



**BOARD OF DIRECTORS
REGULAR MEETING**

DATE: Wednesday, July 10, 2024

TIME: 5:00 p.m.

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

VIA TELECONFERENCE: President Roesink
2852 Acre Hill
Brighton, MI 48114-7440

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**
Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2023. (Pages 6-7)

CONSENT CALENDAR

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

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

June 12, 2024 Regular Board Meeting (Pages 8-13)

July 1, 2024 Engineering Committee Meeting (Pages 14-15)

8. Approval of Demands for June/July 2024

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion of July 2024. (Pages 16-24)

9. Operations Report

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY24 to FY25, flows by sub-basin, and staff training. (Pages 25-31)

10. Finance Report

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY25 budget and discloses monthly investments. (Pages 32-39)

11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of June 2024. (Pages 40-41)

EWA REPORTS

12. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on June 26, 2024 – report by Vice President Saldana. (Page 42)

B. An Encina Member Agency Manager's (MAM) Meeting was held on July 2, 2024 – report by GM Bushee. (Verbal)

COMMITTEE REPORTS

13. Committee Reports

Engineering Committee meeting was held July 1, 2024 – report by Director Omsted. (Page 43)

ACTION ITEMS

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

Authorize the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY24 Capital Acquisition Budget to the FY25 Capital Acquisition Budget for the retrofitting of a new Traffic Control Truck. (Page 44)

15. FY 2025 Gravity Pipeline Rehabilitation Project

Authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.
(Pages 45-59)

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

(Pages 60-65)

17. Adopt the Fiscal Year 2025 (FY25) Tactics and Action Plan (Pages 66-70)

18. CSDA Board of Directors 2024 Election – Seat A (Pages 71-80)

19. CASA Election of Officers Fiscal Year 2024/2025 and Approval of Dues Resolution for Calendar Year 2025. (Pages 81-86)

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

None.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

23. General Counsel's Report

24. Board of Directors' Comments

25. Closed Session

Personnel matters as authorized by Government Code §54957 to review General Manager Performance. (Confidential Enclosure)

26. 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: July 3, 2024



Paul J. Bushee, Secretary/General Manager

Board of Directors' Code of Conduct

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

Role of Staff

- ♦ *Implement 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*



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

5/3/2024

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Leucadia Wastewater District** for its annual comprehensive financial report for the fiscal year ended June 30, 2023. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.

203 NORTH LASALLE STREET, SUITE 2700, CHICAGO, ILLINOIS 60601-1210



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Leucadia Wastewater District
California**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2023

Christopher P. Morill

Executive Director/CEO

LEUCADIA WASTEWATER DISTRICT**Minutes of a Regular Board Meeting**

June 12, 2024

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 12, 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, Omsted, Pacilio, Sullivan

DIRECTORS ABSENT:

Saldana

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, Project Coordinator Ian Riffel, Field Services Supervisor Mauricio Avalos, District Engineer Dexter Wilson, Field Services Technician Matthew Anderson

3. Pledge of Allegiance

Director Pacilio led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

Achievement of Individual Award – Professional Achievement Award for Matthew Anderson.

GM Bushee introduced Field Services Technician In-Training Matthew Anderson stating that Matthew recently received his Grade 1 Collection System Maintenance certification from CWEA. He noted that that Matthew is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Matthew and thanked him for his efforts.

PUBLIC HEARING

7. **A proposal to consider increasing the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027 at the proposed rates:**

Date	Annual Rate	Monthly Rate
July 1, 2025	\$516.96	\$43.08
July 1, 2026	\$579.00	\$48.25
July 1, 2027	\$636.96	\$53.08

President Roesink opened the public hearing for comments.

GM Bushee noted that three protest letters were received, two were included in the Board agenda and one was received after the agenda was sent out and it is included as a handout tonight.

There were no public comments provided. President Roesink closed the public hearing.

ACTION ITEM

8. **Wastewater Service Change Adjustment**

Adopt Ordinance No. 148 adjusting the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027.

Upon a motion duly made by Director Pacilio, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Ordinance No. 148 adjusting the District's Wastewater Service Charge for Fiscal Year 2025 – Fiscal Year 2027 by the following vote:

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

CONSENT CALENDAR

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

Minutes of the following meetings:

May 2, 2024 Special Board Meeting
May 8, 2024 Regular Board Meeting
June 4, 2024 Engineering Committee Meeting

10. **Approval of Demands for April/May 2024**

Payroll Checks numbered 240515-1 – 240603-5; General Checking Checks numbered 25659-25768

11. **Operations Report** (A copy was included in the original June 12, 2024 Agenda)

12. **Finance Report** (A copy was included in the original June 12, 2024 Agenda)

13. Disclosure of Reimbursements

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

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 Fiscal Year 2025 (July 1, 2024 to June 30, 2025) Pursuant to Article XIII (B) of the California Constitution.

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

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

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on May 22, 2024.

President Roesink reported on EWA's Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on June 4, 2024.

GM Bushee reported on EWA's MAM meeting.

16. Committee Reports

Engineering Committee (EC) Meeting was held on June 4, 2024.

Director Omsted reported that the EC reviewed the following recommendation:

- 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.

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

PUBLIC HEARING

17. A Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2024 (FY24) on the San Diego County Tax Roll.

President Roesink opened the public hearing for comments. No public comments were provided.

President Roesink closed the public hearing.

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.

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

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

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.

PC Riffel presented the item and provided background information noting it is a FY 2024 tactical goal.

PC Riffel 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.

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

The Board thanked PC Riffel for his presentation.

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

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

20. Approve the Fiscal Year 2025 (FY25) Budget

Upon a motion duly made by Director Pacilio, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the FY 25 Budget by the following vote:

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

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.

ADS Hill presented the recommendation and provided background information on the item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 2nd Special Board Meeting and has been reviewed by GC Brechtel.

Following discussion, upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2417 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2024 to June 30, 2025 by the following vote:

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

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.

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

President Roesink stated he will not be able to attend since he will be out of town.

B. The 2024 CSDA Annual Conference is scheduled for September 9 – 12, 2024 in Indian Wells, CA.

EA Baity announced the dates of the 2024 CSDA Annual Conference.

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.

Director Sullivan provided a report on the dinner noting the speaker was from the San Diego Air Pollution Control District.

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

Director Sullivan summarized the conference program.

24. General Manager's Report

GM Bushee reported on the following:

- GM Bushee thanked Board and staff for all their hard work and support this fiscal year.

25. General Counsel's Report

GC Brechtel reported on the following:

- Update on the Tax Payer Protection Accountability Act

26. Board of Directors' Comments

President Roesink thanked everyone for a great fiscal year.

27. Adjournment

President Roesink adjourned the meeting at approximately 5:55 p.m.

Chris Roesink, President

Paul J. Bushee
Secretary/General Manager
(SEAL)

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

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Monday, July 1, 2024 at 2:15 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

Chairperson Omsted called the meeting to order at 2:17 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Pacilio

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Supervisor Gabe Mendez; Project Coordinator Ian Riffel; District Engineer Dexter Wilson (via zoom); and Tim Lewis from Water Works Engineers (via zoom)

3. Public Comment

None.

4. FY2025 Gravity Pipeline Rehabilitation Project - Final Design Services

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

PC Riffel presented the recommendation noting that the FY2025 Gravity Pipeline Rehabilitation Project (FY2025 Project) is a Fiscal Year 2025 tactical goal. He provided background information and stated that the District uses a prioritized list of sewer pipelines and sewer manholes, known as the Repair Priority List, to form annual gravity rehabilitation projects that are grouped together based on the construction method.

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

PC Riffel stated that the goal of the FY2025 Project is to repair defects that require open trench construction. He continued that the District has selected (3) sewer pipelines at (2) different locations that require repair. The first defect is located near the intersection of El Camino Real and Encinitas Boulevard, in a utility road behind Discount Tire.

Chairperson Omsted asked what is causing the pipe deformity. Staff answered that they are not sure, but will find out once the repair is excavated. Director Pacilio asked how old the pipe is. Staff answered the pipe was installed in the 1980's.

PC Riffel continued that the second and third defects are consecutive sewer pipelines that are located near the intersection of Piraeus Street and Olympus Street, on Piraeus Street. Staff explained that the defective sewer pipelines have major sags which creates a pipe full of sewer water. In order for the field services team to perform a Closed-Circuit Television (CCTV) inspection, the crew must simultaneously operate the CCTV and Vector Trucks.

PC Riffel stated that Water Works has submitted a proposal to complete project final design up to the bid phase. He said the Engineer's Estimate is approximately \$703K and that Water Work's

proposed fee is \$89,621 which includes geotechnical investigation and survey services. He noted that the sub-consultant services account for almost half of the design fee. PC Riffel continued that Staff believes the proposal is fair and reasonable given the size and complexity of the project.

Director Pacilio asked for clarification on the geotechnical investigation costs. Staff clarified that these costs are included in the design proposal.

Following discussion, the EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 8 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the FY2025 Gravity Pipeline Rehabilitation Project in an amount not to exceed \$89,621.

5. Information Items

Staff provided an update for the Batiquitos Pump Station Emergency Basin Lining Project (Project). PC Riffel stated that in March 2024 the Board approved the design contract. Subsequently, Water Works further investigated the concrete defect in the dry well and determined that the defect is worse than originally thought and will require a more detailed evaluation. As a result, this portion of the Project will be removed in order for the emergency basin lining portion to continue final design and meet a construction deadline related to the bird nesting season.

Additionally, PC Riffel mentioned the San Marcos Creek Crossing Diversion Project is currently out for bids. He continued that bids are due July 23rd, 2024 and he plans to bring the recommended construction contract to the EC Meeting in August.

6. Directors' Comments

None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at approximately 2:54 p.m.

Paul J. Bushee,
Secretary/Manager
(Seal)

LEUCADIA WASTEWATER DISTRICT
DEMANDS SUMMARY
July 10, 2024

Disbursement Period June 7, 2024 through July 4, 2024

PAYROLL PAYMENTS	\$	105,208.70
PAYROLL EXPENSE REIMBURSEMENTS	\$	616.99
GENERAL CHECKS		
Operating	\$	166,829.34
Capital	\$	59,417.53
TOTAL GENERAL CHECKS	\$	226,246.87
ELECTRONIC PAYMENTS		
Operating	\$	1,049,366.89
Capital	\$	915,165.00
TOTAL ELECTRONIC PAYMENTS	\$	1,964,531.89
TOTAL DEMANDS	\$	2,296,604.45

**LEUCADIA WASTEWATER DISTRICT
EMPLOYEE/BOARD PAYROLL CHECKS
July 10, 2024**

Disbursement Period June 7, 2024 through July 4, 2024

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Biweekly Payroll	6/12/2024	240612-1 240612-18	\$ 52,014.97
Biweekly Payroll	6/26/2024	240626-1 240626-18	\$ 52,373.83
Board Payroll	7/1/2024	240701-1 240701-4	\$ 819.90

TOTAL PAYROLL CHECKS	\$ 105,208.70
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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 6/7/2024 Through 7/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25769	6/13/2024	AT&T	216.12	Phone Service-BPS 05/10/24-06/09/24
25770	6/13/2024	Brightview Landscape Services Inc	1,066.00	Landscape Maintenance Services @ Admin
	6/13/2024	Brightview Landscape Services Inc	378.00	Vegetation Cleanup (Line Maintenance)
25771	6/13/2024	AWSS INC	2,640.73	Vehicle Fuel 04/17/24-05/01/24
	6/13/2024	AWSS INC	1,844.68	Vehicle Fuel 05/06/24-05/16/24
	6/13/2024	AWSS INC	1,662.83	Vehicle Fuel 05/17/24-05/31/24
25772	6/13/2024	CITY OF CARLSBAD	383.10	Water for Vactor 1
	6/13/2024	CITY OF CARLSBAD	315.30	Water for Vactor 2
25773	6/13/2024	DATA NET SOLUTIONS GROUP	2,315.25	Monthly IT Services-May 2024
	6/13/2024	DATA NET SOLUTIONS GROUP	2,009.40	Update Servers - Quotes DNSQ 15309/15310/15312/15313
25774	6/13/2024	DEXTER WILSON ENGINEERING	64.00	Development Services-1115 555 & 571 N Vulcan Ave
	6/13/2024	DEXTER WILSON ENGINEERING	200.00	Development Services-1195-397 Sunset Dr-New SFD
	6/13/2024	DEXTER WILSON ENGINEERING	384.00	Development Services-1203-A Little Moore Cafe-698 N CoastHWY
	6/13/2024	DEXTER WILSON ENGINEERING	128.00	Development Services-1445-1447 Neptune Ave-Grading Permit
25775	6/13/2024	GRAINGER, INC	16.34	D-Shackle 310lb stainless steel
	6/13/2024	GRAINGER, INC	8.92	Hex Nut 1/2"-13 pack 25
25776	6/13/2024	THE HARTFORD	488.07	Life Insurance-June 2024
	6/13/2024	THE HARTFORD	488.07	Life Insurance-May 2024
25777	6/13/2024	MALLORY SAFETY AND SUPPLY	123.92	Nitrile Gloves
25778	6/13/2024	MISSION SQUARE	7,380.51	Deferred Comp for PPE 06/12/2024
25779	6/13/2024	NAPA AUTO	231.53	Fuel filter, cable ties
25780	6/13/2024	OLIVENHAIN MUNICIPAL WATER DIS...	55.70	Water @ Encinitas Estates PS
25781	6/13/2024	PRUDENTIAL OVERALL SUPPLY	178.61	Weekly Uniform/Laundry Service 06/04/24
	6/13/2024	PRUDENTIAL OVERALL SUPPLY	193.20	Weekly Uniform/Laundry Service 06/11/24
25782	6/13/2024	R&B AUTOMATION INC	6,048.42	GS100 Gearbox
	6/13/2024	R&B AUTOMATION INC	1,135.00	Troubleshoot Dezurik valves
25783	6/13/2024	RANCHO SANTA FE SECURITY SYSTEMS	10.00	System modification - removal K Gil
25784	6/13/2024	ROCKWELL SOLUTIONS	1,118.95	Guide Rail Adaptor for Vaughn Pump
	6/13/2024	ROCKWELL SOLUTIONS	40,538.20	Vaughn Model S4S-118 Submersible Chopper Pump
25785	6/13/2024	SMITHERS MSE INC	375.00	Carbon Sampling - LPS (3)
	6/13/2024	SMITHERS MSE INC	375.00	Check Run 06/13/24
25786	6/13/2024	TERMINIX PROCESSING CENTER	95.10	Pest Control 05/06/24
25787	6/13/2024	VAPEX ENVIRONMENTAL LLC	161.63	Assembly-concentrator oxygen
25788	6/13/2024	WILLIAMS LLP	3,175.95	Legal Services May 2024
25789	6/20/2024	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee June 2024
	6/20/2024	AIRGAS USA LLC	2,012.67	LOX Chemical Contract
25790	6/20/2024	BIGTUNA INTERACTIVE	1,375.00	Web Development for Support & Security Updates Q4 FY2024
25791	6/20/2024	BOOT WORLD, INC	300.00	FST Safety Boots - Boot World M Anderson
25792	6/20/2024	PETTY CASH	292.74	Petty Cash 05/08/24-06/12/24
25793	6/20/2024	CORODATA RECORDS MANAGEMENT ...	111.00	File Storage May 2024

Date: 7/3/24 09:14:04 AM

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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 6/7/2024 Through 7/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25794	6/20/2024	Daniel L Hogan	1,551.30	Refund of capacity fees on a converted property
25795	6/20/2024	DOWNSTREAM SERVICES, INC.	115.09	Scheduled Stormwater Maintenance/Hydro Carbon Booms
25796	6/20/2024	HAAKER EQUIPMENT CO	370.11	Ball Valve
25797	6/20/2024	HUMANA DENTAL INS.	4,530.82	Dental Insurance-July 2024
25798	6/20/2024	MESA REPROGRAPHICS	484.85	San Marcos Creek Cross Diversion Project Prints
25799	6/20/2024	MUTUAL OF OMAHA	1,268.73	Disability Insurance-July 2024
25800	6/20/2024	PLANT PEOPLE, INC	186.90	Office Plant Maintenance-June 2024
25801	6/20/2024	PLUMBERS DEPOT, INC	1,209.38	Nozzle extention, Leader hose, Tiger Tail, Caride Nozzle
25802	6/20/2024	PRUDENTIAL OVERALL SUPPLY	178.61	Weekly Uniform/Laundry Service 06/18/24
25803	6/20/2024	QUADIENT FINANCE USA INC	70.63	Lease Tax Assessment
	6/20/2024	QUADIENT FINANCE USA INC	180.07	Postage Machine Lease 3/18/24 - 06/17/24
	6/20/2024	QUADIENT FINANCE USA INC	219.07	Postage Machine Lease 6/18/24 - 09/17/24
25804	6/20/2024	SAN DIEGUITO WATER DISTRICT	52.36	Water @ Tanker 1
	6/20/2024	SAN DIEGUITO WATER DISTRICT	7.48	Water @ Tanker 2
25805	6/20/2024	SAN DIEGO GAS & ELECTRIC	3,709.20	Electric @ Admin
	6/20/2024	SAN DIEGO GAS & ELECTRIC	95.37	Electric @ Avocado PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	1,873.00	Electric @ AWT
	6/20/2024	SAN DIEGO GAS & ELECTRIC	17,258.09	Electric @ BPS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	417.55	Electric @ Diana PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	1,508.61	Electric @ La Costa PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	15,141.48	Electric @ LPS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	151.62	Electric @ RV PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	766.42	Electric @ Saxony PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	311.00	Electric @ VP5 PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	276.03	Electric @ VP7 PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	726.83	Electric/Gas @ E Estates PS
	6/20/2024	SAN DIEGO GAS & ELECTRIC	11.19	Gas @ Admin
25806	6/20/2024	SHERRY MCKENZIE	2,941.50	Lateral Reimbursement: 1769 Willowhaven Rd Encinitas CA92024
25807	6/20/2024	SOUTHERN CONTRACTING COMPANY	1,409.00	La Costa PS replace terminal blocks, wire terminals
	6/20/2024	SOUTHERN CONTRACTING COMPANY	1,200.00	Maintenance at La Costa Pump Station & Encinitas Est
25808	6/20/2024	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 6/14/24-7/13/24
25809	6/20/2024	STAPLES	(35.42)	Credit on Invoice 7632623011
	6/20/2024	STAPLES	295.62	Office Supplies
25810	6/20/2024	TERMINIX PROCESSING CENTER	77.08	Pest Control 06/03/24
25811	6/20/2024	UNIFIRST FIRST AID CORP	202.07	First Aid Supplies
25812	6/20/2024	U.S. BANK	7,521.68	Cal Card Purchase on Statement Dated 05/22/24
25813	6/20/2024	VERIZON WIRELESS	1,079.30	Cell Phones 05/08/24-06/07/24
25814	6/20/2024	VORTEX DOORS LLC	806.45	Repairs to side gate
25815	6/27/2024	ADS CORP DBA ADS ENVIRONMENTA...	4,655.00	Flow Metering / Data Analysis June 2024
	6/27/2024	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance / Data Delivery (ECHO) June 2024

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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 6/7/2024 Through 7/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25816	6/27/2024	AIRGAS USA LLC	2,257.75	Liquid Oxygen Contract 06/13/24
25817	6/27/2024	AWSS INC	1,253.11	Vehicle & Generator Fuel 06/17/24-06/21/24
	6/27/2024	AWSS INC	2,043.23	Vehicle Fuel 06/03/24-06/14/24
25818	6/27/2024	C & B Air Power	1,297.31	Compressor Service
25819	6/27/2024	COLONIAL LIFE INS	184.16	Accident/Critical Illness Ins 6/12 & 6/26/24
25820	6/27/2024	DEXTER WILSON ENGINEERING	1,854.00	General Engineering 103-500 FY2024-May
25821	6/27/2024	DODGE DATA & ANALYTICS	1,824.16	Publication Construction of San Marcos Creek Diversion
25822	6/27/2024	George R Smith	3,000.00	Lateral Reimbursement: 348 Camino De Las Flores, Encinitas
25823	6/27/2024	MISSION SQUARE	7,386.07	Deferred Comp for PPE 6/26/24
25824	6/27/2024	NAPA AUTO	45.22	Antifreeze
	6/27/2024	NAPA AUTO	10.23	Park & Turn signal socket
25825	6/27/2024	OLIVENHAIN MUNICIPAL WATER DIS...	67.04	Water @ VP5 PS
25826	6/27/2024	PROFORMA PRINT & PROMOTIONS	504.06	AP Checks
25827	6/27/2024	PRUDENTIAL OVERALL SUPPLY	205.02	Weekly Uniform/Laundry Service 06/25/24
25828	6/27/2024	Quench USA Inc	136.85	Office Drinking Water 06/19/24-07/18/24
25829	6/27/2024	RISING TIDE PARTNERS	3,176.25	Public Information Services 04/01/24-04/30/24
	6/27/2024	RISING TIDE PARTNERS	3,275.25	Public Information Services 05/01/24-05/31/24
	6/27/2024	RISING TIDE PARTNERS	1,361.25	Public Information Services 06/01/24-06/30/24
25830	6/27/2024	SIGNA MECHANICAL	348.66	Stator/Liner Assembly, PC Grinder Pumps
25831	6/27/2024	STAPLES	294.47	Office Supplies
	6/27/2024	STAPLES	(5.42)	Price match credit on invoice 6004672511
25832	7/3/2024	ADT COMMERCIAL LLC	165.00	Security Services 07/17/24-08/16/24
25833	7/3/2024	AIRGAS USA LLC	297.62	Lease Tax Assessment
25834	7/3/2024	ALLIANT INSURANCE SERVICES, INC	12,281.00	Vehicle Insurance Premium July 2024 - June 2024
25835	7/3/2024	AZTEC LEASING INC	530.88	Copy Machine Lease June 2024
25836	7/3/2024	BAJA POOL AND SPA SERVICE	380.00	Water Fountain Weekly Maintenance - July 2024
25837	7/3/2024	CITY OF CARLSBAD	527.01	Water @ 1900 La Costa Ave
	7/3/2024	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	7/3/2024	CITY OF CARLSBAD	33.22	Water @ Fire Line
25838	7/3/2024	COUNTY OF SAN DIEGO	708.00	Facility Permit Fee-Batiquitos PS 07/31/24-07/31/25
	7/3/2024	COUNTY OF SAN DIEGO	603.00	Facility Permit Fee-La Costa PS 07/31/24-07/31/25
	7/3/2024	COUNTY OF SAN DIEGO	603.00	Facility Permit Fee-Saxony PS 07/31/24-07/31/25
25839	7/3/2024	COX COMMUNICATIONS SAN DIEGO	1,566.13	Phone / Internet Services 6/22/24-7/21/24
25840	7/3/2024	ELLIOTT ASSOCIATES	450.00	Data Processing - Sewer Assessment File

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Leucadia Wastewater District
Check/Voucher Register - Demand Summary for Board
1001 - PPB (Opus) General Checking Account
From 6/7/2024 Through 7/4/2024

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
25841	7/3/2024	FIDELITY SECURITY LIFE INSURANCE...	409.75	Vision Insurance-July 2024
25842	7/3/2024	FEDERAL EXPRESS CORPORATION	43.94	Shipping 06/20/24
25843	7/3/2024	KING OF THE PAINTERS, INC	5,275.00	Paint Bypass Piping & Breaker Cabinet at Batiquitos
25844	7/3/2024	KONECRANES, INC	709.71	LPS Quarterly Crane inspection June 2024
25845	7/3/2024	LA COSTA LOGO, LLC	2,112.76	Polos & Embroidery
25846	7/3/2024	LEE'S LOCK & SAFE	3.77	Standard 5 Pin Key
25847	7/3/2024	MITSUBISHI ELECTRIC US INC - MEU...	375.30	Elevator Maintenance - July 2024
25848	7/3/2024	MSC JANITORIAL SERVICE, INC	2,334.58	Janitorial Services June 2024
25849	7/3/2024	PRUDENTIAL OVERALL SUPPLY	184.84	Weekly Uniform/Laundry Service 07/02/24
25850	7/3/2024	RELIABLE WATER SOLUTIONS LLC	8,800.00	1 Year service agreement for AWT equipment FY 25
25851	7/3/2024	REPUBLIC SERVICES #661	395.76	Waste Services- June 2024
25852	7/3/2024	SOUTHERN CONTRACTING COMPANY	800.00	Diana Pump Station Maintenance Pump #2 bad motor wires
25853	7/3/2024	SWRCB-DWOCF	55.00	Drinking Water Treatment (T1) Op-Cert Renewal 2024-H Gonzale
25854	7/3/2024	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services June 2024
25855	7/3/2024	UNDERGROUND SERVICE ALERTS/C	246.25	Monthly Underground Alarm Service
	7/3/2024	UNDERGROUND SERVICE ALERTS/C	76.07	Monthly Underground State Fee
25856	7/3/2024	OCCUPATIONAL HEALTH CENTERS OF...	118.00	DOT Physical J Piveral
25857	7/3/2024	WATER ENVIRONMENT FEDERATION	361.00	Membership Renewal-FY 2025- P Bushee
Report Total			226,246.87	

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1185	270456503596244	6/13/2024	United States Treasury	8,503.55	Staff Payroll Taxes for checks dated 06/12/24-Federal W/H
		6/13/2024	United States Treasury	10,247.66	Staff Payroll Taxes for checks dated 06/12/24-FICA
		6/13/2024	United States Treasury	2,396.62	Staff Payroll Taxes for checks dated 06/12/24-Medicare
	7840871	6/13/2024	EMPLOYMENT DEVELOPMENT DEPT	3,612.86	Staff Payroll Taxes for checks dated 06/12/24-State
				<hr/>	
Total CD1185				24,760.69	
CD1186	1002659760	6/14/2024	CALPERS	3,477.14	PERS Retirement dated for pay period 6/12/24-Classic-EE
		6/14/2024	CALPERS	7,501.96	PERS Retirement dated for pay period 6/12/24-Classic-ER
	1002659761	6/14/2024	CALPERS	2,840.86	PERS Retirement dated for pay period 6/12/24-PEPRA-EE
		6/14/2024	CALPERS	2,815.17	PERS Retirement dated for pay period 6/12/24-PEPRA-ER
				<hr/>	
Total CD1186				16,635.13	
CD1187	270456531907680	6/13/2024	United States Treasury	62.00	Payroll Taxes for Incentive Checks Dated 06/12/24-FICA
		6/13/2024	United States Treasury	14.50	Payroll Taxes for Incentive Checks Dated 06/12/24-Medicare
				<hr/>	
Total CD1187				76.50	
CD1188	939504485	3/31/2024	ENCINA WASTEWATER AUTHORITY	40,339.00	EWA Wire Recon Q3 Operating
		3/31/2024	ENCINA WASTEWATER AUTHORITY		EWA Wire Recon Q3 Operating
		3/31/2024	ENCINA WASTEWATER AUTHORITY	(67,416.00)	EWA Wire Recon Q3 Capital

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

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		7/1/2024	ENCINA WASTEWATER AUTHORITY	884,758.00	EWA Wire Est FY25 Q1 Operating
		7/1/2024	ENCINA WASTEWATER AUTHORITY		EWA Wire Est FY25 Q1Capital
		7/1/2024	ENCINA WASTEWATER AUTHORITY	982,581.00	EWA Wire Est FY25 Q1Capital
Total				1,840,262.00	
CD1188					

CD1189	1002664884	7/2/2024	CALPERS	37,578.10	CalPERS Health Insurance-July 2024-Staff
		7/2/2024	CALPERS	131.76	CalPERS Health Insurance-July 2024-Admin
		7/2/2024	CALPERS	942.00	CalPERS Health Insurance-July 2024-Retirees
	1002664885	7/2/2024	CALPERS	2,020.64	CalPERS Health Insurance-July 2024-Board
		7/2/2024	CALPERS	6.47	CalPERS Health Insurance-July 2024-Admin
Total				40,678.97	
CD1189					

CD1190	1002668130	6/25/2024	CALPERS	3,477.14	CalPERS Retirement for Payroll on 06/26/2024-Classic EE
		6/25/2024	CALPERS	7,501.94	CalPERS Retirement for Payroll on 06/26/2024-Classic ER
	1002668131	6/25/2024	CALPERS	2,851.88	CalPERS Retirement for Payroll on 06/26/2024 PEPRA EE

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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
		6/25/2024	CALPERS	2,826.10	CalPERS Retirement for Payroll on 06/26/2024 PEPRA ER
Total CD1190				16,657.06	
CD1191	270457951396780	6/27/2024	United States Treasury	8,516.65	Payroll Taxes for Check Dated 06/26/24 Federa W/H
		6/27/2024	United States Treasury	10,302.80	Payroll Taxes for Check Dated 06/26/24 Federa FICA
		6/27/2024	United States Treasury	2,409.56	Payroll Taxes for Check Dated 06/26/24 Federa Medicare
	7862472	6/27/2024	EMPLOYMENT DEVELOPMENT DEPT	3,638.51	Payroll Taxes for Check Dated 06/26/24 State
Total CD1191				24,867.52	
CD1192	270458453329229	7/2/2024	United States Treasury	284.70	Board Payroll Taxes for Checks dated 7/1/24-Federal W/H
		7/2/2024	United States Treasury	124.00	Board Payroll Taxes for Checks dated 7/1/24-FICA
		7/2/2024	United States Treasury	34.80	Board Payroll Taxes for Checks dated 7/1/24-Medicare
Total CD1192				443.50	
CD1193	327135	6/27/2024	IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - June 2024
Total CD1193				100.00	
CD1194	1002674411	7/2/2024	CALPERS	16.00	PERS Retirement Pay Period 6/1-6/30/2024 E Sullivan-EE
		7/2/2024	CALPERS	34.52	PERS Retirement Pay Period 6/1-6/30/2024 E Sullivan-ER
Total CD1194				50.52	
Report Total				1,964,531.89	

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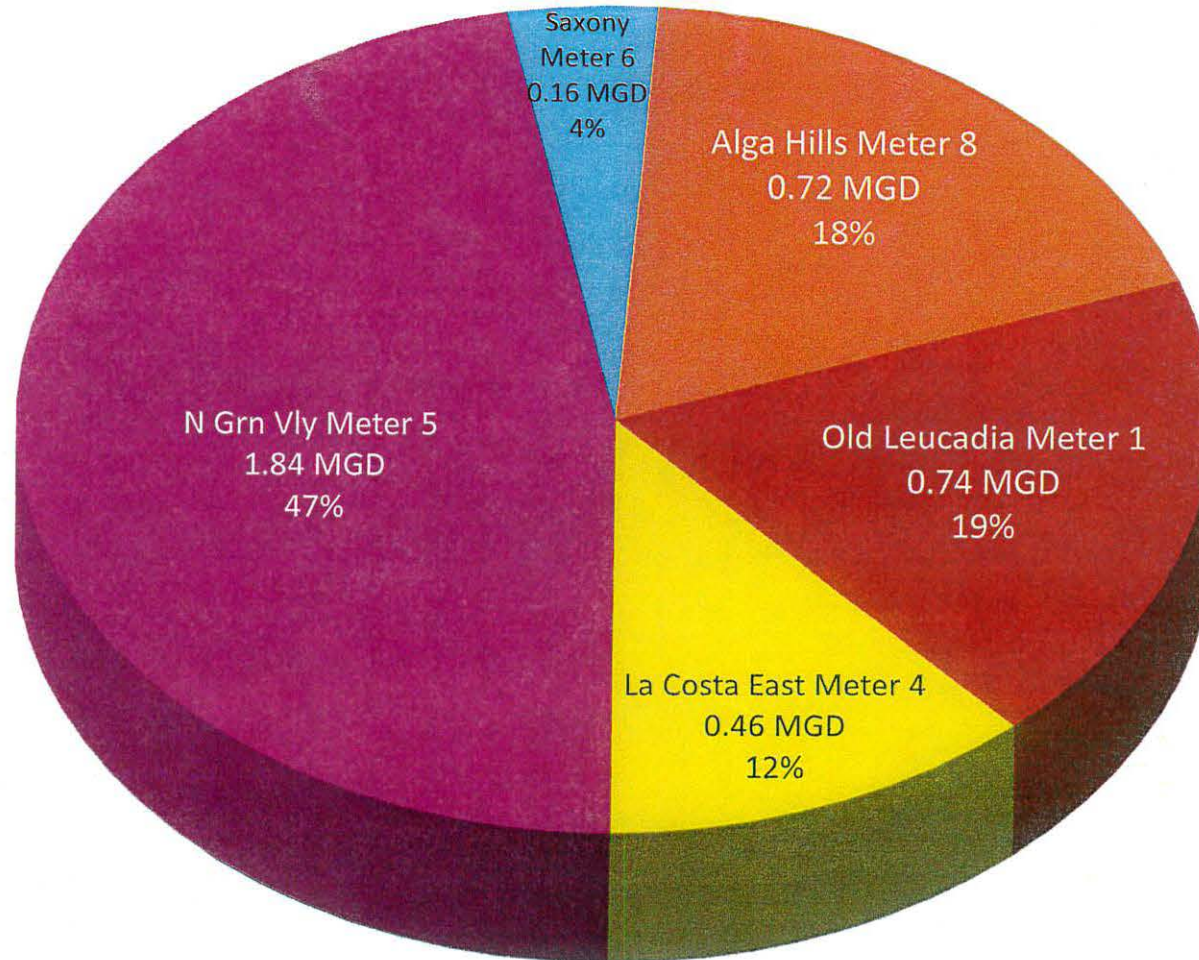
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**LEUCADIA WASTEWATER DISTRICT
OPERATIONS REPORT
FISCAL YEAR 2024 (July 2023 - June 2024)**

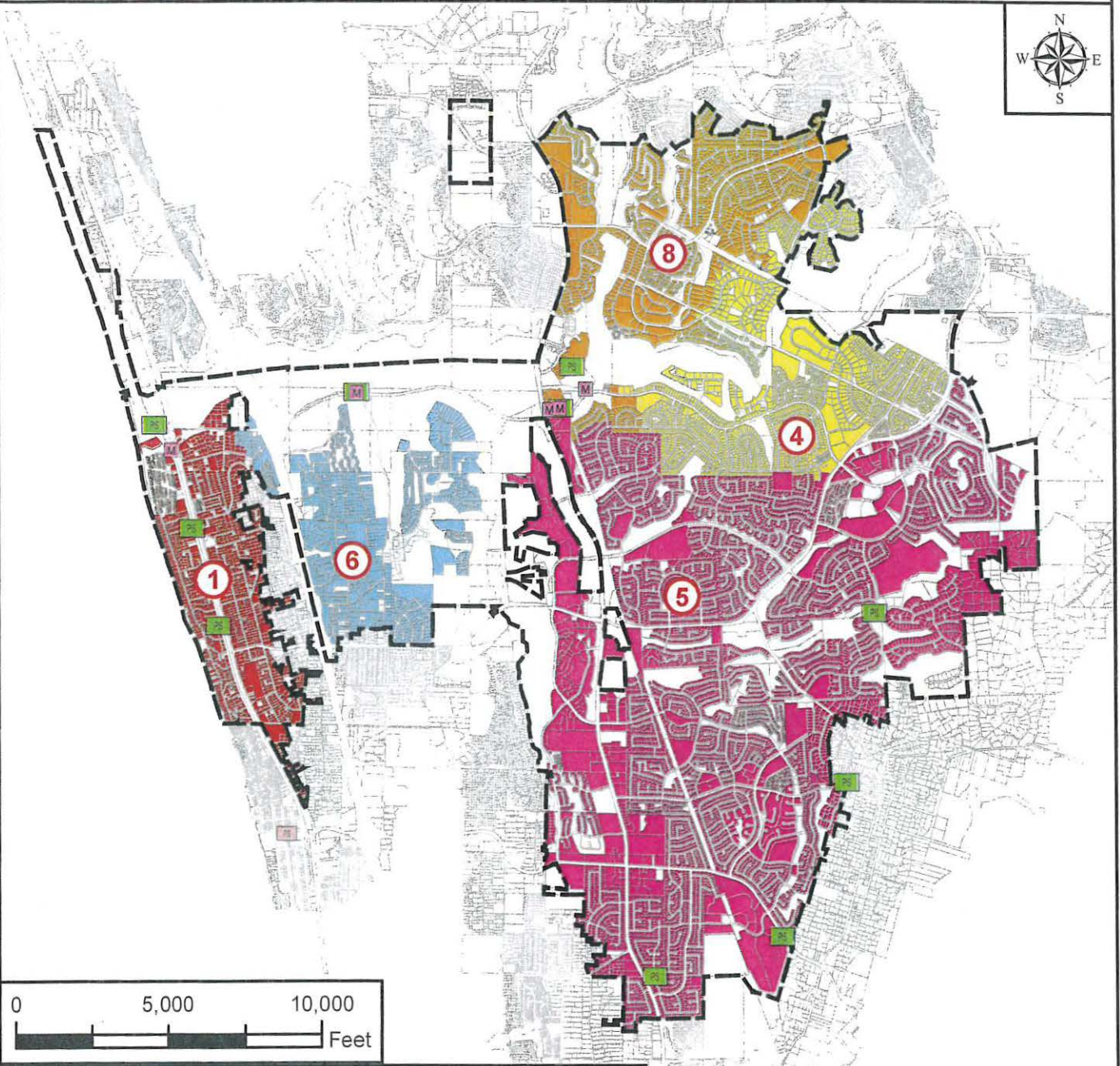
CURRENT MONTH Jun-24							FY 2023 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER	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	0.00	117.60	*-3.46	3.82	135.23	37.91	3.67
YTD			28,986.78				
YTD Totals	17.12	1414.40	54.21			197.74	
Mo Average	1.43	117.87	4.93	3.78	131.21	16.48	3.84

* = Decrease in EDU's for June reflect change in use of property from multi-family to single-family structure.

**LWD Flows by Sub-Basin
June 2024
Total LWD Flow 3.92 MGD**



LEUCADIA WASTEWATER DISTRICT



0 5,000 10,000
Feet

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

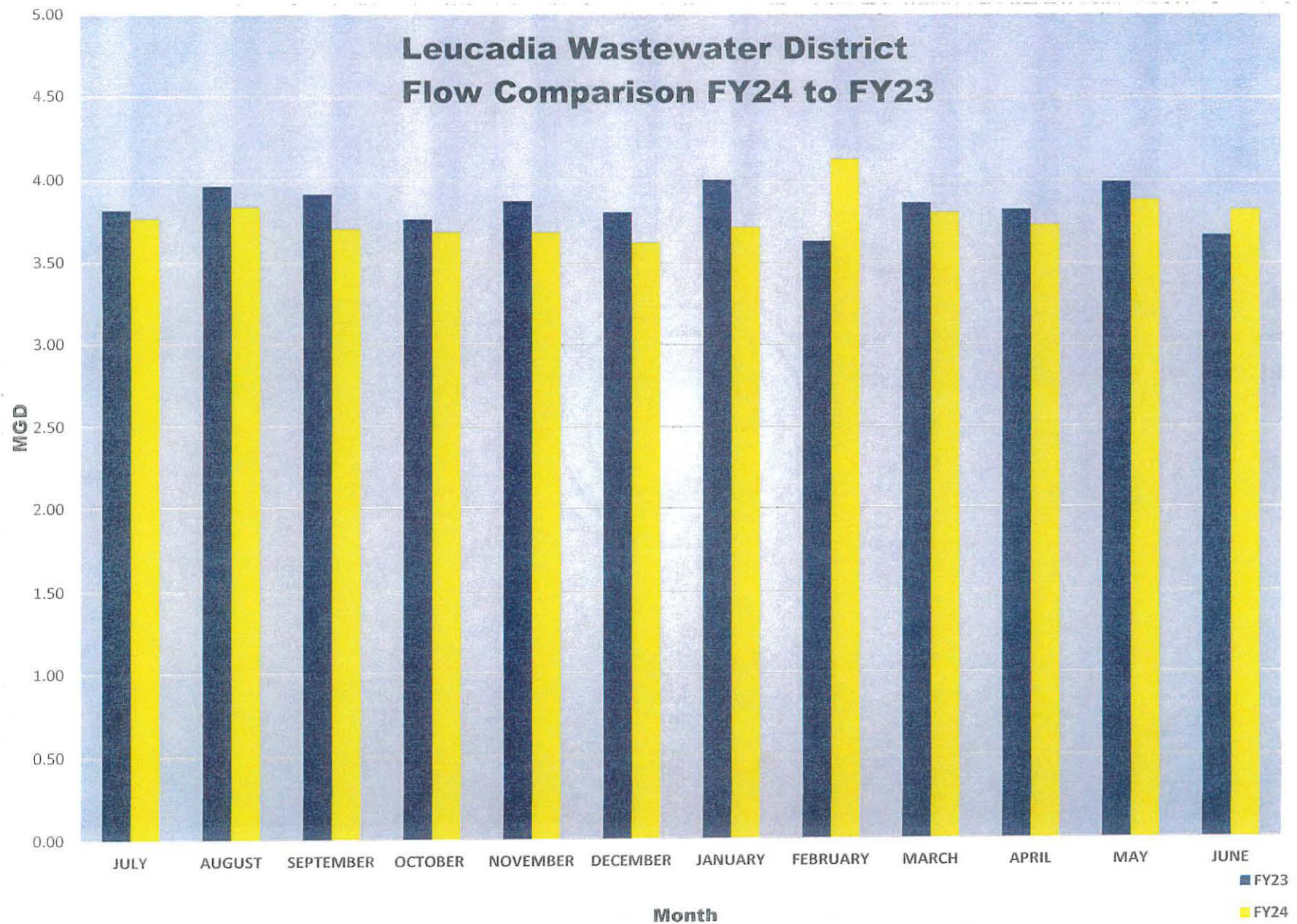


LWD Boundary

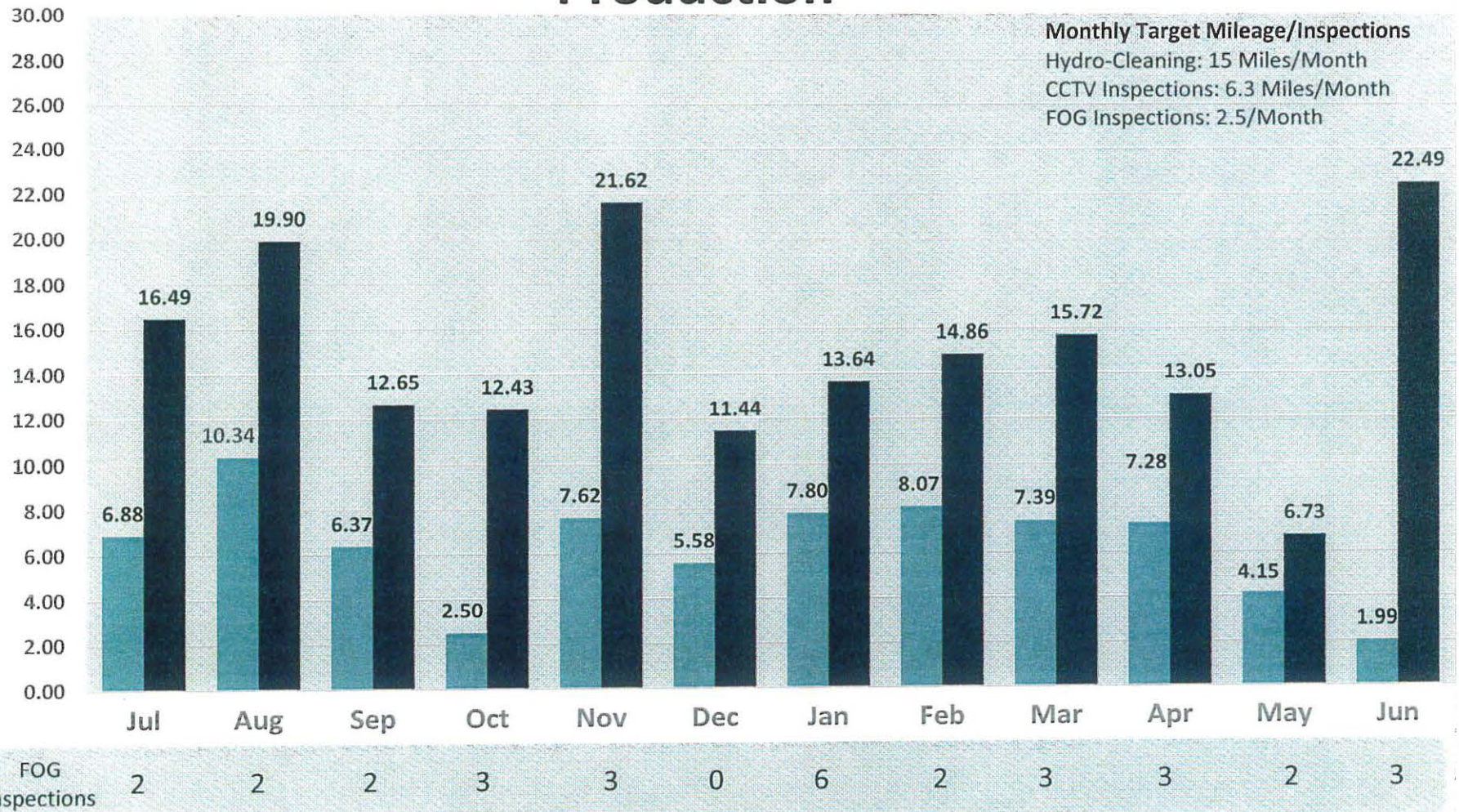


DEXTER WILSON ENGINEERING, INC.
CONSULTING ENGINEERS
(760) 438-4422

SEWER COLLECTION SYSTEM BY SUB-BASIN



FY-24 CCTV Inspections & Hydro Cleaning Production



FOG (YTD 31)

CCTV Inspections (YTD 76 Miles)

Hydro Cleaning (YTD 181 Miles)

Operations and Administration Training Report June 2024

Training & Safety Events for the month June 2024

Description	Hours		
	Ops	Admin	Total
Fire Extinguishers	2.0	1.0	3.0
Heat Illness Prevention	7.0	0.0	7.0
Heat Illness Quick Card Tailgate	4.5	0.0	4.5
Lockout / Tagout	2.0	0.0	2.0
Lockout / Tagout Review and Competency Check	3.0	0.0	3.0
Office Ergonomics	0.0	1.0	1.0
Respiratory Protection	1.0	0.0	1.0
Spill Estimation Tailgate	9.0	0.0	9.0
CSRMA Field Ergonomics: Back Care	8.0	0.0	8.0
DataNet Data Protection: Data Encryption	1.5	2.0	3.5
DataNet Physical Security: Shoulder Surfing	1.5	1.5	3.0
DataNet BEC Credential & Data Theft Scams	0.5	0.0	0.5
DataNet Introduction to HIPPA	0.5	0.0	0.5
DataNet Nation-State Cybercrime: How Ees may encounter Nation-State Threats	1.0	1.0	2.0
DataNet Physical Security: Lock Screens	1.0	1.5	2.5
DataNet What is PHI Policy	1.5	1.5	3.0
Water Industry Backflow Prevention Overview	1.0	0.0	1.0
Water Industry Filtration Basics	1.0	0.0	1.0
GFOA Unlocking the Revisions to the Uniform Guidance and Single Audits	0.0	1.0	1.0
GFOA Demystifying Yield: Defining Various Yield Terminology	0.0	1.0	1.0
GFOA The Do's & Dont's of Payroll, Taxes, and CalPERS	0.0	2.0	2.0
GFOA Single Audit Updates	0.0	0.5	0.5
Total Training Hours	46.0	14.0	60.0

Conferences/Webinars/Seminars for the month of June 2024

Description	Attendees		
	Ops	Admin	Total
TrainingLink:CalOSHA Inspection and Serious Injury Reporting	0	1	1
TrainingLink: Soft Tissue Risks and Solutions for Collections, Ops and Maintenance Workers	0	1	1
CSRMA De-escalation: How to Calm a Volatile Situation	0	2	2
SDSBDC Canva Training	0	2	2
Quadient Postage Rates & IMI Decertification	0	1	1
CSMFO AP Fraud Protection Strategies and Physical/IT Security Best Practices	0	1	1
PFM Monthly Market Update	0	1	1
Nassco PACP Certification	2	0	2
Total Attended Conferences	2	9	11

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	46.0	14.0	60.0
YTD Totals	622.5	150.5	773.0

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	2.0	9.0	11.0
YTD Total	24.0	61.0	85.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

Leucadia Wastewater District

Balance Sheet

As of 6/30/2024

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	26,948,857
Accounts Receivables	297,410
Net OPEB Asset	37,776
Prepaid Expense	2,001,724
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,731,803)
Total Assets	153,970,332
Deferred Outflows	
PERS Pension Deferred Outflows	2,452,372
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	2,731,811
Total Assets & Deferred Outflows	156,702,143
Liabilities	
Accounts Payable & Accrued Expenses	615,989
Developer Deposits	189,534
Lease Liability	528
Net Pension Liability	4,848,371
Total Liabilities	5,654,421
Deferred Inflows	
PERS Pension Deferred Inflows	247,136
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	402,082
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	1,898,141
Total Current Change In Net Position	1,898,141
Total Net Position	150,645,639
Total Liabilities, Deferred Inflows & Net Position	156,702,143

Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses
From 7/1/2023 Through 6/30/2024

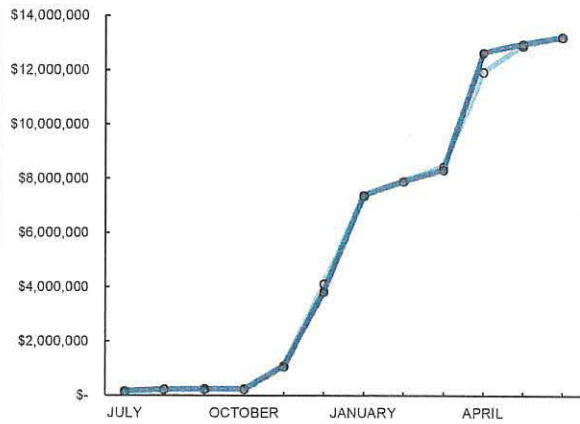
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
OPERATING REVENUES				
3110 Sewer Service Fees	\$13,214,831.13	\$13,213,949.00	\$ (882.13)	100.0%
3150 Recycled Water Sales	303,038.40	403,000.00	99,961.60	75.2%
3100 Misc. Operating Revenue	65,445.88	190,824.00	125,378.12	34.3%
TOTAL OPERATING REVENUES	\$13,583,315.41	\$13,807,773.00	\$ 224,457.59	98.4%
OPERATING EXPENSES				
4100 Salaries	\$ 2,135,046.01	\$ 2,230,802.00	\$ 95,755.99	95.7%
4200 Employee Benefits	1,523,528.83	1,577,047.00	53,518.17	96.6%
4300 Directors Expense	88,250.26	130,600.00	42,349.74	67.6%
4500 Depreciation Expense	6,090.00	-	(6,090.00)	100.0%
4600 Gas, Oil & Fuel	52,385.68	61,000.00	8,614.32	85.9%
4700 Insurance Expense	231,386.35	237,500.00	6,113.65	97.4%
4800 Memberships	38,133.74	40,000.00	1,866.26	95.3%
4900 Office Expense	154,856.99	179,280.00	24,423.01	86.4%
5000 Operating Supplies	111,909.26	154,400.00	42,490.74	72.5%
5200 Professional Services	330,037.33	464,050.00	134,012.67	71.1%
5300 Printing & Publishing	37,203.39	32,000.00	(5,203.39)	116.3%
5400 Rents & Leases	8,211.78	22,900.00	14,688.22	35.9%
5500 Repairs & Maintenance	471,721.91	555,135.00	83,413.09	85.0%
5600 Monitoring & Permits	86,021.62	93,600.00	7,578.38	91.9%
5700 Training & Development	52,130.02	52,000.00	(130.02)	100.3%
5900 Utilities	570,587.52	578,600.00	8,012.48	98.6%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	2,698,266.00	2,884,000.00	185,734.00	93.6%
6500 Long Term Debt	80.56	-	(80.56)	100.0%
6900 Admin O/H alloc to Capital	(175,065.25)	(210,060.00)	(34,994.75)	83.3%
TOTAL OPERATING EXPENSES	\$ 8,428,126.11	\$ 9,091,904.00	\$ 663,777.89	92.7%
NON-OPERATING REVENUES				
3130 Capacity Fees	\$ 306,734.12	\$ 152,670.00	\$ (154,064.12)	200.9%
3220 Property Taxes	2,226,260.17	2,213,000.00	(13,260.17)	100.6%
3250 Investment Income	668,136.00	485,000.00	(183,136.00)	137.8%
3290 Misc. Non Op Revenue	27,714.93	535,400.00	507,685.07	5.2%
TOTAL NON-OPERATING REVENUES	\$ 3,228,845.22	\$ 3,386,070.00	\$ 157,224.78	95.4%

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

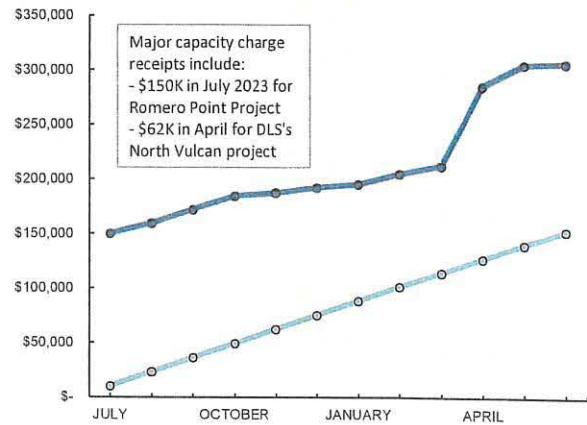
Leucadia Wastewater District Revenue FY2024

YTD through June 30, 2024

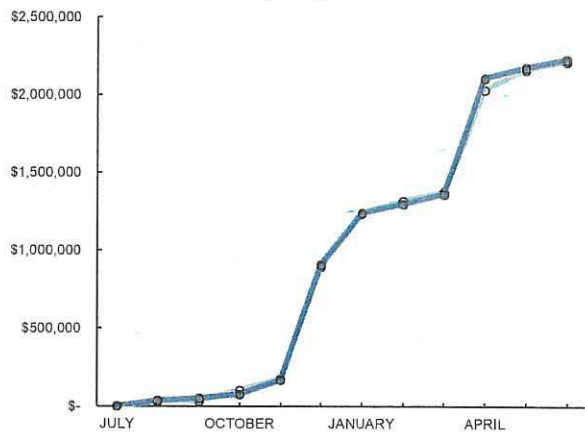
Sewer Service Fees



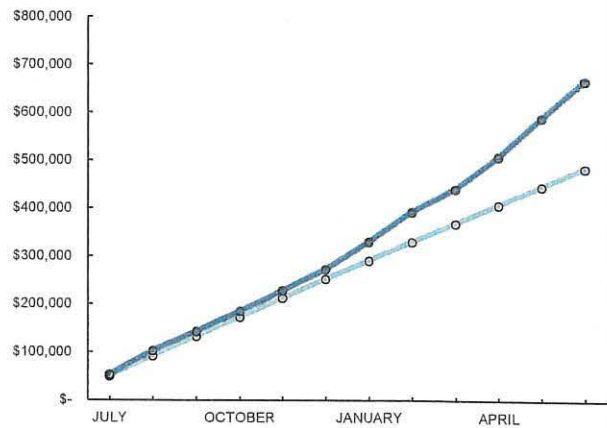
Capacity Charges



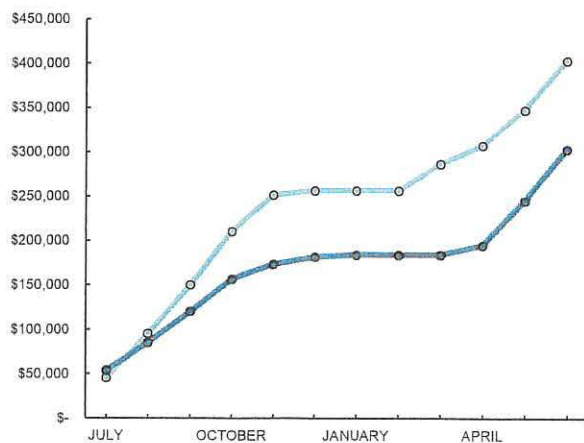
Property Taxes



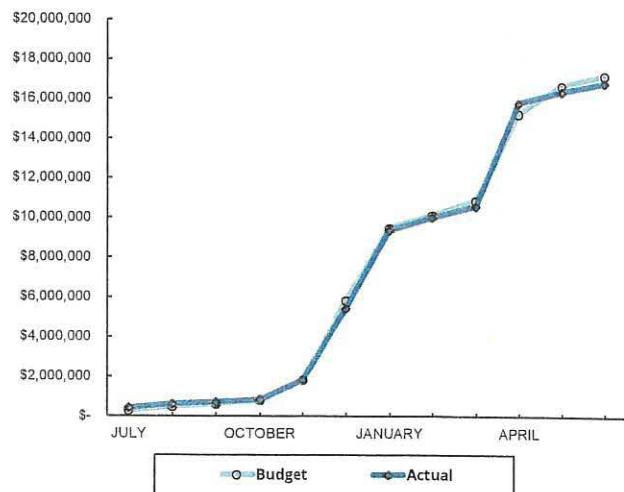
Investment Income



Recycled Wastewater Sales



Total Revenue

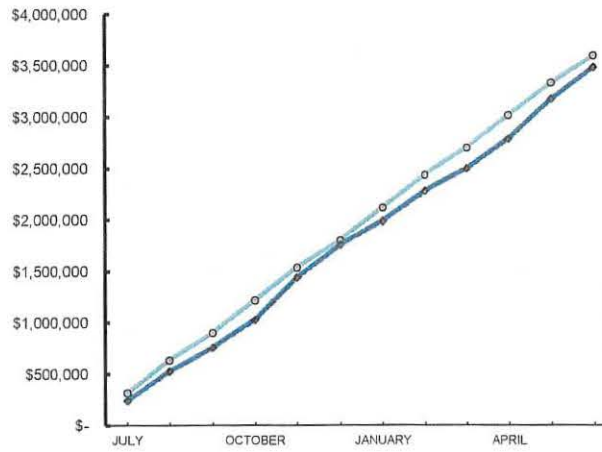


* Preliminary: subject to future review, reconciliation, accruals, and audit

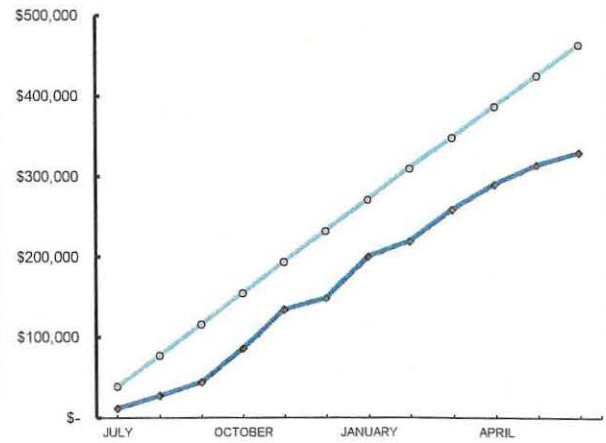
Leucadia Wastewater District Operating Expenses FY2024

YTD through June 30, 2024

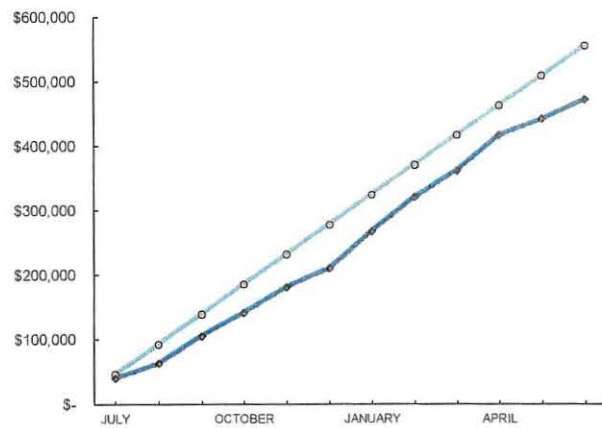
Salaries and Benefits



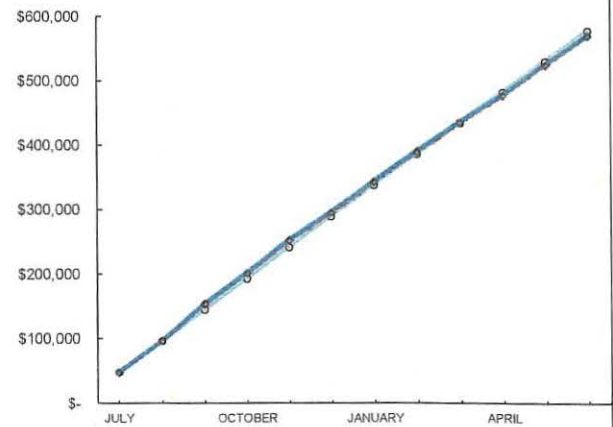
Professional Services



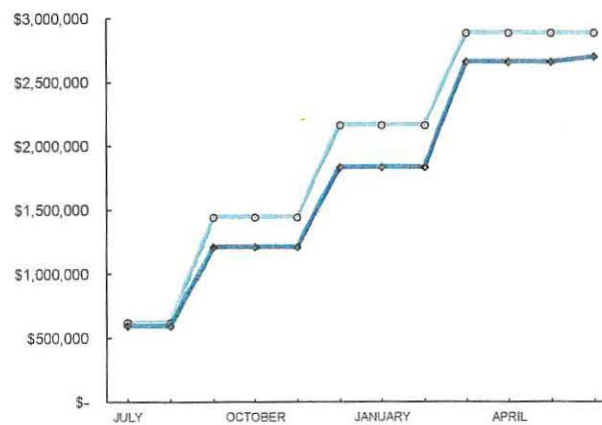
Repairs & Maintenance



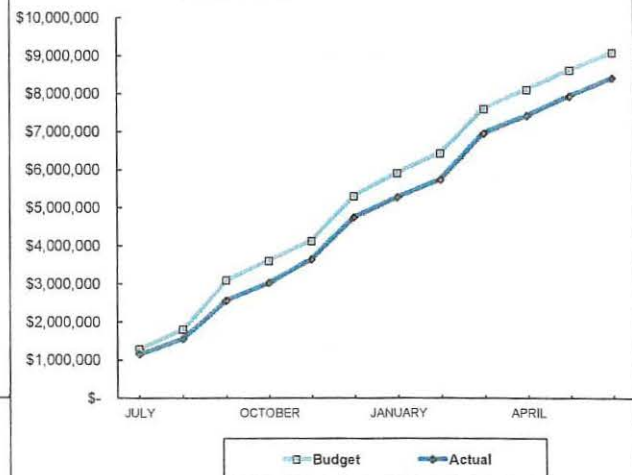
Utilities



Encina M&O



Total Operating Expenses -
Before Depreciation & Replacement

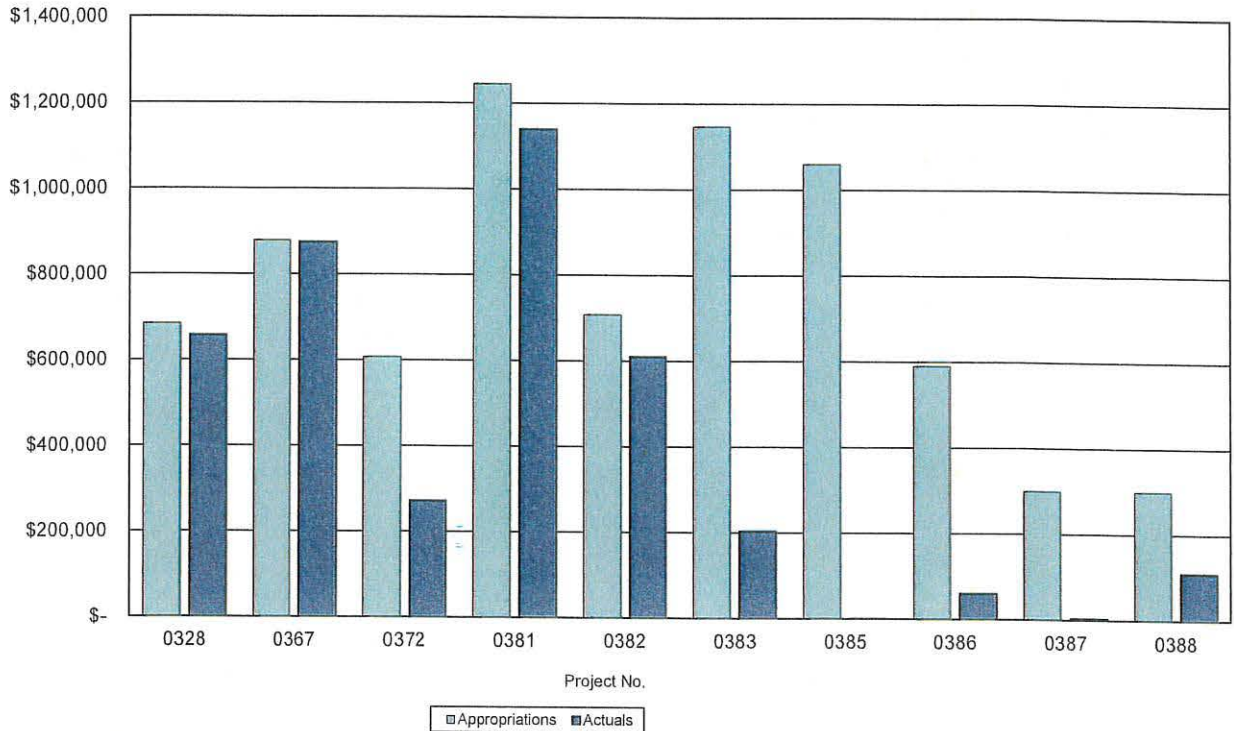


* Preliminary: subject to future review, reconciliation, accruals, and audit

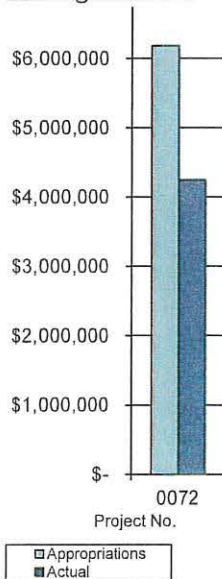
Leucadia Wastewater District Capital Expenditures

As of June 30, 2024

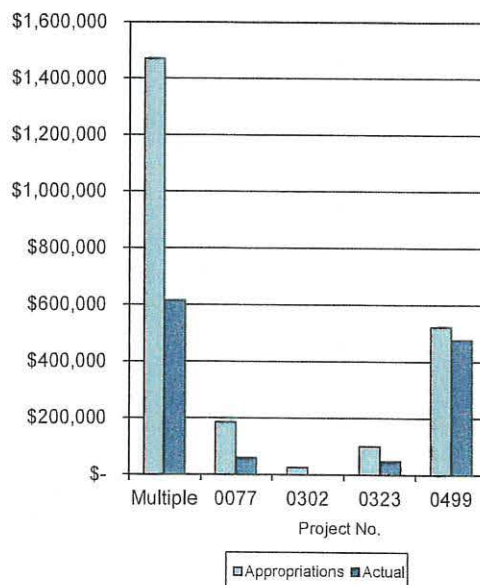
District Multi Year Capital Expenditures by Project Through FY2024



District's Share of Encina WPCF Capital Exp Through FY2024



Single Year Capital Expenditures by Project FY2024



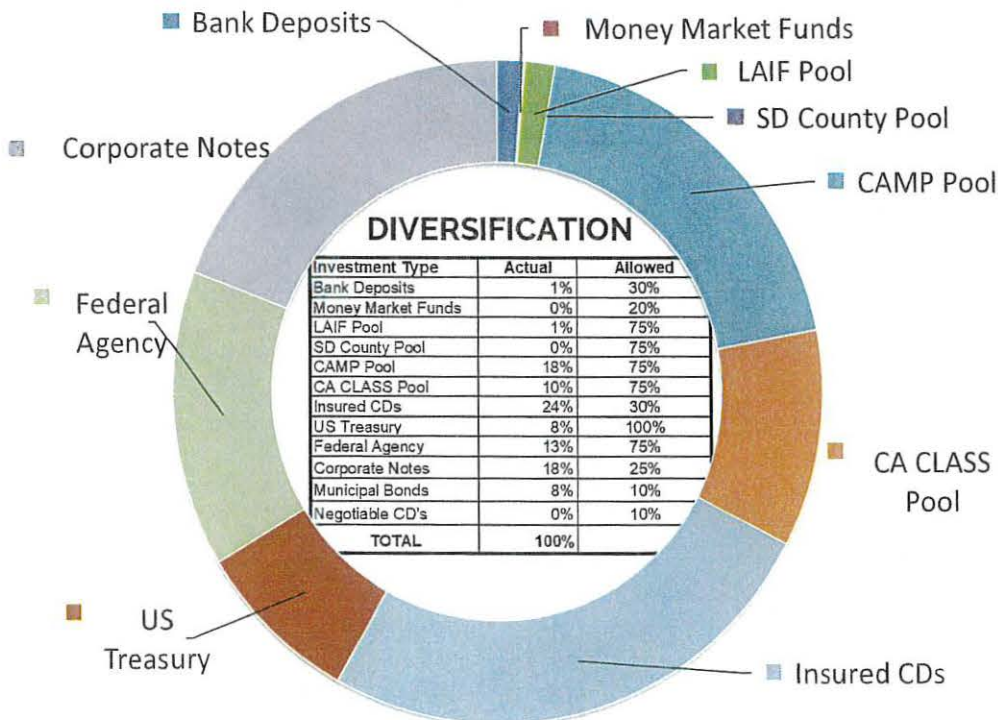
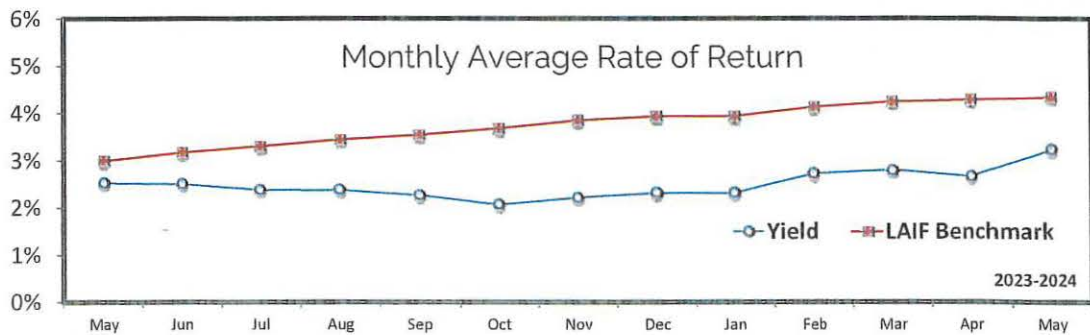
Project Legend

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

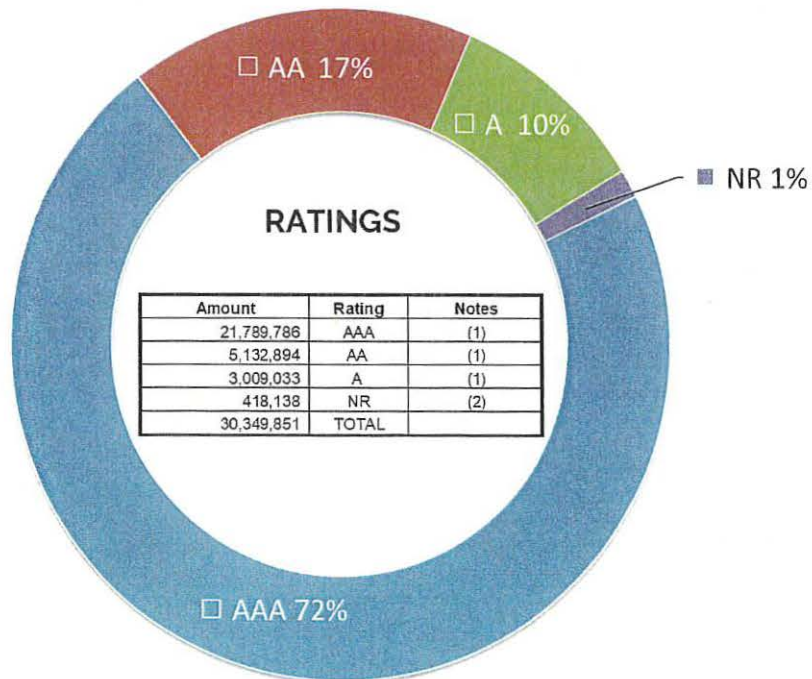
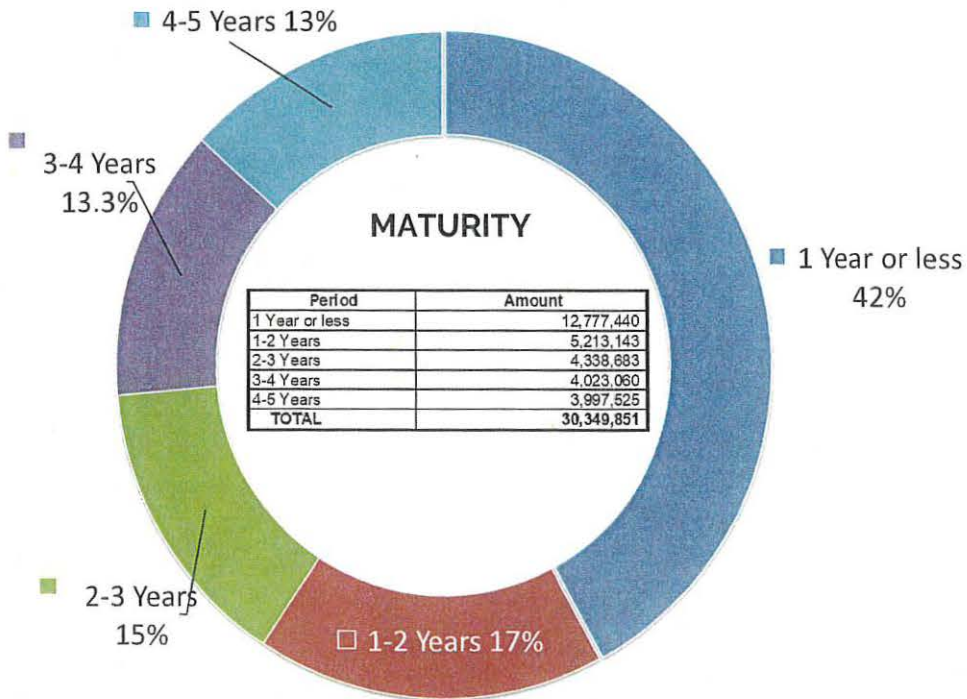
LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2024

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	Apr 30, 2024	May 31, 2024		
Pacific Premier Bank Reserves	\$ 482,621	\$ 370,074	\$ 4	0.010%
TVI Dreyfus Money Market	15,107	23,019	78	4.940%
LAIF Pool	418,138	418,138	1,509	4.332%
SD County Pool	10,655	298	17	3.830%
CAMP Pool	5,072,332	5,344,319	23,568	5.430%
CA CLASS Pool	3,033,840	2,947,421	13,450	5.397%
Certificates of Deposit - Insured	7,144,000	7,137,000	15,082	2.532%
US Treasury Notes	2,301,958	2,301,958	5,141	3.027%
Federal Agency Notes	4,035,772	4,035,772	7,648	2.371%
Municipal Bonds	2,433,766	2,433,766	1,831	0.853%
Corporate Bonds/Notes	5,610,817	5,338,087	13,325	2.932%
Totals	\$ 30,559,006	\$ 30,349,851	\$ 81,653	3.217%



LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2024

(Continued)

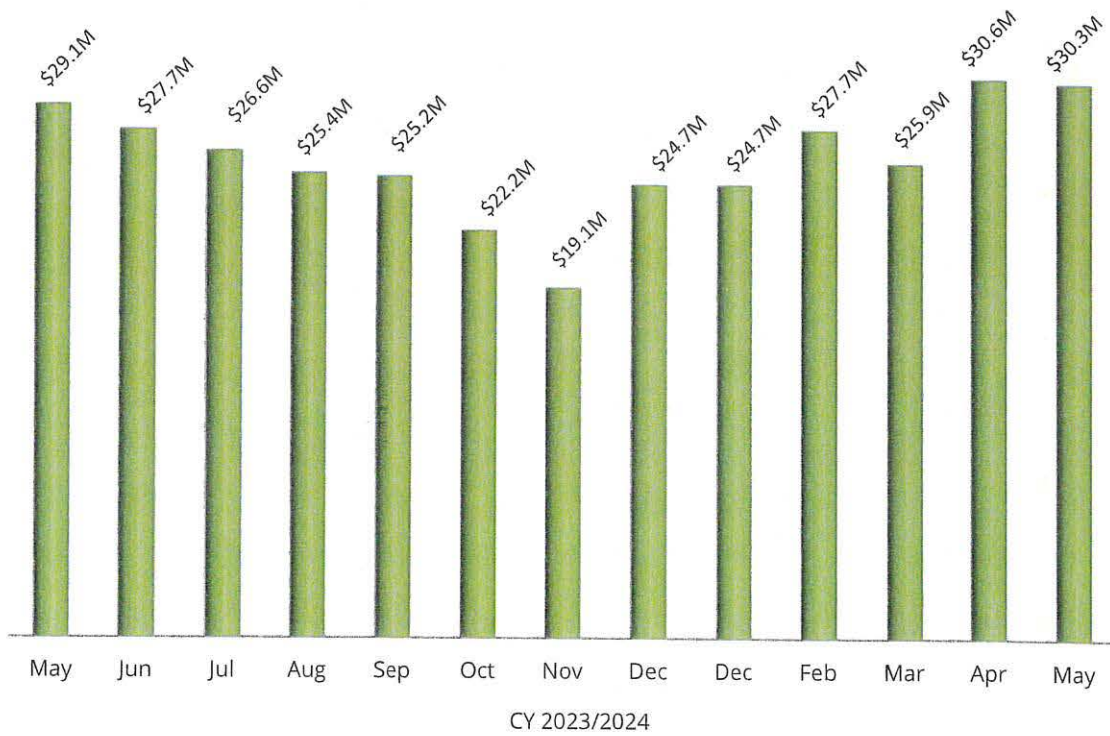


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.
 (2) LAIF is not rated.

LEUCADIA WASTEWATER DISTRICT
Monthly Investment Summary
May 31, 2024

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Enerbank USA Salt Lake CD		249,000	5/15/2024	29278TPA2	0.70%	
JPMorgan Chase Bank Corp Notes		272,730	5/13/2024	46625HJX9	0.66%	
Morgan Stanley Private Bank NA	242,000		5/8/2029	61768E3J0	4.60%	
TOTAL	\$ 242,000	\$ 521,730				

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: July 3, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: June 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 June 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 June 2024 for your review.

tb:PJB

Attachment

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

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

Notes: There were reimbursements for the month of June 2024

Encina Wastewater Authority Report
Regular Board Meeting
June 26, 2024

EWA Board of Directors – Vice President Saldana Reporting

1. Adopt Resolution 2024-07

The Board of Directors adopted Resolution 2024-07 appropriating funds for Fiscal Year 2024-2025 Operating and Capital Program Budgets and establishing controls thereon.

2. Revised Purchasing Policy

The Board of Directors adopted a revised Purchasing Policy.

3. Screenings Building Roofing Project Phase 2 Construction Services Award

The Board of Directors authorized the General Manager to execute a Progressive-Design Build Agreement with West Coast Air Conditioning Co., Inc. in the amount of \$698,859 for the Screenings Building Roofing Project.

The Board also authorized the General Manager to approve the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$215,000 to Project No. 53015.

Executive Session

4. Threat to Public Services or Facilities (Govt. Code Section 54957(a)) – Consultation with Nicholas Norvell, General Counsel

There was no reportable action.

Engineering Committee Meeting Report

Presented by Director Omsted

Meeting held July 1, 2024

The EC reviewed the following recommendation:

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

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

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

MEMORANDUM

Date: July 3, 2024
To: Board of Directors
From: Paul J. Bushee, General Manager 
Subject: **Appropriation carry over to fiscal year 2025 (FY25) Capital Acquisition Budget for the purchase of retrofitting the new Traffic Control Truck**

RECOMMENDATION:

Staff requests that the Board of Directors:

1. Authorize the General Manager to carry over an appropriated budgeted amount of \$50,500 from the FY24 Capital Acquisition Budget to the FY25 Capital Acquisition Budget for the purchase of retrofitting the new Traffic Control Truck.
2. Discuss and take other action as appropriate.

DISCUSSION:

In FY24, funds were allocated within the Capital Acquisition Budget for the procurement and retrofitting of a new Traffic Control Truck. This acquisition underwent review by the Engineering Committee during its meeting on September 5, 2023, and subsequently received approval from the Board on September 13, 2023. This purchase is identified as a Tactical Goal for FY24 within the Services category.

On September 14, 2023, staff placed an order for the truck through National Auto Fleet Group, an authorized dealer under the Sourcewell Cooperative, with an anticipated delivery date in May 2024. However, due to supply chain shortages at General Motors Company, the original order was not fulfilled. In late April, LWD staff was informed that our truck order had not been processed by General Motors Company. Consequently, LWD's Field Services Staff took proactive measures to locate an alternative truck chassis.

In May 2024, a Ford chassis was identified and procured locally, at Ken Grody Ford in Carlsbad, and transported to Plumbers Depot to have the chassis retrofitted to serve as a Traffic Control Truck. Subsequently, Plumbers Depot notified the District that the customization work would not be completed until early July 2024 (FY25).

Therefore, staff is recommending that the Board authorize the General Manager to carry over the appropriated budgeted amount of \$50,500 from the FY24 Capital Acquisition Budget to the FY25 Capital Acquisition Budget to cover the costs for the purchase of retrofitting the new Traffic Control Truck.

mg:PB

MEMORANDUM

DATE: July 3, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: FY2025 Gravity Pipeline Rehabilitation Project – Final Design Services

RECOMMENDATION:

Staff and the Engineering Committee recommend that the Board of Directors:

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

BACKGROUND:**Tactical Goal:** Infrastructure & Technology / FY2025 Gravity Rehabilitation Project

This item was reviewed by the EC at their July 1st meeting and the EC concurred with staff to present this item for the Board's consideration.

In April 2023, the Board adopted the District's 2023 Asset Management Plan (AMP) Update which recommended, among other things, that the District continue to implement its Annual Gravity Pipeline and Manhole Rehabilitation Projects in order to keep the District's pipelines and manholes in excellent working order. Staff uses a Repair Priority List, populated and prioritized using Closed-Circuit Television inspections, to maintain a priority listing of gravity sewer pipeline and manhole defects requiring upgrade. These defects are then grouped based on the repair approach into either an open trench construction, Cured-In-Place Pipe (CIPP) Lining, or Cured-In-Place Manhole (CIPM) Lining project.

DISCUSSION:

The goal of the FY2025 Gravity Pipeline Rehabilitation Project (FY2025 Project) is to repair or replace sewer pipelines that require the open trench method of construction. The FY2025 Project will consist of open trench construction to correct three (3) gravity sewer lines that have historical structural defects. The work involves replacement of a deep sewer line on Piraeus Avenue and in a utility road behind Discount Tire on El Camino Real.

To commence the design, staff requested a proposal from the District's as-needed design firm Water Works Engineers (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 \$89,621 which includes project design up to the bid phase and geotechnical investigation and survey which accounts for approximately 48% of the fee. The preliminary construction cost estimate for the project is \$703,000, therefore the proposed design fee represents a soft cost loading of 12.7% 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 FY2025 Capital Budget for the FY2025 Project is \$790K. Therefore, there are sufficient funds to complete this work.

ier:PJB

Attachment



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

RE: FY 25 Gravity Replacement Project

Dear Mr. Riffel,

Water Works Engineers (Water Works) is pleased to submit to Leucadia Wastewater District (District) a proposal for Engineering Design. Major improvements in this Project include the rehabilitation of gravity sewer pipeline segments and sewer manholes selected by the District from the Repair Priority List (RPL). The RPL is continuously updated and informed by Closed Circuit Television (CCTV) inspections performed by District Operations & Maintenance staff. For FY2025, the District has identified 3 gravity sewer pipeline segments locations that require repair and replacement (1x in Encinitas Village and 2x in Piraeus Street) in the City of Encinitas

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

Sincerely,

Tim Lewis, PE
Project Manager



7777 Alvarado Rd, Ste 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

Engineer Services During Construction for FY 25 Gravity Replacement Project

Tak Order No. 8


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

Project Description

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

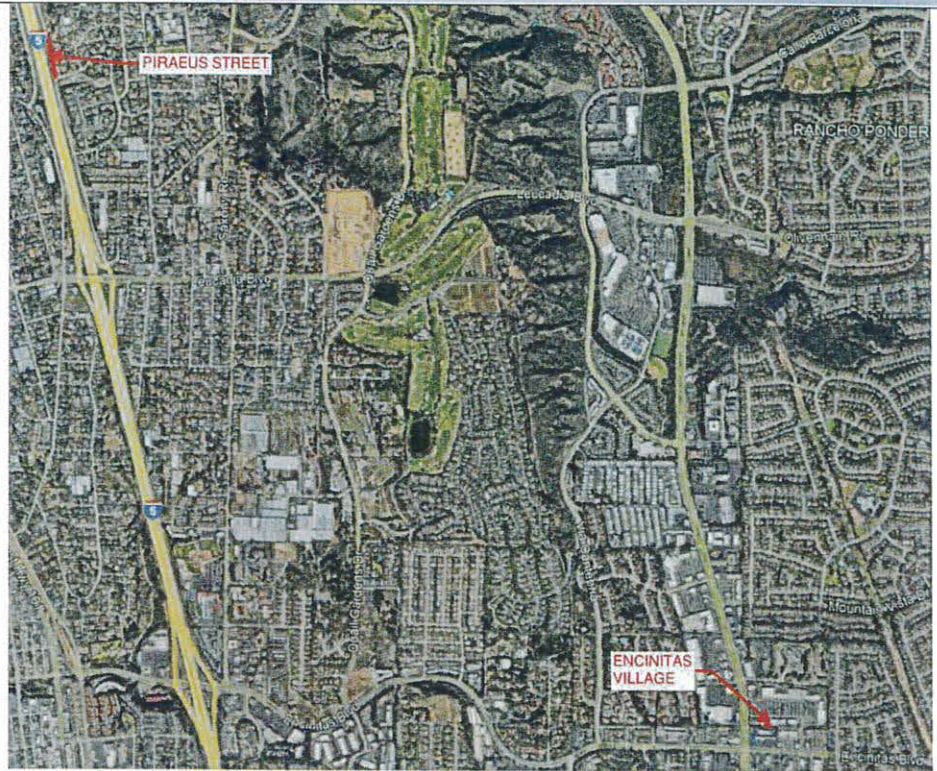
Location	Encinitas, CA
Facilities	Existing gravity sewer mains
Project Objectives	<ol style="list-style-type: none"> 1. Pireaus Street: Open cut replacement of 2 segments (642-ft tot length) existing 1960s 8" VCP sewer with severe sag defects that is 10 to 27 feet deep. Located in Encinitas Right of Way (paved). 2. Encinitas Village: 2 point repairs (open cut replacement of several sticks of pipe, or worst case, up to 50-lf of pipe) o fexisting 1980s 8" PVC sewer with severe structural failure/deformation. Located in paved area within existing 10-ft sewer easement working in close proximity to existing large commercial businesses in the loading zones near trees, hardscaping, landscaping, and block walls.
Existing Documentation	<ol style="list-style-type: none"> 1. Record Drawings 2. CCTV Data 3. Other data requested by ENGINEER identified in Scope of Services
Project Background	<p>Pursuant to the District's Sanitary Sewer Management Plan (SSMP), the District is committed to reducing Sanitary Sewer Overflows (SSOs) in its sanitary sewer collection and conveyance systems by maintaining, repairing, and rehabilitating assets via a programmatic data-based asset management approach as documented in its Asset Management Plan (AMP).</p> <p>The District continuously inspects its collection system via Closed Circuit Television (CCTV) and identifies defects in assets. Defects with a severity of 3 (out of 4) trigger the asset being placed on the Repair Priority List (RPL) for near-term repair, replacement, or rehabilitation.</p>



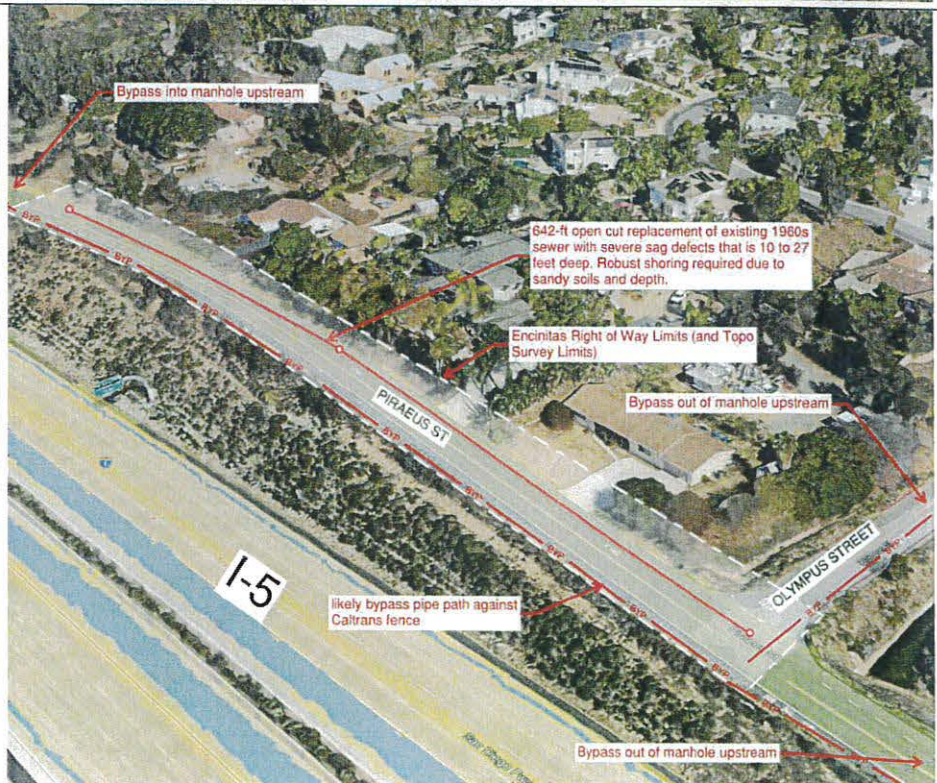
	For FY2025, the District has identified two gravity sewer pipeline segments requiring repair and open cut replacement improvements.																																																																																								
Supplemental Cost Estimate	<p>After reviewing the site, record drawings, and initial geotechnical information, Water Works prepared a recommended conceptual construction cost estimate.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;">  <div> <p>FY25 Open Gravity Replacement Project Conceptual Cost Estimate</p> <p>Date: 06/28/24</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Item No.</th><th>Description</th><th>Unit</th><th>Estimated Quantity</th><th>Eng. Est. Unit Price</th><th>Eng. Est. Construction Cost</th></tr> </thead> <tbody> <tr> <td>1</td><td>Mobilization & Demobilization</td><td>LS</td><td>1</td><td>\$ 30,000</td><td>\$ 30,000</td></tr> <tr> <td>2</td><td>Special Constraints, Work Plans, General Requirements, Special Inspection and Permits</td><td>LS</td><td>1</td><td>\$ 15,000</td><td>\$ 15,000</td></tr> <tr> <td>3</td><td>Traffic Control</td><td>LF</td><td>800</td><td>\$ 25</td><td>\$ 20,000</td></tr> <tr> <td>4</td><td>SWPPP</td><td>LF</td><td>694</td><td>\$ 13</td><td>\$ 8,675</td></tr> <tr> <td>5</td><td>Unpaved Surface Restor.</td><td>SF</td><td>9,630</td><td>\$ 4</td><td>\$ 36,113</td></tr> <tr> <td>6</td><td>Sewer Bypassing</td><td>DAY</td><td>35</td><td>\$ 3,750</td><td>\$ 131,250</td></tr> <tr> <td>7</td><td>Reinstate Laterals</td><td>EA</td><td>4</td><td>\$ 3,125</td><td>\$ 12,500</td></tr> <tr> <td>8</td><td>8"SS (10'D) + Pavement</td><td>LF</td><td>202</td><td>\$ 391</td><td>\$ 79,053</td></tr> <tr> <td>9</td><td>8"SS (20'D) + Pavement</td><td>LF</td><td>150</td><td>\$ 545</td><td>\$ 81,786</td></tr> <tr> <td>10</td><td>8"SS (25'D) + Pavement</td><td>LF</td><td>340</td><td>\$ 682</td><td>\$ 231,943</td></tr> <tr> <td>11</td><td>Protect in Place & Reinstate Ex Manhole</td><td>EA</td><td>2</td><td>\$ 6,250</td><td>\$ 12,500</td></tr> <tr> <td>12</td><td>30' Deep Sewer Manhole</td><td>EA</td><td>1</td><td>\$ 43,750</td><td>\$ 43,750</td></tr> <tr> <td colspan="5">Cost Estimate (AACE Class 4)^{1,2}</td><td>\$ 703,000</td></tr> </tbody> </table> <p>(1) Rounded to nearest \$1000 (2) Includes 25% Contingency</p> </div>					Item No.	Description	Unit	Estimated Quantity	Eng. Est. Unit Price	Eng. Est. Construction Cost	1	Mobilization & Demobilization	LS	1	\$ 30,000	\$ 30,000	2	Special Constraints, Work Plans, General Requirements, Special Inspection and Permits	LS	1	\$ 15,000	\$ 15,000	3	Traffic Control	LF	800	\$ 25	\$ 20,000	4	SWPPP	LF	694	\$ 13	\$ 8,675	5	Unpaved Surface Restor.	SF	9,630	\$ 4	\$ 36,113	6	Sewer Bypassing	DAY	35	\$ 3,750	\$ 131,250	7	Reinstate Laterals	EA	4	\$ 3,125	\$ 12,500	8	8"SS (10'D) + Pavement	LF	202	\$ 391	\$ 79,053	9	8"SS (20'D) + Pavement	LF	150	\$ 545	\$ 81,786	10	8"SS (25'D) + Pavement	LF	340	\$ 682	\$ 231,943	11	Protect in Place & Reinstate Ex Manhole	EA	2	\$ 6,250	\$ 12,500	12	30' Deep Sewer Manhole	EA	1	\$ 43,750	\$ 43,750	Cost Estimate (AACE Class 4)^{1,2}					\$ 703,000
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Approach	Site specific design considerations and constraints are depicted in the following figures.																																																																																								



Overview Map



Piraeus St Area and Major Design Constraints



Encinitas
Village Area
and Major
Design
Constraints



Scope of Services

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

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

Subtask 1: Project Management and Administration

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

- 1) Project Kickoff Meeting (to be conducted in person))
 - a) ENGINEER introductions to CLIENT staff
 - b) Familiarize ENGINEER with all project facilities
 - c) Gather operational data
 - d) Agree on Project Objectives
 - e) Agree on Project Components
- 2) Project Communication and Control

- a) Coordination of all project team activities
 - b) Communication of project progress and issues to CLIENT staff
 - c) Project schedule maintenance and control of project tasks to keep project schedule on track
 - d) Cost tracking of all engineering activities and active cost control of fees.
- 3) Quality Assurance/Quality Control
- a) Plan and implement Quality Assurance/ Quality Control Policy with the entire project team
 - b) Ensure QA/QC procedures are being followed at each step in the design process

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

Subtask 2: Final Design

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

Preliminary Engineering

Site recon and existing conditions verification:

- Conduct site recon.
- Open existing manholes and capture downhole conditions.
- Review CCTV data.
- Take site photos.
- Submit standard APWA Utility "A" Letter to existing utilities and receive record drawings of existing utilities identified by USA/811.

Piraeus Geotechnical Field Work and Investigation (BAJADA)

A geotechnical field investigation and report will be produced by Water Works Engineer's Subconsultant Bajada Geosciences for the Piraeus St segment. The Encinitas Village point repairs will likely not require geotechnical field investigation work because they are significantly shallower and excavation will be reduced.

The proposed Piraeus pipeline work is located in geologic materials mapped as undifferentiated, very old, paralic (terrace deposits) sediments. The severe sagging that occurred on the original pipe may point to the need for an atypical engineered fill pipe zone and backfill material. Based on nearby Caltrans Logs of Test Borings, those sediments consist predominantly of medium dense to dense sand with gravel. The Torrey Sandstone underlies the terrace deposits in the region. Procuring enough information to inform a robust shoring system, any dewatering needs, and backfill materials is critical for this project and informs the geotechnical investigation approach presented herein.

Task 1 – Pre-Exploration

Prior to subsurface exploration, BAJADA will have proposed drill hole locations marked and will contact Underground Service Alert (USA) to assist in identifying potential buried utility conflicts.

BAJADA will obtain an encroachment permit from the City of Encinitas for exploration within Piraeus Street.

Task 2 – Subsurface Exploration

BAJADA will advance two (2) drill holes for this project. The drill holes will be advanced using 8.25-inch diameter hollow-stem-auger drilling methods to depths of up to about 20 feet below the proposed invert depths. Thus, drill holes could be as deep as 50 feet. Soils will be sampled at depth increments of 5 feet or less using a California modified split spoon (CM) or Standard Penetration Test (SPT) sampler. CM and SPT samplers will be driven using a 140-pound auto trip hammer in accordance with standard test method ASTM D1586-11. SPT samples will be collected in sample bags, labeled, and transported to our laboratory for testing. California modified split-spoon samples will be collected in 2.5-inch diameter by 6-inch-long brass or stainless-steel sleeves. Those sleeves will be capped, labeled, and transported to our office for assignment of laboratory testing.

BAJADA personnel will log the soils and rocks exposed in the explorations, as well as the observed thicknesses of pavement and base materials, and will obtain samples for visual examination, classification, and laboratory testing. Logging of soils will be performed using the Unified Soil Classification System (USCS). We will estimate exploration locations using a compass and tape measure from known geographic control points along the alignment and by the use of a handheld Global Position System (GPS) receiver. The drill holes will be backfilled to the ground surface with cement grout. Cuttings from drilling operations will be disposed off-site. Asphaltic concrete (AC) disturbed during drilling will be patched using a cold-patch AC or quickset concrete dyed black. Traffic control consisting of a lane closure will be provided during exploration.

Task 3 – Laboratory Testing

Soil samples obtained during Task 2 will be delivered to a laboratory for testing. The actual types and numbers of tests that will be performed will be determined after the field exploration has been performed.

Task 4 – Geotechnical Analyses & Reporting

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

A description of the proposed project including a site plan showing the approximate locations of the explorations advanced for this study; A description of select, existing, available data collected, reviewed, and utilized during this study; A description of the site surface and subsurface conditions encountered at each drill hole location at the time of our field investigation; A geologic map showing the distribution of earth materials across the project site; A log depicting subsurface soil and groundwater conditions encountered at the drill holes advanced during this study; 2019/2022 CBC seismic design parameters; Recommendations related to geotechnical aspects of: Site grading and drainage, including compaction criteria and potential reuse of on-site soils as select backfill materials; Allowable bearing pressures for appurtenant structures such as manholes, vaults, etc.; Lateral earth pressures (active, at-rest, and passive) under static

and dynamic conditions for buried structures; Coefficients of friction for soil materials; Modulus of soil reaction (E') for pipeline design; and Temporary excavations and shoring. An appendix presenting a summary of the field investigation including the exploration log denoting sampling intervals and laboratory test results; An appendix presenting the results of our laboratory testing.

Surveying Services (Calvada)

A design level Topographic Survey will be provided for the likely construction work limits for Pireaus St. The boundary component of the survey will include a field boundary verification denoting current street right of ways. The items to be included are as follows:

Survey Control

1. The vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88). A local municipal benchmark will be used.
2. The horizontal control will be based on the California State Plane Coordinate System of 1983 (NAD 83).

Topographic Survey Features

1. Survey observations will be taken on a 25-foot finish surface grid and 25-foot street cross sections to create 1-foot contour intervals. Spot elevations will be at back of sidewalks, top of curbs, flow lines, gutter edges, street crowns, high/low points, top and toe of slopes, grade breaks, finish floors, driveway aprons, local depressions, and handicap ramps.
2. Spot elevations to determine the water flow of adjacent streets and catch basins that terminate or commence offsite and flow within the Site.
3. Location of signing and striping within the Site.
4. Location of trees over 6 feet in height, regardless of caliper, within the Site.

Utilities

1. Location, elevation, size, and type of visible above ground utilities within the Site.
2. Flow line invert elevations and sizes of drain inlets, storm drain manholes, and sanitary sewer manholes within the Site, unless bolted down.

75% Design PS&E

- Cover
- General Sheets (5x sheets)
- Civil and District General Notes (2x sheets)
- Key Map (1x sheet)
- Horizontal Control Plan (1x sheet)
- Plan and Profiles Civil sheets (3x)
 - The plan and profile sheet for the point repairs for Encinitas Village shall be produced without topographical survey and will rely up on record drawings, CCTV images, and site photos.
- Draft Civil Details (2x)

- Draft Tech Specs
- Construction Cost Estimate

100% Design PS&E

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

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

Subtask 3: Bid Documents and Bidding Support

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

Bid Documents

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

Bidding Support

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

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

ASSUMPTIONS

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

- CLIENT review periods of submittals: 10-working days
- Not in Scope:
 - Survey field work shall be per prevailing wage requirements and require the District provide a PW project number.
 - Front Ends & Division "00" Documents (Bidding Requirements, Contract Forms, and Conditions of the Contract)
 - Engineering Services During Construction
 - City of Encinitas Encroachment Permit or other permits for design.
 - Printed hard copies of deliverables
 - Hydraulic modeling
 - Department of Drinking Water Sewer-Water Separation Waivers
 - Traffic Control Plans
 - Water Quality analysis and/or Testing
 - Right of Way / Easement procurement
 - Funding Procurement Assistance and/or Investigation
 - Public Outreach
 - Landscaping Design
 - Renderings
 - Permitting (including consultations or discussions with USACE, USEPA, CA CFDW, CA SHPPO, CA RWQCB)
 - Trenchless Alternatives or Construction (likely infeasible for this project or likely not providing any benefit to the District).
 - Environmental Engineering Services and/or Studies (CEQA)
 - It is our understanding that the District assumes this project qualifies for Class 2(c) Categorical Exemption at a minimum with the District as lead agency because an existing sewer utility facility is being replaced and excavations will likely occur occurring within paved roads and under a pre-disturbed and landscaped surfaces, and it is not a growth inducing project. Verification of this assumption is not covered in this scope of services and would likely require professional environmental services and potentially field studies.

SCHEDULE

Estimated Schedule ¹	
Description	Estimated Date
Notice to Proceed (Executed Agreement)	July 19 th , 2024
75% Design	September 6 th , 2024
100% Design	November 15 th , 2024
Bid Documents	December 6 th , 2024
Bidding Period	December 2024
Award to Contractor	January 2025
Notice to Proceed	February 2025

Submittals/Preparation	March 2025
Construction	April 1 st to June 30 th , 2025

¹ Assumes 10 day reviews by Client

PAYMENT

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

Hourly Rates and Fees

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

Notes:

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



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

Subtask	Title	Budget
1	Project Management and Administration	\$2,077
2	75% Design	\$64,320
	100% Design	\$14,043
3	Bid Documents	\$8,867
	Bidding Support	\$3,604
	Project Total Budget	\$89,621

ATTACHMENTS

Attached to this Scope for reference are the following:

1	Fee Basis Spreadsheet
2	
3	

Attachment 1: Water Works Engineers Fee Estimate

Client Leucadia Wastewater District
 Project 22-038 FY Gravity Replacement Project
 Task Order No #8



Prepared by Tim Lewis, Project Manager
 Date 5/28/2024

Water Works Engineers

Classification	Title	Hourly Rate
AA1	Administrative	\$83.81
AA2	Senior Administrative	\$117.76
E0	Jr Engineer / Jr Field Engineer	\$117.76
E1	Staff Engineer	\$147.47
E2	Associate Engineer	\$180.35
E3	Project Engineer	\$202.63
E4	Senior Project Engineer / Manager	\$234.46
E5	Principal Engineer	\$271.59
I1	Field Inspector	\$158.07
I2	Senior Inspector	\$177.17
I3	Supervising Inspector	\$196.27
T1	CADD Tech 1	\$99.72
T2	CADD Tech 2	\$133.67
T3	CADD Tech 3	\$162.32

Expenses

WWE Expenses

Subconsultants

Bajada Geosciences (Geotechnical)
 Calvada (Surveying)


Subconsultant/Expense Markup

Hours and Fee

Year	Subtask 1		Subtask 2				Subtask 3			
	2024		2024		2024		2024		2025	
	Project Management and Administration		75% Design		100%		Bidding Documents		Bidding Support	
2024	hrs	fee	hrs	fee	hrs	fee	hrs	fee	hrs	fee
	2	\$168								
	3	\$353								
			60	\$8,848	40	\$5,899	8	\$1,180	6	\$911
							8	\$1,443	10	\$1,858
	5	\$1,013	24	\$4,863	16	\$3,242	8	\$1,621	4	\$835
			1	\$234	1	\$234				
	2	\$543								
			30	\$2,992	20	\$1,994	8	\$798		
			30	\$4,010	20	\$2,673	4	\$535		
				\$500						
				\$30,100						
				\$8,830						
		\$0		\$3,943		\$0		\$0		\$0
Subtask Totals	12	\$2,077	145	\$64,320	97	\$14,043	36	\$5,576	20	\$3,604

Base Project Total	
Hours	Fee
310	\$89,621

MEMORANDUM

DATE: July 3, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2024 (FY24) LWD Tactics and Action Plan Report

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Receive and file the FY24 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

DISCUSSION:

The Board of Directors adopted the Leucadia Wastewater District (LWD) Strategic Plan in July 2005 and it was last updated in April 2024. The Strategic Plan identified the following four strategic focus areas as LWD priorities:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

In order to implement LWD's Strategic Focus Areas, staff annually develops a Tactics and Action Plan, which identifies tactical goals associated with each area. Staff has implemented the majority of goals identified for FY24 along with several more that surfaced over the course of the year.

Staff is pleased to report that 138 tactical goals were accomplished. The FY24 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment

Leucadia Wastewater District
Fiscal Year 2024
Tactics & Action Plans

1. Financial

Assure fiscal stability and growth by effectively monitoring and forecasting District finances in order to provide competitive rates and avoid abrupt rate adjustments.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2024 Audit Close Books, Prepare Trial Balance & Supporting Schedules Coordinate with & Respond to Auditors Audit Report to Board	DFA DFA DFA	AT, ADS AT, ADS, EA, GM GM, ADS, AS	Jul-23 Jul-23 Dec-23	Sep-23 Dec-23 Dec-23	Completed Completed Completed
FY 2025 Budget Initial Data Collection	DFA	DTS, FSS, EA, ADS, FSSup. PC	Jan-24	Mar-24	Completed
Board Workshop	DFA	GM, DTS, FSS, EA, ADS, FSSup. PC	May-24	May-24	Completed
Budget Approval	DFA	GM	Jun-24	Jun-24	Completed
Finance Policy Reviews Procurement Policy Investment Policy Reserve Policy	DFA DFA DFA	DTS, GM, ADS, EA ADS, GM, EA ADS, GM, EA	Aug-23 Jul-23 Feb-24	Aug-23 Aug-23 Feb-24	Completed Completed Completed
Sewer Rate Increase Notification & Hearing Issue Notification in Compliance with Prop 218 Review Written Protests Hold Public Hearing in Compliance with Prop 218	DFA DFA DFA	ADS, AS, RTP GM, ADS ADS, EA, AS	Feb-24 Mar-24 Jun-24	Mar-24 Apr-24 Jun-24	Completed Completed Completed
Financial Awards Apply for GFOA Financial Reporting Award	DFA	AT	Dec-23	Jan-24	Completed
Financial Plan Tracking Update Community Choice Aggregation (Electricity) Update Internally Update District's Financial Plan Recycled Water Workshop	DFA DFA GM	FSS GM DFA	Jul-23 Nov-23 Aug-23	Jul-23 Feb-24 Dec-23	Completed Completed Completed
CalPERS Actuarial Valuation & Associated Liabilities Coordinate with Actuary to Complete OPEB Valuation Complete Deferral Schedules and Record in Accounting Provide Update on CalPERS	DFA DFA DFA	AT AT AT	Jan-24 May-24 Apr-24	Apr-24 Jun-24 Jun-24	Completed Completed Completed
Additional Items/Accomplishments: GFOA Cert. of Achievement for Excellence in Financial Reporting Sale of Vulcan Avenue Parcel	DFA GM	AT GC, DFA	Jul-23 Jul-23	Jul-23 Dec-23	Completed Completed

2. People

Assure the highest qualified work force by optimizing training opportunities; promoting an excellent safety culture; and providing competitive compensation in order to recruit and retain high quality employees.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing	DFA	ADS, Pickering Ins	May-24	May-24	Completed
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Oct-23	Feb-24	Completed
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Sep-23	Jan-24	Completed
Fire Extinguisher Training	FSS	All Staff	Jul-23	Aug-23	Completed
Conduct Sewer Spill Estimation Training	FSS	FSSup, FS Staff	May-24	Jun-24	Completed
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-23	Nov-23	Completed
Board Staff Relations Policy	DFA	GM, ADS	Nov-23	Jan-24	Completed
Workplace Violence Prevention Policy	DFA	GM, ADS, DTS, EA	Aug-23	Nov-23	Completed
Review Integrated Travel Authorization and Expense Reimbursement Policy	DFA	GM, ADS, DTS, EA	Sep-23	Dec-23	Completed
Human Resources Policy Manual	DFA	GM, ADS, DTS, EA	Jan-24	Apr-24	Completed
Conduct Salary Survey (In-house)	DFA	ADS, AS	Jan-24	Apr-24	Completed
Conduct Team Building Workshop	GM	DFA, EA, ADS	Oct-23	Dec-23	Completed
Conduct Strategic Planning Workshop	GM	Board, DFA	Nov-23	Mar-24	Completed
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-23	Nov-23	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jul-23	Jan-24	Completed
Update existing Safety Programs & Policies	DFA	GM, DTS, FSS, FSSup, Safety Committee	Jan-24	Jun-24	Completed
Conduct Employee Interviews					
Conduct Employee Satisfaction Survey	GM	DFA, ADS	Nov-23	Dec-23	Completed
Compensation	GM	DFA, ADS	May-24	Jun-24	Completed
Leadership Coaching	GM	Management Staff	Jul-23	May-24	Completed
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-23	Jul-23	Completed
Holiday Function	EA	ADS, AS	Aug-23	Dec-23	Completed
Additional Items/Accomplishments:					
CASA Award of Excellence in Public Outreach/Education		All Staff	Aug-23	Aug-23	Completed
Recruitment - Field Services In-Training	FSSUPT	FSSUP, FST III, ADS, AS	Aug-23	Nov-24	Completed
Recruitment and Appointment of Director	Board	GM, EA, GC, DFA, ADS	Sep-23	Oct-23	Completed
Special Board Meeting - Recycled Water Update	GM	DE, DFA	Sep-23	Oct-23	Completed
Judy Hanson - Resolution of Appreciation	DFA	GM	Oct-23	Oct-23	Completed
H. Gonzalez - 10 Year Service Award	FSTIII		Oct-23	Oct-23	Completed
R. Easton - 10 Year Service Award	FSTIII		Oct-23	Oct-23	Completed
Recruitment - Accounting Technician	DFA	ADS, AS	Oct-23	Jan-24	Completed
Two New FSTITs Onboarding and Training	FSSUP	ADS, FST III's	Nov-23	Jun-24	Completed
No Lost Time Accidents - 4 Years		All Staff	Nov-23	Nov-23	Completed
Active Shooter Training by Carlsbad Police Department	ADS	All Staff	Oct-23	Nov-23	Completed
S. Krason - Retirement Luncheon	EA	ADS, AD	Dec-23	Dec-23	Completed
J. Montoya - CWEA Collections System Grade 2	FST II		Dec-23	Dec-23	Completed
R. Morishita - 20 Year Service Award	DTS		Dec-23	Dec-23	Completed
No Reportable Sewer Spills - 4 Years		All Staff	Dec-23	Dec-23	Completed
New Accounting Technician Onboarding and Training	DFA	ADS, AD	Jan-24	Jun-24	Completed
Revised BOD Election of Board Officers, Est. of Committees and selection of Committee members - Resol. 2411	GM	DFA, EA	Dec-23	Jan-24	Completed
I. Riffel - 15 Year Service Award	PC		Feb-24	Feb-24	Completed
CWEA Local Section Award - 2023 Collection System of the Year		All Staff	Feb-24	Feb-24	Completed
H. Gonzalez - 2023 Collection Person of the Year State Award	FST III		Feb-24	Apr-24	Completed
R. Morishita - Retirement Luncheon	EA	ADS, AD	Feb-24	Feb-24	Completed
No Vehicle Accidents - 2 Years		All Staff	Apr-24	Apr-24	Completed
R. Easton - CWEA Mechanical Technologist Grade I	FST III		Apr-24	Apr-24	Completed
Employee Training - FSTs completed PAPC training	FSSup	FS Staff	May-24	Jun-24	Completed
M. Anderson - CWEA Collections System Grade 1	FSTIT		Jun-24	Jun-24	Completed

3. Services

Provide exceptional services to our customers by safely collecting and transporting wastewater in order to ensure the highest level of environmental protection; educating customers on our services; pursuing viable water recycling opportunities; and pursuing strategic alliances with other organizations.

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-24	Jun-24	Completed
FOG Inspections - Complete 30	PC	PC, FS Staff	Jul-23	Jun-24	Completed
Hydro Clean and CCTV La Costa Ave	FSSup	FSS, FS Staff	May-24	May-24	Completed
Vector Control	FSSup	FSS, FS Staff	May-24	May-24	Completed
Root Control	FSSup	FSS, FS Staff	May-24	May-24	Completed
Rehab Pump & Motor (Batiquitos)	FSS	FSSup, FS Staff	Sep-23	Apr-24	Completed
Exercise FM and Air Vacs Valves	FSS	FSSup, FS Staff	Sep-23	Sep-23	Completed
Test Overflow Basin pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Aug-23	Aug-23	Completed
Conduct Backflow Testing at Omni La Costa Resort	FSS	DTS, FSSup	Jul-23	Oct-23	Completed
Reporting					
Submit Quarterly Recycled Water Reports	FSS	DTS, FSSup	Jul-23	Jun-24	Completed
Submit Collection System Annual Report	FSS	DTS, FSSup	May-24	Jun-24	Completed
Submit Stormwater Annual Report	FSS	DTS, FSSup	May-24	Jun-24	Completed
Bypass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Oct-23	Nov-23	Completed
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-23	Sep-23	Completed
Village Park 5 Pump Station	FSSup	FSS, FS Staff	Jan-24	Jan-24	Completed
Encinitas Estates Pump Station	FSSup	FSS, FS Staff	Mar-24	Mar-24	Completed
Detachment of Service Areas (currently being serviced by Carlsbad)					
Treviso Community (near Poinsettia bridge)	PC	DFA, DTS	Jul-23	Mar-24	Completed
Ponto State Beach Area	PC	DFA, DTS	Jul-23	Mar-24	Completed
Black Skimmer Drive Community	PC	DFA, DTS	Jul-23	Mar-24	Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Mar-24	Mar-24	Completed
Office Equipment					
Execute Copy Machine Lease	ADS	EA, AS	Feb-24	Jun-24	Completed
Dispose of Obsolete IT Equipment	DFA	ADS, AS	Jun-23	Dec-23	Completed
SSMP Audit	FSS	FSSup, PC	Sep-23	Nov-23	Completed
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup,	Jul-23	Jun-24	Completed
LWD Teacher Grant Program	ADS	AS, RTP	Aug-23	Nov-23	Completed
Write, Design, Print & Mail 2023 Fall Newsletter	ADS	AS, RTP	Jul-23	Oct-23	Completed
Write, Design, Print & Mail 2024 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-24	May-24	Completed
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, DTS, FSSup, EA, AS	Jul-23	Jun-24	Completed
Evaluate the development of photo contest for grades 7th - 12th	ADS	DFA, AS, RTP	Jan-24	Mar-24	Completed
Eval. Option to Provide On-Site Hydro/CCTV Vehicle Demos to Local Schools	DFA	FS Staff, ADS, AS, RTP	Jul-23	Jun-24	Completed
Awards					
Apply for CWEA Awards	FSS	DTS, DFA, FSSup	Oct-23	Nov-23	Completed
Apply for CSDA District of Transparency	EA		Apr-24	Jun-24	Completed
Apply for CSDA District of Distinction	EA		Apr-24	Jun-24	Completed
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-23	Oct-23	Completed
Evaluate Electronically Storing Accounts Payable Documentation	DFA	AT	Jul-23	Jun-24	Completed
Additional Items/Accomplishments:					
Outreach Visit to Retirement Centers to educate them about Flushable Wipes	FSSup	RTP	Jul-23	Aug-23	Completed
Implemented Recycled Water Cross-Connection Testing Program	FSS	FSSup	Aug-23	Aug-23	Completed
Public Hearing and Adoption of Ord. - Extending Term of Reimbursement	PC	DE, GM, DFA	Oct-23	Oct-23	Completed
Marquee Enterprises, LLC					
Execute Public Outreach Task Order 2 with RTP	ADS	DFA, GM	May-24	May-24	Completed
FSTs Provided On-site Hydro/CCTV Vehicle Demos to Local Schools	FSSup	FSTs, RTP	Jan-24	Mar-24	Completed
Teacher Grant Video - FSTs at Capril Elementary School	RTP	FSTs, DFA, ADS	Apr-24	May-24	Completed
Execute Janitorial Services Agreement with MSC Janitorial Services	ADS	DFA, GM	Jun-24	Jun-24	Completed
Planning of the Hands On Program Event with OMWD and SEJPA	ADS	DFA, RTP, GM, FSS, FSSup	Aug-23	Jun-24	Completed
Enforcement and Smoke Testing resulting in 8 Notice and Orders	DTS	PC, FSS, FSSup	Jul-23	Jun-24	Completed
Homeowner Lateral Grant Program - 17 application approvals	PC	DTS, GM	Jul-23	Jun-24	Completed
Encinitas Chamber Sustainability Committee	GM		Jul-23	Jun-24	Completed

4. Infrastructure and Technology

Protect the long-term viability of the District by proactively improving and replacing the infrastructure prior to failure. Pursue technological innovation and excellence to enhance the District's infrastructure and operations to ensure maximum efficiency and cost effectiveness.

Tactics		Leader	Team	Start Date	Completion Date	Status/Comments
Diana Pump Station Upgrade	Obtain Easement	DTS	GM, PC, FSS, DE	Jul-23	Sep-23	Completed
	Project Design	DTS	GM, PC, FSS, DE	Oct-23	Jan-24	In Progress
	Environmental	PC	GM, DTS, FSS, DE	Jan-24	Apr-24	Not Started
	Bid Project	PC	GM, FSS, DE	May-24	Jun-24	Not Started
FY2023 Gravity Pipeline Rehabilitation	Construction	PC	GM, DTS, FSS, DE	Jul-23	Aug-23	Completed
Village Park No. 7 PS Replacement	Construction	DTS	GM, FSS, DE	Jul-23	Aug-23	Completed
FY2024 Gravity Pipeline Rehabilitation (Manholes)	Design	PC	GM, DTS, FSS, DE	Jul-23	Sep-23	Completed
	Bid Project	PC	GM, DTS, FSS, DE	Oct-23	Nov-23	Completed
	Construction	PC	GM, DTS, FSS, DE	Dec-23	Jun-24	Completed
Rancho Verde Pump Station Rehabilitation	Design	PC	GM, DTS, FSS, DE	Jul-23	Aug-23	Completed
	Bid Project	PC	GM, DTS, FSS, DE	Sep-23	Oct-23	Completed
	Construction	PC	GM, DTS, FSS, DE	Nov-23	Jun-24	In Progress
Leucadia PS (L1) Force Main Condition Assessment	Design	PC	GM, DTS, FSS, DE	Oct-23	Nov-23	Completed
	Bid Project	PC	GM, DTS, FSS, DE	Dec-23	Jan-24	In Progress
	Construction	PC	GM, DTS, FSS, DE	Feb-24	Jun-24	Not Started
San Marcos Creek Crossing Repair Evaluation	Execute Agreement for Monitoring	PC	GM, DTS, FSS, DE	Jul-23	Jul-23	Completed
	Data Collection	PC	GM, DTS, FSS, DE	Jul-23	May-24	Completed
	Evaluation	PC	GM, DTS, FSS, DE	Jun-24	Jun-24	Completed
	Design	PC	GM, DTS, FSS, DE	Mar-24	Jun-24	Completed
	Bid Project	PC	GM, DTS, FSS, DE	Jun-24	Jun-24	In Progress
Batiquitos PS Emergency Basin Project	Design	PC	GM, DTS, FSS, DE	Nov-23	Mar-24	In Progress
	Bid Project	PC	GM, DTS, FSS, DE	Apr-24	May-24	Not Started
	Construction	PC	GM, DTS, FSS, DE	Jun-24	Jun-24	Not Started
Purchases	Purchase Traffic Control Truck	FSS	FSSup, FS Staff	Aug-23	Feb-24	In Progress
	Purchase Spare Conditioning Pump (Leucadia)	FSS	FSSup, FS Staff	Oct-23	Apr-24	Completed
	Purchase New Vactor Truck	FSS	FSSup, FS Staff	Aug-23	May-24	In Progress
	Purchase Reclaim Water Supply Pump	FSS	FSSup, FS Staff	Oct-23	Oct-23	Completed
Administration Building and Facility Updates	Carpet Replacement (2nd Floor)	PC	FSSup, FS Staff	Jul-23	Jan-24	Completed
Replace Audio and Visual Equipment	Purchase	DTS	GM, DFA, ADS, EA	Jul-23	Aug-23	Completed
	Install	DTS	GM, DFA, ADS, EA	Sep-23	Nov-23	Completed
Replace Network Equipment	Purchase	DTS	EA, ADS	Jul-23	Aug-23	Completed
	Install	DTS	EA, ADS	Sep-23	Oct-23	Completed
Additional Items/Accomplishments:						
Purchase - New AWT Chlorine Tank		FSSup	FSSupt, FS staff	Jul-23	Aug-23	Completed
Upgrade the Programmable Logic Control at EPPS		FSSupt	FSSup, FS Staff	Aug-23	Oct-23	Completed
Replace La Costa Pump Station Emergency Bypass Valve		PC	GM, DTS, FSS, DE	Nov-23	Feb-24	Completed
San Marcos Creek Crossing Emergency Repair		DTS	GM, FSS, DE, PC, FSSup	Nov-23	Jan-24	Completed
Evaluate cell phone services and enroll in Public Safety plan		FFSup	ADS, FS Staff, AS	Feb-24	May-24	Completed

List of Acronyms for LWD Staff Titles

GM – General Manager

DFA – Director of Finance & Administration

DTS – Director of Technical Services

FSS – Field Services Superintendent

FSSup – Field Services Supervisor

ADS – Administrative Services Supervisor

PC – Project Coordinator

EA – Executive Assistant


AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

GC – General Counsel

MEMORANDUM

DATE: July 3, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager 
SUBJECT: Fiscal Year 2025 (FY25) LWD Tactics and Action Plan

RECOMMENDED:

Staff recommends that the Board of Directors:

1. Adopt the FY25 Leucadia Wastewater District (LWD) Tactics and Action Plan.
2. Discuss and take other action as appropriate.

DISCUSSION:

As you are aware, the Board of Directors originally adopted the LWD Strategic Plan in July 2005 and it was most recently updated in April 2024. In order to maintain the Strategic Plan as a “living” document, staff annually develops a Tactics and Action Plan which develops goals associated with the Plan’s four strategic areas:

1. Financial
2. People
3. Services
4. Infrastructure & Technology

For FY25, staff has developed an ambitious plan that includes 103 tactical goals. A copy of the FY25 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachment

Leucadia Wastewater District
Fiscal Year 2025
Tactics & Action Plans

1. Financial

Maintain fiscal stability and growth with:

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

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

2. People

Employ the highest qualified work force by:

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

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

3. Services

Provide exceptional services to our customers by:

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

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

4. Infrastructure and Technology

Protect the long-term viability of the District by:

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

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

MEMORANDUM

DATE: July 3, 2024
TO: Board of Directors
FROM: Paul J. Bushee, General Manager
SUBJECT: CSDA Board of Directors 2024 Election



RECOMMENDATION:

1. Discuss and take action as appropriate.

DISCUSSION:

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2024 election. There is one seat (Seat A) open for the southern network region. The candidates are the following:

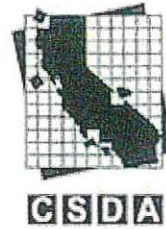
- Jason Dafforn, Valley Sanitary District
- Ross Leja, Jurupa Area Recreation & Park District
- Jo MacKenzie, Vista Irrigation District, (incumbent)

Attached for your review are copies of the CSDA electronic ballot information and the candidate statements. The electronic ballot is due by 5:00PM on Friday, July 26, 2024.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter. Staff will cast the electronic vote based on the Board's action by the due date.

Attachment

tb:PJB



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CSDA Board of Directors Election Ballot - Term 2025 - 2027; Seat A - Southern Network

Please vote for your choice

Choose **one** of the following candidates:

- Jo MacKenzie, Director, Vista Irrigation District *
- Jason Dafforn, General Manager, Valley Sanitary District
- Rodd Leja, Director, Jurupa Area Recreation & Park District

*Incumbent

☐ **Jo MacKenzie*** [\[view details\]](#)

☐ **Jason Dafforn** [\[view details\]](#)

☐ **Ross Leja** [\[view details\]](#)

[Continue](#)

[Cancel](#)



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 1 year

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

Attend CSDA Conference and Leadership Academy

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

ACWA, CASA

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

N/A

- 4. List civic organization involvement:**

Desert Recreation Foundation Board of Directors

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

My name is Jason Dafforn. I am a Licensed Civil Engineer in the State of California with over 30 years of experience in the water and wastewater industry. I have 17 years of experience as a utility manager working for California local governments, including over eight years working for a special district.

California's special districts play a crucial role in the daily lives of millions, providing essential services ranging from water and sanitation to fire protection, healthcare, and many others. The California Special District Association (CSDA) provides resources, training, state and federal advocacy, and professional development to help special districts across the State flourish.

Today, special districts are confronted with unprecedented challenges. As a special district manager, I have gained a comprehensive understanding of these challenges, which positions me to provide valuable guidance and develop effective resolutions. My fresh ideas and unique perspective will enable the Board of Directors to proactively address current issues and future challenges, keeping CSDA ahead of the curve.

Together, we hold the power to shape the future and provide exceptional resources for special districts in California. By ensuring they remain at the forefront of delivering essential services and improving the quality of life for all residents, we can make a significant impact.

Let us build a stronger, more resilient future for California's special districts and the communities they serve.



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: ROSS A. LEJA
District/Company: JURUPA AREA RECREATION & PARK DISTRICT
Title: DIRECTOR DIVISION 5
Elected/Appointed/Staff: ELECTED
Length of Service with District: 6 YEARS

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

NO

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

NO

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

NONE

4. List civic organization involvement:

JURUPA CHILDRENS CHRISTMAS PARTY

JURUPA DISTRICT LIONS CLUB

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

I am running for the open board position to bring representation for the Inland Empire to CSDA and grow CSDA in the Inland Empire. San Bernardino and Riverside Counties, together known as the Inland Empire, is one of the fastest growing regions of California and home to over 80 special districts. However, the Inland Empire currently has no representation on the Southern District Board.

I currently serve on the Board of Directors for the Jurupa Area Recreation and Parks District (JARPD). Our district serves the city of Jurupa Valley and a portion of the city of Eastvale. I have been in this position for six years. During this time we have grown our district by fourteen facilities. I have made it a mission to develop relationships with the other special districts in our area to help JARPD better serve its residents. I look forward to expanding this mission to the other special districts in the Inland Empire if I am elected to the Board representing the Southern District.

I am an eight year Air Force Veteran, husband, father and grandfather. My wife of 49 years and I have made our home in Jurupa Valley for over three decades. I have served on the City of Jurupa Valley Traffic Safety Committee, acting as its first chair for three years. I also served on the Jurupa Unified School District Citizen Oversight Committee for a \$144 million bond measure as both Vice Chair and Chair. A cause close to my heart is my work with the Jurupa Children's Christmas Party, an organization that has distributed presents to underprivileged in Jurupa Valley for over 40 years.

I have always considered service to my country and community a privilege and would like to continue by serving on the board of the California Special Districts Association.



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: JO MacKENZIE

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director, Certificate in Special District Governance

Elected/Appointed/Staff: Elected

Length of Service with District: 32 years

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

- ✚ CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- ✚ CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- ✚ Special District Leadership Foundation Board of Director, Treasurer, currently Vice President
- ✚ Fiscal and Audit Committees, rewrote 'Treasurer Job Description'; Membership Committee 2011-present; Chair 2020-2021, 2022 and 2024
- ✚ Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- ✚ CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000; presently serve on the Chapter Executive Board
- ✚ Attend all Annual Conferences and Legislative Days

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

- ✚ ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ✚ ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- ✚ The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017-2023

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

- ✚ San Diego LAFCO, 1994-present: Commission Chair 2018 & 2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005-2009
- ✚ City of San Marcos Planning and Traffic Commissions
- ✚ Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006
- ✚ Resource Conservation District of Greater San Diego County, Association Director, 2016 to present

4. List civic organization involvement and recognitions

- ✚ Special District Official of the Year by PublicCEO
- ✚ CSDA Legislative Advocate of the Year, 2011
- ✚ Graduate of CSDA's Special District Leadership Academy
- ✚ San Marcos Chamber of Commerce, Lifetime Ambassador
- ✚ Graduate of Leadership 2000, Cal State San Marcos
- ✚ Vista Community Development Associates, Treasurer
- ✚ Soroptimist International



RE-ELECT
JO MACKENZIE
PROVEN EXPERIENCE LEADING
SPECIAL DISTRICTS

- **DEDICATED**
- **FISCALLY RESPONSIBLE**
- **COMMITTED TO SPECIAL DISTRICTS**

It has been a privilege and honor to serve on the CSDA Board of Directors (Board) representing the Southern Network. Serving on the Board requires a commitment of time; I am in Sacramento at least twice a month for CSDA meetings. I have served as President, Vice President and Treasurer, and served as a Chair and/or member of the various committees. In 2010 and 2011, respectively, I was recognized as CSDA's Legislative Advocate of the Year and by PublicCEO as Special District Official of the Year.

During my tenure on the CSDA Board, I have formed working relationships throughout the Network and State that have given me an insight regarding the needs of special districts. Based on these insights and input from other CSDA directors, CSDA has worked to provide webinars at no cost to its members, begun offering the leadership academy three times a year and on-line, and the SDLF Board eliminated budget limits for scholarships. I serve on the CSDA and SDLF Boards, and I am proud of the collaboration that allows all special districts to take advantage of CSDA's programs.

During my term, I have been committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. CSDA is now the "voice of Special Districts", "the third leg of local government", and the 'go-to' association for legislative issues.

My proven leadership and public service experience, commitment to fiscal responsibility, and comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

I have a true passion for and proven experience in leading Special Districts. I would be honored to continue serving on the CSDA Board as your Southern Network Director.

I am asking for your **Vote**.

ELECTRONIC VOTING ENDS JULY 26 AT 5:00 P.M.

**50+ CSDA EDUCATIONAL OPPORTUNITIES ARE LISTED ON
CSDA'S HOME PAGE**

Tianne Baity

From: Ramae Ogilvie <ROgilvie@vidwater.org>
Sent: Wednesday, June 5, 2024 3:50 PM
Subject: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A
Attachments: 2024 Jo MacKenzie CSDA Candidate Statement.pdf; 6.5.2024 Letter of Support from VID President Richard Vasquez.docx.pdf

On behalf of the Vista Irrigation District (VID), I am requesting your agency's support and vote for Jo MacKenzie for the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. We are fortunate to have such a qualified candidate in Director MacKenzie. She has the unanimous support of VID's Board, as noted in the attached letter from VID's Board President Richard Vásquez.

Having known Director MacKenzie for more than 20 years and working with her at VID, I can attest to her very active involvement in special districts and her acquired comprehensive knowledge in statewide and local special districts issues. Attached you will find a candidate's statement summarizing Director MacKenzie's qualifications. As you will see, she possesses the knowledge and experience necessary to be an outstanding, engaged and highly effective CSDA Board member.

I urge your Board of Directors to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network on the CSDA Board; electronic ballots will be emailed to your district's contact person on June 10, 2024 and must be received by CSDA by 5:00 PM on July 26, 2024. Please do not hesitate to contact me if have any questions or need additional information. Thank you for your consideration.

Regards,

Brett Hodgkiss
General Manager
bhodgkiss@vidwater.org

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1391 Engineer Street • Vista, California 92081-8840
Phone (760) 597-3100 • Fax: (760) 598-8757
www.vidwater.org

Board of Directors

Richard L. Vásquez, *President, Division 2*
Marty Miller, *Division 1*
Peter Kuchinsky II., *Division 3*
Patrick H. Sanchez, *Division 4*
Jo MacKenzie, *Division 5*

Administrative Staff

Brett L. Hodgkiss
General Manager
Ramae A. Ogilvie
Board Secretary
Elizabeth A. Mitchell
General Counsel

June 5, 2024

Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A

Dear Board President:

On February 20, 2024, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. Electronic ballot voting begins on June 10, 2024.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts and build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board of Directors (Past President, 2011), Jo serves on the CSDA Legislative Committee; she served as the Committee Chair from 2006-2010 and in 2012 and was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and Vice President of the Special District Leadership Foundation. She also serves on the CSDA Member Services Committee and is very active with the San Diego Chapter of CSDA, serving as its President 1998-2000.

Jo was elected to the VID Board of Directors in 1992 and has since served as President nine times. She is currently a Commissioner on the San Diego Local Agencies Formation Commission (LAFCO) and served as Chair in 2019-2020; Jo has continuously served in various capacities on LAFCO since 1994. She has also served on the California Association LAFCO Board of Directors. Jo is a past Board Director for the Association of California Water Agencies and currently serves on its Membership and Local Government committees.

Jo is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. She has also been active in the San Marcos Chamber of Commerce for over 30 years, serving as a Board Member and a Life Member Ambassador.

Jo is extremely active and engaged in all aspects of California special districts and her wealth of experience makes her the obvious choice for Southern Network, Seat A. I urge your Board to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network. Thank you for your support!

Very truly yours,

A handwritten signature in blue ink that reads "Richard L. Vásquez".

Richard L. Vásquez
President, Board of Directors

A public agency serving the city of Vista and portions of San Marcos, Escondido, Oceanside and San Diego County



June 17, 2024

TO: CASA Member Agencies
FROM: Roland Williams, President
SUBJECT: **CASA ANNUAL BUSINESS MEETING—July 31-AUGUST 2, 2024**
Monterey Marriott, Monterey, CA

CASA will hold its annual business meeting during the July 31-August 2, Annual Conference at the Monterey Marriott. The meeting will be held in-person on Thursday, August 1. The agenda for the meeting is as follows:

Election of the Directors for FY 2024-25

The membership will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three-year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are:

- Rita Duncan, Oro Loma Sanitary District
- Georgean Vonheeder-Leopold, Dublin San Ramon Services District
- Roland Williams, Castro Valley Sanitary District
- Fauzia Rizvi, Western Municipal Water District

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Mike Metts of Dudek, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms. **The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, August 1, 2024. Electronic submission of ballots in advance of the conference is also encouraged.**

Approval of the Dues Resolution: Proposed 3% Increase

The proposed dues resolution includes an increase of approximately 3% for both agency members and associate members. This dues increase will ensure that CASA is able to keep up with inflation, service cost increases, and generally continue to deliver high quality services and advocacy on behalf of our members. The members will be asked to approve the dues resolution during the Annual Business Meeting.

Other Informational Items

In addition to the action items above, upon request, members can receive a copy of the adopted FY 2025 Budget, approved by the Board on May 23, 2024, and the year-end FY 2024 Treasurer's Report. The FY 2025 budget development process included a thorough review of revenues and expenditures by the CASA Board and staff, as well as an assessment of CASA's ability to maintain and enhance its delivery of services to our members.

Message from the President

It has been a wonderful experience serving as your President this past year, and I am proud of all the great things we have accomplished as an organization! During this past year, CASA has continued to thrive by expanding our offerings, growing our staff, adding new members, and continuing to deliver the members services you rely on every day. I have enjoyed working with all of our member agencies and the CASA team throughout the year and believe this organization is stronger than ever.

The CASA Team continues to thrive even as we shift roles and face new challenges. After Debbie Welch's retirement in 2023, this was the first full year with Shacara Gamboa as our new Manager of Association Services, and it has gone exceedingly well! We also celebrated the promotion of long-time CASA regulatory advocate Jared Voskuhl to Director of Regulatory Affairs, and we welcomed CASA's long-time climate change consultant Sarah Deslauriers to the CASA team as our new full time Director of Air, Climate and Energy (ACE) Programs. We were also pleased to welcome Melissa Thorne of the Santa Lucia Preserve CSD to the CASA Board this year, and welcome back Scott Goldman of the South Coast Water District.

We continue to grow our membership base as well, welcoming several new members and expanding our local agency membership to 134 agencies! We appreciate all the contributions of our associate and agency members and all the support, expertise and time they provide to making CASA such a great group. We particularly want to acknowledge those agency and associate representatives who serve on CASA Committees, attend our various workgroup meetings, and attend CASA events and conferences. You are what makes our education and advocacy work, and it is truly appreciated.

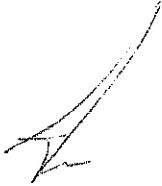
Several programs that were once pilots are now permanent fixtures of our CASA offerings, including the CASA LEAD Mentorship Program (now entering its fourth year), our professional development and human resources (HR) workgroup, and the Partnering for Impact (PFI) event just to name a few. We are excited to continually improve and expand CASA's efforts to meet the needs of our membership.

CASA's advocacy at the state, federal and regional level continues to be a point of pride for our organization. CASA co-sponsored state legislation with our environmental partners to address PFAS focusing on "essentiality" of uses and reiterating our shared goal of better source control and keeping these chemicals out of our systems. We are also working on language for the potential fall climate bond that includes greater recycled water and wastewater funding, fighting a statewide initiative that would negatively impact local agency's ability to collect fees, and much more. At the federal level, the WIPPEs Act (setting a national standard for wipes based on our successful California legislation) continues to move forward on a bi-partisan basis, and our work related to seeking an exemption for public agencies to PFAS designation under CERCLA is constant.

CASA's regulatory advocacy continues to grow and expand as well, not just on hot topic issues like PFAS, but on issues like nutrients and ocean acidification, exfiltration, infrastructure financing, and more. With our new Director of ACE on board, we will be able to enhance our advocacy on issues like the Advanced Clean Fleets rules and other CARB rulemakings, and undertake the large-scale air toxics pooled emissions study on behalf of our member agencies.

We continue to regularly host and sponsor virtual events on topics such as nutrients, PFAS, award-winning projects, and implementation of the SSS WDR, though we also love seeing all of you at our in-person conferences and events throughout the year as well!

It has been an honor to serve as your President this past year and I am proud of all the great work CASA continues to do as the voice of the clean water sector in California.

A handwritten signature in black ink, appearing to be 'Roland Williams', with a stylized, sweeping flourish extending upwards and to the right.

Roland Williams
CASA President

Rita Duncan, Director



Rita Duncan was appointed to the Oro Loma Sanitary District Board in January 2016, formerly served as Board President, and has been on the CASA Board since 2021. She was previously the Director of Human Resources at a Bay Area manufacturing company, and also formerly the Director of the Math, Engineering, Achievement, and Education Outreach Program for the Stanford School of Engineering. Rita also currently serves as Vice-Chair of the CASA Federal Legislative Committee.

Georgian Vonheeder-Leopold, Director



Georgian Vonheeder-Leopold is a Director on the Dublin San Ramon Services District Board has been an active member of CASA for more than 15 years. Georgian has been active in public service for more than 35 years and has served on various city and county commissions as well as a host of nonprofit boards. She has lived in Dublin since 1971 and recently retired from a long career in tax accounting. She is a former CASA President and has served on the CASA Board since 2015.

Roland Williams, Director



Roland Williams is the General Manager of the Castro Valley Sanitary District (CVSan). He has been with CV San for 19 years, serving for 12 years as the General Manager. Prior to coming to CVSan, Roland worked for Harris and Associates as a project manager on wastewater treatment plant projects. He has also served on the CASA Utility Leadership Committee and has held various volunteer roles with CWEA, WEF, APWA, and CSRMA. His hobbies include fitness training, reading, travel, and spending time with family. He is the current CASA President and has served on the CASA Board since 2015.

Fauzia Rizvi, Western Municipal Water District



Fauzia Rizvi joined Western's Board of Directors in December 2020 and represents Division 5, which includes the City of Corona, Home Gardens, El Cerrito, and a portion of Temescal Canyon. She has a strong background as a business owner and community advocate, with an expertise working as a professional in the field of water management and consulting. Director Rizvi serves on several joint committees and regional authorities on behalf of WMWD and is a long-time resident of the City of Corona. She would be a new member on the CASA Board of Directors.



OFFICIAL BALLOT

The voting members of the California Association of Sanitation Agencies (CASA) are requested to cast their votes on the following important actions:

Board of Directors FY 2025

The Nominating Committee and the Board of Directors recommend election of the following slate of Directors to the four available Board seats:

Rita Duncan, Oro Loma Sanitary District (Director - North)
Georgean Vonheeder-Leopold, Dublin San Ramon Services District (Director - North)
Roland Williams, Castro Valley Sanitary District (Manager - North)
Fauzia Rizvi, Western Municipal Water District (Director - South)

Please check one:

- ☐ Approve the slate of Directors
☐ Do not approve the slate of Directors

Dues Resolution FY 2025 (See below Proposed Resolution No. 24-214)

Please check one:

- ☐ Approve the Dues Resolution
☐ Do not approve the Dues Resolution

Please mark this Official Ballot for approval or disapproval and then insert the voting agency name and your name and sign your name and date below where indicated.

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Thursday, August 1, 2024.** Materially incomplete or illegible ballots will not be counted.

Date: _____

Insert name of CASA Member Agency

E-Signature of CASA Member Agency representative

Insert name of representative

Electronic Submission is preferred. Please send ballot to Cheryl MacKelvie at cmackelvie@casaweb.org.

PROPOSED RESOLUTION NO. 24-214
California Association of Sanitation Agencies

2025 CASA Annual Membership Dues



Annual membership dues shall be determined as follows:

- 1. Active Member.** Dues are based on the member agency's annual operations and maintenance budget. The dues schedule for calendar year 2025 shall be:

Agency Operations & Maintenance Budget FY 2024-2025

1.	Up to \$500,000	\$1,010
2.	Between \$500,001 - \$1,000,000	\$1,915
3.	Between \$1,000,001 - \$1,500,000	\$2,810
4.	Between \$1,500,001 - \$2,000,000	\$3,660
5.	Between \$2,000,001 - 2,500,000	\$4,510
6.	Between \$2,500,001 - 3,000,000	\$5,575
7.	Between \$3,000,001 - 3,500,000	\$6,685
8.	Between \$3,500,001 - \$4,000,000	\$7,800
9.	Between \$4,000,001 - 4,500,000	\$8,915
10.	between \$4,500,001 - \$5,000,000	\$10,030
11.	Between \$5,000,001 - \$10,000,000	\$15,175
12.	Between \$10,000,001 - \$20,000,000	\$19,100
13.	Between \$20,000,001 - \$100,000,000	\$22,810
14.	Over \$100,000,000	\$31,300

- 2. Associate Member.** Dues for associate members shall be:

Associate Number of Employees		2025 Dues
1.	Employer with 1-5 employees	\$640
2.	Employer with 6-15 employees	\$1,305
3.	Employer with 16-29 employees	\$1,980
4.	Employer with 30-74 employees	\$2,545
5.	Employer with 75-120 employees	\$3,130
6.	Employer with over 121 employees	\$3,700

- 3. Honorary Member.** There shall be no dues for honorary members.

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held in Monterey at the Monterey Marriott on August 2nd, 2024.

ATTEST:

Tony Trembley
Secretary - Treasurer