

AGENDA
REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
LEUCADIA WASTEWATER DISTRICT
 Wednesday, August 17, 2011 – 5:00 p.m.
 1960 La Costa Avenue, Carlsbad, CA 92009

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
 In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 or unanimous vote of the Board.
- 5. Public Comment**
 Anyone wishing to address the Board or bring an agenda item forward may do so.
- 6. Presentations and Awards**
 - A. Achievement Award for an Individual Objective – Ian Riffle (Pages 1-2)
 - B. Achievement Award for an Individual Objective – Trisha Hill (Page 3)
- 7. Consent Calendar**
 Any member of the Board, staff or public may request that items from the Consent Calendar be removed for discussion. Items so removed shall be acted upon separately following approval of remaining items on the Consent Calendar.
 - A. Minutes of the following meetings:
 - July 12, 2011 Community Affairs Committee Meeting (Pages 4-5)
 - July 13, 2011 Regular Board Meeting (Pages 6-11)
 - August 8, 2011 Engineering Committee Meeting (Pages 12-13)
 - August 9, 2011 Community Affairs Committee Meeting (Pages 14-15)
 - B. Demands for June – July. (Pages 16-41)
 - C. Operations Report. (Pages 42-45)
 - D. Finance Report. (Pages 46-53)
 - E. Quarterly Investment Report. (Pages 54-55, Attachment)
- 8. Encina Wastewater Authority Reports**
 Reports by Directors and staff concerning the Encina Wastewater Authority.
 - A. Encina Wastewater Authority Report.
 Regular Board Meeting – July 27, 2011 (Pages 56-57)
 - B. Member Agency Manager (MAM) Report.
 MAM Meeting – July 21, 2011 (verbal)

9. Committee Reports

- A. Engineering Committee meeting was held on August 8, 2011 – report by Director Juliussen. (Page 58)
- B. Community Affairs Committee meeting was held on August 9, 2011 – report by Director Sullivan. (Page 59)
- C. Human Resources Committee meeting was held on August 15, 2011 – report by Director Kulchin. (verbal)

10. Old Business

None.

11. New Business

- A. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2011 Audit conducted by Dexter Wilson Engineering, Inc. (Pages 60-66)
- B. Review of the Board of Directors/Staff Relations Policy. (Pages 67-71)
- C. Adopt the Fiscal Year 2012 (FY 12) Tactics and Action Plan. (Pages 72-80)
- D. Appropriate funds to the FY 12 LWD Budget in the amount of \$45,000 to cover anticipated expenses for the November 4, 2011 open house event. (Pages 81-84)
- E. Appropriate funds to the FY 12 LWD Budget in the amount of \$445,835.64 to cover the District's apportioned cost for EWA's West Influent Pipeline overflow that occurred on October 7, 2010. (Pages 85-87)

12. Informational Items

- A. Special District and Local Government Institute conference is scheduled for September 8-9, 2011 at the Hyatt Regency Monterey Hotel in Monterey, CA. (verbal)
- B. Water Reuse Symposium is scheduled for September 11 – 14, 2011 at the Sheraton Wild Horse Pass Resort in Phoenix, AZ. (verbal)
- C. CWEA Tri-State Conference is scheduled for September 26-29, 2011 in Primm, NV. (verbal)
- D. CSDA Annual Conference is scheduled for October 10-13, 2011 at the Monterey Marriott in Monterey, CA. (verbal)
- E. WEFTEC Conference is scheduled for October 16-19, 2011 at the L.A. Convention Center. (verbal)
- F. Thank you email to Field Services Specialist Frank Reynaga from a resident regarding LWD's Lateral Reimbursement program. (Page 88)

13. Directors' Meetings

- A. California Special District Association (CSDA) Board's Role in Human Resources Workshop was held at the Sweetwater Authority in Chula Vista, CA. on July 29, 2011. (Page 89)
- B. California Association of Sanitation Agencies (CASA) Conference was held at the Mission Bay Hilton Hotel in San Diego on August 10-13, 2011. (Page 90)

14. Comments, Questions, or Requests by Directors

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

15. General Manager's Report

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

16. General Counsel's Report

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

17. Adjournment

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

AFFADAVIT OF POSTING

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

Date: August 11, 2011



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of an Individual Award**

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

Master of Business Administration Degree

Please join me in congratulating Ian Riffel who recently received his MBA degree from the University of Phoenix. To obtain his degree, Ian worked hard on his own time for the past year and a half while maintaining his full time position at LWD.

Ian has been employed at LWD since January 12, 2009. Since joining LWD, he has earned a Bachelor's Degree as well as numerous professional certifications. Ian is the first LWD employee to gain a master's degree under LWD's Incentive Program and is eligible for an incentive award in the amount of \$2,000.

PJB:

University of Phoenix

*Upon the recommendation of the Faculty,
University of Phoenix does hereby confer upon*

Jan E Riffel

the degree of

Master of Business Administration

with all the rights, honors and privileges thereunto appertaining.

*In witness whereof, the seal of the University and the signatures as authorized
by the Board of Directors, University of Phoenix, are hereunto affixed,
this thirty-first day of July, in the year two thousand eleven.*



John A. Spaulding
Chairman, Board of Directors

W. S. Regillo
President

MEMORANDUM

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentations and Awards – Achievement of an Individual Objective**

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

10 Year Service Award – Trisha Hill

On July 30, 2011, Trisha passed her 10th anniversary of employment at LWD. This milestone is a tribute to Trisha's hard work and dedication to LWD. As an individual objective under LWD's Incentive Program, Trisha is eligible for an incentive award of \$200.

Please join me in congratulating Trisha.

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LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 July 12, 2011

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held July 12, 2011 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Chairperson Sullivan called the meeting to order at 9:40 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. Initial Planning Meeting for LWD Open House.

Ms. Humphreys with TRG presented this item, indicating that the CAC and staff tentatively scheduled the Open House for the fall. She suggested that the CAC and staff schedule a date for the Open House in order to start planning for the event.

The CAC and staff discussed potential dates and times for the Open House. The Open House was scheduled for Friday, November 4, 2011 from 3:00 p.m. – 5:00 p.m.

Ms. Humphreys also presented the draft Open House project schedule and a list of tasks required for the Open House. The CAC and staff reviewed the schedule and discussed the tasks. Staff requested that TRG provide a cost estimate for the Open House. TRG agreed to do so. Ms. Humphreys also suggested that another planning meeting for the Open House be scheduled with staff and volunteers that will be helping during the event. Staff agreed to schedule another meeting.

Following discussion, the CAC directed TRG and staff to move forward with the project schedule and revised tasks required for the Open House.

B. Update and review information for the web cam.

EA Hill presented the item stating that the review of the installation of a web-cam at the Batiquitos Pump Station is one of LWD's FY 11 tactical goals. She indicated that staff contacted a local company that installs web-cams and they provided LWD with a quote. EA Hill presented the quote provided by i2b networks and a cost analysis for the

materials, installation, labor and upgrades to LWD's IT network for the web-cam.

The CAC agree with staff recommendation to purchase and install a web-cam at the Batiquitos Pump Station in order to attract more viewers to LWD's website.

GM Bushee noted that the purchase cost is within his signature authority.

C. Discuss the use of "Social Media" as an Outreach tool.

ASM LeMay presented the item stating that at the last Board meeting Director Kulchin suggested that LWD look into using social media as an outreach tool. ASM LeMay noted that LWD currently has a Facebook account, but it has not been updated since the development of the account.

The CAC, staff and TRG discussed the use of social media, such as Facebook and Twitter as outreach tools. Ms. Beales noted that there may be legal issues for a public agency that uses a Facebook and/or Twitter account.

Staff directed TRG to provide an analysis that includes the pros and cons for a public agency to use social media as an outreach tool before LWD moves forward with using additional social media tools. TRG agreed to do so.

No action was taken.

6. Information Items

President Omsted provided informational handouts for the Batiquitos Lagoon Foundation Walk/Run Event.

7. Directors' Comments

President Omsted confirmed with staff that the LWD website will have information regarding the upcoming Public Forum meeting. GM Bushee indicated that staff is currently working on updating the website. Ms. Humphreys also stated that they will develop a press release regarding the Public Forum for the local newspapers.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Sullivan adjourned the meeting at 10:45 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
July 13, 2011

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, July 13, 2011 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:	Omsted, Hanson, Sullivan, Juliussen and Kulchin
DIRECTORS ABSENT:	None
OTHERS PRESENT:	General Manager Paul Bushee, District Counsel Wayne Brechtel, Technical Services Manager Robin Morishita, Administrative Services Manager Chuck LeMay, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, CPA Richard Duffey, and District Engineer Steve Deering

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Public Comment

None.

6. Presentations and Awards

None.

7. Consent Calendar

A. Minutes for the following meetings:

June 6, 2011 Engineering Committee meeting

June 8, 2011 Regular Board meeting

June 14, 2011 Community Affairs Committee meeting

June 27, 2011 Investment & Finance Committee meeting

B. Demands for June/July 2011

Payroll Checks Numbered 15531-15572; General Checking – Checks numbered 41115-41241

C. Operations Report. (A copy was included in the original July 13, 2011 Agenda)

D. Finance Report. (A copy was included in the original July 13, 2011 Agenda)

- E. Receive and file the Disclosure of Reimbursements Report for January 1, 2011 through June 30, 2011. (A copy was included in the original July 13, 2011 Agenda)

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

8. Encina Wastewater Authority (EWA) Reports

- A. Encina Wastewater Authority Report – June 27, 2011 Board meeting.

Director Juliussen reported on EWA's July 27, 2011 Board meeting.

Member Agency Manager Meeting – July 21, 2011.

GM Bushee reported on the July 21, 2011 Member Agency Manager meeting.

9. Committee Reports

- A. Community Affairs Committee (EC) meeting was held July 12, 2011.

Director Sullivan reported that the CAC, staff and TRG held their first Open House planning meeting and scheduled the Open House for Friday, November 4, 2011 from 3 – 5 p.m. The CAC also discussed the draft open house project schedule.

Director Sullivan also reported that the CAC reviewed the web-cam quote and cost analysis. She stated that the CAC reviewed the quotes from i2b Networks for the installation of an auto/pan/tilt web-cam with live streaming and a fixed web-cam without the live streaming. The CAC agreed with staff's recommendation to purchase the auto/pan/tilt camera with live streaming for a purchase cost of \$4,112.

She also stated that the CAC, staff and TRG discussed the use of social media, such as Facebook and Twitter as outreach tools. She indicated that TRG noted that there may be legal issues for a public agency that uses a Facebook and/or Twitter account. TRG will provide more information on this topic at a future meeting.

Following Director Sullivan's report, other Board members inquired more about the web-cam. GM Bushee noted that the web-cam evaluation was one of staff's tactical goals and that the goal of the web-cam is to attract more viewers to LWD's website. Director Sullivan indicated that web-cam would be considered a public service for residents to view the local beach.

- B. Investment & Finance Committee (IFC) meeting was held June 27, 2011.

Vice President Hanson reported that the IFC participated in the 2011 audit entrance meeting with staff and Mr. Dave Forman of Diehl, Evans, & Co. She stated that staff will report additional information regarding the audit entrance meeting later on during tonight's meeting. The IFC also reviewed the revised procurement policy. This will be reviewed by Board at tonight's meeting.

C. Community Affairs Committee (CAC) meeting was held June 14, 2011.

Director Sullivan reported that the CAC reviewed the draft layout of the summer 2011 newsletter and they had minor edits to the newsletter. She directed staff to forward the newsletter to the Board for comments prior to sending it to the printer. She also reported that the CAC directed staff to schedule the Public Forum for July 20, 2011 at 5:30 p.m.

10. Old Business

None.

11. New Business

A. Adopt Resolution No. 2218 – approving LWD’s revised Procurement Policy.

President Omsted stated that the IFC reviewed the revised Policy and a redline version with the edits was included in the agenda. He noted that there were no major edits to the policy.

Upon a motion duly made by Director Sullivan, seconded by Director Kulchin, and carried, the Board of Directors adopted Resolution No. 2218 by the following vote:

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

B. CSDA Board of Directors 2011 Election

President Omsted asked the Board members if they had a recommendation between candidates Dewey L. Ausmus and Jeff Leatherman. Vice President Hanson recommended that the Board vote for Director Dewey L. Ausmus from the North County Cemetery District for the Region 6 Director Seat C position.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Juliussen, and carried, the Board of Directors voted for Director Dewey L. Ausmus for the CSDA Region 6 Director Seat C and directed staff to submit the ballot by the due date.

C. Receive and file the Fiscal Year 2011 (FY 11) Tactics and Action Plan Report.

GM Bushee presented this agenda item stating that staff completed 41 tactical goals for FY 2011. He also stated that staff completed 25 additional goals that were not previously included in the report.

Following discussion, upon a motion duly made by Director Kulchin, seconded by Director Sullivan, and carried, the Board of Directors filed and received the FY 11 Tactics and Action Plan Report.

D. California Forward Framework Overview.

GM Bushee presented this agenda item stating that at the March 2011 Strategic Planning session the Board indicated that they would like for staff to provide more regulatory updates.

He stated that he and Vice President Hanson attended the CA Forward's regional stakeholders meeting in San Diego on May 23, 2011. He noted that the meeting allowed the opportunity for the District to provide comments on the proposed Conceptual Framework. GM Bushee provided an overview of CA Forward and their draft Conceptual Framework that explains their position and recommendations for the restructure of the State and local government relationships.

This item was informational and no action was taken.

12. Information Items

A. Public Forum is scheduled for July 20, 2011 at 5:30 p.m.

President Omsted announced the date of Public Forum. GM Bushee stated that he and the Managers will provide a PowerPoint presentation to the attendees. He also noted that staff is working with TRG to send a press release, update the website, and include an ad in the local paper.

B. Fiscal Year 2011 Diehl, Evans, & Co. Scope of Work.

President Omsted stated that the IFC discussed the audit's scope of work at their meeting. The Board agreed that staff's memo in the agenda provided a detailed description of their scope of work and there was no need for a summary.

C. Letter from GM Roy Cox of Vista Irrigation District (VID) asking to support Jo Mackenzie for the Alternate Member seat on LAFCO's Board of Directors.

GM Bushee stated this letter was sent to the District for the Board's attention. He noted that the LAFCO election will be held in October.

D. Thank you email from resident Randi Van Wieren.

GM Bushee noted the unsolicited thank you email was sent from a resident to the District.

E. Thank you email from Connie Goates with Cub Scout Pack 730.

GM Bushee noted that Field Services Superintendent Jeff Stecker and Field Services Technician II Ian Riffel provided a tour of the District for a local Cub Scout group. President Omsted thanked Jeff and Ian for providing the tour.

13. Directors' Meetings

- A. Special District & Local Government Institute Conference was held at the OMNI Hotel in San Diego on June 9-11, 2011.

Vice President Hanson, President Omsted and Director Juliussen reported that they attended the conference. Vice President Hanson stated that she attended the AB 1234 Ethics training.

President Omsted stated that the conference provided good ideas and sample policies, including a policy on Board and staff's roles. He indicated that LWD's current Board code of conduct should be reviewed. He also noted that he is planning on attending the SDI Finance Conference during September in Monterey. GM Bushee noted that the District currently has a Board, Council and staff relation policy. He noted that staff plans to review the policy with the Human Resources Committee and the Board in August.

14. Comments, Questions or Requests by Directors

Director Sullivan commended and thanked EA Hill for her help and the work that she provides at the District. She noted that EA Hill regularly attends the CAC meetings and provides research on certain items presented to the CAC and answers their questions during the meetings.

President Omsted stated that he is interested in attending the Water Reuse Conference in September because one of session will discuss the technology of forward osmosis.

Director Kulchin noted that La Costa Resort & Spa is restructuring the north golf course. He wanted to know if this will affect the District's supply of recycled water. GM Bushee stated that the District does not supply recycled water to the north golf course.

15. General Manager's Report

The following items were reported:

- Two meetings were held with the city of Carlsbad to discuss the renewal of the recycled water contract. Staff discussed opportunities to provide recycled water to the north golf course and continue to provide recycled water to the south golf course. He noted that Carlsbad staff members are receiving pressure to issue a one year notice to terminate the agreement.
- Staff met with OMWD to discuss the possibility of providing recycled water to OMWD. Staff will continue to meet with them to discuss recycled water opportunities.
- Members of the North San Diego County Recycled Water Group are scheduled to go to Washington D.C. this month along with a lobbyist to present the recycled water project.
- LWD Employee BBQ is schedule for tomorrow at the Stagecoach Park in Carlsbad at noon.

16. General Counsel's Report

General Counsel Brechtel stated that CRSMA is proposing a sample sewer ordinance that addresses sewer laterals and backflow regulations. He stated that he will be reviewing the draft ordinance along with CASA's attorney committee and he will provide comments on

behalf of the District.

He also provided a brief summary on the proposed SB 931 (Vargas) which would additionally prohibit public agencies from using public funds to pay outside consultants or legal advisors for the purpose of counseling the public employer on labor relations. In addition, he provided information on SB 527 (Walter) regarding modifying the regulations on government contracts.

17. Closed Session

The Board met in closed session per government code section 54957 to review General Manager Performance.

General Counsel Brechtel stated that the Board of Directors will go into closed session per government code section 54957 to review General Manager Performance. Following closed session, the Board of Directors approved an Excellent Performance rating and approved a 3% increase in the General Manager's salary.

18. Adjournment

President Omsted adjourned the meeting at 6:50 p.m.

Donald Omsted, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 8, 2011

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held Monday, August 8, 2011 at 8:30 a.m., at the LWD Administration Office located at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Juliussen and Kulchin

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Technical Services Manager Robin Morishita, Field Services Superintendent Jeffery Stecker, Field Services Supervisor Marvin Gonzalez, District Engineer Steve Deering, Natalie Frascetti and Dexter Wilson from Dexter Wilson Engineering, and Robert Weber from IEC.

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

- A. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2011 Audit conducted by Dexter Wilson Engineering, Inc.

Natalie Frascetti of Dexter Wilson Engineering presented the results of the Fiscal Year 2011 (FY 11) Sewer System Management Plan (SSMP) Audit. She indicated that the audit consisted of a standard checklist and a comprehensive review of District operations. She concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. She also noted that changes in the District's organization, practices, or regulations during FY 11 were not significant enough to require a revision of the SSMP prior to June 2014, the required WDR five year SSMP review cycle.

Following discussion, the Engineering Committee concurred with Staff to forward this recommendation to the Board of Directors for consideration at its August 17th meeting.

6. Information Items

- A. Batiquitos Pump Station Rehabilitation Project Update

Robert Weber of IEC presented an update of the design of the Batiquitos Pump Station Rehabilitation Project. TSM Morishita noted that based on the Committees' comments during the budgeting process, the scope of the project

was modified to lower the estimated construction cost by approximately one million dollars \$1M to \$2.4M. Mr. Weber described the modifications and presented an updated project construction schedule. It is anticipated that the project will bid in September 2011 with a January 2013 completion date due to the extended time required to manufacture the pumps.

B. Occidental Line Repair Project Update

DE Deering provided a project update for the Occidental Line Repair to be designed and constructed by the City of Carlsbad. He indicated that the city of Carlsbad is considering using Cured-In-Place Pipe lining instead of point repair for the Occidental Line. Additionally, there is a concern that some sections of the pipe may be encased in concrete or on concrete saddles making point repairs extremely difficult. It is anticipated that project design will be completed in the next few months.

7. Director's Comments

Director Juliussen requested that when staff reviews or comments on the Caltrans I-5 Expansion Project Plan, that staff ask for an access road or ramp to improve access to manholes on the gravity line along I-5 to facilitate line cleaning and inspections.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:17 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 August 9, 2011

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held August 9, 2011 at 9:30 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Omsted called the meeting to order at 9:40 a.m. Chairperson Sullivan arrived at 9:50 a.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Field Services Technician III James Hoyett, Field Services Technician II Ian Riffel, Lois Humphreys and Jennifer Beales with TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. Old Business

None.

5. New Business

A. LWD Open House Planning Meeting No. 2.

ASM LeMay presented this item stating that staff held a meeting with TRG last week to discuss the logistics and draft budget for the open house. He noted that TRG has since updated the draft budget and task list. He introduced Ms. Lois Humphreys to provide a summary of the budget and tasks for the open house. The following is a list of tasks that were discussed at the staff meeting:

- Development of a poster displaying the treatment process
- Field Services booths (e.g. vactor, muffin monster, CCTV operations)
- Printing of Microbe cards
- Printing flyers to give to the shopping center stores for displaying at their store
- Developing a press release, postcards, and newspaper ad announcing the open house
- Raffle prizes from vendors

ASM LeMay noted that the draft budget provided by TRG does not include staff over-time and other items, such as food, if vendors decide not to participate and donate items. ASM LeMay stated that the Fiscal Year 2012 budget does not include funding for the open house and that the Board would need to approve a budget amendment to move forward with the event.

Following discussion, the CAC directed staff to develop a recommendation for a budget amendment to cover the open house expenses. The CAC also suggested the budget amendment be presented at the August 17th Board meeting, so staff and TRG can move forward with the event planning.

6. Information Items

None.

7. Directors' Comments

President Omsted stated that at a recent Batiquitos Lagoon Foundation meeting a Board member complimented LWD on its summer newsletter.

8. General Manager's Comments


GM Bushee thanked Field Services staff members James Hoyett, Ian Riffel, Jeff Stecker, and Frank Reynaga for their participation in the planning meeting for the open house.

9. Adjournment

Chairperson Sullivan adjourned the meeting at 10:07 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

MEMORANDUM

DATE: August 11, 2011
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: Approval of July/August Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **478,263.22**
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months July 8, 2011 – August 11, 2011.

Operating expenses totaled \$ **313,760.38** while Capital Improvement Program expenses totaled \$ **40,565.24**.

Payroll for employees and the Board totaled \$ **123,937.60**.

Attached please find a year to date Employee and Board Payroll Report from July 2010 to August 2011 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/Aug 2011
Attachment 2	Accounts Payable Check Register dated July 12, 2011
Attachment 3	Payroll Check Register dated July 13, 2011
Attachment 4	Payroll Check Register dated July 19, 2011
Attachment 5	Accounts Payable Check Register dated July 22, 2011
Attachment 6	Payroll Check Register dated July 27, 2011
Attachment 7	Accounts Payable Check Register dated August 2, 2011
Attachment 8	Board Payroll Check Register dated August 3, 2011
Attachment 9	Accounts Payable Check Register dated August 8, 2011
Attachment 10	Payroll Check Register dated August 10, 2011
Attachment 11	Payroll Check Register dated August 17, 2011
Attachment 12	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

August 17, 2011

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check -07/13/2011	15573 - 15590	\$ 40,077.78	
Payroll Check - 7/19/2011	15591	\$ 4,884.18	
Payroll Checks -07/27/2011	15592 - 15608	\$ 37,584.03	
Board Payroll Checks - 08/03/2011	15609 - 15613	\$ 2,013.52	
Payroll Checks -08/10/2011	15614 - 15629	\$ 37,571.30	
Payroll Checks - 08/17/2011	15630 - 15631 Incentive	\$ 1,806.79	
	Total	\$ 123,937.60	
General Checking - 07/12/2011	41242 - 41293	\$ 151,659.31	
General Checking - 07/22/2011	41294 - 41333	\$ 71,440.86	
General Checking - 08/02/2011	41334 - 41360	\$ 81,449.46	
General Checking - 8/02/2011	41361	\$ 131.94	
General Checking - 08/08/2011	41362 - 41392	\$ 49,644.05	
	Total	\$354,325.62	
	Grand Total		\$478,263.22

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41242- 2509	1	7/12/2011	10100	NAPA AUTO		
	1		43892	PARTS/SUPPLIES	64.52	634672
	1		43893	PARTS/SUPPLIES	154.90	018939
	1		43894	PARTS/SUPPLIES	41.98	018811
41242- 2509	1	7/12/2011	Logged	*** Total ***	261.40	
41243- 2509	2	7/12/2011	10122	ACTION MAIL		
	2		43871	POSTAGE FOR SUMMER NEWSLETTER	4,641.36	ACTION-JULY2011
41243- 2509	2	7/12/2011	Logged	*** Total ***	4,641.36	
41244- 2509	3	7/12/2011	10714	ATEL COMMUNICATIONS, INC		
	3		43861	PHONE SYSTEM SERVICE/MAINT	127.50	24322
41244- 2509	3	7/12/2011	Logged	*** Total ***	127.50	
41245- 2509	4	7/12/2011	10720	AT&T		
	4		43846	LD PHONE @ BPS	69.55	0192940472-6/11
41245- 2509	4	7/12/2011	Logged	*** Total ***	69.55	
41246- 2509	5	7/12/2011	11060	BARRETT ENGINEERED PUMP		
	5		43832	REBUILD/UPGRADE RECLAIMED PUMP	9,296.88	076625
41246- 2509	5	7/12/2011	Logged	*** Total ***	9,296.88	
41247- 2509	6	7/12/2011	11650	BROWNELL AND DUFFEY CPA		
	6		43858	ACCOUNTING FEES-JUNE	5,483.00	07/05/11
41247- 2509	6	7/12/2011	Logged	*** Total ***	5,483.00	
41248- 2509	7	7/12/2011	12005	CSDA-SAN DIEGO CHAPTER		
	7		43899	CSDA-SD CHAPTER MEMBERSHIP-11-	150.00	1121
41248- 2509	7	7/12/2011	Logged	*** Total ***	150.00	
41249- 2509	8	7/12/2011	12025	CSRMA		
	8		43896	W/C INS RENEWAL-2011-2012	27,060.00	5551R
41249- 2509	8	7/12/2011	Logged	*** Total ***	27,060.00	
41250- 2509	9	7/12/2011	12025	CSRMA		
	9		43897	PROPERTY INS RENEWAL-2011-2012	7,563.12	5498
41250- 2509	9	7/12/2011	Logged	*** Total ***	7,563.12	
41251- 2509	10	7/12/2011	12215	CARLSBAD FUELS CORPORATION		
	10		43840	VEHICLE FUEL	2,311.62	20110629-
41251- 2509	10	7/12/2011	Logged	*** Total ***	2,311.62	
41252- 2509	11	7/12/2011	12350	CITY OF ENCINITAS		
	11		43837	RAISE 20 MANHOLES IN ENCINITAS	5,760.00	CMS11A
41252- 2509	11	7/12/2011	Logged	*** Total ***	5,760.00	
41253- 2509	12	7/12/2011	12360	CITY OF CARLSBAD		
	12		43847	WATER @ VACTOR	311.49	103-6/2011
	12		43848	WATER @ VACTOR	353.57	104-6/2011
	12		43852	WATER @ PLANT	84.86	10959015-6/11
	12		43855	WATER @ PLANT	376.08	69187516-6/11
41253- 2509	12	7/12/2011	Logged	*** Total ***	1,126.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41254- 2509	13	7/12/2011	12510	WASTE MANAGEMENT		
	13		43850	TRASH SERVICE-JUNE	190.27	1066830-0274-0
41254- 2509	13	7/12/2011	Logged	*** Total ***	190.27	
41255- 2509	14	7/12/2011	12514	CONEXIS		
	14		43869	SEC 125 FLEX PLAN-JUNE 2011	130.00	0611-0R5179
41255- 2509	14	7/12/2011	Logged	*** Total ***	130.00	
41256- 2509	15	7/12/2011	12585	COUNTY OF SAN DIEGO		
	15		43872	HAZARDOUS MATERIAL PERMIT@ SAX	306.00	HK18-205002-
	15		43873	HAZARDOUS MATERIAL PERMIT @LC	306.00	HK18-205004-
	15		43874	HAZARDOUS MATERIAL PERMIT @BPS	306.00	HK18-205003-
41256- 2509	15	7/12/2011	Logged	*** Total ***	918.00	
41257- 2509	16	7/12/2011	13072	DATA NET		
	16		43888	IS MAINT AND SUPPORT	505.00	9740326
41257- 2509	16	7/12/2011	Logged	*** Total ***	505.00	
41258- 2509	17	7/12/2011	13261	DEPT HEALTH SERVICES		
	17		43728	RENEWAL-SK-GRADE DI	120.00	34885-SK
41258- 2509	17	7/12/2011	Logged	*** Total ***	120.00	
41259- 2509	18	7/12/2011	13636	ALLIANT INSURANCE SERVICES, IN		
	18		43898	MISC COMM RENEWAL-2011-2012	6,657.56	38279
41259- 2509	18	7/12/2011	Logged	*** Total ***	6,657.56	
41260- 2509	19	7/12/2011	14410	EL CAMINO REAL SHELL ENCINITAS		
	19		43836	OPEN PO-VEHICLE FUELS AND GAS	127.99	8566
	19		43868	VEHICLE FUEL	458.68	8571
41260- 2509	19	7/12/2011	Logged	*** Total ***	586.67	
41261- 2509	20	7/12/2011	14435	ELLIOT ASSOCIATES		
	20		43883	DATA CONVERSION FY-2011-2012	455.81	EA7/2011
41261- 2509	20	7/12/2011	Logged	*** Total ***	455.81	
41262- 2509	21	7/12/2011	15223	FEDERAL EXPRESS CORPORATION		
	21		43860	SHIPPING	72.99	7-54730258
41262- 2509	21	7/12/2011	Logged	*** Total ***	72.99	
41263- 2509	22	7/12/2011	16021	GREAT AMERICA LEASING CORP		
	22		43889	COPIER LEASE	1,182.93	11078694
41263- 2509	22	7/12/2011	Logged	*** Total ***	1,182.93	
41264- 2509	23	7/12/2011	17023	HADRONEX		
	23		43834	PURCHASE OF ONE SMART COVER	4,758.46	1328
41264- 2509	23	7/12/2011	Logged	*** Total ***	4,758.46	
41265- 2509	24	7/12/2011	17552	THE HOME DEPOT CRC/GECF		
	24		43838	OPEN PO-MISC SUPPLIES	34.96	9071591
41265- 2509	24	7/12/2011	Logged	*** Total ***	34.96	
41266- 2509	25	7/12/2011	18212	INFRASTRUCTURE ENGINEERING COR		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41266- 2509	25	7/12/2011	43867	BPS FINAL DESIGN	4,480.86	5843
			Logged	*** Total ***	4,480.86	
41267- 2509	26	7/12/2011	18561	U.S. BANK		
41267- 2509	26	7/12/2011	43866	CC-CONFERENCES, MEETINGS,SUPPL	6,891.77	USBANK-6/22/11
			Logged	*** Total ***	6,891.77	
41268- 2509	27	7/12/2011	20011	JACKSON & BLANC		
41268- 2509	27	7/12/2011	43877	CONTRACT-HVAC SYSTEM MAINT	1,480.00	000157045
			Logged	*** Total ***	1,480.00	
41269- 2509	28	7/12/2011	21121	LA COSTA LOGO, LLC		
41269- 2509	28	7/12/2011	43879	T-SHIRTS, CAPS, JACKETS	1,979.20	LC LOGO
			Logged	*** Total ***	1,979.20	
41270- 2509	29	7/12/2011	22031	MAURICIO AVALOS		
41270- 2509	29	7/12/2011	43890	REIMBURSE M.A. FOR TEST	130.00	0106-MA
41270- 2509	29	7/12/2011	43891	REIMBURSE MA FOR MEMBERSHIP-CW	132.00	0217-MA
			Logged	*** Total ***	262.00	
41271- 2509	30	7/12/2011	22116	TIANNE BAITY		
41271- 2509	30	7/12/2011	43859	REIMBURSE TB-CLASS-TUITION	1,544.99	CLASS-TUITION
			Logged	*** Total ***	1,544.99	
41272- 2509	31	7/12/2011	22355	MINUTEMAN PRESS		
41272- 2509	31	7/12/2011	43862	LETTERHEAD	249.00	2650542
			Logged	*** Total ***	249.00	
41273- 2509	32	7/12/2011	24224	OFFICE DEPOT, INC.		
41273- 2509	32	7/12/2011	43876	OPEN PO-OFFICE SUPPLIES	39.04	569783568001
			Logged	*** Total ***	39.04	
41274- 2509	33	7/12/2011	24440	OLIVENHAIN MUNICIPAL WATER DIS		
41274- 2509	33	7/12/2011	43844	WATER @ TRAVELING	243.30	06001551-6/11
			Logged	*** Total ***	243.30	
41275- 2509	34	7/12/2011	25010	AT&T		
41275- 2509	34	7/12/2011	43845	PHONE @ BPS	31.31	9423588001-6/11
			Logged	*** Total ***	31.31	
41276- 2509	35	7/12/2011	25260	PERS RETIREMENT		
41276- 2509	35	7/12/2011	43857	BOARD RETIREMENT 6/30/2011	87.42	6-2011-0
41276- 2509	35	7/12/2011	43865	EMPLOYEE RETIREMENT 6/26/2011	13,829.41	6-2011-5
			Logged	*** Total ***	13,916.83	
41277- 2509	36	7/12/2011	25425	PLANT PEOPLE		
41277- 2509	36	7/12/2011	43882	OPEN PO-CONTRACT-MAINTAIN PLAN	158.00	711829
			Logged	*** Total ***	158.00	
41278- 2509	37	7/12/2011	25613	PARADA PAINTING, INC		
41278- 2509	37	7/12/2011	43835	REPAINT AWT PIPING, PUMPS AND	9,345.00	1512-1
			Logged	*** Total ***	9,345.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41279- 2509	38	7/12/2011	27315 IAN RIFFEL		
	38		43895 REIMBURSE I.R. TUITION	2,000.00	IR-JULY-TUITION
41279- 2509	38	7/12/2011	Logged	*** Total ***	2,000.00
41280- 2509	39	7/12/2011	27478 R. J. SAFETY SUPPLY CO., INC.		
	39		43841 SAFETY ITEMS	1,301.08	289489-00
	39		43875 OPEN PO-MISC SAFETY ITEMS	925.25	289906-00
41280- 2509	39	7/12/2011	Logged	*** Total ***	2,226.33
41281- 2509	40	7/12/2011	27729 RICHARD STINSON		
	40		43864 CONSULTING FEES-JUNE	700.00	#46-JUNE
41281- 2509	40	7/12/2011	Logged	*** Total ***	700.00
41282- 2509	41	7/12/2011	28070 SAN DIEGUITO WATER DISTRICT		
	41		43843 WATER @ TANKER	7.96	TK645-6/2011
	41		43849 WATER @ TANKER 2	3.98	TK896-6/2011
41282- 2509	41	7/12/2011	Logged	*** Total ***	11.94
41283- 2509	42	7/12/2011	29318 TIM GILBERG		
	42		43870 LATERAL REIMBURSEMENT	900.00	GILBERG
41283- 2509	42	7/12/2011	Logged	*** Total ***	900.00
41284- 2509	43	7/12/2011	29730 T.S. INDUSTRIAL SUPPLY		
	43		43863 PARTS	18.23	1040691
41284- 2509	43	7/12/2011	Logged	*** Total ***	18.23
41285- 2509	44	7/12/2011	29814 TIERRA VERDE RESOURCES, INC		
	44		43842 INSTALL CRUSHED ROCKS	12,852.00	055585
41285- 2509	44	7/12/2011	Logged	*** Total ***	12,852.00
41286- 2509	45	7/12/2011	30515 UNIFIRST CORPORATION		
	45		43856 LAUNDRY SERVICE	140.07	3600855860
	45		43880 OPEN PO-CONTRACT-UNIFORMS	179.31	3600857886/708
	45		43881 OPEN PO-CONTRACT-UNIFORMS	41.27	3600856882
41286- 2509	45	7/12/2011	Logged	*** Total ***	360.65
41287- 2509	46	7/12/2011	30520 UNDERGROUND SERVICE ALERT OF		
	46		43851 UNDERGROUND ALARM-JUNE	272.50	620110369
41287- 2509	46	7/12/2011	Logged	*** Total ***	272.50
41288- 2509	47	7/12/2011	30551 CARLSBAD FUELS CORPORATION		
	47		43831 OPEN PO-VEHICLE FUELS AND GAS	124.03	20110629
41288- 2509	47	7/12/2011	Logged	*** Total ***	124.03
41289- 2509	48	7/12/2011	30723 SIEMENS WATER TECH. CORP		
	48		43839 POTASSIUM IODIDE/ PH 4 BUFFER	183.13	900242991
41289- 2509	48	7/12/2011	Logged	*** Total ***	183.13
41290- 2509	49	7/12/2011	31232 VERIZON WIRELESS		
	49		43853 CELL PHONES	102.18	0989204639
	49		43854 CELL PHONES	532.28	0989204640
41290- 2509	49	7/12/2011	Logged	*** Total ***	634.46

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41291- 2509	50	7/12/2011	31263	AMERICAN MESSAGING		
	50		43900	PAGER SERVICE	484.62	L1417521LG
41291- 2509	50	7/12/2011	Logged	*** Total ***	484.62	
41292- 2509	51	7/12/2011	33227	XEROX CORPORATION		
	51		43878	OPEN PO-SERVICE/MAINT CONTRACT	57.04	055850568
41292- 2509	51	7/12/2011	Logged	*** Total ***	57.04	
41293- 2509	52	7/12/2011	35523	ZONDIROS CORPORATION		
	52		43833	REPLACE CEAN OUT @ BABLONIA ST	10,750.00	#1-BABILONIA
41293- 2509	52	7/12/2011	Logged	*** Total ***	10,750.00	
					.00	
** Total check discount **					.00	
** Total check amount **					151,659.31	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 13, 2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15573 - 15590	7/13/2011	\$40,077.78

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 19,2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15591	7/19/2011	\$4,884.18

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INV DICE NUMBER
41294- 2510	1	7/22/2011	10100 NAPA AUTO		
	1		43940 PARTS	19.92	021678
41294- 2510	1	7/22/2011	Logged	*** Total ***	19.92
41295- 2510	2	7/22/2011	10122 ACTION MAIL		
	2		43945 SORTING-NEWSLETTER	967.66	26330
41295- 2510	2	7/22/2011	Logged	*** Total ***	967.66
41296- 2510	3	7/22/2011	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		43960 MONTHLY PEST SERVICE-JULY	53.00	814038
41296- 2510	3	7/22/2011	Logged	*** Total ***	53.00
41297- 2510	4	7/22/2011	12631 CORODATA		
	4		43908 STORAGE-JUNE	73.93	RS1435414
41297- 2510	4	7/22/2011	Logged	*** Total ***	73.93
41298- 2510	5	7/22/2011	13071 DATCO		
	5		43936 OPEN PO-SERVICE FEES AND TESTI	364.00	79185
41298- 2510	5	7/22/2011	Logged	*** Total ***	364.00
41299- 2510	6	7/22/2011	13072 DATA NET		
	6		43968 IS MAINT AND SUPPORT	505.00	9740430
41299- 2510	6	7/22/2011	Logged	*** Total ***	505.00
41300- 2510	7	7/22/2011	13822 DUDEK & ASSOCIATES		
	7		43916 GE/3251/GRADING/200	435.00	20112040
	7		43917 GE/3252/743/PHOEBE STREET	58.27	20112041
	7		43918 GE/3252/823/COFFEE COFFEE	362.50	20111982
	7		43919 GE/3252/816/L.C. GOLF	1,188.00	20111981
	7		43920 GE/3252/813/DOS PALMAS	833.75	20111980
	7		43921 GE/3252/804/TAYLOR RES.	217.50	20111979
	7		43922 GE/3252/798/HILTON	580.00	20111996
	7		43923 GE/3252/788/GARCIAS	50.00	20111998
	7		43924 GE/3252/708/EATON BEACH	80.00	20111977
	7		43925 GE/3252/699/HYMETTUS	6,075.50	20111999
	7		43926 GE/3252/648/SHERIDEN RD	72.50	20111976
	7		43927 GE/3252/647/DAPHNE ST	72.50	20111975
41300- 2510	7	7/22/2011	Logged	*** Total ***	10,025.52
41301- 2510	8	7/22/2011	14350 CORELOGIC INFORMATION SOLUTION		
	8		43928 RENEWAL OF SUBSCRIPT ACC#RR213	1,500.00	50002481
41301- 2510	8	7/22/2011	Logged	*** Total ***	1,500.00
41302- 2510	9	7/22/2011	14410 EL CAMINO REAL SHELL ENCINITAS		
	9		43934 OPEN PO-VEHICLE FUELS	180.03	8576
41302- 2510	9	7/22/2011	Logged	*** Total ***	180.03
41303- 2510	10	7/22/2011	17023 HADRONEX		
	10		43939 ACTIVE SITE MONITORING FEE/POW	4,214.50	1336
41303- 2510	10	7/22/2011	Logged	*** Total ***	4,214.50
41304- 2510	11	7/22/2011	17058 JUDY HANSON		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41304-	2510	11	43941	REIMBURSE JH FOR CONFERENCE	78.56	JH-7/13/11
		11	7/22/2011	Logged	*** Total ***	78.56
41305-	2510	12	17532	HOSTWAY BILLING CENTER		
		12	43944	QTRLY BILLING-JULY-SEPT	65.85	2247551
41305-	2510	12	7/22/2011	Logged	*** Total ***	65.85
41306-	2510	13	18150	ICMA RETIREMENT-303979		
		13	43961	DEFERRED COMP-ICMA	3,281.06	ICMA-7/13/11
41306-	2510	13	7/22/2011	Logged	*** Total ***	3,281.06
41307-	2510	14	18212	INFRASTRUCTURE ENGINEERING COR		
		14	43903	GIS SUPPORT	2,715.00	5844
		14	43907	GIS SUPPORT TO PS	550.00	5845
41307-	2510	14	7/22/2011	Logged	*** Total ***	3,265.00
41308-	2510	15	21102	CASH		
		15	43971	PETTY CASH-JUNE/JULY	372.04	PETTY-7/15/11
41308-	2510	15	7/22/2011	Logged	*** Total ***	372.04
41309-	2510	16	21425	L&L PRINTERS		
		16	43931	PRINTING 2011 SUMMER NEWSLETTE	2,853.51	35172
41309-	2510	16	7/22/2011	Logged	*** Total ***	2,853.51
41310-	2510	17	22031	MAURICIO AVALOS		
		17	43942	REIMBURSE M.A. FOR CLASS	840.00	MA-7/19/11
41310-	2510	17	7/22/2011	Logged	*** Total ***	840.00
41311-	2510	18	23068	NATIONWIDE RETIREMENT SOLUTION		
		18	43962	NATIONWIDE-DEFERRED COMP	195.46	NATION-7/13/11
41311-	2510	18	7/22/2011	Logged	*** Total ***	195.46
41312-	2510	19	24440	OLIVENHAIN MUNICIPAL WATER DIS		
		19	43911	WATER @ VP7	56.39	57187500-6/11
		19	43912	WATER @ VP5	32.34	65865245-6/2011
		19	43913	WATER @ TRAVELING 2	368.58	61227600-6/2011
		19	43914	WATER @ E. ESTATES	53.11	61955121-6/2011
41312-	2510	19	7/22/2011	Logged	*** Total ***	510.42
41313-	2510	20	25010	AT&T		
		20	43959	OFFICE ELEVATOR	124.51	6333461538-7/11
		20	43969	ODOR CONTROL MODEM	31.05	4364009-331-7/
41313-	2510	20	7/22/2011	Logged	*** Total ***	155.56
41314-	2510	21	25011	PACIFIC PIPELINE SUPPLY		
		21	43943	PIPING FOR BPS	148.63	147010
41314-	2510	21	7/22/2011	Logged	*** Total ***	148.63
41315-	2510	22	25032	PALOMAR WATER		
		22	43909	WATER @ OFFICE-JUNE	163.45	1989122/288
41315-	2510	22	7/22/2011	Logged	*** Total ***	163.45

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41316-	2510	23	7/22/2011	25618 PRIZM JANITORIAL SERVICES, INC		
		23		43930 OPEN PO -JANITORIAL SERVICES	1,281.15	67155
41316-	2510	23	7/22/2011	Logged	*** Total ***	1,281.15
41317-	2510	24	7/22/2011	25680 PRUDENTIAL OVERALL SUPPLY		
		24		43967 SUPPLIES	106.68	131004368
41317-	2510	24	7/22/2011	Logged	*** Total ***	106.68
41318-	2510	25	7/22/2011	27012 RANCHO SANTA FE SECURITY SYSTE		
		25		43964 ALARM SYSTEM SERVICE	258.00	459444
41318-	2510	25	7/22/2011	Logged	*** Total ***	258.00
41319-	2510	26	7/22/2011	27028 RANCH AND SEA POOL CARE		
		26		43937 FOUNTAIN MAINT 2011-2012	70.00	8692
41319-	2510	26	7/22/2011	Logged	*** Total ***	70.00
41320-	2510	27	7/22/2011	28020 SAN DIEGO GAS AND ELECTRIC		
		27		43946 ELECTRIC @ AVOCADO PS	151.84	1552124-
		27		43947 ELECTRIC @ DIANA PS	414.71	3800994-
		27		43948 ELECTRIC @ RANCHO VERDE PS	166.52	3686084-
		27		43949 ELECTRIC @ L.C. PS	1,135.53	7655295-
		27		43950 GAS @ OFFICE	10.90	7137294-
		27		43951 ELECTRIC @ VP7 PS	151.25	4562554-
		27		43952 ELECTRIC @ SAXONY PS	816.57	7212278-
		27		43953 ELECTRIC @ EEPS	801.50	9407448-
		27		43954 GAS @ EEPS	2.37	9414741-
		27		43955 ELECTRIC @ VP5	320.00	81236868315-
		27		43956 ELECTRIC @ LPS	11,792.14	4789838-
		27		43958 ELECTRIC @ EEPS	1,346.64	1009747-
41320-	2510	27	7/22/2011	Logged	*** Total ***	17,109.97
41321-	2510	28	7/22/2011	28020 SAN DIEGO GAS AND ELECTRIC		
		28		43957 ELECTRIC @ BPS	11,911.71	5620466-
41321-	2510	28	7/22/2011	Logged	*** Total ***	11,911.71
41322-	2510	29	7/22/2011	28070 SAN DIEGUITO WATER DISTRICT		
		29		43910 WATER @ BPS	73.89	31527-BPS-JUNE
41322-	2510	29	7/22/2011	Logged	*** Total ***	73.89
41323-	2510	30	7/22/2011	29225 TELEPACIFIC COMMUNICATIONS		
		30		43965 PHONE SYSTEM SERVICE	1,009.78	29846696-0
41323-	2510	30	7/22/2011	Logged	*** Total ***	1,009.78
41324-	2510	31	7/22/2011	29630 TRI COMMUNITY ANSWERING SERVIC		
		31		43970 ANSWERING SERVICE-JULY	90.00	TRI-7/20/11
41324-	2510	31	7/22/2011	Logged	*** Total ***	90.00
41325-	2510	32	7/22/2011	29814 TIERRA VERDE RESOURCES, INC		
		32		43935 DISTRCIT CAMPUS LANDSCAPE MAIN	730.00	055638
41325-	2510	32	7/22/2011	Logged	*** Total ***	730.00
41326-	2510	33	7/22/2011	30515 UNIFIRST CORPORATION		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	33		43932 OPEN PO-CONTRACT-UNIFORMS	115.23	3600859505
41326- 2510	33	7/22/2011	Logged	*** Total ***	115.23
41327- 2510	34	7/22/2011	30580 UNITED WAY		
	34		43963 EMPLOYEE CONTRIBUTIONS	5.00	UNITED-7/13/11
41327- 2510	34	7/22/2011	Logged	*** Total ***	5.00
41328- 2510	35	7/22/2011	31232 VERIZON WIRELESS		
	35		43966 CELL PHONES	578.48	0992876907
41328- 2510	35	7/22/2011	Logged	*** Total ***	578.48
41329- 2510	36	7/22/2011	32271 WEST COAST SAFETY SUPPLY CO.,		
	36		43906 CALIBRATION	430.19	170683123
	36		43929 OPEN PO-CALIBRATIONS/DAFETY	86.80	170683115
41329- 2510	36	7/22/2011	Logged	*** Total ***	516.99
41330- 2510	37	7/22/2011	32347 DEXTER WILSON ENGINEERING		
	37		43904 AUDIT PROJECT-SSMP FOR FY 11	955.00	0611.06.1406
	37		43905 SSMP AUDIT-2011	1,772.50	0611.06.1406-
41330- 2510	37	7/22/2011	Logged	*** Total ***	2,727.50
41331- 2510	38	7/22/2011	32500 WORDEN WILLIAMS, APC		
	38		43915 LEGAL FEES-JUNE	1,581.90	30270
41331- 2510	38	7/22/2011	Logged	*** Total ***	1,581.90
41332- 2510	39	7/22/2011	32521 WAYNE MILLER		
	39		43938 LATERAL REIMBURSEMENT	327.50	MILLER
41332- 2510	39	7/22/2011	Logged	*** Total ***	327.50
41333- 2510	40	7/22/2011	32728 WESTERN SALES, LLC		
	40		43933 ORANGE PIRANHA PRESSURE HOSE	3,113.98	2008
41333- 2510	40	7/22/2011	Logged	*** Total ***	3,113.98
				.00	
** Total check discount **				.00	
** Total check amount **				71,440.86	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: July 27, 2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15592 - 15608	7/27/2011	\$37,584.03

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41334- 2511	1	8/02/2011	12005	CSDA-SAN DIEGO CHAPTER		
	1		43999	QRTLY CSDA DINNER-AUG	273.00	CSDA-8/2011
41334- 2511	1	8/02/2011	Logged	*** Total ***	273.00	
41335- 2511	2	8/02/2011	12112	JEFF BILLS		
	2		43977	CONSULTING FEES-JUNE	3,000.00	0707113
41335- 2511	2	8/02/2011	Logged	*** Total ***	3,000.00	
41336- 2511	3	8/02/2011	12589	CA SDU		
	3		43995	CHILD SUPPORT-JULY-AB	516.12	AB-SUPPORT-JULY
41336- 2511	3	8/02/2011	Logged	*** Total ***	516.12	
41337- 2511	4	8/02/2011	13128	DESIGNS BY THE SEA		
	4		44000	REMOVE/REPLACE BULBS @ BOARDRO	50.00	10370
	4		44001	WORK WITH J/B ON AIR COND UNIT	150.00	10364
41337- 2511	4	8/02/2011	Logged	*** Total ***	200.00	
41338- 2511	5	8/02/2011	13323	DIEHL, EVANS & COMPANY		
	5		43979	AUDIT SERVICES-JUNE	3,500.00	70339
41338- 2511	5	8/02/2011	Logged	*** Total ***	3,500.00	
41339- 2511	6	8/02/2011	13822	DUDEK & ASSOCIATES		
	6		43978	GE/CIP/JUNE/200/326	6,070.20	20112054
41339- 2511	6	8/02/2011	Logged	*** Total ***	6,070.20	
41340- 2511	7	8/02/2011	16806	THE GUARDIAN		
	7		43987	DISABILITY/DENTAL INS-AUG	3,550.20	00324226-AUG11
41340- 2511	7	8/02/2011	Logged	*** Total ***	3,550.20	
41341- 2511	8	8/02/2011	17060	HARTFORD LIFE & ACCIDENT INS.		
	8		43988	LIFE INS-AUG	366.39	5495077-9
41341- 2511	8	8/02/2011	Logged	*** Total ***	366.39	
41342- 2511	9	8/02/2011	17131	HIGH COUNTRY VILLAS MGT CORP		
	9		43983	LATERAL REIMBURSEMENT	3,000.00	HIGH COUNTRY
41342- 2511	9	8/02/2011	Logged	*** Total ***	3,000.00	
41343- 2511	10	8/02/2011	18150	ICMA RETIREMENT-303979		
	10		43993	DEFERRED COMP-ICMA	3,235.16	ICMA-7/27/11
41343- 2511	10	8/02/2011	Logged	*** Total ***	3,235.16	
41344- 2511	11	8/02/2011	19616	JOSE GONZALEZ		
	11		44004	REIMBURSE J.R. GONZ-FOR PERS D	128.30	JR-PERS
41344- 2511	11	8/02/2011	Voided	*** Total ***	128.30	
41345- 2511	12	8/02/2011	20011	JACKSON & BLANC		
	12		43980	CONTRACT-HVAC SYSTEM MAINT	285.00	157877
	12		43986	CONTRACT-HVAC SYSTEM MAINT	236.00	157812
41345- 2511	12	8/02/2011	Logged	*** Total ***	521.00	
41346- 2511	13	8/02/2011	23068	NATIONWIDE RETIREMENT SOLUTION		
	13		43994	DEFERRED COMP-NATIONWIDE	195.46	NATION-7/27/11

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41346-	2511	13	8/02/2011	Logged	*** Total ***	195.46
41347-	2511	14	8/02/2011	23567 NCB REPROGRAPHICS		
		14		44003 SUPPLIES-ROLL BOND PAPER	105.49	0005279
41347-	2511	14	8/02/2011	Logged	*** Total ***	105.49
41348-	2511	15	8/02/2011	24224 OFFICE DEPOT, INC.		
		15		43984 OPEN PO-OFFICE SUPPLIES	111.35	571472032001
		15		43985 OPEN PO-OFFICE SUPPLIES	32.31	571776924001
41348-	2511	15	8/02/2011	Logged	*** Total ***	143.66
41349-	2511	16	8/02/2011	25011 PACIFIC PIPELINE SUPPLY		
		16		43981 ROMAC COUPLING/PIPING	2,662.72	147007
41349-	2511	16	8/02/2011	Logged	*** Total ***	2,662.72
41350-	2511	17	8/02/2011	25018 MES VISION		
		17		43989 VISION INS-AUGUST	342.77	111892183001
41350-	2511	17	8/02/2011	Logged	*** Total ***	342.77
41351-	2511	18	8/02/2011	25260 PERS RETIREMENT		
		18		44005 EMPLOYEE RETIREMENT ENDING 7/2	14,213.97	7-2011-4
41351-	2511	18	8/02/2011	Logged	*** Total ***	14,213.97
41352-	2511	19	8/02/2011	25260 PERS RETIREMENT		
		19		44006 EMPLOYEE RETIREMENT 7/10/2011	14,802.28	7-2011-3
41352-	2511	19	8/02/2011	Logged	*** Total ***	14,802.28
41353-	2511	20	8/02/2011	25261 PUBLIC EMPLOYEES HEALTH		
		20		43990 EMPLOYEES HEALTH INS-AUG	21,074.54	H2011081231000
41353-	2511	20	8/02/2011	Logged	*** Total ***	21,074.54
41354-	2511	21	8/02/2011	25261 PUBLIC EMPLOYEES HEALTH		
		21		43991 BOARD HEALTH INS-AUG	2,228.10	H2011084247000
41354-	2511	21	8/02/2011	Logged	*** Total ***	2,228.10
41355-	2511	22	8/02/2011	25577 PURCHASE POWER		
		22		44002 POSTAGE FOR METER	419.99	POSTAGE-7/21/11
41355-	2511	22	8/02/2011	Logged	*** Total ***	419.99
41356-	2511	23	8/02/2011	28037 SAN DIEGO EMPLOYERS ASSOCIATIO		
		23		43998 ANNUAL MEMBERSHIP 2011-2012	599.00	450383
41356-	2511	23	8/02/2011	Logged	*** Total ***	599.00
41357-	2511	24	8/02/2011	29730 T.S. INDUSTRIAL SUPPLY		
		24		43997 SUPPLIES AND PARTS	87.37	1041164
41357-	2511	24	8/02/2011	Logged	*** Total ***	87.37
41358-	2511	25	8/02/2011	30515 UNIFIRST CORPORATION		
		25		43982 OPEN PO-CONTRACT-UNIFORMS	117.04	3600861149
41358-	2511	25	8/02/2011	Logged	*** Total ***	117.04
41359-	2511	26	8/02/2011	30580 UNITED WAY		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	26		43992	EMPLOYEE CONTRIBUTIONS	5.00	UNITED-7/27/11
41359-	2511	26	8/02/2011	Logged *** Total ***	5.00	
41360-	2511	27	8/02/2011	32220 WATER ENVIRONMENT FEDERATION		
		27		43996 RENEWAL-JS-WEF MEMBERSHIP 11-1	220.00	9000060792
41360-	2511	27	8/02/2011	Logged *** Total ***	220.00	
** Total check discount **					.00	
** Total check amount **					81,449.46	
** Total void discount **					.00	
** Total void amount **					128.30	

Run date: 08/01/2011 @ 12:50
Bus date: 08/02/2011

Leucadia Waste Water District
Check - Complete Detail

OCCKHST.L10 Page 1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41361- 2512	1	8/02/2011	19616 JOSE GONZALEZ		
	1		44004 REIMBURSE J.R. GONZ-FOR PERS D	131.94	JR-PERS
41361- 2512	1	8/02/2011	Logged	*** Total ***	131.94
				.00	
** Total check discount **				.00	
** Total check amount **				131.94	
				.00	

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: August 3, 2011

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
15609 - 15613	8/3/2011	\$2,013.52

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
41362- 2513	1	8/08/2011	10221 ADS LLC		
	1		44024 CONTRACT-DATA COLLE FLOW METER	3,570.00	12562.22-0711
41362- 2513	1	8/08/2011	Logged	*** Total ***	3,570.00
41363- 2513	2	8/08/2011	10570 ANTIMITE TERMITE & PEST CONTRO		
	2		44031 MONTHLY PEST SERVICE-AUG	53.00	827397
41363- 2513	2	8/08/2011	Logged	*** Total ***	53.00
41364- 2513	3	8/08/2011	11650 BROWNELL AND DUFFEY CPA		
	3		44023 CONTRACT-ACCOUNTING SERVICES	6,436.00	08/01/11
41364- 2513	3	8/08/2011	Logged	*** Total ***	6,436.00
41365- 2513	4	8/08/2011	12360 CITY OF CARLSBAD		
	4		44030 WATER @ PLANT	78.62	10959015-7/11
	4		44042 WATER @ VACTOR	24.96	8825556-7/
	4		44043 WATER @ VACTOR 2	3.12	1530880-7/11
	4		44048 WATER @ PLANT	1,160.08	0069187516-
41365- 2513	4	8/08/2011	Logged	*** Total ***	1,266.78
41366- 2513	5	8/08/2011	12510 WASTE MANAGEMENT		
	5		44037 TRASH SERVICE	205.64	106827702742
41366- 2513	5	8/08/2011	Logged	*** Total ***	205.64
41367- 2513	6	8/08/2011	12718 CHUCKS TIRE CENTER		
	6		44025 TIRES FOR TRUCK	1,122.66	61804
41367- 2513	6	8/08/2011	Logged	*** Total ***	1,122.66
41368- 2513	7	8/08/2011	13072 DATA NET		
	7		44039 IS MAINT AND SUPPORT	230.00	9740529
	7		44040 IS MAINT AND SUPPORT	409.21	9740530
41368- 2513	7	8/08/2011	Logged	*** Total ***	639.21
41369- 2513	8	8/08/2011	13636 ALLIANT INSURANCE SERVICES, IN		
	8		44052 MISC-COMMERCIAL INS	335.56	40132
41369- 2513	8	8/08/2011	Logged	*** Total ***	335.56
41370- 2513	9	8/08/2011	13724 DAVID TOBLER		
	9		44021 LATERAL REIMBURSEMENT	2,870.33	TOBLER
41370- 2513	9	8/08/2011	Logged	*** Total ***	2,870.33
41371- 2513	10	8/08/2011	14530 ENCINA WASTEWATER AUTHORITY		
	10		44014 QTRLY LAB FEES-APRIL-JUNE	1,850.80	849
41371- 2513	10	8/08/2011	Logged	*** Total ***	1,850.80
41372- 2513	11	8/08/2011	16021 GREAT AMERICA LEASING CORP		
	11		44038 COPIER LEASE	1,002.74	11187230
41372- 2513	11	8/08/2011	Logged	*** Total ***	1,002.74
41373- 2513	12	8/08/2011	17552 THE HOME DEPOT CRC/GECF		
	12		44028 OPEN PO-MISC SUPPLIES	206.94	7622-JULY11
41373- 2513	12	8/08/2011	Logged	*** Total ***	206.94

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41374-	2513	13	8/08/2011	20011 JACKSON & BLANC		
		13		44018 CONTRACT-HVAC SYSTEM MAINT	998.10	000158046
41374-	2513	13	8/08/2011	Logged	*** Total ***	998.10
41375-	2513	14	8/08/2011	22055 MARCON PRODUCTS INC.		
		14		44053 GRADE RINGS	276.79	48883
41375-	2513	14	8/08/2011	Logged	*** Total ***	276.79
41376-	2513	15	8/08/2011	22116 TIANNE BAITY		
		15		44051 REIMBURSE FOR TUITION-CLASS-FY	1,515.97	TB-TUITION-2012
41376-	2513	15	8/08/2011	Logged	*** Total ***	1,515.97
41377-	2513	16	8/08/2011	22214 MITSUBISHI ELECTRIC & ELECTRON		
		16		44050 REGULAR SERVICE/MAINT	255.00	215249
41377-	2513	16	8/08/2011	Logged	*** Total ***	255.00
41378-	2513	17	8/08/2011	24224 OFFICE DEPOT, INC.		
		17		44016 OPEN PO-OFFICE SUPPLIES	84.79	572730394001
41378-	2513	17	8/08/2011	Logged	*** Total ***	84.79
41379-	2513	18	8/08/2011	24440 OLIVENHAIN MUNICIPAL WATER DIS		
		18		44032 WATER @ VP7 PS	60.17	09049026000-7/
		18		44033 WATER @ TRAVELING 2	285.06	06001544310-7/
		18		44034 WATER @ VP5	32.84	03011148700-7/1
		18		44035 WATER @ TRAVELING	303.62	06001551070-7/
		18		44036 WATER @ EE PS	56.89	10076214-7/11
41379-	2513	18	8/08/2011	Logged	*** Total ***	738.58
41380-	2513	19	8/08/2011	25010 AT&T		
		19		44046 DIAL IN MODEM-NEW	118.20	7604792130-7/11
		19		44047 DIAL IN MODEM-OLD	135.88	7606327047006-
41380-	2513	19	8/08/2011	Logged	*** Total ***	254.08
41381-	2513	20	8/08/2011	25011 PACIFIC PIPELINE SUPPLY		
		20		44054 PARTS/FLANGES/BOLTS	3,004.61	147929
41381-	2513	20	8/08/2011	Logged	*** Total ***	3,004.61
41382-	2513	21	8/08/2011	28070 SAN DIEGUITO WATER DISTRICT		
		21		44029 WATER @ TANKER 2	11.94	TK896-7/11
		21		44049 WATER @ TANKER	15.92	TK645-JULY
41382-	2513	21	8/08/2011	Logged	*** Total ***	27.86
41383-	2513	22	8/08/2011	28928 SYNECO SYSTEMS, INC		
		22		44020 INFLOW PROTECTORS AND ODOR INS	5,130.23	2375
41383-	2513	22	8/08/2011	Logged	*** Total ***	5,130.23
41384-	2513	23	8/08/2011	29716 TRG & ASSOCIATES		
		23		44026 OPEN PO-PUBLIC INFORMATION	5,167.50	04-0711-JULY
41384-	2513	23	8/08/2011	Logged	*** Total ***	5,167.50
41385-	2513	24	8/08/2011	30515 UNIFIRST CORPORATION		
		24		44022 OPEN PO-CONTRACT-UNIFORMS	115.42	3600262829

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
41385-	2513	24	8/08/2011	Logged	*** Total ***	115.42
41386-	2513	25	8/08/2011	30520 UNDERGROUND SERVICE ALERT OF		
		25		44045 DIGALERT ALARM	290.50	720110374
41386-	2513	25	8/08/2011	Logged	*** Total ***	290.50
41387-	2513	26	8/08/2011	30551 CARLSBAD FUELS CORPORATION		
		26		44027 OPEN PO - VEHICLE FUELS	2,192.61	20110729
41387-	2513	26	8/08/2011	Logged	*** Total ***	2,192.61
41388-	2513	27	8/08/2011	30560 UNITED PARCEL		
		27		44041 SHIPPING	68.67	000025YY3731
41388-	2513	27	8/08/2011	Logged	*** Total ***	68.67
41389-	2513	28	8/08/2011	30723 SIEMENS WATER TECH. CORP		
		28		44015 OPEN PO-BIOXIDE	9,312.36	900272956
41389-	2513	28	8/08/2011	Logged	*** Total ***	9,312.36
41390-	2513	29	8/08/2011	31232 VERIZON WIRELESS		
		29		44044 CELL PHONE USAGE	1.24	0998113497
41390-	2513	29	8/08/2011	Logged	*** Total ***	1.24
41391-	2513	30	8/08/2011	32271 WEST COAST SAFETY SUPPLY CO.,		
		30		44017 OPEN PO-CALIBRATIONS/DAFETY	587.92	170683140
41391-	2513	30	8/08/2011	Logged	*** Total ***	587.92
41392-	2513	31	8/08/2011	33227 XEROX CORPORATION		
		31		44019 OPEN PO-SERVICE/MAINT CONTRACT	62.16	056458318
41392-	2513	31	8/08/2011	Logged	*** Total ***	62.16
					.00	
** Total check discount **					.00	
** Total check amount **					49,644.05	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 10, 2011

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15614 - 15629	8/10/2011	\$37,571.30

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: August 17, 2011
INCENTIVE

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
15630 - 15631	8/17/2011	\$1,806.79

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS
2010

JULY

7/1/2010	Board		\$2,209.06
7/9/2010	Employee	Incentive	\$1,616.12
7/14/2010	Employee		\$39,311.69
7/28/2010	Employee		\$39,181.87
	TOTAL		\$82,318.74

AUGUST

8/2/2010	Board		\$999.54
8/11/2010	Employee		\$40,139.81
8/25/2010	Employee		\$39,202.75
	TOTAL		\$80,342.10

SEPTEMBER

9/2/2010	Board		\$5,665.17
9/8/2010	Employee		\$38,989.08
9/22/2010	Employee		\$38,612.32
	TOTAL		\$83,266.57

OCTOBER

10/1/2010	Board		\$4,565.69
10/6/2010	Employee		\$39,437.79
10/13/2010	Employee	Incentive	\$3,421.59
10/20/2010	Employee		\$43,807.41
	TOTAL		\$91,232.48

NOVEMBER

11/1/2010	Board		\$2,871.92
11/3/2010	Employee		\$43,672.40
11/17/2010	Employee		\$38,406.55
	TOTAL		\$84,950.87

DECEMBER

12/1/2010	Employee		\$39,986.79
12/2/2010	Employee	Sick buy back	\$14,550.21
12/2/2010	Board		\$2,034.33
12/9/2010	Employee	Incentive	\$1,362.67
12/15/2010	Employee		\$40,517.81
12/29/2010	Employee		\$39,453.83
	TOTAL		\$137,905.64

2011

JANUARY

12/3/2010	Board		\$1,330.17
1/7/2011	Employee		\$3,006.87
1/12/2011	Employee		\$36,417.03
1/19/2011	Employee	Incentive	\$461.75
1/26/2011	Employee		\$37,321.04
	TOTAL		\$78,536.86

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

FEBRUARY

2/3/2011	Board		\$4,282.06
2/9/2011	Employee		\$38,219.37
2/23/2011	Employee		<u>\$37,028.16</u>
	TOTAL		\$79,529.59

MARCH

3/2/2011	Board		\$1,676.17
3/9/2011	Employee		\$37,952.87
3/23/2011	Employee		<u>\$37,171.26</u>
	TOTAL		\$76,800.30

APRIL

4/1/2011	Board		\$4,613.80
4/6/2011	Employee		\$37,487.77
4/20/2011	Employee		\$37,145.73
4/21/2011	Employee	Incentive	<u>\$6,462.38</u>
	TOTAL		\$85,709.68

MAY

5/2/2011	Board		\$2,960.88
5/4/2011	Employee		\$37,859.69
5/9/2011	Board		\$997.33
5/18/2011	Employee		<u>\$37,100.15</u>
	TOTAL		\$78,918.05

JUNE

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

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>
	TOTAL		\$85,535.11

AUGUST

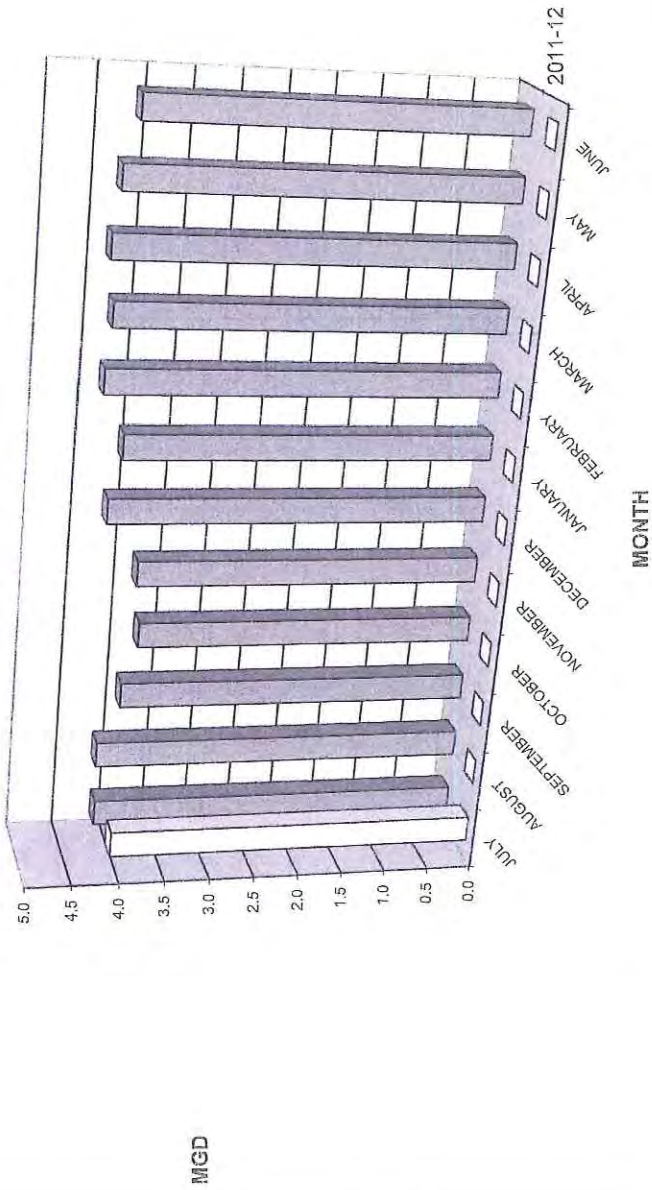
8/3/2011	Board		\$2,013.52
8/10/2011	Employee		\$37,571.30
8/17/2011	Employee	Incentive	<u>\$1,806.79</u>
	TOTAL		\$41,391.61

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2011-2012**

CURRENT MONTH - July 2011										FY 201-2012	
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,738	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)				ADF (MGD)	
JULY	0.02	126.48	-1	4.08	147	38.01				4.14	
YTD	0.02	126.48	27,737							4.16	
AUGUST										3.93	
YTD										3.78	
SEPTEMBER										3.84	
YTD										4.21	
OCTOBER										4.08	
YTD										4.33	
NOVEMBER										4.28	
YTD										4.34	
DECEMBER										4.27	
YTD										4.12	
JANUARY											
YTD											
FEBRUARY											
YTD											
MARCH											
YTD											
APRIL											
YTD											
MAY											
YTD											
JUNE											
YTD											
Annual Total	0.02	126.48	-1	4.08	147	38.01				4.12	
Mo Average	0.02	126.48	-1	4.08	147	38.01				4.12	

operations report

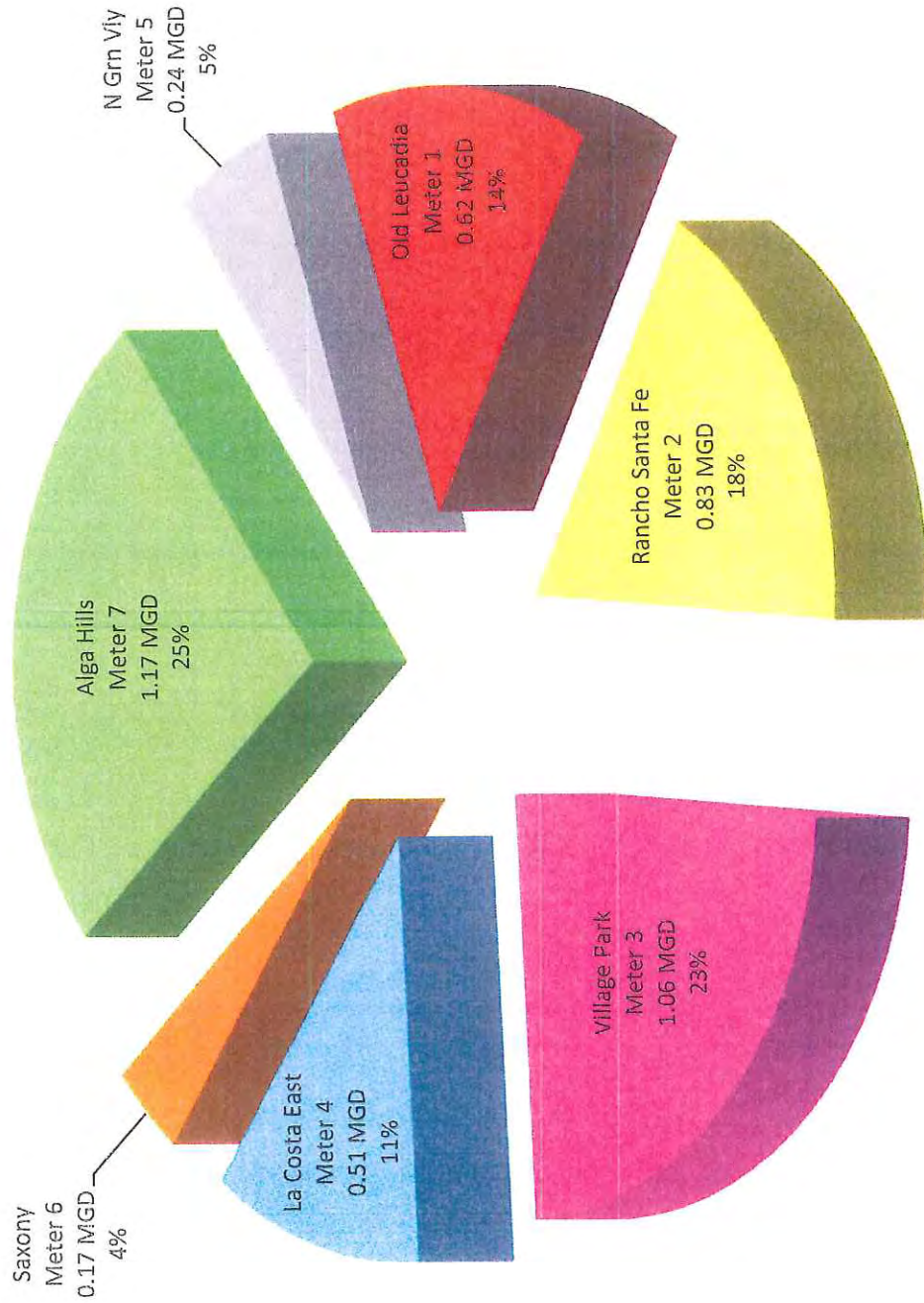
LEUCADIA WASTEWATER DISTRICT
FLOW COMPARISON FY 11 to FY12



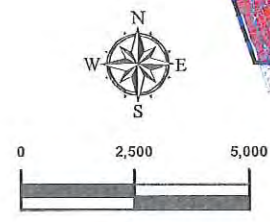
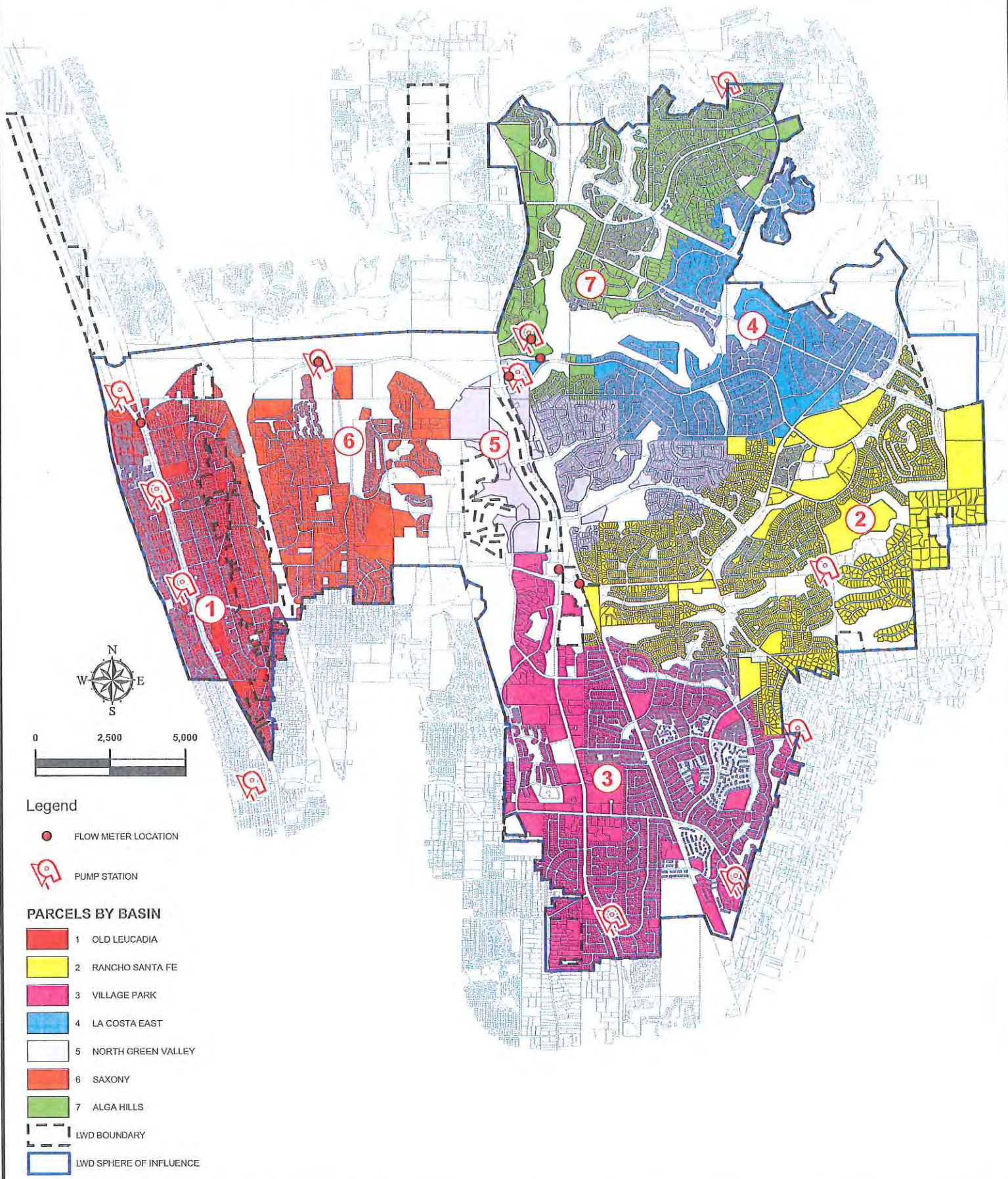
LWD Flows by Sub-Basin

July 2011

Total LWD Flow = 4.59 MGD



LEUCADIA WASTEWATER DISTRICT



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

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

As of Junly 31, 2011

ASSETS	
Cash and Investment Pools	\$ 27,987,718.40
Investments	10,203,680.09
Accounts Receivable	379,005.02
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	47,094.02
Capital Assets	124,730,215.23
Less Accumulated Depreciation	(40,926,132.03)
TOTAL ASSETS	\$ 123,328,429.73
LIABILITIES	
Accounts Payable and Accrued Expenses	269,689.09
Developer Deposits	249,367.18
TOTAL LIABILITIES	\$ 519,056.27
NET ASSETS	
Net Investment in Capital Assets	83,253,949.61
Restricted Reserves	3,703,767.80
Unrestricted Operating Reserve	2,184,721.45
Unrestricted Non-Operating Reserves (Designated)	26,567,172.17
Unrestricted Emergency Reserve	7,500,000.00
Capital Contributions	-
YTD Revenue over (under) Expenditures	(400,237.57)
TOTAL NET ASSETS	\$ 122,809,373.46

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenue and Expenditures Through 7/31/2011 with Annual Budget

OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
OPERATING REVENUES AND TRANSFERS					
OPERATING REVENUES					
SEWER SERVICE	3110	\$ 70,696.21	\$ 7,154,741.00	7,084,044.79	0.99%
RECLAIMED WATER SALES	3150	-	458,000.00	458,000.00	0.00%
OTHER OPERATING INCOME		1,500.00	205,654.00	204,154.00	0.73%
TOTAL OPERATING REVENUE		\$ 72,196.21	\$ 7,818,395.00	\$ 7,746,198.79	0.92%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 155,435.52	\$ 2,266,113.00	\$ 2,110,677.48	6.86%
BOARD EXPENSES AND ELECTION	4300 & 4400	6,134.20	130,350.00	124,215.80	4.71%
DEPRECIATION EXPENSE	4510	255,000.00	-	(255,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,537,968.00	1,537,968.00	n/a
FUELS	4600	182.40	57,000.00	56,817.60	0.32%
INSURANCE	4700	14,220.68	117,000.00	102,779.32	12.15%
MEMBERSHIP & DUES	4800	282.00	23,500.00	23,218.00	1.20%
OFFICE EXPENSE	4900	2,309.89	107,000.00	104,690.11	2.16%
OPERATING SUPPLIES	5000	1,818.54	169,750.00	167,931.46	1.07%
PROFESSIONAL SERVICES	5200	1,010.00	506,500.00	505,490.00	0.20%
PRINTING & PUBLISHING	5300	9,596.98	33,000.00	23,403.02	29.08%
RENTS & LEASES	5400	1,667.55	19,200.00	17,532.45	8.69%
REPAIR & MAINTENANCE	5500	11,545.70	313,650.00	302,104.30	3.68%
MONITORING & PERMITTING	5600	918.00	44,800.00	43,882.00	2.05%
TRAINING & DEVELOPMENT	5700	5,321.12	41,400.00	36,078.88	12.85%
UTILITIES	5900	30,918.98	428,250.00	397,331.02	7.22%
LAFCO OPERATIONS	6100	5,325.00	6,200.00	875.00	85.89%
ENCINA	6200	-	1,862,075.00	1,862,075.00	0.00%
TOTAL OPERATING EXPENSES		\$ 501,686.56	\$ 7,663,756.00	\$ 7,162,069.44	6.55%

NON-OPERATING REVENUES AND EXPENSES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 7,464.00	\$ 160,476.00	\$153,012.00	4.65%
PROPERTY TAXES	3220	-	1,200,000.00	1,200,000.00	0.00%
INTEREST INCOME	3250	29,269.00	435,000.00	405,731.00	6.73%
OTHER NON OPERATING INCOME		-	643,079.00	643,079.00	0.00%
TOTAL NON OPERATING REVENUES		\$ 36,733.00	\$ 2,438,555.00	\$2,401,822.00	1.51%
DEBT SERVICE					
INTEREST EXPENSE AND FEES	6500	\$ -	\$ -	0.00	#DIV/0!
PRINCIPAL PAYMENTS	6500	-	-	0.00	#DIV/0!
TOTAL DEBT SERVICE		\$ -	\$ -	\$ -	#DIV/0!

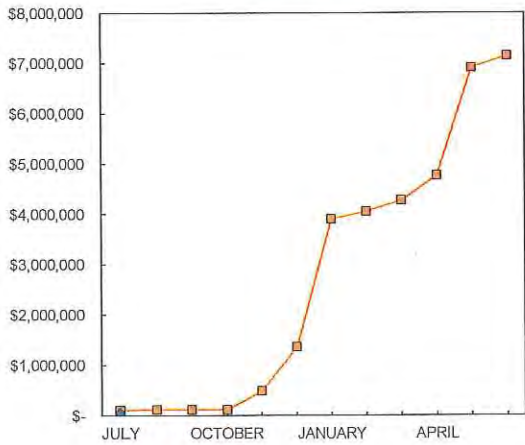
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

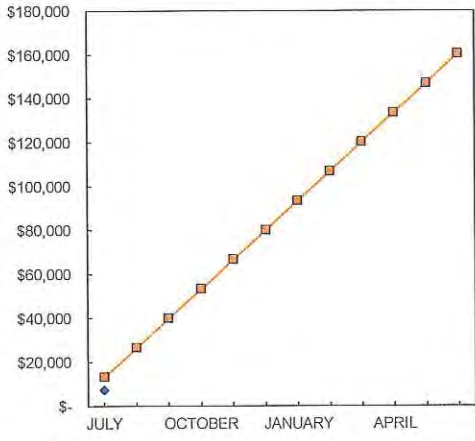
Revenue FY 2012

YTD through July 31, 2011

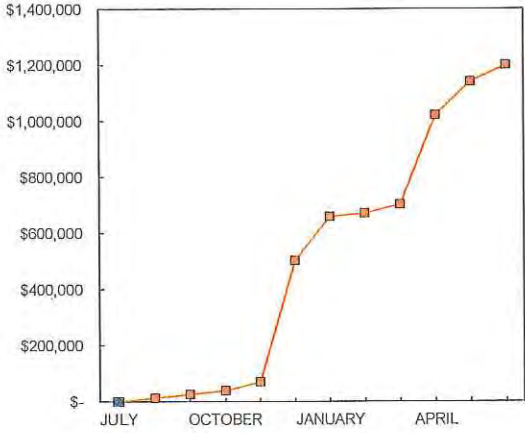
Sewer Service Fees



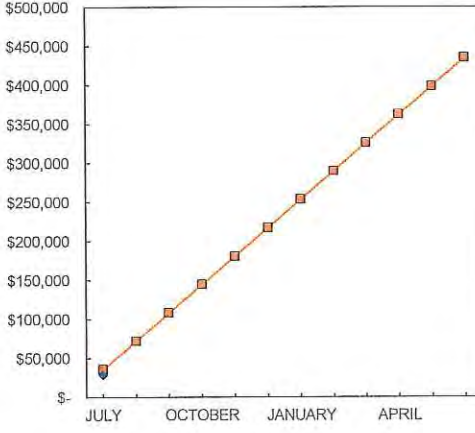
Capacity Charges



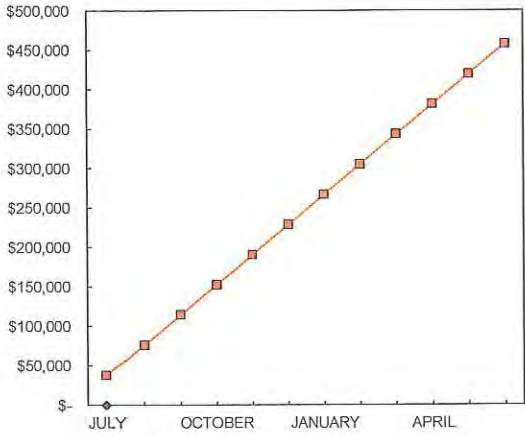
Property Taxes



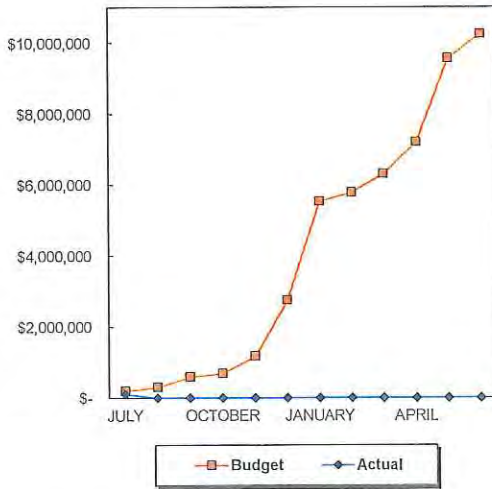
Investment Income



Recycled Wastewater



Total Revenue



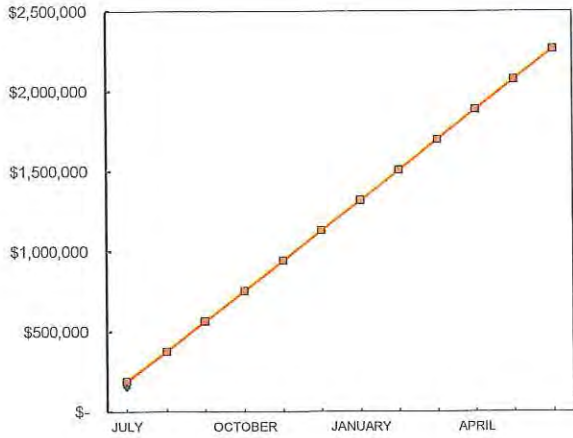
— Budget — Actual

— Budget — Actual

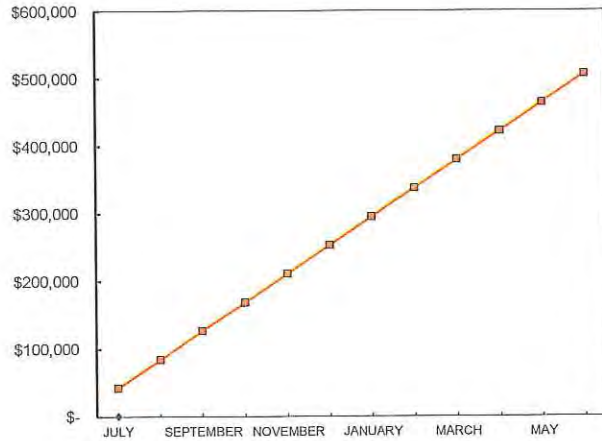
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2011 YTD through July 31, 2011

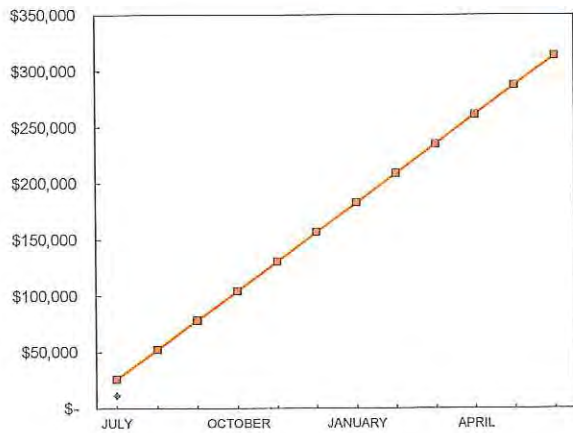
Salaries and Benefits



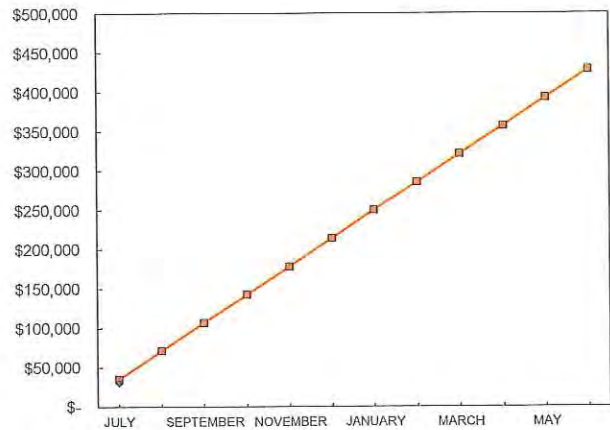
Professional Services



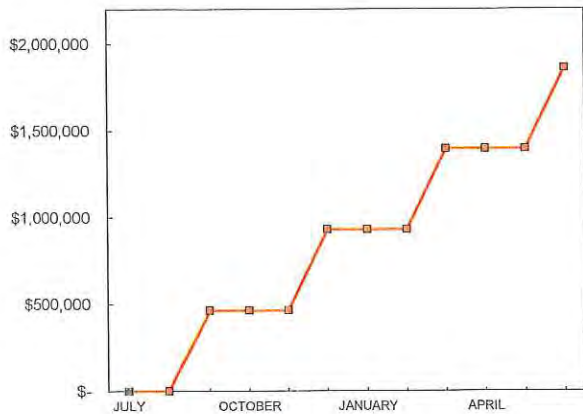
Repairs & Maintenance



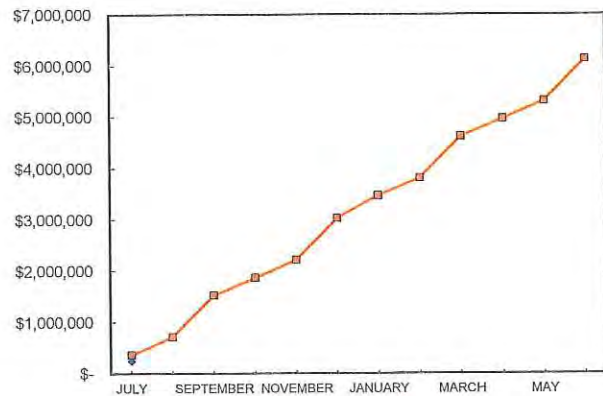
Utilities



Encina M&O



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



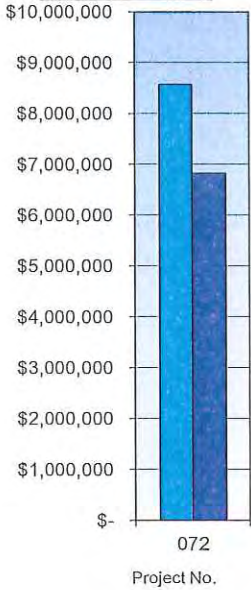
— Budget — Actual

— Budget — Actual

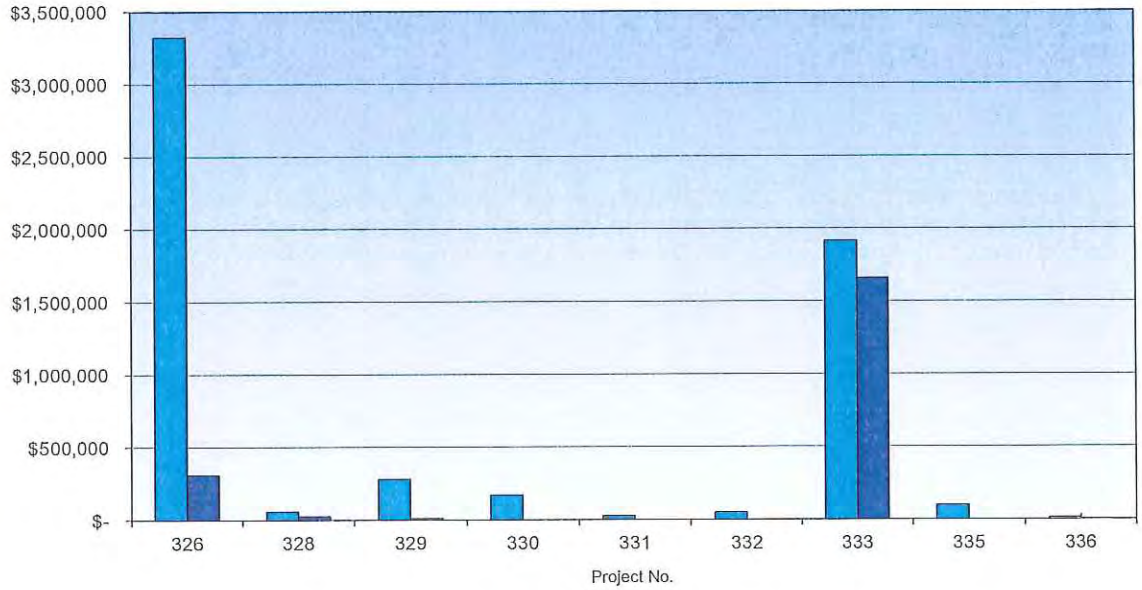
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Capital Expenditures As of July 31, 2011

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



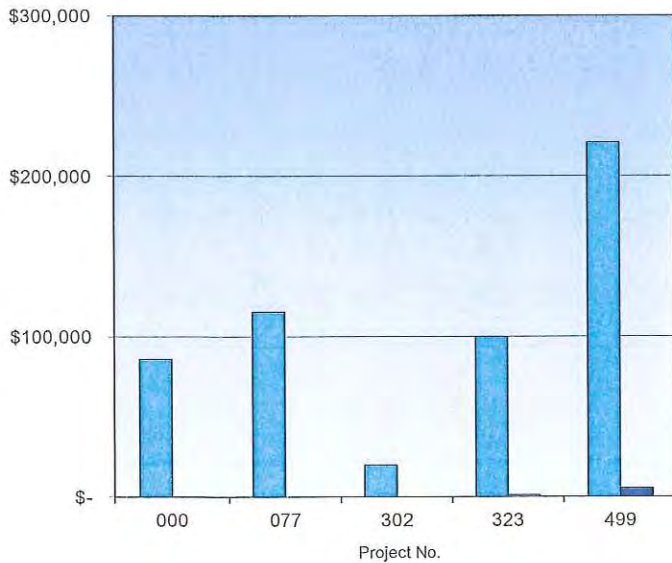
**District Multi Year Capital Expenditures by Project
FY2009-FY2012**



■ Appropriations

■ Appropriations ■ Actual

**Single Year Capital Expenditures by Project
FY2012**



■ Appropriations ■ Actual

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 Study	333
Asset Mgmt Plan Update	335
New Meter Installation	336

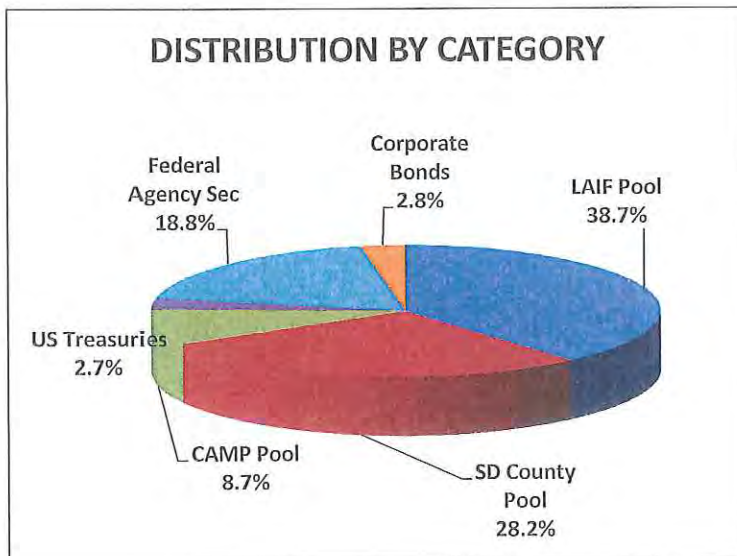
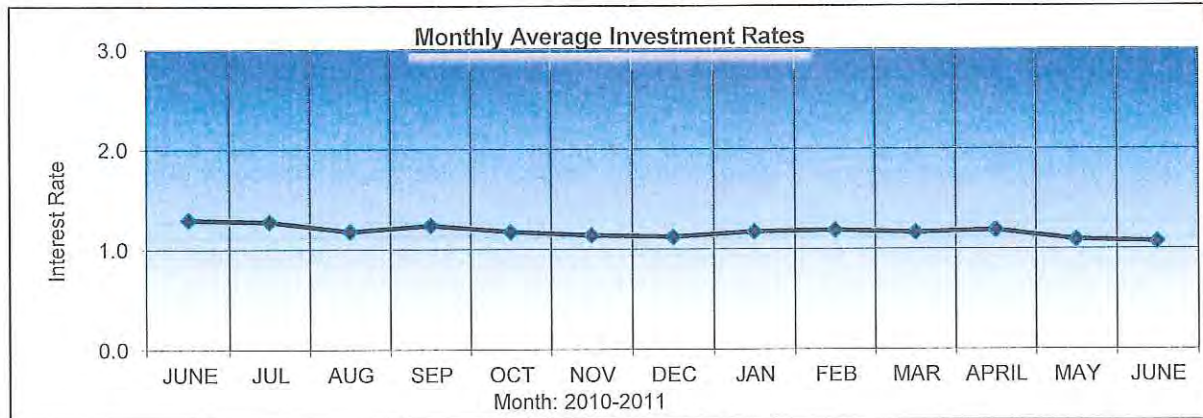
Single Year Capital Projects

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

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

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2011

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2011	June 30, 2011		
LAIF Pool	14,149,540	14,041,540	5,262	0.448%
SD County Pool	10,246,188	10,246,188	5,729	0.671%
CAMP Pool	2,150,581	3,162,502	229	0.120%
CAMP Portfolio				
Corporate Notes	1,034,035	1,034,035	1,637	1.900%
Federal Agency Bonds/Notes	7,024,353	6,024,763	8,784	1.550%
Federal Agency Discount Notes	-	-	-	-
GNMA mortgage pools	17,645	17,484	131	8.950%
US Treasury Bonds/Notes	985,781	985,781	1,544	1.880%
Total Camp Portfolio	9,061,814	8,062,063	12,097	1.550%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	777,704	777,704	9,209	14.210%
Total Bond Funds	777,704	777,704	9,209	14.210%
Totals	\$ 36,385,826	\$ 36,289,996	\$ 32,526	1.074%

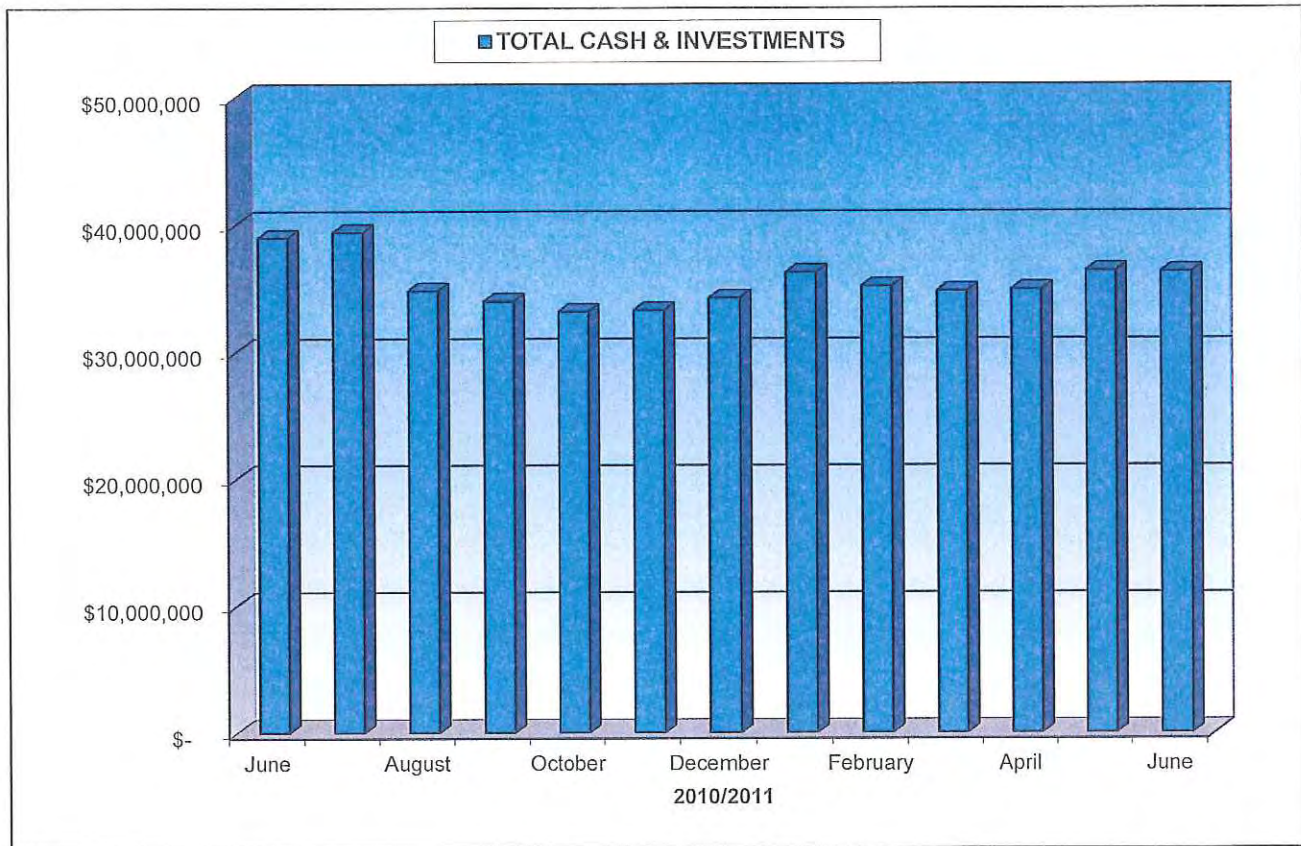


Allocation Percentages of LWD Investments by Type (Actual and Allowable)

Investment Type	Actual %	Allowed %
LAIF Pool	38.7%	75%
SD County Pool	28.2%	75%
CAMP Pool	8.7%	75%
US Treasuries	2.7%	75%
Federal Agency Sec	18.8%	75%
Corporate Bonds	2.8%	10%
TOTAL	99.9%	

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2011
(Continued)

TOTAL CASH & INVESTMENTS		
Month 2010/2011	Amount	Average Rate
June	\$ 39,006,976	1.30%
July	\$ 39,425,152	1.28%
August	\$ 34,847,829	1.18%
September	\$ 34,018,031	1.24%
October	\$ 33,186,694	1.18%
November	\$ 33,279,598	1.14%
December	\$ 34,251,770	1.13%
January	\$ 36,255,720	1.18%
February	\$ 35,183,186	1.19%
March	\$ 34,793,992	1.17%
April	\$ 34,921,249	1.19%
May	\$ 36,385,826	1.09%
June	\$ 36,289,996	1.07%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2011
(Continued)

INVESTMENT TRANSACTIONS
For the month of June, 2011


Investment	Purchases	Maturities	Redemptions	Notes	YTM at Cost
FNMA Federal Agency Callable Bond			\$ 1,000,000	(1)	1.46%
TOTAL	\$ -	\$ -	\$ 1,000,000		

(1) Entire Federal Agency issue called for redemption

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

MEMORANDUM

Ref: 12-2971

DATE: August 11, 2011
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, 2011 (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**

June 30, 2011

SUMMARY OF INVESTMENTS AT June 30,2011

ASSETS	AMORTIZED COST 6/30/2011	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 14,041,539.52	36.9%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	10,246,187.63	26.9%	75.0%
CAMP - JPA INVESTMENT POOL	3,162,501.82	8.3%	75.0%
CAMP PORTFOLIO - BANK OF NEW YORK.			
US Treasury Bonds/Notes	995,683.91	2.6%	75.0%
Federal Agency - GNMA Pools	17,462.59	0.05%	See below
Federal Agency Bond Notes	5,987,805.32	15.7%	See below
Corporate Notes	1,027,114.70	2.7%	10.0%
	8,028,066.52		
US BANK - CUSTODIAL ACCOUNTS			
Resolution Funding Corp Strips @Cost, Purchased 5/25/1995	777,703.65		
Interest Earned - Amortized Discount*	1,780,367.96		
	2,558,071.61	6.7%	See below
TOTAL INVESTMENTS	\$ 38,036,367.10	100.0%	

Total Federal Agency Investments	8,563,339.52	22.5%	75%
----------------------------------	--------------	-------	-----

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

INTEREST FOR THE QUARTER ENDED June 30,2011

MONTH	EARNED	AVERAGE RETURN
April	\$ 33,469.00	1.19%
May	34,322.00	1.09%
June	30,873.00	1.07%
TOTALS	\$ 98,664.00	

Encina Wastewater Authority Report
Regular Board Meeting
July 27, 2011

EWA Board of Directors - Directors Juliussen and Sullivan reporting

EWA Board Meeting Action Items

1. Resolution Appropriating Funds for Fiscal Year 2012 Operating and Capital Program Budgets and Establishing Controls Thereon.

The Board of Directors adopted Resolution No. 2011-3 appropriating funds for FY12 Operating and Capital Program Budgets and establishing controls thereon.

2. Review and consider the FY 12 Tactical Plan.

The Board of Directors approved the FY 12 Tactical Plan.

Executive Session Items

1. Public employment, Performance Evaluation: General Manager as authorized by Government Code section no. 54957.

There was no reportable action.

EWA Board Meeting Action Item

3. Salary and Terms of Employment for the EWA General Manager.

The Board of Directors adopted Resolution No. 2011-04 approving the salary and terms of employment for the EWA General Manager.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on August 8, 2011

1. **Receive and file the Sanitary Sewer Management Plan (SSMP) Audit conducted by Dexter Wilson Engineering, Inc.**

The Committee reviewed the SSMP Fiscal Year 2011 audit report by Dexter Wilson Engineering, Inc.

The committee concurred with staff's recommendation to receive and file the report. This item will be reviewed by the Board later in the agenda.

2. **Batiquitos Pump Station Rehabilitation Project Update**

The Committee received a status update on the Batiquitos Pump Station project. The estimated construction cost was reduced by \$1M and staff anticipates the project will bid in September 2011 with a January 2013 completion date.

3. **Occidental Line Repair Project Update**

The Committee received a project update on the Occidental Line Repair. DE Deering stated that the city of Carlsbad is designing and constructing the project. He noted that the project is anticipated to be completed in the next few months.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held August 9, 2011

1. LWD Open House Planning Meeting 2.

The CAC reviewed the revised open house budget and task list for the November open house. TRG and staff held a meeting and the following open house tasks were discussed:

- Development of a poster displaying the treatment process
- Field Services booths (e.g. vactor, muffin monster, CCTV operations)
- Printing of Microbe cards
- Printing flyers to give to the shopping center stores for displaying at their store
- Developing a press release, postcards, and newspaper ad announcing the open house
- Raffle prizes from vendors

Staff noted that the draft budget provided by TRG does not include staff over-time and other items, such as food, if vendors decide not to participate and donate items. Staff suggested that the budget be presented to the Board to appropriate the funds that were not included in the FY 12 budget.

Following discussion, the CAC agreed with staff to present the open house draft budget to the Board of Directors at their August 17th meeting for approval before moving forward with additional planning for the open house. This item will be discussed at tonight's meeting.

MEMORANDUM

Ref: 12-2979

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Sanitary Sewer Management Plan (SSMP) Fiscal Year 2011 Audit

RECOMMENDATION:

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

1. Receive and file the Sanitary Sewer Management Plan (SSMP) Fiscal Year 2011 Audit conducted by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the Engineering Committee at its August 8, 2011 meeting. The Committee concurred with staff to bring this item forward for consideration.

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. The District has complied with all prescribed provisions, including having a written Sewer System Management Plan (SSMP) that was adopted by the District's Board of Directors in June 2009. The WDR requires each agency to audit their SSMP every two years. However, the District has taken a pro-active approach and conducts its SSMP Audit annually to ensure its programs and activities remain effective in reducing Sanitary Sewer Overflows (SSO's).

Dexter Wilson Engineering (DWE) worked closely with staff to develop the SSMP and previously completed the Fiscal Year 2010 SSMP Audit. Due to their thorough knowledge of the plan, staff requested that DWE conduct the Fiscal Year 2011 SSMP Audit.

The audit, using a standard checklist and a comprehensive review of District operations, concluded that the District's activities, programs, and efforts meet or exceed the requirements of its SSMP. Additionally, changes in District organization, practices, or regulations were not significant enough to require a revision of the SSMP prior to June 2014, the required WDR five year SSMP review cycle.

The letter report of the SSMP Audit is attached for your review. A copy of the complete report, including enclosures, is available upon request.

Natalie Frascchetti, of DWE, will present an overview of the audit at the meeting.

rym:PJB

Attachment

DEXTER WILSON ENGINEERING, INC.

DEXTER S. WILSON, P.E.
ANDREW M. OVEN, P.E.
STEPHEN M. NIELSEN, P.E.
DIANE H. SHAUGHNESSY, P.E.
NATALIE J. FRASCHETTI, P.E.

August 1, 2011

103-012/5

Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

Attention: Paul Bushee, General Manager

Subject: Leucadia Wastewater District Sewer System Management Plan Fiscal
Year 2011 Audit

The Leucadia Wastewater District's Sewer System Management Plan (SSMP) was adopted by the District Board and certified by the General Manager in June 2009. The purpose of the SSMP is to document and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District in effectively managing its wastewater collection system. The SSMP requires audits of the SSMP at least every two years. The District has decided to conduct annual audits and completed the Fiscal Year 2010 Audit on July 7, 2010.

The purpose of this letter-report is to fulfill the District's Fiscal Year 2011 (FY11) SSMP requirements. This consists of completing the Section IX SSMP Evaluation Checklist and Section X SSMP Audit Checklist. These checklists are accompanied by summaries of the SSMP activities for the year.

Section IX SSMP Evaluation Checklist

The Statewide Waste Discharge Requirements (WDR) governing sanitary sewers specify that each Wastewater Collection Agency shall:

- maintain relevant information that can be used to establish and prioritize appropriate SSMP activities,

- monitor the implementation and measure the effectiveness of each element of the SSMP,
- assess the success of the preventative maintenance program,
- update program elements, as appropriate based on monitoring or performance evaluations, and
- identify and illustrate Sewer System Overflow (SSO) trends, including frequency, location, and volume.

Maintaining the applicability of the SSMP to District activities necessitates ongoing evaluation of the activities the District performs, their success, and improvement if necessary. The Section IX SSMP Evaluation Checklist is used on an annual basis to evaluate the applicability and effectiveness of the District's SSMP.

In completing the Section IX SSMP Evaluation Checklist, we find that, in general, the District's activities, programs, and efforts meet or exceed the requirements of the SSMP. Moreover, we do not find any changes in District organization, practices, or regulations which would necessitate a revision to the SSMP prior to the scheduled June 2014 revision per the required five year cycle. The Evaluation Checklist can be found in Attachment A. In completing the Evaluation Checklist, there are several items to note, as discussed in the *Audit Discussion* section.

Section X SSMP Audit Checklist

The Statewide WDRs governing sanitary sewers specify that the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits must occur, at a minimum, of every two years and a report must be prepared and kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirement, including the identification of any deficiencies in the SSMP and the steps to correct them.

The District has chosen to conduct their SSMP audit on an annual basis.

Paul Bushee
August 1, 2011

In completing the Audit Checklist, we find all requirements of the checklist to be current and implemented. The completed Audit Checklist for FY11 can be found in Attachment B.

Audit Discussion

The following paragraphs highlight notable elements of the audit organized by the relevant SSMP Section. Additional notes can be found on the *Evaluation Checklist* in Attachment A.

Sections I, II, and III (District Goals, Organization, and Legal). In FY11, the primary responsibility for the SSMP work (and the Field Services department of the District, in general) transitioned from the retiring Field Services Manager to the Field Services Superintendent. The District's proactive approach to conducting the SSMP Audit on an annual basis allows for a smoother transition and less likely interruption of the SSMP implementation.

The Statewide WDR which defines the SSMP program is presently under revision. The District has provided their comments to the State Water Resources Control Board (SWRCB) and should continue to monitor the impact to the District's SSMP. The SWRCB is planning to issue another draft of the WDRs for public comment, followed by a public workshop, and a goal of an adaption hearing in Fall 2011.

Section IV (Preventative Maintenance Program). The majority of the District's gravity sewers can be hydrocleaned in normal preventative maintenance activities. The District has several gravity segments, located in remote easements, which are visually inspected due to accessibility constraints of the hydrocleaning equipment. All scheduled FY11 hydrocleaning and visual inspections were completed. A few segments, located in major surface streets, requiring significant traffic control will be completed by District staff or a contractor in FY12.

Not all of the FY11 scheduled CCTV inspections were completed. The District is evaluating alternatives to increase the completion rate of CCTV inspections, including adjusting work assignments, obtaining additional resources or hiring an outside contractor.

Paul Bushee
August 1, 2011

General statistics regarding the District's preventative maintenance can be found in Attachment C.

The Phase I Asset Management Master Plan (AMMP) Implementation work conducted by Infrastructure Engineering Corporation (IEC) recommended additional inspections of pipeline segments and manholes. These have not all been completed; however, District staff is in the process of developing a plan to do so. Further information about this can be found in Attachment D, the letter-report, "Leucadia Wastewater District Fiscal Year 2011 Asset Management Master Plan Implementation and Capital Projects."

The force main evaluation work continued throughout FY11 with a most recent path outlined in IEC's May 2011 memo and summarized in the Attachment D letter-report.

With the change in Field Services management, it was necessary to revise all the District preventative maintenance standard operating procedures (SOPs) to reflect this. This also provided the opportunity for the Field Services Superintendent to review the SOPs. Additionally, two new SOPs were added and a formal SOP training schedule was defined. The training schedule can be found in Attachment E and all updated SOPs are included on a CD in Attachment F.

Section VI (Overflow Emergency Response Plan). With the change in Field Services management, it was necessary to revise the District's overflow emergency response plan and the associated SOPs.

Section VII (FOG Control Program). As with the FY10 Audit, none of the FY11 SSOs were attributable to FOG, continuing the District's SSMP determination that a formal FOG control program is not required at this time.

Section VIII (System Evaluation and Capacity Assurance). Inflow and infiltration evaluations were completed in the vicinity of Avenida Aragon and Rancho Santa Fe Road in June 2010. At the time, the next area of concern for possible inspection was Alga Hills due to a perched aquifer. The District should determine whether or not this shall be pursued.

Paul Bushee
August 1, 2011

Section IX (Monitoring, Measurement, and Program Modifications). The District's Spill Summary through May 31, 2011 can be found in Attachment G. Additionally, spill review checklists for each event are on file at the District office.

The District's monthly flow comparison between FY10 and FY11 can be found in Attachment H.

Minor changes were made to the evaluation checklist. Two SOPs were added. Also, an item was added to confirm that the status of the SSMP is noticed to the public. Presently, the public is notified via public posting of the Board agenda when the SSMP audits will be presented to the Board.

General Comments on SSOs in the District. The District's spill summary through May 31, 2011 can be found in Attachment G. In FY11, there were seven (7) SSO events throughout the District. Three of these were Category 2, private lateral spills. The remaining four were classified as Category 1 meaning either:

- A. The discharge equaled or exceeded 1000 gallons, or
- B. Resulted in a discharge to a drainage channel and/or surface water; or
- C. Discharged to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

Of the four Category 1 spills, two occurred at Batiquitos Pump Station and were isolated events. The first, occurring October 19, 2010 was the result of a lightning strike which damaged the pump station control circuitry and the improper response of the on-call operator. The District's investigation of the spill found that had the on-call operator followed standard operating procedures, the spill would have been prevented. As an added precaution, the District has designed and installed a back-up pump control which is independent of the pump station control circuitry. The second occurring April 27, 2011 was caused by the cracking of a polyvinyl chloride (PVC) flange on a force main air/vacuum valve. While the cause of the cracking is not known, the District has identified and will replace all PVC flanges on air/vacuum valves on Force Mains L1, L2, B2, and B3 with stainless steel flanges at the beginning of FY12 to prevent a similar spill.

Paul Bushee
August 1, 2011

The remaining two Category 1 SSOs were private lateral spills (60 gallons in total) which reached a storm drain in each case.

Section XI (Communication Program). The District has made all SSMP Audits available on their website.

Summary of Recommendations

The following section summarizes recommended items as a result of the FY11 Audit.

- Continue AMMP Implementation
 - CCTV inspections
 - Force Main evaluation and protection plan as outlined in IEC May 2011 memo
- If the District decides to not have an outside contractor CCTV the entire district, consider tracking CCTV of Easements and Large Diameter pipelines outside the Work Management System (WMS), perhaps in the Geographic Information System (GIS).
- Field staff should note the presence of inflow domes on work orders to track location. These could be incorporated into District's GIS.
- Continue monitoring pending revisions to the Statewide WDR.


Next Steps

This FY11 SSMP Audit, and subsequent annual audits, should be retained for inclusion in the next SSMP adopted by the District Board. The SSMP is to be recertified by the General Manager and adopted by the District Board on a five-year schedule, with the next recertification and adoption scheduled to occur in June 2014.

We appreciate the opportunity to have worked with the District on this project. Should you have any questions regarding this work, please do not hesitate to contact us.

MEMORANDUM

Ref: 11-2927

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Board of Directors/Staff Relations Policy

RECOMMENDATION:

1. Discuss and take other action, as appropriate.

DISCUSSION:

On January 10, 2007, the Board of Directors adopted Resolution 2175 establishing a Board of Directors/Staff Relations Policy that details relationships between the Board and the General Manager, the Board and staff, the Board and counsel, and the relationship amongst the Board itself. It provides guidelines that augment LWD's Strategic Plan and other policies.

At a recent Board meeting, President Omsted requested that this Policy be reviewed.

The attached policy is provided as requested. Staff recommends that the Board discuss the policy and provide direction, as appropriate.

The Human Resources Committee (HRC) will review this policy at their meeting on August 15, 2011. Any changes proposed by the HRC will be presented to the Board of Directors at their regular meeting.

Attachment

cal:PJB



LEADERS IN
ENVIRONMENTAL
PROTECTION

LEUCADIA WASTEWATER DISTRICT BOARD - GENERAL MANAGER/STAFF RELATIONS POLICY

Ref: 07-0895

I. General Provisions

A) The Board of Directors, acting as a Board, is the governing body of the Leucadia Wastewater District (District) and is accountable to the public for the District's services, finances, establishment of policy and staff performance. All powers of the Board shall be exercised and performed by the Board as a body, and no individual Director, except as otherwise authorized by the Board, shall have the power to alter or amend Board policy or directions. Public statements of Board policy and direction should reflect the viewpoint of a Board majority, notwithstanding a minority position.

B) The General Manager serves at the pleasure of the Board and is accountable to the Board for the implementation of Board policy and directions. The General Manager is responsible for the day-to-day operation and administration of the District.

C) The staff is responsible for performing administrative and operational functions assigned by the General Manager, or his or her designee, in implementing Board policy and directions. Direction to staff shall come through formal job descriptions or by directives from the General Manager or his or her designee.

D) District Counsel is retained by the Board, and is solely accountable to the Board.

II. Board to General Manager

A) The Board shall hire a General Manager, establish his or her compensation and define the conditions of his or her employment. The General Manager shall serve at the pleasure of the Board.

B) The General Manager is responsible for performing those functions, specific or general, assigned by the Board, either in the form of job description or Board direction.

C) The General Manager shall recommend, and the Board shall approve, the organizational structure of the District.

D) The General Manager shall hire all personnel with the exception of General Counsel at his or her sole discretion. The General Manager shall recommend and the Board shall approve the District's organizational chart and compensation ranges.

E) The Board of Directors shall ultimately approve district Policy. The General Manager may recommend and provide information regarding policy matters, including

information relating to the technical, administrative and fiscal ramifications of the policies being considered.

F) The General Manager shall take direction only from a Board majority, or from a duly appointed committee, acting within the scope of the District and in accordance with direction from the Board.

G) The General Manager shall act as the primary point of contact between the Board and the staff.

H) The General Manager shall provide such reports for the Board as requested, including but not limited to:

- 1) Status reports on Board directed activities.
- 2) Financial reports.
- 3) Updates on operations, maintenance, construction and personnel matters.
- 4) Emergency reports.

III. Board to Staff

A) Administration of staff is the direct responsibility of the General Manager. The General Manager shall provide policy and administrative direction to staff.

B) If a Director is requesting the creation of a particular report or analysis, the matter shall be brought to the General Manager or, if appropriate, the Board of Directors. However, Directors may obtain copies of existing reports and analysis from staff.

C) Individual Directors may contact staff directly for the purpose of asking questions about, or seeking clarifications of, issues related to the District's official business. This access may be in person or via telephone, e-mail or other forms of written or verbal requests. The General Manager should be notified of such contact between Directors and staff.

D) Individual Directors intending to use more than 30 minutes of any staff member's time for issues relating to the District's business, should make an appointment with the staff member at a mutually agreed time and date. Contact with staff members should not generally exceed one (1) hour in any one week. Contact between Directors and the General Manager is not limited.

E) Individual Directors shall be granted access to all existing public documents at the District.

F) Staff members are not precluded from speaking with Directors. However, all complaints or matters of internal discipline should follow the established chain of command.

IV. Board and Employee Political/Election Related Activities

A) Government Code § 3204 prohibits elected public officials, such as District Board Members, from directly or indirectly "using any office, authority or influence" to persuade an individual to vote, exert political influence, or take political action on behalf of any candidate,

officer, or party, in exchange for aiding or obstructing that individual's ability to secure "any position, nomination, confirmation, or promotion." It is unlawful, therefore, for Board Members to use their positions to force employees to perform political or election related tasks, or to retaliate against employees for refusing to do so.

B) In the event that District employees volunteer to help Board Members with election or political activities, the District prohibits such conduct while at work or while on District property. The basic rule is that public entities cannot use public funds or resources to influence voters to support a political position. This prohibition naturally extends to a public employee's use of his or her time on the job for political or election activities. Employees may not participate in political or election activities while in uniform or at work.

V. Board, General Manager and Staff to Attorneys

A) The Board may hire Attorneys as needed and establish their compensation. Attorneys shall work under the direction of the Board or its designee and shall serve at the pleasure of the Board or its designee.

B) Attorneys shall not become involved in policy decisions, except to comment on the legal ramifications of the policies being discussed or considered.

C) Attorneys shall take direction from a Board majority, from a duly appointed committee acting within the scope of its District and in accordance with direction from a Board majority or from the Board Chair.

D) Any Director may request a verbal opinion from Attorneys on matters relating to District business, including, but not limited to, clarification of potential conflicts of interest which may bear on the Director's ability to participate in a vote. Any advice Attorneys provide shall be as legal counsel for the District and not individual Directors. Attorneys shall inform the Board if they become aware of any potential conflict of interest that may require withdrawal, disclosure, or abstention of a Director or otherwise impact the actions of the Board.

Directors may consult independent counsel on conflict of interest matters. If a potential conflict between an individual Director and the Board arises, the Director is encouraged to consult independent counsel.

E) Attorneys shall not respond to individual requests of a personal nature.

F) The General Manager is the primary point of contact between the staff and Attorneys for the assignment of work.

G) The General Manager shall be authorized to contact attorneys at his or her discretion.

VI. Board to Other Agencies

A) Directors may contact elected officials, or staffs of other Agencies, on behalf of the Board. However, when representing the Board, Directors' comments should reflect

approved Board policies or, in areas where no policy has yet been developed, the viewpoint of a majority of the Board. If the Board's viewpoint is unclear or not known, this should be stated.

B) If a Director expresses an opinion before another agency regarding District business that is inconsistent with established Board policy or is simply not covered by Board policy or action, it is requested that the Director state that he or she is expressing their own opinion and not representing the Board as a whole

VII. Emergency Situations

A) The General Manager or his/her appointee shall notify Directors of an emergency as soon as reasonably practical. The General Manager or his/her appointee shall follow-up with written reports to the Board within a reasonable time following the emergency.

VIII. Access To The Agenda

A) The Board may request items to be placed on future agendas at its regular meetings. In addition, each and every Director may place any item on the agenda provided the request is made no later than Tuesday of the week before the meeting.

B) Items placed on the agenda by an individual Director, accompanied by material submitted by that Director, shall be included in the agenda packet.

IX. Committees

A) To facilitate the fulfillment of its responsibilities, the Board may, from time to time, establish standing, ad hoc, or citizen committees, as allowed by the Government and Water Codes.


B) The Board, or the President of the Board, may appoint standing and ad hoc committees. The Board may appoint citizen committees.

C) The purpose, scope and terms of committee operation shall be defined and approved by the Board.

D) Each committee will operate within the purpose and scope defined by the Board. If additional activities appear necessary to the completion of the assigned task, the committee may request additional authorization from the Board.

E) Committees will keep the Board apprised of their activities and make a full report to the Board at regularly scheduled Board meetings.

MEMORANDUM

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2012 (FY 12) LWD Tactics and Action Plan

RECOMMENDED:

It is recommended by staff that the Board of Directors:

1. Adopt the FY 12 LWD Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

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

For FY 12, staff has developed an ambitious plan that includes over 50 tactical goals. A copy of the FY 12 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachment

**Leucadia Wastewater District
Fiscal Year 2012
Tactics & Action Plans**

1. Financial

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

Tactics	Leader	Team	Status	Target Completion Date
Evaluate Payoff of PERS "Sidefund" Obligation	ASM	CPA, AT	Not Started	Feb-12
Conduct Annual Policy Review: Investment Policy Reserve Policy Purchasing Policy	GM	ASM, CPA	Not Started	Annually Sep-11 Feb-12 Jul-12
Conduct OPEB Valuation	ASM	CPA	Not Started	Dec-11
Evaluate Financial Services Agreement	ASM	GM	Not Started	Jun-12
FY 11 Audit	CPA	GM, ASM AT	In Progress	Dec-11
FY 13 Budget	ASM	GM, CPA, AT	Not Started	Jun-12

2. People

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

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

3. Water Reclamation

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Manganese and Boron Source Analysis	FSS	TSM, FSSup FSSpec	In Progress	Apr-12
Extend Carlsbad Water Recycling Agreement	GM	TSM, DE	In Progress	Jun-12
Establish Water Recycling Agreement with OMWD	GM	TSM	In Progress	Jun-12
Participate in North County Water Recycling Lobbying Effort	GM	TSM, DE	In Progress	May-12

4. Services

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Replace PVC Airvac Flanges on Force Mains L1, L2, B2, and B3	FSS	TSM, FSSup	Not Started	Oct-11
Evaluate the need to procure an Easement Crawler	FSS	TSM, FSSup	Not Started	Jan-12
Evaluate the need to procure a Jetter Trailer	FSS	TSM, FSSup	Not Started	Jan-12
Evaluate the need to Replace the Work Management System (WMS)	FSS	TSM, FSSup	Not Started	Feb-12
Procure Engineering Design Services	TSM	GM, DE	Not Started	Feb-12
Evaluate Effectiveness of CCTV Program	FSS	TSM, FSSup	Not Started	Mar-12
Emergency Response Plan Presentation to Board of Directors	FSS	TSM, FSSup	Not Started	May-12
Conduct Policy Review Records Retention Policy	EA	ASM	Not Started	Jan-12
Evaluate Benefit's Broker Agreement	ASM	Admin Spec II	Not Started	Jan-12
Evaluate Engineering Services Agreement (Dudek)	TSM	GM, DE	Not Started	Jun-12
Complete Encina Member Agency Agreement	GM	ASM, TSM	Not Started	Feb-12
Develop Joint Agreement for the Lanai Kai Gravity Line	GM	ASM, TSM	Not Started	May-12
Update Agreement with Encinitas on Batiquitos Facilities	GM	ASM, TSM	Not Started	Oct-11

5. Recognition of Achievement

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

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
District of Distinction Renewal	EA	ASM	Not Started	Mar-12
Apply for CASA/CSDA Awards	ASM	EA, GM	Completed	Aug-11
Apply for CWEA Awards	FSS	TSM, ASM, FSSupt	Not Started	Nov-11
Apply for CSMFO Finance Award	ASM	CPA, AT	Not Started	Jan-12

6. Technology

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

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

6. Technology Continued

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

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

7. Community Outreach

Increase community awareness of district services and benefits.

<u>Tactics</u>	<u>Leader</u>	<u>Team</u>	<u>Status</u>	<u>Target Completion Date</u>
Teacher Grant Program Awards	EA	AS, ASM	Not Started	Oct-11
Conduct Public Forum Summer Public Forum Winter Public Forum	GM GM	ASM, TSM ASM, TSM	Completed Not Started	Jul-11 Feb-12
Open House	GM	EA, PM, ASM	In Progress	Nov-11
Pursue Presentation Opportunities @ CWEA, Tri-State, etc.	FSM	GM, PM, ASM	Not Started	Jun-12
Continue implementation of LWD Communication Plan (newsletter)	GM	EA, ASM	Not Started	Jun-12
Assist with & Participate in CSDA Teacher Grant Program	EA	Directors Sullivan and Hanson	In Progress	11-Nov

MEMORANDUM

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: LWD Open House



RECOMMENDATION:

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Appropriate funds to the FY 2012 LWD budget in the amount of \$45,000 to cover anticipated expenses for the November 4, 2011 open house event; and
2. Discuss and provide direction as appropriate.

DISCUSSION:

During November 2009, LWD conducted a 50th Year Anniversary event that combined a ribbon –cutting ceremony for our new headquarters building with an open house event. One of the main results of the open house event was that over 200 local residents saw first-hand the job that we do and how we protect the local environment. The success of that initial open house prompted staff to include a similar event in the FY 2012 Tactical Goals. The open house is scheduled for November 4, 2011 from 3:00 pm to 5:00 pm.

Public outreach has always been a primary initiative for LWD. It serves as a means to generate more public understanding of the services we provide. We accomplish public outreach through our newsletters, our lateral grant program, our teacher grant program and through periodic public meetings such as the recent public forum and our open house events. Staff believes that the open house event, in particular, is an excellent outreach tool.

Staff, TRG and Associates (TRG) and the Community Affairs Committee (CAC) have conducted several planning meetings to develop a task list for the upcoming open house. At the CAC's recent meeting on August 9, 2011, TRG also presented a proposed budget that reflects guidance from staff and the CAC. The proposed budget of \$41,348.80 reflects an initial estimate of expenses not including over-time labor costs. When compared with the 2009 open house expenses which exceeded \$70,000, the proposed budget seems appropriate. Staff and the CAC believe that this open house is an important part of our public outreach program and that the proposed expenses are in-line with our public outreach goals.

The funds for the open house event were not included in the FY 2012 budget. Therefore staff and the CAC recommend that the Board of Directors appropriate funds in the amount of \$45,000 to cover anticipated expenses for the November 4, 2011 open house event. A copy of the proposed budget and task list are attached for the Board's review.

cal:PJB

Attachments

Leucadia Wastewater District
 Open House Budget - Draft 1

August 8, 2011

Task	TRGPrincipal \$150/hr	TRGStaff \$105/hr	Design per task	Expenses**	Subtotal
Employee Planning	3	6			\$ 1,080.00
Poster(s) (30" x 40")					
Treatment plant process	4	6	\$4,950.00	\$ 240.00	\$ 6,420.00
Newsletter spread				\$ 240.00	\$ 240.00
Microbe Cards					
Nonimprinted					
250				\$ 652.00	\$ 652.00
500				\$1,255.00	
Imprinted					
250				\$1,749.00	
500				\$2,059.00	
Postcard	1	4	\$ 525.00	\$1,366.00	\$ 2,461.00
mailing (estimated)				\$5,867.80	\$ 5,867.80
Flyer (8.5" x 14")	4	5	\$2,175.00	\$ 298.00	\$ 3,598.00
Logistics*	50	65		\$ 250.00	\$ 14,575.00
Press releases	6	6			\$ 1,530.00
News Ad	2	5	\$1,950.00		\$ 2,775.00
Ad placement (estimated)				\$ 500.00	\$ 500.00
Website info			\$ 250.00		\$ 250.00
Misc.Supplies				\$ 200.00	\$ 200.00
Event Rentals				\$1,200.00	\$ 1,200.00
estimated					
Estimated Total					\$ 41,348.80
Based on nonimprinted MMCards @ 250					
* Logistics includes contacting local shops and vendors; finding prizes, meetings, permit, rentals, staffing and other event planning. **Expenses include printing, mailing, copies, miscellaneous supplies, event rentals, other out of pocket.					

LWD Open House Event – Task List
Date: Week of August 1st
(List will be updated every two weeks)

Task	Details	Deadline	TRG	LWD	Completed
Employee planning session	Meet to get employees' ideas for OH	Meet August 3	x	x	Done; will meet again
Materials: Develop poster-size newsletter spread; research other rw treatment process graphics/provide ideas & budgets		Oct 15 completed	x		
Prepare budget		August 3			
Printing prices on MMicrobe Cards	Get imprint & non-imprint prices	Will include in budget	x		Completed
Review Anniversary posters	Decide if more/edits are needed; list of any new	Aug 30 decide posters needed; Production completed Oct 15			
Contact/invite shopping center vendors	Meet w/Trisha to get contact info (done); Jen/Trisha to go together.	End of August completed – Jen/	x	x	
Invite other local shops for booth or prizes	Raffle prizes	Sept. 15	x		
Invite local agencies/nonprofits/others	OMWD, Carlsbad, Encinitas, SDCWA Splash, SEJPA, Encina, Batiquitos LF	August 31	x	x	

Design invite post card/mail		Sept. 15; mailed 10/18	x		
Develop press release		Send 10/18	x		

Develop website info		Oct. 1	x		
Develop/post advertisement	Run twice 10/21& 10/28				
Develop Facebook info (tentative)					
Flyers /Advertisement	Flyers for shops/schools. Contact teacher grant awardees for tours	Oct. 15 delivered; Contact schools/teacher grant awardees Oct. 1	x		
City permit		Sept. 15	x	x	
Rental equipment	Get vendors lined up; make equipment list/cost	Sept 15			
Staffing plan		Oct. 1	x	x	
Balloons	Do we want to attract attention?				
Photographer	Does LWD want to have photos taken?				
Present Board with Open House budget		Sept 7 meeting	x	x	

MEMORANDUM

DATE: August 11, 2011
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: EWA Member Agency Cost Allocation of West Influent Pipeline Overflow

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Appropriate funds to the FY 2012 LWD budget in the amount of \$445,835.64 to cover the District's apportioned cost for EWA's West Influent Pipeline overflow that occurred on October 7, 2010; and
2. Discuss and provide direction as appropriate.

DISCUSSION:

On October 7, 2010, a large sewer overflow occurred in Avenida Encinas at the north entrance to the Encina Water Pollution Control Facility. The failure and collapse of a 54 inch influent gravity line containing sewer flows from Carlsbad, Vista, Encinitas and the District caused the overflow. Construction to replace the pipeline was completed on October 20, 2010 and normal flow into the treatment plant was restored.

Since the initial incident LWD staff has worked closely with EWA and other member agencies to monitor costs for this pipeline incident. On April 12, 2011, Member Agency Manager's met and agreed upon a cost allocation method that most fairly apportioned the \$1,638,731.58 costs EWA paid or is expected to pay. The method was based on each contributing agency's prorated share of the flow into the west influent line for the past three years. Based on this agreement, LWD's portion of the cost is 26.1% or \$445,835.64.

Because the amount EWA initially paid was taken from their Capital reserves, they have determined that it is necessary to invoice member agencies for their share of the costs. EWA anticipates that cost recovery monies will be available at a later date; they will reimburse member agencies when those funds are available. The attached spreadsheet is provided for the Board's information. It reflects the breakdown of cost by member agency for the pipeline incident.

Staff requests that the Board of Directors appropriate funds to the FY 2012 LWD budget in the amount of \$445,835.64 to cover the District's apportioned cost for EWA's West Influent Pipeline overflow.

cal:PJB

EXPENSE CATEGORIES

	As of 12/30/10	As of 3/30/11	As of 6/7/11	pending	Total
SALARY & WAGES (EWA)- REGULAR	\$ 61,547.45				\$ 61,547.45
SALARY & WAGES (EWA)- OVERTIME	\$ 34,890.10				\$ 34,890.10
PROFESSIONAL SERVICES		\$	13,228.49	4,875.00	\$ 18,103.49
GENERAL CONSTRUCTION		\$	399,764.18	45,357.70	\$ 445,121.88
SUPPLIES (SAFETY)	\$ 4,185.47	\$	1,962.17		\$ 6,147.64
SUPPLIES (GENERAL)	\$ 11,944.46				\$ 11,944.46
SITE SERVICES	\$ 393,677.76				\$ 393,677.76
EQUIPMENT (RENTAL)	\$ 256,080.31	\$	90,491.14		\$ 346,571.45
EQUIPMENT REPAIR		\$	69,732.94	8,533.12	\$ 114,703.56
EQUIPMENT (FUEL)	\$ 26,216.28			36,437.50	\$ 26,216.28
MISCELLANEOUS	\$ 82,325.05	\$	17.16		\$ 179,807.51
MEMBER AGENCY PASS THROUGH	\$ 159,265.65			97,465.30	\$ 159,265.65
GRAND TOTAL	\$ 1,030,132.53	\$ 575,196.08	\$ 58,765.82	\$ 133,902.80	\$ 1,797,997.23

Member Agency Pass Thru

CARLSBAD	\$ 20,983.68	LABOR			
CARLSBAD	\$ 4,532.80	LABOR			
CARLSBAD	\$ 19,672.15	LABOR			
CARLSBAD	\$ 25,540.47	EQUIPMENT			\$ 70,739.10
ENCINITAS	\$ 2,178.90	LABOR			
ENCINITAS	\$ 4,360.94	LABOR			
ENCINITAS	\$ 12,975.00	EQUIPMENT			\$ 19,514.84
LEUCADIA	\$ 8,816.64	LABOR			
LEUCADIA	\$ 14,625.00	EQUIPMENT			\$ 23,441.64
VALLECITOS	\$ 7,779.04	LABOR			
VALLECITOS	\$ 5,834.28	EQUIPMENT			\$ 13,613.32
VISTA	\$ 22,433.24	LABOR			
VISTA	\$ 9,523.51	EQUIPMENT			\$ 31,856.75
Total Member Agency Pass Thru	\$ 159,265.65				\$ 159,265.65

Net Encina paid costs

	\$ 1,638,731.58
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Encumbrances/Other in process

	36,437.50	Sed Tanks #7&8
	97,465.30	SDGE pole stabilization
	<u>133,902.80</u>	

MAM AGREED UPON ALLOCATION 4/12/11 - WEST INFLUENT PIPELINE average of 3, 5, and 10 year averages

	CARLSBAD	ENCINITAS	LEUCADIA	VISTA	VALLECITOS	BUENA	TOTALS
	34.8%	6.7%	26.1%	32.4%	0.0%	0.0%	100.0%
Allocate Encina costs	\$ 570,278.59	\$ 109,795.02	\$ 427,708.94	\$ 530,949.03	\$ -	\$ -	1,638,731.58
Allocate Member Agency Pass Thru:							
due to Carlsbad	(70,739.10)						(70,739.10)
allocation of Carlsbad	\$ 24,617.21	\$ 4,739.52	\$ 18,462.91	\$ 22,919.47	\$ -	\$ -	\$ 70,739.10
due to Encinitas	\$ -	(19,514.84)					(19,514.84)
allocation of Encinitas	\$ 6,791.16	\$ 1,307.49	\$ 5,093.37	\$ 6,322.81	\$ -	\$ -	\$ 19,514.84
due to Leucadia	\$ -	\$ -	(23,441.64)				(23,441.64)
allocation of Leucadia	\$ 8,157.69	\$ 1,570.59	\$ 6,118.27	\$ 7,595.09	\$ -	\$ -	\$ 23,441.64
due to Vallecitos	\$ -	\$ -			(13,613.32)		(13,613.32)
allocation of Vallecitos	\$ 4,737.44	\$ 912.09	\$ 3,553.08	\$ 4,410.72	\$ -	\$ -	\$ 13,613.32
due to Vista	\$ -	\$ -		(31,956.75)			(31,956.75)
allocation of Vista	\$ 11,120.95	\$ 2,141.10	\$ 8,340.71	\$ 10,353.99	\$ -	\$ -	\$ 31,956.75
Total due from (to) Member Agency	\$ 554,963.94	\$ 100,950.97	\$ 445,835.64	\$ 550,594.35	\$ (13,613.32)	\$ -	\$ 1,638,731.58

Frank Reynaga

From: Crystal Najera [cnajera@ci.encinitas.ca.us]
Sent: Tuesday, July 12, 2011 9:52 AM
To: Frank Reynaga
Subject: Sewer Lateral Repair/Reimbursement

Frank,

Thank you so much for your assistance with our sewer lateral repair at 244 Hillcrest Drive. The reimbursement program allowed us to complete a badly needed repair and it couldn't have been done without your help. It was such a pleasure to work with you. Your service to this community is invaluable!

Kind regards,

Crystal Najera
Environmental Specialist II
City of Encinitas
cnajera@cityofencinitas.org
Ph. 760-943-2285

Directors' Meetings

Presented by Directors Kulchin and Juliussen

Leadership Course

CSDA Board's Role in Human Resources Workshop

Dates and Location

July 29, 2011

Sweetwater Authority District in Chula Vista, CA

List of Attendees

Director David Kulchin

Director Allan Juliussen

This workshop focused on the Board's role in Human Resources at the district and it provided a step-by-step discourse of the Board and senior management's position in establishing the vision, mission and strategic goals of the district.

Directors' Meetings

Presented by All Directors

Conference

2011 CASA Annual Conference

Dates and Location

August 10-13, 2011

San Diego Mission Bay Hilton Hotel in San Diego, CA

List of Attendees

President Don Omsted

Vice President Judy Hanson

Director Allan Juliussen

Director Elaine Sullivan

Director David Kulchin

The above mentioned Board members attended the following various sessions regarding water and wastewater issues:

- ❖ Achievement Awards Presentations
- ❖ Water, Land, and Air Issues Forum
- ❖ Public Policy Sessions
- ❖ Federal Legislative Update
- ❖ State Legislative and Regulatory Updates