

**AGENDA**  
**REGULAR MEETING**  
**OF THE BOARD OF DIRECTORS OF THE**  
**LEUCADIA WASTEWATER DISTRICT**  
And  
**PUBLIC HEARING ON A PROPOSAL TO CONSIDER INCREASING THE**  
**DISTRICT'S WASTEWATER SERVICE CHARGE FOR**  
**FISCAL YEARS 2009, 2010, and 2011**  
Wednesday, July 9, 2008 – 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**

A. LWD Recognized as a "District of Distinction" by the California Special District Association. (Page 1)

**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 11, 2008 Regular Board Meeting (Pages 2-8)

June 30, 2008 Engineering Committee Meeting (Pages 9-11)

B. Demands for June - July. (Pages 12-33)

C. Operations Report. (Pages 34-35)

D. Finance Report. (Pages 36-41)

**8. Encina Wastewater Authority Reports**

Reports by Directors and staff concerning the Encina Wastewater Authority.

A. Encina Wastewater Authority Reports.

- Regular Board Meeting – June 25, 2008 (Pages 42-43)

- Member Agency Manager Meeting – July 9, 2008 (Oral Report)

**9. Committee Reports**

- A. Engineering Committee meeting was held June 30, 2008 – report by Director Juliussen (Page 44)

**10. Old Business**

None.

**11. Public Hearing**

- A. Public Hearing to consider the following:

1. A Proposal to establish the District Wastewater Service Charge for FY 09 at \$213.40, FY 10 at \$234.74, and FY11 at \$258.21 per equivalent dwelling unit (EDU) per year. (Pages 45-52)

**12. New Business**

- A. Adopt Ordinance No. 122 Adjusting the District's Wastewater Service Charge from \$194 per Equivalent Dwelling Unit (EDU) per year to \$213.40 per EDU per year. (Pages 53-58)
- B. Authorize the General Manager to execute Task Order No. 3 to the KATZ & Associates Public Information Services Agreement in an amount not to exceed \$34,985. (Pages 59-61)
- C. 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 62-69)
- D. Authorized the General Manager to approve a proposed change order with Jaynes Corporation for the stabilization of a sewer lateral trench during the construction of the Site Improvement Project in an amount not to exceed \$33,615. (Page 70)
- E. Receive and file the Fiscal Year 2008 (FY08) LWD Tactics and Action Plan Report. (Pages 71-79)
- F. Receive and file the Fiscal Year 2009 (FY09) LWD Tactics and Action Plan Report. (Pages 80-88)
- G. Adopt the LWD Lateral Grant Program. (Pages 89-98)
- H. Receive and file the Disclosure of Reimbursements Report for January 1, 2008 through June 30, 2008. (Pages 99-100)

**13. Information items**

- A. CASA 53<sup>rd</sup> Annual Conference Preliminary Program. (Pages 101-105)
- B. LWD Scholarship Press Release was published in The Coast News. (Page 106)
- C. Site Improvement Project Status Report. (Oral Report)

**14. Directors Meetings**

None.

**15. 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.

**16. General Manager's Report**

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

**17. General Counsel's Report**

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

**18. Closed Session**

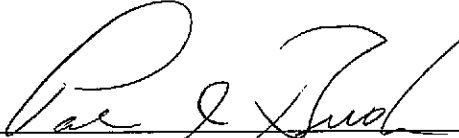
A. Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

**19. Adjournment**

AFFADAVIT OF POSTING

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

Date: July 3, 2008

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



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS**

ELAINE SULLIVAN, PRESIDENT  
DAVID KULCHIN, VICE PRESIDENT  
JUDY K. HANSON, DIRECTOR  
ALLAN JULIUSSEN, DIRECTOR  
DONALD F. OMSTED, DIRECTOR  
PAUL J. BUSHEE, GENERAL MANAGER

## **Special District Leadership Foundation ... Congratulations Are in Order**

On June 18, 2008, Leucadia Wastewater District received the District of Distinction accreditation by the Special District Leadership Foundation (SDLF), one of the most prestigious local government awards in the state of California. This award clearly validates Leucadia's commitment to good governance and to ethical and sound operating practices.

Leucadia Wastewater District met a list of requirements involving policies, procedures, continuing education and audit standards to receive this accreditation.

Leucadia is the fifth District of Distinction, joining Bear Valley Community Services District; El Toro Water District; Mesa Consolidated Water District and North County Cemetery District.



**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
June 11, 2008

---

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, June 11, 2008 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan, Kulchin, Juliussen, Hanson, and Omsted  
DIRECTORS ABSENT: None  
OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Manager Leo Schempp, Project Manager Robin Morishita, Executive Assistant Trisha Miranda, Richard Duffey with Brownell and Duffey, District Engineer Steve Deering, Bob Quaid with Willdan Financial, Andrew Oven with Dexter Wilson Engineering, Linda Amico and Carinne Amico

**3. Pledge of Allegiance**

**4. Approval of Agenda**

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

**5. Public Comment**

There was no public comment.

**6. Presentations and Awards**

A. Award of the LWD Scholarship to Carinne Amico.

GM Bushee provided a brief biography of Carinne Amico and rewarded her as the 2008 LWD Scholarship winner.

The Board of Directors congratulated Ms. Amico and approved the award of a \$1,000 scholarship.

**7. Consent Calendar**

A. Minutes for the following meetings:  
May 14, 2008 Regular Board meeting  
May 12, 2008 Human Resources Committee meeting  
June 2, 2008 Engineering Committee meeting

B. Demands for May 2008/June 2008

Payroll Checks Numbered 13644 - 13686; General Checking – Checks numbered 36267 – 36382.

- C. Operations Report (A copy was attached to the original June 11, 2008 Agenda)
- D. Finance Report (A copy was attached to the original June 11, 2008 Agenda)
- E. Adopt Resolution No. 2192 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2009 (July 1, 2008 – June 30, 2009) Pursuant to Article XIII (B) of the California Constitution.

Following discussion and upon a motion duly made by Director Hanson, seconded by Director Omsted, and carried, the Board of Directors approved the consent calendar.

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

- A. Encina Wastewater Authority Report – May 28, 2008 Board meeting.

Director Juliussen reported on EWA's May 28, 2008 Board meeting.

- B. Member Agency Managers (MAM) Report – June 11, 2008 meeting.

GM Bushee reported on MAM's June 11, 2008 meeting.

**9. Committee Reports**

- A. Engineering Committee meeting was held on June 2, 2008 – report by Director Juliussen.

Director Juliussen stated the EC reviewed the Asset Management Master Plan. The EC recommended and concurred with staff to present the Asset Plan for adoption to the Board of Directors. This item will be reviewed by the Board later in tonight's agenda.

The EC also reviewed the Professional Service Agreement with Dudek & Associates for Engineering Consulting Services. The EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a two year contract with Dudek in an amount not to exceed \$240,000. The item will be reviewed by the Board of Directors at tonight's meeting.

In addition, the EC reviewed the status of the Site Improvement Project. The status included a summary of the project's change orders to date.

**10. Old Business**

- A. Adopt the LWD Financial Plan Update.

GM Bushee presented the subject recommendation. GM Bushee stated that on April 22, 2008, the Board held a Special Board meeting to review various options for meeting LWD's future financial obligations. After the Board reviewed the various models, the Board directed staff to proceed with finalizing the 2008 Financial Plan

Update incorporating Financial Scenario 2 and the proposed changes to the capacity fee. The Financial Plan Update has since been finalized and the highlights of the Plan are: 1) increasing the current wastewater service rate 10% per year over the next 3 years beginning in FY 09; 2) modify the capacity fee allocation to 100% buy-in for new connections and increase the capacity fee to \$3,732 per edu; 3) continue "pay as you go" approach for funding capital projects; and 4) increase the operating reserve balance from 27% to 36.4% to meet the District's day to day operating expenses.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Kulchin, then carried, the Board of Directors adopted the 2008 Financial Plan Update, and authorized staff to proceed with the implementation of the 2008 Financial Plan's recommendations.

## **11. Public Hearing**

A. President Sullivan opened the public hearing to consider the following:

- A Proposal to consider increasing the amount that may be paid to Directors and Officers of the District for Service to the District.
- A Proposal to consider collecting the District's Wastewater Service Charge for Fiscal Year 2009 on the San Diego County Tax Roll; and
- A Proposal to consider adopting a revised wastewater capacity fee.

ASM LeMay stated that on May 23, 2008 staff advertised the announcement of the public hearing in the local newspaper and at the District. The District did not receive any public comments.

No public input was received at the public hearing. President Sullivan closed the public hearing.

## **12. New Business**

A. Adopt Ordinance No. 120 Increasing Compensation of Directors and Confirming meetings that Quality for Director Compensation.

ASM LeMay presented the subject recommendation. Last month, the Board directed staff to prepare, notice, and schedule a public hearing for the purpose of considering an increase in Board of Director's compensation. The proposed Ordinance provides for a 10% adjustment that increases compensation for a day's service to LWD from \$150 to \$165. The Board of Directors last approved a compensation increase on May 10, 2006. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2006, the Board is eligible for an adjustment not to exceed 10%.

At the last Board meeting, the Board requested information on whether the Board can have an automatic 5% increase in compensation per calendar. Counsel Brechtel stated that he looked into this, and found that the Board cannot have an automatic increase. Like in the past, staff would have to ask to Board on whether they would like



to include a Board increase in compensation on the agenda and the item will be placed on the next Board agenda for the Board to vote.

Following discussion, Ordinance No. 120 was passed and adopted by the following vote:

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

B. Adopt Resolution No. 2193 Adopting and Approving the Report for the Collecting of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2008 – June 30, 2009.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the District has been collecting the wastewater service charge on the San Diego County Tax Roll since 1979. Staff is proposing to continue this practice for FY 09. The Board of Directors conducted a public hearing on this item, and no public comment was received. Staff prepared a written report available to the public that includes a description of each parcel of real property and the amount of the wastewater service fee for each parcel for FY 09.

If after the public hearing on July 9<sup>th</sup>, the Board of Directors does not approve the increase, the wastewater service fee billed for each parcel of real property shall be based on the existing wastewater service fee of \$16.17.

Following discussion, Resolution No. 2193 was passed and adopted by the following vote:

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

C. Adopt Ordinance No. 121 Increasing the Wastewater Capacity Fee from \$3,286 per EDU to \$3,732 per EDU.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the current wastewater capacity fee is \$3,286 per EDU, and the Financial Plan Update recommends increasing the capacity fee to \$3,732 per EDU. LWD's capacity fee is paid by new applicants for the privilege of connecting to the District's wastewater collection system.

Director Juliussen suggested that the Capacity Fee Schedule (Exhibit A) be amended by removing the line item "Guest House unit without kitchen". Staff agreed to amend the Capacity Fee Schedule.

Following discussion, Ordinance No. 121 was passed and adopted as amended by the following vote:

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

D. Adopt Resolution No. 2191 Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2009 (FY 09) Operating and Capital Budgets.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the Encina Revised Basic Agreement and Revised Establishment require that the governing body of each Encina member agency take action on the proposed annual budget. This year operating and capital budget are the following:

- FY 09 Operating Budget - \$14,043,674
- FY 09 Capital Budget - \$3,157,113

LWD's share of the proposed FY 09 operating and capital budgets is \$2,102,662 and \$577,882 respectively.

President Sullivan served on this year's EWA Policy and Finance committee and participated in the detailed EWA budget deliberation process. President Sullivan stated that the committee was pleased with EWA's budget.

Following discussion, Resolution No. 2191 was passed and adopted by the following vote:

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

E. Adopt the LWD Fiscal Year 2009 (FY09) Budget.

ASM LeMay presented FY 09 Budget for adoption.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Juliussen, then carried, the Board of Directors adopted the LWD FY 09 Budget.

F. Adopt the LWD Asset Management Master Plan.

Project Manager Morishita presented the subject recommendation. PM Morishita stated that this item was reviewed by the Engineering Committee at its June 2, 2008 meeting and the Committee concurred with staff to bring this recommendation forward to the Board of Directors for consideration. The development of the Asset Management

Master Plan was included as a goal in the LWD's Fiscal Year 2008 (FY 08) Tactical Plan.

PM Morishita introduced Andrew Oven with Dexter Wilson Engineering to present a PowerPoint presentation of the plan. Mr. Oven presented an overview of the Asset Plan.

Following discussion, and upon a motion duly made by Director Juliussen, seconded by Director Omsted, then carried, the Board of Directors adopted the LWD Asset Management Master Plan.

- G. Authorize the General Manager to execute a two-year professional services agreement with Dudek for Engineering Consulting Services in an amount not to exceed \$240,000.

ASM LeMay presented the subject recommendation. ASM LeMay stated that the EC reviewed the agreement at its June 2, 2008 meeting, and concurred with staff to bring this recommendation forward to the Board of Directors for consideration. Dudek current agreement began on July 1, 2006, expires on June 30, 2008. Dudek has provided LWD's District Engineering services since 1996 and staff is very satisfied with Dudek's services.

President Sullivan inquired about any changes to the agreement. GM Bushee stated that this agreement is a new agreement and there were two minor changes to the agreement. There is an increase of \$40,000 for Dudek's services, and engineer Chris Trees was included in the agreement. In the past, Mr. Trees has occasionally filled in for Steve Deering when he is out of the office.

Following discussion, and upon a motion duly made by Vice President Kulchin, seconded by Director Hanson, then carried, the Board of Directors authorized the General Manager to execute a two-year professional services agreement with Dudek for Engineering Consulting Services in an amount not to exceed \$240,000.

- H. Authorize the General Manager to execute a two-year professional services agreement with Brownell & Duffey, CPA's for Accounting and Financial Services in an amount not to exceed \$188,020.

ASM LeMay presented the subject recommendation. ASM LeMay stated that Mr. Duffey's contract will expire on June 30, 2008. GM Bushee noted that Mr. Duffey's services to District have been excellent.

Following discussion, and upon a motion duly made by Director Hanson, seconded by Director Juliussen, then carried, the Board of Directors authorized the General Manager to execute a two-year professional services agreement with Brownell & Duffey, CPA's for Accounting and Financial Services in an amount not to exceed \$188,020.

### **13. Information Items**

GM Bushee reviewed the following information items.

- A. The Annual Employee Luncheon is scheduled for July 10, 2008 at noon located at Stagecoach Park in Carlsbad.
- B. Letter to Senator Mark Wyland regarding opposing AB 2986 (Leno) relating to a proposed wastewater grading system.

**14. Directors' Meetings**

None.

**15. Comments, Questions or Requests by Directors**

None.

**16. General Manager's Report**

The following items were reported:

- Staff received clarification on the requirements for the District of Distinction Award, and the Board and executive staff must only complete the Governance course out of the four modules. Staff compiled the required documents and applied for the recognition this past week.
- GM Bushee reminded the Board members of the CASA conference in August in Monterey, CA.

**17. General Counsel's Report**

General Counsel reported that the CASA committee is working on a member agency survey regarding their private laterals policies.

**18. Adjournment**

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

---

Elaine Sullivan, President

---

Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Engineering Committee Meeting  
June 30, 2008

---

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, June 30, 2008 at 8:00 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 8:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee; Project Manager Robin Morishita; Chris Trees with Dudek, and Eric Honour with Honour Group.

**3. Public Comment**

No public comment was received.

**4. Old Business**

None.

**5. New Business**

- A. Authorize the General Manager to approve a proposed change order with Jaynes Corporation for the stabilization of a sewer lateral trench during the construction of the Site Improvement Project in an amount not to exceed \$33,615.

PM Morishita presented the recommendation. PM Morishita stated that during the installation of the sewer lateral for the Headquarters Building, a significant amount of ground water was encountered. The presence of the ground water affected the surrounding soil. This created an environment where a significant amount of soil stabilization was needed to install the sewer lateral at the necessary depth to provide adequate slope for proper sewer flow. The unanticipated stabilization required additional labor and materials, such as gravel and concrete slurry, which was not originally specified in the contract. This change order is required to pay for the additional labor and material. The cost associated with this change has been verified by Dudek, the Construction Manager, to be accurate and reasonable.

The EC asked several questions about the details of the proposed change order. Mr. Honour responded to the EC's questions.

Following discussion, the EC concurred with staff to bring this recommendation

before the Board of Directors for consideration at its July 9, 2008 meeting.

- B. 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.

GM Bushee presented the recommendation. GM Bushee stated that in October 2007, the Board of Directors approved a contract with ADS Environmental for the installation of seven permanent flow meters in the District's collection system. The installation of the seven meters has been completed. The agreement also included equipment maintenance, data collection, analysis, and reporting services for the January through June 2008 time period. In order to continue these services for FY 09 a new agreement must be approved. The proposed cost the services from July 1, 2008 to June 30, 2009 is \$47,930.

Following discussion, the EC concurred with staff to bring this recommendation to the Board of Directors for consideration at its July 9, 2008 meeting.

**6. Information Items**

- A. Site Improvement Project – Oral Report.

PM Morishita presented a PowerPoint presentation of the Site Improvement Project's construction progress to date. PM Morishita stated that the project construction is on schedule. The Committee briefly discussed the project and requested that staff present the PowerPoint overview to the Board of Directors at its July 9, 2008 meeting. GM Bushee replied that staff would do so.

- B. Village Park No. 5 Force Main Replacement Project – Verbal Report.

PM Morishita provided a status report on the Village Park No. 5 Force Main Replacement Project.

- C. Water Recycling Issues.

Chairperson Juliussen requested that LWD continue to monitor the recycled water issues.

**7. Director's Comments**

None.

**8. General Manager's Comments**

None.


**9. Adjournment**

Chairperson Juliussen adjourned the meeting at 8:45 a.m.

---

Paul J. Bushee,  
Secretary/Manager  
(Seal)

## MEMORANDUM

**DATE:** July 3, 2008  
**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 **\$1,083,536.58**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months June 6, 2008 – July 3, 2008.

Operating expenses totaled **\$ 302,116.97** while Capital Improvement Program expenses totaled **\$ 714,260.29**

Payroll for employees totaled **\$ 67,159.32.**

Attached please find a year to date Employee and Board Payroll Report from June 2007 to July 2008 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 2008
Attachment 2	Accounts Payable Check Register dated June 10, 2008
Attachment 3	Payroll Check Register dated June 18, 2008
Attachment 4	Accounts Payable Check Register dated June 19, 2008
Attachment 5	Accounts Payable Check Register dated June 27, 2008
Attachment 6	Manager's Account Check Register dated June 27, 2008
Attachment 7	Accounts Payable Check Register dated July 2, 2008
Attachment 8	Payroll Check Register dated July 2, 2008
Attachment 9	Year to Date Employee and Board Payroll Report



**DEMANDS SUMMARY**

July 9, 2008

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Checks -6/18/2008	13687 - 13705	\$33,588.18	
Payroll Checks - 7/2/2008	13706 - 13724	<u>\$33,571.14</u>	
	<b>Total</b>	<b>\$67,159.32</b>	
General Checking -6/10/2008	36383 - 36440	\$682,545.14	
General Checking -6/19/2008	36441 - 36485	\$160,503.65	
General Checking - 6/27/2008	36486 - 36515	\$125,890.52	
General Checking - 7/2/2008	36516 - 36533	<u>\$46,532.95</u>	
	<b>Total</b>	<b>\$1,015,472.26</b>	
<b>Mgrs Account</b>	333	<b>\$905.00</b>	
	<b>Grand Total</b>	<b>\$1,083,536.58</b>	<b>\$1,083,536.58</b>

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36383- 2335	1	6/10/2008	10100 NAPA AUTO		
	1		36107 SUPPLIES	56.50	826570
	1		36108 HOSE CLAMP, FAN BELT	32.81	828708
	1		36110 FUEL FILTERS, OIL	146.81	827712
36383- 2335	1	6/10/2008	Logged *** Total ***	236.12	
36384- 2335	2	6/10/2008	10122 ACTION MAIL		
	2		36062 PRINTING, MAILING-LWWD NOTICE-	2,814.38	18905
36384- 2335	2	6/10/2008	Logged *** Total ***	2,814.38	
36385- 2335	3	6/10/2008	10167 ACACIA GASOLINE & CAR WASH		
	3		36058 OPEN PD-VEHICLE FUEL	621.95	1782
36385- 2335	3	6/10/2008	Logged *** Total ***	621.95	
36386- 2335	4	6/10/2008	10461 ALPHAGRAPHICS		
	4		36061 PRINT ANNUAL BUDGET	939.20	26226
36386- 2335	4	6/10/2008	Logged *** Total ***	939.20	
36387- 2335	5	6/10/2008	10512 CARINNE AMICO		
	5		36109 SCHOLARSHIP AWARD	1,000.00	CA-SCHOLARSHIP
36387- 2335	5	6/10/2008	Logged *** Total ***	1,000.00	
36388- 2335	6	6/10/2008	10515 KINTERA FUNDWARE		
	6		36123 FUNDWARE SUPPORT RENEWAL-08-09	2,790.52	26008343
36388- 2335	6	6/10/2008	Logged *** Total ***	2,790.52	
36389- 2335	7	6/10/2008	10528 AMERICAN WATER WORKS ASSOCIATI		
	7		36118 ANNUAL MEMBERSHIP-LS-08-09	71.00	2000646206
36389- 2335	7	6/10/2008	Logged *** Total ***	71.00	
36390- 2335	8	6/10/2008	10720 AT&T		
	8		36079 L.D. @ BPS	29.06	0472001-MAY
36390- 2335	8	6/10/2008	Logged *** Total ***	29.06	
36391- 2335	9	6/10/2008	11314 BERGELECTRIC CORP		
	9		36053 OPEN PD- MISC ELECTRICAL WORK	2,198.26	11251.9TM
	9		36072 OPEN PD- MISC ELECTRICAL WORK	177.40	11251.9TM.4
36391- 2335	9	6/10/2008	Logged *** Total ***	2,375.66	
36392- 2335	10	6/10/2008	11650 BROWNELL AND DUFFEY CPA		
	10		36087 ACCT FEES-MAY2008	5,686.50	360
36392- 2335	10	6/10/2008	Logged *** Total ***	5,686.50	
36393- 2335	11	6/10/2008	11877 KENNETH BUTTS		
	11		36129 REIMBURSE KB-SAFETY BOOTS	54.89	KB-BOOTS JUNE
36393- 2335	11	6/10/2008	Logged *** Total ***	54.89	
36394- 2335	12	6/10/2008	12028 CWEA-		
	12		36112 CWEA RENEWAL-KB-MECHANICAL	56.00	278-KB-JULY08
	12		36113 CWEA RENEWAL-A.B.-COLLECTION M	66.00	0307230-AB-08
	12		36114 CWEA RENEWAL-JH-COLLECTION	71.00	0407241-JH-08
	12		36115 CWEA RENEWAL-SK-COLLECTION	61.00	0507220-SK-08

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36394- 2335	12	6/10/2008	36116 CWEA RENEWAL-MG-COLLECTION Logged	61.00 *** Total *** 315.00	070220-MG-08
36395- 2335	13	6/10/2008	12360 CITY OF CARLSBAD		
	13		36080 WATER @ PLANT	57.20	8121300-MAY08
	13		36083 WATER @ VACTOR	60.79	103-5/23/08
	13		36084 WATER @ VACTOR 2	120.71	104-5/23/08
36395- 2335	13	6/10/2008	Logged	*** Total *** 238.70	
36396- 2335	14	6/10/2008	12510 COAST WASTE		
	14		36098 TRASH SERVICE	205.54	0995339
36396- 2335	14	6/10/2008	Logged	*** Total *** 205.54	
36397- 2335	15	6/10/2008	13072 DATA NET		
	15		36088 IS MAINT AND SUPPORT	600.00	9730282
	15		36089 IS MAINT AND SUPPORT	533.75	9730005
36397- 2335	15	6/10/2008	Logged	*** Total *** 1,133.75	
36398- 2335	16	6/10/2008	13263 DE LAGE LANDEN		
	16		36091 COPIER LEASE	523.68	08066995777
36398- 2335	16	6/10/2008	Logged	*** Total *** 523.68	
36399- 2335	17	6/10/2008	13834 DWYER INSTRUMENTS, INC		
	17		36060 DWYER PUMP CONTROL MODEL	1,071.57	02686041
36399- 2335	17	6/10/2008	Logged	*** Total *** 1,071.57	
36400- 2335	18	6/10/2008	14410 EL CAMINO REAL SHELL ENCINITAS		
	18		36057 OPEN PO-VEHICLE FUEL	1,874.33	7847
36400- 2335	18	6/10/2008	Logged	*** Total *** 1,874.33	
36401- 2335	19	6/10/2008	15016 FALLBROOK PUBLIC UTILITY DISTR		
	19		36086 EMPLOYEE ASST. PROGRAM-JULY	32.18	JULY 2008
36401- 2335	19	6/10/2008	Logged	*** Total *** 32.18	
36402- 2335	20	6/10/2008	15213 CHARLES Z. FEDAK & COMPANY		
	20		36100 AUDITOR FEES-MAY	1,352.00	MAY-2008
36402- 2335	20	6/10/2008	Logged	*** Total *** 1,352.00	
36403- 2335	21	6/10/2008	17020 HARBOR FREIGHT TOOLS		
	21		36104 TOOLS-SEWER	31.93	01-448231
36403- 2335	21	6/10/2008	Logged	*** Total *** 31.93	
36404- 2335	22	6/10/2008	17247 U.S. HEALTH WORKS MEDICAL GROU		
	22		36063 OPEN PO-PHYSICALS	75.00	1350979-CA
36404- 2335	22	6/10/2008	Logged	*** Total *** 75.00	
36405- 2335	23	6/10/2008	17552 THE HOME DEPOT CRC/GECF		
	23		36071 OPEN PO-MISC SUPPLIES	529.40	2581921
36405- 2335	23	6/10/2008	Logged	*** Total *** 529.40	
36406- 2335	24	6/10/2008	17590 JAMES HOYETT		
	24		36101 REIMBURSE JH-BOOTS	19.37	JH-BOOTS-JUNE

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
36406-	2335	24	6/10/2008	Logged	*** Total ***	19.37
36407-	2335	25	6/10/2008	18150 ICMA RETIREMENT-303979		
		25		36099 DEFERRED COMP-ICMA	2,146.03	ICMA-6/4/08
36407-	2335	25	6/10/2008	Logged	*** Total ***	2,146.03
36408-	2335	26	6/10/2008	18512 SHARP BUSINESS SYSTEMS		
		26		36105 MAINT-COPIER	19.44	11J731
36408-	2335	26	6/10/2008	Logged	*** Total ***	19.44
36409-	2335	27	6/10/2008	19012 JAYNES CORPORATION OF CAL.		
		27		36070 CONTRACT-SITE IMPROVEMENT-CONS	437,188.60	#3
		27		36076 RETENTION 10%	-43,718.86	#3-
36409-	2335	27	6/10/2008	Logged	*** Total ***	393,469.74
36410-	2335	28	6/10/2008	19616 JOSE GONZALEZ		
		28		36125 REIMBURSE JR FOR LICENSE	64.00	JR-LICENSE
36410-	2335	28	6/10/2008	Logged	*** Total ***	64.00
36411-	2335	29	6/10/2008	22511 MOBILE MINI		
		29		36056 LEASE OF MODULAR OFFICE TRAILER	123.71	904125658
		29		36074 TRAILER LEASE	495.85	904125658-
36411-	2335	29	6/10/2008	Logged	*** Total ***	619.56
36412-	2335	30	6/10/2008	22558 MOOR CO.		
		30		36064 OPEN PO-A/C SERVICE	125.00	40851
36412-	2335	30	6/10/2008	Logged	*** Total ***	125.00
36413-	2335	31	6/10/2008	22815 MUNI FINANCIAL		
		31		36124 FINANCIAL SERVICES-APRIL	5,000.00	45780
36413-	2335	31	6/10/2008	Logged	*** Total ***	5,000.00
36414-	2335	32	6/10/2008	23068 NATIONWIDE RETIREMENT SOLUTION		
		32		36081 DEFERRED COMP-NATIONWIDE	1,206.65	NATION-6/4/08
36414-	2335	32	6/10/2008	Logged	*** Total ***	1,206.65
36415-	2335	33	6/10/2008	23570 NORTH COUNTY TIMES		
		33		36103 PUBLIC NOTICE AD	294.40	150774
36415-	2335	33	6/10/2008	Logged	*** Total ***	294.40
36416-	2335	34	6/10/2008	24224 OFFICE DEPOT, INC.		
		34		36067 OPEN PO- OFFICE SUPPLIES	296.32	430842108
36416-	2335	34	6/10/2008	Logged	*** Total ***	296.32
36417-	2335	35	6/10/2008	24440 OLIVENHAIN MUNICIPAL WATER DIS		
		35		36093 WATER @ TRAVELING 2	159.18	06001544310-508
		35		36094 WATER @ E. ESTATES	40.41	1007621400-6/08
		35		36095 WATER @ VP7	42.74	0904902600-6/08
		35		36096 WATER @ VP5	25.02	03011148700-608
36417-	2335	35	6/10/2008	Logged	*** Total ***	267.35
36418-	2335	36	6/10/2008	25010 AT&T		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36418- 2335	36	6/10/2008	36085 PHONE @ BPS Logged	22.71 *** Total ***	9423588-5/25 22.71
36419- 2335	37	6/10/2008	25028 PACS, INC		
36419- 2335	37	6/10/2008	36120 SAMPLE ANALYSIS Logged	185.00 *** Total ***	FY08-297 185.00
36420- 2335	38	6/10/2008	25032 PALOMAR WATER		
36420- 2335	38	6/10/2008	36078 WATER @ OFFICE Logged	175.94 *** Total ***	1065223 175.94
36421- 2335	39	6/10/2008	25072 RICK PATECELL		
36421- 2335	39	6/10/2008	36069 OPEN PD-SCADA SUPPORT	1,150.00	1720
36421- 2335	39	6/10/2008	36075 SCADA SUPPORT Logged	460.00 *** Total ***	1720- 1,610.00
36422- 2335	40	6/10/2008	25260 PERS RETIREMENT		
36422- 2335	40	6/10/2008	36127 BOARD RETIREMENT 4-30-08 Logged	288.56 *** Total ***	4-2008-0 288.56
36423- 2335	41	6/10/2008	25370 PITNEY BOWES		
36423- 2335	41	6/10/2008	36102 POSTAGE SUPPLIES Logged	162.13 *** Total ***	737348 162.13
36424- 2335	42	6/10/2008	25680 PRUDENTIAL OVERALL SUPPLY		
36424- 2335	42	6/10/2008	36082 LAUNDRY SERVICE Logged	775.12 *** Total ***	PRU-5/24/08 775.12
36425- 2335	43	6/10/2008	26804 QUALITY CHEVROLET		
36425- 2335	43	6/10/2008	36059 OPEN PO-VEHCILE/TRUCK MAINTENA Logged	1,415.81 *** Total ***	CTCS361518 1,415.81
36426- 2335	44	6/10/2008	26816 SPECIAL DIST LEADERSHIP FOUNDA		
36426- 2335	44	6/10/2008	36126 SPECIAL DIST-APPLICATION FEE Logged	1,000.00 *** Total ***	SPECIAL DISTRIC 1,000.00
36427- 2335	45	6/10/2008	27478 R. J. SAFETY SUPPLY CO., INC.		
36427- 2335	45	6/10/2008	36122 SAFETY SUPPLIES Logged	234.03 *** Total ***	249905-00 234.03
36428- 2335	46	6/10/2008	27716 REWARD STRATEGY GROUP		
36428- 2335	46	6/10/2008	36106 CONSULTING-SALARY SURVEYS Logged	1,140.00 *** Total ***	2807-MAY 1,140.00
36429- 2335	47	6/10/2008	27729 RICHARD STINSON		
36429- 2335	47	6/10/2008	36111 CONSULTING FEES-MAY Logged	19,550.00 *** Total ***	#10 19,550.00
36430- 2335	48	6/10/2008	29730 T.S. INDUSTRIAL SUPPLY		
36430- 2335	48	6/10/2008	36117 PARTS Logged	62.01 *** Total ***	1014760 62.01

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36431- 2335	49	6/10/2008	30520 UNDERGROUND SERVICE ALERT OF		
	49		36097 UNDERGROUND SERVICE ALERT	198.00	520080351
36431- 2335	49	6/10/2008	Logged	*** Total ***	198.00
36432- 2335	50	6/10/2008	30580 UNITED WAY		
	50		36092 EMPLOYEE CONTRIBUTIONS	20.00	UNITED-6/4/08
36432- 2335	50	6/10/2008	Logged	*** Total ***	20.00
36433- 2335	51	6/10/2008	30711 U. S. BANK		
	51		36128 ADMIN FEES-08-09	1,500.00	2158124
36433- 2335	51	6/10/2008	Logged	*** Total ***	1,500.00
36434- 2335	52	6/10/2008	30723 SIEMENS WATER TECH. CORP		
	52		36068 OPEN PO-BIOXIDE	8,196.87	7823116
36434- 2335	52	6/10/2008	Logged	*** Total ***	8,196.87
36435- 2335	53	6/10/2008	31050 VALLECITOS WATER DISTRICT		
	53		36090 WATER @ MEADOWS 3	39.81	108105000-5/08
36435- 2335	53	6/10/2008	Logged	*** Total ***	39.81
36436- 2335	54	6/10/2008	32220 WATER ENVIRONMENT FEDERATION		
	54		36119 RENEWAL-PB-08-09	192.00	200401507
36436- 2335	54	6/10/2008	Logged	*** Total ***	192.00
36437- 2335	55	6/10/2008	32271 WEST COAST SAFETY SUPPLY CO.,		
	55		36054 OPEN PO-CALIBRATION GAS/MISC S	302.61	795486
	55		36055 MANHOLE HOOKS	426.84	795489
36437- 2335	55	6/10/2008	Logged	*** Total ***	729.45
36438- 2335	56	6/10/2008	32347 DEXTER WILSON ENGINEERING		
	56		36065 FACILITY VULNERABILITY/SECURIT	320.00	0308.06
	56		36066 PROVIDE DVD'S OF ISLAND AREA M	700.00	0508.28
36438- 2335	56	6/10/2008	Logged	*** Total ***	1,020.00
36439- 2335	57	6/10/2008	33227 XEROX CORPORATION		
	57		36121 XEROX MAINT	47.48	033110240
36439- 2335	57	6/10/2008	Logged	*** Total ***	47.48
36440- 2335	58	6/10/2008	35523 ZONDIROS CORPORATION		
	58		36073 CONTRACT-VP5 FORCE MAIN REPLAC	240,500.00	#2
	58		36077 RETENTION 10%	-24,050.00	#2-
36440- 2335	58	6/10/2008	Logged	*** Total ***	216,450.00
				.00	
** Total check discount **				.00	
** Total check amount **				682,545.14	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: June 18, 2008

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13687 - 13705	6/18/2008	\$33,588.18

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36441- 2336	1	6/19/2008	10167 ACACIA GASOLINE & CAR WASH		
	1		36148 OPEN PO-VEHICLE FUEL	378.51	1797
	1		36152 OPEN PO-VEHICLE FUEL	481.13	1790
36441- 2336	1	6/19/2008	Logged *** Total ***	859.64	
36442- 2336	2	6/19/2008	10570 ANTIMITE TERMITE & PEST CONTRO		
	2		36201 MONTHLY PEST SERVICE	51.00	869678
36442- 2336	2	6/19/2008	Logged *** Total ***	51.00	
36443- 2336	3	6/19/2008	10627 ARROW PIPELINE		
	3		36160 REPAIR TO BATHROOM SINK	70.00	804876
36443- 2336	3	6/19/2008	Logged *** Total ***	70.00	
36444- 2336	4	6/19/2008	11314 BERGELECTRIC CORP		
	4		36140 OPEN PO- MISC ELECTRICAL WORK	177.40	11251.9M4
	4		36154 OPEN PO- MISC ELECTRICAL WORK	177.40	11251.9TM6
36444- 2336	4	6/19/2008	Logged *** Total ***	354.80	
36445- 2336	5	6/19/2008	11550 BOOT WORLD CORP		
	5		36166 SAFETY BOOTS-JH	96.95	1046460
36445- 2336	5	6/19/2008	Logged *** Total ***	96.95	
36446- 2336	6	6/19/2008	12029 CWEA		
	6		36176 MEMBERSHIP RENEWAL FOR A.B.	110.00	2119-AB 6/08
36446- 2336	6	6/19/2008	Logged *** Total ***	110.00	
36447- 2336	7	6/19/2008	12510 COAST WASTE		
	7		36139 RENT STORAGE CONTAINER	175.00	0982001-0274
36447- 2336	7	6/19/2008	Logged *** Total ***	175.00	
36448- 2336	8	6/19/2008	12514 CONEXIS		
	8		36172 SEC 125 FLEX PLAN-MAY	125.00	0508-OR5179
36448- 2336	8	6/19/2008	Logged *** Total ***	125.00	
36449- 2336	9	6/19/2008	12525 COPYCARE OF SAN DIEGO		
	9		36174 REPAIR TO HP PRINTER	79.00	104729
	9		36175 REPAIR TO CANON PRINTER-PAULS	79.00	104730
36449- 2336	9	6/19/2008	Logged *** Total ***	158.00	
36450- 2336	10	6/19/2008	12585 COUNTY OF SAN DIEGO		
	10		36146 HAZARDOUS MATERIAL PERMITS	542.00	HK18-5004/Q2
	10		36153 HAZARDOUS MATERIAL PERMITS	271.00	205003
36450- 2336	10	6/19/2008	Logged *** Total ***	813.00	
36451- 2336	11	6/19/2008	12718 CHUCKS TIRE CENTER		
	11		36143 TIRES ON WORK TRUCK	862.24	48128
36451- 2336	11	6/19/2008	Logged *** Total ***	862.24	
36452- 2336	12	6/19/2008	12829 EATON ELECTRICAL, INC		
	12		36147 REPAIR WORK @ BPS	6,240.00	1054\$NK2G2767
36452- 2336	12	6/19/2008	Logged *** Total ***	6,240.00	



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36453- 2336	13	6/19/2008	13072 DATA NET		
	13		36186 IS MAINT AND SUPPORT	505.00	9730411
36453- 2336	13	6/19/2008	Logged *** Total ***	505.00	
36454- 2336	14	6/19/2008	14410 EL CAMINO REAL SHELL ENCINITAS		
	14		36149 OPEN PO-VEHICLE FUEL	230.83	7850
	14		36158 VEHICLE FUEL	567.21	7850-
	14		36159 VEHICLE FUEL	1,323.12	7856
36454- 2336	14	6/19/2008	Logged *** Total ***	2,121.16	
36455- 2336	15	6/19/2008	17010 HAAKER EQUIPMENT CO		
	15		36142 REPAIR AND REPLACE HYD PUMP	12,484.28	W18202
	15		36173 PARTS	349.66	C61588
36455- 2336	15	6/19/2008	Logged *** Total ***	12,833.94	
36456- 2336	16	6/19/2008	17023 HADRONEX		
	16		36161 SMART COVER	188.56	748
36456- 2336	16	6/19/2008	Logged *** Total ***	188.56	
36457- 2336	17	6/19/2008	17058 JUDY HANSON		
	17		36165 REIMBURSE JH FOR CONFERENCE	716.89	JH-CASA-2008
36457- 2336	17	6/19/2008	Logged *** Total ***	716.89	
36458- 2336	18	6/19/2008	18150 ICMA RETIREMENT-303979		
	18		36185 DEFERRED COMP-ICMA	2,146.00	ICMA-6/18/08
36458- 2336	18	6/19/2008	Logged *** Total ***	2,146.00	
36459- 2336	19	6/19/2008	18212 INFRASTRUCTURE ENGINEERING COR		
	19		36141 CONTRACT FOR GIS SERVICES	360.00	3617
	19		36162 CONTRACT REPAIR TRUNK SERVICE	5,214.48	3633
	19		36163 CONTRACT-FORCE MAIN PROJECT	6,730.54	3634
36459- 2336	19	6/19/2008	Logged *** Total ***	12,305.02	
36460- 2336	20	6/19/2008	18561 U.S. BANK		
	20		36203 CONFERENCES-SUPPLIES, MEETINGS	2,389.20	USBANK-5/22/08
36460- 2336	20	6/19/2008	Logged *** Total ***	2,389.20	
36461- 2336	21	6/19/2008	18576 INTERSTATE BATTERIES OF SAN DI		
	21		36164 TRUCK BATTERY	88.39	6300015177
36461- 2336	21	6/19/2008	Logged *** Total ***	88.39	
36462- 2336	22	6/19/2008	20842 DAVID KULCHIN		
	22		36169 REIMBURSE OK FOR CONFERENCE	31.31	DK-5/15/08
36462- 2336	22	6/19/2008	Logged *** Total ***	31.31	
36463- 2336	23	6/19/2008	21510 CHUCK LEMAY		
	23		36168 REIMBURSE CLM FOR CONF	66.44	CLM-6/5/08
36463- 2336	23	6/19/2008	Logged *** Total ***	66.44	
36464- 2336	24	6/19/2008	22815 MUNI FINANCIAL		
	24		36206 FINANCIAL SERVICES-MAY	6,300.00	45987
36464- 2336	24	6/19/2008	Logged *** Total ***	6,300.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
36465- 2336	25	6/19/2008	23068	NATIONWIDE RETIREMENT SOLUTION		
	25		36202	DEFERRED COMP-NATIONWIDE	1,206.65	NATION-6/18/08
36465- 2336	25	6/19/2008	Logged	*** Total ***	1,206.65	
36466- 2336	26	6/19/2008	23570	NORTH COUNTY TIMES		
	26		36171	AD FOR PUBLIC NOTICE	850.00	150882
36466- 2336	26	6/19/2008	Logged	*** Total ***	850.00	
36467- 2336	27	6/19/2008	23612	NRC ENVIRONMENTAL SERVICES, IN		
	27		36145	2 5,000 GAL TANKER TRUCKS -BYP	22,892.50	528004
36467- 2336	27	6/19/2008	Logged	*** Total ***	22,892.50	
36468- 2336	28	6/19/2008	24224	OFFICE DEPOT, INC.		
	28		36137	OPEN PO- OFFICE SUPPLIES	45.79	432509833
36468- 2336	28	6/19/2008	Logged	*** Total ***	45.79	
36469- 2336	29	6/19/2008	25010	AT&T		
	29		36183	SCADA ALARMS	530.62	3372570451-6/08
36469- 2336	29	6/19/2008	Logged	*** Total ***	530.62	
36470- 2336	30	6/19/2008	25265	PEP BOYS		
	30		36170	PARTS FOR VEHICLES	9.10	07010027364
36470- 2336	30	6/19/2008	Logged	*** Total ***	9.10	
36471- 2336	31	6/19/2008	27524	ROESLING NAKAMURA TERADA ARCHI		
	31		36205	BLDG PROGRAM AS BUILTS	15,780.33	3999
36471- 2336	31	6/19/2008	Logged	*** Total ***	15,780.33	
36472- 2336	32	6/19/2008	28020	SAN DIEGO GAS AND ELECTRIC		
	32		36187	ELECTRIC @ VP5	293.73	00747336-6/08
	32		36188	GAS @ E.E	1.67	00896555-6/08
	32		36189	ELECTRIC @ BPS	11,343.05	01857178-6/08
	32		36190	ELECTRIC @ EEPS	1,377.28	01919876-6/08
	32		36191	ELECTRIC @ AVOCADO PS	129.83	00505070-6/08
	32		36192	ELECTRIC @ DIANA PS	303.16	01444495-6/08
	32		36193	ELECTRIC @ E. ESTATES	688.67	01444485-6/08
	32		36194	ELECTRIC @ OFFICE	908.29	01823519-6/08
	32		36195	ELECTRIC @ SAXONY PS	957.49	01683816-6/08
	32		36196	ELECTRIC @ MEADOWS 3	200.98	01169672-6/08
	32		36197	ELECTRIC @ VP7	15.67	00747631-6/08
	32		36198	ELECTRIC @ LC PS	1,183.75	01031273-6/08
	32		36199	ELECTRIC @ RANCHO VERDE	169.33	01380248-6/08
36472- 2336	32	6/19/2008	Logged	*** Total ***	17,572.90	
36473- 2336	33	6/19/2008	28020	SAN DIEGO GAS AND ELECTRIC		
	33		36200	ELECTRIC @ LPS	11,548.96	01874070-6/08
36473- 2336	33	6/19/2008	Logged	*** Total ***	11,548.96	
36474- 2336	34	6/19/2008	28128	SOUTHERN CALIFORNIA SOIL & TES		
	34		36138	GEOTECH SERVICES @ VP5 FORCE M	3,206.00	346886
36474- 2336	34	6/19/2008	Logged	*** Total ***	3,206.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36475- 2336	35	6/19/2008	28324 SHELL OIL COMPANY		
	35		36144 OPEN PO-VEHICLE FUEL	272.44	06502344806
36475- 2336	35	6/19/2008	Logged *** Total ***	272.44	
36476- 2336	36	6/19/2008	28705 STATE BOARD OF EQUALIZATION		
	36		36204 BRUNSWICK ANNEX	350.00	BRUNS ANNEX-729
36476- 2336	36	6/19/2008	Logged *** Total ***	350.00	
36477- 2336	37	6/19/2008	29225 TELEPACIFIC COMMUNICATIONS		
	37		36184 PHONE SYSTEM	778.40	7982584-0
36477- 2336	37	6/19/2008	Logged *** Total ***	778.40	
36478- 2336	38	6/19/2008	29730 T.S. INDUSTRIAL SUPPLY		
	38		36167 MARKING PAINT/CHALK	56.63	1015120
36478- 2336	38	6/19/2008	Logged *** Total ***	56.63	
36479- 2336	39	6/19/2008	30580 UNITED WAY		
	39		36181 CONTRIBUTIONS	20.00	UNITED-6/18/08
36479- 2336	39	6/19/2008	Logged *** Total ***	20.00	
36480- 2336	40	6/19/2008	31033 PROCESS SOLUTIONS, INC		
	40		36150 VAPEX NOZZLES, AIR FILTER	1,266.06	558
36480- 2336	40	6/19/2008	Logged *** Total ***	1,266.06	
36481- 2336	41	6/19/2008	31232 VERIZON WIRELESS		
	41		36182 CELL PHONES-MAY	552.73	0663136343
36481- 2336	41	6/19/2008	Logged *** Total ***	552.73	
36482- 2336	42	6/19/2008	31312 V&A CONSULTING ENGINEERS		
	42		36151 FLOW MONITORING SERVICES @ SM	975.00	10736
36482- 2336	42	6/19/2008	Logged *** Total ***	975.00	
36483- 2336	43	6/19/2008	32347 DEXTER WILSON ENGINEERING		
	43		36178 CONTRACT-ASSET MGMT -MAY	18,340.00	0508.29
	43		36180 ASSET MGMT-FEB	2,580.00	0208.25
36483- 2336	43	6/19/2008	Logged *** Total ***	20,920.00	
36484- 2336	44	6/19/2008	32347 DEXTER WILSON ENGINEERING		
	44		36179 CONTRACT-ASSET MGMT-MARCH	8,355.00	0308.26
36484- 2336	44	6/19/2008	Logged *** Total ***	8,355.00	
36485- 2336	45	6/19/2008	32500 WORDEN WILLIAMS, APC		
	45		36177 LEGAL FEES-MAY	3,707.00	25685
36485- 2336	45	6/19/2008	Logged *** Total ***	3,707.00	
				.00	
** Total check discount **				.00	
** Total check amount **				160,503.65	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36486- 2338	1	6/27/2008	10100 NAPA AUTO		
	1		36250 PARTS FOR TRUCK	8.61	832793
36486- 2338	1	6/27/2008	Logged	*** Total ***	8.61
36487- 2338	2	6/27/2008	10221 ADS LLC		
	2		36249 LEUCADIA LTM 2007	42,329.46	12318.22-0508
36487- 2338	2	6/27/2008	Logged	*** Total ***	42,329.46
36488- 2338	3	6/27/2008	10461 ALPHAGRAPHICS		
	3		36247 DIGITAL DOOR HANGERS	187.64	26477
36488- 2338	3	6/27/2008	Logged	*** Total ***	187.64
36489- 2338	4	6/27/2008	10714 ATEL COMMUNICATIONS, INC		
	4		36248 VOICE MAIL SERVICE	124.50	12379
36489- 2338	4	6/27/2008	Logged	*** Total ***	124.50
36490- 2338	5	6/27/2008	12112 CONFIDENCE CONSULTING		
	5		36251 CONSULTING FEES-COACHING	3,811.90	CC-6/10/08
36490- 2338	5	6/27/2008	Logged	*** Total ***	3,811.90
36491- 2338	6	6/27/2008	12411 CL2B		
	6		36217 KI SOLUTION AND BUFFER Solutio	419.99	1586
36491- 2338	6	6/27/2008	Logged	*** Total ***	419.99
36492- 2338	7	6/27/2008	12829 EATON ELECTRICAL, INC		
	7		36218 SERVICE ON VFD @ BPS	640.00	26559027
36492- 2338	7	6/27/2008	Logged	*** Total ***	640.00
36493- 2338	8	6/27/2008	13072 DATA NET		
	8		36256 IS MAINT AND SUPPORT	1,397.91	9730555
36493- 2338	8	6/27/2008	Logged	*** Total ***	1,397.91
36494- 2338	9	6/27/2008	13263 DE LAGE LANDEN		
	9		36254 COPIER LEASE-PROP TAX	122.90	08077258083
36494- 2338	9	6/27/2008	Logged	*** Total ***	122.90
36495- 2338	10	6/27/2008	13822 DUDEK & ASSOCIATES		
	10		36225 GE/3252/656/HYGEIA	450.00	20082415
	10		36226 GE/3252/655/ORPHEUS	665.00	20082414
	10		36227 GE/3252/607/VISTA LA COSTA	440.00	20082413
	10		36228 GE/3252/593/LC TOWNE SQUARE	300.00	20082412
	10		36229 GE/3252/584/LC CONDOS	1,130.00	20082411
	10		36230 GE/3252/661/OMND	780.61	20082416
	10		36231 GE/3252/662/NOLAR PROPERTY	210.00	20082417
	10		36232 GE/3252/669/LEUCADIA GROVE	550.00	20082418
	10		36233 GE/3252/701/PHOEBE ST	305.56	20082419
	10		36234 GE/3252/705/BELLA VISTA	55.00	20082420
	10		36235 GE/3252/759/CABO GRILL	392.58	20082421
	10		36236 GE/3252/761/ARNEAL RD	280.05	20082422
	10		36237 GE/3252/762/WOOD DRIVE	165.00	20082423
	10		36238 GE/3251/GRADING PLANS	455.15	20082410
	10		36240 GE/CIP/APRIL/200/314/087/316/3	9,473.01	20081941

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
36495- 2338	10	6/27/2008	Logged	*** Total ***	15,651.96	
36496- 2338	11	6/27/2008	14412	EL CAMINO CHRISTIAN FELLOWSHIP		
	11		36239	REFUND DEVELOPER #695	78.17	FELLOWSHIP-6/25
36496- 2338	11	6/27/2008	Logged	*** Total ***	78.17	
36497- 2338	12	6/27/2008	15223	FEDERAL EXPRESS CORPORATION		
	12		36246	SHIPPING	52.16	277006581
36497- 2338	12	6/27/2008	Logged	*** Total ***	52.16	
36498- 2338	13	6/27/2008	17247	U.S. HEALTH WORKS MEDICAL GROU		
	13		36220	OPEN PO-PHYSICALS	75.00	1362480-CA
36498- 2338	13	6/27/2008	Logged	*** Total ***	75.00	
36499- 2338	14	6/27/2008	19050	JANI-KING OF SAN DIEGO		
	14		36257	CLEANING SERVICE-JUNE	975.00	SD006080184
36499- 2338	14	6/27/2008	Logged	*** Total ***	975.00	
36500- 2338	15	6/27/2008	20079	KATZ & ASSOCIATES		
	15		36259	PUBLIC INFORMATION-APRIL	5,635.27	404351
	15		36260	PUBLIC INFORMATION-MAY	3,022.01	404388
36500- 2338	15	6/27/2008	Logged	*** Total ***	8,657.28	
36501- 2338	16	6/27/2008	21102	PETTY CASH		
	16		36264	PETTY CASH	314.36	PETTY-6/26/08
36501- 2338	16	6/27/2008	Logged	*** Total ***	314.36	
36502- 2338	17	6/27/2008	21212	LEIGHTON CONSULTING, INC		
	17		36214	CONTRACT-GEOTECH SERVICES	1,253.00	LC10012206
	17		36222	CONTRACT-GEOTECH SERVICES	1,388.19	LC10012204
	17		36223	CONTRACT-GEOTECH SERVICES	5,647.50	LC10012216
36502- 2338	17	6/27/2008	Logged	*** Total ***	8,288.69	
36503- 2338	18	6/27/2008	23570	NORTH COUNTY TIMES		
	18		36243	AD FOR PUBLIC NOTICE	124.80	157402
	18		36244	AD FOR PUBLIC NOTICE	652.60	157240
	18		36245	AD FOR PUBLIC NOTICE	295.60	157251
36503- 2338	18	6/27/2008	Logged	*** Total ***	1,073.00	
36504- 2338	19	6/27/2008	25010	AT&T		
	19		36253	ODOR CONTROL MODEM	19.05	4364009-6/08
36504- 2338	19	6/27/2008	Logged	*** Total ***	19.05	
36505- 2338	20	6/27/2008	25072	RICK PATECELL		
	20		36224	SCADA SUPPORT	2,372.40	1728
36505- 2338	20	6/27/2008	Logged	*** Total ***	2,372.40	
36506- 2338	21	6/27/2008	25260	PERS RETIREMENT		
	21		36261	BOARD RETIREMENT 5/31/08	216.42	5-2008-0
	21		36262	RETIREMENT PPE 6/15/08	11,118.31	6-2008-4
	21		36263	RETIREMENT PPE 6/1/08	11,174.00	6-2008-3
36506- 2338	21	6/27/2008	Logged	*** Total ***	22,508.73	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36507- 2338	22	6/27/2008	25370 PITNEY BOWES		
	22		36241 UPDATE FOR MAILING SCALE	295.24	323650
36507- 2338	22	6/27/2008	Logged *** Total ***	295.24	
36508- 2338	23	6/27/2008	27478 R. J. SAFETY SUPPLY CO., INC.		
	23		36242 SAFETY SUPPLIES	239.87	251094-00
36508- 2338	23	6/27/2008	Logged *** Total ***	239.87	
36509- 2338	24	6/27/2008	28124 SUMMERS CONSULTING		
	24		36216 ISSUES WITH WORK MANAGEMENT SY	375.00	140
36509- 2338	24	6/27/2008	Logged *** Total ***	375.00	
36510- 2338	25	6/27/2008	28510 SLOAN ELECTRIC COMPANY		
	25		36221 5 HP ELECTRIC MOTOR-GENERATOR	796.27	0053977
36510- 2338	25	6/27/2008	Logged *** Total ***	796.27	
36511- 2338	26	6/27/2008	29630 TRI COMMUNITY ANSWERING SERVIC		
	26		36252 ANSWERING SERVICE-JUNE	90.00	TRI-6/20/08
36511- 2338	26	6/27/2008	Logged *** Total ***	90.00	
36512- 2338	27	6/27/2008	29730 T.S. INDUSTRIAL SUPPLY		
	27		36258 MARKING PAINT	28.12	1015413
36512- 2338	27	6/27/2008	Logged *** Total ***	28.12	
36513- 2338	28	6/27/2008	31050 VALLECITOS WATER DISTRICT		
	28		36255 WATER @ MEADOWS 3	39.81	10810500-6/08
36513- 2338	28	6/27/2008	Logged *** Total ***	39.81	
36514- 2338	29	6/27/2008	32728 WESTERN SALES, LLC		
	29		36219 LINDHURST SPINNING NOZZLE	785.50	1600
36514- 2338	29	6/27/2008	Logged *** Total ***	785.50	
36515- 2338	30	6/27/2008	35212 ZEBRON CONTRACTING, INC		
	30		36215 REPAIR AND REHABILITATE 6 MANH	14,132.00	50878
36515- 2338	30	6/27/2008	Logged *** Total ***	14,132.00	
				.00	
** Total check discount **				.00	
** Total check amount **				125,890.52	
** Total void discount **				.00	
** Total void amount **				.00	

Run date: 06/27/2008 @ 12:40  
Bus date: 06/27/2008

Leucadia Waste Water District  
Check - Complete Detail

UNION BANK-MRGS

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
333- 2337	0	6/26/2008	12361 CITY OF CARLSBAD		
	0		36212 PLAN CHECK FIRE LINE	905.00	
333- 2337	0	6/26/2008	Logged	*** Total ***	905.00
				.00	
** Total check discount **				.00	
** Total check amount **				905.00	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36516- 2339	1	7/02/2008	10167 ACACIA GASOLINE & CAR WASH		
	1		36266 OPEN PO-VEHICLE FUEL	612.80	1801
	1		36268 VEHICLE FUEL	18.59	1801-
36516- 2339	1	7/02/2008	Logged *** Total ***	631.39	
36517- 2339	2	7/02/2008	11650 BROWNELL AND DUFFEY CPA		
	2		36284 ACCOUNTING FEES-JUNE	8,100.50	368
36517- 2339	2	7/02/2008	Logged *** Total ***	8,100.50	
36518- 2339	3	7/02/2008	12587 COUNTY OF SAN DIEGO		
	3		36279 LAFCO BILLING-2008-2009	7,308.00	LC08-23
36518- 2339	3	7/02/2008	Logged *** Total ***	7,308.00	
36519- 2339	4	7/02/2008	12589 CA SDU		
	4		36282 CHILD SUPPORT-A.B. - JUNE	516.12	AB-6/30/08
36519- 2339	4	7/02/2008	Logged *** Total ***	516.12	
36520- 2339	5	7/02/2008	12631 COR-O-VAN		
	5		36267 OPEN PO-STORAGE	102.54	RS1272976
36520- 2339	5	7/02/2008	Logged *** Total ***	102.54	
36521- 2339	6	7/02/2008	13636 ALLIANT INSURANCE SERVICES, IN		
	6		36280 ANNUAL PREM. MISC COMMERCIAL08	3,861.00	943017
36521- 2339	6	7/02/2008	Logged *** Total ***	3,861.00	
36522- 2339	7	7/02/2008	14410 EL CAMINO REAL SHELL ENCINITAS		
	7		36269 VEHICLE FUELS	1,077.76	7862
36522- 2339	7	7/02/2008	Logged *** Total ***	1,077.76	
36523- 2339	8	7/02/2008	15575 UNION SECURITY INSURANCE COMPA		
	8		36272 LIFE INS-JULY	482.20	74171-7/08
36523- 2339	8	7/02/2008	Logged *** Total ***	482.20	
36524- 2339	9	7/02/2008	16806 THE GUARDIAN		
	9		36271 DENTAL INSURANCE-JULY	2,228.84	GUARD-6/20/08
36524- 2339	9	7/02/2008	Logged *** Total ***	2,228.84	
36525- 2339	10	7/02/2008	22274 MET-LIFE		
	10		36278 DISABILITY INS-JULY	865.37	KM05535094-6/15
36525- 2339	10	7/02/2008	Logged *** Total ***	865.37	
36526- 2339	11	7/02/2008	23068 NATIONWIDE RETIREMENT SOLUTION		
	11		36274 DEFERRED COMP	1,206.65	NATION-7/2/08
36526- 2339	11	7/02/2008	Logged *** Total ***	1,206.65	
36527- 2339	12	7/02/2008	24224 OFFICE DEPOT, INC.		
	12		36265 OPEN PO- OFFICE SUPPLIES	178.13	434174445
36527- 2339	12	7/02/2008	Logged *** Total ***	178.13	
36528- 2339	13	7/02/2008	25018 MES VISION		
	13		36277 VISION INS-JULY	356.23	081582183001
36528- 2339	13	7/02/2008	Logged *** Total ***	356.23	



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
36529- 2339	14	7/02/2008	25261 PUBLIC EMPLOYEES HEALTH		
	14		36275 BRD HEALTH INS-JULY	1,907.82	H200807724700
	14		36276 EMPLOYEES HEALTH INS-JULY	16,667.56	H2008071231000
36529- 2339	14	7/02/2008	Logged	*** Total ***	18,575.38
36530- 2339	15	7/02/2008	25577 PURCHASE POWER		
	15		36270 POSTAGE FOR METER	418.99	POSTAGE-6/22/08
36530- 2339	15	7/02/2008	Logged	*** Total ***	418.99
36531- 2339	16	7/02/2008	28106 SCAP		
	16		36283 2008 ANNUAL MEMBERSHIP DUES	538.00	INVOICE08/09-79
36531- 2339	16	7/02/2008	Logged	*** Total ***	538.00
36532- 2339	17	7/02/2008	30580 UNITED WAY		
	17		36273 EMPLOYEE CONTRIBUTIONS	20.00	UNITED-7/2/2008
36532- 2339	17	7/02/2008	Logged	*** Total ***	20.00
36533- 2339	18	7/02/2008	31032 VALUE WEB		
	18		36281 HOSTING 7/08-10/08	65.85	5883752
36533- 2339	18	7/02/2008	Logged	*** Total ***	65.85
				.00	
** Total check discount **				.00	
** Total check amount **				46,532.95	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 2, 2008

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
13706 - 13724	7/2/2008	\$33,571.14

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

**JUNE**

6/6/2007	Employee	\$32,273.03
6/7/2007	Board	\$4,530.81
6/20/2007	Employee	<u>\$31,366.57</u>
	<b>Total</b>	<b>\$68,170.41</b>

**JULY**

7/4/2007	Employee	\$28,688.46
7/5/2007	Board	\$805.58
7/18/2007	Employee	<u>\$29,233.62</u>
	<b>Total</b>	<b>\$58,727.66</b>

**AUGUST**

8/1/2007	Employee	\$29,570.86
8/2/2007	Board	\$1,012.00
8/15/2007	Employee	\$29,803.77
8/29/2007	Employee	<u>\$29,724.44</u>
	<b>Total</b>	<b>\$90,111.07</b>

**SEPTEMBER**

9/4/2007	Employee	\$121.34
9/5/2007	Board	\$3,543.59
9/12/2007	Employee	\$30,678.55
9/26/2007	Employee	<u>\$30,544.25</u>
	<b>Total</b>	<b>\$64,887.73</b>

**OCTOBER**

10/3/2007	Board	\$1,262.00
10/10/2007	Employee	\$32,263.98
10/24/2007	Employee	<u>\$30,211.84</u>
	<b>Total</b>	<b>\$63,737.82</b>

**NOVEMBER**

11/7/2007	Employee	\$32,393.34
11/8/2007	Board	\$4,531.25
11/14/2007	Incentive	\$3,936.93
11/21/2007	Employee	<u>\$33,498.88</u>
	<b>Total</b>	<b>\$74,360.40</b>

**DECEMBER**

12/1/2007	Employee/Sick Buybk	\$10,990.49
12/5/2007	Employee	\$33,813.33
12/6/2007	Board	\$1,704.08
12/19/2007	Employee	<u>\$32,440.28</u>
	<b>Total</b>	<b>\$78,948.18</b>

**JANUARY**      **2008**

1/2/2008	Employee	\$32,762.14
1/7/2008	Board	\$1,986.08
1/16/2008	Employee	\$35,796.03
1/22/2008	Incentive	\$5,915.41
1/30/2008	Employee	<u>\$32,250.05</u>
	<b>Total</b>	<b>\$108,709.71</b>

**FEBRUARY**

2/6/2008	Board	\$3,403.22
2/13/2008	Employee	\$32,575.86
2/27/2008	Employee	<u>\$32,146.64</u>
	<b>Total</b>	<b>\$68,125.72</b>

**MARCH**

3/5/2008	Board	\$4,862.99
3/12/2008	Employee	\$32,338.84
3/19/2008	Incentive	\$24,293.56
3/26/2008	Employee	<u>\$31,914.17</u>
	<b>Total</b>	<b>\$93,409.56</b>

**APRIL**

4/4/2008	Board	\$2,846.10
4/9/2008	Employee	\$32,385.68
4/23/2008	Employee	<u>\$33,338.30</u>
	<b>Total</b>	<b>\$68,570.08</b>

**MAY**

5/2/2008	Board	\$4,578.71
5/7/2008	Employee	\$33,324.54
5/21/2008	Employee	<u>\$33,443.45</u>
	<b>Total</b>	<b>\$71,346.70</b>

**JUNE**

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

**JULY**

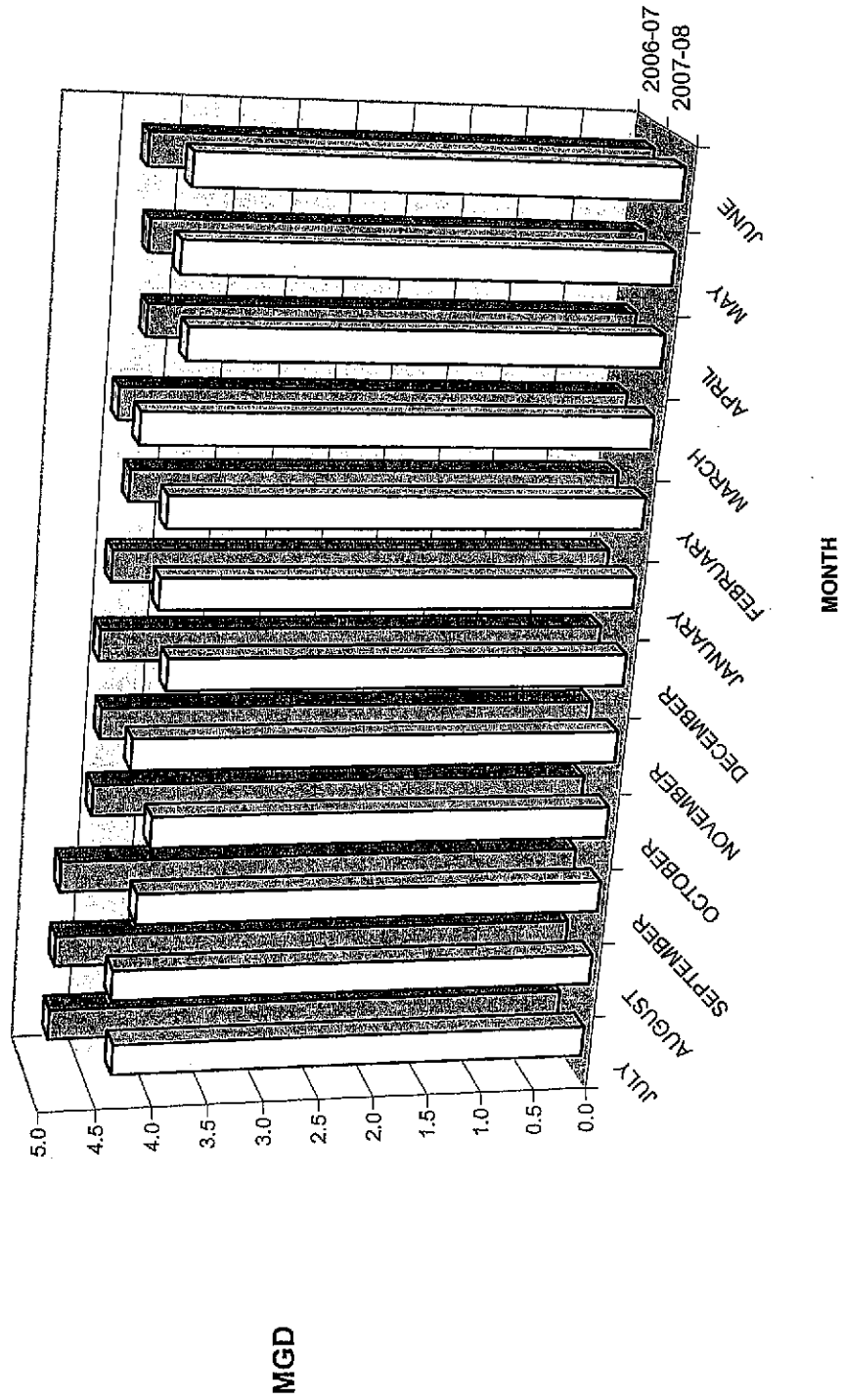
7/2/2008	Employee	\$33,571.14
----------	----------	-------------

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2007-2008**

CURRENT MONTH - June 2008						FY 2006-2007	
Period	Total Flow MG	Total EDU's 27,393	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)	
JULY	134.39	8	4.34	158	36.35	4.77	
YTD	134.39	27,401					
AUGUST	135.75	6.2	4.38	160	41.60	4.75	
YTD	270.14	27,407					
SEPTEMBER	126.20	18.3	4.21	153	38.30	4.74	
YTD	396.34	27,425					
OCTOBER	127.75	3.6	4.12	150	25.80	4.50	
YTD	524.09	27,429					
NOVEMBER	129.99	3.0	4.33	158	15.56	4.47	
YTD	654.07	27,432					
DECEMBER	126.20	5.6	4.07	148	0.00	4.51	
YTD	780.27	27,437					
JANUARY	129.61	31.0	4.18	152	0.00	4.45	
YTD	909.89	27,468					
FEBRUARY	120.79	1.0	4.17	152	0.00	4.35	
YTD	1030.67	27,469					
MARCH	137.55	13.0	4.44	161	4.39	4.48	
YTD	1168.22	27,482					
APRIL	122.77	24.0	4.09	149	31.36	4.28	
YTD	1290.99	27,506					
MAY	129.97	0.0	4.19	152	31.73	4.31	
YTD	1420.96	27,506					
JUNE	124.20	22.0	4.14	150	39.30	4.36	
YTD	1545.16	27,528					
Annual Total	1545.16	136			264.40		
Mo Average	128.76	11	4.22	154	29	4.50	

operations report

**LEUCADIA WASTEWATER DISTRICT  
FLOW COMPARISON FY 07 to FY 08**



**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS**  
*As of June 30, 2008*

<b>ASSETS</b>	
Cash	\$ 241,387.79
Investments and Investment Pools	46,499,563.75
Bond Investments Held by Agents	4,634,629.69
Accounts Receivable	644,976.21
Funds Held with Encina Wastewater Authority	733,959.00
Prepaid Expenses	47,153.69
Capital Assets	106,068,202.08
Less Accumulated Depreciation	(33,953,248.87)
Debt Issuance Costs, Net of Amortization	255,679.18
<b>TOTAL ASSETS</b>	<b>\$ 125,172,302.52</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	342,480.91
Developer Deposits	252,259.77
Bond & Interest Debt	4,090,656.02
<b>TOTAL LIABILITIES</b>	<b>\$ 4,685,396.70</b>
<b>NET ASSETS</b>	
Net Investment in Capital Assets	70,364,874.45
Restricted Reserves	7,937,237.45
Unrestricted Operating Reserve	1,495,629.63
Unrestricted Non-Operating Reserves (Designated)	33,171,342.09
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	17,822.20
<b>TOTAL NET ASSETS</b>	<b>\$ 120,486,905.82</b>

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



## LEUCADIA WASTEWATER DISTRICT

### BUDGET PERFORMANCE REPORT

YTD Revenue and Expenditures Through 6/30/2008 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 5,334,339.28	\$ 5,321,226.00	(13,113.28)	100.25%
RECLAIMED WATER SALES	3150	155,076.42	285,400.00	130,323.58	54.34%
OTHER OPERATING INCOME		41,981.29	235,730.00	193,748.71	17.81%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 5,531,396.99</b>	<b>\$ 5,842,356.00</b>	<b>\$ 310,959.01</b>	<b>94.68%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 1,748,572.96	\$ 1,825,229.00	\$ 76,656.04	95.80%
BOARD EXPENSES AND ELECTION	4300 & 4400	103,948.27	108,700.00	4,751.73	95.63%
DEPRECIATION EXPENSE	4510	2,514,000.00	-	(2,514,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	769,000.00	769,000.00	n/a
FUELS	4600	42,907.93	46,310.00	3,402.07	92.65%
INSURANCE	4700	52,323.65	88,600.00	36,276.35	59.06%
MEMBERSHIP & DUES	4800	21,592.95	22,100.00	507.05	97.71%
OFFICE EXPENSE	4900	41,635.29	46,760.00	5,124.71	89.04%
OPERATING SUPPLIES	5000	124,839.05	162,950.00	38,110.95	76.61%
PROFESSIONAL SERVICES	5200	460,054.31	555,900.00	95,845.69	82.76%
PRINTING & PUBLISHING	5300	33,133.51	33,000.00	(133.51)	100.40%
RENTS & LEASES	5400	18,547.86	21,000.00	2,452.14	88.32%
REPAIR & MAINTENANCE	5500	199,182.14	238,550.00	39,367.86	83.50%
MONITORING & PERMITTING	5600	36,854.97	48,900.00	12,045.03	75.37%
TRAINING & DEVELOPMENT	5700	32,398.51	45,400.00	13,001.49	71.36%
UTILITIES	5900	366,895.16	440,000.00	73,104.84	83.39%
LAFCO OPERATIONS	6100	7,377.00	7,400.00	23.00	99.69%
ENCINA	6200	1,257,253.80	1,995,754.00	738,500.20	63.00%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 7,061,517.36</b>	<b>\$ 6,455,553.00</b>	<b>\$ (605,964.36)</b>	<b>109.39%</b>

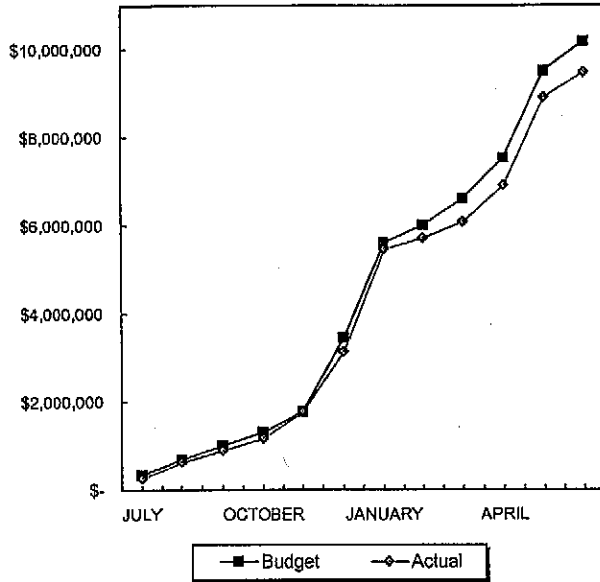
NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 376,521.60	\$ 410,800.00	\$34,278.40	91.66%
PROPERTY TAXES	3220	1,214,523.13	1,150,000.00	(64,523.13)	105.61%
INTEREST INCOME	3250	2,048,367.00	2,120,000.00	71,633.00	96.62%
OTHER NON OPERATING INCOME		304,890.29	646,334.00	341,443.71	47.17%
<b>TOTAL NON-OPERATING REVENUES</b>		<b>\$ 3,944,302.02</b>	<b>\$ 4,327,134.00</b>	<b>\$382,831.98</b>	<b>91.15%</b>
<b>DEBT SERVICE</b>					
INTEREST EXPENSE AND FEES	6500	\$ 211,003.53	\$ 214,004.00	3,000.47	98.60%
PRINCIPAL PAYMENTS	6500	488,269.19	488,269.00	(0.19)	100.00%
<b>TOTAL DEBT SERVICE</b>		<b>\$ 699,272.72</b>	<b>\$ 702,273.00</b>	<b>\$ 3,000.28</b>	<b>99.57%</b>

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

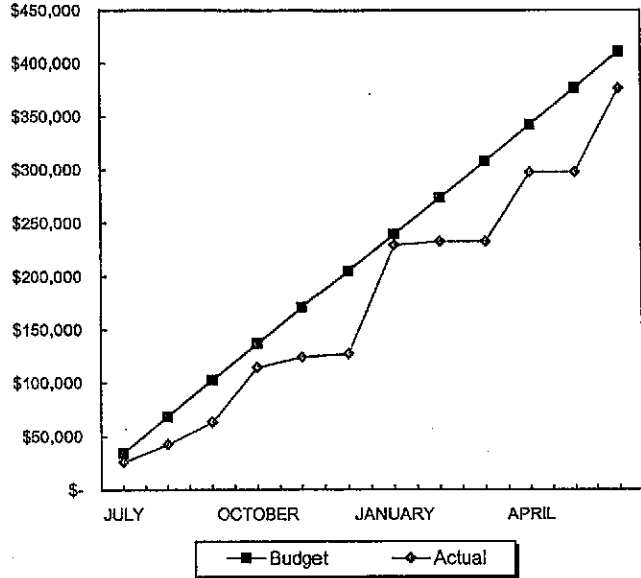
# Leucadia Wastewater District Revenue FY 2007-2008

YTD through June 30, 2008 \*

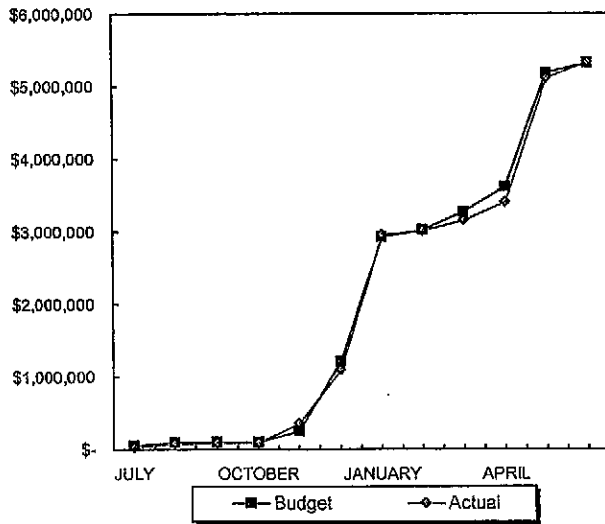
**Total Revenue**



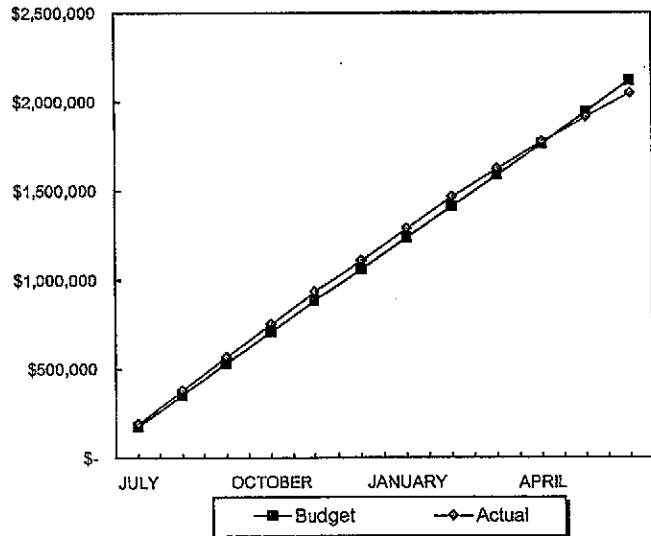
**Capacity Charges**



**Sewer Service Fees**



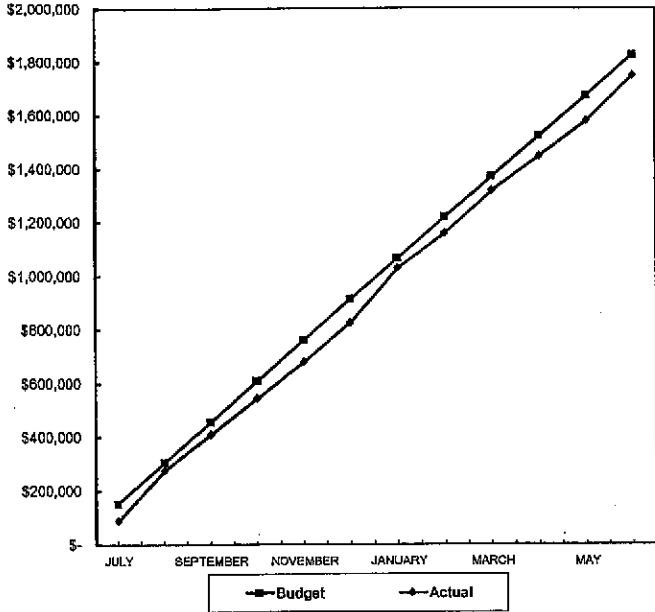
**Interest Income**



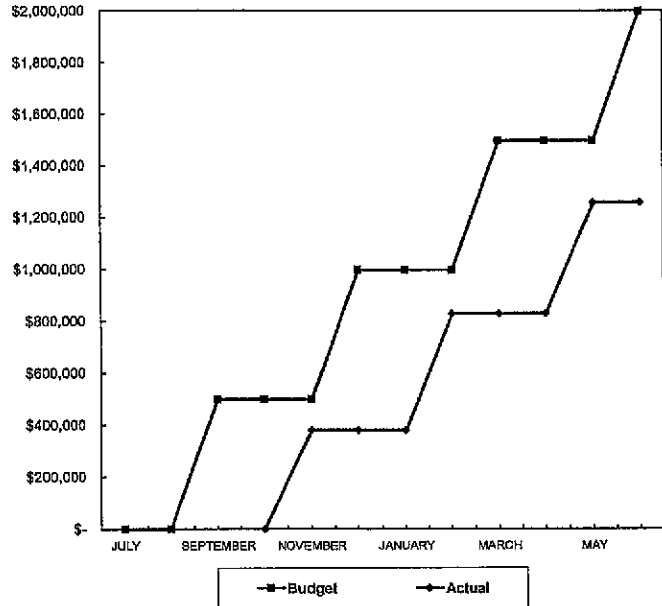
\* Preliminary: subject to future review, reconciliation, accruals, and audit

**Leucadia Wastewater District**  
**Operating Expenses FY 2007-2008**  
 YTD through June 30, 2008 \*

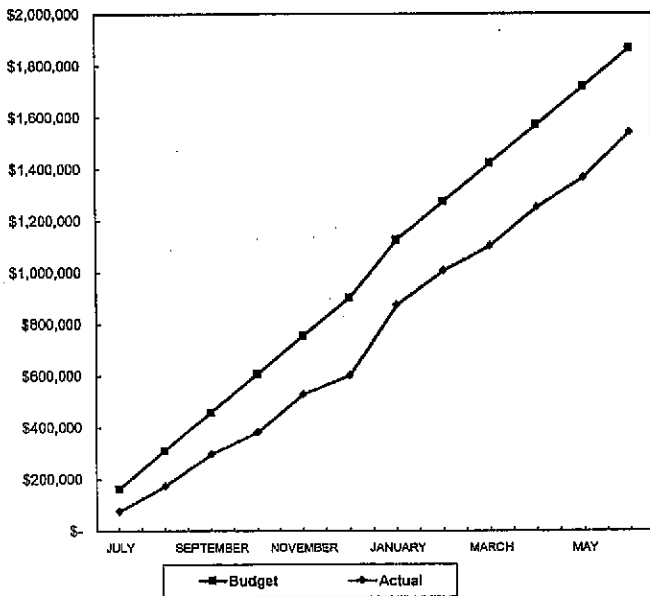
**Salaries and Benefits**



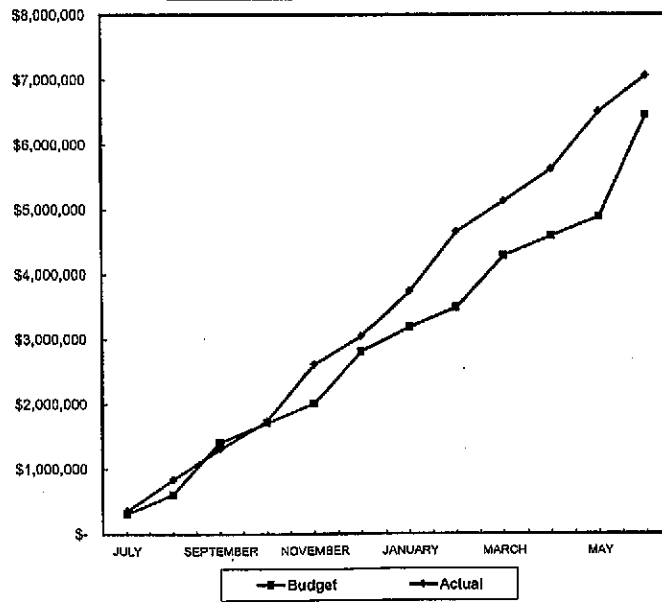
**Encina M&O**



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



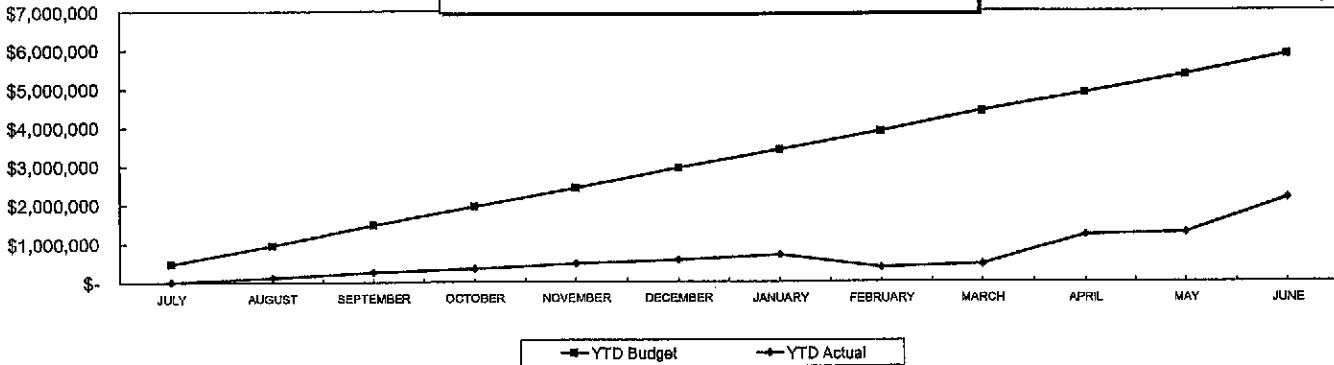
**Total LWD Operating Expense - Including Depreciation & Replacement**



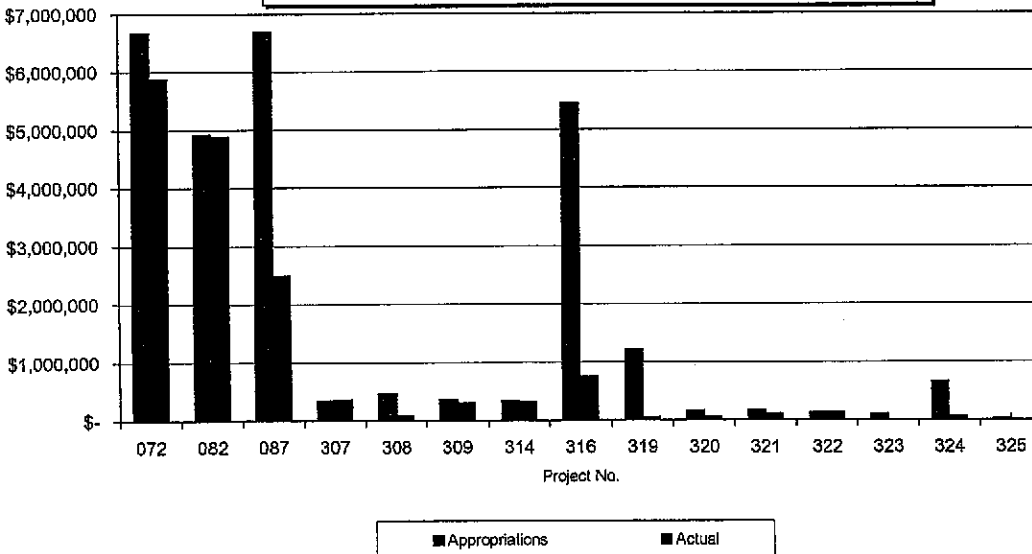
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Capital Expenditures As of June 30, 2008

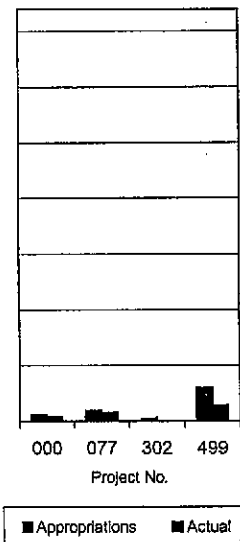
**Capital Projects and Equipment For FY 2007/08**



**Multi Year Capital Expenditures by Project 2002/03-2007/08**



**Single Year Capital Expenditures by Project 2007/08**

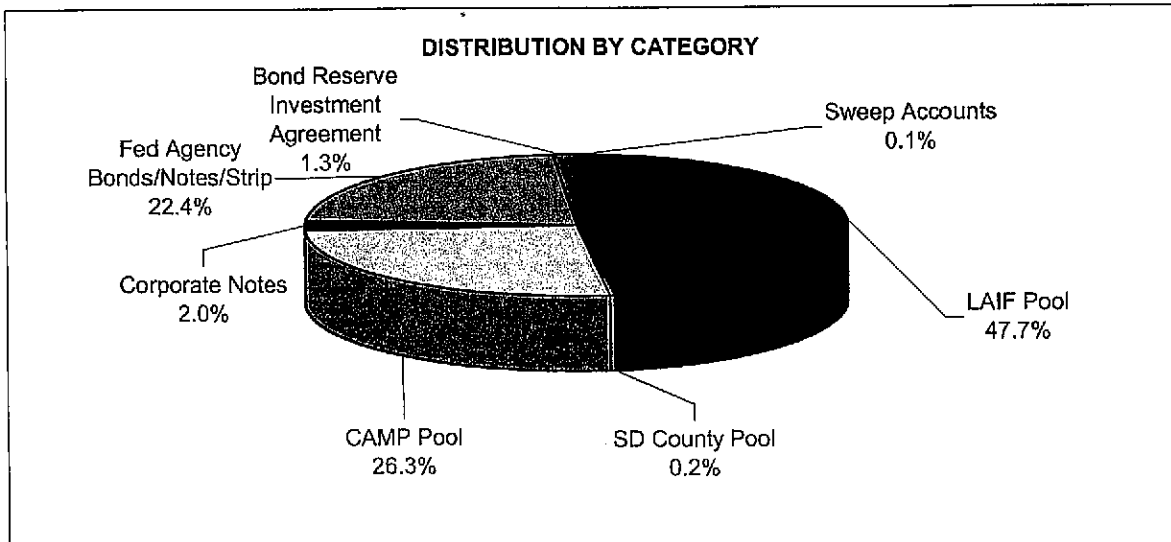
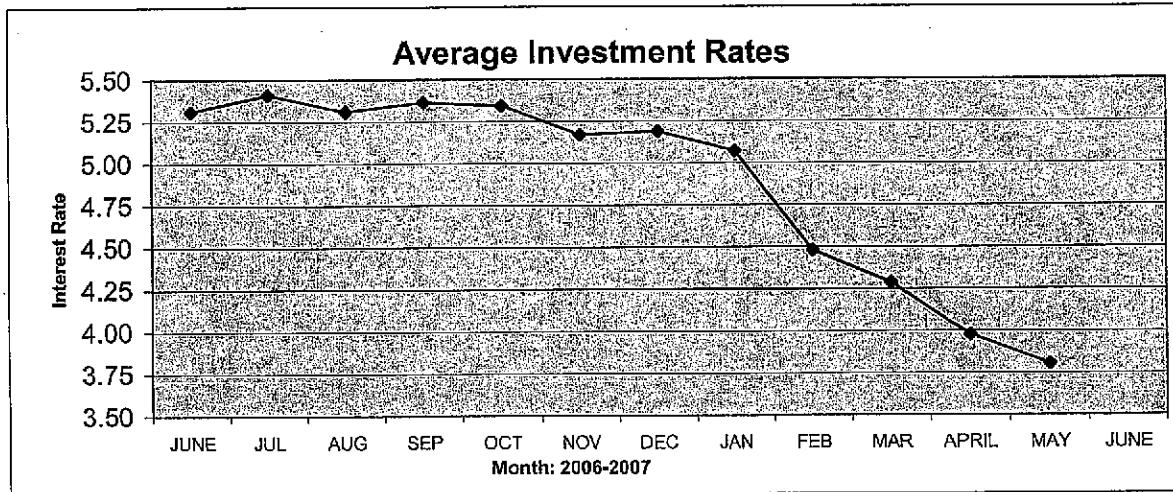


Project Legend			
Description	No.	Description	No.
Encina WA	072	Piraeus Pipeline Repair	320
Leucadia PS Improvements	082	Gibraltar Pipeline Replacement	321
Site Improvement Program	087	Install Permanent Flow Meters	322
Meadows 1 PS Decommission	307	Lateral Replace/Backflow Prevtr	323
Mineral Scale Milligallon Project	308	Bat PS Influent Line	324
Capacity Management Flow Study	309	Meadows 3 PS Decommission	325
Asset Management Master Plan	314	Equipment	000
Satellite PS Force mains	316	Misc Pipeline Repair	077
101 Trunk Sewer	319	Professional Services	302
		LWD General Labor	499

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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**As of May 31, 2008**

Cash & Investments	Principal (Original Cost)		May Interest	Average Rate
	April 30, 2008	May 31, 2008		
Sweep Account: US Treasury MM - Union	149,000	58,020	17	0.01%
LAIF Pool	22,214,155	23,614,155	58,660	3.072%
SD County Pool	107,073	107,073	305	3.417%
CAMP Pool	11,712,689	13,026,199	28,794	2.780%
CAMP Portfolio				
Corporate Notes	988,970	988,970	3,646	5.309%
Federal Agency Bonds/Notes	8,541,976	8,541,976	36,723	5.159%
Federal Agency Discount Notes	475,422	-	1,814	5.257%
GNMA mortgage pools	22,845	22,721	177	9.322%
US Treasury Bonds/Notes	1,986,016	999,961	5,449	4.383%
Total Camp Portfolio	12,015,228	10,553,628	47,809	4.987%
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	1,541,864	1,541,864	16,798	13.073%
Total Bond Funds	2,194,747	2,194,747	19,714	10.779%
<b>Totals</b>	<b>\$ 48,392,892</b>	<b>\$ 49,553,822</b>	<b>\$ 155,300</b>	<b>3.805%</b>



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 25, 2008**

**EWA Board of Directors** - Director Juliussen and Director Sullivan reporting.

**EWA Board Meeting Action Items:**

**1. Employee Recognition Awards**

The Board of Directors approved the following employee recognition awards:

- Award of \$250 for Mr. Chris Scibilia for selection as EWA's Employee of the Quarter for second quarter, calendar year 2008.
- Award of \$500 for Mr. James Mattern for completing the Advanced Wastewater Treatment program.
- Award of \$500 for Mr. Kevin Smith for completing the CWEA Plan Maintenance Technologist Grade II.

**2. Intensive Ocean Monitoring Services Contract**

The Board of Directors approved a contract for Ocean Monitoring Services with Weston Solutions, Inc. in an amount not to exceed \$138,804.

**3. FY 2009 Capital Program Engineering Services**

The Board of Directors approved a one-year professional services agreement to Water 3 Engineering, Inc. for Capital Program Engineering Services in an amount not to exceed \$75,000.

**4. Re-Authorization of Temporary Exceptions to Military Leave Policy**

The Board of Directors adopted Resolution No. 08-5 re-authorizing the temporary exceptions to EWA's Military Leave Policy for employees called to active military duty and directed staff to amend

the Human Resources Policy Manual to include and make permanent the temporary exceptions to the Military Leave Policy.

**5. Capital Asset Management Plan for the Encina Water Pollution Control Facility.**

The Board of Directors received and filed the Capital Asset Management Plan.

**6. Board of Directors Strategic Planning Session Action Plan**

The Board of Directors received and filed the Strategic Planning Session Action Plan. In addition, the Policy & Finance Committee will be reviewing the Plan on July 7, 2008.

**Executive Session**

- 7.** The Board of Directors met in closed session as authorized by Government code 54956.9, to discuss anticipated litigation – one case: Jaynes Corporation of California.

The Board of Directors rejected Jaynes Corp's most recent claim.

- 8.** The Board of Directors met in closed session as authorized by Government Code 54956.8, to discuss the Master Planning and Development Disposition of the South Parcel located in the 6200 block of Avenida Encinas in Carlsbad, CA.

No reportable action.

- 9.** The Board of Directors met in closed session as authorized by Government code 54957.6, to discuss salaries and fringe benefits for the unrepresented employees in the informal and management groups.

No reportable action.

# Engineering Committee Meeting Report

Presented by Allan Juliussen

---

## **Meeting held June 30, 2008**

1. The Committee reviewed a proposed change order with Jaynes Corporation for trench stabilization during the construction of the Site Improvement Project in an amount not exceed \$33,615.

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

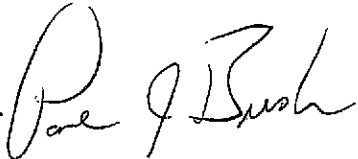
2. The Committee reviewed the Professional Services Agreement with ADS Environmental Services for the maintenance of and analysis of data from seven (7) permanently installed flow meters in an amount not to exceed \$47,930. The EC concurred with staff to present the recommendation to the Board to authorize the General Manager to execute a one year professional services agreement with ADS.

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

3. PM Morishita presented the status of the Site Improvement Project's construction progress to date to the EC.
4. PM Morishita provided a status report on the Village Park No. 5 Force Main Replacement Project.
5. The EC discussed water recycling issues.



## MEMORANDUM

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Public Hearing on a Proposal to Consider Increasing the District's Wastewater Service Charge for Fiscal Year 2009

---

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to establish the District Wastewater Service Charge at \$213.40 per equivalent dwelling unit (EDU) per year effective July 1, 2008.
- 2) A proposal to establish the District Wastewater Service Charge at \$234.74 per equivalent dwelling unit (EDU) per year effective July 1, 2009.
- 3) A proposal to establish the District Wastewater Service Charge at \$258.21 per equivalent dwelling unit (EDU) per year effective July 1, 2010.

The notice of this public hearing was posted on the District's web-site and at the District's administrative office beginning on May 23, 2008. A written notice of this public hearing was also sent to parcel owners of record in accordance with Article XIIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act.

**DISCUSSION:**

- 1) Fiscal Year 2009 - Fiscal Year 2011 District Wastewater Service Charge

The current wastewater service charge of \$194 per equivalent dwelling unit per year (\$16.17 per EDU per month) was adopted by the Board of Directors in June 2003. Effective July 1, 2003, it was charged to all parcels of real property connected to the District's wastewater collection system. This service charge has not increased since 2003.

During June 2008, the LWD Board of Directors adopted the District's Financial Plan Update. This Plan will guide the District's finances over the next 20 years. Based on this plan, staff is recommending a 10% increase in the wastewater service charge for the next three fiscal years followed by three years of flat rates.

If approved, the following wastewater service charges will be charged to all parcels of real property connected to Leucadia Wastewater District's collection system.

<b>Fiscal Year</b>	<b>Annual Rate</b>	<b>Monthly Rate</b>
2008 (Current)	\$194	\$16.17
2009	\$213.40	\$17.78
2010	\$234.74	\$19.56
2011	\$258.21	\$21.52

To date, five objections or protests and one letter of support have been filed with LWD regarding this proposal. Attached please find copies of the letters.

After receiving public testimony, the Board of Directors will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

cal:PJB

Attachments

RECEIVED

MAY 20 2008

LEUCADIA WASTEWATER  
DISTRICT

May 19, 2008

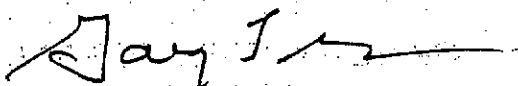
Board of Directors  
Leucadia Wastewater District  
1960 La Costa Ave.  
Carlsbad, CA 92009

Concerning: Public Input to Proposed Rate Change

Dear Sirs/Madams:

A brief note to let you know my wife, Lucinda, and I support the modest rate increases proposed.

Sincerely,



Gary L. Guymon  
241 Via Sarasan  
Encinitas, CA 92024  
gguymon@att.net

Board of Directors  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

RECEIVED

MAY 23 2008

LEUCADIA WASTEWATER  
DISTRICT

May 19, 2008

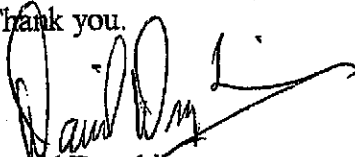
Members of the Board:

Please treat this letter as a **WRITTEN PROTEST** of the proposed Annual Sewer Service Charge Increase outlined in your recent (and undated) mailing preparatory to your July 9, 2008 public hearing.

The proposal of a 33% increase in service rates over a three-year period is absurd, if based – as your correspondence claims – simply on the facts that the rates have been unchanged since 2003 and that “modest...increases are necessary.” A thirty-three percent increase exceeds by many times even the most pessimistic forecasts of inflation through 2011 and cannot, by any reasonable measure, be described as “modest.” It is a massive rate adjustment for a public utility. And lacking any specific justifications, budget or financial forecasts it certainly appears wholly unwarranted.

I hope others in the community will take the time to demand the Board reconsider its proposed increase and then present to the citizens whose interests they supposedly serve a more reasonable fee schedule proposal based upon and supported by appropriate, publicly disclosed financial justification.

Thank you.



David Dropkin  
1235 Via Montoro  
Encinitas, CA 92024  
Parcel #257-372-27-00

DOUGLAS BUTLER  
28441 Highridge Road Suite 303  
Rolling Hills Estates CA 90274  
310 265-9999 office  
310 377-9522 home

RECEIVED

MAY 23 2008

LEUCADIA WASTEWATER  
DISTRICT

May 21, 2008

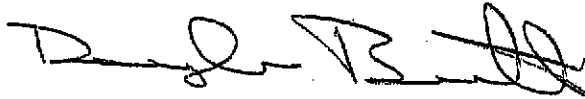
Leucadia Wasterwater District  
Administrative Services Manager  
1960 La Costa Ave  
Carlsbad CA 92009

re: Protest of Leucadia Wastewater rate increase  
Parcel # 259-222-20-77  
1757 Belle Meade  
Encinitas CA 92024

Dear Sirs:

This letter is a written protest of the proposed wastewater rate increase.

Sincerely,



DOUGLAS BUTLER  
Property Owner

1920 Wandering Road  
Encinitas, CA 92024

RECEIVED

MAY 28 2008

LEUCADIA WASTEWATER  
DISTRICT

May 26, 2008

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009  
Attn: Administrative Services Manager

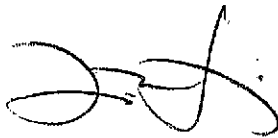
Dear Administrative Services Manager:

In receipt of your Public Hearing Notice scheduled for July 9, I would like to submit my written protest to the proposal to raise annual sewer service charges.

Going from \$16.17 today to \$21.52/mo within 3 years is excessive and much in excess of normal cost of living increases. I am curious as to whether this is self-funding, or if you are planning to issue bonds for capital needs

If you can send to me your long-range Financial Plan, I am interested to understand what operating and capital expenses are being estimated that drive the forecasted need for this large of an increase – an almost 10% year over year increase to consumers. In a time of many other living cost increases, an increase of this magnitude begs substantial justification.

With best regards,



Tracy Williams

RECEIVED

JUN 02 2008

LEUCADIA WASTEWATER  
DISTRICT

May 29, 2008

District Administrative Services Manager  
Leucadia Wastewater  
1960 LaCosta Avenue  
Carlsbad, Ca. 92009

Gentlemen:

In my view, your recent "Notice of Public Hearing" mailing did not contain sufficient information to justify a proposed 33% increase in rates over the next three years. While you may no doubt require an increase, just as everything else is going up, your proposed increase seems to be out of line. You need to define exactly what you are planning for the new funds.

The information you mailed with regard to the average cost of sewer charges in the area is not material or relevant in that you say nothing about critical information, for example, size of the various wastewater entities. You have certainly maintained a service without regard to average costs in the past and it would thus appear that such costs are not relevant except to bolster your request because you are apparently lower than average.

Please consider this a protest vote against the proposed increase unless and until the reasons for the amount of increase are clearly justified.

Very truly yours,



A. Joseph Siccardi  
Homeowner - Colinas DeOro

1846 Amalfi Drive  
Encinitas, CA 92024  
June 2, 2008

RECEIVED

JUN 04 2008

LEUCADIA WASTEWATER  
DISTRICT

Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

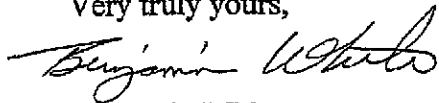
Dear Board of Directors:

As a homeowner of the property located at 1846 Amalfi Drive and in accordance with your instructions, I wish to protest the proposed rate increase that was communicated in your recent notice. The notice stated "modest sewer service charge increases are necessary to insure the District can meet its ongoing obligation to maintain and upgrade sewer facilities." The proposed increases amount to a 10% increase each year for the next three years. Such increases can hardly be deemed as modest by any standard and is about 2.5 times the annual rate of inflation.

I urge you to re-examine this proposal with the objective of adopting a rate of increase that is in line with the general rate of inflation.

Thank you for inviting this input.

Very truly yours,

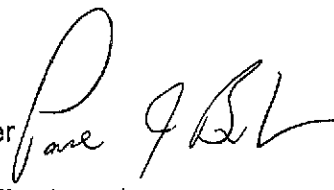


Benjamin White



**MEMORANDUM**

Ref: 08-1600

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Wastewater Service Charge Adjustment

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 122 adjusting the District's Wastewater Service Charge for Fiscal Years 2009 - 2011.
2. Discuss and take other action, as appropriate.

**BACKGROUND:**

Prior to this item, the Board of Directors will have conducted a public hearing regarding the adjustment of LWD's wastewater service charge.

On April 22, 2008, the Board of Directors conducted a special board meeting to review the District's draft Financial Plan Update and consider various wastewater service charge models that LWD will use to guide its finances over the next 20 years. At that meeting, staff and Mr. Brian Jewett presented wastewater service charge models that included three "pay-as-you-go" models and one bond model.

After reviewing and discussing the various models presented, the Board directed staff to proceed with finalizing the 2008 Financial Plan Update incorporating a model that included a 10% annual rate increase for the next three fiscal years followed by three years of flat rates. The Board believed that this model best balanced service charge increases with the long-term financial stability of LWD.

LWD's current service charge of \$194 per Equivalent Dwelling Unit (EDU) per year was first established in June 2003. Based on the results of the 2008 Financial Plan Update, staff and Willdan Financial Services (MuniFinancial) are recommending the following rate adjustments:

<b>Fiscal Year</b>	<b>Annual Rate</b>	<b>Monthly Rate</b>
2008 (Current)	\$194	\$16.17
2009	\$213.40	\$17.78
2010	\$234.74	\$19.56
2011	\$258.21	\$21.52

Proposed Ordinance No. 122 is attached for the Board's review. If adopted, it will repeal Ordinance No. 114 and adjust the District's wastewater service charge as indicated above. Staff recommends that the Board of Director's adopt the proposed ordinance.

cal:PJB

Attachment

**ORDINANCE NO. 122**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
INCREASING THE DISTRICT'S WASTEWATER SERVICE CHARGE**

---

**WHEREAS**, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code Section 56036; and,

**WHEREAS**, the LWD maintains a long-range financial plan to guide its finances over the next 20 years; and,

**WHEREAS**, the Financial Plan finds that increases in the wastewater service charge are appropriate for the funding of the District's future services; and,

**WHEREAS**, the LWD Board of Directors has determined that wastewater service charge increases are appropriate; and,

**WHEREAS**, a copy of the Financial Plan is available for public review at the Leucadia Wastewater District Administration Office; and

**WHEREAS**, a public hearing to consider the increase in the wastewater service charge was duly noticed and held in accordance with Article XIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act on the date hereof,

**NOW, THEREFORE, BE IT ORDAINED:**

1. The LWD wastewater service charge shall be increased from \$194 per Equivalent Dwelling Unit (EDU) per year to \$213.40 per EDU per year effective July 1, 2008.
2. The LWD wastewater service charge shall be increased from \$213.40 per Equivalent Dwelling Unit (EDU) per year to \$234.74 per EDU per year effective July 1, 2009.
3. The LWD wastewater service charge shall be increased from \$234.74 per Equivalent Dwelling Unit (EDU) per year to \$258.21 per EDU per year effective July 1, 2010.
4. That the wastewater service fee charge shall be assessed in accordance with the EDU Factors established by the District and incorporated herein as "Exhibit A".

5. That the provisions of this ordinance shall be effective immediately after its adoption, and thereafter, Ordinance No. 114 shall be void and of no further force and effect.

**PASSED AND ADOPTED** this 9th day of July 2008, by the following vote:

**AYES:** Directors:

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Elaine Sullivan  
President

**ATTEST:**

---

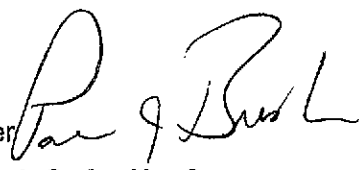
Paul J. Bushee  
Board Secretary

<b>LEUCADIA WASTEWATER DISTRICT EDU FACTORS CAPACITY FEE SCHEDULE</b>	
<b>WASTEWATER USE CATEGORIES</b>	<b>EDU FACTORS</b>
<u>Single Family Residence</u>	1.0
<u>Multiple Dwelling</u> (Apartments, duplexes, condominiums, and townhouses) - Each living unit	1.0
<u>Mobile Home or Trailer Park</u> Mobile home or trailer space	1.0
<u>Motel or Hotel</u> Each Unit w/o Kitchen & Bathroom Each Unit w/Kitchen & Bathroom	0.33 0.55
<u>Guest House</u> Each Unit w/Kitchen and Bathroom	1.0
<u>Medical Care or Elder Care</u> (Hospitals, skilled nursing homes, convalescent homes, retirement homes, assisted living homes, and similar facilities) Multiple dwelling without individual kitchen & with community eating facilities, Per individual bed with minimum 1.0 EDU Multiple dwelling with internal kitchen and on-site community eating facilities per living unit Multiple dwellings with internal kitchen and no on-site community eating facility per living unit Single dwellings with internal kitchens regardless of community facilities	0.4 0.8 1.0 1.0
<u>Churches, Theaters and Auditoriums</u> Each unit of 115 Persons or fraction thereof	1.0
<u>Schools</u> Elementary per 60 pupils or fraction thereof for each elementary school Junior High per 50 pupils or fraction thereof for each Jr. High school High School per 30 pupils or fraction thereof for each High school	1.0 1.0 1.0

<u>Laundries - Self Service -</u> Per each washer	0.75
<u>Food Establishments, Restaurants, or Taverns</u> Each unit of 7 seats or fraction thereof Restaurant with no seating The basic charge for a restaurant with seats using exclusively throw-away plates and utensils Additional for each block of 15 seats Tavern not serving food for each unit of 16 seats	1.0 2.6 1.0 1.0 1.0
<u>Ballrooms, Banquet Facilities, and Convention Facilities</u> Per block of 40 seats	1.0
<u>Automobile Service Stations</u> Not more than four (4) gasoline pumps More than four (4) gasoline pumps Additional for each washing rack, pit, or floor drain (Drains subject to collecting toxic, hazardous, or potentially explosive waste are not allowed to be connected to sewer). Car washes shall be individually evaluated by the District Engineer based on peak net discharge rate of specific equipment to be used with internal water recycling required.	2.0 3.0 2.0 Per Review
<u>Banks and Savings and Loan Associations</u> Each 3000 SF or portion thereof	1.0
<u>Other Commercial or Industrial Users</u> Up to 1,000 SF Plus for each additional 1,000 SF or portion thereof up to 5,000 SF Plus For each additional 1,000 SF or portion thereof over 5,000 SF  The connection charge for establishments with unusual sewer characteristics or for any commercial use not described in the categories above shall be fixed by the Board of Directors by motion, resolution, or ordinance when each specific application is submitted.	1.0 0.4 0.6 Per Case

At any time the District may review the current standards of practice of any commercial or industrial customer with regard to sewer use during the previous year. If such use is not within the limits of the previous classification, the service may be reclassified accordingly and any additional capacity charges shall become due and payable immediately on request.

## MEMORANDUM

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Public Information Services Task Order No. 3

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute Task Order No. 3 to the KATZ & Associates Public Information Services Agreement in an amount not to exceed \$34,985.
2. Discuss and take action, as appropriate.

**DISCUSSION:**

On February 8, 2006, the Board of Directors authorized the General Manager to enter a three year agreement with Katz & Associates for as needed public information services. At that time, the Board also authorized the General Manager to execute Task Order No. 1 in an amount not to exceed \$79,840. Task Order No. 2 was approved by the Board for the period July 2007 - June 2008.

Staff has negotiated the scope of work for Task Order No. 3 with KATZ & Associates for the remainder of the initial contract period from July 1, 2008 - February 7, 2009. It includes services that are most important to LWD's public information program. Specific tasks are:

- project management services;
- drafting and designing of one newsletter;
- maintaining and updating LWD's website;
- drafting and designing one fact sheet; and
- developing project outreach and construction relations media.

As can be seen, many of the services to be provided are part of LWD's ongoing outreach efforts. Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Task Order No. 3 is \$34,985. Sufficient funds are available in the FY 2009 budget to cover the proposed Task Order expenses.

The Community Affairs Committee will consider this item at their meeting on July 8, 2008. Staff will present any additional committee recommendations during the Board of Director's meeting.

cal:PJB

Attachment

**TASK ORDER NO. 3  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND KATZ & ASSOCIATES  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 08-1601

This Task Order No. 3 to the AGREEMENT is made and entered into this \_\_\_\_ day of July, 2008 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and KATZ & ASSOCIATES, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an AGREEMENT on February 8, 2006 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to provide specific public information services critical to the DISTRICT.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

**ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT**

The Scope of Work for the period July 1, 2008 to February 7, 2009 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Task Order No. 3 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed Sixty Thousand dollars (\$34,985). This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Task Order to be executed the day and year first written above.

**KATZ & ASSOCIATES**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Sara M. Katz  
President

By: \_\_\_\_\_  
Paul J. Bushee  
General Manager



## **ATTACHMENT A**

### **SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES**

**July 1, 2008 - February 7, 2009**

#### **DESCRIPTION OF SERVICES**

The services included within this scope of work consist of the design and construction of certain public information elements critical to Leucadia Wastewater District. The services included are those specifically required by the District.

#### **I. SCOPE OF SERVICES**

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for this phase of LWD's Public information Program.

##### **TASK A – PROJECT MANAGEMENT**

1. Meet with LWD staff up to five times.
2. Conduct regular internal team meetings.

##### **TASK B - NEWSLETTERS**

1. Draft and manage the design, printing and mailing of one newsletter.
2. Meet with Community Affairs Committee up to two times.

##### **TASK C – MAINTAIN AND UPDATE WEBSITE**

1. Suggest and draft new website content up to two times per month for construction updates.

##### **TASK D – FACT SHEETS**

1. Draft and manage design and printing of one fact sheet.

##### **TASK E – PROJECT OUTREACH/CONSTRUCTION RELATIONS**

1. Draft, print and distribute up to two construction notices.
2. Coordinate and prepare for one community outreach event.
3. Draft and distribute up to three news releases.
4. Prepare strategic plan, including costs estimates for a fall 2009 site dedication event.

#### **II. FEES AND CONDITIONS**

The Services described in Section I. above, will be provided on an hourly rate basis in accordance with the current KATZ & ASSOCIATES Standard Rate Schedule with a not to exceed upper limit of \$34,985.00.

**MEMORANDUM**

Ref: 08-1621

**DATE:** July 3, 2008  
**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 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 30, 2008 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 for the installation of seven permanent flow meters in the District's collection system. The installation of the seven meters has been completed 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)

The agreement also included equipment maintenance, data collection, analysis and reporting services for the January through June 2008 time period. In order to continue these services for Fiscal Year 2009 (FY 09) a new agreement must be approved. The proposed cost of the services from July 1, 2008 to June 30, 2009 is \$47,930. These costs remain unchanged from the initial contract. Attached please find the scope of work for your review.

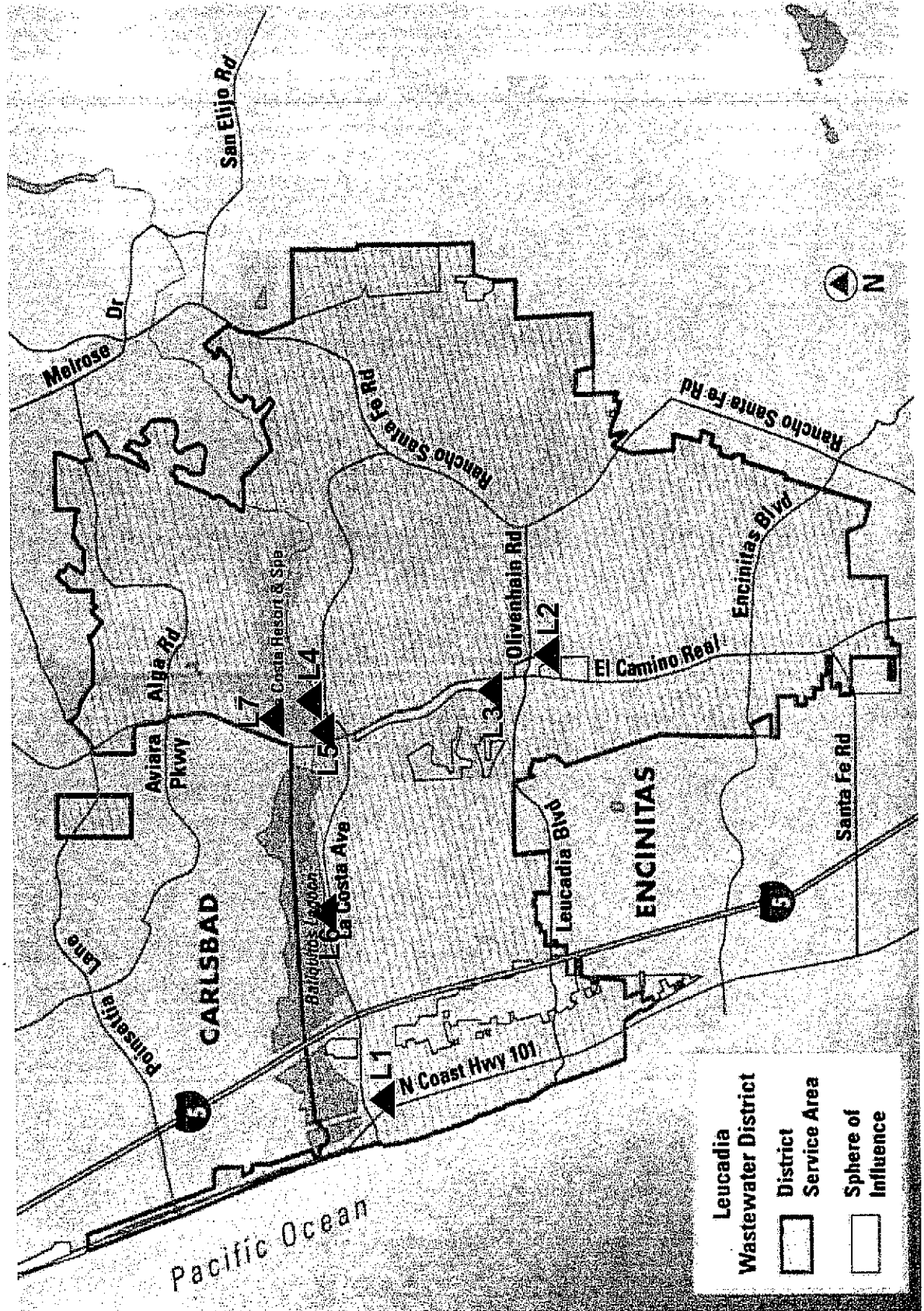
**FISCAL IMPACT:**

Sufficient funds have been appropriated in the FY 09 Operating Budget to cover the costs associated with this agreement.

rym:PJB

Attachments

# ADS Meter Locations



## 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, 2008 through June 30, 2009).**

- 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, 2008 through June 30, 2009)

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*).

## 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, 2008 through June 30, 2009).**

- 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, 2008 through June 30, 2009)

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:

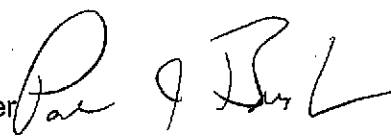
- Civil Engineer's Stamp on any plans for submitted for permitting (\$500 cost per site if required);
- Work conducted outside of Service Schedule;
- Changes or alterations in specifications;
- Painting or refinishing or furnishing materials therefore except as damaged by ADS during service work;
- Installation, 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

Ref: 08-1620

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Site Improvement Project Proposed Change Order

---

### RECOMMENDATION:

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

1. Authorize the General Manager to approve a proposed change order with Jaynes Corporation for the stabilization of a sewer lateral trench during the construction of the Site Improvement Project in an amount not to exceed \$33,615.
2. Discuss and take other action as appropriate.

### DISCUSSION:

This item was reviewed by the Engineering Committee at its June 30, 2008 meeting and the Committee concurred with staff to bring this recommendation forward to the Board of Directors for consideration.

In February 2008, Jaynes Corporation commenced construction of the Site Improvement Project. Part of the first phase of construction is the installation of underground utilities, such as sewer. During the installation of the sewer lateral for the Headquarters Building, a significant amount of ground water was encountered. The presence of the ground water affected the surrounding soil. This created an environment where a significant amount of soil stabilization was needed to install the sewer lateral at the necessary depth to provide adequate slope for proper sewer flow. The unanticipated stabilization required additional labor and materials, such as gravel and concrete slurry, which was not originally specified in the contract. This change order is required to pay for the additional labor and material. The cost associated with this change order has been verified by Dudek, the Construction Manager, to be accurate and reasonable.


Therefore, Staff requests that the Board of Directors approve the proposed change order of \$33,615 for soil stabilization. To date, fourteen change orders (14) have been approved for a total of \$14,221. The approval of this change order will result in a new change order total of \$47,836 which is 0.55% of the original contract amount of \$8.75 million.

### FISCAL IMPACT:

There are sufficient funds in the Site Improvement Project construction account to cover this change order.

rym:PJB

**MEMORANDUM**

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2008 (FY 08) LWD Tactics and Action Plan Report

---

**RECOMMENDED:**

It is recommended by staff that the Board of Directors:

1. Receive and file the FY 08 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 and the Strategic Plan 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 08. Over the course of FY 08, staff has been busy implementing over 50 tactical goals identified and several more that surfaced over the course of the year.

Staff is pleased to report that the vast majority of the FY 08 tactical goals were accomplished. A copy of the FY 08 Tactics and Action Plan is attached for your review. Staff will provide an overview of the Tactics and Action Plan at the Board of Directors meeting.

PJB:

Attachment

# Leucadia Wastewater District

## Fiscal Year 2008

### Tactics & Action Plans

#### 1. Financial

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

Tactics	Leader	Team	Status	Complete/Re-Date
Develop written procedures for investment and financial policies	ASM	EA, AT, PM, CPA	Completed	Dec-07
Conduct Annual Policy Review: <ul style="list-style-type: none"> <li>• Investment Policy</li> <li>• Reserve Policy</li> </ul>	GM	CPA, ASM	Completed Completed	Annually Sep-07 Feb-08
Update Financial Plan: <ul style="list-style-type: none"> <li>-Procure Financial Consultant</li> <li>- Complete Financial Plan Update</li> </ul>	GM GM	ASM, CPA ASM, CPA	Completed Completed	Oct-07 Jun-08
FY07 Audit	CPA	ASM, GM AT	Completed	Dec-07
FY 09 Budget	ASM	ASM, CPA AT, GM	Completed	Jun-08
Procure Financial Auditor Services	ASM	CPA, GM, AT	Completed (Extended Existing Agmt)	Mar-08
Review/Update Purchasing Policy	ASM	GM, PM, EA	Completed	Nov-07
Evaluate Additional Administrative Assistance to Scan All Documents to Doc2Net	EA	ASM	Completed (No Outside Assistance needed)	Oct-07
Update Travel Reimbursement Form	EA	ASM	Completed	Oct-07
<b>Additional Items:</b>				
Updated Travel Reimbursement Policy	GM	ASM, EA	Completed	Nov-07
Updated Board Compensation Ordinance	ASM	GM, EA	Completed	Feb 08 & Jun 08
Updated Capacity Fee Ordinance	GM	ASM, CPA	Completed	Jun-08
Updated Sewer Use Fee Ordinance	GM	ASM	Pending Completion	Board Action Scheduled for July 2008

## 2. People

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

Items	Leader	Team	Status	Completion Date
Annual In-House Salary Survey	ASM		Completed (Used Outside Firm)	May-08
Review Succession Plan for Critical Positions	ASM	GM	Completed (No New Positions)	Feb-08
Conduct Staff Teambuilding Training	GM	ASM	Completed	Nov-08
Evaluate Medical Provider Network	ASM		Completed	Nov-07
Review Job Descriptions	ASM		Partially Complete	Dec-07
Extend CCTV Competency to 50% of FS Staff	FSM	FSSup.	Completed	Jun-08
Evaluate Emergency Response Procedures	ASM	FSM	In Progress	Dec-07
Conduct Emergency Response Drill	ASM	FSM, FSSup	Delayed (Pending EWA Drill)	May-08
Develop/Review Construction Safety Guidelines	ASM	FSM, PM	Completed (Not Required)	Feb-08
Safety - Conduct Arc Flash Analysis	ASM	FSM, FSSup	In Progress	Mar-08
<b>Additional Items:</b>				
Employee Opinion Survey	All Staff		Completed	Feb-08
Management Training - Team Top Gun	PM		Completed	May-08
Management Coaching	GM	FSM, ASM, PM, FSSup	In Progress	May & June 2008
Workplace Violence Prevention Policy	ASM	GM	Completed	Oct-07

### 3. Water Reclamation

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

Initiatives	Water	Team	Status	Initiation/Completion Date
Continue Discussions to Extend Carlsbad Water Recycling Agreement	GM	FSM, DE	Continued Discussions	Jun-08

#### 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

Issues	Leader	Team	Status	Target Completion Date
Remain full participant in all regional agency forums (Mutual assistance, LAFCO, CSDA, CSRMA, SCAP, NCFQ, etc.)	GM	ASM, FSM, PM	Completed	Varies Dates
Participate in Regional Mutual Aid Agreement	GM	FSM	Completed (Still Discussing Agmt)	Dec-07
Evaluate Potential for EWA to provide Fats, Oils & Grease Services	GM	FSM	Completed	Oct-07
Modify APCD Permits to Preclude Carbon Testing	FSM	FSSup	Completed	Oct-07
Statewide WDR: - Develop/Implement SSMP Goals & Implementation Plan - Develop Sewer Use Permit to meet SSMP Requirements	FSM FSM	DE, GM ASM, DE, GM	Completed Completed	Oct-07 May-08
Evaluate Power Reduction Scheme at Batiquitos PS	FSM	FSSup, FSS Staff	Completed ???	Dec-07
Complete LWD Vulnerability Study	FSM	ASM, GM	Completed	Aug-07
Develop Update Sewer Use Ordinance	FSM	ASM, GM FSSpc	Completed	May-08
Develop Lateral/Backflow Reimbursement Program	GM	FSM, ASM	Pending Completion	Board Action Scheduled for July 2008
Conduct Annual Records Retention Review	EA	AS	Complete	Apr-08
Additional Items: Develop LWD FOG Inspection Program	FSM	FSSpec.	Complete	Jun-08

## 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

Initiatives	Director	Team	Status	Target Completion Date
Apply for CSRMA Safety Award	FSM	ASM	Completed - Won	Oct-07
Apply for CWEA Safety Award	FSM	ASM FSS	Completed (Didn't Win)	Oct-07
Apply for CWEA Plant of Yr.	FSM	ASM FSS	Completed (Didn't Win)	Oct-07
Apply for Collection System Operator of Yr.	FSM	ASM FSSup	Completed (Didn't Win)	Oct-07
Apply for Treatment Plant Operator of Yr.	FSM	ASM FSS	Completed (Didn't Win)	Oct-07
Pursue CWEA, WEF, and Other Presentation Opportunities	GM	ASM, DE PM, FSM	Completed	WEF Presentation GIS Presentation ARC Flash Presentation
<b>Additional Items:</b> CSFMO - Outstanding Financial Reporting Cert. CSDA - "District of Distinction" Recognition	GM GM	ASM, CPA, AT Board, EA	Completed Completed	May-08 Jun-08



## 6. Technology

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

Initiatives	Leader	Team	Status	Target Completion Date
Purchase & Install Mass Storage for File Servers	PM	EA	Completed	Jun-08
Install Permanent Flow Meters for LWD Collection System	FSM	GM, FSSup	Completed	May-08
Develop Scanning & Doc2Net Procedure	EA	AS	Completed	Nov-07
Evaluate/Implement New Website Platform to Facilitate Document Uploading	EA	ASM, GM	Substantially Complete	Jun-08
Develop Asset Management Plan	PM	FSM, FSSpec	Completed	Jun-08
Evaluate Inspection Alternatives for LWD's Major Force mains	FSM	DE	Completed (Force main Study Recommend for FY 09)	Apr-08

## 6. Technology (Continued)


GIP Implementation					
Site Improvement Project:	Complete Design Bid Project	PM	FSM, DE, GM	Completed	Sep-07
	Award Construction Contract Commence Construction	PM	FSM, DE, GM	Completed	Oct-07
		PM	FSM, DE, GM	Completed	Feb-08
		PM	FSM, DE, GM	Completed	Mar-08
Satellite Pump Station Forcemain Project:	Complete Design	PM	FSM, DE, GM	Completed	Dec-07
	Bid Project	PM	FSM, DE, GM	Pending	Jan-08
	Award Construction Contract Commence Construction	PM	FSM, DE, GM	Not Started	Apr-08
		PM	FSM, DE, GM	Not Started	May-08
101 Trunk Sewer/Baquinios Influent Line:	Complete Design	PM	FSM, DE, GM	Completed	Jan-08
	Bid Project	PM	FSM, DE, GM	Pending	Feb-08
	Award Construction Contract Commence Construction	PM	FSM, DE, GM	Not Started	May-08
		PM	FSM, DE, GM	Not Started	Jun-08
Gibraltar Street Pipeline Repair:	Complete Design	PM	FSM, DE, GM	Completed	Oct-08
	Bid Project	PM	FSM, DE, GM	Pending	Nov-07
	Award Construction Contract Commence Construction	PM	FSM, DE, GM	Not Started	Feb-07
		PM	FSM, DE, GM	Not Started	Apr-08
Pireaus Street Pipeline Repair:	Bid Project	PM	FSM, DE, GM	Completed	Jul-07
	Award Construction Contract Commence Construction	PM	FSM, DE, GM	Completed	Aug-07
		PM	FSM, DE, GM	Completed	Sep-07
I&I Study:		PM	FSM, DE	Completed	Oct-07
<b>Additional Items:</b>		PM	FSM	Completed	Oct-07
Gibraltar Emergency Repair		PM	FSM, FSSup	Substantial Completion	Jun-08
Village Park Forcemain Replacement Project					

## 7. Community Outreach

Increase community awareness of district services and benefits.

Projects	Handler	Team	Status	Target Completion Date
Continue implementation of LWD Communication Plan (newsletter, brochure, news release)	GM	EA, ASM	Completed (2 Newsletters, X Press Releases)	Varies
Develop Collection System Fact Sheet	GM	EA, ASM	In Progress	Oct-07
Site Improvement Project Groundbreaking	GM	ASM, PM	Completed	Feb-08
Participate in Local Public Works Day	ASM	EA, FSM, GM	Completed	May-08
Participate in Carlsbad "City Stuff" Elementary School Program	FSM	EA, ASM	Completed	May-08
<b>Additional Items:</b> Participated in Carlsbad Citizens Academy Awarded College Scholarship	EA EA	FSM, GM, FSS GM, Board	Completed Completed	Aug-07 Jun-08

**MEMORANDUM**

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2009 (FY 09) LWD Tactics and Action Plan

---

**RECOMMENDED:**

It is recommended by staff that the Board of Directors:

1. Adopt the FY 09 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

For FY 09, staff has developed an ambitious plan that includes over 40 tactical goals. A copy of the FY 09 Tactics and Action Plan is attached for your review. Staff will provide a brief 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*

<b>Tactics</b>	<b>Leader</b>	<b>Team</b>	<b>Status</b>	<b>Target Completion Date</b>
Conduct OPEB Actuarial Procure Contract Conduct Actuarial	ASM	CPA, AT	Not Started Not Started	Oct-08 Mar-09
Conduct Annual Policy Review: Investment Policy Reserve Policy	GM	CPA, ASM	Not Started Not Started	Annually Sep-08 Feb-09
FY08 Audit	CPA	ASM, GM AT	In Progress	Dec-08
FY 10 Budget	ASM	ASM, CPA AT, GM	Not Started	Jun-09
Evaluate Financial Software Requirements	ASM	CPA, AT	Not Started	Oct-08

## 2. People

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

Tactics	Leader	Team	Status	Target Completion Date
Annual In-House Salary Survey	ASM	AS	Not Started	Mar-09
Succession Plan Establish Policy Review Critical Positions	ASM	GM	In Progress Not Started	Oct-08 Feb-09
Board of Directors Strategic Planning	GM	ASM	Not Started	Feb-09
SIP Transition Plan	PM	ASM	Not Started	Mar-09
Review Job Descriptions	ASM		In Progress	Dec-08
Extend CCTV Competency to 80% of FS Staff	FSM	FSSup.	Not Started	May-09
Perform Joint Confined Space Exercise	FSM	FSS, Field Staff	Not Started	Mar-09
Extend Pipeline Certification to 2 FS Staff	FSM	FSS, FST III	Not Started	Apr-09
Safety - Complete Arc Flash Analysis	FSM	ASM, FSS	In Progress	Mar-09
Safety - Evaluate CSRMA On-Line Safety	ASM	FSM	Not Started	Jan-09
Conduct Annual Staff Interviews	GM	ASM	Not Started	Nov-08
Complete Management Coaching Program	GM	ASM, FSM, PM FSS	In Progress	Aug-08
Conduct Retirement Seminar	ASM	EA, AS	Not started	Oct-08

**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	In Progress	Jun-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*

<b>Tactics</b>	<b>Leader</b>	<b>Team</b>	<b>Status</b>	<b>Target Completion Date</b>
Remain full participant in all regional agency forums (Mutual assistance, LAFCO, CSDA, CSRMA, SCAP, NCFO, etc.)	GM	ASM, FSM, PM	Ongoing	Annual
Participate in Regional Mutual Aid Agreement	GM	FSM	In Progress	Dec-08
Conduct Annual Records Retention Review	EA	AS	Not Started	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 In Progress Not Started In Progress Not Started Not Started	Apr-09 Dec-08 Dec-08 Dec-08 Oct-08 Jun-09
Implement Lateral Backflow Program Notify High Risk Customers	FSM	ASM	Not Started	Oct-08



## 5. Recognition of Achievement

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

Tactics	Leader	Team	Status	Target Completion Date
Apply for CSMFO Finance Award	ASM	CPA, AT	Not Started	Oct-08
Apply for CWEA Awards	FSM	ASM FSS	Not Started	Oct-08
Apply for SHRM Workplace Excellence Award	ASM	EA, AS	In Progress	Aug-08
Pursue CWEA, WEF, and Other Presentation Opportunities	GM	ASM, DE PM, FSM	Not Started	Submittal Times Vary

## 6. Technology

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

Tactics	Leader	Team	Status	Target Completion Date
Purchase & Install New Tape Drive for File Servers	PM	ASM, EA	Not Started	Mar-09
<b>CIP Implementation:</b> 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	In Progress Not Started Not Started Not Started	Aug-09 Jan-09 Jan-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	In Progress Not Started Not Started Not Started	Oct-08 Jan-09 Mar-09 Apr-09
Baquitos Influent Line: 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	In Progress Not Started Not Started Not Started	Sep-08 Oct-08 Dec-08 Jan-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	In Progress Not Started Not Started Not Started	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	Not Started Not Started Not Started	Oct-08 Feb-09 Mar-09

6. Technology (Continued)

Tactics	Team	Team	Status	Target Completion Date
Implement Asset Management Master Plan Evaluate Pump Stations Inspect Identified Manholes Report Findings/Recommendations Televisе Designated Pipe Sections	PM PM PM PM	GM, FSM, DE, FSS GM, FSM, DE, FSS GM, FSM, DE, FSS GM, FSM, DE, FSS	Not Started Not Started Not Started Not Started	Dec-08 Jan-09 Feb-09 Apr-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	Not Started Not Started Not Started Not Started Not Started	Mar-09 Apr-09 Apr-09 Apr-09 Apr-09


## 7. Community Outreach

*Increase community awareness of district services and benefits.*

Tactics	Leader	Team	Status	Target Completion Date
Continue implementation of LWD Communication Plan (newsletter, brochure, news release)	GM	EA, ASM	Not Started	Varies
Complete Collection System Fact Sheet	GM	EA, ASM	In Progress	Oct-08
Evaluate Public Information Contract	GM	ASM, PM	Not Started	Nov-08
Participate in Local Public Works Days	ASM	EA, FSM, GM	Not Started	May-09
Participate in "No Drugs Down the Drain" Campaign	EA	ASM, AS	Not Started	Oct-08
Participate in Carlsbad "City Stuff" Elementary School Program	FSM	EA, ASM	Not Started	May-09
Evaluate Scholarship Program	GM	ASM, EA	Not Started	Nov-08

## MEMORANDUM

Ref: 09-1631

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Private Lateral Repair Authorization and Reimbursement Policy

---

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2194 Establishing the Leucadia Wastewater District's Private Lateral Repair Authorization and Reimbursement Policy as presented.
2. Discuss and take other action, as appropriate.

### BACKGROUND:

LWD's Ordinance No. 119 requires property owners to ensure the laterals connecting their homes to the public sewer are properly maintained in a free flowing condition. However, the expense for repairing laterals, especially in the public right of way, has increased to a point where some owners may defer needed repairs or effect do-it-yourself quick fixes. The effect of poorly maintained laterals on the Collection System significantly increases flow during storm events, due to Inflow and Infiltration (I&I). Additionally, roots can enter the public sewer systems through cracked and broken laterals, potentially obstructing flow. In either case, the potential for sewer overflows and loss of capacity within the Collection System and the treatment plant is a very real concern despite of Field Service staffs' efforts to continually clean and inspect the public sewer.

The purpose of this policy and its reimbursement program is to reach out to the public and provide an additional incentive to focus property owners on lateral repairs. This program represents one more proactive method to prevent sewer overflows and assure both plant and system capacity during rain events. Additionally, this program coincides with CSRMA's goal of reducing liability claims from sewer backups by providing ratepayers with an opportunity to further protect their property by properly maintaining their laterals and installing a backflow prevention device at a reduced expense.

As part of the FY 08 tactical goals, staff has worked closely with District Counsel to craft this policy, with a simple procedure and easy to understand forms. This policy allows District ratepayers to participate in a program to reduce sewer overflows by focusing on private lateral maintenance and repair by licensed plumbing contractors. The program requires pre-authorization and the amount of reimbursement is limited to fifty percent of the actual cost of the lateral repair or \$3000, whichever is less.

**FISCAL IMPACT:**

The FY 09 Capital budget includes \$100,000 to fund the Lateral Repair Program. Reimbursements will be made up to this amount, but will not exceed this appropriation. Funding for this program in subsequent fiscal years will be at the Board's discretion.

PJB

Attachment

Enclosure

**RESOLUTION NO. 2194**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF LEUCADIA WASTEWATER DISTRICT (LWD)  
APPROVING THE PRIVATE LATERAL REPAIR AUTHORIZATION AND REIMBURSEMENT  
POLICY**

---

**WHEREAS**, LWD owns and operates public sewer facilities for the benefit of its customers and general public; and

**WHEREAS**, LWD is required to implement regulations, programs and other activities to prevent sewer spills; and

**WHEREAS**, privately owned sewer service laterals that are not properly maintained create risk of sanitary sewer overflows and harm to public sewer facilities; and

**WHEREAS**, the Board of Directors of LWD (Board) previously appropriated funding to partially reimburse property owners for the cost of repairing private sewer service laterals (Reimbursement Funds); and

**WHEREAS**, the attached Private Lateral Repair Authorization and Reimbursement Policy provides the rules necessary to implement a reimbursement program,

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Board approves the attached Private Lateral Repair Authorization and Reimbursement Policy and authorizes the General Manager to take all actions necessary to carry out its provisions; and

2. The Board's authorization is limited to expenditure of Reimbursement Funds it has approved and appropriated.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of LWD held July 9, 2008 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Elaine Sullivan, President

ATTEST:

---

Paul J. Bushee, Secretary/Manager

(SEAL)

## LEUCADIA WASTEWATER DISTRICT

### PRIVATE LATERAL REPAIR AUTHORIZATION AND REIMBURSEMENT POLICY

Ref: 09-1630

#### 1. Purpose

The purpose of this policy is to establish rules and regulations governing authorization of reimbursement for a portion of the cost for private lateral repair.

#### 2. Overview

- a. Public Health and Environmental regulations specifically prohibit sanitary sewer overflows and require agencies that own and operate Collection Systems to proactively implement programs and other activities that prevent sewer spills to waters of the state.
- b. The service lateral is that part of the sewer system that extends from the main collection line in the street (or easement) to the point where the service lateral is connected to the applicant's building sewer. Maintaining the service lateral in a free flowing and water-tight condition is the responsibility of the property owner.
- c. Service laterals that convey sewage from private property to public sewer lines represent a significant percentage of a community's overall Collection System. Ensuring that these lines are properly maintained is no less important than maintaining the public sewer lines in achieving the District's goal of preventing sewer spills.
- d. Infiltration and Inflow from privately-owned laterals, especially those constructed from vitrified clay pipe segments, often account for more than half of the total stormwater and groundwater conveyed by the Collection System. This excess water takes up capacity in both the system and at the treatment plant and may cause sewer spills during heavy rain events.
- e. This lateral reimbursement policy is intended to increase both collection system reliability and public awareness for the proper maintenance and repair of private sewer laterals by providing funds to help ensure that laterals in need of repair will be repaired properly by licensed plumbing contractors. Additionally, if backflow prevention devices are installed in the lateral as part of the repair, both the District and the property owner benefit from the added protection these devices afford a residence should a stoppage occur in a main sewer line.



### **3. Request**

- a. All reimbursements shall be made pursuant to the receipt of a signed Reimbursement Request Form (Attachment A) conforming to applicable requirements stated in this Policy. Reimbursement shall be made only for legitimate lateral repair expenses supported by vendor provided documentation and authorized by the District for properties currently served by the Leucadia Wastewater District.
- b. Legitimate expenses shall include labor and materials. District will provide reimbursement for up to  $\frac{1}{2}$  the cost of the lateral repairs, or \$3,000, whichever is less.

### **4. Authorization**

- a. Reimbursement shall be made only when appropriated funds from an approved District budget are available.
- b. Reimbursements paid by LWD shall be reported monthly to the LWD Board of Directors. This report shall state the payee, the amount and provide a description of the expense(s).
- c. Upon receipt of a properly completed Reimbursement Request (Attachment A), the General Manager or his/her designee shall ensure appropriated funds are available and, then sign the acknowledgement indicating receipt of the request, pending certification and approval. In order for the applicant to receive the reserved funds, the applicant must submit a completed Certification and Verification Page (page 4 to Attachment A), within 30 days.
- d. Upon receipt of a properly completed certification and verification form (page 4 to Attachment A), LWD shall prepare the Approval Form (Attachment B) and pay reimbursement up to  $\frac{1}{2}$  the cost (or \$3000) for reasonable expenses incurred in the repair and/or replacement of a private sewer lateral by a licensed plumbing contractor.

# LEUCADIA WASTEWATER DISTRICT PRIVATE SERVICE LATERAL REPLACEMENT/REPAIR REIMBURSEMENT REQUEST

(ATTACHMENT A)  
Page 1 of 4

<b>Applicant Information</b>			
	<b>Owner</b>	<b>Tenant</b>	<b>Other</b>
<b>Phone:</b>	( ) _____	<b>Alternate Phone:</b> _____	
		<b>Office</b>	
		<b>Cell</b>	
<b>Name :</b>	_____		
<b>Address:</b>	_____		
	_____		

<b>Property Owner Information:</b>	
<b>Owner</b>	<b>Property Manager/Agent</b>
<b>Phone:</b>	_____
	<b>Alternate Phone:</b> _____
	<b>Office</b>
	<b>Cell</b>
<b>Name(s):</b>	_____
<b>Address:</b>	_____
	_____

<b>Development Project Information</b>		
<b>Request if for</b>	<b>Total Replacement of Service Lateral</b>	<b>Repair of Service Lateral</b>
<b>Address:</b>	_____	
<b>Assessor's Parcel Number:</b>	_____	
<b>Length of replacement/repair:</b>	_____	
<b>Total Length of lateral:</b>	_____	
<b>Will a Backflow Device be installed?</b>	<b>Yes</b>	<b>No:</b>
<i>Backflow devices can protect the home from sewage coming back into their homes from the mainline, but generally require more frequent routine service. You must make sure your plumber is aware of this backflow device before he performs any service on your lateral.</i>		
<b>Estimate of Total Cost for Replacement/Repair:</b>	_____	
<b>Estimate of Total Reimbursement Amount Requested (Maximum of \$3,000):</b>	_____	

**LEUCADIA WASTEWATER DISTRICT  
PRIVATE SERVICE LATERAL REPLACEMENT/REPAIR REIMBURSEMENT  
REQUEST**

Page 2 of 4

**Applicant/Owner/Agent acknowledge and agree to the following:**

1. The service lateral is that part of the sewer system extending from the plumbing of a building to the District's collection line, which is generally located in a public street or public sewer easement. The service lateral includes the physical connection to the collection line. The applicant is responsible for the construction and maintenance, at the applicant's expense, of the building sewer and the service lateral.
2. Leucadia Wastewater District is providing a public service to assist in the prevention of sewer spills by participating in the Lateral Replacement/Repair Reimbursement program and reimbursing private parties for lateral replacement/repairs completed by a licensed plumbing contractor. This program will enhance the performance of the entire sewer system and prevent environmental damage, while assisting District customers meet their sewer obligations. **District will provide reimbursement for up to ½ of the repairs, or \$3,000, whichever is less.**
3. To qualify for reimbursement, the work must be performed by a licensed plumbing contractor and verified by District staff using page four of this request within 30 days of submitting this request. An on-site verification must be scheduled by Applicant with District Staff to occur while work is in progress. The District is not inspecting the design or quality of the work and is not liable for defects. The District makes no guarantees regarding the quality of the work of the plumber, contractor or property owner.
4. Applicant will obtain any necessary Federal, State or local permits including any building or right of way permits, and will comply with all Federal, State or local laws.
5. Applicant will maintain lateral and building sewer lines in good working order at all times. Applicant will notify the District if any emergency occurs during lateral replacement/repair work.
6. Applicant shall bear the entire cost of replacement or repairs of any and all public or public utility property damaged or destroyed by reason of any lateral replacement/repair work done.
7. Reimbursement of funds is available on a first come, first serve basis, and Applicant will only receive reimbursement if funds are available, regardless of whether the work qualifies for such reimbursement.
8. Disbursement of the funds, to the extent that they are available, is solely at the discretion of the General Manager, who shall consider the spirit and intent of the program as expressed by the District Board. The General Manager shall determine whether the lateral replacement/repair work qualifies for reimbursement under the program, and that determination is final and binding.

**LEUCADIA WASTEWATER DISTRICT  
PRIVATE SERVICE LATERAL REPLACEMENT/REPAIR REIMBURSEMENT  
REQUEST**

Page 3 of 4

9. Applicant agrees to be solely responsible for the lateral repair and/or replacement work for which funding is requested and to indemnify and hold the District harmless from any damages or claims arising from the work.

**Applicant/Owner/Agent Certification**

I certify that the information on this request is true and correct and that I have read and agreed to all of the above statements. If signed by Agent, Agent certifies that he/she has the authority to sign on behalf of the owner:

Signature of Applicant/Owner/Agent: \_\_\_\_\_

Date of Request: \_\_\_\_\_

-----  
*This Portion to be Detached and Given to Applicant*

**Confirmation of Receipt of Request for Reimbursement**

This will acknowledge that LWD has received a request for reimbursement pursuant to the *Private Lateral Repair Authorization and Reimbursement Policy* in the amount of \_\_\_\_\_, and that LWD has reserved funds sufficient to pay for this request, pending Certification and Verification within 30 days of the date entered below. Note that the approval of the Reimbursement Request cannot be completed, and the funds cannot be released, until the completed Certification and Verification page has been submitted to LWD.

District Employee: \_\_\_\_\_

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

**LEUCADIA WASTEWATER DISTRICT  
PRIVATE SERVICE LATERAL REPLACEMENT/REPAIR REIMBURSEMENT**

Page 4 of 4

**CERTIFICATION AND VERIFICATION**

Applicant Name \_\_\_\_\_

Development Project Address \_\_\_\_\_

Development Project APN: \_\_\_\_\_

Total Cost for Replacement/Repair as indicated on attached invoice:

\_\_\_\_\_

Total Amount of Reimbursement Requested: \_\_\_\_\_

**Visual Verification by District Staff**

I have viewed the lateral replacement/repair work to confirm that the work was done and that the work qualifies for reimbursement under the District's Private Service Lateral Replacement/Repair Reimbursement Program.

District Employee: \_\_\_\_\_

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

***Certification from Plumber***

I certify that I have completed the service lateral replacement/repair work at the following address: \_\_\_\_\_ . I also certify that I am a licensed plumber, that I am familiar with the standard specifications of Leucadia Wastewater District and that all work met the specifications of the District.

Date work completed: \_\_\_\_\_

Invoice Number: \_\_\_\_\_ (attach copy of invoice)

Total Cost of Replacement/Repair: \_\_\_\_\_

Signature of Plumber: \_\_\_\_\_

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

Contractor's License Number: \_\_\_\_\_

**LEUCADIA WASTEWATER DISTRICT  
PRIVATE SERVICE LATERAL REPLACEMENT/REPAIR REIMBURSEMENT  
REQUEST**


(Attachment B)

**APPROVAL**

	Yes	No
<b>Request Received</b>		
<b>Plumber Certification Received</b>		
<b>Invoice Attached</b>		
<b>District Verification that Work Qualifies under the Private Lateral Replacement/Repair Grant Program</b>		
<b>Applicant Name</b> _____		
<b>Reimbursement Approval Number</b> _____		
<b>Amount Approved for Reimbursement</b> _____		
<b>Check Issued on</b> _____		
<b>By:</b> (print name) _____      (signature) _____		

<b><i>REIMBURSEMENT ACCEPTANCE:</i></b>	
<b>I certify that I have received the check listed above, as reimbursement under the Leucadia Wastewater District Private Service Lateral Replacement/Repair Reimbursement Program. If signed by Agent, Agent also certifies that he/she has the authority to sign on behalf of the owner:</b>	
<b>Signature of Owner/Agent/Applicant:</b>  _____	<b>Date of Acceptance:</b> _____

**MEMORANDUM**

**DATE:** July 3, 2008  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Disclosure of Reimbursements Report for January 1, 2008 through June 30, 2008**

---

**RECOMMENDATION:**

1. Receive and File the Disclosure of Reimbursements Report for January 1, 2008 through June 30, 2008.

**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, 2008 to June 30, 2008 period is attached for your review.

PJB:

Attachment



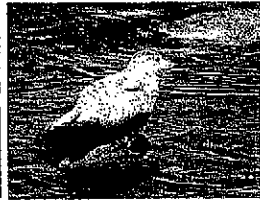
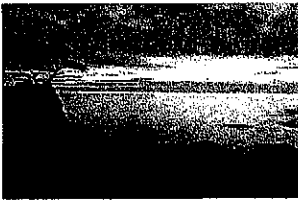
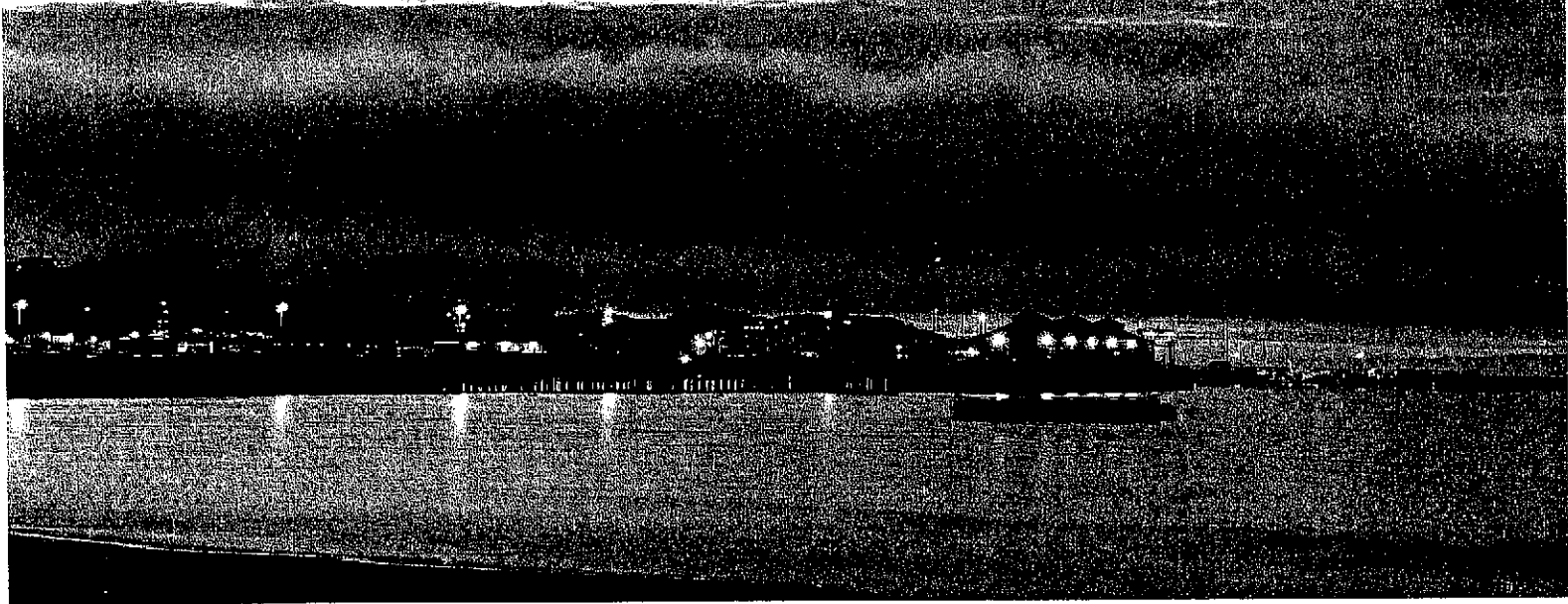
LEADERS IN ENVIRONMENTAL PROTECTION

Disclosure of Reimbursement Report  
January 1, 2008 - June 30, 2008

Conference Date	Description	Director	Director	Director	Director	Director	GM	ASM	FSM	PM
		Hanson	Sullivan	Omsted	Kulchin	Juliussen	Bushee	LeMay	Schempp	Morishita
<b>CASA Annual Conference</b>										
1/9-12/2008 Indian Wells, CA	Registration	425.00			425.00	425.00	425.00	425.00		
	Hotel	705.30			703.30	470.20	705.30	470.20		
	Airfare									
	Rental Car/mileage	109.08			111.50	116.15	115.14		106.87	
	Sub-total	1,239.38	0.00		1,239.80	1,011.35	1,245.44	1,128.30	1,002.07	0.00
<b>Special District Institute Conference</b>										
CSDA Education Committee Meeting 1/30/2008 Sacramento, CA	Registration									
	Hotel									
	Airfare				119.00					
	Rental Car/mileage									
	Sub-total	0.00	0.00	0.00	119.00	0.00	0.00	0.00	0.00	0.00
<b>Special District Institute Conference</b>										
Special District Institute 2/6-9/2008 Palm Springs, CA	Registration	725.00	700.00				725.00			
	Hotel	654.72	552.51				633.72			
	Airfare									
	Rental Car/mileage		121.70							
	Sub-total	1,379.72	1,374.21	0.00	0.00	1,358.72	0.00	0.00	0.00	0.00
<b>CSDA Education Committee</b>										
CSDA Education Committee Meeting 3/13/2008 Sacramento, CA	Registration									
	Hotel									
	Airfare				194.00					
	Rental Car/mileage									
	Sub-total	0.00	0.00	0.00	194.00	0.00	0.00	0.00	0.00	0.00
<b>WaterReuse Annual Conference</b>										
WaterReuse 3/24-26/2008 Newport Beach, CA	Registration				300.00		300.00			
	Hotel				372.30		186.15			
	Airfare									
	Rental Car/mileage									
	Sub-total	0.00	0.00	0.00	672.30	0.00	486.15	0.00	0.00	0.00
<b>CASA Washington, D.C. Conference</b>										
CASA 3/9-12/2008 Washington, DC	Registration		575.00				575.00			
	Hotel		924.03				924.03			
	Airfare		555.00				460.00			
	Rental Car/mileage									
	Sub-total	0.00	2,054.03	0.00	0.00	1,959.03	0.00	0.00	0.00	0.00
<b>CWEA Annual Conference</b>										
CWEA 4/13-16/2008 Sacramento, CA	Registration					500.00				
	Hotel					529.11				
	Airfare					318.49				
	Rental Car/mileage									
	Sub-total	0.00	0.00	0.00	0.00	1,347.60	0.00	0.00	0.00	0.00
<b>CASA Spring Conference</b>										
CASA 4/23-26/2008 Squaw Creek, CA	Registration	425.00	425.00	425.00			425.00			
	Hotel	706.20	706.20	706.20			470.80			
	Airfare	176.50	167.50	297.00			300.50			
	Rental Car/mileage		240.60				138.66			
	Sub-total	1,307.70	1,539.30	1,428.20	0.00	0.00	1,334.96	0.00	0.00	0.00
<b>WaterReuse Conference</b>										
WaterReuse 5/4-6/2008 Denver, CO	Registration			350.00						
	Hotel			434.14						
	Airfare			370.49						
	Rental Car/mileage									
	Sub-total	0.00	0.00	1,154.63	0.00	0.00	0.00	0.00	0.00	0.00
<b>CSDA Legislative Day Conference</b>										
CSDA 5/11-13/2008 Sacramento, CA	Registration		195.00				195.00			
	Hotel		606.04				606.04			
	Airfare		148.49				148.49			
	Rental Car/mileage		0.00				0.00			
	Sub-total	0.00	949.53	0.00	0.00	949.53	0.00	0.00	0.00	0.00
<b>Top Gun Effective Dimension Training</b>										
Top Gun Effective Dimension 5/19-21/2008 San Diego, CA	Registration									2,295.00
	Hotel									
	Airfare									
	Rental Car/mileage									
	Sub-total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



# Preliminary Conference Program



# CASA 53<sup>rd</sup> Annual Conference

Ensuring Clean Water for California

**August 20-23, 2008**

**Marriott Hotel**

350 Calle Principal

Monterey, CA 93940

Phone: 831.649.4234

CASA Reservations Toll Free 1.800.266.9432

<https://resweb.passkey.com/go/casa2008>

RECEIVED

JUN 25 2008

LEGADIA WAST WATER  
DISTRICT



**Wednesday  
August 20, 2008**

9:00 a.m. – 2:30 p.m.  
CSRMA Training Seminar

9:00 a.m. – 2:00 p.m.  
Golf Tournament - Rancho Canada Golf Club

12:00 p.m. – 5:00 p.m.  
Registration

2:00 p.m. – 5:00 p.m.  
Executive Board Meeting

5:30 p.m. – 6:30 p.m.  
Welcome Reception sponsored by WERF

**Thursday  
August 21, 2008**

8:00 a.m. – 9:00 a.m.  
Federal Legislative Committee Work Group

8:30 a.m. – 10:30 a.m. - << SPECIAL FEATURE >>  
State and Local Officials Ethics Training Certification  
Delegates are required to sign up in advance of the training so that materials and certificates can be prepared for all participants.

Please check the special box on the registration form.  
Moderator: Fred Etzel, Attorney, Henn, Etzel & Moore, Inc.

8:15 a.m. – 9:30 a.m. - LAND ISSUES FORUM - BEATING THE BIOSOLIDS BLUES

Chair Ed McCormick, East Bay Municipal Utility District

- National Concerns With Biosolids  
Grant Cope, U.S. Senator Barbara Boxer's Office (invited)
- Research to the Rescue  
Alan Hais, WERF (invited)

9:30 a.m. – 9:40 a.m.  
Break

9:40 a.m. – 10:35 a.m. - AIR ISSUES FORUM  
Chair Frank Caponi, County Sanitation Districts of Los Angeles

- Addressing Climate Change Impacts in the CEQA Process: Impacts on Your Major Projects

10:35 a.m. – 10:45 a.m.  
Break

10:45 a.m. – 12:15 p.m. - WATER ISSUES FORUM  
Chair Ben Horenstein, East Bay Municipal Utility District

- Get Ready; Here Comes Another Season of Wet Weather...

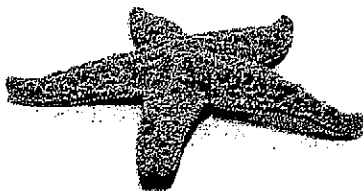
An open and informal dialogue with some of the most informed water quality experts in the state today. Come with your questions and observations.

**Speakers:**

- Alexis Strauss, Environmental Protection Agency Region 9
- Sejal Choksi, San Francisco Baykeepers (invited)
- Keith Israel, Monterey Regional Water Pollution Control Agency (invited)
- Doug Humphrey, Stege Sanitary District

- No Drugs Down the Drain! Update on Statewide Pharmaceutical Take-back Event

11:30 a.m. – Noon  
New Member Orientation



12:15 p.m. – 1:30 p.m.

**OPENING CONFERENCE LUNCHEON**

- President's Welcome and Executive Board Report  
*Kamil S. Azoury, Goleta Sanitary District*
- Welcome Address  
*U.S. Congressional Representation Sam Farr (invited)*
- Executive Director's Report  
*Catherine A. Smith, CASA*
- Nominations of Officers and Director-at-Large  
*Michael Dunbar, Chair, Nominations Committee*
- Announcement of 2008 CASA Achievement Award Winners  
*Ruben Robles, Chair, Awards Committee*

1:45 p.m. - 2:45 p.m.

**GENERAL SESSION**

California's Water, A Crisis We Can't Ignore: Critical Challenges now confronting the state's water supply and the nexus with wastewater resources to meet our demand.

- **Orange County Groundwater Replenishment System - Turns on the Tap!**
  - *Jim Herberg, Director of Engineering, Orange County Sanitation District*
  - *Michael R. Markus, P.E., General Manager, Orange County Water District*

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. - 4:30 p.m. - **DIRECTORS MEETING**

*Chair Wyatt Traxel, Inland Empire Utilities Agency*

**Tool Box Talks**

- Board Policy on Contractor and Professional Insurance
- Statewide Wastewater Branding Manual  
*John Ruetten, Resource Trends, Inc.*

3:00 p.m. - 4:30 p.m. - **MANAGERS MEETING**

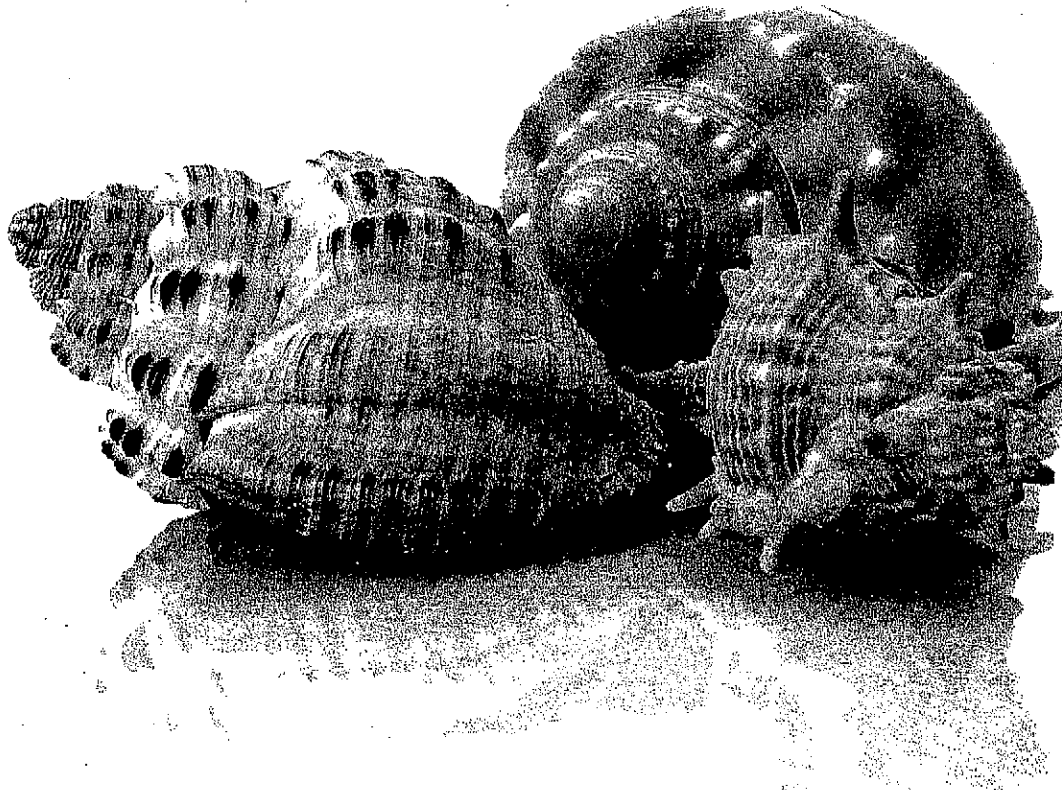
*Chair Keith Lewinger, Fallbrook Public Utility District*

**Tool Box Talks**

- Statewide Wastewater Branding Manual  
*John Ruetten, Resource Trends, Inc.*
- Contracting Perspectives in Insurance and Indemnification:  
Finding Common Ground

5:30 p.m. – 7:30 p.m.

**CSRMA Executive Board Meeting**



# Friday August 22, 2008

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

8:00 a.m. – 9:00 a.m.  
State Legislative Committee Work Group

8:30 a.m. – 1:00 p.m.  
Registration

8:30 a.m. – 9:30 a.m.  
Continental Breakfast

9:00 a.m. – 9:30 a.m.  
Spouses/Guests Meet & Greet  
Get together and plan an informal activity for the day

## 9:00 a.m. – 12:00 p.m. - PUBLIC POLICY SESSIONS

9:00 a.m. – 10:00 a.m.  
Federal Legislative Meeting  
Chair Sharon Green, Sanitation Districts of Los Angeles County

- Legislative Committee Report
- Updates on High Priority Legislative Issues
- Washington D.C. Report – Eric Sapirstein, CASA Legislative Advocate

10:00 a.m. – 10:15 a.m.  
Break

10:15 a.m. – Noon  
State Legislative Meeting  
Chair Harry Price, Fairfield-Suisun Sewer District

- The Capitol Perspective from a Fellow Colleague! The Honorable, Jim Silva, California State Assembly and former board member of Orange County Sanitation District
- Legislative Bill Summary Update
- The State Legislative Report – Mike Dillon, CASA Lobbyist

10:30 a.m. – 11:45 a.m.  
Special Attorneys Committee Meeting

11:00 a.m. – 2:00 p.m.  
Communications Committee Meeting

12:00 p.m. – 1:00 p.m. – LUNCH ON YOUR OWN

12:00 p.m. – 1:30 p.m.  
Associates Committee Meeting  
Chair Jackie Kepke, CH2M Hill

12:00 p.m. – 4:00 p.m.  
Attorneys Committee Meeting  
Chair Betty Burnett, South Coast Water District

1:15 p.m. – 4:30 p.m. - GENERAL SESSION  
President Kamil S. Azoury, Presiding

1:15 p.m. – 2:15 p.m.  
California Forward  
Our State, Our Solution, Our Future  
Bruce McPherson, Leadership Council Member, California Forward and former California Secretary of State

2:15 p.m. – 2:45 p.m.  
Collaboration, Innovation and Results  
Water Environment Research Foundation (WERF)  
Chair Dennis M. Diemer, P.E. East Bay Municipal Utility District

For nearly two decades, WERF has worked to advance new solutions by providing robust, peer-reviewed science and technology critical to preserving water quality. WERF research is breaking new ground with real, measurable results for subscribers.

2:45 p.m. – 3:00 p.m.  
Break

3:00 p.m. – 4:30 p.m.  
Full Circle: From Public Perception to Project Completion  
Presented by the Communications Committee

Moderator: Michele McKinney Underwood, Chair and Senior Public Affairs Representative, Western Municipal Water District

- Avoiding Gobbledygook, Jargon and Acronyms, Linda Brewer
- What You See Is What You Know: Using Language and Images to Communicate Effectively, Lois Humphreys
- Public Acceptance: What's Working, What Isn't, Mark Millan, Data Instincts
- Securing Customer Confidence From Concept to Salad Bowl...The Story of the Monterey County Water Recycling Project, Karen Harris

4:45 p.m. – 5:30 p.m.  
Program Planning Meeting  
Chair Paul Bushee, Leucadia Wastewater District

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

# Saturday August 23, 2008

7:30 a.m. – 9:00 a.m.  
Executive Board Meeting

---

8:00 a.m. – 9:00 a.m.  
Closing Breakfast

---

9:00 a.m. – 11:00 a.m.  
**CLOSING GENERAL SESSION**  
*President Kamil S. Azoury presiding*

**Council Meeting**

- *2008/2009 Election of Officers and Directors-At-Large*
- *Adoptions of: 2009 Membership Dues*
- *Biosolids Program Report*
- *Private Sewer Lateral Task Force Report*
- *Regulatory Outlook and Litigation Report*
- *Committees Action Item Reports*
- *Last Order of Business - Passing of the Gavel*



## SUPPORTING SCHOLARS

The Leucadia Wastewater District Board President Elaine Sullivan presents La Costa Canyon High School senior Carinne Amico with the Leucadia Wastewater District \$1,000 scholarship at the board of directors meeting June 17. Amico's selection was based on a personal statement, academic performance, community service and a written essay about the importance of water recycling. Sullivan commended Amico for her outstanding academic accomplishments and community contributions. For more information about future scholarship opportunities, proper disposal of household hazardous waste or wastewater service in general, contact the district at (760) 759-0155 or visit [www.lwwd.org](http://www.lwwd.org). *Courtesy photo*