

**AGENDA
SAN ELIJO JOINT POWERS AUTHORITY
TUESDAY, SEPTEMBER 21, 2021 AT 8:30 AM**

The next regular meeting of the San Elijo Joint Powers Authority will be on Tuesday, September 21, 2021 at 8:30 a.m., PST.

Pursuant to the State of California Executive Order N-29-20 and N-08-21 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: 960-7169-7658

Public Comments may be submitted via email to hackneyv@sejpa.org by no later than 7:30 a.m. the day of the meeting, September 21, 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. PUBLIC COMMENTS (NON-ACTION ITEM)
 5. AWARDS AND RECOGNITION
 6. * **CONSENT CALENDAR**
 7. * [APPROVAL OF MINUTES FOR AUGUST 17, 2021 MEETING](#)
 8. * [APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS](#)
 9. * [WASTEWATER TREATMENT REPORT](#)
 10. * [RECYCLED WATER REPORT](#)
 11. * [REPORTABLE MEETINGS](#)
 12. * [PROFESSIONAL SERVICES AGREEMENT FOR MOONLIGHT BEACH PUMP STATION MODIFICATION DESIGN](#)
 13. * [TECHNICAL SERVICES AGREEMENT FOR TOXICITY TESTING](#)

14. * ITEMS REMOVED FROM CONSENT CALENDAR

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

REGULAR AGENDA

15. [SAN ELIJO JOINT POWERS AUTHORITY PURCHASING POLICY UPDATE](#)

1. Adopt Resolution No. 2022-01, Resolution of the Board of Directors Establishing Purchasing Policies and Procedures for the San Elijo Joint Powers Authority; and
2. Discuss and take action as appropriate.

Staff Reference: General Manager

16. [RECYCLED WATER CAPITAL IMPROVEMENT PLAN AND GRANT FUNDING UPDATE](#)

No action required. The presentation of the Draft Recycled Water Cost of Service Study and proposed wholesale rate increase and reserve policy is for information only.

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

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; Government Code Section 54957.6(a) Public Employee (Unrepresented) Salary/Compensation, Designated Representative: Michael Thornton.

21. 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

22. ADJOURNMENT

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Tuesday, October 19, 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. 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 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: September 16, 2021



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

SAN ELIJO JOINT POWERS AUTHORITY
MINUTES OF THE BOARD MEETING
HELD ON AUGUST 17, 2021
VIA VIDEO CONFERENCE

Kristi Becker, Chair

Kellie Hinze, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Tuesday, August 17, 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 of Solana Beach:

City Manager	Greg Wade
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3. PLEDGE OF ALLEGIANCE

General Manager Thornton led the Pledge of Allegiance.

4. ORAL COMMUNICATION

None.

5. AWARDS AND RECOGNITION

James Barnett, Mechanical Technician, 5 Years of Service

6. CONSENT CALENDAR

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

Agenda Item No. 7	Approval of Minutes for the June 15, 2021 Meeting
Agenda Item No. 8a	Approval for Payment of Warrants and Monthly Investment Report – June
Agenda Item No. 8b	Approval for Payment of Warrants and Monthly Investment Report – July
Agenda Item No. 9a	Wastewater Treatment Report – May
Agenda Item No. 9b	Wastewater Treatment Report – June
Agenda Item No. 10a	Recycled Water Report – May
Agenda Item No. 10b	Recycled Water Report – June
Agenda Item No. 11	Reportable Meetings

Motion carried with the following vote of approval:

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

13. ACCEPT AND EXECUTE PROPOSITION 1, INTEGRATED REGIONAL WATER MANAGEMENT (IRWM), GRANT AGREEMENT FOR RECYCLED WATER INFRASTRUCTURE, AND EXECUTE SUPPORTING PROFESSIONAL SERVICE AGREEMENT

General Manager Thornton stated that the Integrated Regional Water Management (IRWM) is aimed at developing long-term water supply reliability, improving water quality, and protecting natural resources in California. The Statewide IRWM Program is supported by bond funding provided by the California Department of Water Resources (DWR) to fund competitive grants for projects that improve water resource management.

In 2019, SEJPA lead a multi-agency pursuit for Proposition 1, IRWM, grant funding for recycled water infrastructure within the service areas of SEJPA, Olivenhain Municipal Water District, and the City of Oceanside. The project was awarded \$2,820,000.

This project has three components:

- San Elijo Joint Powers Authority Project Component 6.1: Recycled Water Storage & Pumping System Expansion
- City of Oceanside Project Component 6.2: Recycled Water Pipeline: North El Camino Real
- Olivenhain Water Project Component 6.3: Recycled Water Pipeline: South El Camino Real

SEJPA served as the lead agency for this grant pursuit and will continue to serve as the grant administrator for the project team. The project team recommends the selection of Hoch Consulting for Grant Administration Support for a 3-year term for \$132,060. Hoch Consulting is currently providing similar grant support to SEJPA and the City of Oceanside for IRWM grants and provides a strong understanding of the IRWM grant reporting requirements.

Each project partner is responsible for the cost and completion of its project components. Cost sharing for grant administration support services will be based on the grant value received by each project partner (51% Oceanside, 27% OMWD, 22% SEJPA). The recommended professional service agreement for grant support services totals \$132,060 for a 3-year term, or approximately \$44,020 per year.

The net annual financial impact is estimated at \$9,685 for the SEJPA, which will be funded by the Recycled Water Program that directly benefits from the grant.

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

Authorize the General Manager to execute the following Agreements:

1. Proposition 1, IRWM, Local Project Sponsor Agreement with San Diego County Water Authority for Grant Funding of \$2,820,000 for Recycled Water Infrastructure (Project 1-1-6-80074);
2. Professional service agreement with Hoch Consulting for grant administration support for an amount not to exceed \$132,060;

Motion carried with the following vote of approval:

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

14. WATER CAMPUS IMPROVEMENT PROJECT UPDATE

Senior Project Manager, Michael Konicke, stated San Elijo Joint Powers Authority is currently constructing the Water Campus Improvement (WCI) project. The project commenced in Spring 2020 and completion is scheduled for October 2021. The WCI will provide a broad array of benefits to both SEJPA and the community including road safety improvements, a bicycle and pedestrian trail, public parking and future EV charging

stations, stormwater flood mitigation and water quality improvements, solar energy system, and a host of facility improvements.

The Water Campus Improvement project is proceeding on budget and schedule. The project budget includes an owner contingency line item of \$915,731 for unforeseen conditions and owner-directed changes to the Water Campus Improvement project. The Board previously authorized \$200,000 for Change Order A which included unforeseen conditions associated with building foundation construction and underground utilities, and \$342,480 for Change Order B that included the backup power, audio/visual system, solar PV sitework, and structural steel and rebar changes.

Staff is seeking approval to utilize the remaining owner contingency for Water Campus Improvements. The proposed change order cost for Group C is \$373,251 and includes electrical service changes, additional grading work, security system installation, EV charging stations, FF&E, and an allowance for remaining unforeseen conditions. Upon Board approval of this request, Group C change orders will increase the total use of owner contingency to the full-budgeted amount of \$915,731.

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 \$373,251 from project contingency; and

Motion carried with the following vote of approval:

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

15. ACCEPT SOLIDS DEWATERING PRELIMINARY DESIGN REPORT AND AWARD OF ENGINEERING DESIGN SERVICES CONTRACT

Director of Operations, Christopher Trees, stated that in 2015, SEJPA completed a facility master plan (Facility Plan) that provided a general evaluation of the wastewater treatment and ocean outfall system, providing guidance and recommendations for replacing aging infrastructure. Included in this effort were recommendations for replacing and upgrading the solids treatment infrastructure.

In 2017, staff pursued a comprehensive evaluation of the solids dewatering system. In September 2017, the SEJPA Board of Directors awarded a professional service agreement to Black & Veatch for conducting the prescribed work and submitting it within a Solids Treatment Definition report.

Black & Veatch has completed the preliminary design report (PDR) for the solids dewatering system and biosolids building rehabilitation. The report outlines the requirements for replacing dewatering equipment that has reached the end of its service life, improving the solids loading system, replacing corroded structural steel, and rehabilitating the solids dewatering building.

Black & Veatch has provided an engineering scope and fee proposal for the final design that will provide plans and specifications suitable for bidding the construction work. In addition, they propose to provide support services during bidding and evaluation of proposals from qualified construction firms.

The negotiated fee for completing the final design and specifications for the dewatering facility is \$498,464. The project will be funded by the Wastewater Capital Program which has a fund balance of approximately \$7.01 million.

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

1. Accept and file the Solids Dewatering Preliminary Design Report
2. Authorize the General Manager to execute an Engineering Agreement with Black & Veatch for Design of the Solids Dewatering System for an amount not to exceed \$498,646; and

Motion carried with the following vote of approval:

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

16. CONSIDERATION OF GENERAL MANAGER EMPLOYMENT COMPENSATION

General Manager's contract states General Manager is eligible for a performance-based bonus of up to \$10,000, for the period of July 1, 2020 through June 30, 2021.

Moved by Board Member Zito and seconded by Vice Chair Hinze to:

1. Authorize the General Manager bonus of \$10,000 for the period of July 1, 2020 through June 30, 2021; and

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 shared the following updates:

- Rendering of the Caltrans Bike/Pedestrian path as it connects under the Manchester Avenue bridge.
- Upcoming San Elijo Joint Powers Authority October Board Meeting will lead into a ribbon cutting ceremony for the new Water Campus Administration and Operations Building.

- The Federal Infrastructure Bill is currently being considered in the U.S. Congress. Additionally, San Elijo has been informed that one of our federal pursuits has been granted funding.
- Both Member Agencies have approved the San Elijo Joint Powers Authority Restatement Agreement and it is currently in the process of being filed with the County and State.

18. GENERAL COUNSEL'S REPORT

Tracie Stender stated that Procopio attended and presented at the California Association of Sanitation Agencies conference last week. Procopio is tracking legislation, including AB 818 (disposable wipes) and SB 273 (stormwater), the potential toxic designation of PFAS and PFOA, and the expansion of prevailing wage for special districts, and will report back to the board with updates.

19. BOARD MEMBER COMMENTS

None.

20. CLOSED SESSION

None.

21. ADJOURNMENT

The meeting adjourned at 9:38 a.m. The next Board of Directors meeting is scheduled to be held on Tuesday, September 21, 2021 at 8:30 a.m.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
22-09

For the Month of August 2021

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
40044	Allied Storage Containers	Equipment Rental/Lease	20' & 40' storage containers - 07/28/21 - 08/31/21	\$ 370.88
40045	AT & T	Utilities - Telephone	Alarm service - Aug	403.31
40046	James Barnett	Uniforms - Boots	Employee reimbursement - Steel-toed boots	129.30
40047	Brax Process and Pump Equip.	Repair Parts Expense	Pump replacement & parts	24,243.26
40048	Brenntag Pacific, Inc	Supplies - Chem - Odor	Sodium hydroxide	1,152.96
40049	BrightView Landscapes	Services - Landscape	Aug	2,782.00
40050	Corodata	Rent	Record storage - Jul	119.40
40051	County of San Diego	Fees - Permits	Unified program facility permit renewal	480.00
40052	D & R Crane, Inc.	Services - Maintenance	Install new pendant cord and control for pump station for blower room	4,325.00
40053	EDCO Waste & Recycling Service	Utilities - Trash	Jul	279.89
40054	EnvirGreen Electronic Rec	Services - Other	E-waste recycling	40.00
40055	Environmental Sampling Supply,	Supplies - Lab	Containers	279.09
40056	Forto of San Diego	Services - Janitorial	Janitorial services - Jul	1,000.00
40057	GC Pivotal LLC	Utilities - Internet	T-1 Service - Aug	355.24
40058	Hach Company	Capital Outlay	Display module and circuit board	3,850.64
40059	Hardy Diagnostics	Supplies - Lab	Various supplies	2,454.33
40060	Idexx Distribution, Inc.	Supplies - Lab	E. Coli QC vials	1,062.72
40061	Lawson Products Inc.	Supplies - Shop & Field	Various supplies	304.48
40062	Liquid Environmental Solution	Services - Grease & Scum	Jun	2,001.64
40063	McMaster-Carr Supply Co.	Repair Parts Expense	Various repair parts	342.12
40064	NSI Solutions, Inc.	Supplies - Lab	QCs for TSS & TDS	181.50
40065	Pacific Pipeline Supply	Repair Parts Expense	Valve replacement	527.60
40066	Peerless Materials Co., LLC	Supplies - Shop & Field	Shop rags	429.28
40067	Preferred Benefit Insurance	Dental/Vision	Vision - Aug	299.70
40068	ProBuild Company, LLC	Supplies - Safety, Shop & Field, Lab	Various supplies	970.09
40069	RSF Security Systems	Services - Alarm	07/01/21 - 07/31/21	148.00
40070	San Dieguito Water District	Utilities - Water	Recycled water	396.27
40071	San Dieguito Water District	Utilities - Water	Recycled water	1,135.61
40072	SWRCB	Dues & Memberships	Certificate renewal - O'Riley	110.00
40073	Terminix Processing Center	Services - Maintenance	Pest control services	441.00
40074	Thatcher Company of California	Supplies - Chemicals	Aluminum Sulfate	11,894.53
40075	Unifirst Corporation	Services - Uniforms	Uniform service	307.45
40076	UPS	Postage/Shipping	Shipping and fees	31.81
40077	Underground Service Alert/SC	Services - Alarm	Safe excavation board and dig alert - Jul	187.99
40078	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457 contribution	13,962.87
40079	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a contribution	8,313.85
40080	Void			-
40081	Volt Management Corp	Services - Temp	Internship program period end - 06/06/21 to 08/01/21	11,786.52
40082	VWR International, Inc.	Supplies - Lab	Various supplies	139.50
40083	Watson Bros. Inc	Services - Maintenance	Calibration and preventative maintenance	360.00
40084-40125	Void			-
40126	A-Check Global	Preemployment Screening	New employees	316.50
40127	Advanced Air & Vacuum	Services - Maintenance	Labor for maintenance and inspections	1,172.19
40128	Aquatic Bioassay	Services - Laboratory	Kelp germination	1,050.00
40129	Susana Arredondo	Supplies - Lab	Employee reimbursement - Sample cooler for lab	20.99
40130	Atlas Copco Compressors LLC	Repair Parts Expense	Repair parts for air compressors	2,718.55
40131	Brax Process and Pump Equip.	Repair Parts Expense	MF-B T-1 tank pump motor	2,549.25
40132	Burns & McDonnell Engineering	Services - Professional	Dry weather and stormwater management and diversion	14,060.66
40133	CDM Smith	Services - Engineering	Engineering services from 06/06/21 - 08/07/21	1,225.00
40134	City of Solana Beach	Solana Beach RW Pipeline	Pipeline reimbursement	36,135.00
40135	D&H Water Systems	Supplies - Chemicals	Acetate buffer	599.90
40136	Denali Water Solutions LLC	Services - Biosolids Hauling	July	19,283.17
40137	Evantec Scientific	Supplies - Lab	QCs for BOD	594.79
40138	Evoqua Water Technologies	Supplies - Chem - Odor	Bioxide	11,919.11
40139	Fisher Scientific	Repair Parts Expense	Detector tubes	328.20
40140	GEM Site Development LLC	Services - Contractors	Repair 2 inch pvc pipe, asphalt replacement	8,198.42
40141	Gierlich Mitchell, Inc.	Capital Outlay	Secondary #2 repair	28,000.43
40142	Golden Bell Products	Supplies - Chemicals	Various supplies	917.49
40143	Grainger, Inc.	Supplies - Shop & Field	Exhaust for San Elijo Pump Station	163.09
40144	GLS US	Postage/Shipping	Lab samples	83.18
40145	Hach Company	Capital Outlay	Various supplies	3,173.54
40146	Hardy Diagnostics	Supplies - Lab	Various supplies	619.94
40147	Michael Henke	Repair Parts Expense	Employee reimbursement - Overnight shipment fee for 800Amp breakers	1,176.25
40148	IPMA-HR	Dues & Memberships	Membership - A. Chang	83.00
40149	Leaf & Cole, LLP	Services - Accounting	Audit services	1,530.00
40150	McMaster-Carr Supply Co.	Repair Parts Expense	Various supplies	1,979.40
40151	MetLife - Group Benefits	Dental/Vision	Dental - Sep	2,100.67
40152	Michael Baker International	Services - Engineering	Plume tracking study	19,752.50
40153	Napa Auto Parts	Repair Parts Expense	Various supplies	1,585.98
40154	The Nyhart Company	Services - Accounting	GASB 75 OPEB reporting	2,475.00
40155	Olivenhain Municipal Water Dis	Rent, Services - Professional	Pipeline rental payment - Aug, Grant administration costs	17,760.02
40156	Eric O'Riley	Seminars/Education	Employee reimbursement - educational expenses, wellness	274.81
40157	PCL Construction Services PCL	Services - Contractors	Building and site improvement - GMP - 2	976,612.00
40158	Penn Valley Pump Co., Inc.	Repair Parts Expense	Primary sludge pump repair parts	6,710.00
40159	Polydyne Inc.	Supplies - Chem - Polymer	Various supplies	13,040.80
40160	ProBuild Company, LLC	Supplies - Shop & Field, Lab	Various supplies	582.44
40161	Process Pump Sale's, Inc	Repair Parts Expense	Area 2 WAS pump repair parts	5,549.48
40162	Procopio Cory Hargreaves	Services - Legal	Labor and employment - July	319.50
40163	Random Deeds Media LLC	Services - Other	Video production for finance tutorials	8,300.00
40164	RSF Security Systems	Services - Alarm	Troubleshoot trailer alarm system	90.00
40165	Rusty Wallis, Inc.	Services - Maintenance	Water softener, tank service, and salt bags	221.74
40166	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - July	1,568.18
40167	San Dieguito Water District	Utilities - Water	Water	839.33
40168	Superior Electric Motor Service	Services - Maintenance	Pump repairs	10,581.36
40169	Technology Integration Group	Services - Maintenance	Copier	175.59
40170	U.S. CAD	Licenses	Bluebeam license	866.00
40171	Unifirst Corporation	Services - Uniforms	Uniform service	218.62
40172	UPS	Prepaid - Other	Deposit for monthly billing plan	300.00
40173	USA Bluebook	Supplies - Shop & Field, Lab	Various supplies	2,130.00
40174	Vallecitos Water District	Employee Assistance Program	Employee assistance program premium	742.44
40175	Vantagepoint Transfer Agents	EE Deduction Benefits	ICMA - 457	7,394.76
40176	Vantagepoint Transfer Agents	ICMA Retirement	ICMA - 401a	4,337.26
40177	Verizon Wireless	Utilities - Telephone	07/11/21 - 08/10/21	85.77
40178	Verizon Wireless	Utilities - Telephone	Cell phone service - 08/08/21 - 09/07/21	3,688.56
40179	Volt Management Corp	Services - Temp	Internship program period end - 07/11/21 to 08/15/2021	4,397.48
40180	VWR International, Inc.	Supplies - Lab	Various supplies	560.19

SAN ELIJO JOINT POWERS AUTHORITY
PAYMENT OF WARRANTS
22-09

For the Month of August 2021

Warrant #	Vendor Name	G/L Account	Warrant Description	Amount
40181	WageWorks	Payroll Processing Fees	Admin and compliance fee - Jul, Aug	268.00
40182	WateReuse	Dues & Memberships	California conference sponsorship	5,500.00
40183	Escondido Winsupply Co	Repair Parts Expense	3 backflow cages, AWP rebuild kit for backflow device	5,868.15
40184	WorkPartners Occupational	Services - Medical	COVID-19 tests, new employees health screening	720.00
On-line 563	Aflac	EE Deduction Benefits	Supplemental life and health insurance - Aug	395.64
On-line 564	Fuelman	Fuel	Jul	233.81
On-line 565	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 07/24/21 - 08/06/21	16,144.62
On-line 566	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 07/10/21 - 07/23/21	15,734.18
On-line 567	BankCard Center	Repair Parts Expense, Supplies	Various repair parts and supplies	10,836.73
On-line 568	Best Buy	Capital Outlay	Appliances for new building	7,316.15
On-line 569	Fuelman	Fuel	Aug	1,947.44
On-line 570	Public Employees- Retirement	Retirement Plan - PERS	Retirement - 08/07/21 - 08/20/21	16,339.17
On-line 571	ReadyRefresh	Supplies - Lab	Kitchen and lab supplies	679.96
On-line 572	San Diego Gas & Electric	Utilities - Gas & Electric	Gas and electric - 07/10/21 - 08/09/21	89,724.60
On-line 573	Sun Life Financial	Life Insurance/Disability	Life and disability insurance - August	1,801.55
	San Elijo Payroll Account	Payroll	Payroll - 08/13/2021	82,005.67
	San Elijo Payroll Account	Payroll	Payroll - 08/27/2021	96,773.09
				<u>\$ 1,681,047.12</u>

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

**For the Month of August 2021
As of August 31, 2021**

PAYMENT OF WARRANTS		\$ 1,681,047.12
Reference Number	22-09	

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.



Amy Chang
Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS
AND INVESTMENT INFORMATION
As of August 31, 2021

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND	
<i>(JULY 2021 YIELD 0.221%)</i>	
UNRESTRICTED DEPOSITS	13,369,167.16
CALIFORNIA BANK AND TRUST	
<i>(AUGUST 2021 YIELD 0.01%)</i>	
REGULAR CHECKING	1,532,464.53
PAYROLL CHECKING	5,000.00
PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST)	346,796.08
<i>(JULY 2021 YIELD 0.48%)</i>	
TOTAL RESOURCES	<u>\$ 15,253,427.77</u>

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 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

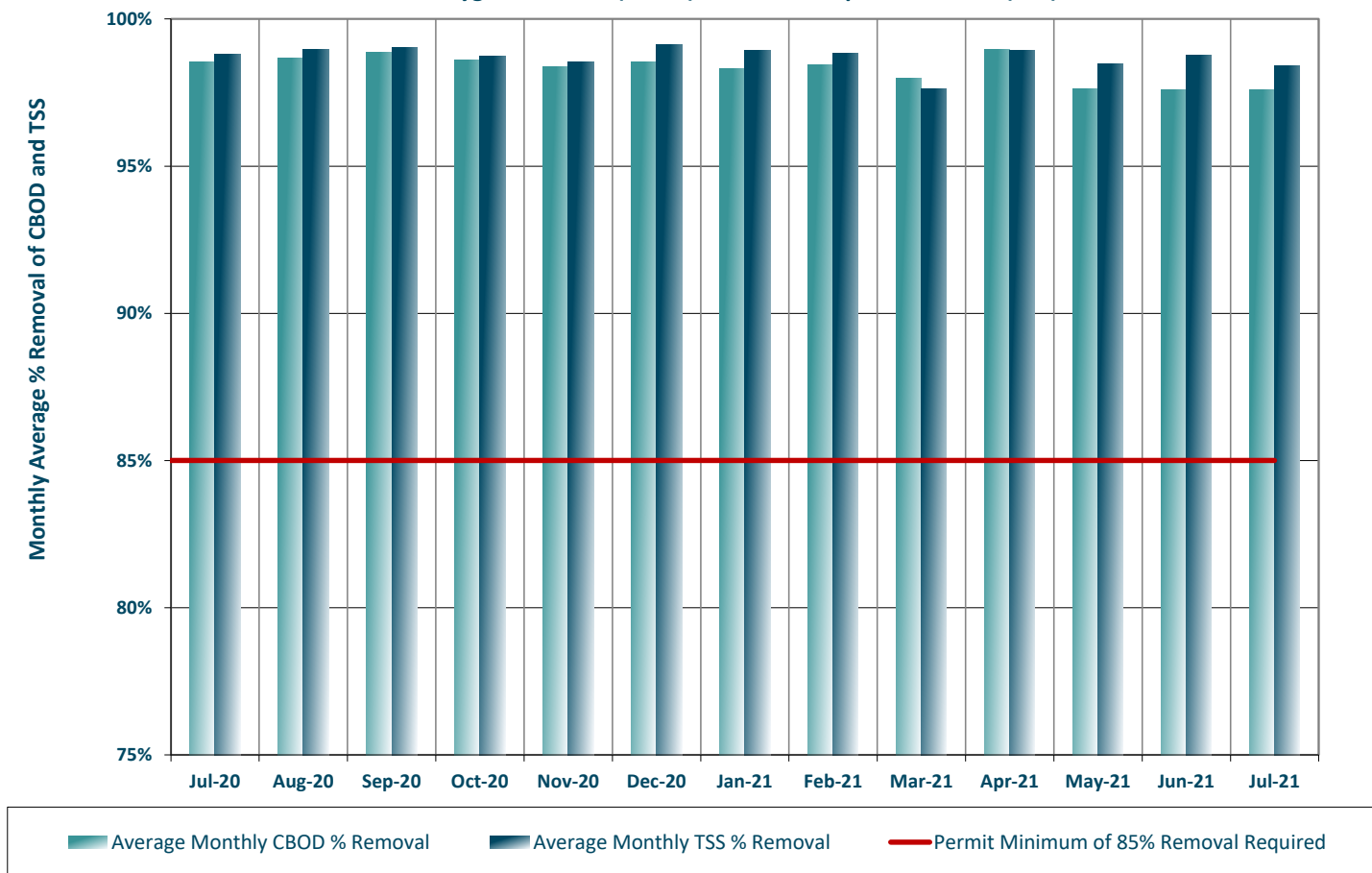
Wastewater treatment for the San Elijo Joint Powers Authority (SEJPA) met all National Pollutant Discharge Elimination System (NPDES) ocean effluent limitation requirements for the month of July 2021. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen 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 **97.6** and **98.4** percent removal, respectively, during the month of July.

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

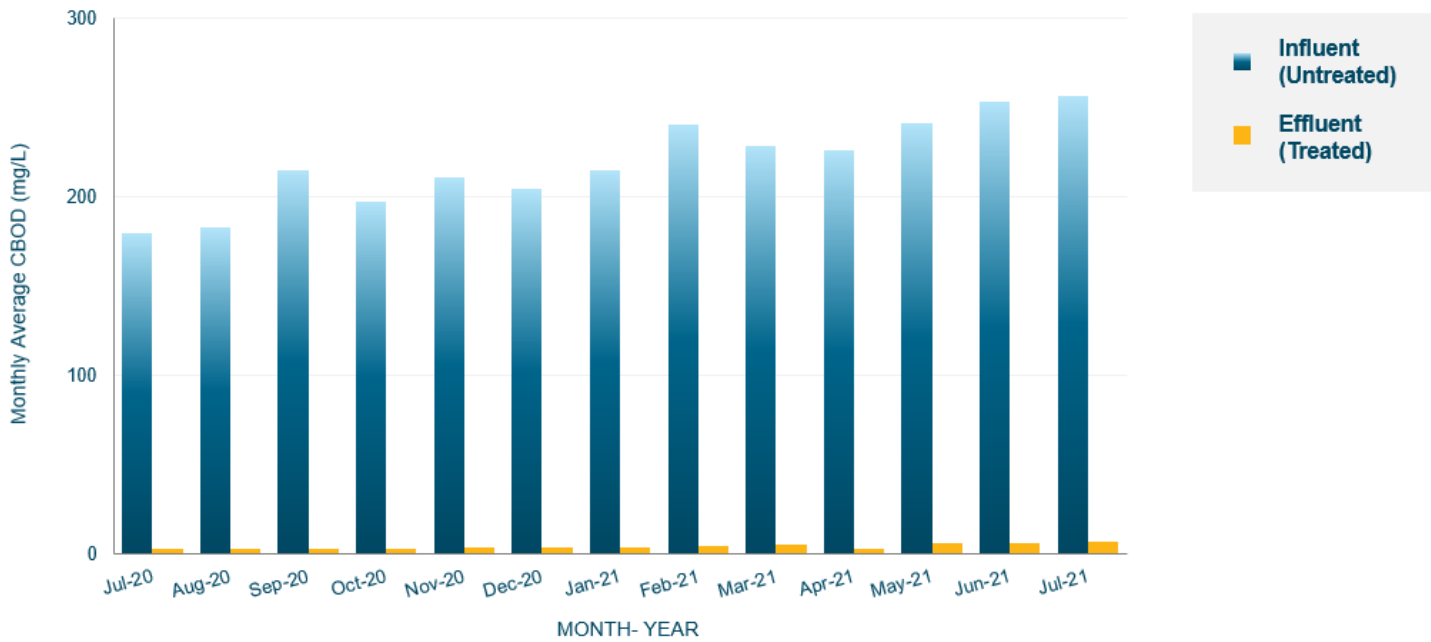
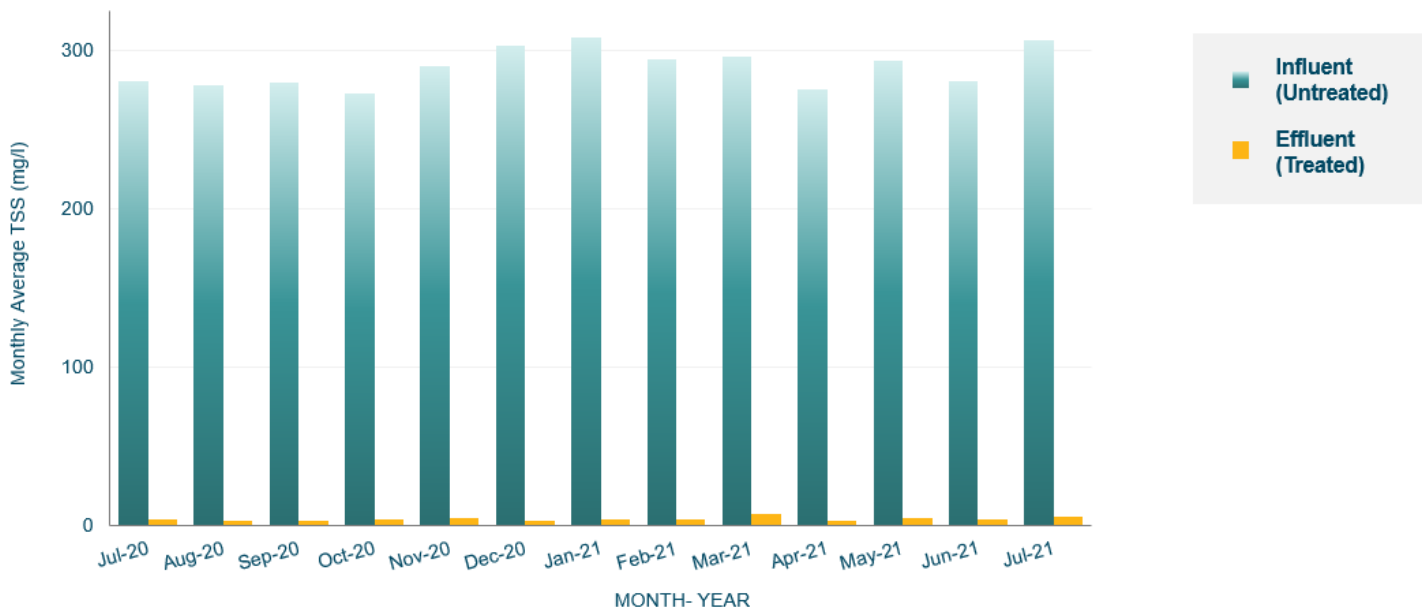


FIGURE 3: TREATED EFFLUENT FLOWS REMOVAL OF TSS



Member Agency Flows

Table 1 (below) presents the influent and effluent flows for the month of July. 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 JULY

JULY			
	Influent (mgd)	Recycled Water (mgd)	Effluent (mgd)*
Cardiff Sanitary Division	1.183	0.684	0.499
City of Solana Beach	0.972	0.562	0.410
Rancho Santa Fe SID	0.144	0.083	0.061
City of Del Mar	0.435	0.251	0.184
Total San Elijo Water Campus Flow	2.734	1.606	1.154

* 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

	AVERAGE DAILY INFLUENT FLOW RATE (MGD)						CONNECTED EDUs					AVERAGE UNIT INFLUENT FLOW RATE (GAL/EDU/DAY)					
MONTH	CSD	RSF	CSD	SB	DM	TOTAL PLANT	CSD	RSF	CSD	SB	DM	TOTAL EDUS	CSD	RSF	SB	DM	TOTAL PLANT
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

CSD: Cardiff Sanitary Division

RSF CSD: Ranch Santa Fe Community Service District

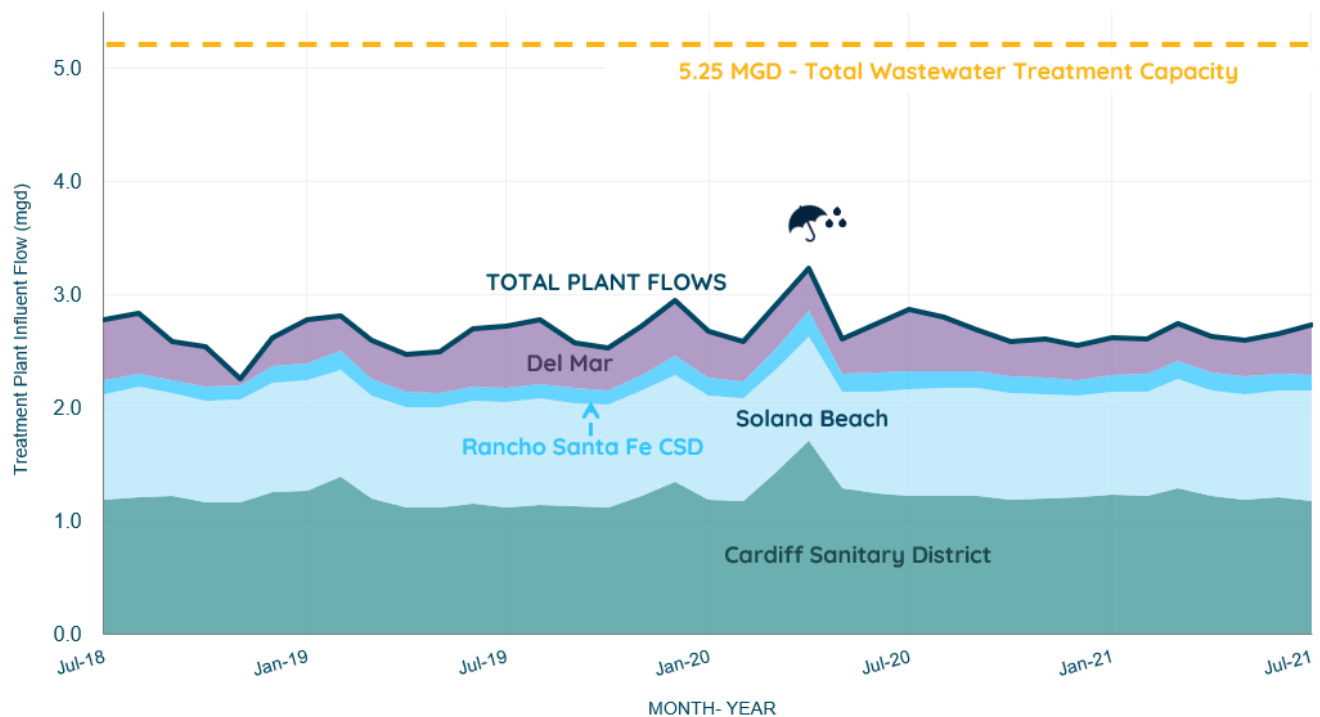
SB: Solana Beach

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 July 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)	7.60
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
Total EDUs to System	19,873

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 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 July 2021, recycled water demand was 196.8 acre-feet (AF), which was met using 195.0 AF of recycled water and 1.8 AF supplementation with potable water.

July demand was 11.6% below budget expectations of 223 AF due to cloudy weather in the area and a small amount of rain. 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 July 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

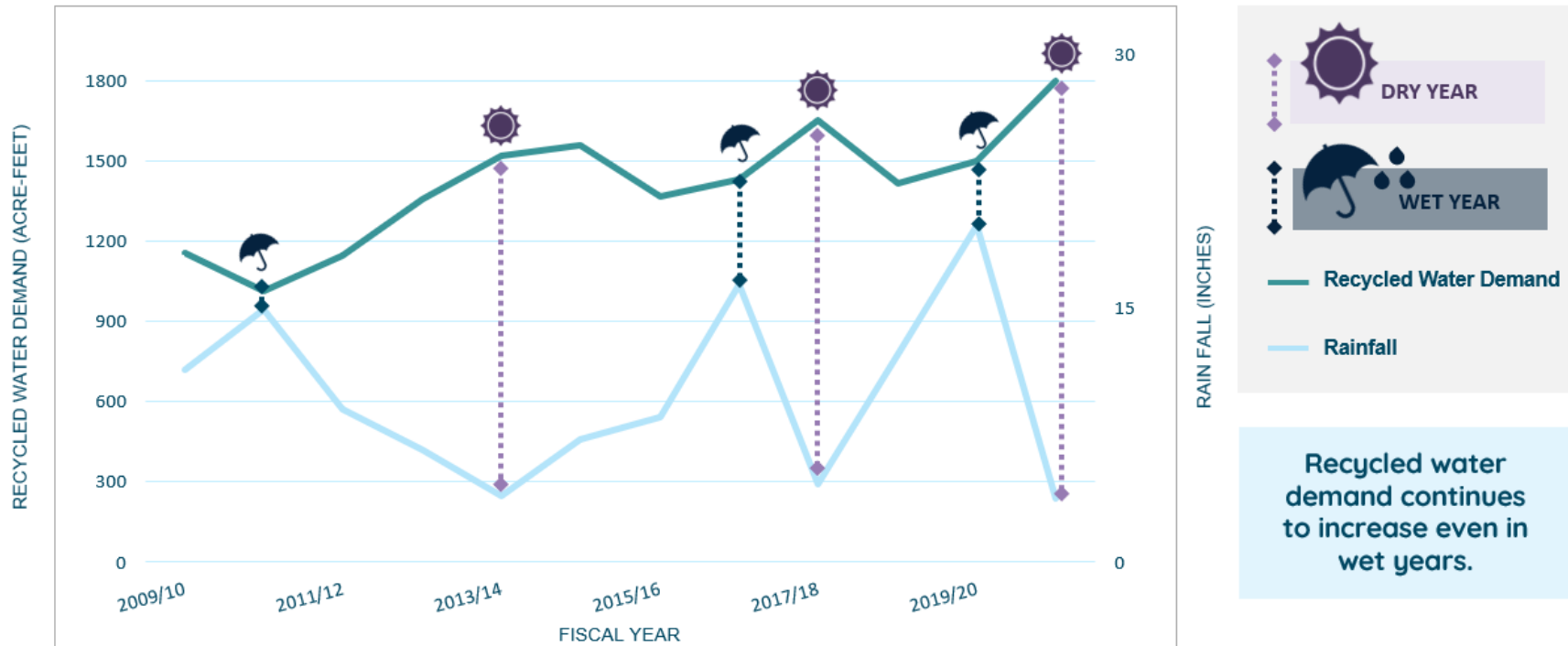


FIGURE 2: JULY RECYCLED WATER DEMAND

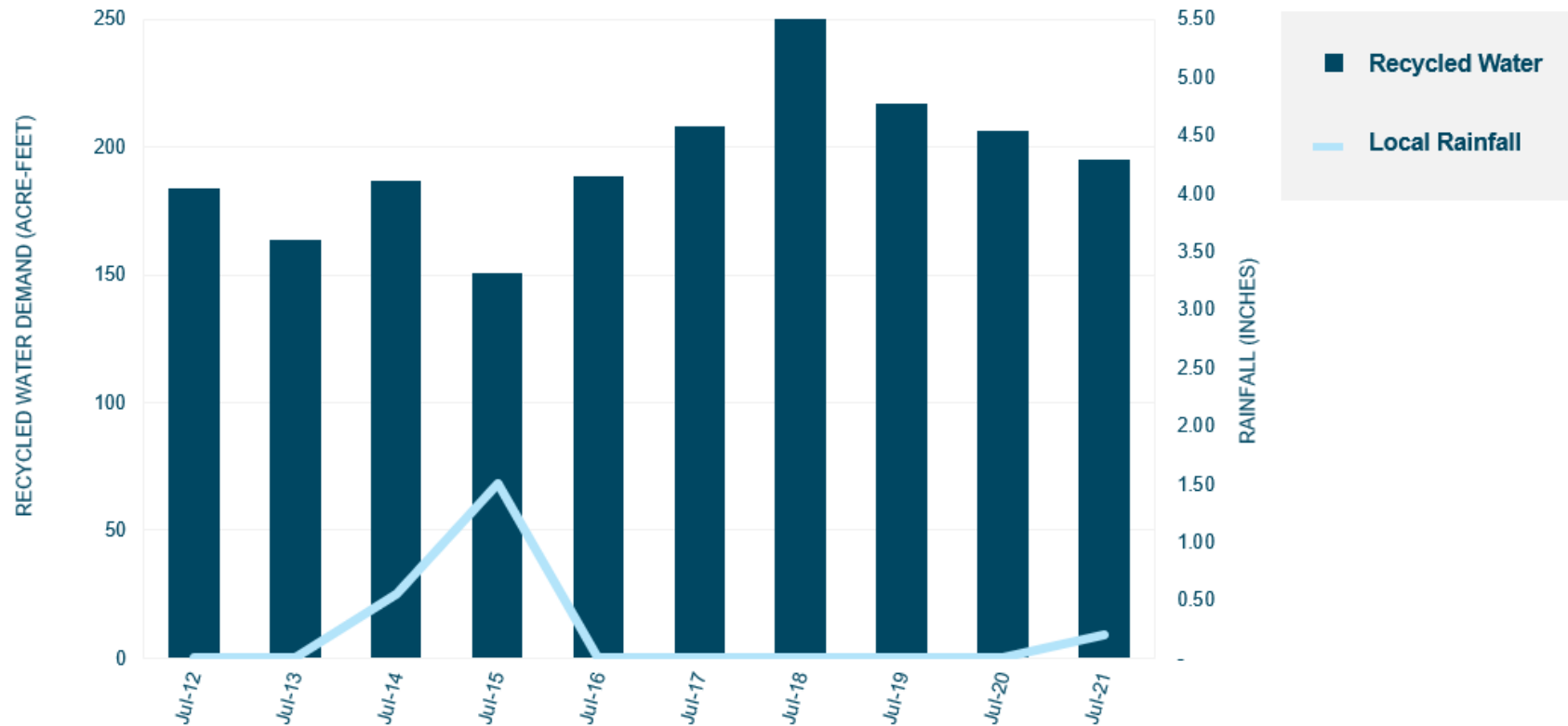
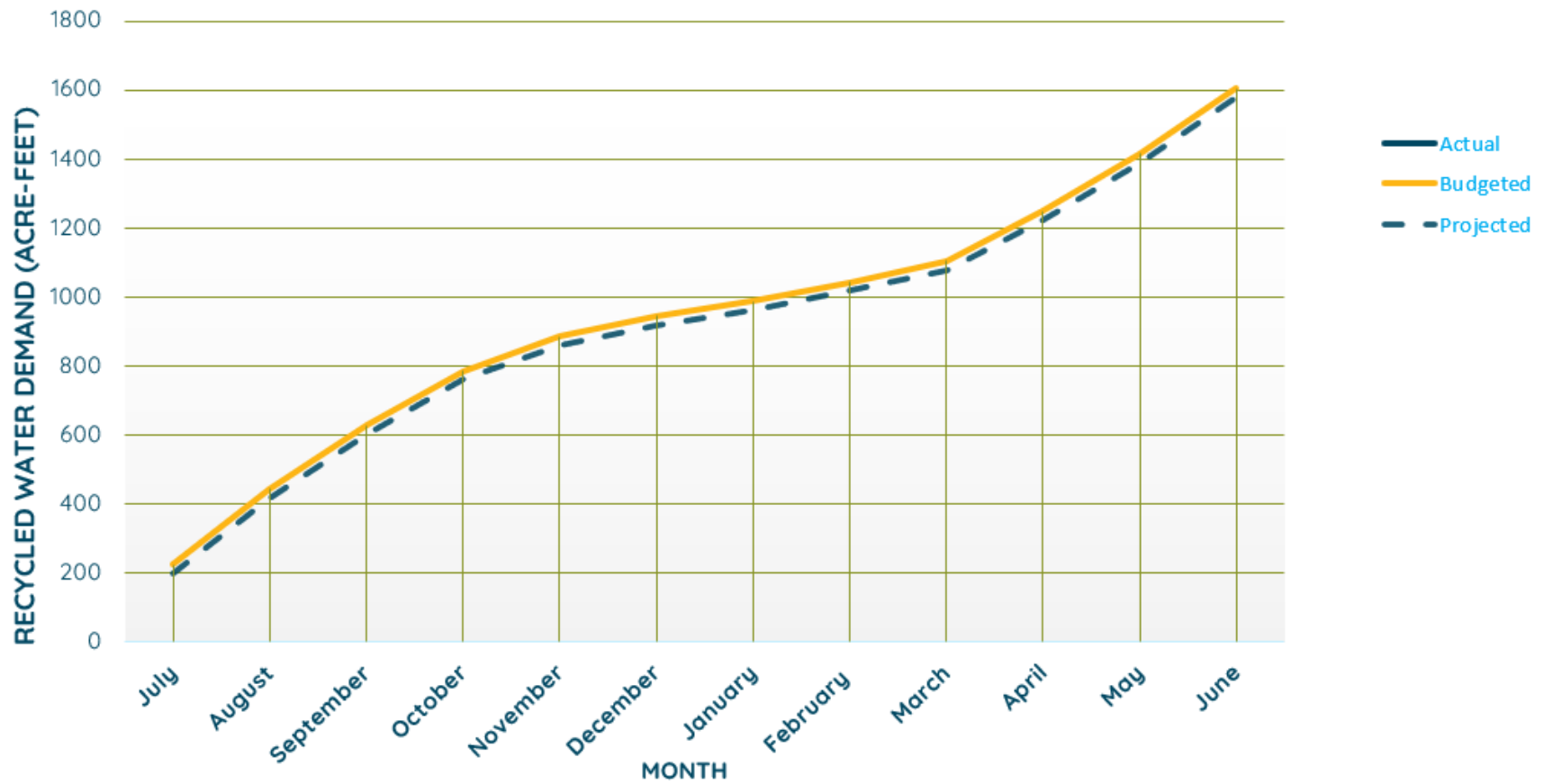


FIGURE 3: FY2021/22 CUMULATIVE DEMAND VS BUDGET



SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 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 August 13, 2021.
2. Meeting to discuss General Manager contract extension with Board Member Zito and Board member Hinze on August 13, 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

September 21, 2021

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR MOONLIGHT BEACH PUMP
STATION MODIFICATION DESIGN

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to enter into a professional service agreement with Horrocks Engineers for engineering design of the Moonlight Beach Pump Station Upgrades Project for an amount not-to-exceed \$119,124; and
2. Discuss and take action as appropriate.

BACKGROUND

The Moonlight Beach Pump Station (MBPS) is a sanitary sewer pump station in Encinitas, California that is owned by the City of Encinitas (City) and operated by the San Elijo Joint Powers Authority (SEJPA). Originally constructed in 1974, MBPS is a critical component of the City's infrastructure. Located at the southeast corner of 3rd Street and B Street, MBPS conveys an average daily flow of 1.1 million gallons per day (MGD) of raw sewage collected from the central area of Encinitas and pumps to the Bataquitos Pump Station. This flow ultimately discharges to the Encina Water Pollution Control Facility in Carlsbad, California for treatment and ocean discharge.

In 2019, a pump replacement evaluation for this pump station was performed and the findings are detailed in the September 2019 Moonlight Beach Pump Station, Pump Replacement Evaluation. Based on the evaluation, various improvements were recommended, and the improvements were included in the draft 2020 Master Plan Update. During preparation of the SEJPA FY 2021/22 budget, the city requested that SEJPA manage the pump station upgrade project and funding for this effort was included in the Capital budget that is funded by the Encinitas Sanitary Division.

DISCUSSION

Staff obtained proposals for professional engineering design and support services (Table 1). The firms demonstrate the experience and staffing necessary to provide the desired scope of services. Staff recommends selecting Horrocks Engineers, which provided a proposal for design demonstrating a comprehensive understanding of the project and suggesting a solution to reduce pump cycling during low flows and save energy in accordance with Climate Action Plan recommendations. The 2019 Pump Replacement Evaluation recommends installing a smaller

jockey pump to accommodate lower flows at night, but this reduces ultimate pumping capacity of the station by downsizing one of the three larger pumps. The Horrocks proposal recommended optional tasks to install a smaller jockey pump and accommodate lower flows at night while maintaining the desired ultimate pumping capacity of the station with the three larger pumps. The Horrocks Engineers proposal included two optional tasks to the requested scope of work that include additional electrical design to install a fourth pump and additional HVAC design to evaluate the heat load of the fourth pump and potential added air flow requirements.

TABLE 1 – PROPOSAL COMPARISON

Design Engineer	Proposed Hours	Proposed Fee
Dudek	463	\$108,225
Horrocks Engineers	421	\$98,644
Horrocks Engineers (with optional services)	441	\$119,124
Black & Veatch	Declined to Propose	

The proposed scope of services includes project management, engineering design services, preparation of an engineer's opinion of probable construction cost, bidding support services, and engineering services during construction. Based on the detailed evaluation that was performed in 2019 and set forth the basis of design, the engineer will submit a 60% design and 100% design for review and comment.

FINANCIAL IMPACT

The recommended agreement with Horrocks Engineers is for an amount not-to-exceed \$119,124 including the two optional tasks proposed. Adequate funds are available for this agreement in the FY 2021-22 Capital Budget. This project is funded solely by the Encinitas Sanitary Division.

It is recommended that the Board of Directors:

1. Authorize the General Manager to execute a professional services agreement with Horrocks Engineers for an amount not-to-exceed \$119,124; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

Attachment 1: Horrocks Engineers Moonlight Beach Sewage Pump Station Modifications proposal dated September 6, 2021.



September 6, 2021

VIA EMAIL (TreesC@sejpa.org)

Mr. Chris Trees, Director of Operations
SAN ELIJO JOINT POWERS AUTHORITY
2695 Manchester Avenue
Cardiff by the Sea, CA 92007

Re: **San Elijo Joint Powers Authority: Moonlight Beach Sewage Pump Station Modifications**

Dear Mr. Trees,

Horrocks Engineers, Inc. (Horrocks) is pleased to submit this proposal for engineering services related to the referenced project. Please review the entire document carefully to ensure a common understanding of our scope of services.

SECTION 1: PROJECT UNDERSTANDING

The City of Encinitas (City) owns the Moonlight Beach sewage pump station. A cooperative agreement between the City and San Elijo Joint Powers Authority (SEJPA), authorizes SEJPA to operate and maintain this facility. It is our understanding the following existing operational characteristics are of concern to SEJPA:

- Pumps are approaching the end of their service life and require replacement; Note: Pump #3 was recently refurbished.
- Pump clogging is excessive.
- Check valve clogging is excessive.
- Access to the check valves is difficult due to their vertical orientation.
- The inline grinders on the suction pipe for each pump are effective, but are expensive to operate and maintain.
- The 18"x18" cast iron slide gate at the wetwell inlet is deteriorated and may be non-functional. This slide gate requires replacement.

The City and SEJPA intend to modify the existing pump station as described in Dudek's report entitled "Moonlight Beach Pump Station: Pump Replacement Evaluation", dated September 2019, for the purpose of resolving the operational issues noted above. The major improvements recommended by the report are summarized below:

- Remove the three existing 60 hp pumps (vertical non-clog pumps that extend shaft drives) and replace them with three drypit submersible pumps. The new three-pump configuration will be comprised of two large pumps and one small pump. Horrocks understands the proposed large pumps will be 55 to 60 hp, and the small pump will be 25 to 30 hp.
- Remove the existing inline sewage grinders from the suction pipes serving Pumps #1 and #2. The inline sewage grinder for Pump #3 has been removed. The implication of the proposed inline grinder removal is the replacement pumps will have increased capacity to pass sewage solids, such as wipes, plastics and other solids common to municipal sewage.

- Remove and replace suction and discharge piping for each pump. The new piping will be downsized to increase flow velocity when pumping rates are low. The new check valves will be installed in a horizontal configuration to facilitate access and maintenance.
- Remove and replace the 18"x18" cast iron slide gate located inside the wetwell. Horrocks understands a new slide gate (fabricated stainless steel) has been purchased by SEJPA. The design drawings will show installation of an Owner-furnished slide gate. Slide gate replacement will require a bypass pumping plan. This can be accomplished by using a pneumatic plug in the sewer pipe that is immediately influent to the wetwell so inflow is diverted to the Emergency Storage Tank (EST). Existing piping and valving will allow Pump #3 to maintain pumping capacity while taking suction from the EST. Alternatively, a trailer pump may be used to take suction from the EST with the portable pump discharging into the forcemain via the existing bypass pumping connection at the lift station.
- Revise the existing pump control system to implement a daily high-flow flushing schedule to help with transport of sewage solids that may have settled in the piping system. As described in Dudek's report, two pumps will operate at full speed to achieve a pumping rate of approximately 1,810 gallons per minute (gpm) to 2,010 gpm for a duration of 4.8 to 5.0 minutes. The duration depends on the wetwell inflow rate.

Our discussions with SEJPA confirm their desire to limit pump station shutdown during construction and avoid the need for bypass pumping. Key factors to limiting the extent of piping replacement inside the Pump Room includes:

- Suction piping replacement occurs from the existing 8" plug valve on the suction line near the wetwell wall to the suction flange of each new pump. The existing 8" plug valve remains in-place.
- Discharge piping replacement occurs from the existing 12" plug valve near the existing 14" discharge header to the discharge flange of each new pump. The existing 12" plug valve remains in-place.

By retaining use of the existing suction and discharge valves, the proposed pump and piping modifications can occur while the lift station remains in operation with two pumps capable of operation at all times.

The proposed pumping configuration, per the Dudek report, envisions two large pumps providing the maximum desired pumping rate and the small pump operated by itself during the nightly low flow periods. However, should a large pump be out of service, the small pump will need to operate in parallel with one large pump to provide the desired maximum pumping rate. If the small pump is out of service, one large pump will operate as normal, ramping down to a low operating speed to match the low inflow rates that typically occur at night.

An important engineering consideration regarding the possibility of operating one large pump and the small pump in parallel, is whether or not the resulting pumping rate will equal the required maximum pumping rate. The magnitude of the maximum required pumping rate is addressed by two master plan reports as summarized below:

- Table 3-H of the 2020 Sewer Master Plan Update, prepared by NV5, indicates the Moonlight Beach sewage pump station should be capable of discharging at 2,000 gpm with one large pump out of service. Table 7-F of the report also indicates peak wet weather inflow to the pump station is estimated to be nearly 2,000 gpm in Year 2035.
- Table 5-4 of the 2011 Sewer Master Plan, prepared by Dudek, indicates the Moonlight Beach sewage pump station should be capable of discharging at 2,000 gpm with one large pump out of service. The same table indicates the ultimate peak wet weather inflow to this pump station is estimated to be 1,850 gpm.

The two reports indicate the required maximum design pumping capacity of the Moonlight Beach sewage pump station should be 2,000 gpm with two of its three pumps operating in parallel. However, Dudek's September 2019 report indicates the pump station's firm pumping capacity (i.e. with one large pump out of service) could be reduced to 1,850 gpm. Horrocks believes the basis for this proposed 7.5% reduction in pumping capacity is the magnitude of most flows into the facility are substantially less than 2,000 gpm. Also, should a peak inflow rate exceed this facility's firm pumping capacity by several hundred gpm for a short period of time, the inflow rate that exceeds the maximum pumping capacity would be automatically conveyed by gravity flow to the existing onsite 180,000 gallon-capacity Emergency Storage Tank. A 300 gpm shortfall in pumping capacity will be contained onsite for a period of 600 minutes (10 hours). A sewage overflow will not occur unless there is a sustained period of very high inflow such as a monsoon type rainfall event.

System Curve versus Point of Pumped-Discharge

Two system curves define how this facility theoretically operates, as indicated below:

- Case 1: Pumped-discharge to the forcemain high point, approximately 2,000 feet from the pump station.
- Case 2: Pumped-discharge to the discharge manhole at the intersection of Highway 101 and La Costa Avenue, approximately 13,700 feet from the pump station. Case 2 occurs when the pumping rate magnitude exceeds the gravity flow capacity of the pipeline that extends from the high point to the discharge manhole.

Horrocks preliminary evaluation of this pump station's performance indicates Case 1 pertains to pumping rates of 1,600 gpm or less; and Case 2 pertains to pumping rates in excess of 1,600 gpm. The system curve associated with Case 2 is substantially steeper than the Case 1 system curve. What this means for pumping capacity is the design head to achieve a maximum pumping capacity of either 1,850 gpm or 2,000 gpm will be greater than what occurs if the downstream pipeline hydraulics enabled the pump station to discharge to the forcemain highpoint at those pumping rates. There will be less pumping capacity than otherwise anticipated.

Theoretical Pump Station Performance

We understand SEJPA has successfully used sewage pumps manufactured by Flygt, Hidrosta, and Vaughan. The Dudek report identified Flygt pumps as the low-cost alternative. Horrocks evaluated this pump station's modified performance using performance curves for the Flygt pumps identified in Dudek's September 2019 Report:

- Flygt Model NT 3202 for the large pumps
- Flygt Model NT 3171 for the jockey pump

Three-Pump Configuration

Figure 1 illustrates a three-pump configuration with a preliminary concept layout of the suction and discharge piping. The assumed diameters for new piping are: (a) new piping for the jockey pump is 6" suction and 6" discharge; (b) new piping for the large pumps is 8" suction and 8" discharge.

Horrocks's preliminary evaluation of the hydraulic performance associated with the three-pump layout is summarized below. Note: Pumps are assumed to be operating at full speed to achieve the pumping rates reported below.

- The jockey pump handles flows from 110 gpm to 700 gpm for Case 1 pumping conditions. Note: 110 gpm is the minimum recommended pumping rate for a Flygt Model NT3171 pump.
- One large pump (Flygt Model NT3202) provide 1,500 gpm when Case 1 pumping conditions exist.
- Two large pumps provide 2,100 gpm when Case 2 pumping conditions exist.

- One large pump plus the jockey pump provides approximately 1,750 gpm when Case 2 pumping conditions exist.

All sewage pumps have a manufacturer's-recommended minimum pumping rate that is important for achieving solids transport through the pump volute (i.e. to minimize clogging inside the pump). This is especially true for the jockey pump since it is intended to operate during the nightly low flow periods. Its suction and discharge piping will be sized to accommodate the anticipated low pumping rates for which it will be designed to provide. When operating in parallel with a large pump, as a result of a large pump being out of service, it will be necessary for the jockey pump to satisfy its minimum recommended pumping rate when the total pumping requirement is being shared between the two pumps of unequal capacity. It may be necessary to provide a magnetic flow meter on the discharge of the jockey pump so the pump controller is able to recognize the pumping rate from that pump and thereby determine if the operating speed of the large pump should be reduced to enable the jockey pump to achieve its minimum pumping rate as wetwell inflow rates vary.

Four-Pump Configuration

Figure 2 illustrates a four-pump configuration with a preliminary concept layout of the suction and discharge piping. The assumed diameters for new piping are: (a) new piping for the jockey pump is 6" suction and 6" discharge; (b) new piping for the large pumps is 8" suction and 8" discharge.

Horrock's preliminary evaluation of the hydraulic performance associated with the four-pump layout is summarized below: Note: Pumps are assumed to be operating at full speed to achieve the pumping rates reported below.

- The jockey pump handles flow from 110 gpm to 700 gpm for Case 1 pumping conditions. Note: 110 gpm is the minimum recommended pumping rate for a Flygt Model NT3171 pump.
- One large pump provides 1,500 gpm when Case 1 pumping conditions exist.
- Two large pumps provide 2,100 gpm when Case 2 pumping conditions exist.

With three large pumps, it is not necessary to evaluate performance with a large pump and small pump operating in parallel because there is a standby large pump. A maximum pumping rate of 2,000 gpm, as recommended in the master plans, will be achieved if a large pump is out of service, which complies with the definition of firm pumping capacity.

We believe the pump control system will be simplified with a four-pump configuration because two large pumps operating in parallel will be able to each handle 50% of the required pumping rate, eliminating concern about achieving a minimum pumping rate. It may also be feasible to select a jockey pump with a smaller pumping rate than recommended by Dudek as it will not be necessary to operate in parallel with a large pump to provide the maximum pumping rate if a large pump has failed. A smaller-sized jockey pump may be better suited to handle the low inflow conditions that occur each night.

A four-pump configuration will result in increased construction cost. Adding a fourth pump will require additional piping modifications in the Pump Room, and will also require accommodating a fourth variable frequency drive (VFD) in the Motor Control Room.

HVAC Considerations

Installing drypit submersible pumps in the lower level of this pump station will increase the heat load in the lower room. The Pump Room is already ventilated, and the Dudek report indicates the existing HVAC system will be adequate when drypit submersible pumps are installed in the Pump Room. However, Horrocks proposes double checking the heat loss impact on the existing HVAC system for the three-pump or four-pump configuration.

Flow Velocity Considerations

Flow velocity is a key element in reducing the occurrence of clogging in piping systems and pumps. A flow velocity of 3.0 fps is typically considered to be the minimum desired for conveyance of sewage solids within a pipeline. A greater flow velocity may be required if settled solids are to be re-suspended for transport. A technical representative with Flygt pumps indicated they prefer suction piping flow velocity to be within the range of 3 to 8 fps. Flow velocities greater than 8 fps in suction piping can negatively impact pump performance. Thus, the suction piping should be sized to provide 3 fps at the minimum recommended pumping rate, and flow velocity should not exceed 8 fps when the pump is operating at its maximum anticipated pumping rate.

Check valve clogging may also be related to flow velocity magnitude in the discharge piping. Typically, a check valve disc or flapper will require a small upstream pressure head to commence opening. It may require 7 to 9 fps to completely open. If the pumping rate doesn't allow the disc to fully open, sewage solids may be unable to easily pass through the valve. Also, vertically-oriented check valves may be subject to increased clogging incidence because sewage solids in the vertical piping will drop out of suspension whenever the pump shuts down, and those solids can accumulate behind the check valve disc.

SEJPA desires to match the pumping rate with the wetwell inflow rate. This preference can be attributed to potential odor problems in downstream facilities and to operational consideration of those downstream facilities that are owned and operated by other agencies. The jockey pump concept will avoid the need to ramp down a large pump at night as presently required. Horrocks also believes the existing discharge piping is over-sized, aggravating the current clogging issue with the check valves.

SECTION 2: SEJPA-FURNISHED INFORMATION IN SUPPORT OF DESIGN BY CONSULTANT

Initial Site Visit for Proposal Preparation

Horrocks staff visited the lift station on July 14, 2021. Our discussions with you that day provided a great deal of helpful explanation regarding existing equipment and the pump station's general operational capabilities.

As-Built Drawings

SEJPA has furnished Horrocks with as-built drawings for the Moonlight Beach sewage pump station and its forcemain, as summarized below:

- 1972 Design Drawings, prepared by Engineering-Science, Inc.; These drawings pertain to original construction of this lift station as well as other lift stations and pipelines).
- 1994 Design Drawings, prepared by Barrett Consulting Group: These drawings pertain to Ventilation and Wetwell Improvements.
- 2001 Moonlight Beach Sewer Forcemain Replacement, prepared by W.A. Pasco Engineering, Inc.: These drawings pertain to Phase 1 replacement of a portion of the overall forcemain.
- 2003 Moonlight Beach Sewer Forcemain Replacement, prepared by Earth-Tech.: These drawings pertain to Phase 2 replacement of a portion of the overall forcemain.
- 2005 Moonlight Beach Pump Station Rehabilitation Project, prepared by Kennedy/Jenks Consultants: These drawings pertain to a major modification and upgrade to this lift station.
- 2007 Moonlight Beach Pump Station Replacement, prepared by Harris & Associates: These drawings pertain to Phase 3 replacement of the remaining portions of the overall forcemain.

Pumping Rate Information

SEJPA has also furnished Horrocks pumping rate measurements for the following recent periods:

- January 23 to 25, 2021
- March 9 to 11, 2021
- June 28 to 30, 2021
- July 4 to 6, 2021

Front-End Specifications

Horrocks assumes SEJPA will furnish the front-end contract documents to which the technical specification sections prepared by Horrocks will be appended.

SECTION 3: HORROCKS PROJECT UNDERSTANDING

Horrocks' email to Mr. Trees dated July 26, 2021 provides a detailed writeup summarizing our understanding, at that point in time, about the lift station, its operational characteristics, and proposed modifications and may be referenced for additional information.

SECTION 4: SEJPA RESPONSIBILITY FOR DESIGN OF PUMP STATION CONTROLS (HARDWARE AND SOFTWARE)

Horrocks understands an SEJPA staff member has the expertise to design and implement modifications to this pump station's existing pump control system. Therefore, our proposed scope of work excludes modifying controls, SCADA or telemetry.

SECTION 5: PROPOSED SCOPE OF SERVICES

Horrocks proposes to furnish engineering services as required for design of the modifications described in Project Understanding, and is subject to exclusions or limitations defined hereinafter.

Task 1: Project Management

This task includes managing subconsultants, project status tracking, staff scheduling, budget management, client updates regarding project status, and other general activities related to overall management of the project team.

Task 2: Meetings with SEJPA

Horrocks is available to meet with SEJPA staff in-person or by virtual methods (e.g. Teams or Zoom) For budgeting purposes, we have assumed two in-person meetings (3 hours per meeting by Horrocks' Project Manager, including travel time) at SEJPA's headquarters office, and a maximum of six virtual meetings (30 minutes each). The purpose of these meetings will be to exchange of information about technical issues as well as project status.

Task 3: Site Visits to Moonlight Beach SPS

Horrocks assumes there will be a maximum of two site visits, not including the site visit made during proposal preparation. For budgeting purposes, we have assumed one person per site visit (4 hours per site visit; including travel time).

Task 4.0: Hydraulic Analysis of the Existing and Proposed Modified Pump Station

In order to understand the project scope of work, Horrocks has already completed some of the subtasks identified below. Completion status is indicated for each sub-task.

Sub-Task 4.1: System Curve Development

Horrocks has calculated system curves for the existing forcemain and the existing in-station piping system.

Sub-Task 4.2: Alternative Pump Manufacturer Discussion with SEJPA

Dudek's report identified three alternative pump manufacturers as a source for the new pumps to be installed at this facility. Those manufacturers are:

- Flygt
- Hidrosta
- Vaughan

Horrocks understands SEJPA has pumps from each of these manufacturers at one or more lift station; and SEJPA is satisfied with the pump types' performance in regards to their capability to pass sewage solids with minimal clogging problems. Table 4.2 of Dudek's report shows the following comparison of purchase and installation cost (for two large pumps plus a jockey pump):

- Flygt: \$204,210 (purchase) + \$305,500 (installation) = \$509,710
- Hidrosta: \$308,890 (purchase) + \$409,300 (installation) = \$718,190
- Vaughan: \$399,330 (purchase) + \$499,000 (installation) = \$898,330

We understand there are other cost differences between these three pump alternatives (e.g. power cost due to variation in motor horsepower, and also in regards to O&M), but the major cost difference pertains to purchase cost and installation. Dudek concluded in their report the Flygt pumps are the most cost-effective alternative. A meeting with SEJPA will be scheduled to confirm Horrocks' design will be based on use of Flygt pumps without a need for Horrocks to provide further evaluation of pump models and manufacturers, which would be considered an Additional Service)

Sub-Task 4.3: System Curve vs. Pump Curve Analysis

Horrocks has evaluated the theoretical performance of the existing 60 hp Fairbanks Morse pumps operating with the existing in-station piping system and sewage forcemain.

On the assumption the Flygt pumps will be the basis for design, we have compared the Flygt pump curves to system curves that reflect alternative sizing of new suction and discharge piping. These calculations reflect theoretical performance of the modified pump station when discharging to the forcemain highpoint or to the downstream discharge manhole, as previously discussed in the Project Understanding above. Pump station performance for the recommended Flygt pumps under a variety of operating conditions has been completed.

Sub-Task 4.4: Design Pumping Capacity and Three-Pump vs. Four-Pump Configuration

Horrocks will confirm with SEJPA staff their desired use for the required maximum pumping rate for this pump station (i.e. should the firm pumping capacity be 1,850 gpm, 2,000 gpm, or other design pumping rate). We realize there is some ambivalence in what this pumping rate should be, and it is important to establish that magnitude. The maximum pumping rate plus the system curve, reflecting the revised suction and discharge piping inside the pump station, will indicate the worst-case pumping condition (performance) for the new pumps.

Horrocks recommends the issue of three-pump versus four-pump configuration be addressed at a meeting that is conducted within the first 10 days from our Notice-to-Proceed (NTP). The fundamental engineering considerations associated with this issue are summarized in the Project Understanding portion above. We believe this decision should be made before we can proceed with preparation of plans and specifications. For the purpose of establishing a design fee, Horrocks assumed SEJPA desires to implement the three-pump configuration in conformance with Dudek's report. Should SEJPA decide to implement the four-pump configuration, Horrocks will ask SEJPA to authorize Optional Service #1, regarding additional electrical engineering services, by means of a contract amendment that will approve fee and schedule adjustments as mutually agreed by Horrocks and SEJPA.

Task 5: HVAC Evaluation

Subsequent to completion of Task 4, Horrocks' HVAC subconsultant will calculate the heat rejection (heat loss) in the Pump Room associated with the worst-case operating condition (i.e. for the largest horsepower draw) and will prepare a summary report of their findings, conclusions and recommendations. The report will be submitted to SEJPA for review and comment. If the calculated heat rejection is satisfactorily handled by the existing HVAC system, then no further HVAC services will be provided. However, should the heat rejection calculations indicate HVAC system modifications are required, Horrocks will ask SEJPA to authorize Optional Service #2, regarding additional HVAC engineering services by means of a contract amendment that will approve fee and schedule adjustments as mutually agreed by Horrocks and SEJPA.

Task 6: Plans, Specifications and Cost Estimates

Design submittals will be made at the 60%, 90% and 100% stages of design completion. Each of these submittals will be made in digital format (PDFs). Subsequent to receipt of SEJPA's review comments for the 100% submittal, final signed mylars will be submitted for signature and acceptance by SEJPA. Each design submittal will be comprised of the following documents:

- 60% Submittal:
 - 60% Dwgs (PDF format)
 - 60% Technical Specification Sections (PDF format)
- 90% Submittal:
 - 90% Dwgs (PDF Format)
 - 90% Technical Specification Sections (PDF format)
 - 90% Construction Cost Estimate (PDF format)
- 100% Submittal:
 - 100% Dwgs (PDF Format)
 - All Technical Specification Sections (PDF format)
 - 100% Construction Cost Estimate (PDF format)
- Final Submittal (without further review by SEJPA):
 - Final signed mylars plus PDF files.
 - All Technical Specification Sections (PDF format)
 - Construction Cost Estimate (PDF format)

Task 7: Services During Bidding & Construction (SDB&C)

Horrocks will provide as-needed services during the bidding and construction phases as generally-described herein.

Sub-Task 7.1: Project Management (for Task 7)

This task includes managing subconsultants, project status tracking, staff scheduling, budget management, client updates regarding project status, and other general activities related to overall management of the project team.

Sub-Task 7.2: Site Visits (for Task 7)

Horrocks assumes there will be a maximum of two site visits to the Moonlight Beach SPS. For budgeting purposes, we have assumed one person per site visit (3 hours per site visit, including travel time).

Sub-Task 7.3: Bidding Phase Services

Sub-Task 7.3.1: Pre-Bid Conference: Attend Pre-Bid Conference with Bidders and SEJPA (assume 2 hours for one person; including travel). It is assumed that this meeting will occur at SEJPA's office.

Sub-Task 7.3.2: Requests for Information (RFI's): Respond to a maximum of six RFI's. Horrocks will assist SEJPA with development of an appropriate response to each RFI, but assumes SEJPA will be responsible to prepare and issue the formal RFI response document to the Bidders.

Sub-Task 7.3.3: Addenda: Horrocks will assist SEJPA with preparation of one Addenda, modifying plans and/or specifications. Horrocks assumes SEJPA will be responsible to prepare and issue the formal Addenda document to the Bidders.

Sub-Task 7.3.4: Conformed Drawings: Horrocks will modify the plans (AutoCad files) that were issued for bidding, to reflect (as appropriate) the RFI's and Addenda that were issued during the bidding phase. The conformed drawings will then be issued (by SEJPA) to the construction company that is selected for construction of improvements.

Sub-Task 7.4: Construction Phase Services

Sub-Task 7.4.1: Pre-Construction Meeting: Attend the Pre-Construction Meeting with the Contractor and SEJPA (assume 2 hours for one person; including travel). It is assumed that this meeting will occur at SEJPA's office.

Sub-Task 7.4.2: Requests for Information (RFI's): Respond to a maximum of six RFI's. Horrocks will assist SEJPA with development of an appropriate response to each RFI, but assumes SEJPA will be responsible to prepare and issue the formal RFI response document to the Contractor.

Sub-Task 7.4.3: Submittal Review: Horrocks will review a maximum of 15 Submittals based on the following assumptions:

- The "average" labor hours to review submittals is assumed to be 2.0 hours per submittal. Some submittals will require less effort, and others will require more effort.
- The assumed maximum quantity of submittals is comprised of first-time submittals plus re-submittals.
- Horrocks will be asked to review technical submittals; with SEJPA being responsible for General Requirements-type submittals. Horrocks also assumes SEJPA may desire to review some of the technical submittals.
- SEJPA will return "reviewed" submittals to the Contractor.
- Horrocks assumes SEJPA will maintain a "master" submittal log that addresses all submittals. Horrocks will maintain a log of the submittals reviewed by our company or by our subconsultants.

Horrocks has no control over how the Contractor organizes their submittals. Each submittal may pertain to one item, or they may pertain to multiple items. The submittals may be complete and easily reviewed,

or they may be less organized and less complete, thus increasing the effort to review them. Submittal reviews will be provided on a T&M basis subject to the maximum effort defined by the budget for this sub-task. Additional budget will be requested if the Task 7.4.3 budget is reached and additional submittal reviews are required.

Sub-Task 7.4.4: Change Orders: Horrocks will assist SEJPA with preparation of two Change Orders, modifying plans and/or specifications. Horrocks assumes SEJPA will be responsible to prepare and issue the formal Change Order documents to the Contractor.

Sub-Task 7.4.5: As-Built Drawing Preparation: Horrocks will modify the plans (AutoCAD files) to reflect as-constructed conditions per the "redline markups" maintained by the Contractor (and/or by the Field Inspector). Horrocks will not take field measurements or make other field observations during construction or after completion of construction, to confirm (or verify) the accuracy or completeness of the "redline markups" that it is provided by SEJPA to accomplish this task.

HORROCKS PROJECT TEAM & SUBCONSULTANTS

The Horrocks' in-house project team will be comprised of the following key individuals:

- Bob Hendershot, P.E., Senior Principal Engineer III (\$263 per hour)
- Brett Brady, P.E., Engineer IV (\$166 per hour)
- Dale Gruel, P.E., Senior Engineer (\$192 per hour)
- Mike Ramos, Senior Design Technician IV (\$189 per hour)

Other Horrocks staff may assist with this project as required to achieve project design requirements.

Dale Gruel will lead the Horrocks project team and will be the primary point of contact with SEJPA. Dale will be responsible for hydraulic analysis of the sewage pump station and evaluation of alternative pumping equipment. Dale and Mike Ramos will be responsible for preparation of the civil and mechanical (not HVAC) drawings associated with replacing the pumps, piping and slide gate as generally described herein. Brett Brady will be responsible for structural engineering services associated with the equipment replacement included in our defined scope of services. He will direct in-house structural engineering staff to prepare required structural calculations, drawings and specifications.

The Horrocks Team will include the following subconsultant firms:

- Michael Wall Engineering (MWE): role: Electrical Engineering (power distribution only). Their base scope of work is for power distribution as required for a three-pump configuration. As an Optional Service they will do additional engineering as required for a four-pump configuration. MWE will not be responsible for pump control hardware, software programming, or other services related to process control, SCADA or telemetry. Horrocks understands these services will be provided by SEJPA's in-house staff.
- Bender-Dean Engineering (BDE): role: HVAC Engineering. Their scope of work will be generally comprised of the following services: (a) calculation of heat rejection (heat loss) inside the Pump Room to reflect use of drypit submersible pumps; (b) as an Optional Service, BDE will design improvements to the HVAC system should the need for such modifications be indicated by their heat rejection calculations.

PROJECT SCHEDULE

Horrocks proposes to complete the design project within six (6) months from our receipt of a NTP. This schedule is based on the following assumptions:

- A decision is made by SEJPA regarding the three-pump versus four-pump configuration alternatives within 10 days from issuance of NTP.
- Horrocks will make three design submittals (60%, 90% and 100%); and SEJPA's review time for each design submittal will be completed within two (2) weeks from the date each submittal is made to SEJPA.

PROPOSED FEE FOR ENGINEERING SERVICES

Horrocks proposes to furnish engineering services as defined in this proposal on a time-and-materials basis subject to a not-to-exceed fee of:

- \$72,000 (for Tasks 1 through 6; exclusive of Optional Services)
- \$26,600 (for Task 7, exclusive of Optional Services)
- \$20,500 for listed Optional Services

Horrocks Grand Total Fee for Tasks 1 through 7 without Optional Services is \$98,600; and with authorization of the listed Optional Services it is \$119,100.

Horrocks labor and expenses will be charged in conformance with the attached 2021 Fee Schedule. Horrocks expenses, such as mileage, reproduction, printing, etc. and subconsultant charges will be billed to SEJPA without markup. **Table 1** summarizes the calculation of our proposed fee. Engineering services not explicitly included in our scope of services will be provided at SEJPA's request, subject to a contract amendment for Additional Services that adjusts fee and schedule in a manner that is mutually agreeable to Horrocks and SEJPA.

Horrocks will submit monthly invoices to SEJPA.

ADDITIONAL SERVICES

In addition to SEJPA-recommended scope exclusions, Additional Services also include services not explicitly listed as being included in this proposal. Additional Services shall be considered outside the authorized scope of work, and are available in conjunction with an SEJPA-approved change in the scope, schedule and fee, as appropriate for each change. Such services include, but are not limited to, the following:

- Field or aerial surveying.
- Potholing existing buried piping or utilities.
- Utility research
- Geotechnical investigations and reports.
- Evaluation and/or design of pump control modifications, including improvements associated with telemetry or SCADA.
- Engineering services associated with improvements to the existing standby power system.
- Engineering services associated with improvements to the existing surge control system.
- Odor control system design (modification of existing odor control systems, or design of new odor control systems).

- Structural rehabilitation of the pump station structure (below-grade or above-grade structures), including the wetwell, emergency overflow tank, or other appurtenant structures located at this facility. Rehabilitation or repair of the wetwell wall where the slide gate is installed is not included in the proposed scope of work. Note: Structural engineering services directly related to pump or piping replacement are included in Horrocks's scope of services.
- Traffic Control Engineering
- Street improvements
- Corrosion Control Engineering
- Environmental (CEQA) services
- Noise control Engineering
- Stormwater/drainage engineering
- Permits (preparation, filing or processing)
- Design of improvements to the existing forcemain or yard piping at the lift station.
- Property, easement or right-of-way acquisition services
- Public Relations/Communications
- Updating GIS system data bases.
- Creating or updating a computer model of the influent sewer system.
- Evaluating operational conditions at downstream facilities that receive pumped flow from the Moonlight Beach sewage pump station.
- Design of improvements to the existing wetwell level control system/sensors.
- Design of pressure transducers for the discharge piping system (Horrocks assumes SEJPA intends to continue use of mechanical pressure gauges).
- Design of improvements to the existing magnetic flow meter that is installed on the 14" discharge header.
- Services related to the detection and remediation of hazardous materials (e.g. lead-based paint; or PCB's)
- Confined space entry (including provision of scaffolding or ladders, PPEs, ventilation equipment and/or sensors).
- Performance testing the existing pumps to confirm pumping rates and/or discharge pressures for one or more operating scenarios.
- Transient Analysis (to evaluate potential hydraulic surges associated with operation of the existing or modified pump station.
- Condition assessment of existing equipment/piping/valving at this pump station, or the sewage forcemain.

We hope you find this proposal appropriate. We are excited to have this opportunity to provide engineering services to your agency. We look forward to developing a contract for services and beginning work on behalf of SEJPA. If you have any questions or comments, please contact our office.

Thank you.

Respectfully submitted,

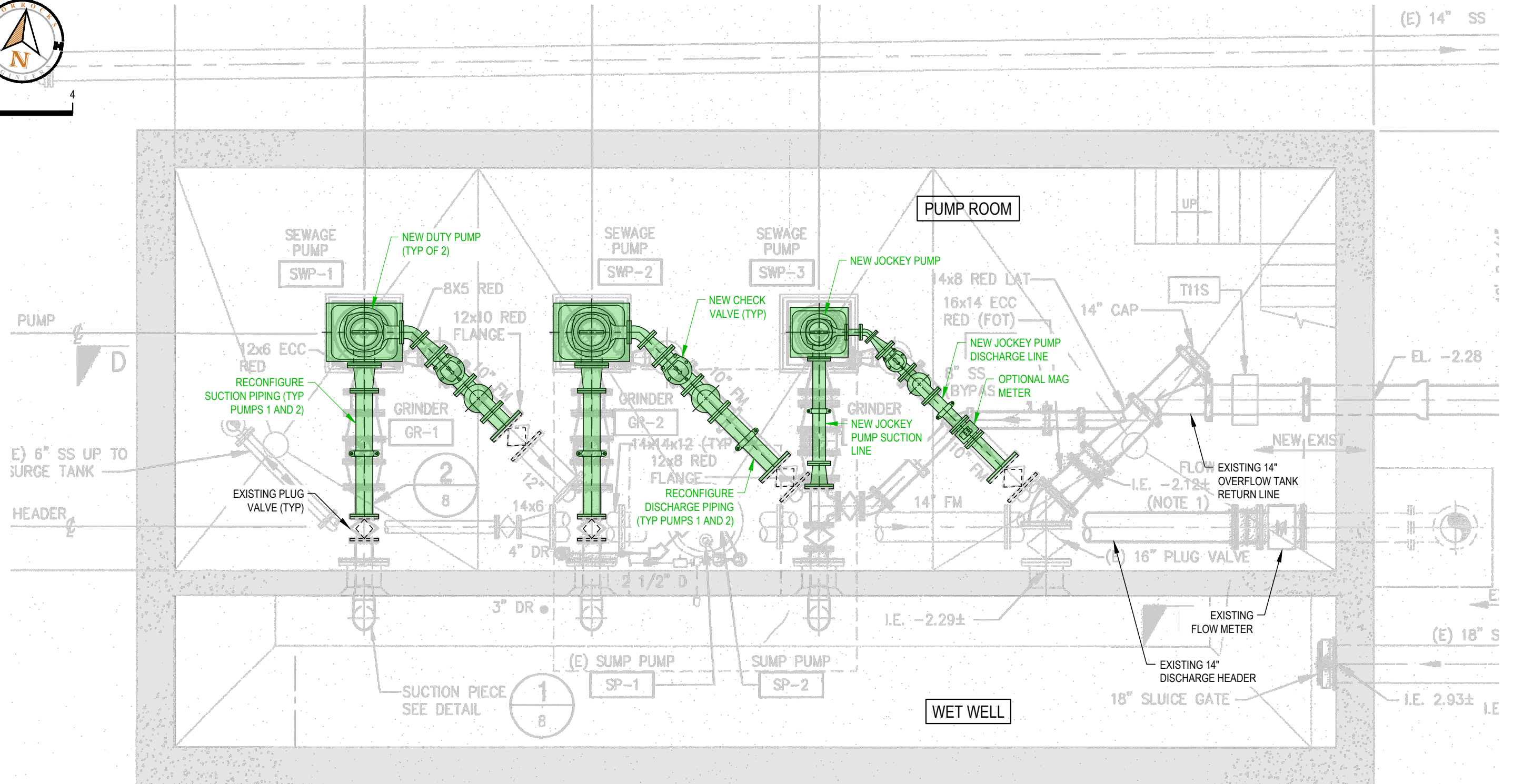


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Attachments: Horrocks 2021 Fee Schedule



NOTES:

1. EXISTING PUMP STATION BACKGROUND INFORMATION TAKEN FROM CITY OF ENCINITAS CONSTRUCTION PLANS TITLED "MOONLIGHT BEACH PUMP STATION REHABILITATION PROJECT", PREPARED BY KENNEDY/JENKS CONSULTANTS, DATED MAY 2005.

LOWER LEVEL PLAN

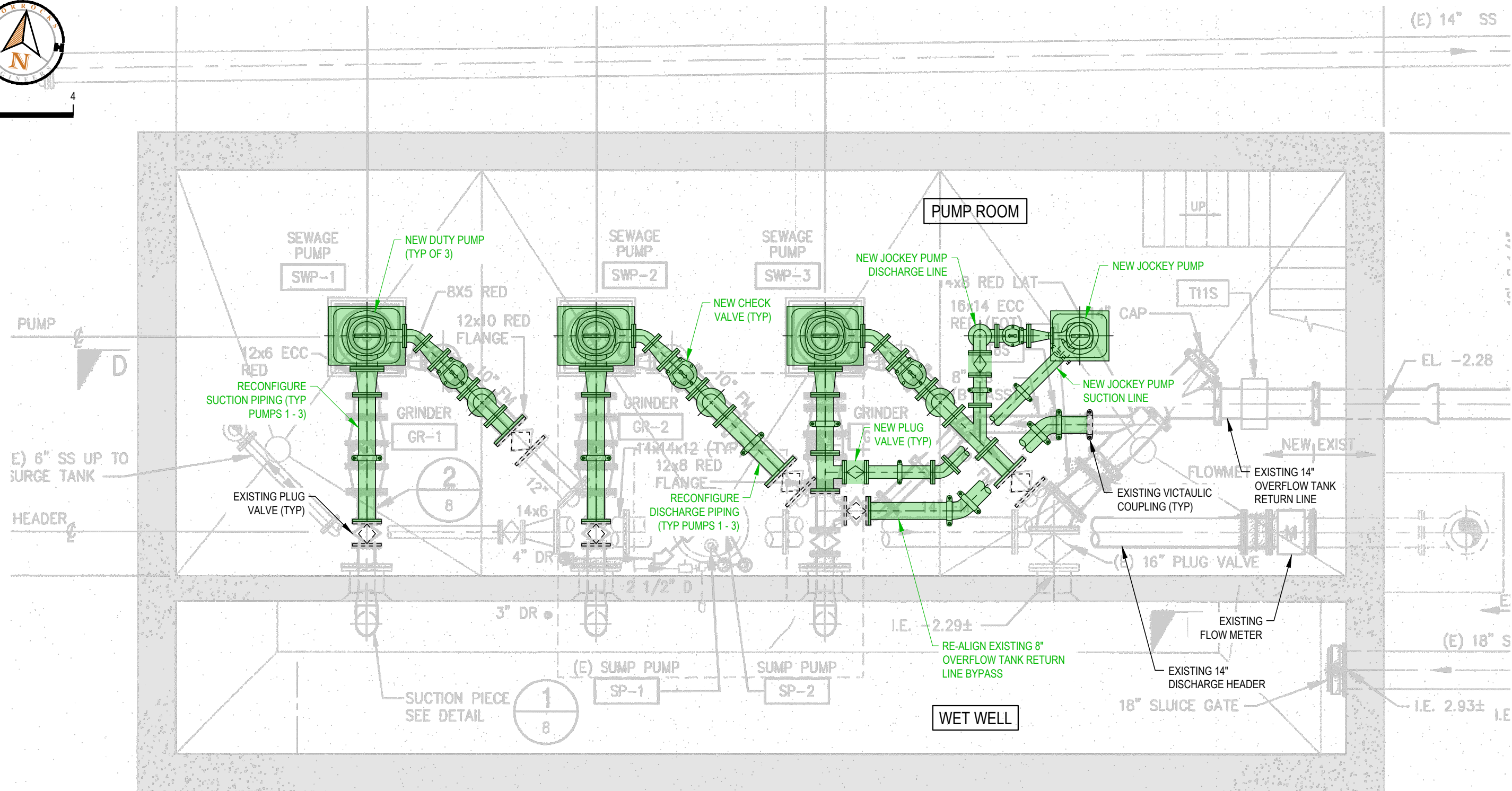
SCALE: 1/4" = 1'-0"

**MOONLIGHT BEACH PUMP STATION MODIFICATIONS
SAN ELIJO JOINT POWERS AUTHORITY**

CONCEPTUAL PUMP STATION MECHANICAL PUMP AND PIPING IMPROVEMENTS - THREE-PUMP CONFIGURATION



0 4



NOTES:

1. EXISTING PUMP STATION BACKGROUND INFORMATION TAKEN FROM CITY OF ENCINITAS CONSTRUCTION PLANS TITLED "MOONLIGHT BEACH PUMP STATION REHABILITATION PROJECT", PREPARED BY KENNEDY/JENKS CONSULTANTS, DATED MAY 2005.

LOWER LEVEL PLAN

SCALE: 1/4" = 1'-0"

MOONLIGHT BEACH PUMP STATION MODIFICATIONS
SAN ELIJO JOINT POWERS AUTHORITY

CONCEPTUAL PUMP STATION MECHANICAL PUMP AND PIPING IMPROVEMENTS - FOUR-PUMP CONFIGURATION

SAN ELIJO JOINT POWERS AUTHORITY: MOONLIGHT BEACH SEWAGE PUMP STATION MODIFICATIONS
HORROCKS ENGINEERS FEE PROPOSAL FOR ENGINEERING DESIGN SERVICES
(September 6, 2021)

LABOR AND BUDGET FOR EACH TASK OF THE PROPOSED SCOPE OF WORK (see Assumptions, Notes and Additional Services as listed below)			Bob H	Brett B	Dale G	Mike R	LeAnn K	Pat B		Guy C	Mark B		
			Principal-in-Charge (Sr. Princ Engr II)	Structural Engineering Lead (Engineer IV)	Project Manager (Senior Engineer)	Lead CAD Designer (Sr. Dsgn Tech IV)	Word Processor & Admin (Sr. Administrative Assistant)	Project Accountant (Sr. Administrative Assistant)		Total Horrocks Labor Cost	Michael Wall Engrg (Electrical Engrg/Power Distribution Only)		
	Total Hours (Horrocks Staff only) = 421 Hours	Billing Rate==>	\$263	\$166	\$192	\$189	\$92	\$92		Total Subs = \$19,800			
		Total Hours==>	4	12	163	220	10	12					
		Total Labor Cost (exclusive of Optional Services)==>	\$1,052	\$1,992	\$31,296	\$41,580	\$920	\$1,104					
TASK 1	PROJECT MANAGEMENT	Total Hours and Costs for Task 1 =>	4	0	14	0	4	6	\$4,660	\$0	\$0	\$0	\$4,660
1.1	Project Management services (for Tasks 1 thru 6) include (but are limited to)								\$0				
	the following:												
	Coordination with Client re: contract matters		2		2				\$910				
	Project Status Tracking				2				\$384				
	Project Team Coordination				2				\$384				
	Budget Status Tracking				2				\$384				
	Invoicing to Client				4		6		\$1,320				
	Contract Amendment Preparation (if required)		2		2		4		\$1,278				
TASK 2	MEETINGS WITH SEJPA	Total Hours & Costs for Task 2 =>	0	0	6	2	0	0	\$1,530	\$0	\$0	\$100	\$1,630
2.1	In-Person Meetings at SEJPA (if requested by SEJPA); Two mtgs at 2 hrs/mtg (incl trvl)				4				\$768			\$100	
2.2	Virtual Meetings (attended by Dale G & Mike R); 4 each at 0.5 hr/mtg/person				2	2			\$762				
Task 3	SITE VISITS TO MOONLIGHT BEACH SPS	Total Hours and Costs for Task 3 =>	0	0	3	3	0	0	\$1,143	\$0	\$0	\$100	\$1,243
3.1	Site Visits by Horrocks Staff; two visits by one person/3 hrs per visit				3	3			\$1,143			\$100	
Task 4	HYDRAULIC ANALYSIS OF PUMP STATION	Total Hours and Costs for Task 4 =>	0	0	10	0	0	0	\$1,920	\$0	\$0	\$0	\$1,920
4.1	System Curve Development				1				\$192				
4.2	Alternative Pump Manufacturer Discussion with SEJPA				1				\$192				
4.3	System Curve vs. Pump Curve Analysis				6				\$1,152				
4.4	Design Pumping Capacity and 3-pump vs. 4-pump Configuration; decide which configuration to implement				2				\$384				
TASK 5	HVAC EVALUATION	Total Hours and Costs for Task 5 =>	0	0	1	1	0	0	\$381	\$0	\$1,800	\$0	\$2,181
5.1	Confirm Heat Rejection (Heat loss) into Pump Room due to Drypit Subm Pumps				1	1			\$381		\$1,800		
	(this will be done for either the 3-pump or the 4-pump configuration)												

SAN ELIJO JOINT POWERS AUTHORITY: MOONLIGHT BEACH SEWAGE PUMP STATION MODIFICATIONS
HORROCKS ENGINEERS FEE PROPOSAL FOR ENGINEERING DESIGN SERVICES
(September 6, 2021)

Bob H Brett B Dale G Mike R LeAnn K Pat B Guy C Mark B

LABOR AND BUDGET FOR EACH TASK OF THE PROPOSED SCOPE OF WORK (see Assumptions, Notes and Additional Services as listed below)		Principal-in-Charge (Sr. Princ Engr II)	Structural Engineering Lead (Engineer IV)	Project Manager (Senior Engineer)	Lead CAD Designer (Sr. Dsgn Tech IV)	Word Processor & Admin (Sr. Administrative Assistant)	Project Accountant (Sr. Administrative Assistant)	Total Horrocks Labor Cost	Michael Wall Engrg (Electrical Engrg/Power Distribution Only)	Bender-Dean Engrg (HVAC Sub)	Other Expense (mileage, printing, etc)	Total Fee
TASK 6	PLANS, SPECIFICATIONS & COST ESTIMATES Total Hours and Costs for Task 6 =>	0	12	51	169	0	0	\$43,725	\$16,200	\$0	\$500	\$60,425
6.1	Prepare 60%, 90% and 100% Design Submittals (plans, specifications and Construction Cost Estimates):											
	60% Submittal		4	16	95			\$21,691			\$100	
	90% Submittal		4	16	45			\$12,241			\$100	
	100% Submittal		4	16	25			\$8,461			\$100	
	Final (printing to mylar)			1	4			\$948			\$200	
Sub	Electrical Engineering (Power Distribution Design)			2				\$384	\$16,200			
TASK 7	SERVICES DURING BIDDING & CONSTRUCTION Total Hours and Costs for Task 7 =>	0	0	78	45	6	6	\$24,585	\$1,800	\$0	\$200	\$26,585
Note:	A 12 month bidding and construction period is assumed for the purpose of estimating the Task 7 fee (see Fee Table Note N-1)											
7.1	Project Management (assume 0.5 hour per month)			6		6	6	\$2,256				
7.2	Site Visits (assume 2 site visits, 3 hours per site visit); total for Construction Phase only			6				\$1,152			\$100	
7.3	Bidding Phase Services:											
7.3.1	Attend Pre-Bid Conference with Bidders & SEJPA (2 hours, including travel)			2				\$384			\$50	
7.3.2	Respond to RFI's (assume max. of 6 RFI's)			6	3			\$1,719				
7.3.3	Assist SEJPA with preparation of addenda (max of 1 addenda); see Fee Table Note N-2.			4	3			\$1,335				
7.3.4	Prepare Conformed Drawings; See Fee Table Note N-3			2	12			\$2,652				
7.4	Construction Phase Services:											
7.4.1	Attend Pre-Construction Meeting with Contractor & SEJPA (2 hours, including travel)			2				\$384			\$50	
7.4.2	Respond to RFI's (assume max. of 6 RFI's)			6	3			\$1,719				
7.4.3	Review Submittals as requested by SEJPA; see Fee Table Note N-4. assume max 15 submittals (which includes re-submittals) at 2 hours each.			30				\$5,760				
7.4.4	Assist SEJPA with preparation of Change Orders (max of 2 Change Orders); See Fee Table Note N-5.			12	12			\$4,572				
7.4.5	As-Built Drawing Preparation; see Fee Table Note N-6.			2	12			\$2,652				
Sub	Electrical Engineering (Power Distribution Design)								\$1,800			

SAN ELIJO JOINT POWERS AUTHORITY: MOONLIGHT BEACH SEWAGE PUMP STATION MODIFICATIONS
HORROCKS ENGINEERS FEE PROPOSAL FOR ENGINEERING DESIGN SERVICES
(September 6, 2021)

LABOR AND BUDGET FOR EACH TASK OF THE PROPOSED SCOPE OF WORK (see Assumptions, Notes and Additional Services as listed below)			Bob H	Brett B	Dale G	Mike R	LeAnn K	Pat B		Guy C	Mark B			
			Principal-in-Charge (Sr. Princ Engr II)	Structural Engineering Lead (Engineer IV)	Project Manager (Senior Engineer)	Lead CAD Designer (Sr. Dsgn Tech IV)	Word Processor & Admin (Sr. Administrative Assistant)	Project Accountant (Sr. Administrative Assistant)	Total Horrocks Labor Cost	Michael Wall Engrg (Electrical Engrg/Power Distribution Only)	Bender-Dean Engrg (HVAC Sub)	Other Expense (mileage, printing, etc)	Total Fee	
OPTIONAL SERVICES		A Change Order will be Negotiated for Optional Services =>		0	0	0	20	0	0	\$3,780	\$2,500	\$14,200	\$0	\$20,480
#1	Additional Electrical Engineering (Power Distribution only) for Fourth Pump					4				\$756	\$2,500			\$3,256
#2	HVAC System: Design Modifications (if required due to Task 5 findings)					16				\$3,024		\$14,200		\$17,224
										Total Fee without Optional Services			\$98,644	
										Grand Total with Optional Services			\$119,124	

FEE TABLE ASSUMPTIONS:

- A-1 All work will be performed on a time-and-materials "not-to-exceed" basis for the agreed amount. No additional compensation will be received beyond the total amount negotiated for the scope of work unless changes are approved in advance by a written change order that is issued and signed by SEJPA and the Consultant.
- A-2 This proposal is a firm offer for a period of 90 days from August 27, 2021 (the proposal submittal date).
- A-3 Horrocks has assumed the project design schedule will be not exceed 6 months.
- A-4 Each interim design submittal will be comprised of electronic files (PDFs) for the design documents. If hard copy drawings are requested by SEJPA, they will be furnished as half-size drawings (printed to 11x17 paper) plus double-sided printed and bound specifications.
- A-5 Technical Specifications will be prepared in CSI format (using either the 5-digit or 6-digit number system for each specification section).

FEE TABLE NOTES:

- N-1 Task 7 includes only the tasks explicitly listed in the table above. A partial list of services NOT included is: field inspection; materials testing; startup and testing of the modified pump station.
- N-2 Addenda Assistance is based on engineering services to show changes to the plans and/or specifications, and does not include preparation of the actual addenda or issuing it to bidder.
- N-3 Conformed drawings will reflect drawing changes identified during the bidding phase (via RFI's and Addendum).
- N-4 Horrocks assumes SEJPA will review some submittals (perhaps the non-technical submittals) with selected submittals being sent to Horrocks for review.
- N-5 Change Order Assistance is based on engineering services to show changes to the plans and/or specifications, and does not include preparation of the actual Change Orders or issuing them to bidders.
- N-6 As-Built Drawings will be prepared by Horrocks using redline markups prepared and maintained throughout construction by the Contractor. Horrocks will not make independent field measurements to confirm as-constructed conditions. The original AutoCAD drawing files will be changed to show as-constructed conditions per the redline markups.

HORROCKS

ENGINEERS

Engineers	Hourly Billed Rate
Sr. Principal Engineer IV	\$283.00
Sr. Principal Engineer III	\$263.00
Sr. Principal Engineer II	\$247.00
Sr. Principal Engineer	\$236.00
Principal Engineer V	\$235.00
Principal Engineer IV	\$219.00
Principal Engineer III	\$201.00
Principal Engineer II	\$183.00
Principal Engineer	\$159.00
Sr. Associate Engineer/Project Manager V, P.E.	\$265.00
Sr. Associate Engineer/Project Manager IV, P.E.	\$248.00
Sr. Associate Engineer/Project Manager III, P.E.	\$246.00
Sr. Associate Engineer/Project Manager II, P.E.	\$233.00
Sr. Associate Engineer/Project Manager, P.E.	\$214.00
Associate Engineer/Project Manager V, P.E.	\$198.00
Associate Engineer/Project Manager IV, P.E.	\$184.00
Associate Engineer/Project Manager III, P.E.	\$168.00
Associate Engineer/Project Manager II, P.E.	\$153.00
Associate Engineer/Project Manager, P.E.	\$126.00
Sr. Engineer VIII, P.E.	\$274.00
Sr. Engineer VII, P.E.	\$267.00
Sr. Engineer VI, P.E.	\$251.00
Sr. Engineer V, P.E.	\$240.00
Sr. Engineer IV, P.E.	\$236.00
Sr. Engineer III, P.E.	\$221.00
Sr. Engineer II, P.E.	\$207.00
Sr. Engineer, P.E.	\$192.00
Engineer V, P.E.	\$179.00
Engineer IV, P.E.	\$166.00
Engineer III, P.E.	\$147.00
Engineer II, P.E.	\$130.00
Engineer, P.E.	\$114.00
Engineering Intern IV	\$138.00
Engineering Intern III	\$123.00
Engineering Intern II	\$106.00
Engineering Intern	\$94.00
Other Professionals	
Sr. Principal Planner	\$242.00
Sr. Associate Planner	\$202.00
Sr. Planner VI	\$249.00
Sr. Planner V	\$227.00
Sr. Planner IV	\$216.00
Sr. Planner III	\$205.00
Sr. Planner II	\$181.00
Sr. Planner	\$164.00
Planner V	\$155.00
Planner IV	\$137.00
Planner III	\$119.00
Planner II	\$100.00
Planner	\$82.00

Technicians	Hourly Billed Rate
Sr. Design Technician IV	\$189.00
Sr. Design Technician III	\$168.00
Sr. Design Technician II	\$150.00
Sr. Design Technician	\$137.00
Design Technician IV	\$121.00
Design Technician III	\$107.00
Design Technician II	\$87.00
Design Technician	\$63.00
Sr. CAD Technician II	\$121.00
Sr. CAD Technician	\$104.00
CAD Technician II	\$88.00
CAD Technician	\$75.00
Jr. CAD Technician	\$55.00
Surveyors and Technicians	
Sr. Licensed Surveyor II	\$183.00
Sr. Licensed Surveyor	\$151.00
Licensed Surveyor II	\$133.00
Licensed Surveyor	\$112.00
Sr. Surveyor/ROW Technician II	\$137.00
Sr. Surveyor/ROW Technician	\$118.00
Surveyor/ROW Technician III	\$103.00
Surveyor/ROW Technician II	\$88.00
Surveyor/ROW Technician	\$62.00
Support Staff	
Sr. Administrative Assistant III	\$119.00
Sr. Administrative Assistant II	\$104.00
Sr. Administrative Assistant	\$92.00
Administrative Assistant III	\$72.00
Administrative Assistant II	\$56.00
Administrative Assistant	\$46.00
Equipment	
Global Positioning System	\$16.70 / hour
Mobile LiDAR/HDS 3D Scanner	Request Pricing
Lab Testing Equipment	Request Pricing
Vacuum Truck	Request Pricing
CCTV Camera Truck	Request Pricing
Travel and Subsistence	at cost
Mileage	\$0.62 / mile
Subconsultant	Cost + 10%
Other Direct Costs	Cost + 10%

Rates are effective through December 31, 2021. Rate increases will be negotiated with the City effective January First of each year using CPI as a benchmark.

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 2021

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: TECHNICAL SERVICES AGREEMENT FOR TOXICITY TESTING

RECOMMENDATION

It is recommended that the Board of Directors:

1. Authorize the General Manager to enter into a technical service agreement with Enthalpy Analytical for laboratory testing services of toxicity samples for an amount not-to-exceed \$39,640; and
2. Discuss and take action as appropriate.

BACKGROUND

NPDES Permit No. CA0107999 and Regional Board Order No. R9-2018-0003 establishes requirements for the San Elijo Joint Powers Authority (SEJPA) to discharge treated municipal wastewater from the San Elijo Water Campus to the San Elijo Ocean Outfall (SEOO). This Order incorporates both state and federal water quality requirements and has a scheduled renewal frequency of every 5 years. The Order establishes a series of monitoring and reporting requirements that include monthly chronic toxicity testing of the secondary effluent being discharged to the ocean. This requirement has been in place for the last few permit cycles and the toxicity test is a specialized method that the SEJPA is not certified to perform.

DISCUSSION

A request for proposals was advertised on PlanetBids on August 2, 2021, with a due date of August 26, 2021. Two proposals for laboratory testing of toxicity services were submitted electronically by the due date (Table 1). Both laboratories demonstrated the experience and staffing necessary to provide the desired scope of services. The scope and fee submitted by both laboratories was also the same. As there was no identified discernable difference in the proposals, staff recommends selecting the laboratory located in San Diego rather than Ventura.

TABLE 1 – PROPOSAL COMPARISON

Laboratory	Proposed Tests	Proposed Fee
Aquatic Bioassay & Consulting Laboratories, Inc.	38	\$39,640
Enthalpy Analytical Toxicity Laboratory	38	\$39,640

The proposed scope of services includes monthly tests for a period of three years and an initial toxicity sensitivity screening of three species.

FINANCIAL IMPACT

The recommended agreement with Enthalpy Analytical is for an amount not-to-exceed \$39,640. Adequate funds for the first year of this service are available for this agreement in the FY 2021-22 Budget. Additional funds will be included in subsequent budget requests to continue testing during the second and third year of this contract.

It is recommended that the Board of Directors:

1. Authorize the General Manager to execute a technical services agreement with Enthalpy Analytical for laboratory services in an amount not-to-exceed \$39,640; and
2. Discuss and take action as appropriate.

Respectfully submitted,

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

Michael T. Thornton, P.E.
General Manager

Attachment 1: Enthalpy Analytical proposal dated August 26, 2021.

August 26, 2021

Vanessa Hackney
San Elijo Joint Powers Authority
Submitted via PlanetBids

Subject: Chronic Toxicity Testing and Analysis Cost Proposal

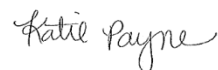
Dear Ms. Hackney,

In accordance with the Request for Bids, the price quotation for toxicity testing services is included below. The test cost includes sample pick-up, delivery, and transportation to our laboratory in Mission Valley, San Diego, CA. Sample containers and coolers will also be provided at no cost. Our Project Management team will work closely with SEJPA staff to coordinate and schedule testing, arrange for pick-up and delivery, and will oversee the chronic toxicity testing program from sample pick-up to final reporting. Chronic toxicity testing will be conducted under the guidelines prescribed in *Short-Term Methods for Estimating the Chronic Toxicity of Effluent and Receiving Waters to West Coast Marine and Estuarine Organisms* (EPA/600/R-95/136, 1995). Standard turn-around-time for the final report is three weeks from sample receipt at the laboratory. Deliverables include a final report of results, statistical analyses of sample data in accordance with method guidance, reference toxicant results if applicable, QA/QC discussion, and available raw data in electronic format.

Test Species	Test Endpoint(s)	Unit Test Cost	Total Number Requested	Extended Cost
Giant Kelp (<i>Macrocystis pyrifera</i>)	Germination & Growth	\$1,050	36	\$37,800
Pacific Topsmelt (<i>Atherinops affinis</i>)	Survival & Growth	\$1,025	1	\$1,025
Purple Sea Urchin (<i>Strongylocentrotus purpuratus</i>)	Fertilization	\$815	1	\$815
Total Extended Cost			\$39,640	

Thank you again for the opportunity to bid on this important program, and we look forward to hearing from you soon. If you should have any questions or need additional information about our qualifications, please contact me at 858.587.7333 x14012 or katie.payne@enthalpy.com

Sincerely,



Katie Payne

Business Development Manager

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 2021

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO JOINT POWERS AUTHORITY PURCHASING POLICY UPDATE

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2022-01, Resolution of the Board of Directors Establishing Purchasing Policies and Procedures for the San Elijo Joint Powers Authority; and
2. Discuss and take action as appropriate.

BACKGROUND

Purchasing policy and procedures are documents that communicate agency policies, and state how to manage and document purchasing for a government agency. In addition to these important functions, San Elijo Joint Powers Authority (SEJPA) utilizes the purchasing policy to communicate with staff, supplier and SEJPA's Board of Directors. Furthermore, the policy helps to utilize rate payer funds to obtain the best value.

DISCUSSION

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.

Working with SEJPA legal counsel, staff has prepared a revised purchasing policy, Resolution No. 2022-01 (Attachment), which includes the recommended changes. Approval of Resolution 2022-01 will supersede the previous purchasing policy Resolution No. 2020-01.

FINANCIAL IMPACT

There is no financial impact associated adopting Resolution No. 2022-01, which establishes the purchasing policies and procedures for San Elijo Joint Powers Authority.

It is, therefore, recommended that the Board of Directors:

1. Adopt Resolution No. 2022-01, Resolution of the Board of Directors Establishing Purchasing Policies and Procedures for the San Elijo Joint Powers Authority; and
2. Discuss and take action as appropriate.

Respectfully submitted,



Michael T. Thornton, P.E.
General Manager

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

RESOLUTION NO. 2022-01

**RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING PURCHASING POLICIES
AND PROCEDURES
FOR THE SAN ELIJO JOINT POWERS AUTHORITY**

WHEREAS, San Elijo Joint Powers Authority (SEJPA) is a joint powers authority organized and operating pursuant to Government Code Sections 6500 et seq.; and

WHEREAS, the Board of Directors of SEJPA recognizes that the ongoing operation of SEJPA requires the purchase of materials, supplies, services, equipment and inventory; and

WHEREAS, it is necessary to purchase these items on a regular basis to carry on the day-to-day operation of SEJPA as well as to supply and resupply inventory; and

WHEREAS, the Board of Directors of SEJPA desires to establish formal purchasing policies and procedures in conformity with current California law for implementation by SEJPA Staff; and

WHEREAS, pursuant to the First Amended Restatement of Agreement Between Cardiff Sanitation District and Solana Beach Establishing the San Elijo Joint Powers Authority creating SEJPA, dated September 1, 2021, the General Manager has the authority to make and enter in contracts for capital costs, costs for special services, equipment, materials, supplies, maintenance or repair that involves an expenditure by SEJPA of \$50,000 or less, or any contract with any consultant (except for consultants to perform the duties of the auditor or treasurer) for services, the cost of which is included in the budget for the then fiscal year, and which involve an expenditure by SEJPA of \$50,000 or less; and

WHEREAS, it is recognized that this Resolution supersedes all previous resolutions establishing purchasing policies and procedures for the San Elijo Joint Powers Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SAN ELIJO JOINT POWERS AUTHORITY AS FOLLOWS:

1. PURPOSE. This policy is intended to establish sufficient procedures for the purchase of supplies, equipment and services of the required quality at the lowest possible price.
2. PURCHASING OFFICER.
 - 2.1 The General Manager is designated as the "Purchasing Officer".
 - 2.2 In addition to administering the other procedures contained herein, the Purchasing Officer:
 - a) Shall keep informed of current developments in market conditions and new products and shall maintain a bidders list, vendors catalogue file, and records needed for the efficient purchase of supplies and equipment for the Purchasing Officer's department;
 - b) Shall first consider sources of supplies and equipment located within SEJPA's service area.

- c) May prescribe and maintain such forms and supplemental procedures as are reasonably necessary for the operation of SEJPA in accordance with this resolution; and
- d) Shall inspect supplies and equipment delivered to determine their conformance with the specifications and may require the vendor to reimburse SEJPA for the performance of chemical and physical tests on samples.

2.3 The General Manager may authorize, in writing, a designee to purchase specified supplies and equipment, independently from the Purchasing Officer. The authorized designee shall comply with the procedures of this resolution and shall make periodic reports to the General Manager on the status of the purchases. The General Manager shall ensure that each designee so authorized has filed a financial disclosure statement in accordance with this policy.

3. DETERMINATION OF REQUIREMENT AND SURPLUS.

3.1 General.

- a) Each purchase shall follow the appropriate procedures identified for that type of purchase. Separate procedures have been established for the procurement of supplies, equipment, non-professional services, public works contracts, and professional services contracts.
- b) The Board of Directors reviews and approves an annual budget authorizing the purchase of materials, supplies, equipment and inventory; funding for capital items and projects; professional services and the general operation of SEJPA's recycled water, and wastewater.
- c) Except in the event of an emergency as provided for in Section 3.1(d) and except for contracts with consultants to perform the duties of the auditor or treasurer, authority to approve purchases and enter into contracts on behalf of SEJPA shall be as follows:

	Department Supervisor	Department Director	General Manager	Board of Directors
<i>Supplies, equipment & non-professional services:</i>				
\$0.01 – \$5,000.00	X	X	X	X
\$5,000.01 – \$10,000.00		X	X	X
\$10,000.01 – \$50,000.00			X	X
\$50,000.01 and over				X
<i>Public Works, professional services & other purchases:</i>				
\$0.01 – \$50,000.00			X	X
\$50,000.01 and over				X

- d) The General Manager is authorized to purchase and enter into contracts for urgent maintenance and for necessary equipment, services and supplies in the case of an emergency, without giving notice for bids and in any necessary amount. Urgent sewer maintenance or repair work is work

that is required as a result of a physical condition which threatens public health or safety or the environment, and requires immediate remedial action to mitigate said threat. Following the exercise of this authority, the General Manager or designee shall follow the procedures required by Section 22050 of the Public Contract Code.

3.2 Supplies, Equipment, and Non-professional services.

- a) Purchases up to \$5,000 for supplies, equipment, and non-professional services shall be made at the discretion of the Department Supervisor with the option for a quote or competitive bid. Authorization for the purchase is by the Department Supervisor.
- b) Purchases up to \$10,000 for supplies, equipment, and non-professional services shall be made at the discretion of the Department Director through the use of a competitive bid process when practical. Three bids or quotes shall be obtained based on appropriate procedures identified for that type of purchase. Authorization for the purchase is by the Department Director.
- c) Purchases up to \$50,000 for supplies, equipment, and non-professional services shall be made through the use of a competitive bid process at the discretion of the General Manager. Three bids or quotes must be obtained based on appropriate procedures identified for that type of purchase. Authorization for the purchase is by the General Manager.
- d) Purchases over \$50,000 for supplies, equipment, and nonprofessional services will require a formal bid process, including, but not limited to, the preparation and circulation of a request for a proposal to qualified sources, as determined in the discretion of the General Manager or designee, to permit reasonable competition consistent with the nature and requirements of the proposed purchases. Authorization for purchase is by the Board of Directors.

3.3 Public Work Contracts

- a) For the purposes of this policy, "Public Works" means works subject to Public Contract Code section 20780 *et seq.* Contractors for Public Work will be required to provide proof of insurance and other requirements according to applicable public contracting laws and regulations.
- b) Public Works Contracts for Work not exceeding \$35,000 shall be procured at the discretion of the General Manager. While not specifically required by this section, competitive quotations for public works are always encouraged and may be requested by the General Manager prior to approving the contract.
- c) Public Works Contracts for Work Exceeding \$35,000 not Done by Force Account. When work is not to be done by SEJPA itself by force account, and the amount involved is \$35,000 or more, and competitive bidding of the contract is required by law, any contract for such work shall be let to the lowest responsive and responsible bidder after publication of notice

inviting sealed bids in a newspaper or periodical of general circulation to be designated by the General Manager for such time as shall be fixed by law. A canvas of all bids received shall be presented by the General Manager to the Board of Directors, together with a statement of the lowest responsive and responsible bid and the General Manager's recommendation on the bidder who should receive the award. Such recommendation shall be subject to approval by the Board of Directors prior to award of the contract on which bids were received. The Board of Directors may reject any and all bids, determine that a bid is non-responsive, determine that a bidder is not responsible, or take such further action.

- d) For Public Works not exceeding \$50,000, the General Manager or designee is authorized to accept, reject and take other actions on bids to the extent permitted by Public Contract Code section 20783.

3.4 Cooperative Purchasing. Intergovernmental purchasing is authorized under this policy. SEJPA may participate in, sponsor, conduct, or administer a cooperative procurement agreement with other public agencies for the procurement of any supplies or services to increase efficiency and/or reduce expenses. Cooperative purchasing may include, but is not limited to, the practice referred to as "piggybacking" as well as use of purchasing schedules established by other California government agencies or the Federal General Services Administration (GSA). All cooperative purchasing conducted under this policy shall be through contracts that were originally awarded through full and open competition.

3.5 Splitting. Dividing a purchase into two or more parts to avoid the requirements of the Purchasing Policy is prohibited.

3.6 Exceptions to Competitive Quotation and Bidding. The following purchases shall not be subject to the competitive quotation and bidding requirements contained in this section:

- a) Personal service contracts requiring a particular skill or ability.
- b) Contracts for purchase of patented products.
- c) Contracts for experimental or unique products.
- d) The acquisition or disposition of real or personal property.
- e) Where an emergency exists requiring completion of the work.
- f) Contracts where competitive proposals or bids would be incongruous and would not result in any advantage to the SEJPA.
- g) Insurance coverage proposals.
- h) All professional service contracts.

- i) Sole-source procurement from a single vendor may be conducted if the purchase item is obtainable only from that vendor based on availability and compatibility criteria, or in emergency circumstances. Sole-source purchases shall be supported by written documentation (hard or electronic copy) approved and authorized by the General Manager or designee, forwarded and maintained in a project or accounts payable file. Final authorization of a sole-source purchase will be approved according to the purchasing procedures identified for each type of purchase.
- j) Any contract not required to be competitively bid under California law.

3.7 Purchasing Documentation.

- a) Each purchase shall be requested and executed using an appropriate form or documentation. Purchasing forms and documents, depending on type of purchase, shall be the purchase request, purchase order, bid package, and service contract. Forms or documents may be submitted in hard or electronic copy. All contracts and purchase orders (electronic or hard copy) must be approved and signed by authorized individuals.
- b) Approved purchase orders will be used for most purchases. Exceptions include items covered by other contracts, utilities and similar services recurring professional services, water purchases, postage, expense reimbursements, newspaper ads, subscriptions, petty cash items, and other items of similar nature.

3.8 Surplus Sales.

- a) Surplus items having a saleable value shall be accumulated by SEJPA personnel and may be sold at the discretion of the General Manager or his/her designee. Surplus items with an estimated value in excess of \$500 for a specific category shall be appropriately advertised and either auctioned or sold on a negotiated basis depending upon the circumstances. The General Manager or designee shall determine the method of sale and the objective shall always be to obtain the maximum benefit possible for SEJPA.
- b) All applicable laws governing sales of surplus SEJPA property shall be adhered to, including restrictions on SEJPA Board Directors, employees, and/or Directors or employees' relatives receiving such property.

3.9 Delegation to General Manager

- a) The General Manager or designee is authorized to negotiate for and enter into agreements for work to be done by consultants and contractors where the project has been previously approved by the Board of Directors and funds have been appropriated or budgeted. The General Manager or designee shall comply with bidding requirements as contained in this document.

3.10 Regulations Governing Change Orders for SEJPA Contracts for the Construction of Public Works

The General Manager shall have certain authority for the signing of change orders governing SEJPA contracts. This authority shall extend only to projects that have Board of Directors approved appropriations in sufficient amounts to cover the costs of the change order(s). Change orders shall be presented to the Board of Directors at the earliest opportunity for their information and/or approval.

- a) Change orders less than \$50,000 may be approved and signed at the discretion of the General Manager.
- b) Change orders totaling more than \$50,000 per contract shall be reviewed and approved by the Board of Directors.

3.11 Professional Service Contracts Selection Policy

- a) For professional service contracts that are anticipated to be less than \$50,000, staff shall provide written or oral Requests for Proposals (RFPs) to at least two firms. A short form RFP is acceptable. No rating/interview panel is required.
- b) For professional service contracts that are anticipated to be between \$50,000 to \$200,000, staff shall solicit at least three written proposals from at least three prospective providers. The review and ranking of proposals shall be conducted by in-house review panel. Qualifications, demonstrated competence, and a fair and reasonable fee proposal should be determining factors in the selection of a professional consultant. Staff shall then negotiate the final fee based upon the agreed scope of work.
- c) For professional service contracts that are anticipated to exceed \$200,000, staff shall solicit at least three written proposals from at least three prospective providers. RFPs shall be used to solicit the written proposals and may include the requirement that a price proposal be in writing and be sealed, a general description of the scope of work, the approach for conducting work, project team qualifications and resumes, consultant's experience with similar work, RFP submission deadline, and the time and place for interviews of prospective consultants. The review and ranking of proposals shall be conducted by in-house review panel. Qualifications, demonstrated competence, and a fair and reasonable fee proposal should be determining factors in the selection of a professional consultant. Staff shall then negotiate the final fee based upon the agreed scope of work. Interviews may be conducted by the appropriate staff members,
- d) Where it is apparent that an RFP process would be incongruous and would not result in an advantage to SEJPA, an exception to the foregoing processes may be granted. Exceptions may include where the staff is looking for a particular skill or ability, or where a consultant is already providing current services for SEJPA and there would be economies and efficiencies of scale by continuing with the consultant. Emergencies are also exempted from the RFP process. Staff shall consult with the General

Manager or designee prior to commencing the selection process in order to review if the exception to the standard procedures is warranted.

4. WEB-BASED PLATFORMS. The General Manager may authorize the use of a web-based bid/proposal management platform (such as PlanetBids or other similar eProcurement portals) to perform procurement functions, including to announce and distribute solicitations released by SEJPA online, so long as the web-based platform is able to substantially comply with the applicable procedures set forth in this Policy.

PASSED, ADOPTED AND APPROVED at a Regular Meeting of the Board of Directors of the San Elijo Joint Powers Authority held this 21st day of September 2021, by the following roll call vote:

AYES: Boardmembers:

NOES: Boardmembers:

ABSENT: Boardmembers:

ABSTAIN: Boardmembers

Kristi Becker, Chairperson
SEJPA Board of Directors

ATTEST:

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

SAN ELIJO JOINT POWERS AUTHORITY
MEMORANDUM

September 21, 2021

TO: Board of Directors
San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: RECYCLED WATER CAPITAL IMPROVEMENT PLAN AND GRANT
FUNDING UPDATE

RECOMMENDATION

No action required. The presentation of the recycled water capital plan and grant funding update is for information only.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) operates a utility that produces and delivers more than 500 million gallons of recycled water annually for irrigation and industrial uses within the cities of Encinitas, Solana Beach, and Del Mar, as well as to portions of Rancho Santa Fe.

At the March 16, 2021 Board meeting, staff presented information on the recycled water cost-of-service study and the recommended 10-year capital improvement plan (CIP). The budgetary value for the 10-Year CIP is 10.7 million, based on planning level information. Staff finalized the 10-year CIP and included the financial impact in the cost-of-service study that was approved at the April 2021 Board meeting.

Staff has also pursued state and federal grant funding opportunities to support the recycled water capital program. This staff report will provide an update on these efforts.

DISCUSSION

Long Term Capital Planning

The recommended 10-Year CIP includes projects to replace or improve aging infrastructure, enhance the reliability of the recycled water utility, and allow for continued advancement of water recycling, including additional treatment required for potable reuse.

- Treatment Improvements: These projects will allow SEJPA to increase treatment production, recycle stormwater, improve reliability, and fulfill expected new demands while building towards potable reuse required treatment standards. Budgetary estimate is \$5.5 million.

- **Storage Projects:** Projects involve 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 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.

CIP Grant Funding

Staff has been successful in 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.

Capital Scheduling

Staff has reviewed schedule options for building the CIP in a variety of timelines due to grant funding requirements. The total value of the 10-year CIP is \$10.7 million in 2021 dollars and the 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.

FINANCIAL IMPACT

There is no financial impact associated with the staff report. Staff notes that construction costs can often be reduced through compressing construction schedules and completing more capital projects earlier in the CIP planning period. Staff is evaluating the costs and benefits of completing the CIP in a compressed schedule and will report back to the Board.

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