



## BOARD OF DIRECTORS REGULAR MEETING

DATE: Wednesday, October 8, 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**  
Achievement of Organizational Award – Recycled Water Outreach / Education Program of the Year Award from the California Watereuse Association. (Page 6)

## CONSENT CALENDAR

Items 7-12 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:

September 9, 2025 Community Affairs Committee Meeting (Page 7)

September 10, 2025 Regular Board Meeting (Pages 8-13)

September 30, 2025 Engineering Committee Meeting (Pages 14-15)

**8. Approval of Demands for September/October 2025**

This item provides for Board of Directors approval of all demands paid from LWD during the month of September and a portion of October 2025. (Pages 16-24)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY25 to FY26, flows by sub-basin, and staff training. (Pages 25-31)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY26 budget and discloses monthly investments. (Pages 32-39)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the months of August/September 2025. (Pages 40-41)

**12. Status Update on the Fiscal Year 2026 (FY26) LWD Tactics and Action Plan.**

(Pages 42-47)

## **EWA REPORTS**

**13. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on September 24, 2025. (Page 48)

B. An Encina Member Agency Manager's (MAM) Meeting was held on October 7, 2025. (Verbal)

## **COMMITTEE REPORTS**

**14. Committee Reports**

An Engineering Committee Meeting was held September 30, 2025. (Page 49)

## **ACTION ITEMS**

**15. La Costa Pump Station Replacement Project – Final Design Services**

Authorize the General Manager to execute Amendment No. 1 to Task Order No. 12 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the La Costa Pump Station Replacement Project in an amount not to exceed \$499,825. (Pages 50-68)

**16. Amending LWD's Meeting Room Use Policy - Adopt Resolution No. 2435**

(Pages 69-77)

**17. CSDA Board of Directors Vacancy – Call for Nominations (Pages 78-83)**

## **INFORMATION ITEMS**

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

Notice of Nomination Letter from Jason Dafforn, General Manager of Valley Sanitary District, for the CSDA Seat C – Southern Network. (Pages 84-85)

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

A. The Council of Water Utilities (COWU) Meeting was held September 16, 2025 at The Butcher Shop in San Diego, CA. (Page 86)

B. The CA Annual WateReuse Conference was held September 21 – 23, 2025 at The Town & Country Resort Hotel in San Diego, CA. (Page 87)

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

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

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

### **23. 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: October 2, 2025

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



### Board of Directors' Code of Conduct

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

### Role of Staff

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

# MEMORANDUM

Ref: 26-9266

Date: October 2, 2025  
To: Board of Directors  
From: Paul J. Bushee, General Manager  
Subject: **Presentations and Awards**



It is my pleasure to announce that the Leucadia Wastewater District (LWD) was honored to receive the following award: 2025 Recycled Water Outreach / Education Program of the Year Award from the California Watereuse Association. Watereuse presented this joint public outreach award to Leucadia Wastewater District, Olivenhain Municipal Water District, and San Elijo Joint Powers Authority at the CA Annual Watereuse Conference on Monday, September 22 at the Town and Country Hotel in San Diego. A brief summary of the award follows:

## **2025 Recycled Water Outreach / Education Program of the Year**

On October 10, 2024, Leucadia Wastewater District, Olivenhain Municipal Water District, and San Elijo Joint Powers Authority hosted Water Career Day at the San Elijo Water Campus. This inaugural event aimed to inspire a new generation of professionals in the potable water, wastewater, and recycled water industries, while emphasizing their role in sustainable community infrastructure.

The event welcomed 30 high school students, 55 community college students, and transitioning military veterans exploring post-service career opportunities. Participants rotated through seven interactive stations featuring hands-on demonstrations led by agency professionals and partners:

- SEJPA: Laboratory analysis and SCADA system operations
- OMWD: Water meter analytics (AMI) and valve-turning truck
- LWD: CCTV sewer inspection and Vactor truck water jetting demonstration
- Dexter Wilson Engineering: Force main model and pressure zone control

Each station showcased real-world infrastructure, workforce roles, and the critical function of potable water, wastewater, and recycled water in our region.

The Watereuse Recycled Water Outreach / Education Program of the Year Award meets an organizational objective of the LWD's Incentive Program; therefore, staff is eligible for a \$300 incentive award.

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

tb:PJB

Attachment

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Community Affairs Committee Meeting  
 September 9, 2025

A meeting of the Community Affairs Committee (CAC) of the Leucadia Wastewater District (LWD) was held Tuesday, September 9, 2025 at 3:30 p.m.

**1. Call to Order**

Chairperson Brown called the meeting to order at 3:30 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown and Pacilio

DIRECTORS ABSENT: None

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

**3. Public Comment**

No public comment was received.

**4. Fall 2025 Newsletter Draft Text Review**

Mr. Neal Bloom from RTP provided an overview of the newsletter draft text. The CAC was pleased with the draft text.

The CAC suggested some minor edits and staff stated they would make the changes. The CAC also selected option #1, Wipes Don't Just Clog Pipes, for the Did You Know article.

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

**5. Information Items**

None.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Brown adjourned the meeting at 4:11 p.m.

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Paul J. Bushee  
 Secretary/Manager  
 (Seal)



**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
September 10, 2025

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 10, 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, Field Services Supervisor Mauricio Avalos, Field Services Technician Matthew Anderson, and Field Services Technician Jeffrey Pivaral

**3. Pledge of Allegiance**

Director Pacilio led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

Upon a motion duly made by Director 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**

Achievement of Individual Award – Marvin Gonzalez

GM Bushee introduced Field Services Superintendent Marvin Gonzalez, stating that he recently passed his 20<sup>th</sup> year anniversary at the District. He provided background information about Marvin and noted that under LWD's incentive program Marvin is eligible for a \$400 incentive award.

The Board congratulated Marvin for his efforts.



## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 13, 2025 Regular Board Meeting  
September 2, 2025 Engineering Committee Meeting

### 8. Approval of Demands for August / September 2025

Payroll Checks numbered 250820-1 – 250903-20; General Checking Checks numbered 27356 - 27440

### 9. Operations Report (A copy was included in the original September 10, 2025 Agenda)

### 10. Finance Report (A copy was included in the original September 10, 2025 Agenda)

### 11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July/August 2025.

Upon a motion duly made by Vice President Brown, seconded by Director Pacilio, and unanimously 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	Yes

## EWA and COMMITTEE REPORTS

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

A. A regular EWA Board Meeting was held on August 27, 2025.

Director Roesink reported on EWA's Board Meeting. Director Roesink stated that EWA will be coordinating a tour of the Napa Sanitation District's linear generator in the near future.

B. An Encina Member Agency Manager's (MAM) Meeting was held on September 2, 2025.

GM Bushee reported on Encina's MAM Meeting.

### 13. Committee Reports

A. An Engineering Committee (EC) Meeting was held on September 2, 2025.

Director Pacilio reported that the EC reviewed the following recommendations:

- Authorize the General Manager to execute a sole source contract with CPM Pipelines for condition assessment services for the Leucadia Pump Station (L1) Force Main in an amount not to exceed \$72,575; and

- Authorize the General Manager to execute an Agreement with Plumber's Depot for the purchase of a new trailer-mounted jetter in an amount not to exceed \$84,484.90.

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

Director Pacilio also stated that the EC received an update on the Rancho Verde Pump Station Rehabilitation. This item was for informational purposes and no action was taken.

President Saldana stated he takes walks by the Rancho Verde Pump Station and the pump station looks amazing and is very quiet.

#### B. Community Affairs Committee (CAC) Meeting was held on September 9, 2025.

Vice President Brown reported that the CAC reviewed and commented on the draft text of the 2025 Fall newsletter. Following discussion, the CAC authorized staff and RTP to proceed with the draft layout of the newsletter.

### **ACTION ITEMS**

#### **14. Award of Purchase Agreement to Plumber's Depot for a Trailer-Mounted Jetter**

Authorize the General Manager to execute an Agreement with Plumber's Depot for the purchase of a new trailer-mounted jetter in an amount not to exceed \$84,484.90.

FST Matthew Anderson and FST Jeffrey Pivaral presented the item and provided background information noting it is a Fiscal Year 2026 (FY26) tactical goal. In July 2025, staff completed a comparison between a US Jetting and a Harben trailer-mounted jetter to determine which unit would be more suitable for hydro-cleaning hard-to-access gravity sewer lines located in easements.

Staff requested quotes and demonstrations from three equipment suppliers. Two suppliers provided mini jettors for field evaluation, with pricing as follows:

- US Jetting – Plumber's Depot: \$84,484.90
- Harben Jetter – Haaker Equipment Company: \$92,353.60
- US Jetting – Weco Industries: \$96,962.76

Following the evaluation and review of the quotes, staff recommends the purchase of the US Jetting unit from Plumber's Depot, which provided the lowest responsive quote. Plumber's Depot has offered to purchase the District's current unit for \$8,000.00, reducing the total net purchase price to \$76,484.90.

Director Roesink asked how often is the trailer-mounter jetter used. FST Anderson answered it is used frequently.

Director Roesink also asked what is the jetter's useful life. FS Gonzalez answered it is hard to predict since it depends on how often it is used and how it is cared for. FS Gonzalez noted that field staff take good care of LWD the equipment.

President Saldana thanked FST Anderson and FST Pivaral for a great presentation.



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 Plumber's Depot for the purchase of a new trailer-mounted jetter in an amount not to exceed \$84,484.90 by the following vote:

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

**15. Leucadia Pump Station (L1) Force Main Condition Assessment – Award of Sole Source Contract**

Authorize the General Manager to execute a sole source contract with CPM Pipelines for condition assessment services for the Leucadia Pump Station (L1) Force Main in an amount not to exceed \$72,575.

CPM Riffel presented the item and provided background information noting it is a Fiscal Year 2026 (FY26) tactical goal. CPM Riffel stated that the Leucadia Wastewater District's (District) 2023 Asset Management Plan (AMP) included a recommendation to perform a condition assessment of the Leucadia Pump Station (L1) force main, a ductile iron pipe installed in 1977.

CPM Riffel said the District initially pursued a conventional condition assessment by removing small pipe samples from two high points in the force main. In September 2024, a Request for Proposal was issued to three contractors for this work. However, only one proposal was received for \$372k, which was substantially higher than anticipated.

CPM Riffel stated that staff explored alternative condition assessment methods including the installation of a pressure monitoring system and the INGU Piper smartball inspection tool. During this review, staff also obtained preliminary cost estimates to reline the entire force main which was estimated at about \$6 million.

CPM Riffel noted that staff evaluated the condition assessment options and recommends use of the INGU Piper smartball. The District verified the INGU Piper smartball's effectiveness by contacting references. CPM Pipelines is the sole authorized service provider for INGU Piper smartball and submitted a proposal in the amount of \$72,575 for the condition assessment services.

Director Sullivan asked CPM Riffel how he heard about the smartball technology. CPM Riffel stated he heard about it through DE Wilson.

Vice President Brown stated that he likes how the smartball will run the entire length of L1.

President Saldana stated using the smartball is a fantastic option since it is a less invasive option on the pipe.

DE Wilson noted that five years ago using this type of technology cost almost \$700K.

Director Roesink asked why the east end of L1 wasn't replaced in 2017. GM Bushee stated that at that time, LWD knew the west end was in bad shape since the west end of the pipeline is the highest point in the pipeline. GM Bushee noted that the highest point of the pipeline is the most susceptible to corrosion since that is where there is the most hydrogen sulfide build-up. DE Wilson added that the west end of the pipeline has more air pockets and the air pockets lead to more corrosion due to a higher concentration of hydrogen sulfide. GM Bushee added that the cost of replacing the entire length of L1 is substantial, and staff believed that replacing the west end provided the highest value to the District.

Following discussion, upon a motion duly made by Director Pacilio, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source contract with CPM Pipelines for condition assessment services for the Leucadia Pump Station (L1) Force Main in an amount not to exceed \$72,575 by the following vote:

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

## INFORMATION ITEMS

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

Flu Shot Clinic is scheduled for Tuesday, September 23, 2025.

EA Baity announced the date and the time of the Flu Shot Clinic.

### 17. Directors' Meetings and Conference Reports

The 2025 CSDA Annual Conference was held August 25 -28, 2025 in Monterey, CA.

Director Sullivan stated she enjoyed the keynote speakers Joe Theismann and Brad Montgomery. She stated it was a well attended conference and she met a lot of new leaders in the industry.

### 18. General Manager's Report

GM Bushee reported on the following:

- A Strategic Planning Session for the Board will be scheduled sometime in late February or early March 2026. The session will cover succession planning, progress at EWA, and recycled water. GM Bushee stated that Mr. Jeff Bills can facilitate the session or the Board can choose to use another facilitator. Following a brief discussion, the Board agreed to use Mr. Bills as the Strategic Planning facilitator;
- LWD is currently under Municipal Service Review with the Local Agency Formation Commission (LAFCO) and he and DFA Green are meeting with LAFCO tomorrow to discuss the preliminary report; and
- Water Career Day will be held at San Elijo Joint Powers Authority on October 22, 2025.



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

GC Brechtel reported on the following:

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

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

President Saldana thanked ADS Hill, Mr. Neal Bloom from RTP, FST Anderson and FST Ortega for participating in Olivenhein Municipal Water District's (OMWD) Emergency Preparedness Event at OMWD on September 6<sup>th</sup>.

Director Pacilio thanked staff and RTP for a great newsletter draft and he is looking forward to the final newsletter.

## **21. Adjournment**

President Saldana adjourned the meeting at approximately 6:06 p.m.

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Rolando Saldana, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 September 30, 2025

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD or District) was held on Tuesday, September 30, 2025 at 1:00 p.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Brown called the meeting to order at 1:03 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown (via zoom)

DIRECTORS ABSENT: Pacilio

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

**3. Public Comment**

None.

**4. La Costa Pump Station Replacement Project - Final Design Services**

Authorize the General Manager to execute Amendment No. 1 to Task Order No. 12 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the La Costa Pump Station Replacement Project in an amount not to exceed \$499,825.

CPM Riffel presented the recommendation to the EC and provided project background.

CPM Riffel explained that the District explored relocation options for the La Costa Pump Station (LCPS) and, in April, met with Omni La Costa Resort (Omni) staff who agreed to relocate the LCPS to a west parking lot on Omni's property. He continued that later that month, Water Works Engineer's (WWE) was retained to study pipeline alignment alternatives between the existing and proposed sites.

CPM Riffel noted that WWE completed the analysis in August, identifying the optimal pipeline alignments. In September, the District reviewed the recommended alignment with Omni, who concurred. CPM Riffel provided an overview of the alignment.

Chairperson Brown asked about how the depth of the new pump station site compares with the current site. Staff explained that the new site will be less deep due to elevation changes. Chairperson Brown inquired whether a condition assessment would be performed on the San Marcos Creek force main crossing. GM Bushee responded that it would not, noting that the crossing was constructed in the mid-to-late 1990's with HDPE pipe and is considered to be in the early stages of its useful life. He added that prior CCTV inspections of force mains have had only limited success. Chairperson Brown further asked if the District will limit the required easement areas for the new pipeline alignments due to future Omni development in the west parking lot area. Staff indicated that the only known future development is a new clubhouse near the existing station, and that overall, Omni will be quitclaimed a net of about 20,000 square feet of easement.

CPM Riffel stated that Water Works has submitted a proposal to complete project final design. He said the Engineer's Estimate is approximately \$6M and that Water Work's proposed fee is \$499,825 and staff believes the proposal is fair and reasonable given the size and complexity of the project.

Chairperson Brown confirmed that WWE would complete the design and that the project would then proceed to bid. Staff answered affirmatively. Chairperson Brown then asked about CEQA compliance. Staff said that legal counsel is reviewing the CEQA determination, but based on experience from prior projects, the current project appears to be exempt.

Following discussion, the EC concurred with staff to forward the recommendation to the Board.

**5. Information Items**

CPM Riffel provided an update to the FY25 Gravity Pipeline Replacement Project. Chairperson Brown asked several questions regarding the project and staff answered his questions.

**6. Directors' Comments**

None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Brown adjourned the meeting at approximately 1:41 p.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)

**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
October 8, 2025

**Disbursement Period**                      September 5, 2025 through October 2, 2025

<b>PAYROLL PAYMENTS</b>	\$        128,323.64
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<b>PAYROLL EXPENSE REIMBURSEMENTS</b>	\$                969.72
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<b>GENERAL CHECKS</b>	
Operating	\$        182,400.51
Capital	\$        677,907.20
<b>TOTAL GENERAL CHECKS</b>	<u>\$        860,307.71</u>

<b>VOIDED CHECK</b>	
27139	\$            (1,845.68)

<b>ELECTRONIC PAYMENTS</b>	
Operating	\$        368,123.98
Capital	\$        138,646.00
<b>TOTAL ELECTRONIC PAYMENTS</b>	<u>\$        506,769.98</u>

<b>TOTAL DEMANDS</b>	<b>\$       1,496,371.05</b>
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**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
October 8, 2025**

**Disbursement Period**                      September 5, 2025 through October 2, 2025

<u>Description</u>	<u>Check Date</u>		<u>Check #'s</u>		<u>Amount</u>
Biweekly Payroll	9/17/2025	250917-1	250917-20	\$	62,909.60
Board Payroll	10/1/2025	251001-1	251001-5	\$	3,658.66
Biweekly Payroll	10/1/2025	251001-1	251001-20	\$	61,755.38

<b>TOTAL PAYROLL CHECKS</b>				<b>\$</b>	<b>128,323.64</b>
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**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 9/5/2025 Through 10/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27441	9/11/2025	AIRGAS USA LLC	800.00	Tank Rental September 2025
27442	9/11/2025	Brightview Landscape Services Inc	1,098.00	Monthly Landscape Services District Main Site-Sept 2025
	9/11/2025	Brightview Landscape Services Inc	389.00	Monthly Vegetation Cleanup Easement Trail-Sept 2025
27443	9/11/2025	CHARLES ULMER DBA: CHUCKS TIRE ...	596.48	Mount & Balance 2 Tires Vehicle#165
27444	9/11/2025	CITY OF CARLSBAD	348.50	Water for Vactor 1
27445	9/11/2025	COLLICUTT ENERGY SERVICES INC	1,388.46	Annual Generator Service-Batiquitos PS
	9/11/2025	COLLICUTT ENERGY SERVICES INC	931.19	Annual Generator Service-Encinitas Estates PS
	9/11/2025	COLLICUTT ENERGY SERVICES INC	888.58	Annual Generator Service-La Costa PS
	9/11/2025	COLLICUTT ENERGY SERVICES INC	1,062.31	Annual Generator Service-Portable 166
	9/11/2025	COLLICUTT ENERGY SERVICES INC	971.99	Annual Generator Service-Saxony PS
	9/11/2025	COLLICUTT ENERGY SERVICES INC	3,280.20	Bad Fuel Injector, replaced #174
27446	9/11/2025	CORODATA RECORDS MANAGEMENT ...	116.81	File Archive/Records Storage Service 08/01/2025-08/31/2025
27447	9/11/2025	COX COMMUNICATIONS SAN DIEGO	1,435.00	Phone / Internet Services Final Bill
27448	9/11/2025	DATA NET SOLUTIONS GROUP	2,892.60	Cloud Migration Project: Sharepoint & Microsoft Exchange
	9/11/2025	DATA NET SOLUTIONS GROUP	2,178.82	Monthly Manager Services August 2025
	9/11/2025	DATA NET SOLUTIONS GROUP	4,684.05	Routine Network Maintenance-August 2025
27449	9/11/2025	EWING IRRIGATION PRODUCTS	20.68	CV-Hunter 12in Popup
27450	9/11/2025	IGOR VON NYSSSEN	2,250.00	Lateral Reimbursement: 2532 La Costa Ave, Carlsbad CA
27451	9/11/2025	JAMES EDWARD HOLLINGTON	2,575.00	Lateral Reimbursement: 2039 Coolgreen Way, Encinitas CA
27452	9/11/2025	KEN GRODY FORD	122.35	Oil/Filter Change Vehicle #177
	9/11/2025	KEN GRODY FORD	356.03	Oil/Filter Change, Tire rotation vehicle #164
27453	9/11/2025	MATTHEW JOHN REDLINGER III	3,000.00	Lateral Reimbursement: 2910 Corte Celeste, Carlsbad CA
27454	9/11/2025	MAVTECK	24,150.00	FY 25 Gravity Pipeline replacement CM Services
27455	9/11/2025	McMASTER-CARR	130.86	Oval Eye Nut, Threaded Rod, Split lock washer, Hex Nut
	9/11/2025	McMASTER-CARR	199.10	Standard Port 316 Valve
27456	9/11/2025	NAPA AUTO	41.90	Windshield Wipers & Wash
27457	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIS...	82.64	Recycled Water @ Traveling
	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIS...	65.50	Water @ Encinitas Estates PS
	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIS...	634.89	Water @ Traveling
	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIS...	603.85	Water @ Traveling 2
	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ VP7
27458	9/11/2025	OLIVENHAIN MUNICIPAL WATER DIST	11.36	Rincon Consultants NSDWRC Grant Admin Prof Serv thru 8/05/25
27459	9/11/2025	PALM ENGINEERING CONSTRUCTION	474,848.00	FY25 Gravity Pipeline Replacement(Repair 3 sewer pipe lines)
27460	9/11/2025	PRUDENTIAL OVERALL SUPPLY	177.98	Weekly Uniform/Laundry Service 09/09/25
27461	9/11/2025	REPUBLIC SERVICES #661	474.47	Waste Service - August 2025
27462	9/11/2025	ROCKWELL CONSTRUCTION SERVICE...	495.00	Inspection services for Rancho Verde Pump Station Rehab

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**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 9/5/2025 Through 10/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27463	9/11/2025	SAN DIEGUITO WATER DISTRICT	332.49	Water @ BPS
	9/11/2025	SAN DIEGUITO WATER DISTRICT	8.58	Water @ Tanker 1
	9/11/2025	SAN DIEGUITO WATER DISTRICT	8.58	Water @ Tanker 2
27464	9/11/2025	SAN ELIJO JOINT POWERS AUTHORITY	7,331.00	Chief Plant Operating Services Q2
27465	9/11/2025	SOUTHERN CONTRACTING COMPANY	600.00	LPS-Service Call-Burning Smell, CPT Failed
27466	9/11/2025	I2B NETWORKS INC DBA SPACELINK	150.00	Onsite Camera cleaning & inspection
27467	9/11/2025	STAPLES	(86.51)	Credit for Product charged twice
	9/11/2025	STAPLES	275.27	Office Supplies
27468	9/11/2025	TERMINIX PROCESSING CENTER	110.73	Pest Control 08/04/25
27469	9/11/2025	PROFESSIONAL EXCHANGE	90.00	Answering Services 08/01/25-08/31/25
27470	9/11/2025	VORTEX DOORS LLC	585.20	Back Hallway Door Service Call
27471	9/11/2025	WILLIAMS LLP	3,270.00	Legal Services - August 2025
27472	9/18/2025	AIRGAS USA LLC	2,470.93	Liquid Oxygen 09/03/25
27473	9/18/2025	Atlas Technical Consultants LLC	8,106.25	Geotechnical Engineering FY 25 Gravity Pipeline Project
27474	9/18/2025	AT&T	667.30	Internet Services 09/07/25-10/06/25
	9/18/2025	AT&T	19.65	Phone Service-BPS 08/10/25-09/09/25
27475	9/18/2025	CARLSBAD CHAMBER OF COMMERCE	849.00	Membership / Connector Renewal 10/01/25-09/30/26
27476	9/18/2025	AWSS INC	1,908.29	Vehicle Fuels 07/31/25-08/13/25
	9/18/2025	AWSS INC	1,825.48	Vehicle Fuels 08/14/25-08/26/25
27477	9/18/2025	CITY OF CARLSBAD	348.50	Water for Vactor 2
27478	9/18/2025	COLLICUTT ENERGY SERVICES INC	940.98	Annual Service-Generator #135
	9/18/2025	COLLICUTT ENERGY SERVICES INC	1,152.31	Annual Service-Generator #167
	9/18/2025	COLLICUTT ENERGY SERVICES INC	593.42	Annual Service-Generator #174
	9/18/2025	COLLICUTT ENERGY SERVICES INC	1,899.53	Annual Service-Generator LPS
	9/18/2025	COLLICUTT ENERGY SERVICES INC	656.97	Annual Service-Generator VP5
27479	9/18/2025	CORE & MAIN LP	476.04	Galv Stl Guard Post
27480	9/18/2025	COUNTY OF SAN DIEGO	608.00	Facility Permit Fee-VP5 PS October 2025-2026
27481	9/18/2025	DATA NET SOLUTIONS GROUP	1,920.00	Watchguard Renewals
27482	9/18/2025	DEXTER WILSON ENGINEERING	2,550.00	Development Services 0943-Leucadia Streetscape
	9/18/2025	DEXTER WILSON ENGINEERING	3,600.00	Development Services-1032 Weston Subdivision
	9/18/2025	DEXTER WILSON ENGINEERING	1,867.50	Development Services-1152-Piraeus Point
	9/18/2025	DEXTER WILSON ENGINEERING	78.50	Development Services-1226-Saxony Road Grading Plan
	9/18/2025	DEXTER WILSON ENGINEERING	400.00	Development Services-1227-170 Hillcrest Drive Grading Plan
27483	9/18/2025	ENCINITAS BEACH LAND VENTURE, LLC	1,845.68	Refund for Developer Deposit- Encinitas Beach Hotel
27484	9/18/2025	FEDERAL EXPRESS CORPORATION	55.51	Shipping 09/08/25
27485	9/18/2025	HUMANA DENTAL INS.	4,732.55	Dental Insurance-October 2025
27486	9/18/2025	INTERSTATE BATTERIES OF SAN DIE...	928.78	Batteries & Core Charges
27487	9/18/2025	L&L PRINTERS	309.24	Vactor Stickers
27488	9/18/2025	MAVTECK	3,000.00	Rancho Verde Pump Station Rehab CM Services
27489	9/18/2025	MISSION SQUARE	8,124.32	Deferred Comp for PPE 09/17/25
27490	9/18/2025	PACIFIC PIPELINE SUPPLY	3,558.07	Left/Right Check Valve

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**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 9/5/2025 Through 10/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27491	9/18/2025	PLANT PEOPLE, INC	190.00	Monthly Maintenance of Indoor Office Plants-Sept 2025
27492	9/18/2025	PRUDENTIAL OVERALL SUPPLY	173.01	Weekly Uniform/Laundry Service 09/16/25
27493	9/18/2025	SAN DIEGO GAS & ELECTRIC	4,537.22	Electric @ Admin
	9/18/2025	SAN DIEGO GAS & ELECTRIC	1,263.20	Electric @ La Costa PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	15,409.66	Electric @ LPS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	185.61	Electric @ RV PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	948.32	Electric @ Saxony PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	436.05	Electric @ VP5 PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	289.23	Electric @ VP7 PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	1,328.83	Electric/Gas @ E Estates PS
	9/18/2025	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
27494	9/18/2025	I2B NETWORKS INC DBA SPACELINK	160.00	Live Webcam Streaming Services-WebCam @ BPS
27495	9/18/2025	SUNBELT RENTALS, INC	40.22	Balloon Light Rental
27496	9/18/2025	TERMINIX PROCESSING CENTER	82.12	Pest Control 09/02/25
27497	9/18/2025	THE HOME DEPOT CRC/GECF	42.94	5ft hi-flex rod & Surge Protector
	9/18/2025	THE HOME DEPOT CRC/GECF	(94.80)	Return TV Wall Mount
	9/18/2025	THE HOME DEPOT CRC/GECF	132.46	Round up, Drip Tubing, Softsoap, 1/4 elbow
	9/18/2025	THE HOME DEPOT CRC/GECF	27.19	Sharp Screw, Hollow Braid Poly
	9/18/2025	THE HOME DEPOT CRC/GECF	20.41	Spray Bottle, Soft Soap
	9/18/2025	THE HOME DEPOT CRC/GECF	94.80	TV Wall Mount
	9/18/2025	THE HOME DEPOT CRC/GECF	101.14	Various Solder 7 Silicone W&D, Lumber
	9/18/2025	THE HOME DEPOT CRC/GECF	128.11	Wall Mount, 5 Gallon Bucket, floating shelf
27498	9/18/2025	T.S. INDUSTRIAL SUPPLY	42.28	MXF Galv & Global FNPT CPLR
27499	9/18/2025	U.S. BANK	5,026.04	Cal Card Purchase on Statement Dated 08/22/2025
27500	9/18/2025	VERIZON WIRELESS	1,169.92	Cell Phones 08/08/25-09/07/25
27501	9/18/2025	VORTEX DOORS LLC	615.75	Repairs to Gate(new batteries)
27502	9/25/2025	ADS CORP DBA ADS ENVIRONMENTA...	4,794.65	Flow Metering/Data Analysis-Sept 2025
	9/25/2025	ADS CORP DBA ADS ENVIRONMENTA...	1,575.00	Meter Maintenance/Data Delivery(ECHO)-Sept 2025
27503	9/25/2025	BAJA POOL AND SPA SERVICE	190.00	Water Fountain Weekley Maintenance-October 2025
27504	9/25/2025	COLLICUTT ENERGY SERVICES INC	8,500.00	40A-260A ZTG-T Series W/MPAC Controller
27505	9/25/2025	C W E A	129.00	CWEA CSM Grade 4 Cert Renewal-FY2026-G Mendez
27506	9/25/2025	FEDERAL EXPRESS CORPORATION	37.74	Shipping 09/08/25
27507	9/25/2025	HAAKER EQUIPMENT CO	1,124.20	Additional Repairs Needed to Crawler
	9/25/2025	HAAKER EQUIPMENT CO	77.42	Boot & Gasket for HM
	9/25/2025	HAAKER EQUIPMENT CO	440.60	Swivel Joint
27508	9/25/2025	JOHNSON FITNESS & WELLNESS	35,946.54	Fitness Equipment
27509	9/25/2025	LA COSTA LOGO, LLC	635.71	Tablecloths with Logo
27510	9/25/2025	MSC JANITORIAL SERVICE, INC	2,720.97	Janitorial Services 07/01/2025-07/31/2025
	9/25/2025	MSC JANITORIAL SERVICE, INC	2,720.97	Janitorial Services 08/01/2025-08/31/2025
27511	9/25/2025	NAPA AUTO	119.98	Armorall, Foaming carwash, oil filter

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**Leucadia Wastewater District**  
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27512	9/25/2025	OLIVENHAIN MUNICIPAL WATER DIS...	59.58	Water @ VP5 PS
27513	9/25/2025	PACIFIC PIPELINE SUPPLY	51.69	Gasket non-Asb
27514	9/25/2025	PRUDENTIAL OVERALL SUPPLY	170.18	Weekly Uniform/Laudry Service 09/23/25
27515	9/25/2025	Quench USA Inc	157.38	Office Water Tanks/Filtered Drinking Water 09/19-10/18/25
27516	9/25/2025	READY LINE FLEET SERVICE INC	183.50	Vehicle #161 90 day BIT Inspection
	9/25/2025	READY LINE FLEET SERVICE INC	183.50	Vehicle #170 90 day BIT Inspection
	9/25/2025	READY LINE FLEET SERVICE INC	183.50	Vehicle #179 90 day BIT Inspection
27517	9/25/2025	RISING TIDE PARTNERS	3,267.00	Public Outreach Services 08/01/2025-08/31/2025
27518	9/25/2025	SAN DIEGO GAS & ELECTRIC	149.60	Electric @ Avocado PS
	9/25/2025	SAN DIEGO GAS & ELECTRIC	2,233.01	Electric @ AWT
	9/25/2025	SAN DIEGO GAS & ELECTRIC	15,944.88	Electric @ BPS
	9/25/2025	SAN DIEGO GAS & ELECTRIC	540.77	Electric @ Diana PS
27519	9/25/2025	SHAPE INCORPORATED	4,275.15	EONE Grinder Pump
27520	9/25/2025	SOUTHERN CONTRACTING COMPANY	2,050.00	Repair Main Switchboard Wiring
27521	9/25/2025	STAPLES	287.22	Office Supplies
	9/25/2025	STAPLES	(29.67)	Price Match Discount original invoice 6041145978
27522	9/25/2025	UTILITY COST MANAGEMENT LLC	4,200.99	SDG&E Electricity Service
27523	10/2/2025	Atlas Technical Consultants LLC	1,088.00	Geotechnical Engineering FY 25 Gravity Pipeline Project
	10/2/2025	Atlas Technical Consultants LLC	1,204.25	Rancho Verde PS Rehab Geotechnical Engineering Services
27524	10/2/2025	AT&T	219.01	Phone Service - Elevator 08/25/25-09/24/25
27525	10/2/2025	PETTY CASH	300.70	Petty Cash 08/05/25-09/25/25
27526	10/2/2025	CITY OF CARLSBAD	464.44	Water @ 1900 La Costa Ave
	10/2/2025	CITY OF CARLSBAD	193.64	Water @ 1960 La Costa Ave
	10/2/2025	CITY OF CARLSBAD	28.34	Water @ Fire Line
27527	10/2/2025	COLONIAL LIFE INS	630.92	Accident/Critical Illness Insurance 09/03/25 & 09/17/25
27528	10/2/2025	DB PIPELINE INC	5,603.13	FY25 Gravity Rehab Project-Repair at Encinitas Village loc 1
27529	10/2/2025	DEXTER WILSON ENGINEERING	370.58	Development Services-1225-1646 Neptune Ave Grading Plan
	10/2/2025	DEXTER WILSON ENGINEERING	370.58	Development Services-1228- 973 Saxony Road Grading Plan
27530	10/2/2025	EVERON LLC	165.00	Security Services 10/17/25-11/16/25
27531	10/2/2025	FIDELITY SECURITY LIFE INSURANCE...	447.28	Vision Insurance - October 2025
	10/2/2025	FIDELITY SECURITY LIFE INSURANCE...	8.83	Vision Insurance - October 2025-Cobra A Hill
27532	10/2/2025	THE HARTFORD	536.23	Life Insurance - September 2025
27533	10/2/2025	MISSION SQUARE	8,089.21	Deferred Comp for PPE 10/01/25
27534	10/2/2025	MUTUAL OF OMAHA	1,458.56	Disability Insurance - October 2025
27535	10/2/2025	NAPA AUTO	43.24	Adapter, 10in Washbrush
27536	10/2/2025	OLIN CORP / PIONEER AMERICAS	8,563.85	Sodium Hypochlorite
27537	10/2/2025	PLUMBERS DEPOT, INC	233.82	Bin, Storage Fill Hose Small
	10/2/2025	PLUMBERS DEPOT, INC	76,484.90	US Jetter, 18 GM 4000PSI, 300 Gallon Water Tank

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
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From 9/5/2025 Through 10/2/2025

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
27538	10/2/2025	SAN DIEGO GAS & ELECTRIC	3,781.00	SDG&E Fee Diana Pump Station Upgrade Project
27539	10/2/2025	SUNBELT RENTALS, INC	40.22	800 Watt Balloon Light Rental
27540	10/2/2025	TOSHIBA AMERICA BUSINESS SOLUTI...	454.64	Copying Machine Lease Agreement 09/15/25-10/15/25
27541	10/2/2025	WATER WORKS ENGINEERING LLC	7,728.92	FY25 Gravity Pipeline Rehab Project-Engineering Services
	10/2/2025	WATER WORKS ENGINEERING LLC	7,735.16	Prof Eng Services Agreement-Diana Pump Station Upgrade
	10/2/2025	WATER WORKS ENGINEERING LLC	7,253.17	Rancho Verde Pump Station Rehab Project-Engineering Services
Report Total			860,307.71	

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1353	1002987540	9/19/2025	CALPERS	350.00	CalPERS GASB 68 Reports
Total CD1353				350.00	
CD1356	1002990992	9/5/2025	CALPERS	144.00	PERS Retirement Pay Period 8.1 - 8.31.2025 E. Sullivan-EE
		9/5/2025	CALPERS	313.02	PERS Retirement Pay Period 8.1 - 8.31.2025 E. Sullivan-ER
Total CD1356				457.02	
CD1360	270566153699280	9/18/2025	United States Treasury	11,056.24	Staff Payroll Taxes for Checks dated 09/17/25-Federal W/H
		9/18/2025	United States Treasury	10,772.94	Staff Payroll Taxes for Checks dated 09/17/25-FICA
		9/18/2025	United States Treasury	2,977.29	Staff Payroll Taxes for Checks dated 09/17/25-Medicare
	8624977	9/18/2025	EMPLOYMENT DEVELOPMENT DEPT	4,498.48	Staff Payroll Taxes for Checks dated 09/17/25-State
Total CD1360				29,304.95	
CD1361	1003006432	9/18/2025	CALPERS	3,836.59	PERS Retirement dated for pay period 9.17.2025-Classic EE
		9/18/2025	CALPERS	8,339.80	PERS Retirement dated for pay period 9.17.2025-Classic ER
	1003006433	9/18/2025	CALPERS	2,901.62	PERS Retirement dated for pay period 9.17.2025-PEPRA EE
		9/18/2025	CALPERS	2,980.25	PERS Retirement dated for pay period 9.17.2025-PEPRA ER
Total CD1361				18,058.26	
CD1362	1003006426	10/1/2025	CALPERS	47,085.35	CalPERS Health Insurance - October 2025-Staff
		10/1/2025	CALPERS	40.39	CalPERS Health Insurance - October 2025-Admin
		10/1/2025	CALPERS	790.00	CalPERS Health Insurance - October 2025-Retiree
	1003006427	10/1/2025	CALPERS	4,104.35	CalPERS Health Insurance - October 2025-Board
		10/1/2025	CALPERS	3.28	CalPERS Health Insurance - October 2025-Admin
Total CD1362				52,023.37	
CD1363	1803453113	8/31/2025	ENCINA WASTEWATER AUTHORITY	221,156.00	EWA Wire
		8/31/2025	ENCINA WASTEWATER AUTHORITY	138,646.00	EWA Wire

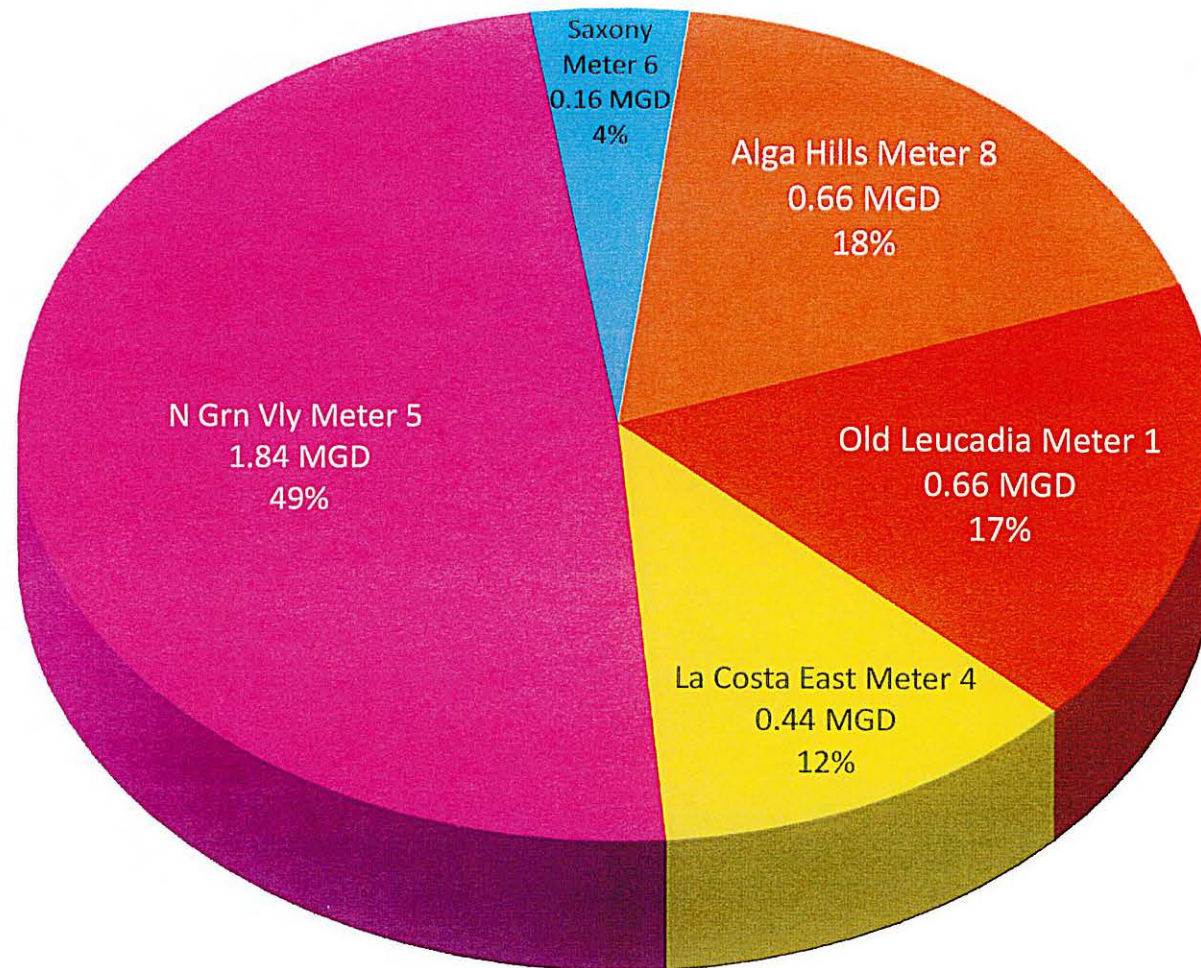


		9/29/2025 ENCINA WASTEWATER AUTHORITY	593.26	Verve Payment
Total CD1363			360,395.26	
CD1364	270567500680503	10/2/2025 United States Treasury	10,591.53	Staff Payroll Taxes for Checks dated 10/01/25-Federal W/H
		10/2/2025 United States Treasury	9,655.22	Staff Payroll Taxes for Checks dated 10/01/25-FICA
		10/2/2025 United States Treasury	2,913.83	Staff Payroll Taxes for Checks dated 10/01/25-Medicare
	8638301	10/2/2025 EMPLOYMENT DEVELOPMENT DEPT	4,226.00	Staff Payroll Taxes for Checks dated 10/01/25-State
Total CD1364			27,386.58	
CD1365	270567560044711	10/2/2025 United States Treasury	100.00	Board Payroll Taxes for Checks dated 10/01/25-Federal W/H
		10/2/2025 United States Treasury	380.06	Board Payroll Taxes for Checks dated 10/01/25-FICA
		10/2/2025 United States Treasury	118.62	Board Payroll Taxes for Checks dated 10/01/25-Medicare
Total CD1365			598.68	
CD1366	370228	9/29/2025 IGOE-FLEX BENEFIT	100.00	iGOE Admin Fee -September 2025
Total CD1366			100.00	
CD1367	1003015248	10/2/2025 CALPERS	3,836.59	PERS Retirement dated for pay period 10.1.2025-Classic EE
		10/2/2025 CALPERS	8,339.80	PERS Retirement dated for pay period 10.1.2025-Classic ER
	1003015249	10/2/2025 CALPERS	2,920.17	PERS Retirement dated for pay period 10.1.2025-PEPRA EE
		10/2/2025 CALPERS	2,999.30	PERS Retirement dated for pay period 10.1.2025-PEPRA ER
Total CD1367			18,095.86	
Report Total			506,769.98	

**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2026 (July 2025 - June 2026)**

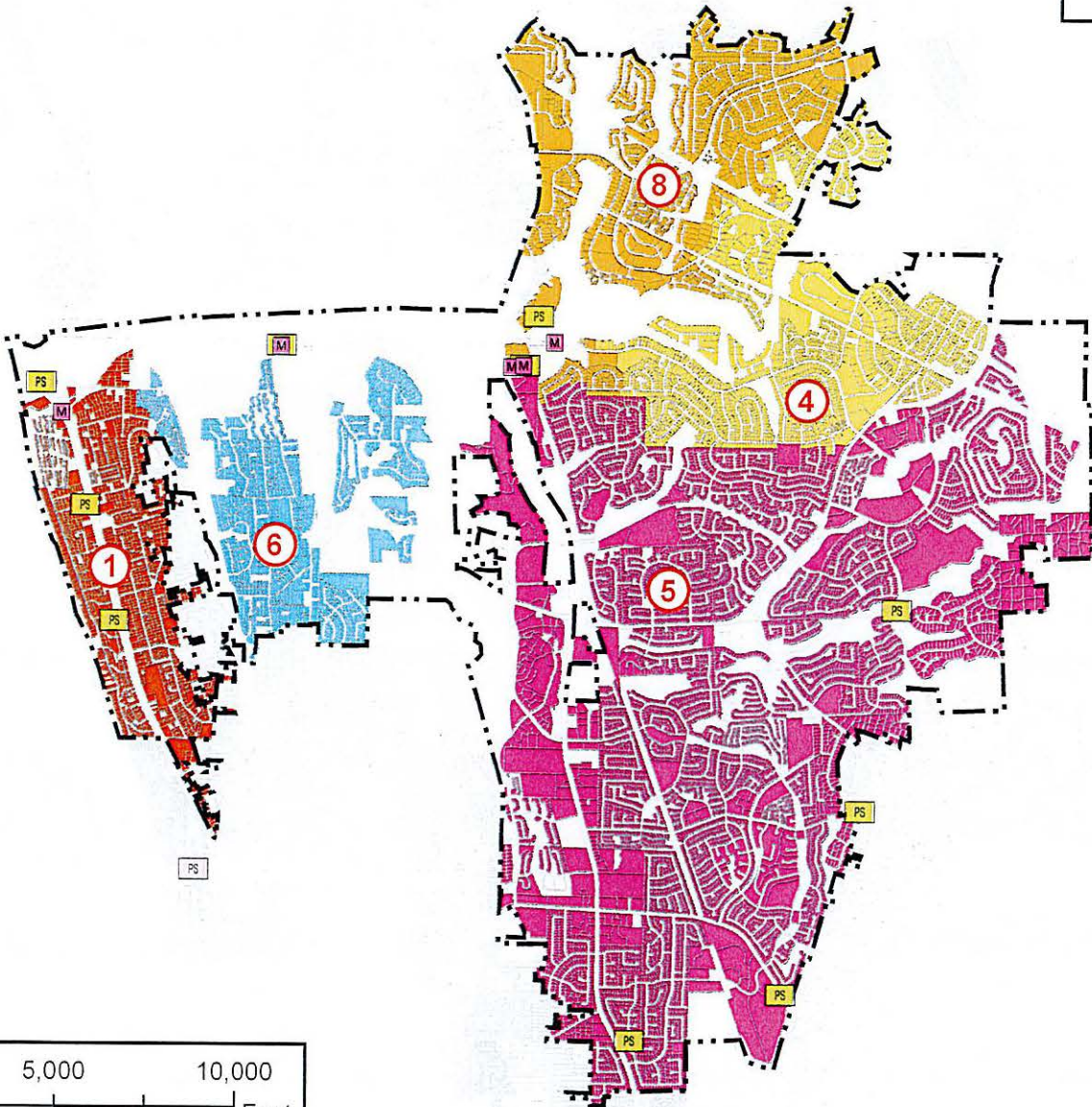
CURRENT MONTH Sep-25								FY 2025
Period	Total Rain Inches	Total Flow MG	Added EDU's 29,127.50	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)		LWD ADF (MGD)
JULY	0.07	116.56	1.75	3.83	131.48	39.87		3.85
YTD			29,129.25					
AUGUST	0.04	118.42	0.50	3.87	132.85	39.09		3.75
YTD			29,129.75					
SEPTEMBER	0.24	112.80	0.75	3.82	131.13	28.53		3.68
YTD			29,130.50					
OCTOBER								3.70
YTD								
NOVEMBER								3.70
YTD								
DECEMBER								3.78
YTD								
JANUARY								3.76
YTD								
FEBRUARY								3.77
YTD								
MARCH								3.81
YTD								
APRIL								3.86
YTD								
MAY								3.88
YTD								
JUNE								3.82
YTD								
YTD Totals	0.35	347.78	3.00			107.49		
Mo Average	0.12	115.93	1.00	3.84	131.82	35.83		3.78

**LWD Flows by Sub-Basin**  
**September 2025**  
**Total LWD Flow 3.76 MGD**





# LEUCADIA WASTEWATER DISTRICT



## LEGEND

### Parcels by Basin

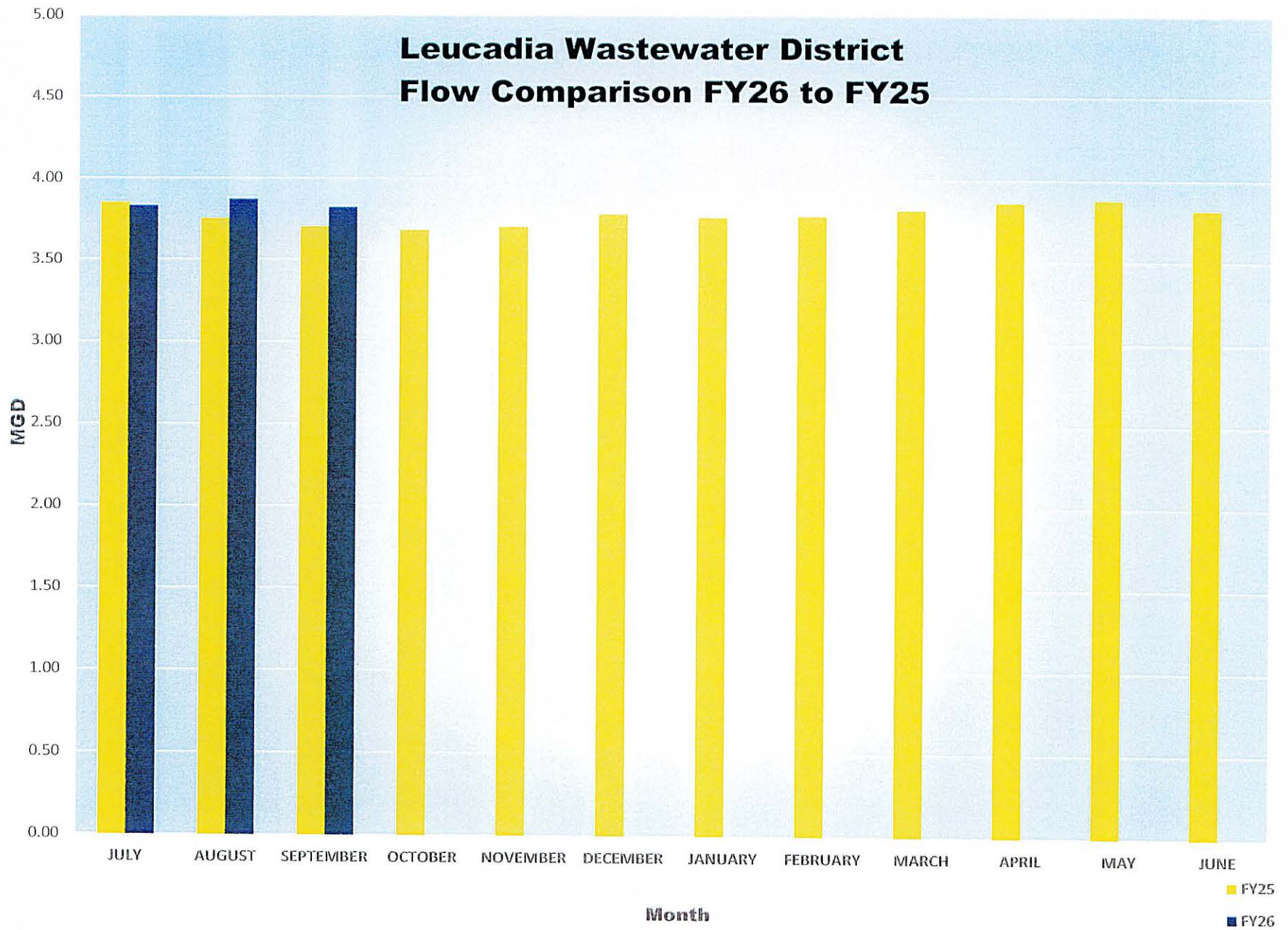
- 1 - Old Leucadia
- 4 - La Costa East
- 5 - North Green Valley
- 6 - Saxony
- 8 - Leucadia PS

- Meter Locations
- LWD Pump Station
- Encinitas Pump Station
- LWD Boundary



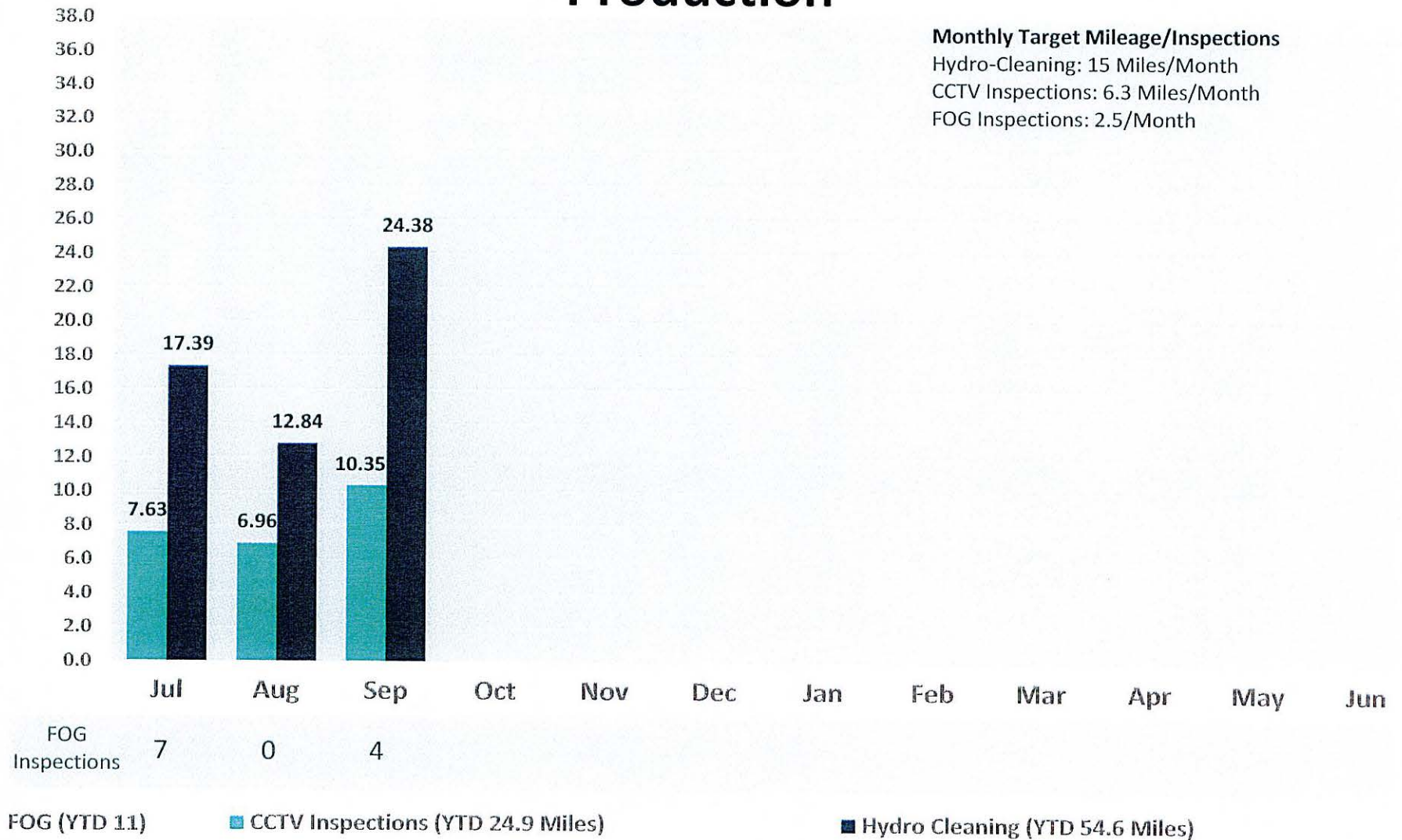
DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 438-4422

## SEWER COLLECTION SYSTEM BY SUB-BASIN





# FY-25 CCTV Inspections & Hydro Cleaning Production





## Operations and Administration Training Report September 2025

### Training & Safety Events for the month of September 2025

Hours

Description	Ops	Admin	Total
Bloodborne Pathogens	5.5	0.5	6.0
Field Ergonomics Back Care	1.0	0.0	1.0
DataNet Business Email Compromise (BEC) Credential & Data Theft Scams	2.0	2.5	4.5
DataNet Introduction to Phishing	1.5	2.0	3.5
DR 900 DPD Tailgate	4.5	0.0	4.5
Mutual Aid/Bypass Training	15.0	0.0	15.0
New Mini Jetter Training	10.0	0.0	10.0
Spill Prevention, Control, and Countermeasure (SPCC) Plan	6.5	0.0	6.5
Switching Force Main Lines	12.0	0.0	12.0
Pump Station Alarm Response	5.0	0.0	5.0
Pump Station Odor Control	6.0	0.0	6.0
Water Industry Hydraulics	1.0	0.0	1.0
Water Industry Mathematics Applied	1.0	0.0	1.0
Water Industry Storm Water Pollution Prevention	8.0	0.0	8.0
Water Industry Indoor Air Quality	1.0	0.0	1.0
Water Industry Lead Awareness	1.0	0.0	1.0
Water Industry Trenching & Shoring	1.0	0.0	1.0
<b>Total Training Hours</b>	<b>82.0</b>	<b>5.0</b>	<b>87.0</b>

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

Attendees

Description	Ops	Admin	Total
LCW Preventing Workplace Harassment, Discrimination and Retaliation	4	0	4
CA Annual WaterReuse Conference	0	1	1
CalPERS 2024-25 Investment Returns & Employer Impacts	0	1	1
Endsight AI Office Hours	0	1	1
LSL Back to Basics	0	1	1
<b>Total Attended Conferences</b>	<b>4</b>	<b>4</b>	<b>8</b>

Notes:

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

## Operations and Administration Training Report Summary for Fiscal Year 2026

Training		Hours	
Month	Ops	Admin	Total
Jul-25	36.5	9.5	46.0
Aug-25	18.0	9.0	31.5
Sep-25	82.0	5.0	87.0
Oct-25	0.0	0.0	0.0
Nov-25	0.0	0.0	0.0
Dec-25	0.0	0.0	0.0
Jan-26	0.0	0.0	0.0
Feb-26	0.0	0.0	0.0
Mar-26	0.0	0.0	0.0
Apr-26	0.0	0.0	0.0
May-26	0.0	0.0	0.0
Jun-26	0.0	0.0	0.0
<b>YTD Totals</b>	<b>136.5</b>	<b>23.5</b>	<b>164.5</b>

Conferences		Attendees	
Month	Ops	Admin	Total
Jul-25	0.0	6.0	6.0
Aug-25	8.0	21.0	29.0
Sep-25	4.0	4.0	8.0
Oct-25	0.0	0.0	0.0
Nov-25	0.0	0.0	0.0
Dec-25	0.0	0.0	0.0
Jan-26	0.0	0.0	0.0
Feb-26	0.0	0.0	0.0
Mar-26	0.0	0.0	0.0
Apr-26	0.0	0.0	0.0
May-26	0.0	0.0	0.0
Jun-26	0.0	0.0	0.0
<b>YTD Totals</b>	<b>12.0</b>	<b>31.0</b>	<b>43.0</b>

*Notes:*

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

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

# Leucadia Wastewater District

## Balance Sheet

As of 9/30/2025

(In Whole Numbers)

	Amount
Assets	
Cash & Investments	26,311,424
Accounts Receivables	321,750
Net OPEB Asset	63,596
Prepaid Expense	513,187
Capital Assets	202,054,904
Less Accumulated Depreciation	(74,494,805)
Total Assets	<u>154,770,055</u>
Deferred Outflows	
PERS Pension Deferred Outflows	1,845,228
OPEB Health Deferred Outflows	220,797
Total Deferred Outflows	<u>2,066,025</u>
Total Assets & Deferred Outflows	<u><u>156,836,080</u></u>
Liabilities	
Accounts Payable & Accrued Expenses	664,909
Developer Deposits	113,476
Net Pension Liability	4,552,992
Total Liabilities	<u>5,331,377</u>
Deferred Inflows	
PERS Pension Deferred Inflows	218,119
OPEB Health Deferred Inflows	141,753
Total Deferred Inflows	<u>359,872</u>
Net Position	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	127,422,471
Reserves	28,609,744
Total Beginning Net Position (as of June 30, 2023)	<u>156,032,216</u>
Current Change In Net Position	
Other	(4,887,384)
Total Current Change In Net Position	<u>(4,887,384)</u>
Total Net Position	<u>151,144,832</u>
Total Liabilities, Deferred Inflows & Net Position	<u><u>156,836,080</u></u>



# Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2025 Through 9/30/2025

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

## OPERATING REVENUES

3110 Sewer Service Fees	\$ 307,960	\$ 16,881,903	\$ 16,573,943	1.8%
3150 Recycled Water Sales	164,569	397,000	232,431	41.5%
3100 Misc. Operating Revenue	-	195,877	195,877	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 472,529</b>	<b>\$ 17,474,780</b>	<b>\$ 17,002,251</b>	<b>2.7%</b>

## OPERATING EXPENSES

4100 Salaries	\$ 501,126	\$ 2,471,802	\$ 1,970,676	20.3%
4200 Employee Benefits	435,645	1,840,269	1,404,624	23.7%
4300 Directors Expense	26,096	137,300	111,204	19.0%
4600 Gas, Oil & Fuel	8,465	64,000	55,535	13.2%
4700 Insurance Expense	131,857	313,000	181,143	42.1%
4800 Memberships	17,752	42,400	24,648	41.9%
4900 Office Expense	63,596	200,700	137,104	31.7%
5000 Operating Supplies	36,432	184,900	148,468	19.7%
5200 Professional Services	70,234	467,500	397,266	15.0%
5300 Printing & Publishing	309	34,000	33,691	0.9%
5400 Rents & Leases	6,564	21,400	14,836	30.7%
5500 Repairs & Maintenance	130,183	656,890	526,707	19.8%
5600 Monitoring & Permits	8,394	107,530	99,136	7.8%
5700 Training & Development	12,816	53,500	40,684	24.0%
5900 Utilities	147,870	603,600	455,730	24.5%
6100 LAFCO Operations	6,561	8,500	1,939	77.2%
6200 Encina Operating Expense	1,354,230	3,415,000	2,060,770	39.7%
6900 Admin O/H alloc to Capital	-	(227,574)	(227,574)	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,958,129</b>	<b>\$ 10,394,717</b>	<b>\$ 7,436,588</b>	<b>28.5%</b>

## NON-OPERATING REVENUES

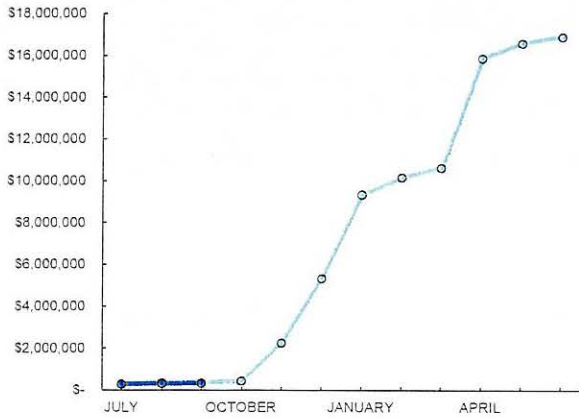
3130 Capacity Fees	\$ 15,600	\$ 218,400	\$ 202,800	7.1%
3220 Property Taxes	70,134	2,410,800	2,340,666	2.9%
3250 Investment Income	250,145	1,048,000	797,855	23.9%
3290 Misc. Non Op Revenue	3,110	324,900	321,790	1.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 338,989</b>	<b>\$ 4,002,100</b>	<b>\$ 3,663,111</b>	<b>8.5%</b>

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

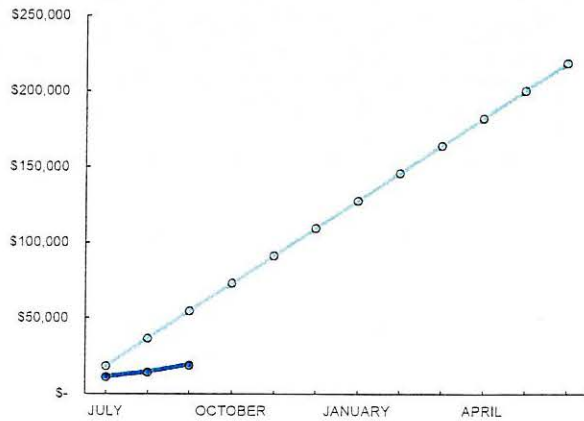
# Leucadia Wastewater District Revenue FY2026

YTD through September 30, 2025

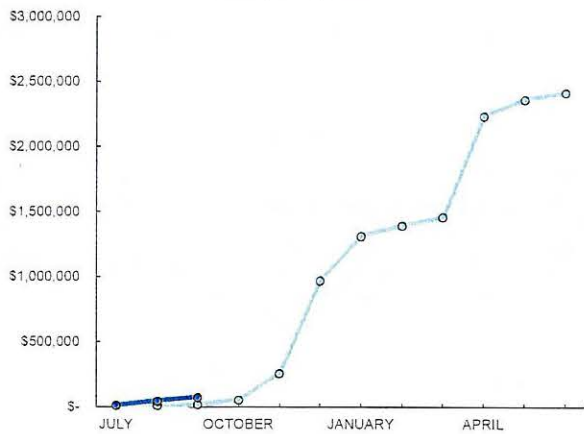
Sewer Service Fees



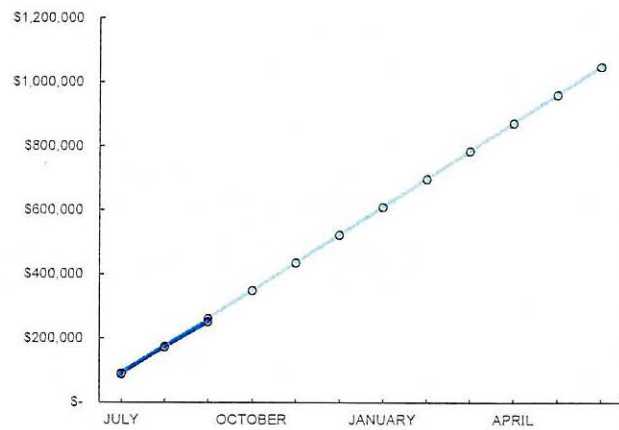
Capacity Charges



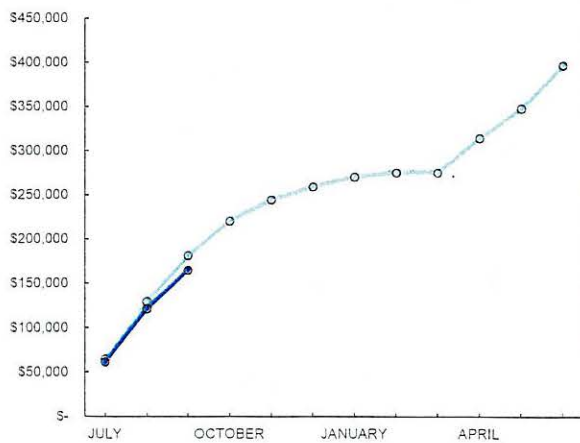
Property Taxes



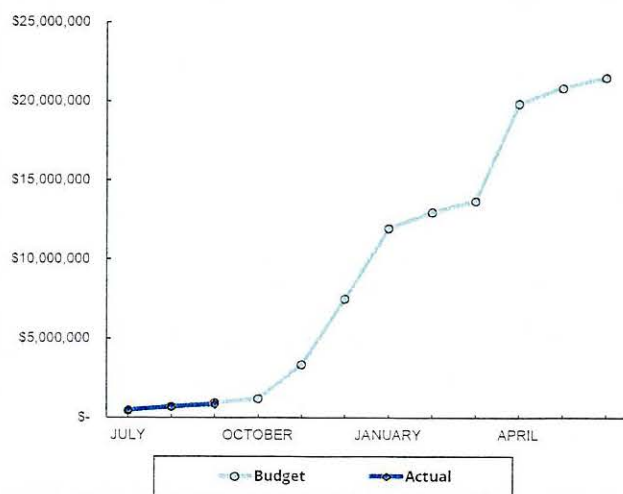
Investment Income



Recycled Wastewater Sales



Total Revenue

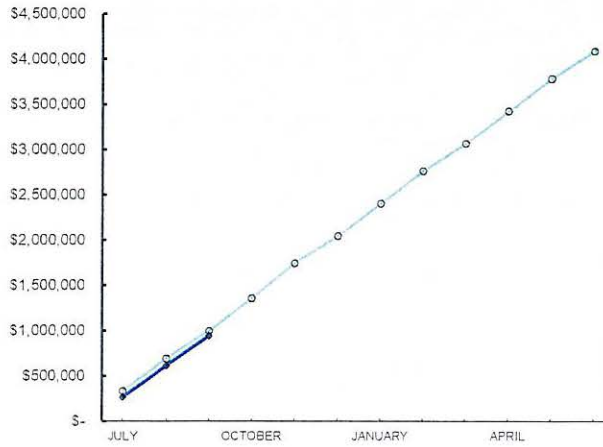


\* Preliminary: subject to future review, reconciliation, accruals, and audit

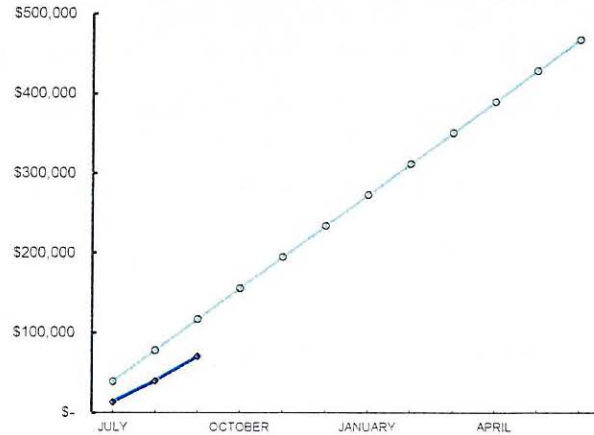
# Leucadia Wastewater District Operating Expenses FY2026

YTD through September 30, 2025

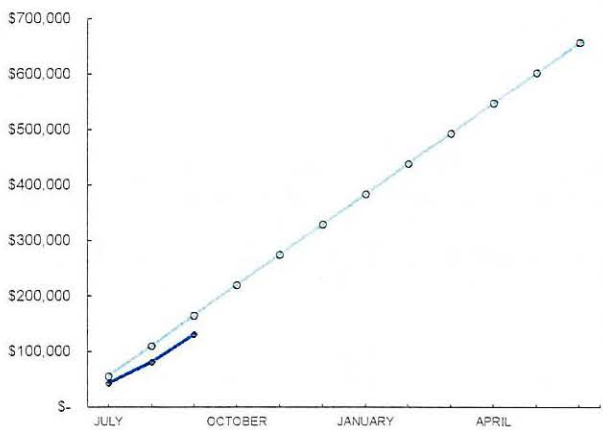
Salaries and Benefits



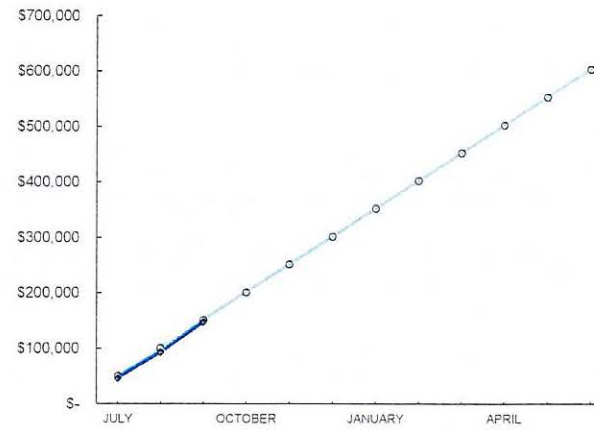
Professional Services



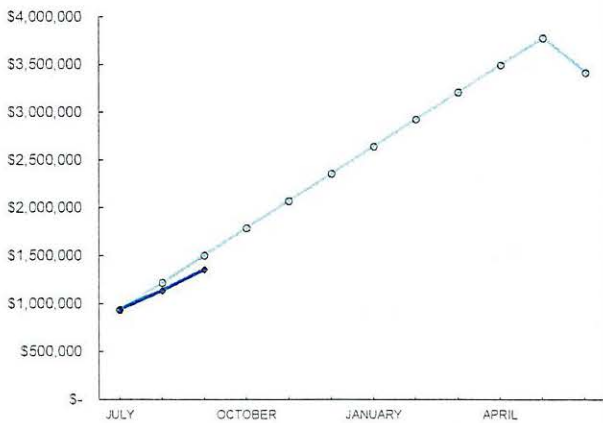
Repairs & Maintenance



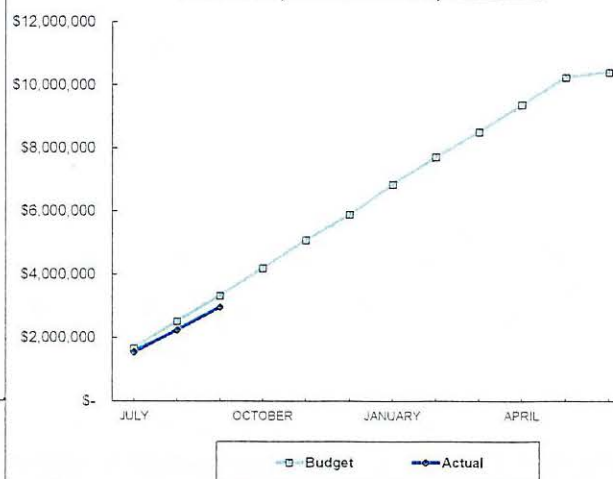
Utilities



Encina M&O



Total Operating Expenses -  
Before Depreciation & Replacement



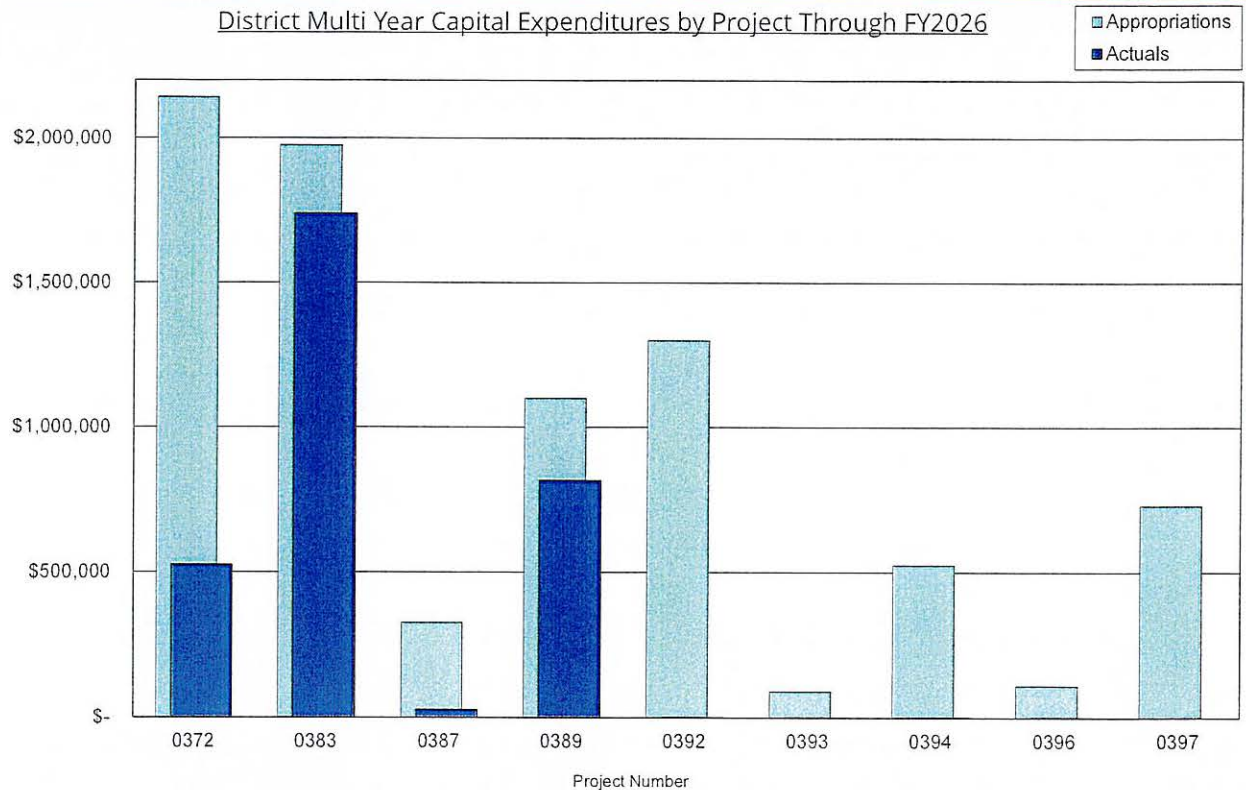
\* Preliminary: subject to future review, reconciliation, accruals, and audit



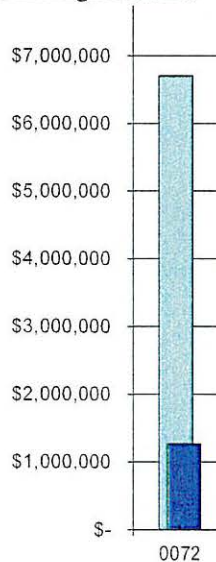
# Leucadia Wastewater District Capital Expenditures

As of September 30, 2025

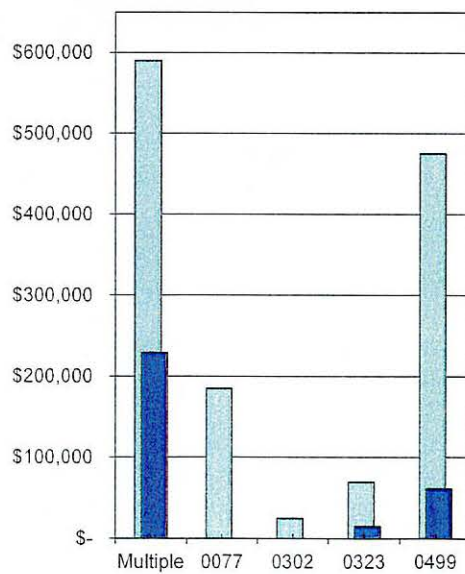
District Multi Year Capital Expenditures by Project Through FY2026



District's Share of  
Encina WPCF  
Capital Exp  
Through FY2026



Single Year Capital  
Expenditures by Project FY2026



Project Legend

Multi-Year Capital Projects	No.
Encina Capital	0072
Diana Pump Station Upgrade	0372
Rancho Verde Pump Station	0383
L1 Condition Assessment	0387
FY2025 Gravity Pipeline Project	0389
FY 2026 Gravity Pipeline Project	0392
Anode Replacement	0393
La Costa Pump Station Replacement	0394
Anode Replacement Batiquitos	0396
Batiquitos Pump Station Drywell Concrete Repair	0397

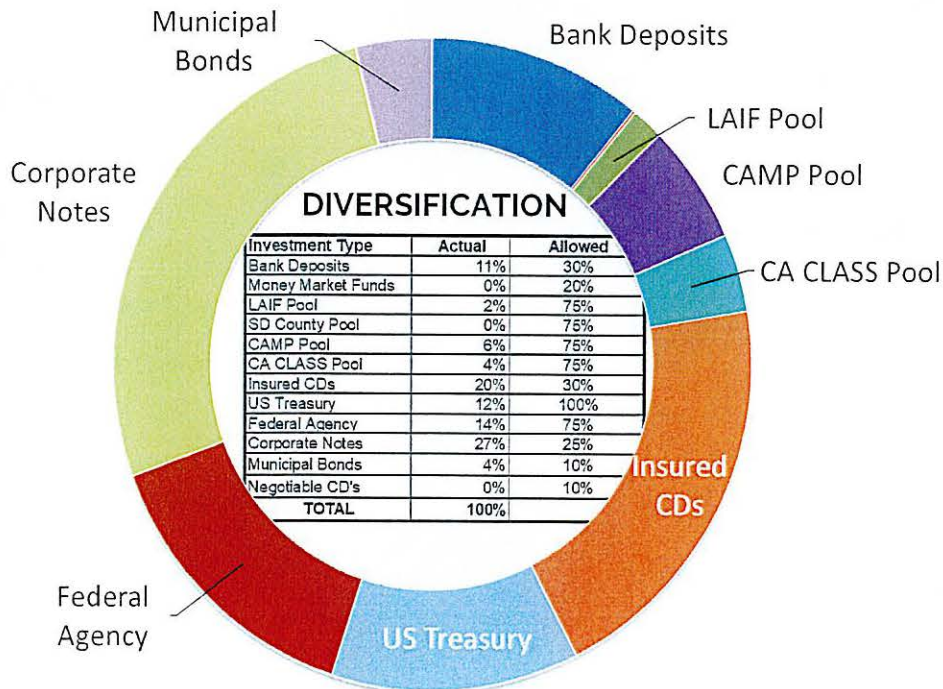
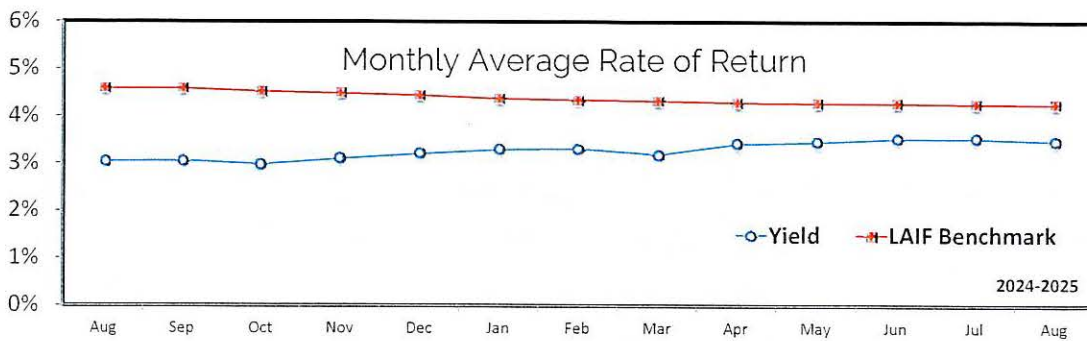
  

Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

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

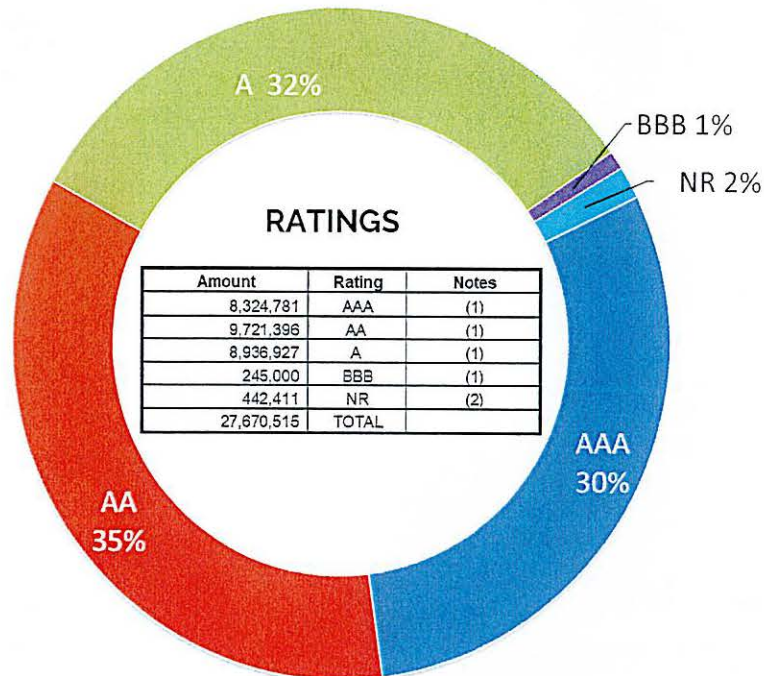
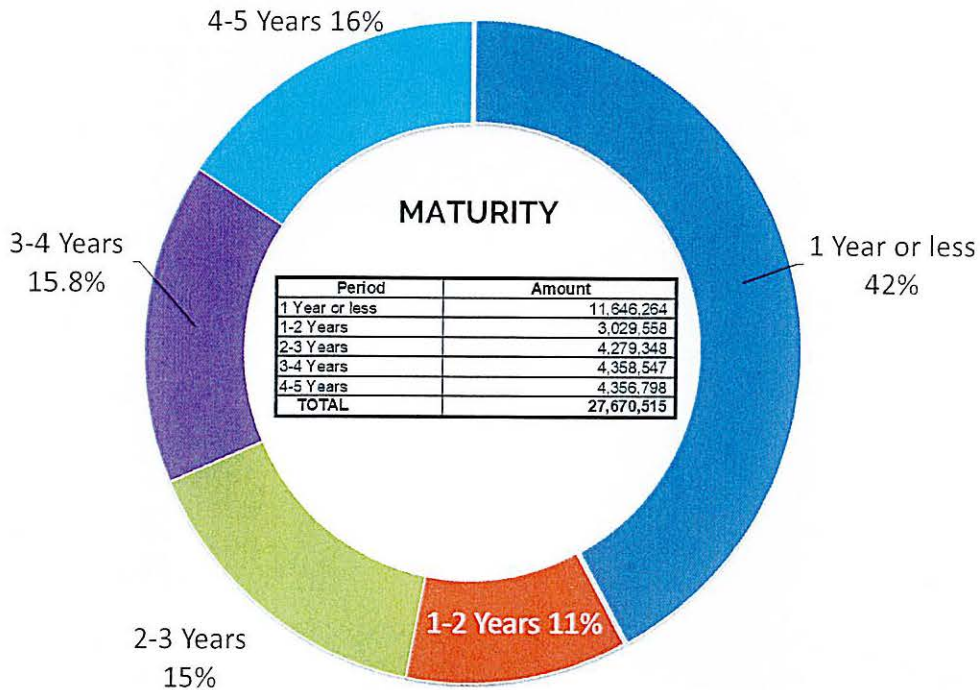
Cash Equivalents & Investments	Principal (Original Cost)		August Interest	Average Rate
	Jul 31, 2025	Aug 31, 2025		
Pacific Premier Bank Reserves	\$ 4,345,573	\$ 2,983,277	\$ 12,589	4.122%
TVI Dreyfus Money Market	37,840	37,971	130	4.120%
LAIF Pool	442,411	442,411	1,567	4.251%
CAMP Pool	1,639,973	1,646,107	6,024	4.400%
CA CLASS Pool	1,065,789	1,069,704	3,849	4.326%
Certificates of Deposit - Insured	5,571,000	5,571,000	15,507	3.343%
US Treasury Notes	3,456,650	3,456,650	10,792	3.680%
Federal Agency Notes	3,989,900	3,989,900	8,295	2.615%
Municipal Bonds	1,067,318	1,067,318	2,320	3.263%
Corporate Bonds/Notes	7,406,178	7,406,178	20,958	3.402%
<b>Totals</b>	<b>\$ 29,022,632</b>	<b>\$ 27,670,515</b>	<b>\$ 82,031</b>	<b>3.473%</b>





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

(Continued)



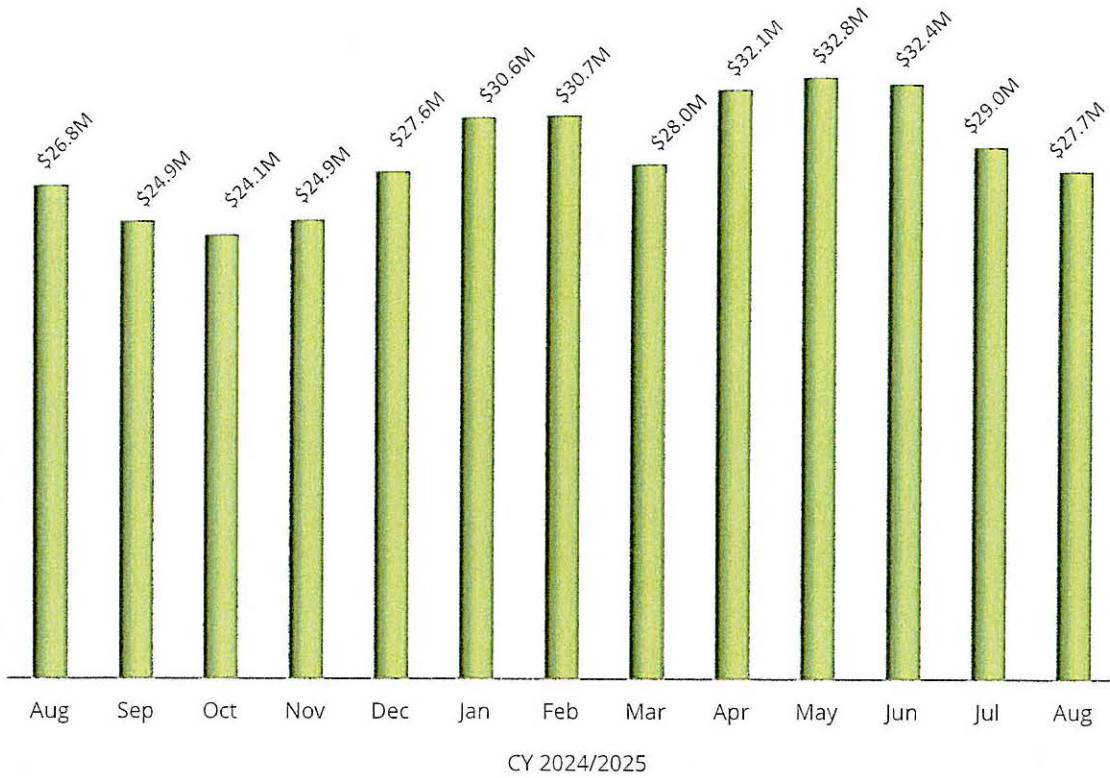
(1) CAMP Pool, CA CLASS & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.  
 (2) LAIF is not rated.



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

(Continued)

CASH & INVESTMENT FUNDS BY MONTH



INVESTMENT TRANSACTIONS

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes

TOTAL                      \$ -      \$ -

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:** October 2, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** August/September 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 months of August and September 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 August/September 2025 for your review.

tb:PJB

Attachment

Leucadia Wastewater District  
Disclosure of Reimbursements Report  
August - September 2025

Conference Date	Description	GM P. Bushee	Director E. Sullivan	Director R. Pacilio	Director C. Roesink	Director R. Saldana	DFA R. Green	FSSup G. Mendez	FSS M. Gonzalez	ADS T. Hill
CSDA Annual Conference August 25 - 28, 2025 Monterey, CA	Registration	890.00	890.00							
	Hotel	884.40	1,179.20							
	Airfare	173.60	481.59							
	Meals	191.11	141.90							
	Baggage		70.00							
	Parking/Coaster	174.24								
	Tips		40.00							
	Fuel/mileage/taxi/rental	383.23	136.35							
	<b>Total</b>	<b>2,696.58</b>	<b>2,939.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
CA Annual Watereuse Conference September 21-23, 2025 San Diego, CA	Registration	635.00	635.00	635.00						
	Hotel		627.18	627.18						
	Airfare									
	Meals			102.51						
	Parking	30.00		30.00						
	Rental Car									
	Tips		15.00							
	Fuel/mileage/taxi/uber		41.02	38.50						
	<b>Total</b>	<b>665.00</b>	<b>1,318.20</b>	<b>1,433.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips									
	Fuel/mileage/taxi/uber									
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Notes: PB commuted to Watereuse Conference, no hotel



**MEMORANDUM**

**DATE:** October 2, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Status Update - Fiscal Year 2026 (FY26) LWD Tactics and Action Plan

---

**RECOMMENDED:**

1. No action is required.

**DISCUSSION:**

During the July 9, 2025 Board meeting, the Board of Directors adopted the FY26 Tactics and Action Plan. Attached, for the Board's review, is the FY26 Tactics and Action Plan's quarterly status report for the three-month period ending on September 30, 2025. The report indicates which goals are in progress, have been completed, and have not been started.

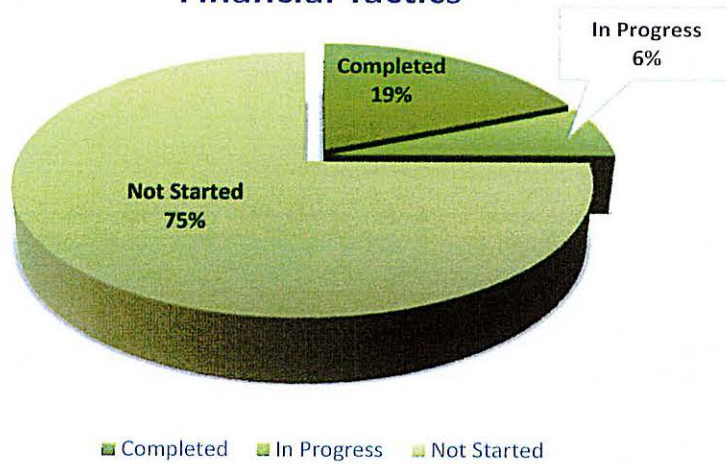
th:PJB

Attachments

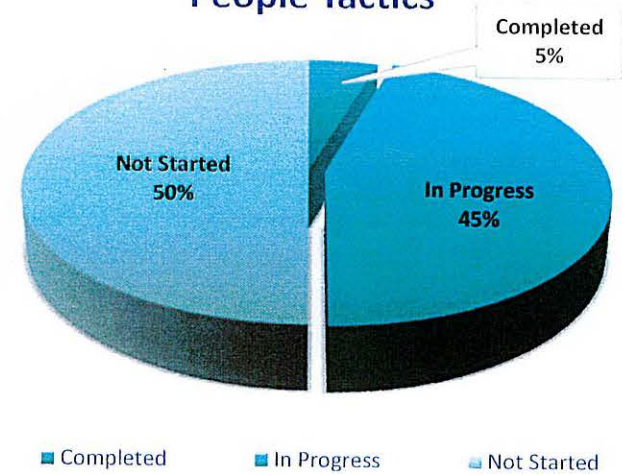
## FY 2026 Tactics and Action Plan Status Report

July 1 - September 30, 2025

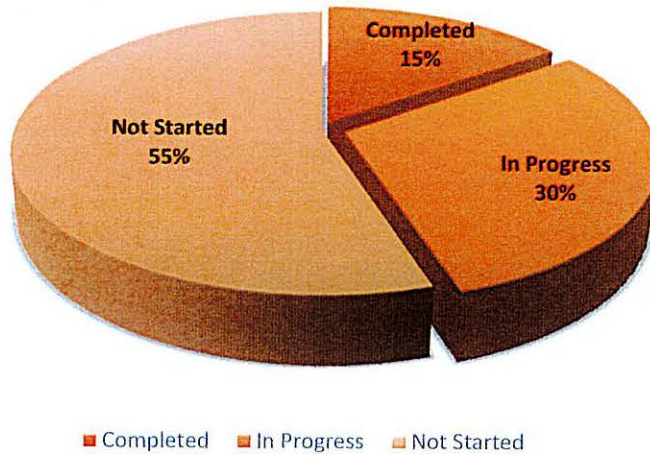
### Financial Tactics



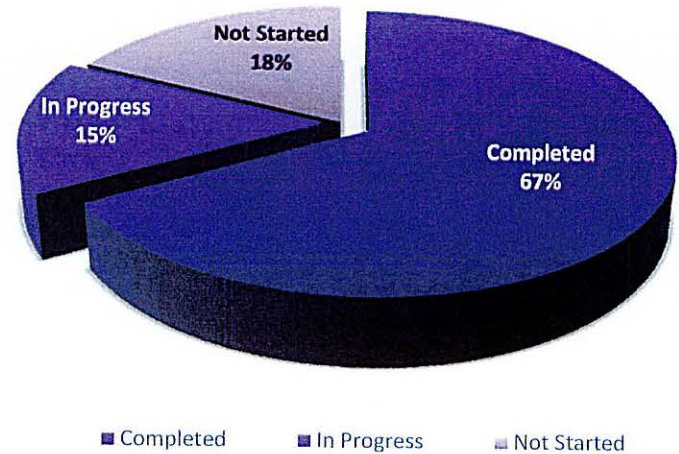
### People Tactics



### Services Tactics



### Infrastructure and Technology Tactics



**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	Completed
Coordinate with & Respond to Auditors	DFA	AT, ADS, EA, GM	Jul-25	Dec-25	In Progress
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	Completed
Investment Policy	DFA	ADS, GM, EA	Jul-25	Mar-25	Completed
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	In Progress



## 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-26	Not Started
CalPERS Health Open Enrollment	ADS	All Staff	Sep-25	Oct-25	In Progress
iGOE Section 125 Flexible Spending Open Enrollment	ADS	All Staff	Oct-25	Nov-25	In Progress
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-26	Not Started
Meeting Room Policy	ADS	GM, DFA, EA	Jan-26	Apr-26	In Progress
Compensation Policy	ADS	GM, DFA, EA	Mar-26	May-26	In Progress
Conduct Team Building Workshop	GM	DFA, EA, ADS	Oct-25	Dec-25	In Progress
Conduct Employee Satisfaction Survey	GM	DFA, ADS	Nov-25	Dec-25	Not Started
Conduct Strategic Planning Workshop	GM	Board, DFA	Jan-26	Mar-26	In Progress
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-25	In Progress
LWD's Safety Program					
Review existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jul-25	Jan-26	In Progress
Update existing Safety Programs & Policies	DFA	GM, FSS, FSSup, Safety Committee	Jan-25	Jun-26	In Progress
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	In Progress
Employee Recognition					
Annual Employee BBQ	EA	ADS, AS	Jul-25	Jul-25	Completed
Holiday Function	EA	ADS, AS	Aug-25	Dec-25	Not Started

### 5. 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-26	Jun-26	Not Started
FOG Inspections - Complete 30	FSSup	FSS, FS Staff	Jul-25	Jun-26	In Progress
Hydro Clean and CCTV La Costa Ave.	FSSup	FSS, FS Staff	Jul-25	Jun-26	In Progress
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	Completed
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	In Progress
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	Completed
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	Completed
SSMP Update	FSS	FSSup, CPM	Jul-25	Jul-25	Complete
Office Equipment					
Dispose of Obsolete IT Equipment	DFA	ADS, AS	Jul-25	Dec-25	In Progress
Public Outreach Services					
Develop Relevant Social Media Content	ADS	RTP, GM, DFA, FSSup, FS Staff	Jul-25	Jun-26	In Progress
Refresh LWD Teacher Grant Program	ADS	AS, RTP	Jul-25	Aug-25	Completed
Execute LWD Teacher Grant Program	ADS	AS, RTP	Aug-25	Nov-25	In Progress
Write, Design, Print & Mail 2025 Fall Newsletter	ADS	AS, RTP	Jul-25	Oct-25	In Progress
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	In Progress
Participate in OMWD Open House and Emergency Preparedness Event	ADS	DFA, AS, FSSup, FS Staff	Jul-25	Sep-25	Completed
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	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	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	Completed
FY 2025 Gravity Pipeline Rehabilitation	Construction	CPM	GM, FSS, DE	Jul-25	Sep-25	Completed
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	In Progress 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	In Progress 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	Completed In Progress Not Started
Leucadia PS (L1) Force Main Condition Assessment	Evaluate Method of Assessment Bid Project Evaluation	CPM CPM CPM	GM, FSS, DE GM, FSS, DE GM, FSS, DE	Jul-25 Sep-25 Oct-25	Aug-25 Sep-25 Jan-26	Completed Completed In Progress
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	Completed In Progress 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	In Progress Not Started Not Started
District Consulting Services - DWEI 2 Year Contract Extension	Execute Extension	CPM	GM, FSS	Jul-25	Jul-25	Completed
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	Completed In Progress Not Started Not Started Not Started Not Started In Progress In Progress In Progress
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	Completed Completed  In Progress Completed



**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**September 24, 2025**

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

**1. Dewatering and Cogeneration Building Roofing and HVAC Improvement Project Phase 2 Construction Services Award**

The Board of Directors executed an agreement with West Coast Air Conditioning Co., Inc. in the amount of \$1,881,467 for Phase 2 Construction Services for the Dewatering and Cogeneration Buildings.

**2. Trailer Jockey Replacement**

The Board of Directors authorized the purchase of a replacement trailer jockey in the amount of \$129,900.10.

# **Engineering Committee Meeting Report**

Presented by Vice President Brown

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## **Meeting held September 30, 2025**

The EC reviewed the following recommendation:

- Execute Amendment No. 1 to Task Order No. 12 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the La Costa Pump Station Replacement Project in an amount not to exceed \$499,825.

The EC concurred to forward this recommendation to the Board for consideration and it will be discussed later in the agenda.

The EC also received an update on the Fiscal Year 2025 Gravity Pipeline Replacement Project. This item was for informational purposes only. No action was taken.

**MEMORANDUM**

**DATE:** October 2, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** La Costa Pump Station Replacement Project – Final Design Services

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**RECOMMENDATION:**

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

1. Authorize the General Manager to execute Amendment No. 1 to Task Order No. 12 to the Engineering Design Services Agreement with Water Works Engineers for final design services for the La Costa Pump Station Replacement Project in an amount not to exceed \$499,825.
2. Discuss and take other action as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure & Technology / La Costa Pump Station Replacement**

This item was reviewed by the EC at their September 30<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

In March 2025, the Leucadia Wastewater District (District) completed the 2025 Pump Station Condition Assessment Report which recommended the replacement of the La Costa Pump Station (LCPS). The facility is located adjacent to center court at the Omni La Costa Resort & Spa (Omni) and was originally constructed in 1964. LCPS is nearing the end of its useful life and, due to its location, staff was interested in relocating it to an Omni parking lot to the west of its current site.

Staff subsequently met Omni staff in April and Omni agreed that it would be best to relocate LCPS to the west parking lot. Later that month, staff retained Water Works Engineers (WWE) to evaluate the optimal pipeline alignments to and from the current and proposed new pump stations. WWE completed this analysis in late August and determined that the optimal pipeline alignments would run south of the existing tennis courts with the force main from the new station connecting the existing force main in the Omni driving range. Staff will present an overview of this alignment at the upcoming meeting. Staff again met with Omni staff in September to review the proposed alignment and they agreed with the approach.

**DISCUSSION:**

The next step in the process is to initiate the project's design. As such, WWE recently submitted a proposal for final design services. WWE's proposed fee is \$499,825 and includes subconsultant support services, such as geotechnical investigation and survey work. The preliminary construction cost estimate for the project is \$6M and WWE's proposed fee represents a soft cost loading of approximately 8% which staff believes is fair and reasonable. Staff will present an overview of the project's scope of work at the upcoming meeting and it has been attached for your



review. The overall timeline for completion of the project design and construction is estimated to be 3 years.

**FISCAL IMPACT:**

The FY 26 Capital Budget includes \$525k for project design. Therefore, there are sufficient funds to cover this design work. Staff plans to request additional funding for project construction in future Capital Budgets.

ier:PJB

Attachment



**WATERWORKS**  
ENGINEERS

9/24/2025

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

RE: Amendment No 1 to Task Order No. 12 La Costa Pump Station Relocation Engineering Services Proposal

Dear Mr. Riffel,

Water Works Engineers (Water Works) is pleased to submit to Leucadia Wastewater District (District) a proposal for final design engineering services for Amendment No 1 to Task Order No. 12 La Costa Pump Station Relocation.

Sincerely,

Tim Lewis, PE  
Project Manager



**WATERWORKS**  
ENGINEERS

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

## Scope of Engineering Services

**Water Works Engineers, LLC. and Leucadia Wastewater District**

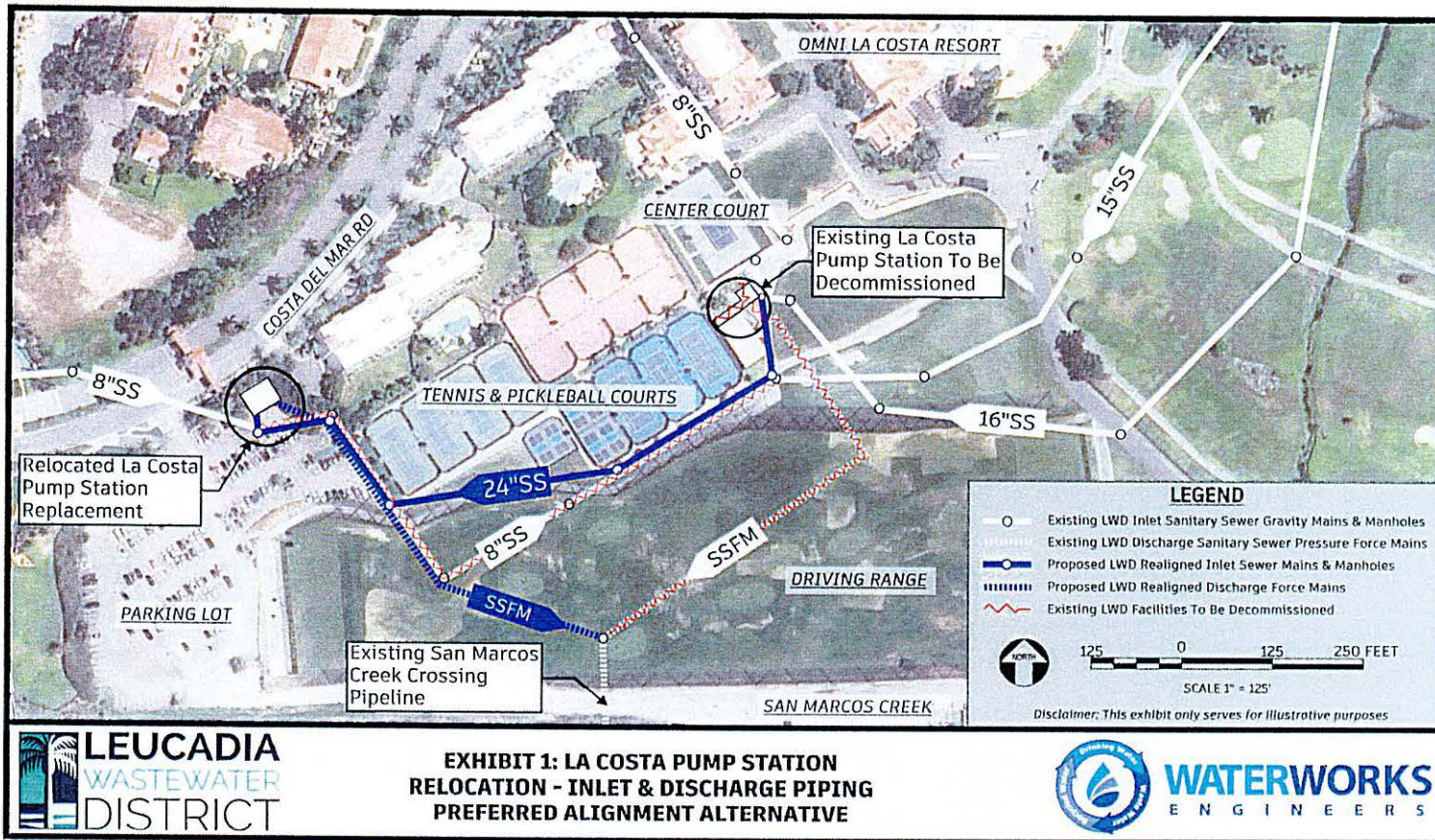
### **Amendment No 1. To Task Order No. 12 La Costa Pump Station Relocation Engineering Services Proposal**

#### **Project Description**

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

Location	Omni La Costa Resort, Ctenchlesarlsbad, CA
Facilities	La Costa Pump Station (located in easement, on Resort property)
Project Objectives	Replacement and relocation of the La Costa Pump Station based on the recommendations made in the Fiscal Year 2025 Pump Station Condition Assessment (WWE Jan 2025) and in the LCPS Realignment Memo (WWE September 2025). The Opinion of Probable Construction Cost is approximately \$6M (2025 dollars, not including soft costs).
Background	The existing La Costa Pump Station is one of the District's oldest pump stations (60 year old steel dry well) and is the last Smith & Loveless package pump station left in its inventory. It is highly recommended that the District replace-in-place or relocate and replace the pump station. The pump station's current configuration, condition, and continued operation as-is, presents a significant risk of failure and spills to the District.
Task Order Objective	The objective of this task order is to design the relocation and replacement of the pump station.
Existing Documentation & Data Request	<ol style="list-style-type: none"> <li>1. FY25 Pump Station Condition Assessment Report (WWE Jan 2025) &amp; LCPS Realignment Memo (WWE September 2025) description of recommended improvements for relocated pump station is used as basis for proposal</li> <li>2. Record Drawings</li> <li>3. CCTV Data</li> <li>4. Buildout Peak Wet Weather flow data from DWEI</li> <li>5. Other data requested by CONSULTANT identified in Scope of Services</li> </ol>
Overview Map of Improvement Areas	







## Scope of Services

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

Subtasks	Title
1	Project Management and Administration
2	Geotechnical Support Services
3	Survey & Utility Support Services
4	Preliminary Engineering
5	Final Design

### Subtask 1: Project Management and Administration

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

- 1) Project Kickoff Meeting (to be conducted in person))
  - a) CONSULTANT introductions to District staff and Resort representative
  - b) Familiarize CONSULTANT with all project facilities
  - c) Gather operational data
  - d) Agree on Project Objectives
  - e) Agree on Project Components
- 2) Project Communication and Control
  - a) Coordination of all project team activities
  - b) Communication of project progress and issues to District staff
  - c) Project schedule maintenance and control of project tasks to keep project schedule on track
  - d) Cost tracking of all engineering activities and active cost control of fees.
- 3) Quality Assurance/Quality Control
  - a) Plan and implement Quality Assurance/ Quality Control Policy with the entire project team
- 4) Design Team Access Coordination
  - a) Notifications to Resort staff about geotechnical, survey, utility investigation, and environmental mobilizations to site (District CC'd)
- 5) Meetings with Resort Field Staff, Representatives (6x assumed)

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Project Kickoff Meeting (in-person)</li> <li>• Resort Meetings (in-person or remote/virtual)</li> </ul>
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<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Kickoff Meeting Notes (Elec.; .pdf)</li> <li>• Monthly Progress Reports (via email)</li> </ul>
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### **Subtask 2: Geotechnical Support Services (BAJADA)**

Under this subtask, geotechnical subconsultant Bajada Geosciences (BAJADA) shall provide support geotechnical services for the final design for the proposed improvements.

This project is anticipated to be influenced by geotechnical conditions. Primary project issues are placement of mat foundations outside of potential fill materials within the Resort, watertight shored firmly embedded to reduce groundwater inflows; deep gravity sewer main excavations must be supported; expected groundwater dewatering magnitudes must be estimated. Geotechnical specialist and subconsultant BAJADA shall conduct the necessary services to inform a basis of design pursuant to industry standards that includes:

#### **Pre-exploration activities**

- Access confirmation, 811 Utility Marking, SDCO Env. Health Permitting (source of water needed for testing – assumed to be provided by Resort)

#### **Subsurface Exploration**

- Subsurface exploration via drillholes (2x 25' at existing & relocated pump station site, 1x along deep gravity sewer main alignment, 1x 10' supplemental drillhole for forcemain) and groundwater monitoring well. Drilling subcontractor will not be scheduled until a positive disposition is received from the County drilling permit reviewer.

#### **Laboratory Testing**

- Standard laboratory testing as required for project improvements that are industry standard and not listed herein for brevity.

#### **Geotechnical Evaluation, Reporting, Consulting**

- Geotechnical evaluation tailored for the project improvements (e.g., hazards, excavatability, soils modulus, earth pressures, groundwater conditions, expansive soils, bearing capacities, corrosion potential, etc.)
- Geotechnical reporting in geotechnical investigation report (results, summaries, analyses, recommendations) tailored for the project improvements.
- Consulting and review of design parameters

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Geotechnical Investigation Report Draft and Final (Electronic; PDF)</li> </ul>

### **Subtask 3: Survey & Utility Designation Support Services**

Under this subtask, surveying subconsultant Calvada Surveying (CALVADA) shall provide:



- Aerial photography across general site
- Topographical supplemental survey selectively applied where required for improvements
- Quality level "B" utility designating (just short of potholing) in select areas around the existing and proposed relocated pump station sites where there will be significant surface disturbances. It is anticipated that many private and unmarked utilities are present on Resort grounds (irrigation, power, communications, water, drainage, etc.) and it is highly recommended that they be investigated.
- Easement procurement support in retracing pertinent property lines, pulling preliminary title reports (3x PTRs), conducting research, and developing Plats and Legal Descriptions for anticipated new easements (4x anticipated).

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Survey data</li> <li>• PTRs</li> <li>• Plats and Legals</li> <li>• Utility designating data</li> </ul>

#### **Subtask 4 Preliminary Environmental Support Services**

The likely CEQA pathway for the project has not been determined. Subconsultant HELIX will conduct the following assessment after the Pipelines Workshop in Subtask 5:

##### Biological Resources Constraints Analysis

HELIX will perform a biological resources constraints analysis which will include a high-level cursory desktop evaluation of potential constraints. This will be combined with a site visit to assess potential biological constraints on the ground. Following completion of the high-level evaluation and field visit, HELIX will provide a high-level email summary of potential constraints. This task also includes up to 20 hours of Senior Biology Project Manager time for project coordination, including a single on-site meeting with District.

##### Cultural Resources Constraints Analysis

HELIX will conduct a cultural resources constraints analysis for the project, which will include the following: obtain a records search of the project area and a one-mile record search radius from the South Coastal Information Center; contact the Native American Heritage Commission (NAHC) for a Sacred Lands File search; send information request letters to the Native American contacts provided by the NAHC; and review historic maps and aerial photographs of the project area. A HELIX archaeologist will conduct a field survey of the project area with a Native American monitor, subcontracted to HELIX. Upon completion of the survey, HELIX will prepare a letter report, detailing the methods and results of the study, as well as providing possible constraints for the project and recommendations for additional research, recordation, or evaluation, if needed.

##### CEQA Document Scoping

HELIX will coordinate with CONSULTANT to fully understand the extent of project improvements, including the extent to which upsizing of the pump station may be required, as well as the point of connection to the existing pipeline that crosses San Marcos Creek. A review of existing hazardous materials databases compiled pursuant to Section 65692.5 of the Government Code will be conducted. Based on the results of that work as well as the technical evaluations described above, HELIX will prepare a memorandum describing our recommendations for completing documentation in accordance with the California Environmental Quality Act (CEQA).

<b>Meetings</b>	<ul style="list-style-type: none"> <li>Biological Resources Constraints Analysis Summary Meeting</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Constraints Analysis Summary Emails &amp; CEQA Recommendation Memorandum (elec; pdf)</li> </ul>

#### **Subtask 4: Preliminary Design**

Under this subtask, CONSULTANT shall conduct preliminary design services that are centered on collaborative design workshops and presentations. The results of Subtasks 1-4 will be utilized to inform the work in Subtask 5.

##### **4.1 Pipelines Workshop**

CONSULTANT will prepare material, present on material, and host a collaborative design workshop (2-3 hours target duration) with District staff and engineer focused on pipelines.

- Focused hydraulic modeling using InfoWorks ICM or Aquanuity AT Sewer for the inlet gravity sewer pipelines and proposed diversion pipelines in the vicinity of the pump station (within 500-ft) so that the right slopes and elevations for the pump station are selected to achieve free flowing conditions, target a maximum depth of flow, and uninterrupted headspace to move air and odor.
- Manhole & Diversion Structures Design Criteria (layout, function, material, etc.)
- Open Cut Diversion Pipe Alignment & Design Criteria (size, depth, slope, material, etc.)
- Forcemain Pipe Alignment & Design Criteria (depth, material, valves, appurtenances, number of forcemains, existing connection points)
- Dewatering constraints

CONSULTANT and District will then check-in with Resort representatives and provide a design progression update meeting.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>Pipelines Draft Workshop with District (in person)</li> <li>Design Progression Update Meeting with Resort Representative (virtual)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Workshop Presentation Material &amp; Notes</li> </ul>



#### **4.2 Facilities Workshops**

CONSULTANT will prepare material, present on material, and host a collaborative design workshop (2-3 hours target duration) with District staff and engineer focused on facilities.

- Pump station hydraulics pump and forcemain sizing
- 100-year flood plain
- Wetwell layout considerations
- Mechanical considerations
- Structural considerations
- Surge/Transients considerations
- Architectural and landscaping considerations
- Access, Drainage, Security, and Parking considerations
- Noise Considerations
- Electrical
- Instrumentation
- Controls
- SDGE
- AT&T

CONSULTANT and District will then check-in with Resort representatives and provide a design progression update meeting.

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Facilities Workshop (in person)</li> <li>• Design Progression Update Meeting with Resort Representative (virtual)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Workshop Presentation Material &amp; Notes</li> </ul>

#### **4.3 Preliminary Design**

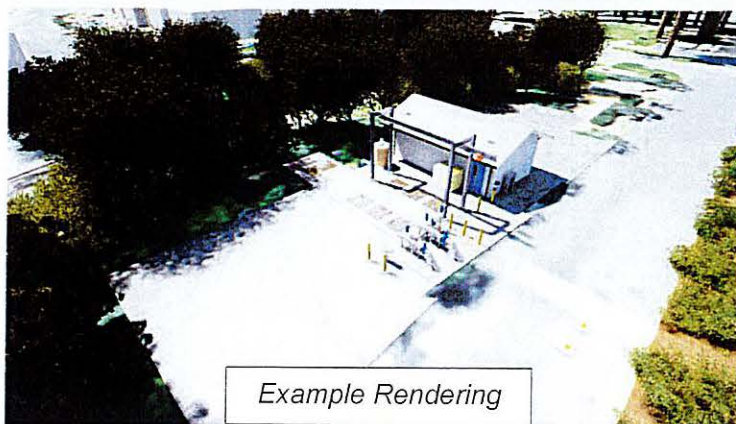
CONSULTANT will conclude the preliminary design phase with the following items:

- 30% Design Drawings
  - Cover Sheet & Overview Map
  - Existing Facilities Demo and Abandonment Plan
  - Plan and Profile of Gravity Sewer Mains
  - Plan and Profile of Sewer Forcemains
  - Diversion Structures Plan
  - Electrical Facilities Plan & single section (Major Electrical)
  - Wetwell / Valve Vault Plan & single section (Major Structural and Mechanical)
- Draft Rendering (see notes below)
- Plat & Legals (4x assumed) for permanent and temporary construction easements required for the 30% Design improvements.
- Identification with District support of other easements that may be quitclaimed
- Opinion of Probable Construction Cost (appropriate for 30% Design)





The draft rendering will be produced using LiDAR data, site photos, and Survey Data and 3D rendered site improvements. This constitutes a "simplified" reality/photo-realistic rendering and foliage and vegetation will be approximated.



<b>Meetings</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• 30% Design Drawings (Elec.; PDF)</li><li>• Draft Rendering (Elec.; PDF)</li><li>• 4x Plat &amp; Legals for Easements (Elec.; PDF)</li><li>• OPCC (Elec.; PDF)</li></ul>

#### **4.4 Presentation to Omni La Costa Resort**

CONSULTANT will prepare material and collaboratively host a presentation with District staff (1.5 hours target duration) for Omni La Costa Resort representatives.

- Provide update on design progression
- Review potential temporary and long-term impacts to Resort utilities and operations
- Discuss project sequencing and draft schedule
- Review rendering
- Review easement procurement needs
- Summarize District requests (memorandum of understanding, easements and updates to agreements, etc.)
- Q/A

It is assumed that after this meeting, design requests from the Resort to District will be minimized to minor detailing and coordination items only.

<b>Meetings</b>	<ul style="list-style-type: none"><li>• Presentation (in person)</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• Presentation Material</li></ul>

#### **Subtask 5: Final Design**

Under this subtask, CONSULTANT shall conduct Final Design (60%, 90%, 100%, Bid Docs) for the facilities developed under Subtasks 1-5 which will include:

- Sewer Mains, Manholes, and Diversion/Tie-In Structures
- Sewer Force mains, Valves, Vaults, and Appurtenances
- Miscellaneous Facilities



- Decommissioning of Existing Facilities
- Restoration of existing pump station site, relocated pump station site, driving range, parking lot, and access path
- New pump station facilities (civil, mechanical, architectural, structural, electrical, controls, & instrumentation) improvements.

Anticipated level of detail for each major deliverable is listed in the following table. After each major deliverable, CONSULTANT and District will then check-in with Resort representatives and provide a design progression update meeting.

Design Deliverable	60%	90%	100%	Bid Docs
<b><u>DRAWINGS<sup>2</sup></u></b>				
<b><u>GENERAL</u></b>				
Cover Sheet & Location Map	X	X	X	X
Sheet Index	X	X	X	X
General Abbreviations	X	X	X	X
General Designations	X	X	X	X
Civil Legend	X	X	X	X
Mechanical Legend & Notes	X	X	X	X
Structural Notes 1	X	X	X	X
Structural Notes 2	X	X	X	X
Architectural Legend	X	X	X	X
General Notes	X	X	X	X
Hydraulics & PI&D	X	X	X	X
Valve, Appurtenance, & Pipe Schedule	X	X	X	X
Horizontal Control Map & Easements	X	X	X	X
Key Map & Overview Plan	X	X	X	X
Sequencing & Decommissioning Plan	X	X	X	X
<b><u>SEWER MAINS</u></b>				
7x Plan & Profiles	X	X	X	X
Trench Details		X	X	X
Manhole Details		X	X	X
<b><u>SEWER FORCEMAINS</u></b>				
4x Plan & Profiles	X	X	X	X
Trench Details		X	X	X
Mechanical Details		X	X	X
Vault Details		X	X	X
<b><u>MISC FACILITIES</u></b>				
Decommissioning Details 1		X	X	X
Decommissioning Details 2		X	X	X
Existing PS Surface Restoration		X	X	X
Relocated PS Surface Restoration		X	X	X
Driving Range Restoration		X	X	X
Parking Lot Restoration		X	X	X
Path Restoration		X	X	X
<b><u>PUMP STATION (Civil, Mechanical, Structural, Architectural)</u></b>				
Site Civil Plan	X	X	X	X
Grading Plan	X	X	X	X
Yard Piping Plan	X	X	X	X
Structural Plan	X	X	X	X
Structural Sections 1	X	X	X	X
Structural Sections 2	X	X	X	X
Top Mechanical Plan	X	X	X	X
Lower Mechanical Plan	X	X	X	X
Mechanical Sections 1	X	X	X	X





Mechanical Sections 2	X	X	X	X
Architectural Plan		X	X	X
Archectural Elevations		X	X	X
<b>PUMP STATION (Electrical, Instrumentation, &amp; Controls)</b>				
Electrical Legend & Symbols 1	X	X	X	X
Electrical Legend & Symbols 2	X	X	X	X
Electrical Legend & Symbols	X	X	X	X
Existing One Line Demolition		X	X	X
One Line Diagram	X	X	X	X
Generator & MCC Elevations		X	X	X
Meters, ATS, and MTS Elevations		X	X	X
LP-A Block Diagram	X	X	X	X
RTU Block Diagram	X	X	X	X
Pump Schematics	X	X	X	X
RTU Elevation		X	X	X
RTU Schematic		X	X	X
RTU Schematic 2		X	X	X
RTU Schematic 3		X	X	X
PLC Discrete Inputs	X	X	X	X
PLC Discrete Outputs & Analog Inputs		X	X	X
Communication		X	X	X
Hazardous Location Plan		X	X	X
Overall Site Plan	X	X	X	X
Instrumentation Legend & Symbols 1		X	X	X
Instrumentation Legend & Symbols 2		X	X	X
Abbreviations		X	X	X
Pump Station P&ID	X	X	X	X
<b>SPECIFICATIONS</b>				
Bid Schedule		X	X	X
Measurement & Payment		X	X	X
Front End Coordination			X	X
Special Provisions/Constraints		X	X	X
Tech Specs (DIV 01-46)	X	X	X	X
OPCC (increasing level of detail)	X	X	X	X
<b>RENDERING</b>	X	X	X	X

It is assumed that the scope of design improvements is settled and defined in 90% design submittal. Changes between 90% and 100% shall be moderate to minor, and limited to annotation, style, and presentation and refinement of 90% design improvements. Changes between 100% and Bid Docs shall be minor, and limited to notes and refinement of bidding requirements and bid item quantities. If substantial changes are required by CLIENT, additional scope of work and effort may be required by ENGINEER.

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



## ASSUMPTIONS

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The following assumptions have been made in the development of this Scope of Services. Additional Task Orders would be required to perform any of the work which is not listed in this scope or has been specifically identified as out of scope in the assumptions below:

- This Scope of Engineering Services is issued by Leucadia Wastewater District (herein referred to as CLIENT or District) and accepted by Water Works Engineers LLC (herein referred to as ENGINEER or CONSULTANT) pursuant to the mutual promises, covenants, and conditions contained in the most current As Needed Engineering Design Services Agreement between Leucadia Wastewater District and Water Works Engineers LLC.
- District shall provide:
  - Rights of entry for design team (engineering, geotechnical, survey, environmental) and provide point of contact at Resort.
  - Review of submittals within 10-working days (extended reviews may delay subsequent deliverables)
  - DIR number within 10-working days of NTP so that survey and geotechnical drilling can be scheduled
  - Right-of-way procurement services (assessments, negotiations, quit claiming, etc. as needed) based on Consultant-provided plat and legals.
  - During the course of the assessment if the 2021 flow meter data provided by the District is believed to be inaccurate or insufficient it may be necessary to procure additional flow meter data during this upcoming winter to finetune and optimize the pumps (low flows and average flows) and pumping configuration and CONSULTANT will notify District. It is assumed that by the end of the Subtask 5 preliminary design, the District Engineer (DWEI) will provide peak design wet weather flows with sufficient conservatism to set peak capacity of pump station that are consistent with 2023 SSMP SWRCB requirements that accommodates climate change impacts and CONSULTANT will not need to conduct supplementary verification or assessment.
  - Environmental CEQA pathway determination
- Not in Scope:
  - The likely project CEQA compliance pathway is not known at this time. ENGINEER recommends a biological resources field survey and cultural resources survey be completed along with a formal recommendation from an environmental services provider to comply with CEQA requirements. To facilitate a faster design process, the District has elected to withhold environmental planning during the design phase in this scope of work and ENGINEER will not provide recommended CEQA compliance pathway nor environmental services and field studies. It is assumed that additional environmental work will be completed at a later date by Amendment through ENGINEER's subconsultant, or through District. Consequently, ENGINEER reserves right to not sign and stamp the Cover Sheet until a formal

environmental CEQA determination letter has been made and any potential permit or mitigation/monitoring/reporting requirements are fully known.

- Bidding support
- Stormwater Quality Management Plan, Drainage Assessment, SWPPP
- Irrigation and landscaping design. It is assumed that existing irrigation and landscaping that is impacted will be replaced in kind or pursuant to detailing provided by Resort.
- Public outreach
- Trenchless Assessment
- Design of replace-in-place pump station
- Design of electrical controls building and HVAC systems
- Engineering Services During Construction
- Construction Observation or Inspection
- Fill materials and floodplain assessment and letter of map revision (it is assumed that proposed improvements will not substantially alter existing grade within 100yr FEMA floodplain limits)

## **SCHEDULE**

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**The proposed schedule is listed on the next page.**



## PAYMENT

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

### *Hourly Rates and Fees<sup>1,2,3</sup>*

Classification	Title	CY25	CY26	CY27
AA1	Administrative Assistant	\$86.33	\$86.33	\$86.33
AA2	Senior Administrative Assistant	\$121.29	\$121.29	\$121.29
E0	Engineering Assistant	\$121.29	\$121.29	\$121.29
E1	Staff Engineer	\$151.89	\$151.89	\$151.89
E2	Associate Engineer	\$185.76	\$185.76	\$185.76
E3	Project Engineer	\$208.71	\$208.71	\$208.71
E4	Senior PE / Project Manager	\$241.49	\$241.49	\$241.49
E5	Principal Engineer	\$279.74	\$279.74	\$279.74
I1	Field Inspector	\$162.82	\$162.82	\$162.82
I2	Senior Inspector	\$182.49	\$182.49	\$182.49
I3	Supervising Inspector	\$202.15	\$202.15	\$202.15
T1	CADD Tech 1 (Drafter/Jr. Technician)	\$102.72	\$102.72	\$102.72
T2	CADD Tech 2 (Designer/Sr. Technician)	\$137.68	\$137.68	\$137.68
T3	CADD Tech 3 (Senior Designer)	\$167.19	\$167.19	\$167.19

Notes:

- 1 A markup of 10% will be applied to all project related Direct Costs and Expenses
- 2 An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
- 3 Pursuant to CONSULTANT and DISTRICT communications dated 07/14/25, hourly rates listed herein shall be effective through April 21, 2027. Rate effective through December 31st of each respective year, a 3% increase will be added for any services performed in each year thereafter, pursuant to the Master Engineering Services Agreement.

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

Subtasks	Title	Budget
1	Project Management and Administration	\$18,606
2	Geotechnical Support Services	\$82,500
3	Survey & Utility Support Services	\$58,179
4	Preliminary Engineering	\$90,728
5	Final Design	\$249,812
	<b>Project Total Budget</b>	<b>\$499,825</b>

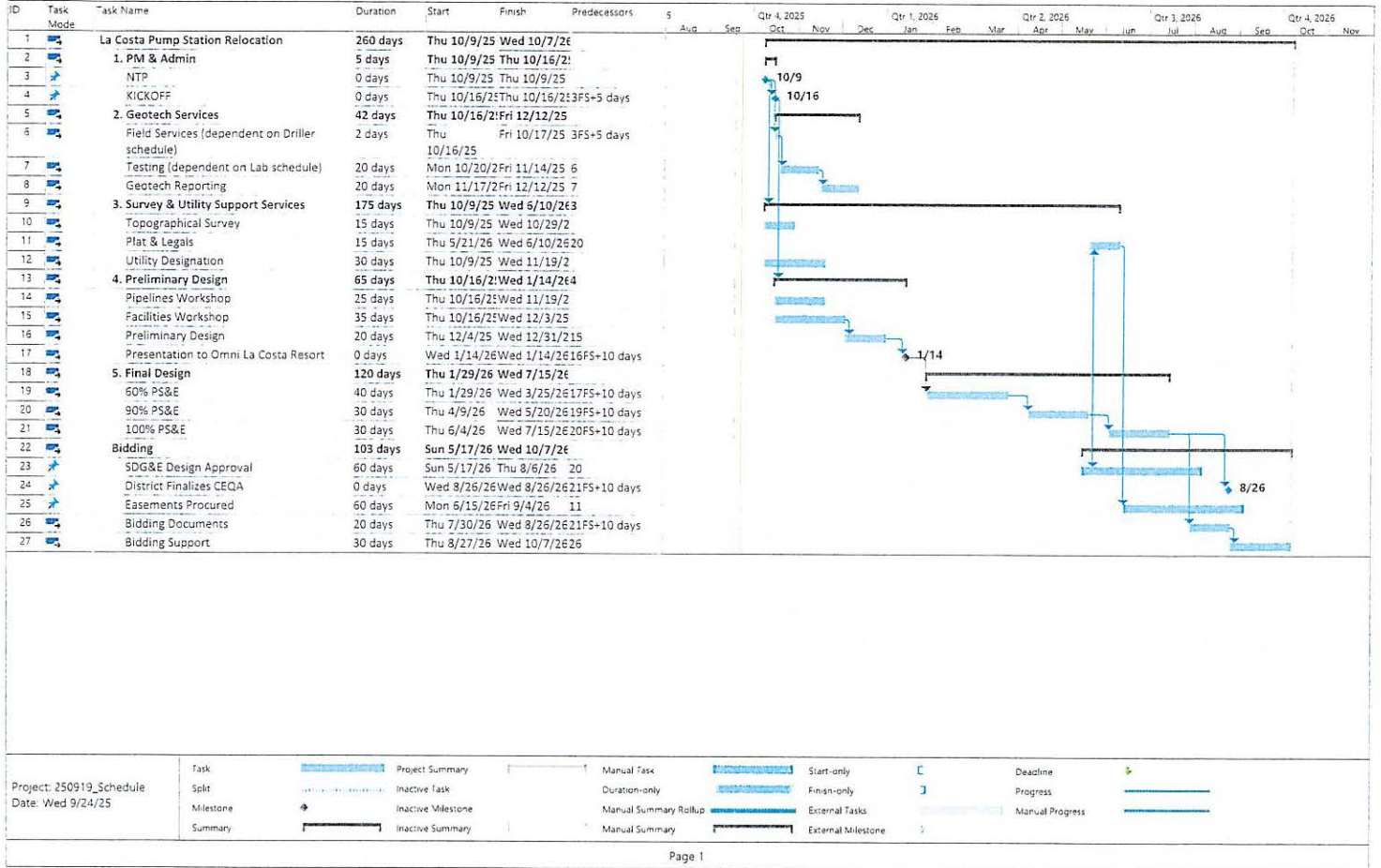


## ATTACHMENTS

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Attached to this Scope for reference are the following:

<b>1</b>	Fee Basis Spreadsheet
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ATTACHMENT 1: Water Works Engineers Cost Proposal

Client: Leucadia Wastewater District  
 Project: TO12 La Costa Pump Station Relocation  
 Prepared by: Tim Lewis PM & Mike Fisher PIC  
 Date: 9/24/2025




Amendment No 1 to Task Order No 12										Potential Future Amendment													
Subtask 1			Subtask 2			Subtask 3			Subtask 4			Subtask 5			Subtask 6			Subtask 7			Subtask 8		
2025			2025			2025			2025			2025			2025			2025			2025		
Project Management and Administration (WWE)			Geotechnical Services (BAJADA)			Survey & Utility Designation Support Services (CALVADA)			Preliminary Engineering			Final Design			As Needed Environmental Services			Bidding Support			Engineering Services During Construction		
hrs	cost		hrs	cost		hrs	cost		hrs	cost		hrs	cost		hrs	cost		hrs	cost		hrs	cost	
8	\$691																						
12	\$1,455																						
									60	\$7,277													
									80	\$12,151		212	\$32,201										
									130	\$24,149		220	\$40,867										
44	\$9,183								80	\$16,697		150	\$31,307										
5	\$1,207								30	\$7,245		48	\$11,592										
4	\$1,119								5	\$1,399		8	\$2,238										
									40	\$4,109		320	\$32,870										
									80	\$11,014		450	\$61,956										
									40	\$6,688		220	\$36,782										
73	\$13,656		0	\$0		0	\$0		545	\$90,728		1,628	\$249,812		0	\$0		0	\$0		0	\$0	
Subtask 1			Subtask 2			Subtask 3			Subtask 4			Subtask 5			Subtask 6			Subtask 7			Subtask 8		
\$1,000			\$0			\$0			\$0									\$0					
\$2,500																							
\$1,000																							
\$450			\$0			\$0			\$0			\$0			\$0			\$0					
\$4,950			\$0			\$0			\$0			\$0			\$0			\$0					
Subtask 1			Subtask 2			Subtask 3			Subtask 4			Subtask 5			Subtask 6			Subtask 7			Subtask 8		
			\$75,000																				
						\$52,890																	
			\$0			\$7,500			\$5,289			\$0			\$0			\$0					
			\$0			\$82,500			\$58,179			\$0			\$0			\$0					
Subtask 1			Subtask 2			Subtask 3			Subtask 4			Subtask 5			Subtask 6			Subtask 7			Subtask 8		
\$78,606			\$82,500			\$58,179			\$90,728			\$249,812			\$0			\$0					



## MEMORANDUM

Ref: 26-9271

**DATE:** October 2, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Amending LWD's Meeting Room Use Policy

---

### RECOMMENDATION:

Staff recommends that the Board of Directors:

1. Adopt Resolution No. 2435 – the Meeting Room Use Policy; and
2. Discuss and take other action, as appropriate.

### DISCUSSION:

#### **Tactical Goal: People / Administration Policy Updates**

During the June Board meeting, staff reported that the Clean Energy Alliance (CEA) was interested in using LWD's meeting room to hold its Board and committee meetings. At that time, a Board member inquired whether a formal meeting room policy was in place. Staff confirmed that a policy is in place, however, the policy has not been updated since 2009 and was not adopted by resolution. For these reasons, staff recommends that the policy be updated and formally adopted.

The revised Meeting Room Use Policy includes minor grammar and formatting edits. These updates improve clarity and presentation without altering the purpose or intent of the policy. The core policy remains unchanged and continues to provide safeguards to protect District property, while limiting costs and liability. A strikeout version of the updated policy has been attached for your review and consideration.

th:PJB

Attachments

## RESOLUTION NO. 2435

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT ADOPTING THE MEETING ROOM POLICY

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**WHEREAS**, the Leucadia Wastewater District (LWD) recognizes the importance of engaging with local organizations and agencies by allowing, in limited circumstances, the use of its meeting rooms as a public service;

**WHEREAS**, it is the intent of the Meeting Room Use Policy to ensure that the use of its meeting rooms does not interfere with District business and that access is provided on a reasonable basis consistent with the District's mission and facility capabilities;

**WHEREAS**, the Meeting Room Use Policy provides clear guidelines regarding eligibility, priority scheduling, use restrictions, and applicant responsibilities, and ensuring that use of District facilities is non-disruptive;

**WHEREAS**, the LWD Board of Directors wishes to continue this practice with a formal policy that clarifies the conditions under which organizations may apply for and use District meeting rooms;

**WHEREAS**, the Meeting Room Use Policy, attached hereto, establishes procedures, eligibility standards, and use regulations, and includes an official application form that must be completed by all requesting organizations;

**NOW, THEREFORE**, it is hereby resolved as follows:

1. The LWD Board of Directors hereby adopts the Meeting Room Use Policy, as set forth in the attached policy document.
2. This Resolution supersedes the previous policy.
3. The General Manager is authorized and directed to implement and administer the provisions of the Meeting Room Use Policy, including review and approval of applications, oversight of use, and enforcement of policy requirements.

**PASSED AND ADOPTED** at a meeting of the Board of Directors of the Leucadia Wastewater District held October 8, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Rolando Saldana, President

ATTEST:

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Paul J. Bushee, Secretary/Manager

(SEAL)





LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## **MEETING ROOM USE POLICY**

**Approved: September 9, 2009**

**Revised: December 9, 2009**



LEADERS IN  
ENVIRONMENTAL  
PROTECTION



Ref: ~~10-214925-9272~~

## LEUCADIA WASTEWATER DISTRICT Meeting Room Use Policy

### I. ~~I.~~ Introduction-PURPOSE

It is the policy of the Leucadia Wastewater District (~~DistrictLWD~~) to, in limited circumstances, allow use of its meeting rooms by industry and local organizations as a public service. Permission to use a meeting room shall not constitute an endorsement by ~~the DistrictLWD~~ of either programs or point of view expressed therein. The meeting rooms shall, be made available in accordance with the terms of this policy, on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting their use.

### II. ~~II.~~ Eligibility for Use-ELIGIBILITY FOR USE

A meeting room shall only be made available if ~~the DistrictLWD~~ determines that it is not needed and that its use will not interfere with the conduct of District business.

Further, in scheduling use of the meeting room, priority is given to programs administered or sponsored by ~~the DistrictLWD~~ and organizations directly affiliated with ~~the DistrictLWD~~. In addition, permission may be granted for the following uses, in order of priority and based upon availability:

- • City of Carlsbad/City of Encinitas departments, agencies or commissions;
- • Neighborhood and community organizations based in the City of Carlsbad and the City of Encinitas;
- • Other non-profit public and/or social service organizations.

### III. ~~III.~~ Restrictions on Use-RESTRICTION ON USE

The following uses are not permitted:

- • Fund-raisers;
- • Youth programs with adult supervision of less than 2 adults, or less than 1 adult per 10 children;
- • Meetings in excess of the legal capacity of the meeting rooms;
- • Meetings scheduled outside of normal District operating hours (8:00 am - 5:00 pm ~~4:30 pm on Friday~~); and

Approved: 9/09/2009

Revised: 12/09/2009

Revised: 10/08/2025

- • Private parties or receptions.

#### IV. ~~IV. Exceptions~~EXCEPTIONS

~~Leucadia Wastewater District~~LWD is a designated polling place for local, state and federal elections. This designation requires that access be granted to election officials and the voting public beyond ~~the District's~~LWD's designated operating hours. An exception to the policies' "business hours only" restriction has been authorized by the Board of Directors.

#### V. ~~V. Reservations~~RESERVATIONS

Tentative reservations may be ~~made by phone or in person~~ up to two months prior to the requested date. However, a completed ~~District LWD~~ Meeting Room Use Application must be received by the District at least 2 weeks prior to the requested date. Approval of a request can only be granted by the District General Manager or ~~Administrative Services Manager~~designee, in writing.

Reservations will be made in order of priority as indicated above and by date of request. The number and frequency of meetings booked by any one organization will be at the discretion of the General Manager or ~~Administrative Services Manager~~designee, based upon availability of the room. No one organization may monopolize use of the meeting room. However, multiple, related meetings may be reserved on a single application.

Applications for meetings of children or teens must be sponsored and signed by an adult who will be present at the meeting and assume full legal and financial responsibility.

#### VI. ~~VI. Regulations Regarding Use and Care of Meeting Space~~REGULATIONS REGARDING USE AND CARE OF MEETING SPACE

The following regulations regarding use of ~~District LWD's~~ meeting space will be strictly enforced:

- ~~•~~ No organization may charge admission or collect fees as a requirement of participation;
- ~~•~~ Organizations may not use ~~the District's~~LWD's name for publicity purposes, nor imply endorsement or co-sponsorship of events/meetings by ~~the District~~LWD. In the event that an organization inappropriately states or implies ~~District LWD~~ endorsement or co-sponsorship, it must advertise a retraction if requested by ~~the District;~~LWD;
- ~~•~~ Organizations must provide their own phone, computer and audio-visual equipment. Exceptions may be made at the General Manager's discretion.—
- Organizations must provide personnel to set-up, clean-up, arrange tables, etc. ~~District LWD~~ personnel are not available to carry materials from parking areas to the meeting room or set-up or serve refreshments, nor can personnel be expected to answer telephone inquiries for organizations using the meeting room;
- ~~•~~ The dais in ~~the District~~LWD's boardroom is not available for use; exceptions may be made at the General Manager's discretion. ~~The District~~LWD may designate other areas

Approved: 9/09/2009

Revised: 12/09/2009

Revised: 10/08/2025



and furnishings in a meeting room as off-limits, and the organization shall ensure all meeting attendees honor the restriction;

➤ ~~•The District~~LWD will not provide storage for any period of time for the property of any organization that meets in the LWD facility~~District~~;

➤ ~~•~~With prior approval of the General Manager or ~~Administrative Services Manager~~designee, organizations may serve light refreshments. However, clean-up is the sole responsibility of the organization. ~~The District~~LWD does not supply coffeepots, cups, napkins or other refreshment supplies or equipment;

➤ ~~•~~Meetings must be conducted in a manner that does not create unreasonable noise or in any way interfere with the conduct of ~~District~~LWD business;

➤ ~~•~~The meeting room is to be returned to the condition in which it was found. The organization's representative, as indicated on the reservation form, is responsible for clean-up and damages;

➤ ~~•~~Set-up and clean-up must take place within the time allotted for the meeting. A custodial fee will be charged if the room is not left in a clean and orderly condition as determined by ~~the District~~LWD;

➤ ~~•The District~~LWD may require a security deposit as a condition of allowing use of a meeting room;

➤ ~~•~~Meetings must end at least 30 minutes prior to ~~the District's~~LWD's closing time ~~(5:00 pm)~~;

➤ ~~•The District~~LWD reserves the right to attend any meeting held in its facilities to ensure no improper activities are occurring on ~~District~~LWD premises;

➤ LWD will not be responsible or liable for loss or damage to property belonging to organizations or individuals using District facilities including damage or theft to vehicles or property in District parking areas;

➤ ~~•District~~LWD will not be held liable for injury occurring on District property to any member of the public attending the meeting.

➤ ~~•~~Smoking and alcoholic beverages are prohibited on District property.

## VII. CANCELLATIONS, DENIAL OF APPLICATION~~VII.—Cancellations, Denial of Application.~~

Any cancellation on the part of an applicant organization should be made at least 24 hours before the scheduled meeting date.

Permission to use the meeting room is revocable and does not constitute a lease. ~~The District~~LWD may, in its sole and absolute discretion, without cause, cancel a room's availability at any time, even if it has been reserved for use. In the event ~~the District~~LWD cancel~~s~~s a

Approved: 9/09/2009

Revised: 12/09/2009

Revised: 10/08/2025

meeting room reservation, it will use its best efforts to notify the impacted organization scheduled to use the room at least 24 hours before the scheduled time.

~~The District~~LWD reserves the right to deny meeting rooms to organizations that frequently cancel meetings, that do not notify ~~the District~~LWD of canceled meetings or consistently overstay their reserved time.

~~The District~~LWD also reserves the right to deny meeting room use to organizations that fail to return the room to a clean and orderly condition or to charge said organization a deposit for custodial services.

~~The District~~LWD may terminate a meeting in progress if ~~the District~~it determines ~~that its~~the continuation of the meeting would interfere with the conduct of ~~District~~LWD business, including, but not limited to, unreasonable meeting noise or improper conduct of a meeting attendee.

#### ~~VIII. VIII. Waiver of Regulations~~WAIVER OF REGULATIONS

Exceptions from specific regulations of this policy may be authorized by ~~the Leucadia Wastewater District~~LWD's General Manager, or ~~his~~ designee, on a case-by-case basis.

Approved: 9/09/2009  
Revised: 12/09/2009  
Revised: 10/08/2025



LEADERS IN  
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## Leucadia Wastewater District Meeting Room Application

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

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: - \_\_\_\_\_

Telephone Number: - \_\_\_\_\_

Meeting Day/Date: \_\_\_\_\_

Start Time/ End Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Coffee/Food: ( )Yes ( )No If yes, describe: \_\_\_\_\_

Signature: \_\_\_\_\_

*Signature indicates that applicant has reviewed all applicable rules and regulations, and that the organization agrees to abide by said regulations as set forth by the LWD Board of Directors. In addition, the signatory and all participants agree to hold harmless ~~the Leucadia Wastewater District~~ LWD, all District LWD personnel and board members for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the organization's use of the meeting room or other facilities including parking areas and for any liability for losses relating to the cancellation with or without cause of an approved meeting.*

(For LWD Use Only)

Application Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Notification Sent: \_\_\_\_\_

Notes/Follow-up: \_\_\_\_\_

Approved: 9/09/2009

Revised: 12/09/2009

Revised: 10/08/2025



**MEMORANDUM**

**DATE:** October 2, 2025  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** CSDA Board of Directors Vacancy – Call for Nominations

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**RECOMMENDATION:**

1. Discuss and take action as appropriate.

**DISCUSSION:**

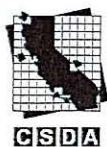
LWD recently received a letter from the California Special Districts Association (CSDA) stating that CSDA is seeking nominations to fill Seat C for the remainder of the 2024-2026 term. The seat will be filled via CSDA Board appointment.

Attached for your review are copies of the CSDA Call for Nominations letter, Seat C Nomination Form, and a Candidate Information Sheet. The deadline for receiving nominations is October 22, 2025. Candidate interviews will be held late October to early November. The newly appointed Board member would assume office November 15, 2025.

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

Attachments

tb:PJB



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** September 3, 2025

**TO:** CSDA Voting Members – Southern Network

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT:** **CSDA BOARD OF DIRECTORS VACANCY –  
CALL FOR NOMINATIONS: SEAT C – SOUTHERN NETWORK**

The CSDA Board of Directors is looking for independent special district Board Members or their General Managers from the Southern Network who are interested in leading the direction of the California Special Districts Association for the remainder of the 2024 - 2026 term, Seat C which is currently vacant and will be filled via CSDA Board appointment.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Southern Network (see attached CSDA Network Map).

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the summer/fall.  
*(CSDA does **not** reimburse travel related expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event, however registration fees are covered)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*
- Complete Annual Chief Executive Officer Evaluation.

**Nomination Procedures:** Any Regular Member in the Southern Network in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for appointment consideration to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is October 22, 2025. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814  
E-mail: [amberp@csda.net](mailto:amberp@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination.

Current CSDA Southern Network Board Members will conduct interviews of candidates that submitted nominations by the deadline October 27, 2025 – November 5, 2025.

A Board appointment recommendation will be submitted by CSDA Southern Network Board Members for consideration by the full Board on November 14, 2025.

The newly appointed Board Member for the Southern Network Seat C will take office November 15, 2025.

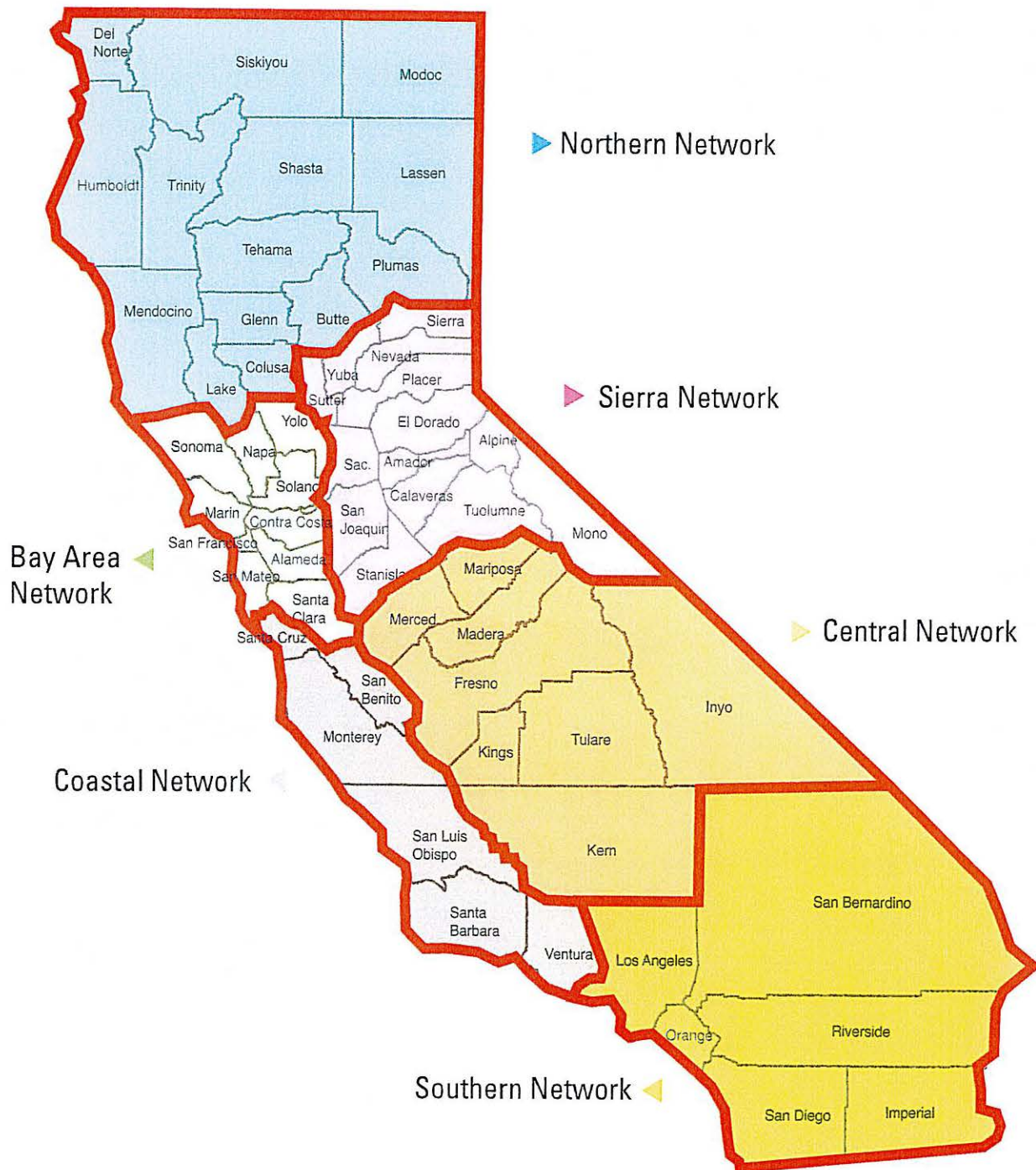
If you have any questions, please contact Amber Phelen at [amberp@csda.net](mailto:amberp@csda.net).





California Special Districts Association

## DISTRICT NETWORKS





California Special  
Districts Association  
*Districts Stronger Together*

**2024-2026 BOARD APPOINTMENT  
FOR SEAT C SOUTHERN NETWORK  
NOMINATION FORM**

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Network: SOUTHERN

District Telephone: \_\_\_\_\_

Candidate Direct Telephone: \_\_\_\_\_

Best Time to Arrange a Call: AM ☐ PM ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail, or email to:

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax  
amberp@csda.net

***DEADLINE FOR RECEIVING NOMINATIONS – October 22, 2025***



California Special  
Districts Association  
*Districts Stronger Together*

## 2024-2026 CSDA BOARD APPOINTMENT SEAT C SOUTHERN NETWORK CANDIDATE INFORMATION SHEET

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

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

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

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

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

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4. List civic organization involvement:

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**\*\*Additional Candidate Statement** – Please provide an additional statement that includes any personal or professional information that will assist the Board of Directors in making their selections. The preferred formatting for the statement is to be typed with 1-inch margins, 1.5 spacing, 12 pt. Times New Roman font, and no more than 2 pages.





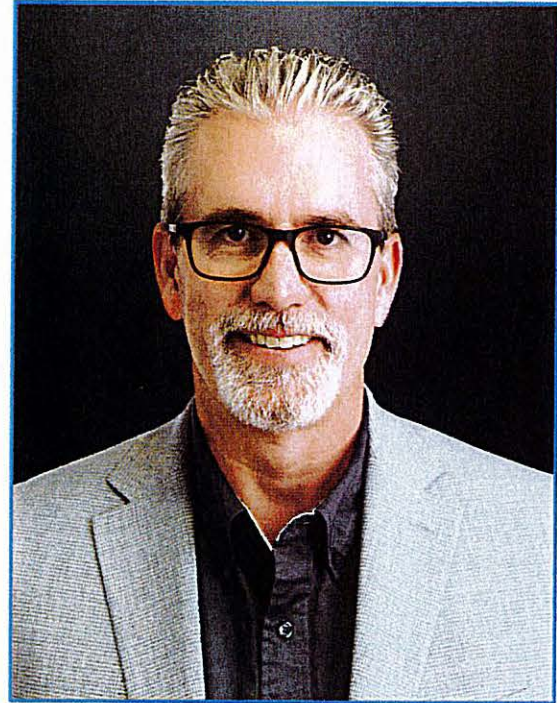
# Jason Dafforn

## 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 18 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 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.

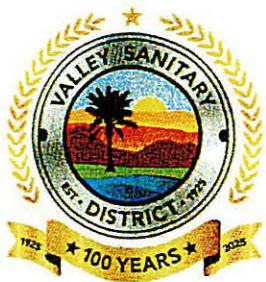
**If appointed, I will bring a strategic and forward-thinking perspective to the Board. I will advocate for our collective interests and help CSDA remain a strong resource for its members. Together, we can strengthen California's special districts and continue to enhance the quality of life for the communities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

Thank you for your support!

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







45500 Van Buren Street  
Indio, CA 92201

760.238.5400

[www.valley-sanitary.org](http://www.valley-sanitary.org)

September 23, 2025

On behalf of the entire Board of Directors at Valley Sanitary District, located in the City of Indio, I am excited to announce that Jason Dafforn, our General Manager, is seeking appointment to the California Special Districts Association (CSDA) Board of Directors, Southern Network, Seat C.

Mr. Dafforn brings a wealth of experience and knowledge through years working for Special Districts. His ability to foster collaboration amongst individuals working towards a common goal is second to none. As a Board, we are very fortunate and wish to share our General Manager's skills and abilities to serve Special Districts throughout the State and specifically for those here in the southernmost part of California.

Attached, you will find a candidate statement outlining his qualifications and vision for the future of our special districts.

I kindly ask for your support in the upcoming appointment. Together, we can build a stronger future for California's special districts. If you have any questions or need further information, please do not hesitate to contact me.

Thank you,

Debra Canero, 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

## Directors' Meetings

Presented by Director Sullivan

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### Conference

Council of Water Utilities (COWU) Meeting

### Dates and Location

September 16, 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 on the Delta Tunnels from Ms. Jennifer Pierre, General Manager for the State Water Contractors (SWC).



# Directors' Meetings

Presented by Directors Pacilio and Sullivan

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## Conference

2025 WaterReuse CA Annual Conference

## Dates and Location

September 21 – 23, 2025

Town & Country Resort Hotel

San Diego, CA

## List of Attendees

Director Pacilio

Director Sullivan

The above mentioned Board member attended various sessions regarding the design, management, operations, and use of water recycling and/or desalination facilities and projects in California.