

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY, FEBRUARY 12, 2018 AT 8:30 AM
SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. PRESENTATION OF AWARDS
 - California Water Environment Association – Coast Highway 101 Sewer Pump Station Rehabilitation and Forcemain Replacement Engineering Achievement Award
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR JANUARY 10, 2018 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. **SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2017-18 OPERATING BUDGET**

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

Staff Reference: Director of Finance and Administration

13. **AGREEMENT AMENDMENT FOR CONSTRUCTION MANAGEMENT & INSPECTION SERVICES FOR LAND OUTFALL REPLACEMENT**

1. Authorize amendment of the professional services agreement with Black & Veatch for an additional amount not to exceed \$119,715; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

14. **BUILDING PROGRAM AND COMMUNITY BIKE PATH AND ROUNDABOUT UPDATE**

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

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**

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

None

19. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, March 12, 2018 at 8:30 a.m.

NOTICE:

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

The agenda package and materials related to an agenda item submitted after the packet's distribution to the Board is available for public review in the lobby of the SEJPA Administrative Office during normal business hours. Agendas and minutes are available at www.sejpa.org. The SEJPA Board meetings are held on the second Monday of the month, except July.

AFFIDAVIT OF POSTING

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

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

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

Date: February 7, 2018



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON JANUARY 10, 2018
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Ginger Marshall, Chair

Tasha Boerner Horvath, Vice Chair

A meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Wednesday, January 10, 2018, at 8:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

Chair Marshall called the meeting to order at 8:01 a.m.

2. ROLL CALL

Directors Present:

Ginger Marshall
Tasha Boerner Horvath
David Zito
Joe Mosca

Directors Absent:

None

Others Present:

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

Michael Thornton
Chris Trees
Paul Kinkel
Mike Konicke
Jennifer Basco
Beatriz Arellano

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

City of Encinitas:

Public Works Management Analyst

Bill Wilson

Encinitas Ranch Community Association

Dick Stern

3. PLEDGE OF ALLEGIANCE

Chair Marshall led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Dick Stern, President of Encinitas Ranch Community Association, addressed the Board of Directors regarding his continued support and commitment to the Encinitas Ranch Recycled Water project.

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

Moved by Board Member Zito and seconded by Vice Chair Boerner Horvath to approve the Consent Calendar.

Agenda Item No. 9 San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report

Agenda Item No. 10 San Elijo Joint Powers Authority Recycled Water Program – Monthly Report

Motion carried with the following vote of approval:

AYES: Marshall, Boerner Horvath, Zito, Mosca
NOES None
ABSENT: None
ABSTAIN: None

Agenda Item No. 7 Approval of Minutes for the December 11, 2017 Meeting

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca
NOES None
ABSENT: None
ABSTAIN: Marshall

Agenda Item No. 8 Approval for Payment of Warrants and Monthly Investment Report

Motion carried with the following vote of approval:

AYES: Marshall, Boerner Horvath, Zito
NOES: None
ABSENT: None
ABSTAIN: Mosca

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

General Manager Thornton stated that in accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) Restatement Agreement, the SEJPA Board is required to appoint a chairperson and vice chairperson, and establish the time and place for its regular meeting by the second meeting of each calendar year.

Moved by Board Member Zito and seconded by Chair Marshall to:

1. Appoint Tasha Boerner Horvath as Chairperson for the 2018 SEJPA Board of Directors.

Motion carried with the following vote of approval:

AYES: Marshall, Boerner Horvath, Zito, Mosca
NOES: None
ABSENT: None
ABSTAIN: None

Moved by Chair Boerner Horvath and seconded by Board Member Mosca to:

2. Appoint David Zito as Vice Chair for the 2018 SEJPA Board of Directors.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Marshall
NOES: None
ABSENT: None
ABSTAIN: None

Moved by Vice Chair Zito and seconded by Board Member Mosca to:

3. Establish the SEJPA regular meeting schedule for 2018 as the second Monday of each month, with no planned meeting for July, and the August meeting set for August 20th, with the meeting location as the San Elijo Water Reclamation Facility, and meeting time at 8:30 a.m.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Marshall
NOES: None
ABSENT: None
ABSTAIN: None

13. RECYCLED WATER COST OF SERVICE AND PROPOSED WHOLESALE RATE INCREASE FOR FISCAL YEARS 2018-19, 2019-20, AND 2020-21

General Manager Thornton provided a brief background on the Raftelis Financial Consultants 2016 cost of service report. The report provides a basis for the cost of recycled water service and provided recommended water rate increases for Fiscal Year Ending (FYE) 2017 through 2020. Staff is in the process of updating the cost of service model using the actual financial results for FYE 2016 and 2017, budget information for FYE 2018, and revenue/expense forecasts for the future years. The General Manager stated that meetings with each of the water purveyors to review the financial model data and assumptions have been scheduled. Staff anticipates that the final report will be presented to the Board for public discussion in April 2018.

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

14. AWARD CONTRACT FOR CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) SUPPORT

General Manager Thornton informed the Board of Directors that in April 2016, the Mitigated Negative Declaration (MND) for the San Elijo Water Reclamation Facility (SEWRF) capital upgrades was adopted. Subsequent to the adoption, staff identified additional project components and changes to original envisioned projects that will likely require the existing environmental documents to be reviewed and updated. The four major components include: 1) a new round-about on Manchester Avenue at the entrance to the SEWRF; 2) the North Coast Corridor Program (NCC)/Caltrans bike path through the SEWRF; 3) additional photovoltaic solar at the SEWRF; and 4) storm water and/or recycled water retention facilities being considered at the SEWRF. The General Manager stated the SEJPA engaged HELIX Environmental Planning to develop a scope of services and fee for completing the necessary environmental review and CEQA support. SEJPA selected Helix based on their ongoing performance with the SEJPA and in-depth knowledge of the NCC Program. The SEJPA capital program has adequate funding for the award of the proposed service agreement with Helix Environmental Planning.

Moved by Board Member Mosca and seconded by Vice Chair Zito to:

1. Approve Professional Service Agreement with Helix Environmental Planning for CEQA Support for an amount not to exceed \$88,400.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Marshall
NOES: None
ABSENT: None
ABSTAIN: None

15. GENERAL MANAGER'S REPORT

General Manager Thornton provided a brief update on the Land Outfall Replacement project. The SEJPA created a BlogSpot, where the public can view the status of construction. Next, the General Manager informed the Board of Directors of recommended new requirements by the EPA and the San Diego Regional Water

Quality Control Board for proposed new ocean discharge National Pollutant Discharge Elimination System (NPDES) permit.

16. GENERAL COUNSEL'S REPORT

None

17. BOARD MEMBER COMMENTS

None

18. CLOSED SESSION

The Board of Directors adjourned to closed session at 8:52 a.m., pursuant to Government Code Section 54957: Employee Performance Evaluation. Title: General Manager.

The Board of Directors came out of closed session at 9:23 a.m., with no reportable action.

19. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT COMPENSATION

Moved by Chair Boerner Horvath and seconded by Vice Chair Zito to:

1. Approve an extension of the General Manager's Employment Contract, with an increased base salary as reflected in the revised Exhibit B to the contract, which was as follows:
 - a. Base Salary of \$206,915 for the period January 1, 2018 through December 31, 2018; and
 - b. Base Salary of \$216,220 for the period January 1, 2019 through December 31, 2019.

Motion carried with the following vote of approval:

AYES: Boerner Horvath, Zito, Mosca, Marshall
NOES: None
ABSENT: None
ABSTAIN: None

20. ADJOURNMENT

The meeting adjourned at 9:26 a.m. The next Board of Directors meeting will be held on February 12, 2018 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****18-02****For the Months of December 2017 and January 2018**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
35200	U.S. Postal Service	Postage/Shipping	Stamps	250.88
35201	Affordable Drain Service, Inc.	Services - Maintenance	Grease removal	1,140.00
35202	Barracuda Networks, Inc.	Utilities - Internet	Network back-up	50.00
35203	Black & Veatch	Services - Management	Land outfall replacement	76,436.90
35204	Boot World, Inc.	Uniforms - Boots	Safety boots	121.18
35205	Brenntag Pacific, Inc.	Supplies - Chemicals	Sodium Hydroxide	821.22
35206	Carollo Engineers	Services - Engineering	Secondary clarifier hydraulic modeling	1,360.20
35207	Chevron & Texaco Business Card	Fuel	Fuel - December	320.78
35208	Complete Office	Supplies - Office	Office supplies	137.26
35209	CS-Amsco	Capital Outlay	Butterfly valve	12,487.76
35210	CA Sanitation Risk Mgmt Authority	Insurance - Liability	Pooled Liability Insurance - 12/31/2017 - 12/31/201	31,536.00
35211	D&H Water Systems	Supplies - Chemicals	Acetate Buffer	472.55
35212	Dudek & Associates	Services - Professional	Encinitas Ranch recycled water expansion	11,726.00
35213	EDCO Waste & Recycling Service	Utilities - Trash	December	242.75
35214	Encina Wastewater Authority	Service - EWA Support	Resource sharing - HR and safety	2,134.36
35215	Escondido Metal Supply	Repair Parts Expense	Metal supplies	305.92
35216	Fisher Scientific	Supplies - Lab	Tube and gas detector	351.38
35217	Fusco Engineering	Services - Professional	Survey and record services	5,128.00
35218	Helix Environmental Planning	Services - Professional	As needed services	2,767.50
35219	Jennifer Basco	Subsistence - Travel	Mileage	109.05
35220	Paul Kinkel	CSRMA Wellness Program	Health and wellness	60.00
35221	The Lawton Group	Services - Intern Program	Week worked - 12/04/17 - 12/15/17	879.12
35222	LiftOff, LLC	Licenses	Microsoft Exchange	122.50
35223	McMaster-Carr Supply Co.	Repair Parts Expense	Flowmeter, plumbing parts and overhead door roller	2,040.24
35224	MetLife - Group Benefits	Dental/Vision	Dental - January	1,936.26
35225	Napa Auto Parts	Repair Parts Expense	Belt	25.83
35226	NeWest Construction	Services - Contractors	Headworks	89,943.63
35227	Nobel Systems	Service - IT Support	GIS annual - Hosting data and GeoViewer mobile	10,400.00
35228	Olin Corp - Chlor Alkali	Supplies - Chemicals	Sodium Hypochlorite	2,802.91
35229	OneSource Distributors, Inc.	Repair Parts Expense	Conduit cover	56.32
35230	Pacific Pipeline Supply	Repair Parts Expense	Flange, gaskets, valve, and tape	222.84
35231	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 12/16/17 - 12/29/17	12,235.09
35232	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	81.88
35233	Santa Fe Irrigation District	Utilities - Water	Recycled water	328.23
35234	San Dieguito Water District	Utilities - Water	Recycled water	124.69
35235	SWRCB	Fees - Permits	Section 401 - 07/01/17 - 06/30/18	1,440.00
35236	Terminix Processing Center	Services - Maintenance	Pest control	40.00
35237	Michael Thornton	Subsistence - Travel/Rm & Bd	WaterReuse California Board of Trustees	380.77
35238	Trussell Technologies, Inc.	Services - Engineering	Ammonia analyzer testing	625.00
35239	Unifirst Corporation	Services - Uniforms	Uniform service	326.38
35240	Union Bank of CA	Bank Service Charges	Services period 12/01/17 - 11/30/18	2,013.00
35241	UPS	Postage/Shipping	Shipping	110.60
35242	Underground Service Alert/SC	Services - Alarm	Dig alert - December	123.85
35243	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,966.63
35244	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,154.06
35245	VWR International, Inc.	Supplies - Lab	Laboratory supplies	740.20
35246	Aflac	EE Deduction Benefits	Aflac - January	643.60
35247	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling - December	12,973.40
35248	AT&T	Utilities - Telephone	Phone service - 12/13/17 - 01/12/18	364.17
35249	AT&T	Utilities - Telephone	Alarm service - January	398.59
35250	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping	1,026.44
35251	BankCard Center	Supplies - Various	License, parts, and seminar	403.19
35252	Black & Veatch	Services - Management	Land outfall replacement	105,502.10
35253	Boot World, Inc.	Uniforms - Boots	Safety boots	174.51
35254	Brenntag Pacific, Inc.	Supplies - Chemicals	Sodium Tripolyphosphate	646.50
35255	Chevron & Texaco Business Card	Fuel	Fuel - January	366.88
35256	Complete Office	Supplies - Office	Office supplies	31.13
35257	Corodata	Rent	Record storage - December	135.56
35258	D&H Water Systems	Repair Parts Expense	Diaphragm pump	1,922.24
35259	J.R. Filanc Construction Co.	Services - Contractors	Land outfall replacement	2,352,689.25

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****18-02****For the Months of December 2017 and January 2018**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
35260	Forte of San Diego	Services - Janitorial	February	1,000.00
35261	FRS Environmental	Equipment Rental/Lease	Parts washer service	226.55
35262	Gierlich Mitchell, Inc.	Capital Outlay	Sludge collection system components	12,148.67
35263	Golden Bell Products	Supplies - Chemicals	Lift station degreaser	452.55
35264	Grainger, Inc.	Supplies - Safety	Barrier system; barricade tape	176.68
35265	Golden State Overnight	Postage/Shipping	Lab samples	29.72
35266	The Lawton Group	Services - Intern Program	Week worked - 12/26/17 - 12/29/17	732.60
35267	LiftOff, LLC	Licenses	Microsoft Exchange	105.00
35268	McMaster-Carr Supply Co.	Repair Parts Expense	Panel mount switch and v-belt	114.56
35269	MetLife - Group Benefits	Dental/Vision	Dental - February	1,936.26
35270	Midas Shop	Vehicle Maintenance	Alignment	455.85
35271	Napa Auto Parts	Vehicle Maintenance	Wiper blades and oil containers	106.52
35272	Olivenhain Municipal Water District	Rent	Pipeline repayment - December	5,494.50
35273	OneSource Distributors, Inc.	Repair Parts Expense	Electrical supplies	345.18
35274	Pacific Green Landscape	Services - Landscape	January	2,625.00
35275	Penn Valley Pump Co., Inc.	Repair Parts Expense	Primary sludge pump parts	1,707.00
35276	P.E.R.S.	Medical Insurance - Pers	Health - February	22,411.51
35277	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 12/30/17 - 01/12/18	12,329.63
35278	Cashier - Jennifer Basco	Supplies - Office	Petty cash	169.60
35279	Polydyne Inc.	Supplies - Chemicals	Clarifloc	11,399.95
35280	Preferred Benefit Insurance	Dental/Vision	Vision - 01/01/18 - 01/31/18	316.70
35281	ProBuild Company, LLC	Supplies - Safety	Parts and supplies	719.67
35282	Procopio Cory Hargreaves	Services - Legal	General - December	1,170.00
35283	Rising Tide Partners	Services - Professional	Public outreach	5,856.86
35284	Rusty Wallis, Inc.	Services - Maintenance	January 01/01/18 - 01/13/18	117.93
35285	Santa Fe Irrigation District	Utilities - Water	Recycled water	81.05
35286	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - December	666.00
35287	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 12/04/17 - 01/04/18	61,051.91
35288	San Dieguito Water District	Utilities - Water	Recycled water	6,551.65
35289	Smart & Final	Supplies - Office	Kitchen supplies	29.95
35290	Southwest Membrane Operation	Dues & Memberships	Membership	300.00
35291	Sunlife	Life Insurance/Disability	Life and disability insurance - February	1,678.21
35292	TargetSolutions Learning	Training - Safety	Annually - 01/01/18 - 12/31/18	2,295.00
35293	Terminix Processing Center	Services - Maintenance	Pest control	48.00
35294	Test America	Services - Laboratory	Testing water samples	722.00
35295	Technology Integration Group	Services - Maintenance	Copiers	80.50
35296	Trussell Technologies, Inc.	Services - Engineering	Ammonia analyzer testing	1,055.00
35297	Unifirst Corporation	Services - Uniforms	Uniform service	379.27
35298	UPS	Postage/Shipping	Postage	6.64
35299	USA Bluebook	Supplies - Chemicals	Pond dye	81.11
35300	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA 457	6,996.48
35301	Vantagepoint Transfer Agents	ICMA Retirement	ICMA 401a	3,208.20
35302	Verizon Wireless	Utilities - Telephone	12/11/17 - 01/10/18	281.94
35303	Verizon Wireless	Utilities - Telephone	Cell phone service - 12/08/17 - 01/07/18	763.78
35304	WageWorks	Payroll Processing Fees	Admin and compliance fees	123.50
35305	WaterReuse Association	Dues & Memberships	Membership; conference	6,463.00
35306	Western Hose & Gasket	Repair Parts Expense	Purple hose with attachment	786.73
	San Elijo Payroll Account	Payroll	Payroll - 01/05/2018	68,599.89
	San Elijo Payroll Account	Payroll	Payroll - 01/19/2018	110,062.88
				<u>\$3,116,818.46</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Months of December 2017 and January 2018
As of January 29, 2018**

PAYMENT OF WARRANTS \$ 3,116,818.46
Reference Number 18-02

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



Paul F. Kinkel
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of January 29, 2018

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND	
<i>(DECEMBER 2017 YIELD 1.239%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 10,277,936.71
CALIFORNIA BANK AND TRUST	
<i>(DECEMBER 2017 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 221,890.93
PAYROLL CHECKING	\$ 5,000.00
UNION BANK - TRUSTEE (BOND FUNDS)	
BLACKROCK	\$ 626,099.13
<i>(DECEMBER 2017 YIELD 1.08%)</i>	
LAIF	\$ 22,225,883.76
<i>(DECEMBER 2017 YIELD 1.239%)</i>	
TOTAL RESOURCES	\$ 33,986,810.53

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 12, 2018

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

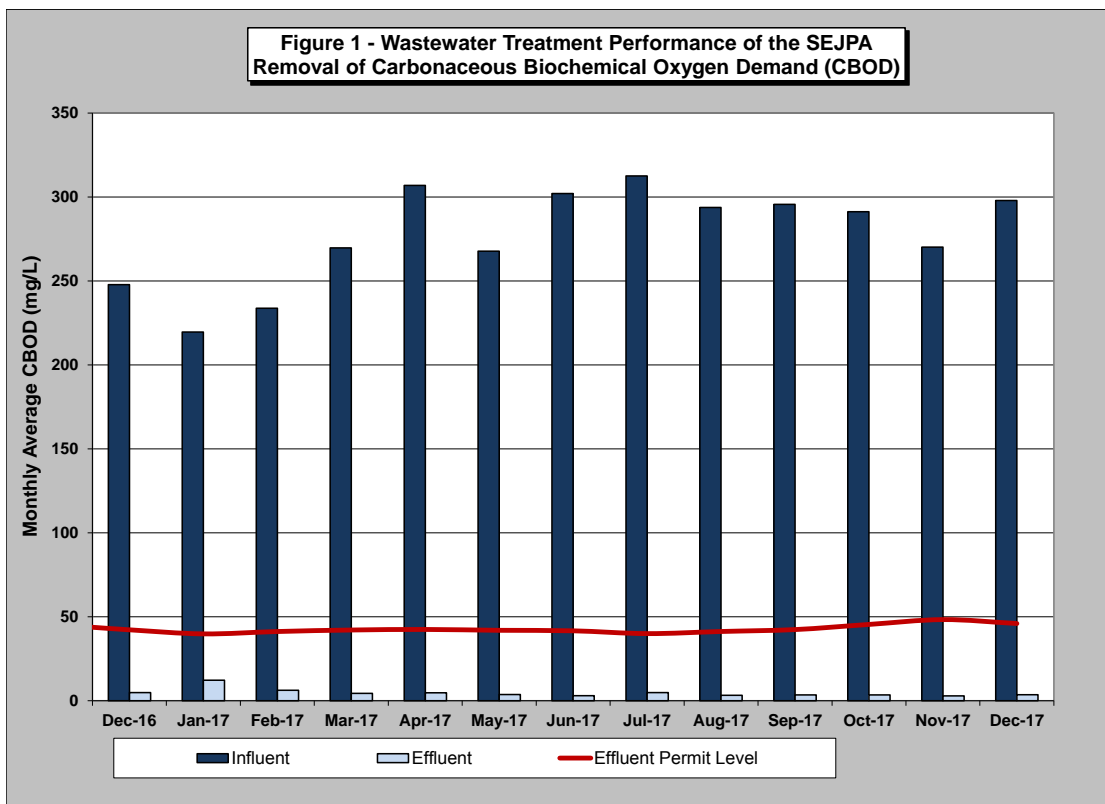
RECOMMENDATION

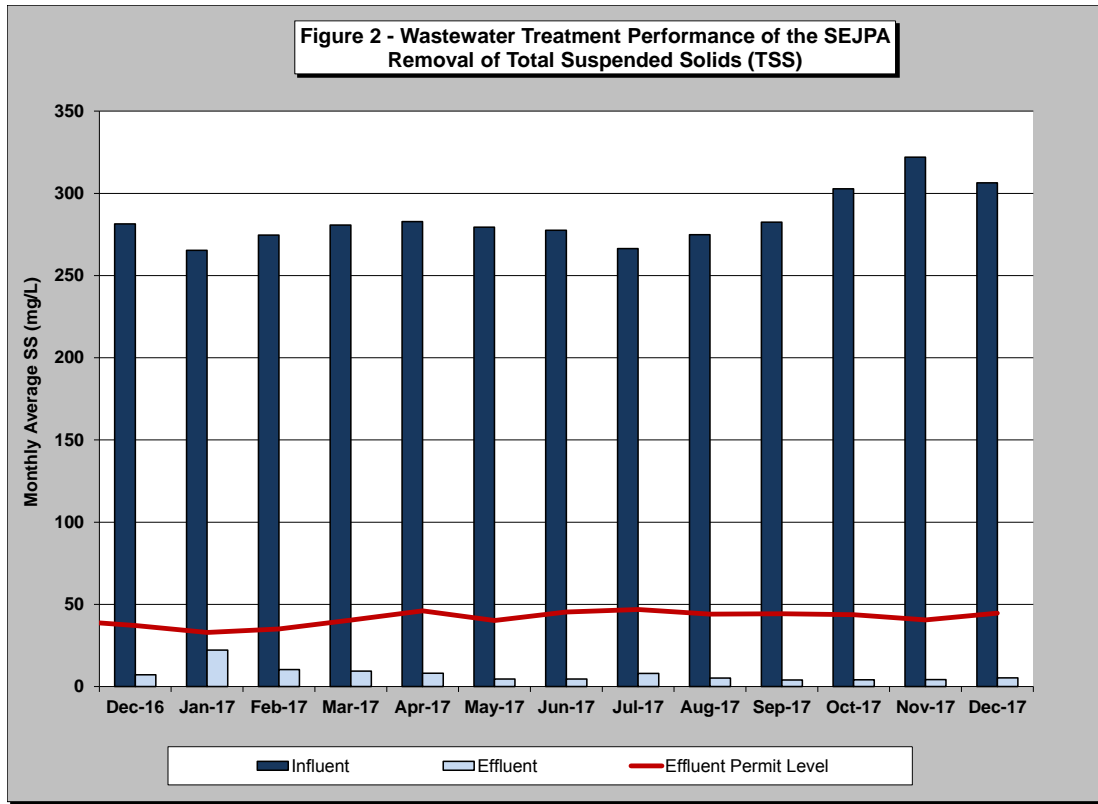
No action required. This memorandum is submitted for information only.

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of December 2017. 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 98.8 and 98.3 percent removal, respectively, (as shown in Figure 1 and Figure 2).





Member Agency Flows

Presented below are the influent and effluent flows for the month of December. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility. January 2017 was the first month that the City of Del Mar pumped flow to SEJPA. However, due to the treatment process upset and high influent flows associated with the January 2017 rain events, the flow was diverted back to San Diego JPA Metro. Currently, the City of Del Mar is in the process of eliminating high salinity infiltration that is occurring within the sanitary sewer collection system at the low lying beach areas. High salinity wastewater can negatively impact the biological treatment and water recycling process. Upon the completion of these repairs, which are in progress, the SEJPA will begin receiving wastewater flows from Del Mar.

	December	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.248	0.693
City of Solana Beach	1.014	0.563
Rancho Santa Fe SID	0.125	0.070
City of Del Mar	0.000	0.000
Total San Elijo WRF Flow	2.387	1.326

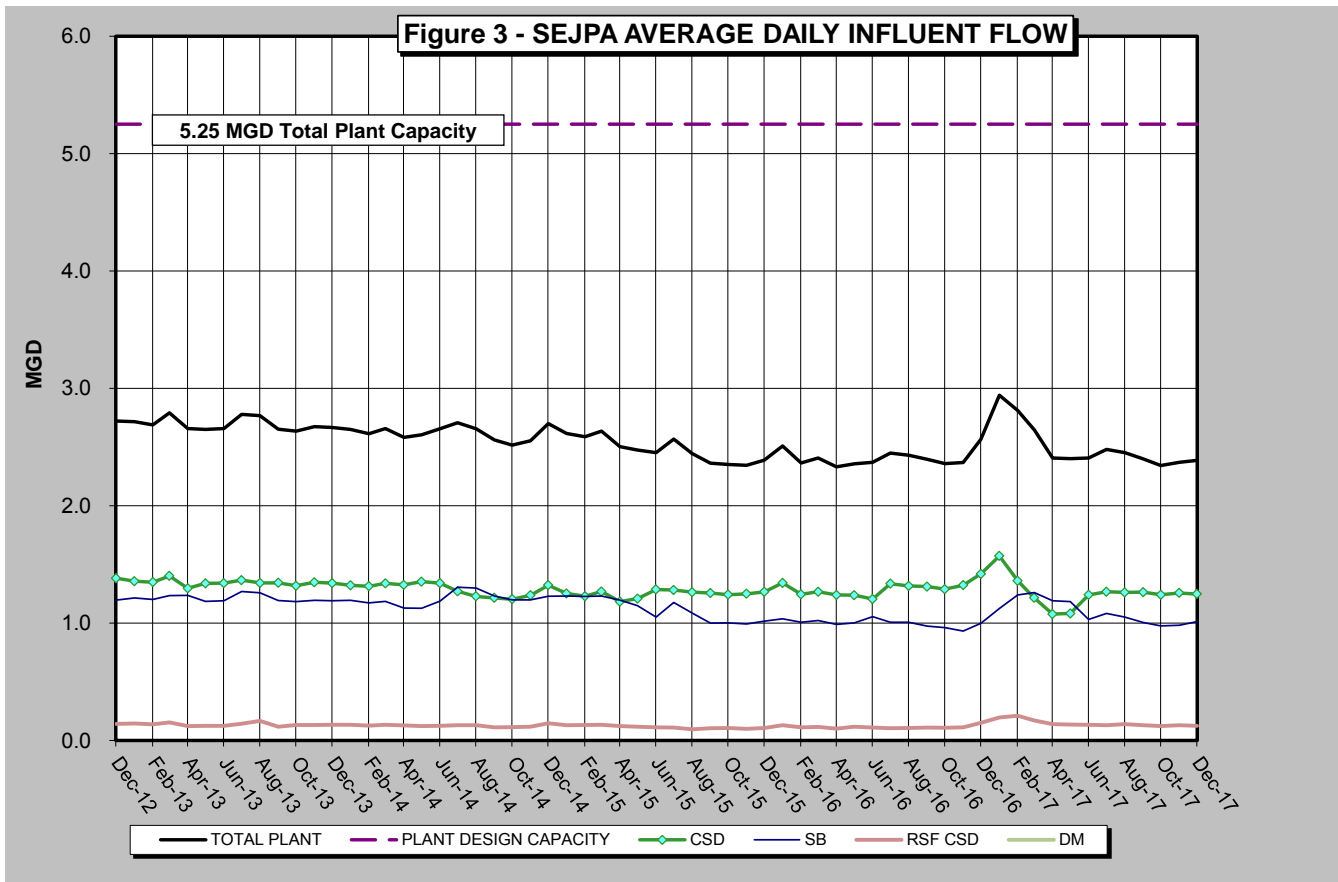
* Effluent is calculated by subtracting the recycled water production from the influent wastewater.

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

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

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					AVERAGE DAILY EFFLUENT FLOW RATE (MGD)					CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)							
	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD EDUS	RSF EDUS	CSD EDUS	SB EDUS	DM EDUS	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
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	0.126	1.185			2.650	0.376	0.036	0.333			0.745	8,304	493	7,728			16,525	161	256	153		160
Jun-13	1.341	0.126	1.190			2.657	0.269	0.025	0.239			0.533	8,307	493	7,728			16,528	161	256	154		161
Jul-13	1.366	0.144	1.269			2.779	0.482	0.050	0.448			0.980	8,309	493	7,728			16,530	164	292	164		168
Aug-13	1.342	0.168	1.258			2.768	0.380	0.048	0.356			0.784	8,311	494	7,728			16,533	161	340	163		167
Sep-13	1.343	0.117	1.193			2.653	0.403	0.036	0.358			0.797	8,311	494	7,728			16,533	162	237	154		160
Oct-13	1.319	0.132	1.184			2.635	0.629	0.063	0.565			1.257	8,314	494	7,728			16,536	159	267	153		159
Nov-13	1.348	0.133	1.194			2.675	0.932	0.092	0.826			1.850	8,315	494	7,728			16,537	162	270	155		162
Dec-13	1.341	0.134	1.191			2.666	1.030	0.103	0.915			2.048	8,316	494	7,728			16,538	161	272	154		161
Jan-14	1.322	0.135	1.194			2.651	0.851	0.087	0.768			1.706	8,318	495	7,728			16,541	159	273	155		160
Feb-14	1.314	0.127	1.172			2.613	0.954	0.093	0.851			1.898	8,323	495	7,728			16,546	158	257	152		158
Mar-14	1.339	0.134	1.185			2.658	0.858	0.086	0.760			1.704	8,324	496	7,728			16,548	161	270	153		161
Apr-14	1.326	0.128	1.128			2.582	0.449	0.043	0.382			0.874	8,328	498	7,728			16,554	159	257	146		156
May-14	1.353	0.124	1.127			2.604	0.159	0.015	0.132			0.306	8,333	498	7,728			16,559	162	249	146		157
Jun-14	1.341	0.126	1.188			2.655	0.207	0.020	0.183			0.410	8,333	498	7,728			16,559	161	253	154		160
Jul-14	1.271	0.130	1.307			2.708	0.232	0.024	0.239			0.495	8,338	499	7,728			16,565	152	261	169		163
Aug-14	1.228	0.130	1.298			2.656	0.227	0.024	0.239			0.490	8,345	500	7,728			16,573	147	260	168		160
Sep-14	1.215	0.113	1.232			2.560	0.211	0.019	0.214			0.444	8,351	500	7,728			16,579	145	226	159		154
Oct-14	1.204	0.114	1.198			2.516	0.394	0.038	0.392			0.824	8,353	500	7,728			16,581	144	228	155		152
Nov-14	1.237	0.118	1.198			2.553	0.667	0.063	0.646			1.376	8,354	502	7,728			16,584	148	235	155		154
Dec-14	1.323	0.147	1.229			2.699	1.163	0.129	1.081			2.373	8,355	502	7,728			16,585	158	293	159		163
Jan-15	1.253	0.130	1.232			2.615	0.984	0.102	0.967			2.053	8,359	503	7,977			16,838	150	259	154		155
Feb-15	1.229	0.132	1.228			2.589	0.757	0.081	0.757			1.595	8,361	504	7,977			16,841	147	262	154		154
Mar-15	1.269	0.135	1.231			2.635	0.583	0.062	0.566			1.211	8,365	504	7,977			16,846	152	268	154		156
Apr-15	1.183	0.124	1.196			2.503	0.350	0.036	0.354			0.740	8,366	504	7,977			16,847	141	246	150		149
May-15	1.209	0.117	1.149			2.475	0.545	0.053	0.518			1.116	8,367	505	7,977			16,848	144	232	144		147
Jun-15	1.287	0.113	1.052			2.452	0.362	0.032	0.296			0.690	8,369	506	7,977			16,852	154	224	132		146
Jul-15	1.282	0.110	1.176			2.568	0.392	0.034	0.359			0.785	8,370	510	8,003			16,883	153	216	147		152
Aug-15	1.264	0.095	1.087			2.446	0.315	0.023	0.271			0.609	8,371	510	8,003			16,884	151	186	136		145
Sep-15	1.256	0.105	1.001			2.362	0.457	0.038	0.364			0.859	8,372	511	8,003			16,885	150	206	125		140
Oct-15	1.243	0.106	1.002			2.351	0.681	0.058	0.549			1.288	8,373	511	8,003			16,886	148	208	125		139
Nov-15	1.250	0.100	0.994			2.344	0.792	0.063	0.630			1.485	8,376	511	8,003			16,889	149	196	124		139
Dec-15	1.266	0.107	1.016			2.389	0.971	0.082	0.780			1.833	8,377	511	8,003			16,891	151	210	127		141
Jan-16	1.342	0.131	1.037			2.510	1.189	0.116	0.918			2.223	8,380	511	8,003			16,894	160	257	130		149
Feb-16	1.245	0.112	1.008			2.365	0.780	0.070	0.631			1.481	8,383	512	8,003			16,897	149	219	126		140
Mar-16	1.267	0.116	1.023			2.406	0.763	0.070	0.616			1.449	8,388	512	8,003			16,903	151	227	128		142
Apr-16	1.240	0.102	0.990			2.332	0.675	0.055	0.539			1.269	8,389	512	8,003			16,904	148	199	124		138
May-16	1.238	0.117	1.002			2.357	0.505	0.048	0.409			0.962	8,389	512	8,003			16,904	148	229	125		139
Jun-16	1.205	0.111	1.055			2.371	0.362	0.033	0.317			0.712	8,390	514	8,003			16,907	144	216	132		140
Jul-16	1.336	0.105	1.008			2.449	0.586	0.046	0.442			1.074	8,392	514	8,020			16,926	159	204	126		145
Aug-16	1.317	0.107	1.007			2.431	0.647	0.053	0.495			1.195	8,393	516	8,020			16,929	157	207	126		144
Sep-16	1.311	0.110	0.975			2.396	0.601	0.050	0.447			1.098	8,394	516	8,020			16,930	156	213	122		142
Oct-16	1.289	0.108	0.962			2.359	0.521	0.043	0.389			0.953	8,397	517	8,020			16,933	154	209	120		139
Nov-16	1.323	0.113	0.932			2.368	0.730	0.062	0.514			1.306	8,403	517	8,020			16,940	157	219	116		140
Dec-16	1.419	0.150	0.998			2.567	1.179	0.125	0.829			2.133	8,406	549	8,020			16,975	169	273	124		151
Jan-17	1.572	0.197	1.125	0.047		2.941	1.489	0.186	1.066	0.045		2.786	8,409	549	8,020	1,716		18,694	187	359	140	142	157
Feb-17	1.361	0.211	1.240	0.000		2.812	1.236	0.192	1.126	0.000		2.554	8,409	549	8,020	1,716		18,694	162	384	155	0	166
Mar-17	1.215	0.170	1.261	0.000		2.646	0.856	0.120	0.889	0.000		1.865	8,413	550	8,020	1,716		18,698	144	309	157	0	156
Apr-17	1.077	0.139	1.190	0.000		2.406	0.841	0.108	0.929	0.000		1.878	8,414	551	8,020	1,716		18,700	128	252	148	0	142
May-17	1.082	0.136	1.184	0.000		2.402	0.842	0.106	0.922	0.000		1.870	8,416	551	8,049	1,716		18,732	129	247	147	0	141
Jun-17	1.241	0.134	1.032	0.000		2.407	0.980	0.106	0.815	0.000		1.901	8,420	551	8,049	1,716		18,737	147	243	128	0	141
Jul-17	1.267	0.130	1.083	0.000		2.480	0.802	0.082	0.685	0.000		1.569	8,421	551	8,061	1,716		18,749	150	236	134	0	146
Aug-17	1.262	0.139	1.051	0.000		2.452	0.852	0.094	0.709	0.000		1.655	8,423	553	8,061	1,716		18,753	150	251	130	0	144
Sep-17	1.264	0.130	1.006	0.000		2.400	0.866	0.089	0.689	0.000		1.644	8,427	555	8,061	1,716		18,759	150	234	125	0	141
Oct-17	1.242	0.123	0.977	0.000		2.342	0.543	0.053	0.427	0.000		1.023	8,431	555	8,061	1,716		18,763	147	222	121	0	137
Nov-17	1.257	0.131	0.983	0.000		2.371	0.661	0.069	0.517	0.000		1.247	8,431	554	8,061	1,716		18,762	149	237	122	0	139
Dec-17	1.248	0.125	1.014	0.000		2.387	0.693	0.070	0.563	0.000		1.326	8,431	554	8,061	1,716		18,762	148				

Figure 3 (below) presents the 5-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average treated flow by each agency. Also shown in Figure 3 is the total wastewater treatment capacity of the plant, 5.25 mgd, of which each Member Agency has the right to 2.2 mgd, Rancho Santa Fe Community Service District leases 0.25 mgd, and the City of Del Mar leases 0.60 mgd.



City of Escondido Flows

The average and peak flow rate for the month of December 2017 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below.

	Flow (mgd)
Escondido (Average flow rate)	9.70
Escondido (Peak flow rate)	18.0

Connected Equivalent Dwelling Units

The City of Solana Beach updated the connected EDUs number that is reported to the SEJPA in July 2017. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. The City of Del Mar reported their connected EDUs in March 2017; however, flows have been diverted to the San Diego Metro JPA due to high salinity which is currently being resolved. The number of EDUs connected for each of the Member Agencies is as follows:

	Connected (EDU)
Cardiff Sanitary Division	8,431
Rancho Santa Fe SID	554
City of Solana Beach	7,724
San Diego (to Solana Beach)	337
City of Del Mar	1,716
Total EDUs to System	18,762

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 12, 2018

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of December 2017, recycled water demand was 95.96 acre-feet (AF), which was met using 95.96 AF of recycled water and 0.0 AF of supplementation with potable water.

Recycled Water demand for December was a record volume for the SEJPA. Typical December demand is 41 AF. Warm, dry weather was the driving factor to the above normal water demands; however, six new customer sites have been connected during this last year.

Figure 1 (attached) provides monthly demands for recycled water since deliveries began in September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last 17 fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each December since the program began. Figure 4 (attached) compares budget versus actual recycled water sales for FY 2017-18; currently sales are trending above budget.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

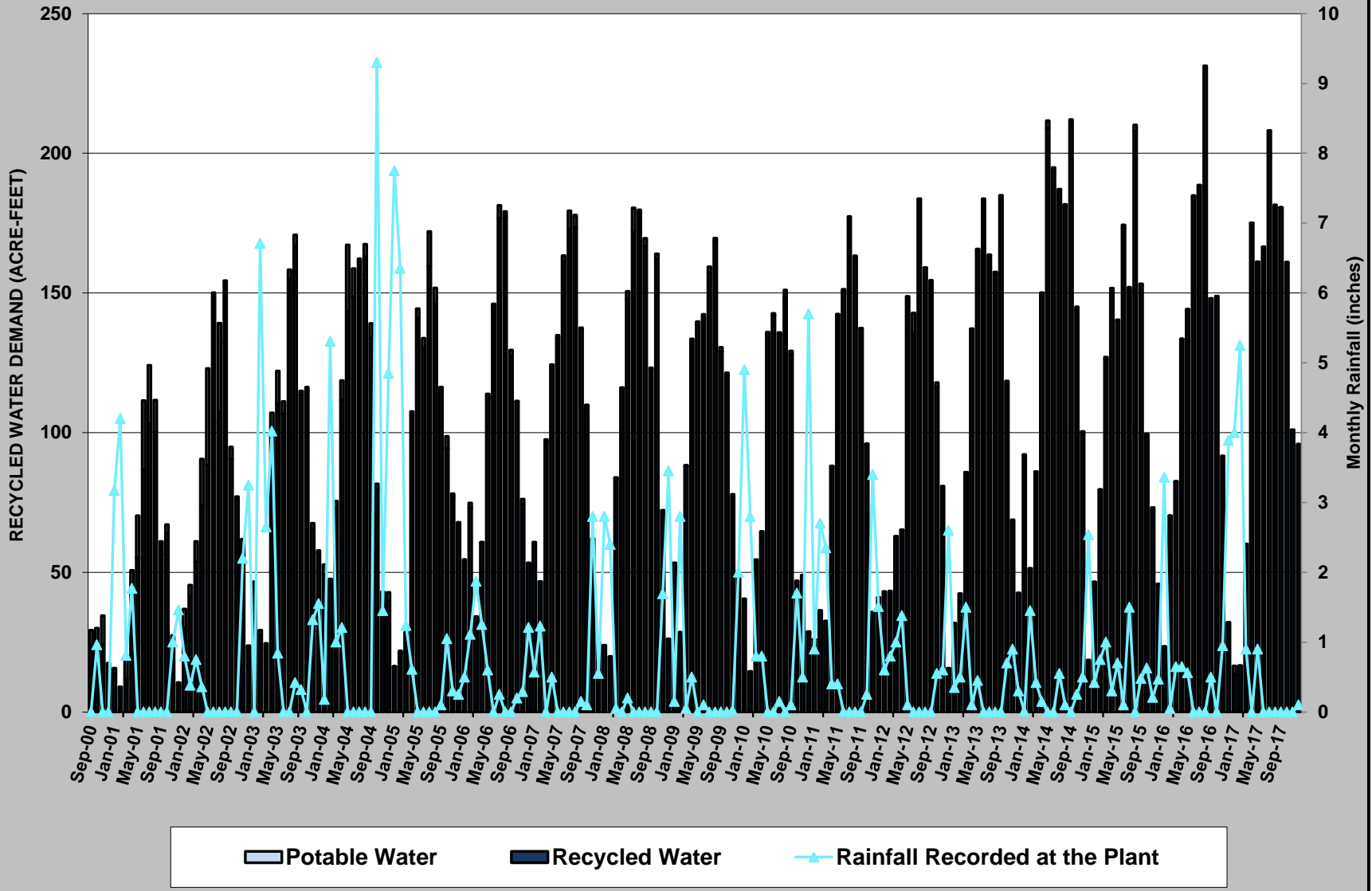


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

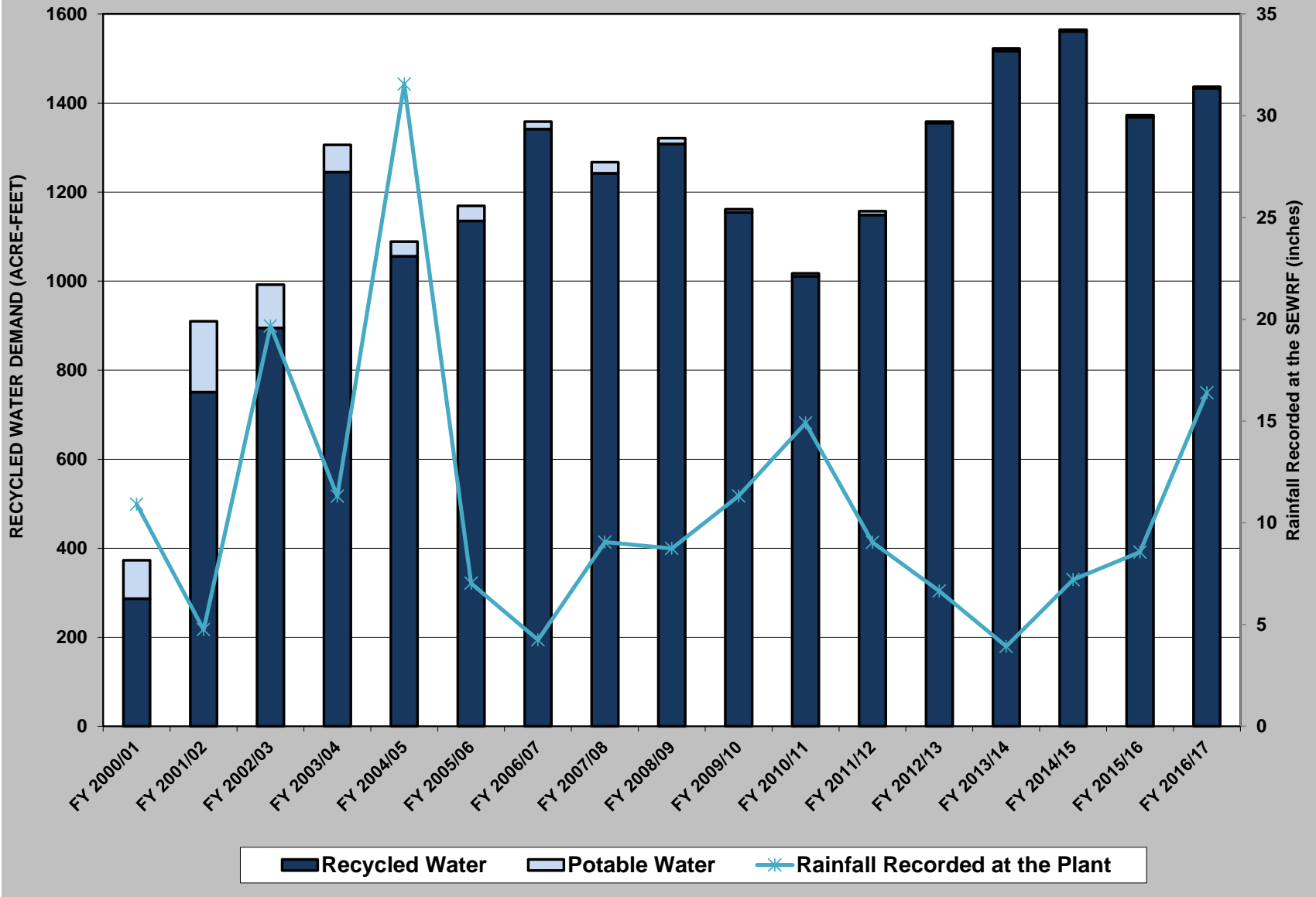


Figure 3 - DECEMBER RECYCLED WATER DEMAND

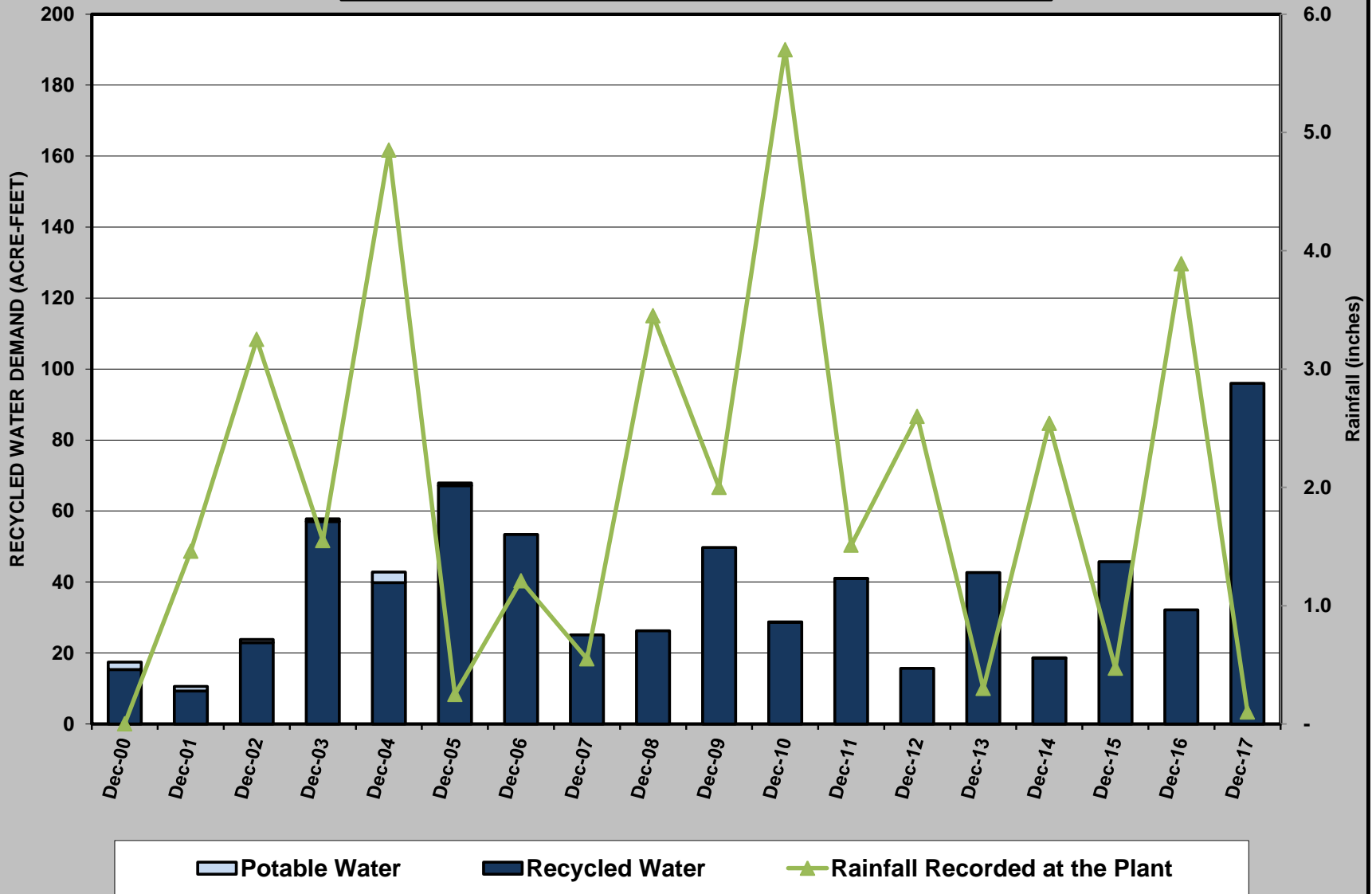
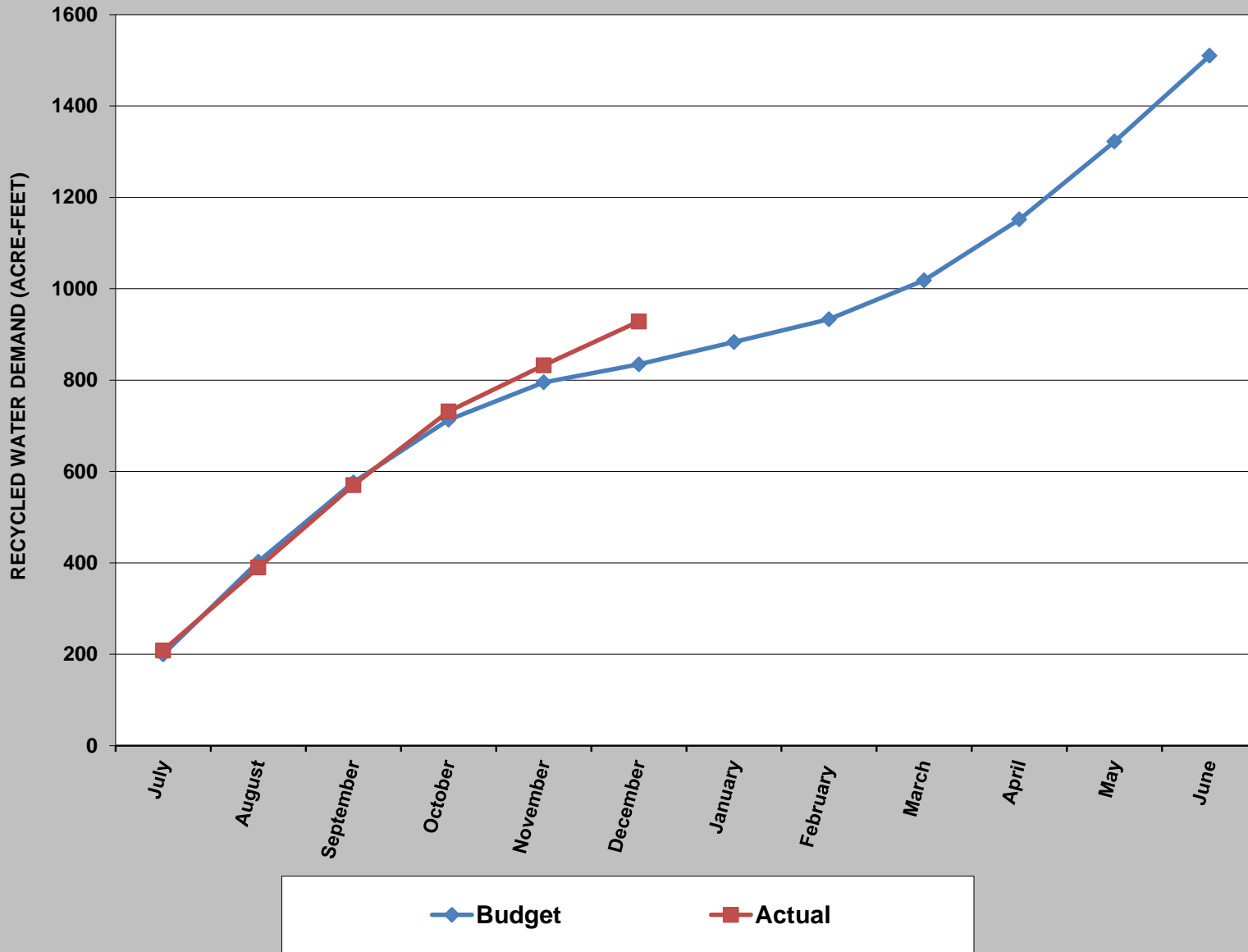


Figure 4 - RECYCLED WATER DEMAND BUDGET vs ACTUAL



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 12, 2018

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE
FISCAL YEAR 2017-18 OPERATING BUDGET

RECOMMENDATION

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

BACKGROUND

The SEJPA provides wastewater treatment and disposal, water recycling, and technical support to local clean-water programs. In providing these services, the SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. Each of the programs below is funded by the customer base that is served, and cost allocations are generally applied based on actual flows treated or level of effort provided. Operational funding collected but not spent is returned to the contributing agencies. The total budget for this Fiscal Year (FY 2017-18) is \$11,738,385 which includes debt service (\$3,071,656), capital (\$2,524,650), and operating expense (\$6,142,079). This staff report is a mid-year review of the operating expenses for the programs managed and operated by the SEJPA that includes:

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

DISCUSSION

The following information is an estimate of expenses for FY 2017-18, which ends June 30, 2018. SEJPA's management developed the mid-year fiscal review based on actual costs incurred through the first 6 months of the fiscal year, cost trends, and anticipated future costs. Estimates provided in this report are based on current information. Final results may differ due to emergencies, unplanned repairs, or unforeseen events.

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

Expense by Program

Program	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Wastewater Treatment	2,692,580	2,787,364	(94,785)	96.6%
Laboratory	458,748	471,669	(12,921)	97.3%
Ocean Outfall	523,937	562,121	(38,184)	93.2%
Cardiff Sanitary Division	243,753	242,831	922	100.4%
Encinitas Sanitary Division	133,498	153,136	(19,637)	87.2%
City of Encinitas	31,089	31,013	76	100.2%
City of Solana Beach	279,800	318,388	(38,588)	87.9%
City of Solana Beach Services	8,674	9,755	(1,081)	88.9%
City of Del Mar	40,931	75,897	(34,965)	53.9%
Programs before Recycled Water	4,413,011	4,652,174	(239,163)	94.9%
Recycled Water	1,475,381	1,489,905	(14,523)	99.0%
Total All SEJPA Programs	5,888,393	6,142,079	(253,687)	95.9%

Expense by Category

Expense Category	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	2,896,084	2,978,669	(82,584)	97.2%
Supplies & Services	2,909,832	2,969,611	(59,778)	98.0%
Capital Outlay	82,476	48,300	34,176	170.8%
Contingency	-	145,500	(145,500)	0.0%
Total All SEJPA Programs	5,888,393	6,142,079	(253,687)	95.9%

Personnel costs are tracking below budget due to open positions during the year, combined with lower overtime use. Supplies and Services are tracking under budget, primarily as a result of lower than expected utilities costs, savings associated with supplies, and lower than budgeted permitting and purveyor fees. The miscellaneous expense category includes advertising, bank service charges, dues, subscriptions, rental and lease expense, administrative and office supplies, laboratory and safety supplies, training, and travel related expenses. Capital Outlay is higher than expected due to additional work at the Cardiff Pump Station.

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

Supplies and Services Expense

<i>Supplies and Services</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Over/(Under)
Utilities	987,846	1,040,062	(52,216)	95.0%
Contracted services	841,342	840,448	894	100.1%
Supplies	300,445	318,550	(18,105)	94.3%
Miscellaneous	243,571	205,000	38,571	118.8%
Disposal services	222,648	224,900	(2,252)	99.0%
Repair parts expense	175,458	181,494	(6,036)	96.7%
Permit/purveyor fees	79,929	90,950	(11,021)	87.9%
Insurance	58,593	68,207	(9,613)	85.9%
Total All SEJPA Programs	2,909,832	2,969,611	(59,778)	98.0%

Overall for Supplies and Services, SEJPA programs are anticipated to be under budget by \$59,778 or 2.0%. Miscellaneous expense is over budget due to the unplanned leasing of wastewater treatment equipment (pretreatment washer/compactor) due to mechanical failure. Utilities are anticipated to provide the greatest savings of \$52,216, which are a result of system efficiency improvements and lower than expected utility rate increases. The agency also experienced lower than expected expenses of \$18,105 for fuel and chemicals. Additional detail will be discussed in each of the programs.

Expenses by Program

Wastewater Treatment

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	1,275,254	1,287,305	(12,051)	99.1%
Supplies & Services	1,392,934	1,404,859	(11,925)	99.2%
Capital Outlay	24,391	25,000	(609)	97.6%
Contingency	-	70,200	(70,200)	0.0%
Total Wastewater Treatment	2,692,580	2,787,364	(94,785)	96.6%

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

Wastewater Treatment is expected to be under budget by \$94,785 or 3.4%. Supplies and Services are projected to be under budget by \$11,925 primarily due to lower fuel costs and chemicals consisting of ferrous chloride and polymer. Wastewater service to the City of Del Mar was postponed for the first half of FY 2017-18 due to ground water infiltration that was high in salt concentrations. The City of Del Mar has identified several leaks in their sanitary sewer collection system and is currently making repairs. Marked improvement has been observed in the wastewater quality, and wastewater service is expected to be reinitiated during the latter half of FY 2017-18. Contingency funding of \$70,200 is not expected to be used at this time.

Laboratory Services

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	392,211	402,911	(10,700)	97.3%
Supplies & Services	59,851	58,858	993	101.7%
Capital Outlay	6,686	5,800	886	115.3%
Contingency	-	4,100	(4,100)	0.0%
Total JPA Laboratory	458,748	471,669	(12,921)	97.3%

The laboratory located at the San Elijo Water Reclamation Facility provides analytical laboratory services for the SEJPA's wastewater and recycled water programs, as well as to other entities through contract agreements. For the Fiscal Year 2017-18, contract agreements include the Fairbanks Ranch Community Services District, the Rancho Santa Fe Community Services District, the Santa Fe Valley Community Services District, and the Whispering Palms Community Services District. Additional as needed lab services are provided to the San Elijo Lagoon Conservancy.

Overall, Laboratory Services are expected to be under budget by \$12,921 or 2.7%. Personnel expense is tracking below budget and Supplies & Service and Capital Outlay are tracking slightly above budget, with Contingency funding not expected to be utilized.

Ocean Outfall

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	284,196	284,344	(148)	99.9%
Supplies & Services	227,742	247,878	(20,136)	91.9%
Capital Outlay	12,000	12,500	(500)	96.0%
Contingency	-	17,400	(17,400)	0.0%
Total JPA Ocean Outfall	523,937	562,121	(38,184)	93.2%

This program provides a cost center for all operation and maintenance services related to the ocean outfall system. These activities include effluent pump station operations and maintenance, ocean monitoring, sampling and testing, and outfall inspection, maintenance, and repairs. As the outfall capacity is shared through an agreement with the City of

Escondido, all operations and maintenance costs are shared on the basis of actual usage (measured by discharged flows).

Ocean Outfall is expected to be under budget by \$38,184 or 6.8%. All expense categories are tracking at or below budget.

Cardiff Sanitary Division

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	146,485	149,754	(3,269)	97.8%
Supplies & Services	70,267	77,576	(7,309)	90.6%
Capital Outlay	27,000	-	27,000	
Contingency	-	15,500	(15,500)	0.0%
Total Cardiff Sanitary Division	243,753	242,831	922	100.4%

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

Expenses are projected to be over budget by \$922 due to an estimated \$27,000 Capital Outlay at the Cardiff Pump Station for concrete work associated with new discharge piping, painting and flow metering. Savings in Personnel, Supplies & Services in addition to Contingency will offset the cost. Overall, the Cardiff Sanitary Division Program is tracking to complete the year at or about budget.

Encinitas Sanitary Division

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	61,203	66,227	(5,024)	92.4%
Supplies & Services	72,295	72,409	(114)	99.8%
Capital Outlay	-	-	-	
Contingency	-	14,500	(14,500)	0.0%
Total Encinitas Sanitary Division	133,498	153,136	(19,637)	87.2%

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

The program is forecast to be under budget by \$19,637 or 12.8% primarily due to the Personnel expense and unspent Contingency.

City of Encinitas

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	21,695	22,342	(647)	97.1%
Supplies & Services	9,394	8,671	723	108.3%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Encinitas	31,089	31,013	76	100.2%

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

City of Solana Beach

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	160,021	173,142	(13,122)	92.4%
Supplies & Services	119,779	124,646	(4,867)	96.1%
Capital Outlay	-	-	-	
Contingency	-	20,600	(20,600)	0.0%
Total City of Solana Beach	279,800	318,388	(38,588)	87.9%

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

This program is forecast to complete the year at 12.1% below budget. Personnel expense is expected to be under budget by \$13,122 primarily due to lower labor costs at the San Elijo Hills and Eden Garden pump stations. Contingency of \$20,600 is not planned to be used at this time.

City of Solana Beach Services

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

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	5,742	5,899	(157)	97.3%
Supplies & Services	2,932	3,857	(924)	76.0%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Solana Beach Services	8,674	9,755	(1,081)	88.9%

The current outlook is that this program will be below budget by 11.1% or \$1,081.

City of Del Mar

The City of Del Mar has contracted with the SEJPA to provide wastewater treatment, pump station operation and maintenance, and other sanitary sewer services. The startup of this program has been delayed due to groundwater intrusion (high in salinity) into the Del Mar collection system. SEJPA is providing technical and maintenance services to Del Mar to assist in expediting the identification and repair of these leaks. Substantial progress is being achieved and wastewater treatment service is anticipated to commence in the latter portion of FY2017-18.

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	25,251	62,050	(36,799)	40.7%
Supplies & Services	15,680	10,646	5,034	147.3%
Contingency	-	3,200	(3,200)	0.0%
Total City of Del Mar	40,931	75,897	(34,965)	53.9%

Due to the noted delays in service, this program is anticipated to complete the year under budget by \$34,965 or 46.1%.

Total Expenses by Category before Recycled Water

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	2,372,059	2,453,974	(81,915)	96.7%
Supplies & Services	1,970,875	2,009,400	(38,525)	98.1%
Capital Outlay	70,077	43,300	26,777	161.8%
Contingency	-	145,500	(145,500)	0.0%
Total Expense Excluding Recycled	4,413,011	4,652,174	(239,163)	94.9%

Operational expenses funded by the member agencies and other government organizations are expected to be under budget by \$239,163 or 5.1%.

Recycled Water Program

The SEJPA recycled water program delivers between 1,400 and 1,600 acre-feet per year of recycled water to its water purveyor partners. The SEJPA wholesales recycled water to San Dieguito Water District, Santa Fe Irrigation District, Olivenhain Municipal Water District, and the City of Del Mar, as well as direct sales to the Encinitas Ranch Golf Authority. End customers that use the recycled water include the Encinitas Ranch Golf Course, Lomas Santa Fe Executive and Country Club Golf Courses, Encinitas Community Park, Ecke YMCA, Del Mar Fairgrounds, Village Park, local schools, parks, businesses, and street/freeway landscape.

Recycled Water Program Revenues

<i>Recycled Water Customer</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Over/(Under)
Sante Fe Irrigation District	783,284	769,650	13,634	101.8%
San Dieguito Water District	630,527	586,400	44,127	107.5%
City of Del Mar	175,920	190,580	(14,660)	92.3%
Encinitas Ranch Golf Association	258,830	258,830	-	100.0%
Olivenhain Municipal Water District	279,420	227,230	52,190	123.0%
Total Customer Revenue	2,127,980	2,032,690	95,290	104.7%
MWD and CWA Incentives	708,750	679,500	29,250	104.3%
Total Recycled Water Revenue	2,836,730	2,712,190	124,540	104.6%

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

Recycled Water revenues are expected to be 4.6% greater than budget as a result of increased recycled water usage by Santa Fe Irrigation District, San Dieguito Water District and the addition of new customers within Encinitas Village Park and Solana Beach downtown areas. The current outlook for the Recycled Water program is sales of approximately 65 acre feet greater than budget creating \$124,540 additional revenue.

Recycled Water Program Expenses

<i>Expense Category</i>	Estimate FY 2017-18	Budget FY 2017-18	Over/(Under) Budget	% Budget Spent
Personnel	524,025	524,695	(669)	99.9%
Supplies & Services	938,957	960,210	(21,253)	97.8%
Capital Outlay	12,399	5,000	7,399	248.0%
Contingency	-	-	-	
Total Operating & Maintenance Exp	1,475,381	1,489,905	(14,523)	99.0%
Debt Service	997,828	997,828	-	100.0%
Total Expense	2,473,209	2,487,733	(14,523)	99.4%

The operating expenses are expected to be under budget by \$14,523, or 1.0% as a result of minor savings in the supplies and services category primarily due to the avoidance of purchasing potable water for system supplementation. Capital Outlay is higher than planned due to construction costs associated with relocating distribution system appurtenances that were in conflict with a street project in Solana Beach. Overall, including debt service, this program is expected to be 0.6% under budget.

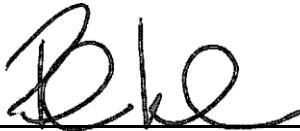
The anticipated net revenue over expense of \$363,521 will increase the Recycled Water Fund Reserves to fund capital, future repair, and replacement needs.

Summary

Total operating expenses for the agency are expected to be \$253,687 or 4.1% under budget. These estimates for fiscal year end June 30, 2018 are based on costs incurred for the first 6 months of the year and estimates to the end of the year. Future events may occur that change the final expenses.

The Recycled Water program projects to deliver 65 acre-feet more than planned. This is anticipated to provide \$124,450 revenue greater than budget, and \$363,521 of revenue over expense.

Respectfully submitted,



Paul Kinkel
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 12, 2018

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: AGREEMENT AMENDMENT FOR CONSTRUCTION MANAGEMENT &
INSPECTION SERVICES FOR LAND OUTFALL REPLACEMENT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize amendment of the professional services agreement with Black & Veatch for an additional amount not to exceed \$119,715; and;
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) has initiated Phase I of a multi-phased capital improvement program to construct a series of clean water related (wastewater and recycled water) infrastructure projects. These projects will contribute to the agency's mission of environmental protection, community sustainability, and proactive asset management.

Phase I includes the following projects:

- Land Outfall Replacement. This project will replace approximately 2,600 linear feet of aging 30-inch diameter asbestos-concrete pipeline originally installed in 1965. The land outfall is critical wastewater infrastructure because (a) there are no redundant facilities or systems, (b) it is in use 24 hours per day, every day of the year, and (c) it is essential for meeting environmental compliance.
- Preliminary Treatment and Odor Control Upgrades will increase peak flow wastewater acceptance and treatment by more than 50% to approximately 13.6 MGD from the current flow of 9.0 MGD. Although the average daily flow to the San Elijo Water Reclamation Facility is approximately 3.0 MGD, winter storms can increase peak flows for short durations to approximately 9.0 MGD. This project will increase the robustness and effectiveness of the Preliminary Treatment System to accept and treat peak flows up to 13.6 MGD, protecting the environment and public health from unintended spillage of raw sewage. Project elements include the

installation of new treatment and process monitoring equipment, construction of concrete channels, replacement of aging chemical storage tanks, addition of new odor capturing pipes and ducts, and upgrades to existing odor control system.

In May 2017, the Board awarded the professional services agreement to Black & Veatch in the amount of \$979,669 for construction management and environmental compliance services for these projects.

DISCUSSION

During construction of the Land Outfall Replacement Project, the contractor encountered construction challenges that slowed progress. These delays placed the project at-risk of extending past regulatory permit construction work windows and migratory bird seasons. The unforeseen delays also increased the potential to stall other local infrastructure projects within the San Elijo lagoon and at Cardiff State Beach, including the City of Encinitas Living Shoreline, San Elijo Lagoon Restoration, and San Elijo Lagoon Double Track projects. The SEJPA is required by the California Coastal Commission permit to coordinate with these local projects to reduce impacts to the environment and community. These critical projects share similar regulatory and biological compliance requirements with the land outfall replacement, in addition to added complexity of railroad absolute work windows. Furthermore, all of these projects rely on the existing land outfall to be replaced on-time to minimize significant schedule and cost impacts.

In consideration of the delays and constraints, the SEJPA approved the contractor's request to implement an accelerated work schedule to keep the project's critical milestones on track. From mid-November 2017 to late-January 2018, the construction team worked 24 hours per day, 6 days per week. The California Department of Fish and Wildlife Streambed Alteration Agreement requires a full-time SEJPA construction monitor to be on-site during all drilling activities in order to ensure the protection of the San Elijo Lagoon from environmental damage. The SEJPA utilized Black & Veatch to provide nighttime inspection, at a negotiated reduced hourly cost. In total, 768.5 additional inspection hours were required to reduce the project duration and provide the necessary oversight. The contractor returned to a normal 8 hour workday after the successful installation of the land outfall pipeline on January 26, 2018.

FINANCIAL IMPACT

Overall, the Land Outfall Replacement Project is tracking on budget. The total project budget, including 5% construction contingency, was originally \$9,680,455. The first construction contract change order provided the SEJPA a credit of \$158,082 for value engineering and services provided by the SEJPA, which revised budget downward to \$9,522,363. Currently, environmental compliance and engineering support is under budget by approximately \$60,000. As outlined in this staff report, construction management and inspection services are expected to require an additional \$119,715 to complete the project. Furthermore, the contractor has submitted additional change orders that total approximately \$120,000, however the SEJPA is still evaluating the merit of these items. Based on these forecasts, and assuming the remaining construction change orders do not exceed \$299,355 or approximately 3.5% of the construction value, the project is anticipated to be completed at approximately \$9.454 million. Table 1 provides the estimated cost to complete the project, based on current project information.

Table 1 - Estimated Cost to Complete for the Land Outfall Replacement Project

Project Element	Budget	Estimated Actual	Change
Construction Contract	\$8,553,000	\$8,553,000	0
Change Order No. 1		-158,082	-158,082
Change Order No. 2		TBD	TBD
SUBTOTAL	8,553,000	\$8,394,918	-\$158,082
Construction Management & Inspection	481,445	601,160	119,715
Environmental Compliance & Monitoring	115,000	75,000	-40,000
Design Support Services	103,000	83,000	-20,000
Contingency	428,000	300,000	-128,000
TOTAL	\$9,680,445	\$9,454,078	-\$226,367

Project Budget contingency was initially set at 5% of the construction value, but now has been reduced to 3.5% as the project nears completion.

Funding for this proposed contract amendment is available in the SEJPA capital program. Costs are shared based on capacity ownership of 21% SEJPA and 79% City of Escondido.

It is recommended that the Board of Directors:

1. Authorize amendment of the professional services agreement with Black & Veatch for an additional amount not to exceed \$119,715; and;
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Black & Veatch Letter Proposal for Amending the Professional Services Agreement dated February 6, 2018.



February 6, 2018

Mr. Mike Thornton
 General Manager
 San Elijo Joint Powers Authority
 2695 Manchester Avenue
 Cardiff by the Sea, CA 92007

B&V Project 196270
 B&V File 14.2100
 Letter No. 002

Subject: Amendment – Construction Management Services for the Land Outfall Replacement and Preliminary Treatment Upgrades Construction Management and Inspection Services Projects

Dear Mr. Thornton:

As you have discussed with Kevin Davis and myself, Black & Veatch is requesting additional budget to cover the following extra effort completed on this project to-date and for the remaining work required for the completion of the Land Outfall Replacement Project (LORP) that varied from the initial scope. Due to these additional costs, we will be unable to complete the overall project, which also consists of the Construction Management and Inspection of the Preliminary Treatment Upgrades (PTU) Project, within the baseline budget and the level of service anticipated.

- **Additional Inspection and Construction Management Support**

- The drilling subcontractor to Filanc (Contractor) on the LORP fell behind schedule during the horizontal directional drilling while installing the 60” casing under Highway 101. To make up time, the Contractor requested to work up to 24 hours per day in two-twelve hour shifts until the new HDPE pipe was installed. In order to avoid scheduling impacts with the Living Shoreline, San Elijo Lagoon Restoration, and Double Tracking Projects, and to reduce the impacts on residents and local businesses near Cardiff State Beach and the SEWRF, the project team agreed to extend the work hours to make up time. As a result, inspection coverage increased proportionally for the monitoring of this work and to provide assurance for the safety of the San Elijo Lagoon during pilot drilling and reduce any frac-out impacts (should any occur). This additional work completed with the new pipe pull on January 26, 2018. The contractor then resumed normal 8 hours working shifts the following week.

The additional work to-date has impacted the inspection budget as follows:

- **Shift 1 Inspection:** Increase in work hours, above the 40 hours per week budgeted between mid-November 2017 and late-January 2018.
 - 295.5 hours. Budget impact of \$52,599.
- **Shift 2 Inspection:** Second shift required up to 12 hours per shift between early-December 2017 and late-January 2018. Black & Veatch quickly mobilized a nighttime inspector at a substantially reduced billing rate to lessen the budget impact on additional inspection costs.
 - 473 hours. Budget impact of \$47,300.
- The original project completion date of the LORP is February 26, 2018. The 24 hour shift by the Contractor, described above, enabled the project to make up a



significant amount of time. However, due to additional delays during pilot drilling, ramming and final pipe pull, the project is expected to complete beyond its original date. This is now estimated to be April 3, 2018. Substantial completion is expected March 16, 2018 following the final tie-in of the outfall. Black & Veatch proposes to continue full time inspection until substantial completion is achieved and then provide spot-inspection between a mix of Eric Sturtz, and Chris Stiedemann only as-needed to reduce further costs until final completion. Chris is already working nearly fulltime on the PTU project.

The additional cost to cover the extended contract duration is as follows:

- LORP Construction Management
 - 48 hours. Budget impact of \$8,424
- Inspection
 - 64 hours. Budget impact of \$11,392.

As a result, the total budget increase request for the above two activities is \$119,715. This budget is based on the rates presented in our original proposal.

Please don't hesitate to call me to discuss this proposed budget increase. Black & Veatch looks forward to successfully completing the LORP and the PTU Projects for the SEJPA.

Very truly yours,
Black & Veatch



Eric Sturtz, P.E.
Construction Manager

cc: Kevin Davis, John Bekmanis

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 12, 2018

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: BUILDING PROGRAM AND COMMUNITY BIKE PATH AND ROUNDABOUT
UPDATE

RECOMMENDATION

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

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) has initiated a Building and Site Improvement Program to address building needs and deficiencies, expand workspace, enhance physical and cyber security, increase functionality of the water reclamation campus, and replace or improve aging support infrastructure. The cornerstone of this effort will be consolidating the administration, operation, and laboratory functions into a single new building located at the entrance of the campus. In addition to the operational functionality, the building design will include improved public accessibility and provide water education features.



Key design considerations and project elements for the Building and Site Improvement Program include:

- Practical building design with allowance for future expansion
- Functional efficiency and adequate workspace
- Workshop for maintenance activities and equipment storage
- Fire protection and suppression improvements
- Appropriate physical and cyber security
- Storm water retention, infiltration, and reuse features
- Site grading with consideration for future climate changes and sea level rise
- Solar power, energy efficiency, and other Climate Action Plan measures
- Community connection – accessible, informative, and transparent to the public
- Additional public parking

In addition, other site improvements include a regional bicycle/pedestrian path through the San Elijo Water Reclamation Facility (SEWRF) and a traffic calming roundabout on Manchester Avenue. The path is planned on the west side of the SEJPA property, from north to south, which will connect Birmingham Drive and Manchester Avenue as part of the North Coast Corridor (NCC) Program. The proposed roundabout will be located at the entrance to the water campus to facilitate bicycle/pedestrian traffic crossing Manchester Avenue. These improvements are a collaborative effort between the SEJPA, the City of Encinitas, and Caltrans. Inclusion of these elements is expected to provide community benefits such as improved pedestrian safety, efficient project delivery, and reduced project durations and potential impacts to the public.

DISCUSSION

The SEJPA continued working with City of Encinitas staff to coordinate the Manchester Avenue roundabout project element. Staff met with the City to review the initial Caltrans roundabout design and report that outlines design elements, placement, and size of the proposed roundabout. Caltrans' traffic engineers explored multiple configurations and determined that the suggested location provides the safest option in the allowable space. However, property acquisitions and easement adjustments for small portions of adjacent parcels may be required to construct the roundabout (see figure 1). In addition, the roundabout may encroach upon designated open space. Staff is working with Caltrans and the City of Encinitas to develop the least impactful design.

The roundabout and regional bicycle/pedestrian path are transportation elements that will be funded by SANDAG/Caltrans. Once constructed, ownership of the roundabout will be transferred to the City of Encinitas.

Progress also continued on the design of the proposed bicycle/pedestrian path through the SEWRF. The new path is a critical link in a trail that will connect Solana Beach, Encinitas, and other coastal cities in order promote alternative modes of transportation. The path requires the conversion of existing open space easements within the SEWRF to a City of Encinitas trail easement (see Figure 2 below). To ensure that there is no net loss in open space, the design team has developed a proposed easement modification that offsets lost open space to the bicycle/pedestrian path with new open space that is contiguous with existing. Upon completion, the new path would be designated as a City trail easement.

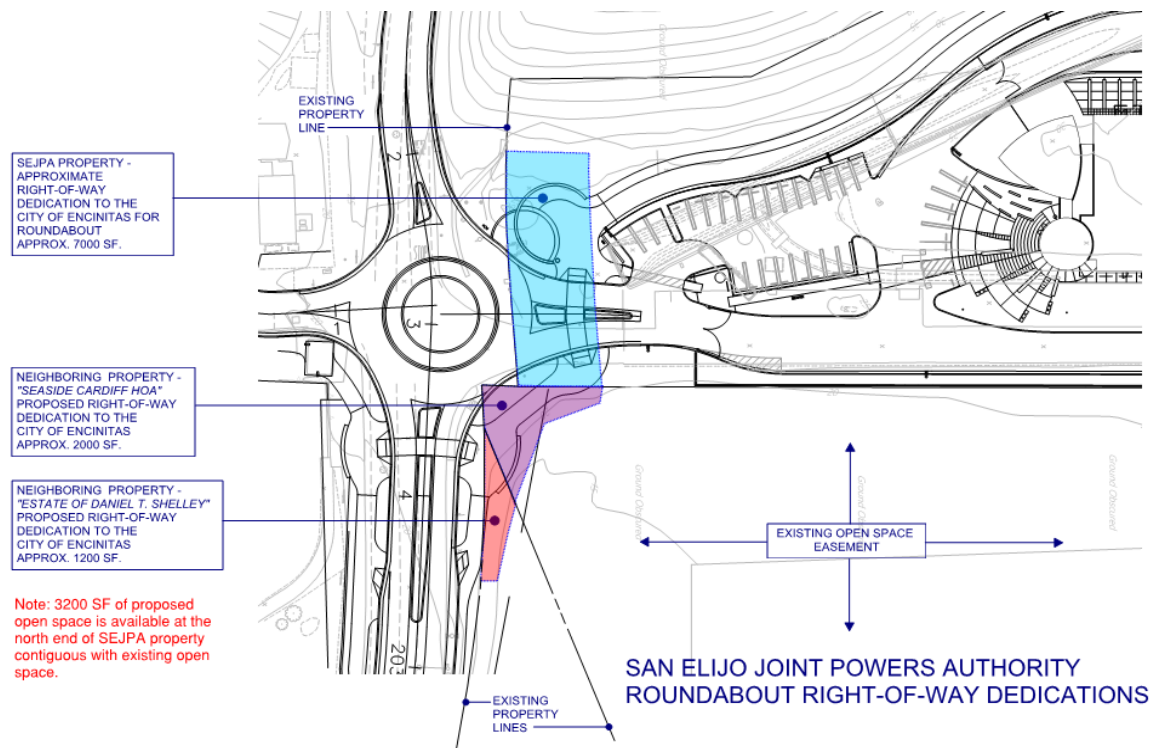


Figure 1. Roundabout Property Acquisition and Easements

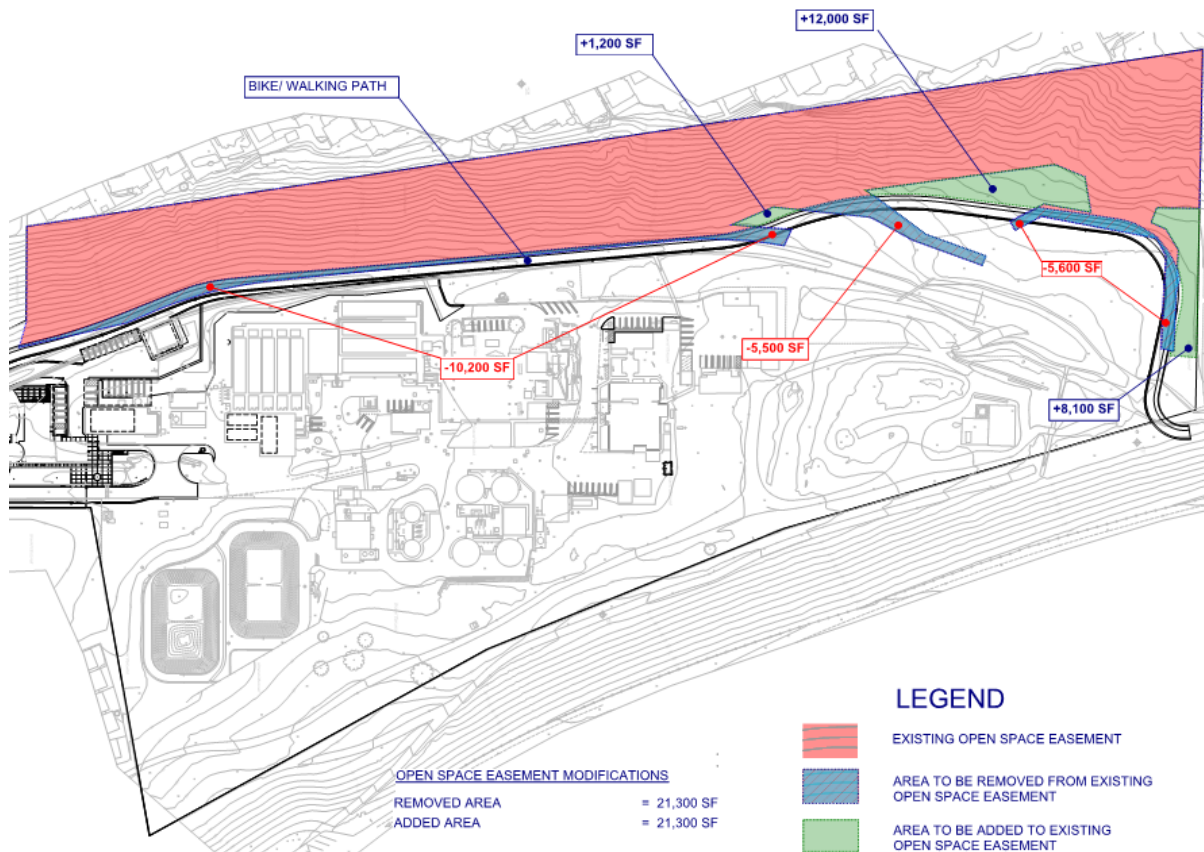


Figure 2. Bike/Pedestrian Path Proposed Easement Modifications

Staff, working with Helix Environmental Planning, reviewed the existing California Environmental Quality Act (CEQA) document for the project and determined that minor adjustments are required. No new adverse impacts are anticipated due to the roundabout or bicycle/pedestrian path. However, Helix will prepare an addendum to the existing Mitigated Negative Declaration (MND) in February 2018 and the SEJPA will circulate for public review once complete.

FINANCIAL IMPACT

It is anticipated that costs associated with the property acquisitions, easement modifications, environmental compliance, design, and construction of the transportation elements will be funded by SANDAG/Caltrans and outlined in a cooperative agreement, which is in development.

There is no financial impact associated with this project status report. The Building Project has a funded level of \$7.69 million. Site improvements (excluding Caltrans components) has a funded level of \$3.05 million. Solar generation has a funded level of \$200,000, which is only intended to fund the initial planning and design work. Solar installation is expected to be developed through a power purchase agreement (PPA).

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager