

**AGENDA  
SAN ELIJO JOINT POWERS AUTHORITY  
TUESDAY, MARCH 16, 2021 AT 8:30 AM**

The next regular meeting of the San Elijo Joint Powers Authority (SEJPA) will be on Tuesday, March 16, 2021 at 8:30 a.m., PST.

Pursuant to the State of California Executive Order N-29-20 and the amended County Health Orders, members of the public will only be allowed to participate in meetings telephonically.

This regular meeting of the San Elijo Joint Powers Authority can be accessed using the phone number listed below:

Dial-In Phone Number: 669-900-9128

Meeting ID: 980-1936-7054

Public Comments (including oral communication and agenda item related topics must be submitted via email to [hackneyv@sejpa.org](mailto:hackneyv@sejpa.org) not later than 7:30 a.m. the day of the meeting, March 16, 2021. These comments will be read into the record during the oral communications. Please include your name, address, group affiliation, subject, and question or comment in your email.

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1. CALL TO ORDER
  2. ROLL CALL
  3. PLEDGE OF ALLEGIANCE
  4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
  5. AWARDS AND RECOGNITION  
Carrie Cook, Accounting Technician III, 15 Years of Service  
Scott Best, Operator II, 5 Years of Service
  6. \* **CONSENT CALENDAR**
  7. \* [APPROVAL OF MINUTES FOR FEBRUARY 16, 2021 MEETING](#)
  8. \* [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS](#)
  9. \* [WASTEWATER TREATMENT REPORT](#)
  10. \* [RECYCLED WATER REPORT](#)
  11. \* ITEMS REMOVED FROM CONSENT CALENDAR

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

## **REGULAR AGENDA**

12. [RECYCLED WATER COST OF SERVICE AND CAPITAL IMPROVEMENT PLAN \(CIP\) WORKSHOP](#)

1. Discuss and take action as appropriate.

Staff Reference: General Manager

13. GENERAL MANAGER'S REPORT

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

14. GENERAL COUNSEL'S REPORT

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

15. 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.*

16. CLOSED SESSION

*The Board will adjourn to Closed Session to discuss item(s) identified below. Closed Session is not open to the public; however, an opportunity will be provided at this time if members of the public would like to comment on any item listed below. (Three-minute limit.) A closed session may be held at any time during this meeting of the San Elijo Joint Powers Authority for the purposes of discussing potential or pending litigation or other appropriate matters pursuant to the "Ralph M. Brown Act".*

17. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, April 20, 2021 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 is available for public review in the lobby of the SEJPA Administrative Office during normal business hours. Agendas and minutes are available at [www.sejpa.org](http://www.sejpa.org). The SEJPA Board meetings are held on the third Tuesday of each month, with no scheduled meetings in August.

AFFIDAVIT OF POSTING

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

San Elijo Water Campus, 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 11, 2021



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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON FEBRUARY 16, 2021  
VIA VIDEO CONFERENCE

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Kristi Becker, Chair

Kellie Hinze, Vice Chair

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A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, February 16, 2021, at 8:30 a.m., via a public web conference.

1. CALL TO ORDER

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

2. ROLL CALL

*Directors Present:*

Kristi Becker  
Kellie Hinze  
Catherine Blakespear  
David Zito

*Directors Absent:*

None

*Others Present:*

General Manager	Michael Thornton
Director of Operations	Chris Trees
Director of Finance and Administration	Amy Chang
Administrative Coordinator	Vanessa Hackney
Senior Project Manager	Mike Konicke

*SEJPA Counsel:*

Procopio, Cory, Hargreaves & Savitch	Greg Moser
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*City of Encinitas:*

Assistant City Manager	Mark Delin
Director of Public Works	Carl Quiram
Assistant Director/Assistant General Manager	Isam Hireish

*City of Solana Beach:*

City Manager	Greg Wade
Finance Director/City Treasurer	Ryan Smith

3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATION

Greg Wade, City Manager of Solana Beach, introduced the City's new Finance Director/City Treasurer, Ryan Smith.

5. AWARDS AND RECOGNITION

CSRMA 2020 Workers Compensation Excellence Award

6. CONSENT CALENDAR

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

Agenda Item No. 7 Approval of Minutes for the January 19, 2021 Meeting

Agenda Item No. 8 Approval for Payment of Warrants and Monthly Investment Report

Agenda Item No. 9 Wastewater Treatment Report

Agenda Item No. 10 Recycled Water Report

Agenda Item No. 11 Professional Services Agreement for Communications and Outreach Support

Agenda Item No. 12 Professional Services Agreement for Information Technology Services

Agenda Item No. 13 San Elijo Joint Powers Authority Contract for Procurement of Calcium Nitrate

Motion carried with the following vote of approval:

AYES: Becker, Hinze, Zito, Blakespear

NOES: None

ABSENT: None

ABSTAIN: None

15. SAN ELIJO JOINT POWERS AUTHORITY MID-YEAR REVIEW OF THE FISCAL YEAR 2020-21 OPERATING BUDGET

Director of Finance and Administration, Amy Chang, stated that the San Elijo Joint Powers Authority (SEJPA) provides wastewater treatment and disposal, water recycling, and technical support to local 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 2020-21 is \$11,897,367, which includes debt service of \$2,460,973, capital costs of \$1,730,000, and operating expense of \$7,706,394.

Total operating expenses for the agency are expected to be under budget by \$277,119 or 3.6%. Nine programs are tracking to finish the fiscal year below budget, while one program (City of Encinitas) is tracking slightly above budget due to the emergency sediment disposal service provide during the last large rain event. The Recycled Water program is expected to deliver \$234,737 revenue over expense, which will help fund future capital repair and replacement needs.

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

16. WATER CAMPUS IMPROVEMENT PROJECT UPDATE

Senior Project Manager, Michael Konicke, stated that the construction of the Water Campus Improvement Project is proceeding well with project progress on schedule and budget. The project is approximately 48% complete with high quality work performance, strong safety compliance, and collaborative and timely resolution of construction issues.

The project budget includes an owner contingency line item of \$915,731 for unforeseen conditions and owner-directed changes to the Water Campus Improvements project. The Board previously authorized the use of up to \$200,000 of the contingency budget to streamline decision-making and maintain project schedule. This initial funding has been used for Group A change orders that addressed a variety of issues.

Staff is seeking approval to utilize additional owner contingency for Water Campus Improvement Items Group B which includes Audio/Visual services, emergency power system, and unforeseen field conditions in the amount of \$342,480. The proposed scope of work and cost have been reviewed by staff and adequate funding is available within owner contingency. Upon Board approval of this request, Group B change orders will increase the total use of owner contingency to \$542,480, or approximately 59% of the owner contingency budget.

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

1. Authorize the General Manager to execute change orders with PCL Construction in the amount of \$342,480 from project contingency; and
2. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

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

17. GENERAL MANAGER'S REPORT

General Manager Thornton reported that San Elijo has received the first payment from Caltrans for cost reimbursement for the multi-use bike path in the amount of \$1.6 million. General Manager Thornton also stated that staff is near completion on the Recycled Water Cost of Service Study and plan to present the findings at the March Board Meeting.

18. GENERAL COUNSEL'S REPORT

None.

19. BOARD MEMBER COMMENTS

None.

20. CLOSED SESSION

None.

21. ADJOURNMENT

The meeting adjourned at 9:04 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, March 16, 2021 at 8:30 a.m.

Respectfully submitted,



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Michael T. Thornton, P.E.  
General Manager

**SAN ELIJO JOINT POWERS AUTHORITY**  
**PAYMENT OF WARRANTS**  
**21-03**  
**For the Month of February 2021**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
39278	Advanced Air & Vacuum	Services - Maintenance	Compressor service	\$ 1,640.68
39279	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - Jan	274.76
39280	Aquatic Bioassay	Services - Laboratory	Toxicity testing	1,050.00
39281	AT&T	Utilities - Telephone	Phone service - 12/13/20 - 01/12/21	450.56
39282	AT&T	Utilities - Telephone	Alarm service - Jan	403.31
39283	Bay City Electric Works	Services - Maintenance	Generator maintenance	465.00
39284	Boot World, Inc.	Uniforms - Boots	Employee reimbursement - Safety boots (1)	174.52
39285	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium hydroxide	1,969.62
39286	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride	6,139.06
39287	Carollo Engineers	Services - Professional, Engineering	Arc Flash Study, RW distribution systems, RW cost of service rate stud	30,868.25
39288	Corodata	Rent	Record storage - Dec	101.53
39289	CWEA	Dues & Memberships	Certificate - C. Larsen	106.00
39290	Denali Water Solutions LLC	Services - Biosolids Hauling	Dec	18,084.28
39291	City of Encinitas	Fees - Permits	Building overhead charge and Esgil revision	312.00
39292	City of Encinitas	Service - IT Support	Admin network - Jan	7,956.75
39293	City of Encinitas	Licenses	Zoom - Jan	39.98
39294	City of Encinitas	Licenses	Duo - Jan	30.00
39295	City of Encinitas	Service - IT Support	Admin network - Feb	7,956.75
39296	City of Encinitas	Licenses	Zoom - Feb	39.98
39297	City of Encinitas	Licenses	Duo - Feb	30.00
39298	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	34.50
39299	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	2,810.72
39300	Evantec Scientific	Supplies - Lab	Various supplies	611.67
39301	National Filter Media	Repair Parts Expense	Belt press repair part	174.39
39302	Flo-Systems, Inc.	Repair Parts Expense	TWAS pump repair part	1,156.94
39303	Forfe of San Diego	Supply, Services - Janitorial	Jan, Feb	1,519.34
39304	Golden Bell Products	Supplies - Chemicals	Lift station degreaser	452.55
39305	Grainger, Inc.	Repair Parts Expense	Ultrasonic level transmitter	812.94
39306	GLS US	Postage/Shipping	Water samples	115.71
39307	Hardy Diagnostics	Supplies - Lab	Various supplies	1,197.97
39308	Idexx Distribution, Inc.	Supplies - Lab	Various supplies	3,149.91
39309	Infrastructure Engineering	Services - Engineering	Recycled water storage and evaluation - Nov	10,997.50
39310	Jason Simmons	Seminars/Education	Employee reimbursement - Tuition	235.03
39311	Lawson Products Inc.	Supplies - Shop & Field	Nuts and bolts	121.29
39312	Liquid Environmental Solution	Services - Grease & Scum, Grit & Screening	Grease and scum pumping, roll-off box delivery	2,082.32
39313	Marine Taxonomic Services, LTD	Services - Contractors	Water quality monitoring	2,390.00
39314	McMaster-Carr Supply Co.	Repair Parts Expense & Supplies	Various repair parts and supplies	406.34
39315	MetLife - Group Benefits	Dental/Vision	Jan, Feb	4,697.50
39316	Michael R. Welch, Ph.D., P.E.	Services - Professional	As needed regulatory support for Ocean Outfall	5,270.00
39317	MISCOWATER	Repair Parts Expense	Ferric chloride pump tubing	628.77
39318	Olin Corp - Chlor Alkali	Supplies - Chem - Sodium Hypo	Sodium hypochlorite	7,555.39
39319	Olivenhain Municipal Water Dis	Rent, Services - Maintenance	Pipeline rental payment - Dec, Wiegand 2nd Qtr FY 2020-21	12,116.66
39320	OSHA Safety Trainers	Training - Safety	Forklift training	200.00
39321	Preferred Benefit Insurance	Dental/Vision	Vision - Jan	339.00
39322	ProBuild Company, LLC	Repair Parts Expense & Supplies	Various repair parts and supplies	979.81
39323	Sage Energy Consulting	Services - Professional	WCI Project	3,070.00
39324	Santa Fe Irrigation District	Utilities - Water	Water and Recycled water	97.40
39325	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase - Dec	918.39
39326	San Dieguito Water District	Utilities - Water	Water and Recycled water	100.72
39327	San Dieguito Water District	Utilities - Water	Water and Recycled water	1,211.45
39328	Southwest Valve & Equip.	Repair Parts Expense	Plug valve with worm gear	7,304.56
39329	State Water Resources Control	Fees - Permits	Annual permit fee - Index No: 440953	1,474.00
39330	Terminix Processing Center	Services - Maintenance	Pest control service - Dec	441.00
39331	Thatcher Company of California	Supplies - Chemicals	Aluminum sulfate	6,065.36
39332	Technology Integration Group	Services - Maintenance	Copier	63.80
39333	Trussell Technologies, Inc	Services - Engineering	Operation plan update and training - Dec	2,232.00
39334	Unifirst Corporation	Services - Uniforms	Uniform service	319.73
39335	USA Bluebook	Repair Parts Expense & Supplies	Various supplies and repair parts	1,842.96
39336	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,954.29
39337	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,211.12
39338	Verizon Wireless	Utilities - Telephone	12/11/20 - 01/10/21	408.56
39339	Verizon Wireless	Utilities - Telephone	Cell phone service - 12/08/20 - 01/07/21	1,084.75
39340	Volt Management Corp	Services - Temp	Period end - 12/25/20 - 01/15/21	4,329.77
39341	VWR International, Inc.	Supplies - Lab	Various supplies	2,098.37
39342	WageWorks	Payroll Processing Fees	Admin and compliance fee - Nov, Dec	257.50
39343	West Coast Arborists, Inc	Services - Landscape	Tree maintenance service - Dec	7,300.00
39344	WorkPartners Occupational	Services - Medical	Dec	3,060.00
39345	Atlas	Services - Engineering	WCI Project	11,969.50
39346	Brady Worldwide, Inc.	Supplies - Office	Office supplies	483.03
39347	BrightView Landscapes	Services - Landscape	Feb	2,782.00
39348	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride	6,123.00
39349	CWEA	Dues & Memberships	Certificate - Lab - E. O'Riley	91.00
39350	EDCO Waste & Recycling Service	Utilities - Trash	Jan	265.16
39351	FRS Environmental	Services - Maintenance	Parts washer service	271.55
39352	gafcon	Services - Professional	Labor compliance for WRF LID project	656.00
39353	Grainger, Inc.	Repair Parts Expense	Mini snaps and pipe clamps	27.02
39354	GC Pivotal LLC	Utilities - Internet	T-1 service - Mar	355.24
39355	Hach Company	Supplies - Shop & Field, Supplies - Lab	Various supplies and equipment	607.22
39356	Harbor Freight Tools	Supplies - Shop & Field	Various supplies	345.04
39357	Hardy Diagnostics	Supplies - Lab	Various supplies	91.43
39358	Helix Environmental Planning	Services - Professional	WCI Project	9,648.98
39359	Kimley-Horn & Associates, Inc.	Services - Professional	WCI Project	3,635.47



**SAN ELIJO JOINT POWERS AUTHORITY**  
**PAYMENT OF WARRANTS**  
**21-03**  
**For the Month of February 2021**

<b>Warrant #</b>	<b>Vendor Name</b>	<b>G/L Account</b>	<b>Warrant Description</b>	<b>Amount</b>
39360	Lawson Products Inc.	Supplies - Shop & Field	Nuts and bolts	599.95
39361	McMaster-Carr Supply Co.	Supplies - Shop & Field	Various supplies	231.19
39362	Pacific Pipeline Supply	Repair Parts Expense	TWAS pump area valves	1,556.92
39363	ProBuild Company, LLC	Supplies - Shop & Field	Various supplies	123.82
39364	Procopio Cory Hargreaves	Services - Legal	General - Dec	15,087.50
39365	Roesling Nakamura Terada Archi	Services - Professional	WCI Project	24,124.75
39366	Rusty Wallis, Inc.	Repair Parts Expense	Water softener, tank service, and salt bags	189.05
39367	Sage Energy Consulting	Services - Professional	WCI Project	3,737.50
39368	Santa Fe Irrigation District	Utilities - Water	Water	2,068.52
39369	SDG&E	Utilities - Gas & Electric	Scheduled shut off fee	395.00
39370	SDG&E	Utilities - Gas & Electric	Scheduled shut off fee	395.00
39371	San Dieguito Water District	Utilities - Water	Water and Recycled water	119.14
39372	San Dieguito Water District	Utilities - Water	Water and Recycled water	1,173.53
39373	Unifirst Corporation	Services - Uniforms	Uniform service	242.79
39374	Underground Service Alert/SC	Services - Alarm	Dig Alert - Jan	120.55
39375	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,859.65
39376	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,116.88
39377	Varec Biogas	Repair Parts Expense	Digester gas flares parts	2,871.58
39378	Daniel Verdon	Other Personnel Cost	Employee reimbursement - Prescription safety glasses	300.00
39379	Volt Management Corp	Services - Temp	Period end - 01/15/21 - 01/22/21	1,247.22
39380	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - Feb	274.76
39381	Amy Chang	Other Personnel Cost	Employee reimbursement - Breakroom supplies	77.83
39382	AT&T	Utilities - Telephone	Phone service - 01/13/21 - 02/12/21	450.55
39383	AT&T	Utilities - Telephone	Alarm service - Feb	403.31
39384	Corodata	Rent	Record Storage - Jan	101.53
39385	CS-Amsco	Repair Parts Expense	Valve actuator repair	5,679.20
39386	CSMFO	Dues & Memberships	Membership - A. Chang	110.00
39387	Denali Water Solutions LLC	Services - Biosolids Hauling	Jan	18,210.45
39388	ERA	Supplies - Lab	Wastewater coliforms and solids	1,118.15
39389	Eurofins Calscience, LLC	Services - Laboratory	Testing water samples	365.00
39390	Forte of San Diego	Services - Janitorial	Mar	1,000.00
39391	Fusco Engineering	Services - Professional	SWPPP - Nov, Dec	4,795.90
39392	Hach Company	Training	DR300 pocket colorimeter digital	100.37
39393	Hardy Diagnostics	Supplies - Lab	Various supplies	1,874.68
39394	ICMA Membership Renewals	Dues & Memberships	Membership - A. Chang	200.00
39395	Lawson Products Inc.	Supplies - Shop & Field	Nuts and bolts	264.47
39396	Liquid Environmental Solution	Services - Grit & Screenings	Roll-off box disposal	1,250.00
39397	McMaster-Carr Supply Co.	Repair Parts Expense & Supplies	Various repair parts and supplies	2,119.79
39398	Midas Shop	Vehicle Maintenance	Oil change and tire rotation	94.21
39399	Olin Corp - Chlor Alkali	Supplies - Chem - Sodium Hypo	Sodium hypochlorite	3,781.60
39400	Olivenhain Municipal Water Dis	Rent	Pipeline rental payment - Jan	5,895.00
39401	Pacific Pipeline Supply	Repair Parts Expense	Bushing and copper tees	201.25
39402	PCL Construction Services PCL	Services - Contractors	WCI Project	976,612.00
39403	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc C-378	1,241.36
39404	Preferred Benefit Insurance	Dental/Vision	Vision - Feb	329.70
39405	ProBuild Company, LLC	Repair Parts Expense & Supplies	Various repair parts and supplies	722.50
39406	Procopio Cory Hargreaves	Services - Legal	General - Jan	2,165.50
39407	Rusty Wallis, Inc.	Services - Maintenance	Water softener, tank service, and salt bags	130.86
39408	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase - Jan	1,001.03
39409	San Dieguito Water District	Utilities - Water	Water and Recycled water	1,658.17
39410	Southwest Valve & Equip.	Repair Parts Expense	Metal seated plug valve, hydro gate	7,214.65
39411	Terminix Processing Center	Services - Maintenance	Jan	441.00
39412	Technology Integration Group	Services - Maintenance	Copier	66.68
39413	Traffic Safety Store	Supplies - Safety	Safety vest	225.96
39414	Unifirst Corporation	Services - Uniforms, Safety Supplies	Uniform service, gloves	475.46
39415	UPS	Postage/Shipping	Mailing parts	44.05
39416	Underground Service Alert/SC	Services - Alarm	Safe excavation board Feb, Mar	203.18
39417	USA Bluebook	Supplies - Lab, repair parts expense	Various supplies and repair parts	2,133.07
39418	Vanessa Hackney	Board Expense	Employee reimbursement - Supplies	7.53
39419	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	6,890.80
39420	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,166.22
39421	Verizon Wireless	Utilities - Telephone	01/11/21 - 02/10/21	408.56
39422	Volt Management Corp	Services - Temp	Period end - 01/29/21 to 02/12/21	3,997.50
39423	VWR International, Inc.	Supplies - Lab	500 ml cylinder	309.89
39424	WageWorks	Payroll Processing Fees	Admin and compliance fee - Jan	134.00
39425	WM Corporate Services, Inc.	Services - Grit & Screenings	Dec, Jan	27,112.99
On-Line 486	Aflac	EE Deduction Benefits	Aflac - Jan	626.76
On-Line 487	P.E.R.S.	Medical Insurance - Pers	Health - Feb	23,484.48
On-Line 488	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 01/09/21 - 01/22/21	16,106.28
On-Line 489	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 12/07/20 - 01/07/21	55,165.02
On-Line 490	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - Feb	1,851.71
On-Line 491	Fuelman	Fuel	Jan	647.95
On-Line 492	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 01/23/21 - 02/05/21	16,116.58
On-Line 493	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 02/06/21 - 02/19/21	16,246.43
On-Line 494	ReadyRefresh	Supplies - Lab	Various supplies	1,479.06
On-Line 495	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - Mar	1,853.09
	San Elijo Payroll Account	Payroll	Payroll - 02/12/2021	81,085.49
	San Elijo Payroll Account	Payroll	Payroll - 02/26/2021	108,836.66
				<u>\$ 1,705,467.41</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of February 2021  
As of February 28, 2021**

PAYMENT OF WARRANTS		\$ 1,705,467.41
Reference Number	21-03	

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



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Amy Chang  
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS  
AND INVESTMENT INFORMATION  
As of February 28, 2021

FUNDS ON DEPOSIT WITH	AMOUNT
<b>LOCAL AGENCY INVESTMENT FUND</b>	
<i>(FEBRUARY 2021 YIELD 0.407%)</i>	
RESTRICTED SRF RESERVE	\$ 630,000.00
UNRESTRICTED DEPOSITS	13,714,222.93
<b>CALIFORNIA BANK AND TRUST</b>	
<i>(FEBRUARY 2021 YIELD 0.01%)</i>	
REGULAR CHECKING	1,025,431.08
PAYROLL CHECKING	5,000.00
<b>UNION BANK - TRUSTEE (BOND FUNDS)</b>	
BLACKROCK	976,874.14
<i>(FEBRUARY 2021 YIELD 0.03%)</i>	
LAIF	3,821,156.01
<i>(FEBRUARY 2021 YIELD 0.407%)</i>	
<b>PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST)</b>	322,368.52
<i>(JANUARY 2021 YIELD -0.19%)</i>	
<b>TOTAL RESOURCES</b>	<b>\$ 20,495,052.68</b>

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

March 16, 2021

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: WASTEWATER TREATMENT REPORT

RECOMMENDATION

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

DISCUSSION

Monthly Treatment Plant Performance and Evaluation

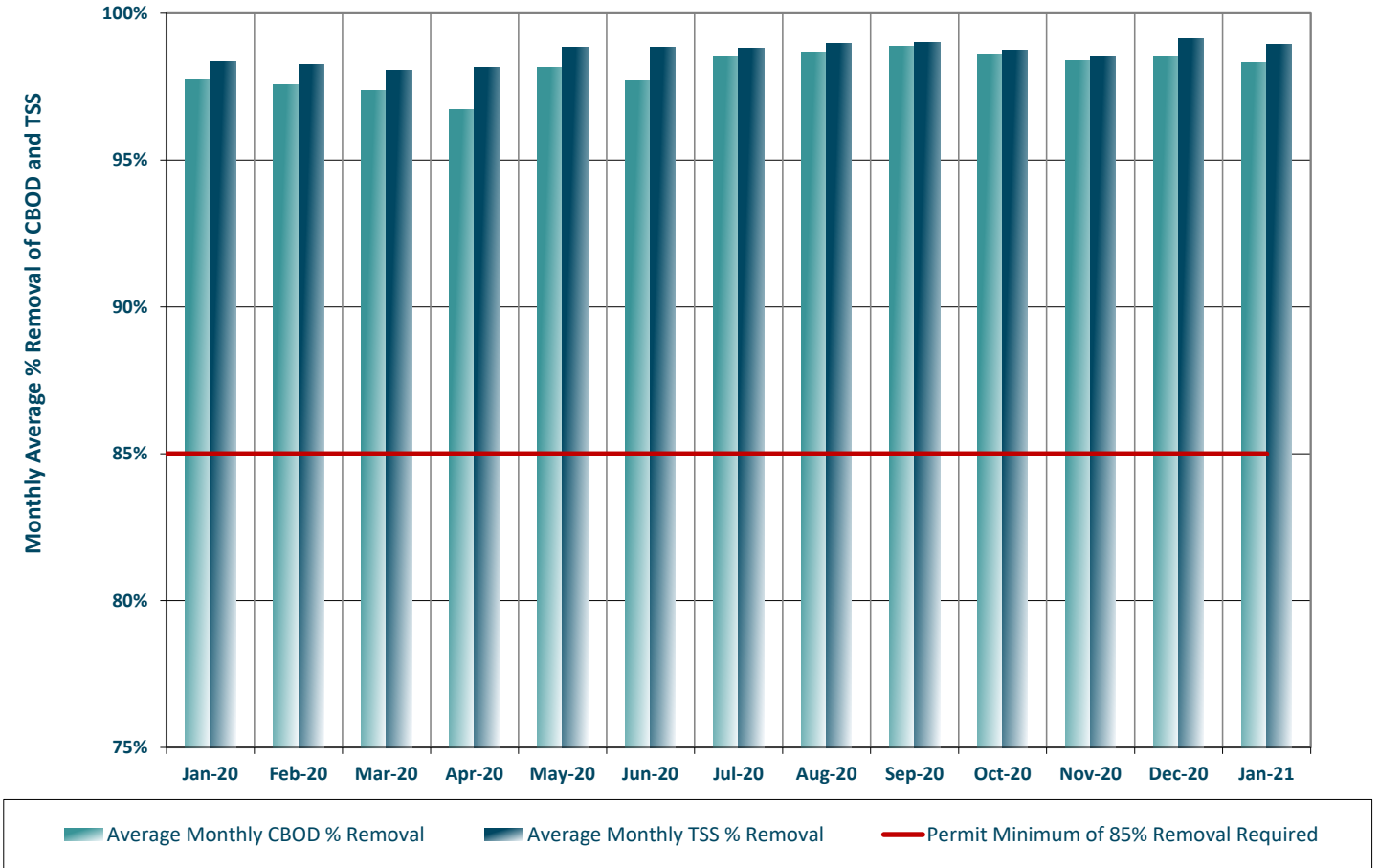
Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of January 2021. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for **CBOD** and **TSS** were **98.3** and **98.9** percent removal, respectively, during the month of January.

## Exceptional Water Treatment



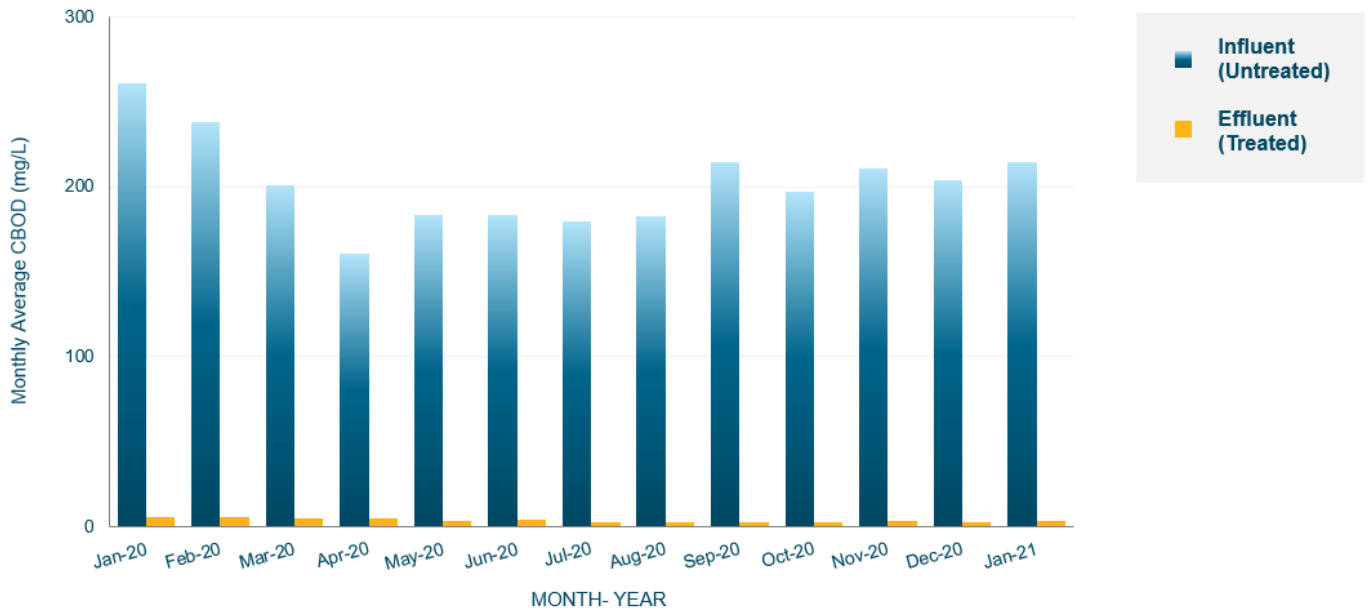
Figure 1 (below) shows historic treatment performance trends for the removal of CBOD and TSS over the last 13 months compared to the permit minimum removal requirement of 85%.

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

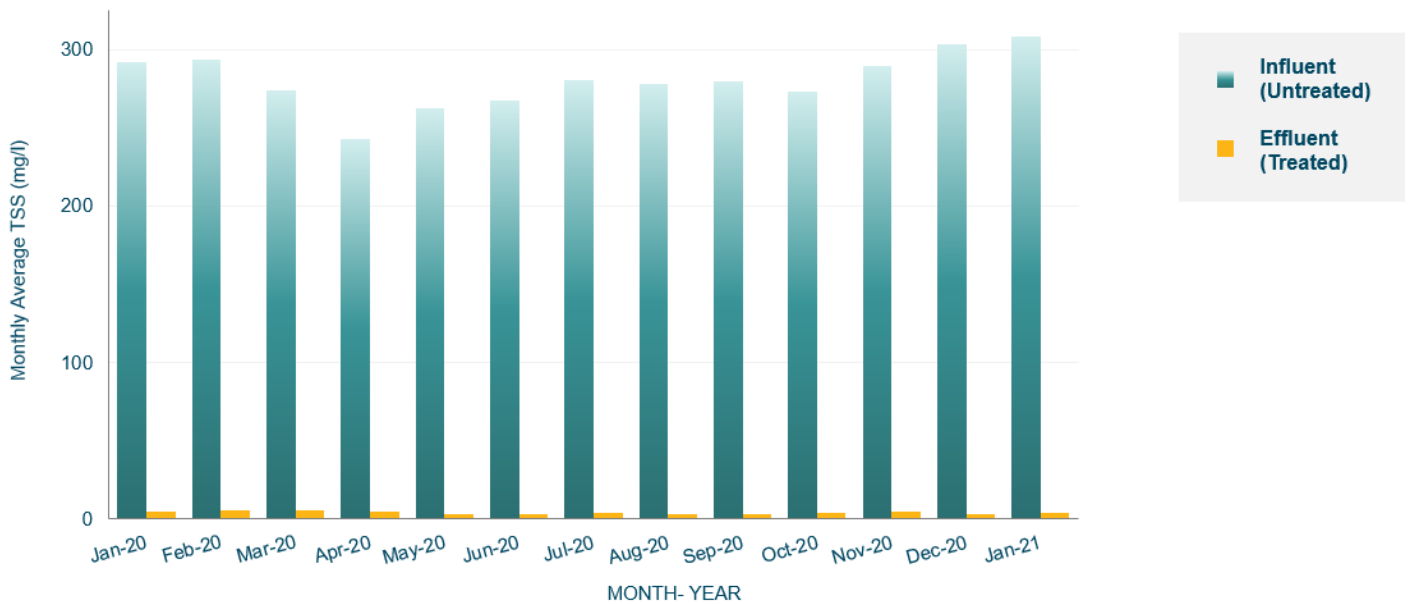


Figures 2 and 3 (below) show historic influent vs effluent CBOD and TSS concentration fluctuations in the strength of the wastewater being received and discharged by the SEJPA. Rain events often result in rainwater entering into the sewer system which can dilute both CBOD and TSS.

**FIGURE 2: TREATED EFFLUENT FLOWS REMOVAL OF CBOD**



**FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF TSS**



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 Member Agency. Total effluent flow was calculated for the San Elijo Water Campus.

**TABLE 1 - INFLUENT AND EFFLUENT FLOWS IN JANUARY**

<b>JANUARY</b>			
	<b>Influent (mgd)</b>	<b>Recycled Water (mgd)</b>	<b>Effluent (mgd)*</b>
<b>Cardiff Sanitary Division</b>	<b>1.238</b>	<b>0.410</b>	<b>0.828</b>
<b>City of Solana Beach</b>	<b>0.909</b>	<b>0.301</b>	<b>0.608</b>
<b>Rancho Santa Fe SID</b>	<b>0.150</b>	<b>0.049</b>	<b>0.101</b>
<b>City of Del Mar</b>	<b>0.323</b>	<b>0.107</b>	<b>0.216</b>
<b>Total San Elijo Water Campus Flow</b>	<b>2.620</b>	<b>0.867</b>	<b>1.753</b>

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

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

**TABLE 2 - SAN ELIJO WATER RECLAMATION FACILITY MONTHLY REPORT - FLOWS AND EDUS**

MONTH	AVERAGE DAILY INFLUENT FLOW RATE (MGD)					CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)				
	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD EDUS	RSF CSD EDUS	SB EDUS	DM	TOTAL EDUS	CSD	RSF	SB	DM
Jan-18	1.276	0.125	1.015	0.000	2.416	8,435	555	8,061	1,716	18,767	151	225	126	0	142
Feb-18	1.249	0.118	0.968	0.000	2.335	8,441	555	8,061	1,716	18,773	148	213	120	0	137
Mar-18	1.265	0.122	0.922	0.039	2.348	8,451	555	8,061	1,716	18,782	150	220	114	149	125
Apr-18	1.184	0.115	0.901	0.337	2.537	8,451	559	8,061	1,716	18,786	140	206	112	129	135
May-18	1.173	0.119	0.890	0.376	2.558	8,461	562	8,061	1,716	18,799	139	212	110	144	136
Jun-18	1.188	0.124	0.888	0.549	2.749	8,466	562	8,061	1,716	18,804	140	221	110	210	146
Jul-18	1.193	0.118	0.933	0.537	2.781	8,478	562	8,083	2,611	19,733	141	210	115	206	141
Aug-18	1.210	0.119	0.980	0.534	2.843	8,481	563	8,083	2,611	19,737	143	212	121	205	144
Sep-18	1.230	0.117	0.905	0.341	2.593	8,481	563	8,083	2,611	19,737	145	208	112	131	131
Oct-18	1.172	0.121	0.897	0.354	2.544	8,481	564	8,083	2,611	19,738	138	215	111	136	129
Nov-18	1.173	0.121	0.906	0.064	2.264	8,488	565	8,083	2,611	19,746	138	214	112	136	129
Dec-18	1.264	0.144	0.967	0.244	2.619	8,491	566	8,083	2,611	19,751	149	255	120	136	138
Jan-19	1.269	0.153	0.975	0.384	2.781	8,491	566	8,083	2,611	19,751	149	271	121	147	141
Feb-19	1.400	0.173	0.935	0.309	2.817	8,492	566	8,083	2,611	19,752	165	306	116	137	145
Mar-19	1.200	0.149	0.908	0.340	2.597	8,493	568	8,083	2,611	19,755	141	263	112	132	132
Apr-19	1.119	0.138	0.887	0.334	2.478	8,494	568	8,083	2,611	19,756	132	243	110	128	125
May-19	1.125	0.133	0.880	0.361	2.499	8,494	568	8,083	2,611	19,756	132	234	109	138	126
Jun-19	1.162	0.126	0.903	0.507	2.698	8,504	568	8,083	2,611	19,766	137	222	112	194	136
Jul-19	1.127	0.128	0.924	0.546	2.725	8,504	568	8,083	2,611	19,766	133	226	114	209	138
Aug-19	1.148	0.126	0.938	0.567	2.779	8,505	570	8,105	2,612	19,792	135	221	116	217	140
Sep-19	1.131	0.132	0.918	0.393	2.574	8,507	570	8,105	2,612	19,794	133	232	113	150	130
Oct-19	1.120	0.124	0.914	0.378	2.536	8,507	571	8,105	2,612	19,795	132	217	113	145	128
Nov-19	1.230	0.137	0.927	0.437	2.731	8,510	571	8,105	2,612	19,798	145	240	114	172	138
Dec-19	1.347	0.173	0.946	0.483	2.949	8,516	571	8,105	2,612	19,804	158	303	117	185	149
Jan-20	1.194	0.163	0.917	0.410	2.684	8,517	571	8,105	2,612	19,805	140	286	113	157	136
Feb-20	1.176	0.146	0.919	0.352	2.593	8,517	571	8,105	2,612	19,805	138	256	113	135	131
Mar-20	1.432	0.185	0.907	0.389	2.913	8,519	572	8,105	2,612	19,808	168	324	112	149	147
Apr-20	1.720	0.231	0.912	0.377	3.240	8,522	572	8,105	2,612	19,811	202	404	113	153	164
May-20	1.293	0.158	0.853	0.304	2.608	8,523	573	8,105	2,612	19,813	152	276	105	133	132
Jun-20	1.251	0.164	0.897	0.434	2.746	8,534	576	8,105	2,612	19,826	147	285	111	179	139
Jul-20	1.231	0.157	0.937	0.548	2.873	8,535	576	8,110	2,616	19,837	144	273	116	222	145
Aug-20	1.226	0.156	0.950	0.478	2.810	8,540	577	8,110	2,616	19,843	144	271	117	194	142
Sep-20	1.225	0.151	0.956	0.362	2.694	8,540	578	8,110	2,616	19,844	143	261	118	146	136
Oct-20	1.197	0.142	0.940	0.316	2.595	8,543	579	8,110	2,616	19,848	140	245	116	128	131
Nov-20	1.200	0.142	0.927	0.341	2.610	8,543	579	8,110	2,616	19,848	140	245	114	138	131
Dec-20	1.217	0.141	0.893	0.304	2.555	8,543	579	8,110	2,616	19,848	142	244	110	123	129
Jan-21	1.238	0.150	0.909	0.323	2.620	8,543	579	8,110	2,616	19,848	145	259	112	129	132

**CSD:** Cardiff Sanitary Division

**RSF CSD:** Ranch Santa Fe Community Service District

**SB:** Solana Beach

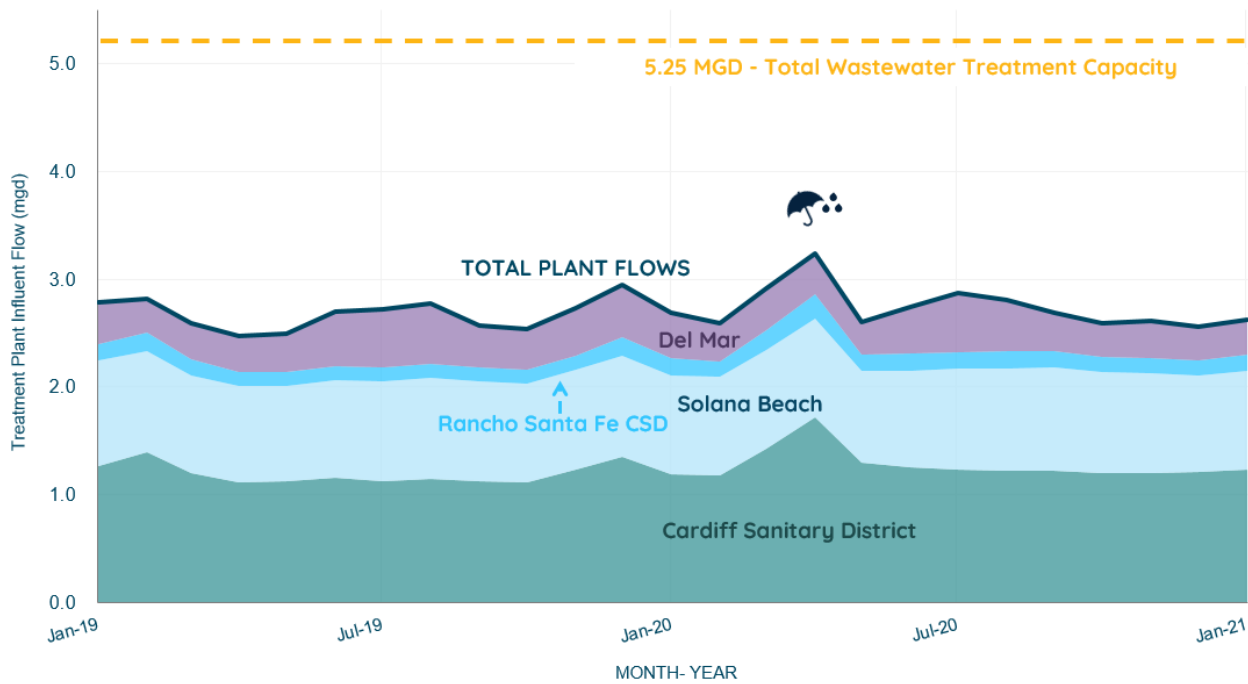
**DM:** City of Del Mar

**EDU:** Equivalent Dwelling Unit



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

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



City of Escondido Flows

The average and peak flow rate for the month of January 2021 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)	10.18
Escondido (Peak flow rate)	18.4

Connected Equivalent Dwelling Units

The City of Solana Beach and the City of Del Mar updated the number of connected EDUs that is reported to the SEJPA in July 2020. The City of Encinitas and Rancho Santa Fe CSD report their connected EDUs every month. The number of EDUs connected for each of the Member Agencies and lease agencies is reported in Table 4 below.

**TABLE 4 - CONNECTED EDUs BY AGENCY**

	Connected (EDU)
Cardiff Sanitary Division	8,543
Rancho Santa Fe SID	579
City of Solana Beach	7,773
San Diego (to Solana Beach)	337
City of Del Mar	2,616
<b>Total EDUs to System</b>	<b>19,848</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

March 16, 2021

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER REPORT

RECOMMENDATION

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

DISCUSSION

*Recycled Water Production*

For the month of January 2021, recycled water demand was 71.0 acre-feet (AF), which was met using 71.0 AF of recycled water and 0.0 AF supplementation with potable water.

January demand was 98% above budget expectations of 36 AF due to the relatively warm, dry weather. The total water production for FY 2020-21 is 15.3% above budget for the first seven months.

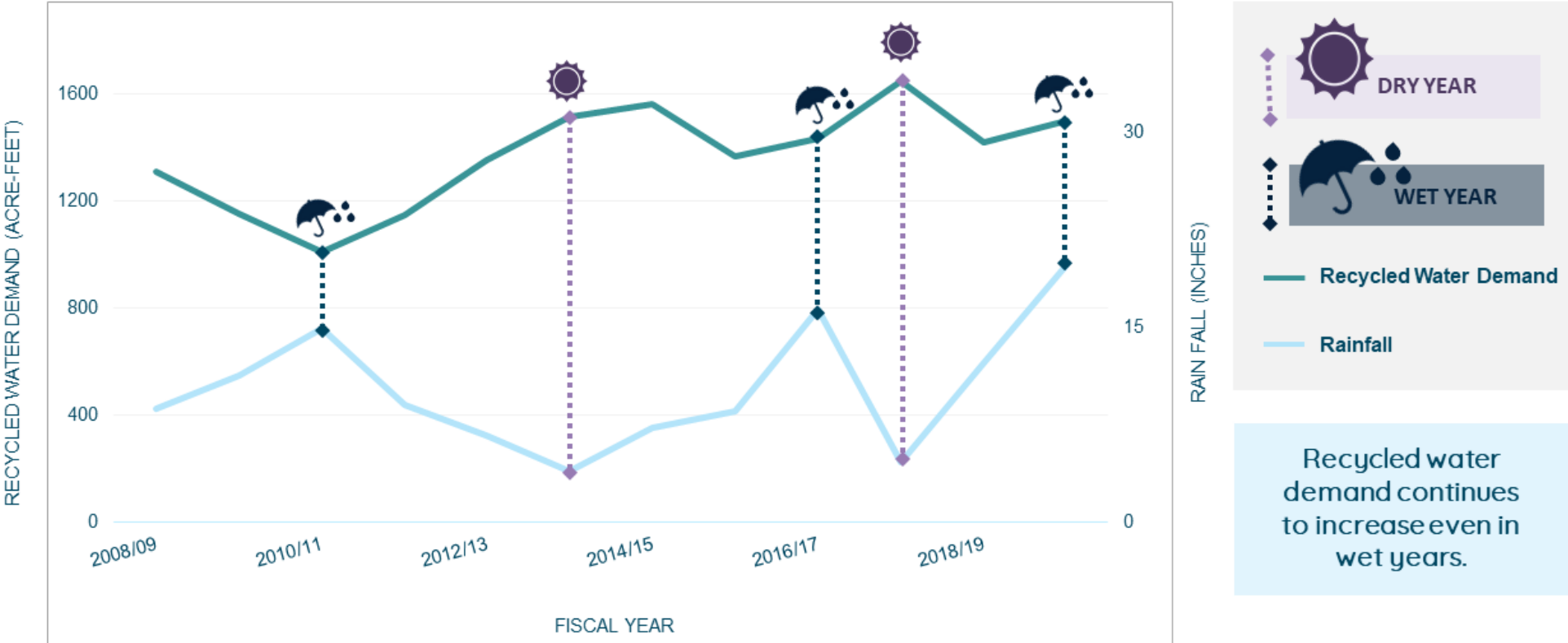
Figure 1 (attached) provides a graphical view of annual recycled water demand spanning the last 10 fiscal years, with the overlay of annual rainfall. Since the recycled water program primarily serves outdoor irrigation, annual demand is reduced during wet periods and increases during times of drought. 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 2020-21.

Respectfully submitted,

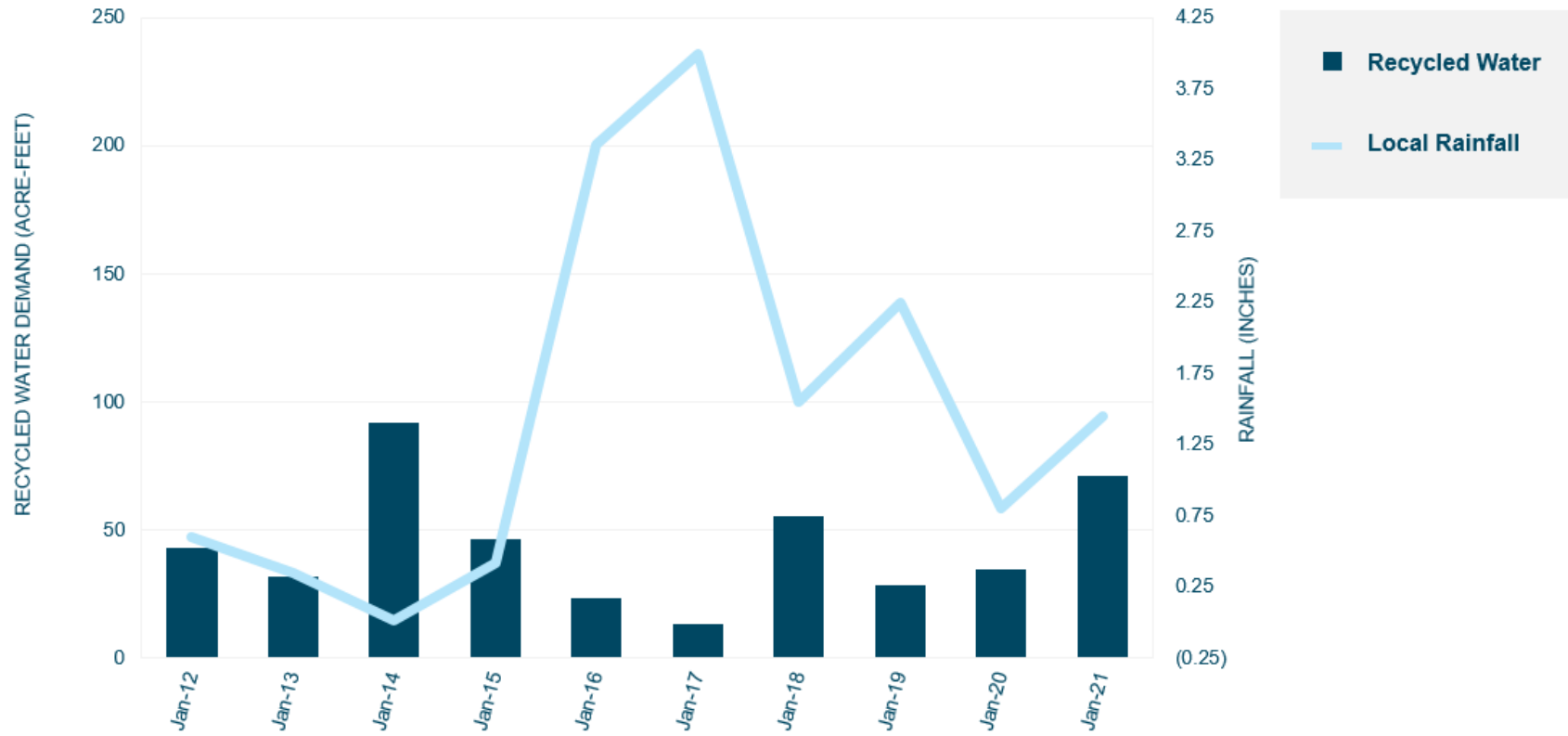


Michael T. Thornton, P.E.  
General Manager

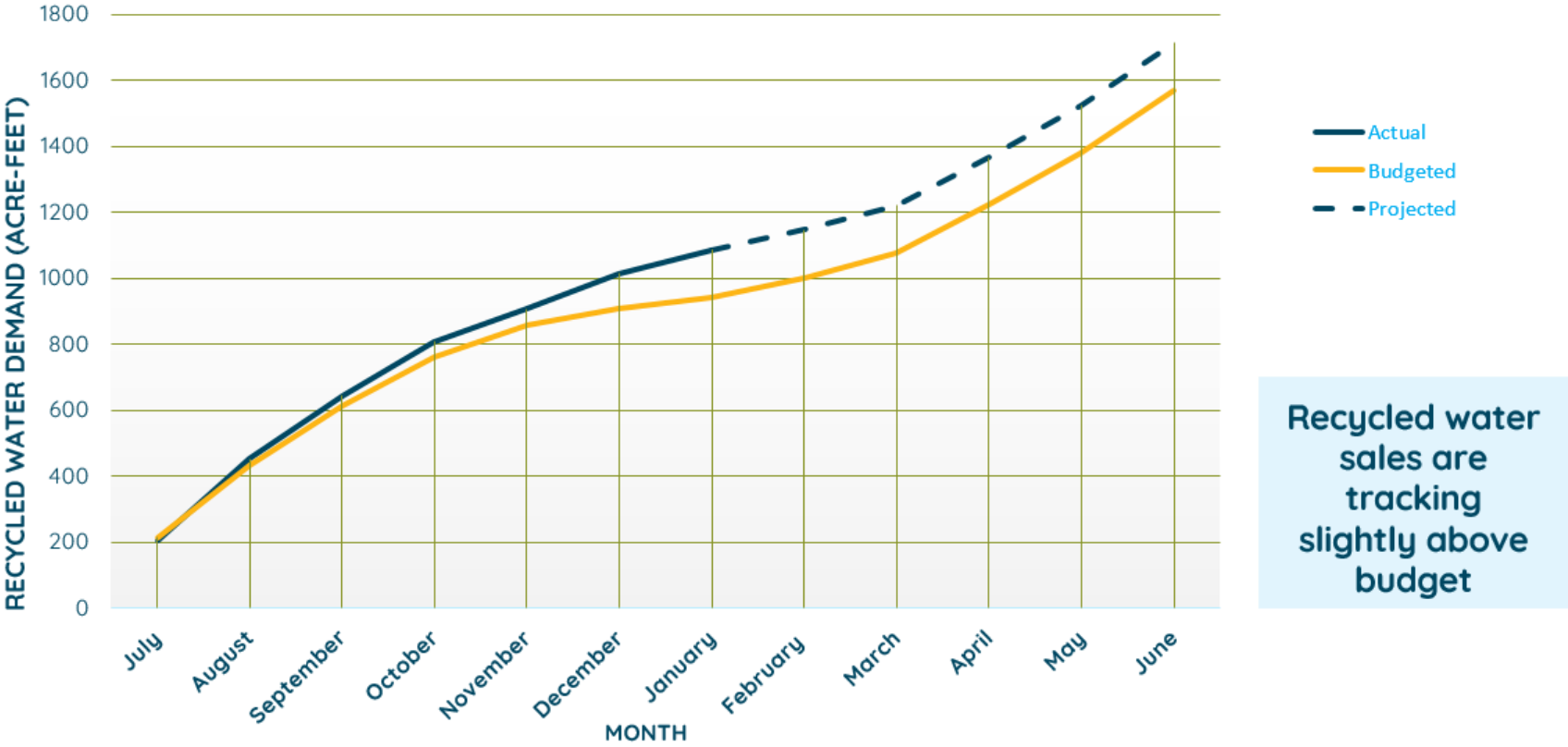
FIGURE 1: RECYCLED WATER DEMAND AND RAINFALL COMPARISON



**FIGURE 2: JANUARY RECYCLED WATER DEMAND**



**FIGURE 3: FY2020/21 CUMULATIVE DEMAND VS BUDGET**



SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

March 16, 2021

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER COST OF SERVICE AND CAPITAL IMPROVEMENT  
PLAN (CIP) WORKSHOP

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) operates a recycled water utility that produces and wholesales recycled water to four water purveyors; Santa Fe Irrigation District (SFID), San Dieguito Water District (SDWD), Olivenhain Municipal Water District (OMWD), and the City of Del Mar; and also has an interruptible service agreement directly with the Encinitas Ranch Golf Authority (ERGA). Each water purveyor has its own wholesale agreement with the SEJPA that provides the terms for recycled water price, water quality, water quantity, and contract length.

The original SEJPA wholesale agreements were developed in the 1990's and the cost of recycled water was established at 85% of the water purveyors' potable water rate. This pricing is known as, "Index Pricing", and is a common practice in Southern California. Index pricing provides an industry accepted methodology for ensuring the recycled water cost is below the price of potable water. However, for the SEJPA, index pricing created complexities between its multiple water purveyors. Each water purveyor had different potable water rates, which resulted in the SEJPA selling its recycled water at multiple price points, creating concerns at the end user level for pricing inequality. Incentive funding from the San Diego County Water Authority (CWA) and Metropolitan Water District (MWD) was also required as water sales volume at the indexed rate did not provide sufficient revenue to operate the new recycled water utility.

In 2013, SEJPA conducted a financial review of the Recycled Water Utility to confirm that revenues were adequate to support the utility using a cost-of-service model instead of index pricing. This review confirmed that program revenues exceeded expenses so that the new recycled water price would not exceed that of potable water, which would be unacceptable to both the water purveyors and the end customers. The financial review indicated that the program could transition to the new pricing model assuming (1) water sales continued to grow, (2) incentive funding from the CWA and MWD continued, and (3) the creation of repair and

replacement reserve funding could be developed slowly over the next two decades.

Based on this information, SEJPA reached agreement with its water purveyors for moving toward cost-of-service methodologies for setting future water rates. This action decoupled future recycled water price increases from that of potable water. However, since the Recycled Water Utility is not financially stable without receiving incentive funding from CWA and MWD, most of the agreements also include terms that set future price increases of at least 2%, but no more than 5%, with the recommended increase being based on cost-of-service methodologies.

Since 2013, SEJPA retained Raftelis Financial Consultants (RFC) to prepare recycled water cost of service updates in 2016 and 2018, which resulted in recommended water rates increasing between 3.8% and 4% annually for the period of FYE 2017 to FYE 2021. During this same period, comparable potable water rates by the program's water district purveyors have generally exceeded 4% annually. In 2021, the water purveyors are retailing recycled water between 20% and 38% less than the corresponding potable water category.

## DISCUSSION

SEJPA retained Carollo Engineers (Carollo) to conduct this 2021 Recycled Water Rate Study (Study). The purpose of this Study is to assess SEJPA's current recycled water wholesale rates, financial metrics, and recycled water demands and provide rate recommendations starting with FYE 2022 through 2026.

Having been in operation for just over 20 years, SEJPA's recycled water program is in the process of maturing into an established utility. While the customer base continues to grow, which adds a level of certainty to expected demands, climate conditions such as years with high rainfall can substantially reduce demand and corresponding water sale revenues. Currently, the program relies on water sales for nearly all revenue, including incentive funding. Further, some system components are beginning to near the end of their expected useful life and will require rehabilitation or replacement in the near term to ensure system reliability. Lastly, the incentives that SEJPA receives from CWA and MWD will end in FYE 2026, decreasing annual revenues by approximately \$700,000. Given these factors, it is important that the Study develop recommendations for future water rates and a reserve policy to provide fiscal stability and protection from demand fluctuations, unforeseen events, and to support capital infrastructure needs.

### ***Developing Reserve Policy***

A key element of prudent financial planning is to ensure sufficient funding is available for current and future operating, capital, and debt service needs. Through planning and undertaking regular cost-of-service reviews, SEJPA strives to have sufficient funding generated from current revenues to meet its operating expenditures, capital projects, and debt service cost obligations. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events through rate stabilization. SEJPA should consider developing a Recycled Water Reserve Fund Policy to meet these planned and unforeseen obligations.

The Board of Directors may designate specific fund accounts and maintain minimum fund balances consistent with statutory obligations that it has determined to be in the best interest of the District. The Board will periodically review and approve reserve amounts for each fund and adjust as appropriate for continued financial stability and solvency.



Based on a review of our water purveyor's reserve policies and in order to establish prudent financial management, staff is considering that reserves be established for Operating, Debt Service, Rate Stabilization, and Capital Improvement and Replacement. Staff is working with our consultant to develop a reserve policy for the Board's consideration at a future meeting.

### ***Developing Long Term Capital Planning***

The original recycled water utility system was designed to use potable water during high demand periods to minimize initial capital investment. Also, the operating strategy was initially thought of as an interruptible supply so that short term shutdowns of the irrigation-based system would be acceptable to the agricultural customer base that was identified as the core customers in the 1990's. When the recycled water utility became operational in 2000, the customer base developed substantially different than planned, with agricultural customers being replaced by homeowner associations and other customer types due to land use changes. The recycled water program pivoted to adjust to these market changes. However, the rate at which customers connected was slower than anticipated, resulting in lower than planned revenues in the first 10 years of operation. Now that the system has been in operation for 20 years, reliability of the system has become more of a focus as the customer base has the expectation of reliable, high quality water. Staff has developed a conceptual 10-Year CIP that supports improving system reliability and water quality, that is adaptable to future trends in water recycling to the benefit of the communities we serve. The 10-Year CIP includes anticipated projects listed below that are necessary to replace or improve aging infrastructure, enhance the reliability of the recycled water utility, and allow for continued advancement in water recycling. These projects may evolve as new information is gained or to accommodate funding levels of the program.

- Treatment Improvements: These projects will allow SEJPA to maintain and improve treatment production, recycle stormwater, improve reliability, and fulfill expected demands while continuing to meet water quality targets. Budgetary estimate is \$5.5 million.
- Storage Project: Project involves increasing system storage by up to 3 million gallons (MG); building infrastructure to transfer water more efficiently between storage tanks, reservoirs, and ponds; and to replace or rehabilitate an aging existing steel water storage tank. Budgetary estimate is \$2.6 million.
- Distribution Project: Project will replace aging pumping infrastructure, expand distribution clear well, and add system improvements to ensure service reliability. Budgetary estimate is \$1.7 million.
- Distribution system valves and miscellaneous appurtenances replacement program will provide funding for ongoing repair and replacement of discreet assets associated with the recycled water distribution system. Budgetary estimate is \$0.9 million.

The budgetary value for the 10-Year CIP is 10.7 million, based on planning level information. As the scope and definition of each project is developed, staff will present the information to the Board for approval consideration. Gaining Board consensus on the 10-Year CIP will help ensure adequate funding is identified in the cost-of-service study as well as within future rate reserves as desired by the Board.

## FINANCIAL IMPACT

There is no financial impact with this workshop presentation. This workshop is intended to provide discussion and direction for staff in the preparation of the draft cost-of-service study and capital planning for the SEJPA recycled water utility. The final cost-of-service study will consider current and future operating expenses, debt, repair, replacement, and other capital expenses, and a recommended program reserve policy in the development of recycled water rates for the next three to five years.

It is therefore recommended that the Board of Directors:

1. 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