

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON JANUARY 12, 2009  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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Teresa Barth, Chair

Dave Roberts, Vice Chair

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A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, January 12, 2009, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California and teleconferenced with 4300 Wilson Boulevard, Suite 250, Arlington, Virginia.

1. CALL TO ORDER

Chair Barth called the meeting to order at 9:00 a.m.

2. ROLL CALL

*Directors Present:*

Teresa Barth  
Maggie Houlihan  
Dave Roberts, via phone  
Thomas Campbell

*Others Present:*

General Manager  
Assistant General Manager  
Finance Manager  
Administrative Assistant  
Accounting Tech  
Sr. Maintenance Mechanic

Michael Thornton  
Patricia "Tish" Berge  
Greg Lewis  
Monica Blake  
Carrie Cook  
Joe Hernandez

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Gregory Moser

City of Encinitas, City Manager  
City of Encinitas, Director of Public Works  
City of Encinitas,  
Public Works Management Analyst  
City of Solana Beach, City Manager  
City of Solana Beach,  
Director of Engineering/Public Works

Phil Cotton  
Larry Watt

Bill Wilson  
David Ott

Mohammad "Mo" Sammak

DUDEK  
DUDEK

Mike Metts  
Steve Deering

3. PLEDGE OF ALLEGIANCE

Phil Cotton led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

General Manager Mike Thornton presented Jose Hernandez, Sr. Maintenance Mechanic, with a certificate recognizing his 25 years of service with San Elijo Joint Powers Authority. Mr. Hernandez has also been awarded the 2008 CWEA Mechanical Technician Person of the Year for the San Diego Section. Also, Michael Dietrich, Lead Operator, was awarded a certificate recognizing his 20 years of service with San Elijo Joint Powers Authority.

Mike Metts and Steve Deering from DUDEK presented San Elijo Joint Powers Authority with a 2007 CWEA Engineering Achievement Award for "Collaborating Partner for the Solana Beach Pump Station Force Main Replacement".

6. CONSENT CALENDAR

Board Member Campbell requested Item Number 11 be removed from the Consent Calendar with approval from the Board.

Moved by Board Member Houlihan and seconded by Board Member Campbell to approve the Consent Calendar with unanimous vote of approval.

Consent calendar:

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|--------------------|--|
| Agenda Item No. 7  | Approval of Minutes for the December 8, 2008 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     |

12. ITEMS REMOVED FROM CONSENT CALENDAR

Agenda Item No. 11 Proposed Implementation Plan for Employee Incentive Program in Accordance with Amended Resolution 2008-06

Board Member Campbell requested clarification on the prorated description and asked

if this resolution should be amended to specify these details. General Counsel Moser stated that the resolution is silent on this matter and the proposed implementation plan is a legitimate interpretation of the policy. It is presented to the Board of Directors to approve this interpretation.

Moved by Board Member Houlihan and seconded by Board Member Campbell to approve the Proposed Implementation Plan for Employee Incentive Program in Accordance with Amended Resolution 2008-06 with unanimous vote of approval.

13. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

The General Manager reported that the cities have re-appointed the SEJPA Board Members and that it is time for the Board of Directors to confirm the Chair and Vice Chair Positions.

Moved by Board Member Houlihan and seconded by Chair Barth that Dave Roberts serve as Chair for 2009 beginning with the next scheduled Board Meeting. Moved by Chair Barth and seconded by Vice Chair Roberts that Maggie Houlihan serve as Vice Chair for 2009. Motion carried with unanimous vote of approval.

Moved by Board Member Campbell and seconded by Board Member Houlihan to approve the Board Meeting Dates for 2009 to continue on the second Monday of each month, beginning at 9:00 a.m. until April at which time it may change to 8:30 a.m., depending upon Board Member's availability. Motion carried with unanimous vote of approval.

14. ADMINISTRATIVE STAFFING CLASSIFICATION

The Assistant General Manager reported that as the result of a planned retirement, the Administrative Resources Supervisor position became vacant in December 2008. With an analysis from Fox Lawson & Associates, staff requested the elimination of the Administrative Resources Supervisor position and the creation of a Human Resource Administrator position as a non-supervisory position that would be responsible for human resources, safety, and training functions.

Moved by Board Member Houlihan and seconded by Vice Chair Roberts to approve the elimination of the Administrative Resources Supervisor position and create the Human Resource Administrator position. Motion carried with unanimous vote of approval.

15. CONSTRUCTION CONTRACT CHANGE ORDER NO. 2 AND ENGINEERING SERVICES CONTRACT AMENDMENT NO. 2 FOR THE PERFORMANCE OPTIMIZATION OF THE ACTIVATED SLUDGE SYSTEM PROJECT

The General Manager reported that the construction contract of the Performance Optimization of the Activated Sludge System Project was awarded to Orion Construction Corporation on February 14, 2008. Kennedy/Jenks Consultants is the engineer of record for the project and provides construction management services. Construction has been completed and the project has now moved into the startup phase.

Additional construction work outside of the original contract scope was encountered and is listed as Contract Change Order No. 2 to Orion Construction Corporation. Contract Amendment No. 2 to Kennedy/Jenks Consultants is for engineering and construction management services that were outside of the original project contract.

Moved by Board Member Campbell, and seconded by Board Member Houlihan to approve and authorize the General Manager to issue Contract Change Order No. 2 for \$24,680.01 to Orion Construction Corporation for construction services and approve and authorize the General Manager to issue Contract Amendment No. 2 for \$32,795.00 to Kennedy/Jenks Consultants for engineering services. Motion carried with unanimous vote of approval.

16. DESIGNATION OF BOARD MEMBERS - GENERAL MANAGER PERFORMANCE SUBCOMMITTEE

The Member Agencies have assigned their representatives to the SEJPA Board of Directors. The SEJPA Board of Directors must now designate two members to serve on the General Manager Performance Subcommittee (Subcommittee) in 2009.

Moved by Vice Chair Roberts and seconded by Board Member Houlihan to establish the General Manager Performance Subcommittee. Moved by Board Member Campbell and seconded by Board Member Houlihan that Dave Roberts and Teresa Barth serve as the designated Subcommittee for 2009. Motions carried with unanimous vote of approval:

A motion was presented by Board Member Campbell and seconded by Board Member Houlihan that a formal report be required at the next regular meeting following each Subcommittee meeting. Motion carried with unanimous vote of approval. The General Manager will schedule the meeting times with the Subcommittee.

17. GENERAL MANAGER'S REPORT

The General Manager stated that the Board of Directors has been invited to a grand reopening of the San Elijo Lagoon Nature Center scheduled for Saturday, January 31, at 11:00 a.m.

The General Manager reported that the treatment plant experienced a compliance near miss on December 24, 2008 due to something received from outside the plant, presumed to be illegally dumped. As a result, the reclaimed water treatment process was halted for two days until balance was restored to the system.

18. GENERAL COUNSEL'S REPORT

General Counsel Greg Moser presented the requested edits to the General Manager Job Description to improve its clarity.

Moved by Board Member Campbell and seconded by Board Member Houlihan to accept the edits to the General Manager Job Description as passed and adopted in Resolution No. 2009-04 on December 8, 2008. Motion carried with unanimous vote of approval.

19. BOARD MEMBER COMMENTS

Chair Barth thanked SEJPA staff for a successful Strategic Planning/Vision Meeting held on Friday, January 9, 2009. Board Member Houlihan thanked the Board for their contributions and stated she enjoyed the informational aspect of the Strategic Planning Meeting and the discussion with the guest who attended from the Surfrider Foundation.

20. CLOSED SESSION

None.

21. ADJOURNMENT

The Board of Directors adjourned at 9:48 a.m. The next Board of Directors meeting will be held on Monday, February 9, 2009.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager