



**ENCINA
WASTEWATER
AUTHORITY**

OPERATING & CAPITAL BUDGET



Encina Wastewater Authority
6200 Avenida Encinas
Carlsbad, CA 92011



www.encinajpa.com



760-438-3941

**Fiscal
2024-25
Year**



**PROTECTING PUBLIC AND
ENVIRONMENTAL HEALTH
FOR GENERATIONS TO COME**



OUR VISION

● —————
To achieve excellence in wastewater treatment and resource recovery for the communities we serve.

OUR MISSION

————— ●
To provide reliable, resilient and sustainable wastewater services to North San Diego County while optimizing the use of renewable resources.

PROUDLY SERVING

————— ●
City of Carlsbad
City of Vista
Buena Sanitation District
Vallecitos Water District
City of Encinitas
Leucadia Wastewater District

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INTRODUCTORY SECTION

Letter of Transmittal

Policy Brief

Organizational Chart

Position List

Personnel Expenses Summary

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Date: April 24, 2024

To: Honorable Chair and Members of the Board of Directors
Encina Joint Advisory Committee
Boards and Councils of the Encina Member Agencies

From: Scott McClelland, General Manager

Subject: Transmittal of FY 2024-25 Recommended Operating & Capital Budgets

This letter transmits the Encina Wastewater Authority’s (Encina) Recommended Fiscal Year 2024-25 Operating and Capital Budgets. In conformance with the Revised Basic Agreement for Ownership, Operation and Maintenance of the Encina Joint Sewage System, this Recommended Budget estimates the amount of money required to sustainably operate, maintain and administer the Joint System during Fiscal Year 2024-25. It also includes estimates for each Member Agency’s proportionate share of the budget.

Encina’s operations directly support public and environmental health and a \$21 billion-dollar north San Diego economy. Global volatility and uncertainty continue to be consistent themes that impact Encina’s ability to achieve its mission and are putting significant upward pressure on the cost of providing wastewater services. For example, winter storms over the last several years have highlighted the impact climate volatility is having on aging infrastructure across California. During a storm in February 2024, one of the remote facilities Encina manages, with a rated capacity of 23 million gallons per day, saw peak instantaneous flows of 26 million gallons per day. This created a significant risk of infrastructure failure and wastewater spills. When such failures do occur, like the 78-freeway closure due to flooding during that same storm, they impact public, environmental, and economic health. Increasing the adaptability, sustainability, and resiliency of operations and finances will become increasingly important for all public utilities as global volatility becomes a new normal. This budget proposes the start of a decade-long journey to proactively adapt to a volatile environment and creates a roadmap to help ensure Encina protects public and environmental health for generations to come.

As shown in the table below, the Recommended Fiscal Year 2024-25 budget reflects a 16.4% increase over last year’s budget to begin systematically addressing the challenges Encina is facing:

Budget	Actual FY 2022-23		Budget FY 2023-24		Proposed FY 2024-25	FY 2023-24 vs FY 2024-25 % Change
Operating Budget	\$	20,977,328	\$	24,030,441	\$ 26,624,721	10.8%
Capital Budget	\$	22,143,485	\$	25,834,437	\$ 31,417,581	21.6%
Total Budget	\$	43,120,813	\$	49,864,878	\$ 58,042,302	16.4%

The following sections will describe how this budget will allow Encina to continue its mission to provide reliable, resilient and sustainable wastewater services to North San Diego County while optimizing the use of renewable resources.

OPERATING BUDGET OVERVIEW

The FY 2024-25 Operating Budget reflects Encina’s continuing commitment to provide sustainable and fiscally responsible wastewater services to the communities it serves while maximizing the use of alternative and renewable resources. The Recommended FY 2024-25 Operating Budget is comprised of seven (7) operational programs that provide services to the Encina Member Agencies. Each operational program includes direct personnel and non-personnel expenses and related internal service fund (ISF) charges. The Recommended FY 2024-25 Budget reflects management’s strategies and objectives to ensure continued achievement within each of the six (6) Strategic Initiatives identified in the Five-Year Strategic Plan (2024-

2028): Protect Public and Environmental Health; Remain an Employer of Choice; Ensure Administrative Effectiveness; Maintain Infrastructure Reliability & Safeguard Public Assets; Pursue Resource Recovery; and Optimize Operational Performance.

The Recommended FY 2024-25 Operating Budget totals approximately \$26.6M for the seven (7) operational programs summarized below:

Operating Program	Actual FY 2022-23		Budget FY 2023-24		Proposed FY 2024-25	FY 2023-24 vs FY 2024-25 % Change
Encina Water Pollution Control Facility	\$	16,615,644	\$	18,650,287	\$ 20,907,524	12.1%
Environmental Compliance – Source Control	\$	863,252	\$	1,019,627	\$ 1,157,985	13.6%
Agua Hedionda Lift Station	\$	563,099	\$	740,566	\$ 663,873	-10.4%
Buena Creek Pump Station	\$	563,322	\$	619,768	\$ 676,191	9.1%
Buena Vista Pump Station	\$	782,492	\$	864,612	\$ 990,528	14.6%
Carlsbad Water Recycling Facility	\$	1,343,530	\$	1,829,848	\$ 1,926,044	5.3%
Raceway Basin Pump Station	\$	245,989	\$	305,733	\$ 302,576	-1.0%
Total Operating Budget	\$	20,977,328	\$	24,030,441	\$ 26,624,721	10.8%
Estimated Other Operating Revenue	\$	-	\$	(529,000)	\$ (474,800)	-10.2%
Estimated Member Agency Share	\$	20,977,328	\$	23,501,441	\$ 26,149,921	11.3%

The primary driver for this operating budget is existing staffing costs, which make up most of the operating budget increase. Attracting, retaining, and developing a highly skilled, adaptable, and engaged workforce is critical to the success of Encina's mission. The budget reflects the implementation of year two in the three-year salary and benefit package approved by the Board of Directors in July 2023. Increases in CalPERS and health benefit costs for existing staff are also contributing factors. Additionally, staffing costs were reallocated from the capital budget to the operating budget as another step in a multi-year process to increase the precision of the budget and accurate cost accounting. This reallocation of existing staffing costs from the capital budget to the operating budget is not, in and of itself, an increase in the overall cost of service.

The operating budget also reflects the proposed addition of an Information Systems Analyst position to support the significant workload and complexity of Encina's technology infrastructure. Today, technology touches everything from computers to HVAC systems, and SCADA systems to sampling equipment. Ensuring Encina's technology resources are protected from cybersecurity threats is increasingly important as threat actors become more sophisticated with targeting critical infrastructure such as Encina. Not only will this position help ensure critical technology infrastructure is proactively maintained, but it will also pave the way to future adaptations, such as plant automation, necessary for Encina to carry out its mission in a more volatile environment. Additional information is available to support this position request in the Workforce Staffing Strategy Policy Brief.

Other drivers for the operating budget include chemicals, energy, and insurance costs, some of which were offset by commodity stabilization and insurance coverage changes. However, volatility continues to impact these sectors making it difficult to predict their impact on Encina. A study currently under way, the Energy Resilience Assessment, is analyzing opportunities to control energy costs, as well as respond to increasingly stringent air quality regulations, in a way that maximizes value for Encina and its Member Agencies.

CAPITAL BUDGET OVERVIEW

The Recommended FY 2024-25 Capital Budget totals approximately \$31.4M for the following Encina capital programs summarized below:

Capital Program	Actual FY 2022-23	Budget FY 2023-24	Proposed FY 2024-25	FY 2023-24 vs FY 2024-25 % Change
EWPCF – Capital Improvements	\$ 16,272,257	\$ 19,245,000	\$ 25,072,000	30.3%
EWPCF – Planned Asset Rehabilitation	\$ 1,192,653	\$ 1,534,200	\$ 1,729,000	12.7%
EWPCF – Capital Acquisitions	\$ 420,088	\$ 368,000	\$ 720,000	95.7%
Remotes Facilities – Acquisitions & Rehabilitation	\$ 1,294,102	\$ 1,602,917	\$ 1,549,500	-3.3%
Allocated Personnel Expenses	\$ 2,964,385	\$ 3,084,320	\$ 2,347,081	-23.9%
Total Capital Budget	\$ 22,143,485	\$ 25,834,437	\$ 31,417,581	21.6%
Estimated Federal Grant		\$ (500,000)	\$ (100,000)	-80.0%
Estimated Member Agency Share	\$ 22,143,485	\$ 25,334,437	\$ 31,317,581	23.6%

Despite a history of strategic planning, capital costs have increased rapidly over the past 3 years to unexpected levels driven by the global volatility discussed in previous budgets. Encina’s 2040 Master Plan provided direction related to addressing some, but not all, of the changing environment Encina is facing. While the Recommended FY 2024-25 Capital Budget reflects pressures from several directions including aging infrastructure renewal, solids management capacity due to growth, and regulations, it also reflects the opportunity to adapt to a new paradigm.

Aging Infrastructure Renewal

Facility age and a uniquely corrosive environment, given Encina’s coastal location and the nature of the resources Encina manages, are putting significant pressure on infrastructure renewal. The original treatment plant was constructed in 1963 with Phase I and II following in 1971 and 1975 respectively. The first three phases were built between 49 and 59 years ago. Phase III and IV were built in 1988 and 1992, respectively; over 30 years ago. Phase V, the most recent comprehensive expansion, was built in 2006. Based on estimates from July 2023 Encina is responsible for ~\$714 million worth of Joint System Assets at the EWPCF. Many of these assets are near or at the end of their useful life. Failure to proactively maintain Encina’s aging infrastructure can lead to process failures resulting in wastewater spills that negatively impact the environment and north San Diego County economy. Over the next 10 years, plant rehabilitation to maintain core services is expected to have a cost order of magnitude of ~\$145 million, in 2024 dollars. This does not include other necessary infrastructure upgrades as discussed below.

Solids Management Capacity due to Growth

Growth within the Member Agencies’ service area is also putting significant pressure on Encina’s solids management capacity. About 63% of the overall 43.31 million gallons per day of solids capacity is currently used which creates three challenges. First, reduced hydraulic detention time of solids in the digesters is near the permit limit of 15 days. This permit limit allows for the disposal of Class “B” solids when the heat dryer system does not have adequate capacity to meet demands. The Biosolids Management Plan completed in 2022 identified the need for either increased hydraulic capacity at the digesters or the installation of a second heat dryer system; adding hydraulic capacity was the least cost alternative as rehabilitation of unused existing infrastructure would reduce overall project costs. Second, the additional digester capacity would provide buffering capabilities in the event that Encina experiences a process upset where an upset digester would need to be isolated and the biological activity restored to normal levels without the potential to spill digested solids. Third, spare solids management capacity is needed to ensure preventative maintenance can be performed on the digesters helping increase infrastructure sustainability and resiliency and lowering long-term costs. Without the spare capacity to meet permit

requirements, allow for appropriate control of process upsets and for proactive and preventative maintenance, the risk of permit violations, infrastructure failures and costly rehabilitation increases significantly. Over the next 6 years, improvements to Encina's Digester 1, 2, and 3 are expected to have a cost order of magnitude of ~\$40 million, in 2024 dollars.

Regulatory Environment

More stringent regulations continue to put significant pressure on Encina. While some upcoming regulations are predictable, they are not fully quantifiable, leading to increased business risk. For example, newly adopted air quality regulations by the EPA and the State will have a profound impact on Encina's cogeneration engines used to produce power onsite. If a viable alternative cannot be found, Encina anticipates its energy costs will increase ~\$3.3 million annually, in 2024 dollars. Another example includes the State Water Resource Control Board (SWRCB) investigating how nutrients discharged from treatment plants impact the ocean ecosystem. There is concern that excess nutrients from ocean outfalls contribute to ocean acidification and hypoxia, both of which can have substantial negative impacts on marine ecosystems. Recently, Encina completed a plume tracking study in accordance with operating permit requirements. The data from this study is being monitored by the SWRCB and is anticipated to guide their future regulations. Staff anticipates our 2018 National Pollutant Discharge Elimination System (NPDES) permit, which included plume tracking for the first time, will be renewed by late 2025 with additional requirements not yet known. Based on SWRCB's historical regulation cycle, staff anticipates the SWRCB will incorporate nutrient limits into our NPDES permit between 2032 and 2040. One of the most common technologies available to remove nutrients from wastewater discharge are membrane bio-reactors, the same technology used for direct or indirect potable reuse projects. This technology is costly. Over the next 10 years, regulatory requirements impacting energy resources and nutrient limits on Encina's Ocean Outfall are expected to have a cost order of magnitude of ~\$35 million and ~\$180 million, respectively, in 2024 dollars.

General Capital

The proposed capital budget reflects steps to begin addressing these challenges. The large Capital Improvement Projects are planned, scoped, and prioritized through the Encina Comprehensive Asset Management Program (E-CAMP). The most recent E-CAMP was published in June 2021. Staff is currently finalizing the official Fiscal Year 2024-25 E-CAMP. Future E-CAMPs will be updated biannually. E-CAMP considers anticipated changes in regulatory requirements, prospective operational efficiencies, funding availability and other factors.

Staffing resources are also critical to the successful execution of the decades-long capital plan to address Encina's challenges. As such, the Recommended FY 2024-25 Capital Budget includes funding for 10.11 full-time equivalent (FTE) positions, which are net of the staffing reallocation described above. These positions include full and part-time efforts of Encina executives, professionals, managers, and technical staff who plan, direct, and support Encina's Capital Program. Additionally, the capital budget also reflects the proposed addition of an Engineer position to support the significant workload associated with Encina's aging infrastructure, capacity improvements, and regulatory requirements. Currently Encina has one professional engineering position that is solely developing over \$30M in projects annually, far above what would be expected by any standard. The requested position is a critical first step towards addressing staffing needs to ensure Encina can adapt to the challenges it's facing. More information is available on this position request in the Workforce Staffing Strategy Policy Brief.

Significant Capital Improvement Projects for FY 2024-25 include new and continued funding of the Primary Sedimentation Basin Mechanical Rehabilitation (\$2.3M), the Digester Rehabilitation and Improvements (\$5.0M), the Dissolved Air Flotation Tank (DAFT) Repairs (\$1.1M), the Existing Dryer Major Rehabilitation (\$2.0M), Odor Reduction Facilities (ORF) I System Rehabilitation with includes both Odor and Corrosion Control (\$600K), and the Secondaries & Effluent Electrical & Controls Improvements (\$3.5M), along with over 35 other projects of lesser value.

Planned Asset Rehabilitation and Replacement (PARR) effort at EWPCF reflects minor plant rehabilitation efforts undertaken by Encina staff to maintain the Joint System assets. PARR Projects total ~\$1.8M. EWPCF Capital Acquisitions total ~\$0.7M

and reflect investment in minor infrastructure and equipment. Remote Facilities – Acquisitions and Rehabilitation total ~\$1.6M and reflect investment in remote facility improvements.

SUMMARY

Staff has made every effort to coordinate with the Member Agencies and provides its best professional judgement based on understanding the day-to-day operating requirements and capital investment needs while developing the budget. This budget represents the beginning of a comprehensive plan to address the challenges Encina is facing. The two largest factors influencing the success of its decades-long plan are funding and staffing. As such, staff will be working with the Member Agencies to identify alternatives to pay-as-you-go funding to help minimize the financial impacts to their ratepayers and realize the economic value of Encina's resources. A staffing framework has also been developed to support these efforts. However, given the impacts of adding additional staff, Encina is proposing to take an "adaptive management" approach to ensure Encina continues to operate using a lean staffing model; only having the staff necessary to support its mission and reassessing staffing needs at every opportunity. The additional staff proposed in the budget are consistent with this approach. Staff will be working with the Board and Member Agencies on solutions over the next decade to ensure Encina can continue to protect public and environmental health for generations to come.

Through efforts by staff, Encina consistently looks for opportunities to enhance efficiency and provide value to its Member Agencies and their rate payers. Encina continues to look for long term solutions to infrastructure challenges that provide lasting value for the community it serves. Additionally, Encina has been able to hold a very tight line on all costs that can be controlled with an increase of merely 0.4% above last year's budget. As presented to the Board in February 2024, Encina's staffing model, when compared nationally, is above the 75th percentile in gallons treated per staffing unit. As of the study year, Encina could have had 14 additional staff to be at the 75th percentile which demonstrates Encina is significantly more efficient.

Please join me in recognizing the staff whose efforts produced this document. Assistant General Manager Jennifer Sabine, who prepared and developed staffing recommendations and operations estimates with the Executive Leadership team at Encina. Aaron Beanan, Director of Finance, who led efforts in the preparation and development of the Recommended FY 2024-25 Budget. Finally, the Executive Leadership Team coordinated the budget development processes within their respective departments.

Respectfully Submitted,



Scott McClelland, P.E., BCEE, MBA
General Manager

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Policy Brief

Date: April 24, 2024

To: Honorable Chair and Members of the Board of Directors
Encina Joint Advisory Committee
Boards and Councils of the Encina Member Agencies

From: Scott McClelland, General Manager

Subject: Workforce Staffing Strategy

The Encina Wastewater Authority's (Encina) workforce staffing strategy is linked directly to its mission, vision, values and strategic business and tactical plans. It includes a cost-effective blend of human resources that includes permanent employees, consultants, contract and limited duration employees. Staffing decisions are based on established criteria designed to add value to the organization, reduce risk, and complement or leverage existing staff competencies.

The staffing needs of Encina are typically reviewed annually. Decisions to expand or contract Encina's total complement of Full Time Equivalent (FTE) staff are made as part of the budget development process. Department Directors requesting additional staff are required to submit a written report to the General Manager justifying the request.

Encina's staffing strategy centers on identifying the core workforce needed for ongoing work, which is essential to its mission on a permanent basis and should therefore be permanently staffed, as opposed to work that may be equally important to Encina but has a limited timeframe, or which has a temporary (even if several years) peak workload but is then expected to diminish. Any temporary programmatic increase in workload should consider the use of Limited Duration Employees (LDE) with an established, predictable separation date based upon the temporary nature of the work. In evaluating the need for additional staff, written justification for any new FTEs should address the following criteria:

Evaluation Criteria	Justification Must Address
Permanence	Is the work permanent in nature and not likely to diminish over time?
Reprioritization	Can work within the department be reprioritized to meet the new need, while reducing or eliminating other existing work, redeploying existing staff and negating the need to add an FTE?
Cost Effectiveness and Budget Impact	Is adding an FTE more cost effective over the expected life of the position's work than alternative resourcing options (e.g. temporary, LDE or contract resources)?
Full Time vs. Part Time	Does the work require a full-time position, or can the work be accomplished with a half-time position?
Appropriate Classification	Can the position be filled at a lower classification and accomplish the work, while minimizing the costs to Encina?
Institutional Knowledge	Does the position require institutional knowledge that could not likely be built and sustained through the use of temporary employees, LDE's, or contract resources?
Market Availability	What is the market availability and competitive landscape for the desired skill set of the proposed position?
Special Skills or Certifications Required	Are special skills or certification required to perform the work?
Risk Management and Transparency	Does the critical nature of the position, or the consequence of error or failure to effectively and safely perform the work make the use of outside resources impractical or too risky? Is there a concern for loss of transparency if outside resources are utilized?
Logistical Issues	Does the position's workplace locations, demands or duties create logistical challenges that make the use of temporary or contract resources impractical?

Engineer

The recommended Fiscal Year 2024-25 Budget includes a Engineer position. The estimated full year cost for this position is ~\$210,000. This position will support the capital improvements program by providing an Engineer to focus on development and oversight of the budget, scope, and schedule for multiple projects. Aging infrastructure and equipment coupled with the potential for more stringent regulatory requirements will require that the capital program continue to address the infrastructure needs in a timely manner. Developing the in-house resources of Encina's Engineering team will support the ability to execute successful projects to meet the increasing demand as well as build the institutional knowledge base. The following table of justification is provided for your consideration:

Evaluation Criteria	Justification
Permanence	The recommended addition of a Engineer provides the needed staffing for executing the complex projects that are part of the overall Encina capital improvements program (CIP). The execution of these projects requires significant coordination with multiple stakeholders both internally (member agencies, O&M, environmental compliance, contracts, etc.) and externally (engineering consultants, contractors, regulatory and permitting agencies, etc.). Developing these skills and relationships with internal staff provides consistency between projects. It also develops institutional knowledge of our facilities, which is critical to the development of reliable succession planning.
Reprioritization	Encina runs a lean staffing model and takes every opportunity to reprioritize existing positions before considering adding any staff. Since 1995, Encina's FTE count has only increased to accommodate positions which were needed to address increased plant complexity and safety concerns. Reassigning certified staff from other facility operations is not feasible as this position has a requirement for a unique skill set and educational requirements.
Cost Effectiveness and Budget Impact	The additional FTE is permanent and will be partially by a reduction in part-time labor costs from Encina's professional services contracts. The permanent position is a more cost-effective option than cycling through temporary labor supporting projects through professional service contracts, which requires reorientation of Encina facilities and loss of valuable staff time as well loss of historical project knowledge.
Full Time vs. Part Time	Encina continues to execute complex capital projects to rehabilitate our existing facilities, which in turn creates increased management and oversight needs for the organization. Furthermore, this position requires training, organizational, and institutional knowledge that may take several years to fully develop. This position will provide valuable coordination with all departments within the organization.
Appropriate Classification	This procurement is mid-level position that requires education, experience, licensing, and knowledge builds.
Institutional Knowledge	It takes approximately 2 to 3 years of working with staff and facility records for someone to develop a strong foundational knowledge of Encina's facilities to be trained and perform at their highest potential. Having the position set at a mid-level position allows an individual with strong foundational knowledge of engineering and project management principles to focus on the uniqueness of Encina's system and facilities.
Market Availability	Market competition is extremely tight and the labor pool is very limited for experienced engineers. It is essential to select an individual with the right skill set and personality to complement the existing CIP Team's skill set.
Special Skills or Certifications Required	This position requires the ability to manage complex administration, reporting and legal aspects of contracts. The position will need to be able to work independently with limited oversight and use their best judgement. It is also imperative that the candidate have a strong understanding of engineering & construction principles to independently execute capital projects.
Risk Management	Because of the complex nature of many of Encina's capital projects, knowledge of engineering and project management principles is critical to identifying, evaluating, and mitigating project risks. Risk management is essential to the decision-making process associated with project execution and is critical in making appropriate recommendations to internal management and member agencies.
Logistical Issues	The new position will support the organization as a whole but will work directly with the Engineering team to assist in managing the CIP program.

Information System Analyst

The Recommended Fiscal Year 2024-25 Budget includes an additional Information System Analyst position to support the significant increase of workload and complexity of Encina's Information Technology group. The estimated full year cost for this position is ~\$190,000. This position will support all aspects of Encina business including CIP, Administration, Operations, and Maintenance. The analyst will maintain all systems hardware, workstations, installations/configuration of PLC, SCADA, cybersecurity protocols, troubleshooting, and Enterprise Resource Planning systems. The Information System team plays a vital role in ensuring continuous operations for Encina. The following table of justification is provided for your consideration:

Evaluation Criteria	Justification
Permanence	In today's world every organization is heavily dependent on Information Technology. Encina is no exception and considering the effort to upgrade SCADA, CMMS, data acquisition management, workstations support, along with increased cybersecurity demands to support telework, it has created an exponential workload on the Information System (IS) team. The additional FTE needed at this time will support today's needs and the future needs at Encina. Additionally, the learning curve for this position is extensive even with a strong IS background and the successful candidate takes approximately 2 years to become proficient at Encina.
Reprioritization	Encina runs a lean staffing model and takes every opportunity to reprioritize existing positions before considering adding any staff. Reassigning certified staff from other facility operations is not feasible as this position requires a unique skill set. The original IS team structure consisted of 3 IS Analysts & 1 Manager. However, since August 2021 the team has been operating with only 2 IS Analysts and 1 Manager. This demonstrates that Encina's attempt to accomplish the work with fewer staff resources has not been successful.
Cost Effectiveness and Budget Impact	A permanent position is more cost-effective due to complex responsibilities and accessing sensitive Encina information. An Information Analyst must be familiar with all Encina equipment, controls, and software to support overall operations in a time sensitive manner. This position requires historical knowledge and experience that can only be gained by continuous involvement. This will offset the budget by reducing professional services contracts.
Full Time vs. Part Time	Encina's Information Technology is a complex, vital group of unique knowledge analysts with access to sensitive information. Therefore, this position requires extensive training, organizational and institutional knowledge, and trust that may take several years to fully develop. This position will provide daily support with all departments within the organization.
Appropriate Classification	This procurement is requested at the entry level while the position requires experience, unique skills, and knowledge. It recognizes Encina's unique environment and the demand for institutional knowledge and commitment.
Institutional Knowledge	An estimate of up to 2 years of working with staff and Encina's virtual environment is expected to develop a strong foundational knowledge of Encina's facilities. Having the position set at an entry level position allows an individual with experience to adapt to Encina's obligations.
Market Availability	Today's market challenges in combination with the unique skill requirements for this position, the labor pool is highly competitive for IS Analysts. It is essential to select an individual with the appropriate skill set and personality to complement and support the existing Information Systems team.
Special Skills or Certifications Required	The Information System Analyst is required to have an Associate degree in Information System or equivalent experience in computer and/or electrical engineering. This position demands a highly ethical person with an extended understanding of systems, network, cybersecurity, SCADA, and Enterprise Resource Planning.

Risk Management and Transparency	Due to the access of sensitive information and the complex nature of Encina's virtual world, Encina is exposed to the risk for delays and possible data breach if using outside resources to support this gap. Risk management is essential to the appropriate response time and data management which is critical in making informed decisions in a timely manner to ensure Encina continues operations.
Logistical Issues	The new position will support the entire organization including CIP, Administration, Operation and Maintenance. The position will be held in the Technical Services Department building.



ABOUT ENCINA

Founded in 1961, the Encina Wastewater Authority (Encina) is a public joint powers authority located in North San Diego County. Encina provides wastewater treatment services on behalf of its six (6) Member Agencies.

Member Agencies

City of Carlsbad

July 13, 1961

City of Vista

July 13, 1961

Buena Sanitation District

January 6, 1964

Vallecitos Water District

March 22, 1965

City of Encinitas

August 17, 1971

Leucadia Wastewater District

August 17, 1971



Facts

Founded

1961

Population Served

380,000

Service Area

123 square miles

Permitted Liquid Treatment Capacity

40.51 million gallons per day (dry weather)

Permitted Solids Treatment Capacity

43.53 million gallons per day (dry weather)



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RESOURCE RECOVERY

Encinas has long been a leader in the wastewater industry while still remaining within the industry standards for cost of service. Encina was one of the first in the nation to adopt a cogeneration model back in the 1980’s, one of the first in the state and nation to adopt a heat dryer model, and one of the first in the nation to use beer waste as a power generation source in 2017. Each of these has provided value to Encina, its Member Agencies, and their ratepayers. Because of Encina’s unique approach within the industry, it provides exceptional value for its Member Agencies and ratepayers.

SUSTAINABILITY

BY THE NUMBERS



23.8
million gallons treated
per day



2.4
million gallons recycled in
plant per day



24
tons of Class A biosolids
produced per day



82
percent of electricity
generated on site

ORGANIZATION OF EXCELLENCE

Encina is a model of excellence and innovation. Encina has received over 40 awards for organizational excellence and innovations over the past decade. This reflects the competence of Encina’s highly qualified, trained, and certified workforce. Some recent awards are shown here.

CALIFORNIA ASSOCIATION OF SANITATION AGENCIES

- 2020 Plant of the Year - Large
- 2020 Safety Plant of the Year - Medium
- 2020 Electrical Instrumentation Person of the Year - Yani Jovenal
- 2020 Operator of the Year - Santiago Resendiz

AMERICAN PUBLIC WORKS ASSOCIATION

- 2023 Project of the Year (Environment) for the Autonomous Underwater Vehicle Plume Transport Assessment of the Encina Ocean Outfall

GOVERNMENT FINANCE OFFICERS ASSOCIATION

- Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2021-22

AMERICAN SOCIETY OF CIVIL ENGINEERS

- Outstanding Water Wastewater Treatment Project for the Encina Primary Effluent Conveyance System Upgrades
- Outstanding Environmental Engineering Project for the Autonomous Underwater Vehicle Plume Transport Assessment of the Encina Ocean Outfall

ENVIRONMENTAL PROTECTION AGENCY

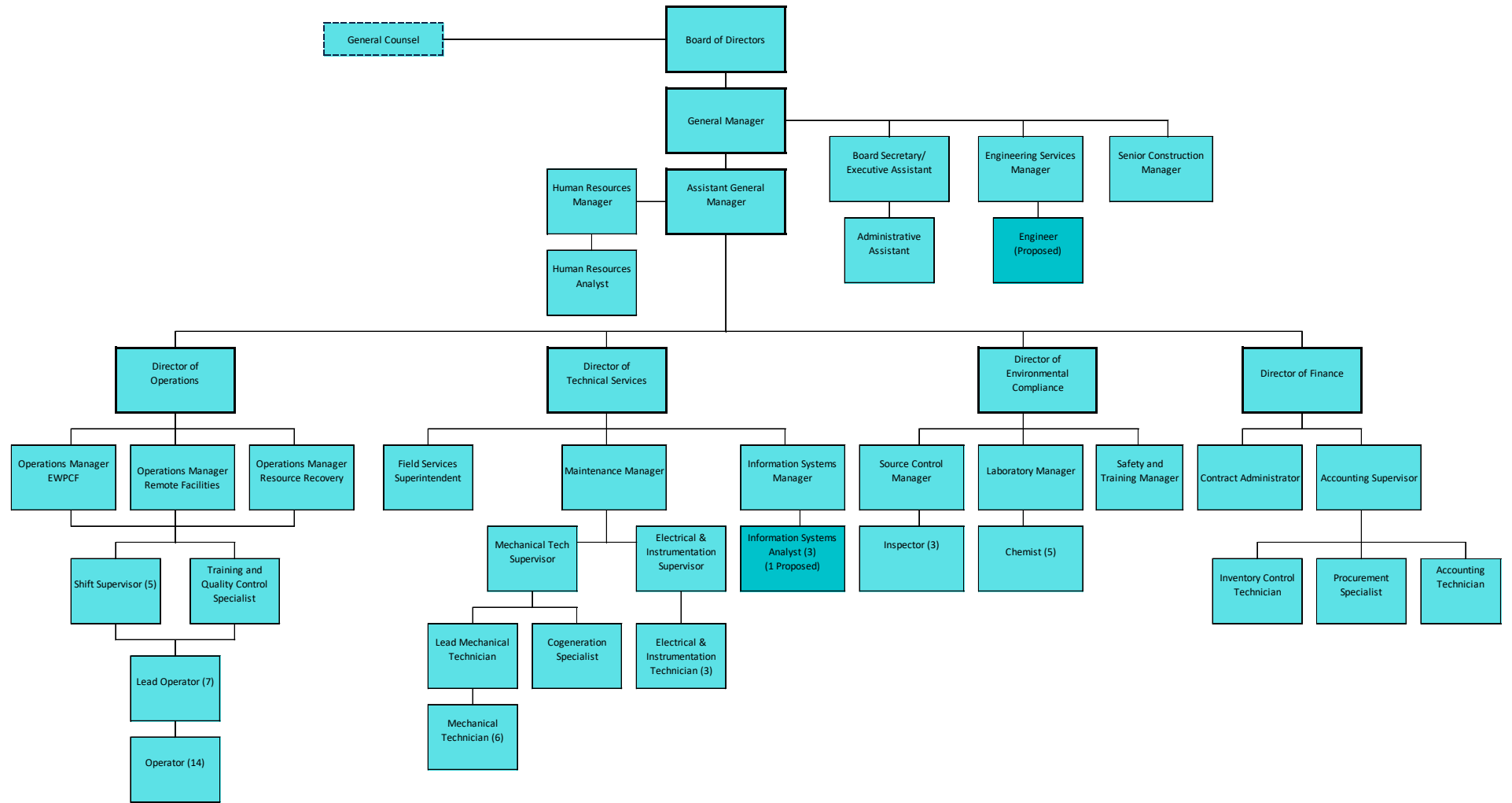
- Green Power Partnership Top 30 On-Site Generation

CALIFORNIA WATER ENVIRONMENT ASSOCIATION

- 2020 Award of Excellence for Innovation & Resiliency for the Primary Effluent Conveyance Rehabilitation Project

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ORGANIZATION CHART (78 FTEs)



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AUTHORIZED POSITIONS

Summary by Department

	2022-23 Budget	2023-24 Budget	2024-25 Budget
Office of the General Manager			
General Manager	1.00	1.00	1.00
Assistant General Manager	1.00	1.00	1.00
Assistant to the General Manager	1.00	0.00	0.00
Engineering Services Manager	1.00	1.00	1.00
Senior Construction Manager ¹	1.00	1.00	1.00
Engineer	0.00	0.00	1.00
Human Resources Manager	0.00	1.00	1.00
Human Resources Analyst ²	1.00	1.00	1.00
Board Secretary/Executive Assistant ²	1.00	1.00	1.00
Administrative Assistant I/II	1.00	1.00	1.00
Total	8.00	8.00	9.00
Finance Department			
Director of Finance ¹	1.00	1.00	1.00
Accounting Supervisor ¹	1.00	1.00	1.00
Accounting Technician I/II	1.00	1.00	1.00
Contract Administrator	1.00	1.00	1.00
Inventory Control Technician ²	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00
Total	6.00	6.00	6.00
Operations Department			
Director of Operations	1.00	1.00	1.00
Operations Manager	3.00	3.00	3.00
Shift Supervisor ³	6.00	6.00	5.00
Lead Operator ³	5.00	5.00	7.00
Operator I/II and Operator-In-Training ³	15.00	15.00	14.00
Training and Quality Control Specialist	1.00	1.00	1.00
Total	31.00	31.00	31.00

AUTHORIZED POSITIONS

Summary by Department

	2022-23 Budget	2023-24 Budget	2024-25 Budget
Technical Services Department			
Director of Technical Services	1.00	1.00	1.00
Maintenance Manager	1.00	1.00	1.00
Electrical and Instrumentation Supervisor ¹	1.00	1.00	1.00
Electrical and Instrumentation Technician ^{1,2}	3.00	3.00	3.00
Mechanical Technician Supervisor ¹	1.00	1.00	1.00
Lead Mechanical Technician	1.00	1.00	1.00
Mechanical Technician I/II ¹	6.00	6.00	6.00
Cogeneration Specialist	1.00	1.00	1.00
Field Services Superintendent	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00
Information Systems Analyst ²	2.00	2.00	3.00
Total	19.00	19.00	20.00
Environmental Compliance Department			
Director of Environmental Compliance	1.00	1.00	1.00
Source Control Manager	1.00	1.00	1.00
Source Control Inspector I/II/III ²	3.00	3.00	3.00
Laboratory Manager	1.00	1.00	1.00
Chemist I/II/III ²	4.00	5.00	5.00
Safety & Training Manager	1.00	1.00	1.00
Total	11.00	12.00	12.00
Full-time Equivalent Employees Summary			
Office of the General Manager	8.00	8.00	9.00
Finance	6.00	6.00	6.00
Operations	31.00	31.00	31.00
Technical Services	19.00	19.00	20.00
Environmental Compliance	11.00	12.00	12.00
Total	75.00	76.00	78.00

1. Mid-year change per General Manager authority during Fiscal year 2022-23.

2. Title changed per 2022 Compensation Study.

3. Mid-year change per General Manager authority during Fiscal year 2023-24.

PERSONNEL EXPENSE SUMMARY *by* ACCOUNT

Salaries

	FY 2023-24 Budget	% of Total	FY 2024-25 Budget	% of Total	% Change
Regular	\$ 9,609,617		\$ 10,579,056	10.1%	
Overtime	\$ 194,130		\$ 213,715	10.1%	
Holiday	\$ 96,000		\$ 106,000	10.4%	
Temporary & Part-Time Staff	\$ 47,000		\$ 50,000	6.4%	
Intern Program	\$ 29,800		\$ 33,290	11.7%	
Shift Differential	\$ 45,000		\$ 40,000	-11.1%	
Incentive Awards	\$ 19,741		\$ 24,684	25.0%	
Standby	\$ 5,000		\$ 2,000	-60.0%	
Subtotal Salaries	\$ 10,046,289	73.7%	\$ 11,048,744	73.5%	10.0%

Benefits

	FY 2023-24 Budget	% of Total	FY 2024-25 Budget	% of Total	% Change
CalPERS Retirement Program — Normal Cost	\$ 1,973,774		\$ 2,184,251	10.7%	
CalPERS Employee Contribution	\$ (780,049)		\$ (855,725)	9.7%	
Other Post-Employment Benefits	\$ 104,597		\$ 104,632	0.0%	
Flexible Benefits 125 Plan	\$ 1,452,797		\$ 1,702,471	17.2%	
Deferred Compensation	\$ 355,573		\$ 381,540	7.3%	
Medicare	\$ 153,845		\$ 170,052	10.5%	
Workers Compensation Insurance	\$ 263,000		\$ 249,511	-5.1%	
Other Ancillary Benefits	\$ 54,509		\$ 50,422	-7.5%	
Subtotal Benefits	\$ 3,578,045	26.3%	\$ 3,987,153	26.5%	11.4%
Total Personnel Expense	\$ 13,624,334	100.0%	\$ 15,035,897	100.0%	10.4%

PERSONNEL EXPENSE SUMMARY *by* PROGRAM

Programs

	FY 2023-24 Budget	FY 2023-24 Positions	FY 2024-25 Budget	FY 2024-25 Positions	% Change
Encina Water Pollution Control Facility	\$ 5,604,374	33.60	\$ 7,345,477	39.95	31.1%
Source Control	\$ 683,659	4.35	\$ 793,766	4.46	16.1%
<i>Agua Hedionda Lift Station</i>	\$ 352,365	1.90	\$ 250,374	1.32	-28.9%
<i>Buena Creek Pump Station</i>	\$ 278,579	1.53	\$ 232,490	1.26	-16.5%
<i>Buena Vista Pump Station</i>	\$ 233,009	1.29	\$ 201,784	1.07	-13.4%
<i>Carlsbad Water Reclamation Facilities</i>	\$ 539,577	2.91	\$ 386,104	2.05	-28.4%
<i>Raceway Basin Pump Station</i>	\$ 169,118	0.91	\$ 134,210	0.71	-20.6%
Remote Facilities	\$ 1,572,648	8.54	\$ 1,204,962	6.41	-23.4%
Subtotal	\$ 7,860,681	46.49	\$ 9,344,205	50.82	18.9%
Internal Service Funds	\$ 2,679,333	15.40	\$ 3,344,610	17.08	24.8%
Subtotal Operating	\$ 10,540,014	61.89	\$ 12,688,815	67.89	20.4%
Capital Program	\$ 3,084,320	14.11	\$ 2,347,081	10.11	-23.9%
Total Personnel Expense	\$ 13,624,334	76.00	\$ 15,035,896	78.00	10.4%

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OPERATING SECTION

Operating Budget Summaries

Encina Water Pollution Control Facility

Environmental Compliance & Regional Source Control

Remote Facilities:

- Agua Hedionda Pump Station
- Buena Creek Pump Station
- Buena Vista Pump Station
- Carlsbad Water Recycling Facility
- Raceway Basin Pump Station

Internal Service Funds

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OPERATING BUDGET: REVENUE *and* EXPENSE SUMMARY

Revenue Summary

		Actual FY 2022-23		Budget FY 2023-24		Projected FY 2023-24		Proposed FY 2024-25		Change	%
City of Carlsbad	\$	6,267,132	\$	7,244,274	\$	7,103,920	\$	8,050,581	\$	806,307	11.1%
City of Vista	\$	5,683,360	\$	6,310,428	\$	6,307,080	\$	6,977,609	\$	667,181	10.6%
Buena Sanitation District	\$	2,183,968	\$	2,416,649	\$	2,344,525	\$	2,667,378	\$	250,729	10.4%
Vallecitos Water District	\$	3,545,893	\$	3,735,121	\$	3,938,552	\$	4,466,441	\$	731,320	19.6%
City of Encinitas	\$	780,168	\$	911,774	\$	831,538	\$	948,629	\$	36,855	4.0%
Leucadia Wastewater District	\$	2,516,807	\$	2,883,195	\$	2,687,734	\$	3,039,283	\$	156,088	5.4%
Sub Total	\$	20,977,328	\$	23,501,441	\$	23,213,349	\$	26,149,921	\$	2,648,480	11.3%
Estimated Other Revenue		*	\$	529,000	\$	529,000	\$	474,800	\$	(54,200)	-10.2%
Total	\$	20,977,328	\$	24,030,441	\$	23,742,349	\$	26,624,721	\$	2,594,280	10.8%

*2022 Actual total is net of other revenue

Operating Revenues from Member Agencies by Program

		Actual FY 2022-23		Budget FY 2023-24		Projected FY 2023-24		Proposed FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	16,615,644	\$	18,121,287	\$	18,056,362	\$	20,432,724	\$	2,311,437	12.8%
Source Control	\$	863,252	\$	1,019,627	\$	950,026	\$	1,157,985	\$	138,358	13.6%
Agua Hedionda Lift Station	\$	563,099	\$	740,566	\$	734,712	\$	663,873	\$	(76,693)	-10.4%
Buena Creek Pump Station	\$	563,322	\$	619,768	\$	595,621	\$	676,191	\$	56,423	9.1%
Buena Vista Pump Station	\$	782,492	\$	864,612	\$	880,284	\$	990,528	\$	125,916	14.6%
Carlsbad Water Recycling Facility	\$	1,343,530	\$	1,829,848	\$	1,685,845	\$	1,926,044	\$	96,196	5.3%
Raceway Basin Pump Station	\$	245,989	\$	305,733	\$	310,499	\$	302,576	\$	(3,157)	-1.0%
Total	\$	20,977,328	\$	23,501,441	\$	23,213,349	\$	26,149,921	\$	2,648,480	11.3%

Operating Budget Expense Summary by Program

		Actual FY 2022-23		Budget FY 2023-24		Projected FY 2023-24		Proposed FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	16,615,644	\$	18,650,287	\$	18,585,362	\$	20,907,524	\$	2,257,237	12.1%
Source Control	\$	863,252	\$	1,019,627	\$	950,026	\$	1,157,985	\$	138,358	13.6%
Agua Hedionda Lift Station	\$	563,099	\$	740,566	\$	734,712	\$	663,873	\$	(76,693)	-10.4%
Buena Creek Pump Station	\$	563,322	\$	619,768	\$	595,621	\$	676,191	\$	56,423	9.1%
Buena Vista Pump Station	\$	782,492	\$	864,612	\$	880,284	\$	990,528	\$	125,916	14.6%
Carlsbad Water Recycling Facility	\$	1,343,530	\$	1,829,848	\$	1,685,845	\$	1,926,044	\$	96,196	5.3%
Raceway Basin Pump Station	\$	245,989	\$	305,733	\$	310,499	\$	302,576	\$	(3,157)	-1.0%
Total	\$	20,977,328	\$	24,030,441	\$	23,742,349	\$	26,624,721	\$	2,594,280	10.8%

Combined Operating Budget Expense

		Actual FY 2022-23		Budget FY 2023-24		Projected FY 2023-24		Proposed FY 2024-25		Change	%
Personnel	\$	7,159,297	\$	7,860,680	\$	8,127,770	\$	9,344,205	\$	1,483,525	18.9%
Non-Personnel	\$	6,775,094	\$	8,656,521	\$	8,403,729	\$	8,878,772	\$	222,251	2.6%
Internal Service Fund	\$	7,042,937	\$	7,513,240	\$	7,210,850	\$	8,401,744	\$	888,504	11.8%
Total	\$	20,977,328	\$	24,030,441	\$	23,742,349	\$	26,624,721	\$	2,594,280	10.8%

OPERATING BUDGET: EXPENSE SUMMARY

Encina Water Pollution Control Facility

		Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Personnel	\$	5,292,432	\$	5,604,374	\$	6,078,451	\$	7,345,477	\$	1,741,103	31.1%
Non-Personnel	\$	5,097,405	\$	6,381,144	\$	6,188,274	\$	6,245,965		(135,179)	-2.1%
Internal Service Fund	\$	6,225,807	\$	6,664,769	\$	6,318,637	\$	7,316,082	\$	651,313	9.8%
Total	\$	16,615,644	\$	18,650,287	\$	18,585,362	\$	20,907,524	\$	2,257,237	12.1%

Environmental Compliance – Source Control

	Actual		Budget		Projected		Proposed				
	FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%	
Personnel	\$	605,929	\$	683,658	\$	680,462	\$	793,766	\$	110,108	16.1%
Non-Personnel	\$	13,634	\$	101,550	\$	30,557	\$	43,132	\$	(58,418)	-57.5%
Internal Service Fund	\$	243,689	\$	234,419	\$	239,007	\$	321,087	\$	86,668	37.0%
Total	\$	863,252	\$	1,019,627	\$	950,026	\$	1,157,985	\$	138,358	13.6%

Agua Hedionda Lift Station

	Actual		Budget		Projected		Proposed			
	FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Personnel	\$	246,919	\$	352,365	\$	371,566	\$	250,374	\$(101,991)	-28.9%
Non-Personnel	\$	213,795	\$	279,282	\$	244,429	\$	287,400	\$8,118	2.9%
Internal Service Fund	\$	102,385	\$	108,919	\$	118,717	\$	126,099	\$17,180	15.8%
Total	\$	563,099	\$	740,566	\$	734,712	\$	663,873	\$(76,693)	-10.4%

Buena Creek Pump Station

	Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25	Change	%
Personnel	\$	233,997	\$	278,579	\$	231,361	\$	232,490	\$ (46,089)	-16.5%
Non-Personnel	\$	261,189	\$	267,324	\$	283,750	\$	353,801	\$ 86,477	32.3%
Internal Service Fund	\$	68,136	\$	73,865	\$	80,510	\$	89,900	\$ 16,035	21.7%
Total	\$	563,322	\$	619,768	\$	595,621	\$	676,191	\$ 56,423	9.1%

Buena Vista Pump Station

	Actual		Budget		Projected		Proposed			
	FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Personnel	\$	184,747	\$	233,009	\$	207,299	\$	201,784	\$(31,225)	-13.4%
Non-Personnel	\$	527,178	\$	557,646	\$	592,375	\$	699,489	\$141,843	25.4%
Internal Service Fund	\$	70,567	\$	73,957	\$	80,610	\$	89,255	\$15,298	20.7%
Total	\$	782,492	\$	864,612	\$	880,284	\$	990,528	\$125,916	14.6%

Carlsbad Water Recycling Facility

	Actual		Budget		Projected		Proposed			
	FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Personnel	\$	463,742	\$	539,577	\$	374,399	\$	386,104	\$(153,473)	-28.4%
Non-Personnel	\$	594,490	\$	983,270	\$	992,913	\$	1,140,658	\$157,388	16.0%
Internal Service Fund	\$	285,298	\$	307,001	\$	318,533	\$	399,282	\$92,281	30.1%
Total	\$	1,343,530	\$	1,829,848	\$	1,685,845	\$	1,926,044	\$96,196	5.3%

Raceway Basin Pump Station

	Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25	Change	%
Personnel	\$	131,531	\$	169,118	\$	184,232	\$	134,210	\$(34,908)	-20.6%
Non-Personnel	\$	67,403	\$	86,305	\$	71,431	\$	108,327	\$22,022	25.5%
Internal Service Fund	\$	47,055	\$	50,310	\$	54,836	\$	60,039	\$9,729	19.3%
Total	\$	245,989	\$	305,733	\$	310,499	\$	302,576	\$(3,157)	-1.0%

OPERATING BUDGET: REVENUE SUMMARY

City of Carlsbad

		Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	4,399,501	\$	4,820,869	\$	4,801,300	\$	5,452,265	\$	631,396	13.1%
Source Control	\$	268,725	\$	274,803	\$	298,201	\$	364,123	\$	89,320	32.5%
Agua Hedionda Lift Station	\$	173,997	\$	228,835	\$	227,026	\$	205,135	\$	(23,700)	-10.4%
Buena Vista Pump Station	\$	81,379	\$	89,919	\$	91,548	\$	103,014	\$	13,095	14.6%
Carlsbad Water Recycling Facility	\$	1,343,530	\$	1,829,848	\$	1,685,845	\$	1,926,044	\$	96,196	5.3%
Total	\$	6,267,132	\$	7,244,274	\$	7,103,920	\$	8,050,581	\$	806,307	11.1%

City of Vista

		Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	4,062,612	\$	4,364,097	\$	4,378,763	\$	4,945,145	\$	581,048	13.3%
Source Control	\$	284,544	\$	354,174	\$	321,396	\$	383,636	\$	29,462	8.3%
Agua Hedionda Lift Station	\$	389,102	\$	511,731	\$	507,686	\$	458,738	\$	(52,993)	-10.4%
Buena Vista Pump Station	\$	701,113	\$	774,693	\$	788,736	\$	887,514	\$	112,821	14.6%
Raceway Basin Pump Station	\$	245,989	\$	305,733	\$	310,499	\$	302,576	\$	(3,157)	-1.0%
Total	\$	5,683,360	\$	6,310,428	\$	6,307,080	\$	6,977,609	\$	667,181	10.6%

Buena Sanitation District

	Actual		Budget		Projected		Proposed				
	FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%	
Encina Water Pollution Control Facility	\$	1,552,767	\$	1,724,928	\$	1,666,621	\$	1,894,218	\$	169,290	9.8%
Source Control	\$	67,879		71,953	\$	82,283	\$	96,969		25,016	34.8%
Buena Creek Pump Station	\$	563,322		619,768		595,621	\$	676,191		56,423	9.1%
Total	\$	2,183,968	\$	2,416,649	\$	2,344,525	\$	2,667,378	\$	250,729	10.4%

Vallecitos Water District

		Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	3,406,635	\$	3,578,652	\$	3,798,286	\$	4,293,267	\$	714,615	20.0%
Source Control	\$	139,258	\$	156,469	\$	140,266	\$	173,174	\$	16,705	10.7%
Total	\$	3,545,893	\$	3,735,121	\$	3,938,552	\$	4,466,441	\$	731,320	19.6%

City of Encinitas

		Actual		Budget		Projected		Proposed		Change	%
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25			
Encina Water Pollution Control Facility	\$	748,977	\$	867,277	\$	796,573	\$	900,877	\$	33,600	3.9%
Source Control	\$	31,191	\$	44,497	\$	34,965	\$	47,752	\$	3,255	7.3%
Total	\$	780,168	\$	911,774	\$	831,538	\$	948,629	\$	36,855	4.0%

Leucadia Wastewater District

		Actual		Budget		Projected		Proposed			
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change	%
Encina Water Pollution Control Facility	\$	2,445,152	\$	2,765,464	\$	2,614,819	\$	2,946,952	\$	181,488	6.6%
Source Control	\$	71,655	\$	117,731	\$	72,915	\$	92,331	\$	(25,400)	-21.6%
Total	\$	2,516,807	\$	2,883,195	\$	2,687,734	\$	3,039,283	\$	156,088	5.4%

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ENCINA WATER POLLUTION CONTROL FACILITY

The Encina Water Pollution Control Facility (EWPCF), located in Carlsbad, California, provides wastewater treatment services to approximately 380,000 residents in a 123 square mile service area of northwest San Diego County. The EWPCF consists of three major components: the treatment plant; the Encina Ocean Outfall (EOO); and the Joint Flow Metering System (JFMS). The EWPCF was constructed in 1963 to treat wastewater from the Cities of Carlsbad and Vista, with the City of Encinitas, Vallecitos Water District, Buena Sanitation District and Leucadia Wastewater District joining the partnership in the subsequent years. Since its original design and construction, the treatment plant has undergone four (4) major expansions – the latest completed in 2009 – and is beginning another round of construction to address reliability and aging infrastructure. Today, the EWPCF is a modern resource recovery facility that produces: clean water for recycling and Pacific Ocean discharge (via primary and secondary activated sludge treatment processes); flow equalization facilities; and a 1.5 mile EOO, which discharges treated effluent at an average depth of one-hundred-fifty (150) feet; a granular fertilizer marketed under the trade name PureGreen (via anaerobic digesters, solids dewatering centrifuges, and a triple-pass rotary drum heat dryer); and, between 80 and 85% of the electricity required to power the EWPCF (via a Combined Heat & Cogeneration Power System) in a typical year. In addition, the JFMS consists of nineteen (19) flow meters strategically placed throughout the collection system. The data collected at these metering sites, which is analyzed and certified by an independent consultant, is a critical element in allocating EWPCF costs among the Encina Member Agencies.

Capacity – The EWPCF has a rated liquid treatment capacity of 40.51 million gallons per day (MGD) and a rated solids treatment capacity of 43.53 MGD. During FY 2023-24, the EWPCF will: (1) clean more than 7.97 billion gallons of water; (2) recycle about 2.9 billion gallons for on-site use and regional irrigation; and, (3) process 99 million gallons of digested sludge into over 6,300 tons of PureGreen fertilizer based on prior year actuals.

Cost Allocation – The EWPCF costs are allocated among member agencies based on ownership and usage charges in accordance with the Financial Plan and Revenue Program. EOO costs are allocated among Member Agencies based on the volume of effluent discharged. JFMS costs are allocated among the Member Agencies based on the number, location and type of meters.



Encina Water Pollution Control Facility

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OPERATING EXPENSE SUMMARY: ENCINA WATER POLLUTION CONTROL FACILITY

PERSONNEL

		Actual		Budget		Projected		Proposed	%
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25	Change¹
5100	Salaries	\$ 4,051,901	\$	4,112,045	\$	4,641,733	\$	5,369,586	30.6%
5200	Benefits	\$ 1,240,531	\$	1,492,329	\$	1,436,719	\$	1,975,891	32.4%
Total Personnel Expenses		\$ 5,292,432	\$	5,604,374	\$	6,078,451	\$	7,345,477	31.1%

NON-PERSONNEL

NON-PERSONNEL				Actual		Budget		Projected		Proposed		% Change¹
				FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		
21001	7330	Specialty Services	\$	153,596	\$	160,056	\$	182,932	\$	164,844	3.0%	
22001	5400	CEPT Polymer	\$	100,304	\$	225,500	\$	125,642	\$	228,861	1.5%	
22001	5401	Ferric Chloride	\$	517,114	\$	911,000	\$	803,274	\$	969,750	6.4%	
22001	5405	Atmospheric Control (Nitrogen)	\$	27,323	\$	34,000	\$	39,668	\$	41,273	21.4%	
22001	5406	Pellet Dust Control	\$	34,796	\$	48,500	\$	40,000	\$	48,841	0.7%	
22001	5407	Sodium Hypochlorite	\$	87,094	\$	143,000	\$	157,732	\$	183,576	28.4%	
22001	5409	Dewatering / Thickening Polymer	\$	1,304,860	\$	1,528,000	\$	1,528,000	\$	1,604,826	5.0%	
22001	5420	Biosolids Recycling	\$	624,786	\$	881,100	\$	760,000	\$	898,900	2.0%	
22001	5422	Pure Green Marketing	\$	12,070	\$	15,000	\$	10,063	\$	15,000	0.0%	
22001	5423	Grit Hauling	\$	80,713	\$	136,500	\$	122,144	\$	136,500	0.0%	
22001	5431	Water	\$	23,393	\$	20,100	\$	15,512	\$	20,451	1.7%	
22001	6430	Memberships	\$		\$		\$		\$	6,991	0.0%	
22001	6450	Professional Services	\$	28,610	\$	53,500	\$	181	\$	67,000	25.2%	
22001	6720	Specialty Equipment	\$	7,536	\$	11,200	\$	26,884	\$	7,250	35.3%	
22001	6920	Permits	\$	20,582	\$	35,257	\$	77,748	\$	37,612	6.7%	
22001	7310	Safety & Medical Services	\$	222,603	\$	195,300	\$	243,213	\$	296,200	51.7%	
22001	7330	Specialty Services	\$	4,422	\$	20,000	\$		\$	5,500	72.5%	
22001	7610	Professional Development	\$		\$		\$		\$	17,800	0.0%	
22001	7620	Contingency	\$		\$		\$		\$		0.0%	
23001	5410	Chemicals	\$	4,723	\$	6,000	\$		\$	6,000	0.0%	
23001	5910	Equipment Rental	\$	9,864	\$	12,000	\$	14,304	\$	14,000	16.7%	
23001	6120	Fuel & Lube	\$	38,019	\$	30,000	\$	28,363	\$	39,613	32.0%	
23001	6220	Earthquake & Flood Insurance	\$	187,791	\$	206,570	\$	251,759	\$		100.0%	
23001	6230	Janitorial	\$	94,865	\$	100,000	\$	120,750	\$	101,000	1.0%	
23001	6410	Laundry & Uniforms	\$	19,924	\$	20,000	\$	15,246	\$	20,000	0.0%	
23001	6424	Info Systems: Enterprise Applications	\$	324,305	\$	331,000	\$	323,636	\$		100.0%	
23001	6430	Memberships	\$		\$		\$		\$	4,316	0.0%	
23001	6450	Professional Services (South Parcel)	\$	19,101	\$	40,000	\$	12,800	\$	20,000	50.0%	
23001	6710	Equipment New	\$	5,457	\$	8,000	\$	3,754	\$	11,000	37.5%	
23001	6930	Piping & Electrical Repair	\$	121,422	\$	130,000	\$	214,211	\$	140,000	7.7%	
23001	6940	Planned Maintenance	\$	250,734	\$	245,000	\$	262,548	\$	280,000	14.3%	
23001	7010	Plant Contracts	\$	260,837	\$	320,200	\$	316,469	\$	362,000	13.1%	
23001	7510	Tools	\$	9,931	\$	10,000	\$	19,418	\$	10,000	0.0%	

continued →

NON-PERSONNEL EXPENSES (cont.)

NON-PERSONNEL EXPENSES (cont.)				Actual	Budget	Projected	Proposed	%			
				FY 2022-23	FY 2023-24	FY 2023-24	FY 2024-25	Change¹			
24001	6810	Ocean Monitoring	\$	90,853	\$	62,000	\$	42,420	\$	28,000	54.8%
24001	6911	Effluent Testing	\$	27,067	\$	31,000	\$	20,698	\$	33,000	6.5%
24001	6920	Permits	\$	291,242	\$	316,872	\$	316,872	\$	316,872	0.0%
24001	6940	Planned Maintenance	\$		\$		\$		\$		0.0%
500xx	5610	Board of Directors Fees	\$	59,543	\$	64,984	\$	64,899	\$	79,484	22.3%
500xx	6010	Board of Directors Meeting Expense	\$	31,925	\$	29,505	\$	27,135	\$	29,505	0.0%
500xx	7610	Board of Directors Professional Dev.	\$		\$		\$		\$		0.0%
Total Non-Personnel Expenses			\$	5,097,405	\$	6,381,144	\$	6,188,274	\$	6,245,965	-2.1%

INTERNAL SERVICE FUNDS

INTERNAL SERVICE FUNDS		Actual		Budget		Projected		Proposed		%
		FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25		Change¹
11001	Administration	\$	2,411,566	\$	2,653,260	\$	2,891,941	\$	1,863,452	29.8%
12001	Laboratory	\$	983,490	\$	1,213,262	\$	951,265	\$	1,942,314	60.1%
13001	Energy Management	\$	2,830,751	\$	2,798,247	\$	2,475,431	\$	2,913,956	4.1%
Total Internal Service Fund Expenses		\$	6,225,807	\$	6,664,769	\$	6,318,637	\$	6,719,722	0.8%
Total Operating Expenses		\$	16,615,644	\$	18,650,287	\$	18,585,362	\$	20,311,164	8.9%

1. Represents the percentage change from the FY 2023 24 Budget to the FY 2024 25 Proposed Budget.

ENVIRONMENTAL COMPLIANCE & REGIONAL SOURCE CONTROL

The EWPCF discharges clean water to the Pacific Ocean via the Encina Ocean Outfall pursuant to a National Pollutant Discharge Elimination System (NPDES) Permit issued under the authority of the federal Clean Water Act (CWA). The CWA also covers non-domestic sources of wastewater that discharge directly to a publicly owned treatment works like the EWPCF. Such discharges may be federally regulated or regulated by Encina's Pretreatment Ordinance, which are enforced by Encina in cooperation with the host Member Agency under authority derived from the federal CWA. The goal of Encina's Regional Source Control Program is to prevent the discharge of pollutants into the Member Agency sewer system, which may interfere with the operation of the EWPCF or pass through the system and negatively impact the ocean environment, the quality of PureGreen fertilizer or the ability to reclaim water. The Source Control Program achieves this goal by: identifying regulated industries; conducting facility inspections; issuing wastewater discharge permits; sampling industrial discharges to determine compliance; taking enforcement in response to noncompliance; responding to Member Agency requests to perform investigations regarding non-routine discharges; and, conducting related public outreach activities.

Capacity – During FY 2024-25 staff estimates fifty-seven (57) industries will be fully permitted, while another 572 businesses will participate in EWA's Best Management Practices Program.

Cost Allocation – Personnel Expenses make up over 68% of Source Control's budgeted expenses. Over 82% of personnel expenses are allocated to Member Agencies based on the actual level of effort by staff. Remaining personnel expenses and all non-personnel expenses are allocated to the Member Agencies on the basis of Encina Ocean Outfall flows.



Public outreach at the 2023 Alta Vista Fun Festival at the Alta Vista Botanical Gardens.

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OPERATING EXPENSE SUMMARY: SOURCE CONTROL

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 452,331	\$ 491,137	\$ 506,402	\$ 570,589	16.2%
5200	Benefits	\$ 153,598	\$ 192,521	\$ 174,061	\$ 223,177	15.9%
Total Personnel Expenses		\$ 605,929	\$ 683,658	\$ 680,462	\$ 793,766	16.1%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
40001	5520 Books	\$ -	\$ -	\$ -	\$ -	0.0%
40001	5930 Equipment Replacement	\$ 324	\$ 6,000	\$ 6,081	\$ 1,000	-83.3%
40001	6120 Fuel & Lube	\$ 3,062	\$ 3,200	\$ 2,065	\$ 2,900	-9.4%
40001	6310 Lab Equipment Repair	\$ 5,303	\$ 11,000	\$ 16,856	\$ 7,000	-36.4%
40001	6330 Lab Supplies	\$ 1,077	\$ 1,600	\$ -	\$ 1,600	0.0%
40001	6410 Laundry & Uniforms	\$ 1,535	\$ 2,000	\$ 1,830	\$ 2,000	0.0%
40001	6422 Legal Notices	\$ 426	\$ 750	\$ -	\$ 750	0.0%
40001	6430 Memberships	\$ -	\$ -	\$ -	\$ 2,482	0.0%
40001	6450 Professional Services	\$ -	\$ 75,000	\$ -	\$ 15,000	-80.0%
40001	7120 Printing & Reproduction	\$ -	\$ -	\$ -	\$ -	0.0%
40001	7130 Public Information	\$ 1,907	\$ 2,000	\$ 3,725	\$ 2,000	0.0%
40001	7610 Professional Development	\$ -	\$ -	\$ -	\$ 8,400	0.0%
Total Non-Personnel Expenses		\$ 13,634	\$ 101,550	\$ 30,557	\$ 43,132	-57.5%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 162,946	\$ 179,561	\$ 195,713	\$ 228,783	27.4%
12001	Laboratory	\$ 77,909	\$ 52,057	\$ 40,816	\$ 89,606	72.1%
13001	Energy Management	\$ 2,834	\$ 2,801	\$ 2,478	\$ 2,698	-3.7%
Total Internal Service Fund Expenses		\$ 243,689	\$ 234,419	\$ 239,007	\$ 321,087	37.0%
Total Operating Expenses		\$ 863,252	\$ 1,019,627	\$ 950,026	\$ 1,157,985	13.6%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.

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REMOTE FACILITIES

AGUA HEDIONDA LIFT STATION

The Agua Hedionda Lift Station (AHLS) is part of the Encina Joint Sewerage System and is jointly owned by the City of Vista and the City of Carlsbad. This pump station is located on the southeast shore of the Agua Hedionda Lagoon.

Capacity – The new AHLS is equipped four (4) lift pumps and four (4) force main pumps, providing pumping redundancy and a broad operating range. This facility is operated 365 days a year on a 24 hour-a-day basis.

Cost Allocation – The AHLS is operated by EWA under a contract with the owner agencies. The costs of operating and maintaining the AHLS are allocated to the City of Vista (69.1%) and the City of Carlsbad (30.9%) in accordance with the May 2017 Memorandum of Understanding.



Agua Hedionda Lift Station

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OPERATING EXPENSE SUMMARY: AGUA HEDIONDA LIFT STATION

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 187,273	\$ 257,408	\$ 273,181	\$ 182,074	-29.3%
5200	Benefits	\$ 59,646	\$ 94,957	\$ 98,385	\$ 68,300	-28.1%
Total Personnel Expenses		\$ 246,919	\$ 352,365	\$ 371,566	\$ 250,374	-28.9%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
31001	5431 Water	\$ 12,282	\$ 29,050	\$ 13,376	\$ 21,300	-26.7%
31001	5435 Electricity	\$ 170,266	\$ 184,800	\$ 178,164	\$ 194,040	5.0%
31001	5910 Equipment Rental	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
31001	6120 Fuel & Lube	\$ 6,579	\$ 12,475	\$ 8,063	\$ 10,830	-13.2%
31001	6410 Laundry & Uniforms	\$ 515	\$ 550	\$ 614	\$ 550	0.0%
31001	6424 Info Systems: Infrastructure	\$ -	\$ -	\$ -	\$ 4,000	0.0%
31001	6920 Permits	\$ 2,891	\$ 6,357	\$ 7,226	\$ 6,330	-0.4%
31001	6930 Piping & Electrical Repair	\$ 3,816	\$ 3,500	\$ 3,079	\$ -	-100.0%
31001	6940 Planned Maintenance	\$ 10,932	\$ 11,000	\$ 19,347	\$ 14,500	31.8%
31001	7010 Plant Contracts	\$ 5,319	\$ 27,550	\$ 14,560	\$ 31,850	15.6%
31001	7320 Safety Equipment	\$ 1,195	\$ 2,000	\$ -	\$ 2,000	0.0%
31001	7330 Specialty Services	\$ -	\$ -	\$ -	\$ -	0.0%
31001	7510 Tools	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Total Non-Personnel Expenses		\$ 213,795	\$ 279,282	\$ 244,429	\$ 287,400	2.9%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 102,385	\$ 108,919	\$ 118,717	\$ 126,099	15.8%
Total Internal Service Fund Expenses		\$ 102,385	\$ 108,919	\$ 118,717	\$ 126,099	15.8%
Total Operating Expenses		\$ 563,099	\$ 740,566	\$ 734,712	\$ 663,873	-10.4%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.

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REMOTE FACILITIES

BUENA CREEK PUMP STATION

The Buena Creek Pump Station (BCPS) is owned by the Buena Sanitation District (BSD). This pump station is located approximately two miles north of Palomar Airport Road and 1/8 mile east of Melrose Drive.

Capacity – The BCPS, which is equipped with five (5) pumps rated at 4,500 gallons per minute and is operated 365 days a year on a 24 hour-a-day basis.

Cost Allocation – The BCPS is operated by EWA under a contract with the BSD. 100% of the costs for operating and maintaining the BCPS are allocated to the BSD in accordance with the May 2017 Memorandum of Understanding.



Buena Creek Pump Station

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OPERATING EXPENSE SUMMARY: BUENA CREEK PUMP STATION

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 174,567	\$ 204,076	\$ 171,259	\$ 169,974	-16.7%
5200	Benefits	\$ 59,430	\$ 74,503	\$ 60,102	\$ 62,516	-16.1%
Total Personnel Expenses		\$ 233,997	\$ 278,579	\$ 231,361	\$ 232,490	-16.5%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
37001	5431 Water	\$ 2,309	\$ 2,300	\$ 3,836	\$ 3,700	60.9%
37001	5435 Electricity	\$ 233,153	\$ 218,240	\$ 256,008	\$ 296,101	35.7%
37001	6120 Fuel & Lube	\$ 4,869	\$ 7,100	\$ 2,931	\$ 6,290	-11.4%
37001	6410 Laundry & Uniforms	\$ 515	\$ 550	\$ 614	\$ 550	0.0%
37001	6424 Info Systems: Infrastructure	\$ -	\$ -	\$ -	\$ 4,000	0.0%
37001	6710 Equipment New	\$ -	\$ -	\$ -	\$ -	0.0%
37001	6730 Non-Specific Repair & Maintenance			\$ -	\$ -	0.0%
37001	6920 Permits	\$ 1,995	\$ 4,334	\$ 4,706	\$ 4,760	9.8%
37001	6930 Piping & Electrical Repair	\$ 5,639	\$ 5,000	\$ 5,634	\$ 5,000	0.0%
37001	6940 Planned Maintenance	\$ 6,494	\$ 6,500	\$ 842	\$ 6,500	0.0%
37001	7010 Plant Contracts	\$ 5,628	\$ 21,100	\$ 9,179	\$ 24,700	17.1%
37001	7320 Safety Equipment	\$ 587	\$ 1,200	\$ -	\$ 1,200	0.0%
37001	7330 Specialty Services	\$ -	\$ -	\$ -	\$ -	0.0%
37001	7510 Tools	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Total Non-Personnel Expenses		\$ 261,189	\$ 267,324	\$ 283,750	\$ 353,801	32.3%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 68,136	\$ 73,865	\$ 80,510	\$ 89,900	21.7%
Total Internal Service Fund Expenses		\$ 68,136	\$ 73,865	\$ 80,510	\$ 89,900	21.7%
Total Operating Expenses		\$ 563,322	\$ 619,768	\$ 595,621	\$ 676,191	9.1%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.

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REMOTE FACILITIES

BUENA VISTA PUMP STATION

The Buena Vista Pump Station (BVPS) is part of the Encina Joint Sewerage System and is jointly owned by the City of Vista and the City of Carlsbad. This pump station is located on the southwest shores of the Buena Vista Lagoon.

Capacity – The BVPS, which is equipped with four (4) pumps rated at 6,000 gallons per minute and is operated 365 days a year on a 24 hour-a-day basis.

Cost Allocation – The BVPS is operated by EWA under a contract with the owner agencies. The costs of operating and maintaining the BVPS are allocated to the City of Vista (89.6%) and the City of Carlsbad (10.4%) in accordance with the May 2017 Memorandum of Understanding.



Buena Vista Pump Station

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OPERATING EXPENSE SUMMARY: BUENA VISTA PUMP STATION

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 129,836	\$ 172,356	\$ 152,469	\$ 146,945	-14.7%
5200	Benefits	\$ 54,911	\$ 60,653	\$ 54,829	\$ 54,839	-9.6%
Total Personnel Expenses		\$ 184,747	\$ 233,009	\$ 207,299	\$ 201,784	-13.4%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
32001	5431 Water	\$ 935	\$ 1,200	\$ 893	\$ 1,220	1.7%
32001	5435 Electricity	\$ 492,257	\$ 499,400	\$ 548,868	\$ 632,122	26.6%
32001	5910 Equipment Rental	\$ -	\$ -	\$ -	\$ -	0.0%
32001	6120 Fuel & Lube	\$ 5,589	\$ 7,350	\$ 7,546	\$ 6,540	-11.0%
32001	6410 Laundry & Uniforms	\$ 515	\$ 550	\$ 614	\$ 550	0.0%
32001	6424 Info Systems: Infrastructure	\$ -	\$ -	\$ -	\$ 4,000	0.0%
32001	6730 Non-Specific Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	0.0%
32001	6920 Permits	\$ 3,716	\$ 6,246	\$ 8,694	\$ 7,157	14.6%
32001	6930 Piping & Electrical Repair	\$ 838	\$ 7,500	\$ 4,907	\$ 7,500	0.0%
32001	6940 Planned Maintenance	\$ 13,519	\$ 13,500	\$ 1,380	\$ 13,500	0.0%
32001	7010 Plant Contracts	\$ 9,349	\$ 19,400	\$ 18,652	\$ 24,400	25.8%
32001	7320 Safety Equipment	\$ 460	\$ 1,500	\$ 486	\$ 1,500	0.0%
32001	7330 Specialty Services	\$ -	\$ -	\$ -	\$ -	0.0%
32001	7510 Tools	\$ -	\$ 1,000	\$ 335	\$ 1,000	0.0%
Total Non-Personnel Expenses		\$ 527,178	\$ 557,646	\$ 592,375	\$ 699,489	25.4%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 70,567	\$ 73,957	\$ 80,610	\$ 89,255	20.7%
Total Internal Service Fund Expenses		\$ 70,567	\$ 73,957	\$ 80,610	\$ 89,255	20.7%
Total Operating Expenses		\$ 782,492	\$ 864,612	\$ 880,284	\$ 990,528	14.6%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.

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REMOTE FACILITIES

CARLSBAD WATER RECYCLING FACILITY

The Carlsbad Water Recycling Facility (CWRF) is owned by the City of Carlsbad via the Carlsbad Municipal Water District. The facility is located on nine (9) acres directly adjacent to the southwest border of the EWPCF.

Capacity – The CWRF treats EWPCF secondary effluent to meet title 22, California Code of Regulations standards for disinfected tertiary recycled water, which is conveyed throughout the City for irrigation purposes. A plant expansion completed during FY 2016-17 increased the plant capacity to 7 MGD.

Cost Allocation – The CWRF is operated by EWA under a contract with the Carlsbad Municipal Water District. 100% of the costs for operating and maintaining the CWRF are paid by the Carlsbad Municipal Water District, via the City of Carlsbad, in accordance with the May 2005 Memorandum of Understanding. Recommended expenses are based on the expected recycled water production volume. Production volume is anticipated to increase during Fiscal Year 2024-25 due to decreased production at the Vallecitos Water District's Meadowlark Water Reclamation Facility. The Meadowlark Water Reclamation Facility typically supplies a portion of the City of Carlsbad's recycled water needs but will be offline due to planned maintenance activities for a portion of the fiscal year. Actual expenditures will reflect the actual volume of recycled water production.



Carlsbad Water Recycling Facility

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OPERATING EXPENSE SUMMARY: CARLSBAD WATER RECYCLING FACILITY

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 347,688	\$ 391,226	\$ 273,377	\$ 280,539	-28.3%
5200	Benefits	\$ 116,054	\$ 148,351	\$ 101,022	\$ 105,565	-28.8%
Total Personnel Expenses		\$ 463,742	\$ 539,577	\$ 374,399	\$ 386,104	-28.4%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
38001	5394 Sodium Hydroxide	\$ 7,076	\$ 20,000	\$ 13,626	\$ 20,000	0.0%
38001	5395 Citric Acid	\$ 12,696	\$ 38,100	\$ 25,819	\$ 38,100	0.0%
38001	5407 Sodium Hypochlorite	\$ 238,774	\$ 437,700	\$ 563,707	\$ 611,679	39.7%
38001	5408 Coagulation Polymer	\$ -	\$ 3,300	\$ -	\$ 3,300	0.0%
38001	5409 Dewatering Polymer	\$ -	\$ -	\$ -	\$ -	0.0%
38001	5410 Chemicals	\$ -	\$ -	\$ -	\$ -	0.0%
38001	5411 Sodium Bisulfate	\$ 9,210	\$ 22,400	\$ 10,863	\$ 26,334	17.6%
38001	5412 Alum	\$ -	\$ 14,100	\$ -	\$ 14,100	0.0%
38001	5435 Electricity	\$ 232,990	\$ 298,515	\$ 267,419	\$ 265,125	-11.2%
38001	5530 Misc. Corrosion Protection	\$ 1,195	\$ 2,000	\$ -	\$ 2,000	0.0%
38001	5910 Equipment Rental	\$ -	\$ 3,500	\$ -	\$ 3,500	0.0%
38001	6120 Fuel & Lube	\$ 84	\$ 1,480	\$ 275	\$ 1,445	-2.4%
38001	6230 Janitorial	\$ 1,600	\$ 2,100	\$ 1,750	\$ 2,100	0.0%
38001	6410 Laundry & Uniforms	\$ 978	\$ 1,250	\$ 1,166	\$ 1,250	0.0%
38001	6424 Information Systems	\$ 3,997	\$ 4,000	\$ 6,172	\$ 4,000	0.0%
38001	6450 Professional Services	\$ 8,053	\$ 25,000	\$ 3,520	\$ 25,000	0.0%
38001	6730 Non-Specific Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	0.0%
38001	6920 Permits	\$ 27,175	\$ 31,625	\$ 57,126	\$ 33,925	7.3%
38001	6930 Piping & Electrical Repair	\$ 9,238	\$ 10,000	\$ 8,033	\$ 10,000	0.0%
38001	6940 Planned Maintenance	\$ 34,764	\$ 35,000	\$ 21,199	\$ 35,000	0.0%
38001	7010 Plant Contracts	\$ 6,106	\$ 30,500	\$ 10,278	\$ 41,100	34.8%
38001	7320 Safety Equipment	\$ 554	\$ 1,700	\$ -	\$ 1,700	0.0%
38001	7330 Specialty Services	\$ -	\$ -	\$ -	\$ -	0.0%
38001	7510 Tools	\$ -	\$ 1,000	\$ 1,960	\$ 1,000	0.0%
Total Non-Personnel Expenses		\$ 594,490	\$ 983,270	\$ 992,913	\$ 1,140,658	16.0%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 222,145	\$ 254,417	\$ 277,304	\$ 326,647	28.4%
12001	Laboratory	\$ 63,153	\$ 52,584	\$ 41,229	\$ 72,635	38.1%
Total Internal Service Fund Expenses		\$ 285,298	\$ 307,001	\$ 318,533	\$ 399,282	30.1%
Total Operating Expenses		\$ 1,343,530	\$ 1,829,848	\$ 1,685,845	\$ 1,926,044	5.3%

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REMOTE FACILITIES

RACEWAY BASIN PUMP STATION

The Raceway Basin Pump Station (RBPS) is owned by the City of Vista. This pump station is located approximately 1/2 mile north of Palomar Airport Road and 1/8 mile west of Melrose Drive.

Capacity – The RBPS, which is equipped with three (3) pumps rated at 1,350 gallons per minute and is operated 365 days a year on a 24 hour-a-day basis.

Cost Allocation – The RBPS is operated by EWA under a contract with the City of Vista. 100% of the costs for operating and maintaining the RBPS are allocated to the City of Vista in accordance with the May 2017 Memorandum of Understanding.



Raceway Basin Pump Station

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OPERATING EXPENSE SUMMARY: RACEWAY BASIN PUMP STATION

PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 93,278	\$ 122,871	\$ 134,451	\$ 97,144	-20.9%
5200	Benefits	\$ 38,253	\$ 46,247	\$ 49,782	\$ 37,066	-19.9%
Total Personnel Expenses		\$ 131,531	\$ 169,118	\$ 184,232	\$ 134,210	-20.6%

NON-PERSONNEL

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
39001	5431 Water	\$ 662	\$ 1,050	\$ 751	\$ 1,100	4.8%
39001	5435 Electricity	\$ 50,624	\$ 46,035	\$ 56,703	\$ 62,014	34.7%
39001	5445 Telephone	\$ -	\$ -	\$ -	\$ -	0.0%
39001	5910 Equipment Rental	\$ -	\$ -	\$ -	\$ -	0.0%
39001	6120 Fuel & Lube	\$ 3,743	\$ 6,150	\$ 2,767	\$ 5,648	-8.2%
39001	6410 Laundry & Uniforms	\$ 515	\$ 550	\$ 614	\$ 550	0.0%
39001	6424 Info Systems: Infrastructure	\$ -	\$ -	\$ -	\$ 4,000	0.0%
39001	6710 Equipment New	\$ -	\$ -	\$ -	\$ -	0.0%
39001	6730 Non-Specific Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	0.0%
39001	6920 Permits	\$ 2,452	\$ 4,870	\$ 1,786	\$ 5,565	14.3%
39001	6930 Piping & Electrical Repair	\$ 202	\$ 2,000	\$ -	\$ 2,000	0.0%
39001	6940 Planned Maintenance	\$ 4,660	\$ 5,000	\$ 2,440	\$ 5,000	0.0%
39001	7010 Plant Contracts	\$ 4,382	\$ 18,500	\$ 6,370	\$ 20,300	9.7%
39001	7320 Safety Equipment	\$ 163	\$ 1,150	\$ -	\$ 1,150	0.0%
39001	7330 Specialty Services	\$ -	\$ -	\$ -	\$ -	0.0%
39001	7510 Tools	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
Total Non-Personnel Expenses		\$ 67,403	\$ 86,305	\$ 71,431	\$ 108,327	25.5%

INTERNAL SERVICE FUNDS

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	Administration	\$ 47,055	\$ 50,310	\$ 54,836	\$ 60,039	19.3%
Total Internal Service Fund Expenses		\$ 47,055	\$ 50,310	\$ 54,836	\$ 60,039	19.3%
Total Operating Expenses		\$ 245,989	\$ 305,733	\$ 310,499	\$ 302,576	-1.0%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.

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INTERNAL SERVICE FUNDS

Internal Service Funds (ISFs) make categorical and overhead charges to operating and capital programs. Categorical charges are costs incurred by the ISF that are directly attributable to a particular operating or capital program the ISF supports. Overhead charges are costs incurred by the ISF that support more than one operating or capital program. Encina's budget reflects three ISFs: (1) Administration; (2) Laboratory; and, (3) Energy Management. The existence of these ISFs traces back to the 1998 Encina Staffing Reorganization and management's effort to distinguish between costs required to ensure public health, produce effluent water compliant with NPDES Permit standards, and maintain the associated Encina Joint System infrastructure from costs associated with administering the Encina Joint System that could be taken on by a Member Agency or a third party administrator (Administration), permit compliance activities that could be contracted out (Laboratory), and power that could be purchased from San Diego Gas & Electric (Energy Management).

Administration – The Administration Internal Service Fund provides professional support services to Encina's Board of Directors as well as all Operating and Capital Programs. Administration plans and executes Encina's business, asset management, and financial plans; provides treasury and accountancy management; is responsible for required and supplemental financial reporting; administers all human resources functions, employee benefits, professional development, and other "Employer of Choice" initiatives; and, supports Encina's governance activities.

Laboratory – The Laboratory Internal Service Fund is responsible for monitoring and reporting activities required by: (1) Encina's National Pollutant Discharge Elimination System (NPDES) Permit; (2) permits related to facilities operated and maintained by Encina staff; (3) Encina's Storm Water Permit; and, (4) permits and contracts related to biosolids use. The Laboratory is also responsible for management of Encina's Joint Flow Metering System (JFMS), as well as the sampling and data compilation elements of Encina's Financial Plan and Revenue Program.

Encina's Laboratory, which is certified by the State of California's Environmental Laboratory Accreditation Program, analyzes over 32,000 samples per year including process control, plant influent and effluent, biosolids, industrial user samples, ocean water, storm water, and drinking water. A portion of the analyses is completed under contract for Encina's Member Agencies, which generated over \$169,000 in revenue in FY 2022-23, offsetting operating expenses.

Energy Management – The Energy Management Internal Service Fund utilizes the EWPCF's power production and heat exchange facilities to maximize the beneficial reuse of digester gas produced in the wastewater treatment process thus minimizing the amount of energy Encina must purchase to operate the EWPCF. EWPCF's Energy Management facilities generates about 12 million kilowatt hours of green electricity per year from biogas thus providing up to 85% of the electricity required to operate the EWPCF. Encina is a member of the Environmental Protection Agency's Green Power Partnership and has been ranked in the Top 30 of the Green Power Leadership Club for On-Site Generation since 2011.



Cost Allocation – All ISF costs and revenues are allocated internally to one or more Operating or Capital program on the basis of use. Each Operating and Capital program has its own cost allocation that apportions its net costs the Member Agencies.

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OPERATING EXPENSE SUMMARY: INTERNAL SERVICE FUNDS

PERSONNEL EXPENSES

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
5100	Salaries	\$ 1,987,807	\$ 1,973,165	\$ 2,359,114	\$ 2,464,203	24.9%
5200	Benefits	\$ 588,947	\$ 706,168	\$ 745,833	\$ 880,407	24.7%
Total Personnel Expenses		\$ 2,576,754	\$ 2,679,333	\$ 3,104,947	\$ 3,344,610	24.8%

NON-PERSONNEL EXPENSES

		Actual FY 2022-23	Budget FY 2023-24	Projected FY 2023-24	Proposed FY 2024-25	% Change ¹
11001	5445 Telephone	\$ 129,625	\$ 139,302	\$ 114,321	\$ -	-100.0%
11001	5510 Advertising	\$ 11,966	\$ 7,000	\$ 2,668	\$ 2,000	-71.4%
11001	5520 Books and Publications	\$ -	\$ 1,000	\$ -	\$ 947	-5.3%
11001	5810 Employee Recognition	\$ 24,251	\$ 20,000	\$ 33,172	\$ -	-100.0%
11001	5920 Equipment Repair Maint	\$ 31,374	\$ 10,000	\$ 5,237	\$ -	-100.0%
11001	6210 Independent Auditor/Actuary	\$ 21,485	\$ 20,335	\$ 18,672	\$ -	-100.0%
11001	6220 Insurance	\$ 448,950	\$ 584,960	\$ 610,340	\$ -	-100.0%
11001	6420 Legal Services	\$ 90,354	\$ 100,000	\$ 86,089	\$ 100,000	0.0%
11001	6424 Info Systems: Infrastructure	\$ 415,797	\$ 463,500	\$ 486,722	\$ -	-100.0%
11001	6430 Memberships	\$ 69,015	\$ 68,732	\$ 68,732	\$ 37,223	-45.8%
11001	6440 Mileage Reimbursement	\$ 2,248	\$ 2,000	\$ 9,379	\$ -	-100.0%
11001	6450 Professional Services	\$ 257,668	\$ 353,500	\$ 315,000	\$ 23,430	-93.4%
11001	6830 Materials & Supplies	\$ 32,750	\$ 32,000	\$ 40,972	\$ 32,000	0.0%
11001	7110 Postage	\$ 2,320	\$ 4,810	\$ 8,530	\$ 7,990	66.1%
11001	7120 Printing & Reproduction	\$ 855	\$ 2,000	\$ -	\$ 2,000	0.0%
11001	7310 Safety & Medical Services	\$ 1,503	\$ -	\$ -	\$ -	0.0%
11001	7410 Subscriptions	\$ 4,586	\$ -	\$ -	\$ -	0.0%
11001	7610 Professional Development	\$ 123,648	\$ 182,230	\$ 204,242	\$ 106,720	-41.4%
11003	5445 Telephone	\$ -	\$ -	\$ -	\$ 11,214	0.0%
11003	6210 Independent Auditor/Actuary	\$ -	\$ -	\$ -	\$ 22,770	0.0%
11003	6220 Insurance	\$ -	\$ -	\$ -	\$ 664,415	0.0%
11003	6430 Memberships	\$ -	\$ -	\$ -	\$ 1,366	0.0%
11003	6440 Mileage Reimbursement	\$ -	\$ -	\$ -	\$ 3,000	0.0%
11003	6450 Professional Services	\$ -	\$ -	\$ -	\$ 169,350	0.0%
11003	7610 Professional Development	\$ -	\$ -	\$ -	\$ 3,500	0.0%
11004	5510 Advertising	\$ -	\$ -	\$ -	\$ 5,000	0.0%
11004	5810 Employee Recognition	\$ -	\$ -	\$ -	\$ 30,000	0.0%
11004	6430 Memberships	\$ -	\$ -	\$ -	\$ 5,838	0.0%
11004	6450 Professional Services	\$ -	\$ -	\$ -	\$ 45,600	0.0%
11004	7610 Professional Development	\$ -	\$ -	\$ -	\$ 81,680	0.0%
11005	5445 Telephone	\$ -	\$ -	\$ -	\$ 128,088	0.0%
11005	5920 Equipment Repair Maint	\$ -	\$ -	\$ -	\$ 10,000	0.0%
11005	6424 Info Systems: Infrastructure	\$ -	\$ -	\$ -	\$ 936,668	0.0%

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NON-PERSONNEL EXPENSES (cont.)

				Actual		Budget		Projected		Proposed	%
				FY 2022-23		FY 2023-24		FY 2023-24		FY 2024-25	Change ¹
11005	6430	Memberships	\$	-	\$	-	\$	-	\$	390	0.0%
11005	7610	Professional Development	\$	-	\$	-	\$	-	\$	11,000	0.0%
12001	6120	Fuel & Lube	\$	546	\$	695	\$	1,682	\$	695	0.0%
12001	6310	Lab Equipment Repair	\$	36,982	\$	39,900	\$	60,167	\$	43,900	10.0%
12001	6320	Lab Minor Equip Replace	\$	1,794	\$	2,490	\$	10,066	\$	9,600	285.5%
12001	6330	Lab Supplies	\$	94,431	\$	115,900	\$	99,460	\$	105,100	-9.3%
12001	6410	Laundry & Uniforms	\$	3,952	\$	4,400	\$	4,712	\$	4,400	0.0%
12001	6430	Memberships	\$	-	\$	-	\$	-	\$	3,052	0.0%
12001	6450	Professional Services	\$	14,865	\$	36,700	\$	10,390	\$	22,000	-40.1%
12001	6910	Outside Analysis	\$	22,873	\$	46,500	\$	10,520	\$	17,000	-63.4%
12001	6911	Effluent Testing	\$	1,978	\$	2,000	\$	165	\$	2,000	0.0%
12001	6912	Biosolids Testing	\$	6,481	\$	7,950	\$	7,546	\$	7,700	-3.1%
12001	6913	Industrial User Testing	\$	31,294	\$	52,000	\$	40,714	\$	53,000	1.9%
12001	6920	Permits	\$	6,563	\$	15,000	\$	21,430	\$	19,400	29.3%
12001	7120	Printing & Reproduction	\$	-	\$	600	\$	60	\$	650	8.3%
12001	7330	Specialty Services	\$	13,553	\$	14,900	\$	11,743	\$	16,500	10.7%
12001	7610	Professional Development	\$	-	\$	-	\$	-	\$	1,500	0.0%
13001	5410	Chemicals	\$	8,372	\$	10,556	\$	9,399	\$	10,600	0.4%
13001	5435	Electricity	\$	1,000,647	\$	912,232	\$	828,363	\$	967,741	6.1%
13001	5440	Natural Gas	\$	1,374,386	\$	1,327,855	\$	740,976	\$	1,062,607	-20.0%
13001	6120	Fuel & Lube	\$	29,934	\$	35,600	\$	56,101	\$	35,600	0.0%
13001	6230	Janitorial	\$	2,600	\$	-	\$	-	\$	-	0.0%
13001	6410	Laundry & Uniforms	\$	1,173	\$	1,400	\$	1,426	\$	1,400	0.0%
13001	6730	Non-Specific Repair & Maintenance	\$	18,220	\$	25,000	\$	21,068	\$	27,500	10.0%
13001	6920	Permits	\$	18,086	\$	19,859	\$	35,394	\$	25,000	25.9%
13001	6940	Planned Maintenance	\$	82,223	\$	108,000	\$	86,281	\$	108,000	0.0%
13001	7330	Specialty Services	\$	24,854	\$	61,000	\$	41,609	\$	67,500	10.7%
13001	7510	Tools	\$	1,982	\$	2,000	\$	2,554	\$	2,500	25.0%
Total Non-Personnel Expenses			\$	4,466,184	\$	4,833,906	\$	4,105,902	\$	5,057,134	4.6%
Total Operating Expenses			\$	7,042,938	\$	7,513,239	\$	7,210,849	\$	8,401,744	11.8%

1. Represents the percentage change from the FY 2023-24 Budget to the FY 2024-25 Proposed Budget.



CAPITAL SECTION

Capital Budget Summary

Capital Improvement Program

Planned Asset Rehabilitation & Replacement

Capital Acquisitions

Remote Facilities Acquisitions & Rehabilitation

Capital Improvement Program - 5 Year Detail

Capital Improvement Program - Est. Carry Forward

Long-Term Capital Financial Plan

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CAPITAL PROGRAM

The Authority's Capital Program consists of the following elements: (1) EWPCF – Capital Improvements; (2) EWPCF – Planned Asset Rehabilitation & Replacement; (3) EWPCF – Capital Acquisitions; (4) Remote Facilities – Acquisitions & Rehabilitation; (5) Five-Year Capital Improvement Plan; and (6) Twenty Year Capital Improvement Plan.

EWPCF – Capital Improvements – Capital Improvement Projects are those projects that increase or maintain the capacity of the Joint System and require a significant time commitment from staff. These projects regularly span multiple fiscal years and, therefore, unspent appropriations are typically carried forward by the Authority's annual Appropriations Resolution. Capital Project costs are allocated to Member Agencies based on ownership of the affected facilities. All Capital Projects are studied, designed, and executed pursuant to Encina's Comprehensive Asset Management Plan.



Encina Wastewater Authority, 2014

EWPCF – Planned Asset Rehabilitation & Replacement – Planned Asset Rehabilitation & Replacement projects extend the useful life of existing Joint System facilities and require a significant time commitment from staff. These projects are typically completed within a fiscal year, however, if a project cannot be completed, the Authority's annual Appropriations Resolution will identify unspent appropriations to be carried forward. Planned Asset Replacement costs are allocated based on ownership of the affected facilities.

EWPCF – Capital Acquisitions – Capital Acquisitions include the purchase of new items and minor facility projects that maintain the capacity and useful life of existing Joint System facilities. Expenditures are allocated based on the benefiting program or internal service fund.

Remote Facilities – Acquisitions & Rehabilitation – Remote Facility Acquisitions and Rehabilitation include the purchase of new items and minor facility projects that maintain the capacity and useful life of existing remote facilities operated by the Authority. Expenditures are allocated based on ownership of the affected facilities.

CAPITAL PROGRAM (cont.)

LONG TERM CAPITAL IMPROVEMENTS

Five-Year Capital Improvement Plan – The Five-Year Capital Improvement Plan includes expenditure projections for current and planned projects expected to require additional appropriations through FY 2028-29, as identified by Encina’s Comprehensive Asset Management Plan (E-CAMP) documents. The Five-Year Capital Improvement Plan is developed and sequenced pursuant to E-CAMP.

Twenty-Year Capital Improvement Plan – The Twenty-Year Capital Improvement Plan includes expenditure projections for current and planned projects expected to require additional appropriations through FY 2043-44.

As planning reports are updated or other information becomes available, the long-term financial schedules may be revised. Capital Programs may also be modified due to unanticipated wastewater service requirements by one or more Member Agencies, cost inflation, changes in local population and development growth patterns, and new regulatory requirements. All projections are shown in current year dollars.

SUMMARY of CAPITAL

	Actual FY 2022-23 ¹		Budget FY 2023-24		Proposed FY 2024-25
EWPCF – Capital Improvements	\$	16,272,257	\$	19,245,000	\$ 25,072,000
EWPCF – Planned Asset Rehabilitation & Replacement	\$	1,192,653	\$	1,534,200	\$ 1,729,000
EWPCF – Capital Acquisitions	\$	420,088	\$	368,000	\$ 720,000
Remotes Facilities – Acquisitions & Rehabilitation	\$	1,294,102	\$	1,602,917	\$ 1,549,500
Subtotal	\$	19,179,100	\$	22,750,117	\$ 29,070,500
Salaries & Benefits	\$	2,964,385	\$	3,084,320	\$ 2,347,081
Total Capital Expense	\$	22,143,485	\$	25,834,437	\$ 31,417,581

ESTIMATED REVENUES

	Actual FY 2022-23 ¹		Budget FY 2023-24		Proposed FY 2024-25
City of Carlsbad	\$	5,301,587	\$	6,389,064	\$ 7,793,555
City of Vista	\$	5,804,243	\$	6,727,776	\$ 8,185,279
Buena Sanitation District	\$	1,681,424	\$	1,885,193	\$ 2,395,413
Vallecitos Water District	\$	4,522,663	\$	5,342,908	\$ 6,678,308
City of Encinitas	\$	857,335	\$	1,007,443	\$ 1,264,922
Leucadia Wastewater District	\$	3,388,966	\$	3,982,053	\$ 5,000,103
Federal Grant	\$	318,822	\$	500,000	\$ 100,000
Total Capital Revenue²	\$	21,875,040	\$	25,834,437	\$ 31,417,581

CAPITAL IMPROVEMENT PROGRAM
MULTI-YEAR PROJECTS

	Actual FY 2022-23 ¹		Budget FY 2023-24		Proposed FY 2024-25
<i>Liquid Process</i>	\$	1,130,892	\$	925,000	\$ 3,067,000
<i>Outfall</i>	\$	6,070	\$	50,000	\$ 230,000
<i>Solids Process</i>	\$	8,311,777	\$	4,220,000	\$ 9,550,000
<i>Energy Management</i>	\$	462,004	\$	800,000	\$ 2,400,000
<i>General</i>	\$	4,339,877	\$	7,205,000	\$ 3,400,000
<i>Technology</i>	\$	1,572,444	\$	3,600,000	\$ 4,600,000
<i>Professional Services</i>	\$	449,193	\$	2,445,000	\$ 1,825,000
Total EWPCF – Capital Improvements	\$	16,272,257	\$	19,245,000	\$ 25,072,000
EWPCF – Planned Asset Rehabilitation & Replacement	\$	1,192,653	\$	1,534,200	\$ 1,729,000
EWPCF – Capital Acquisitions	\$	420,088	\$	368,000	\$ 720,000
Remote Facilities – Acquisitions & Rehabilitation	\$	1,294,102	\$	1,602,917	\$ 1,549,500
Personnel	\$	2,964,385	\$	3,084,320	\$ 2,347,081
Total Capital Expense	\$	22,143,485	\$	25,834,437	\$ 31,417,581

1. Actuals for FY 2022-23 include the expenditure of authorized appropriations carried over from the previous year.

2. Revenue difference relates to a \$268,445 interest income timing difference that will be net with future year member agency billings.

EWPCF – CAPITAL IMPROVEMENTS

Org	Object	Project	Description	Amount	Totals
92102	8300	12009	PSB mechanical Rehab-Short Term	\$ 2,300,000	
92102	8300	13019	Control Strategy Improvements	\$ 100,000	
92102	8300	13024	RAS Box/IJS Rehabilitation	\$ 400,000	
92102	8300	14006	Effluen Pump Station Discharge Piping Valves Improvements	\$ 267,000	
			<i>Total Liquid Process</i>		\$ 3,067,000
92102	8300	21002	Ocean Outfall Maintenance and Inspection-External	\$ 130,000	
92102	8300	21009	Ocean Outfall-84" Repair	\$ 100,000	
			<i>Total Outfall</i>		\$ 230,000
92102	8300	31006	DAFT Repairs	\$ 1,100,000	
92102	8300	31010	Solids Facilities Support System Rehab	\$ 900,000	
92102	8300	32013	Digester Rehabilitation and Improvements	\$ 5,000,000	
92102	8300	32020	Digester 1, 2 & 3 Improvements	\$ 350,000	
92102	8300	33025	Existing Dryer Components Rehabilitation	\$ 200,000	
92102	8300	33030	Existing Dryer Major Rehabilitation	\$ 2,000,000	
			<i>Total Solids Process</i>		\$ 9,550,000
92102	8300	41005	Cogen Engine Top-End Overhaul	\$ 400,000	
92102	8300	41015	Cogen Engine Catalyst System & Gas Conditionint Facilities	\$ 500,000	
92102	8300	41025	Combined Generator Control Module Repalcement	\$ 1,500,000	
			<i>Total Energy Management</i>		\$ 2,400,000
92102	8300	51001	Odor & Corrosion Control Improvements	\$ 600,000	
92102	8300	51002	ORF Carbon Media Replacement	\$ 150,000	
92102	8300	53013	Building Roof Replacements	\$ 200,000	
92102	8300	52032	Plant-wide Asset Painting & Coating	\$ 150,000	
92102	8300	52044	Flood Control Channel Restoration	\$ 100,000	
92102	8300	52047	Site Security Facilities - Tier 2-4	\$ 150,000	
92102	8300	53015	Dewatering Building Rehab and Cogen Roof	\$ 750,000	
92102	8300	54005	Implement Minor Condition Assessment Recommendations	\$ 150,000	
92102	8300	54006	As-Needed Contractor Services	\$ 1,000,000	
92102	8300	54007	Miscellaneous Building Rehabilitation	\$ 150,000	
			<i>Total General</i>		\$ 3,400,000
92102	8300	61206	Secondaries & Effluent Electrical & Controls	\$ 3,500,000	
92102	8300	61210	Heat Dryer Controls Improvements	\$ 450,000	
92102	8300	61514	SCADA Integration Services	\$ 265,000	
92102	8300	62708	Document Management System Upgrade	\$ 335,000	
92102	8300	62709	Cyber Security & Business System Management Services	\$ 50,000	
			<i>Total Technology</i>		\$ 4,600,000
92102	8300	81016	Asset Condition Assessments	\$ 100,000	
92102	8300	82015	Potable Reuse *	\$ 500,000	
92102	8300	82020	Energy Resilience Assessment	\$ 100,000	
92102	8300	82025	OT Plan Update	\$ 50,000	
92102	8300	80827	Facility Master Plan Update	\$ 100,000	
92102	8300	84001	Extension of Staff Engineering Services	\$ 525,000	
92102	8300	84002	Research and Development Services	\$ 100,000	
92102	8300	84012	Air Permitting Assistance	\$ 200,000	
92102	8300	84019	CMMS/Asset Mgmt	\$ 150,000	
			<i>Total Professional Services</i>		\$ 1,825,000
Total EWPCF – Capital Improvements					\$ 25,072,000

* Project is supported by Federal grant revenue.

EWPCF – PLANNED ASSET REHABILITATION & REPLACEMENT

Org	Object	Project	Description	Amount	
80002	8010	80711	General Plant Projects	\$	323,000
			General Plant Repairs & Unplanned Repair	\$	170,000
			Plant Security Services	\$	83,000
			Door Hinge and Lock Repair	\$	30,000
			Replace Plant Lighting	\$	20,000
			Maintenance Building Floor Replacement	\$	20,000
80002	8020	80040	TWAS & DAF System Projects	\$	83,000
			TWAS Pump Rebuild	\$	55,000
			DAF Pressurization Pump rebuild	\$	18,000
			DAF Poly Pump Rebuild	\$	4,000
			Plug Valve Replacement	\$	6,000
80002	8030	80811	Water Systems Projects	\$	255,000
			Water Systems Pump Rebuild (2W, 3W, 3WL, 3WLC)	\$	150,000
			3WL Strainer Rotating Assembly Replacement	\$	100,000
			Chlorine Pump Rebuild	\$	5,000
80002	8050	80098	Primary Area Projects	\$	219,000
			Primary Sludge Pump Replacement	\$	30,000
			Primary Sed Tank Parts	\$	30,000
			Sludge Pump Rebuild Kit	\$	26,000
			Primary Area Tank Drainage Pump Rebuild	\$	5,000
			Plant Drainage Rebuild	\$	10,000
			Primary Grinder Rebuild	\$	14,000
			Grit Pump Rebuilds (2)	\$	40,000
			Ferric / Polymer Pumps (2)	\$	10,000
			Replace Valves in Gallery (8"=5, 6"=5)	\$	14,000
			Bar Screen and Washer compacter wear parts	\$	40,000
80002	8050	80209	FOG System Projects	\$	99,000
			FOG Metering Pump Replacement	\$	15,000
			Recirc Pump Rebuild	\$	14,000
			FOG Transporter (Lobe Pump) Rebuild	\$	70,000
80002	8060	80185	Secondary Area Projects	\$	269,000
			Flow Meter Replacement	\$	50,000
			RAS Pump Replacement	\$	25,000
			Aeration Basin DO Probe Replacements (1 basin)	\$	60,000
			WAS Pump Rebuild	\$	15,000
			Effluent Motor Rehab	\$	10,000
			ATS Replacement SEEPS Building	\$	45,000
			SEEPS Return Actuator	\$	24,000
			Rewire RAS 1-8 LIT	\$	20,000
			SEEPS Wetwell LIT & Level Switch Low Replacement	\$	20,000

Org	Object	Project	Description	Amount	
80002	8070	80195	Digester Area Projects	\$	135,000
			Digester Mix Pump Rebuild	\$	60,000
			Digester Transfer Pump Rebuild	\$	12,000
			Digester #2 Recirculation Pump Rebuild	\$	14,000
			Digester Hot Water Pump Replacement	\$	5,000
			Gas Equipment Maintenance (with LIT)	\$	20,000
			Digester Heat Recirculation Pump Rebuild	\$	14,000
			Digester Mix Pump Minor Rebuild	\$	10,000
80002	8080	80419	Centrifuge Feed Pit Projects	\$	30,000
			Centrifuge Feed Pump Grinder Rebuild	\$	15,000
			Centrifuge Feed Pump Motor Rebuild	\$	15,000
80002	8080	80264	Solids Processing Equipment Projects	\$	198,000
			Cake Pump Rebuild	\$	40,000
			RTO Media Replacement	\$	30,000
			HD Furnace Safety Inspection	\$	8,000
			Misc. Motors	\$	20,000
			Furnace obsolete parts (NG Liner valve, Maxon, valves)	\$	25,000
			Condenser Mist Eliminators replacement due to wear	\$	10,000
			Replacement of mixer plows due to wear	\$	30,000
			Shaker Screen Parts	\$	25,000
			Air Dryer Replacement	\$	10,000
80002	8090	80394	Cogeneration System Projects	\$	118,000
			Heatloop Pump Repair	\$	15,000
			UPS Repair and Warranty	\$	15,000
			Cogen Air Compressor Replacement	\$	35,000
			AHU Fan Assembly Co-Gen (Replacement Parts)	\$	21,000
			Breakers for Jacket Water Heaters	\$	32,000
Total EWPCF – Planned Asset Rehabilitation & Replacement				\$	1,729,000

EWPCF – CAPITAL ACQUISITIONS

Org	Object	Project	Description	Amount	
23002	7710	70010	Information Technology	\$	151,000
			Computer Replacement	\$	40,000
			Network Hardware Repair	\$	30,000
			SCADA Clients	\$	15,000
			Cyber Security Password Manager	\$	55,000
			Studio 5000-Troubleshoot Old SCADA	\$	11,000
23002	7730	70023	New Equipment	\$	360,000
			Misc. Motor Replacements	\$	40,000
			Vehicle Replacement (2 - EV Trucks)	\$	120,000
			EV Charger	\$	40,000
			New Boom Lift-Compliance	\$	70,000
			Process Monitoring TOC Analyzer (Headworks)	\$	60,000
			Cart Rehab/Replacement	\$	30,000
23002	7730	70033	Operations & Administration Building	\$	100,000
			Executive Conference Room Chairs	\$	10,000
			Portable Analyzer - Testo 350	\$	10,000
			Lab Exhaust Fans (3)-Compliance	\$	60,000
			Refrigerated Sampler for Influent Monitoring	\$	20,000
23002	7750	70300	EWPCF Plant	\$	109,000
			Handheld Valve Actuator-Safety	\$	13,000
			Remote Circuit Breaker Switch-Safety	\$	21,000
			Lifting Gantry -Safety	\$	12,000
			Man Lift-Heat Dryer Building -Safety	\$	13,000
			Centrifuge Rehabilitation	\$	50,000
Total EWPCF – Capital Acquisitions				\$	720,000

REMOTE FACILITIES – ACQUISITIONS & REHABILITATION

Org	Object	Project	Description	Amount	Totals
31002	7750	70850	AHLS - Minor (Mech / Structural) Rehabilitation	\$ 50,000	
31002	7750	70864	AHLS - Minor Electrical & Instrumentation Rehabilitation	\$ 50,000	
31002	7750	70870	AHLS - Integration Assistance	\$ 30,000	
31002	7750	70830	AHLS - Grinder Rebuild	\$ 30,000	
31002	7750	70840	AHLS - Pump and Motor Rebuild	\$ 90,000	
31002	7750	70860	AHLS - VFD Repairs	\$ 15,000	
31002	7750	70862	AHLS - Coatings and Paintings	\$ 7,000	
31002	7750	70880	AHLS - R-CAMP Study Update	\$ 17,500	
31002	7750		AHLS - Fan over the Wetwell-NEW	\$ 20,000	
			<i>Total AHLS</i>		\$ 309,500
37002	7750	70841	BCPS - Minor Electrical Instrumentation & Control Rehabilitation	\$ 50,000	
37002	7750	70851	BCPS - Minor Mechanical Rehabilitation	\$ 40,000	
37002	7750	70855	BCPS - Minor Structural Rehabilitation	\$ 20,000	
37002	7750	70990	BCPS - Grinder Rebuild	\$ 30,000	
37002	7750	71000	BCPS - Sewage Pump Rebuild	\$ 30,000	
37002	7750	71010	BCPS - Sewage Pump Motor Rebuild	\$ 6,500	
37002	7750	71060	BCPS - Integration Assistance	\$ 20,000	
37002	7750	71040	BCPS - Unplanned Minor Rehabilitation	\$ 10,000	
37002	7750	71030	BCPS - Coatings and Paintings	\$ 20,000	
37002	7750	71050	BCPS - VFD Repairs	\$ 15,000	
37002	7750	70980	BCPS - R-CAMP Study Update	\$ 43,750	
			<i>Total BCPS</i>		\$ 285,250
32002	7750	70811	BVPS - Minor Electrical Instrumentation & Control Rehabilitation	\$ 30,000	
32002	7750	70812	BVPS - Minor Mechanical Rehabilitation	\$ 20,000	
32002	7750	70825	BVPS - Minor Structural Rehabilitation	\$ 60,000	
32002	7750	70360	BVPS - Grinder Rebuild	\$ 60,000	
32002	7750	70219	BVPS - Sewage Pump & Motor Rebuild	\$ 45,000	
32002	7750	70920	BVPS - Coatings and Paintings	\$ 20,000	
32002	7750	70930	BVPS - Unplanned Minor Rehabilitation	\$ 10,000	
32002	7750	70940	BVPS - Integration Assistance	\$ 20,000	
32002	7750	70960	BVPS - VFD Repairs	\$ 15,000	
32002	7750	70980	BVPS - R-CAMP Study Update	\$ 61,250	
			<i>Total BVPS</i>		\$ 341,250
38002	7750	71091	CWRF - Miscellaneous Service Requests	\$ 13,000	
38002	7750	71111	CWRF - Minor Electrical Instrumentation & Control Rehabilitation	\$ 40,000	
38002	7750	71081	CWRF - Minor Structural Rehabilitation	\$ 80,000	
38002	7750	71120	CWRF - Coatings and Paintings	\$ 140,000	
38002	7750	71110	CWRF - Unplanned Minor Rehabilitation	\$ 15,000	
38002	7750	71160	CWRF - Integration Assistance	\$ 75,000	
38002	7750	71130	CWRF - VFD Repairs	\$ 15,000	
38002	7750	71150	CWRF - Forsta Filter Spare Parts	\$ 20,000	
38002	7750	71150	CWRF - UF Parts (Actuators, Sensors, Air System)	\$ 15,000	
38002	7750	71170	CWRF - R-CAMP Study Update	\$ 35,000	
			<i>Total CWRF</i>		\$ 448,000

Org	Object	Project	Description	Amount	Totals
39002	7750	70398	RBPS - Minor Mechanical Rehabilitation	\$ 15,000	
39002	7750	71191	RBPS - Minor Structural Rehabilitation	\$ 30,000	
39002	7750	71180	RBPS - Grinder Rebuild	\$ 30,000	
39002	7750	71211	RBPS - Sewage Pump & Motor Rebuild	\$ 30,000	
39002	7750	71220	RBPS - Coatings and Paintings	\$ 1,000	
39002	7750	71200	RBPS - Unplanned Minor Rehabilitation	\$ 7,000	
39002	7750	71240	RBPS - Integration Assistance	\$ 20,000	
39002	7750	71210	RBPS - VFD Repairs	\$ 15,000	
39002	7750	71260	RBPS - R-CAMP Study Update	\$ 17,500	
			<i>Total RBPS</i>		\$ 165,500
Total Remote Facilities – Capital Acquisitions & Rehabilitation				\$	1,549,500

EWPCF – CAPITAL IMPROVEMENTS, FIVE-YEAR DETAIL

Project Name		Project Status	Number	Prior Appropriation ¹	Transfers ²	Total Prior Appropriation	Total Prior Expenditures ³	Balance as of Mar. 2024 ⁴	FY 2024-25 Appropriation	FY 2025-26 Appropriation	FY 2026-27 Appropriation	FY 2027-28 Appropriation	FY 2028-29 Appropriation	Total Appropriations
In Progress														
PSB Mechanical Rehab - Short Term	IP	12009	\$	800,000	\$ (10,000)	\$ 790,000	\$ 185,866	\$ 604,134	\$ 2,300,000	\$ 4,100,000	\$ 3,800,000	\$ -	\$ -	\$ 10,990,000
Secondary Clarifiers and Strainers Improvements	IP	13007		7,847,105	212,201	8,059,306	8,014,546	44,760	-	-	-	-	-	8,059,306
Aeration Basin Minor Repairs (Diffuser Replacements)	IP	13023		460,846	-	460,846	112,364	348,482	-	-	-	-	-	460,846
84-inch Outfall Repair	IP	21009		50,000	-	50,000	-	50,000	100,000	-	-	-	-	150,000
DAFT Repairs	IP	31006		4,290,435	-	4,290,435	2,769,107	1,521,328	1,100,000	-	-	-	-	5,390,435
DAFT Repairs: Phase II & Solids Facilities Support System	IP	31010		200,000	-	200,000	-	200,000	900,000	5,500,000	6,100,000	5,500,000	-	18,200,000
Digester Rehabilitation and Improvements	IP	32013		21,784,208	-	21,784,208	18,912,133	2,872,075	5,000,000	-	-	-	-	26,784,208
Dryer Safety Improvements	IP	33026		1,898,080	52,962	1,951,042	1,850,236	100,806	-	-	-	-	-	1,951,042
Biosolids Management Plan Update	IP	33027		350,000	-	350,000	344,077	5,923	-	-	-	-	-	350,000
Existing Dryer Major Rehabilitation	IP	33030		-	261,017	261,017	104	260,913	2,000,000	2,500,000	-	-	-	4,761,017
Cogen Engine Full Overhaul	IP	41007		2,324,412	-	2,324,412	2,324,412	-	-	-	-	-	-	2,324,412
Alternative Fuels Receiving Facility Improvements	IP	41023		400,000	-	400,000	-	400,000	-	-	-	-	-	400,000
Automate Main Breakers in Cogen	IP	41024		249,000	1,858	250,858	236,323	14,535	-	-	-	-	-	250,858
Combined Generator Control Module Replacement	IP	41025		250,000	167,802	417,802	163,905	253,897	1,500,000	-	-	-	-	1,917,802
ORF I System Rehabilitation & Odor and Corrosion Control	IP	51001		881,993	12,000	893,993	585,395	308,598	600,000	1,400,000	5,500,000	4,000,000	-	12,393,993
ORF II Treatment System Improvements	IP	51014		782,200	54,679	836,879	823,348	13,531	-	-	-	-	-	836,879
Odor Control Improvements	IP	51016		324,172	(34,213)	289,959	206,005	83,954	-	-	-	-	-	289,959
Site Security Facilities-Tier 1	IP	52012		885,435	(100,000)	785,435	419,161	366,274	-	-	-	-	-	785,435
Climate Control at MCCs and Cogen Building	IP	52021		4,574,250	17,871	4,592,121	4,592,121	-	-	-	-	-	-	4,592,121
Building Roof Replacement(Secondary, Chlorine, Headworks)	IP	53013		1,850,000	360,000	2,210,000	1,090,584	1,119,416	200,000	-	-	-	-	2,410,000
Admin Building HVAC Rehab	IP	53004		6,037,375	88,637	6,126,012	5,637,832	488,180	-	-	-	-	-	6,126,012
Flood Control Channel Restoration	IP	52044		100,000	-	100,000	70,481	29,519	100,000	-	-	-	-	200,000
Dewatering Building Rehabilitation (and Cogen Roof)	IP	53015		250,000	-	250,000	-	250,000	750,000	-	-	-	-	1,000,000
Network Improvements ⁵	IP	61205		4,272,693	(39,310)	4,233,384	4,176,923	56,461	-	-	-	-	-	4,233,384
Secondaries & Effluent Electrical & Controls Improvements	IP	61206		1,406,000	-	1,406,000	769,853	636,147	3,500,000	5,000,000	4,500,000	-	-	14,406,000
Cogen Electrical and Controls Improvements	IP	61207		600,000	(120,000)	480,000	47,521	432,479	-	-	-	-	-	480,000
CPS/SEEPS Controls Improvements	IP	61208		244,000	-	244,000	209,414	34,586	-	-	-	-	-	244,000
Blower Controls Improvements	IP	61209		225,000	42,410	267,410	259,917	7,493	-	-	-	-	-	267,410
Heat Dryer Controls Improvements	IP	61210		450,000	-	450,000	-	450,000	450,000	-	-	-	-	900,000
Chlorine Building and EPS Electrical and Controls Improvements	IP	61211		434,000	-	434,000	433,908	92	-	-	-	-	-	434,000
Centrifuge & Ancillary Systems Control Improvements	IP	61212		300,000	-	300,000	-	300,000	-	-	-	-	-	300,000
Load Shed Controls Improvements	IP	61214		50,000	(6,000)	44,000	41,737	2,263	-	-	-	-	-	44,000
Host Server Replacement-OT	IP	62706		350,000	-	350,000	-	350,000	-	-	-	460,000	-	810,000
IT Business Network Conversion	IP	62710		550,000	(50,000)	500,000	-	500,000	-	-	-	-	-	500,000
Potable Reuse Pilot ⁶	IP	82015		1,578,850	(249,916)	1,328,934	1,032,023	296,911	500,000	-	-	-	-	1,828,934
Energy Resilience Assessment	IP	82020		400,000	32,369	432,369	149,032	283,337	100,000	-	-	-	-	532,369
Peak Flow Mgmt and Eq Storage	IP	82021		46,795	-	46,795	46,795	-	-	-	-	-	-	46,795
Potable Reuse Strategic Plan	IP	82022		-	249,916	249,916	102,826	147,090	-	-	-	-	-	249,916
OT Plan Update	IP	82025		50,000	-	50,000	7,235	42,765	50,000	-	-	-	-	100,000
Heat Dryer HAZOP	IP	82028		75,000	-	75,000	-	75,000	-	-	-	-	-	75,000
IT Plan Update	IP	82030		100,000	-	100,000	58,500	41,500	-	50,000	-	-	-	150,000
Potable Water Systems Improvements	IP	82034		50,000	-	50,000	-	50,000	-	-	-	-	-	50,000
Electronic Operations Man & Doc Mgt	IP	84008		162,865	-	162,865	142,865	20,000	-	-	-	-	-	162,865
Total In Progress				\$ 67,934,714	\$ 944,283	\$ 68,878,997	\$ 55,816,549	\$ 13,062,448	\$ 19,150,000	\$ 18,550,000	\$ 19,900,000	\$ 9,960,000	\$ -	\$ 136,438,997
Recurring Projects														
Ocean Outfall Maintenance and Inspection - External	RP	21002	\$	139,848	\$ -	\$ 139,848	\$ 116,016	\$ 23,832	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ 130,000	\$ 529,848
Ocean Outfall Bathymetric Survey - External	RP	21005		-	-	-	-	-	-	-	142,000	-	-	142,000
Ocean Outfall - Internal Integrity Assessment	RP	21006		-	-	-	-	-	-	-	280,000	-	-	280,000

EWPCF – CAPITAL IMPROVEMENTS, FIVE-YEAR DETAIL

Project Name	Status	Project Number	Prior Appropriation ¹	Transfers ²	Total Prior Appropriation	Total Prior Expenditures ³	Balance as of Mar. 2024 ⁴	FY 2024-25 Appropriation	FY 2025-26 Appropriation	FY 2026-27 Appropriation	FY 2027-28 Appropriation	FY 2028-29 Appropriation	Total Appropriations
84-inch Outfall Inspection - Internal	RP	21007	-	-	-	-	-	-	-	215,000	-	-	215,000
Digester Cleaning Cycle	RP	32018	-	-	-	-	-	-	-	-	1,000,000	1,000,000	2,000,000
Exsiting Dryer Components Rehab	RP	33025	566,015	(67,871)	498,144	247,151	250,993	200,000	200,000	200,000	200,000	200,000	1,498,144
Cogen Engine Top-End Overhaul	RP	41005	1,680,943	4,591	1,685,534	1,276,200	409,334	400,000	-	-	400,000	400,000	2,885,534
Cogen Engine In-Frame Overhaul	RP	41006	-	-	-	-	-	-	875,000	875,000	-	-	1,750,000
ORF Carbon Media Replacement	RP	51002	808,113	(6,840)	801,273	648,017	153,256	150,000	150,000	150,000	150,000	150,000	1,551,273
Plant-Wide Asset Painting and Protective Coating	RP	52032	1,108,000	-	1,108,000	956,743	151,257	150,000	150,000	150,000	150,000	150,000	1,858,000
Site Security Facilities -Tier 2-4	RP	52047	150,000	-	150,000	-	150,000	150,000	150,000	150,000	150,000	150,000	900,000
Implement Minor Condition Assessment Recommendations	RP	54005	737,255	(238,000)	499,255	49,440	449,815	150,000	150,000	150,000	150,000	150,000	1,249,255
As-Needed Contractor Services	RP	54006	3,857,790	(280,358)	3,577,432	3,077,934	499,498	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	8,577,432
Miscellaneous Building Rehabilitation	RP	54007	600,000	(122,000)	478,000	377,616	100,384	150,000	150,000	150,000	150,000	150,000	1,228,000
As-Needed SCADA Integration Services	RP	61514	1,190,222	-	1,190,222	992,837	197,385	265,000	200,000	200,000	200,000	200,000	2,255,222
Host Server Replacement-IT	RP	62705	-	-	-	-	-	-	440,000	-	500,000	-	940,000
Backup Host Servers	RP	62707	-	-	-	-	-	-	100,000	-	-	-	100,000
Document Mangement System Upgrade	RP	62708	555,000	-	555,000	284,195	270,805	335,000	100,000	20,000	20,000	20,000	1,050,000
Cyber Security and Business System Management Services	RP	62709	700,000	-	700,000	373,015	326,985	50,000	150,000	150,000	150,000	150,000	1,350,000
Asset Condition Assessments	RP	81016	189,189	(25,000)	164,189	99,457	64,732	100,000	100,000	100,000	100,000	100,000	664,189
E-CAMP Update/Condition Assessment	RP	83001	893,235	-	893,235	603,695	289,540	-	250,000	-	250,000	-	1,393,235
Extension of Staff Engineering Services	RP	84001	4,684,895	-	4,684,895	3,821,044	863,851	525,000	525,000	525,000	525,000	525,000	7,309,895
Research and Development Projects Services	RP	84002	720,420	-	720,420	537,324	183,096	100,000	100,000	100,000	100,000	100,000	1,220,420
Air Permitting Assistance	RP	84012	259,250	-	259,250	32,772	226,478	200,000	25,000	25,000	25,000	25,000	559,250
CMMS/Asset Management	RP	84019	-	-	-	-	-	150,000	150,000	50,000	50,000	50,000	450,000
Total Recurring Projects			\$ 18,840,175	\$ (735,478)	\$ 18,104,697	\$ 13,493,456	\$ 4,611,241	\$ 4,205,000	\$ 4,965,000	\$ 4,762,000	\$ 5,270,000	\$ 4,650,000	\$ 41,956,697
New Projects													
Control Strategy Improvements	NP	13019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
RAS Box/US Rehabilitation	NP	13024	-	-	-	-	-	400,000	2,600,000	-	-	-	3,000,000
Effluent Pump Station Discharge Piping Valves	NP	14006	-	-	-	-	-	267,000	401,000	-	-	-	668,000
Digester 1, 2 & 3 Improvements	NP	32020	220,000	(220,000)	-	-	-	350,000	2,550,000	4,700,000	11,800,000	20,200,000	39,600,000
Cogen Engine Catalyst System and Gas Conditioning Facilities	NP	41015	150,000	(80,171)	69,829	-	69,829	500,000	3,000,000	4,500,000	4,200,000	-	12,269,829
Facility Master Plan Update	NP	82027	-	-	-	-	-	100,000	400,000	-	-	-	500,000
Total New Projects			\$ 370,000	\$ (300,171)	\$ 69,829	\$ -	\$ 69,829	\$ 1,717,000	\$ 8,951,000	\$ 9,200,000	\$ 16,000,000	\$ 20,200,000	\$ 56,137,829
Future Projects													
Primary Scum and Centrate Pipeline Replacement ⁵	FP	12010	\$ 170,000	\$ -	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,000	\$ 478,000
Primary Sludge Pumping Upgrades	FP	12013	\$ -	\$ -	-	-	-	-	-	-	397,000	-	397,000
Primary Sludge Pumping Second Header Pipe	FP	12015	-	-	-	-	-	-	-	-	-	951,000	951,000
SC 7-Conversion from EQ to Clarifier	FP	13008	-	-	-	-	-	-	-	-	890,000	2,669,000	3,559,000
Turbo Blower Upgrade	FP	41022	-	-	-	-	-	-	-	-	2,000,000	2,500,000	4,500,000
Plant Waste Stream Rerouting	FP	52026	-	-	-	-	-	-	75,000	-	-	-	75,000
Potable Water Systems	FP	52034	-	-	-	-	-	-	-	-	-	-	-
2W System and Sand Filter Repl. (Independent Metering)	FP	52037	-	-	-	-	-	-	-	1,266,000	-	-	1,266,000
Climate Change Action Plan Update	FP	82023	-	-	-	-	-	-	-	100,000	-	-	100,000
Source Control Program Evaluation	FP	82024	-	-	-	-	-	-	-	85,000	-	-	85,000
Technology Master Plan Update	FP	82029	-	-	-	-	-	-	125,000	125,000	-	-	250,000
Total Future Projects			\$ 170,000	\$ -	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ 200,000	\$ 1,576,000	\$ 3,287,000	\$ 6,428,000	\$ 11,661,000
Total Unidentified Future Projects ⁷		N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Improvements			\$ 87,314,889	\$ (91,366)	\$ 87,223,523	\$ 69,480,005	\$ 17,743,518	\$ 25,072,000	\$ 32,666,000	\$ 35,438,000	\$ 34,517,000	\$ 31,278,000	\$ 246,194,523

EWPCF – CAPITAL IMPROVEMENTS, FIVE-YEAR DETAIL

Project Name	Project Status	Project Number	Prior		Total Prior Appropriation	Total Prior Expenditures ³	Balance as of Mar. 2024 ⁴	FY 2024-25 Appropriation	FY 2025-26 Appropriation	FY 2026-27 Appropriation	FY 2027-28 Appropriation	FY 2028-29 Appropriation	Total Appropriations
			Appropriation ¹	Transfers ²									
In Progress	IP		\$ 67,934,714	\$ 944,283	\$ 68,878,997	\$ 55,816,549	\$ 13,062,448	\$ 19,150,000	\$ 18,550,000	\$ 19,900,000	\$ 9,960,000	\$ -	\$ 136,438,997
Recurring Project	RP		18,840,175	(735,478)	18,104,697	13,493,456	4,611,241	4,205,000	4,965,000	4,762,000	5,270,000	4,650,000	41,956,697
New Project	NP		370,000	(300,171)	69,829	-	69,829	1,717,000	8,951,000	9,200,000	16,000,000	20,200,000	56,137,829
Future Project	FP		170,000	-	170,000	170,000	-	-	200,000	1,576,000	3,287,000	6,428,000	11,661,000

- Notes:
- 1. Historical data based on available information from when Munis was implemented over 10 years ago.
 - 2. Reflects transfers occurring after the FY 2023-24 published budget document and may include transfers to/from projects now closed. The transfers are due to project timing differences and in lieu of appropriation requests to minimize cash flow impacts.
 - 3. Includes actual expenditures through mid-March 2024.
 - 4. The estimated carryforward includes encumbrances and available balance through mid-March 2024 and may vary based on actual spending through fiscal year end.
 - 5. Represent prior projects with current activity not included in FY 2023-24 published budget document.
 - 6. Partially offset by Federal grant revenues.
 - 7. Represents anticipated expenditures based on historical experience that have not yet been assigned to a specific project.

EWPCF – CAPITAL IMPROVEMENTS, ESTIMATED CARRY FORWARD

Project Name	Project Number	Total Prior Appropriation ¹	Total Projected Expenditures ²	Estimated Carry Forward ³	FY 2024-25 Appropriation	Estimated FY 2024-25 Appropriation ⁴
Liquid Process (1xxxx)						
PSB Mechanical Rehab - Short Term	12009	\$ 790,000	\$ 310,077	\$ 479,923	\$ 2,300,000	\$ 2,779,923
Primary Scum and Centrate Pipeline Replacement ⁵	12010	170,000	170,000	-	-	-
Secondary Clarifiers and Strainers Improvements	13007	8,059,306	8,052,107	7,199	-	7,199
Control Strategy Improvements	13019	-	-	-	100,000	100,000
Aeration Basin Minor Repairs (Diffuser Replacements)	13023	460,846	460,417	429	-	429
RAS Box/IJS Rehabilitation	13024	-	-	-	400,000	400,000
Effluent Pump Station Discharge Piping Valves	14006	-	-	-	267,000	267,000
Total Liquid Process		\$ 9,480,152	\$ 8,992,601	\$ 487,551	\$ 3,067,000	\$ 3,554,551
Outfall (2xxxx)						
Ocean Outfall Maintenance and Inspection - External	21002	\$ 139,848	\$ 121,867	\$ 17,981	\$ 130,000	\$ 147,981
Ocean Outfall Bathymetric Survey - External	21005	-	-	-	-	-
Ocean Outfall - Internal Integrity Assessment	21006	-	-	-	-	-
84-inch Outfall Repair	21009	50,000	50,000	-	100,000	100,000
Total Outfall		\$ 189,848	\$ 171,867	\$ 17,981	\$ 230,000	\$ 247,981
Solids Process (3xxxx)						
DAFT Repairs	31006	\$ 4,290,435	\$ 4,290,435	\$ -	\$ 1,100,000	\$ 1,100,000
DAFT Repairs-Phase II	31010	200,000	75,000	125,000	900,000	1,025,000
Digester Rehabilitation and Improvements	32013	21,784,208	20,983,955	800,253	5,000,000	5,800,253
Digester Cleaning Cycle	32018	-	-	-	-	-
Digester 1, 2 & 3 Improvements	32020	-	-	-	350,000	350,000
Exsiting Dryer Compenents Rehab	33025	498,144	372,648	125,496	200,000	325,496
Dryer Safety Improvements	33026	1,951,042	1,950,236	806	-	806
Biosolids Management Plan Update	33027	350,000	349,577	423	-	423
Existing Dryer Major Rehabilitation	33030	261,017	261,000	17	2,000,000	2,000,017
Total Solids Process		\$ 29,334,846	\$ 28,282,851	\$ 1,051,995	\$ 9,550,000	\$ 10,601,995

EWPCF – CAPITAL IMPROVEMENTS, ESTIMATED CARRY FORWARD

Project Name	Project Number	Total Prior Appropriation ¹	Total Projected Expenditures ²	Estimated Carry Forward ³	FY 2024-25 Appropriation	Estimated FY 2024-25 Appropriation ⁴
Energy Management (4xxxx)						
Cogen Engine Top-End Overhaul	41005	\$ 1,685,534	\$ 1,685,534	\$ -	\$ 400,000	\$ 400,000
Cogen Engine In-Frame Overhaul	41006	-	-	-	-	-
Cogen Engine Full Overhaul	41007	2,324,412	2,324,412	-	-	-
Cogen Engine Catalyst System and Gas Conditioning Facilities	41015	69,829	-	69,829	500,000	569,829
Alternative Fuels Receiving Facility Improvements	41023	400,000	150,000	250,000	-	250,000
Automate Main Breakers in Cogen	41024	250,858	236,323	14,535	-	14,535
Combined Generator Control Module Replacement	41025	417,802	417,802	-	1,500,000	1,500,000
Total Energy Management		\$ 5,148,435	\$ 4,814,071	\$ 334,364	\$ 2,400,000	\$ 2,734,364
General (5xxxx)						
ORF I System Rehabilitation	51001	\$ 893,993	\$ 836,387	\$ 57,606	\$ 600,000	\$ 657,606
ORF Carbon Media Replacement	51002	801,273	753,685	47,588	150,000	197,588
ORF II Treatment System Improvements	51014	836,879	836,848	31	-	31
Odor Control Improvements	51016	289,959	247,982	41,977	-	41,977
Site Security Facilities-Tier 1	52012	785,435	604,161	181,274	-	181,274
Climate Control at MCCs and Cogen Building	52021	4,592,121	4,592,121	-	-	-
Building Roof Replacement(Secondary, Chlorine, Headworks)	53013	2,210,000	1,867,289	342,711	200,000	542,711
Admin Building HVAC Rehab	53004	6,126,012	6,041,046	84,966	-	84,966
Plant-Wide Asset Painting and Protective Coating	52032	1,108,000	1,106,743	1,257	150,000	151,257
Potable Water Systems	52034	-	-	-	-	-
Flood Control Channel Restoration	52044	100,000	85,240	14,760	100,000	114,760
Site Security Facilities -Tier 2-4	52047	150,000	75,000	75,000	150,000	225,000
Dewatering Building Rehabilitation (and Cogen Roof)	53015	250,000	-	250,000	750,000	1,000,000
Implement Minor Condition Assessment Recommendations	54005	499,255	274,348	224,907	150,000	374,907
As-Needed Contractor Services	54006	3,577,432	3,577,432	-	1,000,000	1,000,000
Miscellaneous Building Rehabilitation	54007	478,000	452,806	25,194	150,000	175,194
Total General		\$ 22,698,359	\$ 21,351,088	\$ 1,347,271	\$ 3,400,000	\$ 4,747,271

EWPCF – CAPITAL IMPROVEMENTS, ESTIMATED CARRY FORWARD

Project Name	Project Number	Total Prior Appropriation ¹	Total Projected Expenditures ²	Estimated Carry Forward ³	FY 2024-25 Appropriation	Estimated FY 2024-25 Appropriation ⁴
Technology (6xxxx)						
Network Improvements ⁵	61205	\$ 4,233,384	\$ 4,181,923	\$ 51,461	\$ -	\$ 51,461
Secondaries & Effluent Electrical & Controls Improvements	61206	1,406,000	1,405,869	131	3,500,000	3,500,131
Cogen Electrical and Controls Improvements	61207	480,000	480,000	-	-	-
CPS/SEEPS Controls Improvements	61208	244,000	239,631	4,369	-	4,369
Blower Controls Improvements	61209	267,410	267,102	308	-	308
Heat Dryer Controls Improvements	61210	450,000	300,000	150,000	450,000	600,000
Chlorine Building and EPS Electrical and Controls Improvements	61211	434,000	433,908	92	-	92
Centrifuge & Ancillary Systems Control Improvements	61212	300,000	-	300,000	-	300,000
Load Shed Controls Improvements	61214	44,000	41,737	2,263	-	2,263
As-Needed SCADA Integration Services	61514	1,190,222	1,114,952	75,270	265,000	340,270
Host Server Replacement-IT	62705	-	-	-	-	-
Host Server Replacement-OT	62706	350,000	-	350,000	-	350,000
Backup Host Servers	62707	-	-	-	-	-
Document Mangement System Upgrade	62708	555,000	553,445	1,555	335,000	336,555
Cyber Security and Business System Management Services	62709	700,000	540,475	159,525	50,000	209,525
IT Business Network Conversion	62710	500,000	250,000	250,000	-	250,000
Total Technology		\$ 11,154,015	\$ 9,809,041	\$ 1,344,974	\$ 4,600,000	\$ 5,944,974
Professional Services (8xxxx)						
Asset Condition Assessments	81016	\$ 164,189	\$ 163,457	\$ 732	\$ 100,000	\$ 100,732
Potable Reuse Study ⁶	82015	1,328,934	1,228,137	100,797	500,000	600,797
Energy Resilience Assessment	82020	432,369	432,369	-	100,000	100,000
Peak Flow Mgmt and Eq Storage	82021	46,795	46,795	-	-	-
Potable Reuse Strategic Plan	82022	249,916	249,916	-	-	-
Climate Change Action Plan Update	82023	-	-	-	-	-
OT Plan Update	82025	50,000	49,525	475	50,000	50,475
Facility Master Plan Update	82027	-	-	-	100,000	100,000

EWPCF – CAPITAL IMPROVEMENTS, ESTIMATED CARRY FORWARD

Project Name	Project Number	Total Prior Appropriation ¹	Total Projected Expenditures ²	Estimated Carry Forward ³	FY 2024-25 Appropriation	Estimated FY 2024-25 Appropriation ⁴
Heat Dryer HAZOP	82028	75,000	-	75,000	-	75,000
Technology Master Plan Update	82029	-	-	-	-	-
IT Plan Update	82030	100,000	86,940	13,060	-	13,060
Potable Water Systems Improvements	82034	50,000	-	50,000	-	50,000
E-CAMP Update/Condition Assessment	83001	893,235	777,709	115,526	-	115,526
Extension of Staff Engineering Services	84001	4,684,895	4,199,141	485,754	525,000	1,010,754
Research and Development Projects Services	84002	720,420	628,872	91,548	100,000	191,548
Electronic Operations Man & Doc Mgt	84008	162,865	162,865	-	-	-
Air Permitting Assistance	84012	259,250	82,772	176,478	200,000	376,478
CMMS/Asset Management	84019	-	-	-	150,000	150,000
Total Professional Services		\$ 9,217,868	\$ 8,108,498	\$ 1,109,370	\$ 1,825,000	\$ 2,934,370
Total Unidentified Future Projects ⁷	N/A	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Improvements		\$ 87,223,523	\$ 81,530,017	\$ 5,693,506	\$ 25,072,000	\$ 30,765,506

Notes:

1. Historical data based on available information from when Munis was implemented over 10 years ago.
2. Includes estimated expenditures through June 2024. Actual expenditures through June 2024 will vary.
3. The estimated carryforward includes encumbrances and may vary based on actual spending through fiscal year end.
4. Amounts shown here represent the FY 2024-25 Appropriation plus Estimated Carry Forward. The actual carry forwards plus FY 2024-25 Appropriations will vary based on actual expenditures through June 2024. Does not include Planned Asset Replacement, Capital Acquisitions, Remotes, or Personnel appropriations shown on other schedules.
5. Represent prior projects with current activity not included in FY 2023-24 published budget document.
6. Partially offset by Federal grant revenues.
7. Represents anticipated expenditures based on historical experience that have not yet been assigned to a specific project.

LONG-TERM CAPITAL FINANCIAL PLAN

5 YEAR *and* 20 YEAR CAPITAL BUDGET

Fiscal Year	EWPCF Capital Improvements	EWPCF Planned Asset Rehabilitation & Replacement	EWPCF Capital Acquisitions	Remote Facilities Acquisitions & Rehabilitation	Personnel Expense	Total ¹
2025	\$ 25,072,000	\$ 1,729,000	\$ 720,000	\$ 1,549,500	\$ 2,347,081	\$ 31,417,581
2026	\$ 32,666,000	\$ 1,815,000	\$ 405,000	\$ 1,170,800	\$ 2,429,000	\$ 38,485,800
2027	\$ 35,438,000	\$ 1,906,000	\$ 425,000	\$ 939,500	\$ 2,514,000	\$ 41,222,500
2028	\$ 34,517,000	\$ 2,001,000	\$ 446,000	\$ 1,179,500	\$ 2,602,000	\$ 40,745,500
2029	\$ 31,278,000	\$ 2,101,000	\$ 468,000	\$ 1,007,500	\$ 2,693,000	\$ 37,547,500
5 Year Total	\$ 158,971,000	\$ 9,552,000	\$ 2,464,000	\$ 5,846,800	\$ 12,585,081	\$ 189,418,881
2030	\$ 35,000,000	\$ 2,206,000	\$ 491,000	\$ 1,058,000	\$ 2,787,000	\$ 41,542,000
2031	\$ 50,000,000	\$ 2,316,000	\$ 516,000	\$ 1,111,000	\$ 2,885,000	\$ 56,828,000
2032	\$ 55,000,000	\$ 2,432,000	\$ 542,000	\$ 1,167,000	\$ 2,986,000	\$ 62,127,000
2033	\$ 60,000,000	\$ 2,554,000	\$ 569,000	\$ 1,225,000	\$ 3,091,000	\$ 67,439,000
2034	\$ 40,000,000	\$ 2,682,000	\$ 597,000	\$ 1,286,000	\$ 3,199,000	\$ 47,764,000
2035 - 2039	\$ 191,000,000	\$ 15,561,000	\$ 3,464,000	\$ 7,461,000	\$ 17,755,000	\$ 235,241,000
2040 - 2044	\$ 191,000,000	\$ 19,861,000	\$ 4,420,000	\$ 9,519,000	\$ 21,085,000	\$ 245,885,000
20 Year Total	\$ 780,971,000	\$ 57,164,000	\$ 13,063,000	\$ 28,673,800	\$ 66,373,081	\$ 946,244,881

1. Future year costs are shown in current year dollars.

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APPENDIX

Member Agency Resolutions
Appropriation & Controls Resolution
Salary & Benefit Resolution

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MEMBER AGENCY RESOLUTIONS

RESOLUTION NO. 2024-148

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLSBAD,
CALIFORNIA, APPROVING THE CITY OF CARLSBAD'S SHARE OF THE FISCAL
YEAR 2024-25 OPERATING AND CAPITAL BUDGETS OF THE ENCINA
WASTEWATER AUTHORITY

WHEREAS, the City of Carlsbad is a Member Agency to the Encina Joint Powers Agreement (the Encina Agreement) entered into on July 13, 1961, for the acquisition, construction, ownership, operation and maintenance of the Encina Joint Sewer System; and

WHEREAS, the Encina Agreement requires approval for the budget of the Encina Wastewater Authority, or EWA, by the Member Agencies following the recommendation of the Joint Advisory Committee, or JAC; and

WHEREAS, the City Council of the City of Carlsbad desires to approve the EWA's budget and provide for the payment of the city's share of the EWA's expenses in accordance with the allocation provided in the Encina Agreement; and

WHEREAS, the Wastewater Fund is projected to have sufficient funds for the payments as they become due.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carlsbad, California, as follows:

1. That the above recitations are true and correct.
2. That the City of Carlsbad's estimated share of the FY 2024-25 Operating Budget of the EWA as approved by the JAC on April 24, 2024, in the amount of \$6,124,537 for Wastewater Plant Operations and \$1,926,044 for the Carlsbad Water Recycling Facility Operations, as described in Attachment A, is approved.
3. That the City of Carlsbad's estimated share of the FY 2023-24 Capital Budget of the EWA as approved by the JAC on April 24, 2024, in the amount of \$7,345,555 for Wastewater Plant Capital and \$448,000 for Carlsbad Water Recycling Facility Capital, as described in Attachment A, is approved.
4. That the City Manager, or a designee, is authorized to approve appropriations to the EWA estimated budgets listed above based on the City of Carlsbad's actual share of the EWA budget.

5. That all outstanding operating encumbrances as of June 30, 2024 are continued into FY 2024-25 for such contracts and obligations.
6. That all Capital Improvement Program budget appropriations and outstanding encumbrances as of June 30, 2024 are continued into FY 2024-25 for such contracts and obligations.
7. That the City Manager, or a designee, is authorized to make payments on behalf of the City of Carlsbad to the EWA in accordance with the budget as approved by the JAC pursuant to the Encina Agreement.

PASSED, APPROVED AND ADOPTED at a Joint Special Meeting of the City Council of the City of Carlsbad, the Board of Directors of the Carlsbad Municipal Water District, the Board of Directors of the Carlsbad Public Financing Authority, the Community Development Commission, and the City Council as Successor Agency to the Carlsbad Redevelopment Agency held on the 18th day of June, 2024, by the following vote, to wit:

AYES: BLACKBURN, BHAT-PATEL, ACOSTA, BURKHOLDER, LUNA.
NAYS: NONE.
ABSTAIN: NONE.
ABSENT: NONE.





KEITH BLACKBURN, Mayor



SHERRY FREISINGER, City Clerk
(SEAL)

RESOLUTION NO. 2024-85

**A RESOLUTION OF THE CITY COUNCIL OF THE CHARTERED CITY OF
VISTA, CALIFORNIA, APPROVING THE FISCAL YEAR 2024/25 BUDGET OF
THE ENCINA WASTEWATER AUTHORITY IN ACCORDANCE WITH THE
REVISED BASIC AGREEMENT OF THE ENCINA JOINT POWERS
AUTHORITY**

The City Council of the City of Vista does resolve as follows:

1. Findings. The City Council hereby finds and declares the following:

A. The City of Vista is a party to the Encina Joint Powers Revised Basic Agreement for Ownership, Operation and Maintenance of a Joint Sewage System, as amended June 22, 2004 ("Revised Basic Agreement").

B. Section 13.1.2 of the Revised Basic Agreement requires approval of the budget of the Encina Joint Powers Authority, commonly known as the Encina Wastewater Authority ("EWA"), by each of the Member Agencies following the recommendation of the Joint Advisory Committee ("JAC").

C. The JAC recommended the proposed Fiscal Year (FY) 2024/25 budget and determined each member's share of expenses in accordance with the allocation provided in the Revised Basic Agreement.

2. Action.

A. The proposed FY 2024/25 budget of EWA, as recommended by the JAC on April 24, 2024, in the amount of \$58,042,302, consisting of Operating Expense Budget of \$26,624,721 and a Capital Expense Budget of \$31,417,581, is approved.

B. The proposed City of Vista's share of the FY 2024/25 Budget of EWA, in the amount of \$15,162,888, consisting of an Operating Expense Budget of \$6,977,609 and a Capital Expense Budget of \$8,185,279, is approved.

C. The City Manager is hereby authorized to make payments on behalf of this agency to EWA in accordance with the budget, as approved herein, and in accordance with the Revised Basic Agreement, as modified.

D. A certified copy of this Resolution shall be forwarded to EWA upon its execution.

[Continued on page 2.]

RESOLUTION NO. 2024-85
CITY COUNCIL OF THE CHARTERED CITY OF VISTA
PAGE 2

3. Adoption. PASSED AND ADOPTED at a meeting of the City Council held on June 11, 2024, by the following vote:

AYES: Mayor Franklin, Green, Contreras, Melendez, O'Donnell

NOES: None

ABSTAIN: None

APPROVED AS TO FORM:
WALTER C. CHUNG, CITY ATTORNEY

By: _____

APPROVED
Walter C. Chung
20240530093423



JOHN B. FRANKLIN, MAYOR

ATTEST:
KATHY VALDEZ, CITY CLERK

By: _____

RESOLUTION NO. 2024-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BUENA
SANITATION DISTRICT, VISTA, CALIFORNIA, APPROVING THE FISCAL
YEAR 2024/25 BUDGET OF THE ENCINA WASTEWATER AUTHORITY IN
ACCORDANCE WITH THE REVISED BASIC AGREEMENT OF THE ENCINA
JOINT POWERS AUTHORITY**

The Board of Directors of the Buena Sanitation District does resolve as follows:

1. Findings. The Board of Directors hereby finds and declares the following:

A. The Buena Sanitation District is a party to the Encina Joint Powers Revised Basic Agreement for Ownership, Operation and Maintenance of a Joint Sewage System, as amended June 22, 2004 ("Revised Basic Agreement").

B. Section 13.1.2 of the Revised Basic Agreement requires approval of the budget of the Encina Joint Powers Authority, commonly known as the Encina Wastewater Authority ("EWA"), by each of the Member Agencies following the recommendation of the Joint Advisory Committee ("JAC").

C. The JAC recommended the proposed Fiscal Year (FY) 2024/25 budget and determined each member's share of expenses in accordance with the allocation provided in the Revised Basic Agreement.

2. Action.

A. The proposed FY 2024/25 budget of EWA, as recommended by the JAC on April 24, 2024, in the amount of \$58,042,302, consisting of Operating Expense Budget of \$26,624,721 and a Capital Expense Budget of \$31,417,581 is approved.

B. The proposed Buena Sanitation District's share of the FY 2024/25 Budget of EWA, in the amount of \$5,062,791, consisting of an Operating Expense Budget of \$2,667,378 and a Capital Expense Budget of \$2,395,413 is approved.

C. The District Manager is hereby authorized to make payments on behalf of this agency to EWA in accordance with the budget, as approved herein, and in accordance with the Revised Basic Agreement, as modified.

D. A certified copy of this Resolution shall be forwarded to EWA upon its execution.

[Continued on page 2.]

RESOLUTION NO. 2024-03
BUENA SANITATION DISTRICT BOARD
PAGE 2

3. Adoption. PASSED AND ADOPTED at a meeting of the District Board held on June 11, 2024, by the following vote:

AYES: Mayor Franklin, Green, Contreras, Melendez, O'Donnell

NOES: None

ABSENT: None

APPROVED AS TO FORM:
WALTER C. CHUNG, DISTRICT COUNSEL

By: 

APPROVED
Walter C. Chung
20240530093637



JOHN B. FRANKLIN, CHAIRPERSON

ATTEST:
KATHY VALDEZ, CLERK OF THE BOARD

By: 

RESOLUTION NO. 1670

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLECITOS WATER
DISTRICT APPROVING THE FISCAL YEAR ENDING IN 2025 BUDGET
OF THE ENCINA WASTEWATER AUTHORITY
IN ACCORDANCE WITH THE JOINT POWERS BASIC AGREEMENT

WHEREAS, the Vallecitos Water District is a party to the Encina Joint Powers Basic agreement entered into on July 13, 1961, for the acquisition, construction, ownership, operation, and maintenance of the Encina Joint Sewer System; and

WHEREAS, the Encina Basic Agreement requires approval of the budget of the Encina Wastewater Authority (EWA) by the member agencies following the recommendation of the Joint Advisory Committee (JAC); and

WHEREAS, the JAC thereafter approved the Fiscal Year 2025 budget of the EWA on April 24, 2024; and

WHEREAS, the Board of Directors of the Vallecitos Water District desires to approve said budget and provide for payment of its share of such expenses in accordance with the allocation provided in the Basic Agreement as modified.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Vallecitos Water District as follows:

SECTION 1: The fiscal year ending in 2025 capital budget of the EWA, as approved by the JAC on April 24, 2024, in the amount of \$31,417,581 is hereby approved.

SECTION 2: The fiscal year ending in 2025 operating revenue and expense budget of the EWA, as approved by the JAC on April 24, 2024, in the amount of \$26,624,721 is hereby approved.

SECTION 3: The Vallecitos Water District General Manager is hereby authorized to make payments on behalf of this agency to EWA in accordance with the budget, as approved by the JAC, and in accordance with the Encina Basic Agreement.

SECTION 4: A certified copy of this resolution shall be forwarded to EWA immediately upon its approval.

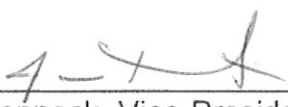
PASSED, APPROVED AND ADOPTED by the Board of Directors of the Vallecitos Water District at a Regular meeting held on the 15th day of May, 2024, by the following roll call vote:

AYES: ELITHARP, GROSET, HERNANDEZ, PENNOCK

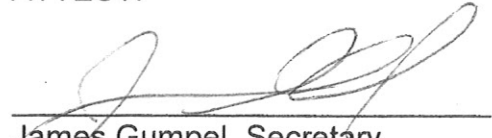
NOES:

ABSTAIN:

ABSENT: BOYD-HODGSON


James Pennock, Vice-President
Board of Directors
Vallecitos Water District

ATTEST:


James Gumpel, Secretary
Board of Directors
Vallecitos Water District


CERTIFIED COPY

Resolution No. 1670

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VALLECITOS WATER DISTRICT APPROVING THE FISCAL YEAR ENDING IN 2025
BUDGE OF THE ENCINA WASTEWATER AUTHORITY IN ACCORDANCE WITH
THE JOINT POWERS BASIC AGREEMENT**

STATE OF CALIFORNIA }
 }S.S.
County of San Diego }

I, JAMES GUMPEL, Secretary of the Vallecitos Water District, hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 1670 adopted by the Board of Directors at a Regular Meeting on the 15th day of May, 2024, and that the same has not been amended.



JAMES GUMPEL, Secretary
Board of Directors
Vallecitos Water District

DATED: May 20, 2024



RESOLUTION NO. 2024-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS, CALIFORNIA, APPROVING THE FISCAL YEAR 2024-25 OPERATING AND CAPITAL IMPROVEMENT BUDGETS OF THE ENCINA WASTEWATER AUTHORITY IN ACCORDANCE WITH THE JOINT POWERS BASIC AGREEMENT

WHEREAS, the City of Encinitas is a party to the Encina Joint Powers Basic Agreement entered into on July 13, 1961, for the acquisition, construction, ownership, operation, and maintenance of the Encina Joint Sewage System; and

WHEREAS, the Revised Basic Agreement requires approval of the budget of the Encina Wastewater Authority (EWA) by the Member Agencies following the recommendation of the Joint Advisory Committee (JAC); and

WHEREAS, the JAC approved the Fiscal Year 2024-25 budgets of the EWA on April 24, 2024; and

WHEREAS, the City Council of the City of Encinitas desires to approve said budgets and provide for payment of its share of such expenses in accordance with the allocation provided in the Revised Basic Agreement, as modified.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Encinitas, California, that:

- Section 1. The Fiscal Year 2024-25 Operating Budget of the EWA, as approved by the JAC on April 24, 2024, in the amount of twenty-six million, six hundred twenty-four thousand, seven hundred and twenty-one dollars (\$26,624,721) is hereby approved.
- Section 2. The Fiscal Year 2024-25 Capital Improvement Budget of the EWA, as approved by the JAC on April 24, 2024, in the amount of thirty-one million, four hundred seventeen thousand, five hundred and eighty-one dollars (\$31,417,581) is hereby approved.
- Section 3. The City Manager is hereby authorized to make payments on behalf of this agency to the EWA in accordance with the Fiscal Year 2024-25 Operating and Capital Improvement Budgets, as approved by JAC, and in accordance with the Revised Basic Agreement.
- Section 4. A transmittal and certified copy of this resolution shall be sent to the General Manager of EWA within 15 days of the resolution's approval.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, as an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

PASSED, APPROVED AND ADOPTED this 15th day of May 2024 by the City Council of the City of Encinitas, State of California.

DocuSigned by:

A.J. Kranz

DEA18C6B88E438
Tony Kranz, Mayor

ATTEST:

DocuSigned by:

Kathy Hollywood

43EC63D34D2448C
Kathy Hollywood, City Clerk

APPROVED AS TO FORM:

DocuSigned by:

Tarquin Preziosi

160D9959759741D
Tarquin Preziosi, City Attorney

CERTIFICATION: I, Kathy Hollywood, City Clerk of the City of Encinitas, California, do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the City Council on the 15th day of May 2024 by the following vote:

AYES: **Blackwell. Ehlers, Hinze, Kranz, Lyndes**

NOES: **None**

ABSENT: **None**

ABSTAIN: **None**

DocuSigned by:

Kathy Hollywood

43EC63D34D2448C
Kathy Hollywood, City Clerk

RESOLUTION NO. 2414

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LEUCADIA WASTEWATER DISTRICT APPROVING THE ENCINA WASTEWATER AUTHORITY FISCAL YEAR 2025 OPERATING AND CAPITAL BUDGETS

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

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

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

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

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

WHEREAS, the fiscal year 2025 EWA Operating and Capital Budgets were approved by the EWA Joint Advisory Committee and the EWA Board of Directors on April 24, 2024, in the following amounts: Operating Budget – \$26,624,721; and Capital Budget – \$31,417,581.

WHEREAS, the EWA Joint Advisory Committee and the EWA Board of Directors recommend member agency approval of the fiscal year 2025 EWA Operating and Capital Budgets in the aforementioned amounts; and

WHEREAS, copies of the fiscal year 2025 EWA Operating and Capital Budgets were available for review by the LWD Board of Directors at its May 8, 2024 Board of Directors meeting;

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

Section 1. Approval of the recommended FY24 Encina Wastewater Authority Operating Budget as presented in the following amount: \$26,624,721.

Section 2. Approval of the recommended FY24 Encina Wastewater Authority Capital Budgets in the following amount: \$31,417,581.

PASSED AND ADOPTED by the Board of Directors at a meeting of the Leucadia Wastewater District held May 8, 2024 by the following vote:

AYES: Roesink, Saldana, Omsted, and Sullivan

NOES: None.

ABSENT: Pacilio

ABSTAIN: None.



Chris Roesink, President

ATTEST:


Paul J. Bushee, Secretary/Manager

(SEAL)

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APPROPRIATION & CONTROLS RESOLUTION

RESOLUTION NO. 2024-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ENCINA WASTEWATER AUTHORITY
APPROPRIATING FUNDS FOR FISCAL YEAR 2024-25 OPERATING AND CAPITAL PROGRAM BUDGETS
AND ESTABLISHING CONTROLS THEREON**

WHEREAS, the Revised Basic Agreement and Revised Establishment Document governing the administration of the Encina Wastewater Authority (Encina) require the preparation and approval of Estimated Operating and Capital Program budgets on an annual basis; and,

WHEREAS, Encina's Fiscal Year (FY) 2024-25 Operating and Capital Program Budgets were approved by Encina's Board of Directors and the Encina Joint Advisory Committee on April 24, 2024; and,

WHEREAS, Encina has received certified copies of approving resolutions or minute orders from the governing bodies of each of the Member Agencies confirming their approval of Encina's FY 2024-25 Operating and Capital Program Budgets as required by the Revised Basic Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Encina Wastewater Authority as follows:

Section 1. That certain documents on file with Encina, entitled "Fiscal Year 2024-25 Operating & Capital Budget" (Budget) presented at the Encina Board of Directors meeting on April 24, 2024 are hereby adopted as the FY 2024-25 Operating & Capital Budget.

Section 2. That the estimated revenues for FY 2024-25 as shown in the Budget are hereby appropriated.

Section 3. That the requested expenditures for FY 2024-25 as shown in the Budget are hereby appropriated to the fund, department, division, or project for which they are designated, and such appropriations shall not be increased except as provided herein.

Section 4. Subject to a \$100,000 single transaction limit and as modified by other applicable controls established herein, the General Manager is hereby authorized to expend appropriated funds in accordance with the Encina's FY 2024-25 Budget.

Section 5. That the requested full-time equivalent positions for FY 2024-25 as shown in the Budget are authorized. Only the Board of Directors may authorize an increase in the number of authorized positions. The General Manager is hereby authorized to hire temporary or part-time staff as necessary, within the aggregate Budget.

Section 6. The General Manager is hereby authorized to transfer funds between accounts within the Operating or Capital Program in an amount up to \$100,000 per transfer. Any transfer of funds from the Operating Program to the Capital Program, from the Capital Program to the Operating Program, or, in excess of \$100,000, must be approved by the Board of Directors. The General Manager may transfer funds between accounts within individual Remote Facilities as needed so long as the overall budget is not exceeded. The General Manager may transfer funds between the Remote Facilities budgets upon written approval of the applicable Member Agency Manager(s).

Section 7. The General Manager is hereby authorized to issue change orders in any amount provided it is within the awarded contract amount plus any Board of Directors authorized contingency. Where sufficient budgeted funds are available, the General Manager is authorized to approve change orders that exceed the contract amount and any Board of Directors authorized contingency, provided that the change order is \$100,000 or less and the aggregate value of such change orders on any particular contract shall not exceed twice the amount of the General Manager's authority.

Section 8. The General Manager is authorized to execute contracts and agreements for appropriated programs between the Authority and the providers, successors or assigns of the following services: [a] the California Sanitation Risk Management Authority for insurance; [b] each and every contractor necessary to ensure continuous execution of all existing and subsequently effective employee retirement, health, health related, and other employee welfare benefits as specified in Board of Directors approved labor agreement resolutions; [c] the California Public Employees' Retiree Benefit Trust for continuous execution of the Irrevocable Trust as specified in Board of Directors approved resolutions; [d] Allied Universal Protection Service L.P. or subsequently effective provider of onsite security patrol services; [e] ADS Environmental Services for flow metering services; [f] Karbonous Inc. for carbon replacement within the Odor Reduction Facilities; [g] Best, Best & Krieger, LLP for legal services; [h] Woodard & Curran for as needed engineering services; [i] Hawthorne Power Systems for cogeneration engine maintenance services; [j] Techno Coatings Inc. for as needed coating services; [k] Tyler Technologies for accounting support services; [l] Nexinite for Microsoft services [m] The Centre for

Organization Effectiveness for organizational development; [n] contractor(s) for temporary staffing services; and, [o] Clifton Larson Allen LLP for professional financial management staff services.

Section 9. In an emergency, the General Manager is hereby authorized to expend those funds necessary to reconstruct, or cause to be reconstructed, any portion of the Joint System, as defined in the Revised Basic Agreement, when reconstruction is immediately required to permit the Joint System to continue to function. Any such expenditure must be subsequently approved by the Board of Directors.

Section 10. The General Manager is authorized to make budget adjustments involving offsetting revenues and expenditures; the General Manager may authorize increases in an appropriation for a specific purpose where the appropriation is offset by unbudgeted revenue designated for the specific purpose.

Section 11. The General Manager is authorized to appropriate interest earned on grants during the year for the purpose for which the grant was received.

Section 12. The General Manager is authorized to continue all appropriations for encumbrances outstanding as of June 30, 2024 into FY 2024-25 as may be necessary.

Section 13. All funds budgeted for Capital Improvements remaining unexpended at June 30, 2024 are hereby appropriated and budgeted for FY 2024-25.

Section 14. The Financial Reserve amounts for FY 2024-25 are established as follows:

Financial Reserve	Balance
Capital Reserve	\$ 2,650,000
Remote Facilities Reserve	250,000
	<u>\$ 2,900,000</u>

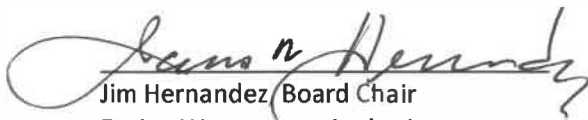
Section 15. A new classification of Electrical and Instrumentation Technician-In-Training is authorized as shown in the Classification Plan (Exhibit A) and Salary Schedule (Exhibit B).

Section 16. The General Manager may delegate any authority granted pursuant to this resolution.

Section 17. This resolution shall take effect upon the later of: (1) approval of this Resolution by the Encina Board of Directors; or (2) the receipt of certified copies of approving resolutions or minute orders from the governing bodies of each of the Encina member agencies.

PASSED AND ADOPTED by the Board of Directors of the Encina Wastewater Authority this 26th day of June, 2024 by the following vote:

Representative	Agency	Vote
Chair Hernandez	Vallecitos Water District	Aye
Vice-Chair Roesink	Leucadia Wastewater District	Aye
Director Pennock	Vallecitos Water District	Aye
Director Saldana	Leucadia Wastewater District	Aye
Director Blackburn	City of Carlsbad	Aye
Director Luna	City of Carlsbad	Aye
Director Franklin	City of Vista	Absent
Director Franklin	Buena Sanitation District	Absent
Director Green Alt. Knatz	City of Vista	Aye
Director Green Alt. Knatz	Buena Sanitation District	Aye
Director Lyndes	City of Encinitas	Aye
Director Ehlers	City of Encinitas	Aye



Jim Hernandez Board Chair
Encina Wastewater Authority



Jennifer Basco, Board Secretary
Encina Wastewater Authority

Encina Wastewater Authority
Classification Plan for Fiscal Year 2024-25
Effective as of July 1, 2024

Exempt Classifications

Accounting Supervisor
Assistant General Manager
Board Secretary/Executive Assistant
Director of Environmental Compliance
Director of Finance
Director of Operations
Director of Technical Services
Engineer
Engineering Services Manager
Field Services Superintendent
General Manager
Human Resources Analyst
Human Resources Manager
Information Systems Manager
Laboratory Manager
Maintenance Manager
Operations Manager
Safety & Training Manager
Senior Construction Manager
Source Control Manager
Training and Quality Control Specialist

Non-Exempt Classifications

Accounting Technician I
Accounting Technician II
Administrative Assistant I
Administrative Assistant II
Chemist I
Chemist II
Chemist III
Cogeneration Specialist
Contract Administrator
Electrical and Instrumentation Supervisor
Electrical and Instrumentation Technician
Electrical and Instrumentation Technician-In-Training
Information Systems Analyst
Inventory Control Technician
Lead Mechanical Technician
Lead Operator
Mechanical Technician I
Mechanical Technician II
Mechanical Technician Supervisor
Operator I
Operator II
Operator-In-Training
Procurement Specialist
Shift Supervisor
Source Control Inspector I
Source Control Inspector II
Source Control Inspector III

Encina Wastewater Authority
Salary Schedule for Fiscal Year 2024-25
Effective as of July 1, 2024

Classification	Grade	Annual	
		Range Min (\$)	Range Max (\$)
Accounting Supervisor	143	118,337	153,838
Accounting Technician I	130	61,343	79,744
Accounting Technician II	134	71,762	93,288
Administrative Assistant I	129	58,984	76,679
Administrative Assistant II	132	66,348	86,249
Assistant General Manager	149	227,568	295,834
Board Secretary/Executive Assistant	141	102,400	133,121
Chemist I	137	82,285	106,970
Chemist II	139	90,719	117,935
Chemist III	142	110,079	143,105
Cogeneration Specialist	140	95,256	123,833
Contract Administrator	139	90,719	117,935
Director of Environmental Compliance	148	189,642	246,531
Director of Finance	148	189,642	246,531
Director of Operations	148	189,642	246,531
Director of Technical Services	148	189,642	246,531
Electrical and Instrumentation Supervisor	143	118,337	153,838
Electrical and Instrumentation Technician	140	95,256	123,833
Electrical and Instrumentation Technician-In-Training	136	78,366	101,876
Engineer	145	136,749	177,772
Engineering Services Manager	147	158,032	205,440
Field Services Superintendent	143	118,337	153,838
General Manager	150	273,079	355,005
Human Resources Analyst	141	102,400	133,121
Human Resources Manager	146	147,007	191,107
Information Systems Analyst	143	118,337	153,838
Information Systems Manager	146	147,007	191,107
Inventory Control Technician	135	74,634	97,025
Laboratory Manager	146	147,007	191,107
Lead Mechanical Technician	141	102,400	133,121
Lead Operator	141	102,400	133,121
Maintenance Manager	146	147,007	191,107
Mechanical Technician I	136	78,366	101,876
Mechanical Technician II	138	86,397	112,317
Mechanical Technician Supervisor	143	118,337	153,838
Operations Manager	146	147,007	191,107
Operator I	135	74,634	97,025
Operator II	138	86,397	112,317
Operator-In-Training	133	69,000	89,699
Procurement Specialist	138	86,397	112,317

Revised June 26, 2024

Encina Wastewater Authority
Salary Schedule for Fiscal Year 2024-25
Effective as of July 1, 2024

Classification	Grade	Annual	
		Range Min (\$)	Range Max (\$)
Safety & Training Manager	146	147,007	191,107
Senior Construction Manager	147	158,032	205,440
Shift Supervisor	143	118,337	153,838
Source Control Inspector I	135	74,634	97,025
Source Control Inspector II	138	86,397	112,317
Source Control Inspector III	141	102,400	133,121
Source Control Manager	146	147,007	191,107
Training and Quality Control Specialist	144	127,212	165,375

Special Compensation Type	Amount (\$)	Factor
Standby Duty	2.00	per hour
Shift Differential	2.50	per hour
Lead Operator Pay ¹	2.50	per hour
Certification Stipend ²	60.00	per pay period
Meal Allowance ³	15.00	per meal
Safety Boot Allowance ⁴	150 - 350	per year
Safety Prescription Eyewear Allowance	400.00	per year

-
1. When in absence of Shift Supervisor.
 2. For a Class B Drivers License, Crane Operator Certificate, or Welding Certificate.
 3. For 2+ hours of overtime.
 4. Amount depends on job classification.

SALARY & BENEFIT RESOLUTION

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ENCINA WASTEWATER AUTHORITY ADOPTING SALARY, BENEFITS, AND OTHER WORKING CONDITIONS FOR THE UNREPRESENTED INFORMAL GROUP OF EMPLOYEES FOR FY2024, FY2025, and FY2026

Whereas, the Unrepresented Informal Group of Employees (Group) of the Encina Wastewater Authority (EWA) are a valuable and important part of the EWA organization and have had the opportunity to participate in an informal input process with designated EWA representatives on wages, hours, and other terms and conditions of employment; and,

Whereas, the EWA Board of Directors desires to establish salaries, benefits, and other terms and conditions of employment for the fiscal years ending June 30, 2024, June 30, 2025, and June 30, 2026, with input from and following informal negotiations with Group representatives.

Now, therefore, be it resolved by the Board of Directors of the Encina Wastewater Authority that the salary, benefits, and other terms and conditions of employment for the Unrepresented Informal Group of Employees set forth below are hereby adopted and established as those of the Encina Wastewater Authority, and shall remain in effect until further action by the EWA Board of Directors.

A. Unrepresented Informal Group of Employees Classifications

Regular, full-time employees as defined by EWA's Human Resources Policy Manual who occupy the classifications shown in the Classification Plan attached as "Exhibit A" to this resolution comprise the Group (collectively, Group Members) and are subject, without limitation, to the terms and conditions of employment set forth in this Resolution.

B. Effective Dates of Resolution

The provisions of this Resolution shall become effective July 1, 2023 and shall terminate no later than June 30, 2026 unless extended by further action of the EWA Board of Directors. The term of this Resolution does not create the expectation of continued employment or of employment for a specified duration. All Group Members are employed at-will, consistent with EWA's Human Resources Policy Manual.

C. Salary Schedule

Group Members' base salary will be determined according to the Salary Schedule attached as "Exhibit B" to this resolution and incorporated by reference. EWA's General Manager or designee shall place Group Members on the Salary Schedule according to their position and qualifications, and shall have sole discretion to determine Group Members' base salary within the applicable range based on the employee's performance, length of service or any other relevant factor. Any Group Member whose base salary meets or exceeds the maximum range identified for his or her Benchmark Classification shall remain at that salary unless and until the maximum

range increases through a cost-of-living adjustment as described below, or the General Manager or designee determines that the employee qualifies to be placed at a higher salary range.

D. Salary Marked-to-Market

To ensure EWA's salaries are periodically marked-to-market, EWA conducted a Compensation Study that was accepted by the EWA Board of Directors in February 2023. Based on the information presented in the Compensation Study, and in consideration of other related factors, the EWA Board of Directors has determined that, at this time, EWA's best interests continue to be served by setting the top of the salary range for EWA's Benchmark Classifications at the 75th Percentile of surveyed agencies and that employees not serving in a Benchmark Classification be aligned, as recommended by the General Manager, with a surveyed Benchmark Classification to ensure appropriate internal organizational salary alignment. Other related factors taken into consideration by the Board of Directors in making the foregoing determination included: (a) that wastewater infrastructure is an inherently dangerous and unsanitary work environment; (b) that water agencies are the employers EWA competes with for top performers; and, (c) that setting EWA's pay scale above average furthers the goal of recruiting and retaining talented personnel. The agencies chosen to participate in the 2023 Salary Survey are identified below.

Special District	City
Leucadia Wastewater District	City of Carlsbad
Orange County Sanitation District	City of Encinitas
South Orange County Wastewater Authority	City of Vista
Inland Empire Utilities Agency	City of Oceanside*
Eastern Municipal Water District	City of Escondido*
Vallecitos Water District	City of San Diego*
San Elijo Joint Powers Authority	City of Riverside*
Santa Margarita Water District	City of Burbank*
Irvine Ranch Water District	City of Pasadena*
Olivenhain Municipal Water District	
Padre Dame Municipal Water District	

*Not included in benefits survey conducted by Reward Strategy Group.

E. Annual Cost of Living Adjustment

The Salary Schedule for all classifications in the Group will be adjusted once annually. Group Members' base salaries will be adjusted consistent with any increase to the Salary Schedule. The Salary Schedule adjustments for each year of this Resolution shall occur as follows:

1. FY 2023-24: The Salary Schedule for all classifications in the Group will be increased by 5.00% effective July 1, 2023.
2. FY 2024-25: The Salary Schedule for all classifications in the Group will be increased by 5.00% effective July 1, 2024.

3. FY 2025-26: The Salary Schedule for all classifications in the Group will be increased by 5.00% effective July 1, 2025.

F. Cafeteria Plan (Internal Revenue Code §125 Flex Plan)

1. Administration of the Cafeteria Plan

- a. EWA shall maintain an Internal Revenue Code Section 125-compliant Cafeteria Plan (Plan) throughout the term of this Resolution. The purpose of the Plan is to provide Group Members access to a variety of benefits to include: Health, Dental, Vision, Life, Long-term Disability, Cancer, and Critical Illness insurance; Medical and Dependent Care Reimbursement accounts; and Administrative Leave.
- b. EWA's annual contribution to the cost of a Group member's election of benefits shall be as outlined below. Benefits are provided on a Calendar Year basis.
 - i. For the period July 1, 2023 through December 31, 2023: \$4,301.73 for a single employee; \$8,588.38 for an employee with one dependent; and \$11,278.53 for an employee with two or more dependents. These figures represent 50% of the Calendar Year 2023 EWA contribution (\$8,603.45, \$17,176.76, and \$22,557.06 respectively).
 - ii. For Calendar Years 2024, 2025, and 2026, EWA's annual contribution shall be 90% of the sum of the average cost of premiums for all medical plans offered by EWA, plus the average cost of premiums for all dental plans offered by EWA, plus the average cost of premiums for all vision plans offered by EWA. Such average shall be calculated for each dependent status category.
- c. Employees who opt out of medical insurance coverage for Calendar Years 2024, 2025, and 2026 will receive up to 90%, not-to-exceed \$7,500, of the single employee contribution to the Cafeteria Plan, which may be used for purchasing other benefits contained within the Plan. Employees selecting this option must provide proof of other medical insurance coverage. For the period July 1, 2023 through December 31, 2023, the opt-out contribution equals \$3,656.47, which represents 50% of the current annual opt-out contribution of \$7,312.93.
- d. There will be no opt-out payments for Group Members who decline dental, and vision insurance coverage.
- e. To the maximum extent allowable under applicable law, personal contributions to the total cost of Plan elections shall be made on a pre-tax basis.
- f. Participating Group Members may request mid-year Plan changes to their benefit elections in accordance with applicable IRS regulations. Upon implementation of an allowable mid-year Plan change, EWA will adjust its contributions for that Group member for the balance of that Plan Year. The total cost of benefits elected, and therefore the Group member's personal

contributions thereto, may also be adjusted to reflect the mid-year Plan changes elected by the Group member.

- g. Group Members shall notify EWA of any dependent status changes within 30 days. Failure to notify EWA within 30 days may invalidate all or part of a Group member's Plan elections.

2. Medical, Dental, and Vision Insurance

- a. Group Members may elect coverage from the medical, dental, and vision insurance programs offered by EWA within the Plan. This coverage is provided on a Calendar Year basis, January through December.
- b. New Group Members shall be eligible for coverage no later than the first day of the month following their first work day at EWA and in accordance with all enrollment and eligibility requirements of the insurance carrier.
- c. Group Members are responsible for any income tax obligations resulting from the payment of insurance premiums.

3. Life and Disability Insurance

- a. Group Members may elect life and disability insurance coverages from among the options offered within the Plan. Group Members must select one of the options of life and long-term disability coverage offered.
- b. Where a life and disability insurance benefit level is salary-based, the level of coverage shall be based on the Group member's salary in effect as of January 1. New Group Members shall be eligible for coverage no later than the first day of the month following their first work day at EWA and in accordance with the enrollment eligibility requirements of the insurance carrier.
- c. Group Members are responsible for any income tax obligations resulting from the payment of insurance premiums.

4. Medical, Dental, and Vision Reimbursement

- a. Group Members may elect to designate pre-tax dollars for reimbursement of eligible medical, dental, and vision expenses in accordance with the Plan, up to the limits determined by the Internal Revenue Service.
- b. Group Members are responsible for any income tax obligations resulting from participation in the health care reimbursement program.

5. Dependent Care Reimbursement

- a. Group Members may elect to designate pre-tax dollars for reimbursement of eligible dependent care in accordance with the Plan, up to the limits determined by the Internal Revenue Service.
- b. Group Members are responsible for any income tax obligations resulting from participation in the dependent care reimbursement program.

6. Non-exempt Administrative Leave

- a. Employees assigned to a Non-exempt classification may purchase up to 40 hours of Administrative Leave at their regular hourly rate that will be in effect as of January 1 of the upcoming calendar year.
- b. Administrative Leave so purchased must be used during the calendar year purchased and may not be accrued from one calendar year to another.

7. Exempt Administrative Leave

- a. Group Members assigned to Exempt classifications are exempt from overtime provisions of the Fair Labor Standards Act. These employees shall receive 48 hours of paid Administrative Leave annually on July 1 that is distinct and separate from the Plan above. Administrative Leave for these employees is accrued leave.
- b. Any unused hours of Administrative Leave as of June 30 shall be added to the employee's accumulated vacation hours and subject to all provisions regarding vacation leave, including the maximum of 256 accumulated hours.

G. Other Benefits

1. Dependent and Voluntary Life Insurance

Dependent term life insurance coverage of \$5,000 shall be provided each employee dependent over six months of age. Dependent term life insurance coverage of \$1,000 shall be provided each employee dependent 14 days to six months of age. Employees may apply for additional life insurance at their expense.

2. Vacation Leave

- a. Group Members shall earn paid Vacation based on the following table:

Years of Continuous EWA Service	Full-Time	Part-Time
0 through 3 years	80 hours/year	40 hours/year
After 3 years	120 hours/year	60 hours/year
After 6 years	160 hours/year	80 hours/year

- b. Group Members may accumulate a maximum of 256 hours. Vacation may be accrued in excess of 256 hours only with the prior written approval of the General Manager.
- c. Group Members may convert a portion of accrued vacation subject to the following:
 - i. A maximum of 60 hours may be converted at the employee's current rate of pay;
 - ii. The conversion may occur once per fiscal year during the month of June; and
 - iii. The employee must have used 40 hours of accrued vacation during the preceding 12 month period which is defined as December 1 through November 30.
- d. Group Members shall be paid at their hourly rate for all accumulated Vacation time upon termination of employment.

3. Sick Leave

- a. Group Members shall earn paid Sick Leave based on the following:
 - i. Full-time employees shall earn eight (8) hours of paid sick leave for each full month of employment, up to a maximum accrual of 1,000 hours.
 - ii. Part-time employees, temporary employees, and interns shall earn one (1) hour of paid sick leave for every 30 hours worked, up to a maximum accrual of 24 hours of sick leave per year and 48 hours in total.
- b. Pursuant to applicable terms of the EWA Human Resources Policy Manual, Group Members may be paid for a portion of their accumulated Sick Leave on an annual basis and at termination of employment or converted to CalPERS service credit upon retirement.

4. Call Back

Group Members unexpectedly ordered to report back to duty to perform necessary work following completion of the Group Member's work week or work shift and their departure from the site shall be entitled to compensation calculated at one and one-half their regular hourly rate. Group Members called back under these conditions shall receive a minimum of four hours compensation.

5. Standby Duty

EWA shall pay each Group member assigned to Standby Duty at the rate of \$2.00 for each hour of standby duty performed, not-to-exceed \$48 per day.

6. Shift Differential

EWA shall pay each Group Member a "Shift Differential" of \$2.50 per hour in addition to their base rate of pay for hours assigned to one of the night shift schedules (6:00 p.m. – 6:00 a.m., or 6:30 p.m. – 6:30

a.m.). Group Members not scheduled for a night shift whose schedules include hours after 6:00 p.m. will receive the Shift Differential only for the portion of their shift that is after 6:00 p.m.

7. Meal Allowance

EWA shall reimburse Group Members a maximum of \$15.00 per meal for food and non-alcoholic beverages when the employee is unexpectedly ordered to work two or more hours of overtime and following EWA's receipt of sufficient documentation supporting the purchase.

8. Safety Boot Allowance

EWA shall provide an allowance each fiscal year to all Group Members for the purchase of EWA-approved safety shoes/boots. The amount of the allowance shall be determined by job classification and shall be paid to the employee following receipt of sufficient documentation supporting the purchase:

Classification	Amount
Operator I	Up to \$350
Operator II	
Operator-in-Training	
Shift Supervisor	
Mechanical Technician I	
Mechanical Technician II	
Mechanical Technician Supervisor	
Maintenance Manager	
Cogeneration Specialist	
Electrical and Instrumentation Technician	
Electrical and Instrumentation Supervisor	
Chemist I	Up to \$200
Chemist II	
Chemist III	
Source Control Inspector I	
Source Control Inspector II	
Source Control Inspector III	
Inventory Control Technician	
Field Services Superintendent	
All other classifications	Up to \$150

9. Safety Prescription Eyewear Allowance

EWA shall provide up to \$400.00 each fiscal year to all Group Members for the purchase of EWA-approved prescription safety glasses following receipt of sufficient documentation supporting the purchase.

10. Alternate Holiday Banking

When a holiday falls on an employee's normal day off, EWA shall allow the employee to bank the day by recording it as an Alternate Holiday on his/her timesheet. These hours will be added to the employee's accrued Vacation on the next pay period subject to all limitations on accrual of Vacation.

11. Temporary Upgrade Pay (Working Out-of-Classification)

Employees who work out-of-classification for 40 consecutive work hours or more shall receive Temporary Upgrade Pay of five percent of their regular hourly rate for the duration of the out-of-classification assignment.

12. Lead Operator Pay

EWA shall pay Operators certified by the State Water Resources Control Board as Grade III Operators "Lead Operator Pay" of \$2.50 per hour in addition to their base rate of pay for all hours actually worked as Lead Operator in the absence of a Shift Supervisor.

13. Certification Stipend

EWA shall pay Group members a "Certification Stipend" of \$60 per pay period per certificate for holding: a current Class B California Drivers' License; a Crane Operator Certificate issued by the National Commission for Certification of Crane Operators; or a Welding Certificate issued by the American Welding Society (QC7-Supplement G Qualification).

14. Special Merit Increase

Upon recommendation of a Department Head and the approval of the General Manager, a Group member may receive a "Special Merit Increase" up to 5% of base salary. Such Special Merit Increases are to provide recognition for truly exceptional performance beyond the normal expectations of the employee's position. The duration of such pay shall be for no longer than six months per calendar year unless extended by the General Manager. A Special Merit Increase does not change an employee's base salary or placement on the Salary Schedule.

15. Retirement Advance Notice Incentive

To facilitate succession planning and training of new employees, Group Members who provide advance written notice of retirement shall receive a one-time Retirement Advance Notice Incentive payment as set forth below:

- 6 months' notice: \$500
- 12 months' notice: \$1,000

To be eligible for a Retirement Advance Notice Incentive, Group Members must remain employed by EWA through the retirement date stated in their notice and must actually retire from all employment with EWA on the date noticed. These payments shall be made on the final date of employment.

H. Retirement Plan

1. On July 28, 2005, EWA amended its contract with CalPERS to adopt and implement the 2.7% @ 55 retirement benefit level. Employees who first participated in CalPERS prior to prior to January 1, 2013 are eligible for this benefit level and are considered "Classic" employees subject to CalPERS regulations.
2. Employees who first participated in CalPERS on or after January 1, 2013 are subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA). The retirement benefit level for members of this Group is 2% @ 62. Group Members shall pay the full CalPERS "Employee Contribution Rate."
3. Both Classic and PEPRA Group Members shall be eligible to receive the "1959 Survivor's Benefit." Each Group member shall pay his/her costs to participate in this benefit through payroll deduction.
4. To the maximum extent allowable, all Group member contributions to CalPERS shall be made on a pre-tax basis.

I. Deferred Compensation Program

Where the Group member voluntarily participates in EWA's Deferred Compensation Program, EWA shall contribute an equal amount on a matching basis up to four percent of the Group member's annual base salary, provided, however, that EWA's matching contribution shall not exceed four percent of the Social Security annual salary contribution maximum.

J. Competitiveness Assessment Decisions

During the term of this Resolution the General Manager has sole discretion to implement decisions related to its business and the continuous improvement of EWA's competitiveness. This means that job classifications and their respective job descriptions may be revised, added, or deleted; work and shift hours may be revised; new or revised automation; and new or revised procedures may be implemented.

K. Terms and Conditions of Employment

Group Members are subject to all other terms and conditions of employment specified in EWA's Human Resources Policy Manual, applicable provisions of other resolutions of the EWA Board of Directors, and implementing policies and procedures, which may be subject to change at any time and from time to time within EWA's sole discretion.

L. Rescission of Previous Resolution

The previous resolution adopting salary, benefits, and other working conditions for the unrepresented informal group of employees, Resolution 2023-02, is hereby rescinded in its entirety.

M. Human Resources Policy Manual

A Human Resources Policy Manual will be maintained by the General Manager. In the event of a conflict, this resolution shall prevail.

Passed and Adopted by the Board of Directors of the Encina Wastewater Authority this 26th day of July, 2023 by the following vote:

Representative	Agency	Vote
Chair Lyndes	City of Encinitas	Aye
Vice-Chair Hernandez	Vallecitos Water District	Absent
Director Ehlers	City of Encinitas	Absent
Director Pennock	Vallecitos Water District	Aye
Director Sullivan	Leucadia Wastewater District	Aye
Director Roesink	Leucadia Wastewater District	Aye
Director Blackburn	City of Carlsbad	Aye
Director Luna	City of Carlsbad	Aye
Director Franklin	City of Vista	Aye
Director Franklin	Buena Sanitation District	Aye
Director Green	City of Vista	Aye
Director Green	Buena Sanitation District	Aye

Signed:


Joy Lyndes (Jul 28, 2023 07:01 PDT)

Joy Lyndes, Board Chair
Encina Wastewater Authority

Attest:



Jennifer Basco, Board Secretary
Encina Wastewater Authority