

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING
HELD ON DECEMBER 9, 2019
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Jody Hubbard, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Monday, December 9, 2019, at 8:30 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 8:32 a.m.

2. ROLL CALL

Directors Present:

David Zito
Jody Hubbard
Catherine Blakespear

Directors Absent:

Kristi Becker

Others Present:

General Manager
Director of Operations
Director of Finance and Administration
Program Manager

Michael Thornton
Chris Trees
Paul Kinkel
Mike Konicke

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Adriana Ochoa

City of Encinitas:

Assistant City Manager
Senior Management Analyst

Mark Delin
Bill Wilson

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

General Manager Michael Thornton recognized Chris Trees, Director of Operations, for 10 Years of Service to the agency.

6. CONSENT CALENDAR

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

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| Agenda Item No. 7 | Approval of Minutes for the November 18, 2019 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 |

Motion carried with the following vote of approval:

AYES: Zito, Hubbard, Blakespear
NOES: None
ABSENT: Becker
ABSTAIN: None

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. 2020 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE

Paul Kinkel, Director of Finance and Administration, stated that in accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) Restatement Agreement, the SEJPA Board is required to appoint a chairperson and vice chairperson, and establish the time and place for its regular meeting by the second meeting of each calendar year.

Moved by Chair Zito and seconded by Vice Chair Hubbard to:

1. Appoint Jody Hubbard as Chairperson and Kristi Becker as Vice Chairperson for the 2020 SEJPA Board of Directors; and
2. Select regular meeting place and time for 2020.

Motion carried with the following vote of approval:

AYES: Zito, Hubbard, Blakespear
NOES None
ABSENT: Becker
ABSTAIN: None

13. APPROVE 2019 SAN DIEGO INTEGRATED REGIONAL WATER MANAGEMENT PLAN ADOPTION AND PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR STORM WATER HARVESTING WITH FUSCOE ENGINEERING, INC.

General Manager Thornton stated that SEJPA has been initially awarded \$1.1 million in a proposition 1, Round 1, Integrated Regional Water Management (IRWM) grant for storm water capture and reuse at the San Elijo Water Campus. General Manager Thornton discussed approving Resolution 2020-03, adopting the 2019 San Diego IRWM Plan. General Manager Thornton also discussed authorizing SEJPA to enter into a Professional Engineering Service Agreement with Fuscoe Engineering (Fuscoe) to develop preliminary and final designs for the Storm Water Harvesting project. General Manager Thornton stated that SEJPA is currently contracting with Fuscoe for design of storm water improvements associated with the Water Campus project. Fuscoe's team demonstrates a strong understanding of City of Encinitas storm water design requirements and is considered a valuable contributor to the project.

Staff recommends expanding the agreement with Fuscoe to maximize design efficiency by leveraging their knowledge of these planned improvements and existing site infrastructure.

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

1. Approve Resolutions 2020-03, Adopting the 2019 San Diego Integrated Regional Water Management Plan; and
2. Authorize the General Manager to enter into a Professional Engineering Services Agreement with Fuscoe Engineering, Inc. for an amount not to exceed \$34,900.

Motion carried with the following vote of approval:

AYES: Zito, Hubbard, Blakespear
NOES None
ABSENT: Becker
ABSTAIN: None

14. WATER CAMPUS IMPROVEMENT PROJECT DISCUSSION

General Manager Thornton briefed the Board of Directors on the status of the Water Campus Improvement Project, providing updates on the progress of this important multi-agency project.

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

15. APPROVED REVISED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE

General Manager Thornton stated that staff has reviewed the 30-month forecast for workloads and labor needs and is proposing adjustments to the SEJPA labor classification and salary schedule. This forecast strongly suggests that the agency has entered into a heightened period of work demand due to planned capital improvements, new permit requirements, and strategic opportunities for expanding core functions. In addition, there is a need for succession planning to address an aging workforce and develop internal leadership. Mr. Thornton stated that the revised FY 2019-20 Classification and Salary Schedule is expected to increase labor costs (direct labor and benefits) by approximately \$328,000 in the first year, and \$361,000 in the second year, for an anticipated 2-year total of \$689,000. To offset this cost impact, staff will reduce outsourced construction management on capital projects. Therefore, over a 2-year period the total impact of this recommendation will likely produce a cost reduction of approximately \$60,000 to \$100,000, compared to business as usual.

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

1. Approve the Revised FY 2019-20 Classification and Salary Schedule.

Motion carried with the following vote of approval:

AYES: Zito, Hubbard, Blakespear
NOES: None
ABSENT: Becker
ABSTAIN: None

17. GENERAL MANAGER'S REPORT

None

18. GENERAL COUNSEL'S REPORT

None

19. BOARD MEMBER COMMENTS

None

20. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:50 a.m., pursuant to the following Government Code Section:

- Public Employee Performance Evaluation pursuant to Government Code § 54957(b); Title: General Manager

The Board of Directors came out of closed session at 10:05 a.m., with no reportable action.

21. ADJOURNMENT

The meeting adjourned at 10:05 a.m. The next Board of Directors meeting will be held on Monday, January 27, 2020 at 8:30 a.m.

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