

**AGENDA**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**MONDAY FEBRUARY 10, 2014 AT 9:00 AM**  
**SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM**  
**2695 MANCHESTER AVENUE**  
**CARDIFF BY THE SEA, CALIFORNIA**

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. PRESENTATION OF AWARDS  
  
None
6. \* **CONSENT CALENDAR**
7. \* APPROVAL OF MINUTES FOR THE JANUARY 13, 2014 MEETING
8. \* APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS
9. \* SAN ELIJO WATER RECLAMATION FACILITY TREATED EFFLUENT FLOWS – MONTHLY REPORT
10. \* SAN ELIJO JOINT POWERS AUTHORITY RECYCLED WATER PROGRAM – MONTHLY REPORT
11. \* ITEMS REMOVED FROM CONSENT CALENDAR

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

## **REGULAR AGENDA**

12. **SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2013-14 OPERATING BUDGET**

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

Staff Reference: Director of Finance & Administration

13. **AGENCY RESOURCE SHARING AGREEMENT – IT SERVICES**

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

Staff Reference: Director of Finance & Administration

14. **PROPOSED 2015 FACILITY PLAN FOR THE SAN ELIJO WATER RECLAMATION FACILITY**

1. Approve Recycled Water Facility Planning Grant Resolution and Authorize General Manager to Execute; and

2. Discuss and take action as appropriate.

Staff Reference: General Manager

15. **GENERAL MANAGER'S REPORT**

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

16. **GENERAL COUNSEL'S REPORT**

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

17. **BOARD MEMBER COMMENTS**

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

18. **CLOSED SESSION**

A closed session will be held per Government Code Section 54956.8: Real Property Negotiations.

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, March 10, 2014 at 9:00 a.m.

NOTICE:

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

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

AFFIDAVIT OF POSTING

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

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

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

Date: February 5, 2014



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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON JANUARY 13, 2014  
AT THE  
SAN ELIJO WATER RECLAMATION FACILITY

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Thomas M. Campbell, Chair

Mark Muir, Vice Chair

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A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, January 13, 2014, at 9:00 a.m., at the San Elijo Water Reclamation Facility at 2695 Manchester Avenue, Cardiff by the Sea, California.

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

Teresa Barth  
Thomas M. Campbell  
Mark Muir  
David Zito

*Directors Absent:*

None

*Others Present:*

General Manager  
Director of Operations  
Director of Finance & Administration  
Administrative Assistant  
Accounting Technician  
Safety/HR Administrator  
Systems Integration Supervisor  
Maintenance Mechanic  
Wastewater Lead Operator

Michael Thornton  
Christopher Trees  
Paul Kinkel  
Jennifer Basco  
Carrie Cook  
Marisa Buckles  
Casey Larsen  
Emmanuel Hurtado  
Michael Dietrich

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas,

Director of Engineering and Public Works  
Public Works Management Analyst

Glenn Pruim  
Bill Wilson

City of Solana Beach,

City Manager  
Director of Engineering/Public Works

David Ott  
Mohammad "Mo" Sammak

Public

Richard Gurevich

3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

The General Manager recognized Casey Larsen, Systems Integration Supervisor; Emmanuel Hurtado, Maintenance Mechanic II; and Michael Dietrich, Wastewater Lead Operator, for their years of service to the SEJPA. On behalf of the Board of Directors, Chair Campbell thanked Messrs. Larsen, Hurtado, and Dietrich for their service and wished them continued success.

6. CONSENT CALENDAR

Motion carried with unanimous vote of approval.

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

Consent Calendar:

Agenda Item No. 7 Approval of Minutes for the December 9, 2013 meeting

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

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

11. ITEMS REMOVED FROM CONSENT CALENDAR

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

Board Member Barth questioned the positive coliform sample results in the recycled water effluent in the November 2013 Monthly Report. General Manager Thornton stated that the coliform issue began surfacing with the startup of the Advanced Water Treatment system, but with methodical research, investigation, and other corrective actions, no positive coliform results have occurred so far in the month of January.

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

1. Approve San Elijo Joint Powers Authority Recycled Water Program – Monthly Report

Motion carried with unanimous vote of approval.

12. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

General Manager Michael Thornton stated that in accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) formation agreement, the SEJPA Board is required to appoint a chairperson and vice chairperson and establish the time and place for its regular meeting by the second meeting of each calendar year. The General Manager reported that the SEJPA's regular meeting schedule has been generally set as 9:00 a.m. on the second Monday of each month, with no meeting in August. The regular meetings have been held at the San Elijo Water Reclamation Facility, located at 2695 Manchester Avenue, Cardiff-by-the-Sea, CA 92007.

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

1. Appoint Mark Muir as Chairperson and David Zito as Vice Chair for the 2014 SEJPA Board of Directors.

Motion carried with unanimous vote of approval.

At this point, Chair Muir presided over the meeting.

Moved by Member Barth and seconded by Vice Chair Zito to:

2. Establish the SEJPA regular meeting schedule for 2014 as the second Monday of each month with no planned meeting for August, with the meeting location as the San Elijo Water Reclamation Facility.

Motion carried with unanimous vote of approval.

13. SAN ELIJO OCEAN OUTFALL 2013 ANNUAL INSPECTION REPORT

General Manager Thornton reported to the Board of Directors that the annual inspection of the ocean portion of the outfall was completed and the outfall was found to be in excellent overall condition. The inspection found no signs of spalling, rust staining, or cracking of the external surface of the outfall pipe. The General Manager also stated that 15 of the 35 pile supports, which are usually covered with sand, were exposed, allowing inspection of the zinc anodes used for corrosion protection. As a result, several anodes were found to be in need of replacement, which will be completed within budget.

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

1. Accept and file the San Elijo Ocean Outfall Year 2013 Annual Inspection Report prepared by Merkel & Associates, Inc.

Motion carried with unanimous vote of approval.

14. PROJECT UPDATE FOR THE GENERATOR REPLACEMENT PROJECT AT THE SAN ELIJO WATER RECLAMATION FACILITY

General Manager Thornton updated the Board of Directors on the generator replacement project and informed them that the recommended option for replacing the

250kW and the 500kW generators is with one 800kW unit. This option produced the lowest long-term cost to own and it provides the greatest flexibility in managing and distributing power throughout the facility. During the preparation of the Final Design, the City of Solana Beach notified the SEJPA that the emergency generator at the San Elijo Hills Pump Station, which is operated and maintained by the SEJPA, also needed to be replaced. The General Manager stated that combining the projects would save costs on common processes; therefore the Final Design of the San Elijo Water Reclamation Facility and the San Elijo Hills Generator Replacement Project was completed and sent out for public bidding. Mr. Thornton informed the Board of Directors that the project budget for SEWRF is \$830,000 and \$270,000 for San Elijo Hills; and by reallocating funds from the future Headworks/Grit project, the essential emergency generator project can be completed in a timely manner. The City of Solana Beach will provide funding to the SEJPA for this project.

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

1. Authorize the \$33,000 in remaining Capital Funding from the Electrical Upgrades Project to be used for the SEWRF Generator Replacement Project; and
2. Authorize the use of previously budgeted Capital Funding in the amount of \$647,000 from the Headworks/Grit Chamber Rehabilitation Project to be used for the SEWRF Generator Replacement Project.

Motions carried with unanimous vote of approval.

15. PROJECT UPDATE FOR THE BIOSOLIDS CONVEYOR REPLACEMENT PROJECT AT THE SAN ELIJO WATER RECLAMATION FACILITY

General Manager Thornton reported to the Board Members that the Biosolids Conveyor, which lifts "Class B" biosolids from the belt presses into a storage hopper for loading into trucks, has been in place for 22 years and is nearing the end of its expected life cycle. The project budget to replace the conveyor system is \$493,000. The project design was recently completed and is now in the construction bidding phase. The construction contract is anticipated to be brought to the Board of Directors for approval consideration in April 2014. Funding for this project is available in the biosolid program reserve.

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

16. GENERAL MANAGER'S REPORT

General Manager Thornton shared an article with the Board Members that discussed a new "beach water quality" cell phone app created by San Diego County and the conservationist group WILDCOAST. This "app" provides the public access to ocean water quality at local beaches. The article, which appeared in the San Diego Union Tribune on January 3, 2014, highlighted that the Cardiff State Beach, the location of the SEJPA Ocean Outfall, received an "A" for water quality.

17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

None

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:35 a.m., with Michael Thornton per Government Code Section 54956.8 – Real Property Negotiations.

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

20. ADJOURNMENT

The meeting adjourned at 10:05 a.m. The next Board of Directors meeting will be held on February 10, 2014.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager



**SAN ELIJO JOINT POWERS AUTHORITY****PAYMENT OF WARRANTS****14-02****For the Month of January-2014**

<b>Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
29726	Abila	Licenses	Maintenance and support 599.00
29727	Aflac	Medical Insurance - Pers	Medical and supplement life insurance 508.08
29728	Ag Tech, LLC	Services - Biosolids Hauling	Biosolid hauling 12,132.49
29729	Aquatic Bioassay	Services - Laboratory	Lab sample testing 1,040.00
29730	Arrowhead	Supplies - Lab	Kitchen and lab supplies 266.89
29731	AT&T	Utilities - Telephone	DSL - 11/20/13 - 12/19/13 78.58
29732	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping 1,493.75
29733	Bay City Electric Works	Services - Maintenance	Generator preventative maintenance 1,311.25
29734	The Brickman Group LTD	Services - Landscape	Landscape service - January 385.00
29735	California Water Technologies	Supplies - Chem - Ferrous	Ferric chloride - plant 5,234.31
29736	Coast Waste Management, Inc.	Utilities - Trash	12/08/13 - 12/18/13 62.94
29737	Complete Office	Supplies - Office	Office supplies 301.86
29738	County of San Diego	Fees - Permits	Notice of exemption 50.00
29739	CA Sanitation Risk Mgmt Auth.	Insurance - Liability	Liability insurance - 12/31/13 - 12/31/14 30,352.00
29740	CWEA Membership	Dues & Memberships	Membership - T. Hutchinson 148.00
29741	CWEA - TCP	Dues & Memberships	Certificate - M. Dietrich 82.00
29742	D&H Water Systems	Services - Maintenance	Chlorine analyzers 2,207.25
29743	Department of Public Health	Fees - Permits	Recycled water review - 07/01/12 - 06/30/13 4,662.00
29744	Hilts Consulting Group, Inc.	Services - Engineering	Engineering - FEB replacement covers 2,285.00
29745	Home Depot Credit Services	Supplies - Shop & Field	Grinder, table and chair drill bit, and bolts 384.25
29746	ITI	Minor Equip - Shop & Field	Safety vest harness 574.00
29747	Jani-King of CA, Inc. - SEO	Services - Janitorial	Janitorial service - January 882.64
29748	Jennifer Basco	Subsistence - Travel/Rm & Bd	Mileage 75.71
29749	King Lee Chemical Co.	Supplies - Chemicals	Pretreat plus - 0100 antiscalant / dispersant 1,023.98
29750	Konica Minolta	Services - Maintenance	Copier monthly maintenance 145.29
29751	The Lawton Group	Services - Temp	Work week - 12/16/13 - 12/22/13 270.00
29752	R.F. MacDonald Co.	Repair Parts Expense	Gas cock valve 399.26
29753	McMaster-Carr Supply Co.	Repair Parts Expense	Brass ball valve, tags, pvc pipe, and chain 286.71
29754	Miramar Truck Center	Vehicle Maintenance	Service medium duty diesel 270.76
29755	Nash Fabricators	Services - Maintenance	Repair stainless steel sprocket shaft 595.00
29756	National Seminar Training	Seminars/Education	Sales & Use tax seminar 199.00
29757	Olivenhain Municipal Water Dis	Rent	OMWD pipeline rental payment 2,601.00
29758	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 12/21/13 - 01/03/14 14,462.37
29759	Preferred Benefit Insurance	Dental/Vision	Vision insurance - 01/01/14 - 01/31/14 308.90
29760	ProBuild	Supplies - Shop & Field	Repairs, shop and field supplies 170.40
29761	RSIS, Inc.	Repair Parts Expense	MSA programing module 375.47
29762	San Dieguito Water	Utilities - Water	Recycled water meters - 11/26/13 - 12/30/13 6,750.26
29763	Santa Fe Irrigation District	Utilities - Water	Highland Dr. - 10/16/13 - 12/18/13 182.81
29764	Santa Fe Irrigation District	Utilities - Water	Valley - 11/26/13 - 12/30/13 69.36
29765	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - December 423.55
29766	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - January 1,272.28
29767	Terminix Processing Center	Services - Maintenance	Pest control 20.00
29768	Uline	Supplies - Safety	Uline charge for lock out tags 258.06
29769	Unifirst Corporation	Services - Uniforms	Uniform service 289.74
29770	Union Bank of CA	Bank Service Charges	2011 Refunding Revenue Bonds 1,978.00
29771	UPS	Postage/Shipping	Postage 34.32
29772	Underground Service Alert/SC	Services - Alarm	Dig alert - December 73.50
29773	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 457 5,690.36
29774	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a 2,504.44
29775	Water Environment Federation	Dues & Memberships	Membership - A. Simonson 202.00
29776	Xylem Dewatering Solutions, In	Services - Maintenance	Labor, tractor trailer, and pump rental 3,275.10
29777	Aflac	Medical Insurance - Pers	Medical and supplement life insurance 743.52
29778	Airgas West	Supplies - Shop & Field	Acetylene 52.46
29779	Applied Industrial Tech.	Repair Parts Expense	Quadra-flex sleeves 35.20
29780	AT & T - 9777	Utilities - Telephone	Phone service - 12/13/13 - 01/12/14 394.68
29781	AT&T	Utilities - Telephone	DSL - 12/10/13 - 01/09/14 78.19
29782	AT & T	Utilities - Telephone	Alarm service 382.82
29783	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping 832.32
29784	BankCard Center	Capital Outlay	Advertising, ee benefit, pumps, internet 10,449.81
29785	B.J.-s Rental Store	Equipment Rental/Lease	Tools to repair DAFT 232.80
29786	Boot World, Inc.	Uniforms - Boots	Safety boots - M. Piper 136.04
29787	The Brickman Group LTD	Services - Landscape	Rodent control 140.00
29788	Calpers	Retirement Plan - PERS	1959 Survivor Benefit 592.80
29789	Calscience Environmental Lab	Services - Laboratory	Water samples testing 1,402.00
29790	Consolidated Electrical Dist.	Repair Parts Expense	Fuses 118.26
29791	Coastal Asphalt & Seal	Subcontractors	Paving A-type berm 850.00

**SAN ELIJO JOINT POWERS AUTHORITY**

**PAYMENT OF WARRANTS**

**14-02**

**For the Month of January-2014**

<b>Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
29792	Corodata	Rent	Record storage - December 76.20
29793	DMV	Services - Other	Safety records - 10/01/13 - 12/31/13 8.00
29794	Dudek & Associates	Services - Engineering	Emergency Power Generator 36,083.50
29795	Ferguson Waterworks #1082	Repair Parts Expense	Spool and coupling for FEB covers 1,246.08
29796	Fleet Driveline Service	Services - Maintenance	Slip yoke, dust cap, flange yoke, and u-joint 593.08
29797	Grainqer, Inc.	Repair Parts Expense	Electric motor grease 49.19
29798	Guardian	Dental/Vision	Dental insurance - 02/01/14 - 02/28/14 1,483.64
29799	Hardy Diagnostics	Supplies - Lab	Azide, Lauryl, and Brilliant Broth 744.73
29800	Health and Human Resource	Employee Assistance Program	January 317.68
29801	Hoch Consulting, APC	Services - Engineering	Project engineering services 8,508.75
29802	John Deere Landscapes, Inc.	Supplies - Shop & Field	Purple paint 70.63
29803	Kennedy/Jenks Consultants	Services - Engineering	AWT Project 5,679.00
29804	Lomas Santa Fe Country Club	Employee Rewards Program	Deposit 120.00
29805	R.F. MacDonald Co.	Services - Maintenance	Boiler #1 711.00
29806	Pacific Green Landscape	Services - Landscape	Landscape service - January 1,125.00
29807	Pacific Pipeline Supply	Repair Parts Expense	Spool, coupling, gasket, and bolt nut set 618.95
29808	Pacific Safety Center	Training - Safety	Rigger and Signalperson qualification 537.00
29809	P.E.R.S.	Medical Insurance - Pers	Health - February 16,541.58
29810	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 01/04/14 - 01/17/14 14,462.37
29811	Procopio Cory Hargreaves	Services - Legal	General - December 1,852.50
29812	RSF Security Systems	Minor Equip - Shop & Field	Radio for security 836.00
29813	Safe-Entry	Minor Equip - Shop & Field	MultiPro 4-Gas detector 825.40
29814	Safetyline, Inc.	Supplies - Safety	Yellow high gloss vests 73.28
29815	Santa Fe Irrigation District	Utilities - Water	Seabright Lane - 11/04/13 - 01/06/14 58.47
29816	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 12/05/13 - 01/07/14 48,542.73
29817	San Diego IPMA-HR	Seminars/Education	Professional development 25.00
29818	Serpentix Corporation	Repair Parts Expense	Parts for conveyor 3,075.41
29819	Sunbelt Rentals	Equipment Rental/Lease	175KW diesel generator - 01/02/14 - 01/29/14 1,890.00
29820	SWRCB Fees	Fees - Permits	Storm water - 01/01/14 - 12/31/14 1,791.00
29821	Terminix Processing Center	Services - Maintenance	Pest control 237.00
29822	Unifirst Corporation	Services - Uniforms	Uniform service 211.02
29823	Univar USA Inc.	Supplies - Chemicals	Hydrochloric acid and Citric acid - AWT 1,468.77
29824	USA Bluebook	Supplies - Chemicals	Ultra-IBC spill pallet plus with drain 1,538.64
29825	Vantagepoint Transfer Agents	ICMA Retirement	457 - ICMA 5,692.35
29826	Vantagepoint Transfer Agents	ICMA Retirement	401a - ICMA 2,504.44
29827	Verizon Wireless	Utilities - Telephone	Cell phone service - 12/08/13 - 01/07/14 516.78
29828	VWR International, Inc.	Minor Equip - Shop & Field	Furnace box 1100C 3,272.69
29829	Water Environment Federation	Dues & Memberships	Membership - M. Henke 249.00
29830	WEX Bank	Fuel	Fuel - December 1,034.13
29831	World Water Works, Inc.	Capital Outlay	DAF pump 9,504.52
	San Elijo Payroll Account	Payroll	Payroll - 01/10/14 (Less Retirement Plans) 58,871.75
	San Elijo Payroll Account	Payroll	Payroll - 01/24/14 (Less Retirement Plans) 60,723.72
		Bank Service Charges	Wire transfer fee 12.00
			<b>\$419,472.80</b>


SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of January-2014  
As of February 5, 2014**

PAYMENT OF WARRANTS		\$ 419,472.80
Reference Number	14-02	

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.



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Paul F. Kinkel  
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS  
AND INVESTMENT INFORMATION  
As of February 5, 2014

FUNDS ON DEPOSIT WITH	AMOUNT
<b>LOCAL AGENCY INVESTMENT FUND</b> <i>(DECEMBER 2013 YIELD 0.26%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 5,245,270.36
<b>CALIFORNIA BANK AND TRUST</b> <i>(DECEMBER 2013 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 173,922.96
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 6,054,193.32

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

February 10, 2014

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

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

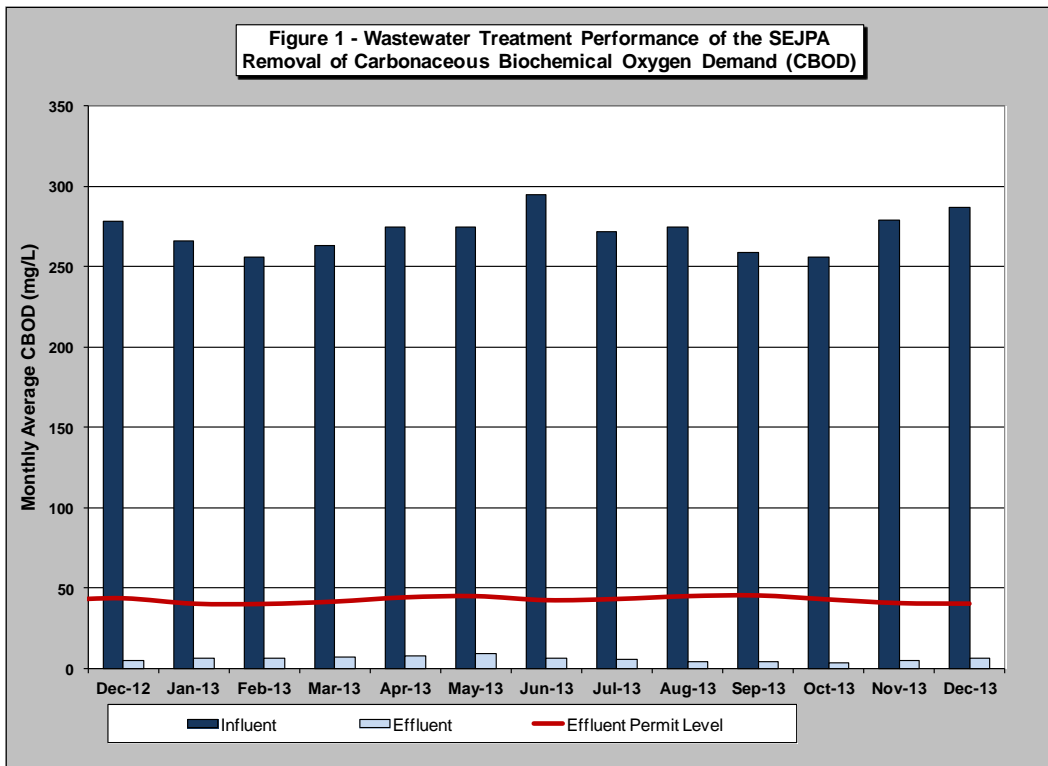
RECOMMENDATION

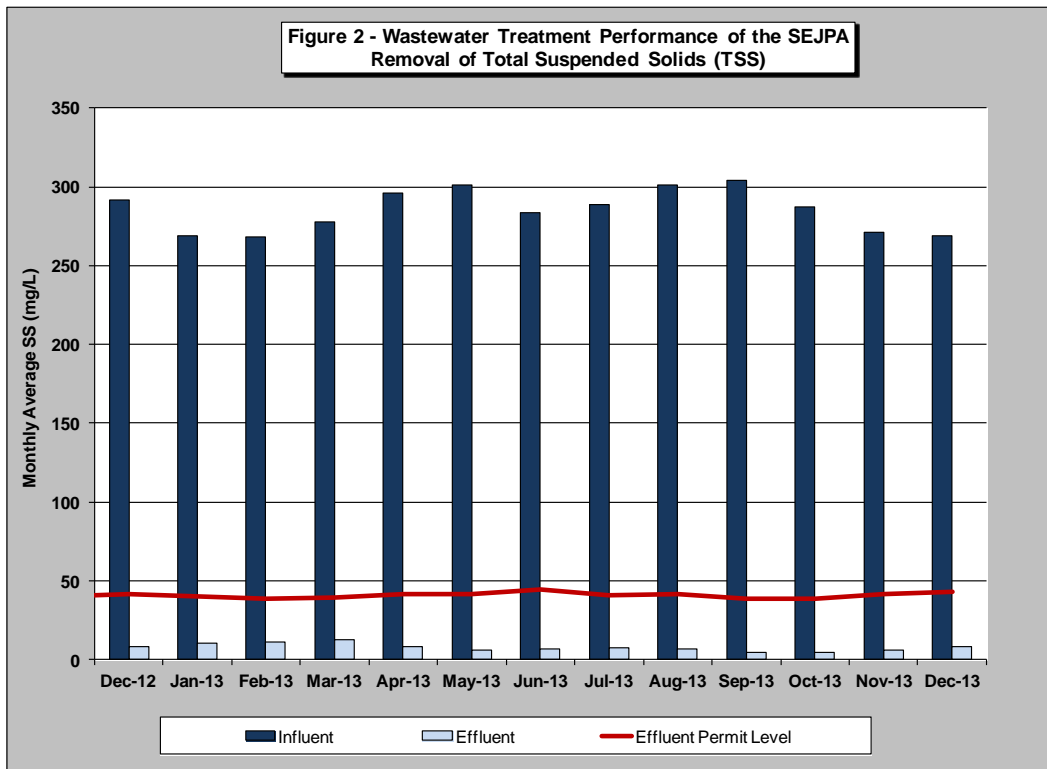
No action required. This memorandum is submitted for information only.

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 2013. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were 97.8 and 96.9 percent removal, respectively, in the period (as shown in Figure 1 and Figure 2).





Member Agency Flows

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

	December	
	Influent (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.341	1.030
City of Solana Beach	1.191	0.915
Rancho Santa Fe SID	0.134	0.103
<b>Total San Elijo WRF Flow</b>	<b>2.666</b>	<b>2.048</b>

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

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

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

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

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)				AVERAGE DAILY EFFLUENT FLOW RATE (MGD)				CONNECTED EDUS				AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)			
	CSD	RSF CSD	SB	TOTAL PLANT	CSD	RSF CSD	SB	TOTAL PLANT	CSD EDUS	RSF CSD EDUS	SB EDUS	TOTAL EDUS	CSD	RSF	SB	TOTAL PLANT
Dec-08	1.580	0.156	1.362	3.098	1.446	0.143	1.246	2.835	8,172	462	7,728	16,362	193	338	176	189
Jan-09	1.522	0.141	1.354	3.017	1.256	0.116	1.117	2.489	8,177	462	7,728	16,367	186	306	175	184
Feb-09	1.599	0.145	1.330	3.074	1.408	0.128	1.171	2.707	8,179	462	7,728	16,369	196	314	172	188
Mar-09	1.510	0.124	1.307	2.941	1.030	0.085	0.892	2.007	8,180	463	7,728	16,371	185	268	169	180
Apr-09	1.463	0.116	1.262	2.841	0.731	0.058	0.630	1.419	8,183	463	7,728	16,374	179	251	163	174
May-09	1.465	0.117	1.247	2.829	0.712	0.057	0.606	1.375	8,185	464	7,728	16,377	179	252	161	173
Jun-09	1.479	0.115	1.319	2.913	0.712	0.056	0.635	1.403	8,185	465	7,728	16,378	181	248	171	178
Jul-09	1.437	0.109	1.376	2.922	0.599	0.045	0.573	1.217	8,186	467	7,728	16,381	176	234	178	178
Aug-09	1.431	0.113	1.419	2.963	0.603	0.047	0.598	1.248	8,186	467	7,728	16,381	175	242	184	181
Sep-09	1.404	0.108	1.346	2.858	0.690	0.053	0.661	1.404	8,187	468	7,728	16,383	171	231	174	174
Oct-09	1.375	0.108	1.332	2.815	0.744	0.058	0.721	1.523	8,187	468	7,728	16,383	168	231	172	172
Nov-09	1.366	0.111	1.323	2.800	0.843	0.069	0.816	1.728	8,189	469	7,728	16,386	167	237	171	171
Dec-09	1.401	0.127	1.322	2.850	1.149	0.104	1.084	2.337	8,193	469	7,728	16,390	171	271	171	174
Jan-10	1.532	0.155	1.372	3.059	1.271	0.128	1.138	2.537	8,196	472	7,728	16,396	187	329	178	187
Feb-10	1.487	0.148	1.382	3.017	1.371	0.136	1.274	2.781	8,197	474	7,728	16,399	181	313	179	184
Mar-10	1.455	0.145	1.398	2.998	1.108	0.110	1.064	2.282	8,198	474	7,728	16,400	177	306	181	183
Apr-10	1.451	0.137	1.391	2.979	1.058	0.100	1.014	2.172	8,198	474	7,728	16,400	177	289	180	182
May-10	1.379	0.128	1.385	2.892	0.672	0.063	0.675	1.410	8,201	474	7,728	16,403	168	270	179	176
Jun-10	1.437	0.122	1.453	3.012	0.650	0.055	0.657	1.362	8,202	474	7,728	16,404	175	258	188	184
Jul-10	1.375	0.119	1.466	2.960	0.694	0.061	0.740	1.495	8,204	475	7,728	16,407	168	251	190	180
Aug-10	1.366	0.125	1.451	2.942	0.585	0.053	0.621	1.259	8,205	475	7,728	16,408	166	263	188	179
Sep-10	1.346	0.114	1.342	2.802	0.627	0.053	0.626	1.306	8,207	475	7,728	16,410	164	240	174	171
Oct-10	1.413	0.123	1.311	2.847	1.177	0.102	1.092	2.371	8,207	477	7,728	16,412	172	258	170	173
Nov-10	1.399	0.117	1.297	2.813	1.090	0.091	1.011	2.192	8,209	478	7,728	16,415	170	245	168	171
Dec-10	1.605	0.215	1.375	3.195	1.417	0.189	1.214	2.820	8,212	478	7,728	16,418	195	450	178	195
Jan-11	1.452	0.158	1.338	2.948	1.272	0.139	1.172	2.583	8,227	478	7,728	16,433	176	331	173	179
Feb-11	1.413	0.156	1.339	2.908	1.176	0.130	1.114	2.420	8,228	480	7,728	16,436	172	325	173	177
Mar-11	1.387	0.208	1.343	2.938	1.186	0.178	1.148	2.512	8,229	480	7,728	16,437	169	434	174	179
Apr-11	1.320	0.181	1.323	2.824	0.867	0.118	0.869	1.854	8,248	482	7,728	16,458	160	376	171	172
May-11	1.327	0.162	1.320	2.809	0.564	0.069	0.561	1.194	8,248	483	7,728	16,459	161	336	171	171
Jun-11	1.343	0.156	1.390	2.889	0.545	0.063	0.564	1.172	8,249	483	7,728	16,460	163	323	180	176
Jul-11	1.293	0.151	1.430	2.874	0.425	0.050	0.470	0.945	8,250	484	7,728	16,462	157	312	185	175
Aug-11	1.292	0.150	1.405	2.847	0.479	0.056	0.521	1.056	8,252	485	7,728	16,465	157	310	182	173
Sep-11	1.262	0.146	1.333	2.741	0.564	0.066	0.596	1.226	8,254	486	7,728	16,468	153	301	172	166
Oct-11	1.260	0.142	1.303	2.705	0.730	0.082	0.755	1.567	8,260	486	7,728	16,474	153	292	169	164
Nov-11	1.338	0.167	1.307	2.812	1.099	0.137	1.074	2.310	8,261	486	7,728	16,475	162	344	169	171
Dec-11	1.299	0.164	1.305	2.768	1.103	0.139	1.108	2.350	8,264	487	7,728	16,479	157	337	169	168
Jan-12	1.291	0.145	1.303	2.739	1.032	0.116	1.042	2.190	8,266	488	7,728	16,482	160	232	169	166
Feb-12	1.259	0.137	1.283	2.679	1.006	0.109	1.025	2.140	8,268	488	7,728	16,484	152	281	166	163
Mar-12	1.313	0.153	1.255	2.721	0.968	0.113	0.925	2.006	8,269	488	7,728	16,485	159	314	162	165
Apr-12	1.348	0.145	1.209	2.702	0.906	0.097	0.813	1.816	8,278	488	7,728	16,494	163	297	156	164
May-12	1.333	0.150	1.211	2.694	0.577	0.065	0.525	1.167	8,280	488	7,728	16,496	161	308	157	163
Jun-12	1.365	0.143	1.237	2.745	0.547	0.057	0.496	1.100	8,284	489	7,728	16,501	165	293	160	166
Jul-12	1.372	0.126	1.296	2.794	0.457	0.042	0.431	0.930	8,289	489	7,728	16,506	166	258	168	169
Aug-12	1.383	0.128	1.291	2.802	0.473	0.044	0.441	0.958	8,290	490	7,728	16,508	167	261	167	170
Sep-12	1.349	0.142	1.220	2.711	0.544	0.058	0.492	1.094	8,291	490	7,728	16,509	163	290	158	164
Oct-12	1.327	0.123	1.203	2.653	0.678	0.063	0.615	1.356	8,294	490	7,728	16,512	160	251	156	161
Nov-12	1.343	0.128	1.181	2.652	0.862	0.082	0.758	1.702	8,299	490	7,728	16,517	162	261	153	161
Dec-12	1.383	0.141	1.197	2.721	1.261	0.129	1.091	2.481	8,300	490	7,728	16,518	167	288	155	165
Jan-13	1.357	0.145	1.215	2.717	1.155	0.124	1.034	2.313	8,300	490	7,728	16,518	163	296	157	164
Feb-13	1.349	0.138	1.201	2.688	1.048	0.108	0.933	2.089	8,301	490	7,728	16,519	163	282	155	163
Mar-13	1.402	0.154	1.235	2.791	0.905	0.100	0.797	1.802	8,302	493	7,728	16,521	169	314	160	169
Apr-13	1.297	0.124	1.237	2.658	0.531	0.051	0.506	1.088	8,304	493	7,728	16,523	156	253	160	161
May-13	1.339	0.126	1.185	2.650	0.376	0.036	0.333	0.745	8,304	493	7,728	16,525	161	256	153	160
Jun-13	1.341	0.126	1.190	2.657	0.269	0.025	0.239	0.533	8,307	493	7,728	16,528	161	256	154	161
Jul-13	1.366	0.144	1.269	2.779	0.482	0.050	0.448	0.980	8,309	493	7,728	16,530	164	292	164	168
Aug-13	1.342	0.168	1.258	2.768	0.380	0.048	0.356	0.784	8,311	494	7,728	16,533	161	340	163	167
Sep-13	1.343	0.117	1.193	2.653	0.403	0.036	0.358	0.797	8,311	494	7,728	16,533	162	237	154	160
Oct-13	1.319	0.132	1.184	2.635	0.629	0.063	0.565	1.257	8,314	494	7,728	16,536	159	267	153	159
Nov-13	1.348	0.133	1.194	2.675	0.932	0.092	0.826	1.850	8,315	494	7,728	16,537	162	270	155	162
Dec-13	1.341	0.134	1.191	2.666	1.030	0.103	0.915	2.048	8,316	494	7,728	16,538	161	272	154	161

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

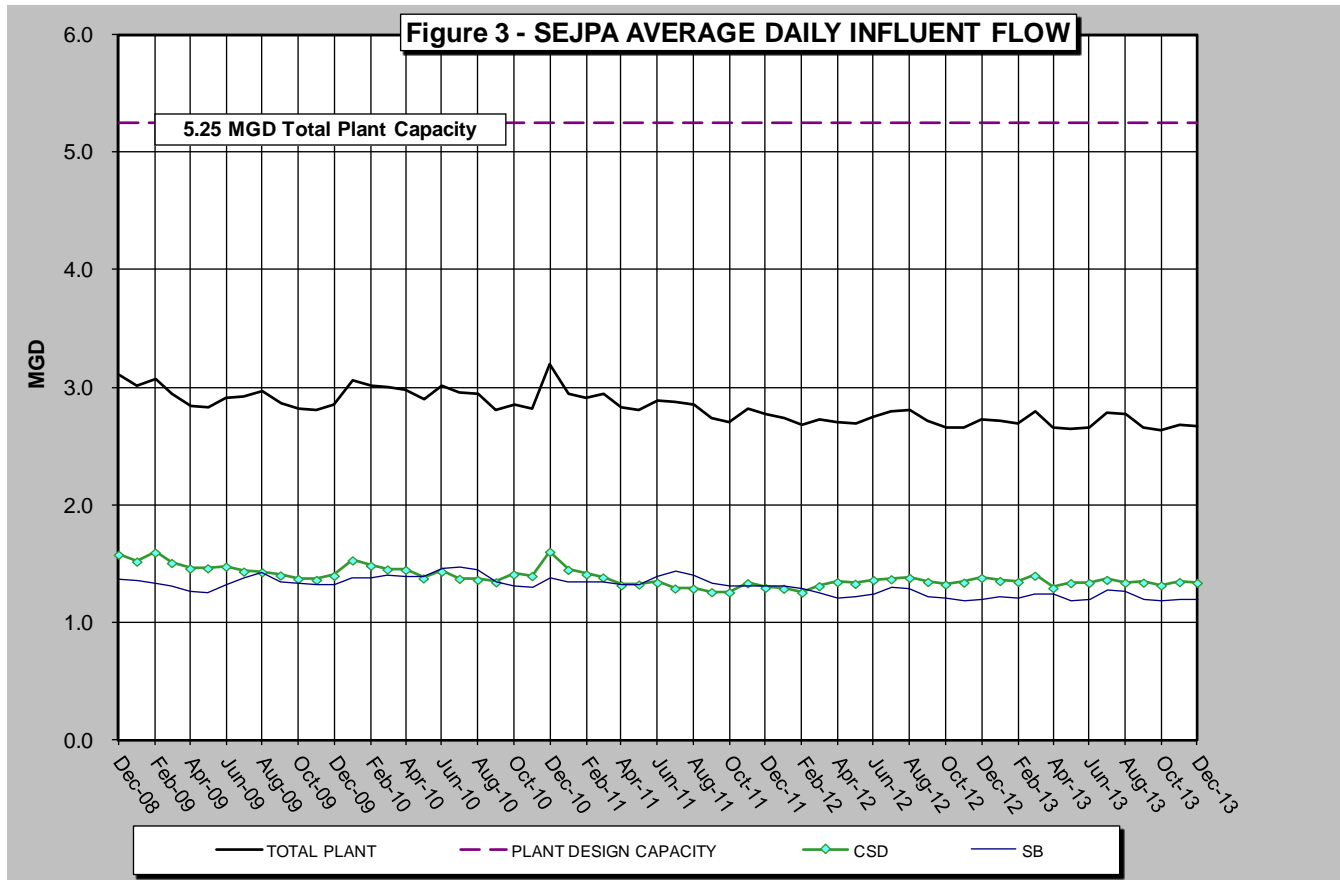
EDU: Equivalent Dwelling Unit

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

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

EDU Numbers Revised by Dudek for March and April 2013

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. As shown in the figure, the average treated flow has been approximately 2.7 million gallons per day (mgd), down from 3.0 mgd in 2008. 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 Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below. The following average flow rate and peak flow rate is reported by the City of Escondido for the month of December.

	<b>December (mgd)</b>
Escondido (Average flow rate)	8.77
Escondido (Peak flow rate)	18.3

Connected Equivalent Dwelling Units

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

	<b>December (EDU)</b>
Cardiff Sanitary Division	8,315
Rancho Santa Fe SID	494
City of Solana Beach	7,428
San Diego (to Solana Beach)	300
<b>Total EDUs to System</b>	<b>16,537</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

February 10, 2014

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 2013, recycled water demand was 42.67 acre-feet (AF), which was met using 42.67 AF of recycled water and 0.00 AF of supplementation with potable water.

During the month, staff noted no positive coliform sample results in the recycled water effluent. These incidents began occurring intermittently during startup of the new Advanced Water Treatment system. Staff is collecting additional process samples to help identify the root cause so that it can be corrected. The Regional Water Quality Control Board, which is the permitting agency with primary responsibility for the treatment system performance has been informed of this issue and the corrective actions taken.

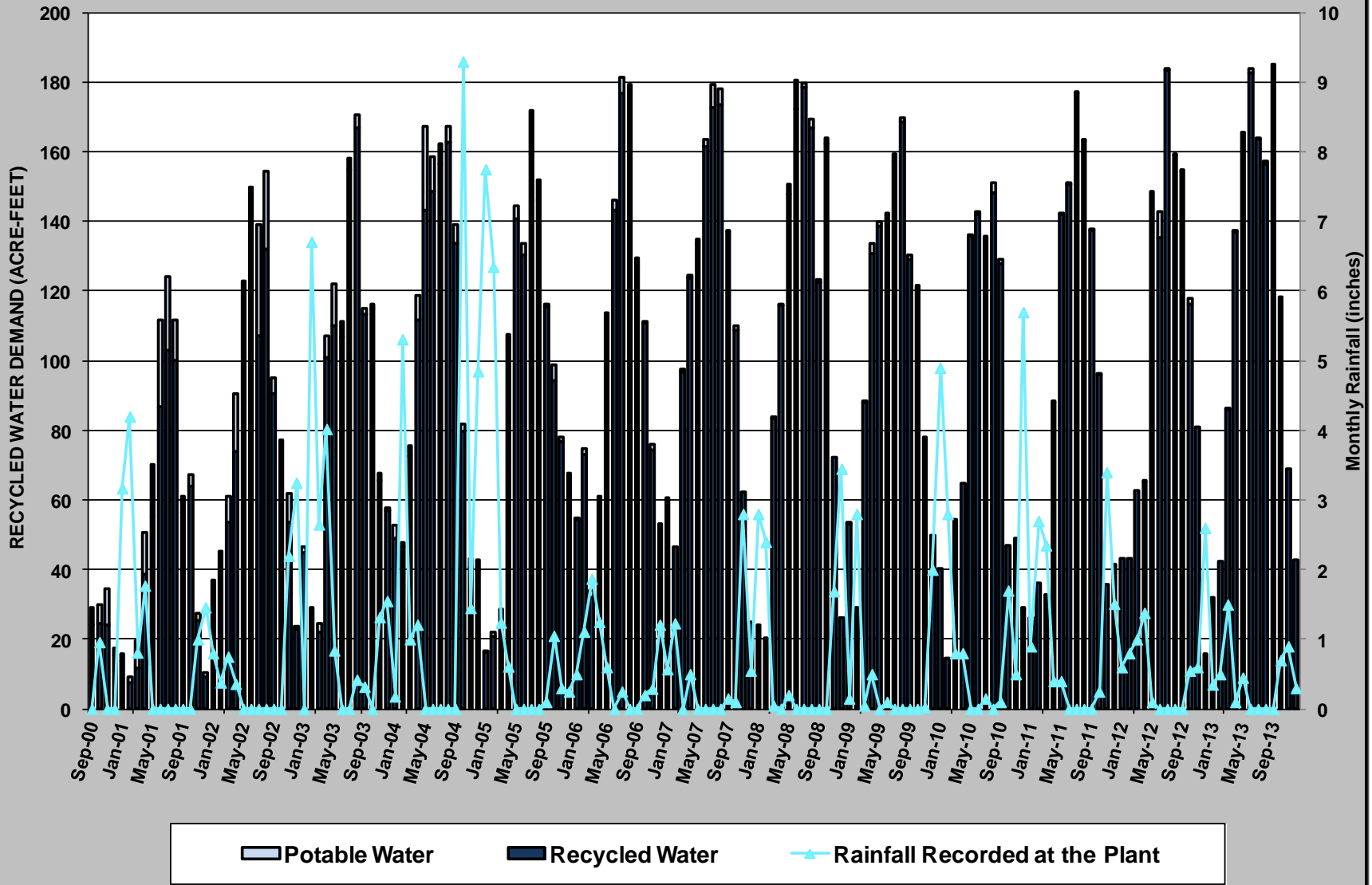
Figure 1 (attached) provides monthly supply demands for recycled water since September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning fourteen completed fiscal years and the current fiscal year. Figure 3 (attached) shows the December recycled water demand for each December since the program began.

Respectfully submitted,

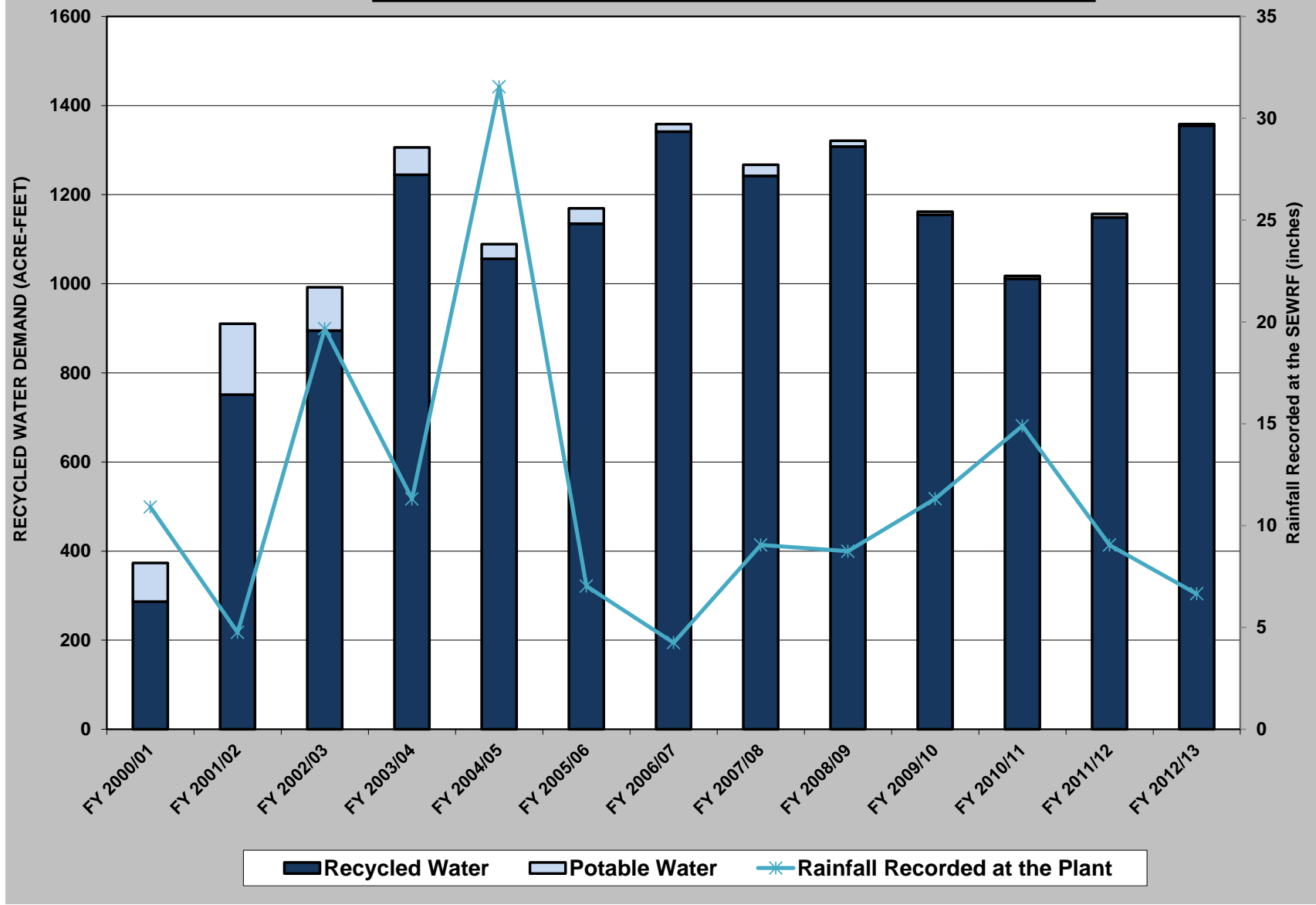


Michael T. Thornton, P.E.  
General Manager

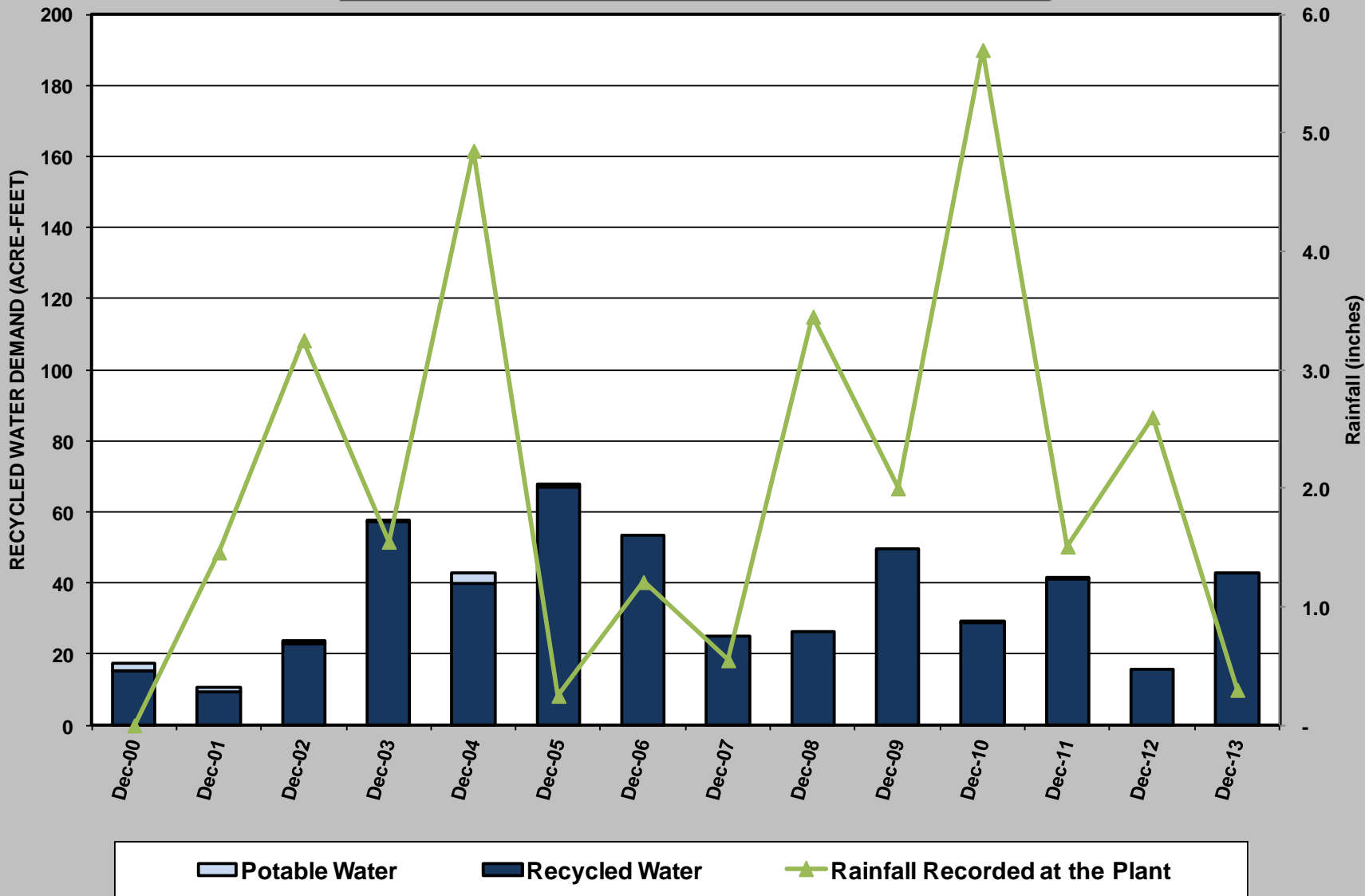
**Figure 1 - MONTHLY RECYCLED WATER DEMAND**



**Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR**



**Figure 3 - DECEMBER RECYCLED WATER DEMAND**



SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

February 10, 2014

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 2013-14 OPERATING BUDGET

RECOMMENDATION

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

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) owns and operates the San Elijo Water Reclamation Facility (SEWRF), a recycled water utility system, and is a co-owner of the San Elijo Ocean Outfall. The SEJPA also manages several related service programs to support the cities of Encinitas and Solana Beach, as well as other local governmental agencies. The SEJPA mission statement is *"To serve our communities by providing safe and reliable recycled water and wastewater services in order to protect the environment and public health."*

Programs operated by the SEJPA include:

- Wastewater Treatment
- Laboratory Services
- Ocean Outfall
- Cardiff Pump Stations
- Solana Beach Pump Stations
- Encinitas Pump Stations
- Encinitas Storm Water
- Solana Beach Storm Water
- Recycled Water

The SEJPA provides wastewater treatment and disposal, water recycling, and technical support to local clean-water programs. In providing these services, the SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. Each of the above programs is funded by the customer base that is served and cost allocations are generally applied based on actual flows treated or level of effort provided. Operational funding collected but not spent is returned to the contributing agencies. The total operating budget for this Fiscal Year (FY 2013-14) is \$5,188,880.

## DISCUSSION

The following information is an estimate of expenses for FY 2013-14, which ends June 30, 2014. Estimates are based on the best known information; accordingly, actual results may differ due to emergencies, unplanned repairs, or unforeseen events.

Below is a table of estimated costs budgeted and variance for the Fiscal Year 2013-14 by each of the SEJPA Programs:

### Expense by Program

<b>Program</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Wastewater Treatment	\$ 2,405,661	\$ 2,417,301	\$ 11,640	0.5%
Laboratory	420,948	442,251	21,303	4.8%
Ocean Outfall	577,303	622,220	44,917	7.2%
Cardiff Sanitary Division	205,391	226,732	21,341	9.4%
Encinitas Sanitary Division	120,883	130,160	9,277	7.1%
City of Encinitas	27,153	27,621	468	1.7%
City of Solana Beach	261,789	282,818	21,029	7.4%
Programs before Reclaimed Water	4,019,128	4,149,103	129,975	3.1%
Reclaimed water	1,097,964	1,039,780	(58,184)	-5.6%
Total SEJPA Programs	<u>\$ 5,117,092</u>	<u>\$ 5,188,883</u>	<u>\$ 71,791</u>	<u>1.4%</u>

### Wastewater Treatment

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 1,256,932	\$ 1,253,460	\$ (3,472)	-0.3%
Supplies and Services	1,103,645	1,088,421	(15,224)	-1.4%
Capital Outlay	45,084	21,000	(24,084)	-114.7%
Contingency	-	54,420	54,420	
Total Operating Cost	<u>\$ 2,405,661</u>	<u>\$ 2,417,301</u>	<u>\$ 11,640</u>	<u>0.5%</u>

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

Wastewater Treatment is forecasted to have budget savings of \$11,640. This is primarily due to unspent Contingency funds. Costs for Supplies and Services were higher than anticipated due to unexpected SDG&E rate increase of approximately 18%. Capital Outlay expense is expected

to exceed budget by \$24,084 as a result of unplanned repairs for the Primary Clarifiers and the Dissolved Air Flootation Thickeners. However, overall the Wastewater Treatment Program is projected to complete the year at 0.5% below budget.

### **Laboratory Services**

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 359,206	\$ 377,180	\$ 17,974	4.8%
Supplies and Services	55,242	55,521	279	0.5%
Capital Outlay	6,500	4,000	(2,500)	-62.5%
Contingency	-	5,550	5,550	
Total Operating Cost	<u>\$ 420,948</u>	<u>\$ 442,251</u>	<u>\$ 21,303</u>	<u>4.8%</u>

The laboratory located at the San Elijo Water Reclamation Facility provides analytical laboratory services for the SEJPA's wastewater and recycled water programs as well as to other entities through contract agreements. For the Fiscal Year 2013-14, contract agreements include the Fairbanks Ranch Community Services District, the Rancho Santa Fe Community Services District, the Santa Fe Valley Community Services District, the Whispering Palms Community Services District, the City of Del Mar, and the City of Solana Beach.

Laboratory Services is expected to have budget savings of \$21,303 as a result of lower Personnel and Contingency expenses. Overall, the Laboratory Services Program is forecasted to complete the year at 4.8% below budget.

### **Ocean Outfall**

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 219,306	\$ 277,540	\$ 58,234	21.0%
Supplies and Services	351,997	322,550	(29,447)	-9.1%
Capital Outlay	6,000	6,000	-	
Contingency	-	16,130	16,130	
Total Operating Cost	<u>\$ 577,303</u>	<u>\$ 622,220</u>	<u>\$ 44,917</u>	<u>7.2%</u>

This program provides a cost center for all operation and maintenance services related to the ocean outfall system. These activities include effluent pump station operations and maintenance; ocean monitoring; sampling and testing; and annual outfall inspection. As the outfall capacity is shared through an agreement with the City of Escondido, all operations and maintenance costs are shared on the basis of actual usage (measured by discharged flows). Capital improvement project costs are shared based on owned capacity (79% City of Escondido and 21% SEJPA).

Ocean Outfall is expected to have a savings of \$44,917 due to lower Personnel expense offset by higher than budgeted Supplies and Services. The use of Contingency funding is not anticipated to be required. Overall, the Ocean Outfall Program is projected to complete the year at 7.2% below budget.



### Cardiff Sanitary Division

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 140,281	\$ 143,610	\$ 3,329	2.3%
Supplies and Services	65,109	69,772	4,663	6.7%
Capital Outlay	-	-	-	
Contingency	-	13,350	13,350	100.0%
Total Operating Cost	<u>\$ 205,390</u>	<u>\$ 226,732</u>	<u>\$ 21,342</u>	<u>9.4%</u>

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

The forecasted positive variance of \$21,342 or 9.4% is primarily due to Personnel, Repairs, and Disposal Services being less than planned. Overall, the Cardiff Sanitary Division Program is forecasted to complete the year at 9.4% below budget.

### Encinitas Sanitary Division

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 56,285	\$ 65,200	\$ 8,915	13.7%
Supplies and Services	55,483	54,130	(1,353)	-2.5%
Capital Outlay	9,114	-	(9,114)	
Contingency	-	10,830	10,830	
Total Operating Cost	<u>\$ 120,882</u>	<u>\$ 130,160</u>	<u>\$ 9,278</u>	<u>7.1%</u>

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

The program is forecasted to be under budget by \$9,278 due to Personnel and Contingency being less than planned. The Capital Outlay variance is due to the rebuild of a failed sewage grinder at the pump station. Overall, the Encinitas Sanitary Division Program is projected to complete the year at 7.1% below budget.

## City of Encinitas

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 19,942	\$ 20,350	\$ 408	2.0%
Supplies and Services	7,211	7,271	60	0.8%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total Operating Cost	<u>\$ 27,153</u>	<u>\$ 27,621</u>	<u>\$ 468</u>	<u>1.7%</u>

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

## City of Solana Beach

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 157,773	\$ 158,220	\$ 447	0.3%
Supplies and Services	104,016	104,618	602	0.6%
Capital Outlay	-	-	-	
Contingency	-	19,980	19,980	
Total Operating Cost	<u>\$ 261,789</u>	<u>\$ 282,818</u>	<u>\$ 21,029</u>	<u>7.4%</u>

Under this program, the SEJPA provides pump station maintenance and operation services to the City of Solana Beach (SB). These facilities include the Eden Gardens, Solana Beach, San Elijo Hills, and Fletcher Cove pump stations, as well as the Storm Drain Sediment Drying & Disposal Program. The actual costs incurred are borne solely by the City of Solana Beach.

The savings anticipated under this program is due to unspent Contingency funds. This program is forecasted to complete the year at 7.4% below budget.

## Recycled Water

The SEJPA owns and operates a recycled water utility which wholesales recycled water to the Santa Fe Irrigation District, the San Dieguito Water District, the City of Del Mar, and the Olivenhain Municipal Water District, as well as provide direct water sales to the Encinitas Ranch Golf Course (ERGA). SEJPA's recycled water program typically delivers between 1,100 and 1,300 acre-feet per year (AFY) of recycled water to its retail partners. Local customers that use the recycled water for landscape irrigation include the Encinitas Ranch Golf Course, Lomas Santa Executive and Country Club Golf Courses, Ecke YMCA, Del Mar Fairgrounds, local schools, parks, businesses, and street/freeway landscape. With the completion of the Advanced Water Treatment System, the facility can now produce up to 3.02 million gallons per day.

Below is table of the Recycled Water revenues, expenses, debt service, incentives and reserves:

<b>Recycled Water Program Summary</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Santa Fe Irrigation District	\$ 681,838	\$ 668,690	\$ 13,148	2.0%
San Dieguito Water District	511,889	522,060	(10,171)	-1.9%
City of Del Mar	171,728	163,350	8,378	5.1%
Encinitas Ranch Golf Course	214,988	215,000	(12)	0.0%
Olivenhain Municipal Water District	125,298	62,650	62,648	100.0%
Total Customer Revenue	1,705,741	1,631,750	73,991	4.5%
Operating Expenses	(1,097,964)	(1,039,780)	(58,184)	-5.6%
Debt Service Expense	(996,331)	(996,331)	-	
Revenues less Expenses	(388,554)	(404,361)	15,807	3.9%
MWD/CWA Incentives	558,386	554,850	3,536	0.6%
Reserve Funding	\$ 169,832	\$ 150,489	\$ 19,343	12.9%

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

Below is a table of Recycled Water Expenses:

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 458,788	\$ 459,560	\$ 772	0.2%
Supplies and Services	615,678	580,220	(35,458)	-6.1%
Capital Outlay	23,498	-	(23,498)	
Contingency	-	-	-	
Total Operating Cost	\$ 1,097,964	\$ 1,039,780	\$ (58,184)	-5.6%

The expected negative variance in Supplies and Services is primarily due to Contracted Services (\$64,000) as a result of a pipeline repair and Miscellaneous (\$28,000) due to the increase in recycled water sold, and offset by expected savings in Utilities (\$17,000), Supplies (\$27,000), and Permits/Purveyor Fees (\$10,000). The Capital Outlay expense is primarily the planned purchase of GIS mapping service and software (\$22,000).

**Total Expenses**

Overall, the SEJPA is anticipating a budget savings of \$71,792 as compared to planned and budgeted expenditures. Below is a summary table of the estimated current year, current year budget, and the current year variance to budget.

<b>Expense Category</b>	<b>Estimated At 6/30/2014</b>	<b>Budget 6/30/2014</b>	<b>Budget Variance</b>	<b>% Variance</b>
Personnel	\$ 2,668,512	\$ 2,755,120	\$ 86,608	3.1%
Supplies and Services	2,358,382	2,282,503	(75,879)	-3.3%
Capital Outlay	90,197	31,000	(59,197)	-191.0%
Contingency	-	120,260	120,260	
Total Operating Cost	<u>\$ 5,117,091</u>	<u>\$ 5,188,883</u>	<u>\$ 71,792</u>	<u>1.4%</u>

These savings are primarily a result of lower than forecasted Personnel Expense and Contingency offset by higher than budgeted Utility Costs as a result of higher rates, and unexpected repairs associated with recycled water pipelines and for the wastewater treatment's facility repairs.

The estimates for fiscal year end June 30, 2014 are based on the information available as of the preparation of this report; accordingly, events may occur that could alter the outcome.

Respectfully submitted,



Paul Kinkel  
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

February 10, 2014

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: AGENCY RESOURCE SHARING AGREEMENT – IT SERVICES

RECOMMENDATION

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

BACKGROUND

To provide maximum value to the SEJPA Member Agencies and to all of the organizations served by the SEJPA, staff identified an opportunity to collaborate and share IT resources. This opportunity was pursued after the SEJPA experienced an IT server failure. The City of Encinitas provided an audit of the SEJPA IT system and found that a collaborative solution could provide unique opportunities for both organizations.

DISCUSSION

At the October 14, 2013 Board meeting, the Board of Directors approved the, "Agency Resource Sharing Agreement – IT Services with the City of Encinitas." Subsequent to the SEJPA Board approval, both organizations developed an agreement that was presented and approved by the Encinitas City Council. An implementation plan was then developed and IT equipment procured.

Phase One of the plan was successfully delivered on February 3, 2014 where the Administrative IT network was transferred from the SEJPA's antiquated server to the City of Encinitas. In addition, the SEJPA was connected to the City's fiber optic internet network and a full software update was completed on a multitude of SEJPA computers and operating programs. This success was due to the efforts by the City of Encinitas staff, Matias Labarrere, Neil O'Conner, and Jason York, and SEJPA staff Casey Larsen.

Respectfully submitted,



Paul Kinkel  
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

February 10, 2014

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROPOSED 2015 FACILITY PLAN FOR THE SAN ELIJO WATER RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve Recycled Water Facility Planning Grant Resolution and Authorize General Manager to Execute; and
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Water Pollution Control Facility and the San Elijo Ocean Outfall were originally constructed in 1965. At that time, the water pollution control facility provided primary treatment that discharged through the 4,000 foot-long ocean outfall. Since its original construction, the treatment facility has experienced many minor improvement projects and two major facility upgrades. The first major upgrade project was to meet Clean Water Act standards, which was commenced in 1989 and completed in 1991. The second major upgrade project was the construction of the recycled water treatment, storage, and distribution facilities. This project commenced in 1998 and was completed in 2000. With its completion, the facility was renamed the San Elijo Water Reclamation Facility. In 2013, the SEJPA completed the Advanced Water Treatment Facility to augment the recycled water treatment system and improve the water quality. The facility has a rated wastewater treatment capacity of 5.25 million gallons per day (MGD) and a recycled water treatment capacity of 3.02 MGD.

Since its initial construction, the ocean outfall has also experienced both minor and major improvements. In 1974, the ocean outfall was extended an additional 4,000 feet with the inclusion of the City of Escondido as an outfall partner. Also, about once a decade, new ballast rock is placed around the outfall pipe to support and protect the structure. The outfall has a rated discharge capacity of 25.5 MGD, it is jointly owned by the SEJPA and the City of Escondido, and the SEJPA is the managing authority of the outfall.

In 2007, the SEJPA retained Carollo Engineers to prepare a wastewater facilities master plan. The 2007 facility plan, which primarily focused on the wastewater treatment facilities, is a planning document with specific guidance and direction on asset management, facility planning, and capital improvement plan (CIP) budgeting. The plan identified short-term (5-year) capital projects that addressed immediate facility needs or projects that provided substantial process improvement or return on investment. Long-term (20-year) projects were identified for process efficiency, facility replacement needs, resource recovery opportunities, and future regulatory compliance requirements.

## DISCUSSION

The proposed Facility Plan will serve as an asset management tool providing guidance for asset replacement decisions and serving as the foundation to the SEJPA's CIP program for the next 10 years. The current SEJPA CIP program was based on the 2007 Facility Master Plan, and many of the short-term projects have been constructed and some long-term projects are now required. Conducting a detailed facility review, as proposed in the 2015 Facility Plan, will provide a basis for the necessity of new capital projects and for project prioritization. Furthermore, the 2007 Facility Master Plan only considered the wastewater treatment systems. The 2015 Facility Plan proposes to include wastewater, recycled water, and ocean outfall facilities. The addition of the San Elijo Outfall is especially valuable as this infrastructure is a critical asset with limited redundant components. Some elements of the outfall are nearing 50 years of operational service and a portion of the outfall is located within the San Elijo Lagoon, which is an environmentally sensitive, Marine Conservation Area. Understanding the existing condition of the outfall, specifically the buried land portion that cannot be inspected during the annual ocean outfall inspection, is of great importance to economically maintaining the outfall in continuous service.

Best management practices recommend regularly reviewing and updating facility plans in order to incorporate changing operating conditions and strategies, to assess and address risk associated with facility failures, and to provide justification and scheduling for new capital projects. Such information is critical for operating a utility focused on the triple bottom line and providing reliable water and wastewater service.

Benefits of the Facility Plan include:

- Allows for a systematic evaluation of all potential projects at the same time.
- Improves system reliability and reduces risks.
- Justifies capital budgets and clarifies investment decisions.
- Provides the ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Focuses on preserving infrastructure while ensuring the efficient use of public funds.
- Serves as a communication tool for the Board of Directors, staff, and the public.

### Facility Plan - Scope of Work

The proposed 2015 Facility Plan will include an evaluation of the facility assets, including the wastewater, recycled water, and ocean outfall systems. Elements of the Facility Plan will include condition assessment and engineering evaluation of the facilities, regulatory compliance analysis, risk assessment for facility failure, project recommendations, capital project prioritization, budgetary cost estimates, and scheduling for 2015 – 2025.

## Recycled Water Facility Grant

Staff may pursue a recycled water facility planning grant to offset some of the project costs. If this pursuit is undertaken and successful, then the scope of work for the facility plan will likely expand to meet grant criteria and project needs, but ultimately should result in a lower overall project cost to the SEJPA. If the pursuit is not undertaken or is unsuccessful, then the scope of work will remain as described.

## Selection of Consultant

The SEJPA has requested proposals from six engineering firms for this project. Four firms submitted proposals. The firm that represents the best combination of qualifications, project understanding and innovative or value based ideas will be selected for contract negotiations. The contract, scope of work, and fee will then be presented to the SEJPA Board for consideration at the March 2014 Board meeting.

## FINANCIAL IMPACT

The facility plan will focus on the assets and infrastructure of the wastewater, recycled water, and the ocean outfall systems. The cost to the SEJPA for completing the facility plan is anticipated to be in the range of \$140,000 to \$175,000, depending on the final negotiated scope of work and on possible award of grant funding. The cost of the facility plan will be funded by three SEJPA service programs (wastewater treatment, recycled water, and ocean outfall). Staff proposes to share the cost of the Facility Plan equally to the three programs unless there is clear justification to apply more cost to one program. Funding is available in each of the programs to be dedicated to this effort.

It is therefore recommended that the Board of Directors:

1. Approve Recycled Water Facility Planning Grant Resolution and Authorize General Manager to Execute; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, PE  
General Manager

Attachment 1: SEWRF Construction Phase Exhibit  
Attachment 2: San Elijo Ocean Outfall (SEOO) Construction Phase Exhibit  
Attachment 3: Resolution 2014-02










# SAN ELIJO JOINT POWERS AUTHORITY SEWRF CONSTRUCTION PHASE EXHIBIT



## PROCESS OR USE

1. Preliminary Treatment
2. Primary Treatment
3. Secondary Treatment
4. Tertiary Treatment
5. Solids Handling
6. Flow Equalization
7. Operations & Administration
8. Effluent Pump Station & Ocean Outfall

## LEGEND

- |   |           |
|---|-----------|
|    | 1960's    |
|  | 1970's    |
|  | 1980's    |
|  | 1990's    |
|  | 2000's    |
|  | 2010's    |
|  | ABANDONED |










# SAN ELIJO JOINT POWERS AUTHORITY SAN ELIJO OCEAN OUTFALL (SEOO) CONSTRUCTION PHASE EXHIBIT



## FACILITY/SEGMENT

1. Effluent Pump Station
2. Escondido Regulator Structure
3. 1964 Ocean Outfall
4. 1974 Ocean Outfall Extension
5. 2000 Ocean Outfall Bypass

## LEGEND

-  1960's
-  1970's
-  1980's
-  1990's
-  2000's
-  2010's
-  ABANDONED



ATTACHMENT 3

**RESOLUTION 2014-02**

BE IT RESOLVED by the **San Elijo Joint Powers Authority** that the **San Elijo Joint Powers Authority General Manager** or his designee is hereby authorized and directed to sign and file, for and on behalf of the **San Elijo Joint Powers Authority**, a Water Recycling Facilities Planning Grant Application for a grant from the State Water Resources Control Board in the amount not to exceed **\$75,000** for a facilities planning study of the **San Elijo JPA Master Plan and Potable Reuse Program Planning Study**, and

BE IT RESOLVED that the **San Elijo Joint Powers Authority** hereby agrees and further does authorize the aforementioned representative or his/her designee to certify that the Agency has and will comply with all applicable state statutory and regulatory requirements related to any state grant funds received, and

BE IT FURTHER RESOLVED that the **San Elijo Joint Powers Authority General Manager** or his/her designee of the **San Elijo Joint Powers Authority** is hereby authorized to negotiate and execute a grant contract and any amendments or change orders thereto on behalf of the **San Elijo Joint Powers Authority**.

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the **San Elijo Joint Powers Authority** held on **February 10, 2014**.

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*(Clerk or Authorized Record Keeper of the San Elijo Joint Powers Authority)*