

**AGENDA**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**MONDAY, DECEMBER 9, 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  
Chris Trees, Director of Operations, 10-Year Anniversary
6. \* **CONSENT CALENDAR**
7. \* APPROVAL OF MINUTES FOR NOVEMBER 18, 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. 2020 Election of Officers and Board Meeting Schedule

1. Appoint Chairperson and Vice Chairperson for the 2020 SEJPA Board of Directors;
2. Select regular meeting place and time for 2020; and
3. Discuss and take action as appropriate.

Staff Reference: Director of Finance and Administration

13. APPROVE 2019 SAN DIEGO INTEGRATED REGIONAL WATER MANAGEMENT PLAN ADOPTION AND PROFESSIONAL ENGINEERING SERVICES AGREEMENT FOR STORM WATER HARVESTING WITH FUSCOE ENGINEERING, INC.

1. Approve Resolution 2020-03, Adopting the 2019 San Diego Integrated Regional Water Management Plan;
2. Authorize the General Manager to enter into a Professional Engineering Services Agreement with Fuscoe Engineering, Inc. for an amount not to exceed \$34,900; and
3. Discuss and take action as appropriate.

Staff Reference: General Manager

14. WATER CAMPUS IMPROVEMENT PROJECT DISCUSSION

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

Staff Reference: General Manager

15. APPROVE REVISED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE

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

Staff Reference: General Manager

16. 2019 YEAR IN REVIEW – RECOGNIZING AGENCY ACHIEVEMENTS AND SUCCESSES

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

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".

A closed session will be held per Government Code Section 54957 (b), Public Employee Performance Evaluation; Title: General Manager.

21. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT COMPENSATION

1. Discussion and possible action regarding General Manager's employment contract and/or compensation; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

22. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, January 27, 2020 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: December 4, 2019



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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE SPECIAL BOARD MEETING  
HELD ON NOVEMBER 18, 2019  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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David Zito, Chair

Jody Hubbard, Vice Chair

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A special meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Monday, November 18, 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

*Directors Absent:*

None

*Others Present:*

General Manager  
Director of Operations  
Director of Finance and Administration  
Program Manager

Michael Thornton  
Chris Trees  
Paul Kinkel  
Mike Konicke

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Tracie Stender

*City of Encinitas:*

Assistant City Manager  
Senior Management Analyst

Mark Delin  
Bill Wilson

*City of Solana Beach:*

City Manager  
Director of Engineering/Public Works

Greg Wade  
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

None

6. CONSENT CALENDAR

Moved by Director Blakespear and seconded by Vice Chair Hubbard to approve the Consent Calendar.

Agenda Item No. 7 Approval of Minutes for the October 28, 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

Motion carried with the following vote of approval:

AYES: Zito, Hubbard, Becker, Blakespear

NOES: None

ABSENT: None

ABSTAIN: None

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. SAN ELIJO JOINT POWERS AUTHORITY PURCHASING POLICY REVISION

General Manager Thornton stated that purchasing policy and procedures are documents that communicate agency policies, and state how to manage and document purchasing for a government agency. The policy provides set standards related to procuring supplies and services. SEJPA staff and legal counsel reviewed the updated purchasing policy to confirm current government codes, as well as provide recommendations for policy changes. Mr. Thornton stated that staff included a provision related to Public Works Contracts and replaced the existing “Alternative Procedures: Consolidated Purchase” with “Cooperative Purchasing” to include the practice of “Piggybacking”, and the use of the Federal General Services Administrative (GSA) purchasing schedules. There is no financial impact associated with establishing purchasing policies and procedures.

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

1. Adopt Resolution No. 2020-01, Resolution of the Board of Directors of the San Elijo Joint Powers Authority Establishing Purchasing Policies and Procedures for the San Elijo Joint Powers Authority.

Motion carried with the following vote of approval:

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

13. SAN ELIJO JOINT POWERS AUTHORITY CLAIMS POLICY REVISION

Paul Kinkel, Director of Finance and Administration stated that the claims policy outlines the process for potential claimants to manage and document claims with the agency. The policy includes the purpose, scope, procedures, claim form, and delegation of authority, and is the repository for claims-related information. SEJPA staff and legal counsel revised and updated SEJPA's claims policy and procedures to confirm compliance with current government codes. Board Member Becker suggested that Section 4A of Resolution 2020-02, Form and Content of Claim, be revised to mirror Attachment A of Resolution 2020-02, which includes "witnesses" and other relevant information as additional requested items when submitting a claim.

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

1. Adopt Adopt Resolution No. 2020-02, Resolution of the Board of Directors of the San Elijo Joint Powers Authority Establishing Claim Policies and Procedures for the San Elijo Joint Powers Authority with the discussed revision to Section 4A.

Motion carried with the following vote of approval:

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

14. CONTRACT FOR PROCUREMENT TO REMOVE AND REPLACE DIGESTER GAS BOILER NO. 1

General Manager Thornton briefed the Board of Directors on the solids treatment process at the facility. The anaerobic treatment process requires the digested sludge to remain above 95 degrees Fahrenheit (F) to be effective and to comply with 40 CFR Part 503. Since the boiler is required to heat digested sludge for permit compliance, the boiler is considered critical infrastructure. The SEJPA treatment process utilizes methane gas that is a bi-product of the anaerobic digestion process as fuel for the boilers that provide heat to maintain the required sludge temperature. The digester gas is corrosive and causes deterioration in the boiler chamber during the combustion process. One of the two boilers installed in 1997 has reached the end of useful service life and requires replacement.

Mr. Thornton stated that on October 14, 2019, the project was advertised for public bidding. Four bids were received with the lowest bid of \$192,946 from California Boiler. During bid evaluation, one letter from the second low bidder was received in protest of the low bid. The basis of the protest was mainly clerical in nature and determined to be non-substantial. The second low bidder was notified that the contract would be considered by the Board during the November 18 meeting; however, the second low bidder did not attend the meeting to present their case to the Board. Clerical irregularity corrections and clarification were received from the low bidder prior to the Board meeting. The overall recommended construction budget for this project is \$241,931; which includes \$7,700 for Engineering during construction, \$19,300 for Construction Management and Inspection, and \$21,985 for contingency. The FY 2019-20 Budget includes funding for the proposed project in the Capital Program, Phase 3 – Solids Treatment Improvements.

Moved by Director Blakespear and seconded by Vice Chair Hubbard to:

1. Authorize the General Manager to enter into an agreement with California Boiler for the procurement and installation of a digester gas boiler for a lump sum contract of \$192,946.

Motion carried with the following vote of approval:

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

15. PROPOSED SOLAR PHOTOVOLTAIC SYSTEM LOCATED AT THE SAN ELIJO WATER CAMPUS

General Manager Thornton stated that the San Elijo Water Campus uses a substantial quantity of electricity (3,300 megawatt-hours annually) to treat wastewater, produce and distribute recycled water, and for other onsite operational needs. To stabilize future energy costs and to increase the use of renewable energy, staff is seeking to develop a solar photovoltaic (PV) project at the facility. The proposed conceptual design would produce approximately 400 – 600 kilowatts (kW) of solar power, which equates to approximately 20% to 25% of the average daily demand of the Campus. The SEJPA purchases power from SDG&E at multiple pricing rates based on usage type, and the system is designed to replace the highest cost energy first. In addition, the PV project is designed to be large enough to attract third-party construction and financing through a Power Purchase Agreement, adding the financial benefit of tax credits that further lowers the project cost. Mr. Thornton stated that there is no financial impact at this time. The intent of the solar project is to develop renewable energy that will provide long term financial benefits to SEJPA.

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

16. GENERAL MANAGER'S REPORT

None



17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

Vice Chair Hubbard shared with the Board Members that she noticed more wind and solar farms being built across the country on a recent driving trip back from Oklahoma.

Chair Zito continued with OPEN SESSION and moved the CLOSED SESSION to the end of the meeting.

20. OPEN SESSION

General Manager Thornton stated that the last review of the SEJPA Joint Powers Agreement was in 2008. Due to several legal updates, revisions to the Agreement are now recommended. Tracie Stender briefed the Board of Directors on legal updates, which includes addressing: 1) unfunded liability responsibilities in the event the agency dissolves; 2) allocation of other joint liabilities in the event not covered by insurance; and 3) updating notice provisions, which is a legislative update. Chair Zito questioned whether the suggested changes would pierce the standard level of liability protection. Ms. Stender will present a red-lined version of recommended changes to the Board Members for discussion at a future Board meeting. Also, General Manager Thornton suggested reviewing the operational billing methodology to use 3-year flow averages instead of 1-year, for more smooth and predictable budgeting for the agencies serviced by the SEJPA. Finally, Mr. Thornton informed the Board of Directors that the City of Del Mar is interested in becoming a member agency of SEJPA. Currently, Del Mar only receives contract services from the SEJPA and the City Council has expressed interest in expanding its commitment and ownership. Mr. Thornton suggested a committee to be formed to discuss this request. Chair Zito and Director Blakespear volunteered to support this discussion and be available to meet with Mr. Thornton.

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:36 a.m., pursuant to the following Government Code Section:

- Public Employee Performance Evaluation pursuant to Government Code § 54957(b);  
Title: General Manager

The Board of Directors came out of closed session at 10:00 a.m., with no reportable action.

21. ADJOURNMENT

The meeting adjourned at 10:00 a.m. The next Board of Directors meeting will be held on Monday, December 9, 2019 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

**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****20-12****For the Month of November 2019**

| <b>Warrant #</b> | <b>Vendor Name</b>              | <b>G/L Account</b>            | <b>Warrant Description</b>                            | <b>Amount</b> |
|------------------|---------------------------------|-------------------------------|---|---------------|
| 37842            | A-1 Crane San Diego             | Equipment Rental/Lease        | Crane for digester top fitting                        | 405.00        |
| 37843            | A-Check Global                  | Preemployment Screening       | New employee verification                             | 115.50        |
| 37844            | Adler Tank Rentals              | Equipment Rental/Lease        | Tank rental - 10/01/19 - 10/31/19                     | 1,068.88      |
| 37845            | Aflac                           | EE Deduction Benefits         | Aflac - November                                      | 595.08        |
| 37846            | Allied Storage Containers       | Equipment Rental/Lease        | 20' and 40' storage container - 11/01/19 - 11/30/19   | 172.40        |
| 37847            | APGN Inc.                       | Repair Parts Expense          | GRA pre-filters                                       | 822.23        |
| 37848            | ASCE Membership                 | Dues & Memberships            | Membership - M. Thornton                              | 295.00        |
| 37849            | Atlas Pumping Service Inc.      | Services - Grease & Scum      | Grease and scum                                       | 714.88        |
| 37850            | Boot World, Inc.                | Uniforms - Boots              | Safety boots - S. Best                                | 200.00        |
| 37851            | Brax Process and Pump Equip.    | Capital Outlay                | Pump Motor  | 28,666.02     |
| 37852            | California Water Technologies   | Supplies - Chem - Ferric Chld | Ferric chloride                                       | 5,863.93      |
| 37853            | CA Assoc. of Sanitary Agencies  | Dues & Memberships            | Membership - SEJPA                                    | 13,370.00     |
| 37854            | Coast Waste Management, Inc.    | Services - Grit & Screenings  | 10 yd roll-off and service charge 10/13/19 - 10/23/19 | 1,332.79      |
| 37855            | Complete Office                 | Supplies - Office             | Dividers and binders                                  | 81.31         |
| 37856            | D&H Water Systems               | Services - Maintenance        | Chlorine Analyzer Maintenance                         | 4,306.06      |
| 37857            | EDCO Waste & Recycling Service  | Utilities - Trash             | October   | 257.48        |
| 37858            | City of Encinitas               | Service - IT Support          | Admin network - November                              | 2,703.75      |
| 37859            | ERA                             | Supplies - Lab                | Dissolved oxygen                                      | 486.70        |
| 37860            | Evantec Scientific              | Supplies - Lab                | Bottle stoppers and potassium iodide                  | 758.71        |
| 37861            | Grainger, Inc.                  | Repair Parts Expense          | Diffuser for coarse bubbles                           | 32.74         |
| 37862            | GC Pivotal LLC                  | Utilities - Internet          | T-1 service - December                                | 355.24        |
| 37863            | Hach Company                    | Repair Parts Expense          | Union kit   | 886.54        |
| 37864            | Hardy Diagnostics               | Supplies - Lab                | Lauryl tryptose broth SS                              | 877.87        |
| 37865            | Harrington Industrial Plastics  | Repair Parts Expense          | Bottom seal and cart lifter                           | 1,777.36      |
| 37866            | Housing & Community Development | Licenses                      | Licenses for Administration Building                  | 84.00         |
| 37867            | Henry Pratt Company             | Repair Parts Expense          | Wedge and wedge block                                 | 1,463.25      |
| 37868            | Industrial Maintenance Supply   | Repair Parts Expense          | Nuts and bolts  | 617.89        |
| 37869            | Kennedy/Jenks Consultants       | Services - Engineering        | PM and admin support                                  | 6,550.00      |
| 37870            | Paul Kinkel                     | Other Personnel Cost          | Reimbursement-Mileage & Supplies                      | 57.78         |
| 37871            | Larry Walker Associates         | Services - Professional       | Training, review, and recommendations                 | 10,741.14     |
| 37872            | McMaster-Carr Supply Co.        | Repair Parts Expense          | Corrosion-resistant washdown                          | 287.11        |
| 37873            | Olin Corp - Chlor Alkali        | Supplies - Chem - Sodium Hypo | Sodium hypochlorite                                   | 7,204.90      |
| 37874            | Olivenhain Municipal Water Dis  | Rent                          | Pipeline rental payment - October                     | 14,104.07     |
| 37875            | Pacific Pipeline Supply         | Shop Tools and Equip.         | Wrench  | 1,744.36      |
| 37876            | Preferred Benefit Insurance     | Dental/Vision                 | Vision - November                                     | 299.30        |
| 37877            | Random Deeds Media LLC          | Due from Other Gov. Agencies  | Vallecitos Water District                             | 3,000.00      |
| 37878            | Santa Fe Irrigation District    | Utilities - Water             | 975 Valley - 10/02/19 - 11/01/19                      | 349.05        |
| 37879            | SDG&E                           | Fees - Permits                | Design the electric distribution system               | 2,736.00      |
| 37880            | San Dieguito Water District     | Utilities - Water (Suppl.)    | 1190 Oakcrest - #080338                               | 1,399.53      |
| 37881            | San Dieguito Water District     | Utilities - Water             | 3050 Manchester - #080341                             | 2,021.97      |
| 37882            | State Water Resources Control   | Dues & Memberships            | Certificate renewal - M. Piper                        | 80.00         |
| 37883            | Michael Thornton                | Subsistence - Travel/Rm & Bd  | WaterReuse & Reimbursements                           | 389.00        |
| 37884            | Technology Integration Group    | Services - Maintenance        | Copier  | 123.95        |
| 37885            | Unifirst Corporation            | Services - Uniforms           | Uniforms  | 234.98        |
| 37886            | UPS                             | Postage/Shipping              | Parts & Letter  | 28.05         |
| 37887            | Underground Service Alert/SC    | Services - Alarm              | Dig alert - October                                   | 234.26        |
| 37888            | USA Bluebook                    | Repair Parts Expense          | Replacement cap                                       | 218.02        |
| 37889            | Vantagepoint Transfer Agents    | EE Deduction Benefits         | ICMA - 457  | 6,469.85      |
| 37890            | Vantagepoint Transfer Agents    | ICMA Retirement               | ICMA - 401a   | 3,452.67      |
| 37891            | Volt Management Corp            | Services - Temp               | Period end - 10/18/19                                 | 3,913.34      |
| 37892            | WaterReuse Association          | Dues & Memberships            | Membership - SEJPA                                    | 1,070.00      |
| 37893            | Affordable Pipeline Services    | Services - Maintenance        | Main line clean-out                                   | 975.00        |
| 37894            | Albertsons Companies            | Services - Medical            | Medical service                                       | 136.00        |
| 37895            | Aquatic Bioassay                | Services - Laboratory         | Toxicity testing                                      | 2,890.00      |
| 37896            | AT&T                            | Utilities - Telephone         | Phone service - 10/13/19 - 11/12/19                   | 420.65        |
| 37897            | AT & T                          | Utilities - Telephone         | Alarm service - November                              | 399.60        |
| 37898            | Atlas Pumping Service Inc.      | Services - Grease & Scum      | Grease and scum pumping                               | 714.88        |
| 37899            | American Water Chemicals, Inc.  | Supplies - Chemicals          | AWC A-110   | 6,718.69      |
| 37900            | Black & Veatch                  | Services - Management         | Solids treatment process                              | 950.00        |
| 37901            | Brax Process and Pump Equip.    | Capital Outlay                | Vertical turbine pump and motor                       | 34,290.97     |
| 37902            | Brenntag Pacific, Inc           | Supplies - Chem - Odor        | Sodium hydroxide                                      | 1,876.36      |
| 37903            | Carollo Engineers               | Services - Professional       | Ocean outfall integrity report                        | 39,732.60     |
| 37904            | City National Bank              | Interest Expense - AWT Note   | Loan agreement - #11-020                              | 74,076.57     |
| 37905            | Corodata                        | Rent                          | Record storage - October                              | 129.94        |
| 37906            | County of San Diego             | Fees - Permits                | APCD1997-SITE-10270                                   | 446.00        |
| 37907            | CWEA Membership                 | Dues & Memberships            | Membership - J. Barnett                               | 192.00        |
| 37908            | D&H Water Systems               | Supplies - Chemicals          | Acetate buffer PH 4.                                  | 552.55        |
| 37909            | DMV                             | Services - Other              | Safety records - 10/01/19 - 10/31/19                  | 4.00          |
| 37910            | Encina Wastewater Authority     | Service - EWA Support         | Resource sharing HR and safety                        | 2,423.14      |
| 37911            | ERA                             | Supplies - Lab                | Dissolved oxygen                                      | 333.13        |
| 37912            | Fisher Scientific               | Supplies - Lab                | Hotplate  | 274.52        |

**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****20-12****For the Month of November 2019**

| <b>Warrant #</b> | <b>Vendor Name</b>             | <b>G/L Account</b>           | <b>Warrant Description</b>                        | <b>Amount</b>        |
|------------------|--------------------------------|------------------------------|---|----------------------|
| 37913            | Forto of San Diego             | Supplies - Janitorial        | December  | 1,000.00             |
| 37914            | Frankie Abeyta                 | Dues & Memberships           | Grade II exam                                     | 155.00               |
| 37915            | Unifirst First Aid Corp        | Supplies - Safety            | First aid supplies                                | 164.86               |
| 37916            | Golden State Overnight         | Postage/Shipping             | Lab samples                                       | 129.67               |
| 37917            | Hach Company                   | Supplies - Lab               | ORP-platinum and PH7 buffer                       | 844.86               |
| 37918            | Hardy Diagnostics              | Supplies - Lab               | Brilliant green bile broth                        | 1,664.86             |
| 37919            | Jennifer Basco                 | Subsistence - Travel/Rm & Bd | Mileage   | 126.13               |
| 37920            | Larry Walker Associates        | Services - Professional      | Training, review, and recommendations; Laboratory | 1,160.00             |
| 37921            | Marine Taxonomic Services, LTD | Services - Contractors       | Intensive water quality monitoring - 4th Qtr      | 2,250.00             |
| 37922            | McMaster-Carr Supply Co.       | Repair Parts Expense         | CPVC pipe fittings for hot water                  | 137.95               |
| 37923            | MetLife - Group Benefits       | Dental/Vision                | Dental - November                                 | 1,839.90             |
| 37924            | Napa Auto Parts                | Shop Tools and Equip.        | Battery   | 186.85               |
| 37925            | ProBuild Company, LLC          | Shop Tools and Equip.        | Supplies  | 82.53                |
| 37926            | Procopio Cory Hargreaves       | Services - Legal             | General - October                                 | 5,451.00             |
| 37927            | The Pun Group LLP              | Services - Accounting        | Year end audit - June 30, 2019                    | 4,500.00             |
| 37928            | Robert Half Technology         | Service - IT Support         | Week end - 11/01/19                               | 3,200.00             |
| 37929            | RSF Security Systems           | Services - Alarm             | CPU battery                                       | 38.50                |
| 37930            | Rusty Wallis, Inc.             | Repair Parts Expense         | Water softener, tank service, and salt bags       | 195.51               |
| 37931            | San Diego Union Tribune        | Advertising                  | SE 2020 Boiler; Replacement Project               | 784.44               |
| 37932            | Santa Fe Irrigation District   | Utilities - Water            | Seabright Ln - 09/17/19 - 11/15/19                | 232.19               |
| 37933            | Sigma-Aldrich                  | Supplies - Lab               | Turbidity calibration standard                    | 356.12               |
| 37934            | Smart & Final                  | Supplies - Office            | Office supplies                                   | 145.15               |
| 37935            | Southwest Membrane Operation   | Dues & Memberships           | Membership - C. Trees                             | 435.00               |
| 37936            | SWRCB                          | Dues & Memberships           | Certificate Grade II - F. Abeyta                  | 170.00               |
| 37937            | SWRCB                          | Dues & Memberships           | Certification - Grade I - Martinez D.             | 95.00                |
| 37938            | State Water Resources Control  | Fees - Permits               | Index #388938 - 07/01/19 - 06/30/20               | 18,767.00            |
| 37939            | State Water Resources Control  | Fees - Permits               | Index # 390923 - 07/01/19 - 06/30/20              | 26,449.00            |
| 37940            | Terminix Processing Center     | Services - Maintenance       | October   | 389.00               |
| 37941            | Test America                   | Services - Laboratory        | Testing water samples                             | 1,068.50             |
| 37942            | Thatcher Company of California | Supplies - Chemicals         | Aluminum sulfate                                  | 5,882.85             |
| 37943            | Technology Integration Group   | Services - Maintenance       | Copier  | 165.80               |
| 37944            | TPC Training                   | Training - Safety            | Electrical troubleshooting - J. Barnett           | 1,100.00             |
| 37945            | Unifirst Corporation           | Services - Uniforms          | Uniform service                                   | 272.21               |
| 37946            | UPS                            | Postage/Shipping             | Letter and parts                                  | 21.50                |
| 37947            | USA Bluebook                   | Shop Tools and Equip.        | Submersible pump                                  | 572.18               |
| 37948            | USP Technologies               | Equipment Rental/Lease       | Facility and maintenance service                  | 800.00               |
| 37949            | Vantagepoint Transfer Agents   | EE Deduction Benefits        | ICMA 457  | 6,429.88             |
| 37950            | Vantagepoint Transfer Agents   | ICMA Retirement              | ICMA 401a   | 3,512.92             |
| 37951            | Verizon Wireless               | Utilities - Telephone        | 10/11/19 - 11/10/19                               | 361.10               |
| 37952            | Verizon Wireless               | Utilities - Telephone        | Cell phone service - 10/08/19 - 11/07/19          | 1,029.40             |
| 37953            | Volt Management Corp           | Services - Temp              | Period end - 11/01/19 and 11/08/19                | 1,639.44             |
| 37954            | WageWorks                      | Payroll Processing Fees      | Admin and compliance fee - October                | 128.75               |
| 37955            | WorkPartners Occupational      | Services - Medical           | New employee                                      | 275.00               |
| On-line 254      | Fuelman                        | Fuel                         | November  | 2,262.69             |
| On-line 255      | P.E.R.S.                       | Medical Insurance - Pers     | December  | 23,948.11            |
| On-line 256      | Public Employees- Retirement   | Retirement Plan - PERS       | Retirement - 10/19/19 - 11/01/19                  | 14,061.31            |
| On-line 257      | Sun Life Financial             | Life Insurance/Disability    | Life and disability insurance - December          | 1,680.41             |
| On-line 258      | Public Employees- Retirement   | Retirement Plan - PERS       | Retirement - 10/19/19 - 11/02/19                  | 14,149.85            |
| On-line 259      | San Diego Gas & Electric       | Utilities - Gas & Electric   | Gas and electric - 10/04/19 - 11/02/19            | 66,415.20            |
|                  | San Eljjo Payroll Account      | Payroll                      | Payroll - 11/22/2019                              | 88,538.67            |
|                  |                                |                              |   | <b>\$ 607,822.83</b> |

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of November 2019**

**As of November 25, 2019**

|                     |       |               |
|---------------------|-------|---------------|
| PAYMENT OF WARRANTS |       | \$ 607,822.83 |
| Reference Number    | 20-12 |               |

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 November 25, 2019

| FUNDS ON DEPOSIT WITH   | AMOUNT                  |
|---|-------------------------|
| <br>  |                         |
| <b>LOCAL AGENCY INVESTMENT FUND</b>   |                         |
| <i>(OCTOBER 2019 YIELD 2.190%)</i>  |                         |
| RESTRICTED SRF RESERVE  | \$ 630,000.00           |
| UNRESTRICTED DEPOSITS   | \$ 9,124,946.67         |
| <br>  |                         |
| <b>CALIFORNIA BANK AND TRUST</b>  |                         |
| <i>(OCTOBER 2019 YIELD 0.01%)</i>   |                         |
| REGULAR CHECKING  | \$ 136,755.42           |
| PAYROLL CHECKING  | \$ 5,000.00             |
| <br>  |                         |
| <b>UNION BANK - TRUSTEE (BOND FUNDS)</b>  |                         |
| BLACKROCK<br><i>(OCTOBER 2019 YIELD 1.75%)</i>  | \$ 276,671.22           |
| LAIF<br><i>(OCTOBER 2019 YIELD 2.190%)</i>  | \$ 14,857,309.49        |
| <br>  |                         |
| <b>PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST)</b><br><i>(OCTOBER 2019 YIELD 1.14%)</i> | \$ 51,809.69            |
| <br>  |                         |
| <b>TOTAL RESOURCES</b>  | <b>\$ 25,082,492.49</b> |

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

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

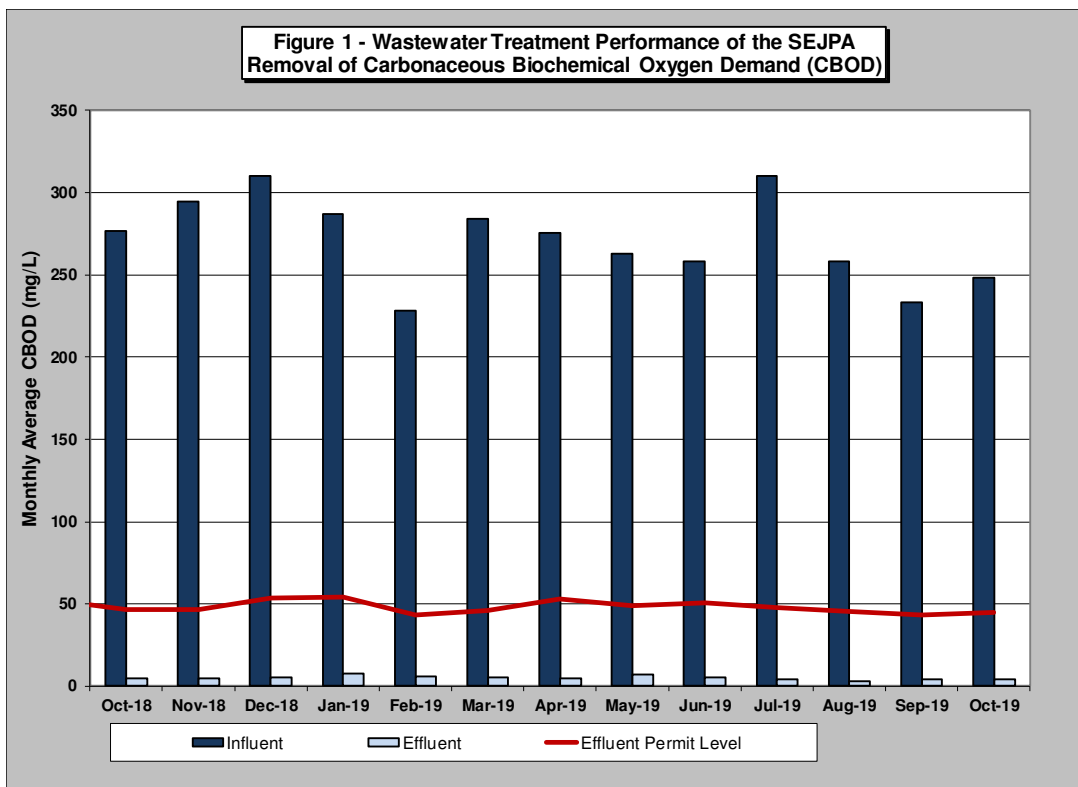
RECOMMENDATION

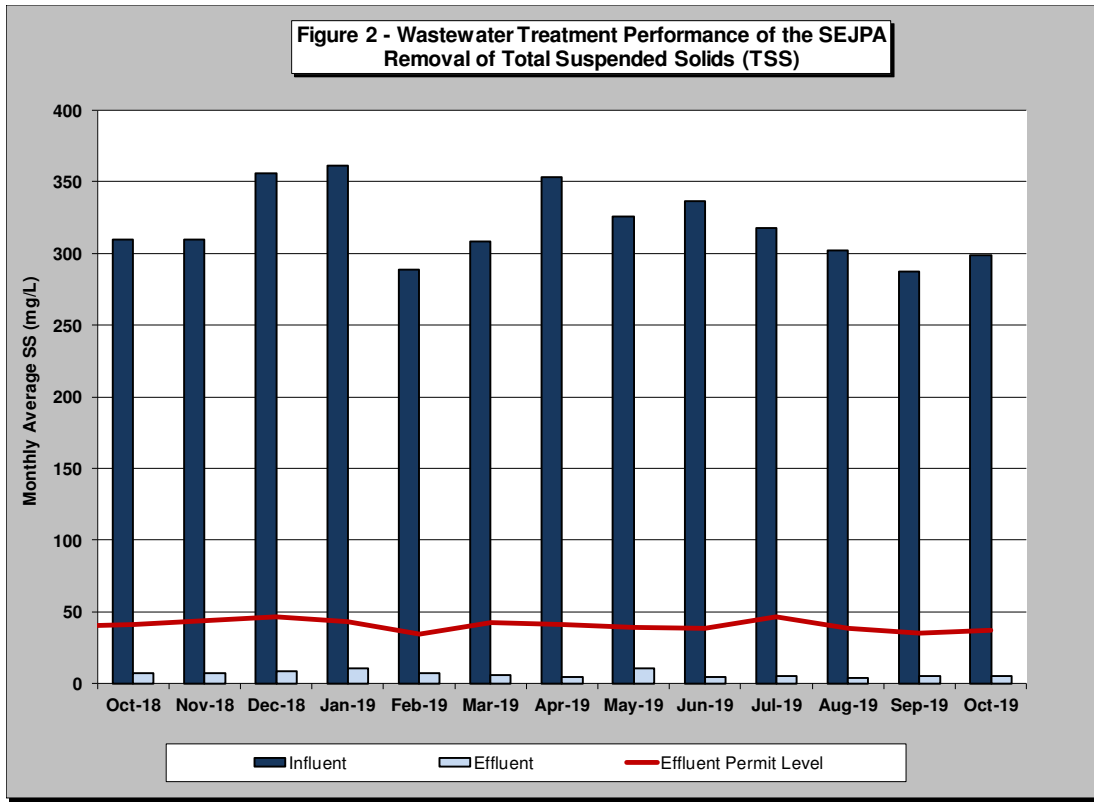
No action required. This memorandum is submitted for information only.

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 October 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 both CBOD and TSS were 98.3 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 October. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

|                                 | October               |                        |
|---------------------------------|-----------------------|------------------------|
|                                 | <u>Influent (mgd)</u> | <u>Effluent (mgd)*</u> |
| Cardiff Sanitary Division       | 1.120                 | 0.278                  |
| City of Solana Beach            | 0.914                 | 0.227                  |
| Rancho Santa Fe SID             | 0.124                 | 0.031                  |
| City of Del Mar                 | 0.378                 | 0.094                  |
| <b>Total San Elijo WRF Flow</b> | <b>2.536</b>          | <b>0.630</b>           |

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

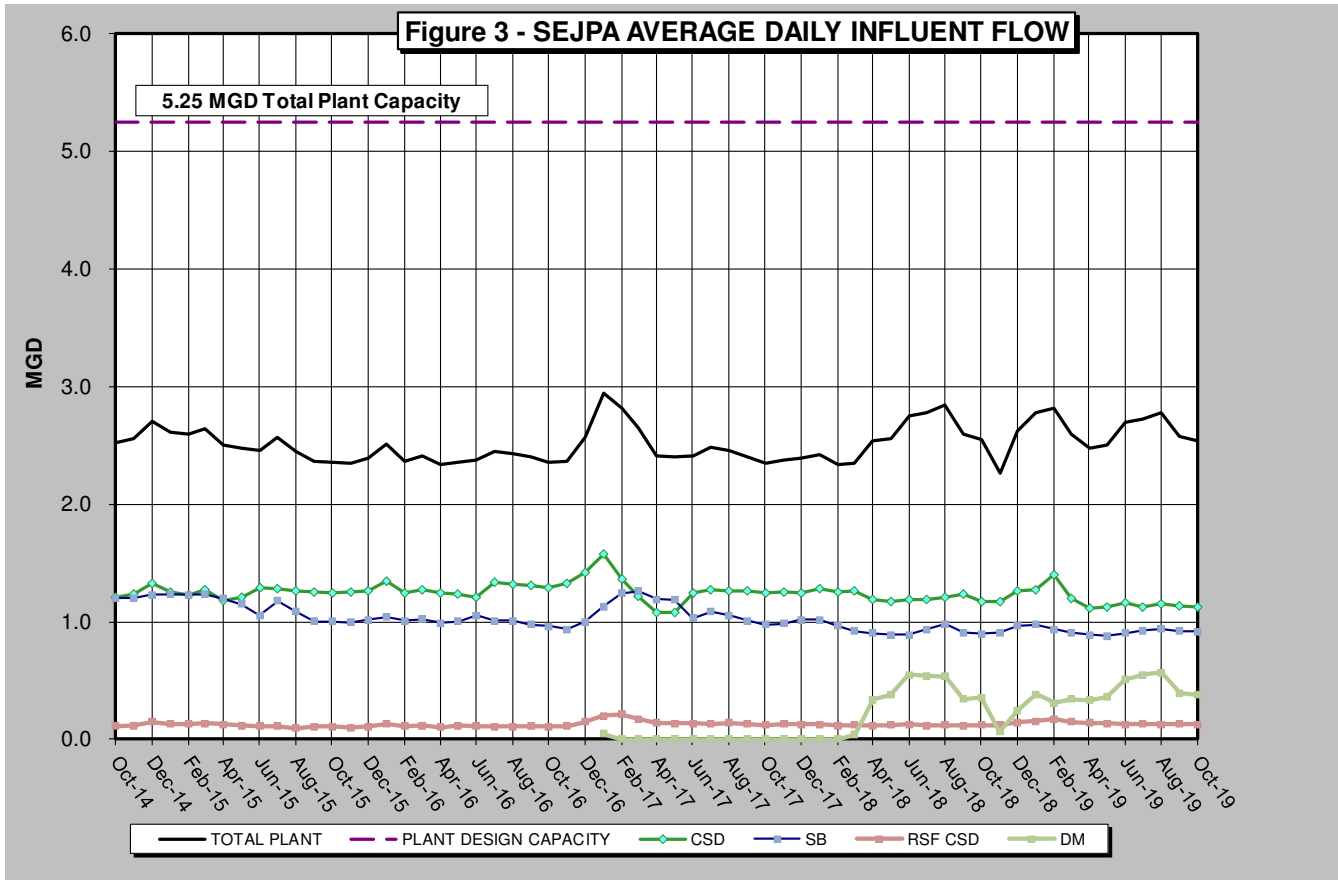
Table 1 (below) presents the historical average, maximum, and unit influent and effluent flow rates per month for each of the Member Agencies during the past 5 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time period.



**TABLE 1 - SAN ELJO 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 |
| 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       | 8,491    | 566      | 8,083    | 2,611   |         | 19,751     | 149 | 255 | 120 | 136 | 138         |
| Jan-19 | 1.269                                  | 0.153 | 0.975 | 0.384 |    | 2.781                                  | 1.221 | 0.147 | 0.938 | 0.369 |                | 2.675       | 8,491    | 566      | 8,083    | 2,611   |         | 19,751     | 149 | 271 | 121 | 147 | 141         |
| Feb-19 | 1.400                                  | 0.173 | 0.935 | 0.309 |    | 2.817                                  | 1.256 | 0.156 | 0.839 | 0.277 |                | 2.528       | 8,492    | 566      | 8,083    | 2,611   |         | 19,752     | 165 | 306 | 116 | 137 | 145         |
| Mar-19 | 1.200                                  | 0.149 | 0.908 | 0.340 |    | 2.597                                  | 0.956 | 0.119 | 0.724 | 0.271 |                | 2.070       | 8,493    | 568      | 8,083    | 2,611   |         | 19,755     | 141 | 263 | 112 | 132 | 132         |
| Apr-19 | 1.119                                  | 0.138 | 0.887 | 0.334 |    | 2.478                                  | 0.330 | 0.040 | 0.262 | 0.099 |                | 0.731       | 8,494    | 568      | 8,083    | 2,611   |         | 19,756     | 132 | 243 | 110 | 128 | 125         |
| May-1  |  |       |       |       |    |  |       |       |       |       |                |             |          |          |          |   |         |            |     |     |     |     |             |

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 October 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) | 9.14              |
| Escondido (Peak flow rate)    | 19.9              |

Connected Equivalent Dwelling Units

The City of Solana Beach and the City of Del Mar updated the connected EDUs number that is reported to the SEJPA in September 2019. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. The number of EDUs connected for each of the Member Agencies and lease agencies is as follows:

|                             | <b>Connected (EDU)</b> |
|-----------------------------|------------------------|
| Cardiff Sanitary Division   | 8,507                  |
| Rancho Santa Fe SID         | 571                    |
| City of Solana Beach        | 7,768                  |
| San Diego (to Solana Beach) | 337                    |
| City of Del Mar             | 2,612                  |
| <b>Total EDUs to System</b> | <b>19,795</b>          |

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

December 9, 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 October 2019, recycled water demand was 167.36 acre-feet (AF), which was met using 167.24 AF of recycled water and 0.12 AF supplementation with potable water.

October demand was 14.5% above budget expectations of 146 AF. The total water production for FY 2019-20 is slightly below budget (0.2%) for the first 4 months.

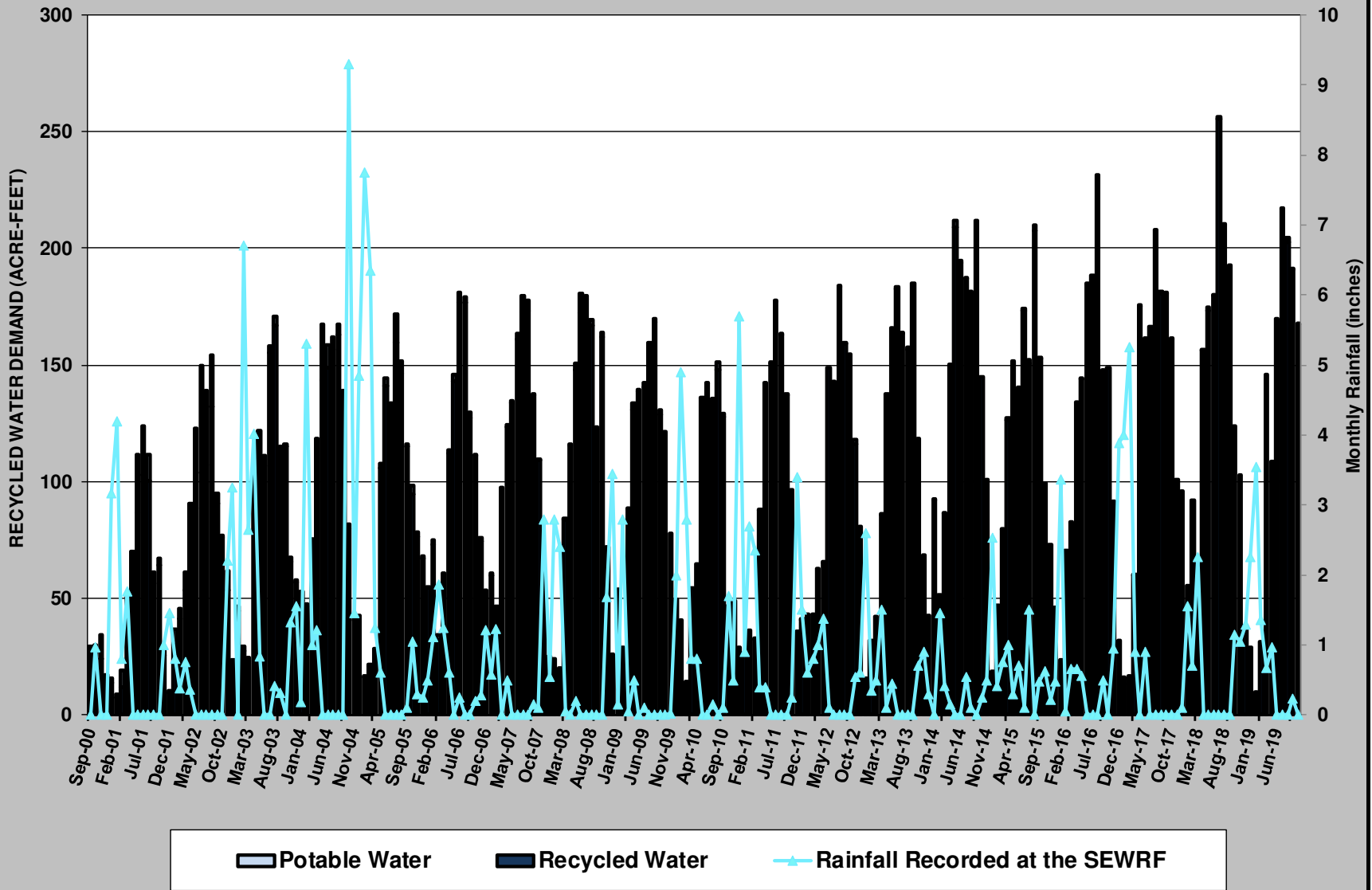
Figure 1 (attached) provides monthly demands for recycled water since deliveries began in September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last 19 fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each October since the program began. Figure 4 (attached) compares budget versus actual recycled water sales for FY 2019-20.

Respectfully submitted,

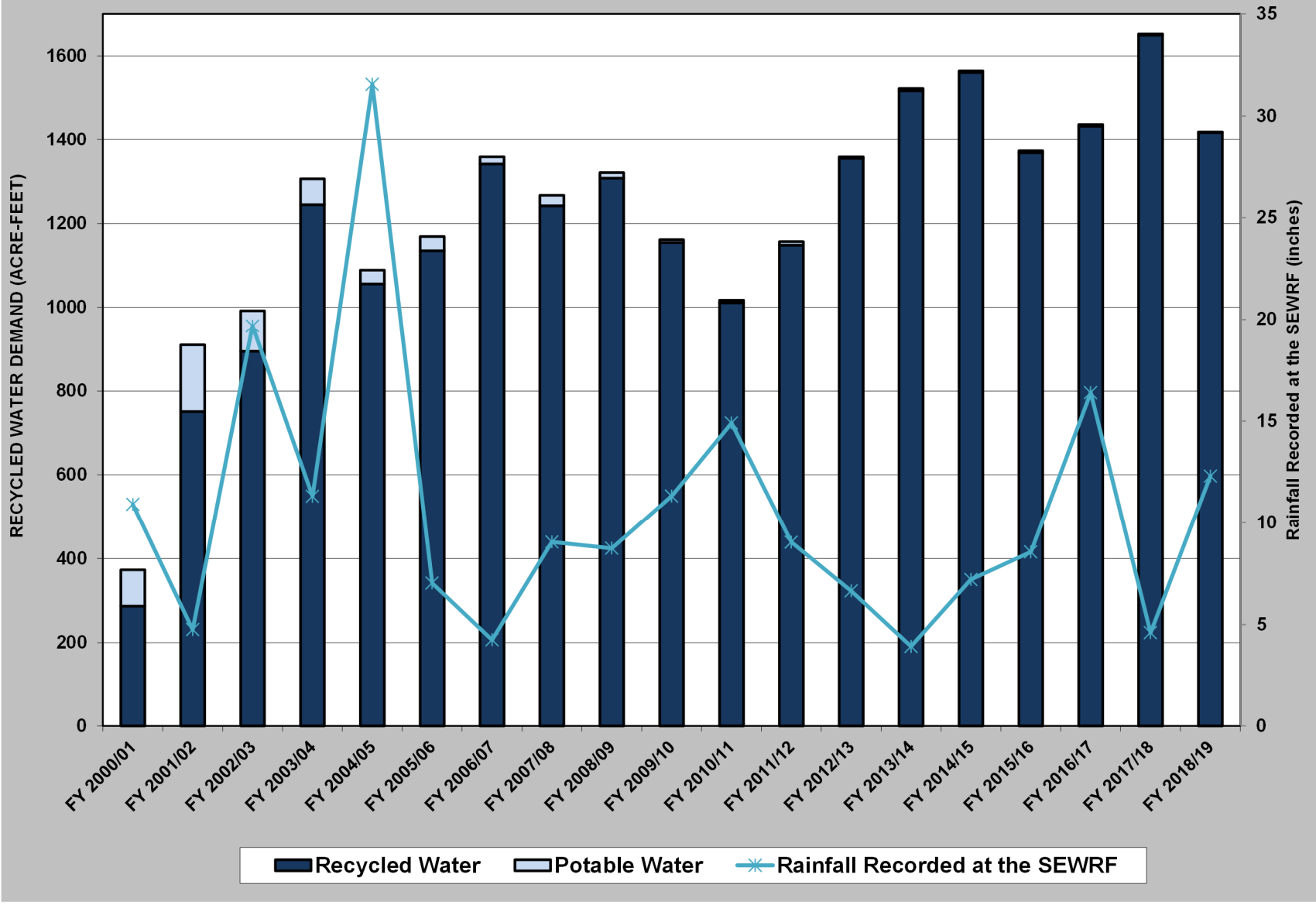


Michael T. Thornton, P.E.  
General Manager

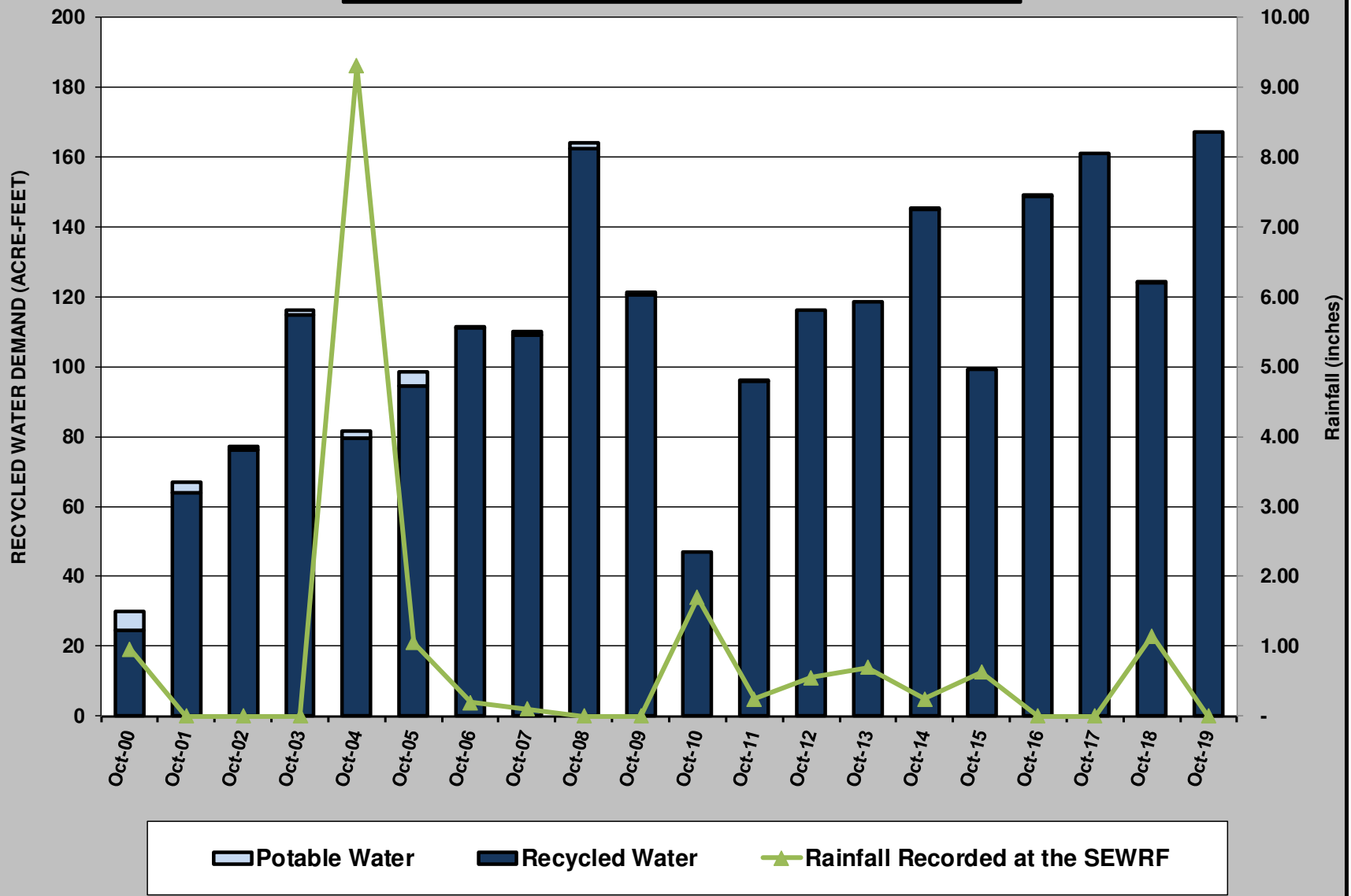
**Figure 1 - MONTHLY RECYCLED WATER DEMAND**



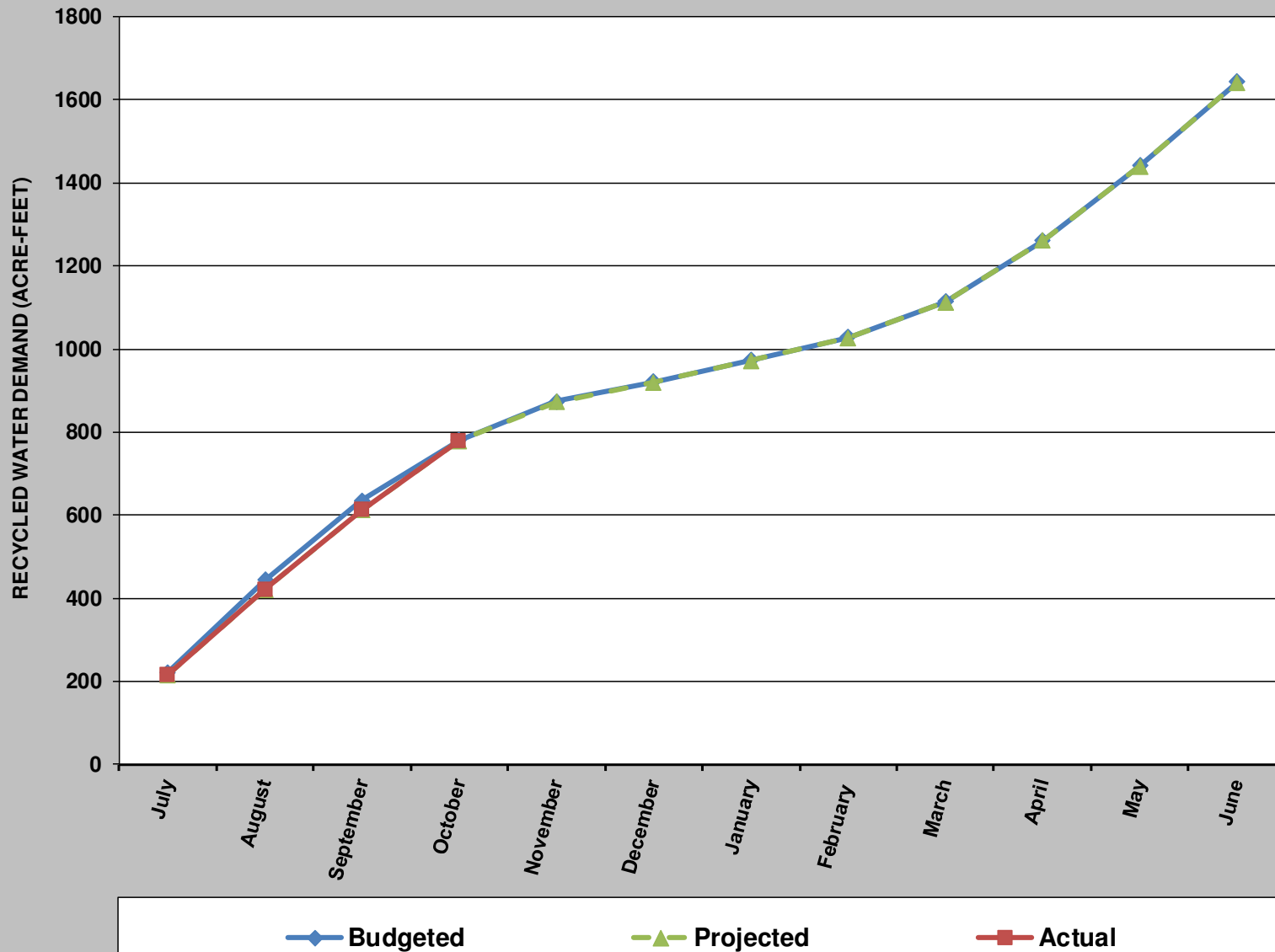
**Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR**



**Figure 3 - OCTOBER RECYCLED WATER DEMAND**



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





SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: 2020 ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

RECOMMENDATION

It is recommended that the Board of Directors:

1. Appoint Chairperson and Vice Chairperson for the 2020 SEJPA Board of Directors;
2. Select regular meeting place and time for 2020; 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. The SEJPA's regular meeting schedule has been generally set as 8:30 a.m. on the second Monday of each month, with no meeting in August. For calendar year 2020, a similar schedule is proposed with the exception of meeting on January 27, 2020 in lieu of the second Monday of January.

Should this be acceptable, the proposed listing of scheduled meetings for 2020 is attached.

It is therefore recommended that the Board of Directors:

1. Appoint Chairperson and Vice Chairperson for the 2020 SEJPA Board of Directors;
2. Select regular meeting place and time for 2020; and
3. Discuss and take action as appropriate.

Respectfully submitted,



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Paul F. Kinkel  
Director of Finance and Administration

Attachment: Proposed 2020 Board Meeting Dates

## BOARD OF DIRECTORS

San Elijo Joint Powers Authority

# PROPOSED 2020 BOARD MEETING DATES

January 27  
February 10  
March 9  
April 13  
May 11  
June 8  
July 13  
August – No Meeting  
September 14  
October 12  
November 9  
December 14

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: APPROVE 2019 SAN DIEGO INTEGRATED REGIONAL WATER  
MANAGEMENT PLAN ADOPTION AND PROFESSIONAL  
ENGINEERING SERVICES AGREEMENT FOR STORM WATER  
HARVESTING WITH FUSCOE ENGINEERING, INC.

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve Resolution 2020-03, Adopting the 2019 San Diego Integrated Regional Water Management Plan;
2. Authorize the General Manager to enter into a Professional Engineering Services Agreement with Fuscoe Engineering, Inc. for an amount not to exceed \$34,900; and
3. Discuss and take action as appropriate.

BACKGROUND

On November 4, 2014, California voters approved Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014. Proposition 1 authorized \$510 million in Integrated Regional Water Management (IRWM) funding. Funds are allocated to 12 hydrologic region-based Funding Areas.

The Proposition 1 IRWM Grant Program, administered by California Department of Water Resources (DWR), provides funding for projects that help meet the long-term water needs of the state, including:

- Assisting water infrastructure systems adaption to climate change;
- Providing incentives throughout each watershed to collaborate in managing the region's water resources and setting regional priorities for water infrastructure; and
- Improving regional water self-reliance, while reducing reliance on Sacramento-San Joaquin Delta.

San Elijo Joint Powers Authority (SEJPA) has competed and been initially awarded \$1.1 million in a Proposition 1, Round 1, IRWM grant for storm water capture and reuse at the San Elijo Water

Campus. The proposed project is intended to capture storm water from SEJPA property, as well as the onsite regional storm water channel, that would otherwise discharge to the San Elijo Lagoon. The primary project benefits include:

- Reducing sediment/pollutant loading to the San Elijo Lagoon
- Eliminating untreated storm water flows leaving the San Elijo Water Campus
- Harvesting of storm water for reuse

The project will include the following elements:

- Harvesting and desilting basins
- Conveyance, filtering, and pumping systems
- Water storage basin
- Public education – storm water pollution prevention & healthy watersheds

## DISCUSSION

### *2019 SAN DIEGO IRWM PLAN ADOPTION*

As a condition for receiving grant funding from the IRWM program, the SEJPA is required to adopt a resolution stating its endorsement of the San Diego IRWM Plan (<http://www.sdirwmp.org/2019-irwm-plan-update>). Since the adoption of the original San Diego IRWM Plan by the SEJPA Board in 2011, the SEJPA has lead grant efforts attracting more than \$3.5 million in grant funding, and is currently pursuing \$1.2 million for storm water harvesting and reuse. The attached resolution acknowledges the purpose and value of regional IRWM planning and memorializes the SEJPA endorsement of the updated plan. The SEJPA plans to continue pursuing IRWM grant funding as a means to help fund recycled water and water quality protection projects.

### *PROFESSIONAL ENGINEERING SERVICES AGREEMENT – STORM WATER HARVESTING*

The first phase of the proposed storm water project includes refinement of design concepts and integration with the ongoing Water Campus Improvements project, which also includes storm water improvements. SEJPA is currently contracting with Fuscoe Engineering (Fuscoe) for design of storm water improvements associated with the Water Campus project. Fuscoe's team demonstrates a strong understanding of City of Encinitas storm water design requirements and is considered a valuable contributor to the project.

Staff recommends expanding the agreement with Fuscoe to maximize design efficiency by leveraging their knowledge of these planned improvements and existing site infrastructure. If awarded, Fuscoe will develop the preliminary and final designs including grading and basin designs, as well as analysis of storm water harvesting options. This work will include options for storm water basin configurations and systems to divert storm water from the regional storm channel into desilting and storage basins. From these basins, the water would be conveyed to the treatment plant for further cleaning and recycling.

Staff will then seek engineering proposals for the conveyance system design, which will include the piping, pumps, motors, electrical, and other components needed to convey the captured storm water from the harvesting basins into the treatment plant for processing and reuse. Once an engineering proposal is selected for this effort, it will be presented to the Board of Directors for approval consideration.

Upon finalization of the project design, the environmental and regulatory review will be conducted to ensure compliance with all applicable regulations. CEQA documentation was approved for the Water Campus project, but may require a minor revision to incorporate any changes resulting from the proposed design effort.

Staff will evaluate the possibility of incorporating this project into the Water Campus Improvements project. Cost saving advantages may exist if the project construction timelines are complimentary.

### FINANCIAL IMPACT

There is no cost associated with approving the 2019 San Diego IRWM Plan.

The requested \$34,900 for the storm water capture and reuse site design is available from the Capital Projects Fund which will be reimbursed by the IRWM grant program once the project is completed.

Currently the estimated project budget is \$1.28 million. Staff anticipates approximately \$300,000 in costs associated with engineering and design, permits, legal, and construction management services. The project also includes a required outreach and education element with a budget of \$160,000. The budget will be refined as the project develops through final design, regulatory requirements, and construction estimates.

It is therefore recommended that the Board of Directors:

1. Approve Resolution 2020-03, Adopting the 2019 San Diego Integrated Regional Water Management Plan;
2. Authorize the General Manager to enter into a Professional Engineering Services Agreement with Fuscoe Engineering, Inc. for an amount not to exceed \$34,900; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

Attachment 1: Resolution 2020-03: Adopting the 2019 San Diego Integrated Regional Water Management Plan

Attachment 2: Fuscoe Engineering, Inc. – Storm Water Harvest and Reuse – Agreement Amendment

ATTACHMENT 1  
RESOLUTION NO. 2020-03

RESOLUTION OF THE SAN ELIJO JOINT POWERS AUTHORITY BOARD OF DIRECTORS  
ADOPTING THE 2019 SAN DIEGO INTEGRATED REGIONAL WATER MANAGEMENT PLAN

WHEREAS, the San Diego Regional Water Management Group (RWMG), comprised of the San Diego County Water Authority, City of San Diego, and County of San Diego, has cooperated with the Regional Advisory Committee (RAC), comprised of water management stakeholders from throughout the San Diego region, to draft the 2019 San Diego Integrated Regional Water Management (IRWM) Plan; and

WHEREAS, the 2019 San Diego IRWM Plan updates and expands upon previous San Diego IRWM Plans, adopted by San Elijo Joint Powers Authority's Board of Directors in 2011 and 2015; and

WHEREAS, the 2019 San Diego IRWM Plan seeks to improve the reliability and sustainability of regional supplies; protect water quality, watersheds, and natural resources within the region; and promote sustainable IRWM; and

WHEREAS, the 2019 San Diego IRWM Plan defines the San Diego Region as the 11 parallel hydrologic units that discharge to coastal waters in San Diego County; and

WHEREAS, the 2019 San Diego IRWM Plan establishes the San Diego IRWM program's mission, vision, goals, objectives, regional priorities, and performance metrics; and

WHEREAS, the 2019 San Diego IRWM Plan is the foundation of long-term IRWM planning in the region, fostering coordination, collaboration, and communication among governmental agencies with differing jurisdictions and non-profit organizations; and

WHEREAS, DWR has awarded six IRWM grants totaling \$15.3 million to support 30 water-related projects in the San Diego IRWM Planning Region and the 2019 San Diego IRWM Plan Update; and

WHEREAS, achieving IRWM grant funding has helped to achieve the water supply goals of San Elijo Joint Powers Authority, Olivenhain Municipal Water District, San Dieguito Water District, Santa Fe Irrigation District, the City of Del Mar and the San Diego County Water Authority; and

WHEREAS, San Elijo Joint Powers Authority must adopt the 2019 San Diego IRWM Plan to fulfill new requirements established by the Department of Water Resources to maintain eligibility for grant funds awarded via the Proposition 1/IRWM program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of San Elijo Joint Powers Authority hereby adopts the 2019 San Diego Integrated Regional Water Management Plan and is committed to continued development and implementation of the plan to support water resources management in the San Diego region.

RESOLUTION NO. 2020-03 *continued*

PASSED, ADOPTED AND APPROVED at a regular meeting of the Board of Directors of San Elijo Joint Powers Authority held on Monday, December 9, 2019.

AYES: Board Members:

NOES: Board Members:

ABSENT: Board Members:

ABSTAIN: Board Members:

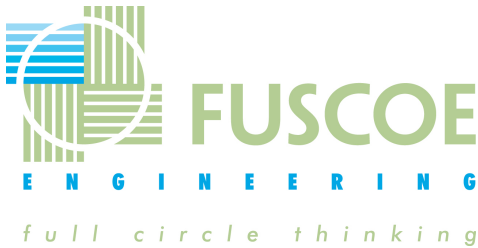
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David A. Zito, Chair  
Board of Directors  
San Elijo Joint Powers Authority

ATTEST:

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Michael T. Thornton, Board Secretary  
San Elijo Joint Powers Authority



ATTACHMENT 2

**REQUEST FOR CHANGE ORDER**

|                    |                                    |               |                   |
|--------------------|------------------------------------|---------------|-------------------|
| Project Name:      | SEJPA BUILDING IMPROVEMENT PROGRAM | FEI RCO #:    | R06A-F            |
| Company:           | SAN ELIJO JOINT POWERS AUTHORITY   | Project #:    | 01708-001-01      |
| Attention:         | Michael Thornton, PE               | Date:         | November 22, 2019 |
| Client Contract #: |                                    | FEI Proj Mgr: | Bryan Smith       |

With this Request for Change Order, Fuscoe Engineering, Incorporated (FEI) requests authorization to proceed with revisions to the contract documents for the subject project. By approval signature hereon below, client shall incorporate this revision as an addendum to the original contract. Change Orders will be invoiced at the billing rates in effect on the date of Request for Change Order approval.

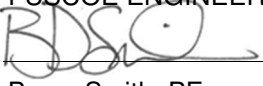
| CO # | Task Name                              | Scope Description  | Bill Type | Amount  |
|------|--|--|-----------|---------|
| R06A | Site Plan Revisions                    | Revise site plan and precise grading design and plans to accommodate drainage system and culvert design revisions. Includes revisions at the lower parking and drive aisle along the westerly project limits for vehicular maintenance access to the drainage facilities.  | Fee       | \$3,300 |
| R06B | Stormwater Harvesting Concept Analysis | Provide conceptual grading and drainage designs and analysis to accommodate stormwater harvesting options as directed by client. The study will include options for stormwater biofiltration/infiltrations basins, and re-use system to divert runoff into the treatment facility for reuse. Includes preliminary pollutant control and hydromodification calculations, conceptual revisions to existing hydromodification system, and preliminary grading and drainage studies for additional basin areas. Task includes a maximum of 20 hours and will be billed hourly not to exceed budget amount without prior authorization. | Hourly    | \$5,500 |
| R06C | Stormwater Harvesting Final Design     | Provide final engineering and construction drawings to include in the precise grading plan set for the selected stormwater harvesting basin concept design described in task 6B to capture stormwater in biofiltration basins north of the "A Basin". Includes final engineering design and plan processing for additional plan sheets, revisions to existing drainage system, precise grading plan, cross sections, storm drain, grading quantities, and cost estimate. Pump design to be provided by others.   | Fee       | \$7,400 |
| R06D | SWQMP & Drainage Study Revisions       | Revise SWQMP and Drainage Studies to accommodate stormwater basins changes. Includes revisions to SWQMP, Drainage Study, exhibits, impervious area tabulations, expanded basin and DMA area analysis, and remodeling of the SDHM hydromodification study to accommodate the revisions.   | Fee       | \$6,500 |
| R06E | Flood                                  | Prepare and process plat and legal for Flood Flowage Easement per  | Fee       | \$2,600 |

v7.6.736 (MFLYNN) -



|      |                          |  |        |                 |
|------|--------------------------|--|--------|-----------------|
|      | Flowage Easement         | conditions of approval. Assumes base flood elevation is available from FEMA FIS study.   |        |                 |
| R06F | Coordination and Support | Provide additional coordination and processing related to the extended project schedule, changes described in R06A-D, coordination with storm water conveyance and pumping system design, and value engineering efforts. Includes meetings, phone calls, email correspondence, agency coordination, and processing for changes. Includes a total of 16 hours of project management time. | Hourly | \$6,100         |
| R07F | As-Needed Support        | Provided as-needed engineering support for the development of the project design, permitting, construction documents, and coordination with others.  | Hourly | \$3,500         |
|      |                          | <b>Total</b>   |        | <b>\$34,900</b> |

**Request for Change Order Prepared By:**

Consultant: FUSCOE ENGINEERING, INC.  
Signed:   
Name: Bryan Smith, PE  
Title: Senior Project Manager  
Date: November 22, 2019

**Change Order Approved By:**

Client: SAN ELIJO JOINT POWERS AUTHORITY  
Signed: \_\_\_\_\_  
Name: Michael T. Thornton, PE  
Title: General Manager  
Date: \_\_\_\_\_

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WATER CAMPUS 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, Water Campus Improvement project (formerly the Building and Site Improvement project), which is expected to enter into construction in 2020.

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

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: REVISED FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE

RECOMMENDATION

It is recommended that the Board of Directors:

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

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) employs a non-unionized, technical-skilled workforce of less than 30 employees. The workforce includes engineers, programmers, environmental specialists, and water technologists. Occasionally the General Manager will provide recommendations to add or delete positions to ensure the agency employs the necessary workforce to successfully complete its mission, as well as to adjust compensation rates to ensure competitiveness within the market place for attracting and retaining employees.

DISCUSSION

The General Manager has reviewed the 30-month forecast for workloads and labor needs and is proposing adjustments to the SEJPA labor classification and salary schedule. This forecast strongly suggests that the agency has entered into a heightened period of work demand due to planned capital improvements, new permit requirements, and strategic opportunities for expanding core functions. In addition, there is a need for succession planning to address an aging workforce and develop internal leadership.

The SEJPA is actively completing \$44 million of construction activities which are expected to extend into fiscal year ending 2023. SEJPA manages and oversees the planning, engineering, and construction of these projects. Building the projects within a compressed schedule provides advantages; however, it stretches the capacity of the staff.

The agency is also facing new permit requirements pertaining to the accreditation and operation of its laboratory that produces treatment analytical results as well as legally binding permit results. The addition of a full-time laboratory analyst will be required to meet new accrediting requirements. Furthermore, the 2018 National Pollution Discharge Elimination System (NPDES)

Permit for Ocean Discharge of treated wastewater has new requirements for the investigation of ocean waters adjacent to the outfall to determine if a wastewater plume exists. Currently, staff is working with other regional agencies and a consultant to develop a proposed workplan to conduct the investigation. The development of the workplan and the execution of the investigative work is expected to span 30 months, and will require junior and senior SEJPA staff participation, as well as outside consultants.

The agency is also pursuing several strategic opportunities to expand water recycling, reduce storm water pollution, increase inter-agency collaboration, and secure state and federal grants. These opportunities are consistent with SEJPA’s mission and vision, and can produce new revenue streams to offset corresponding costs. However, staff time and other costs are often required to investigate and develop these opportunities.

To address the forecasted workforce needs, the General Manager is recommending two new positions to be added to the FY 2019-20 Classification and Salary Schedule:

| <b>Position Title</b>      | <b>Salary Range</b>   |
|----------------------------|-----------------------|
| Administrative Coordinator | \$67,614 to \$93,297  |
| Senior Project Manager     | \$97,272 to \$135,100 |

The Administrative Coordinator will be a senior position to the existing Administration Assistant series, providing supervision to this series as well as leading daily administration activities, website management, electronic supplies and services bidding, clerk to the Board, and cross-support to payroll and accounting. Filling this position will replace the recently vacated Administrative Assistant III position, with the anticipated future addition of an Administrative Assistant I position. Net impact is the addition of one full-time equivalent (FTE) personnel.

The Senior Project Manager will expand the existing project manager position into a series, providing advancement in responsibilities and compensation. This position will lead capital projects, support capital program planning and grant pursuits, lead the asset management program, and may serve as the agency’s safety officer. Filling this position may occur internally or externally and will add one FTE.

The agency will also work to expand the role and utilization of intern positions to augment the workforce to complete remedial tasks, support department objectives, and provide opportunities for potential advancement into full-time positions. SEJPA currently employs three interns and is seeking to increase this group to five. As interns are generally part-time employees, and the anticipated impact is 1.5 FTE. Pay for intern positions range from minimum wage to \$21.00 per hour.

In addition to the proposed two new positions and increasing the utilization of interns, the General Manager is also recommending salary adjustments to the following positions:

| <b>Position</b>            | <b>Adjustment</b> | <b>Top of Salary</b> |
|----------------------------|-------------------|----------------------|
| Chief Plant Operator       | 5%                | \$135,100            |
| Mechanical Systems Manager | 5%                | \$135,100            |
| Laboratory Manager         | 14%               | \$135,100            |
| Project Manager            | 5%                | \$124,329            |
| Accounting Technician III  | 5%                | \$82,478             |

The purpose of adjusting the salary range of the selected positions is to maintain market competitiveness in key organizational positions and to create department symmetry for compensation. This allows organizational responsibility to be more evenly distributed, with the

intent to increase opportunities for employee growth and succession preparedness.

The proposed fiscal year (FY) 2019-20 Classification and Salary with the recommended adjustments is as follows:

**SAN ELIJO JOINT POWERS AUTHORITY**  
**FY 2019-20 CLASSIFICATION AND SALARY SCHEDULE**  
 December 9, 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>                  | Adjust 4,706 | 6,863    | 56,474    | 82,358    |
| <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    |
| <i>Administrative Coordinator</i>                 | New 5,635    | 7,775    | 67,614    | 93,297    |
| 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>                         | Adjust 7,105 | 11,258   | 85,255    | 135,100   |
| <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>                 | Adjust 7,613 | 11,258   | 91,354    | 135,100   |
| <b>Project Management Series</b>                  |              |          |           |           |
| <i>Senior Project Manager</i>                     | New 8,106    | 11,258   | 97,272    | 135,100   |
| <i>Project Manager</i>                            | Adjust 7,105 | 10,361   | 85,255    | 124,329   |
| <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>                       | Adjust 7,613 | 11,258   | 91,354    | 135,100   |
| Intern (All Departments) *                        | 2,080        | 3,640    | 24,960    | 43,680    |

*\*Minimum will adjust to California law  
 Intern positions are generally part-time*

## FINANCIAL IMPACT

The revised FY 2019-20 Classification and Salary Schedule is expected to increase labor costs (direct labor and benefits) by approximately \$328,000 in the first year, and \$361,000 in the second year, for an anticipated 2-year total of \$689,000. To offset this cost impact, staff will reduce outsourced construction management on capital projects. The projected capital project construction for the next 2 years totals approximately \$19 million. Construction management and inspection is estimated at 8% or \$1.5 million. Staff is seeking to reduce the reliance on external support by approximately half, or \$750,000 during this period, thus offsetting the proposed increase for personnel cost. In addition, current grant pursuits have allowances to offset an additional \$50,000 in SEJPA administration costs associated with the implementation of the grant funded project. Therefore, over a 2-year period the total impact of this recommendation will likely produce a cost reduction of approximately \$60,000 to \$100,000, compared to business as usual.

It is therefore recommended that the Board of Directors:

1. Approve the Revised 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

December 9, 2019

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: 2019 YEAR IN REVIEW - RECOGNIZING AGENCY ACHIEVEMENTS AND  
SUCSESSES

RECOMMENDATION

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

DISCUSSION

The San Elijo Joint Powers Authority (SEJPA) is responsible for providing wastewater treatment and disposal; recycled water production, storage, and delivery; operation and maintenance of Member Agency remote facilities; and ocean outfall management. It is the goal of the SEJPA to provide these services using the most sustainable, efficient, and cost-effective approach. The General Manager will provide a brief PowerPoint presentation highlighting notable achievements and successes by the agency for calendar year 2019.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager