



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, August 15, 2012  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentations and Awards**
  - A. Achievement of Organizational Objective (Pages 1-2)

## CONSENT CALENDAR

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

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

Minutes of the following meetings:

- July 11, 2012 Regular Board Meeting (Pages 3-7)
- July 17, 2012 Community Affairs Committee Meeting (Pages 8-9)
- August 6, 2012 Investment & Finance Committee Meeting (Page 10)
- August 7, 2012 Engineering Committee Meeting (Pages 11-13)

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

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion in August 2012. (Pages 14-35)

### **9. Operations Report**

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 36-39)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 40-47)

### **11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending June 30, 2012. (Pages 48-49, Attachment 11A)

## EWA and COMMITTEE REPORTS

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

- A. A regular EWA Board meeting was held on July 25, 2012 – report by Vice President Sullivan. (Pages 50-51)

### **13. Committee Reports**

- A. Community Affairs Committee meeting was held on July 17, 2012 – report by Director Omsted. (Page 52)
- B. Investment & Finance Committee meeting was held on August 6, 2012 – report by Director Omsted. (Page 53)
- C. Engineering Committee meeting was held on August 6, 2012 – report by Director Juliussen. (Page 54)

## ACTION ITEMS

14. **Adopt Resolution No. 2226 updating and revising the Leucadia Wastewater District's Conflict of Interest Code.** (Pages 55-61)
15. **Adopt Resolution No. 2227 updating and revising the Leucadia Wastewater District's Procurement Policy.** (Pages 62-73)

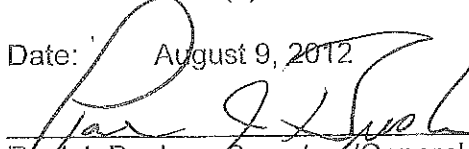
## INFORMATION ITEMS

16. **Project Status Updates and Other Informational Reports**
  - A. Purveyor of Recycled Water Report. (Page 74)
  - B. Review the website summary report. (Pages 75-76)
  - C. North County Times newspaper article "REGION: State budget maneuver suspends open meetings law". (Pages 77-78)
  - D. LAFCO 2012 Special Districts Election Update. (Pages 79-91)
  - E. CSDA Quarterly Dinner meeting is scheduled for August 16, 2012 at 6:00 p.m. at the Courtyard Marriott in San Diego. (Page 92)
17. **Directors' Meetings and Conference Reports**
  - A. The CASA 57<sup>th</sup> Annual Conference was held on August 8-11, 2012 at the Monterey Marriott in Monterey, CA. (Page 93)
18. **General Manager's Report**
19. **General Counsel's Report**
20. **Board of Directors' Comments**
21. **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: August 9, 2012

  
Paul J. Bushee, Secretary/General Manager

MEMORANDUM

Ref: 13-3390

DATE: August 9, 2012  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Presentations and Awards – Achievement of Organizational Objective

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It is my pleasure to announce that the Leucadia Wastewater District recently achieved an Organizational Objective under the Incentive Program. The achievement is as follows:

Regional Water Quality Control Board (RWQCB) Region 9 Collection System Performance Ranking

Under the Incentive Program, an organizational objective is met if LWD's collection system performance ranks in the top 3 of similar sized agencies in Region 9. The ranking is developed using spill information published annually by the RWQCB. This objective requires that a composite ranking, using a weighted average of the number of spills (40%) and volume spilled (60%), be established from the published data. This composite rank is then compared to 14 other agencies with similar size collection systems.

During Fiscal Year (FY) 2012, LWD experienced one 120 gallon spill. When compared to the other agencies, the District ranked third overall. A copy of the Spill Ranking Table which includes the composite ranking is attached for your review. The RWQCB Region 9 Summary Spill Report is also available for review if desired.

Under the Incentive Program, staff is eligible for an incentive award of \$500 for a third place finish. This is a very notable achievement since this is only the third year, within the past nine years, that LWD has finished in the top three.

Please join me in congratulating LWD for this outstanding accomplishment.

PJB:

Attachment

**Leucadia Wastewater District  
Incentive Program - RWQCB Region 9 Spill Rankings  
Results for Fiscal Year 2012**

<u>Agency</u>	<u>Miles of Svsystem</u>	<u>FY 2012 # of Spills</u>	<u>FY 2012 Spill Rank **</u>	<u>FY 2012 Spill Volume***</u>	<u>FY 2012 Volume Rank **</u>	<u>FY 2012 Composite Score*</u>	<u>FY 2012 Final Rank</u>
City of Carlsbad	282	1	1	20	1	1	1
City of El Cajon	195	2	2	80	2	2	2
Leucadia WD	200	1	1	120	3	2.2	3
Padre Dam MWD	170	3	3	580	4	3.6	4
South Coast CWD	138	2	2	1,600	5	3.8	5
City of Poway	185	3	3	2,479	6	4.8	6
Vallecitos WD	248	2	2	3,708	8	5.6	7
City of La Mesa	155	14	4	3,555	7	5.8	8
City of San Clemente	180	3	3	19,892	9	6.6	9
City of Encinitas	123	1	1	183,600	11	7	10
USMC Camp Pendleton	104	16	5	69,928	10	8	11
Rancho CA WD	150	No Data Available					
US Navy	150	No Data Available					
City of Vista	215	No Data Available					

Average # of spills:	4.36
Average Volume Per Spill	5,949

\* composite score based upon (40% spill, 60% volume)  
 \*\* Manually derived  
 \*\*\*represents Total Volume of SSOs from CIWQS website

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
July 11, 2012

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 11, 2012 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Engineer Mike Metts with Dudek and FST I Adam Robey.

**3. Pledge of Allegiance**

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

**6. Presentations and Awards**

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

GM Bushee introduced FST I Adam Robey and stated that he received his Collection System Grade II certification. He also presented background information about Adam and congratulated him for his efforts.

President Hanson presented Adam with an incentive check for \$500 as authorized under LWD's Incentive Program.

The Board of Directors congratulated him for his efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

June 20, 2012 Regular Board Meeting

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

Payroll Checks numbered 16165-16189; General Checking – Checks numbered 42598-42671; voided check numbers 41850; 42628; 42650

9. **Operations Report** (A copy was included in the original July 11, 2012 Agenda)
10. **Finance Report** (A copy was included in the original July 11, 2012 Agenda)
11. **Disclosure of Reimbursements Report for January through June 2012.**  
Receive and file the Disclosure of Reimbursements Report for January through June 2012.

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

### **EWA and COMMITTEE REPORTS**

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

- A. Encina Wastewater Authority Report – June 27, 2012.

Vice President Sullivan reported on EWA's June 27, 2012 Board meeting.

- B. Member Agency Manager (MAM) Meeting – July 10, 2012.

GM Bushee reported on the MAM's July 10, 2012 meeting. He noted that there was a discussion regarding potential assessment between EWA and the San Elijo Joint Powers Authority.

#### **13. Committee Reports**

None.

### **ACTION ITEMS**

#### **14. CSDA Board of Directors 2012 Elections – Region 6 Seat A & C.**

Review CSDA Board of Directors candidate statements, discuss and provide direction as appropriate.

ASM LeMay stated that the Board may cast two votes since two seats are open.

Vice President Sullivan reported that she attended a meeting during May in Orange County for the candidates that are running for the seats.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Omsted, and carried, the Board of Directors voted for Vice President Sullivan and Incumbent Jo McKenzie for Region 6 Seats A and C on the CSDA Board of Directors and directed staff to forward the ballot by the deadline.

#### **15. Requesting LAFCO to Take Proceedings for the Charles Territory Change of Organization**

Adopt Resolution No. 2225 Requesting LAFCO to Take Proceedings for the Charles Territory Change of Organization.

GM Bushee presented the item. He provided a description of the location of the parcel, indicating that the parcel is within the District' sphere of influence. He also stated that the property includes a single family home septic system. GM Bushee stated there is nearby connection to the sewer main from a previous construction project that the owner would like to connect to. He noted that there is no reimbursement agreement and that the adoption of the resolution includes that the change of organization is categorized as exempt under the California Environmental Quality Act (CEQA).

Upon a motion duly made by Vice President Sullivan, seconded by Director Juliussen, and carried, the Board of Directors approved Resolution No. 2225 by the following vote:

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

**16. Receive and file the Fiscal Year 2012 (FY 12) Tactics and Action Plan.**

GM Bushee presented this item stating that staff accomplished 52 goals and 41 unplanned goals this past fiscal year. He noted that some of goals are ongoing, such as the capital projects.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Ornsted, and carried the Board received and filed the FY 12 Tactics and Action Plan.

**17. Receive and file the Fiscal Year 2013 (FY 13) Tactics and Action Plan.**

GM Bushee presented this item. He stated that these are the proposed goals for this fiscal year and he offered to go through the list of goals if required by the Board.

Director Kulchin asked about the goal concerning the compensation study. GM Bushee stated that this goal was related to an internal study annually performed by staff.

Following discussion, upon a motion duly made by Director Juliussen, seconded by Director Ornsted, and carried, the Board of Directors received and filed the FY 13 Tactic and Action Plan.

## INFORMATION ITEMS

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

**A. 2012 San Diego County Infrastructure Report Card.**

GM Bushee stated that he served as co-chair on the wastewater committee for the ASCE 2012 Infrastructure Report Card. He provided a brief summary of the report and answered the Board questions regarding the report. He also acknowledged AS II Baity for her assistance with the survey.



B. CASA Annual Conference is scheduled for August 8-11, 2012 in Monterey, CA.

Director Kulchin indicated that he would like to see additional staff members attend this conference.

C. CSDA Annual Conference is scheduled for September 24-27, 2012 in San Diego, CA.

GM Bushee announced the event, asking Directors to RSVP to EA Hill.

D. WEFTEC Conference is scheduled for September 29 – October 3, 2012 at the New Orleans Morial Convention Center.

GM Bushee announced the event, asking Directors to RSVP to EA Hill. Director Juliussen stated that he will attend.

The Board of Directors briefly discussed Board members attending technical conferences.

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

None.

**20. General Manager's Report**

The following items were reported:

- He noted that staff placed a hand out that includes the Board of Directors' compensation report at their seat.
- He will be out of town during the week of the August Board meeting and will not be able to attend. He noted that ASM LeMay will be the acting GM in his absence.

**21. General Counsel's Report**

General Counsel Brechtel reported on regulations regarding stop notices. He also reported that the National Resource Defense Council (NRDC) is still pushing for metered sewer service and he has been monitoring this potential regulation.

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

Director Ornsted asked EA Hill if she has received any documents from the County regarding the upcoming elections. EA Hill stated that she has not received any paperwork from them yet.

Director Juliussen commented on the Disclosure Reimbursement report stating that he carpooled during the CASA Spring Conference and the CSDA Legislative Days conference. GM Bushee stated the travel reports include notes stating this information, but the disclosure reimbursement report depicts which person was reimbursed for their expenditures.

**23. Closed Session**

A. Personnel matters as authorized by Government Code 54957 to review General Manager Performance.

General Counsel Brechtel stated that the Board of Directors will meet in closed session per government code section 54957 to review General Manager Performance. Following closed session, the Board of Directors unanimously approved an Excellent Performance

rating and approved a 3% increase in the General Manager's salary, along with a \$2,000 bonus.

**24. Adjournment**

President Hanson adjourned the meeting at 5:52 p.m.

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Judy Hanson, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 July 17, 2012

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, July 17, 2012 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Director Hanson called the meeting to order at 9:35 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted

DIRECTORS ABSENT: Sullivan

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Lois Humphreys and Jennifer Beales of TRG & Associates (TRG).

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review and discuss the draft text of the summer 2012 newsletter.

Ms. Lois Humphreys of TRG presented the draft text of the 2012 summer newsletter. She stated that the newsletter discusses what actions homeowners can take to help protect our local water systems and environment.

The CAC and staff suggested a few minor changes to the text. Ms. Humphreys noted the suggested edits and indicated that she will begin the layout of the newsletter after they make the text revisions.

Following discussion, the CAC authorized staff and TRG to proceed with the layout of the 2012 summer newsletter.

B. Review and discuss the Teacher Grant Program Options summary report.

Ms. Lois Humphreys of TRG presented a summary of the Teacher Grant Program Options report.

Director Omsted suggested that staff choose a short list of potential projects that the students can learn about our industry. He also noted that the educational materials should fit into the state's education curriculum.

Ms. Beales stated that each teacher is different and finding out what projects interest them or what they are willing to teach the students may take some time and effort. She indicated that the reason why the

gardens are popular throughout the schools is because they enjoy these projects. In addition, the teachers receive a lot of help from parents.

She also stated that the next step would be to create a database on the schools in the District and determine science department point of contact. Then, they will create a memo with a list of projects to consider when applying for a grant.

C. Review and discuss the website summary report.

EA Hill presented this item. She explained the difference between the number of hits, versus page views and sessions.

Director Omsted suggested that staff present the report at the next Board meeting.

This item was presented for informational purposes.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Director Omsted adjourned the meeting at 10:42 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Investment & Finance Committee Meeting  
 August 6, 2012

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A meeting of the Investment & Finance Committee (IFC) of Leucadia Wastewater District (LWD) was held Monday, August 6, 2012 at 9:30 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager (GM) Paul Bushee, Administrative Services Manager Chuck LeMay, and CPA Richard Duffey with Brownell & Duffey.

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Recommend that the Board of Directors Adopt Resolution No. 2227 – Approving LWD’s revised Procurement Policy.

ASM LeMay presented the item stating that it is listed as a FY 13 tactical goal. ASM LeMay provided an overview of the proposed changes to the Procurement Policy.

Following discussion, the IFC suggested several changes to the policy and staff agreed to make those changes.

The IFC concurred with staff to forward the revised Procurement Policy to the Board of Directors for approval at the August Board meeting.

**5. Information Items**

None.

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

None.

**7. Comments by General Manager**

None.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at approximately 10:05 a.m.

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Paul J. Bushee,  
 Secretary/Manager  
 (Seal)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 August 6, 2012

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, August 6, 2012 at 2:30 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Juliussen called the meeting to order at 2:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen and Kulchin  
 DIRECTORS ABSENT: None  
 OTHERS PRESENT: Technical Services Manager Robin Morishita; Field Services Superintendent Jeffery Stecker; Field Services Supervisor Marvin Gonzalez; and District Engineer Steve Deering.

**3. Public Comment**

No public comment was received.

**4. New Business**

- A. Adopt Ordinance No. 125 approving a reimbursement agreement for sewer between LWD and Richard Tverdoch and Denise Tverdoch, Luis Navazo and Janette Solomon, and Andy Blanton and Catherine Blanton (Developers).

TSM Morishita presented staff's recommendation. Director Juliussen requested verification that the construction cost of \$209,279.40 did not include the cost for installation of private laterals to the Developers' properties.

DE Deering stated that he will verify that the cost was only for the construction of the main trunk line. Upon verification, the reimbursement agreement will be modified and resigned, if necessary, and resubmitted to the Engineering Committee for review at a future meeting.

**5. Information Items**

- A. Asset Management Plan (AMP) Update

TSM Morishita provided a status report on the progress of the update to the Asset Management Plan. He stated that approximately 140 CCTV inspections of gravity pipelines classified as Special Maintenance Actions (SMA) were reviewed. In addition, fifteen sections were found to have structural issues and are budgeted for repair in FY 2013. He noted that the AMP will provide a 5 year Capital Improvement Program and an update of the predictive failure model.

- B. Force Main Corrosion Protection Project

TSM Morishita provided an update of the Force Main Corrosion Project. The project will install anodes and repair cathodic protection test stations on the L2, B2, and B3

force mains. The project is currently in the bid phase with bids due on August 16, 2012. It is anticipated that the project will be submitted to the Board for award in September.

C. Batiquitos Pump Station Rehabilitation Project

TSM Morishita presented an update of the Batiquitos Pump Station Rehab Project. The following submittals of major items have been approved:

- Vertical Non-Clog Sewage Pumps
- Bathroom Unit
- Heavy Duty Rigid Flap Gates
- Instrumentation and Controls
- A/C Units and Fan Data
- Combination Air Release & Vacuum Valve
- Submersible Chopper Pump
- Emergency Generator Radiator
- Magnetic Flow Meter

He noted that the construction is scheduled to start in September.

D. Occidental Line Repair Project

TSM Morishita provided an update of the Occidental Line Repair Project. He stated that Carlsbad performed an inspection of Manhole #8 (MH #8). As a result, Carlsbad determined that MH #8 required only minor rehabilitation and could be used as the suction manhole for the temporary bypass system. The bypass plan submitted by Charles King Company has been reviewed and they expect to mobilize on August 20, 2012.

E. Lanikai Line Repair Project

TSM Morishita provided an update of the Lanikai Line Repair Project. He stated that the District had intended to have the lining of the Lanikai Line completed in coordination with the Occidental Line Repair if the District's B1, secondary effluent line, was to be used as part of the bypass plan. Carlsbad has decided not to use the B1 line. Therefore, the project will be bid as a separate project toward the end of 2012.

F. Leucadia Pump Station Generator Replacement Project Status

TSM Morishita presented an update of the Leucadia Pump Station Generator Replacement Project. The alternatives have been presented and discussed. He noted that it was recommended that an 800 kW generator be installed to replace the current generator to power both the pump station and the Headquarters Building during an emergency. The final technical memo will be submitted to the Engineering Committee for review.

6. **Director's Comments**

Chairperson Juliussen asked the following questions regarding the Lateral Reimbursement Program:

- A. Should the District ask that more than one quote be provided for the repair work?  
Staff stated that the resident is responsible for selecting the contractor to do the

work. The District does not recommend contractors or get involved with the repair to prevent its exposure to any liability associated with the work completed.

- B. How do we know that the work is done properly? Staff stated that the work is inspected by Field Services Specialist Frank Reynaga and/or pictures are provided to prove the work was completed. If the lateral is lined, the resident must submit a DVD of the repair before reimbursement is made.

**7. General Manager's Comments**

None.

**8. Adjournment**

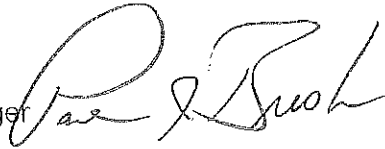
Chairperson Juliussen adjourned the meeting at approximately 3:25 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)



## MEMORANDUM

DATE: August 9, 2012  
 TO: Board of Directors  
 FROM: Paul J. Bushee, General Manager   
 SUBJECT: Approval of July/August Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **473,417.26**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months July 4, 2012 – August 9, 2012.

Operating expenses totaled \$**260,695.32** while Capital Improvement Program expenses totaled \$ **86,675.87**.

Payroll for employees and the Board totaled \$ **126,046.07**.

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

Attachment 1	Summary of Demands by Account July/August 2012
Attachment 2	Payroll Check Register dated July 11, 2012
Attachment 3	Payroll Check Register dated July 12, 2012
Attachment 4	Accounts Payable Check Register dated July 13, 2012
Attachment 5	Accounts Payable Check Register dated July 20, 2012
Attachment 6	Payroll Check Register dated July 25, 2012
Attachment 7	Accounts Payable Check Register dated July 30, 2012
Attachment 8	Accounts Payable Check Register dated August 1, 2012
Attachment 9	Board Payroll Check Register dated August 2, 2012
Attachment 10	Payroll Check Register dated August 8, 2012
Attachment 11	Year to Date Employee and Board Payroll Report

## DEMANDS SUMMARY

August 15, 2012

### 1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check - 7/11/2012	16190 - 16206	\$ 40,854.29	
Payroll Check - 7/12/2012	16207            Incentive	\$ 471.75	
Payroll Check - 7/25/2012	16208 - 16225	\$ 42,637.62	
Board Payroll - 8/2/2012	16226 - 16230	\$ 785.47	
Payroll Check - 8/8/2012	16231 - 16247	\$ 41,296.94	
	<b>Total</b>		<b>\$126,046.07</b>
General Checking - 7/13/2012	42672 - 42721	\$ 132,994.81	
General Checking - 7/20/2012	42722 - 42753	\$ 130,407.00	
General Checking - 7/30/2012	42754 - 42782	\$ 53,416.44	
General Checking - 8/1/2012	42783 - 42790	\$ 30,552.94	
	<b>Total</b>		<b>\$347,371.19</b>
			<b>\$473,417.26</b>
	<b>Grand Total</b>		<b>\$473,417.26</b>
<u>VOIDED CHECK</u>	42619	\$262.49 Reissued	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 11, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16190 - 16206	7/11/2012	\$40,854.29

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 12, 2012  
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16207	7/12/2012	\$471.75

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42672- 2561	1	7/13/2012	10221 ADS LLC		
	1		46091 CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-0612
42672- 2561	1	7/13/2012	Logged	*** Total ***	3,570.00
42673- 2561	2	7/13/2012	10447 ALL THE KINGS FLAGS		
	2		46114 FLAGS	141.87	53496
42673- 2561	2	7/13/2012	Logged	*** Total ***	141.87
42674- 2561	3	7/13/2012	10720 AT&T		
	3		46109 L.D. PHONE @ BPS	32.63	JUNE-BPS
42674- 2561	3	7/13/2012	Logged	*** Total ***	32.63
42675- 2561	4	7/13/2012	11314 BERGELECTRIC CORP		
	4		46098 OPEN PO-ELECTRICAL	72.76	13330.8TM-13
	4		46099 PRESSURE SWITCHES FOR AWT	584.58	13330.8TM-12
	4		46108 ELECTRICAL WORK @ AWT	108.64	13330.8TM-13-
42675- 2561	4	7/13/2012	Logged	*** Total ***	765.98
42676- 2561	5	7/13/2012	11650 BROWNELL AND DUFFEY CPA		
	5		46093 CONTRACT-ACCOUNTING SERVICES	8,505.00	063012
42676- 2561	5	7/13/2012	Logged	*** Total ***	8,505.00
42677- 2561	6	7/13/2012	12025 CSRMA		
	6		46146 POOLED W/C INS 2012-2013	28,779.00	5618
	6		46147 PROPERTY INS RENEWAL 2012-2013	8,585.59	5550
42677- 2561	6	7/13/2012	Logged	*** Total ***	37,364.59
42678- 2561	7	7/13/2012	12360 CITY OF CARLSBAD		
	7		46120 WATER @ PLANT/OFFICE	97.69	8121305-JUNE'12
	7		46121 WATER @ PLANT/OFFICE	93.03	8121300-JUNE'12
	7		46123 WATER @ VACTOR	188.30	103-JUNE'12
	7		46124 WATER @ VACTOR 2	187.16	104-JUNE'12
42678- 2561	7	7/13/2012	Logged	*** Total ***	566.18
42679- 2561	8	7/13/2012	12510 WASTE MANAGEMENT		
	8		46116 TRASH SERVICE-JUNE	190.27	108577802748
42679- 2561	8	7/13/2012	Logged	*** Total ***	190.27
42680- 2561	9	7/13/2012	12530 SAN DIEGO COUNTY SHERIFF		
	9		46149 JH GARNISH #2012461529	470.30	2012461529-7/11
42680- 2561	9	7/13/2012	Logged	*** Total ***	470.30
42681- 2561	10	7/13/2012	12587 COUNTY OF SAN DIEGO		
	10		46145 LAFCO RENEWAL-2012-2013	6,123.00	LC12-21
42681- 2561	10	7/13/2012	Logged	*** Total ***	6,123.00
42682- 2561	11	7/13/2012	12631 CORODATA		
	11		46100 OPEN PO-STRDRAGE	74.78	RS1496327
42682- 2561	11	7/13/2012	Logged	*** Total ***	74.78
42683- 2561	12	7/13/2012	13071 DATCO		
	12		46135 OPEN PO-SERVICE FEES AND TESTI	273.00	876678

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42683-	2561	12	7/13/2012 Logged	*** Total ***	273.00
42684-	2561	13	7/13/2012 13128 DESIGNS BY THE SEA		
		13	46112 TROUBLE SHOOT-ELECTRICAL	50.00	10499
42684-	2561	13	7/13/2012 Logged	*** Total ***	50.00
42685-	2561	14	7/13/2012 13323 DIEHL, EVANS & COMPANY, LLP		
		14	46090 OPEN PO-AUDITORS	3,500.00	126936
		14	46103 AUDIT FEES-JUNE	385.00	126936-
42685-	2561	14	7/13/2012 Logged	*** Total ***	3,885.00
42686-	2561	15	7/13/2012 13636 ALLIANT INSURANCE SERVICES, IN		
		15	46144 MISC COMM RENEWAL 2012-2013	6,663.76	58715
42686-	2561	15	7/13/2012 Logged	*** Total ***	6,663.76
42687-	2561	16	7/13/2012 14350 CORELOGIC INFORMATION SOLUTION		
		16	46138 RENEWAL OF SUBSCRIPTION-#RR213	1,500.00	50006607
42687-	2561	16	7/13/2012 Logged	*** Total ***	1,500.00
42688-	2561	17	7/13/2012 14435 ELLIOT ASSOCIATES		
		17	46139 DATA CONVERSION-2012-13 ANNUAL	455.81	ELLIOT-2012-13
42688-	2561	17	7/13/2012 Logged	*** Total ***	455.81
42689-	2561	18	7/13/2012 16021 GREAT AMERICA LEASING CORP		
		18	46143 COPIER LEASE-JULY	1,180.29	12443427
42689-	2561	18	7/13/2012 Logged	*** Total ***	1,180.29
42690-	2561	19	7/13/2012 16580 GOVERNMENT FINANCE OFFICER ASS		
		19	46141 GFOA-12-13 MEMBERSHIP RENEWAL	160.00	0125001-12/13
42690-	2561	19	7/13/2012 Logged	*** Total ***	160.00
42691-	2561	20	7/13/2012 17032 DOUG HARWOOD		
		20	46153 REFUND DEV #505-HARWOOD	2,827.55	HARWOOD-#505
42691-	2561	20	7/13/2012 Logged	*** Total ***	2,827.55
42692-	2561	21	7/13/2012 17552 THE HOME DEPOT CRC/GECF		
		21	46088 OPEN PO-MISC SUPPLIES	50.53	9026277
42692-	2561	21	7/13/2012 Logged	*** Total ***	50.53
42693-	2561	22	7/13/2012 18150 ICMA RETIREMENT-303979		
		22	46152 DEFERRED COM-ICMA	3,302.96	ICMA-7/11/12
42693-	2561	22	7/13/2012 Logged	*** Total ***	3,302.96
42694-	2561	23	7/13/2012 20011 JACKSON & BLANC		
		23	46136 OPEN PO-CONTRACT-HVAC SERVICE/	1,480.00	000163272
42694-	2561	23	7/13/2012 Logged	*** Total ***	1,480.00
42695-	2561	24	7/13/2012 21121 LA COSTA LOGO, LLC		
		24	46132 SPORT BOTTLES,CAPS,T-SHIRTS	1,235.44	LC LOGO-JULY
42695-	2561	24	7/13/2012 Logged	*** Total ***	1,235.44
42696-	2561	25	7/13/2012 22214 MITSUBISHI ELECTRIC & ELECTRON		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	25		46142	ELEVATOR SERVICE	255.00	226348
42696- 2561	25	7/13/2012	Logged	*** Total ***	255.00	
42697- 2561	26	7/13/2012	23068	NATIONWIDE RETIREMENT SOLUTION		
	26		46151	DEFERRED COMP-NATIONWIDE-7/11/	211.19	NATION-7/11/12
42697- 2561	26	7/13/2012	Logged	*** Total ***	211.19	
42698- 2561	27	7/13/2012	24223	OFFICE DEPOT		
	27		46096	OPEN PO-OFFICE SUPPLIES	312.59	SHREDDER
42698- 2561	27	7/13/2012	Logged	*** Total ***	312.59	
42699- 2561	28	7/13/2012	24224	OFFICE DEPOT, INC.		
	28		46095	OPEN PO-OFFICE SUPPLIES	58.65	614759762001
42699- 2561	28	7/13/2012	Logged	*** Total ***	58.65	
42700- 2561	29	7/13/2012	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	29		46122	WATER @ TRAVELING	435.53	551070-6/12
	29		46126	WATER @ E. ESTATES PS	57.15	214000-JUNE'12
	29		46127	WATER @ TRAVELING 2	370.66	544310-JUNE'12
	29		46130	WATER @ VP7	57.15	026000-JUNE'12
	29		46131	WATER @ VPS	34.89	148700-JUNE'12
42700- 2561	29	7/13/2012	Logged	*** Total ***	955.38	
42701- 2561	30	7/13/2012	25010	AT&T		
	30		46110	DIAL IN MODEM-OLD	143.38	6327047-JUNE'12
	30		46111	DIAL IN MODEM-NEW	132.68	4792130272-6'12
	30		46118	PHONE @ BPS	102.13	9423588-JUNE'12
42701- 2561	30	7/13/2012	Logged	*** Total ***	378.19	
42702- 2561	31	7/13/2012	25032	PALOMAR WATER		
	31		46128	BOTTLED WATER @ OFFICE	189.25	2301630
42702- 2561	31	7/13/2012	Logged	*** Total ***	189.25	
42703- 2561	32	7/13/2012	25035	PARKSON CORPORATION		
	32		46089	REGULATOR AND SCREENS-AWT	312.65	AR1/51000166
	32		46102	REGULATORS/SCREENS	23.90	AR1/51000166-
42703- 2561	32	7/13/2012	Logged	*** Total ***	336.55	
42704- 2561	33	7/13/2012	25072	RICK PATECELL		
	33		46101	OPEN PO-SCADA SUPPORT	2,550.00	1850
42704- 2561	33	7/13/2012	Logged	*** Total ***	2,550.00	
42705- 2561	34	7/13/2012	25260	PERS RETIREMENT		
	34		46154	BOARD RETIREMENT 6/30/12	139.54	7-30-12
	34		46155	EMPLOYEE RETIREMENT 7/8/12	12,759.79	8-7-12
42705- 2561	34	7/13/2012	Logged	*** Total ***	12,899.33	
42706- 2561	35	7/13/2012	25260	PERS RETIREMENT		
	35		46157	EMPLOYEE RETIREMENT ENDING 6/2	14,727.94	7-24-12
42706- 2561	35	7/13/2012	Logged	*** Total ***	14,727.94	
42707- 2561	36	7/13/2012	25425	PLANT PEOPLE		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	36		46137 OPEN PO- CONTRACT-MAINTAIN PLA	158.00	7121122
42707-	2561	7/13/2012	Logged *** Total ***	158.00	
42708-	2561	7/13/2012	27010 RAIN FOR RENT INC		
	37		46092 PARTS-BYPASS PUMP @ LPS	2,476.02	036033390
	37		46105 PARTS FOR PUMPING	733.18	036033383
42708-	2561	7/13/2012	Logged *** Total ***	3,209.20	
42709-	2561	7/13/2012	27511 ADAM ROBEY		
	38		46150 REIMBURSE A. ROBEY FOR TEST/CE	145.00	A.R.-COLLEC II
42709-	2561	7/13/2012	Logged *** Total ***	145.00	
42710-	2561	7/13/2012	27528 ROCKWELL CONSTRUCTION SERVICES		
	39		46115 PUMP STATION REHAB @ BPS	312.50	388
42710-	2561	7/13/2012	Logged *** Total ***	312.50	
42711-	2561	7/13/2012	28022 SAFETY KLEEN CORP		
	40		46104 DISPOSE OF OILY DIRT	932.45	58296005
42711-	2561	7/13/2012	Logged *** Total ***	932.45	
42712-	2561	7/13/2012	28037 SAN DIEGO EMPLOYERS ASSOCIATIO		
	41		46156 ANNUAL MEMBERSHIP-2012-13	599.00	452064
42712-	2561	7/13/2012	Logged *** Total ***	599.00	
42713-	2561	7/13/2012	28070 SAN DIEGUITO WATER DISTRICT		
	42		46117 WATER @ TANKER	11.94	TK645-JUNE'12
	42		46125 WATER @ BPS	74.27	31527-JUNE'12
42713-	2561	7/13/2012	Logged *** Total ***	86.21	
42714-	2561	7/13/2012	29730 T.S. INDUSTRIAL SUPPLY		
	43		46113 PARTS	22.18	1050144
42714-	2561	7/13/2012	Logged *** Total ***	22.18	
42715-	2561	7/13/2012	30515 UNIFIRST CORPORATION		
	44		46097 OPEN PO-CONTRACT-UNIFORMS	86.02	3600947484
	44		46107 LAUNDRY SERVICE-JUNE	81.05	3600947484-
	44		46133 OPEN PO-CONTRACT-UNIFORMS	161.07	3600949362
42715-	2561	7/13/2012	Logged *** Total ***	328.14	
42716-	2561	7/13/2012	30520 UNDERGROUND SERVICE ALERT OF		
	45		46119 UNDERGROUND SERVICE ALERT-JUNE	482.50	620120368
42716-	2561	7/13/2012	Logged *** Total ***	482.50	
42717-	2561	7/13/2012	30551 CARLSBAD FUELS CORPORATION		
	46		46134 OPEN PO-VEHICLE/TRUCK FUELS	1,891.63	20120629
42717-	2561	7/13/2012	Logged *** Total ***	1,891.63	
42718-	2561	7/13/2012	30580 UNITED WAY		
	47		46148 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-7/11/12
42718-	2561	7/13/2012	Logged *** Total ***	5.00	
42719-	2561	7/13/2012	30723 SIEMENS WATER TECH. CORP		



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	48		46140 OPEN PO-BIOXIDE	9,091.83	900797666
42719-	2561	48 7/13/2012	Logged	*** Total ***	9,091.83
42720-	2561	49 7/13/2012	32500 WORDEN WILLIAMS, APC		
		49	46129 LEGAL FEES-JUNE	1,926.00	31651
42720-	2561	49 7/13/2012	Logged	*** Total ***	1,926.00
42721-	2561	50 7/13/2012	33227 XEROX CORPORATION		
		50	46094 OPEN PO-SERVICE/MAINT CONTRACT	55.39	062505871
		50	46106 COPIER MAINT	6.77	062505871-
42721-	2561	50 7/13/2012	Logged	*** Total ***	62.16
				.00	
** Total check discount **				.00	
** Total check amount **				132,994.81	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42722- 2562	1	7/20/2012	12514 CONEXIS		
	1		46177 SEC 125 FLEX PLAN-G/30/2012	130.00	0612-0R5179
42722- 2562	1	7/20/2012	Logged	*** Total ***	130.00
42723- 2562	2	7/20/2012	12718 CHUCKS TIRE CENTER		
	2		46214 TIRES	375.07	65471
42723- 2562	2	7/20/2012	Logged	*** Total ***	375.07
42724- 2562	3	7/20/2012	13072 DATA NET		
	3		46180 SYMANTEC ANTI VIRUS LICENSE RE	914.77	9743040
	3		46187 IS MAINT AND SUPPORT	315.00	9743041
	3		46188 IS MAINT AND SUPPORT	275.00	9743063
	3		46189 IS MAINT AND SUPPORT	115.00	9743088
	3		46190 IS MAINT AND SUPPORT	533.75	9743316
42724- 2562	3	7/20/2012	Logged	*** Total ***	2,153.52
42725- 2562	4	7/20/2012	13636 ALLIANT INSURANCE SERVICES, IN		
	4		46203 OFFICAL BOND RENEW-P.B.- 12-15	875.00	61956
42725- 2562	4	7/20/2012	Logged	*** Total ***	875.00
42726- 2562	5	7/20/2012	14840 EWING IRRIGATION PRODUCTS		
	5		46215 PARTS FOR PORTABLE PUMP	42.44	5089087
42726- 2562	5	7/20/2012	Logged	*** Total ***	42.44
42727- 2562	6	7/20/2012	16603 W. W. GRAINGER, INC		
	6		46206 SOLENOID VALVE @LPS	410.80	9871960325
	6		46207 SWITCH @ LPS	443.18	9868146559
42727- 2562	6	7/20/2012	Logged	*** Total ***	853.98
42728- 2562	7	7/20/2012	17010 HAAKER EQUIPMENT CO		
	7		46178 OPEN PO-REPAIRS TO VACTOR	32.88	C89005
42728- 2562	7	7/20/2012	Logged	*** Total ***	32.88
42729- 2562	8	7/20/2012	18212 INFRASTRUCTURE ENGINEERING COR		
	8		46166 CONTRACT-LANAKAI PIPELINE	1,647.33	6443
	8		46167 CONTRACT-REPLACE LPS EMERG GEN	2,047.50	6444
	8		46168 LA COSTA PUMP STATION REHAB DE	3,040.00	6445
	8		46169 CONTRACT-BPS ENGINEERING SERVI	10,480.87	6442
	8		46174 LANAKAI SEWER-FINAL	3,887.67	6443-
42729- 2562	8	7/20/2012	Logged	*** Total ***	21,103.37
42730- 2562	9	7/20/2012	18561 U.S. BANK		
	9		46176 CREDIT CARD-CONF, MEETINGS, SU	2,828.32	US BANK-6/22/12
42730- 2562	9	7/20/2012	Logged	*** Total ***	2,828.32
42731- 2562	10	7/20/2012	19550 JCI JONES CHEMICAL, INC		
	10		46182 OPEN PO-SODIUM HYPOCHLORIDE	3,901.33	552454
42731- 2562	10	7/20/2012	Logged	*** Total ***	3,901.33
42732- 2562	11	7/20/2012	21021 LAFCO		
	11		46213 CHARLES ANNEX #835	2,660.00	LAFCO#835
42732- 2562	11	7/20/2012	Logged	*** Total ***	2,660.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Met amount	INVOICE NUMBER
42733- 2562	12	7/20/2012	22214 MITSUBISHI ELECTRIC & ELECTRON		
	12		46162 ELEVATOR TESTING	496.00	227079
42733- 2562	12	7/20/2012	Logged	*** Total ***	496.00
42734- 2562	13	7/20/2012	23564 NORLAB, INC		
	13		46211 TRACING DYE	220.00	70252
42734- 2562	13	7/20/2012	Logged	*** Total ***	220.00
42735- 2562	14	7/20/2012	24224 OFFICE DEPOT, INC.		
	14		45932 OPEN PO-OFFICE SUPPLIES	62.27	611771898001
	14		45938 OPEN PO-OFFICE SUPPLIES	118.87	613163679001
	14		45941 OPEN PO-OFFICE SUPPLIES	72.34	613624901001
	14		45942 OPEN PO-OFFICE SUPPLIES	9.01	613625004001
	14		46171 CREDIT	-164.48	561364471001
	14		46183 OPEN PO-OFFICE SUPPLIES	85.68	616240916001
42735- 2562	14	7/20/2012	Logged	*** Total ***	183.69
42736- 2562	15	7/20/2012	25121 PCL CONSTRUCTION, INC		
	15		46170 BPS REHAB PROJECT	50,600.00	#01
	15		46175 RETENTION 10%	-5,060.00	RETENTION #01
42736- 2562	15	7/20/2012	Logged	*** Total ***	45,540.00
42737- 2562	16	7/20/2012	25265 PEP BOYS		
	16		46210 RUST ZINC	17.22	07010027657
42737- 2562	16	7/20/2012	Logged	*** Total ***	17.22
42738- 2562	17	7/20/2012	26804 QUALITY CHEVROLET		
	17		46184 OPEN PO-VEHICLE/TRUCK MAINT/RE	689.03	CTCS433715
42738- 2562	17	7/20/2012	Logged	*** Total ***	689.03
42739- 2562	18	7/20/2012	27028 RANCH AND SEA POOL CARE		
	18		46181 OPEN PO- FOUNTAIN MAINTENANCE-	70.00	9264
42739- 2562	18	7/20/2012	Logged	*** Total ***	70.00
42740- 2562	19	7/20/2012	27729 RICHARD STINSON		
	19		46164 CONSTRUCTION MGMT BPS REHAB PR	1,750.00	49-
	19		46165 FORCE MAIN CATHODIC PROTEC-CM	250.00	49
42740- 2562	19	7/20/2012	Logged	*** Total ***	2,000.00
42741- 2562	20	7/20/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	20		46191 ELECTRIC @ LPS	11,835.64	6377-7/12
	20		46192 GAS @ OFFICE	23.60	7294-7/2012
	20		46193 ELECTRIC @ E.E. PS	776.18	EEPS-7448
	20		46194 ELECTRIC @ LCPS	1,058.67	7655295-7/2012
	20		46195 ELECTRIC @ SPS	836.99	7121178-7/12
	20		46196 ELECTRIC @ RVPS	154.00	0843218-7/12
	20		46197 ELECTRIC @ VP7	164.78	4562554-7/12
	20		46198 ELECTRIC @ VP5	321.73	8683154-7/12
	20		46200 ELECTRIC @ AVOCADO PS	121.67	6524-JULY12
	20		46201 ELECTRIC @ DIANA PS	416.79	9942208-7/2012
42741- 2562	20	7/20/2012	Logged	*** Total ***	15,710.05

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42742- 2562	21	7/20/2012	28020 SAN DIEGO GAS AND ELECTRIC		
	21		46199 ELECTRIC @ BPS	11,932.16	0466-7/2012
42742- 2562	21	7/20/2012	Logged	*** Total ***	11,932.16
42743- 2562	22	7/20/2012	28022 SAFETY KLEEN CORP		
	22		46205 DISPOSE OF OILY DIRT	126.79	58399256
42743- 2562	22	7/20/2012	Logged	*** Total ***	126.79
42744- 2562	23	7/20/2012	28029 SAN DIEGO COUNTY CLERK		
	23		46212 SD CLERK FOR CHARLES ANNEX #83	50.00	SD CLERK#835
42744- 2562	23	7/20/2012	Logged	*** Total ***	50.00
42745- 2562	24	7/20/2012	28516 SIMPLEXGRINNELL, LLP		
	24		46172 ELEVATOR TESTING	509.00	67842552-
	24		46173 ADDITIONAL WORK ON ELEVATOR	892.00	67861051
42745- 2562	24	7/20/2012	Logged	*** Total ***	1,401.00
42746- 2562	25	7/20/2012	28537 SMITH & LOVELESS, INC		
	25		46161 PUMP STAND AND PARTS AND LABOR	11,453.49	83592
	25		46202 PARTS-GASKETS	20.56	83720
42746- 2562	25	7/20/2012	Logged	*** Total ***	11,474.05
42747- 2562	26	7/20/2012	29225 TELEPACIFIC COMMUNICATIONS		
	26		46185 PHONE SYSTEM-JULY	992.76	38523264-0
42747- 2562	26	7/20/2012	Logged	*** Total ***	992.76
42748- 2562	27	7/20/2012	29730 T.S. INDUSTRIAL SUPPLY		
	27		46208 GREEN PAINT	46.69	1050556
42748- 2562	27	7/20/2012	Logged	*** Total ***	46.69
42749- 2562	28	7/20/2012	30515 UNIFIRST CORPORATION		
	28		46179 OPEN PO-CONTRACT-UNIFORMS	161.07	3600951247
42749- 2562	28	7/20/2012	Logged	*** Total ***	161.07
42750- 2562	29	7/20/2012	30701 USA BlueBook		
	29		46204 MANHOLE COVER CUSHION	519.01	715484
42750- 2562	29	7/20/2012	Logged	*** Total ***	519.01
42751- 2562	30	7/20/2012	31232 VERIZON WIRELESS		
	30		46186 CELL PHONES	441.57	1099643307
42751- 2562	30	7/20/2012	Logged	*** Total ***	441.57
42752- 2562	31	7/20/2012	32220 WATER ENVIRONMENT FEDERATION		
	31		46209 WEF RENEWAL-J. STECKER-2012-20	220.00	9000121333
42752- 2562	31	7/20/2012	Logged	*** Total ***	220.00
42753- 2562	32	7/20/2012	32347 DEXTER WILSON ENGINEERING		
	32		46163 SSMP AUDIT - FY 2012	3,160.00	0612.03.1975
42753- 2562	32	7/20/2012	Logged	*** Total ***	3,160.00

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
				.00	
** Total check discount **				.00	
** Total check amount **				130,407.00	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 25, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16208 - 16225	7/25/2012	\$42,637.62

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
42754- 2563	1	7/30/2012	11550 BOOT WORLD, INC		
	1		46272 SAFETY BOOTS-K.BUTTS	164.83	1089661IN
42754- 2563	1	7/30/2012	Logged	*** Total ***	164.83
42755- 2563	2	7/30/2012	12065 CARLSON & BEAULOYE		
	2		46276 SERVICE AWT SAND FILTER COMPRE	1,210.75	45886
42755- 2563	2	7/30/2012	Logged	*** Total ***	1,210.75
42756- 2563	3	7/30/2012	12112 JEFF BILLS		
	3		46249 CONSULTING FEES-JUNE	3,971.58	CONFIDENCE-JUNE
42756- 2563	3	7/30/2012	Logged	*** Total ***	3,971.58
42757- 2563	4	7/30/2012	12530 SAN DIEGO COUNTY SHERIFF		
	4		46264 GARNISHMENT	200.00	2012461529-7/25
42757- 2563	4	7/30/2012	Logged	*** Total ***	200.00
42758- 2563	5	7/30/2012	12814 CUES, INC		
	5		46253 SOFTWARE SUPPORT-CCTV VAN-12-1	1,800.00	370007
42758- 2563	5	7/30/2012	Logged	*** Total ***	1,800.00
42759- 2563	6	7/30/2012	13014 DIAMOND ENVIRONMENTAL SERVICES		
	6		46261 2 PORTABLE RESTROOMS-COLLEC CR	223.48	27N00911
42759- 2563	6	7/30/2012	Logged	*** Total ***	223.48
42760- 2563	7	7/30/2012	13261 DEPT HEALTH SERVICES		
	7		46271 RENEWAL-C. FARRELI	55.00	25616-2013
42760- 2563	7	7/30/2012	Logged	*** Total ***	55.00
42761- 2563	8	7/30/2012	** unused **		
42762- 2563	9	7/30/2012	13822 DUDEK & ASSOCIATES		
	9		46226 GE/CIP/JUNE/200/329/330/326/30	7,735.00	20122029
	9		46227 GE/3251/100/GRADING PLANS	510.00	20122244
	9		46228 GE/3252/845/BELLA AZUL	240.00	20122304
	9		46229 GE/3252/584/L. COSTA CONDOS	126.66	20122247
	9		46230 GE/3252/593/L.C. TOWNE	660.00	20122248
	9		46231 GE/3252/644/VULCAN	1,480.01	20122305
	9		46232 GE/3252/648/SHERIDEN RD	708.89	20122250
	9		46233 GE/3252/669/LEUCADIA GROVE	180.00	20122387
	9		46234 GE/3252/697/L.C. GREENS	205.00	20122251
	9		46235 GE/3252/699/HYMETTUS PROJECT	65.00	20122252
	9		46236 GE/3252/718/URANIA AVE	19.61	20122388
	9		46237 GE/3252/723/VULCAN OCEAN	1,521.11	20122253
	9		46238 GE/3252/737/HADAYAT	530.00	20122254
	9		46239 GE/3252/759/CABO GRILL	280.71	20122389
	9		46240 GE/3252/806/7-11 @ LEUCADIA	212.51	20122390
	9		46241 GE/3252/808/SEASIDE RIDGE	3,451.10	20122301
	9		46242 GE/3252/817/OLIVEHAIN RD	1,710.00	20122256
	9		46243 GE/3252/823/COFFEE COFFEE	120.00	20122391
	9		46244 GE/3252/830/NEPTUNE	110.00	20122257
	9		46245 GE/3252/835/CHARLES ANNEX	500.00	20122306
	9		46246 GE/3252/837/NATIVE FOODS	20.00	20122392

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	9		46247	GE/3252/843/URANIA	260.00	20122302
	9		46248	GE/3252/844/L.C. TOWNE	3,535.00	20122303
	9		46278	G/3252/839/HILLCRES DR	20.00	20122445
	9		46279	GE/3252/838/COPE ANNEX	265.00	20122446
42762-	2563	9 7/30/2012	Logged	*** Total ***	24,465.60	
42763-	2563	10 7/30/2012		13822 DUDEK & ASSOCIATES		
	10		46225	GE/CIP/MAY/200/329/330/302	9,985.00	20121730
42763-	2563	10 7/30/2012	Logged	*** Total ***	9,985.00	
42764-	2563	11 7/30/2012		17532 HOSTWAY BILLING CENTER		
	11		46274	QTRLY BILLING-JULY-OCT	65.85	3169492
42764-	2563	11 7/30/2012	Logged	*** Total ***	65.85	
42765-	2563	12 7/30/2012		18150 ICMA RETIREMENT-303979		
	12		46263	DEFERRED COMP-ICMA	3,311.28	ICMA-7/25/12
42765-	2563	12 7/30/2012	Logged	*** Total ***	3,311.28	
42766-	2563	13 7/30/2012		18711 I2B NETWORKS, INC		
	13		46250	CONTRACT- LIVE WEB CAM @ BPS	160.00	17208
42766-	2563	13 7/30/2012	Logged	*** Total ***	160.00	
42767-	2563	14 7/30/2012		20011 JACKSON & BLANC		
	14		46258	HVAC SYSTEM REPAIR	720.00	000163588
	14		46259	HVAC SYSTEM REPAIR	301.27	000163978
42767-	2563	14 7/30/2012	Logged	*** Total ***	1,021.27	
42768-	2563	15 7/30/2012		22355 MINUTEMAN PRESS		
	15		46273	ENVELOPES	312.62	2651989
42768-	2563	15 7/30/2012	Logged	*** Total ***	312.62	
42769-	2563	16 7/30/2012		23068 NATIONWIDE RETIREMENT SOLUTION		
	16		46265	DEFERRED COMP-NATIONWIDE	211.19	NATION-7/25/12
42769-	2563	16 7/30/2012	Logged	*** Total ***	211.19	
42770-	2563	17 7/30/2012		24224 OFFICE DEPOT, INC.		
	17		46254	OPEN PO-OFFICE SUPPLIES	54.61	616827933001
	17		46260	OPEN PO-OFFICE SUPPLIES	8.40	617283310001
42770-	2563	17 7/30/2012	Logged	*** Total ***	63.01	
42771-	2563	18 7/30/2012		25010 AT&T		
	18		46266	OFFICE ELEVATOR	140.22	633346538-7/12
	18		46269	ODOR CONTROL MODEM	34.86	4364009331-5
42771-	2563	18 7/30/2012	Logged	*** Total ***	175.08	
42772-	2563	19 7/30/2012		25011 PACIFIC PIPELINE SUPPLY		
	19		46275	MECHANICAL INDICATOR ASSEMBLY@	897.23	154399
42772-	2563	19 7/30/2012	Logged	*** Total ***	897.23	
42773-	2563	20 7/30/2012		25618 PRIZM JANITORIAL SERVICES, INC		
	20		46257	OPEN PO-CONTRACT-JANITORIAL SE	1,281.15	67484
42773-	2563	20 7/30/2012	Logged	*** Total ***	1,281.15	



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42774- 2563	21	7/30/2012	27012	RANCHO SANTA FE SECURITY SYSTE		
	21		46270	ALARM SERVICE-AUG-OCT	258.00	495341
42774- 2563	21	7/30/2012	Logged	*** Total ***	258.00	
42775- 2563	22	7/30/2012	27478	R. J. SAFETY SUPPLY CO., INC.		
	22		46252	OPEN PO- SAFETY ITEMS/SUPPLIES	166.41	302974-00
42775- 2563	22	7/30/2012	Logged	*** Total ***	166.41	
42776- 2563	23	7/30/2012	28020	SAN DIEGO GAS AND ELECTRIC		
	23		46267	ELECTRIC @ EEPS	1,078.16	9747-JULY
42776- 2563	23	7/30/2012	Logged	*** Total ***	1,078.16	
42777- 2563	24	7/30/2012	28615	SPECIALTY SEALS & ACCESSORIES,		
	24		46277	REPLACEMENT SEALS @ VP5,VP7,EE	745.63	30254
42777- 2563	24	7/30/2012	Logged	*** Total ***	745.63	
42778- 2563	25	7/30/2012	29630	TRI COMMUNITY ANSWERING SERVIC		
	25		46262	ANSWERING SERVICE-JULY	90.00	TRI-7/20/2012
42778- 2563	25	7/30/2012	Logged	*** Total ***	90.00	
42779- 2563	26	7/30/2012	29725	TOOLS SPECIALITIES		
	26		46251	CCTV TREADS	583.54	2229
42779- 2563	26	7/30/2012	Logged	*** Total ***	583.54	
42780- 2563	27	7/30/2012	29814	TIERRA VERDE RESOURCES, INC		
	27		46256	DISTRCT CAMPUS LANDSCAPE MAIN	730.00	057268
42780- 2563	27	7/30/2012	Logged	*** Total ***	730.00	
42781- 2563	28	7/30/2012	30515	UNIFIRST CORPORATION		
	28		46255	OPEN PO-CONTRACT-UNIFORMS	184.78	3600953111
42781- 2563	28	7/30/2012	Logged	*** Total ***	184.78	
42782- 2563	29	7/30/2012	30580	UNITED WAY		
	29		46268	EMPLOYEE CONTRIBUTIONS	5.00	UNITED-7/25/12
42782- 2563	29	7/30/2012	Logged	*** Total ***	5.00	
					.00	
** Total check discount **					.00	
** Total check amount **					53,416.44	
** Total void discount **					.00	
** Total void amount **					.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
42783- 2564	1	8/01/2012	12360	CITY OF CARLSBAD		
	1		46289	WATER @ OFFICE	59.89	8121300-00-JULY
	1		46290	WATER @ OFFICE	97.69	8121305-00JULY
42783- 2564	1	8/01/2012	Logged	*** Total ***	197.58	
42784- 2564	2	8/01/2012	13580	DMV		
	2		46285	DMV REGS RENEWAL FOR TRAILER	10.00	4EF9781-9/12
42784- 2564	2	8/01/2012	Logged	*** Total ***	10.00	
42785- 2564	3	8/01/2012	16806	THE GUARDIAN		
	3		46286	DENTAL AND DISABILITY INS-AUGU	3,813.26	324226-8/12
42785- 2564	3	8/01/2012	Logged	*** Total ***	3,813.26	
42786- 2564	4	8/01/2012	17060	HARTFORD LIFE & ACCIDENT INS.		
	4		46288	LIFE INS-AUGUST	347.22	5973497-0
42786- 2564	4	8/01/2012	Logged	*** Total ***	347.22	
42787- 2564	5	8/01/2012	20323	BYRON KING		
	5		46283	LATERAL REIMBURSEMENT	1,900.00	KING LATERAL
42787- 2564	5	8/01/2012	Logged	*** Total ***	1,900.00	
42788- 2564	6	8/01/2012	25018	MES VISION		
	6		46287	VISION INS-AUGUST	341.16	121882183001
42788- 2564	6	8/01/2012	Logged	*** Total ***	341.16	
42789- 2564	7	8/01/2012	25261	PUBLIC EMPLOYEES HEALTH		
	7		46291	BOARD HEALTH INS-AUGUST	2,388.99	58984-AUG-BRD
	7		46292	EMPLOYEES HEALTH INS-AUG	21,179.73	100000013358984
42789- 2564	7	8/01/2012	Logged	*** Total ***	23,568.72	
42790- 2564	8	8/01/2012	32128	WOODYS CRANE SERVICE		
	8		46284	CRANE SERVICE	375.00	2041
42790- 2564	8	8/01/2012	Logged	*** Total ***	375.00	
					.00	
** Total check discount **					.00	
** Total check amount **					30,552.94	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: August 1, 2012

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
16626 - 16230	8/1/2012	\$785.47

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 8, 2012

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
16231 - 16247	8/8/2012	\$41,296.94

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

JULY

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

2012

JANUARY

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

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

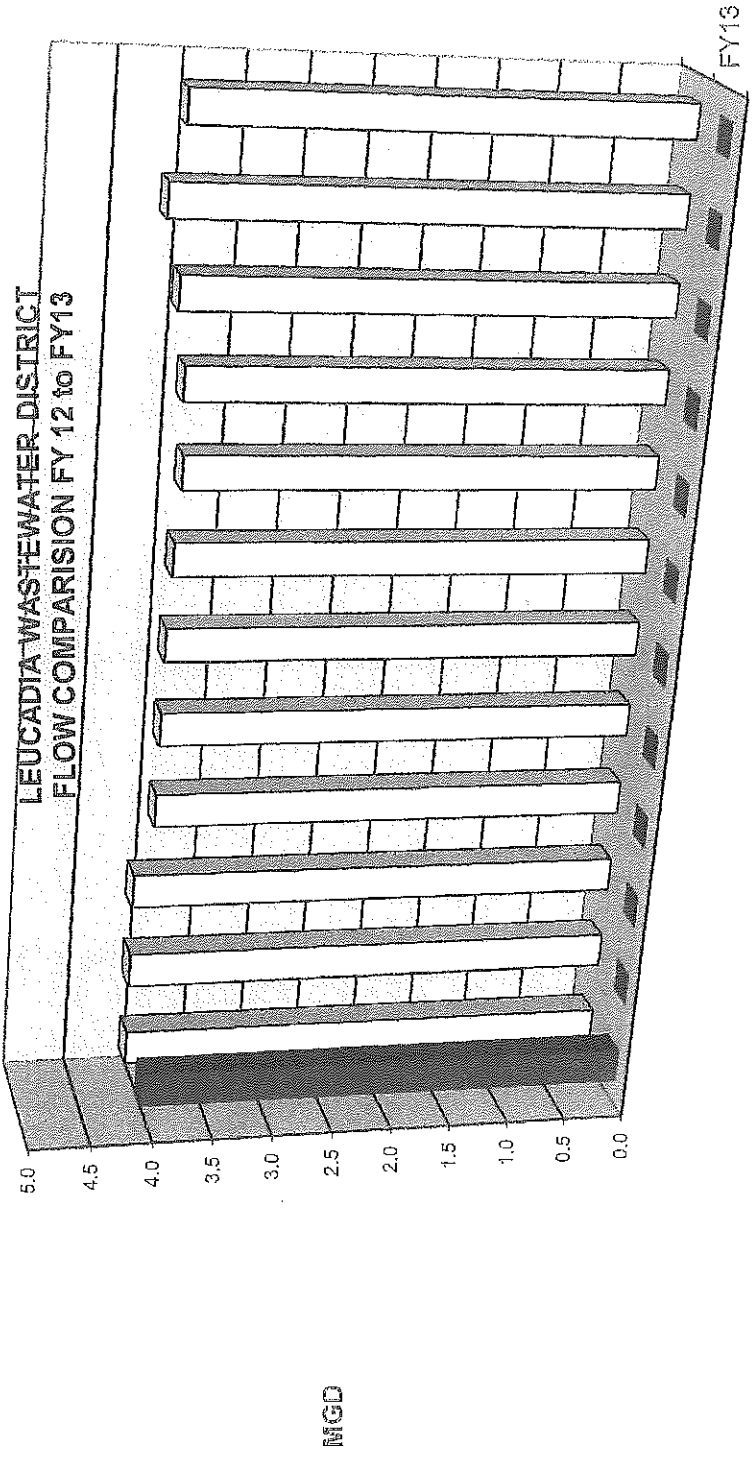
7/2/2012	Board		\$1,945.37
7/11/2012	Employee		\$40,854.29
7/12/2012	Employee	Incentive	\$471.75
7/25/2012	Employee		<u>\$42,637.62</u>
	<b>TOTAL</b>		<b>\$85,909.03</b>

AUGUST

8/1/2012	Board		\$785.47
8/8/2012	Employee		<u>\$41,296.94</u>
	<b>TOTAL</b>		<b>\$42,082.41</b>

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

CURRENT MONTH - July 2012										FY 2011-2012
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,854	LWD ADF (MGD)	GP/IEDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)			ADF (MGD)
JULY	0.0	126.17	1	4.07	146	40.58	4.08			4.08
YTD	0.0	126.17	27,855				4.09			4.09
AUGUST							4.10			4.10
YTD							3.96			3.96
SEPTEMBER							3.96			3.96
YTD							3.96			3.96
OCTOBER							3.94			3.94
YTD							3.91			3.91
NOVEMBER							3.94			3.94
YTD							4.02			4.02
DECEMBER							4.15			4.15
YTD							4.04			4.04
JANUARY										
YTD										
FEBRUARY										
YTD										
MARCH										
YTD										
APRIL										
YTD										
MAY										
YTD										
JUNE										
YTD										
Annual Total	0.00	126.17	1	4.07	146	40.58	4.01			4.01
Mo Average	0.00	126.17	1	4.07	146	40.58				



MGD

MONTH

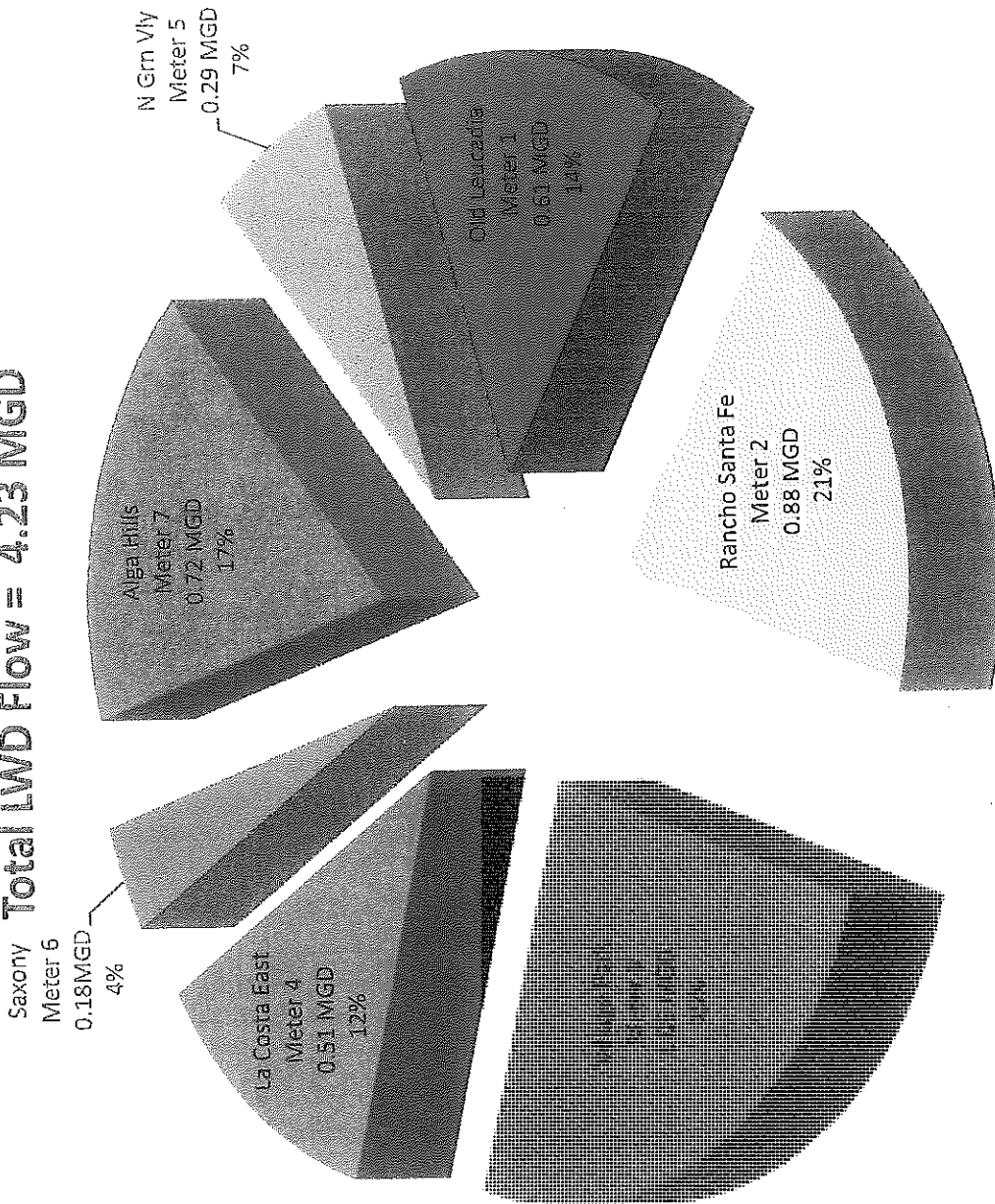
FY13



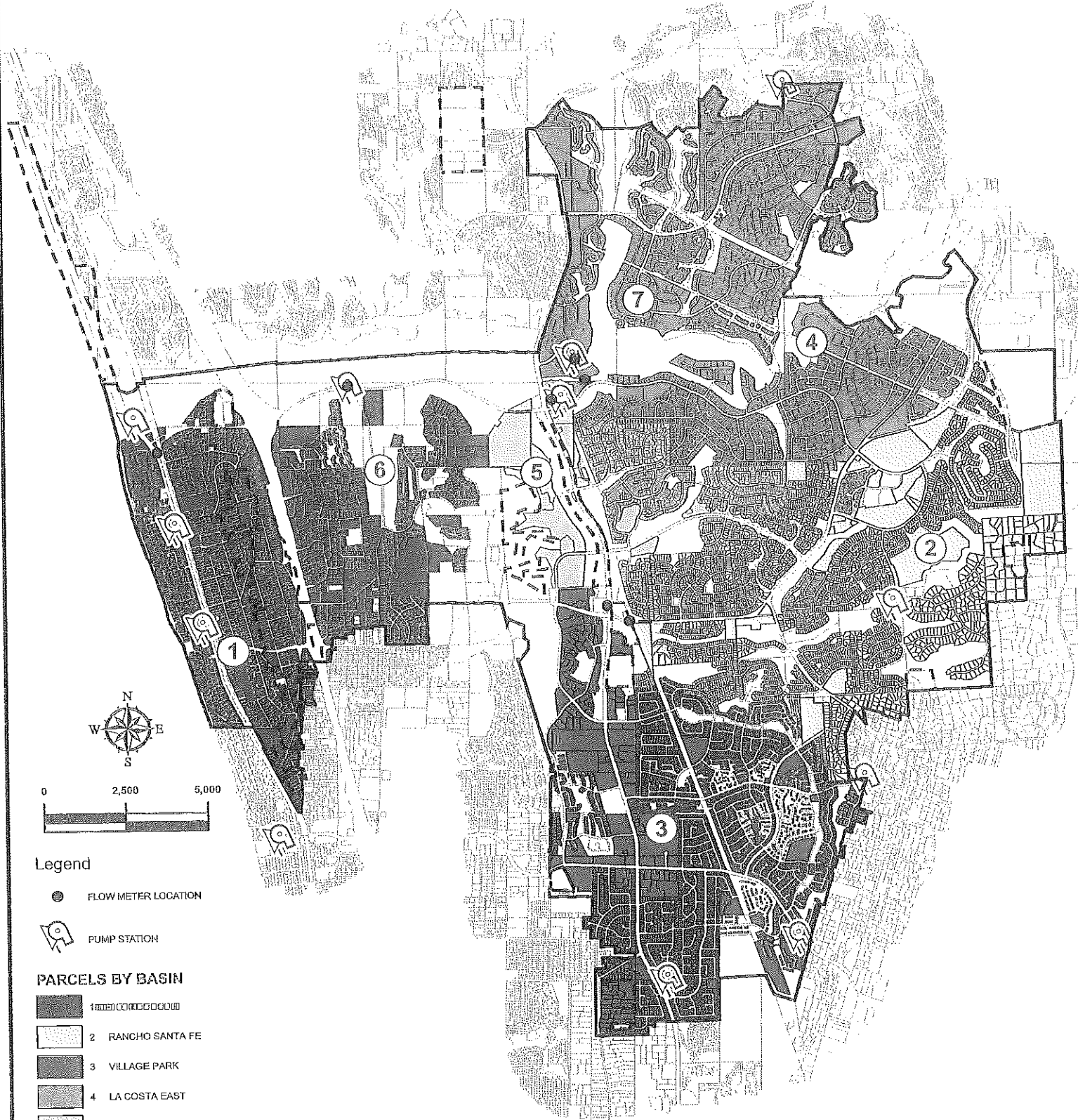
# LWD Flows by Sub-Basin

July 2012

Total LWD Flow = 4.23 MGD



# LEUCADIA WASTEWATER DISTRICT



## Legend

- FLOW METER LOCATION
- PUMP STATION
- PARCELS BY BASIN**
- 1 RANCHO SANTA FE
- 2 RANCHO SANTA FE
- 3 VILLAGE PARK
- 4 LA COSTA EAST
- 5 NORTH GREEN VALLEY
- 6 SAXONY
- 7 ALGA HILLS
- - - LWD BOUNDARY
- ▭ LWD SPHERE OF INFLUENCE

**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET ASSETS**  
As of July 31, 2012

<b>ASSETS</b>	
Cash and Investment Pools	\$ 30,488,708.05
Investments	7,990,364.15
Accounts Receivable	386,270.74
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	59,598.03
Capital Assets	127,708,043.01
Less Accumulated Depreciation	(43,251,070.50)
<b>TOTAL ASSETS</b>	<b>\$ 124,288,762.48</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	253,312.96
Developer Deposits	216,885.94
<b>TOTAL LIABILITIES</b>	<b>\$ 470,198.90</b>
<b>NET ASSETS</b>	
Net Investment in Capital Assets	87,411,699.76
Restricted Reserves	2,371,368.53
Unrestricted Operating Reserve	2,170,920.75
Unrestricted Non-Operating Reserves (Designated)	24,807,336.67
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(442,762.13)
<b>TOTAL NET ASSETS</b>	<b>\$ 123,818,563.58</b>

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

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

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 41,607.96	\$ 7,178,754.00	7,137,146.04	0.6%
RECLAIMED WATER SALES	3150	-	479,000.00	479,000.00	0.0%
OTHER OPERATING INCOME		-	192,126.00	192,126.00	0.0%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 41,607.96</b>	<b>\$ 7,849,880.00</b>	<b>\$ 7,808,272.04</b>	<b>0.5%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 139,272.27	\$ 2,313,265.00	\$ 2,173,992.73	6.0%
BOARD EXPENSES AND ELECTION	4300 & 4400	5,196.26	163,700.00	158,503.74	3.2%
DEPRECIATION EXPENSE	4510	257,000.00	-	(257,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,236,028.00	1,236,028.00	n/a
FUELS	4600	1,891.63	58,500.00	56,608.37	3.2%
INSURANCE	4700	16,124.35	117,000.00	100,875.65	13.8%
MEMBERSHIP & DUES	4800	979.00	24,800.00	23,821.00	3.9%
OFFICE EXPENSE	4900	3,592.27	105,350.00	101,757.73	3.4%
OPERATING SUPPLIES	5000	14,104.32	218,100.00	203,995.68	6.5%
PROFESSIONAL SERVICES	5200	4,080.54	564,500.00	560,419.46	0.7%
PRINTING & PUBLISHING	5300	312.62	32,000.00	31,687.38	1.0%
RENTS & LEASES	5400	1,180.29	18,000.00	16,819.71	6.6%
REPAIR & MAINTENANCE	5500	13,272.93	332,050.00	318,777.07	4.0%
MONITORING & PERMITTING	5600	-	45,100.00	45,100.00	0.0%
TRAINING & DEVELOPMENT	5700	1,099.06	41,400.00	40,300.94	2.7%
UTILITIES	5900	30,485.63	421,100.00	390,614.37	7.2%
LAFCO OPERATIONS	6100	6,123.00	6,200.00	77.00	98.8%
ENCINA	6200	-	1,945,827.00	1,945,827.00	0.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 494,714.17</b>	<b>\$ 7,642,920.00</b>	<b>\$ 7,148,205.83</b>	<b>6.5%</b>

<b>NON-OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	-	\$ 111,960.00	\$111,960.00	0.0%
PROPERTY TAXES	3220	-	1,200,000.00	1,200,000.00	0.0%
INTEREST INCOME	3250	21,906.00	290,000.00	268,094.00	7.6%
OTHER NON OPERATING INCOME		314.60	67,859.00	67,544.40	0.5%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 22,220.60</b>	<b>\$ 1,669,819.00</b>	<b>\$1,647,598.40</b>	<b>1.3%</b>

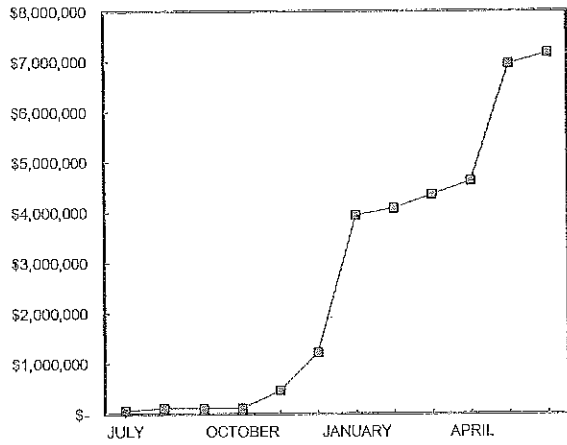
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

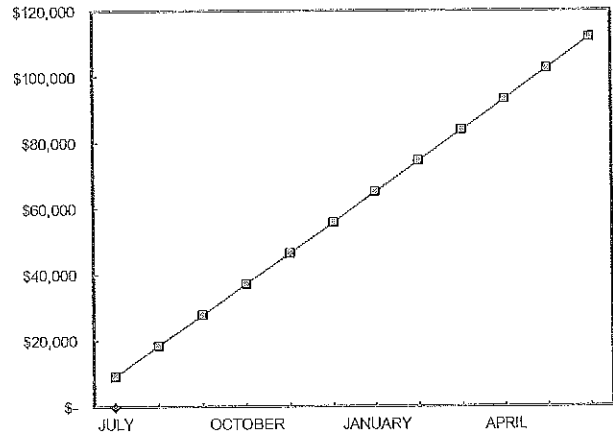
## Revenue FY 2013

YTD through July 31, 2012

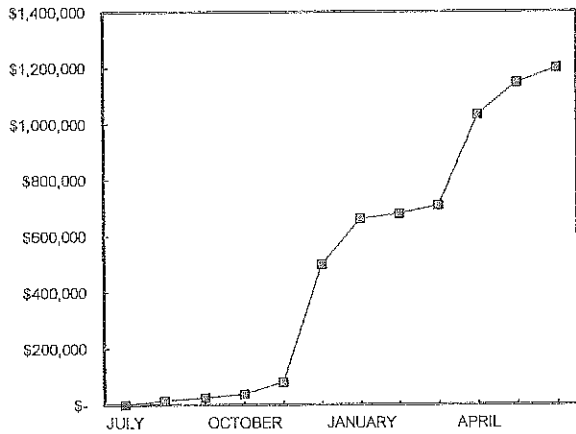
**Sewer Service Fees**



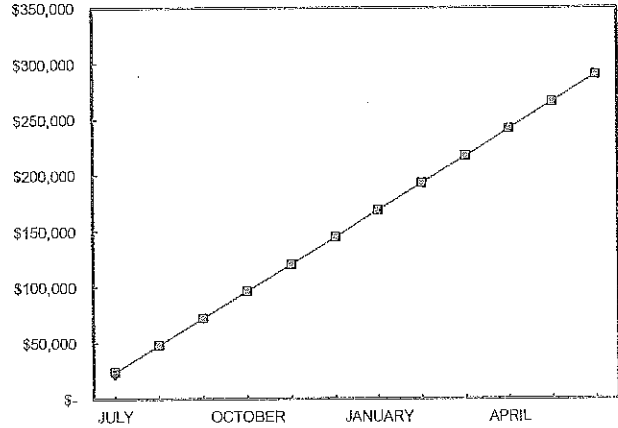
**Capacity Charges**



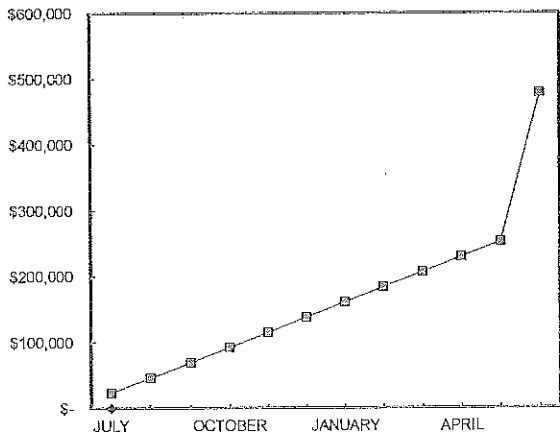
**Property Taxes**



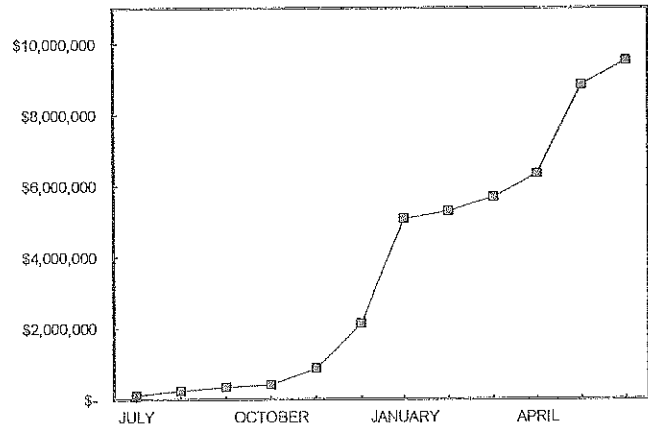
**Investment Income**



**Recycled Wastewater**



**Total Revenue**



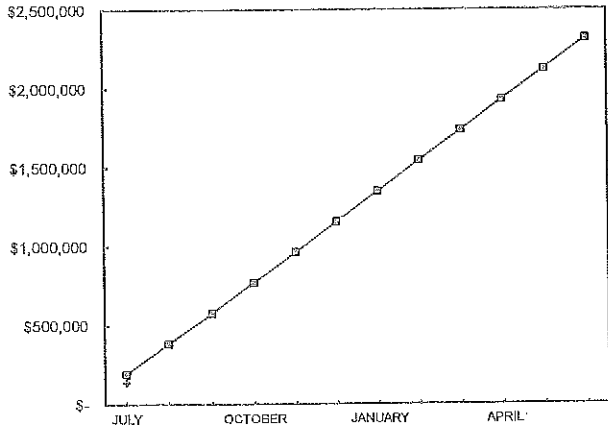
Budget
  Actual

Budget
  Actual

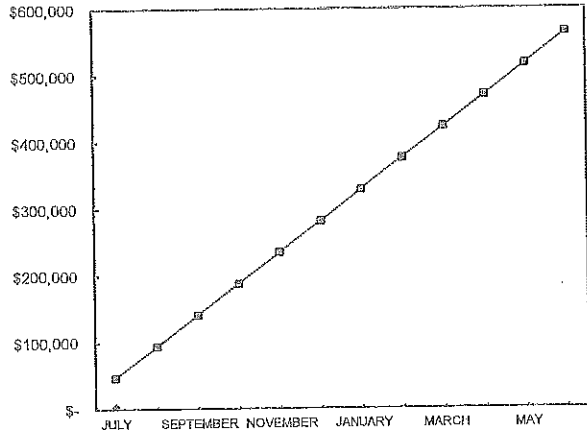
\* Preliminary; subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District Operating Expenses FY 2013 YTD through July 31, 2012

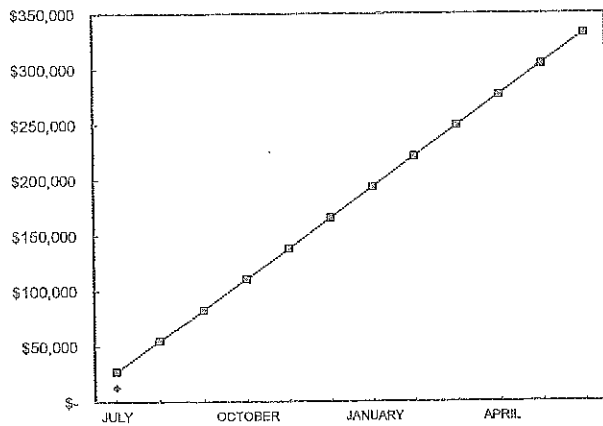
**Salaries and Benefits**



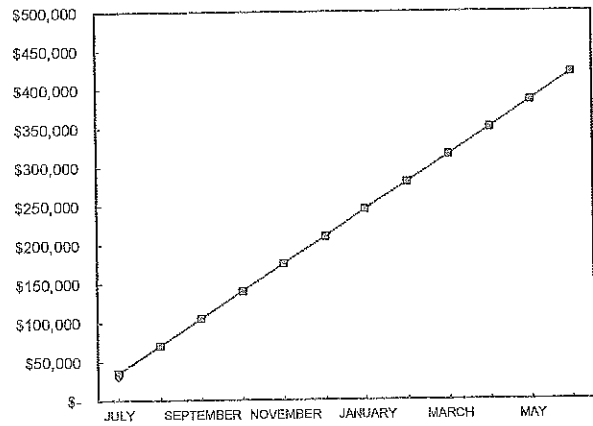
**Professional Services**



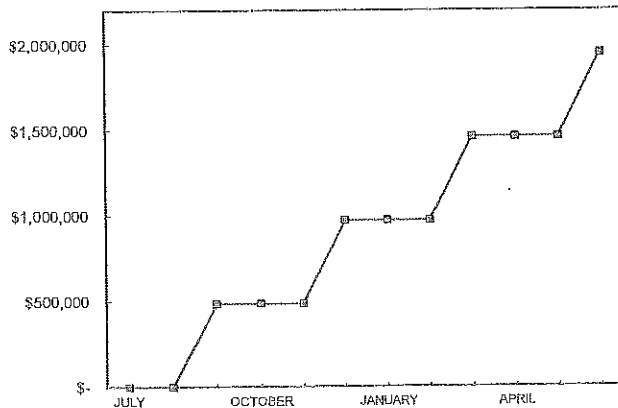
**Repairs & Maintenance**



**Utilities**

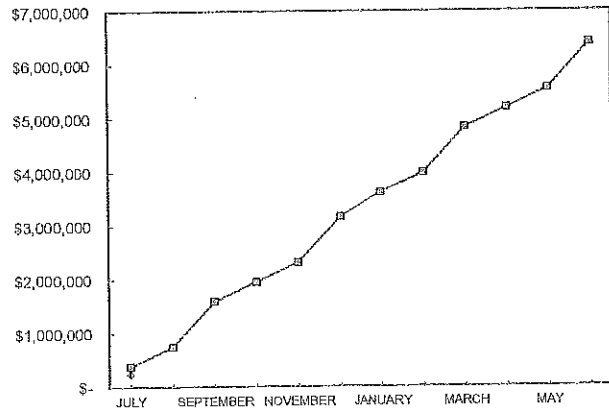


**Encina M&O**



—□— Budget    —◆— Actual

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

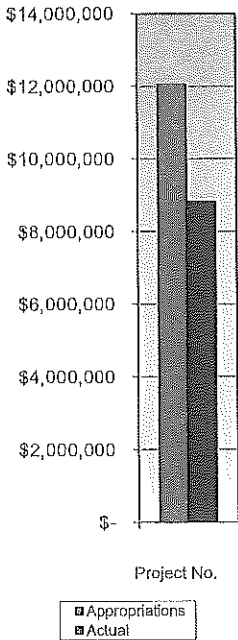


—□— Budget    —◆— Actual

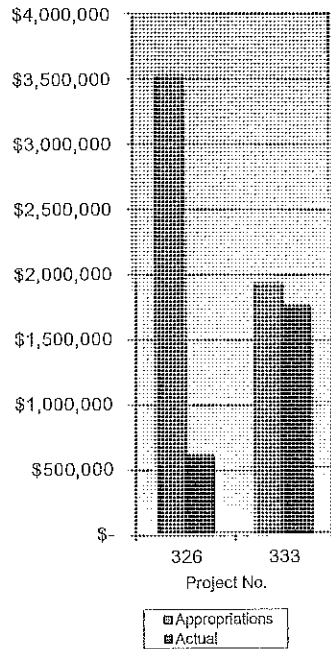
\* Preliminary; subject to future review, reconciliation, accruals, and audit

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

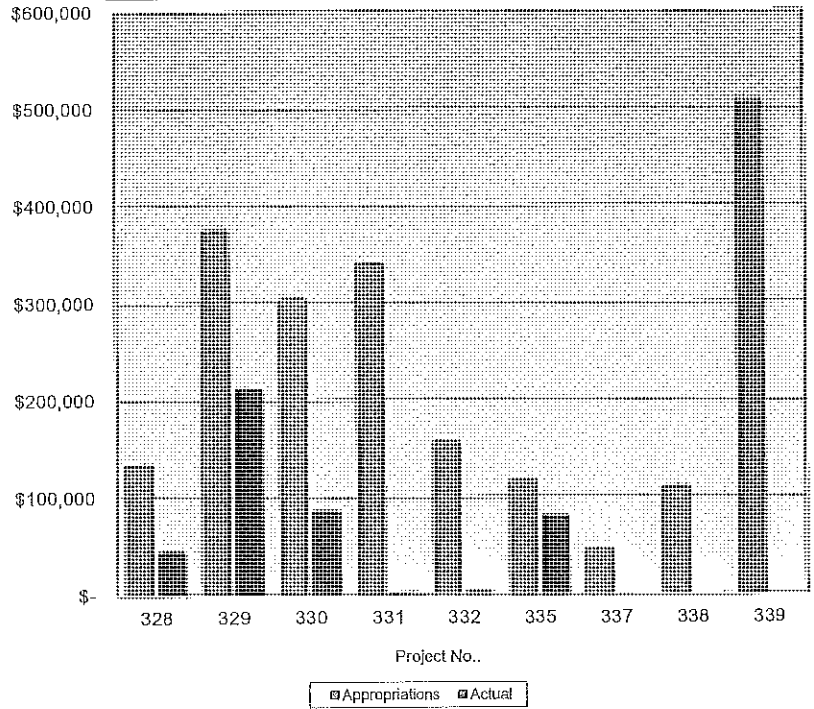
**Encina W.A.  
Multi Year  
Capital Exp.  
FY2003-FY2013**



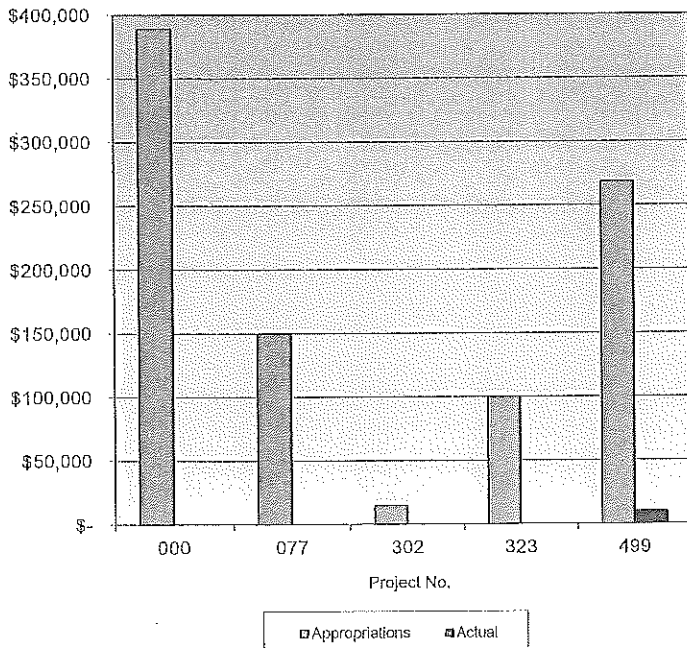
**District Multi Year  
Capital Expenditures  
by Project  
FY2009-FY2013**



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



**Single Year Capital Expenditures by Project  
FY2013**



**Project Legend**

**Multi-Year Capital Projects**

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

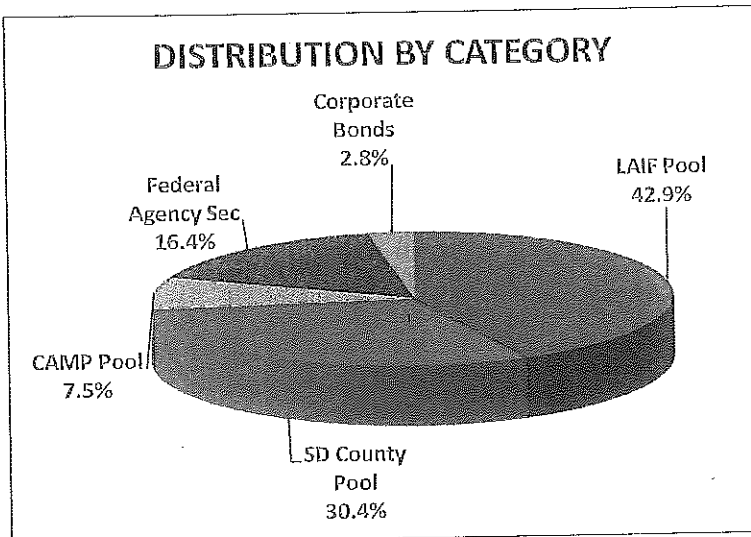
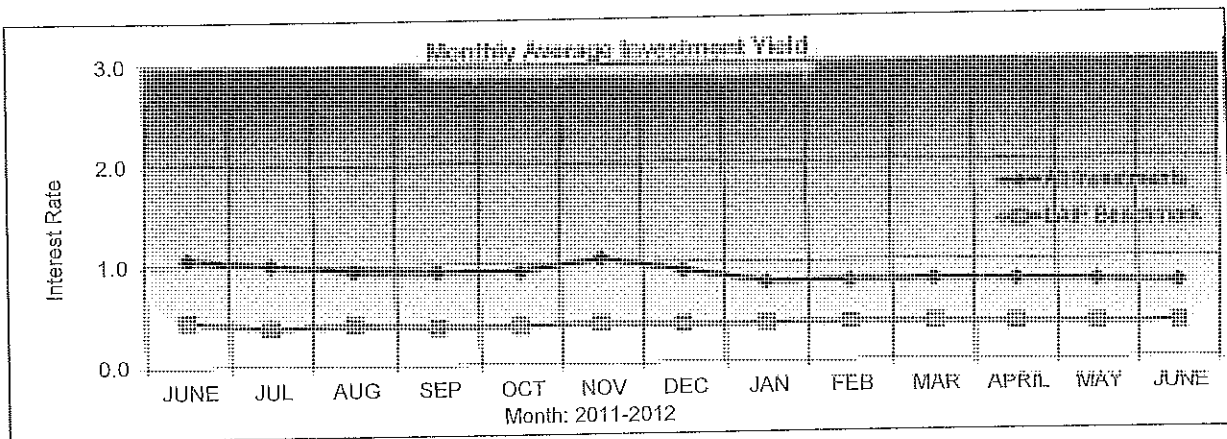
**Single Year Capital Projects**

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

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

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**June 30, 2012**

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2012	June 30, 2012		
LAIF Pool	15,998,758	15,918,758	4,761	0.358%
SD County Pool	11,299,662	11,299,662	4,539	0.482%
CAMP Pool	2,784,140	2,791,502	545	0.240%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	5,492,698	5,492,698	4,989	1.090%
GNMA mortgage pools	15,619	15,441	115	8.900%
Total Camp Portfolio	6,542,352	6,542,174	6,741	1.240%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	561,056	561,056	6,818	14.583%
Total Bond Funds	561,056	561,056	6,818	14.583%
<b>Totals</b>	<b>\$ 37,185,968</b>	<b>\$ 37,113,152</b>	<b>\$ 23,404</b>	<b>0.756%</b>

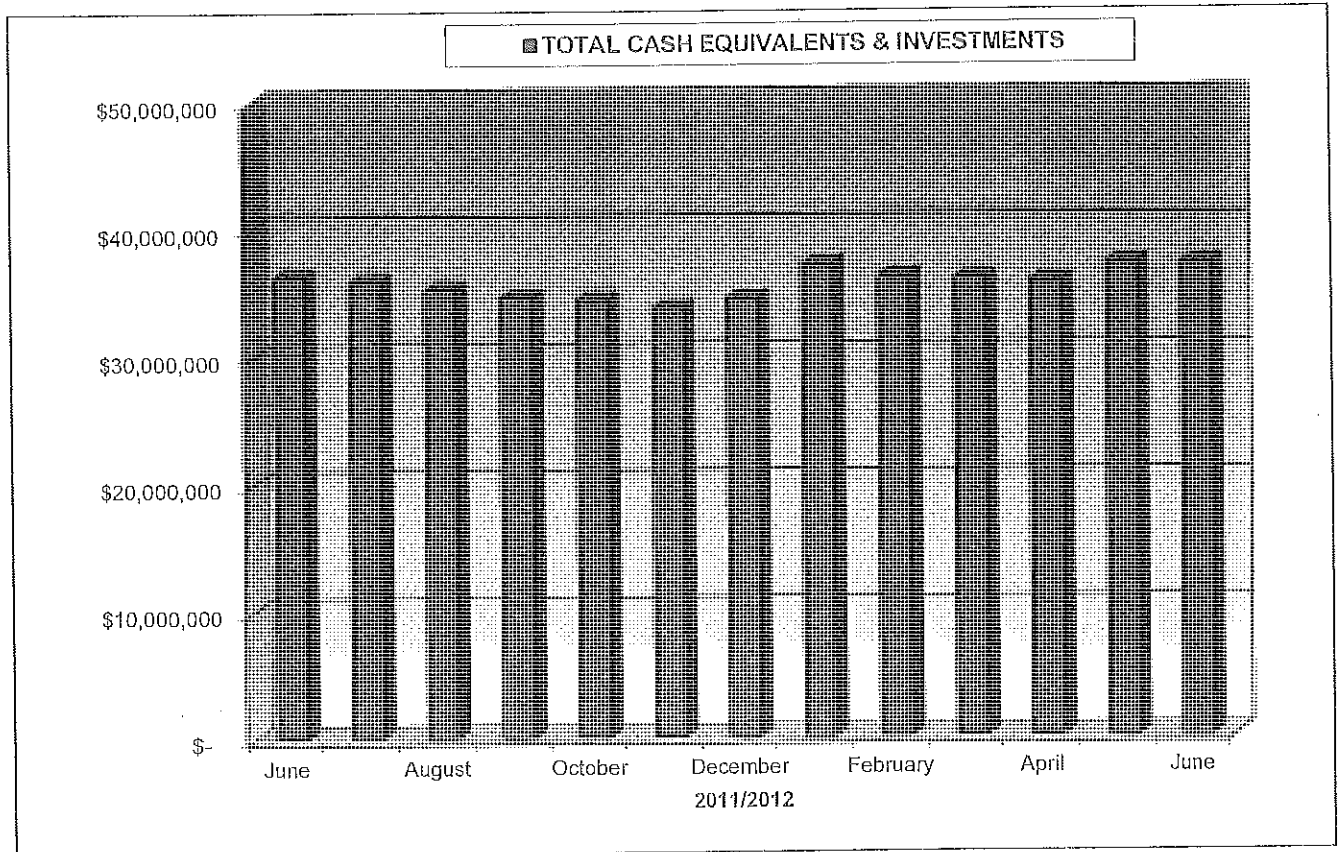


<b>Allocation Percentages of LWD Investments by Type (Actual and Allowable)</b>		
Investment Type	Actual %	Allowed %
LAIF Pool	42.9%	75%
SD County Pool	30.4%	75%
CAMP Pool	7.5%	75%
Federal Agency Sec	16.4%	75%
Corporate Bonds	2.8%	10%
<b>TOTAL</b>	<b>100.0%</b>	



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**June 30, 2012**  
**(Continued)**

<b>TOTAL CASH EQUIVALENTS &amp; INVESTMENTS</b>		
Month 2011/2012	Amount	Average Rate
June	\$ 36,289,996	1.07%
July	\$ 35,909,897	1.01%
August	\$ 35,254,938	0.94%
September	\$ 34,624,683	0.93%
October	\$ 34,448,889	0.93%
November	\$ 33,779,633	1.05%
December	\$ 34,516,504	0.92%
January	\$ 37,152,562	0.80%
February	\$ 36,158,786	0.80%
March	\$ 35,967,850	0.81%
April	\$ 35,795,734	0.80%
May	\$ 37,185,968	0.78%
June	\$ 37,113,152	0.76%



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**June 30, 2012**  
**(Continued)**

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

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

No investment activity in June 2012


TOTAL

\$ -	\$ -	\$ -			
------	------	------	--	--	--

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

MEMORANDUM

Ref: 13-3372

DATE: August 9, 2012  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: LWD QUARTERLY TREASURER'S INVESTMENT REPORT

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

**DISCUSSION:**

In accordance with California Government Code Section #53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one page summary of LWD's investments for the quarter ending June 30, 2012 (see attached). A copy of the full Quarterly Treasurer's Investment Reports has been enclosed for your review.

rd:PB

attachment  
enclosure

**LEUCADIA WASTEWATER DISTRICT  
 QUARTERLY TREASURER'S REPORT SUMMARY  
 SUMMARY OF INVESTMENTS AT June 30,2012**

ASSETS	AMORTIZED COST 6/30/2012	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 15,918,758.33	41.3%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,299,662.00	29.3%	75.0%
CAMP - JPA INVESTMENT POOL	2,791,502.19	7.3%	75.0%
CAMP PORTFOLIO - BANK OF NEW YORK.			
US Treasury Bonds/Notes	-	0.0%	75.0%
Federal Agency - GNMA Pools	15,487.95	0.04%	See below
Federal Agency Bond Notes	5,504,884.64	14.3%	See below
Corporate Notes	1,012,274.16	2.6%	10.0%
	6,532,646.75		
US BANK - CUSTODIAL ACCOUNTS			
Resolution Funding Corp Strips @Cost, Purchased 5/25/1995	561,056.00		
Interest Earned - Amortized Discount* (1)	1,399,430.06		
	1,960,486.06	5.1%	See below
<b>TOTAL INVESTMENTS</b>	<b>\$ 38,503,055.33</b>	<b>100.0%</b>	

Total Federal & Federal Agency Investments	7,480,858.65	19.4%	75%
--	--------------	-------	-----

(1) Representation of interest that is accruing as these federal agency zero coupons approach maturity

**INTEREST FOR THE QUARTER ENDED June 30,2012**

MONTH	INTEREST EARNED	AVERAGE RETURN
April	\$ 23,353.00	0.81%
May	23,079.00	0.78%
June	22,776.00	0.76%
<b>TOTALS</b>	<b>\$ 69,208.00</b>	

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**July 25, 2012**

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

**1. Resolution Appropriating Funds for Fiscal Year 2013 Operating and Capital Budgets and Establishing Controls Thereon.**

The Board of Directors adopted Resolution No. 2012-10 appropriating funds for Fiscal Year 2013 Operating and Capital Program Budgets and establishing controls thereon.

**2. Commercial Marketing Name and Logo for Class A Exceptional Quality Biosolids Pellet.**

The Board of Directors considered the proposed commercial marketing name and logo for the Class A Exceptional Quality biosolids pellet produced at the Encina Water Pollution Control Facility.

**3. Joint EWA-SEJPA Resource Integration and Risk Assessment.**

The Board of Directors directed the General Manager to work with the Member Agency Managers and San Elijo JPA officials to more specifically define and scope the proposed resource integration assessment.

## EWA Executive Session Items

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

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

There was no reportable action.

## Community Affairs Committee Meeting Report

Presented by Director Omsted

---

### Meeting held July 17, 2012

**1. Review and discuss the draft text of the summer 2012 newsletter.**

The CAC reviewed and commented on the draft text of the summer 2012 newsletter. TRG will make the recommended changes and will forward to staff for review.

The CAC directed staff to move forward with the production of the newsletter.

**2. Review and discuss the Teacher Grant Program Options summary report.**

The CAC reviewed and provided suggestions on the Teacher Grant Program Options summary report.

**3. Review and discuss the website summary report.**

The CAC reviewed the website summary report and recommended it be presented at the next Board meeting.

This item will be reviewed later in the agenda.

# Investment & Finance Meeting Report

Presented by Director Omsted

---

**Meeting held August 6, 2012**

**1. Annual Review of the LWD Procurement Policy and Adopt Resolution No. 2227- Approving LWD's revised Procurement Policy.**

The Committee conducted its Annual Review of the LWD Procurement Policy. Staff is recommending a few changes to the policy.

The Committee reviewed the recommended changes and suggested additional revisions. Staff stated that they will make the changes to the policy.

The IFC agreed with staff to present this item to the Board of Directors to receive and file the annual review and adopt resolution 2227 approving the revised Procurement policy.

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



# Engineering Committee Meeting Report

Presented by Director Juliussen

---

## Meeting held on August 6, 2012

1. The EC reviewed a sewer reimbursement agreement between LWD and developers, Tverdochs, Navazo & Solomon, and the Blantons.

The EC requested additional information on whether the construction cost included lateral installation. Staff agreed to verify this information and revise agreement if needed. Staff will resubmit the agreement to the EC for review at a future meeting.

2. The EC received status updates on the following projects:
  - Asset Management Plan (AMP)
  - Force Main Corrosion Protection project
  - Batiquitos Pump Station Rehabilitation project
  - Occidental Line Repair project
  - Lanikai Line Repair project
  - Leucadia Pump Station Generator Replacement Project

**MEMORANDUM**

**DATE:** August 9, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *as per memo for*  
**SUBJECT:** Conflict of Interest Code

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2226 updating and revising Leucadia Wastewater District's Conflict of Interest Code.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

On September 13, 1995, LWD approved Resolution No. 2027 adopting the Fair Political Practices Commission's Standard Model Conflict of Interest Code. Since then, the Board has periodically updated the Code as required. The District last amended the Code and Appendix A on September 13, 2006 when the Board adopted Resolution No. 2170.

The Leucadia Wastewater District (LWD) is required by California Code to biennially review its Conflict of Interest Code (CIC). No amendments were necessary following the 2008 and 2010 reviews. However, Staff recently completed its 2012 review and determined that amendments to designated positions listed in Appendix A are required. The specific changes include:

- Deleting the Field Services Manager designation;
- Deleting the Project Manager designation;
- Adding the Technical Services Manager designation;
- Adding the Field Services Superintendent designation

Resolution No. 2226 (Attachment 1) and LWD's proposed Conflict of Interest Code (Attachment 2) are attached for the Board's review. If approved, Resolution No. 2226 will rescind all previously adopted resolutions approving LWD Conflict of Interest Codes and adopt in their place the proposed code contained in Attachment 2. LWD Counsel has reviewed both attachments.

Staff therefore recommends that the Board of Directors adopt Resolution No. 2226 updating and revising LWD's Conflict of Interest Code.

Attachments

Attachment 1

Resolution No. 2226

A Resolution Adopting A Conflict of Interest Code

RESOLUTION NO. 2226

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
ADOPTING A CONFLICT OF INTEREST CODE

---

**WHEREAS**, Leucadia Wastewater District (LWD) Resolution No. 2027, approved on September 13, 1995, adopted the Fair Political Practices Commission's Standard Model Conflict of Interest Code; and

**WHEREAS**, LWD Resolution No. 2170, approved on September 13, 2006 last amended the Conflict of Interest Code; and

**WHEREAS**, LWD has completed the biennial review of its Conflict of Interest Code and determined that changes are required to the designated positions set forth in Appendix "A" of the Code;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Leucadia Wastewater District does hereby rescind all previously adopted resolutions approving Leucadia Wastewater District Conflict of Interest Codes and re-adopts in their place and stead the Fair Political Practices Commission's Standard Model Conflict of Interest Code and Appendix "A" attached hereto.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held August 15, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Judy Hanson, President

ATTEST:

---

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1

Attachment 2

Revised LWD

Conflict of Interest Code

**CONFLICT OF INTEREST CODE  
OF THE  
LEUCADIA WASTEWATER DISTRICT**

Ref: 13-3367

The Political Reform Act of 1974 (Government Code Section 81000, et seq.) requires each state and local government agency to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission (FPPC) has adopted a regulation, California Code of Regulations, Title 2, Division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference as an agency's code. After public notice and hearing, the regulation may be amended by the FPPC to conform to amendments in the Political Reform Act.

Therefore, the terms of Title 2, Division 6 of the California Code of Regulations Section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Leucadia Wastewater District. This code shall take effect when approved by the Board of Supervisors for the County of San Diego, and shall thereupon supersede all prior codes adopted by the Leucadia Wastewater District.

Pursuant to Section 4 of the standard code, designated employees shall file statements of economic interests with the Secretary of the Leucadia Wastewater District. Upon receipt of the statements of the members of the Board of Directors and the General Manager, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the San Diego County Board of Supervisors. The Leucadia Wastewater District shall retain statements for all other designated employees. Statements submitted by candidates for elected office shall be filed with the Secretary of the District on or before the deadline for filing the Declaration of Candidacy forms with the Registrar of Voters. The Leucadia Wastewater District shall also retain these statements.

Adopted by the Board of Directors of the Leucadia Wastewater District on the 15<sup>th</sup> day of August 2012.

---

Judy Hanson, President

ATTEST:

---

Paul J Bushee, Secretary/Manager

Attachment 2

## APPENDIX A

### AMENDED CONFLICT OF INTEREST CODE OF LEUCADIA WASTEWATER DISTRICT DESIGNATED POSITIONS

All District officials who manage the investment of public funds are included in and governed by this Conflict of Interest Code only with respect to its disqualification provisions. For purposes of disclosure, all District officials who manage the investment of public funds are governed by the statutory conflict of interest provisions of Article 2 of Chapter 7 of the Political Reform Act of 1974. (Government Code Section 87200, et seq.)

The persons holding positions listed below are "designated employees" who are subject to the provisions of this Code. Each such designated employee is required to disclose interests only in those categories set forth, which are identified by the numbers following his or her title.

#### Disclosure Categories

The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property that the designated employee must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions in, and sources of income from, all business entities that do business or own real property in the District, plan to do business or own real property in the District within the next year or have done business or owned real property in the District within the past two years.

Category 2: All interest in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities subject to the regulatory, permit or licensing authority of the Designated Employee's Department, will be subject to such authority within the next year or have been subject to such authority within the past two years.

Category 4: All investments in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property in the District, plan to engage in such activities in the District within the next year or have engaged in such activities in the District within the past two years.

Category 5: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan or other financial institutions.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery or equipment of a type purchased or leased by the District.

Category 7: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery or equipment of a type used or administered by the Designated Employee's Department.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Field Technical Services Manager	6, 7
Project Manager/Field Services Superintendent	6, 7
Field Services Supervisor	6, 7

<u>Consultants*</u>	<u>Disclosure Categories</u>
Financial Consultants	1, 2, 4, 5, 6
Engineering Consultants	1, 2, 6
Environmental Consultants	1, 2, 4, 6
Public Relations Consultants	1, 2, 6

The following positions are *not* covered by the code because they must file under Government Code Section 87200, and, therefore, are listed for informational purposes only:

Board of Directors  
 General Manager  
 Administrative Services Manager  
 General Counsel, Attorney

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations.

\* Consultants shall not be required to file disclosure statements where they: (a) conduct research and arrive at conclusions with respect to rendition of information, advice, recommendation or counsel independent of control and direction of the agency or any agency official other than normal contract monitoring; and (b) possess no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel. The determination as to whether a consultant shall be required to file a disclosure statement shall be made by the General Manager or his or her designee.



## MEMORANDUM

Ref: 13-3368

**DATE:** August 9, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *orberman for*  
**SUBJECT:** Revised Procurement Policy

---

### RECOMMENDATION:

Staff and the Investment and Finance Committee (IFC) recommend that the Board of Directors:

1. Adopt Resolution No. 2227 approving LWD's revised Procurement Policy;
2. Receive and file the annual review of the Procurement Policy; and
3. Discuss and take other action, as appropriate.

### DISCUSSION:

The IFC reviewed this item at their August 6, 2012 meeting and suggested several changes that are included in this proposed policy. After discussion, the IFC recommended that this agenda item be forwarded to the full Board for consideration.

The Leucadia Wastewater District (LWD) Procurement Policy was adopted by the Board of Directors on March 9, 2005. It was last revised on July 13, 2011. The policy consolidates purchasing requirements under one program and provides a prudent set of controls while maintaining efficiency and flexibility in the procurement process.

Staff recently conducted an annual review of the existing policy. Based on this review, which was listed as a Tactical Goal in the FY 2013 Tactics and Action Plan, staff is recommending several administrative changes throughout the policy as well as revisions that clarify procedures for procuring construction and professional services. In addition, there is a proposed change to the Sole Source Procurement section, which adds language that will allow LWD to sole source a vendor or firm based on their unique knowledge of the District or to provide a continuation of service.

Overall, LWD's Procurement Policy continues to provide prudent purchasing controls and guidelines for the District. In addition, it establishes spending limits that reflect today's costs and provides staff the flexibility to purchase goods and services in the most efficient manner possible.

For these reasons, staff and the IFC recommend that the Board of Directors: (1) adopt Resolution No. 2227 approving LWD's revised Procurement Policy; (2) receive and file the annual review of the policy; and (3) discuss and provide direction, as appropriate.

The proposed resolution (Attachment 1) and a strike-out version of the revised Procurement Policy (Attachment 2) are attached for the committee's review.

cal:PJB

Attachments

Attachment 1

Resolution 2227

Resolution Approving LWD's Revised Procurement Policy

RESOLUTION NO. 2227

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
LEUCADIA WASTEWATER DISTRICT  
ADOPTING A REVISED PROCUREMENT POLICY

---

WHEREAS, the Leucadia Wastewater District's (LWD) existing Procurement Policy was adopted on March 9, 2005 to establish a prudent set of controls in the procurement process; and

WHEREAS, it is prudent for LWD to periodically revise its Procurement Policy to reflect changes in laws and regulation as well as the escalation of prices due to inflation.

NOW, THEREFORE, it is hereby resolved as follows:

1. The LWD Board of Directors adopts the LWD Procurement Policy attached hereto as Exhibit "A" and directs that it be implemented consistent with all applicable laws and related District policies.
2. This Resolution supersedes Resolution No. 2218.

PASSED AND ADOPTED by the Board of Directors of Leucadia Wastewater District this 15th day of August, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Judy Hanson, President

ATTEST:

---

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1

## Attachment 2

### Revised Procurement Policy



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## LEUCADIA WASTEWATER DISTRICT

### PROCUREMENT POLICY

Ref: 13-3371 44-2924

#### 1. Purpose

The purpose of this Policy is to establish the requirements and implement the rules and regulations governing the procurement of all goods and services required by the Leucadia Wastewater District (LWD).

#### 2. Authority

- 2.1. Resolution ~~2218~~ 2227 adopted by the Board of Directors on August 15, 2012 ~~July 13, 2014~~.

#### 3. Related LWD Board of Directors Policy

- 3.1 Resolution 2095 authorizing the General Manager to purchase up to \$25,000 of goods, materials, and supplies at any one time without specific prior Board approval dated September 8, 2000.
- 3.2 Resolution ~~2226~~ 2442 adopting the LWD Conflict of Interest Policy.

#### 4. Policy

It is the Policy of the Board of Directors that:

- 4.1. LWD shall procure required goods and services commensurate with acceptable quality at the lowest possible cost.
- 4.2. Appropriate internal financial controls shall be exercised over all procurements.
- 4.3. No procurement shall be authorized unless sufficient funds have been appropriated pursuant to LWD's budgetary processes.
- 4.4. Cooperative purchasing with other public agencies shall be performed whenever such purchases are feasible and in the best interests of LWD.
- 4.5. The General Manager shall determine the necessity of insurance and/or appropriate insurance requirements in consultation with the originating department head and risk management advisors, and, with the advice and concurrence of the LWD General Counsel. If insurance is required, a Certificate of Insurance conforming to such

Attachment 2

requirements, and any applicable insurance industry standards, must be on file before goods are delivered or services are provided.

- 4.6. The General Manager shall execute and maintain administrative procedures to implement this Policy and to ensure that the procurement of all goods and services are properly documented as conforming to this Policy, related internal financial controls and all applicable administrative procedures.
- 4.7. The General Manager shall maintain all documentation required by this Policy in conformance with applicable LWD Policy.
- 4.8. The LWD shall not discriminate against any person or entity because of race, color, religion, national origin, gender or disability status and shall place, in all procurement related solicitations or advertisements for formal procurement of goods or services, a statement that all qualified bidders will receive consideration without regard to race, color, religion, national origin, gender or disability status.
- 4.9. The General Manager may, at his/her discretion, delegate duties under this Policy.
- 4.10. The Board of Directors may, at its sole discretion, waive all or any part of this Policy.

## 5. Definitions

Bidder: A person or firm submitting an offer to LWD in response to a Request for Bids.

Bid Security: The deposit of cash, certified check, cashier's check, bank draft, money order, or bid bond submitted with a bid and serving to guarantee to the owner that the bidder, if awarded the contract, will execute such contract in accordance with the bidding requirements and the contract documents.

Continuing Services: When a vendor or firm has satisfactorily completed one phase in the development of a project, that vendor or firm may be retained for a subsequent phase of work if their continued service is determined to be in the best interest of the District.

Construction Services: Services typically associated with the physical construction and/or installation of equipment necessary to improve or replace the District's infrastructure. For the purposes of this policy, Landscape, janitorial and uniform rental services shall follow the procedures associated with this category.

Formal Procurement of Goods and Services: Procurement of goods or services resulting in total cash payments greater than \$50,000.

Goods: An item moveable at the time LWD executes the Purchase Order for its procurement; equipment or supplies specially manufactured for LWD; ~~construction work of a non-professional nature to~~ installation of equipment or supplies specifically for LWD; electricity; natural gas; and, water.

Informal Procurement of Goods: Purchase of goods resulting in total payments of \$5,000.01 to \$50,000. Sufficient funds shall be available in the Board approved LWD Budget.

Informal Procurement of Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amounts between \$25,000.01 and \$50,000. Funds shall be available in the Board approved LWD Budget.

Open Market Procurement of Goods: Purchase of goods resulting in total payments by the LWD of \$5,000 or less. Sufficient funds shall be available in the Board approved LWD Budget.

Open Market Procurement of Professional and Construction Services: Procurement of services resulting in contract Not-to-Exceed (NTE) amount of up to \$25,000. Sufficient funds shall be available in the Board approved LWD Budget.

Performance Bond: A written guaranty from a third party guarantor (usually a bank or an insurance company) submitted to the District by a contractor on winning the bid. A performance bond ensures payment of a sum (not exceeding a stated maximum) of money in case the contractor fails in the full performance of the contract.

Proposer: A person or firm submitting an offer to LWD in response to a Request for Proposals.

Scope of Work: A description of services required by LWD that a proposer must demonstrate the capability to provide as a prerequisite to LWD's consideration of their proposal.

Sealed Bids: A bid submitted in a sealed envelope to prevent disclosure of its content prior to the established public opening.

Professional Services: ~~Services that are professional in nature and do not include the physical construction or/or installation of equipment for the District's infrastructure. Services in this category include engineering design, architectural services, public information services, financial services, strategic planning services and legal services. Other similar services would also be part of this category. include all purchases not classified as goods or materiel and can be professional in nature.~~

Sole Source Procurement: Procurement instances when the goods and/or services are obtainable from only one vendor due to unique circumstances, specifications, or qualifications or continuance of service.

Specification: A description of the goods required by LWD that a bidder must satisfy precisely or through functional equivalency as a prerequisite to LWD's consideration of their bid.

Vendor / Firm / Consultant: An entity which is capable of or is interested in providing goods or services to LWD, or has been awarded a procurement agreement by LWD.

**6. Open Market Procurements for Goods (\$5,000 or less) and Professional Services and Construction Services (\$25,000 or less)**

The LWD Staff shall make reasonable efforts to secure goods of suitable quality or, in the case of services, the best qualified consultant or service provider at the lowest possible cost and shall document such procurements as appropriate.

**7. Informal Procurements for Goods (\$5,000.01 to \$50,000) and Construction Services (\$25,000.01 to \$50,000)**

The following defines an informal procurement for goods:

- 7.1 Minimum Requirements: The procurement of goods or materiel requires that Staff develop a Request for Quote (Quote) to clarify and standardize the requirements of the procurement. The Quote shall include, as a minimum:

- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
- A list of at least three (3) possible suppliers, if practicable,
- The date and time by which LWD must receive the Quote.

7.2 Quote Distribution and Evaluation: Unless impracticable, LWD shall distribute the Quote to at least three (3) suppliers. Staff will evaluate the responses received to determine the lowest responsive and responsible quote that meets or exceeds the Quote specifications.

7.3 Quote Documentation: Staff will document the Quotes received and the results of the evaluation. If less than three (3) Quotes were received and evaluated, a brief explanatory statement will be provided.

7.4 Award: The General Manager shall award the procurement to the lowest responsive and responsible bidder if the total dollar cost of the procurement is \$25,000 or less. If the total dollar cost of the procurement is \$25,000.01 or more, the purchase must be approved by the Board of Directors.

7.5 Delegation of Authority to Award: For the purchase of goods or materiel, the General Manager may delegate the authority to award procurements by administrative procedure specifically identifying such delegates and the dollar limit of each delegate's authority.

7.5 Nothing in this policy shall prohibit staff from utilizing a formal bid process if deemed to be in the best interest of the District. If a formal bid process is elected, the procedures in Section 9 below shall be followed.

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## 8. Informal Procurements –for Professional Services (Contract from \$25,000.01 to \$50,000):

The following defines an informal procurement for services:

8.1 Minimum Requirements. Staff will develop a Request for Proposals (RFP) to include, as a minimum:

- An appropriately detailed Scope of Work considering the value availability and technical complexity of the services to be procured,
- A list of at least three (3) possible firms, if practicable,
- The date and time by which LWD must receive the proposal.
- If the proposed project is not identified in the budget, the Board of Directors shall review and approve the RFP and Supplemental Documentation prior to selecting for proposals, authorize the procurement.

8.2 RFP Evaluation. Staff or a panel of evaluators designated by the General Manager will determine the best qualified proposer based on professional competency and their ability to satisfy the Scope of Work. Whenever possible, dependent on the services required, LWD shall evaluate and document at least three (3) proposals. If less than three (3) proposals were evaluated, a brief explanatory statement will be submitted to the General Manager.



- 8.3 Negotiations. Staff shall negotiate with the best qualified proposer. If unable to successfully complete such negotiations, negotiate with the remaining proposers, in the order that their proposals are most beneficial to LWD, until negotiations are successfully completed.
- 8.4 Coordination, Review and Approval. The General Manager will assign staff and, if necessary, LWD Counsel to generate a contract or related documents. All informal procurements for services will require a written contract.
- 8.5 Award. The General Manager shall recommend that the Board of Directors award the contract to the best qualified firm with whom LWD successfully completed negotiations. The Board shall award procurements of services with a total dollar cost from \$25,000.01 to \$50,000.
- 8.6 Documentation of Award. The responsible staff member shall establish a Contract File that contains the RFP documentation per Sections 8.1 through 8.5 of this Policy, signed contract and any additional documents prescribed by administrative procedure.

## **9. Formal Procurements: for Goods and Construction Services (\$50,000.01 and over)**

- 9.1. Additional Requirements: Formal Request for Sealed Bids (RFB). In addition to this Policy's requirements for awarding Informal Procurements, the initiating department head shall submit for the General Manager's review and approval a RFB that includes:
- An appropriately detailed Specification considering the value, availability and technical complexity of the items to be procured,
  - Proposed procurement schedule.
- 9.2. Supplemental Documents: Formal RFB. Along with the RFB, the initiating department head shall submit for the General Manager's review and approval the following Supplemental Documents:
- A draft Notice Inviting Bids, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager; and,
  - A suggested list of prospective vendors, at least three (3) vendors, if practicable, to receive the RFB.
- 9.3. Public Notice. Public Notice Inviting Bids for a RFB must be published in a newspaper of general circulation at least ten (10) days prior to the bid opening date.
- 9.4. Bid Opening. All sealed bids are opened in public and apparent low bidder is identified at the bid opening.
- 9.5. Bid Evaluation. After the bid opening, all bids will be evaluated to ensure compliance with the bid specifications and for acceptable quality to determine the lowest responsive and responsible bidder. All bids and bid information shall be public unless otherwise specified in the bid specifications.

9.6. Award. All sealed bid procurements shall be awarded to the lowest responsive and responsible bidder who meets or exceeds the specifications of the RFB All formal procurements must be approved by the Board of Directors.

#### 10. Formal Procurements:for Professional Services (\$50,000.01 and over)

10.1. Additional Requirements: Formal Request for Proposals (RFP) or Request for Qualifications (RFQ). In addition to this Policy's requirements for awarding Informal Procurements for services, the initiating department head shall submit for the General Manager's review and approval a RFP or RFQ that includes:

- A detailed Scope of Work itemizing the services required,
- Proposed schedule,
- Preliminarily criteria upon which proposals / qualifications shall be evaluated.

~~10.2. Supplemental Documents: Formal RFP / RFQ. Along with the RFP / RFQ, the initiating department head shall submit for the General Manager's review and approval the following items:~~

- A draft public notice, suitable for publication, containing all information required by this Policy, applicable administrative procedures or the General Manager and,
- A suggested list of prospective consultants to receive the RFP / RFQ .

~~10.3. 10.2. General Manager Approval of Proposal Publication. No publication of public notice inviting proposals shall be made unless the General Manager has approved the Formal RFP and Supplemental Documents. If the project is not identified in the budget, the Board of Directors shall review and approve the RFP and Supplemental Documentation prior to publication. authorize the procurement.~~

~~10.4. 10.3. Public Notice. Public notice of a RFP / RFQ must be published in a newspaper of general circulation at least ten (10) days prior to the proposal / Statement of Qualification (SOQ) due date.~~

~~10.5. 10.4. RFQ Evaluation. If the implementation of the RFQ process is selected to procure services, additional steps are added to the RFP process. The RFQ calls for submission of a Statement of Qualification (SOQ) instead of a proposal. The SOQs are used to establish the professional competency and capability of each firm to perform and satisfy the project's Scope of Work. Once Statements of Qualifications (SOQ) are received from interested firms, the General Manager will convene a panel consisting of at least three (3) individuals. The panel will evaluate the SOQs received in response to the RFQ to determine those firms that, in the panel's opinion, are best qualified to meet the Scope of Work identified in the RFQ. The panel will identify at least three (3) qualified firms, if appropriate. Once the qualified firms have been determined, only those firms will be invited by the General Manager to submit proposals (RFP) for evaluation.~~

~~10.6. 10.5. Proposal Evaluation. Pursuant to the criteria established for that RFP and any additional criteria necessary and appropriate to advance the best interests of the LWD, the General Manager or a panel of evaluators selected by the General Manager shall review each proposal and may interview each firm to determine an~~

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ordinal ranking of the proposing firms. The ordinal ranking will be primarily based on the professional competency of the firms.

40-7:10.6.Negotiation. The General Manager or his/her designee shall enter into negotiations with the top ranked firm to establish the contract price and fees. If a fair price cannot be reached with the top ranked firm, then that firm shall be eliminated from consideration and negotiations shall be initiated with the next highest ranked firm.

40-8:10.7.Award. All formal procurements for services must be approved by the Board of Directors.

## 11. Emergencies and Exceptions

The following exceptions shall apply to the foregoing bidding procedures. When an exception applies, supplies, equipment and/or services may be purchased following whatever procedures are determined necessary under the circumstances as determined by the General Manager, at his or her discretion.

### 11.1 Sole Source Procurement

- A. In certain instances, goods and services are obtainable from only one vendor due to unique circumstances. These circumstances include:
  - The good or service is of such a unique, proprietary or technical nature that it is only manufactured or provided by a single vendor; or,
  - The good or service must match or be compatible with other goods or service, currently in use by LWD, obtained from a certain vendor. In this instance, it must be demonstrated that the matching or compatible good or service can only be supplied by this same vendor.
  - When a vendor or firm possesses unique knowledge of LWD or is providing continuance of service as described in paragraph 12.4, Continuing Services.
- B. All sole source purchases for goods over \$5,000 and sole source procurements for services over \$25,000 require an explanation justifying the sole source procurement under this Policy to the General Manager and/or Board of Directors.
- C. Sole source procurements shall comply with all award threshold requirements, ~~as set forth in this Policy, that are compatible with a procurement authorized under this section.~~

### 11.2 Emergency

If an emergency arises and there is insufficient time to comply with the otherwise applicable ~~bidding~~ procurement procedures, an exception shall apply. An emergency may be determined by the General Manager if there is no time for a Board meeting; otherwise a finding of emergency shall be made by the Board. If the General Manager determines an emergency existed and the procurement exceeded his or her approval authority as established in this policy, the actions taken shall be reported to the Board of Directors at its next regular meeting.

### 11.3 Complex or Unique Items


- A. In the event that the supplies and/or equipment sought to be purchased are unique and/or complex such that it is unlikely that there would be more than one bidder.
- B. It is unlikely that there would be any economic benefit to the public to be gained from bidding, the General Manager, at his or her discretion, may authorize direct negotiations in lieu of bidding.
- C. An explanation to the Board of Directors is required justifying the procurement of critical or unique items.

## 12. Alternative or Conditional Requirements

- 12.1 Bid Security. Bidder's security may be prescribed in the public notice inviting bids at LWD's sole discretion. Bidders shall be entitled to return of bid security except that a successful bidder shall forfeit his bid security upon the bidder's refusal or failure to execute a contract within ten (10) days after the Notice of Award has been mailed.
- 12.2 Rejection of Bids/Proposals. The General Manager or Board of Directors, at their discretion, may reject any and all bids or proposals / SOQs and proceed pursuant to this Policy.
- 12.3 Performance Bond. LWD shall retain unilateral authority to require a performance bond before entering a contract. The amount of such a bond shall be set as determined reasonably necessary to protect the best interests of LWD. If LWD requires a performance bond, the form and amount of the bond shall be described in the public notice inviting bids or proposals.
- 12.4 Continuing Services. Where a vendor or firm has satisfactorily completed one phase in the development of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain this vendor or firm for a subsequent phase of work, the General Manager, or his designee, shall be authorized to proceed directly with the negotiations for compensation with this entity. If required by this Policy, the Board of Directors shall approve the resulting contract or amendment. In the event that a fair price cannot be reached, then the appropriate procurement requirements set forth in this Policy shall apply.
- 12.5 Governing Law. Nothing in this policy is intended nor shall be deemed to supersede any applicable State or Federal laws.

MEMORANDUM

Ref: 13-3391

DATE: August 9, 2012  
TO: Board of Directors  
FROM: Paul J. Bushee, General Manager   
SUBJECT: Purveyor of Recycled Water Report

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**RECOMMENDATION:**

1. This report is provided for information only.

**DISCUSSION:**

At a recent Board meeting, Director Juliussen asked staff to review the possibility of purveying recycled water directly to other private entities within our service area. The question was presented following notice that the City of Carlsbad (City) intends to terminate the current agreement that allows LWD to purvey recycled water to the City for use by the La Costa Resort and Spa.

District Counsel Brechtel, will brief the Board on options available to the District as it pertains to purveying recycled water. This report, which is a FY-13 tactical goal, is provided for information only.

cal:PJB

## MEMORANDUM

**DATE:** August 9, 2012  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Website Summary Report



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**RECOMMENDATION:**

1. This item is presented for informational purposes.

**DISCUSSION:**

The CAC reviewed this agenda item at their meeting on July 17, 2012 and recommended that it be presented to the Board of Directors.

Leucadia Wastewater District has maintained a website since 1999. Since then, the website has had major enhancements and updates. The last major enhancement for a new website design was completed in October 2008 by Ideaworks. Prior to the development of the new website, consultants were monitoring and updating the website; however, with the new website's platform staff was able to monitor and update it as needed.

An additional enhancement was added to the website during September 2011. A webcam was installed at the Batiquitos Pump Station which links to the website and allows the public to view Ponto beach. The purpose of the webcam was to increase the website traffic.

During the May 2012 CAC meeting, the CAC requested that staff present a website summary report indicating the number of hits to the website. Staff has recently developed a visitor data summary report in order to track the traffic or number of "hits" on the website. The summary report is attached for your review. A brief overview of the report will be provided at the meeting.

Attachment

th:PJB



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

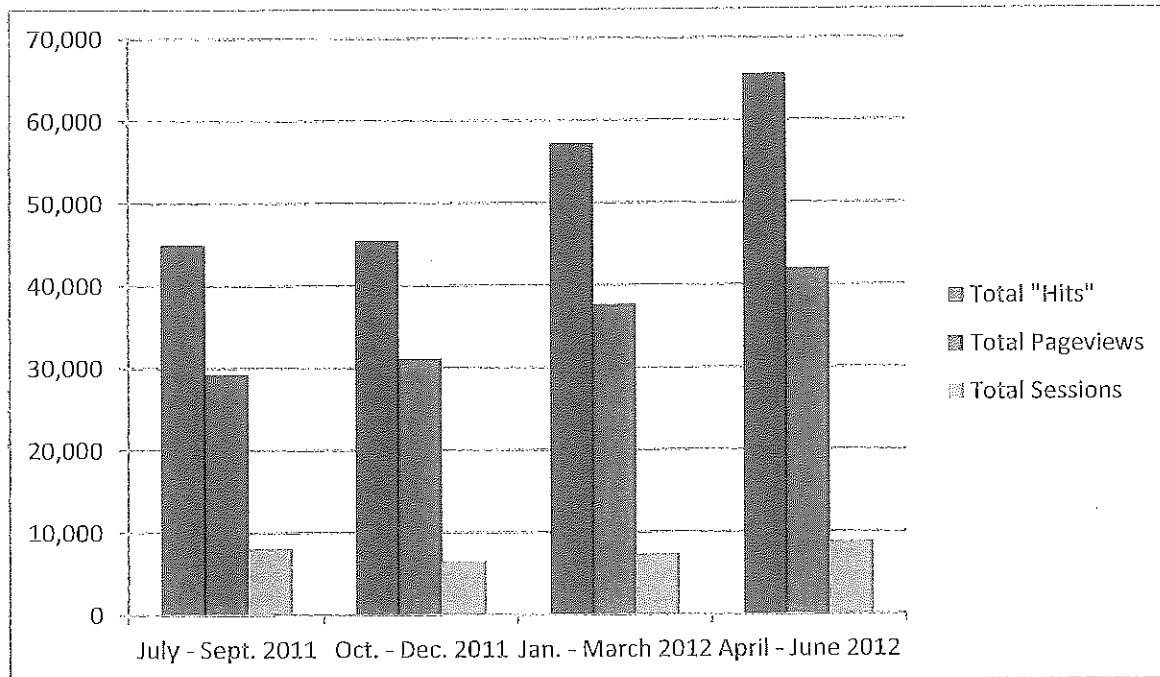
## Website Visitors Data Summary Report

The chart below demonstrates that LWD's website was visited approximately 31,000 times from July 2011 to June 2012 (12 month period). This report indicates an increase from our previous report, which reported the website was visited 18,239 times during an eight month period prior to the website enhancements.

The most frequently accessed page was the homepage, followed by employment opportunities and the Board of Directors' page.

The report also indicated that the majority of the visitors view the website for ten seconds or less and those visitors only viewed one page.

### Traffic Summary Chart



### Definitions:

**Hits:** represents everything that was accessed on the website, including images, documents, etc.

**Page views:** represents the total number of pages that were viewed.

**Sessions:** represents the number of times the website was visited.

## REGION: State budget maneuver suspends open meetings law

JULY 18, 2012 10:00 PM • BY DAVE DOWNEY DDOWNEY@CALIFORNIAN.COM

A move to generate relief for the state budget has triggered a suspension of the requirement that local governments post meeting agendas and disclose decisions made behind closed doors.

However, cities, water districts and county governments in San Diego and Riverside counties say they intend to continue notifying the public of issues that go before local governing boards.

Such reporting has been required since 1986 by the Ralph M. Brown Act, the state's open meetings law.

But because of a state constitutional amendment adopted in the wake of passage of tax-slashing Proposition 13, Sacramento must reimburse local governments for their expenses and avoid creating what is commonly called an "unfunded mandate." Late last month the governor and lawmakers decided not to budget for those reimbursements.

According to a legislative analyst's office report, the move will save the state about \$23 million a year.

By comparison, Sacramento has a \$92 billion general fund budget for the fiscal year that began July 1.

"We think that it's an unfortunate maneuver by the state," said Murrieta City Manager Rick Dudley. "They found a number of ways to avoid paying unfunded mandates. But we believe in encouraging public participation in our meetings."

San Diego County officials also vow to continue their current practice without reimbursement.

"We have no intentions of changing anything with regards to meetings, notifications, postings, any of that ---- anything that falls under the Brown Act," said Michael Workman, a spokesman for the county.

"(The money) is not why we do it," Workman said. "We do it because it's the right thing to do."

Besides, he said, San Diego County has yet to be reimbursed one penny for the approximately \$400,000 in expenses incurred assembling and posting agendas the last six years.

Similarly, Elsinore Valley Municipal Water District, which serves communities along Interstate 15 in Riverside County, has yet to hear back from the state on applications totaling \$57,000 in recent years, said Greg Morrison, a district spokesman.

"I've got news for you: It's been an unfunded mandate for us for about the last five years." Morrison said.



## EDITORIAL: Is open government now at risk?

JULY 20, 2012 12:00 AM • BY THE NORTH COUNTY TIMES AND THE CALIFORNIAN OPINION STAFF

Among the Legislature's many sleight-of-hand maneuvers to make it appear the recently passed budget was balanced was a little-noted passage that significantly weakens the state's open meeting laws.

Since 1986, state law has required all public agencies to publish a public agenda of all items to be discussed in closed session ---- and after the meeting, to publicly announce any decisions that were made.

While we accept that some discussions by our elected representatives need to be held in private in order to secure the public good (primarily discussions about lawsuits or personnel), the public still has a right to know what types of issues are being discussed in these meetings (we note that newspapers benefit from publishing these as legal notices).

Because of a follow-up state constitutional amendment implementing Proposition 13, the state has been on the hook for reimbursing local agencies for the full cost of publishing closed-session agendas and reports.

In order to escape this cost ---- some \$23 million a year ---- the Legislature has suspended the reporting requirement altogether.

This is unacceptable.

The government belongs to the people, and the people have a fundamental, inalienable right to know what the government is doing in our name.

We also have trouble understanding why the state should be responsible for local jurisdictions' costs in publishing these agendas. How is publishing the agenda of a closed session any less of a basic obligation of local government than publishing the agenda of the regular council, commission or board meeting? If we accept that all levels of government incur certain costs in making public their meeting agendas and later, minutes, then why should closed sessions be treated any differently?

We are gratified that so many local agencies have made clear that they *will*, in fact, continue to publish the agendas and synopses of closed sessions ---- even without reimbursement from the state. However, we are concerned that not every agency will choose this route ---- that some will find the state's actions to be a convenient excuse not to conduct their business in the open.

In the long term, the Legislature should restore funding for these reports or move to amend the state constitution to shift these costs to the agencies where they are generated.

Regardless of how this situation is fixed, the citizens of California have a right to know what our government is up to ---- and those we choose and hire to run our government need to find a way to pay for the costs of making that information publicly available.

**Chairwoman**

July 6, 2012

Dianne Jacob  
County Board of  
Supervisors

**Vice Chairman**

TO: Independent Special Districts

Andrew L. Vanderlaan  
Public Member

FROM: Executive Officer

**Members**

SUBJECT: 2012 Special Districts Election Update

Bill Horn  
County Board of  
Supervisors

Bud Pocklington  
South Bay  
Irrigation District

Mark Lewis  
Mayor  
City of El Cajon

John Ingalls  
Santa Fe  
Irrigation District

Lorie Zapf  
Councilmember  
City of San Diego

Jim Janney  
Mayor  
City of Imperial Beach

**Alternate Members**

Greg Cox  
County Board of  
Supervisors

Sherri Lightner  
Councilmember  
City of San Diego

Sam Abed  
Mayor  
City of Escondido

Jo MacKenzie  
Vista Irrigation District

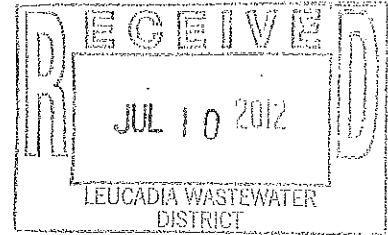
Harry Mathis  
Public Member

**Executive Officer**

Michael D. Ott

**Counsel**

Thomas Bosworth



This is an update on the election process for eight positions on the San Diego Local Agency Formation Commission's Special Districts Advisory Committee and one Regular (Primary) Commission position on LAFCO. By the June 8, 2012 deadline, LAFCO received nine (9) nominations for the Special Districts Advisory Committee and two (2) nominations for the Regular Special District Commission position.

The next step in the process is a **Candidates Forum** that is scheduled for **August 16, 2012** in conjunction with the **CSDA Quarterly Dinner Meeting**. Each nominee will be given an opportunity to present a statement covering their interest and qualifications for the position being sought. A nominating committee will meet afterwards to discuss a recommended slate of nominees. Ballots will then be mailed on **August 29<sup>th</sup>** to all independent special districts; ballots will need to be returned to LAFCO staff on **October 10, 2012**. For further information regarding CSDA's August 16<sup>th</sup> Quarterly Dinner Meeting, please contact Kathleen Coats Hedberg at the Helix Water District at (619) 466-0585.

A handwritten signature in black ink, appearing to read "Michael D. Ott".


MICHAEL D. OTT  
Executive Officer

MDO:trl

cc: Nominees of the 2012 Special Districts Election

SAN DIEGO LAFCO

(Office Use)

<b>NOMINATED BY:</b>	
District Name:	Lakeside Fire Protection District
District Phone:	(619) 390-2350
<b>NAME OF NOMINEE:</b>	
Name:	Jon J. Lorenz
Address:	8031 Winter Gardens Blvd. #13
Phone:	(619) 733-3012
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR <input checked="" type="checkbox"/> ADVISORY COMMITTEE ( )
DISTRICT EXPERIENCE:	Director - Lakeside Fire Board. Elected Nov. 2010. Regional Fire Advisory Committee - Since Feb. 2011. Heartland Communications Facility Authority - Feb. 2011. CSA-69 Ambulance District Advisory Committee - Feb. 2011 LAFCO Special Districts Advisory Committee- Oct. 2011
LAFCO EXPERIENCE:	LAFCO Special Districts Advisory Committee.
ADDITIONAL INFORMATION:	Mr. Lorenz currently serves as Lead Manager in the U.S. Navy.
Authorized Signature: 	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

(Office Use)

SAN DIEGO LAFCO

**NOMINATED BY:**

District Name:	South Bay Irrigation District
District Phone:	(619) 427-0868

**NAME OF NOMINEE:**

Name:	Bud Pocklington
Address:	505 Garrett Avenue, Chula Vista, CA 91910
Phone:	(619) 409-6703

**NOMINATED FOR:**

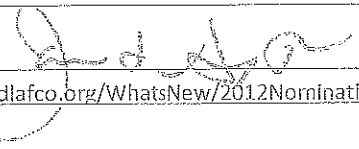
<i>Please mark only one</i>	LAFCO REGULAR (X) ADVISORY COMMITTEE ( )
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DISTRICT EXPERIENCE:	Bud was elected to the South Bay Irrigation District and Sweetwater Authority in 1986. He has served many times as President of South Bay Irrigation District and as Chair of the Sweetwater Authority. Bud has also served on the Board of Directors of the San Diego County Water Authority for over ten years and on the Board of Directors of the Metropolitan Water District for six years.
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LAFCO EXPERIENCE:	Bud was elected in 1989 to LAFCO's Special District Advisory Committee. While serving as Chairman of the Advisory Committee, he was elected as the Alternate District Member of LAFCO in 1997 and became a LAFCO Regular Member in 2000. He is very knowledgeable and supportive of special districts and has frequently demonstrated this when reviewing proposals to advise and/or make recommendations to the Commission.
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ADDITIONAL INFORMATION:	In the past four years, the LAFCO Commission has elected Bud to be its LAFCO Vice Chair and Chair. Bud is an enthusiastic supporter of special district government and knowledgeable of its role and function in local government. The Directors of South Bay Irrigation District urge your support in reelecting Bud to serve as the LAFCO Regular Member.
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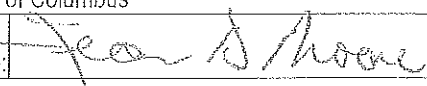
Authorized Signature:



This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

(Office Use)

SAN DIEGO LAFCO

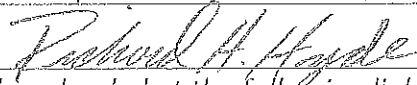
<b>NOMINATED BY:</b>	
District Name:	Alpine Fire Protection District
District Phone:	(619) 445-2635
<b>NAME OF NOMINEE:</b>	
Name:	James (Jim) Archer
Address:	1461 Alpine Grove Lane, Alpine California 91901
Phone:	(619) 722-1358
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE ( X )
DISTRICT EXPERIENCE:	Sitting member of the Alpine Fire Protection District Sitting member of the Alpine Planning Group Sitting Member of the Alpine Fire District Board of Directors Chairman of the Alpine Parks and Recs subcommittee Sitting Member of three Homeowners Associations; President of two. Overseeing Three million dollar per year budget.
LAFCO EXPERIENCE:	Dealt with planning and zoning as a Building and Electrical Contractor.
ADDITIONAL INFORMATION:	Retired Electrical Contractor Retired Labor Consultant Studied Economics at the University of Southern Illinois For six years I was a sitting member of two HMO State public policy advisory committees, PDS and Vista Hills. Member of the Alpine Kiwanis and The Knights of Columbus
Authorized Signature: 	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

SAN DIEGO LAFCO

(Office Use)


<b>NOMINATED BY:</b>	
District Name:	North County Cemetery District
District Phone:	760*745*1781
<b>NAME OF NOMINEE:</b>	
Name:	Dennis L. Shepard
Address:	2640 Glen Ridge Road, Escondido, CA 92027-4532
Phone:	760*745*1781
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE (XX)
DISTRICT EXPERIENCE:	Dennis served as Trustee of the District for 15 years. In 2006, he left the Board and took a management job in the District. He has served as the District General Manager since 2007.
LAFCO EXPERIENCE:	Dennis has served on the Advisory Committee since 1995.
ADDITIONAL INFORMATION:	Dennis earned his Special District Administrator Certification from California Special Districts Association in 2010.
Authorized Signature:	 Chair of the Board, North County Cemetery District

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

(Office Use)

SAN DIEGO LAFCO


<b>NOMINATED BY:</b>	
District Name:	Padre Dam Municipal Water District
District Phone:	(619) 448-3111
<b>NAME OF NOMINEE:</b>	
Name:	Augie Scalzitti
Address:	P.O. Box 719003, Santee, CA 92072
Phone:	(619) 258-4614
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE ( X )
DISTRICT EXPERIENCE:	Member of the Padre Dam MWD Board of Directors. During his 14 years on the Board he has served on the following Board Committees: Public Affairs, Finance, Facilities Development, Personnel, Park, Customer Appeals, and the Employee Involvement Team (part of the District's Workforce Partnership). He has also served as the District's representative on the Metro Commission/Metro Wastewater Joint Powers Authority, San Diego Area Wastewater Management District, and the Upper San Diego River Improvement Committee.
LAFCO EXPERIENCE:	Has served on the Advisory Committee since July 2003.
ADDITIONAL INFORMATION:	Philosophically, Director Scalzitti believes in local control and is a strong advocate for special districts, which have historically proven to be effective service providers. He is a strong believer in regional partnerships and joint ventures; recycled water optimization; local government accountability to the customers served; and agency consolidation where appropriate. Director Scalzitti represents the District at various special meetings and conferences, including Association of California Water Agencies; California Special District Association, San Diego Chapter; Water; Council of Water Utilities; and the Santee Chamber of Commerce.
Authorized Signature: 	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

(Office Use)

SAN DIEGO LAFCO

<b>NOMINATED BY:</b>	
District Name:	South Bay Irrigation District
District Phone:	(619) 409-6703
<b>NAME OF NOMINEE:</b>	
Name:	Teresa "Terry" Thomas
Address:	1339 Second Avenue, Chula Vista, CA 91911-4404
Phone:	(619) 427-3181      FAX (619) 422-4686 <a href="mailto:Terrythomas4water@cox.net">Terrythomas4water@cox.net</a>
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE ( X )
DISTRICT EXPERIENCE:	Director, Gov. Board, South Bay Irrigation District 2006-2014, Past President 2009, 2010 Director, Gov. Board, Sweetwater Authority, 2006-2014, Chair, Sweetwater Authority Operations Committee since 2008. Serves on Association of California Water Agencies, Water Quality Committee, 2009-14 Serves on ACWA Groundwater Committee, 2012-2014. Served on the local Community Colleges "Project Water Works" Advisory Board. Awarded Recognition in Special District Governance by the California Special District Assoc. Leadership Fdn.
LAFCO EXPERIENCE:	Served on San Diego LAFCO Special Districts Advisory Committee 2008-2010 International Boundary and Water Commission Citizens Forum Board for the San Diego/ Tijuana Region two terms. Served on the San Diego County Solid Waste Hearing Panel for two terms. Served on the Chula Vista General Plan Update Steering Committee until 2005, representing the CV GPU Environment, Open Space and Sustainable Development GPU Subcommittee, Served on the Chula Vista Resource Conservation Committee for 9 years and two terms as Chairperson, & Ethics Board. Served on the San Diego Unified Port District/ City of Chula Vista Master Plan Committee representing the CV. GPU Steering Committee first as GPU ALT & delegate.
ADDITIONAL INFORMATION:	Prof. Emeritus, Microbiology/Env. Biol., Southwestern College, Chula Vista, CA. Member, Chula Vista Chamber of Commerce, Bonita Business and Professional Assoc. Chula Vista Southwest Civic Association, Crossroads II, Sister Cities International, Chula Vista Charitable Foundation Founding Board Member (part of SD Fdn.) Southwest San Diego County LIONS Past president, Melvin Jones Humanitarian Fellow, past International Director District 4-L6, and SW Lions LION of YEAR twice. Highly involved in Sister Cities people-to-people programs with Mexico, Japan, and Cebu Philippines for three decades on local, regional and national level.
Authorized Signature: 	


This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2



(Office Use)

SAN DIEGO LAFCC

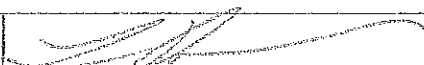
<b>NOMINATED BY:</b>	
District Name:	Valley Center Municipal Water District
District Phone:	(760)735-4515
<b>NAME OF NOMINEE:</b>	
Name:	Gary Arant
Address:	P.O. Box 67, Valley Center, CA 92082
Phone:	760-735-4515
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCC REGULAR ( ) ADVISORY COMMITTEE ( x )
DISTRICT EXPERIENCE:	Assistant to the General Manager, Walnut Valley Water District (Los Angeles County) 1973-1980.  General Manager, Rincon del Diablo MWD, 1980-1989.  General Manager, Valley Center MWD, 1989 to Present.
LAFCC EXPERIENCE:	Member, LAFCC Special District Advisory Committee Member, 1981 to Present.
ADDITIONAL INFORMATION:	Masters of Public Administration, CSU Fullerton.  Member, California Regional Water Quality Control Board, San Diego, Region, 1983-1997  Member, SDCWA Board of Directors (currently).  Member, ACWA, Board of Directors (currently)
Authorized Signature:	
 President, Board of Directors	

This form can be downloaded at the following link: <http://www.sdlafcc.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

(Office Use)

SAN DIEGO LAFCO

NOMINATED BY:	
District Name:	Volley Center Parks + Rec.
District Phone:	1-760
NAME OF NOMINEE	
Name:	Tom Bungardner
Address:	P.O. Box 2213 Volley Center, Calif 92082-2213
Phone:	1-760-419-2717
NOMINATED FOR:	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE (X)
DISTRICT EXPERIENCE:	Board Member V.C. Parks + Rec. 10 yrs + VP Board Member Deer Springs Fire 10 years (Part)
LAFCO EXPERIENCE:	Fire + Emergency Medical committee 2003 Fire.
ADDITIONAL INFORMATION:	Chamber President for 2 yrs. Western Basin Community 25 yrs. Area Senior Transport 50103 Volley Ctr.
Authorized Signature: 	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

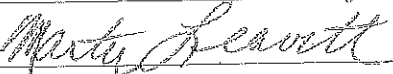
JUN 07 2012

(Office Use)

SAN DIEGO LAFCO

<b>NOMINATED BY:</b>	
District Name:	Resource Conservation District of Greater San Diego County
District Phone:	619-562-0096
<b>NAME OF NOMINEE:</b>	
Name:	Douglas Humphrey, Director, RCD of Greater San Diego County
Address:	2732 Lange Ave., San Diego, CA 92122
Phone:	(w) 858-674-5411
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE ( X )
DISTRICT EXPERIENCE:	Mr. Humphrey has been a member of the RCD of GSDC Board of Directors Since 2001 and had prior experience on another RCD board for several Years prior to that. He has served on several committees and is Committed to the RCD's mission.
LAFCO EXPERIENCE:	Mr. Humphrey has served on the LAFCO Advisory Board since 2008.

(Office Use)

ADDITIONAL INFORMATION:	Mr. Humphrey is a licensed Architect, currently employed as Senior Principal Architect with the California Division of State Architect and is a lifetime resident of San Diego County.
Authorized Signature: 	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

(Office Use)

SAN DIEGO LAFCO

<b>NOMINATED BY:</b>	
District Name:	VISTA Fire Protection District
District Phone:	760-758-3815
<b>NAME OF NOMINEE:</b>	
Name:	Margarette Morgan
Address:	2056 Camino Cantera Vista, CA 92084
Phone:	760-630-7070
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE (X)
DISTRICT EXPERIENCE:	Board member since Dec, 2009 up for reelection Nov, 2012.
LAFCO EXPERIENCE:	Current Committee member.
ADDITIONAL INFORMATION:	

*John D Sherman* Authorized Signature: *Clerk of the Board*  
 This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

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DATE RECEIVED  
BY LAFCO:

JUN - 8 2012

2012 LAFCO AND SPECIAL DISTRICTS  
NOMINATION / RESUME

SAN DIEGO LAFCO

(Office Use)

<b>NOMINATED BY:</b>	
District Name:	Whispering Palms Community Services District
District Phone:	760-942-5147
<b>NAME OF NOMINEE:</b>	
Name:	Bill Haynor
Address:	PO Box 9911, Rancho Santa Fe, CA 92067
Phone:	858-229-5451
<b>NOMINATED FOR:</b>	
<i>Please mark only one</i>	LAFCO REGULAR ( ) ADVISORY COMMITTEE (x)
<b>DISTRICT EXPERIENCE:</b>	<p>1. Whispering palms Community Services District, San Diego County CA Board Member since November 2010. The District is responsible for providing wastewater collection and treatment services to the Whispering Palms community, as well as landscape maintenance services for several areas within the Whispering Palms community.</p> <p>2. Strawberry Recreation District, Marin County, CA. Board Member for 6 years. Worked with LAFCO and the County Planning Department on the potential incorporation of Strawberry which was put on hold.</p> <p>3. Chairman of a committee of the Richardson Bay Development Committee, Marin County, CA. responsible for permit approval of development along the waterfront including the Cities of Sausalito, Tiburon, Mill Valley, and Belvedere.</p> <p>4. Marin Municipal Water District, Marin County, CA. Elected as the Southern Marin County Representative.</p>
<b>LAFCO EXPERIENCE:</b>	<p>Appointed as a member of the LAFCO Advisory Committee in February 2012.</p> <p>As a board member of the Strawberry Recreation District, Marin County, CA, worked with LAFCO and the County Planning Department on the potential incorporation of Strawberry, which was eventually put on hold.</p>
<b>ADDITIONAL INFORMATION:</b>	<p>Education: BS in Biology, Denison University; MS in Aerospace Systems Management and MBA, USC; Military: Captain in the USAF as an Avionics Officer. Corporate experience: VP Corporate Financial Planning, Bank of America; Executive VP and Chief Administrative Officer, Bank of San Francisco; Founding Director of Selectquote Insurance Services, Inc; Founding Bank Director of the STAR System; Past Vice Chairman of the UCSD Cancer Center Board.</p>
Authorized Signature: <i>William W. Ayon</i>	

This form can be downloaded at the following link: <http://www.sdlafco.org/WhatsNew/2012Nomination.doc>

ATTACHMENT 2

July 20, 2012

To: CSDA – San Diego Chapter Member Agencies  
From: Kathleen Coates Hedberg, San Diego Chapter President  
Subject: CSDA San Diego Chapter Quarterly Dinner Meeting  
Event Date: **Thursday – August 16, 2012**

Board of Directors

Time: **6:00 pm to 9:00 pm – Dinner served at 6:45 pm**

**President**  
Kathleen Coates Hedberg  
Helix Water District

Location: **Courtyard by Marriott – San Diego Central** (Kearny Mesa)  
8651 Spectrum Center Boulevard, San Diego, CA 92123

**First Vice-President**  
Ken Munson  
North County Fire  
Protection District

Please join us for an enjoyable and educational evening. Harry Ehrlich, Director of Legislative Research from San Diego Local Agency Formation Commission will present the LAFCO Candidates Forum. All candidates have been invited to present their interests and qualifications. We will hear from the candidates for one Special District Regular Commissioner Position (two candidates), and for eight Special District Advisory Committee Members (nine candidates).

**Second Vice-President**  
Michael Emerson  
Grossmont  
Health Care District

The Candidate Forum will be followed by a presentation from:

**Bill Metcalf, Fire Chief, North County Fire Protection District**

**Treasurer**  
DeAna Verbeke  
Helix Water District

Chief Metcalf is considered one of the top fire department economists in the USA. He will address fire conditions in San Diego County and the Fire Departments ability to respond in light of severe budget cuts.

**Secretary**  
Diana Towne  
Rincon del Diablo MWD

There will also be a State CSDA update and a Sacramento legislative update. Check your August CSDA Newsletter for more information on these great presentations including the candidates for the LAFCO positions.

**Past President**  
Larry Jackman  
San Miguel Fire  
Protection District

***Dinner Menu Selections – \$39 per person (\$45 non-member)***

*Public is invited to attend the dinner at the \$45 non-member price*  
Chicken Jerusalem, Artichoke Hearts, Mushrooms Shallots and Rice Pilaf  
Grilled Salmon, Lemon Butter Sauce over Grilled Corn, Asparagus with Risotto  
Pasta Primavera, Fresh Seasonal Vegetables with Marinara Sauce

**Director**  
Jo MacKenzie  
Vista Irrigation District

**Registration deadline is, Thursday, August 9, 2012**

We look forward to all agencies and guests attending this event. If you have any questions or need further information, please call Kathleen Hedberg at 619.660.7487, Kchedberg@cox.net or DeAna Verbeke at 619.750.9006, Verbeke@cox.net

**Director**  
Dewey Ausmus  
North County Cemetery  
District

Cancellation/Refund Policy: CSDA is obligated by contract to pay for the number of attendees registered by the Friday prior to the event, hence the Thursday deadline. Cancellations made after the deadline are not refundable. Agencies and individuals are responsible for paying any reservation that is made and not cancelled prior to the deadline. Agencies may substitute or add individuals attending.

*General Public Welcome*

## Directors' Meetings

Presented by Directors Hanson, Juliussen, Omsted, Sullivan and  
Kulchin

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### Conference

2012 CASA 57<sup>th</sup> Annual Conference

### Dates and Location

August 8-11, 2012

Monterey, CA

### List of Attendees

President Judy Hanson

Vice President Elaine Sullivan

Director Dave Kulchin

Director Allan Juliussen

Director Don Omsted

The above mentioned Board members attended various sessions regarding governance and management of wastewater operations.