

**AGENDA**  
**REGULAR BOARD MEETING OF THE**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**JANUARY 16, 2024 AT 8:30 A.M.**  
**SAN ELIJO WATER CAMPUS – BOARD MEETING ROOM**  
**2695 MANCHESTER AVENUE**  
**CARDIFF BY THE SEA, CALIFORNIA**

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS/PUBLIC COMMENT PERIOD (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION  
Casey Larsen, SCADA Manager – 15 years of service  
2023 San Elijo Joint Powers Authority New Hires
6. \* **CONSENT CALENDAR**
7. \* [APPROVAL OF MINUTES FOR DECEMBER 12, 2023 MEETING](#)
8. \* [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS – DECEMBER](#)
9. \* [WASTEWATER TREATMENT REPORT – NOVEMBER](#)
10. \* [RECYCLED WATER REPORT – NOVEMBER](#)
11. \* [REPORTABLE MEETINGS](#)
12. \* [UPDATE CONFLICT OF INTEREST CODE](#)
13. \* **ITEMS REMOVED FROM CONSENT CALENDAR**

*Items on the Consent Calendar are routine matters and there will be no discussion unless an item is removed from the Consent Calendar. Items removed by a "Request to Speak" form from the public will be handled immediately following adoption of the Consent Calendar. Items removed by a Board Member will be handled as directed by the Board.*

## **REGULAR AGENDA**

### 14. [2024 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE](#)

1. Appoint Chairperson and Vice-Chairperson for the 2024 SEJPA Board of Directors;
2. Select a regular meeting schedule for 2024; and
3. Discuss and take action as appropriate.

Staff Reference: General Manager

### 15. [GENERAL MANAGER'S REPORT](#)

Informational report by the General Manager on items not requiring Board action.

### 16. [GENERAL COUNSEL'S REPORT](#)

Informational report by the General Counsel on items not requiring Board action.

### 17. [BOARD MEMBER COMMENTS](#)

This item is placed on the agenda to allow individual Board Members to briefly convey information to the Board or public, or to request staff to place a matter on a future agenda and/or report back on any matter. There is no discussion or action taken on comments by Board Members.

### 18. [CLOSED SESSION](#)

None.

### 19. [ADJOURNMENT](#)

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, February 20, 2024 at 8:30 a.m.

### **NOTICE:**

The San Elijo Joint Powers Authority's open and public meetings comply with the protections and prohibitions contained in Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C Section 12132), and the federal rules and regulations adopted in implementation thereof. Any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting of the SEJPA Board of Directors, may request such modification or accommodation from Michael T. Thornton, General Manager, (760) 753-6203 ext. 72.

The agenda package and materials related to an agenda item submitted after the packet's distribution to the Board are available for public review in the lobby of the SEJPA Administrative Office during normal business hours. Agendas and minutes are available

at [www.sejpa.org](http://www.sejpa.org). The SEJPA Board meetings are generally held on the third Tuesday of each month, with no scheduled meetings in July.

#### AFFIDAVIT OF POSTING

I, Michael T. Thornton, Secretary of the San Elijo Joint Powers Authority, hereby certify that I posted, or have caused to be posted, a copy of the foregoing agenda on the SEJPA website at [www.sejpa.org](http://www.sejpa.org), and in the following locations:

San Elijo Water Campus (formerly known as San Elijo Water Reclamation Facility),  
2695 Manchester Avenue, Cardiff, California  
City of Encinitas, 505 South Vulcan Avenue, Encinitas, California  
City of Solana Beach, 635 South Highway 101, Solana Beach, California

The notice was posted at least 72 hours prior to the meeting, in accordance with Government Code Section 54954.2(a).

Date: January 11, 2024



Michael T. Thornton, P.E.  
Secretary / General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON DECEMBER 12, 2023  
AT THE SAN ELIJO WATER CAMPUS

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David Zito, Chair

Tony Kranz, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, December 12, 2023, at 8:30 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

David Zito  
Tony Kranz  
Kristi Becker  
Kellie Hinze

*Others Present:*

General Manager  
Director of Operations  
Director of Infrastructure and Sustainability  
Director of Finance and Administration  
Management Analyst I

Michael Thornton  
Chris Trees  
Tom Falk  
Amy Chang  
Abby Schlenk

*SEJPA Counsel:*

Procopio

Adriana Ochoa

*City of Solana Beach:*

Director of Engineering/Public Works

Mohammad "Mo" Sammak

*Leaf & Cole, LLP:*

Partner

Michael Zizzi

3. PLEDGE OF ALLEGIANCE

Board Chair, David Zito, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

General Manger recognized four new employees that were recently hired: Austin Harp, Jeff Valdes, Evan Fox, and Nina Holtz.

6. CONSENT CALENDAR

Moved by Board Member Becker and seconded by Vice Chair Kranz to approve the Consent Calendar.

- |                     |                                                                           |
|---------------------|---------------------------------------------------------------------------|
| Agenda Item No. 7   | Approval of Minutes for the October 17, 2023 Board Meeting                |
| Agenda Item No. 8a  | Approval for Payment of Warrants and Monthly Investment Report – October  |
| Agenda Item No. 8b  | Approval for Payment of Warrants and Monthly Investment Report – November |
| Agenda Item No. 9a  | Wastewater Treatment Report – September                                   |
| Agenda Item No. 9b  | Wastewater Treatment Report – October                                     |
| Agenda Item No. 10a | Recycled Water Report – September                                         |
| Agenda Item No. 10b | Recycled Water Report – October                                           |
| Agenda Item No. 11  | Reportable Meetings                                                       |

Motion carried with the following vote of approval:

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

13. FY 2022-23 FINANCIAL AUDIT REPORT ACCEPTANCE

Guest Speaker Michael Zizzi, CPA, a Partner for Leaf & Cole, LLP, gave a presentation reporting on the financial audit of SEJPA for Fiscal Year (FY) 2022-23, conducted annually as required by California Government Code and Board policy. The financial audit for FY 2022-23 has been completed and it is the auditor's opinion that SEJPA's June 30, 2023 financial statements are presented fairly in all material aspects. Mr. Zizzi also stated that the audit was performed in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Upon completion of the audit, Leaf & Cole stated that no transactions were noted where there was a lack of authoritative guidance or consensus. In addition, there were no difficulties or disagreements with management in performing and completing the audit.

Moved by Board Member Kranz and seconded by Board Member Becker to:

1. Accept and file the FY 2022-23 Audited Financial Statements for San Elijo Joint Powers Authority;
2. Accept and file the FY 2022-23 SAS 114 Letter; and

3. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

14. SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2022-23 OPERATING AND DEBT SERVICE EXPENSES END OF YEAR REVIEW

Director of Finance and Administration, Amy Chang, gave a presentation reviewing the operating and debt service expenses of SEJPA for FY 2022-23, which ended June 30, 2023. The presentation included an overview of expenses of all SEJPA programs. In summary, Wastewater Treatment, Laboratory Services, Pump Stations, Ocean Outfall, and Storm Water programs were under budget by \$140,227 or 2.1%. Recycled Water expenditures were \$32,781 or 1.4% over budget. Overall, SEJPA was below budget by \$107,446 or 1.2%, which includes the \$309,000 contribution to the PARS trust to reduce future pension liability. All debt service payments were paid according to the terms of the loan agreements, with an outstanding balance of \$32,361,271. Furthermore, SEJPA's Standard & Poor's bond credit rating remains AA+.

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

15. RECYCLED WATER COST OF SERVICE STUDY

General Manager, Michael Thornton, reported that in 2020, SEJPA retained Carollo Engineers to conduct the 2021 Recycled Water Rate Study. The study assessed SEJPA's current recycled water financial metrics, program expenses and revenues, planned capital expenditures, and reserve goals to provide rate recommendations for Fiscal Year Ending (FYE) 2022 through 2026. Upon analyzing the actual financial data (including revenues, expenses, and reserve balances) for the initial two fiscal years of the study period, staff has identified materially higher expenses for energy, chemicals, supplies, and service than forecast in the five-year Study. This variance is primarily attributed to higher-than-expected inflation.

Furthermore, the actual revenue from water sales is below the anticipated levels, mainly due to higher-than-normal rainfall. To validate the adequacy of the planned water rate increases of 3.9%, staff has engaged Carollo to review the current financial conditions of the Recycled Water program.

The outcomes of this financial review, along with any recommended rate adjustments, will be presented by staff at an upcoming Board meeting.

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

16. AWARD CONSTRUCTION CONTRACT FOR THE WANKET RECYCLED WATER PIPELINE PROJECT

General Manager, Michael Thornton, presented on the procurement process for the award and execution of the contract for the construction of the Wanket Recycled Water Pipeline Project. After rejecting an initial single bid in October 2023 for a combined project strategy that was nearly \$1.4 million higher than expected, SEJPA re-organized the pipeline element as a stand-alone construction package and re-advertised the bid in November 2023. The pipeline project will construct approximately 950 linear feet of 16-inch diameter PVC pipe from Quail Gardens Drive, through the Encinitas Ranch Golf Course, to the Wanket Tank site. The tank refurbishment and valve replacements will be bid as separate projects in the future.

General Manager Thornton listed the three bids received for the pipeline project, and gave the recommendation to award the project to the lowest responsive and responsible bid submitted by Ahrens Mechanical at \$1,176,500 – which is within 1% of the Engineer’s Opinion of Probably Construction Cost. When including soft costs for engineering, design, and bidding support, construction management and inspection, and a 10% contingency, the total anticipated cost for the pipeline project is \$1.51 million. There are adequate funds in the Recycled Water capital program for the award of the Wanket Recycled Water Pipeline Project construction contract.

