

AGENDA
REGULAR BOARD MEETING OF THE
SAN ELIJO JOINT POWERS AUTHORITY
MARCH 19, 2024 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 FEBRUARY 20, 2024 MEETING](#)
8. * [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS – FEBRUARY](#)
9. * [WASTEWATER TREATMENT REPORT – JANUARY](#)
10. * [RECYCLED WATER REPORT – JANUARY](#)
11. * [REPORTABLE MEETINGS](#)
12. * [SAN ELIJO JOINT POWERS AUTHORITY CONTRACT FOR PROCUREMENT OF SODIUM HYPOCHLORITE AND FERRIC CHLORIDE FOR FISCAL YEAR 2024-25](#)
13. * [AGREEMENT FOR JANITORIAL MAINTENANCE SERVICES](#)
14. * **ITEMS REMOVED FROM CONSENT CALENDAR**

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

REGULAR AGENDA

15. **[CAPITAL PROGRAM UPDATE](#)**

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

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, April 16, 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. 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, 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: March 14, 2024

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

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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON FEBRUARY 20, 2024
AT THE SAN ELIJO WATER CAMPUS

Kellie Hinze, Chair

Kristi Becker, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, February 20, 2024, at 8:30 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

Chair Hinze called the meeting to order at 8:31 a.m.

2. ROLL CALL

Directors Present:

Kellie Hinze
Kristi Becker
Allison Blackwell
David Zito

Others Present:

General Manager
Director of Operations
Director of Infrastructure and Sustainability
Interim Director of Finance
Management Analyst I
Financial Analyst I

Michael Thornton
Chris Trees
Tom Falk
Richard Duffey
Abby Schlenk
Erica Zito

SEJPA Counsel:

Procopio

Adriana Ochoa

City of Solana Beach:

Director of Engineering/Public Works

Mohammad “Mo” Sammak

San Dieguito Water District:

Principal Engineer

Habib Hariri

3. PLEDGE OF ALLEGIANCE

Board Chair, Kellie Hinze, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

- California Sanitation Risk Management Authority (CSRMA) 2022/23 Workers’ Compensation Excellence Award

- California Water Environment Association (CWEA) Safety Plant of the Year (Medium) for San Diego Section
- California Water Environment Association (CWEA) Quarter Century Award – Todd Hutchinson

6. CONSENT CALENDAR

Moved by Board Member Becker and seconded by Board Member Zito to approve the Consent Calendar.

Agenda Item No. 7	Approval of Minutes for the January 16, 2024 Board Meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report – January
Agenda Item No. 9	Wastewater Treatment Report – December
Agenda Item No. 10	Recycled Water Report – December
Agenda Item No. 11	Reportable Meetings
Agenda Item No. 12	Appointment of Treasurer and Update to Authorized SEJPA Officers for the Local Agency Investment Fund (LAIF)
Agenda Item No. 13	Extension of Information Technology (IT) Services with the City of Encinitas

Motion carried with the following vote of approval:

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

15. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2023-24 OPERATING BUDGET

General Manager, Michael Thornton, stated that SEJPA provides wastewater treatment and disposal, water recycling, and technical support to local stormwater and clean-water programs. In providing these services, SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. The total budget for Fiscal Year 2023-24 is \$18,918,171, which includes operating expenses of \$9,974,623, capital expenses of \$6,570,000, and debt service of \$2,373,548.

Total operating expenses for all programs are expected to be under budget by \$223,893 or 2.2% in FY 2023-24. Nine of the twelve operating programs are tracking at or under budget and three programs are tracking between 3.0% and 6.8% over budget. One program is expected to be 24.4% over budget due to additional work that has been requested, which will be reimbursed by the requesting agency. The recycled water

program is projected to produce revenues of \$3,374,267, which is 6.4% below budget due primarily to wet weather decreasing irrigation demand. Due to lower water sales, this year operating expenses (including debt service) will exceed revenues by \$173,856. This anticipated net operating loss will be balanced by recycled water reserve funding.

No action required. This presentation is for information only.

16. GENERAL MANAGER'S REPORT

General Manager Michael Thornton introduced Richard Duffey as the newest SEJPA employee. As a retired CPA with more than 40 years of accounting and auditing experience, Mr. Duffey will be providing temporary finance and accounting support to SEJPA. General Manager Thornton then gave an overview of organizational performance highlights of the 2023 calendar year, including zero missed workdays due to injury, zero claims or lawsuits against SEJPA, full compliance with the Ocean Discharge Permit, and no reportable wastewater spills at the pump stations. He then gave an update on the accomplishments of SEJPA and its staff through the 2024 January storm, reporting that the SEJPA facilities operated as designed and had no wastewater spills nor were there injuries to staff, despite the challenges posed by the flooding and power outage. The General Manager gave a brief overview of the water campus tours given to over one hundred Ocean Knolls Elementary School fifth graders whose teacher organized a visit to SEJPA, then ended his presentation with a farewell to Abby Schlenk, Management Analyst I and administrative clerk for SEJPA Board meetings, who will be departing at the end of February.

16. GENERAL COUNSEL'S REPORT

Legal Counsel, Adriana Ochoa, commended staff on having no spills through the catastrophic January storms, commenting on the many spills that occurred throughout Southern California, including a 11-million-gallon spill in San Diego.

Ochoa gave a brief update from her attendance of the California Association of Sanitation Agencies (CASA) conference, stating that there was no notable legislation to bring to the SEJPA Board. She reported that Procopio is watchful of PFAS legislation. One case that Ochoa deemed worthy to share, more so for the member agencies than for SEJPA, was a Prop 218 case titled Howard Jarvis Taxpayers Association v. Coachella Valley Water District, which is the first case Procopio is aware of where the court awarded a refund to taxpayers for violations of Prop 218. Ochoa explained that CASA drafted an amicus brief in support of the Coachella Valley Water District to dispute the award of a refund due to constitutional language which does not allow for a refund. Ochoa is interested to see if the decision will be upheld by the court.

Procopio is hosting a free webinar on February 21, 2024 at 12:00 pm to 12:45 pm, entitled "How to Social Media," as a guide for public agencies and officials on how to navigate social media with respect to public record laws, the Brown Act, and First Amendment rights. Information and registration for the event can be found online at www.procopio.com.

17. BOARD MEMBER COMMENTS

None.

18. CLOSED SESSION

None.

19. ADJOURNMENT

The meeting adjourned at 9:14 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, March 19, 2024 at 8:30 a.m.

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS

For the Month of February 2024

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
43322	Sterling Infosystems, Inc	Preemployment Screening	New employee	\$ 162.50
43323	Adam Kaye	Services - Professional	Public communications	400.00
43324	Ahrens Mechanical	Services - Contractors	Moonlight Beach PS modifications - 01/01/24 - 01/31/24	14,513.79
43325	APGN Inc.	Repair Parts Expense	Temperature probe and filters for turbo blowers	2,072.04
43326	Ardurra Group, Inc	Services - Engineering	Wanket tank refurbish support from 12/01/23 to 12/31/23	17,544.07
43327	Concepcion Yani Barragan	Subsistence - Travel/Rm & Bd	Employee reimbursement - CSMFO conference hotel and mileage	1,366.79
43328	Brax Process and Pump Equip.	Repair Parts Expense	Gould's baldor motor	3,410.47
43329	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium hydroxide	1,348.92
43330	CA. Office Cleaning, Inc.	Services - Janitorial	Office and window cleaning	3,195.00
43331	Dudek & Associates	Services - Engineering	Construction of MBPS - 11/25/23 - 12/29/23	12,800.00
43332	E & M Electric & Machinery, In	Licenses	Software support license for SCADA	23,978.20
43333	Environmental Express, Inc.	Supplies - Lab	BOD supplies	857.90
43334	ERA	Supplies - Lab	Enterococci and Coliform test standard	2,116.59
43335	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	293.50
43336	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	16,930.74
43337	Didra Felix	Dues & Memberships	Employee reimbursement - Lab 1 certification renewal	98.00
43338	Fisher Scientific	Supplies - Shop & Field	Short term detector tubes	1,398.07
43339	FRS Environmental	Services - Maintenance	Parts washer service	291.00
43340	The Hardwood & Hardware Co.	Supplies - Office	M. Piper cabinet supplies	476.67
43341	Hardy Diagnostics	Supplies - Lab	Various lab supplies	1,544.37
43342	Idexx Distribution, Inc.	Supplies - Lab	Enterococci and test kits	4,414.32
43343	McMaster-Carr Supply Co.	Repair Parts Expense, Supplies - Shop	Various supplies	2,130.53
43344	Midas Shop	Vehicle Maintenance	Auto service - Trucks Ford F150, F250 and F350	2,602.52
43345	Mile3 Web Develoment, Inc.	Services - Professional	Website hosting and support	19,999.00
43346	Mission Square	ICMA Retirement	ICMA - 401a	6,380.01
43347	Mission Square - 304175	EE Deduction Benefits	ICMA - 457	10,111.36
43348	Motion Industries, Inc.	Repair Parts Expense	Primary collector motor	976.36
43349	MSE Landscape Professionals	Services - Landscape	Tree maintenance services	18,125.00
43350	Nobel Systems	Licenses	GIS annual subscription	11,400.00
43351	Cosby Oil Company, Inc	Fuel	Fuel - January	848.58
43352	NSI Solutions, Inc.	Supplies - Lab	Various lab supplies	176.00
43353	OneSource Distributors, Inc.	Repair Parts Expense	AB drive startup service	646.50
43354	Pacific Pipeline Supply	Repair Parts Expense	Groove coupling and replacement pipe spool	2,210.40
43355	Pacific Safety Center	Training - Safety	Confined space training - Harp, Canady, Holtz, Valdes and Fox	1,375.00
43356	PlanetBids, Inc.	Licenses	FY 23/24 - vendor and bid management module	3,948.44
43357	ProBuild Company, LLC	Supplies - Shop & Field, Safety	Various supplies	1,192.51
43358	Procopio Cory Hargreaves	Services - Legal	General, labor and employment	1,794.00
43359	Quality Assurance Solutions	Services - Professional	Laboratory consulting services - 04/04/23 - 06/22/23	318.75
43360	Robert Half International, Inc	Services - Temp	Temp service period ending - 01/05/24	138.60
43361	Santa Fe Irrigation District	Utilities - Water (Suppl.)	Water	2,078.60
43362	Sartorius Corporation	Supplies - Lab	Filter	145.67
43363	San Dieguito Water District	Utilities - Water	Water	4,471.91
43364	Sloan Electric Company	Repair Parts Expense	Odor control pump motor	334.37
43365	Southern Contracting Comp.	Services - Maintenance	Sludge collector at MCC bucket	849.00
43366	Southland Manufacturing, Inc.	Supplies - Shop & Field	Stormwater BMP materials	1,719.48
43367	Southwest Valve & Equip.	Repair Parts Expense	Digester area replacement valves	8,922.84
43368	Michael Thornton	Subsistence - Travel/Rm & Bd	Employee reimbursement - CASA Conference and hotel	1,677.80
43369	Trussell Technologies, Inc	Services - Engineering	Wastewater characterization and T1 - Operational support	25,027.44
43370	Unifirst Corporation	Services - Uniforms, Supplies - Safety	Uniform service and gloves	528.92
43371	Underground Service Alert/SC	Services - Alarm	Dig alert and safe excavation board	164.64
43372	USA Bluebook	Supplies - Lab, Repair Parts Expense	Various lab supplies and parts	8,234.33
43373	Volt Management Corp	Services - Temp	Internship program and temp service	5,035.94
43374	Benefits Coordinators Corp.	Dental/Vision	Vision - Feb	410.50
43375	VWR International, Inc.	Supplies - Lab	Various lab supplies	2,661.41
43376	WageWorks	Payroll Processing Fees	Admin fee - Jan	170.75
43377	Xylem Water Solutions USA, Inc	Services - Maintenance	Solana Beach P.S. parts and service	6,943.41
43378	Aflac	EE Deduction Benefits	Aflac - Feb	809.68
43379	Alfa Laval Ashbrook Simon-Hart	Repair Parts Expense	Various parts for belt presses	8,691.76
43380	Applied Best Practices, LLC	Services - Professional	FY 2022 - 23 disclosure services	350.00
43381	BK Valves & Equipment, Inc	Repair Parts Expense	Wet well #1 gate repair parts	4,741.00
43382	Boot World, Inc.	Uniforms - Boots	Safety boots - J. Valdes	225.00
43383	Brax Process and Pump Equip.	Capital Outlay, Repair Parts Expense	Filter feed pump and drive motor belt	8,355.88
43384	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride	22,154.50
43385	Carollo Engineers	Services - Professional, Engineering	Engineering service and electrical analysis update through 01/31/24	10,176.50
43386	CDM Smith	Services - Engineering	Service for Moonlight PS from 01/07/24 -02/03/24	9,057.50
43387	CDW Government	Supplies - Office	Laptop	2,388.02
43388	Corodata	Rent	Record storage - Jan	118.85
43389	DC Frost Associates, Inc	Repair Parts Expense	Primary tank wear strips	5,893.99
43390	Devin McGinness	Dues & Memberships	Employee reimbursement - CWEA membership	20.00
43391	City of Encinitas	Service - IT Support	Admin network - Jan	6,653.00
43392	City of Encinitas	Service - IT Support	Admin network - Feb	6,653.00
43393	City of Encinitas	Licenses	Zoom and Duo - Jan	69.98
43394	City of Encinitas	Licenses	Zoom and Duo - Feb	69.98
43395	Enthalpy Analytical, LLC	Services - Laboratory	Laboratory toxicity testing service Dec 2023	1,050.00
43396	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Jan	4,382.00
43397	Hardy Diagnostics	Supplies - Lab	Various lab supplies	1,565.85
43398	Hesed Group Inc	Subsistence - Meals	Safety board meeting luncheon	593.31
43399	Todd Hutchinson	Seminars/Education	Employee reimbursement - CWEA Awards banquet	45.00
43400	HPS West, Inc	Shop Tools and Equip.	Meter for ground wells	1,563.41
43401	Lawson Products Inc.	Supplies - Shop & Field	Various hardware supplies	2,083.49
43402	Lee's Lock & Safe	Repair Parts Expense	Replace lab door lock	306.04

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

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
43403	McMaster-Carr Supply Co.	Supplies - Shop & Field, Tools and Equip	Various supplies	2,425.01
43404	Mission Square	ICMA Retirement	ICMA - 401a	6,229.70
43405	Mission Square - 304175	EE Deduction Benefits	ICMA - 457	10,111.36
43406	Cosby Oil Company, Inc	Fuel	Fuel - Feb	857.83
43407	Nth Generation	Subscriptions	Cisco Meraki and Global protect license	386.70
43408	Olivenhain Municipal Water Dis	Rent, Service	Pipeline rental payment - Jan, NSDWRC grant admin, Woodward & Curran	6,673.11
43409	Otis Elevator Company	Services - Maintenance	Elevator maintenance from 01/01/24 - 01/31/24	190.00
43410	Peerless Materials Co., LLC	Supplies - Shop & Field	Spill master pallets	646.50
43411	Michael Piper	Seminars/Education	Employee reimbursement - CWEA Awards banquet	45.00
43412	ProBuild Company, LLC	Shop Tools and Equip.	Various supplies	329.29
43413	Procopio Cory Hargreaves	Services - Legal	General, labor and employment	5,187.00
43414	RSF Security Systems	Services - Alarm	Cellular fire system monitoring	49.00
43415	Rusty Wallis, Inc.	Services - Maintenance	Water softener , tank service and salt bags	344.42
43416	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline reimbursement	2,318.18
43417	Siemens Industry, Inc.	Repair Parts Expense	Equipment	1,870.54
43418	Specialty Seals & Accessories	Repair Parts Expense	Pump sleeve - RAS # 4	3,086.61
43419	SS Mechanical	Services - Maintenance	Installation of wear strip weld washer	3,500.00
43420	Terminix Processing Center	Services - Maintenance	Pest control service	549.88
43421	Thatcher Company of California	Supplies - Chemicals	Aluminum sulfate	4,819.16
43422	Void			-
43423	Unifirst Corporation	Services - Uniforms, Supplies - Safety	Uniform service and gloves	1,162.77
43424	USA Bluebook	Supplies - Lab	Various lab supplies	953.11
43425	Valley CM, Inc.	Services - Contractors	Management and inspection services - 01/01/24 - 01/31/24	10,130.00
43426	VEGA Americas, Inc	Repair Parts Expense	Level sensor	1,794.06
43427	Volt Management Corp	Services - Temp	Internship program and temp service	6,857.72
43428	Benefits Coordinators Corp.	Dental/Vision	Vision - Mar	409.80
43429	VWR International, Inc.	Supplies - Lab	Various lab supplies	378.72
On-line 872	P.E.R.S.	Medical Insurance - Pers	Health - Feb	40,785.37
On-line 873	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	1,029.95
On-line 874	WM Corporate Services, Inc.	Services - Sediment Disposal	10 yard roll off disposal	2,457.73
On-line 875	BankCard Center	Capital Outlay	Various supplies	9,842.69
On-line 876	Home Depot Credit Services	Supplies - Safety	Various supplies	611.11
On-line 877	P.E.R.S.	Medical Insurance - Pers	Health - Mar	49,024.14
On-line 878	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 01/20/24 - 02/02/24	21,331.53
On-line 879	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 01/09/24 - 02/06/24	73,681.14
On-line 880	Sun Life Financial	Life Insurance/Disability	Life and disability - Mar	2,632.23
	San Elijo Payroll Account	Payroll	Payroll - 02/09/2024	107,118.11
	San Elijo Payroll Account	Payroll	Payroll - 02/23/2024	175,864.51
				<u><u>\$ 916,665.23</u></u>

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

**For the Month of February 2024
As of February 29, 2024**

PAYMENT OF WARRANTS

\$ 916,665.23

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.



C. Yani Barragan
Accounting Technician III

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

As of February 29, 2024

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(FEBRUARY 2024 YIELD 4.122%)</i>	\$ 14,204,218.90
CALIFORNIA BANK AND TRUST <i>(FEBRUARY 2024 YIELD 0.01%)</i>	568,523.71
U.S. Bank <i>(FEBRUARY 2024 YIELD 4.40%)</i>	15,414,534.14
PARS <i>(JANUARY 2024 YIELD 0.04%)</i>	953,803.17
TOTAL RESOURCES	<u>\$ 31,141,079.92</u>

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

March 19, 2024

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT - JANUARY

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

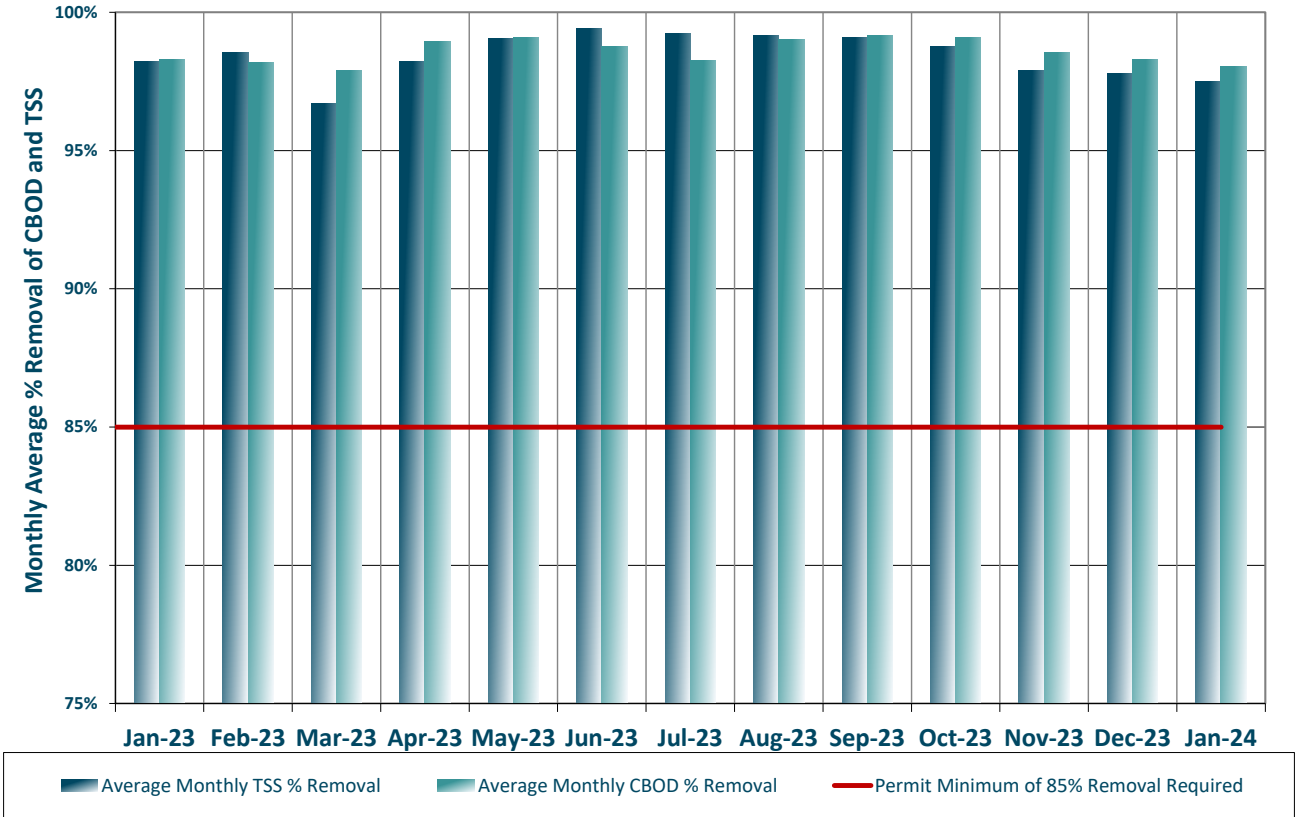
Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of January 2024. The primary indicators of treatment performance include the removal of Total Suspended Solids (TSS) 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 **97.5** and **98.0** percent removal, respectively, during the month of January.

Exceptional Water Treatment

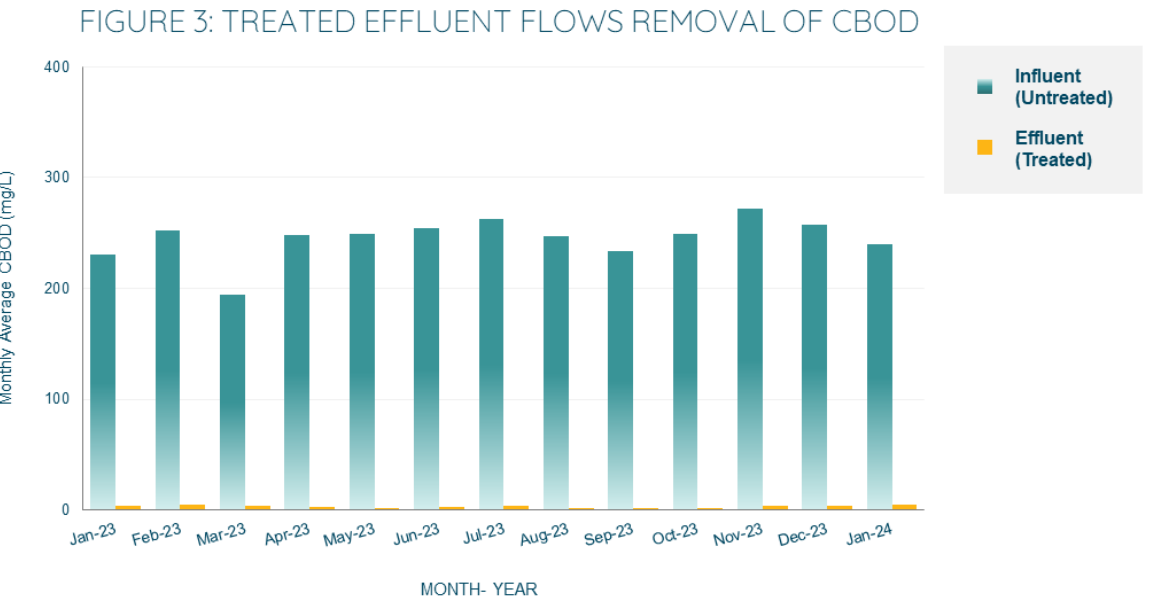
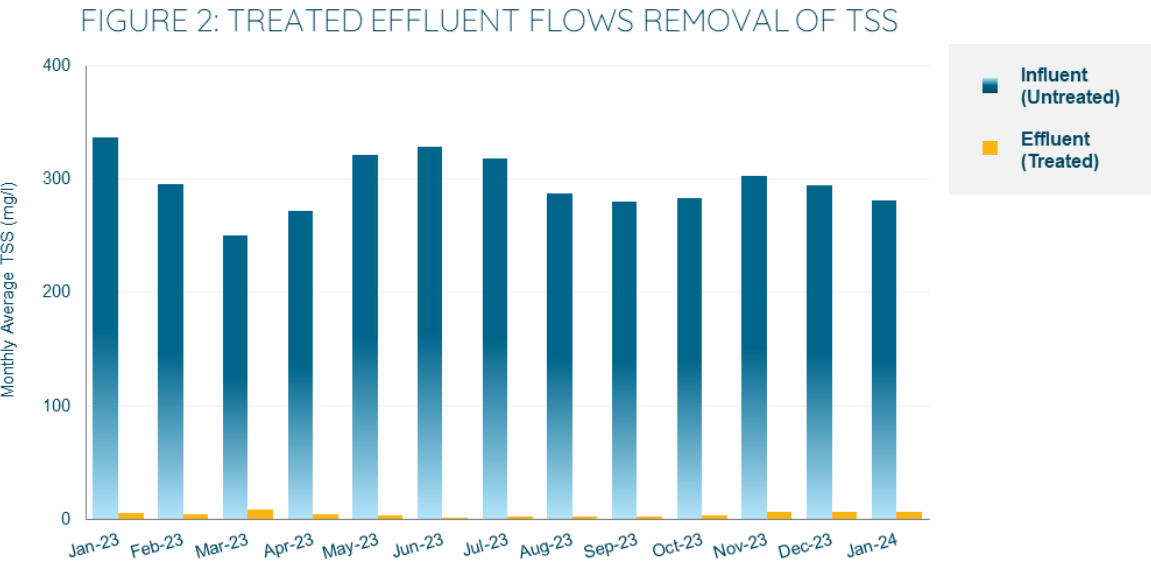


Figure 1 (below) shows historic treatment performance trends for the removal of TSS and CBOD over the last 13 months compared to the permit minimum removal requirement of 85%.

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.



Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of January. Average daily influent flows were recorded for each contributing agency. In January, about 15% of the incoming flow was repurposed as recycled water with the remaining flow discharged to the ocean.

TABLE 1 - INFLUENT AND EFFLUENT FLOWS IN JANUARY

JANUARY			
	Influent (mad)	Recycled Water (mad)	Effluent (mad)*
Cardiff Sanitaru Division	1.416	0.206	1.21
Citu of Solana Beach	1.055	0.154	0.901
Rancho Santa Fe SID	0.190	0.028	0.162
Citu of Del Mar	0.380	0.055	0.325
Total San Elijo Water Campus Flow	3.041	0.443	2.598

* 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.

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
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
Aug-23	1.242	0.177	0.954	0.494	2.867	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	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	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	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	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	8,569	588	8,166	2,622	19,945	165	323	129	134	152

CSD: Cardiff Sanitary Division

RSF: Ranch Santa Fe Community Service District

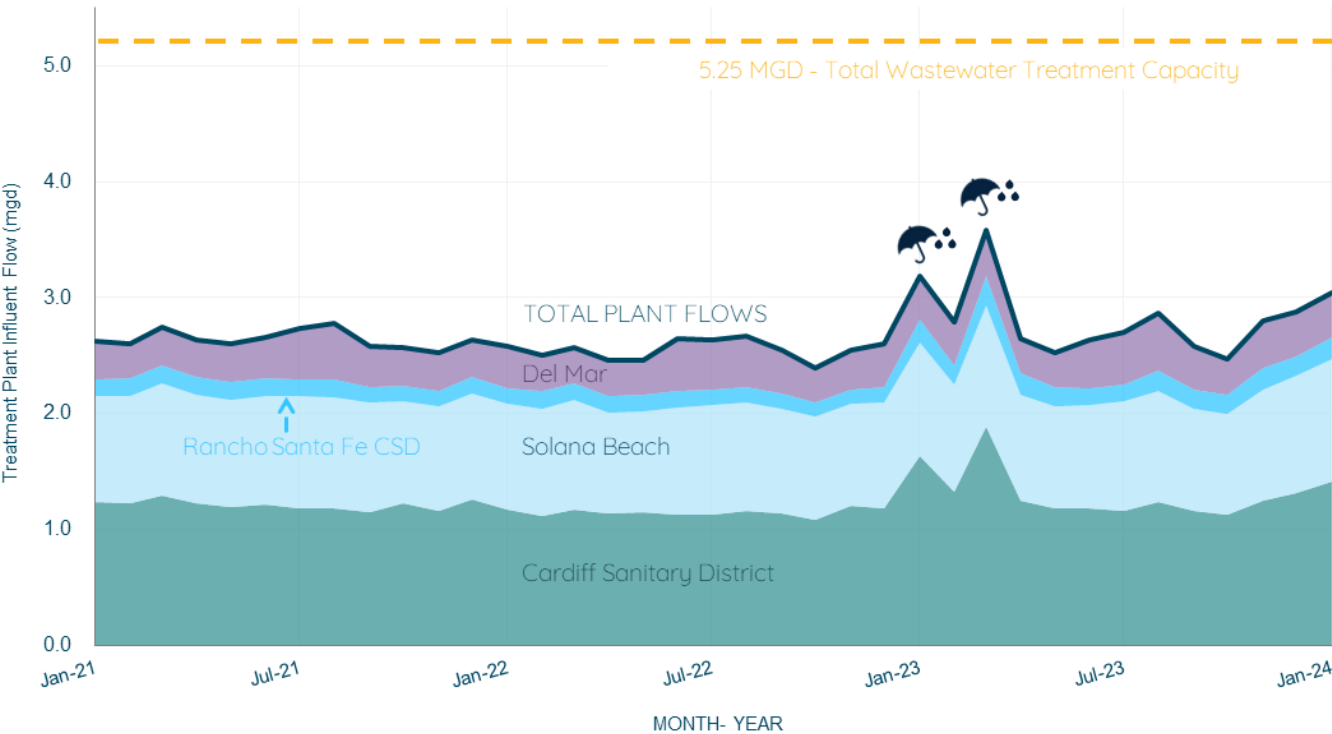
SB: Solana Beach

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 January 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)	10.6
Escondido (Peak flow rate)	18.5

Connected Equivalent Dwelling Units

The Cities of Solana Beach and Del Mar updated the number of connected EDUs that are reported to the SEJPA in August 2023. The City of Encinitas updated their connected EDU report in January 2024. 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	8,569
Rancho Santa Fe SID	588
City of Solana Beach	7,829
San Diego (to Solana Beach)	337
City of Del Mar	2,622
Total EDUs to System	19,945

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

March 19, 2024

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT - JANUARY

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of January 2024, recycled water demand was 33.7 acre-feet (AF), which was met using 33.7 AF of recycled water. January demand was 19% below budget expectations of 42 AF due to higher-than-normal rainfall.

For the first seven months of FY 2023-24, total recycled water production was 963 AF, which is slightly below budget by 6.4%.

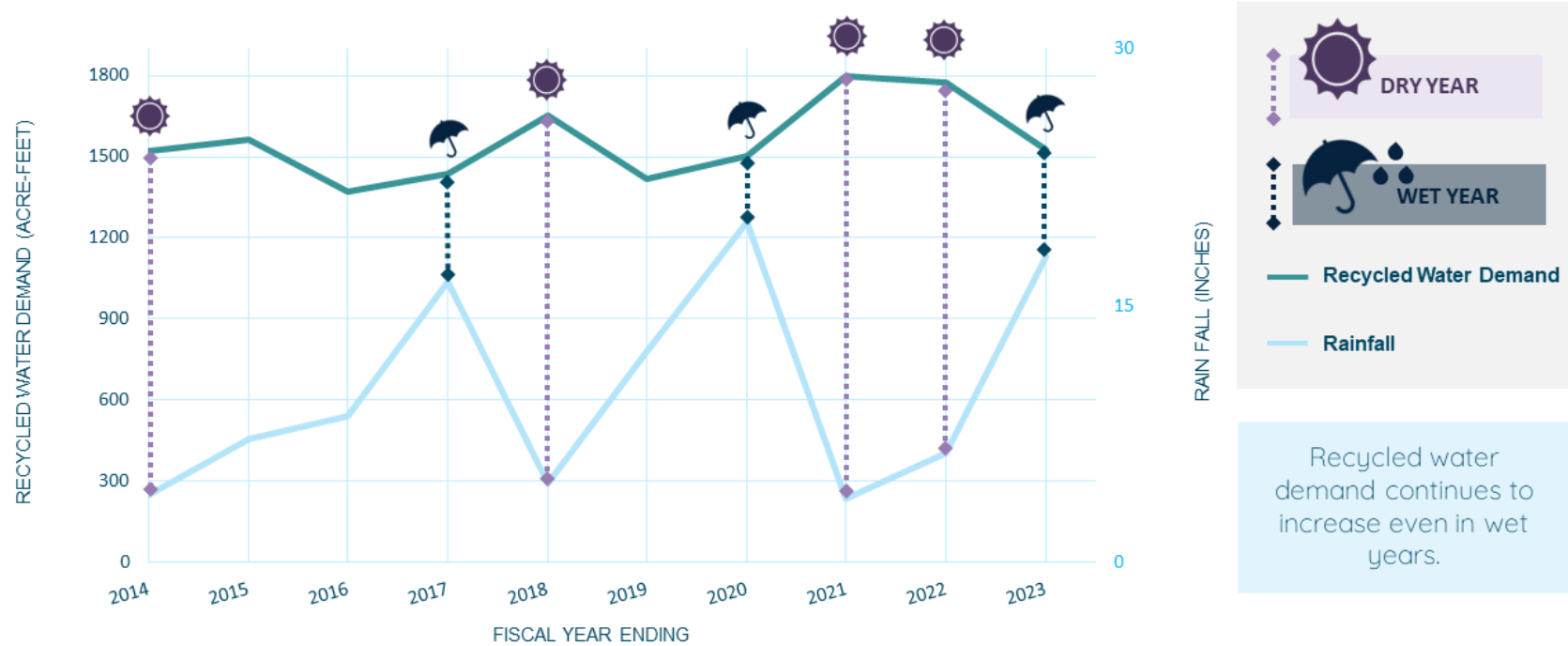
Figure 1 (attached) provides a graphical view of annual recycled water demand spanning the last 10 fiscal years, with the overlay of annual rainfall. Since the recycled water program primarily serves outdoor irrigation, annual demand is reduced during wet periods and increases during times of drought. Figure 2 (attached) shows the monthly recycled water demand for each January 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



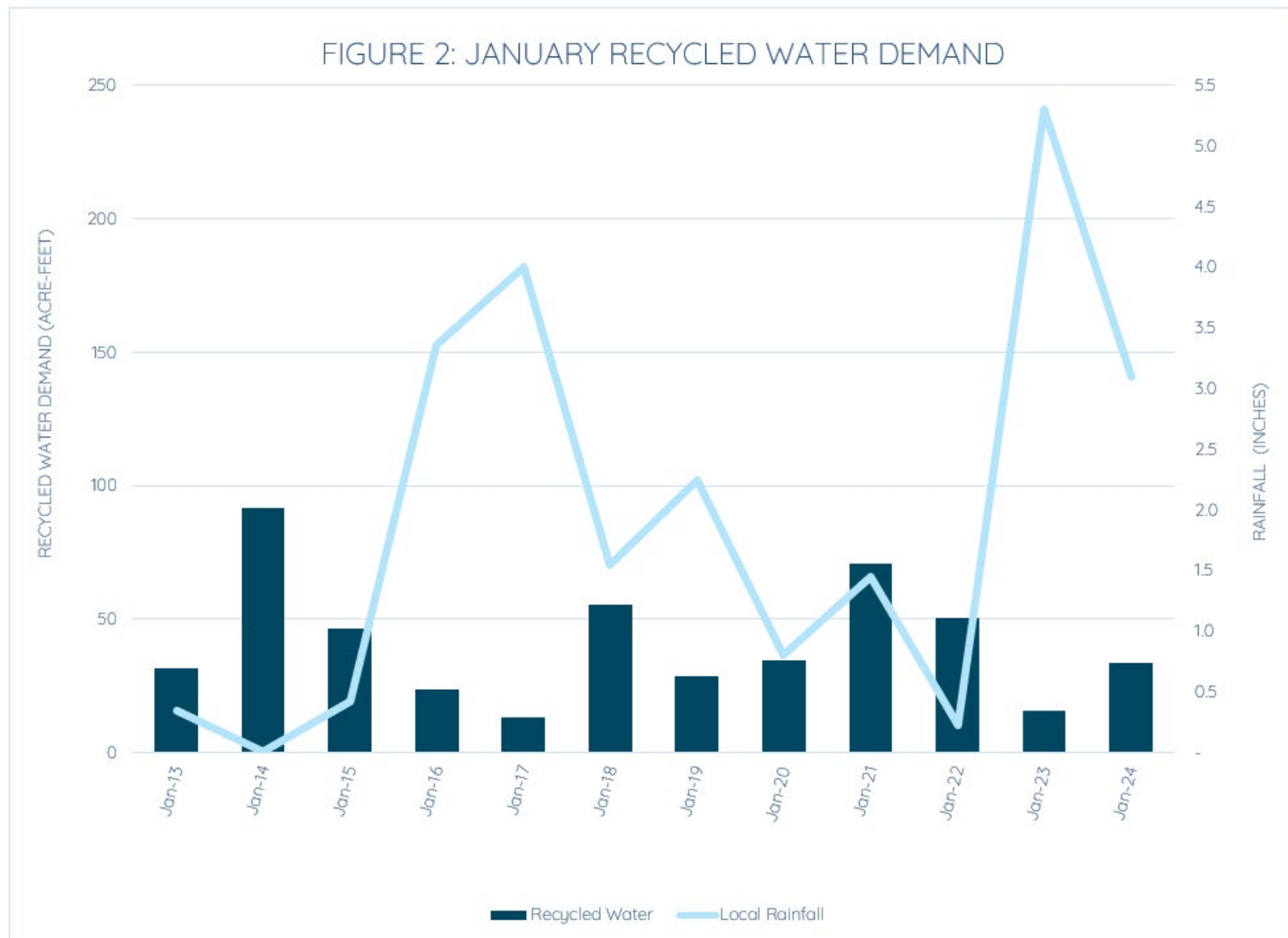
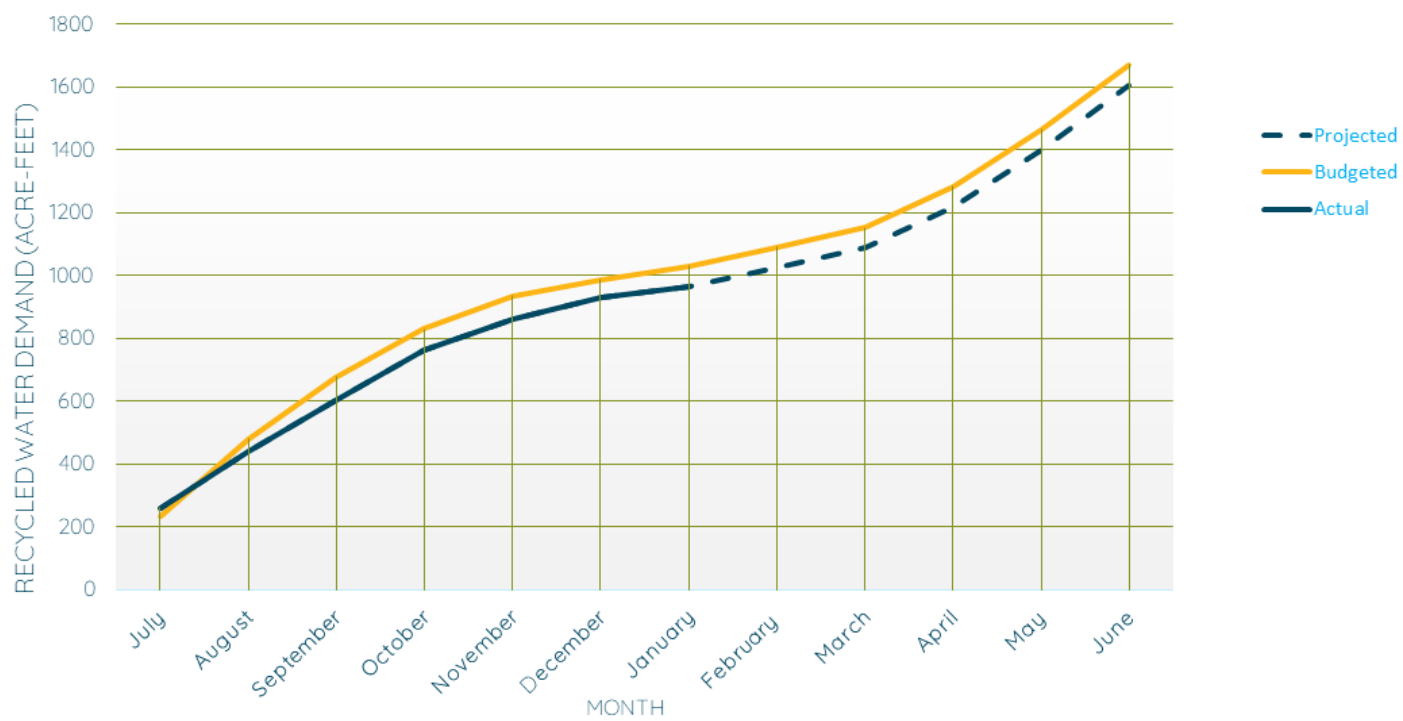


FIGURE 3: FY2023/24 CUMULATIVE DEMAND VS BUDGET



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AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

March 19, 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 Board Chair Hinze on February 19, 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

March 19, 2024

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY CONTRACT FOR PROCUREMENT
OF SODIUM HYPOCHLORITE AND FERRIC CHLORIDE FOR FISCAL YEAR
2024-25

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the agreement with Olin Corporation for the procurement of sodium hypochlorite for an amount not-to-exceed \$242,740 in FY 2024-25;
2. Authorize the General Manager to amend the agreement with California Water Technologies, LLC for the procurement of ferric chloride for an amount not-to-exceed \$188,000 in FY 2024-25; and
3. Discuss and take action as appropriate.

BACKGROUND

Each year the San Elijo Joint Powers Authority (SEJPA) solicits bids for chemicals used in the treatment of wastewater and the production of recycled water in accordance with the procurement policy. Certain chemicals may have contract amounts above the General Manager's signing authority of \$50,000 and require Board approval.

DISCUSSION

For fiscal year 2024-25, SEJPA has two chemicals (sodium hypochlorite and ferric chloride) that require Board purchasing approval. Sodium hypochlorite is used for disinfection of recycled water and in the facility's odor control system. Ferric chloride is used in the wastewater treatment process at the primary setting tanks and the anaerobic digesters to enhance solid setting and reduce hydrogen sulfide.

Sodium Hypochlorite

In 2022, staff advertised and publicly bid the purchase of sodium hypochlorite. Olin Corporation was selected as the lowest bidder and awarded a one-year contract with the option of two additional one-year terms. Olin Corporation is entering the second optional one-year term and has agreed to keep the price the same at \$2.29 per gallon for FY 2024-25. Staff has reviewed sodium hypochlorite pricing from six other California wastewater agencies and confirmed the proposed pricing is 22% less than the lowest rate received by this group. Staff recommends accepting the proposed pricing of \$2.29 per gallon and awarding the second optional one-year term for sodium hypochlorite to the Olin Corporation.

Ferric Chloride

In 2023, staff advertised and publicly bid the purchase of ferric chloride. California Water Technologies, LLC (CWT) was selected as the lowest bidder and awarded a one-year contract with the option of two additional one-year terms. CWT is entering the first optional one-year term and has requested a unit price of \$1,245 per dry ton (8% increase). CWT provided backup documentation showing that the raw material to produce ferric chloride has increased at a similar rate. Staff has reviewed ferric chloride pricing from six other California wastewater agencies and confirmed the proposed pricing was 3% less than the lowest rate received by this group. Staff recommends accepting the proposed pricing of \$1,245 per dry ton and awarding the first optional one-year term for ferric chloride to the CWT.

FISCAL IMPACT

The FY 2024-25 Recommended Budget, which is currently in development, will include \$188,000 for ferric chloride and \$242,740 for sodium hypochlorite purchases.

RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Authorize the General Manager to amend the agreement with Olin Corporation for the procurement of sodium hypochlorite for an amount not-to-exceed \$242,740 in FY 2024;
2. Authorize the General Manager to amend the agreement with California Water Technologies, LLC for the procurement of ferric chloride for an amount not-to-exceed \$188,000 in FY 2024-25; and
3. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Amendment 2 – Olin Corporation Extension Letter

Attachment 2: Amendment 2 - California Water Technologies, LLC Renewal Letter



490 Stuart Road NE, Cleveland, Tennessee 37312
423/336-4850 • 423/336-4830
Internet Address: www.olinchloralkali.com

March 7, 2024

Mr. Chris Trees
Director of Operations
San Elijo Joint Powers Authority
2695 Manchester Avenue
Cardiff by the Sea, CA. 92007-7077

Subject: **EXTENSION – SUPPLY OF SODIUM HYPOCHLORITE, 12.5%**

Dear Chris:

Following recent discussions with Abigail Schlenk, Olin Corporation, for and on behalf of itself and its subsidiaries ("Olin") is pleased to provide you with our proposal to extend our agreement to supply Sodium Hypochlorite, 12.5%, to your facility. Our proposal is outlined below:

PRODUCT & GRADE:	Sodium Hypochlorite, 12.5%
QUANTITY:	100% of Buyer's requirements for its Cardiff by the Sea, CA., facility, estimated to be one hundred eighty thousand (180,000) gallons per calendar year, and not to exceed such estimate in any calendar year without Olin's prior written approval.
DELIVERY PERIOD:	July 1, 2024, through June 30, 2025.
PRICE & FREIGHT	<p>The initial price of the product is \$2.29 per gallon.</p> <p>Price firm from July 1, 2024, through June 30, 2025.</p> <p>Price based on deliveries of at least 4,800 gallons.</p> <p>Normal orders are shipped within four (4) working days ARO.</p> <p>Pricing plus any applicable taxes, State assessments and/or Federal Superfund Assessments of \$0.004 per gallon.</p>
FUEL SURCHARGE:	Included in the delivered price.
CONTAINER:	Olin's provided and approved Tank Trucks.
ORIGIN:	Olin's facility in Santa Fe Springs, CA and/or Henderson, NV.
DESTINATION:	Buyer's facility in Cardiff by the Sea, CA.
TITLE AND RISK OF LOSS POINT:	Customer's plant gate in Cardiff by the Sea, CA.
PAYMENT TERMS:	As presently agreed.



8851 Dice Road Santa Fe Springs, CA 90670
Telephone: (866) 337-7427 Fax: (562) 698-6165

March 11, 2024

Christopher Trees
Director of Operations
San Elijo Joint Powers Authority

Dear Chris,

California Water Technologies appreciates the opportunity to provide the San Elijo Joint Powers Authority with a Ferric Chloride contract pricing proposal for the remaining months of this fiscal year. The cost of raw materials and freight has increased since the last pricing proposal and we anticipate further increases in the next 18 months. Raw material and product supply has at times been limited. We are pleased to offer assurance of contract supply to the San Elijo Joint Powers Authority with this proposal.

Product: Liquid Ferric chloride
Price: \$1,245/ dry ton delivered
Effective Dates: 7/1/24-6/30/25

Thanks again for the opportunity to provide this proposal. We look forward to your response.

Tatyana Lipanovich/ Director of Sales

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

March 19, 2024

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: AGREEMENT FOR JANITORIAL MAINTENANCE SERVICES

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the agreement with California Office Cleaning, Inc for janitorial maintenance services for an amount not-to-exceed \$51,216;
2. Discuss and take action as appropriate.

DISCUSSION

In 2023, the San Elijo Joint Powers Authority (SEJPA) initiated a solicitation for janitorial maintenance services. California Office Cleaning, Inc. was selected as the most competitive and responsive bidder, subsequently securing a one-year contract with the provision for two additional one-year extensions. The initial contract, with a total value of \$49,724, is set to expire on June 30, 2024.

California Office Cleaning has demonstrated high standards and dependable performance in fulfilling their responsibilities. As a result, the SEJPA staff recommends the extension of the first optional one-year term to California Office Cleaning. This extension entails a 3% cost increase, bringing the total amount not-to-exceed to \$51,216.

FINANCIAL IMPACT

The FY 2024-25 Recommended Budget, which is currently in development, will include \$51,216 for janitorial maintenance service.

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to amend the agreement with California Office Cleaning, Inc for janitorial maintenance services for an amount not-to-exceed \$51,216;
2. Discuss and take action as appropriate.

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

Attachment 1: California Office Cleaning, Inc. Proposal



California Office Cleaning, inc.
415 Laurel st. PMB 350
San Diego Ca 92101

calofficecleaning@gmail.com
Dustin@calofficecleaning.com
calofficecleaning.com
949-701-1771

Prepared by: Dustin Landeis (President) 5/20/23

Proposal for: Janitorial Services for San Elijo Joint Powers Authority

Company Background:

California Office Cleaning, inc. currently cleans and maintains over 750,000 sqft of office and commercial space from Oceanside to El Cajon to San Ysidro. We currently have 27 employees. We will be celebrating our 10th year in business as we have been operating since September of 2013. Originally operating as Dusty's Cleaning Services, inc. as a office and home cleaning business, we transferred all employees and clients to California Office Cleaning, inc. prior to the sale of Dusty's and its home cleaning portfolio. California Office Cleaning, inc. was formed as an S-corporation with the state of California on 1/1/18 at which point all clients and employees transferred operations under the current name. Some of our original clients are still with us from over 7 years ago. We are an office and commercial only cleaning company that provides general cleaning services, window cleaning, stripping and waxing, floor care and carpet shampooing. All employees are experienced in cleaning bathrooms, floors, walls, windows, trash disposal, kitchens, lobbies, labs, chambers commerce areas, individual offices, exterior areas etc. All current employees are background checked, experienced and receive ongoing training and supervision.

Qualifications:

We have knowledge of how to service all areas on the SEJPA contract including cleaning safety and OSHA (Occupational Safety and Health Administration) compliance. We have knowledge of how to properly clean and disinfect common areas, kitchens and restrooms. We will also implement training procedures on how to clean and maintain Consolidek flooring. We will also provide safety training and supervision to staff to ensure safe and cautious cleaning procedures in the laboratory. All cleaning staff will follow a detailed cleaning checklist and weekly inspections by a Supervisor.

We hold current insurance certificates including Worker's Compensation, General Liability and Commercial Auto.

Our Corporate and State information is listed below:

California Corporate Number: 4091682

Employer Identification Number: 82-3820888

City of San Diego License Number: B2018000106

State of Ca DIR Registration Number: JS-LR-1000821953 expiration 9/20/23

Firm's experience/Similar Contracts: Please see below 3 of our most similar contracts to what is required in the RFP for SEJPA. Each of these contracts requires cleaning of: lobbies, windows, desks, restrooms, showers, locker rooms, meeting rooms, individual offices, kitchens, break rooms, hallways, windowsills, tile floors, concrete floors, carpet etc.

For almost 4 years now, we have been cleaning on the same site as SEJPA. We clean Wastewater Collections (4.5 days/week) at 2695 Manchester Ave. Cardiff Ca 92007. We have visited this site over 900 times to perform regular cleaning. Adding cleaning services to the SEJPA would be a seamless addition.

City of Encinitas: **07/01/2019- Present** (4 buildings) Encinitas Civic Center (4.5 days/week) 505 S. Vulcan Ave., Encinitas Ca 92024, Encinitas Library (7 days/week), 540 Cornish Ave., Encinitas Ca 92024, Encinitas Public Works (4.5 days/week) 160 Calle Magdalena, Encinitas Ca 92024, Wastewater Collections (4.5 days/week) 2695 Manchester Ave. Cardiff Ca 92007

Contract Administrator: Matt Mackinen mmaackinen@encinitas.gov 760-670-7524. **We started this contract on 7/1/2019 and on 6/30/2022 we renewed a 3 year contract agreement.**

City of San Diego Fire Department: **07/01/2018- Present** City of San Diego Fire Training Facility (5 days/week), 2580 Kincaid Rd. San Diego Ca 92101, San Diego Fire (5 days/week) 1970 B st. San Diego Ca 92102, City of San Diego Fire Communications buildings (7 days per week)

Contract Administrator: Michael Ferragamo mferragamo@sandiego.gov 858-573-1444 **We started with our first year contract with The City of San Diego Fire Department on 7/1/2018 and each contract has been renewed annually.**

City of Solana Beach: **01/01/2020- Present** (6 buildings) City Hall (5 days per week), La Colonia Park Community Center (5 days per week), La Colonia Community Center public outdoor restrooms (7 days per week), Fletcher Cove Community Center (2 days per week), Fletcher Cove public outdoor restrooms (7 days per week)

Contract Administrator: Luis Carrillo lcarrillo@cosb.org 951-710-7993. **We started a 1 year contract here on 1/1/2020 and we recently re-signed for our 4th consecutive year of doing services on this contract.**

Employees on site:

Employee Policies:

- All employees are over the age of 18 years old
- All employees are able to read, understand and execute directions
- Successful completion of a criminal records check
- Successful completion of a driver's license check for a good driving record
- Proof of eligibility to work in the USA
- Will ensure employees appearance and uniforms regularly (long pants and company logo clear on front and back of shirt)
- All cars used at city facilities will maintain current auto insurance
- Supervisors will ensure professional and courteous respect for public and City staff
- No unapproved persons including children will ever be on site
- No personal property of our staff except cleaning materials will be stored at any City facility
- Keys and codes will not be offered to any employee without written consent from the City
- Personal calls/texts will only be on break or in case of an emergency and will be made offsite in a private area
- Any labor disputes will be handles by employee and employer and not the City
- Building security is of paramount importance and will be the most important and focused upon job of our supervisors
- Must have prior janitorial experience
- Uniform worn properly at all times
- No headphones or music while working
- No personal text messaging while working (emergencies only)
- No eating or breaks on site unless in break room authorized by client (in car or offsite only)
- Undergo sexual harassment training
- Must have working phone
- Trained in detailed reporting of hazards or broken or vandalized areas
- Trained in safety protocol and proceeders
- Trained in appropriate and professional manners around City staff
- When in doubt always consult with Supervisor
- Must be a legally able to work for a U.S. employer (Citizen or Permanent Resident)

All California Office Cleaning employees are background checked upon hire. A complete list of all employees working on this site will be given to management upon start date. A 24 hour contact and telephone number will also be provided for emergency purposes. If for any reason, the staff members change at your location, we will immediately notify SEJPA with these changes and update the list originally provided. All employees assigned to this location will be of good moral character. Staff will always appear well groomed and provide services while wearing our company uniforms, along with the required ID card. While on site, we will not disturb papers on desks, open drawers, or cabinets, use telephones, radios, computers, or television sets, or tamper with personal property. At no time will we violate building and/or room security.

Temporary Vacancies of Employees:

We currently overstaff all locations in case of illness, vacation, family emergency or an employee termination. We always have a back up trained at all locations in case of a staff emergency to ensure no site will ever miss a scheduled cleaning.

Monitoring and Evaluation of Employees:

Every scheduled cleaning will be walked through upon completion with a Supervisor weekly. This Supervisor will review the cleaning checklist to evaluate the completion of all scheduled tasks. This checklist will be filed and saved by management in case future review is needed. This evaluation will be at every site upon the completion of the cleaning. If anything has been missed, we will fix prior to the open of business.

Contract execution plan:

California Office Cleaning understands that all SEJPA buildings are occupied by staff between the hours of 6AM-4:30PM. We will not begin or perform any disruptive cleaning duties within these hours. We will also not enter or clean the laboratory between these same listed hours.

Our plan to communicate with SEJPA's designated contract manager is a 2 part plan.

1: All on site communications will go through our Head of Operations named Rosalinda (Rosie) Lopez. All ordering of supplies, employee training and corrective action, inspections and illness/vacation coverage will be completed by Rosie.

2: All contractual execution/adjustments, scheduling of periodic services, additional requested services, email communication, licensing, invoicing will be completed by Dustin Landeis (President).

Our service plan is as follows:

Monday, Tuesday, Wednesday and Thursday: 1 employee to arrive at 4-430pm and will finish between 8 and 830pm. This employee's schedule will be as follows:

Monday: Area 1 Main building/Administration & Operations: Cleaning will consist of cleaning the entire downstairs of this building, except for the common area/office desk area where there are an estimated 5 desks AND 5 individual offices

Tuesday: Area 1 Main building/Administration & Operations: Cleaning will consist of cleaning the entire upstairs plus the common area/ office desk area plus the downstairs common area/ office desk area where there are an estimated 5 desks AND 5 individual offices

Wednesday: Area 2 Other building including Laboratory: all areas of this building per the cleaning checklist will be completed

Thursday: Areas 3 Center of Treatment Plant (Public Restroom) and area 4 Construction Management Trailer

Friday: Rosie will arrive onsite during business hours for up to 2 hours. Her work shall not interfere with regular business activities. Rosie go onsite every Friday to review the required checklist and perform other weekly tasks. These tasks include but are not limited to; checking levels of supplies/ make supply orders, verifying completeness of the work done during the week and any light touchups that are needed. Upon departure on Friday, Rosie will turn the checklist into SEPJA. Rosie will also be in charge of monthly performance reviews with SEJPA.

We will provide cleaning of The Board Room (Admin/Ops Building) on the third Monday and Tuesday of each month. The dates are as follows: July 17 and 18, August 21 and 22, September 18 and 19, October 16 and 17, November 20 and 21, December 18 and 19, January 15 and 16, February 19 and 20, March 18 and 19, April 15 and 16, May 20 and 21, June 17 and 18.

For periodic cleanings including polishing of concrete floors in Administration and Operations building and polishing of floors in laboratory building, Dustin Landeis will communicate with contract administrator for scheduling.

Intent:

We intend on servicing this contract exactly as it is written and we have every intention on building and maintaining a long term working relationship with SEJPA for many years to come. Thank you for taking the time to read and consider our janitorial services proposal.

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

March 19, 2024

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

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 is implementing the 3-Year Capital Plan consisting of prioritized projects with a total estimated cost of \$32.6 million. These projects are now estimated to be complete by the end of 2026, delivered through the traditional design-bid-build process. Major projects are typically bid as standalone construction contracts. Smaller asset management scopes may be grouped to reduce administrative burden on the agency, to leverage economies of scale, and to encourage bidder participation which should yield lower overall project delivery costs.

The 3-Year Capital Plan 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 and recycled water incentive programs. SEJPA's budgeting and financial practices allocate capital project expenses to the benefiting program in accordance with defined asset ownership or leased capacity.

DISCUSSION

The 3-Year Capital Plan delivery schedule and estimated cost are summarized in Figure 15-1. Following, Table 15-1 highlights notable progress over the past quarter (January – March 2024) and anticipated major activities in the next 3 to 6 months. Three capital projects are under construction and three projects will be going out to bid in the next six months.

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

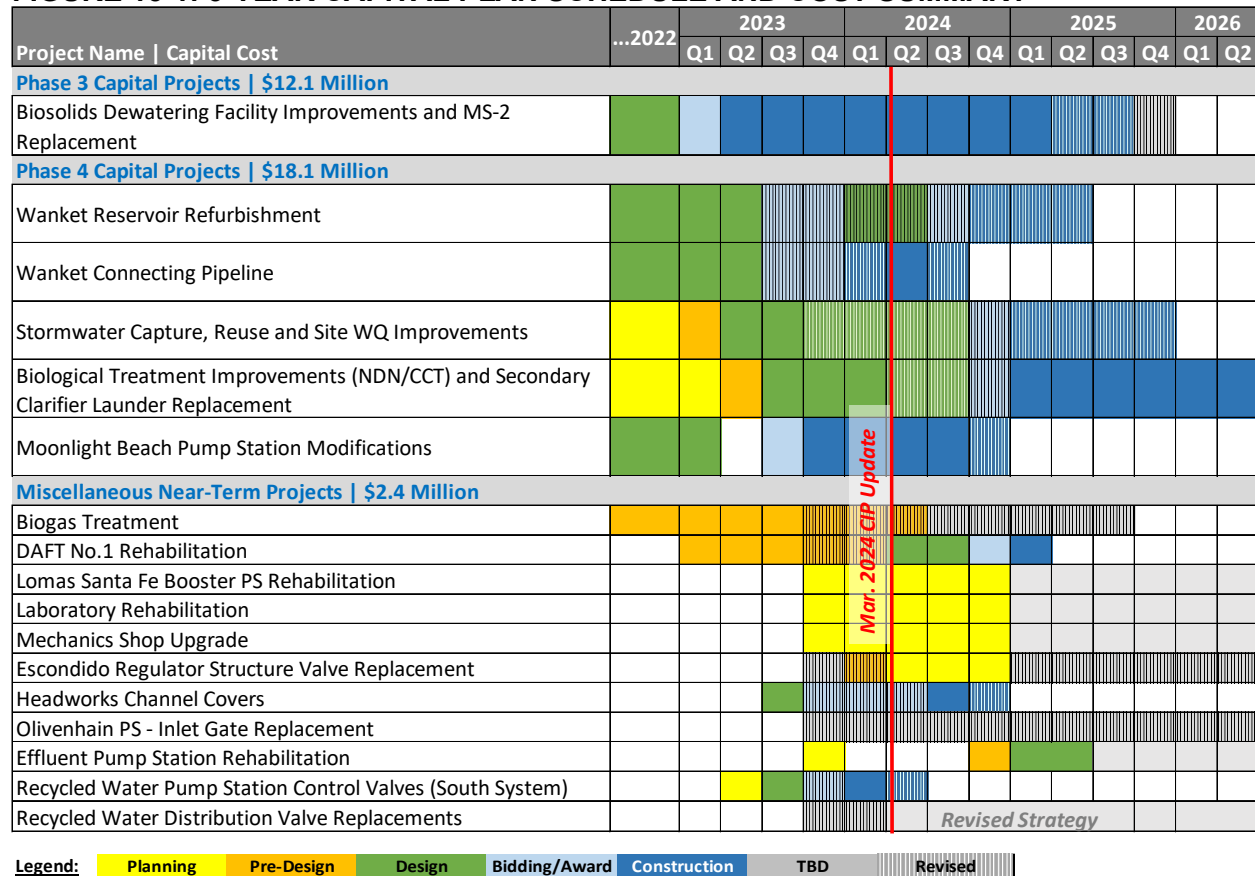


TABLE 15-1: 3-YEAR CAPITAL PLAN, PROJECT STATUS SUMMARY

Project Name (Status)	Progress as of March 2024
Phase 3 Capital Projects	
Biosolids Dewatering Facility Improvements and MS-2 Replacement (Construction)	<ul style="list-style-type: none"> ✓ Major process and electrical equipment in production ✓ Anticipate further schedule impacts due to supply chain challenges
Phase 4 Capital Projects	
Wanket Reservoir Refurbishment (Design Revision / Re-Bid)	<ul style="list-style-type: none"> ✓ Rejected bid for combined tank and pipeline project ✓ Value Engineering to align scope with budget ✓ Design revisions in December/January ✓ Re-bid in Q2, 2024
Wanket Recycled Water Pipeline (Construction)	<ul style="list-style-type: none"> ✓ Awarded pipeline project ✓ Conducted Preconstruction Meeting ✓ Pre-construction activities in progress ✓ Processing pipeline easement and License Agreements ✓ Processing project permits with City of Encinitas
Stormwater Capture, Reuse and Site WQ Improvements (Design)	<ul style="list-style-type: none"> ✓ Evaluating opportunities to enhance onsite stormwater capture and alleviate localized drainage issues on Water Campus ✓ Anticipate construction bid/Award in Q4, 2024
Biological Treatment Improvements (NDN/CCT) and Secondary Clarifier Launder Replacement (Design)	<ul style="list-style-type: none"> ✓ Received and Reviewed Basis of Design Report (preliminary design) ✓ Workshops (2 total) with design team to review key treatment process decisions, to assess constructability and operability, and to confirm scope for final design ✓ Commenced final design
Moonlight Beach Pump Station Modifications (Construction)	<ul style="list-style-type: none"> ✓ Submittals and pre-construction activities ongoing ✓ Wetwell rehab to begin March/April 2024 ✓ Mechanical upgrades to begin in Summer 2024
Miscellaneous Near-Term Projects	
Biogas Treatment (Pre-Design)	<ul style="list-style-type: none"> ✓ Recommendations to be prioritized in Facility Plan update
DAFT No.1 Rehabilitation (Pre-Design)	<ul style="list-style-type: none"> ✓ Condition assessment and project scoping in conjunction with Facility Plan update
Lomas Santa Fe Booster PS Rehabilitation (Planning)	<ul style="list-style-type: none"> ✓ Condition assessment and project scoping in conjunction with Facility Plan update
Laboratory Rehabilitation (Planning)	<ul style="list-style-type: none"> ✓ Needs assessment in conjunction with Facility Plan update
Mechanics Shop Upgrade (Planning)	<ul style="list-style-type: none"> ✓ Needs assessment in conjunction with Facility Plan update
Escondido Regulator Structure Valve Replacement (Planning)	<ul style="list-style-type: none"> ✓ Condition assessment and project scoping in conjunction with Facility Plan update
Headworks Channel Covers (Design)	<ul style="list-style-type: none"> ✓ Construction procurement, Q2, 2024
Olivenhain PS - Inlet Gate Replacement (Planning)	<ul style="list-style-type: none"> ✓ Condition assessment and project scoping in conjunction with Facility Plan update
Effluent Pump Station Rehabilitation (Planning)	<ul style="list-style-type: none"> ✓ Condition assessment and project scoping in conjunction with Facility Plan update
Recycled Water PS Control Valves (Construction)	<ul style="list-style-type: none"> ✓ Control valve on Pump #1 complete (February 2024) ✓ Control valve on Pump #2 installation scheduled in March 2024
Recycled Water Distribution Valve Replacements (ready for construction)	<ul style="list-style-type: none"> ✓ Exploring options and strategies for phasing replacement of high priority valves

SEJPA is soliciting proposals for an update to the Facility Plan that will assess the condition of existing assets and conduct targeted technical studies for current and future operations. Noted above in Table 15-1, many of the previously identified asset management projects will be assessed and defined in the forthcoming update to the Facility Plan. The prioritized projects will be the foundation for the capital program starting in FY 2025/26.

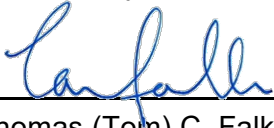
FINANCIAL IMPACT

There is no financial impact associated with this staff report.

RECOMMENDATION

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

Respectfully submitted,

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

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