

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON MAY 13, 2013
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Thomas M. Campbell, Chair

Mark Muir, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, May 13, 2013, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

Chair Campbell called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Teresa Barth
Thomas M. Campbell
Mark Muir
David Zito

Others Present:

General Manager	Michael Thornton
Director of Finance/Administration	Greg Lewis
Director of Operations	Christopher Trees
Administrative Assistant	Jennifer Basco
Accounting Technician	Carrie Cook
Safety/HR Administrator	Marisa Buckles

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch	Greg Moser
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City of Encinitas,

Director of Engineering and Public Works	Glenn Pruim
Public Works Management Analyst	Bill Wilson

City of Solana Beach,

City Manager	David Ott
Director of Engineering/Public Works	Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

General Manager Michael Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

The General Manager announced that the SEJPA had received two awards that recognized the agency for its safe work practices. The first award was from the California Water Environment Association (CWEA), which recognized the SEJPA with its Plant of the Year Safety Award. The second award was the Water Environment Federation, George W. Burke Award. These industry awards are given to organizations that are responsible for operating municipal or industrial wastewater treatment facilities that have robust safety programs and exceptional safety records.

6. CONSENT CALENDAR

Moved by Vice Chair Muir and seconded by Board Member Zito to approve the Consent Calendar.

Motion carried with unanimous vote of approval.

Consent Calendar:

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| Agenda Item No. 7 | Approval of Minutes for the April 8, 2013 meeting |
| Agenda Item No. 8 | Approval for Payment of Warrants and Monthly Investment Report |
| Agenda Item No. 9 | San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report |
| Agenda Item No. 10 | San Elijo Joint Powers Authority Recycled Water Program – Monthly Report |

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. PROFESSIONAL SERVICES CONTRACT FOR CONSTRUCTION MANAGEMENT AND AS-NEEDED STAFF EXTENSION RESOURCES

General Manager Thornton presented the proposed Hoch Consulting Agreement to the Board for approval. Hoch Consulting was selected based on competitive labor rates and professional knowledge of the SEJPA facilities. The SEJPA began using Hoch Consulting in May 2012, and their work has been of high quality and value to the agency.

Moved by Board Member Muir and seconded by Board Member Zito to:

1. Authorize General Manager to execute the agreement with Hoch Consulting to provide construction management and as-needed professional services for an amount not to exceed \$79,060.

Motion carried with unanimous vote of approval.

13. SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2013-14 RECOMMENDED BUDGET UPDATE

Greg Lewis, Director of Finance/Administration, reported that the Recommended Budget for FY 2013-14 was presented to both Member Agencies and that there were two reportable changes to the budget. First, there is a correction to the text of Page 28; savings to the Cardiff Sanitary Division budget should have read 6 percent. Second, payment of \$50,000 to the Santa Fe Irrigation District for purchase of the recycled water distribution pipeline was made this month; therefore, the payment has been removed from next year's budget. Mr. Lewis stated that the budget will be presented to the Board of Directors for adoption at the June meeting.

No action required. This memorandum was submitted for information only.

14. PROPOSED 2013-14 MASTER PLAN FOR THE SAN ELIJO WATER RECLAMATION FACILITY

The General Manager gave a brief background on the facility master plan that was completed in 2007. Since then, many of the near term projects identified in the master plan have been completed and some funding has been collected in preparation for long term projects. The General Manager is recommending that the SEJPA update its master plan to incorporate newly constructed facilities, review facility needs, and confirm future capital project prioritization. By doing so, the SEJPA keeps planning efforts current and incorporates changing conditions and new regulations into its facility plans.

Chair Campbell requested that at a future Board meeting staff present a review of the 2007 Master Plan, including what progress has been achieved and the driving reasons for pursuing a plan update.

Moved by Board Member Barth and seconded by Vice Chair Muir to:

1. Authorize the General Manager to issue a Request for Proposals to update the 2007 San Elijo Water Reclamation Facility Master Plan.

Motion carried with unanimous vote of approval.

15. MEMORANDUM OF UNDERSTANDING BETWEEN THE SAN ELIJO JOINT POWERS AUTHORITY AND THE CITY OF ENCINITAS FOR USE OF SEJPA LABORATORY SPACE

The General Manager presented, for the Board's consideration, a Memorandum of Understanding (MOU) that will provide the City of Encinitas staff limited access to the SEJPA's laboratory for storm water monitoring work. The intent of the MOU is to allow the City, on a trial basis, access to laboratory for conducting water quality tests. It is believed that the laboratory has ample space for one or two City employees and a small amount of test equipment. The implementation of the MOU is envisioned to be cost neutral to the SEJPA. Costs associated with chemical use or waste disposal will be the City's responsibility. In developing this MOU, SEJPA reached out to both Member Agencies to gain mutual support for this concept and to receive their comments and suggestions. The MOU represents an opportunity for the SEJPA to work collaboratively with its Member Agencies to safely and efficiently provide required public services

through shared resources.

Board Member Barth commented that the San Elijo Water Reclamation Facility is a joint facility; therefore, it makes sense that both Member Agencies should have access to it.

Moved by Board Member Zito and seconded by Vice Chair Muir to:

1. Authorize the General Manager to execute a Memorandum of Understanding with the City of Encinitas, for the provision of shared laboratory space at the San Elijo Water Reclamation Facility.

Motion carried with unanimous vote of approval.

16. GENERAL MANAGER'S REPORT

General Manager Thornton reported that the Olivenhain Municipal Water District (OMWD) has completed the master metered connection to the SEJPA recycled water distribution system. The SEJPA is now selling recycled water to OMWD. Half of the revenue generated from these sales will be dedicated for future system repairs and replacement needs, which benefits all of the SEJPA's retail partners.

17. GENERAL COUNSEL'S REPORT

Greg Moser, General Counsel, announced that Aiko Yamakawa will be moving to the firm's San Francisco office, and as such, her efforts and attendance to SEJPA matters will likely diminish.

Mr. Moser also reported on pending bill SB 1290, which will give the Fair Political Practices Commission the same authority to interpret and enforce Government Code section 1090 as the Commission currently has over Political Reform Act conflict of interest laws. SB 1290 will give the Commission authority to issue advisory opinions as to whether future conduct will comply with Government Code section 1090—something no agency currently can do.

18. BOARD MEMBER COMMENTS

None

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:35 a.m., with Michael Thornton per Government Code Section 54957 – Employee Performance Evaluation, title: General Manager.

20. ADJOURNMENT

The Board of Directors came out of closed session at 9:44 a.m. with no reportable action for the annual performance evaluation of the General Manager. The meeting

adjourned at 9:45 a.m. The next Board of Directors meeting will be held on June 10, 2013.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Thornton", written over a horizontal line.

Michael T. Thornton, P.E.
General Manager