



LEADERS IN
ENVIRONMENTAL
PROTECTION

BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, May 14, 2014
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. Teacher Grant Award. (Verbal)
 - B. Achievement of Individual Objectives – FST II Mauricio Avalos and FST II Gabe Mendez. (Pages 5-7)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- April 9, 2014 Regular Board Meeting (Pages 8-15)
- April 10, 2014 Community Affairs Committee Meeting (Pages 16-17)
- May 2, 2014 Special Board Meeting (Pages 18-20)
- May 7, 2014 Engineering Committee Meeting (Pages 21-23)

8. Approval of Demands for April/May 2014

This item provides for Board of Directors approval of all demands paid from LWD during the month of April and a portion in May 2014. (Pages 24-52)

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 13 to FY 14 and flows by sub-basin. (Pages 53-56)

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 14 budget and discloses monthly investments. (Pages 57-64)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending March 31, 2014. (Pages 65-66, Attachment 11A)

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority Reports

- A. A EWA Board of Directors meeting was held on April 23, 2014 – report by Director Sullivan. (Page 67)
- B. An Encina Member Agencies Manager's Meeting was held on May 6, 2014 – report by GM Bushee. (Verbal)

13. Committee Reports

- A. Community Affairs Committee meeting was held on April 10, 2014 – report by Director Sullivan (Page 68)
- B. Engineering Committee meeting was held on May 7, 2014 – report by Director Juliussen. (Page 69)

ACTION ITEMS

14. CASA Request Members to Vote on Proposed New Bylaws

Approve repealing existing CASA bylaws and adopt the proposed new bylaws.
(Pages 70-77)

15. CSDA Request Members to Vote on Proposed Bylaws Updates

Approve CSDA's proposed bylaws updates. (Pages 78-107)

16. 2014 Pump Station Condition Assessment Report

Receive and file the 2014 Pump Stations Assessment Report completed by Infrastructure Engineering Corporation. (Pages 108-110)

17. Reimbursement of Expenses for the California Women Lead's 17th Annual Networking Luncheon

Authorize the reimbursement of expenses for attendance at the California Women Lead's 17th Annual Networking. (Pages 111-112)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

- A. LWD Financial Plan Overview. (Verbal)
- B. La Costa Pump Station Project – Project Completion. (Page 113)
- C. Email received from a resident about LWD's newsletter. (Page 114)
- D. Thank you letters from the Encinitas Union School District. (Pages 115-116)

19. Directors' Meetings and Conference Reports

- A. The CASA Public Forum Conference was held at the Sheraton Grand Hotel on April 27-29, 2014 in Sacramento, CA. (Page 117)
- B. The CWEA 2014 Annual Conference was held at the Santa Clara Convention Center on April 30 – May 2, 2014. (Page 118)

20. General Manager's Report

21. General Counsel's Report

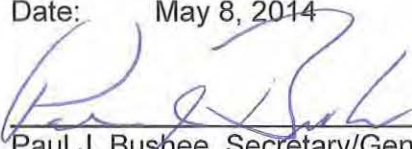
22. Board of Directors' Comments

23. 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: May 8, 2014



Paul J. Bushee, Secretary/General Manager

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Presentations and Awards – Achievement of Individual Objectives

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 3 Certification – Mauricio Avalos

Field Services Technician II Mauricio Avalos recently received his Grade 3 Collection System Maintenance certification from CWEA. Mauricio has been working for LWD since May 2011; this certification reflects his desire to excel through continued professional development. As a result of this certification, Mauricio is eligible for an Individual Incentive Award of \$500.

California Water Environment Association (CWEA) Collection System Maintenance Grade I Certification – Gabriel (Gabe) Mendez

Field Services Technician II Gabe recently received his Grade 3 Collection System Maintenance certification from CWEA. Gabe has been working for LWD since August 2011; this certification 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 Mauricio and Gabe for their outstanding accomplishments.

PJB

CALIFORNIA
WATER ENVIRONMENT
ASSOCIATION
Certification of Competence

THIS IS TO CERTIFY THAT

Mauricio Avalos

HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY
GRANTED THIS CERTIFICATION OF COMPETENCY IN

Collection System Maintenance
Grade 3

Expires: 3/31/2015

Christoph Dobson

Christoph Dobson, President
California Water Environment Association



Certificate Number 1308210102

Soma Bhadra

Soma Bhadra, Chair
Technical Certification Program

CALIFORNIA WATER ENVIRONMENT ASSOCIATION

Certification of Competence

THIS IS TO CERTIFY THAT

Gabriel Mendez

HAVING SUBMITTED ACCEPTABLE EVIDENCE OF QUALIFICATIONS
BY EDUCATION, TRAINING AND EXPERIENCE IS HEREBY
GRANTED THIS CERTIFICATION OF COMPETENCY IN

Collection System Maintenance
Grade 3

Expires: 4/30/2015

Christoph Dobson

Christoph Dobson, President
California Water Environment Association



Certificate Number 1308210093

Soma Bhadra

Soma Bhadra, Chair
Technical Certification Program

LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting**

April 9, 2014

A regular meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Wednesday, April 9, 2014 at 5:00 p.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Kulchin, Juliussen, Omsted, Hanson and Sullivan

DIRECTORS ABSENT:

None.

OTHERS PRESENT:

General Manager Paul Bushee, District Counsel Wayne Brechtel, Administrative Services Manager Chuck LeMay, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Trisha Hill, District Engineer Steve Deering with Dudek, CPA Richard Duffey with Brownell & Duffey, Field Services Supervisor Marvin Gonzalez, Field Services Technician In-Training Hugo Gonzalez, and Mrs. Melissa Barbano with El Camino Creek Elementary School

3. Pledge of Allegiance

President Kulchin led the pledge of allegiance.

4. General Public Comment Period

No public comment was received.

5. Approval of Agenda

Upon a motion duly made by Vice President Juliussen, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

6. Presentations and Awards**A. Teacher Grant Award**

EA Hill introduced Melissa Barbano with El Camino Creek Elementary School. She thanked the Board for the Teacher Grant that their school received from the District to help fund their water conservation project. She provided a brief overview of the project and presented a short video completed by the students working on the project.

The Board of Directors congratulated Mrs. Barbano and thanked her for attending the

meeting.

B. Achievement of Individual Objectives.

GM Bushee introduced Supervisor Marvin Gonzalez stating that he recently received his Collection System Maintenance Grade 4 certification from the California Water Environment Association. He also noted that this certification is the highest certification for the Collection System Maintenance certification program. He added that Marvin was eligible for a \$500 incentive award.

GM Bushee introduced FST In-Training Hugo Gonzalez stating that he recently received his Collection System Maintenance Grade I certification from the California Water Environment Association. He also presented background information about Hugo noting that he was eligible for a \$500 incentive award.

The Board of Directors congratulated Marvin and Hugo for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

March 10, 2014 Community Affairs Committee Meeting

March 12, 2014 Regular Board Meeting

April 2, 2014 Engineering Committee Meeting

8. Approval of Demands for February/March 2014

Payroll Checks numbered 17225-17284; General Checking – Checks numbered 45064-45189

9. Operations Report (A copy was included in the original April 9, 2014 Agenda)

10. Finance Report (A copy was included in the original April 9, 2014 Agenda)

Upon a motion duly made by Director Sullivan, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors approved the consent calendar by the following vote:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

EWA and COMMITTEE REPORTS

11. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting was held on March 26, 2014.

Director Sullivan reported on EWA's March 26, 2014 Board meeting.

B. Encina Member Agency Manager's Meeting was held on April 1, 2014.

GM Bushee reported on the Member Agency Managers (MAM) April 1, 2014 Meeting.

12. Committee Reports

A. Engineering Committee meeting was held on March 4, 2014.

Vice President Juliussen reported that the EC reviewed staff's recommendation to receive and file the Recycled Water Effluent Line Creek Crossing Project Preliminary Design Report completed by Infrastructure Engineering Corporation. He noted that this item will be reviewed by the Board later in the agenda.

He also reported that the EC received updates on the following projects:

- La Costa Pump Station Rehabilitation Project;
- Leucadia Pump Station Generator Project;
- Gravity Line Rehabilitation Project, and
- B2 Force Main Replacement project.

ACTION ITEMS

13. Rate Increase for General Counsel Services

General Counsel Brechtel presented the item stating that he has been working for the District for over ten years and enjoys working for the District. He stated that it has been approximately four years since the last increase for legal fees and he explained that the firm's overhead costs have increased since that time.

Vice President Juliussen stated that the proposed rate is very competitive, noting that EWA's legal fees are much higher. He stated it's fair that the Board approve the increase. Director Hanson agreed.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized a rate increase for General Counsel Services.

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

14. Board of Directors Compensation Adjustment

ASM LeMay presented this item indicating the Board's current stipend is \$180 and that the last

increase was during May 2012. He stated that the California Water code allows for a 5% increase each year, noting that there was an error in the Board memo indicated that the Board is allowed a 5% increase instead of 10% increase. He stated that if the Board agreed to increase their stipend, staff would prepare, notice and schedule a public hearing for the May 2014 regular Board meeting.

Director Hanson stated that based on the Board's stipend survey, the Board's compensation is higher than the average and that she is not in favor of an increase. Director Hanson motioned, seconded by Director Omsted, that staff not prepare, notice and schedule a public hearing to consider an adjustment in the Board of Directors compensation.

Director Sullivan stated that she believes that the District has been doing well and that the Board of Directors should keep up with inflation, noting that the Board has not denied staff's pay increases. She proposed a 5% increase in the Board's stipend.

Director Juliussen said that he disagreed with an increase. He stated that the position is part-time, indicating that they were either appointed/elected by choice. He stated that between the Board's current stipend and other benefits the Board is compensated fairly.

Director Sullivan indicated that the employees are not expected to work for many years and never receive a pay increase. The same should apply to the Board of Directors. She noted that if the Board members feel that they are fairly compensated, then they should be able to individually opt out of the increase.

Director Omsted stated that he agreed with Directors Sullivan and Juliussen, noting that politicians are under paid and it should be increased. However, at this time, he believes that the Directors should not receive an increase. President Kulchin agreed that now is not a good time for an increase in the Board's stipend, since they received an increase during 2012.

President Kulchin called for a vote, on the motion made by Director Hanson, seconded by Director Omsted, to not prepare, notice and schedule a public hearing to consider an adjustment in the Board of Directors compensation. The motion carried by the following votes:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	No

15. Leucadia Wastewater District Name Change Cost Analysis.

ASM LeMay presented this item stating that during the March Board meeting the Board discussed the idea of changing the District's name. He stated that after the Board's discussion, the Board directed staff to prepare a name change cost analysis and propose at least two potential names for the District. He presented the potential names and the name change cost analysis, noting that staff had used information from the 2003 name change. He added that by comparison, the South Bayside System Authority recently changed its name and their staff indicated that the name change cost was approximately \$100,000.

Director Omsted indicated that name change seems be a good idea; however, he didn't believe there is another name that would better fit the District.

Director Sullivan thanked the staff for the analysis. She stated that the costs seemed reasonable to provide a new message, adding that she believes we are in the water resources business. She also stated that she believes the District could provide more recycled water and that she liked the suggestions that staff proposed.

Director Hanson stated that the District is still in the wastewater business and we are not moving forward with providing water services at this time. She noted that changing the name of the District is pre-mature.

Director Juliussen agreed with Director Hanson, noting that he is proactive for direct and indirect potable services; however, wastewater service is what the District currently provides to its customers.

President Kulchin stated that he appreciates Director Sullivan's strategic and forward thinking, noting that he is not in favor of changing the District's name. He stated, based on the discussion, the majority of the Board members do not feel the need to change the District's name right now. No action was taken.

16. Adopt Resolution No. 2245 – Implementing the Brown Act Provisions.

EA Hill presented the item stating that the District is currently recognized as a District of Distinction and that it is due for renewal during August 2014. She stated that in order to receive this recognition, the District is required to first submit an application for the District Transparency Certificate of Excellence. She added that the Board's approval of this resolution is the last requirement for this certification. She noted that the District currently has a resolution implementing amendments to the Brown Act, but it is outdated and doesn't address the Brown Act as a whole.

Following discussion, upon a motion duly made by Director Hanson, seconded by Vice President Juliussen, and unanimously carried, the Board of Directors adopted Resolution No. 2245 – Implementing The Brown Act Provisions by the following vote:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

17. Receive and file the Recycled Water Effluent Line Creek Crossing Project Preliminary Design Report completed by Infrastructure Engineering Corporation.

TSM Morishita presented the item stating that the EC reviewed this item on April 2nd and that it is a FY 14 tactical goal. He provided background information on the recycled water effluent line and its current condition. He added that the line was not repaired earlier because the District was negotiating with the city of Carlsbad and did not have a longer term contract to provide recycled water. Now, that the District has an agreement, staff recommends repairing the line. He stated

that IEC has completed a preliminary design report that indicates their preferred method to repair the line along with other alternatives.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors received and filed the Recycled Water Effluent Line Creek Crossing Project Preliminary Design Report completed by Infrastructure Engineering Corporation by the following vote:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

- A. News article dated April 1, 2014 from www.digitaljournal.com "Encina Wastewater Authority Announces the PureGreen Garden to Showcase Crops Grown with Organic Nitrogen Fertilizer".

GM Bushee noted the article regarding EWA's PureGreen Demonstration Garden.

- B. News article dated March 24, 2014 from the San Diego Union Tribune "Agencies Slow to Release Private Emails".

GM Bushee noted that this article and the subsequent article are the outcome of the Union Tribune's recent email request.

General Counsel Brechtel also provided additional information on a past trial court case ruling, indicating that private email accounts are subject to the public request act if the account is used to discuss public business. However, recently the Court of Appeals reversed that case indicating that private email accounts are not subject to the public request act and that emails are not considered public records due to privacy issues.

- C. News article dated March 19, 2014 from the San Diego Union Tribune "Emails Purged Quickly at Some Agencies"

There was no discussion.

19. Directors' Meetings and Conference Reports

- A. The 2014 Watereuse Annual Conference was held at the Newport Beach Marriot Hotel on March 16-18, 2014.

All Directors attended this conference and each Director stated that the conference was well done.

Director Hanson stated that she attended the sessions on indirect and direct potable reuse. She noted the process was well described during the sessions.

Director Omsted reported on the session that he attended concerning San Diego's cost analysis for indirect potable reuse.

20. General Manager's Report

President Kulchin requested that the May 8, 2014 Special Board meeting be rescheduled to Tuesday, May 6, 2014. GM Bushee confirmed the meeting's date change.

EA Hill reported on the following items:

- CSDA Quarterly Dinner Meeting is scheduled for Thursday, May 15, 2014 at the Butcher Shop. She noted that the program includes the Teacher Grant presentations and to please RSVP to her by May 1, 2014.
- She sent an email to schedule executive photos sessions with Jeff Kaussabaum photography studio for the website photos.
- The Board of Directors' are due for their AB 1234 Ethics Training and AB 1825 Harassment Prevention training. She noted that she will send an email with training options that will include dates and times.

General Manager Bushee reported on the following items:

- This morning the District hosted a CWEA event called Wake-Up to Wastewater. He noted that there were approximately 30 attendees and that Superintendent Stecker presented an overview of LWD's CCTV Program.
- Staff sent a letter on Monday to Congressman Issa requesting support for continued funding of the State Revolving Fund (SRF). This was a handout.
- Staff had a second meeting the city of Carlsbad to discuss extending the recycled water agreement. He indicated that no decision was made during the meeting.
- LWD's new website is live and staff presented a brief preview of the website.

24. General Counsel's Report

Director Omsted stated that he had asked GM Bushee about additional information on the employee compensation discussions under the Brown Act.

General Counsel Brechtel reported on the Brown Act's regulations, indicating that the topic of employee compensation can be discussed during closed session as long as GM Bushee and ASM LeMay are designated as the Board's representatives before going into closed session.

Director Omsted asked if the law recognizes that a General Manager can be the designated representative. General Counsel Brechtel stated that the law does not prohibit a specific designated representative, such as a General Manager. He stated that during the closed session, the Board will provide guidance to the GM and ASM and they will provide information to staff. He added that the final action will be taken in open session and that the Director's vote will be announced as well.

25. Board of Director's Comments

Vice President Juliussen thanked staff for the agenda hard copy and the handout provided by President Kulchin. President Kulchin thanked the staff for hosting the CWEA Event. He suggested

that staff host an informal event for the Batiquitos Lagoon Foundation, informing them on District services.

26. Adjournment

President Kulchin adjourned the meeting at 6:09 p.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of a Community Affairs Committee Meeting
April 10, 2014

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, April 10, 2014 at 10:00 a.m. at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

Vice President Sullivan called the meeting to order at 10:15 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 and Jennifer Beales of TRG & Associates (TRG).

3. Public Comment

No public comment was received.

4. New Business

A. Review of the Spring 2014 Draft Newsletter Layout.

ASM LeMay presented the draft layout of the 2014 spring newsletter, noting this newsletter is one of LWD's best.

The CAC and staff suggested a few minor changes to the text. Ms. Beales of TRG noted that she'll forward the text changes to the graphic designer to revise.

GM Bushee indicated that staff will send the final newsletter to the CAC for review prior to sending it to the full Board for suggestions.

Following discussion, the CAC authorized staff and TRG to proceed with the final 2014 spring newsletter.

5. Information Items

A. Website Update.

GM Bushee noted that during last night's Board meeting, staff stated that the new website is live and presented a brief preview of the website to the Board of Directors.

6. Directors' Comments

Director Omsted asked staff if the District conducts DNA testing for bacteria. GM Bushee stated that the District does not conduct this type of testing.

7. General Manager's Comments

None.

8. Adjournment

Vice President Sullivan adjourned the meeting at 11:20 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 Tuesday, May 6, 2014

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Tuesday, May 6, 2014 at 9:00 a.m., at the District Administration Office at 1960 La Costa Ave., Carlsbad, California.

1. Call to Order

President Kulchin called the meeting to order at 9:05 a.m.

2. Roll Call

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

3. Pledge of Allegiance

4. Public Comment

No public comment was received.

5. Approval of Agenda

Upon a motion duly made by Director Juliussen, seconded by Director Omsted, and carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Kulchin	Aye
Vice President Juliussen	Aye
Director Omsted	Aye
Director Hanson	Aye
Director Sullivan	Aye

6. Overview of Recommended Fiscal Year 2015 (FY 15) Budget

A. Review and discuss the recommended FY 15 Budget.

ASM LeMay presented this item, along with Superintendent Stecker, TSM Morishita and EA Hill. ASM LeMay provided an overview of the FY 15 budget that included the following items:

- Principal Budget Objectives;
- Expense Summaries for each enterprise;
- Revenue Projections for each enterprise;
- A proposed increase in the FY 15 wastewater service charge from \$21.52 to \$23.67;
- Projected personnel budget, noting this will be discussed in closed session

He stated that the total wastewater enterprise operating expenses increased 3% from the FY 14

Budget and there was a 2% increase in the total recycled water enterprise from the FY 14 Budget. He also stated that the overall administrative expenses increased 4% and the personnel expenses increased 2% from the FY 14 Budget.

In addition, he provided recent budget trends over the last five years, indicating that the budget has been steady over these years. He then introduced EA Hill to provide detailed information on the administrative expenses.

EA Hill stated that the administrative expenses consists of labor and non-labor expenses and provided totals for each category, noting that labor expenses increased 3% and the non-labor expenses increased 4% from the FY 14 Budget. She stated the total administrative budget is \$1.7M, which is an overall 4% increase from the FY 14 Budget. She noted that the administrative expenses are allocated to the other programs as overhead and that they reflect in-direct labor costs and expenses.

EA Hill introduced Superintendent Stecker who provided detailed information on operating expenses for the wastewater and recycled water enterprises.

Superintendent Stecker noted that the operating expenses for LWD facilities totaled \$5.6 M with Encina Wastewater Authority expenses accounting for \$1.8M of that total. For the Batiquitos facilities, he noted that total operating expenses were \$354K which was a \$6,000 increase over the FY14 budget. For the Recycled Water Enterprise, Superintendent Stecker indicated that total operating expenses were \$187K which was an increase of \$3,200 over last year's budget.

Director Omsted asked if the administrative overhead costs noted in the operational expenses were the same as those indicated in the earlier Administrative Expenses slide. General Manager Bushee and Superintendent Stecker both indicated that the expenses are the same and that they were no additional costs.

Superintendent Stecker introduced TSM Morishita to present the Development and Capital budgets.

TSM Morishita first presented the Development budget indicating that development pays for development. He indicated that the FY15 Development budget totaled \$173K. He then presented the capital acquisition budgets for the wastewater enterprise and the recycled water enterprise stating that the total is \$292,000. He noted that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year. He also provided detailed information on the capital improvement budget by reviewing the major projects which have a total cost of \$7.3 million. He stated that the capital budget also includes EWA capital improvement costs, the recycled water costs, and the jointly owned Batiquitos facilities.

Vice President Juliussen asked if the capacity fee will increase, along with the sewer service rate. GM Bushee stated the capacity fee was increased last year from \$3,732 to \$4,006. He indicated that staff was not recommending a capacity fee increase this year.

Director Hanson requested the number of estimated EDUs for FY 15. GM Bushee noted the estimated FY 15 EDU count.

The Board of Directors asked several questions relating to capacity fees, the EDU estimate and the estimated revenue from the new town center. GM Bushee answered their questions relating to the capacity fees and EDU estimates. District Engineer Deering, along with CPA Duffey answered their questions relating to the new town center's capacity fees and the development process relating to sewer.

Director Hanson thanked staff for their presentation, noting it was excellent.

President Kulchin asked for the revenue comparison between FY 14 and FY 15. GM Bushee and CPA Duffey provided the revenue amounts for each year. GM Bushee noted that even with the rate increase, the budget includes a \$3 million transfer from the reserves to cover capital expenditures.

President Kulchin also asked the Board if anyone had concerns regarding the rate increase. Director Sullivan stated that the Board agreed to the three years on, three years off rate increase cycle at the Financial Plan Update Special Board meeting last year.

Director Juliussen commented that he prefers that the notice indicate an increase in the dollar amount, instead of a percentage because the percentage seems high.

GM Bushee noted that he planned on presenting an overview of why the District is proposing a rate increase during the Public Hearing on June 11, 2014.

Director Juliussen noted that under the capital budget, there is an expense for Disaster Planning and he would like to discuss this at the Engineering Committee.

No action was taken.

7. Information Items

None.

8. Closed Session

A. Meet with District representatives General Manager Bushee and Administrative Services Manager LeMay to discuss the FY 2015 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

District Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Administrative Services Manager LeMay to discuss the FY 2015 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

The Board of Directors met in closed staff and provided direction to the District's representatives. There was no other reportable action.

9. Adjournment

President Kulchin adjourned the meeting at 10:45 a.m.

David Kulchin, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
May 7, 2014

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Wednesday, May 7 at 8:30 a.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 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; and Jamie Fagnant from Infrastructure Engineering Corporation

3. Public Comment

None.

4. New Business

- A. Receive and file the 2014 Pump Stations Assessment Report completed by Infrastructure Engineering Corporation.

TSM Morishita presented the item to the Committee. He stated that the 2013 Asset Management Plan (AMP) recommended that a pump station condition assessment be conducted to identify pump station rehabilitation projects for the Capital Improvement Program (CIP). He said that staff executed an agreement with Infrastructure Engineering Corporation (IEC) to conduct the 2014 Pump Stations Assessment. TSM Morishita explained that the assessment team consisted of personnel from both the District and IEC. He said that IEC collected input from District staff and then the assessment team conducted pump station site visits. He explained that IEC then categorized their findings into discrete and clearly defined projects that they recommend that the District accomplish in the next five years. TSM Morishita stated that the projects listed in the report, with the exception of the Encina Effluent Pump Station (EEPS), have been included in the FY 2015 Capital Budget. The EEPS discrepancies are being addressed using operations and maintenance funds in the current and next fiscal years.

TSM Morishita explained the recommendation to consider the eventual phase out of the existing Smith & Loveless metal can pump stations and replace them with submersible pump stations.

Director Kulchin asked Jamie Fagnant to explain how the site visits were conducted. Ms. Fagnant described the process from gathering written input from District staff, verifying the discrepancies during the site visit, adding additional observations from the visit, and formulating a final list for each pump station that is included in the report.

Directors Juliussen and Kulchin asked that the estimated \$4.7M cost over the next five years to complete the recommended pump station projects be included in the explanation of the proposed rate increase to District customers. GM Bushee stated that he had planned to do so.

After discussion, the EC concurred with staff to present the report to the Board for acceptance at the May 2014 Board meeting.

5. Information Items

A. La Costa Pump Station Rehabilitation Project

TSM Morishita reported that Piperin Corporation completed work on the La Costa Pump Station Rehabilitation Project on April 18, 2014. He stated that the Notice of Completion was submitted to the County of San Diego on April 22, 2014. TSM Morishita said that four change orders totaling \$29,709.47, 12.3% of the original contract amount of \$242,000, were issued during the project. He said the final project cost was \$271,709.47.

B. Gravity Line Rehabilitation Project

TSM Morishita reported that staff continues to work with Sancon on final costs because the additional work was done on a time and materials basis instead of a fixed cost quote to reduce project costs. He said that the preliminary cost submission indicate that a significant amount of savings resulted from using the time and materials method of Cured-in-Place Pipe construction.

C. B2 Force Main Replacement Project

TSM Morishita reported that the project team met with the City of Carlsbad Staff to discuss the realignment of the B2 Force Main into the south bound lanes of Highway 101. He stated that Carlsbad staff was receptive to the realignment and that Carlsbad staff will have internal discussions about the proposed realignment before giving the District their formal concurrence.

TSM Morishita briefed the EC about the concept of replacing the B1, secondary effluent force main, simultaneously with the B2 replacement. He explained that the B1 line is 40 years old and the replacement B1 line can be installed in the same trench as B2, which will provide a significant savings in construction cost if the B1 were replaced separately. TSM Morishita explained that the cost to install B1 would be drawn from the recycled water reserves. He stated that adequate funds will remain in the recycled water reserves after the B1 construction is complete.

After discussion, the EC concurred with staff's proposal to replace the B1 Force

After discussion, the EC concurred with staff's proposal to replace the B1 Force Main simultaneously with B2 and asked staff to include the appropriation in the FY 2015 Budget.

6. Director's Comments

Director Juliussen asked staff to ensure that the Disaster Preparedness Planning, to be conducted in FY 15, address the effects of a possible 100 year flood on the Batiquitos Pump Station.

7. General Manager's Comments


None.

8. Adjournment

Chairperson Juliussen adjourned the meeting at approximately 9:15 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of April/May Demands

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Approve checks and electronic payments totaling \$ 2,103,640.62
2. Discuss and take other action as appropriate.

DISCUSSION:

Attached are check registers describing all payments made by LWD for the months April 4, 2014 – May 8, 2014.

Operating expenses totaled \$1,608,821.16 while Capital Improvement Program expenses totaled \$ 407,010.47.

Payroll for employees and the Board totaled \$ 87,808.99.

Attached please find a year to date Employee and Board Payroll Report from April 2013 to May 2014 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 April/May 2014
Attachment 2	Accounts Payable Check Register dated April 7, 2014
Attachment 3	Payroll Check Register dated April 9, 2014
Attachment 4	Accounts Payable Check Register dated April 9, 2014
Attachment 5	Accounts Payable Check Register dated April 10, 2014
Attachment 6	Payroll Check Register dated April 16, 2014
Attachment 7	Accounts Payable Check Register dated April 17, 2014
Attachment 8	Accounts Payable Check Register dated April 24, 2014
Attachment 9	Payroll Check Register dated April 30, 2014
Attachment 10	Accounts Payable Check Register dated May 1, 2014
Attachment 11	Board Payroll Check Register dated May 2, 2014
Attachment 12	Accounts Payable Check Register dated May 7, 2014
Attachment 13	Year to Date Employee and Board Payroll Report

DEMANDS SUMMARY

May 14, 2014

1. Demands

<u>Category</u>	<u>Check #'s</u>	<u>Amount</u>	<u>Total</u>
Payroll Check 4/9/2014	17285 - 17286 Incentive	\$ 921.19	
Payroll Check-4/16/2014	17287 - 17304	\$ 41,646.80	
Payroll Check -4/30/2014	17305 - 17322	\$ 41,490.61	
Board Payroll Check - 5/2/2014	17323 - 17327	\$ 3,750.39	
	Total	\$87,808.99	
General Checking -4/7/2014	45190	\$ 4,308.70	
General Checking -4/09/2014	45191 - 45243	\$ 100,383.26	
General Checking -4/17/2014	45244 - 45270	\$ 815,283.35	
General Checking -4/24/2014	45271 - 45295	\$ 81,812.59	
General Checking - 5/1/2014	45296 - 45320	\$ 351,945.93	
General Checking - 5/7/2014	45321 - 45358	\$ 661,847.80	
	Total	\$2,015,581.63	
MGRS CHECK	358	\$250.00	
	Grand Total		\$2,103,640.62
<u>VOIDED CHECK</u>	44576 REISSUED		
	17007 REISSUED		

File date: 04/07/2014 @ 11:30
Run date: 04/07/2014

Leucadia Waste Water District
Check - Complete Detail

CCCKHST.L10 Page 1

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45190- 2639	1	4/07/2014	21425 L&L PRINTERS		
	1		50193 PRINTING/MAILING PROP 218 NOTI	4,308.70	N5131-POSTAGE
45190- 2639	1	4/07/2014	Logged *** Total ***	4,308.70	

** Total check discount **	.00
** Total check amount **	4,308.70
** Total void discount **	.00
** Total void amount **	.00

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 9, 2014
Incentive

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17285 - 17286	4/9/2014	\$921.19

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45191- 2640	1	4/09/2014	10128 THE LAWTON GROUP		
	1		50240 TEMP HRS W/E 3/23/14	297.00	51543
	1		50241 TEMP HRS W/E 3/30/14	209.25	51562
45191- 2640	1	4/09/2014	Logged *** Total ***	506.25	
45192- 2640	2	4/09/2014	10221 ADS LLC		
	2		50215 OPEN PO-FLOW MONITORING CONTRA	3,570.00	12860.22-0314
45192- 2640	2	4/09/2014	Logged *** Total ***	3,570.00	
45193- 2640	3	4/09/2014	10720 AT&T		
	3		50262 LD PHONE @ BPS	37.78	BPS-3/28/14
45193- 2640	3	4/09/2014	Logged *** Total ***	37.78	
45194- 2640	4	4/09/2014	11070 BATIKUITOS LAGOON FOUNDATION		
	4		50235 MEMBERSHIP RENEWAL-2014	250.00	BLF-2014
45194- 2640	4	4/09/2014	Logged *** Total ***	250.00	
45195- 2640	5	4/09/2014	11650 BROWNELL AND DUFFEY CPA		
	5		50200 OPEN PO-ACCOUNTING/FINANCIAL F	8,092.50	040414
45195- 2640	5	4/09/2014	Logged *** Total ***	8,092.50	
45196- 2640	6	4/09/2014	12065 CARLSON & BEAULOYE		
	6		50206 SERVICE AWT COMPRESSOR	1,855.14	46646
45196- 2640	6	4/09/2014	Logged *** Total ***	1,855.14	
45197- 2640	7	4/09/2014	12232 CDW- GOVERNMENT		
	7		50217 APC SMART-UPS, BELKIN CAB RING	405.64	KQ62198
	7		50222 APC SMART-UPS, BELKIN CAB RING	1,663.02	KS54646
	7		50223 APC SMART-UPS, BELKIN CAB RING	358.09	KT86586
45197- 2640	7	4/09/2014	Logged *** Total ***	2,426.75	
45198- 2640	8	4/09/2014	12360 CITY OF CARLSBAD		
	8		50263 WATER @ VACTOR	223.85	VACTOR-3/17/14
	8		50264 WATER @ VACTOR	268.68	VACTOR 2-3/14
	8		50265 WATER @ OFFICE/LPS	120.43	812305-3/14
	8		50266 WATER @ OFFICE	101.80	8121300-3/14
45198- 2640	8	4/09/2014	Logged *** Total ***	714.76	
45199- 2640	9	4/09/2014	12510 WASTE MANAGEMENT		
	9		50260 TRASH SERVICE	200.66	112199402747
45199- 2640	9	4/09/2014	Logged *** Total ***	200.66	
45200- 2640	10	4/09/2014	13014 DIAMOND ENVIRONMENTAL SERVICES		
	10		50232 RESTROOM TRAILER RENTAL	113.61	0000175617
45200- 2640	10	4/09/2014	Logged *** Total ***	113.61	
45201- 2640	11	4/09/2014	13071 DATCO		
	11		50201 OPEN PO-SERVICE FEES/TESTING	273.00	103227
45201- 2640	11	4/09/2014	Logged *** Total ***	273.00	
45202- 2640	12	4/09/2014	13072 DATA NET		
	12		50248 IS MAINT AND SUPPORT	172.50	9746553

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	12		50249 IS MAINT AND SUPPORT	1,195.00	9746534
45202- 2640	12	4/09/2014	Logged *** Total ***	1,367.50	
45203- 2640	13	4/09/2014	13272 DETECTION INSTRUMENTS CORP		
	13		50204 OPEN PO-CALIBRATIONS @LPS/BPS	491.90	1874-27223
45203- 2640	13	4/09/2014	Logged *** Total ***	491.90	
45204- 2640	14	4/09/2014	13355 DION INTERNATIONAL TRUCKS INC		
	14		50203 OPEN PO-VACTOR REPAIRS/MAINTEN	1,049.35	EW57436
	14		50221 OPEN PO-VACTOR REPAIRS/MAINTEN	194.77	EW57481
45204- 2640	14	4/09/2014	Logged *** Total ***	1,244.12	
45205- 2640	15	4/09/2014	13636 ALLIANT INSURANCE SERVICES, IN		
	15		50230 MASTER CRIME POLICY 2014	94.00	205416
45205- 2640	15	4/09/2014	Logged *** Total ***	94.00	
45206- 2640	16	4/09/2014	13822 DUDEK & ASSOCIATES		
	16		50271 GE/3251/100/GRADING	540.00	20140710
	16		50272 GE/3252/526/FAIR OAKS	663.75	20140711
	16		50273 GE/3252/596/ASTOR GARDENS	495.17	20140712
	16		50274 GE/3252/676/RANCHO L.C.	120.00	20140713
	16		50275 GE/3252/697/L.C. GREENS	67.50	20140714
	16		50276 GE/3252/708/EATON BEACH	2,211.39	20140715
	16		50277 GE/3252/808/SEASTIDE RIDGE	67.50	20140716
	16		50278 GE/3252/844/L.C. TOWNE	3,946.50	20140717
	16		50279 GE/3252/851/JEREZ CT	405.00	20140718
	16		50280 GE/3252/855/L.C. TOWNE	800.66	20140719
	16		50281 GE/3252/864/FIORE	1,313.74	20140720
	16		50282 GE/3252/867/ROGERS ANNEX	67.50	20140721
	16		50283 GE/3252/879/685 SPARTA DR	297.50	20140722
	16		50284 GE/3252/881/HAMMERS PIZZA	135.00	20140723
	16		50285 GE/3252/882/COASTAL TEN	1,357.50	20140724
45206- 2640	16	4/09/2014	Logged *** Total ***	12,488.71	
45207- 2640	17	4/09/2014	14105 EL CAMINO RENTAL		
	17		50244 ARROW BOARD RENTAL	92.34	460175-1
45207- 2640	17	4/09/2014	Logged *** Total ***	92.34	
45208- 2640	18	4/09/2014	14530 ENCINA WASTEWATER AUTHORITY		
	18		50243 LAB FEES	1,505.75	1569
45208- 2640	18	4/09/2014	Logged *** Total ***	1,505.75	
45209- 2640	19	4/09/2014	14840 EWING IRRIGATION PRODUCTS		
	19		50242 SUPPLIES	89.39	9313522-A
45209- 2640	19	4/09/2014	Logged *** Total ***	89.39	
45210- 2640	20	4/09/2014	16021 GREAT AMERICA FINANCIAL SERVIC		
	20		50261 COPIER LEASE	1,056.30	15111422
45210- 2640	20	4/09/2014	Logged *** Total ***	1,056.30	
45211- 2640	21	4/09/2014	17247 U.S. HEALTH WORKS MEDICAL GROU		
	21		50208 OPEN PO-PHYSICALS/TESTING	86.00	2472262-CA

UNION BANK GENERAL

Check Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45211- 2640	21	4/09/2014	Logged	*** Total ***	86.00	
45212- 2640	22	4/09/2014	17552	THE HOME DEPOT CRC/GECF		
	22		50196	OPEN PO-SUPPLIES	227.58	HOME-3/28/14
45212- 2640	22	4/09/2014	Logged	*** Total ***	227.58	
45213- 2640	23	4/09/2014	18150	ICMA RETIREMENT-303979		
	23		50247	DEFERRED COMP	3,231.14	ICMA-4/2/2014
45213- 2640	23	4/09/2014	Logged	*** Total ***	3,231.14	
45214- 2640	24	4/09/2014	18712	INDUSTRIAL SCIENTIFIC		
	24		50236	DIAGNOSTIC FEE	109.87	1642708
45214- 2640	24	4/09/2014	Logged	*** Total ***	109.87	
45215- 2640	25	4/09/2014	22031	MAURICIO AVALOS		
	25		50238	REIMBURSE FOR TEST	175.00	AVALOS-3/14
45215- 2640	25	4/09/2014	Logged	*** Total ***	175.00	
45216- 2640	26	4/09/2014	22165	MCR TECHNOLOGIES, INC.		
	26		50233	LABOR	460.00	33456
45216- 2640	26	4/09/2014	Logged	*** Total ***	460.00	
45217- 2640	27	4/09/2014	22214	MITSUBISHI ELECTRIC US, INC		
	27		50227	ELEVATOR MAINTENANCE	266.62	250847
45217- 2640	27	4/09/2014	Logged	*** Total ***	266.62	
45218- 2640	28	4/09/2014	23068	NATIONWIDE RETIREMENT SOLUTION		
	28		50259	DEFERRED COMP	238.69	NATION-4/2/14
45218- 2640	28	4/09/2014	Logged	*** Total ***	238.69	
45219- 2640	29	4/09/2014	24224	OFFICE DEPOT, INC.		
	29		50209	OPEN PO-OFFICE SUPPLIES	22.63	701250963001
	29		50220	OPEN PO-OFFICE SUPPLIES	21.44	70125114801
	29		50224	OPEN PO-OFFICE SUPPLIES	50.74	701251149001
	29		50225	OPEN PO-OFFICE SUPPLIES	134.50	703025214001
45219- 2640	29	4/09/2014	Logged	*** Total ***	229.31	
45220- 2640	30	4/09/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	30		50250	WATER @ TRAVELING	220.70	TRAVELING-4/14
	30		50251	WATER @ VP5	37.94	VP5-4/14
	30		50252	WATER @ VP7	37.94	VP7-4/14
	30		50253	WATER @ TRAVELING 2	215.18	TRAVELING-4/14
	30		50254	WATER @ E. ESTATES	37.94	E.ESTATES-4/14
45220- 2640	30	4/09/2014	Logged	*** Total ***	549.70	
45221- 2640	31	4/09/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	31		50228	WATER RELIABILITY COALITION	100.00	SALES130
45221- 2640	31	4/09/2014	Logged	*** Total ***	100.00	
45222- 2640	32	4/09/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	32		50229	FURMAN GROUP 3/1-7/14	8,000.00	FURMAN 2014
45222- 2640	32	4/09/2014	Logged	*** Total ***	8,000.00	

Run date: 04/09/2014 @ 09:13
 Bus date: 04/09/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 4

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45223- 2640	33	4/09/2014	24528	DONALD OMSTED		
	33		50234	REIMBURSE D.O. FOR CONFERENCE	530.57	2014-WATERUSE
45223- 2640	33	4/09/2014	Logged	*** Total ***	530.57	
45224- 2640	34	4/09/2014	25010	AT&T		
	34		50267	PHONE @ BPS	127.52	BPS-3/25/14
	34		50268	DIAL IN MODEM-OLD	184.07	MODEM-3/2014
	34		50269	DIAL IN MODEM-NEW	171.40	2130272-3/2014
45224- 2640	34	4/09/2014	Logged	*** Total ***	482.99	
45225- 2640	35	4/09/2014	25011	PACIFIC PIPELINE SUPPLY		
	35		50237	PARTS	725.09	166109
45225- 2640	35	4/09/2014	Logged	*** Total ***	725.09	
45226- 2640	36	4/09/2014	25260	PERS RETIREMENT		
	36		50270	EMPLOYEE RETIREMENT 3/16/2014	13,971.99	DUE 4-15-14
45226- 2640	36	4/09/2014	Logged	*** Total ***	13,971.99	
45227- 2640	37	4/09/2014	25425	PLANT PEOPLE		
	37		50202	OPEN PD-MAINTAIN PLANTS IN OFF	158.00	4145665
45227- 2640	37	4/09/2014	Logged	*** Total ***	158.00	
45228- 2640	38	4/09/2014	25430	PLUMBERS DEPOT, INC		
	38		50231	HOSE LEADER	827.30	PD-24037
45228- 2640	38	4/09/2014	Logged	*** Total ***	827.30	
45229- 2640	39	4/09/2014	25577	PURCHASE POWER		
	39		50239	SHIPPING/POSTAGE	38.36	9054-3/21/14
45229- 2640	39	4/09/2014	Logged	*** Total ***	38.36	
45230- 2640	40	4/09/2014	27528	ROCKWELL CONSTRUCTION SERVICES		
	40		50210	LC PS ELECTRICAL/INSTRUMENT CM	4,750.00	598
	40		50211	SCADA CENTRAL UPGRADE PROJECT	3,687.50	663
	40		50216	ELECTRICAL CM SERVICES-LPS GEN	875.00	661
	40		50219	LC PS ELECTRICAL/INSTRUMENT CM	187.50	662
45230- 2640	40	4/09/2014	Logged	*** Total ***	9,500.00	
45231- 2640	41	4/09/2014	27729	RICHARD STINSON		
	41		50197	LPS GENERATOR-CM SERVICES	800.00	#66
	41		50226	PROJECT MANAGEMENT CONSULTING	7,650.00	#66
45231- 2640	41	4/09/2014	Logged	*** Total ***	8,450.00	
45232- 2640	42	4/09/2014	28070	SAN DIEGUITO WATER DISTRICT		
	42		50255	WATER @ TANKER 2	142.08	TK896-3/14
	42		50256	WATER @ TANKER	133.20	TK645-3/14
45232- 2640	42	4/09/2014	Logged	*** Total ***	275.28	
45233- 2640	43	4/09/2014	28595	SOUTHERN CONTRACTING COMPANY		
	43		50207	INSTALL NEW TRANSDUCER	2,248.00	4286
45233- 2640	43	4/09/2014	Logged	*** Total ***	2,248.00	
45234- 2640	44	4/09/2014	29716	TRG & ASSOCIATES		

Run date: 04/09/2014 @ 09:13
 Bus date: 04/09/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.1.10 Page 5

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45234- 2640	44	4/09/2014	50212 OPEN PO-PUBLIC INFORMATION Logged	7,687.50 *** Total ***	30-2014 7,687.50
45235- 2640	45	4/09/2014	30515 UNIFIRST CORPORATION		
	45		50214 OPEN PO-UNIFORMS/LAUNDRY SERVI	191.76	3601128070
	45		50218 OPEN PO-UNIFORMS/LAUNDRY SERVI	197.18	3601130155
45235- 2640	45	4/09/2014	Logged	*** Total ***	388.94
45236- 2640	46	4/09/2014	30520 UNDERGROUND SERVICE ALERT OF		
	46		50257 UNDERGROUND ALARM SERVICE	223.50	320140378
45236- 2640	46	4/09/2014	Logged	*** Total ***	223.50
45237- 2640	47	4/09/2014	30551 CARLSBAD FUELS CORPORATION		
	47		50199 OPEN PO-VEHICLE/TRUCK GAS	1,921.24	20140327
45237- 2640	47	4/09/2014	Logged	*** Total ***	1,921.24
45238- 2640	48	4/09/2014	30560 UNITED PARCEL		
	48		50245 SHIPPING	28.17	000025YY37134
45238- 2640	48	4/09/2014	Logged	*** Total ***	28.17
45239- 2640	49	4/09/2014	30580 UNITED WAY		
	49		50258 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-4/2/14
45239- 2640	49	4/09/2014	Logged	*** Total ***	10.00
45240- 2640	50	4/09/2014	31232 VERIZON WIRELESS		
	50		50246 CELL PHONES	49.21	9722435929
45240- 2640	50	4/09/2014	Logged	*** Total ***	49.21
45241- 2640	51	4/09/2014	32271 WEST COAST SAFETY SUPPLY CO.,		
	51		50198 OPEN PO-SAFETY TOOLS/EQUIPMENT	767.50	1529332
45241- 2640	51	4/09/2014	Logged	*** Total ***	767.50
45242- 2640	52	4/09/2014	32347 DEXTER WILSON ENGINEERING		
	52		50213 SSMP AUDIT -FY 2013-2014	1,880.00	0314.01.3095
45242- 2640	52	4/09/2014	Logged	*** Total ***	1,880.00
45243- 2640	53	4/09/2014	33227 XEROX CORPORATION		
	53		50205 OPEN PO-SERVICE/MAINTENANCE	75.25	073354249
45243- 2640	53	4/09/2014	Logged	*** Total ***	75.25
				.00	
** Total check discount **				.00	
** Total check amount **				100,383.26	
** Total void discount **				.00	
** Total void amount **				.00	

Run date: 04/11/2014 @ 15:54
Bus date: 04/10/2014

Leucadia Waste Water District
Check - Complete Detail

OCCKHST.1.10 Page 1

UNION BANK-MRGS

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
358- 2641	0	4/10/2014	12350 CITY OF ENCINITAS		
	0		50287 TRAFFIC CONTROL PLAN	250.00	
358- 2641	0	4/10/2014	Logged *** Total ***	250.00	
				.00	
** Total check discount **				.00	
** Total check amount **				250.00	
				.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 16, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17287 - 17304	4/16/2014	\$41,646.80

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45244- 2642	1	4/17/2014	10128 THE LAWTON GROUP		
	1		50310 TEMP HOURS W/E 4/6/14	324.00	51583
45244- 2642	1	4/17/2014	Logged *** Total ***	324.00	
45245- 2642	2	4/17/2014	10540 A-1 BROADWAY FOTO STUDIO		
	2		50309 PHOTOS NEW ID CARDS	170.00	A102051
45245- 2642	2	4/17/2014	Logged *** Total ***	170.00	
45246- 2642	3	4/17/2014	10570 ANTIMITE TERMITE & PEST CONTRO		
	3		50317 MONTHLY PEST SERVICE	56.00	1828857
45246- 2642	3	4/17/2014	Logged *** Total ***	56.00	
45247- 2642	4	4/17/2014	10624 ARROW PIPELINE REPAIR, INC		
	4		50296 GRAVIETY LINE SPOT REPAIR	22,048.00	18-000091
45247- 2642	4	4/17/2014	Logged *** Total ***	22,048.00	
45248- 2642	5	4/17/2014	11070 BATIQUITOS LAGOON FOUNDATION		
	5		50312 SPONSORSHIP-BLF-2014	1,000.00	BLF 2014
45248- 2642	5	4/17/2014	Logged *** Total ***	1,000.00	
45249- 2642	6	4/17/2014	12112 JEFF BILLS		
	6		50297 OPEN PO-CONSULTING FEES	3,000.00	CC-4/8/14
45249- 2642	6	4/17/2014	Logged *** Total ***	3,000.00	
45250- 2642	7	4/17/2014	12514 CONEXIS		
	7		50306 SEC 125 FLEX PLAN-MARCH	140.00	0314-OR5179
45250- 2642	7	4/17/2014	Logged *** Total ***	140.00	
45251- 2642	8	4/17/2014	12631 CORODATA		
	8		50301 OPEN PO-STORAGE	83.27	RS4079896
45251- 2642	8	4/17/2014	Logged *** Total ***	83.27	
45252- 2642	9	4/17/2014	13072 DATA NET		
	9		50318 IS MAINT AND SUPPORT	57.50	9746611
45252- 2642	9	4/17/2014	Logged *** Total ***	57.50	
45253- 2642	10	4/17/2014	13272 DETECTION INSTRUMENTS CORP		
	10		50299 OPEN PO-CALIBRATIONS @LPS/BPS	674.42	195227309
45253- 2642	10	4/17/2014	Logged *** Total ***	674.42	
45254- 2642	11	4/17/2014	13355 DION INTERNATIONAL TRUCKS INC		
	11		50303 OPEN PO-VACTOR REPAIRS/MAINTEN	880.60	EW57530
45254- 2642	11	4/17/2014	Logged *** Total ***	880.60	
45255- 2642	12	4/17/2014	14530 ENCINA WASTEWATER AUTHORITY		
	12		50311 PHASE V RECONCILIATION	718,685.00	1582
45255- 2642	12	4/17/2014	Logged *** Total ***	718,685.00	
45256- 2642	13	4/17/2014	17010 HAAKER EQUIPMENT CO		
	13		50304 OPEN PO-REPAIRS TO VACTORS	853.04	W33662
45256- 2642	13	4/17/2014	Logged *** Total ***	853.04	

Run date: 04/16/2014 @ 12:53
 Bus date: 04/17/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45257- 2642	14	4/17/2014	18150 ICMA RETIREMENT-303979		
	14		50313 DEFERRED COMP	3,231.14	ICMA-4/16/14
45257- 2642	14	4/17/2014	Logged	*** Total ***	3,231.14
45258- 2642	15	4/17/2014	18212 INFRASTRUCTURE ENGINEERING COR		
	15		50293 OPEN PO-ON GOING GIS SUPPORT	1,440.32	7557
	15		50294 2014 PUMP STATION ASSESSMENT	4,965.00	7588
	15		50295 REPAIR RECYCLED WATER VALVE @L	2,086.92	7589
	15		50307 LPS GENERATOR	1,387.50	7586
45258- 2642	15	4/17/2014	Logged	*** Total ***	9,879.74
45259- 2642	16	4/17/2014	18212 INFRASTRUCTURE ENGINEERING COR		
	16		50305 B2 FORCE MAIN REPLACEMENT PROJ	17,788.15	7587
45259- 2642	16	4/17/2014	Logged	*** Total ***	17,788.15
45260- 2642	17	4/17/2014	18561 U.S. BANK		
	17		50325 CONF, MEETINGS, SUPPLIES, ETC	8,002.28	USBANK-3/14
45260- 2642	17	4/17/2014	Logged	*** Total ***	8,002.28
45261- 2642	18	4/17/2014	23068 NATIONWIDE RETIREMENT SOLUTION		
	18		50315 DEFERRED COMP	238.69	NATION-4/16/14
45261- 2642	18	4/17/2014	Logged	*** Total ***	238.69
45262- 2642	19	4/17/2014	25011 PACIFIC PIPELINE SUPPLY		
	19		50302 REDUCING COUPLINGS	2,704.32	165571
45262- 2642	19	4/17/2014	Logged	*** Total ***	2,704.32
45263- 2642	20	4/17/2014	25032 PALOMAR WATER, LLC		
	20		50320 BOTTLED WATER DELIVERED	141.40	2930677
45263- 2642	20	4/17/2014	Logged	*** Total ***	141.40
45264- 2642	21	4/17/2014	27914 RFEAGER ENGINEERING		
	21		50300 L1, L2 CATHODIC SURVEY	4,955.00	14022
45264- 2642	21	4/17/2014	Logged	*** Total ***	4,955.00
45265- 2642	22	4/17/2014	28020 SAN DIEGO GAS AND ELECTRIC		
	22		50321 ELECTRIC @ LPS/OFFICE	13,314.67	LPS-4/11/14
	22		50322 ELECTRIC @ VPS	283.98	VPS-4/11/14
	22		50323 NAT GAS @ EE	2.74	EE-4/11/14
	22		50324 ELECTRIC @ E. ESTATES	659.82	EE-ELE-4/14
45265- 2642	22	4/17/2014	Logged	*** Total ***	14,261.21
45266- 2642	23	4/17/2014	29225 TELEPACIFIC COMMUNICATIONS		
	23		50314 PHONE SYSTEM	1,044.28	551872120
45266- 2642	23	4/17/2014	Logged	*** Total ***	1,044.28
45267- 2642	24	4/17/2014	30515 UNIFIRST CORPORATION		
	24		50298 OPEN PO-UNIFORMS/LAUNDRY SERVI	191.18	3601132261
45267- 2642	24	4/17/2014	Logged	*** Total ***	191.18
45268- 2642	25	4/17/2014	30580 UNITED WAY		
	25		50316 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-4/16/14

Run date: 04/16/2014 @ 12:53
 Run date: 04/17/2014

Leucadia Waste Water District
 Check - Complete Detail

00CKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45268	2642	25	4/17/2014 Logged	*** Total ***	10.00
45269	2642	26	4/17/2014 31232 VERIZON WIRELESS		
		26	50308 CELL PHONE CHARGES	605.53	9723076204
45269	2642	26	4/17/2014 Logged	*** Total ***	605.53
45270	2642	27	4/17/2014 32500 WORDEN WILLIAMS, APC		
		27	50319 LEGAL FEES-MARCH	4,258.60	33800
45270	2642	27	4/17/2014 Logged	*** Total ***	4,258.60
				.00	
* Total check discount **				.00	
* Total check amount **				815,283.35	
** Total void discount **				.00	
** Total void amount **				.00	

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45271- 2643	1	4/24/2014	10128 THE LAWTON GROUP		
	1		50343 TEMP HRS W/E 4/13/14	216.00	51606
45271- 2643	1	4/24/2014	Logged *** Total ***	216.00	
45272- 2643	2	4/24/2014	12028 CWEA-		
	2		50349 COLLEC SYSTEM RENEWAL-T. AMOS	87.00	6/30/14
45272- 2643	2	4/24/2014	Logged *** Total ***	87.00	
45273- 2643	3	4/24/2014	12029 CWEA		
	3		50350 CWEA MEMBERSHIP RENEWAL-S. KRA	148.00	CWEA-2014-SK
45273- 2643	3	4/24/2014	Logged *** Total ***	148.00	
45274- 2643	4	4/24/2014	12232 CDW- GOVERNMENT		
	4		50333 APC SMART-UPS, BELKIN CAB RING	78.37	LB47365
45274- 2643	4	4/24/2014	Logged *** Total ***	78.37	
45275- 2643	5	4/24/2014	12718 CHUCKS TIRE CENTER		
	5		50346 TIRES	395.34	13-2618
45275- 2643	5	4/24/2014	Logged *** Total ***	395.34	
45276- 2643	6	4/24/2014	13355 DION INTERNATIONAL TRUCKS INC		
	6		50329 OPEN PO-VACTOR REPAIRS/MAINTEN	201.56	E126850
45276- 2643	6	4/24/2014	Logged *** Total ***	201.56	
45277- 2643	7	4/24/2014	16514 GABRIEL MENDEZ		
	7		50344 REIMBURSE FOR TEST	175.00	G.MENDEZ-TEST
45277- 2643	7	4/24/2014	Logged *** Total ***	175.00	
45278- 2643	8	4/24/2014	17247 U.S. HEALTH WORKS MEDICAL GROU		
	8		50330 OPEN PO-PHYSICALS/TESTING	93.00	2482006-CA
45278- 2643	8	4/24/2014	Logged *** Total ***	93.00	
45279- 2643	9	4/24/2014	20028 JEFF KASSEBAUM PHOTOGRAPHY		
	9		50336 BOARD OF DIRECTORS WEBSITE PHO	534.60	21817
45279- 2643	9	4/24/2014	Logged *** Total ***	534.60	
45280- 2643	10	4/24/2014	24224 OFFICE DEPOT, INC.		
	10		50331 OPEN PO-OFFICE SUPPLIES	146.83	704473245001
	10		50339 OPEN PO-OFFICE SUPPLIES	56.13	706702308001
45280- 2643	10	4/24/2014	Logged *** Total ***	202.96	
45281- 2643	11	4/24/2014	25010 AT&T		
	11		50347 ELEVATOR PHONE	224.44	6333461-4/14
	11		50348 ODOR CONTROL MODEM	55.58	MODEM-4009
45281- 2643	11	4/24/2014	Logged *** Total ***	280.02	
45282- 2643	12	4/24/2014	25011 PACIFIC PIPELINE SUPPLY		
	12		50345 PARTS FOR VP5 PS	124.61	166542
45282- 2643	12	4/24/2014	Logged *** Total ***	124.61	
45283- 2643	13	4/24/2014	25260 PERS RETIREMENT		
	13		50354 BOARD RETIRMENT ENDING 3/31/14	256.22	DUE-4/30/14

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45283- 2643	13	4/24/2014	50355 EMPLOYEE RETIREMENT 3/30/14 Logged *** Total ***	13,968.96 14,225.18	DUE-4/29/14
45284- 2643	14	4/24/2014	25260 PERS RETIREMENT 50356 EMPLOYEE RETIREMENT-4/13/14 Logged *** Total ***	13,979.88 13,979.88	DUE 5/13/14
45285- 2643	15	4/24/2014	25430 PLUMBERS DEPOT, INC 50341 FITTINGS Logged *** Total ***	182.62 182.62	PD-24242
45286- 2643	16	4/24/2014	25612 PIPERIN CORPORATION 50338 CONTRACT-LC PUMP STATION REHAB 50340 RETENTION-5% Logged *** Total ***	29,709.47 -1,485.47 28,224.00	#05 RETENTION-4/14
45287- 2643	17	4/24/2014	25618 PRIZM JANITORIAL SERVICES, INC 50334 OPEN PO-JANITORIAL SERVICES Logged *** Total ***	1,281.15 1,281.15	7640
45288- 2643	18	4/24/2014	25680 PRUDENTIAL OVERALL SUPPLY 50353 SUPPLIES Logged *** Total ***	106.05 106.05	131007982
45289- 2643	19	4/24/2014	27012 RANCHO SANTA FE SECURITY SYSTE 50351 ALARM SERVICE Logged *** Total ***	258.00 258.00	555176
45290- 2643	20	4/24/2014	27910 PROFORMA PRINT & PROMOTIONS 50342 A/P/ CHECKS Logged *** Total ***	391.38 391.38	0282025457
45291- 2643	21	4/24/2014	28020 SAN DIEGO GAS AND ELECTRIC 50357 ELECTRIC @ EEPS 50358 ELECTRIC @ DIANA PS 50359 ELECTRIC @ AVOCADO PS 50360 ELECTRIC @ BPS 50361 ELECTRIC @ RANCHO VERDE 50362 ELECTRIC @ LC PS 50363 ELECTRIC @ VP7 50364 GAS @ OFFICE 50365 ELECTRIC @ SAXONY PS Logged *** Total ***	1,197.91 420.20 126.84 12,695.66 131.37 907.41 160.84 198.24 778.22 16,616.69	EEPS-4/14 DIANA PS AVOCADO 4/14 BPS-4/14 RVPS-4/14 LCPS-4/14 VP7-4/14 GAS-4/14 SAXONY PS
45292- 2643	22	4/24/2014	29630 TRI COMMUNITY ANSWERING SERVIC 50352 ANSWERING SERVICE-APRIL Logged *** Total ***	90.00 90.00	TRI-4/20/2014
45293- 2643	23	4/24/2014	29814 TIERRA VERDE RESOURCES, INC 50332 OPEN PO-LANDSCAPE MAINTENANCE Logged *** Total ***	730.00 730.00	060497

Run date: 04/23/2014 @ 14:57
 Bus date: 04/24/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n	Description	Net amount	INVOICE NUMBER
45294- 2643	24	4/24/2014	30515 UNIFIRST CORPORATION			
	24		50335 OPEN PO-UNIFORMS/LAUNDRY SERVI		191.18	360113463
45294- 2643	24	4/24/2014	Logged	*** Total ***	191.18	
45295- 2643	25	4/24/2014	31629 VILLAGE PARK TOWNHOMES CORP #0			
	25		50337 LATERAL REIMBURSEMENT		3,000.00	VILLAGE PARK
45295- 2643	25	4/24/2014	Logged	*** Total ***	3,000.00	
					.00	
** Total check discount **					.00	
** Total check amount **					81,812.59	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
EMPLOYEE PAYROLL CHECK REPORT

Payroll Date: April 30, 2014

<u>Check Nos.</u>	<u>Date</u>	<u>Amount</u>
17305 - 17322	4/30/2014	\$41,490.61

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45296- 2644	1	5/01/2014	10100 NAPA AUTO		
	1		50387 SEALANTS	28.06	205576
45296- 2644	1	5/01/2014	Logged	*** Total ***	28.06
45297- 2644	2	5/01/2014	10128 THE LAWTON GROUP		
	2		50390 TEMP HRS-W/E 4/20/14	317.25	51623
45297- 2644	2	5/01/2014	Logged	*** Total ***	317.25
45298- 2644	3	5/01/2014	12350 CITY OF ENCINITAS		
	3		50372 RAISE MANHOLES IN ENCINITAS AR	5,300.00	CS14A
45298- 2644	3	5/01/2014	Logged	*** Total ***	5,300.00
45299- 2644	4	5/01/2014	12718 CHUCKS TIRE CENTER		
	4		50384 TIRES	573.02	13-2638
45299- 2644	4	5/01/2014	Logged	*** Total ***	573.02
45300- 2644	5	5/01/2014	13014 DIAMOND ENVIRONMENTAL SERVICES		
	5		50385 RESTROOM TRAILER RENTAL	113.61	0000189851
45300- 2644	5	5/01/2014	Logged	*** Total ***	113.61
45301- 2644	6	5/01/2014	13072 DATA NET		
	6		50369 5 MS OFFICE 2013	1,998.00	9746642
	6		50370 2 DELL LAPTOPS-CONF ROOM	4,889.14	9746640
	6		50371 6 SYMANTEC ANTI VIRUS LICENSE	603.09	9746643
	6		50383 IS MAINT AND SUPPORT	447.50	9746655
45301- 2644	6	5/01/2014	Logged	*** Total ***	7,937.73
45302- 2644	7	5/01/2014	16806 THE GUARDIAN		
	7		50395 DENTAL/DISABILITY INS-MAY	3,967.69	324226-5/14
45302- 2644	7	5/01/2014	Logged	*** Total ***	3,967.69
45303- 2644	8	5/01/2014	17060 HARTFORD LIFE & ACCIDENT INS.		
	8		50394 LIFE INS-MAY	401.36	6726205
45303- 2644	8	5/01/2014	Logged	*** Total ***	401.36
45304- 2644	9	5/01/2014	18150 ICMA RETIREMENT-303979		
	9		50379 DEFERRED COMP-ICMA	3,231.14	ICMA-4/30/14
45304- 2644	9	5/01/2014	Logged	*** Total ***	3,231.14
45305- 2644	10	5/01/2014	18711 I2B NETWORKS, INC		
	10		50376 ONE YEAR OF WEB CAM @ BPS	160.00	INV50160
45305- 2644	10	5/01/2014	Logged	*** Total ***	160.00
45306- 2644	11	5/01/2014	21229 LEUCADIA-ENCINITAS TOWN COUNCIL		
	11		50392 ENCINITAS ENVIROMENTAL DAY	249.00	ENCINITAS
45306- 2644	11	5/01/2014	Logged	*** Total ***	249.00
45307- 2644	12	5/01/2014	21425 L&L PRINTERS		
	12		50368 PRINTING/MAILING PROP 218 NOTI	1,914.16	N5131
45307- 2644	12	5/01/2014	Logged	*** Total ***	1,914.16
45308- 2644	13	5/01/2014	23068 NATIONWIDE RETIREMENT SOLUTION		

Run date: 04/29/2014 @ 11:41
 Bus date: 05/01/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45308- 2644	13	5/01/2014	50378 DEFERRED COMP-NATIONWIDE	238.69	NATION-4/30/14
	13	5/01/2014	Logged	*** Total ***	238.69
45309- 2644	14	5/01/2014	24224 OFFICE DEPOT, INC.		
45309- 2644	14	5/01/2014	50375 OPEN PO-OFFICE SUPPLIES	244.47	707228978001
	14	5/01/2014	Logged	*** Total ***	244.47
45310- 2644	15	5/01/2014	25010 AT&T		
	15		50381 DIAL IN MODEM	184.40	MODEM-4/20/14
	15		50382 DIAL IN MODEM	170.41	MODEM-NEW
45310- 2644	15	5/01/2014	Logged	*** Total ***	354.81
45311- 2644	16	5/01/2014	25018 MES VISION		
	16		50393 VISION INS-MAY	363.94	140982183001
45311- 2644	16	5/01/2014	Logged	*** Total ***	363.94
45312- 2644	17	5/01/2014	25260 PERS RETIREMENT		
	17		50391 EMPLOYEE RETIREMENT	13,988.81	DUE 5/27/14
45312- 2644	17	5/01/2014	Logged	*** Total ***	13,988.81
45313- 2644	18	5/01/2014	25261 PUBLIC EMPLOYEES HEALTH		
	18		50396 BRD HEALTH INS-MAY	2,429.92	14271315
	18		50397 EMPLOYEE HEALTH INS-MAY	20,635.28	100000014271315
45313- 2644	18	5/01/2014	Logged	*** Total ***	23,065.20
45314- 2644	19	5/01/2014	27478 R. J. SAFETY SUPPLY CO., INC.		
	19		50373 OPEN PO-SAFETY SUPPLIES	166.80	324379-00
45314- 2644	19	5/01/2014	Logged	*** Total ***	166.80
45315- 2644	20	5/01/2014	28080 SANCON ENGINEERING, INC		
	20		50367 CONTRACT-GRAVITY PIPELINE REHA	303,648.32	#01/24614
	20		50377 5% RETENTION	-15,182.42	RETENTION-#01
45315- 2644	20	5/01/2014	Logged	*** Total ***	288,465.90
45316- 2644	21	5/01/2014	28595 SOUTHERN CONTRACTING COMPANY		
	21		50386 BRACKETS	432.00	4329
45316- 2644	21	5/01/2014	Logged	*** Total ***	432.00
45317- 2644	22	5/01/2014	28704 STAPLES BUSINESS ADVANTAGE		
	22		50388 TONER	75.59	8029563692
45317- 2644	22	5/01/2014	Logged	*** Total ***	75.59
45318- 2644	23	5/01/2014	30515 UNIFIRST CORPORATION		
	23		50374 OPEN PO-UNIFORMS/LAUNDRY SERVI	191.18	3601136448
45318- 2644	23	5/01/2014	Logged	*** Total ***	191.18
45319- 2644	24	5/01/2014	30580 UNITED WAY		
	24		50380 EMPLOYEE CONTRIBUTIONS	10.00	UNITED-4/30/14
45319- 2644	24	5/01/2014	Logged	*** Total ***	10.00
45320- 2644	25	5/01/2014	35222 ZEE MEDICAL SERVICES, INC		
	25		50389 MEDICAL-FIRST AID KIT REFILLS	155.52	0140632655

Run date: 04/29/2014 @ 11:41
Bus date: 05/01/2014

Leucadia Waste Water District
Check - Complete Detail

OCCKHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45320- 2644	25	5/01/2014	Logged	*** Total ***	155.52

** Total check discount **	.00
** Total check amount **	.00
** Total void discount **	351,945.93
** Total void amount **	.00
** Total void amount **	.00

LEUCADIA WASTEWATER DISTRICT
BOARD PAYROLL CHECK REPORT

Payroll Date: May 2, 2014

<u>Check No.</u>	<u>Date</u>	<u>Amount</u>
17323 - 17327	5/2/2014	\$3,750.39

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
45321- 2645	1	5/07/2014	10128 THE LAWTON GROUP		
	1		50421 TEMP HOURS W/E 4/27/14	216.00	51638
45321- 2645	1	5/07/2014	Logged *** Total ***	216.00	
45322- 2645	2	5/07/2014	10720 AT&T		
	2		50439 L.D. @ BPS	37.85	BPS-4/28/14
45322- 2645	2	5/07/2014	Logged *** Total ***	37.85	
45323- 2645	3	5/07/2014	11277 TIM BESTAMENTE		
	3		50422 MAINT AND REPAIR	180.22	11040
45323- 2645	3	5/07/2014	Logged *** Total ***	180.22	
45324- 2645	4	5/07/2014	11650 BROWNELL AND DUFFEY CPA		
	4		50405 OPEN PO-ACCOUNTING/FINANCIAL F	6,922.50	050514
45324- 2645	4	5/07/2014	Logged *** Total ***	6,922.50	
45325- 2645	5	5/07/2014	11718 BIGTUNA INTERACTIVE		
	5		50403 DESIGN, DEVELOP, LAUNCH ADDR.	720.00	1573
	5		50413 WEB DESIGN	1,710.00	1573-
45325- 2645	5	5/07/2014	Logged *** Total ***	2,430.00	
45326- 2645	6	5/07/2014	12232 CDW- GOVERNMENT		
	6		50415 COMPUTER PARTS	354.80	LL12042
	6		50416 COMPUTER PARTS-SCADA	15.75	LM34574
45326- 2645	6	5/07/2014	Logged *** Total ***	370.55	
45327- 2645	7	5/07/2014	12360 CITY OF CARLSBAD		
	7		50436 WATER @ PLANT/OFFICE	105.65	PLANT-4/15/14
	7		50437 WATER @ PLANT/OFFICE	120.43	PLANT-4/15/14
	7		50443 WATER @ VACTOR 2	214.78	VACTOR 2
	7		50444 WATER @ VACTOR	169.95	VACTOR-4/14
45327- 2645	7	5/07/2014	Logged *** Total ***	610.81	
45328- 2645	8	5/07/2014	12510 WASTE MANAGEMENT		
	8		50440 TRASH SERVICE	235.06	1123588-0274
45328- 2645	8	5/07/2014	Logged *** Total ***	235.06	
45329- 2645	9	5/07/2014	13072 DATA NET		
	9		50410 DELL WORKSTATION/DELL BENCH	1,865.39	9746641
	9		50424 IS MAINT AND SUPPORT	560.00	9746671
	9		50426 IS MAINT AND SUPPORT	455.00	974667
45329- 2645	9	5/07/2014	Logged *** Total ***	2,880.39	
45330- 2645	10	5/07/2014	** unused **		
45331- 2645	11	5/07/2014	13822 DUDEK & ASSOCIATES		
	11		50448 GE/3252/883/NEPTUNE AVE	566.25	20141368
	11		50449 GE/3252/884/LC VALLEY SCHOOL	360.00	20141369
	11		50450 GE/3252/526/FAIR OAKS	1,373.86	20141353
	11		50451 GE/3251/200/GRADING PLANS	1,658.91	20141352
	11		50452 GE/3252/593/L.C. TOWNE	551.20	20141354
	11		50453 GE/3252/596/ASTOR GARDENS	1,826.59	20141355

Run date: 05/06/2014 @ 16:14
 Bus date: 05/07/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 2

UNION BANK GENERAL					
Check-Run	Seq#	Date	Vendor / Name / Obligat'n Description	Net amount	INVOICE NUMBER
	11		50454 GE/3252/676/RANCHO LA COSTA	46.44	20141356
	11		50455 GE/3252/844/LC TOWN	1,121.54	20141358
	11		50456 GE/3252/817/OLIVEHAIN RO	236.25	20141357
	11		50457 GE/3252/867/ROGERS ANNEX	252.50	20141362
	11		50458 GE/3252/864/FIORE	506.25	20141361
	11		50459 GE/3252/855/LC TOWN	135.00	20141360
	11		50460 GE/3252/853/YOUNG ANNEX	236.25	20141359
	11		50461 GE/3252/878/MAGIC BAKERY	1,002.15	20141365
	11		50462 GE/3252/874/EOLUS 4	206.25	20141364
	11		50463 GE/3252/882/COASTAL TEN	457.50	20141366
45331- 2645	11	5/07/2014	Logged *** Total ***	10,536.94	
45332- 2645	12	5/07/2014	14530 ENCINA WASTEWATER AUTHORITY		
	12		50427 ENCINA 3RD QTR O/M/CAPITAL	587,399.89	1599/1600/CR
45332- 2645	12	5/07/2014	Logged *** Total ***	587,399.89	
45333- 2645	13	5/07/2014	16021 GREAT AMERICA FINANCIAL SERVIC		
	13		50429 COPIER LEASE	1,056.30	15249827
45333- 2645	13	5/07/2014	Logged *** Total ***	1,056.30	
45334- 2645	14	5/07/2014	17247 U.S. HEALTH WORKS MEDICAL GROU		
	14		50399 OPEN PO-PHYSICALS/TESTING	155.00	2485730-CA
45334- 2645	14	5/07/2014	Logged *** Total ***	155.00	
45335- 2645	15	5/07/2014	17552 THE HOME DEPOT CRC/GEFC		
	15		50411 OPEN PO-SUPPLIES	275.08	HOME-4/27/14
45335- 2645	15	5/07/2014	Logged *** Total ***	275.08	
45336- 2645	16	5/07/2014	17828 HI-WAY SAFETY, INC		
	16		50414 ARROWBOARDS	315.00	76592
45336- 2645	16	5/07/2014	Logged *** Total ***	315.00	
45337- 2645	17	5/07/2014	18561 U.S. BANK		
	17		50464 CONFERENCES, MEETINGS,SUPPLIES	2,644.64	US BANK-4/22/14
45337- 2645	17	5/07/2014	Logged *** Total ***	2,644.64	
45338- 2645	18	5/07/2014	21009 OMNI LA COSTA RESORT		
	18		49190 REFUND DEV. #816	216.75	OMNI-#816
45338- 2645	18	5/07/2014	Logged *** Total ***	216.75	
45339- 2645	19	5/07/2014	21102 CASH		
	19		50447 PETTY CASH-MAY	226.79	PETTY-MAY'14
45339- 2645	19	5/07/2014	Logged *** Total ***	226.79	
45340- 2645	20	5/07/2014	22214 MITSUBISHI ELECTRIC US, INC		
	20		50425 ELEVATOR SERVICE	266.62	252086
45340- 2645	20	5/07/2014	Logged *** Total ***	266.62	
45341- 2645	21	5/07/2014	22521 ROBIN MORISHITA		
	21		50418 LOST INCENTIVE CHECK	197.10	ROBIN
45341- 2645	21	5/07/2014	Logged *** Total ***	197.10	

Run date: 05/06/2014 @ 16:14
 Bus date: 05/07/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCXHST.L10 Page 3

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45342- 2645	22	5/07/2014	24224	OFFICE DEPOT, INC.		
	22		50400	OPEN PO-OFFICE SUPPLIES	76.80	710667552001
45342- 2645	22	5/07/2014	Logged	*** Total ***	76.80	
45343- 2645	23	5/07/2014	24440	OLIVENHAIN MUNICIPAL WATER DIS		
	23		50430	WATER @ VP7	418.84	VP7-5/1/14
	23		50431	WATER @ E. ESTATES	41.84	E.ESTATES-5/1
	23		50432	WATER @ TRAVELING2	275.90	TRAVELING2-5/14
	23		50441	WATER @ VP5	37.94	VP5-5/1/14
	23		50442	WATER @ TRAVELING	242.18	TRAVELING-5/14
45343- 2645	23	5/07/2014	Logged	*** Total ***	1,016.70	
45344- 2645	24	5/07/2014	25010	AT&T		
	24		50433	PHONE @ BPS	137.80	BPS-4/25/14
45344- 2645	24	5/07/2014	Logged	*** Total ***	137.80	
45345- 2645	25	5/07/2014	25425	PLANT PEOPLE		
	25		50398	OPEN PD-MAINTAIN PLANTS IN OFF	221.60	5145883
45345- 2645	25	5/07/2014	Logged	*** Total ***	221.60	
45346- 2645	26	5/07/2014	25430	PLUMBERS DEPOT, INC		
	26		50408	UPGRADE TV VAN COMPUTER SYSTEM	11,993.91	PD-24327
	26		50419	PARTS	72.27	PD-24355
	26		50420	PARTS	43.20	PD-24348
45346- 2645	26	5/07/2014	Logged	*** Total ***	12,109.38	
45347- 2645	27	5/07/2014	25577	PURCHASE POWER		
	27		50417	SHIPPING	85.71	SHIPPING-4/14
45347- 2645	27	5/07/2014	Logged	*** Total ***	85.71	
45348- 2645	28	5/07/2014	26804	QUALITY CHEVROLET		
	28		50402	OPEN PO-VEHICLE MAINT/REPAIR	377.40	CTCS466338
45348- 2645	28	5/07/2014	Logged	*** Total ***	377.40	
45349- 2645	29	5/07/2014	28070	SAN DIEGUITO WATER DISTRICT		
	29		50434	WATER @ TANKER	150.96	TANKER 4/14
	29		50435	WATER @ TANKER	124.32	TANKER-645
	29		50445	WATER @ BPS	107.80	BPS-5/2/14
45349- 2645	29	5/07/2014	Logged	*** Total ***	383.08	
45350- 2645	30	5/07/2014	28128	SOUTHERN CALIFORNIA SOIL & TES		
	30		50423	GENERATOR PAD	366.00	366820
45350- 2645	30	5/07/2014	Logged	*** Total ***	366.00	
45351- 2645	31	5/07/2014	28595	SOUTHERN CONTRACTING COMPANY		
	31		50406	WET WELL WASHER @ BPS	9,500.00	4355
	31		50407	INSTALL NEW TRANSDUCER	2,420.00	4354
45351- 2645	31	5/07/2014	Logged	*** Total ***	11,920.00	
45352- 2645	32	5/07/2014	29112	TC CONSTRUCTION		
	32		50409	RAISE 12 MANHOLES IN CARLSBAD	7,200.00	25212
45352- 2645	32	5/07/2014	Logged	*** Total ***	7,200.00	

Run date: 05/06/2014 @ 16:14
 Bus date: 05/07/2014

Leucadia Waste Water District
 Check - Complete Detail

OCCKHST.L10 Page 4

UNION BANK GENERAL

Check-Run	Seq#	Date	Vendor / Obligat'n	Name / Description	Net amount	INVOICE NUMBER
45353- 2645	33	5/07/2014	30515	UNIFIRST CORPORATION		
	33		50401	OPEN PO-UNIFORMS/LAUNDRY SERVI	197.18	3601138529
45353- 2645	33	5/07/2014	Logged	*** Total ***	197.18	
45354- 2645	34	5/07/2014	30520	UNDERGROUND SERVICE ALERT OF		
	34		50438	UNDERGROUND ALARM SERVICE	192.00	420140379
45354- 2645	34	5/07/2014	Logged	*** Total ***	192.00	
45355- 2645	35	5/07/2014	30551	CARLSBAD FUELS CORPORATION		
	35		50412	OPEN PO-VEHICLE/TRUCK GAS	1,937.19	20140410
45355- 2645	35	5/07/2014	Logged	*** Total ***	1,937.19	
45356- 2645	36	5/07/2014	30723	EVOQUA WATER TECHNOLOGIES, LLC		
	36		50446	BIOXIDE	8,329.01	901686678
45356- 2645	36	5/07/2014	Logged	*** Total ***	8,329.01	
45357- 2645	37	5/07/2014	31232	VERIZON WIRELESS		
	37		50428	CELL PHONES	49.21	9724144978
45357- 2645	37	5/07/2014	Logged	*** Total ***	49.21	
45358- 2645	38	5/07/2014	33227	XEROX CORPORATION		
	38		50404	OPEN PO-SERVICE/MAINTENANCE	75.25	073854406
45358- 2645	38	5/07/2014	Logged	*** Total ***	75.25	
					.00	
** Total check discount **					.00	
** Total check amount **					661,847.80	
** Total void discount **					.00	
** Total void amount **					.00	

LEUCADIA WASTEWATER DISTRICT
YEAR TO DATE EMPLOYEE AND BOARD PAYROLL AMOUNTS

APRIL

4/1/2013	Board		\$4,752.45
4/3/2013	Employee		\$42,294.48
4/10/2013	Employee	Incentive	\$369.40
4/17/2013	Employee		<u>\$41,933.79</u>
	TOTAL		\$89,350.12

MAY

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>
	TOTAL		\$150,934.92

JUNE

6/3/2013	Board		\$5,209.24
6/12/2013	Employee		\$42,002.57
6/13/2013	Employee	Incentive	\$3,420.71
6/26/2013	Employee		<u>\$38,956.28</u>
	TOTAL		\$89,588.80

JULY

7/3/2013	Board		\$1,835.49
7/10/2013	Employee		\$38,532.35
7/24/2013	Employee		<u>\$41,810.87</u>
	TOTAL		\$82,178.71

AUGUST

8/2/2013	Board		\$1,310.58
8/7/2013	Employee		\$39,608.93
8/14/2013	Employee	Incentive	\$439.79
8/21/2013	Employee		<u>\$38,726.94</u>
	TOTAL		\$80,086.24

SEPTEMBER

9/2/2013	Board		\$6,959.12
9/4/2013	Employee		\$39,196.09
9/18/2013	Employee		<u>\$39,236.02</u>
	TOTAL		\$85,391.23

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

OCTOBER

10/1/2013	Board		\$6,096.79
10/2/2013	Employee		\$40,219.84
10/14/2013	Employee	Incentive	\$12,051.04
10/16/2013	Employee		\$42,112.49
10/30/2013	Employee		<u>\$42,161.63</u>
			\$142,641.79

NOVEMBER

11/1/2013	Board		\$1,947.98
11/7/2013	Employee	Incentive	\$1,062.71
11/13/2013	Employee		\$42,268.87
11/27/2013	Employee		<u>\$41,964.54</u>
	TOTAL		\$87,244.10

DECEMBER

12/2/2013	Board		\$5,776.75
12/5/2013	Employee	Sick buy back	\$20,174.25
12/11/2013	Employee		\$41,450.93
12/12/2013	Employee	Incentive	2339.09
12/25/2013	Employee		
	TOTAL		\$69,741.02

JANUARY

2014

1/3/2014	Board		\$1,475.84
1/8/2014	Employee		\$41,481.11
1/22/2014	Employee		<u>\$42,221.41</u>
	TOTAL		\$85,178.36

FEBRUARY

2/1/2014	Board		\$3,942.03
2/5/2014	Employee		\$43,297.27
2/12/2014	Employee	Incentive	\$2,994.35
2/19/2014	Employee		<u>\$41,851.01</u>
	TOTAL		\$92,084.66

MARCH

3/3/2014	Board		\$3,174.36
3/5/2014	Employee		\$42,365.51
3/12/2014	Employee	Incentive	\$8,811.60
3/19/2014	Employee		<u>\$41,712.29</u>
	TOTAL		\$96,063.76

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

APRIL

4/1/2014	Board		\$4,128.58
4/2/2014	Employee		\$41,623.74
4/9/2014	Employee	Incentive	\$921.19
4/16/2014	Employee		\$41,646.80
4/30/2014	Employee		<u>\$41,490.61</u>
	TOTAL		\$129,810.92

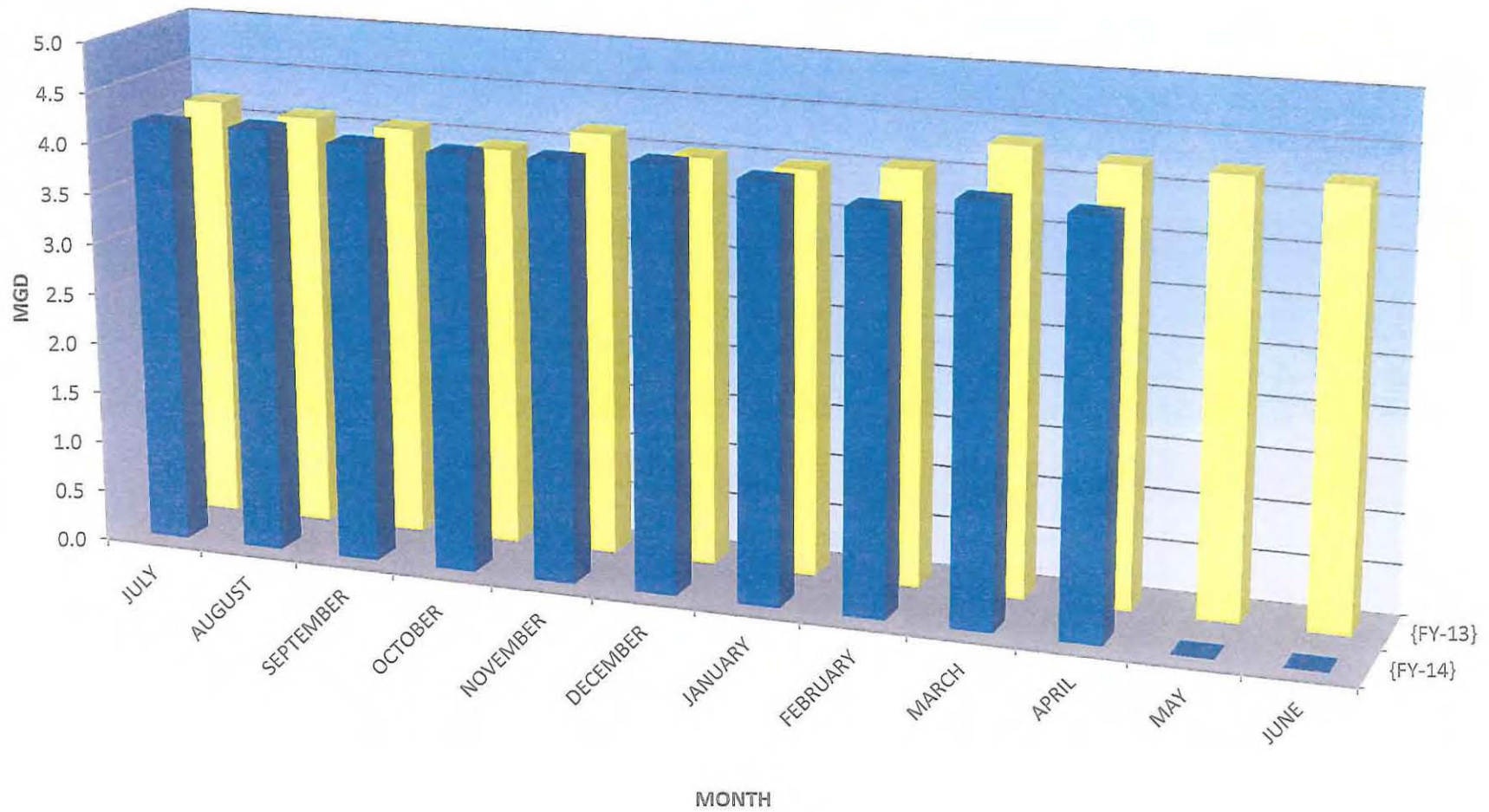
MAY

5/2/2014	Board		\$3,750.39
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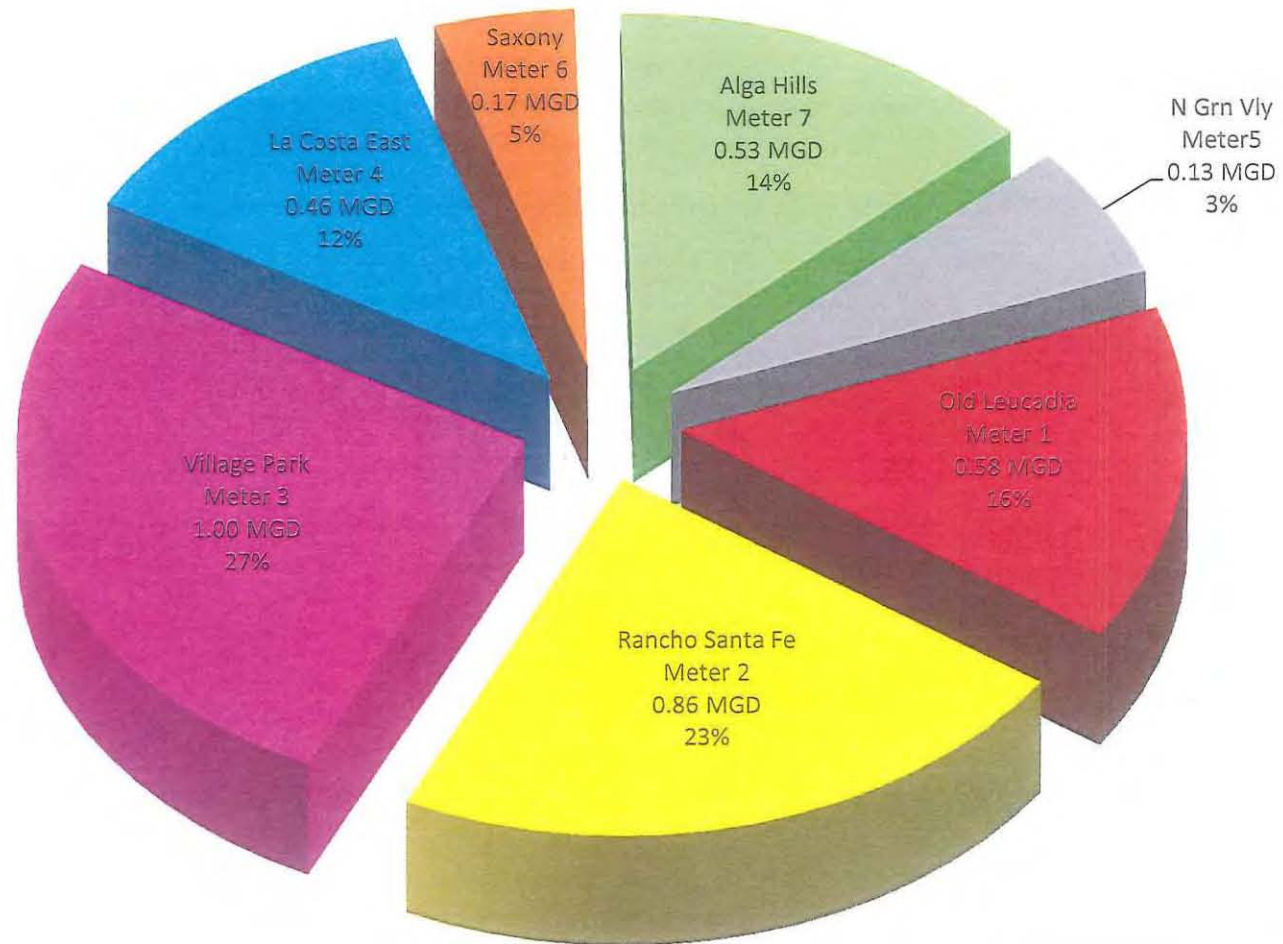
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2013-2014**

CURRENT MONTH - April 2014							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	3.95
YTD	0.45	127.22	27,946				
NOVEMBER	0.81	123.60	27	4.12	147	8.81	4.18
YTD	0.81	123.60	27,973				
DECEMBER	0.38	128.96	202	4.16	148	8.56	3.98
YTD	0.38	128.96	28,175				
JANUARY	0.04	126.48	9	4.08	145	14.37	4.06
YTD	0.04	126.48	28,184				
FEBRUARY	1.72	109.20	14	3.90	138	8.90	4.36
YTD	1.72	109.20	28,199				
MARCH	0.52	125.55	7	4.05	144	14.31	4.25
YTD	0.52	125.55	28,206				
APRIL	0.33	120.00	25	4.00	142	33.33	4.24
YTD	0.33	120.00	28,231				
MAY							4.22
YTD							
JUNE							4.14
YTD							
Annual Total	4.26	1244.39	292			238.26	
Mo Average	0.43	124.44	29	4.09	146	23.83	4.14

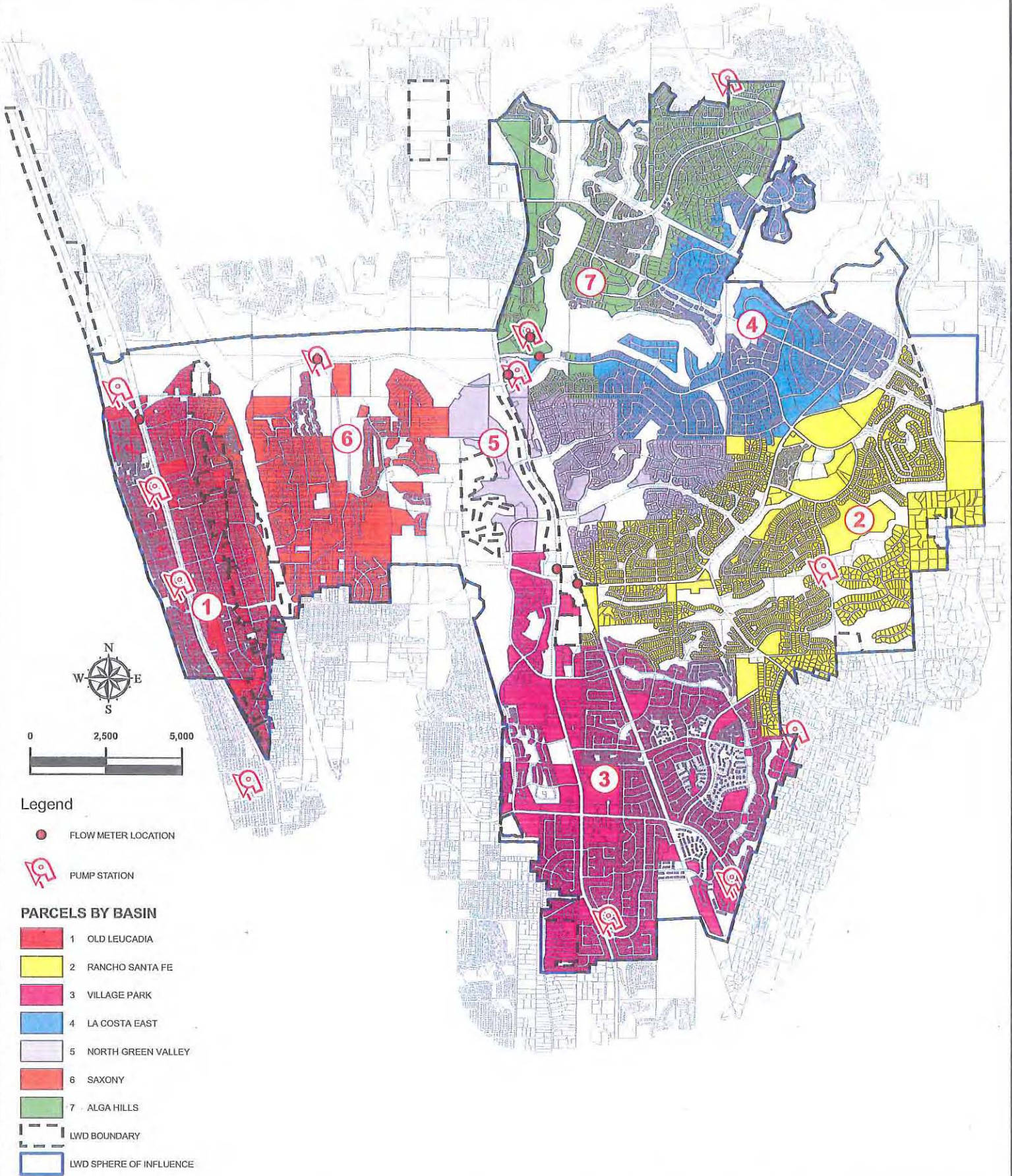
LEUCADIA WASTEWATER DISTRICT FLOW COMPARISION FY13 to FY14



LWD Flows by Sub-Basin
April 2014
Total LWD Flow = 3.74 MGD



LEUCADIA WASTEWATER DISTRICT



LEUCADIA WASTEWATER DISTRICT
SCHEDULE OF ASSETS, LIABILITIES, AND NET POSITION
As of April 30, 2014

ASSETS	
Cash and Investment Pools	\$ 30,612,050.04
Investments	6,144,844.34
Accounts Receivable	670,631.05
Funds Held with Encina Wastewater Authority	906,849.00
Prepaid Expenses	647,311.13
Capital Assets	141,188,651.28
Less Accumulated Depreciation	(46,472,804.93)
TOTAL ASSETS	\$ 133,697,531.91
LIABILITIES	
Accounts Payable and Accrued Expenses	631,575.03
Payable to Encina Wastewater Authority	798,315.00
Developer Deposits	389,177.05
TOTAL LIABILITIES	\$ 1,819,067.08
NET POSITION	
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	(1,836,032.65)
TOTAL NET POSITION	\$ 131,878,464.83

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

LEUCADIA WASTEWATER DISTRICT
BUDGET PERFORMANCE REPORT
YTD Revenue and Expenditures Through 4/30/2014 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	\$ 4,793,458.12	\$ 7,200,186.00	2,406,727.88	66.6%
RECLAIMED WATER SALES & REBATES	3150	335,591.58	180,000.00	(155,591.58)	186.4%
OTHER OPERATING INCOME		33,515.99	204,448.00	170,932.01	16.4%
TOTAL OPERATING REVENUE		\$ 5,162,565.69	\$ 7,584,634.00	\$ 2,422,068.31	68.1%
OPERATING EXPENSES					
WAGES AND BENEFITS	4100 & 4200	\$ 1,839,794.05	\$ 2,353,951.00	\$ 514,156.95	78.2%
BOARD EXPENSES AND ELECTION	4300 & 4400	108,807.97	140,600.00	31,792.03	77.4%
DEPRECIATION EXPENSE	4510	2,850,000.00	-	(2,850,000.00)	n/a
REPLACEMENT EXPENSE	4515	-	1,510,179.00	1,510,179.00	n/a
FUELS	4600	31,412.65	46,000.00	14,587.35	68.3%
INSURANCE	4700	83,197.82	117,000.00	33,802.18	71.1%
MEMBERSHIP & DUES	4800	26,681.20	26,500.00	(181.20)	100.7%
OFFICE EXPENSE	4900	74,354.51	108,900.00	34,545.49	68.3%
OPERATING SUPPLIES	5000	127,459.43	217,900.00	90,440.57	58.5%
PROFESSIONAL SERVICES	5200	390,757.60	536,000.00	145,242.40	72.9%
PRINTING & PUBLISHING	5300	16,369.84	32,000.00	15,630.16	51.2%
RENTS & LEASES	5400	15,296.23	18,100.00	2,803.77	84.5%
REPAIR & MAINTENANCE	5500	222,304.60	320,700.00	98,395.40	69.3%
MONITORING & PERMITTING	5600	44,154.39	45,500.00	1,345.61	97.0%
TRAINING & DEVELOPMENT	5700	35,901.40	40,700.00	4,798.60	88.2%
UTILITIES	5900	312,644.03	418,600.00	105,955.97	74.7%
LAFCO OPERATIONS	6100	6,137.00	6,200.00	63.00	99.0%
ENCINA	6200	853,292.26	1,763,422.00	910,129.74	48.4%
TOTAL OPERATING EXPENSES		\$ 7,038,564.98	\$ 7,702,252.00	\$ 663,687.02	91.4%

NON-OPERATING REVENUES					
DESCRIPTION	A/C No.	YTD ACTUAL AMOUNT	ANNUAL BUDGET	REMAINING BALANCE	% USED
NON OPERATING REVENUES					
CAPACITY CHARGES	3130	\$ 1,166,947.95	\$ 120,180.00	(1,046,767.95)	971.0%
PROPERTY TAXES	3220	1,069,732.05	1,250,000.00	180,267.95	85.6%
INTEREST INCOME	3250	149,323.00	228,000.00	78,677.00	65.5%
OTHER NON OPERATING INCOME		41,899.23	1,089,288.00	1,047,388.77	3.8%
TOTAL NON OPERATING REVENUES		\$ 2,427,902.23	\$ 2,687,468.00	\$ 259,565.77	90.3%

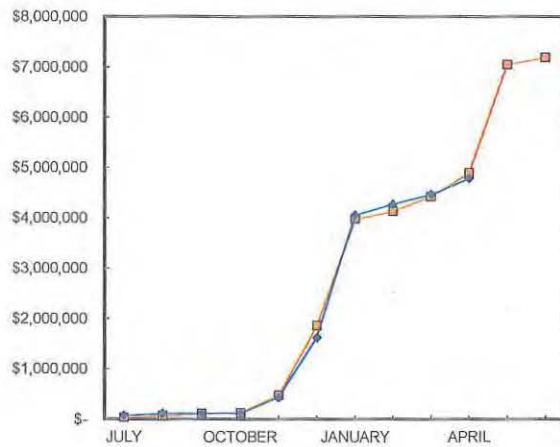
Preliminary: subject to future review, reconciliation, accruals, and audit.

Leucadia Wastewater District

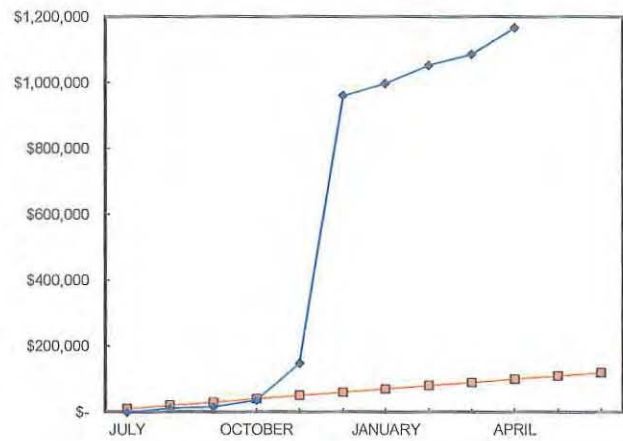
Revenue FY 2014

YTD through 4/30/214

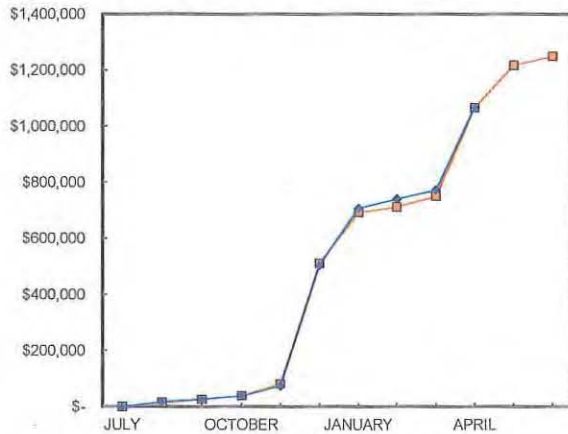
Sewer Service Fees



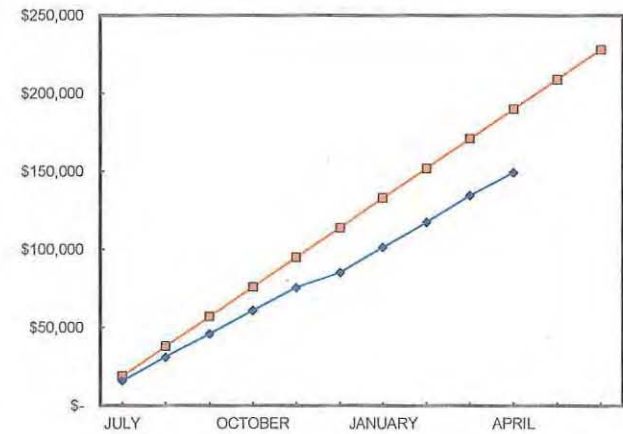
Capacity Charges



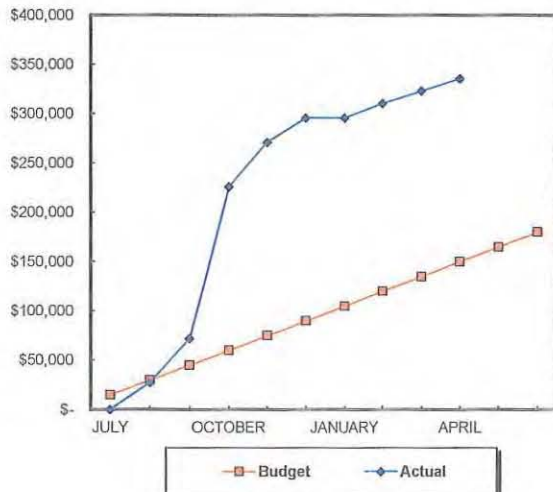
Property Taxes



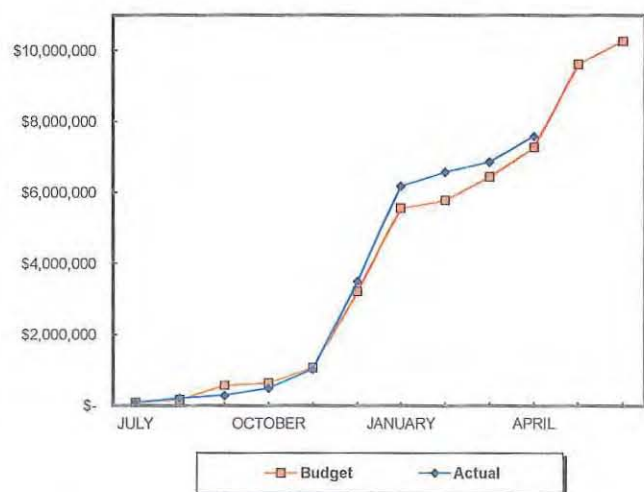
Investment Income



Recycled Wastewater



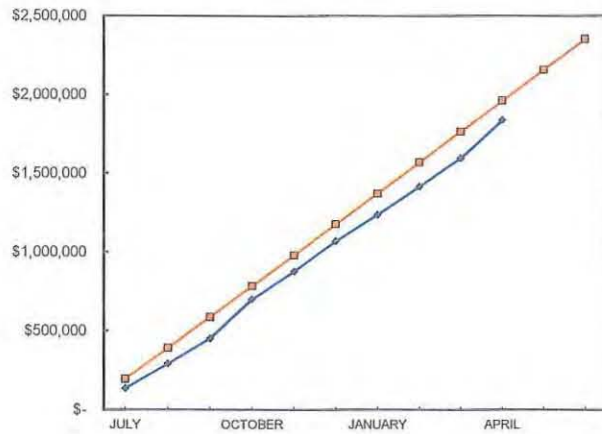
Total Revenue



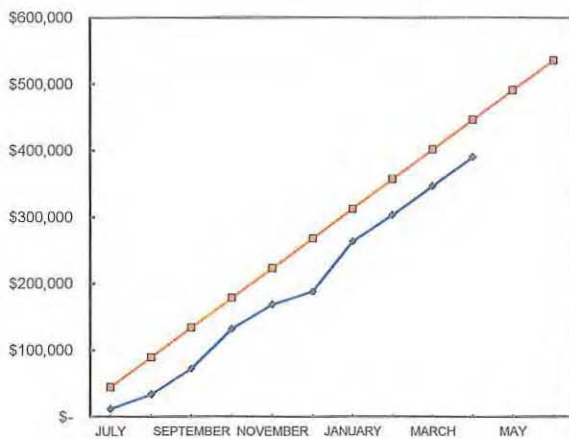
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District Operating Expenses FY 2014 YTD through 4/30/214

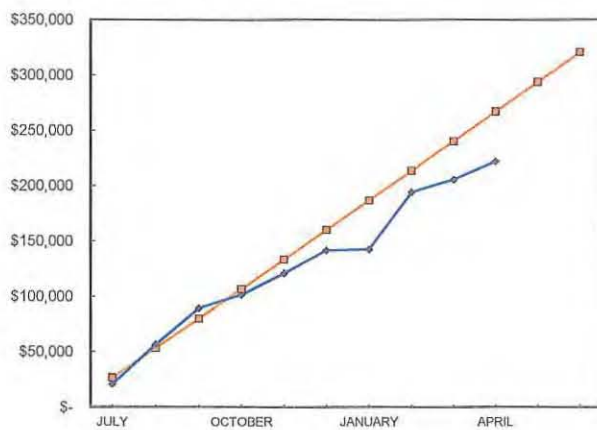
Salaries and Benefits



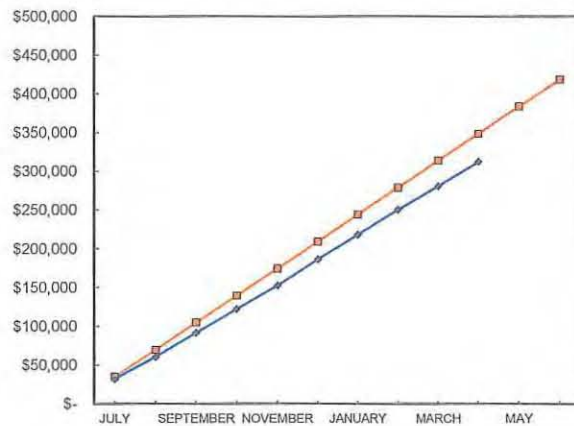
Professional Services



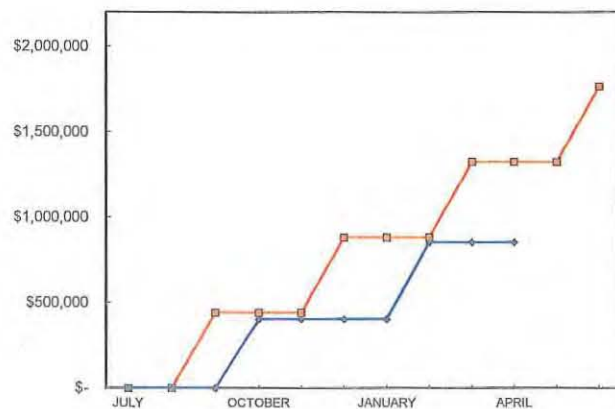
Repairs & Maintenance



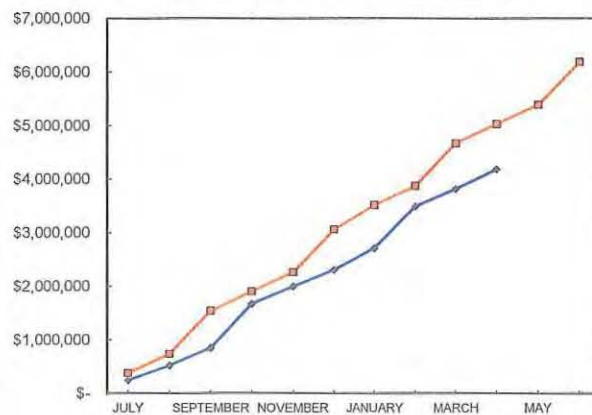
Utilities



Encina M&O



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



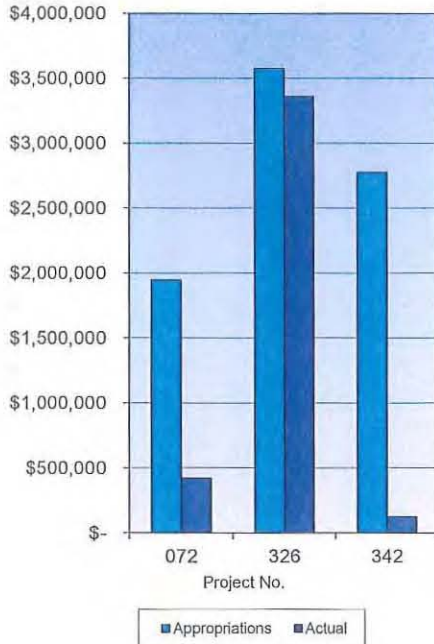
* Preliminary: subject to future review, reconciliation, accruals, and audit

Leucadia Wastewater District

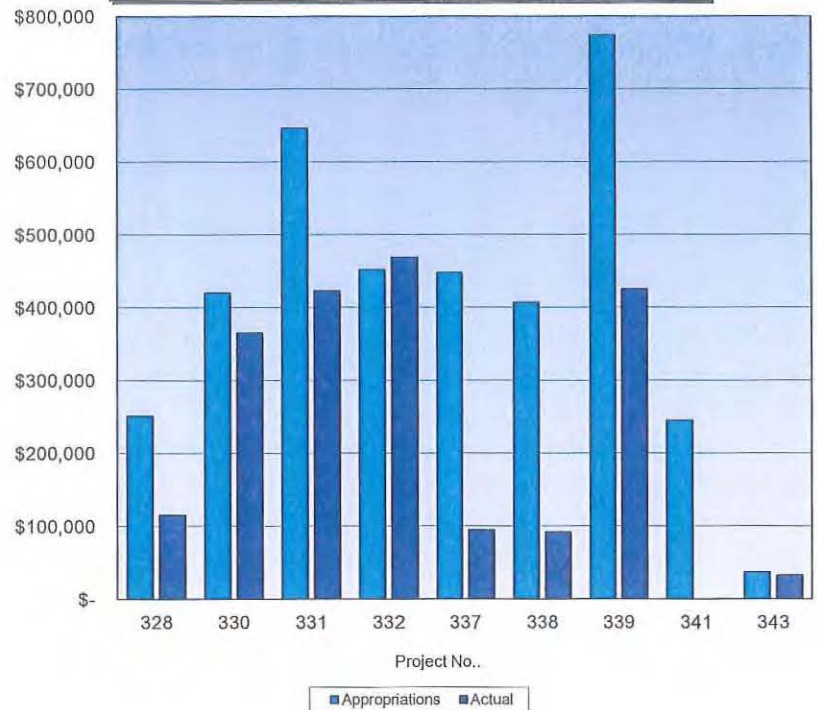
Capital Expenditures

As of 4/30/214

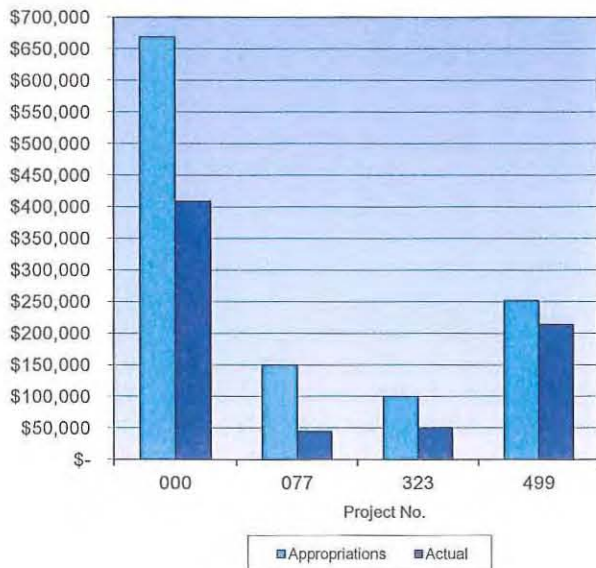
District Multi Year Capital Expenditures by Project (>\$1M) Through FY2014



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

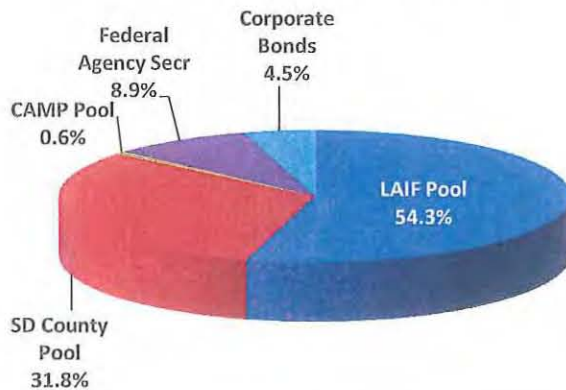
Monthly Investment Summary

March 31, 2014

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	February 28, 2014	March 31, 2014		
LAIF Pool	\$ 19,416,077	\$ 19,443,077	\$ 3,821	0.236%
SD County Pool	11,368,801	11,368,801	4,045	0.427%
CAMP Pool	1,215,654	213,565	45	0.060%
CAMP Portfolio				
Corporate Notes	1,611,640	1,611,640	1,598	1.190%
Federal Agency Bonds/Notes	2,984,950	2,984,950	2,189	0.880%
GNMA mortgage pools	11,539	11,326	84	8.450%
US Treasury Bonds/Notes	-	1,002,227	25	0.930%
Total Camp Portfolio	4,608,129	5,610,143	3,896	
US Bank Custodial Account				
Resolution Funding Corp Strips at cost	173,244	173,244	2,205	15.273%
Total Custodial Funds	173,244	173,244	2,205	
Totals	\$ 36,781,905	\$ 36,808,830	\$ 14,013	0.457%



DISTRIBUTION BY CATEGORY



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

Investment Type	Actual %	Allowed %
LAIF Pool	54.2%	75%
SD County Pool	31.8%	75%
CAMP Pool	0.6%	75%
Federal Agency Sec	8.9%	75%
Corporate Bonds	4.5%	10%
TOTAL	100.0%	

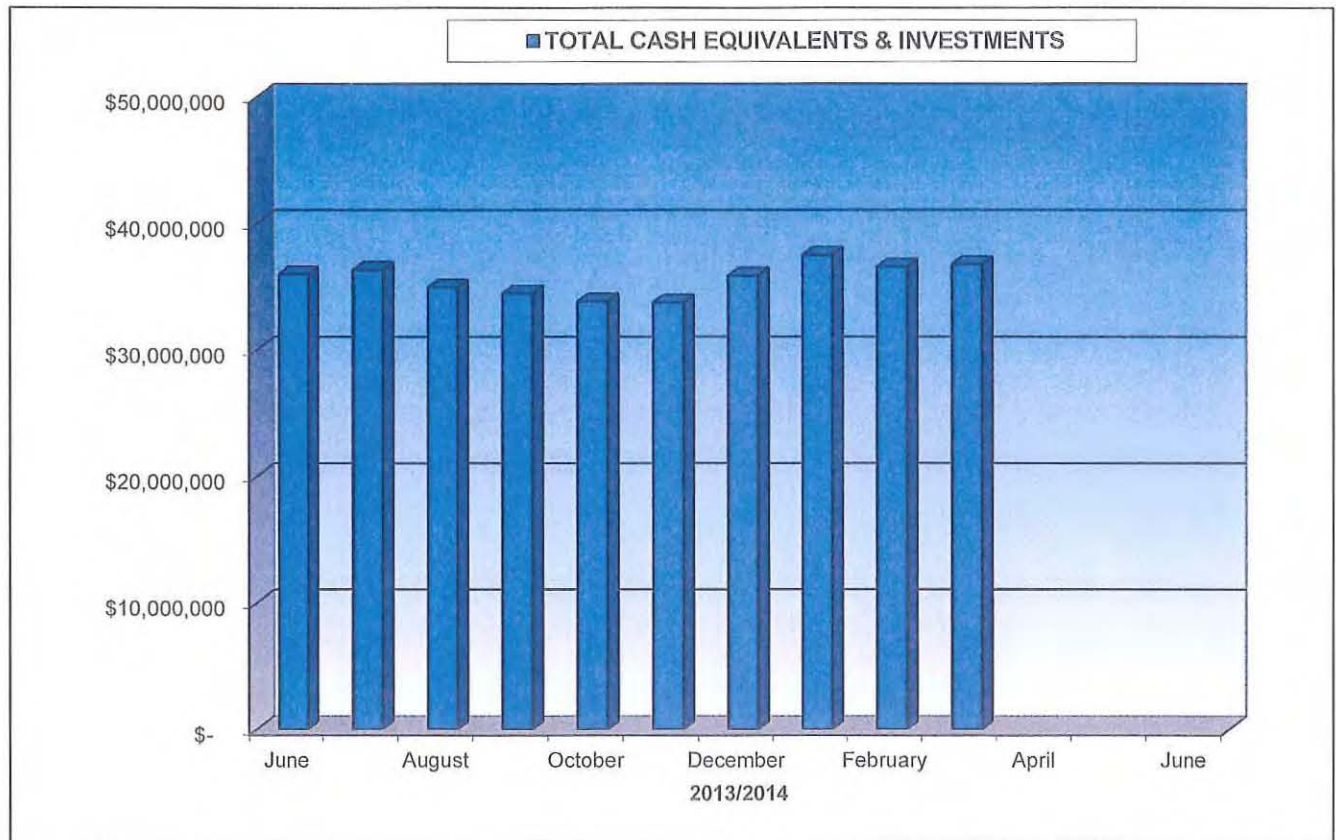
LEUCADIA WASTEWATER DISTRICT

Monthly Investment Summary

March 31, 2014

(Continued)

TOTAL CASH EQUIVALENTS & INVESTMENTS		
Month 2013/2014	Amount	Average Return Rate
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	\$ 33,770,114	0.53%
December	\$ 35,902,543	0.53%
January	\$ 37,536,863	0.50%
February	\$ 36,605,219	0.50%
March	\$ 36,808,830	0.46%
April		
May		
June		



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
March 31, 2014
(Continued)

INVESTMENT TRANSACTIONS

For the month of March, 2014


Investment	Purchases	Maturities	Sales	Notes	YTM at Cost
US Treasury Notes	1,002,227				0.93%
GNMA MBS 30-yr Pools		\$ 213		(1)	8.45%
TOTAL	\$ 1,002,227	\$ 213	\$ -		

(1) Monthly principal payments from mortgage pools

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

MEMORANDUM

Ref: 14-4079

DATE: April 8, 2014
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 March 31, 2014 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

rd:PB

**LEUCADIA WASTEWATER DISTRICT
QUARTERLY TREASURER'S REPORT SUMMARY**

SUMMARY OF INVESTMENTS AT March 31,2014

ASSETS	AMORTIZED COST 3/31/2014	% OF TOTAL	
		Actual	Allowed
LAIF - STATE INVESTMENT POOL	\$ 19,443,077.02	52.2%	75.0%
SAN DIEGO COUNTY INVESTMENT POOL	11,368,801.00	30.5%	75.0%
CAMP - JPA INVESTMENT POOL	213,564.56	0.6%	75.0%
CAMP PORTFOLIO - US BANK Safekeeping			
Federal Agency - GNMA Pools	11,328.00	0.03%	See below
Federal Agency Bond Notes	2,980,404.00	8.0%	See below
Corporate Notes	1,584,091.00	4.2%	10.0%
	5,578,028.00		
US BANK - CUSTODIAL ACCOUNTS			
Resolution Funding Corp Strips @Cost, Purchased 5/25/1995	173,244.00		
Interest Earned - Amortized Discount* (1)	498,837.00		
	672,081.00	1.8%	See below
TOTAL INVESTMENTS	\$ 37,275,551.58	100.0%	

Total Federal & Federal Agency Investments	3,663,813.00	9.8%	75%
--	--------------	------	-----

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

INTEREST FOR THE QUARTER ENDED March 31,2014

MONTH	INTEREST EARNED	AVERAGE RETURN
January	\$ 16,089.00	0.50%
February	15,015.00	0.50%
March	14,627.00	0.46%
TOTALS	\$ 45,731.00	

Encina Wastewater Authority Report
Regular Board Meeting
April 23, 2014

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

1. FY 2015 Proposed Operating and Capital Budgets

The Board of Directors adopted the FY 2015 Proposed Operations, Maintenance and Administration Budget and forwarded the recommended budget to the Joint Advisory Committee (JAC).

The Board of Directors also adopted the FY 2015 Proposed Capital Improvement Program Budget and forwarded the recommended budget to the JAC.

Joint Advisory Committee (JAC) Action Item

2. Adoption of FY 2015 Operating and Capital Budgets

The JAC adopted the FY 2015 Operating and Capital Budgets and directed to forward the recommended budgets to the Boards and Councils of the Member Agencies.

Regular Board of Directors Action Item

3. Community Engagement Plan Update

The Board of Directors received and filed the quarterly Community Engagement Status Report.

Community Affairs Committee Meeting Report

Presented by Director Sullivan

Meeting held April 10, 2014

- 1. Review and discuss the draft layout of the spring 2014 newsletter.**

The CAC reviewed and commented on the draft layout of the spring 2014 newsletter. TRG will make the recommended changes and will forward to staff and the CAC for review.

The newsletter is expected to be mailed this week.

Engineering Committee Meeting Report

Presented by Director Juliussen

Meeting held on May 7, 2014

1. The EC reviewed staff's recommendation to receive and file the 2014 Pump Stations Assessment Report completed by Infrastructure Engineering Corporation (IEC).

The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

2. The EC also received the following project updates:
 - La Costa Pump Station Rehabilitation Project Notice of Completion
 - Gravity Line Rehabilitation Project
 - B2 Force Main Replacement Project

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **CASA's Request Members to Vote on Proposed New Bylaws**

RECOMMENDATION:

1. Approve repealing existing CASA bylaws and adopt the proposed new bylaws; or
2. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Association of Sanitation Agencies (CASA) ballot to repeal CASA's existing bylaws and adopt the proposed new bylaws. CASA is updating the bylaws to clarify/modernize existing bylaws and ensure that CASA is compliant with applicable California law.

CASA's new bylaws will address the following key areas:

- Membership – Defines members, clarifies voting procedures and defines a quorum
- Board of Directors – changes the length of terms
- Officers – Designates officers and their responsibilities, and clarifies the election process
- Committees - Authorize the types of committees

Attached for your review is a copy of the CASA's memorandum, along with an executive summary of the proposed new CASA bylaws, a side-by-side comparison chart of the current bylaws versus the proposed bylaws, and the official ballot. The ballot is due at the CASA's office in Sacramento by 5:00 p.m. on Monday, June 16, 2014. Each member agency has one vote.

This item has been placed on the agenda for action by the Board of Directors. Staff recommends that the Board repeal the existing CASA bylaws and adopt the proposed new bylaws. Staff will forward the Board's recommendation to CASA by the due date.

Attachments

PJB:



CALIFORNIA ASSOCIATION of SANITATION AGENCIES

1225 8th Street, Suite 595 • Sacramento, CA 95814 • TEL: (916) 446-0388 → www.casaweb.org

Executive Board

President
STEPHEN A. HOGG
City of Fresno

1st Vice President
DAVID R. WILLIAMS
East Bay Municipal Utility District

2nd Vice President
KEVIN M. HARDY
Encina Wastewater Authority

Secretary-Treasurer
TOM SELFIDGE
Truckee Sanitary District

TIMOTHY P. BECKER
Oro Loma Sanitary District

DAVE BACHTEL
Lee & Ro

PAUL BUSHEE
Leucadia Wastewater District

WILLIAM C. LONG
Nevado Sanitary District

JEFF M. MOORHOUSE
Carpinteria Sanitary District

MARGIE L. RICE
Midway City Sanitary District

E.J. SHALABY
West County Wastewater District

ROBERTA L. LARSON
Executive Director

MICHAEL F. DILLON
State Lobbyist

GREG KESTER
Biosolids Program Manager

ERIC SAPIRSTEIN
Federal Legislative Advocate

April 21, 2014

TO: Paul Bushee, General Manager
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009-6810

FROM: ROBERTA LARSON, EXECUTIVE DIRECTOR

RE: **VOTE NEEDED ON PROPOSED NEW BYLAWS—MAIL
BALLOTS DUE BY JUNE 16, 2014**



Over the past two years, CASA has made a number of organizational changes to implement the Association's Strategic Plan. As part of this effort, the Executive Board identified the need to modernize and update the bylaws to ensure CASA is compliant with applicable California law. The bylaws have been revised in accordance with the advice of general counsel, Jill S. England, and the Executive Board has approved the new bylaws. Now we need the members' approval for the new bylaws to become effective.

If adopted, the enclosed new bylaws will replace the existing bylaws in their entirety. The proposed bylaws address the following key areas:

- Membership: Clarification of voting, definition of quorum
- Board of Directors: Length of terms
- Officers: Designated officers, manner of election
- Committees: Types of committees authorized

The most significant changes are described in the following pages of this memorandum. In addition, the enclosed side-by-side comparison of the proposed bylaws with the existing bylaws may assist you in your review. CASA will also hold two webinars in early June for members interested in learning more about the proposed bylaws and to answer any questions members may have. Additional information regarding the schedule and logistics for the webinars will be provided soon.

Historically, CASA has approved revisions to the bylaws during the business meeting portion of the conference. We are using a mail ballot for this election in order to have the new bylaws in place prior to the annual conference in August. Each member agency has one vote. The ballot is being sent out two months ahead of the voting deadline to allow consideration of the bylaws by the agency governing boards, as appropriate.

Enclosed is an "Official Ballot" for the purpose of voting on this important matter. The existing bylaws govern this process until the new bylaws are effective. Based on the quorum requirement for membership actions, we need to receive ballots back from at least a majority of the voting members (at least 56 ballots must be returned), and of those voting, at least a majority must approve the new proposed bylaws.

Please complete the enclosed ballot and return it by the deadline. Your vote on this matter is very important. When ballots are received, they will be placed, unopened, in a designated location. Once the deadline to vote has passed, I will personally open and count the ballots in the presence of two witnesses and report the results to the membership.

We must receive your **completed signed ballot** at the CASA office (1225 8th Street, Suite 595 Sacramento, CA 95814) **no later than June 16, 2014**, in order for it to be counted. A postmark date will not suffice – a completed/signed ballot must be received by that date.

Thank you in advance for your participation in this important vote. Please don't hesitate to contact me if you have questions. Email: blarson@casaweb.org

Proposed New CASA Bylaws

Why New Bylaws?

CASA's existing bylaws have served the organization well. The bylaws have not undergone a comprehensive review and revisions for many years, and in the assessment of the Board and Executive Director, no longer meet the Association's needs. The objective of the new bylaws is to be (1) legally compliant; (2) address the core governance of the association; and (3) allow flexibility to operate and adapt to changing priorities (for example, with regard to committee structure.)

In November CASA retained Jill S. England to serve as General Counsel and to prepare revised bylaws. Counsel's assessment was that the Association's existing bylaws are deficient and require significant redrafting. The proposed bylaws reflect the recommended bylaws for a section 501(c)(6) mutual benefit corporation and meet both state and federal law requirements.

What are the Key Provisions?

Article II: Members

- Section 1: Each member agency must designate in writing the individual (and alternate) who will have exclusive voting rights for the agency. (Page 2.)
- Sections 6-8: Sets forth the process for suspending or expelling a member. (Pages 3-4.)
- Section 13: Member meetings. State law requires that official notices of member business meetings and ballots (for voting outside a meeting) be provided by U.S. mail unless the members have signed a consent form. Thus, if CASA wants to rely on email notices for member meetings, we must have consent forms on file. (Pages 5-6.)
- Section 15: Membership Quorum. A quorum is defined as 30 members. (Page 7.)
- Budget: The proposed bylaws delete the requirement that the annual budget be approved by the membership. The budget is a planning document related to the sound management of the Association, and will be approved by the Board.

Article III: Board of Directors

- Changes the nomenclature from Executive Board to Board of Directors.
- Section 4: Terms of Office. Provides for three year terms of office for elected Directors. The President will continue to appoint the Associates' Director.
- Section 10: Board meetings. As noted above for member meetings, State law requires that official notices of Board meetings be provided by U.S. mail unless the Directors have signed a consent form. (Page 11.)
- Section 19: Prohibits compensation of Directors and elected Officers by CASA. Directors and elected officers must be volunteers (not paid) in order to qualify for the liability protection offered by section 7231.5 of the California Corporations Code. (Page 13.)

Article IV: Officers

- Sections 2-4: Election/Removal of Elected Officers. The revised bylaws call for the Board to elect officers from among its members to serve one year terms, and specifies that officers serve at the pleasure of the Board. This is the structure the statute contemplates and it would allow the Board to deal with the (unlikely but not impossible) situation of a non-performing or disruptive officer. (Page 13.)
- Section 7: Responsibilities of Officers: The proposed bylaws specify three officer positions: President, Vice President and Secretary/Treasurer. (Page 14.)
- Past Presidents: Past Presidents with time remaining in their terms of office would serve out their terms. If a president were in the third year of a three year term, it is possible that he or she would leave the Board following the one year term as President.

Article V: Committees

This section has been significantly streamlined. The bylaws simply authorize the Board to establish either committees of the Board or advisory committees and the committees are not enumerated in the bylaws. Under the applicable statute, there are only two types of committees authorized—"committees of the board" and "advisory committees." All committees must fall under one of these two categories.

Article VIII: Amendments to Bylaws:

- Section 1: Specifies the types of bylaws changes that require member approval. (Page 19.)

**Side-by-Side Comparison
CASA Bylaws**

Topic	Proposed Bylaws	Current Bylaws	Rationale for Change
Article II: Members			
Official notices	Requires Consent for Electronic Distribution of official notices	Silent	Consent Required by Law (Corp Code)
Dues	Provides for member approval of dues	Provides for member approval of dues	No Change
Quorum	Defined as 30 members	Defined as a majority of member agencies represented at a meeting	Facilitates conduct of official business outside meetings Ensures quorum is representative of membership by establishing quorum as a fixed number of members
Budget	Approved annually by Board of Directors	Approved annually by membership	Budgeting is a function of elected Board
Article III: Board of Directors			
Nomenclature	Board of Directors	Executive Board	Consistent with nonprofit corporation law & typical practice
Terms of Office for elected directors	3 years; 4 seats elected each year	Technically, one year but in practice open ended	Facilitates turnover, provides clarity re duration of commitment to directors
Article IV: Officers			
Number/titles	Three (3): President, Vice President, Secretary/Treasurer	Four (4): president, First Vice President, Second Vice President, Secretary/Treasurer	
Election/terms	Elected by the Board of Directors for one (1) year terms	Elected by the membership for one (1) year terms	Consistent with statute; allows the Board to deal with non-performing or disruptive officer.
Past Presidents	May remain on the Board until end of three year term as Director and may be re-nominated	Automatically remain on Board for 2 years following term as President	Consistent with fixed terms

Article V: Committees			
Types of Committees	Authorizes establishment of two types of committees: Board Committees, consisting only of Directors and Advisory Committees (all other committees)	Enumerates 12 Standing committees	Change is consistent with corporation law; Allows greater flexibility with formation of committees, membership, functions, etc. CASA will retain committees as outlined in the attachment and announced to the membership in January 2014 though no longer enumerated in the bylaws

In addition, a number of provisions were removed from the bylaws. The goal was to have the bylaws conform to legal requirements and reflect as much as possible the standards for non-profit associations. Deleting these programmatic details from the bylaws will allow CASA to be more flexible, accommodate innovation, change its committee structure in response to member needs, and ensure the bylaws serve their true function: To define, control and set the basic principles and manner by which the organization will be operated.

CASA will continue to develop policies, procedures, strategic plans and other documents that will cover much of the information not carried forward in the bylaws.

Provisions to be deleted or significantly revised:

- Mission and Strategic Goals (simplified into a statement of purpose)
- Committees (revised)
- Rules of procedure
- Schedule and Detail re Dues Structure.

CALIFORNIA ASSOCIATION OF SANITATION AGENCIES

OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies ("CASA") are requested to cast their votes on the following important action:

New Bylaws

New bylaws have been approved by the Executive Board. A copy of the proposed new bylaws is enclosed. The Board recommends repeal of the existing CASA bylaws and approval of the new bylaws by the membership.

Please check one:

_____ Approve repealing existing CASA bylaws and adopting proposed new bylaws

_____ Do not approve repealing existing CASA bylaws and adopting proposed new bylaws

Please mark this Official Ballot for approval or disapproval and then print voting member's name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be RECEIVED** at the CASA office (1225 8th Street, Suite 595, Sacramento, CA 95814) **on or before June 16, 2014**. A postmark on that date is not sufficient – the ballot must be received at the CASA office by the deadline in order to be counted. Thank you.

Dated: _____

Type or print name of CASA voting member

Signature of CASA voting member representative

Type or print name of representative

Telephone number

Email address

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: CSDA's Request Members to Vote on Proposed Bylaws Updates

RECOMMENDATION:

1. Approve CSDA's proposed bylaws updates; or
2. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special District Association (CSDA) ballot to approve that CSDA adopt the proposed bylaws updates. CSDA's bylaws updates will address the following key areas:

- General clean-up to reflect updates and organizational changes over the last 3 years
- Clarifying language to the CSDA Board nomination and election process
- Updates to various committee definitions and titles
- CSDA affiliated chapter clarification

Attached for your review is a copy of the CSDA's memorandum, along with the proposed CSDA bylaws updates and the official ballot. The ballot is due at the CSDA's office in Sacramento by 5:00 p.m. on Friday, June 13, 2014. Each member agency has one vote.

This item has been placed on the agenda for action by the Board of Directors. Staff recommends that the Board approve that CSDA adopt the proposed bylaws updates. Staff will forward the Board's recommendation to CSDA by the due date.

Attachments

PJB:



**California Special
Districts Association**
Districts Stronger Together



MEMORANDUM

DATE: April 25, 2014

TO: California Special Districts Association (CSDA) Voting Members

FROM: Noelle Mattock, CSDA Board President
Neil McCormick, CEO

SUBJECT: Proposed CSDA Bylaws Updates

The CSDA Board of Directors has approved the attached recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last 3 years
- Clarifying language to the CSDA Board nomination and election process
- Updates to various committee definitions and titles
- CSDA affiliated chapter clarification

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at www.csda.net/bylaws.

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

Completed ballots must be received by Friday, June 13, 2014 at 5:00 pm to be counted. Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2014.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at charlottel@csda.net or (916) 442-7887.

Thank you for your participation and continued support of CSDA!

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.2732
f: 916.442.7889



California Special
Districts Association
District is Stronger Together

MAIL BALLOT FOR PROPOSED
BYLAWS AMENDMENT

Shall the 2014 Proposed CSDA Bylaws Amendments be Adopted?

- ☐ Yes
☐ No

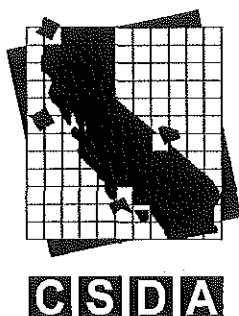
CSDA Member District Name: _____

Authorized Signature: _____
(GM or Board President)

View current CSDA Bylaws and proposed new bylaws at csda.net/bylaws

Must be received by June 13, 2014. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

(If you require a hard copy of either of the above listed bylaws or have questions, please call Charlotte Lowe, CSDA Executive Assistant at (877) 924-CSDA.) If approved, bylaws will become effective July 1, 2014.



BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

TABLE OF CONTENTS

ARTICLE I – GENERAL.....	4
Section 1. Purpose:.....	4
Section 2. CSDA Regions/ <u>Networks</u> :	4
Section 3. Principal Office:	4
ARTICLE II – MEMBERSHIP.....	5
Section 1. Qualification of Membership:	5
Section 2. Membership Application:	6
Section 3. Membership Dues:	6
Section 4. Membership Voting:	6
Section 5. Membership Quorum:.....	7
Section 6. Membership Meetings:	7
Section 7. Termination of Membership:.....	8
ARTICLE III – DIRECTORS.....	9
Section 1. Number of Directors:	9
Section 2. Term of Office:	9
Section 3. Nomination of Directors:.....	9
Section 4. Election of Directors:	9
Section 5. Event of Tie:	10
Section 6. Director Vacancy:.....	10
Section 7. Director Disqualification:.....	11
Section 8. Powers of Directors:.....	12
ARTICLE IV – DIRECTOR MEETINGS	13
Section 1. Place of Meetings:.....	13
Section 2. Ratification Meeting:.....	13
Section 3. Organization Meeting:	13
Section 4. Planning Session:	13
Section 5. Regular Meetings:.....	13
Section 6. Special Meetings:.....	13
Section 7. Quorum:	13
Section 8. Official Records:.....	14
ARTICLE V – OFFICERS	15
Section 1. Number and Selection:.....	15
Section 2. Duties of the President:	15
Section 3. Duties of the Vice President:	15
Section 4. Duties of the Secretary:	15
Section 5. Duties of the Treasurer:.....	16
Section 6. Disbursement of Funds:	16
Section 7. Removal of Officers:.....	16
ARTICLE VI – COMMITTEES.....	17
Section 1. Creation of Committees <u>Structure</u> :	17
Section 2. Committee Actions:	17
Section 3. Committee Meetings:	17
Section 4. Standing Committees:	18
Section 5. Ad Hoc Committees:	19

Section 6. Special Committee of the Board:.....	20
ARTICLE VII – INDEMNIFICATION.....	21
Section 1. Right of Indemnity:	21
Section 2. Approval of Indemnity:.....	21
Section 3. Insurance:	21
Section 4. Liability:	21
ARTICLE VIII – LOCAL CHAPTERS	22
Section 1. Purpose:.....	22
Section 2. Organization:.....	22
Section 3. Rules, Regulations and Meetings:	22
Section 4. Financing of Local Chapters:	22
Section 5. Legislative Program Participation:	23
ARTICLE IX – AMENDMENTS TO THE BYLAWS	24
Section 1. Amendment Proposals:	24
Section 2. Amendment Membership Meeting:.....	24
Section 3. Mailed Amendment Ballot:.....	24
Section 4. Amendment Ratification:	24
EXHIBIT S A/B	25

ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

Section 2. CSDA Regions/~~Networks~~:

The state of California shall be divided along county boundaries into six ~~(6)~~-voting regions/networks. The areas of the regions/networks have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) regions/networks of CSDA.

~~Exhibit B.....Names of the counties within the six (6) regions.~~

Section 3. Principal Office:

The principal business office of CSDA shall be located in Sacramento, California.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in ~~the~~ CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

B. Associate Non-Voting Members:

Shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges and may not hold a seat on the Board of Directors.

C. Business Affiliate Members:

Shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges and may not hold a seat on the Board of Directors.

D. ~~Liaison Representatives:~~

~~Members of CSDA, who hold memberships in other organizations which have shown an interest in the purposes of CSDA, may request the Board of Directors to appoint a non-voting liaison representative from the interested organization to participate in activities conducted by CSDA. Non-inclusive examples of said organizations are recreation and park, fire, cemetery, and mosquito abatement/vector control.~~

~~The Board of Directors may invite the non-voting liaison representatives to attend CSDA meetings and participate in CSDA committees at the discretion of the Board. Liaison representatives have no voting privileges and may not hold a seat on the Board of Directors.~~

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate by resolution, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member. ~~Each regular voting member shall file such resolution with CSDA.~~

B. Voting Authorization:

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing

shall be entitled to one vote on all matters brought before the membership for vote at any meeting or mail ballot.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five ~~(25)~~-voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. Absentee ballots ~~shall~~will not be accepted.

B. Mailed Ballot Quorum:

Mail ballots received from ~~twenty-five (25)~~ voting designees shall constitute a quorum.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting shall include all matters that the Board intends to present for action and vote by the members.

Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or by a majority of at least a quorum of the members. Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.

Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.

C. ~~Notice of Meetings:~~

~~Written notice of any annual or special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, not later than forty five (45) days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

D.C. Mail Ballot:

The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall be mailed by first class mail, at least not later than forty-five (45) days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.

E.D. Majority Vote:

A majority of votes cast or ballots received~~vote of all regular voting members voting~~ shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall~~will~~ not be allowed.

Section 7. Termination of Membership:

Any member delinquent in the payment of dues for a period of three ~~(3)~~ months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for forty-five (45) days after said notice, the delinquent member shall automatically cease to be a member of CSDA.

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be ~~eighteen~~ ~~(18)~~. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three ~~(3)~~ directors elected from each of the six ~~(6)~~ CSDA regions/networks. Directors elected from each of the six ~~(6)~~ regions/networks shall hold staggered three ~~(3)~~ year terms. The three directors serving a term of office from a region/network shall be elected from three ~~(3)~~ different regular voting member agencies located in that region/network.

Section 2 Term of Office:

Directors elected from each of the six ~~(6)~~ regions/networks shall hold staggered three ~~(3)~~ year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three ~~(3)~~ years.

Section 3. Nomination of Directors:

Nomination shall be by region/network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's^{ss} Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that region/network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each region's/network's qualified nominees will be submitted by mail ballot, to that region's/network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the region/network from which they are nominated. ~~six (6) regions and shall be conducted by mail.~~

The Election and Bylaws Committee shall meet each year to review, with staff, the regions/networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, theand officially date for the nomination requests to be received at the CSDA office, and ~~will~~ set the date of the election.

A. Written Notice:

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent first class mail to each regular member on the date specified by the Election and Bylaws Committee, which shall be at least ~~one hundred and twenty (120)~~ days prior to the election. The nominations must be received by ~~the~~ CSDA before the established deadline which shall be no later than ~~sixty (60)~~ days prior to the election. Nominations received after the deadline date shall be deemed invalid.

B. Balloting and Election:

Voting for directors shall be by mail.

After the nomination period for directors is closed, a mailed ballot specifying the certified nominees in each region/network shall be distributed to each regular voting member in that region/network~~good standing~~ by first class mail. Each such regular member in each region/network shall be entitled to cast one vote for each of that region's/network's open seats on the Board.

The ballot for each region/network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a region/network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each region/network were mailed a ~~mail~~ ballot.

Ballots shall be returned by mail to the principal business address of CSDA prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~forty-five (45)~~ days prior to the ~~annual business meeting of the members held at the~~ Annual Conference. Ballots received after the specified date shall not be counted.

All ballots shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental mail ballot containing only the names of those candidates receiving the same number of votes shall be mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail ballots received prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail ballots received after the designated date will be deemed invalid. All ~~such~~ ballots shall remain sealed until opened in the presence of the Committee chair or his/her designee.

In the event the supplemental mail ballot results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same Region/Network:

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail ballot shall be prepared; listing all nominees for that region/network accepted and approved pursuant to Article III, Section 4 of these Bylaws

Regular Mmembers of each region/network shall be entitled to cast one vote for each open seat in that region/network. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy During Nomination Period:

In the event of a vacancy occurring "during" the nomination period ~~prior to the annual election~~, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent to each regular member in the region/network in which the vacancy occurred. Nominations will be accepted for ~~thesuch~~ vacant seat ~~andwhich~~ shall be placed on the mail ballot for election in that region/network.

C. Vacancy After Nomination Period:

In the event of a vacancy occurring "after" the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may ~~shall~~ be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, ~~N~~otification of the vacancy and request for nominations shall be sent to all regular members in the region/network in which the vacancy occurred.

The region's/network's existing directors sitting on the CSDA Board shall interview all interested candidates of that region/network and bring a recommendation to the CSDA Board of Directors ~~of the CSDA~~. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Section 7. Director Disqualification:

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director's district is no longer a member of ~~the~~ CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or CEO ~~Executive Director~~. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director ~~shall fail~~ s to attend three ~~(3)~~ consecutive meetings of the Board, ~~without prior notice to the Board President~~.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of ~~the~~ CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of ~~the~~ CSDA.

Section 4. Planning Session:

~~As directed by the Board of Directors~~~~Before the end of each calendar year~~, a special Strategic Planning Meeting shall be held ~~by the Board of Directors~~ to review and evaluate the plans, policies and activities related to the business interests of CSDA.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors shall be ratified at the ~~last~~^{first} Board meeting of the ~~previous~~ year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of seven ~~(7)~~ directors.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten ~~(10)~~ days prior to the special meeting and electronic notices ~~at least~~^{not less than} five ~~(5)~~ days prior.

Section 7. Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten ~~(10)~~ directors. A majority vote among at least ten ~~(10)~~ directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of ~~the~~-CSDA shall be the President, Vice President, Secretary, Treasurer and ~~the~~ Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to regions/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve ~~the-CSDA~~ without compensation.

Each shall hold office for the term of one ~~(4)~~-year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of ~~the~~-CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of ~~the~~-CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President ~~and~~ shall ~~recommend~~ appoint ~~appointment of~~ committee chairs and vice-chairs and members of the Standing Committees. ~~Such appointments are~~ subject to ratification confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be ~~the chair of the Planning Committee and~~ an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or ~~such~~ designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of ~~the~~-CSDA.

A list of the membership of ~~the~~-CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or ~~such~~-designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of ~~the~~-CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or ~~such~~-designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of ~~the~~-CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or ~~such~~-designee, shall disburse, or cause to be disbursed by ~~such~~-persons as authorized by resolution of the Board of Directors, the funds of ~~the~~-CSDA, as ordered by the Board of Directors.

The Treasurer or ~~such~~-designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of ~~the~~-CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or ~~such~~-designee shall, after the close of the fiscal year of ~~the~~-CSDA, cause an annual audit of the financial condition of ~~the~~-CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by ~~the~~-CSDA unless ~~at the~~ check, draft or other evidence of such disbursement ~~has been~~~~shall be~~ executed on behalf of ~~the~~-CSDA by ~~such~~-persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. ~~Creation of Committees Structure:~~

~~The Board of Directors by a majority vote may create one or more committees to serve at the pleasure of the Board, and have such authority as provided by the Board of Directors.~~

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. ~~Appointment of two (2) or more directors to the committees shall be by a majority vote of the Board. Each committee shall have at least two Board members and no more than nine Board members.~~ Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or professional Business Affiliate members, ~~and liaison representatives from other organizations pursuant to Article II, Section 1 to be approved by majority vote of the CSDA Board of Directors.~~

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; ~~e~~Expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of ~~the~~-CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined

by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Section 4. Standing Committees:

Standing Committees of ~~the~~ CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Education Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, ~~Membership Recruitment~~ Member Services and ~~Planning and~~ Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of ~~the~~ CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the ~~Immediate Ppast P~~resident of ~~the~~ CSDA. If the ~~Immediate Ppast P~~resident is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as president in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. ~~Professional Development~~Education Committee:

The ~~Education Professional Development~~ Committee shall plan, organize and direct ~~CSDAthe education professional development~~ programs and events of the CSDA. ~~The Committee shall organize the Annual Conference and the Special District Legislative Days. A public relations program shall be maintained by the Committee.~~

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections ~~foref~~ the CSDA Board of Directors as provided in these ~~B~~ylaws. The Committee shall annually review the ~~B~~ylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to

~~enter into all contracts necessary to provide financial assistance to CSDA members and be responsible for oversight of the programs of the CSDA Finance Corporation.~~

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be ~~prepared~~ reviewed by the committee and ~~shall be~~ ratified by the Board of Directors.

~~The Fiscal Committee shall assist the Planning Committee in the continuing development of the CSDA's "Strategic Plan".~~

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of ~~the~~ CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs ~~Legislative~~ Department with legislative and public policy issues.

G. ~~Member Services~~ Membership and Recruitment Committee:

The ~~Membership and Recruitment~~ Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. ~~Planning~~ Committee:

~~The Planning Committee in conjunction with the Fiscal Committee shall be responsible for the continuing development of the "Strategic Plan" of the CSDA. The "Strategic Plan" shall be reviewed and monitored. The Committee shall recommend revisions and/or additions to the Board of Directors for ratification.~~

I.H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Director approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two ~~(2)~~ members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, ~~liaison representatives of other organizations~~, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two ~~(2)~~ or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer's, director's, employee's, or agent's status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

ARTICLE VIII – LOCAL CHAPTERS

Section 1. Purpose:

The purpose of local chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The local chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of ~~the~~ CSDA are encouraged to create and establish local chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to ~~of~~ the following ~~existing~~ chapters must have at least one ~~(1)~~ CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. These existing chapters are strongly encouraged to have all district members as CSDA members, however the existing local chapter may include members of Such existing chapters may include as members local organizations, districts and professionals who are not members of ~~the~~ CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as be current members of CSDA ~~members~~ in order to be a chapter affiliate of CSDA. ~~The existing~~ Such local chapters may include members of local organizations and professionals who are not members of CSDA.

Local chapters shall be determined to be affiliates of the CSDA upon approval and execution of the Chapter Affiliation Agreement by the local chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors ~~of the CSDA~~. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its local chapters shall not become or ~~be deemed~~ to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each local chapter shall adopt such rules and regulations, meeting place and times as the membership of such local chapter may decide by majority vote. Rules and regulations of the local chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of ~~the~~ CSDA.

Section 4. Financing of Local Chapters:

No part of ~~the~~ CSDA's funds shall be used for the operation of the local chapter affiliates. ~~The~~ CSDA is not responsible for the debts, obligations, acts or omissions of ~~theirs~~ local chapters.

Section 5. Legislative Program Participation:

Local chapters may function as a forum in regard to federal, state and local legislative issues.
The chapters may assist ~~the~~ CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon resolution of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by ~~the~~ CSDA, at a specially called meeting, or by a mailed ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given by the Board of Directors to the regular voting members, not later than ~~forty-five (45)~~ days in advance of the amendment meeting.

Electronic copies of the proposed amendment/s shall be available on the CSDA website for the regular voting members prior to the meeting. Copies of the proposed amendments shall be available for the voting members at the amendment meeting, ~~upon advance requests~~.

Section 3. Mailed Amendment Ballot:

When a mailed ballot is utilized to amend these Bylaws, the ballot shall include all amendments and matters the Board of Directors intends to present for action and vote by the members and shall be mailed by ~~the~~ CSDA to all regular voting members ~~in good standing~~. ~~The~~Such ballot shall be mailed by first class mail, not later than ~~forty-five (45)~~ days in advance of the date ~~the~~ CSDA has designated for the receipt of the ballot.

The amendment ballot must be received by ~~the~~ CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid

Section 4. Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by a majority vote of all regular voting members present at a membership meeting, at which a quorum, as defined in Article 2, Section 5 of these Bylaws, of the members is present.

B. Mailed Ballot:

The proposed Bylaw amendment/s shall be deemed adopted when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.



CSDA Regions

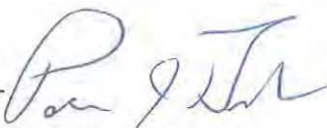




2015 Regions/Networks



MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: 2014 Pump Station Condition Assessment Report

RECOMMENDATION:

Staff and the Engineering Committee (EC) recommend that the Board of Directors:

1. Receive and file the 2014 Pump Stations Assessment Report completed by Infrastructure Engineering Corporation.
2. Discuss and take other action as appropriate.

DISCUSSION:

This item was reviewed by the EC at its May 7, 2014 meeting and the EC concurred with staff to recommend this item for Board approval.

The 2013 Asset Management Plan (AMP) recommended that the District complete a pump station condition assessment during Fiscal Year 2014 to identify pump station rehabilitation projects for the District's Capital Improvement Program (CIP). To implement this recommendation, in June 2013 staff executed an agreement with Infrastructure Engineering Corporation (IEC) to conduct the 2014 Pump Stations Assessment. IEC has completed their assessment and has submitted a report of their findings and recommendations.

The assessment team consisted of personnel from both the District and IEC as follows:

District

Jeff Stecker
Marvin Gonzalez
Steve Krason

IEC and Subcontractors

Jim Ashcraft
Jamie Fagnant
Joe Moraes (Moraes Pham & Associates)
Randy Geving (RF Yeager Engineering)

IEC collected input from District staff and conducted pump station site visits. IEC then categorized their findings into discrete and clearly defined projects that are recommended for the District to accomplish in the next five years. The recommended projects for Fiscal Year 2015 (FY15) are as follows:

- Encina Effluent Pump Station (EEPS) Rehabilitation
- Saxony Pump Station Rehabilitation
- Replace Two Variable Frequency Drives (VFD) at Leucadia Pump Station
- Annual Cathodic Protection Inspection of the Batiquitos (B2 and B3) and Leucadia (L1 and L2) Force Mains and Satellite Pump Stations

The projects for ensuing fiscal years are listed in the report's executive summary, attached for your review. A copy of the report is available upon request.

In regards to EEPs, this year's budget (FY 14) included several items that have been identified in the Pump Station Assessment Report and staff has begun to make these improvements. The remainder of items related to EEPs have been included in the Proposed FY 15 Budget and will be reviewed by the Board at the May 6th Budget Workshop.

Additionally, IEC recommended the District consider the eventual phase out of the existing Smith & Loveless "Packaged" pump stations, such as the Encinitas Estates Pump Station, and replace them with submersible pump stations for the following reasons:

1. the "packaged" pump stations are nearing the recommended design life for their cast in place concrete wet wells
2. provide a safer working environment for Field Service staff
3. provide an alternative to sole source retrofitting from Smith & Loveless for future rehabilitation
4. simplify maintenance and operation

IEC recommended that the replacement of the four Smith & Loveless pump stations be completed in phases, with two being replaced in the next 5 years and the remaining two in 20 years.

Jamie Fagnant, IEC, will present an overview of the report at the meeting.

rym:PJB

Attachment

EXECUTIVE SUMMARY

IEC has compiled input from site visits to pump stations and input from District staff into 17 discrete and clearly defined capital improvement projects recommended for the District to pursue in the next five years. The projects are summarized in the below table.

FISCAL YEAR	PROJECT	ESTIMATED COST
14/15	Encina Effluent Pump Station Rehabilitation	\$283,905
14/15	Saxony Pump Station Rehabilitation	\$592,110
14/15	Leucadia PS Variable Frequency Drive (VFD) Replacement	\$267,300
14/15	Annual Cathodic Protection Inspection	\$7,500
15/16	Leucadia Pump Station Improvements	\$206,550
15/16	Encinitas Estates and Village Park 5 Pump Station Replacements	\$1,553,580
15/16	Batiquitos PS VFD Replacement	\$267,300
15/16	Annual Cathodic Protection Inspection	\$7,500
16/17	Avocado and Diana Main Breaker Replacement	\$118,260
16/17	Systemwide Control Upgrades	\$641,520
16/17	Annual Cathodic Protection Inspection	\$7,500
17/18	Leucadia PS VFD Replacement	\$267,300
17/18	Village Park 7 Rehabilitation	\$621,270
17/18	Annual Cathodic Protection Inspection	\$7,500
18/19	Leucadia Pump Station Structural Assessment	\$15,600
18/19	Rancho Verde Pump Station Improvements	\$156,816
18/19	Annual Cathodic Protection Inspection	\$7,500
	Subtotal Wastewater	\$4,745,106
	Subtotal Recycled Water	\$283,905

IEC recommends the District phase out the existing Smith & Loveless metal can pump stations including Encinitas Estates, Village Park 5, Village Park 7 and La Costa Pump Stations, because these four pump stations are nearing the recommended design life for their cast in place concrete wet wells, to provide a safer working environment for District staff and to provide an alternative to sole source retrofitting from Smith & Loveless for future rehabilitation. To spread out the additional capital improvement costs it is recommended that the District pursue replacing Encinitas Estates and Village Park 5 in the next five years and La Costa and Village Park 7 in approximately 20 years.

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Reimbursement of Expenses for the California Women Lead's 17th Annual Networking Luncheon

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the reimbursement of expenses for attendance at the California Women Lead's 17th Annual Networking.
2. Discuss and take other action as appropriate.

BACKGROUND:

LWD's Integrated Travel Authorization and Expense Reimbursement Policy provide guidelines for reimbursement of expenses for Directors and employees of the District. The policy specifically identifies organizations and associations for which reimbursement of expenses have been pre-approved. Attendance at other meetings, conferences, and seminars not specifically authorized by the Policy must be approved by the Board of Directors prior to attendance for reimbursement of expenses.

DISCUSSION:

The Board of Directors recently received an invitation to attend the California Women Lead's 17th Annual Networking Luncheon on May 16, 2014. The cost of attendance is \$80 per attendee.

Because attendance at this luncheon has not been authorized for reimbursement in the Policy, the Board of Directors must take specific action to approve reimbursement of expenses.

The purpose of this agenda item is to request that the Board of Directors authorize reimbursement of expenses for attendance at the California Women Lead's 17th Annual Networking Luncheon.

cal:PJB

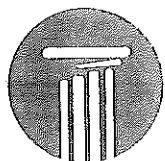
attachment



Please join us for
California Women Lead's
17th Annual
Networking Luncheon

Empowered Women Leaders Panel
Zeny Aguilana, JP Morgan Chase & Company
Rebecca Bartling, Del Mar Fairgrounds
Liz Snow, California Dental Association
Sara Sutachan, California Association of REALTORS®
Charlene Zettel, University of California Regent
Special Guest
Elana Ma, California Women Lead

May 16, 2014, 11:30 am
The Prado at Balboa Park



California Women Lead
ENGAGE • EMPOWER • ELECT

California Women Lead is an issue neutral, nonpartisan organization dedicated to providing leadership training, policy discussion forums, and networking opportunities for women holding – or interested in holding – elected or appointed office.

Presented by

bridgepoint

California Women Lead
1017 L Street, #418
Sacramento, CA 95814
(916) 551-1920 Office
admin@cawomenlead.org
www.cawomenlead.org

First Class
Presorted
U.S. Postage
PAID
Permit No. 305
San Diego, CA

Friday, May 16, 2014

11:30 AM Reception, 12:00 PM Lunch & Program

The Prado at Balboa Park

1549 El Prado, San Diego, CA 92101

Luncheon tickets \$45 for California Women Lead members and \$70 for non-members

All tickets \$80.00 after May 9th


Visit www.cawomenlead.org to purchase tickets



*****AUTO**3-DIGIT 920

HONORABLE ELAINE SULLIVAN
LEUCADIA WASTEWATER DISTRICT
1960 LA COSTA AVE
CARLSBAD CA 92009-6810

MEMORANDUM

DATE: May 8, 2014
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: La Costa Pump Station Project – Project Completion

RECOMMENDATION:

1. This item is presented for information purposes.

DISCUSSION:

Piperin Corporation completed work on the La Costa Pump Station Rehabilitation Project on April 18, 2014. This project consisted of installing two replacement pumps, replacing plug and check valves, installing a cathodic protection system, and replacing the programmable logic control (PLC). Staff filed the Notice of Completion with the County of San Diego on April 22, 2014. Four change orders totaling \$29,709.47 were issued during the project. The change order total was 12.3% of the original contract amount of \$242,000. Therefore, the final project cost was \$271,709.47.

rym:PJB

Trisha Hill

From: Sharney M <sharneyM@yahoo.com>
Sent: Tuesday, April 29, 2014 9:15 PM
To: Info
Subject: newsletter, tour of plant

To whom it may concern:

For the past year and 1/2, my almost-5-year-old son has regularly requested that I read him the Leucadia Water District's Fall 2012 issue of the "Downstream" newsletter as his bedtime story. I kid you not! He's fascinated by every word of it- and studies all the pictures intently. The newsletter has been loved to death- it's now torn and tattered, and we've lost a page. It's the only issue we have received to my knowledge (but it's possible we somehow missed issues.)

I was wondering if perhaps you have other back issues that you could send us?

Also, I know my son would love to take a tour of the water treatment plant- to see the real thing in real life!. Perhaps I could invite his other preschool classmates to join us (4 & 5 year-olds.) Would it be possible to set up a tour? A Tuesday or Thursday morning would be best.

Thank you so much for any information.

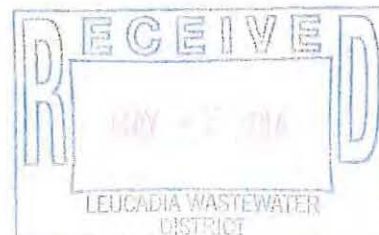
Best Regards,

Sharney McLaughlin
429 Brenna Ct.
Encinitas, CA 92024

Encinitas

UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road
Encinitas, CA 92024-4349
Phone: (760) 944-4300
FAX: (760) 942-7094
www.eusd.net

**Board of Trustees**

Emily Andrade
Maureen "Mo" Muir
Carol Skiljan
Gregg Sonken
Marla Strich

May 2, 2014

Leucadia Wastewater District
1960 La Costa Ave
Carlsbad, CA 92009

Superintendent

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

**Assistant
Superintendents**

Leighangela Brady, Ed.D.
Educational Services

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to Park Dale Lane Elementary School. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Angelica Lopez
Administrative Services

Again, please accept our gratitude for your thoughtfulness.

John Britt
Business Services

Yours truly,

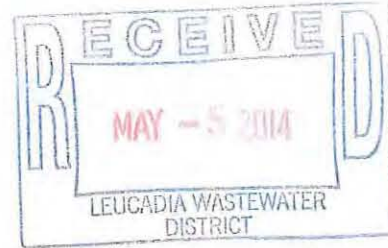
Timothy B. Baird, Ed.D.
Superintendent

/jfe

Encinitas

UNION SCHOOL DISTRICT

101 S. Rancho Santa Fe Road
Encinitas, CA 92024-4349
Phone: (760) 944-4300
FAX: (760) 942-7094
www.eusd.net

**Board of Trustees**

Emily Andrade
Maureen "Mo" Muir
Carol Skiljan
Gregg Sonken
Marla Strich

May 2, 2014

Leucadia Wastewater District
1960 La Costa Ave
Carlsbad, CA 92009

Superintendent

Timothy Baird, Ed.D.

Dear Leucadia Wastewater District:

**Assistant
Superintendents**

Leighangela Brady, Ed.D.
Educational Services

On behalf of the Board of Trustees, I would like to thank you for your generous donation of cash to El Camino Creek Elementary School. The Board wants you to know that your donation is very much appreciated. This type of support helps to build a stronger educational system for our children and the community.

Angelica Lopez
Administrative Services

Again, please accept our gratitude for your thoughtfulness.

John Britt
Business Services

Yours truly,

Timothy B. Baird, Ed.D.
Superintendent

/jfe

Directors' Meetings

Presented by Directors Sullivan, Omsted
and Hanson

Conference

CASA Public Forum Conference

Dates and Location

April 27-29, 2014

Sheraton Grand Hotel in Sacramento

List of Attendees

Director Sullivan

Director Omsted

Director Hanson

The above mentioned Board members attended sessions regarding Effective Advocacy at the California Legislature, Water Recycling, Regulatory Relief and California's Drought issue, and Key Legislative Issues, along with visits to legislative offices in the State Capitol.

Directors' Meetings

Presented by President Kulchin, Directors Sullivan, Hanson and Omsted

Conference

2014 Annual CWEA Conference

Dates and Location

April 29 – May 2, 2014

Santa Clara Convention Center

List of Attendees

President Kulchin

Director Sullivan

Director Hanson

Director Omsted

The above mentioned Board member attended various sessions regarding wastewater and recycled water issues.