

**AGENDA**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**MONDAY, APRIL 15, 2019 AT 8:30 AM**  
**SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE 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 (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION  
  
None
6. \* **CONSENT CALENDAR**
7. \* APPROVAL OF MINUTES FOR MARCH 11, 2019 MEETING
8. \* APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS
9. \* SAN ELIJO WATER RECLAMATION FACILITY TREATED EFFLUENT FLOWS – MONTHLY REPORT
- 10.\* SAN ELIJO JOINT POWERS AUTHORITY RECYCLED WATER PROGRAM – MONTHLY REPORT
11. \* 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**

12. **PRESENTATION OF THE SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2019-20 RECOMMENDED BUDGET**

1. Review the Fiscal Year 2019-20 Recommended Budget; and
2. Discuss and take action as appropriate.

Staff Reference: Director of Finance and Administration

13. **CAPITAL IMPROVEMENT PROGRAM UPDATE**

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

Staff Reference: General Manager

14. **BUILDING AND SITE IMPROVEMENT PROJECT DISCUSSION**

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

Staff Reference: General Manager

15. **PROPOSED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE**

1. Approve the proposed FY 2019-20 Classification and Salary Schedule; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

16. **DEVELOPMENT OF NEW LABOR AGREEMENT**

1. Discuss and take action as appropriate.

Staff Reference: General Manager

17. **GENERAL MANAGER'S REPORT**

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

18. **GENERAL COUNSEL'S REPORT**

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

19. 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.

20. CLOSED SESSION

The Board will adjourn to Closed Session to discuss item(s) identified below. Closed Session is not open to the public; however, an opportunity will be provided at this time if members of the public would like to comment on any item listed below. (Three minute limit.) A closed session may be held at any time during this meeting of the San Elijo Joint Powers Authority for the purposes of discussing potential or pending litigation or other appropriate matters pursuant to the "Ralph M. Brown Act".

Conference with Labor Negotiator; Agency Negotiator: Michael T. Thornton, General Manager; Unrepresented Employees: All Non-Contract Employees pursuant to Gov. Code Section 54957.6.

21. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, May 13, 2019 at 8:30 a.m.

NOTICE:

The San Elijo Joint Powers Authority's open and public meetings meet 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 is 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 held on the second Monday of the month, except August.

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 in the following locations:

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: April 10, 2019



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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE REGULAR BOARD MEETING  
HELD ON MARCH 11, 2019  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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David Zito, Chair

Jody Hubbard, Vice Chair

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A regular meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, March 11, 2019, at 8:30 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 8:30 a.m.

2. ROLL CALL

*Directors Present:*

David Zito  
Jody Hubbard  
Kristi Becker  
Catherine Blakespear (*arrived at 8:31 a.m.*)

*Directors Absent:*

None

*Others Present:*

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

Michael Thornton  
Paul Kinkel  
Chris Trees  
Jennifer Basco

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Greg Moser

*City of Encinitas:*

Director of Public Works

Carl Quiram

*City of Solana Beach:*

City Manager  
Director of Engineering/Public Works

Greg Wade  
Mohammad "Mo" Sammak

*City of Encinitas, Resident*

Bill Steiner

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

General Manager Thornton presented the following awards to the Board of Directors:

- California Sanitation Risk Management Authority – 2017/18 Workers' Compensation Excellence Award
- San Diego County Engineering Council – Outstanding Engineering Project Recognizing San Elijo Land Outfall Replacement Project

6. CONSENT CALENDAR

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

- |                    |   |
|--------------------|---|
| Agenda Item No. 7  | Approval of Minutes for the February 11, 2019 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 | Encinitas Ranch Recycled Water Expansion Project Contract Change Order        |
| Agenda Item No. 12 | Preliminary Treatment and Odor Control Upgrades Project Contract Change Order |

Motion carried with the following vote of approval:

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

13. ITEMS REMOVED FROM CONSENT CALENDAR

None

14. PROFESSIONAL SERVICE AGREEMENT FOR OCEAN OUTFALL SUPPORT SERVICES

General Manager Thornton provided a background on the history of the outfall and its permit requirements for discharge. California Regional Water Quality Control Board Order No. R9-2018-0003 (NPDES Permit No. CA0107999) incorporates both state and federal water quality requirements, and has a scheduled renewal frequency of every 5 years. The final Order became effective on June 1, 2018, and establishes a new series of monitoring and reporting requirements with various work plans and studies to be submitted during the permit period. Given the many new requirements, SEJPA and the City of Escondido will benefit by retaining the services of Dr. Michael Welch to provide advice on matters concerning work plans and studies, in addition to specific technical expertise to guide through the process. The proposed professional service agreement with Dr. Michael Welch is for an amount not to exceed \$78,200. The funding source for this agreement is the Ocean Outfall Program, which serves, and is supported by SEJPA and the City of Escondido.

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

1. Authorize the General Manager to execute professional service agreements with Michael R. Welch, Ph.D., PE for an amount not to exceed \$78,200.

Motion carried with the following vote of approval:

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

15. BUILDING AND SITE IMPROVEMENT PROJECT DISCUSSION

General Manager Thornton provided an update to the Building and Site Improvement project. The San Diego Regional Water Quality Control Board deemed SEJPA's application for Water Quality Certification for the project incomplete. Staff is working with resource agencies to keep the permitting process moving forward.

No action required. This memorandum was submitted for information only. This is a continuing monthly item to discuss the building and site improvement project.

16. GENERAL MANAGER'S REPORT

The General Manager shared a "No Wipes down the Drain" public service announcement video with the Board of Directors.

17. GENERAL COUNSEL'S REPORT

Greg Moser informed the Board Members about SB241. This bill would require the governing body of each member agency of an agency established pursuant to a joint powers agreement to approve and ratify each memorandum of understanding negotiated

between the joint powers agency and its employees. This bill would further require each member agency to a joint powers agreement to approve and ratify each contract for municipal services or functions negotiated between the joint powers agency and the entity providing the services or functions.

18. BOARD MEMBER COMMENTS

Board Member Blakespear expressed concerns over sewage spills at the San Diego border with Mexico.

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:19 a.m., pursuant to the following Government Code Section:

- Conference with Legal Counsel—Anticipated Litigation. Significant exposure to litigation pursuant to Gov. Code section 54956.9(d)(2): 1 matter;
- Conference with Labor Negotiator; Agency Negotiator: Michael T. Thornton, General Manager; Unrepresented Employees: All Non-Contract Employees pursuant to Gov. Code Section 54957.6.

The Board of Directors came out of closed session at 9:27 a.m., with no reportable action.

20. ADJOURNMENT

The meeting adjourned at 9:28 a.m. The next Board of Directors meeting will be held on Monday, April 15, 2019 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****19-04****For the Months February and March 2019**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
36834	All American First Aid & Safety	Supplies - Safety	First aid supplies	394.58
36835	Aquatic Bioassay	Services - Laboratory	Toxicity testing	1,400.00
36836	AT&T	Utilities - Telephone	Phone service - 01/13/19 - 02/12/19	399.70
36837	Atara Equipment Ltd.	Repair Parts Expense	Wear liners for biosolids conveyor	3,000.00
36838	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum disposal	1,303.88
36839	James Barnett	CSRMA Wellness Program	Health & wellness	60.00
36840	Boot World, Inc.	Uniforms - Boots	Safety boots	516.12
36841	Brenntag Pacific, Inc.	Supplies - Chemicals	Sodium hydroxide	1,459.99
36842	Burtech Pipeline, Inc.	Services - Contractors	Encinitas Ranch Recycled Water project	65,656.40
36843	Carollo Engineers	Services - Engineering	ARC flash safety and protection study	10,033.02
36844	Complete Office	Supplies - Office	Office supplies	3.32
36845	CS-Amsco	Repair Parts Expense	Olivenhain pump station modulating valve	6,321.18
36846	Duperon Corporation	Equipment Rental/Lease	Washer compactor - February	1,616.25
36847	Gafcon	Services - Professional	Encinitas Ranch Recycled Water project	1,276.00
36848	Hach Company	Supplies - Lab	Laboratory supplies	87.50
36849	Hardy Diagnostics	Supplies - Lab	Laboratory supplies	697.25
36850	Lizbeth Ecke	Licenses	Temporary construction access	750.00
36851	McMaster-Carr Supply Co.	Repair Parts Expense; Safety	Plumbing parts; safety jackets	1,744.52
36852	MetLife - Group Benefits	Dental/Vision	Dental - March	1,982.46
36853	MISCOwater	Capital Outlay	Weir gate	8,204.56
36854	OneSource Distributors, Inc.	Repair Parts Expense	Electrical wiring	689.15
36855	Pacific Green Landscape	Services - Landscape	February	2,625.00
36856	Pacific Pipeline Supply	Repair Parts Expense	Ductile iron flange tee	695.67
36857	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	404.40
36858	RSF Security Systems	Prepaid - Other	Security - 03/01/19 - 05/31/19	1,353.00
36859	San Dieguito Water District	Utilities - Water	Recycled water	578.55
36860	SWRCB	Fees - Permits	Land outfall replacement	1,638.00
36861	Terminix Processing Center	Services - Maintenance	January pest control	384.00
36862	Trussell Technologies, Inc.	Services - Engineering	Treatment plant optimization; MF RO	11,477.50
36863	Unifirst Corporation	Services - Uniforms	Uniform service	212.40
36864	USA Bluebook	Repair Parts Expense	Submersible pump	821.49
36865	USP Technologies	Supplies - Chemicals	Odor control service and maintenance	862.00
36866	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,414.21
36867	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,465.15
36868	Verizon Wireless	Utilities - Telephone	01/11/19 - 02/10/19	311.25
36869	Verizon Wireless	Utilities - Telephone	Cell phone and equipment - 01/08/19 - 02/07/19	1,104.11
36870	Volt Management Corp	Services - Intern Program	Periods ending - 02/10/19 and 02/17/2019	5,406.04
36871	WageWorks	Payroll Processing Fees	Admin and compliance fee	128.75
36872	WorkPartners Occupational	Services - Medical	New employee medical services	297.00
On-line 167	Void	Void	Void	Void
On-line 168	Home Depot Credit Services	Shop Tools and Equip.	Tools	532.05
On-line 169	P.E.R.S.	Medical Insurance - PERS	Health - March	22,959.48
On-line 170	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 02/09/19 - 02/22/19	13,333.17
On-line 171	Chevron & Texaco Business Card	Fuel	February	354.61
36873-36903	Void	Void	Void	Void
36904	A-Check Global	Preemployment Screening	New employee verification	100.50
36905	Affordable Pipeline Services	Services - Maintenance	Wetwell cleaning	770.00
36906	Aflac	EE Deduction Benefits	Aflac - March	892.62
36907	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling - February	13,415.12
36908	AT&T	Utilities - Telephone	Alarm service - March	399.56
36909	Atara Equipment Ltd.	Repair Parts Expense	Spiral coupling disks	1,100.00
36910	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum disposal; grit & screenings	4,579.92
36911	Black & Veatch	Services - Management	Solids treatment process	1,872.50
36912	Carollo Engineers	Services - Engineering	SCADA upgrades; ARC flash and protection study	9,867.98
36913	Coast Waste Management, Inc.	Services - Grit & Screenings	Service charge - 02/11/19 - 02/28/19	165.92
36914	Complete Office	Supplies - Office	Office supplies	82.70
36915	Core-Rosion Products	Capital Outlay	Storage tank	18,855.24
36916	Corodata	Rent	Record storage - February	92.01
36917	CS-Amsco	Capital Outlay; repair parts	Butterfly valve; valveless body	11,107.78
36918	EDCO Waste & Recycling Service	Utilities - Trash	February	242.75
36919	Encina Wastewater Authority	Service - EWA Support	Resource sharing - HR and safety	1,663.47



**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****19-04****For the Months February and March 2019**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
36920	City of Encinitas	Service - IT Support	Admin network - March	2,625.00
36921	Flo-Systems, Inc.	Capital Outlay	Grit classifier repair parts	9,591.63
36922	Forté of San Diego	Services - Janitorial	April	1,000.00
36923	George & Krogh Welding, Inc.	Services - Maintenance	Biosolids conveyor	905.00
36924	Golden State Overnight	Postage/Shipping	Water samples	56.40
36925	GC Pivotal LLC	Utilities - Internet	T-1 service - April	355.24
36926	Hach Company	Supplies - Lab; repair parts	Laboratory supplies; probe, sunshield, adapter	3,117.40
36927	Harrington Industrial Plastics	Repair Parts Expense	Pump, gasket, flange, and bolts	2,082.37
36928	Troemner, LLC	Services - Maintenance	Recal test weights	331.10
36929	Todd Hutchinson	Seminars/Education	AWT class	201.00
36930	Idexx Distribution, Inc.	Supplies - Lab	Laboratory supplies	1,890.90
36931	Jennifer Basco	Subsistence - Travel; CSRMA	Mileage; CSRMA health and wellness	173.86
36932	Kemira Water Solutions, Inc.	Supplies - Chemicals	Ferric chloride	5,301.56
36933	Kennedy/Jenks Consultants	Services - Engineering	CMAR-owner representative	4,661.65
36934	Lomas Santa Fe Country Club	Other Personnel Cost	Deposit	150.00
36935	Marine Taxonomic Services, Ltd.	Services - Contractors	Quarterly water sample monitoring	2,250.00
36936	McMaster-Carr Supply Co.	Repair Parts Expense	Bushing bore, air intake filter, hoses, pipes, cables	1,554.72
36937	Midas Shop	Vehicle Maintenance	AC condenser	472.38
36938	Napa Auto Parts	Vehicle Maintenance	Vehicle maintenance supplies	50.17
36939	Olivenhain Municipal Water District	Services - Maintenance	Wiegand Reservoir Zona Gale - 11/18/18 - 01/01/19	3,026.66
36940	Olivenhain Municipal Water District	Rent	Pipeline rental payment - February	445.50
36941	Eric ORiley	Seminars/Education	Workbook for exam	91.10
36942	Pall Corporation	Services - Maintenance	24/7 phone service; Panelview and setup	7,708.80
36943	Polydyne Inc.	Supplies - Chemicals	Clarifloc	11,799.44
36944	Preferred Benefit Insurance	Dental/Vision	Vision - March	322.30
36945	The Pun Group LLP	Services - Accounting	Audit - Year end June 30, 2018	3,000.00
36946	Rockwell Solutions	Repair Parts Expense	Impeller and pump repair parts	6,147.62
36947	Santa Fe Irrigation District	Utilities - Water	Recycled water	322.56
36948	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - February	133.26
36949	San Dieguito Water District	Utilities - Water	Recycled water	755.16
36950	Sigma-Aldrich	Supplies - Lab	Laboratory supplies	792.79
36951	Smart & Final	Supplies - Office	Kitchen supplies	130.70
36952	Terminix Processing Center	Services - Maintenance	February pest control service	384.00
36953	Test America	Services - Laboratory	Testing water samples	2,062.50
36954	Technology Integration Group	Services - Maintenance	Copier	158.44
36955	Unifirst Corporation	Services - Uniforms	Uniform service	227.90
36956	UPS	Postage/Shipping	Parts	127.39
36957	Underground Service Alert/SC	Services - Alarm	Dig alert - February	216.11
36958	USA Bluebook	Shop Tools and Equip.	15' sampling tool	165.21
36959	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,406.52
36960	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,457.46
36961	Verizon Wireless	Utilities - Telephone	Cell phone service - 02/08/19 - 03/07/19	918.81
36962	Volt Management Corp	Services - Intern Program	Periods ending - 02/24/19 and 03/01/19	4,269.72
36963	Woodard & Curran	Services - Professional	Storm water opportunities study - Final	1,226.44
36964	WorkPartners Occupational	Services - Medical	New employee medical services	110.00
On-line 172	BankCard Center	Various	Parts, tools, and seminar	9,801.37
On-line 173	Chevron & Texaco Business Card	Fuel	February	56.90
On-line 174	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 02/23/19 - 03/08/19	13,308.00
On-line 175	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 02/04/19 - 03/06/19	47,054.37
On-line 176	Sun Life Financial	Life Insurance/Disability	Life and disability insurance	1,765.17
36965	AT&T	Utilities - Telephone	Phone service - 02/13/19 - 03/12/19	399.97
36966	American Water Works Assoc.	Dues & Memberships	Membership	277.00
36967	Black & Veatch	Services - Management	Construction management for capital projects	58,482.00
36968	Boot World, Inc.	Uniforms - Boots	Safety boots	555.00
36969	Brenntag Pacific, Inc.	Supplies - Chemicals	Citric acid and sodium hydroxide	3,742.42
36970	Complete Office	Supplies - Office	Various supplies	98.15
36971	Core-Rosion Products	Repair Parts Expense	Hose	289.83
36972	Dudek & Associates	Services - Professional	Engineering support for capital projects	12,879.00
36973	Duperon Corporation	Equipment Rental/Lease	Washer compactor - March	1,616.25
36974	City of Encinitas	Service - IT Support	Admin network - April	2,625.00
36975	Fisher Scientific	Supplies - Lab	Laboratory supplies	607.80

**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****19-04****For the Months February and March 2019**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
36976	Gafcon	Services - Professional	Encinitas Ranch Recycled Water expansion	364.50
36977	Golden State Overnight	Postage/Shipping	Water samples	37.91
36978	Hardy Diagnostics	Supplies - Lab	Laboratory supplies	1,634.02
36979	Harrington Industrial Plastics	Repair Parts Expense	Seals and pins	790.50
36980	Hoch Consulting, APC	Services - Engineering	Storm water inspection training	1,207.50
36981	Idexx Distribution, Inc.	Supplies - Lab	Laboratory supplies	4,624.50
36982	Casey Larsen	Subsistence - Travel	Mileage	24.82
36983	McMaster-Carr Supply Co.	Repair Parts Expense	Plumbing parts, repairs parts and tools	2,317.19
36984	MetLife - Group Benefits	Dental/Vision	Dental - April	1,935.56
36985	NeWest Construction	Services - Contractors	Preliminary Treatment Upgrades project	392,731.02
36986	Olin Corp - Chlor Alkali	Supplies - Chemicals	Sodium hypochlorite	3,641.14
36987	Eric ORiley	Seminars/Education; CSRMA	Lab exam 1; health and wellness	230.00
36988	Pacific Green Landscape	Services - Landscape	March landscape service	2,625.00
36989	Pacific Pipeline Supply	Repair Parts Expense	Valve and brass handle	371.56
36990	Michael Piper	Supplies - Office	Ipad screen replacement	80.81
36991	ProBuild Company, LLC	Supplies - Safety	Repair parts, shop and field supplies	750.87
36992	Procopio Cory Hargreaves	Services - Legal	General; labor and employment - February	2,112.50
36993	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	365.80
36994	Roesling Nakamura Terada Architects	Services - Professional	Architect design services	14,072.49
36995	Rusty Wallis, Inc.	Services - Maintenance	March water softener service and salt	117.92
36996	Santa Fe Irrigation District	Utilities - Water	Seabright - 01/16/19 - 03/15/19	135.90
36997	Siemens Industry, Inc.	Repair Parts Expense	Transducer	966.52
36998	Sunbelt Rentals	Equipment Rental/Lease	Loader rental	1,574.87
36999	Tesco Controls	Services - Professional	SCADA system upgrade	80,000.00
37000	Thatcher Company of California	Supplies - Chemicals	Aluminum sulfate	5,961.60
37001	Traffic Safety Store	Supplies - Safety	Traffic safety vests	170.86
37002	Trussell Technologies, Inc.	Services - Engineering	Treatment plant optimization	1,000.00
37003	Unifirst Corporation	Services - Uniforms	Uniform service	308.39
37004	USP Technologies	Equipment Rental/Lease	Odor control service and maintenance	862.00
37005	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,406.52
37006	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,457.46
37007	Verizon Wireless	Utilities - Telephone	02/11/19 - 03/10/19	311.25
37008	Volt Management Corp	Services - Intern Program	Periods ending - 03/08/19 and 03/15/19	1,126.08
37009	VWR International, Inc.	Supplies - Lab	Laboratory supplies	1,456.18
37010	The Water Research Foundation	Dues & Memberships	Membership	1,916.00
37011	Water Systems Consulting, Inc.	Services - Professional	Recycled water communication support	1,185.00
On-line 177	Chevron & Texaco Business Card	Fuel	March fleet fuel	254.88
On-line 178	P.E.R.S.	Medical Insurance - Pers	Health - April	24,219.64
On-line 179	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 03/09/19 - 03/22/19	13,308.00
	San Elijo Payroll Account	Payroll	Payroll - 03/01/2019	70,357.31
	San Elijo Payroll Account	Payroll	Payroll - 03/15/2019	73,129.93
	San Elijo Payroll Account	Payroll	Payroll - 03/29/2019	71,332.00
				<u>\$1,282,372.78</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Months February and March 2019  
As of April 4, 2019**

PAYMENT OF WARRANTS		\$ 1,282,372.78
Reference Number	19-04	

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 the SEJPA, including the Member Agency commitment in their operating budgets to support the operations of the SEJPA, are expected to be adequate to meet the SEJPA's obligations over the next six months. I also certify that the SEJPA's investment portfolio complies with the SEJPA's investment policy.



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Paul F. Kinkel  
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS  
AND INVESTMENT INFORMATION  
As of April 4, 2019

FUNDS ON DEPOSIT WITH	AMOUNT
<b>LOCAL AGENCY INVESTMENT FUND</b>	
<i>(FEBRUARY 2019 YIELD 2.392%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 8,234,668.81
<b>CALIFORNIA BANK AND TRUST</b>	
<i>(FEBRUARY 2019 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 68,833.47
PAYROLL CHECKING	\$ 5,000.00
<b>UNION BANK - TRUSTEE (BOND FUNDS)</b>	
BLACKROCK	\$ 416,612.09
<i>(FEBRUARY 2019 YIELD 2.27%)</i>	
LAIF	\$ 16,661,530.24
<i>(FEBRUARY 2019 YIELD 2.392%)</i>	
<b>TOTAL RESOURCES</b>	<b>\$ 26,016,644.61</b>

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION FACILITY TREATED EFFLUENT FLOWS  
– MONTHLY REPORT

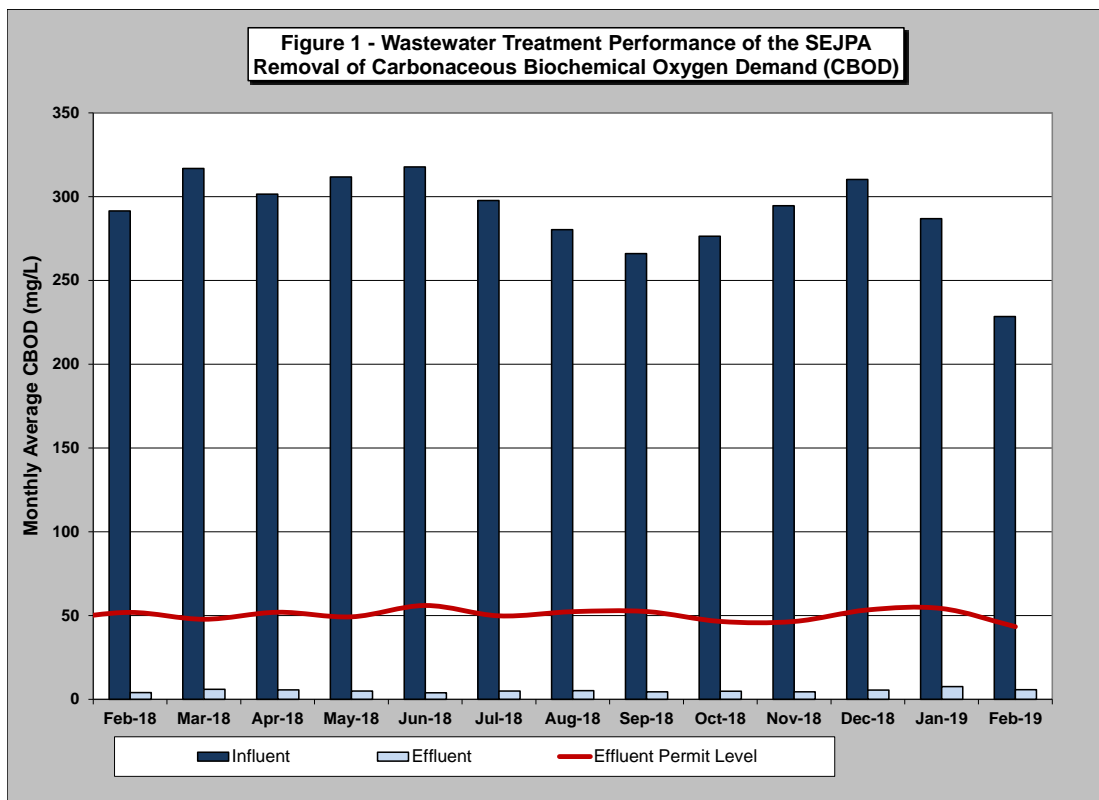
RECOMMENDATION

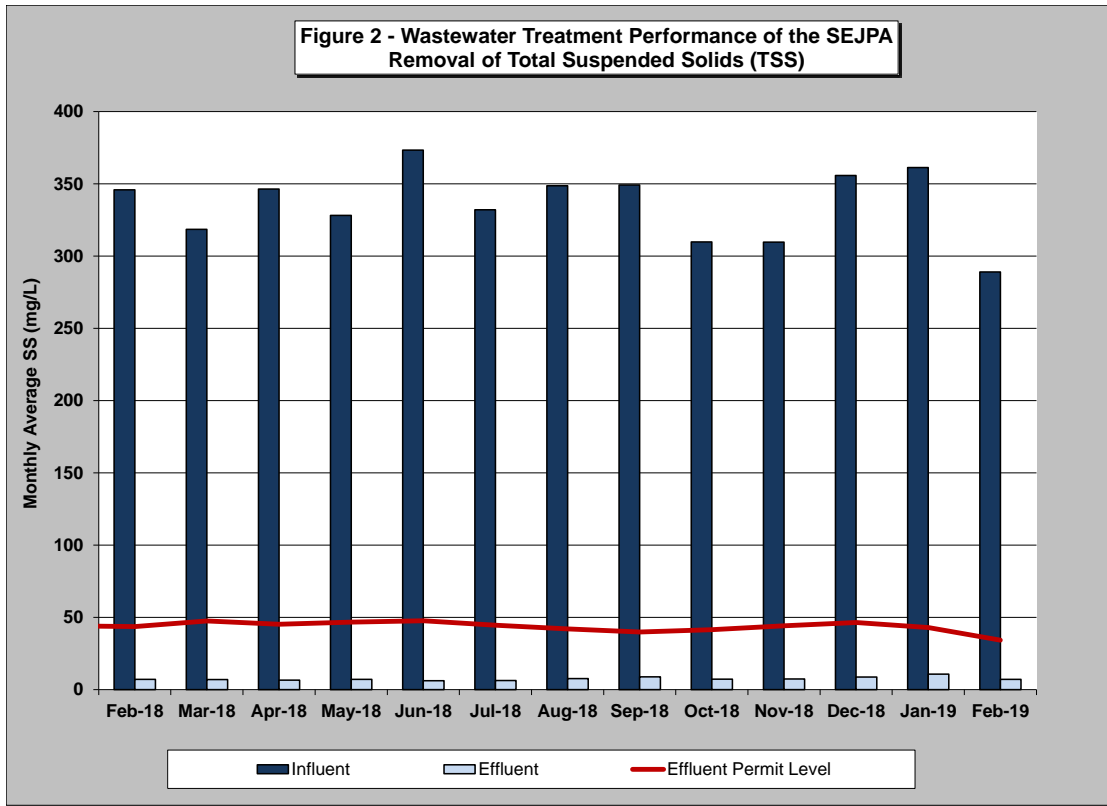
No action required. This memorandum is submitted for information only.

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 February 2019. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were both 97.5 percent removal (as shown in Figure 1 and Figure 2).





Member Agency Flows

Presented below are the influent and effluent flows for the month of February. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

	February	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.400	1.256
City of Solana Beach	0.935	0.839
Rancho Santa Fe SID	0.173	0.156
City of Del Mar	0.309	0.277
<b>Total San Elijo WRF Flow</b>	<b>2.817</b>	<b>2.528</b>

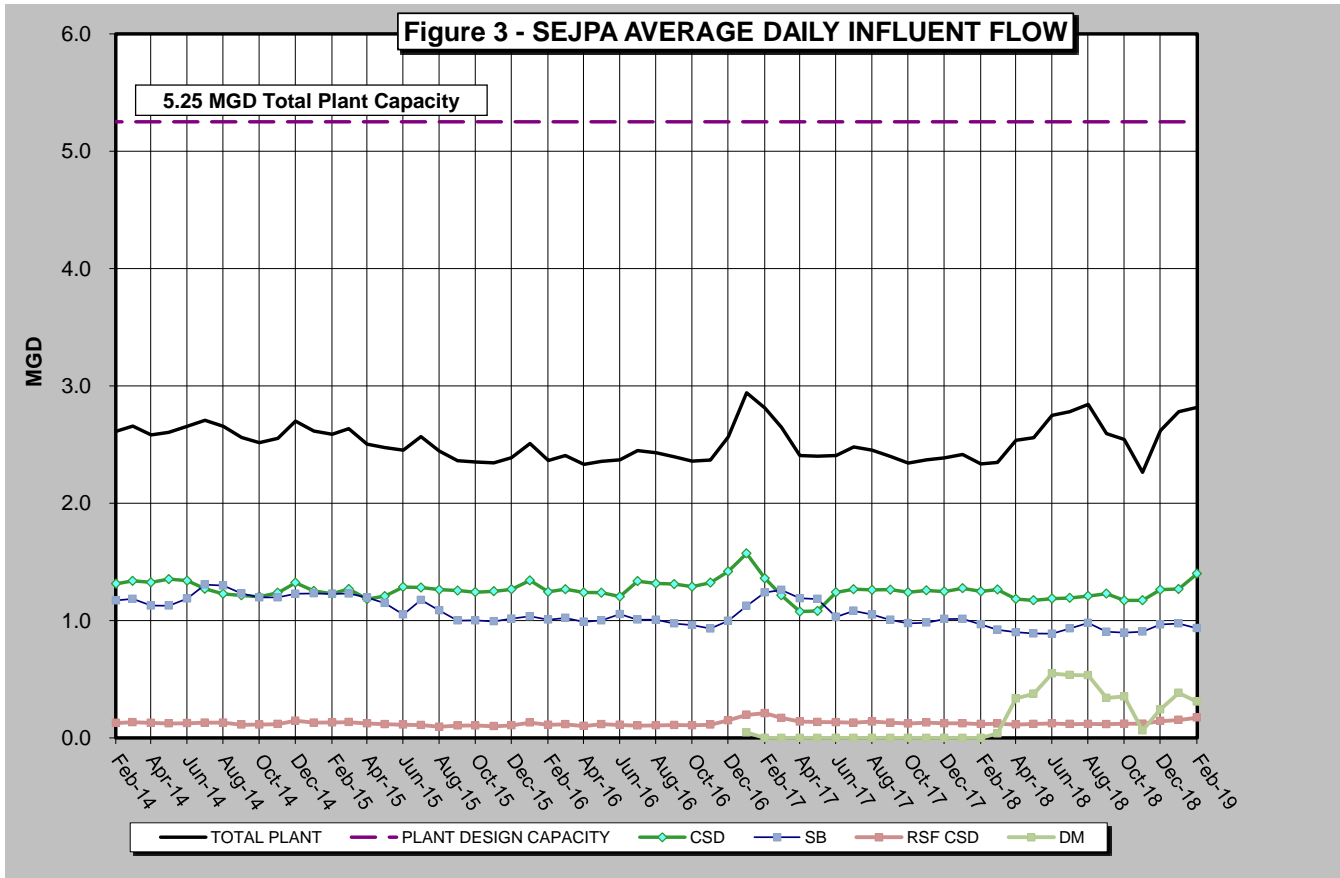
\* Effluent is calculated by subtracting the recycled water production from the influent wastewater.

Table 1 (below) presents the historical average, maximum, and unit influent and effluent flow rates per month for each of the Member Agencies during the past 5 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time period.

**TABLE 1 - SAN ELIJO WATER RECLAMATION FACILITY MONTHLY REPORT - FLOWS AND EDUS**

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					AVERAGE DAILY EFFLUENT FLOW RATE (MGD)					CONNECTED EDUS					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)							
	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD EDUS	RSF EDUS	CSD EDUS	SB EDUS	DM EDUS	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
Jan-14	1.322	0.135	1.194			2.651	0.851	0.087	0.768			1.706	8,318	495	7,728			16,541	159	273	155		160
Feb-14	1.314	0.127	1.172			2.613	0.954	0.093	0.851			1.898	8,323	495	7,728			16,546	158	257	152		158
Mar-14	1.339	0.134	1.185			2.658	0.858	0.086	0.760			1.704	8,324	496	7,728			16,548	161	270	153		161
Apr-14	1.326	0.128	1.128			2.582	0.449	0.043	0.382			0.874	8,328	498	7,728			16,554	159	257	146		156
May-14	1.353	0.124	1.127			2.604	0.159	0.015	0.132			0.306	8,333	498	7,728			16,559	162	249	146		157
Jun-14	1.341	0.126	1.188			2.655	0.207	0.020	0.183			0.410	8,333	498	7,728			16,559	161	253	154		160
Jul-14	1.271	0.130	1.307			2.708	0.232	0.024	0.239			0.495	8,338	499	7,728			16,565	152	261	169		163
Aug-14	1.228	0.130	1.298			2.656	0.227	0.024	0.239			0.490	8,345	500	7,728			16,573	147	260	168		160
Sep-14	1.215	0.113	1.232			2.560	0.211	0.019	0.214			0.444	8,351	500	7,728			16,579	145	226	159		154
Oct-14	1.204	0.114	1.198			2.516	0.394	0.038	0.392			0.824	8,353	500	7,728			16,581	144	228	155		152
Nov-14	1.237	0.118	1.198			2.553	0.667	0.063	0.646			1.376	8,354	502	7,728			16,584	148	235	155		154
Dec-14	1.323	0.147	1.229			2.699	1.163	0.129	1.081			2.373	8,355	502	7,728			16,585	158	293	159		163
Jan-15	1.253	0.130	1.232			2.615	0.984	0.102	0.967			2.053	8,359	503	7,977			16,838	150	259	154		155
Feb-15	1.229	0.132	1.228			2.589	0.757	0.081	0.757			1.595	8,361	504	7,977			16,841	147	262	154		154
Mar-15	1.269	0.135	1.231			2.635	0.583	0.062	0.566			1.211	8,365	504	7,977			16,846	152	268	154		156
Apr-15	1.183	0.124	1.196			2.503	0.350	0.036	0.354			0.740	8,366	504	7,977			16,847	141	246	150		149
May-15	1.209	0.117	1.149			2.475	0.545	0.053	0.518			1.116	8,367	505	7,977			16,848	144	232	144		147
Jun-15	1.287	0.113	1.052			2.452	0.362	0.032	0.296			0.690	8,369	506	7,977			16,852	154	224	132		146
Jul-15	1.282	0.110	1.176			2.568	0.392	0.034	0.359			0.785	8,370	510	8,003			16,883	153	216	147		152
Aug-15	1.264	0.095	1.087			2.446	0.315	0.023	0.271			0.609	8,371	510	8,003			16,884	151	186	136		145
Sep-15	1.256	0.105	1.001			2.362	0.457	0.038	0.364			0.859	8,372	511	8,003			16,885	150	206	125		140
Oct-15	1.243	0.106	1.002			2.351	0.681	0.058	0.549			1.288	8,373	511	8,003			16,886	148	208	125		139
Nov-15	1.250	0.100	0.994			2.344	0.792	0.063	0.630			1.485	8,376	511	8,003			16,889	149	196	124		139
Dec-15	1.266	0.107	1.016			2.389	0.971	0.082	0.780			1.833	8,377	511	8,003			16,891	151	210	127		141
Jan-16	1.342	0.131	1.037			2.510	1.189	0.116	0.918			2.223	8,380	511	8,003			16,894	160	257	130		149
Feb-16	1.245	0.112	1.008			2.365	0.780	0.070	0.631			1.481	8,383	512	8,003			16,897	149	219	126		140
Mar-16	1.267	0.116	1.023			2.406	0.763	0.070	0.616			1.449	8,388	512	8,003			16,903	151	227	128		142
Apr-16	1.240	0.102	0.990			2.332	0.675	0.055	0.539			1.269	8,389	512	8,003			16,904	148	199	124		138
May-16	1.238	0.117	1.002			2.357	0.505	0.048	0.409			0.962	8,389	512	8,003			16,904	148	229	125		139
Jun-16	1.205	0.111	1.055			2.371	0.362	0.033	0.317			0.712	8,390	514	8,003			16,907	144	216	132		140
Jul-16	1.336	0.105	1.008			2.449	0.586	0.046	0.442			1.074	8,392	514	8,020			16,926	159	204	126		145
Aug-16	1.317	0.107	1.007			2.431	0.647	0.053	0.495			1.195	8,393	516	8,020			16,929	157	207	126		144
Sep-16	1.311	0.110	0.975			2.396	0.601	0.050	0.447			1.098	8,394	516	8,020			16,930	156	213	122		142
Oct-16	1.289	0.108	0.962			2.359	0.521	0.043	0.389			0.953	8,397	517	8,020			16,933	154	209	120		139
Nov-16	1.323	0.113	0.932			2.368	0.730	0.062	0.514			1.306	8,403	517	8,020			16,940	157	219	116		140
Dec-16	1.419	0.150	0.998			2.567	1.179	0.125	0.829			2.133	8,406	549	8,020			16,975	169	273	124		151
Jan-17	1.572	0.197	1.125	0.047		2.941	1.489	0.186	1.066	0.045		2.786	8,409	549	8,020	1,716		18,694	187	359	140	142	157
Feb-17	1.361	0.211	1.240	0.000		2.812	1.236	0.192	1.126	0.000		2.554	8,409	549	8,020	1,716		18,694	162	384	155	0	166
Mar-17	1.215	0.170	1.261	0.000		2.646	0.856	0.120	0.889	0.000		1.865	8,413	550	8,020	1,716		18,698	144	309	157	0	156
Apr-17	1.077	0.139	1.190	0.000		2.406	0.841	0.108	0.929	0.000		1.878	8,414	551	8,020	1,716		18,700	128	252	148	0	142
May-17	1.082	0.136	1.184	0.000		2.402	0.842	0.106	0.922	0.000		1.870	8,416	551	8,049	1,716		18,732	129	247	147	0	141
Jun-17	1.241	0.134	1.032	0.000		2.407	0.980	0.106	0.815	0.000		1.901	8,420	551	8,049	1,716		18,737	147	243	128	0	141
Jul-17	1.267	0.130	1.083	0.000		2.480	0.802	0.082	0.685	0.000		1.569	8,421	551	8,061	1,716		18,749	150	236	134	0	146
Aug-17	1.262	0.139	1.051	0.000		2.452	0.852	0.094	0.709	0.000		1.655	8,423	553	8,061	1,716		18,753	150	251	130	0	144
Sep-17	1.264	0.130	1.006	0.000		2.400	0.866	0.089	0.689	0.000		1.644	8,427	555	8,061	1,716		18,759	150	234	125	0	141
Oct-17	1.242	0.123	0.977	0.000		2.342	0.543	0.053	0.427	0.000		1.023	8,431	555	8,061	1,716		18,763	147	222	121	0	137
Nov-17	1.257	0.131	0.983	0.000		2.371	0.661	0.069	0.517	0.000		1.247	8,431	554	8,061	1,716		18,762	149	237	122	0	139
Dec-17	1.248	0.125	1.014	0.000		2.387	0.693	0.070	0.563	0.000		1.326	8,431	554	8,061	1,716		18,762	148	226	126	0	140
Jan-18	1.276	0.125	1.015	0.000		2.416	0.886	0.087	0.705	0.000		1.678	8,435	555	8,061	1,716		18,767	151	225	126	0	142
Feb-18	1.249	0.118	0.968	0.000		2.335	0.601	0.056	0.466	0.000		1.123	8,441	555	8,061	1,716		18,773	148	213	120	0	137
Mar-18	1.265	0.122	0.922	0.039		2.348	0.857	0.083	0.625	0.026		1.591	8,451	555	8,061	1,716		18,782	150	220	114	149	125
Apr-18	1.184	0.115	0.901	0.337		2.537	0.627	0.061	0.477	0.179		1.344	8,451	559	8,061	1,716		18,786	140	206	112	129	135
May-18	1.173	0.119	0.890	0.376		2.558	0.566	0.057	0.430	0.182		1.235	8,461	562	8,061	1,716		18,799	139	212	110	144	136
Jun-18	1.188	0.124	0.888	0.549		2.749	0.557	0.058	0.417	0.258		1.290	8,466	562	8,061	1,716		18,804	140	221	110	210	146
Jul-18	1.193	0.118	0.933	0.537		2.781	0.619	0.061	0.484	0.278		1.442	8,478	562	8,083	2,611		19,733	141	210	115	206	141
Aug-18	1.210	0.119	0.980	0.534		2.843	0.686	0.067	0.555	0.303		1.611	8,481	563	8,083	2,611		19,737	143	212	121	205	144
Sep-18	1.230	0.117	0.905	0.341		2.593	0.677	0.064	0.498	0.188		1.427	8,481	563	8,083	2,611		19,737	145	208	112	131	131
Oct-18	1.172	0.121	0.897	0.354		2.544	0.529	0.054	0.405	0.160		1.148	8,481	564	8,083	2,611		19,738	138	215	111	136	129
Nov-18	1.173	0.121	0.906	0.064		2.264	0.495	0.051	0.383	0.027		0.956	8,488	565	8,083	2,611		19,746	138	214	112	136	129
Dec-18	1.264	0.144	0.967	0.244		2.619	1.017	0.116	0.778	0.196		2.107											

Figure 3 (below) presents the 5-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average treated flow by each agency. Also shown in Figure 3 is the total wastewater treatment capacity of the plant, 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.





City of Escondido Flows

The average and peak flow rate for the month of February 2019 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below.

	<b>Flow (mgd)</b>
Escondido (Average flow rate)	12.11
Escondido (Peak flow rate)	19.1

Connected Equivalent Dwelling Units

The City of Solana Beach updated the connected EDUs number that is reported to the SEJPA in July 2018. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. The City of Del Mar updated their connected EDUs in July 2018. The number of EDUs connected for each of the Member Agencies and lease agencies is as follows:

	<b>Connected (EDU)</b>
Cardiff Sanitary Division	8,492
Rancho Santa Fe SID	566
City of Solana Beach	7,747
San Diego (to Solana Beach)	337
City of Del Mar	2,611
<b>Total EDUs to System</b>	<b>19,752</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

*Recycled Water Production*

For the month of February 2019, recycled water demand was 10 acre-feet (AF), which was met using 10 AF of recycled water no supplementation with potable water.

February demand was 82% below budget due to rain events. The total water production for the year is below budget by 3% or 30 AF for the first 8 months of the fiscal year.

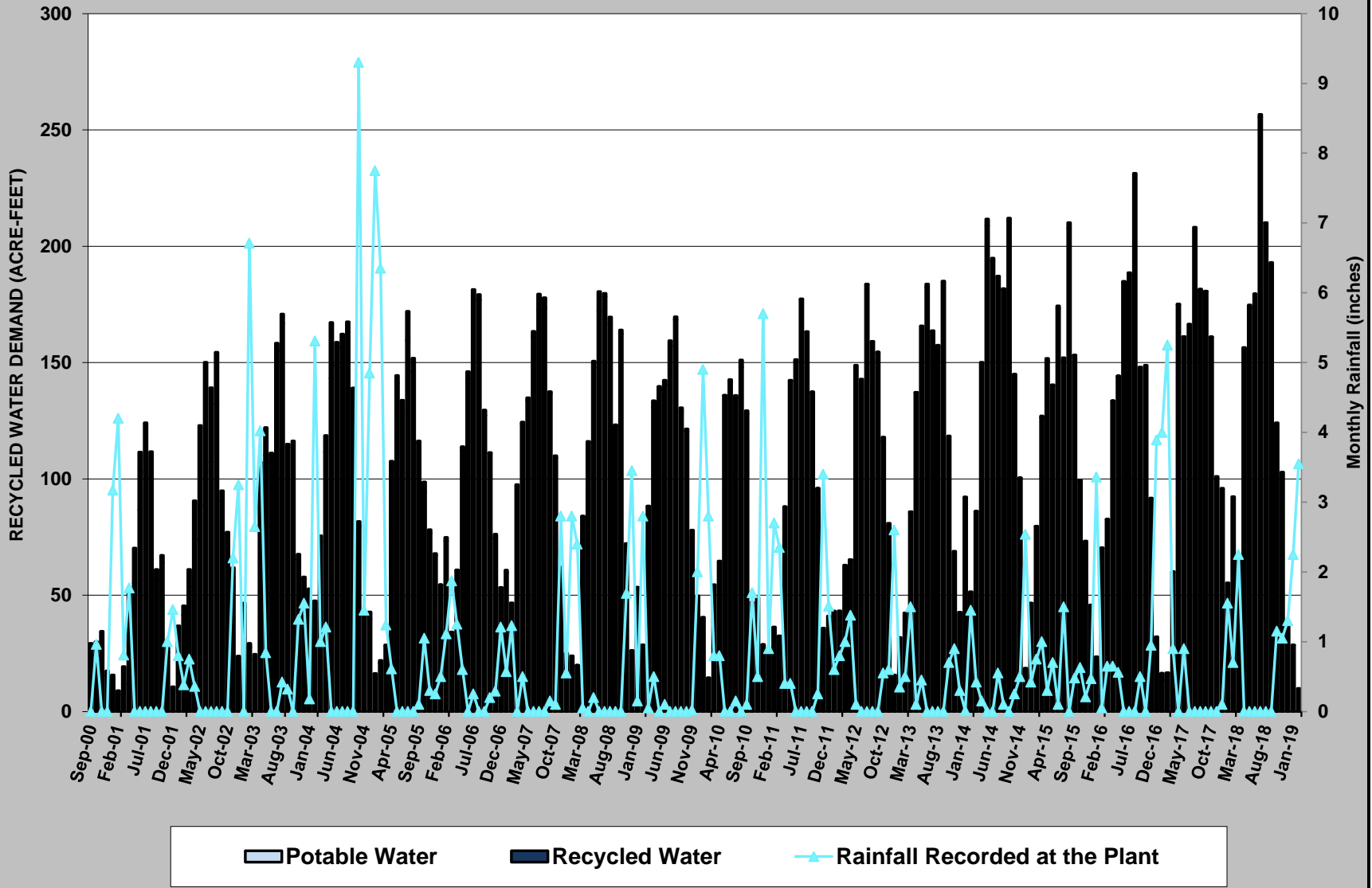
Figure 1 (attached) provides monthly demands for recycled water since deliveries began in September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last 17 fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each February since the program began. Figure 4 (attached) compares budget versus actual recycled water sales for FY 2018-19; showing sales are trending slightly below budget.

Respectfully submitted,

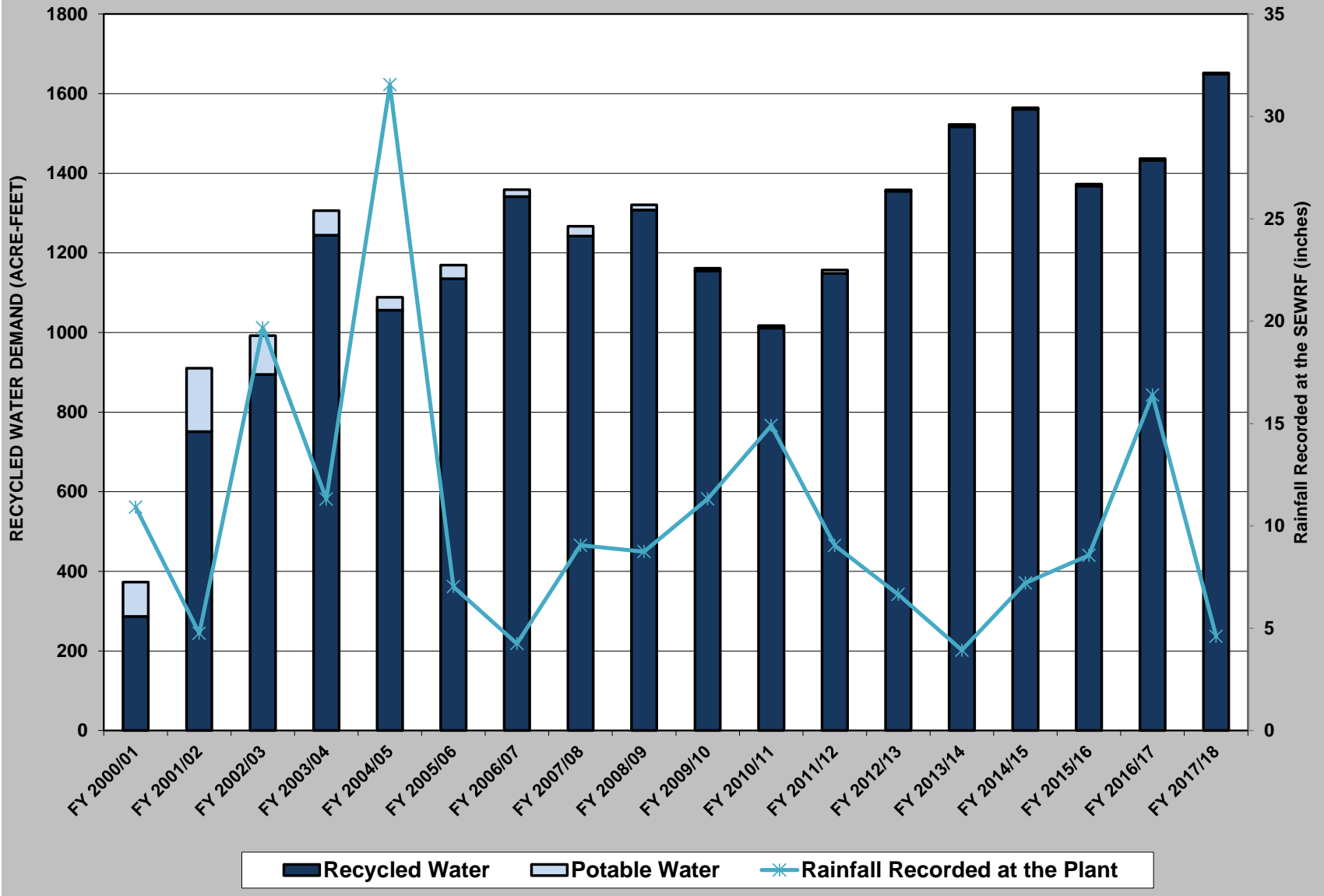


Michael T. Thornton, P.E.  
General Manager

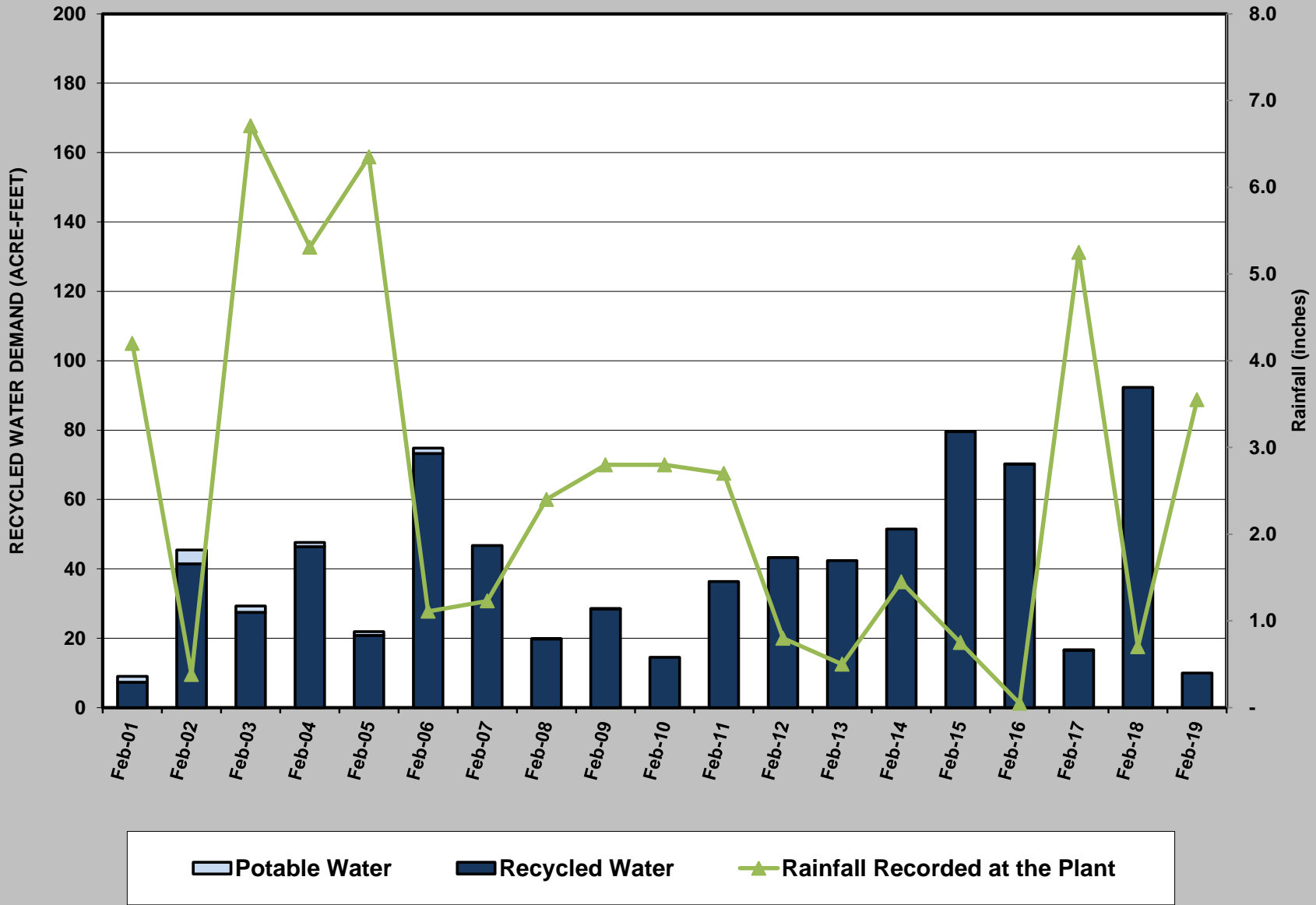
**Figure 1 - MONTHLY RECYCLED WATER DEMAND**



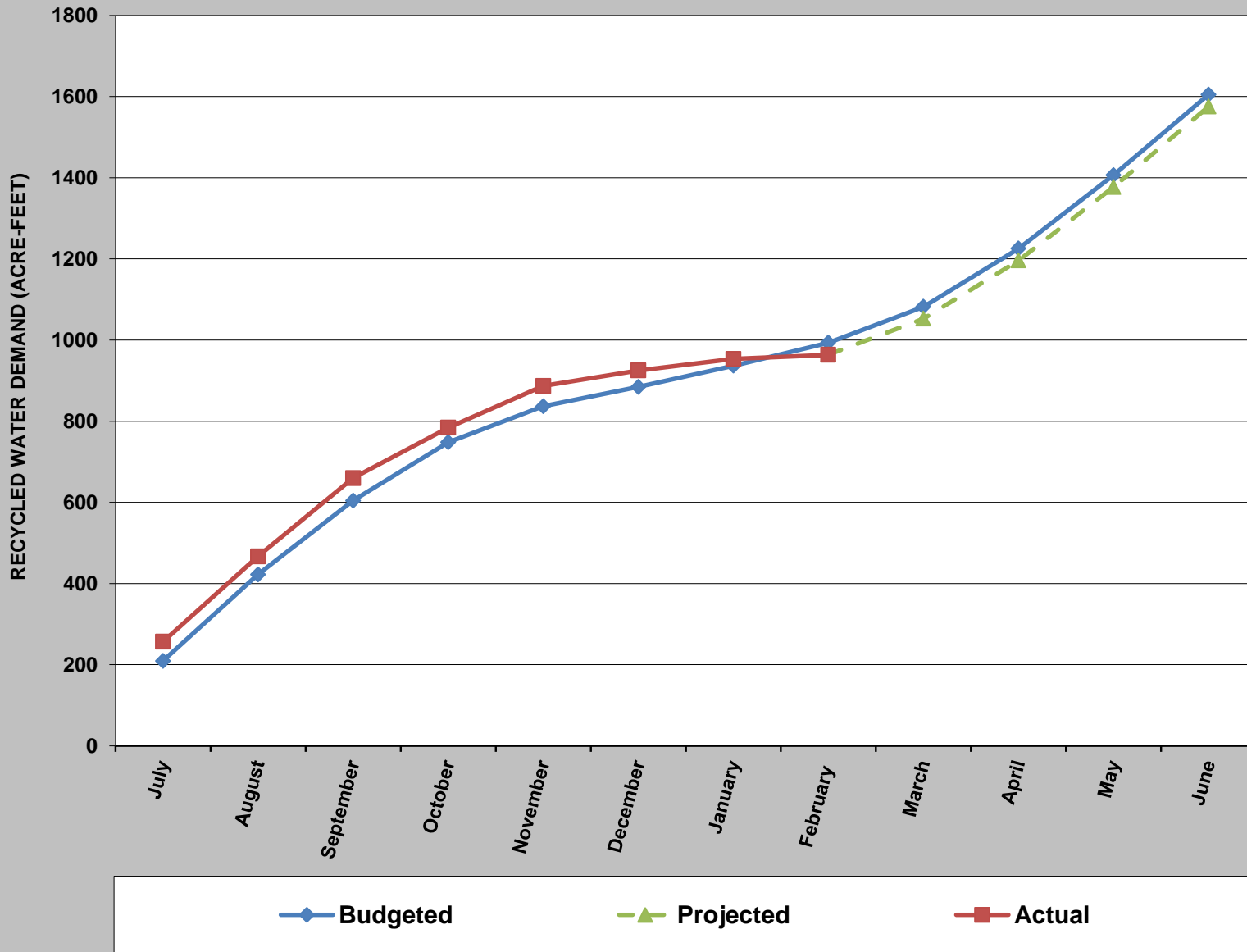
**Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR**



**Figure 3 - FEBRUARY RECYCLED WATER DEMAND**



**Figure 4 - RECYCLED WATER DEMAND BUDGET vs ACTUAL**



SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: PRESENTATION OF THE SAN ELIJO JOINT POWERS AUTHORITY FISCAL  
YEAR 2019-20 RECOMMENDED BUDGET

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review the Fiscal Year 2019-20 Recommended Budget; and
2. Discuss and take action as appropriate.

DISCUSSION

The Fiscal Year (FY) 2019-20 San Elijo Joint Powers Authority (SEJPA) Recommended Budget has been prepared in accordance with the SEJPA formation agreement and SEJPA service agreements with other government entities. The budget estimates all expenditures necessary to provide wastewater treatment, waste disposal, water reclamation, laboratory, ocean outfall, pump station, and other services.

The recommended FY 2019-20 Budget consists of \$6,941,355 operating costs, \$2,457,071 debt service, and \$1,672,427 capital projects for a total budget of \$11,070,853. Wastewater and disposal services are the largest programs by cost having a recommended budget of \$8,310,708. These programs include operations and maintenance for wastewater, laboratory, ocean outfall, and pump stations, as well as capital and bond debt. Recycled Water, which includes operations and maintenance, as well as debt service expenses, has a recommended budget of \$2,698,287. The SEJPA provides its Member Agencies storm water, urban runoff, and emergency generator services that have a total recommended budget of \$61,858.

SEJPA management has reviewed in detail the recommended budget to control costs, maximizing value, and ensuring the agency's ability to perform its vital functions. The proposed operating budget for all programs will increase by \$504,709, of which the Ocean Outfall Program represents the largest increase of \$140,927 for new testing and monitoring requirements associated with the NPDES ocean discharge permit related to the initiation of a plume tracking study mandated by the California Water Quality Control Board. Also, wastewater treatment is planned to increase \$122,916 primarily as a result of chemical price increases, professional services for plant efficiency improvements, and estimated utility cost increases.

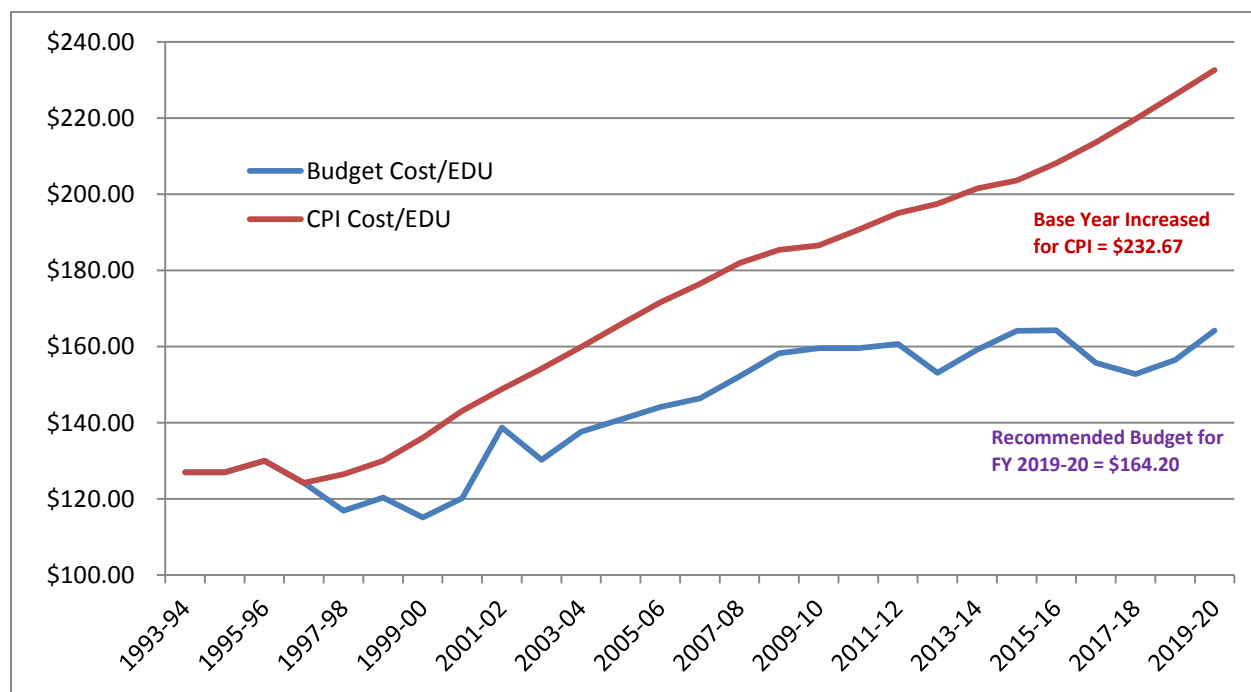
Both Cardiff Sanitation District and the City of Solana Beach Pump Stations are budgeted to increase \$42,467 and \$96,151, respectively. These cost increases are mainly due to pro-active odor control and corrosion management where calcium nitrate is being introduced into the wastewater conveyance system to mitigate issues that occur as a result of water conservation. An electrical arc-flash safety study is also planned for the Solana Beach pump stations for FY 2019-20 with a similar effort planned for Encinitas pump stations in FY 2020-21. The Laboratory program is recommended to increase \$76,347 due to upcoming Environmental Laboratory Accreditation Program (ELAP) compliance changes.

The cost for wastewater treatment and disposal services for the Member Agencies and other participating agencies is allocated based on use, indicated by measured flows or level of effort, as appropriate. Flows are averaged over a 12-month period using the previous calendar year to determine cost sharing for the subsequent fiscal year. It should be noted that flows can vary from year to year, impacting the amount of expense for each agency.

On the basis of 16,574 connected equivalent dwelling units (EDU's) located in the two Member Agency cities served by SEJPA, wastewater treatment and disposal services are proposed to cost an average of \$164.20 per EDU in FY 2019-20, equating to \$13.68 per month per EDU. This represents a monthly increase of \$0.64 per EDU. The proposed FY 2019-20 cost per EDU is in line with FY 2014-15 and FY 2015-16, which were budgeted at \$164.12 and \$164.32, respectively.

Below is a graph showing SEJPA's historic cost per EDU for the Member Agencies compared to the escalated rate using the San Diego Consumer Price Index (CPI). As can be seen in the graph, SEJPA's historic cost per EDU has been nearly flat (0.3%) over the last 10 years as compared to 2.2% annualized inflation measured by CPI.

### Historic SEJPA Wastewater Cost vs San Diego CPI





The SEJPA owns and operates a Recycled Water utility that sells water to San Dieguito Water District, Santa Fe Irrigation District, Olivenhain Municipal Water District, City of Del Mar, and the Encinitas Ranch Golf Authority. For FY 2019-20, recycled water revenues are planned to increase \$186,498, year over year, due to expected increases in water sales and approximately \$40,000 in grant revenue. The SEJPA is planning for recycled water sales to be approximately 1,643 acre-feet (AF) for FY 2019-20, which is 45 AF greater than the FY 2018-19 budget. Encinitas Ranch Community Association, Fox Point Farms, and Encinitas hiking trails are new customers planned for FY 2019-20. Overall, the program is projected to generate \$3.2 million in recycled water revenues for FY 2019-20, resulting in revenues over expenses of \$463,604.

The SEJPA Capital Improvement Program includes both new and ongoing projects for improvements to the Wastewater Treatment, Ocean Outfall, and the Recycled Water programs. Most of these projects were identified in the 2015 Facility Plan.

The 2017 Revenue Bonds (Clean Water Bonds) provide funding for wastewater, recycled water, and ocean outfall capital projects. Projects that have been or are currently being funded include the land outfall replacement, SCADA system improvements, preliminary treatment and odor control upgrades, and the Encinitas Ranch recycled water expansion. Furthermore, the 2017 Bonds will also provide the main source of funding (coupled with grants, cash, and other contributions) for the modernization of the water campus, energy efficiency improvements, and digester and solid treatment rehabilitation and upgrades.

For FY 2019-20, the SEJPA is budgeting pay-as-you-go or cash revenue for capital needs in the amount of \$1,506,977 for agencies served by SEJPA. Pay-as-you-go capital is budgeted at \$948,177 for Wastewater related improvements and \$288,800 for Ocean Outfall. In addition, the SEJPA is building a reserve for the future capital costs associated with building access for sewer force main clean-outs and maintenance that has a proposed funding level of \$270,000. This reserve will support infrastructure owned by both Member Agencies and will be allocated based on actual costs incurred. Recycled Water appropriation is \$165,450 for a potable reuse study, and vehicle and valve replacements. Table 1 below depicts the pay-as-you-go capital requests by each agency served by SEJPA:

**TABLE 1. PAY-AS-YOU-GO CAPITAL REQUESTS FOR FY 2019-20**

Source	Wastewater	Outfall	Pump Station	Total
<b>Encinitas</b>	\$ 397,331	\$ 22,059	\$ 250,000	\$ 669,390
<b>Solana Beach</b>	397,331	22,059	20,000	439,390
<b>Del Mar</b>	108,364	5,882		114,246
<b>Rancho Santa Fe</b>	45,151	2,451		47,602
<b>Escondido</b>		236,349		236,349
<b>Total Capital for Agencies</b>	<b>\$ 948,177</b>	<b>\$ 288,800</b>	<b>\$ 270,000</b>	<b>\$1,506,977</b>

Debt service for the SEJPA is budgeted at \$2,457,071, which has decreased from the prior year by \$921,600. This is primarily due to a scheduled reduction in the required payment for the 2011 Revenue Bonds, which this debt will be fully retired in FY 2020-21.

In summary, the planned debt service for the proposed FY 2019-20 Budget is as follows:

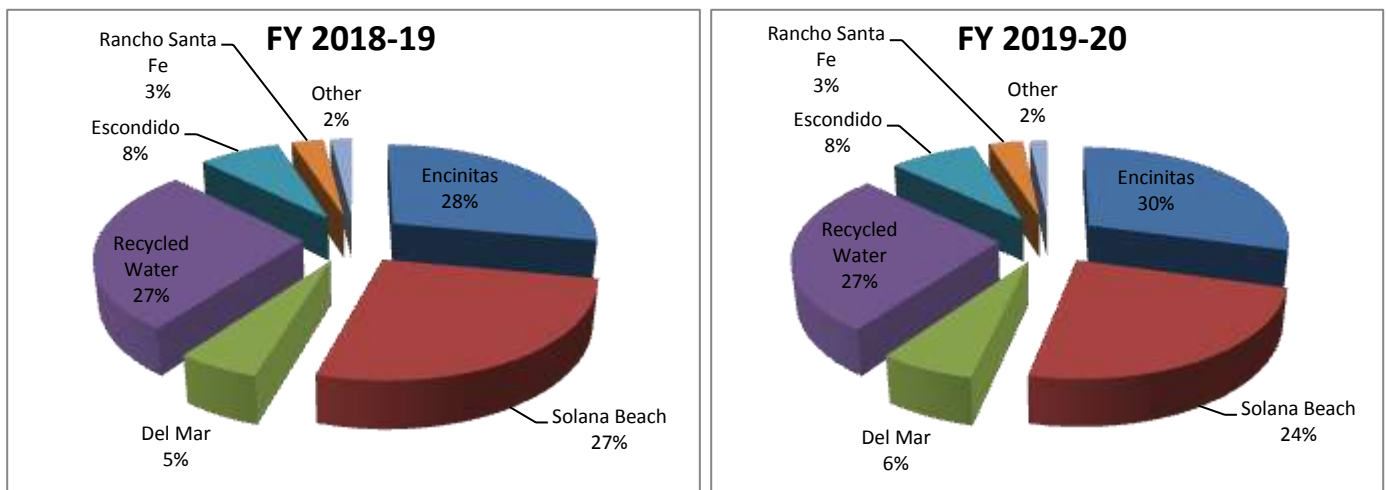
- 2011 Refunding Bond payment of \$121,468 (1991 Secondary Treatment Project)
- 2017 Revenue Bond payment of \$1,337,775 (2017 Clean Water Projects)
- State Revolving Fund loan payment of \$834,675 (2000 Recycled Water Project)
- Advanced Water Purification (AWP) loan payment of \$148,153 (constructed in 2013)
- SFID pipeline acquisition of \$15,000 (7<sup>th</sup> year)

Further information for the FY 2019-20 Recommended Budget is discussed in detail in the budget document, along with information regarding the contribution requirements of the various agencies served by the SEJPA.

### SUMMARY

The recommended FY 2019-20 Budget consists of \$6,941,355 operating costs, \$2,457,071 debt service, and \$1,672,427 capital projects for a total budget of \$11,070,853. The SEJPA receives revenues from seven primary sources, with the three largest customers being the City of Encinitas, the City of Solana Beach, and the Recycled Water Program, which are expected to provide \$3,415,946, \$2,814,955, and \$3,161,891, respectively. The graph below shows the revenue source allocations (operational and capital) for FY 2018-19 and FY2019-20.

### **OPERATIONAL & CAPITAL REVENUE BY SOURCE**



The May 13, 2019 Board Agenda will include a budget discussion item for the Board to publicly discuss any changes or comments on the recommended budget. The budget will be brought to the June 10, 2019 meeting for Board approval.

It is therefore recommended that the Board of Directors:

1. Review the Fiscal Year 2019-20 Recommended Budget; and
2. Discuss and take action as appropriate.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Kinkel', written in a cursive style.

Paul F. Kinkel  
Director of Finance/Administration

Budget Document will be distributed at the April 15, 2019 Board Meeting.

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CAPITAL IMPROVEMENT PROGRAM UPDATE

RECOMMENDATION

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

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) has the responsibility to maintain permit compliance with regulatory agencies and legal agreements with customers to provide wastewater and recycled water services. Proactive asset management and capital improvement planning are key components in keeping these commitments.

In 2014, SEJPA retained the services of Carollo Engineers to conduct an evaluation of the wastewater and recycled water capital assets owned by SEJPA at the San Elijo Water Reclamation Facility (SEWRF).

The results of the evaluation and Carollo's recommendations were documented in the 2015 Facility Plan. Recommended projects were prioritized using a "triple-bottom line" approach to evaluate and weight each project against the others using three main factors:

- ✓ Financial (30%): Implement cost effective projects and solutions. Maximize economic benefits for customers through cost effective operations.
- ✓ Environmental (35%): Meet or exceed permit requirements and minimize reportable violations. Seek sustainable and efficient operational practices, maximize resource recovery, and minimize impacts to the environment.
- ✓ Social (35%): Maintain a high standard of work safety and maximize community benefits through improved aesthetics and recreational uses.

The recommendations from the 2015 Facility Plan created the foundation for the SEJPA Capital Improvement Program, which includes regulatory compliance analysis, risk assessment for system failure, project prioritization, and budgetary cost estimates.

In 2017, SEJPA successfully secured \$23.9 million in a bond offering to fund a majority of recommended capital projects. The SEJPA has also collected \$14.8 million in cash, and

anticipates \$1.0 million in grants. Staff bundled the projects into phases in order to prioritize capital spending, streamline project delivery, minimize community impacts, and reduce cost through economies of scale.

## DISCUSSION

Phase I of the SEJPA Capital Improvement Program is currently in construction and includes the Land Outfall Replacement, Preliminary Treatment Upgrades, and Odor Control Improvements.

- The Land Outfall Replacement project was completed in 2018. This project replaced the original 30-inch diameter asbestos-concrete land outfall that was installed in 1965. The new pipeline is approximately 2,600 linear feet in length, constructed of high density polyethylene, and installed at a depth greater than the original pipeline to minimize conflicts with other buried utilities and future construction projects.
- The Preliminary Treatment and Odor Control Upgrades were combined into a single project and will replace antiquated equipment, repair or replace damaged steel and concrete, improve the treatment process performance, and upgrade the odor control system. Construction began in June 2017, and is expected to be completed in spring 2019.

Phase II of the Capital Program consists of Building and Site Improvements, Encinitas Ranch Recycled Water Expansion, Electrical System Improvements, and the 2018 Supervisory Control and Data Acquisition (SCADA) Upgrade project

The Building and Site Improvements project is currently in the design and permitting phase and includes:

- New buildings
- Road and parking improvements
- Regional bike/pedestrian path in cooperation with Caltrans and the City of Encinitas
- Fire system modernization
- New perimeter fencing, access control, and security improvements
- SCADA and electrical system upgrades
- Solar power generation
- Storm water conveyance, attenuation, and treatment

The Construction Manager At-Risk (CMAR) alternative delivery method was chosen to expedite the project and to provide cost controls beyond the traditional design-bid-build delivery method, and was awarded to PCL Construction at the December 2018 Board meeting. Currently, staff is coordinating with resource agencies to define project permitting requirements. Contribution agreements with Caltrans are in place for engineering, environmental services, and construction cost sharing. Construction is planned to begin in 2019, however the start date is subject to resource agencies' approval.

The Encinitas Ranch Recycled Water Expansion project includes the construction of pipelines and a water pressure boosting station to serve the Encinitas Ranch Community Association, two agricultural users, and the City of Encinitas trail system. Burtech Pipeline, Inc. was awarded the

construction contract, which commenced in October 2018, and work is expected to be complete in spring 2019.

Electrical System Improvements were completed in 2018. These improvements included the replacement of Meter Service No. 2 automatic transfer switch, electrical breaker repair and maintenance, replacement of the control panels within the headworks building, and the completion of an arc-flash study on all high voltage equipment at the SEWRF. The study was performed in compliance with current National Fire Protection Association codes and standards.

In September 2018, the SCADA Upgrade project was awarded to Tesco Controls, Inc. The main elements of the project include new hardware, software, programming, equipment installation, and system testing and commissioning. SCADA upgrades will be performed at six functional areas within the SEWRF and at five wastewater pump stations located within the cities of Encinitas and Solana Beach. Cybersecurity enhancements will raise security to meet current industry standards. The project is expected to be complete by mid-2019.

Phase III, the Solids Treatment Project, is in the pre-design phase. A Project Definition Report (PDR) is currently in development that will identify the preferred project alternatives. The PDR is expected to be complete by late-2019.

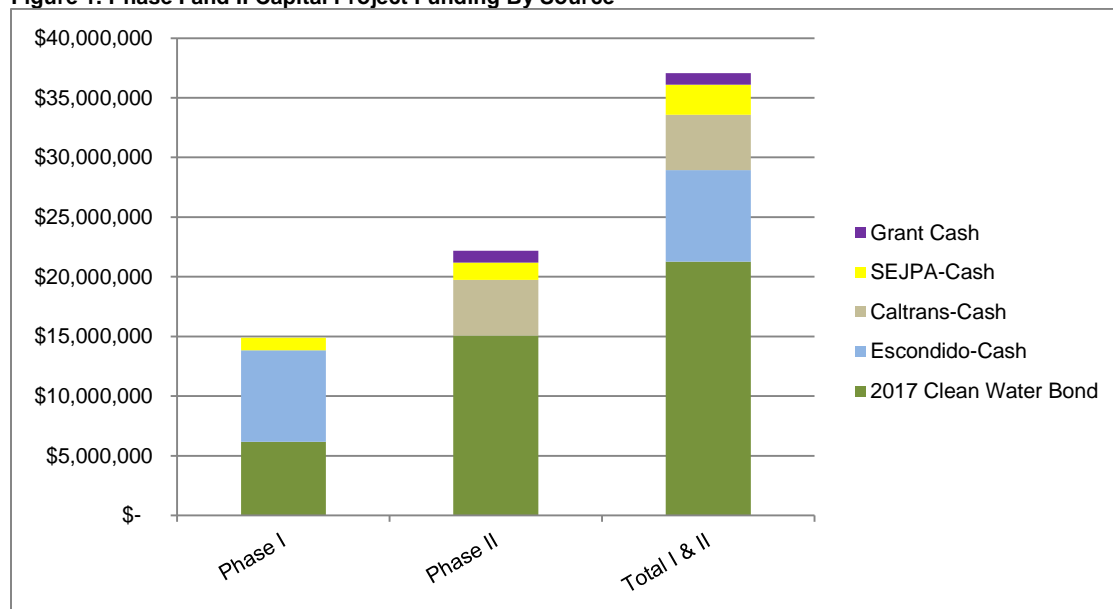
### FINANCIAL IMPACT

Phase I capital budget was estimated at \$13.7 million. Currently these projects are on track to be completed at \$14.95 million, or approximately 9% above budget. The funding strategy is \$8.0 million in cash and \$6.9 million in bond funds.

Phase II capital budget is estimated to be \$21.6 million. The funding strategy is \$1.4 million in cash, \$14.5 million in bond funds, \$4.7 million from Caltrans, 1.0 million in grants.

Funding for Phase I and II are shown in Figure 1 below:

**Figure 1. Phase I and II Capital Project Funding By Source**



Funding for the capital projects is based on owned or leased capacity by the agencies served, which includes the Cities of Encinitas, Solana Beach, Escondido, and Del Mar, and Rancho Santa Fe Community Services Districts.

Phase III capital budget is estimated at \$7.8 million. This phase is in early development stages and staff is working with engineers to evaluate current technologies and select desired project elements. Phase III will be funded with the remaining bond proceeds and cash contributions.

Budget and funding adjustments will be made as capital projects are developed, awarded, and constructed. The 2017 Clean Water Bonds and grant funding, combined with current and future cash contributions for capital projects, is the financial basis for SEJPA's Capital Improvement Program.

Respectfully submitted,

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Michael T. Thornton, P.E.  
General Manager

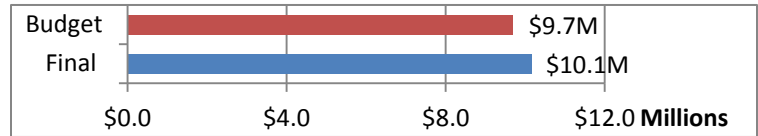
Attachments: Capital Project Status Reports



# Land Outfall Replacement Project



**Capital Program:** Phase I  
**Project Status:** Completed  
**Notice to Proceed:** May 2017  
**Completion Date:** June 2018



## Timeline

<b>Construction Start</b> May 2017	<b>Original End Date</b> March 2018	<b>Substantial Completion</b> June 2018
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	<b>Budget</b>	<b>Approved Changes</b>	<b>Revised Budget</b>	<b>Spent to Date</b>
Construction	\$ 8,553,000	\$ 422,521*	\$ 8,975,521	8,975,521
CM/Engr/Env	698,177	189,344	887,521	887,521
Contingency	428,000	(428,000)	-	-
Permits/Other	-	194,532	194,532	194,532
<b>Total:</b>	<b>\$ 9,679,177</b>	<b>\$ 378,397</b>	<b>\$10,057,574</b>	<b>10,057,574</b>

\*includes sum of deductive change orders and final change order of \$450,000.

## Project Description

The work included installation of (approximate lengths) 2,600 feet of 30-inch diameter HDPE pipe via horizontal directional drilling (HDD), 400 feet of 30-inch pipe via open trench construction, 300 feet of dual 10-inch force mains via open trench construction, and 110 feet of 60-inch steel casing under Coast Highway. The HDD began at Cardiff State Beach, continued beneath Coast Highway (through the steel casing), the San Elijo Lagoon, NCTD railroad, the Nature Center, and Manchester Avenue before daylighting at the San Elijo Water Reclamation Facility (SEWRF). Tie-ins to the new pipeline were made at the beach and at the SEWRF. Project work sites have been restored after all work was completed. Project was completed with zero work injuries and environmental claims.

## Work Completed: January 2019 – April 2019

Completed project closeout.

## Planned Work: May 2019

None.

## Priorities or Issues to be Resolved

None.

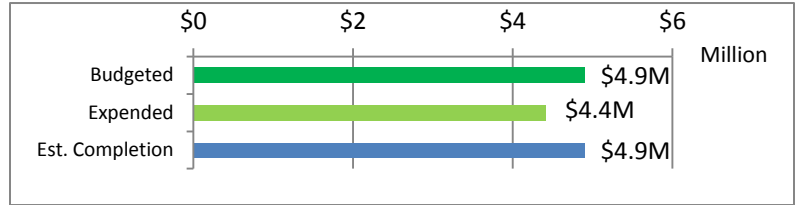




# Preliminary Treatment & Odor Control Upgrades



**Capital Program:** Phase I  
**Project Status:** Construction  
**Notice to Proceed:** June 2017  
**Est. Completion Date:** April 2019



## Timeline



Budget	Budget	Approved Changes	Revised Budget	Spent to Date
Construction:	\$3,871,480	\$160,377	\$4,031,857	\$3,700,069
CM/Engineering:	582,137	190,126	772,263	707,701
Contingency:	443,570	(350,503)	93,067	-
<b>Total:</b>	<b>\$4,897,187</b>	<b>\$0</b>	<b>\$4,897,187</b>	<b>\$4,407,770</b>

## Project Description

The project consists of constructing new concrete treatment structures, installing new screening and dewatering equipment, rehabilitating existing concrete channels and structures, and replacing aged chemical storage tanks. The work also includes replacing worn out mechanical, electrical, and other components associated with odor control systems necessary to capture and remove odors and corrosive gases.

## Work Completed: January 2019 – April 2019

Installed temporary bypass system to redirect wastewater flows around existing Preliminary Treatment system to allow construction in this area. Restored and coated concrete channels and grit chamber. Installed new pipes and valves, connecting new concrete channels to existing incoming sanitary sewer pipelines. Completed odor control system installation. Performed verification testing of electrical and communications components. Tested and started new screening and conveyance equipment. Prepared site for paving and completed asphalt restoration. Began punchlist process in preparation for project closeout.

## Planned Work: May 2019

Test and balance the odor control system. Sealcoat and stripe asphalt roadways and parking areas. Pour remaining concrete sidewalk and retaining wall. Finalize electrical component verification. Complete startup and commissioning of odor control system. Correct any deficient or work that is non-compliant to contract specifications.

## Priorities or Issues to be Resolved

Negotiate potential change orders. Continue project closeout process.



# Building and Site Improvements



**Capital Program:** Phase II  
**Project Status:** Design/Permitting  
**Design Start:** March 2017  
**Est. Design Completion:** Summer 2019  
**Est. Construction Completion:** Spring 2021



## Timeline

CMAR RFP

September 2018

Full Construction

Fall 2019

Est. Completion

Spring 2021

	<i>Budget</i>	<i>Approved Changes</i>	<i>Revised Budget</i>	<i>Spent to Date</i>
SEJPA Construction:	\$10,940,000	-	\$10,940,000	-
Caltrans/Misc	5,300,000	-	5,300,000	-
CM/Engineering:	1,480,000	-	1,480,000	319,000
Contingency:	880,000	-	880,000	-
<b>Total:</b>	<b>\$18,600,000</b>	<b>\$0</b>	<b>\$18,600,000</b>	<b>\$319,000</b>

## Project Description

Work consists of replacing aging administration, operations, and maintenance buildings; enhancing safety, security and public access; improving storm water capture and reuse, and upgrading onsite utilities and fire fighting systems. Solar power, energy efficiency, electric car charging, and other Climate Action Plan measures will be incorporated. Planned community benefits include public parking, regional bicycle/pedestrian path, and traffic calming measures. Opportunities for interactive learning and education will be integrated into the site design.

## Work Completed: January 2019 - April 2019

Ongoing permitting coordination with regulatory agencies. Finalized traffic control study and coordinated with Encinitas City staff for Manchester Avenue crossing. Completed geotechnical study and developed plan for building foundation. Completed 75% bike path design drawings. Refined building layout and laboratory design. Ongoing coordination meetings with the project team to prepare requested permit information necessary to receive final approvals to commence construction.

## Planned Work: May 2019

Prepare next City CDP submittal. Continue to develop best value project through CMAR coordination and value engineering cost modeling. Ongoing coordination with regulatory agencies (Army Corps of Engineers, City of Encinitas, Regional Water Quality Control Board, California Fish and Wildlife, and Coastal Commission) for permitting requirements. Refine solar power scope and budget.

## Priorities or Issues to be Resolved

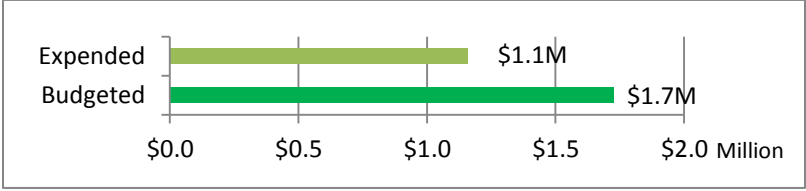
Receiving regulatory agency permits necessary to commence construction. Complete CDP submittal for City review.



# Encinitas Ranch Recycled Water Expansion



**Capital Program:** Phase II  
**Project Status:** Construction  
**Construction Start:** October 2018  
**Est. Construction Completion:** March 2019



### Timeline

**Construction Start** **Est. Completion**  
**October 2018** **March 2019**

	<i>Budget</i>	<i>Approved Changes</i>	<i>Revised Budget</i>	<i>Spent to Date</i>
Construction Schedule A	\$1,225,000	\$28,920	\$1,253,920	\$937,024
CM/Engr/PR	274,683	-	274,683	222,310
Contingency (15%):	224,953	(28,920)	196,033	-
<b>PROJECT TOTAL:</b>	<b>\$1,724,636</b>	<b>\$0</b>	<b>\$1,724,636</b>	<b>\$1,159,334</b>

### Project Description

Schedule A includes construction of a booster pump station (located at Encinitas Ranch Golf Course) and recycled water pipeline extension. The 1.5 mile small diameter (6-inch to 8-inch) pipeline will serve the community of Encinitas Ranch, two agricultural users, and the City of Encinitas trail system. The project is a key component of the SEJPA's \$2.5M IRWM grant. The project is anticipated to offset 45 acre-feet per year of potable water use for landscape irrigation or approximately 50% of the total IRWM project potable water offset. Schedule B includes construction of 1,100 feet of 6-inch pipeline intended to serve HOA's along Requeza Street, but will not be installed at this time due to lack of water use commitments along the proposed pipeline alignment.

### Work Completed: January 2019 – April 2019

Ongoing submittal reviews, procurement, and public outreach. Completed pipeline and appurtenance installation. Installed electrical components and SDG&E meter service. Constructed booster pump station and prepared for skid installation. Installed booster pump skid, mechanical piping, and electrical components. Began site restoration and demobilization work. Initiated project closeout with stakeholders. Coordinated recycled water conversion with the community, water district, and County health department. Performed start-up and performance testing of the new pump system.

### Planned Work: May 2019

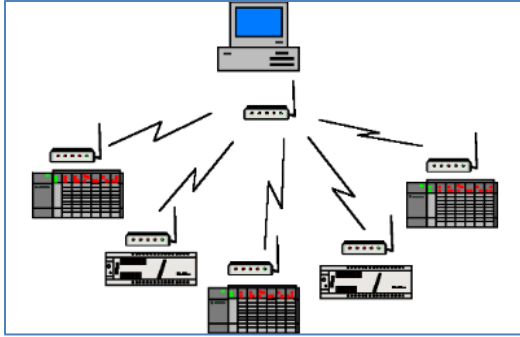
Minor paving repairs and asphalt sealing at the pump station. Finalize any remaining work items identified during closeout. Negotiate final project change orders.

### Priorities or Issues to be Resolved

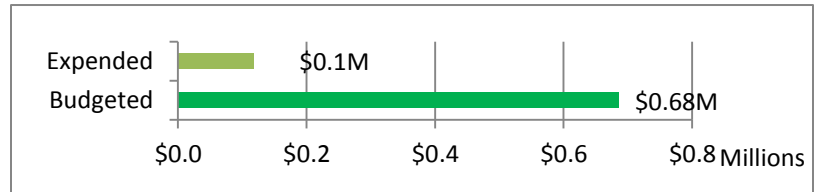
Assist with recycled water conversion work. Continue proactive outreach effort in the community.



# 2018 SCADA Upgrade Project



**Capital Program:** Phase II  
**Project Status:** Construction  
**Notice to Proceed:** November 13, 2018  
**Est. Completion Date:** May 2019



## Timeline



Budget	<i>Budget</i>	<i>Approved Changes</i>	<i>Revised Budget</i>	<i>Spent to Date</i>
Construction	560,000	-	560,000	\$101,000
CM/Engineering	63,200	-	63,200	17,096
Contingency (10%):	62,320	-	62,320	-
<b>PROJECT TOTAL:</b>	<b>\$685,520</b>	<b>\$0</b>	<b>\$685,520</b>	<b>\$118,096</b>

## Project Description

The Work consists of SCADA System improvements including new hardware, software, programming, equipment installation, system testing and commissioning, warranty, training and support services. Hardware includes servers, data historians, monitors, programmable logic controllers, and equipment panels. Software to replace 11 workstations with remote terminals will also be supplied. Programming, hardware/software, and equipment installation will be performed at six functional areas within the San Elijo Water Reclamation Facility and at five wastewater pump stations located within the cities of Encinitas and Solana Beach. Cybersecurity enhancements are also included to help detect, protect, respond, and recover from cyber threats.

## Work Completed: January 2019 – April 2019

Received, reviewed, and approved hardware submittals from contractor for production. Completed HMI Graphic/Cybersecurity workshop and system configuration mapping. Continued bi-weekly progress meetings. Contractor began programming and software setup for new system.

## Planned Work: May 2019

Equipment shipment, installation, setup, and functional testing. Initiate system startup and develop outstanding punch list items.

## Priorities or Issues to be Resolved

Planning and preparation for system startup/testing and conversion from the old system to the new system.

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: BUILDING AND SITE IMPROVEMENT PROJECT DISCUSSION

RECOMMENDATION

For information only. This is a continuing monthly agenda item to discuss the building and site improvement project.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) is developing architectural and engineering designs for building and site improvements at the San Elijo Water Reclamation Facility. This project includes updating and modernizing the water campus to replace aging administration, operations, and maintenance buildings, upgrade physical and cyber security measures, improve the potable water and fire-fighting systems, and add new public parking. In addition, solar power, energy efficiency, automation and electrical system upgrades, EV charging stations, and other Climate Action Plan measures will be incorporated into the project design. Transportation improvements include a regional bicycle/pedestrian path connecting Birmingham Drive to Manchester Avenue through SEJPA property and road crossing enhancements at Manchester Avenue. The bike path, building, and site improvements are being integrated into a single project (Building and Site Improvement Project), which is expected to enter into construction in 2019.

DISCUSSION

This agenda item will allow for updates and discussion on the progress of this important multi-agency project, and provide an opportunity for staff to address any questions or concerns from the Board and public.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROPOSED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the proposed FY 2019-20 Classification and Salary Schedule; and
2. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) is a regional sanitation and water recycling agency that employs a non-unionized workforce of less than 30 employees. The SEJPA and its employees are currently operating under a 3-year labor agreement (Resolution No. 2018-02) that expires June 30, 2019. The resolution includes a section that states the agency will complete a compensation competitiveness analysis prior to the end of the agreement. The Board directed the General Manager to complete the classification and compensation analysis, and the findings were presented at the February 2019 Board meeting.

The completed classification and compensation analysis included the review of 20 SEJPA employee positions (or classifications) collected from 16 cities and agencies (Table 1). The surveyed classifications represent the majority (approximately 90%) of SEJPA positions, and were selected as “benchmark” classifications due to strong commonality across the labor market. Classifications not surveyed have been aligned to benchmark classifications using internal equity principles, level of responsibility, and desired pay range overlap.

**Table 1. Organizations Surveyed**

- |                                       |  |
|---------------------------------------|--|
| • Encina Wastewater Authority         | • Leucadia Wastewater District               |
| • Olivenhain Municipal Water District | • Padre Dam Municipal Water District         |
| • Ramona Municipal Water District     | • Rincon Del Diablo Municipal Water District |
| • Santa Fe Irrigation District        | • Vallecitos Water District                  |
| • City of Encinitas                   | • City of Escondido                          |
| • City of Solana Beach                | • City of Del Mar                            |
| • City of Oceanside                   | • City of San Clemente*                      |
| • Santa Margarita Water District*     | • Fallbrook Public Utility District*         |

\* Used only for laboratory classifications, as the primary selected agencies had limited laboratory exposure.

**Table 2. Benchmark Classifications**

Classification Title	
1.	Operator-in-Training
2.	Operator I
3.	Operator II
4.	Lead Operator
5.	Chief Plant Operator
6.	Systems Integration Technician I
7.	Systems Integration Technician II
8.	SCADA Manager
9.	Mechanic I
10.	Mechanic II
11.	Mechanical Systems Supervisor
12.	Laboratory Analyst I
13.	Laboratory Analyst II
14.	Senior Laboratory Analyst
15.	Administrative Assistant I
16.	Administrative Assistant II
17.	Accounting Technician
18.	Project Manager
19.	Director of Finance and Administration
20.	Director of Operations

Base salary data was collected from each benchmark classification of the surveyed agencies. The data collection occurred between November 2018 and January 2019.

Methodology used to analyze and compare classifications included the following:

- Definition and typical job functions
- Distinguishing position characteristics
- Education, certification, and experience requirements
- Decision making authority/independence
- Reporting structure and supervision responsibilities
- Responsibilities within the organization
- Responsibilities for working successfully with external organizations

Classifications were deemed comparable when there was substantial similarity in key attributes listed above. In a few cases, some agencies had two classifications, one with greater responsibility and requirements, and one with less, than that of SEJPA. In that situation, the classification with the greatest level of overlapping responsibility, certification, education, and duties was selected. However, if neither classification could achieve an appropriate “likeness”, then a melded pay range was used. This occurred in less than 5.9% of the comparison data. The survey provided an average of 8.5 comparable ranges for each staffed SEJPA labor classification.

When analyzing the top of the salary range for each SEJPA labor classification, the following was identified:

- 1 position was above the median by more than 1%
- 6 positions were within 1% of the median
- 13 positions were below the median more than 1%

The review of the base salary data suggests that the SEJPA is competitive in the labor market with about 35% of its positions, with the remaining 65% drifting to varying degrees below the median salary data. This report provides recommendations for consideration to improve market competitiveness.

## DISCUSSION

The General Manager has prepared the recommended FY 2019-20 Classification and Salary Schedule for the SEJPA Board's review. Consideration was given to maintaining the agency's competitiveness to attract and retain employees, as well as to effectively manage personnel costs, and to develop a well-designed organizational structure. The benefits of a well-designed organizational structure and competitive compensation, when applied efficaciously to competent employees, are a high performing organization that can achieve sustained success over many years.

To achieve these desired outcomes, focus was placed on creating symmetry, where possible and appropriate, between departments. This allows organizational responsibility to be more evenly distributed, with the intent to increase opportunities for employee growth and succession preparedness. In addition, it further supports the consideration of compensation competitiveness being proposed for classifications that meet these new requirements.

The proposed fiscal year (FY) 2019-20 Classification and Salary Schedule includes ten primary classifications, of which six include position series. The position series include the following:

- Accounting
- Administrative
- Laboratory
- Systems Integration
- Mechanical
- Wastewater Treatment Operators

The position series are designed to provide a clear path for employee growth and development, internal equity and symmetry between departments, and compensation that is commensurate with skill, knowledge, responsibility, and performance. Four of the six primary classifications are lead and supervised by a manager position. The remaining two classifications (accounting and administration) are lead and supervised by a director position.



**SAN ELIJO JOINT POWERS AUTHORITY**  
**PROPOSED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE**

July 1, 2019

Position	Base Salary			
	Monthly		Annual	
	Minimum	Maximum	Minimum	Maximum
<b>Accounting Series</b>				
<i>Accounting Technician I</i>	\$ 3,513	\$ 4,879	\$ 42,157	\$ 58,552
<i>Accounting Technician II</i>	4,066	5,647	48,793	67,769
<i>Accounting Technician III</i>	4,706	6,536	56,474	78,436
<b>Administrative Series</b>				
<i>Administrative Assistant I</i>	2,604	3,668	31,251	44,015
<i>Administrative Assistant II</i>	3,493	4,990	41,919	59,885
<i>Administrative Assistant III</i>	4,200	5,676	50,404	68,114
Director of Operations	10,797	14,996	129,569	179,957
Director of Finance/Administration	10,797	14,996	129,569	179,957
General Manager (Under Contract)	17,846	17,846	214,157	214,157
<b>Laboratory Series</b>				
<i>Laboratory Analyst in Training</i>	3,879	5,426	46,553	65,110
<i>Laboratory Analyst I</i>	4,294	5,964	51,532	71,572
<i>Laboratory Analyst II</i>	5,138	7,137	61,661	85,640
<i>Senior Laboratory Analyst</i>	6,631	9,209	79,568	110,511
<i>Laboratory Manager</i>	7,105	9,867	85,255	118,409
<b>Mechanic Series</b>				
<i>Mechanic in Training</i>	3,879	5,426	46,553	65,110
<i>Mechanic I</i>	4,372	6,157	52,459	73,885
<i>Mechanic II</i>	5,054	7,119	60,651	85,424
<i>Lead Mechanic</i>	5,468	7,701	65,611	92,409
<i>Mechanical Systems Manager</i>	7,613	10,722	91,354	128,667
Project Manager	7,105	9,867	85,255	118,409
<b>Systems Integration Series</b>				
<i>Systems Integration Technician in Training</i>	3,879	5,426	46,087	65,110
<i>Systems Integration Technician I</i>	4,448	6,264	53,373	75,174
<i>Systems Integration Technician II</i>	5,177	7,291	62,123	87,497
<i>SCADA Manager</i>	8,050	11,838	96,600	142,059
<b>Wastewater Treatment Operator Series</b>				
<i>Operator-In-Training</i>	3,879	5,426	46,087	65,110
<i>Operator I</i>	4,398	6,151	52,776	73,813
<i>Operator II</i>	5,293	7,402	63,511	88,827
<i>Water Reclamation Specialist</i>	5,520	7,775	66,241	93,297
<i>Lead Operator</i>	6,030	8,493	72,358	101,913
<i>Chief Plant Operator</i>	7,613	10,722	91,354	128,667

## FINANCIAL IMPACT

Overall, the proposed adjustments have a potential impact of less than \$70,000. However, this cost impact would likely be spread over two years. The recommended FY 2019-20 Annual Budget has incorporated the proposed adjustments, as well as other labor cost increases, to allow the Board to better understand the overall effect of approving the proposed classification and salary schedule.

It is therefore recommended that the Board of Directors:

1. Approve the proposed FY 2019-20 Classification and Salary Schedule; and
2. Discuss and take action as appropriate.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

April 15, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: DEVELOPMENT OF NEW LABOR AGREEMENT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) and its employees are currently operating under a 3-year labor agreement (Resolution No. 2018-02) that expires June 30, 2019. The employees are non-unionized workforce with informal representation. The agency and employees desire to continue the strong working relationship and open communications in developing a new multi-year labor agreement.

DISCUSSION

The General Manager, who is working on behalf of the Board of Directors, has held several meetings with the employees to discuss the process in reaching a mutually acceptable labor agreement and to identify key elements that the employees are seeking. These conversations have been positive and productive, and the proposed requests by staff are in line with current labor trends. In summary, staff is seeking to extend the current labor agreement by three years with the following adjustments:

- January 2020 - Salary scale adjustment of 3%
  - January 2021 - Salary scale adjustment of 1-3% based on San Diego CPI\*
  - January 2022 - Salary scale adjustment of 1-3% based on San Diego CPI\*
- \* The proposed measure of inflation is the San Diego Urban Wage and Clerical Workers Index, with a potential range adjustment of no less than 1% and no more than 3% per year as measured for the prior 12-month period.

The intent of the proposed salary scale adjustment is to increase the top of the range of each labor classification, which would assist the SEJPA in retaining its staff and maintaining its competitiveness in the labor market. However salary increases would not be automatic, instead increases would be based on merit and performance. The employees have indicated flexibility in their proposal with the goal of achieving a fair and reasonable agreement.

### FINANCIAL IMPACT

The anticipated financial impact provides a range adjustment, not a cost of living adjustment which allows SEJPA to remain competitive to attract and keep productive employees. As such, an adjustment in the range provides opportunity for merit increases while maintaining budget fiscal control. Factors that impact merit increases are performance, competency, and overall value to SEJPA's mission, and historically merit raises typically range between 3 to 5 percent. The Recommended FY 2019-20 Budget takes into account the potential financial impacts of the proposed labor request as well as the proposed 2019 Classification and Compensation adjustments, all of which has an estimated direct labor impact of 3.8 percent.

It is therefore recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager