



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, August 14, 2024

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 vote of the Board. All agenda materials can be accessed at the District website at <https://www.lwwd.org/agendas/board> and are also available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Executive Assistant at (760) 753-0155. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

- 1. Call to Order**
Teleconference with Vice President Saldana at the following location:
1343 Kenneth Street, Seaside, CA 93955
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
Achievement of Individual Awards – Professional Achievement Awards for Angel Hinojosa. (Pages 6-8)

CONSENT CALENDAR

Items 7-13 will be enacted in one motion in accordance with the recommendation unless removed from the Consent Calendar by the Board of Directors, Staff or Public. If a member of the public wishes to remove an item, they should submit a "Request to Address the LWD Board of Directors" form to the Board Secretary prior to the meeting. Items removed from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 10, 2024 Regular Board Meeting (Pages 9-15)

July 18, 2024 Community Affairs Committee Meeting (Pages 16-17)

August 5, 2024 Engineering Committee Meeting (Pages 18-19)

8. Approval of Demands for July/August 2024

This item provides for Board of Directors approval of all demands paid from LWD during the month of July and a portion of August 2024. (Pages 20-30)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY24 to FY25, flows by sub-basin, and staff training. (Pages 31-37)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY25 budget and discloses monthly investments. (Pages 38-45)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2024. (Pages 46-47, Enclosure 11)

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2024. (Pages 48-49)

13. Fiscal Year 2025 (FY25) Pay Schedules

Adopt Resolution No. 2419 – Approving the FY25 pay schedules. (Pages 50-52)

EWA REPORTS

14. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on July 24, 2024 – report by Vice President Saldana. (Page 53)

B. An Encina Member Agency Manager's (MAM) Meeting was held on August 6, 2024 – report by DFA Green. (Verbal)

COMMITTEE REPORTS

15. Committee Reports

A. Community Affairs Committee meeting was held July 18, 2024 – report by Vice President Saldana. (Page 54)

B. Engineering Committee meeting was held August 5, 2024 – report by Director Omsted. (Page 55)

ACTION ITEMS

16. San Marcos Creek Crossing Diversion Project Award of Construction Contract and Authorize an Additional Appropriation (Pages 56-62)

A. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$1,124,000 as the lowest responsive and responsible bidder and;

B. Authorize an additional appropriation of \$150K for project construction.

17. Revised Conflict of Interest Code

Adopt Resolution No. 2418 – Approving LWD’s Revised Conflict of Interest Code. (Pages 63-67)

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

A. EWA Energy Resiliency Study Overview. (Verbal)

B. Flu Shot Clinic is scheduled for Thursday, September 19, 2024. (Verbal)

19. Directors’ Meetings and Conference Reports

2024 CASA Annual Conference was held July 31 – August 2, 2024 in Monterey, CA. (Page 68)

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 and on the District website www.lwwd.org at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: August 8, 2024



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

- ◆ *I will openly communicate during Board meetings and voice my views, in the meetings, on all matters regarding the District.*
- ◆ *I will support the decisions of the Board once they are voted on.*
- ◆ *I will concentrate on issues of governance and strategic import to the District and will expect support from staff on issues of operational import and detail.*
- ◆ *I will treat fellow Board members with dignity and respect.*
- ◆ *I will be prepared to discuss Board issues and agree to spend the necessary time and attention to Board matters.*
- ◆ *If I have concerns or questions, I will ask. If I need clarification of Board agenda items, I will call ahead and discuss with the General Manager.*
- ◆ *I will support the General Manager as the primary spokesperson for the District.*
- ◆ *I will conduct myself in the highest ethical manner and comply with all appropriate government regulations.*

Role of Staff

- ◆ *Implement policies of LWD Board*
- ◆ *Create tactics and action plans that address how policies should be implemented*
- ◆ *Provide technical competence in addressing issues of how tactics should be implemented*
- ◆ *Provide relevant facts and recommendations*
- ◆ *Provide effective leadership*
- ◆ *Administer day-to-day operations of the District*
- ◆ *Respond to reasonable Board requests for information*

MEMORANDUM

DATE: August 8, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *RG for PJB*
SUBJECT: **Presentation and Awards – Achievement of Individual Award**

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

State Water Resources Control Board Water Treatment Operator Grade T1 – Angel Hinojosa

Field Services Technician In-Training Angel Hinojosa recently received his Water Treatment Operator Grade T1 from the State Water Resources Control Board. Angel has been working for the District since November 2023 and this is his first certification since his employment at the District. Angel has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Angel's desire to excel through continued professional development. As a result of this certification, Angel is eligible for an Individual Incentive Award of \$500.

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Angel Hinojosa

Field Services Technician In-Training Angel Hinojosa recently received his Grade 1 Collection System Maintenance certification from CWEA. This is his second certification since his employment at the District. Angel has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Angel's desire to excel through continued professional development. As a result of this certification, Angel is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Angel for these outstanding accomplishments.

tb:PJB

State of California

State Water Resources Control Board

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


Angel Hinojosa

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY FOR
PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

Water Treatment Operator

Grade T1

Operator Number: 47265
Issued July 2024



E. Joaquin Esquivel
Chair



Certificate of Competence

This is to certify

Angel Hinojosa

Having submitted acceptable evidence of qualifications by education, training and experience, this individual is hereby granted this certification of competency in

COLLECTION SYSTEM MAINTENANCE GRADE 1

Certificate number: 1308237708

Expires: 7/31/2025

Gilbert D Barela

Gilbert Barela, President
California Water Environment Association



John H. Vogel

John Vogel, Chair
Technical Certification Program

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

July 10, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, July 10, 2024 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Roesink, Saldana, Omsted, Pacilio, Sullivan

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, Project Coordinator Ian Riffel, District Engineer Dexter Wilson

3. Pledge of Allegiance

Vice President Saldana led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

6. Presentations and Awards

Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence Financial Reporting for Fiscal Year Ended June 30, 2023.

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2023. GM Bushee acknowledged DFA Green for his work on the Annual Comprehensive Financial Report (ACFR).

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 12, 2024 Regular Board Meeting
July 1, 2024 Engineering Committee Meeting

8. Approval of Demands for June/July 2024

Payroll Checks numbered 240612-1 – 240701-4; General Checking Checks numbered 25769-25857

9. Operations Report (A copy was included in the original July 10, 2024 Agenda)

10. Finance Report (A copy was included in the original July 10, 2024 Agenda)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2024.

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

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on June 26, 2024.

Vice President Saldana reported on EWA's June 26, 2024 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on July 2, 2024.

GM Bushee reported on EWA's July 2, 2024 MAM meeting.

13. Committee Reports

An Engineering Committee meeting was held July 1, 2024.

Director Omsted reported that the Engineering Committee (EC) reviewed the following recommendation:

- Authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.

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

The EC also received an update on the Batiquitos Pump Station Emergency Basin Lining Project.

ACTION ITEMS

14. Appropriation Carry Over to Fiscal Year 2025 (FY25) Capital Acquisition Budget

Authorize the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY2024 Capital Acquisition Budget to the FY2025 Capital Acquisition Budget for the retrofitting of a new Traffic Control Truck.

FSS Gonzalez presented the item and provided background information noting that this is a tactical goal for FY2024. FSS Gonzalez stated that in FY2024, funds were allocated within the Capital Acquisition Budget for the procurement and retrofitting of a new Traffic Control Truck.

In September 2023, staff placed an order for the truck through National Auto Fleet Group, an authorized dealer under the Sourcewell Cooperative, with an anticipated delivery date in May 2024. However, due to supply chain shortages at General Motors Company, the original order was not fulfilled. In late April, LWD staff was informed that the truck order had not been processed by General Motors Company. Consequently, LWD's Field Services Staff took proactive measures to locate an alternative truck chassis. A Ford chassis was identified locally at Ken Grody Ford in Carlsbad. In May 2024, LWD purchased the Ford chassis and transported it to Plumbers Depot for customization. Subsequently, Plumbers Depot notified the District that the customization work would not be completed until early July 2024 (FY2025).

Vice President Saldana asked if the cost for retrofitting for the truck was increased due to the delay. FSS Gonzalez stated that the cost did not increase.

Director Pacilio asked if the District had the truck in their possession and when would the retrofit be completed. FSS Gonzalez answered that the District has the truck but it is currently being retrofitted and it should be completed in 2-3 weeks.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Saldana, and unanimously carried, the Board of Directors authorized the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY2024 Capital Acquisition Budget to the FY2025 Capital Acquisition Budget for the retrofitting of a new Traffic Control Truck by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

15. FY 2025 Gravity Pipeline Rehabilitation Project

Authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.

PC Riffel presented the item and provided background information noting it is a FY2025 tactical goal. PC Riffel stated that the goal of the FY2025 Project is to repair defects that require open trench construction and he noted that the District has selected (3) sewer pipelines at (2) different locations that require repair. PC Riffel stated the first defect is located near the intersection of El Camino Real and Encinitas Boulevard, in a utility road behind Discount Tire, and the second and third defects are consecutive sewer pipelines that are located near the intersection of Piraeus Street and Olympus Street, on Piraeus Street. PC Riffel stated that the defective sewer pipelines have major sags which creates surcharging on the pipeline.

PC Riffel stated that Water Works has submitted a proposal to complete project final design up to the bid phase. He said the Engineer's Estimate is approximately \$703K and that Water Work's proposed fee is \$89,621 which includes geotechnical investigation and survey services. He noted that the sub-consultant services account for almost half of the design fee. PC Riffel continued that Staff believes the proposal is fair and reasonable.

Vice President Saldana asked if age was a factor in the sagging of the pipelines. GM Bushee stated that age is not always a factor and sagging can be caused by ground water or ground movement/settling. DE Wilson added that the sagging of these pipelines would be considered unexpected and the pipelines should have lasted another 50 years. He noted that sags are normally related to other things going on in the area.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621 by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

16. Receive and file the Fiscal Year 2024 (FY24) Tactics and Action Plan Report

ADS Hill presented the item stating that the District has accomplished 138 goals. She provided the highlights of the Plan, which included the following:

- No sewer spills for 4.5 years
- Updated Strategic Plan;
- CCTV of sewer lines and FOG testing;
- Board Recruitment of Director Pacilio;
- Retirements of two long term employees;
- Recruitment of an Accounting Technician;
- FST III Hugo Gonzalez recognized as the Statewide CWEA Collection System Person of the Year;
- San Marcos Creek Crossing Diversion Project; and
- Prop 218 Notice for a 3-Year Rate Increase;

Following discussion the Board of Directors received and filed the FY24 Tactics and Action Plan.

17. Adopt the Fiscal Year 2025 (FY25) Tactics and Action Plan

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted the FY25 Tactics and Action Plan by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

18. CSDA Board of Directors 2024 Election – Seat A

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat A for the southern network region. The deadline for the receipt of ballots is July 26, 2024 and staff has no recommendation on this matter. EA Baity stated staff would cast the vote based on the Board's action.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors voted for Jason Dafform, Valley Sanitary District, for the CSDA Southern Network - Seat A by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

19. CASA Election of Officers Fiscal Year 2024/2025 and Approval of Dues Resolution for Calendar Year 2025.

EA Baity noted there are two business items that will be addressed during the CASA Annual Conference in late July/early August. She provided information on the CASA Election of Directors and the approval of the Dues Resolution. She noted that this year President Roesink is the CASA voting member.

Upon a motion duly made by Vice President Saldana, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the CASA Election of Officers for Fiscal Year 2024/2025 and Approval of Dues Resolution for Calendar Year 2025 by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports
None.

21. Directors' Meetings and Conference Reports
None.

22. General Manager's Report
GM Bushee reported on the following:

- A questionnaire from the financial auditors for the Board to complete.

23. General Counsel's Report
GC Brechtel reported on the following:

- The State Supreme Court disallowed the Tax Payer Protection Accountability Act's eligibility for the 2024 election ballot.

24. Board of Directors' Comments
None.

25. Closed Session
Personnel matters as authorized by Government Code §54957 to review General Manager Performance.

The Board of Directors met in Closed Session. General Counsel Brechtel reported that the Board of Directors reviewed GM Bushee's performance. He stated that the Board agreed that the General Manager's performance was overall excellent.

The Board then reviewed the General Manager's compensation in open session.

Upon a motion duly made by Director Pacilio, seconded by Director Omsted, and carried, the Board of Directors approved a 5% salary increase from \$281,437.94 to \$295,509.84 by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and carried, the Board of Directors approved a one time bonus of \$7,500 by the following vote:

Director	Vote
President Roesink	Yes
Vice President Saldana	Yes
Director Omsted	Yes
Director Pacilio	Yes
Director Sullivan	Yes

26. Adjournment

President Roesink adjourned the meeting at approximately 6:30 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 July 18, 2024

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Thursday, July 18, 2024 at 9:00 a.m. at the District office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Saldana and Omsted
 DIRECTORS ABSENT: None
 OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Supervisor Trisha Hill, and Neal Bloom with Rising Tide Partners (RTP) via videoconference

3. Public Comment

No public comment was received.

4. Discussion of Fall 2024 Newsletter Proposed Article Topics and Production Schedule.

5.

Mr. Bloom of Rising Tide Partners (RTP) presented the subject item and provided a brief summary of the proposed newsletter article topics. The CAC discussed the various article topics. Chairperson Saldana noted that he had suggested a topic relating to a collaboration between Carlsbad and local water agencies. He added that the agreement had not been approved by Carlsbad yet, therefore, it should be pulled from this newsletter. Staff agreed to do so.

Mr. Bloom then reviewed the production schedule.

Following discussion, the CAC authorized staff and RTP to proceed with the newsletter articles under the proposed production schedule.

6. Information Items

None.

7. Directors' Comments

Director Omsted noted that in the construction zone on Grandview Street in Encinitas he had smelled odors and asked if the District had pipelines in that area. Staff responded that the District maintains sewer lines on Grandview Street but had not received any odor complaints. Staff added that Encinitas does have storm drains in the area and that could also be a potential source of odors.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Saldana adjourned the meeting at 9:43 a.m.

Paul J. Bushee
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 August 5, 2024

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Monday, August 5, 2024 at 1:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Omsted called the meeting to order at 12:58 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Pacilio

DIRECTORS ABSENT: None

OTHERS PRESENT: Director of Finance and Administration Ryan Green; Field Services Supervisor Gabe Mendez; Project Coordinator Ian Riffel; District Engineer Dexter Wilson, Tim Lewis from Water Works Engineers, and Grant Aukland from Water Works Engineers

3. Public Comment

None.

4. San Marcos Creek Crossing Diversion Project – Award of Construction Contract and Authorize an Additional Appropriation

Recommendation 1: Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$1,124,000.

Recommendation 2: Authorize an additional appropriation of \$150K for project construction.

PC Riffel presented this item to the EC.

Director Pacilio asked for clarification about the \$150K additional appropriation. PC Riffel answered that the FY25 Capital Budget included \$1.025M for project construction, however, due to Palm Engineering Construction Company, Inc.'s (Palm's) bid and Water Works Engineers' (Water Work's) refined final design cost estimates, staff is requesting an additional \$150K to cover project construction and a 5% contingency.

Chairperson Omsted asked what account the additional \$150K will be pulled from. DFA Green answered from the District's capital reserve account.

PC Riffel continued to provide background information and said that in January 2024 the emergency repair work was completed at the San Marcos Creek pipeline crossing at the Omni La Costa south golf course. PC Riffel stated that during this time, staff and the Board discussed expediting a permanent repair and in March 2024, the Board authorized a \$200K Capital Budget transfer in order to start design immediately.

PC Riffel stated that in June 2024, Water Works completed project design and staff advertised the project for bids. PC Riffel continued that the estimated construction cost was \$1.046M. PC Riffel stated that the District received two (2) bids by the July 23rd deadline and Palm had the lowest bid of \$1,124,000. He said that Palm's bid was \$78K more than the cost estimate.

PC Riffel reviewed actions staff took to ensure the bid was competitive. Based on this analysis, staff is recommending that the bid be awarded to Palm.

Following discussion, the EC concurred with staff to recommend that that Board of Directors authorize the General Manager to award the contract for the San Marcos Creek Crossing Diversion Project construction to Palm in an amount not to exceed \$1,124,000 as the lowest responsive and responsible bidder and authorize an additional appropriation of \$150K for project construction.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at approximately 1:06 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
August 14, 2024**

Disbursement Period July 5, 2024 through Aug 8, 2024

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>		<u>Amount</u>
Biweekly Payroll	7/10/2024	240710-1	240710-18	\$52,244.31
Biweekly Payroll	7/24/2024	240724-1	240724-18	\$56,964.31
Board Payroll	8/1/2024	240801-1	240801-5	\$2,290.30
Biweekly Payroll	8/7/2024	240807-1	240807-18	\$55,042.03

TOTAL PAYROLL CHECKS	\$	166,540.95
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Leucadia Wastewater District

Check/Voucher Register - Demand Summary for Board

1001 - PPB (Opus) General Checking Account

From 7/5/2024 Through 8/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25858	7/11/2024	AIRGAS USA LLC	1,805.32	Liquid Oxygen Contract 06/25/24
25859	7/11/2024	ALLIANT INSURANCE SERVICES, INC	613.00	Crime Insurance Program
25860	7/11/2024	AT&T	280.84	Phone Service Elevator 05/25/24-06/24/24
25861	7/11/2024	BOOT WORLD, INC	150.99	FST Safety Boot - Boot World - M Gonzalez
25862	7/11/2024	Brightview Landscape Services Inc	1,066.00	Landscape Maintenance Services @ Admin-July 2024
	7/11/2024	Brightview Landscape Services Inc	378.00	Vegetation Cleanup (Line Maintenance)-July 2024
25863	7/11/2024	AWSS INC	1,096.59	Vehicle Fuels 06/22/24-06/28/24
25864	7/11/2024	CITY OF CARLSBAD	541.30	Water for Vactor 1
	7/11/2024	CITY OF CARLSBAD	455.42	Water for Vactor 2
25865	7/11/2024	CORODATA RECORDS MANAGEMENT ...	107.60	File Storage June 2024
25866	7/11/2024	COUNTY OF SAN DIEGO	7,982.80	LAFCO Fees FY25
25867	7/11/2024	DATA NET SOLUTIONS GROUP	90.00	Labor for Migration
	7/11/2024	DATA NET SOLUTIONS GROUP	3,770.45	Monthly IT services June 2024
	7/11/2024	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services June 2024
	7/11/2024	DATA NET SOLUTIONS GROUP	1,695.00	NETAPP FA2552 Warranty Renewal 1 year July 24- July 25
	7/11/2024	DATA NET SOLUTIONS GROUP	1,350.00	WatchGuard M370 Main Office Renewal July 24-July 25
25868	7/11/2024	DEXTER WILSON ENGINEERING	315.00	Development Services-1135 Woodside Development-La Costa Ave
	7/11/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-1187 Omni La Costa Driving Range Expan
	7/11/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1206-Susiecakes-1935 Calle Barcelona172
25869	7/11/2024	GRAINGER, INC	60.19	Couplings PVC 5x3'
	7/11/2024	GRAINGER, INC	40.83	Couplings, PVC 6x4 & 5x4
25870	7/11/2024	GREGORY HARRIS	1,332.90	Refund of capacity fees on a single family residence
25871	7/11/2024	HAAKER EQUIPMENT CO	110.27	Ball Valve 1/2'
25872	7/11/2024	INTERSTATE BATTERIES OF SAN DIE...	310.24	31-MHD Batteries
25873	7/11/2024	MISSION SQUARE	7,398.43	Deferred Comp for PPE 07/10/24
25874	7/11/2024	NU LINE TECHNOLOGIES LLC	22,991.73	FY2023 CIPP Project
25875	7/11/2024	OLIVENHAIN MUNICIPAL WATER DIS...	76.41	Recycled Water @ Traveling
	7/11/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ Encinitas Estates PS
	7/11/2024	OLIVENHAIN MUNICIPAL WATER DIS...	453.79	Water @ Traveling
	7/11/2024	OLIVENHAIN MUNICIPAL WATER DIS...	344.54	Water @ Traveling 2
	7/11/2024	OLIVENHAIN MUNICIPAL WATER DIS...	61.37	Water @ VP7
25876	7/11/2024	PACIFIC RIM MECHANICAL	9,355.00	Rebuild CHW pump#2& Replacement of hhw inline air separator
25877	7/11/2024	PRUDENTIAL OVERALL SUPPLY	190.88	Weekly Uniform/Laundry Service 7/9/24
25878	7/11/2024	SAN DIEGO UNION TRIBUNE	2,253.70	Legal Notices
25879	7/11/2024	SAN DIEGUITO WATER DISTRICT	356.39	Water @ BPS
	7/11/2024	SAN DIEGUITO WATER DISTRICT	89.76	Water @ Tanker 1
	7/11/2024	SAN DIEGUITO WATER DISTRICT	82.28	Water @ Tanker 2
25880	7/11/2024	SAN ELJO JOINT POWERS AUTHORITY	7,052.00	Chief Plant Operator Services Q1 FY 2025
25881	7/11/2024	SAN DIEGO GAS & ELECTRIC	197.88	Electric @ Diana PS

Leucadia Wastewater District

Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 7/5/2024 Through 8/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25882	7/11/2024	SIGNA MECHANICAL	3,665.23	Grinder Pumps
25883	7/11/2024	SOUTHERN CONTRACTING COMPANY	1,900.00	Diana & Batiquitos PS Maintenance
	7/11/2024	SOUTHERN CONTRACTING COMPANY	900.00	Installed and terminated new chopper pump #2
	7/11/2024	SOUTHERN CONTRACTING COMPANY	4,285.00	Submersible Level Transmitter and Installation for VP7
25884	7/11/2024	THE HOME DEPOT CRC/GECF	59.15	Duct Tape, Duck Pro Tape, Hardwood Pellets
	7/11/2024	THE HOME DEPOT CRC/GECF	384.76	Grout Brush, Deck Brush, Telescopic Pole, Bucket, Armour All
	7/11/2024	THE HOME DEPOT CRC/GECF	666.53	Joint Pliers,Toolbox, Makita Drill
	7/11/2024	THE HOME DEPOT CRC/GECF	138.90	Round Up, 2 Gallon Sprayer
	7/11/2024	THE HOME DEPOT CRC/GECF	23.86	Soft Soap
25885	7/11/2024	T.S. INDUSTRIAL SUPPLY	78.20	Green Marking Chalk
25886	7/11/2024	VORTEX DOORS LLC	881.45	Repairs to Gate Slide
25887	7/11/2024	WOODYS CRANE SERVICE	1,050.00	Batiquitos PS-Crane Service to pull #2 Conditioning Pump
25888	7/11/2024	WILLIAMS LLP	1,500.00	Legal Services - June 2024
25889	7/18/2024	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental July 2024
25890	7/18/2024	ALLIANT INSURANCE SERVICES, INC	4,410.95	Cyber Enhancement Insurance
25891	7/18/2024	AT&T	216.12	Phone Service-BPS 06/10/24-07/09/24
25892	7/18/2024	AZTEC LEASING INC	530.88	Copy Machine Lease-July 2024
25893	7/18/2024	CSRMA	48,749.58	CSRMA Property Insurance
	7/18/2024	CSRMA	70,476.00	CSRMA Worker CComp Premium
25894	7/18/2024	FEDERAL EXPRESS CORPORATION	72.72	Shipping 07/08/24
25895	7/18/2024	HAAKER EQUIPMENT CO	1,338.00	Port Switches
25896	7/18/2024	HUMANA DENTAL INS.	4,530.82	Dental Insurance August 2024
25897	7/18/2024	LEE'S LOCK & SAFE	3.50	New Gen Key for M Anderson
25898	7/18/2024	MAVTECK	5,400.00	Check Run 07/18/2024
25927	7/18/2024	NAPA AUTO	109.31	Windshield wash, brake parts cleaner, Dexron
25928	7/18/2024	PACIFIC RIM MECHANICAL	942.58	Air 1 Repair
25929	7/18/2024	PLANT PEOPLE, INC	186.90	Monthly Maintenance of Office Plants July 2024
25930	7/18/2024	SAN DIEGO GAS & ELECTRIC	4,211.38	Electric @ Admin
	7/18/2024	SAN DIEGO GAS & ELECTRIC	1,510.75	Electric @ La Costa PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	14,791.91	Electric @ LPS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	176.01	Electric @ RV PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	877.15	Electric @ Saxony PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	403.42	Electric @ VP5 PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	307.12	Electric @ VP7 PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	961.09	Electric/Gas @ E Estates PS
	7/18/2024	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
25931	7/18/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 7/14/24-8/13/24
25932	7/18/2024	STAPLES	480.55	Office Supplies
25933	7/18/2024	TERMINIX PROCESSING CENTER	95.10	Pest Control 06/03/24
	7/18/2024	TERMINIX PROCESSING CENTER	77.08	Pest Control 07/01/24
25934	7/18/2024	UNIFIRST FIRST AID CORP	105.97	First Aid Supplies

Leucadia Wastewater District

Check/Voucher Register - Demand Summary for Board

1001 - PPB (Opus) General Checking Account

From 7/5/2024 Through 8/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25938	7/18/2024	U.S. BANK	9,310.23	Cal Card Purchase on Statement Dated 06/24/24
25939	7/18/2024	V&A CONSULTING ENGINEERS	2,850.00	Quarterly SM Creek Flow Measurements
25940	7/18/2024	VERIZON WIRELESS	939.97	Cell Phones 06/08/24-07/07/24
25941	7/25/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 07/1/24-07/31/24
	7/25/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 07/1/24-07/31/24
	7/25/2024	ADS CORP DBA ADS ENVIRONMENTA...	25,998.72	Smoke Testing Project
25942	7/25/2024	AIRGAS USA LLC	1,972.01	Liquid Oxygen Contract 7/11/24
25943	7/25/2024	AYALA ENGINEERING	396,200.00	FY 2024 Manhole Rehabilitation Project
25944	7/25/2024	CALIFORNIA STATE LANDS COMMISSI...	192.51	Saxony PS Filing Fee & Approximate expense deposit
25945	7/25/2024	C W E A	239.00	CWEA Membership Renewal-FY2025-J Montoya
25946	7/25/2024	DOWNSTREAM SERVICES, INC.	105.00	Scheduled Stormwater Maintenance
25947	7/25/2024	ENCINA WASTEWATER AUTHORITY	3,368.27	Lab Testing
25948	7/25/2024	FIRE ETC	679.00	Mobile WO-Service/Recharge/Test/Maint/Exc...
25949	7/25/2024	HAAKER EQUIPMENT CO	552.61	Broze Bearings, Wear Block, Hose Reel, Bronze Bushings
	7/25/2024	HAAKER EQUIPMENT CO	999.66	Shaft, Scroll 28.6
25950	7/25/2024	KEN GRODY FORD	761.35	Service on Vehicle # 171
	7/25/2024	KEN GRODY FORD	940.36	Service on Vehicle #171
25951	7/25/2024	LEE'S LOCK & SAFE	95.68	New Keys
25952	7/25/2024	MISSION SQUARE	7,418.37	Deferred Comp for PPE 7/24/24
25953	7/25/2024	MITSUBISHI ELECTRIC US INC - MEU...	1,704.00	Elevator Testing August 2023
25954	7/25/2024	MUTUAL OF OMAHA	1,357.31	Disability Insurance-August 2024
25955	7/25/2024	NAPA AUTO	49.54	Drivers Side Beam
25956	7/25/2024	OLIN CORP / PIONEER AMERICAS	9,271.42	Sodium Hypochlorite
25957	7/25/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP5 PS
25958	7/25/2024	PLUMBERS DEPOT, INC	4,345.00	Warthog
25959	7/25/2024	PRUDENTIAL OVERALL SUPPLY	151.41	Weekly Uniform/Laudry Service 07/23/24
	7/25/2024	PRUDENTIAL OVERALL SUPPLY	182.93	Weekly Uniform/Laundry Service 07/16/24
25960	7/25/2024	Quench USA Inc	136.85	Office water tanks/filtered drinking water 7/19/24-8/18/24
25961	7/25/2024	QUADIENT FINANCE USA INC	200.00	Postage
25962	7/25/2024	RANCHO SANTA FE SECURITY SYSTEMS	258.00	Headquarters Burglar & Fire Alarm System 08/01/24-10/31/24
25963	7/25/2024	READY LINE FLEET SERVICE INC	175.00	90 day BIT Inspection Vehicle # 159
	7/25/2024	READY LINE FLEET SERVICE INC	175.00	90 day BIT Inspection Vehicle # 161
	7/25/2024	READY LINE FLEET SERVICE INC	201.00	90 day BIT Inspection Vehicle # 170 & Rear Brake Adjustment
	7/25/2024	READY LINE FLEET SERVICE INC	815.72	Service on Vehicle # 170
25964	7/25/2024	SAN DIEGO GAS & ELECTRIC	113.95	Electric @ Avocado PS
	7/25/2024	SAN DIEGO GAS & ELECTRIC	2,271.33	Electric @ AWT
	7/25/2024	SAN DIEGO GAS & ELECTRIC	14,558.80	Electric @ BPS
	7/25/2024	SAN DIEGO GAS & ELECTRIC	255.62	Electric @ Diana PS
25965	7/25/2024	SOUTHERN CONTRACTING COMPANY	4,845.00	La Costa PS Hydorranger
25966	7/25/2024	U.S. BANK	2,883.03	Cal Card Purchases Dated 07/22/24

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 7/5/2024 Through 8/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25967	7/25/2024	VORTEX DOORS LLC	4,513.00	Repair to vactor building #400 roll up door
25968	7/25/2024	WATER WORKS ENGINEERING LLC	2,193.95	Engineering Services Diana Pump Station Upgrade
	7/25/2024	WATER WORKS ENGINEERING LLC	43,961.63	Engineering Services for lining Batiquitos Emergency Basin
	7/25/2024	WATER WORKS ENGINEERING LLC	7,315.63	FY24 Manhole Rehab Project
	7/25/2024	WATER WORKS ENGINEERING LLC	92,810.20	Professional Engineering Services-San Marcos Creek Crossing
25969	8/1/2024	ADT COMMERCIAL LLC	165.00	Security Services 08/17/24-09/16/24
25970	8/1/2024	AT&T	211.44	Phone Service Elevator 06/25/24-07/24/24
25971	8/1/2024	BAJA POOL AND SPA SERVICE	190.00	Weekly Maintenance of Water Fountain 08/01/24-08/31/24
25972	8/1/2024	Brightview Landscape Services Inc	7,220.00	Tree Trimming/Pruning @ LWD Headquarters
25973	8/1/2024	PETTY CASH	345.52	Petty Cash 06/26/24-07/25/24
25974	8/1/2024	CITY OF CARLSBAD	472.77	Water @ 1900 La Costa Ave
	8/1/2024	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	8/1/2024	CITY OF CARLSBAD	28.70	Water @ Fire Line
25975	8/1/2024	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 07/10 & 07/24/24
25976	8/1/2024	COX COMMUNICATIONS SAN DIEGO	1,566.98	Phone/Internet Services 7/22/24-8/21/24
25977	8/1/2024	DEBRA INADA	1,500.00	Lateral Reimbursement 117 Smart Court Encinitas CA
25978	8/1/2024	DEXTER WILSON ENGINEERING	4,399.00	General Engineering 103-500 FY2024-June
25979	8/1/2024	FEDERAL EXPRESS CORPORATION	177.16	Shipping 07/18 & 07/22/24
25980	8/1/2024	GRAINGER, INC	3.76	O-Ring
25981	8/1/2024	MCMASTER-CARR	160.82	Stainless Steel Hoses, Moisture Resistant HDPE Sheet
25982	8/1/2024	PACIFIC RIM MECHANICAL	337.00	Quarterly HVAC Services AWT Q1
	8/1/2024	PACIFIC RIM MECHANICAL	687.00	Quarterly HVAC Services BPS Q1
	8/1/2024	PACIFIC RIM MECHANICAL	186.50	Quarterly HVAC Services EEPS Q1
	8/1/2024	PACIFIC RIM MECHANICAL	684.00	Quarterly HVAC Services LPS Q1
	8/1/2024	PACIFIC RIM MECHANICAL	2,931.50	Quarterly HVAC Services LWD Admin Building Q1
25983	8/1/2024	PRUDENTIAL OVERALL SUPPLY	237.05	Orange Nitrile Gloves
25984	8/1/2024	SIGNA MECHANICAL	207.48	Grinder Pumps & Tools
25985	8/1/2024	STAPLES	327.46	Office Supplies
	8/1/2024	STAPLES	(38.49)	Price Match Credit
25986	8/1/2024	T.S. INDUSTRIAL SUPPLY	100.86	Air Hoses(4)
25987	8/8/2024	AIRGAS USA LLC	1,942.50	Liquid Oxygen Contract 7/25/24
25988	8/8/2024	ALLIANT INSURANCE SERVICES, INC	91.00	Vehicle Insurance Premium #176 07/01/23 - 07/01/2024
25989	8/8/2024	AWSS INC	1,323.31	Vehicle Fuels 07/01/24-07/12/24
	8/8/2024	AWSS INC	1,749.92	Vehicle Fuels 07/15/24-07/28/24
25990	8/8/2024	Brightview Landscape Services Inc	1,066.00	Landscape Maintenance Services @ Admin-August 2024
	8/8/2024	Brightview Landscape Services Inc	378.00	Vegetation Cleanup (Line Maintenance)-August 2024

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 7/5/2024 Through 8/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25991	8/8/2024	CHARLES ULMER DBA: CHUCKS TIRE ...	2,534.63	Mount and Balance 2 Tires Vehicle#159
25992	8/8/2024	COSCO FIRE PROTECTION	270.00	Fire Sprinkler Inspection
25993	8/8/2024	FEDERAL EXPRESS CORPORATION	41.88	Shipping 07/18/24
25994	8/8/2024	FIDELITY SECURITY LIFE INSURANCE...	409.75	Vision Insurance-August 2024
25995	8/8/2024	GRAINGER, INC	58.53	Round end cap, 6 inch PVC (4)
25996	8/8/2024	HAAKER EQUIPMENT CO	499.04	7x60 Alum Tub
25997	8/8/2024	MISSION SQUARE	7,322.33	Deferred Comp for PPE 08/07/24
25998	8/8/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance - August 2024
25999	8/8/2024	NAPA AUTO	86.19	Hydraulic Oil
	8/8/2024	NAPA AUTO	35.54	Tri-Power V-Belt
26000	8/8/2024	NORTH COUNTY TRANSIT DISTRICT	3,067.48	Easement License Fees 7/1/24 - 6/30/26
26001	8/8/2024	OLIVENHAIN MUNICIPAL WATER DIS...	76.41	Recycled Water @ Traveling
	8/8/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ Encinitas Estates PS
	8/8/2024	OLIVENHAIN MUNICIPAL WATER DIS...	503.05	Water @ Traveling
	8/8/2024	OLIVENHAIN MUNICIPAL WATER DIS...	377.38	Water @ Traveling 2
	8/8/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP7
26002	8/8/2024	PROFESSIONAL EXCHANGE	100.00	Answering Services July 2024
26003	8/8/2024	REPUBLIC SERVICES #661	412.59	Waste Services- July 2024
26004	8/8/2024	SOUTHERN CONTRACTING COMPANY	1,200.00	Conery Floats Part # 2909-B8-S2-C1-60
26005	8/8/2024	UNDERGROUND SERVICE ALERTS/C	224.60	Monthly Underground Alarm Service
	8/8/2024	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
Report Total			955,370.04	

Leucadia Wastewater District
 Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1196	1002676780	7/19/2024	CALPERS	250,000.00	FY 2024/2025 CalPERS ADP Payment
Total CD1196				250,000.00	
CD1197	1002676432	7/19/2024	CALPERS	367,649.00	FY2024/2025 CalPERS UAL Lump Sum Paymer
	1002676433	7/19/2024	CALPERS	2,808.00	FY2024/2025 CalPERS UAL Lump Sum Paymer
Total CD1197				370,457.00	
CD1200	270459392038870	7/11/2024	United States Treasury	8,994.74	Staff Payroll Taxes for Checks dated 7/10/24-Federal W/H
		7/11/2024	United States Treasury	10,361.46	Staff Payroll Taxes for Checks dated 7/10/24-FICA
		7/11/2024	United States Treasury	2,423.24	Staff Payroll Taxes for Checks dated 7/10/24-Medicare
	7885719	7/11/2024	EMPLOYMENT DEVELOPMENT DEPT	3,697.66	Staff Payroll Taxes for Checks dated 7/10/24-State
Total CD1200				25,477.10	
CD1201	1002682454	7/11/2024	CALPERS	3,488.34	CalPERS Retirement for Payroll on 07/10/24-Classic-EE
		7/11/2024	CALPERS	7,556.65	CalPERS Retirement for Payroll on 07/10/24-Classic-ER
	1002682455	7/11/2024	CALPERS	2,862.74	CalPERS Retirement for Payroll on 07/10/24-PEPRA-EE
		7/11/2024	CALPERS	2,907.06	CalPERS Retirement for Payroll on 07/10/24-PEPRA-ER
Total CD1201				16,814.79	
CD1202	BankFee-07/15/24	7/15/2024	Pacific Premier Bank	313.21	Misc Bank Fee - Analysis Activity
Total CD1202				313.21	

Leucadia Wastewater District
 Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1203	1002691079	8/1/2024	CALPERS	37,578.10	CalPERS Health Insurance - August 2024-Staff
		8/1/2024	CALPERS	942.00	CalPERS Health Insurance - August 2024-Retiree
		8/1/2024	CALPERS	98.82	CalPERS Health Insurance - August 2024-Admin
	1002691080	8/1/2024	CALPERS	2,020.64	CalPERS Health Insurance - August 2024-Board
		8/1/2024	CALPERS	4.85	CalPERS Health Insurance - August 2024-Admin
Total CD1203				40,644.41	
CD1204	270460715841864	7/25/2024	United States Treasury	10,923.32	Staff Payroll Taxes for Checks dated 07/24/24-Federal W/H
		7/25/2024	United States Treasury	10,531.96	Staff Payroll Taxes for Checks dated 07/24/24-FICA
		7/25/2024	United States Treasury	2,647.64	Staff Payroll Taxes for Checks dated 07/24/24-Medicare
	7912141	7/25/2024	EMPLOYMENT DEVELOPMENT DEPT	4,528.48	Staff Payroll Taxes for Checks dated 07/24/24-State
	Total CD1204				28,631.40
CD1205	1002691532	7/24/2024	CALPERS	3,535.59	PERS Retirement dated for pay period 7/24/24-Classic EE
		7/24/2024	CALPERS	7,659.00	PERS Retirement dated for pay period 7/24/24-Classic-ER
	1002691533	7/24/2024	CALPERS	2,870.17	PERS Retirement dated for pay period 7/24/24-PEPRA-EE
		7/24/2024	CALPERS	2,914.60	PERS Retirement dated for pay period 7/24/24-PEPRA-ER
Total CD1205				16,979.36	

Leucadia Wastewater District

Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1206	270461580374338	8/2/2024	United States Treasury	284.70	Board Payroll Taxes for Checks dated 8/1/24-Federal W/H
		8/2/2024	United States Treasury	272.80	Board Payroll Taxes for Checks dated 8/1/24-FICA
		8/2/2024	United States Treasury	81.20	Board Payroll Taxes for Checks dated 8/1/24-Medicare
Total CD1206				638.70	
CD1207	1002702034	8/5/2024	CALPERS	48.00	PERS Retirement Pay Period 7/1-7/31/24 E. Sullivan EE
		8/5/2024	CALPERS	103.98	PERS Retirement Pay Period 7/1-7/31/24 E. Sullivan ER
Total CD1207				151.98	
CD1208	INV#627803861745	8/6/2024	ANTHEM EAP	677.88	Anthem EAP Payment FY2025
		8/6/2024	ANTHEM EAP	31,150.20	Anthem EAP Payment FY2025
Total CD1208				31,828.08	
CD1209	270462162856804	8/8/2024	United States Treasury	9,535.69	Staff Payroll Taxes for Checks dated 08/07/24-Federal W/H
		8/8/2024	United States Treasury	9,270.86	Staff Payroll Taxes for Checks dated 08/07/24-FICA
		8/8/2024	United States Treasury	2,515.18	Staff Payroll Taxes for Checks dated 08/07/24-Medicare
	7940732	8/8/2024	EMPLOYMENT DEVELOPMENT DEPT	3,930.05	Staff Payroll Taxes for Checks dated 08/07/24-State
Total CD1209				25,251.78	
CD1210	329802	7/29/2024	IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - July 2024
Total CD1210				100.00	
CD1212	Bank Fee-07/31.24	7/31/2024	Pacific Premier Bank	10.00	Misc Bank Fee

Leucadia Wastewater District

Posted General Ledger Transactions - CD Transactions for Demands

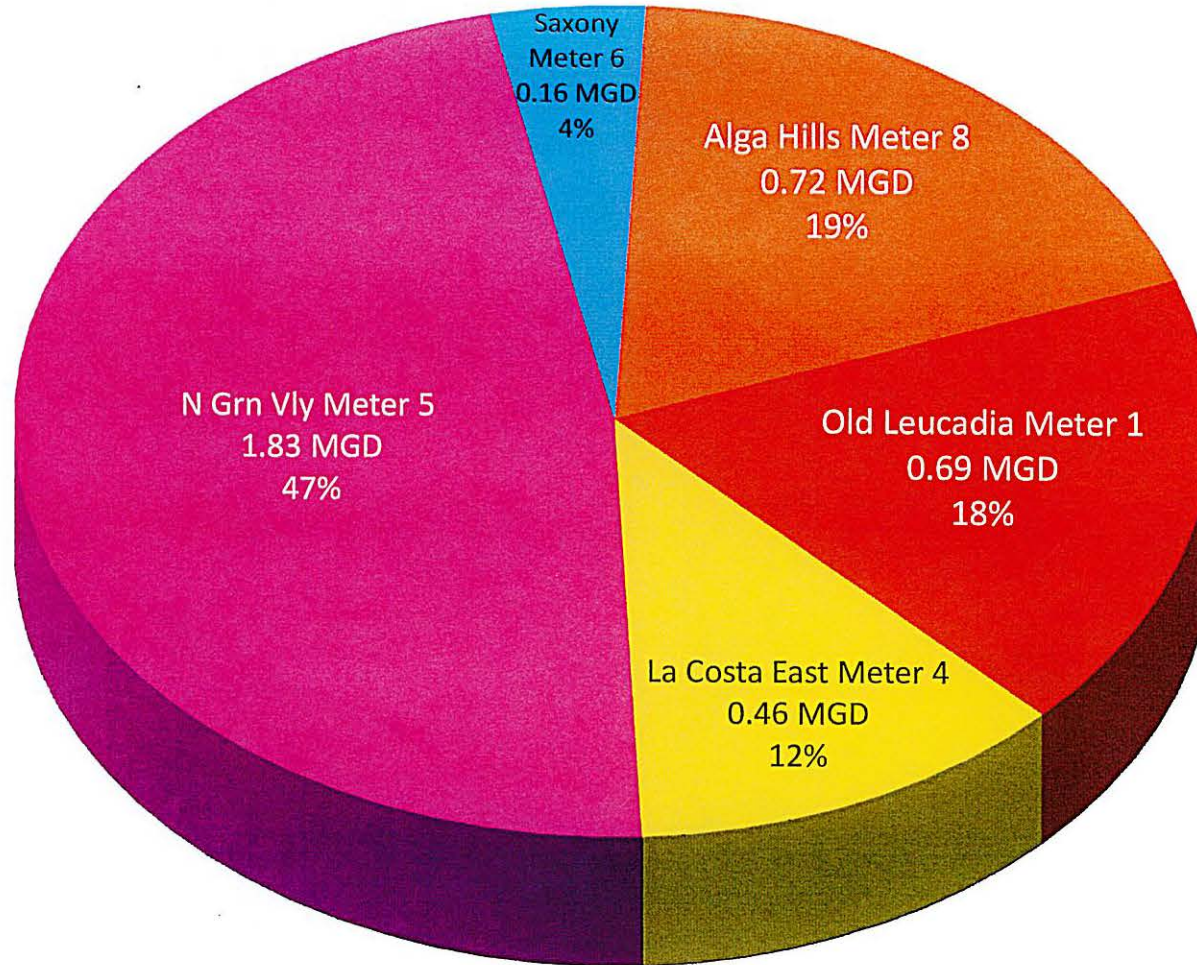
<u>Session ID</u>	<u>Document Number</u>	<u>Effective Date</u>	<u>Name</u>	<u>Debit</u>	<u>Transaction Description</u>
		7/31/2024	Pacific Premier Bank		Misc Bank Fee
Total CD1212				10.00	
Report Total				807,297.81	

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2025 (July 2024 - June 2025)**

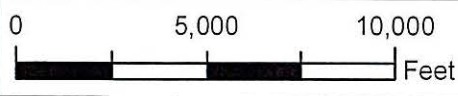
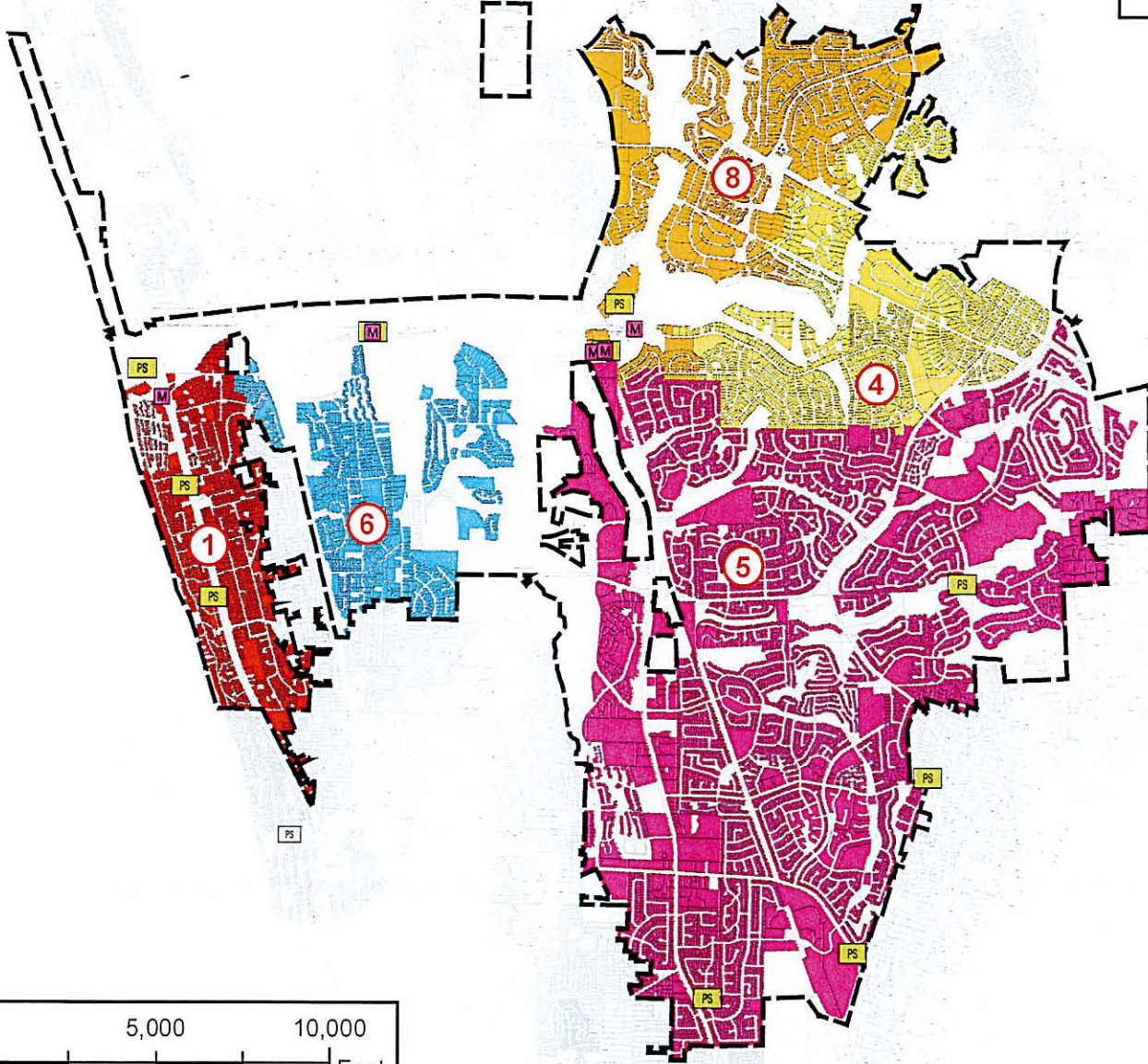
CURRENT MONTH Jul-24							FY 2024
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,986.78	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	119.35	2.25	3.85	132.81	42.28	3.76
YTD			28,989.03				
AUGUST							3.83
YTD							
SEPTEMBER							3.68
YTD							
OCTOBER							3.70
YTD							
NOVEMBER							3.68
YTD							
DECEMBER							3.62
YTD							
JANUARY							3.71
YTD							
FEBRUARY							4.12
YTD							
MARCH							3.80
YTD							
APRIL							3.73
YTD							
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	0.00	119.35	2.25			42.28	
Mo Average	0.00	119.35	2.25	3.85	132.81	42.28	3.78

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**LWD Flows by Sub-Basin
July 2024
Total LWD Flow 3.86 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

- 1 - Old Leucadia
- 4 - La Costa East
- 5 - North Green Valley
- 6 - Saxony
- 8 - Alga Hills

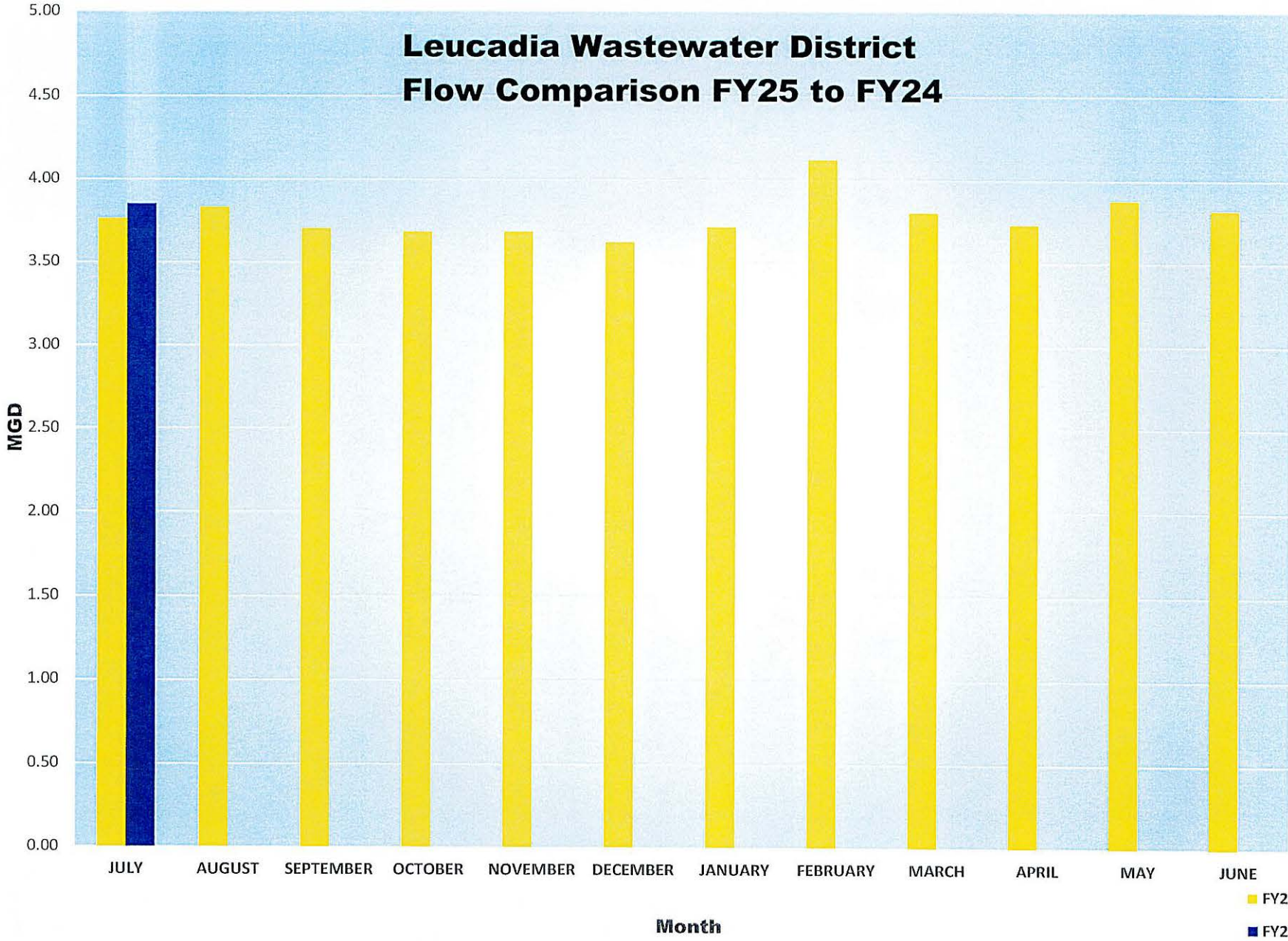
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



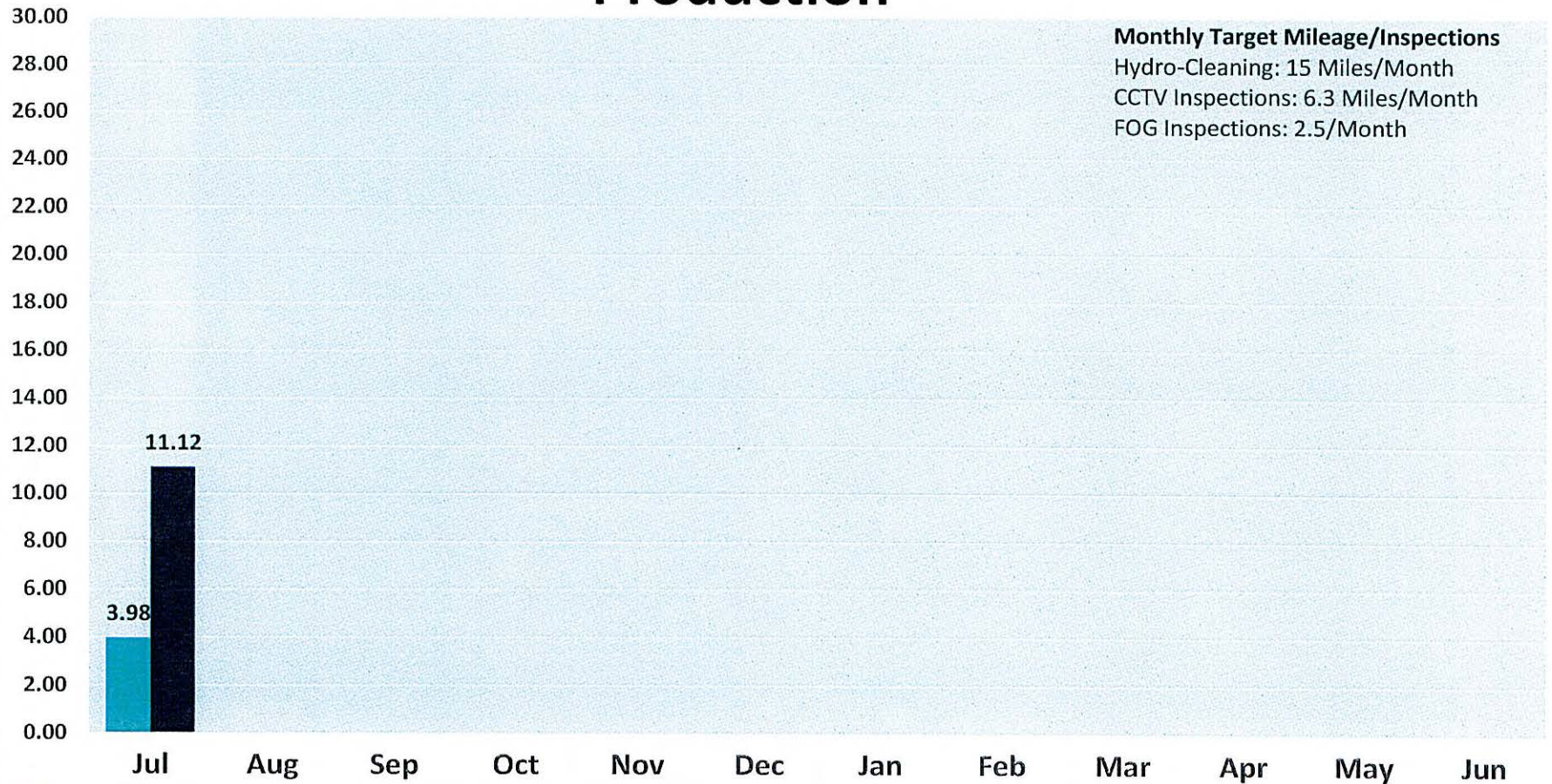
DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN

Leucadia Wastewater District Flow Comparison FY25 to FY24



FY-25 CCTV Inspections & Hydro Cleaning Production



FOG Inspections

1

FOG (YTD 1)

CCTV Inspections (YTD 4 Miles)

Hydro Cleaning (YTD 11.1 Miles)

Operations and Administration Training Report July 2024

Training & Safety Events for the month July 2024
Hours

Description	Ops	Admin	Total
Cal/OSHA Bloodborne Pathogens	1.0	3.0	4.0
CSRMA Fire Extinguishers	8.0	5.0	13.0
CSRMA Heat Illness Prevention	2.0	0.0	2.0
CSRMA Office Ergonomics	1.0	0.0	1.0
Water Industry Water Main Installation	1.0	0.0	1.0
Water Industry Risk Assessment Analysis	1.0	0.0	1.0
DataNet Phishing: Social Media/Angler Phishing	0.5	1.5	2.0
DataNet HIPAA: Overview of the Privacy Rule and Security Rule	0.5	1.0	1.5
DataNet Ransome/Malware: Malicious Links and Websites	0.5	1.5	2.0
DataNet What is Account Takeover (ATO)?	0.5	1.5	2.0
DataNet PHI Policy	0.0	0.5	0.5
DataNet Physical Security: Lock Screens	0.0	0.5	0.5
Overflow Emergency Response Plan	4.5	0.0	4.5
SCADA Alarms & Cellular Call/Texts	9.0	0.0	9.0
Batiquitos Bypass Pump Training	10.0	0.0	10.0
Pump Station Alarm Response	4.5	0.0	4.5
Reporting Sanitary Sewer Overflows	4.0	0.0	4.0
Total Training Hours	48.0	14.5	62.5

Conferences/Webinars/Seminars for the month of July 2024
Attendees

Description	Ops	Admin	Total
PFM Market Update	0	1	1
LSL Back to Basics: Pension & OPEB for Beginners	0	1	1
CWEA Technical Certification Program Training	1	0	1
Total Attended Conferences	1	2	3

Notes:
Trainings include web-based, classroom, tailgates and safety events



LEADERS IN
ENVIRONMENTAL
PROTECTION

Operations and Administration Training Report Summary for Fiscal Year 2025

Training		Hours	
Month	Ops	Admin	Total
Jul-24	48.0	14.5	62.5
Aug-24	0.0	0.0	0.0
Sep-24	0.0	0.0	0.0
Oct-24	0.0	0.0	0.0
Nov-24	0.0	0.0	0.0
Dec-24	0.0	0.0	0.0
Jan-25	0.0	0.0	0.0
Feb-25	0.0	0.0	0.0
Mar-25	0.0	0.0	0.0
Apr-25	0.0	0.0	0.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
YTD Totals	48.0	14.5	62.5

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-24	1.0	2.0	3.0
Aug-24	0.0	0.0	0.0
Sep-24	0.0	0.0	0.0
Oct-24	0.0	0.0	0.0
Nov-24	0.0	0.0	0.0
Dec-24	0.0	0.0	0.0
Jan-25	0.0	0.0	0.0
Feb-25	0.0	0.0	0.0
Mar-25	0.0	0.0	0.0
Apr-25	0.0	0.0	0.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
YTD Total	1.0	2.0	3.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 7/31/2024

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	26,304,520
Accounts Receivables	256,502
Net OPEB Asset	37,776
Prepaid Expense	568,952
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,731,803)
Total Assets	151,852,314
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	2,621,909
Total Assets & Deferred Outflows	154,474,223
Liabilities	
Accounts Payable & Accrued Expenses	531,266
Developer Deposits	152,848
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	5,606,666
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	408,660
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	124,238,637
Reserves	24,508,862
Undesignated Net Position	1,814,892
Total Beginning Net Position (as of June 30, 2023)	150,562,392
Current Change In Net Position	
Other	(2,103,495)
Total Current Change In Net Position	(2,103,495)
Total Net Position	148,458,896
Total Liabilities, Deferred Inflows & Net Position	154,474,223

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

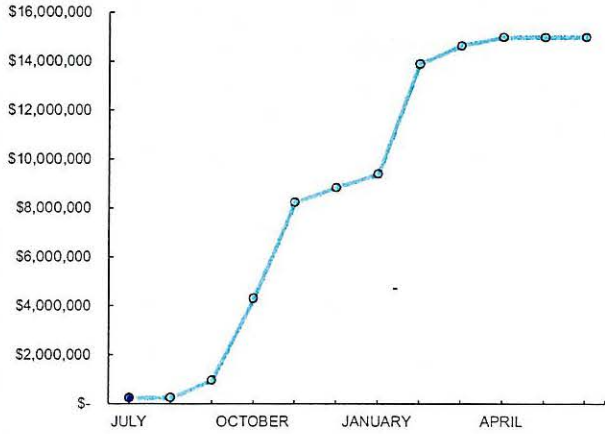
From 7/1/2024 Through 7/31/2024

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 235,355	\$ 14,979,950	\$ 14,744,595	1.6%
3150 Recycled Water Sales	58,385	399,000	340,615	14.6%
3100 Misc. Operating Revenue	-	193,323	193,323	0.0%
TOTAL OPERATING REVENUES	\$ 293,740	\$ 15,572,273	\$ 15,278,533	1.9%
OPERATING EXPENSES				
4100 Salaries	\$ 131,930	\$ 2,277,968	\$ 2,146,038	5.8%
4200 Employee Benefits	122,641	1,758,571	1,635,930	7.0%
4300 Directors Expense	7,574	128,990	121,416	5.9%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	-	66,000	66,000	0.0%
4700 Insurance Expense	156,237	264,000	107,763	59.2%
4800 Memberships	9,235	41,370	32,135	22.3%
4900 Office Expense	34,699	192,890	158,191	18.0%
5000 Operating Supplies	4,077	158,000	153,923	2.6%
5200 Professional Services	7,535	423,200	415,665	1.8%
5300 Printing & Publishing	288	33,000	32,712	0.9%
5400 Rents & Leases	2,414	20,600	18,186	11.7%
5500 Repairs & Maintenance	40,419	566,800	526,381	7.1%
5600 Monitoring & Permits	6,698	103,100	96,402	6.5%
5700 Training & Development	9,952	52,000	42,048	19.1%
5900 Utilities	42,741	623,200	580,459	6.9%
6100 LAFCO Operations	7,983	8,500	517	93.9%
6200 Encina Operating Expense	884,758	3,040,000	2,155,242	29.1%
6900 Admin O/H alloc to Capital	-	(224,007)	(224,007)	0.0%
TOTAL OPERATING EXPENSES	\$ 1,469,181	\$ 9,589,182	\$ 8,120,001	15.3%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 7,800	\$ 187,200	\$ 179,400	4.2%
3220 Property Taxes	-	2,321,600	2,321,600	0.0%
3250 Investment Income	71,146	795,000	723,854	8.9%
3290 Misc. Non Op Revenue	-	589,700	589,700	0.0%
TOTAL NON-OPERATING REVENUES	\$ 78,946	\$ 3,893,500	\$ 3,814,554	2.0%

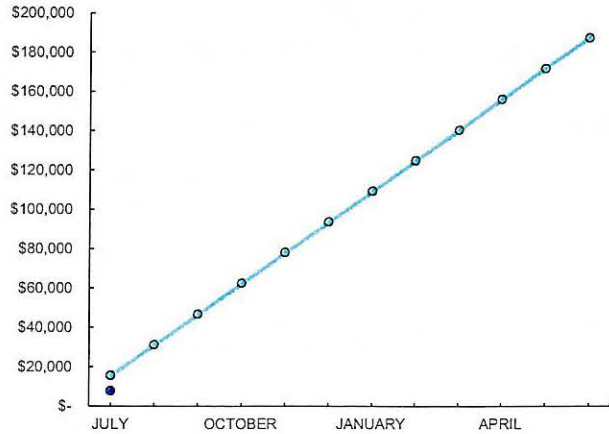
Leucadia Wastewater District Revenue FY2025

YTD through July 31, 2024

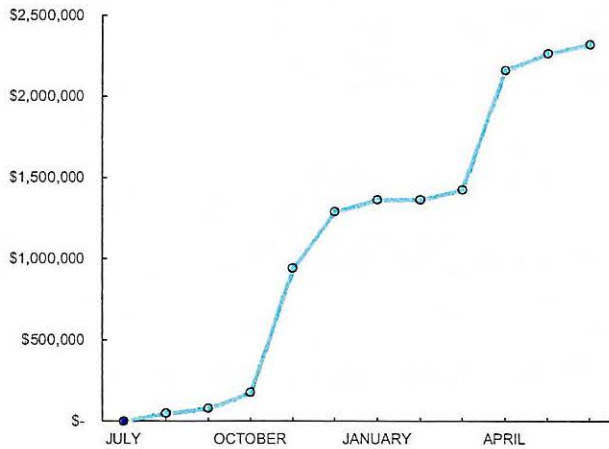
Sewer Service Fees



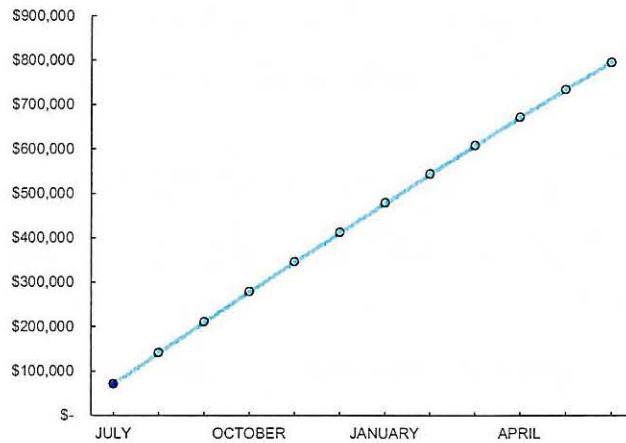
Capacity Charges



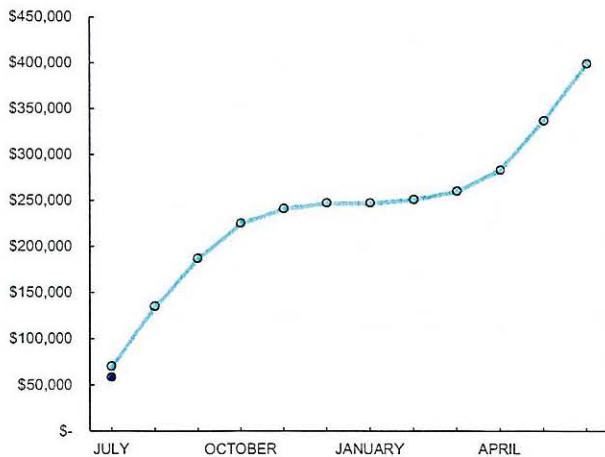
Property Taxes



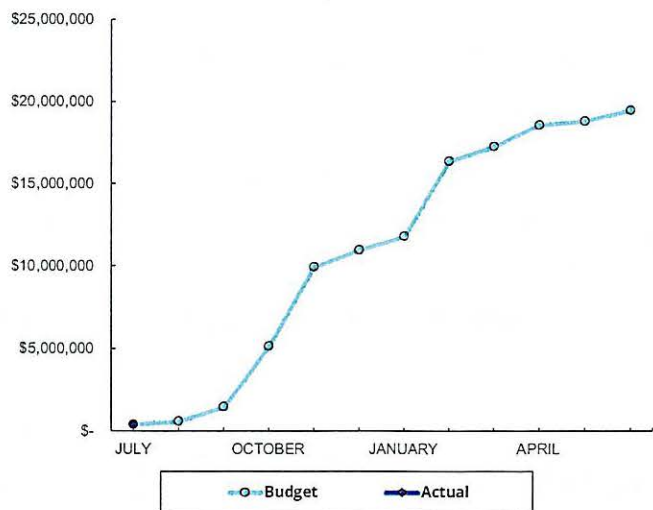
Investment Income



Recycled Wastewater Sales



Total Revenue

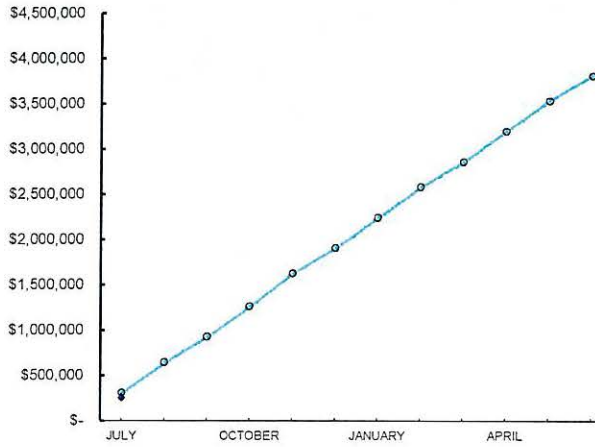


* Preliminary: subject to future review, reconciliation, accruals, and audit

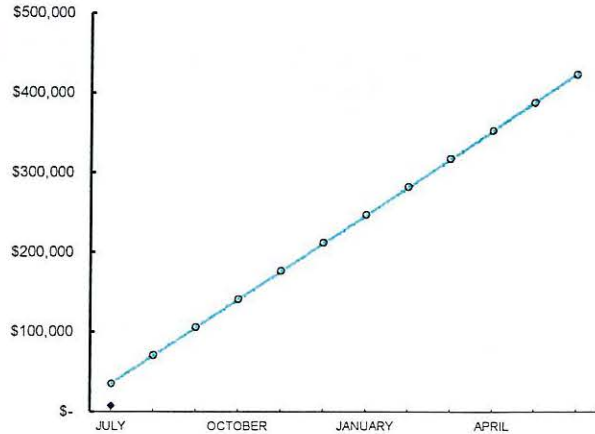
Leucadia Wastewater District Operating Expenses FY2025

YTD through July 31, 2024

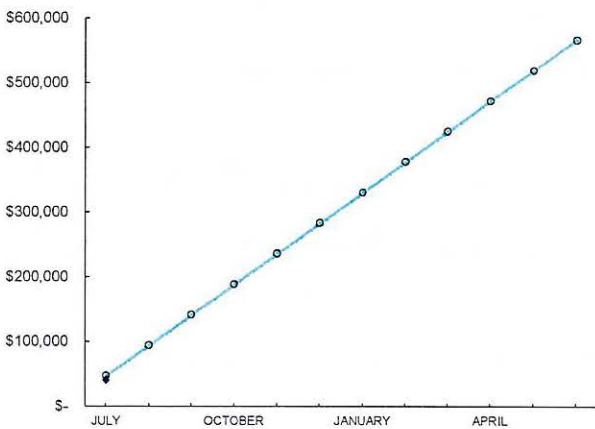
Salaries and Benefits



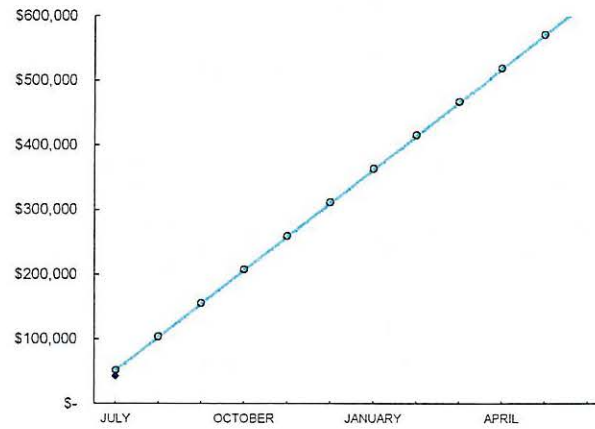
Professional Services



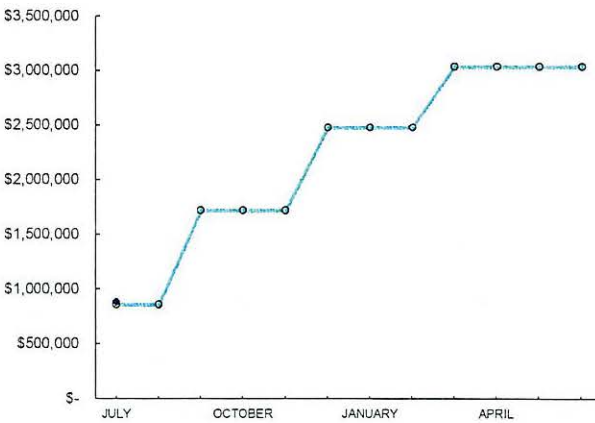
Repairs & Maintenance



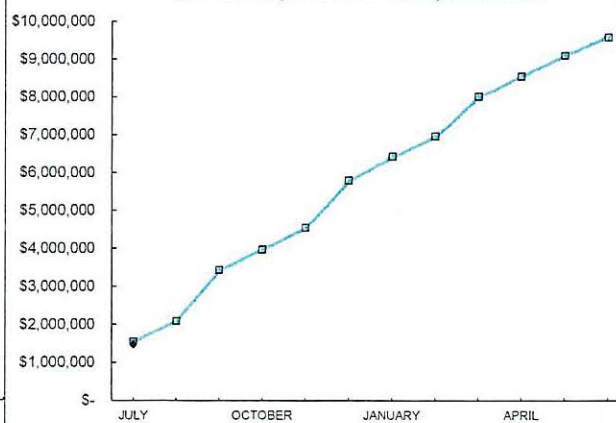
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



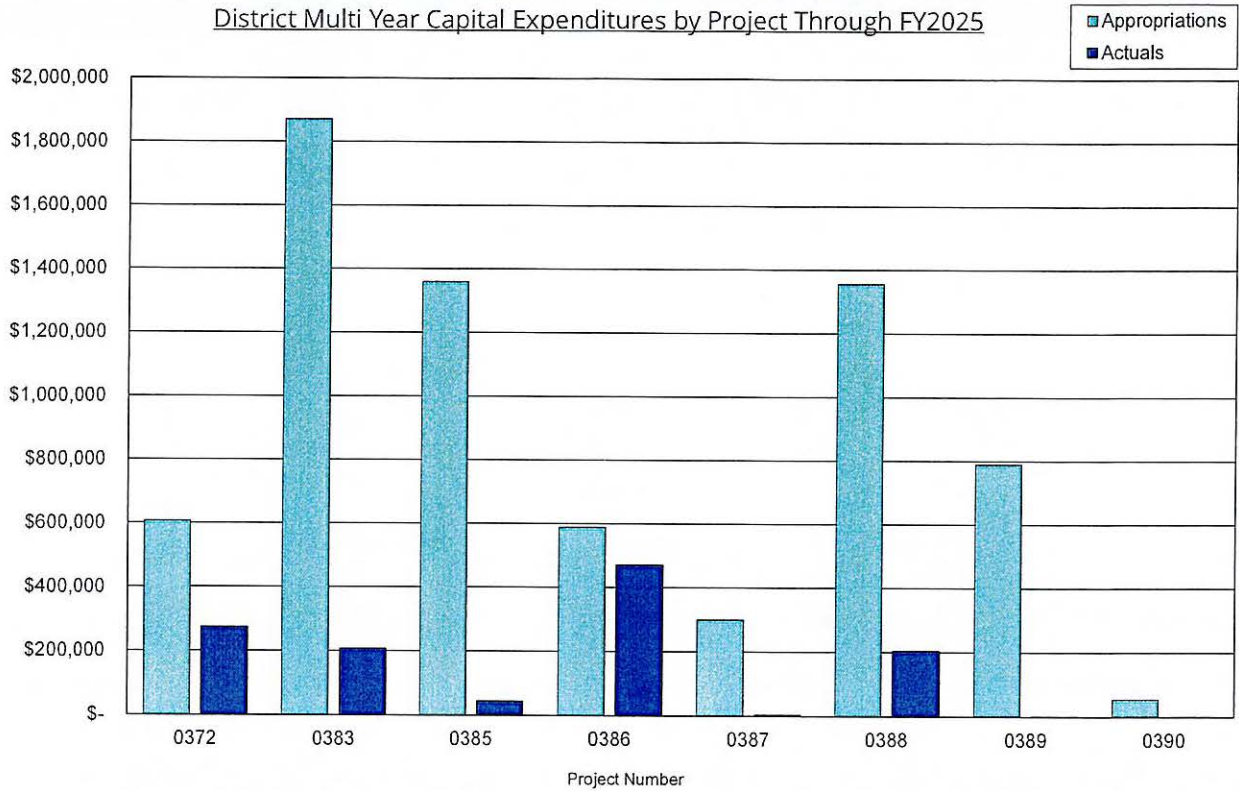
■ Budget ◆ Actual

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

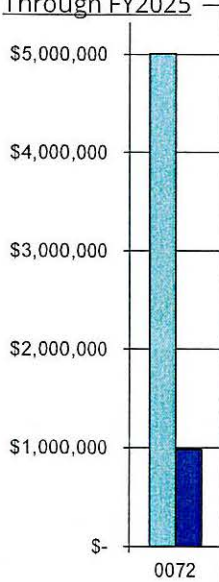
Leucadia Wastewater District Capital Expenditures

As of July 31, 2024

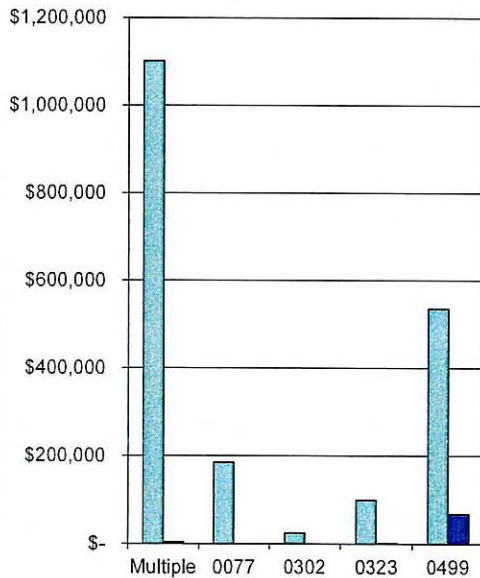
District Multi Year Capital Expenditures by Project Through FY2025



District's Share of Encina WPCF Capital Exp Through FY2025



Single Year Capital Expenditures by Project FY2025



Project Legend

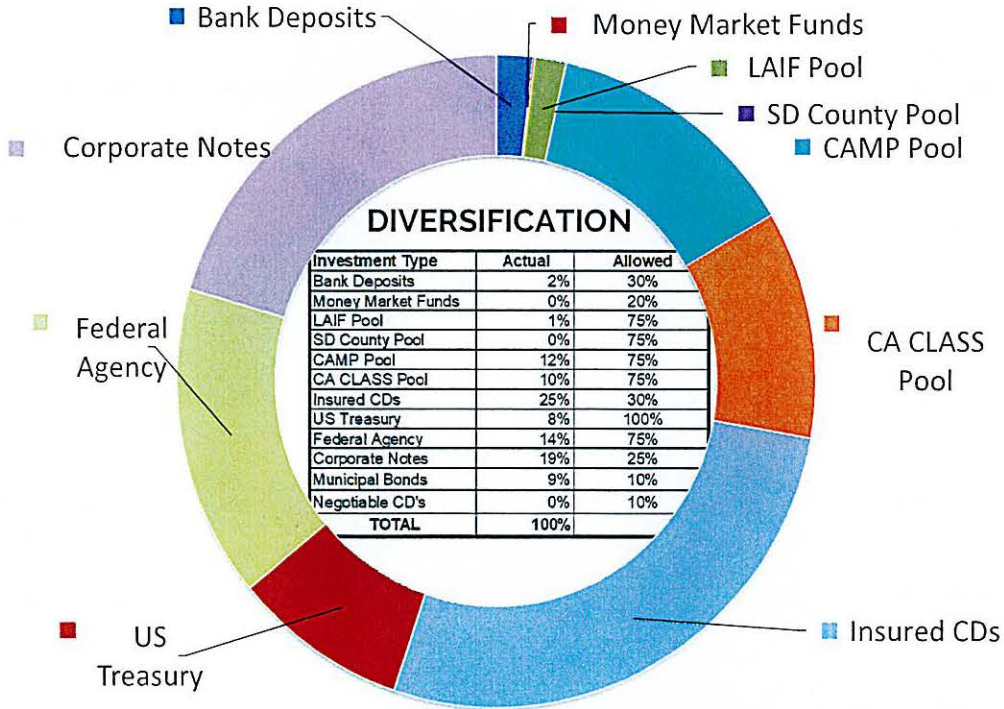
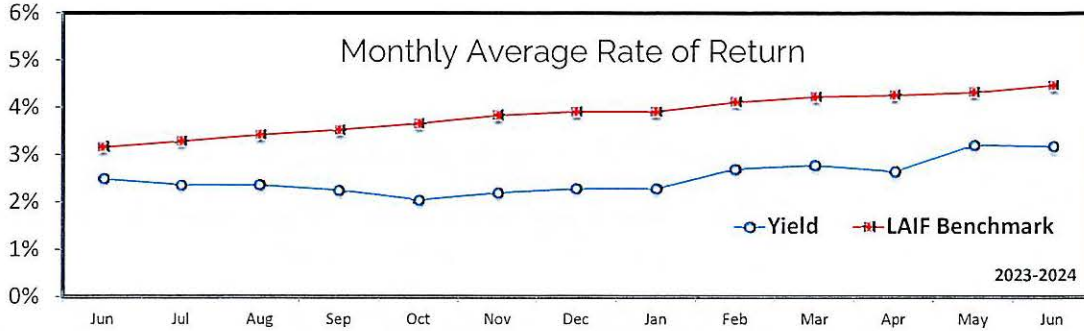
Multi-Year Capital Project	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
FY2025 Gravity Pipeline Project	0389
Pump Station Condition Assessment	0390

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

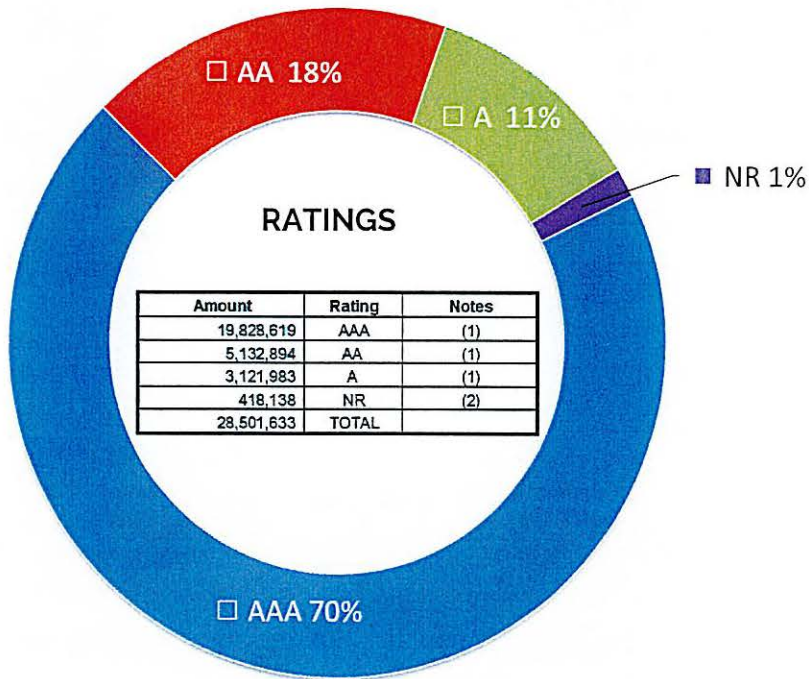
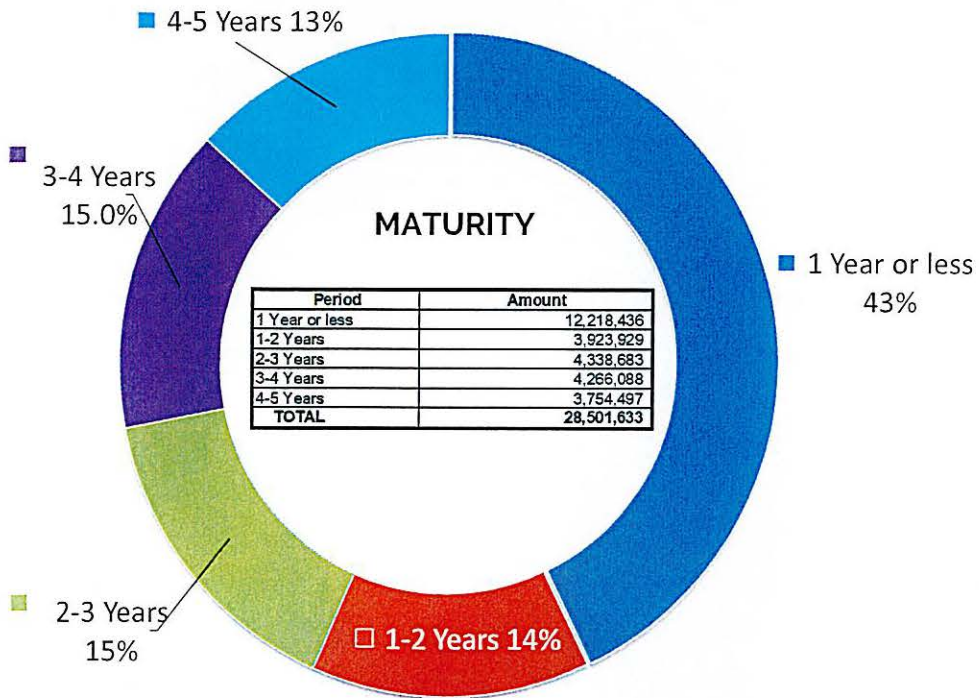
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2024

Cash Equivalents & Investments	Principal (Original Cost)		June Interest	Average Rate
	May 31, 2024	Jun 30, 2024		
Pacific Premier Bank Reserves	\$ 370,074	\$ 483,023	\$ 4	0.010%
TVI Dreyfus Money Market	23,019	24,969	99	4.940%
LAIF Pool	418,138	418,138	1,561	4.480%
SD County Pool	298	74	1	3.800%
CAMP Pool	5,344,319	3,368,382	19,712	5.430%
CA CLASS Pool	2,947,421	2,960,464	13,294	5.401%
Certificates of Deposit - Insured	7,137,000	7,137,000	15,460	2.595%
US Treasury Notes	2,301,958	2,301,958	5,141	3.027%
Federal Agency Notes	4,035,772	4,035,772	7,648	2.371%
Municipal Bonds	2,433,766	2,433,766	1,831	0.853%
Corporate Bonds/Notes	5,338,087	5,338,087	13,262	3.046%
Totals	\$ 30,349,851	\$ 28,501,633	\$ 78,013	3.181%



LEUCADIA WASTEWATER DISTRICT
 Monthly Investment Summary
 June 30, 2024

(Continued)

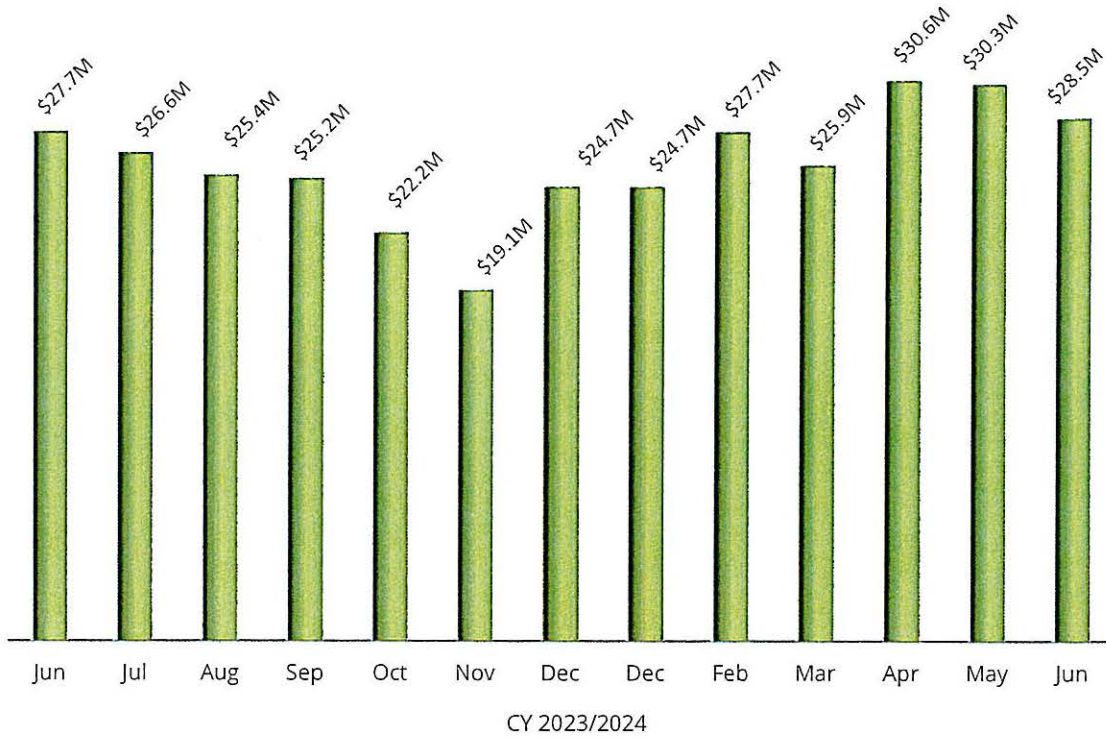


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
June 30, 2024

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
------------	-----------	--------------------	---------------	-------	-------------	-------

TOTAL \$ - | \$ -

Investment transactions above are investment purchases, sales, and maturities during the month. They do not include internal transfers between District's checking accounts and cash equivalents (pools/reserves).

MEMORANDUM

Ref: 25-8861

DATE: August 8, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *RG for PJB*
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 §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending June 30, 2024 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB

Attachment

LEUCADIA WASTEWATER DISTRICT

QUARTERLY TREASURER'S REPORT SUMMARY

06-30-24

SUMMARY OF CASH & INVESTMENTS at June 30, 2024

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 6/30/2024	AMORTIZED COST 6/30/2024	% OF TOTAL		MARKET VALUE 6/30/2024
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 483,023	\$ 483,023	2%	30%	\$ 483,023
MONEY MARKET FUNDS	\$ 24,969	\$ 24,969	0%	20%	\$ 24,969
LAIF - STATE INVESTMENT POOL	\$ 418,138	\$ 418,138	1%	75%	\$ 416,597
SAN DIEGO COUNTY INVESTMENT POOL	\$ 74	\$ 74	0%	75%	\$ -
CAMP - JPA INVESTMENT POOL	\$ 3,390,198	\$ 3,390,198	12%	75%	\$ 3,390,198
CA CLASS - JPA INVESTMENT POOL	\$ 2,960,464	\$ 2,960,464	10%	75%	\$ 2,960,464
FEDERAL AGENCY SECURITIES	\$ 4,050,000	\$ 4,035,772	14%	75%	\$ 3,878,461
US TREASURY BONDS/NOTES	\$ 2,380,000	\$ 2,284,006	8%	100%	\$ 2,254,551
CORPORATE NOTES	\$ 5,345,000	\$ 5,338,087	19%	25%	\$ 5,100,913
MUNICIPAL BONDS	\$ 2,370,000	\$ 2,433,766	9%	10%	\$ 2,302,713
INSURED CERTIFICATES OF DEPOSIT	\$ 7,137,000	\$ 7,137,000	25%	30%	\$ 6,961,399
TOTAL CASH & INVESTMENTS	\$ 28,558,867	\$ 28,505,497	100%		\$ 27,773,290

As of June 30, 2024

QUARTERLY RESULTS



Cash & Investments

\$27.8M



Avg Days to Maturity

645



Change in Cash & Inv

\$2,632K



Interest Earned

\$222K



Average Return

3.0%



LAIF Benchmark

4.4%

MEMORANDUM

DATE: August 8, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *RG for PJB*
SUBJECT: July 2024 Board Disclosure of Reimbursements Report

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending July 2024.

DISCUSSION:

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2405 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for July 2024 for your review.

tb:PJB

Attachment

**Leucadia Wastewater District
Disclosure of Reimbursements Report
July 2024**

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	FSS	FSSup
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Pacilio	R. Green	M. Gonzalez	G. Mendez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: The CASA Annual Conference was July 31 - August 2, 2024. Travel Reports for this conference were not received and approved prior to the agenda going out. This conference will be reported on in next month's agenda.

MEMORANDUM

DATE: August 8, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager *RG for PJB*
SUBJECT: Fiscal Year 2025 (FY25) Pay Schedules

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2419 approving the FY25 pay schedules.
2. Discuss and take other action, as appropriate.

DISCUSSION:

The purpose of this agenda item is to present proposed Resolution No. 2419 to the Board of Directors for consideration. This resolution approves pay schedules for all employee classifications, including the General Manager classification for FY25 in accordance with CalPERS regulations and by California Code of Regulations (CCR) §570.5(a).

Staff recommends that the Board of Directors adopt Resolution No. 2419 approving the FY25 pay schedules to comply with CCR §570.5(a) and CalPERS regulations.

th:PJB

RESOLUTION NO. 2419

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LEUCADIA WASTEWATER DISTRICT
ADOPTING THE FISCAL YEAR 2025 PAY SCHEDULE**

Whereas, the employees of the Leucadia Wastewater District (LWD) are a valuable and important part of the LWD organization and have had the opportunity to participate in an informal input process with designated District representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the LWD Board of Directors authorized a classification adjustment for all positions, except the General Manager, on June 12, 2024 to be effective July 1, 2024; and,

Whereas, the LWD Board of Directors authorized a 5% salary adjustment for the LWD General Manager, adjusting compensation from \$281,437.94 to \$295,509.84 effective July 10, 2024; and,

Whereas, the LWD Board of Directors desires to establish, adopt and publish the FY 2025 Pay Schedule for all LWD employees including the General Manager in accordance with CalPERS requirements and by California Code of Regulations (CCR) §570.5(a).

NOW, THEREFORE, it is resolved as follows:

1. The LWD Board of Directors hereby adopts the LWD Fiscal Year 2025 Pay Schedule attached hereto as Attachment "1" and directs that it be posted and maintained in accordance with CalPERS requirements and CCR §570.5(a).
2. This Resolution supersedes Resolution No. 2406.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 14th day of August, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Roesink, President

Attest:

Paul J. Bushee, Secretary /Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT
 FY 2025 SALARY SCHEDULE**

Position	Salary Range	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
Field Services Technician-in-Training	64	\$ 65,052	\$ 81,318	\$ 31.28	\$ 39.10
Administrative Services Specialist I	64	\$ 65,052	\$ 81,318	\$ 31.28	\$ 39.10
Administrative Services Specialist II	66	\$ 71,724	\$ 89,653	\$ 34.48	\$ 43.10
Field Services Technician I	66	\$ 71,724	\$ 89,653	\$ 34.48	\$ 43.10
Field Services Technician II	68	\$ 79,071	\$ 98,842	\$ 38.02	\$ 47.52
Accounting Technician	68	\$ 79,071	\$ 98,842	\$ 38.02	\$ 47.52
Field Services Technician III	71	\$ 91,536	\$ 114,421	\$ 44.01	\$ 55.01
Executive Assistant	73	\$ 100,922	\$ 126,152	\$ 48.52	\$ 60.65
Project Coordinator	74	\$ 108,488	\$ 135,611	\$ 52.16	\$ 65.20
Field Services Supervisor	75	\$ 119,340	\$ 149,172	\$ 57.38	\$ 71.72
Administrative Services Supervisor	75	\$ 119,340	\$ 149,172	\$ 57.38	\$ 71.72
Field Services Superintendent	77	\$ 144,399	\$ 180,497	\$ 69.42	\$ 86.78
Director of Finance & Administration	80	\$ 192,192	\$ 240,240	\$ 92.40	\$ 115.50
Director of Technical Services	80	\$ 192,192	\$ 240,240	\$ 92.40	\$ 115.50
General Manager	n/a	\$ 295,509	\$ 295,509	\$ 142.07	\$ 142.07

Notes:

 1. *Approved and adopted by LWD Board of Directors June 12, 2024*

 2. *Effective date: July 1, 2024*
July 10, 2024 - General Manager salary until changed by the Board of Directors

Encina Wastewater Authority Report
Regular Board Meeting
July 24, 2024

EWA Board of Directors – Vice President Saldana Reporting

1. Tactical Plan Status Report

The Board of Directors received and filed the July 2024 Tactical Plan Status Report.

2. Primary Sedimentation Basin Rehabilitation Project Award

The Board of Directors authorized the General Manager to do the following:

- Execute a contract with J.R. Filanc Construction Co., Inc. in the amount of \$4,443,700 for construction; and
- Award a Master Service Agreement to CDM Smith, Inc. and execute a Task Order in the amount of \$399,145 for construction management services.

Community Affairs Committee Meeting Report

Presented by Vice President Saldana

Meeting held July 18, 2024

The Community Affairs Committee (CAC) reviewed the following recommendation:

1. Discussion of the Fall 2024 Newsletter Proposed Article Topics and Production Schedule;

The CAC reviewed the proposed newsletter topics, along with the production schedule.

The CAC then directed staff to move forward with writing the newsletter articles.

Engineering Committee Meeting Report

Presented by Director Omsted

Meeting held August 5, 2024

The EC reviewed the following recommendations:

Recommendation 1: Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$1,124,000 and;

Recommendation 2: Authorize an additional appropriation of \$150K for project construction.

The EC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

MEMORANDUM

Ref: 25-8856

DATE: August 8, 2024
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Construction Contract Award for the District's San Marcos Creek Crossing Diversion Project**

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$1,124,000 as the lowest responsive and responsible bidder.
2. Authorize an additional appropriation of \$150K for project construction.
3. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure & Technology / San Marcos Creek Diversion Project

This item was reviewed by the EC at their August 5th meeting and the EC concurred with staff to present this item for the Board's consideration.

In January 2024, the District completed an emergency repair for the San Marcos Creek pipeline crossing on the eastern edge of the Omni La Costa south golf course. During the emergency repair, staff and the Board discussed the need to expedite a project that would permanently divert flow away from the pipeline in the creek prior to the next rainy season. As a result, in March 2024, the Board authorized a Capital Budget transfer of \$200K in order to execute an agreement with Water Works Engineers (Water Works) for final design services for the project.

DISCUSSION:

Water Works completed the expedited project design in June 2024. The project was advertised for bids on June 17, 2024. Bids were due on July 23, 2024. Two (2) bids were received as follows:

Construction Firm	Bid Price
Palm Engineering Construction Company, Inc.	\$1,124,000
SCW Contracting Company	\$1,479,310

Palm Engineering Construction Company, Inc.'s (Palm Construction') bid of \$1,124,000 is \$78K, or 7.5%, more than the engineer's opinion of probable cost of \$1,046,000.

Due to the limited competition, staff inquired why only two bids were received. Therefore, staff reached out to (2) construction firms, Maxim Construction Company, Inc. (Maxim) and Bali Construction (Bali), that were on the plan holders list but did not submit a bid. The District discovered Maxim did not submit a bid because of current project commitments as they were recently awarded two larger projects. The District called Bali and left a voicemail, but Bali did not return the District's phone call. Additionally, staff reached out to Burtech Pipeline, who has completed multiple open trench construction projects for the District. Unfortunately, Burtech informed the District there was a miscommunication and they were unaware of the project.

The bids were reviewed by Tim Lewis at Water Works. As a result of their evaluation, Water Works determined Palm Construction to be responsive to the bid requirements and recommended that Palm Construction be awarded the contract as the lowest responsive and responsible bidder. The Water Works bid review memorandum is attached for your review.

Therefore, staff and the EC concur with Water Work's recommendation and request that the Board of Directors award the contract to Palm Engineering Construction Company, Inc. as the lowest responsive and responsible bidder in an amount not to exceed \$1,124,000.

FISCAL IMPACT:

The FY25 Capital Budget included \$1.025M for project construction. Therefore, Staff and the EC request an additional appropriation to the FY25 Capital Budget of \$150K to cover the remaining cost for construction and a 5% contingency.

ier:PJB

Attachment

Leucadia Wastewater District San Marcos Creek Crossing Diversion Project Bid Review Memorandum



Date: July 25, 2024
Prepared by: Tim Lewis, PE (Design Engineer)

Purpose

The purpose of this memorandum is to summarize Water Works Engineer’s (Design Engineer) evaluation of the bid results and the responsiveness of the apparent low bidder to bidding and contract documents for the Leucadia Wastewater District (District) San Marcos Creek Crossing Diversion Project.

Bid Results

Two (2) Bids were received and opened on July 23rd, 2024. The Bids are summarized below, along with the Engineer’s Opinion of Probable Construction Cost (OPCC). See the last section of this memorandum for discussion on the difference between the Engineer’s OPCC and the Low Bid.

Apparent Low Bid: (Palm Engineering Construction Company, Inc.)	\$1,124,000
Second Low Bid: (SCW Contracting Corporation)	\$1,479,310
Engineer’s Opinion of Probable Construction Cost (OPCC):	\$1,046,000

Review of Apparent Low Bidder

Water Works Engineer’s reviewed the bidding documents submitted by the Low Apparent Bidder to determine if the Bidder is the lowest responsive responsible bidder.

Contractor’s License (Responsive)

The Contractor holds the required Class A License which is current and active. The Contractor also holds Class B (General building), C27 (Landscaping) and C10 (Electrical) licenses. Worker’s Compensation is Active. The Contractor is bonded. The Bidder is responsive.

Business Information

PALM ENGINEERING CONSTRUCTION COMPANY INC
dba PALM ENGINEERING

7330 OPPORTUNITY RD, STE A & B
SUITE A
SAN DIEGO, CA 92111
Business Phone Number (619) 291-1495

Entity Corporation
Issue Date 02/01/2005
Expire Date 02/28/2025

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ [A - GENERAL ENGINEERING](#)
- ▶ [B - GENERAL BUILDING](#)
- ▶ [C27 - LANDSCAPING](#)
- ▶ [C10 - ELECTRICAL](#)

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with [AMERICAN CONTRACTORS INDEMNITY COMPANY](#)

Bond Number: 100267004

Bond Amount: \$25,000

Effective Date: 01/01/2023

[Contractor's Bond History](#)

Bond of Qualifying Individual

The qualifying individual RASOUL SHAHBAZI DASTJERDI certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

Effective Date: 06/29/2012

[BCI's Bond History](#)

Workers' Compensation

This license has workers compensation insurance with the [ZURICH AMERICAN INSURANCE COMPANY](#)

Policy Number: WC429303100

Effective Date: 11/01/2023

Expire Date: 11/01/2024

[Workers' Compensation History](#)

<https://www.cslb.ca.gov/onlineservices/checklicenseII/checklicense.aspx>

Bid Bond (Responsive)

A bid bond in the amount of ten percent (10%) of the bid amount was submitted with Nationwide Mutual Insurance Company as surety, as required. The Bidder is responsive.

Signatures (Responsive)

Palm Engineering Construction Company, Inc. President Rasoul Shabazi signed the Closing Statement, Bidder’s Bond, Non-Collusion Affidavit, and Local Preference Certification. Other company partners were listed. Nationwide Mutual Insurance Company surety was signed by John G. Maloney, Attorney-in-Fact, and President Rasoul Shabazi. Both individuals were acknowledged and validated via a notary public. The Bidder is responsive.

Addenda Acknowledgment (Responsive)

Addenda 1 are signed and acknowledged by President Rasoul Shabazi. The Bidder is responsive.

Registration with the Department of Industrial Relations (Responsive)

The prime and subcontractors are required to be registered with the DIR prior to bidding a public works project. The Bidder is responsive.

Contractor Legal name	Type of Work	Registration #	Registration Date	Expiration Date
PRIME: Palm Engineering	Prime	1000003218	11/1/2021	11/1/2022
SUB: National Coating & Lining Co.	Bid item #7, existing MH, rehab. Partial bid item #8,9,10 and MH lining	1000013795	7/1/2023	6/30/2025
SUB: MTGL, Inc.	Partial Bid item#2, Inspection	1000006646	7/1/2023	7/1/2024

<https://www.dir.ca.gov/public-works/Contractors.html>

Experience Requirements (Responsive)

Water Works reviewed the Bidder’s self-reported qualifications/experience responses as required by the bidding documents, takes no exception, and considers the Bidder to be responsive.

1. Prime and Subs willful violations in last 5 years: No.
2. Listed compensation experience modification factors: Listed.
3. Injury prevention program adoption: Yes.
4. Bidder debtor in bankruptcy case: No.
5. Bankruptcy in last 5 years: No.
6. Liquidated damages in the last 5 years: No.
7. Bidder disqualification in last 5 years: No.
8. Claim against Bidde in last 5 years: No.
9. Claim against Owner in last 5 years: No.
10. Surety payments in last 5 years: No.
11. DIR registration for prime and subs: Yes.
12. The bidder was required to complete a minimum of two (2) projects where the contractor replaced a minimum of 500 linear feet of 8” or greater diameter gravity sewer main that was over 10 feet deep: Yes

13. The bidder was required to complete a minimum of two (2) projects where the contractor conducted open cut trench excavation into hard rock and boulder conditions: Yes.
14. The bidder was required to complete a minimum of two (2) projects where the contractor was required to bypass 100% of the existing wastewater flow in order to complete project with no incidents of spills: Yes.

Experience References (Responsive)

Water Works Engineers contacted all the qualification experience references on 7/24/24 listed on the contract forms and takes no exception to any of the responses received and considers the Bidder responsive.

<p>Jose A. Lizarraga (858-627-2033) – City of San Diego</p> <p><u>Projects:</u></p> <ol style="list-style-type: none">1. AC Water and Sewer Group 1036 <p><u>Comments:</u></p> <ol style="list-style-type: none">1. In general, recommends them. Diligent with the work and didn't have too many troubles other than some best management practice reminders.
<p>Keith Murduck (858-301-1466) – County of San Diego</p> <p><u>Projects:</u></p> <ol style="list-style-type: none">1. Industry Road Sewer at Ha-Hana Road <p><u>Comments from Reference:</u></p> <ol style="list-style-type: none">1. No answer, could not leave a voicemail
<p>Ricardo Soto (760-788-2260) – Ramona Municipal Water District</p> <p><u>Projects:</u></p> <ol style="list-style-type: none">1. B St, H St, 5th, 11th & 12th Streets Waterline Replacement Project <p><u>Comments from Reference:</u></p> <ol style="list-style-type: none">1. Did a really great job and they were responsible and responsive. Had no issues with them. They recommend.

Approach to Work (Responsive)

In general, the Bidders Work Approach is relatively short and does not have many details, but Water Works Engineers takes no exception to it and considers it reasonable.

Safety and Injury Prevention Plan (Responsive)

The Bidder indicated that it has adopted an injury prevention program. The Bidder is responsive.

Project Manager Information (Omitted)

Both the Low Bidder and High Bidder did not submit Project Manager experience as by IFB-9, but it is Water Works opinion that this is an unintentional omission and is not a disqualifying factor. It is recommended that the District request project manager supplementary information from the Bidder as required by IFB-9. There have been similar occurrences on past projects. The likely justification for this is that the project manager experience is not listed on the on the bidder experience data forms and the Bidders were either unaware or were confused and

believed it was supplemental information to be submitted after the bid. For future projects, it is recommended that the District reexamine whether the bid forms should include a project manager experience section.

Review of Low Bid versus Engineer OPCC

The Low Bid is \$78,000 higher (7%) than the Engineer's OPCC (estimate). It is Water Works opinion this is attributed to a constrained and fast-paced schedule requirement and general project access constraints due to working within the HOA area.

In addition, Water Works examined the bid items for the low bidder and did not identify anything of note. Water Works Engineers takes no exception to the bid cost breakdown. The Bidder did not appear to have any significant pricing deviation that may indicate the Bidder is front-loading or has manipulated the magnitude of a particular bid item in such a way that is not industry standard or indicates the Bidder did not understand the scope of work delineated in the bid item.

Final Opinion

Water Works takes no exception to and considers Palm Engineering Construction Company, Inc. to be the lowest responsive and responsible bidder, as required by the Bidding and Contract Documents. The submitted Low Bid appears to be reasonable.

MEMORANDUM

DATE: August 8, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: Conflict of Interest Code



RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2418 updating Leucadia Wastewater District's Conflict of Interest Code.
2. Discuss and take other action, as appropriate.

DISCUSSION:

On September 13, 1995, Leucadia Wastewater District approved Resolution No. 2027 adopting the Fair Political Practices Commission's Standard Model Conflict of Interest Code. Since then, the Board has periodically updated the Code as required. The District last amended the Code and Appendix A on August 17, 2022 when the Board adopted Resolution No. 2377.

The Leucadia Wastewater District (LWD) is required by California Code to biennially review its Conflict of Interest Code (COIC). Following review of the COIC, staff is recommending the following changes:

- Updating Designated Positions Under Appendix A – change the title of Field Services Specialist to Project Coordinator to reflect the current title for this position.

Resolution No. 2418 is attached for the Board's review. If approved, Resolution No. 2418 will rescind all previously adopted resolutions approving LWD's Conflict of Interest Codes. LWD General Counsel has reviewed proposed Resolution No. 2418.

Staff therefore recommends that the Board of Directors adopt Resolution No. 2418 updating LWD's Conflict of Interest Code.

tb:PJB

Attachments

RESOLUTION NO. 2418

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

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

WHEREAS, LWD Resolution No. 2377, approved on August 17, 2022 last amended the Conflict of Interest Code; and

WHEREAS, LWD has completed a review of its Conflict of Interest Code and determined that changes are required to update the title of a certain designated position Pursuant to Section 2 of the Standard Code;

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

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held August 14, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Roesink, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

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

Ref: 25-8816

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

Therefore, the terms of Title 2, Division 6 of the California Code of Regulations Section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Leucadia Wastewater District.

Pursuant to Section 4 of the standard code, individuals holding designated positions shall file their statements of economic interests with the Leucadia Wastewater District, which will make the statements available for public inspection and reproduction (Gov. Code Sec 81008). All statements will be retained by the Leucadia Wastewater District for a period of seven (7) years.

Adopted by the Board of Directors of the Leucadia Wastewater District on the 14th day of August 2024.

Chris Roesink, President

ATTEST:

Paul J. Bushee, Secretary/Manager

APPENDIX A

AMENDED CONFLICT OF INTEREST CODE OF LEUCADIA WASTEWATER DISTRICT DESIGNATED POSITIONS

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

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

Disclosure Categories

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

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

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

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

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

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

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

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

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Technical Services	6, 7
Field Services Superintendent	6, 7
Field Services Supervisor	6, 7
Administrative Services Supervisor	6, 7
Project Coordinator	6, 7

<u>Consultants*</u>	<u>Disclosure Categories</u>
Construction Manager	1, 2, 4, 6, 7
Financial Consultants	1, 2, 4, 5, 6
Engineering Consultants	1, 2, 4, 6
Public Relations Consultants	1, 2, 6

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

Board of Directors
General Manager
Director of Finance and Administration
General Counsel, Attorney

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations.* Consultants shall not be required to file disclosure statements where they: (a) conduct research and arrive at conclusions with respect to rendition of information, advice, recommendation or counsel independent of control and direction of the agency or any agency official other than normal contract monitoring; and (b) possess no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel. The determination as to whether a consultant shall be required to file a disclosure statement shall be made by the General Manager or his or her designee.

Directors' Meetings

Presented by Directors Saldana, Omsted, and Sullivan

Conference

2024 CASA Annual Conference

Dates and Location

July 31 – August 2, 2024

Monterey Marriott

Monterey, CA

List of Attendees

Vice President Saldana

Director Omsted

Director Sullivan

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