

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON DECEMBER 14, 2015
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Catherine S. Blakespear, Vice Chair

A meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, December 14, 2015, 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 Zito called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Catherine S. Blakespear
Ginger Marshall
Mark Muir
David Zito

Directors Absent:

None

Others Present:

General Manager
Director of Operations
Director of Finance & Administration
Administrative Assistant/Board Clerk

Michael Thornton
Christopher Trees
Paul Kinkel
Jennifer Basco

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Adriana Ochoa

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

City of Encinitas:

Public Works Management Analyst

Bill Wilson

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

Vice Chair Blakespear removed Agenda Item No. 8, Approval for Payment of Warrants and Monthly Investment Report, from the Consent Calendar and moved it to Agenda Item No. 11.

Moved by Board Member Muir and seconded by Board Member Marshall to approve the Amended Consent Calendar.

Motion carried with unanimous vote of approval.

Amended Consent Calendar:

- | | |
|--------------------|--|
| Agenda Item No. 7 | Approval of Minutes for the November 9, 2015 meeting |
| 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

Agenda Item No. 8 – Approval for Payment of Warrants and Monthly Investment Report. Vice Chair Blakespear recused herself from this item.

Moved by Board Member Muir and seconded by Board Member Marshall to approve Agenda Item No. 8. Motion carried with the following vote of approval:

AYES:	Marshall, Muir, Zito
NOES:	None
ABSENT:	None
ABSTAIN:	Blakespear

At this point, General Manager Thornton, moved Agenda Item No. 12 to be presented to the Board of Directors after Agenda Item No. 14.

13. PROFESSIONAL SERVICES AGREEMENT – ARCHITECTURAL SERVICES FOR BUILDING IMPROVEMENT PROGRAM

General Manager Thornton updated the Board of Directors on the Building Improvement Program at the SEWRF. At the September 2015 Board meeting, three building alternatives were presented and discussed by the Board of Directors. Based on the direction provided by the Board, Staff and Roesling Nakamura Terada Architects (RNT) began researching methods to reduce initial capital costs and provide financing strategies. The building options originally developed are being revisited to ensure the appropriate size and scale of the project, and to eliminate unnecessary expenses. Also the viability of an administration building with tenant lease space is being considered. Mr. Thornton stated that additional work, including general site design, utility layout, development of conceptual building budgets and figures, and funding support are required prior to completion of a revised Building Improvement Program report. RNT submitted a proposal to complete the pre-design services in the amount not to exceed \$45,000.

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

1. Authorize professional services agreement with Roesling, Nakamura, Terada Architects for an amount not to exceed \$45,000.

Motion carried with unanimous vote of approval.

14. CLASSIFICATION AND COMPENSATION ANALYSIS

General Manager Thornton informed the Board of Directors that the SEJPA completed a classification and compensation review of all SEJPA labor positions using salary data from agencies within an approximate 30-mile radius. The analysis was a directive under Resolution No. 2012-06, related to the expiring SEJPA employee labor agreement. Monthly salary ranges were obtained for each SEJPA labor classification from the surveyed agencies where there were comparable positions. When analyzing the maximum salary range for each labor class, the majority of the SEJPA positions are near the median of the survey group. The top of the salary range for most SEJPA positions is within plus or minus 5 percent of the survey group average. No position was more than 5.3 percent above its peer group average, and three staffed positions were below by 8.5 percent or greater. Mr. Thornton stated that those three staffed positions fall short of the previous Board of Directors' goal of setting position pay ranges within 5 percent (plus or minus) of the market average. The General Manager will prepare recommendations for adjustments to the Classification and Compensation Schedule and will present them at the next Board meeting.

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

Board Member Muir left the meeting at 9:27 a.m. to attend another event.

12. PROJECT UPDATE – LAND OUTFALL REPLACEMENT

The General Manager updated the Board of Directors on the San Elijo Land Outfall Replacement project. The project engineer, Kennedy Jenks Consultants, estimates that the construction design drawings and specifications will be complete in January 2016. Concurrent with the design effort, Staff is working with the design team to prepare the necessary environmental documents, obtain land easements, and construction permits. Staff has been working to obtain the easements for several months, and based on current information, the final easement agreements are expected in the first quarter of 2016. Obtaining all necessary project permits is expected to take longer. The General Manager stated that Staff is working with the permitting agencies to fast track the permit process. The agencies are aware of the upcoming San Elijo Lagoon Restoration and North Coast Corridor projects, which are impacted by the Land Outfall Replacement project. Mr. Thornton highlighted various regional benefits if the outfall is replaced prior to the related lagoon projects. The goal to fast track the project is receiving positive support from Caltrans, North County Transit District, San Diego Association of Governments, cities of Encinitas and Solana Beach, California Coastal Commission, and San Elijo Lagoon Conservancy. As the Land Outfall Replacement project progresses, the next action items for the Board of Directors are anticipated to be presented at the March 2016 Board meeting.

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

Vice Chair Blakespear and Board Member Marshall left the meeting at 9:38 a.m. to attend another event, and there was no longer a quorum of Board Members present.

15. 2015 YEAR IN REVIEW – RECOGNIZING AGENCY ACHIEVEMENTS AND SUCCESSES

General Manager Thornton presented highlights of the SEJPA's accomplishments and successes for calendar year 2015. Included in the highlights were the agency's permit compliance record, safety record, public outreach events and engagements, and collaborations with other government agencies. Mr. Thornton also reviewed industry recognition awards that the SEJPA received in 2015, including the American Membrane Treatment Association Membrane Plant of the Year, as well as the \$2.5 million grant award commitment received from the Integrated Regional Water Management Program. Finally, Mr. Thornton reviewed the capital infrastructure projects that the SEJPA completed in 2015.

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

16. GENERAL MANAGER'S REPORT

None

17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

None

19. CLOSED SESSION

None

20. ADJOURNMENT

The meeting adjourned at 9:50 a.m. The next Board of Directors meeting will be held on January 11, 2016.

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