

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON JANUARY 11, 2016
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, January 11, 2016, 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

Tracie Stender

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

Moved by Vice Chair Blakespear and seconded by Board Member Marshall to approve the Consent Calendar.

Motion carried with unanimous vote of approval.

Amended Consent Calendar:

Agenda Item No. 7	Approval of Minutes for the December 14, 2015 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
Agenda Item No. 11	Professional Services Contract for Construction Management Inspection Services
Agenda Item No. 12	Award of Contract for Professional Unmanned Aerial Vehicle Videography Services
Agenda Item No. 13	Approve Professional Engineering Services Agreement for Trussell Technologies, Inc.

14. ITEMS REMOVED FROM CONSENT CALENDAR

None

15. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

Moved by Chair Zito and seconded by Board Member Marshall to:

1. Appoint Catherine Blakespear as Chairperson for the 2016 SEJPA Board of Directors.

Motion carried with unanimous vote of approval.

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

2. Appoint Ginger Marshall as Vice Chair for the 2016 SEJPA Board of Directors.

Motion carried with unanimous vote of approval.

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

3. Establish the SEJPA regular meeting schedule for 2016 as the second Monday of each month, with the exception for the month of March, with no planned meeting for August, with the meeting location as the San Elijo Water Reclamation Facility.

Motion carried with unanimous vote of approval.

Chair Blakespear presided over the meeting after this motion and approval.

16. PROPOSED 2016 CLASSIFICATION AND COMPENSATION SCHEDULE

General Manager Thornton stated that the goal for the SEJPA is to offer salaries within 5 percent (plus or minus) of the market average. This allows for the SEJPA to develop a Classification and Compensation schedule that is market competitive and that provides some flexibility for addressing market demands. Staff reviewed the Classification and Compensation schedule that was presented to the Board of Directors at the December 2015 Board meeting, and to meet the stated goal, changes to the Classification and Compensation Schedule are required. The General Manager recommended pay range increases, new position classifications, and position eliminations. Pay range increases were recommended for the Director of Finance and Administration, Director of Operations, Mechanical Systems Supervisor, and the Sr. Laboratory Analyst. New Classifications include: SCADA Manager, Administration Assistant I, and Administration Assistant II. Eliminated Classifications include: Systems Integration Supervisor, Administration Assistant, and HR/Safety Administrator. Mr. Thornton stated that the SEJPA can outsource HR functions to the Encina Wastewater Authority through the employee-lease agreement.

The General Manager stated that the potential FY 2015-16 fiscal impact of the proposed Classification and Compensation Schedule is projected to be cost neutral. The proposed Classification and Compensation Schedule is consistent with the Approved FY 2015-16 Budget and has no anticipated financial impacts to the Member Agencies.

Moved by Board Member Zito and seconded by Chair Blakespear to:

1. Approve the proposed SEJPA Classification and Compensation Schedule and Organizational Chart.

Motion carried with unanimous vote of approval.

17. SAN ELIJO OCEAN OUTFALL 2015 ANNUAL INSPECTION REPORT

Christopher Trees, Director of Operations gave a brief history of the San Elijo Ocean Outfall and presented the San Elijo Ocean Outfall Year 2015 Annual Inspection Report to the Board of Directors. Marine Taxonomic Services, Ltd. (MTS) completed the inspection this year and reported that the San Elijo Ocean Outfall was found to be in excellent overall condition. Mr. Trees briefly went over some recommendations for continued structural integrity and environmentally safe operation of the San Elijo Ocean Outfall, including completing a Remote Operated Vehicle (ROV) or rebreather dive survey of the diffuser section of the outfall pipe at least every two years.

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

1. Accept and file the San Elijo Ocean Outfall Year 2015 Annual Inspection Report prepared by Marine Taxonomic Services, Ltd.

Motion carried with unanimous vote of approval.

18. GENERAL MANAGER'S REPORT

General Manager Thornton informed the Board of Directors that SEJPA sent a letter to Caltrans regarding their I-5 widening project and the required relocation of SEJPA's recycled water pipelines. Under Streets and Highways Code Section 703, relocation of sewer pipelines is to be paid for by Caltrans. The SEJPA has an Agreement with Caltrans that states the SEJPA will pay for the relocation of these recycled water pipelines; however, the Streets and Highways Code Section 703 was not waived. The General Manager is waiting for a response from Caltrans.

Next the General Manager updated the Board of Directors on the planned regional bike path, which will run through the plant, and the Caltrans roundabout in front of the facility. The City of Encinitas is supportive of these projects.

Lastly, General Manager Thornton stated that the technical memorandum to examine the feasibility of a potable reuse project with San Dieguito Water District and Santa Fe Irrigation District has been completed. It will be presented to the Board of Directors at a future Board meeting.

19. GENERAL COUNSEL'S REPORT

None

20. BOARD MEMBER COMMENTS

None

21. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:39 a.m., per Government Code Section 54957.6/Conference with Labor Negotiator; Agency Negotiator: Michael Thornton, General Manager; Unrepresented Employees: All Non-Contract Employees.

The Board of Directors came out of closed session at 10:14 a.m. with no reportable action.

22. ADJOURNMENT

The meeting adjourned at 10:15 a.m. The next Board of Directors meeting will be held on February 8, 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