



## **BOARD OF DIRECTORS**

### **REGULAR MEETING**

#### **AND**

**A PUBLIC HEARING TO CONSIDER INCREASING THE AMOUNT THAT MAY BE PAID TO DIRECTORS AND OFFICERS OF THE DISTRICT FOR SERVICE TO THE DISTRICT**

#### **AND**

**A PUBLIC HEARING TO CONSIDER APPROVING A REIMBURSEMENT AGREEMENT FOR SEWER BETWEEN LEUCADIA WASTEWATER DISTRICT AND SCOTT AND KATHLEEN**

**ALDERN**

**DATE:** Wednesday, July 9, 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**  
None.

## CONSENT CALENDAR

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

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

Minutes of the following meetings:

June 11, 2025 Regular Board Meeting (Pages 6-12)

July 1, 2025 Engineering Committee Meeting (Pages 13-15)

### **8. Approval of Demands for June/July 2025**

This item provides for Board of Directors approval of all demands paid from LWD during the month of June and a portion of July 2025. (Pages 16-25)

### **9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY24 to FY25, flows by sub-basin, and staff training. (Pages 26-32)

### **10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY25 budget and discloses monthly investments. (Pages 33-40)

### **11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of June 2025. (Pages 41-42)

## EWA REPORTS

### **12. Encina Wastewater Authority Reports**

A regular EWA Board Meeting was held on June 25, 2025. (Page 43-44)

## COMMITTEE REPORTS

### **13. Committee Reports**

Engineering Committee meeting was held July 1, 2025. (Pages 45)

## PUBLIC HEARING

**14.** A proposal to adopt an ordinance increasing the amount that may be paid to Directors and Officers of the Leucadia Wastewater District for service to the District. (Page 46)

**15.** A proposal to adopt an ordinance approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer). (Page 47)

## **ACTION ITEMS**

**16. Board of Directors Compensation Adjustment**

A proposal to adopt an ordinance increasing the amount that may be paid to Directors and Officers of the Leucadia Wastewater District for service to the District. (Pages 48-50)

**17. Adopt Ordinance 149 - Approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer)**  
(Pages 51-59)

**18. Dexter Wilson Engineering, Incorporated Contract Extension for District Engineer Services**

Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000. (Pages 60-62)

**19. 2025 Update of the District's Sewer System Management Plan (SSMP)**

Adopt the 2025 Update of the District's SSMP completed by Dexter Wilson Engineering, Incorporated. (Pages 63-66)

**20. Receive and file the Fiscal Year 2025 (FY25) Tactics and Action Plan Report**  
(Pages 67-72)

**21. Adopt the Fiscal Year 2026 (FY26) Tactics and Action Plan Report** (Pages 73-77)

**22. CSDA Board of Directors 2025 Election – Seat B** (Pages 78-87)

**23. CASA Election of Officers Fiscal Year 2025/2026 and Approval of Dues Resolution for Calendar Year 2026.** (Pages 88-93)

## **INFORMATION ITEMS**

**24. Directors' Meetings and Conference Reports**

The Council of Water Utilities (COWU) Meeting was held June 17, 2025 at The Butcher Shop in San Diego, CA. (Page 94)

**25. General Manager's Report**

**26. General Counsel's Report**

**27. Board of Directors' Comments**

**28. Closed Session**

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

**29. 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: July 3, 2025

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



### Board of Directors' Code of Conduct

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

### Role of Staff

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

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
June 11, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 11, 2025 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

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

**2. Roll Call**

DIRECTORS PRESENT:

Saldana, Brown, Pacilio, Sullivan, and Roesink

DIRECTORS ABSENT:

OTHERS PRESENT:

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

**3. Pledge of Allegiance**

Director Roesink led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

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

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

**6. Presentations and Awards**

None.

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

Minutes of the following meetings:

May 14, 2025 Regular Board Meeting

June 2, 2025 Engineering Committee Meeting

**8. Approval of Demands for May/June 2025**

Payroll Checks numbered 250514-1 – 250601-1; General Checking Checks numbered 26987 - 27074

**9. Operations Report** (A copy was included in the original June 11, 2025 Agenda)

**10. Finance Report** (A copy was included in the original June 11, 2025 Agenda)

**11. Disclosure of Reimbursements**

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

**12. Establishing an Appropriations Limit of the LWD for Fiscal Year 2026 (FY26)**

Adopt Resolution No. 2430 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2026 (July 1, 2025 to June 30, 2026) Pursuant to Article XIII (B) of the California Constitution.

Director Roesink stated he would abstain from voting on approving the Consent Calendar since he missed the May Board meeting.

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

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

**EWA and COMMITTEE REPORTS**

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

A. A regular EWA Board Meeting was held on May 21, 2025.

President Saldana reported on EWA's Board meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on June 3, 2025.

GM Bushee reported on EWA's MAM meeting.

Vice President Brown asked questions regarding EWA's Watereuse Project. President Saldana and GM Bushee answered his questions.

**14. Committee Reports**

Engineering Committee Meeting was held on June 2, 2025.

Director Pacilio reported that the EC reviewed the following:

- Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the Diana Pump Station



Upgrade Project in an amount not to exceed \$1,317,432 as the lowest responsive and responsible bidder.

- Waive a bid irregularity related to experience requirements.

The EC concurred to forward these items for the Board's consideration and they will be discussed later in the agenda.

The EC also received an update on the Rancho Verde Pump Station Rehabilitation Project. This item was for informational purposes only. No action was taken.

## **PUBLIC HEARING**

### **15. A Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2026 (FY26) on the San Diego County Tax Roll.**

President Saldana opened the public hearing for comments. No public comments were provided. President Saldana closed the public hearing.

## **ACTION ITEMS**

### **16. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2026 (FY26)**

Adopt Resolution No. 2432 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2025 – June 30, 2026.

ADS Hill presented the item and provided background information noting that Leucadia Wastewater District's wastewater service charge has been collected on the San Diego County Tax Roll for over 40 years.

Upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted Resolution No. 2432 – Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2025 – June 30, 2026 by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Saldana</b>	Yes
<b>Vice President Brown</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Roesink</b>	Yes

### **17. Board of Directors Compensation Adjustment**

DFA Green provided background information noting that this item has been continued from the April and May Board meetings at the Board's request.

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

Director Sullivan provided several reasons of why she is in favor of a per diem increase.

Director Pacilio stated he does not support an increase. He stated that the District currently pays above the mean and medium based on the local agencies per diem survey.

Vice President Brown stated that he is ok with the current per diem but would also consider a modest increase from \$200 to \$205 per day.

Director Roesink stated that he sees both sides but he is concerned about the perception of an increase in the per diem related to the District's recent sewer rate increases. He stated that the Board is well compensated.

President Saldana stated that he is concerned about the perception of a per diem increase. He noted that other local agencies located near the District have the same per diem or lower.

Vice President Brown motioned that the Board direct staff to schedule a public hearing for a \$5 increase in the Board's stipend from \$200 to \$205 per meeting. The motion was seconded by Director Sullivan.

Following discussion, President Saldana called for a vote that the Board direct staff to prepare and notice for a public hearing for a \$5 increase in the Board's stipend. The Board members voted as follows:

Director	Vote
President Saldana	No
Vice President Brown	Yes
Director Pacilio	No
Director Sullivan	Yes
Director Roesink	Yes

#### **18. Diana Pump Station Upgrade Project**

A. Authorize the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the Diana Pump Station Upgrade Project in an amount not to exceed \$1,317,432.

B. Waive a bid irregularity related to the experience requirements.

CPM Riffel presented the recommendations and provided a brief background of the project noting this item is a FY25 tactical goal.

CPM Riffel said that in June 2024, the Board authorized final design services with Water Works and the estimated construction cost was \$1.4M. CPM Riffel reported that the District received three bids by the deadline and Palm Engineering Construction Company, Inc. (Palm Construction) was the lowest bidder at \$83k below the engineer's estimate.



CPM Riffel stated that during Water Work's evaluation of Palm Construction's bid documents, Water Works determined Palm Construction was responsive to all project qualification requirements except for experience. He continued that the District and Water Works still believe Palm Construction has the necessary experience to complete the project because the project is not a typical pump station project and focuses on excavation work, site improvements, and electrical upgrades. Palm Construction has experience in excavation work and site improvements and has a qualified subcontractor to complete the electrical portion of the work. Overall, staff recommends to waive the bid irregularity and award the bid to Palm Construction.

Director Sullivan thanked CPM Riffel for his presentation.

Vice President Brown inquired about the construction schedule and the bid amounts from the other contractors. CPM Riffel answered his questions.

President Saldana asked if there are any legal concerns regarding waiving the bid irregularity. GC Brechtel answered that he felt very comfortable waiving the bid irregularity and that there is legal precedence for this and it is also allowed by contract and by code.

Following discussion, upon a motion duly made by Director Roesink, seconded by Director Pacilio, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Palm Engineering Construction Company, Inc. for the construction of the Diana Pump Station Upgrade Project in an amount not to exceed \$1,317,432 and waived a bid irregularity related to experience requirements by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Saldana</b>	Yes
<b>Vice President Brown</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Roesink</b>	Yes

#### **19. Approve the Fiscal Year 2026 (FY26) Budget**

DFA Green presented the item and provided background information. He stated that there were three changes to the preliminary budget since the May 5<sup>th</sup> Board Budget Workshop. He noted that based on the Board's recommendations the lateral grant program budget was reduced from \$100K to \$70K and the Diana Pump Station Project budget was reduced by \$70K based on the received project bids. DFA Green also noted the FY25 capital revenue expected from the City of Encinitas was too low so that has been increased.

Upon a motion duly made by Director Sullivan, seconded by Director Pacilio, and unanimously carried, the Board of Directors adopted the FY26 Budget by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Saldana</b>	Yes
<b>Vice President Brown</b>	Yes
<b>Director Pacilio</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Roesink</b>	Yes



## 20. Unrepresented Employees Salary and Benefits Resolution

Adopt Resolution No. 2431 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2025 to June 30, 2026.

ADS Hill presented the recommendation and provided background information on the item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 5<sup>th</sup> Special Board Meeting and has been reviewed by GC Brechtel.

Following discussion, upon a motion duly made by Vice President Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2431 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2025 to June 30, 2026 by the following vote:

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

## INFORMATION ITEMS

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

- A. The 2025 Annual Employee Luncheon is scheduled for July 10, 2025 at 12 noon at the District office.

EA Baity announced the date and time of the 2025 Annual Employee Luncheon.

- B. The 2025 CSDA Annual Conference will be held August 25 - 28, 2025 in Monterey, CA.

EA Baity announced the date and time of the 2025 CSDA Annual Conference.

### 22. Directors' Meetings and Conference Reports

- A. The CSDA Local Section Quarterly Dinner was held May 15, 2025 at The Butcher Shop Steakhouse in Kearny Mesa, CA.

Director Sullivan stated it was a good but small meeting due to a concurrent water conference.

- B. The 2025 CSDA Legislative Days Conference was held May 20 - 21, 2025 in Sacramento, CA.

Director Sullivan stated it was a good conference with a lot of speakers and the State Legislature representatives were warm and welcoming.

### 23. General Manager's Report

GM Bushee reported on the following:

- The Clean Energy Alliance is looking for a meeting space for their Committee and Board meetings and they met with GM Bushee and DFA Green to evaluate the District as a potential meeting space; and

- LAFCO is expected to submit a draft of the District's Municipal Service Review (MSR) in late July.

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

GC Brechtel reported on the following:

- Update on Proposed Senate Bill 707 – Open meetings: meeting and teleconference requirements.

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

Director Pacilio thanked DFA Green for meeting with him and providing an overview of the CalPERS unfunded liability pension issues. He stated it was an hour well spent.

#### **26. Closed Session**

Conference with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Sec. 54956.9(d)(2)

There was no reportable action.

#### **26. Adjournment**

President Saldana adjourned the meeting at approximately 6:21 p.m.

---

Rolando Saldana, President

---

Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 July 1, 2025

---

A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Tuesday, July 1, 2025 at 12:30 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Pacilio called the meeting to order at 12:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Pacilio, Brown (via Zoom)

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos; Capital Project Manager Ian Riffel; Kathleen Noel from Dexter Wilson Engineering, Inc.; and Steven Henderson from Dexter Wilson Engineering, Inc.

**3. Public Comment**

None.

**4. A Proposal to Adopt an Ordinance Approving a Reimbursement Agreement Between the Leucadia Wastewater District and Scott and Kathleen Aldern**

Adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern.

CPM Riffel presented this item to the EC. He stated that Ordinance No. 149 establishes a Reimbursement Agreement (Agreement) between the District and Scott and Kathleen Aldern (Developer). He continued that the Agreement was developed by the District Engineer and has been reviewed by District staff, including District Counsel, and now requires Board approval to take effect.

CPM Riffel described the project. He stated that the public sewer line extension was completed in November 2024 and that the Aldern's have requested a reimbursement agreement. The agreement would provide for a prorated cost reimbursement applicable to three nearby properties should they choose connect to the public sewer system. The Agreement is for a 10-year term and that the District would administer the agreement and would charge an administrative fee of five percent (5%).

Chairperson Pacilio asked for confirmation that the approval of the reimbursement agreement will require adjacent property owners to reimburse the Aldern's upon connection. Staff confirmed. He then asked what happens after the ten-year term expires. CPM Riffel replied that reimbursements would no longer be required after the term expires. However, during the final year of the agreement, the Aldern's could request a ten-year extension subject to Board approval. GM Bushee noted that the District has no legal obligation to provide the agreement but does so as a courtesy due to the high cost of extending the public sewer. Director Brown asked if interest is applied to the Reimbursement Fee. CPM Riffel answered there is a 3% yearly interest. Director Brown asked how many active reimbursements the District currently has. CPM Riffel replied that, if this agreement is approved, there will be three active agreements. Following discussion, the EC concurred with staff to forward the recommendation to the Board.



## **5. Dexter Wilson Engineering, Inc. Contract Extension for District Engineer Services**

Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Inc. Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000.

CPM Riffel presented this item noting that DWEI's three-year contract approved in 2022 expired on June 30<sup>th</sup> and that the contract has an option for a two-year extension.

CPM Riffel continued that DWEI has performed very well and provides engineering support for the District's operations, capital, and development programs. DWEI's has maintained the same billing rates for the last three years. This option includes an approximate 13% billing rate adjustment that will remain fixed for the two-year term. The overall cost for the extension is not to exceed \$120k per year for a two-year total of \$240k.

The EC asked several questions related to the term and pricing of the agreement and both staff and DWEI provided clarification and responses. Following discussion, the EC concurred with staff to forward the recommendation to the Board.

## **6. 2025 Update of the District's Sewer System Management Plan (SSMP)**

Adopt the 2025 Update of the District's SSMP completed by Dexter Wilson Engineering, Inc.

FSS Gonzalez introduced this item, noting that the District's SSMP stems from the Statewide Waste Discharge Requirements (Statewide WDR) enacted in 2006. He added that the District's most recent SSMP Update was adopted in July 2019 and that Statewide WDR requires an update every six years. FSS Gonzales stated that the District retained DWEI to perform the 2025 SSMP Update.

Steven Henderson from DWEI presented an overview of the SSMP Update. He reviewed the regulatory requirements and the past audits on the SSMP. Mr. Henderson stated that revisions to the SSMP were relatively minor and included the following:

- Incorporating updates from the District's Asset Management Plan (updated in April 2023) and Standard Specifications (updated in April 2025).
- Updating the District's spill history and spill trends.
- Updating contact list, standard operating procedures, and preventative maintenance activities.

The EC asked several questions relating to the District's operating activities. Staff and DWEI provided detailed responses. Following discussion, the EC concurred with staff to forward the recommendation to the Board.

## **7. Information Items**

None.

## **8. Directors' Comments**

None.

## **9. General Manager's Comments**

None.

#### **10. Adjournment**

Chairperson Pacilio adjourned the meeting at approximately 1:25 p.m.

---

Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
July 9, 2025

**Disbursement Period**                      June 6, 2025 through July 3, 2025

<b>PAYROLL PAYMENTS</b>	\$        120,547.19
-------------------------	----------------------

<b>PAYROLL EXPENSE REIMBURSEMENTS</b>	\$                307.00
---------------------------------------	--------------------------

**GENERAL CHECKS**

Operating	\$        284,915.62
-----------	----------------------

Capital	\$        535,427.02
---------	----------------------

<b>TOTAL GENERAL CHECKS</b>	<u>\$        820,342.64</u>
-----------------------------	-----------------------------

**VOIDED CHECK**

26474	\$            (502.31)
-------	------------------------

26826	\$            (150.61)
-------	------------------------

**ELECTRONIC PAYMENTS**

Operating	\$        132,041.70
-----------	----------------------

Capital	\$        552,498.00
---------	----------------------

<b>TOTAL ELECTRONIC PAYMENTS</b>	<u>\$        684,539.70</u>
----------------------------------	-----------------------------

<b>TOTAL DEMANDS</b>	<b>\$        1,625,585.92</b>
----------------------	-------------------------------



**LEUCADIA WASTEWATER DISTRICT**  
**EMPLOYEE/BOARD PAYROLL CHECKS**  
July 9, 2025

**Disbursement Period**                      June 6, 2025 through July 3, 2025

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>		<u>Amount</u>	
Biweekly Payroll	6/11/2025	250611-1	250611-20	\$	59,749.95
Biweekly Payroll	6/25/2025	250625-1	250625-20	\$	59,426.84
Board Payroll	7/1/2025	250701-1	250701-5	\$	1,370.40

<b>TOTAL PAYROLL CHECKS</b>	<b>\$</b>	<b>120,547.19</b>
-----------------------------	-----------	-------------------

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27075	6/12/2025	AIRGAS USA LLC	3,081.50	Liquid Oxygen Contract 06/02/25
	6/12/2025	AIRGAS USA LLC	800.00	Liquid Oxygen Contract Monthly Tank Rental June 25
27076	6/12/2025	ALI MURRAY	2,125.00	Lateral Reimbursement: 7241 Carpa Court, Carlsbad CA 92009
27077	6/12/2025	AT&T	218.58	Phone Service-BPS 05/10/25-06/09/25
27078	6/12/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site June 2025
	6/12/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail June 2025
27079	6/12/2025	CITY OF CARLSBAD	306.26	Water for Vactor 1
	6/12/2025	CITY OF CARLSBAD	306.26	Water for Vactor 2
27080	6/12/2025	CORODATA RECORDS MANAGEMENT ...	114.08	File Archive/Records Storage Services May 2025
27081	6/12/2025	CRANWORKS SOUTHWEST, INC	1,064.02	Additional Crane repairs
27082	6/12/2025	HAAKER EQUIPMENT CO	1,518.95	1 1/4 Swivel, Male to Male adapter
27083	6/12/2025	HACH COMPANY	5,188.09	Portable Turbidimeter Kit
27084	6/12/2025	MAVTECK	9,000.00	Construction Management for Rancho Verde Pump Station Rehab
27085	6/12/2025	MINUTEMAN PRESS	77.31	400 6-up labels
27086	6/12/2025	MISSION SQUARE	8,260.71	Deferred Comp for PPE 06/11/25
27087	6/12/2025	PACIFIC PIPELINE SUPPLY	280.50	Cast Iron Valve Box, Lid, Tape
27088	6/12/2025	PRUDENTIAL OVERALL SUPPLY	170.18	Weekly Uniform/Laundry Service 06/10/25
27089	6/12/2025	RANCHO SANTA FE SECURITY SYSTEMS	190.00	Added wireless door sensor to custodian door
	6/12/2025	RANCHO SANTA FE SECURITY SYSTEMS	125.00	Security on site services
	6/12/2025	RANCHO SANTA FE SECURITY SYSTEMS	285.00	Security Services Quarterly Billing 05/01/25-07/31/25
27090	6/12/2025	SAN DIEGUITO WATER DISTRICT	30.64	Water @ Tanker 1
	6/12/2025	SAN DIEGUITO WATER DISTRICT	15.32	Water @ Tanker 2
27091	6/12/2025	TERMINIX PROCESSING CENTER	102.00	Pest Control 05/05/25
27092	6/19/2025	Atlas Technical Consultants LLC	1,922.00	Geotechnical Engineering for San Marcos Creek
27093	6/19/2025	BURTECH PIPELINE INC DBA BURTEC...	307.08	Repairs to Sink in Kitchen in lunch room
27094	6/19/2025	PETTY CASH	298.26	Petty Cash 05/05/25-06/11/25
27095	6/19/2025	DB PIPELINE INC	10,800.00	8 INCH UV SECTIONAL LINER REPAIR Phoebe Street Sewer Main
27096	6/19/2025	DEXTER WILSON ENGINEERING	128.00	Development Services-1152-Piraeus Point-Piraeus Plato
	6/19/2025	DEXTER WILSON ENGINEERING	64.00	Development Services-1218-2500 La Costa Avenue Lot Split
	6/19/2025	DEXTER WILSON ENGINEERING	64.00	Development Services-1219-2081 Sheridan Road Grading Plan
	6/19/2025	DEXTER WILSON ENGINEERING	64.00	Development Services-1221-188 Phoebe Street Grading Plan
	6/19/2025	DEXTER WILSON ENGINEERING	320.00	Development Services-1222-Filanc-OMED Groundwater Discharge
27097	6/19/2025	FEDERAL EXPRESS CORPORATION	37.92	Shipping 05/28/25
27098	6/19/2025	GLASS MASTER	110.00	Glass Repair Vehicle #178
27099	6/19/2025	HACH COMPANY	78.98	Nut for online vial

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27100	6/19/2025	HUMANA DENTAL INS.	4,732.55	Dental Insurance-July 2025
27101	6/19/2025	LEE'S LOCK & SAFE	9.70	Auto Single Cut Keys
27102	6/19/2025	L&L PRINTERS	7,587.56	LWD Spring Newsletter Printing & Mailing
27103	6/19/2025	MIGUEL A GURROLA dba DRAINS FOR...	3,500.00	Removed and Installed new 80 Gallon Water Heater(Warranty)
27104	6/19/2025	nfpACCOUNTING TECHNOLOGIES	2,995.00	MIP Annual Premier Support 07/1/25-06/30/26
27105	6/19/2025	OLIVENHAIN MUNICIPAL WATER DIST	107.46	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 5/20/25
27106	6/19/2025	PRUDENTIAL OVERALL SUPPLY	253.41	Orange Nitrile Gloves
	6/19/2025	PRUDENTIAL OVERALL SUPPLY	180.82	Weekly Uniform/Laundry Service 06/17/25
27107	6/19/2025	READY LINE FLEET SERVICE INC	215.00	Vehicle # 161 Smog Check
27108	6/19/2025	SCW CONTRACTING CORP	155,667.00	Check Run 06/19/25
27109	6/19/2025	SAN DIEGO GAS & ELECTRIC	4,178.24	Electric @ Admin
	6/19/2025	SAN DIEGO GAS & ELECTRIC	1,126.31	Electric @ La Costa PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	12,649.07	Electric @ LPS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	151.94	Electric @ RV PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	765.82	Electric @ Saxony PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	373.36	Electric @ VP5 PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	235.70	Electric @ VP7 PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	1,054.54	Electric/Gas @ E Estates PS
	6/19/2025	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
27110	6/19/2025	TERMINIX PROCESSING CENTER	82.12	Pest Control 06/03/25
27111	6/19/2025	U.S. BANK	9,754.88	Cal Card Purchase on Statement Dated 05/22/25
27112	6/26/2025	1465 NEPTUNE AVE LLC	136.83	Refund for Developer Deposit- 1465 Neptune Ave New SFD
27113	6/26/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering and Data Analysis 06/1/25-06/30/25
	6/26/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,340.00	Meter Maintenance and Data Delivery 06/1/25-06/30/25
27114	6/26/2025	ANNE PAULSEN & MARK PAULSEN	6,320.00	Refund for Developer Deposit- Island Area Revisions
27115	6/26/2025	ARCHITECTURAL ZONING	250.00	Refund for Developer Deposit- SusieCakes 1935 Calle Barcelon
27116	6/26/2025	AT&T	219.93	Phone Service Elevator - 05/25/25-06/24/25
27117	6/26/2025	Atwood Daniel Cool	2,925.00	Lateral Reimbursement 1721 Wilstone Ave, Encinitas CA
27118	6/26/2025	BANZAI BOWLS	431.94	Refund for Developer Deposit- Banzai Bowls-106 Leucadia Blvd
27119	6/26/2025	BASE 9 CONSULTING INC	1,100.00	Reconnect PC & Validate Software
27120	6/26/2025	BOOT WORLD, INC	300.00	FST Safety Boot - Boot World - J Montoya
27121	6/26/2025	AWSS INC	2,321.56	Vehicle Fuel 04/17/25-04/30/25
	6/26/2025	AWSS INC	2,256.95	Vehicle Fuel 05/01/25-05/16/25
	6/26/2025	AWSS INC	1,770.17	Vehicle Fuel 05/19/25-05/30/25
	6/26/2025	AWSS INC	2,446.69	Vehicle Fuel 06/02/25-06/13/25
27122	6/26/2025	CHAMPION PERMITS INC	201.02	Refund for Developer Deposit- The Cottage Restaurant



**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27123	6/26/2025	CHARLES KRAFT	267.87	Refund for Developer Deposit- 1175 Saxony Rd ADU Priv PS
27124	6/26/2025	CHICK N HAWK LLC	182.87	Refund for Developer Deposit- Chick N Hawk-145 Leucadia Blvd
27125	6/26/2025	CITY OF CARLSBAD	260.62	Refund for Developer Deposit- Carlsbad City Segovia Way Pave
27126	6/26/2025	CITY OF ENCINITAS	827.78	Refund for Developer Deposit- Leucadia Blvd&Hygeia Ave Round
	6/26/2025	CITY OF ENCINITAS	104.15	Refund for Developer Deposit- Vulcan Ave Neighbrhd Drain Imp
27127	6/26/2025	COASTAL LIVING, LLC	2,312.29	Refund for Developer Deposit-Vista La Costa
27128	6/26/2025	COLLICUTT ENERGY SERVICES INC	746.88	Troubleshoot Alternator End
27129	6/26/2025	COLONIAL LIFE INS	176.20	Accident/Critical Illness Insurance 06/11/25 & 06/25/25
27130	6/26/2025	CORONA FUELING & ELECTRIC INC	109.76	Refund for Developer Deposit- Carlsbad Fuel 7602 El Camino R
27131	6/26/2025	ALEXANDER CORONDONI, DDS	166.73	Refund for Developer Deposit- 1061 Saxony Road
27132	6/26/2025	DETECTION INSTRUMENTS CORP	146.98	Calibration
27133	6/26/2025	DEXTER WILSON ENGINEERING	192.00	Development Services-1114 1143 Eolus Ave Pub Sewer Improve
27134	6/26/2025	DIANE WONG & MICHAEL S CLARK	493.68	Refund for Developer Deposit- 831 Neptune Ave
27135	6/26/2025	DUKE'S ROOT CONTROL INC	25,000.00	Smoke Testing
27136	6/26/2025	DUMPLING PARTY INC	300.32	Refund for Developer Deposit- Dumpling Bar-119 N El Camino R
27137	6/26/2025	DUNGAN DESIGN GROUP LLC	170.65	Refund for Developer Deposit- Chipotle 242 N El Camino Real
27138	6/26/2025	DZN PARTNERS	264.92	Refund for Developer Deposit- 1011 Neptune Ave ADU
27139	6/26/2025	ENCINITAS BEACH LAND VENTURE, LLC	1,845.68	Refund for Developer Deposit- Encinitas Beach Hotel
27140	6/26/2025	ERNIE'S RESTAURANT GROUP	284.80	Refund for Developer Deposit- Ernies Restaurant Group-114 N
27141	6/26/2025	EVOQUA WATER TECHNOLOGIES, LLC	39,490.38	Full Carbon Change Out Bat PS
27142	6/26/2025	FIDELITY SECURITY LIFE INSURANCE...	420.36	Vision Insurance June 2025
	6/26/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance June 2025-COBRA A Hill
27143	6/26/2025	FEDERAL EXPRESS CORPORATION	38.57	Shipping 06/11/25
27144	6/26/2025	FOX RESTAURANT CONCEPTS	20.60	Refund for Developer Deposit- The Henry 1935 Calle Barcelona
27145	6/26/2025	GLASSMAN PLANNING ASSOC. INC	246.33	Refund for Developer Deposit- Starbucks-1560 Leucadia Blvd
	6/26/2025	GLASSMAN PLANNING ASSOC. INC	121.37	Refund for Developer Deposit- Total Wine & More
27146	6/26/2025	GOOD TIMES CONSULTING LLC	472.37	Refund for Developer Deposit- Wise Ox
27147	6/26/2025	GRAINGER, INC	17.72	Hitch Pin
	6/26/2025	GRAINGER, INC	132.89	Pintle Hook Mount & Pintle Hook Steel
	6/26/2025	GRAINGER, INC	502.31	Piston Air Comp/Vacuum Pump
27148	6/26/2025	G S DEVELOPMENT CORP	437.30	Refund for Developer Deposit- 2651 Acuna Court

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27149	6/26/2025	HAAKER EQUIPMENT CO	1,939.50	HIGBEE C/B NOZZLE ASSY 7X78 Vactor Parts
	6/26/2025	HAAKER EQUIPMENT CO	237.06	Service on Vactor #170
	6/26/2025	HAAKER EQUIPMENT CO	437.42	Vactor Parts
27150	6/26/2025	HANNAGRAHAM INVESTORS, LLC	11,774.90	Refund for Developer Deposit- El Camino Real Building
27151	6/26/2025	HILLTOP MHP LP	54.98	Refund for Developer Deposit- 155 W Jason Street
27152	6/26/2025	JENNIFER CABALLERO	1,081.37	Refund for Developer Deposit- 710 Wood Drive
27153	6/26/2025	KELLY SCHIRBER	382.44	Refund for Developer Deposit- Schirber Annexation 858 Hymett
27154	6/26/2025	KIMBERLY S SHIELDS	690.82	Refund for Developer Deposit- 1688 Burgundy Road ADU
27155	6/26/2025	KW BUILDING AND DEVELOPMENT	189.90	Refund for Developer Deposit- 2700 Argonauta St
27156	6/26/2025	LANSHIRE HOUSING PARTNERS	334.55	Refund for Developer Deposit- Casada Verde
27157	6/26/2025	LISA & STAN PAVLOVSKY	27.27	Refund for Developer Deposit- 1445-1447 Neptune Ave Grading
27158	6/26/2025	MARY ANN DEPUY	197.94	Refund for Developer Deposit- 316 Avenida De Las Rosas ADU
27159	6/26/2025	McCONNELL'S FINE ICE CREAMS	479.34	Refund for Developer Deposit- McConnells Fine Ice Cream
27160	6/26/2025	MILAN M DJOKICH	148.97	Refund for Developer Deposit- 392 E Glaucus St Encroach Perm
27161	6/26/2025	MILTON GEE & LENNIE GEE	836.85	Refund for Developer Deposit- 1750 Gascony Road ADU PPS
27162	6/26/2025	MISSION SQUARE	8,267.22	Deferred Comp for PPE 06/25/25
27163	6/26/2025	MUTUAL OF OMAHA	1,441.55	Disability Insurance - July 2025
27164	6/26/2025	NAPA AUTO	43.06	Blue Def 2.5 Gal
27165	6/26/2025	OLIN CORP / PIONEER AMERICAS	8,543.04	Sodium Hypochlorite 3500 gal
27166	6/26/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ VP5 PS
27167	6/26/2025	OMNI LA COSTA RESORT	235.70	Refund for Developer Deposit- Omni La Costa Resort & Spa
27168	6/26/2025	PACIFIC PIPELINE SUPPLY	11.80	Freight on Part Original Invoice S100472937.001
27169	6/26/2025	PRUDENTIAL OVERALL SUPPLY	177.98	Weekly Uniform/Laundry Service 06/24/25
27170	6/26/2025	Quench USA Inc	136.85	Office water tanks/filtered drinking water 06/19-07/18/25
27171	6/26/2025	READY LINE FLEET SERVICE INC	183.50	90 Day BIT Inspection Vehicle #161
	6/26/2025	READY LINE FLEET SERVICE INC	183.50	90 Day BIT Inspection Vehicle #170
	6/26/2025	READY LINE FLEET SERVICE INC	163.50	90 Day BIT Inspection Vehicle #172
27172	6/26/2025	ROLANDO BRAWER & KARINA F MILLER	454.38	Refund for Developer Deposit- 1825 Wilstone Ave New SFD
27173	6/26/2025	ROY K SALAMEH & NANCY KHOURY S...	320.00	Refund for Developer Deposit- 1528 HWY 101
27174	6/26/2025	SALON WORLD SUITES LLC	174.97	Refund for Developer Deposit- Salon World 1022 N El Camino R
27175	6/26/2025	SANTA FE LA COSTA LLC	377.89	Refund for Developer Deposit- Rancho La Costa



**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27176	6/26/2025	SAN DIEGO GAS & ELECTRIC	126.79	Electric @ Avocado PS
	6/26/2025	SAN DIEGO GAS & ELECTRIC	1,704.15	Electric @ AWT
	6/26/2025	SAN DIEGO GAS & ELECTRIC	13,991.29	Electric @ BPS
	6/26/2025	SAN DIEGO GAS & ELECTRIC	443.90	Electric @ Diana PS
27177	6/26/2025	SIMPLIFIED BUILDERS INC	309.03	Refund for Developer Deposit- Teaspoon-7625 Via Campanile
27178	6/26/2025	SOUTHERN CONTRACTING COMPANY	625.00	AWT Bad power circuit to Milltronics, temp power cord
	6/26/2025	SOUTHERN CONTRACTING COMPANY	9,924.00	Batiquitos Re-wire/breaker install for new HVAC units
27179	6/26/2025	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-Webcam @ BPS 06/14-07/13/25
27180	6/26/2025	STAPLES	(26.97)	Credit on Invoice 6032739970
	6/26/2025	STAPLES	467.08	Office Supplies
27181	6/26/2025	TERESA A DAVIS	3,000.00	Lateral Reimbursement 2426 Badajoz Pl # A, Carlsbad CA
27182	6/26/2025	THE RANCH AT CARLSBAD OWNERS A...	10,095.00	Reimbursement Check-Rancho Verde Rehab Project
27183	6/26/2025	THOMAS E KEENER	3,000.00	Lateral Reimbursement 1073 Normandy Hill Lane , Encinitas CA
27184	6/26/2025	UNIFIRST FIRST AID CORP	111.49	First Aid Supplies
27185	6/26/2025	UTILITY COST MANAGEMENT LLC	11,289.25	SDG&E Electricity Service
27186	6/26/2025	VERIZON WIRELESS	1,176.35	Cell Phones 05/08/25-06/07/25
27187	6/26/2025	VIZCARRA ENTERPRISES LLC DBA LO...	191.36	Refund for Developer Deposit- Lola 55-7720 El Camino Real
27188	6/26/2025	WILLIAM JUNG & HANNA JUNG	308.67	Refund for Developer Deposit- 150 Cerro Street ADU PPS
27189	6/26/2025	YU X WU	148.97	Refund for Developer Deposit- Chins Gourmet-214 North ECR
27190	7/3/2025	AIRGAS USA LLC	243.26	Annual Property Tax
	7/3/2025	AIRGAS USA LLC	2,769.27	Liquid Oxygen Contract 06/17/25
27191	7/3/2025	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekly Maintenance - July 2025
27192	7/3/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site July 2025
	7/3/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail July 2025
27193	7/3/2025	CITY OF CARLSBAD	599.33	Water @ 1900 La Costa Ave
	7/3/2025	CITY OF CARLSBAD	170.60	Water @ 1960 La Costa Ave
	7/3/2025	CITY OF CARLSBAD	28.70	Water @ Fire Line
27194	7/3/2025	CMRS-PB	200.00	Postage Funds
27195	7/3/2025	THE COAST NEWS	666.50	Legal Public Notice Reimbursement Agreement 1143 Eolus Ave
27196	7/3/2025	COLLICUTT ENERGY SERVICES INC	1,543.03	Replace remote start contact relay & base
27197	7/3/2025	COSCO FIRE PROTECTION	952.84	Replace Packing in 4 OSY'S
27198	7/3/2025	COUNTY OF SAN DIEGO	723.00	Facility Permit Fee-Batiquitos PS 07/31/25-07/31/26
	7/3/2025	COUNTY OF SAN DIEGO	623.00	Facility Permit Fee-La Costa PS 07/31/25-07/31/26



**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 6/6/2025 Through 7/3/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
	7/3/2025	COUNTY OF SAN DIEGO	623.00	Facility Permit Fee-Saxony PS 07/31/25-07/31/26
27199	7/3/2025	COX COMMUNICATIONS SAN DIEGO	1,050.00	Internet Services 06/22/25-07/21/25
27200	7/3/2025	C W E A	239.00	CWEA Membership Renewal-FY2026-R Easton
27201	7/3/2025	DEPARTMENT OF INDUSTRIAL RELAT...	225.00	Conveyance #149674 Inspection
27202	7/3/2025	DEXTER WILSON ENGINEERING	3,745.50	General Engineering Services May 2025
27203	7/3/2025	EVERON LLC	165.00	Security Services 07/17-08/16/25
27204	7/3/2025	FEDERAL EXPRESS CORPORATION	39.49	Shipping 06/11/25
27205	7/3/2025	LA COSTA LOGO, LLC	3,035.74	OGIO Bullion Backpack-Black w emb full color logo
27206	7/3/2025	McMASTER-CARR	70.50	V-Belt Tension Gauge
27207	7/3/2025	MSC JANITORIAL SERVICE, INC	2,423.29	Janitorial Services June 2025
	7/3/2025	MSC JANITORIAL SERVICE, INC	2,996.85	Janitorial Services May 2025
27208	7/3/2025	NAPA AUTO	37.58	Napa Gold Fuel Filter
	7/3/2025	NAPA AUTO	36.86	Plas Cut Pliers Angle
27209	7/3/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Office Plants June 2025
27210	7/3/2025	PRUDENTIAL OVERALL SUPPLY	175.48	Weekly Uniform/Laundry Service 07/01/25
27211	7/3/2025	REPUBLIC SERVICES #661	412.59	Waste Services- June 2025
27212	7/3/2025	ROCKWELL CONSTRUCTION SERVICE...	925.00	Inspection Services-Diana Pump Station Upgrade
27213	7/3/2025	SCW CONTRACTING CORP	313,642.50	Check Run 07/03/25
27214	7/3/2025	SMITHERS MSE INC	386.00	Samples Testing-Sulfur Analysis
27215	7/3/2025	SOUTHERN CONTRACTING COMPANY	20,000.00	Batiquitos Pump #4 Soft-Start Installment
	7/3/2025	SOUTHERN CONTRACTING COMPANY	3,040.00	Replace Power Circuit # 3 to Miltronics level transmitter
27216	7/3/2025	SWRCB-DWOCF	60.00	T2 Certification Renewal - OP # 45889- M Anderson
27217	7/3/2025	SWRCB-DWOCF	60.00	D2 Certification Renewal - OP # 53714 - M Anderson
27218	7/3/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 06/15-07/15/25
27219	7/3/2025	UNDERGROUND SERVICE ALERTS/C	215.35	Monthly Underground Alarm Service
	7/3/2025	UNDERGROUND SERVICE ALERTS/C	115.97	Monthly Underground State Fee
27220	7/3/2025	UTILITY COST MANAGEMENT LLC	1,998.51	SDG&E Electricity Service
Report Total			820,342.64	

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1320	1002918885	6/6/2025	CALPERS	96.00	PERS Retirement Pay Period 5.11 - 5.31.2025 E. Sullivan EE
		6/6/2025	CALPERS	207.96	PERS Retirement Pay Period 5.11 - 5.31.2025 E. Sullivan ER
Total CD1320				303.96	
CD1322	270556372572 610	6/12/2025	United States Treasury	10,219.50	Staff Payroll Taxes for Checks dated 06/11/25-Federal W/H
		6/12/2025	United States Treasury	11,798.84	Staff Payroll Taxes for Checks dated 06/11/25-FICA
		6/12/2025	United States Treasury	2,759.40	Staff Payroll Taxes for Checks dated 06/11/25-Medicare
	8476091	6/12/2025	EMPLOYMENT DEVELOPMENT DEPT	4,080.37	Staff Payroll Taxes for Checks dated 06/11/25-State
Total CD1322				28,858.11	
CD1325	1002927331	6/13/2025	CALPERS	3,755.37	PERS Retirement dated for pay period 6.11.2025-Classic EE
		6/13/2025	CALPERS	8,135.11	PERS Retirement dated for pay period 6.11.2025-Classic ER
	1002927332	6/13/2025	CALPERS	3,471.85	PERS Retirement dated for pay period 6.11.2025-PEPRA EE
		6/13/2025	CALPERS	3,525.60	PERS Retirement dated for pay period 6.11.2025-PEPRA ER
Total CD1325				18,887.93	
CD1326	1002932213	7/1/2025	CALPERS	43,291.23	CalPERS Health Insurance-July 2025-Staff
		7/1/2025	CALPERS	790.00	CalPERS Health Insurance-July 2025-Retirees
		7/1/2025	CALPERS	112.06	CalPERS Health Insurance-July 2025-Admin Fee
	1002932214	7/1/2025	CALPERS	4,104.35	CalPERS Health Insurance-July 2025-Board
		7/1/2025	CALPERS	9.85	CalPERS Health Insurance-July 2025-Admin Fee
Total CD1326				48,307.49	
CD1327	270557772890 243	6/26/2025	United States Treasury	10,041.08	Staff Payroll Taxes for Checks dated 06/25/25-Federal W/H
		6/26/2025	United States Treasury	11,710.72	Staff Payroll Taxes for Checks dated 06/25/25-FICA
		6/26/2025	United States Treasury	2,738.84	Staff Payroll Taxes for Checks dated 06/25/25-Medicare
	8494623	6/26/2025	EMPLOYMENT DEVELOPMENT DEPT	4,000.18	Staff Payroll Taxes for Checks dated 06/25/25-State
Total CD1327				28,490.82	
CD1328	1002935521	6/27/2025	CALPERS	3,755.37	PERS Retirement dated for pay period 6.25.2025-Classic EE

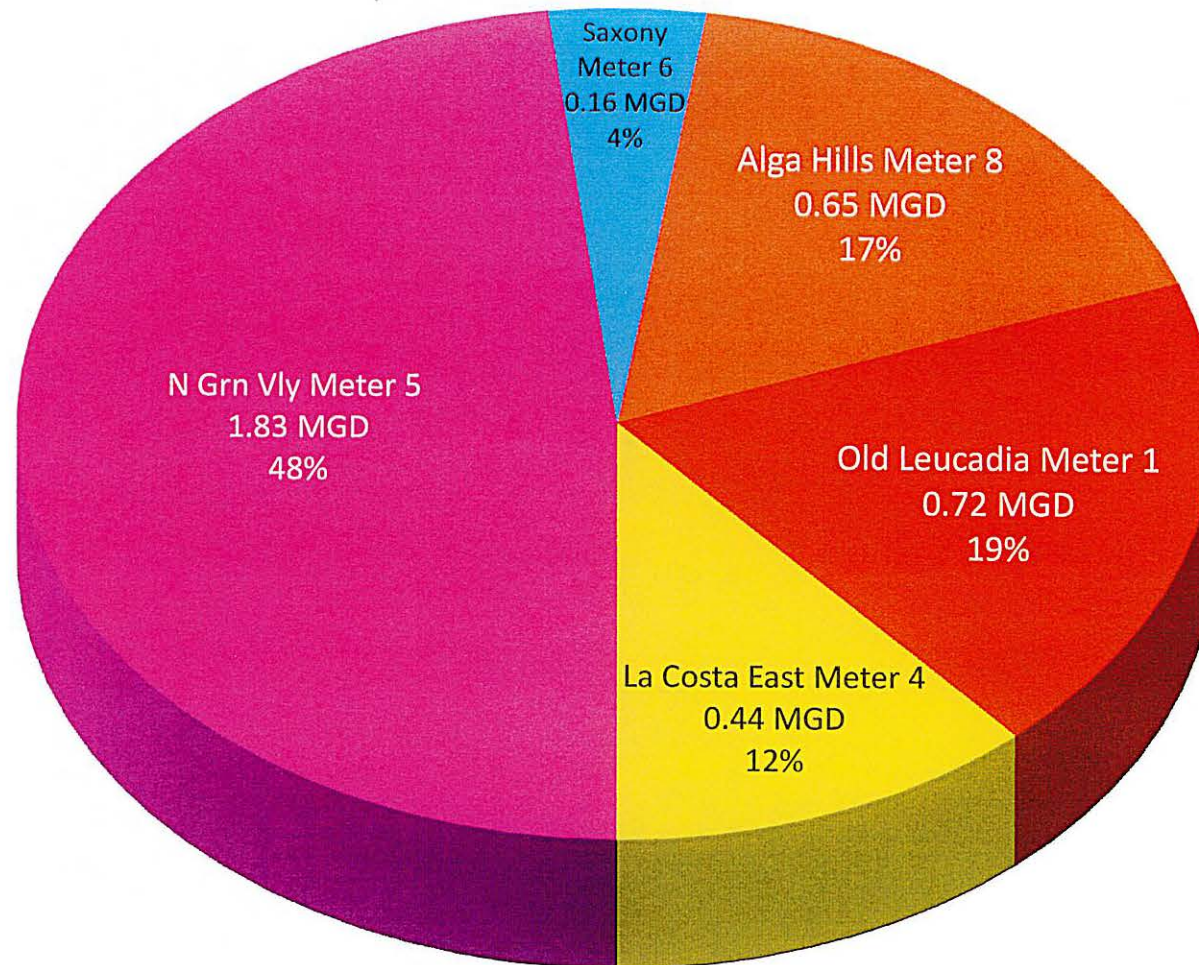
Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
		6/27/2025	CALPERS	8,135.11	PERS Retirement dated for pay period 6.25.2025-Classic ER
	1002935522	6/27/2025	CALPERS	3,471.99	PERS Retirement dated for pay period 6.25.2025-PEPRA EE
		6/27/2025	CALPERS	3,525.76	PERS Retirement dated for pay period 6.25.2025-PEPRA ER
Total CD1328				18,888.23	
CD1329	826653116	6/30/2025	ENCINA WASTEWATER AUTHORITY		EWA Q3 FY 25 Operating
		6/30/2025	ENCINA WASTEWATER AUTHORITY	552,498.00	EWA Q3 FY 25 Capital
		6/30/2025	ENCINA WASTEWATER AUTHORITY	(12,789.00)	EWA Q3 FY 25 Operating
	826653116-A	6/30/2025	VERVE CLOUD INC	597.64	Verve Wire Phone Service 06/01-06/30/25
Total CD1329				540,306.64	
CD1330	270558394325718	7/2/2025	United States Treasury	100.00	Board Payroll Taxes for Checks dated 07/01/25-Federal W/H
		7/2/2025	United States Treasury	148.80	Board Payroll Taxes for Checks dated 07/01/25-FICA
		7/2/2025	United States Treasury	46.40	Board Payroll Taxes for Checks dated 07/01/25-Medicare
Total CD1330				295.20	
CD1331	1002941131	7/3/2025	CALPERS	32.00	PERS Retirement Pay Period 6.1 - 6.30.2025 E. Sullivan-EE
		7/3/2025	CALPERS	69.32	PERS Retirement Pay Period 6.1 - 6.30.2025 E. Sullivan-ER
Total CD1331				101.32	
CD1332	361229	6/27/2025	IGOE-FLEX BENEFIT	100.00	IGOE Admin Fee - June 2025
Total CD1332				100.00	
Report Total				684,539.70	



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

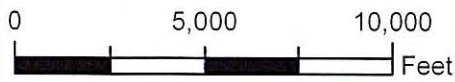
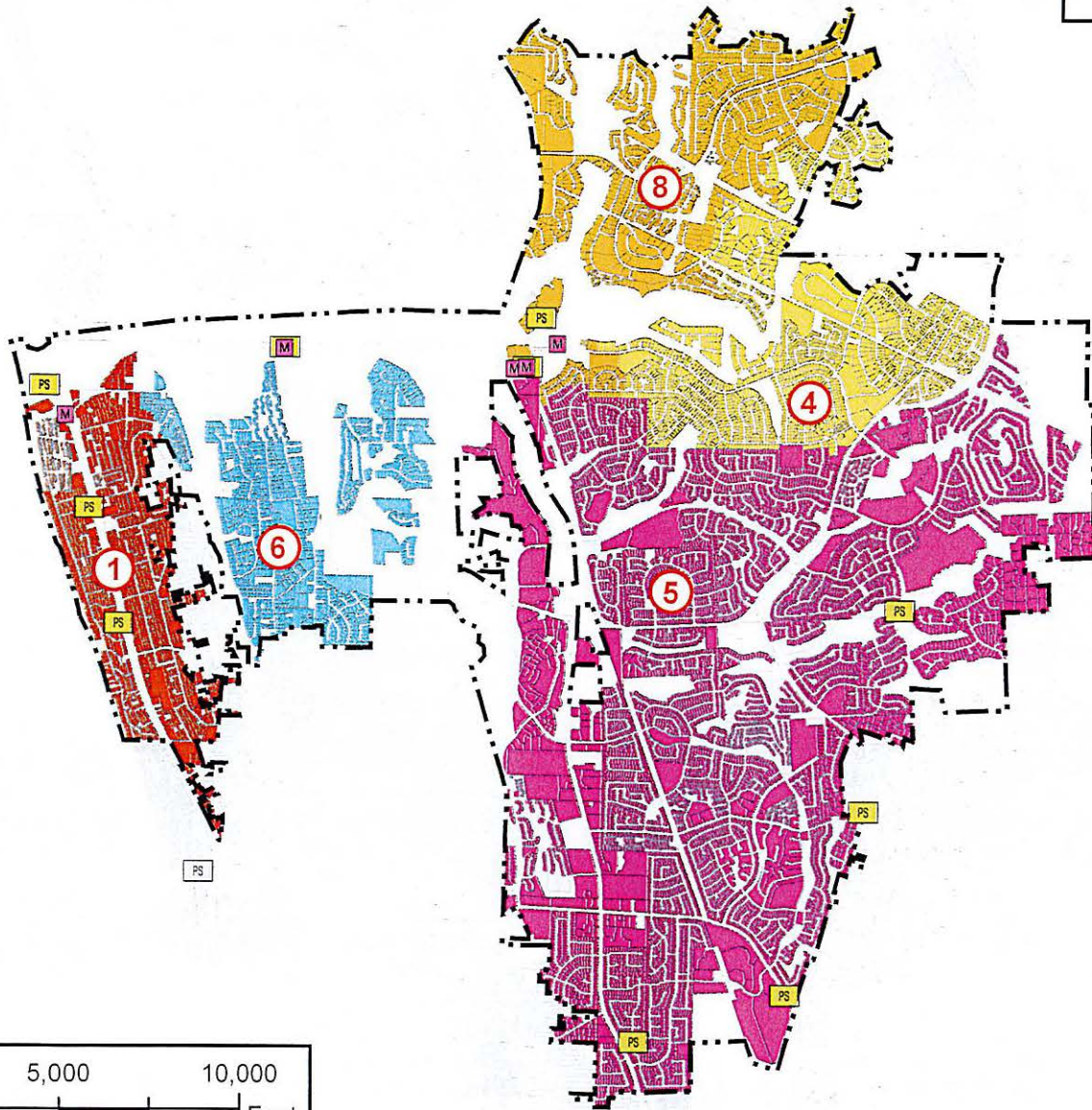
CURRENT MONTH May-25							FY 2024 LWD ADF (MGD)
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,986.78	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	
JULY	0.00	119.35	2.25	3.85	132.81	42.28	3.76
YTD			28,989.03				
AUGUST	0.00	115.32	2.00	3.75	129.35	42.94	3.83
YTD			28,991.03				
SEPTEMBER	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	0.27	119.66	0.50	3.89	133.56	28.97	3.88
YTD			29,123.75				
JUNE	0.02	114.00	3.75	3.83	131.49	30.64	3.82
YTD			29,127.50				
YTD Totals	6.23	1369.13	140.72			266.27	
Mo Average	0.52	114.09	11.73	3.78	130.17	22.19	3.78

**LWD Flows by Sub-Basin**  
**June 2025**  
**Total LWD Flow 3.80 MGD**





# LEUCADIA WASTEWATER DISTRICT



## LEGEND

### Parcels by Basin

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

Meter Locations

LWD Pump Station

Encinitas Pump Station

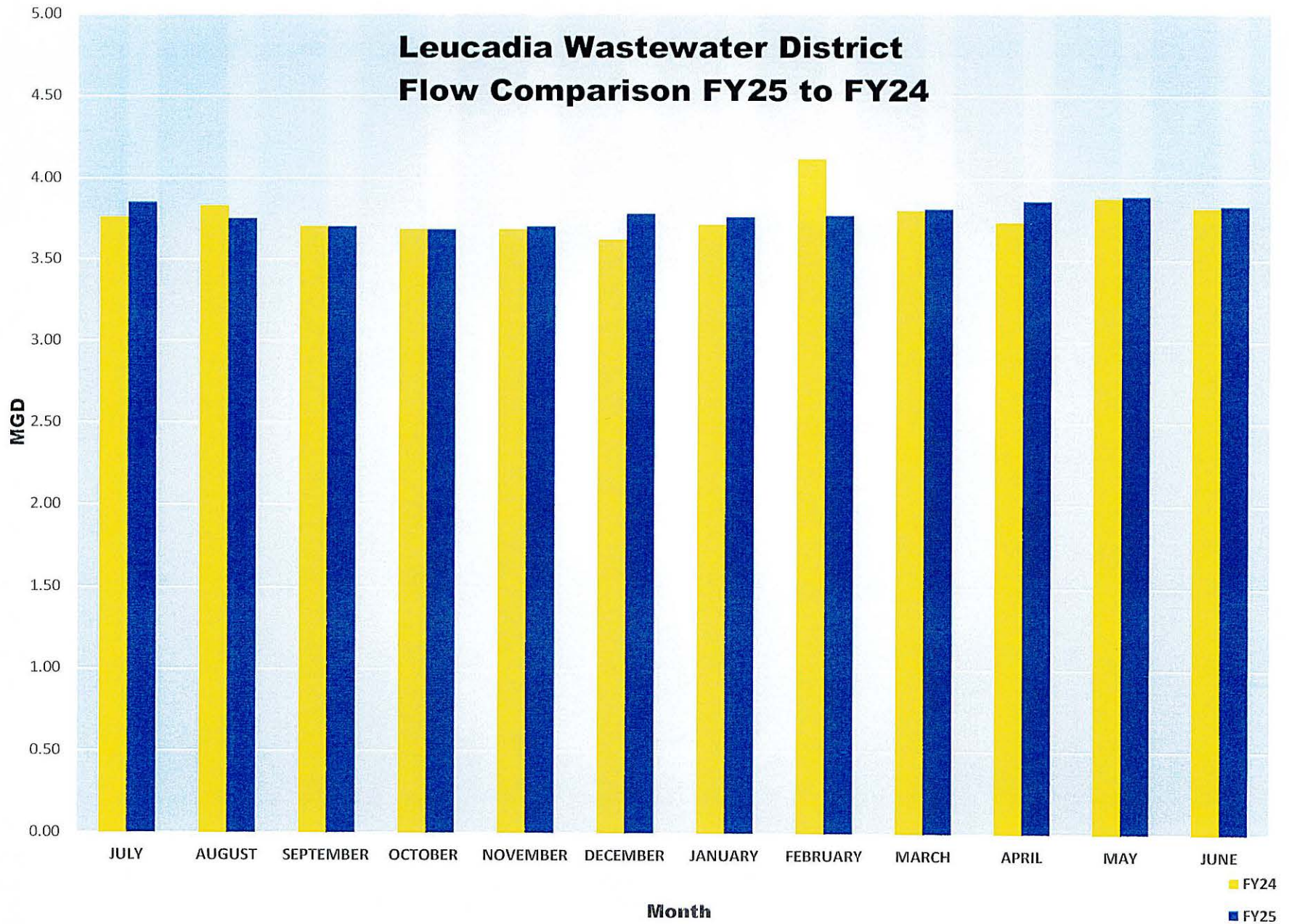
LWD Boundary



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

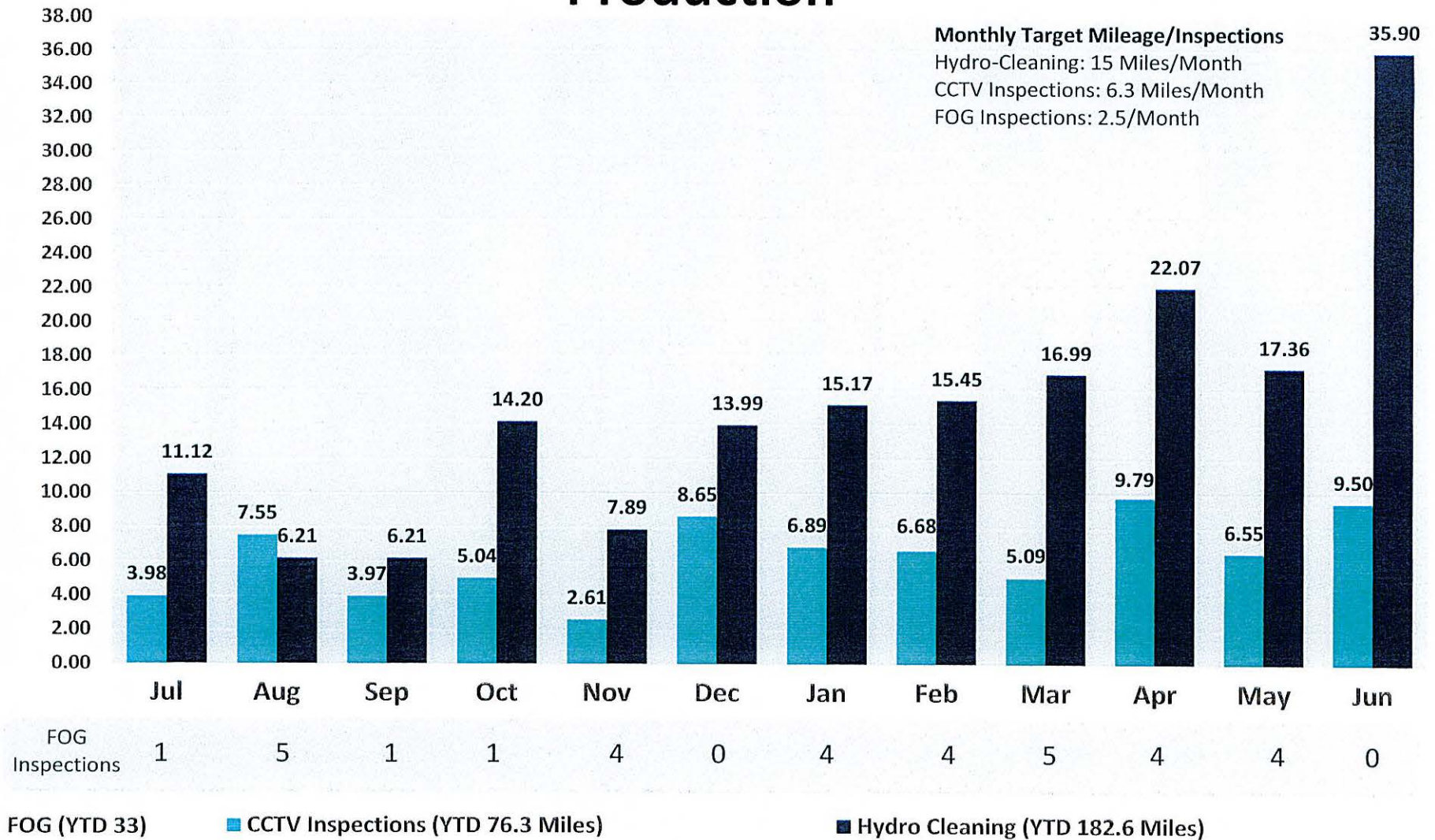
## SEWER COLLECTION SYSTEM BY SUB-BASIN







# FY-25 CCTV Inspections & Hydro Cleaning Production



## Operations and Administration Training Report June 2025

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

Hours

Description	Ops	Admin	Total
Batiquitos Pump Station Emergency Overflow Basin Return Pump Training	10.0	0.0	10.0
Heat Illness Prevention	7.0	0.0	7.0
Lockout / Tagout	3.0	0.0	3.0
Leucadia Pump Station Overflow Bypass Tailgate	18.0	0.0	18.0
Office Ergonomics	1.0	5.0	6.0
CSRMA Field Ergonomics: Back Care	4.0	0.0	4.0
<b>Total Training Hours</b>	<b>43.0</b>	<b>5.0</b>	<b>48.0</b>

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

Attendees

Description	Ops	Admin	Total
Maze & Associates OPEB Fundamentals and Considerations	0	1	1
LSL Back to Basics - GASB 101: Compensated Absences	0	1	1
TVI Behind the Numbers	0	1	1
Mission Square SECURE 2.0	0	1	1
LSL Back to Basics - GASB 101: Capital Assets	0	1	1
US Bank Monthly Market	0	1	1
Maze & Associates Understanding GFOA Comments	0	1	1
Maze & Associates Navigating Cyber Threats	0	1	1
Maze & Associates GASB 101	0	1	1
LSL Back to the Basics: Bank Reconciliations	0	1	1
Endsight Office Hrs: Smarter Prompting, Safert Data, and the Latest AI Updates	2	2	4
KYND & CSRMA Data and Privacy Network Mgnt. Cyber Threat Best Practices	0	2	2
<b>Total Attended Conferences</b>	<b>2</b>	<b>14</b>	<b>16</b>

Notes:

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





LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## Operations and Administration Training Report Summary for Fiscal Year 2025

Training		Hours		
Month	Ops	Admin	Total	
Jul-24	48.0	14.5	62.5	
Aug-24	30.0	12.5	42.5	
Sep-24	24.0	11.0	35.0	
Oct-24	77.5	38.0	115.5	
Nov-24	16.5	9.5	26.0	
Dec-24	16.5	13.0	29.5	
Jan-25	53.5	7.0	60.5	
Feb-25	55.0	7.0	62.0	
Mar-25	77.0	0.0	77.0	
Apr-25	29.5	6.5	36.0	
May-25	85.5	3.5	89.0	
Jun-25	43.0	5.0	48.0	
YTD Totals		556.0	127.5	683.5

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-24	1.0	2.0	3.0
Aug-24	3.0	4.0	7.0
Sep-24	3.0	6.0	9.0
Oct-24	0.0	5.0	5.0
Nov-24	4.0	1.0	5.0
Dec-24	10.0	4.0	14.0
Jan-25	3.0	6.0	9.0
Feb-25	1.0	9.0	10.0
Mar-25	3.0	12.0	15.0
Apr-25	3.0	2.0	5.0
May-25	13.0	15.0	28.0
Jun-25	2.0	14.0	16.0
YTD Totals	46.0	80.0	126.0

Notes:

Trainings include web-based, classroom, and tailgates

Conferences include CASA, CWEA, CSDA, CSRMA, CSFMO

# Leucadia Wastewater District

## Balance Sheet

As of 6/30/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	31,475,204
Accounts Receivables	319,810
Net OPEB Asset	63,596
Prepaid Expense	183,331
Capital Assets	195,381,273
Less Accumulated Depreciation	(70,024,112)
Total Assets	<u>157,399,102</u>
Deferred Outflows	
PERS Pension Deferred Outflows	2,342,470
OPEB Health Deferred Outflows	220,797
Total Deferred Outflows	<u>2,563,267</u>
Total Assets & Deferred Outflows	<u><u>159,962,369</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	810,260
Developer Deposits	162,349
Lease Liability	528
Net Pension Liability	4,922,025
Total Liabilities	<u>5,895,162</u>
Deferred Inflows	
PERS Pension Deferred Inflows	253,714
OPEB Health Deferred Inflows	141,753
Total Deferred Inflows	<u>395,467</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	2,000,606
Total Current Change In Net Position	<u>2,000,606</u>
Total Net Position	<u>153,671,740</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>159,962,369</u></u>

# Leucadia Wastewater District

## Summary Budget Comparison - Revenues and Operating Expenses

From 7/1/2024 Through 06/30/2025

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

### OPERATING REVENUES

3110 Sewer Service Fees	\$ 15,074,258	\$ 14,979,950	\$ (94,308)	100.6%
3150 Recycled Water Sales	403,300	399,000	(4,300)	101.1%
3100 Misc. Operating Revenue	66,963	193,323	126,360	34.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 15,544,521</b>	<b>\$ 15,572,273</b>	<b>\$ 27,752</b>	<b>99.8%</b>

### OPERATING EXPENSES

4100 Salaries	\$ 2,283,069	\$ 2,277,968	\$ (5,101)	100.2%
4200 Employee Benefits	1,629,147	1,758,571	129,424	92.6%
4300 Directors Expense	97,032	128,990	31,958	75.2%
4400 Election Expense	-	55,000	55,000	0.0%
4600 Gas, Oil & Fuel	47,014	66,000	18,986	71.2%
4700 Insurance Expense	327,775	264,000	(63,775)	124.2%
4800 Memberships	36,752	41,370	4,618	88.8%
4900 Office Expense	155,633	192,890	37,257	80.7%
5000 Operating Supplies	158,703	158,000	(703)	100.4%
5200 Professional Services	294,859	423,200	128,341	69.7%
5300 Printing & Publishing	29,007	33,000	3,993	87.9%
5400 Rents & Leases	14,368	20,600	6,232	69.7%
5500 Repairs & Maintenance	544,271	566,800	22,529	96.0%
5600 Monitoring & Permits	91,921	103,100	11,179	89.2%
5700 Training & Development	49,069	52,000	2,931	94.4%
5900 Utilities	543,455	623,200	79,745	87.2%
6100 LAFCO Operations	7,983	8,500	517	93.9%
6200 Encina Operating Expense	3,173,314	3,040,000	(133,314)	104.4%
6900 Admin O/H alloc to Capital	(107,647)	(224,007)	(116,360)	48.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 9,375,726</b>	<b>\$ 9,589,182</b>	<b>\$ 213,456</b>	<b>97.8%</b>

### NON-OPERATING REVENUES

3130 Capacity Fees	\$ 847,080	\$ 187,200	\$ (659,880)	452.5%
3220 Property Taxes	2,275,425	2,321,600	46,175	98.0%
3250 Investment Income	910,947	795,000	(115,947)	114.6%
3290 Misc. Non Op Revenue	682,608	589,700	(92,908)	115.8%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 4,716,060</b>	<b>\$ 3,893,500</b>	<b>\$ (822,560)</b>	<b>121.1%</b>

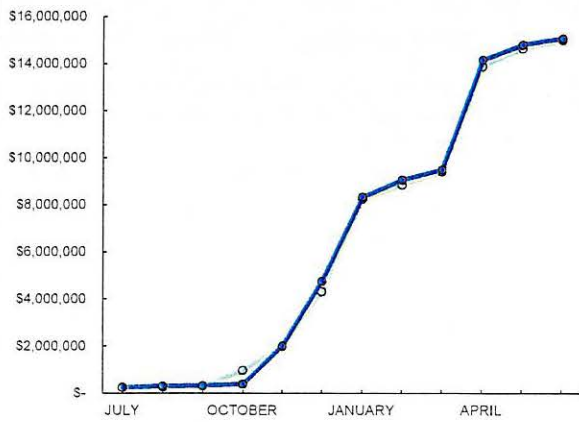
Preliminary: subject to future review, reconciliation, accruals and audit



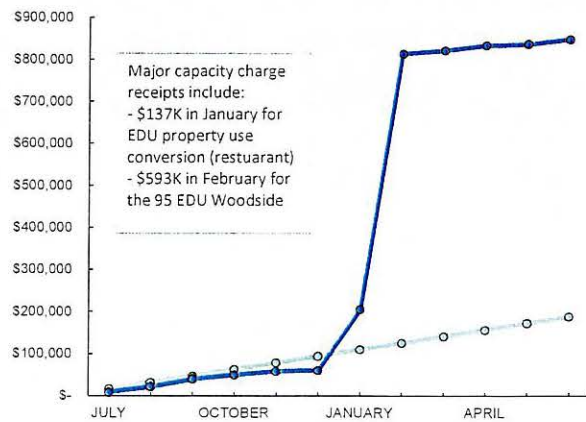
# Leucadia Wastewater District Revenue FY2025

YTD through June 30, 2025

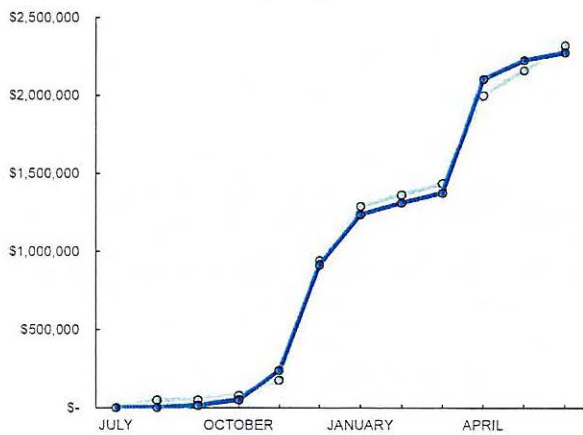
## Sewer Service Fees



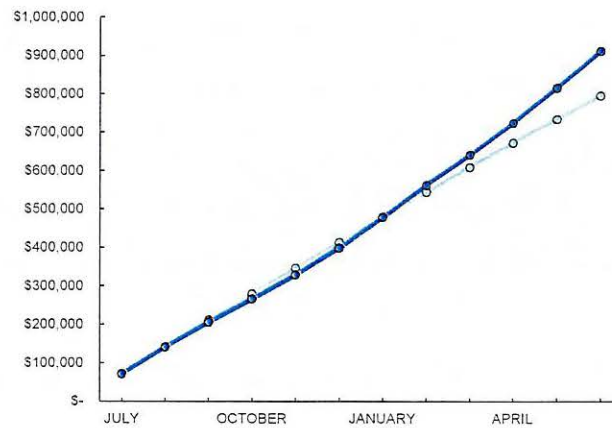
## Capacity Charges



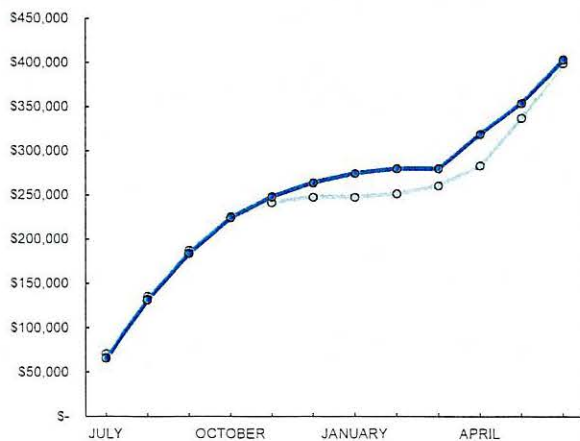
## Property Taxes



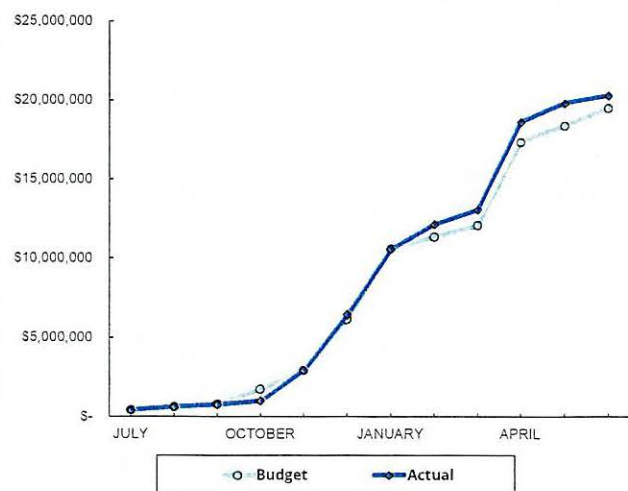
## Investment Income



## Recycled Wastewater Sales



## Total Revenue

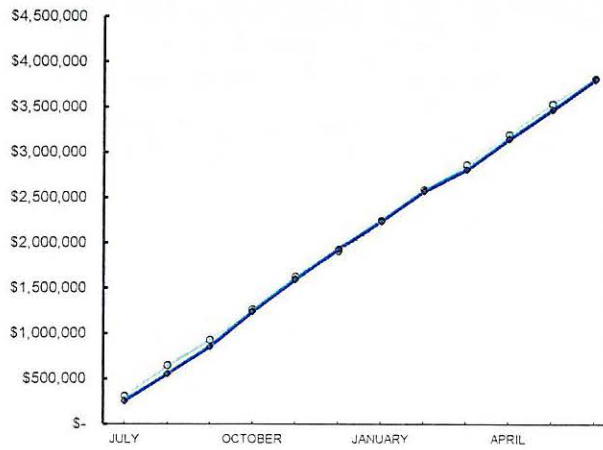


\* Preliminary: subject to future review, reconciliation, accruals, and audit

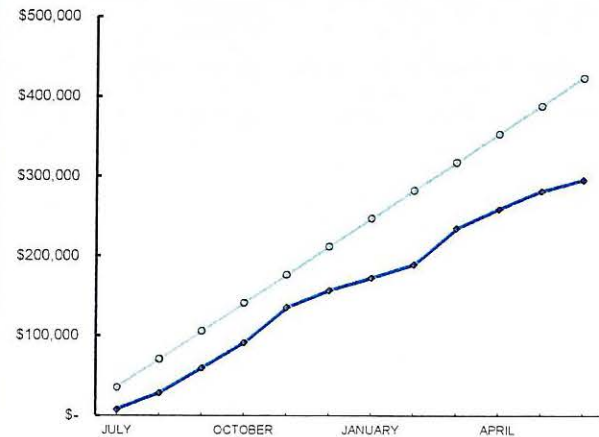
# Leucadia Wastewater District Operating Expenses FY2025

YTD through June 30, 2025

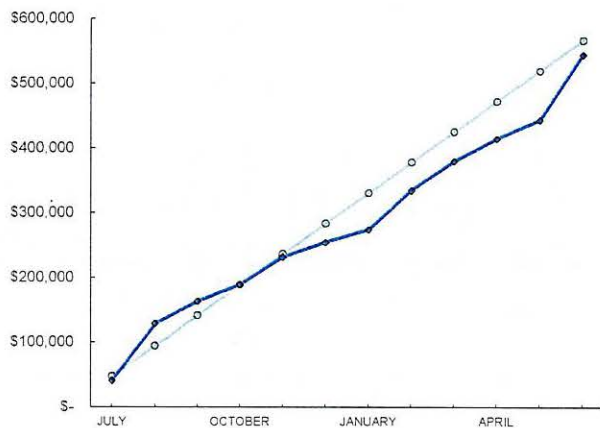
Salaries and Benefits



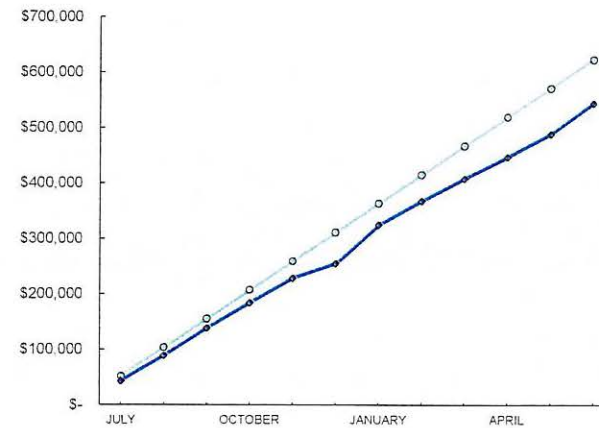
Professional Services



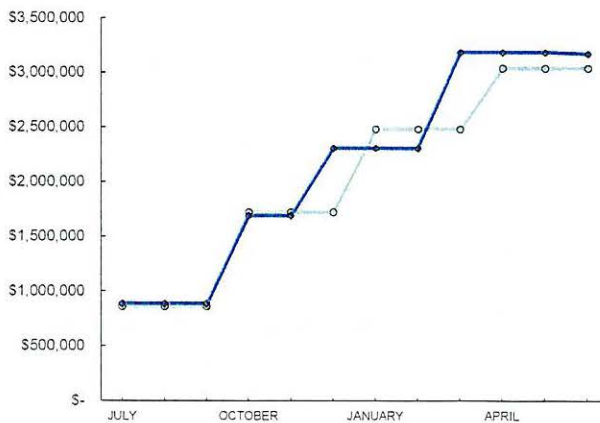
Repairs & Maintenance



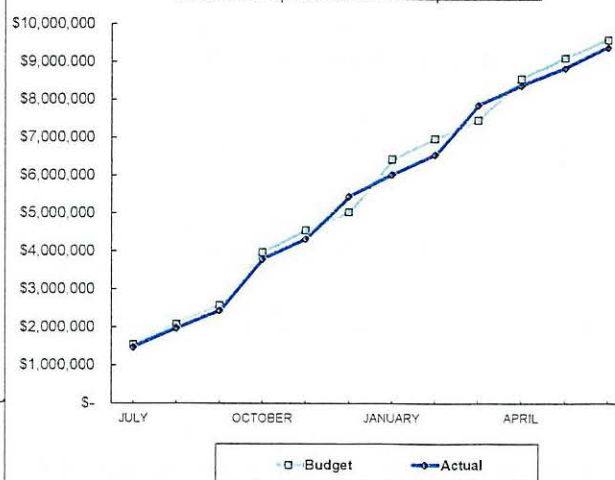
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



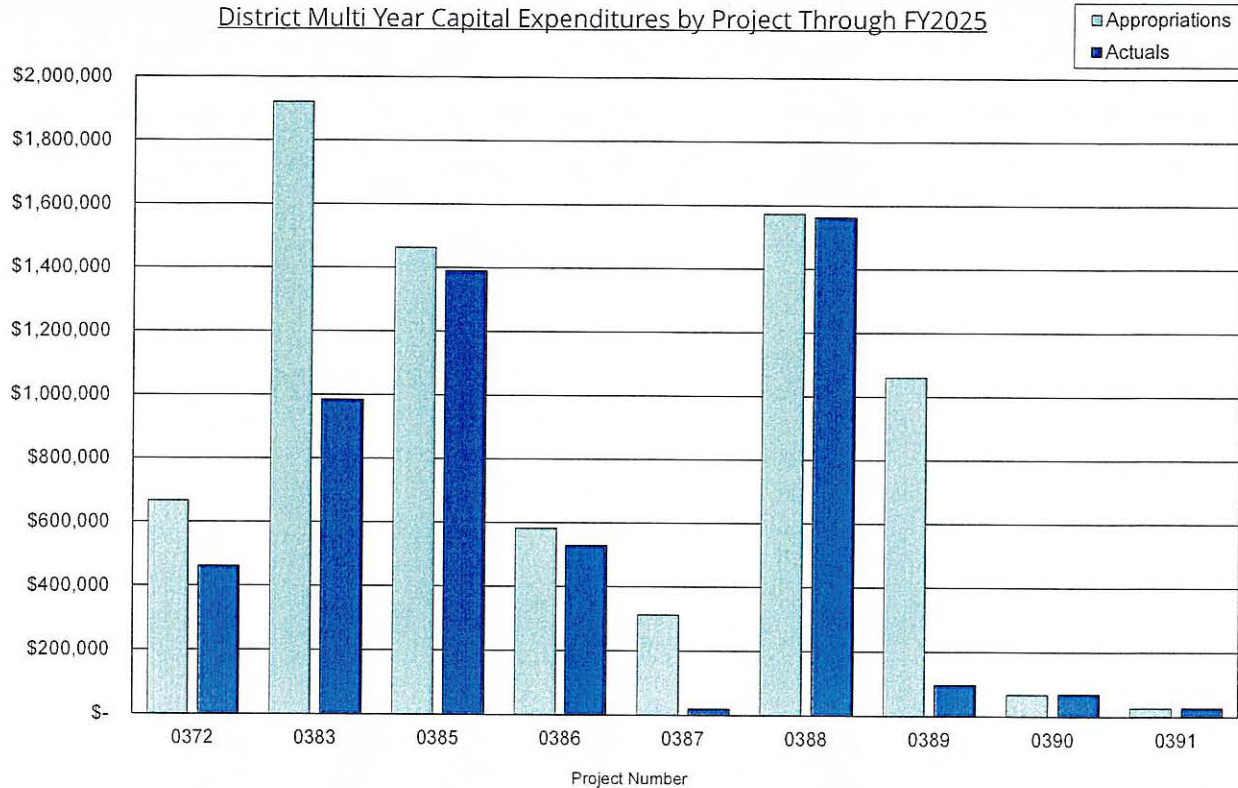
\* Preliminary: subject to future review, reconciliation, accruals, and audit



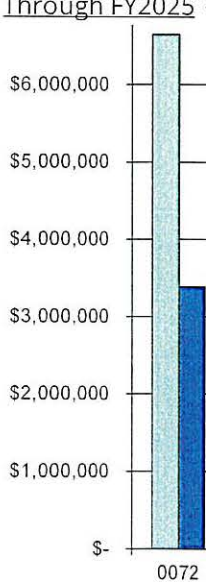
# Leucadia Wastewater District Capital Expenditures

As of June 30, 2025

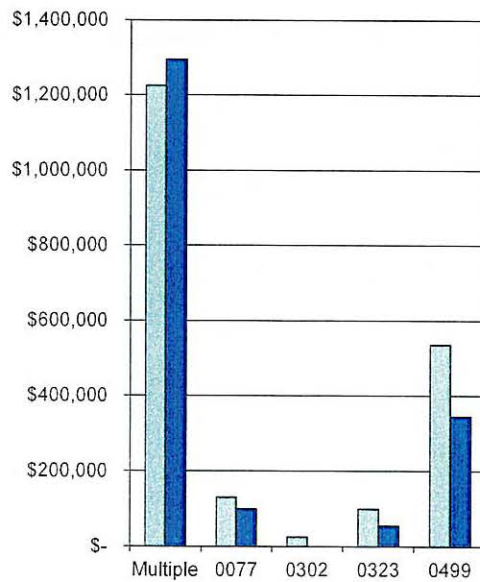
District Multi Year Capital Expenditures by Project Through FY2025



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

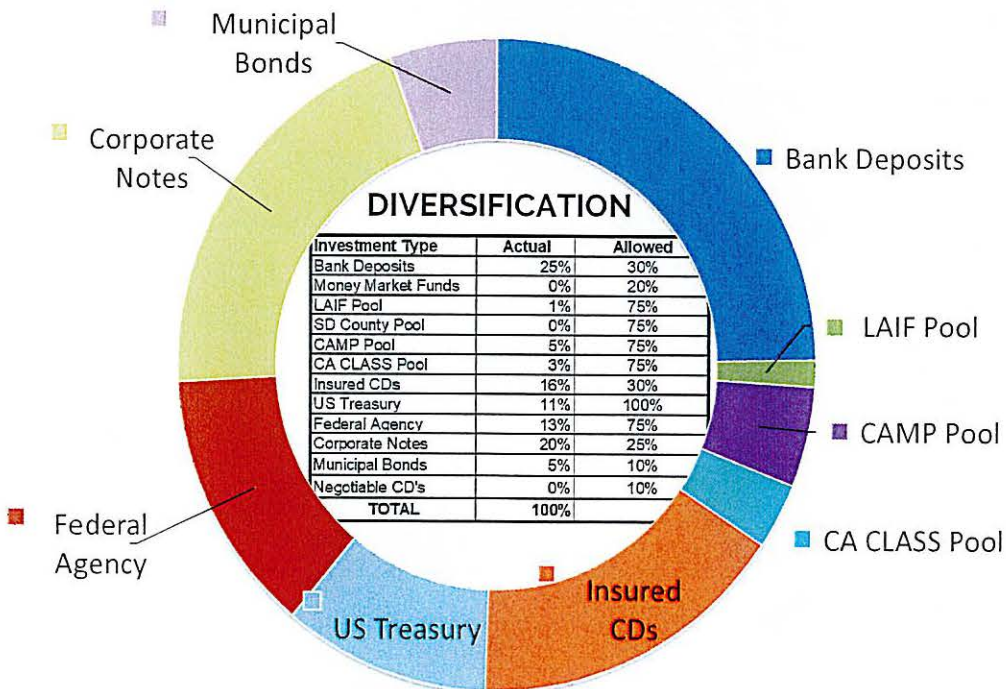
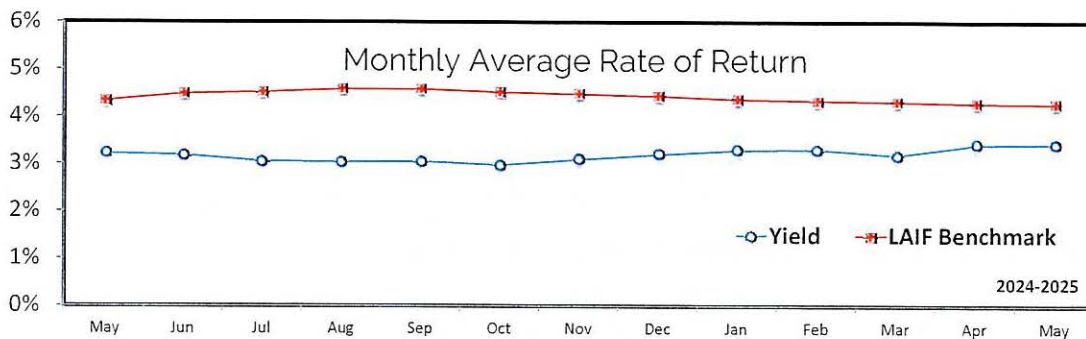
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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



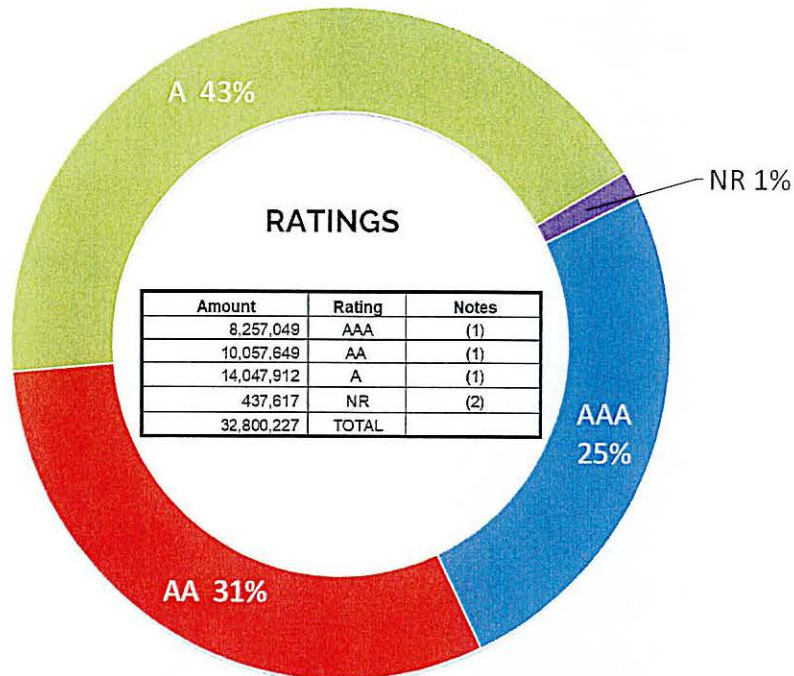
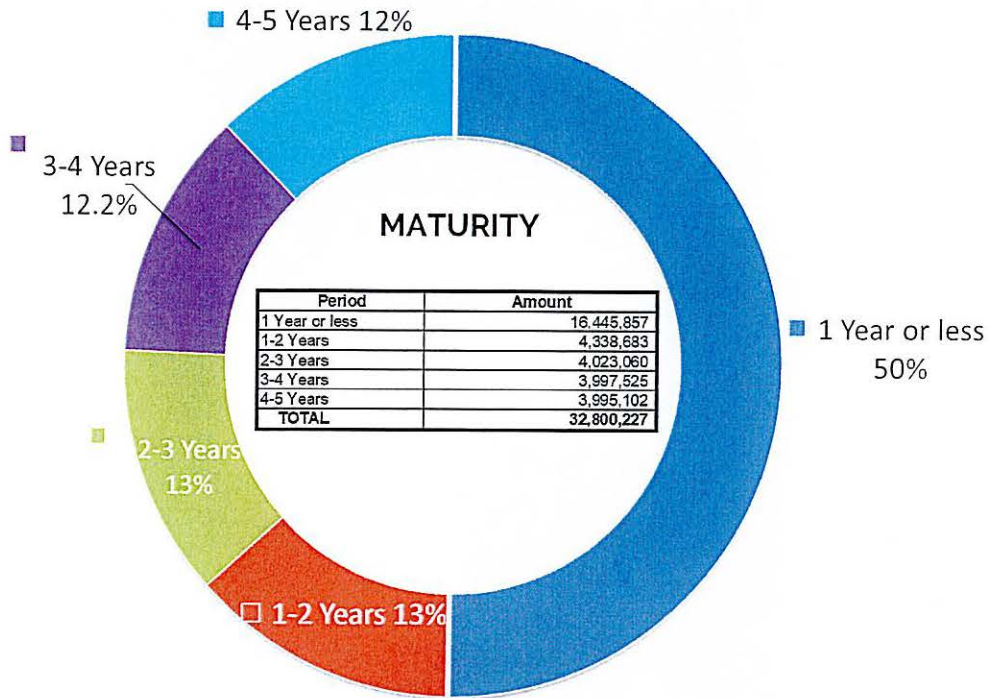
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**May 31, 2025**

Cash Equivalents & Investments	Principal (Original Cost)		May Interest	Average Rate
	Apr 30, 2025	May 31, 2025		
Pacific Premier Bank Reserves	\$ 8,778,256	\$ 8,109,048	\$ 30,783	4.375%
TVI Dreyfus Money Market	76,443	-	125	3.940%
LAIF Pool	437,617	437,617	1,558	4.272%
CAMP Pool	1,621,865	1,627,957	5,985	4.420%
CA CLASS Pool	1,054,195	1,058,092	3,831	4.352%
Certificates of Deposit - Insured	5,326,000	5,326,000	13,965	3.155%
US Treasury Notes	2,958,438	3,456,650	9,637	3.680%
Federal Agency Notes	4,289,665	4,289,665	8,450	2.473%
Municipal Bonds	1,756,629	1,793,117	1,545	1.505%
Corporate Bonds/Notes	6,014,244	6,702,082	16,954	3.272%
<b>Totals</b>	<b>\$ 32,313,350</b>	<b>\$ 32,800,227</b>	<b>\$ 92,832</b>	<b>3.422%</b>



LEUCADIA WASTEWATER DISTRICT  
Monthly Investment Summary  
May 31, 2025

(Continued)



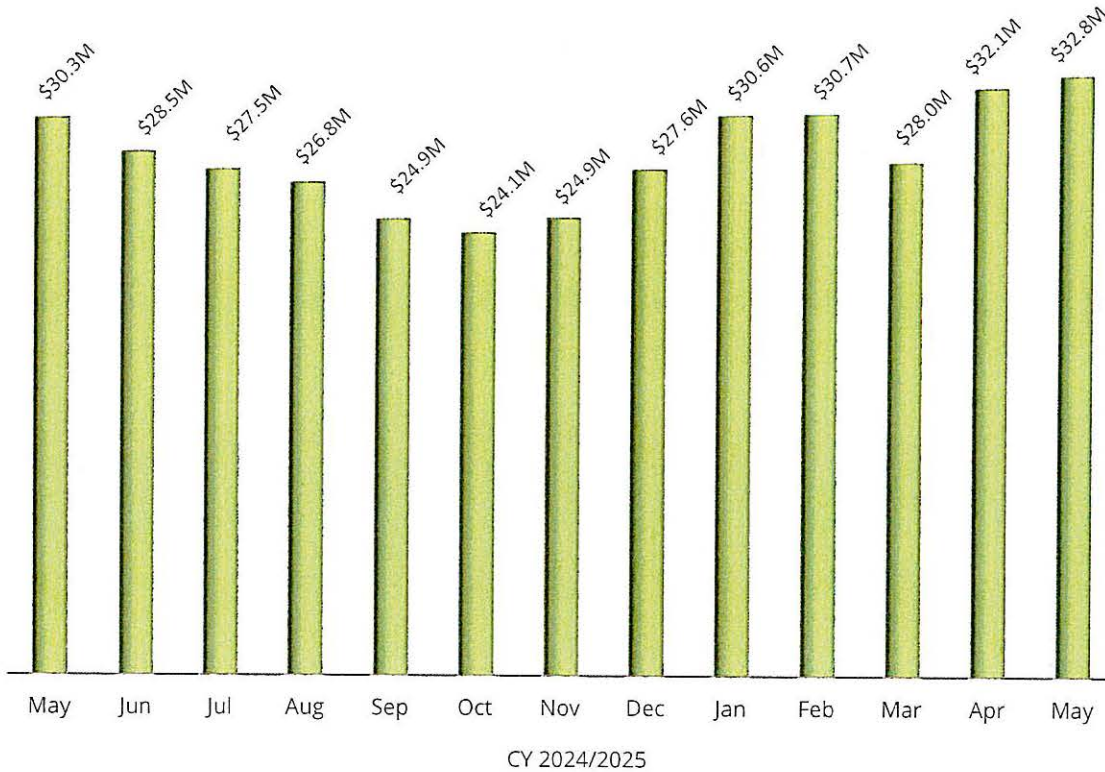
(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.

(2) LAIF is not rated.

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

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**




**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Oceanside CA Water Revenue Bonds		201,182	5/1/2025	675413DK1	0.70%	
State Street Corp	184,588		1/24/2030	857477BG7	4.21%	
US Treasury Note	489,212		4/30/2030	91282CGZ8	4.11%	
University of California Rev Bonds	237,670		5/15/2030	91412HFS7	4.42%	
Toyota Mtr Cr Corp	503,250		5/15/2030	89236TNJ0	4.65%	
<b>TOTAL</b>	<b>\$ 1,414,720</b>	<b>\$ 201,182</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**

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** July 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 June 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 June 2025 for your review.

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
June 2025

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

Notes: There was no travel to disclose for the month of June 2025

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**June 25, 2025**

**EWA Board of Directors** – Director Roesink Reporting

**1. Fiscal Year 2024-25 Operating and Capital Project Budget Transfers**

The Board of Directors authorized the transfer of funds in various Operating and Capital Program Budgets.

**2. Ferric Chloride Contract Award**

The Board of Directors rescinded the previous award of contract to California Water Technologies, Inc. to furnish and deliver Ferric Chloride due to failure to execute contract in accordance with bid requirements.

The Board of Directors authorized the General Manager to award a contract to Pencco, Inc., the next lowest responsive and responsible bidder, to furnish and deliver Ferric Chloride with an anticipated annual cost totaling \$1,161,114.

**3. Resolution 2025-04 Appropriating Funds for Fiscal Year 2025-26 Operating and Capital Program Budgets and establishing controls thereon**

The Board of Directors adopted Resolution 2025-04 appropriating funds for Fiscal Year 2025-26 Operating and Capital Program Budgets and establishing controls thereon.

**4. Alternative Fuels Receiving Facility Improvements Project Award**

The Board of Directors authorized the General Manager to award a Task Order in the amount of \$723,000 to J.R. Filanc Construction Co., Inc. for the Alternative Fuels Receiving Facility Improvements Project.



## **5. Water Reuse Pilot Testing Update**

The Board of Directors received and filed the Water Reuse Pilot Testing Update.

## **6. Nutrient Management Pilot**

The Board of Directors authorized the General Manager to execute a Professional Services Agreement with Trussell Technologies in the amount not to exceed \$248,400 for Engineering Services in support of the Nutrient Management Pilot.

The Board of Directors also authorized the General Manager to transfer unexpended appropriations from the CIP Budget.

# **Engineering Committee Meeting Report**

Presented by Director Pacilio

---


## **Meeting held July 1, 2025**

The Engineering Committee (EC) reviewed the following recommendations:

1. Adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the Leucadia Wastewater District and Scott and Kathleen Aldern (Developer);
2. Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Incorporated Professional Services Agreement for engineering consulting services in an amount not to exceed \$240,000; and
3. Adopt the 2025 Update of the District's SSMP completed by Dexter Wilson Engineering, Incorporated.

The EC concurred to forward these recommendations to the Board for consideration and they will be discussed later in the agenda.

**MEMORANDUM**

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Public Hearing on a Proposal to Consider Increasing the Amount That May Be Paid to Directors and Officers of the District for Service to the District**

---

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

- 1) A proposal to increase the amount that may be paid to directors and officers of the District from \$200 to \$205 per day of service;

The notice of this public hearing was posted at the District office and was advertised in the San Diego Union Tribune on June 17, 2025 and June 24, 2025.

**DISCUSSION:**

- 1) Board of Director's Compensation

The Board of Directors last approved a compensation increase in June 2019. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 30%.

Proposed Ordinance No. 150 will be considered later in this agenda. The Ordinance provides for a 2.5% adjustment that increases compensation for a day's service to LWD from \$200 to \$205. It also confirms those meetings that qualify for director compensation.

If adopted, the compensation increase will be effective 60 days after adoption.

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

tb:PJB



**MEMORANDUM**

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Public Hearing on a Proposal to Adopt an Ordinance Approving a Reimbursement Agreement Between Leucadia Wastewater District and Scott and Kathleen Aldern**

---

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

1. A proposal to adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the District and Scott and Kathleen Aldern (Developer).

The notice of this public hearing will be posted at the District and published in The Coast News on June 27, 2025.

**DISCUSSION:**

This Reimbursement Agreement was developed by the District Engineer in accordance with the Standard Specifications. It has been reviewed by District staff, including District Counsel, and now requires Board approval to take effect. The sewer facilities were designed and constructed, pursuant to District Policy, to accommodate sewer connections to separate properties adjacent to the new sewer facilities. These benefited properties are not required to connect to the public sewer system. However, if they decide to connect in the future, the Reimbursement Agreement requires payment of a reimbursement fee equivalent to the property's fair share contribution towards the new sewer improvements.

The proposed Ordinance No. 149 approves the Reimbursement Agreement established between the District and the Developer.

It is necessary for the Board to consider all objections or protests to the proposed Ordinance. To date, no objections or protests have been filed with the District.

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

ier:PJB

**MEMORANDUM**

DATE: July 3, 2025

TO: Board of Directors

FROM: Paul J. Bushee, General Manager

**SUBJECT: Board of Directors Compensation Adjustment**

---

**RECOMMENDATION:**

Staff recommends that the Board of Directors

1. Approve Ordinance No. 150: increasing compensation for LWD Board of Directors from \$200 to \$205 and confirming meetings that qualify for director compensation.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

Prior to this item, the Board of Directors conducted a public hearing to receive and consider public comment on this proposed ordinance to increase compensation for Directors from \$200 to \$205.

On June 11, 2025, the Board of Directors directed staff to prepare, notice and schedule a public hearing for the purpose of considering an increase in Board of Director's compensation.

Proposed Ordinance No. 150 (Attachment 1) implements the compensation adjustment in accordance with the Board's direction and specifies the types of meetings for which compensation may be paid. The proposed Ordinance provides for a \$5 increase in compensation, resulting in a 2.5% adjustment.

The Board of Directors last approved a compensation increase on June 12, 2019. The California Water Code Section 20202 provides for a 5% adjustment per calendar year following the operative date of the last adjustment. Since an adjustment occurred in 2019, the Board is eligible for an adjustment not to exceed 30%.

If approved, Proposed Ordinance No. 150 will supersede Ordinance No. 140 which was adopted on June 12, 2019.

The proposed Ordinance Notice of this Public Hearing was published in the San Diego Union Tribune on June 17, 2025 and June 24, 2025 in accordance with Water Code Section 20203 and Government Code Section 6066. If adopted, Ordinance No. 150 will become effective sixty (60) days after its adoption.

The fiscal impact of the proposed Ordinance will vary depending upon the number of meetings held by the Board of Directors and its committees and attendance at those meetings. Sufficient appropriations are included in the Fiscal Year 2026 budget to fund the resulting adjustment.

tb:PJB

Attachment



## ORDINANCE NO. 150

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE LEUCADIA WASTEWATER DISTRICT  
INCREASING COMPENSATION OF DIRECTORS AND  
CONFIRMING MEETINGS THAT QUALIFY FOR DIRECTOR COMPENSATION**

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

**WHEREAS**, the LWD Board of Directors desires to provide for reasonable compensation for Directors that is consistent with Water Code Section 20202; and,

**WHEREAS**, the LWD Board of Directors last set compensation on June 12, 2019 at \$200.00 per day of service for each Director pursuant to Ordinance No. 140; and,

**WHEREAS**, Ordinance No. 140 identified meetings which have been pre-approved and qualify for Director's compensation; and,

**WHEREAS**, the LWD Board of Directors has determined that an increase of 2.5% above the current rate is appropriate; and,

**WHEREAS**, a public hearing to consider the increase in compensation for Directors was duly noticed and held in accordance with Water Code Section 20203 on the date hereof,

**NOW, THEREFORE, BE IT ORDAINED:**

1. The LWD Board of Directors shall be compensated \$205 per day of service for attendance at meetings of the Board, Board committees, and conferences or seminars of the following organizations or associations:

- California Association of Sanitation Agencies (CASA);
- California Special Districts Association (CSDA);
- California Sanitation Risk Management Authority (CSRMA);
- California Water Environment Association (CWEA);
- California WaterReuse Association;
- Local Agency Formation Commission (LAFCO);
- Southern California Alliance of Publicly Owned Treatment Works (SCAP); and
- Special District Institute (SDI).

Also authorized for compensation is attendance at a conference or organized educational activity conducted in compliance with subdivision (c) of Government Code Section 54952.2, including, but not limited to, ethics training required by Government Code Sections 53234-53235.5.

Attendance at other meetings, conferences and seminars not specifically authorized by this Ordinance must be approved by the Board of Directors prior to attendance for compensation.



2. That in no event shall a Director receive compensation for more than a total of ten (10) days service to LWD in any calendar month.
3. That the provisions of this ordinance shall be effective sixty (60) days after its adoption, and thereafter, Ordinance No. 140 shall be void and of no further force and effect.

**PASSED AND ADOPTED** this 9th day of July 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Rolando Saldana  
President

ATTEST:

---

Paul J. Bushee  
General Manager

## MEMORANDUM

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager *Paul J. Bushee*  
**SUBJECT:** **A Proposal to Adopt an Ordinance Approving a Reimbursement Agreement Between Leucadia Wastewater District and Scott and Kathleen Aldern**

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

1. Adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the District and Scott and Kathleen Aldern (Developer); and
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

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

Ordinance No. 149 establishes a Reimbursement Agreement between the District and Developer. This Reimbursement Agreement was developed by the District Engineer in accordance with the Standard Specifications. It has been reviewed by District staff, including District Counsel, and now requires Board approval to take effect.

In August 2023, the Developer commenced a project to construct a public sewer line extension on Eolus Avenue to provide sewer service to a parcel owned by the developer (see picture). In November 2024, the public sewer line extension was completed and dedicated to the District. During project construction, the Developer requested that a Reimbursement Agreement be established for the project. A Reimbursement Agreement provides for cost reimbursement by adjacent properties to the Developer for the actual cost to design, permit, and construct new sewer facilities, less the portion attributable to providing sewer service to the Developer's property. The District Engineer has reviewed a summary of Developer costs and receipts and has determined they are reasonable.

The sewer facilities were designed and constructed, pursuant to District Policy, to accommodate sewer connections to separate properties adjacent to the new sewer facilities. These benefited properties are not



required to connect to the public sewer system. However, if they decide to connect in the future, the Reimbursement Agreement requires payment of a reimbursement fee equivalent to the property's fair share contribution towards the new sewer improvements. The proposed Ordinance approves the Reimbursement Agreement for a 10-year term with an option to extend the Agreement an additional 10-years. Reimbursement Agreements are an accommodation to the Developer and not a guarantee or promise of full or partial payment. The District administers the Agreement and will charge an administrative fee of five percent (5%) of the reimbursement fee if a property owner connects to the public sewer extension.

Staff and the EC recommend that the Board adopt Ordinance No. 149 approving a Reimbursement Agreement for sewer between the District and Developer.

Ordinance No. 149 and the Reimbursement Agreement are attached for your review.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with this recommendation.

ier:PJB

Attachments



**ORDINANCE NO. 149**

**AN ORDINANCE OF THE LEUCADIA WASTEWATER DISTRICT  
APPROVING REIMBURSEMENT AGREEMENT FOR  
SCOTT AND KATHLEEN ALDERN**

**BE IT ORDAINED** by the Board of Directors of the Leucadia Wastewater District as follows:

**Section 1. Approval.** The Reimbursement Agreement by and between the Leucadia Wastewater District and Scott and Kathleen Aldern, attached hereto as Exhibit A ("Reimbursement Agreement"), is approved by the District Board of Directors.

**Section 2. Reimbursement Connection Fee.** A Reimbursement Connection Fee in accordance with the terms of the Reimbursement Agreement is hereby approved.

**Section 3. Execution and Implementation.** The General Manager shall execute the Reimbursement Agreement of behalf of the District and take all other actions necessary to carry out its terms.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of Leucadia Wastewater District held July 9, 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Rolando Saldana  
President

**ATTEST:**

---

Paul J. Bushee  
General Manager

**REIMBURSEMENT AGREEMENT**

THIS AGREEMENT is entered into by and between the Leucadia Wastewater District, a County Water District, organized and existing under Division 12 of the California Water Code ("DISTRICT") and Scott and Kathleen Aldern ("DEVELOPER").

R-E-C-I-T-A-L-S

1. DEVELOPER owns property in San Diego County within the service jurisdiction of DISTRICT: 1143 Eolus Avenue, Encinitas, CA 92024.

2. DEVELOPER desires service to its property from DISTRICT. As a condition of providing service, DISTRICT required that DEVELOPER extend existing facilities and/or oversize facilities to meet DISTRICT standards for sewer service and provide for service to other property owners within the area near DEVELOPER's property.

3. DEVELOPER has constructed facilities pursuant to DISTRICT direction and the Leucadia Wastewater District Agreement to Improve Subdivision Sewers dated August 16, 2023 ("Agreement to Improve Sewers") between DISTRICT and DEVELOPER as shown on the plans and specifications prepared by Josh Ziegler with Spear & Associates, Inc. and identified as City of Encinitas, Public Improvement Plans for 1143 Eolus Avenue APN 254-392-17.

4. DISTRICT and DEVELOPER, by this Agreement, desire to enter into a reimbursement contract in accordance with the provisions of the DISTRICT's Standard Specifications for Privately Constructed Wastewater Facilities ("Standard Specifications").

C-O-V-E-N-A-N-T-S

5. Conditions Precedent to Execution of Agreement. The sewer facilities subject to this Agreement ("new facilities") shall be completed in accordance with the Agreement to Improve Sewers and all other DISTRICT rules and regulations prior to execution of this Agreement. As a further condition precedent to DISTRICT's obligation to execute this Agreement, DEVELOPER agrees to provide in a form acceptable to DISTRICT all documents DISTRICT deems necessary for acceptance and acquisition of facilities that are intended for dedication to DISTRICT. Documents shall include, but are not limited to: Easements, grants of fee interests, subordination agreements and recorded notices of completion. Notices of completion shall be recorded by DEVELOPER.

6. Administrative Costs. Concurrent with execution of this Agreement, DEVELOPER shall pay the DISTRICT all administrative costs attributable to the establishment of this Agreement, including, but not limited to, engineering, legal and administrative staff time to calculate reimbursement amounts and finalized the terms of this Agreement. These Administrative costs shall not be reimbursed, and DEVELOPER shall not be required to pay the DISTRICT any additional administrative fees for this Agreement.

7. Reimbursable Costs. Reimbursable costs consist of the actual cost to design and construct the new facilities ("Project Costs"), less the portion attributable to providing sewer



service to DEVELOPER's property ("Reimbursable Costs"), as determined by the DISTRICT and shown on Exhibit A ("Location Map") and Exhibit B ("Reimbursable Costs"), attached hereto. Reimbursable Costs are limited to costs the DISTRICT has determined are reasonably related to new facilities.

8. Term. The term of this Agreement and DISTRICT's obligation to reimburse DEVELOPER shall expire ten (10) years from the Agreement's Effective Date. Thereafter, DISTRICT shall have no further obligation to reimburse DEVELOPER. During the last year of the initial Agreement term, DEVELOPER may request an extension of the Agreement term in accordance with the general District Ordinance governing reimbursement agreements, Ordinance 117, as may be amended from time to time. The request must be in writing and be received by the District at least ninety (90) days before the expiration date of the Agreement. The District will consider the request in good faith taking into consideration, among other things, whether DEVELOPER has complied with the terms of the AGREEMENT during the initial term, the administrative burden of prior reimbursement fee collection and distribution efforts, and the likelihood that additional reimbursement payments would be made during an extended term.

9. Reimbursement. During the ten (10) year term of this Agreement, and if extended, during the extended term of this Agreement, subject to DISTRICT's actual ability to collect such costs, DISTRICT shall charge property owners who utilize the new facilities their proportionate share of the Reimbursable Costs plus three percent (3%) interest per annum, simple, non compounding, from the effective date of this Agreement ("Reimbursement Fee"). The Reimbursement Fee for each property owner has been determined by the DISTRICT, using its best estimate of the number of parcels and equivalent dwelling units ("EDUs") that could utilize the new facilities. The DISTRICT's determination of what properties will be subject to a Reimbursement Fee and the estimated amount each will be charged is set forth on Exhibit B. The DISTRICT shall also charge an administrative fee equivalent to 5% of the Reimbursement Fee charged to a property owner, which shall be paid to the DISTRICT. The Reimbursement Fee and administrative fee shall be in addition to the standard fees charged by the DISTRICT for new service. Reimbursement Fees actually collected shall then be distributed to DEVELOPER. Reimbursement Fees paid to the DISTRICT shall not accrue additional interest. Payment of interest to DEVELOPER shall be limited to interest received from property owners as part of their Reimbursement Fee. In the event DISTRICT reimburses DEVELOPER its share of the total Reimbursable Costs prior to the end of the Agreement term, DISTRICT's obligation to reimburse the DEVELOPER shall terminate.

10. Termination. In the event of termination of this Agreement, DEVELOPER shall have no further interest or right of reimbursement from DISTRICT and all revenues subsequently received by DISTRICT shall be the sole property of DISTRICT.

11. Records. DEVELOPER warrants that DEVELOPER has kept accurate records of the actual construction costs, according to accepted engineering and accounting principles. DEVELOPER has provided such records to the DISTRICT offices for inspection as requested by DISTRICT.

12. Warranties. DEVELOPER further warrants that there are no liens, stop notices or claims against the project; that the legal time for filing any such claims, notices or liens has expired; and agrees to defend, indemnify and hold DISTRICT harmless for any or all such liens, notices or



claims.

13. Reimbursement Payments. Reimbursement checks shall be hand delivered or be mailed to DEVELOPER at the address provided pursuant to Paragraph 15.8 of this Agreement within ninety (90) days of receipt by DISTRICT. In the event a reimbursement check is not cashed within ninety (90) days of hand delivery or mailing, it shall be deemed unclaimed and the DISTRICT shall have the right to retain the payment and shall have no further obligation to pay the DEVELOPER. Further, if a payment mailed to the most current address provided to the DISTRICT in accordance with Paragraph 15.8 is returned to the DISTRICT because the address is no longer valid and the DEVELOPER fails to provide a change of address in accordance with Paragraph 15.8 or personally appear at the DISTRICT office to claim the payment within an additional ninety (90) days, the DISTRICT shall have the right to retain the DEVELOPER's proportionate share and shall have no further obligation to pay DEVELOPER.

14. No Guarantees. DEVELOPER understands and acknowledges that that DISTRICT will not compel property owners to utilize the sewer facilities. Further DISTRICT cannot guarantee that DISTRICT will be able to collect Reimbursable Costs from all property owners who connect to the facilities. DISTRICT agrees to make reasonable efforts to collect costs from new connections. Further, DEVELOPER understands that the Reimbursement Fee calculated by DISTRICT may not reflect the number of properties that will ultimately utilize the sewer facilities. The number of users could be more or less than DISTRICT estimates, and DISTRICT does not warrant or promise that DEVELOPER will recover all Reimbursable Costs.

15. Miscellaneous Provision.

15.1 Applicable Law. This Agreement and any disputes relating to this Agreement shall be construed under the laws of the State of California.

15.2 Venue. In the event of any legal or equitable proceeding to enforce or interpret the terms or conditions of this Agreement, the parties agree that venue shall lie only in the federal or state courts in or nearest to the North County Judicial District, County of San Diego, State of California.

15.3 Attorney's Fees. In the event a lawsuit to enforce or interpret the terms of this Agreement is brought by either party, the prevailing party shall be entitled to all reasonable attorney's fees and costs in addition to any other relief granted by law.

15.4 Assignment. DEVELOPER shall not be entitled to assign all or any portion of its respective rights or obligations as specified in the Agreement without obtaining the prior written consent of the DISTRICT. Any purported assignment without the DISTRICT's prior written consent shall be void.

15.5 Entire Agreement. This Agreement, together with all exhibits attached hereto, contains all representations and the entire understanding regarding reimbursement between the parties. No other representations are intended or shall be implied. Any prior correspondence, memoranda or agreements, whether or not such correspondence, memoranda or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement and any exhibits to this Agreement. However, this Agreement does not supersede other DISTRICT

ordinances and agreements relating to DEVELOPER's construction of sewer facilities, including among other things, the DISTRICT Standard Specifications and the Agreement to Improve Sewers.

15.6 Personal Nature of Agreement and Binding Effect. This Agreement is personal and does not run with the land. The transfer or sale of any DEVELOPER property does not alter the DEVELOPER's right of reimbursement. Further the terms of this Agreement are binding on all successors, heirs and assigns, and they must also comply with the terms of this Agreement, including provisions regarding assignment in Paragraph 15.4 and Notice in Paragraph 15.8.

15.7 Unenforceable Provision. The terms, conditions and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provisions of the Agreement as so interpreted are held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.

15.8 Notices. All reimbursements, letters, statements or notices required pursuant to this Agreement shall be deemed effective upon posting in the United States mail to the following addresses:

TO DISTRICT:

Attention: General Manager  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

TO DEVELOPER:

Scott and Kathleen Aldern  
1143 Eolus Avenue  
Encinitas, CA 92024

The addresses above shall be presumed correct, unless a party is notified in writing of a change. Any change of address notice shall clearly state that it is intended to replace the address set forth in Paragraph 15.8 of this Agreement. Further, notice of an address change shall not be valid unless it has been delivered personally to the DISTRICT or by way of certified mail that has been signed and acknowledged by the DISTRICT.

15.9 Effective Date. This Agreement and the Reimbursement Fees it authorizes shall become effective as of July 9, 2025 ("Effective Date"), upon the adoption of a DISTRICT ordinance approving the Agreement and its execution by the parties.

"DISTRICT"

"DEVELOPER"

BY: \_\_\_\_\_

BY:

Scott Aldern 6/13/2025

BY: \_\_\_\_\_

BY:

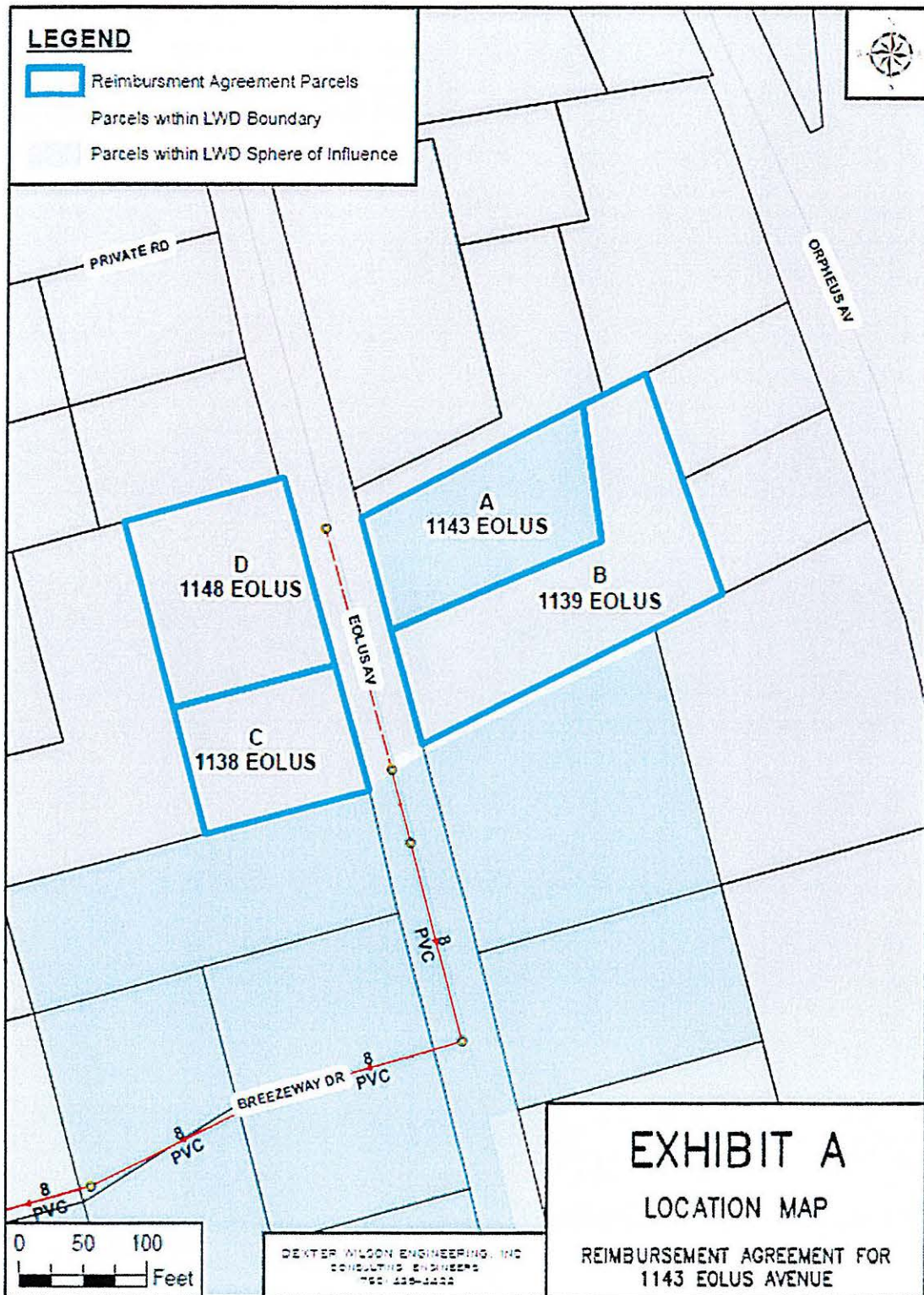
Kathleen Aldern 6/13/2025

NOTARY REQUIRED

See Attached



EXHIBIT A  
REIMBURSEMENT AGREEMENT FOR 1143 EOLUS AVENUE  
LOCATION MAP





**EXHIBIT B**  
**REIMBURSEMENT AGREEMENT FOR 1143 EOLUS AVENUE**  
**REIMBURSEMENT TABLE**

Development Property (Parcel A) Address: 1143 Eolus Avenue

Project Costs: \$197,569.41

Reimbursable Costs: \$148,177.05

Exhibit A Parcel	Assessor Parcel No	Encinitas Zoning	Approx. Acres	Est. EDU's	Share of Project Cost	Amount to Reimburse Parcel A
A	254-392-17	R3	0.44	1	\$49,392.35	-
B	254-392-18	R3	0.63	1	\$49,392.35	\$49,392.35
C	254-391-38	R3	0.31	1	\$49,392.35	\$49,392.35
D	254-391-34	R3	0.45	1	\$49,392.35	\$49,392.35
Total	-	-	1.83	4	\$197,569.40	\$148,177.05

**Notes:**

- (1) The Estimated Reimbursement Fee is calculated by dividing the Reimbursable Portion of the Project Costs by the assumed number of EDUs per parcel that could connect to the new facilities. Current calculations assume a total of 4 eligible EDUs.
- (2) Reimbursement Fees shall include interest at the rate of three percent (3%) per annum from the Effective Date
- (3) Once a Reimbursement Fee has been paid, it is final and not subject to adjustment. However, if during the term of this Agreement, the number of eligible EDUs increases due to a parcel split or other circumstance, then the Reimbursement Fee may be adjusted for new connections by dividing the balance of unpaid Reimbursable Costs by the revised estimate of eligible EDUs that still could connect to the sewer system. Such adjustments shall only be made for new connections to the sewer system. No adjustments to past reimbursements will be made.

## MEMORANDUM

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Dexter Wilson Engineering, Inc. Contract Extension for Engineering Consulting Services**

---

### RECOMMENDATION:

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

1. Authorize the General Manager to execute a two-year extension to the Dexter Wilson Engineering, Inc. contract for engineering consulting services; and
2. Discuss and provide direction as appropriate.

### DISCUSSION:

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

The District Engineer serves as a key consultant who works closely with staff to address engineering issues related to the Capital Improvement Program, asset management, development, and collection system operations and maintenance. Dexter Wilson Engineering, Inc. (DWEI) has served in this capacity for the past eight years with Dexter Wilson acting as the primary District Engineer and supported by DWEI staff as required.

In July 2022, the Leucadia Wastewater District entered into a three-year agreement with DWEI for engineering consulting services. This agreement expires on June 30, 2025 with an option to extend for an additional two years. As the initial term approaches its expiration, staff has been pleased with DWEI's performance and recommends executing the two-year contract extension option to extend the agreement through June 2027. The scope of work and the proposed fee schedule are attached for your review.

Consistent with the terms of the original agreement, the extension proposes an annual fee for DWEI services in the amount of \$120k per year for a total of \$240k over the two-year extension period. DWEI's rates, which have been fixed for the last three years, have been adjusted and will remain fixed during the two-year extension. Sufficient funds to cover these services are included in the Fiscal Year 2026 Budget and will be included in the Fiscal Year 2027 Budget.

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

ier:PJB

Attachments



## **DISTRICT ENGINEERING SERVICES**

### **SCOPE OF SERVICES**

Dexter Wilson Engineering, Inc. (CONSULTANT) shall provide the following services, which are necessary for District Engineering (DE), Capital Improvement Program Management (CIPM) and Development Consulting Services. General descriptions of the respective consulting services to be provided at the discretion of the Leucadia Wastewater District (DISTRICT) are as follows:

#### **1. District Engineering (DE)**

- Provide general Professional Engineering guidance to DISTRICT staff and Board of Directors;
- Attend Board Meetings and Engineering Committee Meetings;
- Attend weekly staff meeting;
- Interface with District Legal Counsel and other DISTRICT consultants;
- Represent the DISTRICT in meetings and matters relating to land development, DISTRICT planning, interagency relations, and other DISTRICT matters;
- Interface with the general public and DISTRICT customers;
- Interpret DISTRICT's standard spec and policies as related to engineering issues;
- Complete other tasks as directed.

#### **2. Capital Improvement Program Management (CIPM)**

- Assist with technical review of Capital Improvement Program (CIP) projects;
- Attend CIP project review and scheduling meetings;
- Attend contractor pre-bid meetings and bid openings, as requested by the DISTRICT;
- Provide contractor construction bid evaluations;
- Assist DISTRICT with preparation, distribution and advertisement of DISTRICT RFP's, as requested by DISTRICT;
- Assist the DISTRICT with long range planning and implementation of DISTRICT's infrastructure CIP;
- Complete other tasks as directed.

#### **3. Development Plan Checking and Construction Inspection**

- Conduct development plan checking, construction inspection of development projects, and miscellaneous development related work as requested by DISTRICT and as-needed. All work conducted by Developers shall be funded by Developer deposits to the DISTRICT. Expenses and invoicing shall be tracked by DISTRICT Location Codes for each development task.
- Provide Construction Inspection for Developer projects.

The DE and CIPM services shall be billed and tracked on a time and materials basis with initial estimated limits of approximately \$70,000 and \$50,000, respectively, for each component. The DE and CIPM budgets augment each other, only as necessary, and to the extent that the total initial annual fee authorization of \$120,000 is not exceeded without further DISTRICT authorization. Development Plan Checking and Construction Inspection shall be billed and tracked on a time and materials basis as-needed, as funded by Developers, and as-authorized by the DISTRICT. Expended-to-date and projected fees will be reviewed by CONSULTANT with the DISTRICT on a monthly basis at the time of invoice.



**DEXTER WILSON ENGINEERING, INC.**

**Rate Schedule for  
Leucadia Wastewater District**

**Effective July 1, 2025 to June 30, 2027**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
<b>Office Personnel:</b>	
<b>Planning/Design</b>	
Principal Engineer	\$228.00
Managing Engineer	\$218.00
Project Engineer	\$199.00
Senior Engineer	\$176.00
Design Engineer II	\$166.00
Design Engineer I	\$157.00
Associate Engineer III	\$147.00
Associate Engineer II	\$128.00
Associate Engineer I	\$114.00
Engineering Aide II	\$104.00
Engineering Aide I	\$100.00
<b>Drafting/Design</b>	
Senior Designer	\$143.00
Senior Drafter	\$119.00
Drafter II	\$109.00
Drafter I	\$100.00
<b>Clerical</b>	<b>\$ 66.00</b>

## MEMORANDUM

Ref: 25-9185

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** 2025 Update of the Leucadia Wastewater District's 2019 Sewer System Management Plan

---

### RECOMMENDATION:

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

1. Adopt the 2025 Update of the Leucadia Wastewater District's Sewer System Management Plan completed by Dexter Wilson Engineering, Inc.
2. Discuss and take other action as appropriate.

### DISCUSSION:

#### **Tactical Goal: Services / SSMP Update**

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

The Statewide Sanitary Sewer Systems Waste Discharge Requirements (WDR), adopted by the State Water Resources Control Board in May 2006, imposed several regulations on all California agencies that operate Sewage Collection Systems. One requirement is for sewer agencies to develop and implement a system-specific Sewer System Management Plan (SSMP) which is a comprehensive document that outlines how a public wastewater agency manages its collection system to prevent and mitigate sanitary sewer overflows.

The Leucadia Wastewater District (District) has complied with all prescribed WDR provisions, including the SSMP. The District's original SSMP was adopted by the District's Board of Directors in 2009 and subsequently updated in 2014 and 2019. In December 2022, the State Water Resources Control Board amended the WDR which changed the SSMP update cycle from five to six years. Accordingly, the District's next SSMP was scheduled for 2025.

Dexter Wilson Engineering, Inc. (DWEI) developed the initial 2009 SSMP and completed the subsequent updates in 2014 and 2019. In addition, DWEI has conducted the District's annual SSMP audits for Fiscal Years 2010 through 2024. Due to their thorough knowledge of the SSMP and District operations, staff retained DWEI to perform the SSMP update for 2025.

DWEI has completed the 2025 SSMP update and concluded that the District's activities, programs, and efforts meet or exceed the WDR requirements. The notable changes include:

1. Incorporated updates from the District's Asset Management Plan (updated in April 2023) and Standard Specifications (updated in April 2025)
2. Updating the District's spill history and spill trends.
3. Updating contact list, standard operating procedures, and preventative maintenance activities.

The executive summary is attached for your review. A full copy of the 2025 update is available upon request.

DWEI will present an overview of the 2025 SSMP update at the meeting.

mg:PJB

Attachment



## **Executive Summary**

The purpose of this Sewer System Management Plan (SSMP) is to document and publicly present in a central document the programs and activities utilized by the Leucadia Wastewater District (the District or LWD, system ID: 9SSO11210) in effectively managing its wastewater collection system.

### **Regulatory Background**

On May 2, 2006, in an effort to reduce the occurrences of sanitary sewer spills (spills) within California, a Statewide General Waste Discharge Requirement (Statewide WDR) was adopted that imposed several new requirements on all agencies that operate sewage collection systems. To date, the District has complied with all provisions prescribed in the Statewide WDR, including enrollment in electronic spill reporting, the establishment of its legal authority to enforce sewer ordinances, certification of the complete initial SSMP implementation on June 8, 2009 by the General Manager, and subsequent audits of all SSMPs.

On July 30, 2013, revisions to the Monitoring and Reporting Program for the Statewide WDR were adopted. The adoption included revisions of spill category definitions; revisions to notification, reporting, and record keeping requirements; and enhancement of water quality monitoring requirements.

On December 6, 2022, an overall and comprehensive update to the Statewide WDR was adopted. This update became effective at June 5, 2023. The Statewide WDR update, similar to the 2013 Monitoring and Reporting Program revisions, included revised spill categories, revised spill response activities, adjusted reporting procedures, minor SSMP element and frequency changes, among other ancillary spill related updates.

This 2025 SSMP is the 6-year update to the 2019 SSMP (as required by the Statewide WDR), will be re-certified by the Board of Directors and reported to the State Board.

### **SSMP Development**

Dexter Wilson Engineering, Inc., a consulting engineering firm, was tasked to assist the District in completing its SSMP. Prior to drafting this SSMP, every aspect of the District's activities and programs to prevent spills and to assure the proper system operation and maintenance were carefully reviewed and validated by the District. This included checks of: staff training, programs, operating procedures, historic data, and planning documents like the LWD Standard Specifications, the Asset Management Plan, and the Financial Plan Update. This review determined that the programs, procedures, plans, and management practices required for the Statewide WDR have been in place at the District for many years and are the basis for its outstanding record of environmental protection and regulatory compliance.

As an over-arching document, the SSMP strives to integrate programs and activities from the staff level to the Board level to insure that all components of District are connected and effective in preventing spills. Dexter Wilson Engineering, Inc. completed annual audits of the District's 2009, 2014, and 2019 SSMP and guided the District in the development of this 2025 version. The annual audit exceeds the WDR requirement of triennial audits and reflects the District's commitment to a proactive approach toward preventing spills.


### **SSMP Future Activities**

The performance evaluations and audits of the 2019 SSMP are incorporated into this document. Similarly, performance evaluations and audits of this 2025 SSMP are included by reference and shall be incorporated in the future 2031 update.

### **Definitions**

CIP	Capital Improvement Project
CPM	Capital Project Manager
CWMS	Computerized Work Management System
DE	District Engineer
DFA	Director of Finance and Administration
EDU	Equivalent Dwelling Units
EWA	Encina Wastewater Authority
FOG	Fats, Oil, and Grease
FSS	Field Services Superintendent
gpd	gallons per day
GM	General Manager
LRO	Legal Responsible Officer
LWD	Leucadia Wastewater District
MGD	million gallons per day
PM	Project Manager
SERP	Spill Emergency Response Plan
SMA	Special Maintenance Area
SSMP	Sewer System Management Plan
WDR	Waste Discharge Requirements

**MEMORANDUM**

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

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Receive and file the FY25 Tactics and Action Plan Report.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

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

In order to implement LWD's Strategic Focus Areas, staff annually develops a Tactics and Action Plan, which identifies tactical goals associated with each area. Staff has implemented the majority of goals identified for FY25 along with several more that surfaced over the course of the year.

Staff is pleased to report that 130 tactical goals were accomplished. The FY25 Tactics and Action Plan, including a glossary of terms, is attached for your review. Staff will provide an overview of the Plan at the Board of Directors' meeting.

PJB:

Attachment



**Leucadia Wastewater District  
Fiscal Year 2025  
Tactics & Action Plans**

**1. Financial**

**Maintain fiscal stability and growth with:**

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2024 Audit					
Close Books, Prepare Trial Balance & Supporting Schedules	DFA	AT, ADS	Jul-24	Sep-24	Completed
Coordinate with & Respond to Auditors	DFA	AT, ADS, EA, GM	Jul-24	Dec-24	Completed
Audit Report to Board	DFA	GM, ADS, AS	Dec-24	Dec-24	Completed
FY 2026 Budget					
Initial Data Collection	DFA	FSS, EA, ADS, FSSup, PC	Jan-25	Mar-25	Completed
Board Workshop	DFA	GM, FSS, EA, ADS, FSSup, PC	May-25	May-25	Completed
Budget Approval	DFA	GM	Jun-25	Jun-25	Completed
Finance Policy Reviews					
Procurement Policy	DFA	GM, ADS, EA	Aug-24	Jul-24	Completed
Investment Policy	DFA	ADS, GM, EA	Jul-24	Mar-25	Completed
Reserve Policy	DFA	ADS, GM, EA	Feb-25	Feb-25	Completed
Amending the Conflict of Interest Code	EA		Aug-24	Aug-24	Completed
Financial Awards					
Apply for GFOA Financial Reporting Award	DFA	AT	Dec-24	Jan-25	Completed
Financial Plan Tracking Update					
Internally Update District's Financial Plan	DFA	GM	Nov-24	Feb-25	Completed
Electricity Cost Monitoring					
Coordinate External Review of Electricity Plans to Obtain Lowest Cost	DFA	UCM (Contractor)	Jul-24	Dec-24	Completed
CalPERS Actuarial Valuation & Associated Liabilities					
Coordinate with Actuary to Complete OPEB Roll-forward Valuation	DFA	AT	Jan-25	Apr-25	Completed
Complete Deferral Schedules and Record in Accounting	DFA	AT	May-25	Jun-25	Completed
Provide Update on CalPERS	DFA	AT	Apr-25	Jun-25	Completed
EWA					
Meeting regularly with LWD EWA's Representatives to discuss capital and operating issues that impact LWD expenses	GM	DFA	Jul-24	Jun-25	Completed

**Additional Items:**

Update check signatory authority policy - new Resol 2423

Dec-24

Completed

GFOA Cert. of Achievement for Excellence in Financial Reporting

May-25

Completed

## 2. People

### Employ the highest qualified work force by:

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing and Open Enrollments	DFA	ADS, Pickering Ins Brokers	May-25	May-25	Completed
Dental, Vision, and Other Benefits Open Enrollment	ADS	All Staff	Jun-25	Jun-25	Completed
CalPERS Health Open Enrollment	ADS	All Staff	Sep-24	Oct-24	Completed
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-24	Nov-24	Completed
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Completed
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Jan-25	Jun-25	Completed
Conduct Annual Sewer Spill Estimation Training	FSS	FSSup, FS Staff	Mar-25	Jun-25	Completed
CPR/First Aid Refresher Training	ADS	All Staff	Sep-24	Nov-24	Completed
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-24	Nov-24	Completed
Board Staff Relations Policy	DFA	GM, ADS, EA	Nov-24	Jan-25	Completed
Human Resources Policy Manual	ADS	GM, DFA, EA	Jan-25	Apr-25	Completed
Compensation Policy	ADS	GM, DFA, EA	Mar-25	May-25	Delayed
Field Services Technician In Training (FSTIT) Recruitment	FSSup	FSS, ADS, AS, FST III	Jun-24	Oct-24	Completed
FST IT Onboarding and New Employee Training	FSS	FSSup, ADS, AS, FST III	Oct-24	Oct-25	Completed
Conduct Salary Survey (In-house)	ADS	DFA, AS	Jan-25	Apr-25	Completed
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-24	Nov-24	Completed
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-24	Jan-25	Completed
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-25	Jun-25	Completed
Conduct Employee Interviews					
Mid-Year Check-In	GM	DFA, ADS	Nov-24	Dec-24	Completed
Compensation	GM	DFA, ADS	May-25	Jun-25	Completed
Leadership Coaching	GM	Management Staff	Jul-24	Jun-25	Completed
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-24	Jul-24	Completed
Holiday Function	EA	ADS, AS	Aug-24	Dec-24	Completed

### Additional Items:

Angel Hinojosa - Ind. Awards Water Treatment Grade 1 & Collections Grade 1	Aug-24	Completed
Jeffery Pivaral - Indiv. Award Collections Grade 2	Sep-24	Completed
Matthew Anderson - Indiv. Award - Cross Connections Cert.	Sep-24	Completed
Matthew Anderson - Indiv. Awards - Assoc. in Water & Wastewater Tech.	Oct-24	Completed
5 Years no lost time	Nov-25	Completed
Resol 2422 of Appreciation for Director Omsted	Dec-24	Completed
Resol 2424 Update of Board Officers & Committee Policy	Jan-25	Completed
Ryan Rodriguez - 10 Year Service Award	Feb-25	Completed
3 Years No Vehicle Accidents	Apr-25	Completed
Resol 2425 Update of Board Officers & Committee Policy	Mar-25	Completed
Gonzalo Ortiz - Indiv. Awards - Water Treatment Grade 1 & Collections Grade 1	May-25	Completed
AB 2561 (Employment Vacancies) Presentation to BOD	May-25	Completed



### 3. Services

#### Provide exceptional services to our customers by:

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-25	Jun-25	Completed
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-24	Jun-25	Completed
Hydro Clean and CCTV Rancho Santa Fe RD	FSSup	FSS, FS Staff	May-25	May-25	Completed
Vector Control	FSSup	FSS, FS Staff	May-25	May-25	Completed
Root Control	FSSup	FSS, FS Staff	May-25	Sep-24	Completed
Rehab Pump & Motor (Saxony)	FSS	FSSup, FS Staff	Jul-24	Sep-24	Completed
Exercise FM and Air Vacs Valves	FSS	FSSup, FS Staff	Sep-24	Sep-24	Completed
Test Overflow Basin pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Aug-24	Sep-24	Completed
Conduct Backflow Testing at Omni La Costa Resort	FSS	FSSup	Jul-24	Sep-24	Completed
Reporting					
Submit Quarterly Recycled Water Reports	FSS	FSSup	Jul-24	Jun-25	Completed
Submit Collection System Annual Report	FSS	FSSup	May-25	Jun-25	Completed
Submit Stormwater Annual Report	FSS	FSSup	May-25	Jun-25	Completed
Bypass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	Oct-24	Nov-24	Completed
Leucadia Pump Station	FSSup	FSS, FS Staff	Sep-24	May-25	Completed
Village Park 7 Pump Station	FSSup	FSS, FS Staff	Jan-25	Jan-25	Completed
Saxony Pump Station	FSSup	FSS, FS Staff	Mar-25	Mar-25	Completed
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-25	Mar-25	Completed
Update LWD Standard Specifications					
Conduct Review	DE	GM, PC, DC	Aug-24	Mar-25	Completed
Board Approval	DE	GM, PC, DC	Apr-25	Apr-25	Completed
SSMP Audit	FSS	FSSup, PC	Sep-24	Nov-24	Completed
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-24	Jun-25	Completed
LWD Teacher Grant Program	ADS	AS, RTP	Aug-24	Nov-24	Completed
Write, Design, Print & Mail 2025 Fall Newsletter	ADS	AS, RTP	Jul-24	Oct-24	Completed
Write, Design, Print & Mail 2026 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-25	May-25	Completed
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, FSSup, EA, AS	Jul-24	Jun-25	Completed
Evaluate District Website Layout	ADS	DFA, RTP, AS, EA	Dec-24	Feb-24	Completed
Launch new Photo Contest for Grades 7-12	ADS	DFA, AS, RTP	Aug-24	Mar-25	Completed
Coordinate and Participate in the Water Career Day Event	ADS	DFA, RTP, AS, FSSup, FST Ills, FSS	Jul-24	Oct-24	Completed
Awards					
Apply for CWEA Awards	FSS	DFA, FSSup	Oct-24	Nov-24	Completed
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-24	Oct-24	Completed

#### Additional Items:

Assisted Encinitas with a spill	Sep-24	Completed
Bypass Diana PS	Sep-24	Completed
Bypass Line segment by the San Marcos Creek for CCTV Inspection	Sep-24	Completed
5 years no spills - Org Award	Dec-24	Completed
Bypass Encinitas Estates PS	Jan-25	Completed
CWEA Collections System of Yr. Award - San Diego Section	Jan-25	Completed
CWEA Community Engagement & Outreach Award -San Diego Section	Jan-25	Completed
Update Website - Homepage Video, New Photos, New Video Page	Apr-25	Completed
Inspected Batiquitos Wetwell	Apr-25	Completed
CWEA Collections System of Yr. Award - State	May-25	Completed
RTP Task Order #3 executed for FY26 Public Outreach Services	May-25	Completed



#### 4. Infrastructure and Technology

**Protect the long-term viability of the District by:**

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

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

**Additional Items:**

LWD Admin Building Roof Repairs	Oct-24	Completed
L1 Force Main Bridge Crossing Emergency Repair	Oct-24	Completed
La Costa Avenue Easement Gravity Sewer Emergency Repair	Oct-24	Completed
Evaluate & Install new phone system (VOIP) and internet providers costs	25-Jan	Completed
L1 Force Main Bridge Crossing - 2nd Emergency Repair for all brackets	Feb-25	Completed
WaterWorks Contract Extension	Mar-25	Completed
Resol 2428 - Miller & Hall Annexation - 327 North Vulcan	Apr-25	Completed
Phoebe Street/Highway 101 Emergency Short Liner Repair	Jun-25	Completed
Installed Insulating Flange at Saxony PS	May-25	Completed
Replace Scrubber Blower at Batiquitos PS	Mar-25	Completed
Replace Soft Starter for pump #4 at Batiquitos PS	Jun-25	Completed

## **List of Acronyms for LWD Staff Titles**

GM – General Manager

DFA – Director of Finance & Administration

FSS – Field Services Superintendent

CPM - Capital Project Manager

FSSup – Field Services Supervisor

ADS – Administrative Services Supervisor

EA – Executive Assistant


AT – Accounting Technician

AS – Administrative Specialist I

DE – District Engineer

GC – General Counsel

**MEMORANDUM**

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Fiscal Year 2026 (FY26) LWD Tactics and Action Plan

---

**RECOMMENDED:**

Staff recommends that the Board of Directors:

1. Adopt the FY26 Leucadia Wastewater District (LWD) Tactics and Action Plan.
2. Discuss and take other action as appropriate.

**DISCUSSION:**

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

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

For FY26, staff has developed an ambitious plan that includes 108 tactical goals. A copy of the FY26 Tactics and Action Plan is attached for your review. Staff will provide a brief overview of the plan at the Board of Directors meeting.

PJB:

Attachment



**Leucadia Wastewater District  
Fiscal Year 2026  
Tactics & Action Plans**

**1. Financial**

**Maintain fiscal stability and growth with:**

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
FY 2025 Audit					
Close Books, Prepare Trial Balance & Supporting Schedules	DFA	AT, ADS	Jul-25	Sep-25	Not Started
Coordinate with & Respond to Auditors	DFA	AT, ADS, EA, GM	Jul-25	Dec-25	Not Started
Audit Report to Board	DFA	GM, ADS, AS	Dec-25	Dec-25	Not Started
FY 2027 Budget					
Initial Data Collection	DFA	FSS, EA, ADS, FSSup, CPM	Jan-26	Mar-26	Not Started
Board Workshop	DFA	GM, FSS, EA, ADS, FSSup, CPM	May-26	May-26	Not Started
Budget Approval	DFA	GM	Jun-26	Jun-26	Not Started
Finance Policy Reviews					
Procurement Policy	DFA	GM, ADS, EA	Aug-25	Feb-25	Not Started
Investment Policy	DFA	ADS, GM, EA	Jul-25	Mar-25	Not Started
Reserve Policy	DFA	ADS, GM, EA	Feb-25	Feb-25	Not Started
Amend the Conflict of Interest Code	EA		Aug-25	Aug-25	Not Started
Financial Awards					
Apply for GFOA Financial Reporting Award	DFA	AT	Dec-25	Jan-26	Not Started
Financial Plan Tracking Update					
Internally Update District's Financial Plan	DFA	GM	Nov-25	Feb-26	Not Started
CalPERS Actuarial Valuation & Associated Liabilities					
Coordinate with Actuary to Complete OPEB Roll-forward Valuation	DFA	AT	Jan-26	Apr-26	Not Started
Complete Deferral Schedules and Record in Accounting	DFA	AT	May-26	Jun-26	Not Started
Provide Update on CalPERS to Board	DFA	AT	Apr-26	Jun-26	Not Started
Bank Merger					
Transition from current bank to new bank	DFA	AT, ADS, EA	Nov-25	Feb-26	Not Started
EWA					
Meeting regularly with LWD EWA's Representatives to discuss capital and operating issues that impact LWD expenses	GM	DFA	Jul-25	Jun-26	Not Started

## 2. People

### Employ the highest qualified work force by:

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Conduct Employee Benefits Briefing and Open Enrollments	DFA	ADS, Pickering Ins Brokers	May-26	May-26	Not Started
Dental, Vision, and Other Benefits Open Enrollment	ADS	All Staff	Jun-26	Jun-25	Not Started
CalPERS Health Open Enrollment	ADS	All Staff	Sep-25	Oct-25	Not Started
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-25	Nov-25	Not Started
Employee Training					
Conduct Annual Confined Space Entry Training	FSS	FSSup, FS Staff	Jan-26	Jun-26	Not Started
Conduct Annual Traffic Control Training	FSS	FSSup, FS Staff	Jan-26	Jun-26	Not Started
Conduct Annual Sewer Spill Estimation Training	FSS	FSSup, FS Staff	Mar-26	Jun-26	Not Started
Conduct CSRMA Sewer Backup Response & Claims Procedures Training	ADS	All Staff	Apr-26	Jun-26	Not Started
Administration Policy Updates/Annual Reviews					
Board Policy Binders	EA	AS	Sep-25	Nov-26	Not Started
Board Staff Relations Policy	DFA	GM, ADS, EA	Nov-25	Jan-25	Not Started
Meeting Room Policy	ADS	GM, DFA, EA	Jan-26	Apr-25	Not Started
Compensation Policy	ADS	GM, DFA, EA	Mar-26	May-25	Not Started
Conduct Team Building Workshop	GM	DFA, EA, ADS	Oct-25	Dec-25	Not Started
Conduct Employee Satisfaction Survey	GM	DFA, ADS	Nov-25	Dec-25	Not Started
Conduct Strategic Planning Workshop	GM	Board, DFA	Jan-26	Mar-25	Not Started
Conduct Salary Survey (In-house)	ADS	DFA, AS	Jan-26	Apr-26	Not Started
Emergency Response					
Conduct an Emergency Response Drill/Training	ADS	All Staff	Sep-25	Nov-26	Not Started
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-25	Jan-26	Not Started
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-25	Jun-26	Not Started
Participate in CSRMA's Risk Control Survey	ADS	GM, DFA, FSS, FSSup, Safety Committee	Apr-26	Jun-26	Not Started
Conduct Employee Interviews					
Compensation	GM	DFA, ADS	May-26	Jun-26	Not Started
Leadership Coaching	GM	Management Staff	Jul-25	Jun-26	Not Started
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-25	Jul-25	Not Started
Holiday Function	EA	ADS, AS	Aug-25	Dec-25	Not Started



**Provide exceptional services to our customers by:**

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

Tactics	Leader	Team	Start Date	Completion Date	Status/Comments
Smoke Testing	FSSup	FSS, FS Staff	Mar-26	Jun-26	Not Started
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-25	Jun-26	Not Started
Hydro Clean and CCTV La Costa Ave.					
Hydro Clean and CCTV Olivenhain RD	FSSup	FSS, FS Staff	May-26	Jun-26	Not Started
Vector Control	FSSup	FSS, FS Staff	Mar-26	Apr-26	Not Started
Root Control	FSSup	FSS, FS Staff	Sep-25	Oct-25	Not Started
Rehab Pump & Motor (Saxony)	FSS	FSSup, FS Staff	Jul-25	Sep-25	Not Started
Exercise FM and Air Vac Valves	FSS	FSSup, FS Staff	Aug-25	Sep-25	Not Started
Test Overflow Basin Pump at Leucadia Pump Station	FSS	FSSup, FS Staff	Feb-26	Mar-26	Not Started
Conduct Yearly Recycle Water Site Inspection at Omni La Costa Resort	FSS	FSSup	Apr-26	Apr-26	Not Started
Reporting					
Submit Quarterly Recycled Water Reports	FSS	FSSup	Jul-25	Jun-26	Not Started
Submit Collection System Annual Report	FSS	FSSup	Apr-26	Apr-26	Not Started
Submit Stormwater Annual Report	FSS	FSSup	Jun-26	Jun-26	Not Started
Bypass Pumping Drills					
Batiquitos Pump Station	FSSup	FSS, FS Staff	May-26	Jun-26	Not Started
Leucadia Pump Station	FSSup	FSS, FS Staff	Jun-26	Jun-26	Not Started
Avocado Pump Station	FSSup	FSS, FS Staff	Aug-25	Aug-25	Not Started
Rancho Verde Pump Station	FSSup	FSS, FS Staff	May-26	May-26	Not Started
Host Emergency Drill with Local Agencies	FSS	FSSup, FS Staff	Feb-26	Mar-26	Not Started
SSMP Update	FSS	FSSup, CPM	Jul-25	Jul-25	Not Started
Office Equipment					
Dispose of Obsolete IT Equipment	DFA	ADS, AS	Jul-25	Dec-25	Not Started
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-25	Jun-26	Not Started
Refresh LWD Teacher Grant Program	ADS	AS, RTP	Jul-25	Aug-25	Not Started
Execute LWD Teacher Grant Program	ADS	AS, RTP	Aug-25	Nov-25	Not Started
Write, Design, Print & Mail 2025 Fall Newsletter	ADS	AS, RTP	Jul-25	Oct-25	Not Started
Write, Design, Print & Mail 2026 Spring Newsletter	ADS	GM, DFA, EA, AS, RTP	Jan-26	May-26	Not Started
Continue to Review and Post New Videos to Website	ADS	RTP, GM, DFA, FSSup, EA, AS	Jul-25	Jun-26	Not Started
Coordinate and Participate in the Water Career Day Event	ADS	DFA, RTP, AS, FSSup, FST IIIIs, FSS	Jul-25	Oct-25	Not Started
Participate in OWMD Open House and Emergency Preparedness Event	ADS	DFA, AS, FSSup, FS Staff	Jul-25	Sep-25	Not Started
Awards					
Apply for CWEA Awards	FSS	DFA, FSSup	Oct-25	Nov-25	Not Started
Records Retention					
Review Stored Records and Destroy Those Past Retention Period	EA	AS, ADS	Jul-25	Oct-25	Not Started




#### 4. Infrastructure and Technology

##### **Protect the long-term viability of the District by:**

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

Tactics		Leader	Team	Start Date	Completion Date	Status/Comments
Diana Pump Station Upgrade	Construction	CPM	GM, FSS, DE	Jul-25	Dec-26	In Progress
Rancho Verde Pump Station Rehabilitation	Construction	CPM	GM, FSS, DE	Jul-25	Sep-25	In Progress
FY 2025 Gravity Pipeline Rehabilitation	Construction	CPM	GM, FSS, DE	Jul-25	Sep-25	In Progress
FY 2026 Gravity Pipeline Rehabilitation	Design Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Apr-26 Jul-26	Mar-26 Jun-26 Dec-26	Not Started Not Started Not Started
La Costa Pump Station Replacement	Design Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Jul-26 Sep-26	Jun-26 Aug-26 Feb-28	Not Started Not Started Not Started
L1/L2 Force Main Anode Replacement	Design Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Sep-25 Dec-25	Aug-25 Nov-25 Mar-26	Not Started Not Started Not Started
Leucadia PS (L1) Force Main Condition Assessment	Evaluate Method of Assessment Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Sep-25 Oct-25	Aug-25 Sep-25 Jan-26	Not Started Not Started Not Started
Monitoring of Sewer Manholes Near San Marcos Creek	Execute Agreement for Monitoring Data Collection Evaluation	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Feb-26 May-26 Jun-26	Feb-26 May-26 Jun-26	Not Started Not Started Not Started
B3 Force Main Anode Replacement	Design Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Sep-25 Dec-25	Aug-25 Nov-25 Mar-26	Not Started Not Started Not Started
Batiquitos Pump Station Drywell Concrete Repair	Design Bid Project Construction	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Dec-25 Mar-26	Nov-25 Feb-26 Aug-26	Not Started Not Started Not Started
District Consulting Services - DWEI 2 Year Contract Extension	Execute Extension	CPM	GM, FSS	Jul-25	Jul-25	Not Started
Purchases	Purchase Mini-jetter Purchase Golf Cart Replacement Purchase New Camera Head Replace LPS Scrubber Blower Batiquitos PS Purchase Spare Chopper Pump Replace AWT Sluice Gates AWT Rehab Effluent Pump Leucadia PS & Batiquitos PS Surge Tank Assessment Leucadia Pump Station - Crane Repairs	FSS FSS FSS FSS FSS FSS FSS CPM CPM	FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff FSSup, FS Staff	Aug-25 Oct-25 Jul-25 Jul-25 Oct-25 Jul-25 Aug-25 Jul-25 Jul-25	Dec-25 Nov-25 Aug-25 Dec-25 Dec-25 Oct-25 Dec-25 Dec-25 Dec-25	Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started Not Started
Administration Building and Facility	Migrate email server to Microsoft 365 Cloud Migrate SharePoint server to Microsoft 365 Cloud  Explore retrofitting Admin Building lighting fixtures LEDs Migrate to a new internet service provider	DFA DFA  DFA DFA	DataNet DataNet, FSSup, FSS, AS  FSS, FSSup ADS	Sep-25 Jan-26  Jul-25 Jul-25	Dec-25 Mar-25  Dec-25 Sep-25	Not Started Not Started  Not Started Not Started

**MEMORANDUM**

**DATE:** July 3, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CSDA Board of Directors 2025 Election

---

**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

LWD recently received a California Special Districts Association (CSDA) electronic ballot for the 2025 election (2026-2028 term). There is one seat (Seat B) open for the southern network region. The candidates are the following:

- Don Bartz, Phelan Pinon Hills Community Services District (Incumbent)
- Jason Dafforn, Valley Sanitary District
- John Skerbelis, Rubidoux Community Services District

Attached for your review are copies of the CSDA electronic ballot information and the candidate statements. The electronic ballot is due by 5:00PM on Friday, July 25, 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. Staff will cast the electronic vote based on the Board's action by the due date.

Attachment

tb:PJB



[Home](#)

[How It Works](#)

[Logout Paul Bushee](#)

## CSDA Board of Directors Election Ballot - Term 2026 - 2028; Seat B - Southern Network

### Please vote for your choice

Choose one of the following candidates:

- Don Bartz, General Manager, Phelan Pinon Hills Community Services District (Incumbent)
- Jason Dafforn, General Manager, Valley Sanitary District
- John Skerbelis, Director, Rubidoux Community Services District

☐

**Don Bartz**    [\[view details\]](#)

☐

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

☐

**John Skerbelis**    [\[view details\]](#)

[Continue](#)

[Cancel](#)





## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Don Bartz

District/Company: Phelan Pinon Hills CSD

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 17 years

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

I am currently on the Executive Committee as Treasurer for CSDA, attend the Annual Conference, Governance Academy and the General Managers Summit.

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

I have been involved with ACWA, AWWA for the past 30 years. \_\_\_\_\_

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

Local government involvement includes Local City Planning Commissioner, Technical Advisory Committee for local water agency and Sub-Area Committee for local water basins.

4. List civic organization involvement:

\_\_\_\_\_

I work with youth archery programs for Mojave Archers, provide assistance for a local Homeless Shelter and participate in Local Government within my community

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

## **Candidate Statement Don Bartz CSDA Board**

I kindly seek your support for my candidacy for the CSDA Board Member in the Southern section. I have been the General Manager of the Phelan Pinon Hills Community Services District since its inception 17 years ago. Currently, I am in my second term on the CSDA Board, where I also hold the position of Board Treasurer and have also been Board Secretary. My commitment to CSDA is strong, as I regularly participate in its events and have contributed to various committees in recent years. I am prepared to invest the necessary time to fulfill the responsibilities of Board Member. I believe my experience equips me well for this role, enabling me to assist in establishing and reviewing budgets and expenses while collaborating with others to ensure CSDA's financial stability. CSDA is an outstanding organization, and I am eager to contribute to its ongoing success. Thank you for considering my application for the Board Member position. Please feel free to contact me if you have any questions.

Don Bartz



California Special  
Districts Association  
*Districts Stronger Together*

## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jason Dafforn

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2 years

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

Attend CSDA Conference and Leadership Academy

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

ACWA, CASA, NACWA

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

N/A

4. List civic organization involvement:

Desert Recreation Foundation Board of Directors

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



JASON DAFFORN  
for CSDA Board of Directors – Southern Network

My name is Jason Dafforn, and I am honored to be a candidate for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside, and Imperial counties.

As a Licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, I bring a deep understanding of the vital services special districts provide. I have spent 18 years as a utility manager for California local governments, including over eight years with a special district, and I currently serve as General Manager at Valley Sanitary District in Indio, California.

Throughout my career, I have remained committed to improving water and wastewater systems, building safe and reliable infrastructure, and leading teams to find innovative, effective solutions to complex challenges. I am passionate about the essential roles our diverse special districts play, including water, wastewater, irrigation, parks and recreation, cemeteries, fire protection, libraries, harbors, healthcare, and community services.

In my spare time, I also serve on the Board of Directors of the Desert Recreation Foundation, a non-profit organization that collaborates with the Desert Recreation District, California's largest park and recreation district. There, I work behind the scenes to ensure all residents in the Coachella Valley have access to quality recreational resources, facilities, parks, and programs that serve today's needs and those of generations to come.

If elected, I will bring a strategic and forward-thinking perspective to the Board. I will advocate for our collective interests and help CSDA remain a strong resource for its members. Together, we can strengthen California's special districts and continue to enhance the quality of life for the communities we serve.

Thank you for your support and your vote!

Jason Dafforn, PE  
General Manager, Valley Sanitary District, Indio, California



California Special  
Districts Association  
*Districts Stronger Together*

## 2026-2028 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: JOHN SKERBELIS

District/Company: RUBIDOUX COMMUNITY SERVICES DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 12 YEARS

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

NONE.

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

CALIFORNIA ASSOCIATION OF REALTORS.

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

RIVERSIDE COUNTY SOLID WASTE ADVISORY COMMITTEE - MAP OUT AND INSPECT FOR APPROVED STREET SWEEPING ROUTES FOR NEW DEVELOPMENTS.

4. List civic organization involvement:

RIVERSIDE COUNTY COMMUNITY CLEAN UPS FOR ALL COUNTY-WIDE DISTRICTS/STAKEHOLDER IN COUNTY-WIDE ILLEGAL DUMPING PROGRAM.

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



## **CANDIDATE STATEMENT**

### **JOHN SKERBELIS**

#### **Elect John Skerbelis to the CSDA Board of Directors – Southern Network**

Rubidoux Community Services District (Rubidoux) holds a unique place in history as California's first community services district, established in 1952. Today, Rubidoux serves 40,000 residents with essential services, including water, sewer, fire protection, trash collection, weed abatement, and street lighting. These services helped enable regional growth, ultimately leading to the incorporation of Jurupa Valley in 2011. As a CSDA Member, Rubidoux values CSDA's advocacy, education, and resources that support special districts statewide.

#### **Experienced Leadership, Proven Results**

Director John Skerbelis, a committed public servant and business owner, is seeking election to the CSDA Board of Directors – Southern Network. His extensive experience in local government, environmental health, and infrastructure funding makes him a strong advocate for special districts.

#### **A Record of Service**

- ✓ Rubidoux CSD Board of Directors – Elected in 2007; Board President four times.
- ✓ Riverside County Solid Waste Management Advisory Council – Served seven years shaping waste policies.
- ✓ Environmental & Public Health Leadership – Eight years with Riverside County Environmental Health.
- ✓ Illegal Dumping Prevention Champion – Recognized by Riverside County Board of Supervisors for efforts supporting AB 1822 and AB 1924.
- ✓ Advocate for Federal Funding – Worked with Congressmen Calvert & Takano to secure FEMA funds for Rubidoux.
- ✓ Local Business Owner – Brings strong fiscal oversight and economic development experience.

#### **Priorities on the CSDA Board**

- ✓ Stronger Advocacy for Special Districts – Protecting funding & resources.
- ✓ Fiscal Responsibility – Promoting sound financial management.
- ✓ Emergency Preparedness & Resilience – Enhancing response & funding support.
- ✓ Collaboration & Innovation – Modernizing operations & integrating technology.

#### **Your Vote Matters – Support John Skerbelis**

With proven leadership and a results-driven approach, John Skerbelis is the right choice for CSDA Board of Directors – Seat B, Southern Network. Vote for a dedicated advocate for special districts and the communities they serve!

Thank you for your support!





45500 Van Buren Street  
Indio, CA 92201  
760.238.5400  
[www.valley-sanitary.org](http://www.valley-sanitary.org)

June 10, 2025

I'm thrilled to share some exciting news on behalf of the Valley Sanitary District Board of Directors in Indio—our General Manager, Jason Dafforn, is running for a spot on the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat B!

Jason has an impressive background working with Special Districts, and his knack for bringing people together to achieve shared goals is truly exceptional. We're incredibly lucky to have him, and now we'd love for him to bring his skills and vision to benefit Special Districts across the state, especially in Southern California.

We've attached his candidate statement so you can learn more about his experience and his plans for the future of Special Districts.

Starting June 10, you'll receive an email with your electronic ballot from CSDA, and you'll have until July 25 to vote. It's super easy—just follow the instructions in the email to make your voice heard.

We'd really appreciate your support in this election. Let's work together to strengthen and grow California's Special Districts! If you have any questions or need more details, don't hesitate to reach out to me.

Thanks so much for considering Jason Dafforn for this important role!

Sincerely,

A handwritten signature in black ink that reads "Debra Canero".

Debra Canero  
Board President  
Valley Sanitary District

**Board of Directors**

Debra A. Canero  
President

Mike L. Duran  
Vice President

Edgar Santana  
Secretary/Treasurer

Gerardo R. Jimenez  
Director

Ruben M. Vasquez  
Director

**Executive Management**

Jason Dafforn, PE  
General Manager





# JASON DAFFORN

## for CSDA Board of Directors – Southern Network

**M**y name is Jason Dafforn and I am honored to be a candidate for the CSDA Board of Directors, representing the Southern Network, which includes Los Angeles, Orange, San Diego, San Bernardino, Riverside and Imperial counties.

As a Licensed Civil Engineer with more than 30 years of experience in the water and wastewater industry, I bring a deep understanding of the vital services special districts provide. I have spent 17 years as a utility manager for California local governments, including over eight years with a special district. I currently serve as General Manager at Valley Sanitary District in Indio, California.

Throughout my career, I have remained committed to improving water and wastewater systems, building safe and reliable infrastructure and leading teams to find innovative, effective solutions to complex challenges. I am passionate about the essential roles our diverse special districts play, including water, wastewater, irrigation, parks and recreation, cemeteries, fire protection, libraries, harbors, healthcare and community services.



During my spare time, I also serve on the Board of Directors of the Desert Recreation Foundation, a non-profit organization that collaborates with the Desert Recreation District, California's largest park and recreation district. There I work behind the scenes to ensure all residents in the Coachella Valley have access to quality recreational resources, facilities, parks and programs that serve today's needs and those of generations to come.

**If elected, I will bring a strategic and forward-thinking perspective to the Board. I will advocate for our collective interests and help CSDA remain a strong resource for its members. Together, we can strengthen California's special districts and continue to enhance the quality of life for the communities we serve.**

Thank you for your support and your vote!

Jason Dafforn, PE  
General Manager, Valley Sanitary District, Indio, California

Valley Sanitary District  [jdafforn@valley-sanitary.org](mailto:jdafforn@valley-sanitary.org)







June 16, 2025

**TO:** CASA Member Agencies  
**FROM:** Craig Murray, President  
**SUBJECT:** **CASA ANNUAL BUSINESS MEETING—July 29-August 1, 2025**  
**Marriott Marquis San Diego Marina**

---

CASA will hold its annual business meeting during the July 29-August 1, Annual Conference at the Marriott Marquis San Diego Marina. The meeting will be held in-person on Thursday, July 31. The agenda for the meeting is as follows:

### **Election of the Directors for FY 2025-26**

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

- Rob Thompson, OC San
- Dave Pedersen, Las Virgenes MWD
- Tony Trembley, City of Camarillo
- Sandeep Karkal, Novato San

Brief biographies of the nominees are attached. The Board consists of 13 Directors, 12 elected by the members and one Associate Director appointed by the President. If elected, the four Directors will join eight incumbents. In addition to the elected Directors, the President will appoint a new Associates Director, Jamie Ferro, to a one-year term. The Board of Directors will then elect a President, Vice President and Secretary-Treasurer for one-year terms. **The election will take place by written ballot at the conference. Agency representatives attending the meeting may cast their votes up until 5:00 p.m. on Thursday, July 31, 2025. Electronic submission of ballots in advance of the conference is also encouraged.**

### **Approval of the Dues Resolution: Proposed 3% Increase**

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

### **Other Informational Items**

In addition to the action items above, upon request, members can receive a copy of the adopted FY 2026 Budget, approved by the Board on April 16, 2025, and the year-end FY 2025 Treasurer's Report. The FY 2026 budget development process included a thorough review of revenues and expenditures by the CASA Board and staff, as well as an assessment of CASA's ability to maintain and enhance its delivery of services to our members.



### **Rob Thompson, Director**



Robert (Rob) Thompson is the General Manager for the Orange County Sanitation District (OC San) and has been with the OC San since 1995. Prior to becoming the General Manager in 2023, he was the Assistant General Manager overseeing the Operations & Maintenance and Engineering departments. Prior to joining OC San, Mr. Thompson worked for The Ralph M. Parsons Company as a senior engineer and project manager on several major oil field projects. Rob is a registered Electrical Engineer and Civil Engineer in the State of California. He holds a Bachelor of Science Degree in Electrical Engineering from Cal Poly Pomona, and a Master of Public Administration degree from Long Beach State.

### **David Pedersen, Director**



David (Dave) Pedersen is the General Manager of Las Virgenes Municipal Water District and Administering Agent for the Las Virgenes-Triunfo Joint Powers Authority. In these roles, he serves as the chief executive responsible providing water and sanitation services to residents of the Conejo/Las Virgenes Valleys. Dave has a Bachelor's Degree in Civil Engineering from the University of California, Irvine and a Master's Degree in Business Administration from the California State University, Long Beach. He is currently the Past President of WaterReuse California and serves on the Boards of the Association of California Water Agencies, Southern California Water Coalition, California Association of Sanitation Agencies and the Urban Water Institute.

### **Tony Trembley, Director**



Tony Trembley is in his ninth year on the Camarillo City Council. First elected in 2016, he served as Camarillo's Mayor in 2020 and 2024.

Tony has practiced law since 1983. Prior to his retirement from private practice in 2021, he was general counsel for over thirty-five years to many public agencies in Ventura and Santa Barbara Counties, focusing on wastewater, water and environmental law. He is a former Chair of the CASA Attorneys Committee. Since 2021, Tony has served as a volunteer part-time attorney in the Ventura County District Attorney's Office.

Tony received his undergraduate education at Trinity College, Dublin, Ireland and a B.A. with Highest Honors in Political Science/Public Service from the University of California, Davis in 1978. He thereafter served as a postgraduate (Assembly) fellow in the California Legislature and is a 1983 graduate of the University of California, Davis School of Law.

### **Sandeep Karkal, Director**



Sandeep Karkal serves as General Manager-Chief Engineer for the Novato Sanitary District (NSD), which provides wastewater collection, treatment and disposal, recycled water production, and franchised solid waste services in northern Marin County. Prior to joining NSD in 2004, he worked for over 17 years in the public and private sectors, including at two well-regarded consulting engineering firms. Sandeep has both bachelors and masters degrees in civil/environmental engineering, and over 30 years in the water/wastewater industry. He is a registered Civil Engineer in California and Arizona, and holds high grade water/wastewater operator certifications in both states. Sandeep currently serves on the CASA Federal Legislative Committee, and in a leadership role with the California Sanitation Risk Management Authority (CSRMA).



## Message from the President

It has been an amazing experience serving as your President this past year, and I am proud of the many things we have accomplished as an organization and as a community over these last 70 years! In my short tenure, CASA has continued to represent our members admirably, expanded our workgroup and event offerings, added several new agency and associate members, all while continuing to deliver the member services you rely on every day. I have enjoyed working with all of our members and the CASA team throughout the year and believe this organization is on an exceptionally positive trajectory.

This year we said goodbye to long-time CASA Director of Renewable Resource Programs and biosolids guru Greg Kester (who we wish all the best in his retirement!). We were also excited to welcome Maile Lono-Batura to the CASA Team as the new Director of Renewable Resources. We also celebrated the promotion of Spencer Saks to Legislative and Regulatory Advocate, where he will be taking a more lead role on several issues under the banner of our advocacy programs. Lastly, we were quite happy to welcome Fauzia Rizvi of the Western Municipal Water District to the CASA Board this year.

In our 70<sup>th</sup> year, CASA continues to grow its membership base, welcoming several new members and expanding our local agency membership to more than 140 agencies! The CASA Associates continue to expand their role in the organization as well, taking the lead on events like Partnering for Impact, developing and expanding the Engineering and Research Group, and generally providing valuable support to the CASA Team and our member agencies throughout the year. We particularly want to acknowledge those agency and associate representatives who serve on CASA Committees, participate in various workgroup meetings, and attend CASA events and conferences. Your active engagement is what makes our education and advocacy initiatives work, and it is truly appreciated.

Our organization has added many new member benefits over the last few years, including the CASA LEAD Mentorship Program (now entering its fifth year!), our professional development and human resources (HR) workgroup, our new funding and agency finance workgroup (launched in 2025), the CASA Research Collaborative effort, and the Partnering for Impact (PFI) event just to name a few. We always welcome the opportunity to improve and expand our offerings to meet the needs of our membership and encourage you to participate and get the most out of your membership.

CASA's advocacy at the state, federal and regional level provides tangible benefits to our members and the clean water industry at large. It continues to be a point of pride for our organization. This year CASA again co-sponsored state legislation with our environmental partners to address one of the most hot button issues we face currently: PFAS. We also continue to work comprehensively on legislation that impacts the way local agencies operate and finance major projects. At the federal level, the WIPPEs Act (setting a national standard for wipes based on our successful California legislation) continues to move forward on a bi-partisan basis as we try to protect federal funding for core programs like WIFIA, the CWSRF, and tax-exempt financing. CASA's regulatory advocacy continues to benefit our members as well, not just on hot topics like PFAS, but on issues like nutrients and ocean acidification, air and climate regulations, biosolids protection, and much more.

Lastly, and in case you don't know, CASA regularly hosts and sponsors virtual training events on a variety of topics important to our members. And while we love seeing all of you at our in-person conferences and events, I encourage you and your teams to participate in these online opportunities. The goal is to maximize our outreach to all member agencies across the state through whatever means are most effective and deliver real value as an organization.

If I have one takeaway message as I leave office, it is to inspire all CASA member agencies to get engaged! The more involved you are in all that CASA has to offer, the better prepared your agency will be for the rapidly changing landscape in which we operate. It has been an honor to serve as your President this past year and I am proud of all the work CASA continues to do as the voice of the clean water sector in California.

A handwritten signature in black ink, appearing to read 'Craig Murray', with a stylized, flowing script.

Craig Murray  
CASA President



**PROPOSED RESOLUTION NO. 25-215**

California Association of Sanitation Agencies

**2025 CASA Annual Membership Dues**

Annual membership dues shall be determined as follows:

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

**Agency Operations & Maintenance Budget FY 2024-25**

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

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

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

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

Adopted by the California Association of Sanitation Agencies by electronic ballot and announced at the annual conference held in San Diego at the Marriott Marquis on August 1, 2025.

ATTEST:

Rita Duncan  
Secretary - Treasurer



## OFFICIAL BALLOT

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

### **Board of Directors FY 2026**

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

Rob Thompson, Orange County Sanitation District (Manager - South)  
David Pedersen, Las Virgenes Municipal Water District (Manager - South)  
Tony Trembley, City of Camarillo (Director - South)  
Sandeep Karkal, Novato Sanitary District (Manager - North)

Please check one:

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

### **Dues Resolution FY 2026** (See below Proposed Resolution No. 25-215)

Please check one:

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

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

In order to be counted, this original completed, signed and dated Official Ballot **must be returned to CASA by 5:00 p.m. on Thursday, July 31, 2025.** Materially incomplete or illegible ballots will not be counted.

Date: \_\_\_\_\_

\_\_\_\_\_  
Insert name of CASA Member Agency

\_\_\_\_\_  
E-Signature of CASA Member Agency representative

\_\_\_\_\_  
Insert name of representative

**Electronic Submission is preferred. Please send ballot to Cheryl MacKelvie at [cmackelvie@casaweb.org](mailto:cmackelvie@casaweb.org).**

# Directors' Meetings

Presented by Director Sullivan

---

## Conference

Council of Water Utilities (COWU) Meeting

## Dates and Location

June 17, 2025 @ 11:30 a.m.

The Butcher Shop Steakhouse in San Diego, CA

## List of Attendees

Director Sullivan

The above mentioned Board member heard a presentation from Ken Melban, President of the California Avocado Commission.