

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY JANUARY 14, 2013 AT 9:00 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. PRESENTATION OF AWARDS
None
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR THE DECEMBER 10, 2012 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. **ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS**

It is recommended that the Board of Directors:

1. Appoint Chairperson and Vice Chairperson for the 2013 SEJPA Board of Directors;
2. Select Regular Meeting Place and Time for 2013; and
3. Discuss and take action as appropriate.

Staff Reference: General Manager

13. **PROPOSED STAFFING CHANGES**

It is recommended that the Board of Directors:

1. Approve General Manager's proposed classification and compensation schedule changes; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

14. **PRINCIPLES OF UNDERSTANDING FOR AMENDING RECYCLED WATER AGREEMENTS BETWEEN THE SAN DIEGUITO WATER DISTRICT AND THE SAN ELIJO JOINT POWERS AUTHORITY**

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Staff Reference: General Manager

15. **GENERAL MANAGER'S REPORT**

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

16. **GENERAL COUNSEL'S REPORT**

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

17. **BOARD MEMBER COMMENTS**

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

18. CLOSED SESSION

None

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".

19. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, February 11, 2013 at 9:00 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: January 9, 2013



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON DECEMBER 10, 2012
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Teresa Barth, Chair

David Roberts, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, December 10, 2012, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

Chair Barth called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Teresa Barth
Mark Muir
David W. Roberts

Directors Absent:

Thomas M. Campbell

Others Present:

General Manager
Director of Finance/Administration
Director of Operations
Administrative Assistant
Accounting Technician
Safety/HR Administrator
Administrative Assistant
Chief Plant Operator

Michael Thornton
Greg Lewis
Christopher Trees
Monica Blake
Carrie Cook
Marisa Buckles
Jennifer Basco
John Clark

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Aiko Yamakawa

City of Encinitas,
Public Works Management Analyst
Director of Engineering and Public Works
City of Solana Beach,
City Manager
City of Solana Beach,
Director of Engineering/Public Works

Bill Wilson
Glenn Pruim

David Ott

Mohammad "Mo" Sammak

Leaf & Cole, LLP

Mike Zizzi

3. PLEDGE OF ALLEGIANCE

Vice Chair Roberts led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Glenn Prum, Director of Engineering and Public Works for the City of Encinitas introduced himself to the SEJPA staff and Board Members.

5. PRESENTATION OF AWARDS

The General Manager recognized John Clark, Chief Plant Operator, for 20 years of service, and announced to the Board of Directors that Mr. Clark will be retiring at the end of the month.

The General Manager recognized Monica Blake, Administrative Assistant, for 5 years of service, and announced to the Board of Directors that Ms. Blake is also retiring at the end of the month.

The General Manager presented David Roberts, Vice Chair of the SEJPA Board of Directors, with an award for his service to the SEJPA as both a Board Member and as Chair of the Board. The General Manager noted that this will be Vice Chair Roberts last meeting as a member of the SEJPA Board of Directors and that staff wishes him well in his new position as San Diego County Board Supervisor.

6. CONSENT CALENDAR

Moved by Vice Chair Roberts and seconded by Board Member Muir to approve the Consent Calendar with unanimous vote of approval.

Consent Calendar:

Agenda Item No. 7	Approval of Minutes for the November 13, 2012 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

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. SAN ELIJO JOINT POWERS AUTHORITY ANNUAL AUDIT

The Director of Finance/Administration presented the 2011-12 Fiscal Year Audit and introduced Mike Zizzi from Leaf & Cole, LLP to give an overview of the audit findings. Leaf & Cole, LLP is in the second year of a four year contract to provide audit services for the SEJPA. Mr. Zizzi stated that the SEJPA's financial statements are in conformity with accounting principles generally accepted in the United States of America, as well as the State Controller's minimum auditing requirements. Mr. Zizzi stated that the financial statements this year were more complex than in prior years due to the 2011 bond refinancing and prepayment of the California Energy Commission loan with proceeds from the new bond issue. Mr. Zizzi commented on the complexity of the Statement of Audition Standards (SAS) 114 letter and stated the majority of the audit adjustments were due to the bond refunding. Mr. Zizzi stated that from an operational standpoint, excluding the bond refinancing, the year under audit was very similar to years past. Mr. Zizzi concluded his presentation with a review of the financials and statement of cash flows, and then answered Board Member questions.

Moved by Vice Chair Roberts and seconded by Board Member Muir to:

1. Accept and file the 2011-12 Fiscal Year Audit for the San Elijo Joint Powers Authority.

Motion carried with the following vote of approval:

AYES: Barth, Muir and Roberts
NOES: None
ABSENT: Campbell
ABSTAIN: None

13. 2012 YEAR IN REVIEW – RECOGNIZING AGENCY ACHIEVEMENTS AND SUCCESSES

The General Manager presented highlights of the SEJPA's accomplishments and successes for the calendar year 2012. Included in the highlights were that the agency achieved perfect permit compliance and incurred zero wastewater spills during the year. In addition, due to treatment process improvements, the SEJPA greatly exceeded minimum treatment requirements for ocean discharge of treated effluent. The General Manager also reported that this is the 12th consecutive year without a lost workday due to injury. The General Manager reviewed industry recognition awards for 2012 including the California Wastewater Environment Association (CWEA) award for Small Plant of the Year, at both the local and state level. The General Manager also noted that CWEA recognized a SEJPA employee as the San Diego Section Operator of the Year. The General Manager concluded his presentation with a review of the capital infrastructure projects that the SEJPA is leading or partnering on.

This memorandum was submitted for information only.

14. GENERAL MANAGER'S REPORT

None

15. GENERAL COUNSEL'S REPORT

General Counsel reported that there is an amendment to the Brown Act that takes effect January 1, 2013. The new bill states that if there is a violation to the Brown Act, the District Attorney or any interested party can send a Cease and Desist letter for an alleged Brown Act violation going back nine months. In the past, it could not be done on past actions. The agency would have an opportunity to respond to the allegations within 30 days. If the agency does not respond or correct the alleged violation, the court would decide if there was a violation, and if so, the interested party would have the opportunity to recover any attorney fees. This will only apply to actions beginning on January 1, 2013.

16. BOARD MEMBER COMMENTS

Chair Barth stated that she attended the ACWA Conference in San Diego and spoke with Fran Spivy-Weber, Board Member of the California State Water Resources Control Board. Fran Spivy-Weber stated that at the state-level she praises SEJPA's efforts for high quality, energy efficient wastewater treatment.

17. CLOSED SESSION

None

18. ADJOURNMENT

The Board of Directors adjourned at 9:52 a.m. The next Board of Directors meeting will be held on January 14, 2013.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

PAYMENT OF WARRANTS

13-01

4-Jan-13

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
13-01 Warrants		
AG Tech, LLC	Biosolids hauling - November	\$10,110.34
AT&T	Alarm service	\$383.54
AT&T	Phone service - 11/13/12 - 12/12/12	\$374.76
AT&T - Eden Gardens	DSL - 10/20/12 - 11/19/12	\$73.47
AT&T - Eden Gardens	DSL - 11/20/12 - 12/19/12	\$73.52
AT&T - Olivenhain	DSL - 11/10/12 - 12/09/12	\$72.99
Applied Industrial Tech.	Repair parts	\$117.58
Arrowhead	Kitchen and lab supplies	\$196.75
Arrowhead	Kitchen and lab supplies	\$250.77
Atlas Pumping Service	Grease & scum pumping - November	\$277.44
Atlas Pumping Service	Grease & scum pumping - December	\$277.44
Atlas Pumping Service	Grease & scum pumping - December	\$473.96
Atlas Pumping Service	Grease & scum pumping - December	\$277.44
Atlas Pumping Service	Grit and Screening - large bin	\$742.35
BankCard Center	Web page support, office supplies, advertising	\$354.74
Blake, Monica	Expense report - mileage	\$17.36
Blake, Monica	Expense report - mileage	\$24.04
Boot World, Inc.	Safety boots - S. Arredondo	\$135.72
Boot World, Inc.	Safety boots - R. Chea	\$135.72
Brenntag Pacific, Inc.	Sodium hydroxide - odor control	\$1,637.74
CASA	2013 Membership dues	\$8,000.00
CSMFO	Membership - G. Lewis	\$110.00
CWEA-TCP	Certification - E. Hurtado	\$80.00
CWEA-TCP	Certification - K. Regnier	\$75.00
Calscience Environmental Lab	Lab testing	\$205.00
Coast Waste Management, Inc.	Grit and Screening	\$514.34
Complete Office	Office supplies	\$38.43
Corodata	Record storage - Monthly	\$67.87
Deluxe	Accounts payable checks	\$258.02
DMV	Safety records	\$5.00
EDCO Waste & Recycling	Trash service - November	\$198.77
Encinitas, City of	Reimbursement for utility repair	\$7,457.00
Encinitas Ford	Vehicle repair	\$153.75
Finest City Paper	Lunchroom supplies	\$269.70
Golden Bell Products	Lift station degreaser and granular chlorine	\$388.98
Golden State Overnight	Mailing - Monthly compliance reports	\$38.79
Golden State Overnight	Mailing - Monthly compliance reports	\$42.18
Grainger, Inc.	Repair parts - plug for transformer	\$21.88
Health & Human Resource	Employee assistance program - December	\$317.68
Henke, Michael	Expense report - Grade V Renewal Certificate	\$190.00
Hoch Consulting	Electrical Upgrades Project	\$62.50
Hoch Consulting	AWT Project	\$6,656.25
Hoch Consulting	Professional engineering services	\$562.50
Hoch Consulting	RW administration & field services	\$843.75
Hoch Consulting	Pump station energy management	\$1,837.50

PAYMENT OF WARRANTS

13-01

4-Jan-13

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
Home Depot Credit Services	Plumbing parts and kitchen supplies	\$57.27
Jani-King	Janitorial service - Monthly	\$882.64
Kennedy/Jenks Consultants	AWT Project	\$14,307.06
Konica Minolta	Monthly copier maintenance	\$90.96
Leaf & Cole, LLP	Audit - progress billing	\$1,500.00
Marine Taxonomic Services	Ocean offshore monitoring	\$740.00
McMaster-Carr Supply Co.	Repair parts - Plant	\$15.00
McMaster-Carr Supply Co.	Repair parts - Plant	\$33.30
MegaPath Inc.	T-1 service - December	\$284.35
Miramar Truck Center	Oil, filters, and fluid	\$217.74
OMWD	Manchester - 10/09/12 - 11/07/12	\$41.95
OneSource Distributors, Inc.	Heatsink fan kit	\$521.93
OneSource Distributors, Inc.	Moonlight PS VFD #2 repair	\$653.57
PERS - Health	January health premium	\$17,036.43
PERS - Retirement	Retirement premium - 11/24/12 - 12/07/12	\$15,464.10
PERS - Retirement	Retirement premium - 12/08/12 - 12/21/12	\$15,267.22
Pacific Green Landscape	Monthly landscaping service	\$1,025.00
Pestguard Pest Control	Pest control	\$288.00
Preferred Benefit Insurance	Vision insurance - Monthly	\$291.84
Probuild	Repairs, shop and field supplies	\$76.26
Procopio,Cory,Hargreaves	General - legal services - November	\$1,767.00
Regnier, Kenneth	Expense report - diesel fuel for power outage	\$200.00
SDG&E	Gas & electric 11/04/12 - 12/05/12	\$27,366.06
SDG&E	Gas & electric - plant MS-1 11/05/12 - 12/06/12	\$1,626.29
SDG&E	Gas & electric - Cardiff 11/04/12 - 12/05/12	\$1,296.01
SDG&E	Gas & electric - Valley 11/04/12 - 12/05/12	\$1,686.57
SDWD	Cardiff 09/24/12 - 11/26/12	\$192.33
SDWD	Manchester 09/24/12 - 11/26/12	\$165.78
SDWD	Manchester 09/24/12 - 11/26/12	\$223.93
SDWD	Manchester RWM 1 10/30/12 - 11/29/12	\$118.36
SDWD	Manchester RWM 3 10/30/12 - 11/29/12	\$217.89
SDWD	Manchester RWM 4 10/30/12 - 11/29/12	\$126.43
SDWD	Manchester RWM 5 10/30/12 - 11/29/12	\$322.80
SDWD	Manchester RWM 6 10/30/12 - 11/29/12	\$2,862.16
SDWD	S. Coast Highway 101 09/24/12 - 11/26/12	\$41.89
SFID	Water - Lomas Santa Fe PS 9/20/12 - 11/19/12	\$3,549.24
SFID	Water - Eden Gardens PS 10/30/12 - 11/28/12	\$139.54
San Dieguito Trophy	Retirement awards - J. Clark, D. Roberts, and M. Blake	\$237.52
San Elijo Payroll Account	Payroll - 12/14/12	\$71,184.34
San Elijo Payroll Account	Payroll - 12/28/12	\$103,112.55
Sloan Electric Company	VFD #3 - Solana Beach PS	\$5,989.00
Smart & Final	Kitchen supplies and ERP meeting	\$79.82
Southwest Valve & Equipment	A-basin mud plug valve	\$982.95
State Water Resources Control Bd.	Certification - A. Simonson	\$170.00
Terminix Processing Center	Pest control	\$81.00
Terra Renewal	Biosolids hauling - November	\$1,132.14
Underground Service Alert	Dig alert - November	\$48.00
Unifirst Corporation	Uniform service - December	\$90.15

PAYMENT OF WARRANTS

13-01

4-Jan-13

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
Unifirst Corporation	Uniform service - December	\$88.36
Unifirst Corporation	Uniform service - December	\$85.63
Union Bank	2011 refunding revenue bonds	\$2,302.21
UPS	Mailing parts	\$110.39
UPS	Mailing	\$49.87
U.S. Postal Service	Stamps	\$360.00
Valley Chain & Gear	Replacement parts - belts	\$78.01
Verizon Wireless	Cellular phone service	\$595.68
VWR International, Inc.	Cable & Software Vision Lite	\$552.04
WEX Bank	Fuel - November	\$1,280.96
Total 13-01 Warrants		\$343,710.08

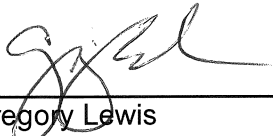
SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

4-Jan-13

PAYMENT OF WARRANTS		\$343,710.08
Reference Number	13-01	

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.



Gregory Lewis
Director of Finance/Administration
Treasurer

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
AS OF

4-Jan-13

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(NOVEMBER 2012 YIELD 0.324%)</i>	
SELF INSURANCE RESERVE	\$ 300,000.00
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 6,515,830.64
ADVANCED WATER TREATMENT LOAN PROCEEDS	\$ -
CALIFORNIA BANK AND TRUST <i>(DECEMBER 2012 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 40,526.15
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 7,491,356.79

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 14, 2013

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 NPDES ocean effluent limitation requirements for the month of November 2012. 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 98.3 percent and 97.7 percent, respectively, for November (as shown in Figure 1 and Figure 2).

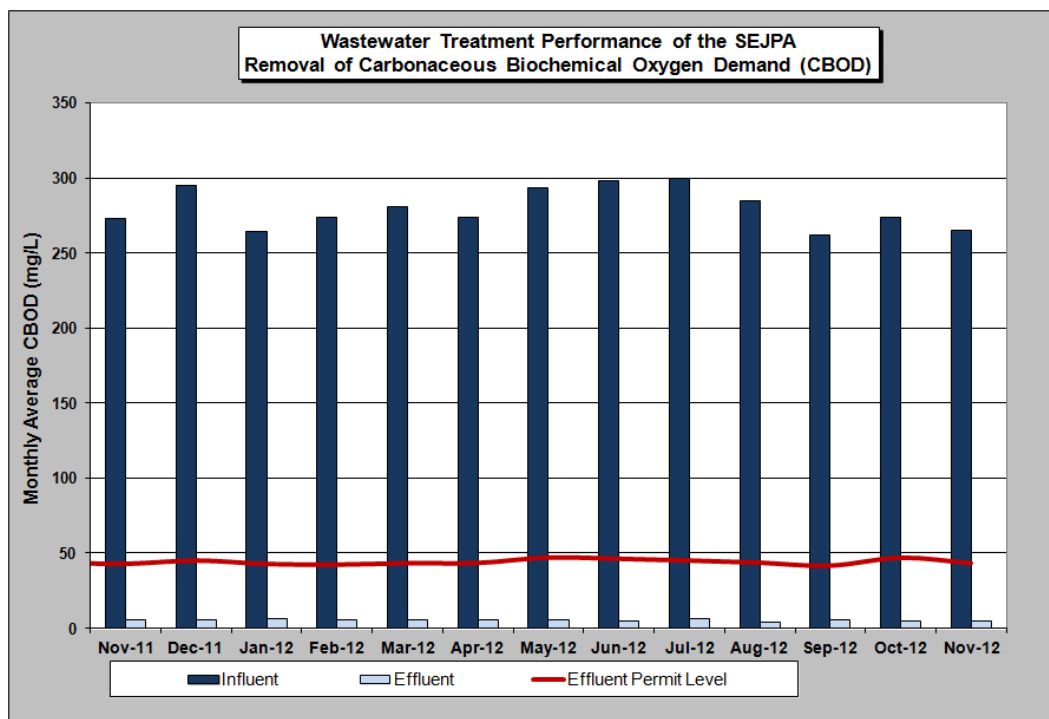


FIGURE 1

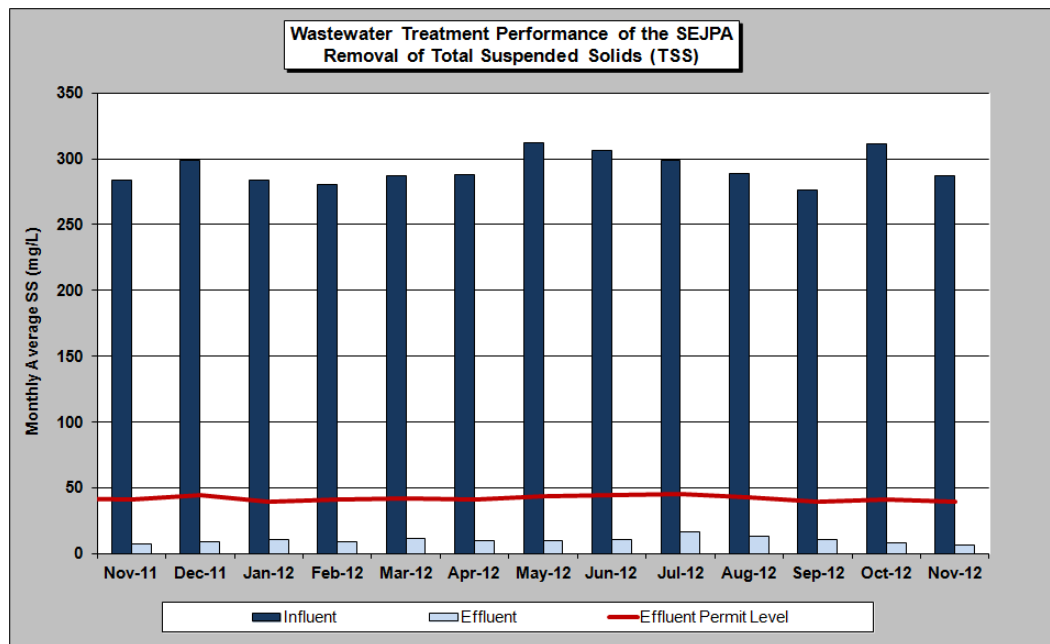


FIGURE 2

Member Agency Flows

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

	November	
	Influent (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.343	0.862
City of Solana Beach	1.181	0.758
Rancho Santa Fe SID	0.128	0.082
Total San Elijo WRF Flow	2.652	1.702

Notes: As of July 1995, Rancho Santa Fe Community Services District (CSD) combined SID #2 and SID #3 into one Sewer Improvement District (SID).

* 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 since July 2008. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time period.

Figure 3 (below) presents the 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. As shown in the figure, the average treated flow typically ranges between 2.9 and 3.1 million gallons per day (mgd). 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 2.5 mgd, and Rancho Santa Fe Community Service District has the right to 0.25 mgd.

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	TOTAL PLANT	CSD	RSF CSD	SB	TOTAL PLANT	CSD EDUS	RSF CSD EDUS	SB EDUS	TOTAL EDUS	CSD	RSF	SB	TOTAL PLANT
Jul-08	1.713	0.131	1.324	3.168	0.722	0.055	0.558	1.335	8,163	456	7,728	16,347	210	288	171	194
Aug-08	1.562	0.125	1.483	3.170	0.608	0.048	0.577	1.233	8,165	457	7,728	16,350	191	274	192	194
Sep-08	1.547	0.121	1.378	3.046	0.813	0.064	0.724	1.601	8,167	459	7,728	16,354	189	264	178	186
Oct-08	1.478	0.111	1.319	2.908	0.671	0.051	0.599	1.321	8,170	460	7,728	16,358	181	242	171	178
Nov-08	1.511	0.118	1.329	2.958	1.080	0.084	0.950	2.114	8,171	462	7,728	16,361	185	256	172	181
Dec-08	1.580	0.156	1.362	3.098	1.446	0.143	1.246	2.835	8,172	462	7,728	16,362	193	338	176	189
Jan-09	1.522	0.141	1.354	3.017	1.256	0.116	1.117	2.489	8,177	462	7,728	16,367	186	306	175	184
Feb-09	1.599	0.145	1.330	3.074	1.408	0.128	1.171	2.707	8,179	462	7,728	16,369	196	314	172	188
Mar-09	1.510	0.124	1.307	2.941	1.030	0.085	0.892	2.007	8,180	463	7,728	16,371	185	268	169	180
Apr-09	1.463	0.116	1.262	2.841	0.731	0.058	0.630	1.419	8,183	463	7,728	16,374	179	251	163	174
May-09	1.465	0.117	1.247	2.829	0.712	0.057	0.606	1.375	8,185	464	7,728	16,377	179	252	161	173
Jun-09	1.479	0.115	1.319	2.913	0.712	0.056	0.635	1.403	8,185	465	7,728	16,378	181	248	171	178
Jul-09	1.437	0.109	1.376	2.922	0.599	0.045	0.573	1.217	8,186	467	7,728	16,381	176	234	178	178
Aug-09	1.431	0.113	1.419	2.963	0.603	0.047	0.598	1.248	8,186	467	7,728	16,381	175	242	184	181
Sep-09	1.404	0.108	1.346	2.858	0.690	0.053	0.661	1.404	8,187	468	7,728	16,383	171	231	174	174
Oct-09	1.375	0.108	1.332	2.815	0.744	0.058	0.721	1.523	8,187	468	7,728	16,383	168	231	172	172
Nov-09	1.366	0.111	1.323	2.800	0.843	0.069	0.816	1.728	8,189	469	7,728	16,386	167	237	171	171
Dec-09	1.401	0.127	1.322	2.850	1.149	0.104	1.084	2.337	8,193	469	7,728	16,390	171	271	171	174
Jan-10	1.532	0.155	1.372	3.059	1.271	0.128	1.138	2.537	8,196	472	7,728	16,396	187	329	178	187
Feb-10	1.487	0.148	1.382	3.017	1.371	0.136	1.274	2.781	8,197	474	7,728	16,399	181	313	179	184
Mar-10	1.455	0.145	1.398	2.998	1.108	0.110	1.064	2.282	8,198	474	7,728	16,400	177	306	181	183
Apr-10	1.451	0.137	1.391	2.979	1.058	0.100	1.014	2.172	8,198	474	7,728	16,400	177	289	180	182
May-10	1.379	0.128	1.385	2.892	0.672	0.063	0.675	1.410	8,201	474	7,728	16,403	168	270	179	176
Jun-10	1.437	0.122	1.453	3.012	0.650	0.055	0.657	1.362	8,202	474	7,728	16,404	175	258	188	184
Jul-10	1.375	0.119	1.466	2.960	0.694	0.061	0.740	1.495	8,204	475	7,728	16,407	168	251	190	180
Aug-10	1.366	0.125	1.451	2.942	0.585	0.053	0.621	1.259	8,205	475	7,728	16,408	166	263	188	179
Sep-10	1.346	0.114	1.342	2.802	0.627	0.053	0.626	1.306	8,207	475	7,728	16,410	164	240	174	171
Oct-10	1.413	0.123	1.311	2.847	1.177	0.102	1.092	2.371	8,207	477	7,728	16,412	172	258	170	173
Nov-10	1.399	0.117	1.297	2.813	1.090	0.091	1.011	2.192	8,209	478	7,728	16,415	170	245	168	171
Dec-10	1.605	0.215	1.375	3.195	1.417	0.189	1.214	2.820	8,212	478	7,728	16,418	195	450	178	195
Jan-11	1.452	0.158	1.338	2.948	1.272	0.139	1.172	2.583	8,227	478	7,728	16,433	176	331	173	179
Feb-11	1.413	0.156	1.339	2.908	1.176	0.130	1.114	2.420	8,228	480	7,728	16,436	172	325	173	177
Mar-11	1.387	0.208	1.343	2.938	1.186	0.178	1.148	2.512	8,229	480	7,728	16,437	169	434	174	179
Apr-11	1.320	0.181	1.323	2.824	0.867	0.118	0.869	1.854	8,248	482	7,728	16,458	160	376	171	172
May-11	1.327	0.162	1.320	2.809	0.564	0.069	0.561	1.194	8,248	483	7,728	16,459	161	336	171	171
Jun-11	1.343	0.156	1.390	2.889	0.545	0.063	0.564	1.172	8,249	483	7,728	16,460	163	323	180	176
Jul-11	1.293	0.151	1.430	2.874	0.425	0.050	0.470	0.945	8,250	484	7,728	16,462	157	312	185	175
Aug-11	1.292	0.150	1.405	2.847	0.479	0.056	0.521	1.056	8,252	485	7,728	16,465	157	310	182	173
Sep-11	1.262	0.146	1.333	2.741	0.564	0.066	0.596	1.226	8,254	486	7,728	16,468	153	301	172	166
Oct-11	1.260	0.142	1.303	2.705	0.730	0.082	0.755	1.567	8,260	486	7,728	16,474	153	292	169	164
Nov-11	1.338	0.167	1.307	2.812	1.099	0.137	1.074	2.310	8,261	486	7,728	16,475	162	344	169	171
Dec-11	1.299	0.164	1.305	2.768	1.103	0.139	1.108	2.350	8,264	487	7,728	16,479	157	337	169	168
Jan-12	1.291	0.145	1.303	2.739	1.032	0.116	1.042	2.190	8,266	488	7,728	16,482	160	232	169	166
Feb-12	1.259	0.137	1.283	2.679	1.006	0.109	1.025	2.140	8,268	488	7,728	16,484	152	281	166	163
Mar-12	1.313	0.153	1.255	2.721	0.968	0.113	0.925	2.006	8,269	488	7,728	16,485	159	314	162	165
Apr-12	1.348	0.145	1.209	2.702	0.906	0.097	0.813	1.816	8,278	488	7,728	16,494	163	297	156	164
May-12	1.333	0.150	1.211	2.694	0.577	0.065	0.525	1.167	8,280	488	7,728	16,496	161	308	157	163
Jun-12	1.365	0.143	1.237	2.745	0.547	0.057	0.496	1.100	8,284	489	7,728	16,501	165	293	160	166
Jul-12	1.372	0.126	1.296	2.794	0.457	0.042	0.431	0.930	8,289	489	7,728	16,506	166	258	168	169
Aug-12	1.383	0.128	1.291	2.802	0.473	0.044	0.441	0.958	8,290	490	7,728	16,508	167	261	167	170
Sep-12	1.349	0.142	1.220	2.711	0.544	0.058	0.492	1.094	8,291	490	7,728	16,509	163	290	158	164
Oct-12	1.327	0.123	1.203	2.653	0.678	0.063	0.615	1.356	8,294	490	7,728	16,512	160	251	156	161
Nov-12	1.343	0.128	1.181	2.652	0.862	0.082	0.758	1.702	8,299	490	7,728	16,517	162	261	153	161

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

EDU: Equivalent Dwelling Unit

ASSUMPTIONS: SB average flow includes San Elijo Hills flow of 0.131 mgd

SB Connected EDUs includes 300 EDUs for the City of San Diego

TABLE 1

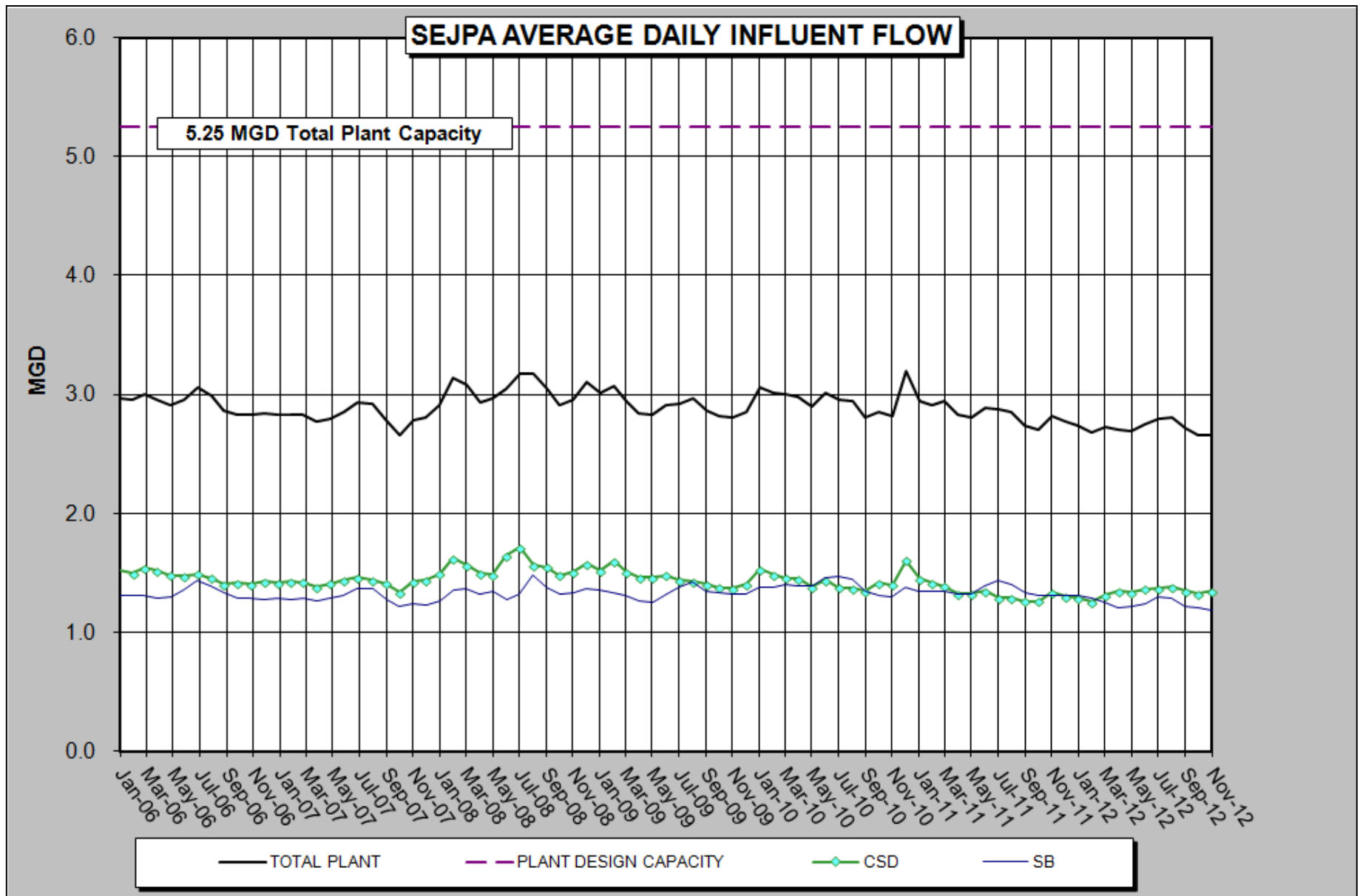


Figure 3

City of Escondido Flows

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


	November (mgd)
Escondido (Average flow rate)	8.9
Escondido (Peak flow rate)	18.0

Connected Equivalent Dwelling Units

The number of EDUs connected for each of the Member Agencies for the month of November is as follows:

	November (EDU)
Cardiff Sanitary Division	8,299
Rancho Santa Fe SID	490
City of Solana Beach	7,428
San Diego (to Solana Beach)	300
Total EDUs to System	16,517

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 14, 2013

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 November 2012, recycled water demand was 80.88 acre-feet (AF), which was met using 80.88 AF of recycled water and 0.00 AF of supplementation with potable water. This equates to a blend mix for November of 100.0 percent recycled water and 0.0 percent potable water supplementation. This recycled water demand for November was the highest on record since the program began in 2000.

Figure 1 (attached) provides monthly supply demands for recycled water over the last five years. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last twelve fiscal years. Recycled water demand can fluctuate from year to year, which is typically a function of weather. For example, Fiscal Year 2003-04, an unusually dry year, resulted in increased recycled water demand; and Fiscal Year 2004-05, an unusually wet year, resulted in lower recycled water demand.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

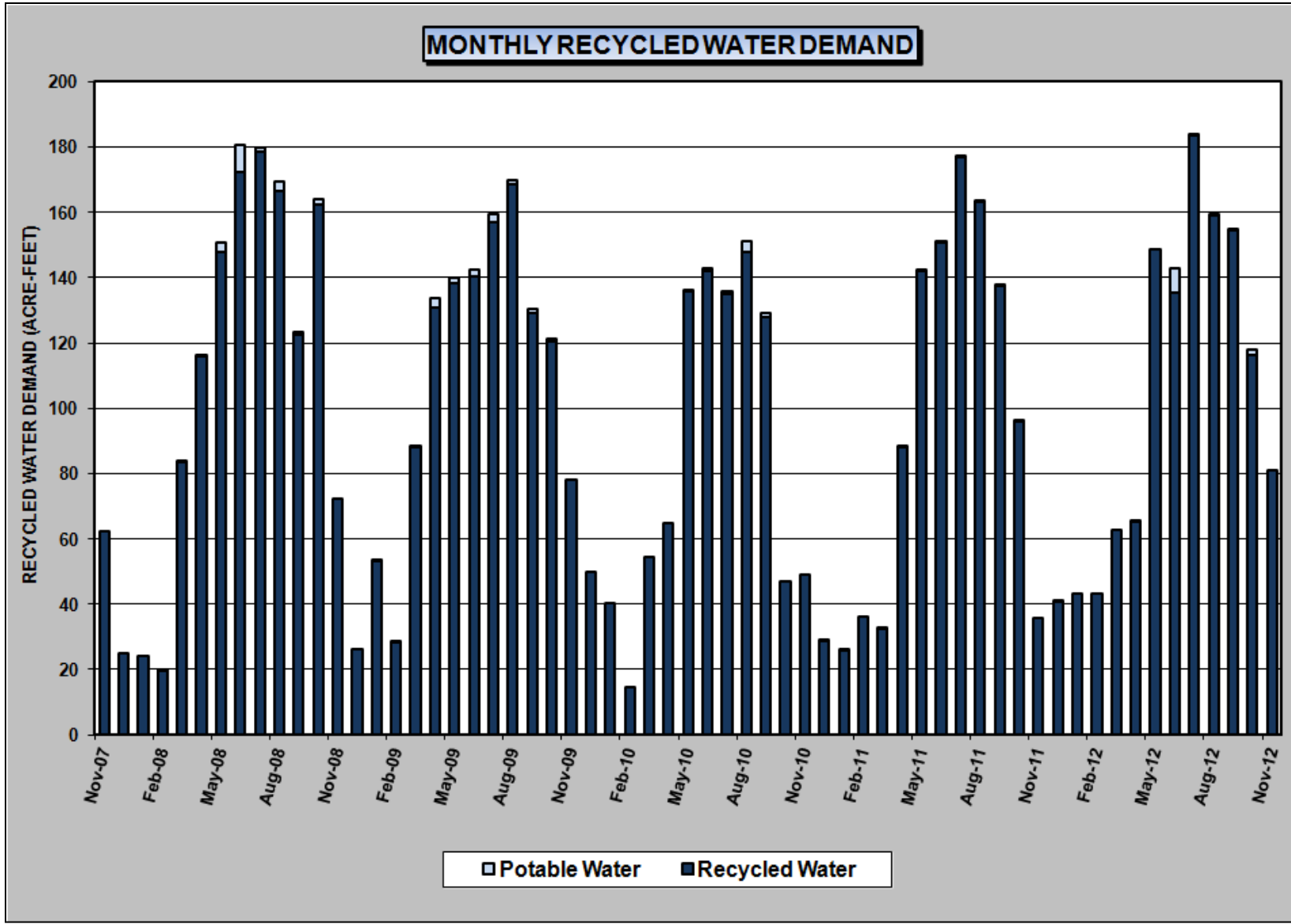


Figure 1

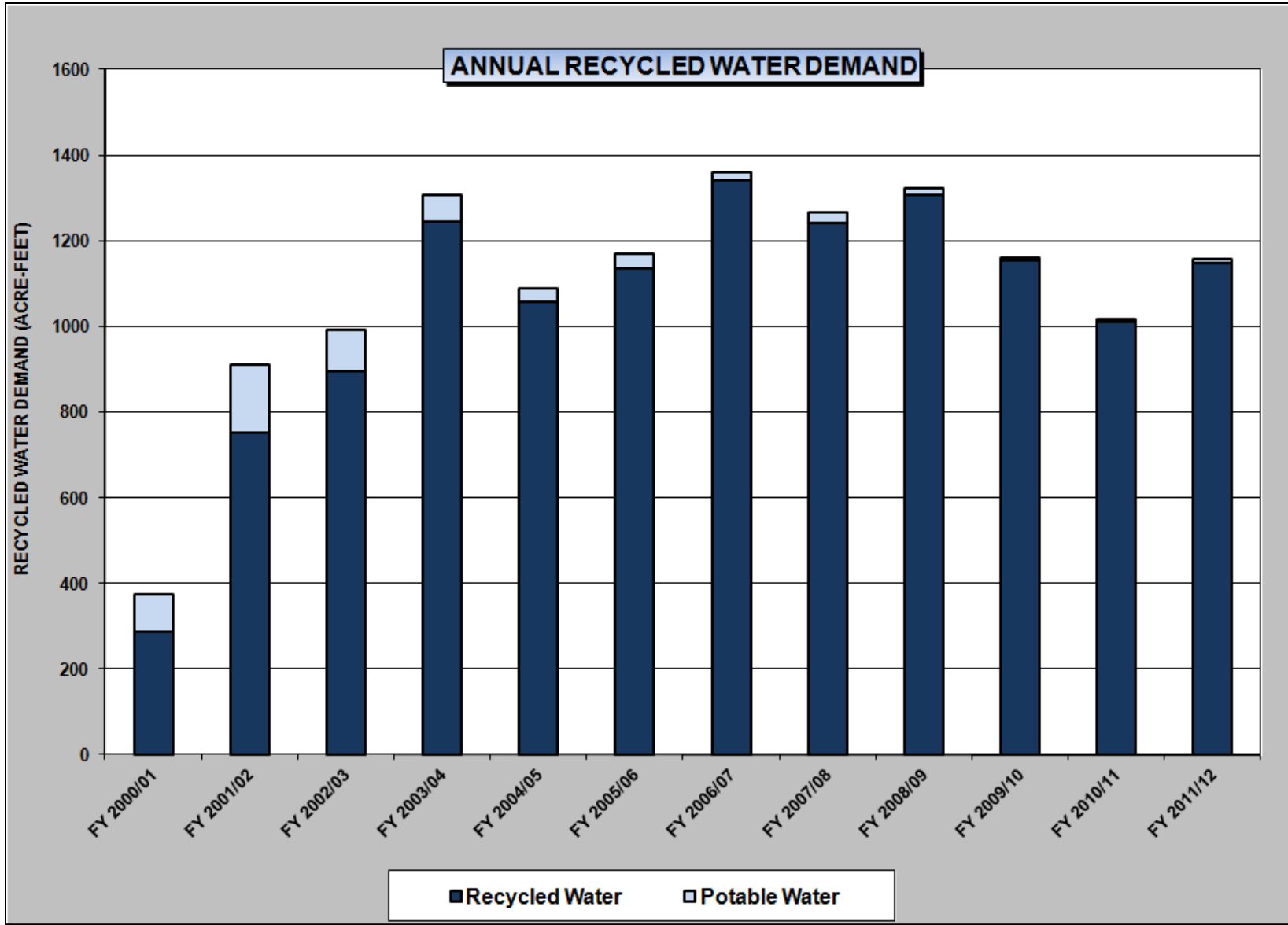


Figure 2

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 14, 2013

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: 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 2013 SEJPA Board of Directors;
2. Select Regular Meeting Place and Time for 2013; 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. Historically, these appointments occur in January with a term period of one year. The SEJPA's regular meeting schedule has been generally set as 9:00 a.m. on the second Monday of each month, with no meeting in August. The regular meetings have been held at the San Elijo Water Reclamation Facility, located at 2695 Manchester Avenue, Cardiff-by-the-Sea, CA 92007. Should this be acceptable, the proposed listing of scheduled meetings for 2013 is attached. Please note, the proposed November meeting is scheduled for Tuesday, November 12, 2013, due to the observed Veteran's Day Holiday on Monday.

It is therefore recommended that the Board of Directors:

1. Appoint Chairperson and Vice Chairperson for the 2013 SEJPA Board of Directors;
2. Select Regular Meeting Place and Time for 2013; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment: Proposed 2013 Board Meeting Dates

BOARD OF DIRECTORS
San Elijo Joint Powers Authority

PROPOSED
2013 BOARD MEETING DATES

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

* Monday, November 11, 2013 is Veteran's Day



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 14, 2013

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROPOSED STAFFING CHANGES

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve General Manager's proposed classification and compensation schedule changes;
2. Discuss and take action as appropriate.

BACKGROUND

In the fourth quarter of 2012, two senior SEJPA supervisors retired. With notice of these pending retirements, management evaluated the existing organizational structure for effectiveness and efficiency of duties, as well as examined existing and future skill set needs. The intent was to determine if organizational improvements could be achieved through minor organizational and personnel changes without increases in the personnel budget.

DISCUSSION

In evaluating the organization, consideration was given to the critical functions and needs of the agency as well as to the desired talents and competencies of staff. Critical functions include:

- Maintaining or improving the agency's quality control and data management systems
- Management and maintenance of aging infrastructure
- Meeting existing and anticipated future regulatory requirements
- Expanding the role of automation and technology within the treatment process
- Employee succession planning and institutional knowledge transfer

Desired staff talents and competencies include:

- Leadership and supervisory skills
- Industry knowledge

- Technical competencies
- Communication, integrity, and customer service skills
- Professional growth, mentoring, and coaching

Based on the evaluation, it is recommended that organizational changes should be considered. The proposed changes will impact only a few positions and should benefit the organization by improving supervisory structure and reporting channels, increasing technical depth, and in developing a more flexible and adaptive workforce. Furthermore, the changes can be implemented within the limits of existing labor budgets.

The organizational changes include replacing the Operations Supervisor position with the Mechanical Systems Supervisor position, replacing the Electrical Instrumentation Technician position with the Systems Integration Supervisor Position, eliminating the Senior Maintenance Mechanic position and replacing it with a Systems Integration Series position. These proposed changes will provide a supervisory team focused on three specific areas:

- Facility operation and permit compliance
- Infrastructure management and maintenance
- Facility automation

This supervisory team will report directly to the Director of Operations.

The Mechanical Systems Supervisor will be responsible for the maintenance of the Water Pollution Control Facility, the Water Reclamation Facility, and member agency pumps stations with additional focus on the computerized maintenance management system (CMMS).

The Systems Integration Supervisor will be responsible for electrical, instrumentation, automation, SCADA, and information technology needs within all departments of the SEJPA. SEJPA management forecasts continued opportunities to automate routine functions and to improved energy efficiencies at agency facilities. Developing staff in this area is part of management's strategy to successfully capture these opportunities.

The Chief Plant Operator position will continue to be responsible for operation of the Water Pollution Control Facility, the Water Reclamation Facility, and pump stations with the existing Lead Operators and the Operations Series positions as direct reports. The responsibilities of the Chief Plant Operator will be streamlined to focus on operational performance, quality control, and permit compliance. The Chief Plant Operator position will also continue to be designated with the State Water Resources Control Board as the Chief Plant Operator under California Code of Regulations, Title 23, Section 3671.

Additionally, during discussions with the Encina Wastewater Authority (EWA) staff, the internship program has been described as an excellent way to recruit new staff and train potential new employees. Management has added Intern positions to each department to incorporate potential sharing of Interns between SEJPA and EWA as a future program. The Intern program would not be expanded beyond the current budgeted personnel expense.

FISCAL IMPACT

The proposed organizational changes are expected to have no net impacts to the personnel budget, with an overall reduction in the maximum monthly salary range. As shown in Table 1, the net maximum salary range of the four positions will be reduced by \$3,100 per month. In addition, this proposal would not change the number of approved positions in the organization.

**Table 1
Proposed Classification and Compensation Schedule Changes**

Position	Min Monthly Salary	Max Monthly Salary	Description of change
Chief Plant Operator	\$7,286	\$10,238 \$9,300	Existing position; reduction in duties and salary range.
Systems Integration Supervisor	\$6,205	\$8,705 \$8,959	Replaces existing Electrical/Instrumentation Tech position; increase in duties and minor salary range increase.
Mechanical System Supervisor	\$5,415	\$8,687	Replaces existing Operations Supervisor position; no salary range change.
Systems Integration Series	\$5,415 \$4,056	\$8,687 \$6,235	Replaces existing Senior Mechanic; reduction in maximum monthly salary.

It is therefore recommended that the Board of Directors:

1. Approve General Manager’s proposed classification and compensation schedule changes; and
2. Discuss and take action as appropriate.

Respectfully submitted,



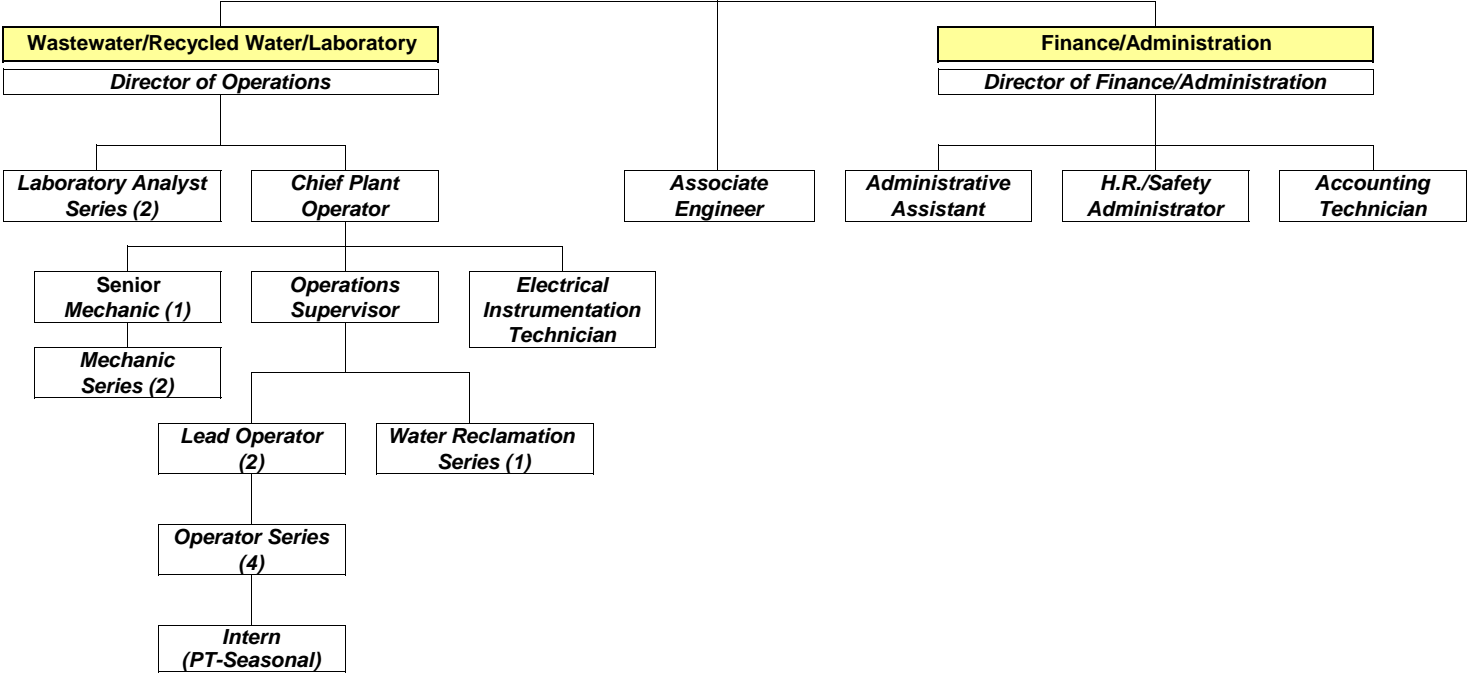
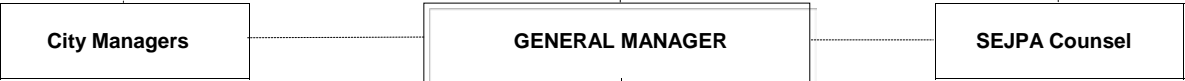
Michael T. Thornton, P.E.
General Manager

Attachments: Table of Organization Figure 1 & 2

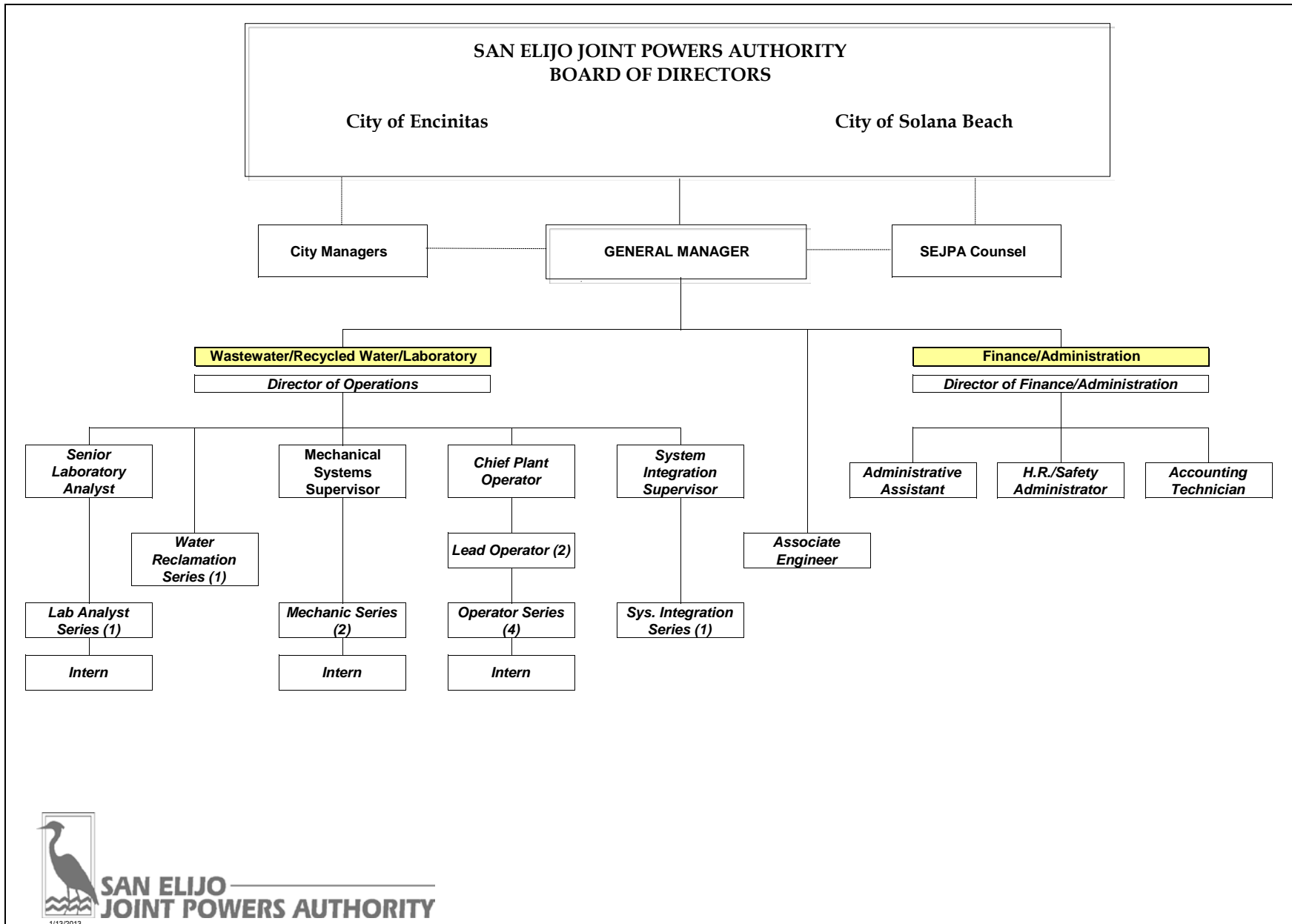
**SAN ELIJO JOINT POWERS AUTHORITY
BOARD OF DIRECTORS**

Encinitas
Teresa Barth & Mark Muir

Solana Beach
Thomas Campbell & Dave Roberts



7/1/2012



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 14, 2013

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PRINCIPLES OF UNDERSTANDING FOR AMENDING RECYCLED WATER AGREEMENTS BETWEEN THE SAN DIEGUITO WATER DISTRICT AND THE SAN ELIJO JOINT POWERS AUTHORITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

DISCUSSION

During the October 2012 Board meeting, the Board of Directors authorized the General Manager to execute the Recycled Water Wholesale Agreement with Olivenhain Municipal Water District (OMWD) and execute the Third Amendment to the 1996 Recycled Water Sales Agreement with Santa Fe Irrigation District (SFID). During this time, the San Dieguito Water District (SDWD) also expressed interest in amending the 1997 Agreement for Sale of Reclaimed Water to the San Dieguito Water District.

The General Manager has met with SDWD staff several times since October 2012 to discuss the key elements of the agreement that both agencies are interested in amending. The original agreement was developed approximately 15 years ago and both agencies agree that some terms could be modified to better reflect current market conditions. In addition, if concurrence could be reached on these amendments, both agencies are in favor of extending the agreement beyond its current expiration date of 2017.

Based on the discussions between the agencies, the SEJPA General Manager prepared principles of understandings for amending the 1997 Agreement. These principles were submitted to SDWD for consideration by letter on December 31, 2012. The proposed principles of understanding are as follows:

- Simplify and streamline the wholesale pricing of recycled water between the SEJPA and the SDWD.
- Create a more uniformed pricing structure between the SEJPA and its multiple water purveying agencies.

- Extend the term of the wholesale agreement between the SEJPA and the SDWD.
- Extend the term of the lease agreement for the Oak Crest Reservoir.
- Reduce the annual minimum purchase volume required from SDWD.
- Continue to work collaboratively to develop a recycled water program beneficial for all parties.

Staff from SEJPA and SDWD have met to discuss and develop consensus on these principles. The next step will be to prepare a draft agreement amendment, which is expected to be completed this month. Upon concurrence at staff level, the amendment will then be presented to both Boards of Directors for approval 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