



BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, March 13, 2024

TIME: 5:00 p.m.

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

AGENDA

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

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **General Public Comment Period**
5. **Approval of Agenda**
6. **Presentation and Awards**
Adopt Resolution No. 2412 – In Appreciation of Robin Morishita For His Outstanding Service and Commitment to the Leucadia Wastewater District. (Pages 6-8)

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 14, 2024 Board Meeting (Pages 9-15)

March 6, 2024 Community Affairs Committee Meeting (Page 16)

March 6, 2024 Engineering Committee Meeting (Pages 17-18)

8. Approval of Demands for February/March 2024

This item provides for Board of Directors approval of all demands paid from LWD during the month of February and a portion of March 2024. (Pages 19-29)

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 FY23 to FY24, flows by sub-basin, and staff training. (Pages 30-36)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY24 budget and discloses monthly investments. (Pages 37-44)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of February 2024. (Pages 45-46)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on February 28, 2024. (Pages 47-48)

B. An Encina Member Agency Manager's (MAM) Meeting was held on March 5, 2024. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

A. A Community Affairs Committee Meeting was held on March 6, 2024. (Page 49)

B. An Engineering Committee Meeting was held on March 6, 2024. (Page 50)

ACTION ITEMS

14. Fiscal Year 2025 (FY25) Budget Development Schedule (Page 51)

15. San Marcos Creek Crossing Diversion Project – Transfer of Capital Funds and Engineering Services. (Pages 52-65)

A. Authorize a Fiscal Year 2024 (FY 24) Capital Budget transfer of \$200,000 from the FY 24 Gravity Rehabilitation Project account to the San Marcos Creek Crossing Diversion Project account.

B. Authorize the General Manager to execute Task Order No. 6 with Water Works Engineers for final design services for the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$99,762.

INFORMATION ITEMS

16. Project Status Updates and Other Informational Reports

2024 CSDA Legislative Days is scheduled for May 21 – 22, 2024 at the Sheraton Grand Hotel in Sacramento, CA. (Verbal)

17. Directors' Meetings and Conference Reports

The CSDA Quarterly Dinner was held on February 15, 2024 at The Butcher Shop Steakhouse in San Diego, CA. (Page 66)

18. General Manager's Report

19. General Counsel's Report

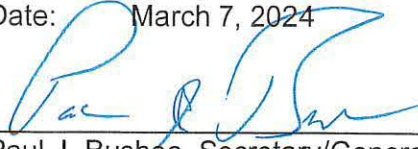
20. Board of Directors' Comments

21. Adjournment

AFFIDAVIT OF POSTING

I, Paul J. Bushee, Secretary of the Leucadia Wastewater District, hereby certify that I posted a copy of the foregoing agenda in the lobby of the District office at 1960 La Costa Avenue, Carlsbad, California 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 7, 2024



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: March 7, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Resolution No. 2412 in Appreciation of Robin Morishita for His Outstanding Service and Commitment to the Leucadia Wastewater District (LWD)**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Board Resolution No. 2412 as presented.

DISCUSSION:

LWD's Director of Technical Services, Robin Morishita, retired on March 1, 2024, after 20 years of service at LWD. Over Robin's tenure, LWD accomplished numerous achievements due, in part, to Robin's dedication and hard work. Attached for your consideration is LWD's Board Resolution No. 2412, expressing appreciation to Robin for his outstanding service to LWD.

tb:PJB

Attachment

RESOLUTION NO. 2412

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT IN RECOGNITION AND APPRECIATION OF ROBIN MORISHITA FOR HIS EXEMPLARY SERVICE AND DEDICATION TO THE LEUCADIA WASTEWATER DISTRICT

WHEREAS, Robin Morishita has served the Leucadia Wastewater District (LWD) with unparalleled dedication and distinction, beginning his memorable career with the District on November 13, 2003, as a Project Coordinator, and has since continued his commitment to public service in the invaluable leadership role as the District's Director of Technical Services; and

WHEREAS, Robin graduated from the United States Naval Academy in 1980 with a bachelor's degree in Systems Engineering, served our country with honor and distinction while on active duty and as a reservist, until his retirement as Naval Captain in 2010; and

WHEREAS, Robin resides in Chula Vista, where he enjoys spending quality time with his wife, Colleen, and proudly supports the burgeoning careers of his two daughters, embodying the virtues of family dedication and community service; and

WHEREAS, over the last two decades, Robin's leadership, expertise, and vision have been instrumental in the overhaul and modernization of the District's infrastructure, including the construction of the District's headquarters building, the comprehensive replacement or upgrade of Batiquitos Pump Station, Leucadia Pump Stations, and nearly all satellite pump stations, as well as the replacement and lining of miles of critical forcemains and pipelines; and

WHEREAS, these achievements coupled with Robin's leadership and technical expertise overseeing the Field Services Division have significantly contributed to driving the District toward its remarkable environmental achievements, notably the District's exemplary record of over four years without a spill; and

WHEREAS, Robin's dedication to the mission and values of the Leucadia Wastewater District has not only enhanced the operational capabilities of the District but has also fostered a culture of excellence, innovation, and environmental responsibility among its staff;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Leucadia Wastewater District hereby extends its deepest gratitude and highest appreciation to Robin Morishita for over 20 years of exemplary service, outstanding dedication, and transformative contributions to the District. The Board wishes him all the best in his future endeavors and extends its heartfelt wishes for continued success, happiness, and fulfillment in the years to come.

PASSED AND ADOPTED this 13th day of March 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Roesink, President

Rolando Saldana, Vice President

Donald F. Omsted, Director

Elaine Sullivan, Director

Robert Pacilio, Director

Paul J. Bushee, General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

February 14, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 14, 2024 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

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

2. Roll Call

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

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Project Coordinator Ian Riffel, Field Services Technician Hugo Gonzalez, District Engineer Dexter Wilson, Jeff Bills of Confidence Consulting, and District resident Dawn Kubik

3. Pledge of Allegiance

Director Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. 15 Year Service Award for Ian Riffel.

GM Bushee introduced PC Ian Riffel, stating that he recently passed his 15th year anniversary at the District. He provided background information about Ian and noted that under LWD's incentive program that Ian is eligible for a \$300 incentive award.

The Board of Directors congratulated Ian for his efforts.

B. 2023 CWEA San Diego Section Awards.

GM Bushee stated that the District received two awards at the CWEA San Diego Section Awards Banquet on Saturday, February 3rd. He noted that the awards were for: Collection System of the Year (0-249 miles) and Collection System Person of the Year – Hugo Gonzalez. GM Bushee stated that the local section winners will move on to the State level.

GM Bushee stated 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 Hugo Gonzalez, Field Services Technician III, received the Collection System Person of the Year Award. He provided background information on Hugo and a brief summary of Hugo's accomplishments. The Board congratulated Hugo for his efforts and wished him luck on the State level.

The Board reached consensus to move item number 13, Employee Satisfaction Survey Results, before the Consent Calendar.

13. Employee Satisfaction Survey Results

Mr. Jeff Bills of Confidence Consulting provided background information on the survey noting that that in 2023 he had 22 firms participate in the survey. He stated that the survey consists of 12 core questions based on a 1-10 scale with 10 being the best. Mr. Bills then reviewed the results of the Employee Satisfaction Survey.

Mr. Bills pointed out that the "Trust" score for the District was a perfect 10 which means staff has a high trust level in leadership's ability to make the right decisions for the organization. He stated that the last time Confidence Consulting reported a "Trust" level of 10 for any organization was back in 2019 and added that the District's overall employee satisfaction score was the highest of the 22 firms that took the survey this year.

The Board asked various questions regarding the results of the survey. Mr. Bills answered their questions.

The Board was impressed with the results of the survey and thanked Mr. Bills for his presentation.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

- January 10, 2024 Board Meeting
- February 6, 2024 Investment and Finance Committee Meeting
- February 7, 2024 Community Affairs Committee Meeting

8. Approval of Demands for January/February 2024

Payroll Checks numbered 240110-1 – 240207-19; General Checking Checks numbered 25210 - 25341

9. Operations Report (A copy was included in the original February 14, 2024 Agenda)

10. Finance Report (A copy was included in the original February 14, 2024 Agenda)

11. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2023.

12. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on January 24, 2024.

Vice President Saldana reported on EWA's Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 6, 2024.

GM Bushee reported on EWA's MAM meeting.

15. Committee Reports

A. An Investment and Finance Committee (IFC) Meeting was held on February 6, 2024.

Director Pacilio reported that the IFC reviewed the following recommendations:

- Revisions to the LWD Reserve Fund Policy;
- Financial Plan Tracking Update; and
- Proposition 218 Process and Schedule for a Public Hearing to Consider Adoption of an Ordinance Increasing the Sewer Service Charges for Fiscal Years 2025, 2026, and 2027.

Director Pacilio stated that these recommendations will be discussed later in the agenda.

B. A. Community Affairs Committee Meeting was held on February 7, 2024.

Vice President Saldana reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC made some suggested edits and staff stated they would make those edits. He stated that the CAC then directed staff to move forward with the newsletter and proposed production schedule.

ACTION ITEMS

16. Annual Review of LWD Reserve Fund Policy

Adopt Resolution No. 2410 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report.

DFA Green introduced the item noting that the IFC reviewed this item at its February 6th meeting. He reviewed the purpose of the policy and indicated that it was last revised in February 2023. He noted that the policy calls for annual review by the Board of Directors.

DFA Green stated that staff and the IFC have reviewed the Reserve Policy and are recommending an update to the Wastewater Replacement Reserve target. He then reviewed the recommended change which would adjust the Wastewater Capital Replacement reserve targets from a minimum requirement of the twenty-year average CIP to one year of the 5-year average of capital funding and a target of two years of the five-year average of capital funding. He also provided an overview of the FY 2023 reserve balances.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted Resolution No. 2410 approving the revised Reserve Fund Policy and Filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

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

17. Financial Plan Tracking Update

DFA Green presented the item noting it was reviewed by the Investment and Finance Committee at its January 6th 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 2023 (FY23) Audit and FY24 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;
- Comparison of projected and updated reserve balances; and
- Monthly Sewer Service Rate Comparison

Vice President Saldana asked questions about lost opportunity costs when there isn't enough funding for projects. GM Bushee, DFA Green, and DTS Morishita answered his questions.

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. Proposition 218 Process and Schedule Review

DFA Green presented the item noting it was reviewed by the Investment and Finance Committee at its January 6th meeting. DFA Green stated the LWD Board of Directors adopted an updated Financial Plan Study on June 14, 2023. This plan provides critical information regarding required operating and capital expenditures for the next 20 years. The Financial Plan Study indicated that a sewer service charge increase was required beginning fiscal year 2025 in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system.

DFA Green noted that based on the Financial Plan Update tracking and previous proposed sewer rate increase discussions, staff recommends moving forward with the planned sewer service rate increase for fiscal year 2025 and proceed with the Proposition 218 Notice process for fiscal years 2025, 2026 and 2027.

DFA Green then reviewed the draft Proposition 218 Notice and timeline.

President Roesink asked various questions regarding the notice and timeline. Staff answered his questions.

Following discussion, upon a motion duly made by Director Omsted, and seconded by Director Pacilio, and unanimously carried, the Board of Director's authorized staff to proceed with the Proposition 218 process and schedule a public hearing to consider adoption of an Ordinance increasing the sewer service charges for fiscal years 2025, 2026, and 2027 by the following vote:

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

19. Call for Nominations to the San Diego Local Agency Formation Commission (LAFCO) Regular Member Election

GM Bushee presented the item stating that LAFCO is requesting nominations for one regular special district member to serve on San Diego LAFCO. He stated it is a four-year term and the incumbent, Jo MacKenzie, is expected to seek a new term.

The Board of Directors chose not to submit a nomination.

20. Call for Nominations to the California Special District Association (CSDA) Seat A

GM Bushee presented the item stating that CSDA is seeking nominations for its Board of Directors for Seat A. He provided information regarding the nomination process and noted that the incumbent, Jo MacKenzie, is running for re-election and that staff has no recommendation on this matter.

The Board of Directors chose not to submit a nomination.

INFORMATION ITEMS

21. Project Status Updates and Other Informational Reports

A. January / February Storm Events Report

DE Dexter Wilson reported on the LWD collection system recent storm flows noting that the collection system had no issues during the storms.

The Board thanked DE Wilson for his presentation.

B. CSDA Quarterly Meeting is scheduled for February 15, 2024 at The Butcher Shop in San Diego, CA.

GM Bushee announced the date and the time of the CSDA Quarterly Meeting.

C. 2024 CWEA Annual Conference is scheduled for April 9-12, 2024 at the Sacramento Convention Center in Sacramento, CA.

GM Bushee announced the date and the location of the 2024 CWEA Annual Conference.

Director Sullivan stated she attended the CWEA Awards Banquet. President Roesink thanked her for representing LWD and EWA at the Awards Banquet.

22. Directors' Meetings and Conference Reports

2024 CASA Annual Conference was held January 24-26, 2024 at the Hilton Palm Springs in Palm Springs, CA.

Director Sullivan stated it was a great and informative conference.

Director Pacilio stated he enjoyed the roundtable discussions and it was a very good conference.

Director Omsted reported on what happened to the City of Ojai with the recent rain events.

23. General Manager's Report

GM Bushee reported on the following:

- The Board Strategic Planning Workshop is on March 7, 2024 and EA Baity will follow up with the Board to schedule the interviews with Mr. Bills.

24. General Counsel's Report

None.

25. Board of Directors' Comments

Vice President Saldana stated the results of the Employee Satisfaction Survey were outstanding. He congratulated staff and stated he was proud to be part of this organization.

Director Pacilio concurred with Vice President Saldana.

GM Bushee acknowledged the Board and thanked them for their support.

President Roesink thanked staff for having great communication and a transparent environment with the Board.

26. Closed Session

Meet in Closed Session pursuant to California Government Code Sec. 54956. regarding acquisition of the Beachwalk Condominium utility easement: Property Location – Diana Street, Leucadia, California

There was no reportable action.

27. Adjournment

President Roesink adjourned the meeting at approximately 7:26 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Community Affairs Committee Meeting
 March 6, 2024

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, March 6, 2024 at 1:00 p.m.

1. Call to Order

Chairperson Saldana called the meeting to order at 1:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Saldana and Omsted

DIRECTORS ABSENT: None

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

3. Public Comment

No public comment was received.

4. Spring 2024 Newsletter Draft Text Review

ASSup 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.

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

5. Information Items

Update on the Student Field Day / Hands on Tour with Olivenhain Municipal Water District and San Elijo Joint Powers Authority

Mr. Bloom provided an update on the Student Field Day / Hands on Tour with Olivenhain Municipal Water District and San Elijo Joint Powers Authority. He noted that they are looking at a fall time frame to have the field day/tour.

6. Directors' Comments

Chairperson Saldana stated he saw the field services crew working near his house. He stated that the field crew are professional and the vehicles are always clean.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Saldana adjourned the meeting at 1:40 p.m.

Paul J. Bushee
 Secretary/Manager
 (Seal)

LEUCADIA WASTEWATER DISTRICT
 Minutes of an Engineering Committee Meeting
 March 6, 2024

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Wednesday, March 6, 2024 at 2:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Omsted called the meeting to order at 2:03 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Pacilio

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; Project Coordinator Ian Riffel; and Tim Lewis from Water Works Engineers (Water Works)

3. Public Comment

None.

4. Marcos Creek Crossing Diversion Project – Transfer of Capital Funds and Engineering Services.

- A. Authorize a Fiscal Year 2024 (FY 24) Capital Budget transfer of \$200,000 from the FY 24 Gravity Rehabilitation Project account to the San Marcos Creek Crossing Diversion Project account.
- B. Authorize the General Manager to execute Task Order No. 6 with Water Works Engineers for final design services for the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$99,762.

PC Riffel presented these recommendations to the EC. PC Riffel stated this item is a FY24 tactical goal and provided a brief background and mentioned the emergency repair work was recently completed at the San Marcos Creek pipeline crossing at the Omni La Costa south golf course.

Director Pacilio asked a variety of questions regarding the emergency work and the future budget appropriations for the project. Staff answered his questions.

PC Riffel continued that, per the Board's direction, there is a need to expedite a permanent repair to divert flow from the pipeline. He continued that there are two recommendations. The first recommendation involves a \$200K capital budget transfer from the FY24 Gravity Rehabilitation Project (FY24 Gravity Project) account to the San Marcos Creek Crossing Repair account in order to start design work immediately. He said the goal is to complete the project before the next rainy season. He also mentioned the funds are available in the FY24 Gravity Project because the bid price for work came in lower than the Engineer's Estimate.

RC Riffel said the second recommendation involves a project that would intercept the flow from the sewer line creek crossing and divert to an existing LWD sewer line located in an Arizona crossing. Subsequent to project completion, the sewer line creek crossing would

be abandoned. There is additional preliminary work necessary for design including geotechnical investigation, survey work, utility location, and easement identification.

Director Pacilio inquired about any easement procurement. Staff answered that part of the preliminary design work includes ordering a preliminary title report to understand the necessary easements for the project. Director Pacilio asked about details related to the service interruption and connecting the existing sewer laterals to a deeper public sewer line. Staff answered his questions.

As a result, staff requested a proposal from the District's as-needed design from Water Works. PC Riffel stated that staff has reviewed the proposal of \$99,762, which includes support services, is fair and reasonable. The proposal represents about 10.5% of soft costs, which is well within industry standards.

PC Riffel said the FY 24 Capital Budget for the San Marcos Creek Crossing Project included \$100K to evaluate project alternatives but was utilized for the emergency repair and monitoring. The \$200K transfer of capital funds will allow staff to expedite design and bidding of the project. He mentioned that additional funding will be requested as part of the FY 25 Capital Improvement Program budget as the project is better defined.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize a Fiscal Year 2024 (FY 24) Capital Budget transfer of \$200,000 from the FY 24 Gravity Rehabilitation Project account to the San Marcos Creek Crossing Diversion Project account and also authorize the General Manager to execute Task Order No. 6 with Water Works Engineers for final design services for the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$99,762.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee mentioned that yesterday LWD hosted a San Diego WaterReuse event onsite. Staff gave a presentation at the event and a tour of the facilities.

Staff also discussed the development project known as the Leucadia Streetscape Project.

8. Adjournment

Chairperson Omsted adjourned the meeting at approximately 2:35 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

**LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY**

March 13, 2024

Disbursement Period February 9, 2024 through March 8, 2024

PAYROLL PAYMENTS	\$	113,571.89
PAYROLL EXPENSE REIMBURSEMENTS	\$	1,799.06
GENERAL CHECKS		
Operating	\$	190,396.29
Capital	\$	97,827.01
TOTAL GENERAL CHECKS	<u>\$</u>	<u>288,223.30</u>
ELECTRONIC PAYMENTS		
Operating	\$	180,646.85
Capital	\$	-
TOTAL ELECTRONIC PAYMENTS	<u>\$</u>	<u>180,646.85</u>
TOTAL DEMANDS	<u>\$</u>	<u>584,241.10</u>

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
March 13, 2024**

Disbursement Period February 9, 2024 through March 8, 2024

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll	2/15/2024	240215-1 to 240215-19	\$ 2,031.70
Biweekly Payroll	2/21/2024	240221-1 to 240221-19	\$ 56,229.73
Board Payroll	3/1/2024	240301-1 to 240301-5	\$ 2,102.00
Biweekly Payroll	3/6/2024	240306-1 to 240306-19	\$ 53,208.46

TOTAL PAYROLL CHECKS	\$	113,571.89
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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/9/2024 Through 3/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25357	2/15/2024	ADT COMMERCIAL LLC	75.00	Trip Charge to fix cameras
25358	2/15/2024	AIRGAS USA LLC	1,471.67	Liquid Oxygen Contract 02/02/24
	2/15/2024	AIRGAS USA LLC	1,836.43	Liquid Oxygen Contract 1/25/24
25359	2/15/2024	COUNTY OF SAN DIEGO APCD	3,557.00	Permit Fees March 2024-March 2025
25360	2/15/2024	COUNTY OF SAN DIEGO APCD	968.00	Permit Fees March 2024-March 2025
25361	2/15/2024	AT&T	216.38	Phone Service-BPS 01/10/24-2/09/24
25362	2/15/2024	BAY CITY EQUIPMENT INDS INC	2,047.08	PM, Fuel Polish and load bank test
25363	2/15/2024	AWSS INC	2,666.55	Vehicle Fuel 01/18/24-02/01/24
25364	2/15/2024	CORODATA RECORDS MANAGEMENT ...	195.11	File Storage - January 2024
25365	2/15/2024	CSDA-SAN DIEGO CHAPTER	140.00	CSDA Dinner 02/15/24 - P Bushee / E Sullivan
25366	2/15/2024	DATA NET SOLUTIONS GROUP	2,610.00	Monthly Managed Services-January 2024
	2/15/2024	DATA NET SOLUTIONS GROUP	1,905.77	Synology NAS Storage Unit for CCTV Videos
25367	2/15/2024	DEXTER WILSON ENGINEERING	30.00	Development Services 1093 Cadencia Street
	2/15/2024	DEXTER WILSON ENGINEERING	128.00	Development Services 1117- 155 W. Jason Street
	2/15/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1115 555 & 571 N Vulcan Ave
	2/15/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1139-1967 Vulcan Ave
	2/15/2024	DEXTER WILSON ENGINEERING	234.50	Development Services-1193-Dumpling Bar-119 N El Camino Ste E
	2/15/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-1198-1465 Neptune Ave-New SFD
	2/15/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1199-City of Encinitas La Costa Ave Ped
25368	2/15/2024	DODGE DATA & ANALYTICS	1,325.28	Publication in Greensheet for Rancho Verde Pump Station
25369	2/15/2024	THE HARTFORD	499.68	Life Insurance-February 2024
25370	2/15/2024	Helix Environmental Planning Inc	28,960.55	San Marcos Creek Emergency Repair
25371	2/15/2024	HI-WAY SAFETY, INC	987.36	Stenciled black base cones
25372	2/15/2024	HUMANA DENTAL INS.	4,590.93	Dental Insurance- March 2024
25373	2/15/2024	JOHN W. SMITH dba: NORTH COUNT...	480.00	Backflow Preventers Service
25374	2/15/2024	MALLORY SAFETY AND SUPPLY	505.36	Ear Plugs, Sweatshirts, Goretex Items, Gloves
	2/15/2024	MALLORY SAFETY AND SUPPLY	161.63	Gloves

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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/9/2024 Through 3/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25375	2/15/2024	MAVTECK	540.00	CM/Inspection Services 11/01-12/30/23
25376	2/15/2024	MESA REPROGRAPHICS	906.33	Rancho Verde Pump Station Rehab Project Prints
25377	2/15/2024	MISSION SQUARE	6,534.12	Deferred Comp for PPE 02/07/24
25378	2/15/2024	OLIVENHAIN MUNICIPAL WATER DIST	322.79	Rincon Consultants NSDWRC Grant Admin
	2/15/2024	OLIVENHAIN MUNICIPAL WATER DIST	160.82	Rincon Consultants NSDWRC Grant Admin
	2/15/2024	OLIVENHAIN MUNICIPAL WATER DIST	242.33	Woodard & Curran NSDWRC Grant Admin
	2/15/2024	OLIVENHAIN MUNICIPAL WATER DIST	170.16	Woodard & Curran WIIN NEPA - Services through 08/25/23
25379	2/15/2024	PLANT PEOPLE, INC	186.90	Office Plant Maintenance - February 2024
25380	2/15/2024	QUADIENT FINANCE USA INC	200.00	Postage
25381	2/15/2024	SOUTHERN CONTRACTING COMPANY	3,050.00	Removal of Projector Screens and Installation of Conduit BR
25382	2/15/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 2/14/24-03/13/24
25383	2/15/2024	STAPLES	154.80	Office Supplies
25384	2/15/2024	TERMINIX PROCESSING CENTER	95.10	Pest Control 01/17/2024
25385	2/22/2024	C W E A	221.00	CWEA Membership Renewal-FY2024-D Omsted
25386	2/22/2024	FEDERAL EXPRESS CORPORATION	41.71	Shipping 02/13/24
25387	2/22/2024	GRAINGER, INC	118.95	Impct, Skt, Steel Matte 13/16 In
25388	2/22/2024	HACH COMPANY	115.28	VInyl Tubing 25ft Intake
25389	2/22/2024	CONFIDENCE CONSULTING	6,290.54	Leadership Development & Training
25390	2/22/2024	KEN GRODY FORD	353.82	Vehicle Maintenance / Services
25391	2/22/2024	MISSION SQUARE	6,682.70	Deferred Comp for PPE 02/21/24
25392	2/22/2024	MUTUAL OF OMAHA	1,286.12	Disability Insurance-March 2024
25393	2/22/2024	OLIVENHAIN MUNICIPAL WATER DIS...	52.68	Water @ VPS PS
25394	2/22/2024	PRUDENTIAL OVERALL SUPPLY	(79.56)	Credit on Invoice 132228042
	2/22/2024	PRUDENTIAL OVERALL SUPPLY	144.39	Weekly Uniform/Laundry Service 01/30/24
	2/22/2024	PRUDENTIAL OVERALL SUPPLY	213.31	Weekly Uniform/Laundry Service 02/13/24
	2/22/2024	PRUDENTIAL OVERALL SUPPLY	176.39	Weekly Uniform/Laundry Services 02/20/24

Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/9/2024 Through 3/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25395	2/22/2024	Quench USA Inc	136.85	Office Drinking Water 02/19/24-03/18/24
25396	2/22/2024	SAN DIEGO GAS & ELECTRIC	90.13	Electric @ Avocado PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	838.56	Electric @ AWT
	2/22/2024	SAN DIEGO GAS & ELECTRIC	387.82	Electric @ Diana PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	1,925.20	Electric @ La Costa PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	128.87	Electric @ RV PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	697.18	Electric @ Saxony PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	348.06	Electric @ VP5 PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	188.48	Electric @ VP7 PS
	2/22/2024	SAN DIEGO GAS & ELECTRIC	752.32	Electric/Gas @ E Estates PS
25397	2/22/2024	SIGNA MECHANICAL	4,294.82	VPS7 Spare pump
25398	2/22/2024	SOUTHERN CONTRACTING COMPANY	600.00	Replaced District Surge Protector
25399	2/22/2024	TERMINIX PROCESSING CENTER	73.00	Pest Control 02/05/24
25400	2/22/2024	U.S. BANK	4,202.43	Cal Card Purchase on Statement Dated 01/22/24
25401	2/22/2024	OCCUPATIONAL HEALTH CENTERS OF...	430.00	DOT Physicals
25402	2/22/2024	VERIZON WIRELESS	990.74	Cell Phones 01/08/24-02/07/24
25403	2/22/2024	VORTEX DOORS LLC	437.80	Repairs to Gate @ Batiquitos Pump Station
25404	2/29/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering and Data Analysis Feb 2024
	2/29/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Delivery Feb 2024
25405	2/29/2024	AIRGAS USA LLC	1,999.12	Liquid Oxygen Contract
25406	2/29/2024	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance-March 24
25407	2/29/2024	BRADFORD SIGNS	50.00	Authorized signage for building
25408	2/29/2024	AWSS INC	1,882.01	Vehicle Fuel 02/01/24-02/16/24
25409	2/29/2024	CHARLES ULMER DBA: CHUCKS TIRE ...	348.65	mount and balance 2 tires
	2/29/2024	CHARLES ULMER DBA: CHUCKS TIRE ...	2,014.93	Mount and Balance 4 Tires
	2/29/2024	CHARLES ULMER DBA: CHUCKS TIRE ...	2,111.40	Mount and Balnce 6 tires
25410	2/29/2024	CITY OF CARLSBAD	563.17	Water @ 1900 La Costa Ave
	2/29/2024	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	2/29/2024	CITY OF CARLSBAD	28.70	Water @ Fire Line
25411	2/29/2024	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 2/7 & 2/21/24
25412	2/29/2024	COSCO FIRE PROTECTION	641.00	Annual fire sprinkler repairs

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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25413	2/29/2024	COUNTY OF SAN DIEGO	10.00	State Surcharge for CUPA Program Oversight Batiquitos PS
	2/29/2024	COUNTY OF SAN DIEGO	10.00	State Surcharge for CUPA Program Oversight La Costa PS
	2/29/2024	COUNTY OF SAN DIEGO	10.00	State Surcharge for CUPA Program Oversight Saxony PS
25414	2/29/2024	DXP ENTERPRISES INC	970.79	Check Run 02/29/24
25415	2/29/2024	GRAINGER, INC	79.61	Batteries for UPS In office
	2/29/2024	GRAINGER, INC	238.46	Hammers, Puch & Chisel Set
25416	2/29/2024	HAAKER EQUIPMENT CO	2,846.50	8 QC Aggressive WHL
	2/29/2024	HAAKER EQUIPMENT CO	2,937.70	Large Grit Quick
25417	2/29/2024	MALLORY SAFETY AND SUPPLY	939.59	Ear Plugs, Sweatshirts, Goretex Items, Gloves
25418	2/29/2024	NAPA AUTO	175.55	Auto Supplies
	2/29/2024	NAPA AUTO	5.02	Boxed minitures, blstr pk minitures
	2/29/2024	NAPA AUTO	200.23	Fluid Filter, Fluid, Exactfit beam
25419	2/29/2024	NORTH COUNTY TRANSIT DISTRICT	3,228.00	Annual License Fee
25420	2/29/2024	OLIVENHAIN MUNICIPAL WATER DIST	133.55	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 12/31/23
	2/29/2024	OLIVENHAIN MUNICIPAL WATER DIST	186.91	Woodard & Curran NSDWRC Grant Admin Prof Serv thru 12/29/23
	2/29/2024	OLIVENHAIN MUNICIPAL WATER DIST	53.44	Woodard & Curran WIIN NEPA - Services through 12/15/23
25421	2/29/2024	Pacific Hydrotech Corporation	20,439.07	Emergency Repair to San Marcos Creek Pipeline
	2/29/2024	Pacific Hydrotech Corporation	25,451.23	San Marcos Emergency Creek Repair
25422	2/29/2024	PLANT PEOPLE, INC	73.19	Installed 6' Bromeliads
25423	2/29/2024	PLUMBERS DEPOT, INC	4,816.43	Multi Quip-LED Balloon Light 300 Watt w Tripod
25424	2/29/2024	PRUDENTIAL OVERALL SUPPLY	147.04	Weekly Uniform/Laundry Service 02/27/24
25425	2/29/2024	READY LINE FLEET SERVICE INC	160.00	90 day inspection vehicle 159
	2/29/2024	READY LINE FLEET SERVICE INC	160.00	90 Day inspection vehicle 161
	2/29/2024	READY LINE FLEET SERVICE INC	160.00	90 Day inspection vehicle 170
25426	2/29/2024	SAN ELIJO JOINT POWERS AUTHORITY	5,000.00	Chief Plant Operator Cross Connection Testing at Omni
25427	2/29/2024	SAN DIEGO GAS & ELECTRIC	3,823.49	Electric @ Admin
	2/29/2024	SAN DIEGO GAS & ELECTRIC	22,144.87	Electric @ BPS

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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
 From 2/9/2024 Through 3/8/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	2/29/2024	SAN DIEGO GAS & ELECTRIC	14,144.95	Electric @ LPS
	2/29/2024	SAN DIEGO GAS & ELECTRIC	281.13	Gas @ Admin
25428	2/29/2024	SLOAN ELECTRIC COMPANY	20,521.68	Batiquitos pump station spare VFD
25429	2/29/2024	STAPLES	411.65	Office Supplies
25430	3/7/2024	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance-03/17/24-04/16/24
25431	3/7/2024	AZTEC LEASING INC	530.88	Copy Machine Lease-February 2024
25432	3/7/2024	BIGTUNA INTERACTIVE	2,750.00	Web Support and updates(Fiscal Q2 &Q3)
25433	3/7/2024	Brightview Landscape Services Inc	1,066.00	Landscape Maintenance Services @ Admin-March
	3/7/2024	Brightview Landscape Services Inc	378.00	Vegetation Cleanup (Line Maintenance)-March
25434	3/7/2024	AWSS INC	1,784.06	Vehicle Fuel 02/20/24-02/29/24
25435	3/7/2024	CORE & MAIN LP	3,544.13	Parson Inflow Dome
25436	3/7/2024	COX COMMUNICATIONS SAN DIEGO	1,567.08	Phone / Internet Services 2/22/24-3/21/24
25437	3/7/2024	DATA NET SOLUTIONS GROUP	1,641.65	Monthly IT services
	3/7/2024	DATA NET SOLUTIONS GROUP	2,610.00	Monthly Managed Services-February
	3/7/2024	DATA NET SOLUTIONS GROUP	1,110.40	Update Servers - Quotes DNSQ 15309/15310/15312/15313
25438	3/7/2024	DEXTER WILSON ENGINEERING	4,105.00	General Engineering 103-500 FY2024 -January 2024
25439	3/7/2024	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - March 2024
25440	3/7/2024	FIDELITY SECURITY LIFE INSURANCE...	463.65	Vision Insurance-March 2024
25441	3/7/2024	FEDERAL EXPRESS CORPORATION	49.02	Shipping 02/21/24
25442	3/7/2024	HAAKER EQUIPMENT CO	1,096.70	3' Check Valves
25443	3/7/2024	HI-WAY SAFETY, INC.	592.42	Cone, Black Base, Recessed, 28In, 7lbs, Orange
25444	3/7/2024	INTERSTATE BATTERIES OF SAN DIE...	172.72	SLA11561B Battery
25445	3/7/2024	MIRA MESA WINDOW CLEANING	2,000.00	Power Washing Roofs
25446	3/7/2024	MISSION SQUARE	6,682.70	Deferred Comp for PPE 03/06/24
25447	3/7/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance - March 2024
25448	3/7/2024	OLIVENHAIN MUNICIPAL WATER DIS...	371.55	Recycled Water @ Travelling
	3/7/2024	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ Encinitas Estates PS
	3/7/2024	OLIVENHAIN MUNICIPAL WATER DIS...	607.47	Water @ Travelling
	3/7/2024	OLIVENHAIN MUNICIPAL WATER DIS...	482.58	Water @ Travelling 2
	3/7/2024	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ VP7

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Leucadia Wastewater District
 Check/Voucher Register - Demand Summary for Board
 1001 - PPB (Opus) General Checking Account
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25449	3/7/2024	PACIFIC PIPELINE SUPPLY	59.27	Gate Cap W/ Sewer 8'
25450	3/7/2024	REPUBLIC SERVICES #661	395.76	Waste Services- February 2024
25451	3/7/2024	SAN DIEGUITO WATER DISTRICT	301.86	Water @ BPS
25452	3/7/2024	SKC-WEST, INC	1,854.22	Gas Monitor
25453	3/7/2024	THE HOME DEPOT CRC/GEFC	58.02	12 point SAE deep socket
	3/7/2024	THE HOME DEPOT CRC/GEFC	1,714.30	18V Lithium Ion brushless cordless Impact drive wrench
	3/7/2024	THE HOME DEPOT CRC/GEFC	47.37	Amergas Propane Exchange
	3/7/2024	THE HOME DEPOT CRC/GEFC	29.09	Drive 1/2in hex bit socket
	3/7/2024	THE HOME DEPOT CRC/GEFC	202.86	Husky 24 pc wrench set, blk/red button GFCI, Rald 2 pk
	3/7/2024	THE HOME DEPOT CRC/GEFC	231.06	Propane, Tydbol Blue Tablets, Safety Latchpost, lock washers
	3/7/2024	THE HOME DEPOT CRC/GEFC	23.53	PVC in use cover
	3/7/2024	THE HOME DEPOT CRC/GEFC	43.43	Qulkrite all purpose sand/blacktop patch
25454	3/7/2024	UNDERGROUND SERVICE ALERTS/C	260.25	Monthly Underground Alarm Service
	3/7/2024	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25455	3/7/2024	UNIFIRST FIRST AID CORP	1,415.88	Electrodes for CPRD Adult
	3/7/2024	UNIFIRST FIRST AID CORP	106.06	First Aid Supplies
Report Total			288,223.30	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1141	270444700578047	2/16/2024	United States Treasury	272.80	Payroll Taxes for Check Dated 02/15/24-Federa FICA
		2/16/2024	United States Treasury	63.80	Payroll Taxes for Check Dated 02/15/24-Federa MC
Total CD1141				336.60	
CD1142	BankFee021324	2/13/2024	Pacific Premier Bank	85.18	Misc Bank Fee - Analysis Activity
Total CD1142				85.18	
CD1143	1002579958	3/1/2024	CALPERS	39,837.86	CalPERS Health Insurance-March 2024-Staff
		3/1/2024	CALPERS	138.99	CalPERS Health Insurance-March 2024-Admin
		3/1/2024	CALPERS	942.00	CalPERS Health Insurance-March 2024-Retirees
	1002579959	3/1/2024	CALPERS	2,020.64	CalPERS Health Insurance-March 2024-Board
		3/1/2024	CALPERS	6.47	CalPERS Health Insurance-March 2024-Admin
Total CD1143				42,945.96	
CD1144	270445342766525	2/22/2024	United States Treasury	9,695.78	Payroll Taxes for Check Dated 02/21/24-Federa W/H
		2/22/2024	United States Treasury	11,125.94	Payroll Taxes for Check Dated 02/21/24-FICA
		2/22/2024	United States Treasury	2,602.04	Payroll Taxes for Check Dated 02/21/24-Medicare
	7638906	2/22/2024	EMPLOYMENT DEVELOPMENT DEPT	3,607.08	Payroll Taxes for Check Dated 02/21/24-State
Total CD1144				27,030.84	
CD1145	Nation-02/21/24	2/22/2024	NATIONWIDE RETIREMENT SOLUTIONS	1,369.20	Nationwide Deferred Comp for Payroll on 02/21/24

Leucadia Wastewater District

Posted General Ledger Transactions - CD Transactions for Demands

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
Total CD1145				1,369.20	
CD1146	1002581977	2/23/2024	CALPERS	4,153.93	CalPERS Retirement for Payroll on 02/21/24-Classic-EE
		2/23/2024	CALPERS	8,962.14	CalPERS Retirement for Payroll on 02/21/24-Classic-ER
	1002581978	2/23/2024	CALPERS	2,788.66	CalPERS Retirement for Payroll on 02/21/24-PEPRA-EE
		2/23/2024	CALPERS	2,763.44	CalPERS Retirement for Payroll on 02/21/24-PEPRA-ER
Total CD1146				18,668.17	
CD1147	315989	2/28/2024	IGOE-FLEX BENEFIT	123.75	IGOE Fee February 2024
Total CD1147				123.75	
CD1148	270446460256105	3/4/2024	United States Treasury	284.70	Board Payroll Taxes for Checks Dated 03/01/24-Federal
		3/4/2024	United States Treasury	75.40	Board Payroll Taxes for Checks Dated 03/01/24-Medicare
		3/4/2024	United States Treasury	223.20	Board Payroll Taxes for Checks Dated 03/01/24-FICA
Total CD1148				583.30	
CD1149	1002588522	3/4/2024	CALPERS	64.00	PERS Retirement Pay Period 2/1-2/29/24 E. Sullivan-EE
		3/4/2024	CALPERS	138.08	PERS Retirement Pay Period 2/1-2/29/24 E. Sullivan-ER
Total CD1149				202.08	
CD1150	Nation-03/06/24	3/7/2024	NATIONWIDE RETIREMENT SOLUTIONS	37,997.20	Nationwide Deferred Comp for Payroll on 03/06/24
Total CD1150				37,997.20	

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

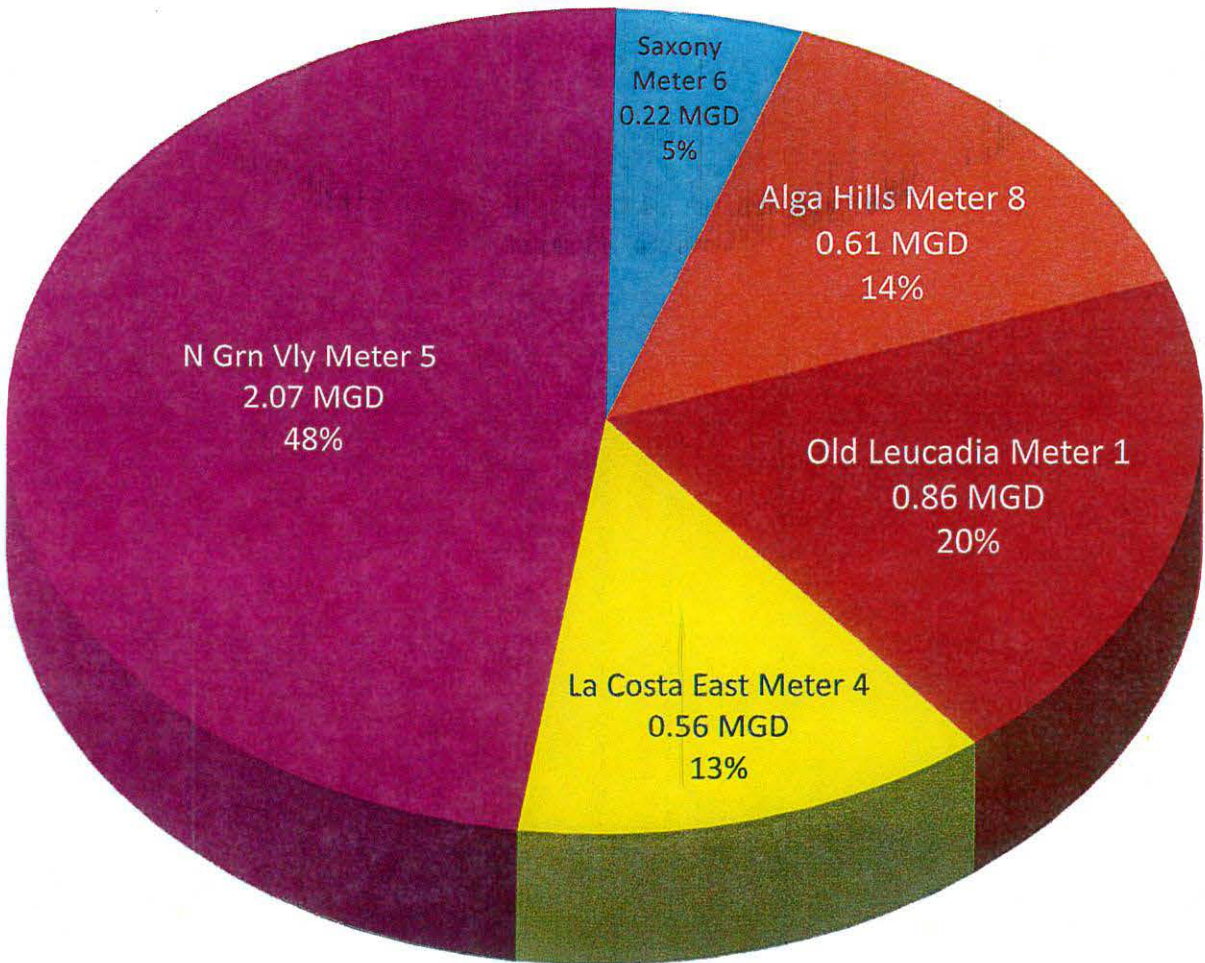
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1151	1002592019	3/8/2024	CALPERS	4,153.93	CalPERS Retirement for Payroll on 03/6/24-Classic-EE
		3/8/2024	CALPERS	8,962.13	CalPERS Retirement for Payroll on 03/6/24-Classic-ER
	1002592020	3/8/2024	CALPERS	2,788.66	CalPERS Retirement for Payroll on 03/6/24-PEPRA-EE
		3/8/2024	CALPERS	2,763.44	CalPERS Retirement for Payroll on 03/6/24-PEPRA-ER
Total CD1151				18,668.16	
CD1152	270446722143894	3/7/2024	United States Treasury	9,738.17	Payroll Taxes for Check Dated 03/06/24-Federa W/H
		3/7/2024	United States Treasury	15,642.74	Payroll Taxes for Check Dated 03/06/24-Federa FICA
		3/7/2024	United States Treasury	3,658.40	Payroll Taxes for Check Dated 03/06/24-Federa Medicare
	7667957	3/7/2024	EMPLOYMENT DEVELOPMENT DEPT	3,597.10	Payroll Taxes for Check Dated 03/06/24-State
Total CD1152				32,636.41	
Report Total				180,646.85	

**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2024 (July 2023 - June 2024)**

CURRENT MONTH Feb-24							FY 2023
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER	0.08	115.20	2.25	3.70	127.73	22.89	3.91
YTD			28,967.49				
OCTOBER	0.06	114.08	3.00	3.68	127.02	23.49	3.76
YTD			28,970.49				
NOVEMBER	1.17	114.90	0.60	3.68	127.02	10.91	3.87
YTD			28,971.09				
DECEMBER	0.99	118.11	0.00	3.62	124.95	5.23	3.80
YTD			28,971.09				
JANUARY	3.56	119.35	0.25	3.71	128.06	1.58	4.00
YTD			28,971.34				
FEBRUARY	6.07	119.48	1.50	4.12	142.20	0.00	3.63
YTD			28,972.84				
MARCH							3.86
YTD							
APRIL							3.82
YTD							
MAY							3.99
YTD							
JUNE							3.67
YTD							
YTD Totals	14.49	936.41	36.81			119.26	
Mo Average	1.81	117.05	4.60	3.76	129.88	14.91	3.84

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**LWD Flows by Sub-Basin
February 2024
Total LWD Flow 4.32 MGD**



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

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

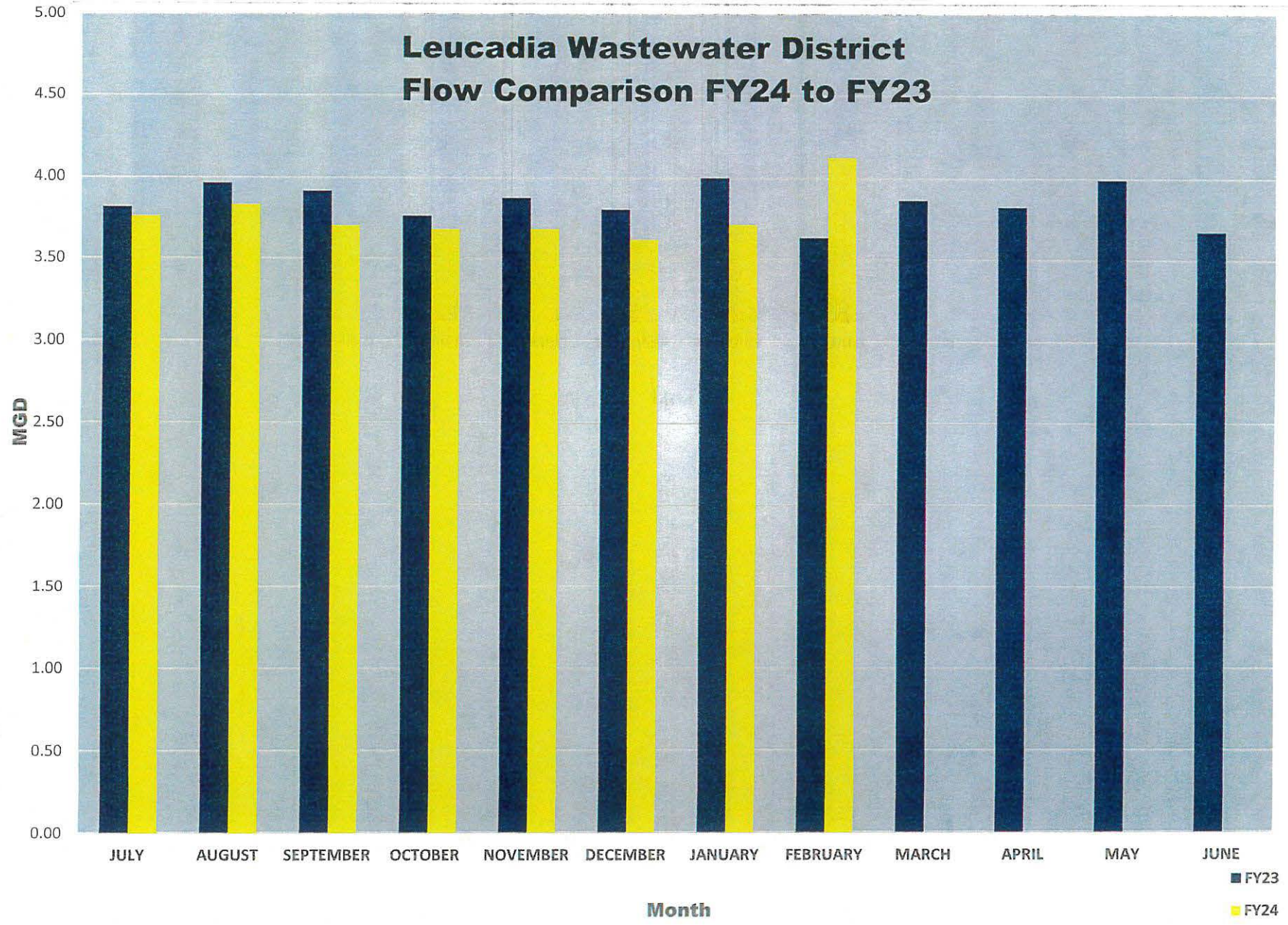
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 435-4422

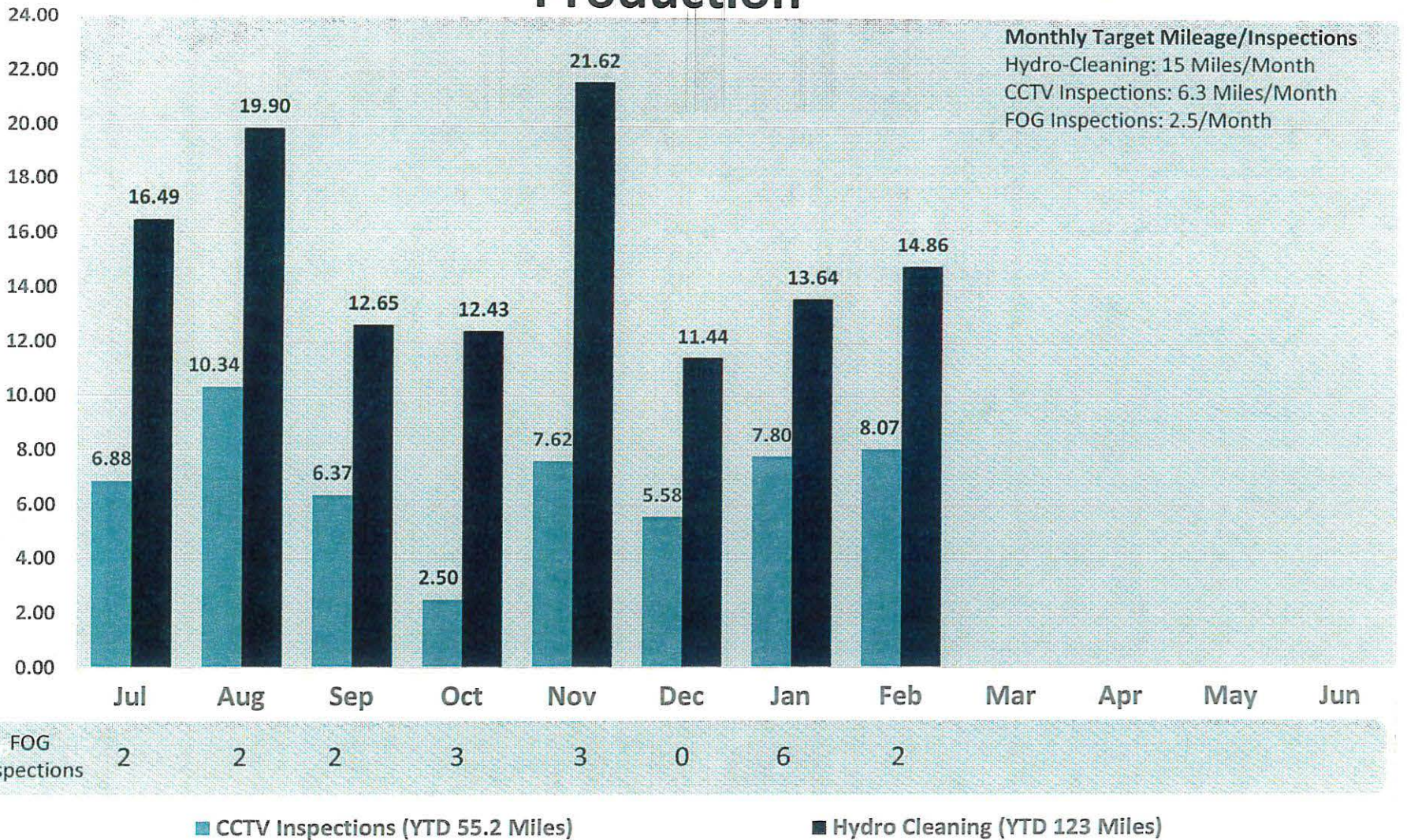
SEWER COLLECTION SYSTEM BY SUB-BASIN

Leucadia Wastewater District Flow Comparison FY24 to FY23



33

FY-24 CCTV Inspections & Hydro Cleaning Production





LEADERS IN
ENVIRONMENTAL
PROTECTION

**Operations and Administration Training Report
February 2024**

Training & Safety Events for the month February 2024

Description	Hours		
	Ops	Admin	Total
Anti Harassment Training	3.0	0.0	3.0
Bloodborne Pathogens	1.0	0.0	1.0
Easement Inspection Duties SOP Training	4.5	0.0	4.5
Emergency Action Plan	1.0	0.0	1.0
Fall Protection	1.0	0.0	1.0
Hearing Conservation	6.0	0.0	6.0
Preparing and Submitting the Annual Report - Due April 1	3.0	0.0	3.0
Pump Station Odor Controls SOP Training	4.5	0.0	4.5
Pump Station Operator Duties	4.5	0.0	4.5
SCADA RACO Dialer Tailgate Training	4.5	0.0	4.5
Standby Duty Operator	4.5	0.0	4.5
Skid Steer Operations	5.0	0.0	5.0
Switching Force Main Lines SOP Training	4.5	0.0	4.5
Mission Square: SECURE 2.0 Update	0.0	1.0	1.0
DataNet COVID-19 and Government Spoofing Threats	0.5	1.0	1.5
DataNet Social Media Phishing	0.5	1.5	2.0
DataNet Mobile Security: Introduction	0.5	1.5	2.0
DataNet Introduction to Phishing	0.5	0.5	1.0
DataNet Physical Security: Removable Devices	0.5	0.5	1.0
Water Industry Asbestos Awareness	1.0	0.0	1.0
Water Industry Coagulation, Flocculation & Sedimentation	1.0	0.0	1.0
Water Industry CPR Academic	1.0	0.0	1.0
Water Industry Disaster Preparedness	1.0	0.0	1.0
Water Industry Quality of Water (CA AB-54)	0.5	0.0	0.5
Workplace Violence Prevention Training	5.0	0.0	5.0
Underground Utility Locating	1.0	0.0	1.0
Total Training Hours	60.0	6.0	66.0

Conferences/Webinars/Seminars for the month of February 2024

Description	Attendees		
	Ops	Admin	Total
P3S Conference and Expo	1	0	1
CSMFO Annual Conference	0	1	1
CSRMA Solution for Worker's Compensation Management	0	1	1
Total Attended Conferences	0	2	2

Notes:

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



**Operations and Administration Training Report
Summary for Fiscal Year 2024**

Training		Hours		
Month	Ops	Admin	Total	
Jul-23	27.0	13.0	40.0	
Aug-23	28.0	10.0	38.0	
Sep-23	67.5	16.0	83.5	
Oct-23	37.0	6.0	43.0	
Nov-23	37.5	11.0	48.5	
Dec-23	48.0	9.0	57.0	
Jan-24	55.0	24.5	79.5	
Feb-24	60.0	6.0	66.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
YTD Totals	360.0	95.5	455.5	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-23	0.0	2.0	2.0	
Aug-23	6.0	8.0	14.0	
Sep-23	0.0	6.0	6.0	
Oct-23	1.0	2.0	3.0	
Nov-23	0.0	2.0	2.0	
Dec-23	0.0	2.0	2.0	
Jan-24	3.0	7.0	10.0	
Feb-24	0.0	2.0	2.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
YTD Total	10.0	31.0	41.0	

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 2/29/2024

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	26,319,280
Accounts Receivables	179,524
Net OPEB Asset	149,103
Prepaid Expense	308,713
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,725,713)
Total Assets	151,647,274
Deferred Outflows	
PERS Pension Deferred Outflows	2,452,372
OPEB Health Deferred Outflows	111,455
Total Deferred Outflows	2,563,827
Total Assets & Deferred Outflows	154,211,101
Liabilities	
Accounts Payable & Accrued Expenses	596,088
Developer Deposits	177,339
Lease Liability	6,818
Net Pension Liability	4,848,371
Total Liabilities	5,628,616
Deferred Inflows	
PERS Pension Deferred Inflows	247,136
OPEB Health Deferred Inflows	77,393
Total Deferred Inflows	324,529
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	124,238,637
Reserves	24,508,862
Undesignated Net Position	(0)
Total Beginning Net Position (as of June 30, 2023)	148,747,499
Current Change In Net Position	
Other	(489,543)
Total Current Change In Net Position	(489,543)
Total Net Position	148,257,956
Total Liabilities, Deferred Inflows & Net Position	154,211,101

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses

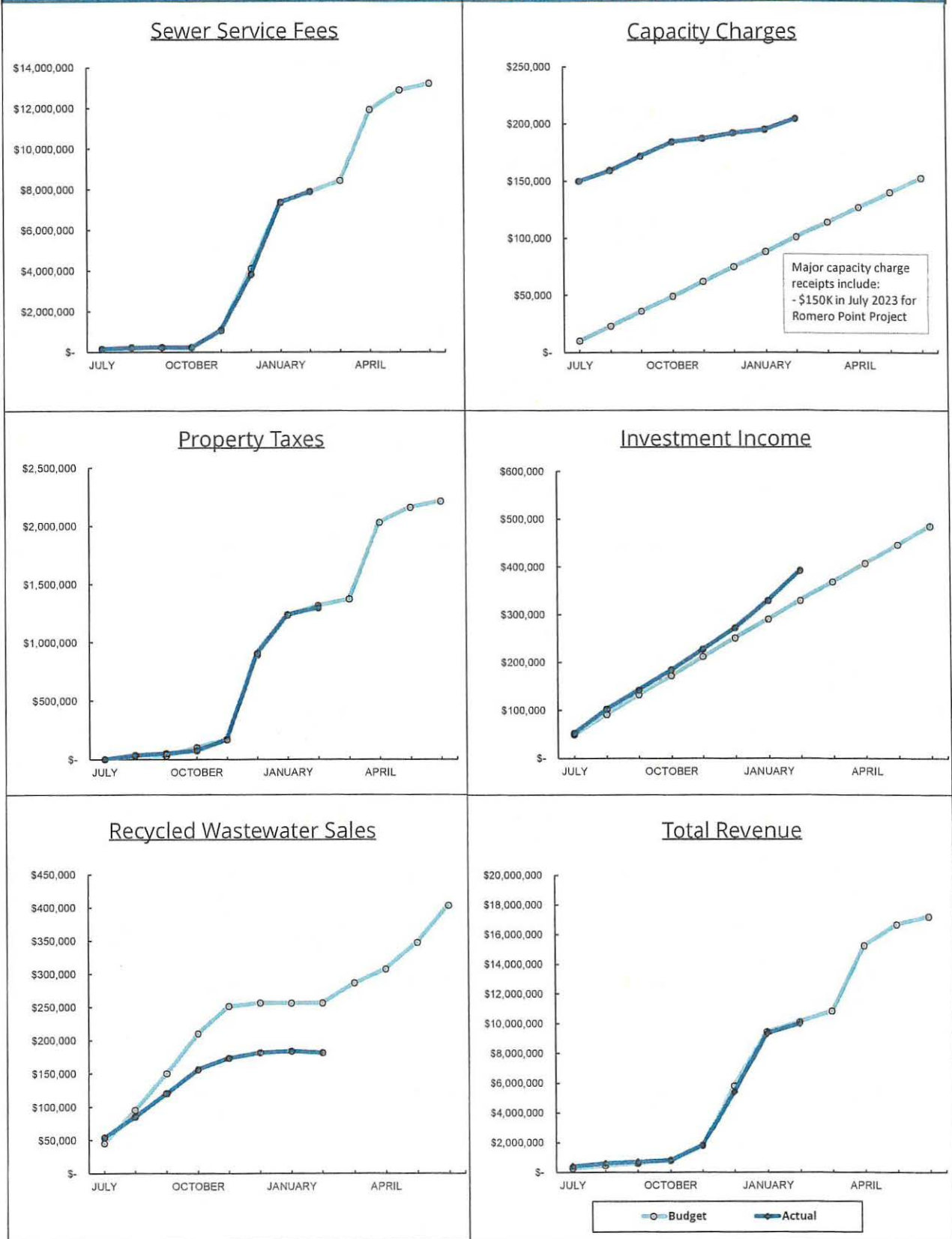
From 7/1/2023 Through 2/29/2024

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$ 7,887,183.50	\$13,213,949.00	\$ 5,326,765.50	59.7%
3150 Recycled Water Sales	181,045.07	403,000.00	221,954.93	44.9%
3100 Misc. Operating Revenue	21,161.16	190,824.00	169,662.84	11.1%
TOTAL OPERATING REVENUES	\$ 8,089,389.73	\$13,807,773.00	\$ 5,718,383.27	58.6%
OPERATING EXPENSES				
4100 Salaries	\$ 1,402,793.92	\$ 2,230,802.00	\$ 828,008.08	62.9%
4200 Employee Benefits	980,771.97	1,577,047.00	596,275.03	62.2%
4300 Directors Expense	59,143.29	130,600.00	71,456.71	45.3%
4600 Gas, Oil & Fuel	34,208.31	61,000.00	26,791.69	56.1%
4700 Insurance Expense	231,386.35	237,500.00	6,113.65	97.4%
4800 Memberships	36,584.74	40,000.00	3,415.26	91.5%
4900 Office Expense	115,190.25	179,280.00	64,089.75	64.3%
5000 Operating Supplies	73,673.43	154,400.00	80,726.57	47.7%
5200 Professional Services	218,634.03	464,050.00	245,415.97	47.1%
5300 Printing & Publishing	16,828.12	32,000.00	15,171.88	52.6%
5400 Rents & Leases	11,068.31	22,900.00	11,831.69	48.3%
5500 Repairs & Maintenance	319,844.76	555,135.00	235,290.24	57.6%
5600 Monitoring & Permits	77,949.73	93,600.00	15,650.27	83.3%
5700 Training & Development	26,670.88	52,000.00	25,329.12	51.3%
5900 Utilities	389,189.10	578,600.00	189,410.90	67.3%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	1,832,196.00	2,884,000.00	1,051,804.00	63.5%
6900 Admin O/H alloc to Capital	(107,062.83)	(210,060.00)	(102,997.17)	51.0%
TOTAL OPERATING EXPENSES	\$ 5,726,414.47	\$ 9,091,904.00	\$ 3,365,489.53	63.0%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 204,398.12	\$ 152,670.00	\$ (51,728.12)	133.9%
3220 Property Taxes	1,294,880.31	2,213,000.00	918,119.69	58.5%
3250 Investment Income	391,716.00	485,000.00	93,284.00	80.8%
3290 Misc. Non Op Revenue	6,422.96	535,400.00	528,977.04	1.2%
TOTAL NON-OPERATING REVENUES	\$ 1,897,417.39	\$ 3,386,070.00	\$ 1,488,652.61	56.0%

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

Leucadia Wastewater District Revenue FY2024

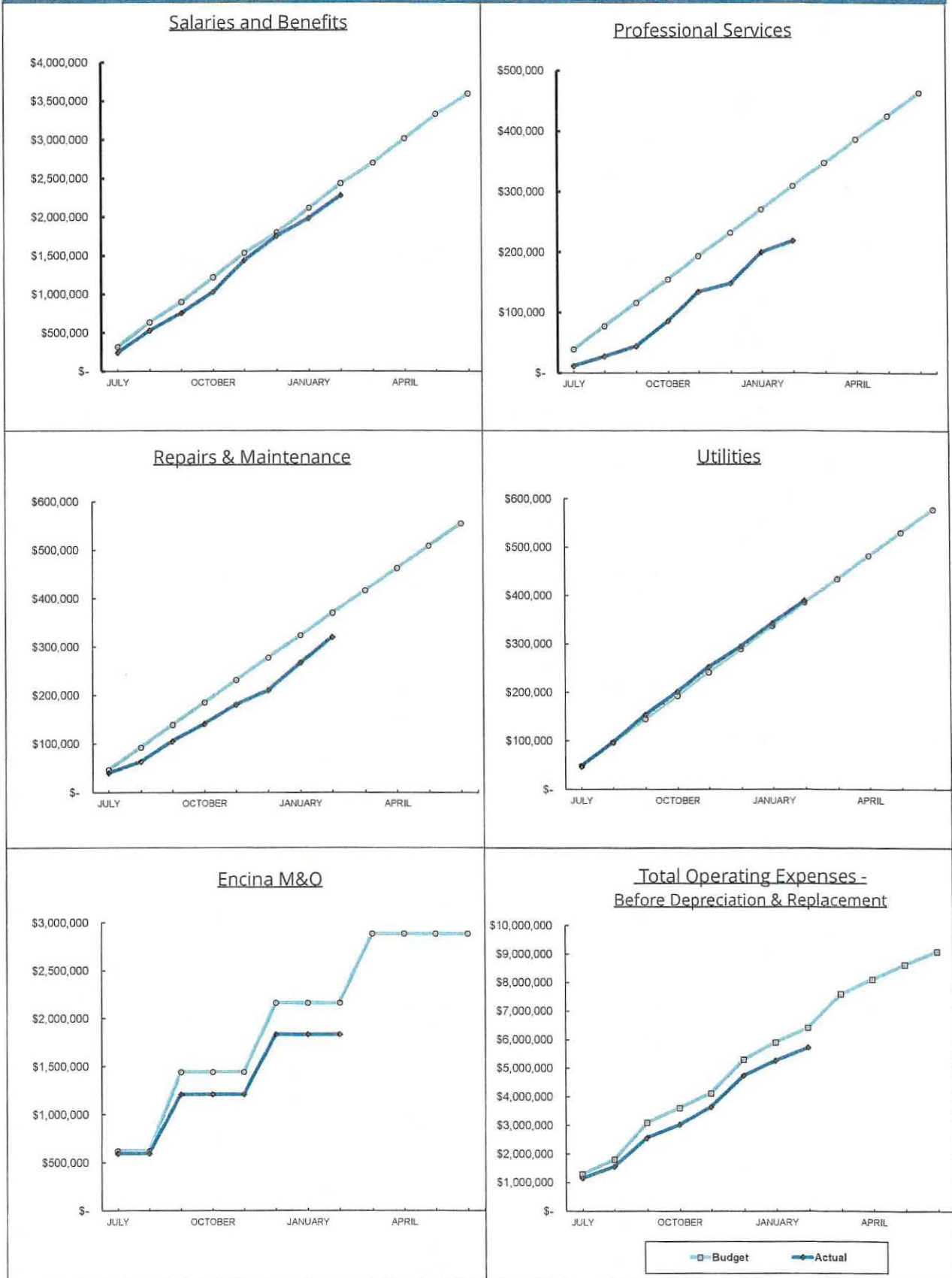
YTD through February 29, 2024



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

Leucadia Wastewater District Operating Expenses FY2024

YTD through February 29, 2024

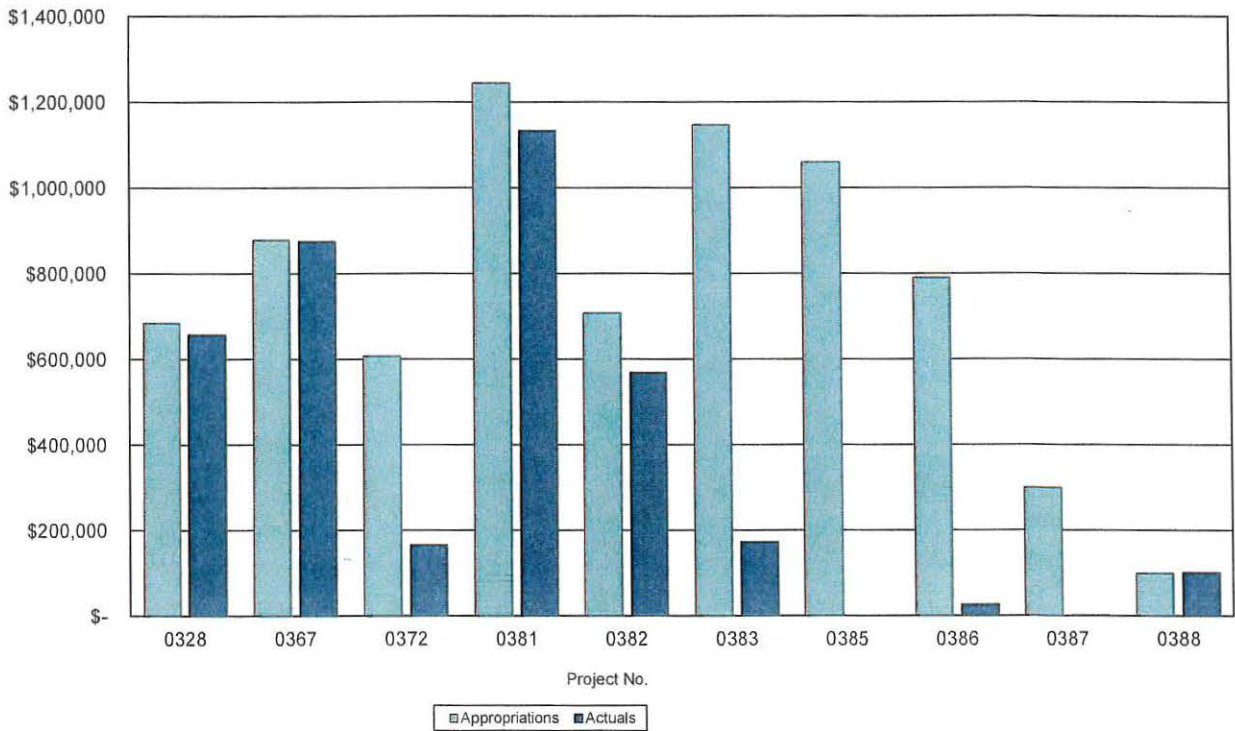


* Preliminary: subject to future review, reconciliation, accruals, and audit

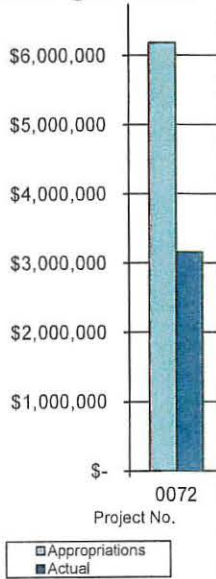
Leucadia Wastewater District Capital Expenditures

As of February 29, 2024

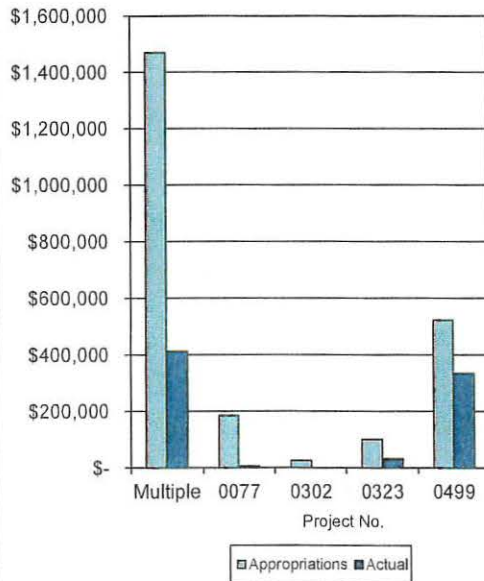
District Multi Year Capital Expenditures by Project Through FY2024



District's Share of Encina WPCF Capital Exp Through FY2024



Single Year Capital Expenditures by Project FY2024



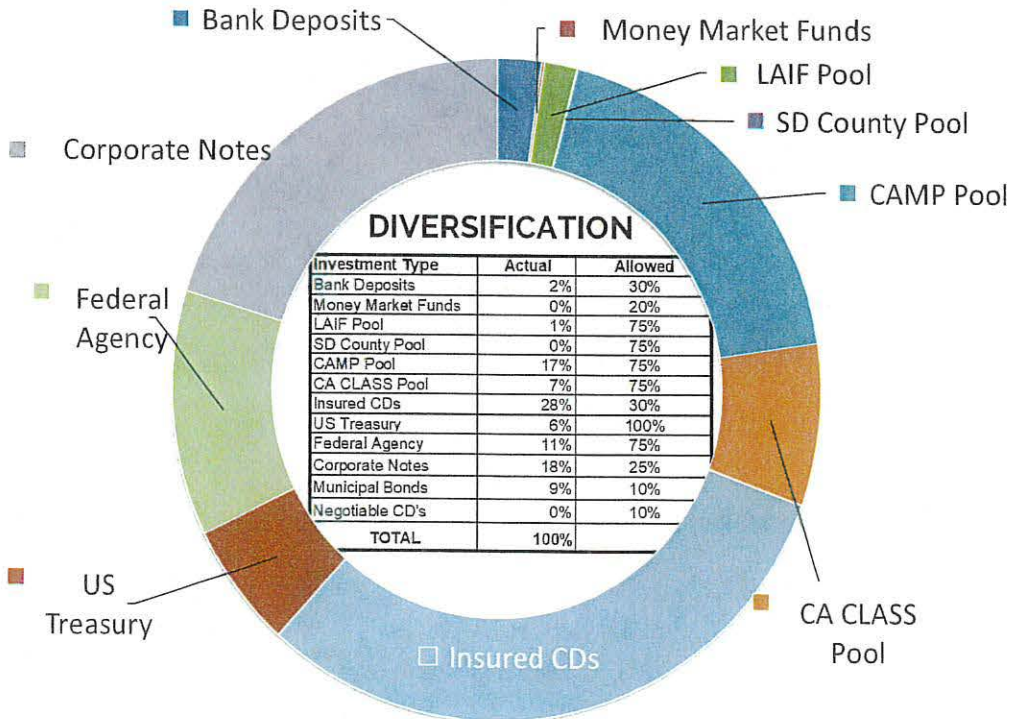
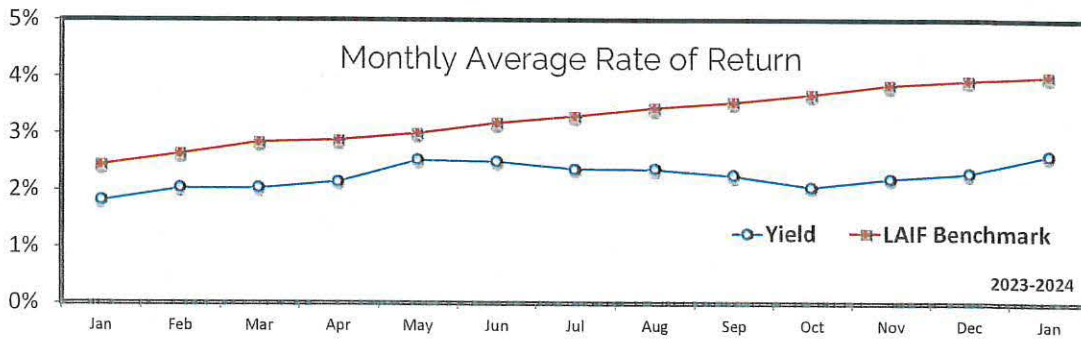
Project Legend

Multi-Year Capital Projects	No.
Encina Capital	0072
Water Recycling Group	0328
B1 Force Main - N. Section Replacement	0367
Diana Pump Station Upgrade	0372
Village Park 7 Pump Station Rehabilitation	0381
FY2023 Gravity Pipeline Rehabilitation	0382
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
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

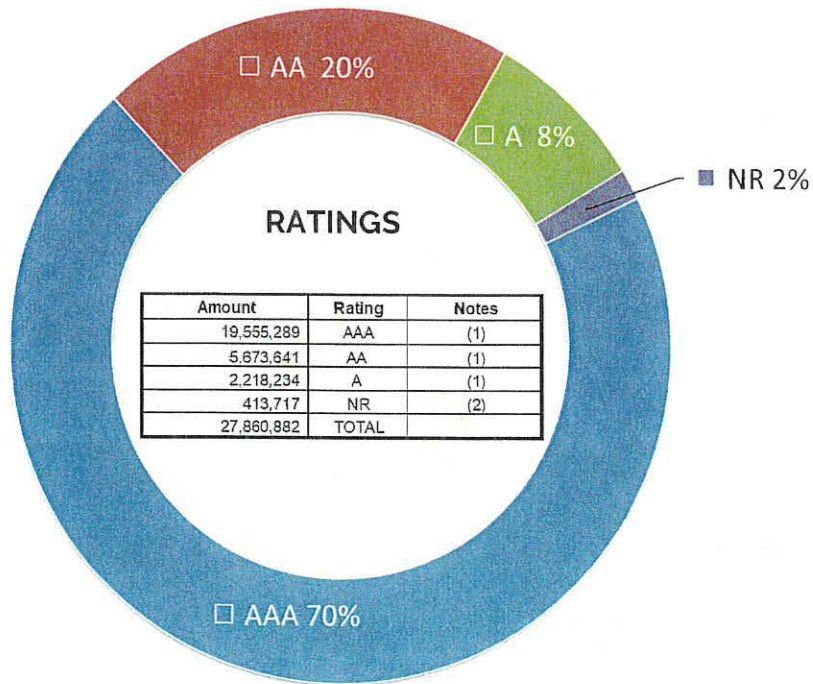
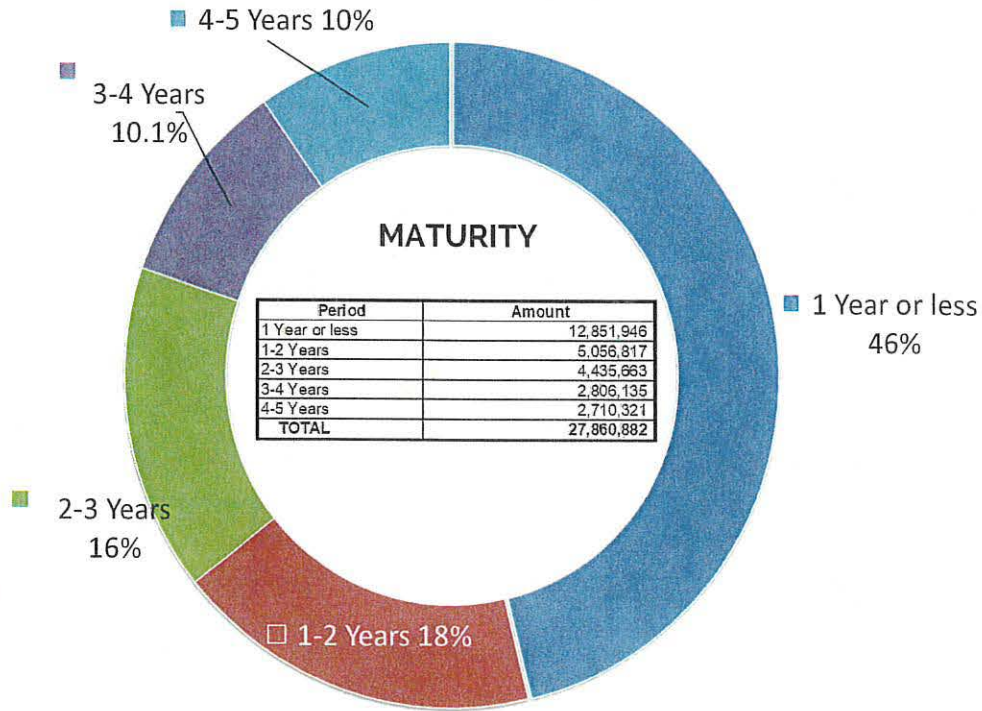
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2024

Cash Equivalents & Investments	Principal (Original Cost)		January Interest	Average Rate
	Dec 31, 2023	Jan 31, 2024		
Pacific Premier Bank Reserves	\$ 506,762	\$ 572,417	\$ 4	0.010%
TVI Dreyfus Money Market	27,868	28,941	118	4.970%
LAIF Pool	409,602	413,717	1,376	4.012%
SD County Pool	10,527	10,560	36	4.070%
CAMP Pool	3,437,001	4,751,944	18,869	5.530%
CA CLASS Pool	1,002,123	2,008,731	6,608	5.498%
Certificates of Deposit - Insured	7,890,000	7,890,000	15,559	2.363%
US Treasury Notes	1,557,340	1,557,340	1,757	1.588%
Federal Agency Notes	2,791,771	3,039,372	3,231	1.701%
Municipal Bonds	2,433,766	2,433,766	1,831	0.853%
Corporate Bonds/Notes	4,669,615	5,154,092	7,871	2.103%
Totals	\$ 24,736,376	\$ 27,860,882	\$ 57,260	2.613%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
 January 31, 2024

(Continued)

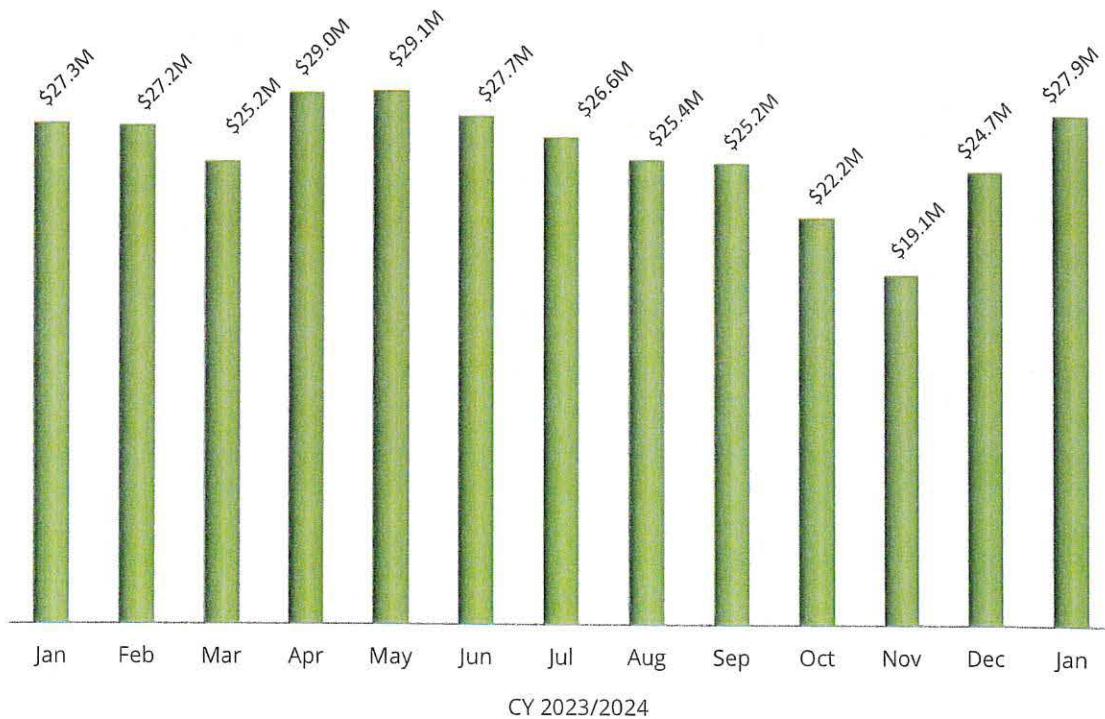


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
January 31, 2024

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Intel Corp Note	249,271		8/5/2027	458140BY5	4.37%	
Apple Inc Note	242,035		9/12/2027	037833DB3	4.16%	
Federal Farm Credit Banks	247,602		1/18/2029	3133EPW84	4.10%	
TOTAL	\$ 738,908	\$ -				

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 7, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **February 2024 Board Disclosure of Reimbursements Report**

RECOMMENDATION:

Staff requests that the Board of Directors:

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

DISCUSSION:

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

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

tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
February 2024

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

Notes: There were no conferences for the month of February 2024

Encina Wastewater Authority Report
Regular Board Meeting
February 28, 2024

EWA Board of Directors – Vice President Saldana Reporting

1. Five-Year Strategic Plan

The Board of Directors adopted the Five-Year Strategic Plan.

2. Proposed 2024 Tactical Plan

The Board of Directors adopted the Proposed 2024 Tactical Plan.

3. Resolution 2024-02 Amending Encina's Human Resources Policy

The Board of Directors adopted Resolution 2024-02: Amending the Human Resources Policy Manual.

4. Key Performance Indicator Update

The Board of Directors received and filed the Key Performance Indicator Update and provided direction to staff on conducting a comprehensive benchmarking study and annually updating the presented key performance indicators.

5. Electric Vehicle Charging Infrastructure

The Board of Directors authorized the General Manager to execute agreements and contracts for the implementation of Encina's electric vehicle charging infrastructure. Funding for this program will be evaluated during the upcoming budget process.

Executive Session

The Board of Directors met in Executive Session pursuant to government code to discuss:

- Threat to Public Services or Facilities, Consultation with Nicholas Norvell, General Counsel

There was no reportable action.

Community Affairs Committee Meeting Report

Presented by Vice President Saldana

Meeting held March 6, 2024

The CAC reviewed the following recommendation:

1. Review the 2024 Spring Newsletter Draft Text

The CAC reviewed and commented on the draft text of the 2024 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.

The CAC also received an update on the Student Field Day / Hands on Tour with Olivenhain Municipal Water District and San Elijo Joint Powers Authority.

Engineering Committee Meeting Report

Presented by Director Omsted


Meeting held March 6, 2024

The EC reviewed the following recommendations:

- 1. San Marcos Creek Crossing Diversion Project – Transfer of Capital Funds and Engineering Services.**
 - A. Authorize a Fiscal Year 2024 (FY 24) Capital Budget transfer of \$200,000 from the FY 24 Gravity Rehabilitation Project account to the San Marcos Creek Crossing Diversion Project account; and
 - B. Authorize the General Manager to execute Task Order No. 6 with Water Works Engineers for final design services for the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$99,762.

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

MEMORANDUM

DATE: March 7, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Fiscal Year 2025 (FY25) Budget Development Schedule**

RECOMMENDED:

- 1) Discuss and take action as appropriate.

DISCUSSION:

Staff has started the budget development process to prepare the preliminary FY25 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 FY25 budget
 - a. Proposed Dates: Thursday, May 2, 2024 (10:00 – 12:00 pm)
or Thursday, May 9, 2024 (10:00 – 12:00 pm)
- 2) Board of Directors meeting to review the final FY25 budget
 - a. Regular Board Meeting – Wednesday, June 12, 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 7, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: San Marcos Creek Crossing Diversion Project – Transfer of Capital Funds and Engineering Design Services

RECOMMENDATION:

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

1. Authorize a Fiscal Year 2024 (FY 24) Capital Budget transfer of \$200,000 from the FY 24 Gravity Rehabilitation Project account to the San Marcos Creek Crossing Diversion Project account.
2. Authorize the General Manager to execute Task Order No. 6 with Water Works Engineers for final design services for the San Marcos Creek Crossing Diversion Project in an amount not to exceed \$99,762.
3. Discuss and take other action as appropriate.

BACKGROUND:

Tactical Goal: Infrastructure and Technology / San Marcos Creek Crossing Diversion

This item was reviewed by the EC at their March 6 meeting and the EC concurred with staff to present this item for the Board's consideration.

This item is a follow-up to the emergency repair work that was recently completed for the San Marcos Creek pipeline crossing on the eastern edge of the Omni La Costa south golf course. During the repair, staff and the Board discussed the need to expedite the project defined in the FY 24 Tactical Plan that would permanently divert flow away from the pipeline in the creek and this recommendation reflects the Board's direction during that discussion.

DISCUSSION:*Recommendation 1:*

In order to complete this work prior to the next rainy season, staff is recommending a \$200,000 capital budget transfer from the FY 24 Gravity Pipeline Project account to the San Marcos Creek Crossing Repair account. This would allow the design work to begin immediately with the goal of starting construction in the July timeframe and completion of the project by mid to late fall 2024. The money is available in the FY 24 Gravity Pipeline Project because the bid price for the work came in significantly below the engineers estimate and budget for the project.

Recommendation 2:

This project generally entails intercepting flows at an upstream cul-de-sac on Avenida Valera and building a new pipeline to the east where it would connect to an existing LWD pipeline. This will allow existing flows to be diverted from the existing pipeline in San Marcos Creek, which then would be abandoned in place. Some preliminary design work was previously conducted for this

project and, upon review, additional work was needed especially in the areas of refined pipeline alignment, geotechnical evaluation, easements and other site conditions, and surveying. To commence the design, staff requested a proposal from the District's as-needed design firm Water Works Engineers. Staff has reviewed the proposal and believes it meets the objectives of the project. The proposal had been attached for your review and includes the following scope items:

- Task 1 – Project Management and Administration
Water Works will attend three design/coordination meetings. Additional coordination will be addressed via e-mail and telephone.
- Task 2 – Design Phase – 75%, 100%, and Final Completion Level
Water Works and District Staff will develop project design in a collaborative manner. There will be two iterations (75% and 100%) of plans, specifications, and opinion of probable construction cost. Water Works will prepare one bid package.
- Task 3 – Bid Documents and Bidding Support
Water Works shall produce bid documents and provide bidding support.

Water Work's proposed fee for design services is \$99,762 which includes support services, such as geotechnical investigation, utility location, and surveying. The preliminary construction cost estimate for the project is \$950,000, therefore the proposed design fee represents a soft cost loading of 10.5% of construction. This fee is well within industry standards and, based on the complexity of the project, staff believes it is fair and reasonable.

FISCAL IMPACT:

The FY 24 Capital Budget for the San Marcos Creek Crossing Project included \$100,000 to evaluate project alternatives. This funding was subsequently utilized for the San Marcos Creek Emergency Repair Project which total approximately \$101,400. As previously mentioned, funding is available in the FY 24 Gravity Pipeline due to a very favorable bid price. The \$200,000 transfer is needed to fund the minor overage in the account and to commence design and bidding of the project. Staff plans to request additional funding as part of the FY 25 Capital Improvement Program budget as the project becomes better defined.

ier:PJB

Attachment



Mr. Ian Riffel
Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, CA 92009

RE: San Marcos Creek Crossing Diversion Project

Dear Mr. Riffel,

Water Works Engineers (Water Works) is pleased to submit to Leucadia Wastewater District (District) a proposal for Engineering Design Services for the abandonment of the existing gravity sewer crossing under the San Marcos Creek within Omni La Costa Golf Course and the diversion of the existing gravity sewer in Avenida Valera via a new gravity sewer pipeline to the southeast and into the existing gravity sewer in the access road.

The Scope of Services describes the specific tasks and deliverables that Water Works will perform for this Project. Please contact me at 619-919-3880 should you have any questions or need further information.

Sincerely,

A handwritten signature in cursive script that reads 'Tim Lewis'.

Tim Lewis, PE
Project Manager



7777 Alvarado Rd, Ste 300, La Mesa, CA 91942
619-833-6955 (Direct Office)
619-919-3880 (Cell)
tmlk@wwengineers.com / www.wwengineers.com



Scope of Engineering Services

Water Works Engineers, LLC. and Leucadia Wastewater District

Engineer Services During Construction for Avenida Valera Creek Diversion Project Task Order No. 6

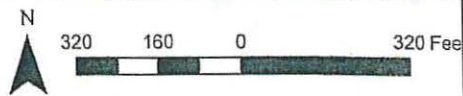
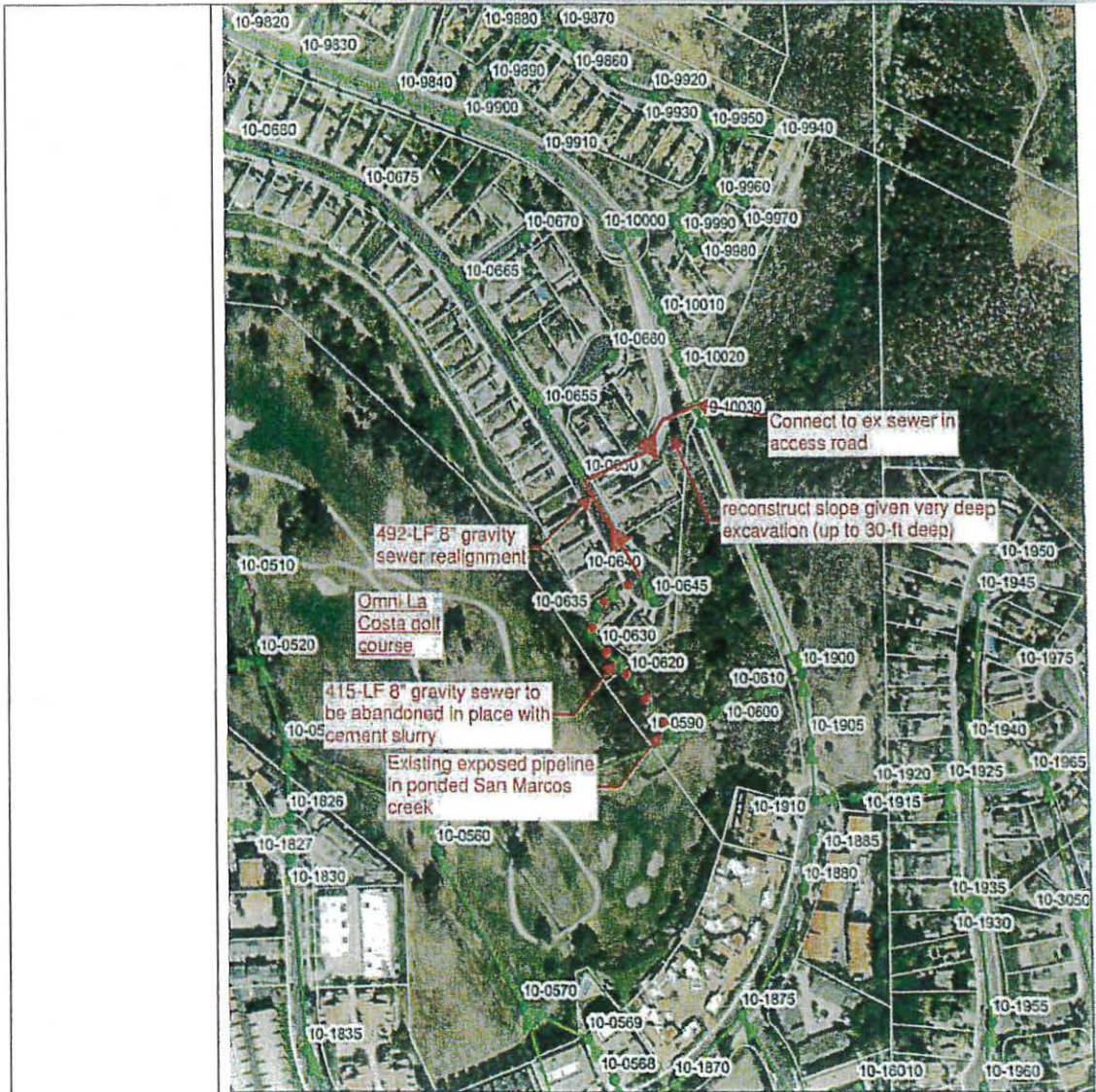
This Scope of Engineering Services is issued by Leucadia Wastewater District (herein referred to as CLIENT or District) and accepted by Water Works Engineers LLC (herein referred to as ENGINEER or WWE) pursuant to the mutual promises, covenants, and conditions contained in the most current As Needed Engineering Design Services Agreement between Leucadia Wastewater District and Water Works Engineers LLC.

Project Description

The project description and specifics are defined in the following table:

Location	Avenida Valera Rd, Carlsbad, CA
Facilities	Existing 8" sanitary sewer gravity main
Project Objectives	<ol style="list-style-type: none"> 1. Design 492-LF realignment of an existing 8" sanitary sewer gravity main and divert flows from an existing pipeline away from an exposed and at-risk crossing under San Marcos creek in the Omni La Coast Golf Course and into an existing gravity main down an access road. The resultant pipeline is moderate to substantially deep and in one location, may have 30-ft cover. 2. Abandon in place the existing 415-LF abandoned 8" sanitary sewer gravity main with abandonment media and stabilize it internally.
Existing Documentation	<ol style="list-style-type: none"> 1. 2019 Survey 2. As-builts 3. Other data requested by ENGINEER identified in Scope of Services
Project Background	An existing sewer gravity main is exposed in the pooled inlet area of San Marcos Creek in the Omni La Costa Golf Course. The District recently implemented an emergency stabilization project after January 2024 storm damage. Even after this stabilization project, the pipeline is a significant long-term risk and liability to the District due to the potential for the pipe to be undermined and scoured by major storms and spilling into the creek. As such, the District has identified an alternative whereby the existing pipe can be abandoned and diverted upstream.

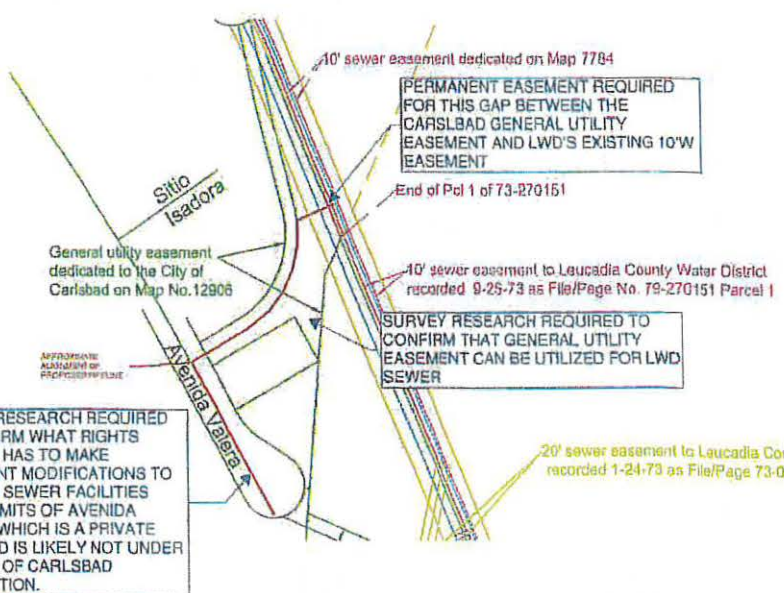
<p>Improvements</p>	<ul style="list-style-type: none"> • The pipeline will be diverted from sewer manhole 10-0640 to 10-10030 via 492-LF of new 8" gravity sewer main pipe. The pipeline will be moderately deep (~15ft) within Avenida Valera Rd but will deepen significantly as it traverses the private access road and under the slope berm (30ft deep excavation anticipated) which will require special design details and mitigation, including 1 potential tree removal and surface restoration/stabilization measures. Existing private irrigation may be impacted and shall be restored, along with fencing and other existing surface features. It is assumed that the HOA will require that the District mill and overlay the full width of Avenida Valera. It is assumed that full width concrete panels of existing concrete access roads will need to be replaced. • Potentially up to 7 sewer laterals will be steepened and reconnected into the realigned gravity main. • The existing sewer to be diverted shall be abandoned in place with a low-density cement slurry fill material that will be gravity tremied in from uphill. The existing pipeline under San Marcos Creek will be stabilized via this abandonment material from inside the pipe. Sewer plugs will be installed within SSMH 10-0590 and the concrete bench will be closed off and reformed. All work shall be inside the manhole structure (to the extent knowable and planned pursuant to this engineering services proposal) and no surface disturbing work shall occur within San Marcos Creek or around the manhole. Existing LWD facilities within San Marcos Creek, including gabbions, concrete encasement, and existing pipeline material that is stabilized and filled with cement slurry shall be left in place and not disturbed. It is assumed that this is acceptable to authorities having jurisdiction (US Army Corp of Engineers). This effort is not anticipated to relieve existing conditions around District's SSMH 10-0590, and it is recommended that the District continue to monitor the manhole and the San Marcos Creek bank limits.
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Hydraulic
Design
Confirmation

The hydraulic capacity of the existing pipeline to accommodate diverted flows has been verified by District Engineer DWEL and is acceptable per District standards.

LWD BUILDOUT PWW MODELING UPDATE (140 gpd/EDU)						
Segment	Diameter	Slope, %	Current Max Flow, gpm	Current d/D	Future Max Flow, gpm	Future d/D
10-0620_10-0590	10	0.3	40	0.18	0	0
10-10020_10-10030	10	23.44	70	0.08	110	0.11
10-10030_10-1900	10	0.4	70	0.23	110	0.29
10-1900_10-0610	15	1.26	400	0.24	440	0.27
10-0610_10-0600	15	0.5	400	0.3	440	0.32
10-0600_10-0590	15	0.3	400	0.3	440	0.32

<p>Easements</p>	<p>Additional confirmation via Preliminary Title Report research is required for whether the District has rights to realign the pipeline within Avenida Valera limits (private road), and is able to utilize the City of Carlsbad general utility easement, particularly if the easement is exclusive. Lastly, there is a gap between the District's 10'W PE in the private access road and City of Carlsbad's general utility easement that will likely require new Permanent Easement.</p> 
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Scope of Services

ENGINEER will provide engineering design services to meet the Project objectives. Services will be split into the following tasks.

Subtasks	Title
1	Project Management and Administration
2	Final Design
3	Bid Documents & Bidding Support

Subtask 1: Project Management and Administration

Under this subtask, ENGINEER shall monitor and track the project budget and schedule to ensure that all deadlines are met and that the project budget is not exceeded. ENGINEER will coordinate with the project team to address items such as project schedule, project budget, and current issues of concern. ENGINEER shall also monitor progress and coordinate the activities being performed by all sub-consultants associated with the project and submit monthly progress reports to the CLIENT. The following will be performed under this subtask:

- 1) Project Kickoff Meeting (to be conducted in person)
 - a) ENGINEER introductions to CLIENT staff

- b) Familiarize ENGINEER with all project facilities
- c) Gather operational data
- d) Agree on Project Objectives
- e) Agree on Project Components
- 2) Project Communication and Control
 - a) Coordination of all project team activities
 - b) Communication of project progress and issues to CLIENT staff
 - c) Project schedule maintenance and control of project tasks to keep project schedule on track
 - d) Cost tracking of all engineering activities and active cost control of fees.
- 3) Quality Assurance/Quality Control
 - a) Plan and implement Quality Assurance/ Quality Control Policy with the entire project team
 - b) Ensure QA/QC procedures are being followed at each step in the design process
- 4) Correspondence with Other Stakeholders
 - a) Upon confirmation of rights to utilize the City of Carlsbad general utility easement, it is assumed that the District will notify the City of Carlsbad regarding the proposed project and there will likely be one meeting, including an additional site visit, that will require support from Water Works with figures and general information regarding the project.
 - b) It is assumed that the District will initiate discussions with Fairways HOA Board and there will likely be two meetings, including an additional site visit, that will require support from Water Works with figures and general information regarding the project.
 - c) It is assumed that the District will notify Omni La Costa Golf Course for any work on the existing sewer facilities within the golf course properties, and Water Works will support this effort with figures and general information as requested.

Meetings	<ul style="list-style-type: none"> • Project Kickoff Meeting (in-person)
Deliverables	<ul style="list-style-type: none"> • Kickoff Meeting Notes (Elec.; .pdf) • Monthly Progress Reports (via email)

Subtask 2: Final Design

Under this subtask ENGINEER shall produce plans, technical specifications, and cost estimates (PS&E) for the improvements listed in the project description via the following subtasks.

Preliminary Engineering

Site recon and existing conditions verification:

- Conduct site recon and verification that the existing survey from 2019 that is being utilized for the project accurately depicts existing conditions and surface features
- Open existing manholes and capture downhole conditions
- Verify sewer lateral connections in Avenida Valera via District's existing CCTV videos
- Submit standard APWA Utility "A" Letter to existing utilities and receive record drawings of existing utilities identified by USA/811

Geotechnical Field Work and Investigation (BAJADA)

A geotechnical field investigation and report will be produced by Water Works Engineer's Subconsultant Bajada Geosciences.

The proposed pipeline runs 8' and 30' deep which is considered very deep for open cut construction and is located in geologic materials mapped as undifferentiated metavolcanic and metasedimentary rock. We understand that the depth, consistency, and unconfined compressive strength of the rock materials are unknown and could adversely impact construction unless characterized during project design. This proposal provides services to assist in that characterization.

Prior to subsurface exploration, BAJADA will mark proposed drill hole locations and will contact Underground Service Alert (USA) to assist in identifying potential buried utility conflicts. If maps are available that show buried utility locations along the alignment, we assume they will be provided to BAJADA prior to initiation of this task.

BAJADA will obtain an encroachment permits from the City of Carlsbad on an as-needed basis.

We propose to advance one drill hole for this project. Soils will be sampled at depth increments of 5 feet. BAJADA personnel will log the soils and rocks exposed in the explorations, and will obtain samples for visual examination, classification, and laboratory testing. The drill holes will be backfilled to the ground surface with cement grout. Cuttings from drilling operations will be disposed off-site.

Results of the field investigation, laboratory tests, and engineering analyses will be summarized and concluded in a geotechnical report prepared for each of the tank sites. Those reports will contain, at a minimum, the following:

- Description and site plan of the project;
- A description of select, existing, available data collected, reviewed, and utilized during this study
- A description of the site surface and subsurface conditions encountered at each drill hole location at the time of our field investigation
- A geologic map showing the distribution of earth materials across the project site
- A Log of Exploration depicting subsurface soil and groundwater conditions encountered at the drill hole advanced during this study
- 2019/2022 CBC seismic design parameters
- Recommendations related to geotechnical aspects of:
 - Site grading and drainage, including compaction criteria and potential
 - Lateral earth pressures (active, at-rest, and passive) under static and dynamic conditions for buried structures;
 - Coefficients of friction for soil materials;
 - Modulus of soil reaction (E') for pipeline design; and
 - Temporary excavations and shoring.
 - reuse of on-site soils as select backfill materials;
 - Allowable bearing pressures for appurtenant structures such as manholes,
- An appendix presenting a summary of the field investigation including the exploration log denoting sampling intervals and laboratory test results;
- An appendix presenting the results of our laboratory testing.

Utility Verification (C-Below)

A limited utility verification effort (potholing) shall be conducted by Water Works Engineer's Subconsultant C-Below. Given the criticality of assuring the connection point is not impacted by the depth of existing utilities, the water line, electric line, storm drain, and existing LWD 8"SS (if needed) will be potholed in the access road. Other crossing utilities are expected to be shallow and are assumed to not impact the proposed pipeline.

Surveying Services (Calvada)

In general, the only components from the original 2019 survey that can be reutilized is the topographical survey. Right of way and easement delineations are not verifiable and Water Works will work with Subconsultant Calvada (surveyor) to:

- Order 3x preliminary title reports
- Plot and research easements from title reports (verify Avenida Valera rights, General utility easement rights)
- Reestablish horizontal control and establish boundaries and survey monumentation.
- 1x plat and legal for new permanent easement

75% Design PS&E

- General Sheets (5x sheets)
- Civil and District General Notes (2x sheets)
- Horizontal control plan (1x sheets)
- Plan and Profiles Civil sheets (3x)
- Pipeline abandonment Civil sheets (1x)
- Draft civil details for slope protection and stabilization and deep excavation (1 sheet)
- Draft civil details for pipeline abandonment using cement slurry and reinforced concrete plugs. There shall be no disturbance of San Marcos Creek (1 sheet)
- Draft technical specifications
- Construction cost estimate

100% Design PS&E

- Nearly bid-ready set of drawings and technical specifications that incorporates comments from District staff on the 75% submittal as well as the results of Water Works internal QA/QC reviews, final geotechnical investigation recommendations, and final detailing. All technical specifications will be complete and the construction cost estimate will be updated.
- Technical Specifications (assume ENGINEER, District, and Greenbook)
- Standard Details/Drawings

Meetings	<ul style="list-style-type: none"> • 75% Design Review Meeting (in-person or teleconference) • 100% Design Review Meeting (in-person or teleconference)
Deliverables	<ul style="list-style-type: none"> • 75% PS&E (Elec.; pdf) • 100% PS&E (Elec.; pdf)

Subtask 3: Bid Documents and Bidding Support

Under this subtask ENGINEER shall produce bid documents and provide bidding support per the following tasks::

Bid Documents

- Responding to District comment and questions to the 100% Design
- Assisting with Bid Package development
- Incorporating final review comments from District and prepare final Bid Documents (Plans, Specs, Bid Schedule, Project Description)

Bidding Support

- Prepare agenda and attend bid meeting in field (assumed 4 hours total)
- Answer bidder questions (assumed quantity of 20, 0.5 hour to prepare each)
- Provide design clarifications and addendums (assumed quantity of 3, 4 hours to prepare each)
- Review submitted bids and assess them against the contract documents and submit an opinion on the bidders qualifications and recommend award to District (assumed 16 hours)

Meetings	<ul style="list-style-type: none"> • Pre-bid meeting (in person)
Deliverables	<ul style="list-style-type: none"> • Bid Documents (Elec.; pdf) • Award Recommendation (Elec.; pdf)

ASSUMPTIONS

Additional Task Orders would be required in order to perform any of the work which is not listed in this scope or has been specifically identified as out of scope in the assumptions.

- CLIENT review periods of submittals: 10-working days
- Not in Scope:
 - Survey field work shall be per prevailing wage requirements
 - Front Ends & Division "00" Documents (Bidding Requirements, Contract Forms, and Conditions of the Contract)
 - Engineering Services During Construction
 - City of Carlsbad Encroachment Permit or other permits
 - Printed hard copies of deliverables
 - Hydraulic modeling
 - Topographical survey services
 - Department of Drinking Water Sewer-Water Separation Waivers
 - Traffic Control Plans
 - Water Quality analysis and/or Testing
 - Right of Way / Easement procurement
 - Funding Procurement Assistance and/or Investigation
 - Public Outreach
 - Landscaping Design

- o Renderings
- o Permitting (including consultations or discussions with USACE, USEPA, CA CFDW, CA SHPPO, CA RWQCB)
- o Trenchless Alternatives or Construction (likely infeasible for this project or likely not providing any benefit to the District).
- o Environmental Engineering Services and/or Studies (CEQA)
 - It is our understanding that the District assumes this project qualifies for Class 2(c) Categorical Exemption at a minimum with the District as lead agency because an existing sewer utility facility is being replaced and extended a short distance to another existing sewer facility; within a well-defined and contiguous area, and is occurring within paved roads and under a pre-disturbed and landscaped slope, and it is not a growth inducing project. Verification of this assumption is not covered in this scope of services and would likely require professional environmental services and potentially field studies.

SCHEDULE

Estimated Schedule ¹	
Description	Estimated Date
Notice to Proceed (Executed Agreement)	March 14th, 2024
75% Design & Subconsultant Field Services	May 15 th , 2024
100% Design & Final Geotech Report	June 15th, 2024
Bid Documents ²	July 15 th , 2024

¹ Assumes 10 day reviews by Client

² Assumes that District will procure permanent easement prior to issuance of Bid Documents. The schedule required to do so is unknown at this time, and the expected Bid Date may vary at the Districts discretion.

PAYMENT

Payment will be on a Time and Expense, Not-to-Exceed basis and invoiced in accordance with the Hourly Wage Rates in the following table, per the most current As Needed Engineering Services Agreement.

Hourly Rates and Fees

Billing Categories				
Classification	Title	2023	2024	2025
AA1	Administrative Assistant	\$81.37	\$83.81	\$86.33
AA2	Senior Administrative Assistant	\$114.33	\$117.76	\$121.29
E0	Engineering Assistant	\$114.33	\$117.76	\$121.29
E1	Staff Engineer	\$143.17	\$147.47	\$151.89
E2	Associate Engineer	\$175.10	\$180.35	\$185.76
E3	Project Engineer	\$196.73	\$202.63	\$208.71
E4	Senior PE / Project Manager	\$227.63	\$234.46	\$241.49
E5	Principal Engineer	\$263.68	\$271.59	\$279.74
I1	Field Inspector	\$153.47	\$158.07	\$162.82
I2	Senior Inspector	\$172.01	\$177.17	\$182.49
I3	Supervising Inspector	\$190.55	\$196.27	\$202.15
T1	CADD Tech 1 (Drafter/Jr. Technician)	\$96.82	\$99.72	\$102.72
T2	CADD Tech 2 (Designer/Sr. Technician)	\$129.78	\$133.67	\$137.68
T3	CADD Tech 3 (Senior Designer)	\$157.59	\$162.32	\$167.19

Notes:

1. A markup of 10% will be applied to all project related Direct Costs and Expenses
2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
3. Rate effective through December 31st of each respective year, a 3% increase will be added for any services performed in each year thereafter, pursuant to the Master Engineering Services Agreement

Total Budget for each subtask will be as follows and is detailed in Attachment 1.

Subtask	Title	Budget
1	Project Management and Administration	\$2077
2	Final Design	\$88,818
3	Bid Documents and Bidding Support	\$8867
	Project Total Budget	\$99,762

ATTACHMENTS

Attached to this Scope for reference are the following:

A	Fee Basis Spreadsheet
B	
C	

Water Works Engineers Fee Estimate

Client Leucadia Wastewater District
 Project 22-038 San Marcos Creek Crossing Diversion Project
 Task Order No #6



Prepared by Tim Lewis, Project Manager
 Date 2/28/2024

Hours and Fee

Year	Subtask 1		Subtask 2				Subtask 3							
	2024		2024		2024		2024		2024					
	Project Management and Administration		Field Work and Preliminary Engineering		75% Design		100% Design		Bidding Documents		Bidding Support			
2024	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee		
Water Works Engineers														
Classification	Title	Hourly Rate												
AA1	Administrative	\$83.81	2	\$168										
AA2	Senior Administrative	\$117.76	3	\$353										
E0	Jr Engineer / Jr Field Engineer	\$117.76												
E1	Staff Engineer	\$147.47			4	\$590	40	\$5,899	20	\$2,949	10	\$1,475		
E2	Associate Engineer	\$180.35			4	\$721	60	\$10,821	25	\$4,509	10	\$1,804		
E3	Project Engineer	\$202.63	5	\$1,013	4	\$811	16	\$3,242	16	\$3,242	8	\$1,621		
E4	Senior Project Engineer / Manager	\$234.46					2	\$469	4	\$938	2	\$469		
E5	Principal Engineer	\$271.59	2	\$543										
I1	Field Inspector	\$158.07												
I2	Senior Inspector	\$177.17												
I3	Supervising Inspector	\$196.27												
T1	CADD Tech 1	\$99.72					20	\$1,994	12	\$1,197				
T2	CADD Tech 2	\$133.67			8	\$1,069	40	\$5,347	4	\$535				
T3	CADD Tech 3	\$162.32					10	\$1,623	2	\$325				
Expenses	WWE Expenses			\$500										
Subconsultants		Lump Sum												
	Bajada Geosciences (geotechnical)			\$16,600										
	C-Below (potholing)			\$7,470										
	Calvada (surveying and easement support)			\$14,100										
Subconsultant/Expense Markup	10%	\$0		\$3,867			\$0	\$0	\$0	\$0		\$0		
Subtask Totals			12	\$2,077	20	\$45,728	188	\$29,395	83	\$13,694	30	\$5,368	20	\$3,499

Base Project Total	
Hours	Fee
353	\$99,762

\$88,818

\$8,867

Directors' Meetings

Presented by Director Sullivan

Conference

CSDA Quarterly Meeting

Dates and Location

February 15, 2024 @ 6:00 p.m.

The Butcher Shop Steakhouse in San Diego, CA

List of Attendees

Director Sullivan

The above mentioned Board member heard a presentation from Public Services Coordinator Rebecca Lee with the San Diego County Registrar of Voters.