



**BOARD OF DIRECTORS
REGULAR MEETING
AND
PUBLIC HEARING TO CONSIDER INCREASING THE DISTRICT'S WASTEWATER
SERVICE CHARGE FOR FISCAL YEARS 2025, 2026, AND 2027 AND THE FISCAL YEAR
2025 COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX ROLL**

DATE: Wednesday, June 12, 2024

TIME: 5:00 p.m.

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

AGENDA

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
Achievement of Individual Award – Professional Achievement Award for Matthew Anderson. (Pages 7-8)

PUBLIC HEARING

7. Public Hearing to consider the following (Pages 9-12)

Proposal to Consider Increasing the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027 at the proposed rates:

Fiscal Year	Annual Rate	Monthly Rate
2024 (Current)	\$457.42	\$38.12
2025	\$516.96	\$43.08
2026	\$579.00	\$48.25
2027	\$636.96	\$53.08

ACTION ITEM

8. Wastewater Service Charge Adjustment

Adopt Ordinance No. 148 adjusting the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027. (Pages 13-15)

CONSENT CALENDAR

Items 9-14 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.

9. Approval of Board and Committee Minutes

Minutes of the following meetings:

May 2, 2024 Special Board Meeting (Pages 16-18)

May 8, 2024 Regular Board Meeting (Pages 19-23)

June 4, 2024 Engineering Committee Meeting (Pages 24-25)

10. Approval of Demands for May/June 2024

This item provides for Board of Directors approval of all demands paid from LWD during the month of May and a portion of June 2024. (Pages 26-36)

11. 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 37-43)

12. 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 44-51)

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of May 2024. (Pages 52-53)

14. Establishing an Appropriations Limit of the LWD for Fiscal Year 2025 (FY25)

Adopt Resolution No. 2415 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2025 (July 1, 2024 to June 30, 2025) Pursuant to Article XIII (B) of the California Constitution. (Pages 54-58)

EWA REPORTS

15. Encina Wastewater Authority Reports

- A. A regular EWA Board Meeting was held on May 22, 2024 – report by Vice President Saldana. (Page 59)
- B. An Encina Member Agency Manager's (MAM) Meeting was held on June 4, 2024 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

16. Committee Reports

Engineering Committee meeting was held June 4, 2024 – report by Director Omsted. (Page 60)

PUBLIC HEARING

17. Public Hearing to consider the following:

A Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2025 (FY25) on the San Diego County Tax Roll. (Page 61)

ACTION ITEMS

18. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2025 (FY25)

Adopt Resolution No. 2416 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2024 – June 30, 2025. (Pages 62-64)

19. Diana Pump Station Final Design Services

Authorize the General Manager to execute Amendment No. 1 to Task Order No. 5 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the Diana Pump Station Upgrade Project in an amount not to exceed \$121,351. (Page 65-82)

20. Approve the Fiscal Year 2025 (FY25) Budget (Page 83, Enclosure 20)

21. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2417 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2024 to June 30, 2025. (Pages 84-92)

INFORMATION ITEMS

22. Project Status Updates and Other Informational Reports

- A. The 2024 Annual Employee Luncheon is scheduled for July 11, 2024 at 12noon at the District office. (Verbal)
- B. The 2024 CSDA Annual Conference is scheduled for September 9 – 12, 2024 in Indian Wells, CA. (Verbal)

23. Directors' Meetings and Conference Reports

A. The CSDA Local Section Quarterly Dinner was held May 16, 2024 at The Butcher Shop Steakhouse in Kearny Mesa, CA. (Page 93)

B. The 2024 CSDA Legislative Days Conference was held May 21 - 22, 2024 in Sacramento, CA. (Page 94)

24. General Manager's Report

25. General Counsel's Report

26. Board of Directors' Comments

27. 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: June 5, 2024



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

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

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Presentation and Awards – Achievement of Individual Award**

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

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Matthew Anderson

Field Services Technician In-Training Matthew Anderson recently received his Grade 1 Collection System Maintenance certification from CWEA. Matthew has been working for the District since November 2023 and this is his first certification since his employment at the District. Matthew has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Matthew's desire to excel through continued professional development. As a result of this certification, Matthew is eligible for an Individual Incentive Award of \$500.

Please join me in congratulating Matthew for this outstanding accomplishment.

tb:PJB

Certificate of Competence

This is to certify

Matthew Anderson

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

COLLECTION SYSTEM MAINTENANCE GRADE 1

Certificate number: 1308237021

Expires: 4/30/2025



Charles Greely, President
California Water Environment Association



John Vogel, Chair
Technical Certification Program

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Public Hearing on a Proposal to Consider Increasing the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027**

PUBLIC HEARING:

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to establish the District Wastewater Service Charge at \$516.96 per equivalent dwelling unit (EDU) per year effective July 1, 2024.
- 2) A proposal to establish the District Wastewater Service Charge at \$579.00 per equivalent dwelling unit (EDU) per year effective July 1, 2025.
- 3) A proposal to establish the District Wastewater Service Charge at \$636.96 per equivalent dwelling unit (EDU) per year effective July 1, 2026.

The notice of this public hearing was posted on the District's website on April 12, 2024 and at the District's administrative office beginning on May 15, 2024. A written notice of this public hearing was also sent to parcel owners of record in accordance with Article XIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act. In addition, a notice was published in the San Diego Union Tribune on May 28, 2024 and June 3, 2024.

BACKGROUND:

- 1) Fiscal Year 2025 - Fiscal Year 2027 District Wastewater Service Charge

The current wastewater service charge of \$457.42 per equivalent dwelling unit per year was adopted by the Board of Directors in June 2021. Effective July 1, 2023, it was charged to all parcels of real property connected to the District's wastewater collection system.

The Board adopted a Financial Plan Study (Plan) in June of 2023. The Plan provides critical information regarding required operating and capital expenditures for the next 20 years. The Plan indicated that in order for the District to meet the projected future operating and capital expenditures necessary to maintain the integrity of its collection system, a sewer service charge increase was required beginning fiscal year 2025.

At the February 14, 2024 Board meeting, the Board 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, 2027. The chart on the following page shows the proposed wastewater service charges for each fiscal year that will be charged to all parcels of real property connected to LWD's collection system.

Fiscal Year	Annual Rate	Monthly Rate
2024 (Current)	\$457.42	\$38.12
2025	\$516.96	\$43.08
2026	\$579.00	\$48.25
2027	\$636.96	\$53.08

To date, two written protests have been filed with LWD regarding this proposal. Attached please find a copy of these protests.

After receiving public testimony, the Board will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

reg:PJB

Attachment(s)

Natalie Novak and Joseph Coomes
The Coomes Novak Family Trust
Parcel #: 216-461-05-00

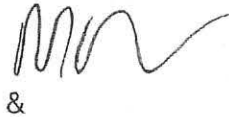
Leucadia Wastewater District Board of Directors:

We are writing to oppose the rate increases to the sewer service proposed by you for Fiscal Years 2024 (\$38.12 monthly) , 2025 (\$43.08 monthly) , 2026 (\$48.25 monthly) and 2027 (\$53.08 monthly). To live in San Diego County and in the coastal zone, it among the most expensive in the city. While your rates in comparison to other County water districts are among the lowest, they are still grossly inflated to what it takes to operate.

Additionally, for residents to pay for the Gafner Water Reclamation Facility which is then monetized by selling that water to a for profit facility, the Omni La Costa for their golf course, is misappropriation of community resources.

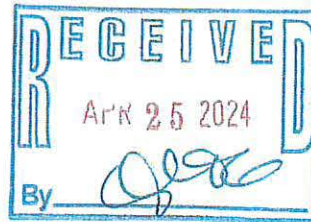
The operating budget should stay at is with no increase. The proposed \$15 increase over 3 years is far above inflation and should not be allowed.

Natalie Novak


&

Joseph Coomes





4/24/2024

Serge Kaska
1686 Neptune Ave
Encinitas CA 92024
Parcel #2540400200



To: Leucadia Wastewater District
1960 La Costa Avenue
Carlsbad, Ca 92009

Re: Written protest on proposed increases to sewer service charge rates in fiscal years 2025, 2026, and 2027. Protest rate increases from current 427.42 to 516.96 in 2025, 579.00 in 2026, and 636.96 in 2027.

This is a written protest to the proposed increases levied on property owners for the Leucadia Wastewater district.

The increases have been proposed by conflicted financial and engineering consultants who are paid by the district with taxpayer money.

As Californians we are already being taxed at exorbitant rates.

This is yet another tax increase.

The Leucadia wastewater district can be resourceful in figuring out how to manage itself with its existing funds, or better yet be more efficient and reduce the monthly sewer charge and give property owners a break for a change.

Serge Kaska

MEMORANDUM

Ref: 24-8793

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Proposal to Consider Increasing the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Ordinance No. 148 increasing the District's wastewater service charge for fiscal years 2025 – 2027.
2. Discuss and take other action, as appropriate.

BACKGROUND:

Prior to this item, the Board of Directors will have conducted a public hearing regarding increasing LWD's wastewater service charge.

If this proposal is adopted, the wastewater service charge will be increased according to the following schedule:

Effective Date	Annual Rate	Monthly Rate
July 1, 2024	\$516.96	\$43.08
July 1, 2025	\$579.00	\$48.25
July 1, 2026	\$636.96	\$53.08

Proposed Ordinance No. 148 is attached for the Board's review. If adopted, it will repeal Ordinance No. 142 and adjust the District's wastewater service charge as indicated above. Staff recommends that the Board of Director's adopt the proposed ordinance.

rg:PJB

Attachment

ORDINANCE NO. 148

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
INCREASING THE DISTRICT'S WASTEWATER SERVICE CHARGE**

WHEREAS, the Leucadia Wastewater District (LWD) is a county water district that operates as a special district in accordance with Government Code section 56036; and

WHEREAS, the LWD maintains a long-range financial plan to guide its finances over the next 20 years; and,

WHEREAS, the Financial Plan Study finds that increases in the wastewater service charge are appropriate for the funding of the District's future services; and,

WHEREAS, the LWD Board of Directors has determined that wastewater service charge increases are appropriate; and,

WHEREAS, a copy of the Financial Plan Study is available for public review on the District's website and at the LWD Administration Office; and

WHEREAS, a public hearing to consider an increase in the wastewater service charge was duly and properly noticed and held in accordance with Article XIID of the California State Constitution and the Proposition 218 Omnibus Implementation Act on June 12, 2024; and

NOW, THEREFORE, BE IT ORDAINED:

1. The LWD wastewater service charge shall be increased from \$457.42 per Equivalent Dwelling Unit (EDU) per year to \$516.96 per EDU per year effective July 1, 2024.
2. The LWD wastewater service charge shall be increased from \$516.96 per Equivalent Dwelling Unit (EDU) per year to \$579.00 per EDU per year effective July 1, 2025.
3. The LWD wastewater service charge shall be increased from \$579.00 per Equivalent Dwelling Unit (EDU) per year to \$636.96 per EDU per year effective July 1, 2026.
4. That the wastewater service charge shall be assessed in accordance with the EDU factors established by the District.
5. That the provisions of this ordinance shall be effective as of July 1, 2024; and thereafter, Ordinance No. 142 shall be void and of no further force and effect.

PASSED AND ADOPTED this 12th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Roesink, President

ATTEST:

Paul J. Bushee, Secretary/Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Special Board Meeting
 Thursday, May 2, 2024

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Thursday, May 2, 2024 at 10:00 a.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 10:00 a.m.

2. Roll Call

DIRECTORS PRESENT:

Roesink (via teleconference), Saldana, Omsted, Pacilio, Sullivan,

DIRECTORS ABSENT:

OTHERS PRESENT:

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

3. Pledge of Allegiance

Director Omsted led the pledge of allegiance.

4. General Public Comment

No public comment was received.

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. Overview of Recommended Fiscal Year 2025 (FY25) Budget

A. Review and discuss the recommended FY25 Budget.

GM Bushee introduced the item and thanked staff for their work on the Budget. He then introduced DFA Green to provide the highlights of the FY25 Budget. FY25 Budget highlights included the following items:

- Principal Budget Objectives;
- Summary of Revenue Increases;
- Budget Organization; and
- Summary of Operating Expenses

DFA Green stated that there is a proposed operating budget increase of 5%.

DFA Green then introduced ADS Hill to present the administrative services budget.

ADS Hill stated that the projected administrative expenses total approximately \$2.4 million including non-labor expenses of \$919K. ADS Hill summarized the administrative expenses indicating that total administrative expenses will increase \$128K and non-labor expenses will increase \$52K. She noted that the FY25 Budget does include election expenses of \$55K and hands-on outreach for \$8K. She stated that the management consulting expense will decrease \$32K since the FY25 Budget will not include Board strategic planning or staff team building.

ADS Hill then introduced FS Gonzalez to present an overview of the operating expenses for the LWD Facilities.

FSS Gonzalez stated that the operating expenses for the LWD facilities are projected to be \$8.6 million and non-labor expenses will increase \$32K. He summarized the non-labor expenses indicating that Electrical will increase \$17K, Fuel will increase \$5K, Office Expenses will increase \$8K, and Permits and Monitoring will increase \$6K. He noted that Professional Services will decrease \$12K. FS Gonzalez stated that Encina Treatment Plant expenses account for \$3.0 million of the \$8.6 million total. He summarized Encina expenses indicating that they will increase 5% or \$156K. FS Gonzalez stated the increase is due primarily to personnel costs.

FSS Gonzalez then introduced FSSup Avalos to present an overview of the operating expenses for the Batiquitos Facilities.

FSSup Avalos noted that total operating expenses for the Batiquitos Facilities are projected to be \$562K which represents a 2% increase over the FY24 Budget. He summarized the non-labor expenses indicating that they will increase 6% or \$23K. FSSup Avalos noted that the main non-labor expense is for SDG&E Utilities.

FSSup Avalos then introduced FSSup Mendez to present an overview of the Recycled Water Enterprise.

For the Recycled Water Enterprise, FSSup Mendez indicated that the proposed operating expenses are \$349K which is an increase of 11% over the FY24 Budget. He noted that non-labor expenses will increase 10%, or \$19K, Professional Services will increase 39%, or \$12K, Permits will increase 7%, or \$4K, and Repairs and Maintenance will increase 8%, or \$2K.

FSSup Mendez then introduced PC Riffel to present the development budget.

PC Riffel noted that the total operating expenses for development are projected at \$81K and that development pays for development.

PC Riffel then presented the capital budgets.

PC Riffel presented the capital acquisition budgets for the wastewater program and the recycled water program. He added that capital acquisition items typically cost more than \$5,000 and have a life expectancy greater than one year whereas capital improvement projects are for infrastructure improvements that overlap multiple years. He noted the proposed capital budget total is a little over \$9.9 million, with a proposed capital acquisition budget of \$1.1 million and a capital improvement budget of \$8.8 million.

PC Riffel provided detailed information on the capital improvement budget by reviewing Leucadia's multi-year capital improvement projects, Leucadia's ongoing rehabilitation projects, and other major projects which have a projected cost of \$8.8 million. He noted the key components include: the Rancho Verde Pump Station Rehabilitation Project (\$725K), the San

Marcos Creek Crossing Diversion (\$1.05M), and the FY25 Gravity Pipeline Rehabilitation Project (\$790K). He stated that the capital budget also included the Batiquitos jointly owned facilities costs of \$300K and Encina capital improvement costs of \$5 million.

PC Riffel then introduced FSS Gonzalez to present the capital acquisitions.

FSS Gonzalez stated the proposed capital acquisitions for the Leucadia Facilities total \$1.1 million. He stated that the main driver at the Leucadia Facilities is vehicle Acquisitions at \$778K. He noted that this included the purchase of a new vactor truck and a new electric chase truck (\$80K). He noted that the electric truck budgeted amount of \$80K includes the electric vehicle and charging station as well as the installation of the charging station. FSS Gonzalez also noted that capital acquisitions for the Batiquitos Pump station is \$108K and Recycled Water is \$13K.

DFA Green then concluded the FY25 Proposed Budget Overview by presenting Reserve Contributions and noting that \$340K is projected to be pulled from the Reserves to help fund the Wastewater program. He said stated that the Recycled Water Program will add \$334K to the Reserves.

President Roesink and Vice President Saldana thanked staff for their presentations.

7. Closed Session

- A. Meet with District representatives General Manager Bushee and Director of Finance and Administration Green to discuss the FY25 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Director of Finance and Administration Green to discuss the FY25 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

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

8. Adjournment

President Roesink adjourned the meeting at 12:02 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager (SEAL)

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

May 8, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, May 8, 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, Sullivan

DIRECTORS ABSENT:

Pacilio

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Supervisor Gabe Mendez, District Engineer Dexter Wilson, Field Services Technician Hugo Gonzalez and his family

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 Omsted, seconded by Director Sullivan, 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	Absent
Director Sullivan	Yes

6. Presentations and Awards

GM Bushee stated that last month Hugo was acknowledged at the April Board meeting for being announced by CWEA as the winner of the Collection System Person of the Year at the State level. Unfortunately, Hugo was on a family vacation at the time and was unable to attend the Board meeting. GM Bushee noted that tonight Hugo and his family are in attendance. GM Bushee provided background information on Hugo and acknowledged him for his recent achievement.

The Board and staff congratulated Hugo for his efforts and President Roesink thanked Hugo and his family for attending the meeting.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

April 17, 2024 Regular Board Meeting
April 30, 2024 Community Affairs Committee Meeting
April 30, 2024 Investment and Finance Committee Meeting

8. Approval of Demands for March/April 2024

Payroll Checks numbered 240417-18 – 240501-5; General Checking Checks numbered 25588-25658

9. Operations Report (A copy was included in the original May 8, 2024 Agenda)

10. Finance Report (A copy was included in the original May 8, 2024 Agenda)

11. Quarterly Treasurer's Report

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

12. Disclosure of Reimbursements

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

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

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

EWA and COMMITTEE REPORTS

13. Encina Wastewater Authority (EWA) Reports

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

Vice President Saldana reported on EWA's Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on May 7, 2024.

GM Bushee reported on EWA's MAM meeting.

14. Committee Reports

A. Community Affairs Committee Meeting was held on April 30, 2024.

Vice President Saldana reported that the Community Affairs Committee (CAC) reviewed and commented on the final draft layout of the Spring 2024 newsletter. The CAC suggested some minor edits and staff and Rising Tide Partners stated they would make the changes.

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

The CAC also reviewed a recommendation to authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2024 through June 30, 2025.

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

B. Investment and Finance Committee Meeting was held on April 30, 2024.

Director Sullivan reported that the Investment and Finance Committee (IFC) reviewed the following items:

- Actuarial Valuations of LWD's Pension Plan; and
- Actuarial Valuation of LWD's Retiree Health Program

These items were for informational purposes only. The IFC concurred with staff to present these updates to the Board of Directors and it will be discussed later in the agenda

PUBLIC HEARING

15. A proposal to adopt an ordinance increasing the amount that may be paid to Directors and Officers of the District for service to the District.

President Roesink opened the public hearing for comments. There were no public comments. President Roesink closed the public hearing.

ACTION ITEMS

16. Board of Directors Compensation Adjustment

Adopt Ordinance No.149 Increasing Compensation of Directors and Confirming meetings that Qualify for Director Compensation.

President Roesink asked if there was a motion to increase the Board of Directors compensation by 5%. There was no motion and the recommendation did not pass, therefore, no action was taken.

17. Public Information Services Task Order No. 2

Authorize the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2024 through June 30, 2025.

Upon a motion duly made by Director Omsted, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute Task Order No. 2 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2024 through June 30, 2025 by the following vote:

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

18. Approving the Recommended Encina Wastewater Authority Fiscal Year 2025 (FY25) Budget

Adopt Resolution No. 2414 - Approving the Recommended Encina Wastewater Authority Fiscal Year 2025 (FY25) Operating and Capital Budgets.

DFA Green presented the recommendation to approve the EWA FY25 Budget. He noted that President Roesink and Vice President Saldana, as LWD's Encina representatives, have already reviewed the EWA FY25 Budget.

Upon a motion duly made by Director Sullivan, seconded by Vice President Saldana, and unanimously carried, the Board of Directors adopted Resolution No. 2414 - Approving the Recommended Encina Wastewater Authority Fiscal Year 2025 (FY25) Operating and Capital Budgets by the following vote:

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

19. CalPERS Pension and OPEB Updates

DFA Green introduced the item and provided background information on the actuarial valuation of LWD's Pension Plan. He stated that CalPERS publishes two actuarial reports in August every year for LWD: one report is for Classic members (employees hired before Jan. 1, 2013) and the other is for PEPRA members (employees hired after Jan. 1, 2013).

DFA Green presented an overview of the recent actuarial valuation and the following topics:

- Pension Costs Factors;
- Pension Updates;
- UAL (Unfunded Accrued Liability) Background;
- Pension Assets, Liabilities, and UAL from 2014-2023

Vice President Saldana and Director Omsted asked various questions regarding the pension and OPEB updates. DFA Green answered their questions.

DFA Green noted that the actuarial evaluation estimated that LWD's net pension liability is \$5.3M, which is up from last year's estimate of \$2.8M.

This item was for informational purposes and no action was taken.

DFA Green then provided background information on the actuarial valuation of LWD's Retiree Health Program. DFA Green presented an overview of the recent actuarial valuation. He noted that the District's Net OPEB Liability is actually a Net OPEB Asset of \$37,776 and the District's Plan Fiduciary Net Position investments managed by the California Employees' Retiree Benefit Trust (CERBT) were greater than the District's OPEB liability.

This item was for informational purposes and no action was taken.

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. The CSDA Quarterly Dinner is scheduled for Thursday, May 16, 2024 at The Butcher Shop Steakhouse in San Diego, CA.

EA Baity announced the date and time of the next CSDA Quarterly Dinner.

B. The 2024 Annual Employee Luncheon is scheduled for July 11, 2024 at 12noon at the District office.

EA Baity announced the date and time of the 2024 Annual Employee Luncheon.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

None.

23. General Counsel's Report

None.

24. Board of Directors' Comments

None.

25. Adjournment

President Roesink adjourned the meeting at approximately 5:39 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

LEUCADIA WASTEWATER DISTRICT
Minutes of an Engineering Committee Meeting
June 4, 2024

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Tuesday, June 4, 2024 at 9:00 a.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 9:01 a.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; District Engineer Dexter Wilson; and Tim Lewis from Water Works Engineers (Water Works)

3. Public Comment

None.

4. Diana Pump Station Final Design Services

Authorize the General Manager to execute Amendment No. 1 to Task Order No. 5 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the Diana Pump Station Upgrade Project in an amount not to exceed \$121,351.

PC Riffel presented the recommendation noting this item is a Fiscal Year 2024 (FY24) tactical goal. He provided background information and stated that Water Works Engineers (Water Works) recently completed the Preliminary Design Report (PDR). He stated that the project was delayed for several years until the District procured an easement. Now that the easement has been obtained, the District can begin final design. PC Riffel then presented the PDR results and provided project location information and outlined the PDR recommendations.

The EC asked several questions regarding the project and staff provided responses.

PC Riffel stated that Water Works has submitted a proposal to complete project final design. He said the Engineer's Estimate is approximately \$1.1M and that Water Work's proposed fee is \$121,351 which includes services that support project final design, such as electrical engineering subcontractor services.

Chairperson Omsted asked about the accuracy of the engineer's estimate considering the high bid environment. Staff answered that the high bid environment was taken into consideration while determining the engineer's estimate.

PC Riffel continued that Staff believes the proposal is fair and reasonable given the size and complexity of the project.

Director Pacilio asked questions regarding the storm drain in the Diana Pump Station vicinity and the proposed tax and utility rate increases in the City of Encinitas. Staff answered his questions.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Amendment No. 1 to Task Order No. 5 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the Diana Pump Station Upgrade Project in an amount not to exceed \$121,351.

5. Information Items

None.

6. Directors' Comments

None.

7. General Manager's Comments

GM Bushee stated that, in addition to the Diana Pump Station Upgrade Project, Staff has been working hard on the San Marcos Creek Crossing Diversion Project and the Batiquitos Pump Station Emergency Overflow Lining Project.

8. Adjournment

Chairperson Omsted adjourned the meeting at approximately 9:41 a.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
June 12, 2024

Disbursement Period May 3, 2024 through June 6, 2024

PAYROLL PAYMENTS	\$ 106,302.80
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PAYROLL EXPENSE REIMBURSEMENTS	\$ 742.89
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GENERAL CHECKS	
Operating	\$ 179,819.62
Capital	\$ 300,063.75
TOTAL GENERAL CHECKS	<u>\$ 479,883.37</u>

ELECTRONIC PAYMENTS	
Operating	\$ 141,611.31
Capital	\$ -
TOTAL ELECTRONIC PAYMENTS	<u>\$ 141,611.31</u>

TOTAL DEMANDS	\$ 728,540.37
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**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
June 12, 2024**

Disbursement Period May 3, 2024 through June 6, 2024

<u>Description</u>	<u>Check Date</u>		<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	5/15/2024	240515-1	240515-18	\$ 51,981.84
Biweekly Payroll	5/29/2024	240529-1	240529-18	\$ 52,226.16
Board Payroll	6/3/2024	240603-1	240603-5	\$ 2,094.80

TOTAL PAYROLL CHECKS	\$ 106,302.80
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 5/3/2024 Through 6/6/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25659	5/9/2024	AIRGAS USA LLC	1,913.26	Liquid Oxygen Contract 04/22/24
25660	5/9/2024	AZTEC LEASING INC	530.88	Copy Machine Lease-April 2024
25661	5/9/2024	BEACH WALK HOA	88,500.00	Purchase Easement at Diana Pump Station
25662	5/9/2024	Brightview Landscape Services Inc	1,066.00	Landscape Maintenance Services @ Admin-May 24
	5/9/2024	Brightview Landscape Services Inc	378.00	Vegetation Cleanup (Line Maintenance)-May 24
25663	5/9/2024	PETTY CASH	380.57	Petty Cash 03/13/24-05/02/24
25664	5/9/2024	CITY OF CARLSBAD	337.90	Water for Vactor 1
	5/9/2024	CITY OF CARLSBAD	306.26	Water for Vactor 2
25665	5/9/2024	COSCO FIRE PROTECTION	270.00	Quarterly Fire Extinguisher Inspection
25666	5/9/2024	C W E A	108.00	Certification Renewal-Collection System Main Grd 3-H Gonzale
	5/9/2024	C W E A	108.00	Certification Renewal-Collection System Main Grd 3-R Rodrigu
	5/9/2024	C W E A	221.00	CWEA Membership Renewal - FY2024 - C Russell
	5/9/2024	C W E A	221.00	CWEA Membership Renewal-FY2024-E Sullivan
25667	5/9/2024	DATA NET SOLUTIONS GROUP	518.35	Monthly IT Services-Apr 24
	5/9/2024	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services-Apr 24
25668	5/9/2024	DETECTION INSTRUMENTS CORP	134.98	Calibration
25669	5/9/2024	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - May 2024
25670	5/9/2024	FEDERAL EXPRESS CORPORATION	61.99	Shipping 04/30/24
25671	5/9/2024	MAVTECK	7,560.00	FY 2024 Manhole Rehabilitation Project
25672	5/9/2024	MESA REPROGRAPHICS	179.34	Rancho Verde Pump Station Rehab
	5/9/2024	MESA REPROGRAPHICS	480.46	RVPS Rehab Project Conformed Plan
25673	5/9/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance -May 2024
25674	5/9/2024	MSC JANITORIAL SERVICE, INC	2,880.83	Janitorial Services-April 2024
25675	5/9/2024	nfpACCOUNTING TECHNOLOGIES	2,995.00	MIP Annual Premier Support FYE 2025
25676	5/9/2024	OLIVENHAIN MUNICIPAL WATER DIS...	76.41	Recycled Water @ Travelling
	5/9/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ Encinitas Estates PS
	5/9/2024	OLIVENHAIN MUNICIPAL WATER DIS...	708.30	Water @ Travelling
	5/9/2024	OLIVENHAIN MUNICIPAL WATER DIS...	500.53	Water @ Travelling 2
	5/9/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP7
25677	5/9/2024	PRUDENTIAL OVERALL SUPPLY	215.07	Weekly Uniform/Laundry Services 05/07/24

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Leucadia Wastewater District
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25678	5/9/2024	REPUBLIC SERVICES #661	395.76	Waste Services- April 2024
25679	5/9/2024	ROCKWELL CONSTRUCTION SERVICE...	825.00	Inspection services for Rancho Verde Pump Station Rehab
25680	5/9/2024	SAN DIEGO UNION TRIBUNE	571.48	Public Hearing Notice-BOD Pay Increase
25681	5/9/2024	SAN DIEGUITO WATER DISTRICT	301.86	Water @ BPS
25682	5/9/2024	SIGNA MECHANICAL	1,173.94	Village Park 7 Pump Station spare pump repair
25683	5/9/2024	TERMINIX PROCESSING CENTER	95.10	Pest Control 04/01/24
25684	5/9/2024	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services-April 2024
25685	5/9/2024	THE HOME DEPOT CRC/GECF	117.17	Angle iron, steel bar, channel steel, wire brush, primer
	5/9/2024	THE HOME DEPOT CRC/GECF	111.95	bench brushes, cleaner, microfiber towels, air fresheners
	5/9/2024	THE HOME DEPOT CRC/GECF	289.14	Galvanized pipe, coupling, hoze nozzle, cleaner
	5/9/2024	THE HOME DEPOT CRC/GECF	59.18	wash brush, hardwood pellets
25686	5/9/2024	UNDERGROUND SERVICE ALERTS/C	290.00	Monthly Underground Alarm Service
	5/9/2024	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25687	5/9/2024	U.S. BANK	5,793.54	Cal Card Purchase on Statement Dated 04/22/24
25688	5/9/2024	WATER WORKS ENGINEERING LLC	25,414.61	Rancho Verde Pump Rehabilitation Project
25689	5/9/2024	WILLIAMS LLP	2,700.00	Legal Services April 2024
25690	5/16/2024	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee-May24
	5/16/2024	AIRGAS USA LLC	2,054.15	Liquid Oxygen Contract 05/06/24
25691	5/16/2024	ALPHAGRAPHS	86.19	ID Badges Anderson, Bobb, Hinojosa
25692	5/16/2024	AT&T	215.94	Phone Service-BPS 04/10/24-05/09/24
25693	5/16/2024	Brightview Landscape Services Inc	680.00	Tree Pruning
25694	5/16/2024	CHICAGO TITLE COMPANY	671.00	Title recording for Diana Pump Station Easement
25695	5/16/2024	CITY OF ENCINITAS	4,800.00	Manhole Adjustments-2021-2022 Street Overlay Project
25696	5/16/2024	CORODATA RECORDS MANAGEMENT ...	107.60	File Storage April 2024
25697	5/16/2024	CSDA-SAN DIEGO CHAPTER	160.00	CSDA Dinner 05/16/24 - P Bushee / E Sullivan

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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 5/3/2024 Through 6/6/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25698	5/16/2024	C W E A	221.00	CWEA Membership Renewal-FY2024-J Pivaral
25699	5/16/2024	DATA NET SOLUTIONS GROUP	5,422.00	APC Smart UPS 120V Battery Packs, Network Card
25700	5/16/2024	EASY FLOW LLC	19,600.00	Epoxy liner install cleanout
25701	5/16/2024	GOLDEN BELL PRODUCTS, INC	6,993.00	Roach Control Manholes
25702	5/16/2024	LA COSTA LOGO, LLC	1,439.62	Shirts, Caps, Embroidery
25703	5/16/2024	McCallis Meter Sales Service	1,005.35	AWT Influent meter bearing replacement and labor
25704	5/16/2024	MISSION SQUARE	7,119.50	Deferred Comp for PPE 05/15/24
25705	5/16/2024	Pacific Hydrotech Corporation	26,256.25	Replacement of 8 emergency bypass valve
25706	5/16/2024	PLANT PEOPLE, INC	186.90	Office Plant Maintenance-May 24
25707	5/16/2024	PRUDENTIAL OVERALL SUPPLY	218.98	Weekly Uniform/Laundry Service 05/14/24
25708	5/16/2024	SAN DIEGUITO WATER DISTRICT	82.28	Water @ Tanker 1
	5/16/2024	SAN DIEGUITO WATER DISTRICT	82.28	Water @ Tanker 2
25709	5/16/2024	SAN DIEGO GAS & ELECTRIC	326.52	Electric @ VPS PS
	5/16/2024	SAN DIEGO GAS & ELECTRIC	694.54	Electric/Gas @ E Estates PS
25710	5/23/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering / Data Analysis May 2024
	5/23/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance / Data Delivery (ECHO) May 2024
25711	5/23/2024	C.P.L. CABLE, PIPE & LEAK DETECTION	285.00	Utility Mark out
25712	5/23/2024	DEXTER WILSON ENGINEERING	3,375.00	Development Services 0943-Leucadia Streetscape
	5/23/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-0943 Leucadia Streetscape
	5/23/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-1114-1143 Eolus Avenue Public Sewer
	5/23/2024	DEXTER WILSON ENGINEERING	448.00	Development Services-1115 555 & 571 N Vulcan Ave
	5/23/2024	DEXTER WILSON ENGINEERING	362.50	Development Services-1202-Jimmy Johns 7670 El Camino Real
	5/23/2024	DEXTER WILSON ENGINEERING	362.50	Development Services-1204 1369 Hygela Ave-ADU Grading Permit
25713	5/23/2024	FEDERAL EXPRESS CORPORATION	304.75	Shipping 05/14/24
25714	5/23/2024	GRAINGER, INC	111.36	Carrying Case
25715	5/23/2024	HAAKER EQUIPMENT CO	1,205.19	CCTV Camera Repair

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Leucadia Wastewater District
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1001 - PPB (Opus) General Checking Account
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Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	5/23/2024	HAAKER EQUIPMENT CO	6,213.24	RDB Hose, Hose End, Labor
	5/23/2024	HAAKER EQUIPMENT CO	989.76	Swivel 1-1/4" HD
25716	5/23/2024	HI-WAY SAFETY, INC	285.10	Stenciling
25717	5/23/2024	HUMANA DENTAL INS.	4,232.27	Dental Insurance June 2024
25718	5/23/2024	KEN GRODY FORD	513.91	Service Truck # 160 Brakes & Oil
25719	5/23/2024	KEN GRODY FORD	61,137.35	2024 F350 Oxford White Vin D65515
25720	5/23/2024	L&L PRINTERS	4,305.47	2024 Spring Newsletter Postage
25721	5/23/2024	NAPA AUTO	49.54	Auto Supplies
25722	5/23/2024	NU LINE TECHNOLOGIES LLC	40,947.16	FY 2023 Cured-In-Place Pipe Lining Project
25723	5/23/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP5 PS
25724	5/23/2024	PRUDENTIAL OVERALL SUPPLY	181.26	Weekly Uniform/Laundry Service 05/21/24
25725	5/23/2024	Quench USA Inc	136.85	Office Drinking Water 05/19/2024-06/18/2024
	5/23/2024	Quench USA Inc	129.30	RO Tank Rental 02/16/24-02/15/24
25726	5/23/2024	ROGERS ANDERSON MALODY & SCOT...	11,830.00	Financial Auditing Services (FY 2024 Audit) April 2024
25727	5/23/2024	SAN DIEGO GAS & ELECTRIC	3,471.51	Electric @ Admin
	5/23/2024	SAN DIEGO GAS & ELECTRIC	81.06	Electric @ Avocado PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	1,589.01	Electric @ AWT
	5/23/2024	SAN DIEGO GAS & ELECTRIC	17,040.10	Electric @ BPS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	349.55	Electric @ Diana PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	1,426.27	Electric @ La Costa PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	15,270.52	Electric @ LPS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	130.53	Electric @ RV PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	644.36	Electric @ Saxony PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	174.07	Electric @ VP7 PS
	5/23/2024	SAN DIEGO GAS & ELECTRIC	56.17	Gas @ Admin
25728	5/23/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 05/14/24-05/13/24
25729	5/23/2024	STAPLES	358.10	Office Supplies
	5/23/2024	STAPLES	(22.97)	Price Match Credit
25730	5/23/2024	TERMINIX PROCESSING CENTER	77.08	Pest Control 05/06/24
25731	5/23/2024	VERIZON WIRELESS	1,899.12	Cell Phones 04/08/24-05/07/24
25732	5/30/2024	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 06/17/24-07/16/24
25733	5/30/2024	AIRGAS USA LLC	1,796.55	Liquid Oxygen Contract 05/17/24
25734	5/30/2024	ALPHAGRAPHICS	515.97	2025 Annual Budget book

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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 5/3/2024 Through 6/6/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	5/30/2024	ALPHAGRAPHS	425.49	B&W 2 slded door hangers-smoke testing
25735	5/30/2024	AT&T	140.96	Phone Service-Elevator 04/25/24-05/24/24
25736	5/30/2024	CITY OF CARLSBAD	536.05	Water @ 1900 La Costa Ave
	5/30/2024	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	5/30/2024	CITY OF CARLSBAD	28.70	Water @ Fire Line
25737	5/30/2024	DATA NET SOLUTIONS GROUP	(633.60)	Credit on Invoice 9810830
	5/30/2024	DATA NET SOLUTIONS GROUP	700.38	New Microsoft Standard License I Riffel
25738	5/30/2024	DETECTION INSTRUMENTS CORP	132.75	Calibrations @ BPS
25739	5/30/2024	DEXTER WILSON ENGINEERING	3,260.00	General Engineering 103-500 - April 2024
25740	5/30/2024	FEDERAL EXPRESS CORPORATION	69.67	Shipping 5/21/24
25741	5/30/2024	GRAINGER, INC	110.81	115 V AC output voltage
25742	5/30/2024	MISSION SQUARE	7,118.57	Deferred Comp for PPE 05/26/24
25743	5/30/2024	MUTUAL OF OMAHA	1,268.73	Disability Insurance-June 2024
25744	5/30/2024	Premier Chevrolet of Carlsbad	106.06	Vehicle # 165 oil change
25745	5/30/2024	PRUDENTIAL OVERALL SUPPLY	185.90	Weekly Uniform/Laundry Service 05/28/24
25746	5/30/2024	RELIABLE WATER SOLUTIONS LLC	785.00	RWS 1 yr Service agreement Hach As950
25747	5/30/2024	RICHARD'S PERFORMANCE MUFFLER ...	2,946.25	Weld & Re-enforce Mount for Electric Motor BPS
25748	6/6/2024	ACACIA GASOLINE & CAR WASH	87.00	Gas/Fuel
25749	6/6/2024	AZTEC LEASING INC	530.88	Copy Machine Lease May 2024
25750	6/6/2024	COLONIAL LIFE INS	276.24	Accident/Critical Illness Ins 5/1, 5/15, & 5/29
25751	6/6/2024	COX COMMUNICATIONS SAN DIEGO	1,566.13	Phone / Internet Services 5/22/24-6/21/24
25752	6/6/2024	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services May 2024
25753	6/6/2024	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription
25754	6/6/2024	FIDELITY SECURITY LIFE INSURANCE...	409.75	Vision Insurance-June 2024
25755	6/6/2024	FEDERAL EXPRESS CORPORATION	41.62	Shipping 05/22/24
25756	6/6/2024	GRAINGER, INC	139.28	Straight Chain 316 SS, 25"L 410lb
25757	6/6/2024	KEN GRODY FORD	830.25	Service on vehicle 171 (replace door latch)
25758	6/6/2024	L&L PRINTERS	6,792.62	2024 Spring Newsletter Printing & Postage

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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
25759	6/6/2024	MALLORY SAFETY AND SUPPLY	1,368.00	DBI Service
25760	6/6/2024	MAVTECK	9,180.00	FY 2024 Manhole Rehabilitation Project
25761	6/6/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance - June 2024
25762	6/6/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services March 2024
	6/6/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services May 2024
25763	6/6/2024	OLIVENHAIN MUNICIPAL WATER DIS...	76.41	Recycled Water @ Traveling
	6/6/2024	OLIVENHAIN MUNICIPAL WATER DIS...	503.05	Water @ Traveling
	6/6/2024	OLIVENHAIN MUNICIPAL WATER DIS...	418.43	Water @ Traveling 2
	6/6/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ VP7
25764	6/6/2024	REPUBLIC SERVICES #661	395.76	Waste Services- May 2024
25765	6/6/2024	SOUTHERN CONTRACTING COMPANY	10,300.00	IR Scanning
25766	6/6/2024	PROFESSIONAL EXCHANGE	100.00	Monthly Phone Answering Services May 2024
25767	6/6/2024	TIM BESTAMENTE	245.98	Remove old electrical panel in board room, patch & paint
25768	6/6/2024	UNDERGROUND SERVICE ALERTS/C	440.50	Monthly Underground Alarm Service
	6/6/2024	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
Report Total			479,883.37	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1169	1002631014	5/3/2024	CALPERS	3,477.14	CalPERS Retirement for Payroll on 05/01/24-Classic EE
		5/3/2024	CALPERS	7,501.94	CalPERS Retirement for Payroll on 05/01/24-Classic ER
	1002631015	5/3/2024	CALPERS	2,825.27	CalPERS Retirement for Payroll on 05/01/24-PEPRA EE
		5/3/2024	CALPERS	2,799.72	CalPERS Retirement for Payroll on 05/01/24-PEPRA ER
Total CD1169				16,604.07	
CD1172	1002632357	5/3/2024	CALPERS	112.00	PERS Retirement Pay Period 04/01-04/30/24 E. Sullivan-EE
		5/3/2024	CALPERS	241.64	PERS Retirement Pay Period 04/01-04/30/24 E. Sullivan-ER
Total CD1172				353.64	
CD1174	BankFee041524	4/15/2024	Pacific Premier Bank	243.52	Misc Bank Fee - Analysis Activity
Total CD1174				243.52	
CD1176	270453795288448	5/16/2024	United States Treasury	8,530.89	Staff Payroll Taxes for checks dated 05/15/24-Federal W/H
		5/16/2024	United States Treasury	10,213.66	Staff Payroll Taxes for checks dated 05/15/24-FICA
		5/16/2024	United States Treasury	2,388.70	Staff Payroll Taxes for checks dated 05/15/24-Medicare
	7792082	5/16/2024	EMPLOYMENT DEVELOPMENT DEPT	3,625.55	Staff Payroll Taxes for checks dated 05/15/24-State
Total CD1176				24,758.80	
CD1177	1002641205	5/17/2024	CALPERS	3,477.14	PERS Retirement dated pay period 5/15/24-Classic EE
		5/17/2024	CALPERS	7,501.96	PERS Retirement dated pay period 5/15/24-Classic ER

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Page: 1

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
	1002641206	5/17/2024	CALPERS	2,842.63	PERS Retirement dated pay period 5/15/24-PEPRA EE
		5/17/2024	CALPERS	2,816.96	PERS Retirement dated pay period 5/15/24-PEPRA ER
Total CD1177				16,638.69	
CD1178	1002642289	6/3/2024	CALPERS	37,578.10	CalPERS Health Insurance-June 2024-Staff
		6/3/2024	CALPERS	131.76	CalPERS Health Insurance-June 2024-Admin
		6/3/2024	CALPERS	942.00	CalPERS Health Insurance-June 2024-Retirees
	1002642290	6/3/2024	CALPERS	2,020.64	CalPERS Health Insurance-June 2024-Board
		6/3/2024	CALPERS	6.47	CalPERS Health Insurance-June 2024-Board/Admin
Total CD1178				40,678.97	
CD1179	270455154973132	5/30/2024	United States Treasury	8,505.50	Staff Payroll Taxes for checks dated 5/29/24-Federal W/H
		5/30/2024	United States Treasury	10,241.86	Staff Payroll Taxes for checks dated 5/29/24-FICA
		5/30/2024	United States Treasury	2,395.28	Staff Payroll Taxes for checks dated 5/29/24-Medicare
	7810952	5/30/2024	EMPLOYMENT DEVELOPMENT DEPT	3,618.72	Staff Payroll Taxes for checks dated 5/29/24-State
Total CD1179				24,761.36	
CD1180	324486	5/28/2024	IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - May 2024
Total CD1180				100.00	
CD1181	270455625852680	6/4/2024	United States Treasury	284.70	Board Payroll Taxes for Checks dated 06/03/24-Federal W/H

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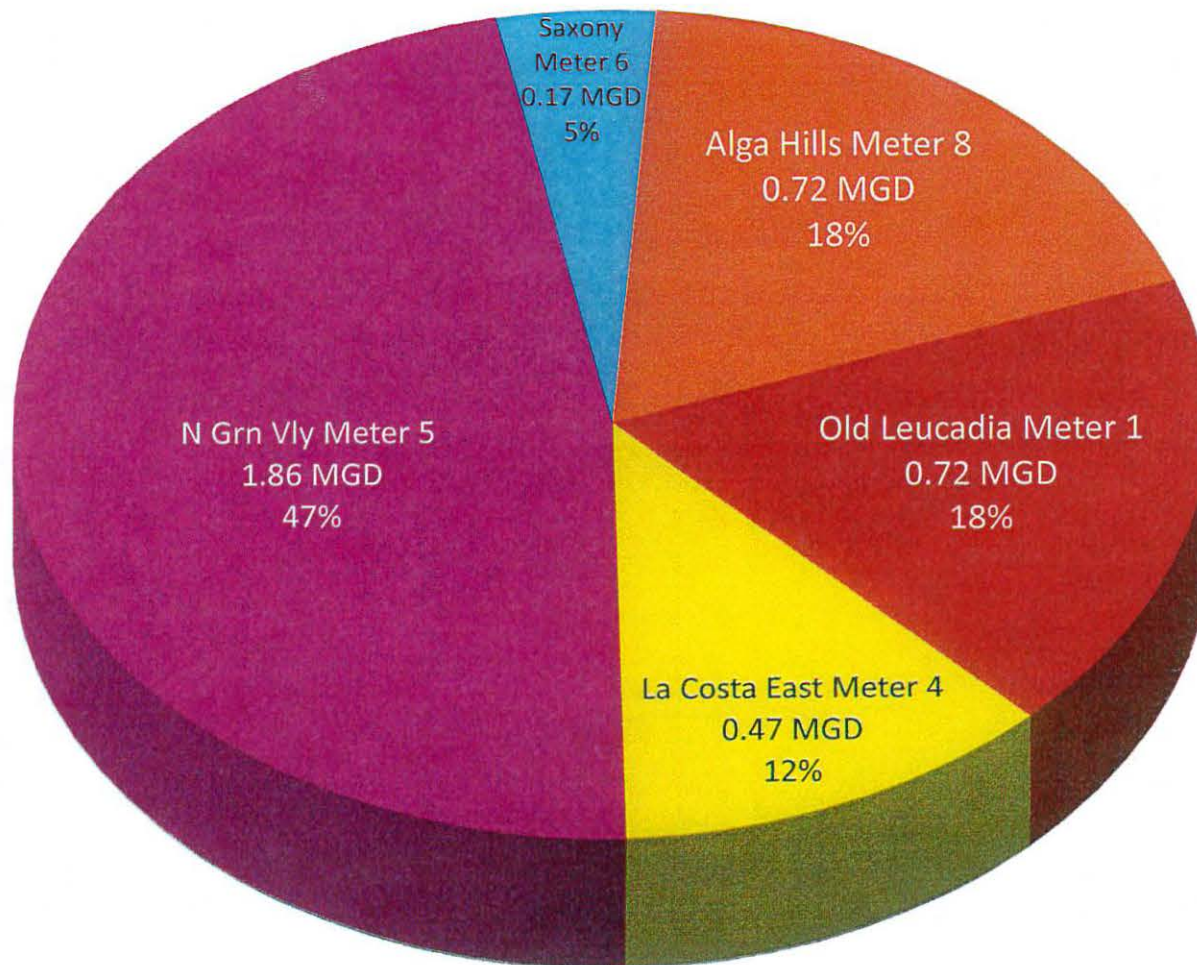
Leucadia Wastewater District
Posted General Ledger Transactions - CD Transactions for Demands

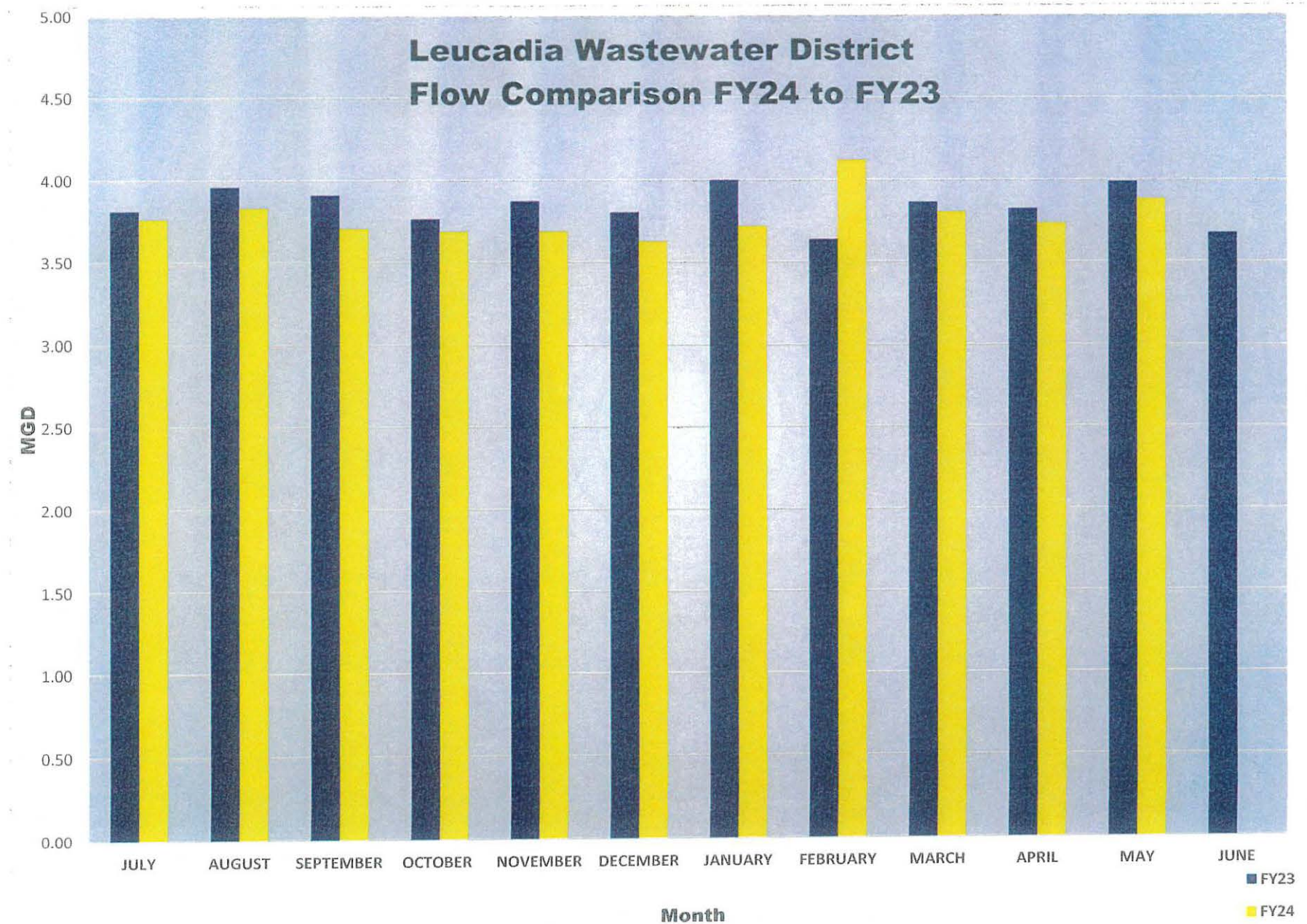
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		6/4/2024	United States Treasury	173.60	Board Payroll Taxes for Checks dated 06/03/24-FICA
		6/4/2024	United States Treasury	75.40	Board Payroll Taxes for Checks dated 06/03/24-Medicare
Total CD1181				533.70	
CD1182	1002650079	5/30/2024	CALPERS	3,477.14	CalPERS Retirement for Payroll on 05/29/24-Classic EE
		5/30/2024	CALPERS	7,501.95	CalPERS Retirement for Payroll on 05/29/24-Classic-ER
	1002650080	5/30/2024	CALPERS	2,841.02	CalPERS Retirement for Payroll on 05/29/24-PEPRA EE
		5/30/2024	CALPERS	2,815.33	CalPERS Retirement for Payroll on 05/29/24-PEPRA ER
Total CD1182				16,635.44	
CD1183	1002651621	5/31/2024	CALPERS	96.00	PERS Retirement Pay Period 5/1-5/31/24 E. Sullivan-EE
		5/31/2024	CALPERS	207.12	PERS Retirement Pay Period 5/1-5/31/24 E. Sullivan-ER
Total CD1183				303.12	
Report Total				141,611.31	

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

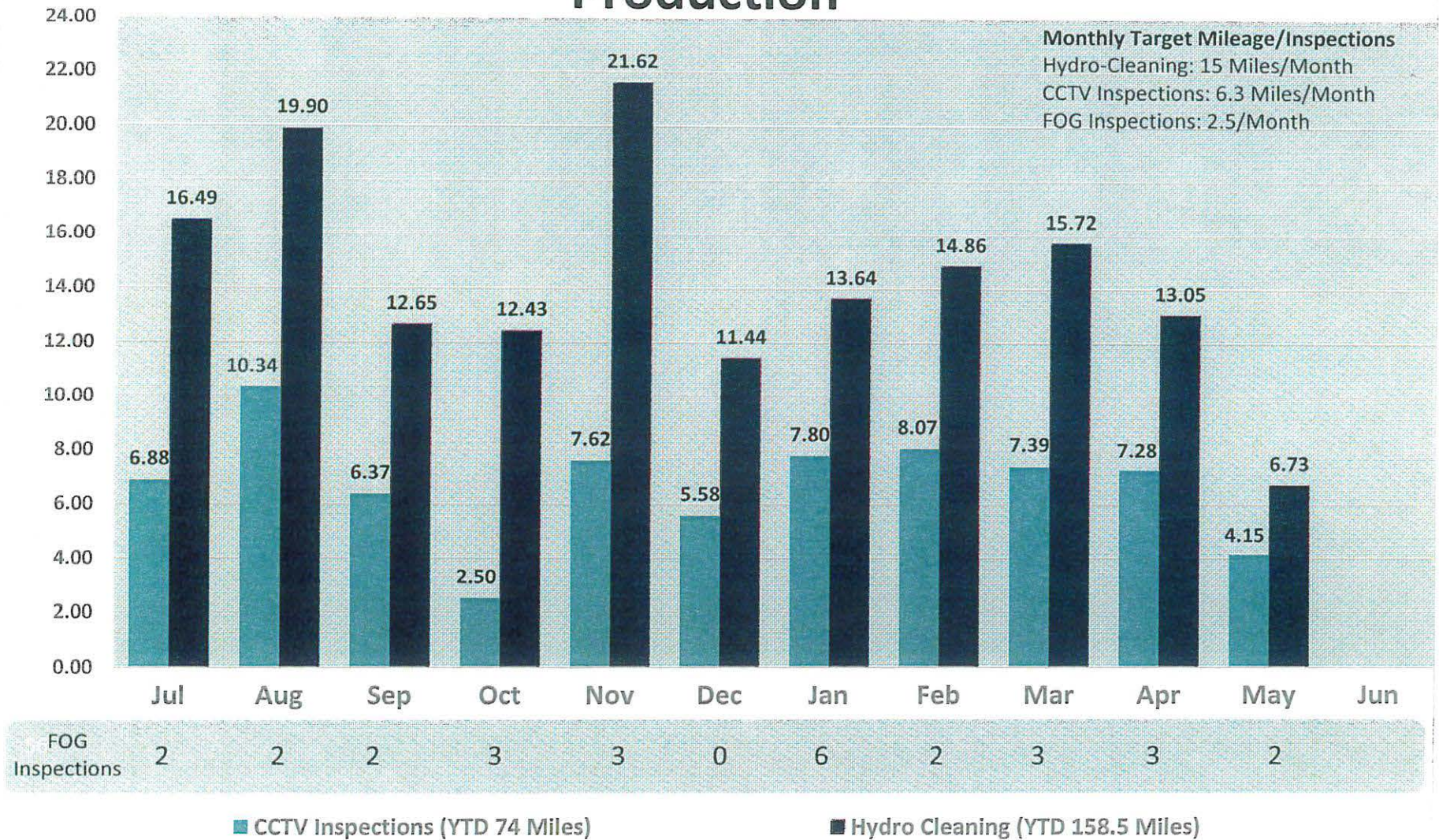
CURRENT MONTH May-24							FY 2023
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER	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	2.02	122.45	2.25	3.80	131.15	0.37	3.86
YTD			28,975.09				
APRIL	0.56	115.80	12.00	3.73	133.16	7.80	3.82
YTD			28,987.09				
MAY	0.05	122.14	3.15	3.88	135.91	32.40	3.99
YTD			28,990.24				
JUNE							3.67
YTD							
YTD Totals	17.12	1296.80	54.21			159.83	
Mo Average	1.56	117.89	4.93	3.77	130.84	14.53	3.84

**LWD Flows by Sub-Basin
May 2024
Total LWD Flow 3.94 MGD**

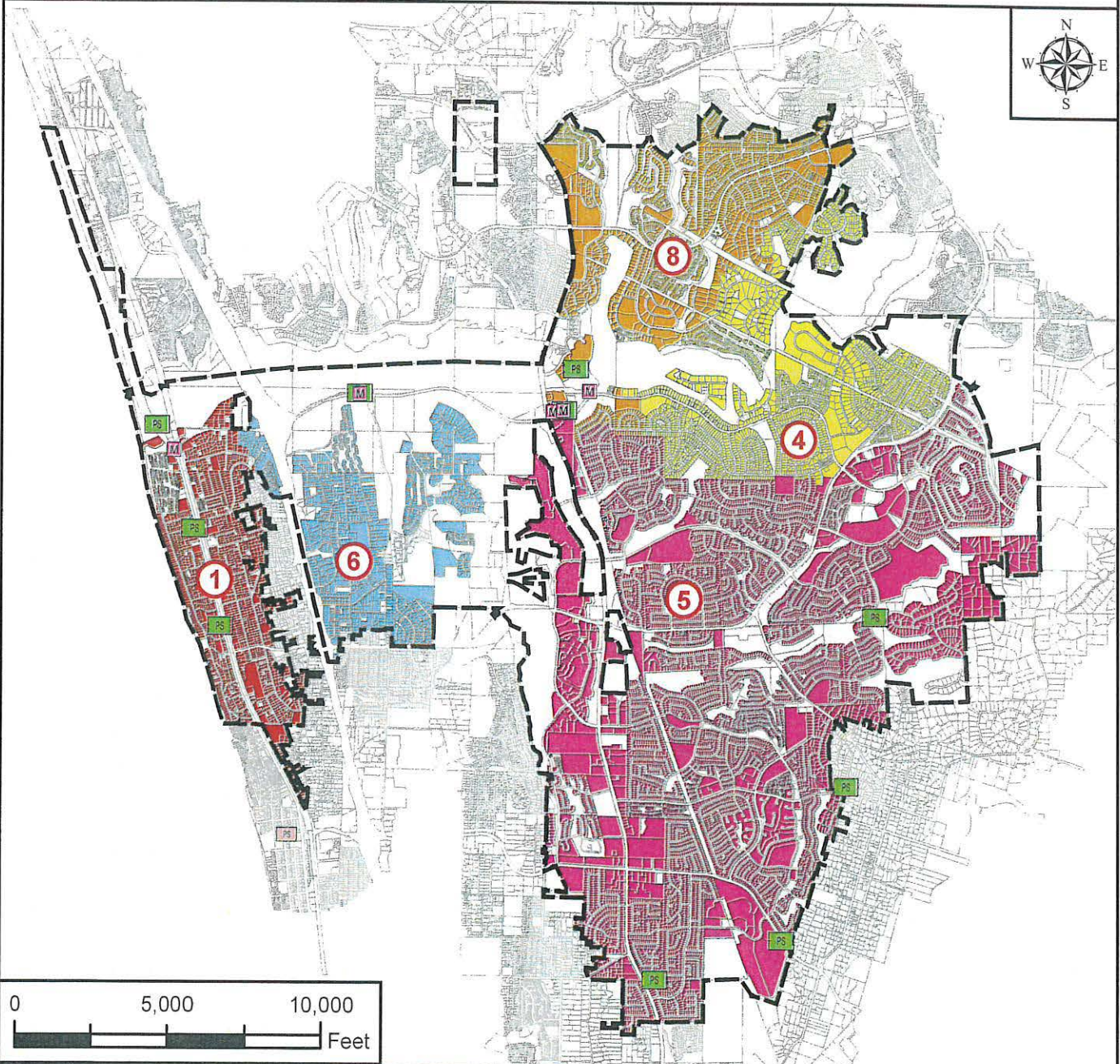




FY-24 CCTV Inspections & Hydro Cleaning Production



LEUCADIA WASTEWATER DISTRICT



LEGEND

Parcels by Basin

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



Meter Locations



LWD Pump Stations



Encinitas Pump Stations



LWD Boundary



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

SEWER COLLECTION SYSTEM BY SUB-BASIN

**Operations and Administration Training Report
May 2024**

Training & Safety Events for the month May 2024

Description	Hours		
	Ops	Admin	Total
CSRMA DOT Field Ergonomics Back Care	2.0	0.0	2.0
Encinitas Estates Bypass Tailgate (Mutual Aid Training)	25.0	0.0	25.0
Hearing Conservation	0.0	1.0	1.0
Heat Illness	1.0	1.0	2.0
Lockout / Tagout	6.0	0.0	6.0
Leucadia Pump Station Bypass Tailgate	6.0	0.0	6.0
Pickering Insurance Benefit Review	11.0	7.0	18.0
Respiratory Protection	2.0	0.0	2.0
SCBA Training Tailgate	1.5	0.0	1.5
VP7 E-One Pump Tailgate	16.0	0.0	16.0
CSRMA 2022 Office Ergonomics	0.0	6.0	6.0
DataNet Nation-State Cybercrime: How Employees May Encounter Nation-State Threats	0.0	2.0	2.0
DataNet Introduction to HIPPA	0.0	2.0	2.0
DataNet BEC: Credential & Data Theft Scams	0.5	2.0	2.5
DataNet Understanding Common Types of Data Breach	0.5	2.0	2.5
DataNet Malware Awareness	0.5	2.5	3.0
DataNet Phishing-Brand Fraud & Spoofing	1.0	1.0	2.0
DataNet NIST CSF: Introduction	1.0	1.0	2.0
DataNet Data Protection Secure Connection	0.5	0.0	0.5
Water Industry Quality of Water (CA AB-54)	0.5	0.0	0.5
Total Training Hours	75.0	27.5	102.5

Conferences/Webinars/Seminars for the month of May 2024

Description	Attendees		
	Ops	Admin	Total
DXP Pump University (Anaheim)	3	0	3
NASSCO PACP Re-Certification	6	0	6
WUHRC Meeting and Workplace Violence Presentation	0	2	2
Toshiba Copy Machine Webinar	0	3	3
CSRMA How to Have Difficult Discussions	0	2	2
CSRMA Employment Liability Training	0	1	1
PFM Pools & Money Market Funds	0	1	1
Institute for Local Govt's - The More You Know: Election Year Update on CA	0	1	1
Total Attended Conferences	9	10	19

Notes:

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



LEADERS IN
ENVIRONMENTAL
PROTECTION

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	101.5	8.5	110.0
Apr-24	40.0	5.0	45.0
May-24	75.0	27.5	102.5
Jun-24	0.0	0.0	0.0
YTD Totals	576.5	136.5	713.0

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	6.0	6.0
Apr-24	3.0	5.0	8.0
May-24	9.0	10.0	19.0
Jun-24	0.0	0.0	0.0
YTD Total	22.0	52.0	74.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 5/31/2024

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	28,787,034
Accounts Receivables	250,747
Net OPEB Asset	149,103
Prepaid Expense	176,059
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,725,713)
Total Assets	154,053,597
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	156,617,424
Liabilities	
Accounts Payable & Accrued Expenses	607,599
Developer Deposits	188,839
Lease Liability	6,818
Net Pension Liability	4,848,371
Total Liabilities	5,651,627
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	1,893,769
Total Current Change In Net Position	1,893,769
Total Net Position	150,641,268
Total Liabilities, Deferred Inflows & Net Position	156,617,424

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2023 Through 5/31/2024

Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
---------------	------------	---------------------	------------------	------------------------------

OPERATING REVENUES

3110 Sewer Service Fees	\$12,952,923.36	\$13,213,949.00	\$ 261,025.64	98.0%
3150 Recycled Water Sales	244,653.07	403,000.00	158,346.93	60.7%
3100 Misc. Operating Revenue	65,445.88	190,824.00	125,378.12	34.3%
TOTAL OPERATING REVENUES	\$13,263,022.31	\$13,807,773.00	\$ 544,750.69	96.1%

OPERATING EXPENSES

4100 Salaries	\$ 1,971,733.18	\$ 2,230,802.00	\$ 259,068.82	88.4%
4200 Employee Benefits	1,377,710.60	1,577,047.00	199,336.40	87.4%
4300 Directors Expense	80,976.66	130,600.00	49,623.34	62.0%
4600 Gas, Oil & Fuel	42,854.10	61,000.00	18,145.90	70.3%
4700 Insurance Expense	231,386.35	237,500.00	6,113.65	97.4%
4800 Memberships	37,912.74	40,000.00	2,087.26	94.8%
4900 Office Expense	146,148.57	179,280.00	33,131.43	81.5%
5000 Operating Supplies	103,478.30	154,400.00	50,921.70	67.0%
5200 Professional Services	313,971.54	464,050.00	150,078.46	67.7%
5300 Printing & Publishing	30,410.77	32,000.00	1,589.23	95.0%
5400 Rents & Leases	13,581.69	22,900.00	9,318.31	59.3%
5500 Repairs & Maintenance	441,257.74	555,135.00	113,877.26	79.5%
5600 Monitoring & Permits	85,906.53	93,600.00	7,693.47	91.8%
5700 Training & Development	51,052.89	52,000.00	947.11	98.2%
5900 Utilities	524,553.33	578,600.00	54,046.67	90.7%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	2,657,927.00	2,884,000.00	226,073.00	92.2%
6900 Admin O/H alloc to Capital	(175,065.25)	(210,060.00)	(34,994.75)	83.3%
TOTAL OPERATING EXPENSES	\$ 7,943,140.85	\$ 9,091,904.00	\$ 1,148,763.15	87.4%

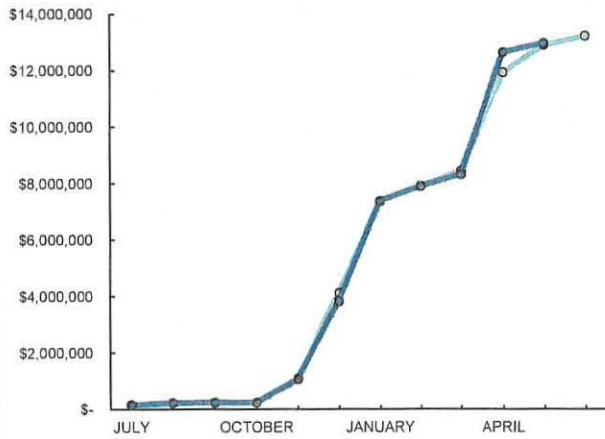
NON-OPERATING REVENUES

3130 Capacity Fees	\$ 305,174.12	\$ 152,670.00	\$ (152,504.12)	199.9%
3220 Property Taxes	2,172,767.84	2,213,000.00	40,232.16	98.2%
3250 Investment Income	590,138.00	485,000.00	(105,138.00)	121.7%
3290 Misc. Non Op Revenue	27,322.11	535,400.00	508,077.89	5.1%
TOTAL NON-OPERATING REVENUES	\$ 3,095,402.07	\$ 3,386,070.00	\$ 290,667.93	91.4%

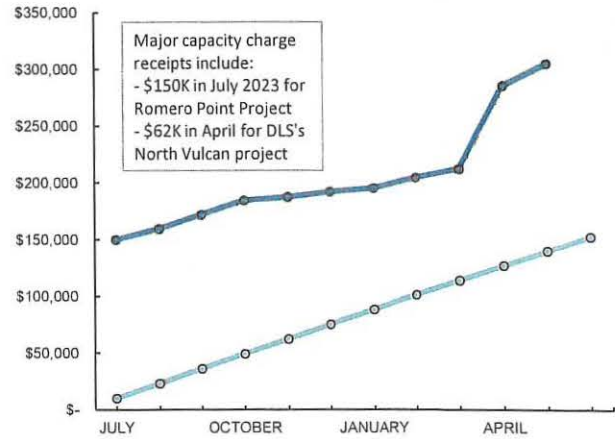
Leucadia Wastewater District Revenue FY2024

YTD through May 31, 2024

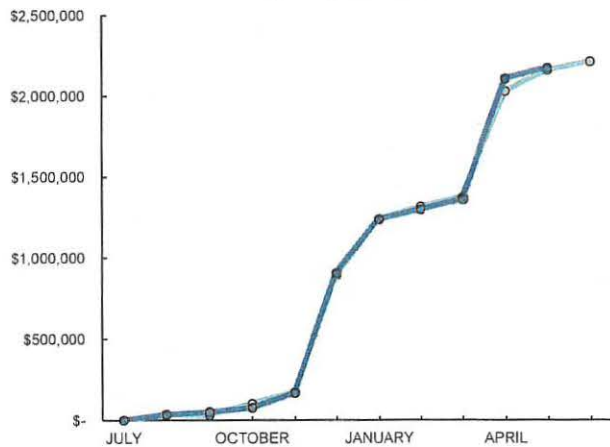
Sewer Service Fees



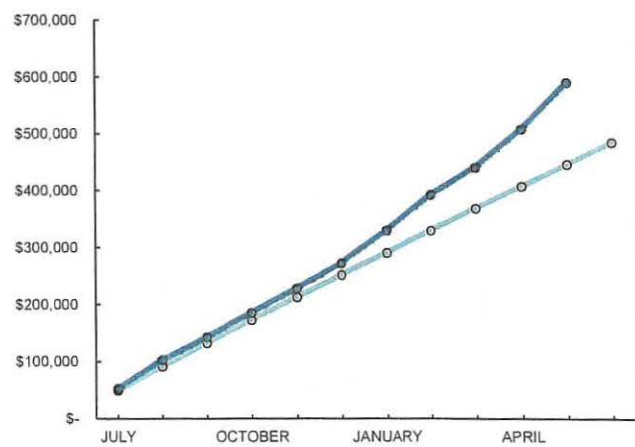
Capacity Charges



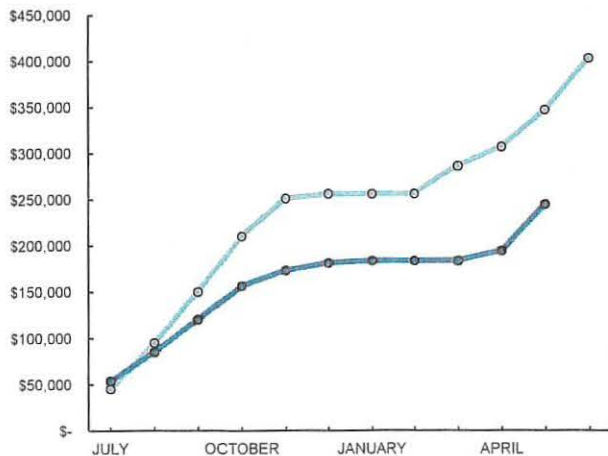
Property Taxes



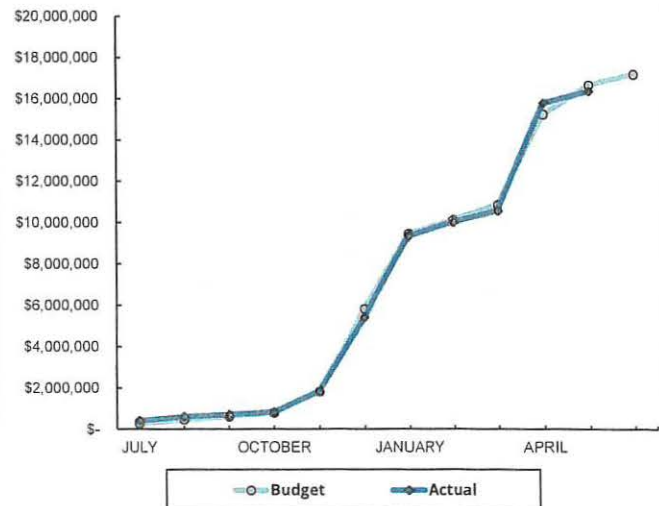
Investment Income



Recycled Wastewater Sales



Total Revenue

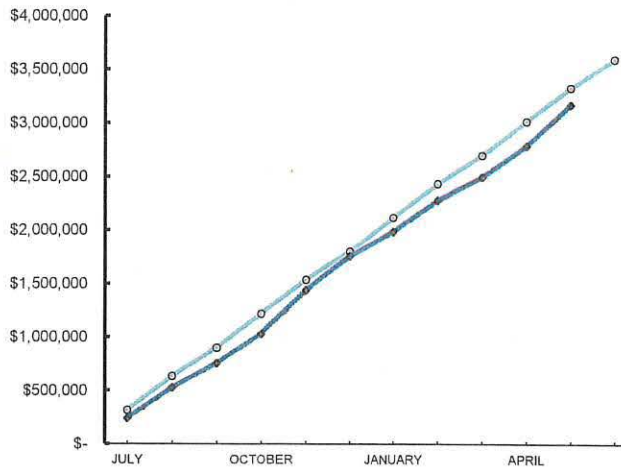


* Preliminary: subject to future review, reconciliation, accruals, and audit

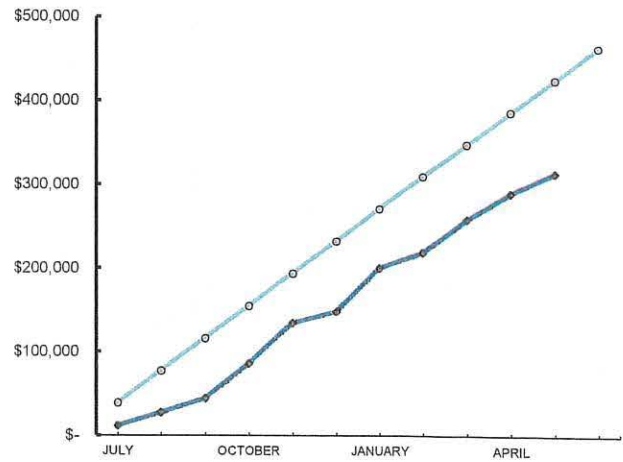
Leucadia Wastewater District Operating Expenses FY2024

YTD through May 31, 2024

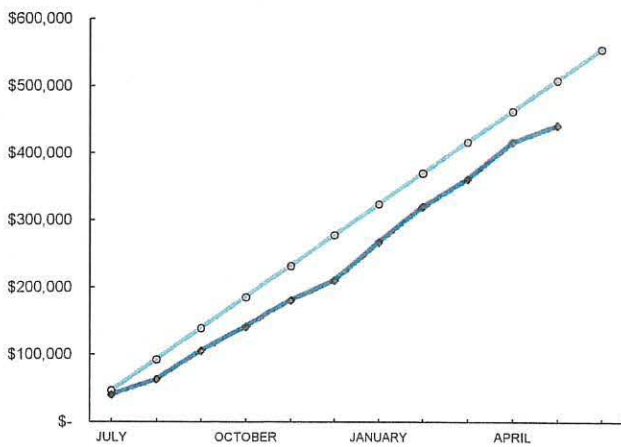
Salaries and Benefits



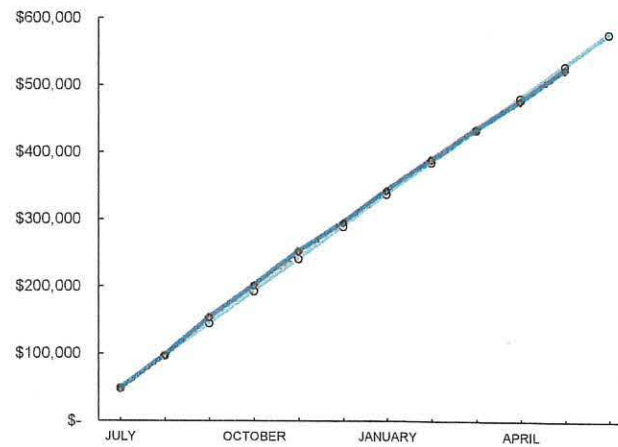
Professional Services



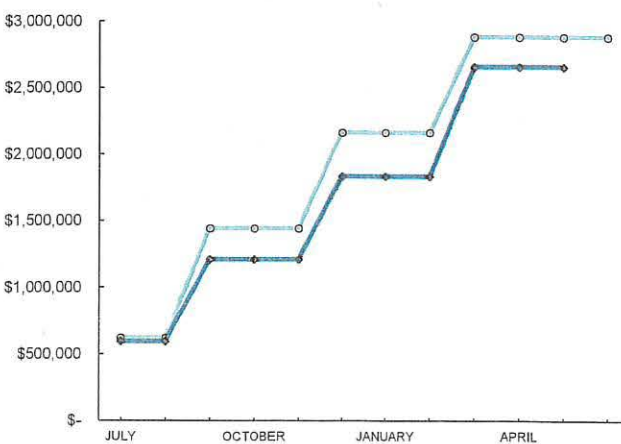
Repairs & Maintenance



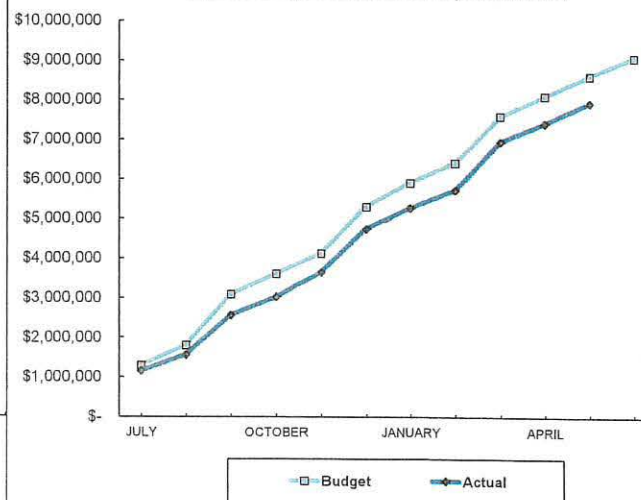
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

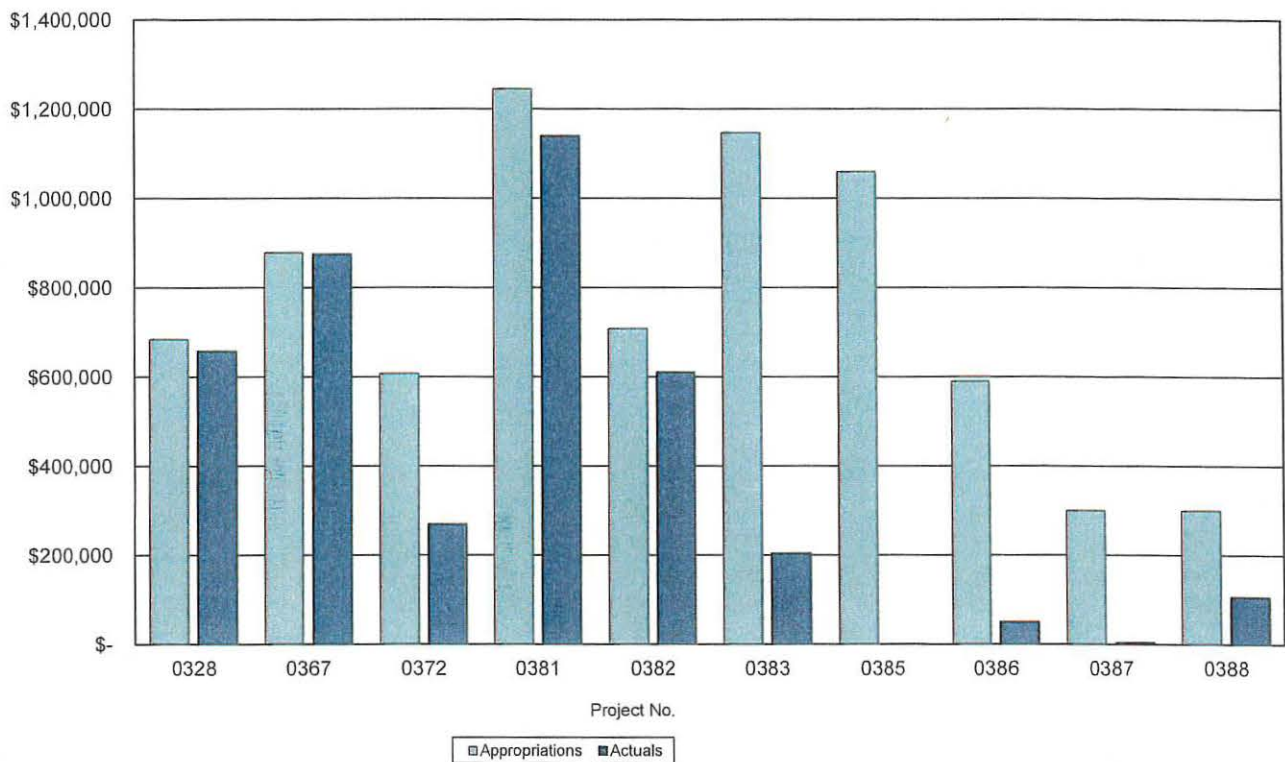


* Preliminary: subject to future review, reconciliation, accruals, and audit

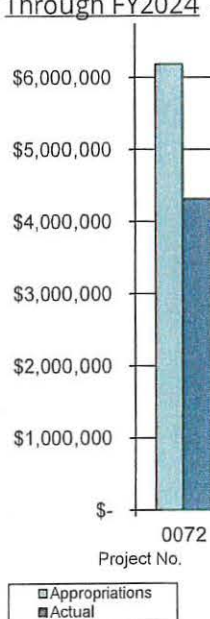
Leucadia Wastewater District Capital Expenditures

As of May 31, 2024

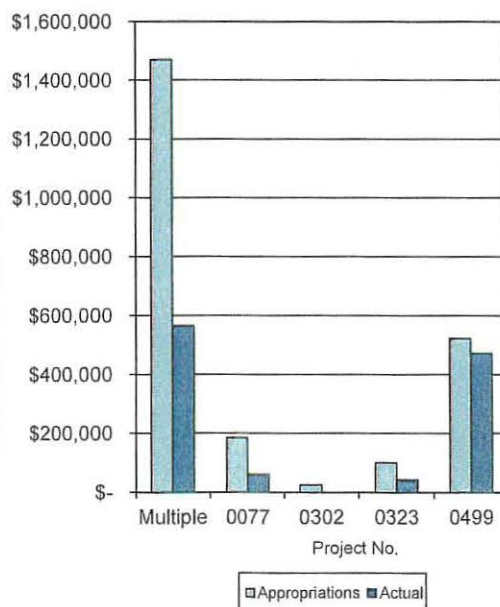
District Multi Year Capital Expenditures by Project Through FY2024



District's Share of Encina WPCF Capital Exp Through FY2024



Single Year Capital Expenditures by Project FY2024



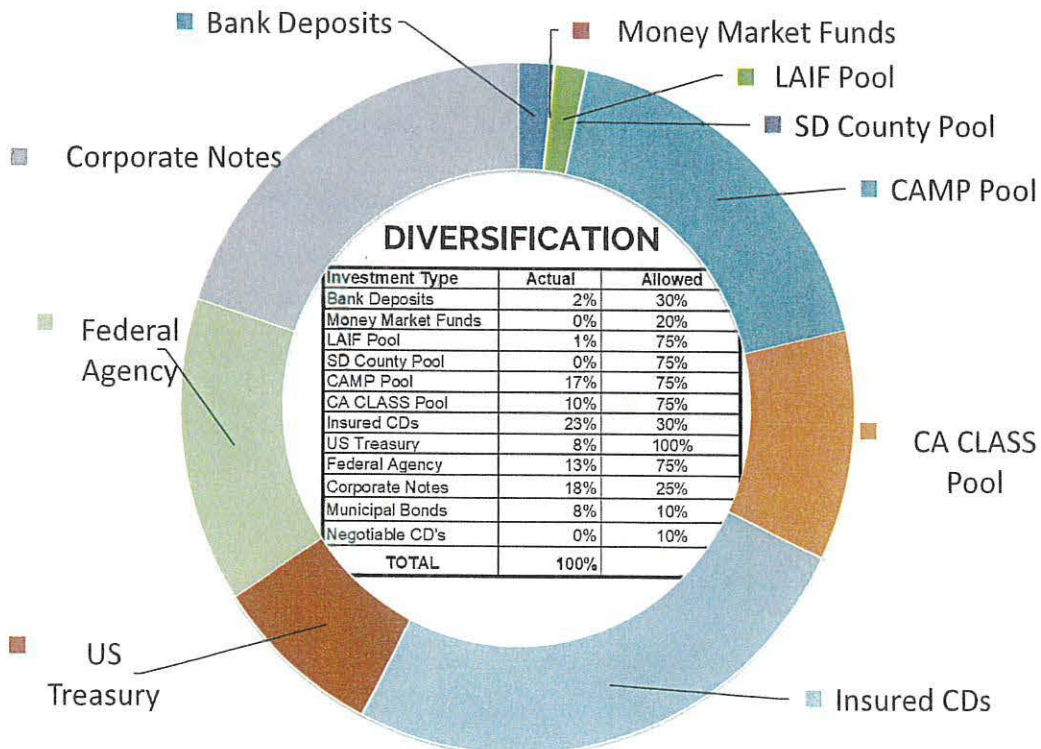
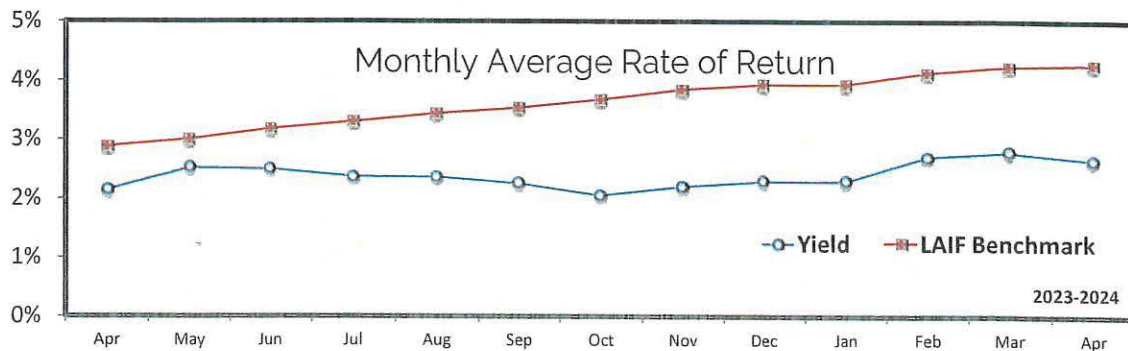
Project Legend

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

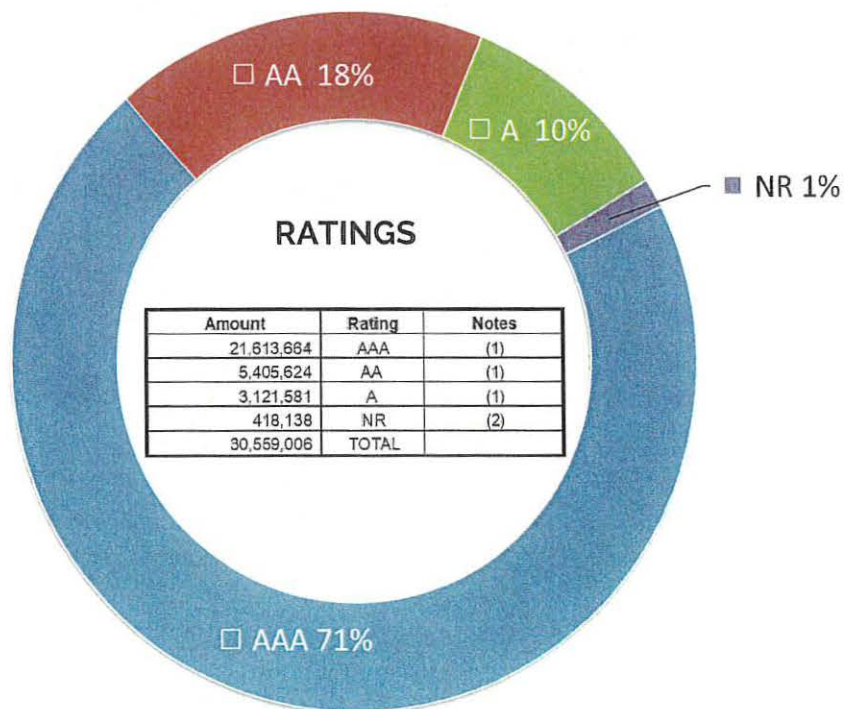
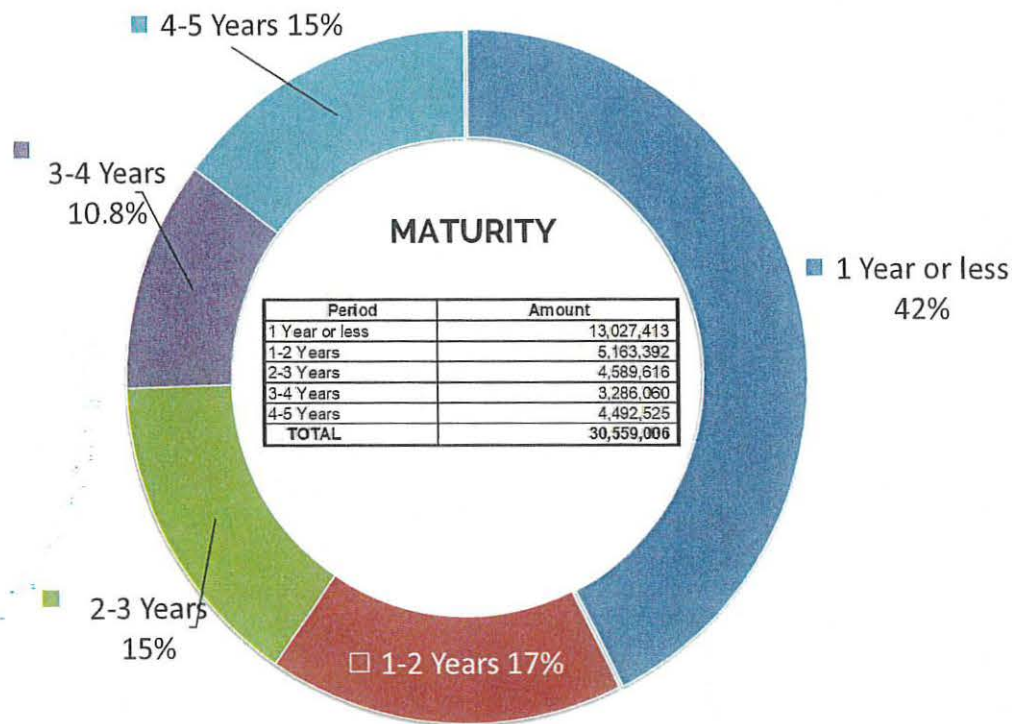
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
April 30, 2024

Cash Equivalents & Investments	Principal (Original Cost)		April Interest	Average Rate
	Mar 31, 2024	Apr 30, 2024		
Pacific Premier Bank Reserves	\$ 601,110	\$ 482,621	\$ 5	0.010%
TVI Dreyfus Money Market	36,131	15,107	105	4.940%
LAIF Pool	413,717	418,138	1,481	4.272%
SD County Pool	10,622	10,655	34	3.830%
CAMP Pool	3,050,683	5,072,332	18,412	5.440%
CA CLASS Pool	1,025,762	3,033,840	2,123	5.542%
Certificates of Deposit - Insured	7,392,000	7,144,000	14,802	2.428%
US Treasury Notes	2,049,328	2,301,958	4,753	3.027%
Federal Agency Notes	3,287,880	4,035,772	5,514	2.371%
Municipal Bonds	2,433,766	2,433,766	1,831	0.853%
Corporate Bonds/Notes	5,610,817	5,610,817	13,412	2.932%
Totals	\$ 25,911,816	\$ 30,559,006	\$ 62,473	2.655%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
April 30, 2024

(Continued)

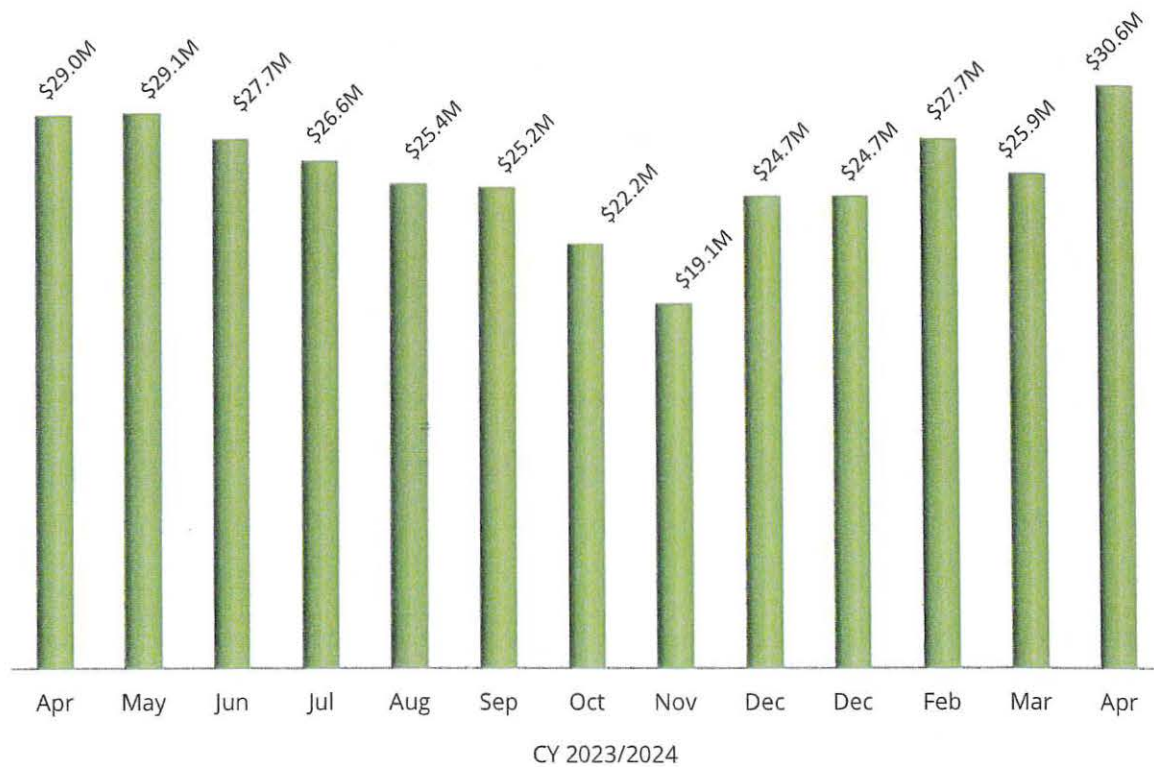


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
April 30, 2024

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
BMW North America CD		248,000	4/12/2024	05580AWF7	1.50%	
US Treasury Note	252,630		3/31/2029	91282CEE7	4.60%	
Federal Farm Credit Banks	497,892		4/10/2029	3133ERAK7	4.70%	
Federal Home Loan Banks	250,000		4/12/2029	3130B0UN7	4.88%	
TOTAL	\$ 1,000,522	\$ 248,000				

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: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: May 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 May 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 May 2024 for your review.


tb:PJB

Attachment

Leucadia Wastewater District
Disclosure of Reimbursements Report
May 2024

Conference Date	Description	GM	Director	Director	Director	Director	Director	DFA	FSS	FSSup
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Pacilio	R. Green	M. Gonzalez	G. Mendez
CSDA Legislative Days May 21 - 22, 2024 Sacramento, CA	Registration		345.00							
	Hotel		493.12							
	Airfare		207.96							
	Meals		36.57							
	Parking									
	Rental Car									
	Tips		35.00							
	Fuel/mileage/taxi/uber		176.32							
	Total	0.00	1,293.97	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

MEMORANDUM

DATE: June 5, 2023
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Adopt Resolution No. 2415 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2025 (July 1, 2024 to June 30, 2025) Pursuant to Article XIII (B) of the California Constitution

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2415 as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

California Government Code Section 7910 requires that the District establish appropriations limit at the beginning of each fiscal year. The appropriations limit for fiscal year 2024 has been calculated at \$108,753,553. The planned District appropriations subject to the statutory limitation are \$2,420,454. Per Government Code Section 7910, the document used to develop the Appropriations Limit was made available to the public.

Proposed Resolution No. 2415 establishing the appropriations limit is attached for your consideration along with documentation used in the determination of the appropriations limit.

Staff recommends that the Board of Directors adopt Resolution No. 2415 as presented.

reg:PJB

Attachment

RESOLUTION NO. 2415

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ESTABLISHING APPROPRIATIONS LIMIT OF THE DISTRICT
FOR THE FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025 PURSUANT TO
ARTICLE XIII (B) OF THE CALIFORNIA CONSTITUTION**

WHEREAS, Government Code Section 7910 requires that each year the Board of Directors of this District shall, by resolution, establish the District's appropriation limit for the following fiscal year pursuant to Article XIII (B) of the California Constitution; and

WHEREAS, the documentation attached hereto as Exhibit "A", used in the determination of the appropriations limit, has been available to the public in accordance with Government Code Section 7910.

NOW, THEREFORE, the Board of Directors of Leucadia Wastewater District does hereby resolve, determine and order as follows:

Section 1. The appropriations limit of Leucadia Wastewater District for the Fiscal Year July 1, 2024 - June 30, 2025 pursuant to Article XIII (B) of the California Constitution is hereby established as \$108,753,553.

Section 2. This Resolution is effective June 12, 2024 and supersedes Resolution No. 2397.

PASSED AND ADOPTED by the Board of Directors at a meeting of the LWD, held June 12, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chris Roesink, President

Paul J. Bushee, General Manager

(SEAL)

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS LIMIT
FISCAL YEAR 2024-2025**

FISCAL YEAR	POPULATION FACTOR	CPI/PI FACTOR	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT	APPROPRIATIONS SUBJECT TO LIMIT	OVER (UNDER) LIMIT
1978-79				4,131,757		
1979-80	1.1185	1.1017	1.2323	5,019,364	474,509	(4,544,855)
1980-81	1.1952	1.1053	1.3211	6,725,969	269,388	(6,456,581)
1981-82	1.0207	1.0912	1.1138	7,491,303	201,344	(7,289,959)
1982-83	1.0570	1.0679	1.1288	8,455,960	346,283	(8,109,677)
1983-84	1.0578	1.0235	1.0827	9,154,915	518,291	(8,636,624)
1984-85	1.0641	1.0474	1.1145	10,203,504	370,506	(9,832,998)
1985-86	1.0423	1.0374	1.0813	11,032,865	407,693	(10,625,172)
1986-87	1.1571	1.0230	1.1837	13,059,749	854,824	(12,204,925)
1987-88	1.0810	1.0304	1.1140	14,548,109	571,371	(13,976,738)
1988-89	1.0486	1.0393	1.0898	15,854,675	2,287,498	(13,567,177)
1989-90	1.1118	1.0498	1.1672	18,505,063	7,133,033	(11,372,030)
1990-91	1.0273	1.0421	1.0705	19,809,670	3,570,985	(16,238,685)
1991-92	1.0271	1.0414	1.0696	21,188,858	4,873,688	(16,315,170)
1992-93	1.0085	1.0064	1.0149	21,505,287	945,024	(20,560,263)
1993-94	1.0199	1.0272	1.0477	22,530,400	881,142	(21,649,258)
1994-95	1.0079	1.0071	1.0151	22,870,074	1,258,995	(21,611,079)
1995-96	1.0004	1.0472	1.0476	23,959,121	534,652	(23,424,469)
1996-97	1.0167	1.0467	1.0642	25,496,815	7,127,060	(18,369,755)
1997-98	1.0204	1.0467	1.0680	27,230,599	4,706,220	(22,524,379)
1998-99	1.0367	1.0415	1.0797	29,401,505	2,864,723	(26,536,782)
1999-00	1.0386	1.0453	1.0857	31,920,931	1,219,792	(30,701,139)
2000-01	1.0422	1.0491	1.0933	34,900,013	2,073,768	(32,826,245)
2001-02	1.0445	1.0782	1.1262	39,303,693	460,000	(38,843,693)
2002-03	1.0445	0.9873	1.0312	40,531,016	761,542	(39,769,474)
2003-04	1.0263	1.0231	1.0500	42,557,926	773,263	(41,784,663)
2004-05	1.0218	1.0328	1.0553	44,911,884	452,866	(44,459,018)
2005-06	1.0157	1.0526	1.0692	48,018,786	1,339,689	(46,679,097)
2006-07	1.0216	1.0396	1.0620	50,997,014	6,064,787	(44,932,227)
2007-08	1.0172	1.0442	1.0622	54,168,601	4,121,237	(50,047,364)
2008-09	1.0163	1.0429	1.0599	57,415,246	1,424,330	(55,990,916)
2009-10	1.0102	1.0062	1.0165	58,360,757	1,496,698	(56,864,059)
2010-11	1.0143	0.9746	0.9885	57,691,221	1,257,308	(56,433,913)
2011-12	1.0077	1.0251	1.0330	59,594,831	941,116	(58,653,715)
2012-13	1.0103	1.0377	1.0484	62,479,881	1,237,704	(61,242,177)
2013-14	1.0087	1.0512	1.0603	66,247,981	1,278,375	(64,969,606)
2014-15	1.0135	0.9977	1.0112	66,988,165	1,318,868	(65,669,297)
2015-16	1.0073	1.0382	1.0458	70,055,307	1,473,535	(68,581,772)
2016-17	1.0082	1.0537	1.0623	74,420,087	1,576,765	(72,843,322)
2017-18	1.0070	1.0369	1.0442	77,708,993	1,641,550	(76,067,443)
2018-19	1.0108	1.0367	1.0478	81,427,055	1,766,492	(79,660,563)
2019-20	1.0008	1.0385	1.0393	84,629,334	1,894,512	(82,734,822)
2020-21	1.0046	1.0373	1.0421	88,189,565	1,937,468	(86,252,097)
2021-22	1.0043	1.0573	1.0619	93,644,939	2,033,892	(91,611,047)
2022-23	0.9980	1.0755	1.0734	100,514,371	2,170,641	(98,343,730)
2023-24	0.9970	1.0444	1.0413	104,665,651	2,277,236	(102,388,415)
2023-24	0.9949	1.0444	1.0391	108,753,553	2,420,454	(106,333,099)

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS SUBJECT TO LIMIT WORKSHEET
FISCAL YEAR 2024-2025**

Fiscal Year	Total Appropriations	Amount
2024-2025	General District	\$ 9,589,182
	Current Construction/Capital	9,882,606
	Other Debt & Reserves Exp.	-
	Reserves	21,364,523
	Subtotal	40,836,311
	Less: Prior Reserves (Limited to above reserves)	22,735,254
	(Difference)	(1,370,731)
	Less: Voter Approved Debt Service	0
	Total Available	19,471,788
	Non-Proceeds of Taxes	17,051,334
	Appropriations Subject to Limit	\$ 2,420,454

Fiscal Year	Revenues	Total Revenue	Tax Revenue	Non-Tax Revenue
2024-2025	Service Charges	\$ 15,378,950	\$ -	\$ 15,378,950
	Other Operating Income	112,400	-	112,400
	Property Taxes	2,321,600	2,321,600	-
	Other Non-Operating Income	857,823	-	857,823
	Debt Service	-	-	-
	Less Voter Approved Debt Service	-	-	-
	Subtotal	18,670,773	2,321,600	16,349,173
	Interest Income	795,000	98,854	696,146
	Other Reserve Income	6,015	-	6,015
	Total Revenues	\$ 19,471,788	\$ 2,420,454	\$ 17,051,334

Interest Income Allocation

Tax Revenue	\$ 2,321,600
Total Revenue Before Interest	/ 18,670,773
%	= 12.4344075%
Interest Income	* 795,000
Interest Allocated to Tax Revenue	= \$ 98,854

**LEUCADIA WASTEWATER DISTRICT
APPROPRIATIONS LIMIT WORKSHEET
FISCAL YEAR 2024-2025**

	(1) Total 1/1/2022	(2) Within District 1/1/2022	% of City	% of District
Carlsbad	114,319	33,783	29.6%	54.4%
Encinitas	61,028	28,363	46.5%	45.6%
Total		62,146	(to below)	100.0%

(1) Per California Department of Finance letter and attachments, dated April 2024.
More recent SANDAG estimates were not yet available.

(2) District population figures per special request from SANDAG.
Latest estimate received August 28, 2023.

		2022-2023		2023-2024	
Population	%	Total cities (3) 1/1/2023	Total district (Calc) 1/1/2023	Total cities (3) 1/1/2024	Total district (Calc) 1/1/2024
Carlsbad	29.6%	115,045	33,998	114,319	33,783
Encinitas	46.5%	61,254	28,468	61,028	28,363
Total	(from above)	176,299	62,466	175,347	62,146
Percentage change				-0.540%	-0.512%

FISCAL YEAR 2024-2025

Adjustment factor calculation

- 1 Population change calculation
- 2 Per capita personal income - (3)

Adjustment Factor

% CHANGE

-0.512%

4.440%

FACTOR

0.9949

1.0444

1.0391

(3) Per California Department of Finance letter and attachments, dated May 2024. Also found here:
<https://dof.ca.gov/forecasting/demographics/estimates/>

Encina Wastewater Authority Report
Regular Board Meeting
May 22, 2024

EWA Board of Directors – Vice President Saldana reporting

1. Extension of Member Agency Billing Methodology

The Board of Directors adopted the following:

- Resolution 2024-05 extending the member agency billing methodology; and
- Resolution 2024-06 extending the Financial Reserve Policy.

2. Sole Source Design-Build Authorization for Heat Dryer Improvements

The Board of Directors authorized the General Manager to negotiate a sole source Design-Build Agreement with Andritz Separation Inc. for Heat Dryer Mechanical and Control Improvements Project.

3. Encina Procurement Strategy

The Board of Directors received and filed the Encina Procurement Strategy.

Engineering Committee Meeting Report

Presented by Director Omsted


Meeting held June 4, 2024

The EC reviewed the following recommendation:

1. Approve the final design services agreement with Water Works Engineers for the Diana Pump Station Upgrade Project in an amount not to exceed \$121,351.

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

MEMORANDM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Public Hearing on a Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2025 (FY25) on the San Diego County Tax Roll

PUBLIC HEARING:

The purpose of this public hearing is to allow the LWD Board of Directors to receive and consider public comment on the following:

- 1) A proposal to collect LWD's wastewater service charges for FY25 on the County Tax Roll in the same manner, together with, and at the same time as general taxes.

The notice of this public hearing was posted at the District on June 1, 2024. It was also published in the San Diego Union Tribune on June 1, 2024 and on June 8, 2024.

BACKGROUND:

LWD has collected its wastewater service charges on the San Diego County Tax Roll, concurrent with general taxes, since 1979. Staff proposes to continue collecting its wastewater service charges in this manner for FY25. As per Government Code Section 5473, LWD has made available, for public review and inspection, a report showing the amount of the proposed wastewater service charges for each parcel of real property receiving wastewater service.

It is necessary for the Board to consider all objections or protests to the report. If the Board finds that the protests are made by the owners of a majority of separate parcels of property described in the report, then the report shall not be adopted and the wastewater service charges shall be collected separately from the tax rolls. To date, no objections or protests have been filed with LWD regarding this report.

After receiving public testimony, the Board will close the public hearing and may consider action on the proposed item during the regular meeting immediately following this public hearing.

th:PJB

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2025**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2416 approving the report for the collection of wastewater service charges on the county tax roll for the fiscal year July 1, 2024 to June 30, 2025.
2. Discuss and take other action as appropriate.

DISCUSSION:

Leucadia Wastewater District's wastewater service charge has been collected on the San Diego County Tax Roll since 1979. Staff is proposing to continue this practice for fiscal year 2025 (FY25). Prior to this item, the Board of Directors will have conducted a public hearing regarding the collection of the FY25 wastewater service charges on the county tax roll in accordance with Health and Safety Code Section 5473.

A written report was prepared and filed with the General Manager, which contains a description of each parcel of real property and the amount of the wastewater service charge for each parcel for FY25. The charges in the report are based on the FY25 wastewater service charge of \$516.96 per year per equivalent dwelling unit (EDU).

Staff recommends that the Board adopt Resolution No. 2416 (attached) as presented, and/or take other action as appropriate.

th:PJB

Attachment

RESOLUTION NO. 2416

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LEUCADIA WASTEWATER DISTRICT
ADOPTING AND APPROVING THE REPORT FOR THE
COLLECTION OF WASTEWATER SERVICE CHARGES ON THE COUNTY TAX
ROLL FOR THE FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025**

WHEREAS, the Board of Directors of the Leucadia Wastewater District (LWD) has elected to have wastewater service fees for the Fiscal Year July 1, 2024 – June 30, 2025 (FY25) collected on the tax roll in accordance with Health and Safety Code Sections 5470-5474.10; and

WHEREAS, the current wastewater service fee for each equivalent dwelling unit (EDU) is \$457.42 per year (Existing Wastewater Service Fee); and

WHEREAS, the Board of Directors has determined that the FY25 Wastewater Service Fee for each EDU shall increase from \$457.42 to \$516.96 effective July 1, 2024; and

WHEREAS, a written report was prepared and filed with the General Manager of this District, which contains a description of each parcel of real property receiving wastewater service and the amount of the wastewater service fee for each parcel for said fiscal year, which is based on the approved FY25 Wastewater Service Fee; and

WHEREAS, notice of the hearing on said report was published in the form and manner prescribed by law; and

WHEREAS, at the time stated in the notice, this Board of Directors did hear and consider all objections or protests to said report.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF LWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board of Directors hereby determines that the amount of the wastewater fee for each parcel for the Fiscal Year July 1, 2024 – June 30, 2025 shall be as described in said report.

Section 2. The report is hereby adopted and approved.

Section 3. The General Manager is authorized and directed to file with the Auditor of San Diego County a copy of said report with a statement endorsed thereon over his signature that it has been finally adopted by the Board of Directors.

Section 4. Effective July 1, 2024 this Resolution supersedes Resolution No. 2399.

PASSED AND ADOPTED by the Board of Directors at a meeting of LWD held June 12, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:


Chris Roesink, President

ATTEST:

Paul J. Bushee, Secretary/Manager

(SEAL)

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Diana Pump Station Upgrade Project – Final Design Services

RECOMMENDATION:

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

1. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 5 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the Diana Pump Station Upgrade Project in an amount not to exceed \$121,351.
2. Discuss and take other action as appropriate.

BACKGROUND:**Tactical Goal: Infrastructure & Technology / Diana Pump Station Upgrade**

This item was reviewed by the EC at their June 4th meeting and the EC concurred with staff to present this item for the Board's consideration.

The Asset Management Plan (AMP) is one of three Leucadia Wastewater District (District) cornerstone documents and is typically updated every 5 years. One of the primary functions of the AMP is to identify Capital Improvement Program projects that are necessary to keep the District's infrastructure in good working order with the overall goal of replacing infrastructure before a failure occurs.

The 2019 AMP Update recommended that the District complete a Pump Station Condition Assessment in order to identify necessary pump station improvements within the next 5 years. In March 2020, Infrastructure Engineering Corporation (IEC) completed the District's 2019 Pump Station Condition Assessment. IEC was the District's previous as needed design engineer. IEC's assessment of the Diana Pump Station (Diana P. S.) included a recommendation for a new dedicated site not located in the public right of way that would allow the relocation of the existing electrical equipment and allow the installation of an onsite permanent emergency generator. Although the existing electrical equipment is in good condition, it does not meet the District's operational standards and is located on a SDGE power pole which is prone to vehicular strikes and vandalism.

DISCUSSION:

In October 2023, Water Works Engineers (Water Works) was issued a task order to conduct the Preliminary Design Report (PDR) for the Diana P. S. Project in order to establish the scope and parameters of the project's final design. In January 2024, Water Works completed the PDR which supported IEC's recommendation that the District acquire a new easement for the electrical equipment and generator. Staff will provide a detailed overview at the upcoming meeting. The PDR is available for review upon request.

Since the easement has now been attained, the District can now proceed with the final project design.

Correspondingly, staff requested a proposal from Water Works. Staff has negotiated the scope of work and believes it meets the objectives of the project. The proposal had been attached for your review and includes all design related services through project bidding.

Water Work's proposed fee for design services is \$121,351 which includes services to support project design, such as structural engineering design services. The preliminary construction cost estimate for this project is \$1.091M, therefore, the proposed design fee represents a soft cost loading of 11.1% 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 Fiscal Year 2024 Capital Budget includes a carryover of \$516K which will cover the Diana P. S. Project design. Therefore, the budget contains sufficient funds to complete the project design and commence construction. Staff plans to request additional funding for this project as part of the Fiscal Year 2026 Budget process to complete all project work.

ier:PJB

Attachment



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

5/13/2024

RE: Engineering Services Proposal for Diana Pump Station Rehabilitation Project

Dear Mr. Riffel,

Water Works Engineers (Water Works) is pleased to submit to Leucadia Wastewater District (District) a proposal for Amendment No. 1 for Final Design Engineering Services to Task Order No. 5 Diana Pump Station Rehabilitation Project.

In January 2024, Water Works Engineers submitted a final Preliminary Design Report (PDR) for the pump station rehabilitation. Major improvements listed in the PDR include electrical equipment a new standby generator to be relocated to the new permanent easement site abutting Diana Street, procured in April 2024.

The attached Scope of Services describes the specific tasks and deliverables that Water Works will perform for this Project based on the recommendations from the PDR along with recent discussions and clarifications from the District. Please contact me at 619-833-6955 should you have any questions or need further information.

Sincerely,

Tim Lewis, PE
Project Manager



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

Scope of Engineering Services

Water Works Engineers, LLC. and Leucadia Wastewater District

Amendment No 1 for the Final Design of Diana Pump Station Rehabilitation Project Task Order No. 5

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) 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	Corner of Diana Street and HWY-101 in Encinitas (33° 4'0.53"N, 117°18'12.07"W).
Facilities	Existing Diana Pump Station within City of Encinitas Right of Way
Project Objectives	<ol style="list-style-type: none"> 1. Demolition of existing electrical equipment 2. Installation of new electrical equipment and standby generator in relocated location off of the road in new permanent easement
Existing Documentation	<ol style="list-style-type: none"> 1. Preliminary Design Report (WWE, Jan 2024) 2. As-builts and easement information
Project Background	<ol style="list-style-type: none"> 1. 1963 Original Construction of Smith and Loveless Package Lift Station. 2. 1998 Retrofit 3. 2010 Replacement with duplex submersible circular precast wetwell style pump station 4. 2019 Pump Condition Assessment Report identified complete rehabilitation is recommended 5. 2020 minor pump and electrical upgrades 6. 2023 District engaged Water Works for the preliminary design of the pump station rehabilitation
Major Improvements	<p>Per the Preliminary Design Report (WWE, Jan 2024):</p> <p><u>Major General/Structural/Civil Site Work:</u></p> <ul style="list-style-type: none"> • Demolition • New concrete pavement and restored pavement • Sidewalk, curb, and gutter • Bypass pumping • Retaining wall • Screened privacy fencing



	<p><u>Major Electrical, Instrumentation, and Controls</u></p> <ul style="list-style-type: none">• Diesel Generator• Conduits• Pump replacement• SDGE power meter relocation• SDGE transformer conductor extension to relocated meter
Project Constraints, Design and Sequencing Considerations	<p>Diana Pump Station is an atypical and highly constrained pump station that is entirely located within a public right of way and road.</p> <ul style="list-style-type: none">• The roadway is narrow, and abuts a driveway and parking for numerous businesses, residences, and a multi-residential complex.• There are many utilities within the roadway and any trenching and excavation work will likely require special detailing.• Significant consideration is required to sequence the work in such a manner to reduce temporary construction impacts to local and through traffic.• The design is highly dependent on favorable and responsive design review information from the City of Encinitas and SDGE that will require very proactive communications and coordination.• Given this pump station project is highly visible and will likely generate strong interest from the Public (and the City of Encinitas), the District should expect to receive many enquiries and comments during the design effort to minimize noise impacts, aesthetics modifications, permanent access, and temporary construction impacts. It is highly recommended that the District be very proactive with public outreach.• All electrical equipment will be relocated and replaced in the new permanent easement. This new location is a very tight and compact site and will require special detailing and design considerations to accommodate:<ul style="list-style-type: none">○ 5' AT&T easement that cuts through the site○ Required min clearances for electrical equipment and maintenance access. Water Works expects very proactive communication with manufacturers will be required.○ Slide gate○ HOA pedestrian access gate○ Privacy screening with noise dampening features○ Special structural detailing for the electrical panel shade structure○ Slim retaining walls on two or three sides that must not encroach past the permanent easement○ Drainage modifications away from the HOA parking lot and into Diana St right of way.• Water Works anticipates significant design effort will be required to optimize the layout of the pump station electrical site to these design constraints and to accommodate likely multiple rounds of SDGE review comments.



Opinion of
Probable
Construction
Cost



WATERWORKS
ENGINEERS

Title: Diana Pump Station
Rehabilitation Project
Computed By: TL
Date: 4/16/2024

30% Design Opinion of Probable Construction Cost (OPCC)

Item	Quantity	Unit	Unit Cost	Total Cost
General / Structural / Civil Site Work				
				\$112,440
Mechanical Piping and Valves				
				\$0
Equipment				
				\$145,440
Electrical, Instrumentation, Controls				
				\$540,000
Construction Subtotal				
				\$797,880
Recommended Contingencies				
Contingency (Project Risk & Market & Bidding Environment)		20%		\$159,576
Total				\$958,000
Mid Point Project Cost Escalation (CY23 to CY26 Dollars)*				\$133,000
OPCC (CY26 dollars)				\$1,091,000

*Rounded up to nearest \$1,000. CY23 Base \$ and 4% annualized escalation is compounded until the anticipated mid-point date of construction assuming 6/1/25 to 5/31/27 construction period

Project Background Figures

Pictures and figures describing the location of the project and the likely improvements are depicted below.

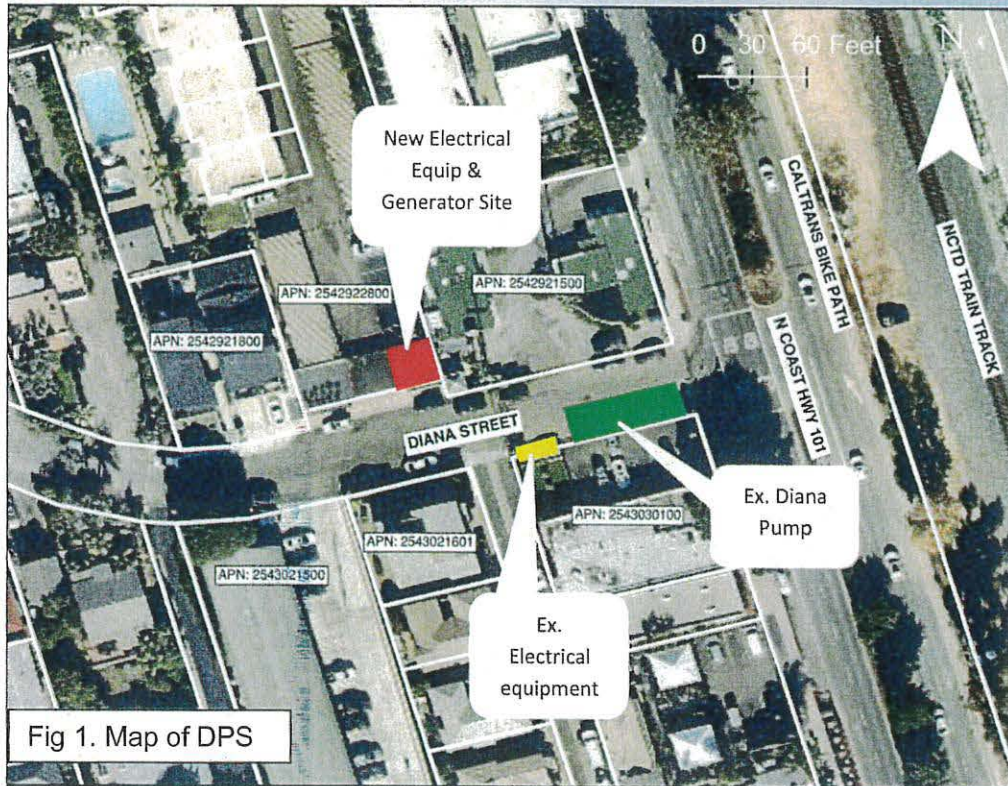


Fig 1. Map of DPS



Fig 2. Photo



Fig 3. Photo



Fig 4. Example screened pump station site (LWD Encinitas Estates)

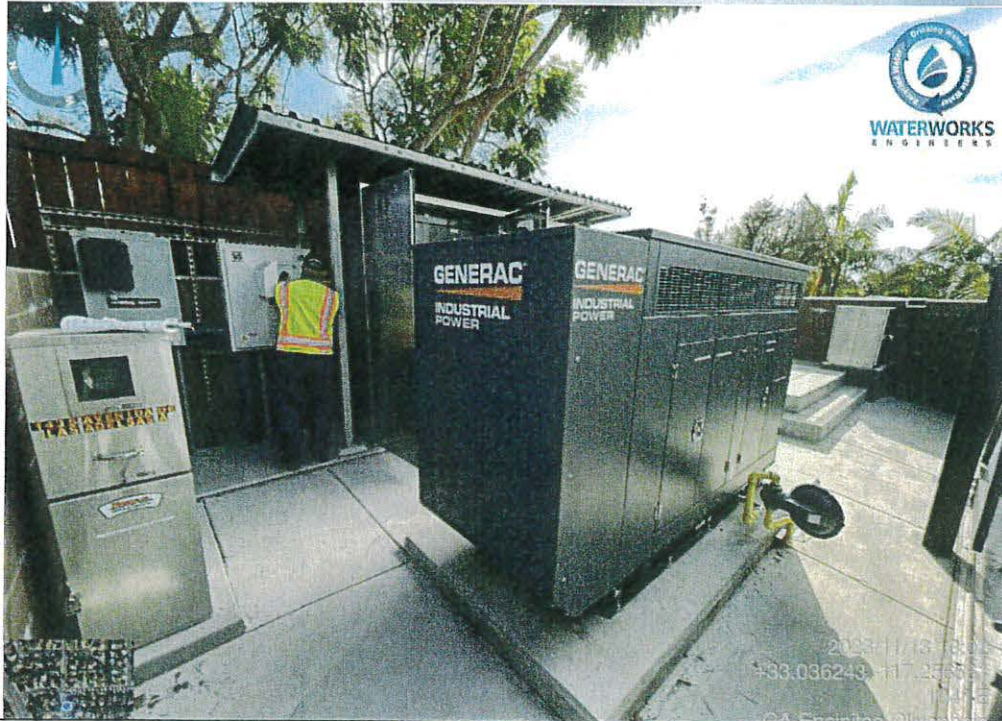


Fig 4. Example improvements within pump station site (LWD Encinitas Estates)

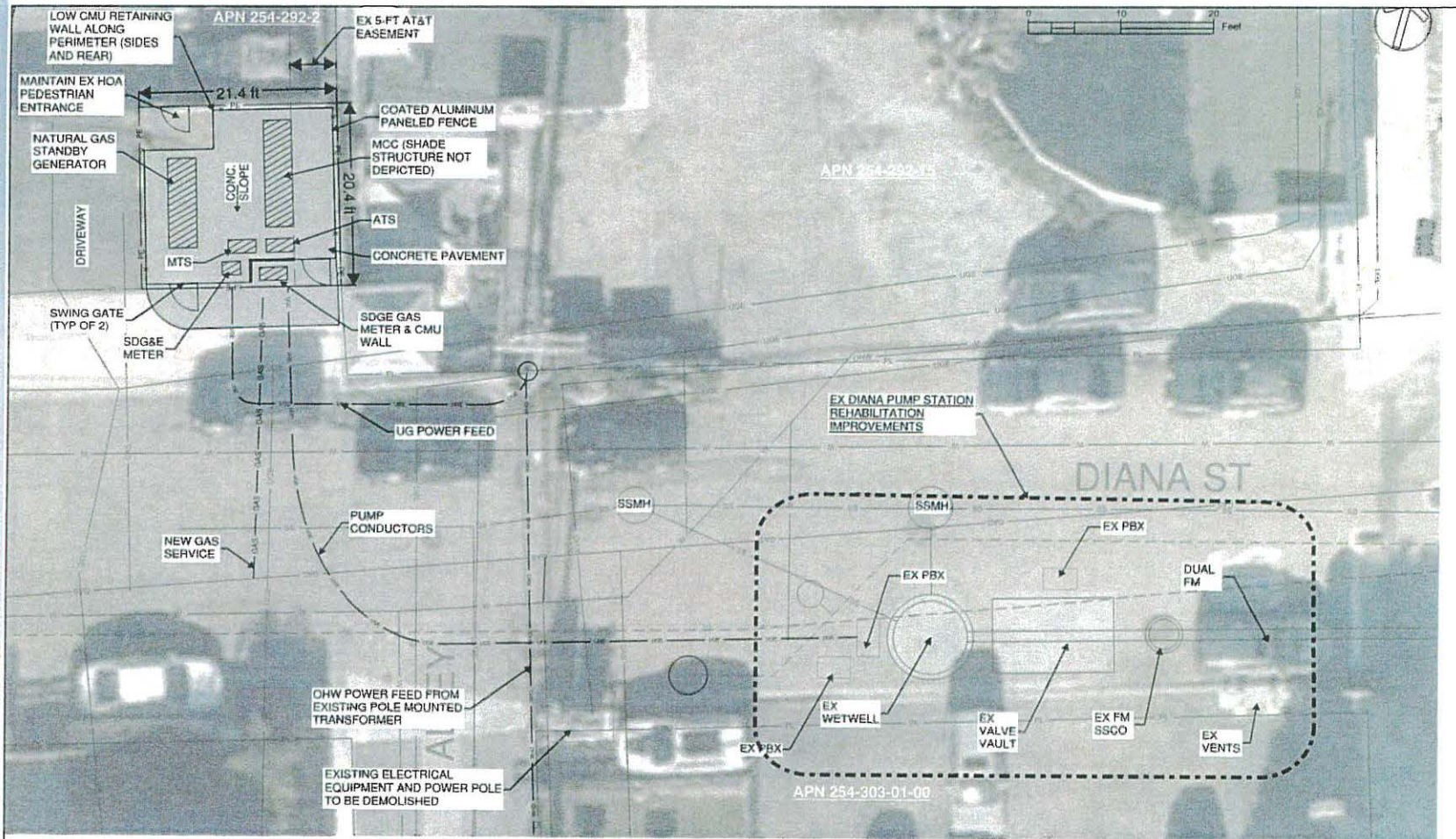


Fig 5. Plan View of Proposed Improvements

LEUCADIA WASTEWATER DISTRICT
DIANA PUMP STATION
REHABILITATION PROJECT

PROPOSED ELECTRICAL EQUIPMENT &
STANDBY GENERATOR



FIGURE 3

Scope of Services

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

Subtasks	Title
3	Final Design
4	As-Needed Permit and Outreach Support Allowance

Subtask 3: Final Design

Under this subtask ENGINEER shall conduct Project Management and Administration, and Final Design services for the improvements listed in the attached Project Preliminary Design Report (Water Works Engineers, January 2024).

3.1 Project Management and Administration

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.

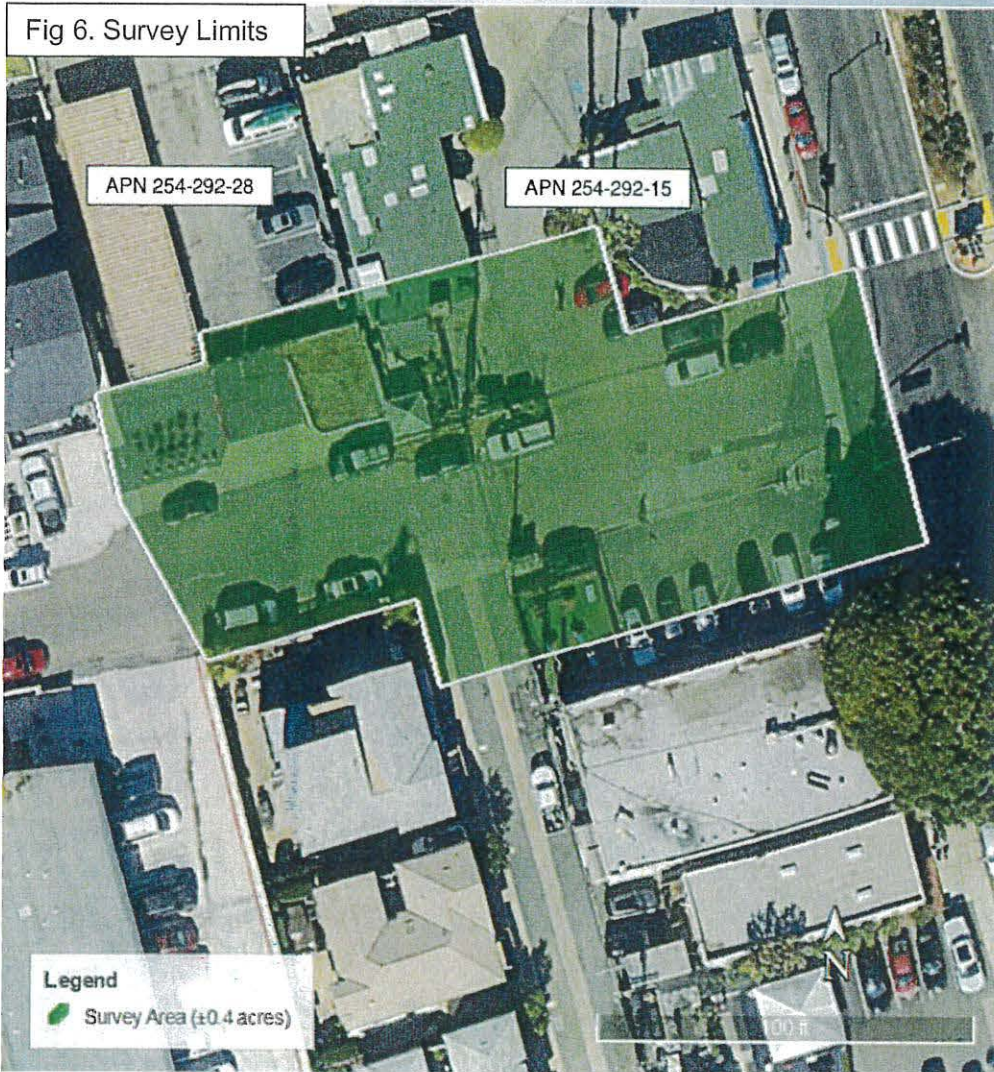
- 1) Project Communication and Control
 - a) Coordination of all project team activities
 - b) Communication of project progress and issues to CLIENT staff
 - c) Project schedule maintenance and control of project tasks to keep project schedule on track
 - d) Cost tracking of all engineering activities and active cost control of fees.
- 2) 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

Meetings	<ul style="list-style-type: none"> Project Kickoff Meeting (in-person and onsite at RVPS)
Deliverables	<ul style="list-style-type: none"> Kickoff Meeting Notes (via email) Monthly Progress Reports (via email)

3.2 Surveying Services

Water Works subconsultant CALVADA will perform field surveying and provide a topographical survey with the following elements listed below, to the limits in Figure 6.

- Survey Control: NAVD 88 & NAD 83
- Survey Observations: 25' grid, 1'ft contour intervals, and spot features/elevations
- Utilities: Existing utilities above ground or at grade, flow line inverts of SS/SD utilities, and any existing 811 USA marks.
- 2x Plat and Legals for any Temporary Construction Easement Required



3.3-3.7 Final Design

ENGINEER shall produce 60%, 90%, 100%, and Bid Document level plans, technical specifications, and cost estimates (PS&E) for the Diana Pump Station rehabilitation. The basis of design for the Project shall be the attached final Preliminary Design Report (WWE January 2024) assuming no structural and mechanical improvements are necessary to the existing pump station aside from rehabilitating or replacing the pumps as is.

The anticipated sheet list by major deliverable is depicted below.

Sheet List	Major Deliverable			
	60%	90%	100%	Bid Docs ¹
Title Sheet	X	X	X	X
General Notes		X	X	X
General Designations		X	X	X



Civil Legend	X	X	X	X
Mechanical Legend		X	X	X
Structural Notes		X	X	X
Structural Notes 2		X	X	X
Architectural Notes		X	X	X
Demo	X	X	X	X
Civil Site	X	X	X	X
Conceptual Bypass Plan	X	X	X	X
Civil Details 1		X	X	X
Civil Details 2		X	X	X
Structural Mechanical Plan	X	X	X	X
Structural Mechanical Section	X	X	X	X
Shade Structure Structural		X	X	X
Mechanical & Architectural Plan		X	X	X
Electrical Standard		X	X	X
Symbols/Abbreviations		X	X	X
Electrical Notes		X	X	X
Electrical Site Plan	X	X	X	X
One Line Diagram/Elevations	X	X	X	X
PLC Block Diagram	X	X	X	X
Schematic	X	X	X	X
Electrical Details		X	X	X
Wet Well Plan		X	X	X
RTU Panel Sheets	X	X	X	X
Standard Details		X	X	X

¹Changes between 100% and Bid Docs should be minor and limited to clarifications to existing notes and reflect final changes that may be necessitated by permitting or easement procurement requirements that arrive later during the design.

Meetings	<ul style="list-style-type: none"> • 60% Design Review Meeting (in-person) • 90% Design Review Meeting (in-person) • 100% Design Review Meeting (virtual)
Deliverables	<ul style="list-style-type: none"> • 60% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • 90% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • 100% PS&E (Elec. pdf & 5x hard copies plans only 11x17) • Bid Documents PS&E (Elec. pdf)

4. As-Needed Permit and Outreach Support Allowance

Water Works anticipates that moderate as-needed effort associated with outreach, coordination, permits, and applications with project stakeholders may be necessary for the successful execution of the project in parallel with final design services described in Task 3. It is assumed

that the District will serve as the primary point of contact and Water Works will provide technical support where required and participate in discussions, meetings, produce figures and calculations, fill out permit forms, and amend construction documents as required. The estimated number of hours associated with these potential coordination and outreach items are listed below. Given the fluctuating and unquantifiable nature associated with this as-needed work, an allowance amount has been included in the cost proposal and will be billed against on a time and material basis to provide services under this subtask.

San Diego Gas and Electric (SDGE) (assume 40 hours)

Early engagement with and continued responsiveness from SDGE is paramount to the project and is what governs and drives the design and project schedule. It is recommended the District engage SDGE and submit a planning application in April 2024 given lead times may be 1-2 months for customer service. During final design efforts, significant design coordination will be required for the following items:

- Meter service relocation application
- Transformer service application. The current approach that SDGE will permit is unknown, but may be one of the three options below:
 - Option 1: Reuse existing transformer and SDGE extend new overhead conductors across street to an existing joint pole, into a conduit, and into the relocated site. This is the preferred approach.
 - Option 2: Reuse existing transformer and SDGE extend conductors below ground using existing pump station power pole and across the street via conduits and into the relocated site. This is not preferred, as existing power pole may be at risk of vehicular strike.
 - Option 3: SDGE may require a new transformer from the joint pole adjacent to the relocated electrical pump station site. This is the least preferred option, as it will use up valuable footprint for the electrical pump station site.

Water Works has assigned minimal time in this subtask for Local Residents/Businesses/HOA and the City of Encinitas. It is assumed that any additional as-needed support requested by the District would be covered under a future amendment or an increase to the Task 4 allowance.

City of Encinitas (8 hours)

The existing pump station is located in Diana Street (City of Encinitas) right-of-way. Water Works assumes that LWD is a public utility and does not operate under a franchise agreement and is not subject to City of Encinitas Engineering Development Manual Section 2.205 that would require a utility construction permit and development application and "major" right-of-way construction permit. It is assumed that traffic control plans and encroachment permits will be deferred to the Contractor. Work within the roadway would be relatively minor and would entail demolition and installation of conduits. For the work outside of the right of way, it is assumed that the District is exempt from permitting and is not subject to setback requirements, grading requirements, building permits, impervious surface and drainage requirements, erosion and sediment control plans, etc..

Local Residents, Businesses, and HOA (8 hours)

The limited size of the electrical equipment site within the permanent easement limits necessitates the District utilize its standard electrical panel design (see Preliminary Design Reports) that will likely extend above the screened fence and may introduce visual modifications for local residents, businesses, and the HOA. Given the District has examples of Encinitas Estates (and other pump stations), it is anticipated that the District will utilize those locations as examples for the public and will not require simulations and renderings. In addition, it is anticipated that the standby generator may introduce noise during emergency use that local residents are unaccustomed to, but the generator will be critically silenced and it is assumed that a noise study is not needed, consistent with other District pump station sites. The site will be raised from existing grade nominally and very limited modifications to drainage or existing retaining walls will occur, and site will likely match existing conditions with back 2/3rds draining into the driveway and parking lot, and front 1/3rd draining towards the road. It is assumed that no structural modifications to existing walls will be required.

Meetings	<ul style="list-style-type: none"> Virtual (1 hour assumed) or In-Person (3 hours including driving time assumed) on an as-needed basis when requested by the District
Deliverables	<ul style="list-style-type: none"> Calculations, Documents, Figures, and Email communications on an as-needed basis when requested by the District

ASSUMPTIONS

The following assumptions have been made in the development of this Scope of Services. Additional Task Orders would be required 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 below:

- CLIENT review periods of submittals: 10-working days
- Not in Scope:
 - Geotechnical Design and/or Field Services
 - It is assumed that any geotechnical information and special design considerations or subsurface preparation requirements (such as groundwater levels, dewatering needs, OSHA soil type classification, etc.) can be attained or interpolated from the original design documents and will not require new geotechnical design investigation nor geotechnical field services. Water Works has only reviewed District-provided gravity main and forcemain plan and profiles and pump station record drawings, and these documents do not currently list geotechnical design considerations.
 - Front Ends & Division "00" Documents (Bidding Requirements, Contract Forms, and Conditions of the Contract)
 - Easement (permanent and temporary construction) Procurement
 - It is assumed that the District will provide correspondence, offer, negotiation and escrow services to draft, finalize, and execute new easements and Water Works Engineers will provide draft/final Plats and Legals only.

- Stakeholder engagement
 - It assumed that the District will lead communication efforts for engaging project stakeholders, and Water Works will assist as needed under Subtask 4.
- Bidding Support & Engineering Services During Construction
 - It is assumed that will be covered in a future amendment.
- Environmental Engineering Services and/or Studies (CEQA)
 - The work entails replacing in place equipment, and relocation of electrical equipment to an abutting site that is currently part of a paved driveway. Trenching and excavation will be very limited, and all disturbances to surface features in a built environment (no native ground, landscaping, trees, or sensitive biological resources) and is not located in the City's sensitive overlays. Consequently, Water Works assumes Class 1 Categorical Exemption and District as lead agency – Although not legally required, the District is recommended to consider producing a Notice of Exemption (NOE) at its discretion to reduce schedule impact risks associated with a public legal challenge to the assumed Class 1 Categorical Exemption.
- APCD permit by District with support from WWE as needed and requested to be added to Task 4.
- Pre-procurement of key electrical equipment
- It is assumed that this project is exempt from California Coastal Commission Coast Development Permit requirements.
- Traffic Control Plans
- Water Quality Analysis and/or Testing
- Potholing
- Funding Procurement Assistance and/or Investigation
- SWPPP (all SWPPP requirements will be met by the Contractor)

SCHEDULE

Estimated Design Schedule ¹	
Description	Estimated Date
SDGE: District engage SDGE with application (WWE to support as needed) and get in project queue which will likely take 1-2 months	April, 2024
Notice to Proceed (signed Agreement)	June 12th, 2024
60% PS&E (assumes SDGE planning/design input has been provided)	November 14th, 2024
90% PS&E (Assumes City of Encinitas planning/design input and initial public outreach comments has been provided)	January 20 th , 2025

100% PS&E (Assumes final City of Encinitas and SDGE planning/design review comments has been provided)	February 20 th , 2025
Bid Docs PS&E	March 30 th , 2025
Construction (18-24 months)	Start: Summer 2025 End: Spring-Summer 2027

¹ Dates provided herein are preliminary, assume a 10-day District review period, and can be expedited or extended as needed to meet Client needs. Additional review time from SDGE and City of Encinitas may be required. Work that moves into a different calendar year is subject to rate increase, per Payment section below.

² Detailed schedule after Notice to Proceed can be provided after stakeholder outreach and permit approach is confirmed and coordinated with District and SDGE queue is determined.

PAYMENT

Payment will be on a Time and Expense basis and invoiced in accordance with the Hourly Wage Rates in the following table, per the most current As Needed Engineering Services Agreement. Subtask 3 will be subject to a Not-To-Exceed amount. Subtask 4 is an allowance that is not subject to a Not-To-Exceed amount, and Water Works will notify the District when the budget and hourly assumptions reaches 80% expenditure and the District will provide direction to Water Works.

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 2.


Subtask	Title	Budget
3	Final Design	\$110,839
3.1	<i>Project Management and Administration</i>	\$3,178
3.2	<i>Surveying</i>	\$12,815
3.3	<i>60% Design</i>	\$37,690
3.5	<i>90% Design</i>	\$30,543
3.6	<i>100% Design</i>	\$17,729
3.7	<i>Bid Documents</i>	\$8,883
4	As-Needed Permit and Outreach Support Allowance	\$10,512
	Project Total Budget	\$121,351

ATTACHMENTS

Attached to this Scope for reference are the following:

1	Fee Basis Spreadsheet
2	

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Approval of the Fiscal Year 2025 (FY25) Budget

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Approve the FY25 Leucadia Wastewater District (LWD) Budget as presented.
2. Discuss and take other action as appropriate.

DISCUSSION:

On May 2, 2024, the Board of Directors conducted a special board meeting to review the proposed FY25 budget. During this meeting, staff presented highlights of the proposed operating and capital budgets. In addition, the Board conducted a closed session meeting to review the proposed personnel budget.


Following the meeting, staff prepared the final FY25 operating and capital budgets.

The final budget is enclosed for the Board's review. Staff recommends that the Board of Directors approve LWD's FY25 Budget.

reg:PJB

Enclosure

MEMORANDUM

DATE: June 5, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: **Unrepresented Employees Salary and Benefits Resolution**

RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2417 setting forth employee salary, benefits and other working conditions for unrepresented employees beginning July 1, 2024.
2. Discuss and take other action, as appropriate.

BACKGROUND:

LWD employees are not organized for the purpose of negotiating salary, benefits, and other working conditions. Therefore, employees, other than the General Manager, are classified as unrepresented employees. Within the unrepresented employee group, there are two categories of employees distinguished by their status as "Exempt" (Management Employees) or "Non-Exempt". This distinction primarily relates to an employee's status as it pertains to the overtime provisions of the Fair Labor Standards Act.

LWD annually conducts an informal input process to identify unrepresented employees' preferences regarding potential changes to salary, benefits and other working conditions. This input process was conducted during March 2024. On May 2, 2024, the Board of Directors considered staff recommendations related to the informal input process. The Board's direction has been incorporated into the proposed, attached resolution.

The proposed resolution specifies salaries, benefits, and other working conditions approved for the unrepresented employees. The fiscal year 2024-25 budget includes sufficient appropriations to fund the proposed resolution.

General Counsel has reviewed the proposed resolution and any suggested revisions have been incorporated.

Staff recommends that the Board of Directors adopt Resolution No. 2417 setting forth salaries, benefits and other working conditions for unrepresented employees beginning July 1, 2024.

th:PJB

Attachment

RESOLUTION NO. 2417

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING EMPLOYEE SALARY, BENEFITS AND OTHER WORKING CONDITIONS FOR UNREPRESENTED EMPLOYEES BEGINNING JULY 1, 2024

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

WHEREAS, the LWD Board of Directors and employees desire to update salaries, benefits and other terms and conditions of employment beginning July 1, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT that the salary, benefits and other terms and conditions of employment for the employees set forth below are hereby adopted and established as those of the Leucadia Wastewater District and shall remain in effect until further action by the LWD Board of Directors.

A. Employee Classifications

Regular, full-time employees defined by LWD's Human Resources Policy Manual (HRPM) who occupy the following classifications are subject, without limitation, to the terms and conditions of employment set forth in this Resolution, applicable provisions of other Resolutions of the LWD Board of Directors and the HRPM:

1. Non-exempt Classifications

Accounting Technician	Field Services Technician-in-Training
Administrative Services Specialist I	Field Services Technician I
Administrative Services Specialist II	Field Services Technician II
Administrative Services Supervisor	Field Services Technician III
Executive Assistant	Project Coordinator
Field Services Supervisor	

2. Exempt Management Classifications

Director of Finance & Administration
Director of Technical Services
Field Services Superintendent

B. General Salary Adjustment

There shall be no general salary adjustment during the term of this Resolution.

C. Salary Range Adjustment

Effective July 1, 2024, a new salary range schedule for all employee classifications, excluding the General Manager, shall be adjusted by four percent (4%), as indicated in Attachment 1.

D. Performance Merit Program

In accordance with the HRP, employees may be eligible for an increase in compensation within the salary range established for their classification. Increases within an employee's salary range are not automatic, but are based on an employee's performance as evaluated annually by their immediate supervisor and Department Head. The General Manager provides final approval for all compensation increases.

E. Medical, Dental and Vision Insurance

Employees may elect coverage from the medical, dental, and vision insurance programs offered by LWD. LWD shall pay 100% of the insurance premiums for employees and eligible dependents. Medical coverage is provided on a calendar year basis, January through December; dental and vision coverage is provided on a fiscal year basis, July through June.

For medical coverage, new employees shall be eligible for coverage no later than the first day of the month following their first workday at LWD and in accordance with all enrollment and eligibility requirements established by LWD with CalPERS. For dental and vision coverage, new employees shall be eligible for coverage no later than the first of the month following 30 days of employment.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

F. Life Insurance

LWD shall provide each employee a maximum of \$50,000 of life insurance unless a greater amount has been approved as a term of employment. Dependent term life insurance coverage of \$1,500 shall be provided for each employee dependent over six (6) months of age. Dependent term life insurance coverage of \$100 shall be provided for each employee dependent fourteen (14) days to six (6) months of age. New employees and their dependents are eligible for life insurance coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by the LWD with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

G. Disability Insurance

LWD shall provide short-term and long-term disability insurance to all LWD employees at no cost to the employee.

New employees are eligible for disability coverage on the first day of the month following 30 days of employment and in accordance with all enrollment and eligibility requirements established by LWD with the insurance carriers.

Employees shall assume responsibility for any income tax obligations resulting from the payment of insurance premiums.

H. Health Care Flexible Spending Account (HCFSA)

Employees may elect to designate dollars for reimbursement of eligible medical, dental and vision expenses in accordance with LWD's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the health care reimbursement program.

I. Dependent Care Flexible Spending Account (DCFSA)

Employees may elect to designate dollars for reimbursement of eligible dependent care expenses in accordance with LWD's Flexible Spending Account Plan. This coverage is provided on a calendar year basis, January through December. The maximum salary reduction is based on IRS code regulations.

Employees shall assume responsibility for any income tax obligations resulting from participation in the dependent care reimbursement program.

J. Exempt Management Administrative Leave

Management employees are exempt from overtime provisions of the Fair Labor Standards Act (FLSA). These employees shall receive forty (40) hours of administrative leave annually on July 1st. Annually, unused administrative leave will convert into Vacation Leave on June 30, subject to maximum hour restrictions. Employees in these classifications will be paid for unused administrative leave at termination.

The following LWD classifications are exempt from overtime requirements of the FLSA:

- a. Director of Finance & Administration
- b. Director of Technical Services
- c. Field Services Superintendent

K. Vacation Leave

Employees shall earn paid vacation in accordance with LWD's HRPM.

Employees may accumulate a maximum of 300 hours.

Employees shall receive payment of cash in lieu of accumulated vacation only upon termination of employment.

L. Sick Leave

Employees shall earn paid sick leave in accordance with LWD's HRPM.

Employees may not accumulate more than 272 hours of sick leave for any purpose.

Annually, on a date or dates established by LWD, full-time employees will be paid for any accumulated sick leave hours in excess of 176 hours at a rate of 75% of their regular hourly rate. Part-time and/or temporary employees are not eligible for this annual sick leave payoff provision.

Full-time employees not terminated for cause and who give LWD fourteen (14) calendar days (beginning on the date the notice is received by LWD) written notice of termination shall be paid for all accumulated sick leave hours at a rate of 75% of their regular hourly rate. Part-time and/or temporary employees will not be compensated for unused sick days upon termination of employment.

M. Call Back

Employees unexpectedly ordered to report back to duty to perform necessary work following completion of their work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Employees called back under these conditions shall receive a minimum of two (2) hours compensation.

Virtual call-outs are Supervisory Control and Data Acquisition (SCADA) notifications that clear themselves within 30 minutes. These notifications require on-call personnel to monitor SCADA indicators from their on-call residence without returning to LWD. On-call staff, responding to virtual call-outs, will receive a minimum of 1 hour's compensation calculated at one and one-half their regular hourly rate.

N. Standby Duty/On-Call

LWD shall pay each employee assigned to standby/on-call duty at the rate of \$40/day or \$80/day if the day of duty is designated as a holiday in the HRPM. This rate is equivalent to \$280 per week of standby/on-call duty.

O. Shift Differential

Employees assigned to a regular work shift other than the day shift shall receive a shift differential in addition to their base rate of pay. Shift differential pay shall be \$1.00 per hour for AM duty (12:30 AM-7:00 AM) and \$0.75 per hour for PM duty (4:30 PM-12:30 AM). Shift differential pay shall be in addition to their base rate of pay for hours assigned to a work shift other than the day shift and it shall be added to the base rate of pay for the purposes of calculating overtime compensation.

P. Meal Allowance

LWD shall reimburse employees a maximum of \$25 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two (2) or more hours of overtime on any day.

Q. Uniform and Safety Boot Allowance

Uniforms will be furnished to each Field Services employee without cost and will be laundered at LWD's expense. Employees are expected to wear the furnished uniforms during work hours. Because this uniform allowance for "classic PERS members" is considered "special compensation" by California Public Employee's Retirement Law, \$9.90 per pay period will be reported to CalPERS as the monetary value for purchase, rental and/or maintenance of required clothing.

LWD shall reimburse all Field Services employees up to \$300 each fiscal year for the purchase of LWD approved safety shoes/boots. On a case-by-case basis, the General Manager may authorize this shoe/boot reimbursement benefit for employees not in the Field Services Department.

R. Retirement Plan

LWD participates in the California Public Employees' Retirement System (CalPERS) program. The LWD retirement program is a two-tiered program based on a member's original date of CalPERS eligibility.

- a. Classic Employees – Classic employees, as it applies to LWD's retirement program, are those employees with an original CalPERS eligibility date before January 1, 2013. This retirement program is based on 3% @ 60 and highest 12-month compensation formulas. For fiscal year 2025, LWD shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. Classic Employees shall pay the entire "Employee Contribution Rate" of 8%.
- b. PEPRA Employees – PEPRA employees, as it applies to LWD's retirement program, are those employees with an original CalPERS eligibility date of January 1, 2013 or later. This retirement program is based on 2% @ 62 and highest 3-year compensation formulas. For fiscal year 2025, LWD shall pay the entire CalPERS "Employer Contribution Rate" as determined by the annual CalPERS Actuarial Valuation of the LWD Retirement Plan. PEPRA employees shall pay the entire "Employee Contribution Rate" of 7.75%.

To the maximum extent allowable, all employee contributions to CalPERS shall be made on a pre-tax basis.

S. Social Security/Medicare

LWD participates in the federal Social Security Administration program. LWD shall pay one-hundred percent (100%) of the employer FICA and Medicare contributions. Employee contributions shall be paid by the employee.

All employees (except those allowed by federal and state regulations) shall participate in the Social Security/Medicare program.

T. Deferred Compensation Program

Where the employee voluntarily participates in LWD's Deferred Compensation Program, LWD shall contribute an equal amount on a matching basis up to two percent (2%) of the employee's base salary (calculated per pay period); provided that LWD's matching contribution shall not exceed two percent (2%) of the Social Security annual salary contribution maximum.

U. Educational Assistance

The Educational Assistance Program is intended to reimburse pre-approved out-of-pocket expenses for tuition, books, supplies and other incidental expenses specifically

associated with an employee's course of study. LWD's maximum reimbursement amount is \$2,000 per employee per fiscal year.

V. Terms and Conditions of Employment

All other terms and conditions of employment are specified in the HRPM.

The classification salary range chart (Attachment 1) and a summary of benefits (Attachment 2) are attached.

Passed and Adopted by the Board of Directors of the Leucadia Wastewater District this 12th day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Roesink, President

Attest:

Paul J. Bushee, Secretary/Manager

(SEAL)

Attachment 1

**LEUCADIA WASTEWATER DISTRICT
FY 2025 SALARY SCHEDULE**

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

Notes:

1. Approved and adopted by LWD Board of Directors June 12, 2024
2. Effective date: July 1, 2024

Attachment 2

LEUCADIA WASTEWATER DISTRICT SCHEDULE OF BENEFITS

MEDICAL INSURANCE: Paid by LWD; available through CalPERS.
DENTAL AND VISION INSURANCE: Paid by LWD; dental available through Humana Insurance and vision is available through EyeMed Insurance.
LIFE INSURANCE: Paid by LWD; available through Hartford.
SHORT-TERM AND LONG-TERM DISABILITY: Paid by LWD; available through Mutual of Omaha Insurance.
CalPERS RETIREMENT PROGRAM: Two-tiered program. "Classic and PEPRA employees" pay 100% of employee contribution. Classic employees pay the full 8% employee contribution and PEPRA employees pay the full 7.75% employee contribution. Full vesting after 5 years.
SOCIAL SECURITY/MEDICARE: LWD pays 100% of employer FICA and Medicare contributions; employee contributions are paid by employee.
DEFERRED COMPENSATION: (Optional) LWD matches up to 2% of base bi-weekly salary up to 2% of Social Security annual limit.
VACATION: Per Human Resources Policy Manual (HRPM). Based on time of service. Maximum 300-hour limit.
SICK LEAVE: Per HRPM. Maximum 272-hour limit. Sick leave in excess of 176 hours is paid at 75% of employee's rate of pay.
BEREAVEMENT LEAVE: 5 days paid leave per HRPM.
HOLIDAYS: Twelve (12) paid Holidays annually per HRPM.
LEAVE WITHOUT PAY: Per HRPM.
STAND-BY/ON-CALL PAY: \$40 per day. \$80 per day if a designated holiday. Weekly rate of \$280.
SHIFT DIFFERENTIAL: \$1.00 per hour (AM shift) and \$0.75 per hour (PM shift).
ADMINISTRATIVE LEAVE: Exempt management employees receive 40 hours per fiscal year on July 1st.
EDUCATIONAL ASSISTANCE: \$2,000 per fiscal year maximum. Internal Revenue Code Section 127 Program provides reimbursement for coursework towards a degree or as approved by General Manager.
UNIFORMS: Provided and laundered by LWD as required.
SAFETY SHOE/BOOTS: \$300 per fiscal year for Field Services employees.

Note: See Resolution for detailed benefit information and restrictions.

Directors' Meetings

Presented by Director Sullivan

Conference

CSDA Quarterly Meeting

Dates and Location

May 16, 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 Paula Forbis with the San Diego County Pollution Control District.

Directors' Meetings

Presented by Director Sullivan

Conference

CSDA Legislative Days

Dates and Location

May 21-22, 2024

The Sheraton Grand Sacramento

Sacramento, CA

List of Attendees

Director Sullivan

The above mentioned Board member attended meetings to gain insights on policy changes impacting agencies and to meet with legislators on key issue experts and California's policy leaders.