

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY JANUARY 11, 2010 AT 9:00 AM
SAN ELIJO WATER RECLAMATION FACILITY – CONFERENCE ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. PRESENTATION OF AWARDS
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR THE DECEMBER 14, 2009 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. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Staff Reference: General Manager Michael Thornton

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

It is recommended that the Board of Directors:

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

Staff Reference: General Manager Michael Thornton

14. DESIGNATION OF BOARD MEMBERS - GENERAL MANAGER PERFORMANCE SUBCOMMITTEE

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Staff Reference: General Manager Michael Thornton

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 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 regular scheduled San Elijo Joint Powers Authority Board Meeting may be February 8, 2010 at 9:00 a.m.

NOTICE:

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

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

AFFIDAVIT OF POSTING

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

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

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

Date: January 6, 2010

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

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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON DECEMBER 14, 2009
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

Dave Roberts, Chair

Maggie Houlihan, Vice Chair

A Meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, December 14, 2009, 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 Roberts called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Teresa Barth
Thomas Campbell
Dave Roberts

Absent:

Maggie Houlihan

Others Present:

General Manager
Director of Finance/Administration
Administrative Assistant
Accounting Tech
Director of Operations
Maintenance Mechanic

Michael Thornton
Greg Lewis
Monica Blake
Carrie Cook
Chris Trees
Kyle James

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Greg Moser

City of Encinitas,
Director of Public Works

Larry Watt

City of Solana Beach,
City Manager

David Ott

City of Solana Beach,
Director of Engineering/Public Works

Mohammad "Mo" Sammak

Kennedy/Jenks Consultants

Pat Huston & Matt Tebbetts

3. PLEDGE OF ALLEGIANCE

Kyle James led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

General Manager Michael Thornton introduced the two new SEJPA employees to the Board of Directors; Kyle James, Maintenance Mechanic I, and Christopher Trees, Director of Operations.

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

Moved by Board Member Barth and seconded by Board Member Campbell to approve the Consent Calendar with the following vote of approval.

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

Consent Calendar:

Agenda Item No. 7	Approval of Minutes for the November 9, 2009 meetings
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
Agenda Item No. 9	San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report
Agenda Item No. 10	San Elijo Joint Powers Authority Recycled Water Program – Monthly Report
Agenda Item No. 11	San Elijo Water Reclamation Program - Annual Review.

12. ITEMS REMOVED FROM CONSENT CALENDAR

None

Vice Chair Maggie Houlihan arrived at 9:03 a.m.

13. CALIFORNIA ENERGY COMMISSION (CEC) LOAN PAYMENT

Director of Finance/Administration, Greg Lewis, reported that in 2007 the SEJPA negotiated a low-interest loan (3.95%) with the CEC for \$1,193,500 to finance the construction of the recently completed Performance Optimization of the Activated Sludge System. As stated in the loan agreement, first payment to the CEC was to be due in December of the year following completion of the project; with the year being defined as ending on 31 May. Since the project had a planned completion date of June 2009, the first payment was anticipated being due in December 2010. However, the project was completed early (March 2009), thereby making the first payment due in December 2009.

The financial advantage to the SEJPA for complying with the early loan payment request is a savings of more than \$47,000 in avoided interest. SEJPA management recommended the use of contingency funding for making the first CEC loan payment in December 2009.

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

1. Authorize the use of contingency funding in the amount of \$64,237.99 to pay the first installment of the CEC loan.

Motion carried with unanimous vote of approval.

14. ACCEPT AND FILE THE PRELIMINARY DESIGN REPORT FOR THE RECYCLED WATER DEMINERALIZATION PROJECT FOR THE SAN ELIJO WATER RECLAMATION FACILITY

In July 2009, the SEJPA Board of Directors awarded the professional engineering agreement to Kennedy Jenks Consultants for the preliminary design of the Recycled Water Demineralization Project. The preliminary design report (PDR) is now complete and has been reviewed and approved by staff. The General Manager introduced Pat Huston and Matt Tebbetts of Kennedy Jenks Consultants. Mr. Tebbetts showed the Board of Directors a PowerPoint presentation on the goals of the project and how the preliminary design meets those goals.

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

1. Accept and file the Preliminary Design Report for the Recycled Water Demineralization Project for the San Elijo Water Reclamation Facility; and
2. Authorize the General Manager to negotiate with Kennedy Jenks Consultants an Engineering Services Agreement for Final Design of the Recycled Water Demineralization Project.

Motion carried with unanimous vote of approval.

15. ADOPT THE PROPOSED MITIGATED NEGATIVE DECLARATION FOR THE SEJPA RECYCLED WATER PROJECT

The SEJPA retained the professional services of Dudek to prepare the California Environmental Quality Act (CEQA) reporting requirements for the proposed Recycled Water Demineralization Project. Based on the findings of the Initial Study Environmental Checklist, the SEJPA and Dudek have determined that a Mitigated Negative Declaration (MND) is the appropriate environmental document for project compliance with CEQA.

The final MND has been prepared by Dudek with the SEJPA as the lead agency and is in conformance with Section 15070(a) of the CEQA Guidelines. Adoption of the proposed MND will complete the public review process required by CEQA.

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

1. Adopt the Proposed Mitigated Negative Declaration for the SEJPA Recycled Water Project.

Motion carried with unanimous vote of approval.

16. GENERAL MANAGER'S REPORT

The General Manager reported that the SEJPA continues to work closely with the Marine Life Protection Act Initiative blue ribbon task force and the Department of Fish and Game to make certain it is understood that the SEJPA is required to monitor, operate, and maintain wastewater infrastructure within the San Elijo Lagoon and off shore of Cardiff Beach. The SEJPA has expressed its support for the goals of the Marine Life Protection Act and would only like to ensure that there are no legal conflicts with their proposals and the required state and federal laws the SEJPA is obligated to uphold.

The General Manager stated the SEJPA has just completed the application for renewing its NPDES permit for ocean disposal and that the San Diego Regional Water Quality Control Board has 180 days to review the application.

The General Manager stated that the California Association of Sanitation Agencies (CASA) winter conference is January 13-15, 2010 and being held in the Palm Desert area. The conference provides a good venue for Board Members and staff to learn information on current topics and legislation relevant to the wastewater and recycled water industry.

17. GENERAL COUNSEL'S REPORT

None

18. BOARD MEMBER COMMENTS

Chair Roberts thanked General Manager Michael Thornton for his Recycled Water Demineralization Project presentation to the city council meeting for the City of Solana Beach.

19. CLOSED SESSION

The SEJPA Board of Directors went into closed session pursuant to Government Code Section 54957 with respect to Public Employee Performance Evaluation at 9:50 a.m., and came out of closed session at 10:55 a.m.

The Board of Directors reported that it has rated the General Manager's performance as outstanding, with a rated value of 95 out of a possible 100 points on the evaluation form. The Board also stated its desire to move the General Manager's annual evaluation to a fiscal year cycle consistent with the annual budget cycle. Moved by Board Member Campbell and seconded by Board Member Barth to:

1. Amend the General Manager's contract now to include a base salary of \$165,940 effective January 1, 2010 through June 30, 2011;
2. Provide a non-base building bonus of \$5,000 for calendar year 2009; and
3. The General Manager is eligible for an additional performance-based bonus of up to another \$5,000, for the period of January 1, 2010 through June 30, 2011, subject to the approval of the Board of Directors on or before June 30, 2011. The Board also reserves the right to adjust the retirement component of the General Manager's contract for the period beginning July 1, 2010 through June 30, 2011.

Motion carried with unanimous vote of approval.

20. ADJOURNMENT

The Board of Directors adjourned at 11:07 a.m. The next Board of Directors meeting will be held on Monday, January 11, 2010.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

PAYMENT OF WARRANTS

10-01

31-Dec-09

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
10-01 WARRANTS		
A-1 Broadway Foto Studio	ID card - C. Trees	\$10.00
Abcana	Hydrochloric acid - odor control - scrubbers - plant	\$707.15
Abcana	Calcium hypochlorite - #100 cleanview - plant	\$380.63
Airgas West	Equipment rental - lab	\$209.46
Airgas West	Sensor for multipro meter - plant and all pump stations	\$517.91
Airgas West	Gas calibration methane - plant and all pump stations	\$377.77
Alliant Insurance Services	Life and disability insurance	\$1,946.91
American Backflow Specialties	Parts for pressure relief valve - water reclamation	\$600.14
Applied Industrial Technician	Electrical motor for exhaust fan - blower building - plant	\$314.14
Arrowhead	Kitchen and lab supplies	\$317.02
A T & T	Alarm service - December	\$391.60
Atlas Pumping Service	Grease and scum pumping - December	\$554.88
Atlas Pumping Service	Grease and scum pumping - November	\$1,501.34
Atlas Pumping Service	Grit and screening - plant	\$742.35
BHA, Inc.	Advanced water treatment - plant	\$2,294.00
Best Best & Krieger	Clean water state revolving fund loan	\$142.67
Blake, Monica	Expense report - mileage	\$28.13
Blue Skies Landscape	Landscape service - November	\$1,200.00
Boot World, Inc.	Safety boots - K. James	\$150.00
Brenntage Pacific, Inc.	Sodium hydroxide - odor control - scrubbers - plant	\$1,420.58
CASA	2010 agency's membership dues	\$8,000.00
CSFMO	Membership dues - G. Lewis	\$110.00
CWEA Membership	Membership - M. Dietrich	\$132.00
CWEA Membership	Membership - C. Trees and J. Boyle	\$242.00
CWEA - TCP	Certificate - mechanical technologist - M. Dietrich	\$74.00
California Water Technologies	Ferric chloride - plant	\$5,726.38
Complete Office	Office supplies - December	\$61.44
Conocophillips Fleet	Vehicle fuel - December	\$1,128.80
Cor-o-van Records Mgmt., Inc.	Record storage - November	\$59.11
County-Dept. Environmental Health	Permit for reclaimed water shut down - wtr rec.	\$595.00
County-Dept. Environmental Health	Permit for reclaimed water shut down - Ocean Knoll - wtr rec	\$595.00
County-Dept. Environmental Health	Plan check fee for Dramm/Echter - water rec.	\$357.00
Covad	T-1 service - December	\$359.00
Edco Waste and Recycling Service	Trash and recycling service - November	\$184.01
Escondido Metal Supply	Parts for conveyor belt - plant	\$29.36
Golden State Overnight - GSO	Mailing complaince reports	\$28.82
Green Valley Landscape	Repair leaking valve - plant	\$130.00
Grainger	Safety supplies - plant and all pump stations	\$438.51
Harrington Industrial Plastics	PVC supplies for aeration basins - plant	\$347.64
Harrington Industrial Plastics	Replace channel air valve with 3" butterfly valve - plant	\$716.10
Hernandez, Joe	Expense report - seminar, meal, and part for tractor	\$101.98
Hoch, Adam	Expense report - mileage	\$24.31
Horizon Health EAP	EAP - November	\$334.40
Horizon Health EAP	EAP - December	\$351.12
Housing & Community Development	Modular registrations	\$230.00
Hydro-Scape	PVC supplies - water reclamation	\$430.85
Jani-King	Janitorial service - December	\$882.64
Jani-King	Janitorial supplies	\$254.05
Konica	Monthly copier maintenance	\$109.89
Larsen, Casey	Expense report - seminar and meal	\$55.04

PAYMENT OF WARRANTS

10-01

31-Dec-09

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT
Leaf & Cole, LLP	Audit	\$4,400.00
Lewis, Greg	Expense report - mileage, SEJPA mugs, holiday luncheon	\$642.09
Lewis, Greg	Expense report - monitor, tv mount and nextel phones	\$440.08
MBC Applied Environmental	Lab testing - outfall	\$19,718.62
MBC Applied Environmental	Annual aerial surveys, reports on region 9 kelp beds	\$5,296.00
McMaster-Carr Supply Co.	PVC supplies for secondary active sludge channel	\$675.24
McMaster-Carr Supply Co.	Parts for aeration basins - plant	\$461.43
Metlife	Dental insurance binder	\$1,454.33
Miramar Truck Center	Vehicle maintenance	\$413.14
Mutal of Omaha	Life insurance binder	\$1,493.00
O.M.W.D.	Manchester - 10/07/09 - 11/09/09	\$43.40
Olin Corp - Chlor Alkali	Sodium hypochlorite - bleach - water reclamation	\$4,001.91
OneSource Distributors, LLC	S-strut stainless for secondary activate sludge channel	\$606.83
PERS - Health	Health - December 2009	\$8,542.96
PERS - Retirement	Retirement premium - 12/04/09	\$12,577.36
PERS - Retirement	Retirement premium - 12/18/09	\$12,975.47
Petty Cash	Cashier - Monica Blake	\$160.63
Ponton Industries, Inc.	Turbidimeter verification module - water reclamation	\$595.71
Preferred Benefit	Dental and vision insurance - December	\$1,558.32
Probuild	Repairs, shop and field supplies - November	\$105.37
Process Pump Sale's, Inc.	PCM, stator - plant	\$453.26
RSF Security Systems	Security service - 12/01/09 - 02/28/09	\$1,482.00
SCAP	SCAP luncheon - M. Thornton and C. Trees	\$70.00
SMPMG	Medical services - vaccines - hepatitis A & B	\$2,016.00
San Diego Gas and Electric	Gas and electric - 10/07 - 11/05 - Cardiff P. S.	\$1,509.50
San Diego Gas and Electric	Gas and electric - 11/05 - 12/08 - Cardiff P. S.	\$1,624.06
San Dieguito Water District	2710 Manchester - 09/21 - 11/23	\$171.90
San Dieguito Water District	Manchester - 09/21 - 11/23	\$136.47
San Dieguito Water District	Manchester - 09/21 - 11/23	\$216.72
San Dieguito Water District	Manchester - 10/29 - 11/30	\$1,991.05
San Dieguito Water District	Manchester - 10/29 - 11/30	\$190.80
San Dieguito Water District	Manchester - 10/29 - 11/30	\$466.40
San Dieguito Water District	Manchester - 10/29 - 11/30	\$199.28
San Dieguito Water District	Manchester - 10/29 - 11/30	\$320.12
San Dieguito Water District	S. Coast Highway 101 - 09/21 - 11/23	\$33.82
San Elijo Payroll Account	Payroll - 12/04/09	\$71,954.04
San Elijo Payroll Account	Payroll - 12/18/09	\$73,694.29
Santa Fe Irrigation District	Water service - Lomas Santa Fe Dr. - 09/16 - 11/17	\$2,353.95
Santa Fe Irrigation District	Water service - Valley - 10/29 - 11/25	\$33.59
Santa Fe Irrigation District	Water service - Seabright - 09/02/09 - 11/03/09	\$55.71
Saturn Electric	Retention - Cardiff P. S. generator, electrical improvements	\$22,092.92
Siemens Water Technologies Corp.	Hydrogen peroxide - Cardiff P. S.	\$2,718.41
Sound Billing LLC	Vehicle maintenance	\$96.88
Sprint	Cellular phone service	\$655.68
State of California	Loan #003-07-ECC	\$64,237.99
Stitcheree	Employee shirts, logo and bags	\$141.29
Target Safety	Online safety training program	\$2,100.00
Test America	Lab testing - December	\$58.00
Test America	Lab testing - November	\$330.00
Thatcher Company of California	Aluminum sulfate - water reclamation	\$2,385.68
UPS	Shipping - parts	\$38.47

PAYMENT OF WARRANTS

10-01

31-Dec-09

<u>VENDOR</u>	<u>DESCRIPTION OF EXPENSE</u>	<u>AMOUNT</u>
USA Bluebook	Demineralization study - lab	\$386.14
USA Bluebook	PVC supplies for ferric chloride tank - plant	\$492.11
Underground Service Alert	Dig alert - November	\$49.50
Unifirst Corporation	Uniform service - December	\$299.37
Unifirst Corporation	Uniform service - November	\$137.56
Winzler & Kelly	Financial Assessment - water rec.	<u>\$2,602.20</u>
	Total 10-01 Warrants:	<u>\$369,852.18</u>


SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

31-Dec-09

PAYMENT OF WARRANTS		\$369,852.18
Reference Number	10-01	

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



Gregory Lewis
Director of Finance/Administration
Treasurer

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

31-Dec-09

<u>FUNDS ON DEPOSIT WITH</u>	<u>AMOUNT</u>
LOCAL AGENCY INVESTMENT FUND <i>(SEPTEMBER 2009 YIELD 0.90%)</i>	
SELF INSURANCE RESERVE	\$ 300,000.00
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 5,439,348.02
CALIFORNIA BANK AND TRUST <i>(SEPTEMBER 2009 YIELD 0.10%)</i>	
REGULAR CHECKING	\$ 49,504.13
PAYROLL CHECKING	\$ 5,000.00
TOTAL RESOURCES	\$ 6,423,852.15

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 11, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

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

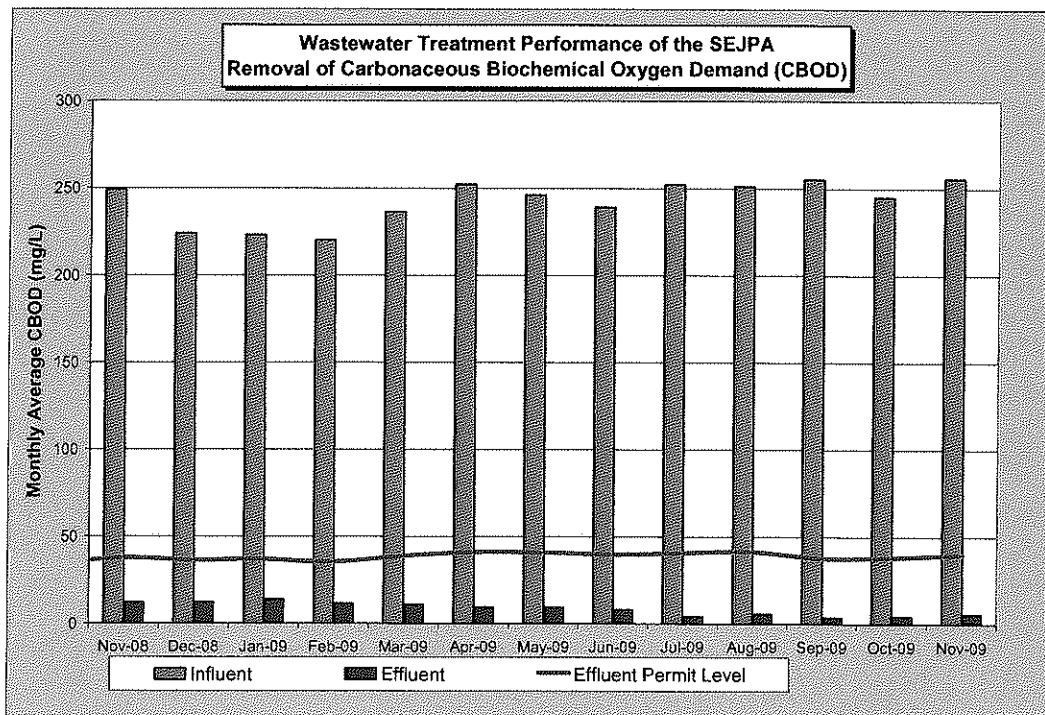


FIGURE 1

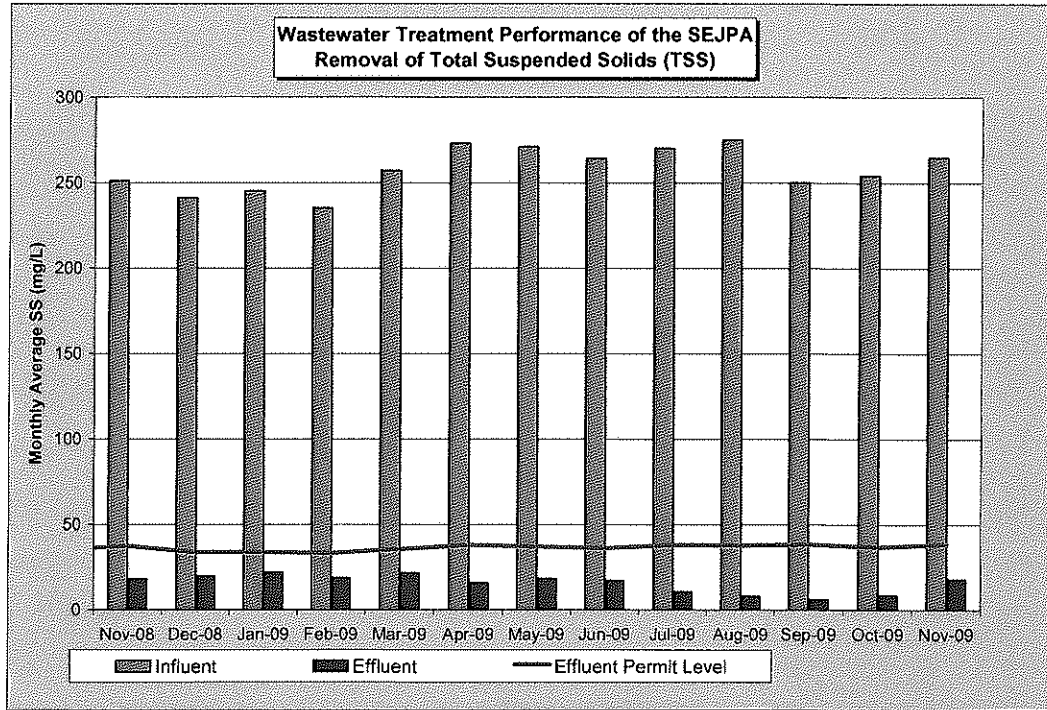


FIGURE 2

Member Agency Flows

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

	November	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.366	0.843
City of Solana Beach	1.323	0.816
Rancho Santa Fe SID	<u>0.111</u>	<u>0.069</u>
Total San Elijo WRF Flow	2.800	1.728

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

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

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

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

City of Escondido Flows

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

	November (mgd)
Escondido (Average flow rate)	9.8
Escondido (Peak flow rate)	18.6

Connected Equivalent Dwelling Units

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

	November (EDU)
Cardiff Sanitary Division	8,189
Rancho Santa Fe SID	469
City of Solana Beach	7,428
San Diego (to Solana Beach)	300
Total EDUs to System	16,386

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

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

SAN ELIJO WATER RECLAMATION FACILITY MONTHLY REPORT - FLOWS AND EDUS

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)			AVERAGE DAILY EFFLUENT FLOW RATE (MGD)			CONNECTED EDUS			AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)		
	CSD	RSF CSD	TOTAL PLANT	CSD	RSF CSD	TOTAL PLANT	CSD EDUS	RSF CSD EDUS	TOTAL EDUS	CSD	RSF	TOTAL PLANT
Jan-06	1,515	0.139	2,964	1,410	0.129	2,758	8,044	423	7,659	188	329	171
Feb-06	1,499	0.139	2,951	1,268	0.118	2,497	8,044	423	7,659	186	329	171
Mar-06	1,542	0.144	2,995	1,475	0.137	2,864	8,044	424	7,659	192	340	171
Apr-06	1,523	0.139	2,950	1,400	0.128	2,712	8,044	424	7,728	189	328	167
May-06	1,480	0.134	2,913	0,979	0.089	1,927	8,066	429	7,728	183	312	168
Jun-06	1,471	0.130	2,951	0,762	0.068	1,529	8,080	430	7,728	182	302	175
Jul-06	1,490	0.135	3,061	0,719	0.065	1,477	8,087	431	7,728	184	313	186
Aug-06	1,456	0.144	2,992	0,748	0.074	1,537	8,088	432	7,728	180	333	188
Sep-06	1,403	0.138	2,868	0,744	0.072	1,520	8,092	432	7,728	173	319	172
Oct-06	1,414	0.132	2,832	0,943	0.088	1,888	8,092	432	7,728	175	306	166
Nov-06	1,408	0.135	2,827	1,100	0.105	2,208	8,094	434	7,728	174	311	166
Dec-06	1,429	0.138	2,842	1,296	0.126	2,578	8,099	436	7,728	176	317	165
Jan-07	1,419	0.128	2,829	1,205	0.109	2,403	8,100	441	7,728	175	290	166
Feb-07	1,425	0.129	2,831	1,284	0.116	2,550	8,106	443	7,728	176	291	165
Mar-07	1,421	0.118	2,824	1,014	0.085	2,016	8,112	444	7,728	175	266	166
Apr-07	1,386	0.122	2,775	0,868	0.076	1,738	8,115	447	7,728	171	273	164
May-07	1,411	0.106	2,798	0,763	0.058	1,514	8,116	448	7,728	174	237	166
Jun-07	1,438	0.104	2,846	0,697	0.051	1,380	8,117	449	7,728	177	232	169
Jul-07	1,461	0.109	2,934	0,657	0.049	1,319	8,119	450	7,728	180	242	177
Aug-07	1,442	0.110	2,917	0,571	0.044	1,156	8,120	450	7,728	178	244	177
Sep-07	1,410	0.107	2,787	0,596	0.046	1,179	8,124	452	7,728	174	237	164
Oct-07	1,335	0.096	2,653	0,777	0.056	1,545	8,124	452	7,728	164	213	163
Nov-07	1,430	0.113	2,778	1,122	0.088	2,179	8,138	453	7,728	176	250	170
Dec-07	1,443	0.143	2,811	1,380	0.137	2,688	8,144	453	7,728	177	316	159
Jan-08	1,491	0.144	2,903	1,488	0.144	2,898	8,146	454	7,728	183	318	164
Feb-08	1,620	0.162	3,137	1,499	0.150	2,903	8,150	456	7,728	199	356	175
Mar-08	1,569	0.149	3,083	1,261	0.119	2,477	8,151	456	7,728	192	326	177
Apr-08	1,493	0.125	2,936	1,154	0.097	2,270	8,151	456	7,728	183	274	171
May-08	1,487	0.136	2,962	0,755	0.069	1,504	8,153	456	7,728	182	299	173
Jun-08	1,649	0.131	3,050	0,647	0.052	1,197	8,161	456	7,728	202	288	164
Jul-08	1,713	0.131	3,168	0,722	0.055	1,335	8,163	456	7,728	210	288	171
Aug-08	1,562	0.125	3,170	0,608	0.048	1,233	8,165	457	7,728	191	274	192
Sep-08	1,547	0.121	3,046	0,813	0.064	1,601	8,167	459	7,728	189	264	178
Oct-08	1,478	0.111	2,908	0,671	0.051	1,321	8,170	460	7,728	181	242	171
Nov-08	1,511	0.118	2,958	1,080	0.084	1,321	8,171	462	7,728	185	256	172
Dec-08	1,580	0.156	3,098	1,446	0.143	2,835	8,172	462	7,728	193	338	176
Jan-09	1,522	0.141	3,017	1,256	0.116	2,489	8,177	462	7,728	186	306	175
Feb-09	1,599	0.145	3,074	1,408	0.128	2,707	8,179	462	7,728	196	314	172
Mar-09	1,510	0.124	2,941	1,030	0.085	2,007	8,180	463	7,728	185	268	180
Apr-09	1,463	0.116	2,841	0,731	0.058	1,419	8,183	463	7,728	179	251	163
May-09	1,465	0.117	2,829	0,712	0.057	1,375	8,185	464	7,728	179	252	161
Jun-09	1,479	0.115	2,913	0,712	0.056	1,403	8,185	465	7,728	181	248	171
Jul-09	1,437	0.109	2,922	0,599	0.045	1,217	8,186	467	7,728	176	234	178
Aug-09	1,431	0.113	2,963	0,603	0.053	1,248	8,186	467	7,728	175	242	184
Sep-09	1,404	0.108	2,858	0,690	0.053	1,404	8,187	468	7,728	171	231	174
Oct-09	1,375	0.108	2,815	0,744	0.058	1,523	8,187	468	7,728	168	231	172
Nov-09	1,366	0.111	2,800	0,843	0.069	1,728	8,189	469	7,728	167	237	171

TABLE 1

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 .131 mgd
 SB Connected EDUs includes 300 EDUs for the City of San Diego

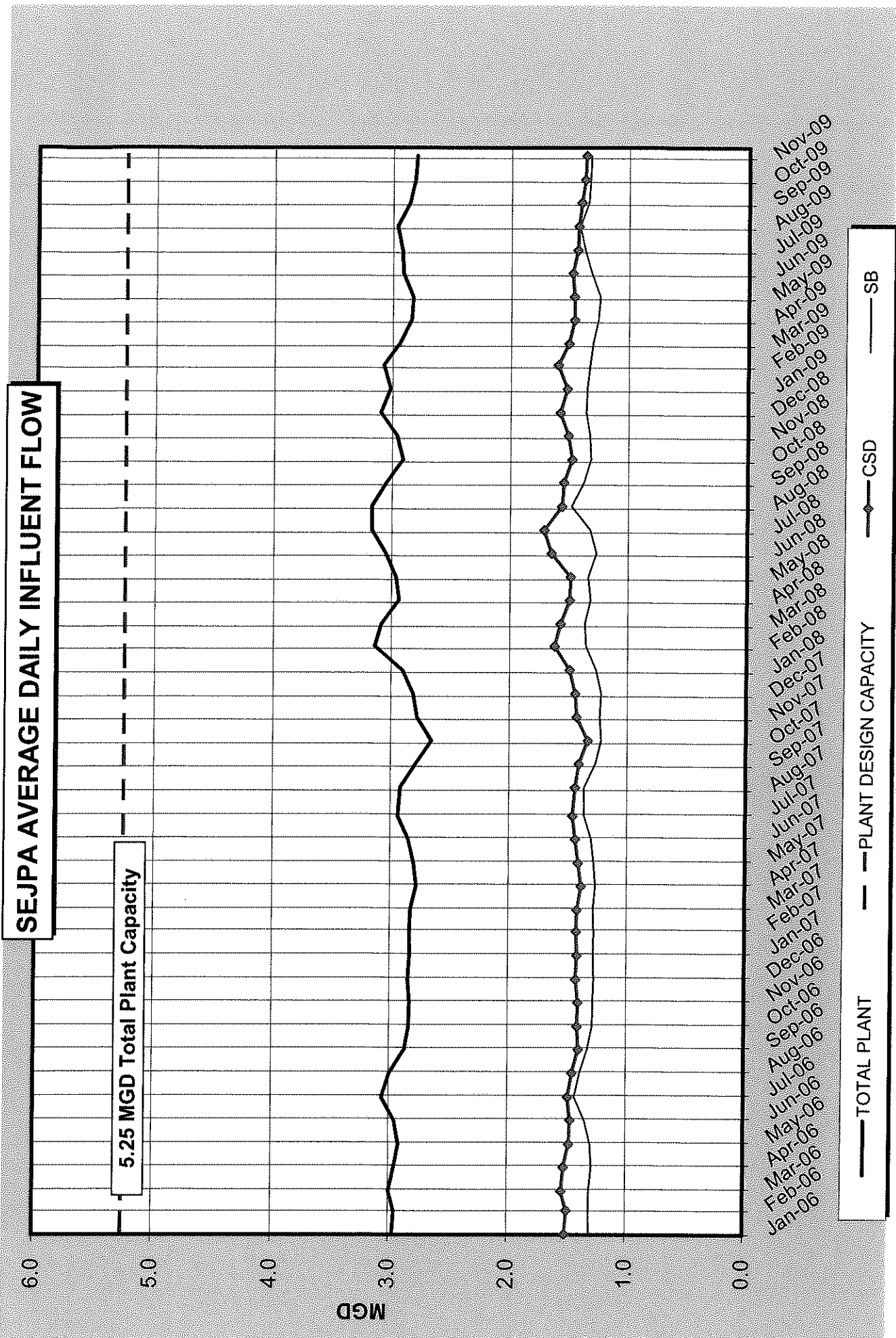


FIGURE 3

*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 11, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of November 2009, recycled water demand was 77.93 acre-feet (AF), which was met using 77.93 AF of recycled water and 0.00 AF of supplementation with potable water. This equates to a blend mix for November of 100 percent recycled water and zero percent potable water supplementation.

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

MONTHLY RECYCLED WATER DEMAND

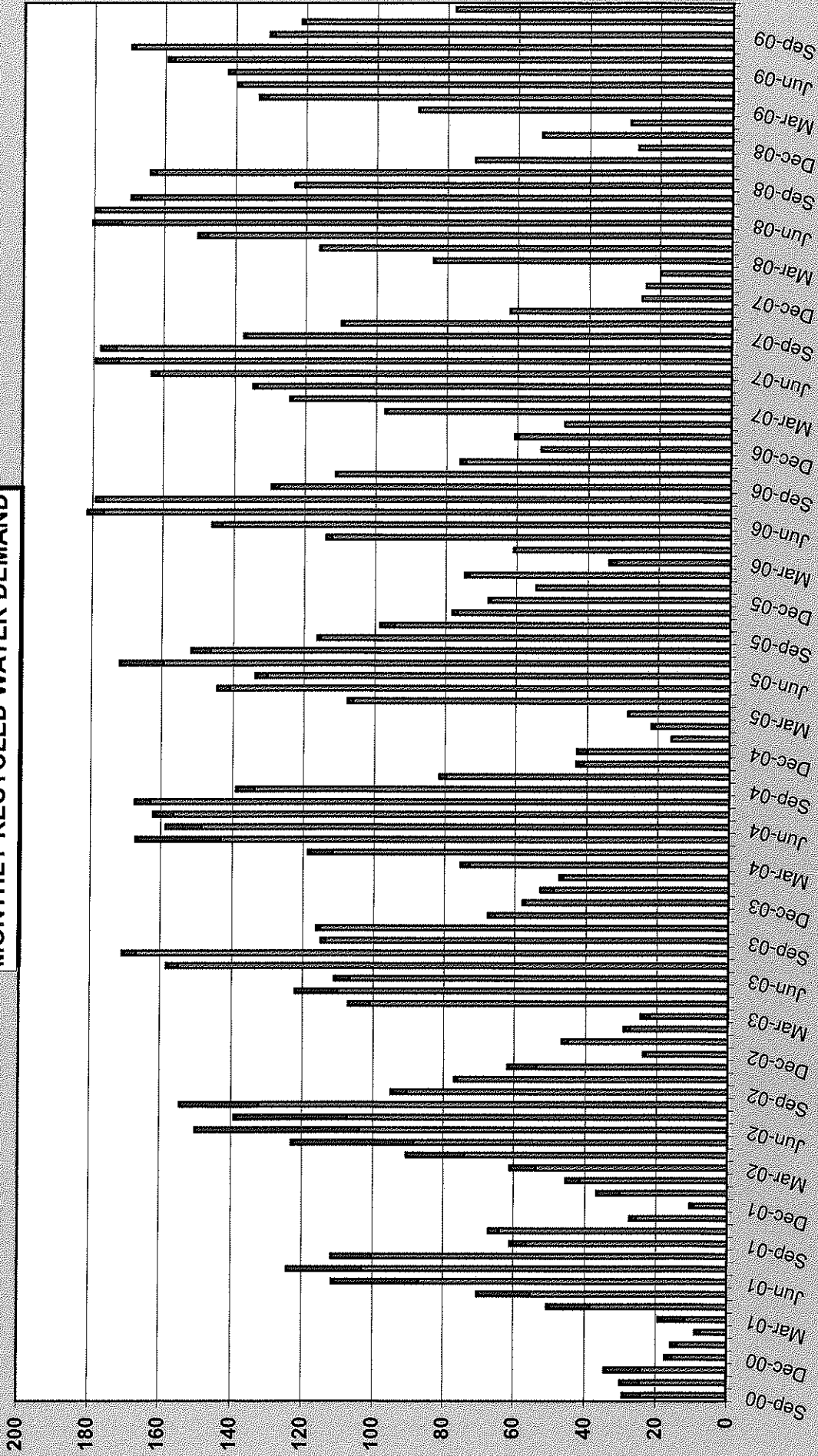


Figure 1

ANNUAL RECYCLED WATER DEMAND

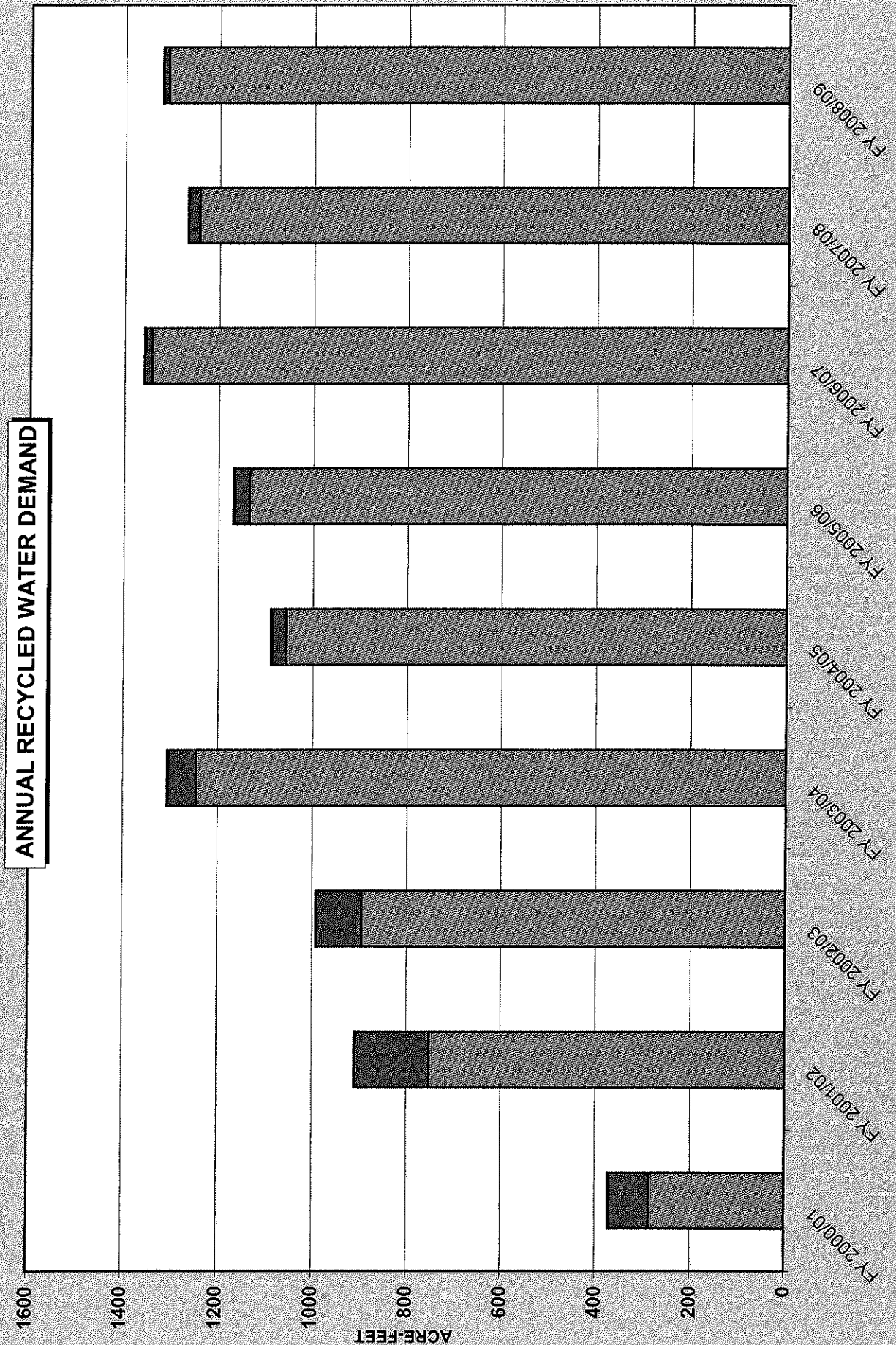


Figure 2

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 11, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.


DISCUSSION

The Member Agencies have assigned their representatives to the SEJPA Board. The SEJPA Board of Directors must now confirm the officers for the San Elijo Joint Powers Authority for 2010. The monthly meeting dates have been set generally as the second Monday of each month, with no meeting in August. The proposed listing of scheduled meetings for 2010 is attached.

It is therefore recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment: Proposed 2010 Board Meeting Dates

ATTACHMENT

BOARD OF DIRECTORS

San Elijo Joint Powers Authority

PROPOSED 2010 BOARD MEETING DATES

January 11
February 8
March 8
April 12
May 10
June 14
July 12
August – No Meeting
September 13
October 11
November 8
December 13



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 11, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: AWARD OF FINAL DESIGN OF THE RECYCLED WATER DEMINERALIZATION
PROJECT FOR THE SAN ELIJO WATER RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

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

BACKGROUND

Over the last two years, the SEJPA has examined options to improve and expand the recycled water utility. Based on this effort, SEJPA staff has recommended that improving water quality should be the agency's first priority. The recycled water meets all state and federal water quality requirements consistently, except for one, total dissolved solids (TDS). TDS is a measurement of dissolved salts and minerals which requires special treatment for removal. Although TDS does not present a health risk, it can have negative impacts to plants, trees, and turf as well as limit the use of recycled water for certain industrial uses. It is for these reasons that the SEJPA has requirements within its wholesale water agreements and its permits to maintain TDS at specified levels. Over the last two years, the recycled water quality has exceeded these specified levels prompting the SEJPA to take action.

In 2009, the SEJPA began design efforts on new demineralization treatment for the recycled water program. Five design teams proposed on the project, three of which were interviewed and Kennedy/Jenks Consultants was selected for the project based on their experience, understanding of the project, and proposed approach for designing a cost effective and reliable treatment system.

The first phase of the design, the preliminary design report (PDR), was completed in November 2009. The SEJPA Board of Directors accepted the PDR in December 2009 and directed staff to negotiate a final design contract with Kennedy/Jenks.

DISCUSSION

With the completion of the PDR, the project is now ready to move into final design. This phase of the project will include geotechnical investigations of the construction site, development of construction drawings (architectural, structural, mechanical, electrical, and instrumentation control), preparation of contract documents and technical specifications, and the development of a detailed construction cost estimate.

Staff has met with representatives from Kennedy/Jenks to develop the final design scope of work and fee. From these efforts, a contract was developed that includes professional engineering services for preparing the final design, providing permitting assistance, construction contract bidding services, and funding assistance as part of the SEJPA's effort for securing a low-interest state loan. The negotiated contract fee with Kennedy/Jenks is \$399,000 for this scope of work.

Additionally, staff has obtained a scope of work and fee from Trussell Technologies, Inc., which specializes in advanced treatment systems, to provide peer review assistance on the project. The negotiated contract fee with Trussell Technologies is \$17,328.

PROJECT FINANCING

SEJPA Water Reclamation Fund has a balance of approximately \$2.96 million. Of this funding, the SEJPA Board of Directors allocated \$985,000 for the Recycled Water Improvement and Expansion project, which this project is a part of. The final design contract is for an amount not to exceed \$399,000 and the peer review contract is for \$17,328, totaling \$416,328. To date, the SEJPA has spent or committed \$291,300 on previous efforts associated with the project. These efforts include the conceptual and preliminary design, site surveying, CEQA compliance, water quality evaluation, recycled water program financial assessment, and technical assistance with State Revolving Fund (SRF) financing.

With the approval of the Board of Directors for the two proposed contracts totaling \$416,328, the total funding committed to the project would now stand at \$707,628, and would be drawn from the previously allocated \$985,000. The total project cost of the Recycled Water Demineralization Project, including funds spent to date, is estimated to be between \$4.5 and \$5.0 million.

It is therefore recommended that the Board of Directors:

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

3. Discuss and take action as appropriate.

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

- Attachment 1: Scope of Work and Fee for Kennedy/Jenks Consultants Final Design and Bid Services of Recycled Water Demineralization Project for the San Elijo Water Reclamation Facility
- Attachment 2: Scope of Work and Fee for Trussell Technologies, Inc. for Peer Review of Final Design of Recycled Water Demineralization Project for the San Elijo Water Reclamation Facility

ATTACHMENT 1



Kennedy/Jenks Consultants

Engineers & Scientists

10920 Via Frontera, Suite 110
San Diego, California 92127
858-676-3620
FAX: 858-676-3625

31 December 2009

Michael T. Thornton, P.E.
General Manager
San Elijo Joint Powers Authority
2695 Manchester Avenue
Cardiff by the Sea, CA 92007-1077

Subject: Scope of Work and Fee for Final Design and Bid Services
Recycled Water Demineralization Project
K/J B10870010

Dear Mr. Thornton:

Kennedy/Jenks Consultants (Kennedy/Jenks) is pleased to present our proposal to provide professional engineering services for the final design of the Recycled Water Demineralization (RWD) Project. Kennedy/Jenks has completed work for the San Elijo Joint Powers Authority (SEJPA) on the preliminary design report for the RWD Project. Our scope of work and estimated level of effort assumes that this preliminary design report will be the basis for final design of the RWD facility.

The following letter proposal summarizes our project understanding, project team, proposed scope of work, schedule and estimated fee.

Project Understanding

The San Elijo Joint Powers Authority (SEJPA) owns and operates the San Elijo Water Reclamation Facility (SEWRF), a 5.25 million gallons per day (mgd) wastewater treatment and 2.48 mgd water reclamation facility. The SEJPA also owns and operates nineteen miles of recycled water distribution pipelines, one booster pump station, and two off-site recycled water reservoirs, co-owns and operates the San Elijo Ocean Outfall with the City of Escondido, and operates eight wastewater lift stations for the cities of Encinitas and Solana Beach.

The SEWRF receives an average daily flow of 3 mgd, with wet weather peak flows of approximately 5 mgd. The SEWRF treatment process includes chemically enhanced primary treatment, primary effluent flow equalization, and conventional activated sludge with the option for ocean disposal or beneficial reuse through Title 22 tertiary treatment. Tertiary treatment includes a rapid mix tank, 2.48 mgd DynaSand Filters, and a chlorine contact tank that uses sodium hypochlorite.

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
31 December 2009
Page 2

The SEJPA recycled water program, which began operations in September 2000, serves the San Dieguito Water District (SDWD), Santa Fe Irrigation District (SFID), and the City of Del Mar. Currently the recycled water program serves an annual demand of approximately 1,300 acre-feet (AF).

A challenge that faces the existing recycled water system is high TDS levels in the influent treated at the SEWRF. Currently, the TDS in the recycled water ranges between 1,100 to 1,200 mg/l with peak periods over 1,300 mg/l. High TDS is problematic as it exceeds the SEJPA's contractual obligations with the water districts it serves, as well as it can limit the marketability of the recycled water.

The SEJPA seeks to improve its existing recycled water treatment system such that it is capable of producing 1,600 acre-ft/year of high quality recycled water in an efficient and reliable manner. The project includes the design of a 0.5 mgd advanced wastewater treatment system to complement the existing 2.48 mgd tertiary treatment system by increasing the overall treatment capacity and to allow for the removal of TDS to maintain levels in the recycled water at less than 1,000 mg/L.

Project Team

The proposed team includes professionals who are experienced in wastewater pump station design for wastewater agencies. Our project team's key personnel include:

- ◆ Patrick Huston – Principal in Charge
- ◆ Matt Tebbetts – Project Manager
- ◆ Todd Reynolds – Project Engineer
- ◆ Corey Young – Project Engineer
- ◆ Val Frankel – Technical Advisor
- ◆ Mike Joyce – QA/QC
- ◆ Don Barraza – Structural Engineer
- ◆ Bill Ramroth – Architect
- ◆ Moraes/Pham & Associates – Electrical/I&C
- ◆ Leighton Consulting, Inc. – Geotechnical Investigation

Scope of Work

The following is a detailed scope of work to provide professional engineering services for the design of the new RWD facility. This scope of work is based on Kennedy/Jenks' understanding

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
31 December 2009
Page 3

of the project and utilizing the preliminary design report as the basis for final design of the RWD facility.

Task 1 – Project Management

Task 1.1 – Project Meetings

Kennedy/Jenks's project team will hold four (4) project meetings with SEJPA staff. These meetings are anticipated to address the following:

- ◆ Project Kickoff Meeting
- ◆ 50% Comment Review Meeting
- ◆ 90% Comment Review Meeting
- ◆ MF/UF Membrane Filtration Pre-Purchase 75% Submittal Meeting

Kennedy/Jenks will prepare an agenda for each meeting and will distribute minutes to each of the meeting participants.

The project kickoff meeting will be held within a week from receipt of a notice to proceed. This meeting will include representatives from the SEJPA, Kennedy/Jenks and key subconsultants. At this kickoff meeting, project reporting/ communication protocols will be established, the schedule, will be reviewed and key technical issues will be discussed.

The purpose of the 50% and 90% comment review meetings will be for Kennedy/Jenks and SEJPA staff to discuss and clarify any comments that may have been made on each submittal. Kennedy/Jenks will compile all SEJPA comments into a spreadsheet format prior to the comment review meetings, and provide a response as to our planned course of action to address each comment. These spreadsheets will be distributed prior to the review meetings, and will serve as the basis for discussion.

Task 1.2 – Quality Assurance/Quality Control

Kennedy/Jenks will provide quality assurance and quality control (QA/QC) reviews throughout the course of project consistent with Kennedy/Jenks' policies as outlined in our QA/QC & Quality Management Manual. Our QA/QC and quality management procedures establish and maintain a structure for providing adequate reviews of all work products and adherence to industry design standards. Specific QA/QC efforts on this project will include:

- ◆ Development of a Project Memorandum, which will define the requirements, responsibilities, schedule, budget, goals and expectations for the work. This tool used by each team member is our "internal contract" for the performance of the work.

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San Elijo Joint Powers Authority
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- ◆ Development of a Quality Assurance Plan, which will outline how QA/QC reviews will take place during the course of the work. The Plan will also outline specific technical protocols, methods, and checklists for our staff to use in preparing work products.
- ◆ Concept and Criteria Review of the project design following completion of Task 2.
- ◆ Review of all notes and design calculations, along with design drawings and specifications, by an appropriate reviewer independent of the project design team prior to each design submittal.

Task 1.3 – Project Management

This task addresses the management responsibilities associated with proper scheduling review, budget control, invoice preparation and coordination with San Elijo JPA and the Kennedy/Jenks' project team. Mr. Matt Tebbetts, Kennedy/Jenks' Project Manager will review the status of the project with San Elijo JPA's Project Manager on a monthly basis. A monthly status report will be provided, including a listing of items accomplished in the previous reporting period, items expected to be accomplished in the next reporting period, an update on the status of the project budget, and an updated project Gantt chart schedule.

Task 2 – Project Investigations

Task 2.1 – Geotechnical Investigations

Working with our sub-consultant Leighton Consultants, Inc., the proposed scope of services for the geotechnical investigation will include geologic reconnaissance, research, notifications, permit submittal, field exploration activities, laboratory testing, and geotechnical analysis. Our services will be performed to provide a summary of the general geologic conditions, evaluate the geologic hazards that may be associated with the site, provide a geotechnical assessment of the existing conditions, and develop geotechnical recommendations for use during design and construction. Specifically, we propose to perform the following:

- ◆ A review of in-house geotechnical reports pertinent to the area.
- ◆ A geologic reconnaissance of the site.
- ◆ A review of aerial photographs.
- ◆ Preparation and submittal of a Boring Exploration Plan to the SEJPA for review.
- ◆ Notification of underground utility locators.
- ◆ Preparation and submittal of County of San Diego DEH Boring Permit Application
- ◆ Drill two (2) exploratory borings (1/2 day of drilling) using a truck-mounted hollow-stem auger drill rig (note that we have assumed that prevailing wage will be required for the drilling subcontractor). Given the site location, we anticipate that the DEH Boring Permit will require us to backfill all borings with a bentonite grout. This action will generate spoils (soil from the borings) that will require either on-site disposal within open areas, or

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
31 December 2009
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off-site disposal that consists of drumming and transporting the spoil to an approved disposal facility. Base on our site visit and observations of the existing site development, it does not appear that on-site disposal option will be practical (i.e., wet saturated soil with silts and clays are anticipated and cannot be sufficiently dried out to be spread out in open area). Therefore, we have assumed that spoils will be drummed and transported off-site to an approved disposal facility. The spoils are also assumed to be non-hazardous material.

- ◆ Geologic logging of all borings.
- ◆ Obtain representative samples during the subsurface investigation to perform laboratory testing.
- ◆ Prepare general geologic map of the site conditions.
- ◆ Laboratory testing of selected samples. Laboratory tests will include moisture and density, particle size analysis, Atterberg limits, shear strength, pH, chloride, sulfate, and resistivity.
- ◆ Preparation of a report summarizing of the geologic and geotechnical conditions at the site pertinent to the proposed improvement. The summary report will address the following:
 - Description of the site, proposed improvements, and general site geology.
 - Description of subsurface soil conditions.
 - Description of investigative techniques, including logs of all borings.
 - Geologic mapping of the proposed alignment.
 - Laboratory test results.
 - Identify potential geologic and seismic hazards including ground water elevation, soil liquefaction, lateral spreading, seismically induced settlement, landsliding, faulting, and compressible/expansive soils.
 - Local and regional seismicity, including the maximum credible earthquake of regional faults.
 - Grading recommendations and general excavation evaluation.
 - Foundation design recommendations including: Vertical bearing capacity, and lateral earth pressures for the subsurface secondary clarifier, shoring and retaining structures
 - Preliminary pavement design.
 - Geochemical analysis of onsite soils (corrosion). Our scope of work does not include corrosion engineering.

Two (2) copies of the report will be provided to the SEJPA, along with two CDs containing a complete .pdf file of the report.

Michael T. Thornton, P.E.
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Task 3 – Design Services

The Preliminary Design Report laid out the foundation for the design work for the RWD facility. Kennedy/Jenks, working with our experienced team of subconsultants, will now perform the detailed design tasks needed for the successful construction and operation of this project. The RWD system design will rely upon numerous disciplines working together to achieve the project goals.

Task 3.1 – Construction Drawings

Kennedy/Jenks will prepare the Construction Drawings in AutoCAD using Kennedy/Jenks' standard title/border sheets. The Construction Drawings will present the design in sufficient detail to obtain competitive bids. See the enclosed proposed Preliminary Drawings List for the RWD Project (Attachment A). The Construction Drawings for the project will include:

- ◆ General design drawings to establish and document the project location, drawing list, and design criteria for the project.
- ◆ Civil design will consist of plans of modifications to existing plant roadways, re-grading, site piping, and miscellaneous piping and civil details.
- ◆ Architectural design elements will consist of the RWD facility plans and sections, roof plan and miscellaneous details.
- ◆ Structural design elements will consist of the RWD facility subgrade design, foundation slab and canopy structure.
- ◆ Mechanical design will consist of equipment and piping plans, sections and details. Important design considerations will be made to integrate the skid mounted treatment processes with ancillary piping and equipment.
- ◆ Electrical design will consist of design of power for process equipment and process control equipment. Electrical construction drawings will consist of single-line power distribution diagram, power plans for process systems, electrical device control diagrams, and other miscellaneous details.
- ◆ Instrumentation design will consist of definition of the process control system, selection of the appropriate instrumentation and control devices, and dispatch of monitoring and alarm signals. Instrumentation construction drawings will consist of process and instrumentation diagrams, control schematics, and details for control panels.

Task 3.2 – Contract Documents/ Technical Specifications

Specifications will be prepared utilizing the SEJPA's latest front-end specifications, along with technical specifications developed by Kennedy/Jenks. Technical specifications sections will use the CSI numbering system.

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
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Task 3.3 – Engineers Opinion of Probable Construction Cost

Kennedy/Jenks will prepare an opinion of probable project construction cost for each design submittal and again when the design is complete. The opinion of probable cost will include a detailed breakdown to show the estimated cost for the major components of the design. The opinion of probable cost will be projected to the anticipated midpoint of construction.

Task 3.4 –Design Submittals

50% Design Submittal

Kennedy/Jenks will submit detailed design plans and construction specifications to produce a contract documents package (drawings and specifications) for the construction of the RWD facility that is developed to the 50% level of completion.

Deliverables will include five (5) sets of the 50% design drawings (24" x 36"), specifications, supporting documents (calculations, catalog drawings, etc.) and opinion of probable construction cost.

90% Design Submittal

Kennedy/Jenks will incorporate comments from the 50% design and will prepare detailed design plans and construction specifications to produce a contract documents package (drawings and specifications) for the construction of the RWD facility that is developed to the 90% level of completion.

Deliverables will include five (5) sets of the 90% design drawings (24" x 36"), specifications, supporting documents (calculations, catalog drawings, etc.) and opinion of probable construction cost.

Final Design Submittal

Kennedy/Jenks will incorporate comments from the 90% design and will prepare detailed design plans and construction specifications to produce a contract documents package (drawings and specifications) for the construction of the RWD facility that is developed to final completion.

The final submittal will consist of one (1) set of the original signed mylar plans and 10 sets of black line drawings (24" x 36"), specifications, opinion of probable construction cost, and calculations, along with a CD containing the electronic drawing files in the most current release of AutoCAD and specifications in Microsoft Word.

Task 4 – MF/UF Membrane Filtration System Pre-Purchase

Kennedy/Jenks will prepare specifications and contract documents for the pre-purchase of the microfiltration or ultrafiltration (MF/UF) membrane filtration equipment. The MF/UF equipment contract will be assigned to the project General Contractor as part of the overall project bid documents to provide for a single point of construction and startup responsibility. The reverse

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
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Page 8

osmosis (RO) membrane equipment will be specified as part of the General Contractors Bid Documents

Task 4.1 – Contract Documents/Technical Specifications

Prepare Contract Documents including Proposal Form, Contract Agreement, General Conditions, and Technical Specifications for selecting the MF/UF membrane equipment. The technical specifications will consist of design criteria and performance requirements for two packaged skid mounted 470-gpm MF/UF membrane systems. The ancillary equipment included in the pre-purchase would include pretreatment strainers, air compressors, the clean-in-place system, and related instrumentation, programmable logic controller(s) and system control panels. The contract documents will include MF/UF system performance guarantees and will include an overall process flow diagram to permit the membrane supplier to understand how the MF/UF system fits into the overall treatment process.

75% and 100% Pre-Purchase Submittals

Kennedy/Jenks will provide submittals for the MF/UF membrane system pre-purchase contract documents for Agency review at the 75% and 100% levels of completion. Kennedy/Jenks will meet with the Agency at the 75% submittal stage to answer questions and help facilitate the review process. After receipt of Agency review comments, incorporate comments and submit final (100%) documents, including contract documents and technical specifications. Submit five (5) copies of each submittal to SEJPA.

Task 4.2 – MF/UF Membrane Procurement Assistance

Kennedy/Jenks will assist the Agency during bidding of the MF/UF membrane procurement package by providing the following services:

- ◆ Answer questions and interpret bid documents for prospective bidder(s) and prepare addenda as appropriate to interpret, clarify, or expand the bid documents.
- ◆ Assist in reviewing and analyzing the bid(s) received and evaluate the bid proposal(s) to determine conformance with the Contract Documents.
- ◆ Provide a summary of the review with a recommendation for award of the MF/UF membrane equipment contract.
- ◆ Assist SEJPA in negotiating any exceptions that the recommended equipment supplier may have to the Contract Documents.

Task 4.3 – MF/UF Membrane Equipment Submittals Reviews

Review submittals (shop drawings, material lists, equipment data, technical manuals, and guarantees) for substantial conformity with the bid documents. Hold one (1) general design

Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
31 December 2009
Page 9

coordination and review meeting with the MF/UF membrane equipment supplier to coordinate the design and supply of the MF/UF membrane equipment.

Task 5 – Permitting Services

The proposed RWD improvements would allow SEJPA to produce up to 3.0 MDG of recycled water meeting Title 22 disinfected tertiary provisions. Prior to the production and distribution of flows greater than 2.48 MGD, Kennedy/Jenks will complete the following:

- ◆ Submitting a Report of Waste Discharge to the Regional Board requesting the increase in recycled water flow from 2.48 to 3.0 MGD.
- ◆ Working with Regional Board staff to resolve questions (for the purposes of this proposal, one meeting with Kennedy/Jenks, SEJPA and Regional Board staff is assumed); once resolved, the Regional Board issues a letter indicating the report has been found to be complete.
- ◆ Address and respond to comments by the Regional Board staff on the draft Order No. 2000-10 amendment prior to completion. Should the Regional Board staff decide to issue a new order, comments will be provided prior to the completion of the draft order.
- ◆ Attend Regional Board hearing and respond to Board member questions.

The preparation of the required Engineer's Certification Report and Title 22 Engineering Report are not included in this proposal as they will need to be completed during construction in order to complete the permitting process. These services will be included as part of the construction support services contract.

Task 6 – Bid Services

Task 6.1 – Bidding Assistance

Kennedy/Jenks will address questions from prospective bidders during the bid period. Questions received in writing or through verbal communications will be documented. Questions received and the corresponding responses will be summarized in written form and forwarded to the SEJPA for its distribution to all plan holders following the pre-bid meeting, which will be attended by Kennedy/Jenks.

Task 6.2 – Addenda

Kennedy/Jenks will prepare addenda to include the distribution of minutes and responses to questions received during the pre-bid meeting and to clarify items omitted or changed in the bid documents. Additional addenda will be issued, if required, to further clarify technical questions asked by bidders and as instructed by the SEJPA. All addenda will be submitted to the SEJPA for its review and approval, and will be signed and stamped by a State of California Registered Civil Engineer. For cost estimating purposes, our proposal assumes that one (1) addendum will

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San Eljio Joint Powers Authority
31 December 2009
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be issued during bidding. It is assumed that the SEJPA will distribute the addendum to all plan holders.

Task 6.3 – Bid Review

Kennedy/Jenks will attend the bid opening to be conducted by the SEJPA and will review and analyze the bids received and provide a letter summarizing the review and recommendation for the award of the construction contract.

Task 7 – Funding Support

Kennedy/Jenks will assist the SEJPA with SRF application process, including preparation of the Step 2 application and providing assistance during the negotiations process. Preparation of the Step 2 application will involve the following:

- ◆ Providing one (1) set of final signed and stamped Plans & Specification.
- ◆ Preparing monthly SRF funds disbursement projection.
- ◆ Providing tabulation of all bids or proposals received.
- ◆ Providing one (1) copy of the bid proposal(s) selected.
- ◆ Providing evidence of advertising (submit a copy of newspaper advertisement for the project).
- ◆ Providing all Disadvantaged Business Enterprise (DBE) documentation, which includes forms 1 through 6 and documentation that the local Small Business Administration and/or Minority Business Development Agency centers were contacted fifteen working days prior to bid opening, if applicable.
- ◆ Providing a copy of any purchase order(s).
- ◆ Preparing applicant's proposed Project Performance Standards, if applicant chooses to develop. If applicant chooses not to propose Project Performance Standards, DFA will develop Project Performance Standards.

In addition, Kennedy/Jenks will assist the SEJPA with responding to other potential funding opportunities, which may include State of California Proposition 50 or Proposition 84, U.S. Bureau of Reclamation Title XVI, and other funding opportunities that may arise.

Due to the interactive nature of this task between San Eljio JPA and Kennedy/Jenks and the uncertainty what if any additional funding opportunities will be available, we are proposing to perform this task on a time-and-materials basis up to the established budget of \$12,500.

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Proposed Project Schedule

Kennedy/Jenks is prepared to initiate work on this project immediately following receipt of a notice to proceed. Assuming a January 12, 2010 notice-to-proceed date, Kennedy/Jenks can have the 50% design submittal prepared for your review and comment by March 8, 2010. Assuming a two week SEJPA review period for each submittal, the 90% and final design submittals will be submitted by July 6, 2010 and August 17, 2010, respectively.

The Gantt chart which summarizes the envisioned project schedule is included as Attachment B.

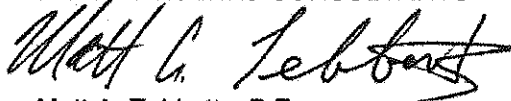
Proposed Fee Estimate

Kennedy/Jenks proposes to provide the above-described scope of services on a time-and-materials basis in accordance with our attached January 1, 2009 Schedule of Charges (Attachment C) for an estimated fee of **\$399,000**. We will not exceed this budget estimate without prior authorization by the SEJPA.

We appreciate the opportunity to submit this proposal and look forward to working with you and other SEJPA staff on this assignment. We are available to meet with you and discuss our approach and estimated level of effort at your convenience.

Very truly yours,

KENNEDY/JENKS CONSULTANTS



Matt A. Tebbetts, P.E.
Project Manager

Enclosures (3)

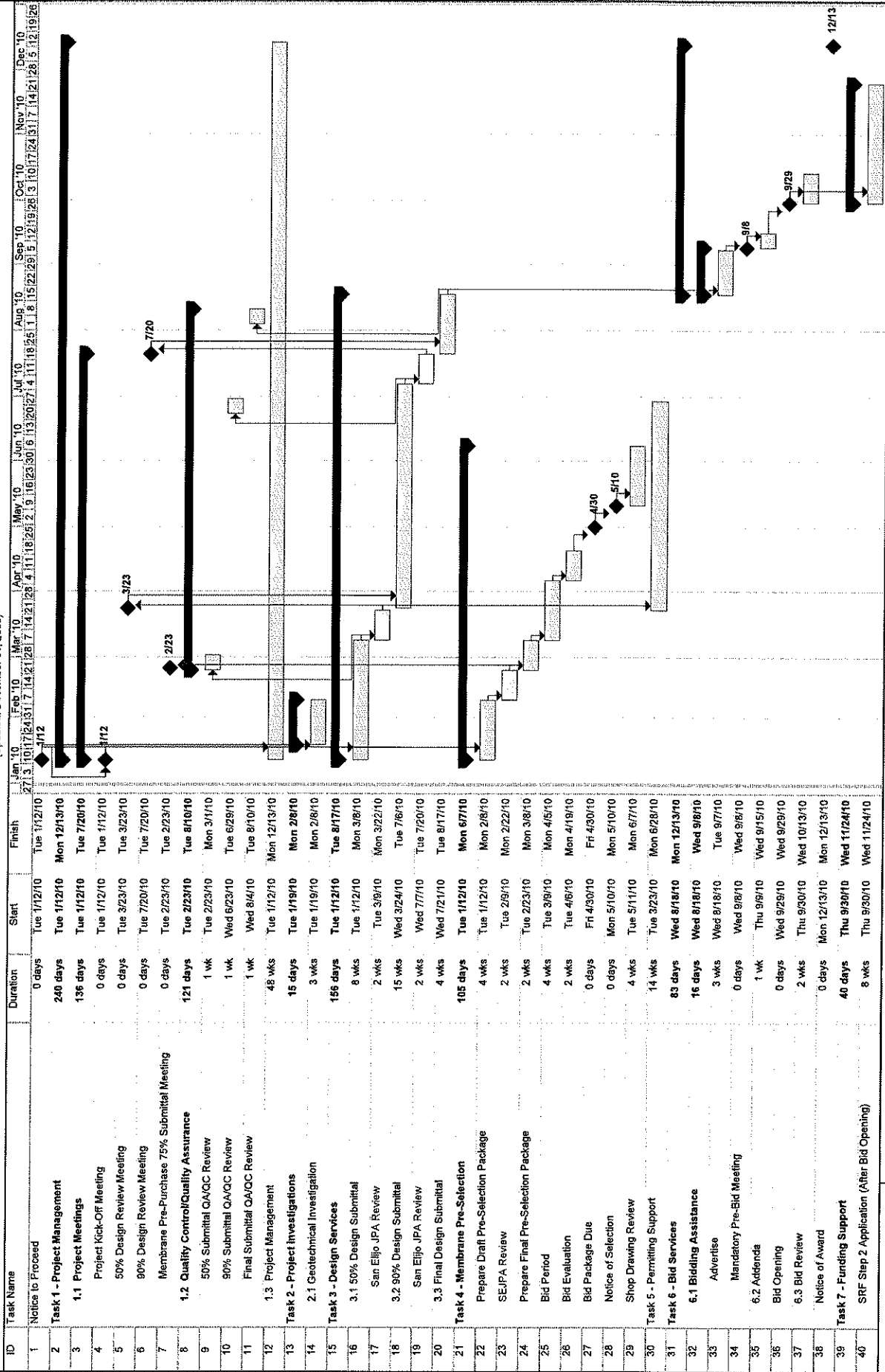
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ATTACHMENT A
SEJPA Recycled Water Demineralization Project
List of Final Design Drawings

SHEET	DESCRIPTION
GENERAL	
G1.1	Title Sheet, Location Maps and Drawing List
G1.2	AWT Code Summary Sheet
G1.3	Abbreviations and General Legend
G1.4	Plant Flow Schematic
G1.5	Hydraulic Profile
G1.6	Design Criteria, Piping Symbols, Legend and Schedule
CIVIL	
C1.1	Existing Overall Site Plan
C1.2	Demolition Plan
C1.3	AWT Site Plan
C1.4	AWT Grading, Paving and Drainage Plan
C1.5	AWT Utilities Plan
C1.10	Paving and Trench Details
C1.11	Miscellaneous Civil Details
ARCHITECTURAL	
A2.1	AWT Facility - Plan
A2.2	AWT Facility - Exterior Elevations
A2.3	AWT Facility - Roof Plan
A6.1	Finish Schedules and Typical Details
A6.2	Typical Details
A6.3	Miscellaneous Details
STRUCTURAL	
S1.1	Structural General Notes, Inspection and Testing Schedule, and Abbreviations
S1.2	Structural Reinforced Concrete Notes and Standard Details
S1.3	Structural Steel Notes and Standard Details
S1.4	Structural Subgrade, Drainage and Waterproofing Sections
S2.1	AWT Facility - Foundation Plan
S2.2	AWT Facility - Sections & Details
S2.3	AWT Facility - Sections & Details
MECHANICAL	
M1.1	Mechanical Notes, Abbreviations and Schedules
M2.1	FW EQ Basin - Plan and Sections
M2.2	AWT Facility - Process Plan
M2.3	AWT Facility - Sections
M2.4	AWT Facility - Sections
M2.5	AWT Facility - Details
M2.7	AWT Facility - Plumbing Plan
M6.1	Pipe Support Details
M6.2	Miscellaneous Details

SHEET	DESCRIPTION
ELECTRICAL	
E1.1	Electrical Symbols, Abbreviations and Legend
E1.2	Electrical Site Plan
E1.3	Single Line Diagram & Elevations MCC-L
E1.4	Single Line Diagram & Elevations MCC-M
E1.5	Single Line Diagram & Elevations MCC-G
E1.6	AWT Facility Power and Signal Plan
E1.7	AWT Facility Lighting Plan
E1.8	AWT Pump Station Power and Signal Plan
E1.9	AWT Spent Washwater Pump Station Power and Signal Plan
E1.10	Panelboard and Fixture Schedule
E1.11	Conduit Schedule
E1.12	Electrical Details
E1.13	AWT Source Water VFD Control Diagram
E1.14	RO Booster VFD Control Diagram
E1.15	Spent Washwater Sump Pump Control Diagram 1
E1.16	Spent Washwater Sump Pump Control Diagram 2
INSTRUMENTATION	
I1.1	Instrumentation Legend and Abbreviations
I1.2	SCADA Block Diagram
I1.3	P&ID - AWT Membrane Pretreatment System
I1.4	P&ID - AWT RO Treatment System
I1.5	P&ID - MF/UF and RO CIP System
I1.6	P&ID - Spent Washwater System
I1.7	P&ID - Hypochlorite Feed System
I1.8	P&ID - Antiscalant Feed Systems
I1.9	P&ID - CIP Chemicals (Caustic and Citric Acid) Feed Systems
I6.1	Control Panels
I6.2	Instrumentation Details

ATTACHMENT B
San Eljio Joint Powers Authority
Recycled Water Demineralization
Final Design Schedule
 (Updated: December 31, 2009)



ATTACHMENT C

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: San Elijo Joint Powers Authority
 PROJECT Description: Recycled Water Demineralization Project
 Proposal/Job Number: B10870010 Date: 12/31/2009

January 1, 2009 Rates

Classification:	Hourly Rate:									Sub-Consultants	Expenses	Total Fee			
	Eng-Sc-9	Eng-Sc-8	Eng-Sc-7	Eng-Sc-6	Eng-Sc-5	Eng-Sc-4	Eng-Sc-3	Senior CAD Designer	Project Admn. Admn. Assist.				Total Hours	Total Labor	Fees
Task 1 - Project Management															
Task 1.1 Project Meetings (4)	8	12	16		16							\$0	\$588	\$11,028	
Task 1.2 Quality Assurance/Quality Control	8	40										\$0	\$318	\$10,918	
Task 1.3 Project Management	4	16	8	24	24				4	8		\$0	\$528	\$11,288	
Task 1 - Subtotal	20	68	24	0	40	0	0	0	4	8		\$0	\$1,235	\$33,235	
Task 2 - Site Investigations															
Task 2.1 Geotechnical Investigations	0	0	2	4	4					1	11	\$1,750	\$8,800	\$53	\$10,603
Task 2 - Subtotal	0	0	2	4	4					1	11	\$1,750	\$8,800	\$53	\$10,603
Task 3 - Design Services															
Task 3.1 - Construction Drawings															
Task 3.1a - General Drawings	4	12	16		28	24				60	131	\$19,330	\$0	\$500	\$19,910
Task 3.1b - Civil Drawings		8	8		52	12				116	192	\$26,840	\$0	\$905	\$27,545
Task 3.1c - Architectural Drawings	18				56					80	157	\$23,410	\$0	\$702	\$24,112
Task 3.1d - Structural Drawings		17			84					100	205	\$28,950	\$0	\$689	\$29,619
Task 3.1e - Mechanical Drawings		40			32	60				140	277	\$41,170	\$0	\$1,235	\$42,406
Task 3.1f - Electrical Drawings		8	8		8					8	32	\$5,000	\$29,447	\$150	\$34,597
Task 3.1g - Instrumentation Drawings	12				42					22	6	\$20,930	\$13,992	\$628	\$35,550
Task 3.2 - Contract Documents/Technical Specifications		8	8		16	40				24	188	\$27,320	\$7,524	\$920	\$35,864
Task 3.3 - Engineer's Opinion of Probable Construction Cost		8	8		12	24				24	92	\$14,700	\$1,144	\$441	\$16,285
Task 3.4 - Design Submittals (50, 90 & Final Design)		42	143	60	224	330	64	526	0	81	1470	\$216,890	\$52,107	\$7,694	\$276,591
Task 3 - Subtotal	0	42	143	60	224	330	64	526	0	81	1470	\$216,890	\$52,107	\$7,694	\$276,591
Task 4 - Membrane Filtration System Pre-Purchase															
Task 4.1 - Contract Documents/Technical Specifications	8	32			60					12	112	\$18,320	\$0	\$950	\$19,990
Task 4.2 - Membrane Procurement Assistance	8	8			16					8	40	\$7,320	\$0	\$220	\$7,540
Task 4.3 - Membrane Equipment Submittals Reviews	0	16	60	8	0	104	0	0	0	20	208	\$34,500	\$0	\$1,258	\$35,858
Task 4 - Subtotal	0	16	60	8	0	104	0	0	0	20	208	\$34,500	\$0	\$1,258	\$35,858
Task 5 - Permitting Services															
Task 5.1 Permitting Services	24	0	0	0	34	0	40	0	0	4	102	\$16,570	\$0	\$503	\$17,073
Task 5 - Subtotal	0	24	0	0	34	0	40	0	0	4	102	\$16,570	\$0	\$503	\$17,073
Task 6 - Bid Services															
Task 6.1 - Bidding Assistance	1	4			4					1	14	\$2,390	\$880	\$72	\$3,342
Task 6.2 - Addenda	1	4			16	8				2	43	\$6,540	\$440	\$196	\$7,176
Task 6.3 - Bid Review	1	2			4					1	18	\$2,450	\$0	\$74	\$2,524
Task 6 - Subtotal	0	3	10	0	24	12	8	12	0	4	73	\$11,380	\$1,320	\$341	\$13,041
Task 7 - Funding Support															
Task 7.1 - Funding Support	8	8	0	30	24	0	0	0	0	4	68	\$11,650	\$0	\$950	\$12,600
Task 7 - Subtotal	0	8	0	30	24	0	0	0	0	4	68	\$11,650	\$0	\$950	\$12,600
Total	20	161	239	98	360	450	112	538	4	122	2094	\$324,740	\$62,227	\$12,033	\$399,000

ATTACHMENT 2



**Scope of Work and Fee
For
Professional Engineering Services**

**San Elijo Joint Powers Authority (SEJPA)
Recycled Water Demineralization Project
(Phase 2 – Peer Review for Final Design & Equipment Selection)**

Not to Exceed \$17,328

Task I – Final Design & Equipment Selection

\$17,328

Provide technical review services on MF/UF pretreatment equipment and RO equipment. Assist with submittal evaluations and provide independent assessment of preferred bidder. Assist with awarding recommendation to selected vendors. Comment on final design mechanical drawings. In addition, all technical K/J deliverables will be reviewed and technical guidance on final design process considerations. This task includes meeting preparation (4 h RST), two meetings (6 h RST), procurement review and comments (10 h RST and 8 JC), drawing review (10 h RST and 10 h JA); for a total of 96 h (60 RST, 20 JA and 16 JC).

Personnel:

RST – R. Shane Trussell, Ph.D., P.E.

\$194/h

JA – Jennifer Aieta, P.E.

\$194/h

JC – Joanne Chiu

\$113/h

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

January 11, 2010

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: DESIGNATION OF BOARD MEMBERS -
GENERAL MANAGER PERFORMANCE SUBCOMMITTEE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

In January 2008, the Board of Directors created a General Manager Performance Ad Hoc Committee to meet quarterly with the General Manager for the purpose of facilitating open communications, developing goals, and tracking agency performance. At the September 2008 Board Meeting, the Board of Directors made a motion to shift the General Manager Performance Ad Hoc Committee to a standing subcommittee of the Board of Directors and that this change was to take effect in January 2009. In January 2009 Chair Roberts and Board Member Barth were appointed to the General Manager's Performance Subcommittee for the 2009 calendar year.

DISCUSSION

The SEJPA Board of Directors has expressed interest in discussing the need for the continuation of the subcommittee. If the subcommittee is continued, it would be appropriate at this time to designate two Board Members to serve on the General Manager Performance Subcommittee for 2010.

It is therefore recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager