

AGENDA
REGULAR BOARD MEETING OF THE
SAN ELIJO JOINT POWERS AUTHORITY
SEPTEMBER 19, 2023 AT 8:30 A.M.
SAN ELIJO WATER CAMPUS – BOARD MEETING ROOM
2695 MANCHESTER AVENUE
CARDIFF BY THE SEA, CALIFORNIA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS/PUBLIC COMMENT PERIOD (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION
6. * **CONSENT CALENDAR**
7. * [APPROVAL OF MINUTES FOR AUGUST 15, 2023 MEETING](#)
8. * [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS - AUGUST](#)
9. * [WASTEWATER TREATMENT REPORT - JULY](#)
10. * [RECYCLED WATER REPORT - JULY](#)
11. * [REPORTABLE MEETINGS](#)
12. * [FY 2022-23 FINANCIAL AUDIT ENGAGEMENT LETTER ACCEPTANCE](#)
13. * [EMPLOYEE HANDBOOK UPDATE](#)
14. * [PURCHASE OF CONTROL VALVES FOR RECYCLED WATER PUMP STATION](#)
15. * 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

16. [AWARD OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE WANKET TANK REFURBISHMENT AND CONVERSION, RECYCLED WATER PIPELINE, RECYCLED WATER VALVE REPLACEMENT, AND MOONLIGHT BEACH PUMP STATION MODIFICATION PROJECT](#)

1. Authorize the General Manager to execute Professional Services Agreement with CDM Smith, Inc. in an amount not-to-exceed \$571,480 for construction management and inspection of the Wanket Tank Refurbishment and Conversion, Recycled Water Valve Pipeline, Recycled Water Valve Replacement, and Moonlight Beach Pump Station Modification Projects with cost shared between the Recycled Water Program and Encinitas Sanitary Division; and
2. Discuss and take action as appropriate.

Staff Reference: Director of Infrastructure & Sustainability

17. [CAPITAL PROGRAM UPDATE](#)

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

Staff Reference: Director of Infrastructure & Sustainability

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.

22. [ADJOURNMENT](#)

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, October 17, 2023 at 8:30 a.m.

NOTICE:

The San Elijo Joint Powers Authority's open and public meetings comply with 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 are 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 generally held on the third Tuesday of each month, with no scheduled meetings in July.

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 on the SEJPA website at www.sejpa.org, and in the following locations:

San Elijo Water Campus (formerly known as 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: September 14, 2023



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON AUGUST 15, 2023
AT THE SAN ELIJO WATER CAMPUS

David Zito, Chair

Tony Kranz, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, August 15, 2023, at 8:30 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

Chair Zito called the meeting to order at 8:30 a.m.

2. ROLL CALL

Directors Present:

David Zito
Tony Kranz
Kristi Becker
Kellie Hinze

Others Present:

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Infrastructure and Sustainability	Tom Falk
Director of Finance and Administration	Amy Chang
Lead Operator	Todd Hutchinson
Management Analyst I	Abby Schlenk

SEJPA Counsel:

Procopio	Adriana Ochoa
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City of Solana Beach:

Director of Engineering/Public Works	Mohammad "Mo" Sammak
City Manager	Greg Wade

San Dieguito Water District:

Principal Engineer	Habib Hariri
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3. PLEDGE OF ALLEGIANCE

Board Chair, David Zito, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

Todd Hutchinson, Lead Operator – 25 years of service.

6. CONSENT CALENDAR

Moved by Vice Chair Kranz and seconded by Board Member Hinze to approve the Consent Calendar.

Agenda Item No. 7	Approval of Minutes for the June 20, 2023 Board Meeting
Agenda Item No. 8a	Approval for Payment of Warrants and Monthly Investment Report - June
Agenda Item No. 8b	Approval for Payment of Warrants and Monthly Investment Report - July
Agenda Item No. 9a	Wastewater Treatment Report - May
Agenda Item No. 9b	Wastewater Treatment Report - June
Agenda Item No. 10a	Recycled Water Report - May
Agenda Item No. 10b	Recycled Water Report - June
Agenda Item No. 11	Reportable Meetings
Agenda Item No. 12	Proposition 1 Integrated Regional Water Management, Grant Acceptance
Agenda Item No. 13	Acceptance of Completion – Contracts for Manchester Emergency Recycled Water Pipeline Repair, Water Campus Emergency Recycled Water Pipeline Repair, AWP Structure Painting Services, and Solar System Installation

Motion carried with the following vote of approval:

AYES: Zito, Kranz, Becker, Hinze
NOES: None
ABSENT: None
ABSTAIN: None

15. AWARD CONSTRUCTION CONTRACT FOR THE MOONLIGHT BEACH PUMP STATION MODIFICATIONS PROJECT

Director of Infrastructure & Sustainability, Tom Falk, explained to the board that the Moonlight Beach Pump Station Modifications Project will replace aging mechanical components to improve operational reliability and reduce maintenance frequency and intensity. The scope mitigates safety concerns associated with access to the wetwell.

Director Falk walked through the bidding process and timeline for the project, as well as the evaluation completed by staff. Based on the evaluation, staff recommended award of the project to the lowest responsive and responsible bid submitted by Ahrens Mechanical at \$1,570,000.

He continued his presentation indicating that SEJPA will require construction management and inspection (CM&I) services during construction, which is currently in the bidding process. Selection of the CM&I Services will be presented to the Board for consideration in a forthcoming regular SEJPA Board meeting. The estimated cost to complete, based on current information, is \$2.1 million.

Moved by Board Member Hinze and seconded by Board Member Becker to:

1. Authorize the General Manager to award construction of the Moonlight Beach Pump Station Modifications Project to Ahrens Mechanical and execute contract in the lump sum amount of \$1,570,000.

Motion carried with the following vote of approval:

AYES: Zito, Kranz, Becker, Hinze
NOES: None
ABSENT: None
ABSTAIN: None

16. AWARD OF PROFESSIONAL ENGINEERING AND DESIGN SERVICES FOR BIOLOGICAL TREATMENT IMPROVEMENTS PROJECT

Director of Infrastructure and Sustainability, Tom Falk, presented the Biological Treatment Improvements Project, which will transition the San Elijo Water Campus (SEWC) to a more robust biological process that improves effluent quality for both water recycling and ocean discharge.

Based on the outcome of scope and fee negotiations, staff recommends award of the Design Services to Trussell for a not-to-exceed fee of \$891,100, which is within the amount budgeted for the design of this capital project. Furthermore, Trussell has a proven track record at over seven facilities, successfully designing, permitting, and implementing improvements and rerating of existing chlorine disinfection systems to using free chlorine.

Moved by Board Member Hinze and seconded by Board Member Becker to:

1. Authorize the General Manager to execute Professional Services Agreement with Trussell Technologies in an amount not-to-exceed \$891,100 for design of the Biological Treatment Improvements Project with cost shared between the Recycled Water Program and Wastewater Program.

Motion carried with the following vote of approval:

AYES: Zito, Kranz, Becker, Hinze
NOES: None
ABSENT: None
ABSTAIN: None

17. EXTENSION OF SURPLUS RECYCLED WATER AGREEMENT BETWEEN THE SAN ELIJO JOINT POWERS AUTHORITY (SEJPA), THE SAN DIEGUITO WATER DISTRICT (SDWD), AND THE ENCINITAS RANCH GOLF AUTHORITY (ERGA)

General Manager, Michael Thornton, informed that the ERGA recycled water agreement is set to expire next year (June 30, 2024) and the parties have prepared an agreement amendment to extend interruptible recycled water service until June 30, 2032.

The amendment also provides an easement through the golf course for recycled water infrastructure (pipeline and electrical service) to the 3-million-gallon Wanket reservoir tank, which is planned to be converted to recycled water storage in 2024. The easement provides the most direct route from SEJPA's existing distribution system to the reservoir, which will result in lower construction costs and less impacts to the community, including to golf course operations.

This amendment provides \$412,938 revenue in the first year of the agreement and an aggregate of \$4,248,548 to the SEJPA over 8 years. The proposed increased water deliveries and 5% annual rate increase is supported by the Recycled Water Financial Model prepared by Carollo Engineers, which indicates the proposed generated revenue is consistent with anticipated revenue needs.

Moved by Board Member Hinze and seconded by Vice Chair Kranz to:

- 1. Authorize the General Manager to execute the proposed Surplus Recycled Water Agreement in a form substantially similar to the agreement attached hereto, subject to non-substantive revisions approved by the General Manager and reviewed by SEJPA legal counsel.

Motion carried with the following vote of approval:

AYES: Zito, Kranz, Becker, Hinze
NOES: None
ABSENT: None
ABSTAIN: None

18. GENERAL MANAGER'S REPORT

None.

19. GENERAL COUNSEL'S REPORT

Legal Counsel, Adriana Ochoa, reported on attending the California Association of Sanitation Agencies (CASA) Conference held last week, where there was discussion of pending litigation items. Ms. Ochoa said she will continue to monitor and will report back if any items have an impact on SEJPA.

20. BOARD MEMBER COMMENTS

None.

21. CLOSED SESSION

A closed session was held per Government Code 54956.9(d)(2), Exposure to Litigation.

Moved by Vice Chair Kranz and seconded by Board Member Hinze to reject the government claim brought by Cari McCormack.

Motion carried with the following vote of approval:

AYES:	Zito, Kranz, Becker, Hinze
NOES	None
ABSENT:	None
ABSTAIN:	None

22. ADJOURNMENT

The meeting adjourned at 9:34 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, September 19, 2023 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of August 2023**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
42613	D & R Crane, Inc.	Services - Maintenance	Buss bar replacement	\$ 10,528.00
42614	A-Check Global	Preemployment Screening	New employee	41.50
42615	Adam Kaye	Services - Professional	Public communications	100.00
42616	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage container	359.89
42617	Ardurra Group, Inc	Services - Engineering	Wanket tanket refurbish support	2,512.50
42618	Automation Direct	Repair Parts Expense	Spare signal conditioners	413.76
42619	James Barnett	Supplies - Shop & Field	Employee reimbursement - Tools and supplies	733.73
42620	Black & Veatch	Services - Engineering	Dewatering facilities upgrades	17,485.00
42621	CA. Office Cleaning, Inc.	Services - Janitorial	Janitorial service	3,195.00
42622	Chargepoint Inc.	Services - Maintenance	Cloud plan renewal, maint. and mgmt. (5 years)	15,792.75
42623	Corodata	Rent	Record storage - Jul	118.85
42624	County of San Diego	Fees - Permits	Moonlight Beach P.S.	564.00
42625	CS-Amsco	Repair Parts Expense	Body less valve	1,992.36
42626	CA Sanitation Risk Mgmt Auth.	Workers Comp. Insurance	WC pooled liability	49,617.00
42627	CA Sanitation Risk Mgmt Auth.	Insurance - Property	Property insurance premium	123,620.24
42628	CWEA	Licenses	Certification application fees	192.00
42629	Denali Water Solutions LLC	Services - Biosolids Hauling	Biosolids hauling and reuse	37,498.26
42630	Dickson	Supplies - Shop & Field	Chart recorder paper	94.22
42631	Westbound Solar 2, LLC	Utilities - Solar Power	Solar - Jul	14,907.09
42632	City of Encinitas	Service - IT Support	Admin network and licenses - May	8,511.29
42633	City of Encinitas	Service - IT Support	Admin network and licenses - Jun	11,420.93
42634	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	19,489.08
42635	Grainger, Inc.	Repair Parts Expense	Splice kit	62.10
42636	The Hardwood & Hardware Co.	Supplies - Office	Saw blade and wood	410.68
42637	Hardy Diagnostics	Supplies - Lab	Various supplies	3,770.02
42638	Troemner, LLC	Supplies - Lab	100g Standard weight	293.62
42639	Hoch Consulting, APC	Services - Professional	Prop 1 Round 1 Project 6 grant support	4,815.00
42640	Idexx Distribution, Inc.	Supplies - Lab	Various supplies	5,217.37
42641	Lawson Products Inc.	Supplies - Shop & Field	Various supplies	2,608.24
42642	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	2,443.43
42643	Midas Shop	Vehicle Maintenance	Oil change - Recycled water truck	84.96
42644	Mission Square	ICMA Retirement	ICMA - 401a	5,842.53
42645	Mission Square - 304175	EE Deduction Benefits	ICMA - 457	8,011.59
42646	Wayne E Mutscheller	Dues & Memberships	Employee reimbursement - CWEA membership	101.00
42647	Cosby Oil Company, Inc	Fuel	Fuel - Jul	831.56
42648	Pall Corporation	Services - Professional	24/7 Technical phone service	5,692.50
42649	ProBuild Company, LLC	Supplies - Shop & Field	Various supplies	1,332.13
42650	REC Solar Commercial Corporati	Services - Contractors	Change order #1 - Guardrail system	14,026.28
42651	Robert Half International, Inc	Services - Temp	Temp service	2,877.52
42652	Roesling Nakamura Terada Archi	Services - Professional	Architectural services - 04/12/22 - 02/28/23	14,130.00
42653	RSF Security Systems	Services - Alarm	Security, Cellular fire system monitoring	1,825.00
42654	Santa Fe Irrigation District	Utilities - Water	Water	5,182.52
42655	San Dieguito Water District	Utilities - Water	Water	4,771.28
42656	San Elijo Lagoon Conservancy	Services - Professional	School field trips program	2,636.40
42657	Trussell Technologies, Inc	Services - Engineering	T1 - Operational support	3,280.50
42658	Unifirst Corporation	Services - Uniforms	Uniform service	315.03
42659	Underground Service Alert/SC	Services - Alarm	Dig alert, Safe excavation board	129.64
42660	USA Bluebook	Supplies - Lab	Various supplies	3,260.72
42661	U. S. Bank	Bank Service Charges	Depository agreement fees	1,000.00
42662	Valley CM, Inc.	Services - Construction	Management and inspection services	22,635.00
42663	Vaughn Irrigation Services, In	Repair Parts Expense	Recycled water valve kit	172.40
42664	Volt Management Corp	Services - Temp	Intern program and temp services	9,157.20
42665	Benefits Coordinators Corp.	Dental/Vision	Vision - Aug	331.20
42666	VWR International, Inc.	Supplies - Lab	Various supplies	1,103.29
42667	WageWorks	Payroll Processing Fees	Admin fee - Jul	149.75
42668	Women Leading Government	Seminars/Education	2023 WLG Master class series	100.00
42669	Abila	Licenses	Accounting software subscription	341.24
42670	Aflac	EE Deduction Benefits	Aflac - Aug	571.70
42671	Akeso Occupation Health	Services - Medical	Hepatitis B vaccine	100.00
42672	AT&T	Utilities - Telephone	Phone service - 07/13/23 - 08/12/23	660.25
42673	AT&T	Utilities - Telephone	Alarm service - Jul	380.22
42674	Atara Equipment LTD	Repair Parts Expense	Solids conveyor spare part	3,900.00
42675	James Barnett	Uniforms - Boots	Employee reimbursement - utility boots	114.54
42676	Barrett Engineered Pumps	Services - Maintenance	Yeomans pump repair	6,594.56
42677	Brenntag Pacific, Inc	Supplies - Chemicals	Citric acid, Sodium hydroxide	5,686.81
42678	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride solution	22,354.05
42679	City of Solana Beach	Solana Beach RW Pipeline	Pipeline reimbursement	8,010.00
42680	CS-Amsco	Repair Parts Expense	Flow equalization valve actuator 1A	7,834.90
42681	DC Frost Associates, Inc	Repair Parts Expense	Secondary collector parts	2,948.81

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of August 2023**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
42682	Dudek & Associates	Services - Engineering	Stormwater capture reuse	2,250.00
42683	EDCO Waste & Recycling Service	Utilities - Trash	Aug	485.95
42684	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	3,641.00
42685	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	8,901.78
42686	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Jul	4,382.00
42687	Fisher Scientific	Supplies - Lab	Standard for compliance testing	622.90
42688	Flow Science Incorporated	Services - Engineering	RW south system pressure surge analysis	2,067.00
42689	Grainger, Inc.	Shop Tools and Equip.	Various supplies	2,094.00
42690	The Hardwood & Hardware Co.	Supplies - Office	Plan room storage cabinets	476.87
42691	Hardy Diagnostics	Supplies - Lab	Lauryl tryptose broth	556.64
42692	JP Business Advisors, Inc	Services - Accounting	Accounting consulting services	3,150.00
42693	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	2,961.35
42694	Mission Square	ICMA Retirement	ICMA - 401a	5,571.24
42695	Mission Square - 304175	EE Deduction Benefits	ICMA - 457	7,503.89
42696	Napa Auto Parts	Vehicle Maintenance	Bobcat battery	258.97
42697	Cosby Oil Company, Inc	Fuel	Fuel - Aug	720.32
42698	Olin Corp - Chlor Alkali	Supplies - Chem - Odor	Procurement of sodium hypochlorite	22,439.45
42699	Olivenhain Municipal Water Dis	Rent, Services - Professional	Pipeline rental payment - Jul, grants support	20,748.04
42700	Otis Elevator Company	Services - Maintenance	Elevator maintenance	190.00
42701	Pacific Pipeline Supply	Shop Tools and Equip.	Custom PP valve stem	237.05
42702	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc WE - 007	16,356.45
42703	ProBuild Company, LLC	Shop Tools and Equip.	Various supplies	415.20
42704	Radwell International, Inc.	Repair Parts Expense	Various supplies	584.65
42705	Robert Half International, Inc	Services - Temp	Temp service	5,658.19
42706	Rusty Wallis, Inc.	Services - Maintenance	Water softener , tank service and salt bags	392.87
42707	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline reimbursement	1,545.45
42708	Southwest Valve & Equip.	Repair Parts Expense	Effluent pump station check valve	6,763.61
42709	SS Mechanical	Services - Maintenance	2 inch PVC pipeline repair	8,977.25
42710	SWRCB	Dues & Memberships	OIT Certification application fees - D.Canady	125.00
42711	Terminix Processing Center	Services - Maintenance	Pest control service	544.00
42712	Unifirst Corporation	Services - Uniforms, Supplies - Safety	Uniform service and gloves	523.63
42713	UPS	Postage/Shipping	Shipping	148.25
42714	USA Bluebook	Supplies - Lab	Various supplies	1,200.43
42715	Valley CM, Inc.	Services - Contractors	Management and inspection services	4,829.00
42716	Varec Biogas	Services - Maintenance	Maintenance of varec equipment	8,287.00
42717	Verizon Wireless	Utilities - Telephone	Cell phone - 07/11/23 - 08/10/23	587.56
42718	Verizon Wireless	Utilities - Telephone	Cell phone - 07/08/23 - 08/07/23	1,017.19
42719	Volt Management Corp	Services - Temp	Intern program and temp services	8,775.36
42720	Benefits Coordinators Corp.	Dental/Vision	Vision - Sep	331.20
42721	VWR International, Inc.	Supplies - Lab	Various supplies	553.52
On-line 816	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 07/22/23 - 08/04/23	20,078.24
On-line 817	Santa Fe Irrigation District	Utilities - Water	Water	311.92
On-line 818	Void			-
On-line 819	WM Corporate Services, Inc.	Services - Grit & Screenings	Roll off bins - 07/16/23 - 07/31/23	465.00
On-line 820	BankCard Center	Supplies - Safety	Various supplies	6,560.80
On-line 821	Calpers	Services - Accounting	GASB 68 reporting service fee	1,050.00
On-line 822	P.E.R.S.	Medical Insurance - Pers	Health - Sep	31,990.75
On-line 823	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/05/23 - 08/18/23	19,340.93
On-line 824	Sun Life Financial	Life Insurance/Disability	Life and disability - Sep	2,768.95
On-line 825	WM Corporate Services, Inc.	Services - Grit & Screenings	10 yard roll of disposal	2,179.66
On-line 826	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 07/11/23 - 08/08/23	119,918.94
	San Elijo Payroll Account	Payroll	Payroll - 08/11/2023	102,574.10
	San Elijo Payroll Account	Payroll	Payroll - 08/25/2023	92,293.46
				\$1,063,692.00

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS SUMMARY**

**For the Month of August 2023
As of August 31, 2023**

PAYMENT OF WARRANTS \$ 1,063,692.00

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 SEJPA, including the Member Agency commitment in their operating budgets to support the operations of SEJPA, are expected to be adequate to meet SEJPA's obligations over the next six months. I also certify that SEJPA's investment portfolio complies with the SEJPA's investment policy.



Amy Chang
Director of Finance & Administration

SAN ELIJO JOINT POWERS AUTHORITY
STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION

As of August 31, 2023

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(AUGUST 2023 YIELD 3.434%)</i>	\$ 15,988,896.42
CALIFORNIA BANK AND TRUST <i>(AUGUST 2023 YIELD 0.01%)</i>	954,681.73
U.S. Bank <i>(AUGUST 2023 YIELD 4.40%)</i>	15,076,391.75
PARS <i>(JULY 2023 YIELD 2.08%)</i>	622,101.24
TOTAL RESOURCES	<u>\$ 32,642,071.14</u>

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of July 2023. The primary indicators of treatment performance include the removal of Total Suspended Solids (TSS) and Carbonaceous Biochemical Oxygen Demand (CBOD). The SEJPA is required to remove a minimum of 85 percent of the TSS and CBOD from the wastewater. Treatment levels for **TSS** and **CBOD** were **99.2** and **98.3** percent removal, respectively, during the month of July.

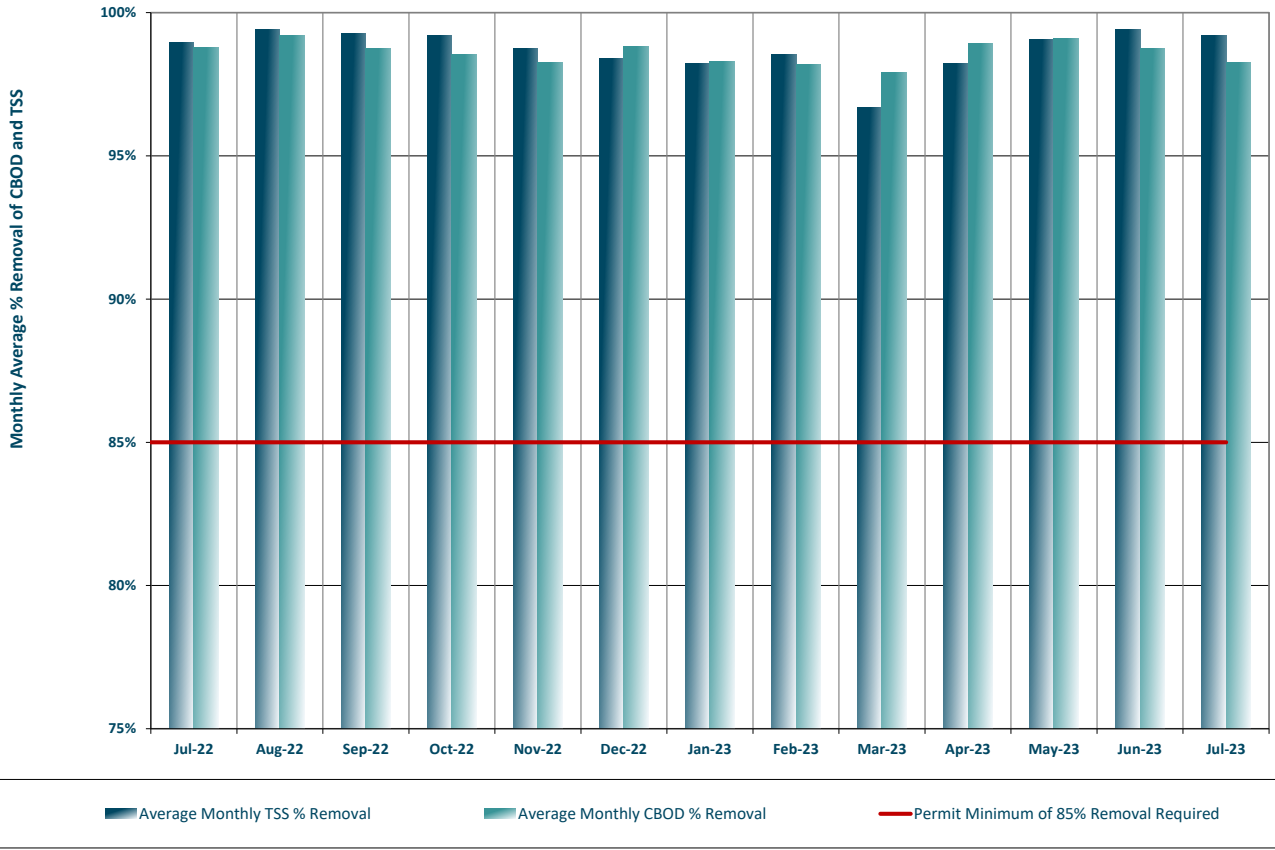
Exceptional Water Treatment

Treatment Removed
99.2% of TSS

Treatment Removed
98.3% of CBOD

Figure 1 (below) shows historic treatment performance trends for the removal of TSS and CBOD over the last 13 months compared to the permit minimum removal requirement of 85%.

Figure 1: Wastewater Treatment Performance of the SEJPA % Removal of Total Suspended Solids (TSS) and Carbonaceous Biochemical Oxygen Demand (CBOD)



Figures 2 and 3 (below) show historic influent vs effluent TSS and CBOD concentration fluctuations in the strength of the wastewater being received and discharged by the SEJPA.

FIGURE 2: TREATED EFFLUENT FLOWS REMOVAL OF TSS

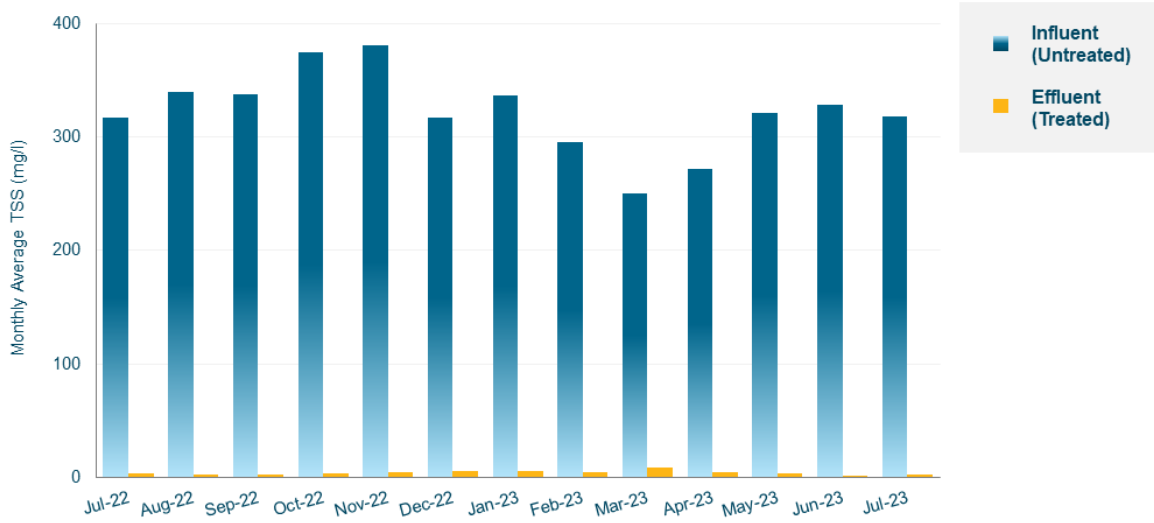
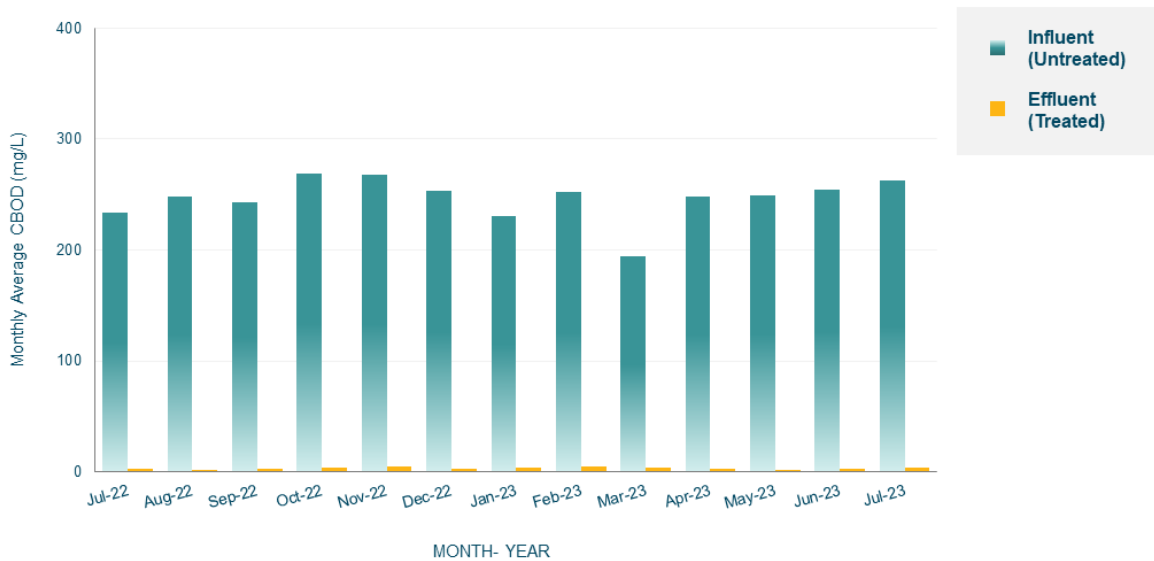


FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF CBOD



Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of July. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Campus. Approximately 80% of the influent flow was diverted for recycled water use in July.

TABLE 1 - INFLUENT AND EFFLUENT FLOWS IN JULY

JULY			
	Influent (mad)	Recycled Water (mad)	Effluent (mad)*
Cardiff Sanitaru Division	1.160	0.934	0.226
City of Solana Beach	0.949	0.764	0.185
Rancho Santa Fe SID	0.146	0.117	0.029
City of Del Mar	0.446	0.359	0.087
Total San Elijo Water Campus Flow	2.701	2.174	0.527

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

Table 2 (below) presents the historical average and unit influent rates per month for each of the Member Agencies during the past 3 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time.

TABLE 2 - SAN ELIJO WATER CAMPUS MONTHLY REPORT - FLOWS AND EDUS

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)				
	CSD	RSF	SB	DM	TOTAL PLANT	CSD	RSF	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
Jul-20	1.231	0.157	0.937	0.548	2.873	8,535	576	8,110	2,616	19,837	144	273	116	222	145
Aug-20	1.226	0.156	0.950	0.478	2.810	8,540	577	8,110	2,616	19,843	144	271	117	194	142
Sep-20	1.225	0.151	0.956	0.362	2.694	8,540	578	8,110	2,616	19,844	143	261	118	146	136
Oct-20	1.197	0.142	0.940	0.316	2.595	8,543	579	8,110	2,616	19,848	140	245	116	128	131
Nov-20	1.200	0.142	0.927	0.341	2.610	8,543	579	8,110	2,616	19,848	140	245	114	138	131
Dec-20	1.217	0.141	0.893	0.304	2.555	8,543	579	8,110	2,616	19,848	142	244	110	123	129
Jan-21	1.238	0.150	0.909	0.323	2.620	8,543	579	8,110	2,616	19,848	145	259	112	129	132
Feb-21	1.224	0.151	0.926	0.306	2.607	8,548	579	8,110	2,616	19,853	143	261	114	121	131
Mar-21	1.291	0.160	0.968	0.332	2.751	8,548	579	8,110	2,616	19,853	151	277	119	131	139
Apr-21	1.232	0.160	0.925	0.320	2.637	8,552	579	8,110	2,616	19,857	144	277	114	129	133
May-21	1.189	0.157	0.932	0.323	2.601	8,552	579	8,110	2,616	19,857	139	271	115	130	131
Jun-21	1.218	0.148	0.938	0.358	2.662	8,554	579	8,110	2,616	19,859	142	256	116	145	134
Jul-21	1.183	0.144	0.972	0.435	2.734	8,554	579	8,124	2,616	19,873	138	249	120	178	138
Aug-21	1.178	0.150	0.966	0.480	2.774	8,556	579	8,124	2,616	19,875	138	259	119	196	140
Sep-21	1.153	0.129	0.948	0.353	2.583	8,557	579	8,124	2,616	19,876	135	223	117	144	130
Oct-21	1.225	0.126	0.885	0.329	2.565	8,557	579	8,124	2,616	19,876	143	218	109	139	129
Nov-21	1.156	0.131	0.911	0.329	2.527	8,557	581	8,124	2,616	19,878	135	226	112	135	127
Dec-21	1.264	0.145	0.913	0.310	2.632	8,557	581	8,124	2,616	19,878	148	250	112	127	132
Jan-22	1.174	0.140	0.906	0.357	2.577	8,557	581	8,124	2,616	19,878	137	241	112	145	130
Feb-22	1.113	0.158	0.929	0.300	2.500	8,557	581	8,124	2,616	19,878	130	272	114	120	126
Mar-22	1.176	0.142	0.946	0.307	2.571	8,557	581	8,124	2,616	19,878	137	245	116	123	129
Apr-22	1.134	0.140	0.875	0.315	2.464	8,557	582	8,124	2,616	19,879	133	241	108	129	124
May-22	1.146	0.140	0.877	0.301	2.464	8,557	582	8,124	2,616	19,879	134	241	108	123	124
Jun-22	1.133	0.138	0.921	0.452	2.644	8,557	583	8,124	2,616	19,880	132	237	113	184	133
Jul-22	1.124	0.129	0.948	0.438	2.639	8,557	583	8,142	2,616	19,898	131	221	116	179	133
Aug-22	1.163	0.133	0.929	0.448	2.673	8,557	583	8,142	2,616	19,898	136	228	114	185	134
Sep-22	1.139	0.125	0.904	0.381	2.549	8,557	584	8,142	2,616	19,899	133	214	111	158	128
Oct-22	1.083	0.128	0.890	0.295	2.396	8,557	584	8,142	2,616	19,899	127	219	109	122	120
Nov-22	1.205	0.124	0.879	0.336	2.544	8,557	585	8,142	2,616	19,900	141	212	108	138	128
Dec-22	1.186	0.133	0.906	0.374	2.599	8,557	585	8,142	2,616	19,900	139	228	111	151	131
Jan-23	1.630	0.200	0.979	0.379	3.188	8,557	585	8,142	2,616	19,900	190	342	120	153	160
Feb-23	1.323	0.167	0.930	0.371	2.791	8,557	585	8,142	2,616	19,900	155	286	114	149	140
Mar-23	1.892	0.255	1.044	0.392	3.583	8,557	585	8,142	2,616	19,900	221	436	128	154	180
Apr-23	1.244	0.187	0.915	0.303	2.649	8,557	586	8,142	2,616	19,901	145	319	112	123	133
May-23	1.184	0.167	0.879	0.295	2.525	8,557	586	8,142	2,616	19,901	138	285	108	120	127
Jun-23	1.185	0.144	0.891	0.413	2.633	8,557	586	8,142	2,616	19,901	136	282	109	171	132
Jul-23	1.160	0.146	0.949	0.446	2.701	8,557	586	8,166	2,616	19,925	136	249	116	182	136

CSD: Cardiff Sanitary Division

RSF: Ranch Santa Fe Community Service District

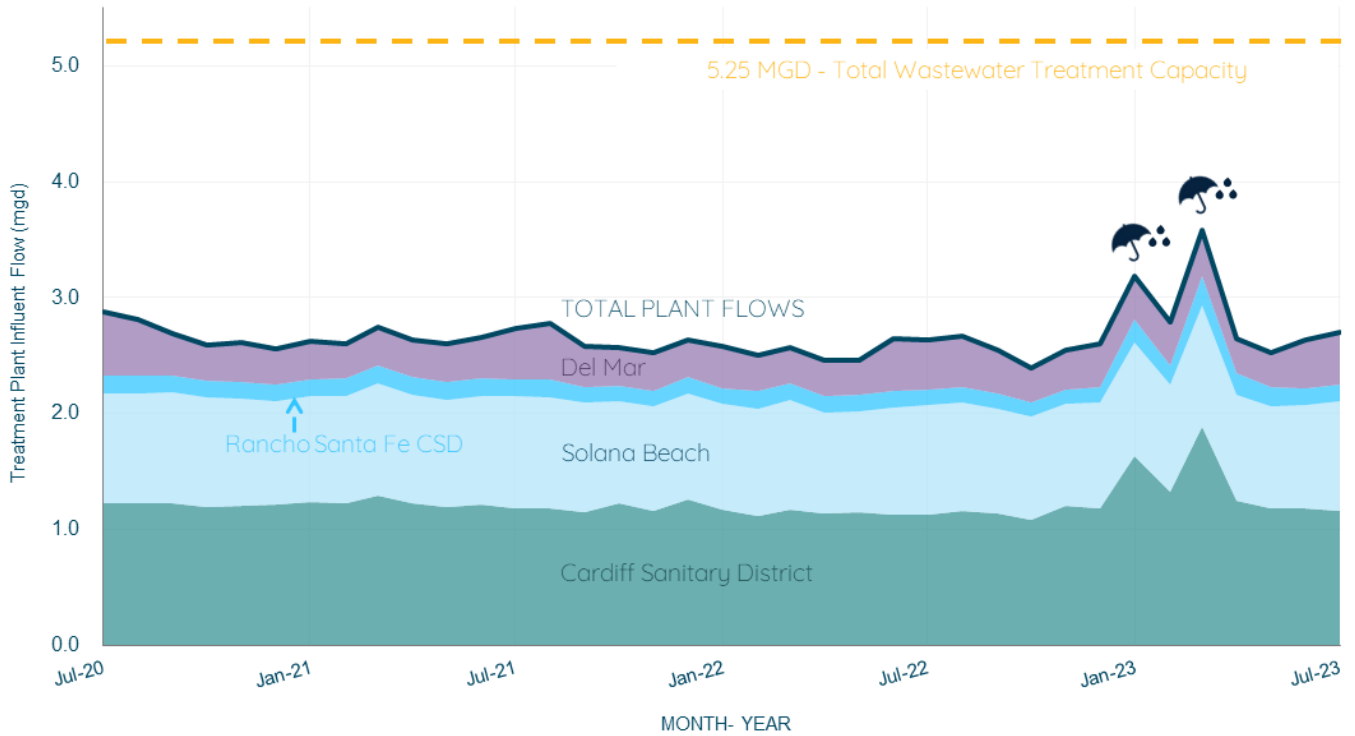
SB: Solana Beach

DM: City of Del Mar

EDU: Equivalent Dwelling Unit

Figure 4 (below) presents the 3-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average flow treated for each agency. Also shown in Figure 4 is the total wastewater treatment capacity of the water campus, 5.25 mgd, of which each Member Agency has the right to 2.2 mgd, Rancho Santa Fe Community Service District leases 0.25 mgd, and the City of Del Mar leases 0.60 mgd.

FIGURE 4: SEJPA AVERAGE DAILY FLOWS OVER THE PAST 3 YEARS



City of Escondido Flows

The average and peak flow rate for the month of July 2023 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below in Table 3.

TABLE 3 - CITY OF ESCONDIDO FLOWS

	Flow (mgd)
Escondido (Average flow rate)	9.0
Escondido (Peak flow rate)	18.2

Connected Equivalent Dwelling Units

The Cities of Encinitas, Solana Beach and Del Mar updated the number of connected EDUs that are reported to the SEJPA in July 2022. The Rancho Santa Fe CSD update their connected EDUs report every month. The number of EDUs connected for each of the Member Agencies and lease agencies is reported in Table 4 below.

TABLE 4 - CONNECTED EDUs BY AGENCY

	Connected (EDU)
Cardiff Sanitary Division	8,557
Rancho Santa Fe SID	586
City of Solana Beach	7,829
San Diego (to Solana Beach)	337
City of Del Mar	2,616
Total EDUs to System	19,925

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of July 2023, recycled water demand was 261.0 acre-feet (AF), which was met using 259.4 AF of recycled water and supplemented with 1.6 AF of potable water. July demand was 11% above budget expectations of 235 AF.

Figure 1 (attached) provides a graphical view of annual recycled water demand spanning the last 10 fiscal years, with the overlay of annual rainfall. Since the recycled water program primarily serves outdoor irrigation, annual demand is reduced during wet periods and increases during times of drought. Figure 2 (attached) shows the monthly recycled water demand for each July for the last ten years to provide a year-over-year comparison. Figure 3 (attached) compares budget versus actual recycled water sales for FY 2023-24.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

FIGURE 1: RECYCLED WATER DEMAND AND RAINFALL COMPARISON

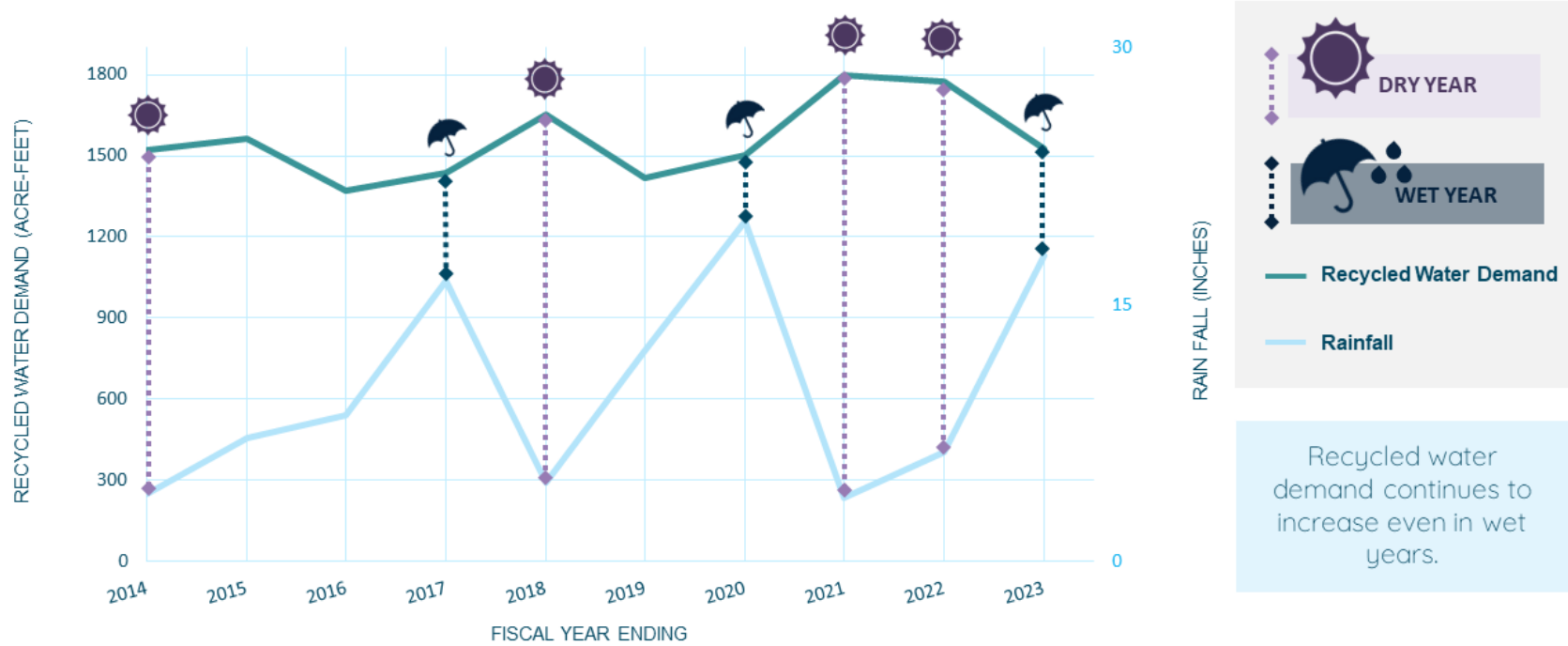


FIGURE 2: JULY RECYCLED WATER DEMAND

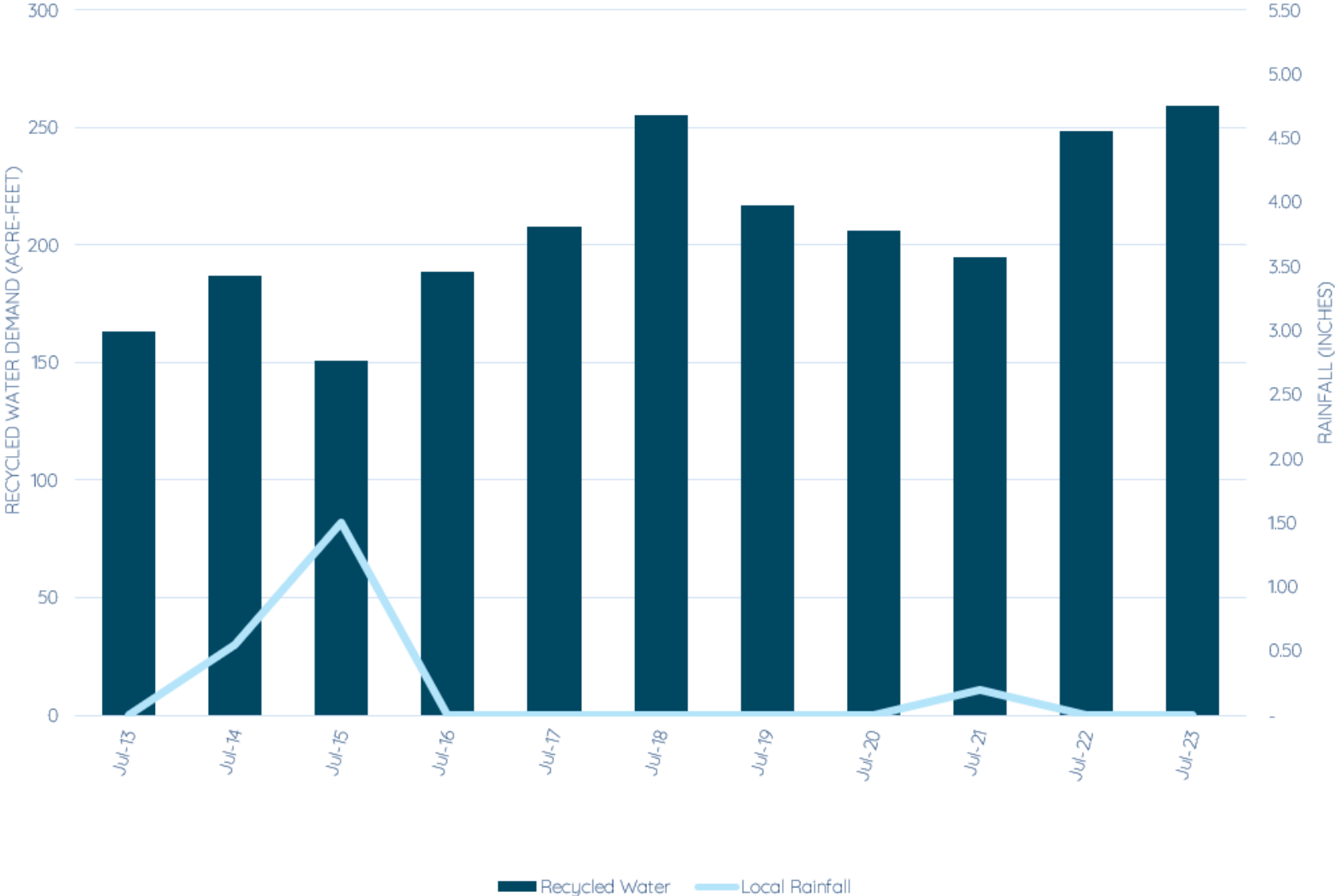
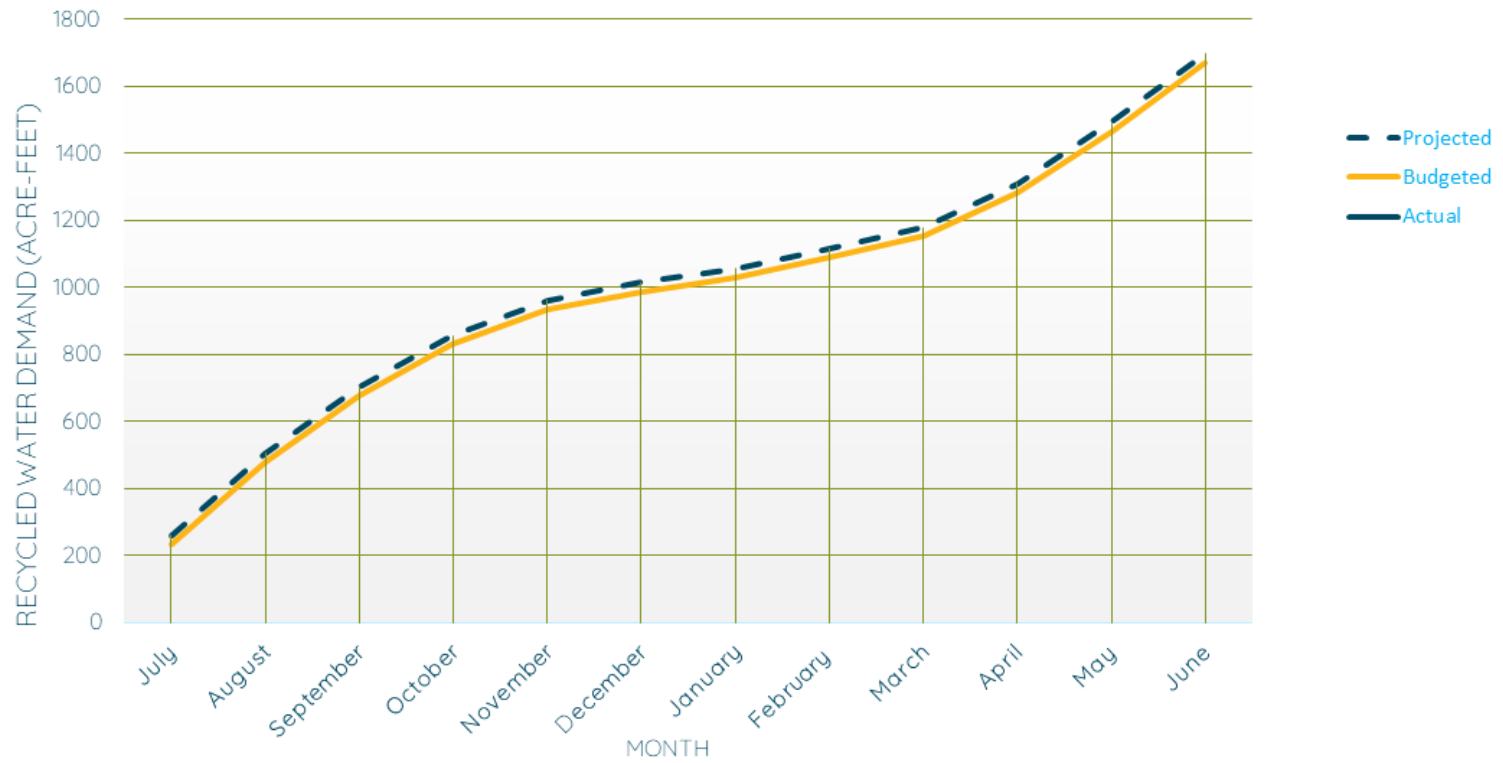


FIGURE 3: FY2023/24 CUMULATIVE DEMAND VS BUDGET



*

AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: REPORTABLE MEETINGS

RECOMMENDATION

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

BACKGROUND

The General Manager or his designee may meet monthly with one or more Board Members in preparation for the Board Meeting.

DISCUSSION

The following meetings have taken place since the previous Board Meeting:

1. Meeting to review Board Meeting Agenda with Board Chair Zito on August 11, 2023.

FINANCIAL IMPACT

Per the SEJPA Restatement Agreement, SEJPA pays the Board Member \$160 for each reportable meeting. These meetings are accounted for in our annual budget.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

*

AGENDA ITEM NO. 12

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: FY 2022-23 FINANCIAL AUDIT ENGAGEMENT LETTER ACCEPTANCE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Accept and file the FY 2022-23 Financial Audit Engagement Letter for San Elijo Joint Powers Authority;
2. Exercise the two-year optional extension for Leaf & Cole, LLP professional service agreement for audit services; and
3. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) is required by California Government Code and SEJPA Board policy to conduct an audit of its financial records annually. Leaf & Cole, LLP was awarded a professional service agreement at the May 18, 2021 Board meeting for a 3-year period with an option to extend the contract for an additional two years. The agreement provides for Leaf & Cole to conduct an audit of the financial records, to express an opinion on the financial statements, and to attend a Board meeting to present the year-end audit report to SEJPA's Board of Directors.

DISCUSSION

Staff is preparing for the financial audit of SEJPA for FY 2022-23. As part of the initiation of each year's audit process, Leaf & Cole, LLP is required by the audit standards to submit an engagement letter to communicate and to confirm to the Board of Directors specific information related to the overall audit scope and objectives, selected risk areas to focus on during this year's audit, and the responsibilities of the auditor and management.

This year's audit will be the last year of the 3-year professional service agreement. Staff recommends that the Board exercise the optional 2-year extension for Leaf & Cole, LLP

professional service agreement for audit services.

FINANCIAL IMPACT

The recommended two-year agreement extension is anticipated to cost \$45,086, which is projected to be \$22,188 for the FY 2023-24 and \$22,898 for the FY 2024-25. Funding will be included in each respective annual budget for these expenses.

RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Accept and file the FY 2022-23 Financial Audit Engagement Letter for San Elijo Joint Powers Authority;
2. Exercise the two-year optional extension for Leaf & Cole, LLP professional service agreement for audit services; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Amy Chang
Director of Finance & Administration

Attachment 1: Engagement Letter



Attachment 1

Leaf & Cole, LLP
Certified Public Accountants
A Partnership of Professional Corporations

August 14, 2023

To the Board of Directors
San Elijo Joint Powers Authority
Post Office Box 1077
Cardiff by the Sea, California 92007-7077

We are pleased to confirm our understanding of the services we are to provide San Elijo Joint Powers Authority for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the statement of net position as of June 30, 2023, and the related statements of revenues, expenses and changes in net position, and the statement of cash flows for the year then ended, and the disclosures, which collectively comprise the basic financial statements of San Elijo Joint Powers Authority as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement San Elijo Joint Powers Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to San Elijo Joint Powers Authority's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Plan's Proportionate Share of the Net Pension Liability and Related Ratios
3. Schedule of Contributions to the Pension Plan
4. Schedule of Changes in the District's Net OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies San Elijo Joint Powers Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying account and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's on the financial statements:

1. Combining Schedule of Net Position
2. Combining Schedule of Revenues, Expenses and Changes in Net Position
3. Combining Schedule of Cash Flows
4. Operating Budget Comparison Schedule - Wastewater
5. Operating Budget Comparison Schedule - Recycled

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that rise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatements as part of our audit planning:

- Cash and cash equivalents
- Due from government agencies and revenue recognition
- Capital assets
- Long-term debt
- Net pension liability
- Net OPEB obligation
- Management override
- Net Position

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of San Elijo Joint Powers Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of San Elijo Joint Powers Authority in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidy ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Leaf & Cole, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner when required. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Leaf & Cole, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation when required. The requiring agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Michael J. Zizzi is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately August 14, 2023.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel copies, telephone, etc.) except that we agree that our gross fee, including expenses will be discounted by 20% should our fees exceed \$21,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account become 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of San Elijo Joint Powers Authority’s financial statements. Our report will be addressed to the Board of Directors of San Elijo Joint Powers Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to San Elijo Joint Powers Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original of this letter and return it to us.

Very truly yours,

LEAF & COLE, LLP



Michael J. Zizzi

RESPONSE:

This letter correctly sets forth the understanding of San Elijo Joint Powers Authority.

Management Signature and Title

Date

Governance Signature and Title

Date

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: EMPLOYEE HANDBOOK UPDATE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Accept and File the Updated Employee Handbook; and
2. Discuss and take action as appropriate.

BACKGROUND

The Employee Handbook is a document that communicates agency policies, state and federal employment laws, and promotes fairness and consistency in the workplace. In addition to these important functions, San Elijo Joint Powers Authority (SEJPA) utilizes the handbook to communicate its business and employment philosophies, employment values, and the mission and vision of the agency. Furthermore, the handbook helps define the legal relationship between the SEJPA and its employee, and highlights employee’s workplace rights and responsibilities.

The Employee Handbook also provides set standards related to employment practices, compensation and timekeeping, employment benefits, leaves of absence, employee relations and conduct standards, employee health and safety, and other employment policies. The handbook appendices include alcohol and drug use policies, administrative policies, employer-employee organization relations, and labor agreement resolutions, which provide a central location for important employee information.

The Employee Handbook was last updated in July 2022 to reflect changes to the labor agreement, employment law, and SEJPA employment practices and policies.

DISCUSSION

Staff recommends the following changes to the Employee Handbook to meet current operation needs, update current labor law, and clarify policies.

1. Discretionary COVID-19 paid sick leave (Appendix D pages 107-108) – Add up to five (5) days of sick leave each calendar year to be used only for positive COVID-19 illness. This supplemental sick leave shall not accumulate year over year but is intended to match current State of California’s COVID-19 five (5) days quarantine guideline. This supplemental sick leave may be rescinded or modified if California’s quarantine guidelines change.
2. Smoking and tobacco products (page 55) – Add language to match the City of Encinitas new Municipal Code banning smoking and vaping in all public places.
3. Classification (pages 79-80) – Update classification titles to match adopted budget.
4. Compensatory time off (page 83) – Change maximum accrual hours from 27 hours to 120 hours. The Fair Labor Standards Act (FLSA) allows compensation time accrual of up to 240 hours for local government employees. Compensatory time off can be selected by employees in lieu of paid overtime, which allows employees to take time off at a future date instead of receiving paid overtime.

Staff has worked with legal counsel, Procopio Cory Hargreaves & Savitch, LLP (Procopio), to incorporate these changes. Attached are pages from the Employee Handbook reflecting these changes.

FINANCIAL IMPACT

The anticipated financial impact of the proposed changes is approximately \$10,000 for the current fiscal year and likely increase in future years at roughly the same percentage rate as salary inflation. The financial impact was estimated using historical COVID-19 infection rates for SEJPA which is 18% of staff annually. However, if all staff became COVID-19 positive in a single fiscal year, the cost is estimated at approximately \$57,000, based on current salary and staffing.

The proposed change to compensatory time off is anticipated to reduce overtime costs, however it is unclear at this time to the degree staff will utilize this change. Therefore, this change is estimated to be cost neutral. Similarly, the other proposed changes are expected to be cost neutral as well.

RECOMMENDATION

It is, therefore, recommended that the Board of Directors:

1. Accept and File the Updated Employee Handbook; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Amy Chang
Director of Finance and Administration

Attachment 1: Employee Handbook – Discretionary Covid-19 paid sick leave

Attachment 2: Employee Handbook – Smoking and tobacco products

Attachment 3: Employee Handbook – Classification

Attachment 4: Employee Handbook – Compensatory time off

APPENDIX D – DISCRETIONARY COVID-19 PAID SICK LEAVE POLICY

DISCRETIONARY COVID-19 SUPPLEMENTAL PAID SICK LEAVE

SEJPA recognizes that employees continue to require time off due to COVID-19 related illness or injury or the need to care for a family member for these reasons. Given that California law does not currently mandate employers to provide separate paid sick leave for COVID-19 related illness or injury, SEJPA desires to offer eligible employees discretionary COVID-19 supplemental paid sick leave (“COVID-19 SPSL”) as an additional benefit to eligible employees, as provided below. The COVID-19 SPSL is in addition to other paid time off employees receive under other policies, including paid sick leave.

All regular full-time and part-time employees are eligible for COVID-19 SPSL. Temporary employees are not eligible for COVID-19 SPSL. Eligible employees may take COVID-19 SPSL if they are not able to report in-person or telework (if approved by SEJPA) for the following reasons:

- **Tested Positive for COVID-19 or has COVID-19 Symptoms:** The eligible employee has tested positive for COVID-19 and is subject to a quarantine or isolation period related to COVID-19 (see note below), or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis and testing.
- **Caring for a Family Member Who Tested Positive or is Otherwise Required to Quarantine or Isolated Because They Are a Close Contact:** The eligible employee is caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 (see note below) or has been advised by a healthcare provider to quarantine due to COVID-19, or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- **Vaccine-Related:** The eligible employee is attending a COVID-19 vaccine appointment or cannot work or telework due to vaccine-related side effects.

Employees who request time off for COVID-19 related reasons noted above must submit appropriate documentation supporting the need for time off. Examples of appropriate written documentation may include proof of a positive test, communication indicating an employee or family member is a close contact, proof that the employee obtained the COVID-19 vaccine, etc. Employees must submit the documentation no later than two business days from the date they first take time off.

Eligible employees may receive up to five workdays of COVID-19 SPSL each calendar year (January 1 to December 30). Unused COVID-19 SPSL does not carry over year-to-year. However, eligible employees will be allotted 5 workdays of COVID-19 SPSL on January 1 of each subsequent year thereafter. Unused COVID-19 SPSL is not paid out upon termination.

NOTE: The quarantine or isolation period related to COVID-19 is the period defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace.

The COVID-19 SPSL hours is shown on employee’s pay stub as a separate line item to ensure covered employees understand how many hours they have available for COVID-specific sick leave.

The COVID-19 SPSL may not be used for non-COVID-19 related sick leave purpose. If employees are not eligible for COVID-19 SPSL under this policy, they may use other available paid time off, such as paid sick leave or vacation. Otherwise, the time off, if granted, is unpaid.

In the event that federal, state, or local laws mandate that SEJPA provide its employees with paid leave for COVID-19 related illness or exposure as described herein, that law shall govern and supersede this policy.

The General Manager or designee shall have the right to revise or terminate this policy at any time.

FALSIFICATION OF RECORDS

SEJPA prohibits the falsification of the employment application, personnel, timekeeping, work orders, customer account information, injury report, or any other report, document, or record pertaining to SEJPA employment, operations, business, or compliance with any applicable federal and state laws. Any employee who engages in the falsification of any records shall be subject to disciplinary action up to including immediate termination of employment in addition to possible prosecution regardless of when the falsification occurred.

SMOKING AND TOBACCO PRODUCTS

Research has repeatedly demonstrated the health hazards of the use of tobacco products, including smoking, breathing of second-hand smoke, chewing tobacco, and E-cigarettes. In the best interest of the health and safety of employees and the general public, E-cigarettes, chewing, and smoking of tobacco products is expressly banned within SEJPA buildings, process areas, confined spaces, and in SEJPA vehicles. Those who chew or smoke on SEJPA property must do so outdoors only in designated smoking areas, but not closer than within 20 feet of any entrance to SEJPA facilities, during regularly scheduled rest breaks and meal periods. Chewing or smoking is prohibited when working around combustible materials, or out in the field. In addition, effective July 11, 2023, the City of Encinitas banned smoking and vaping in all public places in accordance with Encinitas Municipal Code section 11.08.030.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All SEJPA employees are responsible for advising members of the public or other visitors who are observed smoking or using tobacco products on SEJPA property, of SEJPA's policy. Employees should notify management of any person or persons who fail to comply with SEJPA's policy after proper communication.

DRESS CODE

Employees are expected to utilize good judgment in determining their dress and appearance while on duty. Clothing and appearance should be neat, clean, business attire, and not constitute a safety hazard. Attire with bare back or midribs, tank tops, or any other revealing or extreme attire is not appropriate.

Certain positions with SEJPA require a uniform to be worn during working hours to protect personal health and safety. Employees whose position requires a uniform may not perform their job duties without wearing the required uniform. Uniforms should always be neat and clean. SEJPA provides uniforms to its employees which may not be removed from the premises or worn to or from work unless reporting on call-back duty or specifically authorized, by a supervisor.

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees that require uniforms for health and safety are required to wear such uniforms when on duty or on-call. Failure to adhere to this policy may result in disciplinary action including, but not limited to termination of employment.

UNIFORMS – Appendix C – Salary and Benefits Resolution

IDENTIFICATION

During new hire processing and orientation, each SEJPA employee will receive an employee identification with his/her photograph. The identification is to be in the employee's possession for identification purposes.

If the identification is lost or stolen, or the employee has had a name change, a request must be made to the General Manager for issuing a replacement identification. Lost or stolen identifications should be reported promptly to the employee's supervisor/manager or the General Manager.

Attachment 3

Classifications

The General Manager maintains a complete set of position descriptions for all personnel. The position descriptions outline the requirements, reporting relationships, position characteristics, and responsibilities of each position.

Employees are classified according to the type and level of work performed. Every position belongs to one of two payroll classifications; exempt or non-exempt, as defined by the Federal Labor Standards Act (FLSA).

SEJPA's Board has approved the following classifications:

Exempt

- General Manager
- Director of Operations
- Director of Infrastructure and Sustainability
- Director of Finance/Administration
- Project Manager Series
- Chief Plant Operator
- Mechanical Systems Manager
- SCADA Manager
- Laboratory Manager

Non-Exempt

- Wastewater Treatment Operator-In-Training
- Wastewater Treatment Operator I/II
- Wastewater Treatment Lead Operator
- Recycled Water Series
- Mechanic-In-Training
- Mechanic I/II
- Lead Mechanic
- Systems Integration Technician-In-Training
- Systems Integration Technician I/II
- Laboratory Assistant

- Laboratory Analyst I/II
- Senior Laboratory Analyst
- Financial/Management Analyst Series
- Accounting Series
- Administrative Series
- Intern

Employment Status

Employment status is based on an employee’s working hours and duration of employment. Generally, employees fall into one of four categories. They are:

Full-Time - an employee who works 80 hours during a two-week period and whose continuing employment is expected (but not guaranteed) to be for an indefinite period.

Part-Time - an employee who customarily works less than 80 hours during a two-week period and whose continuing employment is expected (but not guaranteed) to be for an indefinite period.

Full-Time Temporary - an employee who customarily works 80 hours during a two-week period and whose employment is not expected to be more than six consecutive months.

Part-Time Temporary - an employee who customarily works less than 80 hours during a two-week period and whose employment is not expect to be more than six consecutive months.

Full-Time Intern - an employee who customarily works 80 hours during a two-week period and whose employment is not expected to be more than six consecutive months.

Part-Time Intern - an employee who customarily works less than 80 hours during a two-week period and whose employment is not expected to be more than six consecutive months.

Full-time employees are eligible for fringe benefits subject to the rules governing such benefits. Part-time employees will receive fringe benefits pro-rated based on the regular hours worked and subject to the rules governing such benefits.

Those employees who work as full-time or part-time temporary or intern employees are not entitled to fringe benefits.

Approved By:	Date Approved:
SEJPA Board	March 10, 2008
SEJPA Board	June 11, 2012
SEJPA Board	July 8, 2013
SEJPA Board	January 11, 2016
SEJPA Board	October 28, 2019
SEJPA Board	May 4, 2020
SEJPA Board	July 19, 2022

Attachment 4

Employees will be notified of their assigned work week at the time employees are assigned their work shift. The workweek may differ among employees, provided the hours and days are consistent from week to week for each employee.

Overtime

Non-exempt employees will be paid overtime according to the regular rate required by the Fair Labor Standards Act (FLSA) under the following conditions:

- Hours worked in excess of the employee's assigned work shift on a particular workday will be paid at a rate of one and one-half times the employee's regular rate of pay. For example, an employee on an 8/80 work shift will be paid at the rate of one and one-half times the employee's regular rate of pay for time spent on the job that exceeds 10 hours for the given workday, and at a rate of two times the employee's regular hourly rate of pay for time spent on the job that exceeds 12 hours for the given work day.
- Hours worked over 40 in the workweek will be paid at the rate of one and one-half times the employee's regular rate of pay.
- The first eight hours worked on the seventh consecutive day of work in the workweek will be paid at a rate of one and one-half times the employee's regular rate of pay.
- Hours worked in excess of eight hours on the seventh consecutive day of the workweek are to be compensated at a rate of two times the employee's regular hourly rate of pay

Hours worked on weekends do not automatically constitute overtime. To qualify for overtime, such work must fall into one of the overtime categories described above.

Only actual hours worked in a given workday or workweek can apply in calculating overtime. Hours worked are paid once in determining overtime premium pay.

Compensatory Time Off (CTO)

Non-exempt employees may choose to receive compensatory time off (CTO) for overtime hours worked during any workday in lieu of overtime pay by entering such hours on their timecard in the "CTO" column.

- No employee may accrue more than 120 hours of CTO.
- A record will be maintained for CTO time accrued and taken.
- CTO hours are banked at the same rate as would normally be paid for such overtime hours.
- An employee must submit a CTO leave request to their supervisor for approval prior to taking time off.
- All CTO hours will be subject to payout at the time of employment separation.

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PURCHASE CONTROL VALVES FOR RECYCLED WATER PUMP STATION

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to purchase two pump control valves for the Recycled Water Pump Station with cost estimated at \$75,000; and
2. Discuss and take action as appropriate.

BACKGROUND

The Recycled Water Pump Station (RWPS) located at the San Elijo Water Campus (SEWC) has been a vital component of the recycled water project since its construction in the year 2000. This station features three vertical turbine pumps, each with 150 Hp motors, and plays a crucial role in distributing recycled water to various reservoirs and customers beyond the SEWC site.

Over the years as the systems (SEJPA’s recycled water distribution has two distinct systems, “north” and “south”) have expanded and operational strategies have evolved to meet customer demands, the hydraulic performance of the system has changed. In early 2023, staff observed hydraulic transients in the south recycled water system, producing high peak pressures and oscillating pressure waves that can be problematic to pipeline integrity and customer connections. To better understand the operating conditions, staff deployed pressure loggers to monitor the system pressure within the distribution system. Pressure readings confirmed pressure waves propagating through the distribution system piping during routine pump starts and stops, with the most pronounced pressure wave magnitudes measured closer to the SEWC and within dead-end pipelines.

SEJPA retained the services of a hydraulics specialty firm, Flow Science to evaluate the pump operation in the south system. The modeling results confirmed high pressure surges during pump start up and pressure oscillations that persist for several minutes during both pump start and stop scenarios. Flow Science also modeled the addition of a pump control valve on the pump discharge header that would slowly open to control the hydraulics. Flow Science’s evaluation confirmed that a properly sized pump control valve would effectively mitigate pressure surging during pump starts

and stops. Left unmitigated, pressure surges can reduce the overall service life of the distribution pipelines and ancillary components.

DISCUSSION

SEJPA solicited information from multiple control valve manufacturers to assess suitability, functionality, and cost effectiveness of different products. SEJPA concluded that an electronically-controlled, hydraulically actuated, pump control valve with backflow check feature would provide the necessary functionality at the most economical cost. It also allows integration into the existing RWPS control sequence and would fit within the available space at the RWPS. SEJPA then developed control valve criteria and a specification that were used to solicit quotes for the valves. SEJPA received three quotes from local, authorized sales representatives (prices indicated as cost per valve):

- Vaughn Irrigation: \$37,003 include tax, 4-6 week lead time
- Bavco: \$39,824 include tax, 4-6 week lead time
- Pacific Pipe: \$38,500 include taxes, lead time not quoted

Vaughn Irrigation provided the lowest, responsive quote for the specified valve model/trim and a reasonable lead time.

SEJPA staff is planning to install the valves this fall or early winter as a priority project, when recycled water demand is lowest allowing for the RWPS to be removed from services with lowest impact to customers. The procurement time, including “lead time”, contracting, and approval of valve submittals is expected to take two months. By purchasing these valves directly, SEJPA will save time on the project completion by paralleling design, procurement, and contracting, while also reducing overall cost by avoiding contractor markup and handling costs.

SEJPA is working with our current contracted as-needed consultant CDM Smith to develop mechanical installation plans that will be used to obtain bids from contractors to perform the installation of the valves. Valve installation is anticipated to cost between \$50,000 and \$100,000. SEJPA staff intends to install the electrical wiring and perform the integration of the valve controllers into SEJPA’s SCADA system. SEJPA is planning to pre-purchase the valves now due to the long lead time and bring a contract for installation of the valves back to the Board for approval at a later date.

FINANCIAL IMPACT

The purchase of the pump control valves and valve controllers is expected to cost up to \$75,000 with delivery due within two months.

The project budget is presented in Table 1.

Table 1 – Project Budget

Task	Budget
Engineering/Design (Flow Science and CDM Smith)	\$ 40,000
Valve Purchases (2 total)	\$ 75,000
Construction Services (pending competitive proposal bidding)	\$ 100,000
Legal & Administration	\$ 5,000
Contingency	\$ 15,000
TOTAL	\$ 235,000

Costs for the procurement, installation, and commissioning of the pump control valves will be funded from Recycled Water Program capital reserves. As this is a newly identified project, it will be incorporated into our Capital Improvement Program under miscellaneous projects.

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to purchase two pump control valves for the Recycled Water Pump Station with cost estimated at \$75,000; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Vaughn Irrigation – Pump Control Valve Quote

Attachment 1

Vaughn Irrigation Services, Inc.

PO Box 460037

Escondido, CA 92046

760-747-0353 Fax: 760-747-5215

Lic# 627278 PWCR# 1000002736

Proposal & Acceptance

DATE	ESTIMATE NO.
7/21/2023	876

NAME / ADDRESS
SAN ELIJO JOINT POWERS AUTHORITY 2695 MANCHESTER AVENUE CARDIFF BY THE SEA, CA 92007

DESCRIPTION	QTY	COST	TOTAL
Cla-Val 10"-63G-01BPYKBCDX-D/S-150# Flange Electronic Interface Pump Control Valve & PC-22D Pump Control Panel Package Estimated availability of item is 4-6 weeks from date of order. This quote is valid for 30 days.	1	34,342.00	34,342.00T
Subtotal			\$34,342.00
Sales Tax (7.75%)			\$2,661.51
TOTAL			\$37,003.51

SIGNATURE _____

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Infrastructure & Sustainability

SUBJECT: AWARD OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE WANKET TANK REFURBISHMENT AND CONVERSION, RECYCLED WATER PIPELINE, RECYCLED WATER VALVE REPLACEMENT, AND MOONLIGHT BEACH PUMP STATION MODIFICATION PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to execute Professional Services Agreement with CDM Smith, Inc. in an amount not-to-exceed \$571,480 for construction management and inspection of the Wanket Tank Refurbishment and Conversion, Recycled Water Valve Pipeline, Recycled Water Valve Replacement, and Moonlight Beach Pump Station Modification Projects; and
2. Discuss and take action as appropriate.

BACKGROUND

In June 2022, the San Elijo Joint Powers Authority (SEJPA) Board approved an agreement for assignment of ownership rights in the existing 3-million-gallon Wanket Reservoir (Tank) to SEJPA from the San Dieguito Water District (SDWD). The Tank structure is now jointly owned by the SEJPA and the Olivenhain Municipal Water District (OMWD). The Tank is located at a site owned by OMWD and SDWD adjacent to the Encinitas Ranch Golf Course. Subsequently, SEJPA retained an engineer to design improvements to the Tank to make it suitable for recycled water storage and a pipeline to connect the Tank to SEJPA's existing distribution system. SEJPA has secured an easement with Encinitas Ranch Golf Authority (ERGA) for the pipeline across the golf course.

In March 2023, SEJPA Board approved Phase 4 of the Capital Program including the Wanket Tank Refurbishment and Conversion and the interconnecting Recycled Water Pipeline. As part of its maintenance program, SEJPA developed plans for replacement of valves within the existing recycled water distribution system. The prioritized Phase 4 projects also included the

Moonlight Beach Pump Station (MBPS) Modifications project that SEJPA is administering on behalf of the City of Encinitas' Encinitas Sanitary Division.

The 3-Year Capital Plan (2023-2025) budgeted \$3.6 million for the Wanket Tank, Pipeline and Valve Replacements although current projections accounting for recent construction market escalation and fully capitalized project costs (i.e., including expended planning and design costs) could exceed \$3.7 million (or 3% over previous budget estimate). The Wanket Tank and Pipeline qualifies for up to \$1.6 million in state and federal grant funding; the remaining project cost will be funded by the Recycled Water Program. The MBPS project is budgeted at \$2.1 million and is funded solely by the Encinitas Sanitary Division.

DISCUSSION

In preparation for the construction phase of these projects, SEJPA conducted outreach to the local consultant community to promote interest in the construction management and inspection (CM&I) services. SEJPA was contacted by and shared project background with six consulting firms. SEJPA identified an opportunity to improve project delivery efficiency by packaging the recycled water infrastructure (Wanket Tank, Pipeline, and Valve Replacements) into a single construction package. Furthermore, the overlapping project schedules and close proximity of the MBPS and Wanket Tank sites provided an opportunity to leverage the services of a single CM&I team to improve labor resource/cost effectiveness, to reduce burden of project execution on SEJPA staff, and to ensure coordination of system shutdowns during construction.

In July 2023, SEJPA advertised a request for proposals (RFP) through its online procurement portal, PlanetBids, soliciting proposals for CM&I services to manage the two construction projects. Prospective proposers were given the opportunity to visit the sites and discuss the project with SEJPA staff including a formal pre-proposal meeting on July 20, 2023. More than 20 consulting companies registered as prospective bidders and SEJPA received seven responsive proposals by the due date of August 17, 2023 from (alphabetically): 4LEAF, Inc.; Ardurra Group, Inc.; CDM Smith; Dudek; Hoch Consulting APC; Richard Brady & Associates, Inc.; and Valley CM. A selection panel consisting of SEJPA staff reviewed the proposals and ranked the teams in accordance with the selection criteria defined in the RFP: the strength of the project team members, the firm's experience and technical competence, the approach to the project, and overall firm qualifications and strength. The top three ranked teams, CDM Smith, Hoch, and Valley CM were invited to interview on August 29, 2023. The three shortlisted firms were scored based on the proposal content including level of service and the interviews. The selection panel's consensus scoring for the top three firms is represented in **Table 1**.

Table 1 – Top 3 Firm’s Ratings (Consensus Scoring) and Fee Estimate Comparison

Rating Criteria	Max Score	CDM Smith	Hoch	Valley CM
Strength of Project Team Members	10	8.6	7.0	8.3
Firm Experience and Technical Competence	10	8.3	7.7	7.5
Approach to the Project	10	8.3	8.4	6.7
Overall Firm Qualifications and Strength	10	8.5	8.0	8.2
Total	40	33.7	31.1	30.7
Proposed Fee Estimate		\$571,480*	\$628,155	\$1,180,804
* Negotiated scope and level of effort				

The CDM Smith team demonstrated experience with recycled water infrastructure, tank projects, pipelines within a golf course and pump stations in coastal communities. They proposed a tailored staffing plan utilizing a dual-role construction manager-inspector and a collaborative approach to field services leveraging SEJPA staff in order to align with the capital plan schedule and budget objectives. They are committing key personnel with the skillset and commitment needed for this project. CDM Smith’s extensive CM&I staffing in southern California provides the ability to adjust staffing levels to match needs of concurrent construction activities and their engineering resources are available to help resolve issues that may arise during construction.

Staff met with the highest ranked team, CDM Smith on August 30, 2023 to review scope assumptions, clarify project objectives, and confirm expectations for project execution. Staff also reviewed the proposed level of effort (labor hours), use of sub-consultants to fulfill the scope, and compared billing rates against typical market rates, determining that the scope, level of effort, and fee are reasonable. Based on the outcome of scope and fee negotiations, Staff recommends award of the CM&I Services to CDM Smith for a not-to-exceed fee of \$571,480, allocated to the four capital project elements as presented in **Table 2**.

Table 2 – CDM Smith Fee Proposal, Allocation to Capital Project Element

Capital Project Element	Fee Allocation
Wanket Tank Refurbishment and Conversion (including Sitework)	\$ 236,825
Recycled Water Pipeline	\$ 96,507
Recycled Water Valve Replacement	\$ 57,180
<i>Subtotal</i>	<i>\$ 390,512</i>
Moonlight Beach Pump Station Modifications	\$ 180,968
TOTAL	\$ 571,480

FISCAL IMPACT

The Wanket Tank and Pipeline project components will be funded from Recycled Water capital reserves and the Phase 4 Capital Program financing, as necessary. The tank and pipeline elements qualify for up to \$1.6 million in state and federal grant funding. The Recycled Water Valve Replacements will be funded from Recycled Water capital reserves. The updated project budget incorporating the CM&I services is presented in **Table 3**.

Table 3 – Wanket Tank, Pipeline, and RW Valve Replacement Project Budget

Task	Budget
Engineering/Design/Bid Phase	\$ 276,358
Construction*	\$ 2,630,000
Engineering Services during Construction (ESDC)	\$ 40,000
Construction Management and Inspection (CM&I)	\$ 390,512
Legal & Administration (3% - construction phase est.)	\$ 92,000
Contingency (10% - construction phase est.)	\$ 306,051
TOTAL	\$ 3,734,921

** Bids for the Wanket Tank Refurbishment, Pipeline, and Recycled Water Valve Replacement Project are due in September and will be presented to the Board at future meeting for approval.*

The MBPS Modifications will be funded through capital cash contributions (pay-go) from Encinitas Sanitary Division. SEJPA has already received \$1.5 million in funding from Encinitas Sanitary Division and has budgeted for the remaining \$0.6 million to be contributed in the current fiscal year (FY 2023-24). The construction contract was approved at the August 2023 Board Meeting. Incorporating the negotiated CM&I services attributed to the MBPS project component, the updated project budget is presented in **Table 4**.

Table 4 – Moonlight Beach Pump Station Modifications Project Budget (Updated)

Task	Budget
Engineering/Design/Bid Phase	\$ 112,000
Construction	\$ 1,570,000
Engineering Services during Construction (ESDC)	\$ 45,000
Construction Management and Inspection (CM&I)*	\$ 180,969
Legal & Administration	\$ 50,000
Contingency*	\$ 142,031
TOTAL	\$ 2,100,000

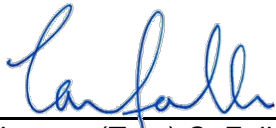
** Note contingency, originally budgeted at 10%, has been reduced by \$ 37,969 to offset actual costs for Construction and CM&I services. Remaining contingency of \$142,031 is approximately 7.7% of construction phase budget.*

RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to execute Professional Services Agreement with CDM Smith, Inc. in an amount not-to-exceed \$571,480 for construction management and inspection of the Wanket Tank Refurbishment and Conversion, Recycled Water Valve Pipeline, RW Valve Replacement, and Moonlight Beach Pump Station Modification Projects with cost shared between the Recycled Water Program and Encinitas Sanitary Division; and
2. Discuss and take action as appropriate.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Tom Falk", written over a horizontal line.

Thomas (Tom) C. Falk, P.E., PMP
Director of Infrastructure and Sustainability

Attachment 1: Proposal, Scope and Fee Estimate – CDM Smith



PROPOSAL **as modified by negotiations**

~~Sept. 2023~~
~~AUGUST 17, 2023~~

CM&I for the Wanket Tank Refurbishment & Conversion, Recycled Water Pipeline, RW Valve Replacement, & Moonlight Beach Pump Station Modifications Project

Capital Project Numbers: 13021, 13031, 13037, 13027

San Elijo
Joint Powers Authority

Attachment 1





August 17, 2023

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

Subject: Proposal for Construction Management and Inspection Services for the Wanket Tank Refurbishment and Conversion, Recycled Water Pipeline, RW Valve Replacement, and Moonlight Beach Pump Station Modifications Project, Capital Project Numbers: 13021, 13031, 13037, 13027

Dear Mr. Thornton:

The San Elijo Joint Powers Authority (SEJPA) is seeking a qualified construction management (CM) firm to provide professional CM, construction inspection, and material testing services for successful delivery of two large projects beginning in September: 1. Wanket Tank Refurbishment and Conversion, Recycled Water Pipeline and RW Valve Replacement and 2. Moonlight Beach Pump Station Modifications. In this proposal, we outline our experienced CM and inspection (CM&I) delivery team, demonstrate our approach to managing multiple concurrent projects, showcase our relevant qualifications, and demonstrate our understanding of the importance of safety on the job. Our local, relevant experience allows us to:

- **Deliver a staffing plan that matches SEJPA's needs** – Led by Construction Manager **Carlos Melvin**, CDM Smith provides strong leadership to manage the construction workflow between contractor, designer, and operations staff while maintaining a culture of safety, quality, and performance. As resident engineer, **Brian Walker** will support the field resources for the project. Our CM leadership team will be supported by inspection staff and project controls specialists, ramping up and reducing down as construction progress necessitates. This will allow us to provide the necessary daily oversight of the general contractors while being mindful of the overall CM&I budget and fee.
- **Mitigate risks and keep SEJPA's facilities operational** – As designers, builders, and construction managers, we know how to mitigate construction risk. For example, **Alberto Acevedo** led Elsinore Valley Municipal Water District's (EVMWD) **Horsethief Water Reclamation Expansion Project** and recommended the design of a new compact facility within the existing site, keeping the existing plant operational during construction. We will provide high-quality oversight and closely coordinate with SEJPA and the contractors to keep the project moving forward.
- **Apply lessons learned from recent CM&I experience** – We carefully selected this team for their CM expertise on projects just like yours, with many team members having worked together before. **Carlos Melvin** and Construction Advisor **Sean Kenney** served in similar roles for the **Mechanical Dewatering and San Dieguito Dam Improvements Project** and the **Clearwell and Washwater Tank Seismic Retrofits Project**, both for Santa Fe Irrigation District. Our team's experience gives us the technical skills necessary to deliver CM&I services on concurrent, critical projects.
- **Leverage our knowledge of SEJPA facilities** – CDM Smith completed several task orders under SEJPA's **On-Call Engineering Services Contract**. We are currently investigating and providing recommendations for the treatment of biogas to run the existing boilers. Our big picture understanding of SEJPA's system operations allows us to take a proactive approach to testing, startup, and commissioning as you bring these projects online. Our team will utilize knowledge of SEJPA's facilities, processes, and procedures to successfully deliver this exciting project.

As principal-in-charge, I commit to providing CDM Smith's resources and high-quality services, as well as strong leadership and the experienced, high-caliber CM&I team that SEJPA is seeking. If you have any questions about our proposal, please contact me at (949) 930-7252 or acevedoa@cdmsmith.com. We acknowledge Addendum 1 issued on August 14, 2023.

Sincerely,

Alberto Acevedo PE, BCEE, PMP
Vice President/Principal-in-Charge

CDM Smith Inc.

SECTION 1: IDENTIFICATION OF RESPONDER

A local team committed to the project

Legal Name & Address: CDM Smith Inc., 1808 Aston Avenue, Suite 240, Carlsbad, CA 92008

Legal Form of Company: Corporation

Parent Companies: None

Address of Office in San Diego County: 1808 Aston Avenue, Suite 240, Carlsbad, CA 92008

Point of Contact: Alberto Acevedo, Vice President/Principal-in-Charge, 32 Discovery, Suite 250, Irvine, CA 92618
tel: 949.930.7252, email: acevedoa@cdmsmith.com

SECTION 2: EXPERIENCE & TECHNICAL COMPETENCE

Our experience is evident through decades of local work

In the table below, we highlight our project experience within the last 10 years. Many of these projects include new construction or rehabilitation of similar facilities, replacement or installation of pumps, and keeping facilities operational during construction.

Clearwell and Washwater Tank Seismic Retrofits, *Rancho Santa Fe, CA*

Provided CM and inspection services for the rehabilitation and seismic upgrade of two critical elements of the WTP, the seismic reinforcement of the underground 10 million gallon, 60-year-old reinforced concrete reservoir, and the repair, seismic reinforcing, and recoating of the one million gallon steel washwater tank. Well-coordinated planning and execution of the work allowed for early completion with minimal change orders. Protective coating work and installation of a temporary 20,000-gpm washwater supply was executed with no major disruptions or permit violations and zero accidents.



Owner Contact Info
Santa Fe Irrigation District
Marissa Potter,
Associate Civil Engineer
tel: (858) 227-5792

Date Initiated/Completed
2020/2021
Contract Value
\$5.5M

Key Personnel & Subconsultants
Sean Kenney (Senior Construction Engineer), Carlos Melvin (Resident Engineer), MTGL (Special Inspections)

Mechanical Dewatering and San Dieguito Dam Improvements, *Rancho Santa Fe, CA*

Provided CM and inspection services for the construction of a new centrifuge dewatering facility to house the existing Andritz primary sludge dewatering centrifuge, and installation of a new second centrifuge. The existing dewatering facility was converted to a new electrical building. New odor control, new electrical, instrumentation and controls, SCADA system, bridge crane, and conveyance equipment was included. Careful planning and temporary bypassing of sludge to existing drying beds minimized plant disruptions. Crack repairs were made to the 80-year-old dam, and new aluminum safety handrails were installed to replace unsafe rails, allowing for public access.



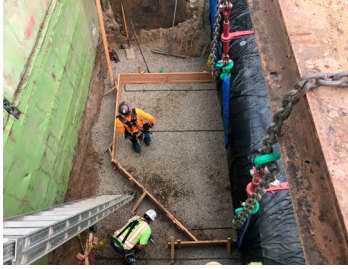
Owner Contact Info
Santa Fe Irrigation District
Marissa Potter,
Associate Civil Engineer
tel: (858) 227-5792

Date Initiated/Completed
2020/2021
Contract Value
\$7.8M

Key Personnel & Subconsultants
Sean Kenney (Senior Construction Engineer), Carlos Melvin (Resident Engineer), MTGL (Special Inspections)

Agua Hedionda Sewer Lift Station, *Carlsbad, CA*

Provided CM and inspection services for the demolition of existing sewer lift station, construction of new lift, and removal of approximately 1,200 linear feet of concrete sewer pipe. Monitored third-party testing and change order management.



Owner Contact Info

Cities of Vista and Carlsbad
Michael Hilter,
Capital Projects Manager
tel: (760) 643-5428

Date Initiated/Completed

2020/Ongoing

Contract Value
\$6M

Key Personnel

Carlos Melvin (Resident Engineer & Inspector), Brian Walker (Civil)

Fort Irwin U.S. Army National Training Center Water Treatment & Distribution System *Fort Irwin, CA*

Provided planning, design, engineering, CM and inspection, field and resident engineering, construction, and startup and commissioning for a 6-mgd WTP design-build project. Erection and coating of a large steel-welded storage tank.



Owner Contact

U.S. Army Corps of Engineers,
Los Angeles District
Kevin Thomas,
Resident Engineer
tel: (760) 256-4527

Date Initiated/Completed

2012/2016

Contract Value
\$101M

Key Personnel

Carlos Melvin (Construction Quality Control Manager)

Camp Pendleton Water, Wastewater, & Recycled Water System Improvements *Oceanside, CA*

Provided CM services and developed and implemented construction QC plans as part of the design-build-operate-maintain (DBOM) contract. Developed independent QC program for workforces and subcontractors. Coordinated startup, testing, and commissioning.



Owner Contact

Naval Facilities Engineering Command - Southwest
John Hardesty, ROICC,
Engineering QA
tel: (619) 708-8969

Date Initiated/Completed

2004/2018

Contract Value
\$440M

Key Personnel

Carlos Melvin (Construction Quality Control Manager)

Wilson & Cohort Streets Pipeline Replacement Projects *Costa Mesa, CA*

Provided CM support and constructability reviews for this multi-year CIP program for pipeline replacement, vault upgrades, and a SCADA conversion. Work included RFI submittals, specialty inspection, claims management, and startup and commissioning.



Owner Contact

Mesa Water District
Andrew Wiesner, PE
tel: (949) 207-5458

Date Initiated/Completed

2021/2022

Contract Value
\$1M

Key Personnel & Subconsultants

Sean Kenney (Construction Manager), MTGL (Soils & Materials Testing)

Rinconada WTP Reliability Improvement Project, San Jose, CA

Provided planning, engineering services, CM and inspection, field and resident engineering. Expansion of WTP from 80 to 100 mgd. Fully operational plant during construction with a focus on safety precautions due to tight site constraints.



Owner Contact
Valley Water
Patrick Carter,
Senior Engineer
tel: (408) 630-2984

Date Initiated/Completed
2013/2020
Contract Value
\$180M

Key Personnel
Brian Walker (Environmental
Engineering)

Garden Grove PFAS Water Treatment Upgrades, Garden Grove, CA

Work included installing ion exchange units at five existing well sites due to high levels of PFAS contaminants. Time extensions for supply chain issues due to the pandemic impacts were quickly negotiated and work sequence changes were implemented to keep the work progressing. Long lead items were closely tracked and mitigation measures were taken for startup with partial completion of the work pending delivery of non-critical equipment. Facilitated a collaborative relationship with the owner, contractor, and CM which allowed for the work to continue without interruption.



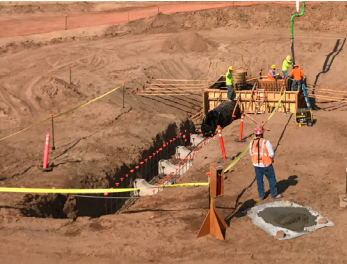
Owner Contact
City of Garden Grove
Rebecca Li,
Senior Civil Engineer
tel: (714) 741-5562

Date Initiated/Completed
2020/Ongoing
Contract Value
\$18M

Key Personnel
Sean Kenney (Construction
Manager)

Avondale WRF Upgrades Design and CM, Avondale, AZ

Provided CM, resident engineering, maintenance of plant operations, and start-up and commissioning support for a new 100-ft primary clarifier, a new 90-ft secondary clarifier, and aeration basin improvements. Also provided change order management, submittal review, and quality assurance.



Owner Contact
City of Avondale Public
Works Department
Tony Woodrum,
Superintendent
tel: (623) 333-4431

Date Initiated/Completed
2005/2018
Contract Value
\$11.2M

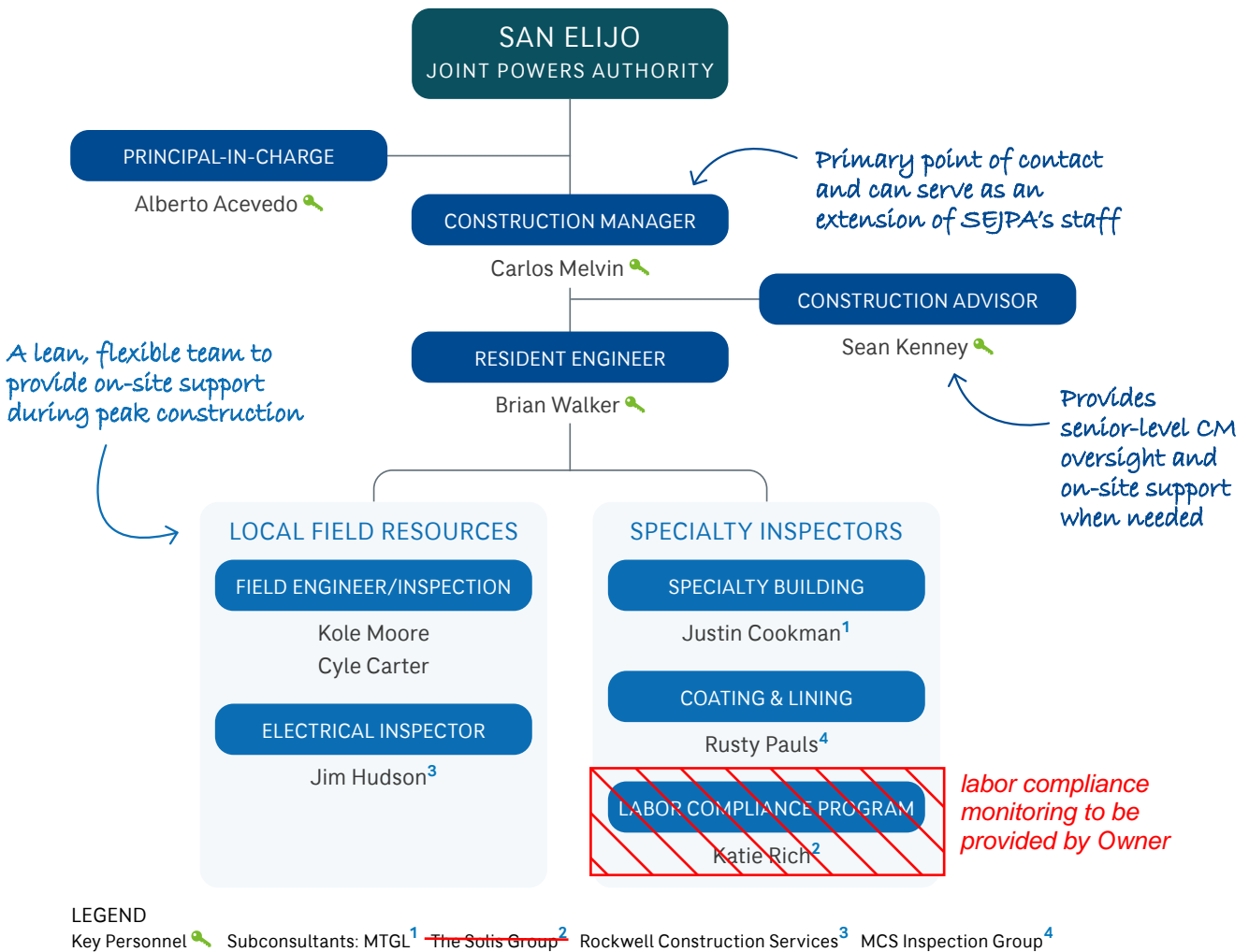
Key Personnel
Carlos Melvin (Resident
Engineer)

SECTION 3: PROJECT ORGANIZATION & KEY PERSONNEL

A Proven Team of CM Specialists

Construction Manager **Carlos Melvin**, Resident Engineer **Brian Walker**, Construction Advisor **Sean Kenney**, Principal-in-Charge **Alberto Acevedo**, and CDM Smith's experts bring exceptional qualifications and commitment to partnering with SEJPA for the duration of the contract. When construction activities increase, we will pull in local field engineers from CDM Smith's Carlsbad and Irvine offices. Our CM&I team is enhanced with support from MTGL, The Solis Group, Rockwell Construction Services, and MCS Inspection Group, who will provide the appropriate qualified inspection staff as needed throughout the projects' durations. We have successfully minimized budget impacts by flexing staff on and off of projects. Similarly, we can accommodate fluctuating construction activities to minimize the burden on this project's budget.

Carlos, Brian, Sean, and the CM&I team will capitalize on recent project successes to deliver results on your projects. With our Carlsbad office located near SEJPA, **our team can quickly respond to resolve any challenges that may arise in the field.**



Our team brings exceptional qualifications to deliver your projects on schedule with minimal disruptions to the community.

Key Personnel

A successful project begins with the right team members – and CDM Smith is committing our best and brightest.

Alberto Acevedo

PRINCIPAL-
IN-CHARGE



Building on his familiarity with SEJPA and other municipal clients, as well as his success delivering quality projects, Alberto will support the project by making resources available to the core CM team. He will make sure our work is in line with budget and schedule allocations.

Alberto is a proven, hands-on leader with 47 years of technical experience on water and wastewater projects throughout Southern California. He has led numerous projects, including the recently completed OC SAN **P2-122 Headworks Modifications, and P2-137 Digester Rehabilitation projects**, both at Plant 2. This involved the replacement of three, 68-mgd sewage pumps with 50-mgd pumps, and the separation of the headworks into reclaimable and non-reclaimable streams. Alberto's collaborative leadership style enables him to successfully work with all members of our team to efficiently resolve complex challenges that may arise.

Based in Irvine

5-10% Availability

Carlos Melvin

CONSTRUCTION
MANAGER



Carlos will be on-site full-time during construction. He will apply his proactive leadership style, proven CM techniques, client-focused management approach, and in-depth knowledge of similar facilities to mitigate potential issues, minimize change orders, and drive the project toward quality, schedule, and safety goals.

Carlos is a collaborative team builder and problem solver with 23 years of experience in CM and quality control inspection for water, wastewater, solid waste, and hazardous waste management projects. He worked alongside Sean Kenney on the **Mechanical Dewatering and San Dieguito Dam Improvements**, and the **Washwater Tank Seismic Improvements and Clearwell Seismic Improvements** projects, for SFID. The work included coordination to relocate an existing centrifuge and installation of a new centrifuge.

Based in Carlsbad

100% Availability

Sean Kenney

CONSTRUCTION
ADVISOR



Sean will foster innovative ideas and promote pragmatic, cost-effective solutions that lay the groundwork for successful construction. He managed field construction operations for the City of Los Angeles' construction, including heavy civil projects with extensive concrete work, water-bearing structures, and Maintenance of Pump Station Operations (MOPO) planning for major plant modifications.

With 30 years of CM water and wastewater experience, Sean will leverage this knowledge to provide excellent construction advisory services. He was the construction engineer for the recently completed **Mechanical Dewatering and San Dieguito Dam Improvements Project**, and the **Washwater Tank Seismic Improvements and Clearwell Seismic Improvements project**, both for SFID. The project included coordination on the relocation of an existing centrifuge, and installation of a new centrifuge.

Based in Irvine

5-10% Availability

Brian Walker

RESIDENT
ENGINEER



Brian brings expertise in wastewater treatment and advanced water processes, specializing in indirect and direct potable reuse as well as groundwater recharge. He is proficient in cutting-edge technologies, like ozone treatment, membrane bioreactors, micro and ultrafiltration, and reverse osmosis.

With hands-on CM experience as an owners representative, Brian has proven his ability to deliver successful projects. Notably, he played a crucial role in the seamless execution of the **Agua Hedionda Sewer Lift Station Completion Project** for the Cities of Vista & Carlsbad. Additionally, his collaboration with Alberto Acevedo on the **P2-122 Headworks Modifications and P2-137 Digester Rehabilitation** at Plant 2 for OC SAN highlights his exceptional teamwork and technical prowess.

Based in Carlsbad

85% Availability

Value-Added Subconsultants

To supplement the talents of our team and bring best value to SEJPA, we have selected the following subconsultants for their relevant qualifications and specialized expertise, and due to our professional experience working with them in similar projects.



MTGL Inc. (MTGL)

MTGL will provide as-needed construction inspections and soils and material testing services.

MTGL specializes in geotechnical engineering, soils/materials inspections, and laboratory testing services. They have over 100 employees and three offices throughout Southern California, including in San Diego County.

MTGL has a proven track record of working with CDM Smith on numerous projects, such as:

- Mechanical Dewatering and San Dieguito Dam Improvements, SFID
- Washwater Tank and Clearwell Seismic Improvements, SFID
- Wilson and Cohort Streets Pipeline Replacement Projects, Mesa Water District



The Solis Group (TSG)

TSG will provide labor compliance services.

TSG is a program management and compliance consultant for public works construction programs. They specialize in Labor Compliance Programs (LCP), the administration of C Agr Pro (PL) and con

labor compliance monitoring to be provided by Owner

TSG is certified as a DBE, M/WBE, and SBE.

TSG's relevant California LCS experience includes:

- Newhope-Placentia Trunk Sewer Replacement, OC San
- Capital Improvement Program, IEUA
- City Clean Water Program, City of San Mateo
- Prop 84 Portfolio, Upper San Gabriel Valley MWD



Rockwell Construction Services, LCC (RCS)

RCS will provide electrical inspection services.

RCS offers electrical, I&C, and systems integration, CM, and inspection services to the water/wastewater industry, and has provided services on similar projects. For example, they provided technical guidance to the City of Carlsbad for their SCADA Master Plan.

RCS has partnered with CDM Smith on a range of projects, including:

- Water Pollution Control Facility, Primary Area Improvements, Encina Wastewater Authority
- Electrical SCADA Upgrade, Encina Wastewater Authority
- Mechanical Dewatering and San Dieguito Dam Improvements, SFID
- Washwater Tank and Clearwell Seismic Improvements, SFID
- Aqua Hedionda Sewer Lift Station, City of Carlsbad



MCS Inspection Group Inc. (MCS)

MCS will provide NACE-certified coating and lining inspections.

Their services focus on water infrastructure, including coating and lining inspection, shop inspection, field inspection, failure analysis, dive inspection, and certified welding inspection.

MCS recently supported CDM Smith on the following projects:

- Backwash Tank Rehabilitation, SFID
- Mechanical Dewatering and San Dieguito Dam Improvements, SFID
- Washwater Tank and Clearwell Seismic Improvements, SFID



SECTION 4: PROJECT APPROACH

Our understanding of the projects and objectives

Project Understanding

SEJPA seeks an experienced team to provide CM&I and materials testing to successfully deliver the Wanket Tank Refurbishment (Project 1) and the Moonlight Beach Pump Station (Project 2). Project 1 involves construction of a new recycled water pipeline, Wanket Tank Refurbishment, and the removal/replacement of 35 valves along the existing recycled water pipeline alignment. Project 2 consists of minor structural repairs, mechanical upgrades (such as removal/replacement of the existing pumping equipment), the addition of a new jockey pump, and replacement of valves and other mechanical appurtenances, as well as new selected instrumentation to control the operation of the upgraded pump station.

To successfully deliver these projects, CDM Smith has assembled a CM&I team that will work closely with SEJPA staff and external stakeholders. We will coordinate with the Golf Course Management Group to minimize impacts to the project schedule and the operation of the golf course. Pump station upgrades will be carefully sequenced to minimize bypass requirements and maintain the level of service of the facility during construction. This section outlines our approach to completing these projects within the schedule and budget successfully.

Results-Oriented Project Approach

CDM Smith has provided CM services for many pump station rehabilitation projects with improvements similar to the ones for the Moonlight Beach Pump Station. While we begin every project with a foundation based on experience, capabilities, and lessons learned, we initiate each project with a clear definition of its particular requirements, goals, objectives, and potential challenges. We then use this knowledge to develop a detailed and specific project approach.

Our CM approach leverages our expertise in project coordination, construction, inspection QA/QC, testing, and operating pump station and conveyance facilities to deliver Projects 1 and 2 to SEJPA's expectations. Key to our approach is proactive and thorough risk management and our prioritized focus on minimizing and mitigating impacts to existing facilities and ongoing plant operations.

Given our knowledge of SEJPA's systems and facilities gained through our site visits and review of the project Bid Documents, combined with our global CM expertise and experience, we have identified key issues described below. Our project approach and team have been thoughtfully tailored to enable us to proactively address and mitigate these issues, which we consider paramount to meeting SEJPA's goals and objectives.

Stakeholder Communications

As a SEJPA representative **Carlos Melvin** will coordinate internal and external stakeholder communications, including regular meetings with SEJPA staff, Contractors, City of Encinitas, City of Solana Beach, and the Encinitas Ranch Golf Course Management. The coordination with the Encinitas Ranch Golf Course is a critical element of Project 1 to maintain schedule and to minimize impacts to the operations of the golf course. This project element will require strategic planning to get the work completed with minimum disruption to the local golfers. Carlos will coordinate with the golf course management to evaluate the potential for implementing night work, implementation of a sequence that may allow for work in certain areas that can be completed by shutting down portions of the course or to shorten the time and use of the course for a limited time during the week and/or season of low usage, and potentially for the start of construction early in the afternoon if the golf course could reduce daily operating hours during the construction schedule.

Effectively Managing Multiple Contracts and Work Fronts

Our team has carefully reviewed the scope of services (RFP Attachment 2) for Projects 1 and 2. We will provide SEJPA with a CM team that has the knowledge and experience to effectively manage multiple projects and work fronts as required by the construction phases and progress of each element of the work.

Carlos is committed to performing the construction management duties during the delivery of these projects. He will be assisted by Resident Engineer **Brian Walker**, who will help Carlos coordinate the daily work and the requirements for field inspection and specialty inspection services to cost-effectively cover the different elements of the two projects with our local resources and specialty consultants.

Staffing Plan

Carlos will provide the level of involvement necessary for construction management, quality assurance, safe working conditions, risk management, attending construction meetings, and advising SEJPA on contract administrative issues as needed. Should the project encounter contractual disputes or claims, Carlos will be available to support that process, alleviating strains on our on-site project field team that could otherwise compromise the daily, routine construction administration responsibilities.

Fundamental to our project staffing plan is a dedicated core CM team that will provide a consistent presence on-site to monitor the various construction activities. During initial project ramp-up we anticipate the on-site activities will be led by Carlos with the assistance of Brian Walker. As construction activities increase, Carlos' and/or Brian's presence on-site will increase. When multiple crews are working, we will pull in local field inspectors from CDM Smith's Carlsbad office, supported, as required, by specialty inspectors. During dips in on-site construction activities, our staff will flex off the project to minimize our burden on your project budget.

These projects will require safe access for construction and inspection, and a method for verifying quantities. Our field team will establish protocols through a "preparatory meeting" with SEJPA staff, the contractor, and the designer so that a clear work plan, including schedule, is in place prior to starting work. This planning effort will encourage higher production rates for the contractor, make sure project team resources are in place when needed, and help control project costs for this offsite work.

We have the structure and local resources necessary to provide flexibility in responding to scope and schedule changes. This will benefit SEJPA with no duplication of effort or idle time, saving costs while focusing on mitigating higher risk and time-sensitive activities.

A summary of the staffing plan to complete the project elements in accordance with the RFP is presented below. A detailed breakdown for each project element is presented in Appendix B.

A staffing plan for CDM Smith CM staff is summarized below:

Total

See Appendix B

Risk Management

Our local team of experts will apply our proven CM approach to proactively identify and manage risk, minimize disruptions to existing operations, provide cost and schedule certainty, and promote the highest standards of quality and safety. Importantly, our CM approach will emphasize coordinating project activities with the general contractor, subcontractors, designers of record and SEJPA engineering and O&M staff, to eliminate the possibility of conflicts. We have found that team collaboration maximizes cooperation between all parties and constant communication reduces the potential for confusion. We will implement clearly defined and strictly followed processes and procedures that encourage compliance with the project scope, schedule, and budget requirements, which will enhance our team's efficiency. We will also continually seek opportunities to save the projects, and thereby SEJPA, time and money.

Understanding that this project may face some construction challenges, the CDM Smith Team will collaborate with SEJPA to identify, mitigate, and effectively resolve any potential risks or issues. For example, a potential risk associated with the supply chain for procurement of the mechanical equipment and electrical gear can be mitigated by providing the selected contractor with the list of pre-selected manufacturers for the equipment so the contractor can prepare the shop drawings for the equipment early in the process and assisting the shop drawing approvals to expedite the procurement of the equipment and avoid delays in the construction of the improvements.

Permitting

CDM Smith's construction team understands that all required permits for the construction of the four elements of this project are the responsibility of the contractor. However, our team is familiar with the required permits and will be ready to assist SEJPA and the contractor during the procurement of the permits, such as:

- The traffic control plans which require the approval of the City
- The Regional Water Quality Control Board for the disposal of dewatering water
- Storm water management
- Compliance with City's noise ordinances

Constructability

CDM Smith will complete an administration review of the 100% plans and specifications, prior to Contractor bids. We will complete a focused constructability review by our core CM team and consultants. Primary areas of interest include contractor/ subcontractor qualifications; bid schedule; measurement and payment; maintenance of operations; specialty inspection (coating, structural, dewatering testing); sequencing and constraints; startup and commissioning requirements; performance specifications; roles, responsibilities, and durations of the Owner, CM, and Integrator activities for operations, testing, specialty inspection; and similar topics. A comment-resolution log will be created to establish consensus resolution around comments and consider risk mitigation strategies.

A workshop will be held with SEJPA staff and the Design team to share our comments and coordinate with the Designer for final revisions to P&S prior to bid.

As part of our team's relevant CM project experience, they have completed many constructability workshops to assist with the evaluation and implementation of a construction sequence to minimize disruptions to other facilities. Similarly, our team can assist in the preparation and implementation of the testing and commissioning protocols for the rehabilitated facilities. At the end of the project, the team will assist in the implementation of safe procedures to get the new facilities in line in a timely manner and minimize impacts to the schedule or budget for the project.



Collaborative Startup & Commissioning

Carlos Melvin championed the successful startup of a complex treatment training at the Fort Irwin WTP. His efforts involved coordinating with the client to bring in vendors to participate in an on-site process for start-up and commissioning. Applying these best practices to the Wanket Tank and Moonlight Beach Rehabilitation projects will support in the successful transfer of the facilities to SEJPA's staff.

Supply Chain Uncertainty

CDM Smith’s proven approach to managing project submittals and startup/testing and commissioning plans will reduce the risk of project delays, minimize potential change order value, and encourage a smooth, collaborative transition from construction to operations. This effort is especially critical, considering supply chain impacts that are causing long lead times for key mechanical equipment, electrical equipment, and PLC gear. Our team will coordinate with SEJPA and the contractor on early equipment submittals for any equipment that may potentially cause schedule delays. We will work closely with SEJPA and the designer to expedite the shop drawing submittal reviews. We recommend preliminary review of critical submittals, which will allow us to expedite finalization in working sessions with SEJPA and the designer.

We have prepared our CM services level of effort to align with the anticipated construction execution. Our detailed staffing approach is included below.

Cost Escalation

Our CM team is familiar with the cost escalation issues that are impacting the construction sector at this time, and we will work in full collaboration with SEJPA to confirm that the equipment proposed by the contractor meets the specifications and that the cost is in line with the expected cost at the time. CDM Smith’s construction division is our source for verification of equipment cost and they are fully aware of market trends at any given time.

Safety

CDM Smith’s health and safety (H&S) program is based on the principles that people are our greatest asset, accidents and injuries are preventable, and everyone is responsible for safety. We take safety seriously in operating plants and on construction sites. Anticipated hazards include exposure to chemicals, rotating machinery, fall/trip hazards, electrical hazards, and overhead hazards. Therefore, team members will be suited with the required personal protective equipment (PPE). Each site visit will be prefaced with a safety briefing to encourage adherence with our firm’s “think-safe” protocol. Our team will work with the contractor to abide by all safety protocols on-site, including when office team members must participate at the project site. Our staff is already familiar with SEJPA’s H&S protocols through our ongoing work with SEJPA through the On-Call Services Contract. This institutional knowledge will be incorporated into the development of a project-specific site safety plan. The details of this plan will address the following elements, at a minimum:

- Safety orientation for CDM Smith staff and project support staff
- Safe work in and around existing operations
- Coordinating with contractor to conduct weekly all-hands site safety meetings
- Project safety observation
- Emergency response procedures; hospital, fire, and police notifications; safety related communications

CDM Smith’s corporate safety program was developed to comply with all OSHA requirements (29 CFR, Part 1910 & 1926), along with the specific requirements of our clients.

Proactive Delivery Solutions Keep the Project Within Schedule

When delivery challenges arose with MCCs and control panels on the Horsethief Water Reclamation Expansion project, CDM Smith worked closely with EVMWD, evaluating different equipment suppliers to meet the design intent and compliance specifications. As a result of these activities, our team reduced the delivery schedule from 16-18 months down to 12 months.



CDM Smith Recent Safety Statistics

Year	Experience Modification Ratio (EMR)	Total Recordable Incidence Rate (TRIR)	Lost Workday Incident Rate
2019	0.67	0.17	0.0
2020	0.62	0.05	0.0
2021	0.73	0.12	0.0
2022	0.66	0.22	0.04

Construction Quality Management and Level of Effort

Carlos will leverage his Quality Construction Manager (QCM) skill set to apply the Three Phases of Control: **Preparatory, Initial, and Follow-Up.**

This approach is required for implementation on any CDM Smith construction project and requires the “team” (i.e., QCM, contractor, associated subconsultants, and safety staff) to complete a detailed review of the construction activities before and during the implementation of the work. The steps identified below are core to the overall construction quality management system.



The **Preparatory Phase** occurs prior to construction, and includes a review of any associated submittals, RFIs, and third-party testing requirements, as well as an inspection of the job site. This step brings all parties together to communicate and verify that all contract documents and details have been reviewed.

The **Initial Phase** meeting takes place prior to job site activities, and serves as a follow-up to action items that may have surfaced during the preparatory meeting.

The **Follow-Up Phase** is intended to serve as a check on the planned activities to determine compliance with contract documents (including safety). Carlos will utilize his experience employing the Three Phases of Control to proactively work with the contractor and team, which will enhance project success.

A summary of the level of effort presented in accordance with the RFP is below. A detailed breakdown for each project element is presented in Appendix B.

Level of Effort - Hours Per Project & Staff Classification



A Proactive Approach to Safety

As the construction manager/resident engineer for SFID’s Dewatering Facility Upgrades and Seismic Retrofits Project, Carlos Melvin inspected the activities at the clarifier and discovered that a boom lift being used for equipment installation did not have a safety harness. A **Safety Stand Down** was initiated to review and implement proper safety procedures, thereby preventing injuries. Carlos will apply a similar, proactive safety approach to your projects.

Electronic Document Management System (eDMS)

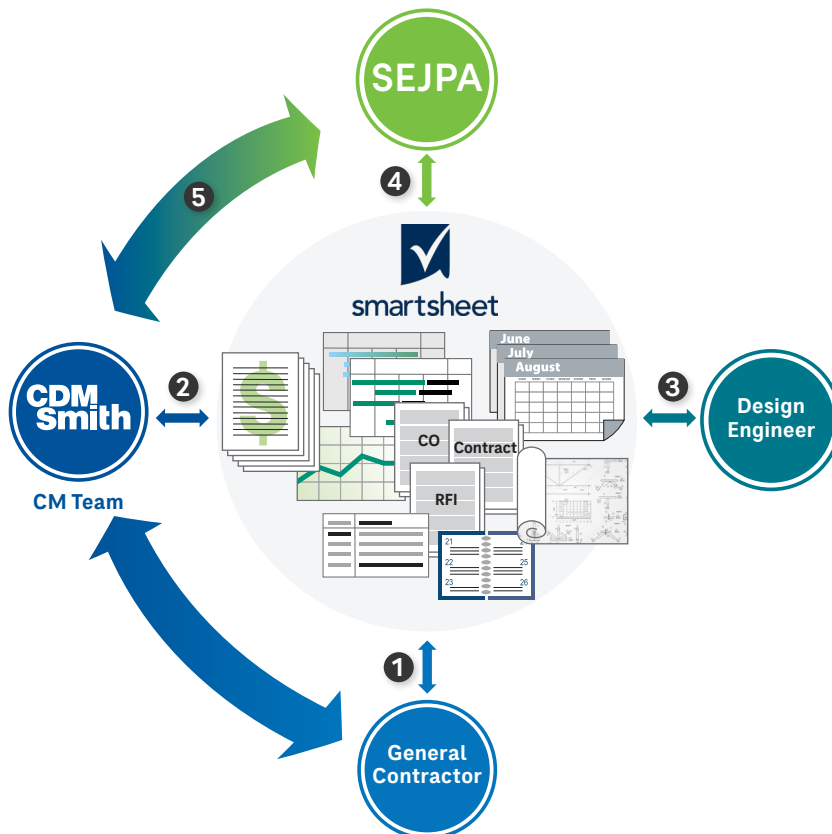
An eDMS provides critical information that will enable our team to effectively manage construction. All tracking, analyzing, and reporting of information must start by defining baseline expectations and measuring progress against these baseline conditions.

CDM Smith will develop and implement a dedicated eDMS utilizing Smartsheet software platform that will identify the types of records to be maintained and establish a project document numbering protocol throughout the complete project life cycle. The Smartsheet Construction Management Software is a cloud-based solution to manage the flow of information between the contractor, the design engineer, the CM team, and agency implementing the project. The benefit to SEJPA and the project is the clear accountability to monitor how the work is done and by whom, therefore increasing speed and accountability for the project. With this software we will be managing submittals, RFIs, meeting agenda and minutes, daily reports, and special inspection reports.

We will detail the specific procedures for managing change orders, routing submittals and RFIs, as well as driving the process to make sure that prompt and thorough reviews are performed and are directed to the appropriate reviewers. We will document the receipt of all RFIs and submittals as well as any correspondence related to RFIs, submittals, schedules, and change orders.

We will review submittals and RFIs for completeness, directing them to the appropriate specialty engineer for review and approval. Our team will monitor the progress of the submittals via Smartsheet and communicate with the designer if there is an apparent delay in the process. Once the review is completed, the submittals will be returned for final review and distributed to the contractor. Carlos will maintain searchable logs to track status and dispositions so that information can be readily shared with the team. Please see the figure below for an overview of the eDMS process.

An eDMS like Smartsheet allows the CM team and owners to accurately measure and manage project delivery from inception to completion and operations.



- 1** CM reviews incoming submittals and RFIs with the contractor to verify completeness, then release into “work flow.”
- 2** Daily construction monitoring records, photos, and correspondence will be maintained in Smartsheet. Construction manager will check the accuracy of the records, monitor status of reviews, and track budget/schedule impacts.
- 3** Notify design engineer of documents available for review through Smartsheet.
- 4** Provide SEJPA all project information to confirm construction activities.
- 5** CM produces reports from Smartsheet to keep SEJPA staff apprised of budget, schedule, and project control status.

Scope of Work

Task 1: Project Management

As your CM&I team, CDM Smith will provide full-service management of Projects 1 and 2. Carlos will submit monthly reports to SEJPA that provide a current status of the construction work, budget tracking of CDM Smith costs, and identification of issues or challenges. Monthly invoices will include detailed breakdown and all backup.

We will conduct monthly meetings with SEJPA staff where the monthly reports will be reviewed and discussed in order to maintain a transparent and proactive understanding of the work. As-needed, we will request additional meetings with SEJPA to discuss and resolve pressing issues and concerns.

Task 2: Pre-Award and Pre-Construction Services

With the issuance of the NTP we will begin establishing our project specific Construction Management Procedures Manual that will include creating documents and forms for receiving, tracking, and responding to all project correspondence. Forms will be generated for RFIs, submittals, and change orders, as well as inspection tracking logs and daily progress reports. We will formalize Smartsheet procedures and complete a thorough constructability review of the plans and specifications. We will also prepare and submit our H&S Procedures Manual for the projects.

We will perform a complete assessment of the existing site conditions, fully documented by video and photos for future reference.

These efforts will prepare us for the Pre-Bid Phase, where we will attend the Pre-Bid Meeting and assist to support development of any Addenda as needed. This will also be a time to begin the creation of a risk mitigation plan that includes any red-flag issues that may be identified.

Task 3: Services During Construction

Carlos will prepare agendas and lead all meetings, including the pre-construction and weekly progress meetings. Meetings will address all aspects of the construction work, including look-ahead schedules, action items, issues, and overall coordination of the work. We are a strong proponent of open and timely communication, so additional meetings with the contractor and SEJPA will be held as needed.

Shop drawings will be closely tracked and an initial submittal log will be requested from the contractor that identifies long-lead and sensitive materials and equipment

items. These submittals will be closely tracked to mitigate impacts to the project schedule. Timely review and clear responses to submittals will be a priority of the CM team. We will work closely with SEJPA and the designers to expedite approvals.

RFIs will be our preferred method for addressing any concerns or potential changes to the design, and formal written correspondence will be required. RFIs will be received, logged, and routed for review by Carlos with the expectation that responses are returned within five working days. RFIs will be tracked at progress meetings as well. In the event that a design change results from an RFI, formal direction will be given either by field memo or change order. All changes or clarifications shall be recorded on as-built plans by both the contractor and the CM team.

Carlos and Brian will provide all project oversight and tracking. Day-to-day issues will be tracked by Carlos and shared with the team through Daily Progress Reports and direct correspondence in real-time. All required inspections, including specialty inspections, will be coordinated and reported on logs that are accessible to the team and shared at weekly progress meetings.

Change management is a key component of our work. When proactively managed, schedule impacts are mitigated, project costs are controlled, and most potential claims and disputes can be avoided. Carlos will identify and track potential change orders following established guidelines to verify merit, establish design changes, and negotiate costs and time impacts. Sean Kenney will be available to advise Carlos on management potential change orders. Change orders will be tracked at weekly progress meeting and will be discussed together with the current project risk register at the monthly status meetings with SEJPA.

Carlos and Brian will coordinate all field inspections and material testing for the project, with the contractor providing ample notification and accommodation in order to deliver high quality work and compliance with the plans, specifications, and code requirements. All inspection reports will be uploaded to Smartsheet and results entered into our tracking log.

Quality assurance will be field-verified by our team and recorded in Daily Reports. Any non-compliant work will be quickly identified, and the contractor will be notified to correct. Our field team will also verify that safe work practices are followed and that site protections and precautions are complied with, such as traffic control,

public safety, SWPPP, and water quality procedures. Any plant impacts or equipment shutdowns will be carefully planned with SEJPA and monitored by our field team.

Project start-up and commissioning plans must begin early in the project. We will facilitate the creation of detailed work plans that include input from SEJPA staff to make sure operations and maintenance requirements are met. Performance testing and training will be completed and documented as required by the contract.

Punch lists, created with input from the entire team, will be addressed by the contractor. Final job walks will be scheduled ahead of our recommendation of project completion. Once the projects are completed and accepted, we will negotiate the final closeout of the project and deliver all project files to SEJPA, including as-built plans, equipment O&M manuals, and warranties.

Assumptions

- Office space for the construction manager and associated staff (approximately 300 square feet) will be provided by owner (via the Wanket Tank contractor).
- Utilities, including water, sewer, and electrical will be provided.
- Internet service shall be provided by the CM.
- Environmental services shall be performed by independent consultant hired by the SEJPA.



Appendix A: Resumes



Alberto Acevedo, PE, PMP, BCEE

Principal-in-Charge

Mr. Acevedo is a civil and chemical engineer with over 47 years of experience overseeing multi-disciplinary teams to deliver complex, large-scale infrastructure projects in California, Nevada, Texas, and Puerto Rico. His experience includes the design and construction of infrastructure projects with extensive experience in water and wastewater engineering and reclaimed water systems in Southern California and Central America. Mr. Acevedo has been involved in preparation of planning studies for water and wastewater facilities; sewer design and rehabilitation; and design and operation of pump stations, chemical feeding systems, and water and wastewater treatment plants. Mr. Acevedo brings extensive firsthand knowledge and understanding of OC SAN's facilities as well as your goals and priorities. A proven leader with keen technical acumen, Mr. Acevedo will drive our team to successfully meet your goals for quality, safety, cost, and schedule.

Project Manager, Headworks Modifications at Plant 2 for GWRS Final Expansion

Project P2-122, OC SAN, Fountain Valley, California. Mr. Acevedo is responsible for the construction documents for the headworks modifications at Plant 2 to separate the non-reclaimable flow stream from the incoming wastewater to supply the recyclable flow to the Orange County Water District (OCWD) Groundwater Replenishment System (GWRS), the world's largest water purification system for indirect potable reuse, to provide a drought-proof water supply for Orange County. The project included the design of a new 72-inch RCP pipe to divert the no-reclaimable flow, a series of slides gates and stop plates to obtain physical separation of the flows and the replacement of three of the existing 68 mgd main sewage pumps with smaller pumps with a capacity of 50 mgd to handle the low flow conditions to assure the proper flow are routed back to the GRWS Plant. Implementation of this project supports OC SAN's strategic goal of maximizing water recycling and OCWD's goal to produce 130 mgd of purified recycled water.

Mr. Acevedo continues to work with OC SAN in this project and is responsible for providing engineering services during construction of the final design recommended facilities.

Project Manager, Digester Rehabilitation at Plant 2, Project P2-137, Orange County Sanitation (OC SAN), Fountain Valley, California.

Mr. Acevedo is responsible for the preparation of the preliminary design and construction documents for the rehabilitation of the digesters at Plant 2. The project included the structural condition assessment of the domes and the walls of 13 digesters and access bridges, replacing of the hot water piping and control valves, motor control center (MCC) replacement and electrical upgrades, and addressing miscellaneous safety items. The project commenced in early 2022 and final design is expected to be complete in the summer of 2023.

Client Service Leader, Horsethief Canyon Water Reclamation Facility Expansion, Elsinore Valley Municipal Water District, Lake Elsinore, California.

The Horsethief Canyon WRF is a 0.5-mgd facility providing tertiary treatment for municipal wastewater generated in the mostly residential community in the northernly part of the EVMWD service area. The project for facility upgrades and expansion from 0.5-mgd to 0.8-mgd of total treatment capacity. The District selected the design- build (D/B) delivery approach in which the treatment objectives were defined, and the process used to achieve the

Education

MS - Environmental Engineering, University of California, Irvine, 1980

BS - Chemical Engineering, University of Guadalajara, Mexico, 1972

Registration

Professional Civil Engineer: California (34255), Nevada (07704), Texas (88803), Arizona (21507)

Registered Chemical Engineer: Mexico (434830)

Certifications

Board-Certified Environmental Engineer (BCEE), American Academy of Environmental Engineers and Scientists, 85-10029

Certified Project Management Professional (PMP), Project Management Institute (PMI)

Certificate of Achievement, Asbestos Abatement Training Program: Practices and Procedures, University of Texas, Arlington

Confined Space Training

OSHA 10-hour Construction Safety Training

treatment objective was left up to the design builder. During the D/B selection process, the team selected the MBR process over upgrading the existing conventional activated sludge process, one of the main factors included the compactness of the MBR facility, and the ease of integrating it at the site. It allowed the construction of the new MBR facility while the existing system remained in service. Mr. Acevedo is responsible for overseeing the design deliverables and construction progress in close coordination with the District.

Project Manager, Gisler-Red Hill Interceptor and Baker Force Mains Rehabilitation, Project 7-65, OC SAN, Fountain Valley, California. Mr. Acevedo is responsible for the preparation of the construction documents for the rehabilitation of approximately 6,500 feet of 30-inch VCP sewer running from the City of Irvine into the City of Costa Mesa and along the Caltrans easement of freeway 405. The Baker Force Mains include the rehabilitation of two 42-inch ductile iron pipes (DIP) one mile long running from the Main Street Pump Station to the intersection of Baker Street and Airway Drive in Costa Mesa. The gravity sewer included the structural condition assessment of 21 manholes and the siphon facility to cross the Santa Ana Gardens Channel. The force main included the structural assessment of the transition box from pressure flow to gravity flow.

Engineer of Record (EOR)/Lead Process Engineer, Northwest Wastewater Treatment Plant Rehabilitation, City of Houston, Houston, Texas. Mr. Acevedo served as the EOR for the rehabilitation of the 60-mgd average wastewater treatment plant. The project was completed in early 2018 and awarded for construction in the summer of the same year. Mr. Acevedo was responsible for the preparation of bid documents and during construction, he served as the process engineering leader for the review of shop drawings, and review and response to contractors' requests for additional information (RFIs). The project included the rehabilitation of the aeration diffusers in the bioreactors, rehabilitation of secondary clarifiers, design of a new return activated sludge (RAS) system using non-clog centrifugal pumps, and modifications to the RAS pipelines and the bioreactors to improve hydraulics within the plant.

Lead Process Engineer, Kegan Bayou Wastewater Treatment Plant Rehabilitation, City of Houston, Houston, Texas. Mr. Acevedo served as the EOR for the rehabilitation of the 30-mgd average wastewater treatment plant, the project was completed in early 2017 and awarded for construction in the summer of the same year. During construction, he served as the process engineering leader for the review of shop drawings, and review and response to contractors' RFIs. The project included the rehabilitation of the aeration diffusers in the bioreactors, rehabilitation of secondary clarifiers, design of a new RAS system using non-clog centrifugal pumps, and modifications to the RAS pipelines and bioreactors to improve hydraulics within the plant.

Construction Manager/Resident Engineer

Mr. Melvin is a resident engineer with experience in the areas of water, wastewater, solids, and groundwater treatment plant construction. Additionally, Mr. Melvin has experience in supporting the successful construction of pipelines, pump stations, and stormwater facilities.

Construction Manager, City of Vista and Carlsbad, - Aqua Hedionda Sewer Lift Station Completion Project, Carlsbad, California (Approx \$8 Million). Mr. Melvin has provided construction management services to complete the Agua Hedionda Sewer Lift Station. The work involved working with the client and the design-build team to complete the design and construction of the sewer lift station for the co-owned Cities. Mr. Melvin's main responsibilities consisted of supporting weekly construction meetings, submitting daily reports, scheduling and tracking environmental monitoring and inspection services, coordinating with the client and Design Build team (DBT) regarding RFIs, submittals, T&M, change orders, monthly progress payments, managing re-work activities, inspecting daily construction activities and start-up/testing.

Construction Manager, Santa Fe Irrigation District – Seismic Tank and Clearwell Improvements and Expansion of Dewatering Project, Rancho Santa Fe, California. (Approx \$12 Million). Mr. Melvin has provided construction management services for the upgrades at Badger Water Filtration Plant – Dewatering Facility and the seismic upgrades of the facilities backwash tank and Clearwell. The work consisted of managing two projects with two different contractors over multiple locations. The project included coordination on the relocation of an existing centrifuge and the installation of a new centrifuge. Mr. Melvin's main responsibilities consisted of conducting weekly construction meetings, generating and submitting daily reports, scheduling and tracking all third-party testing, coordinating with DOR and client regarding RFIs and submittals, T&M and change orders, managing re-work activities, inspecting daily construction activities, start-up and testing, and project closeout.

Construction Quality Control Manager (CQCM), Fort Irwin – U.S. Army National Training Center, Fort Irwin, California (Approximately \$60 million). Mr. Melvin provided CQCM services for the new \$80 million water treatment and distribution system for the U.S. Army at Fort Irwin, California. His services focused on the advanced water treatment plant, new wells, storage tanks, civil, punch list, start-up/documentation, and commissioning. Mr. Melvin also championed weekly meetings with the client and team, redlines and final record drawing generation, and daily reporting using the 3 phases of control.

Construction Quality Control Manager, Water Reclamation Facility Upgrades Design and Construction Management, City of Avondale, Arizona (Approximately \$14 million). Mr. Melvin provided construction quality control services for the upgrades at Avondale. This Construction Manager at Risk (CMAR) project includes two new clarifiers, as well as a new Return Activated Sludge pump station. Mr. Melvin's main responsibilities consisted of conducting weekly construction meetings, generating and submitting weekly daily reports, scheduling and conducting preparatory and initial phase meetings for all

Education

BS – Environmental Resource Engineering, Humboldt State University Arcata, California, 1999

Certifications

First Aid and CPR Certification

Bilingual (Spanish)

OSHA 40 HR HAZWOPER

definable features of work, as-built/record drawings, coordinating third-party testing, managing re-work activities, and inspecting daily construction activities.

Construction Quality Control Manager (CQCM), Marine Corps Base Camp Pendleton, P-1043 (Northern Regional Tertiary Treatment Plant – NRTTP), California (Approximately \$80 million). Mr. Melvin provided CQCM services for a new 5 million gallons per day (mgd) wastewater treatment plant (NRTTP) at Camp Pendleton. Mr. Melvin's main responsibilities consisted of conducting weekly QC meetings, generating and submitting daily QC reports, scheduling and conducting Preparatory and Initial Phase meetings for all definable features of work, creating as-built/record drawings, coordinating third-party testing, managing rework activities, and inspecting daily construction activities. These activities focused on the construction and start-up of a new wastewater treatment plant that would centralize and process wastewater for the northern region of Camp Pendleton.

Construction Quality Control Manager (CQCM), Marine Corps Base Camp Pendleton, P-1043 (TAPS12/Conveyance/Ponds and Solar), California (Approximately \$30 million). Mr. Melvin provided CQCM services to the P-1043 project at Camp Pendleton. His main responsibilities consisted of conducting weekly QC meetings, generating and submitting daily QC reports, scheduling and conducting Preparatory and Initial Phase meetings for all definable features of work, creating as-built/record drawings, coordinating third-party testing, managing re-work activities, and inspecting daily construction activities. These activities were focused on the expansion of the existing TAPS12 facility into a pump station, expansion of the existing infiltration ponds (Sierra One and San Onofre), installation of a force main between the pump station and NRTTP, and the initial solar installation at the Sierra One Ponds.

Construction Quality Control Manager (CQCM), Marine Corps Base Camp Pendleton, IM-24 Water Filtration Plant, California (\$4.5 million). Mr. Melvin provided CQCM services to the IM 24 Water Treatment Plant Expansion project at Camp Pendleton. Mr. Melvin's main responsibilities consisted of conducting weekly QC meetings, generating and submitting daily QC Reports, scheduling and conducting Preparatory and Initial Phase meetings for all definable features of work, as-built/record drawings, coordinating third-party testing, managing re-work activities, and inspecting daily construction activities.

Assistant Project Manager/QC Manager, Miramar Water Treatment Plant Expansion/Upgrade, Contract C – Ozone and LOX Equipment Installation and Start-Up, City of San Diego, California (\$18 Million). Mr. Melvin provided design and construction support through the expansion of the Miramar Water Treatment Plant. The plant was designed by CDM Smith and others and expanded from 140- to 215 milligrams (mg). The expansion of the treatment plant (Contract C) consisted of incorporating ozone for disinfection for the city's largest water treatment plant (required LOX generation on-site). The role consisted of RFI, submittal, and plan clarification review, processing and management. Mr. Melvin was also responsible for attending and contributing to weekly construction progress meetings and providing field support. In addition, the role involved budget monitoring, invoicing, and coordination with all sub-consultants.

Sean Kenney, PE, BSCE

Construction Advisor

Mr. Kenney is a senior civil engineer with over 30 years of experience with a primary focus on the design and construction of capital improvement projects for wastewater programs. He has seamlessly managed construction groups that include engineers, estimators and schedulers, and he oversees the design, building, and completion of new annual construction projects worth \$100 million.

Sean will provide senior-level CM oversight from inception to completion, fostering solutions that will lead to the successful completion of the project.

Senior Construction Engineer, Washwater Tank and Clearwell Seismic Improvements and Mechanical Dewatering and San Dieguito Dam Improvements, Santa Fe Irrigation District, Rancho Santa Fe, CA (2020-ongoing). Mr. Kenney is leading the CM and inspection team managing capital improvement projects for Santa Fe Irrigation District in San Diego County. These projects include the expansion of the water filtration system, seismic retrofit of the 8 MG clearwell, renovation of the sludge dewatering facility and repairs to the San Dieguito Dam. The project included coordination on the relocation of an existing centrifuge, and installation of a new centrifuge.

Mr. Kenney oversees the daily CM and inspection team activities of the resident engineer, assistant resident engineer, and lead inspector.

Sr. Construction Engineer, Various City of Los Angeles projects, Los Angeles, California. Mr. Kenney managed construction groups of 20 persons in professional design engineering disciplines, process engineers and project managers to complete \$100 million of construction projects annually. Coordinated with the principal engineer, project management and design group managers to plan, prioritize and execute work to meet the needs of clients. Mr. Kenney oversaw the daily work of construction managers, estimators and schedulers through regular evaluations, work review, problem-solving support, and attending progress meetings.

Project Manager, Various Capital Improvement Projects, City of Los Angeles Bureau of Sanitation, Los Angeles, California. Mr. Kenney supervised a group of three project managers responsible for the conceptual and design development of capital improvement projects (CIP) in the amount of \$30 million annually and supported the construction management phase of the projects. Mr. Kenney conducted progress meetings with the owner reps, including process engineers, operators and maintenance managers to assure that new construction work scope met the needs of the wastewater program. He coordinated the design development efforts of the Division, controlling the project schedule, addressing design issues and overseeing the financial requirements of the projects. Mr. Kenney led all communications with the oversight committees of the owner (Bureau of Sanitation) and the City's Board of Public Works, including writing of technical reports, requesting funding and approval of scope changes.

Education

BSCE - Architectural Engineering Emphasis on Construction Management
University of Colorado, Boulder, 1989

Registration

Professional Civil Engineer: California

Certifications

Certified Construction Manager (CCM) by the Certified Construction Managers Association (CCMA) since 2015

Envision Certified since 2016

Notation:

Mr. Kenney will be a CDM employee beginning May 4, 2020

Construction Engineer, Bridge Improvement Program, City of Los Angeles Bureau of Engineering, Los Angeles, California. Mr. Kenney managed the field construction operation of the City's \$40 million, 1st Street Bridge Widening Project, supervising a team of two construction engineers, an estimator, a scheduler, and administrative assistant. Mr. Kenney acquired responsibility for the project 1-year into construction and reversed the delayed schedule into an on-time delivery. Mr. Kenney worked with officials to successfully complete the complicated project without injury or any claims. Mr. Kenney employed strong communication to resolve disputes through a mediation process. Mr. Kenney coordinated the day-to-day work of the contractor, consultant design team, and various stakeholders, which included the Metro Transit Authority, CADOT, LADWP, historical preservation groups, U.S. Army Corp of Engineers, private businesses, and multiple RR Companies.

Civil Engineer, Various Capital Improvement Plan Projects (CIP), City of Los Angeles Bureau of Sanitation, Los Angeles, California. Mr. Kenney supervised a group of 2-4 engineers responsible for the construction management of CIP projects for the City's Bureau of Sanitation's wastewater group projects at the City's four wastewater reclamation plants, and major sanitary sewers and pumping plants. Mr. Kenney successfully completed mid-sized CIP projects for virtually all process areas of the treatment plants utilizing several contracting vehicles, including the Division's construction service contract, emergency on-call contract with seven pre-approved general contractors, design-build and design-bid-build contracts.

Mr. Kenney trained entry-level engineers, prioritized and scheduled work for the group, and oversaw daily interactions with contractors, inspectors and the owner representative. With a focus on exceeding the needs of the owner, he and the team recommended the importance of the project start-up phase and the successful completion of all permitting requirements, equipment certifications, vendor training commissioning and performance testing, requiring detailed tracking and acceptance of the work during the transitioning of the completed project to the owner.

Associate Engineer, Sanitary Collection System Capital Improvement Plan Projects Department of Public Works - Bureau of Engineering, Los Angeles, California. Mr. Kenney was the design engineer working on the civil, structural and mechanical design of CIP projects to upgrade the City's 55 sanitary collection system pumping plants. Mr. Kenney completed the design of wastewater treatment plant process improvements, including chemical injection facilities, tertiary filtration pilot testing and final design, dewatered sludge pumping pilot testing and final design and process studies and development of new treatment technologies. Mr. Kenney assisted homeowners and developers with building permit processing and coordinated with other City agencies including LADBS, LAFD, Planning, and Utility providers.

Field Engineer/Inspection

Mr. Walker has experience with wastewater treatment and advanced water treatment processes for the purpose of indirect and direct potable reuse and groundwater recharge. These processes include membrane bioreactors, ozone, microfiltration, ultrafiltration, and reverse osmosis. He is passionate about potable reuse which is an increasingly important option for water sourcing in the state of California. He also has hands on project experience in construction management as an Owners representative.

Field Engineer, Agua Hedionda Sewer Lift Station Completion Project, City of Vista, Carlsbad, California. Mr. Walker served as an Owners Representative for the City of Vista. In the role of field engineer he oversees the project schedule, workflow, and daily activities on site during construction. He coordinates with the Owners and the Contractor to anticipate challenges, coordinate between all parties involved in the design build process, and propose solutions where necessary to maintain quality and stay on schedule. This includes potential change orders, RFI's, and permitting requirements that require coordination with local municipalities and regulatory agencies. He provides concise daily communication with Owners so that decisions can be made quickly and effectively in accordance with their needs and preferences.

Process Mechanical Engineer, P2-137 Digesters Rehabilitation at Plant No 2, OC SAN, Huntington Beach, California. Mr. Walker is working on Project Element 3 – Hot Water Piping at OC SAN's Plant No 2. His scope of work includes replacement of hot water pipes, 3-way valves, actuators, and associated appurtenances. Upgrades to the hot water piping system include electric-pneumatic actuators for the 3-way valves with connections to a nearby PLC. Mr. Walker assessed the existing Primary-Secondary piping system to provide appropriate equipment replacement and to prepare for intelligent construction sequencing that will allow digester operation during construction. He is working on effective control strategies, in coordination with OC SAN engineers and operators, to ensure proper sludge heating and digester operation upon project completion.

Environmental Engineer, Rinconada Water Treatment Plant Reliability Improvement Repackaging Project, Santa Clara Valley Water, Los Gatos, California. Mr. Walker provided design and technical support for the design of a hydro-pneumatic tank to meet the hydraulic needs of an upgraded plant water system. Feasible and efficient rehabilitation was achieved through complex coordination with multiple engineering disciplines. He worked to integrate existing utilities with new designs in a challenging environment while maintaining the client's design standards.

Environmental Engineer, Eagle Rock Boulevard Multi-Modal Stormwater Capture Project, Los Angeles Department of Public Works, Streets LA, Eagle Rock Boulevard and Avenue 45, Los Angeles, California. Mr. Walker completed the preliminary design of a BMP capture, storage, and treatment system on Eagle Rock Boulevard. The site presented hydrological, geotechnical, and geographical challenges. He overcame these obstacles by designing a feasible system that captured the required flow from the 85th percentile storm and fell within the allotted budget. The innovative system met the Feasibility Study Guidelines set forth in the Safe Clean Water Program for the Los Angeles County Flood

Education

BS – Environmental Engineering, San Diego State University, California, 2021

Control District Code. This was achieved by designing a system that provided Water Quality Benefits through effective treatment. In addition, Water Supply benefits were realized through efficient BMP storage capacity design along with a creative diversion strategy from an existing 90" reinforced concrete arch that captured a large tributary area. The innovative use of 24-hour BMP storage capacity, pumps, and bioretention cells provided a means to overcome unfavorable infiltration rates within the project site.

Engineering Assistant, North City Water Reclamation Plant, City of San Diego, North City, California. Mr. Walker conducted daily monitoring, sampling, and testing at the Advanced Water Purification Facility. He worked on a pilot study for reverse osmosis (RO) treatment using relevant water chemistry to extend the service life of RO membranes. He also optimized backwash processes for biological activated carbon filters.

Research Assistant, Water Research Foundation, San Diego State University, San Diego, California. Mr. Walker conducted systematic literature reviews to develop recommendations and guidance materials for the determination of log reduction credits for secondary and tertiary wastewater treatment processes. He compiled data on log removal values for common pathogens in wastewater, various sampling strategies, and costs to help determine best practices for accurate, representative sampling methods.

Kole Nathaniel Moore

Field Engineer/Inspection

Mr. Moore is a civil engineer with experience in flood protection for municipal facilities and construction management for commercial properties. During his time in the United States Armed Forces, he developed strong team leadership skills by managing teams in a variety of fields. Mr. Moore is proficient in the following software programs: Bluebeam, Procore, Civil3D, and Revit.

QA/QC Inspector, Design-Build for Anaheim Groundwater Treatment Plant (GWTP) Phase B, Anaheim, California. Mr. Moore is serving as a QA/QC inspector for the Anaheim Public Utilities (APU) GWTP Project – a \$124 million fast-track design-build project for the development of a per- and polyfluoroalkyl substances (PFAS) treatment system aimed at restoring groundwater availability, improving groundwater quality, and improving system operability and overall life cycle value. The GWTP project is comprised of two phases (Phase A & B) and is being implemented by APU to return out-of-service groundwater wells back into service after they were shut down due to the exceedance of new state-mandated drinking water response levels (RLs) for PFAS.

The two phases include a total of nine sites comprising 14 wells (12 existing, two new) with a total treatment capacity of 73.2 million gallons per day (mgd). The projects will add new non-regenerable, long-life, ion exchange (IX) treatment facilities to provide removal of PFAS chemicals. The projects will also include well rehabilitation and other related improvements. Mr. Moore is responsible for backchecking precise grading drawings and compiling comments and responses from the drawings.

Inspector/Quality Control, Owens Lake Emergency Design and Construction Support, Los Angeles Department of Water and Power (LADWP), Los Angeles, California. The LADWP has procured emergency design and construction support from CDM Smith to shore up and harden the Owens Lake reservoirs from erosion due to anticipated and heavy flows as the unprecedented snow cap in the mountains begins to melt. Mr. Moore is providing continuous and daily construction oversight. His responsibilities include reviewing and accounting material deliveries, daily reporting, field inspection quality checks, compiling tonnage and field inspector reports, and coordinating with the contractor when safety and construction activity issues occur.

Staff Sergeant, Joint Base-Lewis McChord, Seattle, Washington. Mr. Moore is a Non-Commissioned Officer in charge of the pharmacy department at the reserve unit. He supervises enlisted airmen and guides them in staying current with all training requirements to be continuously deployable. He planned and conducted two annual week-long tours needed to complete yearly training with compounded liquid IVs expeditiously for emergencies. He also conferred with patients on questions regarding their medications when dispensed.

Project Engineer Intern, Commodore Industrial Project, ScanlanKemperBard Companies, Seattle, Washington. Mr. Moore was a project engineer intern for three rehabilitated commercial warehouses in North Seattle. He assisted with updating requests for information (RFIs), surveying, and the punch list. Mr. Moore supported the

Education

BS – Civil Engineering,
Washington State
University, Pullman,
Washington, 2023

24-Day Leadership
Program, USAF Airman
Leadership School,
Virtual

superintendent with hands-on construction tasks and developed knowledge of civil, structural, and architectural details.

Cyle Daniel Carter

Field Engineer/Inspection

Mr. Carter is knowledgeable in construction management and civil engineering. He has valuable experience in project coordination, cost analysis, documentation management, tracking and monitoring construction progress, calculating cost estimates, and creating correspondences. Mr. Carter was given the Sharp Edge of the Spear Award during his time with the Port of Long Beach, which highlights his outstanding individual work on the Pier G Avenue Infrastructure Improvement and Pier E South Battery Exchange building projects. Mr. Carter is skilled in programs such as Bluebeam, RStudio, Oracle Unifier, and Microsoft Office.

Construction Management/Office Engineer Intern, Port of Long Beach, Long Beach, California. While interning, Mr. Carter worked on the Pier G Avenue Infrastructure Improvement project (\$5.8 million), Pier E South Battery Exchange Building (\$13.9 million), Middle Harbor Phase 3 Wharf and Backlands Redevelopment (\$146 million), and Terminal Island Wye Track Realignment (\$19 million). He created and maintained tracking spreadsheets that monitored construction progress and project schedule. He tracked quantities, reviewed monthly progress payments, and processed and reviewed contractor submittals and requests for information (RFIs). Mr. Carter conducted field engineering, which involved coordinating daily construction activities with project designers, inspectors, contractors, and stakeholders. He analyzed the cost and merit of change order requests. He also calculated quantity takeoffs and independent cost estimates for contractor potential change orders and requests for proposals (RFPs). Mr. Carter drafted project correspondence, including serial letters, change order forms, Board of Harbor commissioner memos, and meeting minutes. He engaged in constructability reviews and pre-construction phase meetings and analyzed material and laboratory test results. Mr. Carter also organized and archived the daily observation reports, time, and material extra work forms.

Engineering Intern, Department of Building and Safety, Los Angeles, California. Mr. Carter consulted with customers, such as government contractors and private contractors, and gathered necessary documents and information to input into the computer system. He managed interdepartmental and customer correspondence, delivering documents and relaying information via email and phone calls.

Education

MS – Engineering Management, California State Polytechnic University, Pomona, California, 2023

BS – Civil Engineering, California State University, Long Beach, California, 2020

Honors/Awards

Sharp Edge of the Spear Award, August 2022

EXPERIENCE

Years of Experience: 25
Years with MTGL: 3

LICENSES/CERTIFICATIONS

- ACI #01044465
Concrete Field-Testing Grade I
- City of Newport Beach #NB-0695
Deputy Special Inspector
- City of San Diego #1317
Spray-Applied Fireproofing, Reinforced Concrete
- ICC #8451418
Reinforced Concrete, Structural Steel and Bolting, Spray-Applied Fireproofing, Structural Masonry, & Structural Welding,

Justin has 25 years of experience in the construction industry and has extensive familiarity with all facets of construction from large and small projects. His unique experience gives him a deep understanding of the construction process from beginning to project completion; and the ability to work with numerous contractors, sub-contractors, and client representatives.

He is knowledgeable of all relevant standard compliance and code requirements and brings excellent documentation skills, along with an aptitude for identifying construction difficulties early on and resolving those issues expeditiously. Justin’s experience has allowed him to develop strong skills in working proactively on any project. His communication skills, diligence, and dedication to his profession make him a great addition to any project team.

RELEVANT PROJECT EXPERIENCE

<p>CDM SMITH, INC. 1808 Aston Avenue, Suite 240 Carlsbad, CA 92008</p> <p><u>Contact/Phone</u> <u>Carlos Melvin, Construction Manager</u> P: (760) 535-0151 E: melvinca@cdmsmith.com</p> <p><u>Kenney Sean, Construction Manager</u> P: (310) 863-1859 E: kenneysj@cdmsmith.com</p>	<p>1750 Clearwell Seismic Improvements 5920 Linea Del Cielo, Rancho Santa Fe, CA 92067</p> <p>Duration: September 2020 – June 2021 Project Budget: \$14k</p> <p>MTGL, Inc. provided construction materials and special inspection services. The scope of work included concrete testing.</p>
	<p>1751 Washwater Tank Seismic Improvements 5920 Linea Del Cielo, Rancho Santa Fe, CA 92067</p> <p>Duration: March 2021 – March 2022 Project Budget: \$14k</p> <p>MTGL, Inc. provided construction materials and special inspection services. The scope of work included welding and concrete testing</p>
<p>PACIFIC HYDROTECH CORPORATION 314 E 3rd Street Perris, CA 92570</p> <p><u>Contact/Phone</u> <u>Robert Bocalan</u> P: (951) 943-8803 E: rbocalan@pachydro.com</p>	<p>1752 Mechanical Dewatering Improvement San Diego, CA</p> <p>Duration: June 2020 – March 2022 Project Budget: \$24k</p> <p>MTGL, Inc. provided construction materials and special inspection services. The scope of work included welding, concrete, masonry, and fabrication testing.</p> <p>870-2 Pump Station Replacement CIP 2083 Otay Mesa, CA</p> <p>Duration: July 2017 – October 2019 Project Budget: \$ 119k</p> <p>MTGL, Inc. provided geotechnical engineering, materials testing, and special inspection services. Our services were successfully rendered within budget and on schedule.</p>

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Coating Inspection Services



B.1 Resume of Ralph (Rusty) Pauls, President/CEO, MCS Inspection

Summary of Qualifications: He is NACE Certified Coating Inspector III (NACE No. 10726), he has over 32 years of experience in the field of reservoir coating/Liner, tank construction, tank management and inspecting; he is Confined Space Entry trained (CFR 1910.146).

References: Matt Markowski, (661)-333-6739, Allan Butler, (408)-583-0510, Ron Barton (661) 212-0886

Training and Certifications: Mr. Pauls is a NACE Certified Level III Coating Inspector. With more than 32 years of industry experience, Rusty is fully trained and qualified for all coating/Liner inspection needs. He has a wide variety of experience, from centrifugal wheel blasting and priming steel to shop and field fabrication, sand blasting and painting field-erected tanks along with replacing damaged reservoir liners.

Mr. Pauls earned the title of NACE Coating Inspection Technician, then earned the Level 2 title of Coating Inspector. Later that same year in 2003, he earned the prestigious title of a Level 3 Certified NACE Coating Inspector. Since earning his NACE 3 Certification, Rusty has been conducting coating inspections for various water companies around California and Nevada.

In addition, his firm specializes in OSHA compliance with years of experience in administering instructional safety meetings, teaching training courses and conducting site safety inspections, covering the following completed courses: **Confined Space Entry (CFR 1910.146)**; Lead Awareness (CFR 1926.62); Electrical Safety (CFR 1910.303.306); Asbestos Awareness Training; Emergency Response (CFR 1910.120); Ergonomics, Fire Prevention (CFR 1910.38,.155,.165); First Aid and Blood borne Pathogens (CFR 1910.151.1030); Forklift Training (CFR 1910.178); Hazard Communications (CFR 1910.1200); Lifting Techniques, Lockout/Tag out (CFR 1910.147); Scaffold Training, Machine Guarding (CFR 1910.212); Eye Protection (CFR 1910.132.133); Foot Protection (CFR 1910.132.136); Hand Protection (CFR 1910.132.138); Hearing Conservation (CFR 1910.95); Respiratory Protection (CFR 1910.132.13); Accident Investigation Reports Completed; Safety manuals audited for SB198 compliance and updated as needed.

Relevant Experience: Rusty has successfully inspected a 3 million gallon water tank project in Benicia; a 2 million gallon tank project in the city of Modesto; two 1.3 million gallon water tank projects in Sierra Madre; three 1 million gallon tanks in the Pechanga Indian Reservation; a half-million gallon tank project for Santa Clarita Water; a 2.5 million gallon water tank project for the city of Fullerton; one 5

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INSPECTION

Coating Inspection Services

million gallon water tank project for Coachella Valley Water; two 2 million gallon tank projects for Quail Valley.

Other notable projects include various storage tanks for Chevron/Texaco and 19 one million gallon tanks for the Brinderson Company (Nations Petroleum). Rusty continues to expand his list of successful projects and inspections.

Rusty is equipped with all of the necessary field instrumentation for all projects. He has used and has extensive experience with the following tools to ensure proper inspections of all coatings; wet mill gauge, took gauge, dry film thickness gauge, moisture meters, pull off adhesion test, and holiday detectors. Rusty has considerable inspection experience in both fabrication shops and the field. Field work inspections have included structural steel, tank interiors and exteriors, pipelines, & entire facilities.

Rusty has completed coating/liner inspections for all the major tank contractors in California: Pacific Tank, Paso Robles Tank, West Coast Industrial Coatings, Unified Technical, Simpson Sandblasting, CB&I, Spiess Construction, Crosno Construction ETC. Rusty has become very familiar with these companies and how their operations work. His professionalism has earned recommendation from them for several projects.

Rusty works at jobsites to assure that the entire coating project is correct and in accordance with the specifications and good coating practice, including ambient conditions and surface preparations through final coating dry film thickness and curing. Rusty has worked with several different types of coating materials including epoxies, alkyds, acrylics, coal tar enamels, coal tar cut backs, vinyls, urethanes, inorganic zincs, T-Lock, Arrow lock and other generic types of coating. His experience with surface preparation techniques includes airless, plural component, and conventional operations in abrasive blasting, shop and field operations on substrates including steel, concrete, liners, masonry and others.

Employment: Mr. Pauls is President of MCS Inspection; 2005 - Present.



Jim Hudson, President

Experience

See Above

Notable Projects

Goleta Sanitary District – Wastewater Treatment Plant Upgrade (Goleta, CA).

RCS provided site inspection, construction management and engineering assistance on what is one of the most challenging electrical and instrumentation & control projects we have encountered. The Goleta sewage treatment facility is an existing plant. This project includes not only major new construction of expanded process capabilities, but also a complete change-out of all of the plant electrical switchgear and Motor Control Centers (MCCs). Detailed planning and coordination are of the utmost importance during phased cutover of process areas while maintaining a fully operational plant. The contract amount was \$29.5 million.

Olivenhain Municipal Water District – David C. McCollom Water Treatment Plant LT2 Upgrades (Olivenhain, CA)

Performed construction management and engineering assistance on this major upgrade project. The \$16 million project upgrades the facility to comply with the EPA's Long Term 2 (LT2) Enhanced Surface Water Treatment Rule. The project includes a new energy recovery facility including two new energy recovery turbines, new raw water eq. tanks, modifications to 13 membranes, new raw water eq. tanks, new backwash eq. basin and pump station, new strainers. Involvement with the instrumentation and controls design and participation in the startup and commissioning, as-built reviews and punch-list development/resolution.

City of Escondido – Escondido-Vista Water Treatment Plant Disinfection and Electrical System Upgrades (Escondido, CA).

The project included installation of a new on-site sodium hypochlorite generation (OSG) system to replace the existing gaseous chlorine system for disinfection, installation of a new chlorine dioxide generation system to replace the existing system, and upgrades to the plant electrical systems including main switchgear, standby engine generators, and MCC's for new equipment. Involvement includes startup planning and schedule coordination, controls clarifications, SCADA coordination, and startup & commissioning services.



Appendix B: Level of Effort



San Elijo Joint Powers Authority

Construction Management and Inspection Services for the Wanket Tank Refurbishment and Conversion, Recycled Water Pipeline, RW Valve Replacement, and Moonlight Beach Pump Station Modefications Project

LOE - HOURS PER PROJECT AND STAFF CLASSIFICATION

Project Element	CLASSIFICATION					CDM Smith Hours	CDM Smith Labor Fee	CDM Smith ODCs	CDM Smith Total Fee	Specialty Servcies Hours			Specialty Servcies Fee			Special Services Total Fee	Total Fee per Element
	PIC	CM Advisor	CM	Resident Engineer	Inspectors	Hrs / Project Element	Labor Fee / Project Element	ODCs / Project Element	Total Fee / Project Element	MTGL	RCS	MCS	MTGL	RCS	MCS	Special Services Total Fee / Element	Total Fee per Element (1)
WANKET TANK REFURBISHMENT	3	30	790	120	250	1193	\$ 200,895.00	\$ 1,500.00	\$ 202,395.00	80	140	80	\$ 11,340.00	\$ 12,250.00	\$ 9,200.00	\$ 32,790.00	\$ 236,824.50
RECYCLED WATER PIPELINE	2	30	316	114	80	542	\$ 92,530.00	\$ 1,000.00	\$ 93,530.00	20	0	0	\$ 2,835.00	\$ -	\$ -	\$ 2,835.00	\$ 96,506.75
RECYCLED WATER VALVE REPLACEMENT	2	10	182	40	40	274	\$ 47,250.00	\$ 1,000.00	\$ 48,250.00	60	0	40	\$ 8,505.00	\$ -	\$ -	\$ 8,505.00	\$ 57,180.25
MOONLIGHT BEACH PUMP STATION	3	30	432	144	220	829	\$ 134,455.00	\$ 1,500.00	\$ 135,955.00	40	160	80	\$ 5,670.00	\$ 28,000.00	\$ 9,200.00	\$ 42,870.00	\$ 180,968.50
TOTAL HOURS PER CLASSIFICATION=	10	100	1720	418	590	2838	\$ 475,130.00	\$ 5,000.00	\$ 480,130.00	200	300	200	\$ 28,350.00	\$ 40,250.00	\$ 18,400.00	\$ 87,000.00	\$ 571,480.00



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 19, 2023

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Infrastructure and Sustainability

SUBJECT: CAPITAL PROGRAM UPDATE

RECOMMENDATION

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

BACKGROUND

In 2017, the San Elijo Joint Powers Authority (SEJPA) commenced a phased capital improvement program to replace and upgrade wastewater and recycled water infrastructure based on recommendations from the 2015 Facility Plan. SEJPA has completed seven major projects under Phases 1 and 2 of the Capital Program over the past six years totaling nearly \$40 million. SEJPA is currently implementing Phases 3 and 4 budgeted at \$32 million to be completed by 2026.

SEJPA implements capital projects at the San Elijo Water Campus and remote facilities in accordance with agency policies and its adopted budget. Projects are aligned with SEJPA's mission to protect the environment and public health. The Capital Program supports the mission through responsible management of SEJPA and member agency assets to promote reliable, sustainable operations and value-added services to the community and customers. Projects are prioritized with a triple-bottom-line process utilizing criteria presented below.



ENVIRONMENTAL
35%

Meet permit requirements and minimize risk of violations. Seek sustainable and efficient operational practices, maximize resource recovery, and minimize impacts to the environment.



FINANCIAL
30%

Implement economically-feasible projects and solutions. Maximize economic benefits for customers through cost-effective operations.



SOCIAL
35%

Maintain a high standard of worker safety and maximize community benefits through improved aesthetics and recreational uses.

DISCUSSION

SEJPA is implementing the 3-Year Capital Plan (2023 – 2025) consisting of prioritized Phase 3, Phase 4, and Miscellaneous Near-Term Projects with a total budgeted cost estimated at approximately \$32.6 million. The 3-Year Capital Plan delivery schedule and cost is summarized in Figure 15-1. Following, Table 15-1 highlights notable progress over the period June – September 2023 and anticipated major activities in the next 3 to 6 months.

FIGURE 15-1: 3-YEAR CAPITAL PLAN SCHEDULE AND COST SUMMARY

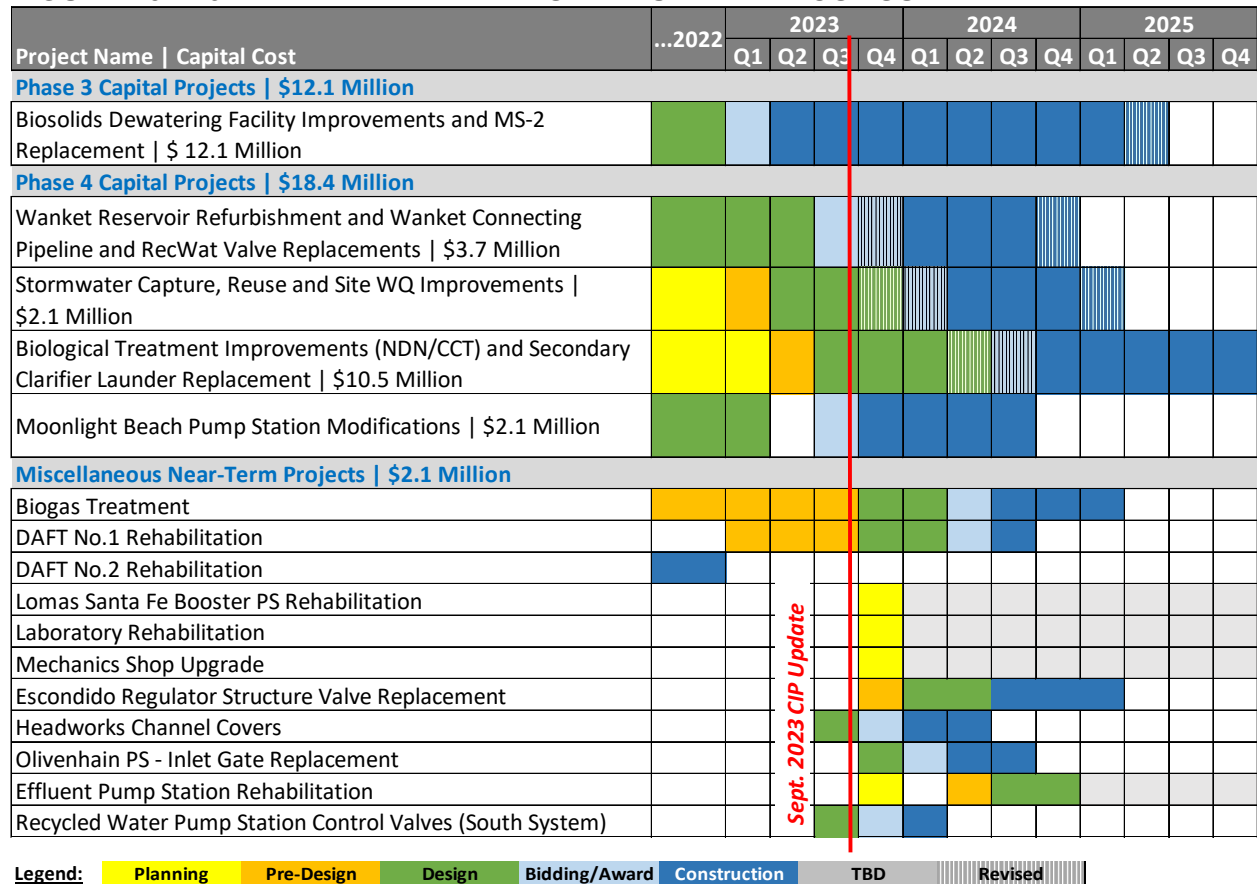


TABLE 15-1: 3-YEAR CAPITAL PLAN, PROJECT STATUS SUMMARY

Project Name (Status)	Progress as of September 2023
Phase 3 Capital Projects	
Biosolids Dewatering Facility Improvements and MS-2 Replacement (Construction)	<ul style="list-style-type: none"> ✓ Submittals and pre-construction activities ongoing ✓ Executed Change Order to upsize MS-2 for future facilities ✓ Monitoring schedule for impact of supply chain challenges
Phase 4 Capital Projects	
Wanket Reservoir Refurbishment and Wanket Connecting Pipeline and Recycled Water Valve Replacements (Bidding)	<ul style="list-style-type: none"> ✓ Completed design and packaged bidding documents ✓ Secured pipeline easement with golf course ✓ Currently bidding – due September 2023 ✓ Received proposals for CM&I services, August 2023 ✓ Anticipate construction Award in Q4, 2023

Project Name (Status)	Progress as of September 2023
Stormwater Capture, Reuse and Site WQ Improvements (Design)	<ul style="list-style-type: none"> ✓ Geotechnical work forthcoming ✓ Workshops and site reconnaissance ✓ Anticipate construction bid/Award in Q1, 2024
Biological Treatment Improvements (NDN/CCT) and Secondary Clarifier Launder Replacement (Design)	<ul style="list-style-type: none"> ✓ Executed Design Contract in August 2023 ✓ Design kickoff meeting, September 2023
Moonlight Beach Pump Station Modifications (Construction)	<ul style="list-style-type: none"> ✓ Awarded Construction Contract in September 2023 ✓ Received proposals for CM&I services, August 2023
Miscellaneous Near-Term Projects	
Biogas Treatment (Pre-Design)	✓ Preliminary engineering and gas sampling in progress
DAFT No.1 Rehabilitation (Pre-Design)	✓ Condition assessment and project scoping in progress
Lomas Santa Fe Booster PS Rehabilitation (Planning)	✓ Condition assessment and project scoping in Fall 2023
Laboratory Rehabilitation (Planning)	✓ Needs assessment and scoping in Fall 2023
Mechanics Shop Upgrade (Planning)	✓ Needs assessment and scoping in Fall 2023
Escondido Regulator Structure Valve Replacement (Planning)	✓ Condition assessment and scoping in Fall 2023
Headworks Channel Covers (Design)	<ul style="list-style-type: none"> ✓ Received draft design documents ✓ Construction procurement, Fall 2023
Olivenhain PS - Inlet Gate Replacement (Planning)	✓ Slide Gate purchase planned for Q1, 2024
Effluent Pump Station Rehabilitation (Planning)	✓ Condition assessment and project scoping in Fall 2023
Recycled Water PS Control Valves (Design)	<ul style="list-style-type: none"> ✓ Material/equipment procurement in progress ✓ Installation planned for Fall 2023 (during low-demand period)

In preparation for the upcoming Facility Plan Update, SEJPA is conducting condition assessments of assets, operational needs assessments, and developing scope and planning objectives that will be the foundation for the future capital program. An RFP will be issued for consultant services. SEJPA is evaluating opportunities for grant funding to help offset the immediate planning and project development costs.

FINANCIAL IMPACT

There is no financial impact associated with this staff report.

RECOMMENDATION

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

Respectfully submitted,



Thomas (Tom) C. Falk, P.E., PMP
 Director of Infrastructure and Sustainability