



**BOARD OF DIRECTORS REGULAR MEETING  
AND  
A PUBLIC HEARING ON LEUCADIA WASTEWATER DISTRICT VACANCIES AND  
RECRUITMENT AND RETENTION EFFORTS**

DATE: Wednesday, May 14, 2025  
TIME: 5:00 p.m.  
PLACE: Leucadia Wastewater District  
1960 La Costa Avenue, Carlsbad, CA 92009

**AGENDA**

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

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**
  - A. Achievement of Individual Awards – Professional Achievement Awards for Gonzalo Ortiz. (Pages 6-8)
  - B. 2024 CWEA State Awards. (Page 9)
  - C. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2024. (Page 10)

## PUBLIC HEARING

### 7. Public Hearing to consider the following:

Employee Vacancies, Recruitment and Retention Efforts at Leucadia Wastewater District.  
(Page 11)

## CONSENT CALENDAR

Items 8-13 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.

### 8. Approval of Board and Committee Minutes

Minutes of the following meetings:

April 9, 2025 Regular Board Meeting (Pages 12-17)

April 29, 2025 Investment and Finance Committee Meeting (Pages 18-19)

May 5, 2025 Special Board Meeting (Pages 20-23)

May 7, 2025 Community Affairs Committee Meeting (Pages 24-25)

### 9. Approval of Demands for April and May 2025

This item provides for Board of Directors approval of all demands paid from LWD during a portion of April and a portion of May 2025. (Pages 26-34)

### 10. 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 35-41)

### 11. 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 42-49)

### 12. Quarterly Treasurer's Report

This report discloses investments for the quarter ending March 31, 2025. (Pages 50-51, Enclosure 12)

### 13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of April 2025. (Pages 52-53)

## EWA REPORTS

### 14. Encina Wastewater Authority Reports

A. A regular EWA Board Meeting was held on April 23, 2025. (Page 54)

B. An Encina Member Agency Manager's (MAM) Meeting was held on May 6, 2025. (Verbal)

## **COMMITTEE REPORTS**

### **15. Committee Reports**

- A. An Investment and Finance Committee meeting was held on April 29, 2025. (Page 55)
- B. A Community Affairs Committee meeting was held on May 7, 2025. (Page 56)

## **ACTION ITEMS**

### **16. Board of Directors Compensation Adjustment (Pages 57-58)**

### **17. Public Information Services Task Order No. 3**

Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2025 through June 30, 2026. (Pages 59-62)

### **18. Award of Janitorial Contract**

Authorize the General Manager to execute an Agreement with MSC Janitorial Service, Inc. to provide janitorial services for the Administration and Operation Buildings, in an amount not to exceed \$32,651.64 per year, for a three-year contract totaling \$97,954.92 with an option to renew an additional two years. (Pages 63-66)

### **19. Approving the Recommended Encina Wastewater Authority Fiscal Year 2025 (FY25) Budget**

Adopt Resolution No. 2429 - Approving the Recommended Encina Wastewater Authority Fiscal Year 2026 (FY26) Operating and Capital Budgets. (Pages 67-69)

### **20. CalPERS Pension & OPEB Updates (Pages 70-78)**

### **21. LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Nominations (Pages 79-84)**

## **INFORMATION ITEMS**

### **22. Project Status Updates and Other Informational Reports**

- A. The 2025 Annual Employee Luncheon is scheduled for July 10, 2025 at 12noon at the District office. (Page 85)
- B. 2025 CASA Annual Conference will be held July 30 – August 1, 2025 at the Marriott Marquis in San Diego, CA. (Verbal)

### **23. Directors' Meetings and Conference Reports**

The 2025 CWEA Annual Conference was held April 22 – 25, 2025 at the Renaissance Hotel and Convention Center in Palm Springs, CA. (Page 86)

### **24. General Manager's Report**

### **25. General Counsel's Report**

### **26. Board of Directors' Comments**

### **27. Adjournment**

# AFFIDAVIT OF POSTING

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

Date: May 8, 2025

  
\_\_\_\_\_  
Paul J. Bushee, Secretary/General Manager

### Board of Directors' Code of Conduct

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

### Role of Staff

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

**MEMORANDUM**

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Presentation and Awards – Achievement of Individual Award**

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

State Water Resources Control Board Water Treatment Operator Grade T1 – Gonzalo Ortiz

Field Services Technician In-Training Gonzalo Ortiz recently received his Water Treatment Operator Grade T1 certification from the State Water Resources Control Board. Gonzalo has been working for the District since September 2024 and this is his first certification since his employment at the District. Gonzalo has worked hard on his own time for this achievement while maintaining his full time position at LWD. This accomplishment reflects Gonzalo's desire to excel through continued professional development. As a result of this certification, Gonzalo is eligible for an Individual Incentive Award of \$500.

California Water Environment Association (CWEA) Collection System Maintenance Grade 1 Certification – Gonzalo Ortiz

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

Please join me in congratulating Gonzalo for these outstanding accomplishments.

tb:PJB

# *State of California*

## *State Water Resources Control Board*

IN ACCORDANCE WITH DIVISION 104, PART 1, CHAPTER 4, ARTICLE 3 OF THE  
HEALTH AND SAFETY CODE


Gonzalo Ortiz

IS AUTHORIZED TO OPERATE OR SUPERVISE THE OPERATION OF A WATER TREATMENT FACILITY FOR  
PRODUCTION OF WATER FOR DOMESTIC USE AND IS HEREBY GRANTED THIS CERTIFICATE FOR

*Water Treatment Operator*

*Grade T1*

Operator Number: 47884  
Issued March 2025

  
\_\_\_\_\_  
E. Joaquin Esquivel  
Chair



# *Certificate of Competence*

This is to certify

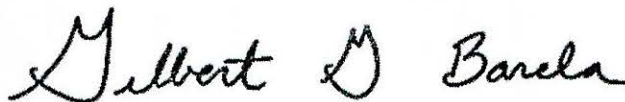
# Gonzalo Ortiz

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

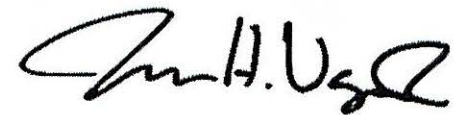
## COLLECTION SYSTEM MAINTENANCE GRADE 1

Certificate number: 1308238810

Expires: 4/30/2026



Gilbert Barela, President  
California Water Environment Association



John Vogel, Chair  
Technical Certification Program

## MEMORANDUM

Ref: 25-9502

Date: May 8, 2025  
To: Board of Directors  
From: Paul J. Bushee, General Manager  
Subject: **Presentations and Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) was honored to receive the following awards: 2024 CWEA State Collection System of the Year – 1<sup>st</sup> Place and 2024 CWEA State Community Engagement & Outreach Program of the Year – Small Agency 2<sup>nd</sup> Place. CWEA presented LWD the awards at the CWEA Annual Conference on Thursday, April 24<sup>th</sup> in Palm Springs. A brief summary of the award follows:

### **2024 Collection System of the Year (0-249 miles)**

LWD was selected as California's top collection system in its size category. LWD's recent San Diego section award was a significant accomplishment; however, winning the state is an even bigger honor. This award is a tribute to staff's hard work not only for this past year, but previous years as well. This is the 6<sup>th</sup> time that LWD has received the Statewide Award since 2004.

The State Collection System of the Year Award meets an organizational objective of the LWD's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

### **2024 Community Engagement & Outreach Program of the Year – Small Agency**

LWD recently received the 1<sup>st</sup> place San Diego section award for Community Engagement & Outreach Program of the Year – Small Agency award. This award recognized the District and Rising Tide Partners (RTP) for creating an in-person, interactive demonstration aimed at deepening students' understanding of wastewater. At the 2024 CWEA Annual Conference, LWD received 2<sup>nd</sup> place in the State.

Please join me in congratulating staff as a whole for these outstanding accomplishments.

tb:PJB

Attachment



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, 2024

*Christopher P. Morill*

Executive Director/CEO

**MEMORANDUM**

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Public Hearing on Employee Vacancies, Recruitment and Retention Efforts at Leucadia Wastewater District

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

- 1) The status of job vacancies at the District and the District's recruitment and retention efforts.

**BACKGROUND:**

Assembly Bill 2561 was recently signed into law and became effective on January 1, 2025. The law added a requirement for public agencies to annually present the status of vacancies, and recruitment and retention efforts to their Board of Directors.

**DISCUSSION:**

In accordance with AB 2561 (Gov. code §3502.3), staff will present a verbal report on the District's vacancies, recruitment and retention efforts that occurred during calendar year 2024. This annual report must be presented to the Board during a public hearing and before the adoption of the District's annual budget. Following the presentation, the Board will hear public comments relating to the report.

While a detailed verbal report will be provided during the meeting, the following is brief summary:

During calendar year 2024, the District experienced three (3) employee vacancies.

- One vacancy resulted from a retirement.
- Two Field Services Technicians In-Training new positions were created support organizational growth.

After receiving public testimony, the Board of Directors will close the public hearing and may consider the following recommendation on the proposed report immediately following this public hearing.

**RECOMMENDATION:**

Staff requests that the Board of Directors receive and file the report to fulfill the District's compliance obligations under AB 2561.

th:PJB

**LEUCADIA WASTEWATER DISTRICT**

## Minutes of a Regular Board Meeting

April 9, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, April 9, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT:

Brown, Pacilio, Sullivan

DIRECTORS ABSENT:

Saldana, Roesink

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Field Services Superintendent Marvin Gonzalez, Executive Assistant Tianne Baity, District Engineer Dexter Wilson, Kathleen Noel of Dexter Wilson Engineering, Tim Lewis of Water Works Engineers, Neal Bloom of Rising Tide Partners, June Honsberger and Alyson Thile and students of La Costa Canyon High School, Nancy Jois and students of Capri Elementary, Ms. Carrie Herndon of the Encinitas Union School District Farm Lab

**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 Pacilio, and unanimously carried, the Board of Directors approved the agenda by the following vote:

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

**6. Presentations and Awards****A. Teacher Grant Recipients.**

ADS Hill provided background information on the Teacher Grant Program.

ADS Hill introduced Ms. Nancy Jois of Capri Elementary School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Jois and students

shared a public service announcement video on the We Can Help Ocean Animals project.

ADS Hill introduced Ms. June Honsberger and Ms. Alyson Thile of La Costa Canyon High School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Honsberger, Ms. Thile, and students shared an update on the Pollinators and Plant Species project.

ADS Hill then introduced Ms. Carrie Herndon of the Encinitas Union School District Farm Lab to provide a brief update on the Farm Lab's project funded by the District's teacher grant program. Ms. Herndon shared an update on the Ground Water Simulator project.

The Board stated they were impressed with the projects and they thanked the teachers and students for attending the meeting.

**B. Achievement of Organizational Objective – Three Years No Vehicle Accidents.**

GM Bushee stated that on March 17, 2025, LWD staff completed three years without a vehicle accident. Vehicle accidents result in economic impacts due to lost productivity, damaged public and private property, workers compensation costs, and undermines employee morale. As a result of this achievement, each employee is eligible for an incentive compensation award in the amount of \$500.

The Board congratulated staff for their achievement.

## **CONSENT CALENDAR**

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

Minutes of the following meetings:

March 12, 2025 Regular Board Meeting

March 31, 2025 Engineering Committee Meeting

**8. Approval of Demands for March/April 2025**

Payroll Checks numbered 250319-1 – 250402-20; General Checking Checks numbered 26758-26873

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

**10. Finance Report** (A copy was included in the original April 9, 2025 Agenda)

**11. Disclosure of Reimbursements**

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

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

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

## EWA and COMMITTEE REPORTS

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

A. A regular EWA Board Meeting was held on March 26, 2025.

GM Bushee reported on EWA's Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on April 1, 2025.

GM Bushee reported on EWA's MAM meeting.

### 14. Committee Reports

Engineering Committee Meeting was held on March 31, 2025.

Director Pacilio reported that the EC reviewed the following recommendations:

- Adopt Resolution No. 2427 revising the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects;
- Adopt Resolution No. 2428 Requesting LAFCO to Take Proceedings for the Miller & Hall Change of Organization; and
- Receive and file the Leucadia Wastewater District Fiscal Year 2025 Pump Station Condition Assessment Report

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

Director Sullivan asked how many unconnected properties are there in the island area. GM Bushee answered there are about 400.

## ACTION ITEMS

### 15. Board of Directors Compensation Adjustment

DFA Green presented the item indicating the date of the last Board stipend increase was August 2019 and at that time the stipend was increased from \$190 to \$200 per day. He stated that government code allows for a 5% adjustment per calendar year following the last adjustment and the Board is eligible for an adjustment not to exceed 30% or \$60.

GM Bushee clarified that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the May Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

Director Pacilio asked if this item could be brought back to the May Board meeting for discussion since Directors Saldana and Roesink were absent. GM Bushee answered affirmatively.

Following discussion, the Board reached consensus to bring this item to the May 14, 2025 Board meeting for discussion.

**16. Revision of Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects**

Adopt Resolution No. 2427 revising Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects.

Ms. Kathleen Noel from Dexter Wilson Engineering presented the item and provided background information. She explained that the Standard Spec update is needed since there are new industry standards in the 2024 "Greenbook". Ms. Noel also reviewed the proposed principle changes and updates to the Standard Spec, including revisions related to sewage flow generation factors, manhole adjustments and paving requirements, and material availability for manhole frames and covers.

Vice President Brown thanked Ms. Noel for her presentation.

Upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2427 revising Leucadia Wastewater District's Standard Specifications and Procedures for Wastewater Facility Projects by the following vote:

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

**17. Resolution No. 2428 Requesting LAFCO to Take Proceedings for the Miller & Hall Change of Organization**

Ms. Kathleen Noel from Dexter Wilson Engineering presented the item stating that the annexation into the District of the Miller & Hall Property consists of one parcel located at 327 N. Vulcan Avenue in Encinitas that totals 0.23 acres, is located west of Interstate 5, north of Encinitas Boulevard and east of N. Coast Highway 101.

She noted the annexation is within the District's sphere of influence and includes one parcel with an existing single-family residence that is currently connected to a septic tank system. Ms. Noel noted that per the City of Encinitas, the parcel is required to connect to the public sanitary sewer system to satisfy a permit condition for the proposed construction of a 798 square foot ADU. The private sewer lateral for the parcel will connect to the available public sewer system on N. Vulcan Avenue. She stated that there is sufficient capacity to accommodate the connection of the existing single-family dwelling and proposed ADU.

Following discussion, upon a motion duly made by Director Pacilio, seconded by Vice President Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2428 – Requesting LAFCO to take proceedings for the Miller & Hall Change of Organization by the following vote:

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

#### 18. Leucadia Wastewater District Fiscal Year 2025 Pump Station Condition Assessment Report

Receive and file the Leucadia Wastewater District Fiscal Year 2025 Pump Station Condition Assessment Report completed by Water Works Engineers, LLC.

Mr. Tim Lewis from Water Works Engineers, LLC presented the item and provided background information noting that this assessment will prioritize and plan future pump station rehabilitation efforts which focuses on the Batiquitos and La Costa Pump Stations. He stated that Water Works provided a comprehensive evaluation of the pump stations and this assessment serves as the foundation for developing proposed rehabilitation plans and timelines.

Mr. Lewis highlighted the key findings from the report, including the condition of the Batiquitos Pump Station, which is the District's largest, where aging infrastructure necessitates both immediate and long-term attention. He noted structural repairs and additional condition assessment are recommended within the next year while a major rehabilitation project, estimated at \$7 million, is recommended within the next 3-5 years.

The La Costa Pump Station report identified severe corrosion, groundwater intrusion, and no remaining useful life. Mr. Lewis added that replacement of the pump station is a high priority, with a preferred approach of relocation using trenchless tunneling. The estimated construction costs for replacement and relocation are \$4-5 million.

Director Sullivan asked if the Omni La Costa Resort has made any suggestions on the relocation of the La Costa Pump Station. GM Bushee answered that it has not been discussed with the Omni La Costa Resort yet, but they will have a say. GM Bushee stated that it would be best to have the pump station relocated away from center court.

Director Pacilio asked if the Omni La Costa Resort will pay for a portion of the replacement of the pump station. GM Bushee stated that this is the District's project and the District owns the pump station so the Resort would not pay for any of it.

Vice President Brown asked if the District has an easement with Omni La Costa Resort. Mr. Lewis answered that there are several. GM Bushee added that a new easement would be negotiated and the old ones would be quit claimed.

Director Sullivan asked if the Omni La Costa Resort will get to choose the time of year for the project. Mr. Lewis answered that this is a District driven project but the District will try to work together with the Resort and accommodate their schedules and events.

The Board thanked Mr. Lewis for his presentation.

Following discussion, the Board reached consensus to receive and file the Leucadia Wastewater District Fiscal Year 2025 Pump Station Condition Assessment Report.

## INFORMATION ITEMS

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

#### Overview of the Encina Wastewater Authority Cogeneration Low-Emission Augmentation and Retrofit (CLEAR) Project.

GM Bushee provided an overview of the Encina Wastewater Authority Cogeneration Low-Emission Augmentation and Retrofit (CLEAR) Project.

GM Bushee provided background on the Cogeneration System and the Federal and State regulations which are driving the Project. He also reviewed the two Energy Resiliency Assessment recommendations and provided a cost breakdown of each recommendation. Lastly, GM Bushee reviewed the technology risks, the funding risks, and the financial risks of the of the CLEAR Project.

The Board asked various questions regarding the project and GM Bushee answered them.

The Board thanked GM Bushee for his presentation.

### 20. Directors' Meetings and Conference Reports

None.

### 21. General Manager's Report

GM Bushee reported on the following:

- The District received a grant funding check as part of the North County Coalition for Water Recycling. The grant funding check was for the replacement of a recycled water line over near Avenida Encina which was replaced a couple of years ago.

### 22. General Counsel's Report

None.

### 23. Board of Directors' Comments

None.

### 24. Adjournment

Vice President Brown adjourned the meeting at approximately 6:37 p.m.

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Rolando Saldana, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Investment & Finance Committee Meeting  
 April 29, 2025

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, April 29, 2025 at 2:30 p.m.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT: Sullivan, Roesink

DIRECTORS ABSENT:

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity,

**3. Public Comment**

None.

**4. CalPERS Pension and OPEB Updates**

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

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

- Pension Costs Factors;
- Pension Updates;
- UAL (Unfunded Accrued Liability) Background;
- Pension Assets, Liabilities, and UAL from 2014-2024

DFA Green noted that the actuarial evaluation estimated that LWD's net pension liability is \$5.5M, which is up from last year's estimate of \$5.3M.

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

DFA Green then provided background information on the actuarial valuation of LWD's Retiree Health Program. DFA Green presented an overview of the recent actuarial valuation. He noted that the District's Net OPEB Liability is actually a Net OPEB Asset of \$63,596 and the District's Plan Fiduciary Net Position investments managed by the California Employees' Retiree Benefit Trust (CERBT) were greater than the District's OPEB liability.

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

The IFC asked various questions regarding the CalPERS pension and OPEB updates. Staff answered their questions.

Staff stated that they would present the CalPERS pension and OPEB updates to the full Board at the May 15, 2025 Board meeting.

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Sullivan adjourned the meeting at 2:59 p.m.

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Paul J. Bushee  
Secretary/General Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Special Board Meeting

Monday, May 5, 2025

A special meeting of the Board of Directors of the Leucadia Wastewater District (LWD) was held Monday, May 5, 2025 at 2:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Saldana called the meeting to order at 2:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT:

Saldana, Brown, Pacilio, Sullivan, Roesink

DIRECTORS ABSENT:

OTHERS PRESENT:

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

**3. Pledge of Allegiance**

Director Sullivan led the pledge of allegiance.

**4. General Public Comment**

No public comment was received.

**5. Approval of Agenda**

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

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

**6. Overview of Recommended Fiscal Year 2026 (FY26) Budget**

Review and discuss the recommended FY26 Budget.

GM Bushee introduced the item and thanked staff for their work on the Budget. He then introduced DFA Green to provide the highlights of the FY26 Budget. FY26 Budget highlights included the following items:

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

DFA Green stated that there is a proposed operating budget increase of 8%.

The Board asked various questions regarding the revenue increases and staff answered their questions.

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

ADS Hill stated that the projected administrative expenses total approximately \$2.7 million including non-labor expenses of \$972K. ADS Hill summarized the administrative expenses indicating that total administrative expenses will increase \$264K and non-labor expenses will increase \$53K. She noted that the primary drivers of the increase are insurance cost increases and Board strategic planning and staff team building events, as well as increased Board support costs. She noted that the FY26 Budget does not include election expenses.

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

FSS Gonzalez stated that the operating expenses for the LWD facilities are projected to be \$9.3 million and non-labor expenses will increase \$76K. He summarized the labor expenses indicating that Repair and Maintenance will increase \$36K, Operating Supplies will increase \$25K, Office Expenses will increase \$10K, and Electricity will increase \$5K. FSS Gonzalez stated that Encina Treatment Plant expenses account for \$3.4 million of the \$9.3 million total. He summarized Encina expenses indicating that they will increase 12% or \$375K.

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

FSSup Avalos noted that total operating expenses for the Batiquitos Facilities are projected to be \$580K which represents a 3% increase over the FY25 Budget. He summarized the non-labor expenses indicating that they will increase 4% or \$16K. FSSup Avalos noted that the main non-labor expense is for SDG&E Utilities, \$221K, which is 12% reduction.

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

For the Recycled Water Enterprise, FSSup Mendez indicated that the proposed operating expenses are \$390K which is an increase of 11% over the FY25 Budget. He noted that non-labor expenses will increase 6%, or \$14K, Permits will increase 10%, or \$6K, and Repairs and Maintenance will increase 21%, or \$7K.

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

CPM Riffel noted that the total operating expenses for development are projected at \$80K and that development pays for development.

CPM Riffel then presented the capital budgets.

CPM Riffel presented an overview of the capital budget for the wastewater program and the recycled water program. He added that capital acquisition items typically cost more than \$10,000 and have a life expectancy greater than one year whereas capital improvement projects are for infrastructure improvements that overlap multiple years. He noted the proposed capital budget total is a little over \$9.5 million, with a proposed capital acquisition budget of \$590K and a capital improvement budget of \$8.9 million.

CPM Riffel provided detailed information on the capital improvement budget by reviewing Leucadia's multi-year capital improvement projects, Leucadia's ongoing rehabilitation projects, and other major projects which have a projected cost of \$8.9 million. He noted the key components include: the Diana Pump Station Upgrade (\$1,470,000), the FY26 Gravity Pipeline Rehabilitation Project (\$1,300,000), the La Costa Pump Station Replacement Design (\$525K), and the Leucadia Force Mains Anode Replacement (\$90K).

Vice President Brown asked if the Diana Pump Station Upgrade appropriated budget amount could be adjusted once the bids are received next week. CPM Riffel answered that it would be, if appropriate.

President Saldana asked if the Lateral Reimbursement Program budgeted amount can be decreased since the District has historically never used the full budgeted amount of \$100K. GM Bushee answered affirmatively and stated staff would decrease the budgeted amount for the Lateral Reimbursement Program to \$70K.

CPM Riffel stated that the capital budget also included the Batiquitos jointly owned facilities costs of \$840K and Encina capital improvement costs of \$3.9 million.

CPM Riffel then introduced FSS Gonzalez to present the capital acquisitions budget.

FSS Gonzalez stated the proposed capital acquisitions for the Leucadia Facilities total \$441K. He noted that this included the purchase of a mini-jetter and a golf cart to replace aged equipment and vehicles. Other items, such as operations equipment and a wellness facility, have also been included. FSS Gonzalez also noted that capital acquisitions for the Batiquitos Pump station is \$60K and Recycled Water is \$89K.

DFA Green then concluded the FY26 Proposed Budget Overview by presenting Reserve Contributions and noting that \$1.52 million is budgeted to be transferred to the Capital Reserves to cover future Wastewater capital expenditures. In addition, approximately \$68K is budgeted to be transferred to the Water Recycling Reserve for future needs.

Director Sullivan congratulated staff for winning the State 2024 CWEA Collection System of the Year Award.

Vice President Brown thanked staff for their presentations and their work on the Budget.

Director Pacilio thanked staff for a transparent and professional Budget.

## **7. Closed Session**

Meet with District representatives General Manager Bushee and Director of Finance and Administration Green to discuss the FY26 Informal Input Process and provide direction regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6

General Counsel Brechtel stated that the Board will meet in closed session with District representatives General Manager Bushee and Director of Finance and Administration Green to discuss the FY26 informal input process regarding salaries, salary schedules and employee benefits, as authorized under Government Code Section 54957.6.

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

## **8. Adjournment**

President Saldana adjourned the meeting at 4:40 p.m.

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Rolando Saldana, President

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Paul J. Bushee  
Secretary/General Manager (SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 May 7, 2025

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Wednesday, May 7, 2025 at 3:00 p.m.

**1. Call to Order**

Chairperson Brown called the meeting to order at 3:00 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown and Pacilio

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. Spring 2025 Newsletter Draft Layout Review**

ADS Hill provided background on the newsletter. She introduced Mr. Bloom from RTP to provide an overview of the newsletter draft layout. Mr. Bloom noted that no submissions for the LWD Student Photo Contest were received by the deadline. However, he stated that there is enough content to fill that space in the Spring newsletter. Mr. Bloom then provided an overview of the newsletter and the CAC suggested some edits. Staff and RTP stated that they would make the changes.

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

**5. Public Information Services Task Order No. 3**

Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2025 through June 30, 2026.

ADS Hill provided background information on the item. She noted that RTP's Task Order No. 2 is set to expire on June 30<sup>th</sup> and staff has negotiated the scope of work and fee for Task Order No. 3 with RTP for continued public outreach services. The agreement's specific tasks include the following:

- ❖ Draft newsletter ideas and graphic design work for the District's biannual newsletters;
- ❖ Assist staff with planning and executing the Field Day/Hands-On Event;
- ❖ Assist staff with maintaining and updating LWD's social media accounts as required;
- ❖ Assist staff with the Teacher Grant Program;
- ❖ Develop project outreach materials, as required; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

ADS Hill stated that the total proposed fee for Task Order No. 3 is \$50,028 which is the same amount as Task Order No. 2.

Following discussion, the CAC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2025 through June 30, 2026.

**6. Information Items**

The CAC reviewed the 2025 Water Day at La Costa Heights Elementary School video created by RTP. The CAC stated they enjoyed the video and thanked Neal and staff for their work on the video.

**7. Directors' Comments**

None.

**8. General Manager's Comments**

None.

**9. Adjournment**

Chairperson Brown adjourned the meeting at 3:50 p.m.

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Paul J. Bushee  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
May 14, 2025

**Disbursement Period**                      April 4, 2025 through May 8, 2025

<b>PAYROLL PAYMENTS</b>	\$	129,557.47
<b>PAYROLL EXPENSE REIMBURSEMENTS</b>	\$	3,628.54
<b>GENERAL CHECKS</b>		
Operating	\$	186,634.82
Capital	\$	247,393.23
<b>TOTAL GENERAL CHECKS</b>	\$	434,028.05
 <b>VOIDED CHECK</b>		
26862	\$	(6,203.52)
26930	\$	(1,246.00)
 <b>ELECTRONIC PAYMENTS</b>		
Operating	\$	145,510.21
Capital	\$	-
<b>TOTAL ELECTRONIC PAYMENTS</b>	\$	145,510.21
 <b>TOTAL DEMANDS</b>	<b>\$</b>	<b>711,478.27</b>

**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
May 14, 2025**

**Disbursement Period**                      April 4, 2025 through May 8, 2025

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll	4/9/2025 250409-1	250409-20	\$9,181.16
Biweekly Payroll	4/16/2025 250416-1	250416-20	\$58,919.80
Biweekly Payroll	4/30/2025 250430-1	250430-20	\$58,811.21
Board Payroll	5/1/2025 250501-1	250501-5	\$2,645.30

<b>TOTAL PAYROLL CHECKS</b>	<b>\$      129,557.47</b>
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**Leucadia Wastewater District**

Check/Voucher Register - Demand Summary for Board

1001 - PPB (Opus) General Checking Account

From 4/4/2025 Through 5/8/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26874	4/10/2025	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental April 25
26875	4/10/2025	CHARLES ULMER DBA: CHUCKS TIRE ...	490.88	Mount & Balance 2 Tires, Vehicle # 171
26876	4/10/2025	CITY OF CARLSBAD	306.26	Water for Vactor 1
	4/10/2025	CITY OF CARLSBAD	306.26	Water for Vactor 2
26877	4/10/2025	CMRS-PB	200.00	Postage Fund
26878	4/10/2025	COSCO FIRE PROTECTION	270.00	Quarterly Fire Sprinkler Inspection
26879	4/10/2025	C W E A	106.00	Certification Renewal-Collection System Main Grd 1-M. Anders
26880	4/10/2025	DATA NET SOLUTIONS GROUP	1,813.70	Monthly IT Services March 2025
26881	4/10/2025	DEXTER WILSON ENGINEERING	6,032.50	General Engineering Services Feb 2025
26882	4/10/2025	EWING IRRIGATION PRODUCTS	61.53	Various PVC Adaptors & Teflon Tape
26883	4/10/2025	FEDERAL EXPRESS CORPORATION	4.14	Late fee on invoice 8-784-64917 for Shipping 02/24/25
26884	4/10/2025	HAAKER EQUIPMENT CO	426.18	Tiger Tail, Hydrant Wrench, F/Cam X Fern/H
26885	4/10/2025	KEN GRODY FORD	180.00	Turn on Manual Regen option vehicle #171
26886	4/10/2025	LEE'S LOCK & SAFE	259.73	Padlocks
26887	4/10/2025	MALLORY SAFETY AND SUPPLY	884.00	Draeger Service, Flow Test, & Fit Test
26888	4/10/2025	MAVTECK	1,500.00	CM San Marcos Creek Diversion Project
	4/10/2025	MAVTECK	9,300.00	Construction Management BPS Emergency Basin Rehab
26889	4/10/2025	MSC JANITORIAL SERVICE, INC	2,423.29	Janitorial Services March 2025
26890	4/10/2025	OLIVENHAIN MUNICIPAL WATER DIS...	82.64	Recycled Water @ Traveling
	4/10/2025	OLIVENHAIN MUNICIPAL WATER DIS...	65.50	Water @ Encinitas Estates PS
	4/10/2025	OLIVENHAIN MUNICIPAL WATER DIS...	867.09	Water @ Traveling
	4/10/2025	OLIVENHAIN MUNICIPAL WATER DIS...	380.25	Water @ Traveling 2
	4/10/2025	OLIVENHAIN MUNICIPAL WATER DIS...	65.50	Water @ VP7
26891	4/10/2025	PITNEY BOWES GLOBAL FINANCIAL ...	98.36	Ink for Postage Machine
26892	4/10/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Office Plants April 25
26893	4/10/2025	PRUDENTIAL OVERALL SUPPLY	190.52	Weekly Uniform/Laundry Service 04/08/25
26894	4/10/2025	SLOAN ELECTRIC COMPANY	2,160.00	BPS Trim Balance
26895	4/10/2025	SOUTHERN CONTRACTING COMPANY	900.00	Service Calls BPS & LPS
26896	4/10/2025	PROFESSIONAL EXCHANGE	90.00	Answering Services March 2025
26897	4/10/2025	THE HOME DEPOT CRC/GECF	2,229.21	Battery Charger, Mech Set, Dry Chemicals, Screwdriver set
	4/10/2025	THE HOME DEPOT CRC/GECF	77.82	Copper line & Compression fitting
	4/10/2025	THE HOME DEPOT CRC/GECF	214.42	LXT Starter Kit
	4/10/2025	THE HOME DEPOT CRC/GECF	21.54	M8 Bolt Screw Set
	4/10/2025	THE HOME DEPOT CRC/GECF	21.50	Rubber Tarp Straps
	4/10/2025	THE HOME DEPOT CRC/GECF	74.56	SikaFlex Sealant
	4/10/2025	THE HOME DEPOT CRC/GECF	21.51	Tool Box
	4/10/2025	THE HOME DEPOT CRC/GECF	94.65	Tool box, pipe wrench, pliers, Ratchet strap
26898	4/10/2025	UNDERGROUND SERVICE ALERTS/C	213.49	Monthly Underground Alarm Service
	4/10/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
26899	4/10/2025	UNIFIRST FIRST AID CORP	533.76	AED Battery
26900	4/10/2025	VERVE CLOUD INC	592.64	Phone Services 04/01-04/30/25
26901	4/10/2025	WILLIAMS LLP	2,040.00	Legal Services-March 2025

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 4/4/2025 Through 5/8/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26902	4/17/2025	AIRGAS USA LLC	2,867.57	Liquid Oxygen Contract 04/02/25
26903	4/17/2025	AT&T	218.65	Phone Service-BPS 03/10/25-04/09/25
26904	4/17/2025	CORODATA RECORDS MANAGEMENT ...	114.08	File Archive/Records Storage Services March 2025
26905	4/17/2025	C W E A	116.00	Certification Renewal-Collection System Main Grd 3-R Rodrigu
	4/17/2025	C W E A	239.00	CWEA Membership Renewal-FY2025- A Hinojosa
26906	4/17/2025	DODGE DATA & ANALYTICS	1,934.16	Request for Bid Publication Diana Pump Station Upgrade
26907	4/17/2025	DOWNSTREAM SERVICES, INC.	105.00	Stormwater Maintenance
26908	4/17/2025	HUMANA DENTAL INS.	4,542.04	Dental Insurance May 2025
26909	4/17/2025	KONECRANES, INC	729.87	LPS Quarterly crane inspections & fuel charge March 2025
26910	4/17/2025	LA COSTA LOGO, LLC	1,528.92	Long Sleeve Shirts, Snapback hats, & Art Set Up Fee
26911	4/17/2025	MESA REPROGRAPHICS	863.34	Diana Pump Station Prints
26912	4/17/2025	MIRA MESA WINDOW CLEANING	2,150.00	Window & Solar Panel Cleaning
26913	4/17/2025	MISCO WATER	49,988.18	Scrubber Fan Furnish & Install
26914	4/17/2025	MISSION SQUARE	8,171.93	Deferred Comp for PPE 04/13/25
26915	4/17/2025	MMK MANAGEMENT GROUP LLC	6,203.52	LWD Sewer Service Fee Refund
26916	4/17/2025	NAPA AUTO	12.70	Aerosol Paint
	4/17/2025	NAPA AUTO	64.59	Blue Def 2.5 Gal
26917	4/17/2025	OLIN CORP / PIONEER AMERICAS	7,870.30	Sodium Hypochlorite
26918	4/17/2025	PLUMBERS DEPOT, INC	662.88	4 Prong Grabber w Quick Connect
26919	4/17/2025	PRUDENTIAL OVERALL SUPPLY	173.01	Weekly Uniform/Laundry Service 04/15/25
26920	4/17/2025	RISING TIDE PARTNERS	5,321.25	Public Outreach Services March 2025
26921	4/17/2025	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 04/14-05/13/25
26922	4/17/2025	TERMINIX PROCESSING CENTER	102.00	Pest Control 03/03/25
26923	4/17/2025	U.S. BANK	4,409.19	Cal Card Purchase on Statement Dated 03/24/25
26924	4/17/2025	OCCUPATIONAL HEALTH CENTERS OF...	80.00	OSHA Respirator Questionnaire FS Supervisors
	4/17/2025	OCCUPATIONAL HEALTH CENTERS OF...	360.00	OSHA Respirator Questionnaire FS Techs
26925	4/17/2025	V&A CONSULTING ENGINEERS	2,960.00	Flow Monitoring Services San Marcos Creek
26926	4/17/2025	VERIZON WIRELESS	1,161.97	Cell Phones 03/08/25-04/07/25
26927	4/24/2025	INTERINSURANCE EXCHANGE OF THE...	10,051.61	Vactor Fire Community Vehicle Settlement(AAA)Claim#016903361
26928	4/24/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 04/01/25-04/30/25
	4/24/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 04/01/25-04/30/25
26929	4/24/2025	ALLIANT INSURANCE SERVICES, INC	1,464.00	Insurance: Equipment Floater AMVP-3rd Qtr Premium
26930	4/24/2025	ATEL TECHNOLOGIES, INC	1,246.00	Phone Troubleshooting/Maintenance
26931	4/24/2025	Atlas Technical Consultants LLC	5,768.00	Batiquitos Emergency Basin Rehab-Geotechnical Engineering

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From 4/4/2025 Through 5/8/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26932	4/24/2025	BAJA POOL AND SPA SERVICE	190.00	Weekly Maintenance of Water Fountain 05/01/25-05/31/25
26933	4/24/2025	CAPSTONE FIRE MANAGEMENT, INC	1,633.25	Batiquitos PS Wet Well Entry
26934	4/24/2025	C & B Air Power	1,334.72	Service Kits, Labor, & Oil
26935	4/24/2025	C W E A	116.00	Certification Renewal-Collection System Main Grd 3-H Gonzale
26936	4/24/2025	DEXTER WILSON ENGINEERING	2,828.00	Development Services-1032-Weston Subdivision
	4/24/2025	DEXTER WILSON ENGINEERING	128.00	Development Services-1114-1143 Eolus Avenue Public Sewer
	4/24/2025	DEXTER WILSON ENGINEERING	832.00	Development Services-1214- Hall & Miller Annex-327 N Vulcan
	4/24/2025	DEXTER WILSON ENGINEERING	64.00	Development Services-1217-1465 Caudor Street Lot Split
26937	4/24/2025	ENCINA WASTEWATER AUTHORITY	1,508.23	Lab Testing 01/01-03/31/25
26938	4/24/2025	FEDERAL EXPRESS CORPORATION	184.05	Shipping 04/08/25 & 04/15/25
26939	4/24/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ VP5 PS
26940	4/24/2025	PRUDENTIAL OVERALL SUPPLY	179.19	Weekly Uniform/Laundry Service 04/22/25
26941	4/24/2025	Quench USA Inc	136.85	Office water tanks/filtered drinking water 04/19-05/18/25
26942	4/24/2025	SCW CONTRACTING CORP	50,967.50	Rancho Verde PS Rehab of pump station
26943	4/24/2025	SAN DIEGO GAS & ELECTRIC	4,023.23	Electric @ Admin
	4/24/2025	SAN DIEGO GAS & ELECTRIC	23.90	Electric @ Avocado PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	1,133.01	Electric @ AWT
	4/24/2025	SAN DIEGO GAS & ELECTRIC	12,658.32	Electric @ BPS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	291.62	Electric @ Diana PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	1,022.20	Electric @ La Costa PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	11,114.84	Electric @ LPS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	67.39	Electric @ RV PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	598.76	Electric @ Saxony PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	223.14	Electric @ VP5 PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	131.65	Electric @ VP7 PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	705.05	Electric/Gas @ E Estates PS
	4/24/2025	SAN DIEGO GAS & ELECTRIC	262.13	Gas @ Admin
26944	4/24/2025	VAPEX ENVIRONMENTAL LLC	9,900.00	Extended Warranty Service for LPS & BPS Vapex Unit
26945	5/1/2025	AIRGAS USA LLC	3,168.24	Liquid Oxygen Contract 04/18/25
26946	5/1/2025	ATEL TECHNOLOGIES, INC	1,246.00	Phone Troubleshooting/Maintenance
26947	5/1/2025	AT&T	221.29	Phone Service Elevator - 03/25/25-04/24/25
26948	5/1/2025	AWSS INC	1,783.41	Vehicle Fuel 03/04/25-03/18/25
	5/1/2025	AWSS INC	2,090.17	Vehicle Fuel 03/19/25-03/31/25
	5/1/2025	AWSS INC	2,268.25	Vehicle Fuel 04/01/25-04/16/25
26949	5/1/2025	PETTY CASH	314.71	Petty Cash 03/05/25-04/28/25
26950	5/1/2025	CITY OF CARLSBAD	563.17	Water @ 1900 La Costa Ave
	5/1/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	5/1/2025	CITY OF CARLSBAD	33.22	Water @ Fire Line
26951	5/1/2025	COLONIAL LIFE INS	276.24	Accident/Critical Illness Ins 4/2, 4/16, & 4/30
26952	5/1/2025	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Services 4/22/25-5/21/25
26953	5/1/2025	FIDELITY SECURITY LIFE INSURANCE...	420.36	Vision Insurance-May 2025

Date: 5/7/25 08:45:44 AM

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**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 4/4/2025 Through 5/8/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
26954	5/1/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance-May 2025-COBRA
	5/1/2025	MESA REPROGRAPHICS	15.00	Email Diana Pump Station Adden 2
	5/1/2025	MESA REPROGRAPHICS	15.00	Email Diana Pump Station Upgrade Adden 1
26955	5/1/2025	MESA REPROGRAPHICS	586.17	FY25 Gravity Pipeline Replace Prints
	5/1/2025	MISSION SQUARE	8,179.39	Deferred Comp for PPE 04/30/25
	5/1/2025	MITSUBISHI ELECTRIC US INC - MEU...	386.37	Elevator Maintenance 05/01/25-05/31/25
26957	5/1/2025	MUTUAL OF OMAHA	1,437.64	Disability Insurance-May 2025
26958	5/1/2025	PACIFIC RIM MECHANICAL	1,435.00	Replacement of blower motor
26959	5/1/2025	PRUDENTIAL OVERALL SUPPLY	191.09	Weekly Uniform/Laundry Service 04/29/25
26960	5/1/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 04/15-05/15/25
26961	5/1/2025	UNIFIRST FIRST AID CORP	137.19	First Aid Supplies
26962	5/8/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site-May 2025
	5/8/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail-May 2025
26963	5/8/2025	CITY OF CARLSBAD	324.34	Water for Vactor 1
	5/8/2025	CITY OF CARLSBAD	355.98	Water for Vactor 2
26964	5/8/2025	DATA NET SOLUTIONS GROUP	2,809.99	Monthly Managed Services April 2025
26965	5/8/2025	EVERON LLC	165.00	Security Services 05/17-06/16/25
26966	5/8/2025	FEDERAL EXPRESS CORPORATION	41.67	Shipping 04/23/25
26967	5/8/2025	THE HARTFORD	533.51	Life Insurance-May 2025
26968	5/8/2025	MAVTECK	6,750.00	Construction Management for Rancho Verde Pump Station Rehab
26969	5/8/2025	MESA REPROGRAPHICS	60.00	Diana Pump Station Email & Digital Stamp
26970	5/8/2025	NAPA AUTO	56.84	Strap Cable Tie
26971	5/8/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ Encinitas Estates PS
	5/8/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ VP7
26972	5/8/2025	OLIVENHAIN MUNICIPAL WATER DIST	37.02	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 4/09/25
26973	5/8/2025	PACIFIC RIM MECHANICAL	1,284.00	Replace coupling
26974	5/8/2025	PRUDENTIAL OVERALL SUPPLY	180.82	Weekly Uniform/Laundry Service 05/06/25
26975	5/8/2025	REPUBLIC SERVICES #661	412.59	Waste Services - April 2025
26976	5/8/2025	ROCKWELL CONSTRUCTION SERVICE...	1,650.00	Inspection services for Rancho Verde Pump Station Rehab
26977	5/8/2025	SAN DIEGUITO WATER DISTRICT	254.49	Water @ BPS
	5/8/2025	SAN DIEGUITO WATER DISTRICT	84.26	Water @ Tanker 1
	5/8/2025	SAN DIEGUITO WATER DISTRICT	245.12	Water @ Tanker 2
26978	5/8/2025	CLEAN WATER SoCAL	1,034.00	Collection Systems Membership Renewal FY26
26979	5/8/2025	STAPLES	314.59	Office Supplies
	5/8/2025	STAPLES	(27.57)	Price match credit on invoice 6024926364
	5/8/2025	STAPLES	(22.76)	Price Match Credit on Invoice 6029762168
26980	5/8/2025	TERMINIX PROCESSING CENTER	77.08	Pest Control 04/14/25
26981	5/8/2025	THE HOME DEPOT CRC/GECF	47.03	Dual Direction Click Torque

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 4/4/2025 Through 5/8/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	5/8/2025	THE HOME DEPOT CRC/GECF	65.75	Zinc Snap Hook, Soring Hinge, Spring Link
26982	5/8/2025	UNDERGROUND SERVICE ALERTS/C	219.05	Monthly Underground Alarm Service
	5/8/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
26983	5/8/2025	U.S. BANK	2,207.20	Cal Card Purchase on Statement Dated 04/22/25
26984	5/8/2025	VERVE CLOUD INC	592.64	Phone Services 05/01/25-05/31/25
26985	5/8/2025	WATER WORKS ENGINEERING LLC	9,894.18	2024 Pump Station Condition Assessment
	5/8/2025	WATER WORKS ENGINEERING LLC	8,473.47	Check Run 05/08/25
	5/8/2025	WATER WORKS ENGINEERING LLC	51,357.41	Engineering Services Diana Pump Station Upgrade
	5/8/2025	WATER WORKS ENGINEERING LLC	10,321.89	Engineering Services for lining Batiquitos Emergency Basin
	5/8/2025	WATER WORKS ENGINEERING LLC	26,601.62	FY 2025 Gravity Pipeline Rehab Project
	5/8/2025	WATER WORKS ENGINEERING LLC	8,696.31	Rancho Verde Pump Station Rehab Project-Engineering Services
26986	5/8/2025	WILLIAMS LLP	<u>3,960.00</u>	Legal Services-April 2025
Report Total			<u><u>434,028.05</u></u>	

Leucadia Wastewater District  
Posted General Ledger Transactions - CD Transactions for Demands w/ fund

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1303	270550061805287	4/10/2025	United States Treasury	53.84	Staff Payroll Taxes for Checks dated 04/09/25-Federal W/H
		4/10/2025	United States Treasury	1,240.00	Staff Payroll Taxes for Checks dated 04/09/25-FICA
		4/10/2025	United States Treasury	290.00	Staff Payroll Taxes for Checks dated 04/09/25-Medicare
Total CD1303				1,583.84	
CD1304	1002886381	4/16/2025	CALPERS	3,755.76	PERS Retirement dated for pay period 4.16.2025-Classic EE
		4/16/2025	CALPERS	8,135.96	PERS Retirement dated for pay period 4.16.2025-Classic ER
	1002886382	4/16/2025	CALPERS	3,438.84	PERS Retirement dated for pay period 4.16.2025-PEPRA EE
		4/16/2025	CALPERS	3,492.10	PERS Retirement dated for pay period 4.16.2025-PEPRA ER
Total CD1304				18,822.66	
CD1305	270550793440183	4/17/2025	United States Treasury	10,148.37	Staff Payroll Taxes for Checks dated 04/16/25-Federal W/H
		4/17/2025	United States Treasury	11,672.42	Staff Payroll Taxes for Checks dated 04/16/25-FICA
		4/17/2025	United States Treasury	2,729.86	Staff Payroll Taxes for Checks dated 04/16/25-Medicare
	8373593	4/17/2025	EMPLOYMENT DEVELOPMENT DEPT	4,230.32	Staff Payroll Taxes for Checks dated 04/16/25-State
Total CD1305				28,780.97	
CD1306	1002887621	5/1/2025	CALPERS	4,104.35	CalPERS Health Insurance - May 2025-Board
		5/1/2025	CALPERS	9.85	CalPERS Health Insurance - May 2025-Admin
	102887620	5/1/2025	CALPERS	43,291.23	CalPERS Health Insurance - May 2025-Staff
		5/1/2025	CALPERS	790.00	CalPERS Health Insurance - May 2025-Retiree
		5/1/2025	CALPERS	112.06	CalPERS Health Insurance - May 2025-Admin Fee
Total CD1306				48,307.49	
CD1307	BankFee-04/15/25	4/15/2025	Pacific Premier Bank	100.10	Misc. bank fee - analysis activity
Total CD1307				100.10	
CD1308	1002896695	5/2/2025	CALPERS	3,755.37	PERS Retirement dated for pay period 4.30.2025-Classic EE
		5/2/2025	CALPERS	8,135.11	PERS Retirement dated for pay period 4.30.2025-Classic ER
	1002896696	5/2/2025	CALPERS	3,453.88	PERS Retirement dated for pay period 4.30.2025-PEPRA EE
		5/2/2025	CALPERS	3,507.36	PERS Retirement dated for pay period 4.30.2025-PEPRA ER
Total CD1308				18,851.72	

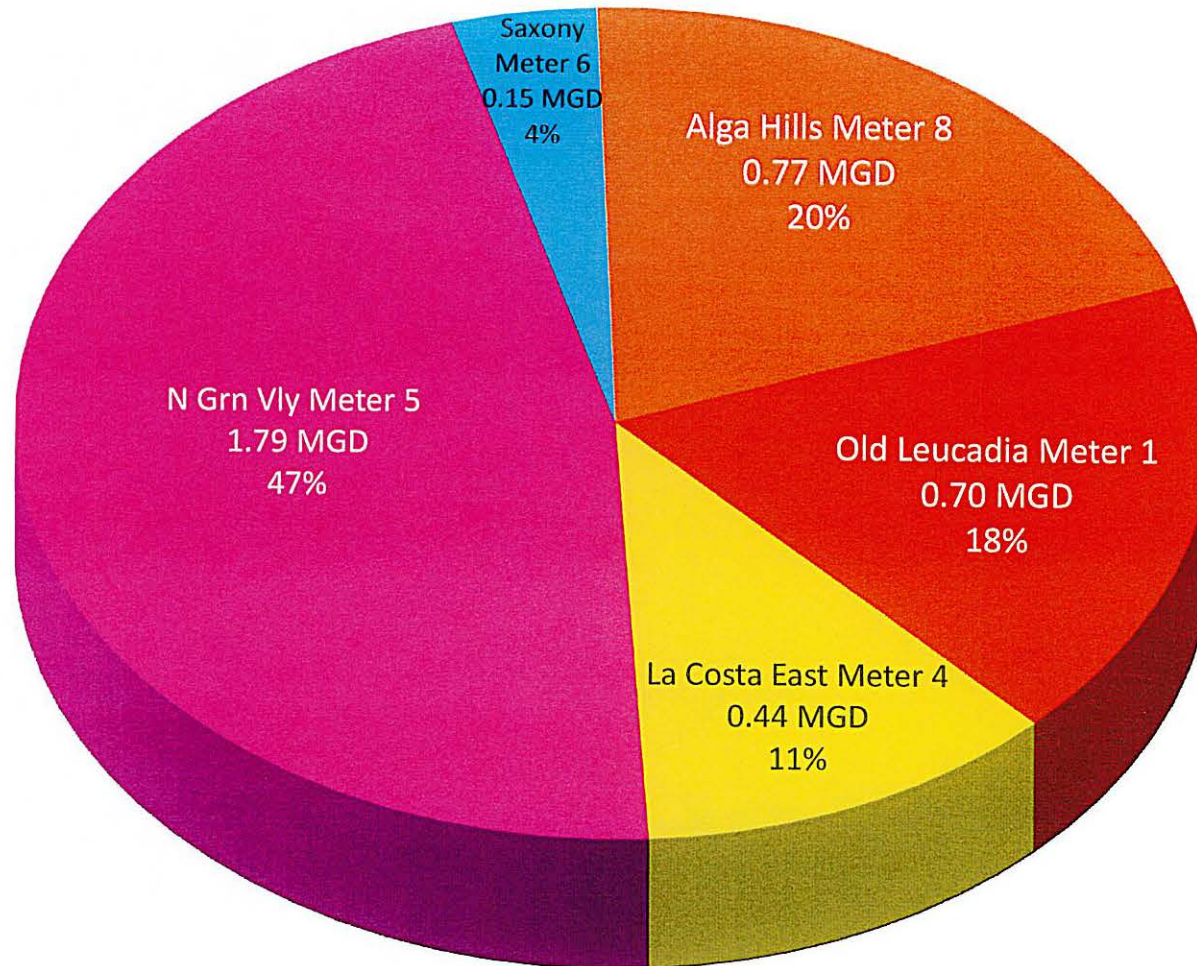
Leucadia Wastewater District  
Posted General Ledger Transactions - CD Transactions for Demands w/ fund

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1309	270552111606512	5/1/2025	United States Treasury	9,861.29	Staff Payroll Taxes for Checks dated 04/30/25-Federal W/H
		5/1/2025	United States Treasury	11,597.74	Staff Payroll Taxes for Checks dated 04/30/25-FICA
		5/1/2025	United States Treasury	2,712.38	Staff Payroll Taxes for Checks dated 04/30/25-Medicare
	8391050	5/1/2025	EMPLOYMENT DEVELOPMENT DEPT	4,052.00	Staff Payroll Taxes for Checks dated 04/30/25-State
Total CD1309				28,223.41	
CD1310	355342	4/28/2025	IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - April 2025
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
Total CD1310				100.00	
CD1311	1002898292	5/1/2025	CALPERS	112.00	PERS Retirement Pay Period 4.1 - 4.30.2025 E. Sullivan EE
		5/1/2025	CALPERS	242.62	PERS Retirement Pay Period 4.1 - 4.30.2025 E. Sullivan ER
Total CD1311				354.62	
CD1312	270552222927807	5/2/2025	United States Treasury	100.00	Board Payroll Taxes for Checks dated 05/01/25-Federal W/H
		5/2/2025	United States Treasury	198.40	Board Payroll Taxes for Checks dated 05/01/25-FICA
		5/2/2025	United States Treasury	87.00	Board Payroll Taxes for Checks dated 05/01/25-Medicare
Total CD1312				385.40	
Report Total				<u>145,510.21</u>	

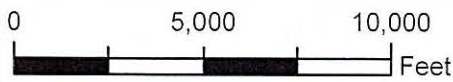
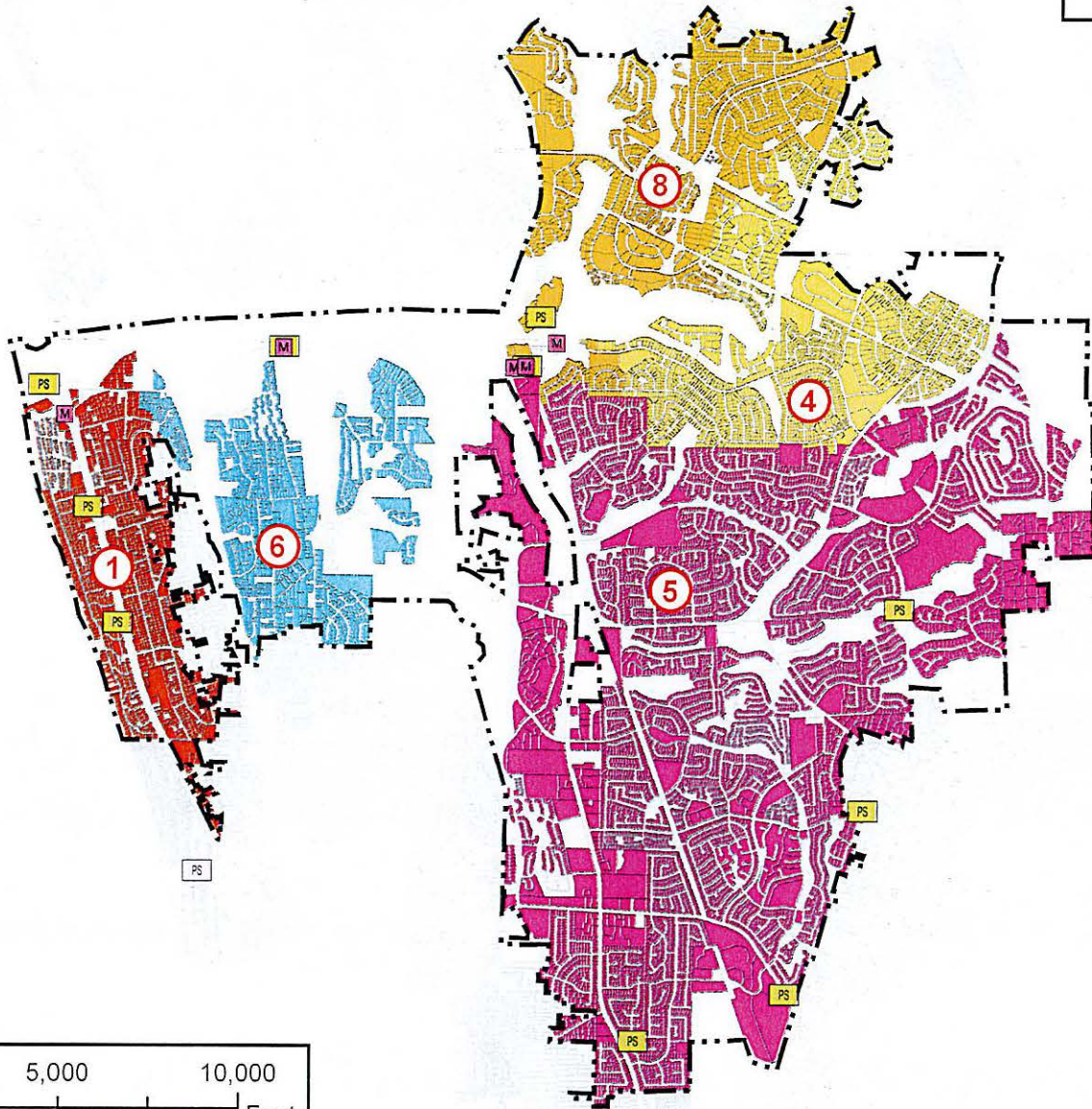
**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2025 (July 2024 - June 2025)**

CURRENT MONTH Apr-25							FY 2024 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,986.78	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	119.35	2.25	3.85	132.81	42.28	3.76
YTD			28,989.03				
AUGUST	0.00	115.32	2.00	3.75	129.35	42.94	3.83
YTD			28,991.03				
SEPTEMBER	0.00	111.30	2.47	3.70	127.61	33.66	3.68
YTD			28,993.50				
OCTOBER	0.01	113.46	1.75	3.68	126.92	26.14	3.70
YTD			28,995.25				
NOVEMBER	0.13	108.90	1.50	3.70	127.60	15.53	3.68
YTD			28,996.75				
DECEMBER	0.00	114.39	0.25	3.78	130.36	10.29	3.62
YTD			28,997.00				
JANUARY	0.71	115.63	23.25	3.76	129.56	6.87	3.71
YTD			29,020.25				
FEBRUARY	1.74	104.44	98.00	3.77	129.47	3.54	4.12
YTD			29,118.25				
MARCH	3.00	117.18	2.25	3.81	130.83	0.00	3.80
YTD			29,120.50				
APRIL	0.35	115.50	2.75	3.86	132.54	25.41	3.73
YTD			29,123.25				
MAY							3.88
YTD							
JUNE							3.82
YTD							
YTD Totals	5.94	1135.47	136.47			206.66	
Mo Average	0.59	113.55	13.65	3.77	129.70	20.67	3.78

**LWD Flows by Sub-Basin**  
**April 2025**  
**Total LWD Flow 3.85 MGD**



# LEUCADIA WASTEWATER DISTRICT



## LEGEND

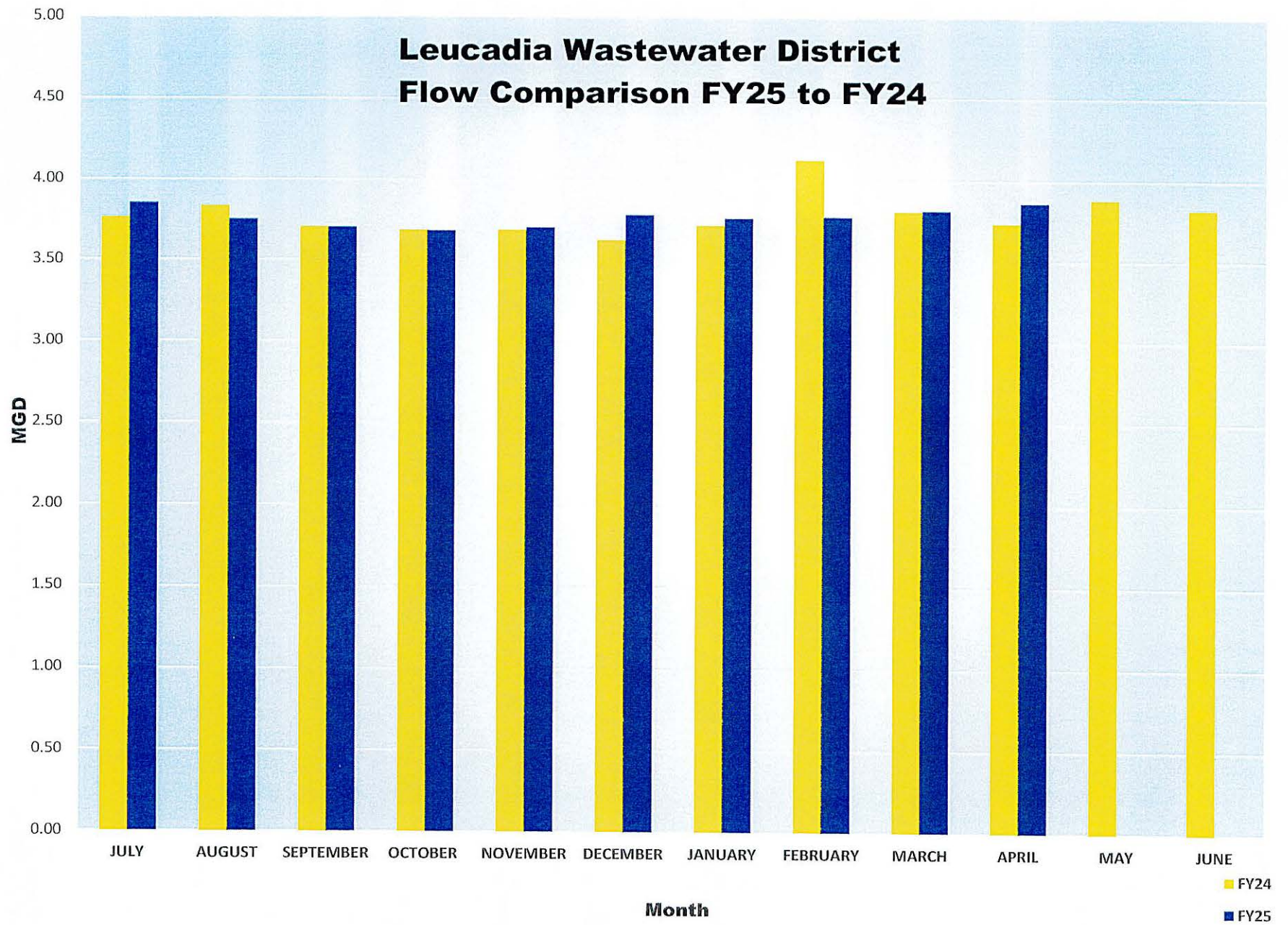
### Parcels by Basin

- |   |  |
|---|--|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> 1 - Old Leucadia        | <span style="display: inline-block; width: 15px; height: 15px; background-color: pink; border: 1px solid black;"></span> Meter Locations             |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> 4 - La Costa East    | <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> LWD Pump Station          |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: pink; border: 1px solid black;"></span> 5 - North Green Valley | <span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></span> Encinitas Pump Station |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 1px solid black;"></span> 6 - Saxony             | <span style="display: inline-block; width: 15px; height: 15px; border: 2px dashed black;"></span> LWD Boundary                                       |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></span> 8 - Leucadia PS      |  |

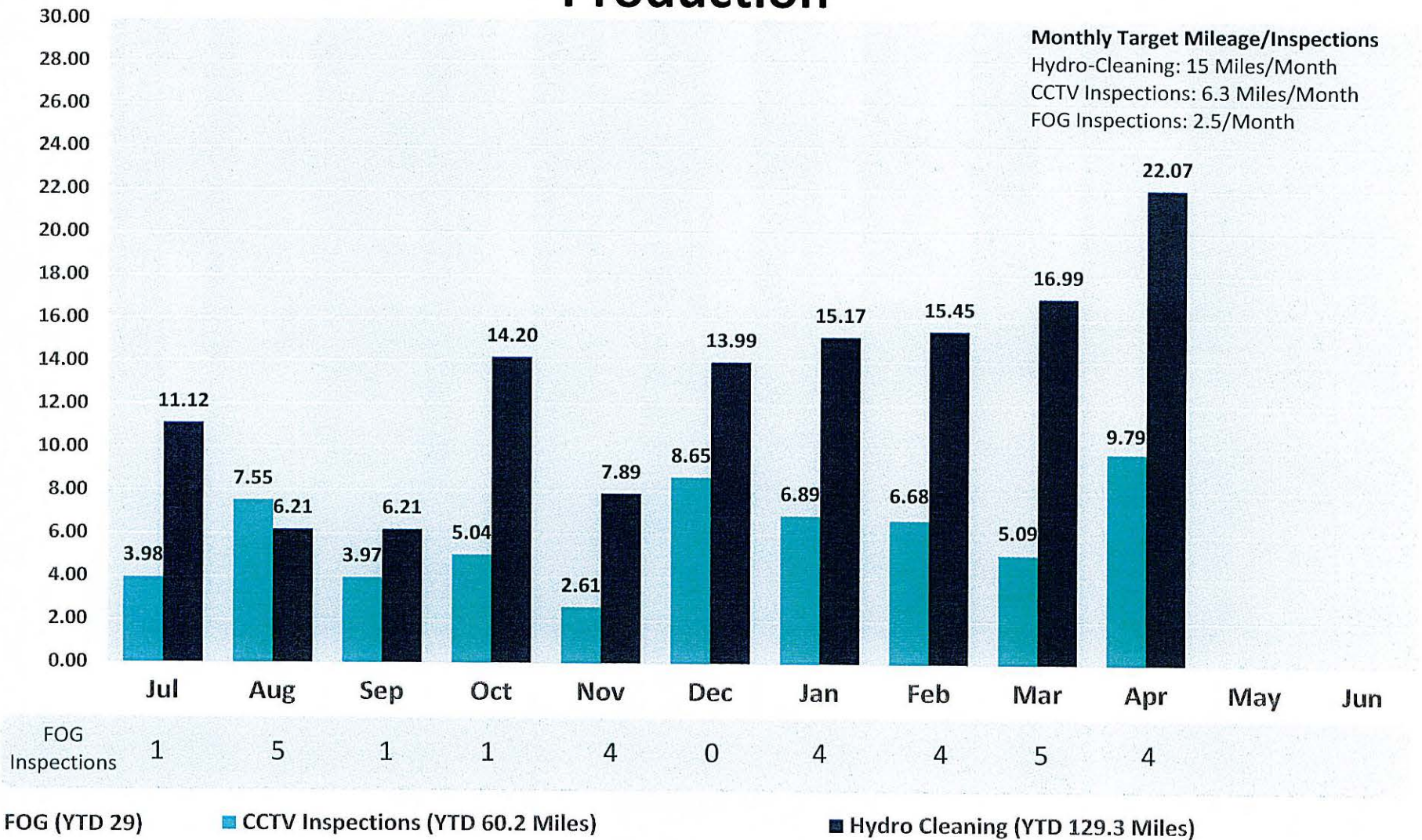


DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

## SEWER COLLECTION SYSTEM BY SUB-BASIN



# FY-25 CCTV Inspections & Hydro Cleaning Production



## Operations and Administration Training Report

### April 2025

#### Training & Safety Events for the month April 2025

Description	Hours		
	Ops	Admin	Total
CL2 Pump Tailgate	6.0	0.0	6.0
Collections System Maintenance Duties (SOP)	6.0	0.0	6.0
Cal/OSHA Respiratory Protection	7.0	0.0	7.0
CSRMA Underground Utility Locating	4.0	0.0	4.0
DataNet NIST CSF: Introduction	1.5	2.5	4.0
DataNet NIST Incident Response Overview	2.0	2.0	4.0
DataNet Internet of Things (IoT) Awareness	1.0	2.0	3.0
Water Industry Lead Awareness	1.0	0.0	1.0
Water Industry Working in Extreme Temperatures	1.0	0.0	1.0
<b>Total Training Hours</b>	<b>29.5</b>	<b>6.5</b>	<b>36.0</b>

#### Conferences/Webinars/Seminars for the month of April 2025

Description	Attendees		
	Ops	Admin	Total
CSRMA Labor Code 101 for Public Agencies	0	1	1
PFMAM Monthly Marketplace Update	0	1	1
CWEA Annual Conference	3	0	3
<b>Total Attended Conferences</b>	<b>3</b>	<b>2</b>	<b>5</b>

#### Notes:

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

## Operations and Administration Training Report

### Summary for Fiscal Year 2025

Training		Hours	
Month	Ops	Admin	Total
Jul-24	48.0	14.5	62.5
Aug-24	30.0	12.5	42.5
Sep-24	24.0	11.0	35.0
Oct-24	77.5	38.0	115.5
Nov-24	16.5	9.5	26.0
Dec-24	16.5	13.0	29.5
Jan-25	53.5	7.0	60.5
Feb-25	55.0	7.0	62.0
Mar-25	77.0	0.0	77.0
Apr-25	29.5	6.5	36.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
<b>YTD Totals</b>	<b>427.5</b>	<b>119.0</b>	<b>546.5</b>

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-24	1.0	2.0	3.0
Aug-24	3.0	4.0	7.0
Sep-24	3.0	6.0	9.0
Oct-24	0.0	5.0	5.0
Nov-24	4.0	1.0	5.0
Dec-24	10.0	4.0	14.0
Jan-25	3.0	6.0	9.0
Feb-25	1.0	9.0	10.0
Mar-25	3.0	12.0	15.0
Apr-25	3.0	2.0	5.0
May-25	0.0	0.0	0.0
Jun-25	0.0	0.0	0.0
<b>YTD Totals</b>	<b>31.0</b>	<b>51.0</b>	<b>82.0</b>

*Notes:*

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 4/30/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	31,426,507
Accounts Receivables	211,034
Net OPEB Asset	37,776
Prepaid Expense	264,830
Funds held with Encina Wastewater Authority	445,200
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	<u>157,742,509</u>
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	279,439
Total Deferred Outflows	<u>2,621,909</u>
Total Assets & Deferred Outflows	<u><u>160,364,418</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	478,543
Developer Deposits	173,799
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	<u>5,574,895</u>
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	154,946
Total Deferred Inflows	<u>408,660</u>
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	125,356,434
Reserves	26,314,700
Total Beginning Net Position (as of June 30, 2023)	<u>151,671,134</u>
Current Change In Net Position	
Other	2,709,729
Total Current Change In Net Position	<u>2,709,729</u>
Total Net Position	<u>154,380,863</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>160,364,418</u></u>

# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2024 Through 04/30/2025

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

## OPERATING REVENUES

3110 Sewer Service Fees	\$ 14,163,228	\$ 14,979,950	\$ 816,722	94.5%
3150 Recycled Water Sales	318,612	399,000	80,388	79.9%
3100 Misc. Operating Revenue	43,964	193,323	149,359	22.7%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 14,525,804</b>	<b>\$ 15,572,273</b>	<b>\$ 1,046,469</b>	<b>93.3%</b>

## OPERATING EXPENSES

4100 Salaries	\$ 1,919,787	\$ 2,277,968	\$ 358,181	84.3%
4200 Employee Benefits	1,335,874	1,758,571	422,697	76.0%
4300 Directors Expense	80,349	128,990	48,641	62.3%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	38,218	66,000	27,782	57.9%
4700 Insurance Expense	327,775	264,000	(63,775)	124.2%
4800 Memberships	35,913	41,370	5,457	86.8%
4900 Office Expense	139,715	192,890	53,175	72.4%
5000 Operating Supplies	115,479	158,000	42,521	73.1%
5200 Professional Services	251,515	423,200	171,685	59.4%
5300 Printing & Publishing	15,735	33,000	17,265	47.7%
5400 Rents & Leases	11,937	20,600	8,663	57.9%
5500 Repairs & Maintenance	410,917	566,800	155,883	72.5%
5600 Monitoring & Permits	91,921	103,100	11,179	89.2%
5700 Training & Development	47,785	52,000	4,215	91.9%
5900 Utilities	446,311	623,200	176,889	71.6%
6100 LAFCO Operations	7,983	8,500	517	93.9%
6200 Encina Operating Expense	3,186,103	3,040,000	(146,103)	104.8%
6900 Admin O/H alloc to Capital	(107,647)	(224,007)	(116,360)	48.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,355,671</b>	<b>\$ 9,589,182</b>	<b>\$ 1,233,511</b>	<b>87.1%</b>

## NON-OPERATING REVENUES

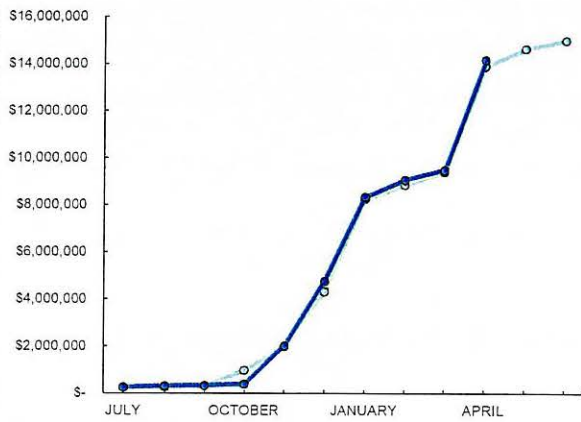
3130 Capacity Fees	\$ 833,040	\$ 187,200	\$ (645,840)	445.0%
3220 Property Taxes	2,104,668	2,321,600	216,932	90.7%
3250 Investment Income	722,971	795,000	72,029	90.9%
3290 Misc. Non Op Revenue	401,091	589,700	188,609	68.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 4,061,770</b>	<b>\$ 3,893,500</b>	<b>\$ (168,270)</b>	<b>104.3%</b>

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

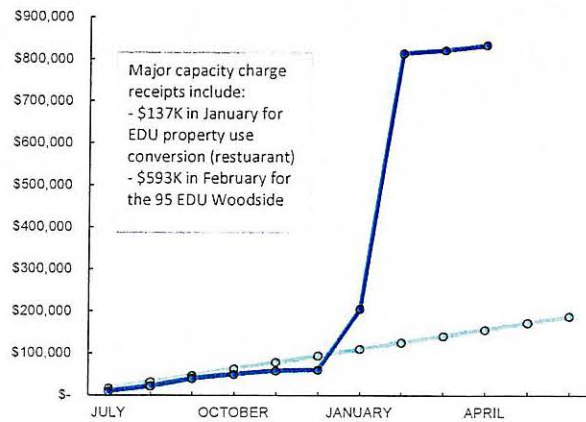
# Leucadia Wastewater District Revenue FY2025

YTD through April 30, 2025

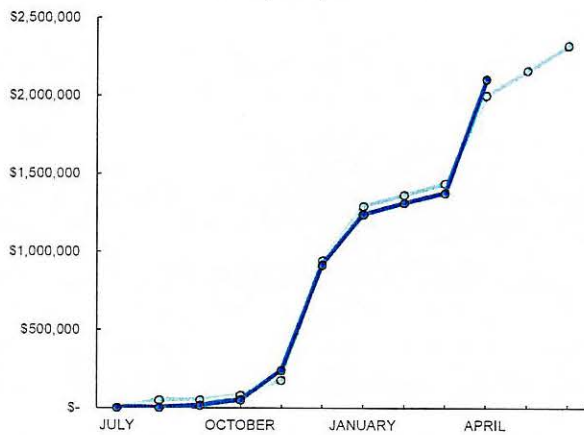
Sewer Service Fees



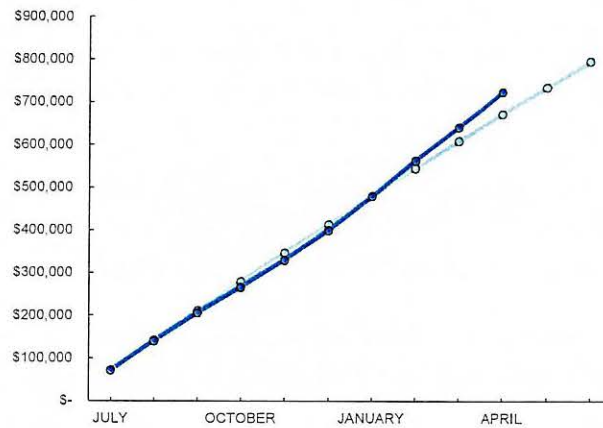
Capacity Charges



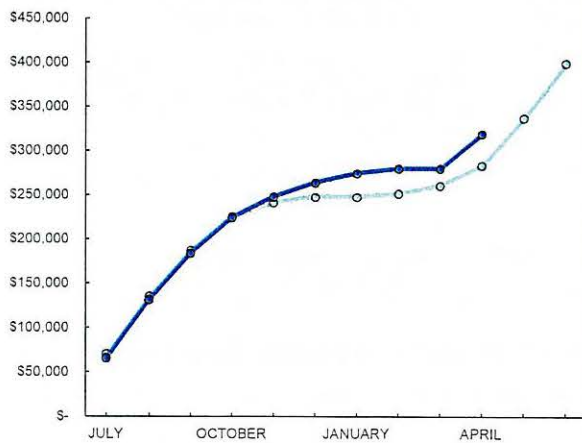
Property Taxes



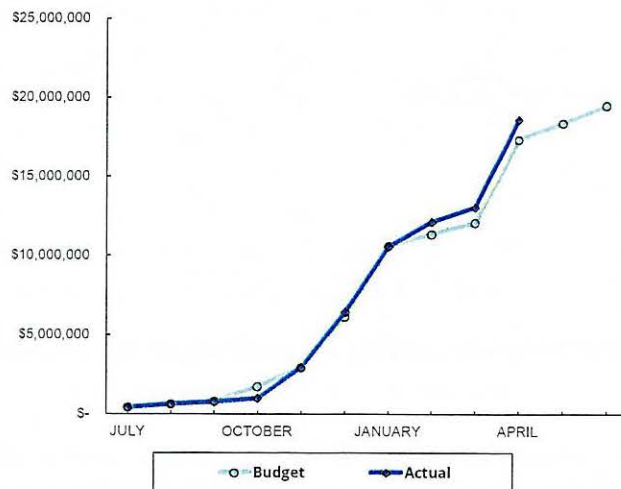
Investment Income



Recycled Wastewater Sales



Total Revenue

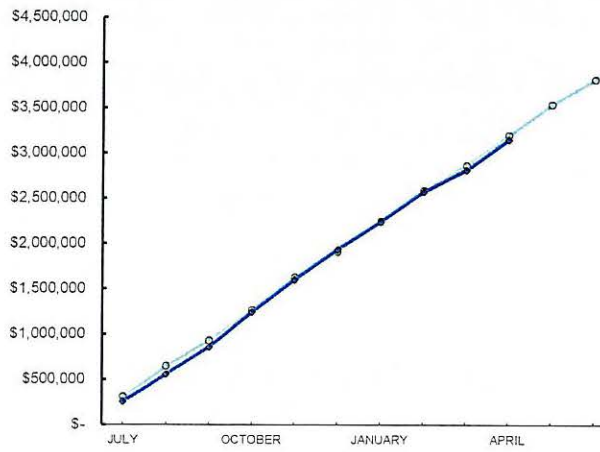


\* Preliminary: subject to future review, reconciliation, accruals, and audit

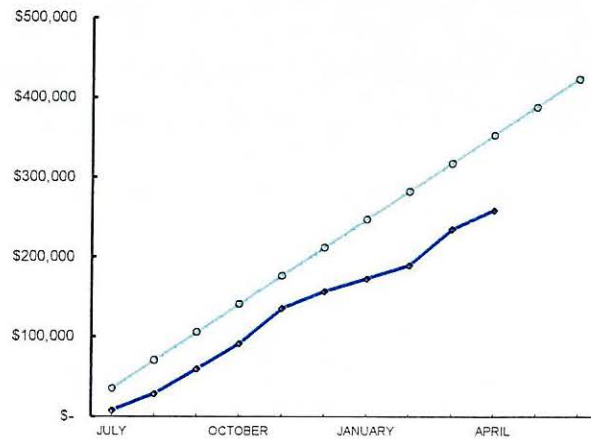
# Leucadia Wastewater District Operating Expenses FY2025

YTD through April 30, 2025

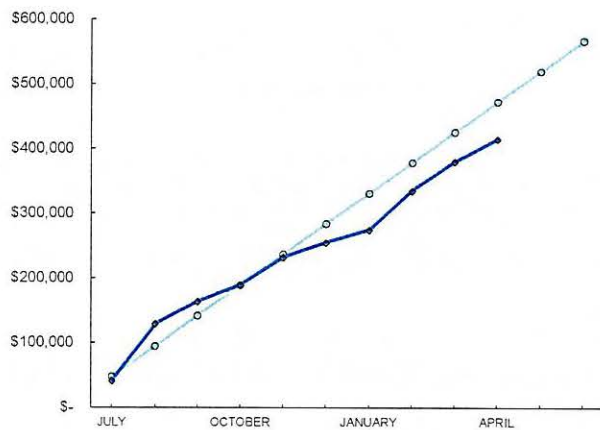
Salaries and Benefits



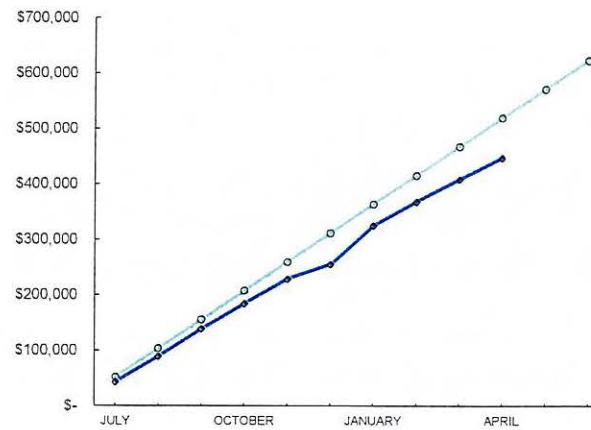
Professional Services



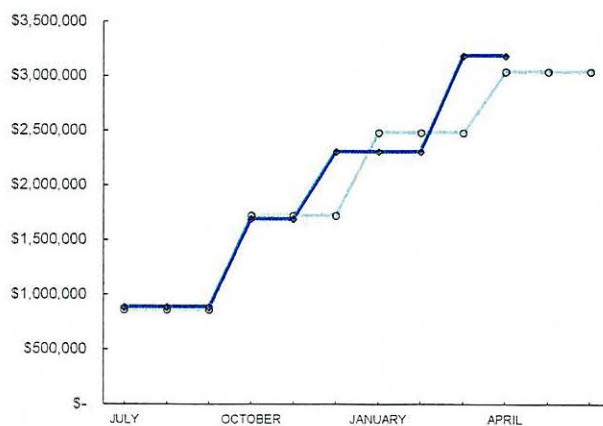
Repairs & Maintenance



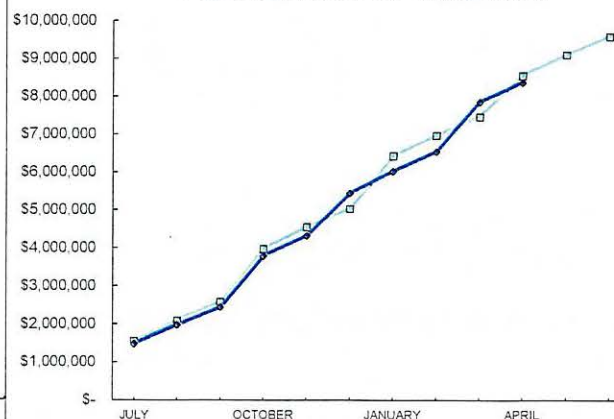
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



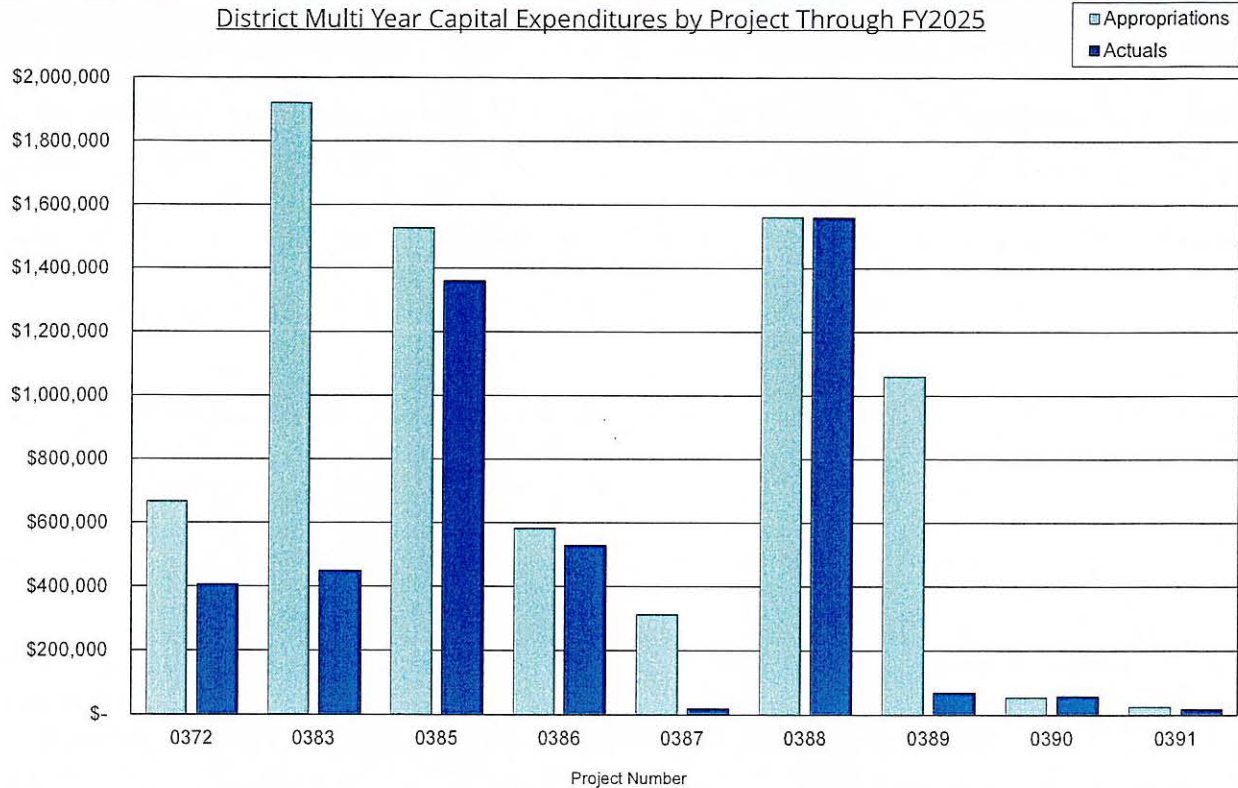
□ Budget    ◆ Actual

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

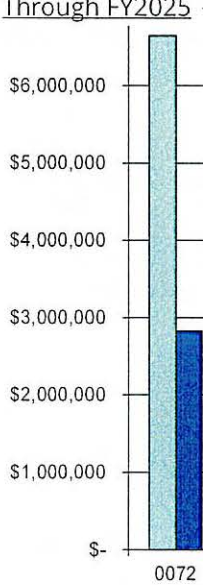
# Leucadia Wastewater District Capital Expenditures

As of April 30, 2025

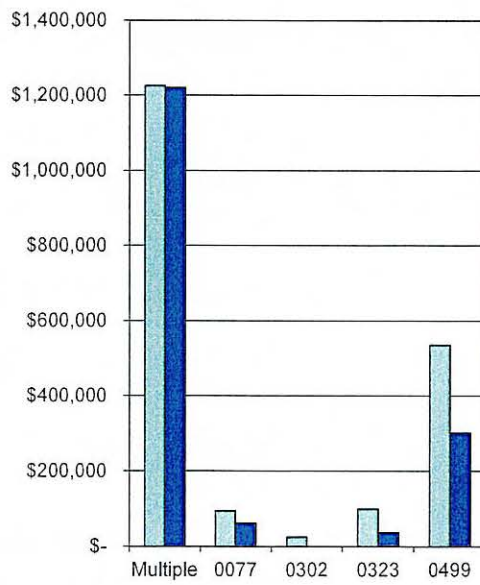
District Multi Year Capital Expenditures by Project Through FY2025



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2025



Single Year Capital  
Expenditures by Project FY2025



Project Legend

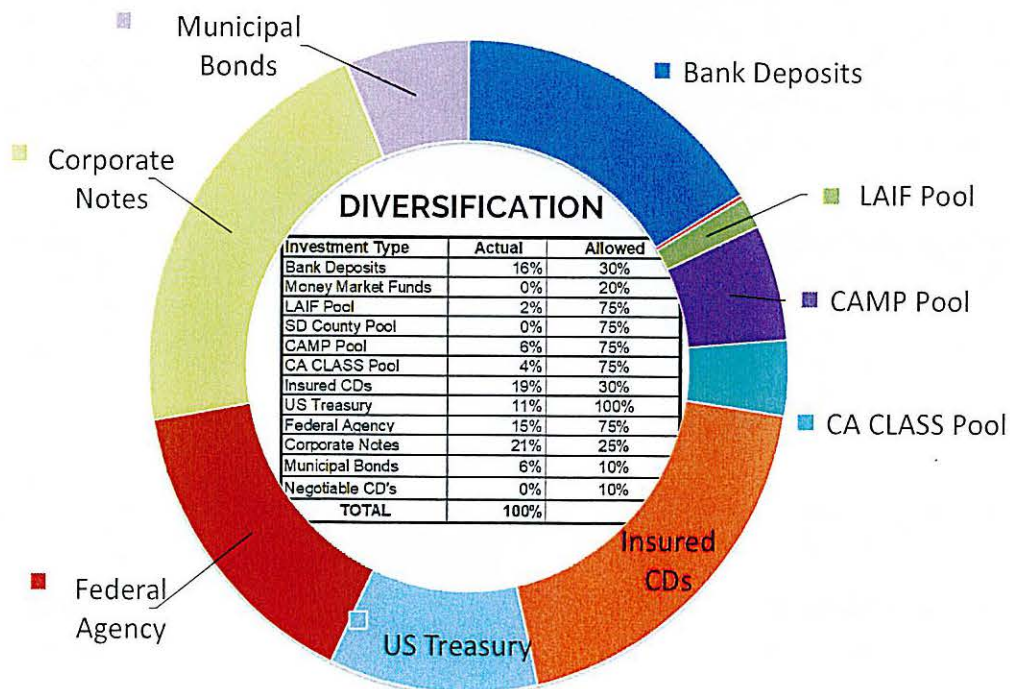
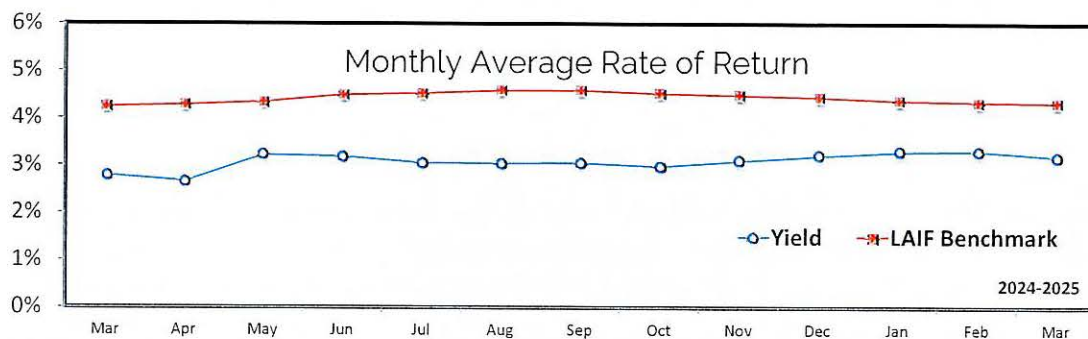
Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
FY2025 Gravity Pipeline Project	0389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

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

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

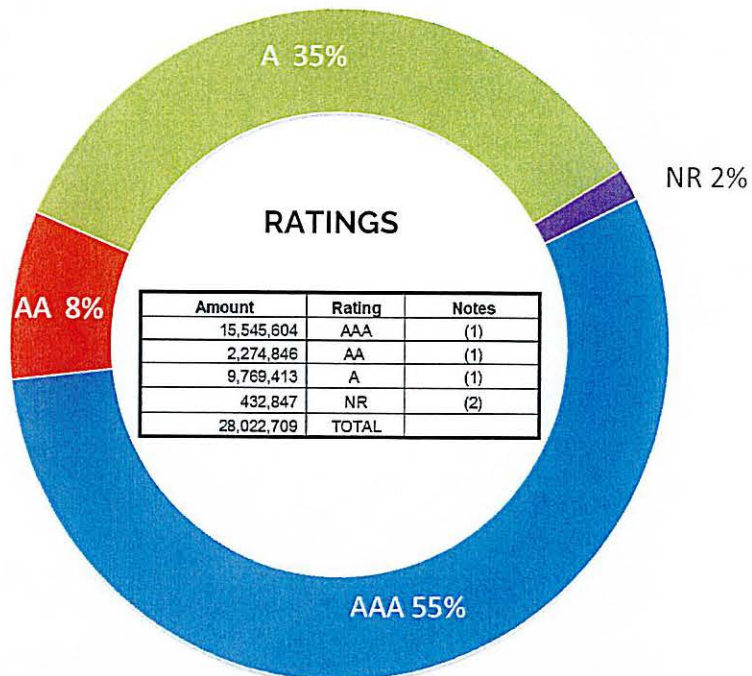
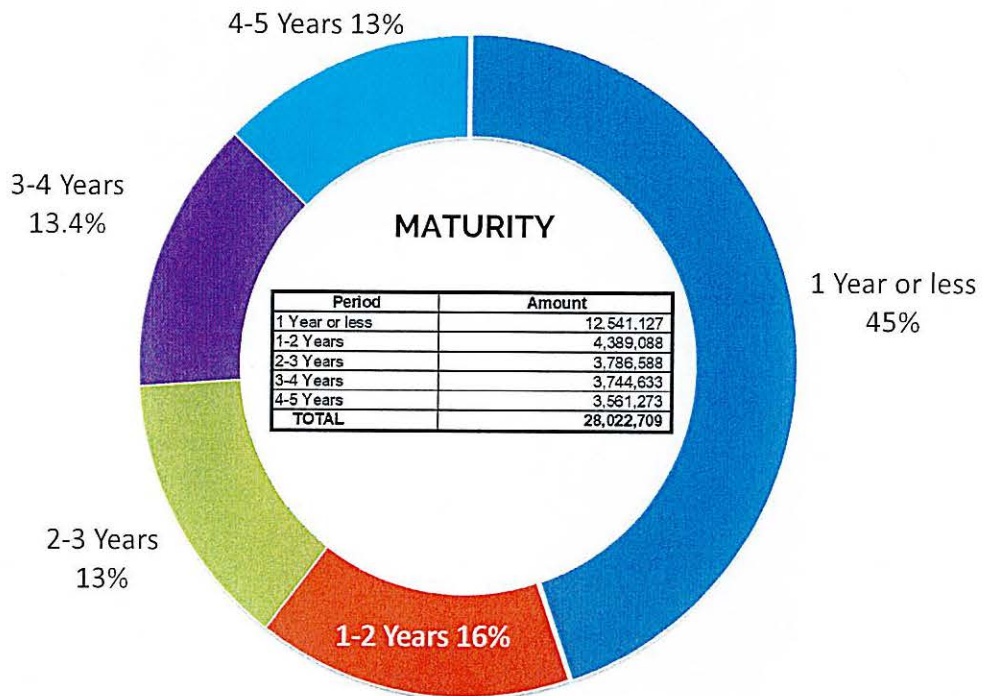
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**March 31, 2025**

Cash Equivalents & Investments	Principal (Original Cost)		March Interest	Average Rate
	Feb 28, 2025	Mar 31, 2025		
Pacific Premier Bank Reserves	\$ 7,207,509	\$ 4,518,387	\$ 19,015	3.892%
TVI Dreyfus Money Market	61,540	64,050	208	3.970%
LAIF Pool	432,847	432,847	1,556	4.313%
CAMP Pool	1,609,846	1,615,955	6,008	4.470%
CA CLASS Pool	1,046,495	1,046,495	3,834	4.396%
Certificates of Deposit - Insured	6,066,000	5,326,000	14,544	2.922%
US Treasury Notes	2,195,611	2,958,438	7,013	3.642%
Federal Agency Notes	4,289,665	4,289,665	8,450	2.473%
Municipal Bonds	1,756,629	1,756,629	1,405	0.922%
Corporate Bonds/Notes	6,014,244	6,014,244	15,739	3.166%
<b>Totals</b>	<b>\$ 30,680,385</b>	<b>\$ 28,022,709</b>	<b>\$ 77,771</b>	<b>3.180%</b>



LEUCADIA WASTEWATER DISTRICT  
*Monthly Investment Summary*  
 March 31, 2025

(Continued)

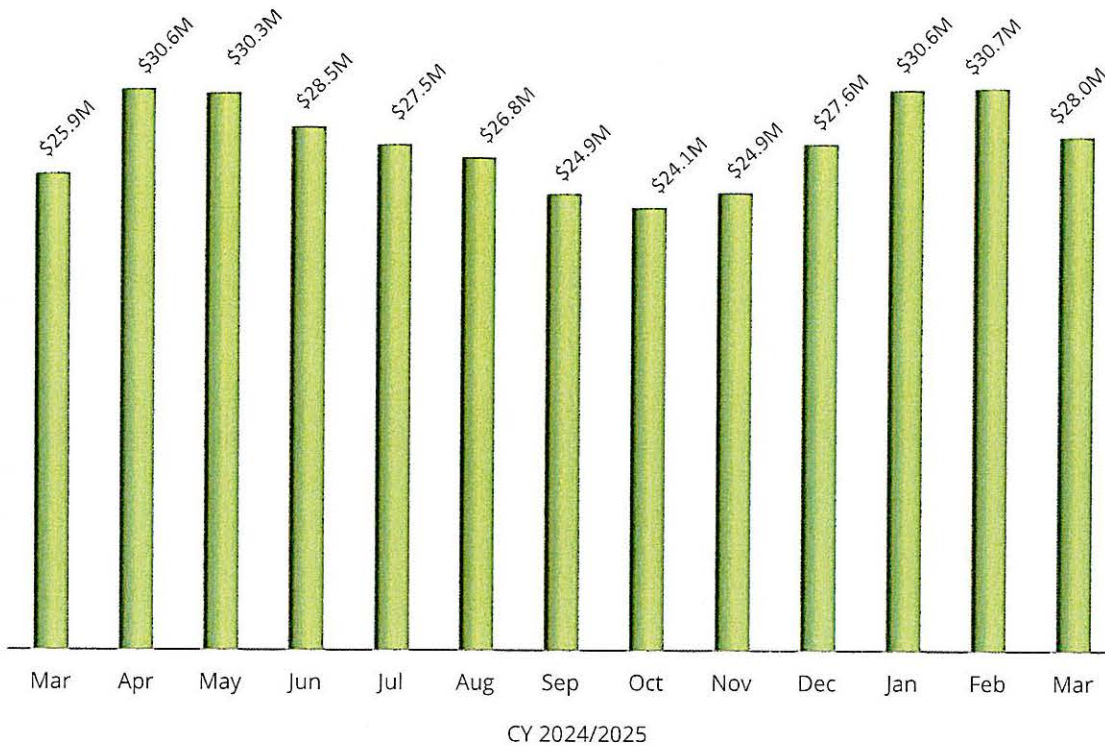


(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.  
 (2) LAIF is not rated.

**LEUCADIA WASTEWATER DISTRICT**  
*Monthly Investment Summary*  
**March 31, 2025**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**



**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Machias Svgs Bk ME CTF Dep		249,000	3/18/2025	554479DW2	1.15%	
Adirondack Bk Utica NY CTE Dep		242,000	3/25/2025	00687QAT9	1.10%	
Alma Bk Astoria NY CTF Dep		249,000	3/28/2025	020080BX4	1.40%	
US Treasury Note	264,416		2/28/2030	91282CGQ8	4.05%	
US Treasury Note	498,410		2/28/2030	91282CGQ8	4.07%	
<b>TOTAL</b>	<b>\$ 762,826</b>	<b>\$ 740,000</b>				

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

## MEMORANDUM

Ref: 25-9117

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** LWD QUARTERLY TREASURER'S INVESTMENT REPORT

---

### RECOMMENDATION:

Staff requests that the Board of Directors:

1. Receive and file LWD's Quarterly Treasurer's Investment Report

### DISCUSSION:

In accordance with California Government Code §53646 LWD is encouraged to render the Quarterly Treasurer's Investment Report to the Board of Directors for its consideration. For your convenience, staff has developed a one-page summary of LWD's investments for the quarter ending March 31, 2025 (see attached). A copy of the full Quarterly Treasurer's Investment Report has been enclosed for your review.

reg:PJB

Attachment

# LEUCADIA WASTEWATER DISTRICT

## QUARTERLY TREASURER'S REPORT SUMMARY

03-31-25

### SUMMARY OF CASH & INVESTMENTS at March 31, 2025

SEE QUARTERLY TREASURER'S REPORT FOR DETAILS

ASSETS	PAR VALUE 3/31/2025	AMORTIZED COST 3/31/2025	% OF TOTAL		MARKET VALUE 3/31/2025
			Actual	Allowed	
CASH IN BANK (Checking/Reserve Accts)	\$ 4,518,387	\$ 4,518,387	16%	30%	\$ 4,518,387
MONEY MARKET FUNDS	\$ 64,050	\$ 64,050	0%	20%	\$ 64,050
LAIF - STATE INVESTMENT POOL	\$ 432,847	\$ 432,847	2%	75%	\$ 433,214
CAMP - JPA INVESTMENT POOL	\$ 1,615,955	\$ 1,615,955	6%	75%	\$ 1,615,955
CA CLASS - JPA INVESTMENT POOL	\$ 1,050,402	\$ 1,050,402	4%	75%	\$ 1,050,402
FEDERAL AGENCY SECURITIES	\$ 4,295,000	\$ 4,289,665	15%	75%	\$ 4,238,997
US TREASURY BONDS/NOTES	\$ 3,062,000	\$ 2,958,438	11%	100%	\$ 2,994,065
CORPORATE NOTES	\$ 6,040,000	\$ 6,015,049	21%	25%	\$ 5,932,533
MUNICIPAL BONDS	\$ 1,710,000	\$ 1,756,629	6%	10%	\$ 1,697,961
INSURED CERTIFICATES OF DEPOSIT	\$ 5,326,000	\$ 5,326,000	19%	30%	\$ 5,301,850
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 28,114,641</b>	<b>\$ 28,027,421</b>	<b>100%</b>		<b>\$ 27,847,414</b>

As of March 31, 2025

### QUARTERLY RESULTS



Cash & Investments

**\$27.8M**



Avg Days to Maturity

**621**



Change in Cash & Inv

**\$434K**



Interest Earned

**\$242K**



Average Return

**3.3%**



LAIF Benchmark

**4.3%**

**MEMORANDUM**

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** April 2025 Board Disclosure of Reimbursements Report

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending April 2025.

**DISCUSSION:**

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

Attached please find the Board Disclosure of Reimbursements report for April 2025 for your review.

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
April 2025

Conference Date	Description	GM P. Bushee	Director E. Sullivan	Director M. Brown	Director C. Roesink	Director R. Saldana	Director R. Pacilio	DFA R. Green	FSSup Avalos	FSS M. Gonzalez
CSRMA Finance Committee April 15, 2025 San Francisco, CA	Registration									
	Hotel									
	Airfare							181.60		
	Meals							15.93		
	Parking							38.00		
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber							49.99		
	Total	0.00	0.00	0.00	0.00	0.00	0.00	285.52	0.00	0.00
CWEA Annual Conference April 22 - 25, 2025 Renaissance Palm Springs and Convention Center Palm Springs, CA	Registration	85.00	1,035.00			890.00			975.00	975.00
	Hotel		861.72			574.48			861.72	861.72
	Airfare									
	Meals		169.15			31.54			107.39	150.49
	Parking		39.90							75.00
	Rental Car									
	Tips/ Baggage		16.00							
	Fuel/mileage/taxi/uber		145.60			168.00				
	Total	85.00	2,267.37	0.00	0.00	1,664.02	0.00	0.00	1,944.11	2,062.21
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Registration									
	Hotel									
	Airfare									
	Meals									
	Parking									
	Rental Car									
	Tips/ Baggage									
	Fuel/mileage/taxi/uber									
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes:

PB attended awards luncheon only  
RS attended 4/23 - 4/25 due to EWA Mtg  
No early bird reg for ES  
MA, MG, HG drove carpool to conference

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**April 23, 2025**

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

**1. Adoption of Fiscal Year 2026 Proposed Operating and Capital Budgets**

The EWA Board and the Encina Joint Advisory Committee adopted the FY26 proposed Operations, Maintenance, and Administration Budget and the FY26 proposed Capital Program Budget and forwarded the recommended budgets to the Member Agencies.

**2. Dissolved Air Flotation Thickener (DAFT) Phase II Rehabilitation and Repair Preliminary Design Award**

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Carollo Engineers, Inc. in an amount not to exceed \$393,657 for Preliminary Design Services for the DAFT Phase II Rehabilitation and Repair.

**3. Source Control Program Technology Update**

The Board of Directors received and filed the Source Control Program Technology Update.

## **Investment & Finance Meeting Report**

Presented by Director Sullivan

---

### **Meeting held April 29, 2025**

**1. The Investment and Finance Committee (IFC) reviewed the following items:**

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

These items were for informational purposes only and they will be reviewed later in the agenda.

# **Community Affairs Committee Meeting Report**

Presented by Vice President Brown

---

## **Meeting held May 7, 2025**

The Community Affairs Committee (CAC) reviewed the following:

### **1. Review the final draft layout of the Spring 2025 newsletter**

RTP and staff informed the CAC that no photo submissions for the LWD Student Photo Contest were received by the deadline. However, there was enough content to fill that space in the newsletter. The CAC then reviewed and commented on the final draft layout of the spring 2025 newsletter. The CAC suggested some minor edits and staff and Rising Tide Partners stated they would make the changes.

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

### **2. Rising Tide Partners Public Information Services**

The CAC reviewed a recommendation to authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for fiscal year 2026. The CAC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The CAC also reviewed the 2025 Water Day at La Costa Heights Elementary School video created by RTP. This item was for informational purposes only and no action was taken.

## MEMORANDUM

Ref: 25-9105

**DATE:** May 8, 2025

**TO:** Board of Directors

**FROM:** Paul J. Bushee, General Manager



**SUBJECT:** Board of Directors Compensation Adjustment

---

### RECOMMENDATION:

Staff requests that the Board of Directors:

1. Discuss and provide direction as appropriate.

### BACKGROUND:

At the April 9<sup>th</sup> Board meeting, Director Pacilio asked if this item could be moved to the May 14<sup>th</sup> Board meeting for discussion since Directors Saldana and Roesink were absent. The Board agreed to bring this item to the May Board meeting.

### DISCUSSION:

On June 12, 2019, after a noticed Public Hearing, the Board of Directors adopted Ordinance No. 140 which adjusted Director's compensation from \$190 to \$200 per service day. The Ordinance became effective 60 days after adoption in accordance with the California Water Code.

California Water Code Section 20202 allows for a 5% adjustment per calendar year following the operative date of the last adjustment. Since the last adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 30%. The exact amount of the increase, up to the limit, is at the Board's discretion.

A survey of Director's compensation for other agencies is attached.

This item is presented for the Board's consideration and staff has no recommendation on this matter. Staff requests that the board discuss this item and, if an increase is recommended, authorize staff to prepare, notice and schedule a public hearing concurrent with the June 2025 Board meeting.

reg:PJB

Attachment

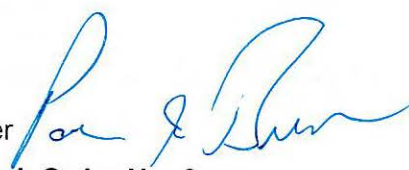
**BOARD OF DIRECTORS  
PER DIEM COMPENSATION COMPARISON  
APRIL 2025**

	<b>DISTRICT</b>	<b>Mar 2024</b>	<b>Apr 2025</b>	<b>Comments</b>
1	Carlsbad MWD	\$100.00	\$100.00	
2	Eastern MWD	\$258.00	\$267.00	
3	Elsinore Valley MWD	\$244.13	\$244.13	
4	Encina Wastewater Authority	\$240.62	\$252.00	Increase July 1, 2025 based on SD County CPI-W
5	Fallbrook PUD	\$134.00	\$140.00	
6	Helix Water District	\$225.00	\$225.00	
7	Lakeside Water District	\$125.00	\$125.00	
8	Leucadia Wastewater	\$200.00	\$200.00	Consider increase May
9	Olivenhain MWD	\$150.00	\$150.00	
10	Otay Water District	\$165.00	\$173.00	Increase on July 1, 2025 to \$181.00
11	Padre Dam MWD	\$160.00	\$160.00	
12	Rainbow MWD	\$150.00	\$150.00	
13	Ramona MWD	\$100.00	\$100.00	
14	Rancho California Water District	\$200.00	\$245.00	
15	Rincon Del Diablo MWD	\$168.00	\$177.00	
16	SDCWA Directors/Officers	\$150/\$180	\$150/\$180	
17	San Dieguito Water District	\$100.00	\$100.00	
18	Santa Fe Irrigation District	\$150.00	\$150.00	Increase May 20, 2025 to \$175.00
19	South Bay Irrigation District	\$100.00	\$100.00	
20	Sweetwater Authority	\$200.00	\$200.00	
21	Vallecitos Water District	\$200.00	\$200.00	
22	Valley Center MWD	\$100.00	\$100.00	Considered increase April 21, 2025 and opted against
23	Vista Irrigation District	\$200.00	\$210.00	
24	Yuima MWD	\$100.00	\$100.00	

The **average** per diem is **\$ 167.93**

The **median** per diem is **\$ 160.00**

**MEMORANDUM**

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Public Information Services Task Order No. 3

---

**RECOMMENDATION:**

Staff and the Community Affairs Committee (CAC) recommend that the Board of Directors:

1. Authorize the General Manager to execute Task Order No. 3 to the Rising Tide Partners (RTP) Public Information Services Agreement in an amount not to exceed \$50,028 for the period of July 1, 2025 through June 30, 2026.
2. Discuss and take action, as appropriate.

**DISCUSSION:**

This item was reviewed by the CAC at their May 7th meeting and the CAC concurred with staff to present this item for the Board's consideration.

LWD entered into an agreement with RTP on March 8, 2023 to provide public information services to the District for a period of three years and twelve weeks. The additional 12 weeks was established to align the Task Order with LWD's fiscal year. Task Order No. 2 to this agreement is set to expire on June 30, 2025.

To continue RTP's services for fiscal year 2026, staff has negotiated the scope of work and fee for Task Order No. 3 with RTP for continued services that are similar to the prior task orders. The agreement's specific tasks include the following:

- ❖ Draft newsletter ideas and graphic design work for the District's biannual newsletters;
- ❖ Assist staff with planning and executing the Field Day/Hands-On Event;
- ❖ Assist staff with maintaining and updating LWD's social media accounts as required;
- ❖ Assist staff with the Teacher Grant Program;
- ❖ Develop project outreach materials, as required; and
- ❖ Develop, create, and edit video content for LWD's use on social media/website.

Staff believes these items are important for keeping LWD's public information efforts current, as well as enhancing LWD's ability to provide timely information to the media and the public. The total proposed fee for Task Order No. 3 is \$50,028, and staff will include a corresponding funding request in the FY26 budget.

The proposed Task Order No. 3, which includes the Scope of Work and a budget detailing anticipated expense, is attached for the Board's review.

th:PJB

Attachment

**TASK ORDER NO. 3  
TO THE AGREEMENT BETWEEN  
THE LEUCADIA WASTEWATER DISTRICT  
AND RISING TIDE PARTNERS (RTP)  
FOR PROVIDING PUBLIC INFORMATION SERVICES**

Ref: 25-9096

This Task Order No. 3 to the AGREEMENT is made and entered into this 1th day of July, 2025 by and between the LEUCADIA WASTEWATER DISTRICT, hereinafter referred to as DISTRICT, and RISING TIDE PARTNERS, hereinafter referred to as CONSULTANT.

WHEREAS, the DISTRICT and CONSULTANT entered into an initial three-year and twelve-week AGREEMENT on March 8, 2023 for Public Information Services; and

WHEREAS, the DISTRICT has determined it would be most efficient to amend the AGREEMENT to allow CONSULTANT to continue with providing Public Information Services for the DISTRICT.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the DISTRICT and CONSULTANT agree to amend the AGREEMENT as follows:

**ARTICLE 2: SERVICES TO BE PERFORMED BY CONSULTANT**

The Scope of Work is for the period July 1, 2025 to June 30, 2026 shall include the services described in Attachment A.

**ARTICLE 4: COMPENSATION**

Compensation for all work performed under Task Order No. 3 shall be calculated on a time and material basis. Compensation for the services described in Attachment A shall not exceed fifty-thousand and twenty-eight dollars (\$50,028) This amount shall not be exceeded unless there is a change in the scope of work and/or additional authorization by the DISTRICT, in writing and agreed to by both parties.

All other provisions of the original AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto caused this Task Order No. 3 to be executed the day and year first written above.

**RISING TIDE PARTNERS**

**LEUCADIA WASTEWATER DISTRICT**

By: \_\_\_\_\_  
Neal Bloom,  
Chief Executive Officer

By: \_\_\_\_\_  
Paul J. Bushee,  
General Manager

## **ATTACHMENT A**

### **SCOPE OF WORK FOR PUBLIC INFORMATION SERVICES**

**July 1, 2025 – June 30, 2026**

#### **DESCRIPTION OF SERVICES**

The services included within this scope of work consist of the design and development of certain public information elements important to Leucadia Wastewater District. These services include a focus on LWD's commitment to environmental protection, financial stability, and excellent customer services, staying abreast of technology, low sewer service rates, and efficiencies in operations. The services included are those specifically required by the District.

#### **I. SCOPE OF SERVICES**

Based on our experience with similar public information projects, the following scope of services describes the tasks anticipated for LWD's Public Information Program in fiscal year 2025:

##### **TASK 1 - NEWSLETTER**

1. Draft Newsletter ideas and manage the graphic design, printing, and mailing of *up to* three District newsletter(s).
2. Meet with Community Affairs Committee for each newsletter.

##### **TASK 2 – UPDATE SOCIAL MEDIA ACCOUNTS**

1. Continue to build social media audience and focus on engaging community members.
2. Develop creative taglines for social media ads; generate content/posts and schedule posts to ensure communications reflect current and relevant information.

##### **TASK 3 – PROJECT OUTREACH**

1. Draft and outreach for media alerts to residents adjacent to major construction projects and other pipeline installations.
2. Assist with the Teacher Grant Program.
3. Develop written and visual components to creative assets including but not limited to maps, fliers, door hangers, signs, or other as needed media for print and digital publication.

##### **TASK 4 – VIDEO OUTREACH**

1. Script and develop video(s) for LWD's website, Facebook, Instagram and other outreach channels.
2. Short videos to cover a variety of issues including but not limited to blockages, improper disposal, maintenance and field services work, capital improvement projects, personalities, and development of small-scale "hands on" assets about the plant.

## **II. FEES AND CONDITIONS**

The Services described in Section I above will be provided on an hourly rate basis in accordance with the current RISING TIDE PARTNERS, LLC Standard Rate Schedule (Attachment B) with a not to exceed upper limit of \$50,028.

## MEMORANDUM

Ref: 25-9122

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of Janitorial Services Contract - MSC Janitorial Service, Inc.

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Authorize the General Manager to execute an Agreement with MSC Janitorial Service, Inc. to provide janitorial services for the Administration and Operation Buildings, in an amount not to exceed \$32,651.64 per year, for a three-year contract totaling \$97,954.92 with an option to renew an additional two years.
2. Discuss and take other action as appropriate.

### DISCUSSION:

Leucadia Wastewater District (LWD) has contracted with MSC Janitorial Service, Inc. for janitorial services since 2015. While performance has remained satisfactory, staff initiated a competitive bidding process to ensure the continued receipt of quality services at a competitive cost.

A Request for Bids (RFB) was issued on February 4, 2025, and distributed to ten janitorial service providers. Proposals were due by March 4, 2025, and three responses were received:

<u>Company</u>	<u>Total 3-Year Contract Price</u>
MSC Janitorial Service, Inc.	\$97,954.92
Stratus Building Solutions of San Diego	\$115,600.00
Forte of San Diego	\$134,550.00* (exception to quarterly floor maintenance)

The proposals were evaluated by Administrative Supervisor Trisha Hill and Administration Specialist Nitze Torres Garcia. Evaluation criteria included pricing, responsiveness to the bid specifications, and reference checks. Based on the analysis, MSC Janitorial Service, Inc. was determined to be the lowest responsive and responsible bidder. Over the years, MSC Janitorial has consistently delivered satisfactory service, demonstrating familiarity with District facilities and support from a responsive and dependable management team. The proposed scope of work has been attached for your review.

### FISCAL IMPACT:

The proposed contract amount of \$32,651.64 per year is within the \$33,500 budgeted for janitorial services in the proposed fiscal year 2026 budget.

th:PJB

## Scope of Work

### Specifications for Administration and Operations Buildings

#### DAILY SERVICE – Monday through Friday

<b>All Areas</b>
Empty all trash bins and properly dispose of all trash; replace trash liners as needed and return trash bins to their original locations. At a minimum, change trash liners weekly.
Collect and move all recyclable material from the office to the designated recycle bins.
Empty paper shredders - Paper should be recycled.
Pick-up, mop, sweep, and/or vacuum visible debris, dirt, lint, etc. on <b>all floor surfaces</b> as needed to maintain a clean appearance.
Spot clean carpets as needed to remove stains, spots, etc.
Dust all horizontal surfaces including, but not limited to chairs, tables, file cabinets, partitions windowsills, baseboards, and blinds.
Damp wipe all telephones.
Spot clean around doors, doorframes, push plates, kick plates, light switches, and cabinet handles to remove grime and finger prints.
<b>Restrooms/Locker Rooms/Break Room</b>
Clean and disinfect toilets and toilet seats (both sides) and urinals inside and out.
Spot clean all bathroom partitions as needed to remove visual dirt, spots, marks, etc.
Clean and disinfect all bathroom floors.
Clean locker room shower doors/curtains, inside and out.
Clean and polish metal fixtures, mirrors, paper towel holders/dispensers, soap dispensers, and shower seat.
Clean the exterior of appliances such as refrigerator, microwave oven, coffee maker, etc.
Clean and disinfect all counters, sinks, tables and chairs.
<b>Lobby Areas</b>
Sweep and clean main entrance. This includes spot cleaning with a damp cloth from spills, such as coffee.
Clean work surfaces at the front counter areas.
Sweep and dry mop terrazzo floor, wipe tables, and chairs with damp cloth.
Clean and polish drinking fountains.

#### WEEKLY SERVICE

<b>All Areas</b>
Detailed vacuuming; includes vacuuming under the furniture such as desks (moving furniture is not required).
The locker room floors need to be thoroughly cleaned and disinfected. (Note: These floors have an epoxy coating)
Disinfect all sink drains with one (1) cup of bleach or chlorine.
Wipe all outside cabinet surfaces.
Fill dispensers with soap, towels, and toilet paper.
Pour water down bathroom floor drains to prevent odors.
Dust and wipe down leather furniture using leather cleaner.
Clean glass doors, inside and out at entrance.
Dust all woodwork and awards and frames on walls.
<b>Boardroom</b>
Dust and wipe all marks and fingerprints on tabletops.
Dust and wipe podium, computer stand, and flag stands.
Dust all wood wall paneling and baseboards.
Dust arms and legs of upholstered chairs.
Clean, wipe and remove fingerprints and other marks from doors.

## MONTHLY SERVICE

<b>All Areas</b>
Thoroughly mop and scrub all vinyl floors. (Areas with vinyl floor include Lunch room/kitchen, Board room (sink area), upstairs file room and one office in the Operations building)
Dust all high-level areas such as top of cabinets, refrigerator, high ceiling ledges in lobby area, etc.
Wipe all trash bins with a damp cloth and disinfect as needed to eliminate odors and grime, and to maintain a visual clean appearance.
Thoroughly clean and disinfect bathroom and locker room walls, floors, and partitions.
Thoroughly dust mini-blinds, and window ledges.
Clean door windows and frames, inside and out.
Clean all ceiling vent covers and wall ventilation registers.
Dust and clean walls to remove marks, scuffs, cobwebs, etc.
Dust or vacuum baseboards to remove dust and grime.
Clean inside of refrigerators by wiping shelves, doors, etc. Should be done on Friday evening.
<b>First and Second Floor Lobby Area</b>
Dust and clean leather sofas with leather cleaner.
<b>Elevator</b>
Dust and wipe down walls
Clean and dust bright metal
Clean doors on inside
Clean and dust outside doors on each floor
Remove gum if necessary
Vacuum elevator floors
Report any mechanical problems

## QUARTERLY– Every three months

Machine scrub floors and <u>refinish tiles</u> in restrooms. (Note: There are eight restrooms)
Machine scrub floors in locker rooms. (The locker rooms floors have an epoxy coat)
Wash lobby floor and stairs (terrazzo) with a rinse free cleaner, coat with sealer and then high-speed burnish the floor.
Thoroughly dust all ceilings, high ledges, vents, wall light fixtures, window doors and frames in lobby area.
Thoroughly polish/wipe lobby area staircase hand rails.

### LWD Floor Finishes Area Matrix

Admin. Bldg	Carpet Sq Ft	Vinyl Sq Ft	Terrazzo Sq Ft	Ceramic Tile Sq Ft	Epoxy Sq Ft
Basement*	0	155	0	70	515
First Floor*	4750	1075	1250	425	0
Second Floor*	3075	385	50	170	0
<b>Bldg 200</b>					
Bathroom	0	72	0	0	0
Office	0	126	0	0	0
<b>TOTAL</b>	<b>7825</b>	<b>1813</b>	<b>1300</b>	<b>665</b>	<b>515</b>

\* includes stairs of respective floor

### No. of Windows

Admin. Bldg	
Boardroom	27
Board chamber	4
Offices/Rooms (First Floor)	42
Offices/Rooms (Second Floor)	68
Restrooms First Floor (frosted glass)	3
Restrooms Second Floor (frosted glass)	2
Break room/lunchroom	22
<b>Bldg 200</b>	
Office	8
<b>TOTAL</b>	<b>168</b>


### LWD Area Approximation

Administration Building (first and second floor)	12,800 sq. ft.
Operations Building	3,294 sq. ft.

**MEMORANDUM**

**DATE:** May 8, 2025

**TO:** Board of Directors

**FROM:** Paul J. Bushee, General Manager 

**SUBJECT:** **Adopt Resolution No. 2429 – A Resolution of the Board of Directors of the Leucadia Wastewater District (LWD) Approving the Recommended Encina Wastewater Authority (EWA) Fiscal Year 2026 Operating and Capital Budgets**

**RECOMMENDATION:**

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2429 as presented.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

The EWA Revised Basic Agreement (RBA) and Revised Establishment Document (RED) require that the governing body of each EWA member agency take action on the proposed annual budget. The recommended fiscal year 2026 budget was approved by the EWA Board of Directors and the Joint Advisory Committee on April 23, 2025 and has been forwarded to LWD for consideration. The costs breakdown of follows:

**EWA Fiscal Year 2026 Budgets**

Operating Budget	Capital Budget
\$28,699,044	\$24,382,029

These budget figures include funding for all *joint and non-joint* facilities operated by EWA. A copy of EWA's Recommended Budget is available at [www.encinajpa.com/transparency/fiscal-responsibility](http://www.encinajpa.com/transparency/fiscal-responsibility). LWD's share of the proposed fiscal year 2026 EWA operating budget is \$3,414,904, an increase of 12.4% over the FY24 EWA operating budget. LWD's share of the proposed FY26 EWA capital budget is \$3,899,033, a decrease of 22.0% over the FY25 EWA capital budget.

Board President Saldana and Director Roesink served on this year's EWA Board, which reviewed the EWA budget. Furthermore, staff has reviewed the recommended budget documents in detail and is prepared to answer any questions the Board may have.

Resolution No. 2429 (attached) approves the EWA operating and capital budgets as required by EWA's RBA and RED. Staff recommends that the Board of Directors adopt the resolution as presented, and/or take other action as appropriate.

reg:PJB

Attachment

## **RESOLUTION NO. 2429**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT APPROVING THE ENCINA WASTEWATER AUTHORITY FISCAL YEAR 2026 OPERATING AND CAPITAL BUDGETS**

**WHEREAS**, the City of Vista, City of Carlsbad, Buena Sanitation District, Vallecitos Water District, Leucadia Wastewater District and City of Encinitas are the “member agencies” of the Encina Wastewater Authority (EWA), a California joint powers authority; and

**WHEREAS**, the EWA member agencies are authorized and empowered to contract for the joint exercise of powers under the Government Code of the State of California for the operation, maintenance and administration of their jointly owned wastewater system, the Encina Joint System; and

**WHEREAS**, the member agencies recognize the need to operate, maintain and administer the Encina Joint System on a cooperative basis for the collection, transmission, treatment and disposal of wastewater, and the management of wastewater treatment byproducts; and

**WHEREAS**, Leucadia Wastewater District (LWD) is party to certain documents entitled the Revised Basic Agreement and the Revised Establishment Document which establish the ownership, operation, maintenance and administration of the Encina Joint System and the EWA, respectively; and

**WHEREAS**, the Revised Basic Agreement governs the administration of the EWA and requires the preparation and approval by each of the member agencies of estimated Operating and Capital Improvement Program Budgets on an annual basis; and

**WHEREAS**, the fiscal year 2026 EWA Operating and Capital Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 23, 2025, in the following amounts: Operating Budget – \$28,699,044; and Capital Budget – \$24,382,029.

**WHEREAS**, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the fiscal year 2026 EWA Operating and Capital Budgets in the aforementioned amounts; and

**WHEREAS**, copies of the fiscal year 2026 EWA Operating and Capital Budgets were available for review by the LWD Board of Directors at its May 14, 2025 Board of Directors meeting;

**NOW, THEREFORE, THE BOARD OF DIRECTORS FOR THE LEUCADIA  
WASTEWATER DISTRICT HEREBY FINDS AND RESOLVES AS FOLLOWS:**

Section 1. Approval of the recommended FY26 Encina Wastewater Authority Operating Budget as presented in the following amount: \$28,699,044.

Section 2. Approval of the recommended FY26 Encina Wastewater Authority Capital Budgets in the following amount: \$24,382,029.

**PASSED AND ADOPTED** by the Board of Directors at a meeting of the Leucadia Wastewater District held May 14, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Rolando Saldana, President


ATTEST:

\_\_\_\_\_  
Paul J. Bushee, Secretary/Manager

(SEAL)

## MEMORANDUM

Ref: 25-9116

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CalPERS Pension & OPEB Updates

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### RECOMMENDATION:

This item is presented for information purposes only.

### DISCUSSION:

These items were reviewed by the IFC at their April 29<sup>th</sup> meeting and the IFC concurred with staff to present these updates to the full Board for review.

#### 1) Actuarial Valuations of LWD's Pension Plan

LWD employees participate in a defined benefit pensions plan administered by the California Public Employees' Retirement System (CalPERS). An actuarial valuation of the LWD's pension is required every year to determine its pension liability. CalPERS publishes two actuarial reports in August every year for LWD: one report is for Classic members (employees hired before Jan. 1, 2013) and the other is for PEPRAs members (employees hired after Jan. 1, 2013). LWD currently has 8 employees on the Classic plan and 12 PEPRAs members.

This financial update item presents the results of the most recent CalPERS actuarial valuation. Based on this most recent report, the District's total Net Pension Liability is \$5,551,647. The District's Plan Fiduciary Net Position (investments managed by CalPERS) of \$17,542,582 were less than the District's Pension liability of \$23,094,229.

Excerpts from the latest Classic and PEPRAs actuarial valuation reports are attached. The first page highlights the District's required payments for fiscal year 2026; the second shows the funded status as of June 30, 2023; and the last page shows the additional discretionary payment options. The Board previously approved a 10-year discretionary payment plan in fiscal year 2019. The full reports are available on CalPERS' website or from staff upon request. Staff will present an overview of the pension plan actuarial valuation.

#### 2) Actuarial Valuation of LWD's Retiree Health Program

#### **Tactical Goal: Financial/OPEB Valuation Roll-Forward**

LWD is a member of CalPERS Health, which requires employers contribute to health benefits of all qualified retirees if they elect to continue CalPERS health coverage. In February 2009, the Board approved the establishment of a trust through California Employees' Retiree Benefit Trust (CERBT) to fund these future costs.

A full actuarial valuation of the District's retiree health program is required every two years to determine LWD's Other Postemployment Benefits (OPEB) liability. In the off years, the valuation is rolled forward, making minor changes to the valuation to reflect updated information. In March 2023, LWD staff contracted with Actuarial Retirement Consulting, Inc. to perform the required

actuarial valuation for June 30, 2024 (measured at June 30, 2023) and roll-forward for June 30, 2025 (measured at June 30, 2024).

This financial update item, which is a fiscal year 2025 tactical goal, presents the results of this recent actuarial valuation roll-forward. Based on this most recent report, the District's Net OPEB Asset is \$63,596. The District's plan fiduciary net position [investments managed by the California Employees' Retiree Benefit Trust (CERBT)] of \$609,778 were greater than the District's OPEB liability of \$546,182.

An excerpt from Actuarial Retirement Consulting, Inc.'s actuarial valuation roll-forward report is attached. The full report is available upon request. Staff will present an overview of the OPEB actuarial valuation.

reg:PB

Attachments (3)

## Required Employer Contributions

The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.

Required Employer Contributions	Fiscal Year 2025-26
Employer Normal Cost Rate	17.39%
<i>Plus</i>	
Unfunded Accrued Liability (UAL) Contribution Amount <sup>1</sup>	\$453,122
<i>Paid either as</i>	
1) Monthly Payment	\$37,760.17
<i>Or</i>	
2) Annual Prepayment Option*	\$438,460

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) and the Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

\* Only the UAL portion of the employer contribution can be prepaid (**which must be received in full no later than July 31**).

For [Member Contribution Rates](#) see the following page.

Development of Normal Cost as a Percentage of Payroll	Fiscal Year 2024-25	Fiscal Year 2025-26
Base Total Normal Cost for Formula	24.32%	24.39%
Surcharge for Class 1 Benefits <sup>2</sup>		
a) FAC 1	0.82%	0.83%
Plan's Total Normal Cost	25.14%	25.22%
Offset Due to Employee Contributions <sup>3</sup>	7.81%	7.83%
Employer Normal Cost	17.33%	17.39%

<sup>1</sup> The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2024.

<sup>2</sup> Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

<sup>3</sup> This is the expected employee contributions, taking into account individual benefit formula and any offset from the use of a modified formula, divided by projected annual payroll. For member contribution rates above the breakpoint for each benefit formula, see [Member Contribution Rates](#).

## Funded Status – Funding Policy Basis

The table below provides information on the current funded status of the plan under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member's projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability and is the plan's funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

	June 30, 2022	June 30, 2023
1. Present Value of Benefits	\$22,833,536	\$24,045,454
2. Entry Age Accrued Liability	20,937,843	22,224,658
3. Market Value of Assets (MVA)	15,671,697	16,784,650
4. Unfunded Accrued Liability (UAL) [(2) – (3)]	\$5,266,146	\$5,440,008
5. Funded Ratio [(3) ÷ (2)]	74.8%	75.5%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions. For illustrative purposes, funded statuses based on a 1% lower and higher average future investment return (discount rate) are as follows:

	1% Lower Average Return	Current Assumption	1% Higher Average Return
Discount Rate	5.8%	6.8%	7.8%
1. Entry Age Accrued Liability	\$25,015,290	\$22,224,658	\$19,891,867
2. Market Value of Assets (MVA)	16,784,650	16,784,650	16,784,650
3. Unfunded Accrued Liability (UAL) [(1) – (2)]	\$8,230,640	\$5,440,008	\$3,107,217
4. Funded Ratio [(2) ÷ (1)]	67.1%	75.5%	84.4%

The [Risk Analysis](#) section of the report provides additional information regarding the sensitivity of valuation results to the expected investment return and other factors. Also provided in that section are measures of funded status that are appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities.

## Additional Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for FY 2025-26 is \$453,122. CalPERS allows agencies to make additional discretionary payments (ADPs) at any time. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Agencies can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during FY 2025-26 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see [Amortization Schedule and Alternatives](#). Agencies considering making an ADP should contact CalPERS for additional information.

### Fiscal Year 2025-26 Employer Contributions — Illustrative Scenarios

Funding Approach	Estimated Normal Cost	Minimum UAL Contribution	ADP <sup>1</sup>	Total UAL Contribution	Estimated Total Contribution
Minimum required only	\$166,844	\$453,122	0	\$453,122	\$619,966
20 year funding horizon	\$166,844	\$453,122	\$11,554	\$464,676	\$631,520
15 year funding horizon	\$166,844	\$453,122	\$88,963	\$542,085	\$708,929
10 year funding horizon	\$166,844	\$453,122	\$252,233	\$705,355	\$872,199
5 year funding horizon	\$166,844	\$453,122	\$759,868	\$1,212,990	\$1,379,834

<sup>1</sup> The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

The calculations above are based on the projected UAL as of June 30, 2025, as determined in the June 30, 2023, actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions, and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

### Additional Discretionary Payment History

The following table provides a recent history of actual ADPs made to the plan.

Fiscal Year	ADP	Fiscal Year	ADP
2019-20	\$239,253	2022-23	\$263,996
2020-21	\$271,979	2023-24 <sup>2</sup>	\$250,000
2021-22	\$283,260		

<sup>2</sup> Excludes payments made after April 30, 2024

## Required Employer Contributions

The required employer contributions in this report do not reflect any cost sharing arrangement between the agency and the employees.

Required Employer Contributions	Fiscal Year 2025-26
Employer Normal Cost Rate	7.96%
<i>Plus</i>	
Unfunded Accrued Liability (UAL) Contribution Amount <sup>1</sup>	\$6,302
<i>Paid either as</i>	
1) Monthly Payment	\$525.17
<i>Or</i>	
2) Annual Prepayment Option*	\$6,098
The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) and the Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).	
* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).	
For <a href="#">Member Contribution Rates</a> see the following page.	

Development of Normal Cost as a Percentage of Payroll	Fiscal Year 2024-25	Fiscal Year 2025-26
Base Total Normal Cost for Formula	15.62%	15.71%
Surcharge for Class 1 Benefits <sup>2</sup>		
None	0.00%	0.00%
Plan's Total Normal Cost	15.62%	15.71%
Offset Due to Employee Contributions <sup>3</sup>	7.75%	7.75%
Employer Normal Cost	7.87%	7.96%

<sup>1</sup> The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2024.

<sup>2</sup> Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges.

<sup>3</sup> This is the expected employee contributions, taking into account individual benefit formula and any offset from the use of a modified formula, divided by projected annual payroll. For member contribution rates above the breakpoint for each benefit formula, see [Member Contribution Rates](#).

## Funded Status – Funding Policy Basis

The table below provides information on the current funded status of the plan under the funding policy. The funded status for this purpose is based on the market value of assets relative to the funding target produced by the entry age actuarial cost method and actuarial assumptions adopted by the board. The actuarial cost method allocates the total expected cost of a member's projected benefit (Present Value of Benefits) to individual years of service (the Normal Cost). The value of the projected benefit that is not allocated to future service is referred to as the Accrued Liability and is the plan's funding target on the valuation date. The Unfunded Accrued Liability (UAL) equals the funding target minus the assets. The UAL is an absolute measure of funded status and can be viewed as employer debt. The funded ratio equals the assets divided by the funding target. The funded ratio is a relative measure of the funded status and allows for comparisons between plans of different sizes.

	June 30, 2022	June 30, 2023
1. Present Value of Benefits	\$1,956,502	\$2,357,918
2. Entry Age Accrued Liability	692,689	869,571
3. Market Value of Assets (MVA)	609,026	757,932
4. Unfunded Accrued Liability (UAL) [(2) – (3)]	\$83,663	\$111,639
5. Funded Ratio [(3) ÷ (2)]	87.9%	87.2%

A funded ratio of 100% (UAL of \$0) implies that the funding of the plan is on target and that future contributions equal to the normal cost of the active plan members will be sufficient to fully fund all retirement benefits if future experience matches the actuarial assumptions. A funded ratio of less than 100% (positive UAL) implies that in addition to normal costs, payments toward the UAL will be required. Plans with a funded ratio greater than 100% have a negative UAL (or surplus) but are required under current law to continue contributing the normal cost in most cases, preserving the surplus for future contingencies.

Calculations for the funding target reflect the expected long-term investment return of 6.8%. If it were known on the valuation date that future investment returns will average something greater/less than the expected return, calculated normal costs and accrued liabilities provided in this report would be less/greater than the results shown. Therefore, for example, if actual average future returns are less than the expected return, calculated normal costs and UAL contributions will not be sufficient to fully fund all retirement benefits. Under this scenario, required future normal cost contributions will need to increase from those provided in this report, and the plan will develop unfunded liabilities that will also add to required future contributions. For illustrative purposes, funded statuses based on a 1% lower and higher average future investment return (discount rate) are as follows:

	1% Lower Average Return	Current Assumption	1% Higher Average Return
Discount Rate	5.8%	6.8%	7.8%
1. Entry Age Accrued Liability	\$1,071,943	\$869,571	\$712,107
2. Market Value of Assets (MVA)	757,932	757,932	757,932
3. Unfunded Accrued Liability (UAL) [(1) – (2)]	\$314,011	\$111,639	(\$45,825)
4. Funded Ratio [(2) ÷ (1)]	70.7%	87.2%	106.4%

The [Risk Analysis](#) section of the report provides additional information regarding the sensitivity of valuation results to the expected investment return and other factors. Also provided in that section are measures of funded status that are appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities.

## Additional Employer Contributions

The minimum required employer contribution towards the Unfunded Accrued Liability (UAL) for this rate plan for FY 2025-26 is \$6,302. CalPERS allows agencies to make additional discretionary payments (ADPs) at any time. These optional payments serve to reduce the UAL and future required contributions and can result in significant long-term savings. Agencies can also use ADPs to stabilize annual contributions as a fixed dollar amount, percent of payroll or percent of revenue.

Provided below are select ADP options for consideration. Making such an ADP during FY 2025-26 does not require an ADP be made in any future year, nor does it change the remaining amortization period of any portion of unfunded liability. For information on permanent changes to amortization periods, see [Amortization Schedule and Alternatives](#). Agencies considering making an ADP should contact CalPERS for additional information.

### Fiscal Year 2025-26 Employer Contributions — Illustrative Scenarios

Funding Approach	Estimated Normal Cost	Minimum UAL Contribution	ADP <sup>1</sup>	Total UAL Contribution	Estimated Total Contribution
Minimum required only	\$103,624	\$6,302	0	\$6,302	\$109,926
20 year funding horizon	\$103,624	\$6,302	\$4,879	\$11,181	\$114,805
15 year funding horizon	\$103,624	\$6,302	\$6,742	\$13,044	\$116,668
10 year funding horizon	\$103,624	\$6,302	\$10,670	\$16,972	\$120,596
5 year funding horizon	\$103,624	\$6,302	\$22,885	\$29,187	\$132,811

The minimum required contribution above is less than interest on the UAL. With no ADP the UAL is projected to increase over the following year. If the minimum UAL payment were split between interest and principal, the principal portion would be negative. This situation is referred to as **negative amortization**. If only the minimum required contribution is made, contributions are not expected to exceed interest on the UAL until FY 2026-27, as shown in the [Amortization Schedule and Alternatives](#) section of the report (see columns labeled Current Amortization Schedule).

### Fiscal Year 2025-26 Employer Contribution Necessary to Avoid Negative Amortization

Estimated Normal Cost	Minimum UAL Contribution	ADP <sup>1</sup>	Total UAL Contribution	Estimated Total Contribution
\$103,624	\$6,302	\$1,879	\$8,181	\$111,805

<sup>1</sup> The ADP amounts are assumed to be made in the middle of the fiscal year. A payment made earlier or later in the fiscal year would have to be less or more than the amount shown to have the same effect on the UAL amortization.

The calculations above are based on the projected UAL as of June 30, 2025, as determined in the June 30, 2023, actuarial valuation. New unfunded liabilities can emerge in future years due to assumption or method changes, changes in plan provisions, and actuarial experience different than assumed. Making an ADP illustrated above for the indicated number of years will not result in a plan that is exactly 100% funded in the indicated number of years. Valuation results will vary from one year to the next and can diverge significantly from projections over a period of several years.

### Additional Discretionary Payment History

The following table provides a recent history of actual ADPs made to the plan.

Fiscal Year	ADP	Fiscal Year	ADP
2019-20	\$705	2022-23	\$2,647
2020-21	\$1,910	2023-24 <sup>2</sup>	\$0
2021-22	\$2,291		

<sup>2</sup> Excludes payments made after April 30, 2024

**Leucadia Wastewater District**  
**GASB 75 Note Disclosures and Required Supplementary Information**  
**for the Reporting Year Ended June 30, 2025**

**Changes in the Net OPEB Liability**

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) – (b)
<b>Balances at June 30, 2023</b>	<u>\$511,709</u>	<u>\$549,485</u>	<u>\$(37,776)</u>
<b>Changes for the year:</b>			
Service cost	25,115		25,115
Interest	31,553		31,553
Changes of benefit terms	0		0
Difference between expected and actual experience	0		0
Changes in assumptions or other inputs	0		0
Adjustment*		227	(227)
Contributions – employer		22,195	(22,195)
Net investment income		60,245	(60,245)
Benefit payments	(22,195)	(22,195)	0
Administrative expenses		(179)	179
<b>Net changes</b>	<u>34,473</u>	<u>60,293</u>	<u>(25,820)</u>
<b>Balances at June 30, 2024</b>	<u>\$546,182</u>	<u>\$609,778</u>	<u>\$(63,596)</u>

\* One-time adjustment equal to the difference between the unaudited and audited June 30, 2023 trust balance provided by CERBT.

**Sensitivity of the net OPEB liability to changes in the discount rate**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (5.00%)	Discount Rate (6.00%)	1% Increase (7.00%)
Net OPEB liability (asset)	\$20,892	\$(63,596)	\$(132,747)

**Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates**

The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (4.20% current, 3.00% ultimate, 3.00% Medicare)	Trend Rate (5.20% current, 4.00% ultimate, 4.00% Medicare)	1% Increase (6.20% current, 5.00% ultimate, 5.00% Medicare)
Net OPEB liability (asset)	\$ (148,689)	\$(63,596)	\$44,666



**MEMORANDUM**

**DATE:** May 8, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** LAFCO San Diego County Consolidated Redevelopment Oversight Board Call for Nominations

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**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Discuss and provide direction, as appropriate.

**DISCUSSION:**

LWD recently received a LAFCO notice for the call for nominations for the San Diego County Consolidated Redevelopment Oversight Board. LAFCO is calling for nominations among independent special districts to appoint an eligible representative to serve on the San Diego County Consolidated Redevelopment Oversight Board due to a recent resignation.

Nominations must be received by San Diego LAFCO no later than 5:00pm on Tuesday, June 24, 2025.

This item has been placed on the agenda for discussion and action by the Board of Directors. Staff has no recommendation on this matter.

Attachments

tb:PJB



# San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

## CALL FOR NOMINATIONS

April 25, 2025

**TO:** General Managers, Independent Special Districts

**FROM:** Erica Sellen, Commission Clerk

**SUBJECT:** Call for Nominations |  
Appointment to Consolidated Redevelopment Oversight Board

This communication serves as formal notice the San Diego Local Agency Formation Commission (LAFCO) is calling for nominations among independent special districts to appoint an eligible representative to serve on the San Diego County Consolidated Redevelopment Oversight Board. This nomination is ultimately tasked with appointing one regular district representative on the Oversight Board generated due to the recent resignation of Patrick Sanchez with Vista Irrigation District. The term is open-ended until a member resigns.

With the preceding in mind, San Diego LAFCO is now commencing with the **nomination period** to fill the position. To this end, and consistent with adopted policies, the presiding officers and/or their delegated alternates for all 57 independent special districts in San Diego County are encouraged to submit nominations using the attached form. A listing of all independent special districts allowed to participate in nominating an eligible candidate is provided in Attachment B.

In considering making potential nominations please note all of the following:

- As referenced all 57 independent special districts are eligible to make one nomination through their presiding officer or authorized delegate.
- Only board members from districts that receive redevelopment monies are eligible to be nominated to serve on the Oversight Board. This limits the pool of eligible nominees to the 17 independent special districts that are enrolled in the Redevelopment Property Tax Trust Fund (RPTTF). A listing of all enrolled independent special districts is provided in Attachment C.
- Nominations must be signed.

<b>Administration</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcounty.ca.gov www.sdlafco.org	Joel Anderson County of San Diego Jim Desmond County of San Diego Vacant, Alt. County of San Diego	Kristi Becker City of Solana Beach Dane White City of Escondido John McCann Alt. City of Chula Vista	Chair Stephen Whitburn City of San Diego Marni von Wilpert, Alt. City of San Diego	Vice Chair Barry Willis Alpine Fire Protection Jo MacKenzie Vista Irrigation David Drake, Alt. Rincon del Diablo	Vacant General Public Brigitte Browning, Alt. General Public
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Nominations must be received by San Diego LAFCO no later than by 5:00 p.m. on **Tuesday, June 24, 2025**. Nominations received after this date/time will be invalid.

Nominations may be submitted by mail, courier, or hand-delivered to the San Diego LAFCO office at 2550 Fifth Avenue, Suite 725, San Diego, California 92103. Additionally, and as an encouraged alternative, nominations may be submitted by e-mail and directed to Erica Sellen at [Erica.Sellen@sdcounty.ca.gov](mailto:Erica.Sellen@sdcounty.ca.gov) noting in the subject: **Redevelopment Oversight Board Nomination**. Nominations received by e-mail will be confirmed by LAFCO and taken as consent to transmit subsequent communications – including ballots – by e-mail unless otherwise specified.

Should you have any questions or related follow up, please do not hesitate to contact me directly via e-mail at [Erica.Sellen@sdcounty.ca.gov](mailto:Erica.Sellen@sdcounty.ca.gov) or telephone at (619) 321-3380.

Respectfully,



Erica Sellen  
Commission Clerk

Attachments:

- A) List of the 57 Independent Districts Eligible to Make a Nomination
- B) List of the 17 Independent Special District Enrolled in RPTTF Whose Board Members are Eligible for Nominations
- C) Nomination Form

cc: Oversight Board Successor Agency  
Rebecca Green, County of San Diego  
SDAC Members

## Attachment A

### Independent Special Districts in San Diego County

- Eligible to Make a Nomination for Appointment to Oversight Board -

Alpine Fire Protection District	Pauma Municipal Water District
Bonita-Sunnyside Fire Protection	Pauma Valley Community Services District
Borrego Water District	Pomerado Cemetery District
Canebrake County Water District	Questhaven Municipal Water District
Cuyamaca Water District	Rainbow Municipal Water District
Deer Springs Fire Protection	Ramona Cemetery District
Descanso Community Services District	Ramona Municipal Water District
Fairbanks Ranch Community Services District	Rancho Santa Fe Community Services District
Fallbrook Regional Health District	Rancho Santa Fe Fire Protection
Fallbrook Public Utility District	Resource Conservation District of San Diego County
Grossmont Healthcare District	Rincon Del Diablo Municipal Water District
Helix Water District	Rincon Ranch Community Services District
Jacumba Community Services District	San Diego Unified Port District
Julian Community Services District	San Luis Rey Municipal Water District
Lake Cuyamaca Recreation & Park	San Miguel Fire Protection District
Lakeside Fire Protection District	Santa Fe Irrigation District
Lakeside Water District	South Bay Irrigation District
Leucadia Wastewater District	Tri City Hospital District
Lower Sweetwater Fire Protection	Upper San Luis Rey Resource Conservation District
Majestic Pines Community Services District	Vallecitos Water District
Mission Resource Conservation	Valley Center Cemetery District
Mootamai Municipal Water District	Valley Center Fire Protection
Morro Hills Community Services District	Valley Center Municipal Water District
North County Cemetery District	Vista Fire Protection District
North County Fire Protection	Vista Irrigation District
Olivenhain Municipal Water District	Whispering Palms Community Services District
Otay Water District	Wynola Water District
Padre Dam Municipal Water District	Yuima Municipal Water District
Palomar Health District	

## **Attachment B**

### **Independent Special Districts in San Diego County | Enrolled in Redevelopment Property Tax Trust Fund (RPTTF)**

- Elected or Appointed Board Members are Eligible for Nomination to Oversight Board -

Grossmont Healthcare District  
Lakeside Fire Protection District  
Lakeside Water District  
Leucadia Wastewater District  
North County Cemetery District  
Olivenhain Municipal Water District  
Otay Water District  
Padre Dam Municipal Water District  
Palomar Health District  
Pomerado Cemetery District  
Resource Conservation District of Greater San Diego County  
Rincon del Diablo Municipal Water District  
San Miguel Fire Protection District  
Santa Fe Irrigation District  
Tri-City Healthcare District  
Vallecitos Water District  
Vista Irrigation District

## Attachment C

### NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE TO THE REDEVELOPMENT OVERSIGHT BOARD

The \_\_\_\_\_ is  
(Name of Independent Special District)

pleased to nominate \_\_\_\_\_ as a candidate for  
(Name of Candidate)

appointment as the SPECIAL DISTRICT REPRESENTATIVE.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district with territory within the boundary of the particular RDA Oversight Board to which the individual seeks appointment.

\_\_\_\_\_  
(Signature)

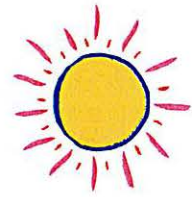
\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

#### PLEASE ATTACH RESUME OR CANDIDATE STATEMENT FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form



# **2025 Annual Employee Luncheon**

**THURSDAY, JULY 10**

**Time: 12noon**

**Location: District Office**

Food Provided by:

**Flying Pig Pub & Kitchen**



- Tri Tip
- Pulled Pork
- Coleslaw
- Mac n' Cheese
- Hawaiian Rolls

**Please RSVP to**

**Tianne by**

**June 30, 2025**

# Directors' Meetings

Presented by Directors Saldana and Sullivan

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## Conference

2025 CWEA Annual Conference

## Dates and Location

April 22 – 25, 2025

Palm Springs, CA

## List of Attendees

President Saldana

Director Sullivan

The above mentioned Board member attended various sessions regarding wastewater and recycled water issues.