



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, October 9, 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**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**  
 Achievement of Individual Award – Professional Achievement Award for Matthew Anderson. (Pages 6-7)

**CONSENT CALENDAR**

Items 7-12 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:

- September 18, 2024 Regular Board Meeting (Pages 8-14)
- October 1, 2024 Engineering Committee Meeting (Pages 15-17)
- October 2, 2024 Community Affairs Committee Meeting (Page 18)

**8. Approval of Demands for September/October 2024**

This item provides for Board of Directors approval of all demands paid from LWD during a portion of September and a portion of October 2024. (Pages 19-26)

**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 27-33)

**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 34-41)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of September 2024. (Pages 42-43)

**12. Status Update on the Fiscal Year 2025 (FY25) LWD Tactics and Action Plan**

(Pages 44-49)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

- A. A regular EWA Board Meeting was held on September 25, 2024. (Page 50)
- B. An Encina Member Agencies Manager's Meeting was held on October 1, 2024. (Verbal)

## **COMMITTEE REPORTS**

**14. Committee Reports**

- A. An Engineering Committee meeting was held October 1, 2024. (Page 51)
- B. A Community Affairs Committee meeting was held October 2, 2024. (Page 52)

## **ACTION ITEMS**

**15. Construction Contract Award for the Batiquitos Pump Station Emergency Basin Rehabilitation Project**

Recommendation 1: Authorize the General Manager to execute an Agreement with SCW Contracting Corporation for construction services to complete the Batiquitos Pump Station Emergency Basin Rehabilitation Project in an amount not to exceed \$1,279,239.00; and

Recommendation 2: Authorize an additional appropriation of \$165K for project construction. (Pages 53-59)

**16. Construction Contract Award for the Batiquitos Pump Station HVAC Equipment Replacement**

Authorize the General Manager to execute an Agreement with Pacific Rim Mechanical for construction services to complete the Batiquitos Pump Station HVAC Equipment Replacement in an amount not to exceed \$94,665.00. (Pages 60-61)

**INFORMATION ITEMS**

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

None.

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

None.

**19. General Manager's Report**

**20. General Counsel's Report**

**21. Board of Directors' Comments**

**22. Closed Session**

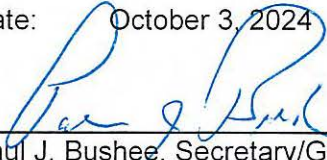
Personnel matters as authorized by Government Code 54957.

**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](http://www.lwwd.org) at least 72 hours prior to the meeting, in accordance with Govt. Code Section 54954.2(a).

Date: October 3, 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 polices 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:** October 3, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Achievement of Individual Award



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

**American Backflow Prevention Association – Cross Connection Control Specialist – Matthew Anderson**

Please join me in congratulating Field Services Technician In-Training Matthew Anderson who recently received his Cross Connection Control Specialist certification from the American Backflow Prevention Association. Matthew has been working for LWD since November 2023. Matthew has worked hard on his own time for this achievement while maintaining his fulltime position at LWD. This accomplishment reflects Matthew's desire to excel through continued professional development. As a result of this certification, Matthew is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Matthew for his outstanding accomplishment.

tb:PJB



AMERICAN BACKFLOW PREVENTION ASSOCIATION

Be it known that

**Matthew  
Anderson**

Having submitted acceptable evidence of qualifications by  
education, training, and experience is hereby granted this  
Certificate as a

**Cross- Connection Control Specialist**

**S05-832**

Witness our Hand and Seal,

Effective **9/14/2024**



*Michael C. Ahler*

Administrator, ABPA Tester Certification Program

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting

September 18, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 18, 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, District Engineer Dexter Wilson, Field Services Supervisor Gabe Mendez, Field Services Supervisor Mauricio Avalos, Field Services Technician Matthew Anderson

**3. Pledge of Allegiance**

Director Omsted 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:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

**6. Presentations and Awards**

**A. Achievement of Individual Award – Professional Achievement Award for Jeffrey Pivaral**

GM Bushee introduced Field Services Technician II Jeffrey Pivaral and provided background information on Jeffrey stating that Jeffrey recently received his Collection System Maintenance Grade 2 certification from the California Water Environment Association (CWEA). He noted that that Jeffrey is eligible for a \$500 incentive award under the District's incentive program.



The Board congratulated Jeffrey and thanked him for his efforts.

**B. Achievement of Individual Awards – Professional Achievement Awards for Matthew Anderson**

GM Bushee introduced Field Services Technician In-Training Matthew Anderson and provided background information on Matthew stating that Matthew recently received his Associate Degree in Science in Wastewater Technology Education from Palomar College. He noted that Matthew is eligible for a \$750 incentive award under the District’s incentive program.

GM Bushee also stated that Matthew recently received his Associate Degree in Science in Water Technology Education from Palomar College. He noted that Matthew is eligible for a \$750 incentive award under the District’s incentive program.

The Board congratulated Matthew and thanked him for his efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- August 14, 2024 Regular Board Meeting
- August 20, 2024 Investment & Finance Committee Meeting
- August 26, 2024 Community Affairs Committee Meeting
- September 5, 2024 Engineering Committee Meeting

**8. Approval of Demands for July/August 2024**

Payroll Checks numbered 240814-1 – 240904-18; General Checking Checks numbered 26006-26120

**9. Operations Report** (A copy was included in the original September 18, 2024 Agenda)

**10. Finance Report** (A copy was included in the original September 18, 2024 Agenda)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of July / August 2024.

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

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

## EWA and COMMITTEE REPORTS

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

A. EWA Board Report – Meeting held on August 28, 2024.

Vice President Saldana reported on EWA's August 28, 2024 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on September 3, 2024.

GM Bushee reported on EWA's September 3, 2024 MAM meeting.

### 13. Committee Reports

A. Investment and Finance Committee (IFC) meeting was held August 20, 2024.

Director Pacilio summarized the IFC meeting recommendations. He noted that the IFC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

B. Community Affairs Committee (CAC) meeting was held August 26, 2024.

Vice President Saldana reported that the CAC reviewed and commented on the draft text of the 2024 Fall newsletter. Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

C. An Engineering Committee (EC) meeting was held September 5, 2024.

Director Omsted reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck.

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 and the San Marcos Creek Diversion Project. There was no action taken.

## ACTION ITEMS

### 14. Vehicle Purchase

Authorize the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck.

FSSup Mendez presented the item and provided background information. He stated that with the recent hiring of extra staff, it was determined that an additional light duty truck was needed to cover normal and standby operations.

FSSup Mendez noted that on January 1<sup>st</sup>, 2024, the California Air Resources Board (CARB) established Advanced Clean Fleet (ACF) regulations for local government fleets which focused on medium and heavy-duty on-road vehicles in order to transition to Zero Emission Vehicles

(ZEV). The purchase of a Ford F-150 Lightning with a long-range battery will meet both the District need for an additional emergency response vehicle and comply with the new CARB ACF regulations.

Staff solicited sealed bids for a new 2024 Ford F-150 Lightning Pro Electric Truck with a long-range battery and a factory charger from 12 Ford dealerships in Southern California. Additionally, a Notice Inviting Bids was advertised on the District website. Three (3) bids were received as follows:

- |                   |             |
|-------------------|-------------|
| 1. Encinitas Ford | \$75,505.13 |
| 2. Sedano Ford    | \$82,231.28 |
| 3. Ken Grody Ford | \$82,595.76 |

The bids were reviewed by District staff. As a result of their evaluation, staff recommended that Encinitas Ford be awarded the contract as the lowest responsive and responsible bidder. FSSup Mendez noted that the truck purchase includes the charging station equipment, however, the District needs to pay an additional \$7,077.75 for the installation.

Director Sullivan asked if the new law will affect the vactors. FSSup Mendez answered not at the moment since vactors do not currently come in an electrified version.

Vice President Saldana asked if the electric truck will be sufficient to cover the needs of the organization on a day to day basis. FSSup Mendez answered that the electric truck will be sufficient since it will be used primarily for transportation of staff and not for towing generators or pumps since that would use too much battery. FSS Gonzalez added that the electric truck would not be used for emergency situations or to be a chase vehicle to the vactor.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a Purchase Order with Encinitas Ford, in the amount of \$75,505.13, for the purchase of a 2024 Ford F-150 Lightning Pro Electric Truck by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

#### **15. Annual Review of LWD's Investment Policy**

Adopt Resolution No. 2413 re delegating authority to manage LWD's investment program to the General Manager effective September 1, 2024 through August 31, 2025.

DFA Green presented the item and provided background information on the Investment Policy. He noted that staff recently conducted an annual review of the Policy to determine if any amendments are warranted. DFA Green then stated that following review, there are no recommended policy changes. DFA Green asked that the Board redelegate authority to the General Manager to manage the District's investments annually, if it so chooses.

Upon a motion duly made by Director Pacilio, seconded by Vice President Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2413 re delegating

authority to manage LWD's investment program to the General Manager effective September 1, 2024 through August 31, 2025 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

**16. Authorize the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services**

Adopt Resolution No 2420 authorizing the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services.

DFA Green presented the item and provided background information on the item. DFA Green noted that it has been nearly seven years since Resolution No 2289 set the General Manager's purchasing authority at \$35,000. He continued that Staff thought it would be appropriate to adjust the purchasing authority amount to adjust for the inflationary pressures and to align with other local agencies.

DFA Green stated that Staff conducted a survey of the purchasing authority limits requiring Board/Council approval for other local agencies that provide water or wastewater services and the survey was included in the Board agenda.

Upon a motion duly made by Director Sullivan, seconded by Vice President Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2420 authorizing the General Manager to Purchase up to \$50,000 of Goods, Materials, Supplies, and Services by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Roesink</b>	Yes
<b>Vice President Saldana</b>	Yes
<b>Director Omsted</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes

**17. Annual Review of LWD's Procurement Policy**

Adopt Resolution No. 2421 approving LWD's revised Procurement Policy.

DFA Green presented the item and provided background information on the Procurement Policy noting it was most recently updated in 2022. He stated that staff recommends increasing the current procurement thresholds to adjust for inflationary pressures, and making minor clerical updates. DFA Green then reviewed the threshold adjustments.

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2421 approving LWD's revised Procurement Policy by the following vote:

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

## INFORMATION ITEMS

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

Flu Shot Clinic is scheduled for Thursday, September 19, 2024.

EA Baity announced the date and time of the Flu Shot Clinic.

### 19. Directors' Meetings and Conference Reports

- A. CSDA Local Section Quarterly Dinner was held on August 15, 2024 at The Butcher Shop in Kearny Mesa, CA.

Director Sullivan summarized the speakers on the SDCP and CEA programs.

- B. 2024 CSDA Annual Conference was held September 9 -12, 2024 at the Renaissance Esmeralda Resort & Spa in Indian Wells, CA.

Vice President Saldana reported that the conference was very informative and he enjoyed the session on establishing good governance. He stated that the keynote speaker on the second day was really good and relatable not only to work but to everyday life. He also noted that the legislative updates were very detailed.

- C. 2024 CA Annual Watereuse Conference was held September 15 -17, 2024 at the Hyatt Regency Orange County in Garden Grove, CA.

Director Sullivan reported that the conference was well attended and she enjoyed the session by Ms. Sara Katz.

Director Pacilio stated it was a great conference and he felt that it was important he attend since he is new to the industry. He stated that he attended 12 sessions and he also enjoyed the session by Ms. Sara Katz.

### 20. General Manager's Report

GM Bushee reported on the following:

- An update on Student Career Day which will be on October 10, 2024; and
- He thanked ADS Hill, DFA Green, and AS Torres-Garcia for ordering the new LWD lapel pins.

### 21. General Counsel's Report

GC Brechtel reported on the following:

- An update on Senate Bill 937 - Development projects: fees and charges.

**22. Board of Directors' Comments**

President Roesink thanked staff for the lapel pins.

**23. Adjournment**

President Roesink adjourned the meeting at approximately 5:57 p.m.

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Chris Roesink, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 October 1, 2024

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Tuesday, October 1, 2024 at 2:00 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 2:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Omsted, Pacilio

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; Project Coordinator Ian Riffel; Director of Finance & Administration Ryan Green; Tim Lewis from Water Works Engineers (via zoom); and Kathleen Noel, from Dexter Wilson Engineering, Inc.

**3. Public Comment**

None.

**4. Batiquitos Pump Station Emergency Basin Rehabilitation Project – Award of Construction Contract and Authorize Additional Appropriation**

Recommendation 1: Authorize the General Manager to execute an Agreement with SCW Contracting Corporation for construction services to complete the Batiquitos Pump Station Emergency Basin Rehabilitation Project in an amount not to exceed \$1,279,239.

Recommendation 2: Authorize an additional appropriation of \$165k for project construction.

PC Riffel presented this recommendation to the EC. PC Riffel stated this item is a FY25 tactical goal and provided a brief background and location of the project.

PC Riffel said that in April 2024, the Board authorized final design services with Water Works. PC Riffel stated that in August 2024, Water Works completed project design and staff advertised the project for bids. PC Riffel continued that the estimated construction cost was \$1.110M. PC Riffel said that the District received one (1) bid by the September 17<sup>th</sup> deadline and SCW Contracting Corporation (SCW) had the only bid of \$1,279,239. He noted that SCW's bid was \$169k more than the cost estimate.

PC Riffel reviewed actions staff took to ensure the bid was competitive. Based on this analysis, the positive project history with SCW, and the risk of delaying the project another year, staff is recommending that the bid be awarded to SCW.

Chairperson Omsted asked about the \$165k additional appropriation and what part of the budget the funds will be withdrawn from. GM Bushee stated the District reserves. Chairperson Omsted asked if the engineer's estimate took into consideration the inflation that occurred as a result of COVID. PC Riffel answered affirmatively and noted that the engineer's estimate is a best guess at the cost of construction but is difficult to predict due to the current high bidding environment. The

EC and staff discussed a different approach to the next project advertisement and the risk of delaying the project.

Following discussion, the EC concurred with staff to recommend that that Board of Directors authorize the General Manager to award the contract for the Batiquitos Pump Station Emergency Basin Rehabilitation Project construction to SCW in an amount not to exceed \$1,279,239 as the lowest responsive and responsible bidder and authorize an additional appropriation of \$165k for project construction.

#### **5. Batiquitos Pump Station HVAC Equipment Replacement – Award of Construction Contract**

Authorize the General Manager to execute an Agreement with Pacific Rim Mechanical for construction services to complete the Batiquitos Pump Station HVAC Equipment Replacement in an amount not to exceed \$94,665.

PC Riffel presented this recommendation to the EC. PC Riffel stated this item is a FY25 tactical goal and provided a brief background and location of the project.

PC Riffel stated that in July 2024, staff advertised the project for bids. PC Riffel continued that the District received two (2) bids by the August 6<sup>th</sup> deadline and Pac Rim had the lowest bid of \$112,665. He noted that Pac Rim's bid was \$25k more than the FY25 budget amount of \$87.5k and of this amount, \$18K was for the electrical upgrade needed for the new equipment.

PC Riffel mentioned that staff decided to reach out to an electrical contractor familiar with the District, Southern Contracting (Southern), to request a proposal for the electrical upgrade work. Southern's proposal was nearly \$9k lower than Pac Rim's. As a result, staff decided the best approach is for the District to complete the electrical upgrade work with Southern and reduce Pac Rim's bid by \$18k, resulting in a new bid of \$94,665. Therefore, the total project cost is reduced from \$112,665 to \$103,765.

Director Pacilio wanted confirmation that Pac Rim was okay with the contract revision to remove the electrical upgrade bid item from the overall contract. PC Riffel answered affirmatively.

Chairperson Omsted inquired about Pac Rim's contractual language that was included in the agenda. Staff clarified that the District will use its own contract that has been reviewed by District Counsel.

Following discussion, the EC concurred with staff to recommend that that Board of Directors authorize the General Manager to award the contract for the Batiquitos Pump Station HVAC Equipment Replacement construction to Pac Rim in an amount not to exceed \$94,665 as the lowest responsive and responsible bidder.

#### **6. Information Items**

PC Riffel provided an update to the San Marcos Creek Crossing Diversion Project. PC Riffel provided background information and stated the contractor is scheduled to mobilize later this week.

#### **7. Directors' Comments**

None.

#### **8. General Manager's Comments**

PC Riffel provided a brief background and location of a defective pipe support for the L1 force main. He continued that last week, the District was notified by the City of Encinitas (City) after the City completed an inspection of a bridge that crosses over the train tracks on La Costa Avenue, about 250 feet east of Highway 101. The EC and staff discussed the details of the defect. PC Riffel said



that staff is currently coordinating an emergency temporary repair and plan to inspect all pipe supports on the bridge with a future project.

**9. Adjournment**

Chairperson Omsted adjourned the meeting at approximately 2:36 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Community Affairs Committee Meeting  
October 2, 2024

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A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, October 2, 2024 at 9:30 a.m.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Saldana and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Neal Bloom of Rising Tide Partners (RTP)

**3. Public Comment**

No public comment was received.

**4. Fall 2024 Newsletter Draft Layout Review**

ADS Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom provided an overview and the CAC suggested some edits. Staff and RTP stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

**5. Information Items**

None.

**6. Directors' Comments**

Director Omsted stated that this would be his last CAC meeting since he is retiring from the Board at the end of the year.

**7. General Manager's Comments**

GM Bushee noted that the District is planning a holiday event on December 7<sup>th</sup> and would honor Director Omsted at the event.

**8. Adjournment**

Chairperson Saldana adjourned the meeting at 10:10 a.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS**

**October 9, 2024**

**Disbursement Period**                      September 13, 2024 through October 3rd, 2024

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	9/18/2024 240918-1	240918-18	\$53,390.86
Incentive Payroll	9/18/2024 240918-1	240918-2	\$1,711.68
Board Payroll	10/1/2024 241001-1	241001-5	\$3,738.53
Biweekly Payroll	10/2/2024 241002-1	241002-19	\$55,812.90

<b>TOTAL PAYROLL CHECKS</b>	<b>\$ 114,653.97</b>
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**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 9/13/2024 Through 10/3/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26121	9/19/2024	AIRGAS USA LLC	1,785.39	Liquid Oxygen Contract 09/04/24
	9/19/2024	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental Sept 24
26122	9/19/2024	CORODATA RECORDS MANAGEMENT ...	220.09	File Archive/Records Storage Services August 2024
26123	9/19/2024	COUNTY OF SAN DIEGO	603.00	Facility Permit Fee-VP5 PS October 2024-2025
26124	9/19/2024	DATA NET SOLUTIONS GROUP	537.81	Port Smart Switch Replacement
	9/19/2024	DATA NET SOLUTIONS GROUP	1,920.00	WatchGuard M290 & T80 Security Suite Renewal
26125	9/19/2024	DEXTER WILSON ENGINEERING	128.00	Development Services 0943-Leucadia Streetscape
	9/19/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-1144 1660 Burgundy Road
	9/19/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1178-Romeria Point-7527 Romeria Street
	9/19/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1207-Banzai Bows-106 Leucadia Blvd
	9/19/2024	DEXTER WILSON ENGINEERING	1,020.00	FY25 SSMP Audit
26126	9/19/2024	GRAINGER, INC	936.96	Chest box w bolt-on Keyed
26127	9/19/2024	HAAKER EQUIPMENT CO	1,329.45	Crawler Repair
26128	9/19/2024	KEN GRODY FORD	286.42	Service on Vehicle #164
26129	9/19/2024	MESA REPROGRAPHICS	15.00	Batiquitos Pump Station Emerg Addem 2 (Email)
	9/19/2024	MESA REPROGRAPHICS	15.00	Email Batiquitos Pump Station Addendum
26130	9/19/2024	MISSION SQUARE	7,562.13	Deferred Comp for PPE 09/18/24
26131	9/19/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services August 2024
26132	9/19/2024	PALOMAR RESEARCH SERVICES,LLC	80.00	Background Checks - New FST In-Training
26133	9/19/2024	PLANT PEOPLE, INC	186.90	Monthly Maintenance of Office Plants Sept 2024
26134	9/19/2024	PLUMBERS DEPOT, INC	1,032.07	Contractors body on LWD provided Chassis
26135	9/19/2024	PRUDENTIAL OVERALL SUPPLY	266.08	Weekly Uniform/Laundry Service 09/17/24
26136	9/19/2024	READY LINE FLEET SERVICE INC	115.00	Smog Test Vehicle # 172
	9/19/2024	READY LINE FLEET SERVICE INC	115.00	Smog Test Vehicle #159
	9/19/2024	READY LINE FLEET SERVICE INC	115.00	Smog Test Vehicle #170
26137	9/19/2024	SAN ELIJO JOINT POWERS AUTHORITY	7,052.00	Quarterly Chief Plant Operator Services Q2 FY25
26138	9/19/2024	SAN DIEGO GAS & ELECTRIC	5,034.53	Electric @ Admin
	9/19/2024	SAN DIEGO GAS & ELECTRIC	120.72	Electric @ Avocado PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	17,439.95	Electric @ BPS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	546.72	Electric @ Diana PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	1,571.76	Electric @ La Costa PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	15,414.78	Electric @ LPS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	196.01	Electric @ RV PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	970.37	Electric @ Saxony PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	447.76	Electric @ VP5 PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	259.92	Electric @ VP7 PS
	9/19/2024	SAN DIEGO GAS & ELECTRIC	1,058.85	Electric/Gas @ E Estates PS

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 9/13/2024 Through 10/3/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	9/19/2024	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
26139	9/19/2024	SOUTHERN CONTRACTING COMPANY	1,650.00	Batiquitos Pump Station Odor Scrubber Motor Replacement
	9/19/2024	SOUTHERN CONTRACTING COMPANY	2,210.00	Batiquitos Scrubber VFD & Key switch for LPS
26140	9/19/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 09/14-10/13/24
26141	9/19/2024	TERMINIX PROCESSING CENTER	77.08	Pest Control 09/03/24
26142	9/19/2024	T.S. INDUSTRIAL SUPPLY	682.06	50 ft firehoses & camlocks
26143	9/19/2024	LOS ANGELES TRUCK CENTERS LLC	180.93	Latch-Hood Cowl
26144	9/19/2024	VERIZON WIRELESS	1,114.08	Cell Phones 08/08/24-09/07/24
26145	9/19/2024	VORTEX DOORS LLC	536.76	Repair to Industrial COmm Openings
26146	9/19/2024	WILLIAMS LLP	2,700.00	Legal Services - August 2024
26147	9/26/2024	COUNTY OF SAN DIEGO APCD	687.00	District Fees for APCD2005-SITE-05750 October 2024-2025
26148	9/26/2024	The Youngrens Inc DBA Bauman Phot...	1,240.00	Signature Headshots and Group Photo
26149	9/26/2024	BOOT WORLD, INC	204.55	FST Safety Boot - Boot World - H Gonzalez
26150	9/26/2024	BRIDGESTONE HOSEPOWER LLC	56.49	Hose Assembly
26151	9/26/2024	PETTY CASH	337.00	Petty Cash 08/07/24-09/18/24
26152	9/26/2024	DEXTER WILSON ENGINEERING	186.50	Development Services-1165 400 Gibraltar St-APN 216-300-05
26153	9/26/2024	FEDERAL EXPRESS CORPORATION	297.52	Shipping 09/11/24 & 09/17/24
26154	9/26/2024	GRAINGER, INC	71.83	Lockout padlock
26155	9/26/2024	THE HARTFORD	488.07	Life Insurance-Sep 2024
26156	9/26/2024	HUMANA DENTAL INS.	4,545.29	Dental Insurance-October 2024
26157	9/26/2024	KEN GRODY FORD	155.50	Oil Change/Tire Rotation Vehicle #168
26158	9/26/2024	LEE'S LOCK & SAFE	31.79	Keys( Fast Board, 5 pin, Standard)
26159	9/26/2024	MUTUAL OF OMAHA	1,304.12	Disability Insurance-Ocotber 2024
26160	9/26/2024	NAPA AUTO	107.64	Blue Def 2.5 Gallon
26161	9/26/2024	OLIN CORP / PIONEER AMERICAS	9,475.45	Sodium Hypochlorite
26162	9/26/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP5 PS
26163	9/26/2024	PAUL M YEZBAK	2,400.00	Lateral Reimbursement: 2630 Galicia Way Carlsbad
26164	9/26/2024	PLUMBERS DEPOT, INC	417.09	High Pressure hose, Crimp fitting, Valve
26165	9/26/2024	PRUDENTIAL OVERALL SUPPLY	155.57	Weekly Uniform/Laundry Service 09/24/24
26166	9/26/2024	Quench USA Inc	136.85	Office water tanks/filtered drinking water 09/19/24-10/18/24
26167	9/26/2024	QUADIENT FINANCE USA INC	200.00	Postage
	9/26/2024	QUADIENT FINANCE USA INC	180.07	Postage Meter Machine Lease 09/18/24-12/17/24
26168	9/26/2024	RCP BLOCK & BRICK, INC	5.03	Concrete Block
26169	9/26/2024	SAN DIEGO EMPLOYERS ASSOCIATION	790.80	Annual Membership
26170	9/26/2024	SAN DIEGO GAS & ELECTRIC	1,923.94	Electric @ AWT
26171	9/26/2024	SEALRIGHT PAVING	4,000.00	Asphalt maintenance services at Batiquitos PS
	9/26/2024	SEALRIGHT PAVING	16,500.00	Asphalt maintenance services for entire District Headquarter
26172	9/26/2024	U.S. BANK	7,899.45	Cal Card Purchase on Statement Dated 08/22/24

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 9/13/2024 Through 10/3/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26173	9/26/2024	OCCUPATIONAL HEALTH CENTERS OF...	372.00	New Hire Physical - Gonzalo Ortiz
26174	10/3/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 09/1/24-09/30/24
	10/3/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 09/1/24-09/30/24
26175	10/3/2024	AIRGAS USA LLC	2,235.19	Liquid Oxygen Contract 09/19/24
26176	10/3/2024	BAJA POOL AND SPA SERVICE	230.00	Weekly Maintenance of Water Fountain 10/01/24-10/31/24
26177	10/3/2024	BARRETT ENGINEERED PUMP	9,794.48	3" Hydromatic Self Priming Pump
26178	10/3/2024	Brightview Landscape Services Inc	410.55	Irrigation Repairs
26179	10/3/2024	AWSS INC	1,931.19	Vehicle Fuels 08/09/24-08/21/24
	10/3/2024	AWSS INC	1,804.43	Vehicle Fuels 08/26/24-09/06/24
	10/3/2024	AWSS INC	2,000.60	Vehicle Fuels 09/09/24-09/20/24
26180	10/3/2024	CITY OF CARLSBAD	472.77	Water @ 1900 La Costa Ave
	10/3/2024	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	10/3/2024	CITY OF CARLSBAD	28.70	Water @ Fire Line
26181	10/3/2024	COLLICUTT ENERGY SERVICES INC	4,005.60	New ECM w Factory Programming
26182	10/3/2024	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 9/4 & 9/18/24
26183	10/3/2024	COX COMMUNICATIONS SAN DIEGO	1,566.98	Phone / Internet Services 9/22/24-10/21/24
26184	10/3/2024	DEXTER WILSON ENGINEERING	5,489.00	General Engineering Services August 2024
26185	10/3/2024	EVERON LLC	165.00	Security Services 10/17-11/16/24
26186	10/3/2024	FIDELITY SECURITY LIFE INSURANCE...	404.80	Vision Insurance October 2024
26187	10/3/2024	KONECRANES, INC	709.71	LPS Quarterly Crane inspection Sep 2024
26188	10/3/2024	LEE'S LOCK & SAFE	83.94	5 KA 3753 Padlocks
26189	10/3/2024	MALLORY SAFETY AND SUPPLY	2,935.12	30 Ft Aluminum Glideloc kit ladder climbing system&body ctrl
	10/3/2024	MALLORY SAFETY AND SUPPLY	161.63	Nitrile Gloves
26190	10/3/2024	MIRA MESA WINDOW CLEANING	950.00	Solar Panel Cleaning
26191	10/3/2024	MISSION SQUARE	7,688.12	Deferred Comp for PPE 10/02/24
26192	10/3/2024	PACIFIC PIPELINE SUPPLY	1,048.77	Swing Check Valve Epoxy Coated
26193	10/3/2024	PRUDENTIAL OVERALL SUPPLY	(237.05)	Credit on Invoice 132266497 dtd 7/30/2024
	10/3/2024	PRUDENTIAL OVERALL SUPPLY	393.75	Weekly Uniform/Laundry Service 07/30/24
	10/3/2024	PRUDENTIAL OVERALL SUPPLY	148.28	Weekly Uniform/Laundry Service 08/06/24
	10/3/2024	PRUDENTIAL OVERALL SUPPLY	189.60	Weekly Uniform/Laundry Service 10/01/24
26194	10/3/2024	PROFESSIONAL EXCHANGE	100.00	Answering Services Sept 2024
26195	10/3/2024	TOSHIBA AMERICA BUSINESS SOLUTI...	550.43	Copying Machine Lease Agreement 08/15-09/15/24
	10/3/2024	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 09/15-10/15/24
26196	10/3/2024	T.S. INDUSTRIAL SUPPLY	204.43	Green Construction Marking Paint
26197	10/3/2024	UNDERGROUND SERVICE ALERTS/C	200.55	Monthly Underground Alarm Service
	10/3/2024	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
26198	10/3/2024	WATEREUSE ASSOCIATION	3,273.44	California & San Diego Chapter Watereuse Membership Fees 25

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 9/13/2024 Through 10/3/2024

<u>Check Number</u>	<u>Effective Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Transaction Description</u>
Report Total			191,383.44	



Leucadia Wastewater District

Posted General Ledger Transactions - CD Transactions for Demands

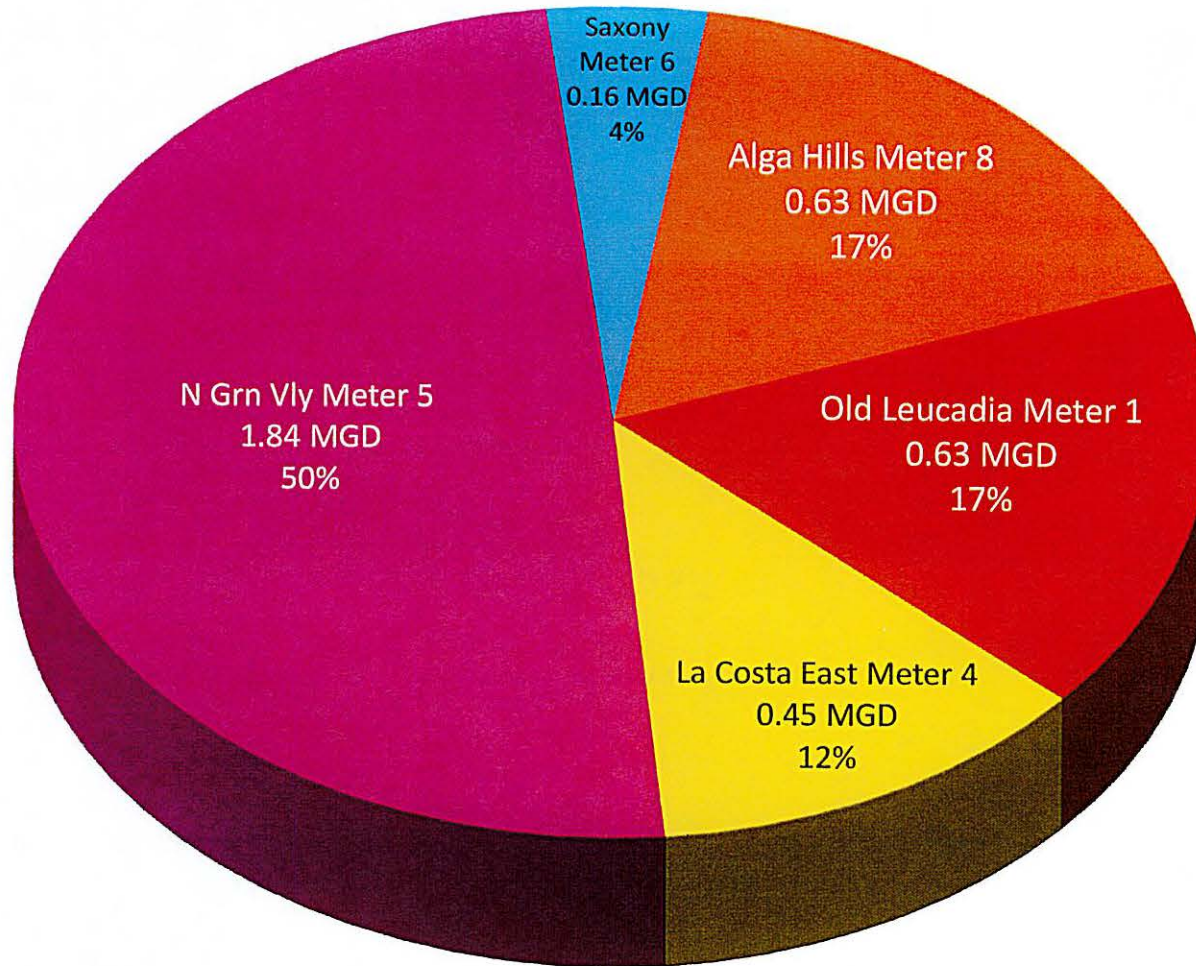
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1226	1002737192	9/20/2024	CALPERS	3,545.33	CalPERS Retirement for Payroll on 09/18/2024-Classic-EE
		9/20/2024	CALPERS	7,680.10	CalPERS Retirement for Payroll on 09/18/2024-Classic-ER
	1002737193	9/20/2024	CALPERS	2,381.53	CalPERS Retirement for Payroll on 09/18/2024-PEPRA-EE
		9/20/2024	CALPERS	<u>2,418.41</u>	CalPERS Retirement for Payroll on 09/18/2024-PEPRA-ER
Total CD1226				16,025.37	
CD1227	270466341621572	9/19/2024	United States Treasury	9,195.37	Staff Payroll Taxes for Checks dated 09/18/24-Federal W/H
		9/19/2024	United States Treasury	9,061.08	Staff Payroll Taxes for Checks dated 09/18/24-FICA
		9/19/2024	United States Treasury	2,551.00	Staff Payroll Taxes for Checks dated 09/18/24-Medicare
	8005254	9/19/2024	EMPLOYMENT DEVELOPMENT DEPT	<u>3,828.01</u>	Staff Payroll Taxes for Checks dated 09/18/24-State
Total CD1227				24,635.46	
CD1228	270466321774802	9/19/2024	United States Treasury	103.69	Staff Incentive Payroll Taxes for Checks dtd 09/18/24-Fed W/
		9/19/2024	United States Treasury	248.00	Staff Incentive Payroll Taxes for Checks dtd 09/18/24-FICA
		9/19/2024	United States Treasury	58.00	Staff Incentive Payroll Taxes for Checks dtd 09/18/24-Medicr

	8005256	9/19/2024 EMPLOYMENT DEVELOPMENT DEPT	<u>31.63</u>	Staff Incentive Payroll Taxes for Checks dated 09/18/24- Ste
Total CD1228			441.32	
CD1229	1002738919	10/1/2024 CALPERS	36,708.96	CalPERS Health Insurance October 2024-Staff
		10/1/2024 CALPERS	96.73	CalPERS Health Insurance October 2024-Admin
		10/1/2024 CALPERS	942.00	CalPERS Health Insurance October 2024-Retirees
	1002738920	10/1/2024 CALPERS	2,020.64	CalPERS Health Insurance October 2024-Board
		10/1/2024 CALPERS	<u>4.85</u>	CalPERS Health Insurance October 2024-Admin
Total CD1229			39,773.18	
CD1230	2208344978	9/26/2024 ENCINA WASTEWATER AUTHORITY	76,169.00	EWA Wire
		9/26/2024 ENCINA WASTEWATER AUTHORITY	32,083.00	EWA Wire
		10/1/2024 ENCINA WASTEWATER AUTHORITY	802,092.00	EWA Wire
		10/1/2024 ENCINA WASTEWATER AUTHORITY	977,810.00	EWA Wire
Total CD1230			1,888,154.00	EWA Wire
CD1233	335403	9/27/2024 IGOE-FLEX BENEFIT	<u>100.00</u>	iGOE Admin Fee - September 2024
Total CD1233			<u>100.00</u>	
Report Total			<u>1,969,129.33</u>	

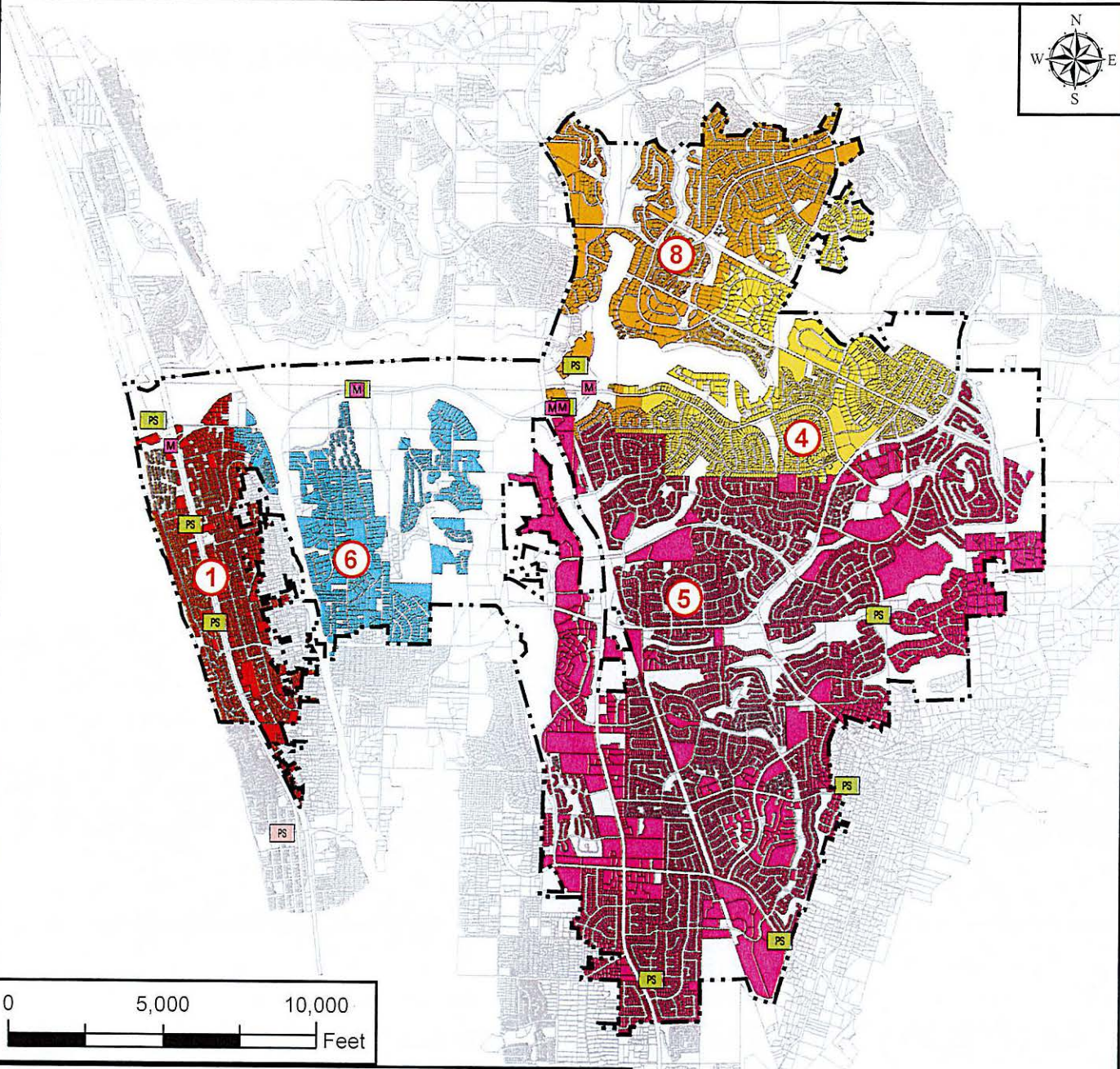
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2025 (July 2024 - June 2025)**

CURRENT MONTH Sep-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	0.00	115.32	2.00	3.75	129.35	42.94	3.83
YTD			28,991.03				
SEPTEMBER	0.00	111.30	2.22	3.70	127.62	33.66	3.68
YTD			28,993.25				
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							
<b>YTD Totals</b>	0.00	345.97	6.47			118.88	
<b>Mo Average</b>	0.00	115.32	2.16	3.77	129.93	39.63	3.78

**LWD Flows by Sub-Basin  
September 2024  
Total LWD Flow 3.71 MGD**



# LEUCADIA WASTEWATER DISTRICT



**LEGEND**

1 - Old Leucadia	Meter Locations
4 - La Costa East	LWD Pump Station
5 - North Green Valley	Encinitas Pump Station
6 - Saxony	LWD Boundary
8 - Leucadia PS	

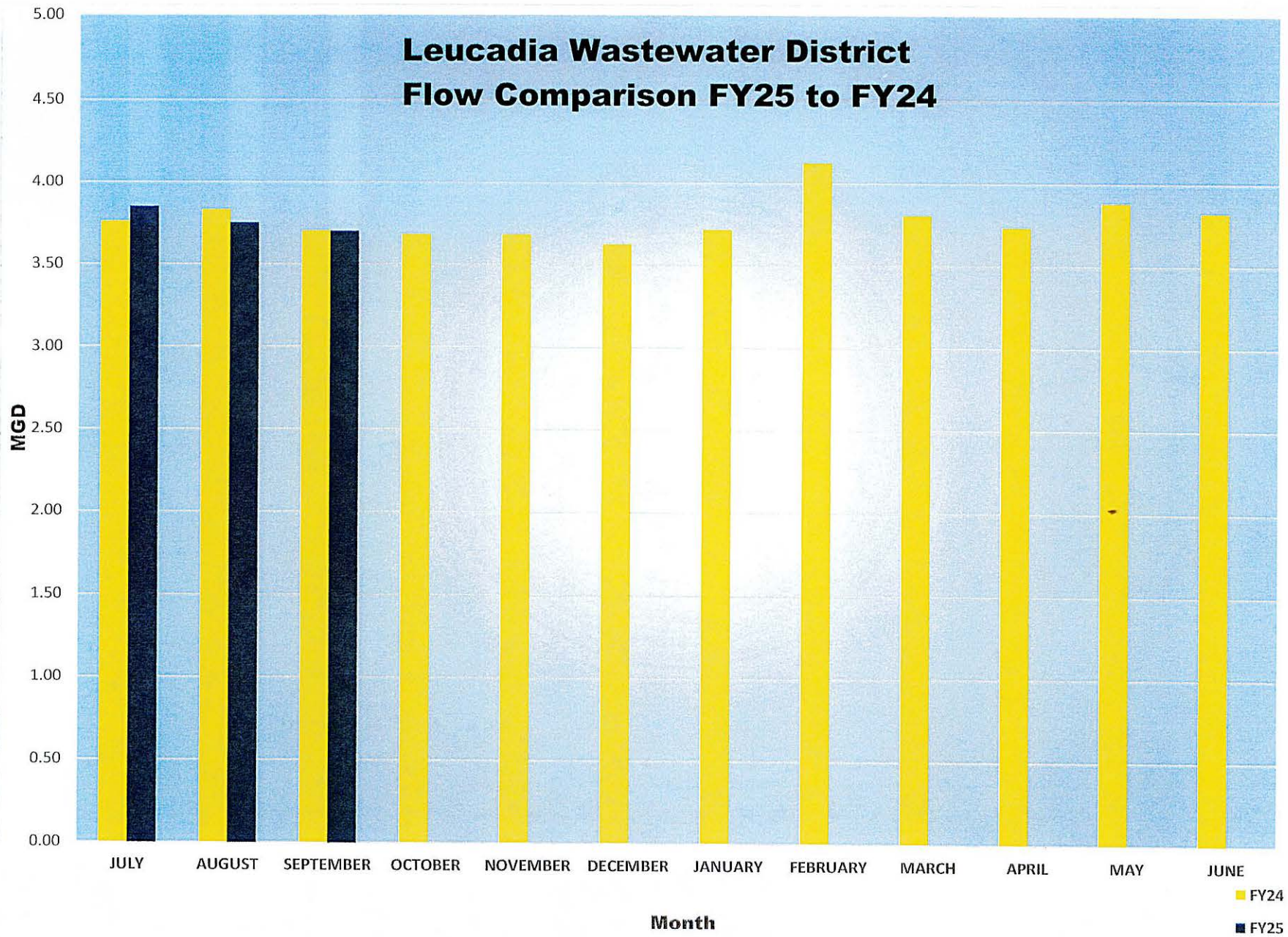


DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

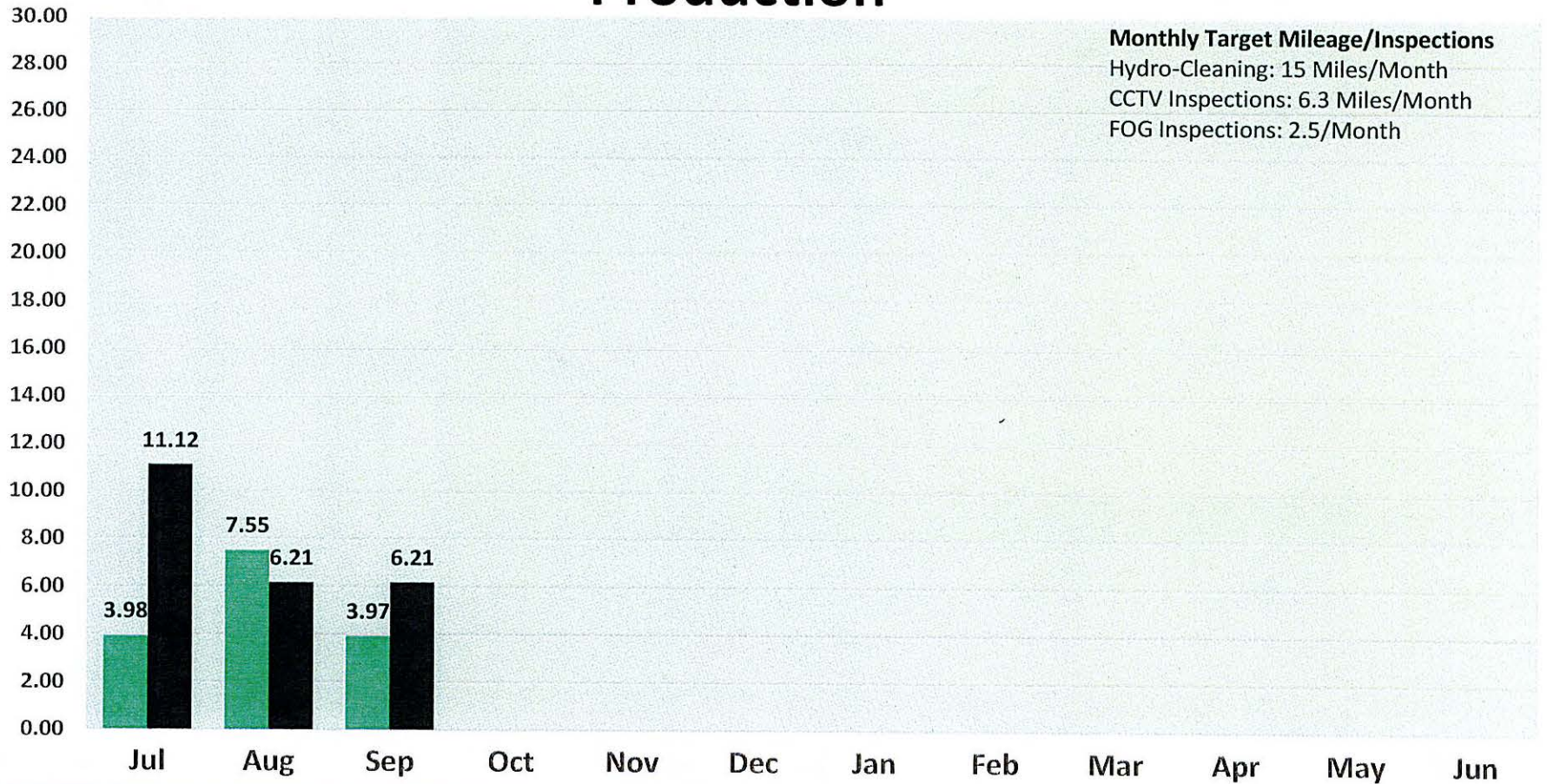
## SEWER COLLECTION SYSTEM BY SUB-BASIN

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# Leucadia Wastewater District Flow Comparison FY25 to FY24



# FY-25 CCTV Inspections & Hydro Cleaning Production



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FOG Inspections	1	5	1									

FOG (YTD 7)      CCTV Inspections (YTD 15.5 Miles)      Hydro Cleaning (YTD 23.5 Miles)

### Operations and Administration Training Report September 2024

**Training & Safety Events for the month of September 2024**

Description	Hours		
	Ops	Admin	Total
Advanced HAZWOPER Awareness (Modules 2)	2.0	0.0	2.0
Bloodborne Pathogens	1.0	0.0	1.0
CSRMA Staying Cool and Stay Indoors: Navigating CalOSHA's New Heat Illness Regulation	2.0	3.0	5.0
CSRMA Smooth Operation, Solid Safety: Harnessing Smart SOP for SOPs and LOTO	0.0	1.0	1.0
DataNet PCI: Best Practices for Maintaining PCI DSS Compliance	1.5	2.0	3.5
DataNet PHI: Physical Security	1.0	1.5	2.5
DataNet Internet Safety and Social Media	1.0	1.0	2.0
DataNet The Benefits of Password Managers	0.0	0.5	0.5
Heat Illness Prevention	0.0	1.0	1.0
LSL Back to Basics: Capital Assets Crash Course	0.0	1.0	1.0
Spill Prevention, Control, and Countermeasure (SPCC) Plan	5.5	0.0	5.5
Storm Water Management: Storm Water Pollution Prevention Plan (SWPP)	7.0	0.0	7.0
Water Industry Risk Assessment Analysis	1.0	0.0	1.0
Water Industry Slips, Trips, and Falls Prevention	2.0	0.0	2.0
<b>Total Training Hours</b>	<b>24.0</b>	<b>11.0</b>	<b>35.0</b>

**Conferences/Webinars/Seminars for the month of September 2024**

Description	Attendees		
	Ops	Admin	Total
CSDA Annual Conference	0	2	2
GFOA Real Examples of AI in Small Government Webinar	0	1	1
CalPERS Employer Leadership Dialogues	0	1	1
CalPERS 2023-24 Investment Returns & Employer Impacts	0	1	1
AICPA Ethics for CPAs Webinar	0	1	1
CWEA Collection Workshop	3	0	3
<b>Total Attended Conferences</b>	<b>3</b>	<b>6</b>	<b>9</b>

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	30.0	12.5	42.5	
Sep-24	25.5	13.0	38.5	
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	
<b>YTD Totals</b>	<b>103.5</b>	<b>40.0</b>	<b>143.5</b>	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-24	1.0	2.0	3.0	
Aug-24	3.0	4.0	7.0	
Sep-24	3.0	6.0	9.0	
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	
<b>YTD Totals</b>	<b>7.0</b>	<b>12.0</b>	<b>19.0</b>	

Notes:

*Trainings include web-based, classroom, and tailgates*

*Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO*

# Leucadia Wastewater District

## Balance Sheet

As of 9/30/2024

(In Whole Numbers)

	<u>Amount</u>
Assets	
Cash & Investments	23,734,475
Accounts Receivables	235,420
Net OPEB Asset	37,776
Prepaid Expense	468,768
Funds held with Encina Wastewater Authority	445,200
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	<u>150,278,800</u>
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	<u>2,621,909</u>
Total Assets & Deferred Outflows	<u>152,900,709</u>
Liabilities	
Accounts Payable & Accrued Expenses	441,340
Developer Deposits	157,923
Lease Liability	528
Net Pension Liability	4,922,025
Payable to Encina Wasterwater Authority	(1,779,902)
Total Liabilities	<u>3,741,914</u>
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	<u>408,660</u>
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	125,356,434
Reserves	26,314,700
Total Beginning Net Position (as of June 30, 2023)	<u>151,671,134</u>
Current Change In Net Position	
Other	(2,920,999)
Total Current Change In Net Position	<u>(2,920,999)</u>
Total Net Position	<u>148,750,135</u>
Total Liabilities, Deferred Inflows & Net Position	<u>152,900,709</u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2024 Through 9/30/2024

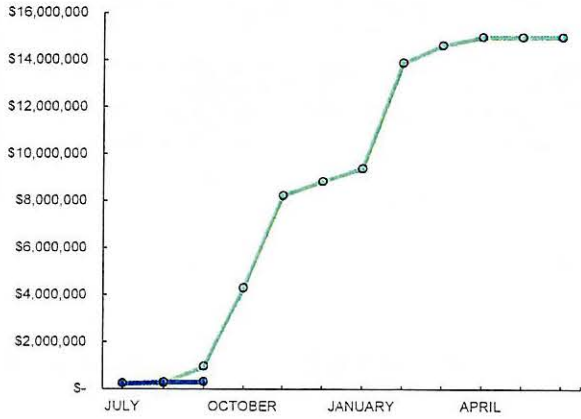
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 301,719	\$ 14,979,950	\$ 14,678,231	2.0%
3150 Recycled Water Sales	183,465	399,000	215,535	46.0%
3100 Misc. Operating Revenue	-	193,323	193,323	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 485,184</b>	<b>\$ 15,572,273</b>	<b>\$ 15,087,089</b>	<b>3.1%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 471,702	\$ 2,277,968	\$ 1,806,266	20.7%
4200 Employee Benefits	382,578	1,758,571	1,375,993	21.8%
4300 Directors Expense	23,952	128,990	105,038	18.6%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	10,690	66,000	55,310	16.2%
4700 Insurance Expense	157,203	264,000	106,797	59.5%
4800 Memberships	13,366	41,370	28,004	32.3%
4900 Office Expense	56,937	192,890	135,953	29.5%
5000 Operating Supplies	31,554	158,000	126,446	20.0%
5200 Professional Services	59,172	423,200	364,028	14.0%
5300 Printing & Publishing	1,528	33,000	31,472	4.6%
5400 Rents & Leases	7,317	20,600	13,283	35.5%
5500 Repairs & Maintenance	162,974	566,800	403,826	28.8%
5600 Monitoring & Permits	8,859	103,100	94,241	8.6%
5700 Training & Development	14,987	52,000	37,013	28.8%
5900 Utilities	138,459	623,200	484,741	22.2%
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%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,434,018</b>	<b>\$ 9,589,182</b>	<b>\$ 7,155,164</b>	<b>25.4%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 39,000	\$ 187,200	\$ 148,200	20.8%
3220 Property Taxes	13,499	2,321,600	2,308,101	0.6%
3250 Investment Income	205,258	795,000	589,742	25.8%
3290 Misc. Non Op Revenue	904	589,700	588,796	0.2%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 258,661</b>	<b>\$ 3,893,500</b>	<b>\$ 3,634,839</b>	<b>6.6%</b>

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

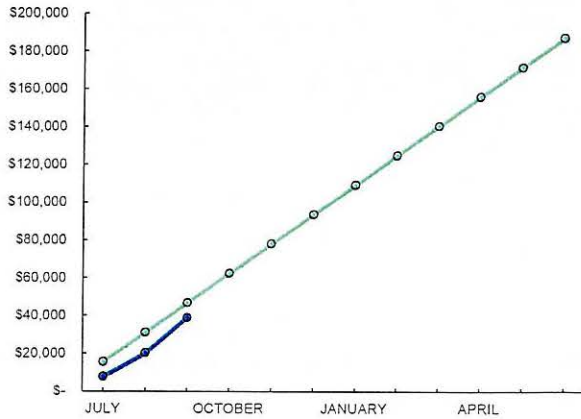
# Leucadia Wastewater District Revenue FY2025

YTD through September 30, 2024

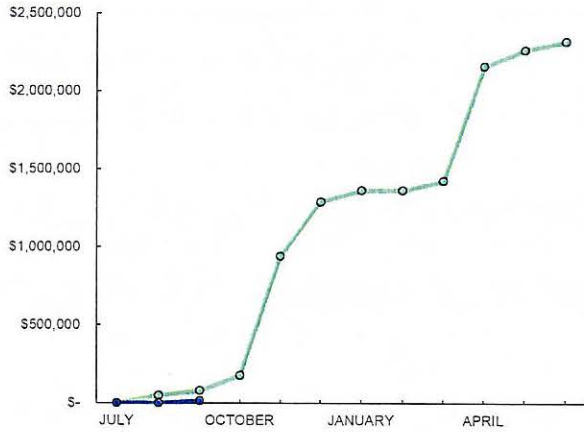
Sewer Service Fees



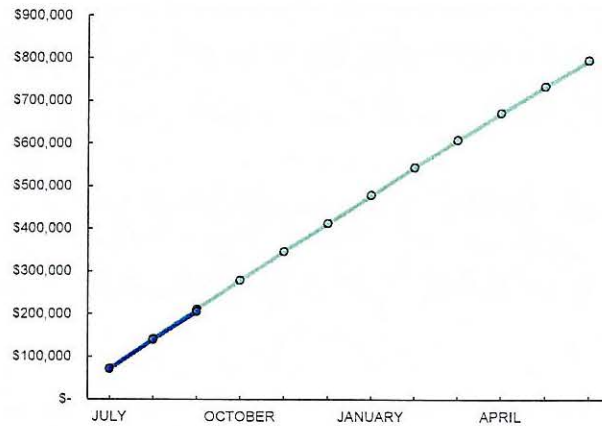
Capacity Charges



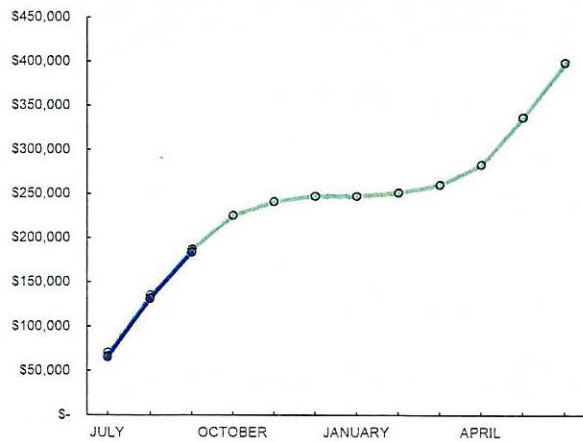
Property Taxes



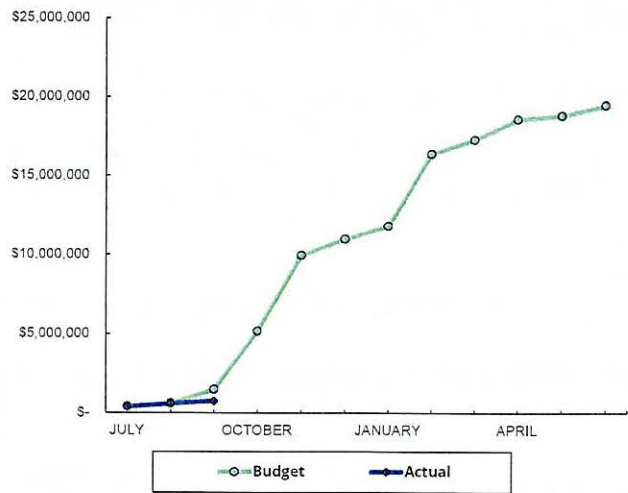
Investment Income



Recycled Wastewater Sales



Total Revenue



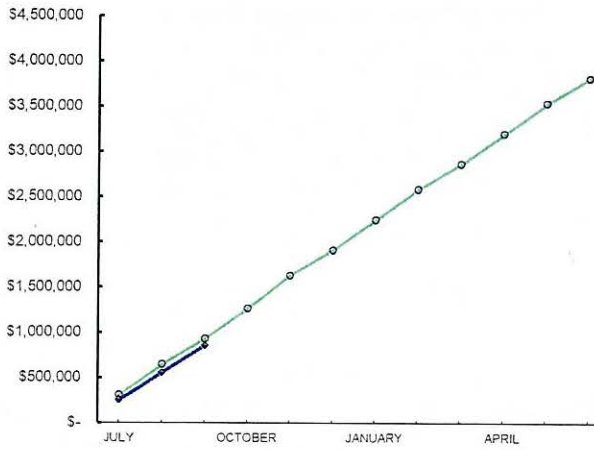
○ Budget      ▶ Actual

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

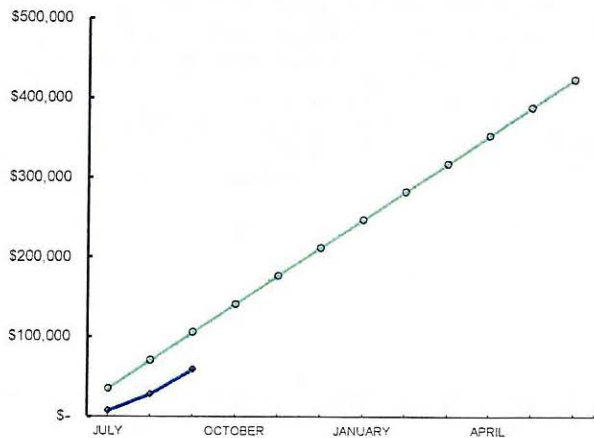
# Leucadia Wastewater District Operating Expenses FY2025

YTD through September 30, 2024

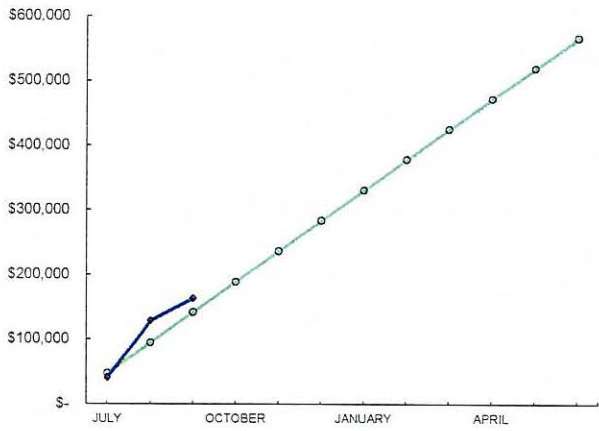
Salaries and Benefits



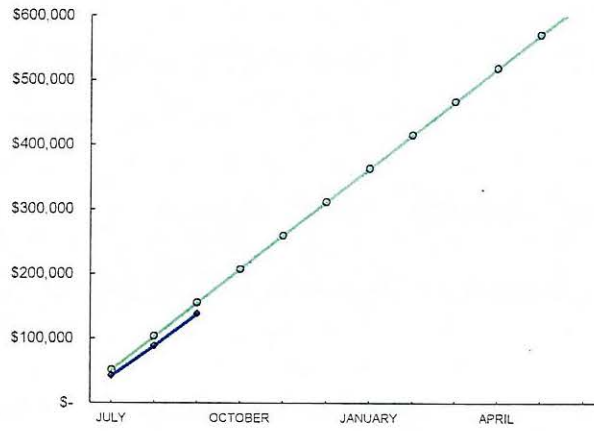
Professional Services



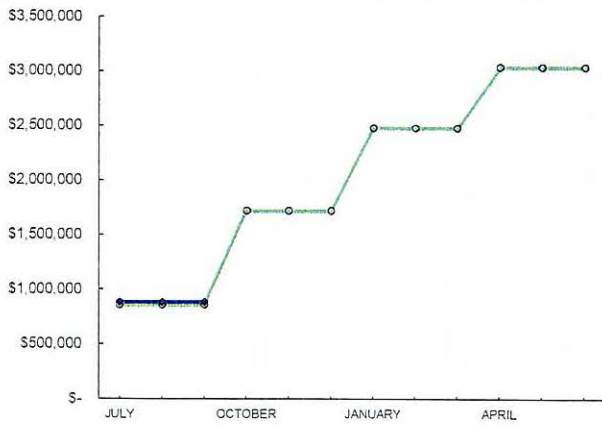
Repairs & Maintenance



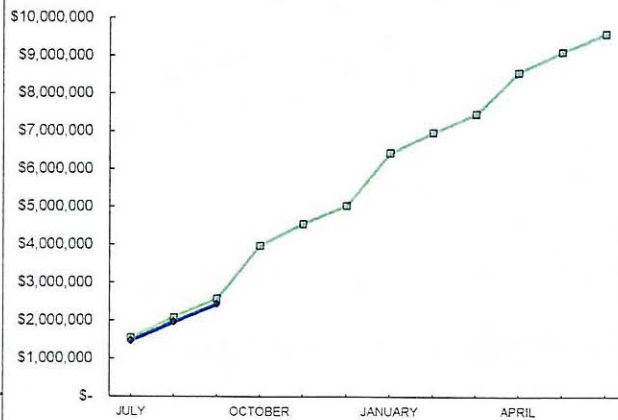
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



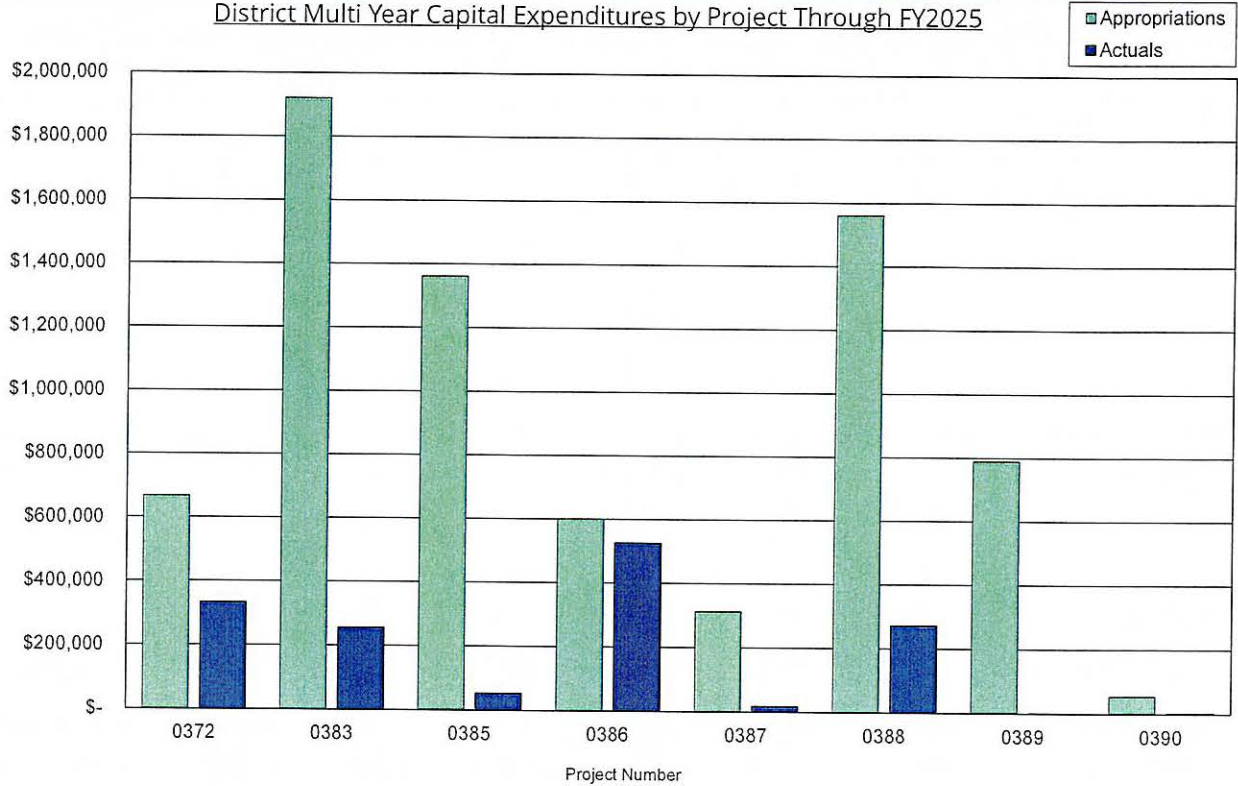
□ Budget    
 ◆ Actual

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

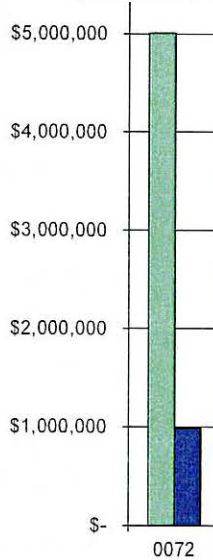
# Leucadia Wastewater District Capital Expenditures

As of September 30, 2024

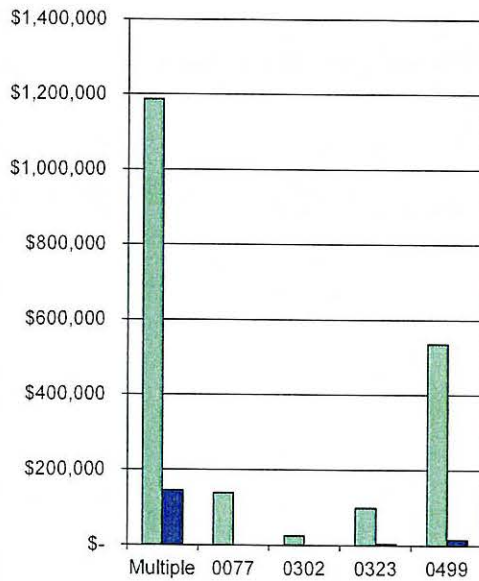
District Multi Year Capital Expenditures by Project Through FY2025



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

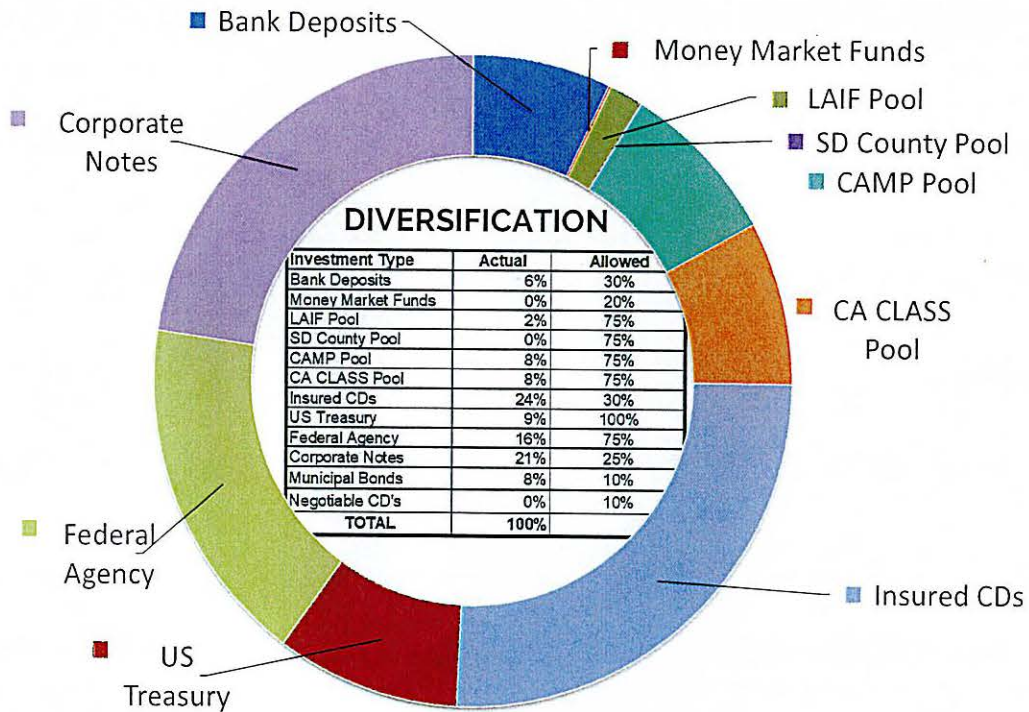
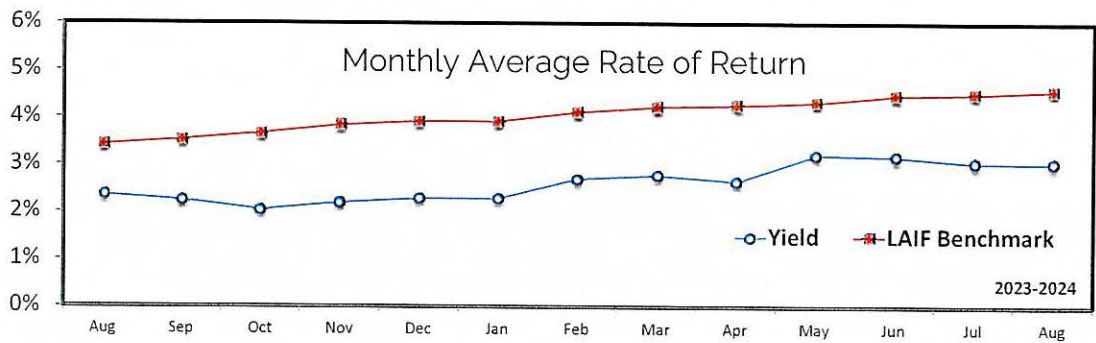
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

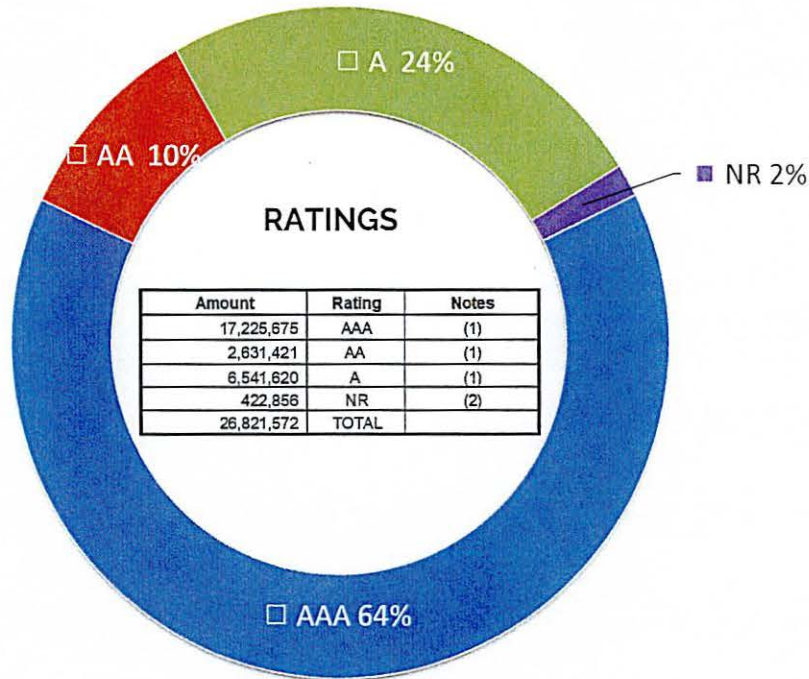
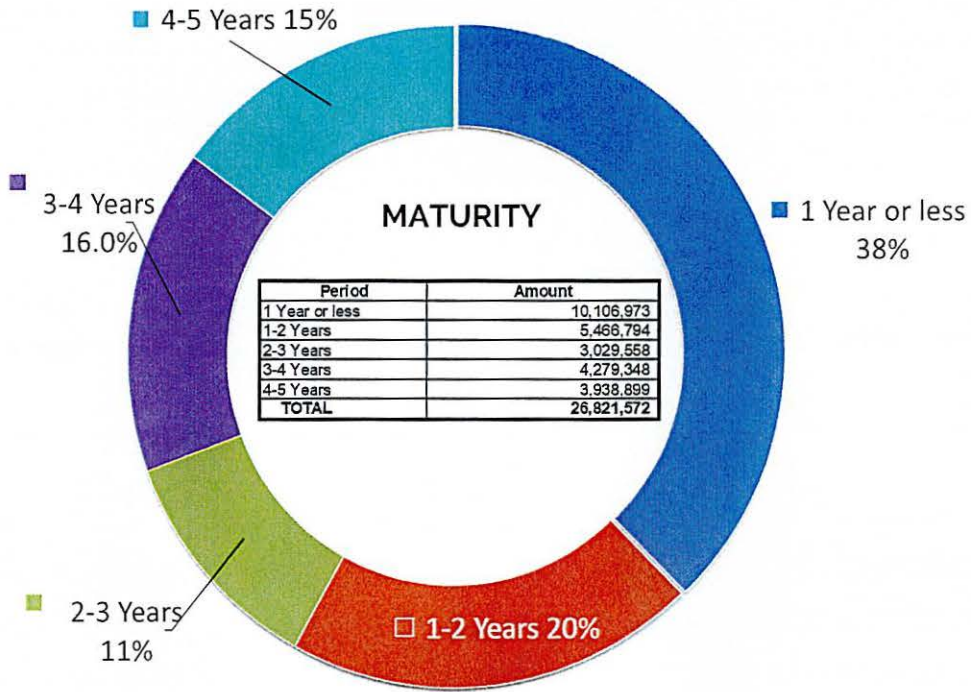
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**August 31, 2024**

Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	Jul 31, 2024	Aug 31, 2024		
Pacific Premier Bank Reserves	\$ 1,830,607	\$ 1,713,641	\$ 4,853	3.286%
TVI Dreyfus Money Market	25,999	30,709	117	4.940%
LAIF Pool	422,856	422,856	1,614	4.579%
SD County Pool	114	136	0	3.590%
CAMP Pool	2,010,983	2,019,667	9,103	5.420%
CA CLASS Pool	2,010,459	2,020,141	9,086	5.410%
Certificates of Deposit - Insured	7,307,000	6,315,000	15,720	2.655%
US Treasury Notes	2,301,958	2,301,958	5,141	3.027%
Federal Agency Notes	4,035,772	4,293,064	7,910	2.473%
Municipal Bonds	2,263,204	2,113,204	1,614	0.869%
Corporate Bonds/Notes	5,338,087	5,591,196	13,755	3.166%
<b>Totals</b>	<b>\$ 27,547,037</b>	<b>\$ 26,821,572</b>	<b>\$ 68,912</b>	<b>3.042%</b>



LEUCADIA WASTEWATER DISTRICT  
 Monthly Investment Summary  
 August 31, 2024

(Continued)



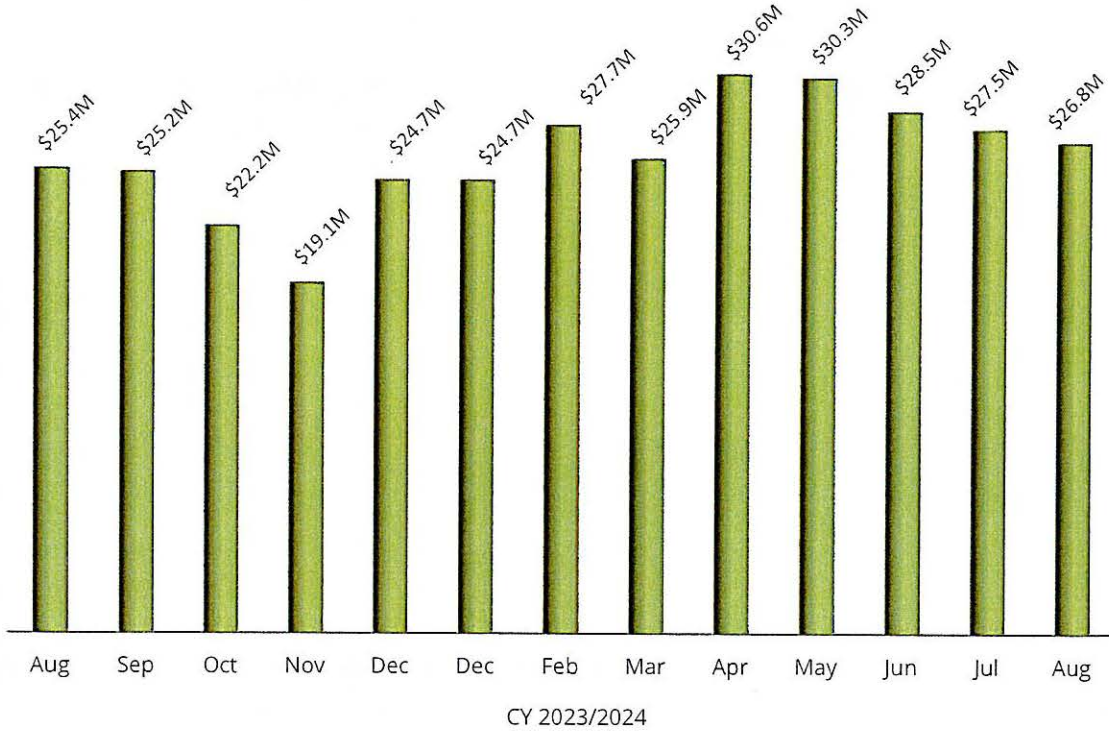
(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.  
 (2) LAIF is not rated.



**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**August 31, 2024**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Capital One NA CD	-	247,000	8/21/2024	14042RNE7	2.00%	
Capital One Bank CD	-	247,000	8/21/2024	14042TCB1	2.00%	
Live Oak Banking Co CD	-	249,000	8/28/2024	538036JU9	1.70%	
Medallion Bank Salt Lake City	-	249,000	8/12/2024	58404DLH2	0.50%	
Natomas Uni Sch Dist GO Bonds	-	150,000	8/1/2024	63877NML8	0.95%	
FHLB	299,765	-	6/8/2029	3130B1BC0	3.79%	
John Deere Corp Note	253,109	-	7/18/2029	24422EUY3	4.27%	
<b>TOTAL</b>	<b>\$ 552,874</b>	<b>\$ 1,142,000</b>				

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**

**DATE:** October 3, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **September 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 September 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 September 2024 for your review.

tb:PJB

Attachment

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

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	ADS	FSSup
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Pacilio	R. Green	T. Hill	M. Avalos
2024 CSDA Annual Conference Sept 9 - 12, 2024 Renaissance Esmeralda Indian Wells, CA	Registration	775.00	775.00			775.00			775.00	
	Hotel	495.08	742.62			495.08			742.62	
	Airfare									
	Meals	41.44	64.69						74.97	
	Parking	20.00	120.00			20.00			30.00	
	Rental Car									
	Tips/ Baggage		14.00							
	Fuel/mileage/taxi/uber	43.25	190.95			140.70			140.70	
<b>Total</b>	<b>1,374.77</b>	<b>1,907.26</b>	<b>0.00</b>	<b>0.00</b>	<b>1,430.78</b>	<b>0.00</b>	<b>0.00</b>	<b>1,763.29</b>	<b>0.00</b>	
2024 Watereuse CA Annual Sept 15 - 17, 2024 Hyatt Regency OC Garden Grove, CA	Registration		675.00			675.00	675.00			
	Hotel		489.90			244.95	489.90			
	Airfare									
	Meals						82.80			
	Parking					20.00	40.00			
	Rental Car									
	Tips		15.00							
	Fuel/mileage/taxi/uber		90.45			89.78	93.80			
<b>Total</b>	<b>0.00</b>	<b>1,270.35</b>	<b>0.00</b>	<b>0.00</b>	<b>1,029.73</b>	<b>1,381.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Notes: PB and RS only stayed two nights for CSDA. RS only stayed one night for Watereuse.

**MEMORANDUM**

**DATE:** October 3, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2025 (FY 25) LWD Tactics and Action Plan

---

**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

During the July 12, 2023 Board meeting, the Board of Directors adopted the LWD FY 25 Tactics and Action Plan. Attached, for the Board's review, is the FY 25 Tactics and Action Plan's quarterly status report with an ending date of September 30, 2024. The report indicates which goals are in progress, have been completed and have not been started.

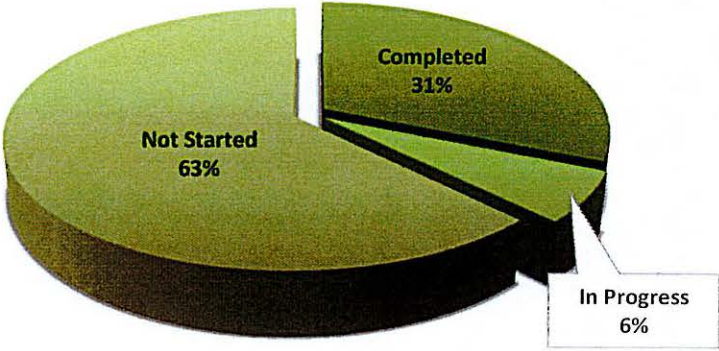
th:PJB

Attachments

# FY 2025 Tactics and Action Plan Status Report

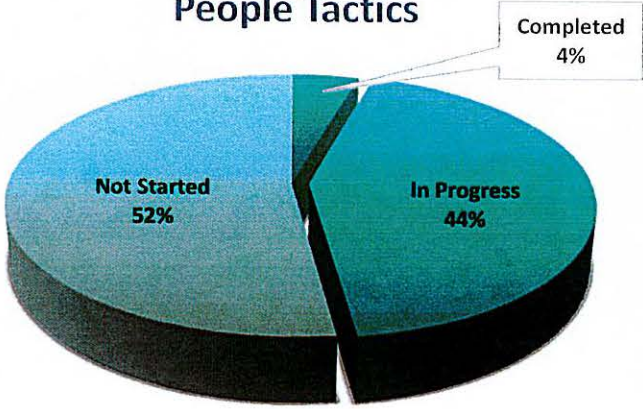
July 1 - September 30, 2024

## Financial Tactics



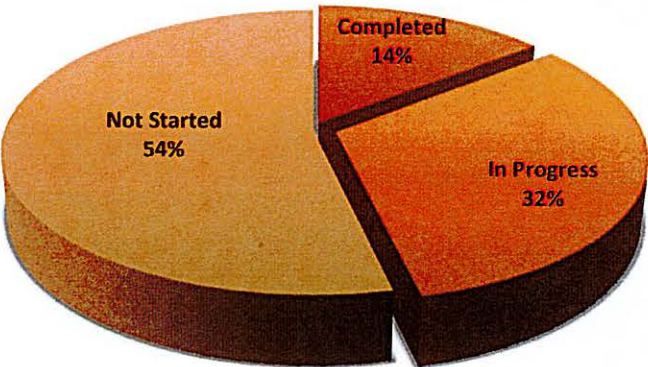
■ Completed ■ In Progress ■ Not Started

## People Tactics



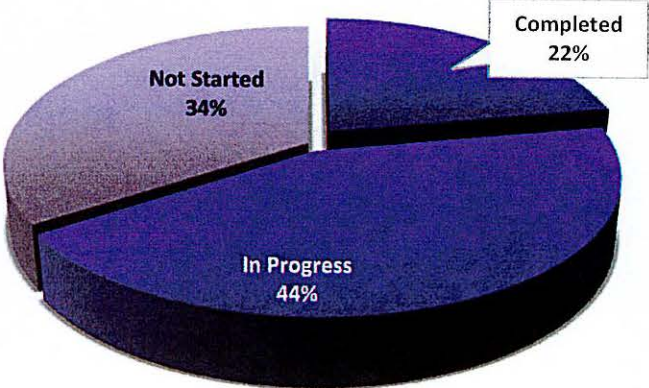
■ Completed ■ In Progress ■ Not Started

## Services Tactics



■ Completed ■ In Progress ■ Not Started

## Infrastructure and Technology Tactics



■ Completed ■ In Progress ■ Not Started

**Leucadia Wastewater District  
Fiscal Year 2025  
Tactics & Action Plans**

**1. Financial**

**Maintain fiscal stability and growth with:**

- Proactive monitoring and forecasting of District finances in order to provide competitive rates and avoid abrupt rate adjustments; and
- Effective oversight and communication with key partners, including the Encina Joint Powers Authority, to ensure cost effective capital and operating planning and consistency with District financial goals.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2024 Audit Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	DFA DFA DFA	AT, ADS AT, ADS, EA, GM GM, ADS, AS	Jul-24 Jul-24 Dec-24	Sep-24 Dec-24 Dec-24	Completed Completed Not Started
FY 2026 Budget Initial Data Collection Board Workshop Budget Approval	DFA DFA DFA	FSS, EA, ADS, FSSup, PC GM, FSS, EA, ADS, FSSup, PC GM	Jan-25 May-25 Jun-25	Mar-25 May-25 Jun-25	Not Started Not Started Not Started
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy Amending the Conflict of Interest Code	DFA DFA DFA EA	GM, ADS, EA ADS, GM, EA ADS, GM, EA	Aug-24 Jul-24 Feb-25 Aug-24	Jul-24 Mar-25 Feb-25 Aug-24	Completed Completed Not Started Completed
Financial Awards Apply for GFOA Financial Reporting Award	DFA	AT	Dec-24	Jan-25	In Progress
Financial Plan Tracking Update Internally Update District's Financial Plan	DFA	GM	Nov-24	Feb-25	Not Started
Electricity Cost Monitoring Coordinate External Review of Electricity Plans to Obtain Lowest Cost	DFA	UCM (Contractor)	Jul-24	Dec-24	Not Started
CalPERS Actuarial Valuation & Associated Liabilities Coordinate with Actuary to Complete OPEB Roll-forward Valuation Complete Deferral Schedules and Record in Accounting Provide Update on CalPERS	DFA DFA DFA	AT AT AT	Jan-25 May-25 Apr-25	Apr-25 Jun-25 Jun-25	Not Started Not Started Not Started
EWA Meeting regularly with LWD EWA's Representatives to discuss capital and operating issues that impact LWD expenses	GM	DFA	Jul-24	Jun-25	In Progress

**Employ the highest qualified work force by:**

- Optimizing training and leadership development opportunities;
- Promoting an excellent safety culture; and
- Providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing and Open Enrollments	DFA	ADS, Pickering Ins Brokers	May-25	May-25	Not Started
Dental, Vision, and Other Benefits Open Enrollment	ADS	All Staff	Jun-25	Jun-25	Not Started
CalPERS Health Open Enrollment	ADS	All Staff	Sep-24	Oct-24	In Progress
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-24	Nov-24	In Progress
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Not Started
Conduct Annual Sewer Spill Estimation Training	FSS	FSSup, FS Staff	Mar-25	Jun-25	Not Started
CPR/First Aid Refresher Training	ADS	All Staff	Sep-24	Nov-24	In Progress
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-24	Nov-24	In Progress
Board Staff Relations Policy	DFA	GM, ADS, EA	Nov-24	Jan-25	Not Started
Human Resources Policy Manual	ADS	GM, DFA, EA	Jan-25	Apr-25	Not Started
Compensation Policy	ADS	GM, DFA, EA	Mar-25	May-25	Not Started
Field Services Technician In Training (FSTIT) Recruitment	FSSup	FSS, ADS, AS, FST III	Jun-24	Oct-24	In Progress
FST IT Onboarding and New Employee Training	FSS	FSSup, ADS, AS, FST III	Oct-24	Oct-25	In Progress
Conduct Salary Survey (In-house)	ADS	DFA, AS	Jan-25	Apr-25	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-24	Nov-24	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-24	Jan-25	In Progress
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-25	Jun-25	In Progress
Conduct Employee Interviews					
Mid-Year Check-In	GM	DFA, ADS	Nov-24	Dec-24	Not Started
Compensation	GM	DFA, ADS	May-25	Jun-25	Not Started
Leadership Coaching	GM	Management Staff	Jul-24	Jun-25	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-24	Jul-24	Completed
Holiday Function	EA	ADS, AS	Aug-24	Dec-24	In Progress

**Provide exceptional services to our customers by:**

- Safely collecting and transporting wastewater in order to provide the highest level of environmental protection;
- Educating customers on our services;
- Pursuing viable water recycling opportunities; and
- Pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-25	Jun-25	Not Started
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-24	Jun-25	In Progress
Hydro Clean and CCTV Rancho Santa Fe RD	FSSup	FSS, FS Staff	May-25	May-25	Not Started
Vector Control	FSSup	FSS, FS Staff	May-25	May-25	Not Started
Root Control	FSSup	FSS, FS Staff	May-25	Sep-24	Not Started
Rehab Pump & Motor (Saxony)	FSS	FSSup, FS Staff	Jul-24	Sep-24	Completed
Exercise FM and Air Vacs Valves	FSS	FSSup, FS Staff	Sep-24	Sep-24	Not Started
Test Overflow Basin pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Aug-24	Sep-24	Completed
Conduct Backflow Testing at Omni La Costa Resort	FSS	FSSup	Jul-24	Sep-24	Not Started
Reporting					
Submit Quarterly Recycled Water Reports	FSS	FSSup	Jul-24	Jun-25	In Progress
Submit Collection System Annual Report	FSS	FSSup	May-25	Jun-25	Not Started
Submit Stormwater Annual Report	FSS	FSSup	May-25	Jun-25	Not Started
Bypass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Oct-24	Nov-24	Completed
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-24	May-25	Not Started
Village Park 7 Pump Station	FSSup	FSS, FS Staff	Jan-25	Jan-25	Not Started
Saxony Pump Station	FSSup	FSS, FS Staff	Mar-25	Mar-25	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-25	Mar-25	Not Started
Update LWD Standard Specifications					
Conduct Review	DE	GM, PC, DC	Aug-24	Mar-25	Not Started
Board Approval	DE	GM, PC, DC	Apr-25	Apr-25	Not Started
SSMP Audit	FSS	FSSup, PC	Sep-24	Nov-24	In Progress
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-24	Jun-25	In Progress
LWD Teacher Grant Program	ADS	AS, RTP	Aug-24	Nov-24	In Progress
Write, Design, Print & Mail 2025 Fall Newsletter	ADS	AS, RTP	Jul-24	Oct-24	In Progress
Write, Design, Print & Mail 2026 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-25	May-25	Not Started
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, FSSup, EA, AS	Jul-24	Jun-25	In Progress
Evaluate District Website Layout	ADS	DFA, RTP, AS, EA	Dec-24	Feb-24	In Progress
Launch new photo contest for grades 7th - 12th	ADS	DFA, AS, RTP	Aug-24	Mar-25	Not Started
Coordinate and Participate in the Water Career Day Event	ADS	DFA, RTP, AS, FSSup, FST Ills, FSS	Jul-24	Oct-24	In Progress
Awards					
Apply for CWEA Awards	FSS	DFA, FSSup	Oct-24	Nov-24	Not Started
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-24	Oct-24	Completed



**Protect the long-term viability of the District by:**

- Proactively improving and replacing the infrastructure prior to failure; and
- Pursuing technological innovation and excellence to enhance the District's infrastructure and operations to maximize efficiency and cost effectiveness.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments	
Diana Pump Station Upgrade	Project Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Apr-25 Jun-25	Mar-25 May-25 Jun-25	In Progress Not Started Not Started
San Marcos Creek Diversion Project	Bid Project Construction	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Aug-24	Jul-24 Jan-25	In Progress In Progress
FY25 Gravity Pipeline Rehabilitation	Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Dec-24 Feb-25	Dec-24 Jan-25 Jun-25	In Progress Not Started Not Started
Rancho Verde Pump Station Rehabilitation	Construction	PC	GM, FSS, DE	Jul-24	Jun-25	In Progress
Leucadia PS (L1) Force Main Condition Assessment	Bid Project Construction	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Sep-24	Aug-24 Dec-24	In Progress Not Started
San Marcos Creek Crossing Repair Evaluation	Execute Agreement for Monitoring Data Collection Evaluation	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Jul-24 Jun-25	Jul-24 May-25 Jun-25	In Progress In Progress Not Started
Batiquitos PS Emergency Basin Project	Design Bid Project Construction	PC PC PC	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-24 Sep-24 Nov-24	Sep-24 Oct-24 Feb-25	Completed In Progress Not Started
Pump Station Condition Assessment	Assessment Complete	PC	GM, FSS, DE	Jul-24	Jun-25	In Progress
Pump Station Evaluation and Strategy Development	Batiquitos Pump Station Generator Relocation La Costa Pump Station Relocation	PC PC	GM, FSS, DE GM, FSS, DE	Jul-24 Jul-24	Jun-25 Jun-25	Not Started Not Started
Purchases	Purchase Traffic Control Truck Purchase Spare Conditioning Pump (Leucadia) Purchase New Vector Truck Purchase Reclaim Water Supply Pump Purchase New CCTV Camera Head Replace LPS Grinder Purchase New Sand for AWT Sand Filter Purchase Supervisor Truck and Charger Reseal LWD Asphalt Parking Lot Batiquitos Pump Station AC Replacement Leucadia Pump Station - New Crane or Repairs	FSS FSS FSS FSS FSS FSS FSS FSS PC PC PC	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Sep-24 Oct-24 Aug-24 Oct-24 Aug-24 Oct-24 Jul-24 Aug-24 Aug-24 Jul-24 Jul-24 Jul-24	Feb-25 Apr-25 Dec-24 Dec-24 Oct-24 Dec-24 Aug-24 Feb-25 Dec-24 Dec-24 Dec-24	Completed Completed In Progress Completed Completed Not Started Completed In Progress Completed In Progress In Progress
Administration Building and Facility	Janitorial Request for Bids Execute Contract	ADS GM	DFA, FSSup, FSS, AS DFA, ADS	Jan-25 May-25	Apr-25 Jun-25	Not Started Not Started

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**September 25, 2024**

**EWA Board of Directors** – Vice President Saldana Reporting

**1. Fiscal Year 2025-2026 Budget Schedule**

The Board of Directors adopted the proposed Fiscal Year 2025 - 2026 Budget Schedule.

**2. Administration Building Climate Control Rehabilitation Projects Final Acceptance**

The Board of Directors authorized the following:

- Take final acceptance of the Design-Build agreement with West Coast Air Conditioning Co., Inc. (WCA) for construction of the Administration Building Climate Control Rehabilitation Project; and
- Direct staff to record Notices of Completion with the San Diego County Recorder.

**3. Aeration Basin Diffuser Project**

The Board of Directors also awarded a Task Order in the amount of \$344,280 to SS Mechanical Construction for the Aeration Basin Diffuser Replacement Project.

**4. Janitorial Services Award**

The Board of Directors authorized the General Manager to award a 1-year contract with the possibility of four optional 1-year extensions with FMC Facility Solutions LLC in the amount not to exceed \$91,200 in year one for janitorial services.

# Engineering Committee Meeting Report

Presented by Director Omsted

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## **Meeting held October 1, 2024**

1. The EC reviewed the following recommendations for the Batiquitos Pump Station:
  - Authorize the General Manager to execute an Agreement with SCW Contracting Corporation for construction services to complete the Batiquitos Pump Station Emergency Basin Rehabilitation Project in an amount not to exceed \$1,279,239;
  - Authorize an additional appropriation of \$165K for project construction; and
  - Authorize the General Manager to execute an Agreement with Pacific Rim Mechanical for construction services to complete the Batiquitos Pump Station HVAC Equipment Replacement in an amount not to exceed \$94,665.

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

2. The EC also received updates on the San Marcos Creek Crossing Diversion Project, the L1 Condition Assessment, and an emergency repair of a pipe support on the railroad bridge on La Costa Avenue.

There was no action taken.

# **Community Affairs Committee Meeting Report**

Presented by Vice President Saldana

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## **Meeting held October 2, 2024**

The Community Affairs Committee (CAC) reviewed the following:

### **1. Review the final draft layout of the Fall 2024 newsletter**

The CAC reviewed and commented on the final draft layout of the fall 2024 newsletter. The CAC suggested some minor edits and staff and Rising Tide Partners stated they would make the changes.

The CAC directed staff to move forward with the production of the newsletter and forward the final draft to the Board for their review prior to printing.

## MEMORANDUM

Ref: 25-8911

**DATE:** October 3, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Construction Contract Award for the Batiquitos Pump Station Emergency Basin Rehabilitation Project**

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### RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with SCW Contracting Corporation for the construction of the Batiquitos Pump Station Emergency Basin Rehabilitation Project in an amount not to exceed \$1,279,239 as the lowest responsive and responsible bidder.
2. Authorize an additional appropriation of \$165K for project construction.
3. Discuss and take other action as appropriate.

### BACKGROUND:

**Tactical Goal:** **Infrastructure & Technology / Batiquitos Pump Station Emergency Basin Rehabilitation Project**

This item was reviewed by the EC at its October 1<sup>st</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) maintains the Batiquitos Pump Station (Batiquitos PS) that is the District's largest and pumps 5 million gallons of wastewater daily. The Batiquitos PS, which is located next to the Batiquitos lagoon, has an emergency basin which is a critical piece of infrastructure that serves as temporary wastewater storage for excess flows during a pump station emergency or during high wet weather flow situations. The emergency basin is a concrete structure that was constructed in 1986 and has the capacity to hold 190k gallons of wastewater.

In October 2022, Water Works Engineers (Water Works) was issued a task order to conduct a condition assessment for the emergency basin as a result of visual deterioration of the concrete surfaces and existing lining. A recommended follow up visit in December 2022 helped quantify the condition of the concrete and coating in the structure. Overall, the condition assessment revealed the lining had mostly failed and the concrete was significantly degraded. As a result, Water Works recommended concrete restoration and a coating in the next two years before damage to the steel reinforcement occurs and escalates the scope and cost of repairs.

In April 2024, the Board authorized an agreement with Water Works for final design services for the project.

**DISCUSSION:**

Water Works completed the project design in August 2024. The project was advertised for bids on August 21, 2024. Bids were due on September 17, 2024. One (1) bid was received as follows:

<b>Construction Firm</b>	<b>Bid Price</b>
SCW Contracting Company	\$1,279,239

SCW Contracting Company’s (SCW) bid of \$1,279,239 is \$169k, or 15%, more than the engineer’s opinion of probable cost of \$1,110,000.

Staff inquired why only (1) bid was received. Therefore, staff reached out to (3) construction firms, National Coating and Lining (National Coating), DN Tanks, and Pacific Hydrotech. National Coating, who was on the plan holders list and attended the pre-bid site walk, was unable to complete their bid because they did not receive responses from both prime and sub-contractors. DN Tanks stated they didn’t submit a bid because their construction estimators were out of the office around the time the bids were due. Lastly, Pacific Hydrotech has current project commitments and therefore didn’t submit a bid.

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

Staff does not want to risk delaying the project another year considering the location of the pump station, the daily wastewater flow the pump station receives, and the timing sensitivity of the work related to the bird nesting season.

Therefore, staff and the EC concur with Water Work’s recommendation and requests that the Board of Directors award the contract to SCW Contracting Company as the lowest responsive and responsible bidder in an amount not to exceed \$1,279,239.

**FISCAL IMPACT:**

The FY24 and FY25 Capital Budgets included a total of \$1.360M, of which \$81k was spent/allocated for the design work. Therefore, staff requests an additional appropriation to the FY25 Capital Budget of \$165K to cover the construction, remaining soft costs, and a 5% contingency.

ier:PJB

Attachment

Leucadia Wastewater District  
Batiquitos Pump Station Emergency Basin  
Rehabilitation Project  
Bid Review Memorandum



Date: September 23, 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) Batiquitos Pump Station Emergency Basin Rehabilitation Project.

**Bid Results**

One (1) Bid was received and opened on September 17, 2024. The Bid is summarized below, along with the Engineer’s Opinion of Probable Construction Cost (OPCC).

Apparent Low Bid: SCW Contracting Corporation	\$1,279,239.00
Engineer’s Opinion of Probable Construction Cost (OPCC)	\$1,110,000.00
+ Bid Addendum Changes:	
<hr/>	
Low Bid vs. Engineer	\$169,239 or 16% Higher

**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, and responsible bidder.

**Contractor’s License (Responsive)**

The Contractor holds the required Class A License which is current and active. The Contractor also holds Class C60 (Welding), and C51 (Steel, Structural) licenses. Worker’s Compensation is Active. The Contractor is bonded. The Bidder is responsive.

### Business Information

SCW CONTRACTING CORPORATION  
2525 NORTH OLD HIGHWAY 355  
FALLBROOK, CA 92028  
Business Phone Number:(760) 725-1308

**Entity** Corporation  
**Issue Date** 10/09/1991  
**Expire Date** 10/31/2025

### License Status

This license is current and active.

All information below should be reviewed.

### Classifications

- ▶ A - GENERAL ENGINEERING
- ▶ C60 - WELDING
- ▶ C61 - STEEL STRUCTURAL

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with TRAVELERS CASUALTY AND SURETY COMPANY.

**Bond Number:** 206557601

**Bond Amount:** \$25,000

**Effective Date:** 01/01/2023

Contractor's Bond History

#### Bond of Qualifying Individual

The qualifying individual JEFFREY DEAN SCRAPE 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:** 10/09/1991

### Workers' Compensation

10/01/2024 - WC CERT WAITING TO BE PROCESSED

This license has workers compensation insurance with the HARTFORD CASUALTY INSURANCE COMPANY.

**Policy Number:** 53WEOH9H11

**Effective Date:** 10/01/2022

**Expire Date:** 10/01/2024

Workers' Compensation History

### Miscellaneous Information

▶ 10/01/2024 - WC CERT WAITING TO BE PROCESSED

<https://www.cslb.ca.gov/onlineservices/checklicense/LicenseDetail.aspx?LicNum=630435>

### Bid Bond (Responsive)

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



### Signatures (Responsive)

SCW Construction Corporation Vice President Andrew Scrape signed the Closing Statement, Bidder's Bond, Non-Collusion Affidavit, and Local Preference Certification. Other company partners were listed. Liberty Mutual Insurance Company surety was signed by Mark D. Iatarola, Attorney-in-Fact, and Vice President Andrew Scrape. Both individuals were acknowledged and validated via a notary public. The Bidder is responsive.

### Addenda Acknowledgment (Responsive)

Addenda 1 and 2 are signed and acknowledged by Vice President Andrew Scrape. 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: SCW Contracting Corporation	Prime	1000001579	07/01/2023	06/30/2025
SUB: MC Painting	Coating, and Concrete Rehabilitation	1000026859	07/01/2024	6/30/2025

<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 Bidder 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 three (3) projects where the contractor restored the interior of a cast-in-place concrete structure with a storage capacity larger than 50,000 gallons that involved concrete partial depth repair and a new coating system: Yes

### Experience References (Responsive)

Water Works Engineers contacted all the qualification experience references on 09/20/2024 listed on the contract forms and takes no exception to any of the responses received and considers the Bidder responsive. It should be

noted that SCW Contracting is currently under contract with LWD to construct the Rancho Verde Pump Station Rehabilitation Project which is currently progressing per schedule and plan and LWD takes no exception with SCW's performance to date on that project.

<p><b>Leucadia Wastewater District</b></p> <p><u>Projects:</u></p> <ol style="list-style-type: none"><li>1. Village #5 Pump Station Replacement</li></ol> <p><u>Comments:</u></p> <ol style="list-style-type: none"><li>1. The District takes no exception to the performance of SCW and considers their work to be good and the Project to be successful.</li></ol>
<p><b>Emad Zaya (858-573-5033) – City of San Diego</b></p> <p><u>Projects:</u></p> <ol style="list-style-type: none"><li>1. Sewer Pump Station 23T Reliability Improvements</li></ol> <p><u>Comments from Reference:</u></p> <ol style="list-style-type: none"><li>1. They did the job well, completed on time, and were on top of any issues that came up during the project. Overall, recommend.</li></ol>
<p><b>Mathew Bates (951-674-3146) – EVMWD</b></p> <p><u>Projects:</u></p> <ol style="list-style-type: none"><li>1. Railroad Canyon WRF Yard Piping &amp; Aeration Basin</li></ol> <p><u>Comments from Reference:</u></p> <ol style="list-style-type: none"><li>1. Left a voice mail – no response.</li></ol>

#### **Approach to Work (Responsive)**

The approach to work section is adequate. Bidder is responsive.

#### **Safety and Injury Prevention Plan (Responsive)**

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

#### **Project Manager Information (Responsive)**

The project manager section is adequate. Bidder is responsive.

#### **Discussion of Bid versus Engineer Estimate and Lack of Other Bids**

Water Works reviewed the bid closely. Bid item amounts matched in words and figures and totaled correctly, and no irregularities were observed. The Bid was \$169,239 higher (16%) than the Engineer's OPCC + Bid Addendum changes. Only one bid was received. It is Water Works opinion that this can be primarily attributed to the following reasons.

- The current bidding environment is poor due to high volume and demand for construction projects in the region along with skilled laborer shortages. Consequently, fewer bids are received, and the low bid is typically less competitive.
- The Batiqitos Pump Station Emergency Basin Rehabilitation Project is relatively small when compared to typical public works projects and requires a large amount of labor that is typically performed by specialized subcontractors (such as concrete restoration and coatings). Consequently, there is reduced interest in the project by general contractors.

- The market environment is also considered poor due to high labor rates, recent inflationary effects, and material and equipment shortages and pricing volatility from post-pandemic supply shocks.

Water Works contacted two other potential bidders and one did not submit a bid due to temporary unavailability. The other did not respond. In addition, a subcontractor who attended the pre-bid site walk told the District they did not identify a prime general contractor to submit a bid with.

In addition, Water Works examined the bid items for the 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 SCW Construction Corporation to be a responsive and responsible bidder, as required by the Bidding and Contract Documents. The submitted Bid appears to be reasonable.

**MEMORANDUM**

**DATE:** October 3, 2024  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Construction Contract Award for the Batiquitos Pump Station Heating, Venting, Air Conditioning (HVAC) Equipment Replacement**

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute an Agreement with Pacific Rim Mechanical for Batiquitos Pump Station HVAC Equipment Replacement in an amount not to exceed \$94,665.00.
2. Discuss and take other action as appropriate.

**BACKGROUND:**

**Tactical Goal: Infrastructure & Technology / Batiquitos Pump Station AC Replacement**

This item was reviewed by the EC at its October 1<sup>st</sup> meeting and the EC concurred with staff to present this item for the Board’s consideration.

The Leucadia Wastewater District (District) maintains the Batiquitos Pump Station (Batiquitos PS) that is the District’s largest and pumps 5 million gallons of wastewater daily. The Batiquitos PS has a Motor Control Center (MCC) that houses various electrical equipment necessary to operate the pump station. The HVAC equipment serves a vital function because it provides chilled air to the MCC in order to maintain a safe building temperature and offset the heat generated by the electrical equipment.

Pacific Rim Mechanical (Pac Rim) provides maintenance services to all District HVAC equipment, including the Batiquitos PS. In November 2023, District staff was informed by Pac Rim that the Batiquitos PS HVAC equipment required replacement in the near future since it was nearing its useful life. Therefore, in January 2024, the District requested a proposal from Pac Rim to use as a budget number in the Fiscal Year 2025 (FY25) Capital Acquisition Budget.

**DISCUSSION:**

The project was advertised for bids on July 3<sup>rd</sup>, 2024. Bids were due on August 6<sup>th</sup>, 2024. Two (2) bids were received as follows:

Construction Firm	Bid Price
Pacific Rim Mechanical	\$112,665
ACCO Engineered Systems	\$123,888

Pac Rim's bid of \$112,665 is \$25k, or 29%, more than the FY25 Capital Acquisition Budget amount of \$87.5k.

Due to the high bid, staff reached out to Pac Rim. Staff was informed that since the original proposal was provided to the District in January 2024, there were material and labor cost increases in addition to \$18k in unexpected electrical upgrades.

As a result, staff evaluated whether the project could be modified or redesigned and rebid to reduce project costs. Staff determined that a redesign would not reduce project costs and still meet the project objectives.

Instead, staff requested a proposal from Southern Electric (Southern), an electrical contractor familiar with the District and the Batiquitos PS, for the required electrical upgrade work. Southern provided a proposal of \$9.1k, which is a savings of \$8.9k in electrical work compared to Pac Rim's bid. Staff decided the best approach is for the District to complete the electrical upgrade work using Southern and reduce Pac Rim's overall bid by \$18k, resulting in a revised bid of \$94,665. Overall, the total project cost is reduced from \$112,665 to \$103,765.

The winter is the most ideal time to replace the HVAC equipment because of the reduced demand for the HVAC system during the colder months. Since the new HVAC equipment has a lead time of 5-6 weeks, the equipment needs to be purchased now in order to meet an anticipated installation date of December 2024.

Therefore, staff and the EC request that the Board of Directors award the contract to Pacific Rim Mechanical as the lowest responsive and responsible bidder in an amount not to exceed \$94,665.

**FISCAL IMPACT:**

The FY25 Capital Acquisition Budget included \$87.5k for the purchase and install of the HVAC equipment. Therefore, staff plans to transfer surplus funds from the FY24 Manhole Rehabilitation Project to cover the additional expenses.

ier:PJB