

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON JANUARY 19, 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, January 19, 2021, at 8:30 a.m., via a public web conference.

1. CALL TO ORDER

Chair Becker called the meeting to order at 8:31 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
Interim Finance Director	Rodney Greek

3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATION

None.

5. AWARDS AND RECOGNITION

Aaron Simonson – 15 Years of Service.

6. CONSENT CALENDAR

Moved by Board Member Zito and seconded by Vice Chair Hinze to approve the Consent Calendar.

Agenda Item No. 7      Approval of Minutes for the December 15, 2020 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

Motion carried with the following vote of approval:

AYES:            Becker, Hinze, Zito, Blakespear

NOES            None

ABSENT:        None

ABSTAIN:       None

12. 2021 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE

General Manager Thornton stated the SEJPA Board is required to appoint a chairperson and vice-chairperson and establish the time and place for its regular meeting by the second meeting of each calendar year.

The appointment of chairperson and vice chairperson is by nomination and vote of the SEJPA Board. The proposed 2021 Regular Meeting Schedule of the Board of Directors is 8:30 a.m. on the third Tuesday of each month, with exceptions in July (no meeting) and December (second Tuesday).

Pursuant to the State of California Executive Order N-29-20 and the amended County Health Orders, Board meetings will be conducted through online video conferencing and telephonically. Upon allowance of in-person public meetings, the proposed meeting location is the San Elijo Water Campus located at 2695 Manchester Avenue, Cardiff-by-the-Sea, CA 92007.

Moved by Board Member Zito and seconded by Board Member Blakespear to:

1. Appoint Kristi Becker as Chairperson and Kellie Hinze as Vice Chairperson for the 2021 SEJPA Board of Directors;
2. Select regular meeting place and time for 2021; and
3. 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

13. APPROVE AS-NEEDED PROFESSIONAL ENGINEERING SERVICES AGREEMENTS

Director of Operations, Christopher Trees, stated that SEJPA requested Statement of Qualifications (SOQ) from engineering firms with knowledge and experience in the fields of wastewater and recycled water for the provision of as-needed engineering services. Staff reviewed the submitted qualifications and recommends approving as-needed service agreements based on qualifications, demonstrated competence, and fair and reasonable fee proposals.

Funds for these services in the amount of \$225,000 were included in the Fiscal Year 2020-21 Budget. The selected consultants each submitted billing schedules for engineering related services on a time and material basis. The hourly rates are often reduced from their normal rates because certain business development costs are not required for the "on-call" nature of the work involved. Cost incurred though the proposed Professional Engineering Services Agreements will be assigned to the specific program that receives the work. For accounting, tracking, and timing purposes, the payment of compensation under the as needed services contracts will be considered to be expended upon execution of task orders, as opposed to upon completion of work or payment of invoices.

Moved by Board Member Blakespear and seconded by Vice Chair Hinze to:

1. Authorize the General Manager to enter into Professional Engineering Services Agreements with CDM Smith, Carollo Engineers, and Trussell Technologies each for a not-to-exceed amount of \$75,000; 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

14. GENERAL MANAGER'S REPORT

General Manager Thornton reported that he had a meeting with Vice Chair Hinze for orientation as a new Board Member.

15. GENERAL COUNSEL'S REPORT

Greg Moser announced that Adriana Ochoa has been promoted to Partner at Procopio, Cory, Hargreaves & Savitch.

16. BOARD MEMBER COMMENTS

None.

17. CLOSED SESSION

None.

18. ADJOURNMENT

The meeting adjourned at 8:52 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, February 16, 2021 at 8:30 a.m.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager