

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY FEBRUARY 8, 2010 AT 9:00 AM
SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

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

John Boyle – 5 years of service
CWEA - SDS Award – 2009 Plant of the Year
CWEA - SDS Award – 2009 Small Plant Safety
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR THE FEBRUARY 8, 2010 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. * SAN ELIJO JOINT POWERS AUTHORITY CONFLICT OF INTEREST CODE UPDATE OF APPENDIX A WITH RESOLUTION 2010-05
12. * CARDIFF SANITARY DIVISION PUMP STATIONS CONTINGENCY FUNDING
13. * ITEMS REMOVED FROM CONSENT CALENDAR

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

REGULAR AGENDA

14. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2009-10 OPERATING BUDGET

Informational report by the Director of Finance/Administration not requiring Board action.

15. PROPOSED CLASSIFICATION AND COMPENSATION INDEX

It is recommended that the Board of Directors:

1. Approve the proposed SEJPA Classification and Compensation Index; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager Michael Thornton

16. GENERAL MANAGER'S REPORT

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

17. GENERAL COUNSEL'S REPORT

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

18. 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.

19. CLOSED SESSION

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".

20. ADJOURNMENT

The next regular scheduled San Elijo Joint Powers Authority Board Meeting will be March 8, 2010 at 9:00 a.m.

NOTICE:

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

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

AFFIDAVIT OF POSTING

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

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

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

Date: February 3, 2010



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON JANUARY 11, 2010
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Dave Roberts, Chair

Maggie Houlihan, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, January 11, 2010, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California. Due to a lack of quorum, the meeting was adjourned to 4:00 p.m. on Monday, January 11, 2010.

1. CALL TO ORDER

Chair Roberts called the meeting to order at 4:00 p.m.

2. ROLL CALL

Directors Present:

Teresa Barth
Maggie Houlihan
Dave Roberts

Directors Absent:

Thomas Campbell

Others Present:

General Manager
Director of Finance/Administration
Director of Operations
Administrative Assistant

Michael Thornton
Greg Lewis
Christopher Trees
Monica Blake

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas,
Director of Public Works

Larry Watt

City of Encinitas,
Public Works Management Analyst

Bill Wilson

City of Solana Beach,
Director of Engineering/Public Works

Mohammad "Mo" Sammak

Kennedy/Jenks Consultants

Pat Huston

3. PLEDGE OF ALLEGIANCE

Chair Roberts led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

General Manager Michael Thornton requested Item Number 7 be removed from the Consent Calendar with approval from the Board.

Moved by Vice Chair Houlihan and seconded by Board Member Barth to approve the Consent Calendar with the following vote of approval:

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

Consent Calendar:

Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
Agenda Item No. 9	San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report
Agenda Item No. 10	San Elijo Joint Powers Authority Recycled Water Program – Monthly Report

11. ITEMS REMOVED FROM CONSENT CALENDAR

Agenda Item No. 7 Approval of Minutes for the December 14, 2009 meeting

General Manager Michael Thornton requested amending the Roll Call to reflect Vice Chair Houlihan as present and arriving at 9:03 a.m.

Moved by Board Member Barth and seconded by Vice Chair Houlihan to approve the Consent Calendar with the following vote of approval:

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

12. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

The General Manager reported that the Member Agencies of the SEJPA have re-appointed their existing representatives to the SEJPA Board of Directors. SEJPA Board needs to now appoint the Chair and Vice Chair of the Board for the 2010 calendar year. The General Manager also provided a list of recommended Board meeting dates for 2010.

Moved by Board Member Barth and seconded by Chair Roberts that Maggie Houlihan serve as Chair and Tom Campbell serve as Vice Chair for 2010 beginning with the next scheduled Board meeting and approve the Board meeting dates for 2010 to continue on the second Monday of each month, beginning at 9:00 a.m.

Motion carried with the following vote of approval.

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

13. AWARD OF FINAL DESIGN OF THE RECYCLED WATER DEMINERALIZATION PROJECT FOR THE SAN ELIJO WATER RECLAMATION FACILITY

The General Manager stated that with the completion of the preliminary design report, the project is now ready to move into the final design phase. Staff has completed negotiations with Kennedy/Jenks Consultants for final design scope of work and fee. The negotiated fee was for \$399,000 and included engineering design, permitting assistance, and financial assistance to the SEJPA for obtaining a state revolving fund loan. Staff also negotiated with Trussell Technology Inc. for peer review services associated with the final design. The fee for Trussell Technology was \$17,328. The General Manager reported that the combined total for both contracts was \$416,328 and is within budgeted allowances.

Moved by Vice Chair Houlihan and seconded by Board Member Barth to:

1. Authorize the Chair to execute an agreement with Kennedy/Jenks Consultants for Final Design of the Recycled Water Demineralization Project for the San Elijo Water Reclamation Facility; and
2. Authorize the Chair to execute an agreement with Trussell Technologies, Inc. for peer review of the Final Design of the Recycled Water Demineralization Project for the San Elijo Water Reclamation Facility.

Motion carried with the following vote of approval.

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

14. DESIGNATION OF BOARD MEMBERS – GENERAL MANAGER PERFORMANCE REVIEW SUBCOMMITTEE

The General Manager stated that the SEJPA Board of Directors had expressed interest in discussing the need for the continuation of the General Manager Performance Review Subcommittee.

After discussion by the Board of Directors, Board Member Barth suggested eliminating the General Manager Review Subcommittee, and having it as a topic in the monthly one-on-one meeting between the Chair and the General Manager.

Moved by Board Member Barth and seconded by Vice Chair Houlihan to eliminate the standing subcommittee of the Board of Directors for the purpose of the General Manager performance review.

Motion carried with the following vote of approval.

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

15. GENERAL MANAGER'S REPORT

None

16. GENERAL COUNSEL'S REPORT

General Counsel Greg Moser stated that the Board of Directors are required to complete Ethics Training, AB1234, every two years under the SEJPA reimbursement and compensation policy, and that most Board Members would be due to comply by midyear 2010. Mr. Moser reported Board Members are ineligible for meeting compensation if noncompliant, per SEJPA Resolution No. 2008-03. Mr. Moser offered that his staff could provide the training if desired.

17. BOARD MEMBER COMMENTS

Chair Roberts, Vice Chair Houlihan, and Board Member Barth stated they plan to attend a portion of the California Association of Sanitation Agencies (CASA) conference held in Palm Desert this month.

Chair Roberts thanked the Board of Directors and SEJPA staff for a good year as Chair.

18. CLOSED SESSION

None

19. ADJOURNMENT

The Board of Directors adjourned at 4:19 p.m. The next Board of Directors meeting will be held on February 8, 2010.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

PAYMENT OF WARRANTS

10-02

29-Jan-10

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
10-02 WARRANTS		
A-1 Broadway Foto Studio	ID card - K. James	\$10.00
AccuDiagnostics	Background check	\$139.00
Add2Net, Inc.	Network support	\$214.20
Arrowhead	Kitchen and lab supplies	\$185.91
A T & T	Alarm service - January	\$380.80
Atlas Pumping Service	Grease and scum pumping - January	\$277.44
Atlas Pumping Service	Grease and scum pumping - December	\$832.32
Atlas Pumping Service	Grit and screening - plant	\$742.35
BHA, Inc.	Advanced water treatment - plant	\$500.63
Blake, Monica	Expense report - mileage	\$35.00
Blue Skies Landscape	Landscape service - December	\$1,200.00
Boot World, Inc.	Safety boots - J. Boyle	\$58.70
Brithinee Electric	Repairs - VFD for belt press #2 - plant	\$1,077.88
Buckles, Marisa	Expense report - mileage	\$23.10
Buckles, Marisa	Expense report - California labor poster	\$43.49
CWEA Membership	Membership - T. Hutchinson	\$132.00
California Water Technologies	Ferric chloride - plant	\$5,616.64
CDM, Inc.	NPDES outfall capacity study - plant	\$13,832.50
CED	Electrical supplies - plant and water reclamation	\$253.47
CFM	Belt press switches - plant	\$333.45
Creative Printing	Business cards - C. Trees	\$160.60
CSMFO	Application for award - plant	\$50.00
Complete Office	Office supplies - January	\$63.60
Complete Office	Office supplies - December	\$285.31
Conocophillips Fleet	Vehicle fuel - December	\$1,081.81
Cor-o-van Records Mgmt., Inc.	Record storage - December	\$99.93
County Burner Machinery	Labor on digester gas burner - plant	\$114.00
County-Air Pollution Control District	Emission fee - Olivenhain P. S.	\$319.00
County-Dept. Environmental Health	Permit for reclaimed water shut down - Del Mar - wtr rec.	\$714.00
County of San Diego	Recording fee for "Notice of Determination"	\$2,060.25
Covad	T-1 service - January	\$359.00
Dell	Computers systems; server, software, backup system	\$20,389.83
Dickson	Calibration and testing - water reclamation	\$408.00
Edco Waste and Recycling Service	Trash and recycling service - December	\$184.01
Escondido Metal Supply	Parts for conveyor belt - plant	\$60.53
Ferguson Waterworks	Nuts and bolts - plant and Cardiff P. S.	\$707.36
GFOA	Publications - plant	\$118.00
Golden State Overnight - GSO	Mailing monthly compliance reports	\$28.94
Grainger	V-belt, tape, door sweep and cut-off saw - plant	\$258.19
Grainger	Safety supplies and shop and field supplies	\$633.46
Green Valley Landscape	Labor for tree trimming - plant	\$900.00
Harrington Industrial Plastics	Flowmeters for digester - plant	\$229.03
Heartland Automotive Services	Vehicle maintenance - water reclamation	\$41.55
Henke, Micheal	Expense report - battery for sampler	\$18.48
Home Depot	Office and shop supplies	\$140.25
Horizon Health EAP	EAP - January	\$367.84
Hydro-Scape	PVC supplies - plant	\$74.35
Hydrologix Grease Reduction	Grease reduction - January - Coast Blvd. P. S.	\$350.00
Jani-King	Janitorial service - January	\$882.64
Kennedy/Jenks Consultants	Cardiff pump station electrical	\$789.00

PAYMENT OF WARRANTS

10-02

29-Jan-10

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
Kennedy/Jenks Consultants	Advanced water treatment	\$42,484.03
Kennedy/Jenks Consultants	Advanced water treatment	\$24,727.12
Kennedy/Jenks Consultants	Advanced water treatment	\$5,814.31
Kennedy/Jenks Consultants	State and federal funding	\$5,583.85
Konica	Monthly copier maintenance	\$151.09
Lab Safety	Det tubes - lab	\$282.56
Lewis, Greg	Expense report - cover for microturbine units - storm water	\$71.99
Lomas Santa Fe Country Club	Deposit for employees Christmas lunch	\$100.00
MBC Applied Environmental	Lab testing - outfall	\$4,838.64
McMaster-Carr Supply Co.	Drill bits - plant	\$103.53
McMaster-Carr Supply Co.	Botts for air-line valves - plant	\$315.01
McMaster-Carr Supply Co.	Cable rope for lift pump - plant	\$409.82
NCPA of San Diego	Membership - G. Lewis	\$60.00
O.M.W.D.	Manchester - 11.09.09 - 12.09.09	\$34.67
OneSource Distributors, LLC	Replace electrical outlets - lab	\$185.05
PERS - Health	Health - January 2010	\$16,666.10
PERS - Retirement	Retirement premium - 12/31/09	\$13,112.68
PERS - Retirement	Retirement premium - 01/15/10	\$12,882.67
PERS - Retirement	Fiscal year 2009-10	\$72.00
Pacific Pipeline Supple	Force main - insulating threaded union 2" - water rec.	\$103.58
Pacific Pipeline Supple	Plumbing parts for aeration basins - plant	\$393.03
Palomar Specialist Inc.	Backflow prevention device - water reclamation	\$135.00
Polydyne	Clarifloc - plant and water reclamation	\$9,304.65
Postmaster	Stamps	\$408.20
Preferred Benefit	Vision insurance - January	\$405.05
Procopio	Legal services - general - November	\$2,601.61
Rohan & Sons	90 days maintenance - December	\$335.93
SDCWA	Training - M. Henke, C. Trees, and M. Piper	\$255.00
SWRCB Fees	Permit - waste discharge - plant	\$17,961.00
San Diego Gas and Electric	Gas and electric - 11/04 - 12/07	\$44,179.40
San Elijo Payroll Account	Payroll - 12/31/09	\$77,827.67
San Elijo Payroll Account	Payroll - 01/15/10	\$76,374.23
Sage Software, Inc.	Annual software maintenance and support	\$625.21
Santa Fe Irrigation District	Water service - Valley - 11/25 - 12/31	\$36.93
Santa Fe Irrigation District	Water service - Highland Dr. - 10/19 - 12/16	\$142.32
Siemens Water Technologies Corp.	Hydrogen peroxide - Olivenhain P. S.	\$2,667.77
Sloan	Mitsubishi cooling fan - Solana Beach P. S.	\$347.49
Smart & Final	Kitchen supplies	\$103.50
Sprint	Cellular phone service	\$656.88
Terra Renewal/Fleet	Biosolids hauling - November	\$9,164.53
Test America	Lab testing - December	\$362.00
Thornton, Michael	Expense report - meeting and office supplies	\$39.06
Thornton, Michael	Expense report-CASA registration- Barth, Roberts, Thornto	\$855.00
Trussell	Analysis treatment process	\$3,880.00
Trussell	Analysis treatment process	\$6,027.00
UPS	Shipping - parts - plants	\$20.93
Underground Service Alert	Dig alert - December	\$58.50
Unifirst Corporation	Uniform service - January	\$396.36
Unifirst Corporation	Uniform service - December	\$74.50
VWR	Lab supplies - plant, lab, and outfall	\$1,636.60
VWR	Lab supplies - tubes, broth azide, gloves and filters	\$970.00
	Total 10-02 Warrants:	
		\$444,021.89

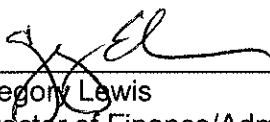
SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

29-Jan-10

PAYMENT OF WARRANTS		\$444,021.89
Reference Number	10-02	

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.



Gregory Lewis
Director of Finance/Administration
Treasurer

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

29-Jan-10

<u>FUNDS ON DEPOSIT WITH</u>	<u>AMOUNT</u>
LOCAL AGENCY INVESTMENT FUND <i>(DECEMBER 2009 YIELD 0.60%)</i>	
SELF INSURANCE RESERVE	\$ 300,000.00
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 6,229,348.02
 CALIFORNIA BANK AND TRUST <i>(DECEMBER 2009 YIELD 0.10%)</i>	
REGULAR CHECKING	\$ 82,000.45
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 7,246,348.47

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all NPDES ocean effluent limitation requirements for the month of December 2009. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). Treatment levels for CBOD and TSS exceeded monthly percent removal requirements (as shown in Figure 1 and Figure 2).

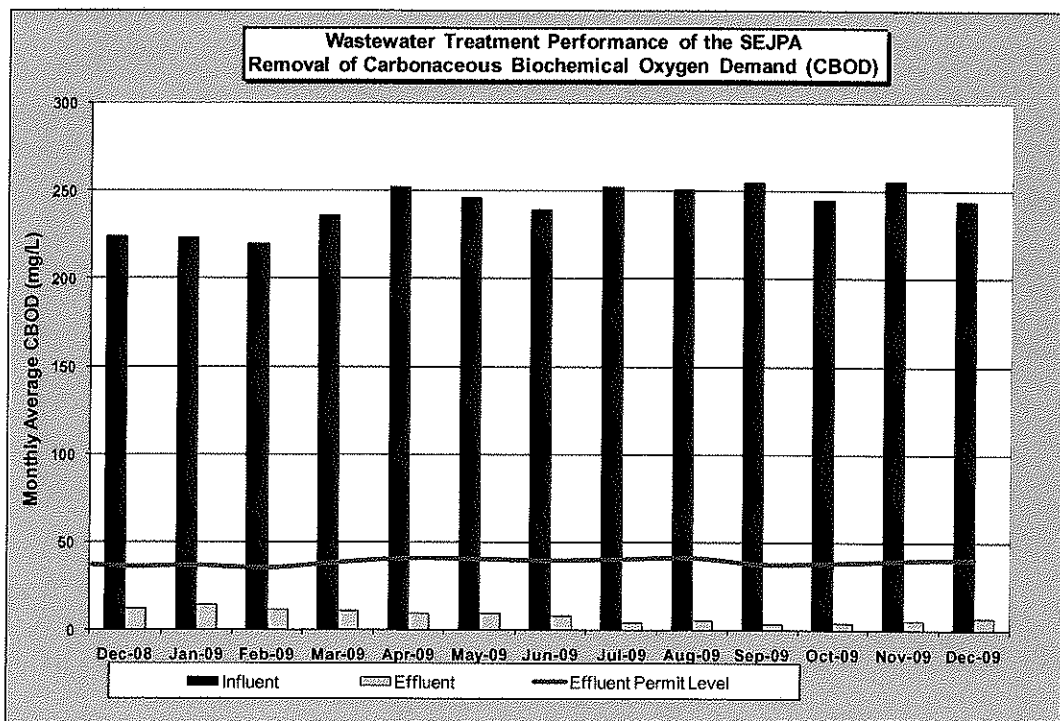


FIGURE 1

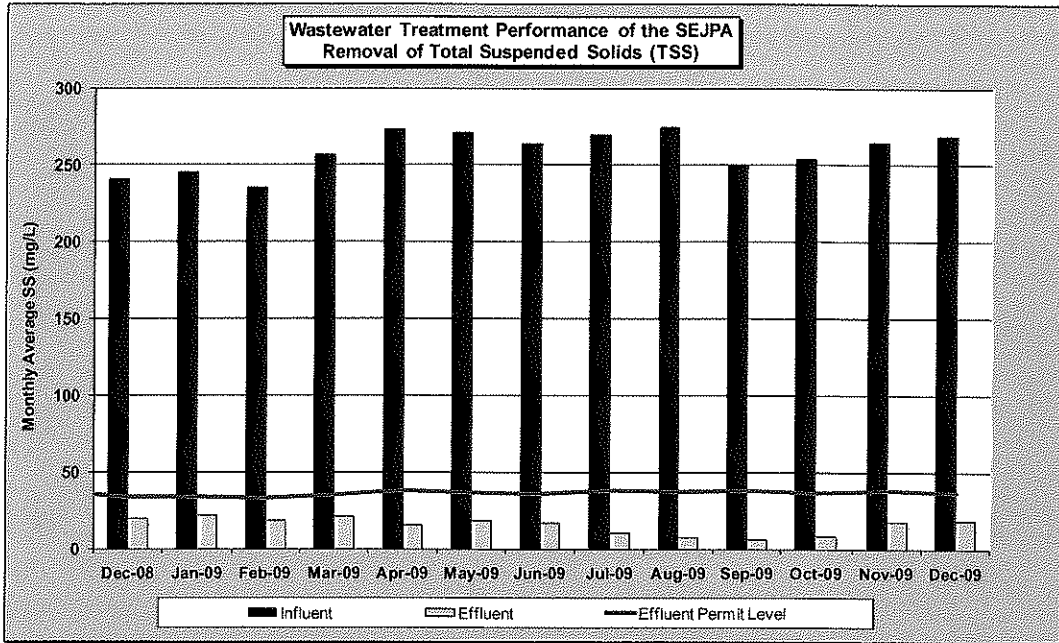


FIGURE 2

Member Agency Flows

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

	December	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.401	1.149
City of Solana Beach	1.322	1.084
Rancho Santa Fe SID	<u>0.127</u>	<u>0.104</u>
Total San Elijo WRF Flow	2.850	2.337

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

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

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

Figure 3 (attached) presents the historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average treated flow by each agency. As shown in the figure, the average treated flow typically ranges between 2.9 and 3.1 million gallons per day (mgd). Also shown in Figure 3 is the total wastewater treatment capacity of the plant, 5.25 mgd, of which each Member Agency has the right to 2.5 mgd, and Rancho Santa Fe Community Service District has the right to 0.25 mgd.

City of Escondido Flows

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

	December (mgd)
Escondido (Average flow rate)	10.6
Escondido (Peak flow rate)	19.0

Connected Equivalent Dwelling Units

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

	December (EDU)
Cardiff Sanitary Division	8,193
Rancho Santa Fe SID	469
City of Solana Beach	7,428
San Diego (to Solana Beach)	300
Total EDUs to System	16,390

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachments: Table 1: SEWRF Monthly Report – Flows and EDUs
 Figure 3: Average Daily Flow

SAN ELIJO WATER RECLAMATION FACILITY MONTHLY REPORT - FLOWS AND EDUS

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)			AVERAGE DAILY EFFLUENT FLOW RATE (MGD)			TOTAL PLANT			CONNECTED EDUS			AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)			TOTAL PLANT	
	CSD	RSF	SB	CSD	RSF	SB	CSD	RSF	SB	CSD	RSF	SB	CSD	RSF	SB		CSD
Jan-06	1.515	0.139	1.310	1.410	0.129	1.219	2.758	8,044	423	7,659	16,126	188	329	171	184		
Feb-06	1.499	0.139	1.313	1.268	0.118	1.111	2.497	8,044	423	7,659	16,126	186	329	171	183		
Mar-06	1.542	0.144	1.309	1.475	0.137	1.252	2.864	8,044	424	7,659	16,127	192	340	171	186		
Apr-06	1.523	0.139	1.288	1.400	0.128	1.184	2.712	8,044	424	7,728	16,196	189	328	167	182		
May-06	1.480	0.134	1.299	0.979	0.089	0.859	1.927	8,066	429	7,728	16,223	183	312	168	180		
Jun-06	1.471	0.130	1.350	0.762	0.068	0.699	1.529	8,080	430	7,728	16,238	182	302	175	182		
Jul-06	1.490	0.135	1.436	0.719	0.065	0.693	1.477	8,087	431	7,728	16,246	184	313	186	188		
Aug-06	1.456	0.144	1.392	0.748	0.074	0.715	1.537	8,088	432	7,728	16,248	180	333	180	184		
Sep-06	1.403	0.138	1.327	0.744	0.072	0.704	1.520	8,092	432	7,728	16,252	173	319	172	176		
Oct-06	1.414	0.132	1.286	0.943	0.088	0.857	1.888	8,092	432	7,728	16,252	175	306	166	174		
Nov-06	1.408	0.135	1.284	1.100	0.105	1.003	2.208	8,094	434	7,728	16,256	174	311	166	174		
Dec-06	1.429	0.138	1.275	1.296	0.126	1.156	2.578	8,099	436	7,728	16,263	176	317	165	175		
Jan-07	1.419	0.128	1.282	1.205	0.109	1.089	2.403	8,100	441	7,728	16,269	175	290	166	174		
Feb-07	1.425	0.129	1.277	1.284	0.116	1.150	2.550	8,106	443	7,728	16,277	176	291	165	174		
Mar-07	1.421	0.118	1.285	1.014	0.085	0.917	2.016	8,112	444	7,728	16,284	175	266	166	173		
Apr-07	1.386	0.122	1.267	0.868	0.076	0.794	1.738	8,115	447	7,728	16,290	171	273	164	170		
May-07	1.411	0.106	1.281	0.763	0.058	0.693	1.514	8,116	448	7,728	16,292	174	237	166	172		
Jun-07	1.438	0.104	1.304	0.697	0.051	0.632	1.380	8,117	449	7,728	16,294	177	232	169	175		
Jul-07	1.461	0.109	1.364	0.657	0.049	0.613	1.319	8,119	450	7,728	16,297	180	242	177	180		
Aug-07	1.442	0.110	1.365	0.571	0.044	0.541	1.156	8,120	450	7,728	16,298	178	244	177	179		
Sep-07	1.410	0.107	1.270	0.596	0.046	0.537	1.179	8,124	452	7,728	16,303	174	237	164	171		
Oct-07	1.335	0.096	1.222	0.777	0.056	0.712	1.545	8,124	452	7,728	16,303	184	213	158	163		
Nov-07	1.430	0.113	1.235	1.122	0.088	0.969	2.179	8,138	453	7,728	16,318	176	250	160	170		
Dec-07	1.443	0.143	1.225	1.380	0.137	1.171	2.688	8,144	453	7,728	16,324	177	316	159	172		
Jan-08	1.491	0.144	1.268	1.488	0.144	1.266	2.898	8,146	454	7,728	16,327	183	318	164	178		
Feb-08	1.620	0.162	1.355	1.499	0.150	1.254	2.903	8,150	456	7,728	16,334	199	356	175	192		
Mar-08	1.569	0.149	1.365	1.261	0.119	1.097	2.477	8,151	456	7,728	16,335	192	326	177	189		
Apr-08	1.493	0.125	1.318	1.154	0.097	1.019	2.270	8,151	456	7,728	16,335	183	274	171	180		
May-08	1.487	0.136	1.339	0.755	0.069	0.680	1.504	8,153	456	7,728	16,337	182	299	173	181		
Jun-08	1.649	0.131	1.270	0.647	0.052	0.498	1.197	8,161	456	7,728	16,345	202	288	164	187		
Jul-08	1.713	0.131	1.324	0.722	0.055	0.558	1.335	8,163	456	7,728	16,347	210	288	171	194		
Aug-08	1.562	0.125	1.483	0.608	0.048	0.577	1.233	8,165	457	7,728	16,350	191	274	192	194		
Sep-08	1.547	0.121	1.378	0.813	0.064	0.724	1.601	8,167	459	7,728	16,354	189	264	178	186		
Oct-08	1.478	0.111	1.319	0.671	0.051	0.599	1.321	8,170	460	7,728	16,358	181	242	171	178		
Nov-08	1.511	0.118	1.329	1.080	0.084	0.950	2.114	8,171	462	7,728	16,361	185	256	172	181		
Dec-08	1.580	0.156	1.362	1.446	0.143	1.246	2.835	8,172	462	7,728	16,362	193	338	176	189		
Jan-09	1.522	0.141	1.354	1.256	0.116	1.117	2.489	8,177	462	7,728	16,367	186	306	175	184		
Feb-09	1.599	0.145	1.330	1.408	0.128	1.171	2.707	8,179	462	7,728	16,369	196	314	172	188		
Mar-09	1.510	0.124	1.307	1.030	0.085	0.892	2.007	8,180	463	7,728	16,371	185	268	169	180		
Apr-09	1.463	0.116	1.262	0.731	0.058	0.630	1.419	8,183	463	7,728	16,374	179	251	163	174		
May-09	1.465	0.117	1.247	0.712	0.057	0.606	1.375	8,185	464	7,728	16,377	179	252	161	173		
Jun-09	1.479	0.115	1.319	0.712	0.056	0.635	1.403	8,185	465	7,728	16,378	181	248	171	178		
Jul-09	1.437	0.109	1.376	0.599	0.045	0.573	1.217	8,186	467	7,728	16,381	176	234	178	178		
Aug-09	1.431	0.113	1.419	0.603	0.047	0.598	1.248	8,186	467	7,728	16,381	175	242	178	181		
Sep-09	1.404	0.108	1.346	0.690	0.053	0.661	1.404	8,187	468	7,728	16,383	171	231	174	174		
Oct-09	1.375	0.108	1.332	0.744	0.058	0.721	1.523	8,187	468	7,728	16,383	168	231	172	172		
Nov-09	1.366	0.111	1.323	0.843	0.069	0.816	1.728	8,189	469	7,728	16,386	167	237	171	171		
Dec-09	1.401	0.127	1.322	1.149	0.104	1.084	2.337	8,193	469	7,728	16,390	171	271	171	174		

TABLE 1

ASSUMPTIONS: SB average flow includes San Elijo Hills flow of .131 mgd
 SB Connected EDUs includes 300 EDUs for the City of San Diego

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

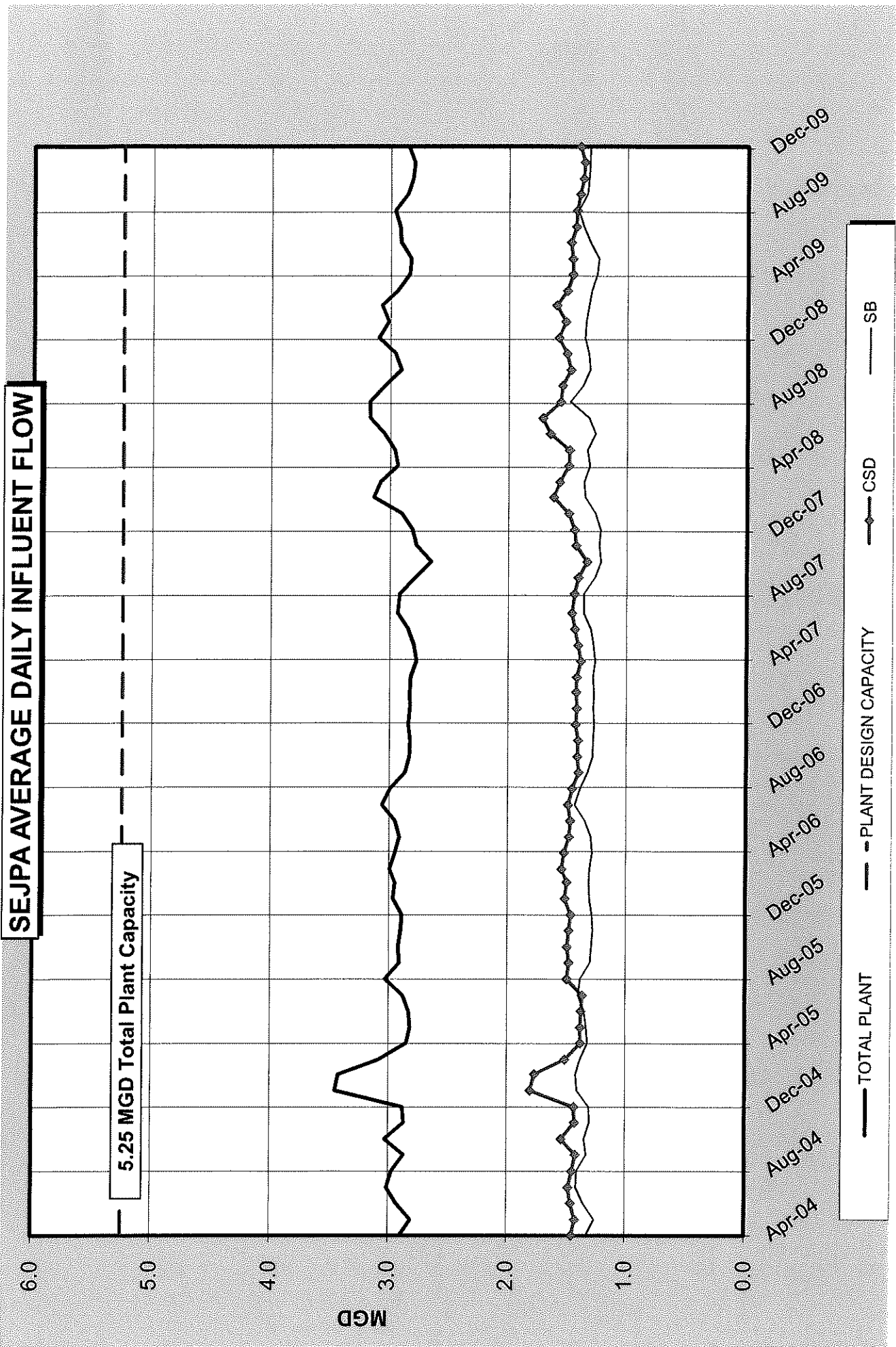


FIGURE 3

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

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 2009, recycled water demand was 49.71 acre-feet (AF), which was met using 49.71 AF of recycled water and 0.00 AF of supplementation with potable water. This equates to a blend mix for December of 100 percent recycled water and zero percent potable water supplementation.

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

Respectfully submitted,


Michael T. Thornton, P.E.
General Manager

MONTHLY RECYCLED WATER DEMAND

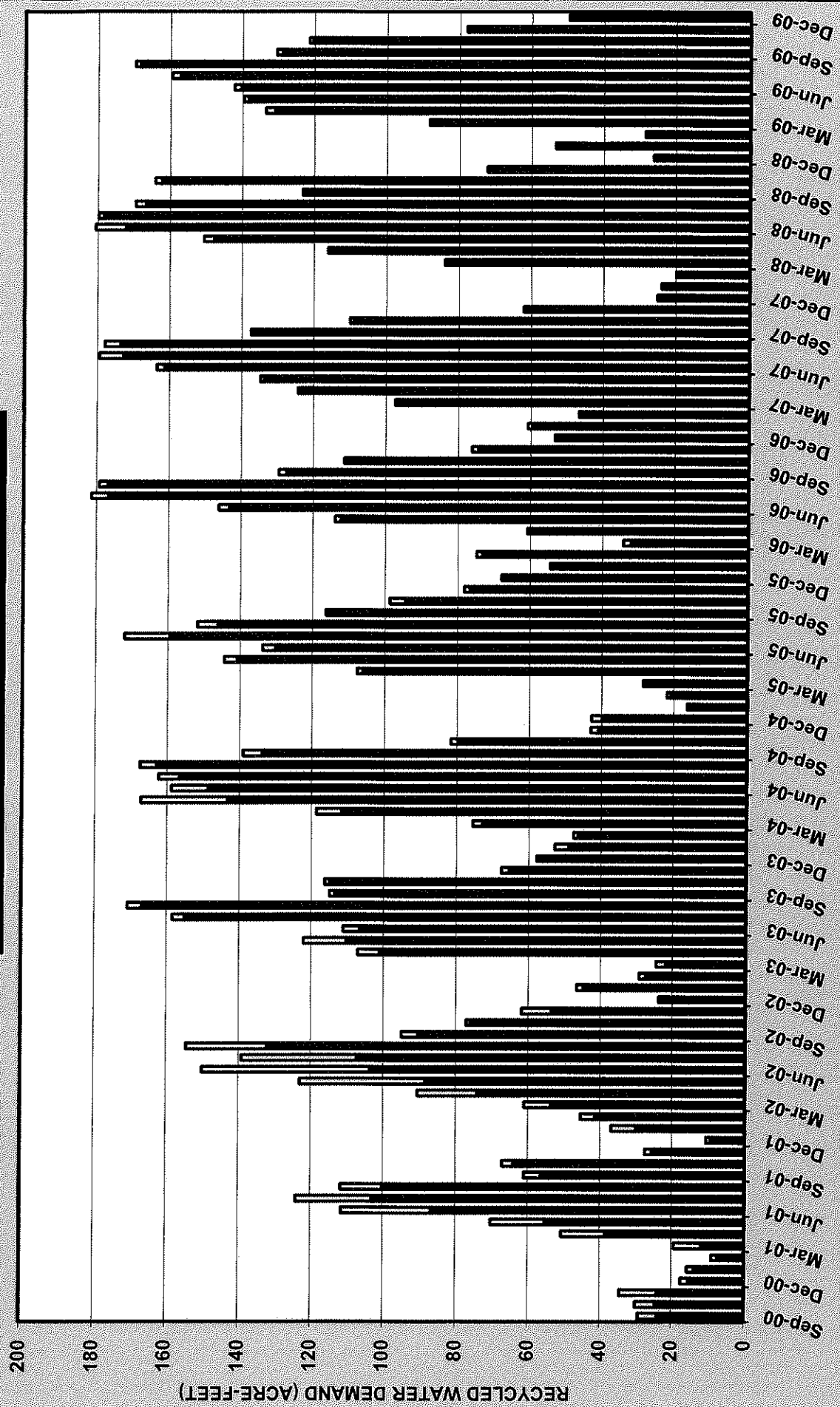


Figure 1

ANNUAL RECYCLED WATER DEMAND

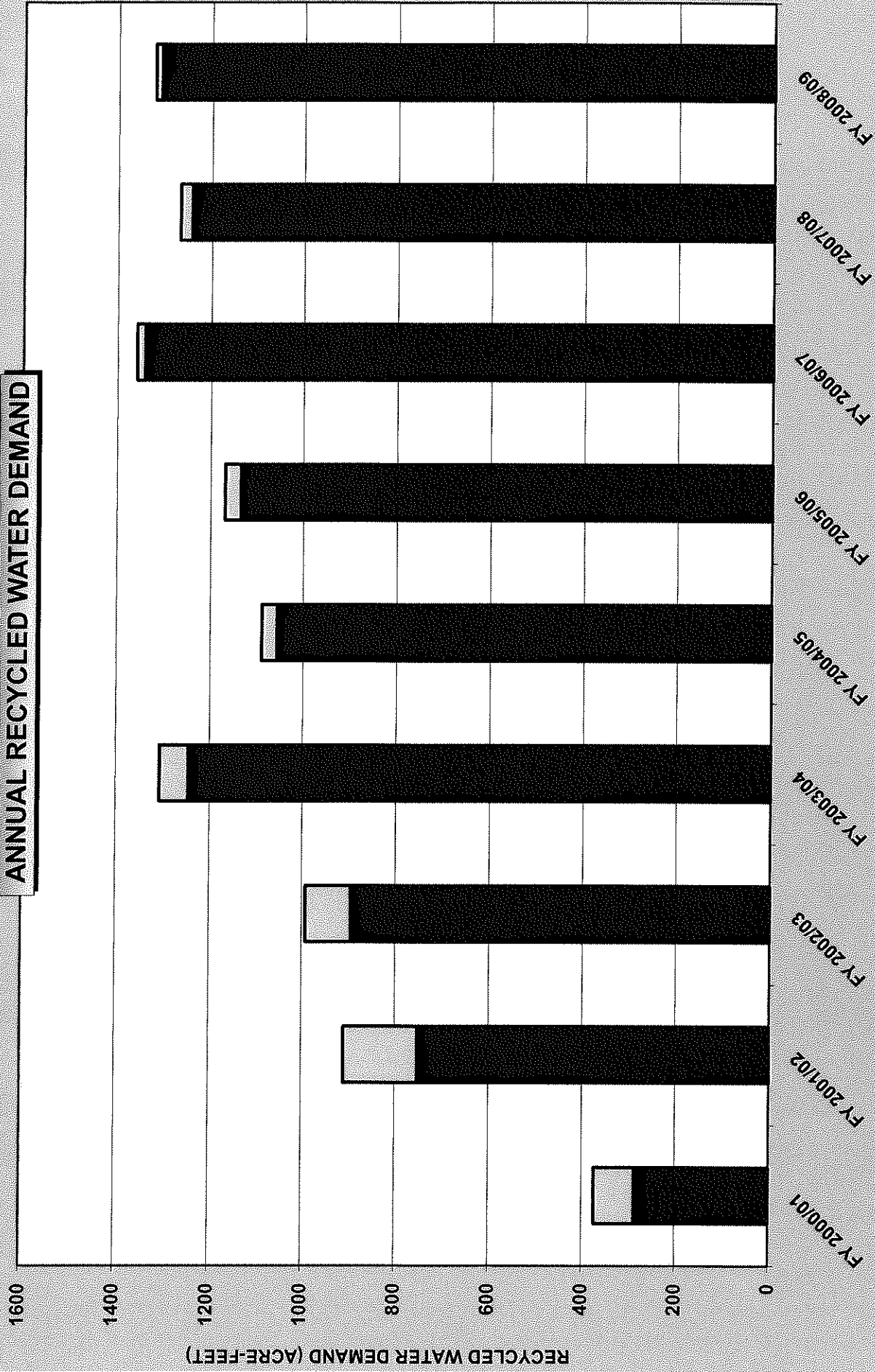


Figure 2

*

AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY CONFLICT OF INTEREST CODE
UPDATE OF APPENDIX A BY RESOLUTION 2010-05

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution 2010-05 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2006-06 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and
2. Discuss and take action as appropriate.

DISCUSSION

The San Elijo Joint Powers Authority (SEJPA) has adopted the Standard Form Conflict of Interest Code, which is promulgated and automatically updated by the Fair Political Practices Commission (FPPC). The attached resolution reflects the following organizational changes which were approved by the Board of Directors on May 11, 2009:

1. Finance Manager title changed to Director of Finance/Administration
2. Elimination of Assistant General Manager position
3. Creation of Director of Operations position

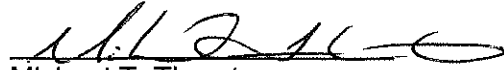
Upon adoption, this revised attachment to the code will be filed with the County Clerk's office.

It is therefore recommended that the Board of Directors:

1. Adopt Resolution 2010-05 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2006-06 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and

2. Discuss and take action as appropriate.

Respectfully submitted,

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

Michael T. Thornton
General Manager

Attachment: Resolution 2010-05 with Appendix A

ATTACHMENT

RESOLUTION NO. 2010-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN ELIJO JOINT POWERS AUTHORITY AMENDING BOARD RESOLUTION NO. 2006-06 CHANGING APPENDIX A REGARDING DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES WITH RESPECT TO FILINGS UNDER THE SEJPA'S CONFLICT OF INTEREST CODE

WHEREAS, on August 2, 1989, by Board Resolution No. 89-5, the Board of Directors of the San Elijo Joint Powers Authority adopted the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission (CCR section 18730) as the Conflict of Interest Code of the SEJPA; and

WHEREAS, on December 12, 1996, by Board Resolution No. 96-6, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 89-5 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on December 14, 2000, by Board Resolution No. 2000-08, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 96-6 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on September 11, 2006, by Board Resolution No. 2006-06, The Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2000-08 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, it is now appropriate to amend Appendix A to said Conflict of Interest Code to update the provisions regarding designated employees and their disclosure categories; and

WHEREAS, the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission, as amended by the Commission from time to time, will remain as the Conflict of Interest Code for the SEJPA;

NOW, THEREFORE, BE IT RESOLVED:

1. The foregoing recitals are true and correct.
2. The attachment to this Resolution is hereby adopted as amended Appendix A to the SEJPA's Conflict of Interest Code.

PASSED AND ADOPTED at a meeting of the Board of Directors of the San Elijo Joint Powers Authority held on February 8, 2010, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Michael T. Thornton
Secretary to the Board

Maggie Houlihan, Chairperson
SEJPA Board of Directors

**APPENDIX A
DESIGNATED EMPLOYEES DISCLOSURE CATEGORIES
FOR THE
SAN ELIJO JOINT POWERS AUTHORITY**

The following categories of disclosure shall apply to the designated employees and consultants:

1. **Board Members, General Manager, Director of Operations, Director of Finance/Administration and General Counsel:** (a) all sources of income; (b) interests in real property; (c) investments and business positions in business entities, provided they provide services, supplies, materials, machinery or equipment of the type utilized by the Authority or in which the Authority is eligible to invest. These positions are considered officials who manage public investments.

2. **Consultants:** Consultants shall be included in the list of designated employees to the extent required by law. A consultant shall disclose (a) all sources of income; (b) interests in real property; and (c) investments and business positions in business entities, provided they are relevant to the scope of services or property to be provided by the Consultant and of the type which may utilized by the Authority. However, the General Manager may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements in this Code. Such written determination is a public record and shall be retained for public inspection in the same manner and location as this Code.

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CARDIFF SANITARY DIVISION PUMP STATIONS CONTINGENCY FUNDING

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the use of contingency funding in the amount not to exceed \$27,960 to be used as necessary to repair and maintain the Cardiff Sanitary Division Pump Stations; and
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) provides pump station operation and maintenance services to the City of Encinitas, Cardiff Sanitary Division (CSD). These facilities include the Cardiff, Coast Highway, and Olivenhain Pump Stations.

The CSD Pump Stations have required a number of repairs this year requiring additional staff time as well as equipment repairs and/or replacement. These repairs include Variable Frequency Drive (VFD) controllers, a new motor, storm damage repairs, and additional staff time related to these items.

DISCUSSION

The budgeted line item for Repair Parts was totally expended for the Olivenhain Pump Station and the Cardiff Pump Station during the first five months of the fiscal year. Both of these stations require additional repairs to continue through the end of this fiscal year. Repairs are not anticipated to require more than the contingency funding available in the CSD budget.

It is therefore recommended that the Board of Directors:

1. Authorize the use of contingency funding in the amount not to exceed \$27,960 to be used as necessary to repair and maintain the Cardiff Sanitary Division Pump Stations; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, PE
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance/Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE
FISCAL YEAR 2009-10 OPERATING BUDGET

RECOMMENDATION

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

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) operates a variety of programs as part of its mission to provide cost effective and reliable wastewater and recycled water services. The individual programs include Wastewater Treatment, Laboratory Services, Ocean Outfall, Cardiff Sanitary Division Pump Stations, Encinitas Sanitary Pump Stations, Solana Beach Pump Stations, Storm Water, Water Reclamation, and Capital Programs. Each program is funded by the customer base it serves. The largest funding source to the SEJPA is the sanitation divisions of the member agencies (Cities of Encinitas and Solana Beach), followed by the San Dieguito Water District, Santa Fe Irrigation District, City of Escondido, Rancho Santa Fe Community Service Districts, and the City of Del Mar. The total operating budget (excluding capital programs) for the SEJPA for Fiscal Year (FY) 2009-10 is \$5,008,730.

DISCUSSION

The following information is an analysis of estimated operating expenditures through the end of FY 2009-10. Although this is only an estimate, it is expected that overall the SEJPA will conclude the fiscal year at or slightly below budget. Personnel and non-personnel costs will be below budgeted levels and capital outlay will be slightly above budgeted levels. Each program has designated contingency funding to address emergency issues, unforeseen repairs, or other unplanned events. For this fiscal year, contingency funding was used the Wastewater Treatment Program totaling \$64,238. It is anticipated that the SEJPA will use the contingency funding for the Cardiff Pump Stations to fund repairs identified due to recent storm events.

Budget projections by classification for all SEJPA programs are present in Table 1.

TABLE 1
Statement of Estimated Expenditures through 6/30/10
By Classification

<i>Classification</i>	<i>Current Budget</i>	<i>Estimated Expenditures</i>	<i>Expected Savings</i>	<i>Percent Spent</i>
Personnel	\$2,451,450	\$2,402,597	\$ 48,853	98%
Non-Personnel	2,316,840	2,276,119	40,721	98%
Capital Outlay	43,000	53,810	(10,810)	125%
Sub-Total	\$4,811,290	\$4,732,526	\$ 78,764	98%
Contingency	197,440	92,198	105,242	47%
Total	\$5,008,730	\$4,824,724	\$184,006	96%

Table 2 lists budgets and anticipated expenditures by program.

TABLE 2
Statement of Estimated Expenditures through 6/30/10
By Program

<i>Program</i>	<i>Current Budget*</i>	<i>Estimated Expenditures</i>	<i>Expected Savings</i>	<i>Percent Spent</i>
WW Treatment	\$2,468,850	\$2,440,951	\$27,899	99%
Laboratory Services	398,930	375,843	23,087	94%
Ocean Outfall	433,430	414,081	19,349	96%
CSD Pump Stations	255,550	255,550	0	100%
ESD Pump Stations	135,990	121,915	14,075	90%
Pheobe Storm Drain	3,570	3,546	24	99%
Urban Runoff Station	17,030	16,764	266	98%
Enc. Storm Drain Sed.	11,440	9,462	1,978	83%
SB Pump Stations	293,860	268,516	25,344	91%
SB Storm Drain Sed.	5,820	5,708	112	98%
Sanitary subtotal	4,024,470	3,912,336	\$112,134	97%
Water Reclamation	984,260	912,388	71,872	93%
Total	\$5,008,730	\$4,824,724	\$184,006	96%

* including contingency funding of \$197,440 which is 3.9% of the total budget

Wastewater Treatment Operations

Wastewater treatment operations are projected to end the year approximately 1%, or roughly \$28,000, under budget. Major components of the wastewater treatment budget include personnel, insurances, chemicals, repair and maintenance parts, professional services, utilities, waste hauling and disposal, and capital outlay.

Personnel costs for this program are forecast to be at budget. Supplies and services are expected to be approximately \$28,000 below budget. Contingency funding of \$64,238 was utilized in December 2009 for making payment to the California Energy Commission for a recently received construction loan. By making an earlier than expected loan payment, the SEJPA avoided \$43,000 in interest over the life of the loan.

Areas forecasted to be below budget in the supplies and services category include insurances at \$3,000, legal services at \$16,000, and electricity at \$46,000. The SEJPA anticipates increased expenditures for repair parts, maintenance services, and chemicals above budget levels that will offset some of the savings within the supplies and services category. Maintenance and repairs have seen an increase as the plant ages and equipment reaches the end of its useful life.

Laboratory Services

Laboratory services are expected to be approximately \$23,000 under budget. The savings are comprised of personnel costs, \$16,000, and contingency funding, \$7,000. The personnel cost savings are due to staffing vacancy for part of the year. Savings in the laboratory supplies and services category has allowed the SEJPA to replace some aging laboratory equipment this year.

Ocean Outfall

The Ocean Outfall Program is expected to be approximately \$19,000 under budget this year, most of which is contingency funding. Personnel costs are projected to be slightly under budget and supplies and services are forecast to be at budgeted levels. Contingency funding of \$16,990 is not anticipated to be utilized.

Other Facilities

The SEJPA manages, operates, and maintains other industrial facilities for the SEJPA member agencies. The other facilities are divided into four divisions: Cardiff Sanitary Division (CSD), Encinitas Sanitary Division (ESD), the City of Encinitas, and the City of Solana Beach (SB). Each division has an established budget based on forecast costs of operating and maintaining the stations within that division. Table 3 lists the facilities of each division.

TABLE 3
Summary of Other Facilities
Operated and Maintained by the SEJPA

<i>Cardiff Sanitary Division (CSD)</i>	<i>Encinitas Sanitary Division (ESD)</i>	<i>City of Encinitas</i>	<i>City of Solana Beach (SB)</i>
Cardiff Coast Blvd. Olivenhain	Moonlight Beach	Phoebe Storm Water Urban Runoff Treatment Facility Storm Drain Sediment Drying	Eden Gardens Solana Beach San Elijo Hills Fletcher Cove Storm Drain Sediment Drying

The CSD pump stations have seen a number of repairs requiring additional staff time as well as equipment repairs and/or replacement. It is anticipated that the entire CSD pump station budget, including contingency will be required this year.

It is anticipated that the ESD pump station will be below budget this year. The majority of this program's contingency funding should not be used resulting in a projection of \$14,000 under budget for the year.

The Pheobe Storm Drain program is anticipated to end the year at budget.

The Urban Runoff Station program is anticipated to end the year at budget.

The Storm Drain Sediment Drying and Disposal program for the City of Encinitas was a new addition in the middle of last year. In its first full year of operation, it is anticipated that this program will be approximately \$2,000 under budget this year. Personnel cost will be over budget due to the level of effort to maintain this program, but will be offset by savings in supplies and services.

The SB pump stations, with the construction of the Eden Gardens Pump Station, have seen additional staff time this year as anticipated. Additionally, the supplies and services required to operate the pump station have been on target while preserving the \$25,920 of contingency funding.

The Storm Drain Sediment Drying and Disposal program for the City of Solana Beach was a new addition the middle of last year. In its first full year of operation, it is anticipated that this program will be at budgeted levels this year.

Water Reclamation Program

FY 2009-10 is the ninth full year of the Water Reclamation Program. This program receives revenue from three water purveyors: San Dieguito Water District, Santa Fe Irrigation District, and the City of Del Mar. Water rates from these purveyors have continued to increase and, as of this time, have resulted in base recycled water rates of approximately \$1,086 per acre-foot (AF) as compared to \$548 per AF when the program began. The program also receives performance

incentives in the amount of \$250 per AF from the Metropolitan Water District and \$200 per AF from the San Diego County Water Authority.

Budgeted revenue for this program is \$1,872,622 and actual revenues are anticipated to be \$1,904,730. Based on mid-year projections, the SEJPA could realize \$32,108 more in revenues than budgeted. This is a result of increased water rates for potable water. The recycled water wholesale rates are indexed to 85% of the potable rate. Table 4 identifies recycled water revenues by source.


TABLE 4
Statement of Estimated Revenues through 6/30/10

<i>Agency</i>	<i>Current Budget</i>	<i>Estimated Revenue</i>	<i>Over/ (Under)</i>	<i>Percent</i>
San Dieguito Water District	\$664,422	\$663,163	\$ (1,259)	100%
Santa Fe Irrigation District	509,000	561,399	52,399	110%
City of Del Mar	125,450	125,453	3	100%
Metropolitan Water District	255,000	246,540	(8,460)	97%
San Diego County Water Auth.	318,750	308,175	(10,575)	97%
Total	\$1,872,622	\$1,904,730	\$ 32,108	102%

Budgeted operating expenditures total \$984,260 and estimated expenditures are projected to be \$912,388, resulting in a projected savings of \$71,872 for the program. Infrastructure debt service for the Water Reclamation Program remains unchanged at the budgeted amount of \$834,675.

The SEJPA had budgeted sufficient revenues to cover the cost of operations and maintenance as well as debt service for the reclamation program for the current fiscal year. With operating expenditures projected to be \$71,872 under budget and operating revenues projected to be \$32,108 over budget, it is estimated that the SEJPA will increase the Water Reclamation Reserve by \$103,980.

Respectfully submitted,

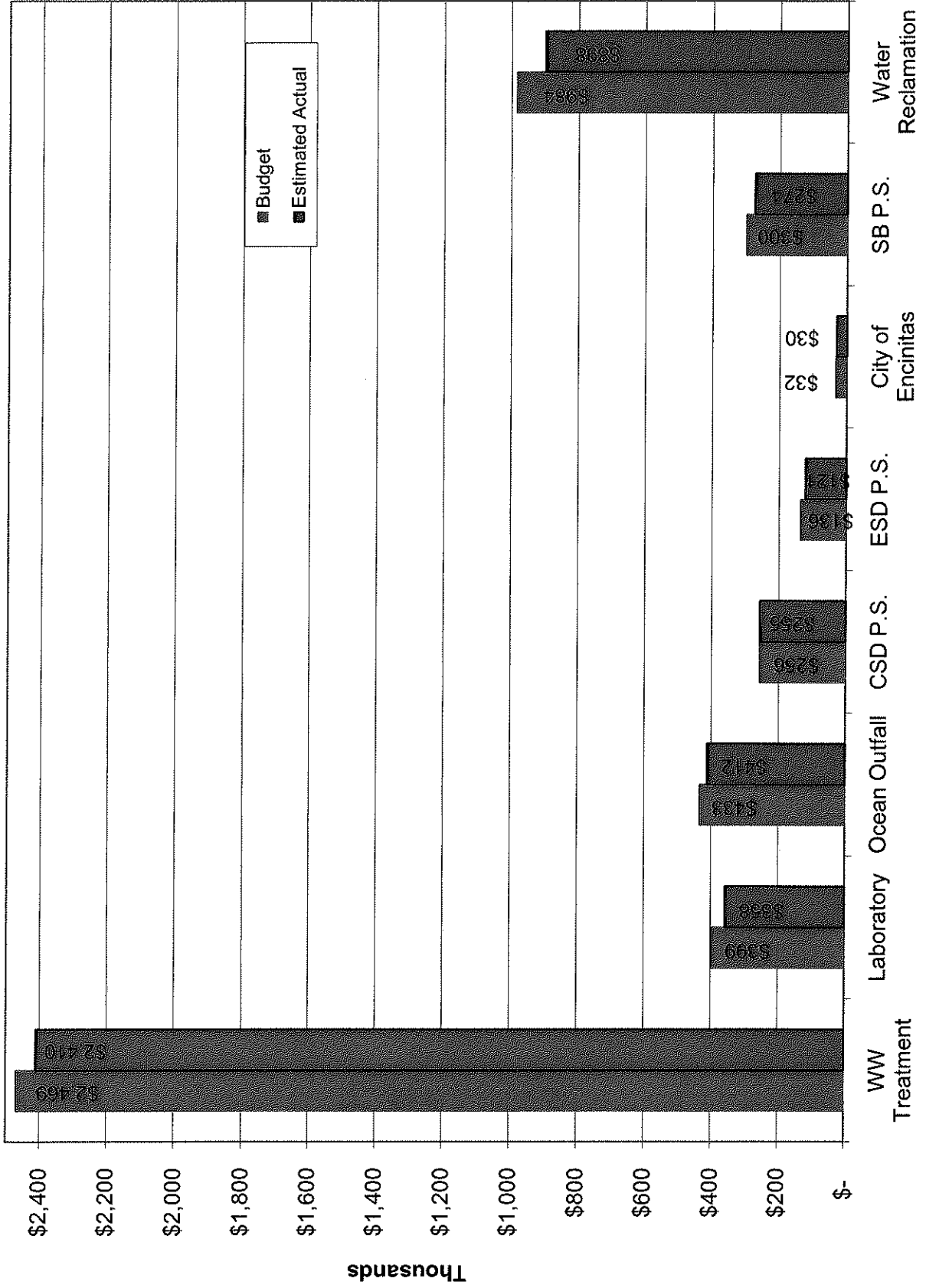


 Gregory Lewis
 Director of Finance/Administration

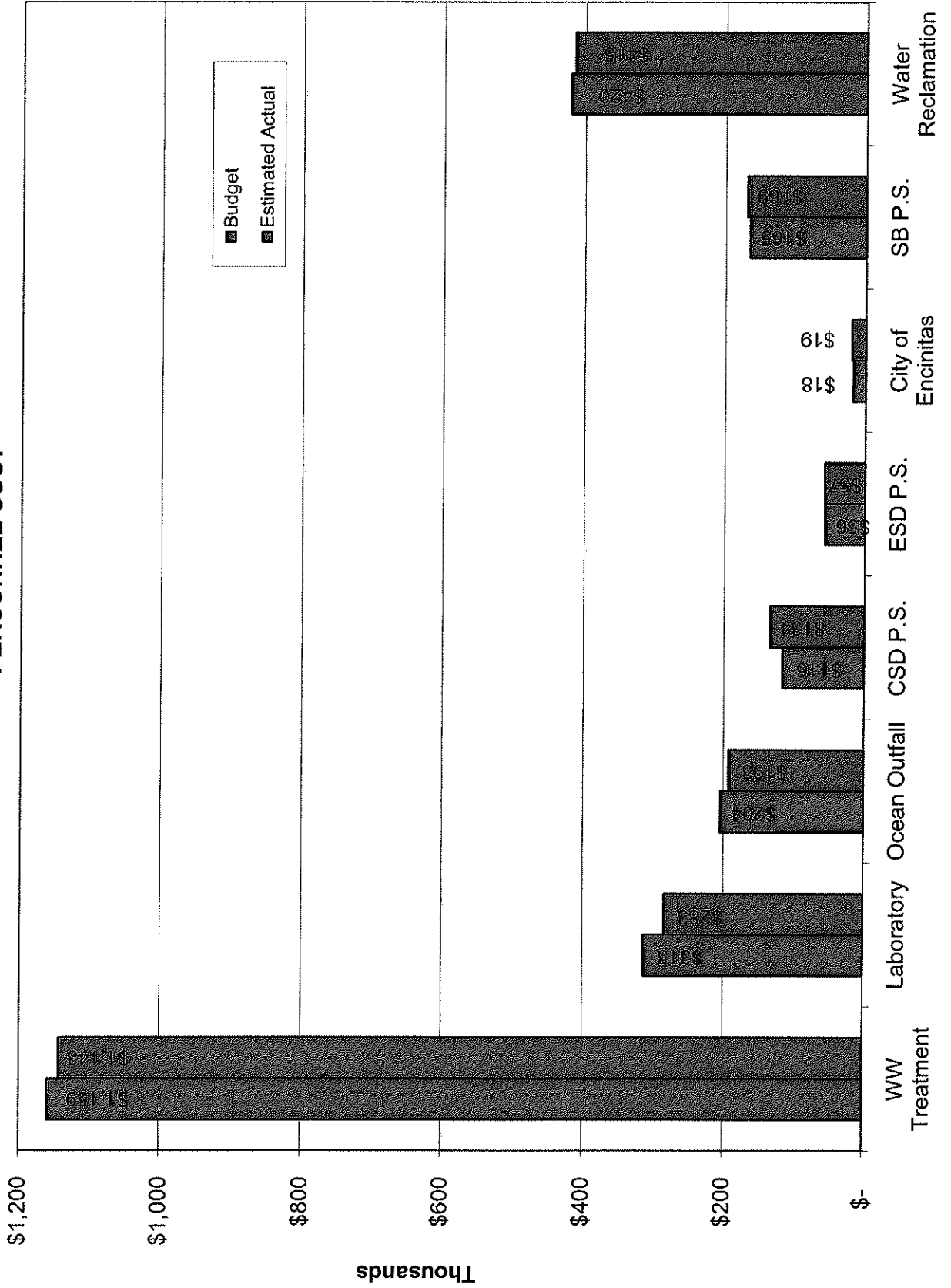
Attachments: Fiscal Year 2009-10 Budget vs. Estimated Actual Total Cost, Personnel Cost, Supplies and Services Cost, and Water Reclamation Revenues

ATTACHMENTS

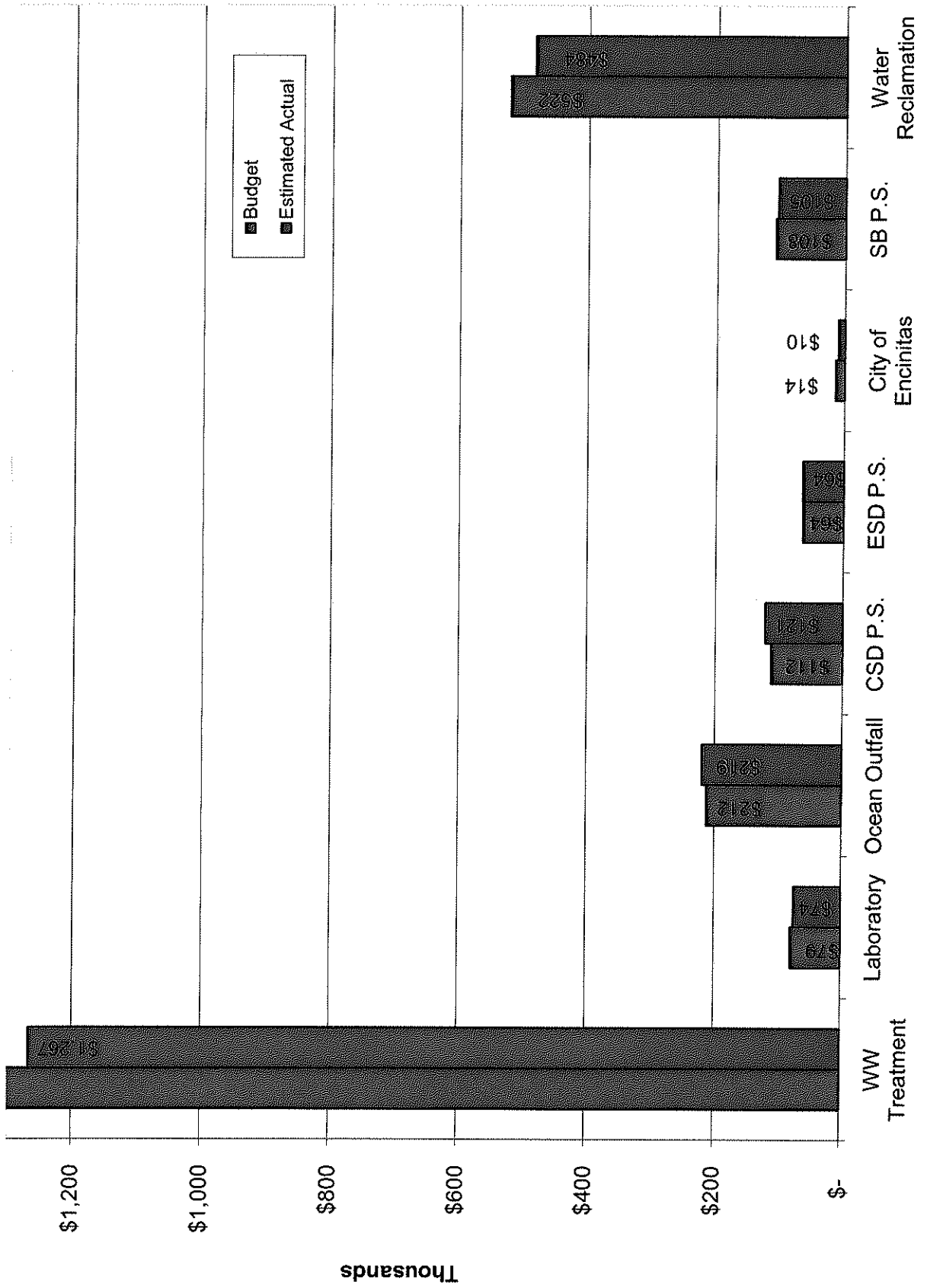
**San Eljio Water Reclamation Facility
Fiscal Year 2009-10
Budget vs. Estimated Actual
TOTAL COST**



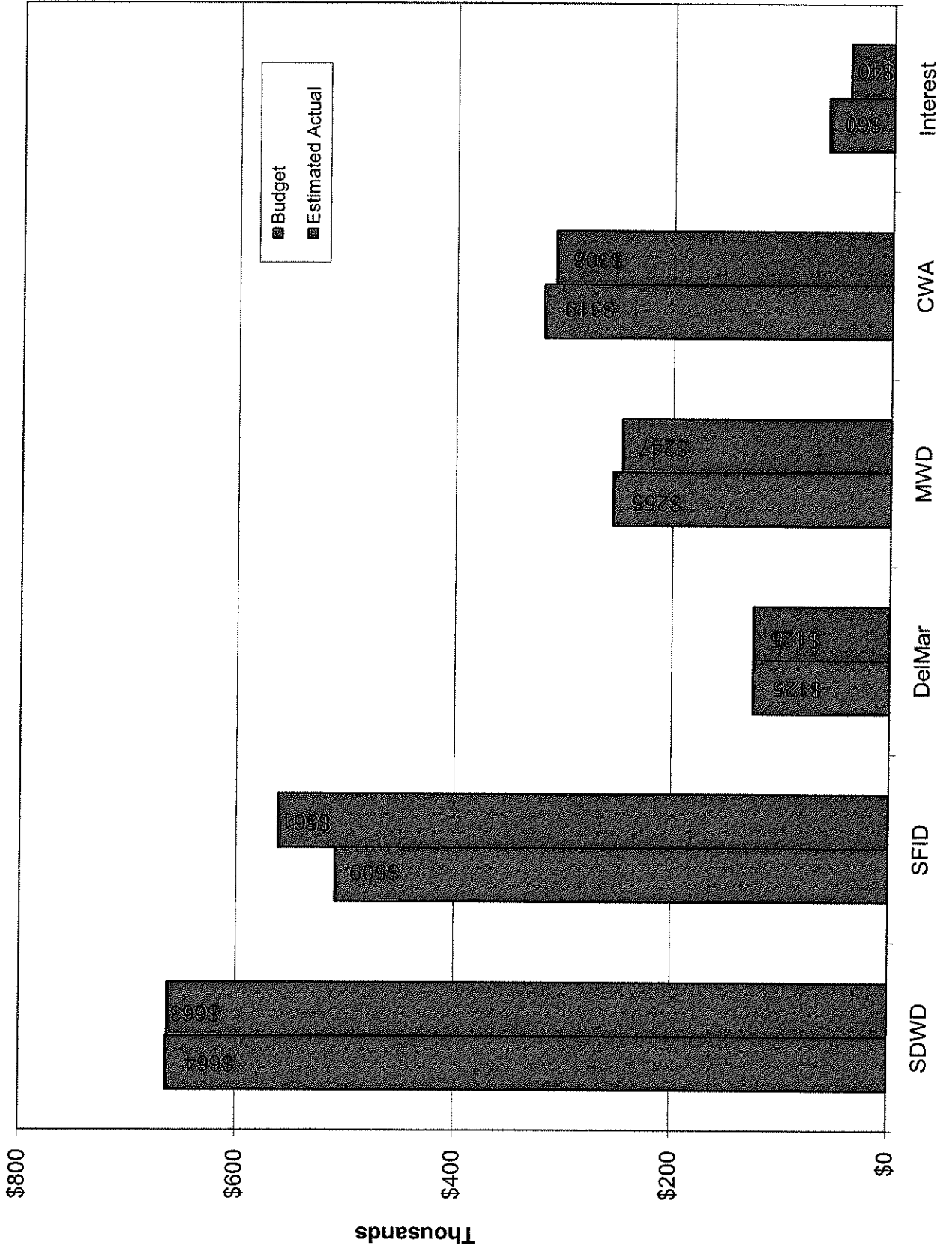
San Elijo Water Reclamation Facility
Fiscal Year 2009-10
Budget vs. Estimated Actual
PERSONNEL COST



San Elijo Water Reclamation Facility
 Fiscal Year 2009-10
 Budget vs. Estimated Actual
 SUPPLIES AND SERVICES COST



San Elijo Water Reclamation Facility
Fiscal Year 2009-10
Budget vs. Estimated Actual
WATER RECLAMATION REVENUES



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROPOSED CLASSIFICATION AND COMPENSATION INDEX

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the proposed SEJPA Classification and Compensation Index; and
2. Discuss and take action as appropriate.

BACKGROUND

The SEJPA is a sanitation agency that employs a non-unionized workforce of 22 employees. Core functions of the agency include wastewater pumping and conveyance, wastewater treatment and water reclamation, and analytical laboratory analyses. Employee positions include eight state-certified wastewater treatment operators, two certified laboratory analysts, two licensed engineers, one engineer-in-training, one licensed electrician/certified instrumentation programmer, one certified water distribution operator, three industrial systems mechanics, one accountant, and three administrative personnel.

The SEJPA employees are currently operating under a 2-year labor agreement (Resolution No. 2008-06), which is scheduled to expire June 30, 2010. In November 2009, the SEJPA Board of Directors appointed a labor-relations ad-hoc committee to confer in good faith with agency personnel regarding compensation and benefits. The ad-hoc committee, which is comprised of SEJPA Chair Houlihan and Vice Chair Campbell, has met with the General Manager and Director of Finance/Administration in November 2009 and January 2010 to review the terms of the existing labor agreement and to develop the basis of a new labor agreement.

As part of this effort, a classification and compensation analysis of all SEJPA positions was performed. The purpose of the analysis is to assess the agency's compensation competitiveness and was required per Resolution 2008-06 to be completed by January 2010.

DISCUSSION

The SEJPA completed a classification and compensation analysis of all employee positions using salary data from comparable agencies within an approximate 45 mile radius. These agencies included the City of Escondido, City of Oceanside, Encina Wastewater Authority, Leucadia Wastewater District, Olivenhain Municipal Water District, Orange County Sanitation District, Otay

Water District, Padre Dam Municipal Water District, South Orange County Wastewater Authority, and Vallecitos Water District. Figures No. 1 through No. 3 illustrate SEJPA monthly salaries ranges (as denoted by the Xs) compared to the salary range of the survey pool.

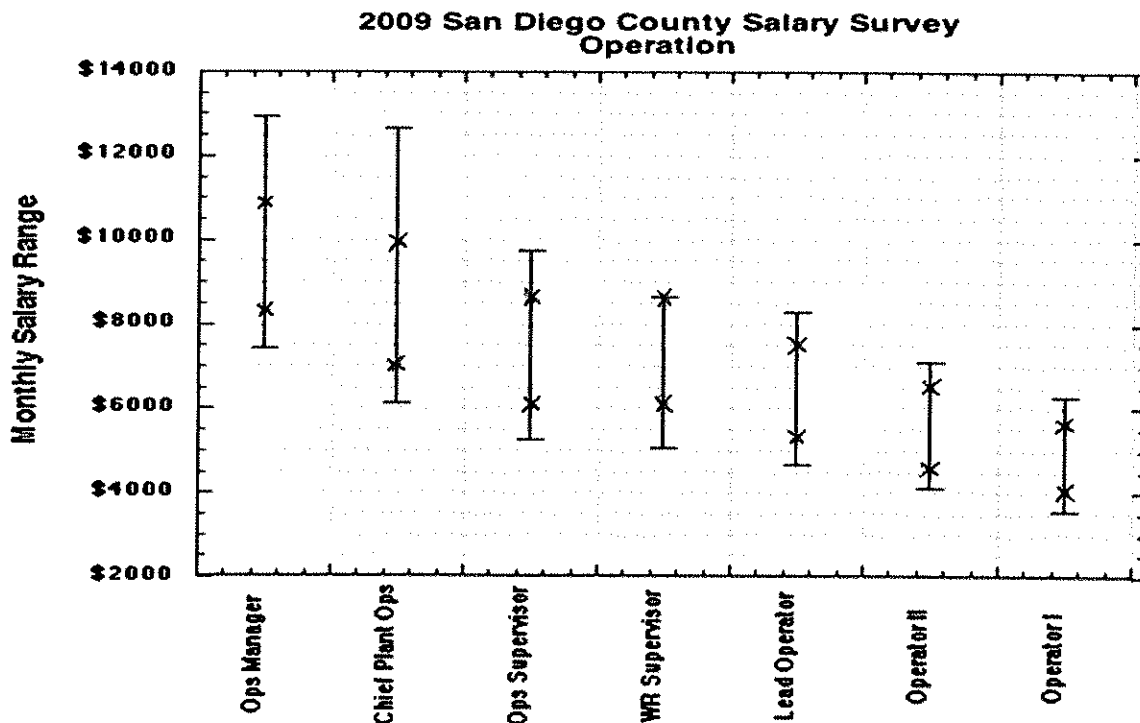


FIGURE No. 1

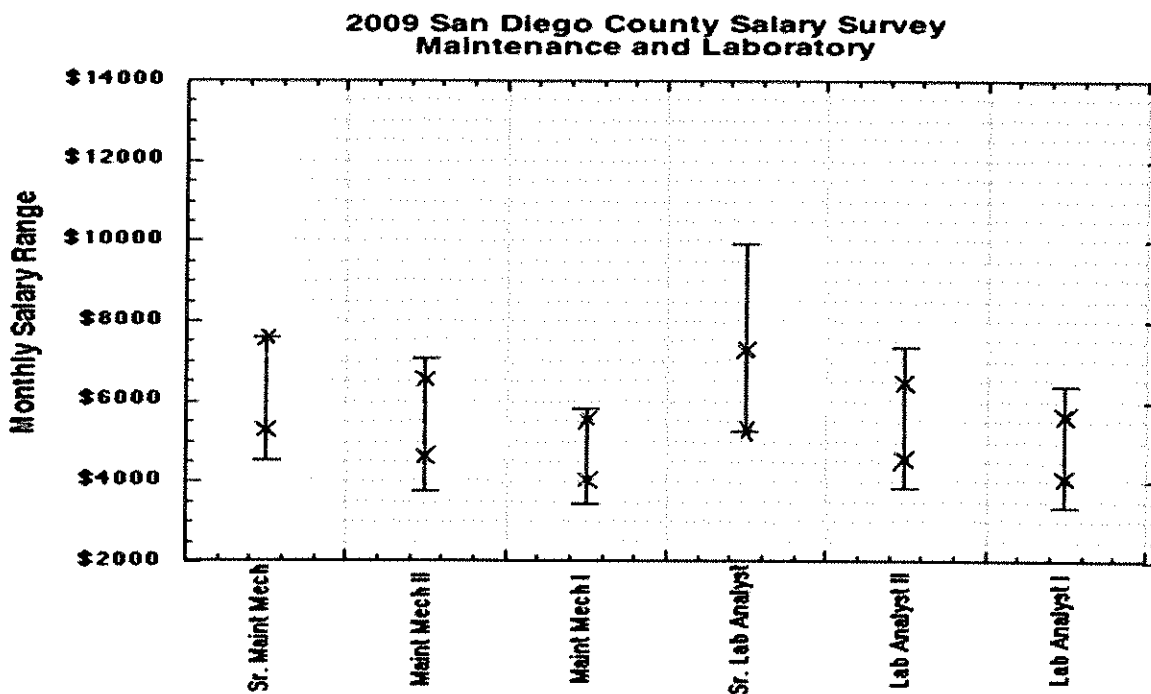


FIGURE No. 2

**2009 San Diego County Salary Survey
Administration, Finance, and Engineering**

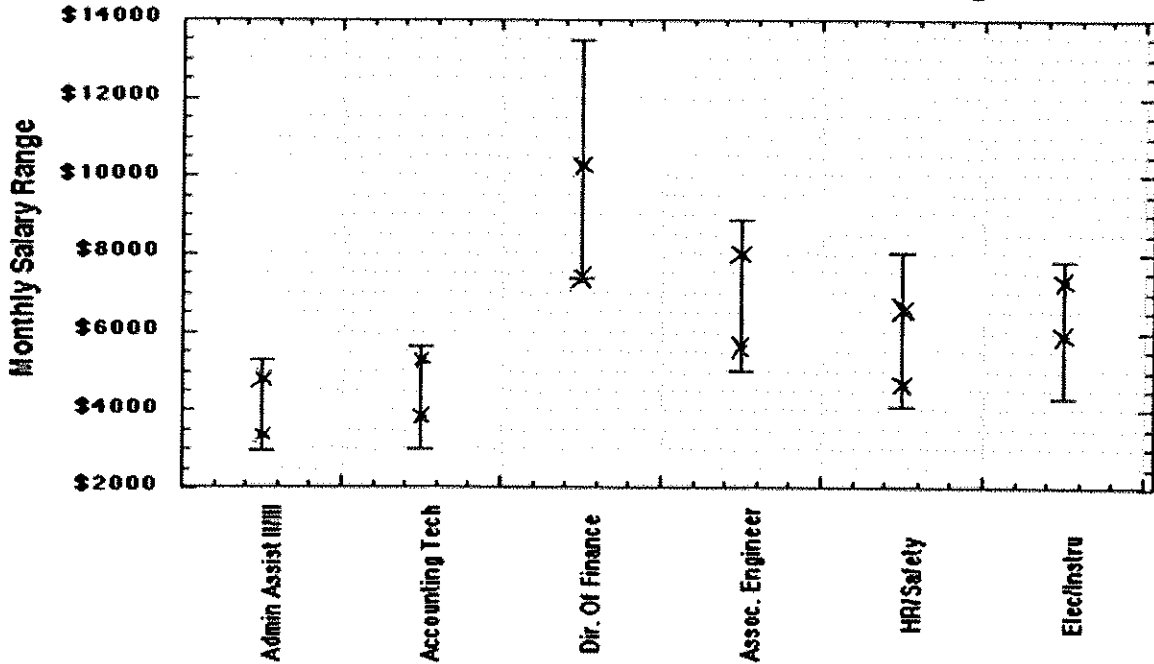


FIGURE No. 3

The general conclusion for the classification and compensation analyses is that the SEJPA is competitively positioned in the job market. One position within the analyses that was difficult to evaluate was the SEJPA's electrical/instrumentation technician position. From the survey data, it appears that most agencies have these duties separated as two distinct positions with the instrumentation/programming technician commanding higher compensation which is not reflected in the survey data. The SEJPA benefits from having one employee with the skill set and training to perform the work of both positions and, as such, the General Manager is recommending adjusting this position's salary range to reflect this. The General Manager also recommends three additional changes to the proposed new classification and compensation index. The net result of the proposed changes will be a decrease in the SEJPA's total maximum compensation. These proposed changes are as follows:

Recommended range increases:

- Director of Finance/Administration (adjust top of salary range from \$10,378 to \$10,885)
- Electrical/Instrumentation (adjust top of salary range from \$7,549 to \$8,050)
- Senior Laboratory Analyst (adjust top of salary range from \$7,399 to \$7,500)

Recommended range decreases:

- Create Water Reclamation Series
- Replace existing Water Reclamation Supervisor (upon retirement) with Water Reclamation Specialist (reduce top of salary range from \$8,653 to \$7,233)

These proposed salary and position changes will result in a net maximum salary decrease of \$311 per month.

The new proposed Classification and Compensation Index, which was developed with the support of the ad-hoc committee, is as follows:

SAN ELIJO JOINT POWERS AUTHORITY
CLASSIFICATION AND COMPENSATION INDEX

	Full-Time Equivalent (FTE)	Min. Monthly	Compensation Max. Monthly
Administrative Assistant Human Resources/Safety Administrator	1	\$3,430	\$4,827
Director of Operations	1	\$8,301	\$10,833
Associate Engineer	1	\$5,688	\$8,004
Electrical/Instrumentation Tech	1	\$5,815	\$8,050
Director of Finance/Administration	1	\$8,321	\$10,885
General Manager	1	Under Contract	
Laboratory Series	2		
<i>Laboratory Analyst I</i>		\$4,041	\$5,685
<i>Laboratory Analyst II</i>		\$4,567	\$6,426
<i>Senior Laboratory Analyst</i>		\$5,330	\$7,500
Mechanic Series	3		
<i>Mechanic I</i>		\$4,043	\$5,689
<i>Mechanic II</i>		\$4,649	\$6,542
<i>Senior Mechanic</i>		\$5,347	\$7,523
Wastewater Treatment Operator Series	4		
<i>Operator-In-Training</i>		\$3,516	\$4,947
<i>Operator I</i>		\$4,043	\$5,689
<i>Operator II</i>		\$4,649	\$6,542
Lead Operator	2	\$5,347	\$7,523
Operations Supervisor	1	\$6,149	\$8,653
Chief Plant Operator	1	\$7,071	\$9,950
Water Reclamation Series	1		
Water Reclamation Supervisor		\$6,149	\$8,653
Water Reclamation Specialist		\$5,147	\$7,233

It is therefore recommended that the Board of Directors:

1. Approve the proposed SEJPA Classification and Compensation Index, and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
 General Manager