

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY, FEBRUARY 11, 2019 AT 8:30 AM
SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION

California Water Environment Association, San Diego Section

- Plant of the Year Award, Medium
- Engineering Achievement Award
- Casey Larsen, Electrical Instrumentation Person of the Year
- Jose Garcia, Mechanical Technician of the Year

6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR JANUARY 14, 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. * PROFESSIONAL SERVICE AGREEMENT FOR LABORATORY SUPPORT SERVICES
12. * PRELIMINARY TREATMENT AND ODOR CONTROL UPGRADES PROJECT CONTRACT CHANGE ORDERS
13. * ITEMS REMOVED FROM CONSENT CALENDAR

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

REGULAR AGENDA

14. **SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2018-19 OPERATING BUDGET**

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

Staff Reference: Director of Finance and Administration

15. **MAINTENANCE TRUCK AND SLUDGE TRACTOR PURCHASE**

1. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$193,250 for a 2019 Ford F-750 equipped with Crane Body to be budgeted and delivered in FY 2019-2020;
2. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$101,688 for a 2020 Peterbilt 348 Tractor to be budgeted and delivered in FY 2019-2020; and
3. Discuss and take action as appropriate.

Staff Reference: General Manager

16. **CLASSIFICATION AND COMPENSATION ANALYSIS**

1. Discuss and take action as appropriate.

Staff Reference: General Manager

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

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

18. **GENERAL MANAGER'S REPORT**

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

19. **GENERAL COUNSEL'S REPORT**

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

20. **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.

21. CLOSED SESSION

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

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Gov. Code section 54956.9(d)(2);

22. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, March 11, 2019 at 8:30 a.m.

NOTICE:

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

The agenda package and materials related to an agenda item submitted after the packet's distribution to the Board is available for public review in the lobby of the SEJPA Administrative Office during normal business hours. Agendas and minutes are available at www.sejpa.org. 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: February 6, 2019



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE REGULAR BOARD MEETING
HELD ON JANUARY 14, 2019
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Jody Hubbard, Vice Chair

A regular meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, January 14, 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

Board Member Blakespear called the meeting to order at 8:40 a.m.

2. ROLL CALL

Directors Present:

David Zito (*arrived at 8:42 a.m.*)
Jody Hubbard
Kristi Becker
Catherine Blakespear

Directors Absent:

None

Others Present:

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

Michael Thornton
Paul Kinkel
Chris Trees
Casey Larsen
Jennifer Basco

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas:

Public Works Management Analyst

Bill Wilson

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Board Member Blakespear led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

General Manager Michael Thornton recognized Casey Larsen, SCADA Manager, for 10 years of service to the agency.

Vice Chair Zito presided over the meeting.

6. CONSENT CALENDAR

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

- | | |
|--------------------|---|
| Agenda Item No. 7 | Approval of Minutes for the December 10, 2018 Meeting |
| Agenda Item No. 8 | Approval for Payment of Warrants and Monthly Investment Report |
| Agenda Item No. 9 | San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report |
| Agenda Item No. 10 | San Elijo Joint Powers Authority Recycled Water Program – Monthly Report |
| Agenda Item No. 11 | Adopt the Proposed Mitigated Negative Declaration Addendum for Upgrades at the San Elijo Water Reclamation Facility |

12. ITEMS REMOVED FROM CONSENT CALENDAR

None

13. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

Paul Kinkel, Director of Finance and Administration, stated that in accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) Restatement 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.

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

1. Appoint David Zito as Chairperson and appoint Jody Hubbard as Vice Chairperson for the 2019 SEJPA Board of Directors.

Motion carried with the following vote of approval:

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

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

2. Establish the SEJPA regular meeting schedule for 2019 as the second Monday of each month, with no planned meeting for August, the April meeting set for April 15, 2019, the November meeting set for Tuesday, November 12, 2019, with the meeting location as the San Elijo Water Reclamation Facility, and meeting time at 8:30 a.m.

Motion carried with the following vote of approval:

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

14. PRELIMINARY TREATMENT AND ODOR CONTROL UPGRADES PROJECT

General Manager Thornton updated the Board Members on the Preliminary Treatment and Odor Control Upgrades Project. NEWest Construction has completed the majority of construction; however, extensive concrete and steel damage was recently identified. In addition, the contractor has encountered additional work that will extend the project schedule, and increase project costs. Due to concrete and steel repairs beyond initial estimates, as well as other unforeseen site conditions, the project will require additional construction, construction management, inspection, and design work. Staff recommends increasing the project budget by \$250,000. Adequate funds are available from the 2017 Clean Water Bonds.

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

1. Authorize General Manager to increase the Preliminary Treatment and Odor Control Upgrades project budget by \$250,000;
2. Authorize General Manager to amend the professional services agreement with Black & Veatch for an additional amount not to exceed \$41,175; and
3. Authorize General Manager to amend the professional services agreement with Dudek for an additional amount not to exceed \$28,050.

Motion carried with the following vote of approval:

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

15. CAPITAL IMPROVEMENT PROGRAM UPDATE

General Manager Thornton provided status updates on the various projects in SEJPA's Capital Improvement Program. The Land Outfall Replacement project was completed in 2018. The Preliminary Treatment Upgrades and Odor Control Upgrades project is currently in construction. Construction on the Building and Site Improvements Project is planned to begin in 2019, subject to approval by resource agencies. Encinitas Ranch Recycled Water Expansion is expected to be complete in mid-2019. Electrical System Improvements were completed in 2018. The SCADA upgrade project includes new hardware, software, programming, equipment installation, system testing, and commissioning. This project is expected to be complete by late 2019. The Solids Treatment Project, a Phase III project, is currently in the pre-design phase. Mr. Thornton stated the 2017 Clean Water Bonds and grant funding, combined with current and future cash contributions for capital projects, is the primary basis for the Capital Improvement Program.

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

16. GENERAL MANAGER'S REPORT

The General Manager informed the Board of Directors that staff submitted two grant applications for the Proposition 1 – Round 1 IRWM grant program for storm water, recycled water, and potable reuse projects.

17. GENERAL COUNSEL'S REPORT

Greg Moser informed the Board Members about proposed legislation limiting further local regulation of Accessory Dwelling Units (ADUs).

18. BOARD MEMBER COMMENTS

None

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:32 a.m., pursuant to the following Government Code Sections:

- CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Gov. Code section 54956.9(d)(2): 1 matter;
- CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION. Initiation of litigation pursuant to Gov. Code section 54956.9(d)(4): 1 matter; and

The Board of Directors came out of closed session at 9:45 a.m., with no reportable action.

21. ADJOURNMENT

The meeting adjourned at 9:47 a.m. The next Board of Directors meeting will be held on Monday, February 11, 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****19-02****For the Months December 2018 and January 2019**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
36632	Abila	Licenses	Accounting software renewal	1,078.00
36633	Alfa Laval Ashbrook Simon-Hart	Repair Parts Expense	Mixer kit	2,086.53
36634	Asbury Environmental Services	Fees - Disposal	Hazardous waste	274.57
36635	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping	277.44
36636	Boot World, Inc.	Uniforms - Boots	Safety boots	185.00
36637	CDW Government	Supplies - Office	HP printer	445.14
36638	Coast Waste Management, Inc.	Services - Grit & Screenings	Roll-off and service charge - 11/01 - 11/20/18	1,270.73
36639	Complete Office	Supplies - Office	Office supplies	224.35
36640	CA Sanitation Risk Mgmt Authority	Insurance - Liability	Pooled liability - 12/31/2018-2019	33,773.00
36641	CWEA Membership	Dues & Memberships	Membership	376.00
36642	D&H Water Systems	Repair Parts Expense	Tubes	500.39
36643	Golden Bell Products	Supplies - Chemicals	Granular cleaner and lift station degreaser	622.80
36644	GTT Communications	Utilities - Internet	T-1 service - February	355.24
36645	Hardy Diagnostics	Supplies - Lab	Laboratory supplies	481.85
36646	Jennifer Basco	Subsistence - Travel	Mileage	93.70
36647	Kemira Water Solutions, Inc.	Supplies - Chemicals	Ferric chloride	5,030.09
36648	Larry Walker Associates	Services - Professional	Laboratory audit and review	8,080.85
36649	The Lawton Group	Services - Intern Program	Weeks worked - 12/10/18 - 12/30/18	777.00
36650	McMaster-Carr Supply Co.	Repair Parts Expense; Safety	Ball bearing, cable support, plumbing parts; hard hat	1,250.05
36651	Mine Safety Appliances Co.	Repair Parts Expense	Sensor	534.76
36652	Eric ORiley	Seminars/Education	Laboratory certification textbook	70.55
36653	ProBuild Company, LLC	Supplies - Safety	Repair parts, tools, and safety supplies	530.32
36654	Safety-Kleen Corp.	Services - Maintenance	Model 90.5	317.41
36655	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment	1,362.10
36656	San Dieguito Water District	Utilities - Water	Recycled water	578.55
36657	Tyler Cook	Seminars/Education	Tuition, exam, and certificate	569.00
36658	Unifirst Corporation	Services - Uniforms	Uniform service	389.19
36659	Union Bank of CA	Bank Service Charges	Service period: 12/01/18 - 11/30/19	2,013.00
36660	UPS	Postage/Shipping	Parts and letter	154.74
36661	Underground Service Alert/SC	Services - Alarm	Dig alerts - December	140.35
36662	USP Technologies	Supplies - Chemicals	Calcium nitrate	11,709.89
36663	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,461.23
36664	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	30,597.50
36665	Verizon Wireless	Utilities - Telephone	Cell phone service - 11/08/18 - 12/07/18	828.57
36666	Volt Management Corp	Services - Intern Program	Periods ending - 12/21/2018, 12/28/2018, 12/30/201	4,222.21
36667	WorkPartners Occupational	Services - Medical	Vaccine	85.00
On-line 149	Chevron & Texaco Business Card	Fuel	December	163.38
On-line 150	Home Depot Credit Services	Supplies - Safety	Tool, shop, safety supplies	204.22
On-line 151	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 12/15/18 - 12/28/18	13,483.37
On-line 152	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 11/04/18 - 12/04/18	54,029.77
On-line 153	Board of Equalization	Accrued Sales Tax Payable	4th Qtr 2018	611.00
36668	Advanced Air & Vacuum	Services - Maintenance	Units 1 and 2	580.74
36669	Aflac	EE Deduction Benefits	Aflac - January	595.08
36670	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling - December	14,885.19
36671	Alfa Laval Ashbrook Simon-Hart	Repair Parts Expense	Seal	196.80
36672	All American First Aid & Safety	Supplies - Safety	Nitrile gloves	578.62
36673	AT&T	Utilities - Telephone	Alarm service - January	409.56
36674	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping; roll-off	1,026.44
36675	James Barnett	Supplies - Chemicals	Chlorine powder and tablets	198.04
36676	Black & Veatch	Services - Management	Encinitas Ranch HOA	54,511.00
36677	Complete Office	Supplies - Office	Office supplies	74.34
36678	Dudek & Associates	Services - Professional	Preliminary treatment upgrades	7,892.50
36679	Duperon Corporation	Equipment Rental/Lease	Washer compactor - January	1,616.25
36680	EDCO Waste & Recycling Service	Utilities - Trash	December	242.75
36681	Forte of San Diego	Services - Janitorial	February	1,000.00
36682	gafcon	Services - Professional	Labor compliance - Encinitas Ranch RW project	657.00
36683	Golden State Overnight	Postage/Shipping	Water samples	32.62
36684	Hach Company	Repair Parts Expense	LCD display sc200 replacement	526.49
36685	Idexx Distribution, Inc.	Supplies - Lab	Laboratory supplies	895.81
36686	Kennedy/Jenks Consultants	Services - Engineering	CMAR-Owner representative	11,369.70
36687	Midas Shop	Vehicle Maintenance	Truck maintenance repairs	1,188.57

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****19-02****For the Months December 2018 and January 2019**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
36688	Miramar Bobcat, Inc.	Services - Maintenance	S300 loader maintenance	2,944.58
36689	Nobel Systems	Service - IT Support	April 1, 2019 - March 31, 2020	11,400.00
36690	Olivenhain Municipal Water District	Rent	Pipeline rental repayment - December	4,333.50
36691	Penn Valley Pump Co., Inc.	Repair Parts Expense	Drive rod	148.00
36692	Polydyne Inc.	Supplies - Chemicals	Clarifloc WE-007	5,899.72
36693	U.S. Postal Service	Postage/Shipping	Postage stamps	500.00
36694	Preferred Benefit Insurance	Dental/Vision	Vision - January	299.30
36695	Roesling Nakamura Terada Architects	Services - Professional	Building improvements	4,749.01
36696	Rusty Wallis, Inc.	Services - Maintenance	Water softener, carbon exchange, and salt bags	124.39
36697	Santa Fe Irrigation District	Utilities - Water	Recycled water	315.66
36698	San Dieguito Water District	Utilities - Water	Recycled water	755.16
36699	Smart & Final	Supplies - Office	Kitchen supplies	330.40
36700	Terminix Processing Center	Services - Maintenance	Pest control	384.00
36701	Tesco Controls	Services - Maintenance	SCADA system upgrade	21,000.00
36702	Test America	Services - Laboratory	Testing water samples	1,386.00
36703	Thatcher Company of California	Supplies - Chemicals	Citric acid	2,211.31
36704	Technology Integration Group	Services - Maintenance	Copier	87.63
36705	Tri County Pump Company	Services - Maintenance	Effluent pump	19,929.53
36706	Unifirst Corporation	Services - Uniforms	Uniform service	533.99
36707	UPS	Postage/Shipping	Fee	1.20
36708	USA Bluebook	Supplies - Lab	Laboratory supplies	440.87
36709	USP Technologies	Supplies - Chemicals	Calcium nitrate	12,569.04
36710	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,388.94
36711	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,433.24
36712	Verizon Wireless	Utilities - Telephone	12/11/18 - 01/10/19	311.25
36713	Volt Management Corp	Services - Intern Program	Periods ending - 12/23/18, 01/06/2019	3,904.16
36714	VWR International, Inc.	Supplies - Lab	Laboratory supplies	947.95
36715	WageWorks	Payroll Processing Fees	Admin and compliance fee - December	128.75
36716	WaterReuse Association - SD	Dues & Memberships	Membership	225.00
36717	NeWest Construction	Services - Contractors	Preliminary Treatment Upgrades project	106,810.78
On-Line 154	BankCard Center	Various	Parts, supplies, and security	5,040.07
On-Line 155	Chevron & Texaco Business Card	Fuel	January	282.04
On-Line 156	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 12/29/18 - 01/11/19	12,964.47
On-Line 157	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 12/04/18 - 01/06/19	52,435.27
On-Line 158	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - February	1,497.39
	San Elijo Payroll Account	Payroll	Payroll - 01/18/2019	91,812.49
	San Elijo Payroll Account	Payroll	Payroll - 02/01/2019	78,229.33
				<u><u>\$ 739,470.76</u></u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Months December 2018 and January 2019
As of February 1, 2019**

PAYMENT OF WARRANTS	\$ 739,470.76
Reference Number	19-02

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.



Paul F. Kinkel
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of February 1, 2019

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(DECEMBER 2018 YIELD 2.291%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 8,451,561.09
CALIFORNIA BANK AND TRUST <i>(DECEMBER 2018 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 89,673.56
PAYROLL CHECKING	\$ 5,000.00
UNION BANK - TRUSTEE (BOND FUNDS)	
BLACKROCK <i>(DECEMBER 2018 YIELD 2.19%)</i>	\$ 414,847.93
LAIF <i>(DECEMBER 2018 YIELD 2.291%)</i>	\$ 16,661,530.24
TOTAL RESOURCES	<u>\$ 26,252,612.82</u>

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

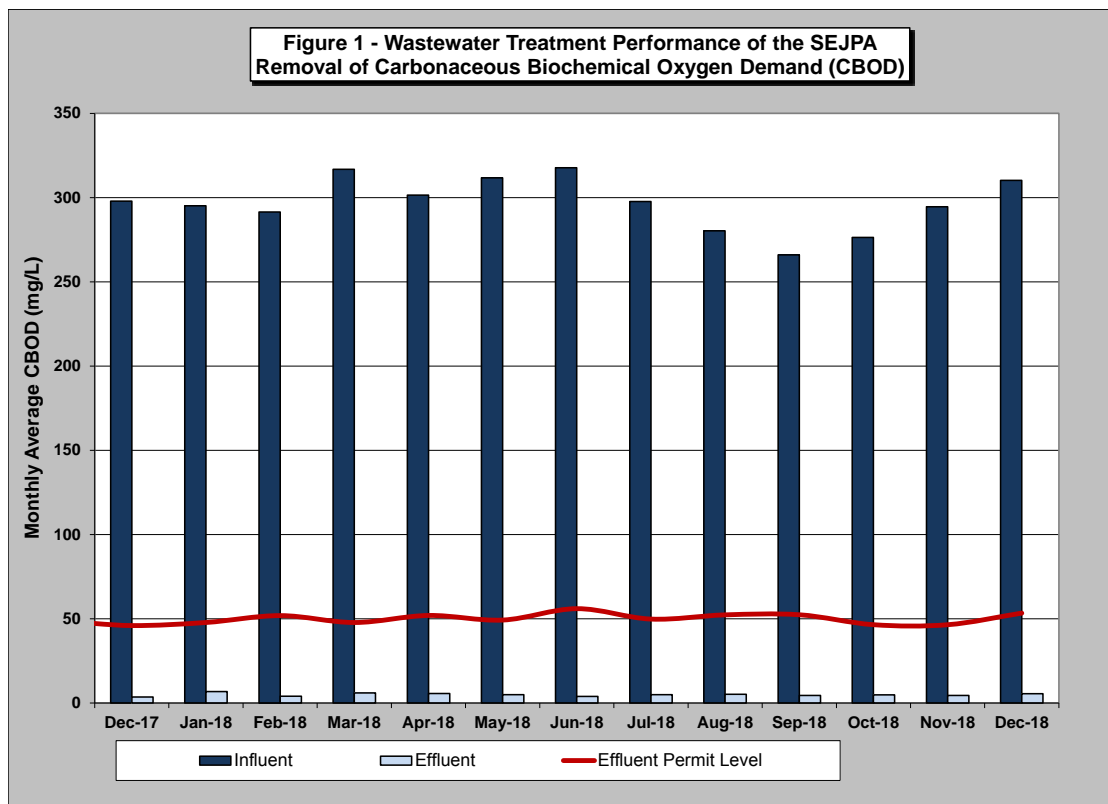
RECOMMENDATION

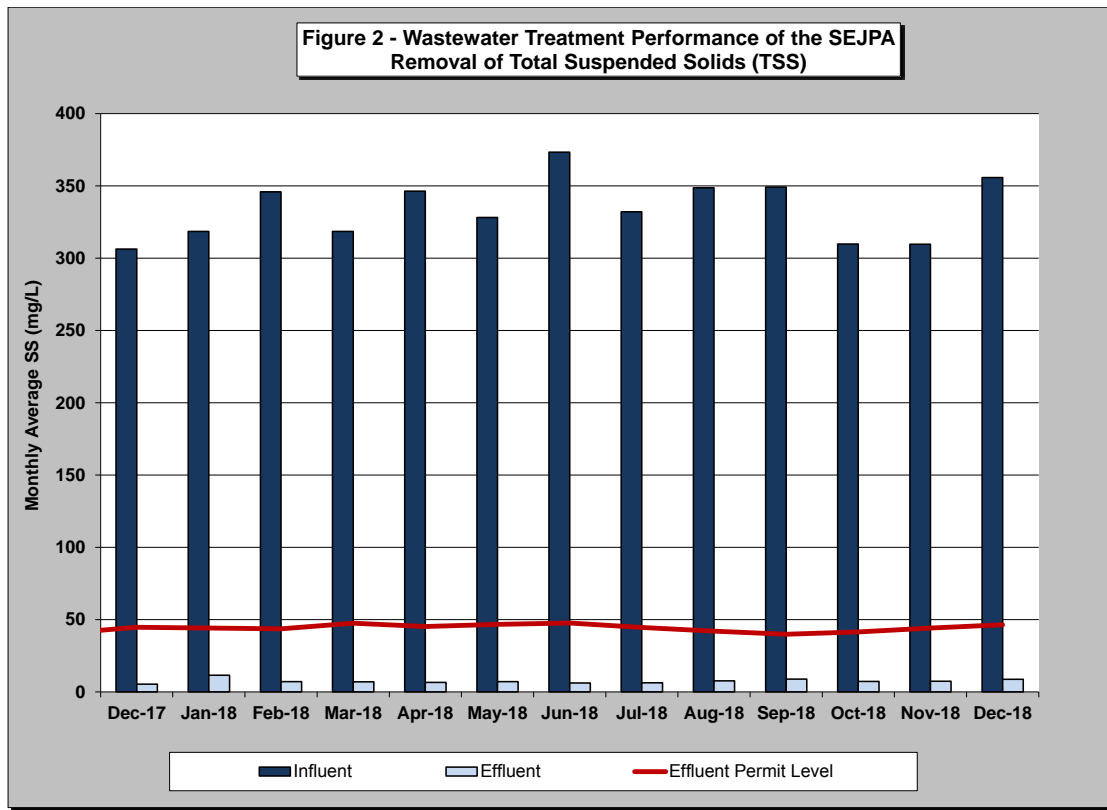
No action required. This memorandum is submitted for information only.

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 December 2018. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were 98.2 and 97.5 percent removal, respectively, (as shown in Figure 1 and Figure 2).





Member Agency Flows

Presented below are the influent and effluent flows for the month of December. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility. The City of Del Mar wastewater flow was diverted to the City of San Diego from November 6 to December 11, 2018 due to draining of the Del Mar Fairgrounds ponds into the sewer system. The pond water had elevated levels of chlorides that had the potential to upset the treatment process at the San Elijo Water Reclamation Facility.

	December	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.264	1.017
City of Solana Beach	0.967	0.778
Rancho Santa Fe SID	0.144	0.116
City of Del Mar	0.244	0.196
Total San Elijo WRF Flow	2.619	2.107

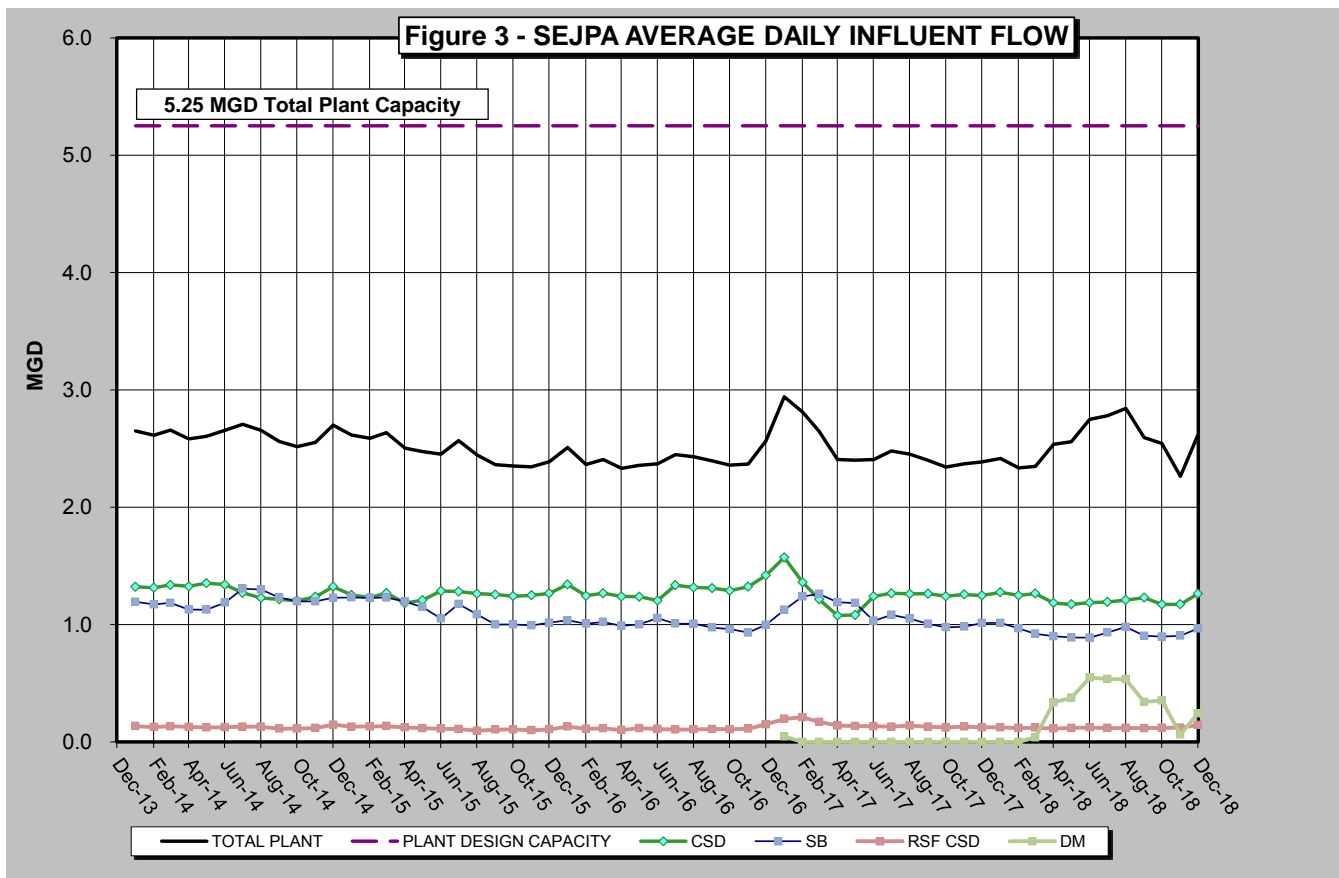
* Effluent is calculated by subtracting the recycled water production from the influent wastewater.

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

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

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

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 December 2018 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below.

	Flow (mgd)
Escondido (Average flow rate)	10.5
Escondido (Peak flow rate)	18.2

Connected Equivalent Dwelling Units

The City of Solana Beach updated the connected EDUs number that is reported to the SEJPA in July 2018. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. Wastewater flow from the City of Del Mar was diverted to San Diego for treatment on November 6, 2018 due to pond water discharge from the Del Mar Fairgrounds and so the number of equivalent dwelling units connected has been reduced accordingly. Del Mar flow was returned to SEJPA on December 11, 2018. The number of EDUs connected for each of the Member Agencies and lease agencies is as follows:

	Connected (EDU)
Cardiff Sanitary Division	8,491
Rancho Santa Fe SID	566
City of Solana Beach	7,747
San Diego (to Solana Beach)	337
City of Del Mar	2,611
Total EDUs to System	19,751

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 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 December 2018, recycled water demand was 38 acre-feet (AF), which was met using 38 AF of recycled water no supplementation with potable water.

December demand was 19% below budget due to rain events. The total water production for the year is above budget by 9.6% or 41 AF for the first 6 months of the fiscal year.

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

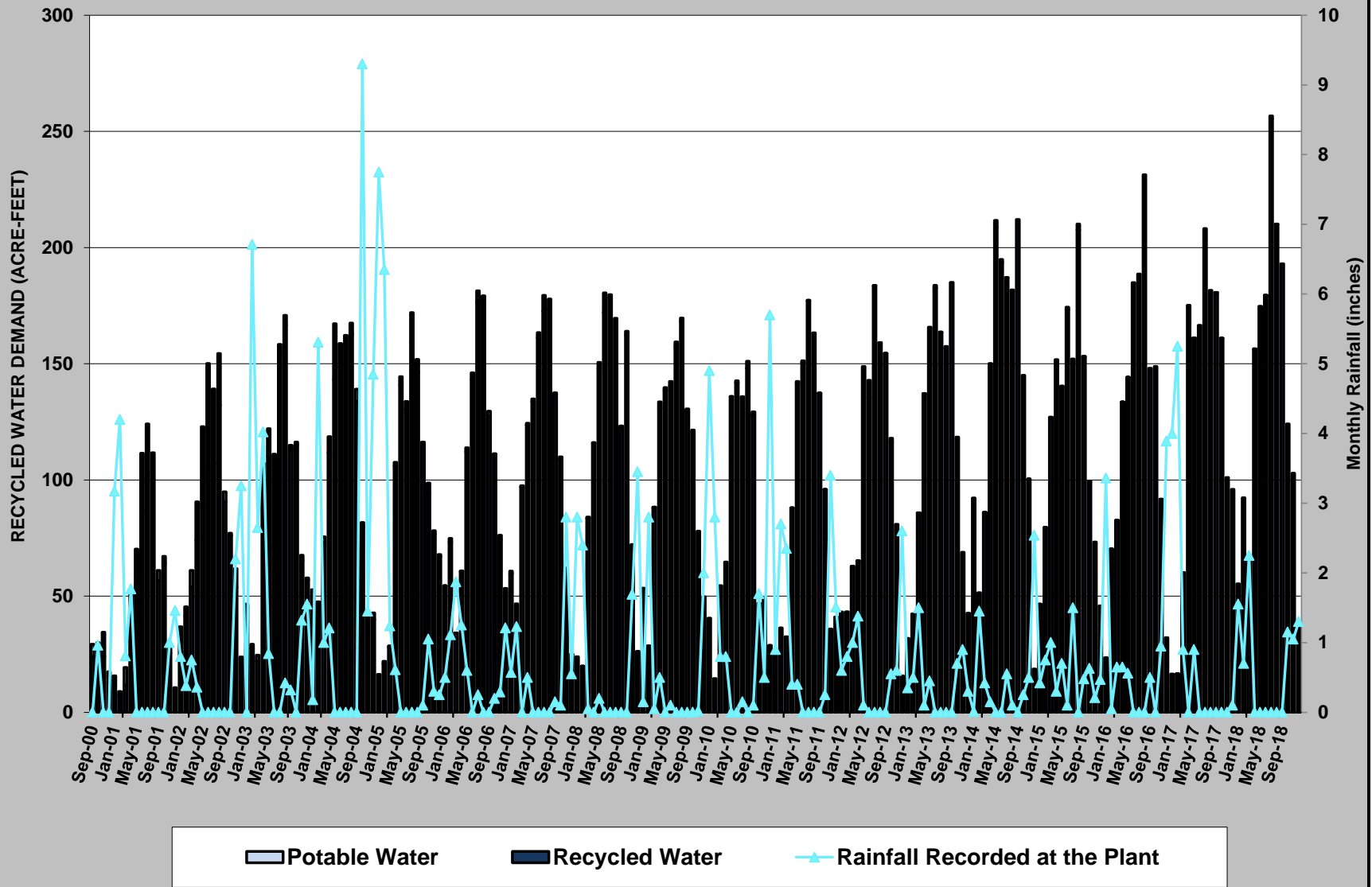


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

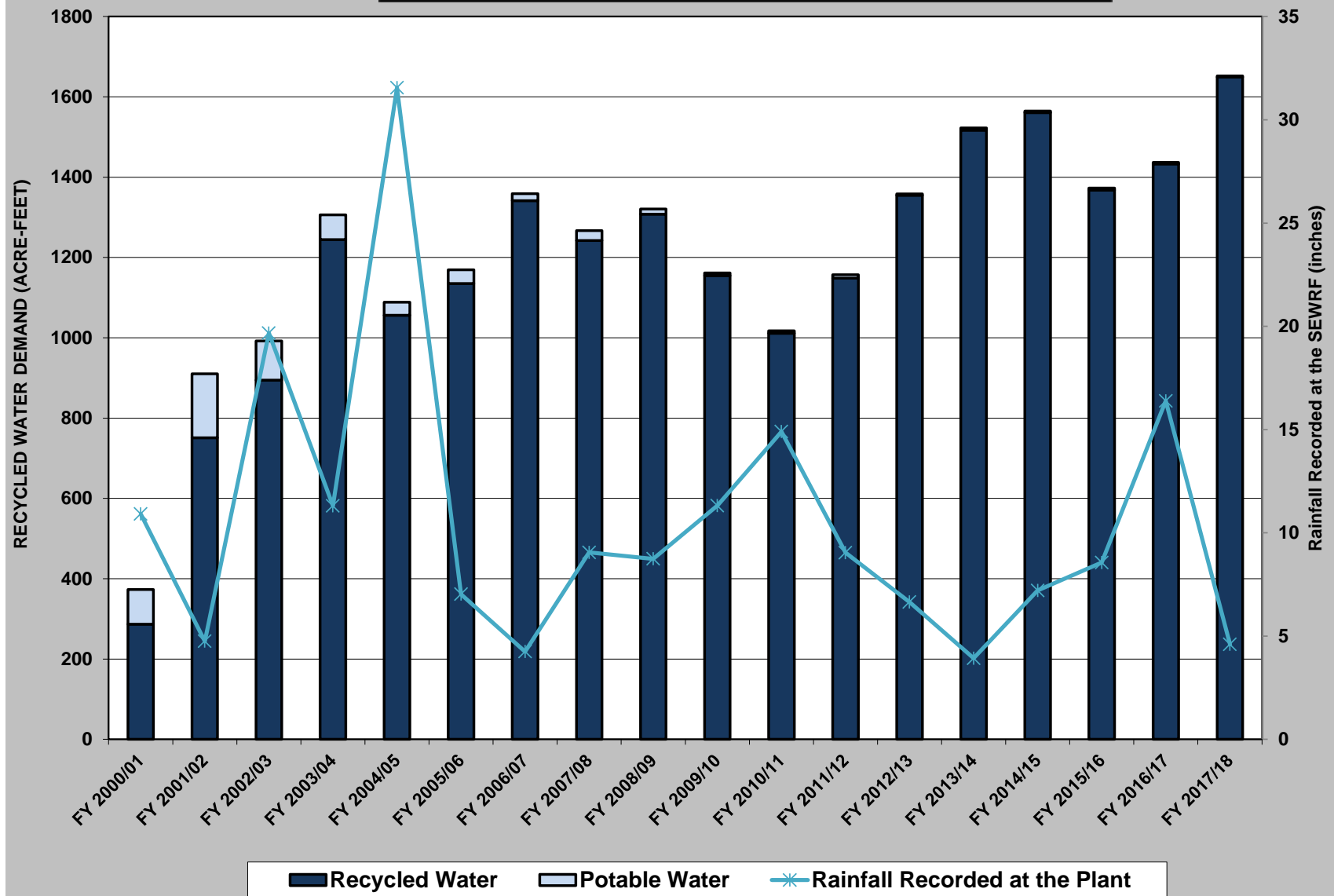


Figure 3 - DECEMBER RECYCLED WATER DEMAND

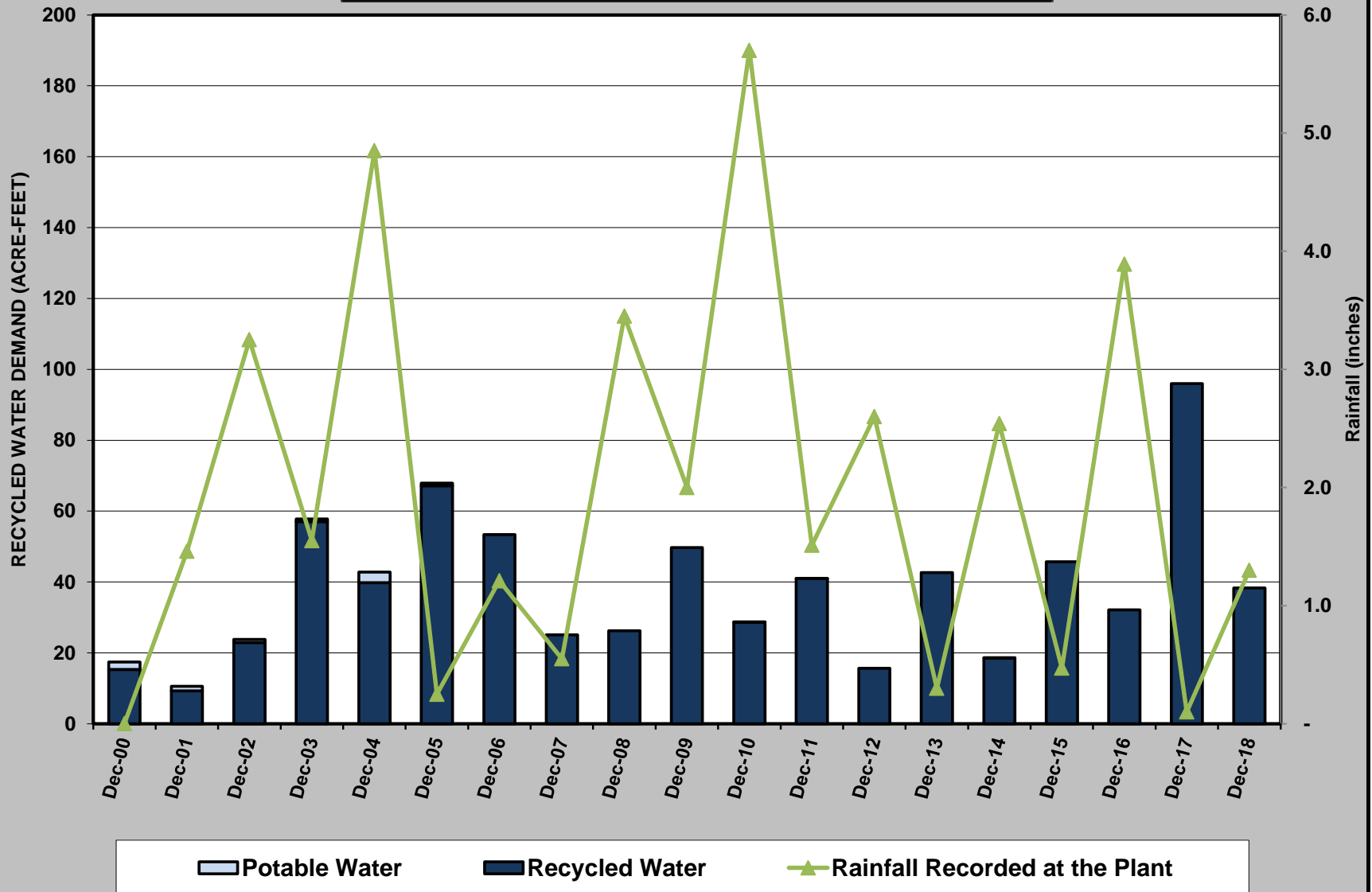
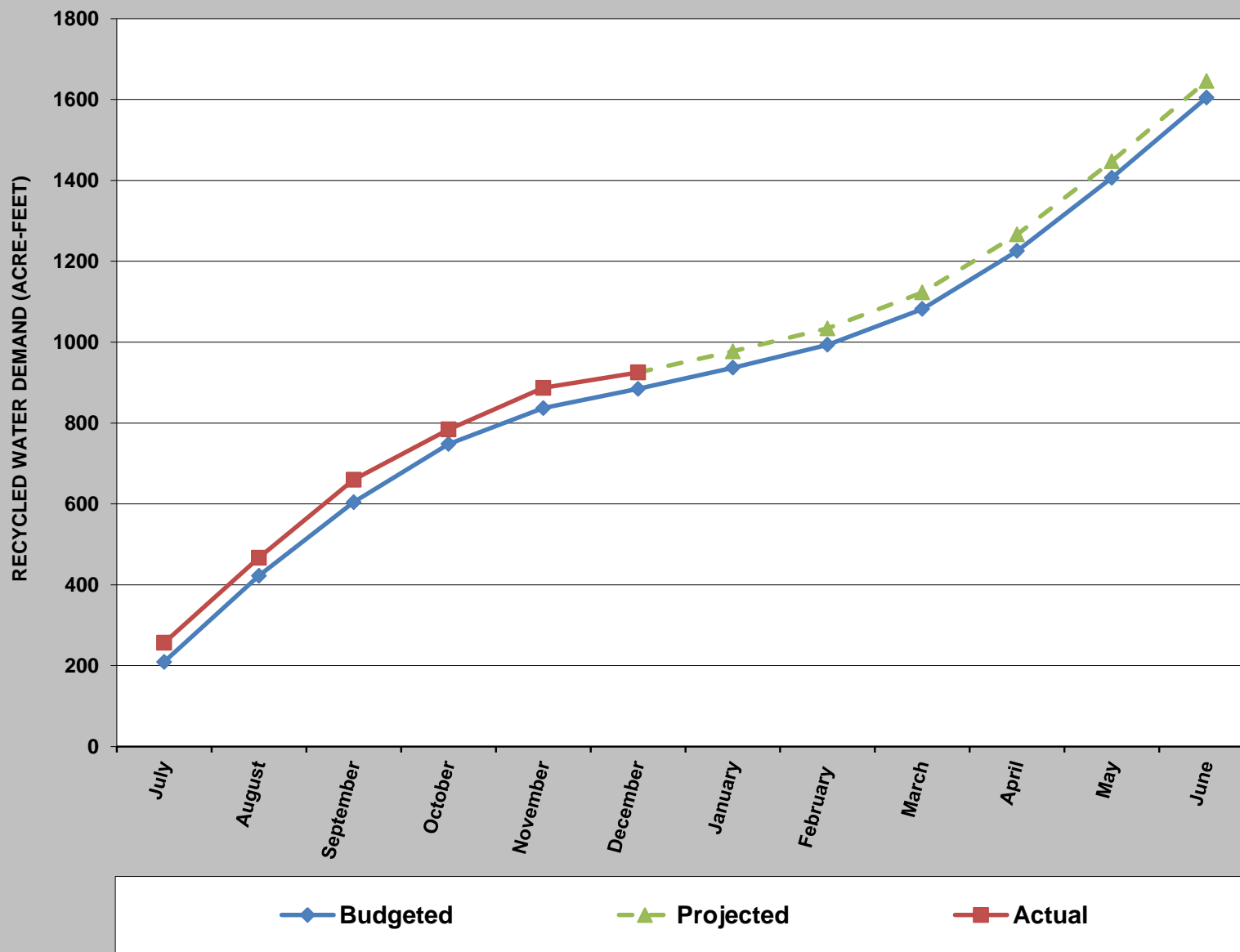


Figure 4 - RECYCLED WATER DEMAND BUDGET vs ACTUAL



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROFESSIONAL SERVICE AGREEMENT FOR LABORATORY
SUPPORT SERVICES

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to execute a professional service agreement with Larry Walker Associates, Inc. for an amount not to exceed \$39,921; and
2. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) owns and operates an accredited laboratory that conducts analytical analysis on wastewater, recycled water, storm water, and ocean water. Data produced by the laboratory is used for public health and safety, regulatory compliance, environmental monitoring, scientific investigations, and treatment process control. Oversight and accreditation is provided by the California Water Boards – Environmental Laboratory Accreditation Program (ELAP). Laboratory staff certification is provided by the California Water Environment Association in partnership with the California Water Boards. For SEJPA to operate its laboratory for public health and safety monitoring, as well as for regulatory compliance reporting for wastewater and recycled water operations, laboratory accreditation and staff certification is required.

DISCUSSION

ELAP is in the process of updating regulations (California Code of Regulations; Title 22) that will impact accreditation standards. The desired outcome for the regulation update is to ensure data that is produced from accredited laboratories is accurate and consistent, produced of known and documented quality, and that is legally defensible.

SEJPA supports ELAP's goals for accredited laboratories to produce reliable and defensible data. In anticipation of proposed new laboratory operating requirements, staff seeks to engage Larry Walker Associates (LWA) to conduct a third-party review of SEJPA's laboratory

and to provide recommendations for compliance with the proposed new regulations, as well as other recommendations to ensure use of industry best practices. Core areas of review will include quality control procedures, data documentation and filing, staff training and certification, standard operation procedures documentation and use, and the application of industry best practices. The results of the laboratory review will be joined with the ELAP regulation changes to produce a final set of guidelines for governing the operation of SEJPA's laboratory.

FINANCIAL IMPACT

Funding for the Laboratory Support Service agreement is available in the FY 2018-19, within the Laboratory and Ocean Outfall Programs, which will receive the benefit of the support services.

It is therefore, recommended that the Board of Directors:

1. Authorize the General Manager to execute a professional service agreement with Larry Walker Associates, Inc. for an amount not to exceed \$39,921; and
2. Discuss and take action as appropriate.

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

Attachment 1: Proposal for Laboratory Support Services, dated January 7, 2019

ATTACHMENT 1

January 7, 2019

Mr. Chris Trees
Director of Operations
San Elijo Joint Powers Authority
2695 Manchester Avenue
Cardiff by the Sea, CA 92007



Re: Proposal for Laboratory Support Services in 2019

Dear Chris:

Larry Walker Associates (LWA) is pleased to submit this proposal to provide laboratory support services for the San Elijo Joint Powers Authority (SEJPA). LWA has worked with the SEJPA previously, and is familiar with the SEJPA Laboratory, staff, and agency permits.

LWA is proposing to provide professional laboratory services to evaluate current operating procedures, analytical test methods, quality assurance/quality control, staff training and certification system, and to provide recommendations for implementing industry best practices that would benefit the SEJPA. Our estimated time required to complete each task is provided in the following table.

Task No.	Task Description	Effort	Fee (\$232/Hr)
1	Provide focused training on specific test methods and quality assurance/quality control requirements (per ELAP standards).	60 hours	\$13,920
2	Review existing SEJPA Laboratory SOPs and staff training and certification system.	32 hours	\$7,424
3	Provide on-site support to the Senior Lab Analyst during the upcoming ELAP audit.	16 hours	\$3,712
4	Assist with the review of the Annual Chemical Hygiene Plan (CHP) for 2019.	20 hours	\$4,640
5	Provide recommendations for integration of industry best practices, data documentation, and data filing.	40 hours	\$9,280
6	Other indirect costs (travel costs)	Lump sum	\$945
TOTAL			\$39,921

Mr. Chris Trees
January 7, 2019
Page 2

LWA will conduct the work associated with the foregoing tasks and will submit findings, conclusions, and recommendations to the SEJPA Director of Operations. The work will be completed on a time and materials basis, in accordance with the LWA Rate Schedule provided in **Attachment 1**. The fee for the proposed effort is \$39,921.

It has been a pleasure to work with SEJPA Laboratory staff on prior assignments, and I believe this experience and knowledge greatly aid in the efficiency of completing this new work. I appreciate the opportunity to submit this proposal for Laboratory Support Services for 2019. Please contact me at (805) 585-1835, Ext. 304 or shellis@lwa.com if you have any questions or suggested changes to this proposal.

Sincerely,



Shelli St. Clair
Senior Engineer

ATTACHMENT 1

LARRY WALKER ASSOCIATES

Rate Schedule Effective July 1, 2018 – June 30, 2019

PERSONNEL	Rate \$/Hour	REIMBURSABLE COSTS	
Project Staff			
Melanie Andreacchi	\$ 88	Travel:	
Alta Ljung	\$ 88	Local mileage	Current IRS rate
Kim Turner	\$ 88	Transportation	Actual expense
Tina Van Carpels	\$ 88	Auto rental	Actual commercial rate
Adriana Stovall	\$113	Fares	Actual expense
Michelle Benson	\$155	Room	Actual expense
Kathryn Walker	\$155	Subsistence ⁽¹⁾	\$48 per day
Kelsey McNeill	\$144		
Olin Applegate	\$170		
Katrina Arredondo	\$170	The rate for each meal as follows: ⁽¹⁾	
Jenny Bayley	\$170	Breakfast	\$ 9
Nima Jabbari	\$170	Lunch	\$13
Adriel Leon	\$170	Dinner	\$21
Amir Mani	\$170	Incidentals	\$ 5
Danielle Moss	\$180		
Jeff Walker	\$180	Report Reproduction and Copying:	
Elizabeth Yin	\$180	Actual outside expense	
Masih Akhbari	\$200	Per black and white copy,	\$0.08
Bryant Alvarado	\$200	in-house	
Alina Constantinescu	\$200	Per color copy, in-house	\$0.89
Airy Krich-Brinton	\$200	Per binding, in-house	\$1.95
Mike Marson	\$200		
Steve Maricle	\$200	Special Postage and Express Mail:	
Hope M. Taylor	\$200	Actual expense	
Senior Staff			
Kristine Comeillie	\$232	Other Direct Costs:	
Diana Engle	\$232	Actual expense	
Laura Foglia	\$232		
Gorman Lau	\$232	Daily Equipment Rental Rates:	
Will Lewis	\$232	Single parameter meters & equipment	\$ 30
Shelli St. Clair	\$232	Digital Flow Meter	\$ 60
Amy Storm	\$232	Multi-parameter field meters & sondes	\$100
Rachel Warren	\$232	Dye/tracer mapping or residence time	\$200
Associate		Multi-parameter continuous remote sensing	\$ 40
Denise Connors	\$258	Subcontractors:	
Betsy Elzufon	\$258	Actual expense plus 10% fee	
Paul Hartman	\$258		
Sandy Mathews	\$258		
Mitch Mysliwicz	\$258		
Claus Suverkropp	\$258		
Mike Troughon	\$258		
Principal			
Karen Ashby	\$283		
Chris Minton	\$283		
Mack Walker	\$283		
Brian Laurenson	\$294		
Ashli Cooper Desai	\$309		
Tom Grovhoug	\$309		

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PRELIMINARY TREATMENT AND ODOR CONTROL UPGRADES PROJECT
CONTRACT CHANGE ORDERS

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to issue a construction contract change order to NEWest Construction in the amount of \$27,565; and
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Water Reclamation Facility's preliminary treatment system (also known as "Headworks/Grit" treatment) provides basic physical treatment of the raw wastewater that enters the facility. This treatment system includes mechanical processes that remove trash, rocks, rags, and other debris that can clog, damage, or interfere with downstream treatment. In addition, preliminary treatment removes sand, grit, and other dense materials from the wastewater that can cause premature wearing of pumps and pipes within the treatment plant. The material that is removed is washed, dewatered, and sent to the local landfill for final disposal. The preliminary treatment area is also exposed to aggressive odors and corrosive gases that require capture and treatment. A large air scrubber minimizes these odors and gases.



Preliminary Treatment at the SEWRF

The Preliminary Treatment Upgrades project construction contract was approved by the Board in July 2017 and has been in active construction since October 2017. This project is

constructing new concrete treatment structures, installing new mechanical screening and dewatering equipment, rehabilitating existing concrete channels and structures, and upgrading the odor control system

DISCUSSION

During construction, extensive concrete and steel damage was identified during the rehabilitation work (due to the corrosive operating conditions) in excess of planned project repairs. Miscellaneous extra work was also required to replace inoperable valves, reroute unknown electrical utility conflicts that were uncovered during excavation, and make repairs that have extended the project schedule and increased project costs. The cost of the proposed change order was reviewed and negotiated by staff and the project construction manager. The final proposed cost is, in the opinion of staff, reasonable and approving the change order is in the best interest of the SEJPA.

FINANCIAL IMPACT

The proposed contract change order is for \$27,565. To date, previously approved construction contract change orders have totaled \$34,243. If approved, staff's recommendation would raise the total approved construction change orders to \$61,808. The approved project budget is \$4,897,187, of which \$219,201 is available in project contingency to fund this change order request.

It is recommended that the Board of Directors:

1. Authorize the General Manager to issue a construction contract change order to NEWest Construction in the amount of \$27,565; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: SEJPA Preliminary Treatment Upgrades Change Order G



BLACK & VEATCH
Building a world of difference®

**SEJPA PRELIMINARY TREATMENT
UPGRADES
CHANGE ORDER G**

GROUND RING RESTORATION, GRIT BUILDING VALVE REPLACEMENT, LIGHTING
CONDUIT RELOCATION, ROTAMETER WIRING, GRIT EFFLUENT WEIR REPLACEMENT,
AND CHECKER PLATE ANGLE REPLACEMENT

Project: San Elijo Water Reclamation Facility - Preliminary Treatment Upgrades	
Owner: San Elijo Joint Powers Authority (SEJPA)	Owner's Contract No.: 12001
Contractor: NEWest Construction Company, Inc. (NEWest)	B&V's Project No.: 196270
Engineer: Dudek	Engineer's Project No.: 8981.0001

Contractor is hereby directed to promptly execute this Change Order, issued in accordance with General Conditions (specification section 00700). All terms and conditions of the Contract Documents are applicable to this Work. Capitalized terms have the meanings defined in the Contract Documents.

Contractor agrees that the Total Compensation shown below is the equitable adjustment to the Contract Price and Contract Time for the execution of all changes described in this Change Order, all schedule impacts, delay, overhead costs, foreseeable impacts to unchanged Work, and other costs, direct and indirect, resulting from this Change Order.

Change Scope Summary:

The Contractor shall provide all materials, labor, equipment, and services to incorporate the Changes described below and attached:

1. FO 010/PCO 010: During excavation for the new headworks, the grounding ring was demolished as this was not shown on the contract drawings. Work includes the restoration of the grounding grid around the new headworks and relocate grounding rods conflicting with the new foul air utility trench. Total cost \$1,338.
2. PCO 019: Install conduit sweeps to utility pole from utility box to accommodate AT&T undergrounding of plant communication cable. Total cost \$178.
3. PCO 021: Replacement of two valves located near the ceiling of the grit building. Total cost \$1,599.
4. RFI 100/PCO 025: Lighting conduit embedded in the existing grit building wall was not shown on the contract drawings. Conduit impeded the location of a required new core hole. Work includes the restoration of the conduit and power to the lights in the grit building first floor that were cored through for the installation of the sluice and relocate the air monitor conduit that conflicted with the foul air ducting in the grit building stair well. Total cost \$883.
5. PCO 027: Install and terminate conduit and conductor for the rotameter on the odor control feed and the sluiceway valve panel. Total cost \$760 and 1 day.
6. RFI 118/PCO 031: Existing grit effluent weir was exposed and badly corroded, requiring repair. Work includes the replacement of the grit effluent weir with 316 stainless steel to match the existing weir assembly. Total cost \$2,041.
7. PCO 032: Existing sections of angle supporting existing diamond plates were discovered to be unsafely corroded. Work includes the replacement of the corroded angles supporting existing checker plate over the grit effluent channels. Total cost \$1,856.
8. PCO 037 / RFI 125: The existing channel width at the Vulcan screens was wider than shown. Work includes doweling rebar into the existing wall and filling the channel with concrete to create a uniform channel width. Total cost \$4,996.
9. PCO 038 / RFI 129: While preparing the drop chutes for new coating, several areas were discovered to be corroded. Work includes welding patches over the corroded areas. Total cost \$3,075.
10. PCO 039 / RFI 120: The slide gate for the primary sedimentation basin 4 was corroded. Work includes replacing the gate and installing new anchors. While removing the grit chamber baffle wall, a section of the support holding the FRP baffle logs was discovered to be severely corroded. Work includes fabrication and replacement of the corroded pieces to accommodate re-installation. Total cost \$1,146.



BLACK & VEATCH
Building a **world** of difference.

**SEJPA PRELIMINARY TREATMENT
UPGRADES
CHANGE ORDER G**

GROUND RING RESTORATION, GRIT BUILDING VALVE REPLACEMENT, LIGHTING
CONDUIT RELOCATION, ROTAMETER WIRING, GRIT EFFLUENT WEIR REPLACEMENT,
AND CHECKER PLATE ANGLE REPLACEMENT

Total Compensation:

- The Contract Price is increased by \$17,872.00.
- The Contract Time is increased by 1 day.

AGREED:

Contractor

Title:

Project Manager

Date:

1/30/19

RECOMMENDED:

Construction Manager

Title: Construction Manager

Date: 1/29/19

APPROVED:

SEJPA

Title:

Date:

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE
FISCAL YEAR 2018-19 OPERATING BUDGET

RECOMMENDATION

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

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) provides wastewater treatment and disposal, water recycling, and technical support to local clean-water programs. In providing these services, SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. Each of the programs below is funded by the customer base that is served, and cost allocations are generally applied based on actual flows treated or level of effort provided. Operational funding collected but not spent is returned to the contributing agencies. The total budget for this Fiscal Year (FY 2018-19) is \$12,110,317 which includes debt service (\$3,378,671), capital (\$2,295,000), and operating expense (\$6,436,646). This staff report is a mid-year review of the operating expenses for the programs managed and operated by SEJPA that includes:

- Wastewater Treatment
- Laboratory Services
- Ocean Outfall
- Cardiff Pump Stations
- Solana Beach Pump Stations
- City of Solana Beach Services
- Encinitas Pump Stations
- Encinitas Storm Water
- Del Mar Pump Station
- Recycled Water

DISCUSSION

The following information is an estimate of expenses for FY 2018-19, which ends June 30, 2019. SEJPA's management developed the mid-year fiscal review based on actual costs incurred through the first 6 months of the fiscal year, cost trends, and anticipated future costs.

Estimates provided in this report are based on current information. Final results may differ due to emergencies, unplanned repairs, or unforeseen events.

Below are tables by program and expense category showing the forecast, budget, variance to budget, and percentage of budget spent.

Expense by Program

Program	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Wastewater Treatment	2,802,322	2,889,948	(87,626)	97.0%
Laboratory	492,282	489,018	3,264	100.7%
Ocean Outfall	662,276	694,998	(32,722)	95.3%
Cardiff Sanitary Division	221,925	240,987	(19,061)	92.1%
Encinitas Sanitary Division	145,812	149,056	(3,244)	97.8%
City of Encinitas	26,490	31,389	(4,899)	84.4%
City of Solana Beach	372,104	375,483	(3,379)	99.1%
City of Solana Beach Services	15,869	16,763	(895)	94.7%
City of Del Mar	42,250	46,744	(4,494)	90.4%
Programs before Recycled Water	4,781,330	4,934,386	(153,056)	96.9%
Recycled Water	1,505,236	1,502,260	2,976	100.2%
Total All SEJPA Programs	6,286,566	6,436,646	(150,080)	97.7%

Expense by Category

Expense Category	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	3,096,844	3,093,752	3,092	100.1%
Supplies & Services	3,057,035	3,124,194	(67,159)	97.9%
Capital Outlay	132,687	58,300	74,387	227.6%
Contingency	-	160,400	(160,400)	0.0%
Total All SEJPA Programs	6,286,566	6,436,646	(150,080)	97.7%

Personnel costs are tracking about at budget. Supplies and Services are tracking under budget, primarily as a result of lower than expected utilities costs, savings associated with contracted services, miscellaneous, disposal services and repair parts expense. Contracted services include accounting, legal, engineering, professional, IT, and other required services contracted by SEJPA. The miscellaneous expense category includes advertising, bank service charges, dues, subscriptions, rental and lease expense, administrative and office supplies, laboratory and safety supplies, training, and travel related expenses. Capital Outlay is higher than expected due to unexpected repairs or replacements for the Wastewater Treatment, Ocean Outfall, Encinitas Sanitary District, Solana Beach Pump Stations, and Recycled Water programs. Additional detail will be provided for each of the programs.

The table below is a summary of expenses for Supplies and Services.

Supplies and Services Expense

<i>Supplies and Services</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Over/(Under)
Utilities	974,378	1,016,394	(42,016)	95.9%
Contracted services	873,436	919,671	(46,235)	95.0%
Supplies	372,237	318,649	53,588	116.8%
Miscellaneous	259,903	274,798	(14,895)	94.6%
Disposal services	233,752	244,920	(11,168)	95.4%
Repair parts expense	187,482	197,870	(10,388)	94.8%
Permit/purveyor fees	87,738	86,443	1,295	101.5%
Insurance	68,109	65,449	2,660	104.1%
Total All SEJPA Programs	3,057,035	3,124,194	(67,159)	97.9%

Overall for Supplies and Services, SEJPA programs are anticipated to be under budget by \$67,159 or 2.1%. Utilities are projected to be lower than budget primarily due to lower water expense from the installation of new, more water efficient equipment. Contracted services is estimated lower as a result of lower IT services, human resource and safety support from Encina Wastewater Authority in addition to lower engineering services. Due to the effects of water conservation in the local community, the wastewater entering the treatment plant has affected the biology in the treatment process. SEJPA has begun piloting chemicals to reduce odor and corrosive gas in the collection system. Supplies have been forecasted to be higher due to odor control equipment and chemicals to control odor and corrosion at the pump stations.

Expenses by Program

Wastewater Treatment

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	1,356,050	1,354,057	1,993	100.1%
Supplies & Services	1,406,987	1,438,991	(32,004)	97.8%
Capital Outlay	39,285	25,000	14,285	157.1%
Contingency	-	71,900	(71,900)	0.0%
Total Wastewater Treatment	2,802,322	2,889,948	(87,626)	97.0%

This program is the cost center for operations and maintenance activities for wastewater treatment at the San Elijo Water Reclamation Facility. Activities include primary and secondary wastewater treatment for the cities of Encinitas, Solana Beach, and Del Mar as well as the Rancho Santa Fe Community Services Districts, with the effluent being recycled or disposed to the ocean. Wastewater biosolids are treated and dewatered, then hauled by contractor to Arizona for beneficial reuse through land application.

Wastewater Treatment is expected to be under budget by \$87,626 or 3.0% with Personnel about at budget. Supplies and Services are projected to be under budget by \$32,004 primarily due to lower water expense and rental costs for equipment; however, utilities for electricity are expected to be higher as are chemical costs for wastewater treatment. The additional funds

spent on Capital Outlay were for the replacement of mechanical systems in the secondary treatment tanks as well as a rebuild of a primary sludge pump. Overall, the costs before Contingency are under budget by \$15,726; Contingency funding of \$71,900 is not expected to be used at this time.

Laboratory Services

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	423,134	414,675	8,458	102.0%
Supplies & Services	69,149	64,043	5,106	108.0%
Capital Outlay	-	5,800	(5,800)	0.0%
Contingency	-	4,500	(4,500)	0.0%
Total JPA Laboratory	492,282	489,018	3,264	100.7%

The laboratory located at the San Elijo Water Reclamation Facility provides analytical laboratory services for the SEJPA's wastewater and recycled water programs, as well as to other entities through contract agreements. For the Fiscal Year 2018-19, contract agreements include the Fairbanks Ranch Community Services District, the Rancho Santa Fe Community Services District, the Santa Fe Valley Community Services District, the Whispering Palms Community Services District, and the San Elijo Lagoon Conservancy.

Overall, Laboratory Services are expected to be over budget by \$3,264 or 0.7%. The primary cause for the additional expense is the result of additional management time spent addressing upcoming Environmental Laboratory Accreditation Program (ELAP) regulatory changes and leadership transition due to a recent retirement of the Senior Laboratory Analyst.

Ocean Outfall

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	307,693	315,415	(7,722)	97.6%
Supplies & Services	334,280	343,083	(8,803)	97.4%
Capital Outlay	20,303	12,500	7,803	162.4%
Contingency	-	24,000	(24,000)	0.0%
Total JPA Ocean Outfall	662,276	694,998	(32,722)	95.3%

This program provides a cost center for all operation and maintenance services related to the ocean outfall system. These activities include effluent pump station operation and maintenance, ocean monitoring, sampling and testing, outfall inspection, maintenance, and repairs. As the outfall capacity is shared through an agreement with the City of Escondido, all operations and maintenance costs are shared on the basis of actual usage (measured by discharged flows).

Ocean Outfall is expected to be under budget by \$32,722 or 4.7%. All expense categories are tracking at or below budget with the exception of Capital Outlay which is over by \$7,803. Contingency funding is not expected to be used at this time.

Cardiff Sanitary Division

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	141,867	155,630	(13,763)	91.2%
Supplies & Services	80,058	71,157	8,901	112.5%
Capital Outlay	-	-	-	
Contingency	-	14,200	(14,200)	0.0%
Total Cardiff Sanitary Division	221,925	240,987	(19,061)	92.1%

Pump station maintenance and operation services are provided to the City of Encinitas, Cardiff Sanitary Division (CSD). These facilities include the Cardiff, Coast Highway, and Olivenhain pump stations. The actual costs incurred are borne solely by the CSD.

Expenses are projected to be under budget by \$19,061. Supplies and Services is over budget by \$8,901 or 12.5%; this additional expense is due to the implementation of an odor and corrosion control chemical pilot program at the Olivenhain Pump Station.

Encinitas Sanitary Division

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	65,915	68,211	(2,297)	96.6%
Supplies & Services	49,897	67,344	(17,447)	74.1%
Capital Outlay	30,000	-	30,000	
Contingency	-	13,500	(13,500)	0.0%
Total Encinitas Sanitary Division	145,812	149,056	(3,244)	97.8%

The SEJPA provides pump station maintenance and operation services to the City of Encinitas, Encinitas Sanitary Division (ESD) for the Moonlight Beach pump station. The actual costs incurred are borne solely by the ESD.

Capital Outlay was to replace a mechanical grinder at the pump station that failed. The estimated replacement cost will be offset by Contingency and savings in Supplies and Services. Overall, the program is forecast to be under budget by \$3,244 or 2.2%.

City of Encinitas

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	21,738	23,711	(1,973)	91.7%
Supplies & Services	4,752	7,678	(2,926)	61.9%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Encinitas	26,490	31,389	(4,899)	84.4%

Under this program, the SEJPA provides maintenance and operation services to the City of Encinitas. These services include the Urban Runoff Treatment Facility, the Phoebe Stormwater Pump Station, and the Storm Drain Sediment Drying and Disposal program. The actual costs incurred are borne solely by the City of Encinitas. This program is expected to end the year \$4,899 below budget.

City of Solana Beach

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	179,903	180,839	(936)	99.5%
Supplies & Services	177,585	165,744	11,840	107.1%
Capital Outlay	14,617	-	14,617	
Contingency	-	28,900	(28,900)	0.0%
Total City of Solana Beach	372,104	375,483	(3,379)	99.1%

This program provides pump station maintenance and operation services to the City of Solana Beach. These facilities include the Eden Gardens, Solana Beach, San Elijo Hills, and Fletcher Cove pump stations, as well as the Storm Drain Sediment Drying and Disposal Program.

The program is forecast to complete the year just under budget or 0.9% below. Personnel expense is expected to be approximately at budget. Supplies and Services is expected to be over budget due to the implementation of an odor and corrosion control pilot program at the Eden Gardens Pump Station. In addition, the Capital Outlay expense was for a pump replacement at the Solana Beach Pump Station. Contingency of \$28,900 will be used to offset these additional expenses.

Overall, it is estimated that this program will be under budget by \$3,379.

City of Solana Beach Services

This program provides for emergency power generator maintenance services located at the City of Solana Beach City Hall and the Lomas Santa Fe Fire Station. Costs incurred are reimbursed solely by the City of Solana Beach.

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	5,566	6,328	(762)	88.0%
Supplies & Services	10,302	10,435	(133)	98.7%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Solana Beach Services	15,869	16,763	(895)	94.7%

The current outlook is that this program will be below budget by 5.3% or \$895.

City of Del Mar

This is a new program in the first full year of operation. The City of Del Mar (Del Mar) has contracted with the SEJPA to provide pump station operation and maintenance, and other sanitary sewer services. This program began as additional maintenance support, PLC programming, instrumentation installation, and wet well cleaning and disposal services. The level of service that SEJPA will be providing to Del Mar's pump station is being determined as SEJPA and Del Mar move forward.

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	31,136	32,088	(952)	97.0%
Supplies & Services	11,114	11,256	(142)	98.7%
Contingency	-	3,400	(3,400)	0.0%
Total City of Del Mar	42,250	46,744	(4,494)	90.4%

Overall, this program is expected to be under budget by \$4,494 or 9.6%.

Total Expenses by Category before Recycled Water

<i>Expense Category</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	2,533,002	2,550,954	(17,953)	99.3%
Supplies & Services	2,144,124	2,179,732	(35,608)	98.4%
Capital Outlay	104,205	43,300	60,905	240.7%
Contingency	-	160,400	(160,400)	0.0%
Total Expense Excluding Recycled	4,781,330	4,934,386	(153,056)	96.9%

Operational expenses funded by the member agencies and other government organizations are expected to be under budget by \$153,056 or 3.1%.

Recycled Water Program

The SEJPA recycled water program is capable of delivering between 1,800 and 2,000 acre-feet per year of recycled water to its water purveyor partners. The SEJPA wholesales recycled water to San Dieguito Water District, Santa Fe Irrigation District, Olivenhain Municipal Water District, and the City of Del Mar, as well as direct sales to the Encinitas Ranch Golf Authority. End customers that use the recycled water include the Encinitas Ranch Golf Course, Lomas Santa Fe Executive and Country Club Golf Courses, Encinitas Community Park, Ecke YMCA, Del Mar Fairgrounds, various Home Owners Associations landscaping, local schools, parks, businesses, and street/freeway landscape.

Recycled Water Program Revenues

<i>Recycled Water Customer</i>	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Over/(Under)
Sante Fe Irrigation District	841,666	821,880	19,786	102.4%
San Dieguito Water District	662,070	669,680	(7,610)	98.9%
City of Del Mar	182,640	190,250	(7,610)	96.0%
Encinitas Ranch Golf Association	269,183	269,183	-	100.0%
Olivenhain Municipal Water District	333,318	304,400	28,918	109.5%
Total Customer Revenue	2,288,877	2,255,393	33,484	101.5%
 MWD and CWA Incentives	 720,000	 720,000	 -	 100.0%
Total Recycled Water Revenue	3,008,877	2,975,393	33,484	101.1%

The MWD and CWA (Metropolitan Water District and San Diego County Water Authority respectively) revenues are incentive funding for recycled water.

Recycled Water revenues are expected to be 1.1% greater than budget as a result of increased recycled water usage by Santa Fe Irrigation District and Olivenhain Municipal Water District. New customers within the Solana Beach service area and Encinitas Village Park are helping to increase use. The current outlook for the Recycled Water program is sales of approximately \$33,484 greater than budget.

Recycled Water Program Expenses

Expense Category	Estimate FY 2018-19	Budget FY 2018-19	Over/(Under) Budget	% Budget Spent
Personnel	563,842	542,798	21,045	103.9%
Supplies & Services	912,911	944,462	(31,551)	96.7%
Capital Outlay	28,483	15,000	13,483	189.9%
Contingency	-	-	-	
Total Operating & Maintenance Exp	1,505,236	1,502,260	2,976	100.2%
Debt Service	997,828	997,828	-	100.0%
Total Expense	2,503,064	2,500,088	2,976	100.1%

Recycled Water operating expenses are expected to be over budget by \$2,976. Capital Outlay is higher than planned due to the replacement of a 150 horsepower pump motor and a 6,600 gallon bulk chlorine storage tank. Overall, including debt service, this program is expected to be about at budget.

The anticipated net revenue of \$3,008,877, less the estimated expense of \$2,503,064 will result in \$505,813 revenue over expense, which will increase the Recycled Water Fund Reserves to fund capital, future repair, and replacement needs.

Summary

Total operating expenses for the agency are expected to be under budget by \$150,080 or 2.3%. The mid-year review for fiscal year end June 30, 2019 is based on costs incurred for the first 6 months of the year; however, changes may occur that affect final expenses.

The Recycled Water program projects to deliver \$505,813 revenue over expense. Budget was \$475,305, which is expected to provide \$30,508 or 6.4% additional revenue over expense than budget.

Respectfully submitted,



Paul Kinkel
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: MAINTENANCE TRUCK AND SLUDGE TRACTOR PURCHASE

RECOMMENDATION

1. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$193,250 for a 2019 Ford F-750 equipped with Crane Body to be budgeted and delivered in FY 2019-2020; and
2. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$101,688 for a 2020 Peterbilt 348 Tractor to be budgeted and delivered in FY 2019-2020; and
3. Discuss and take action as appropriate.

BACKGROUND

At the October 2018 Board meeting, staff informed the Board of the California Air Resources Board Truck and Bus regulation that is aimed at reducing particulate matter and oxides of nitrogen emissions from existing diesel vehicles operating in California. The Truck and Bus regulation affects individuals, private companies, and government agencies that own light and heavy diesel trucks and buses that operate in California. Trucks and buses with a Gross Vehicle Weight Rating (GVWR) of 14,001 to 26,000 lbs. have compliance requirements that started January 1, 2015, and require most of these vehicles to be replaced or modified by January 1, 2020.

San Elijo Joint Powers Authority (SEJPA) owns and operates two vehicles that are affected by this rule. One is a 26,000 lb. GVWR heavy-duty maintenance truck that was purchased in 2003 and the other is a 50,000 lb. GVWR sludge hauling tractor that was purchased in 1989. The Board authorized staff at the October 2018 meeting to request bids for both vehicles and present the lowest responsible, responsive bid to the Board for approval consideration.



2003 Ford F650 GVWR 26,000



1989 Volvo Diesel Tractor GVWR 50,000

DISCUSSION

Staff prepared bid documents that provided desired vehicle specifications including updated safety requirements. SEJPA published bid notices and listed the Request for Bids (RFBs) on PlanetBids.com, as well as contacted local truck vendors to gauge bidding interest.

Six prospective bidders reviewed the RFB for the Ford F-750 Diesel Truck and four reviewed the RFB for the 2019 Sludge Tractor. Only one bid was received for each RFB. The submitted bids are as follows:

2019 Ford F-750 equipped with Crane Body	\$ 193,250
2020 Peterbilt 348 Tractor	\$ 101,688

To evaluate the pricing as a result of only one bid for the F-750 Diesel Truck, staff worked with the City of Encinitas' fleet manager to obtain pricing for a similarly equipped Ford F-750, which was priced at \$236,188.

The pricing for the 2020 Peterbilt Tractor was evaluated by reviewing similar Peterbilt 348 Trucks pricing on-line, which confirmed the bid received was within fair market pricing.

Based on the evaluations above, rebidding the vehicles is unlikely to be to the advantage of the SEJPA.

Both of these vehicles will require a substantial amount of time for procurement as a result of demand caused by the regulation, and for the vendor to build the vehicles to meet SEJPA specifications. Staff is recommending that the Board authorize entering into an agreement to purchase the vehicles, and take delivery in FY 2019-20 where the expense will be budgeted. This will set the pricing, commit SEJPA to the purchase, and allow the vendor to build the vehicles timely to meet the ARB/Board replacement schedule.

FINANCIAL IMPACT

The SEJPA conducted public contract bidding for two diesel trucks and Rush Truck Centers submitted the lowest responsive and responsible bid totaling \$294,938. If the SEJPA Board approves staff recommendation, then the SEJPA will commit to the purchase of these vehicles in FY 2018-19 to allow time for manufacturing and delivery. The trucks will be received in FY 2019-20, at which time payment will be made. This expense will be included in the upcoming FY 2019-20 Budget. Upon receiving the new trucks, the existing trucks will be auctioned. Estimated resale value of both trucks is \$40,000 to \$60,000.

RECOMMENDATION

1. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$193,250 for a 2019 Ford F-750 equipped with Crane Body to be budgeted and delivered in FY 2019-2020; and
2. Authorize the General Manager to issue a purchase order to Rush Truck Centers in the amount of \$101,688 for a 2020 Peterbilt 348 Tractor to be budgeted and delivered in FY 2019-2020; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CLASSIFICATION AND COMPENSATION ANALYSIS

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) is a regional sanitation and water recycling agency that employs a non-unionized workforce of less than 30 employees. Core functions of the agency include water pollution control, environmental monitoring, water recycling, wastewater treatment, laboratory services, and remote facility operations and maintenance. Employee positions include both administrative and technical, ranging from state certified wastewater treatment operators and engineers, to accounting and finance.

The SEJPA employees are currently operating under a 3-year labor agreement (Resolution No. 2018-02), which is scheduled to expire June 30, 2019. As part of the resolution, the Competitiveness Assessment Decision section states that the SEJPA will perform a Classification and Compensation analysis, and present recommendations to the SEJPA Board of Directors prior to the end of the agreement. In September 2018, the Board directed the General Manager to complete a Classification and Compensation analysis, and to present the findings at a future Board meeting.

DISCUSSION

Under the supervision of the General Manager, the SEJPA completed a classification and compensation review of agency positions using salary data from comparable agencies within an approximate 30-mile radius (Table 1). Determination of comparable agencies gave consideration to the organization type and structure, scope of service provided, labor classifications employed, and geographic location.

The overall effort included the review of 20 position classifications collected from 16 cities and agencies in order to collect representative compensation data within the defined labor market. The surveyed classifications represent the majority (approximately 90%) of SEJPA positions, and were selected as "benchmark" classifications due to strong commonality across the labor market. Classifications not surveyed will be aligned to benchmark classifications using internal equity principles, level of responsibility, and desired pay range overlap.

Table 1. Comparator Agencies

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

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

Table 2. Benchmark Classifications

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

Monthly base salary data was collected from each benchmark classification of the surveyed agencies. Data was collected during the months of November 2018 and January 2019, through agency websites, and contact with human resources and finance staff.

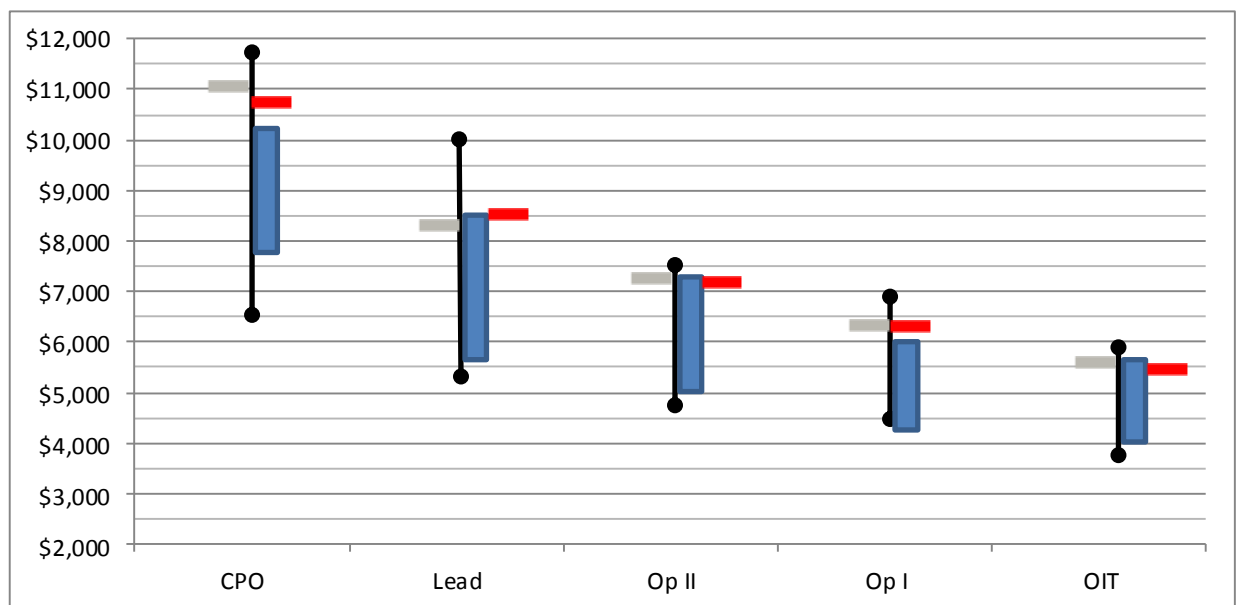
Methodology used to analyze and compare classifications included the following:

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

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

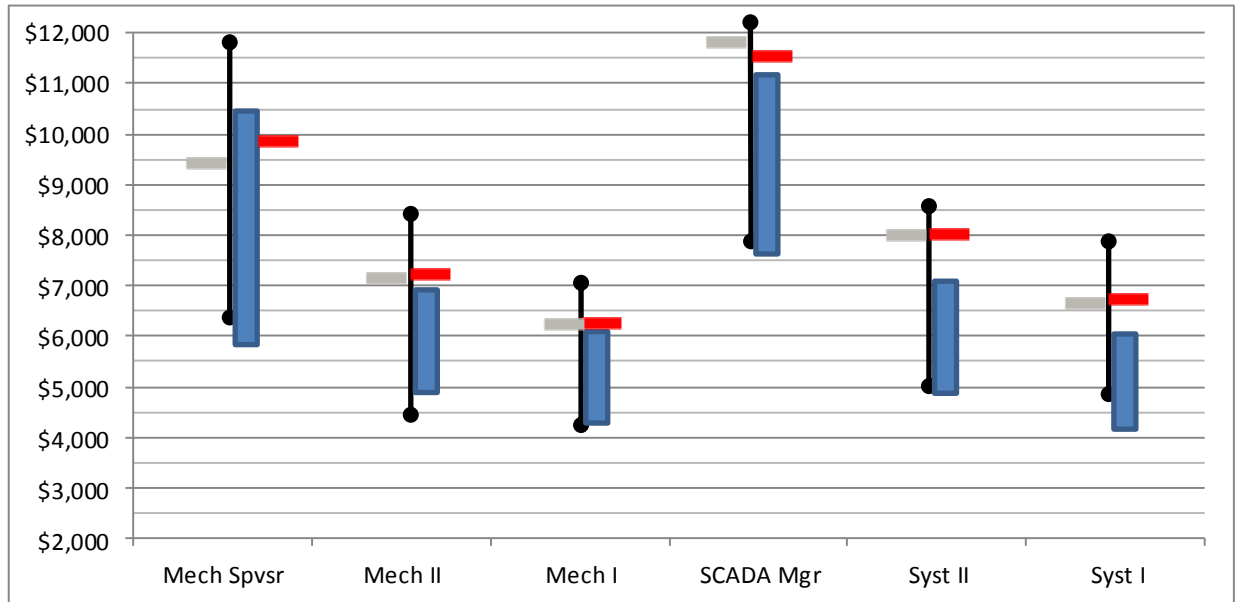
The collected salary data was graphed for each position. The highest maximum and lowest minimum salary points create the graphed range, as indicated by the “barbell” line. The red bar indicates the mean (average) of the classification maximum salary range. Similarly, the grey bar indicates the median (midpoint) of the classification maximum salary range. The intent of highlighting both the mean and median is to show the central tendency of the data pool (which is the maximum salary for the classification). The wide blue bar indicates the current SEJPA salary range for the classification. Figures Nos. 1 through 4 illustrate SEJPA monthly salary ranges compared to the salary data of the survey pool.

FIGURE No. 1 – Operations



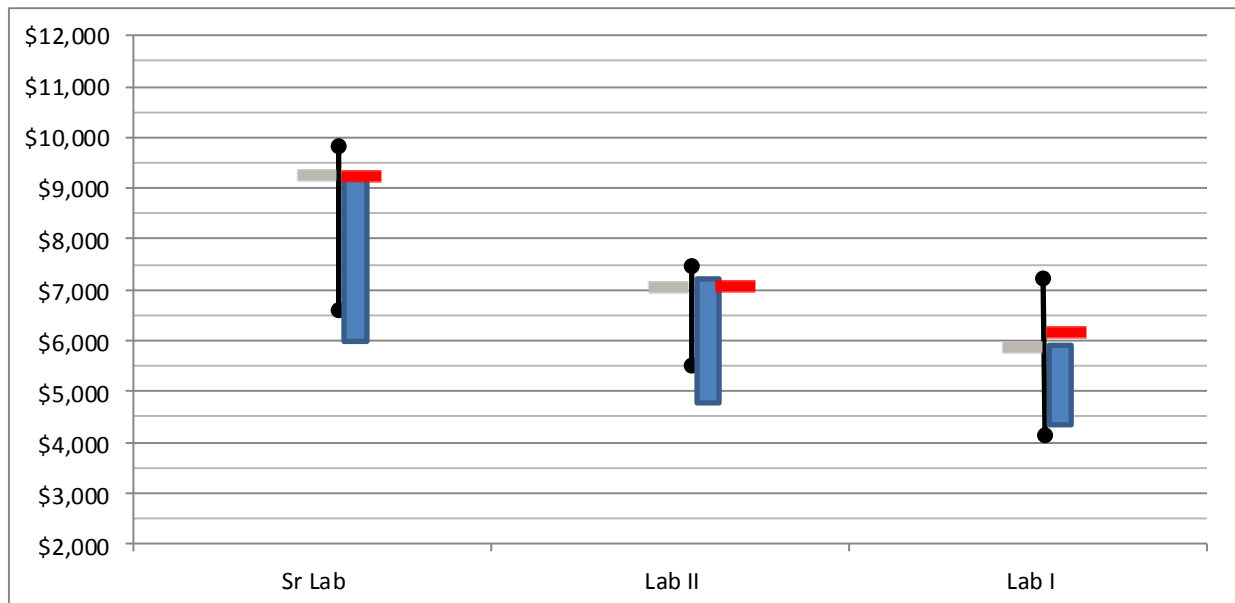
CPO - Chief Plant Operator
Lead - Lead Operator
Op - Operator
OIT - Operator in Training

FIGURE No. 2 – Maintenance, Systems and Recycled Water



Mech Spvsr – Mechanical System Supervisor
 Mech I & II – Mechanic I & II
 SCADA Mgr – SCADA Manager
 Syst I & II - Systems Integration Technician I & II

FIGURE No. 3 - Laboratory



Sr Lab - Senior Laboratory Analyst
 Lab I & II - Lab Analyst I & II



FIGURE No. 4 –Administration

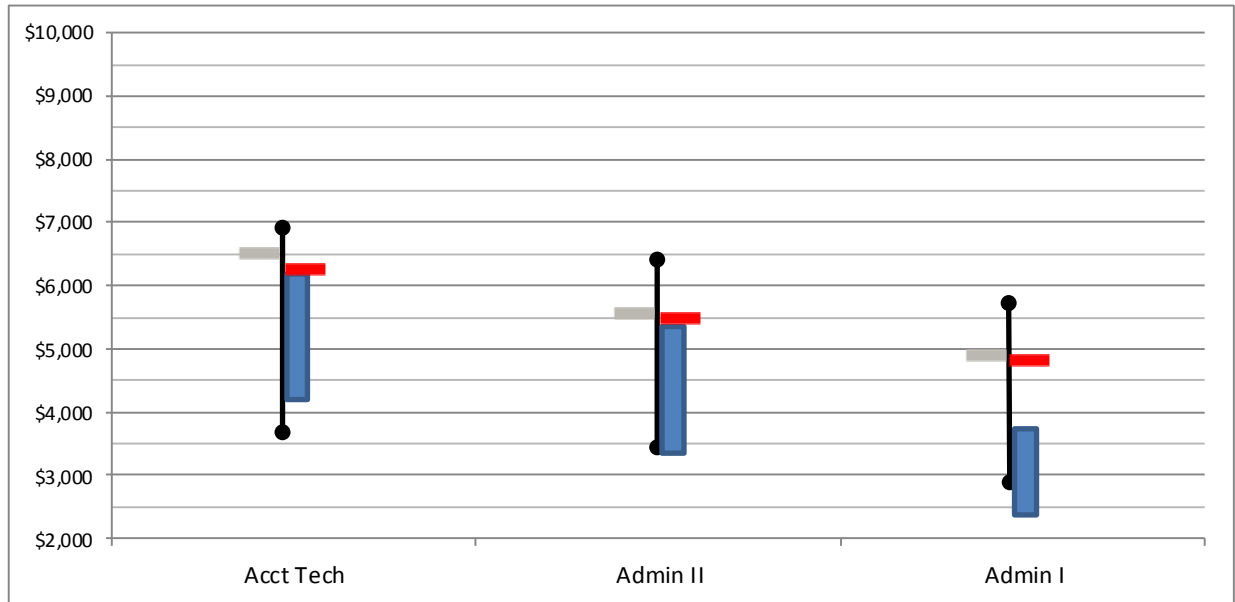
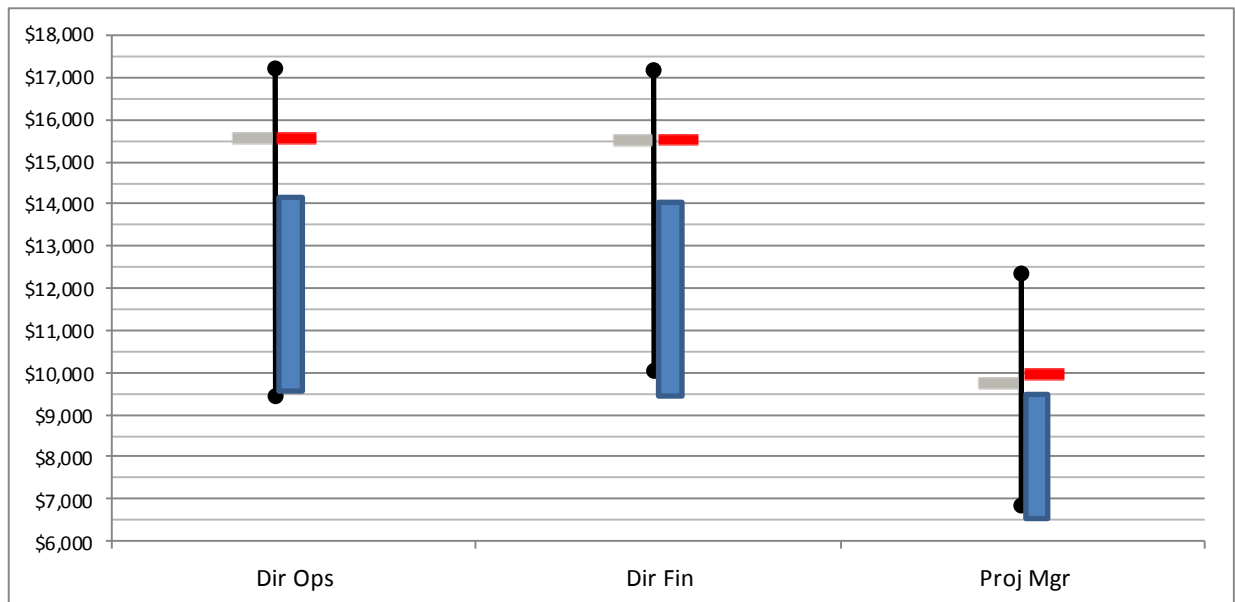


FIGURE No. 5 – Management and Engineering



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

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

Examining the data further shows that of the 13 positions below the median, the majority was below by 5% or more.

In 2010, the Board selected a goal of being competitive with the industry pay standards. This was defined as having SEJPA pay ranges near or at the median pay range. Positions 5% below this scale were considered not to be competitive for attracting and retaining staff. The general conclusion is that SEJPA salaries have edged below market competitiveness for attracting and retaining staff and, therefore, consideration may be warranted for adjusting the pay ranges of these positions toward the group median.

Upon acceptance of the Classification and Compensation analysis by the Board, the General Manager will then prepare recommendations for adjustments to the Classification and Compensation Schedule. This will be presented at a future meeting for the Board's consideration.

It is therefore recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 11, 2019

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: BUILDING AND SITE IMPROVEMENT PROJECT DISCUSSION

RECOMMENDATION

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

BACKGROUND

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

DISCUSSION

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager