

**AGENDA**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**MONDAY JULY 8, 2013 AT 9:00 AM**  
**SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM**  
**2695 MANCHESTER AVENUE**  
**CARDIFF BY THE SEA, CALIFORNIA**

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. PRESENTATION OF AWARDS  
None
6. \* **CONSENT CALENDAR**
7. \* APPROVAL OF MINUTES FOR THE JUNE 10, 2013 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. \* AUTHORIZATION FOR INTENSIVE MONITORING AGREEMENT
12. \* STAFFING RECLASSIFICATION – NON-EXEMPT/EXEMPT
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. **ACCEPT AND FILE – FINAL DESIGN PLANS AND SPECIFICATIONS FOR THE FLOW EQUALIZATION BASINS COVER REPLACEMENT PROJECT AT THE SAN ELIJO WATER RECLAMATION FACILITY**

It is recommended that the Board of Directors:

1. Authorize the General Manager to accept and file the Final Design Plans and Specifications for the FEB Cover Replacement Project for the San Elijo Water Reclamation Facility prepared by Hilts Consulting Group, Inc.;
2. Authorize the General Manager to award an Engineering Support contract to Hilts Consulting Group, Inc. in an amount not to exceed \$50,000;
3. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA, Categorical Exemption, Class 2 for the project;
4. Authorize the General Manager to publicly advertise and bid the construction contract; and
5. Discuss and take action as appropriate.

Staff Reference: General Manager

15. **PROJECT APPROVAL FOR THE GENERATOR REPLACEMENT PROJECT AT THE SAN ELIJO WATER RECLAMATION FACILITY**

It is recommended that the Board of Directors:

1. Authorize the General Manager to hire a consultant for Engineering Design and Bidding Support in the amount not to exceed \$80,000;
2. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA for the project;
3. Authorize the General Manager to publicly advertise and bid the construction contract; and
4. Discuss and take action as appropriate.

Staff Reference: General Manager

16. NOTICE OF SUBSTANTIAL COMPLETION – CONSTRUCTION OF THE ADVANCED WATER TREATMENT PROJECT FOR THE SAN ELIJO WATER RECLAMATION FACILITY

It is recommended that the Board of Directors:

1. Authorize the General Manager to submit a letter of substantial completion to W.M. Lyles Co.; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

17. GENERAL MANAGER'S REPORT

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

18. GENERAL COUNSEL'S REPORT

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

19. BOARD MEMBER COMMENTS

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

20. CLOSED SESSION

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".

21. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, September 9, 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](http://www.sejpa.org). The SEJPA Board meetings are held on the second Monday of the month, except August.

AFFIDAVIT OF POSTING

I, Michael T. Thornton, Secretary of the San Elijo Joint Powers Authority, hereby certify that I posted, or have caused to be posted, a copy of the foregoing agenda in the following locations:

San Elijo Water Reclamation Facility, 2695 Manchester Avenue, Cardiff, California  
City of Encinitas, 505 South Vulcan Avenue, Encinitas, California  
City of Solana Beach, 635 South Highway 101, Solana Beach, California

The notice was posted at least 72 hours prior to the meeting, in accordance with Government Code Section 54954.2(a).

Date: July 3, 2013



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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON JUNE 10, 2013  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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Thomas M. Campbell, Chair

Mark Muir, Vice Chair

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A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, June 10, 2013, 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

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

2. ROLL CALL

*Directors Present:*

Teresa Barth  
Mark Muir  
David Zito

*Directors Absent:*

Thomas M. Campbell

*Others Present:*

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

Michael Thornton  
Greg Lewis  
Christopher Trees  
Jennifer Basco  
Carrie Cook  
Marisa Buckles

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas,

Director of Engineering and Public Works  
Public Works Management Analyst

Glenn Pruim  
Bill Wilson

City of Solana Beach,

City Manager  
Director of Engineering/Public Works

David Ott  
Mohammad "Mo" Sammak

Santa Fe Irrigation District,  
General Manager

Michael J. Bardin

GHD, Inc.

Mary Grace Pawson

3. PLEDGE OF ALLEGIANCE

Vice Chair Muir led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

The General Manager recognized Gregory Lewis, Director of Finance & Administration, for 26 years of service, and announced to the Board of Directors that Mr. Lewis will be retiring at the end of the month.

6. CONSENT CALENDAR

Moved by Board Member Zito and seconded by Board Member Barth to approve the Consent Calendar.

Motion carried with the following vote of approval:

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

Consent Calendar:

Agenda Item No. 7	Approval of Minutes for the May 13, 2013 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	Award of Annual Supplies and Services Contracts for the San Elijo Joint Powers Authority

12. ITEMS REMOVED FROM CONSENT CALENDAR

None

13. ADOPTION OF SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2013-14 BUDGET, INVESTMENT POLICY, AND APPOINTMENT OF SEJPA TREASURER

The Director of Finance/Administration reported that the Fiscal Year (FY) 2013-14 Recommended Budget was presented to the Board of Directors and the Member Agencies in April 2013 and May 2013 and there were a couple of minor edits to the budget.

The Director of Finance/Administration stated that the operating budget for the Wastewater Treatment Fund for the SEJPA is \$5,629,967 and the operating budget for the Water Reclamation Fund is \$2,036,111. The FY 2013-14 appropriation for the Capital Project Fund is \$1,098,000. The total operating budget for FY 2013-14 is \$8,764,078.

The Director of Finance/Administration stated that State law requires that the Investment Policy be reviewed and adopted annually. The SEJPA investment policy allows for investment in the State Local Agency Investment Fund (LAIF) and in the San Diego County Investment Pool. In addition, State law requires that a SEJPA Treasurer be appointed annually.

Board Member Muir asked if the SEJPA looked at other investments besides LAIF. General Manager Thornton stated that the agency will look at other opportunities and report back to the Board of Directors later this year.

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

1. Adopt Resolution No. 2013-02, Resolution Approving the San Elijo Joint Powers Authority Operating and Capital Improvement Budgets for Fiscal Year 2013-14; and
2. Adopt Resolution No. 2013-03, Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of Christopher Trees as the SEJPA Treasurer.

Motion carried with the following vote of approval:

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

14. ACCEPT AND FILE 2013 RECYCLED WATER COST OF SERVICE STUDY

General Manager Thornton stated that the SEJPA has completed its cost of service study. The purpose of the cost of service study was to determine what the cost of producing recycled water is at its current production level; to evaluate future scenarios based on varying sales forecasts; to analyze the impacts of moving away from an indexed model of recycled water sales; and to provide clarity and transparency in reserve funding for the agency. General Manager Thornton stated that public comments were collected and addressed. He also met with the general managers of the agency's water purveyors, who supported the study and the move away from the

indexed pricing structure. General Manager Thornton then introduced Mary Grace Pawson from GHD who gave a third and final brief summary and PowerPoint presentation on the cost of service study.

The study recommends that the SEJPA:

1. Formalize the recommended Operational and Capital Reserve Policies and goals in order to provide transparency and fiscal targets to guide water sales contract negotiations.
2. Develop an updated market assessment, with its partner agencies, in order to identify the best strategies for increasing recycled water sales.
3. Moving forward, refine the fiscal model as necessary in order to transition rates toward a cost-of-service model based on actual performance of the recycled water utility.

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

1. Accept and file the 2013 Recycled Water Cost of Service Study.

Motion carried with the following vote of approval:

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

15. SAN ELIJO JOINT POWERS AUTHORITY AND ENCINA WASTEWATER AUTHORITY RESOURCE SHARING EFFORTS

General Manager Thornton stated that back in July 2012 the SEJPA had its first discussions about resource sharing with Encina Wastewater Authority ("Encina"). This is a report back about efforts made to date. The greatest success in resource sharing has been with the SEJPA's IT needs. The SEJPA does not have an internal IT department, and during a recent network outage, Encina assisted the SEJPA by repairing the IT system and getting the agency back online. Also, the SEJPA has used Encina's intern program to acquire potential candidates for the SEJPA.

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

1. Direct staff to continue to identify opportunities to achieve enhanced effectiveness or cost savings through resource sharing.

Motion carried with the following vote of approval:

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



16. GENERAL MANAGER'S REPORT

General Manager Thornton stated that the SEJPA is working to produce a letter of support from congress representatives regarding the North San Diego County Regional Recycled Water Project for its inclusion to the proposed 2013 Water Resource Development Act (WRDA).

17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

None

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 10:05 a.m., with Michael Thornton per Government Code Section 54957 – Employee Performance Evaluation, title: General Manager.

The Board of Directors came out of closed session at 10:19 a.m. with no reportable action for the annual performance evaluation of the General Manager.

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

1. Approve the General Manager's merit bonus of \$5,000 for Fiscal Year 2012-13.

Motion carried with the following vote of approval:

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

20. ADJOURNMENT

The meeting adjourned at 10:24 a.m. The next Board of Directors meeting will be held on July 8, 2013.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

PAYMENT OF WARRANTS

13-07

28-Jun-13

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
<b><u>13-07 Warrants</u></b>		
Abcana Industries	Hydrochloric acid	\$438.05
AG Tech, LLC	Biosolids hauling - May	\$12,021.17
Aquatic Bioassay	Lab testing	\$960.00
Arrowhead Direct	Kitchen and lab supplies	\$226.43
AT&T	Alarm service	\$383.63
AT&T	Phone service - 04/13/13 - 05/12/13	\$384.57
AT&T - Eden Gardens	DSL - 04/20/13 - 05/19/13	\$73.42
AT&T - Olivenhain	DSL - 04/10/13 - 05/09/13	\$72.91
Atlas Pumping Service	Grit and screening wastewater treatment - May	\$742.35
Atlas Pumping Service	Grease and scum pumping - May	\$554.88
Atlas Pumping Service	Grease and scum pumping - May	\$751.40
BankCard Center	Pumps, advertising, internet, flash drives, and supplies	\$1,595.17
Basco, Jennifer	Expense report - mileage	\$94.83
Boot World, Inc.	Safety boots - M. Henke	\$150.00
Brenntag Pacific, Inc.	Sodium hydroxide, citric acid	\$2,406.25
Brithinee Electric	Motor - hot water boiler	\$1,000.97
Buckles, Marisa	Expense report - mileage	\$31.10
Calscience Environmental Lab	Lab testing	\$296.00
CAN-DO-Maintenance Inc.	Chainlink fence and gate repairs	\$550.00
Coast Waste Management, Inc.	Roll-off recycle and fuel	\$68.67
Complete Office	Office supplies	\$206.42
Complete Office	Office supplies	\$312.79
Department of Consumer Affairs	Professional engineers license renewal - M. Thornton	\$115.00
DMV	Safety records	\$3.00
EDCO Waste & Recycling	Trash service - May	\$198.77
Ferrellgas	Propane for forklift	\$80.44
Graphic Products	Green labels for plant piping	\$274.80
Guardian	Dental - 06/01/13 - 06/30/13	\$1,236.33
Home Depot Credit Services	Tools, bulbs, screwdriver set, tarp, and step ladder	\$157.43
Jani-King	Janitorial service - June	\$882.64
John Deere Landscapes, Inc.	Node 200 controller, nozzle filter, reclaimed water tags	\$393.26
Konica Minolta	Monthly copier maintenance	\$166.24
Marine Taxonomic Services, Ltd.	Ocean outfall monitoring	\$740.00
McMaster-Carr Supply Co.	Plumbing supplies, clear suction, and discharge water hose	\$382.23
MegaPath Inc.	T-1 service - June	\$284.22
Monster Worldwide, Inc.	Job posting - director of finance and administration	\$395.00
Napa Auto Parts	Bulb, lamps, and exhaust	\$68.20
Napa Auto Parts	Back-up alarm and extractor	\$33.46
North County Ford	2013 Ford F-250	\$29,471.96
Olin Corp.	Sodium Hypochlorite - bleach	\$3,127.25
OMWD	Infrastructure rent for recycled water pipelines	\$7,344.00
OneSource Distributors, Inc.	Electrical supply	\$94.61
PERS - Health	May health premium	\$17,083.27
PERS - Retirement	Retirement premium - 05/11/13 - 05/24/13	\$14,703.74
PERS - Retirement	Retirement premium - 05/25/13 - 06/07/13	\$14,875.20
Pacific Green Landscape	Landscape service - May	\$1,025.00

PAYMENT OF WARRANTS

13-07

28-Jun-13

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
Parada Painting, Inc.	Paint pipe in odor control area and grit pump station	\$4,316.69
Parada Painting, Inc.	Prep and coat pipe, DAF tanks, odor control tower	\$19,144.67
Preferred Benefit Insurance	Vision insurance - June	\$293.70
ProBuild	Repair, shop, and field supplies	\$186.25
Procopio, Cory, Hargreaves	General legal services - April	\$5,369.25
Rising Tide Partners	Consulting service - public relations	\$329.00
RSF Security Systems	Security - 06/01/13 - 08/31/13	\$1,413.00
San Dieguito Trophy	Retirement plaque - G. Lewis	\$95.42
San Elijo Payroll Account	Payroll - 05/31/2013	\$70,462.71
San Elijo Payroll Account	Payroll - 06/14/2013	\$70,801.85
SDG&E	Gas & electric 04/05/13 - 05/07/13	\$46,035.46
SDWD	2710 Manchester - 03/25/13 - 05/28/13	\$192.85
SDWD	3050 Manchester - 04/03/13 - 05/28/13	\$35.60
SDWD	Manchester - 03/25/13 - 05/28/13	\$172.40
SDWD	Manchester - 03/25/13 - 05/28/13	\$372.97
SDWD	Manchester RW meter 1 - 04/30/13 - 05/30/13	\$118.36
SDWD	Manchester RW meter 2 - 04/30/13 - 05/30/13	\$56.49
SDWD	Manchester RW meter 3 - 04/30/13 - 05/30/13	\$540.69
SDWD	Manchester RW meter 4 - 04/30/13 - 05/30/13	\$94.15
SDWD	Manchester RW meter 5 - 04/30/13 - 05/30/13	\$715.54
SDWD	Manchester RW meter 6 - 04/30/13 - 05/30/13	\$3,887.05
SDWD	S. Coast Highway 101 - 03/25/13 - 05/28/13	\$45.15
SFID	Water - Lomas Santa Fe PS 03/20/13 - 05/17/13	\$1,239.39
SFID	Water - Solana Beach PS 03/05/13 - 05/03/13	\$61.57
SFID	Water - Eden Gardens PS 04/29/13 - 05/29/13	\$72.55
SFID	Pipeline purchase payment - May	\$1,237.60
Separation Processes, Inc.	Membrane support services	\$4,434.00
SoCoGroup, Inc.	Oil	\$205.40
Specter Instruments	Annual renewal of WIN-911 software maintenance & support	\$395.00
Sun Life Financial	Life and disability insurance - June	\$1,341.29
Talbot, Nicholas	Expense report - repair parts	\$151.69
Terminix Processing Center	Pest control	\$120.00
Terra Renewal LLC	Biosolids hauling - April	\$1,054.03
The Valve Shop	Valve assembly - 6" automated dezurik eccentric plug valve	\$5,568.21
Thornton, Michael	Expense report - meetings	\$55.36
Trees, Christopher A.	Expense report - SCCWRP meeting and mileage	\$83.89
Trussell Technologies, Inc.	Process engineer and water quality services	\$430.00
U.S. Postal Service	Stamps	\$369.20
Underground Service Alert	Dig alert - May	\$61.50
Unifirst Corporation	Uniform service - June	\$96.31
Unifirst Corporation	Uniform service - May	\$194.37
UPS	Mailing compliance reports	\$53.12
USABlueBook	Stenner phenolic gear with spacer	\$21.05
W.M. Lyles Co.	AWT construction contract	\$28,922.60
WEX Bank	Fuel - May	\$998.59
<b>Total 13-07 Warrants</b>		<b>\$388,303.03</b>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

28-Jun-13

PAYMENT OF WARRANTS		\$388,303.03
Reference Number	13-07	

I hereby certify that the demands listed and covered by warrants are correct and just to the best of my knowledge, and that the money is available in the proper funds to pay these demands. The cash flows of the SEJPA, including the Member Agency commitment in their operating budgets to support the operations of the SEJPA, are expected to be adequate to meet the SEJPA's obligations over the next six months. I also certify that the SEJPA's investment portfolio complies with the SEJPA's investment policy.



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Christopher Trees  
Director of Operations  
Treasurer

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

28-Jun-13

<u>FUNDS ON DEPOSIT WITH</u>	<u>AMOUNT</u>
<b>LOCAL AGENCY INVESTMENT FUND</b> <i>(MARCH 2013 YIELD 0.28%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 6,307,976.97
<b>CALIFORNIA BANK AND TRUST</b> <i>(JUNE 2013 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 101,780.69
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 7,044,757.66

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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 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 May 2013. 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 96.5 percent and 97.9 percent, respectively, for May (as shown in Figure 1 and Figure 2).

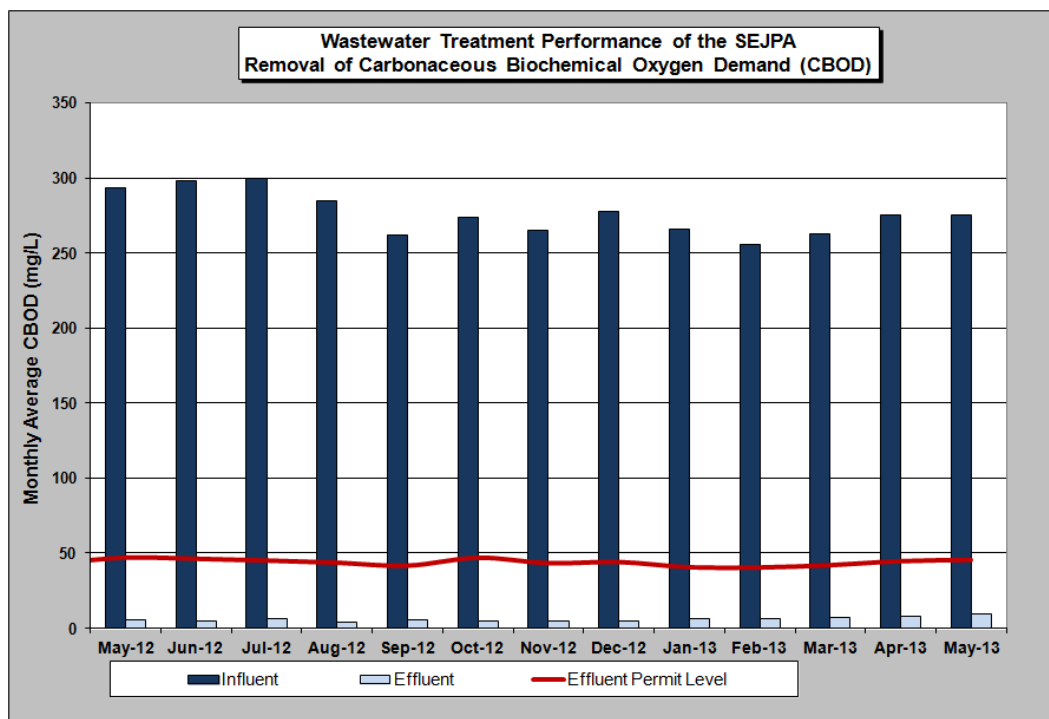


FIGURE 1

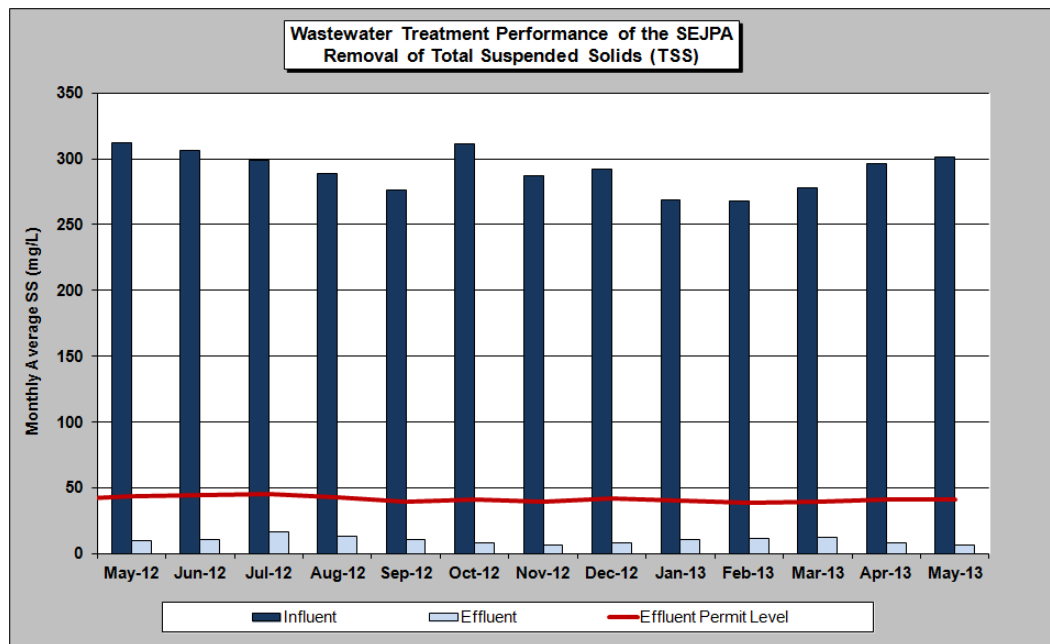


FIGURE 2

### Member Agency Flows

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

	May	
	Influent (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.339	0.377
City of Solana Beach	1.185	0.333
Rancho Santa Fe SID	0.125	0.035
<b>Total San Elijo WRF Flow</b>	<b>2.649</b>	<b>0.745</b>

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 has been approximately 2.7 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
Dec-12	1.383	0.141	1.197	2.721	1.261	0.129	1.091	2.481	8,300	490	7,728	16,518	167	288	155	165
Jan-13	1.357	0.145	1.215	2.717	1.155	0.124	1.034	2.313	8,300	490	7,728	16,518	163	296	157	164
Feb-13	1.349	0.138	1.201	2.688	1.048	0.108	0.933	2.089	8,301	490	7,728	16,519	163	282	155	163
Mar-13	1.402	0.154	1.235	2.791	0.905	0.100	0.797	1.802	8,302	493	7,728	16,521	169	314	160	169
Apr-13	1.297	0.124	1.237	2.658	0.531	0.051	0.506	1.088	8,304	493	7,728	16,523	156	253	160	161
May-13	1.339	0.125	1.185	2.649	0.377	0.035	0.333	0.745	8,304	493	7,728	16,525	161	254	153	160

CSD: Cardiff Sanitary Division  
 RSF CSD: Ranch Santa Fe Community Service District  
 SB: Solana Beach  
 EDU: Equivalent Dwelling Unit

**TABLE 1**

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  
 - EDU Numbers Revised by Dudek for March and April



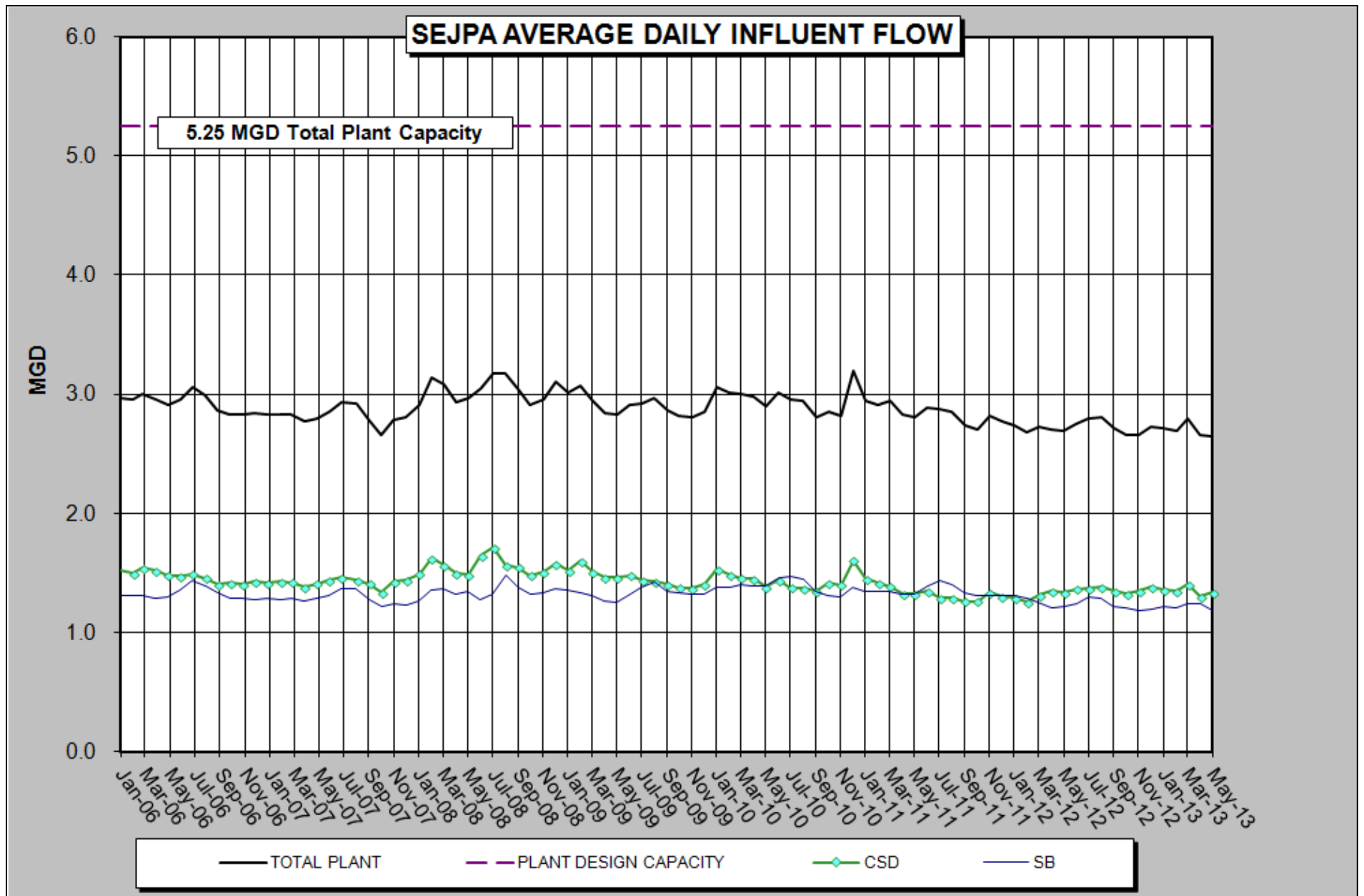


Figure 3

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 May.

	<b>May (mgd)</b>
Escondido (Average flow rate)	8.60
Escondido (Peak flow rate)	18.1

Connected Equivalent Dwelling Units

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

	<b>May (EDU)</b>
Cardiff Sanitary Division	8,304
Rancho Santa Fe SID	493
City of Solana Beach	7,428
San Diego (to Solana Beach)	300
<b>Total EDUs to System</b>	<b>16,525</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 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 May 2013, recycled water demand was 165.73 acre-feet (AF), which was met using 165.73 AF of recycled water and 0.00 AF of supplementation with potable water. This equates to a blend mix for May of 100 percent recycled water and 0.0 percent potable water supplementation.

Figure 1 (attached) provides monthly supply demands for recycled water since September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last thirteen fiscal years. Recycled water demand can fluctuate from year to year, which is typically a function of weather. For example, Fiscal Years 2003-04, 2006-07, and 2008-09 were unusually dry years, resulting in increased recycled water demand; and Fiscal Year 2004-05 was an unusually wet year, resulting in lower recycled water demand.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

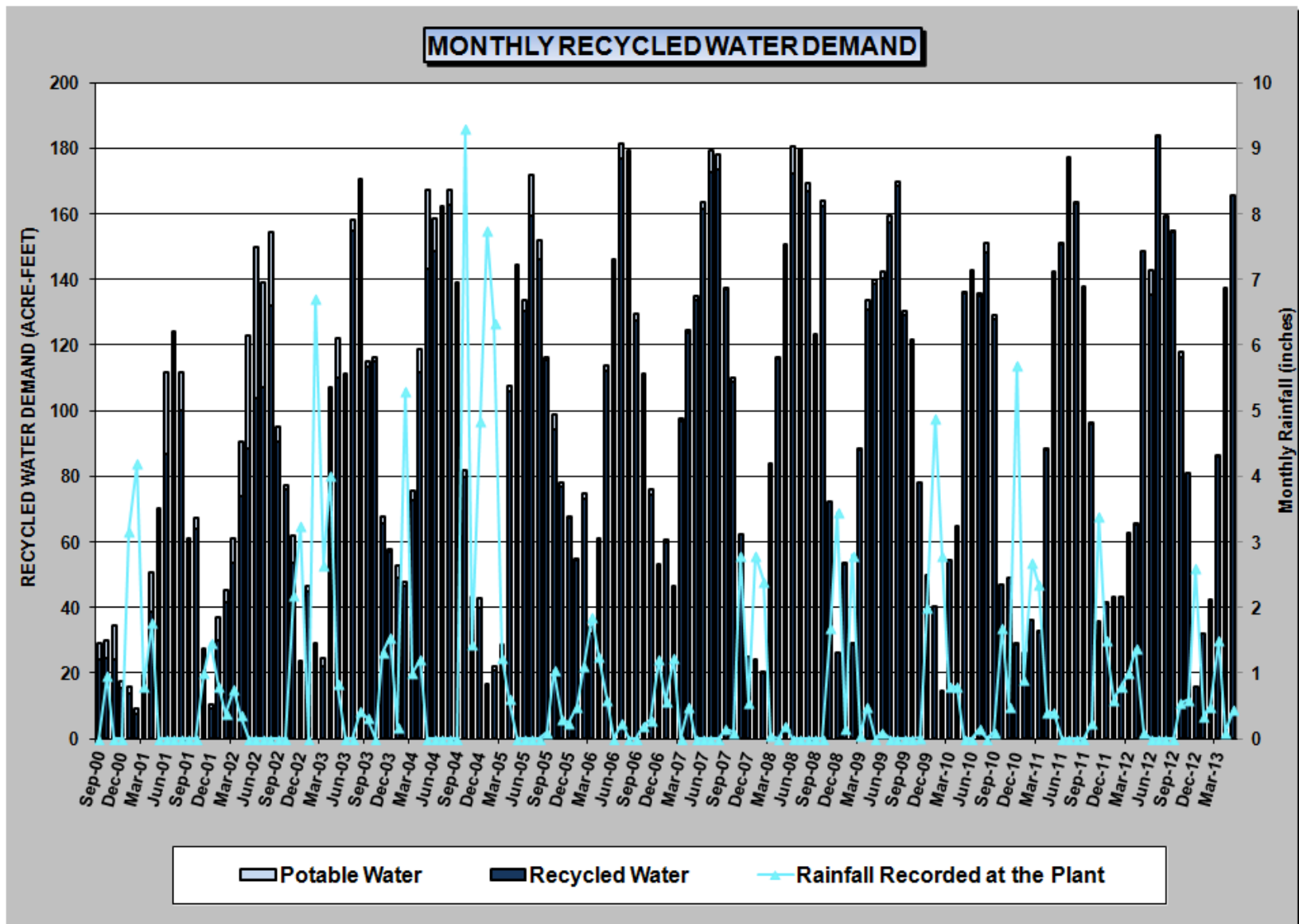


Figure 1

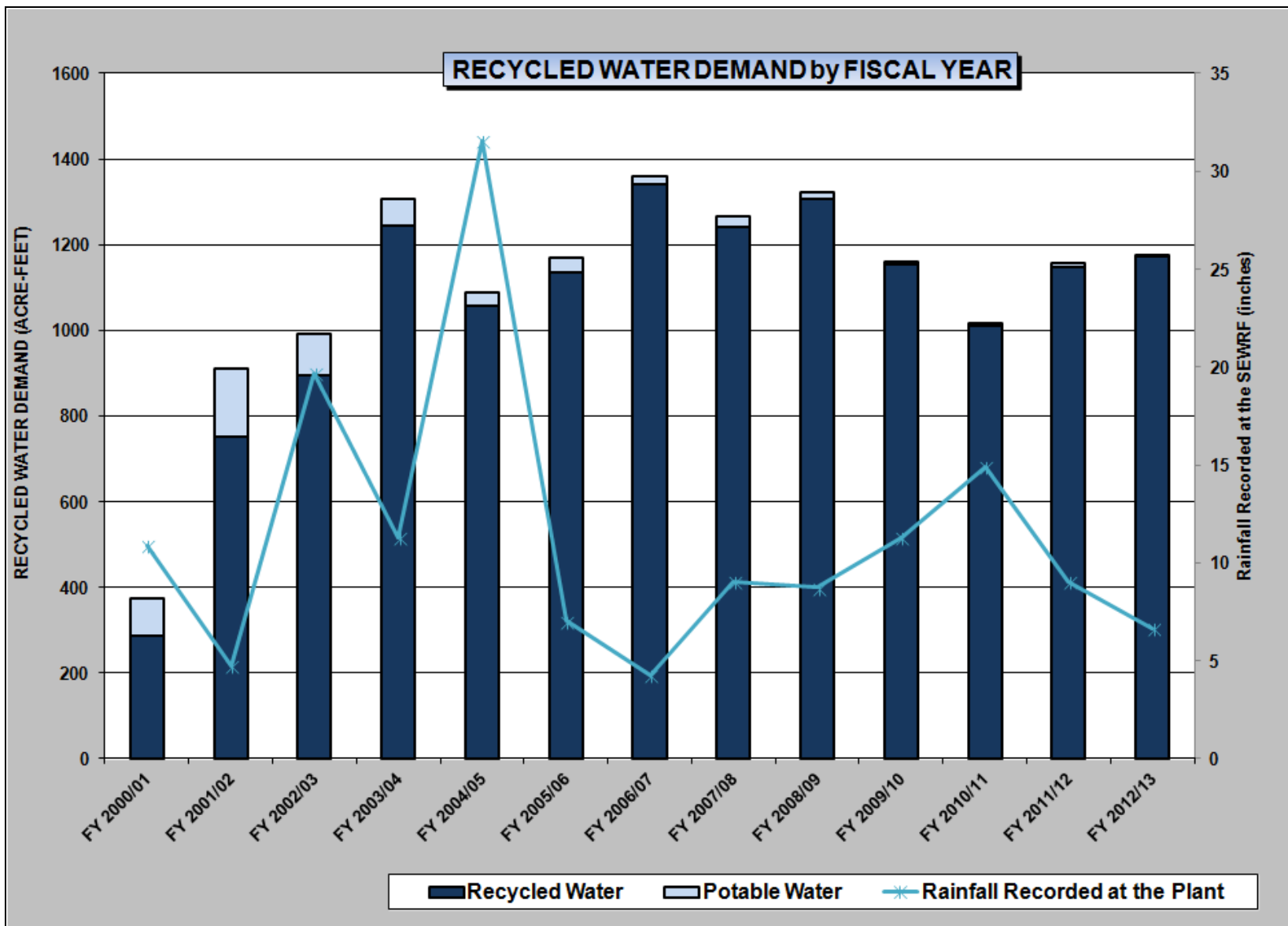


Figure 2

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 2013

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: AUTHORIZATION FOR INTENSIVE MONITORING AGREEMENT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to enter into an agreement with the Southern California Coastal Water Research Project (SCCWRP) for Intensive Monitoring in an amount up to \$110,000; and
2. Discuss and take action as appropriate.

DISCUSSION

The current National Pollutant Discharge Elimination System (NPDES) permit held by the San Elijo Water Reclamation Facility and issued by the San Diego Regional Water Quality Control Board (Regional Board) requires that the SEJPA conduct intensive monitoring near the San Elijo Ocean Outfall (SEOO) during the 12-month period beginning November 1, 2013. Intensive monitoring tests the water, fish, and sediment near the outfall to determine compliance with the California Ocean Plan and determines if the outfall discharges are causing negative impacts on ocean water quality and marine life. Historically, the San Elijo Joint Powers Authority (SEJPA) has been conducting intensive ocean monitoring, once every five years, for more than three decades near the ocean outfall. The results of this monitoring indicate no discernible impact to ocean water quality, sediment quality or toxicity, benthic species, or marine biota.

Similarly, other ocean dischargers throughout southern California are required to perform intensive ocean monitoring per the terms of their NPDES permits. To improve the usefulness of this collected data, as well as to provide cost efficiencies associated with collecting, compiling, and analyzing the data, a regional monitoring plan was developed. This plan, titled Framework for Monitoring and Assessment in the San Diego Area (FMA in 2012), was prepared in partnership by dischargers and the regulatory community. The FMA proposes more efficient use of regional monitoring resources through collaborative data sharing and focused monitoring on regional water quality concerns and trends. In December 2012, the Regional Board adopted Resolution No. R9-2012-0069, which:

- endorsed the ocean monitoring recommendations presented within the FMA, and

- encouraged Regional Board staff to coordinate with regional ocean dischargers to develop and implement monitoring discharger program revisions that are consistent with the FMA.

To implement Resolution No. R9-2012-0069, Regional Board staff have encouraged regional ocean outfall NPDES permittees and the Southern California Coastal Water Research Project (SCCWRP) to coordinate and implement regional monitoring plans that are consistent with the FMA. In accordance with this direction, the SEJPA and City of Escondido are coordinating with SCCWRP to propose (1) eliminating monitoring at several discharge-specific SEOO ocean monitoring stations, and (2) allowing SEJPA and the City to contract with SCCWRP to perform a similar amount of ocean monitoring within the Southern California Bight (SCB) at regional reference stations to be selected by SCCWRP. Because of the lack of discharge-related ocean or benthic impacts, the SEOO ocean monitoring program represents an appropriate opportunity to implement the Regional Board's FMA goals of focusing ocean monitoring resources away from discharge-specific monitoring and toward regional monitoring and assessment.

To achieve the Regional Board's FMA objectives, SEJPA and the City of Escondido have proposed to the Regional Board that some of the current discharge-oriented SEOO ocean monitoring be eliminated in favor of SEJPA and the City providing monitoring resources to support the SCCWRP SCB regional data collection and assessment effort. The RWQCB has approved the requested change and the SCCWRP has provided pricing for completing the sampling that will be required as part of their larger BIGHT '13 project based on the SCCWRP public bidding procedures. The estimated contribution from the San Elijo Ocean Outfall Program to the BIGHT '13 project for the reduced sampling effort is \$110,000.

#### FINANCIAL IMPACT

The SEJPA budgeted \$160,000 in Fiscal Year (FY) 2013-14 for intensive monitoring expenses associated with the SEOO permit requirements. These funds are now available to apply to this effort. As a result of the new proposed approach, it appears that the required monitoring effort may be accomplished for \$110,000. The remaining \$50,000 is anticipated to be needed for additional sampling that cannot be completed by SCCWRP and must be contracted separately. As with all Outfall maintenance costs, the City of Escondido shares the project cost based on average flows, which is currently approximately 80 percent.

It is therefore, recommended that the Board of Directors:

1. Authorize the General Manager to enter into an agreement with the Southern California Coastal Water Research Project (SCCWRP) for Intensive Monitoring in an amount up to \$110,000; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

\*

AGENDA ITEM NO. 12

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 2013

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: STAFFING RECLASSIFICATION – NON-EXEMPT/EXEMPT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the reclassification of designated staff positions to Exempt Status from Non-Exempt; and
2. Approve the amended SEJPA Classification and Compensation Administrative Policy; and
3. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Joint Powers Authority has recently completed a review of the agency's staffing classification. This review evaluated all employment positions for the appropriated exempt and non-exempt classification to ensure compliance with Fair Labor Standards Act (FLSA).

FLSA was enacted by Congress in 1938 and is administered by the Wage and Hour Division of the Department of Labor (DOL). FLSA includes requirements on minimum wage, overtime pay, hours worked, and recordkeeping affecting employees in the private sector and in Federal, State, and local governments. In addition to Federal law and statues, California also has its own wage and hour laws that originate from the development of the Industrial Welfare Commission (IWC) in 1913. The IWC has issued various Wage Orders regulating the working conditions of employees in numerous industries within the state of California. However, the SEJPA is only under the FLSA, not the California wage and hour laws, and, as such, the recommendations within this report are for compliance with FLSA.



## DISCUSSION

Under current law, an employee may be classified as either a “Non-Exempt” employee or an “Exempt” employee. A Non-Exempt employee is paid on an hourly basis and is paid for all overtime hours worked. Overtime for public employees is typically defined as any time worked over 40 hours in a workweek or time worked in excess of their shift. In contrast, an Exempt employee is paid on a salaried basis and is exempt from the overtime requirements. That is, an Exempt employee is usually paid the same salary regardless of the number of hours worked per workweek. In order to be classified as Exempt under the law, the employee must meet both a duties test and a salary test. Generally, an Exempt employee customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

SEJPA legal counsel has determined that these positions meet the federal requirements of the Exempt status. Furthermore, in reviewing like positions with Encina and other agencies, these positions are often listed as an Exempt position. For the SEJPA, Exempt classification appears reasonable and appropriate due to the duties, responsibilities, and compensation of these positions.

Therefore, it is the recommendation of management that the classification of the Systems Integration Supervisor, Mechanical Systems Supervisor, Human Resources/Safety Administrator, and Associate Engineer be changed in the SEJPA Classification and Compensation Administrative Policy from Non-Exempt to Exempt as shown in Attachment A.

## FISCAL IMPACT

The proposed changes are likely to be cost neutral or result in minor cost savings to the SEJPA personnel budget.

It is recommended that the Board of Directors:

1. Approve the reclassification of designated staff positions to Exempt Status from Non-Exempt; and
2. Approve the amended SEJPA Classification and Compensation Administrative Policy; and
3. Discuss and take action as appropriate.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager

Attachment A: San Elijo Joint Powers Authority Administrative Policy, Classification and Compensation

**Attachment A**  
**Agenda Item No. 12**

**SAN ELIJO JOINT POWERS AUTHORITY  
ADMINISTRATIVE POLICY**

Policy Title: Classification and Compensation

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**Description:**

It is the intent of the San Elijo Joint Powers Authority (SEJPA) to provide quality staff to efficiently manage, operate, and maintain facilities owned and operated by the SEJPA. It is the goal and objective of the SEJPA to have the ability to recruit and retain quality personnel. The SEJPA desires to maintain compensation and benefits that are both competitive and reasonable with competing labor markets. In order to meet the needs and requirements of the SEJPA and their staff, a review of the SEJPA position classifications and compensation may be done as necessary, conducted by the General Manager or his/her designee.

