

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON OCTOBER 12, 2015  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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David Zito, Chair

Catherine S. Blakespear, Vice Chair

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A meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, October 12, 2015, 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 Zito called the meeting to order at 9:02 a.m.

2. ROLL CALL

*Directors Present:*

Catherine S. Blakespear  
Ginger Marshall  
Mark Muir  
David Zito

*Directors Absent:*

None

*Others Present:*

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

Michael Thornton  
Christopher Trees  
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

*City of Encinitas:*

Director of Engineering and Public Works  
Public Works Management Analyst

Glenn Pruijm  
Bill Wilson

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

Chair Zito recognized General Manager Michael Thornton for 15 years of service to the agency.

6. CONSENT CALENDAR

Moved by Board Member Muir and seconded by Board Member Marshall to approve the Consent Calendar.

Motion carried with unanimous vote of approval.

Consent Calendar:

- |                    |                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agenda Item No. 7  | Approval of Minutes for the September 14, 2015 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 | Acceptance of Completion – Construction Contract for the San Elijo Water Reclamation Facility and San Elijo Hills Pump Station Emergency Power Project |
| Agenda Item No. 12 | Acceptance of Completion – Construction Contract for the Shaftless Screw Conveyor Project for the San Elijo Water Reclamation Facility                 |
| Agenda Item No. 13 | Professional Services Contract for Blower Replacement Project                                                                                          |

14. ITEMS REMOVED FROM CONSENT CALENDAR

None

15. CONSOLIDATION EVALUATION REQUEST – SAN ELIJO JOINT POWERS AUTHORITY (SEJPA) AND ENCINA WASTEWATER AUTHORITY (EWA)

General Manager Thornton updated the Board of Directors on the SEJPA/EWA consolidation evaluation request, which was discussed by EWA at the October 6, 2015 member managers meeting. Mr. Thornton stated that there were some concerns expressed at the member managers meeting. Board Member Muir suggested collaborative agreements may be a better first step towards consolidation. The General Manager stated that he will approach EWA again to clarify that the initial step being proposed is with cooperative agreements between the agencies, similar to the Employee

Leasing Agreement, that have the potential for creating win-win results. Staff will examine possible areas of collaboration between the agencies and discuss them with the Board of Directors at a future meeting.

16. BUILDING IMPROVEMENT PROGRAM

General Manager Thornton provided an update and summary of proposed next steps for the building improvement program. He noted that from the last Board meeting, critical items that should be addressed includes seismic deficiencies, site security and access control, improving public and ADA access, eliminate health and safety risks, improving the fire suppression system, and upgrading specific areas including the process control room, IT infrastructure, laboratory, and constructing additional office space.

Mr. Thornton stated that staff will focus on being cost conscious and will review the initial conceptual design for areas of cost reductions. Specific attention will be given to addressing the identified code and safety issues. After a brief discussion, all parties agreed that due to the level of deficiencies identified, the Administration Building must be relocated or combined with another option. Mr. Thornton also stated that there could be an opportunity to develop a building design that could provide lease tenant space. He stated that the location of the San Elijo Water Reclamation Facility (SEWRF) is attractive to engineering and water research firms. Mr. Thornton reported that he will examine this option as means of creating revenues to support the building program and reduce the financial impact to the ratepayers. Mr. Thornton also noted that the Caltrans North Corridor Project will likely impact the SEWRF site and can create opportunities for cost sharing site improvements. Two significant topics are the proposed bike path along the west side of the SEWRF property and a new roundabout located on Manchester at the entrance to the SEWRF. Staff is working with the Caltrans' project team to create win-win solutions for both agencies.

17. SAN ELIJO JOINT POWERS AUTHORITY END OF YEAR REVIEW OF THE FISCAL YEAR 2014-15 FINANCIAL STATEMENT EXPENSES

Paul Kinkel, Director of Finance and Administration provided a financial review for Fiscal Year 2014-15. Overall, the SEJPA was below budget by \$154,806 or 2.9% for all programs. Wastewater Treatment, Pump Stations, Ocean Outfall, and Storm Water programs were under budget by \$211,800 or 5.0%. The Reclaimed Water program, which is funded through the sale of recycled water, experienced significant sales growth in Fiscal Year 2014-15 and revenues exceeded budget by \$222,116 or 9.6%. The Reclaimed Water program expenses exceeded budget by \$56,994 or 5.1%. SEJPA was also able to proactively pay down CalPERS unfunded pension costs by \$125,000.

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

18. GENERAL MANAGER'S REPORT

None

19. GENERAL COUNSEL'S REPORT

None

20. BOARD MEMBER COMMENTS

None

21. CLOSED SESSION

None

22. ADJOURNMENT

The meeting adjourned at 9:54 a.m. The next Board of Directors meeting will be held on November 9, 2015.

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