

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON FEBRUARY 10, 2014
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Mark Muir, Chair

David Zito, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, February 10, 2014, 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 Muir called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Mark Muir
David Zito
David Ott, Solana Beach Alternate

Directors Absent:

*Teresa Barth
Thomas M. Campbell*

Others Present:

General Manager
Director of Operations
Director of Finance & Administration
Administrative Assistant
Accounting Technician
Safety/HR Administrator

Michael Thornton
Christopher Trees
Paul Kinkel
Jennifer Basco
Carrie Cook
Marisa Buckles

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas,

Director of Engineering and Public Works
Public Works Management Analyst

Glenn Pruim
Bill Wilson

City of Solana Beach,

City Manager
Director of Engineering/Public Works

David Ott
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Chair Muir led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

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

Motion carried with the following vote of approval:

AYES: Muir, Zito, Ott
NOES: None
ABSENT: Barth, Campbell
ABSTAIN: None

Consent Calendar:

Agenda Item No. 7 Approval of Minutes for the January 13, 2014 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. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2013-14 OPERATING BUDGET

The Director of Finance & Administration, Paul Kinkel, presented the mid-year analysis of the SEJPA's FY 2013-14 Budget. Mr. Kinkel stated that overall, the SEJPA is expected to conclude the fiscal year slightly below budget. The savings are primarily a result of lower than forecasted Personnel Expense and unspent Contingency funds offset by higher than budgeted Utility Costs, unplanned repairs associated with recycled water pipelines, and for the wastewater treatment facility.

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

13. AGENCY RESOURCE SHARING AGREEMENT – IT SERVICES

The Director of Finance/Administration, Paul Kinkel, informed the Board of Directors that the collaboration with the City of Encinitas for IT services is moving forward successfully. He reported that the first phase of the work has been completed and the SEJPA is now connected to the City of Encinitas' fiber optic internet system and the SEJPA administrative network now resides on the Encinitas server system. Mr. Kinkel complemented the City IT staff for their attention to detail and professionalism.

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

14. PROPOSED 2015 FACILITY PLAN FOR THE SAN ELIJO WATER RECLAMATION FACILITY

General Manager Thornton provided background on the construction history of the San Elijo Water Reclamation Facility and the San Elijo Ocean Outfall. He highlighted the construction cost and age of the assets, and provided details on the various upgrades and improvements the SEJPA has made to its facilities over the years. As part of managing these assets in sound operating condition and planning for future capital projects, the General Manager reported that the agency prepared a facility master plan in 2007. The General Manager is recommending that the SEJPA update this facility plan to incorporate newly constructed facilities, and other assets not included in the 2007 Plan. The proposed facility plan will serve as an asset management tool providing guidance for asset replacement decisions and serving as the foundation to the SEJPA's capital improvement plan for the next ten years.

The General Manager stated that the cost for completing the facility plan is anticipated to be in the range of \$140,000 to \$175,000, depending on the final negotiated scope of work and any applicable grants. It is anticipated that funding will be drawn equally from the wastewater treatment, recycled water, and ocean outfall programs, unless there is clear justification to apply more cost to one program. Assuming equal distribution to the three programs, then the anticipated cost to each member agency is approximately \$35,000.

The General Manager reported that the SEJPA has requested proposals from six engineering firms for this project. Staff will select the winning proposal based on the best combination of qualifications, project understanding and approach, and innovative or value based ideas. Staff anticipates presenting the project contract, final negotiated scope of work, and fee to the SEJPA Board for approval consideration at the March 10, 2014 Board meeting.

Staff is also considering pursuing a recycled water planning grant as part of this effort. Included in the staff report is the planning grant resolution required for the grant. Executing this resolution does not bind the agency to pursuing the grant.

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

1. Approve Recycled Water Facility Planning Grant Resolution and Authorize General Manager to Execute.

Motion carried with the following vote of approval:

AYES: Muir, Zito, Ott
NOES: None
ABSENT: Barth, Campbell
ABSTAIN: None

15. GENERAL MANAGER'S REPORT

General Manager Thornton informed the Board Members that the Army National Guard completed their water treatment training at the San Elijo Water Reclamation Facility this past weekend. The training was considered a success and the Army National Guard expressed their appreciation for the use of the site and our staff assistance. This was a cooperative effort set up by the Bureau of Reclamation and the Olivenhain Municipal Water District. Mr. Thornton also informed the Board of Directors that the Department of Water Resources (DWR) has released its final recommendations for the Proposition 84, Round 2 IRWM, grant funding. DWR is recommending full funding to the San Diego region, which is approximately \$10 million. The SEJPA is a partner to one of the projects listed in Round 2 for recycled water conveyance and storage improvements.

16. GENERAL COUNSEL'S REPORT

None

17. BOARD MEMBER COMMENTS

None

18. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:41 a.m., with Michael Thornton per Government Code Section 54956.8 – Real Property Negotiations.

The Board of Directors came out of closed session at 9:49 a.m. with no reportable action.

19. ADJOURNMENT

The meeting adjourned at 9:50 a.m. The next Board of Directors meeting will be held on March 10, 2014.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager