

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

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 17th 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.



Paul J. Bushee,
Secretary/Manager
(Seal)