

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON FEBRUARY 16, 2021  
VIA VIDEO CONFERENCE

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Kristi Becker, Chair

Kellie Hinze, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, February 16, 2021, at 8:30 a.m., via a public web conference.

1. CALL TO ORDER

Chair Becker called the meeting to order at 8:30 a.m.

2. ROLL CALL

*Directors Present:*

Kristi Becker  
Kellie Hinze  
Catherine Blakespear  
David Zito

*Directors Absent:*

None

*Others Present:*

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Finance and Administration	Amy Chang
Administrative Coordinator	Vanessa Hackney
Senior Project Manager	Mike Konicke

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch	Greg Moser
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*City of Encinitas:*

Assistant City Manager	Mark Delin
Director of Public Works	Carl Quiram
Assistant Director/Assistant General Manager	Isam Hireish

*City of Solana Beach:*

City Manager	Greg Wade
Finance Director/City Treasurer	Ryan Smith

3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATION

Greg Wade, City Manager of Solana Beach, introduced the City's new Finance Director/City Treasurer, Ryan Smith.

5. AWARDS AND RECOGNITION

CSRMA 2020 Workers Compensation Excellence Award

6. CONSENT CALENDAR

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

Agenda Item No. 7 Approval of Minutes for the January 19, 2021 Meeting

Agenda Item No. 8 Approval for Payment of Warrants and Monthly Investment Report

Agenda Item No. 9 Wastewater Treatment Report

Agenda Item No. 10 Recycled Water Report

Agenda Item No. 11 Professional Services Agreement for Communications and Outreach Support

Agenda Item No. 12 Professional Services Agreement for Information Technology Services

Agenda Item No. 13 San Elijo Joint Powers Authority Contract for Procurement of Calcium Nitrate

Motion carried with the following vote of approval:

AYES: Becker, Hinze, Zito, Blakespear

NOES: None

ABSENT: None

ABSTAIN: None

15. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2020-21 OPERATING BUDGET

Director of Finance and Administration, Amy Chang, stated that the San Elijo Joint Powers Authority (SEJPA) provides wastewater treatment and disposal, water recycling, and technical support to local clean-water programs. In providing these services, SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. The total budget for Fiscal Year 2020-21 is \$11,897,367, which includes debt service of \$2,460,973, capital costs of \$1,730,000, and operating expense of \$7,706,394.

Total operating expenses for the agency are expected to be under budget by \$277,119 or 3.6%. Nine programs are tracking to finish the fiscal year below budget, while one program (City of Encinitas) is tracking slightly above budget due to the emergency sediment disposal service provide during the last large rain event. The Recycled Water program is expected to deliver \$234,737 revenue over expense, which will help fund future capital repair and replacement needs.

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

16. WATER CAMPUS IMPROVEMENT PROJECT UPDATE

Senior Project Manager, Michael Konicke, stated that the construction of the Water Campus Improvement Project is proceeding well with project progress on schedule and budget. The project is approximately 48% complete with high quality work performance, strong safety compliance, and collaborative and timely resolution of construction issues.

The project budget includes an owner contingency line item of \$915,731 for unforeseen conditions and owner-directed changes to the Water Campus Improvements project. The Board previously authorized the use of up to \$200,000 of the contingency budget to streamline decision-making and maintain project schedule. This initial funding has been used for Group A change orders that addressed a variety of issues.

Staff is seeking approval to utilize additional owner contingency for Water Campus Improvement Items Group B which includes Audio/Visual services, emergency power system, and unforeseen field conditions in the amount of \$342,480. The proposed scope of work and cost have been reviewed by staff and adequate funding is available within owner contingency. Upon Board approval of this request, Group B change orders will increase the total use of owner contingency to \$542,480, or approximately 59% of the owner contingency budget.

Moved by Board Member Zito and seconded by Chair Becker to:

1. Authorize the General Manager to execute change orders with PCL Construction in the amount of \$342,480 from project contingency; and
2. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

17. GENERAL MANAGER'S REPORT

General Manager Thornton reported that San Elijo has received the first payment from Caltrans for cost reimbursement for the multi-use bike path in the amount of \$1.6 million. General Manager Thornton also stated that staff is near completion on the Recycled Water Cost of Service Study and plan to present the findings at the March Board Meeting.

18. GENERAL COUNSEL'S REPORT

None.

19. BOARD MEMBER COMMENTS

None.

20. CLOSED SESSION

None.

21. ADJOURNMENT

The meeting adjourned at 9:04 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, March 16, 2021 at 8:30 a.m.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager