

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON SEPTEMBER 20, 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, September 20, 2022, at 8:30 a.m., at the San Elijo Water Campus

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

David Zito  
Catherine Blakespear  
Kristi Becker

*Directors Absent*

Kellie Hinze

*Others Present:*

General Manager  
Director of Operations  
Director of Finance and Administration  
Administrative Coordinator  
Administrative Assistant I

Michael Thornton  
Chris Trees  
Amy Chang  
Vanessa Hackney  
Tamara Cooper

*SEJPA Counsel:*

Procopio

Adriana Ochoa

*City of Solana Beach:*

Director of Engineering/Public Works  
Assistant City Manager

Mohammad "Mo" Sammak  
Dan King

3. PLEDGE OF ALLEGIANCE

General Manager, Michael Thornton, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

Tamara Cooper – New Hire – Administrative Assistant I

6. CONSENT CALENDAR

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

Agenda Item No. 7	Approval of Minutes for the July 19, 2022 Meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
Agenda Item No. 9a	Wastewater Treatment Report - June
Agenda Item No. 9b	Wastewater Treatment Report - July
Agenda Item No. 10a	Recycled Water Report - June
Agenda Item No. 10b	Recycled Water Report - July
Agenda Item No. 11	Reportable Meetings

Motion carried with the following vote of approval:

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

13. LABORATORY LEASE AGREEMENT

General Manager, Michael Thornton, stated that earlier this year, SEJPA received two unsolicited proposals for leasing laboratory at the San Elijo Water Campus. Both proposals were for conducting water related research/education to address issues of interest for the water/wastewater industry, as well as for the betterment of public health and the environment. At the June 2022 Board meeting, staff recommended and Board directed developing a lease agreement with Trussell Technologies as their proposed research has greater alignment with SEJPA's interest in potable reuse.

SEJPA's attorney has prepared a lease agreement, which has been reviewed and approved by Trussell Technologies. The lease is for a 400 square feet (sf) of dedicated laboratory area. The agreed upon lease price is \$1,200 per month or approximately \$3 per sf and the term is for 3 years, with provisions for either party to exit the lease early, without penalty or cause.

Moved by Board Member Becker and seconded by Board Member Blakespear to:

1. Authorize the General Manager to enter into a Laboratory Lease Agreement with Trussell Technologies.

Motion carried with the following vote of approval:

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

14. CAPITAL IMPROVEMENT PROGRAM UPDATE

General Manager, Michael Thornton, stated that in 2017, SEJPA commenced a phased capital improvement program to replace and upgrade wastewater and recycled water infrastructure.

Phase I of the Capital Program was completed in 2019 for a total cost of \$14.7 million, and Phase II was completed in late 2021 for a total cost of \$23.3 million.

Phase III of the Capital Program consists of a single project focused on replacing the biosolids dewatering system, chemical storage, and refurbishing the building that contains the treatment equipment, as well as replace the electrical switch gear and breaker system that serves the majority of the Water Campus. The dewatering system and electrical switch gear has been operational for 32 years and is at the end of its useful life. The construction phase of the project is expected to be in the range of \$9.8 million to \$11.8 million.

Funding available for Phase III totals \$12 million, which includes contributions from all agencies receiving wastewater services from SEJPA and the use of the remaining funds from the 2017 Clean Water Bonds.

Phase IV consists of projects that advance the agency's sustainability and climate action goals. These projects including photovoltaic solar and energy efficiency, stormwater capture and reuse, recycled water and potable reuse, and process optimization. The solar project was completed in parallel with the Water Campus Improvements project to capture efficiencies with underground utility work. The remaining projects are in various stages of development, which includes project scale, scope, budgets, and funding strategies. Staff is pursuing grant funding and multi-agency collaboration to help fund and advance many of these projects.

No action required.

15. RECOMMENDED 2022-23 ORGANIZATION AND LABOR CLASSIFICATION ADJUSTMENTS

General Manager, Michael Thornton, stated that SEJPA employs a non-unionized, technical-skilled workforce of less than 30 employees. Occasionally, the General Manager will provide recommendations to add or delete positions to ensure the agency employs the necessary workforce to successfully complete its mission.

The General Manager has reviewed work trends and forecasts that will likely impact human resource needs and is proposing to add the position of Director of Infrastructure and Sustainability to accommodate future needs. The addition of this position will provide a senior level engineer to lead the agency's infrastructure program and sustainability initiatives.

The addition of the proposed position represents a base salary range of \$140,071 to \$206,391. To accommodate the salary within the approved 2022-23 Budget, the General Manager will freeze hiring of the vacant project manager and financial analyst positions, which total \$167,643 to \$256,432 in base salary. Therefore, the net financial impact is expected to be within budget allowances.

Moved by Board Member Blakespear and seconded by Board Member Becker to:

1. Approve the Addition of the Director of Infrastructure and Sustainability to the FY 2022-23 Budget, Classification and Salary Schedule, and Organization Chart.

Motion carried with the following vote of approval:

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

16. GENERAL MANAGER'S REPORT

General Manager, Michael Thornton, stated that San Elijo is scheduled to receive \$1 million dollars in Grant funding for the Encinitas Ranch Recycled Water Expansion and the Wanket Reservoir Tank Rehabilitation and Connection Project. This \$1 million is out of a larger \$17.8 million awarded to the North San Diego Water Reuse Coalition from the US Bureau of Reclamation.

General Manager Thornton also stated that due to a slope failure above the San Elijo Water Campus, SEJPA is working with our residential neighbors to develop a design to construct a private storm drainage pipe from the residential area to the regional storm drain system at SEJPA.

General Manager Thornton also stated that BCycle, a local bike share company, approached SEJPA in regards to housing roughly 6 bike docks. If the project develops further, staff will return this item to the Board for approval considerations.

17. GENERAL COUNSEL'S REPORT

General Counsel, Adriana Ochoa, gave an update to the Board on Garnier vs. O'connor-Rattcliff case regarding elected officials who run social media accounts.

18. BOARD MEMBER COMMENTS

None.

19. CLOSED SESSION

None.

20. ADJOURNMENT

The meeting adjourned at 9:16 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, October 18, 2022 at 8:30 a.m.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager