



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, March 12, 2025

TIME: 5:00 p.m.

PLACE: Leucadia Wastewater District
1960 La Costa Avenue, Carlsbad, CA 92009

AGENDA

Items on the agenda may be taken out of sequential order as their priority is determined by the Board of Directors. In the case of an emergency, items may be added to the Agenda by a majority vote of the Board of Directors. Also, items that arise after posting of the Agenda may be added, per Government Code Section 54954.2, by a 2/3 vote of the Board. All agenda materials can be accessed at the District website at <https://www.lwwd.org/agendas/board> and are also available for public inspection in the Administration Office located at 1960 La Costa Avenue, Carlsbad, CA 92009 during normal business hours.

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

- 1. Call to Order**
Teleconference with Director Roesink at the following location:
2400 E Missouri Ave.
Phoenix, AZ 85016
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
None.

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

February 12, 2025 Regular Board Meeting (Pages 6-12)

February 19, 2025 Community Affairs Committee Meeting (Page 13)

March 4, 2025 Engineering Committee Meeting (Pages 14-16)

8. Approval of Demands for February and March 2025

This item provides for Board of Directors approval of all demands paid from LWD during a portion of February and a portion of March 2025. (Pages 17-27)

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 28-34)

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 35-42)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2025. (Pages 43-44)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on February 26, 2025. (Pages 45-46)

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 4, 2025. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

A. A Community Affairs Committee meeting was held on February 19, 2025. (Page 47)

B. An Engineering Committee meeting was held on March 4, 2025. (Page 48)

ACTION ITEMS

14. Fiscal Year 2026 (FY26) Budget Development Schedule (Page 49)

15. Water Works Engineers Contract Extension for As-Needed Engineering Design Services

Authorize the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services. (Page 50)

- 16. Fiscal Year 2025 Gravity Pipeline Replacement Project – Award of Construction Contract and Authorize Additional Appropriation**
 - A. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80.
 - B. Authorize an additional appropriation of \$270k for project construction. (Pages 51-58)
- 17. Proposed Resolution No. 2425 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**
(Pages 59-65)
- 18. Call for Nominations to the California Special District Association (CSDA) Seat B**
(Pages 66-71)

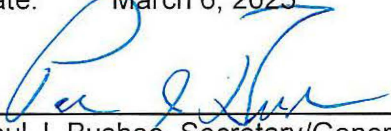
INFORMATION ITEMS

- 19. Project Status Updates and Other Informational Reports**
2025 CSDA Legislative Days is scheduled for May 20 - 21, 2025, in Sacramento, CA.
(Verbal)
- 20. Directors' Meetings and Conference Reports**
The CSDA Quarterly Dinner was held on February 27, 2025 at The Butcher Shop Steakhouse in San Diego, CA. (Page 72)
- 21. General Manager's Report**
- 22. General Counsel's Report**
- 23. Board of Directors' Comments**
- 24. Adjournment**

AFFIDAVIT OF POSTING

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

Date: March 6, 2025



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 February 12, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 12, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT: Saldana, Brown, Pacilio, Sullivan, Roesink
 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, Capital Project Manager Ian Riffel, District Engineer Dexter Wilson, and Field Services Technician Ryan Rodriguez

3. Pledge of Allegiance

Vice President Brown led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. Professional Achievement Award -10 Year Service Award for Ryan Rodriguez.

GM Bushee introduced FST III Ryan Rodriguez, stating that he recently passed his 10th year anniversary at the District. He provided background information about Ryan and noted that under LWD's incentive program that Ryan is eligible for a \$200 incentive award.

The Board of Directors congratulated Ryan for his efforts.

B. 2024 CWEA San Diego Section Awards.

GM Bushee stated that the District received two awards at the CWEA San Diego Section Awards Banquet on Saturday, January 18th. He noted that the awards were for: Collection System of the Year (0-249 miles) and Community Engagement & Outreach Program of the Year (Small Agency). GM Bushee stated that the local section winners will move on to the State level.

GM Bushee stated that the District received the San Diego Section Collection System of the Year Award (0-249 miles). GM Bushee stated that The Collection System of the Year Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff for their efforts.

GM Bushee also stated that the District received the Community Engagement & Outreach Program of the Year (Small Agency). He provided background information noting that LWD and Rising Tide Partners (RTP) created an in-person, bilingual, interactive demonstration aimed at deepening students' understanding of wastewater. He stated that this interactive demonstration included LWD's Field Service Technician team bringing their vehicles and equipment to two elementary schools for live demonstrations. GM Bushee stated that The Community Engagement & Outreach Program of the Year Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff for their efforts.

Lastly, GM Bushee also noted that the District received a thank you plaque for hosting a CWEA Technical Certification Program training event at the District office.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 8, 2025 Regular Board Meeting
January 21, 2025 Investment and Finance Committee Meeting
January 28, 2025 Community Affairs Committee Meeting
February 3, 2025 Engineering Committee Meeting

8. Approval of Demands for January / February 2025

Payroll Checks numbered 250108-1 – 250205-20; General Checking Checks numbered 26487 - 26629

9. Operations Report (A copy was included in the original February 12, 2025 Agenda)

10. Finance Report (A copy was included in the original February 12, 2025 Agenda)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2024.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2025.

13. Reserve Fund Policy

Receive and File the Annual Reserve Fund Policy Report.

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on January 22, 2025.

Director Roesink reported on EWA's January 22, 2025 Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 4, 2025.

GM Bushee reported on EWA's February 4, 2025 MAM meeting.

15. Committee Reports

A. An Investment and Finance Committee (IFC) meeting was held on January 21, 2025.

Director Roesink reported that the IFC reviewed the following recommendations:

- Contract amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services; and
- Conduct the Annual Review of the Financial Plan

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

The IFC also reviewed the Reserve Fund Policy Report. Following discussion, the IFC concurred with staff to recommend that the Board of Directors receive and file the Reserve Policy Annual Report. Since there were no changes to the policy, the IFC and staff agreed to add this item under Consent Calendar at the February Board meeting.

B. A Community Affairs Committee (CAC) meeting was held on January 28, 2025.

Vice President Brown reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC agreed that the lead article would be the bilingual on-site demonstrations that the Field Services team conducted at local schools. The CAC also agreed on two main articles. The first main article will focus on how LWD balances

sustainability with managing competitive rates. The second main article will showcase the Teacher Grant winners. The CAC also agreed to the remaining articles and then directed staff to move forward with the newsletter and the proposed production schedule.

Vice President Brown stated the CAC also conducted a review of the Teacher Grant Program. Following discussion, the CAC directed staff to draft an updated Teacher Grant Program Policy which updates and details the criteria for the Teacher Grant Program application. Staff and the CAC also discussed increasing the Teacher Grant Program funding from \$6,000 to \$8,000 per year with a maximum award of \$2,000 per application. The draft policy will be reviewed at a future CAC meeting.

Lastly, the CAC reviewed the photo contest details and criteria and the photo contest webpage. Following discussion, the CAC authorized staff and RTP to proceed with the LWD Photo Contest.

C. An Engineering Committee (EC) meeting was held on February 3, 2025.

Director Pacilio reported that the EC reviewed the following information items:

- San Marcos Creek Crossing Diversion Project Update;
- Batiquitos Pump Station Emergency Basin Rehabilitation Project;
- Rancho Verde Pump Station Rehabilitation Project;
- 2024 Pump Station Condition Assessment; and
- Vactor Truck Fire Update.

These items were for informational purposes only and no action was taken.

ACTION ITEMS

16. Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services

Authorize the General Manager to execute a contract amendment with Rogers, Anderson, Malody & Scott, LLP for Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400.

DFA Green presented the recommendation stating that in March 2022 the Board of Directors authorized an initial three-year contract with Rogers, Anderson, Malody & Scott, LLP for auditing services. DFA Green stated that while the original agreement was for an initial three-year period, an option for an additional two-year extension was included. Staff believes that executing this option for FY25 and FY26 will provide continuity to our auditing program and is in the best interest of the District.

Vice President Brown asked if the auditors focused on different parts of the audit each year. DFA Green answered affirmatively.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors authorized Contract Amendment No. 1 to Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2025 (FY25) and Fiscal Year 2026 (FY26) in an amount not to exceed \$58,400 by the following vote:

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

17. Financial Plan Tracking Update

DFA Green presented the item noting it was reviewed by the Investment and Finance Committee at its January 21st meeting. DFA Green explained the purpose of the Financial Plan. He stated that LWD updates its Financial Plan every 5 years because financial conditions and assumptions change over time. He noted that the most recent Financial Plan Update was completed in 2023 and staff does an internal update of the Financial Plan on an annual basis to see how actual results are tracking with the original projections.

DFA Green stated the financial plan model looks out over 20 years. He noted that information from the Fiscal Year 2024 (FY24) Audit and FY25 budgeted amounts were used to update revenues, expenses, and capital projections in the financial plan model. He then provided an overview on the following topics.

- Comparison of projected and actual revenues and expenditures; and
- Comparison of projected and updated reserve balances

DFA Green concluded that the District's finances remain strong, while maintaining low rates, and the District is tracking well with the Financial Plan. DFA Green also noted that the largest concern is the Encina Wastewater Authority's future capital plan and staff will continue to monitor LWD's finances closely.

The Board thanked DFA Green for his presentation.

There was no action taken.

18. Review of Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy Review

DFA Green introduced the item and provided background information noting that at the January 8th Board meeting, the Board directed staff to bring this item to the February Board meeting for a full discussion and review of the entire policy. DFA Green stated that the Board approved an update to the Policy at last month's meeting and he then reviewed the current policy highlighting the key points. DFA Green then turned the item over to the Board for discussion.

Director Sullivan suggested that the Human Resources Committee (HRC) be eliminated since it doesn't meet often and that if any Human Resources issues arise, an Ad Hoc committee could be formed to review those issues. She stated that Board members should be on committees they like and she suggested that LWD's EWA representatives be removed from LWD's standing committees since the EWA Board representatives attend around 24 meetings a year at EWA. She noted that LWD Board members that are not on EWA could then be on three LWD standing committees instead of two.

Director Pacilio asked how necessary is the HRC. GM Bushee answered that the HRC doesn't meet frequently but it does review important issues related to the Human Resources Policy Manual (HRPM) and employee compensation.

Vice President Brown asked if alternates could be assigned to standing committees to allow for coverage. GM Bushee answered that it is possible but you couldn't have three Board members on a committee since that would be a quorum of the Board.

Director Pacilio stated that if the Board considers Director Sullivan's suggestion, it makes more sense to have the change take place next year since it may be easier and more effective at that time.

GC Brechtel stated that there is an option to combine the HRC with the Investment and Finance Committee (IFC) and this would eliminate the need to establish an Ad Hoc Committee every time there is an HR issue which needs to be reviewed. GM Bushee agreed that the two committees could be combined and renamed therefore eliminating the need to have an Ad Hoc Committee but it is up to the Board's discretion.

Vice President Brown stated it makes sense to combine the HRC with the IFC and only have three standing committees but he would like to make the changes effective next year.

Director Roesink stated he had no preference if these changes are made this year or next year and he noted that being on the EWA Board does require a lot of attention and time.

Following discussion, upon a motion duly made by Director Pacilio, seconded by Director Roesink, and unanimously carried, the Board of Directors agreed to amend the policy to combine the Human Resources Committee (HRC) with the Investment and Finance Committee (IFC) and amend the committee appointment section to reflect that EWA representatives would not participate on LWD standing committees by the following vote:

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

GM Bushee stated that staff would update the policy to restructure the appointment process and bring back a draft version for the Board to review at next month's Board meeting.

Director Sullivan made a motion to start the new LWD standing committee structure immediately. There was no second and the motion did not carry.

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

2025 CWEA Annual Conference is scheduled for April 22 - 25, 2025 in Palm Springs, CA.

EA Baity announced the date and location of the 2025 CWEA Annual Conference.

20. Directors' Meetings and Conference Reports

2025 CASA Annual Conference was held January 29 -31, 2025 at the Hilton Palm Springs in Palm Springs, CA.

Director Sullivan stated it was a good conference with a lot of younger attendees. She stated the artificial intelligence (AI) session was interesting and understandable.

Director Pacilio agreed with Director Sullivan. He stated he also enjoyed the sessions on biomass and renewable sanitation fuels. He noted that he was exposed to a lot of new information.

President Saldana stated the conference topics were very interesting and he enjoyed the CSRMA session on fire mitigation and verbal judo. He also noted that he was very impressed with the AI session.

21. General Manager's Report

GM Bushee reported that the AI session at the CASA Conference was informative and interesting and he enjoyed learning about the practical uses for AI.

22. General Counsel's Report

GC Brechtel stated he remotely attended the Attorney's Committee Meeting at CASA. He reported on the following:

- PFAS and Biosolids with PFAS; and
- Proposition 218 and the Coziahr vs. Otay Water District case

23. Board of Directors' Comments

Director Roesink asked if LWD is considering implementing an AI Policy or formal plan to be considered in the future. DFA Green answered that he attended a webinar regarding AI use. He summarized the webinar stating that you need to know exactly what you are going to use AI for and what AI can do before you implement a policy. He noted that since LWD is a public agency all of our information is subject to public scrutiny. He stated that the most important thing to protect is personally identifiable information (PII). He stated that he would be reviewing LWD's Electronic Usage Policy to assess the applicability of AI for LWD.

GM Bushee stated in the near future the District would like to bring in an AI expert to help staff assess the practical uses for AI.

Vice President Brown wished everyone a Happy Valentine's Day.

24. Adjournment

President Saldana adjourned the meeting at 6:36 p.m.

Rolando Saldana, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 February 19, 2025

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, February 19, 2025 at 11:00 a.m.

1. Call to Order

Chairperson Brown called the meeting to order at 11:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Brown (via teleconference) and Pacilio

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, 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. Spring 2025 Newsletter Draft Text Review

ADS Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft text.

Mr. Bloom provided an overview and the CAC was pleased with the draft text. The CAC suggested some minor edits and staff stated they would make the changes. The CAC selected option #1, a leaky toilet can waste up to 200 gallons of water per day fact, for the Did You Know article.

Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Brown adjourned the meeting at 11:33 a.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 March 4, 2025

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Tuesday, March 4, 2025 at 2:30 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Brown called the meeting to order at 2:30 p.m.

2. Roll Call

DIRECTORS PRESENT: Pacilio, Brown (via video conference)

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; District Engineer Dexter Wilson; Capital Project Manager Ian Riffel; and Tim Lewis from Water Works Engineers

3. Public Comment

None.

4. Water Works Engineers Contract Extension for As-Needed Engineering Design Services

Authorize the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services.

CPM Riffel presented this item to the EC. He provided background on the need for as-needed engineering design services including project design, bidding assistance and office engineering during construction. CPM Riffel noted the original three-year Agreement is expiring and includes a two-year extension option to maintain efficiency and continuity of service.

CPM Riffel highlighted that over the past three years, Water Works designed nine capital projects and provided construction support for six, including the successful completion of the San Marcos Creek Crossing Diversion Project and the L1 Force Main Bridge Emergency Repair. CPM Riffel continued that the District is satisfied with Water Works performance and recommends the two-year extension. He further clarified the Agreement does not establish a fixed compensation amount; instead, individual task orders are negotiated as necessary and Board approval is required for amounts exceeding the General Manager's signature authority.

Chairperson Brown asked about Water Works' capacity over the next two years. Tim Lewis confirmed that Water Works can continue prioritizing District projects. Chairperson Brown asked if the negotiated task order amounts remained within budget. Staff answered affirmatively. Chairperson Brown inquired about the task order issuance. GM Bushee clarified that task orders are individually negotiated per project.

Following discussion, the EC concurred with staff to forward the recommendation to the Board.

5. Fiscal Year 2025 Gravity Pipeline Replacement Project – Award of Construction Contract and Authorize Additional Appropriation

Recommendation 1: Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80.

Recommendation 2: Authorize an additional appropriation of \$270k for project construction.

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

CPM Riffel said that in July 2024, the Board authorized final design services with Water Works. He further noted Water Works completed design in December and staff advertised for bids in January. CPM Riffel said the estimated construction cost was \$1.09M. CPM Riffel reported that the District received two bids by the February 11th deadline. However, the lowest bidder, Blue Pacific Engineering, withdrew their bid the following day due to a clerical error. He continued that staff approved the bid withdrawal, making Palm Engineering Construction Company, Inc. (Palm Construction) the next lowest bidder at \$296k below the engineer's estimate.

CPM Riffel reviewed staff's actions to ensure the bid was competitive. Based on this analysis, and the District's recent positive project history with Palm Construction, staff recommends awarding the bid to Palm Construction.

Director Pacilio inquired if DE Wilson determines the engineer's estimate. DE Wilson clarified that Tim Lewis with Water Works prepares the engineer's estimate and he reviews it. The EC and staff discussed the bid climate and cost prediction challenges.

Chairperson Brown asked if the District has considered leveraging a favorable future bid market by repairing additional sewer lines. Staff explained that sewer lines with the highest risk are repaired and, at this time, early design of additional sewer lines is not deemed beneficial. Chairperson Brown inquired whether the CCTV pipe rating system (0-4) is specific to the District. FSS Gonzalez confirmed and further noted that each CCTV operator is PACP certified. Chairperson Brown asked multiple questions regarding the project and District reserves. Staff answered his questions.

Following discussion, the EC concurred with staff to forward the recommendations to the Board.

6. Information Items

CPM Riffel provided an update to the L1 Force Main Bridge Crossing Emergency Repair and provided background information on the repair. He reported that the second phase of the emergency repair had been successfully completed.

Chairperson Brown inquired whether additional structural weaknesses were identified during the repair process. CPM Riffel answered no. Chairperson Brown asked whether bridge movement had contributed to the bracket failure. Staff responded that while they do not believe bridge movement was a factor, a 2017 District project involving the installation of seismic couplers, which added weight to the force main brackets, may have contributed to the initial bracket failure.

7. Directors' Comments

Chairperson Brown congratulated staff for winning the CWEA State Award for Small Collection System.

8. General Manager's Comments

None.

9. Adjournment

Chairperson Brown adjourned the meeting at approximately 3:31 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
March 12, 2025**

Disbursement Period February 5, 2025 through March 6, 2025

PAYROLL PAYMENTS	\$	122,762.14
PAYROLL EXPENSE REIMBURSEMENTS	\$	1,923.46
GENERAL CHECKS		
Operating	\$	240,697.11
Capital	\$	1,732,157.73
TOTAL GENERAL CHECKS	\$	1,972,854.84
VOIDED CHECK		
25863	\$	(1,096.59)
26507	\$	(530.00)
ELECTRONIC PAYMENTS		
Operating	\$	173,487.02
Capital	\$	-
TOTAL ELECTRONIC PAYMENTS	\$	173,487.02

TOTAL DEMANDS	\$	2,270,497.46
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS**

March 12, 2025

Disbursement Period February 5, 2025 through March 6, 2025

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll	2/12/2025 250212-1	250212-20	\$3,694.00
Biweekly Payroll	1/22/2025 250122-1	250122-20	\$59,251.96
Board Payroll	2/3/2025 250203-1	250203-5	\$1,800.00
Biweekly Payroll	2/5/2025 250205-1	250205-20	\$58,016.18

TOTAL PAYROLL CHECKS	\$ 122,762.14
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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/5/2025 Through 3/6/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26630	2/6/2025	ABILA INC	7,944.17	MIP Accounting Software 03/01/25-02/28/26
26631	2/6/2025	COUNTY OF SAN DIEGO APCD	3,887.00	Permit Fees March 2025-March 2026
26632	2/6/2025	COUNTY OF SAN DIEGO APCD	927.00	Permit Fees March 2025-March 2026
26633	2/6/2025	ALPHAGRAPHS	34.06	JC ID Badge
26634	2/6/2025	Atlas Technical Consultants LLC	786.00	Batiquitos Emergency Basin Rehab-Geotechnical Engineering
	2/6/2025	Atlas Technical Consultants LLC	2,240.00	Geotechnical Engineering Services San Marcos Creek Crossing
26635	2/6/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site Feb 2025
	2/6/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail Feb 2025
26636	2/6/2025	CITY OF CARLSBAD	581.25	Water @ 1900 La Costa Ave
	2/6/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	2/6/2025	CITY OF CARLSBAD	28.70	Water @ Fire Line
26637	2/6/2025	COX COMMUNICATIONS SAN DIEGO	1,570.48	Phone / Internet Services 01/22/25-02/21/25
26638	2/6/2025	DATA NET SOLUTIONS GROUP	1,655.90	Monthly IT Services Jan 2025
	2/6/2025	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services Jan 2025
26639	2/6/2025	EVERON LLC	165.00	Security Services 02/17-03/16/25
26640	2/6/2025	EVOQUA WATER TECHNOLOGIES, LLC	38,662.86	Media Carbon Change-out for Batiquitos PS
26641	2/6/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance- COBRA Feb 2025
	2/6/2025	FIDELITY SECURITY LIFE INSURANCE...	404.47	Vision Insurance-Feb 2025
26642	2/6/2025	HAAKER EQUIPMENT CO	523.07	Bearings, bushings, & washers
26643	2/6/2025	THE HARTFORD	502.32	Life Insurance-February 2025
26644	2/6/2025	KEN GRODY FORD	499.46	Additional Keys Vehicle #164
	2/6/2025	KEN GRODY FORD	180.00	Program IPC to manual regens vehicle #164
26645	2/6/2025	KONECRANES, INC	701.58	LPS Quarterly Crane inspection Dec 2024
26646	2/6/2025	MAVTECK	6,900.00	Construction Management BPS Emergency Basin Rehab
	2/6/2025	MAVTECK	6,000.00	Construction Management for Rancho Verde Pump Station Rehab
	2/6/2025	MAVTECK	11,700.00	San Marcos Creek Diversion Project
26647	2/6/2025	MESA REPROGRAPHICS	15.00	FY25 Gravity Pipeline Repair email
	2/6/2025	MESA REPROGRAPHICS	30.00	FY25 Gravity Pipeline Replace email & digital stamp
26648	2/6/2025	MISSION SQUARE	8,089.67	Deferred Comp for PPE 02/05/25
26649	2/6/2025	MITSUBISHI ELECTRIC US INC - MEU...	386.37	Elevator Maintenance 02/01/25-02/28/25
26650	2/6/2025	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services January 2025
26651	2/6/2025	NAPA AUTO	33.38	Tri-power Ind V Belt
26652	2/6/2025	OLIVENHAIN MUNICIPAL WATER DIS...	79.32	Recycled Water @ Traveling
	2/6/2025	OLIVENHAIN MUNICIPAL WATER DIS...	57.51	Water @ Encinitas Estates PS
	2/6/2025	OLIVENHAIN MUNICIPAL WATER DIS...	621.24	Water @ Traveling
	2/6/2025	OLIVENHAIN MUNICIPAL WATER DIS...	432.85	Water @ Traveling 2
	2/6/2025	OLIVENHAIN MUNICIPAL WATER DIS...	57.51	Water @ VP7
26653	2/6/2025	PLUMBERS DEPOT, INC	161.79	Manhole Hook
26654	2/6/2025	PRUDENTIAL OVERALL SUPPLY	253.41	Orange Nitrile Gloves

Leucadia Wastewater District
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/6/2025	PRUDENTIAL OVERALL SUPPLY	214.96	Weekly Uniform/Laundry Service 02/04/25
26655	2/6/2025	READY LINE FLEET SERVICE INC	311.00	Updated ECM calibration & cleared inactive fault codes #159
26656	2/6/2025	REPUBLIC SERVICES #661	412.59	Waste Services- January 2025
26657	2/6/2025	RIGHT-OF-WAY ENGINEERING SERVI...	2,130.00	Erosion & Settlement Monitoring near Manholes SMCreek & Omni
26658	2/6/2025	RISING TIDE PARTNERS	3,539.25	Public Outreach Services Jan 2025
26659	2/6/2025	SAN DIEGUITO WATER DISTRICT	191.50	Water @ Tanker 1
	2/6/2025	SAN DIEGUITO WATER DISTRICT	30.64	Water @ Tanker 2
26660	2/6/2025	SARAH JOYCE STAGGS	3,000.00	Lateral Reimbursement: 7701 Primavera Way Carlsbad CA 92009
26661	2/6/2025	SITE ONE LANDSCAPE SUPPLY, LLC	66.71	Straw Wattle Roll
26662	2/6/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 01/15-02/15/25
26663	2/6/2025	UNDERGROUND SERVICE ALERTS/C	233.85	Monthly Underground Alarm Service
	2/6/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
26664	2/6/2025	WATER WORKS ENGINEERING LLC	38,175.33	Engineering Services Diana Pump Station Upgrade
	2/6/2025	WATER WORKS ENGINEERING LLC	19,322.39	Engineering Services District's 2024 PS Condition Assessment
	2/6/2025	WATER WORKS ENGINEERING LLC	14,267.05	Engineering Services for lining Batiquitos Emergency Basin
	2/6/2025	WATER WORKS ENGINEERING LLC	16,709.79	Engineering Services L1 Force Main Bridge Crossing Repair
	2/6/2025	WATER WORKS ENGINEERING LLC	29,064.67	FY 2025 Gravity Pipeline Rehab Project
	2/6/2025	WATER WORKS ENGINEERING LLC	4,472.26	Rancho Verde Pump Rehabilitation Project
	2/6/2025	WATER WORKS ENGINEERING LLC	9,596.47	San Marcos Creek Crossing Engineering Services
26665	2/13/2025	AIRGAS USA LLC	1,708.02	Liquid Oxygen Contract 01/24/25
	2/13/2025	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental Feb 2025
26666	2/13/2025	COUNTY OF SAN DIEGO APCD	5,862.00	Modification of APCD permit for Odor Control
26667	2/13/2025	Atlas Technical Consultants LLC	2,547.00	Batiquitos Emergency Basin Rehab-Geotechnical Engineering
	2/13/2025	Atlas Technical Consultants LLC	2,756.00	Geotechnical Engineering Services San Marcos Creek Crossing
26668	2/13/2025	AT&T	218.75	Phone Service BPS-01/10/25-02/09/25
26669	2/13/2025	AWSS INC	1,096.59	Vehicle Fuels 06/22/24-06/28/24
26670	2/13/2025	CITY OF CARLSBAD	306.26	Water for Vactor 1
	2/13/2025	CITY OF CARLSBAD	306.26	Water for Vactor 2
26671	2/13/2025	CITY OF ENCINITAS	490.83	Sign/Pole Install Reimbursement
26672	2/13/2025	COASTAL PLUMBING	514.00	Back Flow Recertification
26673	2/13/2025	C W E A	222.00	Cert Renewal-Collect System Main Grd 3 & Mech Tech1-R Easton
26674	2/13/2025	DEXTER WILSON ENGINEERING	10,264.00	Development Services-1032 Weston Subdivision
	2/13/2025	DEXTER WILSON ENGINEERING	298.50	Development Services-1208 The Henry 1935 Calle Barcelona

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/13/2025	DEXTER WILSON ENGINEERING	256.00	Development Services-1215 7500 Cadenca Street-New SFD
26675	2/13/2025	DEXTER WILSON ENGINEERING	5,458.00	General Engineering Services Dec 2024
	2/13/2025	HAAKER EQUIPMENT CO	26.87	Bronze Bushing, Grooved Pin
	2/13/2025	HAAKER EQUIPMENT CO	32.84	Bronze Bushings
	2/13/2025	HAAKER EQUIPMENT CO	1,179.26	Maintenance of Vactor #170
26676	2/13/2025	KEN GRODY FORD	604.30	Oil change, replace fuel filters, tire rotation-vehicle #171
26677	2/13/2025	McMASTER-CARR	125.06	Polyrex em grease gun cartridge
26678	2/13/2025	OLIVENHAIN MUNICIPAL WATER DIST	213.38	Woodard & Curran NSDWRC Prop 1 RD 2 Grant Admin
26679	2/13/2025	PACIFIC PIPELINE SUPPLY	339.57	Couplings, Teflon Pipes, Camlock Dust Plug
26680	2/13/2025	PACIFIC RIM MECHANICAL	530.00	Pump Vent Station Error Call
26681	2/13/2025	PINNACLE PRO ROOFING	28,800.00	Replacement of Atrium Dome Skylight at District HQ
26682	2/13/2025	PLUMBERS DEPOT, INC	489.10	Standard Fin 8"-10" Pipe
	2/13/2025	PLUMBERS DEPOT, INC	1,057.09	Vactor Fire Replacement-Shaft seals, retaining screw kit
26683	2/13/2025	PRUDENTIAL OVERALL SUPPLY	259.37	Orange Nitrile Gloves
	2/13/2025	PRUDENTIAL OVERALL SUPPLY	171.44	Weekly Uniform/Laundry Service 12/24/24
26684	2/13/2025	SAFE HEARING AMERICA, INC	1,266.00	Check Run 02/13/25
26685	2/13/2025	SCW CONTRACTING CORP	708,342.80	Rehab of existng emergency basin at BPS
26686	2/13/2025	SOUTHERN CONTRACTING COMPANY	95.00	VP5 MCC Replacement relays-AB relays
26687	2/13/2025	STAPLES	(38.73)	Credit on Invoice # 6022027678
	2/13/2025	STAPLES	124.09	Office Supplies
26688	2/13/2025	TERMINIX PROCESSING CENTER	102.00	Pest Control 01/06/25
26689	2/13/2025	PROFESSIONAL EXCHANGE	100.00	Answering Services 01/01-01/31/25
26690	2/13/2025	THE HOME DEPOT CRC/GECF	25.69	5 Gallon Bucket & Lid
	2/13/2025	THE HOME DEPOT CRC/GECF	193.67	Car Wash, Trash Bags, Simple Green
	2/13/2025	THE HOME DEPOT CRC/GECF	47.70	Dust Mask/Respirator
	2/13/2025	THE HOME DEPOT CRC/GECF	11.29	Outlet gangbox cover
	2/13/2025	THE HOME DEPOT CRC/GECF	69.97	ProBlend Pellets & Propane
	2/13/2025	THE HOME DEPOT CRC/GECF	147.79	Softsoap, Flashlight/Spotlight
	2/13/2025	THE HOME DEPOT CRC/GECF	36.44	Spray Bottles, Duct tape, Spray Paint
26691	2/20/2025	AGUA HEDIONDA LAGOON FOUNDATI...	1,000.00	2025 Bronze Sponsorship
26692	2/20/2025	CORODATA RECORDS MANAGEMENT ...	114.08	File Archive/Records Storage Services Jan 2025
26693	2/20/2025	C W E A	106.00	Certification Renewal-Plant Tech Grade 1-I Riffel
26694	2/20/2025	HAAKER EQUIPMENT CO	15,947.00	Rental of Vactor 2110 Combination Truck
26695	2/20/2025	HUMANA DENTAL INS.	4,475.56	Dental Insurance- March 2025
26696	2/20/2025	L&L PRINTERS	309.24	Vactor Stickers
26697	2/20/2025	McMASTER-CARR	331.22	Stainless Steel Cam & Groove Hose, Vibration Detection Paint
26698	2/20/2025	MISSION SQUARE	8,090.04	Deferred Comp for PPE 02/19/25
26699	2/20/2025	NAPA AUTO	33.38	22in Exactfit Windshield Wiper
26700	2/20/2025	OLIVENHAIN MUNICIPAL WATER DIST	18.58	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 1/15/25

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26701	2/20/2025	PACIFIC RIM MECHANICAL	900.00	Raplace Tank Case Heaters on Compressors
26702	2/20/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Office Plants Feb 2025
26703	2/20/2025	Quench USA Inc	148.70	RO Tank Rental 02/16/25-02/15/26
26704	2/20/2025	SAN DIEGO GAS & ELECTRIC	4,557.12	Electric @ Admin
	2/20/2025	SAN DIEGO GAS & ELECTRIC	1,379.39	Electric @ La Costa PS
	2/20/2025	SAN DIEGO GAS & ELECTRIC	12,567.25	Electric @ LPS
	2/20/2025	SAN DIEGO GAS & ELECTRIC	167.15	Electric @ RV PS
	2/20/2025	SAN DIEGO GAS & ELECTRIC	697.97	Electric @ Saxony PS
	2/20/2025	SAN DIEGO GAS & ELECTRIC	197.31	Electric @ VP7 PS
	2/20/2025	SAN DIEGO GAS & ELECTRIC	412.46	Gas @ Admin
26705	2/20/2025	SIGNA MECHANICAL	1,433.08	Remote Monitoring Upgrade
26706	2/20/2025	SOUTH BAY FOUNDRY	2,370.50	4" tall" 22 Clear LWD Sewer special fit
26707	2/20/2025	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 2/14/25-03/13/25
26708	2/20/2025	UNIFIRST FIRST AID CORP	235.16	First Aid Supplies
26709	2/27/2025	ACTUARIAL RETIREMENT CONSULTIN...	750.00	GASB75 Disclosure Report FYE 25
26710	2/27/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 02/01/25-02/28/25
	2/27/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 02/01/25-02/28/25
26711	2/27/2025	AIRGAS USA LLC	1,731.15	Liquid Oxygen Contract 02/05/25
26712	2/27/2025	Atlas Technical Consultants LLC	1,032.00	Geotechnical Engineering Services San Marcos Creek Crossing
26713	2/27/2025	AT&T	221.04	Phone Service-Elevator 01/25/25-02/24/25
26714	2/27/2025	BAJA POOL AND SPA SERVICE	190.00	Weekly Maintenance of Water Fountain 03/01/25-03/31/25
26715	2/27/2025	PETTY CASH	316.12	Petty Cash 01/16/25-02/25/25
26716	2/27/2025	CITY OF CARLSBAD	576.73	Water @ 1900 La Costa Ave
	2/27/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	2/27/2025	CITY OF CARLSBAD	28.70	Water @ Fire Line
26717	2/27/2025	DAVID CLIFTON KIRKPATRICK	1,125.00	Vactor Fire Property Loss Claim-Kirkpatrick
26718	2/27/2025	ENCINITAS FORD	75,505.13	2024 F-150 Lightning SuperCrew Pro #178
26719	2/27/2025	HAAKER EQUIPMENT CO	697,988.34	2023 Vactor Freightliner 114SD 2110-16 Combo #179
	2/27/2025	HAAKER EQUIPMENT CO	44.09	Grease Tube Oring
26720	2/27/2025	KEN GRODY FORD	179.63	Oil Change, Tire Rotation, Vehicle #168
26721	2/27/2025	MSC JANITORIAL SERVICE, INC	1,221.84	Janitorial Services & Quarterly Floor Service
26722	2/27/2025	MUTUAL OF OMAHA	1,408.80	Disability Insurance-March 2025
26723	2/27/2025	NORMAN MILLER	6,830.00	Vactor Fire Property Loss Claim-Miller
26724	2/27/2025	OLIVENHAIN MUNICIPAL WATER DIS...	65.50	Water @ VP5 PS
26725	2/27/2025	PITNEY BOWES GLOBAL FINANCIAL ...	177.58	Postage Machine Rental(SendPro C200) 12/19/24-03/18/25
26726	2/27/2025	PRUDENTIAL OVERALL SUPPLY	200.77	Weekly Uniform/Laundry Service 02/18/25
26727	2/27/2025	Quench USA Inc	136.85	Office water tanks/filtered drinking water 02/19/25-03/18/25
26728	2/27/2025	READY LINE FLEET SERVICE INC	183.50	90 day BIT vehicle inspection #159

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/27/2025	READY LINE FLEET SERVICE INC	183.50	90 day BIT vehicle inspection #161
	2/27/2025	READY LINE FLEET SERVICE INC	266.40	90 day BIT vehicle inspection #170
26729	2/27/2025	RFYEAGER ENGINEERING, INC	7,075.00	Corrosion test station repairs & follow up testing Saxony PS
26730	2/27/2025	SAN DIEGO GAS & ELECTRIC	100.50	Electric @ Avocado PS
	2/27/2025	SAN DIEGO GAS & ELECTRIC	750.24	Electric @ AWT
	2/27/2025	SAN DIEGO GAS & ELECTRIC	14,836.30	Electric @ BPS
	2/27/2025	SAN DIEGO GAS & ELECTRIC	371.63	Electric @ Diana PS
	2/27/2025	SAN DIEGO GAS & ELECTRIC	307.01	Electric @ VP5 PS
	2/27/2025	SAN DIEGO GAS & ELECTRIC	803.78	Electric/Gas @ E Estates PS
26731	2/27/2025	SIGNA MECHANICAL	2,967.44	HP Grinder VP7
26732	2/27/2025	TERMINIX PROCESSING CENTER	77.08	Monthly Pest Control Services 02/03/25
26733	2/27/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 02/15/25-03/15/25
26734	2/27/2025	VERIZON WIRELESS	1,198.45	Cell Phones 01/08/25-02/07/25
26735	3/6/2025	AIRGAS USA LLC	1,975.98	Liquid Oxygen Contract 02/18/25
26736	3/6/2025	Atlas Technical Consultants LLC	16,759.00	Batiquitos Emergency Basin Rehab-Geotechnical Engineering
26737	3/6/2025	BURTECH PIPELINE INC DBA BURTEC...	3,922.00	Sewer Repair @ 7614 Calle Madero in Carlsbad
26738	3/6/2025	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 2/5 & 2/19/25
26739	3/6/2025	COX COMMUNICATIONS SAN DIEGO	470.98	Internet Services 2/22/25-3/21/25
26740	3/6/2025	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services Feb 2025
26741	3/6/2025	FIDELITY SECURITY LIFE INSURANCE...	436.25	Vision Insurance-March 2025
	3/6/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance-March 2025-COBRA
26742	3/6/2025	HAAKER EQUIPMENT CO	(161.65)	Credit on Invoice C1ALX7 Lifter Screw Returned
	3/6/2025	HAAKER EQUIPMENT CO	161.65	Lifter Screw
	3/6/2025	HAAKER EQUIPMENT CO	1,810.26	Materials & Labor for Basket New Vactor #179
26743	3/6/2025	THE HARTFORD	540.12	Life Insurance-March 2025
26744	3/6/2025	KEN GRODY FORD	151.30	Oil Change Vehicle # 173
26745	3/6/2025	MAVTECK	17,400.00	Construction Management BPS Emergency Basin Rehab
	3/6/2025	MAVTECK	2,100.00	San Marcos Creek Diversion Project
26746	3/6/2025	McCROMETER	650.34	Prop Retest W/3PT CERT
26747	3/6/2025	MISSION SQUARE	2,286.00	Deferred Comp for Annual Sick Leave Buyback on 11/27/24
	3/6/2025	MISSION SQUARE	8,090.57	Deferred Comp for PPE 03/05/25
26748	3/6/2025	MITSUBISHI ELECTRIC US INC - MEU...	386.37	Elevator Maintenance 03/01/2025-03/31/2025
26749	3/6/2025	NAPA AUTO	86.09	Blue Def 2.5 Gal
26750	3/6/2025	PRUDENTIAL OVERALL SUPPLY	(85.05)	Credit on Invoice 132301706
	3/6/2025	PRUDENTIAL OVERALL SUPPLY	273.93	Weekly Uniform/Laundry Service 02/25/25
	3/6/2025	PRUDENTIAL OVERALL SUPPLY	192.20	Weekly Uniform/Laundry Service 03/04/25
26751	3/6/2025	REPUBLIC SERVICES #661	412.59	Waste Services - February 2025
26752	3/6/2025	RFYEAGER ENGINEERING, INC	6,010.00	Corrosion Assessment for FM's on bridge Batiquitos
26753	3/6/2025	SAN DIEGUITO WATER DISTRICT	91.92	Water @ Tanker 1

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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	3/6/2025	SAN DIEGUITO WATER DISTRICT	30.64	Water @ Tanker 2
26754	3/6/2025	SIGNA MECHANICAL	332.25	Assy Grinder Pumps, Loop Clamp, Hardware Kit, Shim
26755	3/6/2025	STAPLES	482.88	Office Supplies
	3/6/2025	STAPLES	210.95	Vactor Fire Replacement Surface Pro Case w Pen
26756	3/6/2025	THE HOME DEPOT CRC/GECF	103.34	24" Brooms
	3/6/2025	THE HOME DEPOT CRC/GECF	47.87	Carbon Crimp Brush, Carbon steel wire wheel
	3/6/2025	THE HOME DEPOT CRC/GECF	20.42	Drain & Sink plunger, 3' toilet auger
	3/6/2025	THE HOME DEPOT CRC/GECF	10.26	Multi-app CVR Flat Grey
	3/6/2025	THE HOME DEPOT CRC/GECF	141.55	Readymix concrete, margin trowel, sealant, caulking gun
26757	3/6/2025	UNDERGROUND SERVICE ALERTS/C	256.06	Monthly Underground Alarm Service
	3/6/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
Report Total			1,972,854.84	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1275	1002827532	2/20/2025	CALPERS	110.00	CalPERS Social Security Admin Annual Fee
Total CD1275				110.00	
CD1279	1002833248	2/7/2025	CALPERS	3,755.37	PERS Retirement dated for Pay Period 02/05/25-Classic EE
		2/7/2025	CALPERS	8,135.11	PERS Retirement dated for Pay Period 02/05/25-Classic ER
	1002833249	2/7/2025	CALPERS	3,416.00	PERS Retirement dated for Pay Period 02/05/25-PEPRA EE
		2/7/2025	CALPERS	3,468.87	PERS Retirement dated for Pay Period 02/05/25-PEPRA ER
Total CD1279				18,775.35	
CD1280	1002833255	2/6/2025	CALPERS	128.00	PERS Retirement Pay Period 01/1-1/31/25 E Sullivan EE
		2/6/2025	CALPERS	277.28	PERS Retirement Pay Period 01/1-1/31/25 E Sullivan ER
Total CD1280				405.28	
CD1281	270543793674358	2/6/2025	United States Treasury	10,069.75	Staff Payroll Taxes for Checks dated 02/05/25-Federal W/H
		2/6/2025	United States Treasury	11,542.70	Staff Payroll Taxes for Checks dated 02/05/25-FICA
		2/6/2025	United States Treasury	2,699.50	Staff Payroll Taxes for Checks dated 02/05/25-Medicare
	8236983	2/6/2025	EMPLOYMENT DEVELOPMENT DEPT	4,197.01	Staff Payroll Taxes for Checks dated 02/05/25-State
Total CD1281				28,508.96	
CD1283	270544435373470	2/13/2025	United States Treasury	496.00	Staff Incentive Payroll Taxes for Checks dated 02/12/25 FICA
		2/13/2025	United States Treasury	116.00	Staff Incentive Payroll Taxes for Checks dated 02/12/25 MEDI

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
Total CD1283				612.00	
CD1284	1002844040	2/21/2025	CALPERS	3,755.45	PERS Retirement dated for pay period 2.19.2025-Classic EE
		2/21/2025	CALPERS	8,135.28	PERS Retirement dated for pay period 2.19.2025-Classic ER
	1002844041	2/21/2025	CALPERS	3,416.38	PERS Retirement dated for pay period 2.19.2025 PEPRA EE
		2/21/2025	CALPERS	3,469.27	PERS Retirement dated for pay period 2.19.2025 PEPRA ER
Total CD1284				18,776.38	
CD1285	1002843924	3/3/2025	CALPERS	43,291.23	CalPERS Health Insurance-March 2025-Staff
		3/3/2025	CALPERS	114.19	CalPERS Health Insurance-March 2025-Admin Fee
		3/3/2025	CALPERS	948.00	CalPERS Health Insurance-March 2025-Retiree
	1002843925	3/3/2025	CALPERS	4,104.35	CalPERS Health Insurance - March 2025-Board
		3/3/2025	CALPERS	9.85	CalPERS Health Insurance - March 2025-Admin
Total CD1285				48,467.62	
CD1286	270545193905713	2/20/2025	United States Treasury	10,178.28	Staff Payroll Taxes for Checks dated 02/19/25-Federal W/H
		2/20/2025	United States Treasury	11,710.64	Staff Payroll Taxes for Checks dated 02/19/25-FICA
		2/20/2025	United States Treasury	2,738.78	Staff Payroll Taxes for Checks dated 02/19/25-Medicare
	8258279	2/20/2025	EMPLOYMENT DEVELOPMENT DEPT	4,251.81	Staff Payroll Taxes for Checks dated 02/19/25-State
Total CD1286				28,879.51	

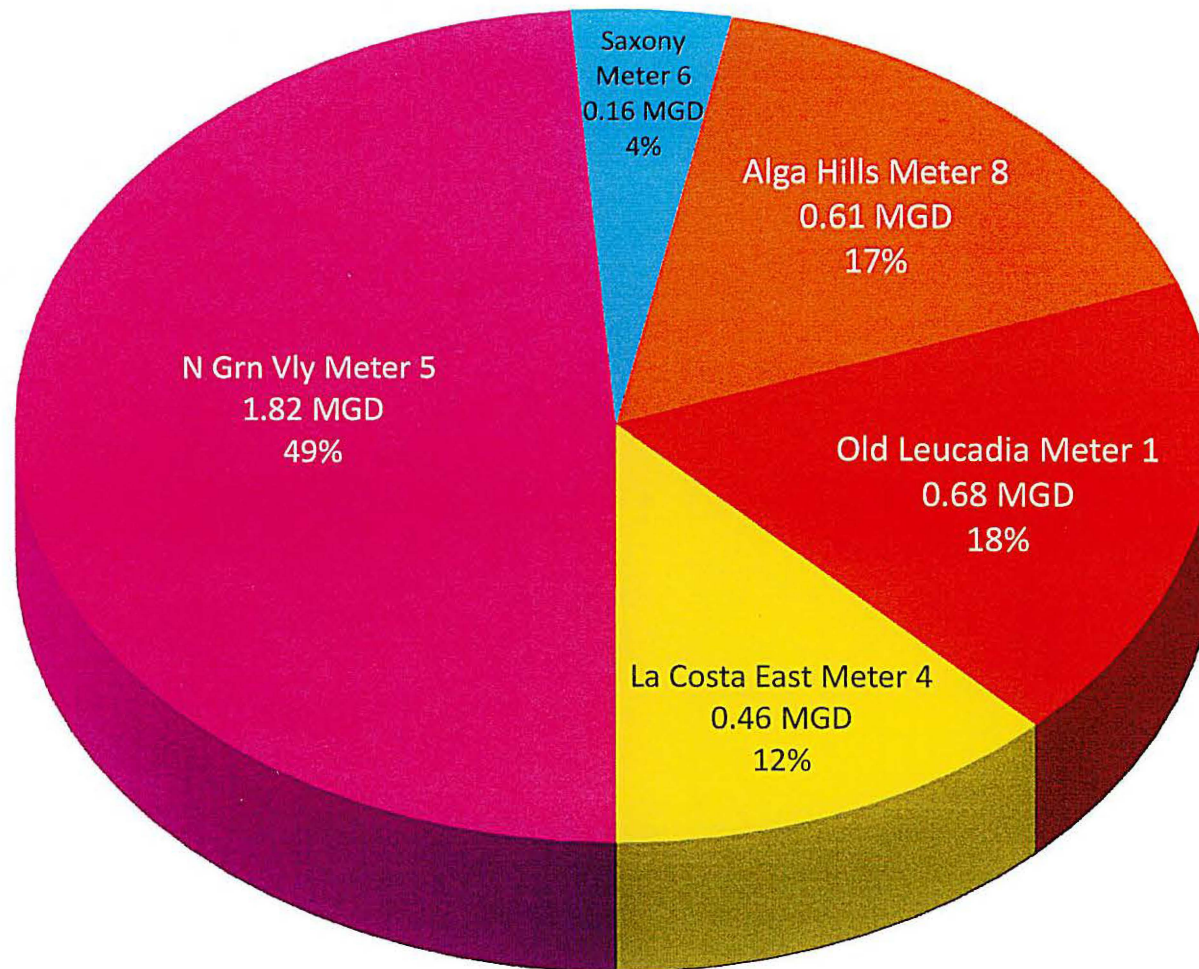
Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1287	270546384628472	3/4/2025	United States Treasury	100.00	Board Payroll Taxes for Checks dated 03/03/25- Federal W/H
		3/4/2025	United States Treasury	198.40	Board Payroll Taxes for Checks dated 03/03/25- FICA
		3/4/2025	United States Treasury	52.20	Board Payroll Taxes for Checks dated 03/03/25- Medicare
Total CD1287				350.60	
CD1288	349515	2/25/2025	IGOE-FLEX BENEFIT	124.50	iGOE Admin Fee - February 2025
Total CD1288				124.50	
CD1289	1002853724	3/3/2025	CALPERS	16.00	PERS Retirement Pay Period 2.1 - 2.28.2025 E. Sulllivan EE
		3/3/2025	CALPERS	34.66	PERS Retirement Pay Period 2.1 - 2.28.2025 E. Sulllivan ER
Total CD1289				50.66	
CD1292	270546500426375	3/6/2025	United States Treasury	10,044.56	Staff Payroll Taxes for Checks dated 03/05/25- Federal W/H
		3/6/2025	United States Treasury	11,524.92	Staff Payroll Taxes for Checks dated 03/05/25- FICA
		3/6/2025	United States Treasury	2,695.36	Staff Payroll Taxes for Checks dated 03/05/25- Medicare
	8293771	3/6/2025	EMPLOYMENT DEVELOPMENT DEPT	4,161.32	Staff Payroll Taxes for Checks dated 03/05/25- State
Total CD1292				28,426.16	
Report Total				173,487.02	

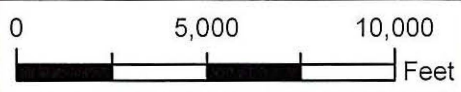
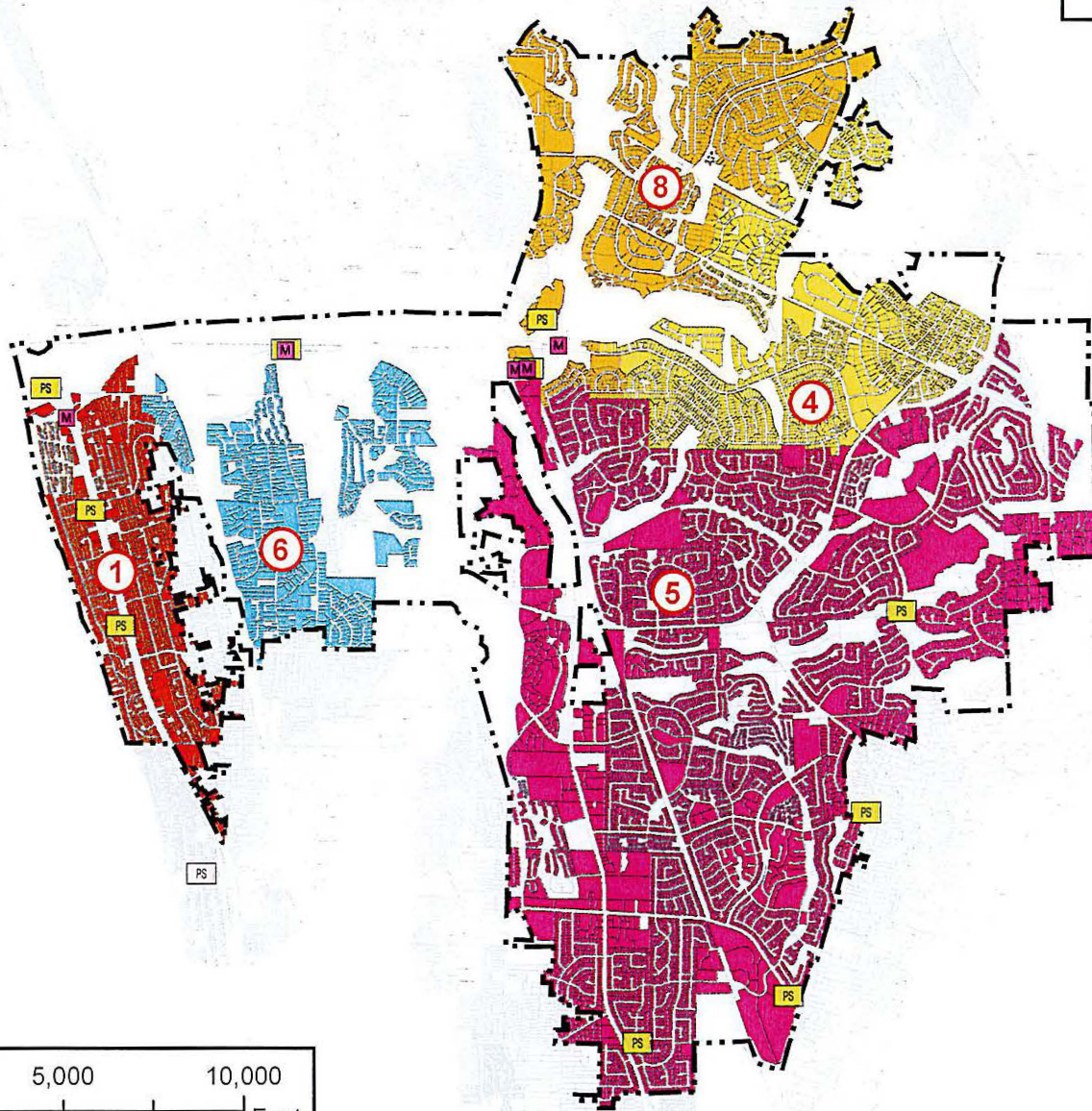
**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2025 (July 2024 - June 2025)**

CURRENT MONTH Feb-25							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	2.47	3.70	127.61	33.66	3.68
YTD			28,993.50				
OCTOBER	0.01	113.46	1.75	3.68	126.92	26.14	3.70
YTD			28,995.25				
NOVEMBER	0.13	108.90	1.50	3.70	127.60	15.53	3.68
YTD			28,996.75				
DECEMBER	0.00	114.39	0.25	3.78	130.36	10.29	3.62
YTD			28,997.00				
JANUARY	0.71	115.63	23.25	3.76	129.56	6.87	3.71
YTD			29,020.25				
FEBRUARY	1.74	104.44	98.00	3.77	129.47	3.54	4.12
YTD			29,118.25				
MARCH							3.80
YTD							
APRIL							3.73
YTD							
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	2.59	902.79	131.47			181.25	
Mo Average	0.32	112.85	16.43	3.75	129.21	22.66	3.78

**LWD Flows by Sub-Basin
February 2025
Total LWD Flow 3.73 MGD**












LEUCADIA WASTEWATER DISTRICT



LEGEND

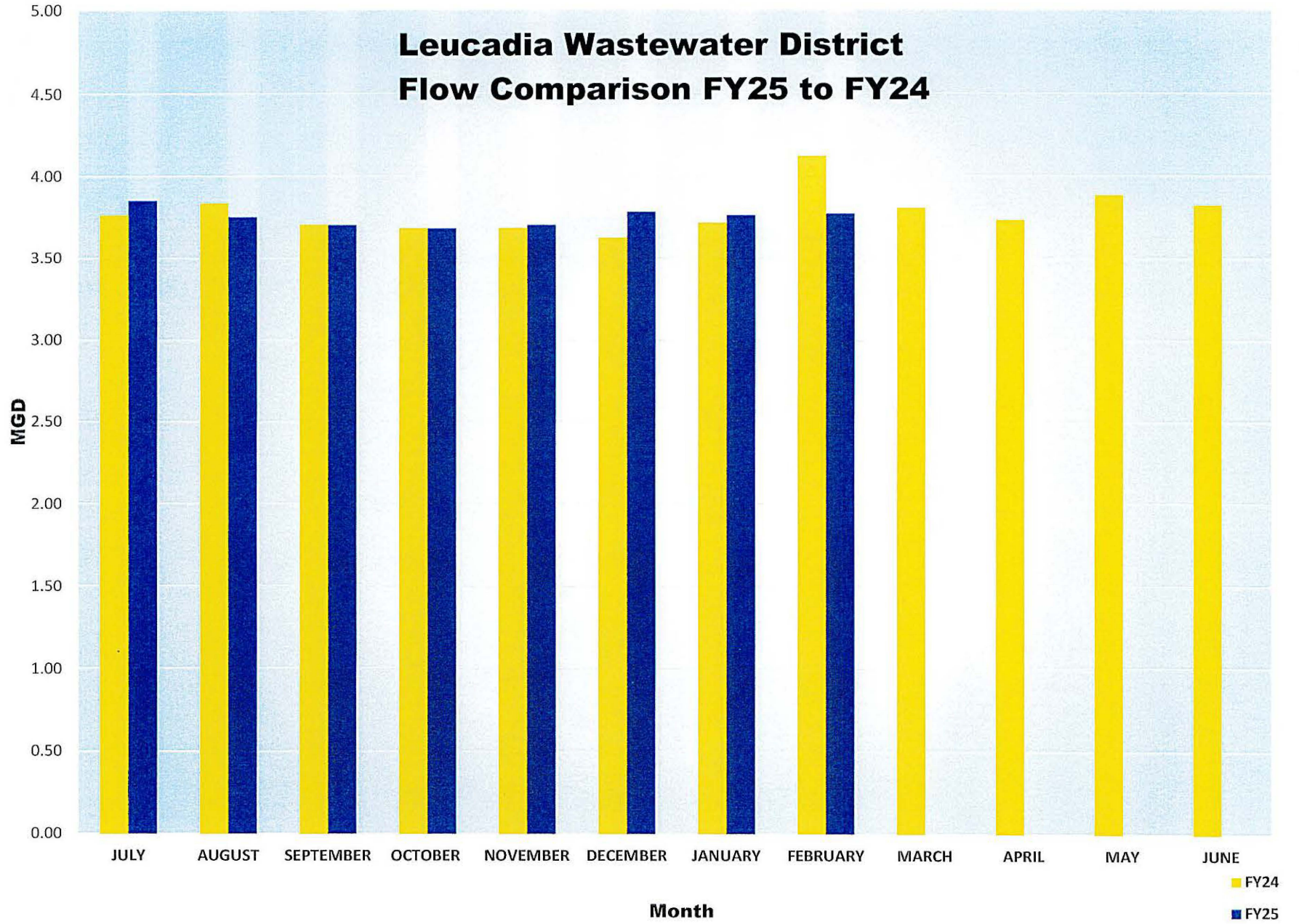
Parcels by Basin

- | | |
|--|--|
|  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 | |



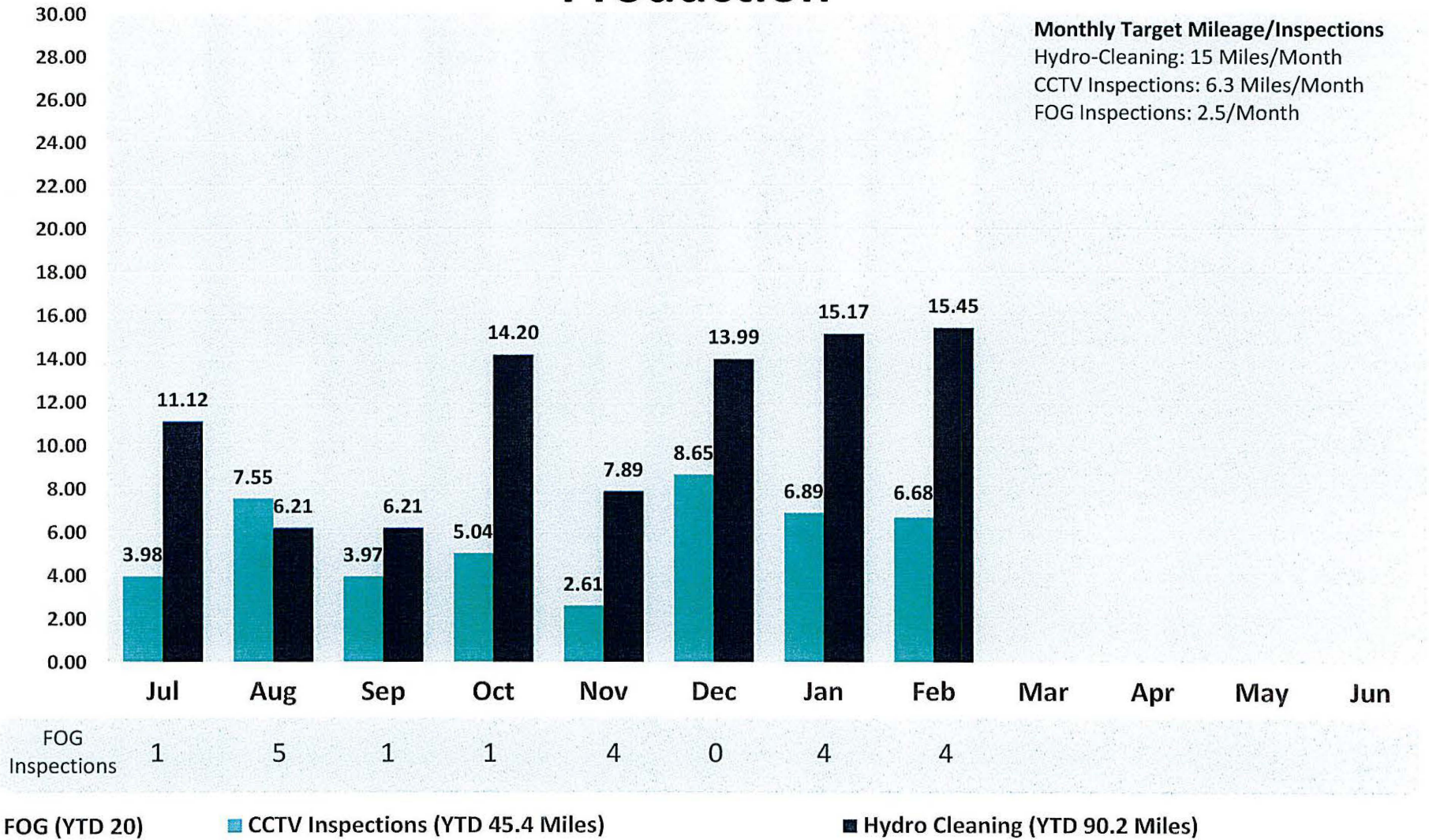
DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-25 CCTV Inspections & Hydro Cleaning Production

Monthly Target Mileage/Inspections
 Hydro-Cleaning: 15 Miles/Month
 CCTV Inspections: 6.3 Miles/Month
 FOG Inspections: 2.5/Month



**Operations and Administration Training Report
February 2025**

Training & Safety Events for the month of February 2025
Hours

Description	Ops	Admin	Total
Accident Prevention	1.0	0.0	1.0
Anti Harassment Training for Supervisors and Managers	0.0	4.0	4.0
Defensive Driving	1.0	0.0	1.0
CA Local Agency Ethics AB1234	2.0	2.0	4.0
Traffic Control SOP Training	5.0	0.0	5.0
Hearing Conservation	7.0	0.0	7.0
Hearing Test	6.0	0.0	6.0
VP7 Bypass Tailgate Training	24.0	0.0	24.0
Skid Steer Safety and Operation	1.0	0.0	1.0
Line Location SOP Training	5.0	0.0	5.0
Simple Rules for Safe Lifting	1.0	0.0	1.0
CSRMA Cal/OSHA Inspections	0.0	1.0	1.0
CSRMA COVID-19 Exposure Control and Disease Preparedness	1.0	0.0	1.0
CSRMA Field Ergonomics: Back Care	1.0	0.0	1.0
Total Training Hours	55.0	7.0	62.0

Conferences/Webinars/Seminars for the month of February 2025
Attendees

Description	Ops	Admin	Total
CSMFO Annual Conference	0	1	1
LSL Economic Forecast	0	1	1
LCW Employee Misconduct and Disciplinary Investigations	0	2	2
Software Solutions Inc. How to Use Artificial Intelligence Safely in the Public Sector	0	1	1
LAIF Annual Update	0	1	1
CSRMA What's New in Workers Compensation	0	2	2
MissionSquare Secure 2.0 IRS Proposed Regulations	0	1	1
Air Pollution Control District 2024 Emission Inventory Data	1	0	1
Total Attended Conferences	1	9	10

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	24.0	11.0	35.0	
Oct-24	77.5	38.0	115.5	
Nov-24	16.5	9.5	26.0	
Dec-24	16.5	13.0	29.5	
Jan-25	53.5	7.0	60.5	
Feb-25	55.0	7.0	62.0	
Mar-25	0.0	0.0	0.0	
Apr-25	0.0	0.0	0.0	
May-25	0.0	0.0	0.0	
Jun-25	0.0	0.0	0.0	
YTD Totals		321.0	112.5	433.5

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	5.0	5.0	
Nov-24	4.0	1.0	5.0	
Dec-24	10.0	4.0	14.0	
Jan-25	3.0	6.0	9.0	
Feb-25	1.0	9.0	10.0	
Mar-25	0.0	0.0	0.0	
Apr-25	0.0	0.0	0.0	
May-25	0.0	0.0	0.0	
Jun-25	0.0	0.0	0.0	
YTD Totals		25.0	37.0	62.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 2/28/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	29,102,481
Accounts Receivables	166,721
Net OPEB Asset	37,776
Prepaid Expense	358,932
Funds held with Encina Wastewater Authority	445,200
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	155,468,271
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	2,621,909
Total Assets & Deferred Outflows	158,090,180
Liabilities	
Accounts Payable & Accrued Expenses	348,091
Developer Deposits	171,299
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	5,441,943
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	408,660
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	125,356,434
Reserves	26,314,700
Total Beginning Net Position (as of June 30, 2023)	151,671,134
Current Change In Net Position	
Other	568,443
Total Current Change In Net Position	568,443
Total Net Position	152,239,577
Total Liabilities, Deferred Inflows & Net Position	158,090,180

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2024 Through 02/28/2025

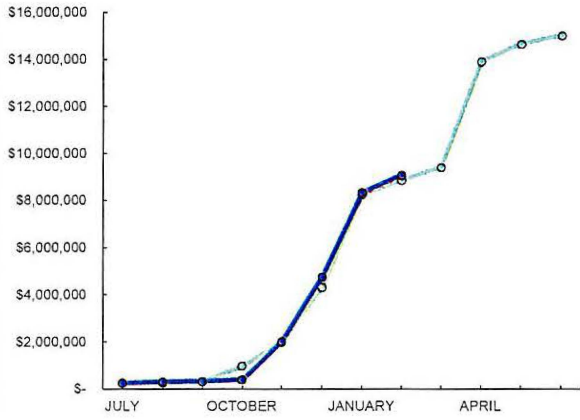
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 9,060,042	\$ 14,979,950	\$ 5,919,908	60.5%
3150 Recycled Water Sales	279,510	399,000	119,490	70.1%
3100 Misc. Operating Revenue	43,964	193,323	149,359	22.7%
TOTAL OPERATING REVENUES	\$ 9,383,517	\$ 15,572,273	\$ 6,188,756	60.3%
OPERATING EXPENSES				
4100 Salaries	\$ 1,530,887	\$ 2,277,968	\$ 747,081	67.2%
4200 Employee Benefits	1,075,251	1,758,571	683,320	61.1%
4300 Directors Expense	62,251	128,990	66,739	48.3%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	25,775	66,000	40,225	39.1%
4700 Insurance Expense	300,240	264,000	(36,240)	113.7%
4800 Memberships	34,380	41,370	6,990	83.1%
4900 Office Expense	115,632	192,890	77,258	59.9%
5000 Operating Supplies	82,357	158,000	75,643	52.1%
5200 Professional Services	189,036	423,200	234,164	44.7%
5300 Printing & Publishing	14,877	33,000	18,123	45.1%
5400 Rents & Leases	10,526	20,600	10,074	51.1%
5500 Repairs & Maintenance	334,263	566,800	232,537	59.0%
5600 Monitoring & Permits	86,848	103,100	16,252	84.2%
5700 Training & Development	32,585	52,000	19,415	62.7%
5900 Utilities	367,422	623,200	255,778	59.0%
6100 LAFCO Operations	7,983	8,500	517	93.9%
6200 Encina Operating Expense	2,304,295	3,040,000	735,705	75.8%
6900 Admin O/H alloc to Capital	(39,125)	(224,007)	(184,882)	17.5%
TOTAL OPERATING EXPENSES	\$ 6,535,482	\$ 9,589,182	\$ 3,053,700	68.2%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 812,760	\$ 187,200	\$ (625,560)	434.2%
3220 Property Taxes	1,311,906	2,321,600	1,009,694	56.5%
3250 Investment Income	562,631	795,000	232,369	70.8%
3290 Misc. Non Op Revenue	36,309	589,700	553,391	6.2%
TOTAL NON-OPERATING REVENUES	\$ 2,723,606	\$ 3,893,500	\$ 1,169,895	70.0%

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

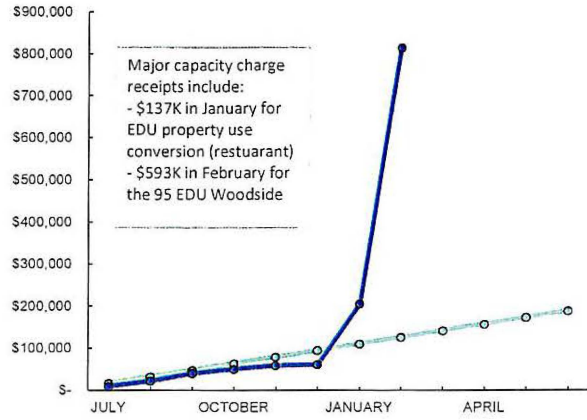
Leucadia Wastewater District Revenue FY2025

YTD through February 28, 2025

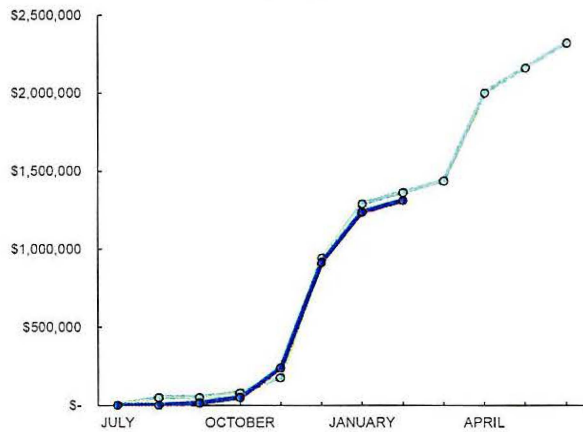
Sewer Service Fees



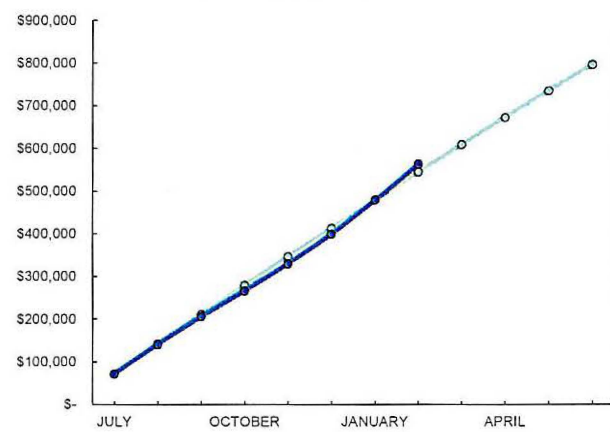
Capacity Charges



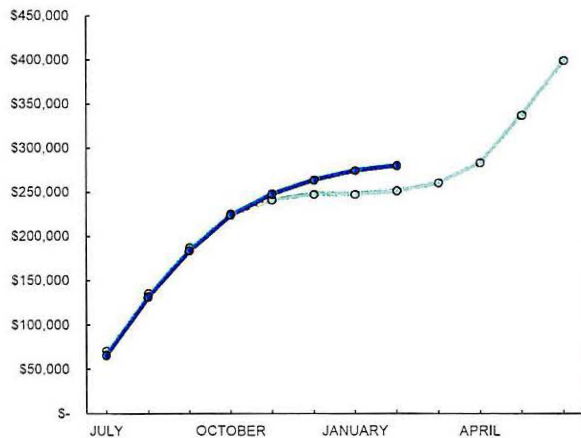
Property Taxes



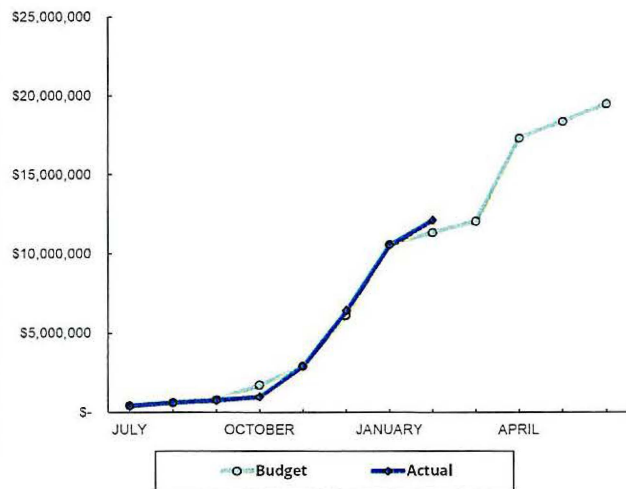
Investment Income



Recycled Wastewater Sales



Total Revenue

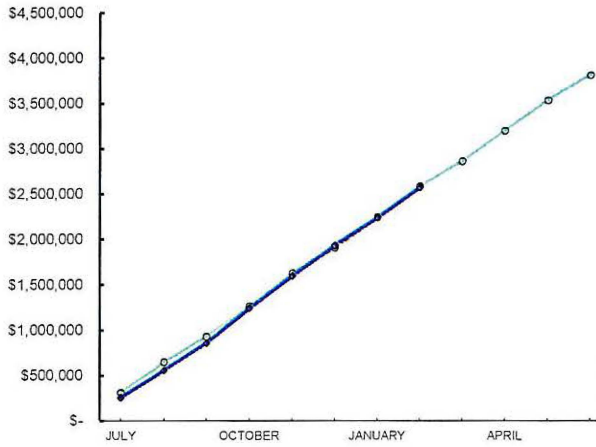


* Preliminary: subject to future review, reconciliation, accruals, and audit

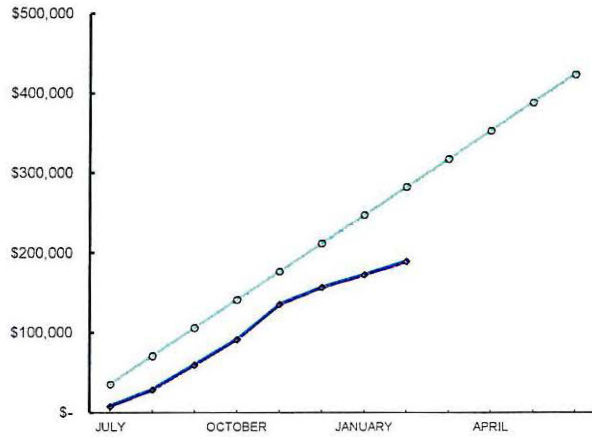
Leucadia Wastewater District Operating Expenses FY2025

YTD through February 28, 2025

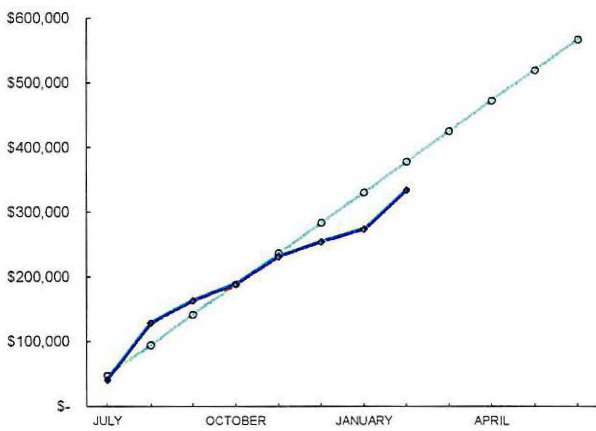
Salaries and Benefits



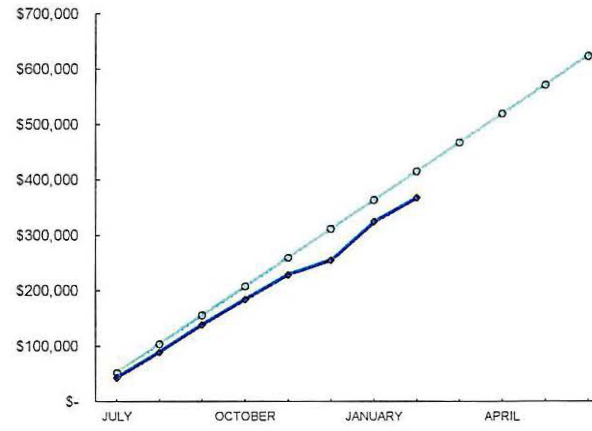
Professional Services



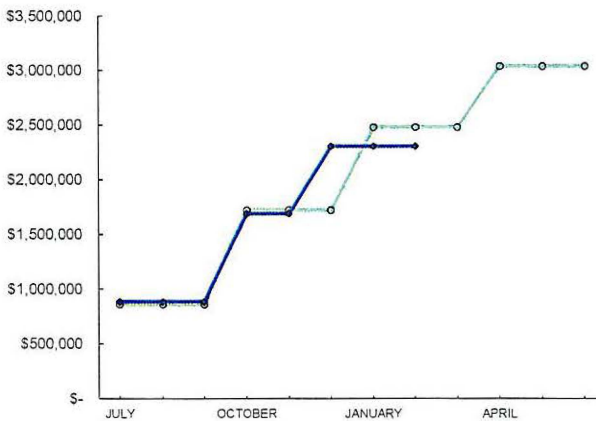
Repairs & Maintenance



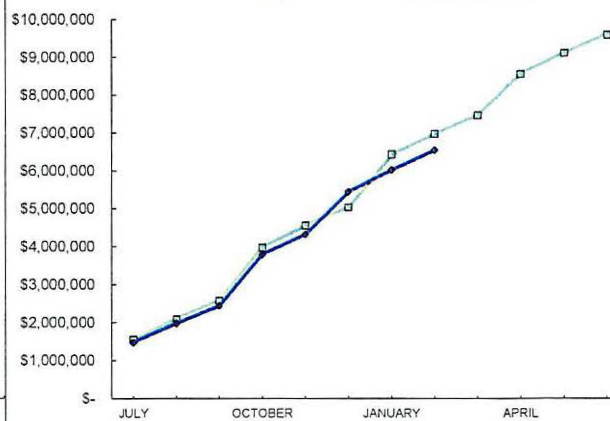
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement



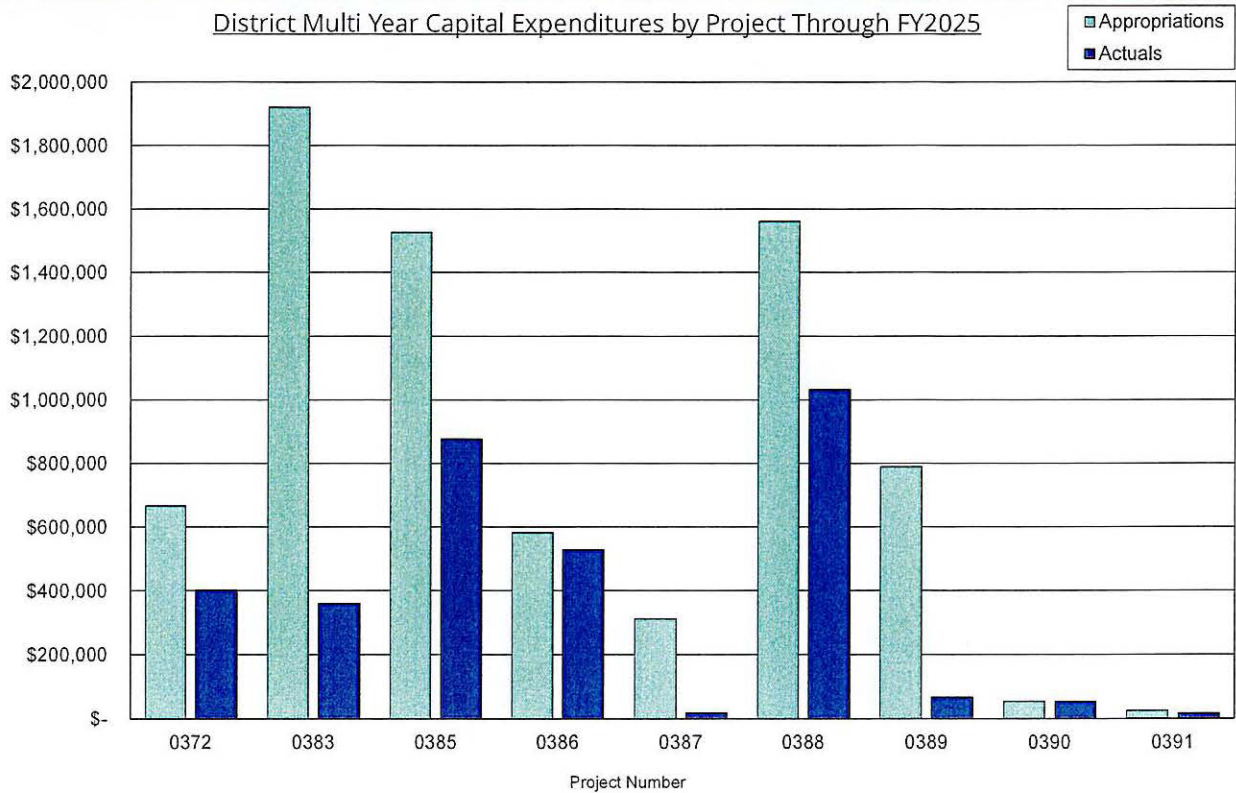
□ Budget
 ● Actual

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

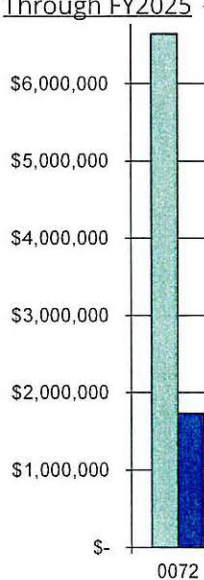
Leucadia Wastewater District Capital Expenditures

As of February 28, 2025

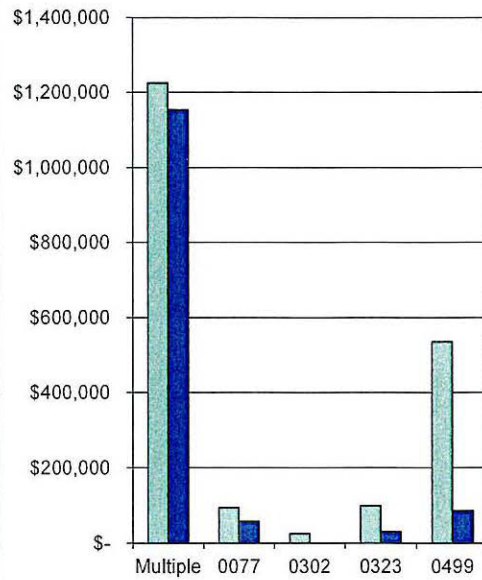
District Multi Year Capital Expenditures by Project Through FY2025



District's Share of Encina WPCF Capital Exp Through FY2025



Single Year Capital Expenditures by Project FY2025



Project Legend

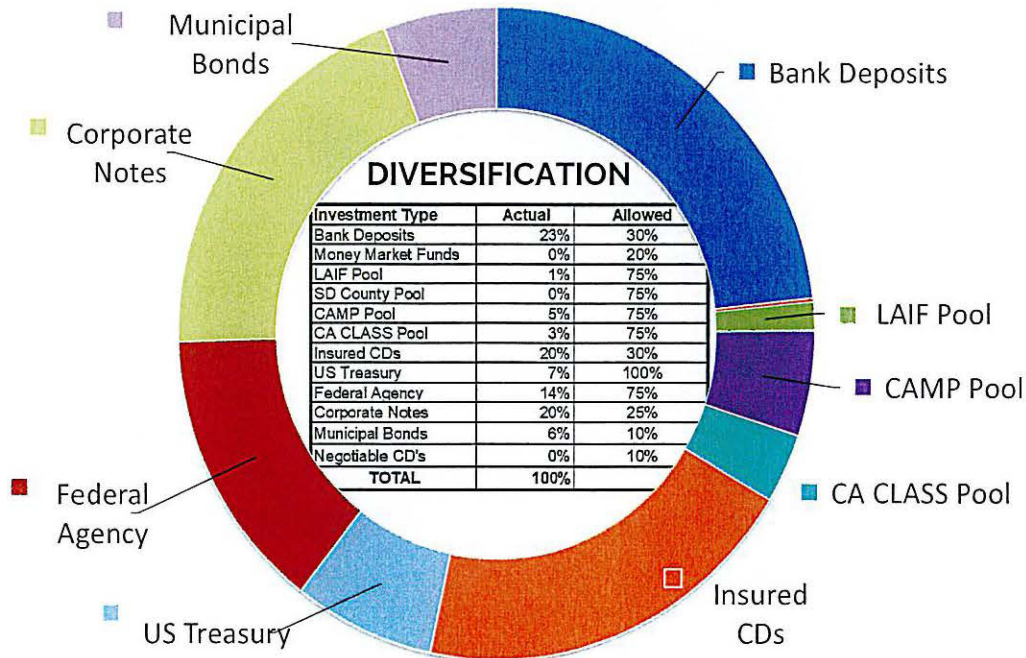
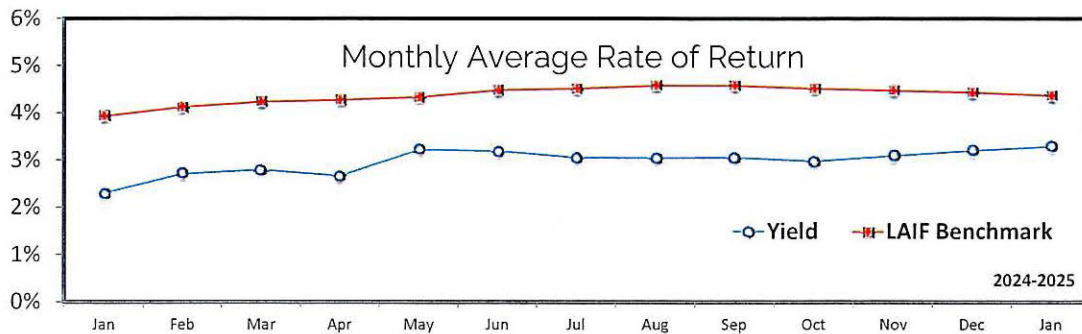
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
FY2025 Gravity Pipeline Project	0389
Pump Station Condition Assessment	0390
L1 Force Main Bridge Crossing Repair Project	0391

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

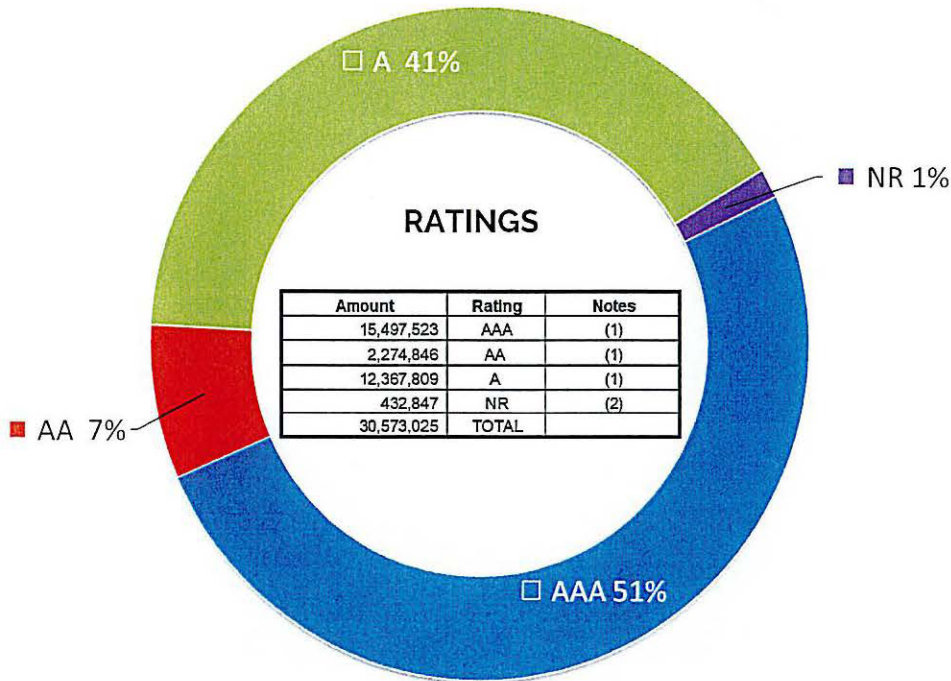
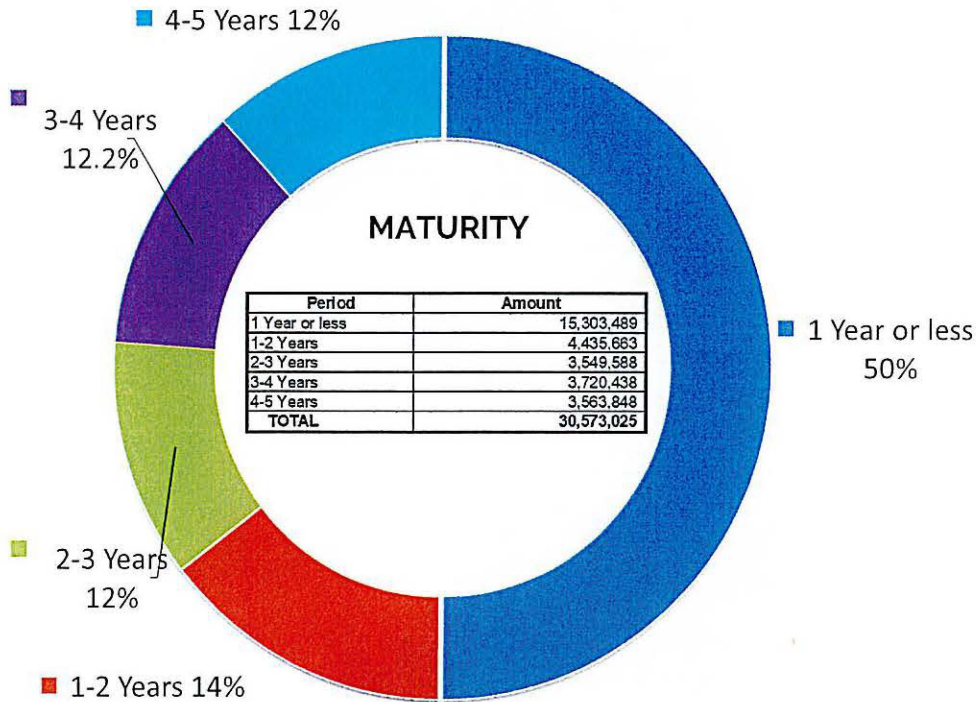
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2025

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2024	Jan 31, 2025		
Pacific Premier Bank Reserves	\$ 4,146,686	\$ 7,115,977	\$ 21,033	4.482%
TVI Dreyfus Money Market	55,625	56,769	211	4.500%
LAIF Pool	427,870	432,847	1,566	4.366%
CAMP Pool	1,598,161	1,598,115	6,060	4.550%
CA CLASS Pool	1,039,060	1,042,964	3,838	4.425%
Certificates of Deposit - Insured	6,066,000	6,066,000	14,716	2.922%
US Treasury Notes	2,195,611	2,195,611	6,504	3.549%
Federal Agency Notes	4,293,064	4,293,064	8,460	2.473%
Municipal Bonds	1,756,629	1,756,629	1,405	0.922%
Corporate Bonds/Notes	6,015,049	6,015,049	15,742	3.166%
Totals	\$ 27,593,755	\$ 30,573,025	\$ 79,533	3.282%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2025

(Continued)

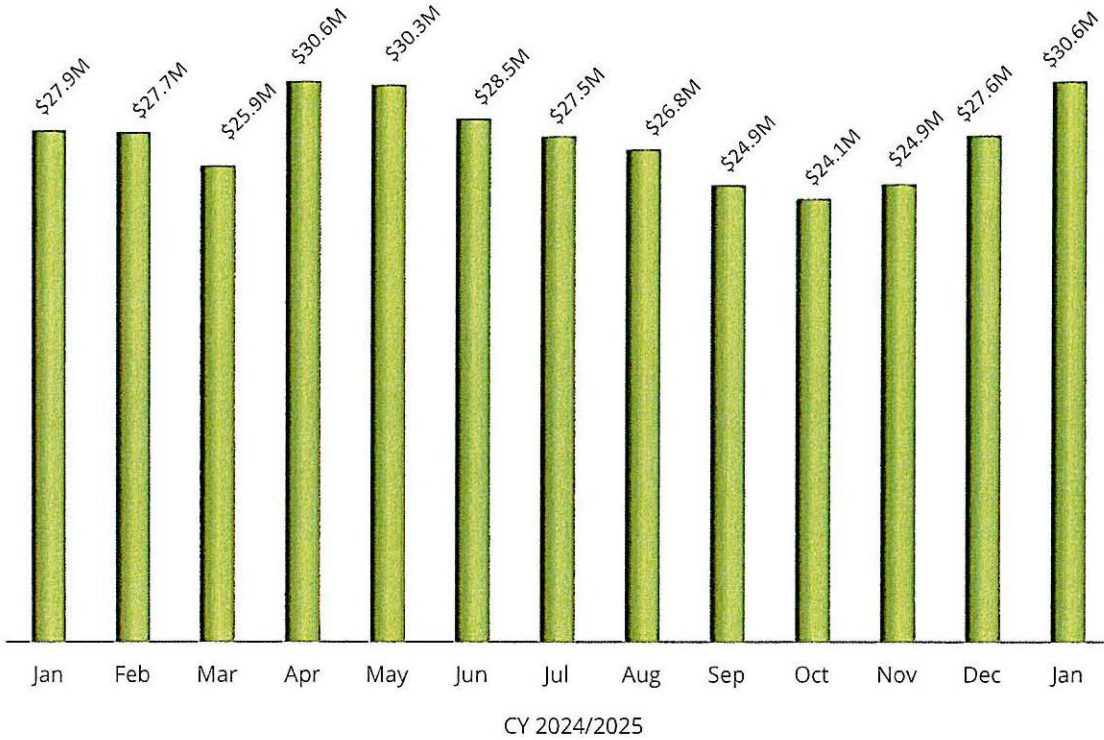


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2025

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

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

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

MEMORANDUM

DATE: March 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **February 2025 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 February 2025.

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 February 2025 for your review.

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
February 2025

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	ADS	FSS
		P. Bushee	E. Sullivan	M. Brown	C. Roesink	R. Saldana	R. Pacilio	R. Green	T. Hill	M. Gonzalez
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes: There were no reimbursements to disclose for the month of February 2025.

Encina Wastewater Authority Report
Regular Board Meeting
February 26, 2025

EWA Board of Directors – Director Roesink Reporting

1. MOU for the Operation and Maintenance of the Carlsbad Water Recycling Facility (CWRP)

Both the EWA Board of Directors and the Joint Advisory Committee approved the MOU for the Operation and Maintenance of the CWRP with the Carlsbad Municipal Water District (CMWD) and directed staff to send the proposed MOU to the Boards and Councils of the member agencies.

Subsequent to the EWA Board Meeting the determination was made that the MOU did not need to be approved by the member agencies.

2. Fiscal Year 2025/2026 Budget Drivers and Assumptions

The Board of Directors received and filed the Fiscal Year 2025/2026 Budget Drivers and Assumptions Report.

3. Digester Improvements Project Construction Management Services Scope Expansion Amendment

The Board of Directors authorized the General Manager to execute a scope expansion amendment to the agreement with Carollo Engineers, Inc. in the amount not to exceed \$349,836.

4. Energy Resiliency Assessment Report

The Board of Directors received and filed the Energy Resiliency Assessment Report.

5. CLEAR Project Progressive Design-Build Phase 1 Award

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

- A Progressive Design-Build Agreement with Wildan in the amount of

\$990,000 for the Phase 1 Pre-Construction Services of the Cogeneration Low-Emission Augmentation and Retrofit (CLEAR) Project;

- Amendment No. 4 to the Contract for providing services to EWA on the Energy Resiliency Assessment Project with Jacobs Engineering in the amount not to exceed \$350,518 for engineering services during design of the CLEAR Project; and
- Task Order to Enterprise Automation (EA) in the amount not to exceed \$99,235 for Design Support for the CLEAR Project.

Community Affairs Committee Meeting Report

Presented by Director Brown

Meeting held February 19, 2025

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

1. Spring 2025 Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2025 Spring newsletter. The CAC suggested some minor edits and staff stated they would make the changes.

Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

Engineering Committee Meeting Report

Presented by Director Pacilio

Meeting held March 4, 2025

The Engineering Committee (EC) reviewed the following recommendations:

1. Water Works Engineers Contract Extension for As-Needed Engineering Design Services

Authorize the General Manager to execute a two-year extension to the Water Works Engineers, LLC contract for as-needed engineering design services; and

2. Fiscal Year 2025 Gravity Pipeline Replacement Project – Award of Construction Contract and Authorize Additional Appropriation


A. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for construction services to complete the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80. (Pages 3-10)

B. Authorize an additional appropriation of \$270k for project construction.

These items will be discussed later in the agenda.

The EC also received an update on the L1 Force Main Bridge Crossing Repair. This item was for informational purposes only. No action was taken.

MEMORANDUM

DATE: March 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Fiscal Year 2026 (FY26) Budget Development Schedule**

RECOMMENDED:

- 1) Discuss and take action as appropriate.

DISCUSSION:

Staff has started the budget development process to prepare the preliminary FY26 budget. The Board has historically opted to conduct a Special Board Meeting to review the budget, and this approach has worked well. Staff recommends taking the same approach this year and offers the following potential dates for the Board's consideration:

- 1) Special Board Meeting to review the preliminary FY26 budget
 - a. Proposed Dates: Wednesday, April 30, 2025 (10:00 – 12:00 pm)
 or Thursday, May 1, 2025 (2:00 – 4:00 pm)
 or Monday, May 5, 2025 (10:00 – 12:00 pm)
- 2) Board of Directors meeting to review the final FY26 budget
 - a. Regular Board Meeting – Wednesday, June 11, 2024

Staff requests that the Board of Directors review the schedule and provide direction to staff regarding the budget development schedule.

reg: PJB

MEMORANDUM

DATE: March 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Water Works Engineers LLC Contract Extension for As-Needed Engineering Design Services**

RECOMMENDATION:

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

1. Authorize the General Manager to execute a two-year extension to the Water Works Engineers LLC contract for as-needed engineering design services.
2. Discuss and provide direction as appropriate.

DISCUSSION:

This item was reviewed by the EC at its March 4th meeting and the EC concurred with staff to present this item to the Board.

In April 2022, the Leucadia Wastewater District (District) entered into an agreement with Water Works Engineers LLC (Water Works) for as-needed engineering design services. The agreement was structured with an initial three-year term, set to expire on April 21, 2025, and included an option to extend for an additional two years. This structure was designed to enhance efficiency and maintain continuity of service if deemed beneficial by both District staff and Water Works.

As the initial term approaches its expiration, staff has been pleased with Water Works' performance and recommends executing the two-year contract extension option to extend the Agreement through April 2027.

Consistent with the terms of the original Agreement, the extension does not establish a predetermined compensation amount. Instead, individual design projects will continue to be issued through task orders with a negotiated compensation amount. Additionally, any task order exceeding the General Manager's signature authority will be presented to the Board for approval.

Therefore, staff and the EC recommend that the two-year extension be executed.

ier:PJB

MEMORANDUM

Ref: 25-9060

DATE: March 6, 2025
 TO: Board of Directors
 FROM: Paul J. Bushee, General Manager 
 SUBJECT: **Construction Contract Award for the Fiscal Year 2025 Gravity Pipeline Replacement Project**

RECOMMENDATION:

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

1. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the Fiscal Year 2025 Gravity Pipeline Replacement Project in an amount not to exceed \$793,052.80 as the lowest responsive and responsible bidder.
2. Authorize an additional appropriation of \$270k for project construction.
3. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure & Technology / FY25 Gravity Pipeline Rehabilitation

This item was reviewed by the EC at its March 4th meeting and the EC concurred with staff to present this item to the Board.

The District’s annual Gravity Pipeline and Manhole Rehabilitation Program emanates from the Asset Management Plan. Staff uses a Repair Priority List, populated and prioritized using Closed-Circuit Television inspections, to maintain a priority listing of gravity sewer pipeline and manhole defects requiring upgrade. These defects are then grouped based on the repair approach into either an open trench construction, Cured-In-Place Pipe (CIPP) Lining, or Cured-In-Place Manhole (CIPM) Lining project.

The goal of the Fiscal Year 2025 Gravity Pipeline Rehabilitation Project (FY2025 Project) is to repair or replace sewer pipelines that require the open trench method of construction. The FY2025 Project consists of 3 gravity sewer lines that have historical structural defects. The work involves replacement of a deep sewer line on Piraeus Avenue and a sewer line located in a utility road behind Discount Tire on El Camino Real. In July 2024, staff executed a Task Order with Water Works Engineers (Water Works) to design the FY2025 Project.

DISCUSSION:

Water Works completed the project design in December 2024. The project was advertised on January 7th and bids were due on February 11th. The District received 2 bids as follows:

Construction Firm	Bid Price
Blue Pacific Engineering Construction	\$380,135.67
Palm Engineering Construction Company, Inc.	\$793,052.80

On February 12th, staff received a letter from Blue Pacific Engineering Construction (Blue Pacific) requesting that they be allowed to withdraw their bid due to clerical errors in their bid pricing. After consulting with Water Works and Dexter Wilson Engineering, staff approved Blue Pacific's request for bid withdrawal. Therefore, Palm Engineering Construction Company, Inc. (Palm Construction) became the apparent low bidder.

Palm Construction's bid of \$793,052.80 is \$296K, or 27%, less than the engineer's estimate of \$1,089,620.

Due to the limited competition, staff inquired why only two bids were received. Therefore, staff reached out to 3 construction firms; Bali Construction (Bali), TC Construction (TC), and SCW Contracting Corp, (SCW), that were on the plan holders list but did not submit a bid. The District discovered Bali did not submit a bid because the assigned estimator was out of the office and SCW because of their current workload. The District called TC and left a voicemail, but TC did not return the District's phone call.

The bids were reviewed by Tim Lewis at Water Works. As a result of their evaluation, Water Works determined Palm Construction to be responsive to the bid requirements and recommended that Palm Construction be awarded the contract as the lowest responsive and responsible bidder. The Water Works bid review memorandum is attached for your review. You may recall that Palm Construction recently completed work on the San Marcos Creek Diversion Project, which was deemed satisfactory.

Therefore, staff and the EC recommend that the contract to Palm Construction be executed.

FISCAL IMPACT:

The FY25 Capital Budget included \$605k for project construction. Therefore, staff requests an additional appropriation to the FY25 Capital Budget of \$270k to cover the remaining costs for construction, a 5% contingency, and construction management services. There are sufficient funds in the District's Replacement Reserve to cover the appropriation request.

ier:PJB

Attachment

Leucadia Wastewater District
Fiscal Year 2025 Gravity Pipeline Replacement
Project
Bid Review Memorandum



Date: February 20, 2025
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) Fiscal Year 2025 Gravity Pipeline Replacement Project.

Bid Results

Two (2) Bids were received and opened on February 11th, 2025. The Bids are summarized below, along with the Engineer’s Opinion of Probable Construction Cost (OPCC).

Engineer’s Opinion of Probable Construction Cost (OPCC):	\$ 1,089,620.00
Apparent Low Bid: (Blue Pacific Engineering Construction, Inc.) Bid Withdrawn	<u>\$380,135.67</u>
Second Low Bid: (Palm Engineering Construction Company, Inc.)	<u>\$793,052.80</u>

Bid Withdrawal of Lowest Bid

Blue Pacific Engineering, Inc., submitted a formal bid withdrawal request to the District on February 12th, 2025, citing clerical errors in their bid pricing.

Review of Next Apparent Low Bidder

Water Works Engineer’s reviewed the bidding documents submitted by the Next Apparent Low Bidder, Palm Engineering Construction Company Inc., to determine if the Bidder is the lowest responsive responsible bidder.

Contractor’s License (Responsive)

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

Business Information

PALM ENGINEERING CONSTRUCTION COMPANY INC
dba PALM ENGINEERING

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

Entity Corporation
Issue Date 02/01/2005
Expire Date 02/28/2027

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ A - GENERAL ENGINEERING
- ▶ B - GENERAL BUILDING
- ▶ C27 - LANDSCAPING
- ▶ C10 - ELECTRICAL

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.

Bond Number: 100267004

Bond Amount: \$25,000

Effective Date: 01/01/2023

Contractor's Bond History

Bond of Qualifying Individual

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

Effective Date: 06/29/2012

BQI's Bond History

Workers' Compensation

This license has workers compensation insurance with the ZURICH AMERICAN INSURANCE COMPANY.

Policy Number: WC429303101

Effective Date: 11/01/2024

Expire Date: 11/01/2025

Workers' Compensation History

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

Bid Bond (Responsive)

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

Signatures (Responsive)

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

Addenda Acknowledgment (Responsive)

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

Registration with the Department of Industrial Relations (Responsive)

The prime and subcontractors are required to be registered with the DIR (<https://www.dir.ca.gov/public-works/Contractors.html>) prior to bidding a public works project. Bidder is responsive.

Contractor Legal name	Type of Work	Registration #	Registration Date	Expiration Date
PRIME: Palm Engineering	Prime	2000000411	7/1/2024	6/30/2025
SUB: National Coating & Lining by BrandSafway	Manhole Coating	1000013795	7/1/2023	6/30/2025
SUB: Acculine survey, Inc.	Survey as needed	1000013806 (DIR website lists as “Unregistered”)	7/1/2024	6/30/2026 (DIR website lists as “LEGACY EXPIRATION DATE”*)

**From DIR website: Contractors who used the legacy PWCR system must create new accounts for themselves and their businesses. Please see our how-to guides on the [Support Center](#) for detailed step-by-step information.*

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 two (2) projects where the contractor replaced a minimum of 200 linear feet of 8” or greater diameter gravity sewer main that was over 20 feet deep: Yes

13. The bidder was required to complete a minimum of two (2) projects where the contractor was required to bypass 100% of the existing wastewater flow in order to complete a project with no incidents of spills:
 Yes.

Experience References (Responsive)

Water Works Engineers contacted all the qualification experience references on 2/14/25 listed on the contract forms and takes no exception to any of the responses received and consider the Bidder responsive. It should be noted that Palm Engineering Construction Company, Inc is currently under contract with LWD to construct the San Marcos Creek Diversion Project which is completed, proceeded per schedule and plan, and was a successful project. Water Works Engineers and LWD take no exception with Palm Engineering’s performance to date on that project.

<p>Amir Ruhi (858-999-4432) – City of San Diego <u>Projects:</u> 1. AC Water Group 1036 <u>Comments:</u> 1. No answer, left a voicemail. No callback by time of memo issuance.</p>
<p>Keith Murduck (858-301-1466) – County of San Diego <u>Projects:</u> 1. Industry Road Sewer at Ha-Hana Road <u>Comments from Reference:</u> 1. No answer, could not leave a voicemail.</p>
<p>Ricardo Soto (760-788-2260) – Ramona Municipal Water District <u>Projects:</u> 1. Rio Verde Drive Sewer Replacement <u>Comments from Reference:</u> 1. Did good work for them in the past on both waterline and sewer main replacements. Had no issues with them.</p>

Approach to Work (Responsive)

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

Safety and Injury Prevention Plan (Responsive)

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

Project Manager Information (Responsive)

The project manager section is adequate. Bidder is responsive.


Final Opinion

Water Works takes no exception to and considers Palm Engineering Construction Company, Inc. to be the lowest responsive and responsible bidder, as required by the Bidding and Contract Documents. The bid appears to be reasonable and is lower than the Engineer's OPCC.

Attachment 1

BID ITEMS	QTY	UNIT	ENGINEER Opinion of Probable Construction Cost (Very Competitive Low Bid From Less Experienced Contractor (OPCC - 15%) USED FOR COMPARISON PURPOSES)		LOWEST BID (Blue Pacific)				NEXT LOW BID (Palm Eng)			
			Bid Item Total	Bid Item Unit Price	Bid Item Total	Bid Item Unit Price	ENGINEER MINUS BID	BID PERCENT LOW TO ENGINEER	Bid Item Total	Bid Item Unit Price	ENGINEER MINUS BID	BID PERCENT LOW TO ENGINEER
Mobilization/Demobilization	1	LS	\$ 33,150	\$ 33,150	\$ 35,000	\$ 35,000	\$ (1,850)	5%	\$ 32,500	\$ 1	\$ 650	-2%
Special Constraints, Work Plans, General Requirements, Special Inspection and Permits	1	LS	\$ 68,464	\$ 68,464	\$ 20,000	\$ 20,000	\$ 48,464	-242%	\$ 58,500	\$ 3	\$ 9,964	-17%
Excavation Sheeting, Shoring, and Bracing	1	LS	\$ 90,196	\$ 90,196	\$ 10,000	\$ 10,000	\$ 80,196	-802%	\$ 33,500	\$ 3	\$ 56,696	-189%
Bypass Pumping System	1	LS	\$ 106,080	\$ 106,080	\$ 10,000	\$ 10,000	\$ 96,080	-981%	\$ 7,000	\$ 1	\$ 99,080	-1415%
Location 1 Encinitas Village 8" SS Replacement	1	LS	\$ 18,918	\$ 18,918	\$ 55,000	\$ 55,000	\$ (36,082)	68%	\$ 25,000	\$ 0	\$ (6,082)	24%
Location 1 Encinitas Village AC Pavement and Hardscape Restoration	1	LS	\$ 4,808	\$ 4,808	\$ 5,000	\$ 5,000	\$ (192)	4%	\$ 15,000	\$ 3	\$ (10,192)	68%
Location 2 Piraeus Street 8" SS Replacement	1	LS	\$ 416,715	\$ 416,715	\$ 200,000	\$ 200,000	\$ 216,715	-108%	\$ 380,000	\$ 2	\$ 26,715	-7%
Location 2 SSMH #04-0310	1	LS	\$ 46,410	\$ 46,410	\$ 25,000	\$ 25,000	\$ 21,410	-86%	\$ 43,500	\$ 2	\$ 2,910	-7%
Location 2 AC Pavement Restoration	10,849	SF	\$ 167,834	\$ 15	\$ 5,099.03	\$ 0.47	\$ 162,735	-3191%	\$ 78,112.80	\$ 15.32	\$ 89,721	-115%
Location 2 AC Pavement Replacement	4497	SF	\$ 69,568	\$ 15	\$ 5,036.64	\$ 1.12	\$ 64,532	-1281%	\$ 89,940	\$ 17.86	\$ (20,372)	23%
Location 1 and Location 2 Miscellaneous Surface Restoration	1	LS	\$ 33,150	\$ 33,150	\$ 5,000	\$ 5,000	\$ 28,150	-583%	\$ 12,500	\$ 3	\$ 20,650	-165%
Location 2 Hardscape Site Restoration	1	LS	\$ 21,271	\$ 21,271	\$ 5,000	\$ 5,000	\$ 16,271	-325%	\$ 7,500	\$ 2	\$ 13,771	-184%
TOT			\$ 1,076,950		\$380,135.67		\$ 696,814	-183%	\$ 793,052.80		\$ 283,897	-36%

MEMORANDUM

DATE: March 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Proposed Resolution No. 2425 - Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members**

RECOMMENDATION:

Staff recommends that the Board of Directors (Board):

1. Adopt Resolution No. 2425 – Board of Directors Election of Board Officers, Establishment of Committees and Selection of Committee Members Policy; and
2. Discuss and take other action, as appropriate.

DISCUSSION:

At last month's meeting, the Board directed staff to amend the Election of Officers, Establishment of Committees, and Selection of Committee Members Policy (Policy) to:

- 1) Merge the Investment and Finance Committee with the Human Resources Committee;
- 2) Amend the committee assignments section to reflect that the Encina/JAC representatives will only serve as the Encina/JAC representatives and the remaining Board members will serve on the LWD Committees.

Staff has since drafted the policy and it has been attached for your review in color/strikeout format. A clean draft version has also been included for easier review. Staff will present an overview of the draft policy at the upcoming meeting.

rg:PJB

Attachment

RESOLUTION NO. 2425

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
REVISING THE POLICY FOR THE ELECTION OF BOARD OFFICERS, ESTABLISHMENT
OF COMMITTEES AND SELECTION OF BOARD COMMITTEE MEMBERS**

WHEREAS, the Board of Directors (“Board”) of the Leucadia Wastewater District (“District”) maintains a policy for the election of Board Officers, establishment of committees, and the selection of Board committee members and,

WHEREAS, from time to time the Board reviews its policies to determine if updates are warranted and;

WHEREAS, the Board has conducted such review and wishes to revise its policy to update its procedures for the selection of Board committee members;

NOW, THEREFORE, it is hereby resolved as follows:

1. The Board of Directors adopts the revised Board Policy for the Election of Board Officers, Establishment of Committees and the Selection of Board Committee Members attached hereto as Exhibit “A” and directs it be implemented consistent with California Water Code Section 30520 and any other applicable laws.
2. This Resolution supersedes Resolution No. 2424.

PASSED AND ADOPTED at a meeting of the Board of Directors of the Leucadia Wastewater District held March 12, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rolando Saldana, President

ATTEST:

Paul J. Bushee, General Manager
(SEAL)

**LEUCADIA WASTEWATER DISTRICT
BOARD OF DIRECTORS ELECTION OF BOARD OFFICERS, ESTABLISHMENT OF
COMMITTEES, and SELECTION OF BOARD COMMITTEE MEMBERS POLICY**

I. PURPOSE

- A. The purpose of this policy is to establish how the Leucadia Wastewater District (LWD) Board President and Vice President are elected.
- B. The purpose of this policy is to describe how standing committees are formed; the roles of the standing committees and how Board members are appointed to standing committees.

II. POLICY

- A. The Board of Directors shall elect amongst its members, a Board President and Vice President on a yearly basis.
- B. Once elected, the Board officers shall serve in their nominated position for a one-year term.
- C. To facilitate the fulfillment of the Board responsibilities, the Board may, from time to time, establish committees.
- D. This policy shall supplement and be consistent with California Water Code Section 30520 and any other applicable laws.

III. ELECTION OF PRESIDENT AND VICE PRESIDENT PROCEDURES

- A. At a noticed Board meeting in December of each year, the Board shall elect a President and Vice President amongst its members by a majority vote.
- B. The newly elected Board President and Vice President shall begin their term of office at the first noticed meeting of the Board in January following the election.
- C. Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law.

IV. SPECIFIC PURPOSE OF COMMITTEES

- A. To facilitate the fulfillment of its responsibilities, the Board may, from time-to-time, establish an Ad Hoc committee and/or a Standing committee. The purpose, scope and duration of each committee shall be established by the Board.

Policy Adopted: January 9, 2019
Amended: August 18, 2021
Amended: January 10, 2024
Amended: January 8, 2025
Amended: March 12, 2025

1

- B. Ad Hoc committees consist of two Board members selected during a Regular Board meeting to meet with LWD staff and consultants to discuss and provide recommendations to the Board regarding a specific item not covered by the Standing committees. For Ad Hoc committees, the committee will be deemed dissolved after its final report is made to the Board.
- C. Standing committees are created to assist the Board in specific areas or jurisdiction on an ongoing basis. A Standing committee shall consist of two Board members. The performance of all duties and functions by the committees is for the purpose of advising and recommending actions to the Board of Directors. A Standing Committee will meet with LWD staff and consultants, as deemed necessary, during the fiscal year in order to fulfill the needs of the Board.

The LWD Board hereby establishes the following Standing Committees with their associated scope of duties:

1) Investment & Finance Resource Committee

The ~~Investment and Finance~~ Finance & Personnel Committee (~~IFCFPC~~) shall advise the Board on matters relating to LWD's finances and personnel. Typical duties of the ~~IFCFPC~~ include:

- Review of personnel policies;
- Annual review of reserve and investment policies;
- Review of the Annual Comprehensive Financial Report (ACFR);
- Review of contracts related to financial matters; and,
- Review other financial and personnel matters, as appropriate.

2) Community Affairs Committee

The Community Affairs Committee (CAC) shall advise the Board on matters relating to the LWD's public information and outreach programs. Typical duties of the CAC include:

- Review production of the LWD's newsletters;
- Review the Teacher Grant Program;
- Review contracts related to public information; and,
- Review other public information and outreach matters, as appropriate.

~~3) Human Resources Committee~~

~~The Human Resources Committee (HRC) shall advise the Board on matters relating to LWD's personnel. Typical duties of the HRC include:~~

- ~~• Review personnel policies;~~
- ~~• Review personnel budget; and,~~
- ~~• Review other personnel matters, as appropriate.~~

4) Engineering Committee

The Engineering Committee (EC) shall advise the Board on matters relating to LWD's Capital Improvement Program. Typical duties of the EC include:

- Review the District's Capital Improvement and Capital Acquisition Programs;

- Review contracts related to engineering and construction services;
- Review Capital Improvement and Capital Acquisition budgets; and,
- Review other Capital Improvement matters, as appropriate.

5)4) Encina Joint Powers Authority - Encina Wastewater Authority (EWA)
Board of Directors/ /Joint Advisory Committee (JAC) Representatives

Two LWD Board members shall serve as LWD's representatives on the EWA Board/JAC and shall advise the LWD Board on matters relating to EWA.

Typical duties of the EWA Board/JAC Representative include:

- Performs all Board functions for the EWA/JAC;
- Attend scheduled EWA Board and Standing committees meetings; and,
- Provide status reports about EWA operations and Capital Improvement Projects at LWD regular Board meetings.

V. APPOINTMENT OF STANDING COMMITTEE MEMBERS GUIDELINES

At a noticed meeting of the Board in January of each year, the committee assignments shall be established for the calendar year as follows:

A. LWD Committees - 2-Year Rotating and Alternating Assignments:

1. For LWD Committees, the term of committee members on their respective committee shall be for a period of two years.- Following the committee members initial term, one committee member from each committee will follow a rotation pattern from the list of standing committees in Section IV, C. For example, one ~~IFC-CAC~~ member will rotate to the ~~CAGEC~~, and one ~~CAC-EC~~ member will to the ~~HRC-FPC~~ and so on. The intent is to rotate committee members so that each Board member gets an opportunity to eventually serve on all committees to broaden their experience in each specific area.

2. Board members serving on LWD Committees will not serve as representatives on the EWA Board/JAC unless a vacancy requires them to do so.

1.—

2-3. The chairperson of each committee shall make reports to the Board at the regular Board meetings.

3-4. Upon the occurrence of a newly elected or appointed Board member, that person will fulfill the committee position(s) of the preceding Board member.

B. Encina Joint Powers Authority

1. The LWD Board President and LWD Vice President shall serve as LWD's representatives on the EWA Board/JAC. The term of the appointment shall be for two years whereby the LWD Board President's term on the EWA Board and JAC shall conclude at the end of his/her term; the incoming LWD Board President shall serve the second year of his/her term; and the incoming LWD Vice President shall begin the first year of his/her term. Should a LWD Board President or Vice President choose to not serve on the EWA Board and JAC, the LWD Board President shall appoint the replacement.


2. The LWD General Manager shall serve as the EWA Board/JAC Alternate member.

2-3. Board members serving as representatives on the EWA Board/JAC will not serve on an LWD Committee unless a vacancy requires them to do so.

VI. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REGULATION REQUIREMENTS

- A. The General Manager shall complete, and post on the LWD's website, a Fair Political Practices Commission Form 806 that identifies all of the current, paid committee appointments.
- B. The General Manager shall update and post a new Form 806 on the LWD's website upon any of the following circumstances: 1) the number of scheduled or estimated committee meetings is changed, 2) there is a change in committee compensation, or 3) there is a change in committee membership.

MEMORANDUM

DATE: March 6, 2025
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Call for Nominations to the CSDA Board of Directors Seat B

RECOMMENDATION:

That the Board of Directors considers the following:

1. Discuss and take action as appropriate.

DISCUSSION:

Leucadia Wastewater District received notification that nominations are being solicited for Seat B on CSDA's Board of Directors. Any regular member of an Independent Special District is eligible to nominate one person, a board member or managerial employee, for the election. CSDA Board members serve three-year terms. The deadline for receipt of all nominations is April 11, 2025. The nomination form (Attachment A) must include a Board resolution/minute action supporting the candidate.

All nominees will receive a Candidate's Letter in the mail. Electronic ballots will be mailed to the main contact at the District on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. on July 25, 2025. The successful candidates will be notified no later than July 29, 2025 and he/she will be introduced at the Annual Conference in Monterey, CA in August.

Staff has no recommendation on this matter and is seeking direction from the Board of Directors. Attached is CSDA's notification letter that includes a list of incumbents, the nomination form, and a map showing the CSDA regions. The incumbent, Don Bartz of Phelan Pinon Hills Community Services District, is expected to run for a new term.

tb:PJB

Attachments



**California Special
Districts Association**
Districts Stronger Together

DATE: February 10, 2025
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**



The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2026 - 2028 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations in the Northern Network is April 21, 2025. The deadline for receiving nominations in all other Networks is April 11, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025. The successful candidates will be notified no later than July 29, 2025. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in August 2025.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat B – Kim Seney, Director, Gold Mountain Community Services District
Sierra Network	Seat B – Jerry Gilmore, Director, Truckee Sanitary District*
Bay Area Network	Seat B – Ryan Clausnitzer, General Manager, Alameda County Mosquito Abatement District*
Central Network	Seat B – Lorenzo Rios, CEO, Clovis Veterans Memorial District*
Coastal Network	Seat B – Scott Duffield, General Manager, Heritage Ranch Community Services District*
Southern Network	Seat B – Don Bartz, General Manager, Phelan Pinon Hills Community Services District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2025. All votes must be received through the system no later than 5:00 p.m. July 25, 2025.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net by **April 25, 2025** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2025 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2026-2028 TERM BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS:

Northern Network - Extended due to vacancy: April 21, 2025 at 5:00 p.m.

All other networks: April 11, 2025 at 5:00 p.m.



2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

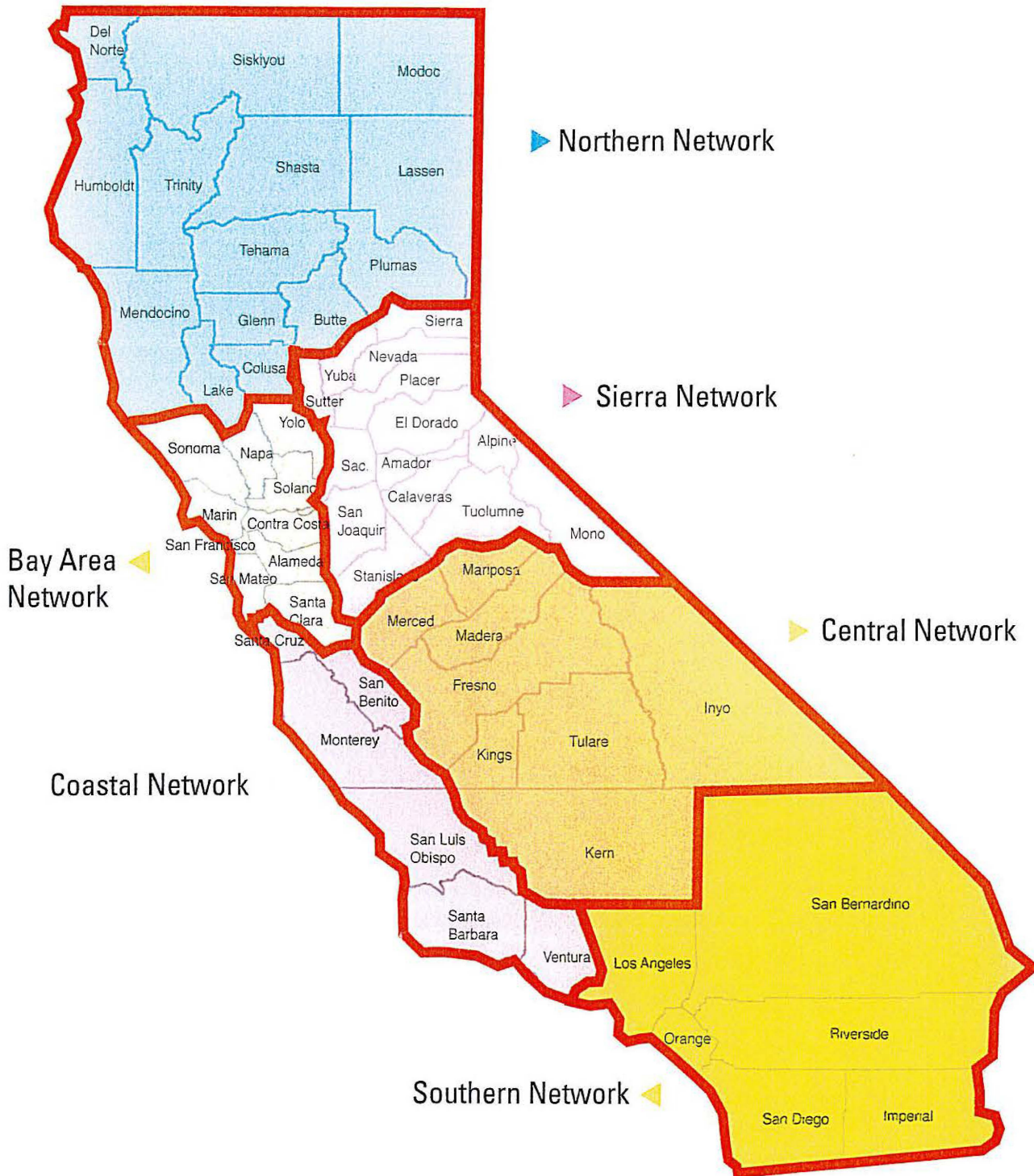
1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



Directors' Meetings

Presented by Director Sullivan

Conference

CSDA Quarterly Meeting

Dates and Location

February 27, 2025 @ 6:45 p.m.

The Butcher Shop Steakhouse in San Diego, CA

List of Attendees

Director Sullivan

The above mentioned Board member heard a presentation from a panel of fire chiefs throughout San Diego County regarding fire preparedness.