Moved by Board Member Hinze and seconded by Board Member Becker to:

- 1. Authorize the General Manager to award and execute a contract for the construction of the Wanket Recycled Water Pipeline Project to Ahrens Mechanical in the lump sum amount of \$1,176,500; and
- 2. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

17. CAPITAL PROGRAM UPDATE

Director of Infrastructure and Sustainability, Tom Falk, reviewed SEJPA’s 3-year capital plan delivery schedule and cost summary. He also reviewed the status of ongoing projects, reviewed SEJPA’s strategy for an upcoming Facility Plan Update, and provided a 3-month lookahead for the upcoming quarter.

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

18. GENERAL MANAGER'S REPORT

General Manager, Michael Thornton, took the opportunity to compliment SEJPA staff on their outstanding job during a time of high staff rotation due to the pandemic and the transition period that followed. General Manager Thornton gave background information on these changes and the statistics that resulted, including 11 new full-time employees and 5 new temps or interns out of 36 total current employees, in addition to offboarding a similar number of employees and interns. He showed great appreciation for the recruitment team and current staff for maintaining a high standard of performance during a time of many changes.

19. GENERAL COUNSEL'S REPORT

Legal Counsel, Adriana Ochoa, provided a report from the recent California Association of Sanitation Agencies (CASA) conference and offered further information on the ongoing PFAS litigation. Ochoa reported that AB 557 passed and will be effective as of January 1, 2024, with slightly updated teleconferencing rules which, she explained, is not largely relevant to this Board given the in-person nature of meetings. She reported the provisions of AB 361, which were enacted during the COVID-19 pandemic, were set to sunset at the end of 2023, however these provisions will be extended with some small adjustments.

20. BOARD MEMBER COMMENTS

None.

21. CLOSED SESSION

None.

22. ADJOURNMENT

The meeting adjourned at 9:43 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, January 16, 2024 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager



**SAN ELIJO JOINT POWERS AUTHORITY  
PAYMENT OF WARRANTS  
For the Month of December 2023**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
43055	Abila	Licenses	Accounting software support and subscription	\$ 341.24
43056	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - 11/25/23 - 12/22/23	359.89
43057	AT&T	Utilities - Telephone	Phone service - 10/13/23 - 11/12/23	787.02
43058	Automation Direct	Repair Parts Expense	Micro detectors	543.06
43059	James Barnett	Memberships, Vehicle maint, Boots	Employee reimb - CWEA Membership, repair kit and utility boots	403.07
43060	Brax Process and Pump Equip.	Repair Parts Expense	Fan	687.73
43061	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride solution	11,304.14
43062	The Coast News Group	Advertising	Newspaper ad - Wanket tank recycled water bid	292.50
43063	Denali Water Solutions LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - Sep	3,589.04
43064	Westbound Solar 2, LLC	Utilities - Solar Power	Solar - October	12,218.79
43065	EDCO Waste & Recycling Service	Utilities - Trash	Nov	485.95
43066	City of Encinitas	Service - IT Support	Admin network, zoom and DUO - Nov	7,030.19
43067	Enthalpy Analytical, LLC	Services - Laboratory	Laboratory toxicity testing services for Sep 2023	1,050.00
43068	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	1,681.50
43069	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	9,114.55
43070	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Oct	4,382.00
43071	FRS Environmental	Services - Maintenance	Parts washer service	291.00
43072	Grainger, Inc.	Repair Parts Expense	Air vac valve	843.83
43073	Hach Company	Supplies - Lab	Hazardous waste container and disposal	1,314.55
43074	Hardy Diagnostics	Supplies - Lab	Various lab supplies	1,244.19
43075	Idexx Distribution, Inc.	Supplies - Lab	Various lab supplies	6,143.44
43076	JP Business Advisors, Inc	Services - Accounting	Consulting services from 09/01/23 - 10/15/23	450.00
43077	Liquid Environmental Solution	Services - Grease & Scum	Roll off box	1,285.00
43078	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	1,034.21
43079	Nash Fabricators	Repair Parts Expense	Coast PS force main valve extensions	295.00
43080	Oasis Palm Nursery, Inc.	Services - Maintenance	Fall service - Palm maintenance	600.00
43081	OneSource Distributors, Inc.	Repair Parts Expense	Marathon power UPS BOM, power supply and VFD replacement	14,799.33
43082	ProBuild Company, LLC	Supplies - Lab	Various supplies	390.87
43083	Robert Half International, Inc	Services - Temp	Temporary staffing service	2,716.24
43084	Santa Fe Irrigation District	Utilities - Water	Water	99.91
43085	San Diego County Water Authority	Services - Professional	2015 IRWM Prop 84 Rd 4	1,059.02
43086	San Dieguito Water District	Utilities - Water	Water	324.20
43087	Seacliff Mechanical Svc, LLC	Services - Maintenance	HVAC services	2,800.00
43088	Southern Contracting Comp.	Repair Parts Expense	Troubleshoot Moonlight Beach PS VFD #2	1,098.40
43089	SWRCB - ELAP Fees	Fees - Permits	ELAP - MUR amendment application fee	1,000.00
43090	Traffic Safety Store	Supplies - Safety	Safety vest and supplies	260.24
43091	Trussell Technologies, Inc	Services - Engineering	T1 - Operational support	5,640.75
43092	Unifirst Corporation	Supplies - Safety	Uniform service and gloves	573.31
43093	USA Bluebook	Supplies - Lab, Shop and field	Various supplies	7,346.33
43094	Verizon Wireless	Utilities - Telephone	10/11/23 - 11/10/23	622.76
43095	Verizon Wireless	Utilities - Telephone	Cell phone service - 10/08/23 - 11/07/23	717.91
43096	Void			-
43097	Volt Management Corp	Services - Temp	Internship program and temp service	16,271.93
43098	Benefits Coordinators Corp.	Dental/Vision	Vision - Dec	465.10
43099	VWR International, Inc.	Supplies - Lab	Various supplies	2,037.51
43100	WageWorks	Payroll Processing Fees	Admin fee - Nov	149.75
43101	Sterling Infosystems, Inc	Preemployment Screening	New employee	308.70
43102	Abila	Licenses	Accounting software support and subscription	341.24
43103	Adam Kaye	Services - Professional	Public communications	100.00
43104	Aflac	EE Deduction Benefits	Aflac - Dec	1,133.52
43105	Akeso Occupation Health	Services - Medical	Covid - 19 test, hearing test and new hire	289.00
43106	Amy Chang	Other Personnel Cost	Employee reimbursement - Health and wellness	120.00
43107	APGN Inc.	Services - Maintenance	Turbo blowers preventative maintenance	11,300.00
43108	Ardurra Group, Inc	Services - Engineering	Wanket tank refurbish support from 10/01/23 to 10/31/23	6,225.00
43109	Asbury Environmental Services	Services - Maintenance	Used oil disposal	342.57
43110	AT&T	Utilities - Telephone	Alarm service - Nov	380.22
43111	James Barnett	Dues & Memberships	Employee reimb - CWEA certification renewal fees	98.00
43112	Black & Veatch	Services - Engineering	Dewatering facilities upgrades through 10/13/23	22,677.50
43113	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium hydroxide	1,796.47
43114	CA. Office Cleaning, Inc.	Services - Janitorial	Office and window cleaning	3,195.00
43115	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride solution	11,954.06
43116	CDW Government	Supplies - Office	Computer and monitor	1,381.23
43117	Clean Water SoCal	Subsistence - Meals	Annual General Meeting - M. Thornton, T. Falk and C. Trees	160.00
43118	Corodata	Rent	Record storage - Nov	115.15
43119	Denali Water Solutions LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - May	17,280.34
43120	Dixieline Lumber	Supplies - Shop & Field	Various supplies	78.26
43121	Dudek & Associates	Services - Engineering	Stormwater capture reuse and site water quality improvements	19,971.74
43122	Westbound Solar 2, LLC	Utilities - Solar Power	Solar - Nov	9,470.05
43123	City of Encinitas	Services - Sediment Disposal	Emergency storm drain repair	19,502.98
43124	City of Encinitas	Service - IT Support	Admin network, zoom and DUO - Dec	7,030.19
43125	Enthalpy Analytical, LLC	Services - Laboratory	Laboratory toxicity testing services for Oct 2023	2,890.00
43126	Environmental Express, Inc.	Supplies - Lab	Clear bod bottles	638.78
43127	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	7,048.50
43128	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	7,147.47
43129	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Nov	4,382.00
43130	Firehawk Fire & Safety	Training - Safety	Fire demonstration class	692.90
43131	Fisher Scientific	Repair Parts Expense	Tubing for maintenance	158.77
43132	governmentjobs.com, Inc	Advertising	Job postings	839.22
43133	The Hardwood & Hardware Co.	Supplies - Office	Sound proof materials for closed session room	104.38
43134	Hardy Diagnostics	Supplies - Lab	Various lab supplies	3,261.38
43135	Housing & Community Dev.	Fees - Permits	Modular registration renewal (trailer)	42.00
43136	Idexx Distribution, Inc.	Supplies - Lab	Enterococci	893.79
43137	Integrated Aqua Systems, Inc	Repair Parts Expense	Drum filter part and motor	1,339.04
43138	IWater, Inc.	Services - Maintenance	RW valve exercising services	13,630.00
43139	Joncowest LTD	Services - Janitorial	Janitorial services - Jun, Sep, Oct and Dec	11,517.70

**SAN ELIJO JOINT POWERS AUTHORITY  
PAYMENT OF WARRANTS  
For the Month of December 2023**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
43140	Lawson Products Inc.	Supplies - Shop & Field	Ceramic kit and fuse	199.66
43141	Marine Taxonomic Services, LTD	Services - Contractors	Intensive WQ monitoring/plume tracking - Q4 Oct 2023	2,390.00
43142	McMaster-Carr Supply Co.	Supplies - Shop & Field	Various supplies	820.86
43143	Mission Square	ICMA Retirement	ICMA - 401a	6,094.11
43144	Mission Square - 304175	EE Deduction Benefits	ICMA - 457	14,432.84
43145	Nash Fabricators	Services - Maintenance	Emergency repair of Biosolids conveyer	1,989.00
43146	Noren Products, Inc	Repair Parts Expense	Cabinet air conditioner replacement	2,012.73
43147	Cosby Oil Company, Inc	Fuel	Fuel - Nov	892.20
43148	Olin Corp - Chlor Alkali	Supplies - Chem - Odor	Procurement of sodium hypochlorite	10,726.53
43149	Olivenhain Municipal Water Dist.	Rent	Pipeline rental payment - Nov	6,705.00
43150	Otis Elevator Company	Services - Maintenance	Elevator maintenance	997.50
43151	Pacific Pipeline Supply	Supplies - Shop & Field	Various hardware and supplies	3,516.27
43152	PE Instruments	Services - Maintenance	Calibration of 44 instruments	4,337.28
43153	Anthony J. Petrozzelli	Subsistence - Meals	Temp reimbursement - Team meeting supplies	169.96
43154	Procopio Cory Hargreaves	Services - Legal	General, Labor and Employment - Nov	1,365.00
43155	Robert Half International, Inc	Services - Temp	Temporary staffing service	1,411.99
43156	Rusty Wallis, Inc.	Services - Maintenance	Water softener, tank service and salt bags	354.11
43157	Santa Fe Irrigation District	Utilities - Water (Suppl.)	Water	3,121.74
43158	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline reimbursement	3,725.21
43159	San Dieguito Water District	Utilities - Water	Water	3,407.97
43160	State Water Resources Control	Fees - Permits	Annual permit - Index #556623	26,785.00
43161	State Water Resources Control	Fees - Permits	Annual permit - Index #556833	36,772.00
43162	Terminix Processing Center	Services - Maintenance	Pest control service	544.00
43163	Tesco Controls	Services - Professional	SCADA support services	26,780.00
43164	Transcat, Inc	Services - Maintenance	Pipette calibration	107.54
43165	Trussell Technologies, Inc	Services - Professional	Design of bio treatment improvements - 08/25/23 - 09/30/23	57,066.25
43166	Unifirst Corporation	Services - Uniforms	Uniform service	335.37
43167	UPS	Postage/Shipping	Shipping	60.89
43168	Underground Service Alert/SC	Services - Alarm	Dig alert and safe excavation board	119.14
43169	USA Bluebook	Supplies - Lab and Repair Parts	Various supplies and parts	3,824.99
43170	Valley CM, Inc.	Services - Contractors	Management and inspection services (Biosolids) - 10/01/23 - 10/31/23	5,871.00
43171	VEGA Americas, Inc	Repair Parts Expense	Equipment - Level sensor	4,747.04
43172	Volt Management Corp	Services - Temp	Internship program and temp service	12,485.94
43173	VWR International, Inc.	Supplies - Lab	Various supplies	714.07
43174	Affordable Drain Services	Services - Maintenance	Jet/Vac Truck	385.00
43175	Akeso Occupation Health	Services - Medical	New hire	534.00
43176	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - 12/23/23 - 1/19/24	359.89
43177	American Backflow	Dues & Memberships	Membership - M. Piper	80.00
43178	AT&T	Utilities - Telephone	Phone service - 11/13/23 - 12/12/23	722.24
43179	Automation Direct	Repair Parts Expense	Isolators for control signals	620.64
43180	James Barnett	Dues & Memberships	Employee reimb - CWEA certification renewal fees	103.00
43181	Boot World, Inc.	Uniforms - Boots	Safety boots - T. Cook	222.93
43182	Caltrol, Inc.	Repair Parts Expense	RO modulating valves	787.73
43183	CDM Smith	Services - Engineering	Services for Moonlight PS through 12/02/23	12,177.50
43184	Cecilia's Safety Service, Inc	Services - Professional	Traffic control	6,212.50
43185	County of San Diego	Fees - Permits	APCD1997-SITE-10270	600.00
43186	CA Sanitation Risk Mgmt Auth.	Insurance - Liability	Pooled liability - 12/31/23 - 12/31/24	41,810.00
43187	Denali Water Solutions LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - Oct	2,360.77
43188	EDCO Waste & Recycling Service	Utilities - Trash	Dec	485.95
43189	City of Encinitas	Prop 84 Rd 4	Prop 84 retention payout	20,000.00
43190	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	1,645.00
43191	Excel Landscape, Inc.	Services - Landscape	Landscape clean up	1,620.00
43192	Thomas C Falk	Subsistence - Travel/Rm & Bd	Employee reimb - ACWA and WR conference, transportation and hotel	2,265.99
43193	Firehawk Fire & Safety	Services - Maintenance	Annual fire extinguisher service and parts	4,434.93
43194	Fisher Scientific	Supplies - Lab	Surface electrode	535.99
43195	Harrington Industrial Plastics	Repair Parts Expense	Parts to repair cracked flange on microfilter tank	2,067.34
43196	Hoch Consulting, APC	Services - Professional	Grant admin - IRWM Prop 84 Rd 4	7,470.00
43197	Horrocks Engineers	Services - Engineering	Work performed from 01/01/23 - 02/28/23	8,705.00
43198	Liberty Process Equipment, Inc	Repair Parts Expense	TWAS pump #3	2,170.10
43199	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	468.28
43200	Napa Auto Parts	Vehicle Maintenance	Auto parts	19.92
43201	Cosby Oil Company, Inc	Fuel	Fuel - Nov	1,228.68
43202	Olivenhain Municipal Water Dis	Prop 84 Rd 4	Prop 84 retention payout	60,000.00
43203	OneSource Distributors, Inc.	Repair Parts Expense	Router	1,871.07
43204	RCK Controls, Inc.	Service - IT Support	Del Mar Fairgrounds cellular services and SCADA support contract	6,893.22
43205	Robert Half International, Inc	Services - Temp	Temporary staffing service	2,960.00
43206	Rockwell Construction Services	Services - Professional	As needed professional services for Wanket tank - Nov 2023	360.00
43207	Rohan & Sons, Inc	Services - Maintenance	Bi - annual maintenance	850.00
43208	RSF Security Systems	Services - Alarm	Security - 12/01/23 - 02/29/24	1,776.00
43209	Sartorius Corporation	Supplies - Lab	Adapter	310.32
43210	San Dieguito Water District	Utilities - Water (Suppl.)	Water	1,270.72
43211	Southwest Valve & Equip.	Repair Parts Expense	Digester area replacement valves	17,223.81
43212	SS Mechanical	Services - Maintenance	Secondary tank wear strips repair	3,660.00
43213	Michael Thornton	Supplies - Office	Employee reimbursement - Office supplies	301.57
43214	Trussell Technologies, Inc	Services - Professional	Design of bio treatment improvements - 10/01/23 - 10/31/23	80,173.71
43215	Unifirst Corporation	Supplies - Safety	Uniform service and gloves	800.43
43216	USA Bluebook	Supplies - Lab and Repair Parts	Various supplies and parts	1,101.53
43217	Valley CM, Inc.	Services - Contractors	Management and inspection services (Biosolids) - 11/01/23 - 11/30/23	7,043.25
43218	Vaughn Irrigation Services, In	Capital Outlay	10' Cla - val	74,007.01
43219	Verizon Wireless	Utilities - Telephone	11/11/23 - 12/10/23	622.88
43220	Verizon Wireless	Utilities - Telephone	Cellphone service and equipment - 11/08/23 - 12/07/23	1,013.74
43221	Volt Management Corp	Services - Temp	Internship program and temp service	7,776.50
43222	VWR International, Inc.	Supplies - Lab	Various supplies	437.03
43223	WageWorks	Payroll Processing Fees	Admin fee - Dec	149.75
On-line 852	Home Depot Credit Services	Supplies - Shop & Field	Various supplies	2,516.56

**SAN ELIJO JOINT POWERS AUTHORITY  
PAYMENT OF WARRANTS  
For the Month of December 2023**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
On-line 853	WM Corporate Services, Inc.	Services - Sediment Disposal	10 yard roll off disposal	1,466.27
On-line 854	BankCard Center	Capital Outlay	Various supplies	7,476.32
On-line 855	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 11/11/23 - 11/24/23	18,811.73
On-line 856	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	1,027.95
On-line 857	Sun Life Financial	Life Insurance/Disability	Life and disability - Jan	2,712.64
On-line 858	WM Corporate Services, Inc.	Services - Sediment Disposal	Roll off bins - 11/16/23 - 11/30/23	345.00
On-line 859	Michelle Pizer	Training	Executive coaching	1,665.00
On-line 860	P.E.R.S.	Medical Insurance - Pers	Health - Jan	39,359.41
On-line 861	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	1,027.95
On-line 862	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 11/07/23 - 12/06/23	86,432.35
	San Elijo Payroll Account	Payroll	Payroll - 12/01/2023	101,553.73
	San Elijo Payroll Account	Payroll	Payroll - 12/15/2023	107,566.66
	San Elijo Payroll Account	Payroll	Payroll - 12/29/2023	110,195.40
				<b>\$ 1,433,718.68</b>

**SAN ELIJO JOINT POWERS AUTHORITY  
PAYMENT OF WARRANTS SUMMARY**

**For the Month of December 2023  
As of December 31, 2023**

PAYMENT OF WARRANTS \$ 1,433,718.68

I hereby certify that the demands listed and covered by warrants are correct and just to the best of my knowledge, and that the money is available in the proper funds to pay these demands. The cash flows of SEJPA, including the Member Agency commitment in their operating budgets to support the operations of SEJPA, are expected to be adequate to meet SEJPA's obligations over the next six months. I also certify that SEJPA's investment portfolio complies with the SEJPA's investment policy.



---

Amy Chang  
Director of Finance & Administration

**SAN ELIJO JOINT POWERS AUTHORITY**  
**STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS**  
**AND INVESTMENT INFORMATION**

As of December 31, 2023

<b>FUNDS ON DEPOSIT WITH</b>	<b>AMOUNT</b>
<b>LOCAL AGENCY INVESTMENT FUND</b> <i>(NOVEMBER 2023 YIELD 3.843%)</i>	\$ 15,045,392.08
<b>CALIFORNIA BANK AND TRUST</b> <i>(DECEMBER 2023 YIELD 0.01%)</i>	2,001,988.63
<b>U.S. Bank</b> <i>(DECEMBER 2023 YIELD 4.40%)</i>	15,299,762.82
<b>PARS</b> <i>(NOVEMBER 2023 YIELD 6.84%)</i>	615,682.47
<b>TOTAL RESOURCES</b>	<u>\$ 32,962,826.00</u>

\*

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

January 16, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT - NOVEMBER

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of November 2023. The primary indicators of treatment performance include the removal of Total Suspended Solids (TSS) and Carbonaceous Biochemical Oxygen Demand (CBOD). The SEJPA is required to remove a minimum of 85 percent of the TSS and CBOD from the wastewater. Treatment levels for **TSS** and **CBOD** were **97.9** and **98.5** percent removal, respectively, during the month of November.

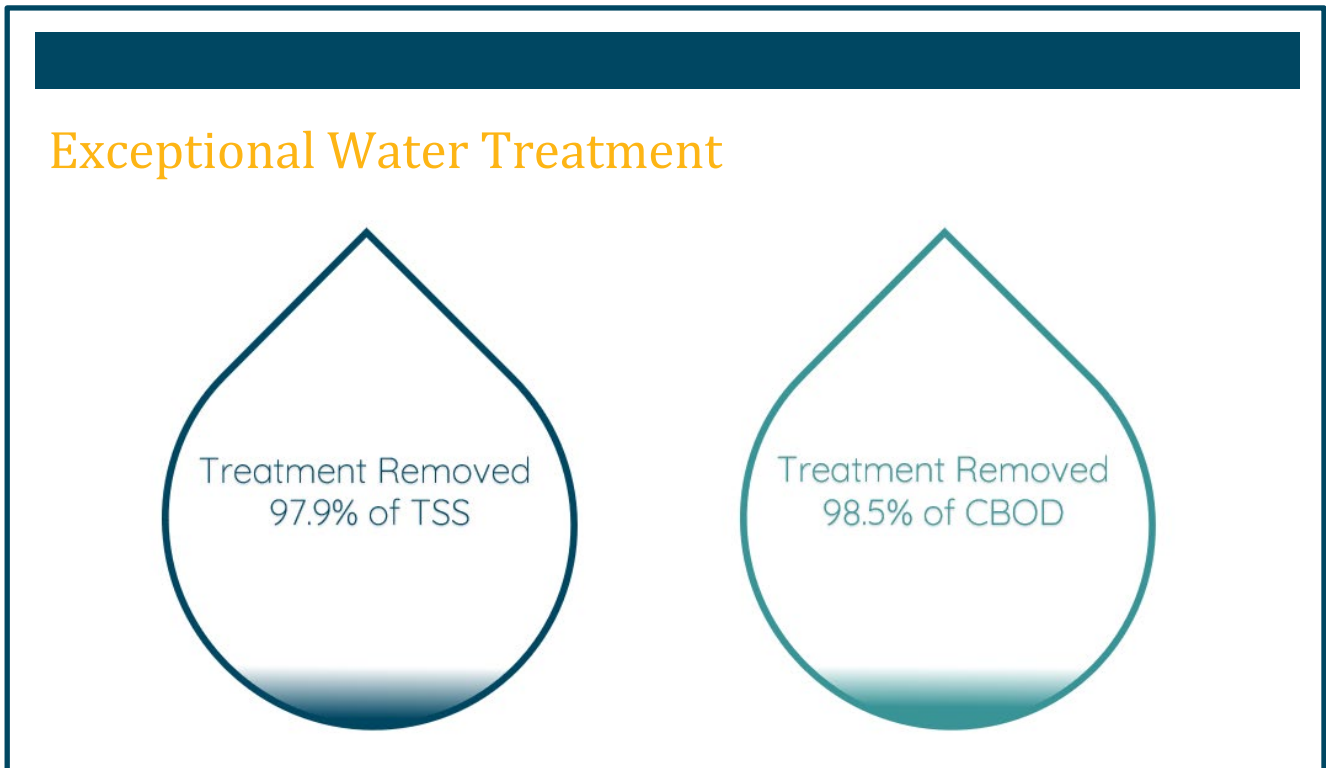
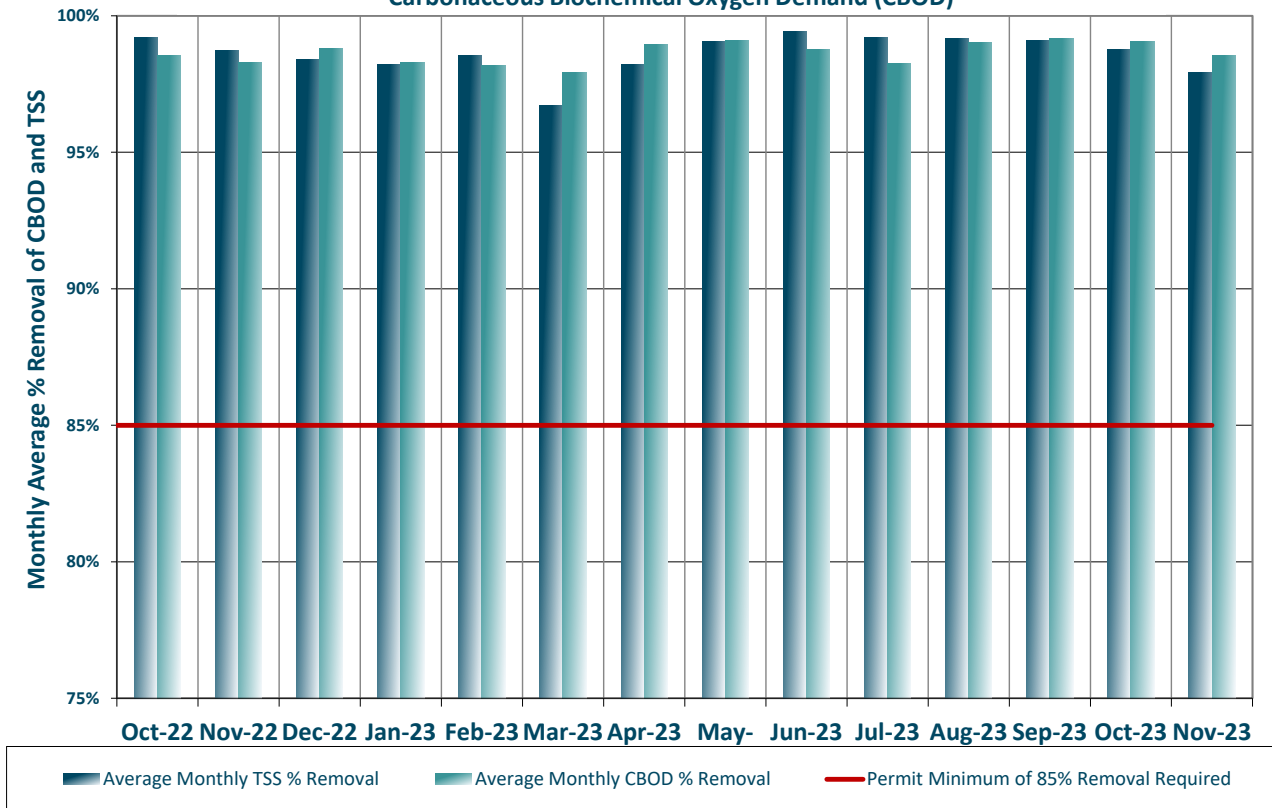


Figure 1 (below) shows historic treatment performance trends for the removal of TSS and CBOD over the last 13 months compared to the permit minimum removal requirement of 85%.

**Figure 1: Wastewater Treatment Performance of the SEJPA % Removal of Total Suspended Solids (TSS) and Carbonaceous Biochemical Oxygen Demand (CBOD)**



Figures 2 and 3 (below) show historic influent vs effluent TSS and CBOD concentration fluctuations in the strength of the wastewater being received and discharged by the SEJPA.

FIGURE 2: TREATED EFFLUENT FLOWS REMOVAL OF TSS

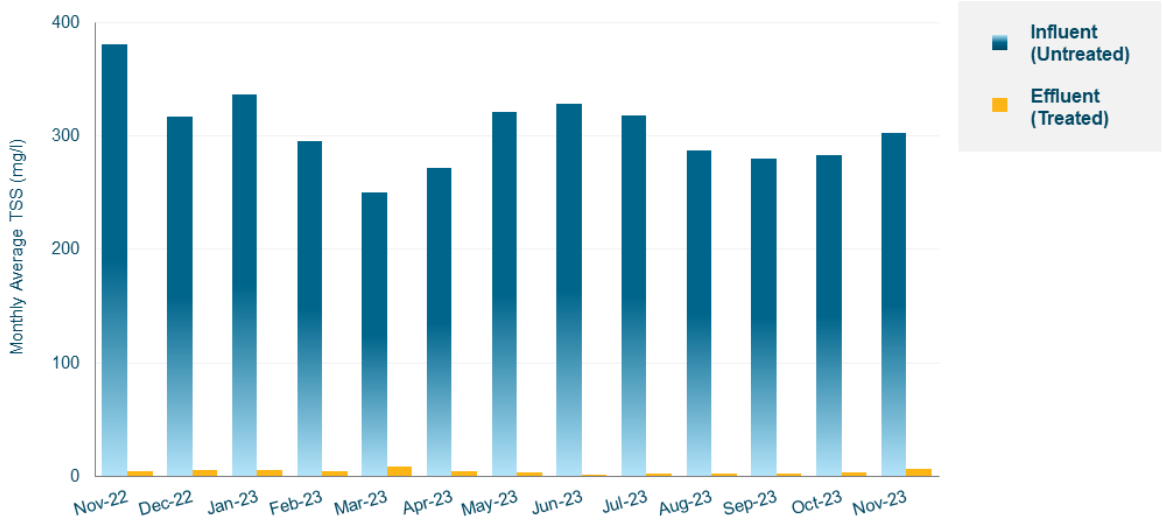
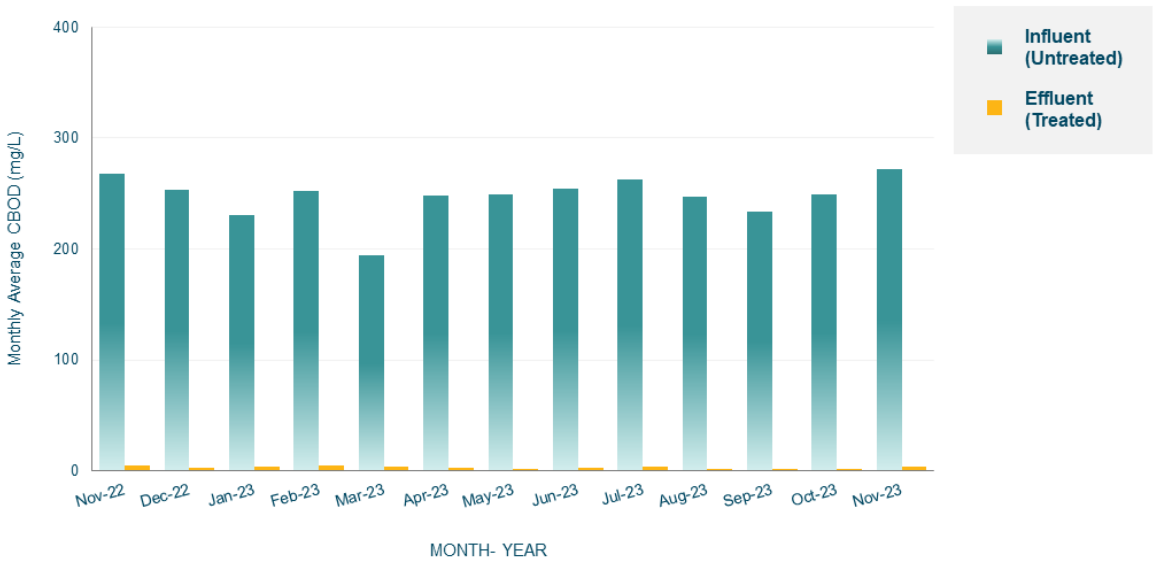


FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF CBOD





## Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of November. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Campus. Approximately 39% of the influent flow was diverted for recycled water use in November.

TABLE 1 - INFLUENT AND EFFLUENT FLOWS IN NOVEMBER

NOVEMBER			
	Influent (mad)	Recycled Water (mad)	Effluent (mad)*
Cardiff Sanitaru Division	1.246	0.487	0.759
Citu of Solana Beach	0.961	0.375	0.586
Rancho Santa Fe SID	0.186	0.073	0.113
City of Del Mar	0.409	0.16	0.249
Total San Elijo Water Campus Flow	2.802	1.095	1.707

\* Effluent is calculated by subtracting the recycled water production from the influent wastewater.

Table 2 (below) presents the historical average and unit influent rates per month for each of the Member Agencies during the past 3 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time.

**TABLE 2 - SAN ELIJO WATER CAMPUS MONTHLY REPORT - FLOWS AND EDUS**

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)				
	CSD	RSF	SB	DM	TOTAL PLANT	CSD	RSF	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
Dec-20	1.217	0.141	0.893	0.304	2.555	8,543	579	8,110	2,616	19,848	142	244	110	123	129
Jan-21	1.238	0.150	0.909	0.323	2.620	8,543	579	8,110	2,616	19,848	145	259	112	129	132
Feb-21	1.224	0.151	0.926	0.306	2.607	8,548	579	8,110	2,616	19,853	143	261	114	121	131
Mar-21	1.291	0.160	0.968	0.332	2.751	8,548	579	8,110	2,616	19,853	151	277	119	131	139
Apr-21	1.232	0.160	0.925	0.320	2.637	8,552	579	8,110	2,616	19,857	144	277	114	129	133
May-21	1.189	0.157	0.932	0.323	2.601	8,552	579	8,110	2,616	19,857	139	271	115	130	131
Jun-21	1.218	0.148	0.938	0.358	2.662	8,554	579	8,110	2,616	19,859	142	256	116	145	134
Jul-21	1.183	0.144	0.972	0.435	2.734	8,554	579	8,124	2,616	19,873	138	249	120	178	138
Aug-21	1.178	0.150	0.966	0.480	2.774	8,556	579	8,124	2,616	19,875	138	259	119	196	140
Sep-21	1.153	0.129	0.948	0.353	2.583	8,557	579	8,124	2,616	19,876	135	223	117	144	130
Oct-21	1.225	0.126	0.885	0.329	2.565	8,557	579	8,124	2,616	19,876	143	218	109	139	129
Nov-21	1.156	0.131	0.911	0.329	2.527	8,557	581	8,124	2,616	19,878	135	226	112	135	127
Dec-21	1.264	0.145	0.913	0.310	2.632	8,557	581	8,124	2,616	19,878	148	250	112	127	132
Jan-22	1.174	0.140	0.906	0.357	2.577	8,557	581	8,124	2,616	19,878	137	241	112	145	130
Feb-22	1.113	0.158	0.929	0.300	2.500	8,557	581	8,124	2,616	19,878	130	272	114	120	126
Mar-22	1.176	0.142	0.946	0.307	2.571	8,557	581	8,124	2,616	19,878	137	245	116	123	129
Apr-22	1.134	0.140	0.875	0.315	2.464	8,557	582	8,124	2,616	19,879	133	241	108	129	124
May-22	1.146	0.140	0.877	0.301	2.464	8,557	582	8,124	2,616	19,879	134	241	108	123	124
Jun-22	1.133	0.138	0.921	0.452	2.644	8,557	583	8,124	2,616	19,880	132	237	113	184	133
Jul-22	1.124	0.129	0.948	0.438	2.639	8,557	583	8,142	2,616	19,898	131	221	116	179	133
Aug-22	1.163	0.133	0.929	0.448	2.673	8,557	583	8,142	2,616	19,898	136	228	114	185	134
Sep-22	1.139	0.125	0.904	0.381	2.549	8,557	584	8,142	2,616	19,899	133	214	111	158	128
Oct-22	1.083	0.128	0.890	0.295	2.396	8,557	584	8,142	2,616	19,899	127	219	109	122	120
Nov-22	1.205	0.124	0.879	0.336	2.544	8,557	585	8,142	2,616	19,900	141	212	108	138	128
Dec-22	1.186	0.133	0.906	0.374	2.599	8,557	585	8,142	2,616	19,900	139	228	111	151	131
Jan-23	1.630	0.200	0.979	0.379	3.188	8,557	585	8,142	2,616	19,900	190	342	120	153	160
Feb-23	1.323	0.167	0.930	0.371	2.791	8,557	585	8,142	2,616	19,900	155	286	114	149	140
Mar-23	1.892	0.255	1.044	0.392	3.583	8,557	585	8,142	2,616	19,900	221	436	128	154	180
Apr-23	1.244	0.187	0.915	0.303	2.649	8,557	586	8,142	2,616	19,901	145	319	112	123	133
May-23	1.184	0.167	0.879	0.295	2.525	8,557	586	8,142	2,616	19,901	138	285	108	120	127
Jun-23	1.185	0.144	0.891	0.413	2.633	8,557	586	8,142	2,616	19,901	136	282	109	171	132
Jul-23	1.160	0.146	0.949	0.446	2.701	8,557	586	8,166	2,616	19,925	136	249	116	182	136
Aug-23	1.242	0.177	0.954	0.494	2.867	8,559	586	8,166	2,622	19,933	145	302	117	200	144
Sep-23	1.161	0.161	0.885	0.371	2.578	8,559	586	8,166	2,622	19,933	136	275	108	152	129
Oct-23	1.125	0.163	0.870	0.308	2.466	8,559	587	8,166	2,622	19,934	131	278	107	125	124
Nov-23	1.246	0.186	0.961	0.409	2.802	8,559	588	8,166	2,622	19,935	146	317	118	149	141

CSD: Cardiff Sanitary Division

RSF: Ranch Santa Fe Community Service District

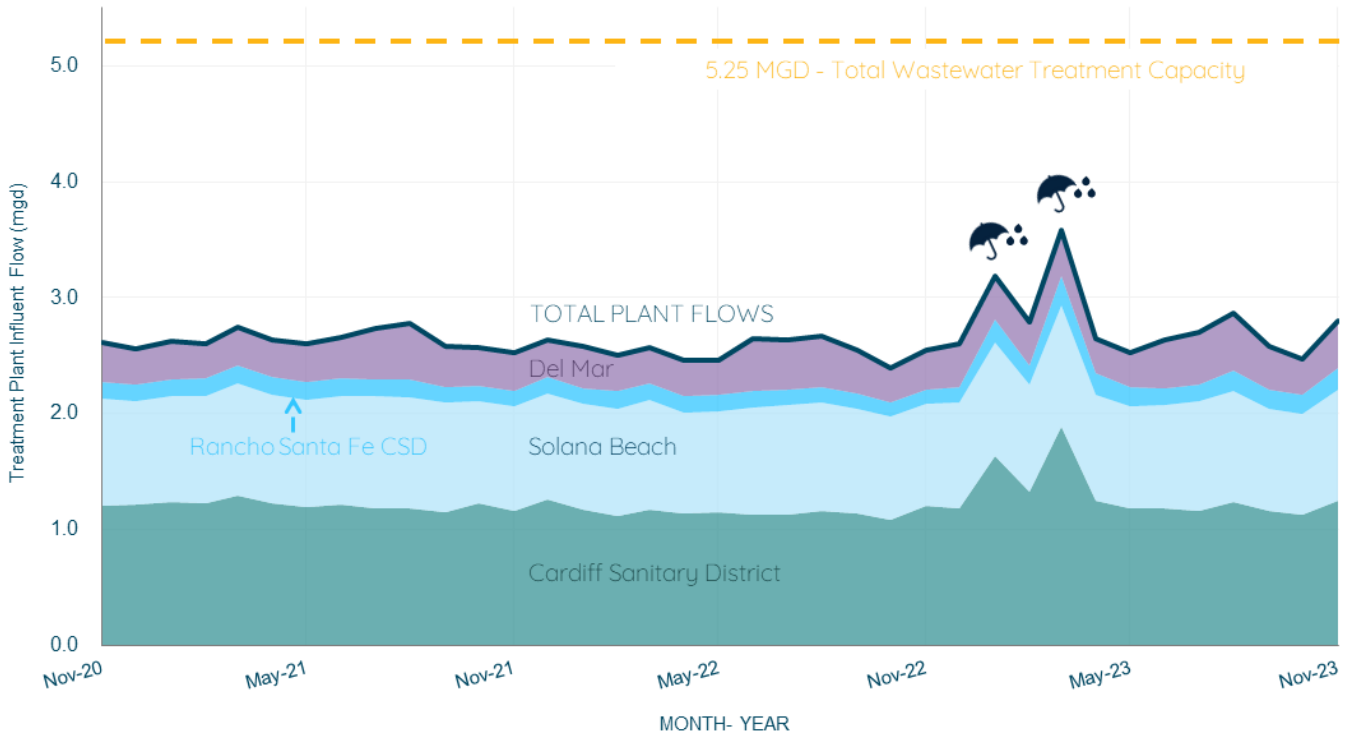
SB: Solana Beach

DM: City of Del Mar

EDU: Equivalent Dwelling Unit

Figure 4 (below) presents the 3-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average flow treated for each agency. Also shown in Figure 4 is the total wastewater treatment capacity of the water campus, 5.25 mgd, of which each Member Agency has the right to 2.2 mgd, Rancho Santa Fe Community Service District leases 0.25 mgd, and the City of Del Mar leases 0.60 mgd.

FIGURE 4: SEJPA AVERAGE DAILY FLOWS OVER THE PAST 3 YEARS



City of Escondido Flows

The average and peak flow rate for the month of November 2023 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below in Table 3.

TABLE 3 - CITY OF ESCONDIDO FLOWS

	Flow (mgd)
Escondido (Average flow rate)	9.25
Escondido (Peak flow rate)	18.0

Connected Equivalent Dwelling Units

The Cities of Encinitas, Solana Beach and Del Mar updated the number of connected EDUs that are reported to the SEJPA in August 2023. The Rancho Santa Fe CSD update their connected EDUs report every month. The number of EDUs connected for each of the Member Agencies and lease agencies is reported in Table 4 below.

TABLE 4 - CONNECTED EDUs BY AGENCY

	Connected (EDU)
Cardiff Sanitary Division	8,559
Rancho Santa Fe SID	588
City of Solana Beach	7,829
San Diego (to Solana Beach)	337
City of Del Mar	2,622
<b>Total EDUs to System</b>	<b>19,935</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

\*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

January 16, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT - NOVEMBER

RECOMMENDATION

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

DISCUSSION

*Recycled Water Production*

For the month of November 2023, recycled water demand was 100.1 acre-feet (AF), which was met using 99.5 AF of recycled water and supplemented with 0.6 AF of potable water. November demand was 4.7% below budget expectations of 105 AF. The total water production of 862 AF for the first five months of FY 2023-24 was slightly below budget by 7.7%. The principal factor contributing to the lower-than-projected recycled water demand can be attributed to the influence of tropical storm Hilary in August 2023, which resulted in around 2.4 inches of precipitation in the local area.

Figure 1 (attached) provides a graphical view of annual recycled water demand spanning the last 10 fiscal years, with the overlay of annual rainfall. Since the recycled water program primarily serves outdoor irrigation, annual demand is reduced during wet periods and increases during times of drought. Figure 2 (attached) shows the monthly recycled water demand for each November for the last ten years to provide a year-over-year comparison. Figure 3 (attached) compares budget versus actual recycled water sales for FY 2023-24.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

FIGURE 1: RECYCLED WATER DEMAND AND RAINFALL COMPARISON

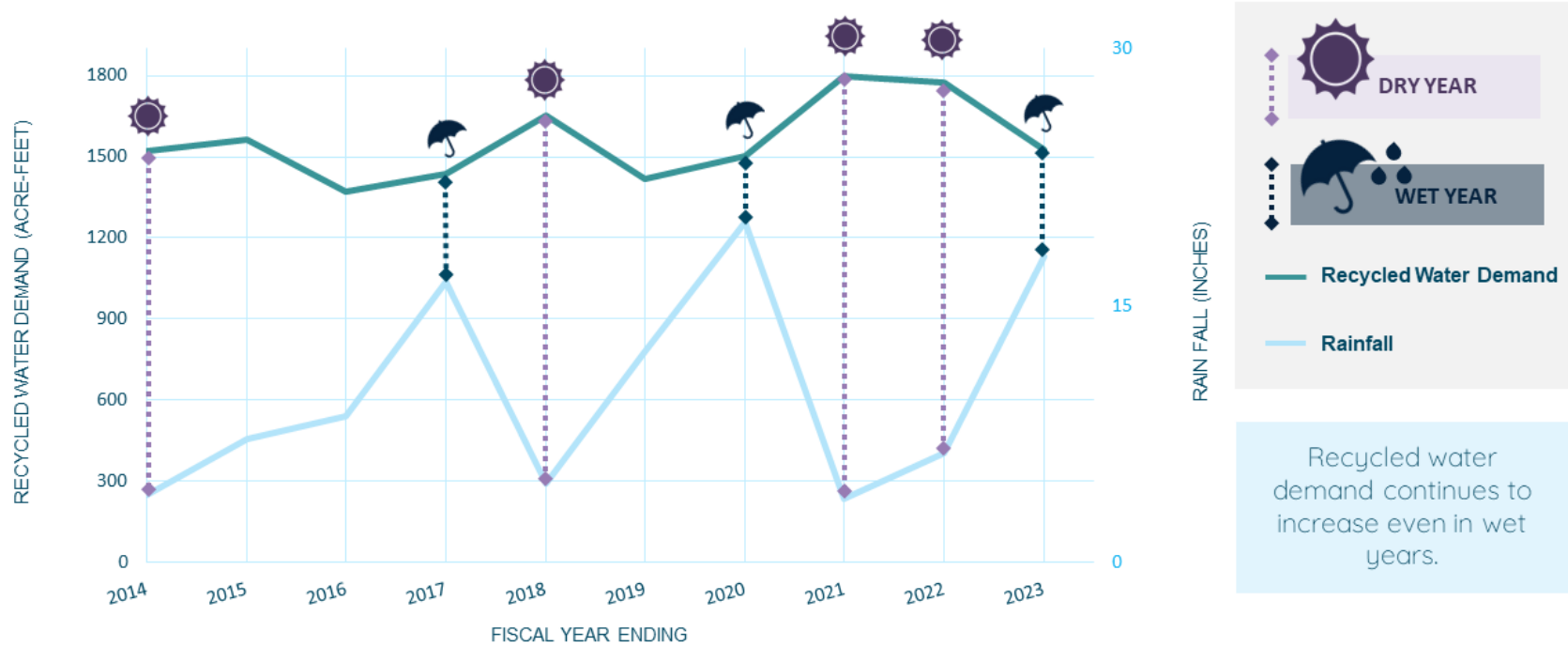


FIGURE 2: NOVEMBER RECYCLED WATER DEMAND

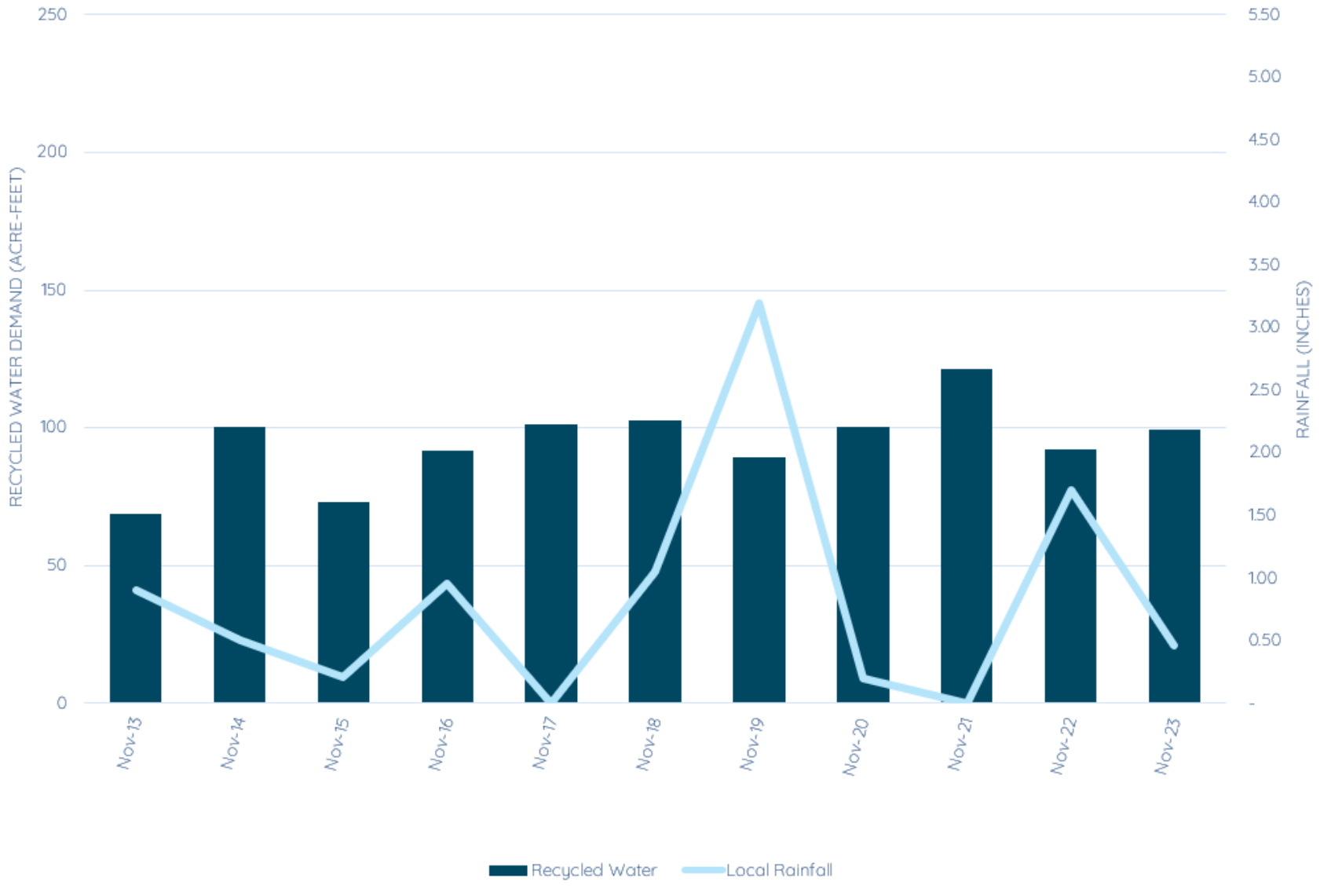
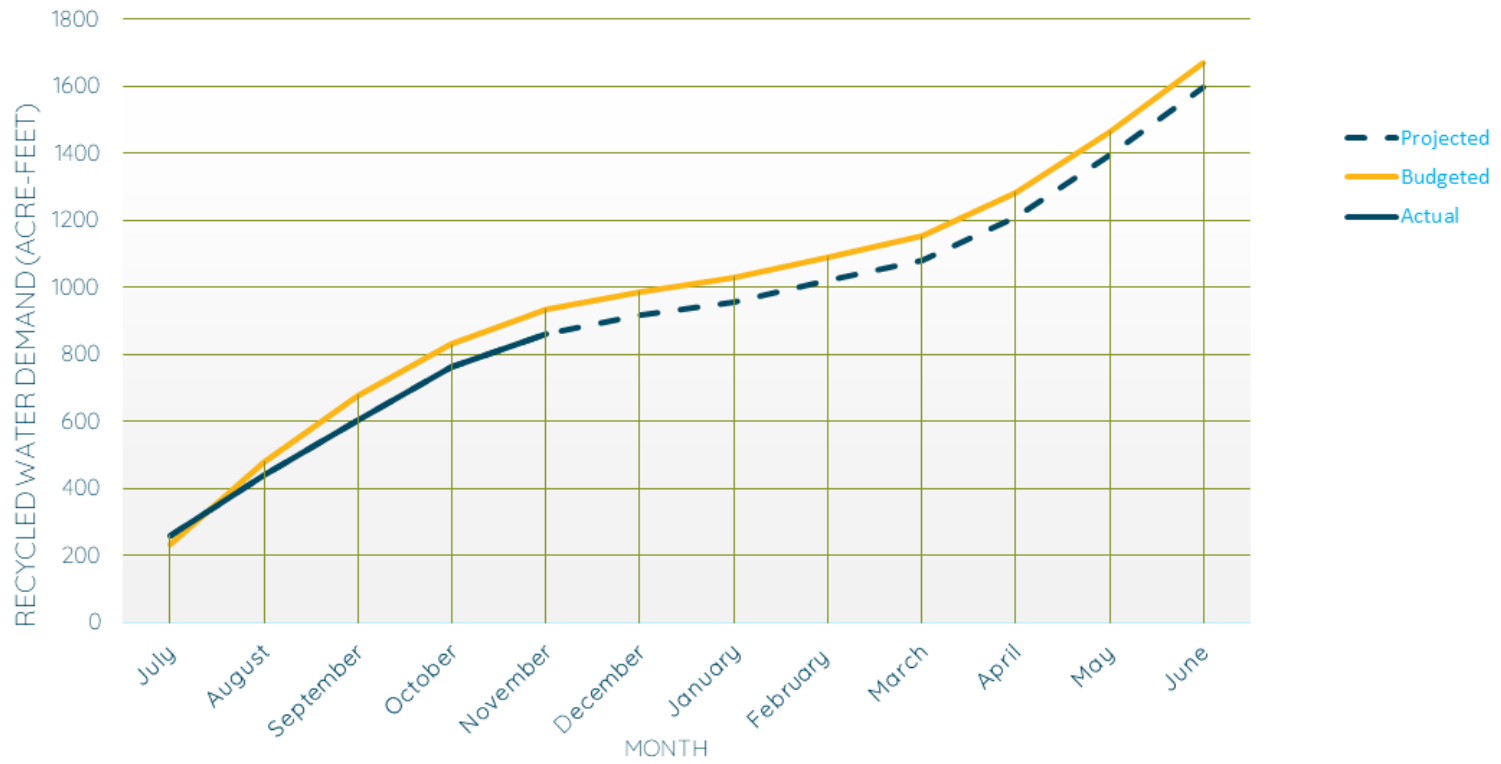


FIGURE 3: FY2023/24 CUMULATIVE DEMAND VS BUDGET





\*

AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

January 16, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: REPORTABLE MEETINGS

RECOMMENDATION

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

BACKGROUND

The General Manager or his designee may meet monthly with one or more Board Members in preparation for the Board Meeting.

DISCUSSION

The following meetings have taken place since the previous Board Meeting:

1. Meeting to review Board Meeting Agenda with Board Chair Zito on December 11, 2023.

FINANCIAL IMPACT

Per the SEJPA Restatement Agreement, SEJPA offers the Board Member \$160 for each reportable meeting, which the Board Member may choose to accept or reject. These meetings are accounted for in our annual budget.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

January 16, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: UPDATE CONFLICT OF INTEREST CODE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution 2024-01 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2019-02 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and
2. Discuss and take action as appropriate.

BACKGROUND

The Political Reform Act of 1974, Government Code §§ 81000, *et seq.* (the Act), requires public officials to disclose assets, income and other financial interests that could be materially affected by the decisions they make or participate in making. (Govt. Code §§ 87300 *et seq.*) The Act also requires, in appropriate circumstances, that public officials be disqualified from acting when necessary to avoid conflicts of interest. Certain public officials, such as elected officials, are required to publicly identify and disclose various and material financial interests, such as business interests, real property interests, sources of income and gifts. Other public officials, including agency employees, are required to disclose a more limited scope of financial interests in accordance with their agency's conflict of interest code. Each agency is required to develop its own conflict of interest code to identify the types of financial interests that might be affected by the agency's decisions and the positions that make or participate in making those decisions. (Govt. Code §§ 87300-87313).

The Act requires every agency to review its conflict of interest code biennially to determine whether the code accurately reflects the current organization of the agency and the job duties of the various positions listed in the code (Govt. Code § 87306). In its most recent biennial review, SEJPA staff identified the need for the proposed amendments to include additional SEJPA staff and consultants. (See Attachment 1).

Once approved by the Board, the conflict of interest code amendment will be filed with the San Diego County Clerk's office.

## DISCUSSION

SEJPA has reviewed organizational responsibilities and has identified additional positions to be included in its conflict of interest code. The new positions to be included are as follows:

- Director of Infrastructure and Sustainability
- Laboratory Manager

This amendment will be adopted pursuant to Government Code § 87306, which states that each agency shall amend its conflict of interest code when change is necessitated by relevant changes in the duties assigned to existing positions within the agency.

Government Code § 87302(a) requires that every conflict of interest code contain specific enumeration of the positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest and, for each enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. This amendment would bring the SEJPA's conflict of interest code into compliance with these sections of the Government Code. Upon adoption, this revised attachment to the code will be filed with the County Clerk's office.

## FINANCIAL IMPACT

There are no financial implications from this staff report.

## RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Adopt Resolution 2024-01 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2019-02 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and
2. Discuss and take action as appropriate.

Respectfully submitted,



---

Amy Chang  
Director of Finance and Administration

Attachment 1: Resolution 2024-01 with Appendix A

**Attachment 1**

**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN ELIJO JOINT POWERS AUTHORITY AMENDING BOARD RESOLUTION NO. 2019-02 CHANGING APPENDIX A REGARDING DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES WITH RESPECT TO FILINGS UNDER THE SEJPA'S CONFLICT OF INTEREST CODE**

WHEREAS, on August 2, 1989, by Board Resolution No. 89-5, the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) adopted the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission (CCR section 18730) as the Conflict of Interest Code of the SEJPA; and

WHEREAS, on December 12, 1996, by Board Resolution No. 96-6, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 89-5 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on December 14, 2000, by Board Resolution No. 2000-08, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 96-6 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on September 11, 2006, by Board Resolution No. 2006-06, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2000-08 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on February 8, 2010, by Board Resolution No. 2010-05, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2006-06 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on September 10, 2018, by Board Resolution No. 2019-02, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2010-05 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, it is now appropriate to amend Appendix A to said Conflict of Interest Code to update the provisions regarding designated employees and their disclosure categories; and

WHEREAS, the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission, as amended by the Commission from time to time, will remain as the Conflict of Interest Code for the SEJPA;

NOW, THEREFORE, BE IT RESOLVED:

1. The foregoing recitals are true and correct.
2. The attachment to this Resolution is hereby adopted as amended Appendix A to the SEJPA's Conflict of Interest Code.

PASSED AND ADOPTED at a meeting of the Board of Directors of the San Elijo Joint Powers Authority held on January 16, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

---

Michael T. Thornton, P.E.  
Secretary of the Board

---

David Zito, Chairperson  
SEJPA Board of Directors

**SAN ELIJO JOINT POWERS AUTHORITY  
CONFLICT OF INTEREST CODE**

The Political Reform Act of 1974 (Government Code Sections 81000 et. Seq.) requires local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code for the San Elijo Joint Powers Authority (the "Agency").

Individuals holding designated positions and non-designated positions identified in Government Code section 87200 shall file their statement of economic interests with the Agency's Clerk of the Board, who will make the statements available for public inspection and reproduction (Gov. Code section 81008). The Agency will retain all such statements for individuals in designated positions. The Agency will retain copies of all such statements for individuals in non-designated positions and will forward the originals to the Clerk of the Board of Supervisors of San Diego County (Gov. Code section 87500(k)).

## APPENDIX A

### Disclosure Categories

Individuals holding designated positions must report their interests according to the following disclosure category(ies) to which their position has been assigned.

#### Category 1: All Sources

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; and the investments and business positions in the business entities, and income, including loans, gifts, and travel payments from all sources.

#### Category 2: Agency Specific

Interests in real property (not including primary residence) located within the ASA or within two miles of the ASA; investments and business positions in business entities doing business within the ASA and/or located in San Diego County; and income, including but not limited to loans, gifts, and travel payments, from sources in San Diego County, and/or from sources outside the County whose economic position may be affected by decisions or recommendations made by the agency at all levels.

#### Category 3: Department Specific

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; investments and business positions in business entities located in San Diego County; and income, including loans, gifts, and travel payments from sources whose economic position may be affected by the decisions or recommendations made by the department to which the filer is assigned duties.

#### Category 4: Property/Facilities Entitlement

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; investments and business positions in business entities located in San Diego County; and income, including loans, gifts, and travel payments from sources that are of the type to request an entitlement to use agency property or facilities, including, but not limited to: a license; a facilities use permit; or a vendor permit.

#### Category 5: Consultant Specific

Where the broadest disclosure is not necessary, the agency may set an interim disclosure that is more tailored to consulting positions with a limited range of duties.

As used herein, “Agency Service Area” is defined as the jurisdictional boundaries of the Agency’s member agencies and those areas served by the Agency’s wastewater and recycled water services.

The following designated positions, when active, file according to the assigned categories associated with their title.

**Designated Positions**

**Disclosure Categories**

**I. San Elijo Joint Powers Authority Staff:**

Director of Operations.....2  
 Director of Infrastructure and Sustainability.....2  
 Chief Plant Operator.....3  
 Mechanical Systems Manager.....3  
 Laboratory Manager.....3  
 Recycled Water Supervisor.....3  
 SCADA Manager.....3  
 Project Manager.....3

**II. Consultants:** Consultants shall be included in the list of designated positions and shall disclose in accordance with Category 1, except as otherwise provided, if the consultant, pursuant to a contract does either of the following (Reg. 18700.3):

1. Make a governmental decision whether to:
  - Approve a rate, rule or regulation;
  - Adopt or enforce a law;
  - Issue, deny, suspend, or revoke a permit, license application, certificate, approval, order, or similar authorization or entitlement;
  - Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
  - Grant agency approval to a contract which requires agency approval and in which the agency is a party, or to the specifications for such a contract;
  - Grant agency approval to a plan, design, report study, or similar item;
  - Adopt, or grant agency approval of, policies, standards, or guideline for the agency, or for any subdivision of the agency; or
2. Serves in a staff capacity and in that capacity participates in making governmental decisions as defined in Regulation 18704(a) and (b); or performs substantially all the same duties for the agency that would otherwise be performed by an holding a position specified in the agency’s Conflict of Interest Code.

The General Manager, with the approval of the Agency’s General Counsel, may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range



of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this paragraph. The written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the office of the Agency's Clerk of the Board.

### **Non-Designated Positions**

The following positions are not designated because individuals holding these positions must file the statement of economic interest under Government Code Section 87200. These positions are listed for informational purposes only:

- Board Members
- General Manager
- Director of Finance and Administration
- Consultants involved in the investment of public funds\*

\*Pursuant to 2 California Code of Regulations section 18700.3(b)(1). "Other public officials who manage public investments" means, members of the board and commissions, including pension and retirement boards or commissions, or of committees who exercise the responsibility for the management of public investments; high level officers and employees who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers (this category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers); and individuals who pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the high-level officers and employees who exercise primary responsibility for the management of public investments.

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

January 16, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: 2024 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE

RECOMMENDATION

It is recommended that the Board of Directors:

- 1. Appoint Chairperson and Vice-Chairperson for the 2024 SEJPA Board of Directors;
- 2. Select regular meeting schedule for 2024; and
- 3. Discuss and take action as appropriate.

DISCUSSION

In accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) formation agreement, 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.

From member agency appointments at the end of calendar year 2023, the current slate of SEJPA officers are as follows:

Chair of the Board:	Deputy Mayor Zito (Solana Beach)
Vice Chair of the Board:	Mayor Kranz (Encinitas)
Board Member:	Council Member Becker (Solana Beach)
Board Member:	Council Member Hinze (Encinitas)

Following past practice of rotating the Board officer positions, the slate of officers for calendar year 2024 is proposed as follows:

Chair of the Board:	Council Member Hinze (Encinitas)
Vice Chair of the Board:	Council Member Becker (Solana Beach)
Board Member:	Deputy Mayor Blackwell (Encinitas)
Board Member:	Council Member Zito (Solana Beach)

However, the selection and approval of Board officer positions is at the discretion of the Board.

SEJPA's regular meeting schedule is generally set as 8:30 a.m. on the third Tuesday of each month, with one meeting off for summer break (typically alternating between July or August). In reviewing the 2024 city council meeting schedule for both member agencies, it appears that having no meeting in July would be most in line with their scheduled summer break. Also note, the meetings for November and December are proposed for the second Tuesday of the month to avoid potential conflicts with holiday breaks.

**PROPOSED  
2024 BOARD MEETING DATES**

January 16
February 20
March 19
April 16
May 21
June 18
July – No Meeting
August 20
September 17
October 15
November 12*
December 10*

\*Second Tuesday of the month

**FINANCIAL IMPACT**

There is no financial impact associated with this item.

**RECCOMENDATION**

It is therefore recommended that the Board of Directors:

1. Appoint Chairperson and Vice-Chairperson for the 2024 SEJPA Board of Directors;
2. Select regular meeting schedule for 2024; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager