

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY, JANUARY 27, 2020 AT 8:30 AM
SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR DECEMBER 9, 2019 MEETING
8. * PAYMENTS OF WARRANTS
9. * SEWRF 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. RESOLUTION APPROVAL OF SEJPA INVESTMENT POLICY AND GUIDELINES, AND APPOINTMENT OF SEJPA TREASURER
 1. Adopt Resolution No. 2020-04, Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of SEJPA Treasurer; and
 2. Discuss and take action as appropriate.

Staff Reference: General Manager

13. AGREEMENT AMENDMENT FOR ENGINEERING SERVICES

1. Authorize the General Manager to amend the professional services agreement with Carollo Engineers for an additional \$34,582; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

14. WATER CAMPUS IMPROVEMENT

1. Authorize the General Manager to amend the professional services agreement with Kimley-Horn and Associates for an additional \$97,600; and
2. Authorize the General Manager to amend the professional services agreement with Roesling, Nakamura, and Terada Architects for an additional \$56,425; and
3. Discuss and take action as appropriate.

Staff Reference: General Manger

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".

19. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, February 10, 2020 at 8:30 a.m.

NOTICE:

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

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

AFFIDAVIT OF POSTING

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

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

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

Date: January 22, 2020



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE SPECIAL BOARD MEETING
HELD ON DECEMBER 9, 2019
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Jody Hubbard, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Monday, December 9, 2019, at 8:30 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

Chair Zito called the meeting to order at 8:32 a.m.

2. ROLL CALL

Directors Present:

David Zito
Jody Hubbard
Catherine Blakespear

Directors Absent:

Kristi Becker

Others Present:

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

Michael Thornton
Chris Trees
Paul Kinkel
Mike Konicke

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Adriana Ochoa

City of Encinitas:

Assistant City Manager
Senior Management Analyst

Mark Delin
Bill Wilson

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. AWARDS AND RECOGNITION

General Manager Michael Thornton recognized Chris Trees, Director of Operations, for 10 Years of Service to the agency.

6. CONSENT CALENDAR

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

- | | |
|--------------------|------------------------------------------------------------------------------|
| Agenda Item No. 7 | Approval of Minutes for the November 18, 2019 Meeting |
| Agenda Item No. 8 | Approval for Payment of Warrants and Monthly Investment Report |
| Agenda Item No. 9 | San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report |
| Agenda Item No. 10 | San Elijo Joint Powers Authority Recycled Water Program – Monthly Report |

Motion carried with the following vote of approval:

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

11. ITEMS REMOVED FROM CONSENT CALENDAR

None

12. 2020 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE

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

Moved by Chair Zito and seconded by Vice Chair Hubbard to:

1. Appoint Jody Hubbard as Chairperson and Kristi Becker as Vice Chairperson for the 2020 SEJPA Board of Directors; and
2. Select regular meeting place and time for 2020.

Motion carried with the following vote of approval:

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

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

General Manager Thornton stated that SEJPA has been initially awarded \$1.1 million in a proposition 1, Round 1, Integrated Regional Water Management (IRWM) grant for storm water capture and reuse at the San Elijo Water Campus. General Manager Thornton discussed approving Resolution 2020-03, adopting the 2019 San Diego IRWM Plan. General Manager Thornton also discussed authorizing SEJPA to enter into a Professional Engineering Service Agreement with Fuscoe Engineering (Fuscoe) to develop preliminary and final designs for the Storm Water Harvesting project. General Manager Thornton stated that SEJPA is currently contracting with Fuscoe for design of storm water improvements associated with the Water Campus project. Fuscoe's team demonstrates a strong understanding of City of Encinitas storm water design requirements and is considered a valuable contributor to the project.

Staff recommends expanding the agreement with Fuscoe to maximize design efficiency by leveraging their knowledge of these planned improvements and existing site infrastructure.

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

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

Motion carried with the following vote of approval:

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

14. WATER CAMPUS IMPROVEMENT PROJECT DISCUSSION

General Manager Thornton briefed the Board of Directors on the status of the Water Campus Improvement Project, providing updates on the progress of this important multi-agency project.

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

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

General Manager Thornton stated that staff has reviewed the 30-month forecast for workloads and labor needs and is proposing adjustments to the SEJPA labor classification and salary schedule. This forecast strongly suggests that the agency has entered into a heightened period of work demand due to planned capital improvements, new permit requirements, and strategic opportunities for expanding core functions. In addition, there is a need for succession planning to address an aging workforce and develop internal leadership. Mr. Thornton stated that the revised FY 2019-20 Classification and Salary Schedule is expected to increase labor costs (direct labor and benefits) by approximately \$328,000 in the first year, and \$361,000 in the second year, for an anticipated 2-year total of \$689,000. To offset this cost impact, staff will reduce outsourced construction management on capital projects. Therefore, over a 2-year period the total impact of this recommendation will likely produce a cost reduction of approximately \$60,000 to \$100,000, compared to business as usual.

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

1. Approve the Revised FY 2019-20 Classification and Salary Schedule.

Motion carried with the following vote of approval:

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

17. GENERAL MANAGER'S REPORT

None

18. GENERAL COUNSEL'S REPORT

None

19. BOARD MEMBER COMMENTS

None

20. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:50 a.m., pursuant to the following Government Code Section:

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

The Board of Directors came out of closed session at 10:05 a.m., with no reportable action.

21. ADJOURNMENT

The meeting adjourned at 10:05 a.m. The next Board of Directors meeting will be held on Monday, January 27, 2020 at 8:30 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Thornton", written over a horizontal line.

Michael T. Thornton, P.E.
General Manager

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
20-13**

For the Month of December 2019

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
37956	Adler Tank Rentals	Equipment Rental/Lease	Tank rental	\$ 1,624.08
37957	Aflac	EE Deduction Benefits	Aflac - December	\$ 595.08
37958	Allied Storage Containers	Equipment Rental/Lease	20' and 40' containers - 12/01/19 - 12/31/19	\$ 172.40
37959	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping	\$ 357.44
37960	Boot World, Inc.	Uniforms - Boots	Safety boots - A. Simonson	\$ 174.51
37961	Brax Process and Pump Equip.	Capital Outlay	Motor	\$ 32,383.40
37962	Brewer Crane and Rigging	Equipment Rental/Lease	Dome removal	\$ 749.00
37963	California Water Technologies	Supplies - Chem - Ferric Chlor	Ferric chloride	\$ 5,893.35
37964	Coast Waste Management, Inc.	Services - Grit & Screenings	Service charge - 11/24 - 11/30/19	\$ 40.05
37965	Complete Office	Supplies - Office	Computer paper and envelopes	\$ 283.05
37966	CWEA Membership	Dues & Memberships	Membership - T. Hutchinson	\$ 192.00
37967	D&H Water Systems	Repair Parts Expense	Tube and roller assembly	\$ 657.27
37968	Denali Water Solutions LLC	Services - Biosolids Hauling	October	\$ 13,401.88
37969	EDCO Waste & Recycling Service	Utilities - Trash	November	\$ 257.48
37970	City of Encinitas	Fees - Permits	Grading permit	\$ 20,005.00
37971	City of Encinitas	Service - IT Support	Admin network - December	\$ 2,703.75
37972	ERA	Supplies - Lab	Solids and demand	\$ 988.62
37973	Evantec Scientific	Supplies - Lab	Lab supplies	\$ 2,481.64
37974	Fisher Scientific	Shop Tools and Equip.	Stirring hotplate digital	\$ 505.46
37975	Fusco Engineering	Services - Professional	SEJPA building improvement	\$ 562.50
37976	Jose Garcia	Subsistence - Travel/Rm & Bd	Electrical seminar	\$ 366.52
37977	Golden State Overnight	Postage/Shipping	Lab samples	\$ 39.17
37978	GC Pivotal LLC	Utilities - Internet	T-1 service - January	\$ 360.57
37979	Hardy Diagnostics	Supplies - Lab	Lab supplies	\$ 2,017.54
37980	Idexx Distribution, Inc.	Supplies - Lab	Lab supplies	\$ 7,314.95
37981	Paul Kinkel	Supplies - Safety	Reimbursement - supplies	\$ 397.90
37982	MBC Applied Environmental	Services - Professional	Region nine kelp survey	\$ 6,123.25
37983	McMaster-Carr Supply Co.	Supplies - Safety	Safety supplies	\$ 1,391.56
37984	NSWC Mechanical EQ of S.D. LLC	Capital Outlay	Suction fan	\$ 3,782.03
37985	Nth Generation	Capital Outlay	Firmware	\$ 8,803.31
37986	Olin Corp - Chlor Alkali	Supplies - Chem - Sodium Hypo	Sodium hypochlorite	\$ 3,371.81
37987	Olivenhain Municipal Water Dis	Rent	Pipeline rental payment - November	\$ 6,966.00
37988	OneSource Distributors, Inc.	Repair Parts Expense	Power supply 120/240 vac	\$ 1,004.70
37989	Pacific Green Landscape	Services - Landscape	Landscaping repairs	\$ 2,875.00
37990	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc WE-007	\$ 11,799.44
37991	Preferred Benefit Insurance	Dental/Vision	Vision - December	\$ 275.20
37992	ProBuild Company, LLC	Repair Parts Expense	Parts and supplies	\$ 62.44
37993	Random Deeds Media LLC	Accrued Liabilities	Oceanside and Padre Dam	\$ 6,000.00
37994	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	\$ 482.71
37995	Roesling Nakamura Terada Archi	Services - Professional	Building improvement	\$ 22,667.00
37996	Rohan & Sons, Inc	Services - Maintenance	Preventive maintenance	\$ 385.00
37997	RSF Security Systems	Prepaid - Other	Security - 12/01/19 - 02/29/20	\$ 1,455.00
37998	Rush Truck Center, San Diego	Capital Outlay	2019 Ford - F-750	\$ 193,249.18
37999	Santa Fe Irrigation District	Utilities - Water	Recycle water	\$ 1,427.33
38000	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - October	\$ 1,320.25
38001	Test America	Services - Laboratory	Testing water samples	\$ 332.00
38002	Thatcher Company of California	Supplies - Chemicals	Citric acid	\$ 2,143.43
38003	Trussell Technologies, Inc	Services - Engineering	Operations plan update and training	\$ 17,904.50
38004	Unifirst Corporation	Services - Uniforms	Uniform service	\$ 234.04
38005	UPS	Postage/Shipping	Parts	\$ 38.08
38006	Underground Service Alert/SC	Services - Alarm	Dig alert and safe excavation board	\$ 188.06
38007	USA Bluebook	Supplies - Lab	Lab supplies	\$ 1,227.61
38008	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	\$ 6,308.21
38009	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	\$ 3,474.11
38010	Volt Management Corp	Services - Temp	November temporary staffing	\$ 4,709.26
38011	VWR International, Inc.	Supplies - Lab	Lab supplies	\$ 1,673.04
38012	Void			
38013	Void			
38014	Void			
38015	City of Encinitas	Fees - Permits	Water Campus	\$ 9,463.00
38016	City of Encinitas	Fees - Permits	Water Campus Site Civil	\$ 18,035.00
38017	City of Encinitas	Fees - Permits	Water Campus Trail Civil	\$ 52,867.00
38018	Aquatic Bioassay	Services - Laboratory	Toxicity testing	\$ 1,050.00
38019	AT&T	Utilities - Telephone	Phone service - 11/13/19 - 12/12/19	\$ 419.43
38020	AT&T	Utilities - Telephone	Alarm service - December	\$ 399.60
38021	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping	\$ 1,964.88
38022	Carollo Engineers	Services - Professional	Ocean outfall integrity report	\$ 2,682.00
38023	Corodata	Rent	Record storage - November	\$ 96.46
38024	CR-TEC Engineering	Repair Parts Expense	Plus electric actuator	\$ 888.61
38025	D&H Water Systems	Repair Parts Expense	Roller assembly	\$ 634.95

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
20-13**

For the Month of December 2019

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
38026	Denali Water Solutions LLC	Services - Biosolids Hauling	November	\$ 18,370.62
38027	DMV	Services - Other	11/01/19 - 11/30/19	\$ 2.00
38028	Encina Wastewater Authority	Service - EWA Support	Resource sharing - HR and safety	\$ 3,960.39
38029	Forte of San Diego	Services - Janitorial	January	\$ 1,000.00
38030	FRS Environmental	Services - Maintenance	Parts washer service - 12/09/19 - 03/01/20	\$ 249.05
38031	Golden Bell Products	Supplies - Chemicals	Granular chlorine and lift station degreaser	\$ 1,047.33
38032	Grainger, Inc.	Supplies - Shop & Field	Blast media aluminum oxide	\$ 281.23
38033	Kennedy/Jenks Consultants	Services - Engineering	Building and site improvements	\$ 1,500.00
38034	Lee Michael Konicke	Subsistence - Travel/Rm & Bd	Meetings - Building and admin - PCL	\$ 183.72
38035	McMaster-Carr Supply Co.	Supplies - Safety	Operations supplies	\$ 780.04
38036	Midas Shop	Vehicle Maintenance	Oil change and repairs	\$ 1,139.55
38037	Eric ORiley	Accounts Receivable Control	Health and wellness - E. O'Riley	\$ 60.00
38038	Procopio Cory Hargreaves	Services - Legal	General - November	\$ 15,542.25
38039	Roesling Nakamura Terada Archi	Services - Professional	Building improvement	\$ 17,257.86
38040	Rohan & Sons, Inc	Services - Maintenance	Microbiology unit	\$ 220.00
38041	Rusty Wallis, Inc.	Services - Maintenance	Water softener, tank service, and salt bags	\$ 169.65
38042	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - November	\$ 983.47
38043	San Dieguito Water District	Utilities - Water	Recycled water	\$ 452.47
38044	San Dieguito Water District	Utilities - Water	Recycled water	\$ 1,321.75
38045	Smart & Final	Supplies - Office	Kitchen supplies	\$ 83.57
38046	Sulzer	Repair Parts Expense	Motor	\$ 778.62
38047	Terminix Processing Center	Services - Maintenance	November	\$ 419.00
38048	Test America	Services - Laboratory	Testing water samples	\$ 460.50
38049	Technology Integration Group	Services - Maintenance	Copier	\$ 84.21
38050	Unifirst Corporation	Services - Uniforms	Uniform service	\$ 107.69
38051	UPS	Postage/Shipping	Loaner	\$ 61.92
38052	USP Technologies	Equipment Rental/Lease	Facility and maintenance service	\$ 800.00
38053	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	\$ 6,308.11
38054	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	\$ 3,365.09
38055	Verizon Wireless	Utilities - Telephone	11/11/19 - 12/10/19	\$ 414.02
38056	Verizon Wireless	Utilities - Telephone	Cell phone service - 11/08/19 - 12/07/19	\$ 1,020.75
38057	Volt Management Corp	Services - Temp	Period end - 12/06/19	\$ 880.44
38058	WageWorks	Payroll Processing Fees	Admin and compliance fee - November	\$ 128.75
38059	WorkPartners Occupational	Services - Medical	New employees	\$ 565.00
On-line 260	BankCard Center	Vehicle Maintenance	Security, office supplies, and parts	\$ 6,482.85
On-line 261	Fuelman	Fuel	November	\$ 1,227.66
On-line 262	Home Depot Credit Services	Supplies - Shop & Field	Tools and supplies	\$ 647.97
On-line 263	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 11/16/19 - 11/29/19	\$ 13,774.61
On-line 364	P.E.R.S.	Medical Insurance - Pers	Health - January	\$ 23,050.97
On-line 365	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 11/30/19 - 12/13/19	\$ 13,774.61
On-line 366	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 11/04/19 - 12/04/19	\$ 53,941.97
On-line 367	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - January	\$ 1,552.11
				<u>\$ 689,150.89</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of December 2019
As of December 23, 2019**

PAYMENT OF WARRANTS		\$ 689,150.89
Reference Number	20-13	

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.



Amy Chang
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of December 23, 2019

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND	
<i>(NOVEMBER 2019 YIELD 2.103%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 8,449,946.67
CALIFORNIA BANK AND TRUST	
<i>(NOVEMBER 2019 YIELD 0.02%)</i>	
REGULAR CHECKING	\$ 89,584.59
PAYROLL CHECKING	\$ 5,000.00
UNION BANK - TRUSTEE (BOND FUNDS)	
BLACKROCK	\$ 327,023.57
<i>(NOVEMBER 2019 YIELD 1.54%)</i>	
LAIF	\$ 14,807,309.49
<i>(NOVEMBER 2019 YIELD 2.103%)</i>	
PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST)	\$ 53,484.48
<i>(NOVEMBER 2019 YIELD 1.67%%)</i>	
TOTAL RESOURCES	\$ 24,362,348.80

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 27, 2020

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

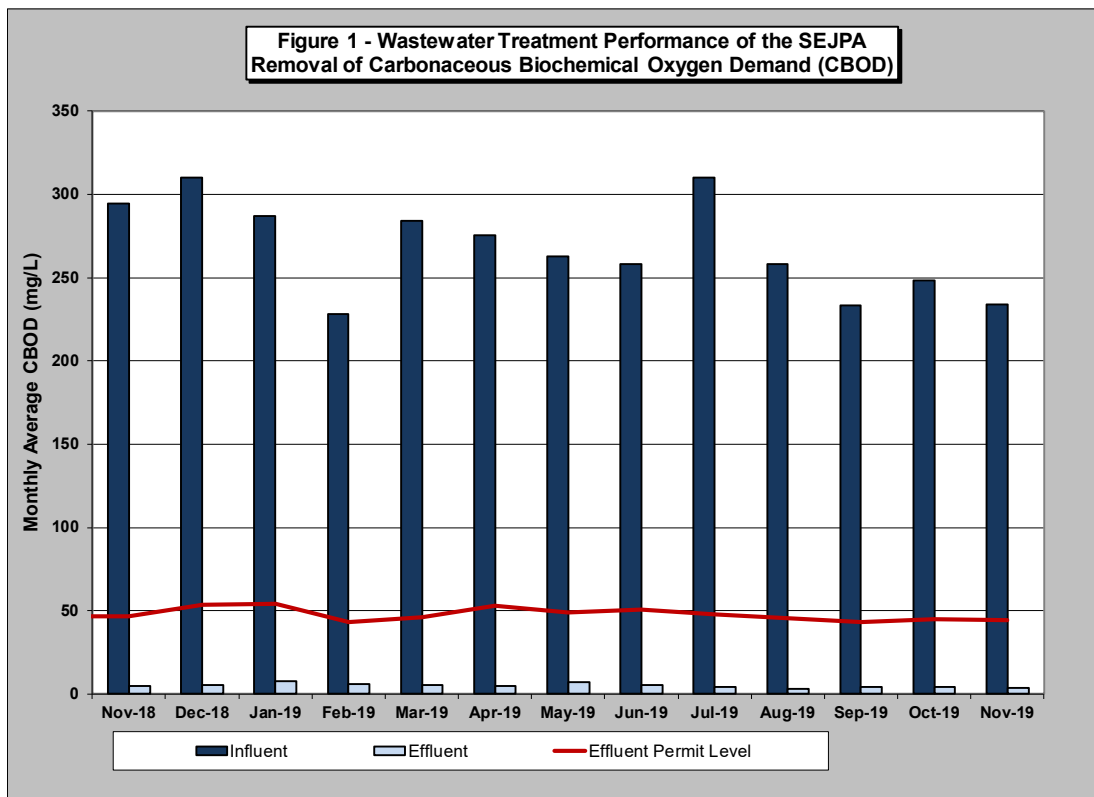
RECOMMENDATION

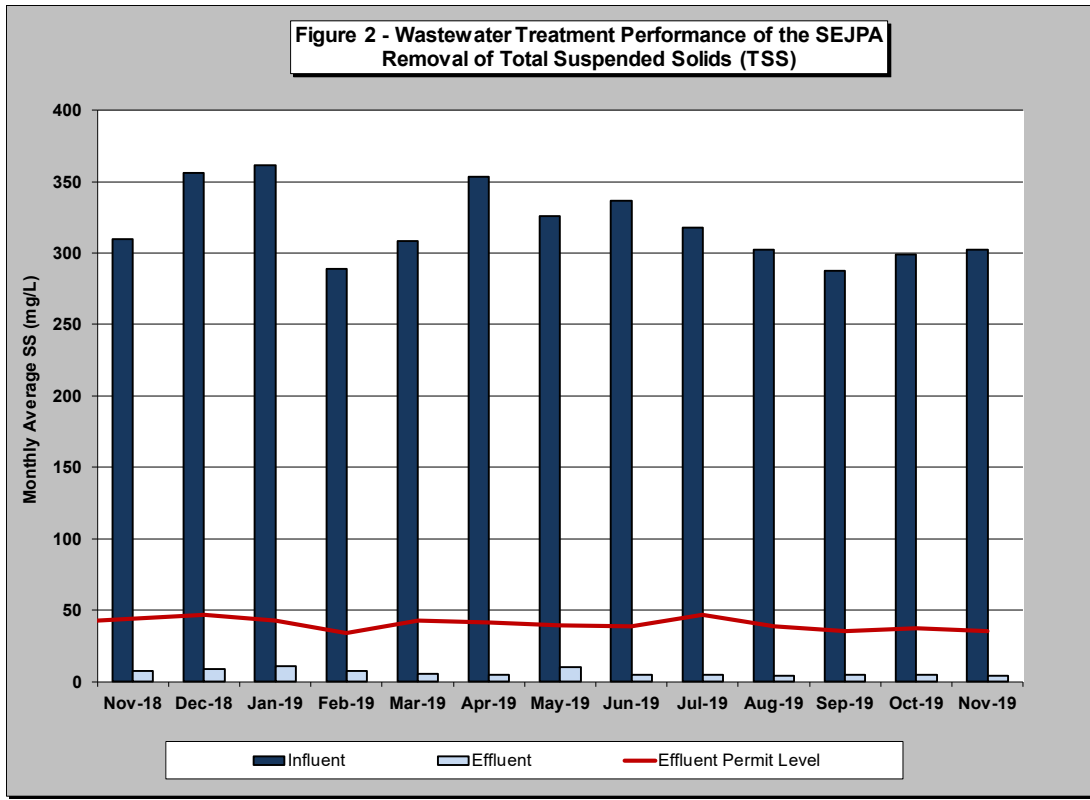
No action required. This memorandum is submitted for information only.

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 November 2019. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were 98.5 and 98.7 percent removal, respectively (as shown in Figure 1 and Figure 2).





Member Agency Flows

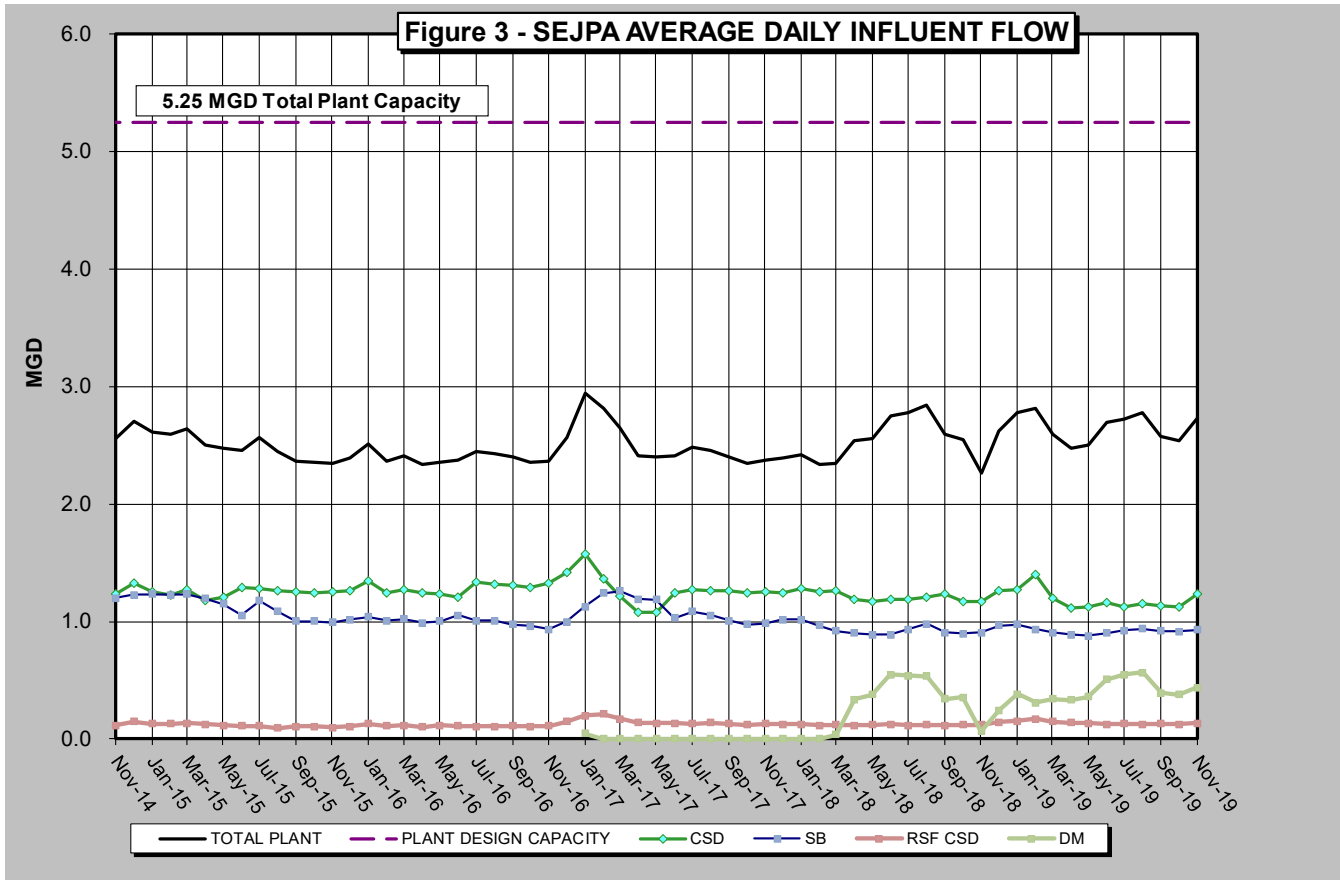
Presented below are the influent and effluent flows for the month of November. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

	November	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.230	0.714
City of Solana Beach	0.927	0.538
Rancho Santa Fe SID	0.137	0.079
City of Del Mar	0.437	0.254
Total San Elijo WRF Flow	2.731	1.585

* 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.

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 November 2019 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)	9.75
Escondido (Peak flow rate)	19.0

Connected Equivalent Dwelling Units

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

	Connected (EDU)
Cardiff Sanitary Division	8,510
Rancho Santa Fe SID	571
City of Solana Beach	7,768
San Diego (to Solana Beach)	337
City of Del Mar	2,612
Total EDUs to System	19,798

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 27, 2020

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of November 2019, recycled water demand was 89.26 acre-feet (AF), which was met using 89.26 AF of recycled water and 0.0 AF supplementation with potable water.

November demand was 3.7% below budget expectations of 93 AF. The total water production for FY 2019-20 is slightly below budget (0.6%) for the first 5 months.

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

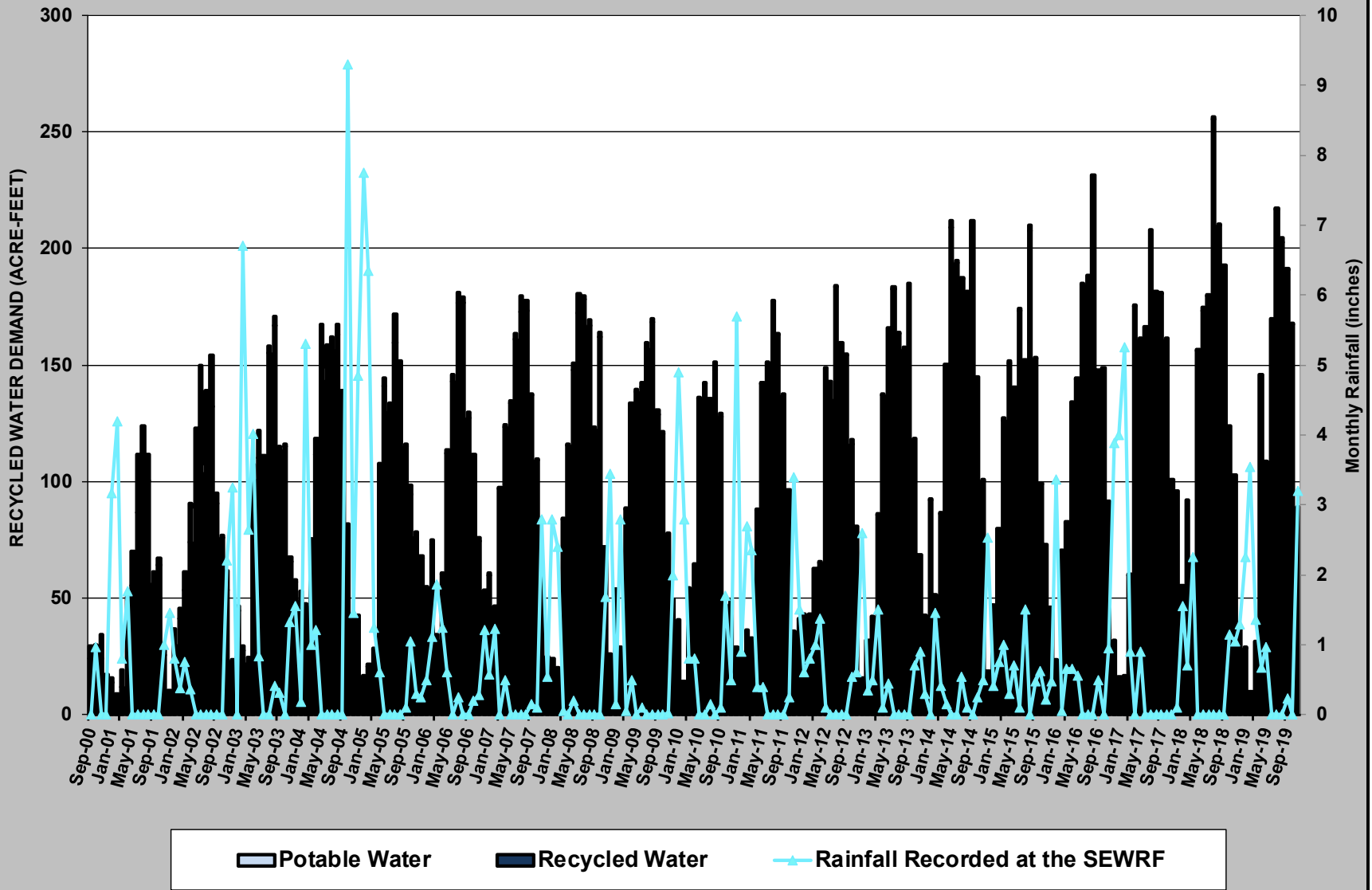


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

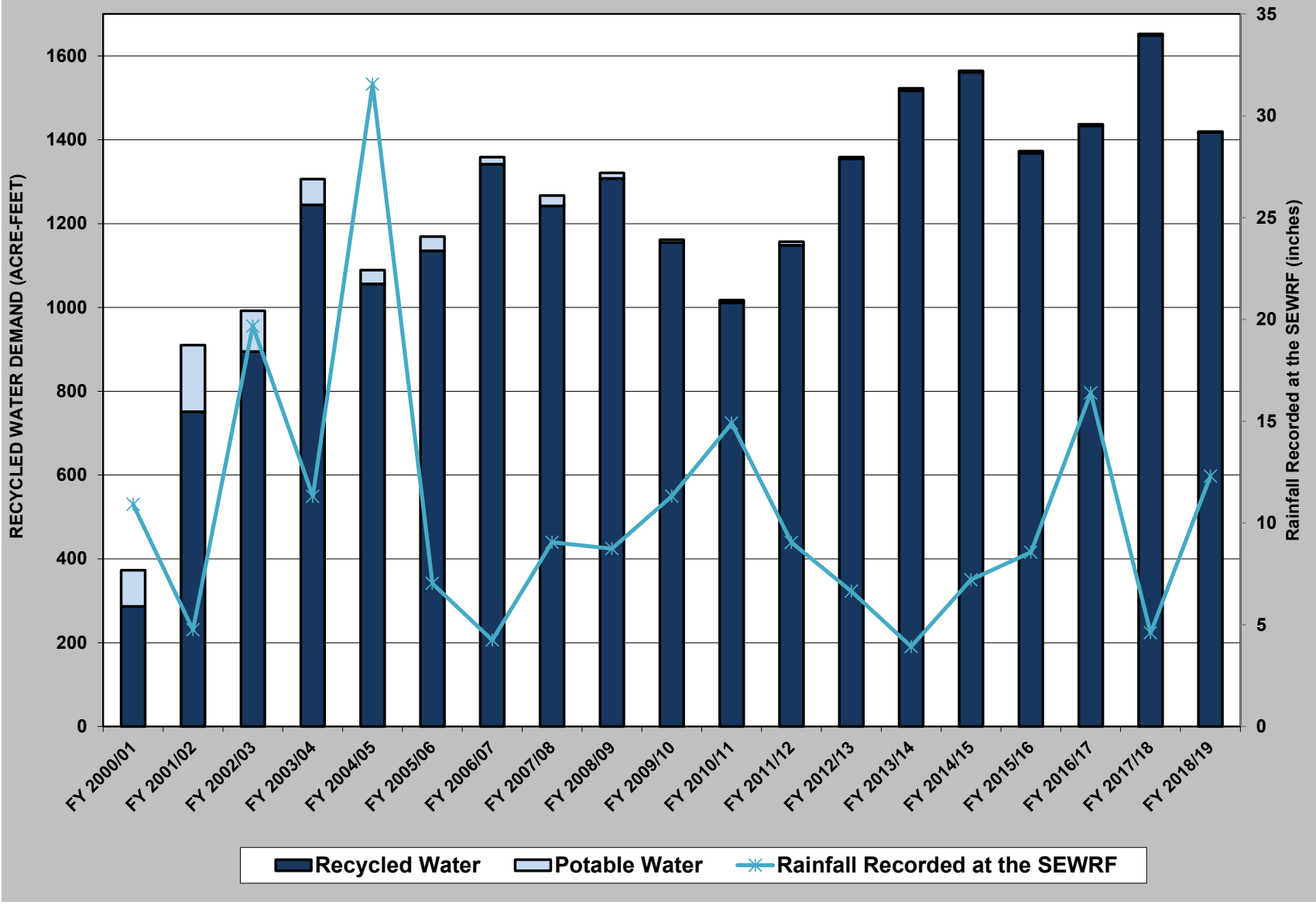


Figure 3 - NOVEMBER RECYCLED WATER DEMAND

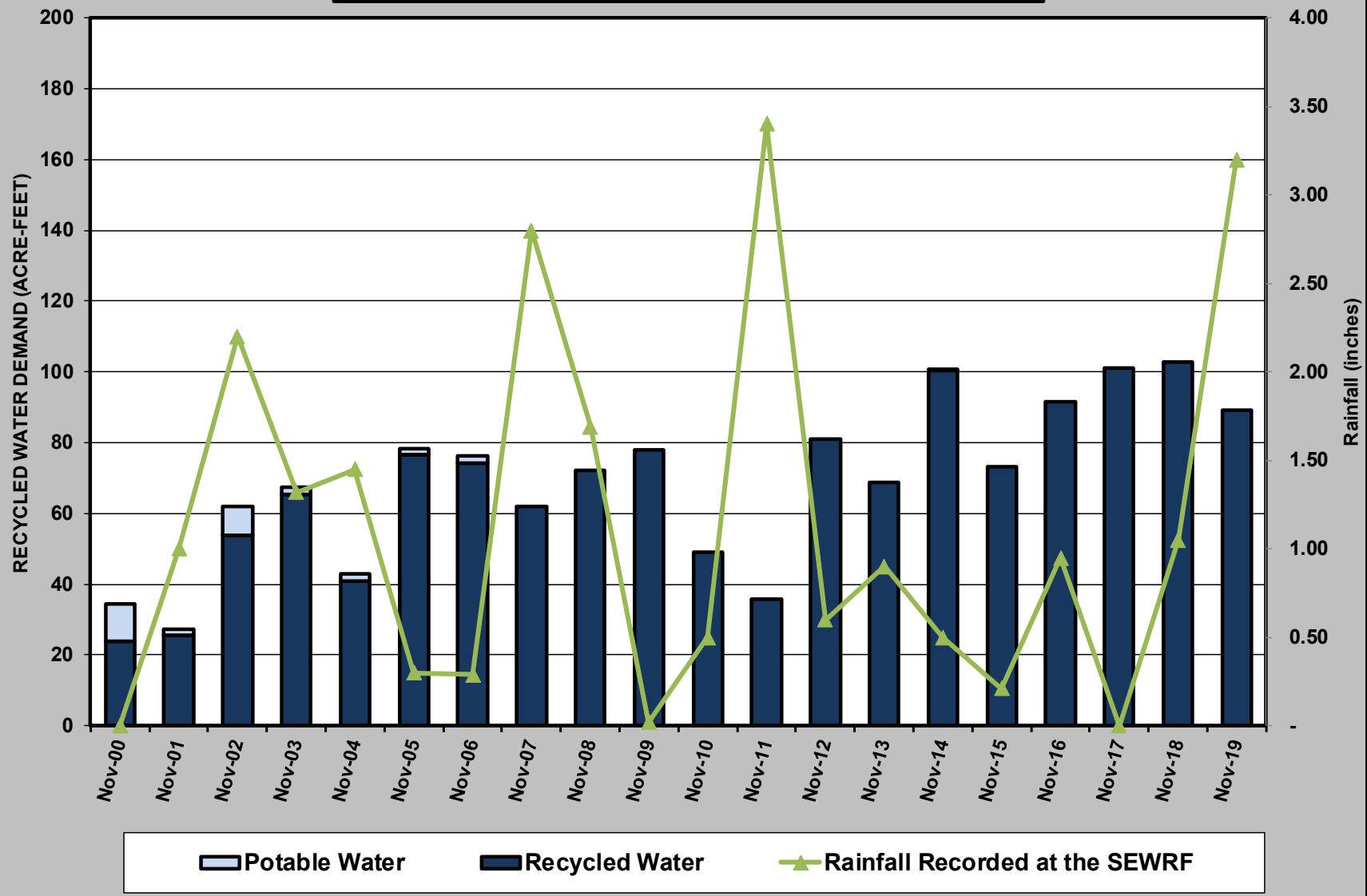
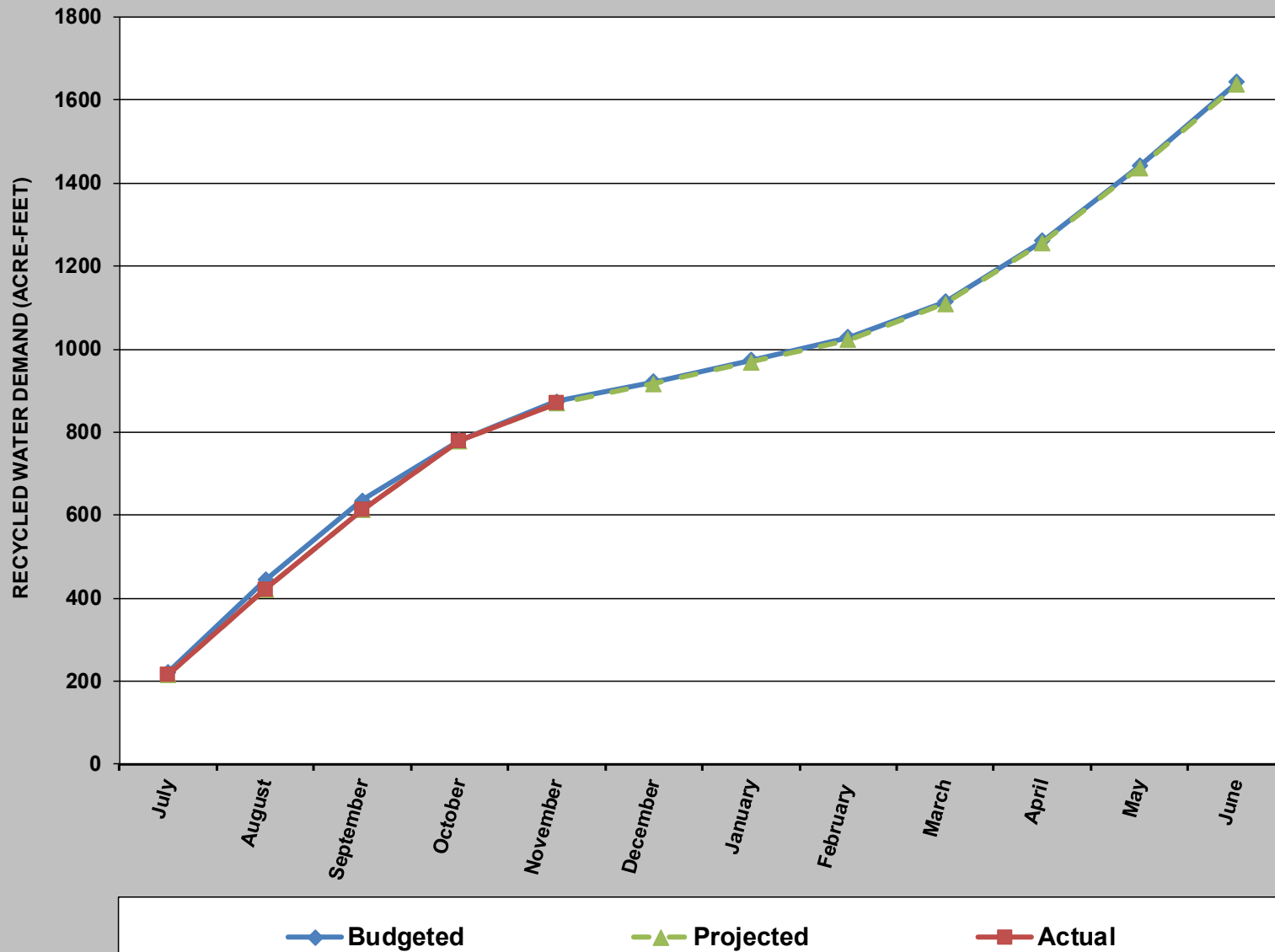


Figure 4 - RECYCLED WATER DEMAND BUDGET vs ACTUAL



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 27, 2020

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RESOLUTION APPROVAL OF SEJPA INVESTMENT POLICY AND GUIDELINES, AND APPOINTMENT OF SEJPA TREASURER

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2020-04, Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of SEJPA Treasurer; and
2. Discuss and take action as appropriate.

DISCUSSION

SEJPA Treasurer is responsible for investing surplus funds in accordance with SEJPA policies and California Government Code, Sections 53600 et seq. and 53635 et seq. California Government Code 53600.3, states "all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law." The law further provides that the Board may delegate for a one-year period its authority to invest or reinvest funds to the treasurer of the SEJPA, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body.

The previous SEJPA Treasurer was Paul F. Kinkel, Director of Finance/Administration, who retired December 30, 2019. It is the recommendation of the General Manager that Amy Chang, the new Director of Finance/Administration, be appointed as the SEJPA Treasurer for the remainder of FY 2019-2020.

The proposed Investment Policy and Guidelines in Resolution No. 2020-04 is unchanged from 2019-20. Government Code § 53607 provides that the Board may renew the delegation of authority each year.

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2020-04, Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of SEJPA Treasurer; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Resolution No. 2020-04, "Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of SEJPA Treasurer"

RESOLUTION NO. 2020-04

**RESOLUTION APPROVING THE SAN ELIJO JOINT POWERS AUTHORITY
INVESTMENT POLICY AND GUIDELINES AND
APPOINTMENT OF AND DELEGATION OF AUTHORITY TO SEJPA TREASURER**

WHEREAS, the San Elijo Joint Powers Authority (SEJPA) General Manager has submitted for the consideration of the SEJPA Board of Directors, the proposed SEJPA Investment Policy and Guidelines;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN ELIJO JOINT POWERS AUTHORITY HEREBY RESOLVES AS FOLLOWS:

1. The SEJPA General Manager has reviewed the Investment Policy and Guidelines, attached hereto as Exhibit A, and incorporated herein by reference as if set forth in full. In order to comply with prudent financial management practices, these guidelines are reviewed and approved on an annual basis in conjunction with the annual budget adoption.
2. The policy is intended to provide guidelines for the prudent investment of the SEJPA's temporary idle cash and outline the policies for maximizing the efficiency of the SEJPA's cash management system.
3. The investment goal is to enhance the economic condition of the SEJPA while ensuring the safety of funds invested.
4. Amy Chang is hereby appointed to be the SEJPA Treasurer for the 2019-20 fiscal year.
5. The Board of Directors hereby delegates its authority to invest or to reinvest the SEJPA's funds, or to sell or exchange securities so purchased, to the SEJPA Treasurer for a one-year period, and directs the Treasure to act consistent with the Investment Policy and Guidelines attached hereto as Exhibit A, which the Board hereby approves as the investment policy of the Board.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the San Elijo Joint Powers Authority, California, held on this 27th day of January 2020 by the following vote:

AYES: Boardmembers:

NOES: Boardmembers:

ABSENT: Boardmembers:

ABSTAIN: Boardmembers:

Jody Hubbard, Chairperson
SEJPA Board of Directors

ATTEST:

Michael T. Thornton, P.E.
Secretary of the Board

**EXHIBIT A
TO
RESOLUTION NO. 2020-04**

1. PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the San Elijo Joint Powers Authority's (SEJPA) temporary idle cash and outline the policies for maximizing the efficiency of the SEJPA's cash management system. The investment goal is to enhance the economic condition of the SEJPA while ensuring the safety of funds invested.

2. OBJECTIVE

The SEJPA's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the SEJPA to invest funds to the fullest extent possible. The SEJPA attempts to obtain the highest yield on its investments consistent with the criteria established for safety and liquidity.

3. POLICY

The SEJPA Board of Directors has delegated to the SEJPA Treasurer responsibility for investing the surplus funds in the SEJPA Treasury in accordance with the California Government Code, Sections 53600 et seq. and 53635 et seq. The SEJPA makes investments in accordance with California Government Code 53600.3, which states "all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

The three principal factors of safety, liquidity and yield are to be taken into consideration when making investment decisions.

- A) Safety. Safety and the minimizing of risk associated with investing refer to attempts to reduce the potential for loss of principal, interest or a combination of the two. The SEJPA invests only in those instruments that are considered very safe.
- B) Liquidity. Liquidity refers to the ability to convert an investment to cash promptly with a minimum risk of losing some portion of principal or interest. A portion of the portfolio should be maintained in liquid short-term securities which can be converted to cash if necessary to meet disbursement requirements.
- C) Yield. Yield is the average annual return on an investment based on the interest rate, price, and length of time to maturity. The SEJPA attempts to obtain the highest yield possible, provided that the basic criteria of safety and liquidity have been met.

4. INVESTMENT INSTRUMENTS

The SEJPA may invest in the following instruments under the guidelines as provided herein:

- A) Local Agency Investment Fund (LAIF). Investment of funds in the California LAIF which allows the State Treasurer to invest through the Pooled Money Investment Account. Maximum investment is subject to state regulation.
- B) County of San Diego County Treasury. Investment of funds in the Treasury of the County of San Diego that allows the County Treasurer to invest through the Pooled Money Investment Account.

5. SAFEKEEPING

All investments of the SEJPA shall have the San Elijo Joint Powers Authority as registered owner or shall be kept in the custody of the SEJPA or by a qualified safekeeping institution.

6. INVESTMENT REPORTS

- A) The SEJPA Treasurer shall submit a monthly investment report to the SEJPA General Manager and SEJPA Board of Directors containing the following information:
 - Financial institution
 - Type of investment
 - Amount of deposit
 - Rate of interest
- B) The SEJPA Treasurer shall annually render a Statement of Investment Policy to the SEJPA Board of Directors.

7. INVESTMENT OF BOND FUNDS

In accordance with Government Code Section 53601, moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds . . . may be invested in accordance with the statutory provisions governing the issuance of those bonds, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance as identified in an "Indenture of Trust".

* * * End of Policy * * *

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 27, 2020

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: AGREEMENT AMENDMENT FOR ENGINEERING SERVICES

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the professional services agreement with Carollo Engineers for an additional \$34,582; and
2. Discuss and take action as appropriate.

BACKGROUND

In November 2017, the San Elijo Joint Powers Authority (SEJPA) selected Carollo Engineers to conduct an Arc Flash and Protection Coordination Study at the San Elijo Water Campus, which included an evaluation of wastewater treatment, water reclamation, and ocean outfall facilities. The study included a detailed field inspection of all electrical equipment, the onsite electrical distribution system, and review of as-built electrical drawings. The information gathered was used to create a software model of the Water Campus power system. Since the SEJPA facilities use high voltage equipment and employees are exposed to high voltage work conditions, the agency is obligated to comply with certain Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) 70E safety requirements. The goal of NFPA 70E electrical standards is to reduce worker exposure to shock, electrocution, arc flash, and arc blast while they are working in close proximity to energized or potentially energized electrical conductors or circuits. The study identified electrical hazards, recommended options to eliminate or mitigate these hazards, updated arc flash postings and documentation, and identified Personal Protective Equipment (PPE) requirements in compliance with NFPA 70E and OSHA. The final report and staff training was completed in April 2019.

DISCUSSION

Staff is seeking additional engineering support from Carollo Engineers related to their previous evaluation of the existing electrical system at the Water Campus and to evaluate the potential impacts of the planned Water Campus Improvement (Project). Information is needed

to determine if the existing electrical system has adequate capacity to serve the Project (which includes a new administration and operations building, traffic signal, and parking lot and multi-use path lighting). If the existing electrical system does not have adequate service capacity, then a new electrical service or other improvements will likely be required.

It is proposed that Carollo utilize the electrical model that they developed for the arc flash study to quantify existing loads and to provide recommendations to meet anticipated new power demands. In addition, Carollo will evaluate the existing emergency generator to determine if the generator has capacity available to serve the new project.

The scope of work will also include a load shedding strategy for the Water Campus to address prolonged power disruption conditions when diesel fuel supplies are limited. This is a low frequency but high-risk situation where grid power is unavailable for more than 8 hours and diesel fuel for the onsite emergency generator is limited or unavailable. Developing a load shedding strategy allows staff to selectively de-energize non-essential infrastructure in order to maintain critical operations and permit compliance for extended time while conserving energy and fuel supply.

FINANCIAL IMPACT

The original fee for the Arc Flash and Protection Coordination Study was \$98,087. Amendment No. 1 extended the contract end date to December 31, 2019. The proposed fee for Amendment No. 2 is \$34,582 and will extend the agreement to November 27, 2020. Funding for this request is available in the FY 2019-2020 operating budget.

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the professional services agreement with Carollo Engineers for an additional \$34,582; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Carollo Engineers – Electrical Support proposal dated January 13, 2020.

January 13, 2020

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

Subject: San Elijo Water Campus Electrical Evaluation Support

Dear Mr. Trees:

Carollo Engineers Inc. (Carollo) is pleased to submit this proposal to provide Engineering Services in support of San Elijo Joint Powers Authority's current Administration Building Design Build Project. The scope of work listed below covers the level of effort required to assist in identifying current loads, generator loading, and SDG&E support.

SCOPE OF WORK

Task 1 – Project Oversight/Management and QA/QC

1.1 – Meetings

Carollo will attend up to four (4) meetings with the SEJPA during the project. Meetings will be held for as-needed field visits, coordination with SDG&E or the design-build team.

Carollo will prepare and distribute meeting agendas prior to this meeting. Carollo will also prepare and distribute meeting minutes within five (5) business days after the meeting. Meetings will be held at the San Elijo Water Reclamation Facility and attended by the Carollo project manager.

1.2 – Project Management

This task addresses the management responsibilities associated with proper scheduling, budget control, invoice preparation, and coordination with the SEJPA. Carollo's project manager will review the status of budget, schedule, and relevant project issues on an as needed basis, and a minimum of a monthly basis. Our project manager will provide project status updates with monthly project status reports that will be prepared and distributed along with Carollo's invoices.

1.3 – Technical Review and QA/QC

Carollo will provide quality assurance and quality control (QA/QC) reviews throughout the course of the project consistent with SEJPA's policies. Carollo and its quality management procedures establish and maintain a structure for providing reviews of all work products and adherence to industry design standards.

All work product deliverables, including detailed checking of work by in-house staff will be reviewed prior to submittal to the SEJPA. Technical reviews will include reviews for code compliance, safety, operability, constructability, errors/omissions and clarity.

Task 2 – Plant Current Connected Load

Carollo will identify the current plant connected load, including new loads associated with the Preliminary Treatment and Odor Control Upgrade project. The current arc-flash model and equipment loads therein will be used to identify the loads. The load list will be shared with SEJPA for identification of critical loads and standby loads. The updated connected load will then be modeled and presented to SEJPA.

Deliverables:

- Connected Load in email format

Task 3 – Administration Building Load Check

Carollo will review current drawings and calculations for the Administration Building load to confirm what will be required for standby power.

Deliverables:

- Load check calculations

Assumptions:

- SEJPA will provide drawings and design-builder load calculations

Task 4 – Generator Load Study

Carollo will review the existing loads connected to the generator to determine available capacity for adding the Administration Building load and/or any other future loads. The results will be presented in a brief technical memorandum and reviewed with SEJPA. A final memorandum, including recommendations for emergency load shedding, will be issued after comments and questions are incorporated.

Deliverables:

- Draft and Final Memo detailing the generator load study results.

Task 5 – SDG&E Coordination Assistance

Carollo will provide as-needed coordination assistance to support SEJPA in submitting their new service application to SDG&E. The assistance is based on an assumed number of hours shown in the budget table.

BUDGET ESTIMATE

Carollo's estimated budget is presented in **Attachment A** in the following pages. Carollo proposes to perform the above-described scope of services on a time and material and Not-To-Exceed Fee of **\$34,582** for the base scope of work.

SCHEDULE

The schedule for performing the above tasks will take approximately three (3) months to complete.

Notice to Proceed: 1/29/20

Connected Load: 2/28/20

Draft Generator Load Study Memo: 02/28/20

Final Generator Load Study Memo: 03/25/2020

Please feel free to contact me or our project manager, Troy Hedlund, should you have any questions regarding this proposal. Carollo appreciates the opportunity to work with the SEJPA on this important infrastructure project.

Sincerely,

CAROLLO ENGINEERS, INC.



Jeff Weishaar, P.E.

Associate Vice President

Enclosures: Attachment A: Cost Breakdown Schedule

Attachment A
Cost Breakdown Schedule for
Administration Building Electrical Support
San Elijo Joint Powers Authority

Hourly Billing Rate		\$245	\$245	\$175	\$110				
Task No.	TASK DESCRIPTION	Principal-In-Charge	Project Manager	Assistant Professional	Administrator	TOTAL HOURS	LABOR COST	OTHER DIRECT COSTS	TOTAL PROJECT FEE
TASK									
1.0	Project Oversight/ Management and QA/QC	6	16	8	0	30	\$ 6,790	\$ 460	\$ 7,250
1.1	Meetings (4)	2	8	8	0	18	\$ 3,850	\$ 316	\$ 4,166
1.2	Project Management	0	4	0	0	4	\$ 980	\$ 48	\$ 1,028
1.3	Technical Review and QA/QC	4	4	0	0	8	\$ 1,960	\$ 96	\$ 2,056
2.0	Plant Current Connected Load	0	4	16	0	20	\$ 3,780	\$ 240	\$ 4,020
3.0	Administration Building Load Check	0	4	16	0	88	\$ 3,780	\$ 1,056	\$ 4,836
4.0	Generator Load Study	0	16	24	12	52	\$ 9,440	\$ 624	\$ 10,064
5.0	SDGE Assistance	0	24	12	0	36	\$ 7,980	\$ 432	\$ 8,412
TOTAL HOURS		6	64	76	12	226			
TOTAL		\$ 1,470	\$ 15,680	\$ 13,300	\$ 1,320		\$ 31,770	\$ 2,812	\$ 34,582

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 27, 2020

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WATER CAMPUS IMPROVEMENT PROJECT UPDATE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the professional services agreement with Kimley-Horn and Associates for an additional \$97,600; and
2. Authorize the General Manager to amend the professional services agreement with Roesling, Nakamura, and Terada Architects for an additional \$56,425; and
3. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) is developing the Water Campus Improvement project that consists of three core components:

Administration/Operations Building

- Approximately 15,000 sf two-story building located at the front of the site
- Central workspace for Operations, Administration, Maintenance, and Laboratory staff
- Improved site access, new physical and cyber security, and educational learning space
- New public parking with electric vehicle charging stations
- New public access recycled water fill station

Site Improvements

- Solar power (roof, carport, and ground mounted)
- Fire-fighting system and fire truck access upgrades
- New perimeter fencing, site lighting, and security cameras
- Storm water capture, treatment, and reuse systems
- Storm water conveyance improvements

Bike and Pedestrian Trail (Multi-use Path) & Related Improvements

- Asphalt multi-use path (12-feet wide) with 2-feet wide DG shoulders

- Trailhead with public rest area, shade trees, and drinking fountain
- Manchester Avenue road crossing improvements including a full traffic signal
- Connectivity to San Elijo Lagoon and Nature Center

Planning for the photovoltaic (PV) solar power system is ongoing, with a focus on procurement methods. Staff is meeting with multiple solar providers in order to obtain the best terms and conditions for the Power Purchase Agreement (PPA). In the PPA procurement model, the solar financier owns, operates, and maintains the PV equipment and the agency commits to purchasing the solar-generated power at a pre-determined rate. Staff is also working with legal to ensure that the agreements conform to Government Code 4217.10, et seq., and are in the best interest of the agency.

Environmental documents for the project are complete. SEJPA has reached agreement with all key regulatory agencies, including California Coastal Commission, Army Corps of Engineers, Fish and Wildlife, and Regional Water Quality Control Board. Staff is in process of fulfilling project requirements for these agencies.

In addition, the project has received local approval from the City of Encinitas planning commission (September 2019), from which the project received its Coastal Development Permit (CDP). The CDP sets forth obligations on the project to meet local planning requirements. Following approval, the project team incorporated the CDP requirements and advanced the design from 60% to 90%.

In December 2019, staff submitted the 90% design to the City for building and grading permits. City comments are expected to be issued in January 2020 and to conclude the review process. Once received, the project design will be finalized and the construction phase will commence.

DISCUSSION

In preparation for construction, the project team conducted site investigations to locate existing below ground utilities within the project footprint. The team utilized several locating techniques including vacuum excavation and ground-penetrating radar to identify utilities in conflict with planned improvements, as well as important utility connection points.

During the utility location process, the water table elevation was investigated and verified (Figure 1) in order to finalize a site dewatering plan. Review of the data indicates that multiple wells will likely be required to remove excess water from site soil prior to construction activities. The dewatering wells will remain in place post-construction to provide long-term water intrusion protection for the building. Additional design effort is required for the well design, and is included in the attached amendment request from Roesling, Nakamura, and Terada Architects (RNT). The architect will provide geotechnical, mechanical, and electrical support in design of the well system utilizing their current sub-consultants. In addition, RNT will also provide a coordinated trenching plan in order to develop a cost-effective plan for routing new utilities within the project site.

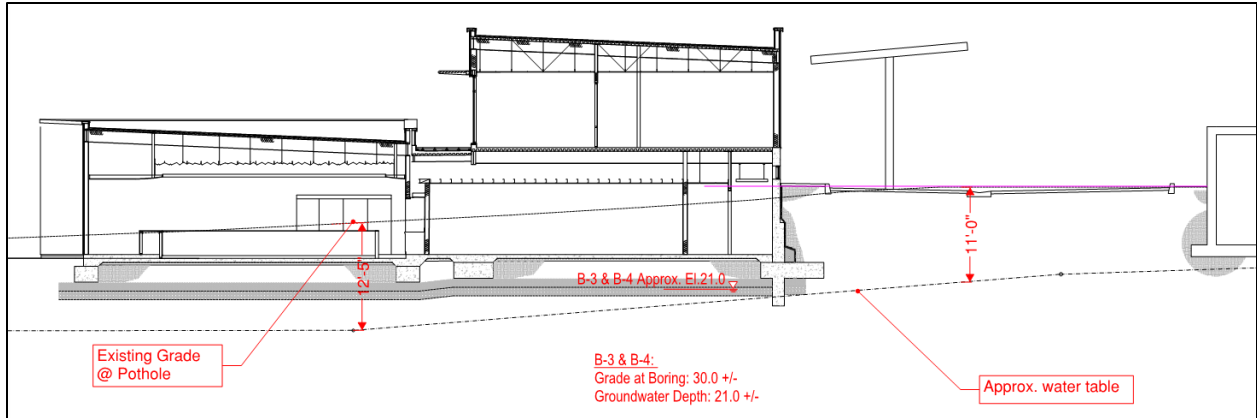


Figure 1. Water Table for Building Site

During the design process, PCL Construction provided feedback that the original trail concept that utilized a concrete box culvert for the storm channel relocation would exceed the project budget. In addition, the Manchester road crossing, traffic signal, and associated drainage improvements also added unforeseen costs to the project. To help reduce these anticipated construction costs, Kimley-Horn and Associates (KHA) evaluated the design to identify options to reduce costs. This effort required additional design hours to complete but provided valuable cost control for the project. The KHA team worked closely with SEJPA staff and the contractor to reduce costs for the Manchester road crossing, channel undergrounding, and drainage improvements along the trail alignment. The attached amendment for KHA includes \$97,600 for this additional scope of work.

Caltrans is contributing the majority of funds for the multi-use path, trailhead, and Manchester Avenue crossing. In order to fund construction of these improvements, SEJPA staff is coordinating with Caltrans regarding design and budget approval. SEJPA's agreement with Caltrans requires a cost validation step, which is currently in progress, prior to the release of funding.

In early January 2019, PCL Construction provided a 90% construction budget update for the project. The revised estimate, which includes the value engineering recommendations by KHA, indicates that the project is anticipated to be over budget by approximately 19%. Staff is in discussions with Caltrans to seek additional cost sharing for design and construction associated with the multi-use path that have exceeded the original budget. Staff is working with PCL Construction to finalize the project Guaranteed Maximum Price (GMP) for the Board of Director's approval consideration in March 2020.

FINANCIAL IMPACT

The proposed amendment amount for additional architectural support, including site dewatering design, from Roesling, Nakamura, and Terada Architects is \$56,425. The proposed amendment amount for additional professional engineering support, including value engineering by Kimley-Horn and Associates is \$97,600. Funding for amendments in the total amount of \$154,025 is available in the SEJPA Capital Program Fund.

It is therefore, recommended that the Board of Directors:

1. Authorize the General Manager to amend the professional services agreement with Kimley-Horn and Associates for an additional \$97,600; and
2. Authorize the General Manager to amend the professional services agreement with Roesling, Nakamura, and Terada Architects for an additional \$56,425 and
3. Discuss and take action as appropriate.

Respectfully submitted,

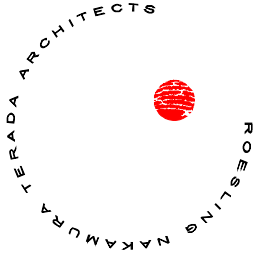


Michael T. Thornton, P.E.
General Manager

Attachment 1: Roesling, Nakamura, and Terada Architects proposal for additional architectural support, including site dewatering design, for \$56,425 dated January 17, 2020.

Attachment 2: Kimley-Horn and Associates proposal for additional engineering support, for \$97,600 dated January 15, 2020.

Attachment 1



Roesling Nakamura Terada Architects
www.rntarchitects.com
363 Fifth Ave | Ste 202 | San Diego CA 92101 | P619.233.1023 | F619.233.0016

Ralph Roesling
Kotaro Nakamura
Mun Ying Kung
Chikako Terada
Joe Mansfield
Rommel Olaes
Raul Diaz
Tyson Cline

January 22, 2020

Mike Konicke
Associate Engineer
SAN ELIJO JOINT POWERS AUTHORITY
2695 Manchester Avenue
Cardiff by the Sea, CA 92007-7077

Re: San Elijo Joint Powers Authority Water Campus
Project

Subject: Additional Services Request No. 1

Dear Mike;

Thank you for the opportunity to submit this additional services request for the Water Campus project. As the project has evolved, additional tasks for the design team have been incurred.

The requested added services relate to the following:

Groundwater Mitigation

- Design for groundwater wells at building area.

Geotechnical

- Soils investigation and geotechnical report for establishing water table elevation and the parameters for the building Structural design.

Structural

- Design work for building and site retaining walls.

Water Campus Project
Add Service No.1
Page 1
January 22, 2020

- Foundation design due to challenging soils conditions.

Solar Design

- Development of solar array locations, coordination with PV vendor and CDP processing.

Site Design

- Increased site improvements due to CDP requirements for stormwater treatment area and a trash enclosure.

Site Trenching & Pathway Coordination

- Coordinate trenching and pathways for solar, low-voltage, electrical and other site utilities for efficiency and joint-trenching opportunities.

The proposed fees for the added services total **\$56,425**.

Please review and call me if you have any questions or comments. Thank you again for the opportunity to submit this proposal.

Sincerely,



Joe Mansfield, Principal
ROESLING NAKAMURA TERADA ARCHITECTS, INC.

Attachment 2



AMENDMENT NUMBER 4 TO THE AGREEMENT BETWEEN THE CLIENT AND KIMLEY-HORN

AMENDMENT NUMBER 4 DATED January 15, 2019 to the agreement between San Elijo Joint Powers Authority, ("Client") and Kimley-Horn, ("Consultant") dated June 11, 2018 ("the Agreement") concerning SEJPA Multi-Use Path Improvements (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CLIENT:

SAN ELIJO JOINT POWERS AUTHORITY

By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN

By: Dennis Landaal

Title: Senior Vice President

Date: 01/15/2019

Exhibit A to Amendment Number 4,
dated January 15, 2019.

Consultant has performed the Services as described below:

Purpose of Amendment

Additional consultant costs have been incurred in the design development of the culvert, trail, and Manchester Avenue improvements due to a number of factors identified under the BASE CONTRACT – ADDITIONAL TASK COSTS below. The purpose of this amendment is to cover the effort Kimley-Horn has previous spent as well as the effort that is anticipated to meet the client’s needs.

BASE CONTRACT – ADDITIONAL TASK COSTS:

Task 1 - Project Coordination, Meetings, and Project Management

An extended project schedule to obtain CDP and Resource Agency approvals, necessitated weekly meetings and additional exhibits, submittals, and interdisciplinary coordination with the City, Project Team, and CMAR than expected to coordinate all site development, design, and value engineering efforts. Further, Kimley-Horn participated in the development of bridging documents for the CMAR RFP, development of CMAR requirements and RFP (five meetings), CMAR selection (two meetings), and coordination with CMAR with regard to overall project schedule and value engineering (pull-planning and weekly meetings).

Additional scope of services: \$57,536

Task 3A - Construction Drawings for Manchester Avenue

Multiple iterations of pedestrian and traffic signals were required by the City of Encinitas, with a full intersection traffic signal controlling all approaches ultimately required by the approved CDP to address community concerns and to provide the highest level of safety at the intersection. Additional work included reports, photo simulations, and two types of pedestrian signal designs at Manchester Avenue (HAWK signal and Swami’s-style Pedestrian signal) and a structural BMP (best management practice) for compliance with green street storm water requirements in-lieu of pretreatment and hydromodification (runoff volume control) requirements.

Additional scope of services: \$40,579

Task 3B - Construction Drawings for Channel

The designer and CMAR determined that the most cost-effective way to underground the existing concrete-lined channel is to install triple 60” HDPE pipes, rather than a cast-in-place or pre-cast concrete box culvert, at less than half the cost. The triple 60” HDPE pipes require a wider footprint and more cover than the box culverts, which require no cover. Design of the triple 60” HDPE pipes proved to be a complex design horizontally and vertically and led to a number of iterations and modifications to the storm drain type, location, and slope particularly as it pertained to:

- The age of the site and the number of potentially conflicting underground utilities on both sides of the existing channel.
- Providing adequate cover over the pipes while attempting to tie into the proposed parking/drive aisle and building floor elevations, which was further complicated by building height limits under City Proposition A.
- Maintaining an ADA multi-use trail with all the constraints.
- Special Transition details.
- Existing environmentally sensitive habitat and protected coastal bluffs on the west side of the channel.

Maximizing the use of the triple 60” HDPE pipes was established as a primary goal due to the potential project savings of over \$1,000,000. Additional CAD modeling and hydraulic analyses were required to optimize the design, including the development of special pipe junction and protection details.

Additional scope of services: \$86,960

Task 3C - Construction Drawings for Multi-Use Trail

Changes to the culvert system affected the multi-use path’s horizontal and vertical alignments, trail details, the types and sizes of lighting foundations, retaining walls and grading limits. Additional work required for force main maintenance pullouts and secure trail connection to Cardiff Apartments.

Additional scope of services: \$28,348

Credits:

Task 2 - Review Existing Data, Task 3D - Reports and Technical Documents and Task 4 - Environmental Compliance and Permitting

These identified tasks had some unspent budget remaining that Kimley-Horn has accumulated and credited back to the overall out of scope effort identified in this amendment.

Credits: \$115,823

Summary

Task 1 - Project Coordination, Meetings, and Project Management	\$57,536
Task 3A - Construction Drawings for Manchester Avenue	\$40,579
Task 3B - Construction Drawings for Channel	\$86,960
Task 3C - Construction Drawings for Multi-Use Trail	\$28,348
Credits - Task 2 - Review Existing Data, Task 3D - Reports and Technical Documents and Task 4 - Environmental Compliance and Permitting	(\$115,823)
Sub-Total	\$97,600

Schedule

We will provide our services as expeditiously as practicable to meet a mutually agreed upon schedule and all application deadlines.

Fee and Billing

The total net fee to cover the additional scope of services performed by Kimley-Horn as outlined above minus the credited fee amounts to \$97,600.

Direct reimbursable expenses such as express delivery services, fees, air travel, subconsultant costs, and other direct expenses will be billed at cost. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees will be immediately issued to and paid by the Client. Reimbursable expenses will be invoiced based upon expenses incurred.

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Very truly yours,

KIMLEY-HORN

Kirk Ammerman, P.E.

Project Manager

Dennis Landaal, P.E.

Senior Vice President