

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
HELD ON SEPTEMBER 10, 2018  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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Tasha Boerner Horvath, Chair

David Zito, Vice Chair

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A regular meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, September 10, 2018, 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 Boerner Horvath called the meeting to order at 8:30 a.m.

2. ROLL CALL

*Directors Present:*

Tasha Boerner Horvath  
David Zito  
Joe Mosca  
Peter Zahn

*Directors Absent:*

None

*Others Present:*

General Manager  
Director of Finance & Administration  
Administrative Assistant/Board Clerk

Michael Thornton  
Paul Kinkel  
Jennifer Basco

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Adriana Ochoa

*City of Solana Beach:*

City Manager  
Director of Engineering/Public Works

Greg Wade  
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Chair Boerner Horvath led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

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

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| Agenda Item No. 7  | Approval of Minutes for the June 11, 2018 Meeting  |
| 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 | Award Professional Service Agreement with Water Systems Consulting, Inc. for Communications and Outreach Support |
| Agenda Item No. 12 | San Elijo Joint Powers Authority Conflict of Interest Code Update on Appendix A by Resolution 2019-02            |

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Zahn  
NOES: None  
ABSENT: None  
ABSTAIN: None

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| Agenda Item No. 8 | Approval for Payment of Warrants and Monthly Investment Report |
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Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Zahn  
NOES: None  
ABSENT: None  
ABSTAIN: Mosca

13. ITEMS REMOVED FROM CONSENT CALENDAR

None

14. CLASSIFICATION AND COMPENSATION STUDY

The General Manager informed the Board of Directors that SEJPA employees are currently operating under a 3-year labor agreement (Resolution 2018-02), which is scheduled to expire June 30, 2019. As part of the agreement, the SEJPA will perform a Classification and Compensation Study and present recommendations to the Board of Directors prior to the end of the contract. SEJPA has the option of completing the Classification and Compensation study in-house or through the use of a consultant. The cost to have a consultant complete the study is estimated to be between \$20,000 and \$30,000. There is no external cost to having the study completed in-house.

Moved by Board Member Mosca and seconded by Chair Boerner Horvath to:

1. Authorize the General Manager to perform a Classification and Compensation Study in-house.

Motion carried with the following vote of approval:

AYES:	Boerner Horvath, Zito, Mosca, Zahn
NOES	None
ABSENT:	None
ABSTAIN:	None

15. 2018 SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADE PROJECT

The General Manager gave a brief background on the SCADA system used to monitor and control water treatment, distribution, and storage processes for the SEJPA. The system allows staff to monitor facility operations and process performance in real-time, either onsite or remotely. Bid documents for the 2018 SCADA Upgrade project were sent to the two qualified bidders and bids were opened publicly on August 23, 2018. The lowest responsive/responsible bid for the project is \$560,000 from Tesco Controls, Inc. The design engineer (Carollo) is already under contract for engineering support during construction in the amount of \$21,200. Staff also negotiated a fee of \$42,000 with Carollo to provide Construction Management, including inspection and quality control, during the construction of the project. Mr. Thornton stated the estimated cost to complete, based on current information, is \$685,520. The SEJPA budgeted \$838,000 in its capital program for the project.

Moved by Board Member Zahn and seconded by Vice Chair Zito to:

1. Authorize the General Manager to execute a contract in the amount of \$560,000 with Tesco Controls, Inc., for the SCADA Upgrade Project;
2. Authorize the General Manager to execute a contract in an amount not to exceed \$34,000 with Tesco Controls, Inc., for other as-needed services; and
3. Authorize the General Manager to amend the professional services agreement with Carollo Engineers for Construction Management during project construction for an amount of \$42,000.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Zahn  
NOES None  
ABSENT: None  
ABSTAIN: None

16. PROFESSIONAL SERVICE AGREEMENT FOR ENGINEERING AND ENVIRONMENTAL SERVICES FOR DEVELOPING BIKE/PEDESTRIAN PATH

General Manager Thornton stated that the SEJPA is working with Caltrans and the City of Encinitas to construct a bike and pedestrian path through SEJPA property. This will improve bike and walking routes within the community of Cardiff by the Sea. SEJPA and Caltrans have agreed to select Kimley-Horn and Associates, Inc. to serve as the lead engineering firm for the project, and have agreed on the scope of work and fee for preparing the final design and environmental permitting. The General Manager stated that SEJPA has adequate funding available within the Building and Site Improvement capital project. Caltrans will reimburse the SEJPA up to \$450,000 for final design engineering and environmental permitting, based on actual costs incurred. Reimbursement funds from Caltrans are expected to be received in FY 2018-19.

Moved by Board Member Zahn and seconded by Vice Chair Zito to:

1. Authorize the General Manager to execute a professional service agreement with Kimley-Horn and Associates, Inc. for an amount not to exceed \$450,000.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Zahn  
NOES None  
ABSENT: None  
ABSTAIN: None

17. CAPITAL IMPROVEMENT PROGRAM UPDATE

General Manager Thornton provided status updates on the various projects in SEJPA's Capital Improvement Program. Phase I of the CIP is currently in construction and includes the Land Outfall Replacement, Preliminary Treatment Upgrades, and Odor Control Improvements. Phase II is currently in the design and permitting stage, and consists primarily of a bundle of individual projects referred to as the Building and Site Improvements Project, as well as IRWM recycled water pipelines, electrical upgrades to Motor Control Center No. 2, and improvements to the SCADA system. Phase III, the Solids Treatment Project, is currently in the pre-design phase. Phase IV consists of Resource Recovery and Reuse projects including water storage, process optimization, and energy efficiency projects. This phase is in early stages of evaluation and development. Mr. Thornton stated the 2017 Clean Water Bonds and grant funding, combined with current and future cash contributions for capital projects, is the primary basis for the Capital Improvement Program.

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

18. GENERAL MANAGER'S REPORT

General Manager Thornton updated the Board of Directors on the status of the emergency repair of the methane gas line at the SEWRF.

19. GENERAL COUNSEL'S REPORT

Adriana Ochoa informed the Board of Directors that she attended the California Association of Sanitation Agencies (CASA) Annual Conference last month. CalPERS' appeal regarding uniforms will be going in front of the CalPERS' Board next month.

20. BOARD MEMBER COMMENTS

Board Member Zahn inquired about innovative activities or ideas that the SEJPA may be involved with.

21. CLOSED SESSION

None

22. ADJOURNMENT

The meeting adjourned at 9:15 a.m. The next Board of Directors meeting will be held on October 8, 2018 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager