



**BOARD OF DIRECTORS  
REGULAR MEETING**

DATE: Wednesday, September 13, 2023

TIME: 5:00 p.m.

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

**AGENDA**

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

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

- 1. Call to Order**
  - A. Teleconference with Vice President Roesink at the following location:  
The Gaylord Hotel, Room 503  
1501 Gaylord Trail  
Grapevine, TX 76051
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. General Public Comment Period**
- 5. Approval of Agenda**
- 6. Presentation and Awards**  
None.

**CONSENT CALENDAR**

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

from the Consent Calendar will be considered in the original agenda order immediately following adoption of the Consent Calendar.

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

Minutes of the following meetings:

August 16, 2023 Regular Board Meeting (Pages 6-12)  
September 5, 2023 Engineering Committee Meeting (Pages 13-16)

**8. Approval of Demands for August/September 2023**

This item provides for Board of Directors approval of all demands paid from LWD during the month of August and a portion of September 2023. (Pages 17-24)

**9. Operations Report**

This report discloses the year-to-date and monthly flow, rainfall, EDU's and reclaimed water averages; along with MGD flow comparisons from FY23 to FY24, flows by sub-basin, and staff training. (Pages 25-31)

**10. Finance Report**

This report discloses up-to-date schedule of assets, liabilities, net assets and compares fiscal year-to-date expenditures to the FY24 budget and discloses monthly investments. (Pages 32-39)

**11. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of August 2023. (Pages 40-41)

## **EWA REPORTS**

**12. Encina Wastewater Authority Reports**

A. A regular EWA Board Meeting was held on August 23, 2023. (Page 42)

B. An Encina Member Agencies Manager's Meeting was held on September 5, 2023. (verbal)

## **COMMITTEE REPORTS**

**13. Committee Reports**

A. An Engineering Committee meeting was held on September 5, 2023. (Page 43)

B. A Community Affairs Committee meeting was held on September 12, 2023. (Verbal)

## **ACTION ITEMS**

**14. Vehicle Purchase**

Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994. (Pages 44-45)

**15. Carpet Replacement and Furniture Moving Services Contract**

Authorize the General Manager to execute an Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building at a cost not to exceed \$48,724. (Pages 46-47)

**16. AV System Purchase**

Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003. (Pages 48-55)

**17. Division 5 Board of Directors Vacancy (Pages 56-57)**

**INFORMATION ITEMS**

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

A. Flu Shot Clinic is scheduled for Thursday, September 14, 2023. (Verbal)

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

A. CSDA Local Section Quarterly Dinner was held on August 17, 2023 at The Butcher Shop in Kearny Mesa, CA. (Page 58)

B. 2023 CSDA Annual Conference was held August 28 - 31, 2023 at the Monterey Conference Center in Monterey, CA. (Page 59)

**20. General Manager's Report**

**21. General Counsel's Report**

**22. Board of Directors' Comments**

**23. Closed Session**

A. Meet with Legal Counsel to discuss exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) (Confidential Enclosure)

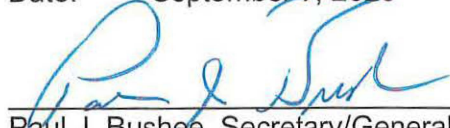
B. Meet with Legal Counsel to discuss California Government Code Section 54956.8 for the potential sale of a vacant lot on the corner of Vulcan Avenue and La Costa Avenue to the City of Encinitas. (Verbal)

**24. Adjournment**

AFFIDAVIT OF POSTING

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

Date: September 7, 2023



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Paul J. Bushee, Secretary/General Manager

### Board of Directors' Code of Conduct

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

### Role of Staff

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

**LEUCADIA WASTEWATER DISTRICT**

Minutes of a Regular Board Meeting  
August 16, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 16, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

President Sullivan called the meeting to order at 5:03 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Sullivan, Roesink, Omsted  
 DIRECTORS ABSENT: Saldana, Hanson  
 OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Marvin Gonzalez, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Supervisor Gabe Mendez, Field Services Supervisor Mauricio Avalos, District Engineer Dexter Wilson

**3. Pledge of Allegiance**

Vice President Roesink led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

GC Brechtel stated that after the August agenda was finalized, LWD received a letter from Fallbrook Public Utility District and Rainbow Municipal Water District asking the District to support opposition to Assembly Bill 399 (AB 399). GC Brechtel stated that due to the time sensitive nature of this item that it should be added to the agenda. He noted that under the Brown Act the Board can make a motion to add this item to the agenda.

Upon a motion duly made by Director Omsted, seconded by Vice President Roesink, and unanimously carried, the Board of Directors added an action item regarding AB 399 to the agenda and approved the agenda by the following vote:

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

**6. Presentations and Awards**

CASA Award of Excellence Public Outreach/Education.

GM Bushee stated LWD received the CASA Award of Excellence in Public Outreach/Education. He noted that with the help of Rising Tide Partners (RTP), LWD created an emergency training drill video highlighting the collaborative efforts between LWD Field Services Technicians (FSTs) and their counterparts at the City of Encinitas. The video shows both agencies training together on how to connect a bypass pump to the sewer main with the goal of diverting sewage during a power outage. GM Bushee noted staff is eligible for a \$300 incentive award under the District's incentive program.

Staff and the Board then viewed a short award acceptance video which was created for the CASA Conference Awards Lunch by RTP. The Board congratulated staff and RTP for their efforts.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

- July 12, 2023 Regular Board Meeting
- August 1, 2023 Engineering Committee Meeting
- August 2, 2023 Community Affairs Committee Meeting
- August 8, 2023 Investment and Finance Committee Meeting

**8. Approval of Demands for July/August 2023**

Payroll Checks numbered 230712-1 – 230809-19; General Checking Checks numbered 24565-24701

**9. Operations Report** (A copy was included in the original August 16, 2023 Agenda)

**10. Finance Report** (A copy was included in the original August 16, 2023 Agenda)

**11. Quarterly Treasurer's Investment Report**

This report discloses investments for the quarter ending June 30, 2023.

**12. Disclosure of Reimbursements**

This report discloses travel expense reimbursements for the month of July 2023.

**13. Fiscal Year 2024 (FY24) Pay Schedules**

Adopt Resolution No. 2406 - Approving the FY24 pay schedules.

Upon a motion duly made by Director Omsted, seconded by Vice President Roesink, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

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

## EWA and COMMITTEE REPORTS

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

#### A. EWA Board Report – Meeting held on July 26, 2023.

Vice President Roesink reported on EWA's July 26, 2023 Board meeting.

#### B. An Encina Member Agencies Manager's (MAM) Meeting was held on August 1, 2023.

GM Bushee reported on EWA's August 1, 2023 MAM meeting.

### 15. Committee Reports

#### A. An Engineering Committee meeting was held on August 1, 2023.

Director Omsted reported that the Engineering Committee (EC) reviewed the following recommendations:

- Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector 2110 Combination Truck in an amount not to exceed \$697,988.33; and
- Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated to upgrade the Programmable Logic Control at the Encina Effluent Pump Station in an amount not to exceed \$45,000.

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

The EC also received an update on the Village Park No. 7 Pump Station Replacement Project. This item was for information purposes and there was no action taken.

#### B. A Community Affairs Committee meeting was held on August 2, 2023.

GM Bushee reported that the Community Affairs Committee (CAC) reviewed the Fall 2023 Newsletter Proposed Article Topics and Production Schedule. Following discussion, the CAC then directed staff to move forward with the newsletter and the proposed production schedule.

The CAC also reviewed a video created by RTP and staff on maintaining easements and received an update on RTP and staff's visit to two Encinitas senior living centers regarding "No Wipes Down the Pipes".

#### C. An Investment & Finance Committee Meeting was held on August 8, 2023.

Director Omsted reported that the Investment and Finance Committee (IFC) participated in the Financial Audit Entrance meeting with Rogers, Anderson, Malody & Scott, LLP. There was no action taken.

Director Omsted also reported that the IFC reviewed the following recommendations:

- Annual review of the Procurement Policy; and



- Re-delegate authority to manage LWD’s investment program to the General Manager effective September 1, 2023 through August 31, 2024 and to adopt Resolution No. 2401 amending the LWD Investment Policy.

The IFC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

## ACTION ITEMS

### 16. New Vector Purchase

Authorize the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector 2110 Combination Truck in an amount not to exceed \$697,988.33.

FSS Gonzalez presented this item and provided background information on the District’s use of the Vector Combination Truck (Vector). He said that the Field Services staff is trained to operate and maintain Vector equipment. FSS Gonzalez said that Vector 159 has 5,254 engine hours, which meets the Vehicle Replacement Policy threshold. He also noted that Vector 159 has failed multiple Basic Inspection Terminal tests and has incurred a total of \$31,794 in repairs over the last two years. He stated that Haaker Equipment Company is the only authorized dealer of Vector trucks in southern California. FSS Gonzalez stated that the Vector purchase meets the criteria for sole source procurement under Section 11.1, Sole Source Procurement, in the Purchasing Policy.

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source purchase Agreement with Haaker Equipment Company for the purchase of a new Vector 2110 Combination Truck in an amount not to exceed \$697,988.33 by the following vote:

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

### 17. Award of Professional Services Agreement to Upgrade the Programmable Logic Control at the Encina Effluent Pump Station

Authorize the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated to upgrade the Programmable Logic Control at the Encina Effluent Pump Station in an amount not to exceed \$45,000.

FSSup Mendez presented this item and provided background information on the function of the Programmable Logic Control (PLC). FSSup Mendez said that the EEPS PLC was installed in May 2000. He continued that, as a result, the components are obsolete making technical support difficult. He stated that the upgrade will standardize the PLC with the other District pump stations, resulting in improved reliability and efficiency.

FSSup Mendez explained that Base Nine Consulting, Inc. (BNCI) has successfully completed recent PLC upgrades of many of the District’s pump stations and that BNCI evaluated the EEPS PLC and submitted a proposal to complete the upgrade. He said that after evaluating the

proposal, staff determined it to be fair and reasonable. FSSup stated that this procurement of services meets the sole source procurement criteria under Section 11.1 of the Procurement Policy because BCNI possesses unique knowledge of the system and this service is a continuation of services of system PLC upgrades.

Vice President Roesink asked how many PLCs does the District have. FSSup Mendez answered ten, one at each pump station. Vice President Roesink asked about the condition of the other PLCs. FSSup Mendez answered that the other ones have been upgraded throughout the years. DTS Morishita added that new PLCs are installed every time a pump station is rehabbed.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Omsted, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Agreement for professional services with Base 9 Consulting, Incorporated to upgrade the Programmable Logic Control at the Encina Effluent Pump Station in an amount not to exceed \$45,000 by the following vote:

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

**18. Annual Review of LWD's Procurement Policy**

Receive and File LWD's Procurement Policy.

DFA Green presented the item and provided background information on the Procurement Policy noting it was most recently updated in 2022. He stated that staff has reviewed the policy and is not recommending any changes:

Following discussion, upon a motion duly made by Director Omsted, seconded by Vice President Roesink, and unanimously carried, the Board of Directors received and filed LWD's Procurement Policy by the following vote:

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

**19. Adopt LWD's Amended Investment Policy**

Redelegate authority to manage LWD's investment program to the General Manager effective September 1, 2023 through August 31, 2024 and adopt Resolution No. 2401 amending LWD's Investment Policy.

DFA Green presented the item and provided background information on the Investment Policy noting it was most recently updated in 2022. He noted that staff recently reviewed the Policy to determine if any amendments are warranted. DFA Green then reviewed the recommended changes to the Investment Policy:

- Include California Cooperative Liquid Assets Securities System (CLASS) as an authorized financial institution (Section 7.0), as an authorized and suitable investment (Section 8.2), and as an investment pool (Section 9.0); and
- Minor administrative changes such as formatting and grammar.

Vice President Roesink asked various questions regarding the investments and the rates of return. DFA Green answered his questions.

Following discussion, upon a motion duly made by Vice President Roesink, seconded by Director Omsted, and unanimously carried, the Board of Directors redelegated authority to manage LWD's investment program to the General Manager effective September 1, 2023 through August 31, 2024 and adopted Resolution No. 2401 amending LWD's Investment Policy by the following vote:

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

## 20. Opposition Letter for AB 399 from Fallbrook Public Utility District and Rainbow Municipal Water District

GM Bushee presented the item and provided information regarding AB 399. He also provided background information on Fallbrook Public Utility District and Rainbow Municipal Water District and their desire to switch wholesale water providers from the San Diego County Water Authority to Eastern Municipal Water District. GM Bushee also discussed the precedent which could be set should AB 399 pass and the implications for all Special Districts.

The Board asked various questions regarding AB 399. GM Bushee answered their questions.

Following a lengthy discussion, the Board reached consensus to oppose AB 399 by the following vote:

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

GM Bushee stated that he would draft an opposition letter for AB 399 and send it to Assembly Member Boerner. Director Omsted suggested that President Sullivan should sign the letter. GM Bushee stated that he would have President Sullivan sign the letter.

## INFORMATION ITEMS

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

- A. LAFCO Municipal Service Review (MSR) of the Leucadia Wastewater District.

GM Bushee announced that LAFCO will be starting the MSR process for the District. He stated that he will keep the Board updated.

**B. Flu Shot Clinic is scheduled for Thursday, September 14, 2023.**

EA Baity announced the date and time of the flu shot clinic.

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

20232 CASA Annual Conference was held August 9 – 11, 2023 in San Diego, CA.

Director Omsted stated it was one of the better CASA conferences. He stated the CSRMA portion and the Pure Water portion were really interesting.

President Sullivan stated the PFAS discussion was great.

**23. General Manager's Report**

GM Bushee reported on the following:

- Update on the City of Encinitas purchase of the Vulcan parcel

**24. General Counsel's Report**

GC Brechtel reported on the following:

- Assembly Bill 1033 (ADU, local ordinances, separate sale or conveyance); and
- Government Transparency Act

**25. Board of Directors' Comments**

Vice President Roesink stated he had a tour of Encina Wastewater Authority today.

**26. Adjournment**

President Sullivan adjourned the meeting at approximately 6:24 p.m.

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Elaine Sullivan, President

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Paul J. Bushee  
Secretary/General Manager  
(SEAL)

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of an Engineering Committee Meeting  
 September 5, 2023

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A meeting of the Engineering Committee (EC) of Leucadia Wastewater District (LWD) was held on Tuesday, September 5, 2023 at 9:00 a.m., at the LWD Administration Office located at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Saldana called the meeting to order at 8:59 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Saldana, Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee; Director of Technical Services Robin Morishita; Field Services Superintendent Marvin Gonzalez; Field Services Supervisor Gabe Mendez; Field Services Supervisor Mauricio Avalos (via video conference); Project Coordinator Ian Riffel; and District Engineer Dexter Wilson.

**3. Public Comment**

None.

**4. New Business**

- A. Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994.

FSSup Avalos presented this item to the EC. He provided background information on the District's use of the traffic control truck. He stated that 5 years and 60,000 miles or 7 year and any miles is the Vehicle Replacement Policy for a medium duty vehicle. FSSup Avalos stated that the existing traffic control truck is 12 years old and has 49,971 miles, which meets the replacement threshold. He continued that the traffic control truck has experienced an increase in maintenance frequency and the associated costs.

FSSup Avalos stated the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the District. He said the purchase of the new traffic control truck will be through a cooperative purchasing program with Sourcewell Cooperative (Sourcewell). He continued that Sourcewell is a self-supported government agency, therefore, the traffic control truck purchase has already been vetted through the competitive pricing process by Sourcewell. He stated that National Auto Fleet Group (NAFG), a Sourcewell participant, is an authorized Southern California dealer that provided staff with a quote.

Director Omsted asked what equipment will the traffic control truck be equipped with versus a standard truck? Staff answered the truck will be delivered with an arrow board, tool boxes, and a traffic control step at the rear of the truck.

Director Omsted asked what is the main problem of the existing truck? FSSup Mendez answered there are issues with the exhaust system because the truck runs on diesel fuel and idles frequently.

Chairperson Saldana inquired about the additional \$6K appropriation needed to purchase the vehicle and what accounted for that difference. FSS Gonzalez answered that a quote was obtained for budgeting purposes which resulted in the \$100K budget amount. FSS Gonzalez continued that the cost increased occurred since the beginning of the year.

Chairperson Saldana asked if the truck is readily available and if the price is all inclusive? Staff affirmatively answered both questions and mentioned while the truck is readily available, additional time is needed for Sourcewell to coordinate the truck bed customization to District specifications. FSS Gonzalez confirmed NAFG is responsible to deliver the finished truck.

Following discussion, the EC concurred with staff to recommend that that Board of Directors authorize the General Manager to execute an agreement for the purchase of the traffic control truck through Sourcewell Cooperative.

B. Authorize the General Manager to execute a sole source Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building in an amount not to exceed \$48,724.

PC Riffel presented this item to the EC. He provided background on the District's Administrative building. He said that the Administrative building construction was completed in 2009 and the carpet has endured well against daily foot traffic over the past 14 years, however it is now beginning to show its age and requires replacement. He continued that in 2022, staff planned to replace the carpet in the Administrative building, except for the Board Room, in two phases over two consecutive fiscal years. The first phase, which included the carpet on the first floor, was completed in May 2023 during FY23. The second phase, which includes the carpet on the second floor and the elevator, will be completed in FY24.

PC Riffel stated that Howard's Rug Company (Howard's Rug) completed phase 1 and the District was very pleased with the quality of work. PC Riffel stated that the carpet replacement agreement meets the criteria for sole source procurement under Section 11.1, Sole Source Procurement, in the Purchasing Policy because:

1. It is allowed for continuing services where a vendor or firm has satisfactorily completed one phase of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain the vendor or firm for a subsequent phase of work.

PC Riffel stated that staff requested a quote from Howard's Rug for the phase two work. Staff evaluated the quote and was satisfied that it meets the carpet replacement and furniture moving requirements. Therefore, staff recommended that the Board authorize the General Manager to execute a sole source Agreement with Howard's Rug.

The EC concurred with staff to recommend that the Board of Directors authorize the General Manager to execute a sole source purchase Agreement with Howard's Rug

Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building.

- C. Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003.

DTS Morishita presented this item to the EC. He provided background on the District's Administrative building and the rooms that were originally outfitted with audio and visual (A/V) systems. He stated that over the past 14 years, technological advancement and the COVID pandemic has mainstreamed video communication technology. As a result, he said the District's current system requires an upgrade which includes interactive video displays and liquid crystal (LCD) panels with video communication capabilities.

DTS Morishita stated that staff contacted two A/V Consultants to do a site visit and discuss their services in order to generate a bid specification. Out of three A/V consultants that were contacted for a bid, only 5 North Media (5 North) submitted a bid by the August 17<sup>th</sup> deadline. 5 North's bid was \$140,003.

DTS Morishita stated that staff reviewed 5 North's bid and determined it satisfies the bid specifications. 5 North has over 42 years of experience and clients include Agua Caliente Council Chamber, Palm Desert City Council, Naval Base Coronado, and Camp Pendleton.

Director Omsted asked if the A/V equipment in the second floor conference room will be replaced? DTS Morishita answered affirmatively.

Chairperson Saldana requested details on the A/V equipment to be replaced in each room. Staff confirmed that the equipment was listed in the bid specifications, but was not included in the agenda. GM Bushee said that the bid specifications will be included in the Board Agenda. Chairperson Saldana advised that the rooms with A/V equipment upgrades be completed properly by removing any unused equipment or accessories for a finished look. Staff agreed and will ensure a professional installation is done.

Chairperson Saldana asked if the proposed work would increase exposure or risk to a cyberattack? DTS Morishita answered no, it should not. He said that Data Net is responsible for the security of the District's network and staff will coordinate the services between 5 North and Data Net to ensure system security.

Following discussion, the EC concurred with staff to recommend that that Board of Directors authorize the General Manager to award a professional services Agreement with 5 North Media.

**5. Information Items**

None.

**6. Directors' Comments**

Chairperson Saldana praised staff for their detailed presentations and for answering questions.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Saldana adjourned the meeting at approximately 9:46 a.m.

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Paul J. Bushee,  
Secretary/Manager  
(Seal)



**LEUCADIA WASTEWATER DISTRICT**  
**DEMANDS SUMMARY**  
September 13, 2023

**Disbursement Period**                    August 11, 2023 Through September 7, 2023

<b>PAYROLL PAYMENTS</b>			\$	152,684.17
<b>PAYROLL EXPENSE REIMBURSEMENTS</b>			\$	2,678.00
<b>GENERAL CHECKS</b>				
Operating			\$	121,543.78
Capital			\$	347,081.46
<b>TOTAL GENERAL CHECKS</b>			\$	468,625.24
<b>VOIDED CHECKS</b>				
Check # 24704	Capital	Check dated 08/17/23	\$	(5,214.76)
Check # 24725	Capital	Check dated 08/24/23	\$	(5,015.25)
Check # 24742	Capital	Check dated 08/24/23	\$	(140.06)
Check # 24743	Capital	Check dated 08/24/23	\$	(4,875.19)
<b>ELECTRONIC PAYMENTS</b>				
Operating			\$	87,433.11
Capital			\$	-
<b>TOTAL ELECTRONIC PAYMENTS</b>			\$	87,433.11
<b>TOTAL DEMANDS</b>			\$	<b>696,175.26</b>

**LEUCADIA WASTEWATER DISTRICT  
EMPLOYEE/BOARD PAYROLL CHECKS  
September 13, 2023**

**Disbursement Period**                      August 11, 2023 Through September 7, 2023

<u>Description</u>	<u>Check Date</u>	<u>Check #'s</u>	<u>Amount</u>
Incentive Payroll Checks	8/17/2023	230817-1 to 230817-18	\$ 4,985.88
Biweekly Payroll Checks	8/23/2023	230823-1 to 230823-18	\$ 88,095.30
Board Payroll Checks	9/1/2023	230901-1 to 230901-4	\$ 4,394.74
Biweekly Payroll Checks	9/6/2023	230906-1 to 230906-18	\$ 55,208.25
<b>TOTAL PAYROLL CHECKS</b>			<b>\$ 152,684.17</b>

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 8/11/2023 Through 9/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24702	8/17/2023	ALLIANT INSURANCE SERVICES INC	3,528.76	Cyber Enhancement Option Insurance Premium FY2024
24703	8/17/2023	AT&T	213.98	Phone Service-BPS 07/10/23-08/09/23
24704	8/17/2023	BEST BUY	5,214.76	Field Staff Surface Pro Tablets & Accessories (4)
24705	8/17/2023	BURTECH PIPELINE INC DBA BURTEC...	126,828.92	B1 Force Main (FY2022 Gravity Sewer Project Contract)
24706	8/17/2023	BURTECH PIPELINE INC DBA BURTEC...	46,967.56	FY2022 Gravity Sewer Project Final/Rentention
24707	8/17/2023	C W E A	221.00	CWEA Membership Renewal-FY2024-R Easton
24708	8/17/2023	CSDA-SAN DIEGO CHAPTER	140.00	CSDA Dinner 08/17/23 - P Bushee / E Sullivan
24709	8/17/2023	CUMMINS SALES AND SERVICE	727.42	Batteries @ LPS
24710	8/17/2023	DATA NET SOLUTIONS GROUP	2,433.00	Citrix Virtual Apps Subscription (10 Users)/Citrix Gateway
24711	8/17/2023	DEXTER WILSON ENGINEERING	448.00	Development Services-1115 555 & 571 N Vulcan Ave
	8/17/2023	DEXTER WILSON ENGINEERING	170.50	Development Services-1125 1605 Burgundy Road
	8/17/2023	DEXTER WILSON ENGINEERING	170.50	Development Services-1158 For Giving LLC Annex-936 Hymettus
	8/17/2023	DEXTER WILSON ENGINEERING	192.00	Development Services-1180 Starbucks-1560 Leucadia Blvd
	8/17/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1184 Chick N Hawk-145 Leucadia Blvd
	8/17/2023	DEXTER WILSON ENGINEERING	128.00	Development Services-1186 Omni La Costa Driving Range Expan
	8/17/2023	DEXTER WILSON ENGINEERING	768.00	Development Services-1187 Omni La Costa Driving Range Expan
	8/17/2023	DEXTER WILSON ENGINEERING	320.00	Development Services-1188 Peace Pies-133 Daphne St
24712	8/17/2023	FEDERAL EXPRESS CORPORATION	323.90	Shipping 08/03/23
24713	8/17/2023	GRAINGER, INC	59.59	Pipe Plug / Wing Nut
24714	8/17/2023	I2B NETWORKS INC DBA SPACELINK	160.00	Webcam @ BPS 08/14/23-09/13/23
24715	8/17/2023	KEN GRODY FORD	262.22	Vehicle Service / Maintenance - Vehicle # 161
24716	8/17/2023	MINUTEMAN PRESS	105.60	Business Cards - J Montoya (250) / J Pivaral (250)
24717	8/17/2023	OLIVENHAIN MUNICIPAL WATER DIST	404.48	Woodard & Curran NSDWRC Prop 1 RD 2 Grant Admin
	8/17/2023	OLIVENHAIN MUNICIPAL WATER DIST	5,582.50	Woodard @ Curran WIIN NEPA - Services through 05/26/23
24718	8/17/2023	SAN DIEGUITO WATER DISTRICT	168.48	Water @ Tanker 1
	8/17/2023	SAN DIEGUITO WATER DISTRICT	35.10	Water @ Tanker 2
24719	8/17/2023	TERMINIX PROCESSING CENTER	95.10	Pest Control 07/10/23
24720	8/17/2023	THE SHERWIN-WILLIAMS CO	26.46	Painting Supplies for BPS
24721	8/17/2023	VERIZON WIRELESS	996.00	Cell Phones 07/08/23-08/07/23
24722	8/17/2023	VORTEX INDUSTRIES, LLC	962.62	Preventative Maintenance on Sliding Gate @ BPS
24723	8/17/2023	WILLIAMS LLP	1,863.00	Legal Services - July 2023
24724	8/24/2023	AIRGAS USA LLC	1,696.22	Liquid Oxygen Contract 08/10/23

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 8/11/2023 Through 9/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24725	8/24/2023	BEST BUY	140.06	Field Staff Surface Pro Accessory (1)
	8/24/2023	BEST BUY	4,875.19	Field Staff Surface Pro Tablets & Accessories (4)
24726	8/24/2023	BOOT WORLD, INC	243.52	FST Safety Boot - Boot World - H Gonzalez
24727	8/24/2023	COSCO FIRE PROTECTION	626.00	Elevator Testing
24728	8/24/2023	DATA NET SOLUTIONS GROUP	521.25	Monthly IT Services - July 2023
	8/24/2023	DATA NET SOLUTIONS GROUP	2,610.00	Monthly Managed Services - July 2023
24729	8/24/2023	EWING IRRIGATION PRODUCTS	62.85	PVC V/S Flange
24730	8/24/2023	GRAINGER, INC	56.26	Bent Long Nose Pliers (2)
24731	8/24/2023	MISSION SQUARE	5,922.67	Deferred Comp for PPE 08/20/23
24732	8/24/2023	NAPA AUTO	14.00	Backup Light
	8/24/2023	NAPA AUTO	(75.38)	Battery Cable Adapters Return - Invoice # 691800
	8/24/2023	NAPA AUTO	127.04	Battery Cable Addapters / Fuel Filters
	8/24/2023	NAPA AUTO	103.35	Blue Def
	8/24/2023	NAPA AUTO	16.68	Tappet Gauge 12 Blades / Thickness Gauge 32 Blades
24733	8/24/2023	OLIVENHAIN MUNICIPAL WATER DIS...	52.68	Water @ VP5 PS
24734	8/24/2023	PRUDENTIAL OVERALL SUPPLY	134.42	Weekly Uniform/Laundry Service 08/15/23
24735	8/24/2023	QUADIENT LEASING	180.07	Quarterly Postage Meter Machine Lease 09/18/23-12/17/23
24736	8/24/2023	Quench USA Inc	136.85	Office Drinking Water 08/19/23-09/18/23
24737	8/24/2023	SAN DIEGO GAS & ELECTRIC	4,290.40	Electric @ Admin
	8/24/2023	SAN DIEGO GAS & ELECTRIC	142.44	Electric @ Avocado PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	2,124.16	Electric @ AWT
	8/24/2023	SAN DIEGO GAS & ELECTRIC	16,765.59	Electric @ BPS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	588.67	Electric @ Diana PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	1,293.13	Electric @ La Costa PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	16,014.99	Electric @ LPS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	193.57	Electric @ RV PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	1,072.22	Electric @ Saxony PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	499.42	Electric @ VP5 PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	342.49	Electric @ VP7 PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	1,125.38	Electric/Gas @ E Estates PS
	8/24/2023	SAN DIEGO GAS & ELECTRIC	10.00	Gas @ Admin
24738	8/24/2023	SOUTHERN CONTRACTING COMPANY	580.00	UPS System Work - Diana PS
24739	8/24/2023	STAPLES	(101.51)	Credit for Invoice # 3542623956
	8/24/2023	STAPLES	(22.18)	Credit on Invoice # 3542623956
	8/24/2023	STAPLES	552.24	Office Supplies
24740	8/24/2023	T.S. INDUSTRIAL SUPPLY	26.62	Construction Marking Paint - Black (2) / Green (3)
24741	8/24/2023	VORTEX INDUSTRIES, LLC	1,170.00	Preventative Maintenance-rolling doors & gates @ LWD Admin
	8/24/2023	VORTEX INDUSTRIES, LLC	722.50	Sliding Gate Repairs - BPS
24742	8/24/2023	BEST BUY	140.06	Field Staff Surface Pro Accessory (1)
24743	8/24/2023	BEST BUY	4,875.19	Field Staff Surface Pro Tablets & Accessories (4)
24744	8/31/2023	AIRGAS USA LLC	800.00	Liquid Oxygen Contract - Monthly Fee

**Leucadia Wastewater District**  
Check/Voucher Register - Demand Summary for Board  
1001 - PPB (Opus) General Checking Account  
From 8/11/2023 Through 9/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24745	8/31/2023	AMERICAN BUSINESS BANK	8,305.00	Rentention-Pacific Hydrotech-VP7 PS #8654100
24746	8/31/2023	AT&T	138.00	Phone Service-Elevator 07/25/23-08/24/23
24747	8/31/2023	BRADS FOREIGN AND DOMESTIC	48.45	Vehicle Smog Test - Vehicle # 151
	8/31/2023	BRADS FOREIGN AND DOMESTIC	48.45	Vehicle Smog Test - Vehicle # 155
	8/31/2023	BRADS FOREIGN AND DOMESTIC	44.95	Vehicle Smog Test - Vehicle # 164
24748	8/31/2023	CITY OF CARLSBAD	525.47	Water @ 1900 La Costa Ave
	8/31/2023	CITY OF CARLSBAD	167.31	Water @ 1960 La Costa Ave
	8/31/2023	CITY OF CARLSBAD	28.14	Water @ Fire Line
24749	8/31/2023	DEXTER WILSON ENGINEERING	4,562.00	General Engineering 103-500 - July 2023
24750	8/31/2023	FEDERAL EXPRESS CORPORATION	98.54	Shipping 08/09/23 & 08/10/23
24751	8/31/2023	MALLORY SAFETY AND SUPPLY	459.83	Disposable Gloves
24752	8/31/2023	NAPA AUTO	194.35	Truck-Lite Marker & Clearance (4)
24753	8/31/2023	Pacific Hydrotech Corporation	157,795.00	VP7 PS Rehab (CO3 to PO 9410 E Estates PS Contract)
24754	8/31/2023	PETTY CASH	336.93	Petty Cash 07/11/23-08/24/23
24755	8/31/2023	PRUDENTIAL OVERALL SUPPLY	138.38	Weekly Uniform/Laundry Service 08/22/23
24756	8/31/2023	SMITHERS MSE INC	375.00	Carbon Sampling - BPS
	8/31/2023	SMITHERS MSE INC	375.00	Carbon Sampling - LPS
24757	8/31/2023	STAPLES	(26.23)	Credit on Invoice # 3544411889
	8/31/2023	STAPLES	322.17	Premium Membership Fee
24758	8/31/2023	TERMINIX PROCESSING CENTER	73.00	Pest Control 08/07/23
24759	8/31/2023	WATER ENVIRONMENT FEDERATION	296.00	Membership Renewal - FY 2024 - R Morishita
24760	9/7/2023	ADS CORP DBA ADS ENVIRONMENTAL...	5,995.00	Meter Maintenance / Data Delivery (ECHO) - August 2023
24761	9/7/2023	ADT COMMERCIAL LLC	165.00	Monthly Security Camera Maintenance 09/17/23-10/16/23
24762	9/7/2023	AZTEC LEASING INC	530.88	Copy Machine Lease - August 2023
24763	9/7/2023	BAJA POOL AND SPA SERVICE	226.00	Water Fountain Weekly Maintenance - August 2023
24764	9/7/2023	BATIQUITOS LAGOON FOUNDATION	1,000.00	Red-Tailed Hawk Sponsorship-Kayak & Cleanup Event
24765	9/7/2023	COX COMMUNICATIONS SAN DIEGO	1,564.06	Phone / Internet Services 08/22/23-09/21/23
24766	9/7/2023	DKF SOLUTIONS GROUP, LLC	300.00	Monthly MSO Subscription - September 2023
24767	9/7/2023	FEDERAL EXPRESS CORPORATION	90.17	Shipping 08/21/23
24768	9/7/2023	HUMANA DENTAL INS.	4,129.23	Dental Insurance - September 2023
24769	9/7/2023	MISSION SQUARE	5,431.28	Deferred Comp for PPE 09/03/23
24770	9/7/2023	MUTUAL OF OMAHA	1,274.71	Disability Insurance - September 2023
24771	9/7/2023	NAPA AUTO	20.34	Bat Bolt-Generator # 166 & 167
	9/7/2023	NAPA AUTO	158.32	CCTV Van/Truck Supples-Fluid Filter/Duster/Elec Contact
24772	9/7/2023	OCCUPATIONAL HEALTH CENTERS OF...	113.00	DOT Physical/Recert - M Avalos
24773	9/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ Encinitas Estates PS
	9/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	780.07	Water @ Traveling
	9/7/2023	OLIVENHAIN MUNICIPAL WATER DIS...	57.96	Water @ VP7 PS
24774	9/7/2023	PLANT PEOPLE, INC	178.00	Office Plant Maintenance - September 2023

**Leucadia Wastewater District**  
 Check/Voucher Register - Demand Summary for Board  
 1001 - PPB (Opus) General Checking Account  
 From 8/11/2023 Through 9/7/2023

Check Number	Effective Date	Vendor Name	Check Amount	Transaction Description
24775	9/7/2023	PROFESSIONAL EXCHANGE	90.00	Monthly Phone Answering Services - August 2023
24776	9/7/2023	PRUDENTIAL OVERALL SUPPLY	131.91	Weekly Uniform/Laundry Service 08/29/23
24777	9/7/2023	READY LINE FLEET SERVICE INC	351.58	Repair Maintenance - Arrow Trailer (Lights)
24778	9/7/2023	ROCKWELL CONSTRUCTION SERVICE...	270.00	VP7 Electrical & Instrumentation Inspection Services-Aug 23
24779	9/7/2023	T.S. INDUSTRIAL SUPPLY	219.94	Green Marking Chalk
24780	9/7/2023	THE HARTFORD	474.46	Life Insurance - September 2023
24781	9/7/2023	UNDERGROUND SERVICE ALERTS/C	339.00	Monthly Underground Alarm Service
	9/7/2023	UNDERGROUND SERVICE ALERTS/C	<u>76.07</u>	Monthly Underground State Fee
Report Total			<u>468,625.24</u>	

Leucadia Wastewater District  
Posted General Ledger Transactions - Posted CD Transactions In Entry Order

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1057	BankFee081523	8/15/2023	Pacific Premier Bank	<u>73.70</u>	Misc Bank Fee - Analysis Activity
Total CD1057				73.70	
CD1058	270363072407393	8/18/2023	United States Treasury	19.62	Payroll Taxes-Incentive Checks Dated 08/17/23-Federal W/H
		8/18/2023	United States Treasury	632.40	Payroll Taxes-Incentive Checks Dated 08/17/23-Federal FICA
		8/18/2023	United States Treasury	<u>156.60</u>	Payroll Taxes-Incentive Checks Dated 08/17/23-Federal MC
Total CD1058				808.62	
CD1059	1002435371	9/1/2023	CALPERS	36,578.04	CalPERS Health for September 2023-Staff
		9/1/2023	CALPERS	755.00	CalPERS Health for September 2023-Retirees
		9/1/2023	CALPERS	128.05	CalPERS Health for September 2023-Admin
	1002435372	9/1/2023	CALPERS	2,872.21	CalPERS Health for September 2023-Board
		9/1/2023	CALPERS	<u>9.19</u>	CalPERS Health for September 2023-Admin
Total CD1059				40,342.49	
CD1060	270363630167133	8/24/2023	United States Treasury	10,283.14	Payroll Taxes for Checks Dated 08/23/23-Federal W/H
		8/24/2023	United States Treasury	9,501.20	Payroll Taxes for Checks Dated 08/23/23-Federal FICA
		8/24/2023	United States Treasury	2,536.00	Payroll Taxes for Checks Dated 08/23/23-Federal Medicare
	7295331	8/24/2023	EMPLOYMENT DEVELOPMENT DEPT	<u>3,652.48</u>	Payroll Taxes for Checks Dated 08/23/23-State
Total CD1060				25,972.82	
CD1061	Nation-08/23/23	8/24/2023	NATIONWIDE RETIREMENT SOLUTIONS	<u>1,358.13</u>	Nationwide Deferred Comp for Payroll on 08/23/23
Total CD1061				1,358.13	

Leucadia Wastewater District  
 Posted General Ledger Transactions - Posted CD Transactions in Entry Order

Session ID	Document Number	Effective Date	Name	Debit	Transaction Description
CD1062	1002438331	8/23/2023	CALPERS	4,022.73	CalPERS Retirement for Payroll on 08/23/23-Classic EE
		8/23/2023	CALPERS	8,679.01	CalPERS Retirement for Payroll on 08/23/23-Classic ER
	1002438332	8/23/2023	CALPERS	2,589.98	CalPERS Retirement for Payroll on 08/23/23-PEPRA EE
		8/23/2023	CALPERS	<u>2,566.57</u>	CalPERS Retirement for Payroll on 08/23/23-PEPRA ER
Total CD1062				17,858.29	
CD1063	270364434866576	9/1/2023	United States Treasury	345.37	Board Payroll Taxes for Checks Dated 09/01/23-Federal W/H
		9/1/2023	United States Treasury	396.80	Board Payroll Taxes for Checks Dated 09/01/23-Federal FICA
		9/1/2023	United States Treasury	150.80	Board Payroll Taxes for Checks Dated 09/01/23-Federal MC
	7309330	9/1/2023	EMPLOYMENT DEVELOPMENT DEPT	<u>26.09</u>	Board Payroll Taxes for Checks Dated 09/01/23-State
Total CD1063				919.06	
CD1064	300172	8/30/2023	IGOE-FLEX BENEFIT	<u>100.00</u>	IGOE Admin Fee - August 2023
Total CD1064				<u>100.00</u>	
Report Total				<u>87,433.11</u>	

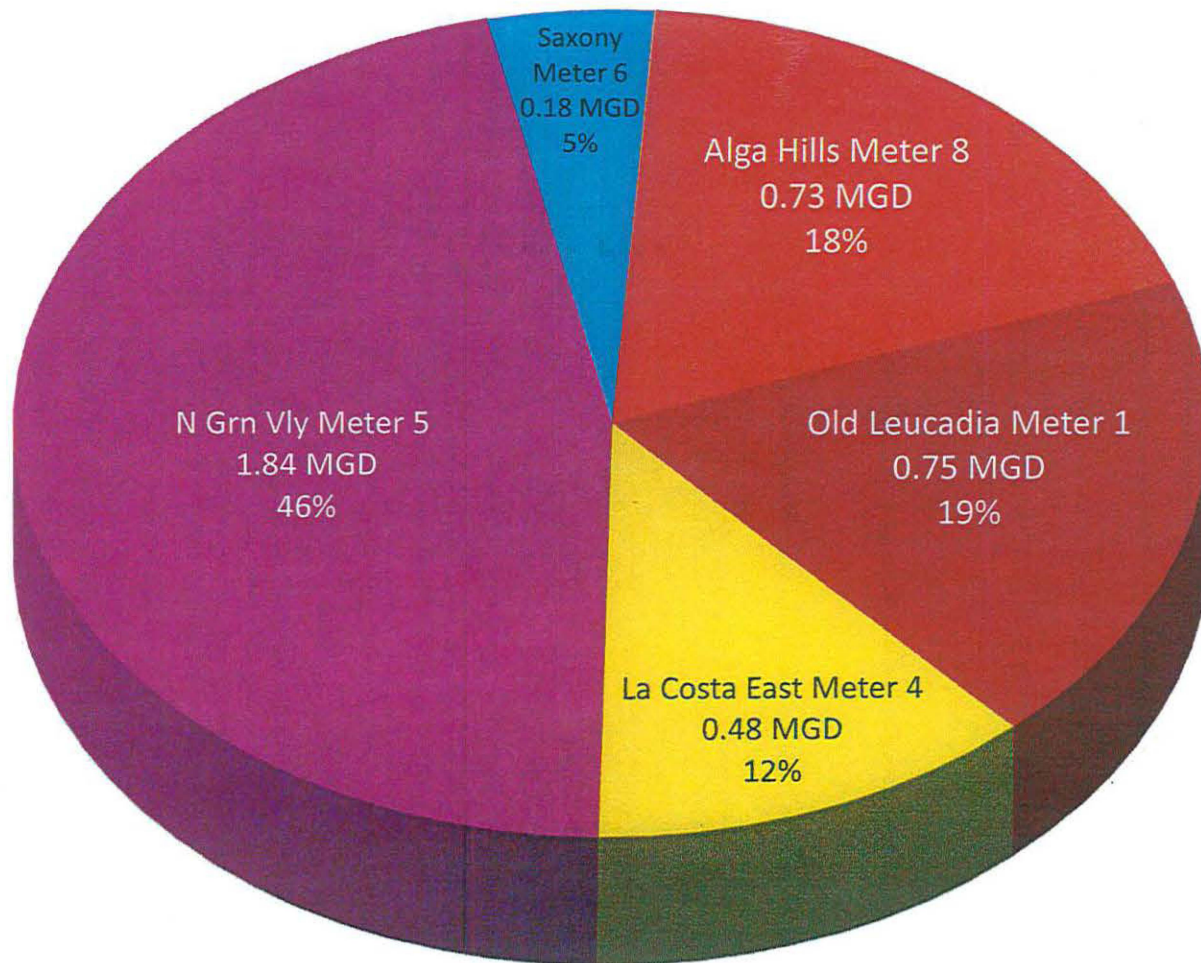


**LEUCADIA WASTEWATER DISTRICT  
OPERATIONS REPORT  
FISCAL YEAR 2024 (July 2023 - June 2024)**

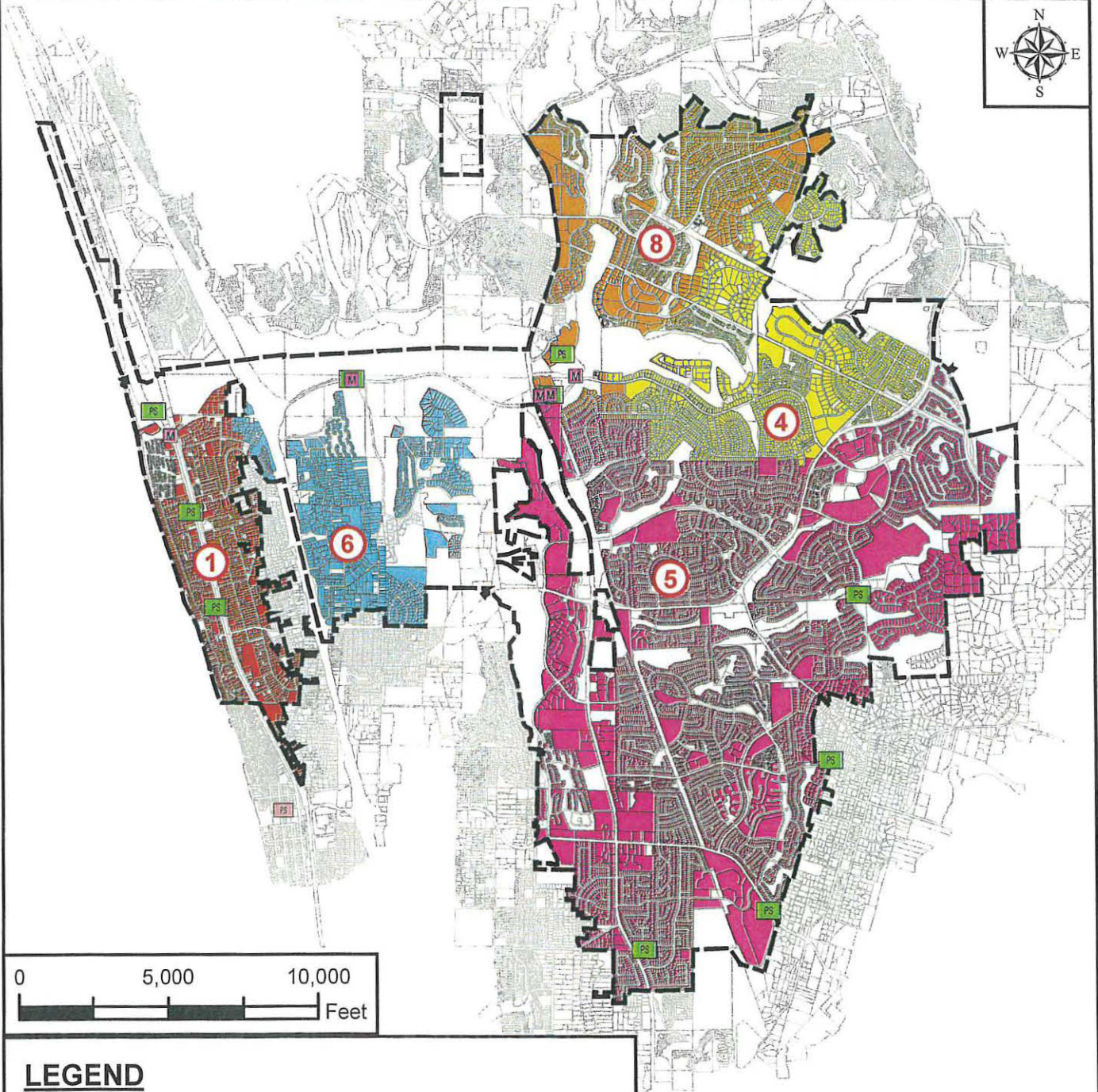
CURRENT MONTH Aug-23							FY 2023
Period	Total Rain Inches	Total Flow MG	Added EDU's 28,936.03	LWD ADF (MGD)	GPD/EDU	RECLAIMED Total (ac-ft/mo)	LWD ADF (MGD)
JULY	0.00	116.56	24.75	3.76	129.83	36.08	3.81
YTD			28,960.78				
AUGUST	2.56	118.73	4.46	3.83	132.22	19.08	3.96
YTD			28,965.24				
SEPTEMBER							3.91
YTD							
OCTOBER							3.76
YTD							
NOVEMBER							3.87
YTD							
DECEMBER							3.80
YTD							
JANUARY							4.00
YTD							
FEBRUARY							3.63
YTD							
MARCH							3.86
YTD							
APRIL							3.82
YTD							
MAY							3.99
YTD							
JUNE							3.67
YTD							
<b>YTD Totals</b>	2.56	235.29	29.21			55.16	
<b>Mo Average</b>	1.28	19.61	14.61	3.80	21.84	27.58	3.84

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**LWD Flows by Sub-Basin  
August 2023  
Total LWD Flow 3.98 MGD**



# LEUCADIA WASTEWATER DISTRICT

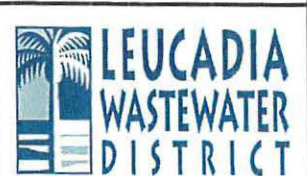


## LEGEND

### Parcels by Basin

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

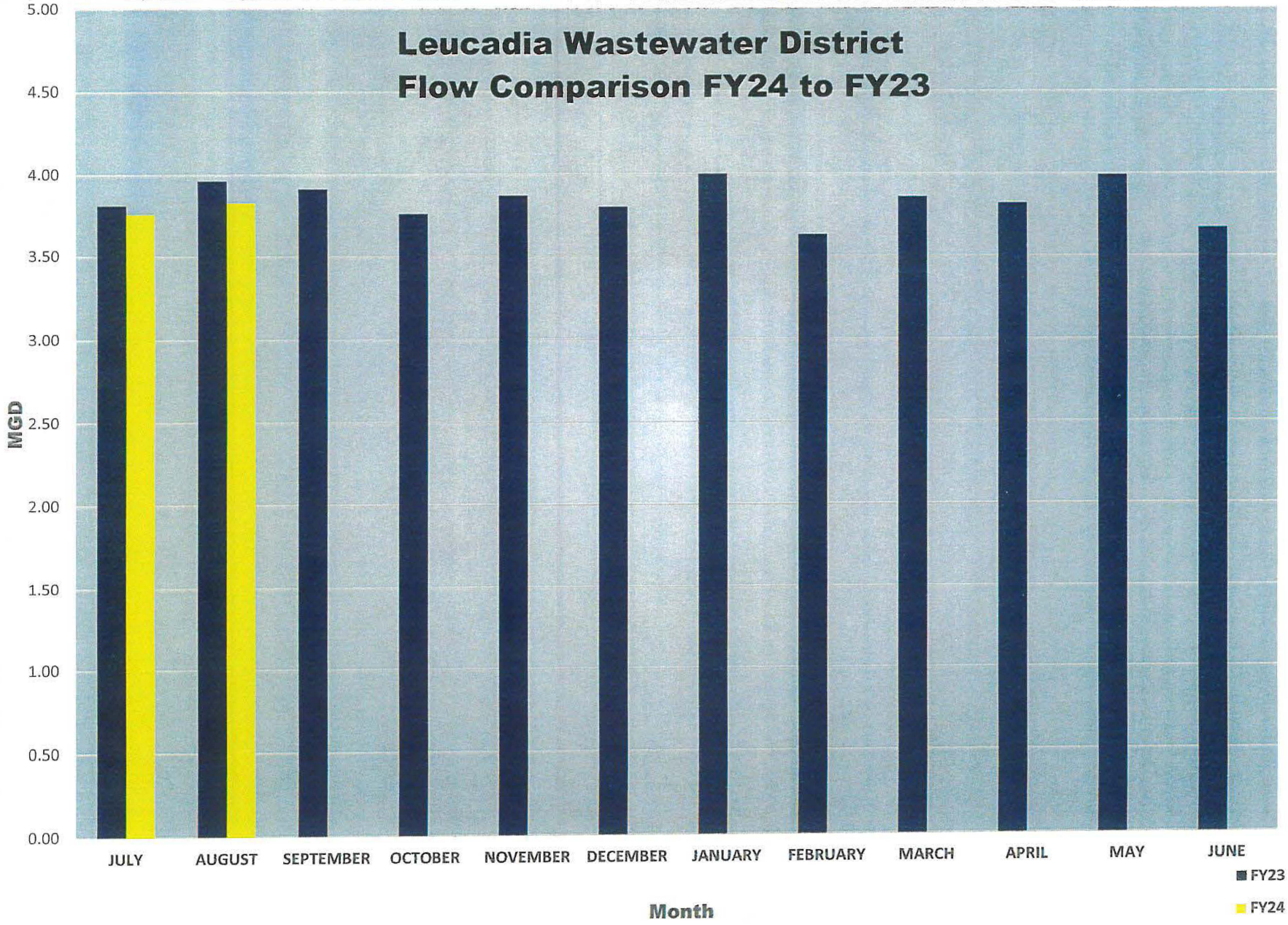
- Meter Locations
- LWD Pump Stations
- Encinitas Pump Stations
- LWD Boundary



DEXTER WILSON ENGINEERING, INC.  
CONSULTING ENGINEERS  
(760) 436-4422

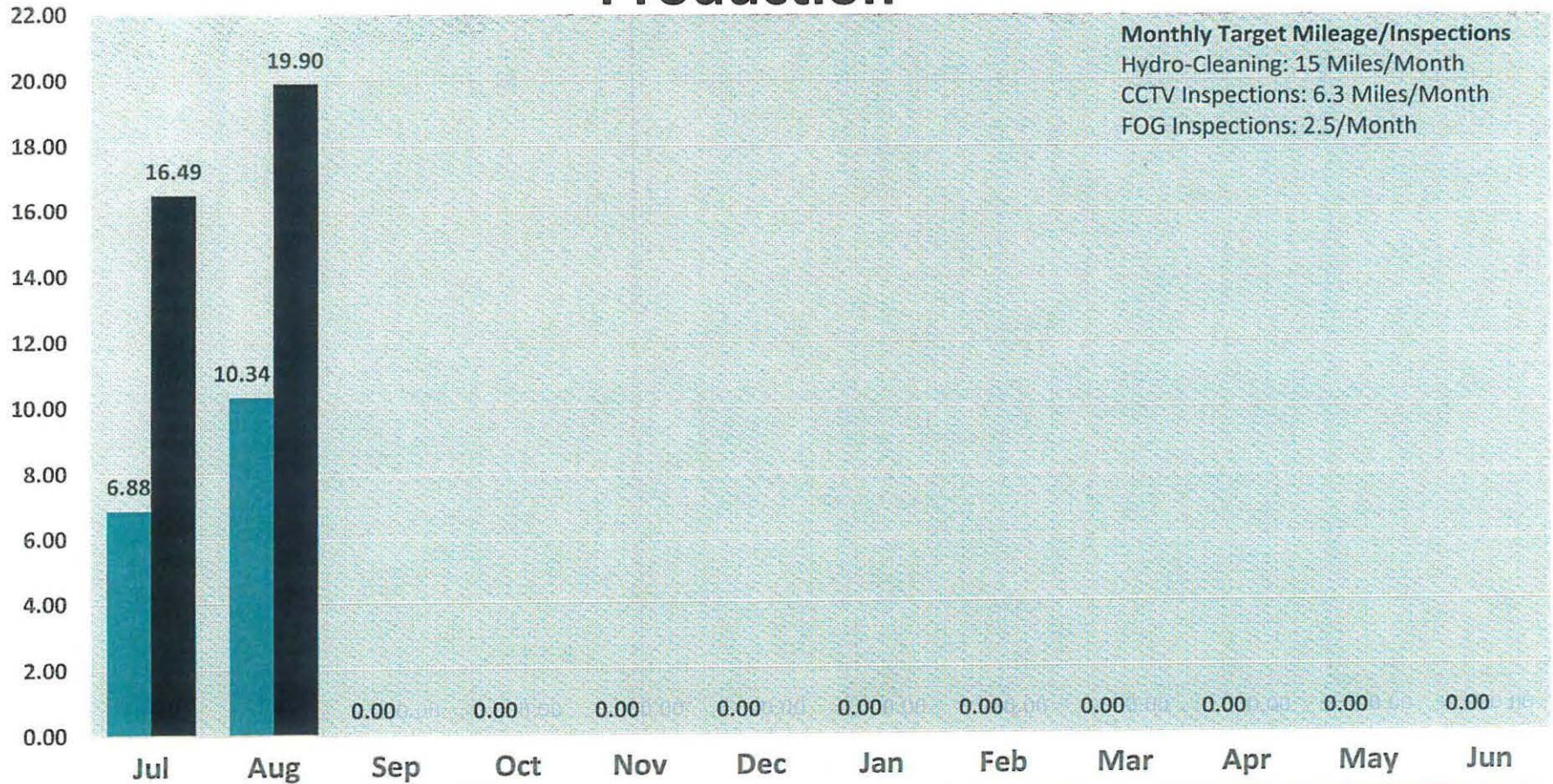
## SEWER COLLECTION SYSTEM BY SUB-BASIN

### Leucadia Wastewater District Flow Comparison FY24 to FY23



■ FY23  
■ FY24

# FY-24 CCTV Inspections & Hydro Cleaning Production



Month	FOG Inspections
Jul	2
Aug	2
Sep	0
Oct	0
Nov	0
Dec	0
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0

■ CCTV Inspections (YTD 17.2 Miles)      ■ Hydro Cleaning (YTD 36.4 Miles)

### Operations and Administration Training Report August 2023

**Training & Safety Events for the month of August 2023**
**Hours**

Description	Ops	Admin	Total
Bloodborne Pathogens	7.0	1.0	8.0
Bypass Pumping for Diana Pump Station (SOP)	10.5	0.0	10.5
DataNet Nation-State Cybercrime: Industrial and Infrastructure Targets	0.5	1.5	2.0
DataNet Insider Risk: Spotting Malicious Insiders	0.5	1.5	2.0
DataNet Introduction to Vishing/Smishing	0.5	1.5	2.0
DataNet Data Protection: Data Destruction	0.5	1.5	2.0
DataNet Credential Exposure How to Protect Credentials Brand Impersonation	0.5	1.0	1.5
DataNet Mobile Security: Securing Mobile Devices	0.0	1.0	1.0
Village Park 7 Pump Station Generator Bypass Tailgate	8.0	0.0	8.0
What to do following a vehicle accident	0.0	1.0	1.0
<b>Total Training Hours</b>	<b>28.0</b>	<b>10.0</b>	<b>38.0</b>

**Conferences/Webinars/Seminars for the month of August 2023**
**Attendees**

Description	Ops	Admin	Total
MIP Core Modules	0	1	1
Tri-State Seminar	4	0	4
CSRMA Maximizing Supervisory Skills for the 1st Line Supervisor	1	3	4
CSRMA/CASA Seminar	1	1	2
TVI Behind the Numbers	0	1	1
ClearGOV AI for Government Simplified	0	1	1
CalPERS Understanding CalPERS' 2024 Health Premiums	0	1	1
<b>Total Attended Conferences</b>	<b>6</b>	<b>8</b>	<b>14</b>

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



**LEUCADIA**  
WASTEWATER  
DISTRICT

LEADERS IN  
ENVIRONMENTAL  
PROTECTION

**Operations and Administration Training Report  
Summary for Fiscal Year 2024**

Training		Hours		
Month	Ops	Admin	Total	
Jul-23	27.0	13.0	40.0	
Aug-23	28.0	10.0	38.0	
Sep-23	0.0	0.0	0.0	
Oct-23	0.0	0.0	0.0	
Nov-23	0.0	0.0	0.0	
Dec-23	0.0	0.0	0.0	
Jan-24	0.0	0.0	0.0	
Feb-24	0.0	0.0	0.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
<b>YTD Totals</b>	<b>55.0</b>	<b>23.0</b>	<b>78.0</b>	

Conferences		Attendees		
Month	Ops	Admin	Total	
Jul-23	0.0	2.0	2.0	
Aug-23	6.0	8.0	14.0	
Sep-23	0.0	0.0	0.0	
Oct-23	0.0	0.0	0.0	
Nov-23	0.0	0.0	0.0	
Dec-23	0.0	0.0	0.0	
Jan-24	0.0	0.0	0.0	
Feb-24	0.0	0.0	0.0	
Mar-24	0.0	0.0	0.0	
Apr-24	0.0	0.0	0.0	
May-24	0.0	0.0	0.0	
Jun-24	0.0	0.0	0.0	
<b>YTD Total</b>	<b>6.0</b>	<b>10.0</b>	<b>16.0</b>	

*Notes:*

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

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

## Leucadia Wastewater District

Balance Sheet

As of 8/31/2023

(In Whole Numbers)

	Amount
<b>Assets</b>	
Cash & Investments	24,106,862
Accounts Receivables	170,835
Net OPEB Asset	149,103
Prepaid Expense	551,397
Funds held with Encina Wastewater Authority	445,200
Capital Assets	191,971,167
Less Accumulated Depreciation	(67,725,713)
Total Assets	149,668,851
<b>Deferred Outflows</b>	
PERS Pension Deferred Outflows	2,452,372
OPEB Health Deferred Outflows	111,455
Total Deferred Outflows	2,563,827
Total Assets & Deferred Outflows	152,232,678
<b>Liabilities</b>	
Accounts Payable & Accrued Expenses	568,184
Developer Deposits	83,349
Lease Liability	6,818
Net Pension Liability	4,848,371
Total Liabilities	5,506,722
<b>Deferred Inflows</b>	
PERS Pension Deferred Inflows	247,136
OPEB Health Deferred Inflows	77,393
Total Deferred Inflows	324,529
<b>Net Position</b>	
Beginning Net Position (as of June 30, 2023)	
Investment in Capital Assets	124,238,637
Reserves	24,508,862
Undesignated Net Position	(0)
Total Beginning Net Position (as of June 30, 2023)	148,747,499
Current Change In Net Position	
Other	(2,346,072)
Total Current Change In Net Position	(2,346,072)
Total Net Position	146,401,427
Total Liabilities, Deferred Inflows & Net Position	152,232,678



## Leucadia Wastewater District

Summary Budget Comparison - Revenues and Operating Expenses  
From 7/1/2023 Through 8/31/2023

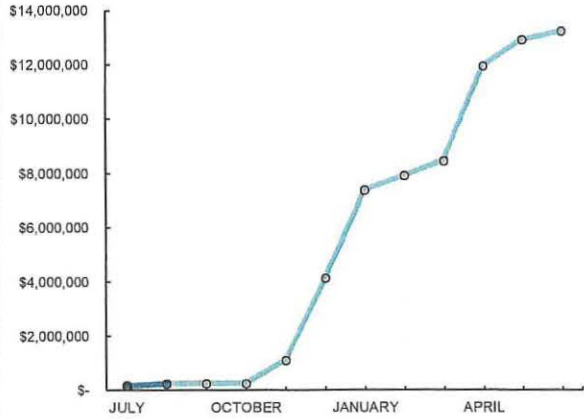
Account Title	YTD Actual	Total Annual Budget	Remaining Budget	Percentage Total Budget Used
<b>OPERATING REVENUES</b>				
3110 Sewer Service Fees	\$ 219,745.68	\$13,213,949.00	\$12,994,203.32	1.7%
3150 Recycled Water Sales	84,791.76	403,000.00	318,208.24	21.0%
3100 Misc. Operating Revenue	-	190,824.00	190,824.00	0.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 304,537.44</b>	<b>\$13,807,773.00</b>	<b>\$13,503,235.56</b>	<b>2.2%</b>
<b>OPERATING EXPENSES</b>				
4100 Salaries	\$ 290,369.21	\$ 2,230,802.00	\$ 1,940,432.79	13.0%
4200 Employee Benefits	235,481.72	1,577,047.00	1,341,565.28	14.9%
4300 Directors Expense	12,482.93	130,600.00	118,117.07	9.6%
4600 Gas, Oil & Fuel	1,748.81	61,000.00	59,251.19	2.9%
4700 Insurance Expense	142,902.85	237,500.00	94,597.15	60.2%
4800 Memberships	11,158.97	40,000.00	28,841.03	27.9%
4900 Office Expense	37,279.33	179,280.00	142,000.67	20.8%
5000 Operating Supplies	19,458.22	154,400.00	134,941.78	12.6%
5200 Professional Services	27,300.89	464,050.00	436,749.11	5.9%
5300 Printing & Publishing	60.49	32,000.00	31,939.51	0.2%
5400 Rents & Leases	3,472.26	22,900.00	19,427.74	15.2%
5500 Repairs & Maintenance	62,818.00	555,135.00	492,317.00	11.3%
5600 Monitoring & Permits	6,897.00	93,600.00	86,703.00	7.4%
5700 Training & Development	9,993.78	52,000.00	42,006.22	19.2%
5900 Utilities	96,683.34	578,600.00	481,916.66	16.7%
6100 LAFCO Operations	7,344.11	9,050.00	1,705.89	81.2%
6200 Encina Operating Expense	594,474.00	2,884,000.00	2,289,526.00	20.6%
6900 Admin O/H alloc to Capital	-	-	-	100.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,559,925.91</b>	<b>\$ 9,301,964.00</b>	<b>\$ 7,742,038.09</b>	<b>16.8%</b>
<b>NON-OPERATING REVENUES</b>				
3130 Capacity Fees	\$ 159,158.12	\$ 152,670.00	\$ (6,488.12)	104.2%
3220 Property Taxes	34,787.87	2,213,000.00	2,178,212.13	1.6%
3250 Investment Income	102,013.50	485,000.00	382,986.50	21.0%
3290 Misc. Non Op Revenue	-	535,400.00	535,400.00	0.0%
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 295,959.49</b>	<b>\$ 3,386,070.00</b>	<b>\$ 3,090,110.51</b>	<b>8.7%</b>

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

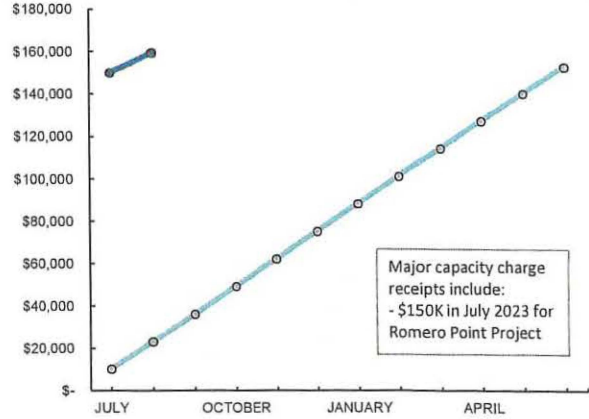
# Leucadia Wastewater District Revenue FY2024

YTD through August 31, 2023

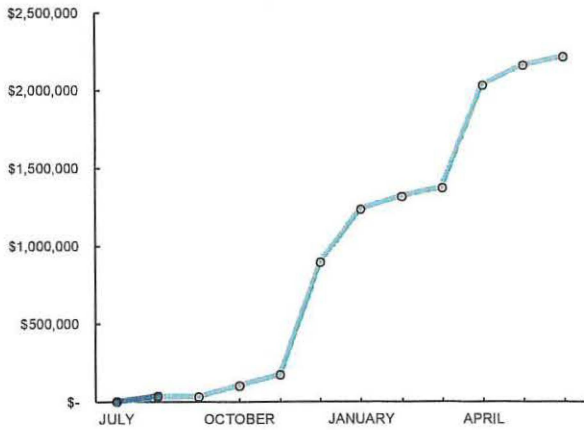
### Sewer Service Fees



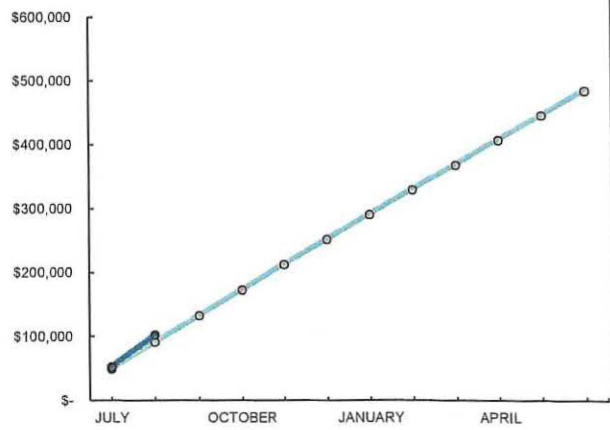
### Capacity Charges



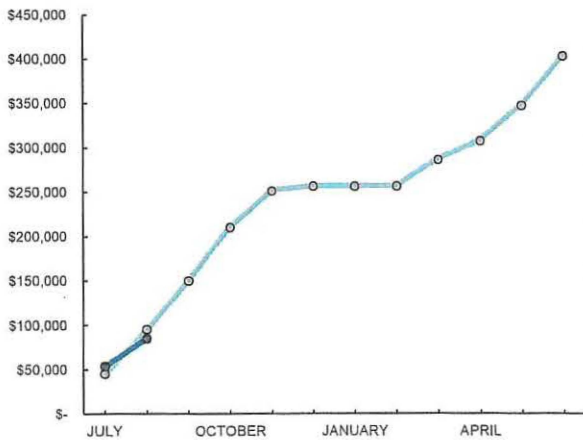
### Property Taxes



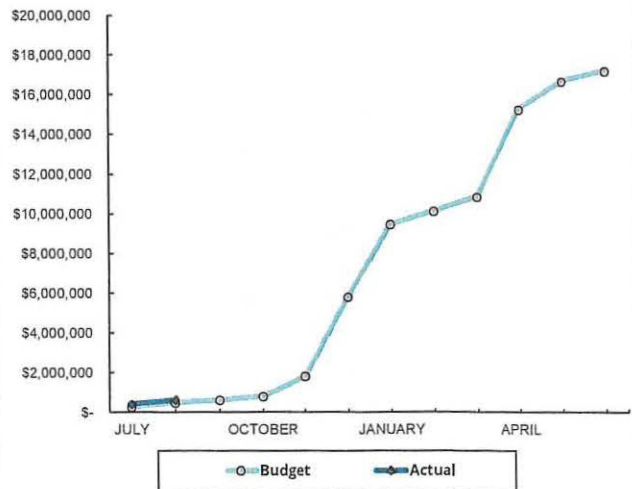
### Investment Income



### Recycled Wastewater Sales



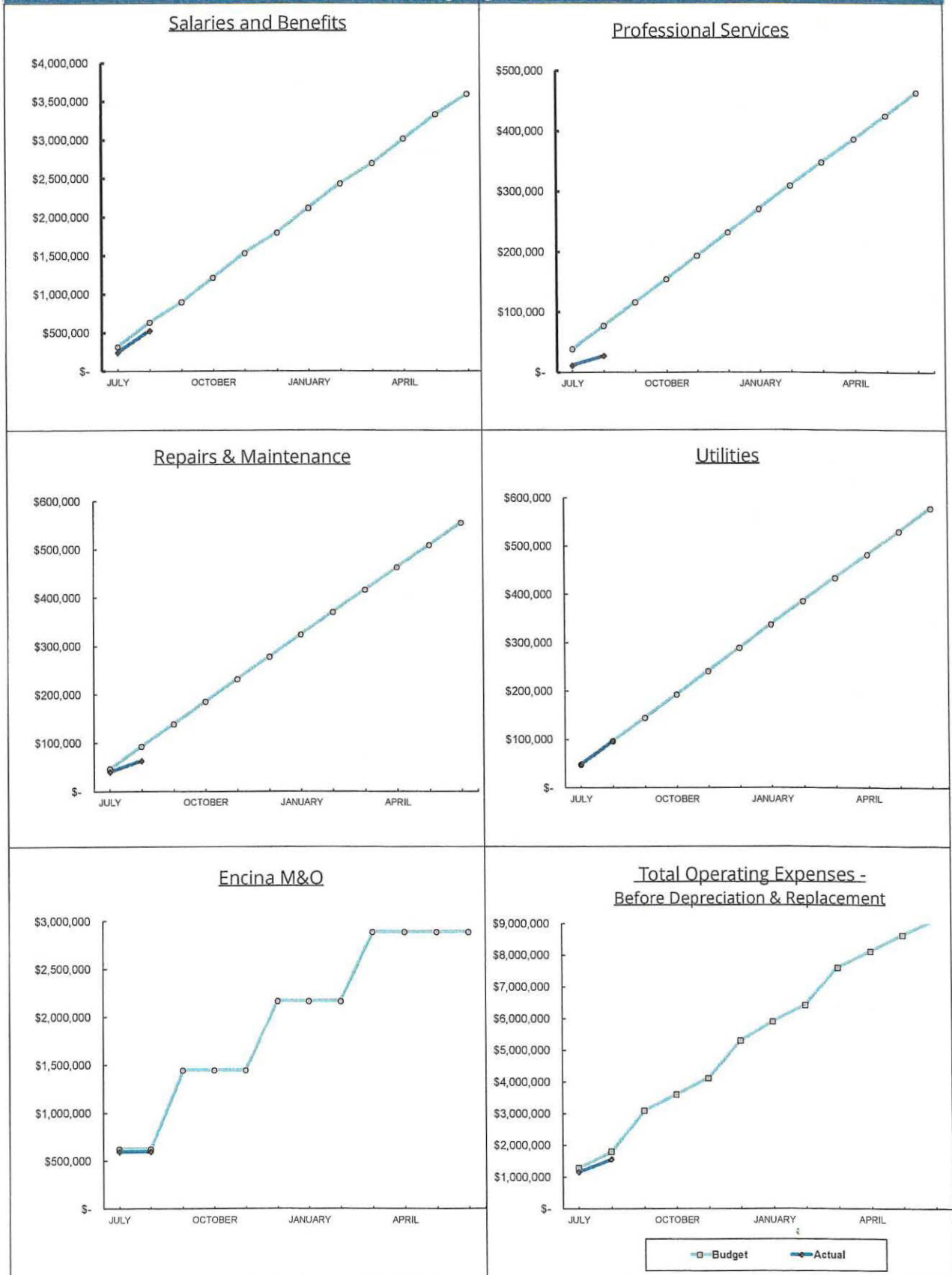
### Total Revenue



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

# Leucadia Wastewater District Operating Expenses FY2024

YTD through August 31, 2023

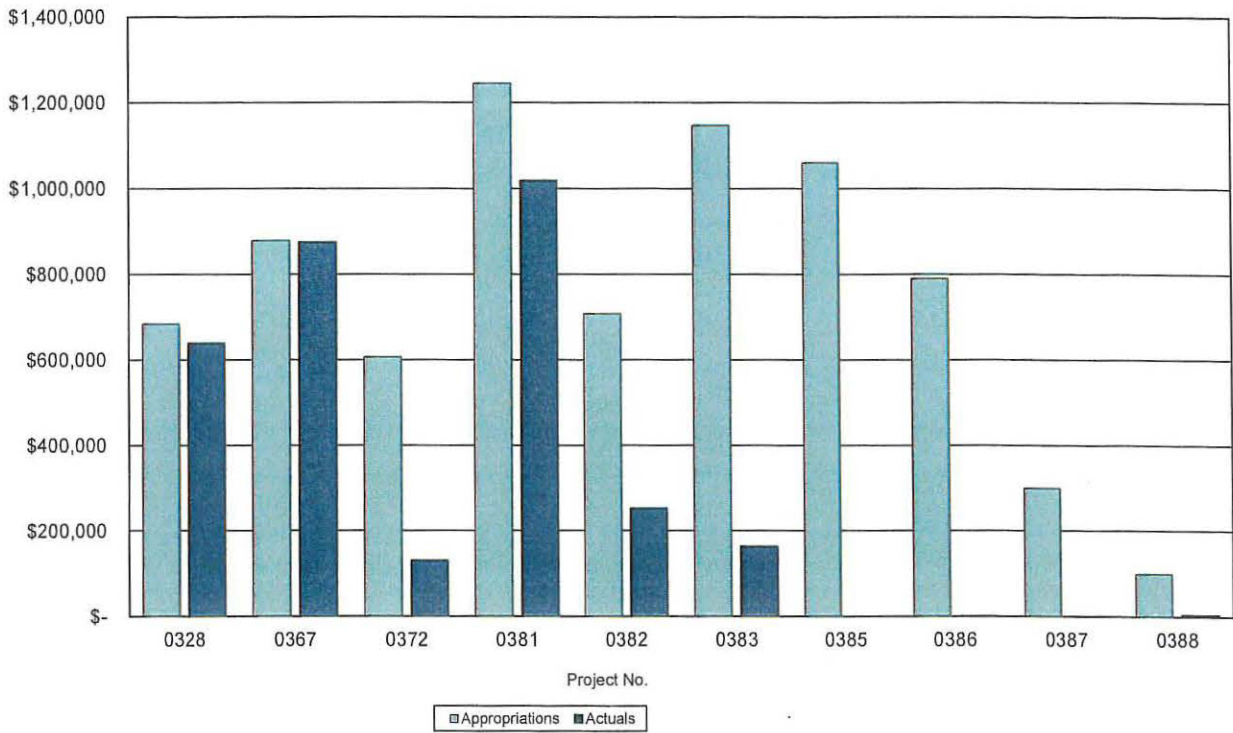


\* Preliminary: subject to future review, reconciliation, accruals, and audit

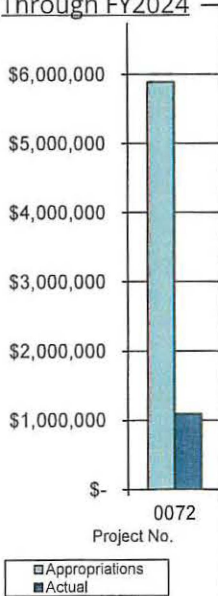
# Leucadia Wastewater District Capital Expenditures

As of August 31, 2023

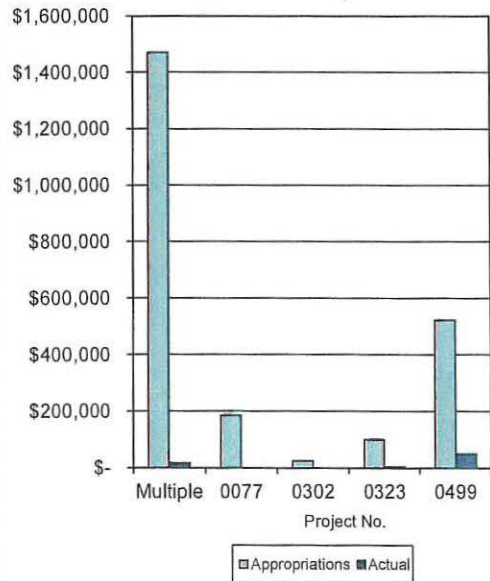
District Multi Year Capital Expenditures by Project Through FY2024



District's Share of Encina WPCF Capital Exp Through FY2024



Single Year Capital Expenditures by Project FY2024



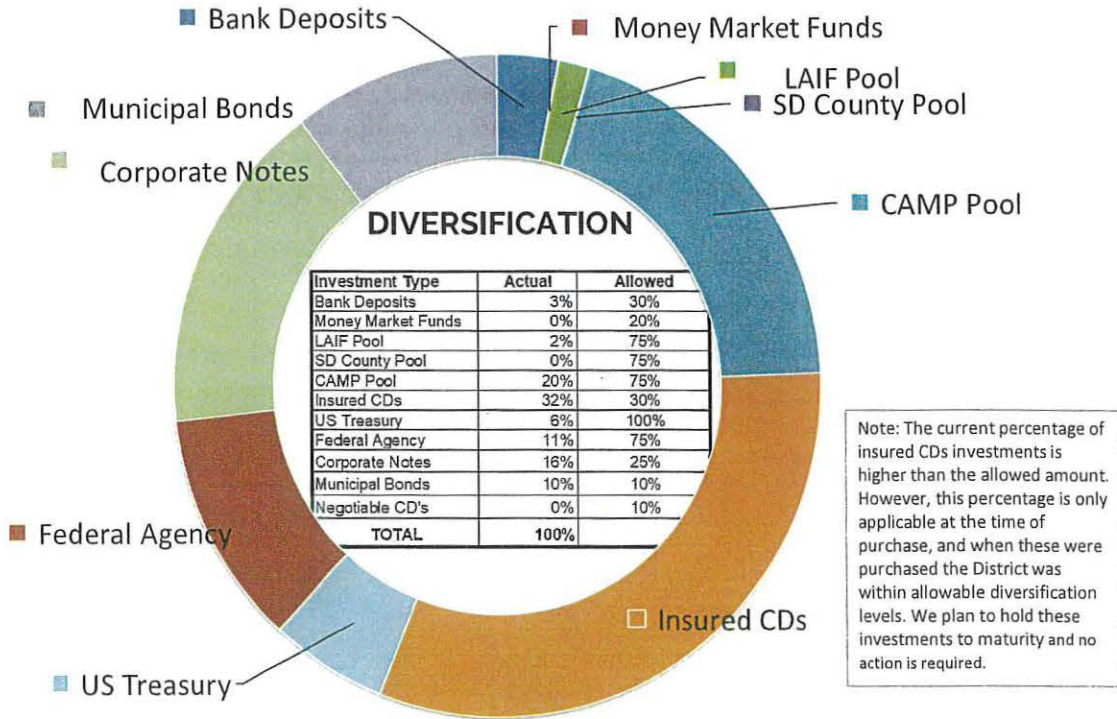
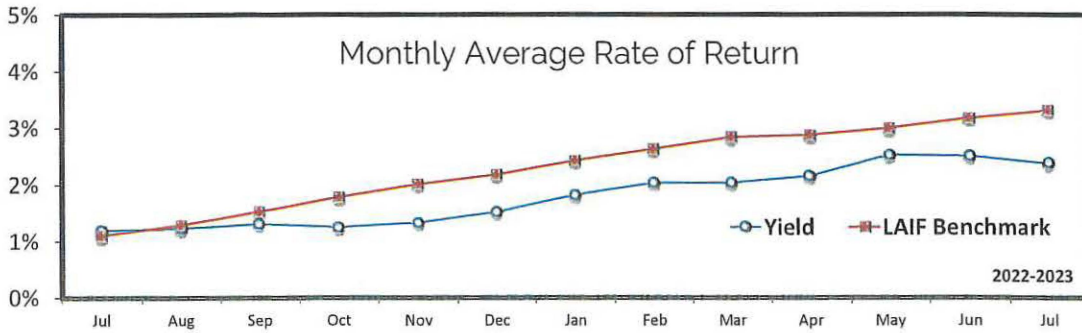
Project Legend

Multi-Year Capital Projects	No.
Encina Capital	0072
Water Recycling Group	0328
B1 Force Main - N. Section Replacement	0367
Diana Pump Station Upgrade	0372
Village Park 7 Pump Station Rehabilitation	0381
FY2023 Gravity Pipeline Rehabilitation	0382
Rancho Verde Pump Station	0383
Batiquitos Emergency Basin Project	0385
FY2024 Gravity Pipeline Rehabilitation	0386
L1 Condition Assessment	0387
San Marcos Creek Crossing Repair	0388
Single Year Capital Projects	No.
Equipment - Capital Acquisitions	Multiple
Misc. Pipeline Rehabilitation	0077
District Engineering Services	0302
Lateral Replace/Backflow Prevention	0323
LWD Gen'l Cap Labor & O/H Allocation	0499

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

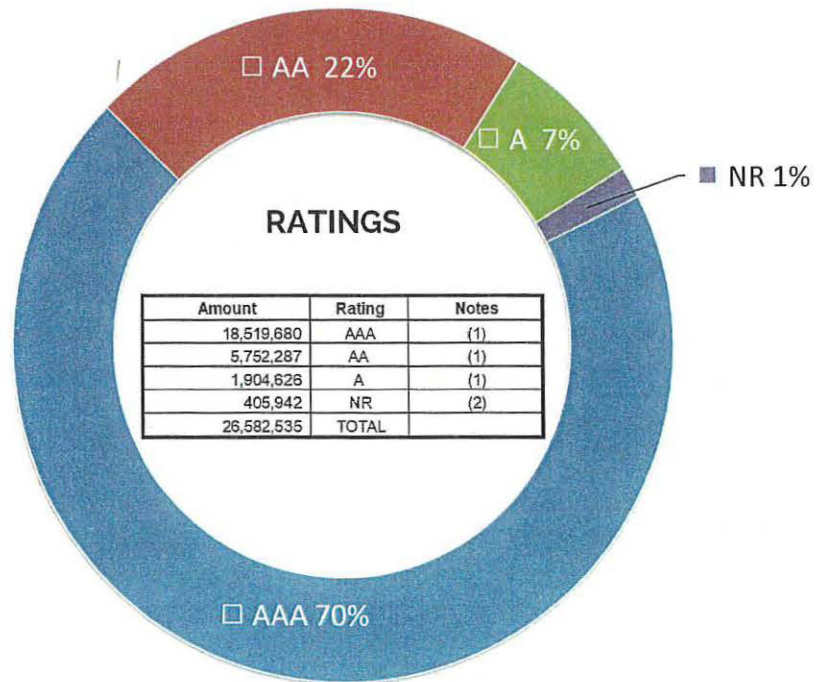
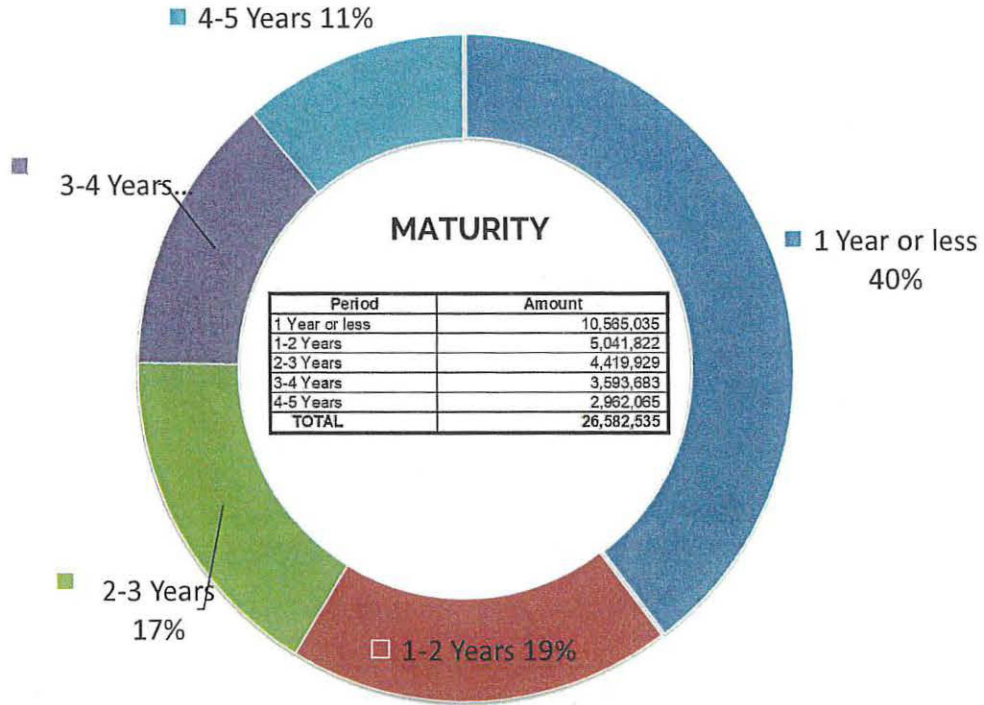
**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2023**

Cash Equivalents & Investments	Principal (Original Cost)		July Interest	Average Rate
	Jun 30, 2023	Jul 31, 2023		
Pacific Premier Bank Reserves	\$ 581,467	\$ 822,321	\$ 6	0.010%
TVI Dreyfus Money Market	3,824	4,764	17	4.860%
LAIF Pool	402,644	405,942	1,113	3.305%
SD County Pool	10,414	10,430	30	3.420%
CAMP Pool	6,888,769	5,248,059	26,853	5.310%
Certificates of Deposit - Insured	7,890,000	8,386,000	14,723	2.291%
US Treasury Notes	1,557,340	1,557,340	1,757	1.588%
Federal Agency Notes	3,044,687	3,044,687	2,189	0.915%
Municipal Bonds	2,751,889	2,751,889	2,183	0.900%
Corporate Bonds/Notes	4,602,620	4,351,103	4,737	1.285%
<b>Totals</b>	<b>\$ 27,733,654</b>	<b>\$ 26,582,535</b>	<b>\$ 53,608</b>	<b>2.369%</b>



**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2023**

(Continued)

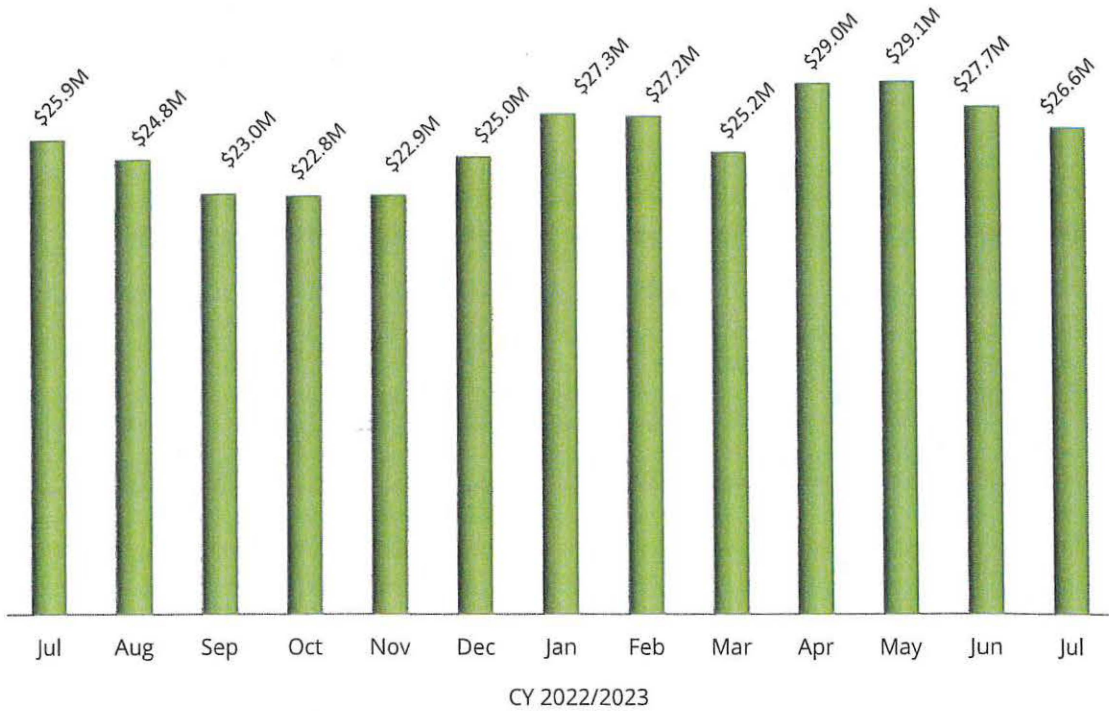


(1) CAMP Pool & SD County Pool are rated by Standard & Poors. Investments are rated by Moody's or another rating agency.  
 (2) LAIF is not rated.

**LEUCADIA WASTEWATER DISTRICT**  
**Monthly Investment Summary**  
**July 31, 2023**

(Continued)

**CASH & INVESTMENT FUNDS BY MONTH**




**INVESTMENT TRANSACTIONS**

Investment	Purchases	Sales & Maturities	Maturity Date	CUSIP	YTM at Cost	Notes
Department of Comm FCU	248,000		7/26/2028	24951TAZ8	5.00%	
Caterpillar Fin'l Services		251,518	7/7/2023	14913R2D8	0.44%	
<b>TOTAL</b>	<b>\$ 496,000</b>	<b>\$ 251,518</b>				

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

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **August 2023 Board Disclosure of Reimbursements Report**

---

**RECOMMENDATION:**

Staff requests that the Board of Directors:

1. Receive and file the Board Disclosure of Reimbursement Report for the month ending August 2023.

**DISCUSSION:**

Government Code Section §53065 stipulates that Special Districts must disclose reimbursements of \$100 or more on at least an annual basis. Leucadia Wastewater District (LWD) prepares the Disclosure Report every month in accordance with Resolution No. 2291 – The Integrated Travel Authorization and Expense Reimbursement Policy, which is above and beyond the requirements of Government Code Section §53065.

Attached please find the Board Disclosure of Reimbursements report for the month of August 2023 for your review.

tb:PJB

Attachment



**Leucadia Wastewater District  
Disclosure of Reimbursements Report  
August 1 - 31, 2023**

Conference Date	Description	GM	Director	Director	Director	Director	DFA	DTS	FSS	ADS
		P. Bushee	E. Sullivan	D. Omsted	C. Roesink	R. Saldana	R. Green	R. Morishita	M. Gonzalez	T. Hill
CASA Annual Conference August 9-11, 2023 San Diego, CA	Registration	675.00	675.00	675.00		675.00	540.00	640.00		675.00
	Hotel									
	Airfare									
	Meals	33.94				33.93	33.93			23.41
	Baggage									
	Parking/Coaster	35.00	70.00	19.50		44.84	50.00	100.00		62.00
	Tips									
	Fuel/mileage/taxi/uber		125.37	9.83		85.15				80.43
<b>Total</b>	<b>743.94</b>	<b>870.37</b>	<b>704.33</b>	<b>0.00</b>	<b>838.92</b>	<b>623.93</b>	<b>740.00</b>	<b>0.00</b>	<b>840.84</b>	
2023 Tri State Seminar August 7-10, 2023 Las Vegas, NV	Registration								99.00	
	Hotel								330.15	
	Airfare									
	Meals								148.39	
	Baggage									
	Parking/Coaster								20.00	
	Tips									
	Fuel/mileage/taxi/uber								80.75	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>678.29</b>	<b>0.00</b>	
2023 CSDA Annual Conference August 28-31, 2023 Monterey, CA	Registration	675.00		675.00						
	Hotel	555.82		833.73						
	Airfare	177.97		378.00						
	Meals	153.37		9.91						
	Baggage			60.00						
	Parking/Rental Car/Taxi	457.38		27.97						
	Tips	8.00		10.00						
	Fuel/mileage	25.14		6.55						
<b>Total</b>	<b>2,052.68</b>	<b>0.00</b>	<b>2,001.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	Registration									
	Hotel									
	Airfare									
	Meals									
	Baggage									
	Parking/Coaster									
	Tips/Baggage									
	Fuel/mileage/taxi/uber									
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Notes: : CASA - TH, RM, RS and PB attended Aug 9-10,  
CASA - RG attended Aug 9  
CASA - DO and ES attended Aug 9-11  
CSDA - PB attended Aug 28-30, flew to SJ and rented car  
CSDA - Missing ES expense report, did not receive it

**Encina Wastewater Authority Report**  
**Regular Board Meeting**  
**August 23, 2023**

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

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

- The Board of Directors executed an agreement with West Coast Air Conditioning Inc. in the amount of \$1,418,500 for the Phase 2 Construction Services of the Roofing and HVAC Improvements Project for the Secondaries Building, Project No. 53013; and
- The Board of Directors approved the transfer of unexpended appropriations from the Capital Improvement Program budget in the amount of \$360,000 to Project No. 53013

**Executive Session**

**2. Exposure to Litigation (Pursuant to Government Code) – One Potential Matter**

The Board of Directors unanimously voted to reject the claim presented by Cari McCormick that was received by the Encina Wastewater Authority on July 21, 2023.

**3. Public Employment – Legal Services Selection (Pursuant to Government Code)**

The Board of Directors directed the General Manager to negotiate a contract with the most qualified firm and to bring the contract back for Board approval at the September Board meeting.

# **Engineering Committee Meeting Report**

Presented by Director Saldana

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## **Meeting held September 5, 2023**

### **1. The Engineering Committee (EC) reviewed the following recommendations:**

- Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994;
- Authorize the General Manager to execute an Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building at a cost not to exceed \$48,724; and
- Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003.

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

## MEMORANDUM

**DATE:** September 7, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of Sourcewell Cooperative Purchase Agreement to National Auto Fleet Group for a New Traffic Control Truck

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994.
2. Discuss and take other action as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / Purchases / Traffic Control Truck**

This item was reviewed by the EC at their September 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) has a one ton medium duty fleet pickup truck configured to support traffic control operations and to tow generators and bypass pumps. Over the past few years, staff has noticed an increase in the cost and frequency of repairs to maintain the traffic control truck (Truck). The Truck is 12 years old and has 49,971 miles.

The District's Vehicle Replacement Guidelines states that the minimum replacement criteria for a medium duty vehicle is 5 years and 60,000 miles or 7 years and any miles. As a result of the increase in maintenance frequency and the associated cost, staff believes the Truck has exceeded its useful life and requires replacement. Additionally, the Truck meets the minimum replacement criteria for a vehicle of its size. It is important to note that once the new Truck is delivered, staff will be selling the old Truck through auction to obtain the greatest residual value.

**DISCUSSION:**

To complete this vehicle purchase in an efficient manner, staff decided to use a cooperative purchasing program. The Section 3.4 of the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the district. Sourcewell Cooperative (Sourcewell) is a self-supported government agency that holds hundreds of competitively solicited procurement contracts ready for use. Essentially, purchasing a vehicle from a Sourcewell participating vendor means the vendor has already been vetted through the competitive pricing process conducted by the cooperative.

National Auto Fleet Group (NAFG) is an authorized Southern California dealer participating in Sourcewell. Consequently, staff requested a quote from NAFG for the replacement traffic control truck. NAFG submitted a quote of \$105,994.

Staff evaluated the quote submitted and is satisfied that the Truck meets our specified requirements. Therefore, Staff is recommending the purchase of the new Truck from the National Auto Fleet Group, a Sourcewell Cooperative vendor, for \$105,994.

**FISCAL IMPACT:**

The Fiscal Year 2024 Capital Acquisition Budget includes \$100,000 in funding for the purchase of this replacement traffic control truck. An additional \$6,000 will be drawn from the pump station miscellaneous equipment account (\$20,000) to cover the purchase of the vehicle.

ma:PJB

**MEMORANDUM**

**DATE:** September 7, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** **Award of Sole Source Agreement to Howard's Rug Company for Carpet Replacement and Furniture Moving Services**

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a sole source Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building in an amount not to exceed \$48,724.
2. Discuss and take other actions as appropriate.

**BACKGROUND:**

**Tactical Goal: Infrastructure and Technology / Admin. Building and Facility Updates / Carpet Replacement (2<sup>nd</sup> Floor)**

This item was reviewed by the EC at their September 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The construction of the Leucadia Wastewater District (District) Administrative building was completed in August 2009. Over the past 14 years, the carpet has endured well against daily foot traffic. However, it has begun to show its age and requires replacement. In 2022, staff planned to replace the carpet in the Administrative building, with the exception of the Board Room. The plan was to replace the carpet in two phases; phase 1 was the first floor, which was completed in fiscal year (FY) 23, and phase 2 was the second floor and elevator to be completed in FY 24.

In December 2022, Howard's Rug Company (Howard's Rug) was awarded the contract for phase 1, the first floor carpet replacement. In May 2023, Howard's Rug completed the work. Staff was very pleased with the quality of work and coordination efforts by the Howard's Rug team especially since the work was completed during District non-working hours.

**DISCUSSION:**

Staff plans to start phase 2 to replace the carpet on the second floor and elevator. Under Section 11.1 (A), Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed for continuing services where a vendor or firm has satisfactorily completed one phase of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain the vendor or firm for a subsequent phase of work. Consequently, staff requested a quote from Howard's Rug for the second floor and elevator carpet replacement and furniture moving services. They submitted a quote of \$48,724.

Staff has evaluated the quote submitted by Howard's Rug and is satisfied that it meets the carpet replacement and furniture moving requirements. Therefore, it is recommended that the Board authorize the General Manager to execute a sole source Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the second floor and elevator in an amount of \$48,724.

**FISCAL IMPACT:**

The Fiscal Year 2024 Budget includes \$50,000 for this effort, therefore, sufficient funds are available to fund the carpet replacement and furniture moving services.

ier:PJB

## MEMORANDUM

**DATE:** September 7, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award a Professional Services Agreement to 5 North Media for the Audio / Visual System Replacement

---

**RECOMMENDATION:**

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

1. Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003.
2. Discuss and take other actions as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / Replace Audio and Visual Equipment**

This item was reviewed by the EC at their September 5<sup>th</sup> meeting and the EC concurred with staff to present this item for the Board's consideration.

The Leucadia Wastewater District (District) Administrative building was commissioned in August 2009. As part of the original construction the Board Room, Training Room and Second Floor Conference Room were outfitted with audio and visual (A/V) systems that, at the time, were considered to be contemporary technology. This technology included high resolution projectors and interactive Smartboard Displays. Technology of A/V Systems has advanced over the past 14 years. Additionally, the COVID pandemic mainstreamed the use of video communication technology such as Zoom. As a result, the District's A/V Systems currently in use in the various meeting spaces requires modernization to keep pace with current technology. System upgrades include interactive video displays and liquid crystal display (LCD) panels with video communication capabilities.

**DISCUSSION:**

To complete the A/V System modernization staff contacted two A/V Consultants to do a site visit and discuss their services. Staff used the information provided by the consultants to develop bid specifications. Three A/V consultants were contacted and invited to submit a bid. Two consultants, 5 North Media and AVI-SPL, accepted the Request for Bids. The third, AVI Systems, did not respond to three attempts to contact them. Only one consultant, 5 North Media (5 North), submitted a bid by the August 17<sup>th</sup> deadline. 5 North's bid was \$140,003, bid form attached for your review.

Staff reviewed 5 North's bid and determined that it satisfies the specifications of the bid. 5 North has over 42 years of experience. Their clients include Agua Caliente Council Chamber, Palm






Desert City Council, Naval Base Coronado and Camp Pendelton. Therefore, staff recommends that the Board authorize the General Manager to execute a professional services agreement with 5 North Media for the A/V System replacement.



**FISCAL IMPACT:**

The Fiscal Year 2024 Capital Acquisition Budget contains \$200,000 for the A/V System replacement, therefore, sufficient funding is available to cover the recommended contract.




rym:PJB

# ATTACHMENT (A) LEUCADIA WASTEWATER DISTRICT – AV SYSTEM UPGRADE BID FORM

	Qty	Description	Equipment	Labor
	<b>Second Floor: Conference Room</b>			
	1	<b>C2G 10' HDMI 4K Cable</b> 10' HDMI Cable High Speed 4K With Ethernet		
	1	<b>C2G HDMI Decora Plate</b> HDMI Pass Through Decorative Wall Plate With One Keystone - White		
	1	<b>Neat Neat Board</b> Professional and highly capable meeting device designed and engineered for Teams		
	1	<b>Neat Neat Wall Mount</b> Wall Mount for Neat Board		
		<b>Second Floor: Conference Room Total:</b>	<u>\$ 6,117.31</u>	<u>\$ 708.00</u>

	<b>First Floor: Training Room</b>			
	1	<b>C2G 10' HDMI 4K Cable</b> 10' HDMI Cable High Speed 4K With Ethernet		
	1	<b>C2G HDMI Decora Plate</b> HDMI Pass Through Decorative Wall Plate With One Keystone - White		
	1	<b>Neat Neat Board</b> Professional and highly capable meeting device designed and engineered for Teams		
	1	<b>Neat Neat Wall Mount</b> Wall Mount for Neat Board		
		<b>First Floor: Training Room Total:</b>	<u>\$ 6117.31</u>	<u>\$ 708.00</u>




**ATTACHMENT (A)**  
**LEUCADIA WASTEWATER DISTRICT – AV SYSTEM UPGRADE**  
**BID FORM**

Qty	Description	Equipment	Labor
<b>First Floor: Board Chambers</b>			
1	 <b>C2G 10' HDMI 4K Cable</b> 10' HDMI Cable High Speed 4K With Ethernet		
1	 <b>C2G HDMI Decora Plate</b> HDMI Pass Through Decorative Wall Plate With One Keystone - White		
1	 <b>Neat Neat Board</b> Professional and highly capable meeting device designed and engineered for Teams		
1	<b>Neat Neat Wall Mount</b> Wall Mount for Neat Board		
<b>First Floor: Board Chambers Total:</b>		<u>\$ 6,117.31</u>	<u>\$ 708.00</u>

# ATTACHMENT (A)

## LEUCADIA WASTEWATER DISTRICT – AV SYSTEM UPGRADE









### BID FORM

Qty	Description	Equipment	Labor
<b>First Floor: Board Room</b>			
1	<b>Media MISC HARDWARE</b> Eleven (11) Microphone Wind Screens for Dias and Podium		
1	<b>Media Programming</b> System Programming		
	2 <b>C2G 3' HDMI 4K Cable</b> 3' HDMI Cable 4K Ultra Flexible High Speed With Low Profile Connector		
	1 <b>C2G 6' HDMI 4k Cable</b> 6' HDMI Cable 4K Ultra Flexible High Speed With Low Profile Connector		
	2 <b>Chief KITXWXS1U</b> Micro-Adjust Wall Mount XX-Large		
	1 <b>Extron 60-1437-01</b> DTP HD DA4 4K 230 - HDMI to Four Output DTP Twisted Pair Distribution Amplifier - 230 feet (70 m)		
	2 <b>Extron 60-1531-12</b> DTP R HWP 4K 231 D - DTP Receiver for HDMI - Decorator-Style Wallplate, Black - 230 feet (70 m)		
	2 <b>Extron DTP2 T 201 D</b> 4K/60 HDMI DTP2 Transmitter – Decorator-Style Wallplate		
	1 <b>Lenovo M720Q 10T7</b> ThinkCentre M720 Tiny M720q Intel Hexa Core (6 Cores) i5-8400T, 8GB RAM, 256GB SSD, W10P Business Desktop		
	1 <b>Anker AK-A7610011</b> Network Adapter, Anker USB 3.0 to RJ45 Gigabit Ethernet Adapter Supporting 10/100/1000 bit Ethernet		
	1 <b>Middle Atlantic RSH---- LENOVO THINKCENTREM720Q</b> Custom Shelf for Lenovo M720Q		
	1 <b>NewerTech HDMI Dummy Plug</b> HDMI Headless Video Accelerator (HDMI Dummy Plug) Brand: NewerTech		
	2 <b>LG Commercial 110UM5J-B</b> 110" 3840x2160 UHD LED Display, High Brightness, Wifi,		

# ATTACHMENT (A)

## LEUCADIA WASTEWATER DISTRICT – A/V SYSTEM UPGRADE

### BID FORM

Qty	Description	Equipment	Labor
	1 Netgear GSM4230PX 24x1G PoE+ 480W 2x1G and 4xSFP+ Managed Switch		
	1 QSC NV-32-H (Core Capable) Video, NV-32-H (Core Capable), Network Video Endpoint		
	2 QSC QIO-GP8x8 Q-SYS Peripheral Providing Control Expansion With 8 Logic Inputs And 8 Logic Outputs		
	1 QSC QIO-L4o Q-SYS Peripheral Providing 4 Line Outputs		
	4 QSC QIO-ML4i Q-SYS Peripheral Providing 4 Mic/Line Inputs		
	4 QSC QIO-RMK Rack-mount kit for QIO devices		
	1 QSC TSC-101-G3 10.1" High Definition Touch Screen Controller		
	1 QSC TSC-710t-G3 Table Top Mounting Accessory For TSC-70-G3 & TSC-101-G3		
	2 Vaddio 440-1007-008 Actice Optical C/A USB 3 Cable		
	1 Vaddio 999-99630-270 ROBOSHOT30E ONELNK BRIDG		
	1 Vaddio 999-99630-270W ROBOSHOT 30E OL BRIDGE Express - White		
	700 Windy City Wire CAT6ASP-BLK CAT6A Shielded Plenum (Black)		
	400 Windy City Wire CAT6P-BLK CAT6 Plenum (Black)		

	Equipment	Labor
<b>First Floor: Board Room Total:</b>	\$ 88,177.06	\$ 13,145.85

**ATTACHMENT (A)**  
**LEUCADIA WASTEWATER DISTRICT – A/V SYSTEM UPGRADE**  
**BID FORM**

**Project Subtotal (Equipment & Labor Combined)**      \$ 121,798.84

Shipping / Delivery      \$ 6,504.55

Additional Miscellaneous Items / Services:

Miscellaneous Hardware      \$ 3,195.87

Sales Tax      \$ 8,503.68

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**PROJECT GRAND TOTAL (Bid Price)**      \$ 140,002.94

**A/V Consultant Information:**

Company: 5 North Media

Address: 8450 Production Ave., San Diego, CA 92121

Point of  
Contact (POC): Dan Stelter

POC Email: dans@5northmedia.com      Phone No. 949 705-8432

Submitted by:

5 North Media

Name (Print) Dan Stelter







Signature *Dan Stelter*

8/8/23

Date

# ATTACHMENT (A) LEUCADIA WASTEWATER DISTRICT – A/V SYSTEM UPGRADE BID FORM

## OPTIONAL ITEM: REPLACE TEN (10) MONITORS ON BOARD ROOM DAIS

Qty	Description	Cost (Each)	Labor
 10	<b>C2G 3' HDMI 4K Cable</b> 3' HDMI Cable 4K Ultra Flexible High Speed With Low Profile Connector	\$ <u>156.70</u>	\$ <u>155.00</u>
 1	<b>Extron 60-1438-01</b> DTP HD DA8 4K 230 - HDMI to Eight Output DTP Twisted Pair Distribution Amplifier - 230 feet (70 m)	\$ <u>2,712.15</u>	\$ <u>310.00</u>
 10	<b>Extron 60-1531-12</b> DTP R HWP 4K 231 D - DTP Receiver for HDMI - Decorator-Style Wallplate, Black - 230 feet (70 m)	\$ <u>6,027.00</u>	\$ <u>1,550.00</u>
 10	<b>Northern Video LED22R</b> 21.5" Widescreen LED Security Monitor with HDMI, VGA & BNC Inputs, RCA & PC Audio, IR Remote	\$ <u>2,519.80</u>	\$ <u>1,550.00</u>
 10	<b>Strong SM-TILT-S</b> Strong universal tilt mount for 13 - 27" small display (Black)	\$ <u>514.10</u>	\$ <u>1,550.00</u>
 1750	<b>Windy City Wire CAT6ASP-BLK</b> CAT6A Shielded Plenum (Black)	\$ <u>1,452.50</u>	\$ <u>1,778.00</u>
		<u>Equipment</u>	<u>Labor</u>
Optional Items Total:		\$ <u>13,382.25</u>	\$ <u>6,893.00</u>

**NOTE:** District will determine to procure and install this optional item based on the amount of the Project Grand Total. The cost of this option will not be used in determining the low bid.

**DATE:** September 7, 2023  
**TO:** Board of Directors  
**FROM:** Paul J. Bushee, General Manager  
**SUBJECT:** Board of Directors Vacancy



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**RECOMMENDED:**

It is recommended by staff that the Board of Directors:

1. Discuss and take action as appropriate

**DISCUSSION:**

On August 25, 2023, Director Judy Hanson announced her retirement from the Board of Directors effective September 6, 2023. As a result, there is a vacant seat on the Leucadia Wastewater District (District) Board of Directors. Under County Water District regulations, the District has the following options for filling the vacant position.

**1. Appointment of a New Director:**

The Board may appoint a new director by November 5, 2023 (within 60 days from September 6, 2023). This approach requires a notice of the vacancy to be posted in at least three “conspicuous” places within the District’s service area at least 15 days before the appointment. Because Director Hanson was serving a term that was elected by voters in District 5, her successor must be a resident and registered voter of District 5.

Director Hanson was re-elected in 2020 to a four-year term that would have expired after the general district election in 2024. The appointed director’s term will only last until the next general district election in November 2024. The appointed director will have the option of running for election in 2024.

**2. Call for an Election:**

The Board may choose to call for an election to fill the vacant Director’s seat. The election to appoint a new director would not be held until the next established election date, likely in November 2024.

If the District Board fails to appoint a new director or call for an election within the required 60 days, the County Board of Supervisors would have the authority to appoint a new director.

Staff is seeking direction from the Board as to its preferred approach for filling the vacant Director position.

tb:PJB

attachment



August 25, 2023

Board of Directors  
Leucadia Wastewater District  
1960 La Costa Avenue  
Carlsbad, CA 92009

**SUBJECT: Notice of Retirement**

Dear Fellow Board Members:

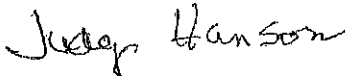
The purpose of this letter is to inform you of my retirement from the District Board of Directors effective September 6, 2023.

I have proudly served the District since 1983 which has included over 10 terms in office. The past 40 years have been an incredibly rewarding experience and I feel very honored and proud to have been a part of the many District's successes over this timeframe, which are too numerous to name here.

However, at this point of my life I feel it would be in the best interests of the District and myself to retire from my Board position and allow another qualified individual to fill my seat. I wish the District nothing but the best and I am confident that the District's future will remain bright because of the highly competent Board and Staff team currently in place.

In closing, I want to thank you for all of your support over the years and I feel very fortunate to have been part of this organization!

Warmest regards,



Judy Hanson

Cc: Paul Bushee, General Manager

# Directors' Meetings

Presented by President Sullivan

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## Conference

CSDA Quarterly Meeting

## Dates and Location

August 17, 2023 @ 6:00 p.m.

The Butcher Shop Steakhouse in San Diego, CA

## List of Attendees

President Sullivan

The above mentioned Board member heard a presentation from Eduardo Velasquez from the San Diego Regional Economic Development Corporation (EDC) on artificial intelligence and San Diego's economy.

# Directors' Meetings

Presented by Directors Sullivan and Omsted

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## Conference

2023 CSDA Annual Conference

## Dates and Location

August 28-31, 2023

Monterey Conference Center

Monterey, CA

## List of Attendees

President Sullivan

Director Omsted

The above mentioned Board members attended various sessions on; Board best practices, pensions, Brown Act, community outreach, and other breakout sessions.