**Guidelines:**

Review the current classifications to evaluate and provide recommendations to improve, revise or create position allocations and class specifications as needed.

Review the current compensation schedule in an objective, competitive, and equitable manner which may include conducting industry surveys for salary and benefits.

Hold meetings with staff to identify concerns and issues regarding the current classification, compensation, and benefits.

Conduct job analysis interviews and position description comparisons to establish accurate compensation correlations.

Compile and analyze the compensation data to ensure the competitiveness of the SEJPA salaries and benefits with competing labor markets.

Develop a specific salary recommendation based upon internal equity and external labor market data.

The Board may consider and act upon the recommendations of the General Manager directly or appoint a committee to review the recommendations in a timely manner, prior to their presentation to the full Board.

**Compensation**

Compensation paid to new employees will be within the labor classification range set and approved by the SEJPA Board.

The employee's immediate supervisor conducts employee performance reviews regularly. The supervisor may then submit recommendations for compensation adjustments.

When an employee reaches the upper limit of their classification pay range, they will no longer be eligible for merit pay increases. Classification compensation may be adjusted by the SEJPA Board in their review, as stated in the Guidelines above. In lieu of any changes to the classification ranges, the Board may authorize the General Manager to award a lump sum bonus payment.

### **Classifications**

The Human Resources/Safety Administrator maintains a complete set of position descriptions for all personnel. The position descriptions outline the requirements, reporting relationships, position characteristics and responsibilities of each position.

Employees are classified according to the type and level of work performed. Every position belongs to one of two payroll classifications; either EXEMPT or NON-EXEMPT. The SEJPA will classify employees as EXEMPT or NON-EXEMPT in accordance with the Federal Labor Standards Act (FLSA).

The SEJPA Board has approved the following classifications:

#### **Exempt**

General Manager  
 Director of Operations  
 Director of Finance/Administration  
 Associate Engineer  
 Chief Plant Operator  
 Human Resources / Safety Administrator  
 Mechanical Systems Supervisor  
 Systems Integration Supervisor

#### **Non-Exempt**

Wastewater Treatment Plant Operator in Training  
 Wastewater Treatment Plant Operator I/II  
 Wastewater Treatment Plant Lead Operator

Water Reclamation Specialist

Maintenance Mechanic I  
 Maintenance Mechanic II  
 Systems Integration Technician I  
 Systems Integration Technician II

Laboratory Analyst I  
 Laboratory Analyst II  
 Senior Laboratory Analyst

Accounting Technician  
 Administrative Assistant

## **Employment Status**

Employment status is based on an employee's working hours and duration of employment. Generally, employees fall into one of four categories. They are:

Full-Time - an employee who works either five 8-hour workdays per week, or eighty hours during a two-week period of eight 9-hour days and one 8-hour day, and whose continuing employment is expected (but not guaranteed) to be for an indefinite period.

Part-Time - an employee who customarily works less than either five 8-hour workdays per week, or eighty hours during a two-week period of eight 9-hour days and one 8-hour day, and whose continuing employment is expected (but not guaranteed) to be for an indefinite period.

Full-Time Temporary - an employee who customarily works either five 8-hour workdays per week, or eighty hours during a two-week period of eight 9-hour days and one 8-hour day, and whose employment is not expected to be more than 6 consecutive months.

Part-Time Temporary - an employee who customarily works less than either five 8-hour workdays per week, or eighty hours during a two-week period of eight 9-hour days and one 8-hour day, and whose employment is not expect to be more than 6 consecutive months.

Most employees who are employed to work full-time for an indefinite period are considered full-time employees and, as such, are eligible for fringe benefits subject to the rules governing such benefits.

Those employees who work less than either five 8-hour workdays per week, or eighty hours during a two-week period of eight 9-hour days and one 8-hour day, for an indefinite period are considered part-time employees and, as such, will receive fringe benefits based on a percentage of the regular hours actually worked and are subject to the rules governing such benefits.

Those employees who work as full-time or part-time temporary employees are not entitled to fringe benefits.

Approved by: SEJPA Board  
SEJPA Board  
SEJPA Board

Date Approved: March 10, 2008  
June 11, 2012  
July 8, 2013

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 2013

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: ACCEPT AND FILE - FINAL DESIGN PLANS AND SPECIFICATIONS FOR  
THE FLOW EQUALIZATION BASINS COVER REPLACEMENT PROJECT AT  
THE SAN ELIJO WATER RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to accept and file the Final Design Plans and Specifications for the FEB Cover Replacement Project for the San Elijo Water Reclamation Facility prepared by Hilts Consulting Group, Inc.;
2. Authorize the General Manager to award an Engineering Support contract to Hilts Consulting Group, Inc. in an amount not to exceed \$50,000;
3. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA, Categorical Exemption, Class 2 for the project;
4. Authorize the General Manager to publicly advertise and bid the construction contract; and
5. Discuss and take action as appropriate.

BACKGROUND

During the 1991 treatment plant upgrade and expansion project, two flow equalization basins (FEB) were installed in the eastern portion of the site to equalize the variable flows into the treatment plant for better process control. Each basin holds approximately 750,000 gallons of primary effluent wastewater under a floating cover. The floating covers are comprised of a flexible geomembrane system which is showing signs of weathering and deterioration.

The original 1991 covers were replaced in 2002 due to deterioration, and now the 2002 covers are at the end of their useful life and are showing signs of weather damage. These covers fail due to ultraviolet exposure and once the cover begins to degrade, the failure can be quite rapid.

In March 2013, SEJPA staff requested qualifications from engineering firms for the development of design drawings and construction specifications for removing and replacing the FEB covers at the San Elijo WRF. The SEJPA selected Hilts Consulting Group, Inc. based on their experience with similar projects, their understanding of this project, and the design team's qualifications.

**DISCUSSION**

The final design drawings, construction specifications, and the engineer's opinion of probable cost for construction were completed in July 2013. Staff participated throughout the design process and had ample time and opportunity to review and comment. It is staff's recommendation that the SEJPA Board of Directors accept the final design and begin the construction phase of the project. The first element of the construction phase is to advertise the construction contract, conduct pre-bid meetings and job site tour, and to conduct a contract bid opening.

Staff has requested a proposal from Hilts Consulting Group to continue their involvement during the bidding and construction phase of the project. The scope of work includes providing assistance with the bidding process, reviewing submittals, responding to requests for information, and providing construction inspection support.

This project is considered exempt from CEQA under a Class 2 Categorical Exemption since it is replacement of an existing structure on the same site with no expansion of capacity. It is staff's recommendation that a notice of exemption be filed with the State.

**FINANCIAL IMPACT**

The estimated total project cost is approximately \$470,000. The project budget is itemized as (1) design and construction management, (2) administration and legal (3) construction, and (4) contingency funding. The proposed project budget is presented below.

**Proposed FEB Cover Replacement Project Budget**

<b>Project Element</b>	<b>Budget</b>
Design & Construction Management	\$50,000
Administration & Legal (3.5% of construction)	\$13,000
Construction	\$370,000
Contingency funding (10% of construction)	\$37,000
<b>TOTAL</b>	<b>\$470,000</b>

The SEJPA has remaining funds from prior capital project appropriations in the amount of \$471,000 that could be re-appropriated to this project. SEJPA staff has discussed this project with staff from the Member Agencies to explain the need for the project, project scope, and the funding requirement for FY 2013-14. This funding request is consistent with previous funding projections by the SEJPA to the Member Agencies for FY 2013-14 capital projects.

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to accept and file the Final Design Plans and Specifications for the FEB Cover Replacement Project for the San Elijo Water Reclamation Facility prepared by Hilts Consulting Group, Inc.;
2. Authorize the General Manager to award an Engineering Support contract to Hilts Consulting Group, Inc. in an amount not to exceed \$50,000;
3. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA, Categorical Exemption, Class 2 for the project;
4. Authorize the General Manager to publicly advertise and bid the construction contract; and
5. 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



SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 2013

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROJECT APPROVAL FOR THE GENERATOR REPLACEMENT PROJECT  
AT THE SAN ELIJO WATER RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to hire a consultant for Engineering Design and Bidding Support in the amount not to exceed \$80,000;
2. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA for the project;
3. Authorize the General Manager to publicly advertise and bid the construction contract; and
4. Discuss and take action as appropriate.

BACKGROUND

Many of the existing electrical systems at the San Elijo Water Reclamation Facility (SEWRF) have more than 30 years of service and are nearing the end of their expected life cycle. The equipment is becoming less reliable and replacement parts have become difficult to locate. As a result, the 2007 Facility Master Plan prepared by Carollo Engineers and the SEJPA Asset Management Program identified the upgrade and replacement of aging electrical systems at the SEWRF as a priority project. In 2011, the Electrical Upgrades project was designed and construction was completed in 2012. This project replaced many of the aging assets in the electrical system and included an overhaul of one of the old emergency generators.

The intent of the overhaul was to extend the life of the generator that was installed in 1991 and provides a backup power source for the administration building and a portion of the treatment plant.

## DISCUSSION

Routine maintenance for the emergency generator includes monthly startup and performing a “load test” annually to make sure the generator can perform under a full load. During the annual load test, Generator No. 1 suffered a catastrophic failure. The repair for this failure was estimated to be between \$24,000 and \$45,000 for a full engine rebuild, and the quote obtained was “subject to change due to unforeseen circumstances.” When the repair was underway, it was revealed that the engine block was cracked and would need to be replaced.

Emergency generator emissions are regulated by the San Diego County Air Pollution Control District and replacing the engine block is not allowed under current rules and regulations. This failure requires that the entire generator be replaced with the “best available control technology”. Since there are two separate emergency power generators at the treatment plant, requiring two APCD permits, two maintenance contracts, and two assets to operate, staff requested a proposal from Dudek to investigate the feasibility of replacing both generators with one new generator. Staff has received the draft preliminary design report and recommends moving the project to final design.

Staff has requested a proposal from Dudek to continue their involvement during the design and bidding phase by preparing the final design, participating in the bidding process, and responding to requests for information during bidding.

This project is considered exempt from CEQA under a Class 2 Categorical Exemption since it is replacement of an existing structure on the same site with no expansion of treatment capacity. It is recommended that a notice of exemption be filed with the State.

## FINANCIAL IMPACT

The estimated total project cost is approximately \$500,000. The project budget is itemized as (1) design and construction management, (2) administration and legal (3) construction, and (4) contingency funding. The proposed project budget is presented below.

### **Proposed Generator Replacement Project Budget**

<b>Project Element</b>	<b>Budget</b>
Design & Construction Management	\$80,000
Administration & Legal (3.5% of construction)	\$13,000
Construction	\$370,000
Contingency funding (10% of construction)	\$37,000
<b>TOTAL</b>	<b>\$500,000</b>

The SEJPA has remaining funds from the prior electrical upgrade capital project appropriation in the amount of \$86,672 that could be re-appropriated to this project. In addition, the Capital Budget for FY 2013/2014 includes \$50,000 for the Generator No. 1 & 2 replacement project. SEJPA staff has discussed this project with staff from the Member Agencies to brief them on the need for the project, project scope, and the funding requirement for FY 2013-14. The remaining funds would be re-appropriated from the Headworks/Grit Project.

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to hire a consultant for Engineering Design and Bidding Support in the amount not to exceed \$80,000;
2. Authorize the General Manager to file a Notice of Exemption in accordance with CEQA for the project;
3. Authorize the General Manager to publicly advertise and bid the construction contract; and
4. 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

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

July 8, 2013

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: NOTICE OF SUBSTANTIAL COMPLETION – CONSTRUCTION OF THE  
ADVANCED WATER TREATMENT PROJECT FOR THE SAN ELIJO WATER  
RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to submit a letter of substantial completion to W.M. Lyles Co.; and
2. Discuss and take action as appropriate.

BACKGROUND

In November 2011, the San Elijo Joint Powers Authority (SEJPA) entered into an agreement with W.M. Lyles (Contractor) for the construction of an advanced water treatment project at the San Elijo Water Reclamation Facility. The award of the contract was pursuant to California law and procurement policies of the SEJPA. The intent of the advanced water treatment system is to remove total dissolved solids (TDS) and other non-desirable constituents within the wastewater to achieve high quality recycled water. The construction services contract with W.M. Lyles is for an amount of \$4,209,868, excluding contract change orders. The engineer of record for this project is Kennedy/Jenks Consultants.

DISCUSSION

Construction was awarded to W.M. Lyles on November 14, 2011. The project had an original construction schedule of 360 calendar days to reach substantial construction completion. The contractor received approximately 90 additional calendar days due to unforeseen delays agreed to by both the Contractor and the SEJPA. The project began producing treated water in March 2013, on a test basis, and then more consistently in April 2013 in “startup” mode. During the startup period, process equipment was tested individually and collectively. Issues were identified and corrected, or are in the process of being corrected.

Presently, the Advanced Water Treatment Project is operational and construction efforts are substantially complete. Remaining work under this contract can be described as “punch list” items. To date, the project is on budget with no injuries and no filed claims.

SEJPA has retained 10% of the construction contract value. By providing the Contractor with a letter of substantial completion, SEJPA is authorizing payment to the Contractor of half of the retention funds or approximately \$184,000. With this payment, the total percentage paid to the contractor will be approximately 91% of the contract value. The Contractor will be required to complete all items on the project punch list prior to final payment.

### FINANCIAL IMPACT

The financial obligation of this construction service contract has been budgeted by the SEJPA and adequate funding has been allocated for this project. The construction contract value is \$4,209,868, of which the SEJPA has made payment of \$3,642,416 and is holding approximately \$367,000 in retention funds for work already completed by W.M. Lyles. With the approval of substantial construction completion, the SEJPA will make payment in the amount of \$184,000 to W.M. Lyles and reduce retention holdings from 10% to 5% of the contract value.

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to submit a letter of substantial completion to W.M. Lyles Co.; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager