

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY DECEMBER 11, 2017 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

None
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR NOVEMBER 13, 2017 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. **CAPITAL IMPROVEMENT PROGRAM UPDATE**

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

Staff Reference: General Manager

13. **2017 YEAR IN REVIEW – RECOGNIZING AGENCY ACHIEVEMENTS AND SUCCESSES**

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

Staff Reference: General Manager

14. **GENERAL MANAGER'S REPORT**

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

15. **GENERAL COUNSEL'S REPORT**

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

16. **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.

17. **CLOSED SESSION**

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

A closed session will be held per Government Code Section 54957, Public Employee Performance Evaluation: General Manager.

18. **CONSIDERATION OF GENERAL MANAGER EMPLOYMENT COMPENSATION**

1. Discussion and possible action regarding General Manager's employment contract and/or compensation; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

19. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Wednesday, January 10, 2018 at 8:00 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: December 6, 2017



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON NOVEMBER 13, 2017
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Ginger Marshall, Chair

Tasha Boerner Horvath, Vice Chair

A meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, November 13, 2017, 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 Marshall called the meeting to order at 9:02 a.m.

2. ROLL CALL

Directors Present:

Ginger Marshall
Tasha Boerner Horvath
David Zito
Joe Mosca

Directors Absent:

None

Others Present:

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

Michael Thornton
Chris Trees
Paul Kinkel
Mike Konicke
Jennifer Basco

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

City of Encinitas:

Public Works Management Analyst

Bill Wilson

Roesling Nakamura Terada Architects

Joe Mansfield

3. PLEDGE OF ALLEGIANCE

Chair Marshall led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

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

Agenda Item No. 7	Approval of Minutes for the October 9, 2017 Meeting
Agenda Item No. 9	San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report
Agenda Item No. 10	San Elijo Joint Powers Authority Recycled Water Program – Monthly Report
Agenda Item No. 11	Award of Engineering Services for Arc Flash and Protection Coordination Study
Agenda Item No. 12	Award of Engineering Services for SCADA Upgrades Project

Motion carried with the following vote of approval:

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

Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
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Motion carried with the following vote of approval:

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

13. ITEMS REMOVED FROM CONSENT CALENDAR

None

14. AUTHORIZE THE GENERAL MANAGER TO EXECUTE A COST SHARING AGREEMENT WITH SAN DIEGUITO WATER DISTRICT, SANTA FE IRRIGATION DISTRICT, LEUCADIA WASTEWATER DISTRICT, AND OLIVENHAIN MUNICIPAL WATER DISTRICT FOR THE DEVELOPMENT OF A REGIONAL RECYCLED WATER EXPANSION PLAN

General Manager Thornton stated that due to droughts and other events that strain and limit California's existing water supplies, water agencies are examining options that go beyond current conventional water supplies to create long-term reliable and sustainable water systems. Project partners, SEJPA, San Dieguito Water District, Santa Fe Irrigation District, Olivenhain Municipal Water District, and Leucadia Wastewater District are interested in defining a recommended project, and evaluating the opportunities and constraints. Santa Fe Irrigation District will serve as the lead agency and retain the consultant for this work. Mr. Thornton stated that staff expects this Regional Recycled Water Expansion Plan to provide clarity on the best options for the next major expansion to the SEJPA's Recycled Water Program.

The total proposed cost for the Regional Recycled Water Plan is \$287,529, with SEJPA's share at 25% or \$71,882. Funding is available in the Recycled Water FY 2017-18 Budget.

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

1. Authorize the General Manager to execute the Cost Sharing Agreement with San Dieguito Water District, Santa Fe Irrigation District, Leucadia Wastewater District, and Olivenhain Municipal Water District to jointly fund the development of a Regional Recycled Water Expansion Plan; and
2. Authorize the General Manager to Cost Share in an amount not to exceed \$71,882 for the SEJPA.

Motion carried with the following vote of approval:

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

15. BUILDING PROGRAM AND COMMUNITY BIKE PATH UPDATE

General Manager Thornton gave a status of work completed to date on the Building and Site Improvement Program. Roesling Nakamura Terada Architects presented site drawings, building sketches, and floor plans. The General Manager stated that staff is working with Caltrans and the City of Encinitas to refine the bike/pedestrian path and traffic calming measures on Manchester Avenue. Also, Caltrans and the SEJPA are currently developing a cooperative agreement to define project roles and responsibilities, cost sharing terms, and deliverable dates for the transportation elements of the project. Mr. Thornton stated that staff is developing the photovoltaic (PV) systems design with a net-zero energy goal to meet building energy needs with renewable solar power.

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

16. GENERAL MANAGER'S REPORT

None

17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

Vice Chair Boerner-Horvath thanked the General Manager for responding to community inquiries about the Land Outfall Replacement Project.

19. CLOSED SESSION

The Board of Directors adjourned to closed session at 10:14 a.m., pursuant to Government Code Section 54957: Employee Performance Evaluation. Title: General Manager.

The Board of Directors came out of closed session at 10:25 a.m., with no reportable action.

20. ADJOURNMENT

The meeting adjourned at 10:30 a.m. The next Board of Directors meeting will be held on December 11, 2017.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****18-12****For the Months of October and November 2017**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
34990	Aflac	EE Deduction Benefits	Aflac	643.60
34991	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling - October	12,754.88
34992	All American First Aid & Safety	Supplies - Safety	Nitrile gloves	610.94
34993	AT&T	Utilities - Telephone	Alarm service - November	398.48
34994	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping; grit and screening	1,026.44
34995	Boot World, Inc.	Uniforms - Boots	Safety boots	184.21
34996	Chevron & Texaco Business Card	Fuel	Fuel - October	155.03
34997	City National Bank	Interest Expense - AWT Note	Loan Agreement	74,076.57
34998	City of Solana Beach	Services - Engineering	SWAP project	23,770.00
34999	Coast Waste Management, Inc.	Services - Grit & Screenings	Service charge - 10/30 - 10/31/17	11.44
35000	Comoso	Supplies - Shop & Field	Grease	62.94
35001	Complete Office	Supplies - Safety	Office supplies	234.68
35002	County of San Diego	Fees - Permits	Facility permit	374.00
35003	D&H Water Systems	Supplies - Chemicals	Acetate Buffer	472.55
35004	EDCO Waste & Recycling Service	Utilities - Trash	October	242.75
35005	City of Encinitas	Fees - Permits	Coastal Development permit fees	4,860.00
35006	Excel Landscape, Inc.	Services - Landscape	Weed abatement	735.00
35007	Fisher Scientific	Supplies - Chemicals	Sodium Dodecylbenzenesulfonate	264.36
35008	Forte of San Diego	Services - Janitorial	December	1,000.00
35009	Global Capacity	Utilities - Internet	T-1 service - December	296.03
35010	Grainger, Inc.	Supplies - Safety	Stericycle and signs	200.58
35011	Hach Company	Supplies - Shop & Field	Cleaning solution, reagent, maintenance kit	2,189.16
35012	Hardy Diagnostics	Supplies - Lab	Laboratory supplies	276.32
35013	Housing & Community Development	Licenses	Commerical modular registration	88.00
35014	Home Depot Credit Services	Repair Parts Expense	Electrical and lighting parts	307.34
35015	Jennifer Basco	Subsistence - Travel	Mileage	91.31
35016	Kemira Water Solutions, Inc.	Supplies - Chemicals	Ferric Chloride	4,235.87
35017	The Lawton Group	Services - Intern Program	Weeks worked - 10/09/17 - 10/27/17	1,286.12
35018	Marine Taxonomic Services, Ltd.	Services - Contractors	Offshore water sampling	434.00
35019	McMaster-Carr Supply Co.	Repair Parts Expense	Electrical parts, desiccant bags, plumbing parts	842.67
35020	Napa Auto Parts	Vehicle Maintenance	Battery for forklift	116.28
35021	Olin Corp - Chlor Alkali	Supplies - Chemicals	Sodium Hypochlorite	2,809.90
35022	Olivenhain Municipal Water District	Rent	Pipeline repayment - October	8,001.00
35023	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 10/21/17 - 11/02/17	12,063.34
35024	Preferred Benefit Insurance	Dental/Vision	Vision - November	301.50
35025	ProBuild Company, LLC	Supplies - Safety	Safety supplies	100.00
35026	Santa Fe Irrigation District	Utilities - Water	Recycled water	335.79
35027	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - October	1,606.50
35028	San Dieguito Water District	Utilities - Water	Recycled water	8,048.97
35029	Smart & Final	Supplies - Office	Kitchen supplies	170.18
35030	Test America	Services - Laboratory	Testing water samples	931.50
35031	Unifirst Corporation	Services - Uniforms	Uniform service	318.60
35032	Underground Service Alert/SC	Services - Alarm	Dig alert - October	234.40
35033	USA Bluebook	Capital Outlay	Grit blower	2,357.58
35034	Valley Chain & Gear, Inc.	Repair Parts Expense	Drive chain	457.37
35035	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,521.19
35036	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,101.70
35037	Water Environment Federation	Dues & Memberships	Membership	75.00
35038	Wonderware California	Licenses	Software	7,535.00
35039	Arizona Instrument	Services - Maintenance	Hydrogen Sulfide Analyzer calibration and loaner	720.32
35040	AT&T	Utilities - Telephone	Phone service - 10/13/17 - 11/12/17	376.43
35041	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping; grit and screening	1,303.88
35042	Automation Direct	Repair Parts Expense	Switch	150.00
35043	Barracuda Networks, Inc.	Utilities - Internet	Network back-up	50.00
35044	Bay City Electric Works	Services - Maintenance	Annual maintenance for generators	332.56
35045	Black & Veatch	Services - Management	Solids treatment process	11,102.50
35046	Boot World, Inc.	Uniforms - Boots	Safety boots	339.35
35047	Carollo Engineers	Services - Engineering	Secondary clarifier hydraulic modeling	1,613.60
35048	CDW Government	Licenses	Bluebeam maintenance	143.00
35049	Chemco Products Company	Supplies - Chemicals	Corrosion inhibitor with dye tracer	150.20

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****18-12****For the Months of October and November 2017**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
35050	Chevron & Texaco Business Card	Fuel	Fuel - November	505.92
35051	Corodata	Rent	Record storage - October	86.39
35052	CWEA Membership	Dues & Memberships	Memberships	275.00
35053	D&H Water Systems	Repair Parts Expense	Metering pump and tubing	1,861.21
35054	Dale Kreinbring	Subsistence - Meals	Meeting	31.79
35055	Day & Night Power Sweeping	Services - Maintenance	Power sweeping service	620.00
35056	DMV	Services - Other	Safety records - 10/01/17 - 10/31/17	4.00
35057	Dudek & Associates	Services - Professional	Encinitas Ranch RW project; Preliminary Treatment	66,401.36
35058	Encina Wastewater Authority	Service - EWA Support	Resource sharing - HR and safety	2,161.01
35059	City of Encinitas	Service - IT Support	Admin network - November and December	5,250.00
35060	J.R. Filanc Construction Co.	Services - Contractors	Land outfall replacement	919,929.69
35061	Golden State Overnight	Postage/Shipping	Lab samples	132.06
35062	Hach Company	Capital Outlay	Maintenance case, turbidimeter	4,062.49
35063	Home Depot Credit Services	Supplies - Safety	Supplies and tools	615.98
35064	Kennedy/Jenks Consultants	Services - Engineering	Land ocean outfall	10,915.50
35065	The Lawton Group	Services - Intern Program	Weeks worked - 10/31/17 - 11/17/17	1,611.72
35066	Lee's Lock & Safe	Services - Maintenance	Master padlocks	404.06
35067	Marine Taxonomic Services, Ltd.	Services - Contractors	Offshore water sampling	434.00
35068	McMaster-Carr Supply Co.	Repair Parts Expense	Tube fitting and clamping hangers	42.71
35069	MetLife - Group Benefits	Dental/Vision	Dental - December	1,826.65
35070	North County Transit District	Licenses	Annual license fee	1,013.82
35071	NeWest Construction	Services - Contractors	Headworks and grit project	28,951.25
35072	Olivenhain Municipal Water District	Services - Professional	WIIN grant application	3,612.53
35073	Olivenhain Municipal Water District	Services - Lobbying	NSDCRRWP	98.17
35074	OneSource Distributors, Inc.	Repair Parts Expense	AC relay, electrical parts, and digital inputs	1,691.83
35075	Pacific Green Landscape	Services - Landscape	November	2,625.00
35076	P.E.R.S.	Medical Insurance - PERS	Health - December	20,715.76
35077	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 11/03/17 - 11/17/17	12,039.27
35078	Procopio Cory Hargreaves	Services - Legal	General; Labor & employment	5,142.30
35079	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	332.53
35080	Right-Of-Way Engineering	Services - Engineering	Outfall HDD track monitoring	5,705.82
35081	Rockwell Construction Services	Services - Professional	Arc flash study	580.00
35082	Roesling Nakamura Terada Architects	Services - Professional	Building improvement	15,110.50
35083	RSF Security Systems	Prepaid - Other	Security - 12/01/17 - 02/28/18	1,353.00
35084	Rusty Wallis, Inc.	Services - Maintenance	Water softener, salt bags, and tanks	137.33
35085	Santa Fe Irrigation District	Utilities - Water	Recycled water	81.05
35086	The San Diego Union-Tribune	Subscriptions	Newspaper	687.95
35087	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 10/04/17 - 10/02/17	63,201.07
35088	SD Regional Wtr Quality Control Board	Fees - Permits	General waste discharge	11,877.00
35089	SWRCB	Dues & Memberships	Certificate	340.00
35090	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - December	1,568.74
35091	Terminix Processing Center	Services - Maintenance	Pest control	94.32
35092	Test America	Services - Laboratory	Testing water samples	2,238.50
35093	Technology Integration Group	Services - Maintenance	Copier	117.41
35094	Trussell Technologies, Inc.	Services - Engineering	Process and engineering	16,685.00
35095	Unifirst Corporation	Services - Uniforms	Uniform service	431.51
35096	UPS	Postage/Shipping	Shipping lab supplies and parts	123.77
35097	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,528.26
35098	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	3,122.57
35099	Verizon Wireless	Utilities - Telephone	10/11/17 - 11/10/17	281.32
35100	Verizon Wireless	Utilities - Telephone	Cell phone service - 10/08/17 - 11/07/17	771.12
35101	WageWorks	Payroll Processing Fees	Admin and compliance fee - October	123.50
35102	Water Environment & Reuse	Dues & Memberships	2018 dues	1,587.00
	San Elijo Payroll Account	Payroll	Payroll - 11/10/2017	66,523.29
	San Elijo Payroll Account	Payroll	Payroll - 11/24/2017	64,191.50
				<u>\$1,560,348.44</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Months of October and November 2017
As of December 5, 2017**

PAYMENT OF WARRANTS		\$ 1,560,348.44
Reference Number	18-12	

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



Paul F. Kinkel
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of December 5, 2017

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND	
<i>(OCTOBER 2017 YIELD 1.143%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 12,877,936.71
CALIFORNIA BANK AND TRUST	
<i>(OCTOBER 2017 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 245,633.73
PAYROLL CHECKING	\$ 5,000.00
UNION BANK - TRUSTEE (BOND FUNDS)	
BLACKROCK <i>(OCTOBER 2017 YIELD 0.92%)</i>	\$ 1,005,943.89
LAIF <i>(OCTOBER 2017 YIELD 1.143%)</i>	\$ 22,158,604.62
TOTAL RESOURCES	\$ 36,923,118.95

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

December 11, 2017

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

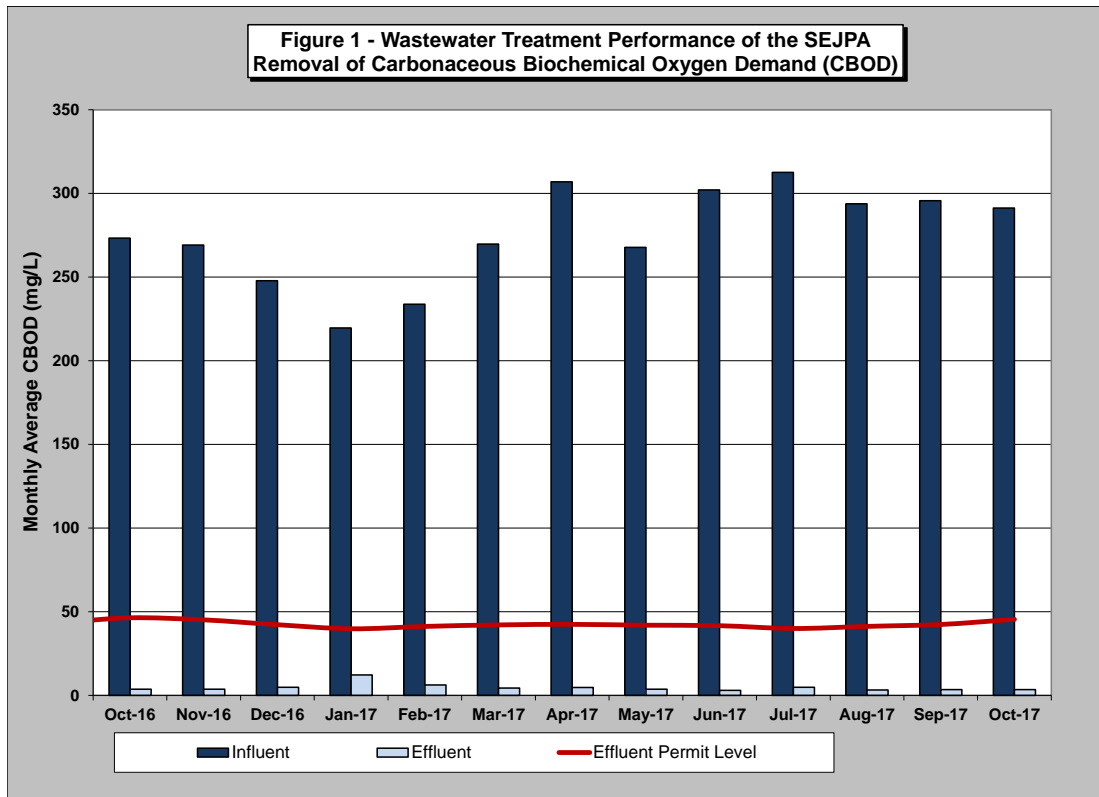
RECOMMENDATION

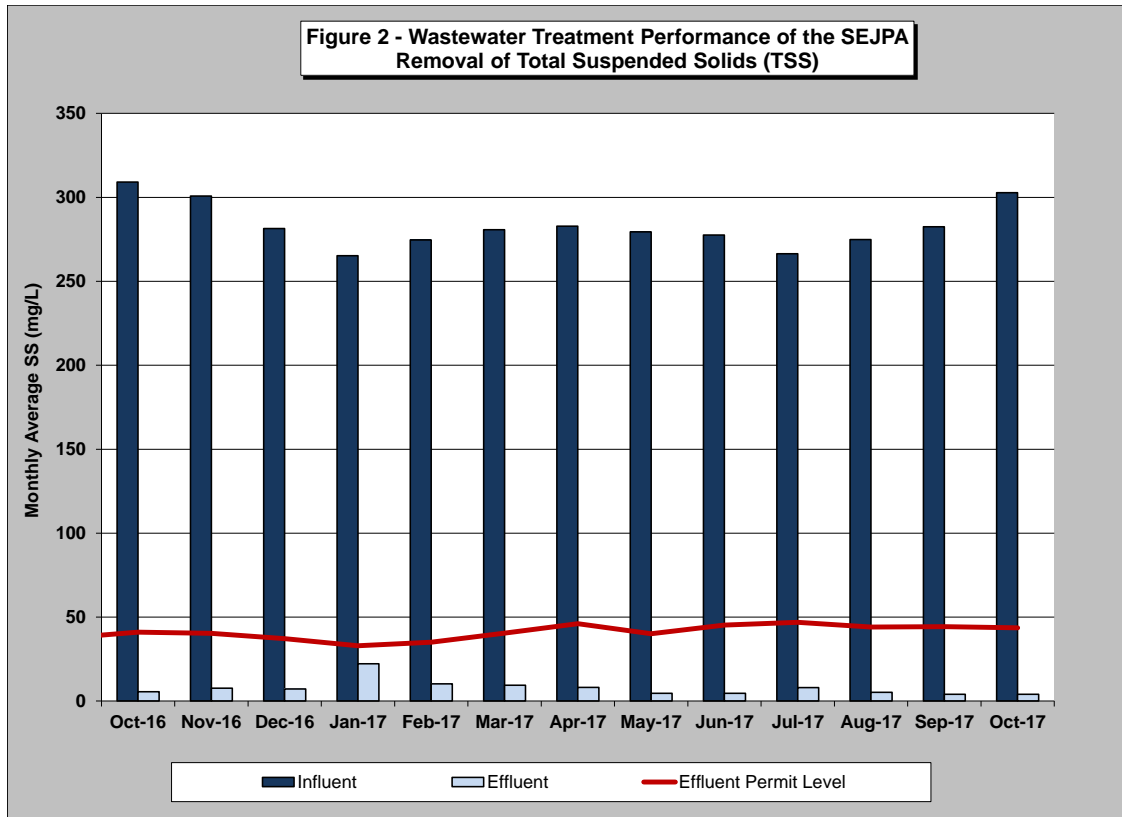
No action required. This memorandum is submitted for information only.

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of October 2017. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were 98.8 and 98.7 percent removal, respectively, (as shown in Figure 1 and Figure 2).





Member Agency Flows

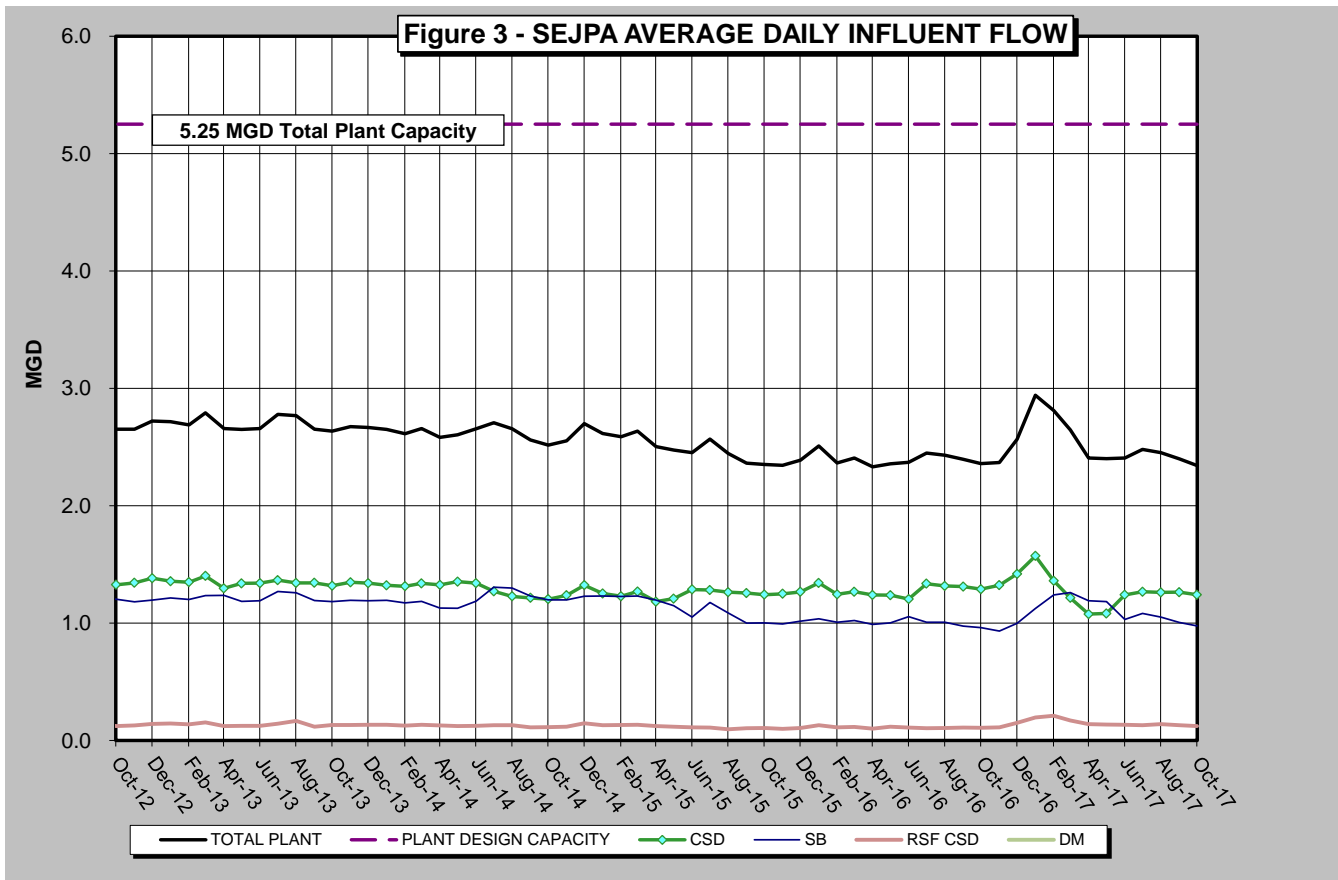
Presented below are the influent and effluent flows for the month of October. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility. January 2017 was the first month that the City of Del Mar pumped flow to SEJPA.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

	October	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.242	0.543
City of Solana Beach	0.977	0.427
Rancho Santa Fe SID	0.123	0.053
City of Del Mar	0.000	0.000
Total San Elijo WRF Flow	2.342	1.023

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

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

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



City of Escondido Flows

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

	Flow (mgd)
Escondido (Average flow rate)	7.46
Escondido (Peak flow rate)	17.6

Connected Equivalent Dwelling Units

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

	Connected (EDU)
Cardiff Sanitary Division	8,431
Rancho Santa Fe SID	555
City of Solana Beach	7,724
San Diego (to Solana Beach)	337
City of Del Mar	1,716
Total EDUs to System	18,763

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

December 11, 2017

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 October 2017, recycled water demand was 161.03 acre-feet (AF), which was met using 160.94 AF of recycled water and 0.08 AF of supplementation with potable water.

Figure 1 (attached) provides monthly demands for recycled water since deliveries began in September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last seventeen (17) fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each October since the program began. The October demand was second highest since the program began.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

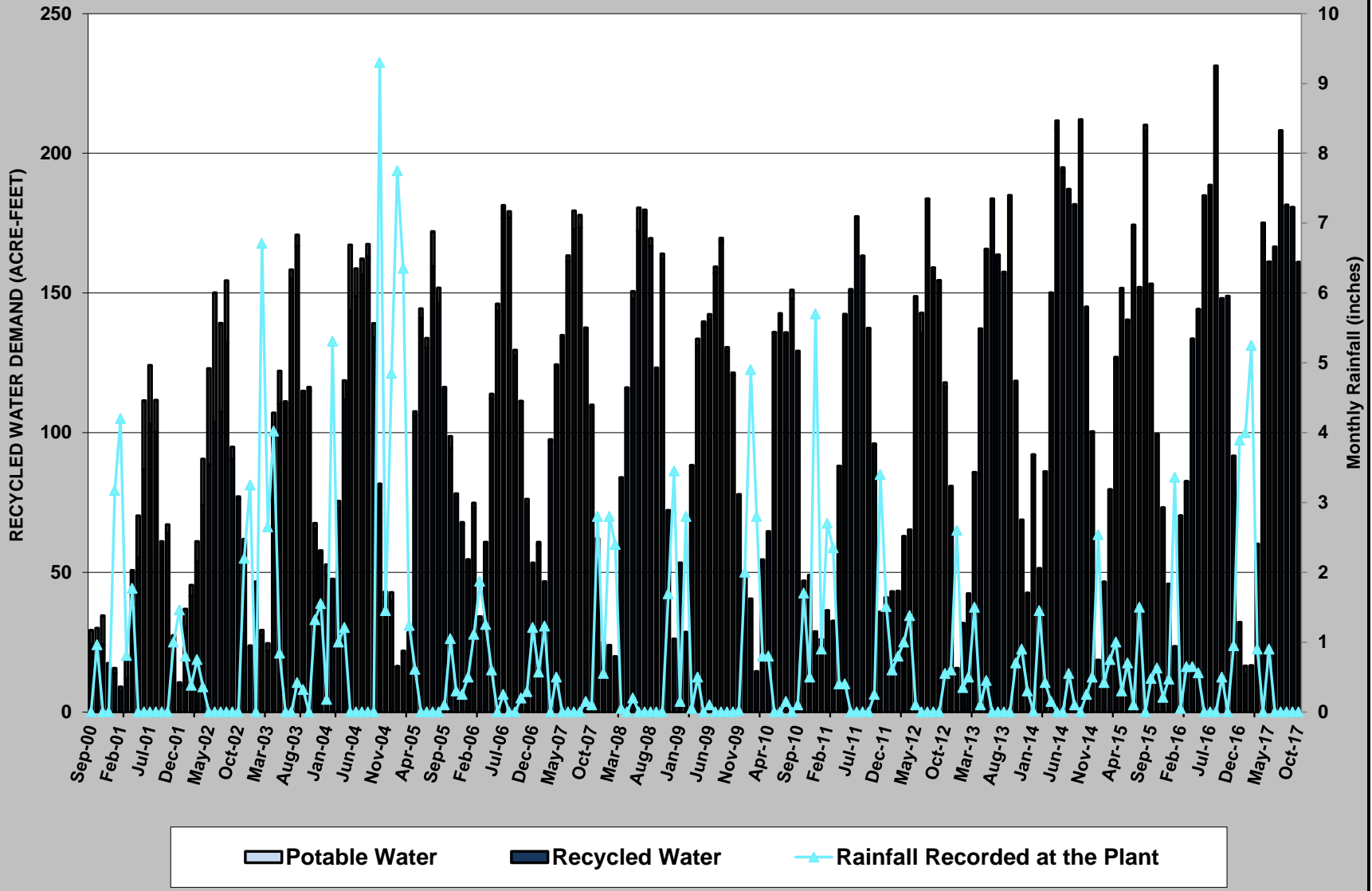


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

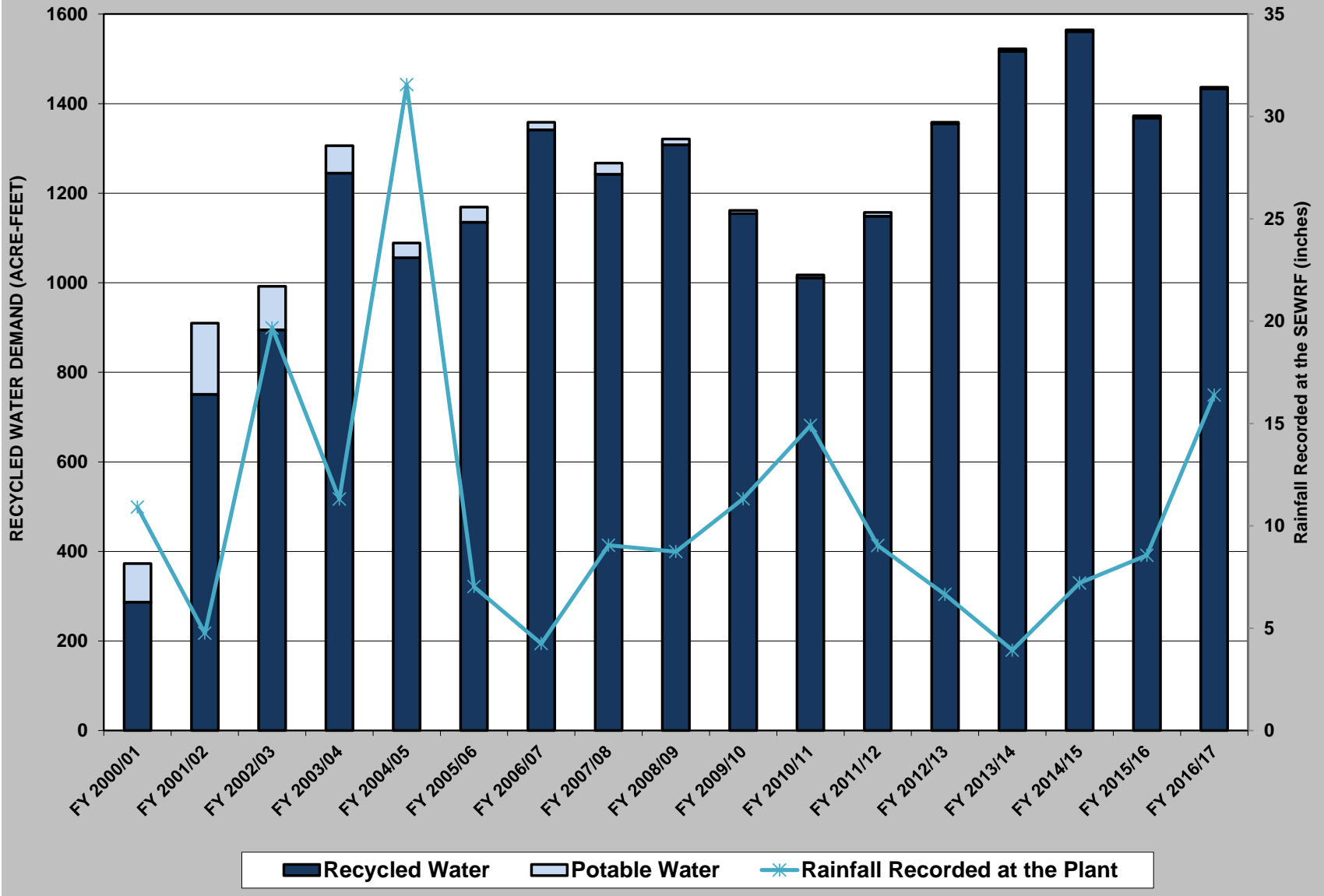
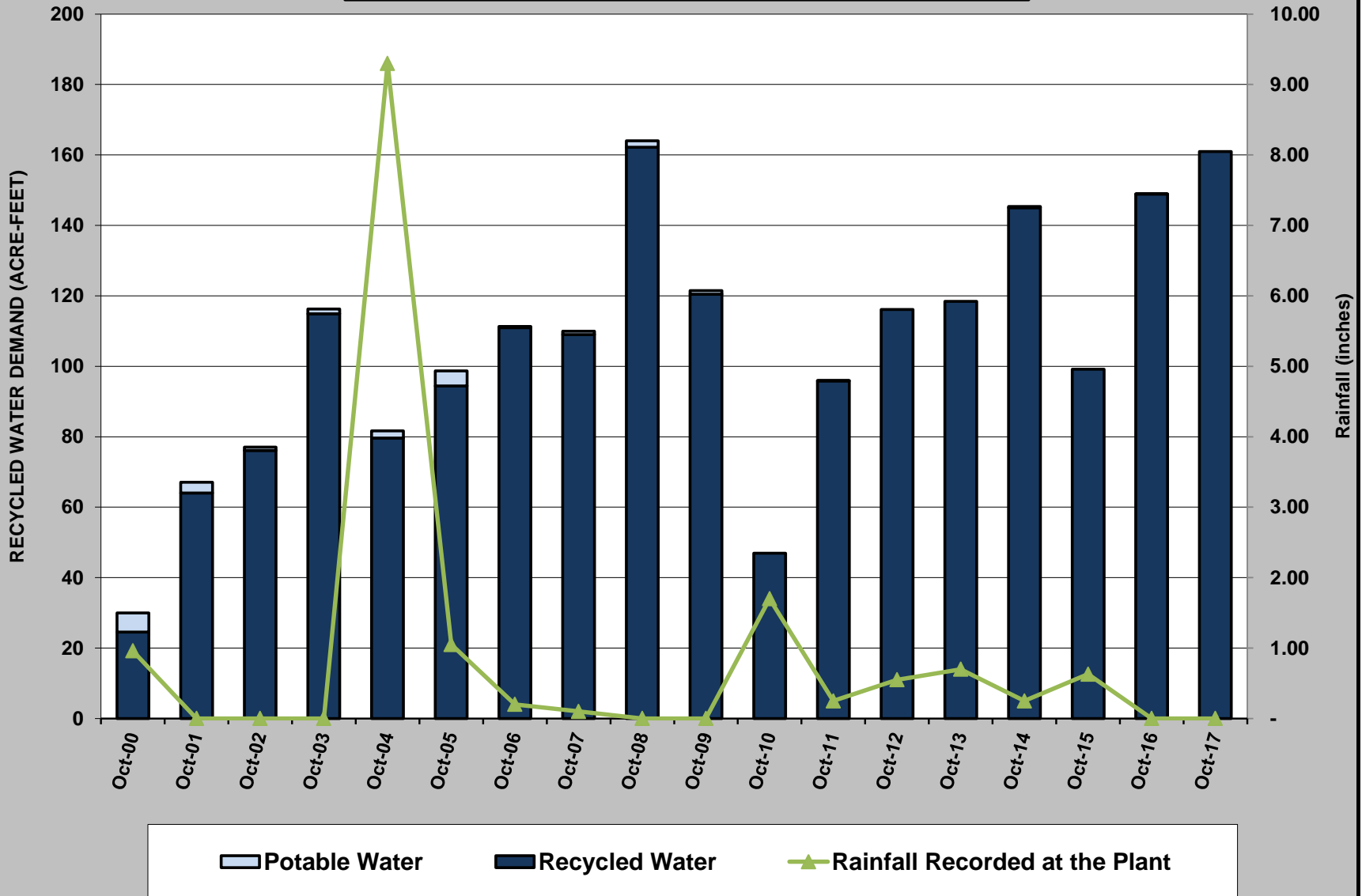


Figure 3 - OCTOBER RECYCLED WATER DEMAND



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

December 11, 2017

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CAPITAL IMPROVEMENT PROGRAM UPDATE

RECOMMENDATION

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

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) has a responsibility to maintain permit compliance with regulatory agencies and legal agreements with customers to provide wastewater and recycled water services. Proactive asset management and capital improvement planning are key components in keeping these commitments.

In 2014, SEJPA retained the services of Carollo Engineers to conduct an evaluation of the wastewater and recycled water capital assets owned by the SEJPA at the San Elijo Water Reclamation Facility.

The results of the evaluation and Carollo's recommendations were documented in the 2015 Facility Plan. Recommended projects were prioritized using a "triple-bottom line" approach to evaluate and weight each project against the others using three main factors:

- Financial (30%): Implement cost effective projects and solutions. Maximize economic benefits for customers through cost-effective operations.
- Environmental (35%): Meet or exceed permit requirements and minimize reportable violations. Improve habitat and minimize impacts to the environment.
- Social (35%): Maintain a high standard of work safety and maximize community benefits through improved aesthetics and recreational uses.

The recommendations from the 2015 Facility Plan created the foundation for the SEJPA Capital Improvement Program, which includes regulatory compliance analysis, risk assessment for system failure, project prioritization, and budgetary cost estimates.

In 2017, the SEJPA successfully secured \$23.9 million in a bond offering to fund the completion of the majority of recommended capital projects. Staff bundled the projects into four phases in

order to prioritize capital spending, streamline project delivery, minimize community impacts, and reduce cost through economies of scale.

DISCUSSION

Phase I of the SEJPA Capital Improvement Program is currently in construction and includes the Land Outfall Replacement, Preliminary Treatment Upgrades, and Odor Control Improvements.

- The Land Outfall Replacement project will replace the existing 30-inch diameter asbestos-concrete land outfall pipeline that was installed in 1965. The new pipeline will have an installation length of approximately 2,500 linear feet, will be made of high density polyethylene (HDPE), and will be installed at a greater depth than the original pipeline to minimize conflicts with other buried utilities and future construction projects.
- The Preliminary Treatment and Odor Control projects have been combined into one construction contract. This project will replace or improve existing treatment equipment and tanks associated with the initial treatment process (referred to as Preliminary Treatment) at the San Elijo Water Reclamation Facility. In addition, improvements will be made to the odor control system that services this area of the facility.

Phase I projects have a construction budget of \$13.7 million, which are currently tracking on budget, and are scheduled to be completed in 2018.

Phase II is currently in the design and permitting stage, and consists primarily of a bundle of projects referred to as the Building and Site Improvements Program, which includes the following:

- New buildings
- Road and parking improvements
- Fire system modernization
- Storm water conveyance, attenuation, and treatment improvements
- New perimeter security fencing
- New regional bike/pedestrian path and traffic calming roundabout on Manchester Avenue in cooperation with Caltrans and the City of Encinitas.

Phase II also includes Integrated Regional Water Management (IRWM) recycled water pipelines, electrical upgrades to the Motor Control Station No. 2, and hardware and software improvements to the Supervisory Control and Data Acquisition (SCADA) system. The IRWM recycled water pipelines are in final design and the construction contract could be ready for public bidding in early 2018, with a likely construction duration of 10-12 months.

The electrical and SCADA upgrades are just entering the design phase. Detailed construction schedules have not been developed for these two projects, but consideration is being given to consolidate them into the Building and Site Improvements Program due to overlay with those projects.

Phase III, the Solids Treatment Project, is currently in the pre-design phase. A Project Definition Report (PDR) is currently in development to provide an evaluation of the design alternatives and

preferred build scenario for final design. Design is expected to be complete by third quarter of 2019, with bidding and construction beginning the last half of 2019.

Phase IV consists of Resource Recovery and Reuse projects including water storage, process optimization, and energy efficiency projects. This phase is currently in early stages of research and development.

Figure 1 below depicts the planned project groupings, anticipated budgets, and proposed phasing.

Project	2017				2018				2019				2020				2021			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Phase I																				
Land Outfall Replacement																				
Preliminary Treatment Upgrades																				
Odor Control Improvements																				
Phase II																				
Building and Seismic																				
Site Improvements and Security																				
Electrical Upgrades																				
SCADA																				
Solar Power Project																				
IRWM Recycled Water Pipelines																				
Phase III																				
Dewatering Upgrades																				
Digester Improvements																				
Biosolids Process Improvements																				
DAF Upgrades and Co-Thickening																				
Secondary Upgrades																				
Phase IV																				
Reuse/Recycled Water Storage																				
Aeration and Return Flow Upgrades																				
Tertiary Upgrades																				
Cogeneration (Energy Upgrades)																				

Design Phase	
Build Phase	

Figure 1. Capital Project Schedule and Budget

FINANCIAL IMPACT

There is no financial impact associated with this staff report. Revenue from the sale of the 2017 Clean Water Bonds, combined with current and future cash contributions for capital projects, is the financial basis for the SEJPA Capital Improvement Program.

The cost estimates included in the Plan are provided as a “budget estimate” as defined by the American Association of Cost Engineers (AACE). The expected accuracy of the estimates is between -20% to +30% of the actual cost.

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

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

Attachments: Capital Project Status Reports



Land Outfall Replacement Project



Capital Program: Phase I
Project Status: Construction
Notice to Proceed: May 2017
Est. Completion Date: March 2018



Timeline

Construction Start
 May 2017

Est. Completion
 March 2018



Budget	Budgeted	Expended	Remaining	% Expended
Construction	\$ 8,553,000	\$ 2,546,860	\$ 6,006,140	30%
CM/Engineering/Enviro	698,175	137,091	561,084	20%
Contingency	428,000	0	428,000	0%
Total:	\$ 9,679,175	\$ 2,683,951	\$ 6,995,224	28%

Project Description

The Work includes installation of (approximate lengths) 2,500 feet of 30-inch diameter HDPE pipe via horizontal directional drilling (HDD), 400 feet of 30-inch pipe via open trench construction, 300 feet of dual 10-inch force mains via open trench construction, and 110 feet of 60-inch steel casing under Coast Highway. The HDD will begin at Cardiff State Beach, continue beneath Coast Highway (through the steel casing), the San Elijo Lagoon, NCTD railroad, the Nature Center, and Manchester Avenue before daylighting at the San Elijo Water Reclamation Facility (SEWRF). Once the HDD is complete, tie-ins will be made at the beach site and at the SEWRF. Forcemain installation will occur concurrent to HDD activities. Project work sites will be restored after final tie-ins are complete.

Work Completed: April - November 2017

Negotiated Change Order #1 for \$158,082 credit. Coordinated with County, Lagoon Restoration and NCC I-5 project teams, performed NCTD railroad track elevation monitoring, modified City and State Parks permits for extended work hours, and conducted environmental surveys. Ongoing submittal reviews, equipment and material deliveries, and utility locating. Completed beach work pad preparation, installed HDD guidance wire system, mobilized casing and drilling equipment, and installed 60-inch diameter steel casing pipe. Fused and staged 30-inch HDPE pipe at SEWRF. Commenced dewatering and open trench construction at plant site, including Cardiff sewer forcemain valve installation.

Planned Work: December 2017

Mobilize and complete HDD operation and HDPE pipe installation. Open trench pipeline construction for outfall and Cardiff sewer forcemain in Manchester Avenue. Work is expected to run 24 hours per day, 6 days per week (excluding Sundays and holidays) for most of December.

Priorities or Issues to be Resolved

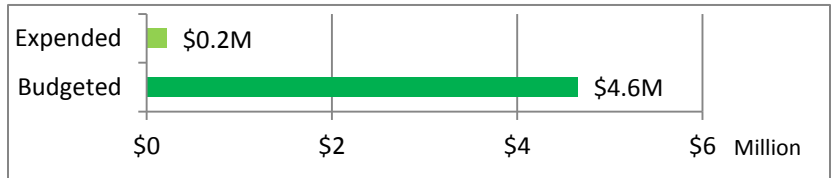
Obtain RWQCB dewatering permit. Planning and coordination for tie-ins to existing outfall system. Negotiate Change Order #2 (estimated \$94,000) for changed permit compliance requirements.



Preliminary Treatment & Odor Control Upgrades



Capital Program: Phase I
Project Status: Construction
Notice to Proceed: June 2017
Est. Completion Date: October 2018



Timeline

Construction Start
 June 2017

Est. Completion
 Oct 2018



Budget	Budgeted	Expended	Remaining	% Expended
Construction:	\$ 3,871,480	\$ 98,685	\$ 3,772,795	3%
CM/Engineering Services:	582,137	116,007	466,130	20%
Contingency:	193,570	0	193,570	0%
Total:	\$ 4,647,187	\$ 214,692	\$ 4,432,495	5%

Project Description

The project consists of the construction of new concrete treatment structures, installation of new screening and dewatering equipment, rehabilitation of existing concrete channels and structures, and replacement of aging chemical storage tanks. The work also includes the replacement of aging mechanical, electrical, and other components associated with treatment odor control systems necessary to capture and remove odors and corrosive gases.

Work Completed: June - November 2017

Modified plant parking and performed asphalt striping to delineate construction areas and provide safe access. Ongoing equipment and material submittals, procurement, site mobilization, and utility conflict resolution. Installed CM trailer and temporary washer compactor to replace broken unit. Rerouted existing utilities and began demolition for new headworks channels. Approved screenings equipment submittal and released for fabrication.

Planned Work: December 2017

Continue demolition of existing headworks, relocation of existing electrical, potable, and recycled water utilities, and earthwork for new air line headworks channels. Ongoing submittal reviews and procurement activities. Install stainless steel airline from existing blowers to grit chamber.

Priorities or Issues to be Resolved

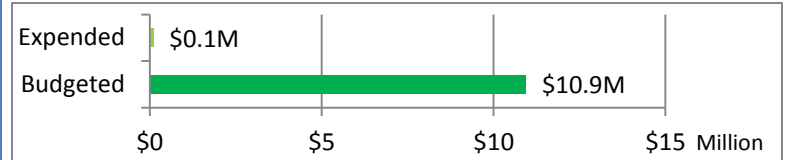
Shutdown coordination for sewer bypass during construction. Ensure equipment fabrication remains on-schedule.



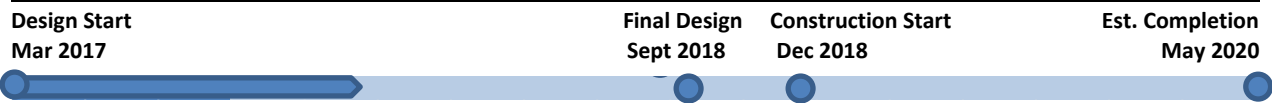
Building and Site Improvements



Capital Program: Phase II
Project Status: Design/Permitting
Design Start: March 2017
Est. Design Completion: September 2018
Est. Construction Completion: May 2020



Timeline



Budget

	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining</i>	<i>% Expended</i>
Building Program:	\$7,690,000	\$84,000	\$7,606,000	1%
Site Improvements:	3,050,000	21,000	3,029,000	1%
Solar (PPA):	200,000	0	200,000	0%
Total:	\$10,940,000	\$105,000	\$10,835,000	1%

Project Description

The work consists of the replacement of aging administration and operations buildings; relocation of staff to the facility entrance for improved safety, security and public interface; improvements to site security including fencing and gates to provide clear delineation of public spaces, and restrict access to treatment process areas. Public parking spaces for the San Elijo Lagoon Nature Center and regional bike path are included, combined with opportunities for interactive learning, community benefits and education.

Work Completed: March – November 2017

Refined floor plans, elevations, and site layout; ongoing civil, storm water, and landscape design; coordinated with Caltrans on bike path/roundabout design and cooperative agreement. Developed scope of work and obtained proposals for solar power project. Performed boundary survey and title report. Submitted design for Design Review/Coastal Development Permit to City of Encinitas' staff.

Planned Work: December 2017

Review and refine environmental documents. Define solar power project and evaluate power purchase agreement. Identify and map existing utilities in the proposed construction area. Continue design of building HVAC and mechanical systems, site fire hydrant system, storm drain system, and building potable water and sewer service.

Priorities or Issues to be Resolved

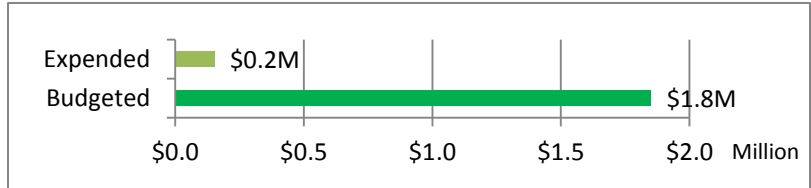
Develop cooperative agreement with Caltrans to define project roles and responsibilities, cost sharing terms, and deliverable dates. Prepare CEQA and MND environmental document updates.



IRWM Recycled Water Pipelines



Capital Program: Phase II
Project Status: Design/Permitting
Design Start: June 2016
Est. Design Completion: January 2018
Est. Construction Completion: May 2019



Timeline



Budget	Budgeted	Expended	Remaining	% Expended
Design/ Permitting:	\$330,000	\$151,021	\$178,979	46%
Construction Management:	160,000	0	160,000	0%
Construction:	1,695,000	0	1,695,000	0%
Contingency (20%):	339,000	0	339,000	0%
IRWM Grant funds:	(525,000)	--	--	--
Cost Share (Booster Pump Station):	(150,000)	--	--	--
PROJECT TOTAL:	\$1,849,000	\$151,021	\$1,697,979	8%

Project Description

The work consists of the design of a booster pump station and recycled water pipeline extension. The 1.5 mile small diameter (4-inch to 6-inch) pipeline will serve the community of Encinitas Ranch, two agricultural users, and the City of Encinitas trail system. The project is a key component of the SEJPA's \$2.5M Integrated Regional Water Management (IRWM) grant. The project is anticipated to offset 45 acre-feet per year of potable water use for landscape irrigation or approximately 50% of the total IRWM project potable water offset.

Work Completed: July – November 2017

Ongoing design work to incorporate review comments and realign pipeline to comply with identified project constraints. Reviewed and provided comment for 75% design drawings.

Planned Work: December 2017

Review 75% specifications and 100% drawings and incorporate final review comments. Meet with City staff and incorporate comments for Coastal Development Permit. Develop easement agreement for booster pump station.

Priorities or Issues to be Resolved

Obtain Coastal Development Permit from the City and obtain easement for booster pump station from the Encinitas Ranch Golf Authority.

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

December 11, 2017

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: 2017 YEAR IN REVIEW - RECOGNIZING AGENCY ACHIEVEMENTS AND
SUCSESSES

RECOMMENDATION

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

DISCUSSION

The San Elijo Joint Powers Authority (SEJPA) is responsible for providing wastewater treatment and disposal; recycled water production, storage, and delivery; operation and maintenance of Member Agency remote facilities; and ocean outfall management. It is the goal of the SEJPA to provide these services using the most sustainable, efficient, and cost-effective approach. The General Manager will provide a brief PowerPoint presentation highlighting notable achievements and successes by the agency for calendar year 2017.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager