

**AGENDA**  
**SAN ELIJO JOINT POWERS AUTHORITY**  
**TUESDAY, OCTOBER 19, 2021 AT 8:30 AM**  
**SAN ELIJO WATER CAMPUS – BOARD MEETING ROOM**  
**2695 MANCHESTER AVENUE**  
**CARDIFF BY THE SEA, CALIFORNIA**

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1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
5. AWARDS AND RECOGNITION
6. \* **CONSENT CALENDAR**
7. \* [APPROVAL OF MINUTES FOR SEPTEMBER 21, 2021 MEETING](#)
8. \* [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENTS REPORTS](#)
9. \* [WASTEWATER TREATMENT REPORT](#)
10. \* [RECYCLED WATER REPORT](#)
11. \* [REPORTABLE MEETINGS](#)
12. \* 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**

13. GENERAL MANAGER'S REPORT

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

14. [GENERAL COUNSEL'S REPORT: VIRTUAL MEETINGS](#)

In light of the recent passing of AB 361, Legal Counsel recommends the SEJPA Board of Directors discuss whether the Board would like the November Board meeting to occur as a virtual zoom meeting as permitted by AB 361, and if so, direct staff accordingly.

General Counsel Reference: Adriana Ochoa

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".*

A closed session will be held per Government Code Section 54957(b), Public Employee Employment; Title: General Manager

17. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT CONTRACT

1. Discussion and possible action regarding General Manager's employment contract and/or compensation; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

18. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, November 17, 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 July.

**AFFIDAVIT OF POSTING**

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

San Elijo Water Reclamation Facility, 2695 Manchester Avenue, Cardiff, California  
City of Encinitas, 505 South Vulcan Avenue, Encinitas, California  
City of Solana Beach, 635 South Highway 101, Solana Beach, California

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

Date: October 14, 2021

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

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

SAN ELIJO JOINT POWERS AUTHORITY  
MINUTES OF THE BOARD MEETING  
HELD ON SEPTEMBER 21, 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, September 21, 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	Tracie Stender
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*City of Encinitas:*

Assistant Director of Public Works Department	Isam Hireish
Assistant City Manager	Jennifer Campbell
City Manager	Pamela Antil

*City of Solana Beach:*

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

3. PLEDGE OF ALLEGIANCE

Director of Operations, Christopher Trees, led the Pledge of Allegiance.

4. ORAL COMMUNICATION

None.

5. AWARDS AND RECOGNITION

None.

6. CONSENT CALENDAR

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

- |                    |  |
|--------------------|--|
| Agenda Item No. 7  | Approval of Minutes for the August 17, 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 | Reportable Meetings  |
| Agenda Item No. 12 | Professional Services Agreement for Moonlight Beach Pump Station Modification Design |
| Agenda Item No. 13 | Technical Services Agreement for Toxicity Testing                                    |

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 PURCHASING POLICY UPDATE

Director of Finance and Administration, Amy Chang, stated that the current SEJPA purchasing policy was approved by the Board of Directors in November 2019. SEJPA staff and legal counsel have reviewed the current purchasing policy and recommend updates to confirm current government codes, Restatement amendment, and procurement functions. Recommendations include the following:

- Raise General Manager's authority to execute contracts up to \$50,000 from \$35,000 in accordance with the Restatement amendment.
- Delete aggregate expenditures limit of \$75,000 for urgent maintenance or repair work necessary to protect public health and the environment and replace with requirement to comply with section 22050 of the Public Contract Code in accordance with the Restatement amendment.
- Add web-based platforms section to recognize SEJPA's electronic procurement functions.

Approval of Resolution 2022-01 will supersede the previous purchasing policy Resolution No. 2020-01.

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

Authorize the General Manager to execute the following Agreements:

1. Adopt Resolution No. 2022-01, Resolution of the Board of Directors Establishing Purchasing Policies and Procedures for the San Elijo Joint Powers Authority

Motion carried with the following vote of approval:

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

16. RECYCLED WATER CAPITAL IMPROVEMENT PLAN AND GRANT FUNDING UPDATE

Director of Operations, Christopher Trees, provided updates to the 10-year Recycled Water Capital Improvement Plan (CIP) including securing approximately \$1.8 million in California IRWM grants to construct stormwater recycling, recycled water storage, and distribution pumping improvements. These improvements must be constructed and operational by September 2025 to meet grant funding requirements. Staff is also pursuing federal funding through the US Bureau of Reclamation, with grant funding pending award at \$1.1 million for water storage and distribution improvements, however, construction must be completed by mid-2024. Additional Bureau of Reclamation grant funding is expected to become available next year with construction completion due in 2026. Both the state and federal funding are reimbursement style grants that require expenditure of capital funds prior to grant reimbursement.

Staff has elected to decline the California Proposition 1 Stormwater Grant for Phase 2 Capture and Reuse, and not pursue the development of the project at this time. The project encountered additional site challenges and design changes that has increased the engineer's construction estimate placing the project beyond current funding availability.

Staff has reviewed CIP schedule options due to grant funding requirements. The total value of the 10-year CIP is \$10.7 million in 2021 dollars. The Recycled Water cost-of-service study planned for approximately 50% funding by loans and 50% funded by cash during that 10-year timeframe. Staff reviewed the advantages and disadvantages of shortening the 10-year schedule to a 5-year schedule for grant compliance. Compressing the construction timeline can provide cost savings due to reduced inflation exposure and by financing construction during the current low interest environment. However, it will require financing the entire \$10.7 million CIP budget and the compressed schedule can increase the need for consulting support to deliver multiple projects concurrently. The compressed schedule would improve treatment and provide potable reuse related treatment process improvements earlier in the timeline; however, additional treatment process improvements would be required prior to being able to provide water for potable reuse.

Staff is evaluating the costs and benefits of completing the CIP in a compressed schedule and will report back to the Board.

No action required. This presentation of the Recycled Water Capital Plan and Grant Funding Update is for information only.

17. GENERAL MANAGER'S REPORT

Director of Operations, Christopher Trees, discussed the upcoming San Elijo Joint Powers Authority Board meeting that will lead into a ribbon cutting ceremony for the new Water Campus Administration and Operations Building.

18. GENERAL COUNSEL'S REPORT

Tracie Stender stated that AB361, the extension of virtual meetings, has been passed with slightly modified protocols. Ms. Stender also stated that a general attorney opinion has affirmed that Joint Powers Authority (JPA) Board Members have the ability to discuss JPA business with their respective member agencies in open session. However, if the topic being discussed is an adjudication, it is important to not receive any outside evidence or allow potential for undue influence at the member agency meeting, as that could result in a due process violation.

19. BOARD MEMBER COMMENTS

None.

20. CLOSED SESSION

A closed session was held per Government Code Section 54957(b), Public Employee Employment; Title: General Manager; Government Code Section 54957.6(a) Public Employee (Unrepresented) Salary/Compensation, Designated Representative: Michael Thornton.

21. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT CONTRACT

No action was taken.

22. ADJOURNMENT

The meeting adjourned at 9:16 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, October 19, 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  
22-10

For the Month of September 2021

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
40185	Adam Kaye	Services - Professional	Communications services	\$ 400.00
40186	Affordable Drain Services	Services - Maintenance	Jett/Vac truck	385.00
40187	Alliant Insurance Services, Inc	Insurance - Liability	Commercial cyber liability - 07/01/21 - 07/01/22	1,817.20
40188	Allied Storage Containers	Equipment Rental/Lease	20' and 40' storage containers - 09/01/21 - 09/30/21	359.89
40189	AMETEK Arizona Instrument	Supplies - Shop & Field	Moonlight Beach pump station jerome sensor meter repair	928.00
40190	Aquatic Bioassay	Services - Laboratory	Kelp germination	1,050.00
40191	AT&T	Utilities - Telephone	Phone service - 07/13/21 - 08/12/21	448.01
40192	Bay City Electric Works	Equipment Rental/Lease	Back up generator	10,184.55
40193	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium hydroxide	1,033.64
40194	BrightView Landscapes	Services - Landscape	Grounds maintenance	2,782.00
40195	California Water Technologies	Supplies - Chem - Ferric Chlo	Ferric chloride	11,642.98
40196	Carollo Engineers	Services - Engineering	Valve replacement design services	5,447.00
40197	Chem Pro Laboratory, INC	Services - Testing	Chlorination labor	1,500.00
40198	CWEA Membership	Dues & Memberships	Certificate renewal - T. Hutchinson	91.00
40199	Del Mar Blue Print	Printing	Story board for new admin building	118.48
40200	EDCO Waste & Recycling Service	Utilities - Trash	Aug	279.89
40201	Forte of San Diego	Services & Supplies - Janitorial	Janitorial services - Aug & various supplies	1,483.46
40202	Grainger, Inc.	Supplies - Shop & Field	A/C #4 fan repair on operations building, Motor run capacitor	157.94
40203	GC Pivotal LLC	Utilities - Internet	T-1 service - Oct	355.24
40204	The Hardwood & Hardware Co.	Supplies - Shop & Field	Various supplies	462.51
40205	Hardy Diagnostics	Supplies - Lab	Various supplies	2,178.73
40206	Harrington Industrial Plastics	Repair Parts Expense	Rotameter repair parts	224.73
40207	Michael Henke	Dues & Memberships	Employee reimbursement - CWEA certificate renewal	197.00
40208	JCI Jones Chemicals, Inc	Supplies - Chem - Sodium Hypo	Hypochlorite solution	3,792.25
40209	Marine Taxonomic Services, LTD	Services - Contractors	Q3, 2021 intensive WQ monitoring	2,390.00
40210	McMaster-Carr Supply Co.	Repair Parts Expense & Supplies	Various supplies	1,319.42
40211	Oasis Palm Nursery, Inc.	Services - Landscape	Summer service	925.00
40212	Pacific Pipeline Supply	Repair Parts Expense	Stainless steel flange kits	633.36
40213	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc C-378	1,241.36
40214	Preferred Benefit Insurance	Dental/Vision	Vision - August	299.70
40215	Procopio Cory Hargreaves	Services - Legal	General - Jul	5,040.99
40216	Safe Hearing America	Services - Medical	Hearing testing	1,059.60
40217	San Dieguito Water District	Utilities - Water	1190 Oakcrest Park - #080338	7,394.25
40218	San Dieguito Water District	Utilities - Water	Water	954.02
40219	Sigma-Aldrich	Supplies - Lab	Turbidity standard (1,10)	361.16
40220	Sloan Electric Company	Repair Parts Expense	Electric motor pump for area 1 odor scrubber	919.71
40221	Trussell Technologies, Inc	Services - Engineering	Operational support consulting	2,171.00
40222	Unifirst Corporation	Services - Uniforms	Uniform service	261.65
40223	Underground Service Alert/SC	Services - Alarm	Dig Alert & Safe excavation board - Aug	229.24
40224	USA Bluebook	Supplies - Lab	Various supplies	1,698.62
40225	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	7,515.12
40226	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,300.54
40227	Volt Management Corp	Services - Temp	Internship program period ending - 08/20/21 - 08/29/21	4,624.00
40228	Water Systems Consulting, Inc.	Services - Professional	Communications and public outreach support	2,506.25
40229	WCT Products	Shop Tools and Equip.	Various tools	4,514.24
40230	Water Environment Federation	Dues & Memberships	Membership - C. Trees	332.00
40231	Atlas	Services - Engineering	WCI Project	3,877.00
40232	gafcon	Services - Professional	Labor compliance - IRWM Prop 84 project	260.00
40233	Helix Environmental Planning	Services - Professional	Environmental planning services - Jul & Aug	2,867.77
40234	Hoch Consulting, APC	Services - Professional	Grant administration - prop 1 round 1 project 7 & prop 84 round 4	8,511.25
40235	ITI Cabling, Inc.	Services - Professional	Fiber cable installation	14,101.98
40236	Nth Generation	Services - Professional	Networking services	22,261.55
40237	PCL Construction Services PCL	Services - Contractors	WCI Project	1,282,408.61
40238	Roesling Nakamura Terada Archi	Services - Professional	WCI Project	23,758.50
40239	Sage Energy Consulting	Services - Professional	WCI Project	8,210.00
40240	AT&T	Utilities - Telephone	Phone service - 08/13/21 - 09/12/21	449.28
40241	AT & T	Utilities - Telephone	Alarm service - Sep	403.31
40242	Void			-
40243	Corodata	Rent	Record storage - Aug	101.53
40244	County of San Diego	Fees - Permits	Permits	3,937.00
40245	CWEA Membership	Dues & Memberships	Membership - E. O'Riley	192.00
40246	Denali Water Solutions LLC	Services - Biosolids Hauling	Aug	19,403.17
40247	City of Encinitas	Service - IT Support	Admin network - Aug	7,956.75
40248	City of Encinitas	Licenses	Zoom - Aug	39.98
40249	City of Encinitas	Licenses	Duo - Aug	30.00
40250	City of Encinitas	Service - IT Support	Admin network - Sep	7,956.75
40251	City of Encinitas	Licenses	Zoom - Sep	39.98
40252	City of Encinitas	Licenses	Duo - Sep	30.00
40253	National Filter Media	Repair Parts Expense	Solids dewatering filter press liquid seals	348.50
40254	Forte of San Diego	Services - Janitorial	Janitorial services - Sep	1,000.00
40255	Grainger, Inc.	Repair Parts Expense	Chlorine analyzer cabinet, New stormwater station	336.12
40256	Unifirst First Aid Corp	Supplies - Safety	First aid supplies	141.01
40257	GLS US	Postage/Shipping	Lab samples	38.57
40258	Hach Company	Capital Outlay	Nitratax plus sensor, Stainless steel pole mount kit	18,147.61
40259	Harrington Industrial Plastics	Repair Parts Expense	Odor control recirculation pump parts, Ultrasonic liquid and brackets	2,366.02
40260	Leaf & Cole, LLP	Services - Accounting	Audit services	4,825.00
40261	McMaster-Carr Supply Co.	Repair Parts Expense & Supplies	Various supplies	344.26
40262	OneSource Distributors, Inc.	Repair Parts Expense	New stormwater station PLC part	454.22
40263	Pacific Safety Center	Training - Safety	Annual membership renewal	145.00
40264	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc WE-007	11,799.44
40265	ProBuild Company, LLC	Supplies - Shop & Field, Lab	Various supplies	504.71
40266	Procopio Cory Hargreaves	Services - Legal	General & Labor and employment - Aug	9,387.00
40267	Santa Fe Irrigation District	Utilities - Water	Water	540.55
40268	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - Aug	1,740.00
40269	San Dieguito Water District	Utilities - Water	Construction water	209.04
40270	San Dieguito Water District	Utilities - Water	2695 Manchester - #200305045	119.97
40271	Terminix Processing Center	Services - Maintenance	Pest control services	441.00
40272	Technology Integration Group	Services - Maintenance	Copier	95.71
40273	Unifirst Corporation	Services - Uniforms	Uniform service	641.85
40274	VELLAB	Services - Maintenance	Maintenance for drying ovens, incubators, and water bath	502.50
40275	Verizon Wireless	Utilities - Telephone	08/11/21 - 09/10/21	499.36
40276	Volt Management Corp	Services - Temp	Internship program period ending - 09/03/21 - 09/12/21	6,110.04
40277	WageWorks	Payroll Processing Fees	Admin and compliance fee - Sep	134.00
40278	WM Corporate Services, Inc.	Services - Grit & Screenings	10 yard roll off disposal	5,132.28
40279	WorkPartners Occupational	Services - Medical	COVID-19 test, New employee health screening	155.00
40280	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	7,376.84



SAN ELIJO JOINT POWERS AUTHORITY  
 PAYMENT OF WARRANTS  
 22-10

For the Month of September 2021

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
40281	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,342.76
40282	Burns & McDonnell Engineering	Services - Professional	Dry weather and stormwater management and diversions	5,790.45
On-line 574	Fuelman	Fuel	Aug	596.47
On-line 575	P.E.R.S.	Medical Insurance - Pers	Health - Sep	20,713.64
On-line 576	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/21/21 - 09/03/21	16,375.02
On-line 577	Public Employees- Retirement	Services - Accounting	GASB-68 reports and schedules	1,050.00
On-line 578	Aflac	EE Deduction Benefits	Supplemental life and health insurance - Sep	395.64
On-line 579	BankCard Center	Capital Outlay	Various supplies	1,361.49
On-line 580	Best Buy	Capital Outlay	Fee	177.14
On-line 581	Home Depot Credit Services	Capital Outlay	Various supplies	4,812.94
On-line 582	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 09/04/21 - 09/17/21	16,423.04
On-line 583	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	606.09
On-line 584	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 08/10/21 - 09/09/21	85,317.90
On-line 585	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - Sep	1,874.37
	San Elijo Payroll Account	Payroll	Payroll - 09/10/2021	83,200.22
	San Elijo Payroll Account	Payroll	Payroll - 09/24/2021	85,112.88
				<u>\$ 1,906,492.79</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of September 2021  
As of September 30, 2021**

PAYMENT OF WARRANTS		\$ 1,906,492.79
Reference Number	22-10	

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 September 30, 2021

FUNDS ON DEPOSIT WITH	AMOUNT
<b>LOCAL AGENCY INVESTMENT FUND</b> <i>(SEPTEMBER 2021 YIELD 0.206%)</i>	
UNRESTRICTED DEPOSITS	13,369,167.16
<b>CALIFORNIA BANK AND TRUST</b> <i>(SEPTEMBER 2021 YIELD 0.01%)</i>	
REGULAR CHECKING	2,875,182.31
PAYROLL CHECKING	5,000.00
<b>PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST)</b> <i>(AUGUST 2021 YIELD 1.19%)</i>	350,743.78
<b>TOTAL RESOURCES</b>	\$ 16,600,093.25

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 19, 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 August 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 **98.1** and **99.0** percent removal, respectively, during the month of August.

## Exceptional Water Treatment

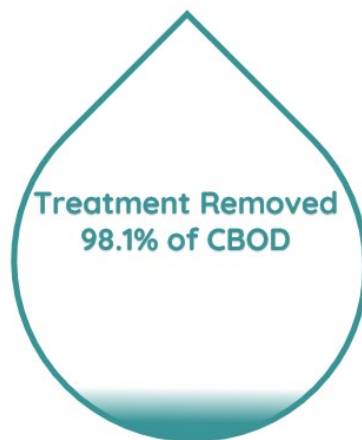
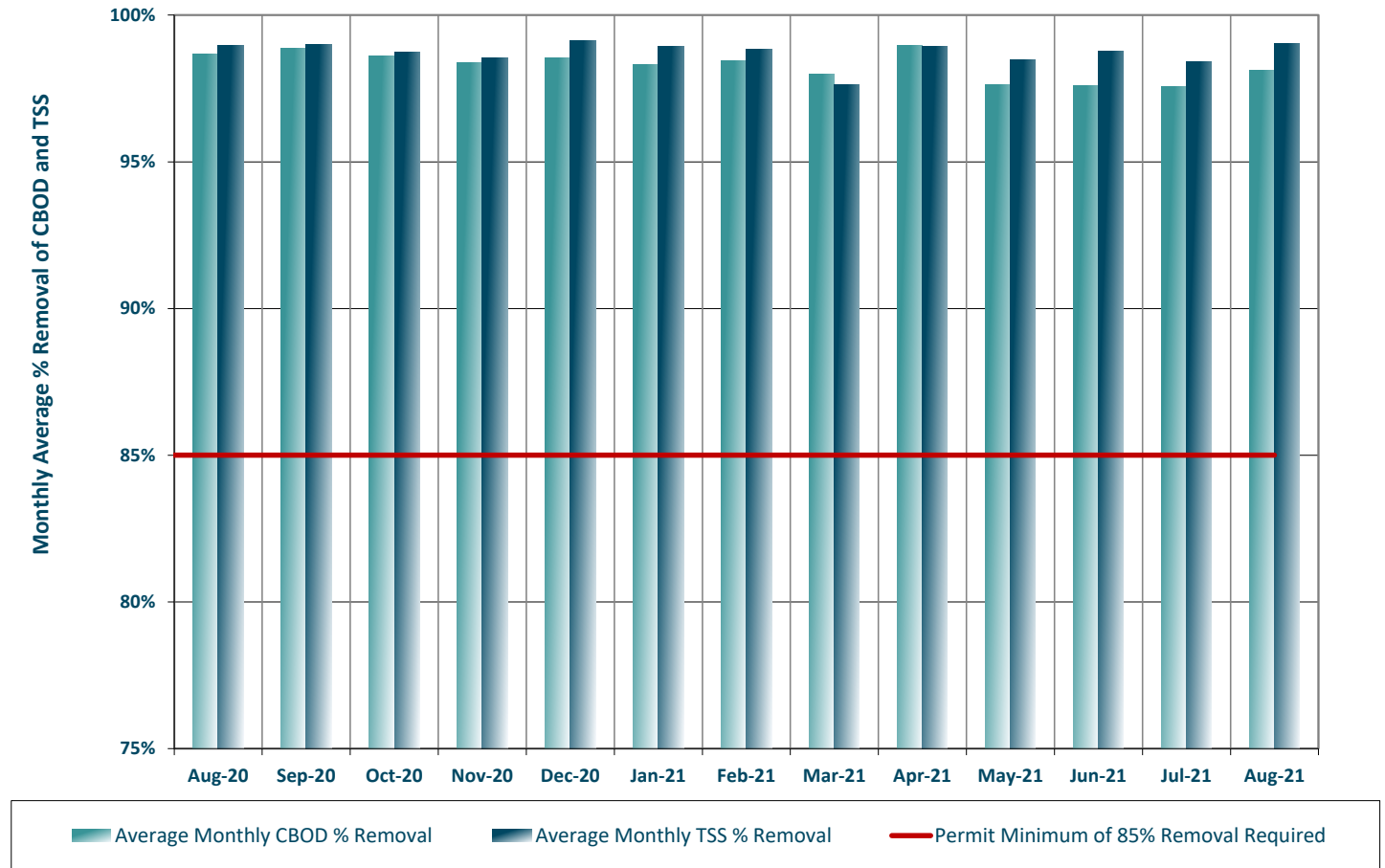


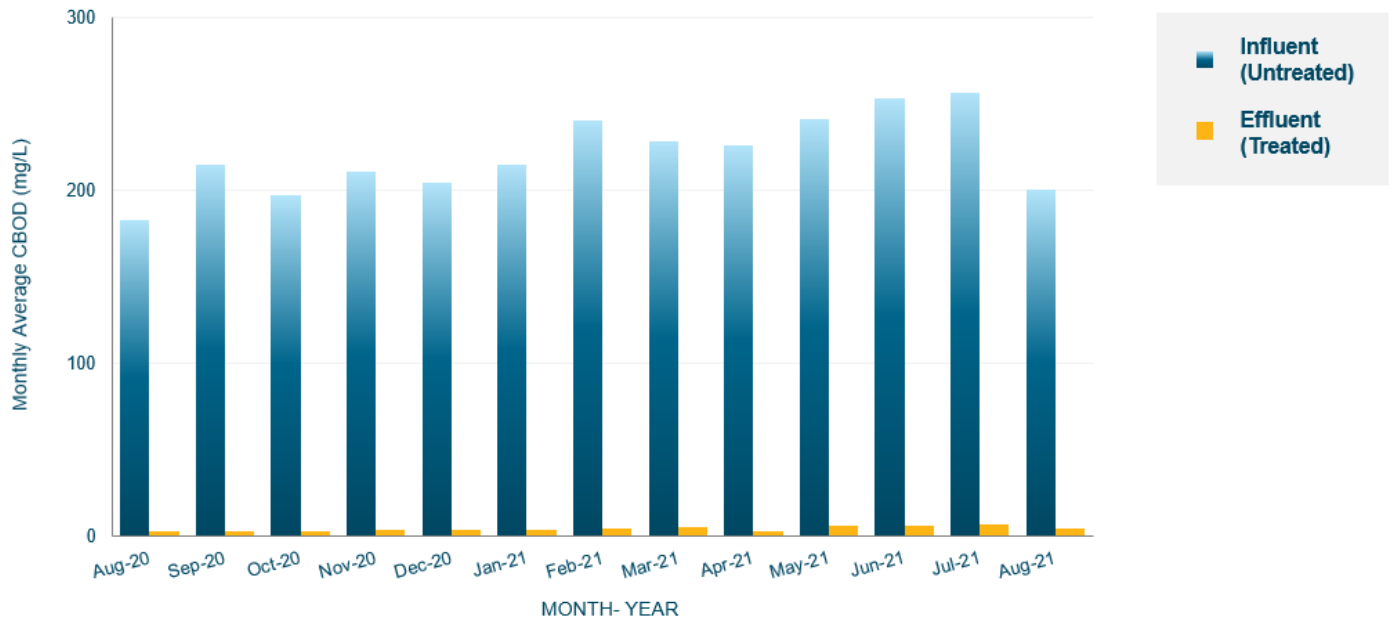
Figure 1 (below) shows historic treatment performance trends for the removal of CBOD and TSS over the last 13 months compared to the permit minimum removal requirement of 85%.

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

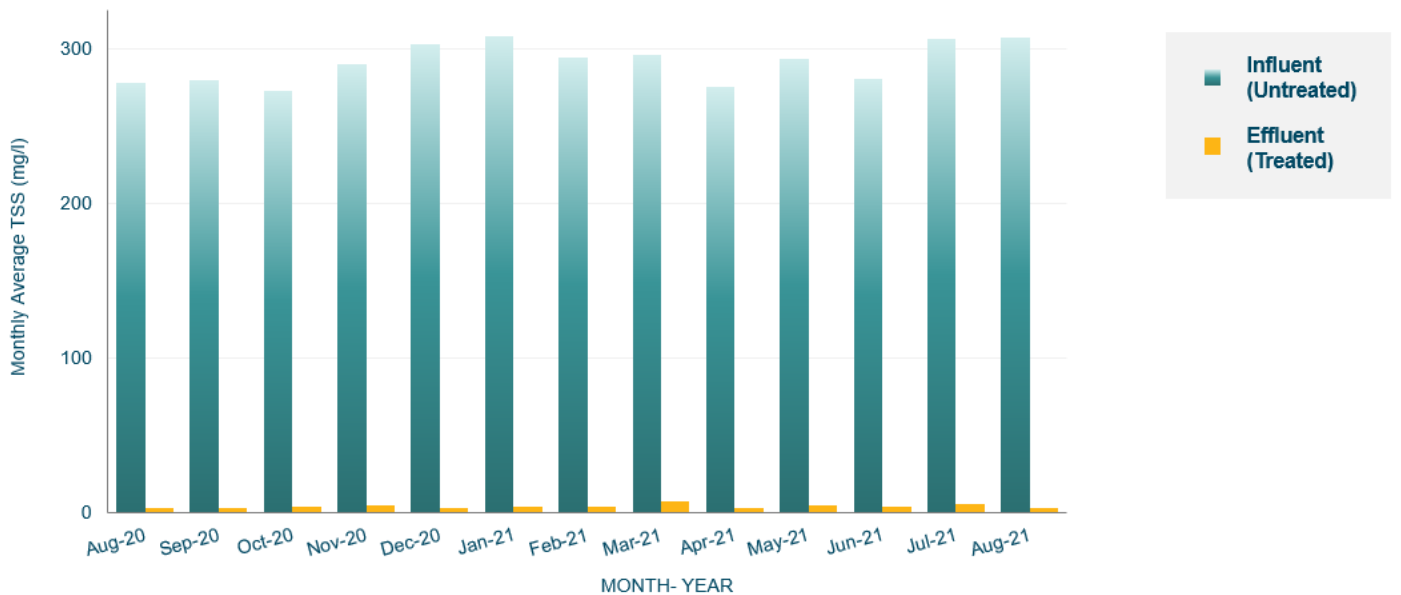


Figures 2 and 3 (below) show historic influent vs effluent CBOD and TSS concentration fluctuations in the strength of the wastewater being received and discharged by the SEJPA.

**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 August. 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 AUGUST**

<b>AUGUST</b>			
	<b>Influent (mgd)</b>	<b>Recycled Water (mgd)</b>	<b>Effluent (mgd)*</b>
<b>Cardiff Sanitary Division</b>	<b>1.178</b>	<b>0.755</b>	<b>0.423</b>
<b>City of Solana Beach</b>	<b>0.966</b>	<b>0.619</b>	<b>0.347</b>
<b>Rancho Santa Fe SID</b>	<b>0.150</b>	<b>0.096</b>	<b>0.054</b>
<b>City of Del Mar</b>	<b>0.480</b>	<b>0.308</b>	<b>0.172</b>
<b>Total San Elijo Water Campus Flow</b>	<b>2.774</b>	<b>1.778</b>	<b>0.996</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	RSF	CSD	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM
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	
Feb-21	1.224	0.151	0.926	0.306	2.607	8,548	579	8,110	2,616	19,853	143	261	114	121	131	
Mar-21	1.291	0.160	0.968	0.332	2.751	8,548	579	8,110	2,616	19,853	151	277	119	131	139	
Apr-21	1.232	0.160	0.925	0.320	2.637	8,552	579	8,110	2,616	19,857	144	277	114	129	133	
May-21	1.189	0.157	0.932	0.323	2.601	8,552	579	8,110	2,616	19,857	139	271	115	130	131	
Jun-21	1.218	0.148	0.938	0.358	2.662	8,554	579	8,110	2,616	19,859	142	256	116	145	134	
Jul-21	1.183	0.144	0.972	0.435	2.734	8,554	579	8,124	2,616	19,873	138	249	120	178	138	
Aug-21	1.178	0.150	0.966	0.480	2.774	8,554	579	8,124	2,616	19,873	138	259	119	196	140	

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

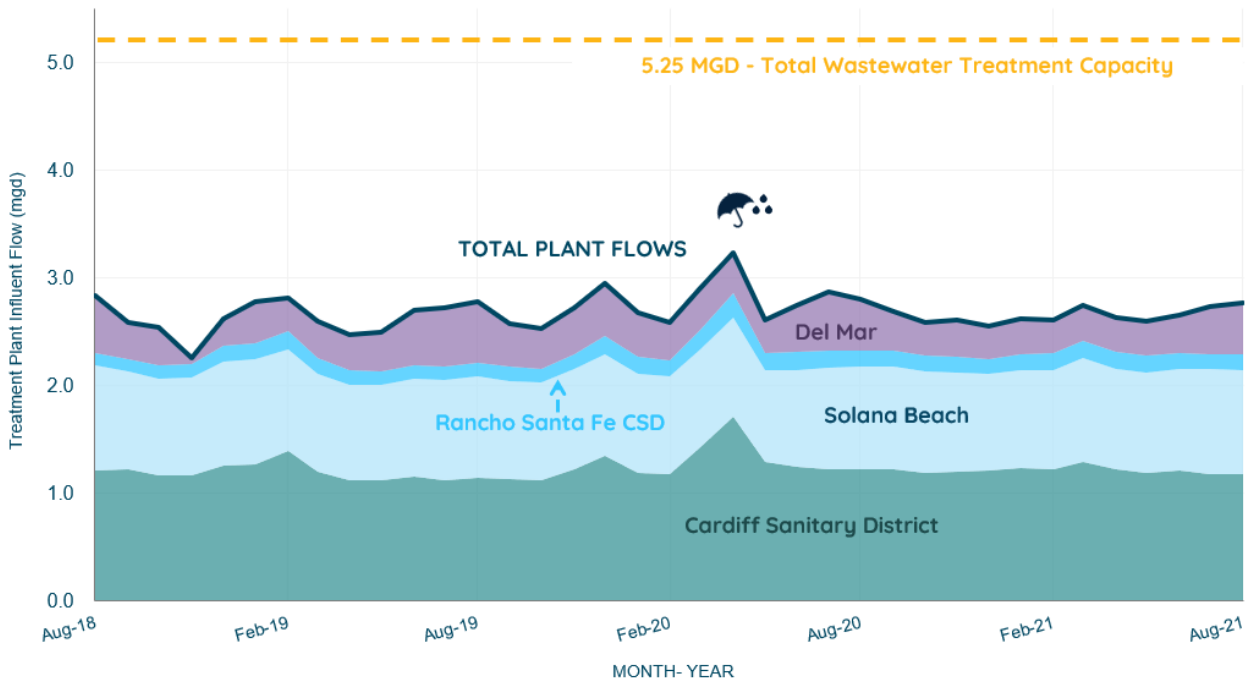
DM: City of Del Mar

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 August 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)	7.86
Escondido (Peak flow rate)	18.0

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 2021. 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	8,554
Rancho Santa Fe SID	579
City of Solana Beach	7,787
San Diego (to Solana Beach)	337
City of Del Mar	2,616
<b>Total EDUs to System</b>	<b>19,873</b>

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 19, 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 August 2021, recycled water demand was 242.5 acre-feet (AF), which was met using 240.3 AF of recycled water and 2.2 AF supplementation with potable water.

August demand was 10.1% above budget expectations of 220 AF due to warm dry weather in the area and a small amount of rain. The total water production for the first two months of FY 2021-22 was below budget by 0.8%.

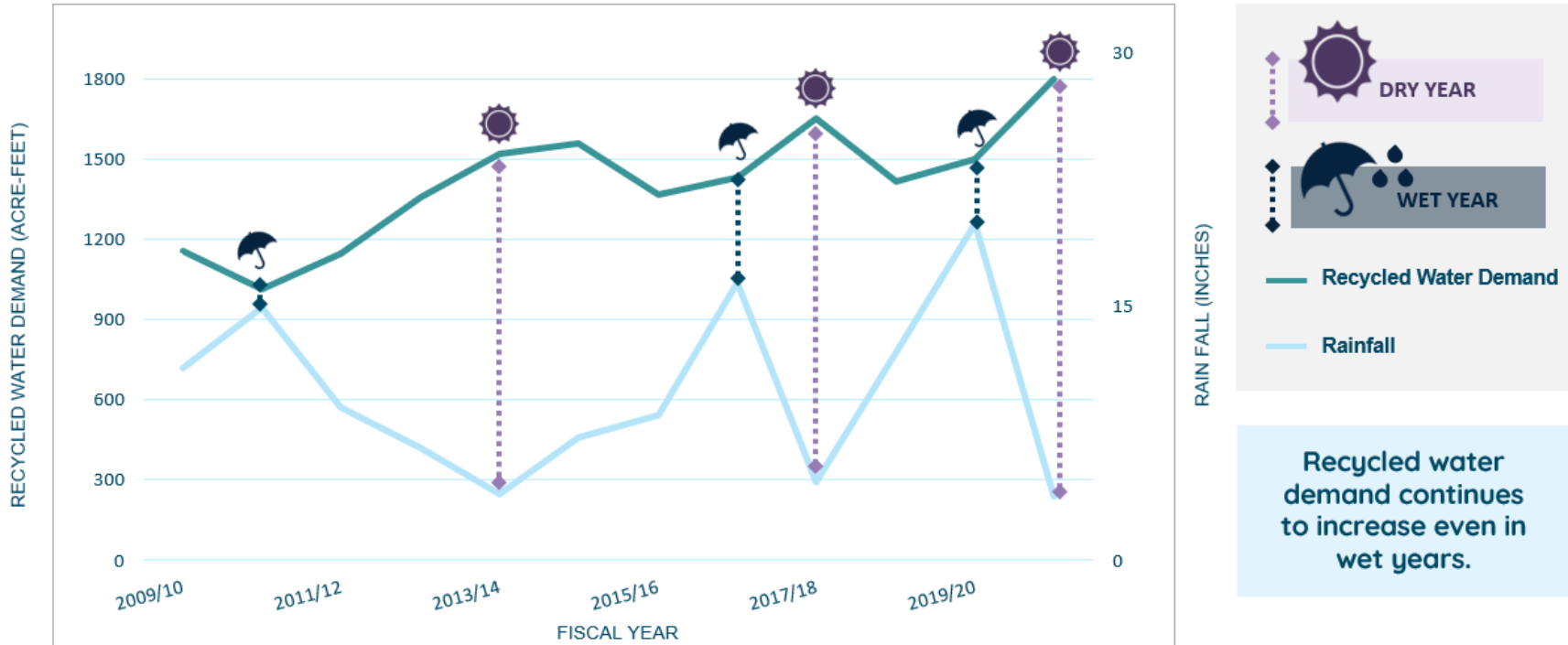
Figure 1 (attached) provides a graphical view of annual recycled water demand spanning the last 10 fiscal years, with the overlay of annual rainfall. Since the recycled water program primarily serves outdoor irrigation, annual demand is reduced during wet periods and increases during times of drought. Figure 2 (attached) shows the monthly recycled water demand for each August for the last ten years to provide a year-over-year comparison. Figure 3 (attached) compares budget versus actual recycled water sales for FY 2021-22.

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

**FIGURE 1: RECYCLED WATER DEMAND AND RAINFALL COMPARISON**



**FIGURE 2: AUGUST RECYCLED WATER DEMAND**

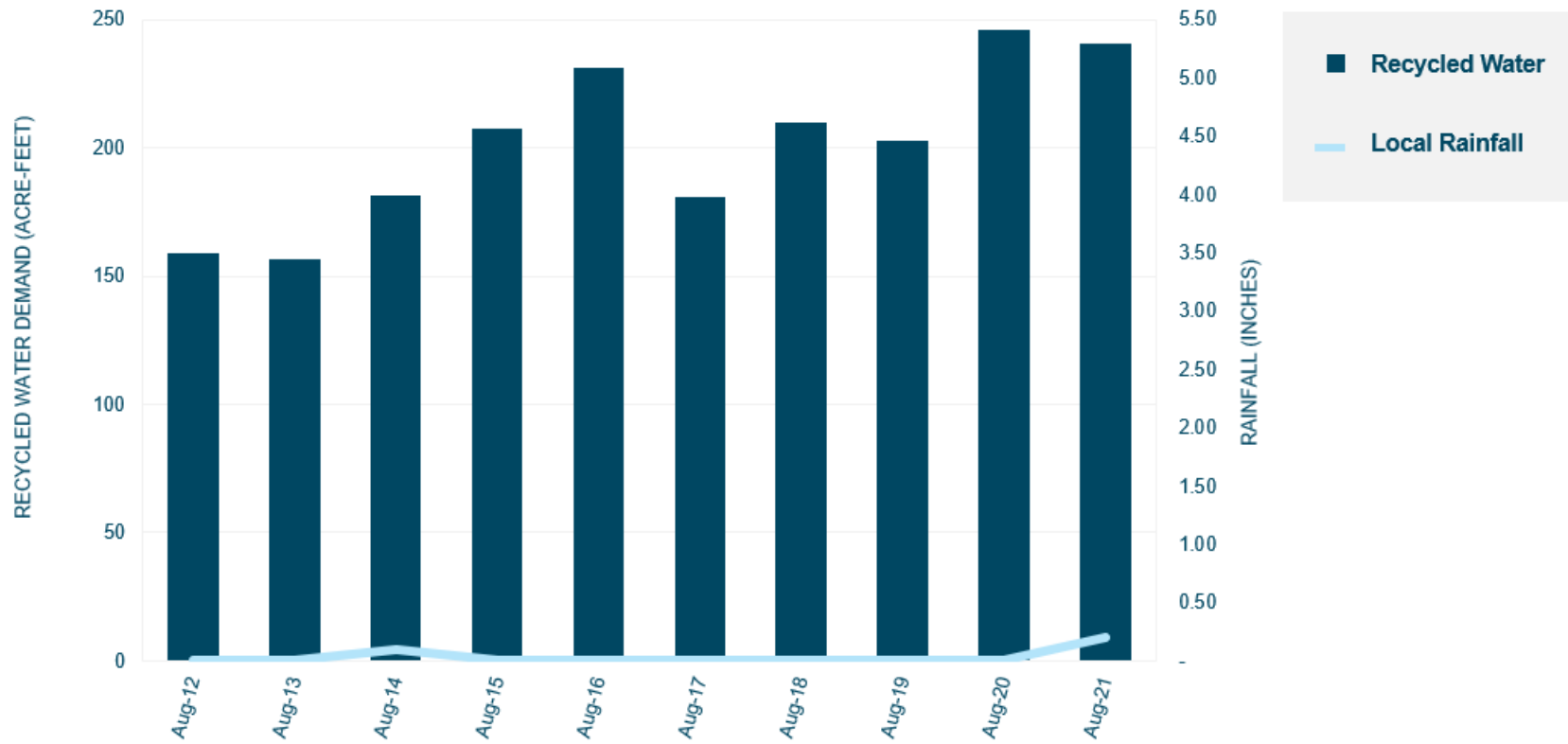
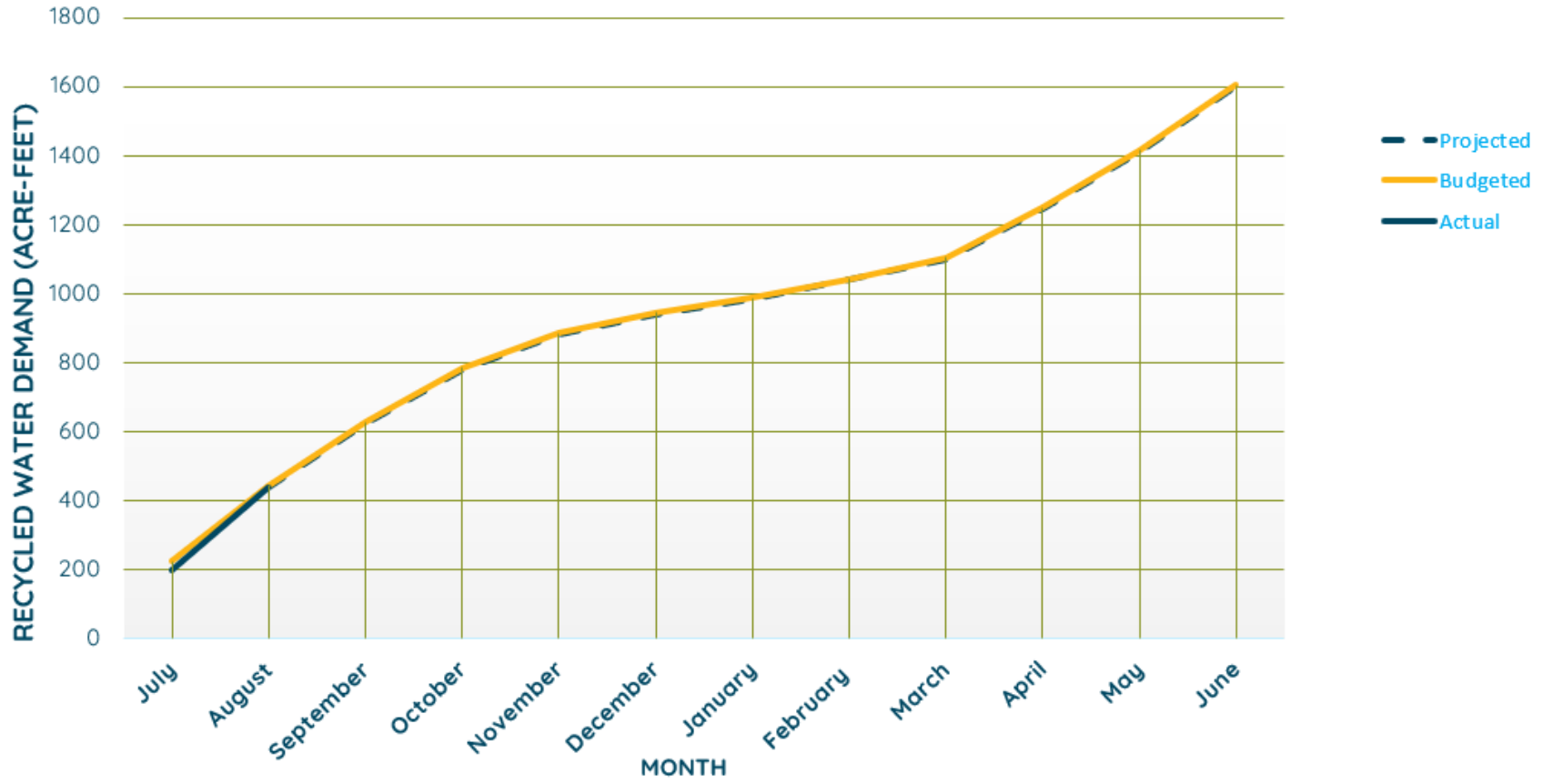


FIGURE 3: FY2020/21 CUMULATIVE DEMAND VS BUDGET



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SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 19, 2021

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 may meet monthly with one or more Board Members in preparation for the Board Meeting.

DISCUSSION

The General Manager has the following, reportable meetings:

1. Meeting to review Board Meeting Agenda with Board Chair Becker on September 16, 2021.
2. Meeting to discuss General Manager contract extension with Vice Chari Hinze and Board Member Zito September 20, 2021.

FINANCIAL IMPACT

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

Respectfully submitted,



Michael T. Thornton, P.E.  
General Manager

SAN ELIJO JOINT POWERS AUTHORITY  
MEMORANDUM

October 4, 2021

TO: Board of Directors  
San Elijo Joint Powers Authority

FROM: General Counsel

SUBJECT: VIRTUAL MEETINGS

RECOMMENDATION

In light of the recent passing of AB 361, Legal Counsel recommends the SEJPA Board of Directors discuss whether the Board would like the November Board meeting to occur as a virtual zoom meeting as permitted by AB 361, and if so, direct staff accordingly.

BACKGROUND

On March 4, 2020, the Governor declared a state of emergency arising from the Covid-19 pandemic. Shortly thereafter, the Governor issued Executive Order N-29-20, which suspended certain Brown Act meeting requirements, and allowed for virtual or telephonic meetings. Later, Executive Order N-08-21 eliminated a public agency’s ability to hold virtual or telephonic public meetings under N-29-20 effective September 30, 2021. Thereafter, public meetings would be required to fully comply with the Brown Act which would return meetings to an in-person format with the option for attendees to participate via teleconference, subject to various agenda, accessibility and noticing requirements.

Assembly Bill No. 361 was passed on September 10, 2021 and signed by the Governor September 15, 2021. The bill included an urgency clause, which means that the new law was effective immediately upon being signed by the Governor.

AB 361 amends the Brown Act and allows for public agencies to meet using virtual platforms through January 1, 2024 if any of the following circumstances are met:

- (A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- (B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- (C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.



These circumstances allow agencies to hold entirely virtual board meetings during the current pandemic, while California is in a proclaimed state of emergency. The previous teleconference rules under the Brown Act also remain in place, but are not as flexible.

If a board meeting is held virtually under the new provisions of AB 361, the agenda must still be posted under the appropriate timelines: 72 hours in advance for a regular board meeting, and 24 hours in advance for a special board meeting. The agenda must include the meeting link or dial-in, so that members of the public may access the meeting. Members of the public must be allowed to address the board in real-time during the meeting. Boards can no longer require public comments to be submitted in advance. When boards use agenda items with timed public comment periods, they must allow those time limits to expire before closing public comment. When boards take public comment separately on each agenda item, they must allow a reasonable amount of time per agenda item.

AB 361 also has special provisions for technical glitches. In the event the meeting broadcast is disrupted, or if a technical issue on the agency's end disrupts public comment, the board cannot take any further action on the agenda until the technical issue is resolved.

If a board meets virtually under AB 361, and thereafter wishes to continue meeting virtually during the state of emergency, the board must make findings every 30 days that 1) the board has reconsidered the circumstances of the state of emergency and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

#### DISCUSSION

California remains in a state of emergency related to the Covid-19 pandemic, and State and local officials continue to recommend measures to promote social distancing. Assuming this remains so, the SEJPA Board of Directors may return to virtual public meetings. If the Board chooses to meet virtually, and wishes to continue doing so, it will need to make the required AB 361 findings within 30 days of the first virtual meeting it holds.

Therefore, we respectfully recommend the Board discuss whether it desires to return to virtual meetings as permitted by AB 361. If so, it should direct staff accordingly.

#### FINANCIAL IMPACT

None.

Respectfully submitted,



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Adriana R. Ochoa  
General Counsel