

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
HELD ON FEBRUARY 11, 2019
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Jody Hubbard, Vice Chair

A regular meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, February 11, 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 8:30 a.m.

2. ROLL CALL

Directors Present:

David Zito
Jody Hubbard
Kristi Becker
Catherine Blakespear

Directors Absent:

None

Others Present:

General Manager
Director of Finance & Administration
Director of Operations
SCADA Manager
Project Manager
Maintenance Mechanic II
Administrative Assistant/Board Clerk

Michael Thornton
Paul Kinkel
Chris Trees
Casey Larsen
Mike Konicke
Jose Garcia
Jennifer Basco

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas:

Public Works Management Analyst

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 Thornton presented the following awards from the California Water Environment Association (San Diego Section) to the Board of Directors:

- Plant of the Year Award – Medium Size Facility
- Engineering Achievement Award – Land Outfall Replacement Project
- Electrical Instrumentation Person of the Year – Casey Larsen
- Mechanical Technician of the Year – Jose Garcia

6. CONSENT CALENDAR

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

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| Agenda Item No. 7 | Approval of Minutes for the January 14, 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 |
| Agenda Item No. 11 | Professional Service Agreement for Laboratory Support Services |
| Agenda Item No. 12 | Preliminary Treatment and Odor Control Upgrades Project Contract Change Orders |

Motion carried with the following vote of approval:

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

13. ITEMS REMOVED FROM CONSENT CALENDAR

None

14. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2018-19 OPERATING BUDGET

Paul Kinkel, Director of Finance and Administration, presented the mid-year analysis of the SEJPA's FY 2018-19 estimated financial forecast. Programs budgeted by the SEJPA include: Wastewater Treatment, Laboratory Services, Ocean Outfall, Cardiff Pump Stations, Solana Beach Pump Stations, City of Solana Beach Services, Encinitas Pump Stations, Encinitas Storm Water, Del Mar Pump Station, and Recycled Water. Mr. Kinkel informed the Board of Directors that total operating expenses for the agency are expected to be under budget by \$150,080 or 2.3%. The Recycled Water program projects to deliver \$505,813 revenue over expense.

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

15. MAINTENANCE TRUCK AND SLUDGE TRACTOR PURCHASE

In October 2018 the Board of Directors authorized staff to request bids to replace a 2003 diesel maintenance truck and a 1989 diesel sludge tractor. General Manager Thornton informed the Board Members that staff conducted public contract bidding for two diesel trucks and Rush Truck Centers submitted the lowest responsive and responsible bid totaling \$294,938. The trucks will be received in FY 2019-20, at which time payment will be made. This expense will be included in the upcoming 2019-20 Budget.

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

1. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$193,250 for a 2019 Ford F-750 equipped with Crane Body to be budgeted and delivered in FY 2019-2020; and
2. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$101,688 for a 2020 Peterbilt 348 Tractor to be budgeted and delivered in FY 2019-2020.

Motion carried with the following vote of approval:

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

16. CLASSIFICATION AND COMPENSATION ANALYSIS

General Manager Thornton informed the Board of Directors that SEJPA employees are currently operating under a 3-year labor agreement (Resolution No. 2018-02), which is scheduled to expire June 30, 2019. As part of the resolution, the Competitiveness Assessment Decision section states that the SEJPA will perform a Classification and Compensation analysis, and present recommendations to the Board of Directors prior to the end of the agreement. The General Manager stated that SEJPA completed a classification and compensation review of agency positions using salary data from comparable agencies within an approximate 30-mile radius. The overall effort included

review of 20 position classifications collected from 16 cities and agencies in order to collect representative compensation data within the defined labor market. Upon examining the data, the general conclusion is that salaries of some SEJPA labor classes have edged below market competitiveness for attracting and retaining staff, and therefore, consideration may be warranted for adjusting the pay ranges of the positions which were below the median. The General Manager will prepare recommendations for adjustments to the Classification and Compensation Schedule and present it at a future meeting.

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

17. BUILDING AND SITE IMPROVEMENT PROJECT DISCUSSION

General Manager Thornton provided an update to the Building and Site Improvement project. Resource permit applications have been completed; however, review and approval of the permits by the resource agencies may be extended over a year.

No action required. This memorandum was submitted for information only. This is a continuing monthly item to discuss the building and site improvement project.

18. GENERAL MANAGER'S REPORT

The General Manager informed the Board of Directors that staff submitted two grant applications for the Proposition 1 – Round 1 IRWM grant program for storm water, recycled water, and potable reuse projects.

19. GENERAL COUNSEL'S REPORT

None

20. BOARD MEMBER COMMENTS

None

21. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:27 a.m., pursuant to the following Government Code Section:

- CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Gov. Code section 54956.9(d)(2): 1 matter;

The Board of Directors came out of closed session at 9:34 a.m., with no reportable action.

22. ADJOURNMENT

The meeting adjourned at 9:35 a.m. The next Board of Directors meeting will be held on Monday, March 11, 2019 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