

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting
September 13, 2023

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, September 13, 2023 at 5:00 p.m., at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

1. Call to Order

GM Bushee called the meeting to order at 5:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Sullivan, Roesink (via teleconference), Saldana, Omsted

DIRECTORS ABSENT:

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, Project Coordinator Ian Riffel, Field Services Supervisor Mauricio Avalos, District Engineer Dexter Wilson

3. Pledge of Allegiance

Director Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Approval of Agenda

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

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

6. Presentations and Awards

None.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

August 16, 2023 Regular Board Meeting
September 5, 2023 Engineering Committee Meeting

8. Approval of Demands for August/September 2023

Payroll Checks numbered 230817-1 – 230906-18; General Checking Checks numbered 24702-24781

9. Operations Report (A copy was included in the original September 13, 2023 Agenda)

10. Finance Report (A copy was included in the original September 13, 2023 Agenda)

11. Disclosure of Reimbursements

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

Upon a motion duly made by Director Omsted, seconded by Director Saldana, 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	Yes
Director Omsted	Yes

EWA and COMMITTEE REPORTS

12. Encina Wastewater Authority (EWA) Reports

A. EWA Board Report – Meeting held on August 23, 2023.

GM Bushee reported on EWA's August 23, 2023 Board meeting.

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

GM Bushee reported on EWA's September 5, 2023 MAM meeting.

13. Committee Reports

A. An Engineering Committee meeting was held on September 5, 2023.

Director Saldana reported that 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.

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

Director Saldana reported that the Community Affairs Committee (CAC) reviewed and commented on the draft text of the 2023 Fall newsletter. The CAC selected option #2, proper fruit sticker disposal fact, for the Did You Know article.

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

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.

FSSup Avalos presented this item and provided background information noting it is a tactical goal. 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. He said the purchase of the new traffic control truck will be through 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.

Vice President Roesink entered the Boardroom at 5:18 p.m.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Saldana, and unanimously carried, the Board of Directors authorized 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 by the following vote:

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

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.

PC Riffel presented this item and provided background information noting it is a tactical goal. 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. PC Riffel 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.

Following discussion, upon a motion duly made by Director Saldana, seconded by President Sullivan and unanimously carried, the Board of Directors authorized 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 by the following vote:

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

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.

DTS Morishita presented this item and provided background information noting it is a tactical goal. He stated that the District's current system is over 14 years old and it requires an upgrade, which includes interactive video displays and liquid crystal (LCD) panels with video communication capabilities, in order to keep up with new technological advancements.

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 Saldana stated that wireless connectivity should be disabled so that the District is not open to cyberattack. DTS Morishita stated that the District's IT consultant, Data Net, will coordinate with 5 North to ensure system security.

Vice President Roesink asked if the District had used 5 North previously. DTS Morishita answered no. Vice President Roesink asked various questions regarding the 5 North pricing. DTS Morishita answered his questions.

Following discussion, upon a motion duly made by Director Saldana, seconded by Director Omsted, and unanimously carried, authorized 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 by the following vote:

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

17. Division 5 Board of Directors Vacancy

GM Bushee stated that on August 25, 2023 Director Hanson submitted a notice of retirement letter effective September 6, 2023. As a result, there is a vacant seat on the Board of Directors. He noted that under County Water District regulations, the District has the following options for filling the vacant position:

1. Appointment of a New Director
2. Call for an Election

GM Bushee then provided background information on both options. GM Bushee stated that should the Board choose to appointment a new Director the candidate must live in District 5 and be a registered voter. He also stated that should the Board decide to notice the vacancy it must be noticed in three conspicuous places.

Director Omsted asked if the notice of vacancy can be advertised in the fall newsletter. GM Bushee that it can be but it may not meet the 60 day appointment deadline of November 5th, set by Government Code. Director Omsted asked if there would be an article on Director Hanson in a future newsletter. GM Bushee answered affirmatively.

Vice President Roesink stated he would like to see the District advertise the vacancy and move forward with the appointment of a new Director. President Sullivan agreed with Vice President Roesink.

Director Saldana stated he would like to move forward with the appointment process sooner than later.

Following a lengthy discussion, the Board of Directors reached consensus to appoint a new Director and directed staff to notice the vacancy in accordance with California regulations.

INFORMATION ITEMS

18. Project Status Updates and Other Informational Reports

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

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

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.

President Sullivan stated the meeting was robust and she enjoyed the speaker.

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

President Sullivan stated it was a great conference and she enjoyed the speaker from Pixar. Director Omsted agreed with President Sullivan.

Director Omsted stated he enjoyed the Brent Ives session. He noted that he also completed his AB 1825 and AB 1234 training at the conference.

20. General Manager's Report

GM Bushee reported on the following:

- He attended an Encinitas Chamber of Commerce Environmental Sustainability Committee meeting;
- Possible partnership with Olivenhain Municipal Water District (OMWD) for a future hands-on career fair for local high school students; and
- Schedule a Special Board Meeting to review Recycled Water

Following discussion, the Board of Directors agreed to hold a Special Board Meeting on October 11, 2023 at 3:00 p.m. to discuss recycled water.

21. General Counsel's Report

None.

22. Board of Directors' Comments

President Sullivan stated the conferences have been extra special lately.

Vice President Roesink stated he will be attending the Special District Leadership Foundation Academy in October. He also noted that he completed his AB 1815 and AB 1234 training online.

23. Closed Session

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

The Board of Directors unanimously voted to reject the claim presented by Cari McCormick.

- 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.

The Board of Directors provided direction to staff on the sale of the Vulcan parcel to the City of Encinitas. There was no other reportable action.

24. Adjournment

President Sullivan adjourned the meeting at approximately 6:40 p.m.



Elaine Sullivan, President



Paul J. Bushee
Secretary/General Manager
(SEAL)