

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON NOVEMBER 10, 2008
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Teresa Barth, Chair

Dave Roberts, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, November 10, 2008, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

Chair Barth called the meeting to order at 9:02 a.m.

2. ROLL CALL

Directors Present:

Teresa Barth
Maggie Houlihan
Dave Roberts

Directors Absent:

Thomas Campbell

Others Present:

General Manager
Assistant General Manager
Finance Manager
Administrative Assistant
Accounting Tech

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

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
Guest

Phil Cotton
Larry Watt

Bill Wilson
David Ott

Mohammad "Mo" Sammak
Robert Roberts

3. PLEDGE OF ALLEGIANCE

Robert Roberts led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

Moved by Board Member Houlihan and seconded by Vice Chair Roberts to approve the Consent Calendar. Motion carried with the following vote of approval:

AYES: Barth, Houlihan and Roberts
NOES: None
ABSENT: Campbell
ABSTAIN: None

Consent calendar:

Agenda Item No. 7	Approval of Minutes for the October 13, 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
Agenda Item No. 11	San Elijo Joint Powers Authority Annual Audit Supplementary Information

12. ITEMS REMOVED FROM CONSENT CALENDAR

None

13. SAN ELIJO JOINT POWERS AUTHORITY EASEMENT APPROVAL POLICY

The Assistant General Manager, Tish Berge, presented the proposed policy, developed by management staff, member agency staff, and legal counsel, to establish a policy for review and consideration of the granting of any easement, license, or encumbrance to any third party for the use of the real property of SEJPA in order to ensure consistency with the best interests of SEJPA and its member agencies.

Moved by Vice Chair Roberts, seconded by Board Member Houlihan to approve Resolution 2009-02, entitled "Resolution of the Board of Directors of San Elijo Joint Powers Authority Establishing Policy for Review and Grant of Easements and Other Encumbrances of Real Property." Motion carried with the following vote of approval:

AYES: Barth, Houlihan and Roberts
NOES: None
ABSENT: Campbell
ABSTAIN: None

14. SAN ELIJO WATER RECLAMATION PROGRAM ANNUAL REPORT

The General Manager, Michael Thornton, presented the annual report of the 5-Year Recycled Water Management Plan. The report addressed the financial performance of program, customer base, expansion opportunities, revenues trends, and program expenses. The General Manager reviewed potential new use sites to the existing system and highlighted opportunities to expand the recycled water service area to the east including the Rancho Santa Fe Golf Course and other large water users. He also discussed anticipated capital improvements including treatment facilities to remove salts and other dissolved minerals and onsite water storage. The General Manager stated that SEJPA's recycled water program is playing an important role locally in Southern California's current drought conditions.

Board Member Houlihan requested a graph comparing actual usage against contractual obligations for the three water purveyors that the SEJPA serves.

15. SAN ELIJO JOINT POWERS AUTHORITY STRATEGIC PLANNING

Vice Chair Dave Roberts reported that the Strategic Planning Ad-Hoc Committee met on October 22 and discussed potential facilitators for the workshop; interviews are scheduled for November 21, 2008. The scope of work includes a goal for completing the plan in early January, with a financial cost estimated at \$3,500.

16. SAN ELIJO JOINT POWERS AUTHORITY RECORDS MANAGEMENT POLICY

The Assistant General Manager, Tish Berge, stated that the SEJPA is subject to the requirements of the Public Records Act. A proposed Records Management Policy was developed by SEJPA management staff and legal counsel and creates the administrative framework through which SEJPA records are to be controlled, retained, preserved, and destroyed. The policy proposes SEJPA adopt the Local Government Records Management Guidelines and use the schedule set forth in these guidelines.

Moved by Vice Chair Roberts, seconded by Board Member Houlihan to approve Resolution 2009-03, entitled "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Establishing a Records Management Policy". Motion carried with the following vote of approval:

AYES: Barth, Houlihan and Roberts
NOES: None
ABSENT: Campbell
ABSTAIN: None

17. ACCEPTANCE OF RECYCLED WATER PIPELINE EXTENSION - CONSTRUCTED BY WIEGAND NEGLIA CORPORATION

The General Manager stated that Wiegand Neglia has completed the construction of the recycled water pipeline at 662 Encinitas Boulevard in Encinitas. The pipeline passed inspection and pressure testing and is ready to be accepted by the SEJPA for a partial cost reimbursement of \$40,000.

Moved by Board Member Houlihan and seconded by Vice Chair Roberts to execute the Recycled Waterline Agreement with Wiegand Neglia Corporation for the Recycled Water Pipeline Extension on Encinitas Boulevard and authorize the General Manager to make payment of \$40,000 to the Wiegand Neglia Corporation per the terms of the Recycled Waterline Agreement. Motion carried with the following vote of approval:

AYES: Barth, Houlihan and Roberts
NOES: None
ABSENT: Campbell
ABSTAIN: None

18. GENERAL MANAGER'S REPORT

The General Manager stated the CASA Mid-Year Conference is being held January 21-24, 2009, in Indian Wells, California. The WaterReuse State Conference will be held in San Francisco on March 22-24, 2009.

19. GENERAL COUNSEL'S REPORT

Counsel Gregory Moser presented a more detailed description of how gifts are valued and reported under the Political Reform Act.

20. BOARD MEMBER COMMENTS

Vice Chair Roberts congratulated Board Member Houlihan on her re-election and stated he hoped recycled water can soon be utilized for residential properties. Board Member Houlihan stated she would like to learn more about residential recycled water options and gray water rules and regulations.

21. CLOSED SESSION

The Board of Directors went into closed session pursuant to Government Code Section 54957 with respect to Public Employee Performance Evaluation at 10:01 a.m., and came out of closed session at 10:15 a.m. with no reportable action.

22. ADJOURNMENT

The Board of Directors adjourned at 10:15 a.m. The next Board of Directors meeting will be held on Monday, December 8, 2008.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Thornton', with a long horizontal flourish extending to the right.

Michael T. Thornton, P.E.
General Manager