

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON JULY 19, 2022  
AT THE SAN ELIJO WATER CAMPUS

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Kellie Hinze, Chair

David Zito, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, July 19, 2022, at 8:30 a.m., at the San Elijo Water Campus

1. CALL TO ORDER

Chair Hinze called the meeting to order at 8:30 a.m.

2. ROLL CALL

*Directors Present:*

Kellie Hinze  
David Zito  
Catherine Blakespear  
Kristi Becker

*Others Present:*

Director of Operations	Chris Trees
Director of Finance and Administration	Amy Chang
Administrative Coordinator	Vanessa Hackney
Recycled Water Specialist	Michael Piper
Lead Operator	Ty Cook

*SEJPA Counsel:*

Procopio	Tracie Stender
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*City of Encinitas:*

Director of Utilities/General Manager	Isam Hireish
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*City of Solana Beach:*

Director of Engineering/Public Works	Mohammad "Mo" Sammak
City Manager	Greg Wade

*Trussell Technologies:*

President and CEO	Shane Trussell
Laboratory Manager	Luciana Pereya

3. PLEDGE OF ALLEGIANCE

Director of Operations, Christopher Trees, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION  
Ty Cook – 5 Years of Service  
Michael Piper – 20 Years of Service

6. CONSENT CALENDAR

Moved by Board Member Becker and seconded by Chair Hinze to approve the Consent Calendar.

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| Agenda Item No. 7  | Approval of Minutes for the June 21, 2022 Meeting              |
| Agenda Item No. 8  | Approval for Payment of Warrants and Monthly Investment Report |
| Agenda Item No. 9  | Wastewater Treatment Report                                    |
| Agenda Item No. 10 | Recycled Water Report  |
| Agenda Item No. 11 | Reportable Meetings  |

Motion carried with the following vote of approval:

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

13. DESIGN OF BIOSOLIDS DEWATERING IMPROVEMENTS

Director of Operations, Christopher Trees, stated that as part of the wastewater treatment process, solid material is separated from the wastewater through a series of chemical, biological, and physical processes. The equipment and electrical system are at the end of their service life and scheduled to be replaced.

In August 2021, SEJPA entered into agreement with Black & Veatch to develop the design and construction documents for the Biosolids Dewatering Improvement project. The design is complete and is being reviewed by staff. It is anticipated that the project will be advertised for public bidding in August 2022. Upon completion of the bidding process, the lowest responsive and responsible construction bid will be presented to the Board for award consideration in October or November 2022.

The final design was completed for \$495,741. The construction phase of the project is expected to be in the range of \$9.8 million to 11.8 million. Capital funding available for this project is \$12 million.

No action required.

14. SAN ELIJO JOINT POWERS AUTHORITY UPDATED EMPLOYEE HANDBOOK

Director of Finance and Administration, Amy Chang, stated that the Employee Handbook is a document that communicates agency policies, state and federal employment laws, and promotes fairness and consistency in the workplace. The Employee Handbook was

last updated in May 2020 to reflect changes in employment law and SEJPA employment practices and policies.

Staff, working with legal counsel, Procopio Cory Hargreaves & Savitch, LLP, has reviewed the employee handbook to incorporate changes to reflect the labor agreement approved by the Board of Directors in June 2022 and current employment laws.

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

1. Accept and File Updated Employee Handbook.

Motion carried with the following vote of approval:

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

15. LABORATORY LEASE PRESENTATION

A presentation from Trussell Technologies on the potable reuse research and education that is currently being conducted.

No action required.

16. AWARD OF ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES – WANKET TANK REFURBISHMENT

Director of Operations, Christopher Trees, stated that SEJPA is proposing to convert the existing Wanket tank to recycled water storage and connect it to the north SEJPA recycled water system to increase operational flexibility, improve system service pressure, and expand service capacity and reliability.

Staff recommends award of an engineering design and construction support agreement with Ardurra Group, Inc. for an amount of \$249,210. Funding for this engineering work has been included in the FY 2022-23 Budget.

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

1. Authorize the General Manager execute a professional engineering agreement with Ardurra Group, Inc. for an amount not to exceed \$249,210.

Motion carried with the following vote of approval:

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

17. GENERAL MANAGER'S REPORT

Director of Operations, Christopher Trees, stated that at the close of Fiscal Year 2021-22, SEJPA's Recycled Water Sales were the 2<sup>nd</sup> largest on record at 1,775 Acre

Feet, approximately 10.7% more than budget sales amount.

Director Trees also stated that SEJPA's Solar system is now at substantial completion and is now in online and generating power.

18. GENERAL COUNSEL'S REPORT

Legal Counsel, Tracie Stender, reported that AB 1944, the bill that proposing flexible amendments to the Brown Act allowing remote appearances to continue, did not pass in the assembly. There is another bill currently working its way through committee that would allow remote appearances for "just cause or emergencies."

19. BOARD MEMBER COMMENTS

Board Member Becker recommended that SEJPA acquire a podium to allow for guest speakers and public comments during future Board Meetings.

20. CLOSED SESSION

None.

21. ADJOURNMENT

The meeting adjourned at 9:16 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, September 20, 2022 at 8:30 a.m.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager