

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON NOVEMBER 17, 2020  
VIA VIDEO CONFERENCE

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Jody Hubbard, Chair

Kristi Becker, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, November 17, 2020, at 8:30 a.m., via a public web conference.

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

Kristi Becker  
Catherine Blakespear  
David Zito

*Directors Absent:*

Jody Hubbard

*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	Tracie Stender
	Adriana Ochoa

*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
Director of Engineering/Public Works	Mohammad "Mo" Sammak

*The Pun Group:*

Partner	Coley Delaney
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3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None.

5. AWARDS AND RECOGNITION

None.

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 October 20, 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, Blakespear, Zito  
NOES: None  
ABSENT: Hubbard  
ABSTAIN: None

12. FY 2019-20 FINANCIAL AUDIT REPORT ACCEPTANCE

Mr. Coley Delaney, CPA, a Partner for The Pun Group, presented the financial audit of SEJPA for FY 2019-20. The audit has been completed and it is the auditor's opinion that SEJPA's June 30, 2020 financial statements are presented fairly in all material aspects. 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, The Pun Group 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 Zito and seconded by Board Member Blakespear to:

1. Accept and file the FY 2019-20 Audited Financial Statements for San Elijo Joint Powers Authority;
2. Accept and file the FY 2019-20 SAS 114 Letter; and
3. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

13. SAN ELIJO JOINT POWERS AUTHORITY END OF YEAR REVIEW OF THE FISCAL YEAR 2019-20 OPERATING AND DEBT SERVICES

Director of Finance and Administration, Amy Chang, provided a review of Fiscal Year 2019-20 operating and debt expenses and stated that overall, SEJPA completed the year below budget. Total budget saving was \$174,141 or 2.5%, which included a contribution of \$263,020 to the PARS trust to reduce future pension liability and a capital contribution of \$189,826 to the Ocean Outfall repair and replacement reserve. Wastewater Treatment, Laboratory Services, Pump Stations, Ocean Outfall, and Storm Drains programs were under budget by \$101,828 or 1.9%. Recycled Water expenditures were \$72,313 or 4.7% under budget. All debt service payments were paid according to the loan agreements.

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

14. OCEAN OUTFALL PLUME TRACKING STUDY

General Manager Thornton stated that the Regional Board required SEJPA, Escondido, and EWA to conduct studies to assess the movement and fate of wastewater discharged from the outfalls. As part of this assessment, the Regional Board required the San Elijo Ocean Outfall (SEOO) and Encina Ocean Outfall (EOO) agencies to develop and submit a Plume Tracking Monitoring Plan (PTMP) which establishes goals of the plume tracking effort and details tasks proposed to comply with the plume tracking requirements imposed by the Regional Board. The final version of the PTMP was approved by the Regional Board in August 2020.

Mr. Thornton reported that staff advertised the Plume Tracking scope of work in August 2020 and proposals were received in October 2020, which were reviewed by staff from SEJPA, Escondido, and EWA, as well as by our technical consultant, Michael Welch, PhD. Based on this review, the proposal submitted by Michael Baker International, Inc. was determined to be the best combination of qualifications, approach, and value.

Mr. Thornton also stated that staff proposes a shared services agreement with EWA for conducting the Plume Tracking Study cost. The inclusion of EWA will provide economies of scale to reduce costs to each agency. The City of Escondido will pay for their share of the cost through participation in the SEJPA's Ocean Outfall Program.

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

1. Authorize the General Manager to execute a shared services agreement with Encina Wastewater Authority for a joint Plume Tracking Study;
2. Authorize the General Manager to execute a contract with Michael Baker

International, Inc. for a Plume Tracking Study in the amount of \$568,720; and

3. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

15. CAPITAL IMPROVEMENT PROGRAM UPDATE

Senior Project Manager, Michael Konicke, stated that the first phase of the Capital Program (Phase I) has been constructed and included the Land Outfall Replacement, Preliminary Treatment Upgrades, and Odor Control Improvements projects. The construction cost of Phase I was \$14.7 million.

Phase II of the Capital Program has a construction budget of \$23.3 million and consists of multiple projects, including the Electrical System Improvements, Encinitas Ranch Recycled Water Expansion, Supervisory Control and Data Acquisition (SCADA) Upgrades, and Water Campus Improvements (WCI). The WCI project was divided into two components to manage risk associated with the COVID-19 pandemic. The first component (GMP-1) is substantially complete. The second component (GMP-2) began in September 2020 and includes the construction of the multi-use path, administration/operation building and site improvements, and Manchester Avenue traffic signal and right-of-way improvements. The total project budget is \$20,595,000.

Phase III, the Solids Treatment Improvements, is in the pre-design phase. The Project Definition Report (PDR) is complete and staff is reviewing the report recommendations.

Phase IV consists of Resource Recovery and Reuse projects including potable reuse and stormwater capture and reuse, treated water storage, process optimization, and energy efficiency projects. These projects are in various stages of development, which includes project scale, scope, budgets, and funding strategies.

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

16. GENERAL MANAGER'S REPORT

General Manager Thornton reported updates to the Solar Photovoltaic Power Purchase Agreement, updates to Board Member Blakespear's suggestion on energy storage opportunities, and meeting with Vice Chair Becker to review and prepare for the November Board meeting.

17. GENERAL COUNSEL'S REPORT

None.

18. BOARD MEMBER COMMENTS

None.

19. ADJOURNMENT

The meeting adjourned at 9:45 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, December 15, 2020 at 8:30 a.m.

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