

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY OCTOBER 12, 2015 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
 - Michael Thornton – 15 Years of Service
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR THE SEPTEMBER 14, 2015 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. * ACCEPTANCE OF COMPLETION – CONSTRUCTION CONTRACT FOR THE SAN ELIJO WATER RECLAMATION FACILITY AND SAN ELIJO HILLS PUMP STATION EMERGENCY POWER PROJECT
12. * ACCEPTANCE OF COMPLETION – CONSTRUCTION CONTRACT FOR THE SHAFTLESS SCREW CONVEYOR PROJECT FOR THE SAN ELIJO WATER RECLAMATION FACILITY
13. * PROFESSIONAL SERVICES CONTRACT FOR BLOWER REPLACEMENT PROJECT
14. * 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

15. **CONSOLIDATION EVALUATION REQUEST – SAN ELIJO JOINT POWERS AUTHORITY (SEJPA) AND ENCINA WASTEWATER AUTHORITY (EWA)**

1. Discuss and take action as appropriate.

Staff Reference: General Manager

16. **BUILDING IMPROVEMENT PROGRAM**

1. Discuss and take action as appropriate.

Staff Reference: General Manager

17. **SAN ELIJO JOINT POWERS AUTHORITY END OF YEAR REVIEW OF THE FISCAL YEAR 2014-15 FINANCIAL STATEMENT EXPENSES**

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

Staff Reference: Director of Finance and Administration

18. **GENERAL MANAGER'S REPORT**

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

19. **GENERAL COUNSEL'S REPORT**

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

20. **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.

21. **CLOSED SESSION**

None

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".

22. **ADJOURNMENT**

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, November 9, 2015 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: October 7, 2015



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON SEPTEMBER 14, 2015
AT THE
SAN ELIJO WATER RECLAMATION FACILITY

David Zito, Chair

Catherine S. Blakespear, Vice Chair

A meeting of the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) was held Monday, September 14, 2015, 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 Zito called the meeting to order at 9:00 a.m.

2. ROLL CALL

Directors Present:

Catherine S. Blakespear
Ginger Marshall
Mark Muir
David Zito

Directors Absent:

None

Others Present:

General Manager
Director of Operations
Director of Finance & Administration
HR/Safety Administrator
Administrative Assistant/Board Clerk
Mechanical Systems Supervisor
Wastewater Operator

Michael Thornton
Christopher Trees
Paul Kinkel
Marisa Buckles
Jennifer Basco
Michael Henke
John Boyle

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:

Director of Engineering and Public Works
Public Works Management Analyst

Glenn Pruiam
Bill Wilson

Roesling Nakamura Terada Architects, Inc.

Joe Mansfield

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

The General Manager recognized John Boyle, Wastewater Operator, and Michael Henke, Mechanical Systems Supervisor, for their 10 and 15 years of service, respectively. On behalf of the Board of Directors, Chair Zito thanked them for their service to the agency.

6. CONSENT CALENDAR

Moved by Board Member Muir and seconded by Board Member Marshall to approve the Consent Calendar.

Motion carried with unanimous vote of approval.

Consent Calendar:

Agenda Item No. 7	Approval of Minutes for the July 13, 2015 meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
Agenda Item No. 9	San Elijo Water Reclamation Facility Treated Effluent Flows – Monthly Report
Agenda Item No. 10	San Elijo Joint Powers Authority Recycled Water Program – Monthly Report
Agenda Item No. 11	SCADA Upgrades Project Update
Agenda Item No. 12	Village Park Recycled Water Project Update
Agenda Item No. 13	As-Needed Painting and Coating Contract Authorization

14. ITEMS REMOVED FROM CONSENT CALENDAR

None

15. BUILDING IMPROVEMENT PROGRAM

General Manager Thornton stated that the 2015 Facility Plan identified significant building deficiencies including FLS (fire, life, and safety), Americans with Disabilities Act

(ADA) accessibility, and seismic code issues with the Administration and Operations Buildings. In response to those findings, staff began development of a Building Improvement Program. The Building Improvement Program report refines the options identified in the 2015 Facility Plan to address current deficiencies through the use of a Needs Assessment and Building Alternatives Analysis. The General Manager presented three feasible alternatives to the Board of Directors for consideration. All three alternatives address the FLS concerns and identified code deficiencies. In addition, all alternatives include the construction of an onsite building located near the plant entrance to improve site access, limit public traffic through the facility, and prevent unauthorized entries. The estimated cost of the Building Improvement Program is between \$7.6 and \$7.9 Million.

Alternative 1: Construct a 14,200 square foot (sf) building near the SEWRF site entrance to allow all staff to work within a single building.

Alternative 2: Construct a new 7,800 sf building near the SEWRF site entrance and renovate existing 6,550 sf Operations building.

Alternative 3: Provides consideration for SEJPA and Encina Wastewater Authority (Encina) merger. This alternative includes the construction of a 7,800 sq building near SEWRF site entrance and construction of 5,000 sq of office space at Encina.

After discussion of the three alternatives, the Board Members agreed that:

- 1) Correcting the identified deficiencies is important and should be a priority.
- 2) Improving site security and public access should be included in Building Project.
- 3) Lower cost options should be explored to make sure that the Public money is being used responsibly.
- 4) A study of collaboration with Encina should be completed parallel to the building analysis.

The General Manager will engage Encina to determine their interest in developing a white paper that examines both opportunities and constraints of consolidation, and bring the results back to the Board at a future meeting.

16. AWARD OF CONTRACT FOR STATE REVOLVING FUND (SRF) LOAN SUPPORT AND CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PLUS DOCUMENTATION

General Manager Thornton stated that since the July 2015 Board of Directors meeting where staff discussed municipal bond financing for several recycled water, wastewater, and outfall capital projects, an alternative financing option has been identified that may provide better financing terms. Mr. Thornton introduced Paul Kinkel, Director of Finance and Administration, to discuss the Clean Water State Revolving Fund (SRF) Program.

Mr. Kinkel compared SRF funding against Municipal Bonds and Private Placement Bonds. SRF loan requirements can be more stringent than bonds, as well as financing costs that are paid as-you-go; however interest savings over a 30 year financing term with SRF loans are substantial. Financing of approximately \$22.4 million (for wastewater

projects) and \$4.8 million (for recycled water projects), may yield interest savings of \$6.7 million and \$1.4 million, respectively.

Mr. Kinkel stated that staff invited four firms to provide proposals to prepare SRF loan applications and supporting documents. The proposal from Dudek listed experience with preparing, submitting, and overall project management of the SRF loan application process; including in-house California Environmental Quality Act (CEQA) plus documentation. The proposed agreement to support the SRF loan application and CEQA plus environmental documentation is \$123,340. Funding for the proposed agreement will be provided proportionally by the capital funding for each program.

Moved by Board Member Muir and seconded by Board Member Marshall to:

1. Approve Professional Service Agreement with Dudek for SRF and CEQA plus Support for an amount not to exceed \$123,340.

Motion carried with unanimous vote of approval.

17. AWARD OF CONTRACT FOR THE 2016 RECYCLED WATER COST OF SERVICE RATE STUDY

General Manager Thornton stated that the SEJPA supplies recycled water to five entities: Santa Fe Irrigation District (SFID), San Dieguito Water District (SDWD), the City of Del Mar, Olivenhain Municipal Water District (OMWD), and the Encinitas Ranch Golf Authority (ERGA). The recycled water agreements with these entities, with the exception of ERGA, require price setting using a cost-of-service methodology, beginning July 1, 2016. Mr. Kinkel explained that the cost of service study will determine the required revenue for program sustainability, and will also provide a model for forecasting future needs.

Mr. Kinkel stated that staff invited four firms to provide proposals to prepare the 2016 Recycled Water Cost of Service Study. Of the two firms that responded, the Raftelis Financial Consultants proposal provided the best combination of qualifications, project understanding, and value.

Moved by Board Member Muir and seconded by Board Member Marshall to:

1. Approve the Agreement with Raftelis Financial Consultants for the San Elijo Joint Powers Authority Recycled Water Cost of Service Study for an amount not to exceed \$16,817.

Motion carried with unanimous vote of approval.

18. CLASSIFICATION AND COMPENSATION STUDY

General Manager Thornton informed the Board of Directors that the SEJPA's current employee labor agreement (Resolution No. 2012-06) expires on June 30, 2016. As part of the Resolution, the SEJPA is required to complete a Classification and Compensation Study prior to the end of the labor agreement. A study of the current labor market can provide information to determine whether the agency's pay structure is appropriate or if adjustments should be considered. The cost to have a consultant prepare a

Classification and Compensation Study is estimated to be between \$12,000 and \$32,000. There is no external cost to having the study completed in-house.

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

1. Authorize the General Manager to complete an in-house Classification and Compensation Study.

Motion carried with unanimous vote of approval.

19. GENERAL MANAGER'S REPORT

The General Manager updated the Board of Directors on the utility conflicts with Caltrans.

20. GENERAL COUNSEL'S REPORT

None

21. BOARD MEMBER COMMENTS

None

22. CLOSED SESSION

None

23. ADJOURNMENT

The meeting adjourned at 10:33 a.m. The next Board of Directors meeting will be held on October 12, 2015.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****16-10****For the Month of September 2015**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
32015	Aflac	EE Deduction Benefits	Aflac - September	693.36
32016	Aquatic Bioassay	Services - Laboratory	Chronic NPDES bioassays - kelp germination	1,040.00
32017	AT&T	Utilities - Telephone	Phone service 07/13/15 - 08/12/15	357.12
32018	AT&T	Utilities - Telephone	DSL - 07/20/15 - 08/19/15	101.54
32019	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping; grit and screenings	1,019.79
32020	B&B Electronics	Repair Parts Expense	LTE cellular antenna	989.05
32021	Barracuda Networks, Inc.	Utilities - Internet	Network back-up	50.00
32022	Boyd Fasteners	Supplies - Shop & Field	Wedge anchors	134.90
32023	Calpers	Retirement Plan - PERS	Retirement 08/01/15 - 08/14/15	11,906.00
32024	CAN-DO Maintenance Inc.	Services - Maintenance	Repair chain link fence	1,770.00
32025	Carlson & Beauloye Machine	Services - Maintenance	Machine shaft	1,225.00
32026	Coast Waste Management, Inc.	Services - Grit & Screenings	Service charge - 08/01/15 - 08/31/15	177.39
32027	CWEA Membership	Dues & Memberships	Membership	164.00
32028	DC Frost Associates, Inc.	Repair Parts Expense	Bags for heliclean - headworks	497.55
32029	EDCO Waste & Recycling Service	Utilities - Trash	Trash service - August	235.97
32030	City of Encinitas	Service - IT Support	SCADA Firewall configuration	422.45
32031	Ferrellgas	Fuel	Propane	51.44
32032	Forte of San Diego	Services - Janitorial	Janitorial service and supplies - September	1,156.03
32033	Government Finance Officers Assoc.	Dues & Memberships	Membership	160.00
32034	Guardian	Dental/Vision	Dental - September	2,007.89
32035	Harrington Industrial Plastics	Repair Parts Expense	Plumbing parts	780.27
32036	HD Supply Waterworks, LTD	Repair Parts Expense	Air vac cover	777.60
32037	Health and Human Resource	Employee Assistance Program	September	334.40
32038	Home Depot Credit Services	Supplies - Safety	Shop and safety supplies	207.21
32039	Insight Investments, LLC	Supplies - Office	Computer replacement	366.03
32040	Jennifer Basco	Subsistence - Travel	Mileage - August 2015	116.69
32041	The Lawton Group	Services - Intern Program	Weeks worked - 08/17/15 - 08/28/15	1,724.71
32042	MBC Applied Environmental	Services - Contractors	Annual aerial surveys of Region 9 kelp	5,382.00
32043	McMaster-Carr Supply Co.	Repair Parts Expense	Plumbing parts, tools, and cleaning supplies	1,674.36
32044	Miramar Bobcat, Inc.	Vehicle Maintenance	Maintenance for loader	810.10
32045	Misco Water	Repair Parts Expense	Rotor	957.31
32046	Olin Corp - Chlor Alkali	Supplies - Chemicals	Sodium Hypochlorite	3,209.86
32047	Olivenhain Municipal Water District	Rent	Pipeline rental payment	6,822.00
32048	Pall Corporation	Repair Parts Expense	Valve	768.25
32049	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/15/15 - 08/28/15	11,842.90
32050	Preferred Benefit Insurance	Dental/Vision	Vision - September	301.50
32051	ProBuild Company, LLC	Supplies - Shop & Field	Repair parts and supplies	307.65
32052	ReadyRefresh	Supplies - Lab	Kitchen and laboratory supplies	329.70
32053	Roesling Nakamura Terada	Services - Professional	Assessment report and plan	3,379.00
32054	San Dieguito Water District	Utilities - Water	Recycled water	7,042.81
32055	Santa Fe Irrigation District	Utilities - Water	Recycled water	262.26
32056	Society for Human Resource Mgmt	Dues & Memberships	Membership - 11/01/15 - 10/31/16	190.00
32057	SimplexGrinnell	Training - Safety	Fire extinguisher training class	500.00
32058	Smart & Final	Supplies - Office	Kitchen supplies	103.31
32059	Specialty Seals & Accessories	Repair Parts Expense	Seal and sleeve	1,770.38
32060	State Water Resources Control	Dues & Memberships	Certification	230.00
32061	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - September	1,484.35
32062	Test America	Services - Laboratory	Water sample testing	2,487.08
32063	Thatcher Company of California	Supplies - Chemicals	Aluminum Sulfate	2,427.94
32064	Tierra Data Inc.	Services - Laboratory	Water monitoring - August	725.00
32065	Trussell Technologies, Inc.	Services - Engineering	Coliform study	8,600.00
32066	Unifirst Corporation	Services - Uniforms	Uniform service	251.80
32067	Underground Service Alert/SC	Services - Alarm	Dig alert - August	82.50
32068	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA 457	6,154.70
32069	Vantagepoint Transfer Agents	ICMA Retirement	ICMA 401a	2,869.03
32070	VWR International, Inc.	Supplies - Lab	Laboratory supplies	718.91
32071	Water Environment Federation	Dues & Memberships	Membership	272.00
32072	WEX Bank	Fuel	Fuel - August	724.32
32073	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling - August	14,463.70
32074	AT&T	Utilities - Telephone	Alarm service	396.24

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****16-10****For the Month of September 2015**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
32075	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping	554.88
32076	BankCard Center	Supplies - Office	Repairs, office supplies, and service	4,240.78
32077	BAVCO	Repair Parts Expense	Test cocks for backflow devices	112.36
32078	Brenntag Pacific, Inc.	Supplies - Chemicals	Sodium Hydroxide and Citric Acid	4,433.59
32079	California Water Technologies	Supplies - Chemicals	Ferric Chloride	4,273.18
32080	Corodata	Rent	Record storage - August	98.15
32081	CS-Amsco	Repair Parts Expense	Gearhead and motor	1,485.24
32082	City of Encinitas	Service - IT Support	Administration network	5,000.00
32083	Forte of San Diego	Supplies - Janitorial	Janitorial supplies	222.75
32084	Idexx Distribution, Inc.	Supplies - Lab	Laboratory supplies	392.18
32085	Kennedy/Jenks Consultants	Services - Engineering	Land ocean outfall; recycled water relocation	40,962.74
32086	Konica Minolta	Services - Maintenance	Copier maintenance service	86.16
32087	The Lawton Group	Services - Intern Program	Weeks worked - 08/24/15 - 9/04/15	1,304.64
32088	Lee's Lock and Safe	Services - Maintenance	Re-key cylinder (shop)	37.00
32089	McMaster-Carr Supply Co.	Supplies - Shop & Field	Plumbing and electrical cleaning supplies	99.85
32090	Pacific Safety Center	Dues & Memberships	Membership	105.00
32091	Peerless Materials Co., LLC	Supplies - Shop & Field	Shop towels	334.80
32092	P.E.R.S.	Medical Insurance - Pers	Health - October	19,209.69
32093	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 08/29/15 - 09/11/15	11,842.88
32094	U.S. Postal Service	Postage/Shipping	Post office box annual fee	156.00
32095	Procopio Cory Hargreaves	Services - Legal	General - August	2,485.00
32096	Santa Fe Irrigation District	Services - Professional	Potable Reuse Study	9,055.26
32097	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - August	1,903.93
32098	Test America	Services - Laboratory	Water sample testing	456.00
32099	Unifirst Corporation	Services - Uniforms	Uniform service	412.92
32100	USA Bluebook	Minor Equip - Shop & Field	pH tester and steel railing kit	733.27
32101	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	5,827.23
32102	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	2,871.91
	San Elijo Payroll Account	Payroll	Payroll - 09/04/15	62,700.00
	San Elijo Payroll Account	Payroll	Payroll - 09/18/15	63,045.45
				<u>\$ 360,450.19</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of September 2015
As of September 30, 2015**

PAYMENT OF WARRANTS		\$ 360,450.19
Reference Number	16-10	

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 September 30, 2015

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(SEPTEMBER 2015 YIELD 0.33%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 5,902,154.01
CALIFORNIA BANK AND TRUST <i>(SEPTEMBER 2015 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 96,271.58
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 6,633,425.59

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

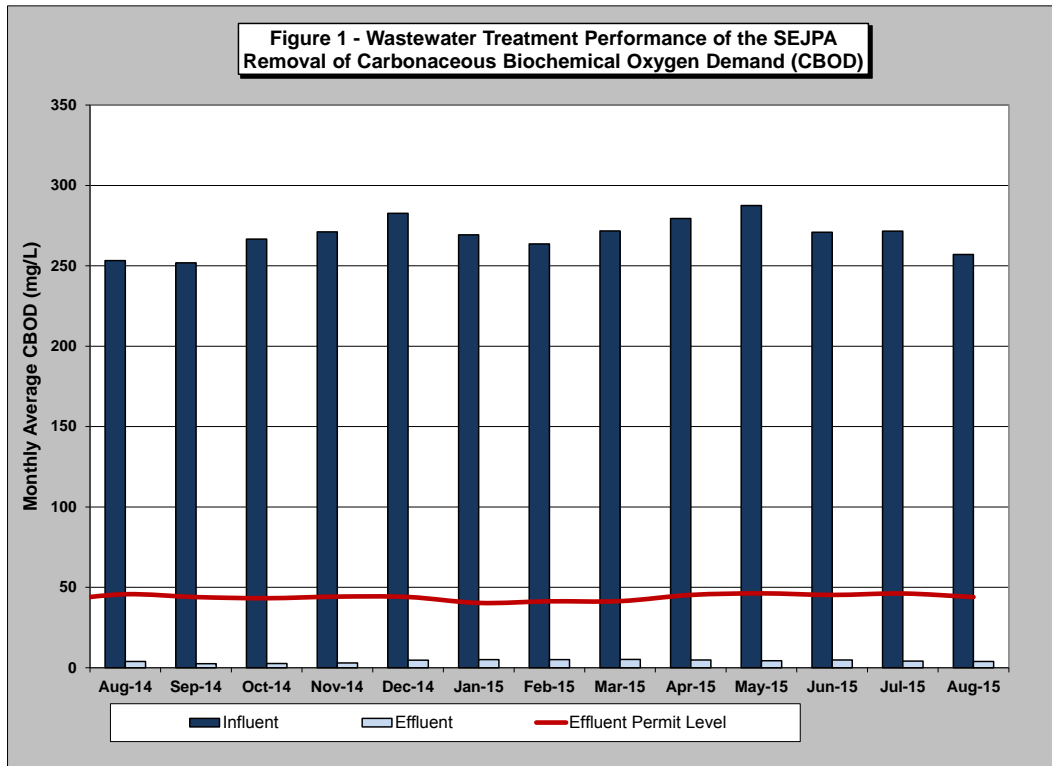
RECOMMENDATION

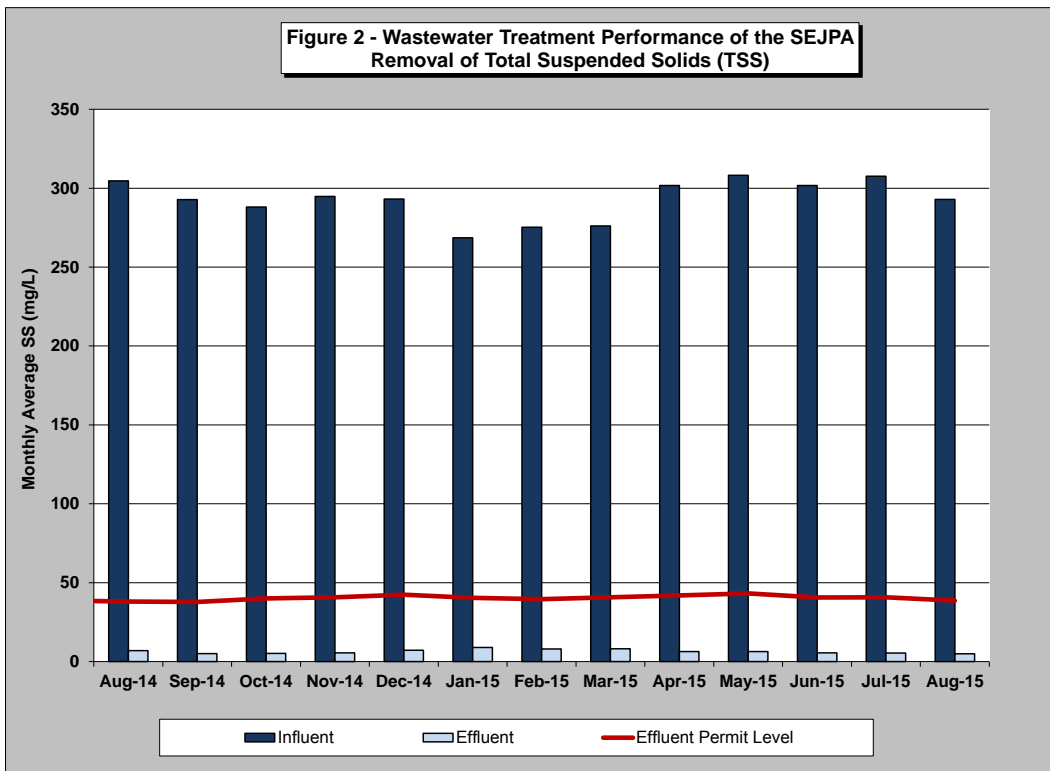
No action required. This memorandum is submitted for information only.

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 August 2015. 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. For the month of August, treatment levels for CBOD and TSS were 98.5 and 97.9 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 August. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

	August	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.264	0.315
City of Solana Beach	1.087	0.271
Rancho Santa Fe SID	0.095	0.023
Total San Elijo WRF Flow	2.446	0.609

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

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

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

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)				AVERAGE DAILY EFFLUENT FLOW RATE (MGD)				CONNECTED EDUS				AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)			
	CSD	RSF CSD	SB	TOTAL PLANT	CSD	RSF CSD	SB	TOTAL PLANT	CSD EDUS	RSF CSD EDUS	SB EDUS	TOTAL EDUS	CSD	RSF	SB	TOTAL PLANT
Aug-10	1.366	0.125	1.451	2.942	0.585	0.053	0.621	1.259	8,205	475	7,728	16,408	166	263	188	179
Sep-10	1.346	0.114	1.342	2.802	0.627	0.053	0.626	1.306	8,207	475	7,728	16,410	164	240	174	171
Oct-10	1.413	0.123	1.311	2.847	1.177	0.102	1.092	2.371	8,207	477	7,728	16,412	172	258	170	173
Nov-10	1.399	0.117	1.297	2.813	1.090	0.091	1.011	2.192	8,209	478	7,728	16,415	170	245	168	171
Dec-10	1.605	0.215	1.375	3.195	1.417	0.189	1.214	2.820	8,212	478	7,728	16,418	195	450	178	195
Jan-11	1.452	0.158	1.338	2.948	1.272	0.139	1.172	2.583	8,227	478	7,728	16,433	176	331	173	179
Feb-11	1.413	0.156	1.339	2.908	1.176	0.130	1.114	2.420	8,228	480	7,728	16,436	172	325	173	177
Mar-11	1.387	0.208	1.343	2.938	1.186	0.178	1.148	2.512	8,229	480	7,728	16,437	169	434	174	179
Apr-11	1.320	0.181	1.323	2.824	0.867	0.118	0.869	1.854	8,248	482	7,728	16,458	160	376	171	172
May-11	1.327	0.162	1.320	2.809	0.564	0.069	0.561	1.194	8,248	483	7,728	16,459	161	336	171	171
Jun-11	1.343	0.156	1.390	2.889	0.545	0.063	0.564	1.172	8,249	483	7,728	16,460	163	323	180	176
Jul-11	1.293	0.151	1.430	2.874	0.425	0.050	0.470	0.945	8,250	484	7,728	16,462	157	312	185	175
Aug-11	1.292	0.150	1.405	2.847	0.479	0.056	0.521	1.056	8,252	485	7,728	16,465	157	310	182	173
Sep-11	1.262	0.146	1.333	2.741	0.564	0.066	0.596	1.226	8,254	486	7,728	16,468	153	301	172	166
Oct-11	1.260	0.142	1.303	2.705	0.730	0.082	0.755	1.567	8,260	486	7,728	16,474	153	292	169	164
Nov-11	1.338	0.167	1.307	2.812	1.099	0.137	1.074	2.310	8,261	486	7,728	16,475	162	344	169	171
Dec-11	1.299	0.164	1.305	2.768	1.103	0.139	1.108	2.350	8,264	487	7,728	16,479	157	337	169	168
Jan-12	1.291	0.145	1.303	2.739	1.032	0.116	1.042	2.190	8,266	488	7,728	16,482	160	232	169	166
Feb-12	1.259	0.137	1.283	2.679	1.006	0.109	1.025	2.140	8,268	488	7,728	16,484	152	281	166	163
Mar-12	1.313	0.153	1.255	2.721	0.968	0.113	0.925	2.006	8,269	488	7,728	16,485	159	314	162	165
Apr-12	1.348	0.145	1.209	2.702	0.906	0.097	0.813	1.816	8,278	488	7,728	16,494	163	297	156	164
May-12	1.333	0.150	1.211	2.694	0.577	0.065	0.525	1.167	8,280	488	7,728	16,496	161	308	157	163
Jun-12	1.365	0.143	1.237	2.745	0.547	0.057	0.496	1.100	8,284	489	7,728	16,501	165	293	160	166
Jul-12	1.372	0.126	1.296	2.794	0.457	0.042	0.431	0.930	8,289	489	7,728	16,506	166	258	168	169
Aug-12	1.383	0.128	1.291	2.802	0.473	0.044	0.441	0.958	8,290	490	7,728	16,508	167	261	167	170
Sep-12	1.349	0.142	1.220	2.711	0.544	0.058	0.492	1.094	8,291	490	7,728	16,509	163	290	158	164
Oct-12	1.327	0.123	1.203	2.653	0.678	0.063	0.615	1.356	8,294	490	7,728	16,512	160	251	156	161
Nov-12	1.343	0.128	1.181	2.652	0.862	0.082	0.758	1.702	8,299	490	7,728	16,517	162	261	153	161
Dec-12	1.383	0.141	1.197	2.721	1.261	0.129	1.091	2.481	8,300	490	7,728	16,518	167	288	155	165
Jan-13	1.357	0.145	1.215	2.717	1.155	0.124	1.034	2.313	8,300	490	7,728	16,518	163	296	157	164
Feb-13	1.349	0.138	1.201	2.688	1.048	0.108	0.933	2.089	8,301	490	7,728	16,519	163	282	155	163
Mar-13	1.402	0.154	1.235	2.791	0.905	0.100	0.797	1.802	8,302	493	7,728	16,521	169	314	160	169
Apr-13	1.297	0.124	1.237	2.658	0.531	0.051	0.506	1.088	8,304	493	7,728	16,523	156	253	160	161
May-13	1.339	0.126	1.185	2.650	0.376	0.036	0.333	0.745	8,304	493	7,728	16,525	161	256	153	160
Jun-13	1.341	0.126	1.190	2.657	0.269	0.025	0.239	0.533	8,307	493	7,728	16,528	161	256	154	161
Jul-13	1.366	0.144	1.269	2.779	0.482	0.050	0.448	0.980	8,309	493	7,728	16,530	164	292	164	168
Aug-13	1.342	0.168	1.258	2.768	0.380	0.048	0.356	0.784	8,311	494	7,728	16,533	161	340	163	167
Sep-13	1.343	0.117	1.193	2.653	0.403	0.036	0.358	0.797	8,311	494	7,728	16,533	162	237	154	160
Oct-13	1.319	0.132	1.184	2.635	0.629	0.063	0.565	1.257	8,314	494	7,728	16,536	159	267	153	159
Nov-13	1.348	0.133	1.194	2.675	0.932	0.092	0.826	1.850	8,315	494	7,728	16,537	162	270	155	162
Dec-13	1.341	0.134	1.191	2.666	1.030	0.103	0.915	2.048	8,316	494	7,728	16,538	161	272	154	161
Jan-14	1.322	0.135	1.194	2.651	0.851	0.087	0.768	1.706	8,318	495	7,728	16,541	159	273	155	160
Feb-14	1.314	0.127	1.172	2.613	0.954	0.093	0.851	1.898	8,323	495	7,728	16,546	158	257	152	158
Mar-14	1.339	0.134	1.185	2.658	0.858	0.086	0.760	1.704	8,324	496	7,728	16,548	161	270	153	161
Apr-14	1.326	0.128	1.128	2.582	0.449	0.043	0.382	0.874	8,328	498	7,728	16,554	159	257	146	156
May-14	1.353	0.124	1.127	2.604	0.159	0.015	0.132	0.306	8,333	498	7,728	16,559	162	249	146	157
Jun-14	1.341	0.126	1.188	2.655	0.207	0.020	0.183	0.410	8,333	498	7,728	16,559	161	253	154	160
Jul-14	1.271	0.130	1.307	2.708	0.232	0.024	0.239	0.495	8,338	499	7,728	16,565	152	261	169	163
Aug-14	1.228	0.130	1.298	2.656	0.227	0.024	0.239	0.490	8,345	500	7,728	16,573	147	260	168	160
Sep-14	1.215	0.113	1.232	2.560	0.211	0.019	0.214	0.444	8,351	500	7,728	16,579	145	226	159	154
Oct-14	1.204	0.114	1.198	2.516	0.394	0.038	0.392	0.824	8,353	500	7,728	16,581	144	228	155	152
Nov-14	1.237	0.118	1.198	2.553	0.667	0.063	0.646	1.376	8,354	502	7,728	16,584	148	235	155	154
Dec-14	1.323	0.147	1.229	2.699	1.163	0.129	1.081	2.373	8,355	502	7,728	16,585	158	293	159	163
Jan-15	1.253	0.130	1.232	2.615	0.984	0.102	0.967	2.053	8,359	503	7,977	16,838	150	259	154	155
Feb-15	1.229	0.132	1.228	2.589	0.757	0.081	0.757	1.595	8,361	504	7,977	16,841	147	262	154	154
Mar-15	1.269	0.135	1.231	2.635	0.583	0.062	0.566	1.211	8,365	504	7,977	16,846	152	268	154	156
Apr-15	1.183	0.124	1.196	2.503	0.350	0.036	0.354	0.740	8,366	504	7,977	16,847	141	246	150	149
May-15	1.209	0.117	1.149	2.475	0.545	0.053	0.518	1.116	8,367	505	7,977	16,848	144	232	144	147
Jun-15	1.287	0.113	1.052	2.452	0.362	0.032	0.296	0.690	8,369	506	7,977	16,852	154	224	132	146
Jul-15	1.282	0.110	1.176	2.568	0.392	0.034	0.359	0.785	8,370	510	8,003	16,883	153	216	147	152
Aug-15	1.264	0.095	1.087	2.446	0.315	0.023	0.271	0.609	8,371	510	8,003	16,884	151	186	136	145

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

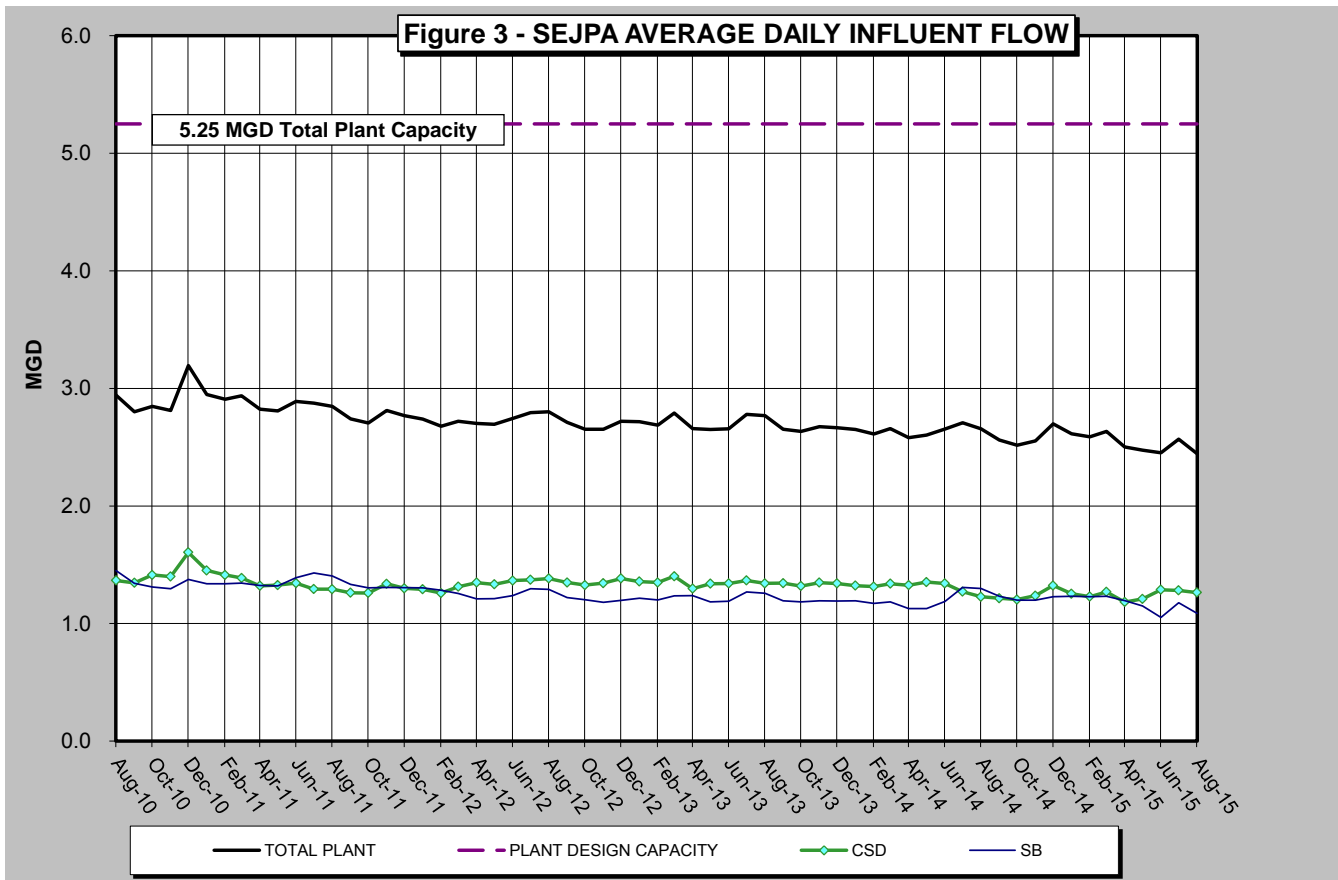
EDU: Equivalent Dwelling Unit

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

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

EDU Numbers Revised by Dudek for March and April 2013

Figure 3 (below) presents the 5-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average treated flow by each agency. As shown in the figure, the average treated flow has been approximately 2.6 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 leases 0.25 mgd.



City of Escondido Flows

The average and peak flow rate from the City of Escondido Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below. The following average flow rate and peak flow rate is reported by the City of Escondido for the month of August 2015.

	Flow (mgd)
Escondido (Average flow rate)	7.48
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 2015. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. The number of EDUs connected for each of the Member Agencies is as follows:

	Connected (EDU)
Cardiff Sanitary Division	8,371
Rancho Santa Fe SID	510
City of Solana Beach	7,666
San Diego (to Solana Beach)	337
Total EDUs to System	16,884

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

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 August 2015, recycled water demand was 210.17 acre-feet (AF), which was met using 207.69 AF of recycled water and 2.48 AF of supplementation with potable water. The distribution system was designed to use potable water during peak summer demands.

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

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

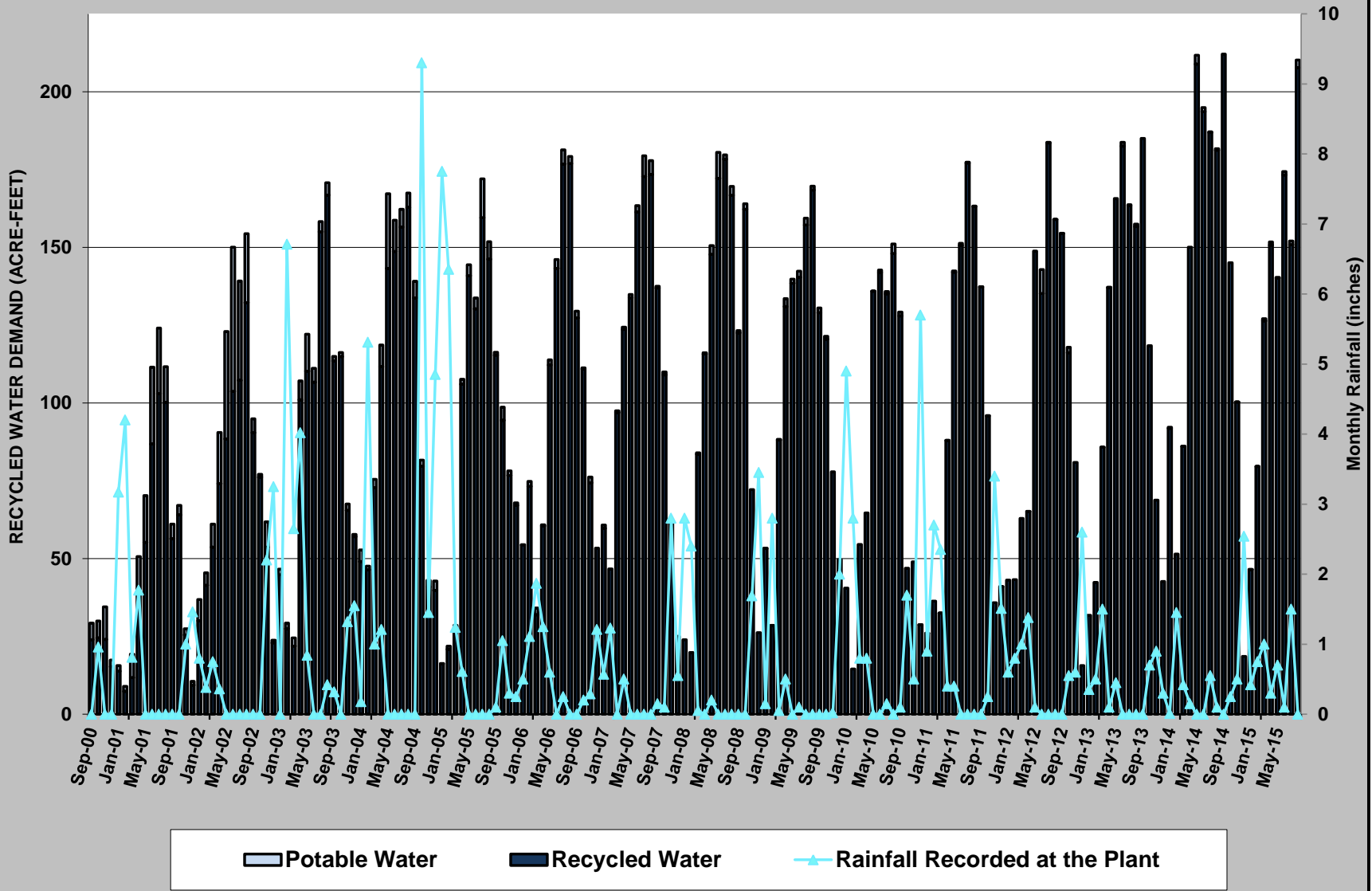


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

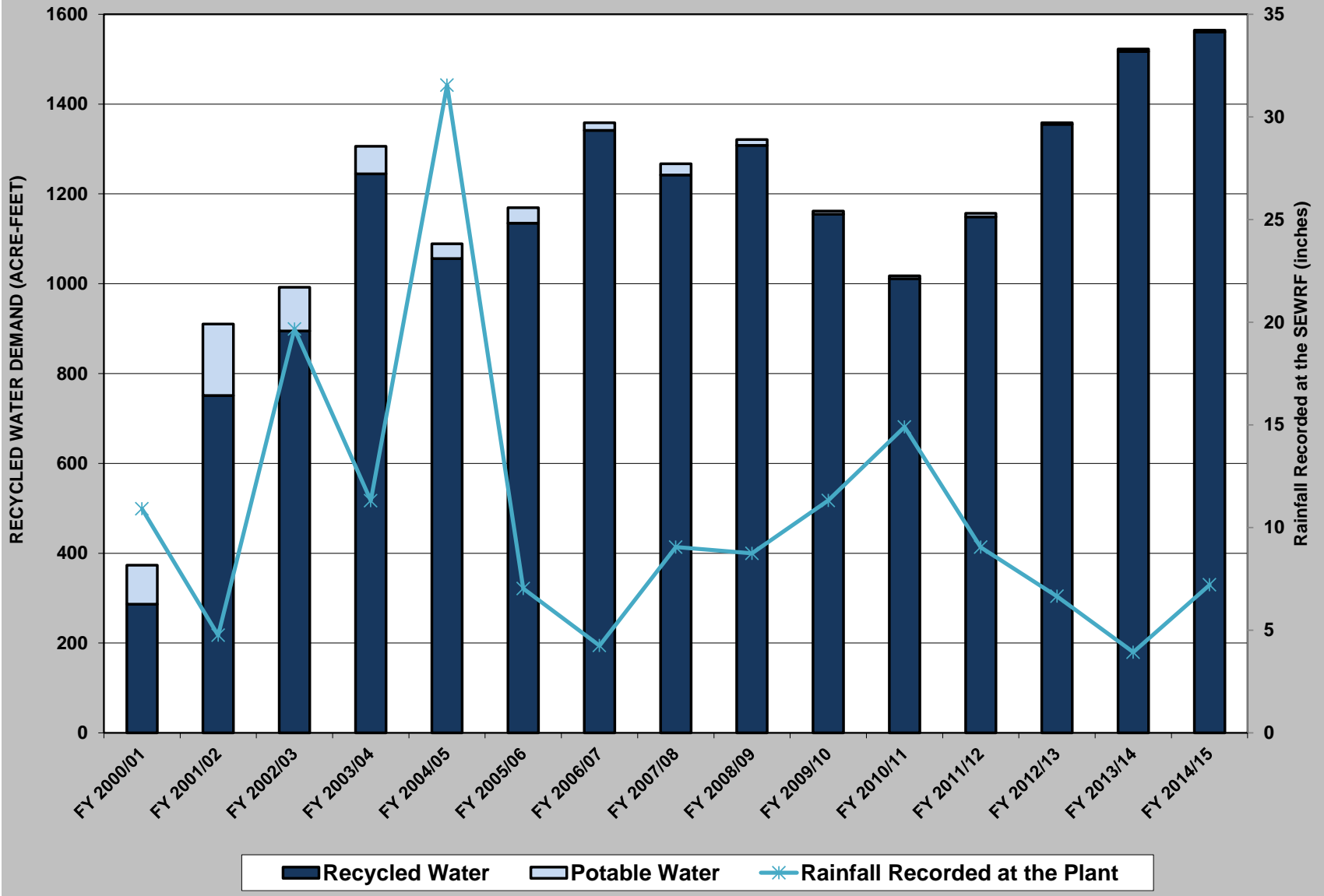
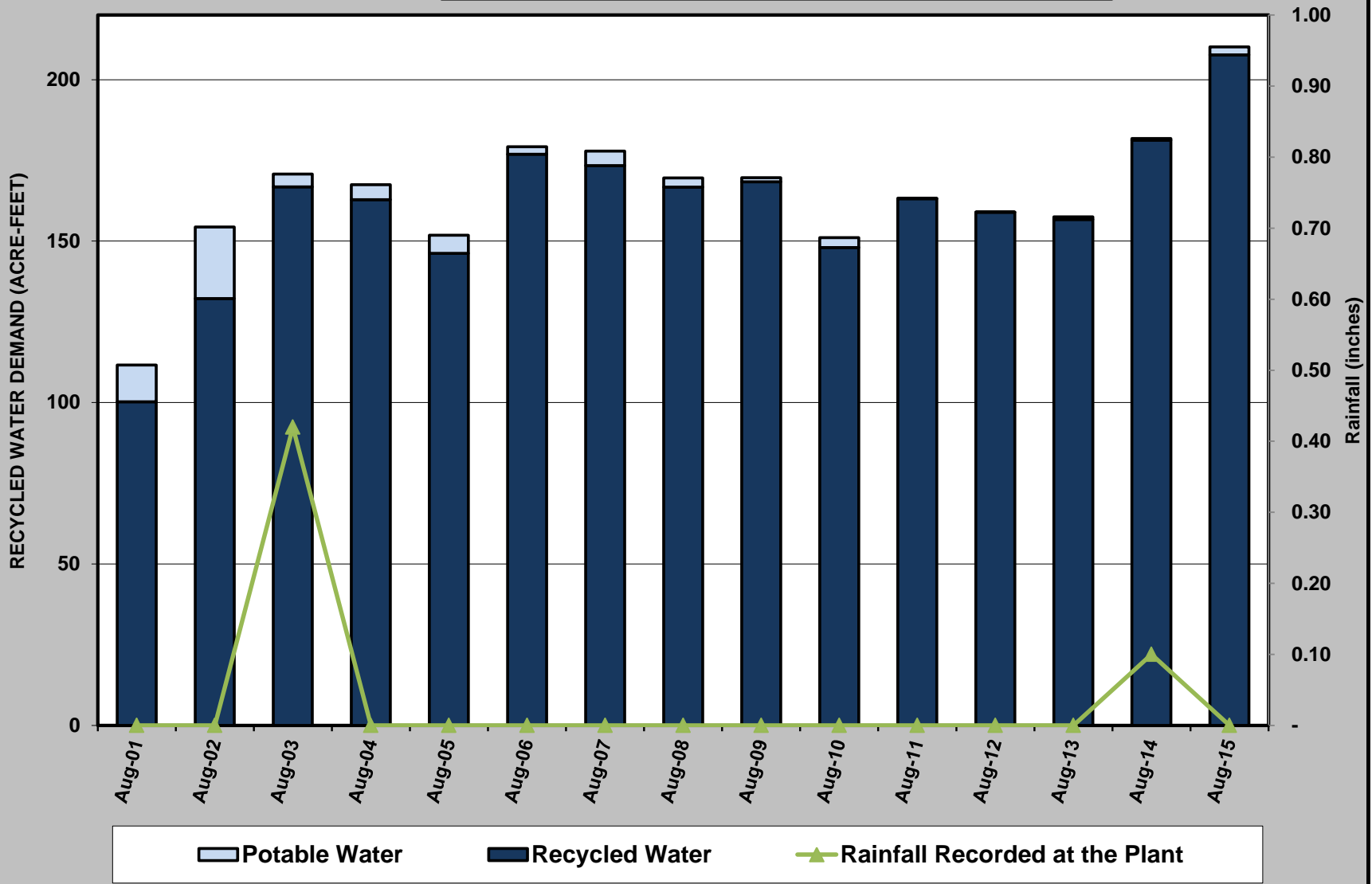


Figure 3 - AUGUST RECYCLED WATER DEMAND



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: ACCEPTANCE OF COMPLETION – CONSTRUCTION CONTRACT FOR THE
SAN ELIJO WATER RECLAMATION FACILITY AND SAN ELIJO HILLS PUMP
STATION EMERGENCY POWER PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to accept the Emergency Generator Project and sign and record a Notice of Completion for the project; and
2. Discuss and take other action as appropriate.

BACKGROUND

San Elijo Water Reclamation Facility (SEWRF) provides essential public health and environmental protection and, therefore, must be operational at all times to receive and treat wastewater. To support this, the SEWRF is equipped with an emergency power system.

In 2013, the SEJPA began efforts to upgrade and modernize the emergency power system. During the preparation of the final design, the City of Solana Beach inquired if the SEJPA could include the San Elijo Hills Pump Station emergency generator replacement in the project. After reviewing this proposal, the City and the SEJPA concluded that cost savings could be achieved in contract administration, construction management, and to gain economy of scale in the construction bid process.

The total construction budget for both projects is \$950,000. The lowest bidder for the project, NeWEST Construction Company, provided a bid of \$906,000, of which \$622,400 was for the SEJPA project and \$283,600 was for the Solana Beach project. The construction contract was awarded by the Board at the March 10, 2014 Board meeting. A cost sharing agreement between Solana Beach and SEJPA was also approved by the Board at the March 10, 2014 meeting.

DISCUSSION

The generator for the SEWRF arrived onsite in September 2014 and installation was completed October 22, 2014. The generator for the San Elijo Hills Pump Station arrived on site in April 2015 and installation was completed May 1, 2015. Various punch list items have been ongoing and substantial completion for the combined project was issued in June 2015.

Two change orders were issued for this project. For the SEWRF generator, a change order in the amount of \$17,448 was issued during the project for various items including material upgrades, additional excavation associated with avoiding buried pipes, and additional conduit work that was not part of the original contract. For the San Elijo Hills generator, a change order resulted in a reduction in cost of \$203 during the project for a change in material of construction that was not part of the original contract, additional costs due to delays caused by SDG&E, and a credit to the SEJPA associated with scheduled delays by the contractor.

With the acceptance of this project by the Board of Directors and the filing of the Notice of Completion, the contract with NEWest Construction Company, Inc. will be completed. The SEJPA legal counsel will file the Notice of Completion with the County Clerk. After 35 days, the final payment will be made to the Contractor.

FINANCIAL IMPACT

The project has \$950,000 in approved funding for construction; of which \$923,245 has been committed to project contracts. There were two change orders issued to complete additional work associated with the project. All major elements of the project have been completed. The construction project came in 2.8 percent below budget representing a savings of approximately \$26,755. The project was completed with no injuries, and no filed claims against the SEJPA. The work by NEWest Construction Company, Inc. was of good quality, and the contractor worked in good faith to resolve construction issues.

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to accept the Emergency Generator Project and sign and record a Notice of Completion for the project; and
2. Discuss and take other action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: ACCEPTANCE OF COMPLETION – CONSTRUCTION CONTRACT FOR THE
SHAFTLESS SCREW CONVEYOR PROJECT FOR THE SAN ELIJO WATER
RECLAMATION FACILITY

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to accept the Shaftless Screw Conveyor Project and sign and record a Notice of Completion for the project; and
2. Discuss and take other action as appropriate.

BACKGROUND

Part of the wastewater treatment process is the removal and treatment of biosolids from the wastewater. The treatment process at the San Elijo Water Reclamation Facility (SEWRF) includes anaerobic digestion, dissolved air floatation thickening, and belt press dewatering. The final product at the SEWRF meets the U.S. Environmental Protection Agency’s (EPA) criteria for “Class B” biosolids. Class B requirements are designed to reduce pathogen levels in the biosolids to levels that protect public health and the environment. After treatment, the biosolids are trucked to Arizona for subsurface farm application for the growing of Sudan grass, alfalfa, and other “non-human” consumption crops.

Many of the San Elijo Joint Powers Authority’s (SEJPA) biosolids processing systems have more than 20 years of service and some equipment is nearing the end of its expected life cycle. In 2012, staff began investigating a replacement for the aging biosolids conveyor system. The conveyor system lifts biosolids from the belt presses into a storage hopper for loading into trucks.

In May 2013, the Board of Directors authorized preparation of plans and specifications for the replacement of the conveyor system by Hoch Consulting. The project design was completed in January 2014 and the SEJPA solicited bids for construction. Bids were received on February 18, 2014. On March 14, 2014 the Board authorized the General Manager to enter into a construction contract with NEWest Construction Company Inc. for installation of the new conveyor in the amount of \$234,000.

DISCUSSION

Due to manufacturing delays associated with the vendor, the conveyor equipment arrived onsite in December 2014 and installation was completed on February 9, 2015. Various punch list items have been ongoing and substantial completion was issued in June 2015.

One contract change order in the amount of \$8,229 was issued during the project for additional piping and conduit work, which was requested by the SEJPA and that was not part of the original scope of work.

With the acceptance of this project by the Board of Directors and the filing of the Notice of Completion, the contract with NEWest Construction Company, Inc. will be completed. The SEJPA legal counsel will file the Notice of Completion with the San Diego County Clerk. After 35 days, the final payment will be made to the Contractor.

FINANCIAL IMPACT

The project has \$493,000 in approved funding; of which \$292,729 has been committed to project contracts. There was one change order issued in the amount of \$8,229 to complete additional work associated with the project. All major elements of the project have been completed. The project came in 41 percent below budget representing a project savings of approximately \$200,271.

The project was completed under budget with no injuries, and no filed claims against the SEJPA. The work by NEWest Construction Company, Inc. was of good quality, and the contractor worked collaboratively with staff to resolve any construction issues.

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to accept the Shaftless Screw Conveyor Project and sign and record a Notice of Completion for the project; and
2. Discuss and take other action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR BLOWER REPLACEMENT
PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize amendment of the professional services agreement with Hoch Consulting for an additional \$18,160; and
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Water Reclamation Facility (SEWRF) uses Conventional Activated Sludge Treatment as an important step in achieving State and Federal water quality requirements. This treatment process has a long and successful history of providing consistent, high quality, low cost treatment. The process consists of a bioreactor tank that is specially designed to use the microorganisms within the wastewater, combined with diffused oxygen, to provide biological treatment.

The air volume required to provide the diffused oxygen for activated sludge treatment is substantial and represents the single largest use of process air at the SEWRF. To produce this air, the facility has four 125-hp multi-stage centrifugal blowers and one 100-hp multi-stage centrifugal blower.

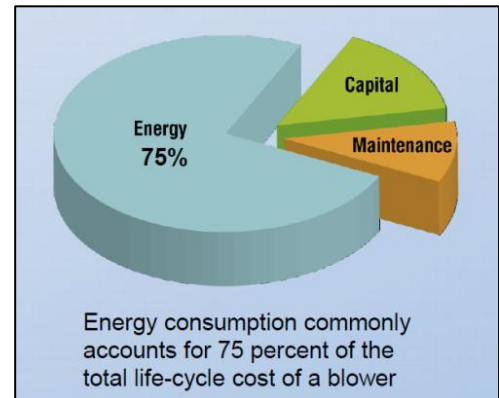
The 125-hp blowers were installed in 1991 and are at the end of their useful life. The replacement of the 125-hp blowers was identified in the 2015 Facility Plan as a recommended project (Project No. 7).



Multi-stage centrifugal blowers produce process air at the SEWRF.

DISCUSSION

In preparation for the project, Staff researched more energy-efficient replacements for the aging centrifugal blowers. Carollo Engineers estimates that 75% of a blower's total life-cycle cost is energy consumption. Therefore, properly sizing the blowers and using the most energy efficient equipment will provide substantial energy and cost savings. Based on engineering estimates for this project, installing three smaller Turbo blowers (75-hp) to replace three existing centrifugal blowers (125-hp) is projected to reduce energy consumption and produce energy cost savings of approximately \$13,000 per year. Staff has interviewed several agencies that operate turbo blowers and reviews have been positive.



The Board approved engineering services with Hoch Consulting for \$21,150 for the initial design of the blower replacement project. The consultant furnished Staff with mechanical and civil design documents that provided substantial detail for the project and cost estimate. Based on this information, Staff applied for the SDG&E Energy Efficiency Business Incentive (EEBI) program. This program provides grants and no-interest loans for approved energy efficiency projects. The SEJPA's Turbo Blower Project has been conditionally accepted by SDG&E. The initial estimate for the grant is approximately \$34,000. Staff plans to utilize the interest free 10-year loan for the remaining capital costs.

In order to complete the final design, Staff requested an engineering services proposal from Hoch Consulting. The estimated cost to complete this effort is \$18,160. Once completed, Staff will solicit bids for construction and finalize SDG&E incentive applications and loan documents.

At this time, Staff seeks Board approval to complete the design of the blower replacement project.

FINANCIAL IMPACT

The value for the proposed contract amendment is \$18,160 and funds for this are available in the Wastewater Program capital fund. This amendment will result in a contract commitment of \$39,310 for engineering services related to the Blower Replacement Project by Hoch Consulting.

The engineer's opinion of probable construction cost is \$410,000. Staff estimates construction management is \$20,000. Therefore, the anticipated remaining cost to complete the construction phase of the project is \$430,000. Staff proposes to fund construction with the SDGE grant of \$34,000 and a no-interest loan of approximately \$396,000.

It is recommended that the Board of Directors approve the following:

1. Authorize amendment of the professional services agreement with Hoch Consulting for an additional \$18,160; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Hoch Consulting Letter Proposal dated September 7, 2015, Addendum No. 4 – Misc. Project Professional Engineering Services

ATTACHMENT 1

Letter Proposal



Hoch Consulting
3255 Moccasin Avenue
San Diego, CA 92117
(tel.) 858-431-9767
ahoch@hochconsulting.com
www.hochconsulting.com

September 7, 2015

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

Subject: Addendum No. 4 – Misc. Project Professional Engineering Services

Dear Mr. Trees:

The SEJPA has requested that Hoch Consulting provide electrical engineering services for Task 2: Project Management for Blower No. 5 Project. Accordingly, Hoch Consulting is pleased to present this proposed addendum for additional services for your review. The following summarizes Hoch Consulting's proposed amended scope of services, schedule, and budget.

Proposed Amended Scope of Services:

Task 2: Project Management Services for Blower No. 5 Project

Addendum No. 3 modified the scope of services to provide final design engineering services to prepare plans and specifications for public bidding to construct three 75-hp turbo blowers controlled by one master control panel with electrical and mechanical engineering services to be provided by SEJPA.

This addendum proposes that Hoch Consulting provide the electrical engineering services required to complete final plans and specifications for public bidding to construct three 75-hp turbo blowers. Additional services will include coordination with a minimum of three vendors for updated controls and electrical information, modifications to existing electrical drawings, preparation of additional electrical and control drawings, and modifications to existing electrical specifications by Moraes/Pham and Associates. Contract documents will be signed and stamped by a registered professional engineer in the State of California.

Amended Schedule and Fee:

The additional services proposed by this addendum are anticipated to be completed within six weeks from the notice to proceed. Hoch Consulting proposes to perform the additional scope of services for \$18,159.70, as summarized in the attached fee proposal. This will increase the total authorization from \$126,430 to \$144,589.70.

Hoch Consulting greatly appreciates the opportunity to work for the SEJPA. If you have any questions about this proposal, please do not hesitate to contact me.

Sincerely,
Hoch Consulting



Adam Hoch, P.E., QSD
President/Principal Engineer
License No. C77635

Attachments: Fee Proposal

Addendum No. 4 - Fee Proposal

Hoch Consulting

SEIPA Professional Engineering Services - Addendum No. 3 (Existing Contract)										Hoch Consulting	
Classification	Labor			Miscellaneous			Total Fees				
	Principal (\$125/hr)	Total Labor	Subconsultants	Expenses	Discounts	Total	Subconsultants	Expenses	Discounts	Total	
Task 1: Storm Water Diversion Structure PDR & Design	353	\$ 44,125.00	\$ -	\$ 90.00	\$ (11,245.00)	\$ 32,970.00					
Task 2: Blower No. 5 Project Management	232	\$ 29,000.00	\$ -	\$ -	\$ (7,850.00)	\$ 21,150.00					
Task 3: Moonlight Beach PS Coating/HVAC Project PM	120	\$ 15,000.00	\$ -	\$ -	\$ (4,200.00)	\$ 10,800.00					
Task 4: AWT	64	\$ 8,000.00	\$ -	\$ -	\$ (4,000.00)	\$ 4,000.00					
Task 5: Administration Building Development	56	\$ 7,000.00	\$ -	\$ -	\$ (1,960.00)	\$ 5,040.00					
Task 6: Industrial Waste Survey	46	\$ 5,750.00	\$ -	\$ -	\$ (1,610.00)	\$ 4,140.00					
Task 7: Ocean Outfall Capacity Study	98	\$ 12,250.00	\$ -	\$ -	\$ (3,430.00)	\$ 8,820.00					
Task 8: Screw Conveyor Project	152	\$ 19,000.00	\$ -	\$ -	\$ (5,320.00)	\$ 13,680.00					
Task 9: As-Needed Professional Engineering Services	243	\$ 30,375.00	\$ -	\$ -	\$ (8,505.00)	\$ 21,870.00					
Task 10: Solar Panel Project Management	44	\$ 5,500.00	\$ -	\$ -	\$ (1,540.00)	\$ 3,960.00					
Total	1408	\$ 176,000.00	\$ -	\$ 90.00	\$ (49,660.00)	\$ 126,430.00					

SEIPA Professional Engineering Services - Addendum No. 4 (Proposed)										Hoch Consulting	
Classification	Labor			Miscellaneous			Total Fees				
	Principal (\$125/hr)	Total Labor	Subconsultants	Expenses	Discounts	Total*	Subconsultants	Expenses	Discounts	Total*	
Task 1: Storm Water Diversion Structure PDR & Design	353	\$ 44,125.00	\$ -	\$ 90.00	\$ (11,245.00)	\$ 32,970.00					
Task 2: Blower No. 5 Project Management	268	\$ 33,500.00	\$ 11,878.00	\$ -	\$ (7,850.00)	\$ 39,309.70					
Task 3: Moonlight Beach PS Coating/HVAC Project PM	120	\$ 15,000.00	\$ -	\$ -	\$ (4,200.00)	\$ 10,800.00					
Task 4: AWT	64	\$ 8,000.00	\$ -	\$ -	\$ (4,000.00)	\$ 4,000.00					
Task 5: Administration Building Development	56	\$ 7,000.00	\$ -	\$ -	\$ (1,960.00)	\$ 5,040.00					
Task 6: Industrial Waste Survey	46	\$ 5,750.00	\$ -	\$ -	\$ (1,610.00)	\$ 4,140.00					
Task 7: Ocean Outfall Capacity Study	98	\$ 12,250.00	\$ -	\$ -	\$ (3,430.00)	\$ 8,820.00					
Task 8: Screw Conveyor Project	152	\$ 19,000.00	\$ -	\$ -	\$ (5,320.00)	\$ 13,680.00					
Task 9: As-Needed Professional Engineering Services	243	\$ 30,375.00	\$ -	\$ -	\$ (8,505.00)	\$ 21,870.00					
Task 10: Solar Panel Project Management	44	\$ 5,500.00	\$ -	\$ -	\$ (1,540.00)	\$ 3,960.00					
Total	1444	\$ 180,500.00	\$ 11,878.00	\$ 90.00	\$ (49,660.00)	\$ 144,589.70					

*Includes 15% Markup on Subconsultants

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: Consolidation Evaluation Request - San Elijo Joint Powers Authority (SEJPA)
and Encina Wastewater Authority (EWA)

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

At the September 2015 SEJPA Board meeting, the Board directed the General Manager to evaluate the benefits and impacts of arrangements between EWA and SEJPA that go beyond collaboration. The intent of this direction is to determine if EWA is interested in considering consolidation of the two agencies into a single joint powers authority.

DISCUSSION

Examining opportunities such as strategic partnerships, the expansion of services, or other business optimization actions can provide essential information that will allow the SEJPA Board to determine the best course of action to meet future service needs. The General Manager has contacted EWA to gauge their interest in evaluating the benefits and impacts of consolidation. The General Manager has proposed that the management teams from both agencies jointly prepare a white paper that examines both opportunities and constraints of consolidation. Then, upon completion of this task, have the paper peer reviewed by a qualified third party.

EWA has received the letter from the SEJPA and has presented it to its Members Agency Managers (MAM), which is protocol. On October 6, 2015, the MAM met to review the proposal. The SEJPA was in attendance to answer questions.

FISCAL IMPACT

No financial impact associated with the recommendation of this staff report.

It is therefore recommended that the Board of Directors:

1. 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: SEJPA-EWA Consolidation Evaluation Request Letter, September 16, 2015

Catherine S. Blakespear
Ginger Marshall
Mark Muir
David Zito



ADMINISTRATION

Michael T. Thornton
General Manager

September 16, 2015

Mr. Kevin Hardy
General Manager
Encina Wastewater Authority
6200 Avenida Encinas
Carlsbad, CA 92011

Dear Mr. Hardy,

Over the last several years, the Encina Wastewater Authority (EWA) and the San Elijo Joint Powers Authority (SEJPA) have worked collaboratively to identify and implement resource-sharing opportunities. Success has been found with operational problem solving, HR assistance, and joint safety inspections. Recently, EWA and SEJPA executed an agreement that will allow human resource sharing through an employee leasing agreement. The intent of this program is to leverage existing work force knowledge and experience to maximize safe, efficient, and cost effective operations of both agencies.

At the September 2015 SEJPA Board meeting, the Board expressed interest in evaluating the benefits and impacts of arrangements beyond collaboration. The Board directed me to assess EWA's interest in considering the consolidation of EWA and the SEJPA into a single joint powers authority. This would allow a single agency to provide wastewater services to the majority of north coastal San Diego County and to provide recycled water service to five local water purveyors. It may also provide opportunities to leverage both infrastructure investments and human resources through use of regional facilities and economies of scale. Such accomplishments could produce cost savings and operational efficiencies much greater than each agency might obtain individually.

As part of assessing EWA's interest in this endeavor, the SEJPA Board has requested that I prepare a written evaluation of opportunities and constraints that concludes with estimated financial impacts. I can only see this effort being successful with the participation of EWA in this evaluation. Therefore, I'm respectfully requesting that EWA consider co-authoring this staff report with the SEJPA.

I also believe that it would be reasonable and prudent to have the report peer reviewed prior to presentation to the EWA and SEJPA Boards. I would expect that this effort might be in the cost range of \$2,500 to \$5,000, which I propose is equally cost shared between the agencies.

Please respond to this request by October 2, 2015 to let me know if you are interested in this endeavor and willing to invest in the possible future of a combined agency.

Sincerely,

Michael T. Thornton, P.E.
General Manager
San Elijo Joint Powers Authority

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: BUILDING IMPROVEMENT PROGRAM

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) recently completed the 2015 Facility Plan, which is a planning level document that provides recommendations and guidance for the SEJPA's capital infrastructure program. The second highest ranked capital project in the Plan is the Building Improvement and Seismic Upgrade project. The main project drivers are fire, life, safety, and security issues, ADA accessibility, seismic code compliance, and Laboratory and Operations Control Room upgrades. Since the acceptance of the 2015 Facility Plan, the SEJPA has retained the services of Roesling Nakamura Terada (RNT) Architects to develop options to address deficiencies.

RNT Architects performed an evaluation of the Operations and Administration buildings, workspace requirements, and organizational objectives to which these buildings serve. Critical needs that require attention were identified and include the following:

- Eliminate seismic code deficiencies
- Improve site security and site access control
- Improve public access and address ADA access deficiencies
- Eliminate health and safety risks associated with overhead power lines
- Improve fire suppression system and building egress design
- Improve/modernize process control room, IT infrastructure, and laboratory
- Provide adequate work space
- Improve energy efficiency

RNT Architects compiled building information into a draft Building Needs Report. Based on this information, six building options were developed and ranked. The ranking was based on the ability of the options to mitigate current building deficiencies, improve site security, increase operational efficiency, adapt to future demands, and provide the best value to the

community. The three highest ranked building options were then presented to the SEJPA Board for comment.

DISCUSSION

At the September 2015 SEJPA Board meeting, Staff presented preliminary building improvement options. Three options were presented as potentially viable solutions to address the deficiencies identified in the 2015 Facility Plan and RNT Architects evaluation. Staff highlighted health and safety, security, code compliance, and additional work space needs as critical factors to be addressed by the Building Improvement Project.

The Board of Directors provided comments and guidance to Staff in response to the presentation. Board comments included the following:

- Develop a project that is financially responsible
- Focus on immediate needs with consideration for future demands
- Minimize building size and cost where feasible to provide the best value
- Consider phased construction to provide adaptability to future conditions
- Study consolidation with Encina Wastewater Authority (EWA) to address building needs

The consideration to consolidate is more far-reaching than just optimizing the capital investment into building assets. This option is intended to consider operational efficiencies, increased levels in resource recovery and reuse (biosolids, recycled water, biogas, etc.), and potential financial impacts, as well as governance and other changes that might be required to achieve consolidation. This topic has been discussed lightly between the two agencies in the past. More recently the SEJPA and EWA entered into an employee leasing agreement to optimize human resource needs. Staff will expedite the development of the Building Improvement Program and Consolidation Study concurrently in order to determine the preferred solution.

FINANCIAL IMPACT

There are no financial impacts associated with the Staff recommendation.

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

October 12, 2015

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY END OF YEAR REVIEW OF THE
FISCAL YEAR 2014-15 FINANCIAL STATEMENT EXPENSES

RECOMMENDATION

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

BACKGROUND

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

Programs operated by the SEJPA include:

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

In providing these services, the SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. Each of the above programs is funded by the customer base that is served and cost allocations are generally applied based on actual flows treated or level of effort provided. Operational funding collected but not spent is returned to the contributing agencies. The total operating budget for the Fiscal Year (FY 2014-15) was \$5,323,993.

DISCUSSION

The following information is the actual expense for FY 2014-15, which ended June 30, 2015. The final expense for June 30, 2015 includes an additional CalPERS contribution of \$125,000, to proactively pay unfunded pension costs.

Below is a table of costs budgeted and variance for the Fiscal Year 2014-15 by each of the SEJPA Programs:

Summary by Program

Program	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Wastewater Treatment	2,486,574	2,513,430	(26,856)	98.9%
Laboratory	426,447	435,535	(9,088)	97.9%
Ocean Outfall	470,501	570,032	(99,531)	82.5%
Cardiff Sanitary Division	187,538	229,377	(41,840)	81.8%
Encinitas Sanitary Division	134,895	137,439	(2,544)	98.1%
City of Encinitas	26,380	28,549	(2,169)	92.4%
City of Solana Beach	264,905	294,676	(29,771)	89.9%
Programs before Recycled Water	3,997,240	4,209,040	(211,800)	95.0%
Recycled Water	1,171,948	1,114,954	56,994	105.1%
Total All SEJPA Programs	5,169,188	5,323,993	(154,806)	97.1%

The total program variance before Recycled Water was 5.0% under budget with no program exceeding the budgeted expenses. Recycled Water exceeded budget; however, this was due to sales exceeding budget expectations.

Wastewater Treatment

Expense Category	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	1,288,576	1,264,641	23,935	101.9%
Supplies & Services	1,183,932	1,173,089	10,842	100.9%
Capital Outlay	14,067	17,000	(2,933)	82.7%
Contingency	-	58,700	(58,700)	0.0%
Total JPA Wastewater Treatment	2,486,574	2,513,430	(26,856)	98.9%

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

Wastewater Treatment is under budget by \$26,856 or 1.1%. Contingency was used to fund expenses in excess of budget for \$13,505 in utilities expense and \$23,935 of Personnel expense. The Personnel variance was due to the \$73,750 allocation of the \$125,000 CalPERS contribution.

Laboratory Services

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	372,425	375,587	(3,162)	99.2%
Supplies & Services	42,142	49,048	(6,906)	85.9%
Capital Outlay	11,880	6,000	5,880	198.0%
Contingency	-	4,900	(4,900)	0.0%
Total JPA Laboratory	426,447	435,535	(9,088)	97.9%

The laboratory located at the San Elijo Water Reclamation Facility provides analytical laboratory services for the SEJPA's wastewater and recycled water programs as well as to other entities through contract agreements. For the Fiscal Year 2014-15, contract agreements include the Fairbanks Ranch Community Services District, the Rancho Santa Fe Community Services District, the Santa Fe Valley Community Services District, and the Whispering Palms Community Services District.

Laboratory Services was under budget by \$9,088 primarily as a result of lower repair expense, maintenance, and outside services in the amounts of \$2,171, \$1,771, and \$1,995 respectively. Contingency was used to fund the Capital Outlay expense.

Ocean Outfall

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	260,994	260,153	841	100.3%
Supplies & Services	200,241	283,679	(83,438)	70.6%
Capital Outlay	9,266	12,000	(2,734)	77.2%
Contingency	-	14,200	(14,200)	0.0%
Total JPA Ocean Outfall	470,501	570,032	(99,531)	82.5%

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

Ocean Outfall was under budget by \$99,531 due to a streamlined approach to replacing the land portion of the ocean outfall resulting in avoided additional engineering expense.

Cardiff Sanitary Division

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	124,842	149,095	(24,253)	83.7%
Supplies & Services	62,696	66,882	(4,186)	93.7%
Capital Outlay	-	-	-	
Contingency	-	13,400	(13,400)	0.0%
Total Cardiff Sanitary Division	187,538	229,377	(41,840)	81.8%

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

This program was under budget by \$41,840 primarily due to Personnel and unused Contingency.

Encinitas Sanitary Division

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	56,128	62,443	(6,315)	89.9%
Supplies & Services	56,032	62,496	(6,465)	89.7%
Capital Outlay	22,735	-	22,735	
Contingency	-	12,500	(12,500)	0.0%
Total Encinitas Sanitary Division	134,895	137,439	(2,544)	98.1%

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

The program is under budget by \$2,544. Contingency was used to fund a portion of the capital outlay for the 422 gallon surge tank replacement. This replacement is an example of the uncertainty with mechanical parts in a highly corrosive environment.

City of Encinitas

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	19,927	21,085	(1,158)	94.5%
Supplies & Services	6,453	7,464	(1,011)	86.5%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Encinitas	26,380	28,549	(2,169)	92.4%

Under this program, the SEJPA provides maintenance and operation services to the City of Encinitas. These services include the Urban Runoff Treatment Facility, the Phoebe Storm Water Pump Station, and the Storm Drain Sediment Drying and Disposal program. The actual costs incurred are borne solely by the City of Encinitas. This program was under budget by \$2,169.

City of Solana Beach

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	159,510	161,688	(2,178)	98.7%
Supplies & Services	98,574	111,688	(13,115)	88.3%
Capital Outlay	6,821	-	6,821	
Contingency	-	21,300	(21,300)	0.0%
Total City of Solana Beach	264,905	294,676	(29,771)	89.9%

Under this program, the SEJPA provides pump station maintenance and operation services to the City of Solana Beach (SB). These facilities include the Eden Gardens, Solana Beach, San

Elijo Hills, and Fletcher Cove pump stations, as well as the Storm Drain Sediment Drying & Disposal Program. The actual costs incurred are borne solely by the City of Solana Beach.

This program is under budget due to lower than planned Repairs & Maintenance, Utility and unspent Contingency funds. The Capital Outlay expense was for a valve repair at the San Elijo Pump Station, which was funded by Contingency.

Recycled Water

The SEJPA owns and operates a recycled water utility which wholesales recycled water to the Santa Fe Irrigation District, the San Dieguito Water District, the City of Del Mar, and the Olivenhain Municipal Water District, as well as provide direct water sales to the Encinitas Ranch Golf Authority (ERGA). SEJPA's recycled water program typically delivers between 1,200 and 1,350 acre-feet per year (AFY) of recycled water to its retail partners. For FY 2014-15, the SEJPA budgeted 1,341 acre feet (AF); the program delivered 1,561 AF or 16.4% greater than budget. Local customers that use the recycled water for landscape irrigation include the Encinitas Ranch Golf Course, Lomas Santa Fe Executive and Country Club Golf Courses, Ecker YMCA, Encinitas Community Park, Del Mar Fairgrounds, local schools, parks, businesses, and street/freeway landscape.

Below is summary Recycled Water Revenue:

<i>Recycled Water Customer</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Over/(Under)
Sante Fe Irrigation District	724,137	681,737	42,400	106.2%
San Dieguito Water District	527,779	524,000	3,779	100.7%
City of Del Mar	171,062	147,773	23,289	115.8%
Encinitas Ranch Golf Association	225,736	225,736	-	100.0%
Olivenhain Municipal Water District	184,389	131,023	53,366	140.7%
Total Customer Revenue	1,833,103	1,710,269	122,834	107.2%
MWD and CWA Incentives	702,675	603,393	99,282	116.5%
Total Recycled Water Revenue	2,535,778	2,313,662	222,116	109.6%

The increase in revenues is primarily driven by an increase in recycled water sales. Below is a summary of the acre feet delivered to each customer:

	<i>Acre Feet</i>				
	<i>SDWD</i>	<i>SFID</i>	<i>Del Mar</i>	<i>OMWD</i>	<i>Sold</i>
FY 2014-15	758	523	136	144	1,561
Budget	620	521	100	100	1,341
Increase	138	2	36	44	220
% Increase	22.3%	0.4%	36.0%	44.0%	16.4%

This increase is due to expanded use of recycled water by the water purveyors, including the new Encinitas Community Park, the turf replacement and increase in area of the Del Mar Racetrack, and the conservative budget for OMWD due to the interruptible supply contract.

Summary of Recycled Water Expenses:

<i>Expense Category</i>	Final 6/30/2015	Budget	Over/(Under) Budget	% Budget Spent
Personnel	494,109	480,050	14,059	102.9%
Supplies & Services	677,838	629,904	47,935	107.6%
Capital Outlay	-	5,000	(5,000)	0.0%
Contingency	-	-	-	
Total JPA Recycled Water	1,171,948	1,114,954	56,994	105.1%

The 5.1% variance in expense is primarily due to \$42,143 of increased utility costs due to increased recycled water production and distribution. Contracted services exceeded budget by \$40,021 to support potable reuse and pipeline relocation (Caltrans I-5 Freeway) engineering studies, and assistance with securing grant funding. Less than anticipated repairs combined with improvements to chemical addition provided expense savings. The Recycled Water Program absorbed \$17,925 of the \$125,000 CalPERS contribution.

Overall Summary

Overall, the SEJPA was below budget by \$154,806 or 2.9%. Wastewater Treatment, Pump Stations, Ocean Outfall, and Storm Drains programs were under budget by \$211,800 or 5.0%. The Reclaimed Water program experienced revenue growth of 16.4% in Fiscal Year 2014-15, and revenues exceeded budget by \$222,116 or 9.6%. With increased sales, recycled water expenditures also increased but not to the same extent. The Reclaimed Water program expenses exceeded budget by \$56,994 or 5.1%.

The SEJPA accrued and expensed a contribution of \$125,000 to CalPERS. This action is estimated to save the agency \$9,375 for FY 2015-16 using a 7.5% discount rate.

Respectfully submitted,



Paul Kinkel
Director of Finance and Administration