

**AGENDA**  
**REGULAR BOARD MEETING OF THE**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**OCTOBER 15, 2024 AT 8:30 A.M.**  
**SAN ELIJO WATER CAMPUS – BOARD MEETING ROOM**  
**2695 MANCHESTER AVENUE**  
**CARDIFF BY THE SEA, CALIFORNIA**

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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 SEPTEMBER 17, 2024 MEETING](#)
8. \* [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS – SEPTEMBER](#)
9. \* [WASTEWATER TREATMENT REPORT – AUGUST](#)
10. \* [RECYCLED WATER REPORT – AUGUST](#)
11. \* [REPORTABLE MEETINGS](#)
12. \* [UPDATE CONFLICT OF INTEREST CODE](#)
13. \* 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**

14. [CAPITAL PROGRAM FUNDING WORKSHOP](#)

1. Discuss and take action as appropriate.

Staff Reference: Director of Infrastructure and Sustainability

15. APPROVAL OF SPECIFIC EQUIPMENT ITEMS FOR THE BIOLOGICAL TREATMENT IMPROVEMENTS PROJECT

1. Authorize the General Manager to finalize selection of high speed turbo blowers prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular Neuros blowers designated herein are necessary in order to match the other high speed turbo blowers already in use.
2. Authorize the General Manager to finalize selection of aeration control valves prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular Egger Iris® Process Control Valves with integral flowmeter designated herein are necessary in order to obtain a necessary item that is only available from one source.
3. Authorize the General Manager to finalize selection of sludge densification equipment prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular inDENSE® Hydrocylcone Wasting by World Water Works technology designated herein is necessary in order to obtain a necessary item that is only available from one source; and
4. Discuss and take action as appropriate.

Staff Reference: Director of Infrastructure and Sustainability

16. GENERAL MANAGER'S REPORT

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

17. GENERAL COUNSEL'S REPORT

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

18. 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.

19. CLOSED SESSION

None.

20. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, November 12, 2024 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](http://www.sejpa.org). The 2024 SEJPA Board meetings schedule is available at [SEJPA Board Meeting Dates](#).

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](http://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: October 10, 2024



Michael T. Thornton, P.E.

Secretary / General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON SEPTEMBER 17, 2024  
AT THE SAN ELIJO WATER CAMPUS

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Kellie Hinze, Chair

Kristi Becker, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, September 17, 2024, at 8:30 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

Kristi Becker  
Allison Blackwell  
David Zito  
Bruce Ehlers

*Directors Absent:*

Kellie Hinze

*Others Present:*

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Infrastructure and Sustainability	Tom Falk
Senior Project Manager	Michael Konicke
Administrative Coordinator	Vanessa Hackney
Accounting Technician I	Maria Cruz

*SEJPA Counsel:*

Procopio	Adriana Ochoa
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*City of Encinitas:*

Engineer	Daniel Nutter
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3. PLEDGE OF ALLEGIANCE

Vice Chair, Becker, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

None.

6. CONSENT CALENDAR

Moved by Board Member Blackwell and seconded by Board Member Ehlers to approve the Consent Calendar. Board Member Ehlers abstained from voting on Agenda Item No. 7.

Agenda Item No. 7	Approval of Minutes for the July 16, 2024 Board Meeting
Agenda Item No. 8a	Approval for Payment of Warrants and Monthly Investment Report – July
Agenda Item No. 8b	Approval for Payment of Warrants and Monthly Investment Report – August
Agenda Item No. 9a	Wastewater Treatment Report – June
Agenda Item No. 9b	Wastewater Treatment Report – July
Agenda Item No. 10a	Recycled Water Report – June
Agenda Item No. 10b	Recycled Water Report – July
Agenda Item No. 11	Reportable Meetings
Agenda Item No. 12	San Elijo Joint Powers Authority Contract Amendment for Tree Maintenance Services for Fiscal Year 2024-25
Agenda Item No. 13	San Elijo Joint Powers Authority Contract Amendment for As-Needed Laboratory Services for Fiscal Year 2024-25
Agenda Item No. 14	San Elijo Joint Powers Authority Contract Amendment for Uniform Services for Fiscal Year 2024-25

Motion carried with the following vote of approval:

AYES:	Becker, Blackwell, Zito, Ehlers
NOES	None
ABSENT:	Hinze
ABSTAIN:	None

16. BIOSOLIDS DEWATERING FACILITY IMPROVEMENT PROJECT CHANGE ORDER NO. 6

Director of Infrastructure and Sustainability, Tom Falk, presented an update on The Biosolids Dewatering Facilities Improvements Project (Biosolids Project) consisting of two major components – (1) replacement of the aging biosolids dewatering equipment, electrical systems, and rehabilitation of the dewatering building; (2) replacement of Main Switchboard No. 2 (MS2) which supplies- electrical power to the majority of the San Elijo Water Campus.

The Biosolids Project was publicly bid and SEJPA awarded the construction contract to GSE Construction Company in the amount of \$8,687,200. SEJPA has authorized CCO Nos. 1 through 5 to date totaling \$121,993 and granted time extension of 125 calendar days.

CCO No.6 will upgrade the electrical system componets including conduits, pullboxes, and support hardware to provide corrosion-resistant materials that will provide longer service life and reduce the maintenance burden. CCO No. 6 also captures deductive value for deleting a specified polymer dilution system that was determined to be unnecessary with the equipment furnished on the project.

This CCO No.6 will increase the contract by a net value of \$125,993 and add no calendar days to the contract duration.

The Biosolids Project budgeted at \$11.2 million, including \$1.02 million in contingency, is fully funded from Wastewater Capital Program. Upon executing CCO No.6, the total construction change orders to date will be \$247,916, representing 2.9% of the original construction value.

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

1. Authorize the General Manager to execute Contract Change Order No. 6 in an amount of \$125,923 for upgraded electrical system materials

Motion carried with the following vote of approval:

AYES:	Becker, Blackwell, Zito, Ehlers
NOES	None
ABSENT:	Hinze
ABSTAIN:	None

17. CAPITAL PROGRAM UPDATE

Director of Infrastructure and Sustainability, Tom Falk, reviewed SEJPA's 3-year capital plan, delivery schedule, and cost summary. He also reviewed the status of ongoing projects, provided a 3-month lookahead for the upcoming quarter, and explained how staff are working to monitor and mitigate capital program risks.

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

18. GENERAL MANAGER'S REPORT

General Manager Michael Thornton provided an update on the Escondido Land Outfall emergency repairs, reporting that all repair work has been completed and the impacted area fully restored.

He also addressed an accidental release of approximately 124,000 gallons of treated secondary effluent at Manhole No. 74 on the Escondido Land Outfall, which occurred in April 2024. The cause of the release has been identified and resolved, and a property damage claim of \$17,500 has been settled.

In addition, General Manager Thornton informed the Board about emergency repairs to the Moonlight Beach sewer force main due to a corrosion-related leak. The repair, completed in partnership with the City of Encinitas, was successful, and no spillage occurred outside the repair site.

General Manager Thornton also notified the Board that SEJPA staff voted to exercise the final optional year of their labor agreement, extending it through June 30, 2026. Additionally, the General Manager plans to initiate a third-party review of salaries and compensation in early 2025 to confirm market competitiveness, with the findings to be presented at a future Board meeting.

Lastly, General Manager Thornton announced that SEJPA, in collaboration with Leucadia Wastewater District and Olivenhain Municipal Water District, will host a Water Career Day at the San Elijo Water Campus on October 10, 2024.

19. GENERAL COUNSEL'S REPORT

General Counsel, Adriana Ochoa, stated that she attended the CASA Conference in early August where there was discussion of new legislation that could have impacts to SEJPA and other sanitation agencies.

20. BOARD MEMBER COMMENTS

None.

21. CLOSED SESSION

A closed session was held per Government Code Section 54957(b)(1)), Public Employee Appointment Title: General Counsel.

General Counsel, Adriana Ochoa, reported out of the closed session stating that an action was voted on and approved by unanimous consent to Transition from Procopio to Snell & Wilmer at the same current hourly rates.

22. ADJOURNMENT

The meeting adjourned at 9:50 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, October 15, 2024 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 September 2024**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
44199	Abila	Licenses	Accounting software support and subscription	\$ 365.13
44200	Aflac	EE Deduction Benefits Payable	Aflac - Aug	809.68
44201	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - 07/01/24 - 07/31/24	24,498.49
44202	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - 08/31/24 - 09/27/24	359.89
44203	AT&T	Utilities - Internet	Internet service - 07/28/24 - 08/27/24	2,162.24
44204	Brax Process and Pump Equip.	Capital Outlay	RW Pump #1 rebuild	36,243.00
44205	CDM Smith	Services - Engineering	Services for Moonlight PS and pipeline - 07/07/24 - 08/03/24	32,607.50
44206	CDW Government	Supplies - Office	Laptop	1,296.07
44207	D&H Water Systems	Supplies - Chemicals	Acetate buffer solution	592.76
44208	Westbound Solar 2, LLC	Utilities - Solar Power	Solar - Jul	14,417.57
44209	EDCO Waste & Recycling Service	Utilities - Trash	Aug	503.15
44210	GHE Repair Service, Inc.	Repair Parts Expense	Lab equipment repair	1,495.00
44211	Grainger, Inc.	Repair Parts Expense, Shop Tools & Equip.	Various supplies	368.04
44212	Hach Company	Supplies - Lab	Lab probe	1,747.82
44213	Hardy Diagnostics	Supplies - Lab	Various lab supplies	2,052.61
44214	Michael Henke	Dues & Memberships	Employee reimbursement - CWEA certificate renewals	211.00
44215	Idexx Distribution, Inc.	Supplies - Lab	Various lab supplies	1,803.96
44216	Lawson Products Inc.	Supplies - Shop & Field	Various supplies	609.87
44217	Lee's Lock & Safe	Services - Maintenance	Replace locks service	1,445.54
44218	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	911.09
44219	Cosby Oil Company, Inc	Fuel	Fuel - Aug	494.03
44220	Nth Generation	Licenses	Cisco support renewal - FY 24/25 - FY 26/27	5,433.00
44221	Pacific Pipeline Supply	Shop Tools & Equip., Repair Parts Exp.	Various supplies	6,066.08
44222	Perfect Fit Shutters & Shades	Services - Other	Window shade installation	6,666.00
44223	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc C - 378	2,051.98
44224	ProBuild Company, LLC	Shop Tools and Equip.	Various supplies	67.83
44225	Radwell International, Inc.	Repair Parts Expense	PLC card repair	2,445.96
44226	RSF Security Systems	Services - Alarm	Cellular fire system monitoring and security	1,849.00
44227	Santa Fe Irrigation District	Utilities - Water	Water	423.38
44228	San Dieguito Water District	Utilities - Water	Water	2,431.17
44229	Transcat, Inc	Supplies - Lab	Membrane	103.38
44230	Unifirst Corporation	Services - Uniforms	Uniform service	201.60
44231	UPS	Postage/Shipping	Shipping	169.73
44232	Underground Service Alert/SC	Services - Alarm	Dig alert and excavation notification services	135.86
44233	USA Bluebook	Supplies - Lab	Various lab supplies	4,743.05
44234	Volt Management Corp	Services - Temp	Internship program and temp service	4,654.63
44235	Benefits Coordinators Corp.	Dental/Vision	Vision - Sep	418.70
44236	VWR International, Inc.	Supplies - Lab	Various supplies	1,050.13
44237	WageWorks	Payroll Processing Fees	Admin fee - Aug	176.00
44238	Adam Kaye	Services - Professional	Public communications	300.00
44239	Aflac	EE Deduction Benefits Payable	Aflac - Sep	809.68
44240	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - 08/01/24 - 08/31/24	22,112.99
44241	Aguilar Plant Care, Inc	Services - Landscape	Palm tree treatment	2,875.00
44242	Ahrens Mechanical	Services - Contractors	Wanket Tank RW Pipeline - 08/01/24 - 08/31/24	8,627.56
44243	AT&T	Utilities - Telephone	Phone service - 08/13/24 - 09/12/24	744.46
44244	Black & Veatch	Services - Engineering	Dewatering facilities upgrades through 08/02/24	12,362.50
44245	Boot World, Inc.	Uniforms - Boots	Safety boots - D. Felix, S. Best, N. Holtz	637.02
44246	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride solution	12,005.48
44247	California Boiler	Services - Maintenance	Troubleshoot and repair motor	4,777.55
44248	Corodata	Rent	Record storage - Aug	170.93
44249	Dudek & Associates	Services - Engineering	Inspection of Moonlight Beach PS - 07/01/24 - 07/26/24	4,912.50
44250	Enthalpy Analytical, LLC	Services - Laboratory	Toxicity testing	705.00
44251	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	1,402.00
44252	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Aug	4,382.00
44253	gafcon	Services - Contractors	Labor compliance for Wanket Pipeline	464.10
44254	Unifirst First Aid Corp	Supplies - Safety	First aid supplies	208.07
44255	GSE Construction Company Inc.	Services - Contractors	Biosolids facilities improvements - 08/01/24 - 08/31/24	541,120.00
44256	Harrington Industrial Plastics	Repair Parts Expense	Grit tank parts and recirculation pump parts	4,444.46
44257	HASA Inc.	Supplies - Chemicals	Muriatic acid	1,483.88
44258	Lee's Lock & Safe	Services - Maintenance	Solana Beach P.S. generator door repair	769.10
44259	Liquid Environmental Solution	Services - Grease & Scum	Pumping service - 08/09/24	405.00
44260	Marine Taxonomic Services, LTD	Services - Contractors	Intensive WQ monitoring - Q3 Jul 2024	2,750.00
44261	McMaster-Carr Supply Co.	Shop Tools & Equip., Repair Parts Exp.	Various supplies	1,131.69
44262	MetLife - Group Benefits	Dental/Vision	Dental - Oct	3,090.26
44263	Mission Square	ICMA Retirement	ICMA - 401a	13,915.96
44264	Mission Square - 304175	EE Deduction Benefits Payable	ICMA - 457	16,296.23
44265	Motion Industries, Inc.	Repair Parts Expense	Secondary collector VFD and motor	3,553.85
44266	Cosby Oil Company, Inc	Fuel	Fuel - Sep	919.50
44267	Olin Corp - Chlor Alkali	Supplies - Chem - Sodium Hypo	Procurement of sodium hypochlorite	22,430.27
44268	Olivenhain Municipal Water Dis	Rent	Pipeline rental payment - Aug 2024	18,675.00
44269	Pacific Pipeline Supply	Repair Parts Expense	Grit pumping piping	514.44
44270	Pacific Safety Center	Training - Safety	Annual membership renewal	185.00
44271	Rincon Consultants Inc	Services - Professional	As-needed grant support services	1,264.50
44272	Rising Tide Partners, LLC	Services - Professional	Communications services - Sep 2023	1,482.50
44273	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment	5,594.01
44274	Terminix Processing Center	Services - Maintenance	Pest control service	454.13
44275	Unifirst Corporation	Services - Uniforms, Safety	Uniform service and gloves	1,295.91
44276	UPS	Postage/Shipping	Shipping	169.05
44277	USA Bluebook	Repair Parts Expense, Supplies - Lab	Various supplies	949.61
44278	Valley CM, Inc.	Services - Contractors	Management and inspection services - 06/01/24- 06/30/24	7,616.50
44279	Verizon Wireless	Utilities - Telephone	08/11/24 - 09/10/24	566.03
44280	Verizon Wireless	Utilities - Telephone	Cell phone service and equipment - 08/08/24 - 09/07/24	2,251.20
44281	Volt Management Corp	Services - Temp	Internship program and temp service	500.32
44282	Ahrens Mechanical	Services - Contractors	Moonlight Beach P.S. modifications - 08/01/24 - 08/31/24	132,071.14
44283	Mission Square	EE Deduction Benefits Payable	ICMA - 401a - Ref. 10/06/24	25.00
44284	Mission Square - 304175	EE Deduction Benefits Payable	ICMA - 457 - Ref. 08/25/24	269.20



**SAN ELIJO JOINT POWERS AUTHORITY  
PAYMENT OF WARRANTS  
For the Month of September 2024**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
On-line 957	Home Depot Credit Services	Supplies - Shop & Field	Various supplies	838.68
On-line 958	Void			-
On-line 959	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	1,060.96
On-line 960	Home Depot Credit Services	Vehicle Maintenance	Various supplies	1,038.44
On-line 961	P.E.R.S.	Medical Insurance - Pers	Health - Oct	44,495.95
On-line 962	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/17/24 - 08/30/24	23,882.13
On-line 963	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/31/24 - 09/13/24	24,450.42
On-line 964	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 08/07/24 - 09/06/24	116,668.30
On-line 965	Sun Life Financial	Life Insurance/Disability	Life and disability - Oct	2,991.81
On-line 966	WM Corporate Services, Inc.	Services - Sediment Disposal	Sediment disposal bin	465.00
On-line 967	Home Depot Credit Services	Repair Parts Expense	Various supplies	1,419.16
On-line 968	Void			-
On-line 969	BankCard Center	Supplies - Lab	Various supplies	15,176.21
	San Elijo Payroll Account	Payroll	Payroll - 09/06/2024	124,009.34
	San Elijo Payroll Account	Payroll	Payroll - 09/20/2024	123,979.80
				<u>\$1,508,248.70</u>

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

**For the Month of September 2024  
As of September 30, 2024**

PAYMENT OF WARRANTS \$ 1,508,248.70

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.



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C. Yani Barragan  
Accounting Supervisor

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

**As of September 30, 2024**

<b>FUNDS ON DEPOSIT WITH</b>	<b>AMOUNT</b>
<b>LOCAL AGENCY INVESTMENT FUND</b> <i>(AUGUST 2024 YIELD 4.579%)</i>	\$ 12,913,399.97
<b>CALIFORNIA BANK AND TRUST</b> <i>(SEPTEMBER 2024 YIELD 0.01%)</i>	1,382,591.54
<b>U.S. Bank</b> <i>(SEPTEMBER 2024 YIELD 4.40%)</i>	15,815,429.00
<b>PARS</b> <i>(AUGUST 2024 YIELD 1.73%)</i>	1,042,866.16
<b>TOTAL RESOURCES</b>	\$ 31,154,286.67

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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT - AUGUST

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Facility Performance and Evaluation

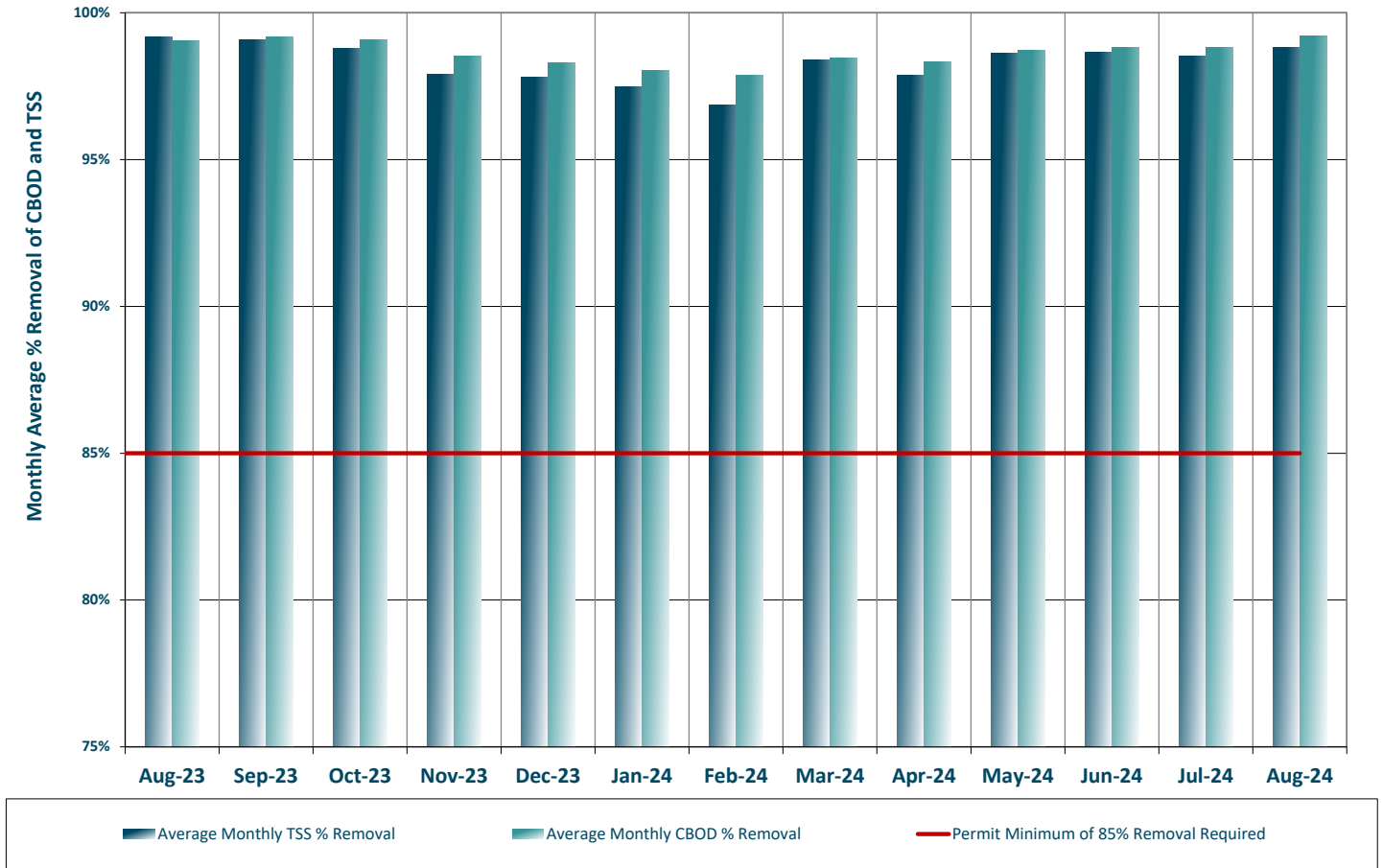
Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of August 2024. The primary indicators of treatment performance include the removal of Total Suspended Solids (TSS) 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 **98.8** and **99.2** percent removal, respectively, during the month of August.

Exceptional Water Treatment



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

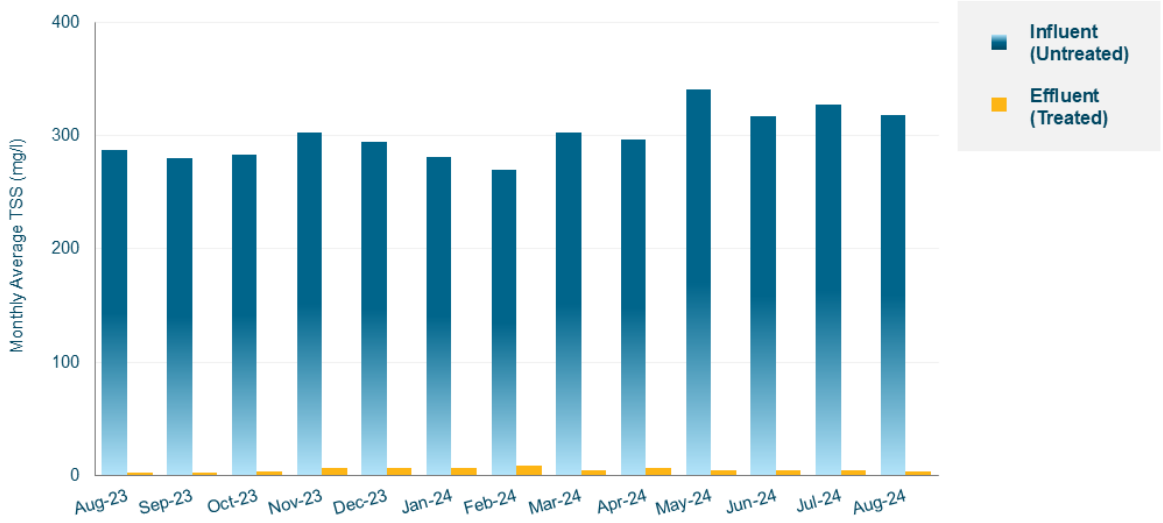
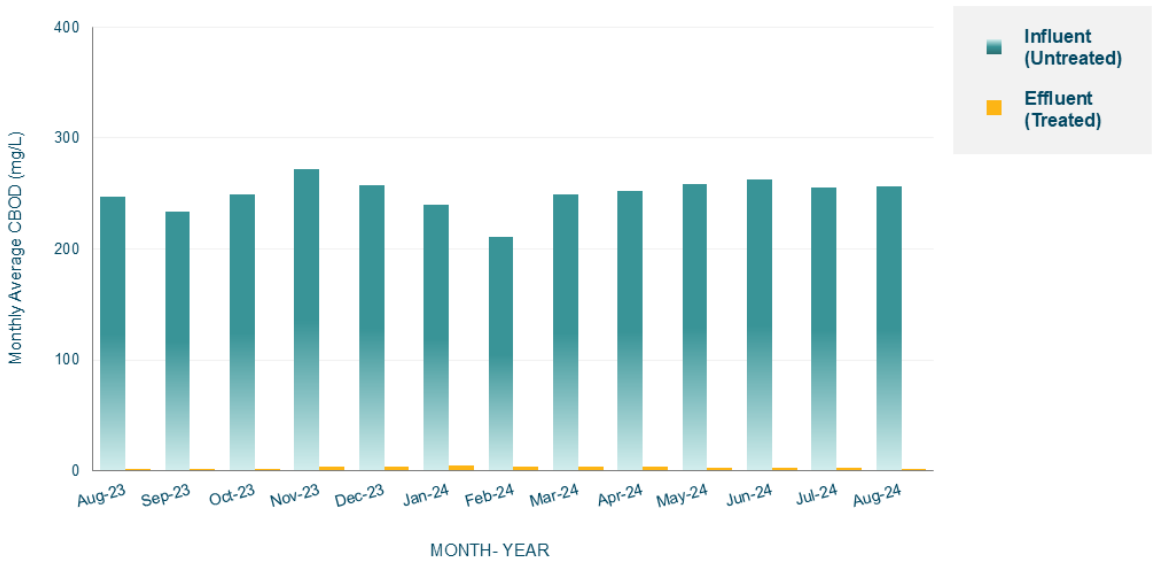


FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF CBOD



Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of August. Average daily influent flows were recorded for each contributing agency. In August, about 79% of the incoming flow was repurposed as recycled water with the remaining flow discharged to the ocean.

TABLE 1 - INFLUENT AND EFFLUENT FLOWS IN AUGUST

AUGUST			
	Influent (mgd)	Recycled Water (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.279	1.008	0.271
City of Solana Beach	1.090	0.859	0.231
Rancho Santa Fe CSD	0.166	0.132	0.034
City of Del Mar	0.512	0.404	0.108
Total San Elijo Water Campus Flow	3.047	2.403	0.644

\* 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 contributing agency during the past 3 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each agency during this same time.

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					AVERAGE DAILY EFFLUENT FLOW RATE (MGD)					CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)				
	CSD	RSF	SB	DM	TOTAL DESIGN	CSD	RSF	SB	DM	TOTAL PLANT	CSD	RSF	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
Jul-21	1.183	0.144	0.972	0.435	2.734	0.499	0.061	0.410	0.184	1.154	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	0.423	0.054	0.347	0.172	0.996	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	0.338	0.038	0.278	0.103	0.757	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	0.621	0.063	0.449	0.167	1.300	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	0.506	0.058	0.399	0.144	1.107	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	1.012	0.117	0.731	0.248	2.108	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	0.896	0.107	0.692	0.272	1.967	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	0.552	0.078	0.460	0.149	1.239	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	0.580	0.070	0.466	0.151	1.267	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	0.289	0.037	0.223	0.080	0.629	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	0.146	0.018	0.111	0.038	0.313	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	0.104	0.013	0.084	0.041	0.242	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	0.104	0.012	0.088	0.041	0.245	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	0.087	0.010	0.069	0.033	0.199	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	0.230	0.025	0.183	0.077	0.515	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	0.368	0.044	0.303	0.100	0.815	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	0.698	0.071	0.509	0.195	1.473	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	0.879	0.099	0.672	0.277	1.927	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	1.506	0.185	0.904	0.350	2.945	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	0.996	0.127	0.700	0.279	2.102	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	1.754	0.237	0.968	0.363	3.322	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	0.714	0.108	0.525	0.174	1.521	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	0.407	0.058	0.302	0.101	0.868	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	0.296	0.036	0.223	0.103	0.658	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	0.226	0.029	0.185	0.087	0.527	8,557	586	8,166	2,616	19,925	136	249	116	182	136
Aug-23	1.242	0.177	0.954	0.494	2.867	0.471	0.067	0.361	0.187	1.086	8,559	586	8,166	2,622	19,933	145	302	117	200	144
Sep-23	1.161	0.161	0.885	0.371	2.578	0.359	0.049	0.274	0.115	0.797	8,559	586	8,166	2,622	19,933	136	275	108	152	129
Oct-23	1.125	0.163	0.870	0.308	2.466	0.384	0.056	0.297	0.105	0.842	8,559	587	8,166	2,622	19,934	131	278	107	125	124
Nov-23	1.246	0.186	0.961	0.409	2.802	0.759	0.113	0.586	0.249	1.707	8,559	588	8,166	2,622	19,935	146	317	118	149	141
Dec-23	1.313	0.173	1.011	0.377	2.874	0.964	0.127	0.742	0.277	2.110	8,559	588	8,166	2,622	19,935	153	294	124	133	144
Jan-24	1.416	0.190	1.055	0.380	3.041	1.210	0.162	0.901	0.325	2.598	8,569	588	8,166	2,622	19,945	165	323	129	134	152
Feb-24	1.788	0.256	1.099	0.422	3.565	1.638	0.234	1.007	0.387	3.266	8,569	588	8,166	2,622	19,945	209	436	135	151	179
Mar-24	1.395	0.200	1.061	0.352	3.008	1.052	0.151	0.800	0.266	2.269	8,616	588	8,166	2,639	20,009	162	340	130	125	150
Apr-24	1.313	0.216	1.036	0.368	2.933	0.891	0.147	0.703	0.250	1.991	8,620	588	8,166	2,639	20,013	152	368	127	130	147
May-24	1.294	0.196	1.017	0.349	2.856	0.678	0.102	0.533	0.183	1.496	8,620	588	8,166	2,639	20,013	150	334	125	125	143
Jun-24	1.275	0.191	1.058	0.508	3.032	0.452	0.069	0.375	0.180	1.076	8,620	588	8,166	2,639	20,013	148	325	130	184	152
Jul-24	1.310	0.185	1.076	0.494	3.065	0.277	0.039	0.227	0.104	0.647	8,620	588	8,166	2,639	20,013	152	315	132	182	153
Aug-24	1.279	0.166	1.090	0.512	3.047	0.271	0.034	0.231	0.108	0.644	8,621	588	8,178	2,639	20,025	148	283	133	188	152

CSD: Cardiff Sanitary Division

RSF: Ranch Santa Fe Community Service District

SB: Solana Beach

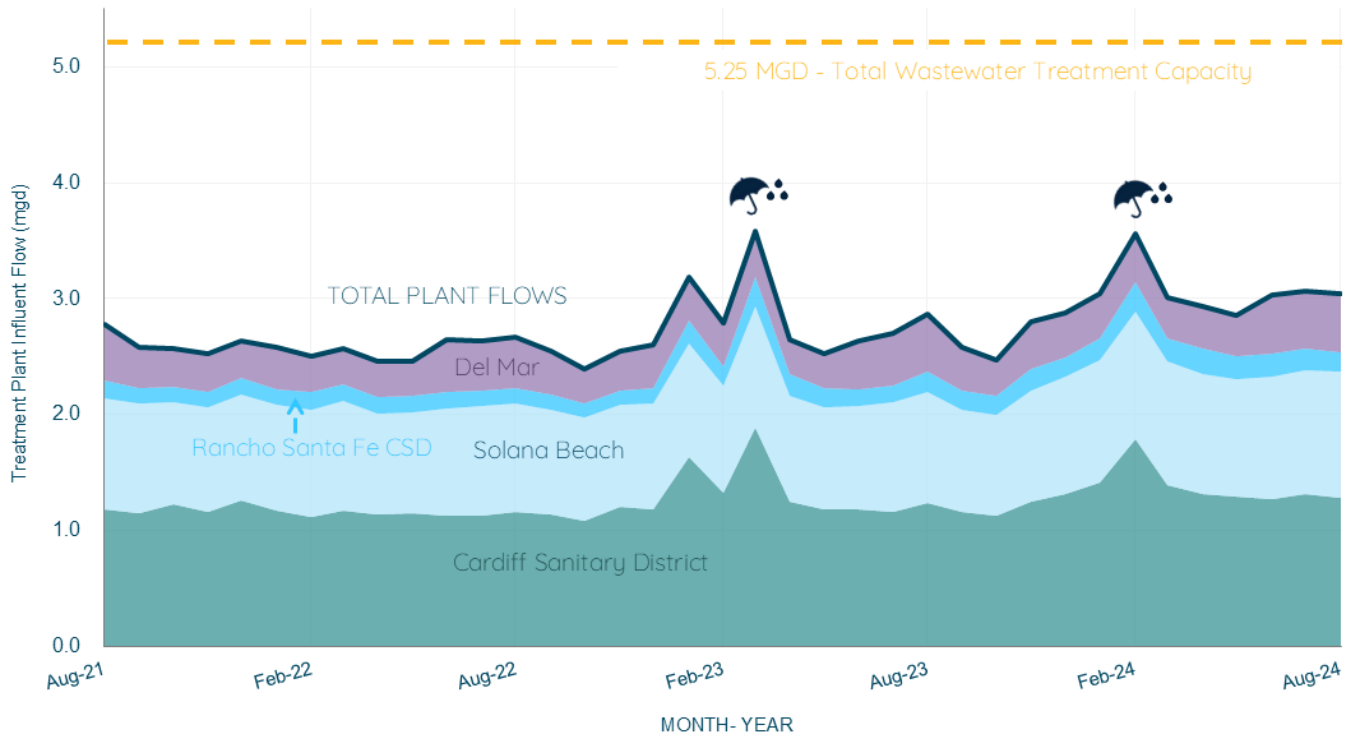
DM: City of Del Mar

EDU: Equivalent Dwelling Unit



Figure 4 (below) presents the 3-year historical average daily flows per month for each contributing 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 the Cities of Encinitas and Solana Beach 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 August 2024 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)	18.0

Connected Equivalent Dwelling Units

The City of Solana Beach updated the number of connected EDUs that are reported to the SEJPA in August 2024. The number of connected EDUs for City of Del Mar was updated in March 2024. City of Encinitas and 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	8,621
Rancho Santa Fe SID	588
City of Solana Beach	7,841
San Diego (to Solana Beach)	337
City of Del Mar	2,639
Total EDUs to System	20,025

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

\*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT - August

RECOMMENDATION

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

DISCUSSION

*Recycled Water Production*

For the month of August 2024, recycled water demand was 226.6 acre-feet (AF), which was met using 225.4 AF of recycled water and 1.2 AF of supplemental water. August demand was in line with budget expectations of 225 AF. Demand for the first two months of the fiscal year is 4.6% ahead of budget.

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 August for the last ten years to provide a year-over-year comparison. Figure 3 (attached) compares budget versus actual recycled water sales for FY 2024-25.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

FIGURE 1: RECYCLED WATER DEMAND AND RAINFALL COMPARISON



Recycled water demand continues to increase even in wet years.

FIGURE 3: AUGUST RECYCLED WATER DEMAND

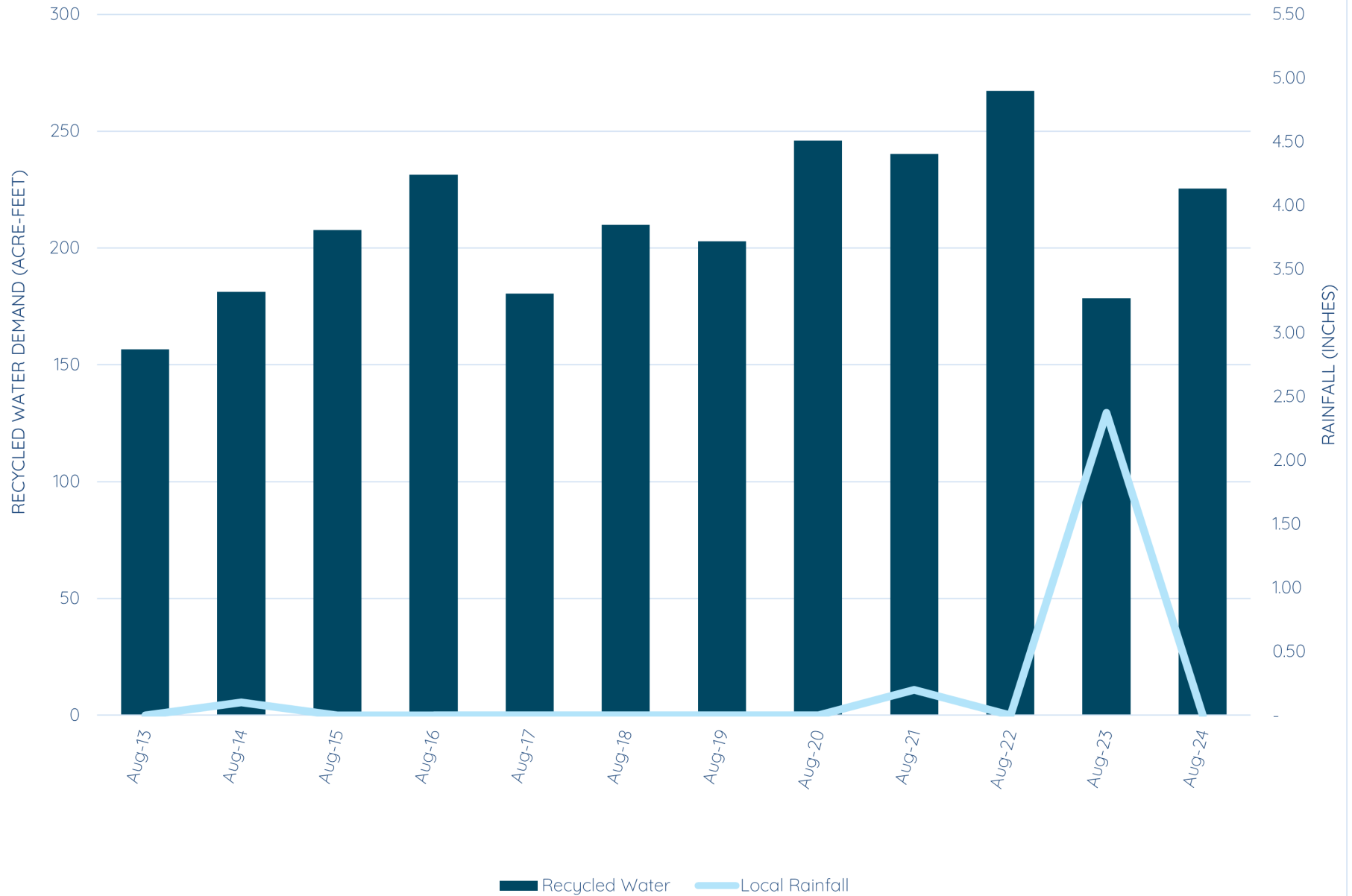
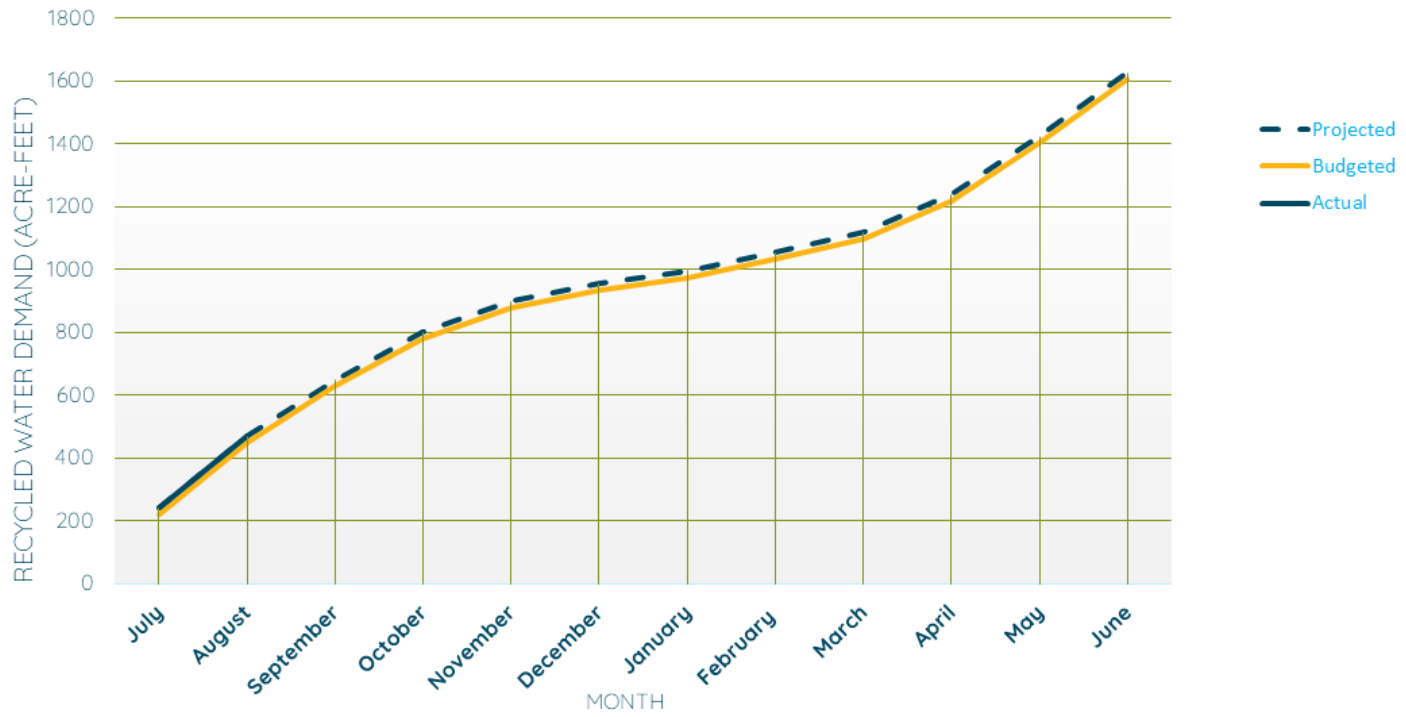


FIGURE 3: FY2023/24 CUMULATIVE DEMAND VS BUDGET



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AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

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 Vice Chair Becker on September 13, 2024.

FINANCIAL IMPACT

Per the SEJPA Restatement Agreement, SEJPA offers the Board Member \$160 for each reportable meeting, which the Board Member may choose to accept or reject. These meetings are accounted for in our annual budget.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: UPDATE CONFLICT OF INTEREST CODE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution 2025-01 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2024-01 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and
2. Discuss and take action as appropriate.

BACKGROUND

The Political Reform Act of 1974, Government Code §§ 81000, *et seq.* (the Act), requires public officials to disclose assets, income and other financial interests that could be materially affected by the decisions they make or participate in making. (Govt. Code §§ 87300 *et seq.*) The Act also requires, in appropriate circumstances, that public officials be disqualified from acting when necessary to avoid conflicts of interest. Certain public officials, such as elected officials, are required to publicly identify and disclose various and material financial interests, such as business interests, real property interests, sources of income and gifts. Other public officials, including agency employees, are required to disclose a more limited scope of financial interests in accordance with their agency's conflict of interest code. Each agency is required to develop its own conflict of interest code to identify the types of financial interests that might be affected by the agency's decisions and the positions that make or participate in making those decisions. (Govt. Code §§ 87300-87313).

The Act requires every agency to review its conflict of interest code biennially to determine whether the code accurately reflects the current organization of the agency and the job duties of the various positions listed in the code (Govt. Code § 87306). In its most recent biennial review, SEJPA staff identified the need for the proposed amendments to include additional SEJPA staff and consultants. (See Attachment 1).

Once approved by the Board, the conflict of interest code amendment will be filed with the San Diego County Clerk's office.



## DISCUSSION

SEJPA has reviewed organizational responsibilities and has identified additional positions to be included in its conflict of interest code. The new positions to be included are as follows:

- Director of Infrastructure and Sustainability
- Laboratory Manager
- Recycled Water Supervisor

This amendment will be adopted pursuant to Government Code § 87306, which states that each agency shall amend its conflict of interest code when change is necessitated by relevant changes in the duties assigned to existing positions within the agency.

Government Code § 87302(a) requires that every conflict of interest code contain specific enumeration of the positions within the agency which involve the making or participation in the making of decisions which may foreseeably have a material effect on any financial interest and, for each enumerated position, the specific types of investments, business positions, interests in real property, and sources of income which are reportable. This amendment would bring the SEJPA's conflict of interest code into compliance with these sections of the Government Code. Upon adoption, this revised attachment to the code will be filed with the County Clerk's office.

## FINANCIAL IMPACT

There are no financial implications from this staff report.

## RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Adopt Resolution 2025-01 entitled, "A Resolution of the Board of Directors of the San Elijo Joint Powers Authority Amending Board Resolution No. 2014-01 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code"; and
2. Discuss and take action as appropriate.

Respectfully submitted,



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Michael Thornton  
General Manager

Attachment 1: Resolution 2025-01 with Appendix A

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN ELIJO JOINT POWERS AUTHORITY AMENDING BOARD RESOLUTION NO. 2019-02 CHANGING APPENDIX A REGARDING DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES WITH RESPECT TO FILINGS UNDER THE SEJPA'S CONFLICT OF INTEREST CODE**

WHEREAS, on August 2, 1989, by Board Resolution No. 89-5, the Board of Directors of the San Elijo Joint Powers Authority (SEJPA) adopted the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission (CCR section 18730) as the Conflict of Interest Code of the SEJPA; and

WHEREAS, on December 12, 1996, by Board Resolution No. 96-6, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 89-5 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on December 14, 2000, by Board Resolution No. 2000-08, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 96-6 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on September 11, 2006, by Board Resolution No. 2006-06, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2000-08 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on February 8, 2010, by Board Resolution No. 2010-05, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2006-06 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on September 10, 2018, by Board Resolution No. 2019-02, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2010-05 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, on January 16, 2024, by Board Resolution No. 2024-01, the Board of Directors of the San Elijo Joint Powers Authority amended SEJPA Board Resolution No. 2019-02 Changing Appendix A Regarding Designated Employees and Disclosure Categories with Respect to Filings Under the SEJPA's Conflict of Interest Code; and

WHEREAS, it is now appropriate to amend Appendix A to said Conflict of Interest Code to update the provisions regarding designated employees and their disclosure categories; and

WHEREAS, the Standard Form Conflict of Interest Code promulgated by the Fair Political Practices Commission, as amended by the Commission from time to time, will remain as the Conflict of Interest Code for the SEJPA;

NOW, THEREFORE, BE IT RESOLVED:

1. The foregoing recitals are true and correct.
2. The attachment to this Resolution is hereby adopted as amended Appendix A to the SEJPA's Conflict of Interest Code.

PASSED AND ADOPTED at a meeting of the Board of Directors of the San Elijo Joint Powers Authority held on October 15, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Michael T. Thornton, P.E.  
Secretary of the Board

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Kellie Hinze, Chairperson  
SEJPA Board of Directors

**SAN ELIJO JOINT POWERS AUTHORITY  
CONFLICT OF INTEREST CODE**

The Political Reform Act of 1974 (Government Code Sections 81000 et. Seq.) requires local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission (FPPC) has adopted 2 Cal. Code of Regs. (hereinafter, "Regulation") Section 18730 that contains the terms of a standard conflict of interest code and may be incorporated by reference in an agency's code. After public notice and hearing, Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

Therefore, the terms of Regulation 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code for the San Elijo Joint Powers Authority (the "Agency").

Government Code Section 87306.5 also requires every local government agency to review its Conflict of Interest Code biennially to determine if it is accurate or if the code must be amended. Once the determinations have been made, a notice must be submitted to the code reviewing body pursuant to the biennial review.

Individuals holding designated positions and non-designated positions identified in Government Code section 87200 shall file their statement of economic interests with the Agency's Clerk of the Board, who will make the statements available for public inspection and reproduction (Gov. Code section 81008). The Agency will retain all such statements for individuals in designated positions. The Agency will retain copies of all such statements for individuals in non-designated positions and will forward the originals to the Clerk of the Board of Supervisors of San Diego County (Gov. Code section 87500(k)).

## APPENDIX A

### Disclosure Categories

Individuals holding designated positions must report their interests according to the following disclosure category(ies) to which their position has been assigned.

#### Category 1: All Sources

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; and the investments and business positions in the business entities, and income, including loans, gifts, and travel payments from all sources.

#### Category 2: Agency Specific

Interests in real property (not including primary residence) located within the ASA or within two miles of the ASA; investments and business positions in business entities doing business within the ASA and/or located in San Diego County; and income, including but not limited to loans, gifts, and travel payments, from sources in San Diego County, and/or from sources outside the County whose economic position may be affected by decisions or recommendations made by the agency at all levels. 4

#### Category 3: Department Specific

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; investments and business positions in business entities located in San Diego County; and income, including loans, gifts, and travel payments from sources whose economic position may be affected by the decisions or recommendations made by the department to which the filer is assigned duties.

#### Category 4: Property/Facilities Entitlement

Interests in real property (not including primary residence) located within the Agency Service Area (ASA) or within two miles of the ASA; investments and business positions in business entities located in San Diego County; and income, including loans, gifts, and travel payments from sources that are of the type to request an entitlement to use agency property or facilities, including, but not limited to: a license; a facilities use permit; or a vendor permit.

#### Category 5: Consultant Specific

Where the broadest disclosure is not necessary, the agency may set an interim disclosure that is more tailored to consulting positions with a limited range of duties.

As used herein, “Agency Service Area” is defined as the jurisdictional boundaries of the Agency’s member agencies and those areas served by the Agency’s wastewater and recycled water services.

The following designated positions, when active, file according to the assigned categories associated with their title.

**Designated Positions**

**Disclosure Categories**

- I. San Elijo Joint Powers Authority Staff:
  - Director of Operations.....2
  - Director of Infrastructure and Sustainability.....2
  - General Counsel.....2
  - Chief Plant Operator.....3
  - Mechanical Systems Manager.....3
  - Laboratory Manager.....3
  - Recycled Water Supervisor.....3
  - SCADA Manager.....3
  - Senior Project Manager/Project Manager .....3
  
- II. Consultants: Consultants shall be included in the list of designated positions and shall disclose in accordance with Category 1, except as otherwise provided, if the consultant, pursuant to a contract does either of the following (Reg. 18700.3):
  - 1. Make a governmental decision whether to:
    - Approve a rate, rule or regulation;
    - Adopt or enforce a law;
    - Issue, deny, suspend, or revoke a permit, license application, certificate, approval, order, or similar authorization or entitlement;
    - Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
    - Grant agency approval to a contract which requires agency approval and in which the agency is a party, or to the specifications for such a contract;
    - Grant agency approval to a plan, design, report study, or similar item;
    - Adopt, or grant agency approval of, policies, standards, or guideline for the agency, or for any subdivision of the agency; or
  - 2. Serves in a staff capacity and in that capacity participates in making governmental decisions as defined in Regulation 18704(a) and (b); or performs substantially all the same duties for the agency that would otherwise be performed by and holding a position specified in the agency’s Conflict of Interest Code.

The General Manager, with the approval of the Agency's General Counsel, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this paragraph. The written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the office of the Agency's Clerk of the Board.

### **Non-Designated Positions**

The following positions are not designated because individuals holding these positions must file the statement of economic interest under Government Code Section 87200. These positions are listed for informational purposes only:

- Board Members
- General Manager
- Director of Finance and Administration
- Consultants involved in the investment of public funds\*

\*Pursuant to 2 California Code of Regulations section 18700.3(b)(1). "Other public officials who manage public investments" means, members of the board and commissions, including pension and retirement boards or commissions, or of committees who exercise the responsibility for the management of public investments; high level officers and employees who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers (this category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers); and individuals who pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the high-level officers and employees who exercise primary responsibility for the management of public investments.

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Infrastructure and Sustainability

SUBJECT: CAPITAL PROGRAM FUNDING WORKSHOP

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

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.

SEJPA's current 3-Year Capital Plan consisting of six prioritized projects and a list of miscellaneous near-term projects previously estimated to cost \$32.8 million. Four of the six prioritized projects are in construction with the final two scheduled to bid in Fall 2024. The six prioritized projects will be funded by cash contributions collected from wastewater customer agencies through annual budgeting process, recycled water revenues, and outside funding sources including state and federal grants. SEJPA's budgeting and financial practices allocate capital project expenses to the benefiting program in accordance with defined asset ownership or leased capacity. SEJPA secured a \$10 million loan in May 2023 to fund projects benefiting the recycled water program. Wastewater contributions were anticipated to be funded under a Pay-Go strategy.



## DISCUSSION

In anticipation of bidding two priority projects over the next 4 months, SEJPA updated its capital project cost and cash flow projections. The construction market continues to feel the pressure of high inflation over the past several years resulting in escalated bids. High labor demand in southern California due to an overactive construction market and persistent supply-chain delays, especially for electrical and control components, are contributing to elevated construction values. Furthermore, SEJPA's funding plan for the priority projects include state and federal grants that reimburse expenditures with cash receipts anticipated to lag at least six months after project expenses. Considering these factors and SEJPA's current and forecasted cash positions, it is apparent that additional funding will be necessary to close a budget gap and to relieve cash-flow constraints.

SEJPA staff is actively reviewing projects at the San Elijo Water Campus to ensure viability of completing the remaining prioritized projects as planned. SEJPA is:

- Validating project drivers and benefits;
- Conducting "value engineering" to refine project scopes and requirements;
- Assessing project execution timelines and resource needs; and
- Evaluating options for additional funding.

In addition, SEJPA staff has launched the Facility Update that will provide further definition to capital needs at the San Elijo Water Campus and the member agencies' pump stations.

At this workshop, SEJPA staff will provide an update on above efforts and discuss options for securing supplemental funding to allow the prioritized projects to be completed by the end of 2026.

## FISCAL IMPACT

Additional funding contemplated in the updated capital expenditure forecasts will come from the Wastewater Program, either through accelerated cash contributions and/or from a new debt issuance with debt service coverage pledged by Wastewater customer agencies.

Recommendations and approval of financial commitments will be brought back to the Board at a future date.

## RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Discuss and take action as appropriate.

Respectfully submitted,



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

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 15, 2024

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: Director of Infrastructure and Sustainability

SUBJECT: APPROVAL OF SPECIFIC EQUIPMENT ITEMS FOR THE BIOLOGICAL  
TREATMENT IMPROVEMENTS PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to finalize selection of high speed turbo blowers prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular Neuros blowers designated herein are necessary in order to match the other high speed turbo blowers already in use.
2. Authorize the General Manager to finalize selection of aeration control valves prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular Egger Iris® Process Control Valves with integral flowmeter designated herein are necessary in order to obtain a necessary item that is only available from one source.
3. Authorize the General Manager to finalize selection of sludge densification equipment prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular inDENSE® Hydrocylcone Wasting by World Water Works technology designated herein is necessary in order to obtain a necessary item that is only available from one source; and
4. Discuss and take action as appropriate.

BACKGROUND

In March 2023, San Elijo Joint Power Authority's (SEJPA) Board approved the Phase 4 Capital Projects which included the Biological Treatment Improvements Project (Project) consisting of the following major project scope components:

- Retrofitting and upgrading the aeration basins and secondary clarifiers;
- Addition of new high-speed, energy-efficient blowers, diffusers, and mixers;
- Improve and re-rate capacity of the chlorine contact tank (CCT); and
- Associated electrical and control system upgrades.

This Project will transition the San Elijo Water Campus (SEWC) to more robust biological process that improves effluent quality for both water recycling and ocean discharge. The removal of nitrogen through a biological nitrification/denitrification (NDN) process will allow for optimization of the tertiary disinfection process while proactively preparing SEJPA for anticipated nutrient limits on the ocean outfall. The improved secondary effluent quality will relieve stress on existing tertiary filtration systems, allow for more efficient membrane performance, and position SEJPA for future potable reuse.

The total capital cost of this project is estimated to be \$11 million to \$15.5 million. It has qualified for up to \$2.6 million in federal grant funding. The remaining project cost will be funded by the Wastewater Program and Recycled Water Program in accordance with their respective benefits.

## DISCUSSION

The project is nearing completion of design and SEJPA is preparing to advertise for public bids this fall. The project procurements are subject to SEJPA's Purchasing Policies and Procedures (Board Resolution 2022-01) and California Public Contract Code (PCC). Furthermore, the grant funding agreement for the Bureau of Reclamation Title XVI Water Infrastructure Improvements for the Nation (WIIN) stipulates several purchasing requirements, namely the inclusion of Buy America clauses and typical federal procurement standards.

The PCC § 3400, requires competition for materials and equipment furnished on the project, with several notable exceptions listed in sub-section (c):

- (1) In order that a field test or experiment may be made to determine the product's suitability for future use.*
- (2) In order to match other products in use on a particular public improvement either completed or in the course of completion.*
- (3) In order to obtain a necessary item that is only available from one source.*
- (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.*

Projects of this size and complexity might expect upwards of 100 unique pieces of equipment or material to be furnished during construction. The construction documents will maintain requisite competition on all project labor, materials and equipment, except for three equipment packages that have been identified to be specified without equal ("sole source"):

Blowers: In 2016, SEJPA completed the Blower Replacement Project, that replaced three of the original multi-stage centrifugal blowers with three high speed turbo blowers. The existing Neuros blowers were selected through a competitive bidding process at that time. Those blowers have performed well over the past eight years. In the Biological Treatment Improvement Project, SEJPA will be installing two new blowers. Pursuant to the exception clause of PCC § 3400(c) (2), the new blowers will be specified to match existing equipment manufacturer. This will ensure compatibility of existing and new equipment in the upgrade and improve serviceability for like equipment.

Aeration Control Valves: Fundamentally, the Project will upgrade the aeration system, incorporating a sophisticated aeration control scheme that relies on precise air flow measurement and control. To achieve the desired control over the anticipated range of air flows and to allow for

future optimization for energy savings and enhanced nutrient removal strategies, the engineering team, led by Trussell Technologies, has recommended a specific type of valve utilizing a centrally-closing flow axis that offers a wide flow control range and low headloss characteristics not offered by other commercially available control valves. Pursuant to the exception clause of PCC § 3400(c) (3), the new air control valve package will be specified to be Egger Iris® Process Control Valves with integral flowmeter.

Sludge Densification: The upgraded biological process will employ surface wasting of solids from the secondary process. This is a significant difference and improvement from the settled sludge wasting process currently used at SEJPA and by most conventional activated sludge facilities in operation today. Surface wasting removes lighter solids particles and filaments, leaving the more desirable heavier, floc-forming microbes that make the nitrification/denitrification process more efficient. The design team, in consultation with SEJPA O&M staff, has identified a proprietary technology to concentrate the lighter waste solids and improve the wasting efficiency. This technology will also allow for further process optimization for energy reduction and enhanced nutrient removal in the future. A product exhibiting these combined characteristics is only offered by a single commercially available source. Pursuant to the exception clause of PCC § 3400(c) (3), the sludge densification will be specified to be inDENSE® Hydrocyclone Wasting by World Water Works.

As the design team finalizes the construction documents, SEJPA will secure firm price proposals for these items and validate fair and reasonable costs that will be stipulated in the bid documents. This approach will streamline the bidding process and provide cost certainty on key elements of the project scope. Furthermore, by confirming these key equipment selections, SEJPA can reduce risks during project startup and commissioning while ensuring SEJPA's investment delivers a robust, operator-friendly facility.

## FISCAL IMPACT

The Biological Treatment Improvements Project budgeted at up to \$15.2 million, funded in part from Wastewater capital contributions, Recycled Water Loan, and by a federal grant (Bureau of Reclamation, Title XVI). The non-competitive components are valued at approximately \$180,000 each (Blowers), \$35,000 each (valves) and \$320,000 (hydrocyclone). These sole source items are estimated to cost \$960,000 and are accounted for in the current project budget.

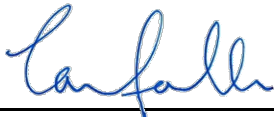
Approval of these equipment selections does not commit SEJPA to purchase equipment at this time. Equipment will be purchased by the General Contractor through the construction contract that will be brought to the Board for award following public bidding.

## RECOMMENDATION

It is therefore recommended that the Board of Directors:

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2. Authorize the General Manager to finalize selection of aeration control valves prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular Egger Iris® Process Control Valves with integral flowmeter designated herein are necessary in order to obtain a necessary item that is only available from one source.
3. Authorize the General Manager to finalize selection of sludge densification equipment prior to bidding the Biological Treatment Improvements Project, and in so doing find that the particular inDENSE® Hydrocylcone Wasting by World Water Works technology designated herein is necessary in order to obtain a necessary item that is only available from one source; and
4. Discuss and take action as appropriate.

Respectfully submitted,



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