



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, December 11, 2013  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

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

## CONSENT CALENDAR

Items 7-10 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- November 12, 2013 Employee Recognition Committee Meeting (Pages 3-4)
- November 13, 2013 Regular Board Meeting (Pages 5-10)
- November 20, 2013 Engineering Committee Meeting (Pages 11-13)
- December 3, 2013 Investment & Finance Committee Meeting (Pages 14-15)

### 8. Approval of Demands for November/December 2013

This item provides for Board of Directors approval of all demands paid from LWD during the month of November and a portion in December 2013. (Pages 16-34)

### 9. Operations Report

This report discloses the year-to-date and monthly flow, rain fall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY 12 to FY 13 and flows by sub-basin. (Pages 35-38)

### 10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY 13 budget and discloses monthly investments. (Pages 39-46)

## EWA and COMMITTEE REPORTS

### 11. Encina Wastewater Authority Reports

- A. A regular EWA Board meeting was held on November 20, 2013 – report by Director Juliussen. (Page 47)
- B. A EWA Member Agencies Manager's meeting for December 2013 was cancelled, therefore, there is no report.

### 12. Committee Reports

- A. Engineering Committee meeting was held on November 20, 2013– report by Director Juliussen. (Page 48)
- B. Investment & Finance Committee meeting was held on December 3, 2013 – report by Director Hanson. (Page 49)

## **ACTION ITEMS**

- 13. Receive and file the Fiscal Year 2013 (FY 13) Comprehensive Annual Financial Report (CAFR).** (Page 50, Enclosure)
- 14. Board of Directors Election of Officers.** (Pages 51)
- 15. Discussion on the District's use of bottled water.** (Page 52)

## **INFORMATION ITEMS**

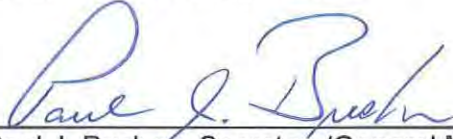
- 16. Project Status Updates and Other Informational Reports**
  - A. Announcement of San Diego Chapter CSDA Teacher Grant winners. (Pages 53-54)
  - B. 2014 CASA Winter Conference is scheduled for January 15 – 17, 2014 in Indian Wells at the Renaissance Esmeralda Indian Wells Resort & Spa. (Page 55)
- 17. Directors' Meetings and Conference Reports**

None.
- 18. General Manager's Report**
- 19. General Counsel's Report**
- 20. Board of Directors' Comments**
- 21. Adjournment**

AFFIDAVIT 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: December 5, 2013



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Paul J. Bushee, Secretary/General Manager

**MEMORANDUM**

**DATE:** December 5, 2013  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentations and Awards – Achievement of Two Individual Performance Objectives**

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It is my pleasure to announce that two Leucadia Wastewater District (LWD) staff members have met individual performance objectives under LWD's Incentive Program. The individual achievements are as follows:

35 Year Service Award – Frank Reynaga

Last month, Frank passed his 35<sup>th</sup> anniversary of employment at LWD. This milestone is a tribute to Frank's hard work, dedication, and commitment to LWD. Frank is the first employee to ever reach the 35 year milestone at LWD and he represents the epitome of what a LWD employee should be. Frank's exceptional milestone also meets one of the individual objectives under LWD's Incentive Program. Frank is eligible for an incentive award of \$1,000.

State of California Department of Public Health Water Distribution Operator Grade D2 Certification – Gabriel Mendez

Gabe Mendez recently received his Grade D2 Water Distribution Operator certification from the Department of Public Health. Working for LWD since August 12, 2011, this is his fifth certification, which reflects his desire to excel through continued professional development. As a result of this certification, Gabe is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Frank and Gabe for their outstanding accomplishments.

PJB:

*State of California*  
*Department of Public Health*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3  
OF THE HEALTH AND SAFETY CODE

**Gabriel Mendez**

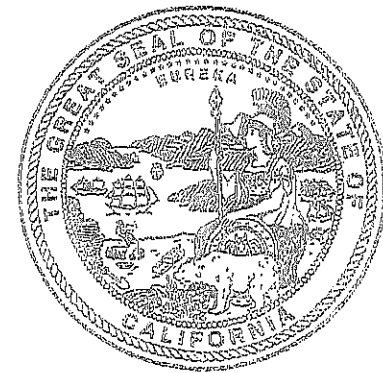
IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER DISTRIBUTION SYSTEM  
AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Distribution Operator*  
**Grade D2**

Operator Number: 41273

Issued:  
November 2013

*Leah J. Walker*  
STATE OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH



**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Employee Recognition Committee Meeting  
November 12, 2013

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A meeting of the Employee Recognition Committee (ERC) of Leucadia Wastewater District was held November 12, 2013 at 10:00 AM at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Sullivan called the meeting to order at 10:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan and Hanson

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Field Services Supervisor Marvin Gonzalez, and Field Services Technician II Mauricio Avalos

**3. Public Comment**

No public comment was received.

**4. Old Business**

None.

**5. New Business**

A. Review of Employee of the Year Award Nomination Forms

The ERC and staff reviewed the nomination forms submitted for the Employee of the Year Award. Following discussion, the ERC selected the recipient of this year's award. The ERC concurred with staff to recommend approval of the Employee of the Year Award at the November 13, 2013 Board Meeting, without naming the recipient. The recipient will be announced at the Annual Holiday Party on December 12, 2013 and will receive a monetary award of \$1,000.

**6. Information Items**

None.

**7. Directors comments**

None.

**8. General Manager's Comments**

None.

9. **Adjournment**

Chairperson Sullivan adjourned the meeting at approximately 10:30 a.m.

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Paul J. Bushee  
Secretary/Manager

(Seal)



**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

November 13, 2013

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, November 13, 2013 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

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

DIRECTORS ABSENT: None.

OTHERS PRESENT: General Manager Paul Bushee, Legal Counsel Yin Ho, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, Field Services Technician II Mauricio Avalos, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, and Jamie Fagnant with Infrastructure Engineering Corporation.

**3. Pledge of Allegiance**

President Sullivan led the pledge of allegiance.

**4. General Public Comment Period**

There was no public comment.

**5. Approval of Agenda**

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

**6. Presentations and Awards****A. Achievement of Organizational Objectives.**

GM Bushee presented individual objectives that two LWD employees achieved. He reported that Field Services Technician II Mauricio Avalos recently received his Bachelor's degree from University of Phoenix. Mauricio is eligible for a \$1000 incentive award as authorized under LWD's Incentive Program.

GM Bushee also stated that Robin Morishita recently passed his 10th year anniversary at the District. He provided a brief summary of accomplishments that he has achieved during his tenure at the District and he indicated that under LWD's incentive program Robin is eligible for a \$200 incentive award.

The Board congratulated Mauricio and Robin for their efforts.

## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

October 16, 2013 Regular Board Meeting  
November 5, 2013 Investment & Finance Committee Meeting  
November 5, 2013 Engineering Committee Meeting

### 8. Approval of Demands for October/November 2013

Payroll Checks numbered 16947-17007; General Checking – Checks numbered 44551-44629

### 9. Operations Report (A copy was included in the original November 12, 2013 Agenda)

### 10. Finance Report (A copy was included in the original November 12, 2013 Agenda)

### 11. Quarterly Treasurer's Investment Report (A copy was included in the original November 12, 2013 Agenda)

### 12. Actuarial Valuation of LWD's Retiree Health Program (A copy was included in the original November 12, 2013 Agenda)

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

## EWA and COMMITTEE REPORTS

### 13. Encina Wastewater Authority (EWA) Reports

#### A. EWA Board Report – Meeting was held on October 23, 2013.

Director Juliussen reported on EWA's October 23, 2013 Board meeting.

#### B. Encina Member Agencies Manager's (MAM) Meeting was held on November 5, 2013.

GM Bushee reported on the November 5, 2013, MAM meeting. President Sullivan also provided additional information on the grant for EWA's biosolids program.

### 14. Committee Reports

#### A. Investment & Finance Committee meeting was held on November 5, 2013.

Director Hanson reported that the IFC reviewed the Actuarial Valuation Report of LWD's Retiree Health Program. She noted the District's annual required contribution for FY 14 is a negative \$5,789 and that staff is not requesting that the funds be returned to the District, since the funds will accrue greater interest in the CERBT account. She stated that this item was approved on the consent calendar.

She also reported that the IFC received an update on new GASB Statements Nos. 63 and 68. Staff will provide an update later in the agenda.

B. Engineering Committee meeting was held on November 5, 2013.

Director Juliussen reported that the EC reviewed a technical memorandum on non-destructive testing methods for the Leucadia (L1) and Batiquitos (B3) Force Mains completed by Infrastructure Engineering Corporation.

He stated that the EC also reviewed a purchase order for a mechanical fat, oil, and grease reduction system for the Batiquitos Pump Station from Anue Water Technologies, Inc. in an amount not to exceed \$51,305.

He stated that both of these items will be reviewed later in the agenda for the Board's approval.

He also reported that the EC received an update on the Batiquitos B2 Force Main Replacement Project.

C. Employee Recognition Committee meeting was held on November 12, 2013.

Director Hanson reported that the ERC reviewed the Employee of the Year nominations and selected the 2013 Employee of the Year recipient. She stated this item will be reviewed later in the agenda for the Board's approval.

## **ACTION ITEMS**

**15. Leucadia (L1) Force Main and Batiquitos (B3) Force Main Non-Destructive Testing Project.**

Receive and file the technical memorandum on the Recommended Method for Non-Destructive Testing of Leucadia (L1) and Batiquitos (B3) Force Mains completed by Infrastructure Engineering Corporation.

TSM Morishita presented the item stating it was reviewed by the EC at its November 5<sup>th</sup> meeting. He provided background information on the L1 and B3 Force Mains and the need to further assess the lines due to their condition. He introduced Jamie Fagnant with IEC to provide a summary of their recommended testing method for the force mains.

Ms. Fagnant provided an overview of the technical memorandum and IEC's recommendation to contract with PICA Corporation to conduct the force mains assessments using their SeeSnake. Ms. Fagnant presented three available options to conduct the assessment; however she noted that the SeeSnake was the best option due to its unique capabilities. In addition, IEC conducted reference checks and all agencies provided favorable references. She also answered Board questions relating to traffic control.

TSM Morishita noted that staff plans to recommend a sole source procurement because the SeeSnake device is unique, proprietary, and technical in nature.

Following discussion, and upon a motion duly made by Vice President Kulchin, seconded by Director Hanson and carried, the Board of Directors received and filed the technical memorandum on the Recommended Method for Non-Destructive Testing of Leucadia (L1) and Batiquitos (B3) Force Mains completed by Infrastructure Engineering Corporation.

**16. Award of Purchase Contract - Mechanical Fat, Oil, and Grease Reduction System for the Batiquitos Pump Station Wet Well.**

Authorize the General Manager to purchase a Mechanical Fat, Oil and Grease (FOG) Reduction System for the Batiquitos Pump Station from Anue Water Technologies, Inc. in an amount not to exceed \$51,305.00.

FSS Jeff Stecker presented the item stating that it was reviewed by the EC on November 5th. He described the issue at the pump station's wet well stating that it was due to an increase of grease and wipes. He indicated that the mechanical FOG reduction system will agitate the water inside the wet well to prevent the buildup of FOG and its associated operational problems. He stated that the Leucadia pump station currently has the system and it has effectively prevented the formation of the FOG mat. He stated that staff believes that the system will also be effective at the Batiquitos Pump Station's wet well.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Vice President Kulchin and carried, the Board of Directors authorized the General Manager to purchase a Mechanical Fat, Oil and Grease Reduction System for the Batiquitos Pump Station from Anue Water Technologies, Inc. in an amount not to exceed \$51,305.00.

**17. Approve an award of \$1,000 to the recipient of the 2013 Employee of the Year Award.**

ASM LeMay presented the item stating that the ERC reviewed this item at their November 12<sup>th</sup> meeting and selected a recipient. He noted that staff did not disclose the 2013 Employee of the Year recipient's name, since it will be announced as a surprise during the Holiday lunch.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors approved an award of \$1,000 to the recipient of the 2013 Employee of the Year Award.

**18. Calendar Year 2014 Board of Directors' Meeting Schedule.**

Approve the Calendar Year 2014 Board of Directors' meeting schedule.

EA Hill presented the item stating that the Board approved Resolution No. 2205 that establishes the date, time and place for regular Board meetings. It also states that the Board meetings will held on the second Wednesday of each month at 5:00 PM. She noted that staff developed the proposed CY 2014 Board meeting schedule and coordinated the meetings with upcoming 2014 conferences.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors approved the Calendar Year 2014 Board of Directors' meeting schedule.

**19. Batiquitos Lagoon Foundation Board Members 2013 Election.**

EA Hill stated that staff recently received a notice for the 2013 Batiquitos Lagoon Foundation Board Members Elections. She provided the candidates' names and the ballot's due date.

Director Omsted stated that all candidates are qualified and he recommends that the Board vote

for all three candidates. He noted that Robert Murphy has been on the Board in past.

Following discussion, and upon a motion duly made by Director Omsted, seconded by Director Juliussen and carried, the Board of Directors voted for the following candidates on the Batiquitos Lagoon Foundation Board of Directors: Jim Brown (Incumbent), Fred Sandquist (Incumbent) and Robert Murphy.

## **20. Call for Nominations to the San Diego Chapter CSDA Board of Directors.**

EA Hill stated that staff received an email from CSDA San Diego Chapter President Kathleen Coates Hedberg notifying members that CSDA is soliciting nominations for upcoming elections. EA Hill noted that the incumbents for the two opens seat are running for re-election.

President Sullivan recommended voting for both incumbents.

Following discussion, the Board of Director agreed not to nominate an individual to the San Diego Chapter CSDA Board of Directors. They will vote for the incumbents during the election at the upcoming quarterly dinner meeting.

## **INFORMATION ITEMS**

### **21. Project Status Updates and Other Informational Reports**

#### **A. GASB 63 & 68 Update.**

CPA Duffey presented an overview of the GASB Statement Nos. 63 & 68. He stated that Statement No. 63 deals with financial reporting changes noting that there will be two new categories called deferred outflows of resources and deferred inflows of resources. He also noted that the statement of net assets will change to the statement of net position. These changes will take effect on the upcoming CAFR.

He added that Statement No. 68 is the requirement to report pension liabilities. He stated that the pension liabilities will be calculated by CalPERS and that they will conduct an actuarial every two years. He also provided an example of the how the liabilities will be shown on the audit.

#### **B. CSDA Quarterly Dinner Meeting is scheduled for Thursday, November 21, 2013 at the Butcher Shop Steak house in Kearny Mesa.**

GM Bushee announced he will carpool to the event. He will leave from the District's offices at 5:30 p.m.

#### **C. Invitation to Senator Joel Anderson Annual Holiday Legislative Open House on Thursday, November 21, 2013 at the Toyota of El Cajon.**

GM Bushee announced the event and noted that this event is during the same time as the CSDA Quarterly Dinner meeting.

### **22. Directors' Meetings and Conference Reports**

#### **A. The WateReuse Direct Potable Reuse Conference was held on November 7-8, 2013 at the Marriott in Newport Beach.**

Director Juliussen stated that he was impressed with the information provided at the conference and the number of out-of-state attendees. Director Omsted indicated that he learned that the California water regulators are strict with the regulations for direct potable reuse. He also noted that he learned that desalination is very energy intensive and direct potable reuse is not as energy intensive.

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

General Manager Bushee reported on the following items:

- iPad training is scheduled for tomorrow at 2 p.m. by Basics and Beyond; and
- He will be out of the office from November 14-15, 2013 attending CASA Executive Board's Planning session. He noted that TSM Morishita will be the Acting General Manager in his absence.

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

Legal Counsel Yin Ho reported the following:

- New passage of law AB 1090 - Board members can now contact the Fair Political Practice Commission (FPPC) for advice which was not previously available. He noted that members could receive a response within a couple of days.

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

Director Juliussen stated that he is impressed with the field staff's innovative ideas on how to improve the facilities.

Director Kulchin thanked the staff and the Community Affairs Committee on the recent newsletter, noting he was impressed with it.

President Sullivan stated that she read in the paper today that a city of Encinitas council member has brought up a good point in regards to the city discontinuing the use of bottled water at their meetings. She noted that using bottled water is sending the wrong message about water. President Sullivan requested that staff add an agenda item to the December agenda to discuss LWD's use of bottled water at their meetings. GM Bushee noted that staff will add the item to the agenda.

### **26. Adjournment**

President Sullivan adjourned the meeting at 5:56 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Engineering Committee Meeting  
November 20, 2013

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, November 20, 2013 at 12:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Juliussen called the meeting to order at 12:00 p.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; District Engineer Steve Deering; Robert Weber and Jamie Fagnant from IEC; Glen Van Peski from City of Carlsbad; Bill Canepa, Renato Alesiani, John Yeakey and Vikram Sood from Wave Crest Hotels and Resorts; Bill Hofman and Eduardo Cadena from Hofman Planning and Engineering; and Leon Kouyoumdjian from Marx/Okudo

**3. Public Comment**

**4. Old Business**

None.

**5. New Business**

**A. Evaluation of Batiquitos Force Main (B2) Alternative Replacement Methods**

Prior to the start of the meeting Bill Canepa from Wave Crest Hotels and Resorts (Wave Crest) presented a letter to the Committee and Staff delineating the estimated financial loss to the Hilton Hotel (owned by Wave Crest) as a result of the construction.

Director Juliussen indicated, for the record, that he is a Hilton Honors Member.

GM Bushee gave an overview of the events and timeline of the B2 Replacement Project to update the Committee members with the background of the evaluation. During the presentation, Mr. Canepa stated that, in hindsight, he wished the force mains were replaced prior to construction of the hotel. However, condition assessments of the B2 and B3 Force Mains conducted in early 2011 indicated 12 to 14 years of useful life of the force mains. With the concurrence of Mr. Canepa, the determination was made not to replace the force mains at that time. Mr.

Canepa requested that the District not construct the project. He indicated that he would have to close the hotel during construction resulting in a loss of revenue, taxes and jobs. Mr. Canepa added that the project could potentially put the hotel out of business altogether. He said that if the District needs to construct the project he would like the District to consider moving the force main into the north bound lanes of Highway 101.

Glen Van Peski, City of Carlsbad (Carlsbad), indicated that if the District were to relocate B2 into the north bound lane of Highway 101 Carlsbad would waive the requirement for a Coastal Development Permit (CDP). He said that Carlsbad would have to evaluate the effects on traffic along the Highway 101 corridor.

GM Bushee then introduced Jamie Fagnant from IEC to present the findings of the evaluation to the Committee. Ms. Fagnant indicated that open trench replace in place and Cured-in-Place Pipe (CIPP) Lining were the two most viable methods to replace the B2 Force Main. Ms. Fagnant added that CIPP has a higher estimated cost. GM Bushee noted that staff was previously unaware that Carlsbad may be willing to waive the requirement for obtaining a CDP and this could make moving pipeline into Highway 101 a more viable option.

Director Juliussen stated that the Committee is here to protect the District's rate payers and to carry out the mission of the District. Director Juliussen further stated that the District is willing to work with the Hilton Group to the greatest extent possible. However, the replacement of B2 needs to be done and is a priority project.

Director Kulchin stated that he is sensitive to the business impact of the project and believes that a reasonable and amicable solution can be reached. He asked about the project schedule and when it was anticipated that construction would start.

GM Bushee indicated that after the construction method is determined, the project would be designed and bid. He stated that construction could be scheduled during the period preferred by the hotel to minimize the business impact.

Mr. Canepa stated that he is willing to participate in cost sharing on the additional construction cost associated with the realignment including archeological and Native American monitoring.

In light of the fact that Carlsbad would waive the CDP process, the Engineering Committee directed staff to refine the analysis for realigning B2 into north bound Highway 101 in front of the hotel to determine its viability. Staff will also review and evaluate the California Environmental Quality Act (CEQA) requirements for the realignment. Further, Staff was tasked to evaluate including the simultaneous replacement of B1 and B3 Force Mains by realigning them into Highway 101 to eliminate future construction impacts to the hotel.

Bill Hofman recommended that the meeting between LWD staff and Wave Crest scheduled for Thursday, November 22, 2013 be postponed until costs can be established for the realignment. District Staff agreed.



6. **Information Items**  
None.
7. **Director's Comments**  
None.
8. **General Manager's Comments**  
None.
9. **Adjournment**  
Chairperson Juliussen adjourned the meeting at approximately 1:07 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
December 3, 2013

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, December 3, 2013 at 9:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 9:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Chuck LeMay, Executive Assistant Trisha Hill, Accounting Technician Maggie McEniry, CPA Richard Duffey with Brownell and Duffey, CPA Harvey Schroeder and CPA David Foreman of White Nelson Diehl Evans LLP.

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Review and discuss the Fiscal Year 2013 Comprehensive Annual Financial Report (CAFR).

CPA Duffey provided a brief summary of the CAFR highlighting the Management's Discussion and Analysis (MD&A) which included information on the following items:

- The District's net position increased \$7 million or 5.6% from 2012;
- The District's decrease in investments earnings;
- Operating revenues and expenses increased \$17,913 and \$201,629 respectively;
- The District added eighty-two equivalent dwelling units increasing our connected units to 27,936;
- The District's key financial ratios;
- Gain of \$6.3 million in capital assets and donated subsurface lines;
- Comparison between the FY13 and FY 12 reserves balances; and
- Statistical sections of the CAFR.

CPA Duffey introduced Harvey Schroeder of White Nelson Diehl Evans, LLP to provide a summary of the Audit Committee Letter, financial statements and the CAFR.

Mr. Schroeder stated that the auditor's internal report indicated that the audit was a

clean, unqualified opinion for the year ending FY 2013. He provided a summary of the Basic Financial Statements and notes, along with supplemental information. He also noted the new upcoming GASB requirements and that the District had already implemented GASB 65 in this year's audit.

He added that during audit testing LWD staff was well prepared and had documents ready for their review. He thanked staff for their efforts.

Director Omsted asked several questions regarding the audit process and Mr. Schroeder answered his questions.

Following discussion, the IFC agreed with staff to recommend that the Board of Directors receive and file the FY 13 CAFR.

**5. Information Items**

None.

**6. Directors' Comments**

Director Omsted confirmed with staff that the use of bottled water was included in the December agenda. He also asked if the Jeff Bills' contract would be included in the agenda. GM Bushee stated that staff will include the water bottle agenda item per President Sullivan's request and that staff was not planning to include the Confidence Consulting Contract in the agenda unless requested to do so. Director Omsted said that he was not advocating review of the contract.

**7. General Manager's Comments**

None.


**8. Adjournment**

Chairperson Hanson adjourned the meeting at 10:15 a.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

## MEMORANDUM

**DATE:** December 5, 2013  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Approval of November/December Demands

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ **547,525.08**
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Attached are check registers describing all payments made by LWD for the months November 8, 2013 – December 5, 2013.

Operating expenses totaled \$ **346,703.67** while Capital Improvement Program expenses totaled \$ **90,637.00**

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Payroll for employees and the Board totaled \$ **110,184.41**.

Attached please find a year to date Employee and Board Payroll Report from October 2012 to November 2013 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 November/December 2013
Attachment 2	Accounts Payable Check Register dated November 8, 2013
Attachment 3	Payroll Check Register dated November 13, 2013
Attachment 4	Accounts Payable Check Register dated November 20, 2013
Attachment 5	Payroll Check Register dated November 27, 2013
Attachment 6	Accounts Payable Check Register dated December 1, 2013
Attachment 7	Board Payroll Check Register dated December 2, 2013
Attachment 8	Payroll Check Register dated December 5, 2013
Attachment 9	Year to Date Employee and Board Payroll Report

**DEMANDS SUMMARY**

December 11, 2013

**1. Demands**

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check 11/13/2013	17008 - 17025	\$ 42,268.87	
Payroll Check-11/27/2013	17026 - 17043	\$ 41,964.54	
Board Payroll Check - 12/2/2013	17044 - 17048	\$ 5,776.75	
Payroll Check - 12/5/2013	17049 - 17059 Sick Buy Back	\$ 20,174.25	
	<b>Total</b>	<b>\$110,184.41</b>	
General Checking -11/08/2013	44630 - 44671	\$ 249,735.08	
General Checking -11/20/2013	44672 - 44715	\$ 187,605.59	
General Checking - 12/1/2013	44716 - 44743	\$ 77,425.22	
	<b>Total</b>	<b>\$437,340.67</b>	
	<b>Grand Total</b>		<b>\$547,525.08</b>

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44630- 2622	1	11/08/2013	10128	THE LAWTON GROUP		
	1		49330	TEMP HRS W/E 10/27/13	310.50	50892
44630- 2622	1	11/08/2013	Logged	*** Total ***	310.50	
44631- 2622	2	11/08/2013	10167	ACACIA GASOLINE & CAR WASH		
	2		49304	OPEN PO-VEHICLE/TRUCK GAS	37.08	2752
44631- 2622	2	11/08/2013	Logged	*** Total ***	37.08	
44632- 2622	3	11/08/2013	10366	AIR POLLUTION CONTROL DISTRICT		
	3		49319	RENEWAL @ EEPS-AVENIDA DE LAS	309.00	2013102905094
	3		49320	RENEWAL @ LCPS-COSTA DEL MAR	309.00	20131029-05084
44632- 2622	3	11/08/2013	Logged	*** Total ***	618.00	
44633- 2622	4	11/08/2013	10720	AT&T		
	4		49351	L.D. PHONE @ BPS	75.59	BPS-10/28/13
44633- 2622	4	11/08/2013	Logged	*** Total ***	75.59	
44634- 2622	5	11/08/2013	11314	BERGELECTRIC CORP		
	5		49301	OPEN PO-ELECTRICAL REPAIRS-BPS	475.86	13910.6TM-11
44634- 2622	5	11/08/2013	Logged	*** Total ***	475.86	
44635- 2622	6	11/08/2013	12225	COSCO FIRE PROTECTION		
	6		49318	ELEVATOR TESTING	210.00	1000236272
44635- 2622	6	11/08/2013	Logged	*** Total ***	210.00	
44636- 2622	7	11/08/2013	12360	CITY OF CARLSBAD		
	7		49335	WATER @ PLANT/OFFICE	92.80	10959015-10/13
	7		49336	WATER @ PLANT/OFFICE	105.27	69187516-10/13
	7		49339	WATER @ VACTOR	228.02	104-10/16/13
	7		49340	WATER @ VACTOR	147.80	103-10/16/13
44636- 2622	7	11/08/2013	Logged	*** Total ***	573.89	
44637- 2622	8	11/08/2013	12510	WASTE MANAGEMENT		
	8		49347	TRASH SERVICE	200.66	11125730274
44637- 2622	8	11/08/2013	Logged	*** Total ***	200.66	
44638- 2622	9	11/08/2013	12529	CO'S TRAFFIC CONTROL, INC		
	9		49296	OPEN PO-TRAFFIC CONTROL	3,750.00	00045493
	9		49315	TRAFFIC CONTROL	1,550.00	00045493-
44638- 2622	9	11/08/2013	Logged	*** Total ***	5,300.00	
44639- 2622	10	11/08/2013	12814	CUES, INC		
	10		49302	OPEN PO-REPAIRS/MAINT TO CCTV	870.86	397517
44639- 2622	10	11/08/2013	Logged	*** Total ***	870.86	
44640- 2622	11	11/08/2013	12829	EATON CORPORATION		
	11		49300	SERVICE CALL TO BPS	702.00	38629212
44640- 2622	11	11/08/2013	Logged	*** Total ***	702.00	
44641- 2622	12	11/08/2013	13323	WHITE NELSON DIEL EVANS LLP		
	12		49312	OPEN PO-CONTRACT-AUDITORS	5,200.00	138105
44641- 2622	12	11/08/2013	Logged	*** Total ***	5,200.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44642- 2622	13	11/08/2013	13822 DUDEK & ASSOCIATES		
	13		49326 GE/CIP/SEPT/200/342	3,890.00	20134239
	13		49327 GE/CIP/JUNE/200	250.00	20133175
	13		49328 GE/CIP/AUG/200/339	5,125.00	20133529
44642- 2622	13	11/08/2013	Logged *** Total ***	9,265.00	
44643- 2622	14	11/08/2013	14840 EWING IRRIGATION PRODUCTS		
	14		49321 PAINT	22.57	7231155
44643- 2622	14	11/08/2013	Logged *** Total ***	22.57	
44644- 2622	15	11/08/2013	15609 FRAZEE PAINT		
	15		49334 PAINT	42.92	953019840600
44644- 2622	15	11/08/2013	Logged *** Total ***	42.92	
44645- 2622	16	11/08/2013	16021 GREAT AMERICA FINANCIAL SERVIC		
	16		49338 COPIER LEASE	1,056.30	14415156
44645- 2622	16	11/08/2013	Logged *** Total ***	1,056.30	
44646- 2622	17	11/08/2013	16603 GRAINGER, INC		
	17		49322 SUPPLIES/PARTS	292.05	9283972025
44646- 2622	17	11/08/2013	Logged *** Total ***	292.05	
44647- 2622	18	11/08/2013	17010 HAAKER EQUIPMENT CO		
	18		49306 OPEN PO-REPAIRS TO VACTORS	58.84	C99277
44647- 2622	18	11/08/2013	Logged *** Total ***	58.84	
44648- 2622	19	11/08/2013	17013 HACH COMPANY		
	19		49298 ANNUAL CALIBRATIONS-AWT	2,622.91	8549019/004
44648- 2622	19	11/08/2013	Logged *** Total ***	2,622.91	
44649- 2622	20	11/08/2013	17552 THE HOME DEPOT CRC/GEFC		
	20		49313 OPEN PO-SUPPLIES	347.50	HOME-10/2013
44649- 2622	20	11/08/2013	Logged *** Total ***	347.50	
44650- 2622	21	11/08/2013	18576 INTERSTATE BATTERIES OF SAN DI		
	21		49333 BATTERIES	132.55	920010180
44650- 2622	21	11/08/2013	Logged *** Total ***	132.55	
44651- 2622	22	11/08/2013	22214 MITSUBISHI ELECTRIC & ELECTRON		
	22		49329 SERVICE/MAINT-ELEVATOR	260.81	244908
44651- 2622	22	11/08/2013	Logged *** Total ***	260.81	
44652- 2622	23	11/08/2013	23115 JOHN W. SMITH		
	23		49324 BACKFLOW @ BPS	235.27	BACKFLOW @ BPS
44652- 2622	23	11/08/2013	Logged *** Total ***	235.27	
44653- 2622	24	11/08/2013	23573 NORTH COUNTY TRANSIT DISTRICT		
	24		49317 EASEMENTS-ANNUAL LICENSE FEES	2,852.37	56554
44653- 2622	24	11/08/2013	Logged *** Total ***	2,852.37	
44654- 2622	25	11/08/2013	24111 AMERICAN REPROGRAPHICS CO.,LLC		
	25		49331 PLANS/BIDS	48.00	7210116

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44654- 2622	25	11/08/2013	Logged	*** Total ***	48.00
44655- 2622	26	11/08/2013	24440 OLIVENHAIN MUNICIPAL WATER DIS		
	26		49341 WATER @ TRAVELING	257.60	61227600-10/13
	26		49342 WATER @ VP5	37.02	65865245-10/13
	26		49343 WATER @ vp7	37.02	74497632-10/13
	26		49344 WATER @ E. ESTATES	37.02	74497636-10/13
	26		49345 WATER @ TRAVELING	279.04	1555324-10/13
44655- 2622	26	11/08/2013	Logged	*** Total ***	647.70
44656- 2622	27	11/08/2013	25010 AT&T		
	27		49349 PHONE @ BPS	118.97	BPS-3588
44656- 2622	27	11/08/2013	Logged	*** Total ***	118.97
44657- 2622	28	11/08/2013	25260 PERS RETIREMENT		
	28		49352 EMPLOYEE RETIREMENT END 10/13/	13,589.61	DUE 11/12/13
	28		49353 BOARD RETIREMENT-10/31/2013	298.92	DUE 11/30/13
44657- 2622	28	11/08/2013	Logged	*** Total ***	13,888.53
44658- 2622	29	11/08/2013	25265 PEP BOYS		
	29		49325 ANTIFREEZE/WAX	67.45	07011000082
44658- 2622	29	11/08/2013	Logged	*** Total ***	67.45
44659- 2622	30	11/08/2013	25425 PLANT PEOPLE		
	30		49311 OPEN PO-MAINTAIN PLANTS IN OFF	158.00	11134538
44659- 2622	30	11/08/2013	Logged	*** Total ***	158.00
44660- 2622	31	11/08/2013	25612 PIPERIN CORPORATION		
	31		49297 CONTRACT-LC PUMP STATION REHAB	42,640.00	#03
	31		49316 RETENTION-5%	-2,132.00	RETENTION #03
44660- 2622	31	11/08/2013	Logged	*** Total ***	40,508.00
44661- 2622	32	11/08/2013	26804 QUALITY CHEVROLET		
	32		49303 OPEN PO-VEHICLE MAINT/REPAIR	69.95	CTCS457129
	32		49314 OPEN PO-VEHICLE MAINT/REPAIR	139.90	CTCS457296/228
44661- 2622	32	11/08/2013	Logged	*** Total ***	209.85
44662- 2622	33	11/08/2013	27528 ROCKWELL CONSTRUCTION SERVICES		
	33		49308 LC PS ELECTRICAL/INSTRUMENT CM	750.00	575
	33		49309 ELECTRICAL CM SERVICES-LPS GEN	875.00	576
	33		49310 SCADA CENTRAL UPGRADE PROJECT	3,562.50	571
44662- 2622	33	11/08/2013	Logged	*** Total ***	5,187.50
44663- 2622	34	11/08/2013	28070 SAN DIEGUITO WATER DISTRICT		
	34		49346 WATER @ BPS	79.46	BPS-11/1/13
	34		49350 WATER @ TANKER	3.98	TK645-10/2013
44663- 2622	34	11/08/2013	Logged	*** Total ***	83.44
44664- 2622	35	11/08/2013	28595 SOUTHERN CONTRACTING COMPANY		
	35		49332 CHART REPORTS @ BPS	200.00	3934
44664- 2622	35	11/08/2013	Logged	*** Total ***	200.00



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44665- 2622	36	11/08/2013	29060	TARGET SOLUTIONS		
	36		49323	TARGET SAFETY MEMBERSHIP-2014	1,895.00	14292
44665- 2622	36	11/08/2013	Logged	*** Total ***	1,895.00	
44666- 2622	37	11/08/2013	30515	UNIFIRST CORPORATION		
	37		49307	OPEN PO-UNIFORMS/LAUNDRY SERVI	188.67	3601084639
44666- 2622	37	11/08/2013	Logged	*** Total ***	188.67	
44667- 2622	38	11/08/2013	30520	UNDERGROUND SERVICE ALERT OF		
	38		49348	UNDERGROUND ALARM SERVICE ALER	186.00	1020130378
44667- 2622	38	11/08/2013	Logged	*** Total ***	186.00	
44668- 2622	39	11/08/2013	30551	CARLSBAD FUELS CORPORATION		
	39		49305	OPEN PO-VEHICLE/TRUCK GAS	1,772.85	20131024
44668- 2622	39	11/08/2013	Logged	*** Total ***	1,772.85	
44669- 2622	40	11/08/2013	31033	VAPEX PRODUCTS, INC		
	40		49295	REPLACE VAPEX ODOR UNITS @ BPS	152,686.00	2131001
44669- 2622	40	11/08/2013	Logged	*** Total ***	152,686.00	
44670- 2622	41	11/08/2013	31232	VERIZON WIRELESS		
	41		49337	CELL PHONE CHARGES	49.21	9713879900
44670- 2622	41	11/08/2013	Logged	*** Total ***	49.21	
44671- 2622	42	11/08/2013	33227	XEROX CORPORATION		
	42		49299	OPEN PO-SERVICE/MAINTENANCE	76.38	070946078
44671- 2622	42	11/08/2013	Logged	*** Total ***	76.38	
					.00	
** Total check discount **					.00	
** Total check amount **					249,735.08	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 13, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17008 - 17025	11/13/2013	\$42,268.87

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
44672- 2623	1	11/20/2013	10100 NAPA AUTO			
	1		49390 FUSES		11.86	176970
44672- 2623	1	11/20/2013	Logged	*** Total ***	11.86	
44673- 2623	2	11/20/2013	10167 ACACIA GASOLINE & CAR WASH			
	2		49409 OPEN PO-VEHICLE/TRUCK GAS		51.45	2757
44673- 2623	2	11/20/2013	Logged	*** Total ***	51.45	
44674- 2623	3	11/20/2013	10221 ADS LLC			
	3		49355 OPEN PO-FLOW MONITORING CONTRA		3,570.00	12860.22-1013
44674- 2623	3	11/20/2013	Logged	*** Total ***	3,570.00	
44675- 2623	4	11/20/2013	12005 CSDA- SAN DIEGO CHAPTER			
	4		49381 CSDA QTRLY DINNER		234.00	CSDA-NOV '13
44675- 2623	4	11/20/2013	Logged	*** Total ***	234.00	
44676- 2623	5	11/20/2013	12028 CWEA-			
	5		49386 CWEA RENEWAL-F. R.		164.00	612-F.R.
	5		49387 CWEA RENEWAL-I.R./J.S./S.K.		348.00	IR/JS/SK
44676- 2623	5	11/20/2013	Logged	*** Total ***	512.00	
44677- 2623	6	11/20/2013	12029 CWEA			
	6		49388 RENEWAL-G. MENDEZ/HUGO GONZ.		296.00	30204/H.G.
44677- 2623	6	11/20/2013	Logged	*** Total ***	296.00	
44678- 2623	7	11/20/2013	12112 JEFF BILLS			
	7		49356 OPEN PO-CONSULTING FEES		3,000.00	CC-11/6/13
44678- 2623	7	11/20/2013	Logged	*** Total ***	3,000.00	
44679- 2623	8	11/20/2013	12361 CITY OF CARLSBAD			
	8		49391 13/14 1ST QTR GOP		75.00	AR 196573
44679- 2623	8	11/20/2013	Logged	*** Total ***	75.00	
44680- 2623	9	11/20/2013	12631 CORODATA			
	9		49366 OPEN PO-STORAGE		82.80	RS051164
44680- 2623	9	11/20/2013	Logged	*** Total ***	82.80	
44681- 2623	10	11/20/2013	12718 CHUCKS TIRE CENTER			
	10		49379 TIRES		378.99	13-895
44681- 2623	10	11/20/2013	Logged	*** Total ***	378.99	
44682- 2623	11	11/20/2013	13014 DIAMOND ENVIRONMENTAL SERVICES			
	11		49378 RESTROOM TRAILER RENTAL		113.69	0000108944
44682- 2623	11	11/20/2013	Logged	*** Total ***	113.69	
44683- 2623	12	11/20/2013	13072 DATA NET			
	12		49376 IS MAINT AND SUPPORT		447.50	9745946
	12		49395 POWEREDGE BACK UP SERVER		8,464.90	BACKUP SERVER
44683- 2623	12	11/20/2013	Logged	*** Total ***	8,912.40	
44684- 2623	13	11/20/2013	13261 DEPT HEALTH SERVICES			
	13		49385 G.M. GRADE 2 WATER CERT		60.00	41273

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44684- 2623	13	11/20/2013	Logged	*** Total ***	60.00	
44685- 2623	14	11/20/2013	14520	EMPLOYMENT DEVELOPMENT DEPT		
	14		49398	UNEMPLOYMENT-A. ROBEY	6,750.00	L0150519872
44685- 2623	14	11/20/2013	Logged	*** Total ***	6,750.00	
44686- 2623	15	11/20/2013	16514	GABRIEL MENDEZ		
	15		49382	REIMBURSE G. MENDEZ-CERT TEST	65.00	G.M.-CERT
44686- 2623	15	11/20/2013	Logged	*** Total ***	65.00	
44687- 2623	16	11/20/2013	17058	JUDY HANSON		
	16		49400	REIMBURSE J.H. WATERUSE CONF	114.38	JH-WATERUSE-'13
44687- 2623	16	11/20/2013	Logged	*** Total ***	114.38	
44688- 2623	17	11/20/2013	17247	U.S. HEALTH WORKS MEDICAL GROU		
	17		49363	OPEN PO-PHYSICALS/TESTING	240.00	2394596-CA
44688- 2623	17	11/20/2013	Logged	*** Total ***	240.00	
44689- 2623	18	11/20/2013	18150	ICMA RETIREMENT-303979		
	18		49375	DEFERRED COMP-ICMA	2,875.22	ICMA-11/13/13
44689- 2623	18	11/20/2013	Logged	*** Total ***	2,875.22	
44690- 2623	19	11/20/2013	18212	INFRASTRUCTURE ENGINEERING COR		
	19		49357	CONTRACT-BPS ENGINEERING SERVI	2,827.50	7275
	19		49358	2014 PUMP STATION ASSESSMENT	9,629.50	7279
	19		49359	REPAIR RECYCLED WATER VALVE @L	4,307.50	7280
	19		49368	OPEN PO-ON GOING GIS SUPPORT	400.00	7281
	19		49370	L1 FORCEMAIN/B-3 FORCEMAIN	3,285.00	7277
	19		49371	L.C. PS REHAB	1,192.00	7296
44690- 2623	19	11/20/2013	Logged	*** Total ***	21,641.50	
44691- 2623	20	11/20/2013	18212	INFRASTRUCTURE ENGINEERING COR		
	20		49360	B2 FORCE MAIN REPLACEMENT PROJ	14,435.00	7278
44691- 2623	20	11/20/2013	Logged	*** Total ***	14,435.00	
44692- 2623	21	11/20/2013	18561	U.S. BANK		
	21		49394	CONFERENCES, MEETINGS, SUPPLIE	6,554.90	US BANK-10/2013
44692- 2623	21	11/20/2013	Logged	*** Total ***	6,554.90	
44693- 2623	22	11/20/2013	19775	ALLAN JULIUSSEN		
	22		49399	REIMBURSE A.J. -WATERUSE CONF	476.92	AJ-WATERUSE'13
44693- 2623	22	11/20/2013	Logged	*** Total ***	476.92	
44694- 2623	23	11/20/2013	21227	LEE'S LOCK & SAFE		
	23		49380	LOCK SERVICE	244.20	0000067459
44694- 2623	23	11/20/2013	Logged	*** Total ***	244.20	
44695- 2623	24	11/20/2013	22214	MITSUBISHI ELECTRIC & ELECTRON		
	24		49362	ELEVATOR TESTING PER DIR ORDER	997.00	245149
44695- 2623	24	11/20/2013	Logged	*** Total ***	997.00	
44696- 2623	25	11/20/2013	23068	NATIONWIDE RETIREMENT SOLUTION		

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
	25		49374	DEFERRED COMP	110.00	NATION-11/13/13
44696- 2623	25	11/20/2013	Logged	*** Total ***	110.00	
44697- 2623	26	11/20/2013	23225	nfpACCOUNTING TECHNOLOGIES		
	26		49419	SAGE ACCOUNTING PROGRAM	27,540.00	SOFTWARE
44697- 2623	26	11/20/2013	Logged	*** Total ***	27,540.00	
44698- 2623	27	11/20/2013	24224	OFFICE DEPOT, INC.		
	27		49365	OPEN PO-OFFICE SUPPLIES	79.51	68062193001
44698- 2623	27	11/20/2013	Logged	*** Total ***	79.51	
44699- 2623	28	11/20/2013	25032	PALOMAR WATER, LLC		
	28		49377	BOTTLED WATER @ OFFICE	134.43	2779669
44699- 2623	28	11/20/2013	Logged	*** Total ***	134.43	
44700- 2623	29	11/20/2013	25260	PERS RETIREMENT		
	29		49392	EMPLOYEE RETIREMENT ENDING 10/	13,656.55	DUE 11/26/2013
44700- 2623	29	11/20/2013	Logged	*** Total ***	13,656.55	
44701- 2623	30	11/20/2013	25260	PERS RETIREMENT		
	30		49393	EMPLOYEE RETIREMENT ENDING 11-	13,648.56	DUE 12-10-13
44701- 2623	30	11/20/2013	Logged	*** Total ***	13,648.56	
44702- 2623	31	11/20/2013	25430	PLUMBERS DEPOT, INC		
	31		49389	SWIVEL PARTS	376.38	PD-22794
	31		49403	PARTS	356.40	PD-22846
44702- 2623	31	11/20/2013	Logged	*** Total ***	732.78	
44703- 2623	32	11/20/2013	25618	PRIZM JANITORIAL SERVICES, INC		
	32		49361	OPEN PO-JANITORIAL SERVICES	1,281.15	7445
44703- 2623	32	11/20/2013	Logged	*** Total ***	1,281.15	
44704- 2623	33	11/20/2013	26804	QUALITY CHEVROLET		
	33		49354	OPEN PO-VEHICLE MAINT/REPAIR	317.79	CTCS457438
	33		49369	OPEN PO-VEHICLE MAINT/REPAIR	501.67	CTCS457503
44704- 2623	33	11/20/2013	Logged	*** Total ***	819.46	
44705- 2623	34	11/20/2013	28020	SAN DIEGO GAS AND ELECTRIC		
	34		49404	ELECTRIC @ E. ESTATES	658.90	E. ESTATES-NOV
	34		49405	GAS @ E.E.	2.37	E.E.-GAS-NOV
	34		49406	ELECTRIC @ VP5	290.71	VP5-NOV
	34		49407	ELECTRIC @ LPS/OFFICE	13,865.20	LPS/OFFICE-NOV
	34		49411	ELECTRIC @ R.VERDE	128.02	R.V.-NOV
	34		49412	ELECTRIC @ LCPS	1,013.26	LCPS-NOV
	34		49413	GAS @ OFFICE	92.91	GAS-NOV'13
	34		49414	ELECTRIC @ VP7	148.40	VP7-NOV'13
	34		49415	ELECTRIC @ SAXONY PS	720.37	SAXONY-NOV'13
	34		49416	ELECTRIC @ AVOCADO PS	129.82	AVOCADO PS-NOV
	34		49417	ELECTRIC @ DIANA PS	438.05	DIANA PS-NOV
	34		49418	ELECTRIC @ EEPS	1,538.97	EEPS-NOV
44705- 2623	34	11/20/2013	Logged	*** Total ***	19,026.98	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44706- 2623	35	11/20/2013	28595 SOUTHERN CONTRACTING COMPANY		
	35		49410 WORK @ LPS	230.00	3972
44706- 2623	35	11/20/2013	Logged	*** Total ***	230.00
44707- 2623	36	11/20/2013	28720 STATE WATER RESOURCES CONTROL		
	36		49383 ANNUAL PERMIT-COLLECTION-13-14	10,405.00	WD-0089726
	36		49384 ANNUAL PERMIT-GAFNER WATER-13-	13,875.00	WD-0092222
44707- 2623	36	11/20/2013	Logged	*** Total ***	24,280.00
44708- 2623	37	11/20/2013	28844 ELAINE SULLIVAN		
	37		49401 REIMBURSE E.S. WATERUSE CONF	464.97	E.S.WATERUSE 13
44708- 2623	37	11/20/2013	Logged	*** Total ***	464.97
44709- 2623	38	11/20/2013	29326 THE NYHART COMPANY		
	38		49397 CONSULTING-OPEB ACTUARIAL VALU	5,000.00	0098479
44709- 2623	38	11/20/2013	Logged	*** Total ***	5,000.00
44710- 2623	39	11/20/2013	29716 TRG & ASSOCIATES		
	39		49367 OPEN PO-PUBLIC INFORMATION	2,872.50	26-2013
44710- 2623	39	11/20/2013	Logged	*** Total ***	2,872.50
44711- 2623	40	11/20/2013	30515 UNIFIRST CORPORATION		
	40		49364 OPEN PO-UNIFORMS/LAUNDRY SERVI	188.67	36001086714
	40		49396 OPEN PO-UNIFORMS/LAUNDRY SERVI	194.67	3601088753
44711- 2623	40	11/20/2013	Logged	*** Total ***	383.34
44712- 2623	41	11/20/2013	30580 UNITED WAY		
	41		49373 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-11/13/13
44712- 2623	41	11/20/2013	Logged	*** Total ***	10.00
44713- 2623	42	11/20/2013	31232 VERIZON WIRELESS		
	42		49408 CELL PHONES	642.25	9714519348
44713- 2623	42	11/20/2013	Logged	*** Total ***	642.25
44714- 2623	43	11/20/2013	32072 WATEREUSE ASSOCIATION		
	43		49402 2014 MEMBERSHIP DUES	1,669.20	WATERUSE'14
44714- 2623	43	11/20/2013	Logged	*** Total ***	1,669.20
44715- 2623	44	11/20/2013	32500 WORDEN WILLIAMS, APC		
	44		49372 LEGAL FEES-OCT	3,331.60	33319
44715- 2623	44	11/20/2013	Logged	*** Total ***	3,331.60
				.00	
** Total check discount **				.00	
** Total check amount **				187,605.59	
** Total void discount **				.00	
** Total void amount **				.00	

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: November 27, 2013

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17026 - 17043	11/27/2013	\$41,964.54

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
44716- 2624	1	12/01/2013	10570 ANTIMITE TERMITE & PEST CONTRO		
	1		49453 MONTHLY PEST SERVICE	53.00	1738135
44716- 2624	1	12/01/2013	Logged	*** Total ***	53.00
44717- 2624	2	12/01/2013	11134 BASICS N BEYOND		
	2		49426 IPAD SETUP AND TRAINING	510.00	4205
44717- 2624	2	12/01/2013	Logged	*** Total ***	510.00
44718- 2624	3	12/01/2013	11550 BOOT WORLD, INC		
	3		49437 SAFETY BOOTS-S.K.	174.92	1104581-IN
44718- 2624	3	12/01/2013	Logged	*** Total ***	174.92
44719- 2624	4	12/01/2013	12514 CONEXIS		
	4		49452 SEC 125 FLEX PLAN-OCT	130.00	1013-OR5179
44719- 2624	4	12/01/2013	Logged	*** Total ***	130.00
44720- 2624	5	12/01/2013	13072 DATA NET		
	5		49434 IS MAINT AND SUPPORT	35.00	9745960
	5		49449 IS MAINT AND SUPPORT	275.00	9745991
44720- 2624	5	12/01/2013	Logged	*** Total ***	310.00
44721- 2624	6	12/01/2013	13355 DION INTERNATIONAL TRUCKS INC		
	6		49429 DIESEL FILTER FOR VACTOR 147	15,755.56	SW05855
44721- 2624	6	12/01/2013	Logged	*** Total ***	15,755.56
44722- 2624	7	12/01/2013	13586 DOWNSTREAM SERVICES, INC.		
	7		49456 STORM WATER MAINT	65.00	72167
44722- 2624	7	12/01/2013	Logged	*** Total ***	65.00
44723- 2624	8	12/01/2013	13822 DUDEK & ASSOCIATES		
	8		49430 GE/3252/864/FIORE	2,326.39	20134415
	8		49431 GE/3252/869/ANZIL RES.	500.00	20134416
	8		49432 GE/3252/871/ROBBIES RD HOUSE	600.00	20134417
	8		49440 GE/3251/100/GRADING	483.39	20134407
	8		49441 GE/3252/593/L.C. TOWNE	679.78	20134408
	8		49442 GE/3252/789/SOULPLANTATION	287.50	20134411
	8		49443 GE/3252/844/L.C. TOWNE	1,290.00	20134412
	8		49444 GE/3252/846/MCDONALDS	119.11	20134413
	8		49445 GE/3252/855/L.C. TOWN	60.00	20134414
	8		49446 GE/3252/872/GRIFFY ANNEX	120.00	20134418
44723- 2624	8	12/01/2013	Logged	*** Total ***	6,466.17
44724- 2624	9	12/01/2013	16603 GRAINGER, INC		
	9		49448 EYE WASH	39.01	9301881059
44724- 2624	9	12/01/2013	Logged	*** Total ***	39.01
44725- 2624	10	12/01/2013	16806 THE GUARDIAN		
	10		49458 DENTAL/DISABILITY INS-DEC	3,982.15	324226-11/13/13
44725- 2624	10	12/01/2013	Logged	*** Total ***	3,982.15
44726- 2624	11	12/01/2013	17060 HARTFORD LIFE & ACCIDENT INS.		
	11		49459 LIFE INS-DEC	404.88	6535754-3



UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44726- 2624	11	12/01/2013	Logged	*** Total ***	404.88	
44727- 2624	12	12/01/2013	18150	ICMA RETIREMENT-303979		
	12		49454	DEFERRED COMP-ICMA	2,875.22	ICMA-11/27/13
44727- 2624	12	12/01/2013	Logged	*** Total ***	2,875.22	
44728- 2624	13	12/01/2013	21102	CASH		
	13		49455	PETTY CASH-NOV	314.39	PETTY-11/26/13
44728- 2624	13	12/01/2013	Logged	*** Total ***	314.39	
44729- 2624	14	12/01/2013	22214	mitsubishi electric & electron		
	14		49457	ELEVATOR MAINT AND SERVICE	260.81	245371
44729- 2624	14	12/01/2013	Logged	*** Total ***	260.81	
44730- 2624	15	12/01/2013	23068	NATIONWIDE RETIREMENT SOLUTION		
	15		49450	DEFERRED COMP-NATIONWIDE	110.00	NATION-11/27/13
44730- 2624	15	12/01/2013	Logged	*** Total ***	110.00	
44731- 2624	16	12/01/2013	24224	OFFICE DEPOT, INC.		
	16		49424	OPEN PO-OFFICE SUPPLIES	74.08	682090550001
44731- 2624	16	12/01/2013	Logged	*** Total ***	74.08	
44732- 2624	17	12/01/2013	25010	AT&T		
	17		49438	ODOR CONTROL MODEM	46.92	4009-ODOR
	17		49439	ELEVATOR PHONE	190.25	3461538-
44732- 2624	17	12/01/2013	Logged	*** Total ***	237.17	
44733- 2624	18	12/01/2013	25018	MES VISION		
	18		49460	VISION INS-DEC	363.94	133122183001
44733- 2624	18	12/01/2013	Logged	*** Total ***	363.94	
44734- 2624	19	12/01/2013	25261	PUBLIC EMPLOYEES HEALTH		
	19		49461	BRD HEALTH INS-DEC	2,625.46	14162333
	19		49462	EMPLOYEE HEALTH INS-DEC	23,761.14	100000014162333
44734- 2624	19	12/01/2013	Logged	*** Total ***	26,386.60	
44735- 2624	20	12/01/2013	28020	SAN DIEGO GAS AND ELECTRIC		
	20		49433	ELECTRIC @ BPS	12,306.24	BPS-11/12/13
44735- 2624	20	12/01/2013	Logged	*** Total ***	12,306.24	
44736- 2624	21	12/01/2013	28595	SOUTHERN CONTRACTING COMPANY		
	21		49427	NORODAC CHART RECORDER @BPS	2,112.00	3990
44736- 2624	21	12/01/2013	Logged	*** Total ***	2,112.00	
44737- 2624	22	12/01/2013	28704	STAPLES BUSINESS ADVANTAGE		
	22		49447	OFFICE SUPPLIES-TONER	692.24	8027739457
44737- 2624	22	12/01/2013	Logged	*** Total ***	692.24	
44738- 2624	23	12/01/2013	29225	TELEPACIFIC COMMUNICATIONS		
	23		49435	PHONE SYSTEM	1,031.91	51120654-0
44738- 2624	23	12/01/2013	Logged	*** Total ***	1,031.91	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
44739- 2624	24	12/01/2013	29630	TRI COMMUNITY ANSWERING SERVIC		
	24		49436	ANSWERING SERVICE-NOV	90.00	TRI-11/20/13
44739- 2624	24	12/01/2013	Logged	*** Total ***	90.00	
44740- 2624	25	12/01/2013	29814	TIERRA VERDE RESOURCES, INC		
	25		49423	OPEN PO-LANDSCAPE MAINTENANCE	730.00	059620
44740- 2624	25	12/01/2013	Logged	*** Total ***	730.00	
44741- 2624	26	12/01/2013	30515	UNIFIRST CORPORATION		
	26		49425	OPEN PO-UNIFORMS/LAUNDRY SERVI	188.67	3601090798
44741- 2624	26	12/01/2013	Logged	*** Total ***	188.67	
44742- 2624	27	12/01/2013	30551	CARLSBAD FUELS CORPORATION		
	27		49428	OPEN PO-VEHICLE/TRUCK GAS	1,751.26	20131106
44742- 2624	27	12/01/2013	Logged	*** Total ***	1,751.26	
44743- 2624	28	12/01/2013	30580	UNITED WAY		
	28		49451	EMPLOYEE CONTRIBUTIONS	10.00	UNITED-11/27/13
44743- 2624	28	12/01/2013	Logged	*** Total ***	10.00	
					.00	
** Total check discount **					.00	
** Total check amount **					77,425.22	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT  
BOARD PAYROLL CHECK REPORT

Payroll Date: December 2, 2013

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17044 - 17048	12/2/2013	\$5,776.75

LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: December 5, 2013  
Sick Buyback

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17049 - 17059	12/5/2013	\$20,174.25

LEUCADIA WASTEWATER DISTRICT  
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

<b><u>NOVEMBER</u></b>		<b>2012</b>		
11/1/2012	Board			\$2,012.01
11/14/2012	Employee			\$43,134.66
11/28/2012	Employee			<u>\$42,969.32</u>
	<b>TOTAL</b>			<b>\$88,115.99</b>
<b><u>DECEMBER</u></b>				
12/5/2012	Board			\$2,026.21
12/6/2012	Employee	<b>Sick Buyback</b>		\$21,044.19
12/12/2012	Employee			\$43,673.45
12/13/2012	Employee	<b>Incentive</b>		\$1,370.58
12/26/2012	Employee			<u>\$42,554.29</u>
	<b>TOTAL</b>			<b>\$110,668.72</b>
<b><u>JANUARY</u></b>		<b>2013</b>		
1/4/2013	Board			\$1,321.02
1/9/2013	Employee			\$42,304.21
1/23/2013	Employee			<u>\$41,451.15</u>
	<b>TOTAL</b>			<b>\$85,076.38</b>
<b><u>FEBRUARY</u></b>				
2/4/2013	Board			\$5,179.70
2/6/2013	Employee			\$44,012.52
2/13/2013	Employee	<b>Incentive</b>		\$842.98
2/14/2013	Employee	<b>Incentive</b>		\$5,791.35
2/20/2013	Employee			<u>41618.3</u>
	<b>TOTAL</b>			<b>\$97,444.85</b>
<b><u>MARCH</u></b>				
3/4/2013	Board			\$2,677.64
3/6/2013	Employee			\$42,984.05
3/14/2013	Employee	<b>Incentive</b>		\$6,433.08
3/20/2013	Employee			<u>\$41,961.15</u>
	<b>TOTAL</b>			<b>\$94,055.92</b>
<b><u>APRIL</u></b>				
4/1/2013	Board			\$4,752.45
4/3/2013	Employee			\$42,294.48
4/10/2013	Employee	<b>Incentive</b>		\$369.40
4/17/2013	Employee			<u>\$41,933.79</u>
	<b>TOTAL</b>			<b>\$89,350.12</b>
<b><u>MAY</u></b>				
5/1/2013	Employee			\$42,947.64
5/2/2013	Board			\$4,563.02
5/2/2013	Employee			\$3,959.83
5/15/2013	Employee			\$40,159.09
5/22/2013	Employee			\$3,100.61
5/29/2013	Employee			\$38,523.15
5/31/2013	Employee			<u>\$17,681.58</u>

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

	<b>TOTAL</b>		<b>\$150,934.92</b>
<b><u>JUNE</u></b>			
6/3/2013	Board		\$5,209.24
6/12/2013	Employee		\$42,002.57
6/13/2013	Employee	<b>Incentive</b>	\$3,420.71
6/26/2013	Employee		<u>\$38,956.28</u>
	<b>TOTAL</b>		<b>\$89,588.80</b>
<b><u>JULY</u></b>			
7/3/2013	Board		\$1,835.49
7/10/2013	Employee		\$38,532.35
7/24/2013	Employee		<u>\$41,810.87</u>
	<b>TOTAL</b>		<b>\$82,178.71</b>
<b><u>AUGUST</u></b>			
8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	<b>Incentive</b>	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	<b>TOTAL</b>		<b>\$80,086.24</b>
<b><u>SEPTEMBER</u></b>			
9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	<b>TOTAL</b>		<b>\$85,391.23</b>
<b><u>OCTOBER</u></b>			
10/1/2013	Board		\$6,096.79
10/2/2013	Employee		\$40,219.84
10/14/2013	Employee	<b>Incentive</b>	\$12,051.04
10/16/2013	Employee		\$42,112.49
10/30/2013	Employee		<u>\$42,161.63</u>
			<b>\$142,641.79</b>
<b><u>NOVEMBER</u></b>			
11/1/2013	Board		\$1,947.98
11/7/2013	Employee	<b>Incentive</b>	\$1,062.71
11/13/2013	Employee		\$42,268.87
11/27/2013	Employee		<u>\$41,964.54</u>
	<b>TOTAL</b>		<b>\$87,244.10</b>
<b><u>DECEMBER</u></b>			
12/2/2013	Board		\$5,776.75
12/5/2013	Employee	<b>Sick buy back</b>	<u>\$20,174.25</u>
	<b>TOTAL</b>		<b>\$25,951.00</b>

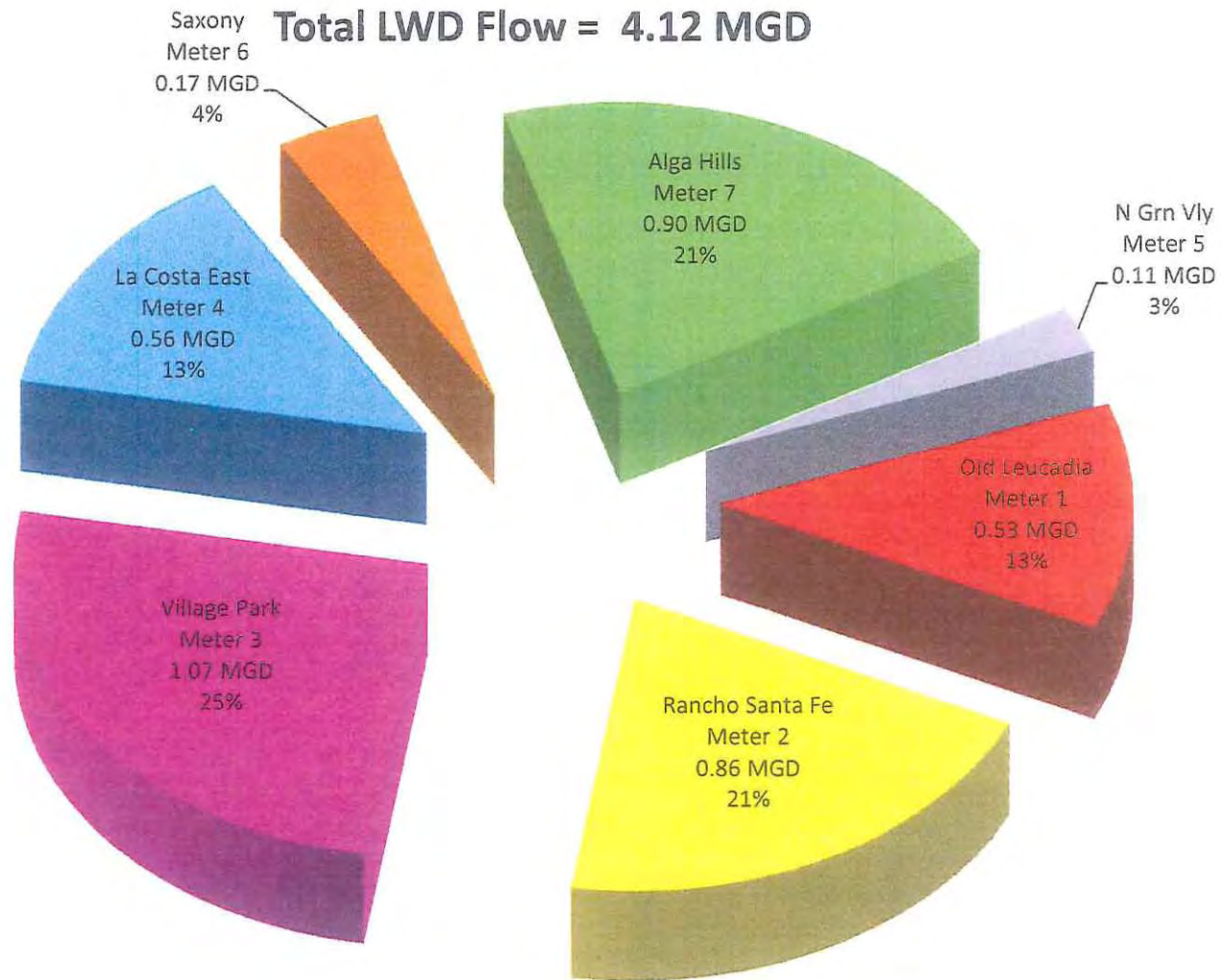
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2013-2014**

CURRENT MONTH - November 2013							FY 2013-2014
Period	Total Rain Inches	Total Flow MG	Total EDU's 27,939	LWD ADF (MGD)	GPD/EDU	RECLAIMED ADF (ac-ft/mo)	ADF (MGD)
JULY	0.01	129.58	-3	4.18	150	28.94	4.21
YTD	0.01	129.58	27,936				
AUGUST	0.00	130.20	3	4.20	150	46.77	4.12
YTD	0.00	130.20	27,939				
SEPTEMBER	0.00	123.60	1	4.12	147	40.32	4.08
YTD	0.00	123.60	27,940				
OCTOBER	0.45	127.22	6	4.10	147	33.95	4.18
YTD	0.45	127.22	27,946				
NOVEMBER	0.81	123.60	27	4.12	147	8.81	4.02
YTD	0.81	123.60	27,973				
DECEMBER							3.54
YTD							
JANUARY							4.06
YTD							
FEBRUARY							4.36
YTD							
MARCH							4.25
YTD							
APRIL							4.25
YTD							
MAY							4.24
YTD							
JUNE							4.22
YTD							
Annual Total	1.27	634.20	34			158.79	
Mo Average	0.25	126.84	7	4.14	148	31.76	4.10

35

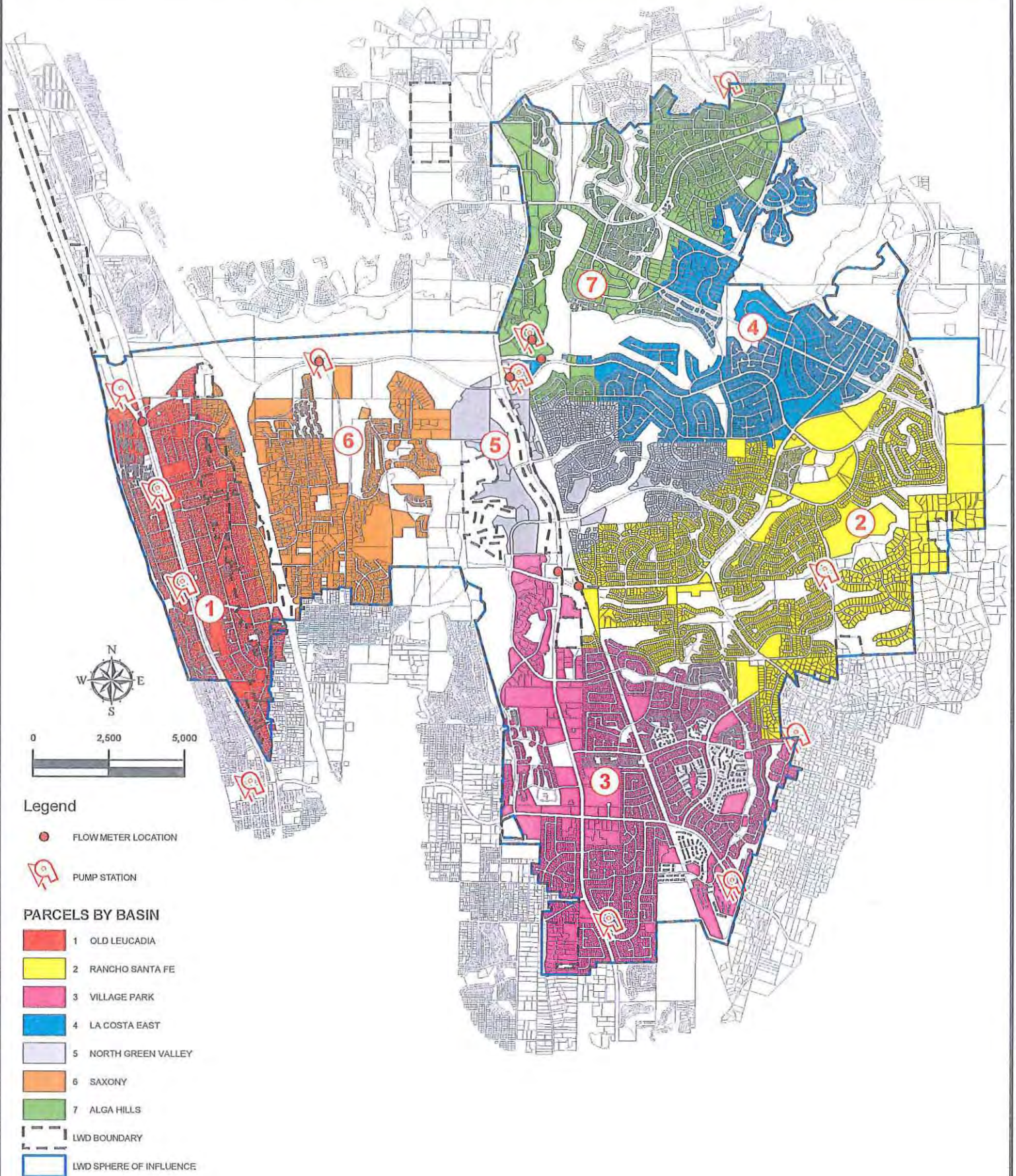
# LWD Flows by Sub-Basin November 2013

Total LWD Flow = 4.12 MGD





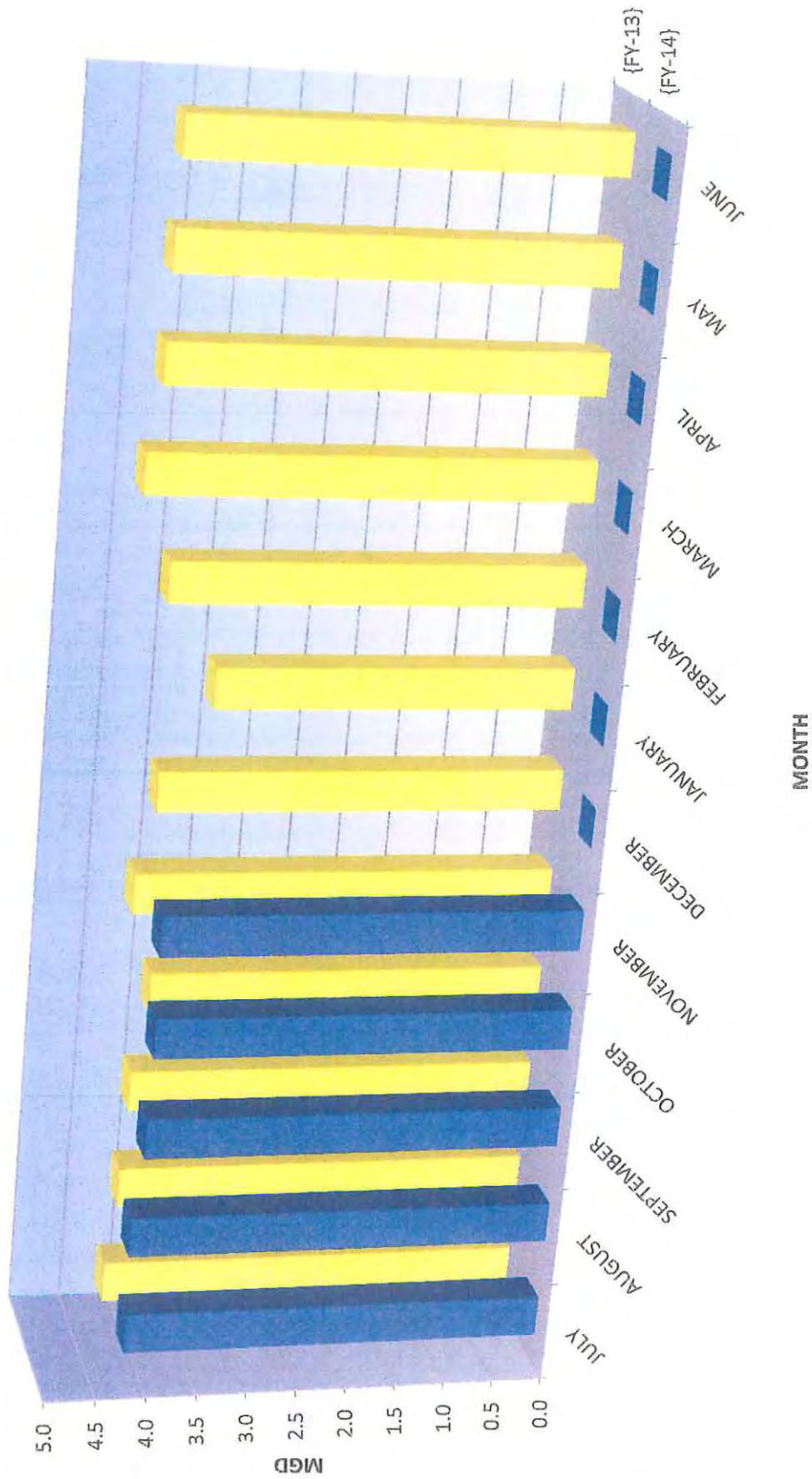
# LEUCADIA WASTEWATER DISTRICT



## SEWER COLLECTION SYSTEM BY SUB-BASIN



# LEUCADIA WASTEWATER DISTRICT FLOW COMPARISON FY13 to FY14



**LEUCADIA WASTEWATER DISTRICT**  
**SCHEDULE OF ASSETS, LIABILITIES, AND NET POSITION**  
*As of November 30, 2013*

<b>ASSETS</b>	
Cash and Investment Pools	\$ 27,643,446.70
Investments	6,687,871.67
Accounts Receivable	661,513.27
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	648,561.13
Capital Assets	141,188,651.28
Less Accumulated Depreciation	(45,047,804.93)
<b>TOTAL ASSETS</b>	<b>\$ 132,689,088.12</b>
<b>LIABILITIES</b>	
Accounts Payable and Accrued Expenses	292,507.97
Payable to Encina Wastewater Authority	1,517,000.00
Developer Deposits	268,227.05
<b>TOTAL LIABILITIES</b>	<b>\$ 2,077,735.02</b>
<b>NET POSITION</b>	
Net Investment in Capital Assets	97,565,846.35
Restricted Reserves	1,428,316.11
Unrestricted Operating Reserve	2,200,126.29
Unrestricted Non-Operating Reserves (Designated)	25,020,208.73
Unrestricted Emergency Reserve	7,500,000.00
YTD Revenue over (under) Expenditures	(3,103,144.38)
<b>TOTAL NET ASSETS</b>	<b>\$ 130,611,353.10</b>

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



**LEUCADIA WASTEWATER DISTRICT**  
**BUDGET PERFORMANCE REPORT**  
YTD Revenue and Expenditures Through 11/30/2013 with Annual Budget

<b>OPERATING REVENUES AND EXPENSES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>OPERATING REVENUES AND TRANSFERS</b>					
<b>OPERATING REVENUES</b>					
SEWER SERVICE	3110	\$ 440,173.46	\$ 7,200,186.00	6,760,012.54	6.1%
RECLAIMED WATER SALES	3150	271,136.88	180,000.00	(91,136.88)	150.6%
OTHER OPERATING INCOME		13,787.07	204,448.00	190,660.93	6.7%
<b>TOTAL OPERATING REVENUE</b>		<b>\$ 725,097.41</b>	<b>\$ 7,584,634.00</b>	<b>\$ 6,859,536.59</b>	<b>9.6%</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4100 & 4200	\$ 877,930.98	\$ 2,353,951.00	\$ 1,476,020.02	37.3%
BOARD EXPENSES AND ELECTION	4300 & 4400	57,500.69	140,600.00	83,099.31	40.9%
DEPRECIATION EXPENSE	4510	1,425,000.00	-	(1,425,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,510,179.00	1,510,179.00	n/a
FUELS	4600	14,545.61	46,000.00	31,454.39	31.6%
INSURANCE	4700	17,567.82	117,000.00	99,432.18	15.0%
MEMBERSHIP & DUES	4800	10,193.20	26,500.00	16,306.80	38.5%
OFFICE EXPENSE	4900	39,295.27	108,900.00	69,604.73	36.1%
OPERATING SUPPLIES	5000	52,863.78	217,900.00	165,036.22	24.3%
PROFESSIONAL SERVICES	5200	168,868.61	536,000.00	367,131.39	31.5%
PRINTING & PUBLISHING	5300	9,150.53	32,000.00	22,849.47	28.6%
RENTS & LEASES	5400	8,436.09	18,100.00	9,663.91	46.6%
REPAIR & MAINTENANCE	5500	121,108.57	320,700.00	199,591.43	37.8%
MONITORING & PERMITTING	5600	32,453.03	45,500.00	13,046.97	71.3%
TRAINING & DEVELOPMENT	5700	20,398.90	40,700.00	20,301.10	50.1%
UTILITIES	5900	152,740.11	418,600.00	265,859.89	36.5%
LAFCO OPERATIONS	6100	6,137.00	6,200.00	63.00	99.0%
ENCINA	6200	403,083.23	1,763,422.00	1,360,338.77	22.9%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 3,417,273.42</b>	<b>\$ 7,702,252.00</b>	<b>\$ 4,284,978.58</b>	<b>44.4%</b>

<b>NON-OPERATING REVENUES</b>					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
<b>NON OPERATING REVENUES</b>					
CAPACITY CHARGES	3130	\$ 148,222.00	\$ 120,180.00	(\$28,042.00)	123.3%
PROPERTY TAXES	3220	75,317.27	1,250,000.00	1,174,682.73	6.0%
INTEREST INCOME	3250	75,667.00	228,000.00	152,333.00	33.2%
OTHER NON OPERATING INCOME		3,354.87	1,089,288.00	1,085,933.13	0.3%
<b>TOTAL NON OPERATING REVENUES</b>		<b>\$ 302,561.14</b>	<b>\$ 2,687,468.00</b>	<b>\$ 2,384,906.86</b>	<b>11.3%</b>

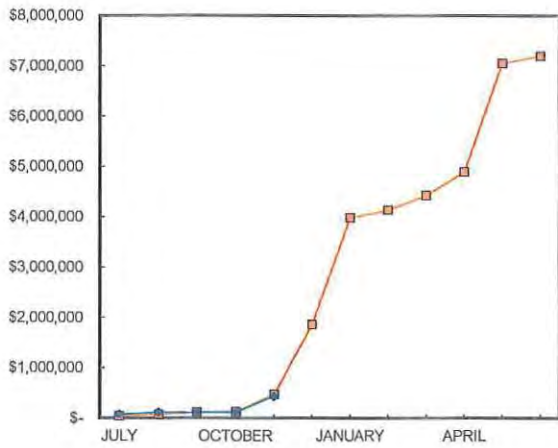
Preliminary: subject to future review, reconciliation, accruals, and audit.

# Leucadia Wastewater District

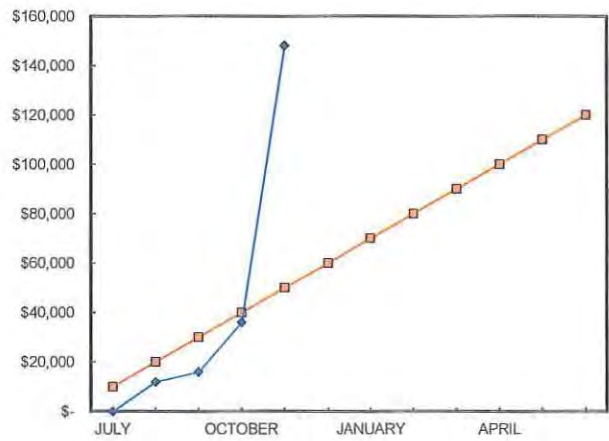
## Revenue FY 2014

YTD through November 30, 2013

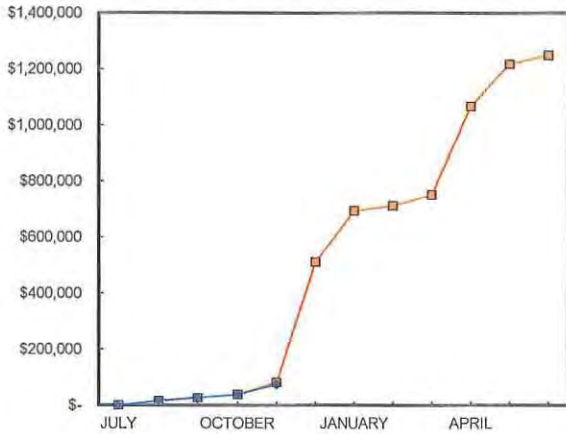
Sewer Service Fees



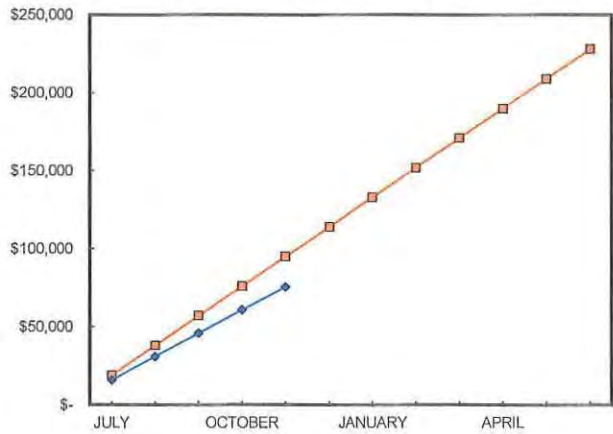
Capacity Charges



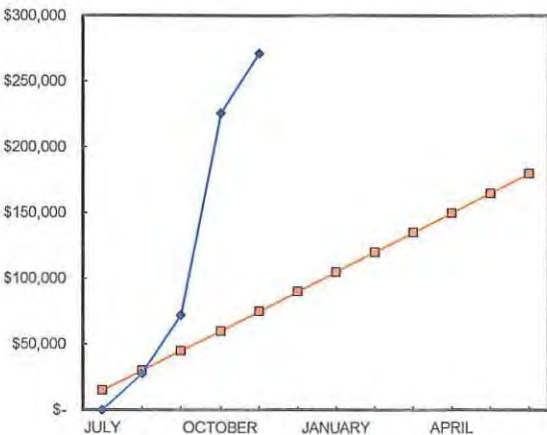
Property Taxes



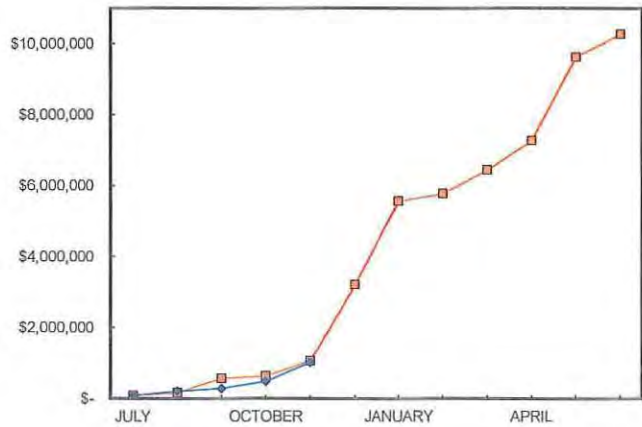
Investment Income



Recycled Wastewater



Total Revenue

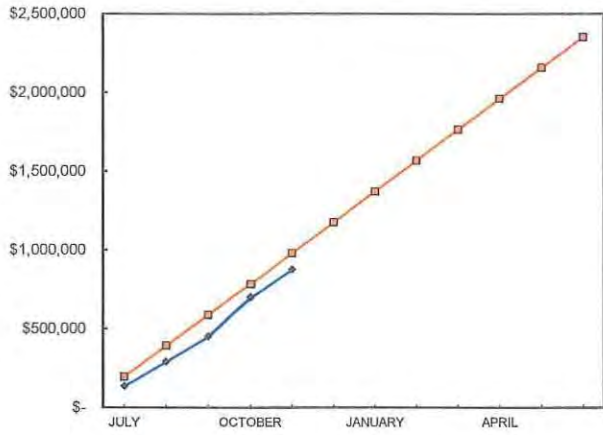


\* Preliminary: subject to future review, reconciliation, accruals, and audit

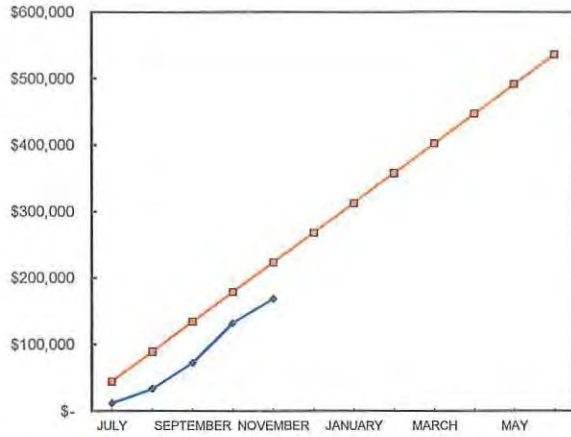


# Leucadia Wastewater District Operating Expenses FY 2014 YTD through November 30, 2013

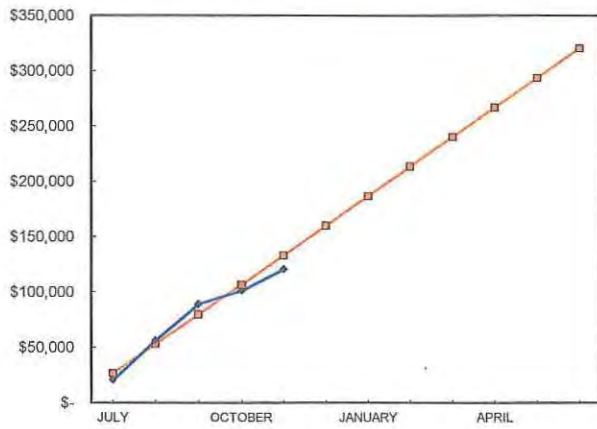
**Salaries and Benefits**



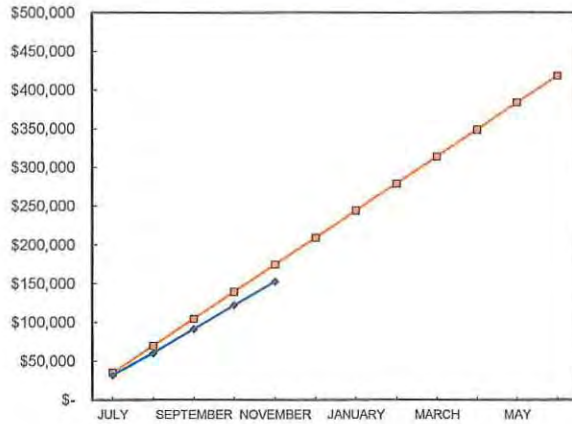
**Professional Services**



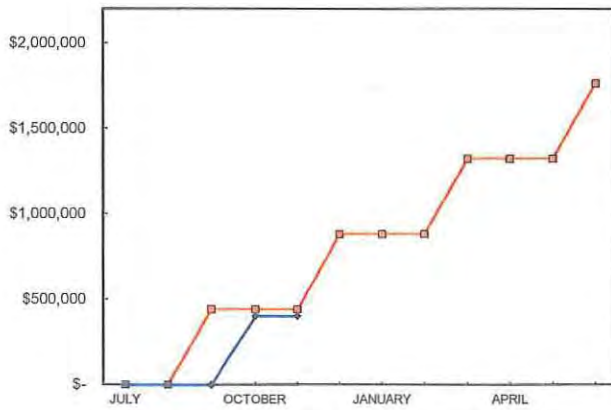
**Repairs & Maintenance**



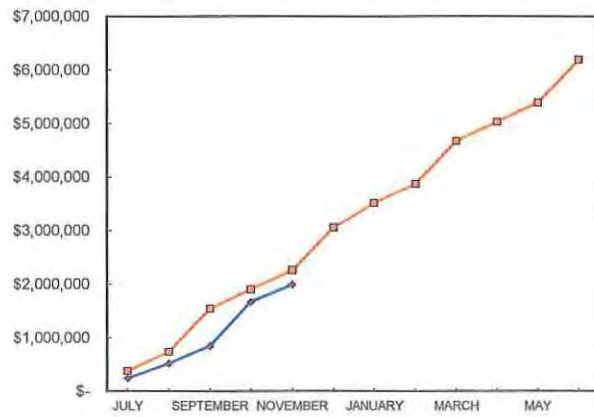
**Utilities**



**Encina M&O**



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



— Budget    — Actual

— Budget    — Actual

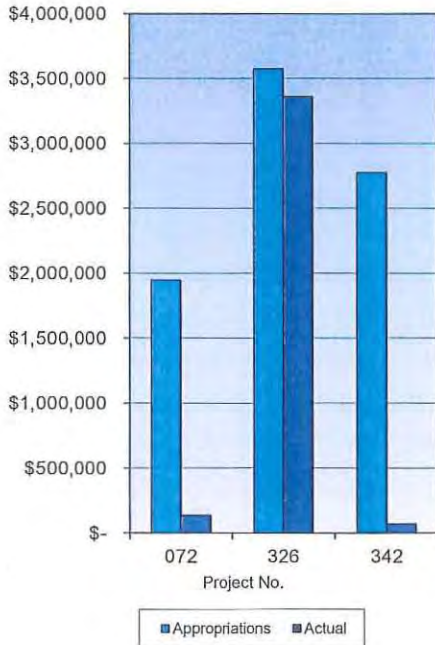
\* Preliminary: subject to future review, reconciliation, accruals, and audit

# Leucadia Wastewater District

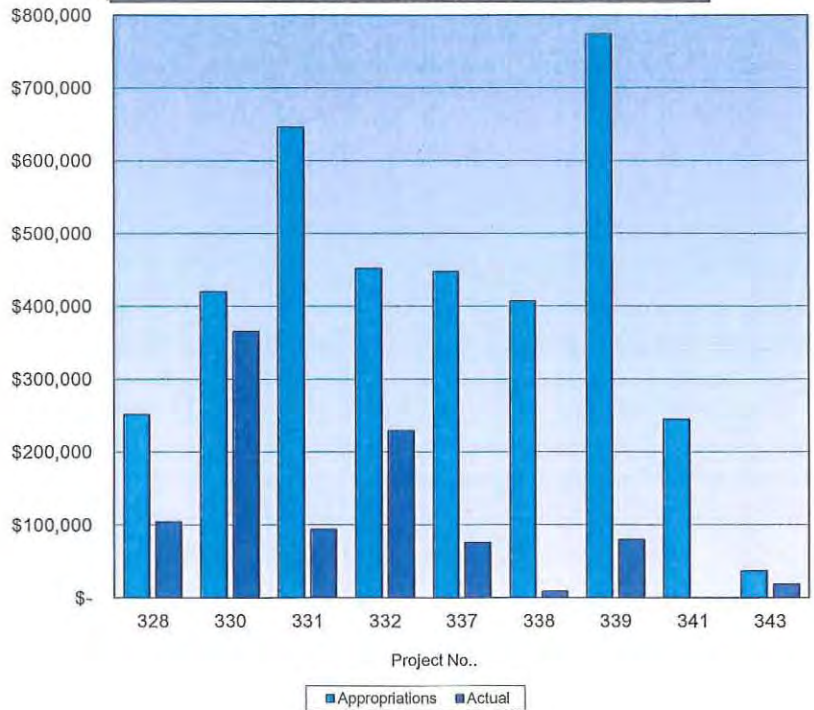
## Capital Expenditures

As of November 30, 2013

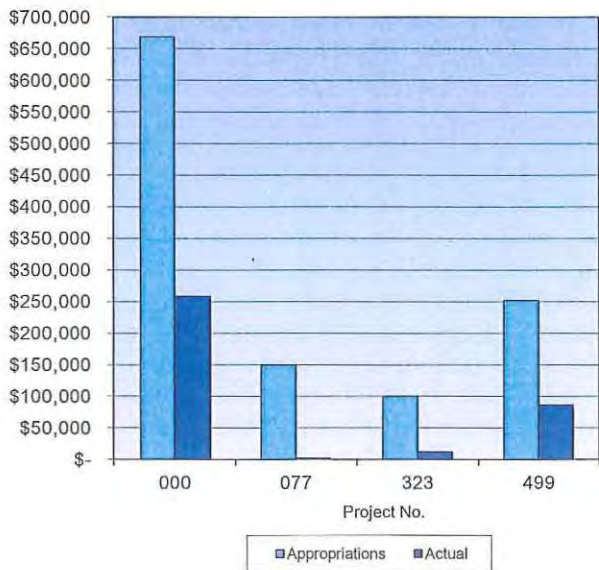
**District Multi Year Capital Expenditures by Project (>\$1M) Through FY2014**



**District Multi Year Capital Expenditures by Project (<\$1M) Through FY2014**



**Single Year Capital Expenditures by Project FY2014**



**Project Legend**

Multi-Year Capital Projects	
Description	No.
Encina Wastewater Authority	072
Batiquitos PS Rehabilitation	326
Water Recycling Group	328
Lanikai Line Repair	330
Leucadia PS Generator Replacement	331
La Cost PS Rehabilitation	332
Leucadia Force Main Corrosion Eval	337
Recycled Water Effluent Line Repair	338
Gravity Pipeline Rehabilitation	339
Scott's Valley Pipeline Repair	341
B2 Force Main Replacement Project	342
Pump Station Condition Assessment	343
Single Year Capital Projects	
Description	No.
Equipment	000
Misc Pipeline Rehabilitation	077
Lateral Replace/Backflow Prevention	323
LWD Gen'l Cap Labor & O/H Allocation	499

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

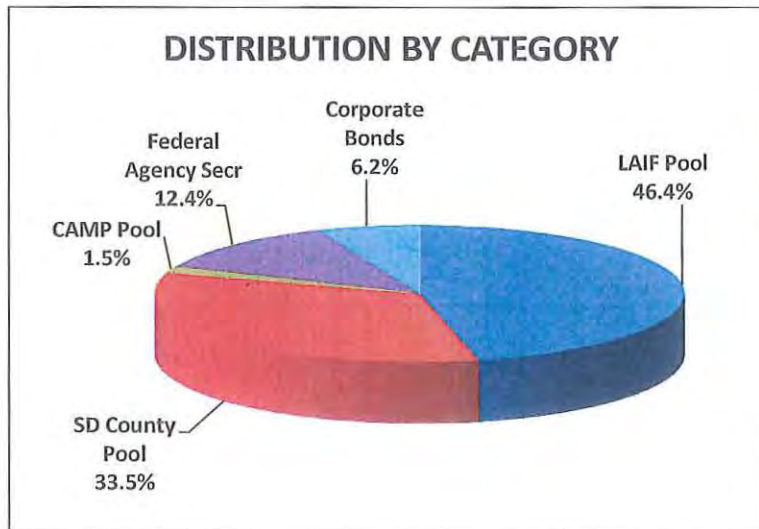
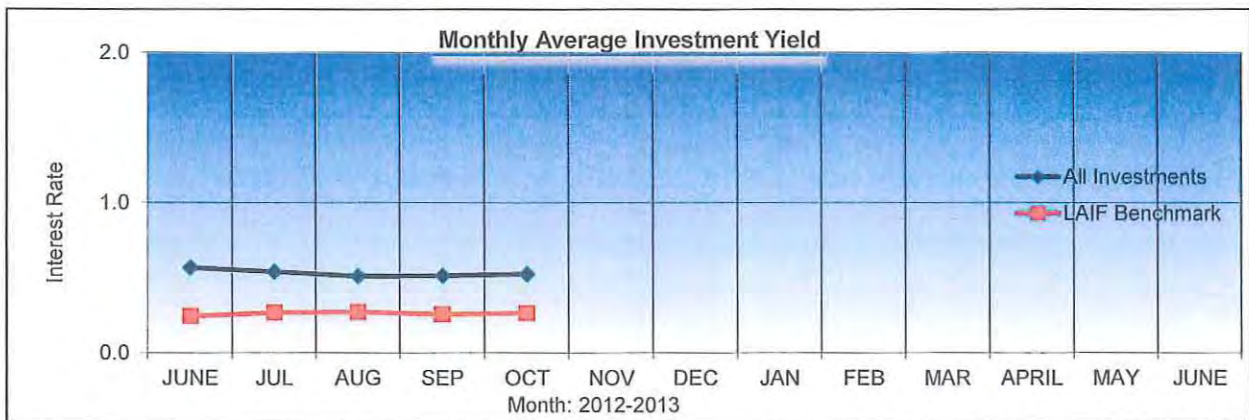


## LEUCADIA WASTEWATER DISTRICT

### Monthly Investment Summary

### October 31, 2013

Cash Equivalents & Investments	Principal (Original Cost)		October Interest	Average Rate
	September 30, 2013	October 31, 2013		
LAIF Pool	\$ 15,453,249	\$ 15,703,674	\$ 3,453	0.266%
SD County Pool	11,350,902	11,359,741	3,861	0.408%
CAMP Pool	1,385,299	494,150	101	0.100%
CAMP Portfolio				
Corporate Notes	2,110,490	2,110,490	2,515	1.430%
Federal Agency Bonds/Notes	4,009,763	4,009,763	2,640	0.790%
GNMA mortgage pools	12,577	12,373	90	8.600%
Total Camp Portfolio	6,132,830	6,132,626	5,245	1.020%
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	178,862	178,862	2,274	15.256%
Total Custodial Funds	178,862	178,862	2,274	15.256%
<b>Totals</b>	<b>\$ 34,501,141</b>	<b>\$ 33,869,053</b>	<b>\$ 14,934</b>	<b>0.524%</b>

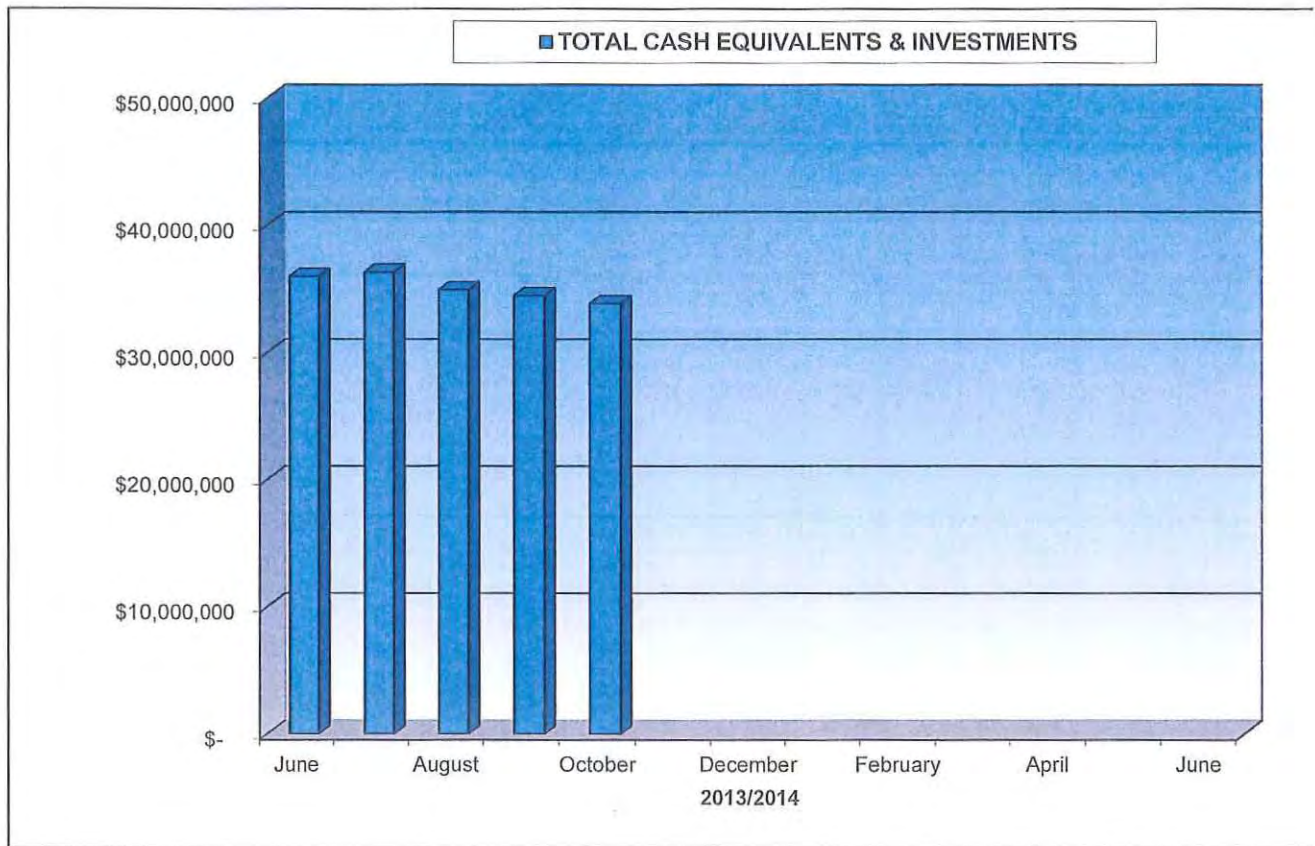


Investment Type	Actual %	Allowed %
LAIF Pool	46.4%	75%
SD County Pool	33.5%	75%
CAMP Pool	1.5%	75%
Federal Agency Secur	12.4%	75%
Corporate Bonds	6.2%	10%
<b>TOTAL</b>	<b>100.0%</b>	



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2013**  
**(Continued)**

<b>TOTAL CASH EQUIVALENTS &amp; INVESTMENTS</b>		
<b>Month 2013/2014</b>	<b>Amount</b>	<b>Average Return Rate</b>
June	\$ 36,004,084	0.57%
July	\$ 36,345,994	0.54%
August	\$ 34,952,518	0.51%
September	\$ 34,501,141	0.52%
October	\$ 33,869,053	0.52%
November		
December		
January		
February		
March		
April		
May		
June		



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**October 31, 2013**  
**(Continued)**

**INVESTMENT TRANSACTIONS**  
*For the month of October, 2013*

Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
GNMA MBS 30-yr Pools		\$ 204		(1)	8.60%
TOTAL	\$ -	\$ 204	\$ -		

(1) Monthly principal payments from mortgage pools

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

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**November 20, 2013**

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

**1. Pyrolysis Demonstration Project Agreement.**

The Board of Directors approved the proposed Demonstration Agreement between EWA and Anaergia Services, LLC.

**2. South Parcel Conceptual Development Plan for Consideration by the City of Carlsbad in the Envision Carlsbad<sup>3</sup> General Plan Updated Process.**

The Board of Directors directed staff to work with City of Carlsbad staff to submit an appropriate Conceptual Development Plan for the EWA South Parcel to the City of Carlsbad for consideration in the Envision Carlsbad<sup>3</sup> General Plan Update Process.

*There was no executive session.*

## Engineering Committee Meeting Report

Presented by Director Juliussen

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### Meeting held on November 20, 2013

1. The EC reviewed status of the evaluation of the Batiquitos Force Main (B2) Alternative Replacement Methods.

Representatives of the Hilton Hotel attended the meeting and provided comments on the negative financial impacts that the project will have on the hotel. Following discussion, the EC directed staff to refine the evaluation for realigning B2 into north bound Highway 101 in front of the Hilton hotel to determine its feasibility.

Staff will also review and evaluate the California Environmental Quality Act (CEQA) requirements for the realignment and evaluate the replacement of B1 and B3 Force Main by realigning them into Highway 101 to eliminate future construction impacts to the Hilton hotel.

## **Investment & Finance Meeting Report**

Presented by Director Judy Hanson

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### **Meeting held December 3, 2012**

1. The Committee reviewed the FY 13 Comprehensive Annual Financial Report (CAFR).

The Fiscal Year 2013 (FY 13) Comprehensive Annual Financial Report (CAFR) will be reviewed by the Board of Directors later in the agenda.

MEMORANDUM

Ref: 14-3914

**DATE:** December 5, 2013  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2013 (FY 13) Comprehensive Annual Financial Report

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**RECOMMENDATION:**

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

1. Receive and File the Fiscal Year 2013 Comprehensive Annual Financial Report (CAFR).
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

This item was reviewed by the Investment and Finance Committee at their meeting on December 3, 2013. Staff and the IFC recommend that the Board receive and file the FY 2013 CAFR.

State law requires the Leucadia Wastewater District (LWD) to prepare a complete set of financial statements in conformance with generally accepted accounting principals (GAAP). The law also requires that the financial statements be audited in accordance with generally accepted auditing standards. For LWD, these documents collectively take the form of LWD's annual financial audit.

LWD prepares a more comprehensive financial audit, which is known as a Comprehensive Annual Financial Report or CAFR. This year's CAFR includes the following sections:

- Introductory section that includes the letter of transmittal,
- A Financial section that includes the Independent Auditor's Report, Management's Discussion and Analysis, basic financial statements and notes, and supplemental information, and
- A Statistical section that includes cost and revenue comparisons for the past 10 years.

The accounting firm of White Nelson Diehl Evans LLP has completed its audit of LWD's FY 13 CAFR. Staff is pleased to report that the auditors found that the financial statements fairly represent LWD's financial condition and is in conformance with GAAP. A copy of the CAFR is enclosed.

Staff along with Mr. Harvey Schroeder of White Nelson Diehl Evans will present an overview of the CAFR at the upcoming meeting.

cal:PJB

Enclosure



**MEMORANDUM**

**DATE:** December 5, 2013  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Board of Directors Election of Officers



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**RECOMMENDATION:**

1. Discuss and take action, as appropriate.

**DISCUSSION:**

Leucadia Wastewater District's Resolution No. 2118 establishes a policy for the election of board officers. The resolution calls for the Board of Directors to elect a President and Vice-President each December from among its members.

This item has been placed on the agenda for the Board of Directors' discussion and action, as appropriate.

cal:PJB

MEMORANDUM

Ref: 14-3917

**DATE:** December 5, 2013  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Use of Bottled Water at LWD Facilities



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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

During the November 2013 Board meeting, President Sullivan requested that the use of bottled water at LWD facilities be placed on a future Board agenda. In requesting this action, Director Sullivan indicated that other agencies have taken steps to reduce or eliminate the use of bottled water.

In response to President Sullivan's request, this item is placed before the Board for discussion and potential direction to staff.

cal:PJB



Trisha Hill

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**From:** Kathleen <kchedberg@cox.net>  
**Sent:** Wednesday, November 27, 2013 1:31 PM  
**To:** Kathleen  
**Subject:** 2013/2014 Educational Grant Program Winners  
**Attachments:** 2013\_14 FINAL GRANTAWARDS.pdf

### **Good Afternoon San Diego Chapter CSDA Members!**

I am happy to announce the winners of our 2013/2014 Educational Grant Program (See attached). We had a great response this year and awarded 13 recipients a total funding of \$8057!

The SDCSDA Educational Grant Program is designed to promote the knowledge of Special Districts and their local form of governance to a greater number of students within a classroom environment. Teachers from elementary grades through high school were encouraged to submit grant applications to financially support the creation and implementation of curriculum about San Diego County's Special Districts. Grant recipients will receive funds in the next week. The agency and the school will be contacted to schedule check delivery.

**Agencies will be responsible for payment of the dinner for their award recipient(s) along with a companion of each recipient, at the May 15, 2014, SDCSDA Recognition Dinner. At this dinner the Grant Recipients will make their program presentation. Please ensure that this email with the Attachment are forwarded to the appropriate person in your agency responsible for coordinating community outreach.**

Thank you for participating in the continuing success of SDCSDA's Educational Grant Program.

Have a Happy Thanksgiving!

Kathleen Coates Hedberg, Director  
San Diego Chapter President  
California Special Districts Association  
c/o Helix Water District  
7811 University Avenue  
La Mesa, CA 91941

619.660.7487  
[Kchedberg@cox.net](mailto:kchedberg@cox.net)



**San Diego Chapter - California Special District Association  
2013/14 Final Grant Awards**

<b>Sponsoring Agency</b>	<b>School</b>	<b>Project</b>	<b>Amount</b>
Leucadia WWD	Park Dale Lane Elementary School	Water-Wise Learning Garden	\$800
Leucadia WWD	El Camino Creek Elementary	H2O Club Self-Watering Containers - Water Wise	\$430
Olivenhain MWD	El Camino Creek Elementary	Storm Water Pollution Prevention	\$500
Olivenhain MWD	El Camino Creek Elementary	Water Conservation in our Ecosystem	\$695
Olivenhain MWD	La Costa Heights	Storm Water Pollution Prevention	\$500
Resource Conservation District	Mission Estancia	School Garden Lab	\$475
Rincon Del Diablo MWD	North Broadway Elementary School	Water, Special Districts, and Me!	\$882
San Dieguito Water District	The Grauer School	Blue Water Task Force	\$400
San Dieguito Water District	La Costa Canyon High	Fun Fitness at the Beach	\$500
Santa Fe Irrigation District	Solana Vista Elementary School	Becoming Water Wise in our School Garden	\$400
Vista Irrigation District	Rancho Buena Vista High School	Water Education the Common Core of Environmental Science	\$900
Vista Irrigation District	Vista Visions Academy	Tap Water - Is it Safe to Drink	\$875
San Diego County Water Authority	Lakeview Elementary	Biztown	\$700
		total	\$8,057





# CALIFORNIA ASSOCIATION OF SANITATION AGENCIES

## Program Schedule

### Embracing Change: Building On A Strong Foundation

Date & Time		Location
<b>Wednesday - 1/15/2014</b>		
10:00 a.m. - 5:00 p.m.	Registration	Crystal Desk
10:30 a.m. - 12:30 p.m.	CASA Executive Board Meeting	Rhodes A-B, Lower Level
11:00 a.m. - 4:00 p.m.	CSRMA Training Seminar	Valencia Ballroom
1:00 p.m. - 3:00 p.m.	<b>Pre-Conference Technical Session</b> <ul style="list-style-type: none"> <li>• Regulatory Challenges: The Clean Air Act, Ozone and Wastewater Treatment</li> <li>• California's Low Carbon Fuel Standard: Converting Wastewater Biomethane to Transportation Fuel</li> <li>• Bioenergy Issues: Pipeline Interconnection and CalEPA Investment Opportunities</li> <li>• Innovative Biosolids Marketing: Encina Wastewater Authority's PureGreen Project</li> <li>• Resolving Jurisdictional Authority for Receipt of hauled in Organic Waste for Anaerobic Digestion at POTWs</li> </ul>	Crystal A-F Lower Level
3:00 p.m. - 4:00 p.m.	Utility Leadership Committee Meeting	Rhodes A-B, Lower Level
4:00 p.m. - 5:30 p.m.	Associates Committee Meeting	Crystal H-I, Lower Level
4:00 p.m. - 5:00 p.m.	BAB2E Meeting	Valencia 5-6, Lower Level
5:30 p.m. - 7:00 p.m.	CSRMA Executive Board Meeting	Rhodes A-B, Lower Level
<b>Thursday - 1/16/2014</b>		
7:30 a.m. - 4:00 p.m.	Registration	Crystal Desk
7:30 a.m. - 9:00 a.m.	Continental Breakfast	Crystal Foyer, Lower Level
7:30 a.m. - 9:00 a.m.	Federal Legislative Committee Meeting	Crystal H-I, Lower Level
7:30 a.m. - 9:00 a.m.	CSRMA Board of Directors Meeting	Valencia 1-4, Lower Level
9:00 a.m. - 12:00 p.m.	<b>Opening Session</b> CASA's Strategic Direction - Steve Hogg, President and Bobbi Larson, Executive Director Opening Address: Utility Leadership to Meet Today's Challenges: George Hawkins, General Manager, DC Water (invited)	Crystal A-F, Lower Level
10:15 a.m. - 10:30 a.m.	<b>Networking Break</b> <b>Panel #1--</b> Building on a Strong Foundation: Topic Areas: (1) Sound Infrastructure; (2) Trained/Capable Workforce; (3) Environmental Protection	
12:00 p.m. - 1:15 p.m.	<b>Conference Luncheon</b>	Crystal G-I
1:30 p.m. - 3:00 p.m.	<b>General Session</b> <b>Energy, Plain and Simple</b> Gina McCarthy, Administrator USEPA; Torgny Holmgren, Executive Director, Stockholm Water Institute (invited)	Crystal A-F
2:45 p.m. - 3:00 p.m.	<b>Break</b>	
3:00 p.m. - 5:00 p.m.	<b>Roundtable Series - (3) Concurrent Topics of 50 minutes each</b>	Valencia Ballroom, Lower Level
3:00 p.m. - 3:50 p.m.	<b>Round 1</b>	
3:50 p.m. - 4:10 p.m.	<b>Round 2</b>	
4:10 p.m. - 5:00 p.m.	<b>Round 3</b>	
5:30 p.m. - 6:30 p.m.	Associates Recognition Reception	Mountain View, Main Level
<b>Friday - 1/17/2014</b>		
7:30 a.m. - 12:30 p.m.	Registration	Crystal Desk, Lower Level
7:30 a.m.	Buffet Breakfast	Crystal Desk, Lower Level
7:30 a.m. - 9:00 a.m.	State Legislative Committee Meeting	Crystal H-I, Lower Level
9:00 a.m. - 11:00 a.m.	<b>Closing Session</b> What Lies Ahead? An Economic Forecast <b>Panel # 2:</b> Leading Change : Renewable Energy, Watershed Management/Stormwater, Biosolids Marketing	Crystal A-F, Lower Level
12:00 p.m. - 4:00 p.m.	Attorneys Committee Meeting	Valencia Ballroom, Lower Level