

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON JUNE 18, 2024
AT THE SAN ELIJO WATER CAMPUS

Kellie Hinze, Chair

Kristi Becker, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, June 18, 2024, at 8:30 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

Chair Hinze called the meeting to order at 8:34 a.m.

2. ROLL CALL

Directors Present:

Kellie Hinze
Allison Blackwell
David Zito

Directors Absent:

Kristi Becker

Others Present:

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Infrastructure and Sustainability	Tom Falk
Administrative Coordinator	Vanesa Hackney

SEJPA Counsel:

Procopio	Adriana Ochoa
----------	---------------

City of Solana Beach:

City Manager	Allisa Muto
Director of Engineering/Public Works	Mohammad "Mo" Sammak

San Dieguito Water District:

Principal Engineer	Habib Hariri
--------------------	--------------

3. PLEDGE OF ALLEGIANCE

Board Chair, Kellie Hinze, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

None.

6. CONSENT CALENDAR

Moved by Board Member Zito and seconded by Board Member Blackwell to approve the Consent Calendar.

Agenda Item No. 7	Approval of Minutes for the May 21, 2024 Board Meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report – May
Agenda Item No. 9	Wastewater Treatment Report – April
Agenda Item No. 10	Recycled Water Report – April
Agenda Item No. 11	Reportable Meetings
Agenda Item No. 12	Amendment 1 to Professional Services Agreement for Biotreatment Improvements Project
Agenda Item No. 13	Agreement for Grounds Maintenance Services

Motion carried with the following vote of approval:

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

15. ADOPTION OF THE SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2024-25 BUDGET, INVESTEMENT POLICY, AND APPOINTMENT OF TREASURER

General Manager, Michael Thornton, presented the proposed Fiscal Year 2024-25 Budget for adoption by the Board of Directors. He noted that SEJPA has not received any public comments or requested changes to the budget. However, staff identified minor clerical errors that have been corrected.

General Manager Thronton highlighted that the FY 2024-25 Recommended Budget consists of \$10,521,442 operating expense, \$3,666,000 capital appropriation, and \$2,373,604 debt service payments for a total budget of \$16,561,046, which is anticipated to be adequate to fulfill the mission of SEJPA.

The General Manager recommended the re-appointment of Christopher Trees, Director of Operations, as SEJPA Treasurer for FY 2024-25.

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

1. Adopt Resolution No. 2024-04, Approving the San Elijo Joint Powers Authority Operating and Capital Improvement Budgets for Fiscal Year 2024-25;
2. Adopt Resolution No. 2024-05, Approving the San Elijo Joint Powers Authority

Investment Policy and Guidelines and Appointment of Christopher Trees as SEJPA Treasurer.

Motion carried with the following vote of approval:

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

16. PURCHASE OF REPLACEMENT MEMBRANE MODULES FOR THE ADVANCED WATER PURIFICATION SYSTEM

General Manager, Michael Thornton, presented that in 2012, SEJPA constructed an advanced water purification (AWP) system at the San Elijo Water Campus to enhance water quality and increase recycled water production. The AWP system uses microfiltration followed by reverse osmosis, with design capacities of 1.3 million gallons per day (mgd) and 0.5 mgd, respectively. Microfiltration is performed by two PALL Corporation AP-6 skids with Microza Hollow fiber membrane racks, each containing 60 modules, totaling 120 modules.

The industry life cycle for these modules is approximately 10 years. Despite being in service for 12 years and performing beyond expectations, recent evaluations indicate the modules are nearing the end of their life cycle.

To ensure compatibility with existing equipment skids, SEJPA requested a proposal from Aria Filtra under a sole-source procurement, as allowed by SEJPA Purchasing Policy. The proposed price of \$2,700 per module was validated as competitive against other recent publicly-bid contracts.

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

1. Authorize the General Manager to execute Purchase Order with Aira Filtra in an amount not-to-exceed \$381,667.49 for membrane modules, ancillary parts, and installation supervision.

17. CAPITAL PROGRAM UPDATE

Director of Infrastructure and Sustainability, Tom Falk, reviewed SEJPA's 3-year capital plan delivery schedule and cost summary. He also reviewed the status of ongoing projects, provided a 3-month lookahead for the upcoming quarter, and explained how staff are working to monitor and mitigate capital program risks.

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

19. AWARD OF PROFESSIONAL SERVICES FOR FACILITY PLAN UPDATE

Director of Infrastructure and Sustainability, Tom Falk, presented that SEJPA completed the last Facility Plan in 2015, outlining a phased capital improvement program. It is industry best practice for a public agency to update foundational planning documents to align infrastructure investments and operational strategies.

Director Falk stated that as SEJPA enters the fourth and final phase of the ongoing capital program, it is time to update the Facility Plan to identify, prioritize, and plan for the next generation of capital projects. The focus for the Facility Plan update will be Asset Management, Capital Projects and Capital Improvement programming.

SEJPA advertised a request for proposals (RFP) through its online procurement portal, PlanetBids. SEJPA received four proposals by the due date of April 11, 2024 from (alphabetically): Black & Veatch Corporation (B&V), Carollo Engineers, Inc. (Carollo), Hazen and Sawyer, and Hoch Consulting APC. SEJPA staff reviewed the proposals and rated the teams in accordance with the selection process defined in the RFP.

Staff met with the highest ranked team, B&V, to review scope assumptions, clarify project objectives, and confirm expectations for project delivery. Staff also reviewed the proposed level of effort (labor hours) and compared billing rates against typical market rates, determining that the scope, level of effort, and fee are reasonable. Based on the outcome of scope and fee negotiations, Staff recommends award of the Facility Plan Update to B&V for a not-to-exceed fee of \$416,600, which is within the amount budgeted for this capital project.

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

1. Authorize the General Manager to execute Professional Services Agreement with Black & Veatch in an amount not-to-exceed \$416,600 for the Facility Plan Update

Motion carried with the following vote of approval:

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

20. GENERAL MANAGER'S REPORT

General Manager Michael Thornton stated that staff received notice from the Bureau of Reclamation that the funding request of approximately \$6 million for the North San Diego Water Reuse Coalition has been approved.

General Manager Thornton also stated that he was recently elected president of Clean Water SoCal, a group of 80 public agencies, advocating for appropriate regulations in the air, biosolids, wastewater, and wastewater disposal.

21. GENERAL COUNSEL'S REPORT

None.

22. BOARD MEMBER COMMENTS

None.

23. CLOSED SESSION

A closed session was held per Government Code Section 54957 (b), Public Employee Employment, Title: General Manager

No reportable actions taken.

24. APPROVAL OF GENERAL MANAGER EMPLOYMENT AGREEMENT

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

1. Approve the General Manager's employment agreement from July 1, 2024 through June 30, 2026

Motion carried with the following vote of approval:

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

25. ADJOURNMENT

The meeting adjourned at 9:39 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, July 16, 2024 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager