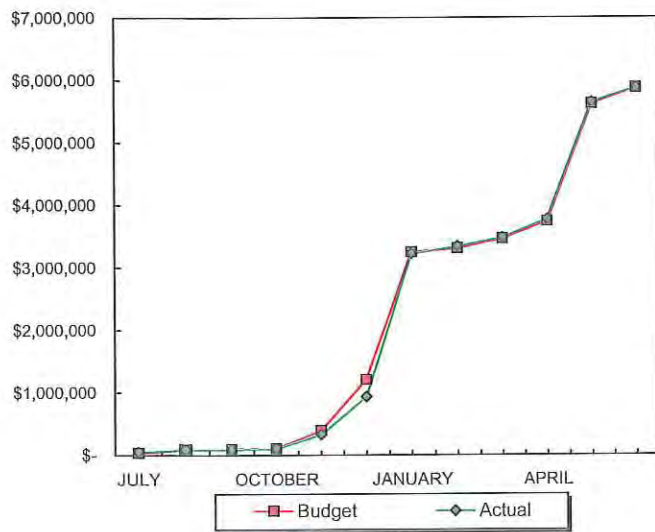
Total Revenue



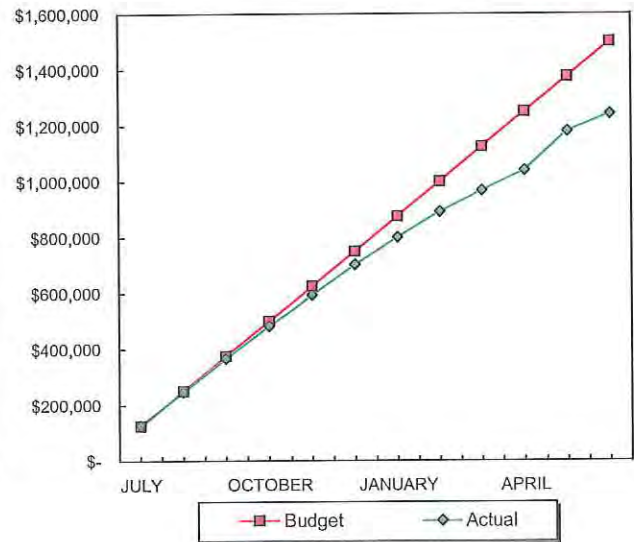
Capacity Charges



Sewer Service Fees



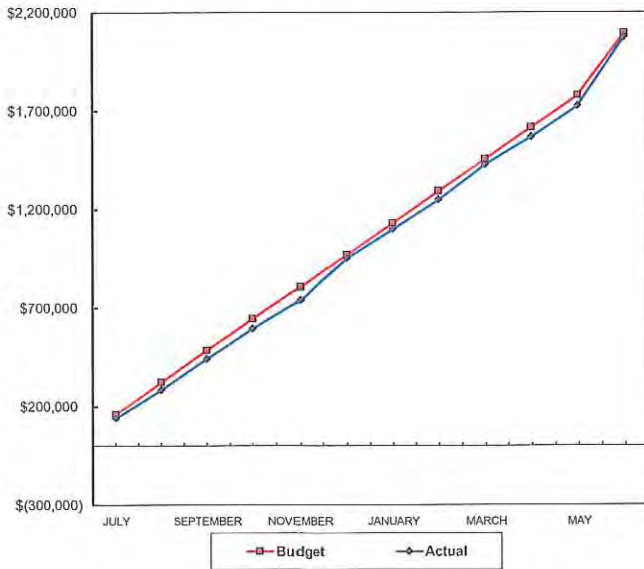
Interest Income



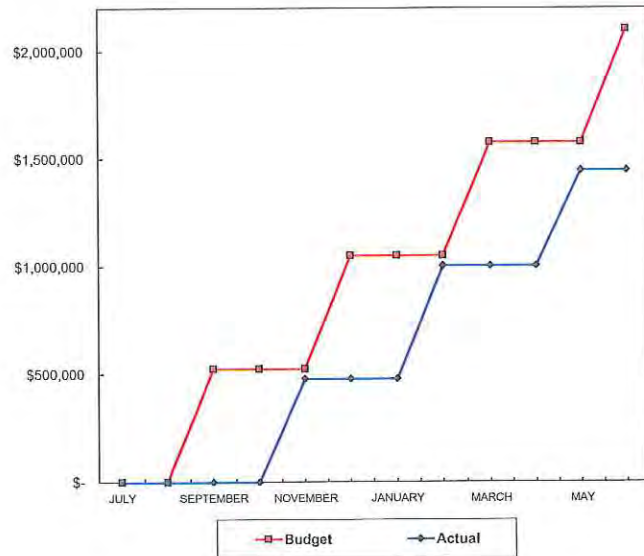
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District
Operating Expenses FY 2008-2009
 YTD through June 30, 2009

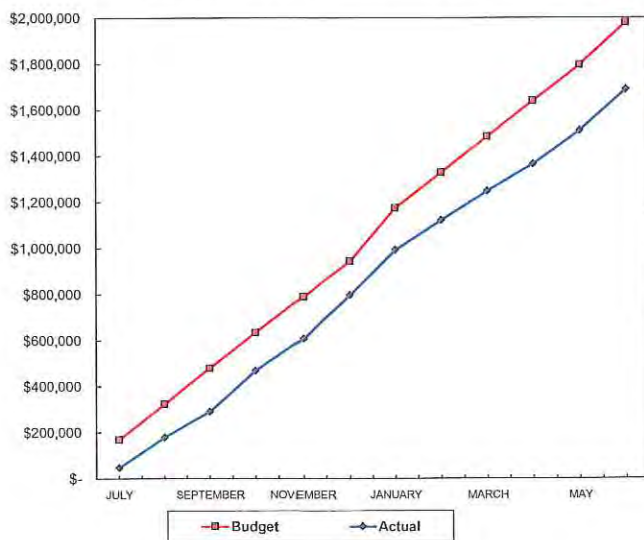
Salaries and Benefits



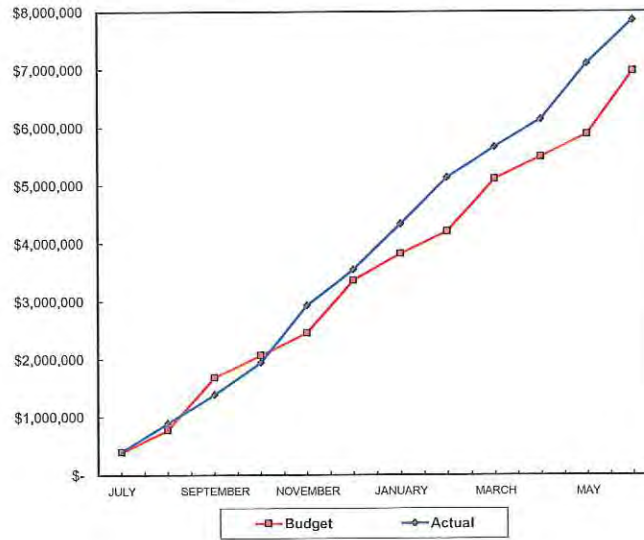
Encina M&O



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



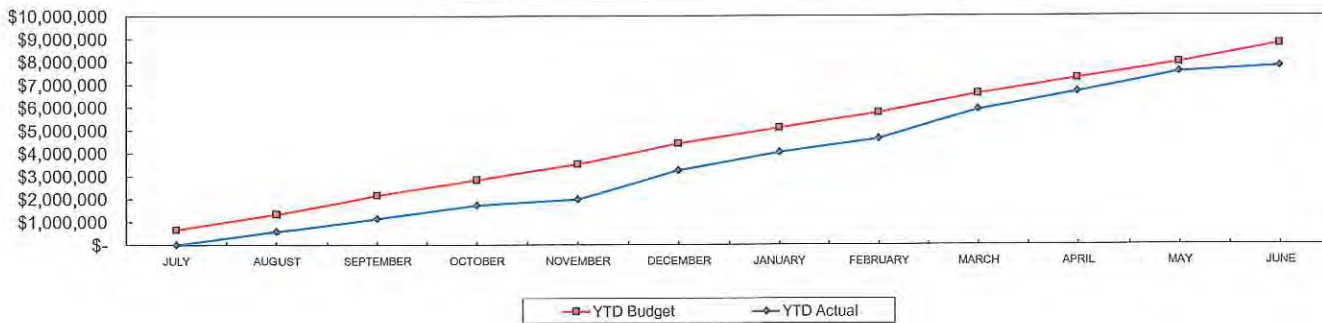
**Total LWD Operating Expense -
Including Depreciation & Replacement**



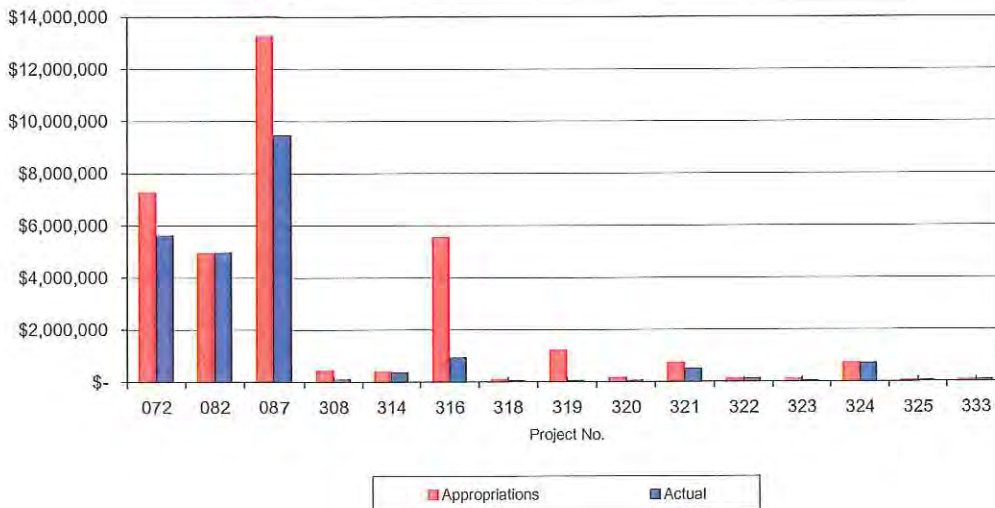
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District **Capital Expenditures** As of June 30, 2009

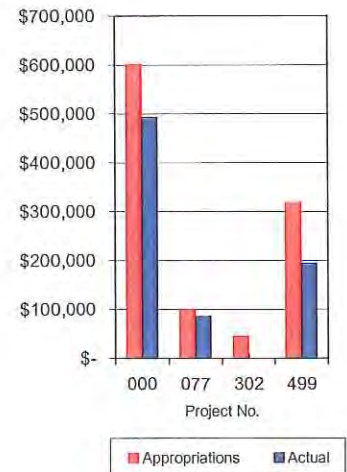
Capital Projects and Equipment For FY 2008/09



Multi Year Capital Expenditures by Project 2002/03-2008/09



Single Year Capital Expenditures by Project 2008/09

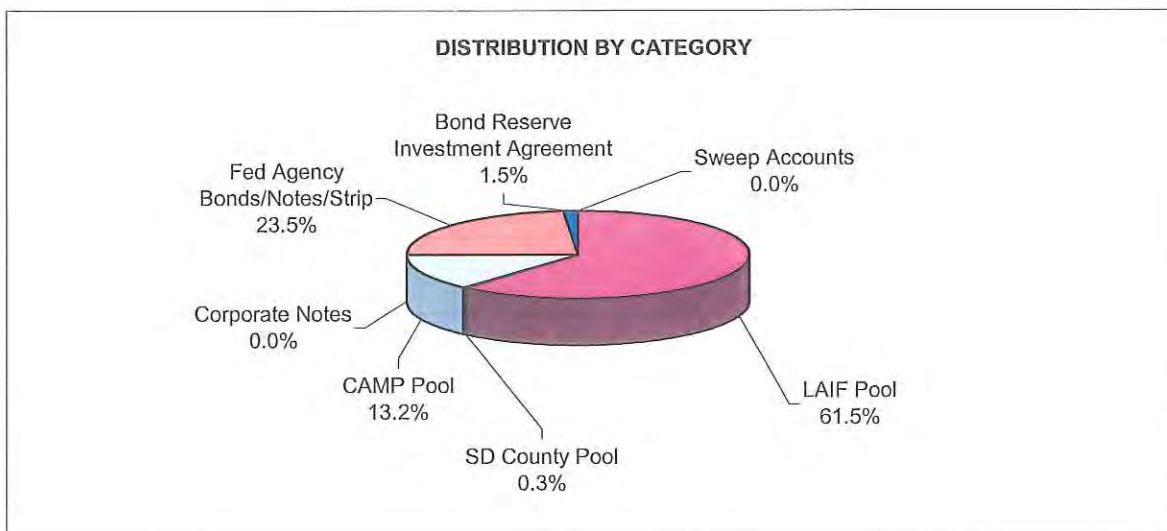
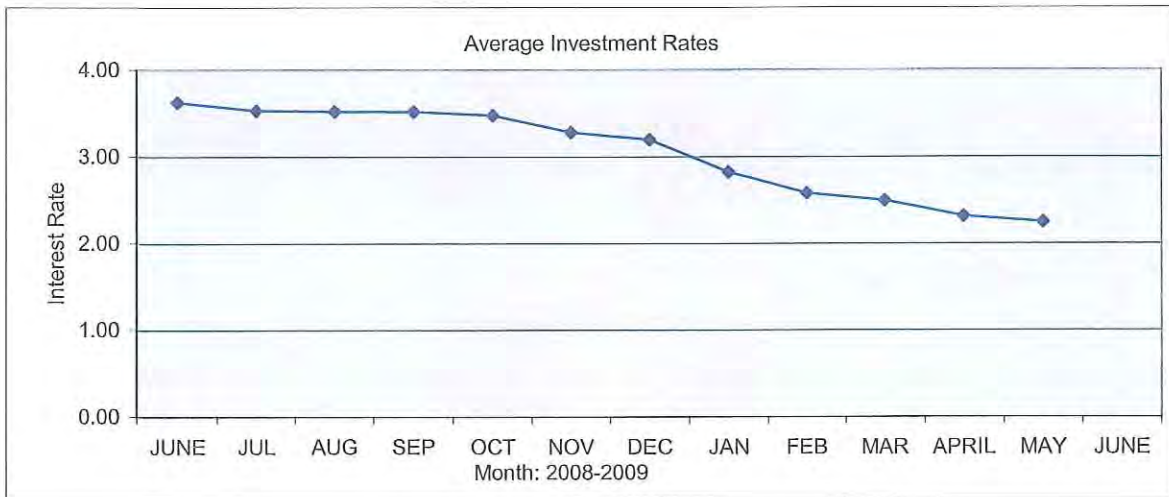


Project Legend			
Description	No.	Description	No.
Encina WA	072	Install Permanent Flow Meters	322
Leucadia PS Improvements	082	Lateral Replace/Backflow Prevlr	323
Site Improvement Program	087	Bat PS Influent Line	324
Mineral Scale Mitigation Project	308	Meadow 3 PS Decommissioning	325
Asset Management Master Plan	314	Force Main Corrosion Study	333
Satellite PS Force mains	316	Equipment	000
Asset Mgmt Plan Implementation	318	Misc Pipeline Repair	077
101 Trunk Sewer	319	Professional Services	302
Piraeus Pipeline Repair	320	LWD General Labor	499
Gibraltar Pipeline Replacement	321		

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

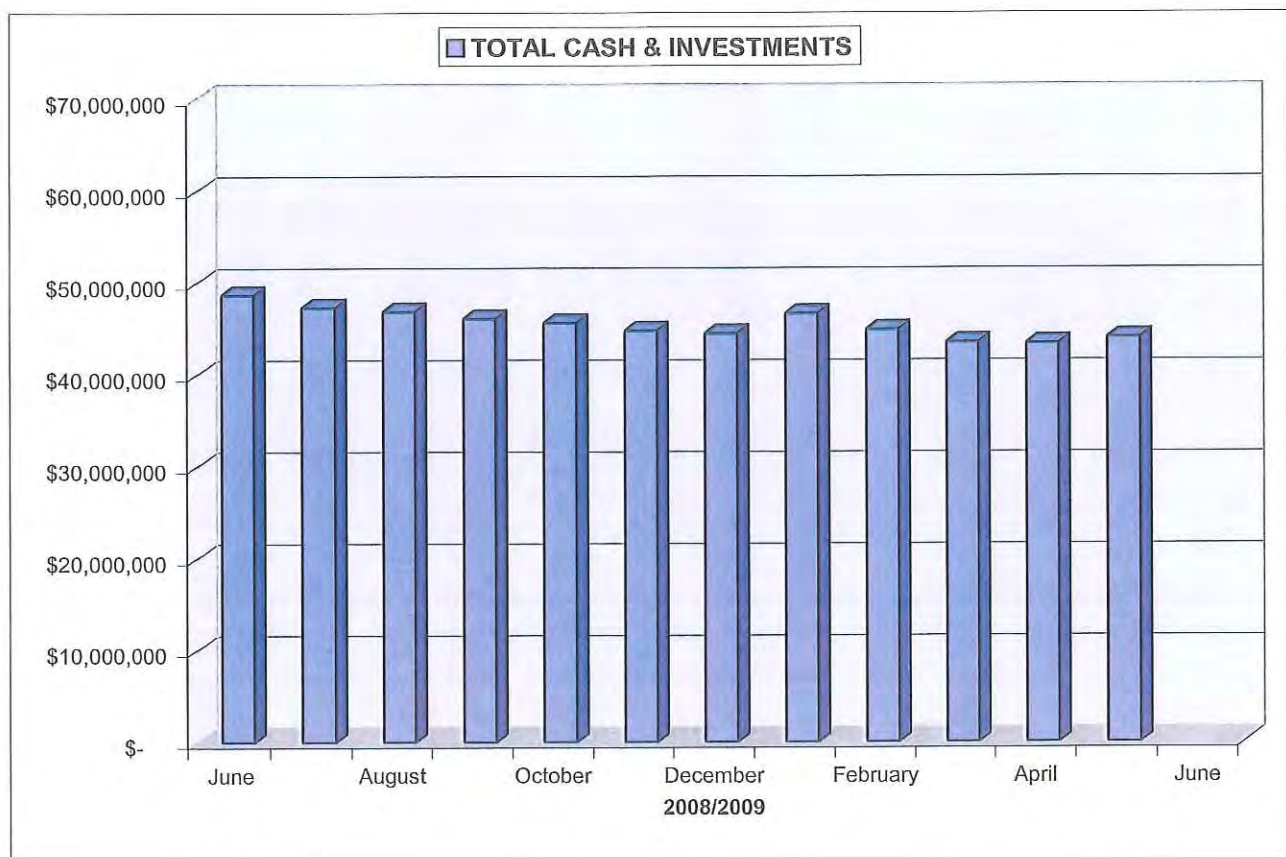
LEUCADIA WASTEWATER DISTRICT **Monthly Investment Summary** **As of May 31, 2009**

Cash & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2009	May 31, 2009		
Sweep Account: US Treasury MM with Union Bank	-	-	-	0.020%
LAIF Pool	26,231,849	27,086,849	33,991	1.530%
SD County Pool	110,159	110,159	140	1.521%
CAMP Pool	6,060,656	5,824,362	3,012	0.600%
CAMP Portfolio				
Corporate Notes	-	-	-	-
Federal Agency Bonds/Notes	8,126,732	8,126,732	25,057	3.700%
Federal Agency Discount Notes	969,415	969,415	2,545	3.150%
GNMA mortgage pools	21,293	21,156	164	9.250%
US Treasury Bonds/Notes	-	-	-	-
Total Camp Portfolio	9,117,440	9,117,302	27,765	3.860%
Bond Funds				
BNY fiscal agent bond reserve a/c	652,884	652,884	2,916	5.360%
US Bank. custodian a/c: Fed Agency Strips	1,266,338	1,266,338	14,200	13.456%
Total Bond Funds	1,919,222	1,919,222	17,116	10.702%
Totals	\$ 43,439,326	\$ 44,057,894	\$ 82,024	2.250%



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

TOTAL CASH & INVESTMENTS		
Month 2008/2009	Amount	Average Rate
June	\$ 48,760,519	3.63%
July	\$ 47,370,496	3.54%
August	\$ 46,924,644	3.53%
September	\$ 46,152,874	3.52%
October	\$ 45,674,962	3.48%
November	\$ 44,819,753	3.28%
December	\$ 44,508,453	3.20%
January	\$ 46,666,429	2.83%
February	\$ 44,924,344	2.58%
March	\$ 43,551,555	2.50%
April	\$ 43,439,326	2.32%
May	\$ 44,057,894	2.25%
June		



Encina Wastewater Authority Report
Regular Board Meeting
June 24, 2009

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

EWA Board Meeting Action Items

1. Employee Recognition Awards

The Board of Directors approved eight employee awards, which included the Employee of the Quarter and various Individual certifications totaling \$3,750.

2. Fiscal Year 2009 Operating Program Budget Adjustments

The Board of Directors adopted Resolution No. 2009-07 to amend FY 09 Operating Budget as follows:

- Transfer \$67,800 from the EWPCF Chemical Expense Budget to the EWPCF Residuals Disposal Expense Budget.
- Transfer \$167,350 from the EWPCF Chemical Expense Budget to the EWPCF Energy Management Internal Service Fund Expense Budget.
- Increase Estimated Other Operating Revenue by \$209,100
- Appropriate operating funds of \$209,100
- Increase the EWPCF Energy Management Internal Service Fund Expense Budget by \$209,100

3. Contract for Enterprise Resource Planning Software System and Services

The Board of Directors awarded a contract for Enterprise Resource Planning Software System and Services to Tyler Technologies, Inc. and upon approval by General Counsel, Authorize the General Manager to execute the contract on behalf of the Chair.

4. Contract for Sale of Biofuel

The Board of Directors awarded a contract for sale of Biofuel to CEMEX, Inc.

5. Organization 4.0

As part of the General Manager Transition Plan, staff completed an assessment of the organization. The Board of Directors approved several classification changes within the organization.

Executive Session

There was no executive session.

Engineering Committee Meeting Report

Presented by Allan Juliussen

Meeting held June 29, 2009


1. The Committee reviewed an agreement with ADS Environmental Services for the maintenance and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$47,930. The EC concurred with staff to forward this recommendation to the Board of Directors for approval.

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

2. PM Morishita provided a status report on the project. The EC toured the new building facilities

PM Morishita will provide a status report on the project later in tonight's agenda.

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Resolution No. 2197 Adopting an Identity Theft Policy

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2197 adopting LWD's Identity Theft Policy.
2. Discuss and take action, as appropriate.

DISCUSSION:

In response to the growing threat of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA), Public Law 108-159. This amendment to the Fair Credit Reporting Act charged the Federal Trade Commission with promulgating rules regarding identity theft. On November 7, 2007, the Federal Trade Commission promulgated the final rules, known as "Red Flag" rules. These rules, implementing sections 114 and 315 of FACTA, require all municipal water, wastewater, natural gas, and electric utilities to enact certain policies and procedures by the August 1, 2009, effective date.

To meet the requirements of FACTA, LWD has developed an Identity Theft Policy that:

- Identifies relevant red flags for covered accounts signaling possible identity theft and incorporate those red flags into the program;
- Detects red flags that have been incorporated into the program;
- Responds appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- Ensures the program is updated periodically to reflect changes in risks.

Resolution No. 2197 is attached for the board's review. The proposed Identity Theft Policy is included as Exhibit A.

Staff recommends that the Board of Directors adopt Resolution No. 2197 approving LWD's Identity Theft Policy. LWD's legal counsel has reviewed and approved this policy.

cal:PJB

Attachment

RESOLUTION NO. 2197

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF LEUCADIA WASTEWATER DISTRICT (LWD)
ADOPTING AN IDENTITY THEFT POLICY**

WHEREAS, the Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft to be promulgated; and

WHEREAS, those rules become effective August 1, 2009, and require municipal utilities and other Districts to implement an identity theft program and policy; and

WHEREAS, the Board of Directors of LWD (Board) has determined that the following policy is in the best interest of the District,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board approves the Identity Theft Policy attached hereto as Exhibit A and directs the General Manager to take all actions necessary to carry out its provisions.

PASSED AND ADOPTED by the Board of Directors at a meeting of LWD held July 8, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Kulchin, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)



LEADERS IN
ENVIRONMENTAL
PROTECTION

IDENTITY THEFT PREVENTION POLICY

Ref: 09-1745

SECTION 1. BACKGROUND

The risk to the District, its employees and customers from data loss and identity theft is of significant concern to the District and can be reduced only through the combined efforts of every employee and contractor.

SECTION 2. PURPOSE

The District adopts this sensitive information policy to help protect employees, customers, contractors and the District from damages related to the loss or misuse of sensitive information.

The District also adopts this policy as an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with customer accounts in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

This policy will:

- Define sensitive information;
- Describe the physical security of data when it is printed on paper;
- Describe the electronic security of data when stored and distributed; and
- Place the District in compliance with state and federal law regarding identity theft protection.

This policy enables the District to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the District from fraudulent new accounts. The program will help the District:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

SECTION 3. SCOPE

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the District, including all personnel affiliated with third parties.

SECTION 4. POLICY

4.A. SENSITIVE INFORMATION POLICY

4.A.1. Definition of Sensitive Information

Sensitive information includes the following items whether stored in electronic or printed format:

4.A.1.a. Credit card information, including any of the following:

1. Credit card number (in part or whole)
2. Credit card expiration date
3. Cardholder name
4. Cardholder address

4.A.1.b. Tax identification numbers, including:

1. Social Security number
2. Business identification number
3. Employer identification numbers

4.A.1.c. Payroll information, including, among other information:

1. Paychecks
2. Pay stubs

4.A.1.d. Cafeteria plan check requests and associated paperwork

4.A.1.e. Medical information for any employee or customer, including but not limited to:

1. Doctor names and claims
2. Insurance claims
3. Prescriptions
4. Any related personal medical information

4.A.1.f. Other personal information belonging to any customer, employee or contractor, examples of which include:

1. Date of birth
2. Address
3. Phone numbers
4. Maiden name
5. Names
6. Customer number

4.A.1.g. Municipal personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the California Public Records Act and the District's open records policy. If an employee is uncertain of the sensitivity of a particular piece of information, he/she should contact

their supervisor. In the event that the District cannot resolve a conflict between this policy and the California Public Records Act, the District will contact the California Office of Open Records.

4.A.2. HARD COPY DISTRIBUTION

Each employee and contractor performing work for the District will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
5. When documents containing sensitive information are discarded they will be placed inside a locked shred bin or immediately shredded using a mechanical cross cut or Department of Defense (DOD)-approved shredding device. Locked shred bins are labeled "Confidential paper shredding and recycling." Municipal records, however, may only be destroyed in accordance with the city's records retention policy.

4.A.3. ELECTRONIC DISTRIBUTION

Each employee and contractor performing work for the District will comply with the following policies:

1. Internally, sensitive information may be transmitted using approved municipal e-mail. All sensitive information must be encrypted when stored in an electronic format.
2. Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail:

"This message may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited."

SECTION 5. ADDITIONAL IDENTITY THEFT PREVENTION PROGRAM

5.A. COVERED ACCOUNTS

A covered account includes any account that involves or is designed to permit multiple payments or transactions. Every new and existing customer account that meets the following criteria is covered by this program:

1. Business, personal and household accounts for which there is a reasonably foreseeable risk to customers of identity theft; or
2. Business, personal and household accounts for which there is a reasonably foreseeable risk to the safety or soundness of the District from identity theft, including financial, operational, compliance, reputation, or litigation risks.

5.B. RED FLAGS

5.B.1. The following red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag, is apparent, it should be investigated for verification.

1. Alerts, notifications or warnings from a consumer reporting agency;
2. A fraud or active duty alert included with a consumer report;
3. A notice of credit freeze from a consumer reporting agency in response to a request for a consumer report; or
4. A notice of address discrepancy from a consumer reporting agency as defined in § 334.82(b) of the Fairness and Accuracy in Credit Transactions Act.

5.B.2. Red flags also include consumer reports that indicate a pattern of activity inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

- A recent and significant increase in the volume of inquiries;
- An unusual number of recently established credit relationships;
- A material change in the use of credit, especially with respect to recently established credit relationships; or
- An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

5.C. SUSPICIOUS DOCUMENTS

5.C.1. Documents provided for identification that appear to have been altered or forged.

5.C.2. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

5.C.3. Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

5.C.4. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.

5.C.5. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

5.D. SUSPICIOUS PERSONAL IDENTIFYING INFORMATION

5.D.1. Personal identifying information provided is inconsistent when compared against external information sources used by the District. For example:

- The address does not match any address in the consumer report;
- The Social Security number(SSN) has not been issued or is listed on the Social Security Administration's Death Master File; or
- Personal identifying information provided by the customer is not consistent with other personal identifying information.

5.D.2. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example, the address on an application is the same as the address provided on a fraudulent application.

5.D.3. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:

- The address on an application is fictitious, a mail drop, or a prison; or
- The phone number is invalid or is associated with a pager or answering service.

5.D.4. The SSN provided is the same as that submitted by other persons opening an account or other customers.

5.D.5. The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other customers or other persons opening accounts.

5.D.6. The customer or the person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

5.D.7. Personal identifying information provided is not consistent with personal identifying information that is on file with the District.

5.D.8. When using security questions (mother's maiden name, pet's name, etc.), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

5.E. UNUSUAL USE OF, OR SUSPICIOUS ACTIVITY RELATED TO, THE COVERED ACCOUNT

5.E.1. Shortly following the notice of a change of address for a covered account, the District receives a request for new, additional, or replacement goods or services, or for the addition of authorized users on the account.

5.E.2. A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example, the customer fails to make the first payment or makes an initial payment but no subsequent payments.

5.E.3. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

- Non payment when there is no history of late or missed payments;
- A material change in purchasing or usage patterns

5.E.4. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

5.E.5. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

5.E.6. The District is notified that the customer is not receiving paper account statements.

5.E.7. The District is notified of unauthorized charges or transactions in connection with a customer's covered account.

5.E.8. The District receives notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the District.

5.E.9. The District is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

SECTION 6. RESPONDING TO RED FLAGS

6.A. Once potentially fraudulent activity is detected, an employee must act quickly as a rapid appropriate response can protect customers and the District from damages and loss.

6.A.1. Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Present this information to the designated authority for determination. The response shall be commensurate with the degree of risk posed.

6.A.2. The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

6.B. If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:

1. Canceling the transaction;
2. Notifying and cooperating with appropriate law enforcement;
3. Determining the extent of liability of the District;
4. Notifying the actual customer that fraud has been attempted; and
5. Change any passwords or other security devices that permit access to an account.

SECTION 7. DUTIES REGARDING ADDRESS DISCREPANCIES

7.A. The District shall develop policies and procedures designed to enable the District to form a reasonable belief that a credit report relates to the consumer for whom it was requested if the organization receives a notice of address discrepancy from a nationwide consumer reporting agency indicating the address given by the consumer differs from the address contained in the consumer report.

7.B. The organization may reasonably confirm that an address is accurate by any of the following means:

1. Verification of the address with the consumer;
2. Review of the utility's records;
3. Verification of the address through third-party sources; or
4. Other reasonable means.

7.C. If an accurate address is confirmed, the District shall furnish the consumer's address to the nationwide consumer reporting agency from which it received the notice of address discrepancy if:

1. The organization establishes a continuing relationship with the consumer; and
2. The organization, regularly and in the ordinary course of business, furnishes information to the consumer reporting agency.

SECTION 8. PERIODIC UPDATES TO PLAN

8.A. At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.

8.B. Periodic reviews will include an assessment of which accounts are covered by the program.

8.C. As part of the review, red flags may be revised, replaced or eliminated. Defining new red flags may also be appropriate.

8.D. Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the District and its customers.

SECTION 9. PROGRAM ADMINISTRATION

9.A. INVOLVEMENT OF MANAGEMENT

1. The Identity Theft Prevention Program shall not be operated as an extension to existing fraud prevention programs, and its importance warrants the highest level of attention.
2. The Identity Theft Prevention Program is the responsibility of the governing body. Approval of the initial plan must be appropriately documented and maintained.
3. Operational responsibility of the program is delegated to the Administrative Services Manager (ASM).

9.B. STAFF TRAINING

1. Staff training shall be conducted for all employees, officials and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the District or its customers.
2. The ASM is responsible for ensuring identity theft training for all requisite employees and contractors.
3. Employees, for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the District or its customers, must receive annual training in all elements of this policy.
4. To ensure maximum effectiveness, employees may continue to receive additional training as changes to the program are made.

9.C. OVERSIGHT OF SERVICE PROVIDER ARRANGEMENTS

1. It is the responsibility of the District to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
2. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the red flag rules and validated by appropriate due diligence, may be considered to be meeting these requirements.
3. Any specific requirements should be specifically addressed in the appropriate contract arrangements.

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: California Special Districts Association (CSDA) Board of Directors Region 6, Seat A Election

RECOMMENDATION:

Staff requests that the Board of Directors consider the following:

1. Adopt Resolution No. 2202 supporting the nomination of one of three options: 1) Ms. Jo MacKenzie; 2) another Board member; 3) a managerial staff member to the California Special Districts Association Board of Directors, Region 6, Seat A.
2. Discuss and take other action as appropriate.

DISCUSSION:

On June 10, 2009, the District received the attached memo from the CSDA Elections and Bylaws Committee requesting nominations for the CSDA Board of Directors Region 6, Seat A for the 2009-2012 term. Prior to receiving CSDA's memo, LWD received correspondence from Vista Irrigation District's (VID) General Manager, Roy Coox, requesting LWD's support and a Board Resolution nominating VID Director Ms. Jo MacKenzie. This correspondence was included in the Board of Director's June Board Agenda.

Staff has attached a generic Resolution (Resolution No. 2202 - Attachment 2). If the Board of Directors desires to support Jo MacKenzie or another candidate, it will be transmitted to CSDA by the deadline date of July 15, 2009.

Staff has no recommendation on this matter. Adoption of Resolution No. 2202 is at the Board's sole discretion.

cal:PJB

Attachments



DATE: May 15, 2009

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A -- TERM WILL EXPIRE IN 2012**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2009-2012 term.

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

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

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A Board member is expected to attend all board meetings held every other month on the second Friday of the month at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 4 to 6 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA even if a Board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The**

deadline for receiving nominations is July 15, 2009. Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail once the nominations deadline has passed. The packet will include campaign guidelines.

CSDA will mail ballots on July 28, 2009. The ballots must be received by CSDA no later than 5:00 p.m. September 16, 2009 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than September 17, 2009. All Board Members will be introduced at the Annual Conference in Indian Wells, September 21 -24.

Expiring Terms
(see enclosed map for regional breakdown)

Region 1	Seat A	Mark Bryant, Garberville Sanitary District *
Region 2	Seat A	Ginger Root, Eastside Rural County Fire Protection District*
Region 3	Seat A	James Kohnen, Alameda County Mosquito Abatement District*
Region 4	Seat A	Ann Mathews, Kern County Water Agency*
Region 5	Seat A	Jack Curtis, Ojai Valley Sanitary District*
Region 6	Seat A	Jo MacKenzie, Vista Irrigation District*

(* = Incumbent is running for reelection)

If you have any questions, please contact Diana Zavala at 877-924-CSDA or dianaz@csda.net.



CSDA regions by county

RESOLUTION NO. 2202

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
SUPPORTING THE NOMINATION OF (Jo MacKenzie OR Other Nomination)
TO THE
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS, REGION 6, SEAT A**

WHEREAS, the district is a member district of the California Special Districts Association (CSDA); and

WHEREAS, (Jo MacKenzie) has requested LWD's vote and support on the CSDA Board of Directors, Region 6 Seat A.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Leucadia Wastewater District that this district supports the nomination of (Jo MacKenzie or Other Nomination) to the CSDA Board of Directors, Region 6, Seat A.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a copy of this resolution to CSDA, Attn: Diana Zavala, at 1112 I Street, Suite 200 Sacramento, CA 95814, forthwith.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held July 8, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

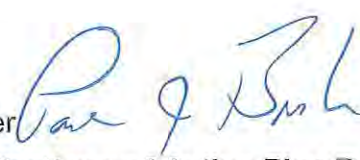
David Kulchin, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2009 (FY 09) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY 09 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. It was subsequently 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 identified tactical goals for FY 09. Over the course of the year, staff has been busy implementing the goals identified along with several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the FY 09 tactical goals were accomplished. A copy of the FY 09 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 2009 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>
Conduct OPEB Actuarial Procure Contract Conduct Actuarial	ASM	CPA, AT	Complete Complete	Oct-08 Mar-09
Conduct Annual Policy Review: Investment Policy Reserve Policy	GM	CPA, ASM	Complete Complete	Annually Sep-08 Feb-09
FY08 Audit	CPA	ASM, GM AT	Complete	Dec-08
FY 10 Budget	ASM	ASM, CPA AT, GM	Complete	Jun-09
Evaluate Financial Software Requirements	ASM	CPA, AT	Complete (New Finan system not needed)	Oct-08
Additional Items:				
Presentation of Status of CAMP Portfolio	CPA	ASM, GM	Complete	Oct-08
Presentation of LWD's Financial Approach	GM	AGM	Complete	Jan-09
FY 09 Audit Entrance Mtg	CPA	IFC, GM, ASM	Complete	Jun-09

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>
Annual In-House Salary Survey	ASM	AS	Complete	Mar-09
Succession Plan Establish Policy Review Critical Positions	ASM	GM	Complete Complete	Jun-09 Jun-09
Board of Directors Strategic Planning	GM	ASM	Complete	Feb-09
SIP Transition Plan	PM	ASM	Complete	Mar-09
Review Job Descriptions	ASM		In-progress (Completed FS Jobs)	Jun-08
Extend CCTV Competency to 80% of FS Staff	FSM	FSSup.	In-progress	Jun-09
Perform Joint Confined Space Exercise	FSM	FSS, Field Staff	Complete (LWD Only)	Jan-09
Extend Pipeline Certification to 2 FS Staff	FSM	FSS, FST III	Not Started	Apr-09
Safety - Complete Arc Flash Analysis	FSM	ASM, FSS	Complete (procedures adjusted)	Oct-08
Safety - Evaluate CSRMA On-Line Safety	ASM	FSM	Complete (Stay w/ Target Safety)	Jan-09
Conduct Annual Staff Interviews	GM	ASM	Complete	Nov-08
Complete Management Coaching Program	GM	ASM, FSM, PM FSS	Complete	Jun-08
Conduct Retirement Seminar	ASM	EA, AS	Complete	Oct-08

Additional Items:

5 Staff Certifications Obtained	FSM	FSS	Complete	Jun-09
6 Years w/out a lost time accident			Complete	Feb-09
GM Informal Input Interviews w/ staff	GM	All Positions	Complete	Jun-09
Verbal Judo Training	ASM	All Positions	Complete	Feb-09
ICMA Deferred Comp Retirement Training	ASM	All Positions	Complete	Apr-09
Employee Benefits Briefing	ASM	All Positions	Complete	Jun-09

3. Water Reclamation

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

Tactics	Leader	Team	Status	Target Completion Date
Continue Discussions to Extend Carlsbad Water Recycling Agreement	GM	FSM, DE	Discussions Continue (met in Mar & Jun 09)	Jun-09

Additional Items:

Scheduled Water Recycling Mtg w/ OMWD GM Scheduled Jul-09

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Remain full participant in all regional agency forums (Mutual assistance, LAFCO, CSDA, CSRMA, SCAP, NCFO, etc.)	GM	ASM, FSM, PM	Complete & Ongoing	Annual
Participate in Regional Mutual Aid Agreement	GM	FSM	Complete (No Agmt Formed)	Dec-08
Conduct Annual Records Retention Review	EA	AS	Complete	Jun-09
Complete SSMP Implement Asset Management Plan Document O&M Mapping Process Validate Critical Parts List Establish FOG Inspection Program Add SSMP & FOG to Website Compile and Adopt SSMP	FSM FSM FSM FSM ASM FSM	PM FS Specialist PM, FS Specialist FS Specialist FSM ASM	In Progress Complete Complete Complete Complete Complete	Apr-09 Dec-08 Dec-08 Dec-08 Apr-09 Jun-09
Implement Lateral Backflow Program Notify High Risk Customers	FSM	ASM	Completed	Oct-08
Additional Items:				
Deannexation of 70 Parcels to CMWD	DE	FSM	Complete	Feb-09
Board of Directors Strategic Planning Session	Board, GM	ASM, FSM, PM	Complete	Feb-09
Special Board of Directors Mtgs	Board, GM	ASM, EA, PM	Complete	Apr 09 & Jun 09
EWA Outfall Inspection Presentation	GM	EWA GM Hardy	Complete	Jan-09
Outstanding Customer Service (4 ltrs, 2 calls)	GM	All Staff	Received	Various

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Apply for CSMFO Finance Award	ASM	CPA, AT	Complete (Award Received)	Apr-09
Apply for CWEA Awards	FSM	ASM FSS	Complete (Won Local & State)	Apr-09
Apply for SHRM Workplace Excellence Award	ASM	EA, AS	Complete (2008 Medallion Award)	Aug-08
Pursue CWEA, WEF, and Other Presentation Opportunities	GM	ASM, DE PM, FSM	Complete (Presented @ CWEA & ESRI, WUSMA, CASA)	Submittal Times Vary

Additional Items:

SDLF District of Distinction Award	Board, GM	Complete	Sep-08
SDLF Governance Recognition	Dir Kulchin, Sullivan, Julliusen, Hanson, GM Bushee; PM	Complete	Oct 09 & Dec 09
CASA Technological Achievement Award	FSM, GM	Complete	

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>
Purchase & Install New Tape Drive for File Servers	PM	ASM, EA	Postponed to FY 2010	Mar-09
CIP Implementation: Site Improvement Project: Oversee Construction Procure Audio Visual Systems Procure Furniture Procure Photovoltaic System/Contractor	PM PM PM PM	GM, FSM, DE GM, FSM, ASM, EA GM, FSM, ASM, EA GM, FSM, DE	Substantial Progress Complete Complete In-progress	Aug-09 Jan-09 Mar-09 Feb-09
Satellite Pump Station Forcemain Project: Obtain Coastal Development Permit Bid Project Award Construction Contract Commence Construction	PM PM PM PM	GM, FSM, DE GM, FSM, DE GM, FSM, DE GM, FSM, DE	Substantial Progress Not Started Not Started Not Started	Jul-09 (Anticipated) Jan-09 Mar-09 Apr-09
Baquitos Influent Line: Obtain Coastal Development Permit Bid Project Award Construction Contract Commence Construction Completed	PM PM PM PM	GM, FSM, DE GM, FSM, DE GM, FSM, DE GM, FSM, DE	Complete Complete Complete Complete	Sep-08 Oct-08 Dec-08 Mar-09
Gibraltar Street Pipeline Repair: Obtain Easements Bid Project Award Construction Contract Commence Construction	PM PM PM PM	GM, FSM, DE GM, FSM, DE GM, FSM, DE GM, FSM, DE	Complete Complete Complete Complete	Aug-08 Sep-08 Nov-08 Dec-08
Force Main Corrosion Evaluation Procure Consultant Conduct System Evaluation Report Results/Recommendations	FSM FSM FSM	GM, PM, DE GM, PM, DE GM, PM, DE	Complete Complete In Progress	Oct-08 May-09 Jun-09

6. Technology (Continued)

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Implement Asset Management Master Plan Evaluate Pump Stations Inspect Identified Manholes Report Findings/Recommendations Televis Designated Pipe Sections	PM PM PM PM	GM, FSM, DE, FSS GM, FSM, DE, FSS GM, FSM, DE, FSS GM, FSM, DE, FSS	Complete Complete In Progress In-progress	Dec-08 Jan-09 Aug-09 Jul-09
Transition Plan for Move to New Facilities Contract for Movers Move Telephone System Move network Equipment/Workstations Move SCADA System Move Copiers	PM PM PM FSM ASM	GM, FSM, ASM, EA GM, FSM, ASM, EA GM, FSM, ASM, EA GM, PM, FSS GM, FSM, ASM, EA	Complete Scheduled Scheduled Scheduled Scheduled	May-09 Jul-09 Aug-09 Sep-09 Oct-09

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>
Continue implementation of LWD Communication Plan (newsletter, brochure, news release)	GM	EA, ASM	Complete 2 Newsletters 4 Press Releases pub Several News Articles	Varies
Complete Collection System Fact Sheet	GM	EA, ASM	Complete	Feb-09
Evaluate Public Information Contract	GM	ASM, PM	Complete	Feb-09
Participate in Local Public Works Days	ASM	EA, FSM, GM	Cancelled - Economy	May-09
Participate in "No Drugs Down the Drain" Campaign	EA	ASM, AS	Complete	Oct-08
Participate in Carlsbad "City Stuff" Elementary School Program	FSM	EA, ASM	Cancelled - Economy	May-09
Evaluate Scholarship Program	GM	ASM, EA	Complete	Feb-09
Additional Items:				
Implemented Teacher Grant Program	EA	ASM, GM	Complete	Apr-09
Batiquitos Lagoon Foundation Tour	GM	FSM	Complete	Sep-08
New Website Updated & Launched	AS, EA	ASM, GM	Complete	Oct-09
LWD Media Day (1 TV News Clip & 3 Articles)	GM	Katz, EA, ASM	Complete	Apr-09



Fiscal Year 2009 Tactics & Action Plans

Acronym Glossary

<u>Acronym</u>	<u>Definition</u>	<u>Employee</u>
GM	General Manager	Paul Bushee
ASM	Administrative Services Manager	Chuck LeMay
FSM	Field Services Manager	Leo Schempp
PM	Project Manager	Robin Morishita
FSSup	Field Services Supervisor	Jeffery Stecker
FSS	Field Services Specialist	Frank Reynaga
CPA	Certified Public Accountant	Richard Duffey
DE	District Engineer	Steve Deering
AT	Accounting Technician	Maggie McEniry
EA	Executive Assistant	Trisha Hill
AS	Administrative Specialist	Tianne Baity
FST III	Field Services Technician III	
OPEB	Other Post Employment Benefits	
CCTV	Closed Circuit Television	
LAFCO	Local Agency Formation Commission	
CSDA	California Special District Association	
CSRMA	California Sanitation Risk Management Authority	

SCAP	Southern California Alliance of Publicly Owned Treatment Works
CSMFO	California Society of Municipal Finance Officers
CWEA	California Water Environment Association
SHRM	Society for Human Resources Management
WEF	Water Environment Federation
SDLF	Special District Leadership Foundation
CASA	California Association of Sanitation Agencies
NCFO	North County Finance Officers
FOG	Fats, Oil, Grease
SSMP	Sewer System Management Plan

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Disclosure of Reimbursements Report for January 1, 2009 through June 30, 2009

RECOMMENDATION:

1. Receive and File the Disclosure of Reimbursements Report for January 1, 2009 through June 30, 2009.

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 1, 2009 to June 30, 2009 period is attached for your review.

PJB:

Attachment

Disclosure of Reimbursement Report January 1, 2009 - June 30, 2009

Conference Date	Description	Director Hanson	Director Sullivan	Director Omsted	Director Kulchin	Director Juliussen	GM Bushee	ASM LeMay	FSM Schempp	PM Morishita
CASA (Mid Year Conf.) and CSRWMA Seminar January 21-24, 2009 Indian Wells, CA	Registration	425.00	425.00	425.00	212.50	425.00	425.00		425.00	
	Hotel	704.91	704.91	704.91	620.27	704.91	469.94	234.97	939.88	
	Airfare	0.00								
	Rental Car/mileage	119.90	153.45	117.15	145.75	149.60		116.05		
	Sub-total	1,249.81	1,283.36	1,247.06	978.52	1,279.51	894.94	351.02	0.00	0.00
WaterReuse March 22-24, 2009 San Francisco, CA	Registration		400.00	400.00		400.00				
	Hotel		505.90	505.90		505.90				
	Airfare		394.37	173.69		394.37				
	Rental Car/mileage									
	Sub-total	0.00	1,300.27	1,079.59	0.00	1,300.27	0.00	0.00	0.00	0.00
CASA March 8-11, 2009 Washington, DC	Registration				550.00	550.00				
	Hotel				992.73	1,095.78				
	Airfare				350.40	353.20				
	Taxi/Shuttle Service					130.00				
	Sub-total	0.00	0.00	0.00	1,893.13	2,128.98	0.00	0.00	0.00	0.00
CWEA April 29-May 2, 2009 Palm Springs, CA	Registration			415.00	415.00	515.00			445.00	
	Hotel			543.45	543.45	520.14			724.60	
	Airfare			132.55		145.20				
	Rental Car/mileage									
	Sub-total	0.00	0.00	1,091.00	958.45	1,180.34	0.00	0.00	1,169.60	0.00
CASA April 29-May 2, 2009 Napa, CA	Registration	475.00	475.00				475.00			
	Hotel	588.33	588.33				588.33			
	Airfare	319.20								
	Rental Car/mileage						166.04			
	Sub-total	1,382.53	1,063.33	0.00	0.00	0.00	1,229.37	0.00	0.00	0.00
CSDA Legislative Days May 4-6, 2009 Sacramento, CA	Registration	225.00	225.00							
	Hotel	191.32	695.72							
	Airfare	329.20	164.60							
	Rental Car/mileage									
	Sub-total	745.52	1,085.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WaterReuse May 17-19, 2009 Irvine, CA	Registration		375.00	375.00		375.00	375.00			
	Hotel		486.58	486.58		486.58	243.29			
	Airfare									
	Rental Car/mileage									
	Sub-total	0.00	861.58	861.58	0.00	861.58	618.29	0.00	0.00	0.00
CSDA Governance Course - Role in Finance May 28-29, 2009 Sacramento, CA	Registration			225.00						
	Hotel			196.54						
	Airfare			333.20						
	Rental Car/mileage									
	Sub-total	0.00	0.00	754.74	0.00	0.00	0.00	0.00	0.00	0.00

MEMORANDUM

Ref: 09-2100

DATE: July 2, 2009

TO: Board of Directors

FROM: Paul J. Bushee, General Manager



SUBJECT: ADS Environmental Services Agreement for Permanent Flow Meter Maintenance and Flow Monitoring

RECOMMENDATION:

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

1. Authorize the General Manager to execute a one year professional services agreement with ADS Environmental Services for the maintenance of and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$47,930.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its June 29, 2009 meeting and the Committee concurred with staff to bring this recommendation forward to the Board of Directors for consideration.

In October 2007, the Board of Directors approved a contract with ADS Environmental (ADS) for the installation of seven permanent flow meters in the District's collection system. You may recall that the seven meters were installed at the following locations (see attached map):

<u>Meter No.</u>	<u>Location</u>
L1	Highway 101
L2	Olivenhain Road
L3	South Green Valley
L4	La Costa Avenue
L5	North Green Valley
L6	Saxony Pump Station (Clamp-on flow meter)
L7	La Costa Pump Station (Clamp-on flow meter)

Subsequently, in July 2008 the District executed a one year agreement with ADS for equipment maintenance, data collection, analysis and reporting services for the period from July 2008 through June 2009. In order to continue these services for Fiscal Year 2010 (FY 10) a new agreement must be approved. The proposed cost of the services from July 1, 2009 to June 30, 2010 is \$47,930. This cost remains unchanged from the initial contract. Attached please find the scope of work for your review.

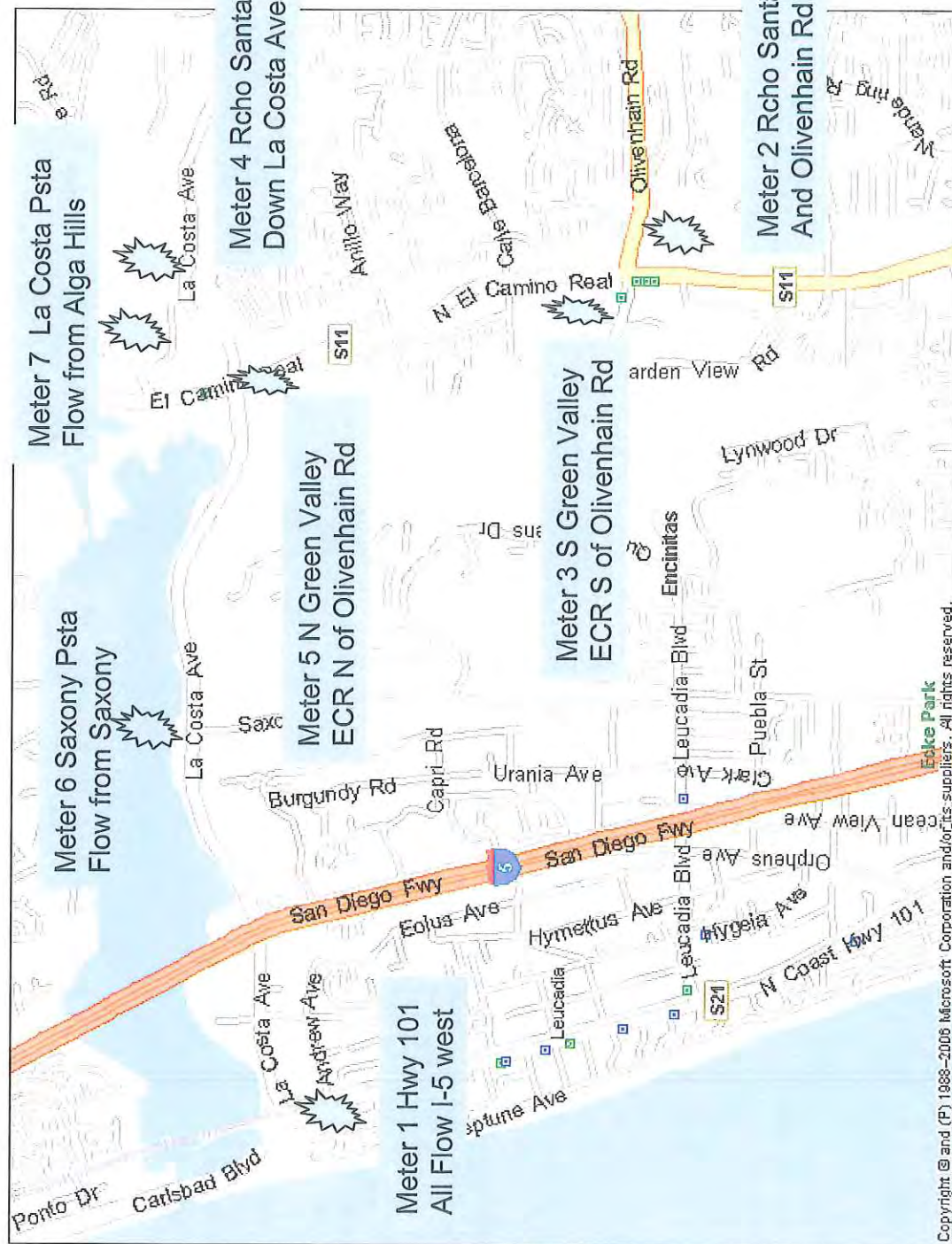
FISCAL IMPACT:

Sufficient funds have been appropriated in the FY 10 Operating Budget to cover the costs associated with this agreement.

rym:PJB

Attachments

Seven ADS Flow Meters



Copyright © and (P) 1988-2008 Microsoft Corporation and/or its suppliers. All rights reserved.

SCOPE OF WORK

ADS Environmental Service ("ADS") will operate a flow meter network of seven (7) meters for the Leucadia Water District ("District"). The work will be performed as set forth below:

I. Comprehensive Service - ADS will provide services to maintain and operate the flow metering equipment (July 1, 2009 through June 30, 2010).

- 1) **Diagnostics:** Remote diagnostic inspection of all equipment using the most current procedures and programs from its facilities in San Diego, CA or other service locations.
- 2) **Repair:** Repair and preventative maintenance services, including battery replacement (assuming a 15-minute sample rate), necessary to keep the equipment operating in accordance with the manufacturer's design specifications. ADS will respond to a malfunction within two (2) business days and perform repairs or temporary repairs within (2) business days thereafter. The types of conditions to be repaired and repair services to be performed under this Agreement include but are not limited to the following:
 - Communication link failure - including control boards, modem, and modem interface;
 - Depth sensor replacement - A depth sensor shall be considered for replacement if the sensor has less than four (4) good sensor pair firing in both directions;
 - Low battery voltages - Battery voltages shall be considered as being low when the voltage is less than 9.5V;
 - Velocity sensor replacement - A velocity sensor shall be considered for replacement if the sensor readings are a constant value or zero, indicating a loss of sensitivity;
 - Sensor scrubbing;
 - Pressure sensor replacement; and
 - Level sensor replacement.
- 3) **Hydraulic Confirmations:** ADS will perform annual field confirmations according to ADS's current internal quality procedures for all of the ADS FlowShark™ flow monitors including:
 - Verification of the depth of flow measurement
 - Verification of the velocity measurement
 - Manual field flow to monitor flow comparison
 - Pipe condition assessment
 - Statement of confirmation
- 4) **Service Schedule:** The field service shall occur during the normal operating hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday (excluding holidays).
- 5) **Service Statement:** ADS shall prepare a statement of repair service whenever service or diagnostic functions are performed. These forms shall be submitted to the District each month as an attachment to the monthly invoice.

- 6) **Primary Contact:** ADS shall designate a field service representative who shall be the primary contact with the District for the resolution of field problems.

II. Data Analysis, Alarming, and Reporting Services (July 1, 2009 through June 30, 2010)

Data services will be conducted from our National Data Center where trained Data Analysts utilize IntelliServe™ and Profile® software, as well as Six Sigma quality assurance procedures to maximize data usability and ensure data up-time.

- 1) **Data Collection and Diagnosis:** Raw data will be uploaded from the flow meters every twenty-four (24) hours to the IntelliServe™ web hosted system. ADS data analysts will review the data (e.g. bi-weekly) to verify that equipment is in working order and will dispatch ADS field crews to perform equipment repair or hydraulic confirmations as needed.
- 2) **Data Editing and Analysis:** A trained ADS data analyst will use ADS Profile® software to directly calculate flow using the continuity equation from recorded depth and average velocity data. Flow quantities as determined by the continuity equation will be plotted. The analyst will also utilize scatter plots (depth vs. velocity readings) and field hydraulic confirmation both to verify monitor accuracy.
- 3) **Data Reporting:** The Final flow data will be reported to the District on a monthly basis via our IntelliServe™ web hosting system, no later than thirty (30) days after the end of the monthly monitoring period, and will include the following.
 - Key manhole identification, pipe diameter, pipe shape, and silt levels.
 - Days of the week constituting the long table, up to seven (7) days.
 - Depth of flow in fifteen (15) minute intervals from 0:00 to 23:45
 - Average Velocity in fifteen (15) minute increments in feet per second (fps).
 - Flows calculated in fifteen (15) minute increments in millions of gallons per day (mgd).
 - Minimum and maximum flows with time of occurrence measured daily in millions of gallons per day (mgd).
 - Average weekly flow measured in millions of gallons per day (mgd).
 - Daily and weekly flow totals in millions of gallons
 - Data provided in hardcopy and electronic format
- 4) **Data Alarming:** The IntelliServe™ web hosting system will send out real-time alarms (via the web, pagers, cell phones, emails) if any set triggers are reached at the individual flow meters. Alarm triggers can be set for High Depth and Low Flow.

III. Exclusions

The types of services excluded under this comprehensive service agreement include the following:

- Civil Engineer's Stamp on any plans for submitted for permitting (\$500 cost per site if required);
- Work conducted outside of Service Schedule;
- Changes or alterations in specifications;

- Painting or refinishing or furnishing materials therefore except as damaged by ADS during service work;
- Installation, moving, or removing of equipment unless required as part of the repair process;
- Repairs made necessary due to the negligence of the District, its employees, agents, invitees, or contractors;
- Repairs made necessary due to attempts by District to repair or maintain the equipment unless authorized by ADS
- Maintenance and repair necessary to put equipment not under the comprehensive scheduled service contract in good repair;
- Equipment repair or replacement outside manufacturer's design specifications when knowingly directed by District; and
- Repairs made necessary due to events beyond ADS's control (*force majeure*).

MEMORANDUM

DATE: June 4, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Water Environment Federation (WEF) TEC Conference – Orlando, Florida -
October 10-14, 2009

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and take action as appropriate

DISCUSSION:

Last month, the Vice President Juliussen requested that the WEFTEC conference be added to the July Board agenda for discussion.

As a follow-up to the Board's direction, this WEF TEC Conference will be held in Orlando, Florida, from October 10-14, 2009. This item is placed before the Board to consider whether LWD should send one or more representatives. To date, Vice President Juliussen has expressed interest in attending this conference. Enclosed for your review is a brochure on the conference's preliminary program.

For information and scheduling purposes, please note that LWD's regular Board meeting is dated October 14, 2009.

This item is presented for discussion and potential action purposes and staff has no recommendation on this matter.

PJB

Enclosure

STATE CAPITOL
P.O. BOX 912840
SACRAMENTO, CA 95849-0177
(916) 319-2177
FAX (916) 319-2177

Assembly
California Legislature



JOEL ANDERSON
ASSEMBLYMEMBER, SEVENTY SEVENTH DISTRICT

DISTRICT OFFICE
500 MESLEN STREET, SUITE 201
EL CAJON, CA 92020
(619) 441-2322
FAX (619) 441-2327

Memo

To: Local Elected Official
From: Assemblyman Joel Anderson
Date: June 26, 2009
Re: Assembly Bill 1506

AB 1506 – Request for Letter of Support

AB 1506 would allow recipients of state-issued IOUs to endorse and return the IOUs to the state as payment for any obligations they owe to the state (state taxes, DMV fees, public university tuition, etc.).

For example, if you are a government agency and you receive an IOU for \$100,000 from the state, and you also owe the state \$100,000 in payroll taxes, you may send the IOU to the Franchise Tax Board as payment for your tax obligation.

Attached for your review are several background articles, a white paper and a sample letter of support.

Letters may be faxed, emailed or mailed to my office.

Thank you for your consideration.

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0077
(916) 319-2077
FAX (916) 319-2177

Assembly California Legislature



JOEL ANDERSON
ASSEMBLYMEMBER, SEVENTY-SEVENTH DISTRICT

DISTRICT OFFICE
500 FESLER STREET, SUITE 201
EL CAJON, CA 92020
(619) 441-2322
FAX (619) 441-2327

FACT SHEET

Assemblyman Joel Anderson

Assembly Bill 1506 – ISSUANCE OF STATE WARRANTS

SUMMARY

Assembly Bill 1506 is a taxpayer rights bill that would require a state agency to accept, from any person, a registered warrant – commonly known as an IOU – endorsed by that person, at full face value, for the payment of any obligations owed by that person to that state agency.

ISSUE

In a letter to the Legislature on January 16, 2009, Controller John Chiang gravely declared that, “To ensure the State has sufficient resources to meet payments classified by constitutional mandate, federal law, or judicial order as having first claim to available cash in the General Fund – including education and debt service – my only options are either delaying payments or issuing registered warrants for all other payments.”

Even with the Legislature’s passage of the revenue & cuts package in February, Chiang again issued his warning. “While progress was made, this recent budget deal does not put California’s fiscal house in order. Revenue erosion of nearly \$900 million in the month of February alone, coupled with numerous indicators that California’s economy has not yet turned the corner, demands vigilance over the State finances during the months ahead,” Chiang said. “While current-year cash flow problems appear to be manageable, early projections indicate the recently-enacted budget did little to guarantee there would be sufficient cash solutions to meet the State’s payment obligations for the coming fiscal year. If the Governor and lawmakers do not take action before July, we could be accelerating towards the very cliff that we just stopped short of falling over.”

At the end of March, the Controller’s office reported, “the budget projects the State will have exhausted all available cash, plus \$19 billion in internal funds this summer, and will likely need to borrow externally to bridge a \$10.6 billion gap between projected expenditures and revenues.”

On May 22, 2009, the Legislative Analyst’s Office explained, “Even if the Legislature enacted the May Revision proposals, the state probably would have difficulty paying some bills on time even if it were able to secure \$10 billion of RAW or RAN borrowing during 2009-10. ...It may be difficult to borrow \$10 billion of RAWs or RANs based on the state government’s credit. Therefore, delaying billions of dollars of scheduled payments will almost certainly be required.”

Existing law already allows the state to distribute IOUs. According to Government Code section 17203, “Such registered warrants are acceptable and may be used as security for the faithful performance of any public or private trust or obligation or for the performance of any act, including the use of such registered warrants by banks and savings and loan associations as security for deposits of funds of any county, municipal or public corporation, district, political subdivision, or state agency.” This reminds us of Wimpy’s famous line, “I’d gladly pay you Tuesday for a hamburger today.” So, the inequity then is revealed by the private citizen’s inability to use those instruments in a practical way.

SOLUTION

Assembly Bill 1506 fixes that flaw in the system. It simply follows-up the code section mentioned above with, “A state agency shall accept from any person a registered warrant endorsed by that person, at full face value, for the payment of any obligations owed by that person to that state agency.” This is a fair allowance in order that citizens may make usual and necessary payments to the state, like DMV registration, tax payments, and school tuition. Why should ordinary Californians’ efforts to take care of their payments on time be refused, denying citizens’ option to use the very monetary instrument their state saw fit to issue to them?

SUPPORT

- San Diego East County Chamber of Commerce
- People’s Advocate, Inc.
- Associated Builders and Contractors – San Diego Chapter
- California Association of Health Facilities
- San Diego County Medical Society
- St. Madeline Sophie’s Center
- Noah Homes
- Home of Guiding Hands
- Santee School District
- Ychudi Gaffen, Founder of Gafeon
- Vice Mayor Brian Jones, City of Santee

FURTHER INFORMATION

David Yow, by phone at (916) 319-2077 or email at david.yow@asm.ca.gov.

June 26, 2009

Printed on Recycled Paper



California set to issue IOUs as fiscal crisis weighs

<http://www.reuters.com/article/topNews/idUSTRE35007020090625?sp=true>

Wed Jun 24, 2009 10:00pm EDT
By Dan Whitcomb and Ciara Linnane

LOS ANGELES/NEW YORK (Reuters) - California's controller said on Wednesday that he would have to issue IOUs in a week if lawmakers can't quickly solve a \$24 billion budget deficit, and the state's treasurer plans to tap a reserve fund to meet debt service costs.

The measures came as a budget crisis deepened in the most populous U.S. state and the gridlocked legislature failed to pass a proposed \$11 billion in cuts.

"Next Wednesday we start a fiscal year with a massively unbalanced spending plan and a cash shortfall not seen since the Great Depression," Controller John Chiang said in a statement announcing that he would be forced to use IOUs to pay the state's bills beginning on July 2.

"The state's \$2.8 billion cash shortage in July grows to \$6.5 billion in September and after that we see a double digit freefall," Chiang said. "Unfortunately, the state's inability to balance its checkbook will now mean short-changing taxpayers, local governments and small businesses."

State Treasurer Bill Lockyer, meanwhile, is planning to draw on reserves for economic recovery sales tax bonds, according to a spokesman.

Rating agency Standard & Poor's warned it may downgrade the bonds, given the problems California is likely to face in replenishing its emergency funds.

The state is expecting to file a material event notice on Thursday to alert bondholders to the move that comes in response to plunging sales tax receipts, said spokesman Tom Dresslar.

"The senior coverage account will be drawn on and debt service on all economic recovery bonds will be paid in full on July 1," Dresslar said.

California has been in crisis since the housing slump and credit crunch caused a severe decline in revenues. The state has seen its unemployment rate climb steadily to 11.5 percent in May from 6.8 percent a year earlier, according to labor department data.

LAWMAKERS REJECT CUTS

The government dipped into the same reserve fund in December to make a principal payment on economic recovery bonds, but was able to top the reserve back up within days.

The California Legislature on Wednesday voted down \$11 billion in proposed cuts to state services, sending members seeking a budget deal back to the drawing board.

The vote failed largely along party lines in both houses, with the Republicans saying it falls short of the savings needed and amounted to posturing by Democrats.

Standard & Poor's said it will review its economic recovery bond, or ERB ratings "after further evaluation of state projections as to the size and timing of potential draws on the ERBs' reserves."

Another reason the cash vise is tighter this year is that the state has already maxed out its internal borrowing from funds set aside for special state programs.

In addition, tax revenue continues to come in at lower-than-expected levels, a sign that California's economic woes have yet to hit bottom.

State Controller John Chiang has forecast that absent a budget deal that allows borrowing, the state will be in the red by July 28.

And last week, the governor took one stopgap tool off the table, saying he would not approve the issuance of revenue anticipation warrants, or RAWs, if the budget is not balanced by July 1.

The warrants are costly financial mechanisms that allow the state to borrow even when the money can't be repaid in the same fiscal year. The last time California issued RAWs was in June 2003, in the midst of another bitter budget fight.

Schwarzenegger said that issuing RAWs would only prolong the hard decisions on program cuts that legislators are facing.

"I've heard accusations that I tried to shut down state government," the governor said Friday. "I don't have to shut down state government, because when they don't produce a budget on time we will run out of cash and therefore our government will shut down by itself."

Absent either a budget deal or the sale of RAWs, said Hallie Jordan, spokeswoman for state Controller Chiang, the options are to delay payments, or issue the equivalent of IOUs, called registered warrants.

In February, Chiang withheld \$4.1 billion in payments for 30 days, while legislators and the governor hammered out a deal that temporarily closed a gaping budget gap.

But the state is even more strapped for cash now than it was in February. That, Jordan said, "means we may have to go straight to registered warrants. That's something that we are looking at daily."

The last time the state issued registered warrants – and the only time since the Great Depression – was 1992, when the state handed out 1.6 million warrants worth a total of \$3.8 billion over a two-month period.

State financial officers say that issuing registered warrants would make it even harder to borrow from commercial markets and private investors – and nearly impossible without a balanced budget in place.

"If we are without a budget," said Mike Genest, the governor's director of finance, "we would be going to the market and saying 'well, we're still haggling over the budget, there's no political agreement, we're still spending \$24 billion more than we're going to have and we don't know what we are going to do about it, and oh by the way, the year after that is going to be worse ... so in reality our chances of paying you back are murky at best ... but hey we'd like you to loan us the money anyway.'"

"Now, there is probably somebody out there who would lend us the money, but there are only so many suckers in the world, so we'd probably only end up with a billion or so."

THE SACRAMENTO BEE [sacbee.com](http://www.sacbee.com)

Without a budget, California could issue IOUs

http://www.sacbee.com/capitolandcalifornia/story/1944954.html?storylink=related_articles

By Steve Wiegand, Bee Capitol Bureau
Published Sunday, Jun. 14, 2009

June 15 is usually recognized around the Capitol as the day on which the Legislature thumbs its collective nose at a constitutional deadline that a state budget be passed.

That's how it's been celebrated on 29 of the past 33 June 15ths.

This year, however, there's a twist: Lawmakers have already approved a budget for the fiscal year that starts July 1 — in fact, they did it in February.

But they've been unable to mend a \$24 billion rip that has appeared in it since then — and that could cause as much trouble as if they were still squabbling over the budget itself.

That's because without a budget patch in place by the end of this month, state finance officials say there's a chance state government might have to do what it hasn't done in 17 years: issue IOUs instead of paying its bills.

"This week I sat down with the controller and also with the treasurer," Gov. Arnold Schwarzenegger told a Southern California audience on Friday, "and we all agreed that after June 15, every day of inaction jeopardizes our state's solvency, and our ability to pay schools and teachers, and to keep hospitals and ERs open."

The actual fiscal jeopardy is neither that dire nor that simple, but it's still serious.

In most years, state government has to borrow money during the first part of the fiscal year to tide it over until tax revenue catches up with the bills in the last half of the year.

Also in most years, legislators and the governor drag out the fight over adopting a new state budget until after the fiscal year has started. Until a budget is in place, the state can't borrow money.

Instead, the controller's office is forced to delay payments to various creditors. The decisions on who gets paid and who doesn't are determined in part by the state constitution (schools and bondholders get paid first); in part by federal law (state employees can't be paid in IOUs), and in part by any court edict that has ordered the state to pay someone.

Everyone else — companies that do business with the state, students who get state aid, local governments, taxpayers awaiting refunds — has to wait.

But this is not a normal year, for a number of reasons.

One is that the major banks and Wall Street investors that California usually borrows from have been so battered by the worldwide recession that just having a budget in place isn't good enough for them to lend the state money: they want it balanced, too.

Tom Dresslar, spokesman for Treasurer Bill Lockyer, said the state could probably squeak through the first few months of the fiscal year by borrowing from \$7 billion to \$9 billion.

"But to do that will take a credible \$24 billion solution by the end of June, and the solution should include the governor's reserve number" of \$4.5 billion, Dresslar said.

06/29/2009 16:19 FAX 6194412327

ASM JOEL ANDERSON

009/010

The bonds, which were approved by voters in 2004 to help the state through another fiscal crisis, are secured by a sales tax and a general obligation pledge of the state.

California has about \$8.6 billion of the bonds outstanding, although some have credit support and will not be affected by any rating change, S&P analyst David Hitchcock said.

S&P rates the bonds at A-plus, or fifth-highest investment grade and six notches above speculative, or "junk" status.

That's one notch above the A rating assigned to California's \$57 billion of general obligation debt, the lowest rating of any U.S. state.

S&P has the GO debt on alert for a downgrade.

Moody's also has the state on review and has warned of a potential multi-notch downgrade.

Draws on debt service reserve funds are rare and will likely make waves in the bond market, said Dick Larkin, director of credit analysis at the Iselin, New Jersey, office of broker Herbert J. Sims & Co.

"I am not aware of a situation where an issuer has drawn on a debt reserve for sales tax bonds," he said in emailed comments.

"I am also not aware of a situation where a unit needed to draw on a formal debt reserve fund to pay normal debt service on general obligation bonds," he said.

Larkin said the latest developments reflect the strain on California's cash flow and may signal a situation that leads to a temporary disruption of normal debt service payments.

"In the end, though, I still believe that California debt holders would be paid in full, even if there is a temporary disruption because of this financial crisis," he said.

June 22, 2009

To: Assemblyman Joel Anderson

From:

Re: **AB 1506 - Support**

AB 1506 fixes a serious flaw in the state's IOU system. The concept is simple: if an individual or company has money due them from the state, the entity may use that credit towards any payment owed to the state.

In the event of a fiscal crisis, your bill would save many businesses and individuals from severe financial hardships by stopping the State from charging taxes and fees while withholding payments.

Under current state law, the public is required to accept registered warrants, or IOUs, under certain emergency circumstances. However, the state itself will not accept such securities as payment. This is a double standard that harms those hardworking public employees, taxpayers and contracted businesses caught in the middle.

Not only does receiving an IOU create serious short term cash-flow problems, it also places an onerous tax burden on many individuals and companies. While issuing IOUs may become a painful necessity at some point, the problem should not be exacerbated by requiring taxes to be paid to the state on income that the state is simultaneously withholding.

AB1506 alleviates these problems by requiring the state to accept its own credit as payment for taxes and fees.

With continuing economic uncertainty and erosion of state revenues, it is important for Californians the state have a fair system of payment of its debts and obligations.

I write in support of AB 1506.

Sincerely,

XXXXXXX

Mark and Gina Armbrust
3330 Fosca Street
Carlsbad, CA 92009

June 11, 2009

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



Dear Mr. Bushee:

We would like to bring to your attention the outstanding customer service we received from Mr. Frank Reynaga, Field Services Specialist, and thank the Leucadia Wastewater District for its Lateral Grant Program. We recently purchased a home in Carlsbad at 3330 Fosca Avenue. Within the first three weeks of living in our home we experienced a break in our main sewer line. It was an unpleasant experience to say the least. However, when our plumbing contractor notified city utilities regarding excavation, Frank arrived at our home within five minutes to assist. He was extremely pleasant and helpful. Frank also explained to us that the District's Lateral Grant Program could help offset some of the repair costs.

It took our contractor several days to repair the pipe. During that time Frank visited our home on more than one occasion to make sure the repairs were being done properly, take photographs and to answer any of our questions. When we initially filed paperwork in Frank's office for the grant program, he took the time to show us the specifications for our particular home and again answered all our questions. He is very knowledgeable in his field of work and we are grateful for his help.

In addition, we want to thank the District for offering the Lateral Grant Program. We are a new homeowner and did not expect a \$3000 plumbing bill within the first month of home ownership. Our one-year home warranty and personal home insurance does not cover plumbing problems outside the main foundation of the home. Receiving this grant has helped our family defray our costs for the repairs. We hope that other homeowners can benefit from this grant as well.


Thank you for your assistance and particularly to Frank Reynaga. Whenever we had questions regarding our repairs, Frank was always available. He returned our phone calls promptly and always assisted us in a friendly and kind manner.

Sincerely,


Gina Armbrust
Mark and Gina Armbrust

cc: Frank Reynaga

MEMORANDUM

DATE: July 2, 2009
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Site Improvement Project Status Report – June 2009

RECOMMENDATION:

Receive and review the Site Improvement Project Status Report for June 2009.

DISCUSSION:

This report provides a summary and status of the construction of the Site Improvement Project through June 25, 2009.

Activities: Interior and exterior finishes for all remaining buildings. Grading and site work including fencing, gates, concrete curbs, site walls and flat work.

Schedule:

Notice to proceed date:	February 19, 2008
Original contract duration:	540 calendar days
Approved time extensions:	8 calendar days
Revised contract duration:	548 calendar days
Revised scheduled completion date:	August 19, 2009

Financial Status:

Contract amount:	\$8,750,000.00
Change orders:	\$357,168.32
Change order percentage of original contract cost:	4.10%
Revised contract amount:	\$9,124,239.32

Change Order Summary for June 2009:

No.	Description	Cost	Time
39	Increased size of underground telecom conduit from 2 inch to 4 inch, add roof nailers for Buildings 100 and 200, modify A/V (audio/visual) connection floor boxes in Board room, change Board Chamber and A/V room doors, add control joints in slate wall, add rebar to Building 100 slab.	\$22,827.00	0
40	Increase size of rolling gate near overflow basin, recess all rolling gate guide tracks, lower reception area counter height, modify wire mesh panels due to relocation of secure storage cage in Building 200, remove concrete encasement around existing conduit to connect main electrical line, install "solatube" in second floor lavatory in Building 100, relocate fire sprinkler heads outside of Training room and in Board room, add electric outlet for logo sign at Board room entrance, add electric outlet in elevator equipment room.	\$20,350.00	0

41	Add electrical and data infrastructure in Board room, Training room, Server room and Conference room in Building 100 to meet audio visual and data connectivity requirements, core three additional 4 inch sleeves in floor of server room, install backing plates and electric outlets for Smart Boards in Training and Conference rooms.	\$20,515.00	0
42	Delete marker boards in Training and Conference rooms, delete cabinet in second floor copier area, delete duct soffits in basement of Building 100, delete roll out security wall around reception area, modify coiling doors in Building 300 to increase door frame height, revise reception area casework, revise ceiling height in second floor lobby due to installation of HVAC equipment.	\$5,977.00	0
43	Modify soffit framing for overhang on west side of Building 100, add metal supports to stair treads in lobby staircase, move west wall of and modify cabinets and work counter in first floor work room, modify lighting controls in lobby and first & second floor hallways in Building 100, revise locations of exit signs to remove them from arched hallway ceiling, modify stairwell ceiling to accommodate hydronic piping, delete fixed projector screens in Board room, add exterior deck and railing outside of Employee Lounge.	\$17,071.00	0
Total		\$86,740.00	0

rym:PJB