

AGENDA
REGULAR BOARD MEETING OF THE
SAN ELIJO JOINT POWERS AUTHORITY
FEBRUARY 18, 2025 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. NEW HIRES, AWARDS AND RECOGNITION
6. * **CONSENT CALENDAR**
7. * [APPROVAL OF MINUTES FOR JANUARY 21, 2025 MEETING](#)
8. * [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS – JANUARY 2025](#)
9. * [WASTEWATER TREATMENT REPORT – DECEMBER 2024](#)
10. * [RECYCLED WATER REPORT – DECEMBER 2024](#)
11. * [REPORTABLE MEETINGS](#)
12. * [APPROVE CHANGE ORDERS AND ACCEPT WANKET RECYCLED WATER PIPELINE PROJECT](#)
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. [2025 ELECTION OF SEJPA BOARD VICE-CHAIRPERSON](#)
 1. Appoint Vice-Chairperson for the 2025 SEJPA Board of Directors; and
 2. Discuss and take action as appropriate.

Staff Reference: General Manager

15. [SAN ELIJO JOINT POWERS AUTHORITY MIDYEAR FINANCIAL REVIEW](#)

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

Staff Reference: Director of Finance and Administration

16. [AUTHORIZE CONTRACT CHANGE ORDER NO.1 FOR THE WANKET TANK REFURBISHMENT PROJECT](#)

1. Authorize the General Manager to execute Contract Change Order No.1 to increase the Miscellaneous Tank Repair Allowance by \$150,000; and
2. Discuss and take action as appropriate.

Staff Reference: Director of Infrastructure and Sustainability

17. [GENERAL MANAGER'S REPORT](#)

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

18. [GENERAL COUNSEL'S REPORT](#)

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

19. [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.

20. [CLOSED SESSION](#)

None.

21. [ADJOURNMENT](#)

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, March 18, 2025, 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 2025 SEJPA Board meetings schedule, adopted following the January 2025 SEJPA Board Meeting, 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, Encinitas, California
- City of Encinitas, 505 South Vulcan Avenue, Encinitas, California
- City of Solana Beach, 635 South Highway 101, Solana Beach, California

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

Date: February 13, 2025

A handwritten signature in black ink, appearing to read "M. Thornton", 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 JANUARY 21, 2025
AT THE SAN ELIJO WATER CAMPUS

Kristi Becker, Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, January 21, 2025, at 8:36 a.m., at the San Elijo Water Campus.

1. CALL TO ORDER

Board Chair Becker called the meeting to order at 8:36 a.m.

2. ROLL CALL

Directors Present:

Kristi Becker
Jim O'Hara (arrived 8:40 a.m.)
David Zito
Luke Shaffer

Others Present:

General Manager	Michael Thornton
Director of Infrastructure and Sustainability	Tom Falk
Director Finance and Administration	Kevin Lang
Senior Project Manager	Michael Konicke
Accounting Technician I	Maria Cruz

SEJPA Counsel:

Snell & Wilmer	Adriana Ochoa
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City of Encinitas:

Engineer	Daniel Nutter
Director of Utilities	Isam Hireish

City of Solana Beach:

Principal Engineer	Dan Goldberg
City Manager	Alyssa Muto

3. PLEDGE OF ALLEGIANCE

Board Chair, Becker, led the Pledge of Allegiance.

4. ORAL COMMUNICATION/PUBLIC COMMENT PERIOD

None.

5. AWARDS AND RECOGNITION

San Elijo Joint Powers Authority New Hires:

- Ryan Aguilar, Operator-in-Training, December 3, 2024

Recognition of Recent Achievement:

- Tyler Cook – Wastewater Treatment Plant Operator – Grade V
- Evan Fox – Wastewater Treatment Plant Operator – Grade II
- Miguel Becerra – Mechanical Technologist Certification – Grade II
- Winston Friedly – Electrical and Instrumentation Certification – Grade I
- Javier Perez – Laboratory Analyst Certification – Grade I
- Yani Reyes-Heyer – Associates of Science Degree – Business Administration

6. CONSENT CALENDAR

Agenda Item No. 7	Approval of Minutes for the December 10, 2024 Board Meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report – December 2024
Agenda Item No. 9	Wastewater Treatment Report – November 2024
Agenda Item No. 10	Recycled Water Report – November 2024
Agenda Item No. 11	Reportable Meetings
Agenda Item No. 12	Award Contract for Toxicity Testing Services for Fiscal Years 2025 – 2028
Agenda Item No. 13	Authorize Change Order No. 10 for the Biosolids Dewatering Facility Improvement Project

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

Motion carried with the following vote of approval:

AYES: Becker, Shaffer, Zito
NOES: None
ABSENT: O’Hara
ABSTAIN: None

15. 2025 ELECTION OF OFFICERS AND BOARD MEETING SCHEDULE

General Manager Michael Thornton reviewed the standard procedure for electing officers for the SEJPA Board. The Board voted to appoint Board Member Becker as Chairperson of the Board.

As the City of Encinitas is scheduled to appoint a new council member in January 2025, which may affect the designated representatives on the SEJPA Board of Directors, the Board decided to defer the appointment of the Vice Chairperson until the February Board meeting.

The Board also voted to approve the 2025 Regular Meeting Schedule for the Board of Directors. Meetings will be held at 8:30 a.m. on the third Tuesday of each month, except for December, when the meeting will be held on the second Tuesday, and no meeting will be scheduled in July.

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

1. Appoint Chairperson Becker for the 2025 SEJPA Board of Directors;
2. Select a regular meeting schedule for 2025; and
3. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

AYES: Becker, O'Hara, Shaffer, Zito
NOES: None
ABSENT: None
ABSTAIN: None

16. CAPITAL PROGRAM UPDATE

Director of Infrastructure and Sustainability Thomas 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.

17. AWARD CONSTRUCTION PHASE CONTRACTS FOR THE STORMWATER CAPTURE AND REUSE PROJECT

Director of Infrastructure and Sustainability Thomas Falk presented the scope and purpose of the Stormwater Capture and Reuse Project. He also provided background on the history and benefits of the project. Staff recommended award of the Stormwater Project to Canyon Springs Enterprises, which was the lowest responsive and responsible bidder.

Moved by Board Member Zito and seconded by Board Member O'Hara to:

1. Authorize the General Manager to award and execute a contract for the construction of the Stormwater Capture and Reuse and Site Water Quality Improvements Project to Canyon Springs Enterprises in the lump sum amount of \$1,119,300;
2. Authorize the General Manager to execute Amendment 1 to the professional services agreement with Dudek for engineering services during construction for the Project in an amount not to exceed \$35,000; and ;
3. Authorize the General Manager to execute Amendment 1 to the professional services agreement with Valley CM for construction management and inspection services for the Project in an amount not to exceed \$49,875; and
4. Authorize the General Manager to execute a professional services agreement with Gafcon for labor compliance services for the Project in an amount not to exceed \$9,492; and
5. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

AYES:	Becker, O'Hara, Shaffer, Zito
NOES	None
ABSENT:	None
ABSTAIN:	None

18. GENERAL MANAGER'S REPORT

General Manager Mike Thorton presented a grant update and notice that staff is currently working on a Recycled Water Cost of Service Study with findings expected to be presented in April 2025.

19. GENERAL COUNSEL'S REPORT

General Counsel Adriana Ochoa gave a brief introduction to the new board members and reported that she will be meeting with the attorney's group for the California Association of Sanitation Agencies (CASA) on February 7, 2025. Adriana will present applicable legislation and findings from her attendance.

20. BOARD MEMBER COMMENTS

None.

21. CLOSED SESSION

None.

22. ADJOURNMENT

The meeting adjourned at 9:42 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, February 18, 2025, at 8:30 a.m.

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

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of JANUARY 2025**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
44699	CA Sanitation Risk Mgmt Auth.	Prepaid - Other	CSRMA Pooled liability Insurance Premium - 12/31/24 - 12/31/25	\$ 51,665.00
44700	Abila	Licenses	Accounting software support and subscription	365.13
44701	Adam Kaye	Services - Professional	Public communications	100.00
44702	Affordable Drain Services	Services - Maintenance	Jet / Vac services for Del Mar 21st Street Pump Station	1,275.00
44703	Aflac	EE Deduction Benefits Payable	Aflac - Dec Premiums	733.48
44704	Ag Tech, LLC	Services - Biosolids Hauling	Biosolids hauling and reuse - Dec	20,581.13
44705	Ahrens Mechanical	Services - Contractors	Moonlight Pump Station modific. and Wanket RW Pipeline - Dec	383,560.35
44706	At&T	Utilities - Internet	Internet service - Dec	2,175.16
44707	Backflow Services, Inc.	Services - Maintenance	Backflow testing - Eden Gardens P.S. and Solana Beach P.S	249.90
44708	Miguel A Becerra	Dues & Memberships	Employee reimbursement - CWEA grade 2 exam fees	224.00
44709	Scott Best	Subsistence - Travel/Rm & Bd	Employee reimbursement - Mileage	128.91
44710	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium Hydroxide	1,276.68
44711	CA. Office Cleaning, Inc.	Services - Janitorial	Office and window cleaning	3,291.00
44712	Tamara Cooper	Other Personnel Cost	Employee reimbursement - Health and wellness	120.00
44713	Dudek & Associates	Services - Engineering	Stormwater capture reuse and site water quality improvements	5,696.25
44714	EDCO Waste & Recycling Service	Utilities - Trash	Dec.	503.15
44715	Enthalpy Analytical, LLC	Services - Laboratory	Laboratory toxicity testing services for Oct 2024	1,215.00
44716	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	1,505.00
44717	Excel Landscape, Inc.	Services - Landscape	Grounds maintenance service - Dec	4,382.00
44718	Didra Felix	Seminars/Education	Employee reimbursement - CWEA Lab 1 and 2 class	40.00
44719	FRS Environmental	Services - Maintenance	Parts washer service	291.00
44720	gafcon	Services - Contractors	Labor compliance for Wanket Pipeline and Tank - Nov	732.55
44721	Grainger, Inc.	Supplies - Chemicals, Repair Parts Expense	Various supplies	813.26
44722	GSE Construction Company Inc.	Services - Contractors	Biosolids facilities improvements - Nov and Dec	1,534,715.23
44723	Hardy Diagnostics	Supplies - Lab	Various lab supplies	807.84
44724	Helix Environmental Planning	Services - Professional	Biological consulting services - Nov 2024	416.25
44725	Lawson Products Inc.	Supplies - Shop & Field	Various supplies	1,725.49
44726	Liquid Environmental Solution	Services - Grease & Scum, Grit & Screenings	Pumping service and roll of box	2,095.00
44727	Marine Taxonomic Services, LTD	Services - Contractors	Intensive WQ monitoring/plume tracking - Q4 Oct 2024	2,750.00
44728	McMaster-Carr Supply Co.	Repair Parts Expense, Supplies - Shop and Field	Various supplies	1,317.19
44729	North County Transit District	Licenses	Annual license fee - 242.8-1215-PL-SEJPA	1,301.07
44730	Nash Fabricators	Services - Maintenance	Sand filter repair	2,035.40
44731	Cosby Oil Company, Inc	Fuel	Fuel - Dec	1,117.63
44732	Nth Generation	Licenses	Cisco Meraki license	200.70
44733	Olin Corp - Chlor Alkali	Supplies - Chem - Sodium Hypo	Procurement of Sodium Hypochlorite	10,988.04
44734	Olivenhain Municipal Water Dis	Rent	Pipeline rental payment - Dec 2024	9,135.00
44735	Javier G Perez	Seminars/Education	Employee reimbursement - CWEA grade 1 tuition/exam/fees	232.00

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of JANUARY 2025**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
44736	Michael Piper	Other Personnel Cost	Employee reimbursement - Health and wellness	120.00
44737	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc WE-007	4,232.36
44738	Radwell International, Inc.	Repair Parts Expense	Pump mechanical seals and power supply repair	830.54
44739	Rincon Consultants Inc	Services - Professional	As needed grant support and environment services	602.00
44740	Robert Half International, Inc	Services - Temp	Temporary staffing service	1,930.50
44741	RSF Security Systems	Services - Alarm	Code change service and cellular fire system monitoring	129.00
44742	San Dieguito Water District	Utilities - Water	Water	1,661.42
44743	Snell & Wilmer L.L.P	Services - Legal	General counsel through Dec 2024	2,227.00
44744	SVT Fleet LLC	Vehicle Maintenance	Vehicle maintenance	737.93
44745	SWRCB - ELAP Fees	Fees - Permits	ELAP assessment fee	6,500.00
44746	Tesco Controls	Services - Professional	SCADA support services	4,740.00
44747	Trussell Technologies, Inc	Services - Professional	Design of bio treatment improvements - Nov 2024	652.25
44748	Tyler Cook	Dues & Memberships, Other Personnel Cost	Employee reimbursement - H&W, Grade V app/cert. fees	829.00
44749	Unifirst Corporation	Services - Uniforms, Supplies - Safety	Uniform service and gloves	867.64
44750	Underground Service Alert/SC	Services - Alarm	Dig alert and safe excavation board	102.56
44751	USA Bluebook	Repair Parts Expense, Supplies - Lab	Various lab supplies	1,572.04
44752	Valley CM, Inc.	Services - Contractors	Management and inspection services - Nov 2024	40,368.25
44753	Volt Management Corp	Services - Temp	Internship program and temp service	2,637.86
44754	Benefits Coordinators Corp.	Dental/Vision	Vision - Jan 2025	466.50
44755	VWR International, Inc.	Supplies - Lab	Various lab supplies	1,136.31
44756	Sterling Infosystems, Inc	Preemployment Screening	Security clearance reports	109.35
44757	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - Feb 2024 fees	359.89
44758	Atlas Copco Compressors LLC	Repair Parts Expense	Various supplies	275.87
44759	Brenntag Pacific, Inc	Supplies - Chemicals, Chem - Odor	Citric acid, sodium hydroxide and sodium tripolyphosphate	8,082.18
44760	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride solution	12,026.59
44761	Corodata	Rent	Record storage - Dec	122.85
44762	Maria Ines Cruz	Subsistence - Travel/Rm & Bd	Employee reimbursement - Mileage	44.02
44763	CWEA	Dues & Memberships	Certificate renewal - T. Hutchinson	141.00
44764	Dixieline Lumber Company	Supplies - Shop & Field, Supplies - Safety	Various supplies	587.36
44765	Westbound Solar 2, LLC	Utilities - Solar Power	Solar - Dec.	7,142.16
44766	Encina Wastewater Authority	Services - Laboratory	Heterotrophic plate count analysis	170.46
44767	Enthalpy Analytical, LLC	Services - Laboratory	Sampling	732.00
44768	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	713.00
44769	Thomas C Falk	Subsistence - Travel/Rm & Bd	Employee reimbursement - Conference, hotel and mileage	1,503.68
44770	Didra Felix	Seminars/Education	Employee reimbursement - Tuition fees	2,300.00
44771	Evan E Fox	Seminars/Education	Employee reimbursement - Tuition fees and materials	572.25
44772	Grainger, Inc.	Supplies - Safety, Supplies - Lab	Various supplies	774.37

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of JANUARY 2025**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
44773	Hardy Diagnostics	Supplies - Lab	Various lab supplies	1,936.82
44774	Idexx Distribution, Inc.	Supplies - Lab	Various lab supplies	1,992.10
44775	Lawson Products Inc.	Supplies - Shop & Field	Various supplies	103.38
44776	McMaster-Carr Supply Co.	Shop Tools and Equip.	Various supplies	278.65
44777	MetLife - Group Benefits	Dental/Vision	Dental - Feb	2,872.32
44778	Midas Shop	Vehicle Maintenance	Vehicle maintenance	219.88
44779	Motion Industries, Inc.	Repair Parts Expense	Secondary collector gear unit	4,483.22
44780	Napa Auto Parts	Repair Parts Expense	Filters	243.43
44781	Cosby Oil Company, Inc	Fuel	Fuel - Jan	615.71
44782	Nth Generation	Services - Maintenance	Domain controller upgrade	4,960.00
44783	Oasis Palm Nursery, Inc.	Services - Maintenance	Winter service - Palm maintenance	600.00
44784	Pacific Pipeline Supply	Repair Parts Expense	Various supplies	948.20
44785	Javier G Perez	Seminars/Education	Employee reimbursement - CWEA grade 1 tuition reimbursement	2,300.00
44786	Concepcion Yani Reyes-Heyer	Seminars/Education	Employee reimbursement - Tuition fee reimbursement	1,129.15
44787	RingCentral, Inc	Utilities - Telephone	Phone service	533.04
44788	Robert Half International, Inc	Services - Temp	Temp service	1,994.85
44789	Rusty Wallis, Inc.	Services - Maintenance	Water softener , tank service and salt bags	524.80
44790	Santa Fe Irrigation District	Utilities - Water	Water	527.98
44791	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment	2,390.50
44792	San Dieguito Water District	Utilities - Water	Water	247.11
44793	SWRCB	Dues & Memberships	Annual renewal of registration - T. Cook - CO-0276	675.00
44794	State Water Resources Control	Fees - Permits	Annual permit fee	1,873.00
44795	Terminix Processing Center	Services - Maintenance	Pest control service	609.01
44796	Christopher A. Trees	Other Personnel Cost	Employee reimbursement - Health and wellness	120.00
44797	Trussell Technologies, Inc	Services - Professional	T1 - Operational support from Oct 2024	1,235.50
44798	Tyler Cook	Other Personnel Cost	Employee reimbursement - Health and wellness	120.00
44799	Unifirst Corporation	Services - Uniforms	Uniform service	468.16
44800	USA Bluebook	Supplies - Lab	Various lab supplies	4,281.98
44801	Verizon Wireless	Utilities - Telephone	Cell phone service - Dec 2024	568.33
44802	Verizon Wireless	Utilities - Telephone	Cell phone service - Dec 2024	1,328.53
44803	Volt Management Corp	Services - Temp	Internship program and temp service	1,355.01
44804	VWR International, Inc.	Supplies - Lab	Various lab supplies	1,158.70
44805	Ardurra Group, Inc	Services - Engineering	Wanket Tank refurbish support - Nov	3,055.00
44806	Miguel A Becerra	Seminars/Education	Employee reimbursement - Tuition fees	486.00
44807	Black & Veatch	Services - Engineering	Dewatering and Facility Plan Updates through Nov 2024	29,760.20
44808	gafcon	Services - Contractors	Labor compliance for Wanket Pipeline and Tank - Dec	689.49
44809	Hoch Consulting, APC	Services - Professional	Prop 1 Round 1 Project 6 N.C. RW - Oct - Nov 2024	1,890.00

**SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
For the Month of JANUARY 2025**

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
44810	Leucadia Waste Water District	Services - Professional	FY 25 Water career day	930.52
44811	Trussell Technologies, Inc	Services - Professional	Design of bio treatment improvements - Dec 2024	490.25
44812	Valley CM, Inc.	Services - Contractors	Management and inspection services - Dec 2024	52,450.14
On-line 1005	BankCard Center	Repair Parts Expense	Various supplies	12,474.54
On-line 1006	BankCard Center	Vehicle Maintenance	Various supplies	10,584.54
On-line 1007	Michelle Pizer	Training	Executive coaching - Nov and Dec 2024	3,000.00
On-line 1008	Mission Square	ICMA Retirement	ICMA - 401a	7,617.65
On-line 1009	Mission Square - 304175	EE Deduction Benefits Payable	ICMA - 457	11,215.75
On-line 1010	Public Employees- Retirement	Retirement Plan - PERS	Retirement - December Pay Period	24,654.27
On-line 1011	WM Corporate Services, Inc.	Services - Sediment Disposal	10 yard roll off disposal and roll off bins	1,350.66
On-line 1012	ReadyRefresh	Supplies - Office	Lab and kitchen supplies	888.62
On-line 1013	CA. Dept. of Tax & Fee Admin.	Supplies - Lab	Use Tax - Oct - Dec 2024	44.00
On-line 1014	Home Depot Credit Services	Shop Tools and Equip.	Various supplies	706.85
On-line 1015	Michelle Pizer	Training	Executive coaching - Oct 2024	3,000.00
On-line 1016	Mission Square	ICMA Retirement	ICMA - 401a	7,467.85
On-line 1017	Mission Square - 304175	EE Deduction Benefits Payable	ICMA - 457	11,247.79
On-line 1018	P.E.R.S.	Medical Insurance - Pers	Health - Feb	53,772.45
On-line 1019	Public Employees- Retirement	Retirement Plan - PERS	Retirement - Jan 2024 Pay Period	24,779.37
On-line 1020	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - Dec 2024	88,858.54
On-line 1021	Sun Life Financial	Life Insurance/Disability	Life and disability - Feb 2024 Premiums	3,017.09
Payroll ACH	San Elijo Payroll Account	Payroll	Payroll - Pay Date 01/10/2025	188,252.56
Payroll ACH	San Elijo Payroll Account	Payroll	Payroll - Pay Date 01/24/2025	130,765.30
				\$ 2,873,904.77

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

**For the Month of January 2025
As of January 31, 2025**

PAYMENT OF WARRANTS \$ 2,873,904.77

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.



Kevin Lang
Director of Finance and Administration

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

As of January 31, 2025

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND <i>(JANUARY 2025 YIELD 4.366%)</i>	\$ 7,545,204.84
CALIFORNIA BANK AND TRUST <i>(JANUARY 2025 YIELD 0.01%)</i>	3,342,546.33
U.S. Bank <i>(JANUARY 2025 YIELD 4.40%)</i>	16,019,529.57
PARS <i>(DECEMBER 2024 YIELD -2.44%)</i>	1,039,909.73
TOTAL RESOURCES	<u>\$ 27,947,190.47</u>

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SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT – DECEMBER 2024

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 December 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 **98.7** and **99.1** percent removal, respectively, during the month of December.

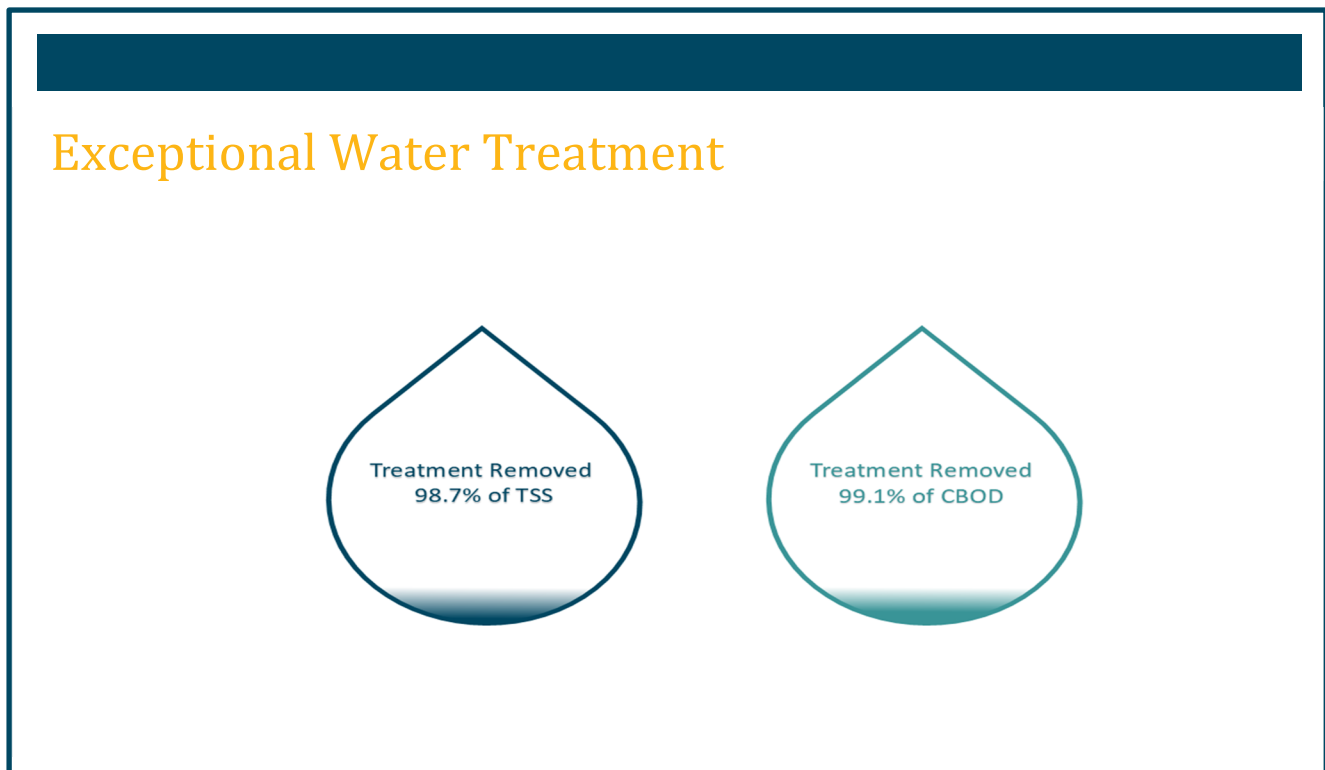
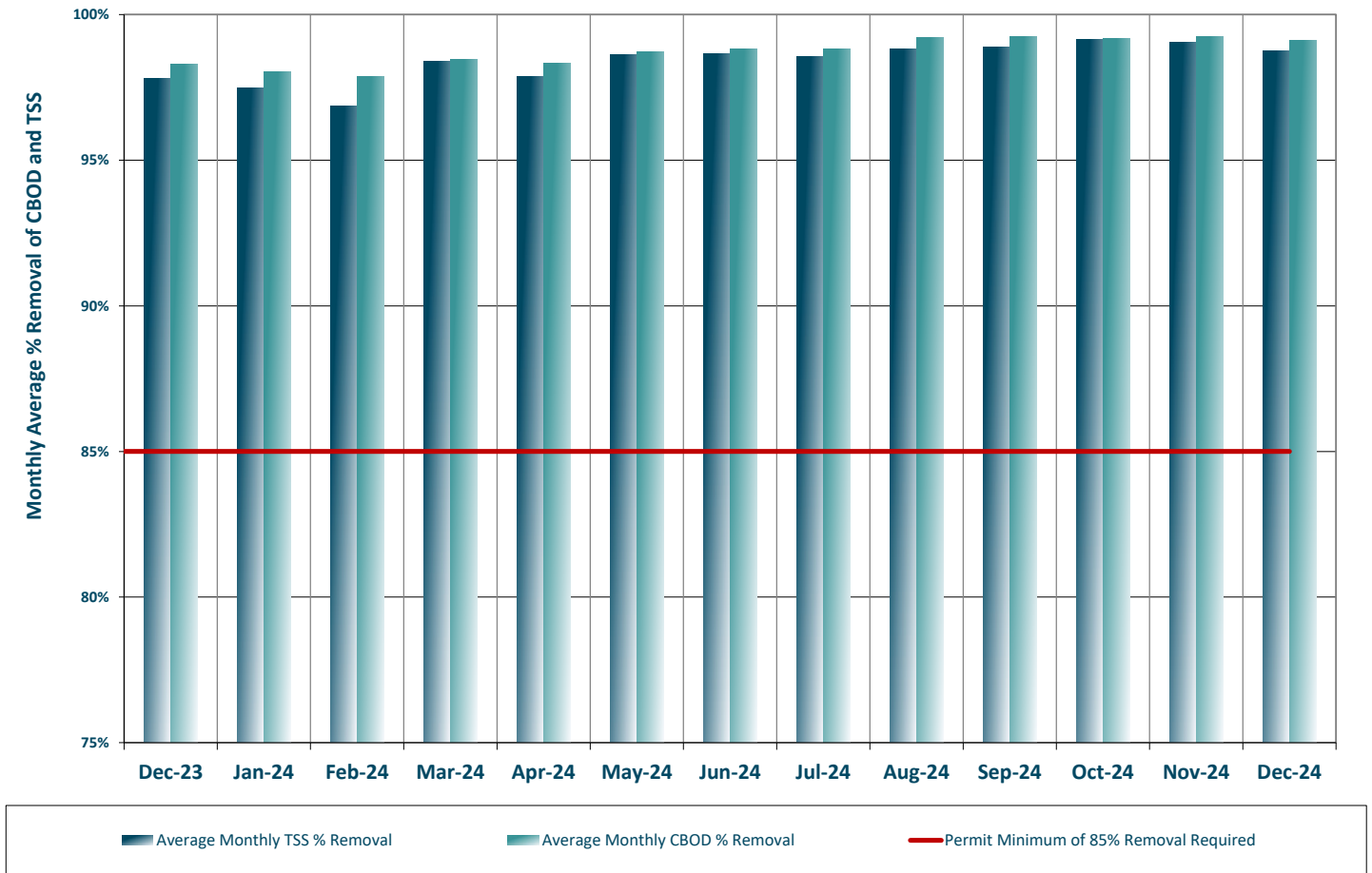


Figure 1 (below) shows historic treatment performance trends for the removal of TSS and CBOD over the last 13 months compared to the permit minimum removal requirement of 85%.

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

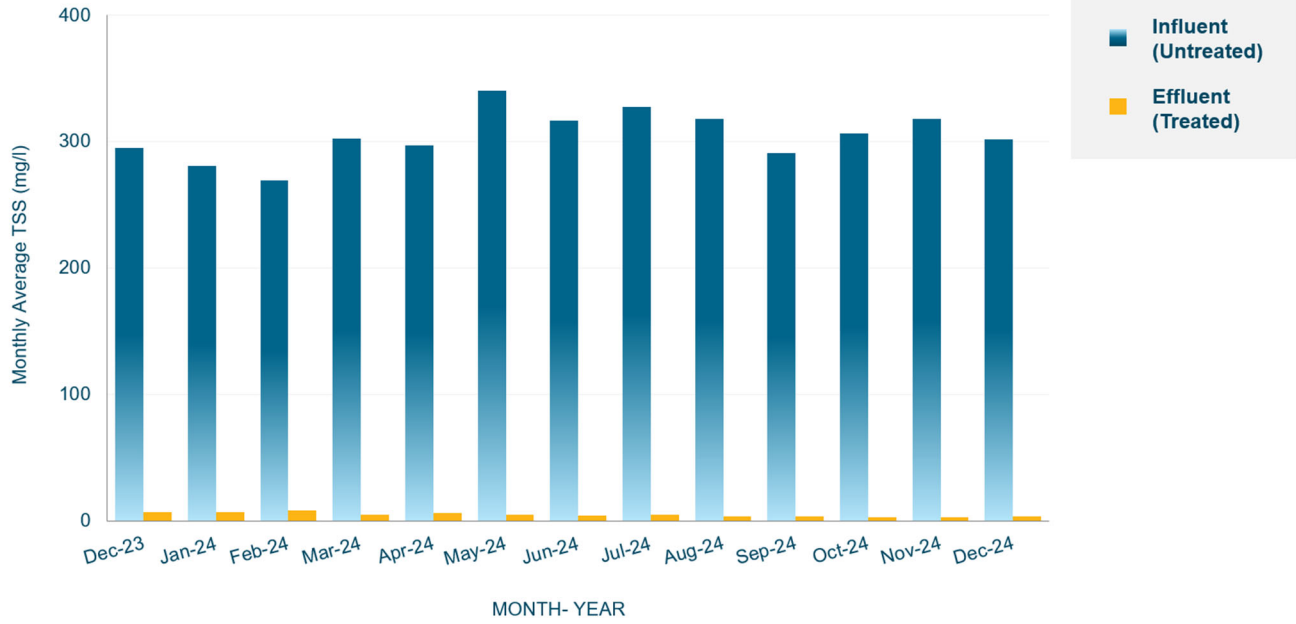
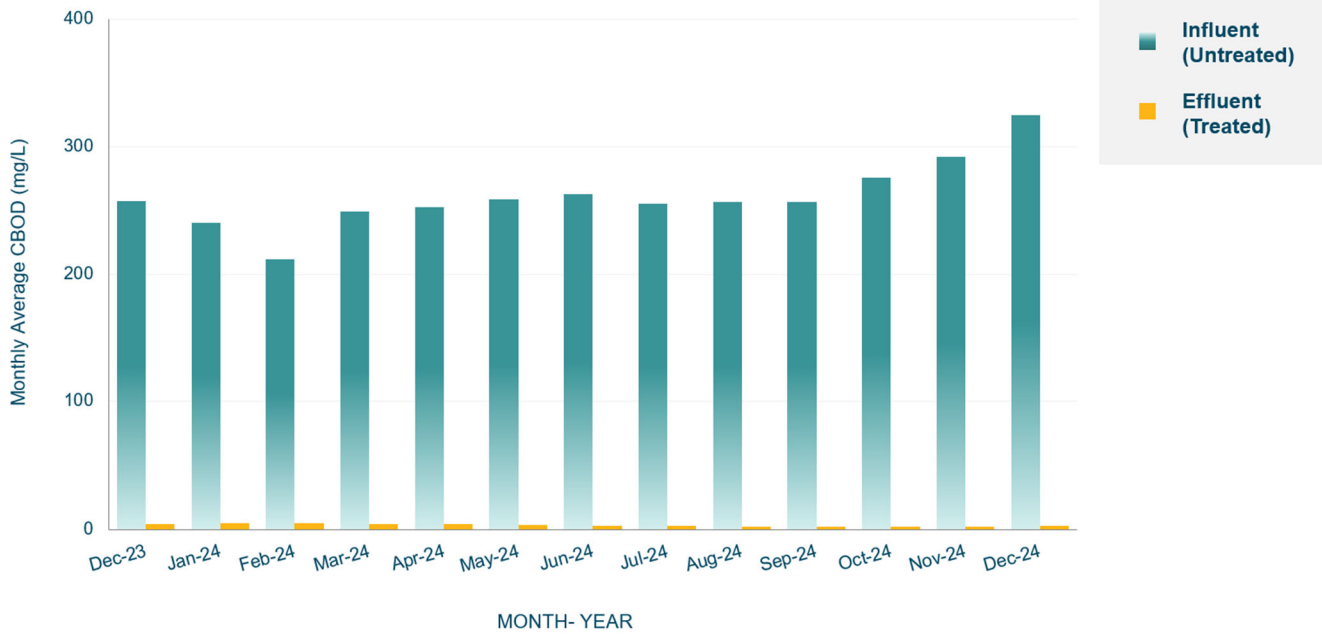


FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF CBOD



Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of December. Average daily influent flows were recorded for each contributing agency. In December, about 41% of the incoming flow was repurposed as recycled water with the remaining flow discharged to the ocean.

TABLE 1 – INFLUENT AND EFFLUENT FLOWS IN DECEMBER

	Influent (mgd)	Recycled Water (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.231	0.501	0.730
City of Solana Beach	1.079	0.439	0.640
Rancho Santa Fe SID	0.182	0.075	0.107
City of Del Mar	0.408	0.166	0.242
Total San Elijo Water Campus Flow	2.900	1.181	1.719

* 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 agencies 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 DESIGN	CSD	RSF	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
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
Feb-24	1.788	0.256	1.099	0.422	3.565	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	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	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	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	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	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	8,621	588	8,178	2,639	20,025	148	283	133	188	152
Sep-24	1.278	0.165	1.034	0.399	2.876	8,621	588	8,178	2,657	20,043	148	281	126	147	143
Oct-24	1.296	0.160	1.019	0.340	2.815	8,621	591	8,178	2,657	20,046	150	271	125	122	140
Nov-24	1.250	0.184	0.967	0.482	2.883	8,621	591	8,178	2,657	20,046	145	312	118	165	144
Dec-24	1.231	0.182	1.079	0.408	2.900	8,621	593	8,178	2,657	20,048	143	307	132	134	145

CSD: Cardiff Sanitary Division

RSF: Ranch Santa Fe Community Service District

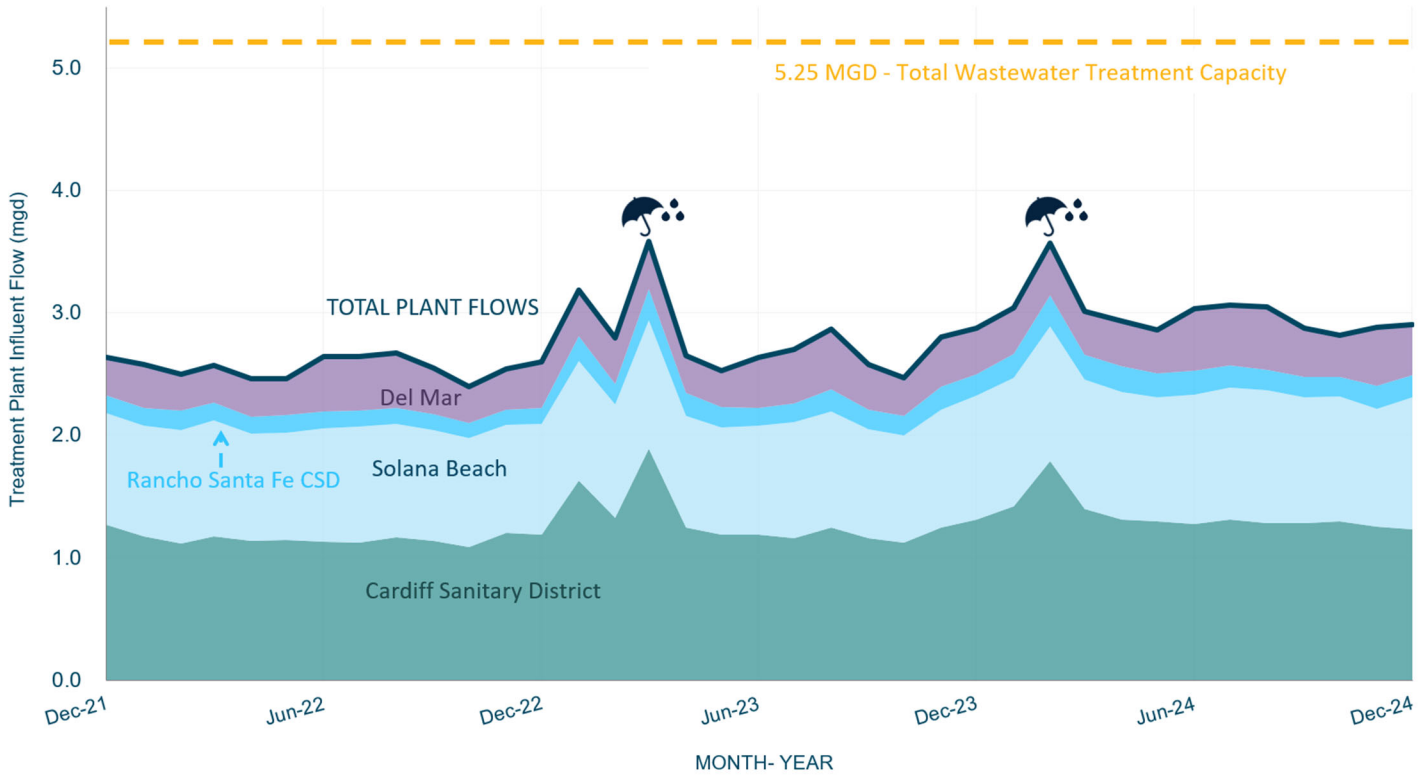
SB: Solana Beach

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 December 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)	7.0
Escondido (Peak flow rate)	18.1

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 September 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	593
City of Solana Beach	7,841
San Diego (to Solana Beach)	337
City of Del Mar	2,657
Total EDUs to System	20,048

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

*

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT – DECEMBER 2024

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of December 2024, recycled water demand was 103.8 acre-feet (AF), which was 103.8 AF of recycled water and no supplemental water. December demand was 86.6% higher than budget expectations of 56 AF. Demand for the first six months of the fiscal year is 14.7% 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 December 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 2: DECEMBER RECYCLED WATER DEMAND

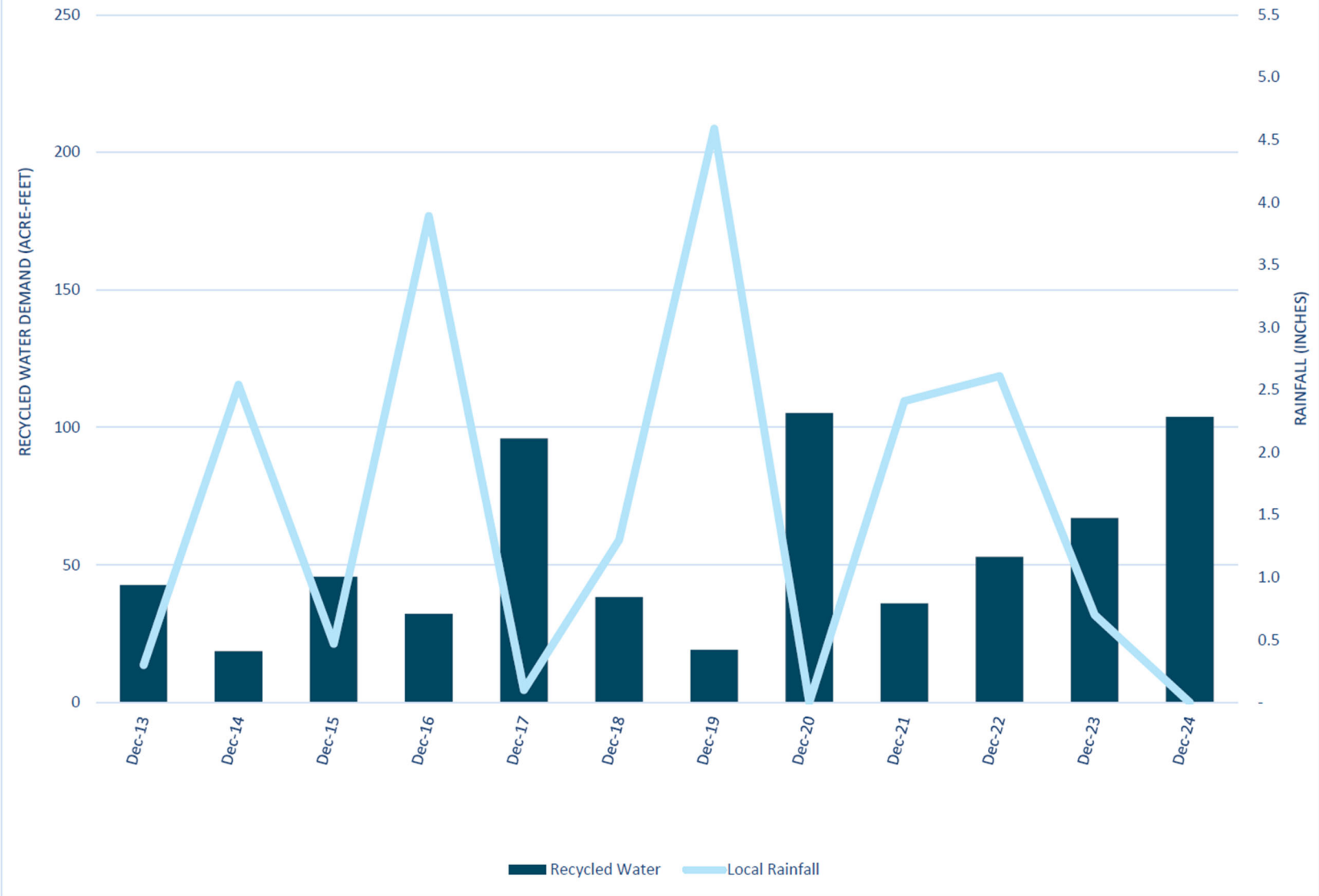
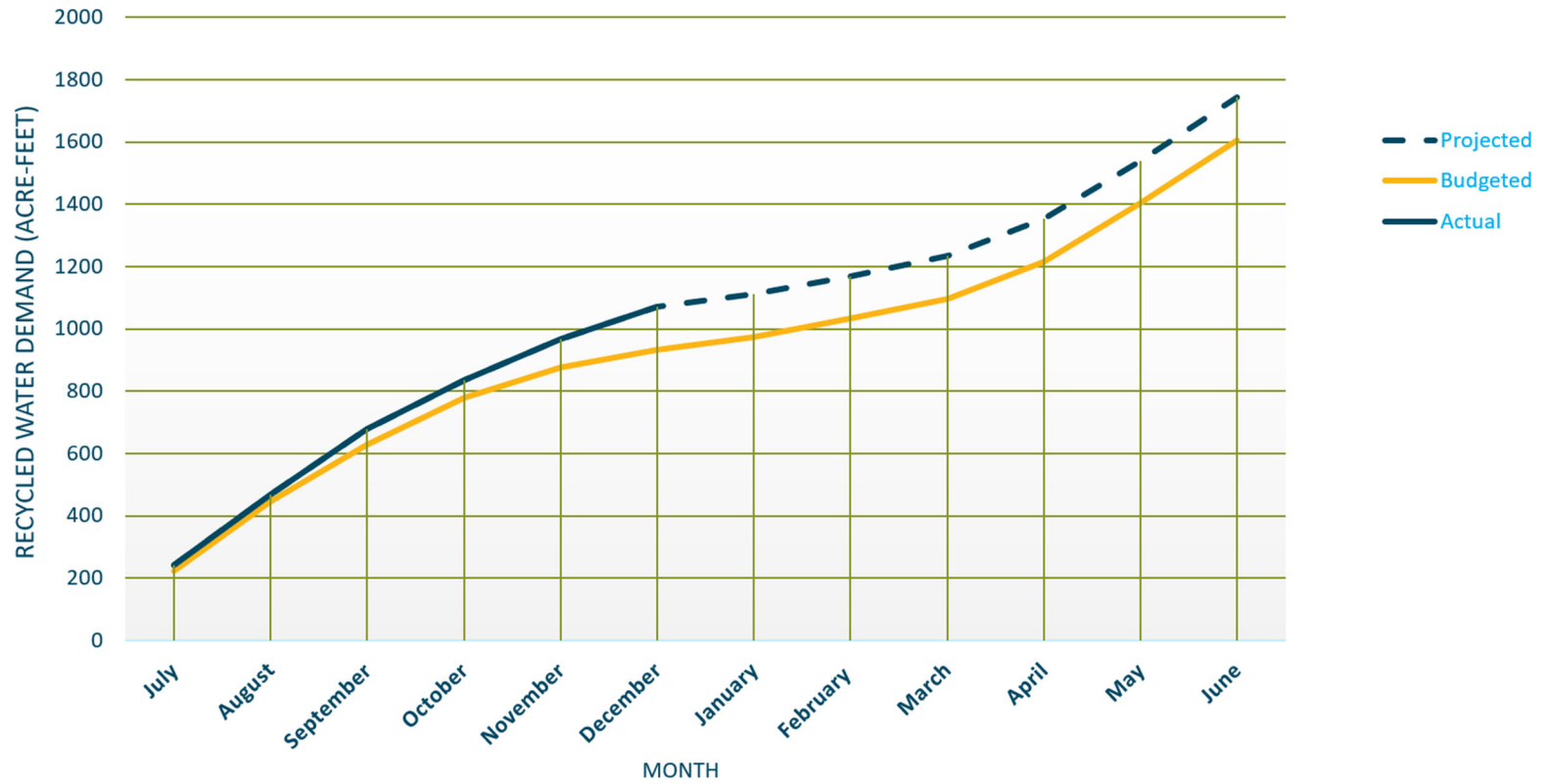


FIGURE 3: FY2024/25 CUMULATIVE DEMAND VS BUDGET



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AGENDA ITEM NO. 11

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

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 previously reported:

1. Meeting to review Board Meeting Agenda with Chairperson Becker on January 17, 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

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Infrastructure and Sustainability

SUBJECT: APPROVE CHANGE ORDERS AND ACCEPT WANKET RECYCLED WATER
PIPELINE PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Ratify Contract Change Order No. 1 (increase contract value by \$27,194.13) previously executed under General Manager's signing authority;
2. Authorize the General Manager to execute Contract Change Order No. 2 in an amount of \$44,892.17 for additional construction work resulting from unforeseen conditions;
3. Authorize the General Manager to Accept the Wanket Recycled Water Pipeline Project on behalf of the SEJPA and record the project Notice of Completion;
4. Discuss and take other action as appropriate.

BACKGROUND

The Wanket Project consists of two components: the refurbishment and conversion of the 3-million-gallon Wanket Tank to recycled water, and a pipeline connecting the converted tank to SEJPA's existing recycled water distribution system. The two project components are being constructed under separate contracts. SEJPA publicly bid and received three bids for the Wanket Recycled Water Pipeline Project, awarding the construction contract to Ahrens Mechanical in December 2023 in the amount of \$1,176,500.

DISCUSSION

Following project award, SEJPA conducted requisite sensitive habitat surveys, identifying the presence of protected nesting birds that necessitated a delay in the start of construction to prevent environmental impacts and avoid mitigation costs exceeding \$100,000. To accommodate this delay, the General Manager approved Change Order No. 1, extending the project timeline by six months and increasing the contract value by \$27,194.13 to cover costs for the contractor's re-

mobilization, pre-construction activities, and work re-sequencing. The Notice to Proceed was issued and construction began on September 9, 2024.

The pipeline alignment extends from the existing Wanket Tank, traversing the Encinitas Ranch Golf Course, to an existing recycled water pipeline along Quail Gardens Drive within the City of Encinitas' public right-of-way. During construction, the contractor encountered an unmarked electrical duct bank that was not indicated on the city's utility record drawings, preventing installation as originally designed and bid. In response, staff collaborated with the contractor and engineer to adjust the alignment, incorporating additional 45-degree bends and a deeper installation to route the 16-inch diameter pipe beneath the unexpected utility. These modifications resulted in a change order totaling \$44,892.17, accounting for additional construction costs offset by construction credits, and a contract extension of 20 days.

Acceptance of the project by the SEJPA and the filing of the Notice of Completion (NOC) will initiate closeout of the public works contract with the contractor and its sub-contractors and suppliers. SEJPA will file the NOC with the San Diego County Clerk. Final retention payment will be made to the Contractor after acceptance and recordation of the NOC.

FINANCIAL IMPACT

The approved project budget included \$117,650 in construction-phase contingency. CCO No. 1 and No. 2 which total \$72,086.30 will be drawn from the approved contingency budget. In addition, engineering services during construction (ESDC) was inadvertently omitted from the original budget and is now included in the table below, reducing the remaining contingency by \$39,510. The final encumbered costs for the project are presented in the following table.

Project Element	Encumbered Cost (rounded)
Engineering, Design, and Bidding Support (Ardurra)	\$ 120,000
Construction (Ahrens) – including CCO1 and CCO2	1,248,590
CM&I (CDM Smith)	97,000
ESDC (Ardurra)	39,510
Construction Contingency (Remaining)	6,050
TOTAL	\$ 1,511,150

In addition to the above direct construction-phase costs, SEJPA has incurred expenses totaling approximately \$50,000 for administrative/legal costs (including in-house staff time) and pre-design consultant fees. The total projected capitalized project cost is \$1.56 million.

The Wanket Recycled Water Pipeline Project is expected to receive Proposition 1 Grant funding of \$0.265 million. The project is also eligible for up to 25% reimbursement through the Bureau of Reclamation Title XVI Water Infrastructure for the Nation (WIIN) program, estimated to be approximately \$0.39 million. The project will be funded from the \$10 million recycled water loan secured in May 2023 and net cost to recycled water program after grant reimbursement will be approximately \$0.90 million.

RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Ratify Contract Change Order No. 1 (increase contract value by \$27,194.13) previously executed under General Manager's signing authority;
2. Authorize the General Manager to execute Contract Change Order No. 2 in an amount of \$44,892.17 for additional construction work resulting from unforeseen conditions;
3. Authorize the General Manager to Accept the Wanket Recycled Water Pipeline Project on behalf of the SEJPA and record the project Notice of Completion;
4. Discuss and take other action as appropriate.


Respectfully submitted,



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

Attachments:

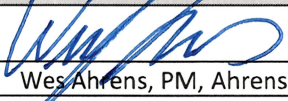
- **Attachment 1:** Contract Change Order No. 1
- **Attachment 2:** Contract Change Order No. 2

 SAN ELIJO JOINT POWERS AUTHORITY 2695 Manchester Avenue Cardiff by the Sea, CA 92007	Contract Change Order (CCO) No. 01
	Contract Name: Wanket Tank Recycled Water Pipeline
	Contract No.: 2024 – 016SC Project #: 13027
Contractor: Ahrens Mechanical	Created By: Carlos Melvin, CDM Smith
Date: 06-17-24	Reviewed By: See below signatures
Status: DRAFT	Accepted By: See below signatures
Revision:	Approved By: See below signatures
Time Change (Days) 0	CCO Amount: \$27,194.13
Summary:	Due to environmental impacts adjacent to the project site, SEJPA will delay the project NTP to minimize significant cost impacts to the Wanket Tank Recycled Water Pipeline.
Attachments:	1. Contractor cost proposal with supporting documentation (dated June 13, 2024).
<i>To Contractor: You are hereby directed to make the herein described changes from the Contract Documents. Note: This CCO is not effective until approved by San Elijo Joint Power Authority's General Manager.</i>	
CCO SCOPE OF WORK DESCRIPTION	
<p>The Contractor will suspend the majority of activities starting the week of June 24, 2024 with the exception of the services identified in this change order. The Contractor will recommence pre-construction activities (allowed under the Limited NTP) the week of September 09, 2024, which consist of surveying, potholing and pipe fence installation. SEJPA will issue the project NTP on September 16, 2024, which will allow the Contractor to fully mobilize and commence activities as outlined in contract documents and commence the 120 day project schedule.</p>	
CCO COST (ADD/DEDUCT/NET) DESCRIPTION	

CONTRACT SUMMARY


Original Contract Amount.....	\$ 1,176,500.00
Net Change from Previous CCOs.....	\$ 0
Contract Amount Prior to this CCO.....	\$ 0
Contract Amount Change by this CCO.....	\$ 27,194.13
New Contract Amount.....	\$ 1,203,694.13
Notice to Proceed Date.....	September 16, 2024
Original Contract Time.....	120 days
Original Contract Completion Date.....	January 13, 2025
Contract Time Change from Previous CCOs.....	0
Contract Completion Date Prior to this CCO.....	
Contract Time Change by this CCO.....	0
New Contract Completion Date.....	No change

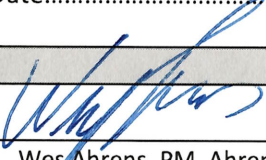
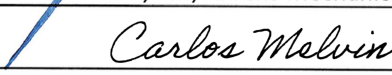
APPROVALS

Contractor	By: 	Date: <u>6/17/24</u>
	Wes Ahrens, PM, Ahrens Mechanical	
Construction Manager	By: <u>Rachel Malandrinos</u> Signed for Carlos Melvin	Date: <u>6/17/24</u>
	Carlos Melvin, Construction Manager, CDM Smith	
	By: <u>Thomas Falk</u>	Date: <u>07/11/2024</u>
	Thomas Falk, Director of Infrastructure and Sustainability, San Elijo Joint Powers Authority	
SEJPA	By: <u>Michael Thornton</u>	Date: <u>07/11/2024</u>
	Michael Thornton, General Manager, San Elijo Joint Powers Authority	

Notes:

1. It is understood and agreed that the above adjustments constitute compensation in full on behalf of the Contractor, its Subcontractors and Suppliers for all costs and markups directly or indirectly attributed to the change ordered, for all time impacts and work sequencing related thereto and all extended overhead costs, and for performance of all remaining and change order Work within the Contract Time stated.
2. All other Contract Work and Terms and Conditions of the Contract remain unchanged.
3. If the Contractor does not sign acceptance of this CCO, attention is directed to the requirements of the Contract Documents as to proceeding with the ordered Work and filing a written protest within the time stipulated.

 SAN ELIJO JOINT POWERS AUTHORITY 2695 Manchester Avenue Cardiff by the Sea, CA 92007	Contract Change Order (CCO) No. 02										
	Contract Name: Wanket Tank Recycled Water Pipeline										
	Contract No.: 2024 – 016SC Project #: 13027										
Contractor: Ahrens Mechanical	Created By: Carlos Melvin, CDM Smith										
Date: 02-07-25	Reviewed By: See below signatures										
Status: Final	Accepted By: See below signatures										
Revision:	Approved By: See below signatures										
Time Change (Days) 20	CCO Amount: \$44,892.17										
Summary: <p>CCO 02 captures the additional cost for PCO 3 – Additional 22.5 Fitting and PCO 4 – Additional 45 Degree Fittings and associated items, which are reflected in the attached documentation. Additionally, a credit associated with PCO 02 – Daytime Change is being deducted from the total cost of PCO 3 and 4 for the total cost of \$44,892.17. See below detailed information regarding final cost and attached supporting documents.</p>											
Attachments: <ol style="list-style-type: none"> 1. PCO 2 – Daytime Credit 2. PCO 3 – Additional 22.5 Degree Fitting 3. PCO 4 – Additional 45 Degree Fittings, Labor, Equipment, Materials and Testing 											
<p><i>To Contractor: You are hereby directed to make the herein described changes from the Contract Documents. Note: This CCO is not effective until approved by San Elijo Joint Power Authority's General Manager.</i></p>											
CCO SCOPE OF WORK DESCRIPTION											
<p>Per the above noted summary, CCO #02 consist of the following:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. PCO 4 – Additional 45 Degree Fittings, Labor, Equipment and Testing</td> <td style="text-align: right;">\$49,480.43</td> </tr> <tr> <td>2. <u>PCO 3 – Additional 22.5 Degree Fitting</u></td> <td style="text-align: right;"><u>\$2,104.90</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Sub-Total: \$ 51,585.33</td> </tr> <tr> <td></td> <td style="text-align: right;">Apply PCO 2 – Daytime Credit: <u>\$6,693.16</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Total CCO – 02: \$44,892.17</td> </tr> </table>		1. PCO 4 – Additional 45 Degree Fittings, Labor, Equipment and Testing	\$49,480.43	2. <u>PCO 3 – Additional 22.5 Degree Fitting</u>	<u>\$2,104.90</u>		Sub-Total: \$ 51,585.33		Apply PCO 2 – Daytime Credit: <u>\$6,693.16</u>		Total CCO – 02: \$44,892.17
1. PCO 4 – Additional 45 Degree Fittings, Labor, Equipment and Testing	\$49,480.43										
2. <u>PCO 3 – Additional 22.5 Degree Fitting</u>	<u>\$2,104.90</u>										
	Sub-Total: \$ 51,585.33										
	Apply PCO 2 – Daytime Credit: <u>\$6,693.16</u>										
	Total CCO – 02: \$44,892.17										
CCO COST (ADD/DEDUCT/NET) DESCRIPTION											
<p>NOTE: Pursuant to GC3-12 Final Acceptance, CCO 2 revises the contract end date to 01/26/2025 and contract work has been completed, including final inspection and punch list, as of 1/16/2025. The CM recommends SEJPA to make final payment and acceptance of the project as of 1/16/25 (punch list completion).</p>											

CONTRACT SUMMARY	
Original Contract Amount.....	\$ 1,176,500.00
Net Change from Previous CCOs.....	\$ 27,194.13
Contract Amount Prior to this CCO.....	\$ 1,203,694.13
Contract Amount Change by this CCO.....	\$ 44,892.17
New Contract Amount.....	\$ 1,248,586.30
Notice to Proceed Date.....	September 09, 2024
Original Contract Time.....	120 days
Original Contract Completion Date.....	January 06, 2025
Contract Time Change from Previous CCOs.....	0
Contract Completion Date Prior to this CCO.....	January 06, 2025
Contract Time Change by this CCO.....	20
New Contract Completion Date.....	January 26, 2025
APPROVALS	
Contractor	By:  Date: <u>02/10/25</u>
	Wes Ahrens, PM, Ahrens Mechanical
Construction Manager	By:  Date: <u>2-10-25</u>
	Carlos Melvin, Construction Manager, CDM Smith
	By: _____ Date: _____
	Thomas Falk, Director of Infrastructure and Sustainability, San Elijo Joint Powers Authority
SEJPA	By: _____ Date: _____
	Michael Thornton, General Manager, San Elijo Joint Powers Authority
<p>Notes:</p> <ol style="list-style-type: none"> 1. It is understood and agreed that the above adjustments constitute compensation in full on behalf of the Contractor, its Subcontractors and Suppliers for all costs and markups directly or indirectly attributed to the change ordered, for all time impacts and work sequencing related thereto and all extended overhead costs, and for performance of all remaining and change order Work within the Contract Time stated. 2. All other Contract Work and Terms and Conditions of the Contract remain unchanged. 3. If the Contractor does not sign acceptance of this CCO, attention is directed to the requirements of the Contract Documents as to proceeding with the ordered Work and filing a written protest within the time stipulated. 	

PENDING SEJPA BOARD APPROVAL

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: 2025 ELECTION OF SEJPA BOARD VICE-CHAIRPERSON

RECOMMENDATION

It is recommended that the Board of Directors:

1. Appoint Vice-Chairperson for the 2025 SEJPA Board of Directors; and
2. Discuss and take action as appropriate.

BACKGROUND

In accordance with Article 3 of the San Elijo Joint Powers Authority (SEJPA) formation agreement, the SEJPA Board is required to appoint a chairperson and vice-chairperson and establish the time and place for its regular meetings by the second meeting of each calendar year.

DISCUSSION

At its January 2025 meeting, the Board of Directors appointed Solana Beach Council Member Kristi Becker as Board Chairperson. The appointment of the Vice Chairperson was deferred to the February 2025 meeting to accommodate the City of Encinitas' process of filling a vacant city council position, which may affect Encinitas' appointments to the SEJPA Board.

FINANCIAL IMPACT

There is no financial impact associated with this item.

RECOMMENDATION

It is therefore recommended that the Board of Directors:

1. Appoint Vice-Chairperson for the 2025 SEJPA Board of Directors; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Finance and Administration

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY MIDYEAR FINANCIAL REVIEW

RECOMMENDATION

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

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) owns and operates the San Elijo Water Campus, San Elijo Recycled Water Utility and is a co-owner of the San Elijo Ocean Outfall. SEJPA also manages several related service programs to support the cities of Encinitas, Solana Beach, and Del Mar, as well as other local government agencies.

Operational programs include:

- Wastewater Treatment
- Laboratory Services
- Ocean Outfall
- Cardiff Sanitary Division Pump Stations
- Encinitas Sanitary Division Pump Station
- City of Encinitas Urban & Stormwater Services
- City of Solana Beach Pump Stations
- City of Solana Beach Generator Maintenance Services
- City of Del Mar Pump Station
- 22nd District Agricultural Association (Del Mar Fairgrounds)
- Leucadia Wastewater District Technical Support Services
- Recycled Water

In providing these services, SEJPA seeks to accomplish its mission in an environmentally, socially, and fiscally responsible manner. The programs outlined above are funded by the customer base served, with costs allocated based on actual flows treated or the level of effort provided.

For Fiscal Year 2024-25, the total budget is \$16,561,046, comprising \$10,521,442 in operating expenses, \$3,666,000 in capital expenses, and \$2,373,604 in debt service.

DISCUSSION

The following information provided as a mid-year review of the operating expenses for the 12 programs managed and operated by SEJPA. In addition to the operational review, a summary of projected outstanding debt obligations as of June 30, 2025 and summaries of year-to-date capital project payments are provided for informational purposes.

The information presented is an estimate of operating expenses for Fiscal Year 2024-25 ending June 30, 2025. SEJPA's management developed the mid-year review based on actual costs incurred through the first five months of the fiscal year, cost trends, and anticipated future costs. Estimates provided in this report are based on current information. Final results may differ due to emergencies, unplanned repairs, or other unforeseen events.

Operating Expenses Summary

Overall, operating expenses are estimated to end the fiscal year under budget by \$166,260 or 1.6% of the total budget. By program, eight out of twelve programs are tracking at or under budget, while four programs are tracking over budget. Looking at the operating expense categories by major line item, Personnel is over budget by 2.2%, Supplies and Services are tracking below budget by 1.1% and Capital Outlay is projected on budget. It is expected that unallocated contingency funds at mid-year are sufficient to cover any costs above budget. Below are two summary tables showing these expenses by program, major expense category, and specific line items within the Supplies and Services category.

Table 1 – Operating Expenses by Program

Program	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Wastewater Treatment	\$ 4,306,992	\$ 4,277,138	\$ 29,854	99.3%
Laboratory Services	1,050,738	1,056,592	(5,854)	100.6%
Ocean Outfall	1,070,306	986,983	83,323	92.2%
Cardiff Sanitary Division Pump Stations	405,554	393,739	11,815	97.1%
Encinitas Sanitary Division Pump Station	185,448	208,364	(22,916)	112.4%
City of Encinitas Urban & Stormwater	61,804	61,424	380	99.4%
City of Solana Beach Pump Stations	512,798	492,147	20,651	96.0%
City of Solana Beach Generator Services	17,556	19,145	(1,588)	109.0%
City of Del Mar Pump Station	75,981	81,029	(5,048)	106.6%
Del Mar Fairgrounds	172,371	169,409	2,962	98.3%
Leucadia WWD Technical Support Services	28,209	27,709	500	98.2%
Programs before Recycled Water	\$ 7,887,757	\$ 7,773,679	\$ 114,078	98.6%
Recycled Water	2,633,685	2,581,503	52,182	98.0%
Total All SEJPA Programs	\$ 10,521,442	\$ 10,355,182	\$ 166,260	98.4%

Table 2 – Operating Expenses by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 5,200,581	\$ 5,315,886	\$ (115,305)	102.2%
Supplies & Services	5,056,431	4,999,425	57,006	98.9%
Capital Outlay	40,000	40,000	-	100.0%
Contingency	224,430	-	224,430	0.0%
Total All SEJPA Programs	\$ 10,521,442	\$ 10,355,311	\$ 166,130	98.4%

Supplies and Services Summary

The table below outlines the estimated Supplies and Services costs for FY2024-25. Some categories are expected to exceed the budget, with the largest overages in utilities, supplies, and permit/purveyor fees.

Utility costs, especially for electricity and gas used in recycled water production, are variable and depend on production levels. Supply costs, including chemicals, also vary based on production volumes, with increases in chemicals like Polymer and Sodium Hypochlorite, driven by the higher production of recycled water. Due to a dry fall and early winter, demand for recycled water has been higher than expected, leading to increased electricity, gas, and chemical costs. However, these higher costs will be offset by higher revenue from recycled water sales. Permit/purveyor fees are higher than anticipated due to additional licensing, software registration, and other permitting costs.

These overages are balanced by savings in Contracted Services and Disposal Services. The change in Contracted Services is primarily due to lower-than-expected spending on engineering and professional services. Regarding Disposal Services, the introduction of centrifuges as part of the in-progress Biosolids Dewatering capital project have reduced the weight of biosolid mass requiring disposal, reducing disposal costs based upon cost per ton.

Table 3 – Supplies and Services by Category

Supplies and Services	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Over/(Under)
Utilities	\$ 1,365,555	\$ 1,403,027	\$ (37,472)	102.7%
Contracted services	1,304,963	1,048,303	256,660	80.3%
Supplies	876,299	957,448	(81,149)	109.3%
Miscellaneous	328,105	365,084	(36,978)	111.3%
Rent	126,743	150,131	(23,388)	118.5%
Repair parts expense	290,307	316,941	(26,634)	109.2%
Disposal services	402,900	344,958	57,942	85.6%
Insurance	201,110	193,938	7,172	96.4%
Permit/purveyor fees	160,450	219,596	(59,146)	136.9%
Total All SEJPA Programs	\$ 5,056,432	\$ 4,999,425	\$ 57,007	98.9%

Operating Expenses by Program

Wastewater Treatment

This program is the cost center for operations and maintenance activities for wastewater treatment at the San Elijo Water Campus. Activities include primary and secondary wastewater treatment for the cities of Encinitas, Solana Beach, and Del Mar as well as the Rancho Santa Fe Community Services Districts. Wastewater biosolids are treated and dewatered, then hauled by a contractor to Arizona for beneficial reuse through land application.

Wastewater Treatment is expected to be under budget by \$29,854 or 0.7%. Personnel costs are tracking slightly over budget, however with adequate unallocated contingency funds to offset the overage. Supplies & Services are anticipated to be on budget.

Table 4 – Wastewater Treatment by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 1,925,530	\$ 1,971,859	\$ (46,329)	102.4%
Supplies & Services	2,305,462	2,305,280	183	100.0%
Contingency	76,000	-	76,000	0.0%
Total JPA Wastewater Treatment	\$ 4,306,992	\$ 4,277,138	\$ 29,854	99.3%

Laboratory Services

The laboratory located at the San Elijo Water Campus provides analytical laboratory services for the SEJPA Wastewater Treatment, Ocean Outfall, and Recycled Water programs as well as to other entities through contract agreements. For FY 2024-25, contract agreements include the Fairbanks Ranch Community Services District, the Nature Collective, the Rancho Santa Fe Community Services District, the Santa Fe Valley Community Services District, San Ysidro Point of Entry treatment facility, Del Mar Fairgrounds, and the Whispering Palms Community Services District.

Overall, Laboratory Services are expected to be over budget by \$5,854 or 0.4%. Personnel is projected to be over budget by \$44,931 or 6.0% as a previously open full-time laboratory analyst position was filled, increasing salaries and wages, offset by reduced temporary labor costs anticipated while the position was being filled.

Table 5 – Laboratory Services by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 744,493	\$ 789,423	\$ (44,931)	106.0%
Supplies & Services	297,245	267,169	30,077	89.9%
Contingency	9,000	-	9,000	0.0%
Total JPA Laboratory	\$ 1,050,738	\$ 1,056,592	\$ (5,854)	100.6%

Ocean Outfall

This program captures costs for all operation and maintenance services related to the ocean outfall system. These activities include secondary effluent pump station operations and maintenance; ocean monitoring; sampling and testing; and biannual outfall inspection. As the outfall capacity is shared through an agreement with the City of Escondido, all operations and maintenance costs are shared on the basis of actual usage measured by discharged flow to the outfall.

Ocean Outfall is expected to be under budget by \$83,323 or 7.8% due to avoided engineering and professional services related ocean outfall program. Contingency funding is not expected to be used.

Table 6 – Ocean Outfall by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 607,301	\$ 607,400	\$ (98)	100.0%
Supplies & Services	438,005	379,584	58,421	86.7%
Contingency	25,000	-	25,000	0.0%
Total JPA Ocean Outfall	\$ 1,070,306	\$ 986,983	\$ 83,323	92.2%

Cardiff Sanitary Division Pump Stations

This program reflects pump station maintenance and operation services provided by SEJPA to the City of Encinitas’ Cardiff Sanitary Division (CSD). These facilities include the Cardiff, Coast Highway, and Olivenhain pump stations. All costs incurred are borne solely by CSD.

Expenses are projected to be under budget by \$11,815 or 2.9%. Personnel savings of \$6,603 (3.1%) are anticipated to be offset by higher Supplies & Services costs of \$12,288 (7.1%) related to professional and repair services, supplies, and other costs. Contingency funds are anticipated to be adequate to cover any unexpected costs.

Table 7 – Cardiff Sanitary Division Pump Stations by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 214,223	\$ 207,620	\$ 6,603	96.9%
Supplies & Services	173,831	186,119	(12,288)	107.1%
Contingency	17,500	-	17,500	0.0%
Total Cardiff Sanitary Division	\$ 405,554	\$ 393,739	\$ 11,815	97.1%

Encinitas Sanitary Division Pump Station

Pump station maintenance and operation services are provided to the City of Encinitas' Encinitas Sanitary Division (ESD) for the Moonlight Beach pump station. All actual costs incurred are the sole responsibility of ESD.

Overall, this program is forecasted to be over budget by \$22,916 or 12.4%. Both Personnel and Supplies and Service costs are anticipated to be higher than budget driven by additional staff costs and services related to several pump station shutdowns, new Variable Frequency Drive installations, and other service costs associated with the Moonlight Beach Pump Station construction. These higher than budgeted costs will be offset partially by a Contingency contribution of \$10,000.

Table 8 – Encinitas Sanitary Division Pump Stations by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 102,287	\$ 123,646	\$ (21,359)	120.9%
Supplies & Services	73,160	84,718	(11,558)	115.8%
Contingency	10,000	-	10,000	0.0%
Total Encinitas Sanitary Division	\$ 185,448	\$ 208,364	\$ (22,916)	112.4%

City of Encinitas Urban & Stormwater

SEJPA provides maintenance and operation services to the City of Encinitas that includes the Urban Runoff Treatment Facility, the Phoebe Stormwater Pump Station, the Cardiff Stormwater Diversion Structure, and the Storm Drain Sediment Drying and Disposal program. The actual costs incurred are the sole responsibility of the City of Encinitas. This program is expected to end the year slightly under budget by \$380 or 0.6% following the application of contingency funds to minor overages.

Table 9 – City of Encinitas Urban & Stormwater by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 39,617	\$ 40,514	\$ (897)	102.3%
Supplies & Services	20,177	20,910	(733)	103.6%
Contingency	2,010	-	2,010	0.0%
Total City of Encinitas	\$ 61,804	\$ 61,424	\$ 380	99.4%

City of Solana Beach Pump Stations

This program provides pump station maintenance and operation services to the City of Solana Beach. These facilities include the Eden Gardens, Solana Beach, San Elijo Hills, and Fletcher Cove pump stations, as well as the Storm Drain Sediment Drying & Disposal Program.

The Solana Beach Pump Station program is forecast to complete the year under budget by \$20,651 or 4.0%. Savings of \$3,816 on Personnel costs attributable to the pump stations are offset by additional Supplies & Services costs related to higher than anticipated maintenance services and repairs parts. It is not anticipated that the application of contingency funds will be required.

Table 10 – City of Solana Beach Pump Stations by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 281,721	\$ 277,905	\$ 3,816	98.6%
Supplies & Services	211,077	214,242	(3,165)	101.5%
Contingency	20,000	-	20,000	0.0%
Total City of Solana Beach	\$ 512,798	\$ 492,147	\$ 20,651	96.0%

City of Solana Beach Generator Services

This program provides generator services to the Solana Beach City Hall and the Lomas Santa Fe Fire Station. Costs incurred are reimbursed solely by the City of Solana Beach. Based on projections, the program is anticipated to be over budget by \$1,588 or 9.0% resulting from higher than anticipated maintenance services and repair parts.

Table 11 – City of Solana Beach Generator Stations by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 8,472	\$ 8,865	\$ (393)	104.6%
Supplies & Services	8,264	10,280	(2,015)	124.4%
Contingency	820	-	820	0.0%
Total City of Solana Beach Services	\$ 17,556	\$ 19,145	\$ (1,588)	109.0%

City of Del Mar Pump Station

Under this program, SEJPA provides pump station operation and maintenance services to the City of Del Mar. Overall, this program is projected to end the fiscal year over budget by \$5,048 or 6.6% following the application of a \$2,100 contingency. Personnel and Supplies and Services costs are expected to be over budget by 8.5% and 12.7% respectively, following the replacement of a bubbler leveler sensor with a radar sensor used to measure the wet well water level.

Table 12 – City of Del Mar Pump Stations by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 52,541	\$ 56,987	\$ (4,446)	108.5%
Supplies & Services	21,340	24,042	(2,702)	112.7%
Contingency	2,100	-	2,100	0.0%
Total City of Del Mar	\$ 75,981	\$ 81,029	\$ (5,048)	106.6%

22nd District Agricultural Association (Del Mar Fairgrounds)

Under this program, SEJPA provides support to the Del Mar Fairgrounds with their Stormwater Treatment system. Overall, this program is forecast to be under budget by \$2,962 or 1.7%, with higher projected Personnel and Supplies and Services costs offset by contingency of \$12,000. The higher personnel and supplies/services costs are driven by additional repair parts and labor costs. The additional services requested by the Del Mar Fairgrounds are offset by funding received from the Association.

Table 13 – Del Mar Fairgrounds by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 143,291	\$ 149,360	\$ (6,069)	104.2%
Supplies & Services	17,080	18,697	(1,617)	109.5%
Contingency	12,000	-	12,000	0.0%
Total 22nd District Agriculture Association	\$ 172,371	\$ 168,057	\$ 4,314	97.5%
Additional Services	\$ -	\$ 1,352	\$ (1,352)	
Grand Total	\$ 172,371	\$ 169,409	\$ 2,962	98.3%

Leucadia Wastewater District Technical Support Services

This relatively new program for FY2023-24 continues in FY2024-25 to support Leucadia Wastewater District (LWWD) with Technical Support Services for the Forest R. Gafner Water Reclamation Facility (Gafner Facility). The actual costs incurred are borne solely by the LWWD. This program is forecast to be under budget by 1.3%.

Table 14 – Leucadia Wastewater District Technical Support Services by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2023-24	(Over) / Under Budget	% Budget Spent
Personnel	\$ 27,709	\$ 27,709	\$ (0)	100.0%
Supplies & Services	500	-	500	0.0%
Total Leucadia WWD Technical Support	\$ 28,209	\$ 27,709	\$ 500	98.2%

Recycled Water Program

SEJPA owns and operates a recycled water utility that wholesales recycled water to the Santa Fe Irrigation District, the San Dieguito Water District, the City of Del Mar, and the Olivenhain Municipal Water District, and, also, provides interruptible direct water sales to the Encinitas Ranch Golf Authority (ERGA). SEJPA recycled water program produces high quality water for irrigation and industrial uses. It is a locally produced, drought resistant water supply, that helps support a diversified regional water portfolio.

Recycled Water Program Revenues:

Recycled Water revenues are expected to be over budget by \$105,698 or 3.6%. In general, the less-than-normal rainfall this year has caused an increase in recycled water sales.

Table 15 – Recycled Water Program Revenues by Customer/Incentive Sponsor

Recycled Water Customer	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% of Budget
Santa Fe Irrigation District	\$ 1,108,380	\$ 1,184,161	\$ (75,781)	106.8%
San Dieguito Water District	810,264	717,613	92,651	88.6%
City of Del Mar	162,435	159,470	2,965	98.2%
Encinitas Ranch Golf Association	412,938	412,938	-	100.0%
Olivenhain Municipal Water District	477,750	603,283	(125,533)	126.3%
Total Customer Revenue	\$ 2,971,767	\$ 3,077,465	\$ (105,698)	103.6%
MWD and CWA Incentives	720,000	720,000	-	100.0%
Total Recycled Water Revenue	\$ 3,691,767	\$ 3,797,465	\$ (105,698)	102.9%

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

Recycled Water Program Expenses:

Overall, Recycled Water total expenses, including both annual operating expenses, as well as debt service costs are expected to finish the year under budget by \$52,182 or 1.4%, contingency is not anticipated to be used. Supplies & Services are projected to be higher than budget primarily due to increased chemical and energy use due to higher than anticipated recycled water production. Remaining Capital Outlay is forecast to be on budget for capital items not meeting SEJPA capitalization criteria.

Table 16 – Recycled Water Program by Expense Category

Expense Category	Budget FY 2024-25	Estimated Actual FY 2024-25	(Over) / Under Budget	% Budget Spent
Personnel	\$ 1,053,396	\$ 1,053,612	\$ (217)	100.0%
Supplies & Services	1,490,290	1,487,891	2,399	99.8%
Capital Outlay	40,000	40,000	-	100.0%
Contingency	50,000	-	50,000	0.0%
Total Operating Expense	\$ 2,633,685	\$ 2,581,503	\$ 52,182	98.0%
Debt Service	981,641	981,641	-	100.0%
Total Expense	\$ 3,615,326	\$ 3,563,144	\$ 52,182	98.6%

Comparing the anticipated program revenue for FY 2024-25 of \$3,797,465 with the total Operating expenses and debt service of \$3,563,144 results in an estimated net revenue of \$234,321 which will be added to the Recycled Water Capital Reserve.

Table 17 – Recycled Water Net Revenue

Recycled Water	Budget FY 2024-25	Estimated Actual FY 2024-25	% of Budget
Revenue	\$ 3,691,767	\$ 3,797,465	102.9%
Operating Expense	(2,633,685)	(2,581,503)	98.0%
Debt Service	(981,641)	(981,641)	100.0%
Net Recycled Water Revenue	\$ 76,441	\$ 234,321	

Long-Term Debt Summary

SEJPA’s long-term debt service requirements include one bond issuance, four capital loans, and one financing program. The 2017 Revenue Bonds (Clean Water Bonds) were issued in FY 2016-17 to provide the primary funding source for SEJPA’s Capital Improvement Program needs at the time. The Private Placement Loan provided funding for the construction of advanced water purification and is scheduled for retirement in FY 2031-32. The Santa Fe Irrigation District (SFID) loan funded the purchase of a recycled water pipeline that expanded the distribution system. The repayment of the SFID loan is based on the volume of recycled water sold via the pipeline and therefore the debt does not have a predetermined retirement date. The City of Solana Beach loan funded the purchase of a recycled water distribution pipeline designed along the southern border of the City to service the Coastal Rail Trail through Solana Beach. The repayment of this loan is also based on the volume of recycled water sold via the pipeline and therefore the debt does not have a predetermined retirement date. The SDG&E On-Bill Financing is an interest free loan that financed energy efficiency improvements to reduce energy consumption. The payments are included in the monthly billing and the debt will be paid in full during FY 2026-27. The 2023 Recycled Water Loan in the amount of \$10,120,000 was issued in May 2023 to fund Recycled Water capital program projects.

All SEJPA’s loans and bonds continue to be paid timely and in accordance with the agreement provisions. SEJPA’s Standard & Poor’s bond credit rating is AA+. Below is a table showing the principal balances based on the original debt issuance, at fiscal year end June 30, 2024, and the projected outstanding principal balances as of June 30, 2025, based on current information. For the SFID Irrigation Loan, monthly payments vary based upon the delivery of recycled water. As a result, SEJPA has elected not to project the anticipated FY2024-25 payments due to month-to-month uncertainty surrounding the valuation of those required payments.

Table 18 – SEJPA Long-term Debt Summary

	Original Debt Issuance Balance	Outstanding Balance @ 6/30/24	Projected O/S Balance @ 6/30/25
Long-Term Debt*			
2017 Revenue Bonds (Clean Water)	\$ 22,115,000	\$ 19,805,000	\$ 19,295,000
SDG&E On Bill Financing	533,883	160,166	106,777
Total Wastewater Program Long-Term Debt	22,648,883	19,965,166	19,401,777
2023 Recycled Water Loan	10,120,000	9,810,000	9,477,000
Private Placement Loan (AWP)	2,000,000	946,510	836,507
Solana Beach Pipeline Reimbursement	1,191,652	424,544	415,544
Santa Fe Irrigation Loan (SFID)	526,149	237,093	200,000
Total Recycled Water Utility Long-Term Debt	13,837,801	11,418,147	10,929,051
Total SEJPA Long Term Debt Outstanding	\$ 36,486,684	\$ 31,383,313	\$ 30,330,828

* Amounts shown are principal only

Capital Project Cost Update

To fulfill SEJPA’s mission and vision and provide the highest possible quality of service to our customers, community partners, and member agencies, consistent and ongoing investments in infrastructure are essential for safe, efficient, and effective operations. During the annual budget process, the SEJPA Board prioritizes capital projects that meet established criteria, offer significant value for the funds spent, and advance the overall treatment process of SEJPA’s facilities. Additionally, certain projects are necessary to maintain equipment in good working condition.

The table below outlines SEJPA’s current open capital projects, including their budget, costs incurred from the start of each project through January 31, 2025, and the remaining unspent portion of the budget. The Anticipated Project Cost Split column shows the benefitting programs and allocates the costs of assets for projects SEJPA is delivering to various customers or programs. The Miscellaneous Projects line includes several smaller wastewater and recycled water projects that benefit one or more programs.

The total Inception to Date Project Costs, includes project costs spent prior to June 30, 2024 in the amount of \$5,042,068. The remainder represents FY2024-25 capital project spending through January 31, 2025, totaling \$6,927,620, resulting in a combined construction-in-process balance of \$11,969,689. Once these projects are completed, these costs will be recorded as capital assets. For the Moonlight Beach Pump Station Rehabilitation and the Olivenhain Pump Station Inlet Gate Replacement projects, these costs will be transferred to the Encinitas Sanitary Division (ESD) and Cardiff Sanitation District (CSD) upon project completion.

Table 19 – SEJPA Capital Project Cost Update

Capital Project	Capital Project Budget	Active Project Costs Inception to Date Through 1/31/2025	Remaining Project Budget at 1/31/25	Anticipated Project Funding Source*
Biosolids Dewatering Improvements	\$ 12,082,869	\$ 6,307,295	\$ 5,775,574	100% WW
Wanket Tank Reservoir Refurbishment**	3,208,207	312,344	2,895,863	100% RW
Moonlight Beach Pump Station Rehabilitation	2,300,000	1,782,208	517,792	100% ESD
Stormwater Capture and Reuse	1,706,100	603,107	1,102,993	50/50% WW/RW
Wanket Pipeline	1,574,223	1,323,254	250,969	100% RW
Biological Treatment Improvement/NDN***	1,010,114	1,010,114	-	50/50% WW/RW
Recycled Water Membrane Replacement	404,611	404,611	-	100% RW
Miscellaneous Projects	169,788	169,788	-	Project Specific
2025 Facility Plan	453,000	48,802	404,198	All Programs
Olivenhain PS Inlet Gate Replacement	190,000	8,165	181,835	100% CSD
Total Recycled Water Utility Long-Term Debt	23,098,912	11,969,689	11,129,223	

* - Wastewater programs (WW), Recycled Water (RW), Encinitas Sanitary Division (ESD), Cardiff Sanitation District (CSD)

** - Wanket Tank Budget includes the effects of the proposed change order in February 2025 Board Action

*** - Project budget for Biological Treatment Improvement/NDN project has been set to the funds spent prior to project postponement

Recycled Water Loan Update

To support capital project funding needs for the recycled water utility, SEJPA’s recycled water rates include a reserve fund component for capital assets. During FY2022-23, it became clear that additional funds were needed for several key projects, including the Wanket Tank and Pipeline projects, the Biological Treatment Improvement/NDN project, the replacement of the Recycle Water micro-filtration membranes, as well as some other small capital needs. The proceeds from the Recycled Water Loan not only cover these projects but also provide cash flow for costs that will eventually be reimbursed through federal and local grants.

A significant portion of the Recycled Water loan proceeds were originally contemplated to fund the Recycled Water contribution to the Biological Treatment Improvement/NDN Project. However, due to significant inflationary pressures on construction costs and a funding gap for the Wastewater portion of project expenses, the Biological Treatment Improvement/NDN project was paused by the Board in December 2024 until at least the completion of the 2025 Facility Plan. Based on the postponement of

the Biological Treatment Improvement/NDN Project, not all available loan funds will be needed right away. It's estimated that approximately \$3.3 million of the loan proceeds will remain available for use to either partially pay down the loan or act as a down payment for the Biological Treatment Improvement/NDN Project or other recycled water capital needs. Options for the early prepayment of loan proceeds are detailed in the loan agreement based on the following terms: prepayment windows exist from June to December between 2026 and 2028, with declining premiums of 2%, 1%, and 0%, respectively, during each six-month period.

The table below shows the projected sources and uses of the recycled water loan proceeds, along with a status update on actual spending as of January 31, 2025.

Given continued high inflation on recent construction, the available cash for loan prepayment or future capital project down payments may vary from what is projected. As SEJPA moves closer to the repayment windows, more data will be available to clarify the excess loan proceeds, helping inform decisions at that time.

Table 20 – Recycled Water Loan Sources and Projected Uses of Loan Proceeds

Recycled Water Loan Analysis	Actual Activity through 01/31/2025	Projected Activity
Actual Loan Funds Available		
Recycled Water Loan Proceeds	\$ 10,120,000	\$ 10,120,000
Interest Earned on Loan Proceeds	617,711	617,711
Total Available Loan Funds	10,737,711	10,737,711
Loan Funding Uses		
Wanket Tank Reservoir Refurbishment	312,344	3,208,207
Stormwater Capture and Reuse	603,107	1,706,100
Wanket Pipeline	1,323,254	1,574,223
Biological Treatment Improvement/NDN*	505,057	505,057
Recycled Water Membrane Replacement	404,611	404,611
Other Capital Items**	169,788	169,788
Total Loan Funding Uses	3,318,161	7,567,986
Available Loan Funds	\$ 7,419,549	\$ 3,169,725

* - Project budget for Biological Treatment Improvement/NDN project has been set to the funds spent following project postponement.

** - Other Capital Items includes smaller projects and equipment meeting SEJPA's capitalization thresholds.

CONCLUSION

Total operating expenses across all programs for FY 2024-25 are projected to be \$166,260 (1.6%) under budget. Of the twelve operating programs, eight are currently tracking at or below budget, while four are exceeding budget by 0.5% to 12.1%.

Revenues from the recycled water program are expected to reach \$3,797,465, exceeding budget projections by 2.9%, primarily due to increased irrigation demand driven by dry weather in the first half of the year. As a result of higher water sales, operating expenses—including debt service—are projected to be \$234,321 lower than revenues. This anticipated net operating income will be allocated to the recycled water reserve fund.

RECOMMENDATION

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'K. Lang', is positioned above a horizontal line.

Kevin Lang, CPA
Director of Finance and Administration

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

February 18, 2025

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: Director of Infrastructure and Sustainability

SUBJECT: AUTHORIZE CONTRACT CHANGE ORDER NO. 1 FOR THE WANKET TANK
REFURBISHMENT PROJECT

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to execute Contract Change Order No. 1 to increase the Miscellaneous Tank Repair Allowance by \$150,000; and
2. Discuss and take action as appropriate.

BACKGROUND

In 2022, the San Elijo Joint Powers Authority (SEJPA) acquired a one-third ownership interest in the 3-million-gallon Wanket Tank located adjacent to the Encinitas Ranch Golf Course. This potable water storage tank has been out of service for over a decade due to decreased storage needs resulting from water conservation efforts.

SEJPA developed engineering plans to refurbish the concrete tank and convert it for recycled water storage, along with constructing a connecting pipeline to SEJPA's existing recycled water system. Enhancing recycled water storage within the distribution system will reduce system stress during peak demand periods, improve service reliability, and increase service capacity. Additionally, during winter storms the Wanket tank will provide storage needed to reduce hydraulic stress on the outfall system. SEJPA has secured State and Federal grants totaling up to approximately \$2 million to partially fund the tank refurbishment and pipeline construction.

In June 2024, SEJPA received three competitive bids for the Wanket Tank Refurbishment Project and awarded the contract to J.R. Filanc Construction Company, Inc. (Filanc) for \$2,407,600. The tank refurbishment work is currently underway with an expected completion date of July 26, 2025.

DISCUSSION

The Wanket Tank is a pre-stressed concrete tank built in the early 1970s by the legacy company now known as DN Tanks. DN Tanks is subcontractor to Filanc Construction to perform specialized concrete repair work on this project. An early construction-phase deliverable on this project was an assessment of the tank repairs which resulted in additional findings and repair recommendations. SEJPA has reviewed these findings with its consultant engineering team that includes a specialty structural engineering firm. The following additional work items are currently being negotiated with the Contractor:

- Abatement of asbestos-containing materials (ACM) used in original tank construction and subsequent maintenance repairs require additional work to remove and dispose; the presence of ACM was not known prior to bid. Abatement is estimated to cost up to \$115,000.
- Installation of a seal at the wall-to-floor joint of the tank, which have been found to be susceptible to leaking in similar tanks of this era – installing this wall-to-floor joint seal at this time will restore integrity of joint condition and mitigate risk of future tank leaks, taking advantage of similar specialty work being performed inside the tank during this project. Installation of this wall-to-floor joint is estimated to cost up to \$145,000 if completed concurrent with other repairs – to return at a later date would incur additional costs including remobilization, draining/preparing tank, and material/labor cost escalation.
- Additional spot repairs to interior and exterior surfaces to restore water tightness and protect reinforcing steel. The additional repair areas are estimated to cost up to \$10,000.
- Superficial voids in the exterior wall shotcrete – upon review by SEJPA's engineering team, these voids were determined to be non-structural and do not need immediate repair work. A monitoring program will be implemented as ongoing O&M and spot repairs will be completed if corrosion or deterioration is observed in the future.

The construction contract, as awarded, includes a Miscellaneous Tank Repair Allowance in the amount of \$150,000, anticipating some additional work would be necessary during the construction phase. Based on the findings described above, Staff recommends increasing this owner-controlled allowance to \$300,000. Per the terms of the construction contract, this line item budget is accessible within the construction contract for additional repair work as directed by SEJPA. Approximately \$270,000 of the amended allowance will be used to address the additional repairs described above. The remaining allowance value would be preserved for other repair work determined necessary as the project moves through construction.

FINANCIAL IMPACT

With this change order, the Miscellaneous Tank Repairs Allowance line item will be increased by \$150,000 bringing the construction contract value to \$2,557,600. The amended budget for the Wanket Reservoir Refurbishment Project is presented in following table:

Project Element	Encumbered Cost
Engineering, Design, and Bidding Support (Ardurra)	\$ 145,000
Construction Contract (Filanc) – including CCO1	2,557,600
Construction Management & Inspection, CM&I (CDM Smith)	237,000
Engineering Services During Construction, ESDC (Ardurra)	72,000
Legal and Administration (2%)	54,000
Construction Contingency (5%)	139,000
TOTAL	\$ 3,204,600

The Wanket Tank Refurbishment is expected to receive Proposition 1 Grant funding of \$0.62 million. The project is also eligible for up to 25% reimbursement through the Bureau of Reclamation Title XVI Water Infrastructure for the Nation (WIIN) program, estimated to be approximately \$0.8 million. The project will be funded from the \$10 million recycled water loan secured in May 2023 and net cost to recycled water program after grant reimbursement will be approximately \$1.78 million.

RECOMMENDATION

1. Authorize the General Manager to execute Contract Change Order No. 1 to increase the Miscellaneous Tank Repair Allowance by \$150,000; and
2. Discuss and take action as appropriate.

Respectfully submitted,



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