

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING
HELD ON MARCH 9, 2020
AT THE
SAN ELIJO WATER CAMPUS

Jody Hubbard, Chair

Kristi Becker, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Monday, March 9, 2020, at 8:30 a.m., at the San Elijo Water Campus at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

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

2. ROLL CALL

Directors Present:

Jody Hubbard
Kristi Becker
Catherine Blakespear
David Zito

Directors Absent:

None

Others Present:

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Finance and Administration	Amy Chang
Administrative Coordinator	Vanessa Hackney
Project Manager	Mike Konicke
Lead Mechanic	Jose Garcia

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch	Adriana Ochoa
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City of Encinitas:

Assistant City Manager	Mark Delin
Director of Public Works	Carl Quiram

City of Solana Beach:

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

3. PLEDGE OF ALLEGIANCE

Chair Hubbard led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

Chris Trees, Director of Operations, recognized Jose Garcia's 5 years of service to San Elijo Joint Powers Authority. The Board of Directors thanked Mr. Garcia for his service.

6. CONSENT CALENDAR

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

Agenda Item No. 7 Approval of Minutes for the February 25, 2020 Meeting

Agenda Item No. 8 Approval for Payment of Warrants and Monthly Investment Report

Agenda Item No. 9 San Elijo Water Campus Treated Effluent Flows – Monthly Report

Agenda Item No. 10 San Elijo Recycled Water Program – Monthly Report

Motion carried with the following vote of approval:

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

12. ITEMS REMOVED FROM CONSENT CALENDAR

Agenda Item No. 11 –

General Manager Thornton reported that Supervisor Control and Data Acquisition (SCADA) upgrades have been performed at six functional areas within the San Elijo Water Campus and at five wastewater pump stations located within the Cities of Encinitas and Solana Beach. Cybersecurity enhancements will raise security to meet current industry standards. The project was originally expected to be complete by May 2019; however, critical hardware components were damaged during shipment and software programming has been more complicated than expected, extending the completion schedule through March 2020.

The original budget for engineering services during construction and construction management of the SCADA Improvements project was \$63,200 based on a contract end date of May 13, 2019. The proposed fee for additional construction management time is \$22,444.

Moved by Board Member Zito and seconded by Chair Hubbard to

1. Authorize the General Manager to amend the professional services agreement with Carollo Engineers for an additional \$22,444; and
2. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

13. WATER CAMPUS IMPROVEMENT PROJECT – AWARD OF CONSTRUCTION PHASE AGREEMENTS

General Manager Thornton reported that Stage 2 of the lease-purchase agreement, which the Board is considering for approval, provides the project scope of work including the design and specifications, schedule, and GMP. Staff has reviewed the GMP developed by PCL Construction and is in concurrence with the detailed price of \$18,410,000 for the stated scope of work. SEJPA and PCL Construction are also in agreement with the proposed 15-month construction schedule.

The General Manager stated that the staff recommends that the Board of Directors authorize the General Manager to execute the Lease-Purchase Agreement Amendment with PLC Construction for a GMP of \$18,410,000 for the scope of work outlined in the project construction documents. Staff also recommends the Board authorize the General Manager to execute professional service agreements with: Kimley-Horn and Associates, Inc. for engineering during construction for \$56,990; Roesling Nakamura Terada Architects, Inc. for architecture support during construction for \$233,955; Helix Environmental Planning, Inc. for environmental monitoring and reporting during construction for \$131,200; and Southern California Soils & Testing, Inc. for material testing services for \$119,609. Staff is also seeking authority for the General Manager to approve and execute up to \$200,000 in aggregate of project related change orders to maximize decision and approval efficiency for schedule management. The Board will be informed of all approved change orders at regularly scheduled Board meetings.

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

1. Authorize the General Manager to amend the lease-purchase agreement with PLC Construction Inc. for Stage 2 “Construction Services” for a Guaranteed Maximum Price of \$18,410,000;
2. Authorize the General Manager to amend the professional engineering services agreement with Kimley-Horn and Associates, Inc. for an additional \$59,200;
3. Authorize the General Manager to amend the professional architectural services agreement with Roesling Nakamura Terada Architects, Inc. for an additional \$233,955;
4. Authorize the General Manager to enter into a professional environmental services agreement with Helix Environmental Planning, Inc. for an amount not to exceed \$131,200;

5. Authorize the General Manager to enter into a professional material testing services agreement with Southern California Soils & Testing, Inc. for an amount not to exceed \$119,609;
6. Authorize the General Manager to execute up to \$200,000 in aggregate for Owner related change orders; and
7. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

14. GENERAL MANAGER'S REPORT

None

15. GENERAL COUNSEL'S REPORT

None

16. BOARD MEMBER COMMENTS

None

17. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:30 a.m. to conduct Performance Evaluation of General Manager Michael Thornton per Government Code Section 54957(b).

The Board of Directors came out of closed session at 10:00 a.m. with no reportable actions.

18. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT COMPENSATION

The Board of Directors approved a two-year employment agreement with the General Manager that included a base salary of \$227,537 beginning January 1, 2020 and \$236,638 beginning January 1, 2021. The agreement also included increasing vacation leave to seven weeks from six weeks beginning January 1 2021.

Motion carried with the following vote of approval:

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

19. ADJOURNMENT

The meeting adjourned at 10:05 a.m. The next Board of Directors meeting is schedule to be held on Monday, April 13, 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