

AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
MONDAY FEBRUARY 8, 2016 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
 - CWEA, San Diego Section – 2015 Safety Award
 - Michael Dietrich – CWEA 2015 Operator of the Year Award
 - Susana Arredondo – CWEA 2015 Laboratory Person of the Year Award
 - Casey Larsen – CWEA 2015 Electrical/Instrumentation Person of the Year Award
 - Aaron Simonson – 10 Years of Service
6. * **CONSENT CALENDAR**
7. * APPROVAL OF MINUTES FOR THE JANUARY 11, 2016 MEETING
8. * APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS
9. * SAN ELIJO WATER RECLAMATION FACILITY TREATED EFFLUENT FLOWS – MONTHLY REPORT
10. * SAN ELIJO JOINT POWERS AUTHORITY RECYCLED WATER PROGRAM – MONTHLY REPORT
11. * ITEMS REMOVED FROM CONSENT CALENDAR

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

REGULAR AGENDA

12. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2015-16 OPERATING BUDGET

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

Staff Reference: Director of Finance and Administration

13. CONTRACT AMENDMENT FOR SAN ELIJO LAND OUTFALL FINAL DESIGN AND PERMITTING

1. Authorize amendment of the professional services agreement with Kennedy/Jenks Consultants for an amount not to exceed \$120,627; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

14. GENERAL MANAGER'S REPORT

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

15. GENERAL COUNSEL'S REPORT

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

16. BOARD MEMBER COMMENTS

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

17. CLOSED SESSION

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".

18. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, March 7, 2016 at 9:00 a.m.

NOTICE:

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

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

AFFIDAVIT OF POSTING

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

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

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

Date: February 3, 2016



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON JANUARY 11, 2016
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, January 11, 2016, 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
Administrative Assistant/Board Clerk

Michael Thornton
Christopher Trees
Paul Kinkel
Jennifer Basco

SEJPA Counsel:

Procopio, Cory, Hargreaves & Savitch

Tracie Stender

City of Solana Beach:

City Manager
Director of Engineering/Public Works

Greg Wade
Mohammad "Mo" Sammak

City of Encinitas:

Public Works Management Analyst

Bill Wilson

3. PLEDGE OF ALLEGIANCE

Chair Zito led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

None

5. PRESENTATION OF AWARDS

None

6. CONSENT CALENDAR

Moved by Vice Chair Blakespear and seconded by Board Member Marshall to approve the Consent Calendar.

Motion carried with unanimous vote of approval.

Amended Consent Calendar:

- | | |
|--------------------|---|
| Agenda Item No. 7 | Approval of Minutes for the December 14, 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 | Professional Services Contract for Construction Management Inspection Services |
| Agenda Item No. 12 | Award of Contract for Professional Unmanned Aerial Vehicle Videography Services |
| Agenda Item No. 13 | Approve Professional Engineering Services Agreement for Trussell Technologies, Inc. |

14. ITEMS REMOVED FROM CONSENT CALENDAR

None

15. ELECTION OF OFFICERS AND SCHEDULE OF BOARD MEETINGS

Moved by Chair Zito and seconded by Board Member Marshall to:

1. Appoint Catherine Blakespear as Chairperson for the 2016 SEJPA Board of Directors.

Motion carried with unanimous vote of approval.

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

2. Appoint Ginger Marshall as Vice Chair for the 2016 SEJPA Board of Directors.

Motion carried with unanimous vote of approval.

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

3. Establish the SEJPA regular meeting schedule for 2016 as the second Monday of each month, with the exception for the month of March, with no planned meeting for August, with the meeting location as the San Elijo Water Reclamation Facility.

Motion carried with unanimous vote of approval.

Chair Blakespear presided over the meeting after this motion and approval.

16. PROPOSED 2016 CLASSIFICATION AND COMPENSATION SCHEDULE

General Manager Thornton stated that the goal for the SEJPA is to offer salaries within 5 percent (plus or minus) of the market average. This allows for the SEJPA to develop a Classification and Compensation schedule that is market competitive and that provides some flexibility for addressing market demands. Staff reviewed the Classification and Compensation schedule that was presented to the Board of Directors at the December 2015 Board meeting, and to meet the stated goal, changes to the Classification and Compensation Schedule are required. The General Manager recommended pay range increases, new position classifications, and position eliminations. Pay range increases were recommended for the Director of Finance and Administration, Director of Operations, Mechanical Systems Supervisor, and the Sr. Laboratory Analyst. New Classifications include: SCADA Manager, Administration Assistant I, and Administration Assistant II. Eliminated Classifications include: Systems Integration Supervisor, Administration Assistant, and HR/Safety Administrator. Mr. Thornton stated that the SEJPA can outsource HR functions to the Encina Wastewater Authority through the employee-lease agreement.

The General Manager stated that the potential FY 2015-16 fiscal impact of the proposed Classification and Compensation Schedule is projected to be cost neutral. The proposed Classification and Compensation Schedule is consistent with the Approved FY 2015-16 Budget and has no anticipated financial impacts to the Member Agencies.

Moved by Board Member Zito and seconded by Chair Blakespear to:

1. Approve the proposed SEJPA Classification and Compensation Schedule and Organizational Chart.

Motion carried with unanimous vote of approval.

17. SAN ELIJO OCEAN OUTFALL 2015 ANNUAL INSPECTION REPORT

Christopher Trees, Director of Operations gave a brief history of the San Elijo Ocean Outfall and presented the San Elijo Ocean Outfall Year 2015 Annual Inspection Report to the Board of Directors. Marine Taxonomic Services, Ltd. (MTS) completed the inspection this year and reported that the San Elijo Ocean Outfall was found to be in excellent overall condition. Mr. Trees briefly went over some recommendations for continued structural integrity and environmentally safe operation of the San Elijo Ocean Outfall, including completing a Remote Operated Vehicle (ROV) or rebreather dive survey of the diffuser section of the outfall pipe at least every two years.

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

1. Accept and file the San Elijo Ocean Outfall Year 2015 Annual Inspection Report prepared by Marine Taxonomic Services, Ltd.

Motion carried with unanimous vote of approval.

18. GENERAL MANAGER'S REPORT

General Manager Thornton informed the Board of Directors that SEJPA sent a letter to Caltrans regarding their I-5 widening project and the required relocation of SEJPA's recycled water pipelines. Under Streets and Highways Code Section 703, relocation of sewer pipelines is to be paid for by Caltrans. The SEJPA has an Agreement with Caltrans that states the SEJPA will pay for the relocation of these recycled water pipelines; however, the Streets and Highways Code Section 703 was not waived. The General Manager is waiting for a response from Caltrans.

Next the General Manager updated the Board of Directors on the planned regional bike path, which will run through the plant, and the Caltrans roundabout in front of the facility. The City of Encinitas is supportive of these projects.

Lastly, General Manager Thornton stated that the technical memorandum to examine the feasibility of a potable reuse project with San Dieguito Water District and Santa Fe Irrigation District has been completed. It will be presented to the Board of Directors at a future Board meeting.

19. GENERAL COUNSEL'S REPORT

None

20. BOARD MEMBER COMMENTS

None

21. CLOSED SESSION

The Board of Directors adjourned to closed session at 9:39 a.m., per Government Code Section 54957.6/Conference with Labor Negotiator; Agency Negotiator: Michael Thornton, General Manager; Unrepresented Employees: All Non-Contract Employees.

The Board of Directors came out of closed session at 10:14 a.m. with no reportable action.

22. ADJOURNMENT

The meeting adjourned at 10:15 a.m. The next Board of Directors meeting will be held on February 8, 2016.

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****16-02****For the Month of January 2016**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
32470	Add2Net, Inc.	Service - IT Support	SEJPA website	214.20
32471	Alfa Laval Ashbrook Simon-Hart	Repair Parts Expense	Hydraulic repair kit for belt press	1,245.62
32472	All American First Aid & Safety	Supplies - Office	Federal and state labor poster	32.35
32473	AT&T	Utilities - Telephone	DSL - 11/20/15 - 12/19/15	100.99
32474	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum; grit and screening	3,576.61
32475	BankCard Center	Supplies - Office	Repairs, office supplies, and seminars	2,094.70
32476	Barracuda Networks, Inc.	Utilities - Internet	Network back-up	50.00
32477	B.J.'s Rental Store	Equipment Rental/Lease	Portable saw cutoff	39.60
32478	Calpers	Retirement Plan - PERS	Calpers	11,906.00
32479	County Burner Machinery Corp.	Services - Maintenance	Troubleshoot boiler	382.92
32480	Complete Office	Supplies - Office	Office supplies	198.41
32481	CA Sanitation Risk Mgmt Auth.	Insurance - Liability	Liability insurance - 12/31/15 - 12/31/16	30,591.00
32482	D&H Water Systems	Repair Parts Expense	Mechanical seal, metering pump, CL2 analyzer	2,463.06
32483	EDCO Waste & Recycling Service	Utilities - Trash	Trash service - December	235.97
32484	Fastenal Company	Supplies - Shop & Field	Labels	96.60
32485	Ferguson Waterworks	Repair Parts Expense	Spool parts for grit pit	686.27
32486	Global Capacity	Utilities - Internet	T-1 Service - January	296.03
32487	Home Depot Credit Services	Supplies - Shop & Field	Repair parts, shop, and field supplies	391.78
32488	Jennifer Basco	Subsistence - Travel	Mileage	47.15
32489	King Lee Chemical Co.	Supplies - Chemicals	Pretreat plus	2,047.04
32490	The Lawton Group	Services - Intern Program	Weeks worked - 12/07/15 - 12/27/15	2,308.76
32491	Lee's Lock & Safe	Supplies - Shop & Field	Padlock keys	12.10
32492	McMaster-Carr Supply Co.	Supplies - Shop & Field	Plumbing supplies, pvc tubing, and pipe fitting	349.38
32493	Napa Auto Parts	Vehicle Maintenance	Air filters and windshield wipers	65.28
32494	Nash Fabricators	Repair Parts Expense	Air injection pipe nozzles for aerator system	821.00
32495	NeWest Construction	Services - Construction	Shaftless conveyor project	29,524.00
32496	OneSource Distributors, Inc.	Minor Equip - Shop & Field	Shop and field supplies	299.16
32497	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 12/19/15 - 01/01/16	11,878.71
32498	Preferred Benefit Insurance	Dental/Vision	Vision - January	308.90
32499	ProBuild Company, LLC	Supplies - Shop & Field	Repair parts, shop, and field supplies	59.26
32500	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	424.79
32501	Santa Fe Irrigation District	Utilities - Water; Services - Prof.	Recycled water; potable reuse study	5,194.16
32502	Southern California Fleet	Vehicle Maintenance	Sludge tractor service and inspection	853.10
32503	Board of Equalization	Accrued Sales Tax Payable	Sales tax 4th Qtr - 2015	744.00
32504	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - January	1,453.82
32505	TargetSolutions Learning	Training - Safety	Annual user license on-line safety training	2,195.00
32506	Terminix Processing Center	Prepaid - Other	Pest control	1,164.00
32507	Test America	Services - Laboratory	Water sample testing	1,162.00
32508	Tierra Data Inc.	Services - Laboratory	Water monitoring - December	725.00
32509	Christopher A. Trees	Subsistence - Travel	Mileage and travel expense	89.70
32510	Unifirst Corporation	Services - Uniforms	Uniform service	300.16
32511	Union Bank of CA	Bank Service Charges	Trustee fees - 12/01/15 - 11/30/16	2,273.00
32512	UPS	Postage/Shipping	Mailing	2.87
32513	Underground Service Alert/SC	Services - Alarm	Dig alert - December	73.50
32514	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,407.18
32515	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	2,885.55
32516	WEX Bank	Fuel	Fuel - December	817.93
32517	City of Encinitas	Fees - Permits	Ocean outfall major use permit	6,060.00
32518	CA Dept of Fish & Wildlife	Fees - Permits	Ocean outfall permit	4,912.25
32519	The Coast News Group	Advertising	Legal notice of environmental review	1,312.50
32520	Regional Water Quality Control Board	Fees - Permits	Ocean outfall permit	600.00
32521	Aflac	EE Deduction Benefits	Aflac - January	627.96
32522	Ag Tech, LLC.	Services - Biosolids Hauling	Biosolids hauling - December	11,464.06
32523	Applied Industrial Tech.	Repair Parts Expense	Medium ball bearings	45.15
32524	Arbor West Tree Surgeons, Inc.	Services - Landscape	Tree maintenance and removal	13,415.00
32525	AT&T	Utilities - Telephone	DSL - 12/10/15 - 01/09/16	100.51

SAN ELIJO JOINT POWERS AUTHORITY**PAYMENT OF WARRANTS****16-02****For the Month of January 2016**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
32526	AT&T	Utilities - Telephone	Phone service - 12/13/15 - 01/12/16	375.09
32527	AT&T	Utilities - Telephone	Alarm service	402.75
32528	Atlas Pumping Service Inc.	Services - Grease & Scum	Grease and scum pumping; grit and screenings	1,574.68
32529	California Water Technologies	Supplies - Chemicals	Ferric Chloride	4,228.55
32530	Calpers	Retirement Plan - PERS	1959 Survivor Benefit - 07/01/15 - 06/30/16	604.80
32531	Chemtrade Chemicals US LLC	Supplies - Chemicals	Aluminum Sulfate	12,357.21
32532	Chevron & Texaco Business Card	Fuel	Fuel	133.69
32533	Coast Waste Management, Inc.	Services - Grit & Screenings	Grit and screenings	682.71
32534	Comoso	Repair Parts Expense	Hydraulic cylinder	61.57
32535	Corodata	Rent	Record storage - December	77.18
32536	CWEA Membership	Dues & Memberships	Dues and memberships	692.00
32537	E-World Recyclers, LLC	Fees - Disposal	Batteries, lights, and furniture	117.50
32538	Electric Motor Specialists	Repair Parts Expense	Baldor motor	351.08
32539	City of Encinitas	Service - IT Support	Administration network - January	2,500.00
32540	Filter Belts	Repair Parts Expense	Upper belt	1,129.68
32541	Forte of San Diego	Supplies - Janitorial	February service and supplies	1,458.83
32542	Golden Bell Products	Supplies - Chemicals	Lift station degreaser	410.40
32543	Hach Company	Supplies - Lab	Laboratory supplies	512.00
32544	Harrington Industrial Plastics	Repair Parts Expense	Strainer, hydraulic seal, and wire screen	3,940.53
32545	Hoch Consulting, APC	Services - Engineering	Blower project and grant support	1,177.50
32546	Konica Minolta	Services - Maintenance	Copier maintenance service	130.66
32547	The Lawton Group	Services - Intern Program	Weeks worked - 12/25/15 - 01/08/16	1,877.34
32548	VOID	VOID	VOID	VOID
32549	MetLife - Group Benefits	Dental/Vision	Dental - January and February	3,119.04
32550	Midas Shop	Vehicle Maintenance	Oil change	64.06
32551	Miramar Truck Center	Vehicle Maintenance	Oil changes and leak repair	386.49
32552	Napa Auto Parts	Repair Parts Expense	Fuses, oil filters, oil	92.70
32553	Nobel Systems	Service - IT Support	GIS annual subscription - 04/01/16 - 03/31/17	10,400.00
32554	Pacific Green Landscape	Services - Landscape	January	2,975.00
32555	P.E.R.S.	Medical Insurance - PERS	Health - February	20,707.21
32556	Public Employees - Retirement	Retirement Plan - PERS	Retirement - 01/02/16 - 01/15/16	11,878.71
32557	Polydyne Inc.	Supplies - Chemicals	Clarifloc	1,202.26
32558	Pumping Solutions, Inc.	Repair Parts Expense	Pumps and rebuild kits	1,076.11
32559	San Dieguito Water	Utilities - Water	Recycled water	7,654.71
32560	Santa Fe Irrigation District	Utilities - Water	Recycled water	67.77
32561	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - December	702.48
32562	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 12/06/15 - 01/06/16	48,103.98
32563	Sigma-Aldrich	Supplies - Lab	Residue	89.00
32564	Smart & Final	Supplies - Office	Kitchen supplies	109.15
32565	Test America	Services - Laboratory	Water sample testing	1,945.00
32566	Christopher A. Trees	CSRMA Wellness Program	Health and wellness program	60.00
32567	Unifirst Corporation	Services - Uniforms	Uniform service	281.20
32568	United Blower, Inc.	Repair Parts Expense	Gas compressor intake silencer	1,251.00
32569	UPS	Postage/Shipping	Mailing documents	22.70
32570	Vantagepoint Transfer Agents	EE Deduction Benefits	457 - ICMA	6,407.18
32571	Vantagepoint Transfer Agents	ICMA Retirement	401a - ICMA	2,885.55
32572	VWR International, Inc.	Supplies - Lab	Tubes, buffer, gloves, and jar pipette	1,453.80
32573	Water Environment Federation	Dues & Memberships	Membership	297.00
32574	Wonderware West	Licenses	Standard support and dream report renewal	7,311.35
32575	WorkPartners Occupational	Services - Medical	Employee medical service	75.00
	San Elijo Payroll Account	Payroll	Payroll - 01/08/15	66,528.73
	San Elijo Payroll Account	Payroll	Payroll - 01/22/16	90,366.24
				<u>\$ 489,935.21</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of January 2016
As of January 26, 2016**

PAYMENT OF WARRANTS \$ 489,935.21
Reference Number 16-02

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



Paul F. Kinkel
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of January 26, 2016

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(DECEMBER 2015 YIELD 0.400%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	\$ 5,852,636.20
CALIFORNIA BANK AND TRUST <i>(DECEMBER 2015 YIELD 0.01%)</i>	
REGULAR CHECKING	\$ 71,048.93
PAYROLL CHECKING	\$ 5,000.00
 TOTAL RESOURCES	 \$ 6,558,685.13

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2016

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

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

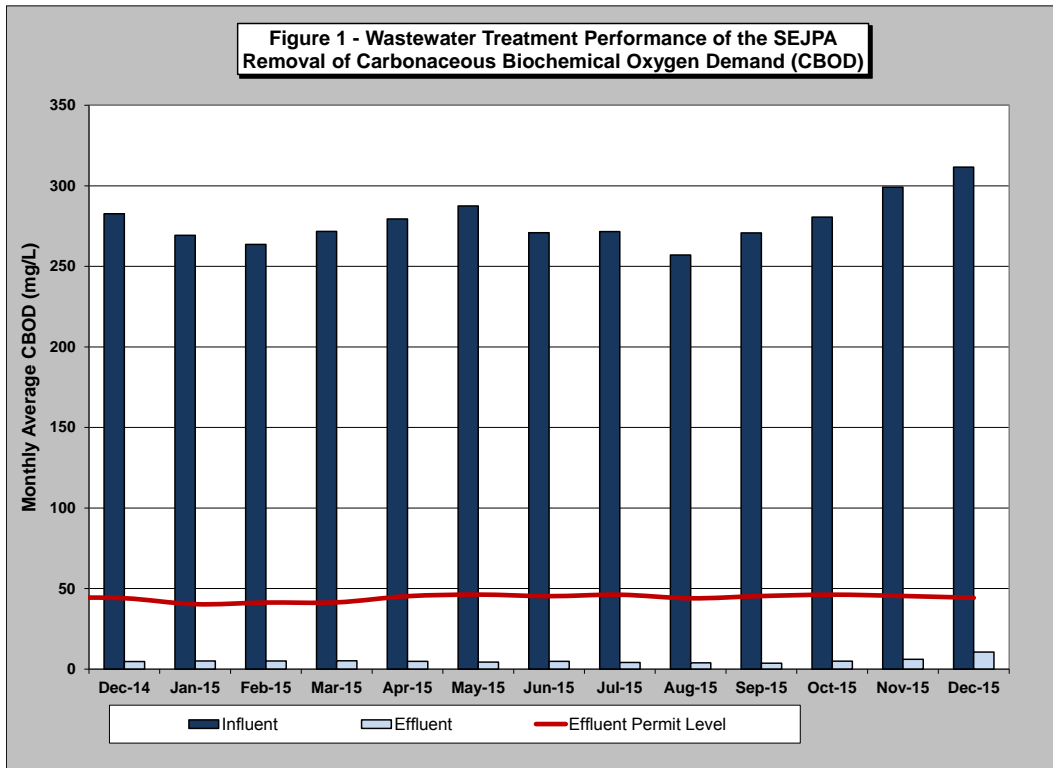
RECOMMENDATION

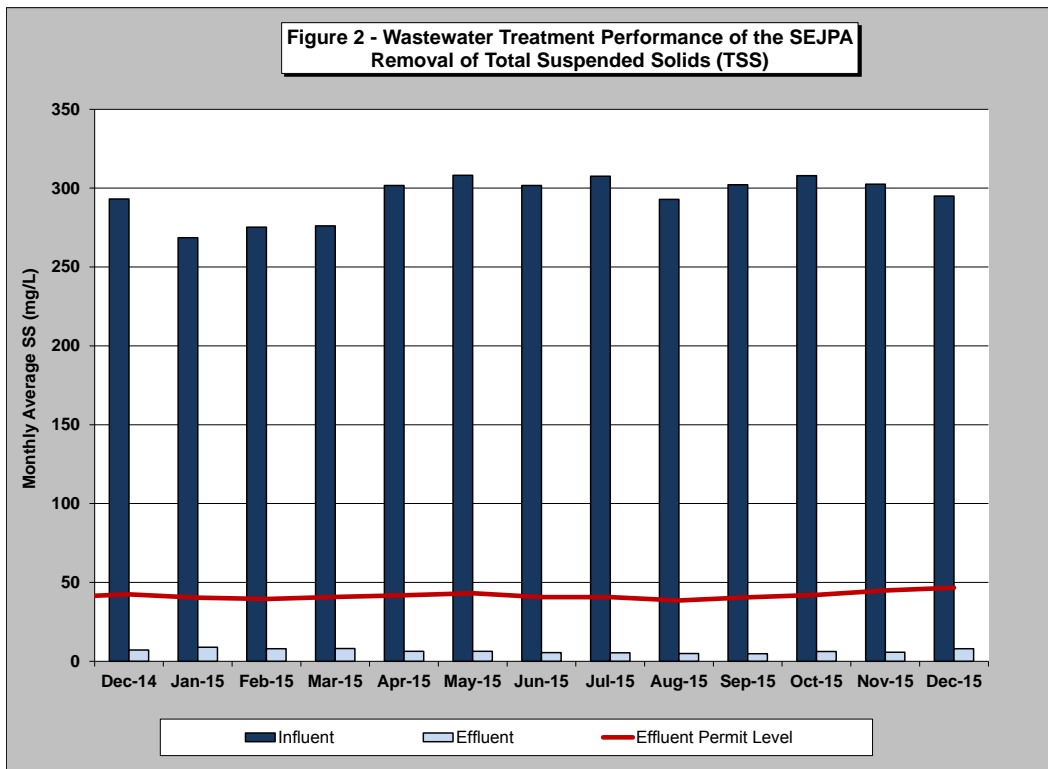
No action required. This memorandum is submitted for information only.

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all NPDES ocean effluent limitation requirements for the month of December 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 December, treatment levels for CBOD and TSS were 96.6 and 97.3 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 December. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

	December	
	<u>Influent (mgd)</u>	<u>Effluent (mgd)*</u>
Cardiff Sanitary Division	1.266	0.971
City of Solana Beach	1.016	0.780
Rancho Santa Fe SID	0.107	0.082
Total San Elijo WRF Flow	2.389	1.833

* 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 EDUS	CSD EDUS	SB EDUS	TOTAL EDUS	CSD	RSF	CSD	SB
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			
Sep-15	1.256	0.105	1.001	2.362	0.457	0.038	0.364	0.859	8,372	511	8,003	16,885	150	206	125	140			
Oct-15	1.243	0.106	1.002	2.351	0.681	0.058	0.549	1.288	8,373	511	8,003	16,886	148	208	125	139			
Nov-15	1.250	0.100	0.994	2.344	0.792	0.063	0.630	1.485	8,376	511	8,003	16,889	149	196	124	139			
Dec-15	1.266	0.107	1.016	2.389	0.971	0.082	0.780	1.833	8,377	511	8,003	16,891	151	210	127	141			

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

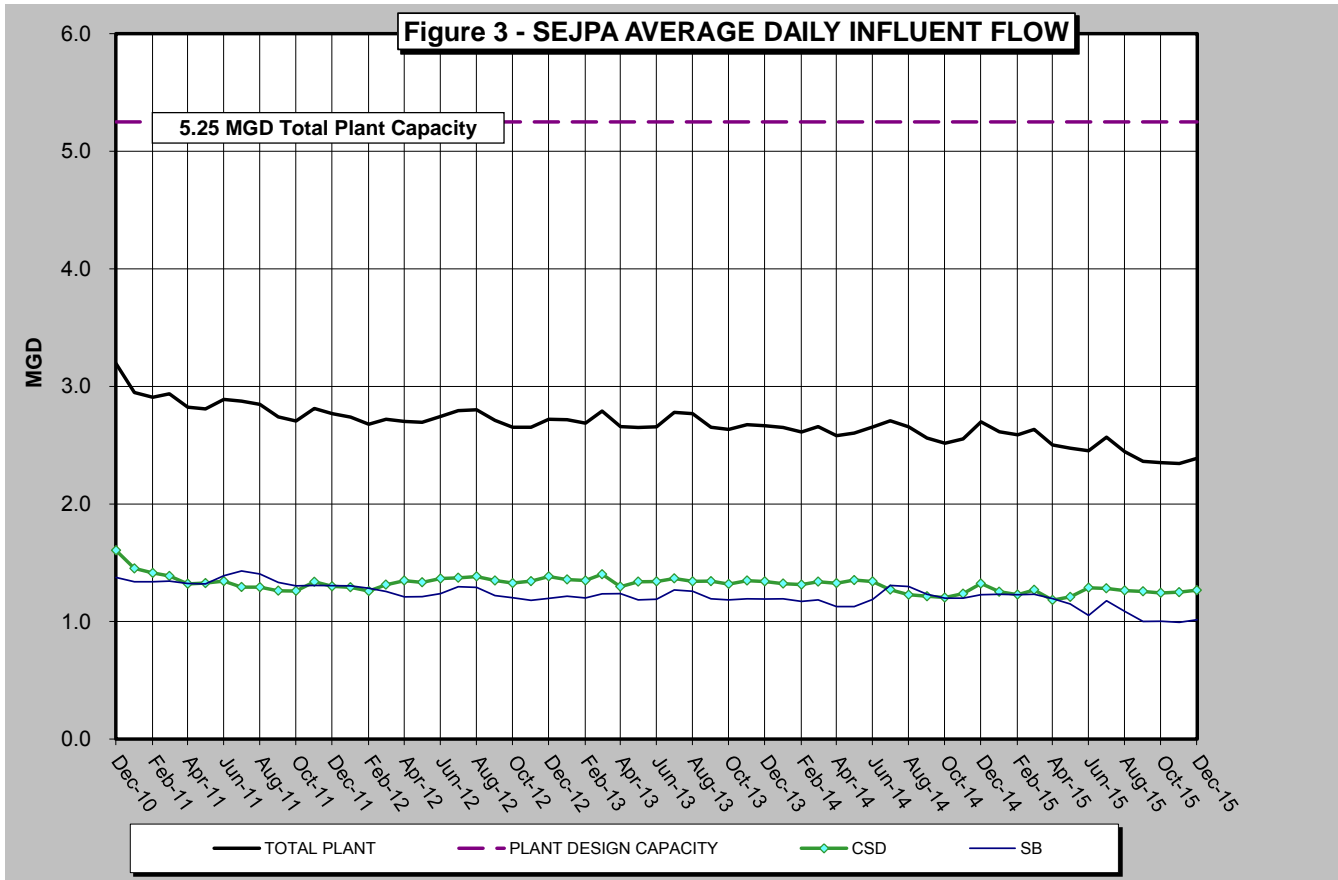
EDU: Equivalent Dwelling Unit

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 2.4 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 December 2015.

	Flow (mgd)
Escondido (Average flow rate)	9.10
Escondido (Peak flow rate)	18.6

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	8,377
Rancho Santa Fe SID	511
City of Solana Beach	7,666
San Diego (to Solana Beach)	337
Total EDUs to System	16,891

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2016

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECLAMATION PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of December 2015, recycled water demand was 45.75 acre-feet (AF), which was met using 45.75 AF of recycled water and 0.00 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 sixteen fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each December since the program began.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Figure 1 - MONTHLY RECYCLED WATER DEMAND

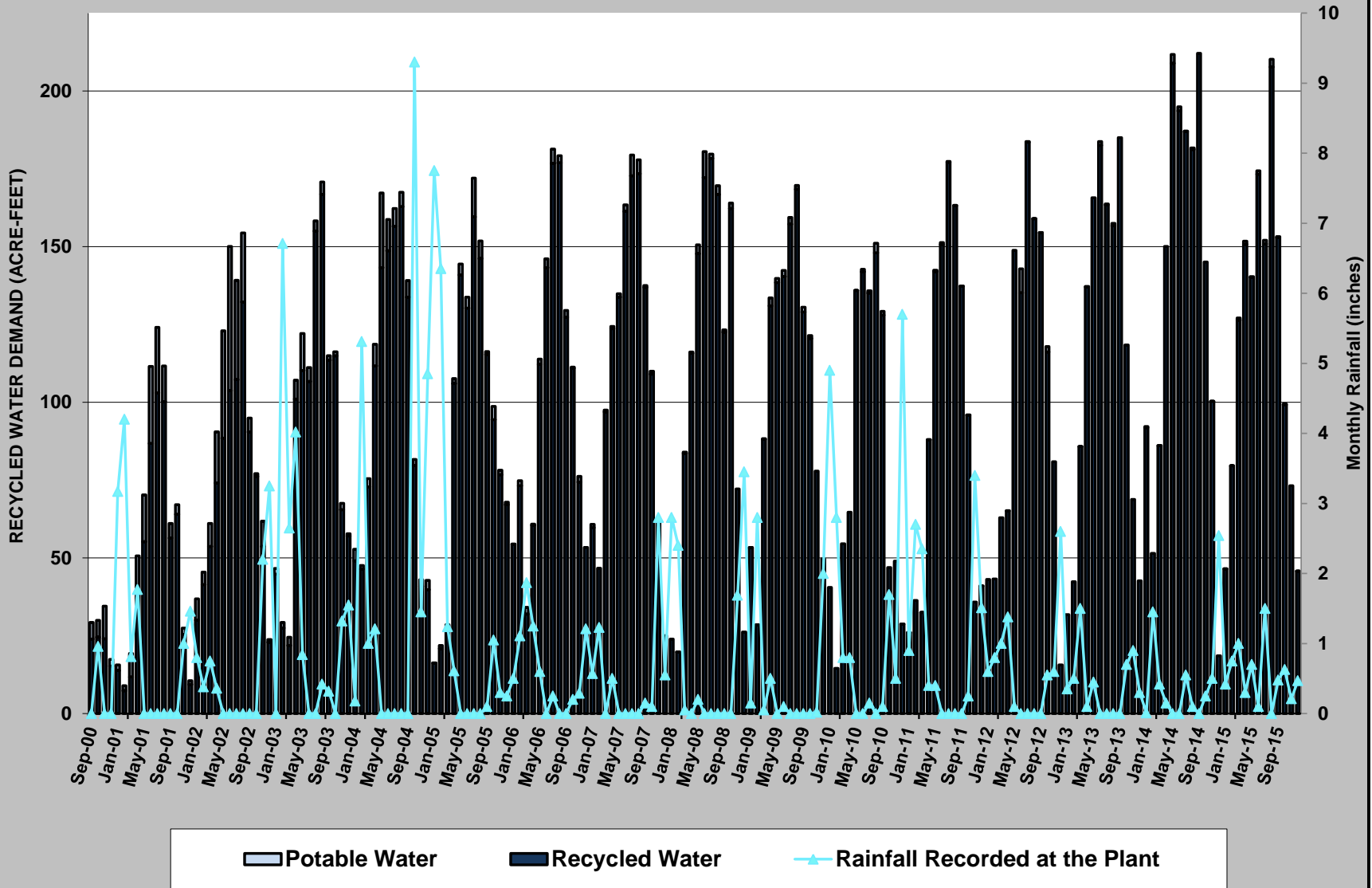


Figure 2 - RECYCLED WATER DEMAND by FISCAL YEAR

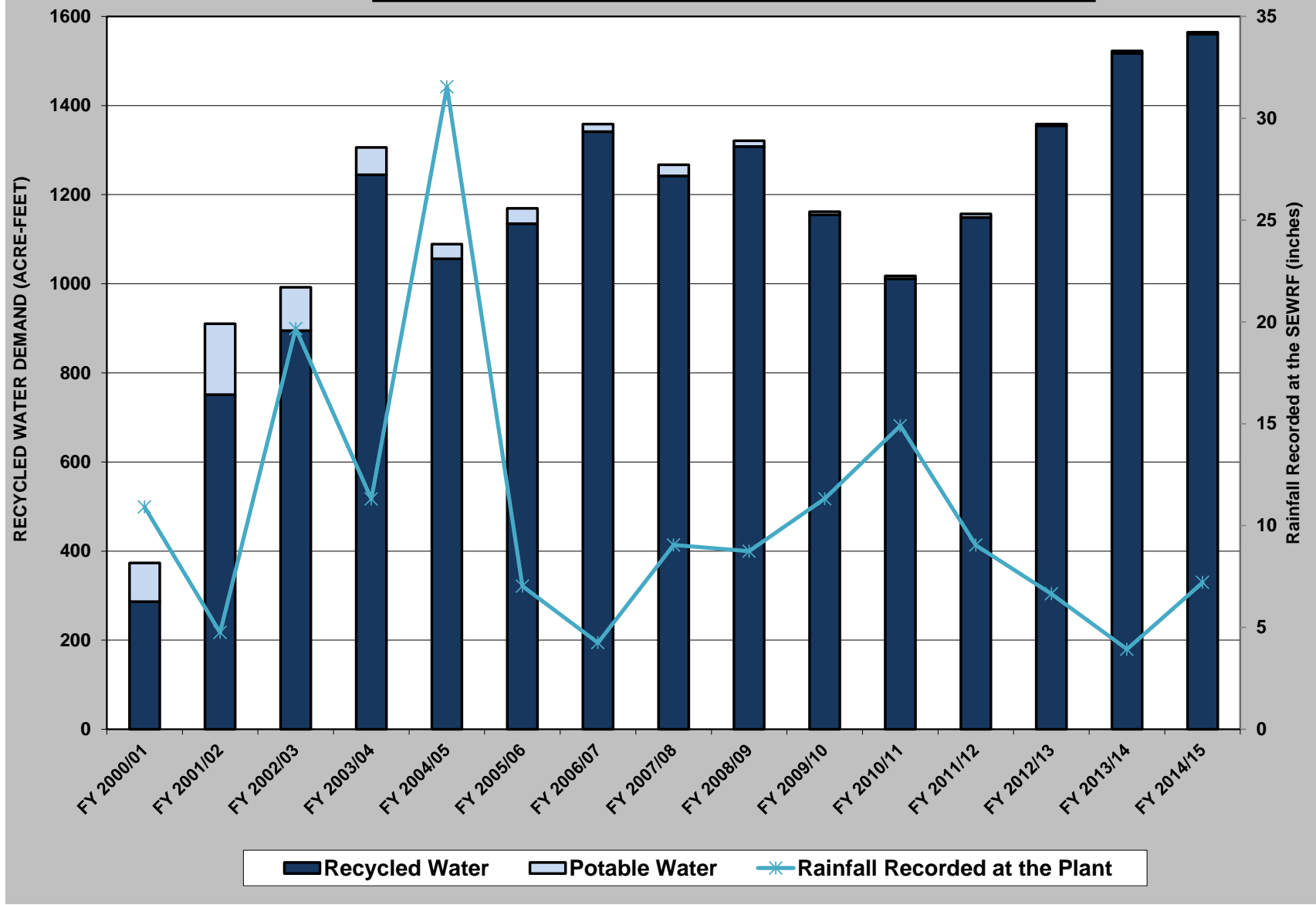
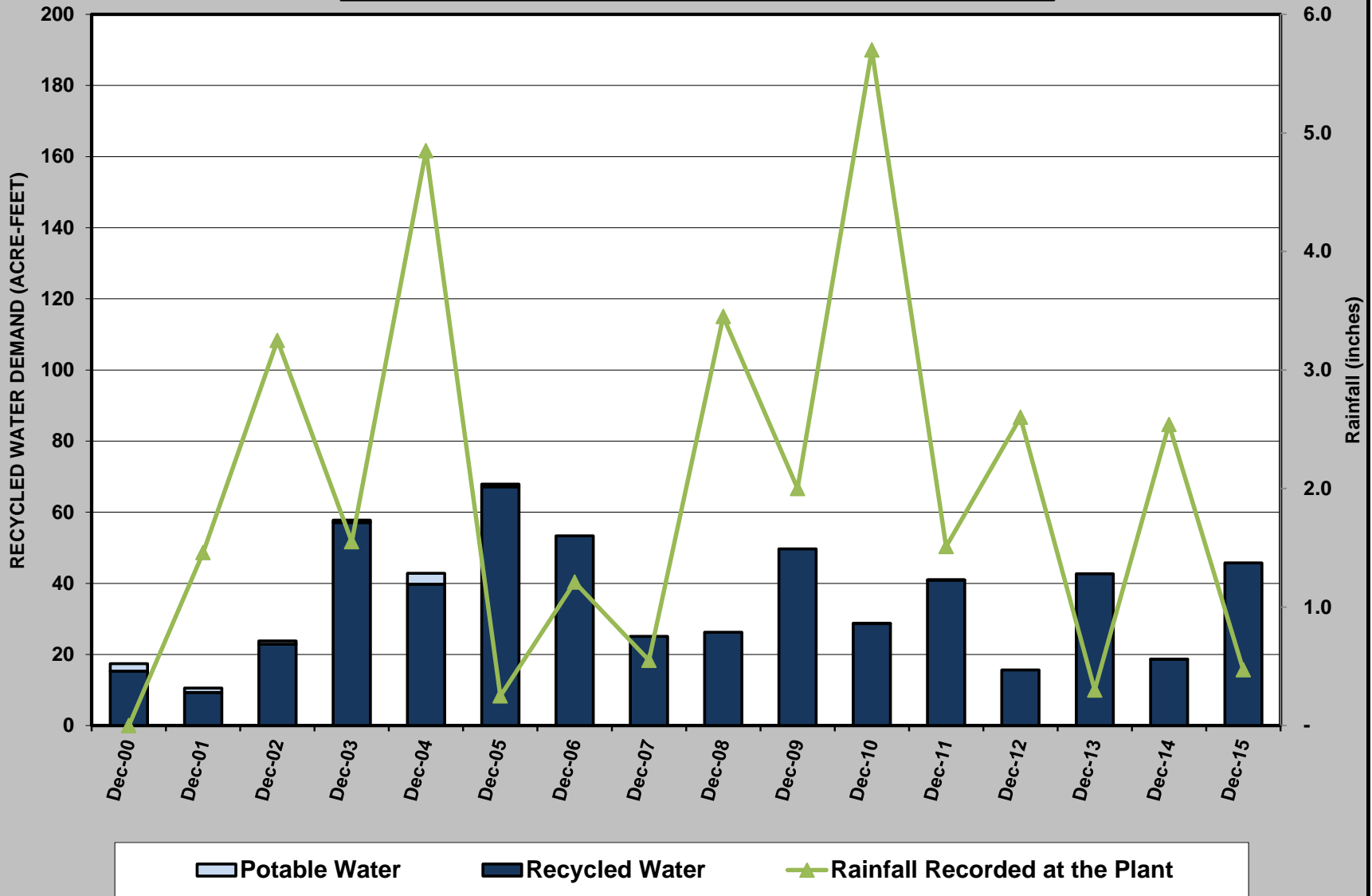


Figure 3 - DECEMBER RECYCLED WATER DEMAND



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2016

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance/Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE
FISCAL YEAR 2015-16 OPERATING BUDGET

RECOMMENDATION

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

BACKGROUND

The SEJPA provides wastewater treatment and disposal, water recycling, and technical support to local clean-water programs. In providing these services, the SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. Each of the programs below is funded by the customer base that is served, and cost allocations are generally applied based on actual flows treated or level of effort provided. Operational funding collected but not spent is returned to the contributing agencies. The total operating budget for this Fiscal Year (FY 2015-16) is \$5,686,149.

Programs budgeted by the SEJPA include:

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

DISCUSSION

The following information is an estimate of expenses for FY 2015-16, which ends June 30, 2016. SEJPA's management estimates the future costs based on actual costs incurred through the first six months of the fiscal year, cost trends, and expected future costs. Estimates are based on current information. Final results may differ due to emergencies, unplanned repairs, or unforeseen events.

Below are tables by program and expense category showing the forecast, budget, variance to budget and percentage of budget spent:

Expense by Program

Program	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Wastewater Treatment	2,521,368	2,575,466	(54,098)	97.9%
Laboratory	440,531	442,046	(1,515)	99.7%
Ocean Outfall	501,982	522,957	(20,975)	96.0%
Cardiff Sanitary Division	212,495	233,399	(20,904)	91.0%
Encinitas Sanitary Division	130,105	141,735	(11,630)	91.8%
City of Encinitas	28,253	29,208	(955)	96.7%
City of Solana Beach	268,886	293,274	(24,388)	91.7%
City of Solana Beach Services	8,150	9,135	(985)	89.2%
City of Del Mar	-	74,981	(74,981)	0.0%
Programs before Recycled Water	4,111,770	4,322,201	(210,431)	95.1%
Recycled Water	1,344,870	1,363,948	(19,078)	98.6%
Total All SEJPA Programs	5,456,639	5,686,149	(229,510)	96.0%

Expense by Category

Expense Category	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	2,859,156	2,898,441	(39,285)	98.6%
Supplies & Services	2,546,979	2,623,308	(76,329)	97.1%
Capital Outlay	50,505	34,500	16,005	146.4%
Contingency	-	129,900	(129,900)	0.0%
Total All SEJPA Programs	5,456,639	5,686,149	(229,510)	96.0%

Supplies and Services are under budget as a result of lower than expected utility, supplies and miscellaneous expenses. Advertising, bank service charges, dues, subscriptions, rental and lease expense, postage, printing, seminars, supplies (office, laboratory, and safety), training, and travel related expenses are included in Miscellaneous. The table below is a summary of the Supplies and Services:

Supplies and Services by Type of Expense

<i>Supplies and Services</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Over/(Under)
Utilities	850,687	920,198	(69,511)	92.4%
Contracted services	713,407	673,468	39,939	105.9%
Supplies	288,197	307,659	(19,462)	93.7%
Miscellaneous	162,517	180,110	(17,593)	90.2%
Repair parts expense	169,315	174,350	(5,035)	97.1%
Disposal services	209,961	212,633	(2,672)	98.7%
Insurance	59,825	61,150	(1,325)	97.8%
Permit/purveyor fees	93,070	93,740	(670)	99.3%
Total All SEJPA Programs	2,546,979	2,623,308	(76,329)	97.1%

Overall for Supplies and Services, all SEJPA programs are anticipated to be under budget by \$76,329. All sub-categories within Supplies and Services are under budget with the exception of Contracted Services. Utilities are anticipated to provide the greatest savings of \$69,511. Contracted Services is projected to be over budget by \$39,939. Further detail will be provided as each program is described below.

Wastewater Treatment

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	1,267,522	1,268,245	(723)	99.9%
Supplies & Services	1,253,846	1,232,621	21,225	101.7%
Capital Outlay	-	13,000	(13,000)	0.0%
Contingency	-	61,600	(61,600)	0.0%
Total JPA Wastewater Treatment	2,521,368	2,575,466	(54,098)	97.9%

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

Wastewater Treatment is expected to be under budget by \$54,098. Supplies and Services are projected to be over budget by \$21,225, which is partially offset by lower than anticipated Capital Outlay expenditures. Contingency funding in the amount of \$7,502 is anticipated to be used. This projected overage is primarily for fire hazard vegetation clearing and Cyber Security.

Laboratory Services

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	384,141	385,782	(1,641)	99.6%
Supplies & Services	53,890	50,264	3,626	107.2%
Capital Outlay	2,500	2,500	-	100.0%
Contingency	-	3,500	(3,500)	0.0%
Total JPA Laboratory	440,531	442,046	(1,515)	99.7%

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 2015-16, 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 is expected to be under budget by \$1,515. Supplies and Services are anticipated to be over budget primarily due to the cost allocation of Cyber Security. Contingency and Personnel offset this expense.

Ocean Outfall

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	273,532	273,584	(52)	100.0%
Supplies & Services	215,782	220,873	(5,091)	97.7%
Capital Outlay	12,668	13,000	(332)	97.4%
Contingency	-	15,500	(15,500)	0.0%
Total JPA Ocean Outfall	501,982	522,957	(20,975)	96.0%

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).

Ocean Outfall is expected to be under budget by \$20,975 or 4.0%. All expense categories are tracking at or below budget.

Cardiff Sanitary Division

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	141,820	149,689	(7,869)	94.7%
Supplies & Services	70,675	69,810	865	101.2%
Capital Outlay	-	-	-	
Contingency	-	13,900	(13,900)	0.0%
Total Cardiff Sanitary Division	212,495	233,399	(20,904)	91.0%

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.

Expenses are projected to be below budget by \$20,904 primarily due to lower than anticipated Personnel and unused Contingency. Overall, the Cardiff Sanitary Division Program is forecast to complete the year at 9.0% below budget.

Encinitas Sanitary Division

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	60,651	63,555	(2,904)	95.4%
Supplies & Services	69,454	65,180	4,274	106.6%
Capital Outlay	0	-	0	
Contingency	-	13,000	(13,000)	0.0%
Total Encinitas Sanitary Division	130,105	141,735	(11,630)	91.8%

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

The program is forecast to be under budget by \$11,630. The lower than planned expense is due to Personnel expense and unused Contingency.

City of Encinitas

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	21,364	21,635	(271)	98.7%
Supplies & Services	6,889	7,573	(684)	91.0%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Encinitas	28,253	29,208	(955)	96.7%

Under this program, the SEJPA provides maintenance and operation services to the City of Encinitas. These services include the Urban Runoff Treatment Facility, the Phoebe

Stormwater Pump Station, and the Storm Drain Sediment Drying and Disposal program. The actual costs incurred are borne solely by the City of Encinitas. This program is expected to be under budget by \$955 or 3.3%.

City of Solana Beach

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	164,035	165,911	(1,876)	98.9%
Supplies & Services	104,851	108,863	(4,012)	96.3%
Capital Outlay	-	-	-	
Contingency	-	18,500	(18,500)	0.0%
Total City of Solana Beach	268,886	293,274	(24,388)	91.7%

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 forecast to complete the year at 8.3% below budget. Supplies and Services are expected to be under budget by \$4,012. Contingency of \$18,500 is not expected to be used.

City of Solana Beach Services

This program provides maintenance services to the City of Solana Beach City Hall and the Lomas Santa Fe Fire Station. Costs incurred are paid for by the City of Solana Beach.

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	5,046	5,244	(198)	96.2%
Supplies & Services	3,104	3,891	(787)	79.8%
Capital Outlay	-	-	-	
Contingency	-	-	-	
Total City of Solana Beach Services	8,150	9,135	(985)	89.2%

The current outlook is that this program will be below budget by 10.8% or \$985.

City of Del Mar

The City of Del Mar, in conjunction with sending wastewater flow to the SEJPA, requested that the SEJPA maintain the Del Mar 21st Street Pump Station. This program will allow the SEJPA to manage the flow from Del Mar that will be conveyed through Solana Beach's pump stations and to the SEJPA for treatment. Actual costs incurred will be paid for by the City of Del Mar.

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	-	59,138	(59,138)	0.0%
Supplies & Services	-	11,943	(11,943)	0.0%
Contingency	-	3,900	(3,900)	0.0%
Total City of Del Mar	-	74,981	(74,981)	0.0%

There are no anticipated expenses for this program for FY 2015-16. The City of Del Mar delayed the operation contract until the connecting pipeline from the 21st Street pump station to the City of Solana Beach is complete. The construction of the pipeline began in December of 2015 and is scheduled to be completed by June 2016.

Total Expenses By Category Before Recycled Water

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	2,318,111	2,392,783	(74,672)	96.9%
Supplies & Services	1,778,490	1,771,018	7,472	100.4%
Capital Outlay	15,168	28,500	(13,332)	53.2%
Contingency	-	129,900	(129,900)	0.0%
Total Expense Excluding Recycled	4,111,770	4,322,201	(210,431)	95.1%

Operational expenses funded by the member agencies and other government organizations are expected to be under budget by \$210,431 or 4.9%.

Recycled Water

SEJPA's recycled water program delivers more than 1,300 acre-feet per year (AFY) of recycled water to its retail partners. Local customers that use the recycled water for landscape irrigation include the Encinitas Ranch Golf Course, Lomas Santa Fe Executive and Country Club Golf Courses, Encinitas Community Park, Ecker YMCA, Del Mar Fairgrounds, local schools, parks, businesses, and street/freeway landscape.

Below is table of the Recycled Water revenues:

<i>Recycled Water Customer</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Over/(Under)
Sante Fe Irrigation District	687,492	732,240	(44,748)	93.9%
San Dieguito Water District	542,400	583,080	(40,680)	93.0%
City of Del Mar	166,788	176,280	(9,492)	94.6%
Encinitas Ranch Golf Association	237,023	237,023	-	100.0%
Olivenhain Municipal Water District	131,532	176,280	(44,748)	74.6%
Total Customer Revenue	1,765,235	1,904,903	(139,668)	92.7%
MWD and CWA Incentives	615,600	688,500	(72,900)	89.4%
Total Recycled Water Revenue	2,380,835	2,593,403	(212,568)	91.8%

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

As a result of the change in weather patterns (“El Nino”), the overall demand for recycled water is lower than anticipated. Recycled Water sales to Olivenhain Municipal Water District have been impacted by Village Park project construction delays. The current outlook for the Recycled Water program is approximately 162 acre feet less than budget.

Below is a table of Recycled Water Expenses:

<i>Expense Category</i>	Forecast FY 2015-16	Budget FY 2015-16	Over/(Under) Budget	% Budget Spent
Personnel	541,045	505,658	35,387	107.0%
Supplies & Services	768,488	852,290	(83,802)	90.2%
Capital Outlay	35,337	6,000	29,337	588.9%
Contingency	-	-	-	
Total Operating Expense	1,344,870	1,363,948	(19,078)	98.6%
Debt Service	997,828	997,828	-	100.0%
Total Expense	2,342,698	2,361,776	(19,078)	99.2%

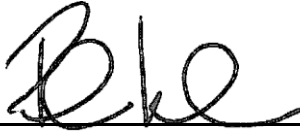
Personnel expenses for the Recycled Water Program are anticipated to be higher than planned due to utility conflicts related to the Caltrans North Coast Corridor Project. Anticipated expenditures for Supplies and Services are below budget primarily due to lower Recycled Water sales. Capital Outlay is expected to be higher than planned due to pump repairs.

The anticipated net revenue over expense of \$38,137 will increase the Recycled Water Fund Reserves to fund future repair and replacement needs.

Summary

Total expenses for the agency are expected to be \$229,510 or 4.0% under budget. These estimates for fiscal year end June 30, 2016 are based on costs incurred for the first six months of the year and estimates to the end of the year. Unforeseen events may occur that change the final expenses.

Respectfully submitted,

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

Paul Kinkel
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 8, 2016

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CONTRACT AMENDMENT FOR SAN ELIJO LAND OUTFALL FINAL DESIGN
AND PERMITTING

RECOMMENDATION

It is recommended that the Board of Directors:

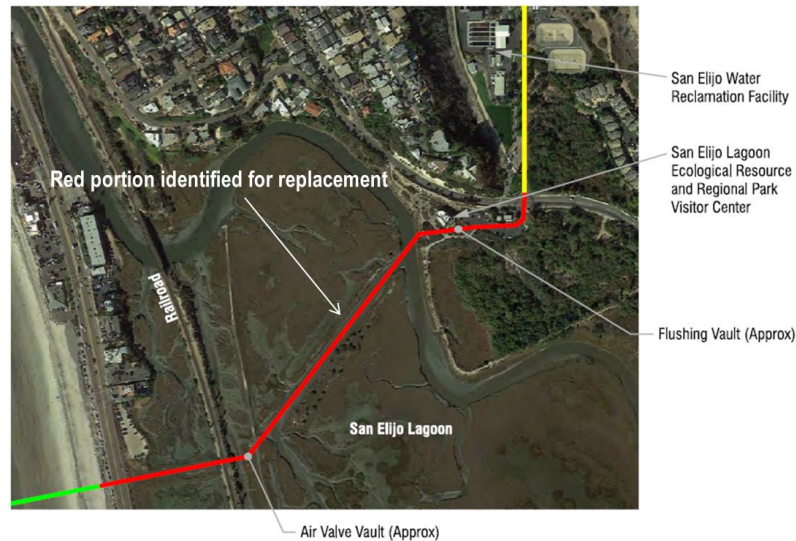
1. Authorize amendment of the professional services agreement with Kennedy/Jenks Consultants for an amount not to exceed \$120,627; and;
2. Discuss and take action as appropriate.

BACKGROUND

The San Elijo Joint Powers Authority (SEJPA) is the managing authority for the San Elijo Ocean Outfall (outfall) which provides ocean disposal of treated wastewater for the City of Escondido and the SEJPA. The outfall was originally constructed in 1965 and extended further into the ocean when the City of Escondido became an outfall partner in 1974. The outfall is permitted to discharge up to 25.5 million gallons per day (MGD) of treated wastewater and is considered critical wastewater infrastructure as it is in constant use. As shown in Figure 1, the ocean outfall crosses beneath the San Elijo Lagoon, the North County Transit District (NCTD) railroad tracks, and the Coast Highway, before extending approximately 1.5 miles into the ocean. The land portion of the ocean outfall (land outfall) was identified for replacement in the 2015 Facility Plan prepared by Carollo Engineers. The land outfall is approximately 50 years old and, based on the pipe material and corrosive nature of the lagoon soil, is considered to be at or near the end of its useful life.

The Land Outfall Replacement Project is a high priority project for the SEJPA as failure of this pipeline will have both environmental and financial impacts. The San Elijo Lagoon has been designated as a marine reserve by the State of California due to its biological significance. To date, the SEJPA has not experienced wastewater spills associated with the outfall and keeping the pipeline in a state of good repair is of utmost importance to the agency. The 2015 Facility Plan identified the land outfall as the highest priority project based on environmental, financial, and social considerations.

In February 2015, the Board authorized the General Manager to initiate the Preliminary Design of Land Outfall Replacement and Permitting project with Kennedy/Jenks Consultants. The Kennedy/Jenks PDR identified horizontal directional drilling (HDD) beneath the lagoon as the preferred replacement alternative. Upon completion of the PDR, the Board awarded the Land Outfall Replacement Final Design to Kennedy/Jenks for a negotiated contract fee not to exceed \$403,068. The contract included preparation of final drawings and technical specifications, permits and easements, detailed construction cost estimates, and bidding support services.



SEWRF LAND OUTFALL

FIGURE 1

DISCUSSION

During final design, additional work was identified beyond the original Land Outfall Replacement Final Design agreement with Kennedy/Jenks. This new scope of work includes additional permit and easement support, as well as new design work due to conflicts with existing underground utilities. Staff conferred with Kennedy/Jenks to develop the following tasks and negotiate the associated fees.

Regional Storm Water Channel Design

During final design, it was identified that the HDD receiving site could be located on SEJPA property; reducing impacts to the San Elijo Lagoon Nature Center (Nature Center). However, the new receiving site requires the pipeline to cross beneath the regional storm water channel on the west side of SEJPA property. Additional design and permitting work is required to incorporate this into the final project. The proposed fee for this effort is \$8,939.

Permitting

The proposed Land Outfall pipeline alignment (Figure 2) will require additional coordination with City of Encinitas Staff, North County Transit District (NCTD), and the U.S. Army Corps of Engineers (USACE) in order to obtain all required permits for the project. In addition to new permit work associated with the regional storm water channel, efforts beyond the original agreement have been encountered to obtain the major use permit from the City of Encinitas and the license agreement for crossing NCTD's railroad right of way. The proposed fee for this effort is \$21,487.

FINANCIAL IMPACT

The 2015 Facility Plan estimated the total project cost at approximately \$6.265 million as presented below.

Land Outfall Replacement Project Budget

Project Element	Budget
Engineering, Permitting, Administration & Legal	\$1,044,000
Construction	\$4,348,000
Contingency funding	\$873,000
TOTAL	\$6,265,000

Currently, the SEJPA has committed \$570,980 to Engineering, Permitting, Administration, and Legal. The addition of the proposed amendment outlined in this staff report will increase the commitment to \$691,607. The project budget for these tasks is \$1,044,000, which will provide \$352,393 in remaining budget for construction management and engineering services during construction.

Funding for this proposed contract amendment is available in the Ocean Outfall Capital Program. Costs are shared based on capacity ownership of 21% SEJPA and 79% City of Escondido.

It is recommended that the Board of Directors:

1. Authorize amendment of the professional services agreement with Kennedy/Jenks Consultants for an amount not to exceed \$120,627; and;
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment: Kennedy/Jenks Consultants Proposal - Design Modifications and Permitting/
Easement Assistance, dated February 3, 2016

Kennedy/Jenks Consultants
Engineers & Scientists

9665 Granite Ridge Drive, Suite 210
San Diego, California 92123
858-676-3620
FAX: 858-292-1694

February 3, 2016

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

Subject: Amendment – Design Modifications and Permitting/Easement Assistance

Dear Mr. Thornton:

Kennedy/Jenks Consultants (Kennedy/Jenks) respectfully requests an amendment to our existing contract (dated July 13, 2015) for additional design and permitting assistance related to the City of Encinitas Major Use Permit for the San Elijo Water Reclamation Facility Outfall Replacement Project. Kennedy/Jenks has been actively advancing the design and preparing permit applications. The following summarizes recent changes to the proposed scope of work and associated changes to the estimated design fee.

Task 1.1 Prepare Contract Documents

The following recent design changes have been requested by SEJPA: Box Culvert/Open Channel Option, Cardiff Hydraulic Study, 10" Cardiff Force Main Replacement (200 LF), 10" Escondido Regulator Pressure Relief Pipeline Replacement (200 LF), and Dune Restoration.

Task 1.2 Project Management

Project management of the herein defined tasks.

Task 1.4 Quality Assurance/ Quality Control

- The above design changes will be reviewed by a QAQC reviewer to check for technical feasibility, accuracy and presentation.

Task 1.5 Cost Estimating

- The above design changes will be incorporated into the project cost estimate.

Mr. Michael T. Thornton, P.E.
San Elijo Joint Powers Authority
3 February 2016
Page 2

Task 3.1 City of Encinitas Permitting

Additional effort and meetings are required for completion of the Major Use Permit.

It is assumed that all permitting fees will be paid by SEJPA and are not included in this estimate.

Task 3.3 HDD Specialist Permitting Support

Horizontal Directional Drilling (HDD) specialist support during permitting and agency coordination process. This task will include preparation of a technical memorandum and a presentation to North County Transit District in order to facilitate concurrence of design approach and describe risk mitigation techniques.

Task 5 Easements

Obtain easements on all parcels within alignment of new outfall, including appraisals, legal plates and title reports.

It is assumed that SEJPA is responsible for any associated fees, transaction costs, or easement acquisition costs.

Proposed Amendment Fee Estimate

Kennedy/Jenks proposes to provide the above described scope of services on a time and materials basis in accordance with schedule of charges per existing Final Design of San Elijo Water Reclamation Facility Outfall Replacement and Permitting Contract (dated July 13, 2015) for an estimated fee of \$120,627. This would increase the total authorization from \$405,389 to \$526,016. We will not exceed this budget without prior authorization by SEJPA.

By signing on the line below, you authorize your consent of this work authorization.

Michael Thornton, P.E.

Date

Should you have any questions regarding this proposal or would like to request additional information, please do not hesitate to contact me.

Very truly yours,

KENNEDY/JENKS CONSULTANTS

Sarah Williams, P.E.
Sr. Associate Engineer

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: San Elijo Joint Powers Authority

PROJECT Description: Addendum Final Design of Land Outfall Replacement

Proposal/Job Number: 1544100*01 Date: 2/2/2015

January 1, 2015 Rates	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	CAD Technician	Designer	Project Admin.	Admin. Assist.	Total	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	CAD Technician	Designer	Project Admin.	Admin. Assist.	Hours	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$270	\$250	\$235	\$215	\$190	\$175	\$160	\$145	\$130	\$120	\$155	\$90	\$110					
Task 1.1 - Prepare Contract Documents																		
Design Additions	2			60	20		72	20					8	182	\$32,540	\$0	\$1,627	\$34,167
Task 1.1 - Subtotal	2	0	0	60	20	0	72	20	0	0	0	0	8	182	\$32,540	\$0	\$1,627	\$34,167
Task 1.2 - Project Management																		
Project Management				36									2	38	\$7,960	\$0	\$398	\$8,358
Task 1.2 - Subtotal	0	0	0	36	0	0	0	0	0	0	0	0	2	38	\$7,960	\$0	\$398	\$8,358
Task 1.4 - QA/QC																		
QAQC for design changes	8												2	10	\$2,380	\$0	\$119	\$2,499
Task 1.4 - Subtotal	8	0	0	0	0	0	0	0	0	0	0	0	2	10	\$2,380	\$0	\$119	\$2,499
Task 1.5 - Cost Estimate																		
Revise cost estimate for design changes					12								2	14	\$2,500	\$0	\$125	\$2,625
Task 1.5 - Subtotal	0	0	0	0	12	0	0	0	0	0	0	0	2	14	\$2,500	\$0	\$125	\$2,625
Task 3.1 - City of Encinitas Permitting																		
Task 3.1.a - Discretionary Application (MUP), AEIS			4				12						2	18	\$3,080	\$0	\$154	\$3,234
Task 3.1.c - Meetings (assume 1 meetings)				4			4							8	\$1,500	\$0	\$75	\$1,575
Task 3.1 - Subtotal	0	0	4	4	0	0	16	0	0	0	0	0	2	26	\$4,580	\$0	\$229	\$4,809
Task 3.3 - Permitting Support																		
Task 3.3 - HDD Specialist Support (NCTD, USACE)	4			8										12	\$2,800	\$13,738	\$140	\$16,678
Task 3.3 - Subtotal	4	0	0	8	0	0	0	0	0	0	0	0	0	12	\$2,800	\$13,738	\$140	\$16,678
Task 5 - Easements																		
Task 5.1 Applications and Coordination			8				16						8	32	\$5,320	\$19,470	\$266	\$25,056
Task 5.2 Appraisals			4										2	6	\$1,160	\$7,150	\$58	\$8,368
Task 5.3 Legal Plates			4										2	6	\$1,160	\$8,481	\$58	\$9,699
Task 5.4 Title Reports			4										2	6	\$1,160	\$7,150	\$58	\$8,368
Task 5 - Subtotal	0	0	20	0	0	0	16	0	0	0	0	0	14	50	\$8,800	\$42,251	\$440	\$51,491
All Phases Total	14	0	32	108	32	0	136	20	0	0	4	0	34	380	\$61,560	\$55,989	\$3,078	\$120,627