AGENDA SAN ELIJO JOINT POWERS AUTHORITY MONDAY, JULY 13, 2020 AT 8:30 AM

The next regular meeting of the San Elijo Joint Powers Authority (SEJPA) will be on Monday, July 13, 2020 at 8:30 a.m., PST.

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

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

Dial-In Phone Number: 669-900-9128 Meeting ID: 957-3112-0188

Public Comments (including oral communication and agenda item related topics must be submitted via email to <u>hackneyv@sejpa.org</u> not later than 7:30 a.m. the day of the meeting, July 13, 2020. 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.

- 1. <u>CALL TO ORDER</u>
- 2. <u>ROLL CALL</u>
- 3. PLEDGE OF ALLEGIANCE
- 4. ORAL COMMUNICATIONS (NON-ACTION ITEM)
- 5. AWARDS AND RECOGNITION

6. * CONSENT CALENDAR

- 7. * APPROVAL OF MINUTES FOR JUNE 8, 2020 MEETING
- 8. * APPROVAL FOR PAYMENT OF WARRANTS AND MONTHLY INVESTMENT REPORTS
- 9. * SAN ELIJO WATER CAMPUS TREATED EFFLUENT FLOWS MONTHLY REPORT
- 10. * SAN ELIJO WATER RECYCLING PROGRAM MONTHLY REPORT
- 11. * ITEMS REMOVED FROM CONSENT CALENDAR

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

REGULAR AGENDA

12. <u>PROFESSIONAL SERVICE AGREEMENT FOR RECYCLED WATER SYSTEM</u> <u>DISTRIBUTION AND STORAGE ANALYSIS</u>

- 1. Authorize the General Manager to enter into a professional services agreement with Infrastructure Engineering Corporation (IEC) in the amount of \$52,365; and
- 2. Discuss and take action as appropriate.

Staff Reference: General Manager

13. CAPITAL IMPROVEMENT PROGRAM UPDATE

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

Staff Reference: General Manager

14. DISCUSS CHANGING BOARD MEETING SCHEDULE FOR 2020

1. Discuss changing dates of the remaining 2020 Regularly Scheduled Board meetings and take action as appropriate.

Staff Reference: General Manager

15. GENERAL MANAGER'S REPORT

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

16. <u>GENERAL COUNSEL'S REPORT</u>

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

17. 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.

18. <u>ADJOURNMENT</u>

The next regularly scheduled San Elijo Joint Powers Authority Board Meeting will be Monday, September 14, 2020 at 8:30 a.m.

NOTICE:

The San Elijo Joint Powers Authority's open and public meetings meet 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 <u>www.sejpa.org</u>. The SEJPA Board meetings are held on the second Monday of each month, except August.

AFFIDAVIT OF POSTING

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

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

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

Date: July 9, 2020

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

SAN ELIJO JOINT POWERS AUTHORITY MINUTES OF THE SPECIAL BOARD MEETING HELD ON JUNE 8, 2020 VIA VIDEO CONFERENCE

Jody Hubbard, Chair

Kristi Becker, Vice Chair

A meeting of the Board of Directors of San Elijo Joint Powers Authority (SEJPA) was held Monday, June 8, 2020, at 8:30 a.m., via a public web conference.

1. <u>CALL TO ORDER</u>

Chair Hubbard called the meeting to order at 8:32 a.m.

2. ROLL CALL

Directors Present:

Jody Hubbard Kristi Becker Catherine Blakespear David Zito

Directors Absent:

Others Present: General Manager Director of Operations Director of Finance and Administration Administrative Coordinator Project Manager

SEJPA Counsel: Procopio, Cory, Hargreaves & Savitch

City of Encinitas:

City of Solana Beach: City Manager Director of Engineering/Public Works Finance Director/Treasurer Adriana Ochoa

Michael Thornton

Vanessa Hackney

Chris Trees

Amy Chang

Mike Konicke

None

None

Greg Wade Mohammad "Mo" Sammak Marie Marron Berkuti

3. PLEDGE OF ALLEGIANCE

Web conference meeting so no pledge of allegiance performed.

4. ORAL COMMUNICATIONS

None

5. <u>AWARDS AND RECOGNITION</u>

IRWM Grant Funding (see Staff Report No. 16)

6. <u>CONSENT CALENDAR</u>

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

Agenda Item No. 7	Approval of Minutes for the May 4, 2020 Meeting
Agenda Item No. 8	Approval for Payment of Warrants and Monthly Investment Report
Agenda Item No. 9	San Elijo Water Campus Treated Effluent Flows – Monthly Report
Agenda Item No. 10	San Elijo Water Recycling Program – Monthly Report
Agenda Item No. 11	Approve Ferric Chloride Purchase Agreement Extension
Agenda Item No. 12	Approve Sodium Hypochlorite Purchase Agreement Extension
Agenda Item No. 13	Approve Aluminum Sulfate and Citric Acid Purchase Agreement Extension

Motion carried with the following vote of approval:

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

14. ITEMS REMOVED FROM CONSENT CALENDAR

None

15. <u>ADOPTION OF THE SAN ELIJO JOINT POWERS AUTHORITY FISCAL YEAR 2020-21</u> <u>BUDGET, INVESTMENT POLICY, APPOINTMENT OF TREASURER, AND AUTHORIZE</u> <u>PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST FUNDING</u>

General Manager Thornton presented the Recommended Budget for FY 2020-21 to the Board for approval consideration. The San Elijo Joint Powers Authority (SEJPA) received no public comments or requests for budget changes. Therefore, at this time, the Recommended FY 2020-21 Budget is ready for adoption.

General Manager Thornton also stated that staff is not recommending any changes to SEJPA's investment policy for FY 2020-21, and that the FY 2020-21 Investment Policy and Guidelines is ready for adoption. The General Manager recommended the appointment of Amy Chang, Director of Finance and Administration, as SEJPA Treasurer for FY 2020-21.

Lastly, General Manager Thornton recommended applying unspent operational funds from FY 2019-20 budget to the PARS Public Agencies Post-Employment Benefits Trust (Trust) program. Balance in this Trust program may be used at the Board's discretion to reduce the Unfunded Actuarial Liability or CalPERS pension expenses to manage annual cash demands.

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

- 1. Adopt Resolution No. 2020-05, Resolution Approving the San Elijo Joint Powers Authority Operating and Capital Improvement Budgets for Fiscal Year 2020-21;
- Adopt Resolution No. 2020-06, Resolution Approving the San Elijo Joint Powers Authority Investment Policy and Guidelines and Appointment of Amy Chang as SEJPA Treasurer;
- Authorize SEJPA Treasurer to deposit any surplus FY 2019-20 budgeted funds not expended or otherwise encumbered by June 30, 2020 into the SEJPA PARS Public Agencies Post-Employments Benefits Trust Program; and
- 4. Discuss and take action as appropriate.

Motion carried with the following vote of approval:

AYES:Hubbard, Becker, Blakespear, ZitoNOESNoneABSENT:NoneABSTAIN:None

16. PROPOSITION 1, INTERATED REGIONAL WATER MANAGEMENT, GRANT UPDATE

General Manager Thornton stated San Elijo Joint Powers Authority had applied for two grants from the Proposition 1, Integrated Regional Water Management (IRWM) program, and both pursuits were successful. The first grant was for approximately \$2.8 million to build new recycled water infrastructure in North Coastal San Diego County. The grant was a collaborative effort between the City of Oceanside, Olivenhain Municipal Water District, and SEJPA. The second grant is for stormwater capture and reuse at the San Elijo Water Campus and water education. The grant team for this award is SEJPA and the Nature Collective. The recommended grant value for both grants to SEJPA is approximately \$1.4 million.

General Manager Thornton stated that the two grant agreements will be presented to the Board of Directors for acceptance consideration at a future Board Meeting.

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

17. <u>GENERAL MANAGER'S REPORT</u>

General Manager Thornton stated that San Elijo Joint Powers Authority is in discussion with San Dieguito Water District and the 22nd Agricultural District on their Recycled Water Agreements with a goal to develop Agreement modifications that benefit all parties involved.

General Manager Thornton recognized Director of Operations, Chris Trees, for negotiating a temporary construction easement with San Diego Gas & Electric. This lease will provide \$38,000 in revenue over a short period of time on land that is currently sitting idle.

18. <u>GENERAL COUNSEL'S REPORT</u>

None

19. BOARD MEMBER COMMENTS

None

20. CLOSED SESSION

At 9:14 a.m., General Manager Thornton, General Council, and Board Members went into closed session per Government Code Section 54957(b)(1); 54957.6: PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Title: General Manager.

21. <u>REPORT OUT OF CLOSED SESSION</u>

At 9:28 a.m., General Manager Thornton, General Council, and Board Members returned to open session Board Meeting.

22. <u>CONSIDERATION OF GENERAL MANAGER PERFFORMANCE BONUS</u> (COMPENSATION) PER CURRENT EMPLOYMENT AGREEMENT

Board Member Zito stated that General Manager Thornton has done an excellent job, and that the organization has been well managed, is financially sound, and has met all of its objectives. Board Member Zito then stated he would be making a motion to award General Manager Thornton the full \$10,000 performance bonus.

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

1. Award the General Manager a \$10,000 performance bonus as outlined in the General Manager employment contract.

Motion carried with the following vote of approval:

AYES:Hubbard, Becker, Blakespear, ZitoNOESNoneABSENT:NoneABSTAIN:None

23. ADJOURNMENT

The meeting adjourned at 9:30 a.m. The next Board of Directors meeting is schedule to be held on Monday, July 13, 2020 at 8:30 a.m.

Respectfully submitted,

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Michael T. Thornton, P.E. General Manager

SAN ELIJO JOINT POWERS AUTHORITY PAYMENT OF WARRANTS 20-7 For the Month of June 2020

387:0 Affac Affac <th< th=""><th>Warrant #</th><th>Vendor Name</th><th>G/L Account</th><th>Warrant Description</th><th></th><th>Amount</th></th<>	Warrant #	Vendor Name	G/L Account	Warrant Description		Amount
387.7 Amy Chang COVID 5 Supplies-Equipment Reimbursement - COVID-15 related supplies 447.7 387.7 Applie Environmental Services Fees - Disposal Harandox waste disposal 337.80 387.8 A T Utilities - Freighone Alum service - Knapt 24.13.70 387.6 Carolo Engineerra Services - Engineerring ARC field and verdinees and office supplies 1.04.20 387.7 Carolo Engineerra Services - Engineerring Anco field and verdinees and office supplies 1.04.20 387.8 Carolo Field Field Antones Accounts	38570	Aflac	EE Deduction Benefits	Aflac - April, May, June	\$	1,253.52
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3abs9 Hardy Dagnotics Supples 1-Jab Laboratory supplies 1.109.24 38590 Ideo Distribution,inc. Supplies 1-Jab Laboratory supplies 1.109.24 38591 Ideo Distribution,inc. Supplies 1-Chen Social Distribution Social Distribution Social Distribution 38595 Marine Taxonomic Services, 1/TO Services - Contractors Intensive water quality monitoring - 2nd Qtr 2.250.00 38596 Olivenhain Municipal Water Dis Rent Pipeline rental payment - April 3.602.45 38599 Oliscorp - Chior Alkali Supplies - Chen - Sodium Hypo Sodium hypochiorite 3.602.45 38599 Oliscorp - Chior Alkali Supplies - Chen - Sodium Hypo Sodium hypochiorite 2.656.00 38601 Pacific Pipeline Supplies - Chen - Sodium Hypo Industrial repair parts Supplies	38588	GC Pivotal LLC	Utilities - Internet	I-1 service - July		355.24
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36393Lete SLOX SafeRepail Price ExpressRepail Price Express<	38592	Larry Walker Associates	Services - Professional	Lab operations manual and quality systems review		928.00
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BactorPacific Green LandscapeServices - LandscapeMonthly service and tree stake2,655.0038602Pacific Green LandscapeServices - LandscapeMonthly service and tree stake2,655.0038603Polydyne Inc.Supplies - Chem - PolymerClarifloc WE-00711,799.4438604Rohan & Sons, IncServices - MaintenanceAir conditioning unit261.4538605RSF Security SystemsServices - AlarmSecurity - 06/01/20 - 08/31/201,455.0038606Rusty Wallis, Inc.Repair Parts ExpenseWater softener, tank service, and salt bags176.0938607Santa Fe Irrigation DistrictUtilities - WaterSeabright Ln - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictUtilities - WaterRepc/cled water951.5738610Terminix Processing CenterServices - MaintenanceApril391.0038611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReinbursement - Health and wellness60.0038613Trussell Technologies, IncServices - AlarmDig alert - May and safe excavation board221.6438616USA BuebookRepair Parts ExpenseDigital and submersible pump1,613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,758.4738618Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,718.8738620Verizon WirelessUtilities - Tel	38600	Fric ORiley	Seminars/Education	Reimbursement - Tuition		291.00
38602Pacific Pipeline SupplyRepair Parts ExpenseIndustrial repair parts250.9838603Polydyne Inc.Supplies - Chem - PolymerClarifloc WF-00711,799.4438604Rohan & Sons, IncServices - MaintenanceAir conditioning unit261.4538605RSF Security SystemsServices - AlarmSecurity - 06/01/20 - 08/31/201,455.0038606Rusty Wallis, Inc.Repair Parts ExpenseWater softener, tank service, and salt bags176.0938607Santa Fe Irrigation DistrictUtilities - WaterSebright Ln - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictUtilities - WaterRecycled water951.5738610Termink Processing CenterServices - MaintenanceApril391.0038611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellenss60.0038614Uniferst CorporationServices - EngineeringOperations plan update and training244.0038615Underground Service Alert/SCServices - AlarmDig larl - May and safe excavation board221.6438616USA BluebookRepair Parts ExpenseDigital and submersible pump1,613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,719.8538620Verizon WirelessUtilities - TelephoneScADA system moden service - April 11 - May 10391.8338621Verizon Wireless<	38601	Pacific Green Landscape	Services - Landscape	Monthly service and tree stake		2.656.00
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38604Rohan & Sons, IncServices - MaintenanceAir conditioning unit261.4538605RSF Security SystemsServices - AlarmSecurity - O(6)/1/20 - 08/31/201.455.0038606Rusty Wallis, Inc.Repair Parts ExpenseWater softener, tank service, and salt bags176.0938607Santa Fe Irrigation DistrictUtilities - WaterSeabright Ln - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictUtilities - WaterRecycled water951.5738610Terminik Processing CenterServices - MaintenanceApril391.0038611Technology Integration GroupServices - MaintenanceCopier88.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness60.0038613Trussell Technologies, IncServices - LinformsUniform service225.3338615Underground Service Alert/SCServices - JainmDig alert - May and safe excavation board221.6438614Undiground Service Alert/SCServices - AlarmDig alert - May and safe excavation board39.16338615Ush BuebookRepair Parts ExpenseDigital and submersible pump1.613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,7158.4738618Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,718.4738619Verizon WirelessUtilities - TelephoneCell phone service - April 11 - May 10391.8338620Verizon WirelessU	38603	Polydyne Inc.	Supplies - Chem - Polymer	Clarifloc WE-007		11.799.44
38605RSF Security SystemsServices - AlarmSecurity - 06/01/20 - 08/31/201,455.0038606Rusty Wallis, Inc.Repair Parts ExpenseWater softener, tank service, and salt bags176.0938607Santa Fe Irrigation DistrictUtilities - WaterSeabright L n - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictUtilities - WaterRecycled water951.5738610Terminix Processing CenterServices - MaintenanceCopier98.2538611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimversemt - Health and wellness60.0038613Trussell Technologies, IncServices - AlarmDig alert - May and safe excavation board221.6438614Undifrst CorporationServices - JuliformsUniform service223.3338615Underground Service Alert/SCServices - AlarmDig alart - May and safe excavation board221.6438610Vantagepoint Transfer AgentsEDeduction BenefitsICMA - 4571,242.26638613Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,758.4738614Vantagepoint Transfer AgentsUtilities - TelephoneCel phone service - 04/08/20 - 05/07/201,290.4238623Werizon WirelessUtilities - TelephoneCel phone service - 04/08/20 - 05/07/201,237.2038614Vantagepoint Transfer AgentsPayroll Processing FeesHadmin and compliance fee128.75<	38604	Rohan & Sons, Inc	Services - Maintenance	Air conditioning unit		261.45
38606Rusty Wallis, Inc.Repair Parts ExpenseWater softener, tank service, and salt bags176.0938607Santa Fe Irrigation DistrictUtilities - WaterSeabirght Ln - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictUtilities - WaterRecycled waterApril424.5938609San Dieguito Water DistrictUtilities - WaterRecycled waterApril391.0038611Terminik Processing CenterServices - MaintenanceAprilGoliar391.0038612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness60.0038613Trussell Technologies, IncServices - InformsUnform service225.3338614Underground Service Alert/SCServices - AlarnDig alert - May and safe excavation board221.6438615Underground Service Alert/SCServices - NarmDig alert - May and safe excavation board37.88.4738616USA BluebookRepair Parts ExpenseDigital and submersible pump1.613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 45712.422.6638618Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3.719.8538620Verizon WirelessUtilities - TelephoneCel phone service - 04/08/20 - 05/07/201.204.2238623WageWorksPayroll Processing FeesAdmin and compliance fee1.28.7538619Verizon WirelessUtilities - TelephoneCel phone service - 04/08/20 - 05/07/201.29.75 <td>38605</td> <td>RSF Security Systems</td> <td>Services - Alarm</td> <td>Security - 06/01/20 - 08/31/20</td> <td></td> <td>1,455.00</td>	38605	RSF Security Systems	Services - Alarm	Security - 06/01/20 - 08/31/20		1,455.00
38607Santa Fe Irrigation DistrictUtilities - WaterSeabright Ln - 03/17/20 - 05/15/20242.9038608Santa Fe Irrigation DistrictSFID Distribution PipelinePipeline purchase payment - April424.5938609San Dieguito Water DistrictUtilities - WaterRecycled water951.5738610Terminix Processing CenterServices - MaintenanceApril391.0038611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness60.0038613Trussell Technologies, IncServices - EngineeringOperations plan update and training244.0038614Unifirst CorporationServices - JainformsUniform service225.3338615Underground Service Alert/SCServices - AlarmDig alert - May and safe excavation board221.6438617Vantagepoint Transfer AgentsEDduction BenefitsICMA - 45712,422.6638618Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,719.8538620Verizon WirelesUtilities - TelephoneScADA system modem service - April 11 - May 10391.8338621Verizon WirelesUtilities - TelephoneCell phone service - 04/08/20 - 05/07/201,290.4238622Volt Management CorpServices - TempInternship program3,861.5938623Wage WorksPayroll Processing FeesAdmin and compliance fee12,87.50n-line 410Phese Setti	38606	Rusty Wallis, Inc.	Repair Parts Expense	Water softener, tank service, and salt bags		176.09
38608Santa Fe Irrigation DistrictSFID Distribution PipelinePipeline purchase payment - April424.5938609San Dieguito Water DistrictUtilities - WaterRecycled water951.5738610Terminix Processing CenterServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness60.0038613Trussell Technologies, IncServices - EngineeringOperations plan update and training224.0038614Unifirst CorporationServices - EngineeringOperations plan update and training221.6438615Underground Service Alert/SCServices - AlarmDig alert - May and safe excavation board221.6438616USA BluebookRepair Parts ExpenseDigital and submersible pump1,613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,718.5738620Verizon WirelessUtilities - TelephoneCAlel phone service - 0,408/20 - 05/07/201,290.4238621Verizon WirelessUtilities - TelephoneCell phone service - 0,408/20 - 05/07/201,290.4238622Volt Management CorpServices - TempInternship program3,861.5938623Wage VorksPayroll Protessing FeesAdmin and compliance fee12,87.79On-line 40Jone Services - Repair Parts ExpenseHardware set7,297On-line 41Public Employees- RetirementRetirement Plan - PERSRetirement - 05/10/20 - 05/15/2014,382.31On-line	38607	Santa Fe Irrigation District	Utilities - Water	Seabright Ln - 03/17/20 - 05/15/20		242.90
38609San Dieguito Water DistrictUtilities - WaterRecycled waterServices - MaintenanceApril951.5738610Termink Processing CenterServices - MaintenanceCopier391.0038611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness600.0038613Trussell Technologies, IncServices - EngineeringOperations plan update and training244.0038614Unfirst CorporationServices - UniformsUniform service225.3338615Underground Service Alert/SCServices - AlarmDig alert - May and safe excavation board221.6438616USA BluebookRepair Parts ExpenseDigital and submersible pump1,613.6838617Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,758.4738620Verizon WirelessUtilities - TelephoneSCADA system modem service - April 11 - May 10391.8338621Verizon WirelessUtilities - TelephoneCell phone service - 04/08/20 - 05/07/201,290.4238623WageWorksPayroll Processing FeesHardware set72.97On-line 409Home Depot Credit ServicesRepair Parts ExpenseHardware set72.97On-line 410Public Employees-RetirementRetirement Plan - PERSRetirement - 05/16/20 - 05/29/2014,382.31On-line 411Public Employees-RetirementRetirement Plan - PERSRetirement - 05/02/20 - 05/05/2014	38608	Santa Fe Irrigation District	SFID Distribution Pipeline	Pipeline purchase payment - April		424.59
38610Terminix Processing CenterServices - MaintenanceApril391.0038611Technology Integration GroupServices - MaintenanceCopier98.2538612Christopher A. TreesAccounts Receivable ControlReimbursement - Health and wellness66.0038613Trussell Technologies, IncServices - EngineeringOperations plan update and training244.0038614Unifirst CorporationServices - LanrmDig alert - May and safe excavation board221.6338615Underground Service Alert/SCServices - AlarmDig alert - May and safe excavation board221.6438616USA BluebookRepair Parts ExpenseDig alert - May and safe excavation board224.0038617Vantagepoint Transfer AgentsEE Deduction BenefitsICMA - 457224.2038618Vantagepoint Transfer AgentsICMA RetirementICMA - 401a3,758.4738620Verizon WirelessUtilities - TelephoneCell phone service - 04/08/20 - 05/07/201,290.4238621Verizon WirelessUtilities - TelephoneCell phone service - 04/08/20 - 05/07/201,287.538622Volt Management CorpServices - TempInternship program3,861.5938623WageWorksPayroll Processing FeesAdmia and compliance fee128.750n-line 408BankCard CenterVariousIT, parts, and supplies6,488.620n-line 419Pheop Dept Credit ServicesRepair Parts ExpenseHadware set72.970n-line 419Public Employees- Retirement </td <td>38609</td> <td>San Dieguito Water District</td> <td>Utilities - Water</td> <td>Recycled water</td> <td></td> <td>951.57</td>	38609	San Dieguito Water District	Utilities - Water	Recycled water		951.57
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		San Elijo Payroll Account	Payroll	Payroll - 06/19/2020	_	76,392.39

SAN ELIJO JOINT POWERS AUTHORITY

PAYMENT OF WARRANTS SUMMARY

For the Month of June 2020 As of June 23, 2020

PAYMENT OF WARRANTS Reference Number 20-7 \$ 368,340.63

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

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Amy Chang Director of Finance & Administration

STATEMENT OF FUNDS AVAILABLE FOR PAYMENT OF WARRANTS AND INVESTMENT INFORMATION As of June 23, 2020

FUNDS ON DEPOSIT WITH	AMOUNT
LOCAL AGENCY INVESTMENT FUND (MAY 2020 YIELD 1.363%)	
RESTRICTED SRF RESERVE UNRESTRICTED DEPOSITS	\$ 630,000.00 8,652,050.80
CALIFORNIA BANK AND TRUST (MAY 2020 YIELD 0.01%)	
REGULAR CHECKING PAYROLL CHECKING	1,018,260.42 5,000.00
UNION BANK - TRUSTEE (BOND FUNDS)	
BLACKROCK (MAY 2020 YIELD 0.10%)	329,092.44
LAIF (MAY 2020 YIELD 1.363%)	14,967,597.11
PARS - TRUSTEE (POST-EMPLOYMENT BENEFITS TRUST) (MAY 2020 YIELD 3.37%)	51,477.17
TOTAL RESOURCES	\$ 25,653,477.94

SAN ELIJO JOINT POWERS AUTHORITY MEMORANDUM

July 13, 2020

- TO: Board of Directors San Elijo Joint Powers Authority
- FROM: General Manager
- SUBJECT: SAN ELIJO WATER CAMPUS TREATED EFFLUENT FLOWS MONTHLY 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 May 2020. The primary indicators of treatment performance include the removal of Carbonaceous Biochemical Oxygen Demand (CBOD) and Total Suspended Solids (TSS). The SEJPA is required to remove a minimum of 85 percent of the CBOD and TSS from the wastewater. Treatment levels for CBOD and TSS were 98.2 and 98.9 percent removal, respectively (as shown in Figure 1 and Figure 2).





Member Agency Flows

Presented below are the influent and effluent flows for the month of May. Average daily influent flows were recorded for each Member Agency. Total effluent flow was calculated for the San Elijo Water Reclamation Facility.

	Мау	1
	<u>Influent (mgd)</u>	Effluent (mgd)*
Cardiff Sanitary Division	1.293	0.308
City of Solana Beach	0.853	0.203
Rancho Santa Fe SID	0.158	0.038
City of Del Mar	0.304	0.072
Total San Elijo WRF Flow	2.608	0.621

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

Table 1 (below) presents the historical average, maximum, and unit influent and effluent flow rates per month for each of the Member Agencies during the past 5 years. It also presents the number of connected Equivalent Dwelling Units (EDUs) for each of the Member Agencies during this same time period.

	AVE		Y INFL	UENT F	LOW	AVERAGE DAILY EFFLUENT FLOW					CONNECTED EDUs									
		RAI		0)	TOTAL		КА		יט	TOTAL	CSD	RSF CSD	SB		TOTAL		(0	AL/EDU	/DAT)	ΤΟΤΑ
MONTH	CSD	RSF CSD	SB	DM	PLANT	CSD	RSF CSD	SB	DM	PLANT	EDUS	EDUS	EDUS	DM	EDUS	CSD	RSF	SB	DM	PLAN
Jan-15	1.253	0.130	1.232		2.615	0.984	0.102	0.967		2.053	8,359	503	7,977		16,838	150	259	154		155
Mar-15	1.229	0.132	1.220		2.569	0.757	0.061	0.757		1.595	8 365	504 504	7,977		16,846	147	262	154		154
Apr-15	1.183	0.124	1.196		2.503	0.350	0.036	0.354		0.740	8,366	504	7,977		16,847	141	246	150		149
May-15	1.209	0.117	1.149		2.475	0.545	0.053	0.518		1.116	8,367	505	7,977		16,848	144	232	144		147
Jun-15	1.287	0.113	1.052		2.452	0.362	0.032	0.296		0.690	8,369	506	7,977		16,852	154	224	132		146
Jul-15	1.282	0.110	1.176		2.568	0.392	0.034	0.359		0.785	8,370	510	8,003		16,883	153	216	147		152
Aug-15 Sen-15	1.204	0.095	1.087		2.440	0.315	0.023	0.271		0.609	8,371	510	8,003		16,885	151	206	130		145
Oct-15	1.243	0.106	1.001		2.351	0.681	0.058	0.549		1.288	8,373	511	8,003		16,886	148	208	125		139
Nov-15	1.250	0.100	0.994		2.344	0.792	0.063	0.630		1.485	8,376	511	8,003		16,889	149	196	124		139
Dec-15	1.266	0.107	1.016		2.389	0.971	0.082	0.780		1.833	8,377	511	8,003		16,891	151	210	127		141
Jan-16	1.342	0.131	1.037		2.510	1.189	0.116	0.918		2.223	8,380	511	8,003		16,894	160	257	130		149
Feb-16	1.245	0.112	1.008		2.365	0.780	0.070	0.631		1.481	8,383	512	8,003		16,897	149	219	126		140
Apr-16	1.207	0.110	0.990		2.400	0.703	0.070	0.539		1.449	8,389	512	8,003		16,903	148	199	120		142
May-16	1.238	0.117	1.002		2.357	0.505	0.048	0.409		0.962	8,389	512	8,003		16,904	148	229	125		139
Jun-16	1.205	0.111	1.055		2.371	0.362	0.033	0.317		0.712	8,390	514	8,003		16,907	144	216	132		140
Jul-16	1.336	0.105	1.008		2.449	0.586	0.046	0.442		1.074	8,392	514	8,020		16,926	159	204	126		145
Aug-16	1.317	0.107	1.007		2.431	0.647	0.053	0.495		1.195	8,393	516	8,020		16,929	157	207	126		144
Sep-16	1.311	0.110	0.975		2.396	0.601	0.050	0.447		1.098	8,394	516 517	8,020		16,930	156	213	122		142
Nov-16	1.323	0.113	0.932		2.368	0.730	0.043	0.514		1.306	8.403	517	8.020		16,933	154	203	116		140
Dec-16	1.419	0.150	0.998		2.567	1.179	0.125	0.829		2.133	8,406	549	8,020		16,975	169	273	124		151
Jan-17	1.572	0.197	1.125	0.047	2.941	1.489	0.186	1.066	0.045	2.786	8,409	549	8,020	1,716	18,694	187	359	140	142	157
Feb-17	1.361	0.211	1.240	0.000	2.812	1.236	0.192	1.126	0.000	2.554	8,409	549	8,020	1,716	18,694	162	384	155	0	166
Mar-17	1.215	0.170	1.261	0.000	2.646	0.856	0.120	0.889	0.000	1.865	8,413	550	8,020	1,716	18,698	144	309	157	0	156
May-17	1.077	0.139	1.190	0.000	2.400	0.841	0.106	0.929	0.000	1.070	8 4 16	551	8,020 8,049	1,716	18,700	120	252 247	140	0	142
Jun-17	1.241	0.134	1.032	0.000	2.407	0.980	0.106	0.815	0.000	1.901	8,420	551	8,049	1,716	18,737	147	243	128	0	141
Jul-17	1.267	0.130	1.083	0.000	2.480	0.802	0.082	0.685	0.000	1.569	8,421	551	8,061	1,716	18,749	150	236	134	0	146
Aug-17	1.262	0.139	1.051	0.000	2.452	0.852	0.094	0.709	0.000	1.655	8,423	553	8,061	1,716	18,753	150	251	130	0	144
Sep-17	1.264	0.130	1.006	0.000	2.400	0.866	0.089	0.689	0.000	1.644	8,427	555	8,061	1,716	18,759	150	234	125	0	141
Nov-17	1.242	0.123	0.977	0.000	2.342	0.543	0.055	0.427	0.000	1.023	8 4 3 1	554	8 061	1,710	18,762	147	222	121	0	130
Dec-17	1.248	0.125	1.014	0.000	2.387	0.693	0.070	0.563	0.000	1.326	8,431	554	8,061	1,716	18,762	148	226	126	0	140
Jan-18	1.276	0.125	1.015	0.000	2.416	0.886	0.087	0.705	0.000	1.678	8,435	555	8,061	1,716	18,767	151	225	126	0	142
Feb-18	1.249	0.118	0.968	0.000	2.335	0.601	0.056	0.466	0.000	1.123	8,441	555	8,061	1,716	18,773	148	213	120	0	137
Mar-18	1.265	0.122	0.922	0.039	2.348	0.857	0.083	0.625	0.026	1.591	8,451	555	8,061	1,716	18,782	150	220	114	149	125
Apr-18 May-18	1.184	0.115	0.901	0.337	2.537	0.627	0.061	0.477	0.179	1.344	8,451	562	8,061	1,716	18,780	140	200 212	112	129	135
Jun-18	1.188	0.124	0.888	0.549	2.749	0.557	0.058	0.417	0.258	1.290	8,466	562	8,061	1,716	18,804	140	221	110	210	146
Jul-18	1.193	0.118	0.933	0.537	2.781	0.619	0.061	0.484	0.278	1.442	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	0.686	0.067	0.555	0.303	1.611	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	0.677	0.064	0.498	0.188	1.427	8,481	563	8,083	2,611	19,737	145	208	112	131	131
Nov-18	1.172	0.121	0.897	0.354	2.544	0.529	0.054	0.405	0.160	0.956	8 488	565	8,083	2,011	19,738	138	215	112	130	129
Dec-18	1.264	0.144	0.967	0.244	2.619	1.017	0.116	0.778	0.196	2.107	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	1.221	0.147	0.938	0.369	2.675	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	1.256	0.156	0.839	0.277	2.528	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	0.956	0.119	0.724	0.271	2.070	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	0.330	0.040	0.262	0.099	0.731	8,494	568	8,083	2,611	19,756	132	243	110	128	125
Jun-19	1.125	0.133	0.000	0.507	2.499	0.495	0.039	0.300	0.150	0.887	8 504	568	8,083	2,011	19,750	132	234	112	194	120
Jul-19	1.127	0.128	0.924	0.546	2.725	0.349	0.039	0.286	0.169	0.843	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	0.478	0.053	0.391	0.236	1.158	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	0.509	0.059	0.413	0.177	1.158	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	0.278	0.031	0.227	0.094	0.630	8,507	571	8,105	2,612	19,795	132	217	113	145	128
Nov-19 Dec-10	1.230	0.137	0.927	0.437	2.731	0./14	0.079	0.538	0.254	1.585	8,510 8,516	571 571	8,105 8 105	2,612	19,798	145	240	114 117	1/2	138
Jan-20	1.194	0.163	0.940	0.410	2.684	0.918	0.132	0.705	0.315	2.064	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	0.716	0.089	0.560	0.214	1.579	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	1.121	0.145	0.710	0.304	2.280	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	1.268	0.170	0.672	0.278	2.388	8,522	572	8,105	2,612	19,811	202	404	113	153	164
May-20	1.293	U.158	0.853	0.304	2.608	0.308	0.038	0.203	0.072	0.621	8,523	573	8,105	2,612	19,813	152	276	105	133	132
COD. Car	un santa	a y Division																		

TABLE 1 - SAN ELIJO WATER CAMPUS MONTHLY REPORT - FLOWS AND EDUS

RSF CSD: Ranch Santa Fe Community Service District

SB: Solana Beach

DM: City of Del Mar

EDU: Equivalent Dwelling Unit

Figure 3 (below) presents the 5-year historical average daily flows per month for each Member Agency. This is to provide a historical overview of the average treated flow by each agency. Also shown in Figure 3 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.



City of Escondido Flows

The average and peak flow rate for the month of May 2020 from the City of Escondido's Hale Avenue Resource Recovery Facility, which discharges through the San Elijo Ocean Outfall, is reported below.

	Flow (mgd)
Escondido (Average flow rate)	10.61
Escondido (Peak flow rate)	18.1

Connected Equivalent Dwelling Units

The City of Solana Beach and the City of Del Mar updated the connected EDUs number that is reported to the SEJPA in September 2019. 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 as follows:

	Connected (EDU)
Cardiff Sanitary Division	8,523
Rancho Santa Fe SID	573
City of Solana Beach	7,768
San Diego (to Solana Beach)	337
City of Del Mar	2,612
Total EDUs to System	19,813

Respectfully submitted,

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Michael T. Thornton, P.E. General Manager

AGENDA ITEM NO. 10

SAN ELIJO JOINT POWERS AUTHORITY MEMORANDUM

July 13, 2020

TO: Board of Directors San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: SAN ELIJO WATER RECYCLING PROGRAM – MONTHLY REPORT

RECOMMENDATION

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

DISCUSSION

Recycled Water Production

For the month of May 2020, recycled water demand was 169.99 acre-feet (AF), which was met using 168.89 AF of recycled water and 0.11 AF supplementation with potable water.

April demand was 5% below budget expectations of 180 AF. The total water production for FY 2019-20 is below budget (10%) for 11 months.

Figure 1 (attached) provides monthly demands for recycled water since deliveries began in September 2000. Figure 2 (attached) provides a graphical view of annual recycled water demand spanning the last 19 fiscal years. Figure 3 (attached) shows the monthly recycled water demand for each May since the program began. Figure 4 (attached) compares budget versus actual recycled water sales for FY 2019-20.

Respectfully submitted,

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Michael T. Thornton, P.E. General Manager









AGENDA ITEM NO. 12

SAN ELIJO JOINT POWERS AUTHORITY MEMORANDUM

July 13, 2020

- TO: Board of Directors San Elijo Joint Powers Authority
- FROM: General Manager

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR RECYCLED WATER SYSTEM DISTRIBUTION AND STORAGE ANALYSIS

RECOMMENDATION

It is recommended that the Board of Directors:

- 1. Authorize the General Manager to enter into a professional services agreement with Infrastructure Engineering Corporation (IEC) in the amount of \$52,365; and
- 2. Discuss and take action as appropriate.

BACKGROUND

San Elijo Joint Powers Authority (SEJPA) owns and operates a recycled water utility that provides recycled water to multiple water purveyors in north San Diego County. The SEJPA recycled water program provides a locally produced, drought resistant water supply to the businesses and residents of the cities of Del Mar, Encinitas, and Solana Beach at a price point below potable water.

To ensure the recycled water program is providing the maximum value to the public, both in terms of sustainable water supply and cost of service, SEJPA has been working with local cities and agencies to expand the recycling program. SEJPA, Santa Fe Irrigation District (SFID), and Olivenhain Municipal Water District (OMWD) are all contributing partners in the North San Diego Water Reuse Coalition, a partnership of nine water, wastewater, recycled water agencies, and cities that are focused on the cooperative advancement of water reuse in north San Diego County. The regionalism of the recycled water system is a focus of this coalition and has led to the integration of recycled water systems across north coastal San Diego County.

This regional approach has allowed SEJPA to identify potential improvements to deliver recycled water from the San Elijo Water Campus to its northern distribution system that serves OMWD, San Dieguito Water District (SDWD), and Encinitas Ranch Golf Authority

(ERGA). The northern distribution system includes recycled water storage at Wiegand tank (1-million gallon capacity, owned by OMWD) and Oak Crest tank (0.5-million gallon capacity, owned by SDWD). Within this service area, and at a similar elevation, is the Wanket tank, which is a concrete potable water tank that has been offline for more than a decade and is no longer planned for potable water use. The Wanket tank is jointly owned by SDWD and OMWD and has a 3-million gallon storage capacity. Connection of the Wanket tank into the SEJPA recycled water distribution system could significantly increase the storage capacity and allow the SEJPA more operational flexibility during wet weather events. Additional storage in the recycled water distribution system could facilitate future stormwater capture and reuse efforts as well.

DISCUSSION

To evaluate the different storage options in the northern recycled water service area, SEJPA requested professional engineering proposals to collect necessary infrastructure data, prepare hydraulic modeling, and perform structural analyses of the following:

- Evaluating improvements necessary to convert the Wanket tank to recycled water storage as part of SEJPA's northern distribution system for service to OMWD, SDWD, and SEJPA customers.
- Evaluating improvements necessary to address pending repair needs and raising the wall height of the Oak Crest Tank to match other tanks in the area.
- Hydraulic modeling to determine and rank storage and operational benefits of the Wanket and Oak Crest tanks to the SEJPA recycled water system.
- Evaluating the addition of a pressure reducing station that would allow water stored in the northern Pressure Zone to flow into the southern Pressure Zone to also serve SFID and Del Mar customers.
- Evaluating the benefits and identifying infrastructure needed to improve operational energy efficiencies.

Results of the system evaluation and hydraulic modeling will be presented to staff as a series of technical memorandums which can be used to guide future capital improvement projects for the recycled water distribution piping and storage tank network.

Three proposals were received from reputable engineering companies to perform the requested system evaluation and hydraulic modeling (as shown in the Table below). After review of the technical proposals it was determined that Infrastructure Engineering Corporation (IEC) showed the greatest depth of knowledge of the system and issues being investigated and their proposal provided the best value to the agency.

Professional Engineering Company	Pro	posed Fee	Ор	tional Task
Dudek	\$	47,095	\$	13,070
Horrocks Engineers	\$	70,271	\$	14,144
Infrastructure Engineering Corporation (IEC)	\$	52,365	\$	12,461

Staff is recommending award to IEC for the original scope of work for a time and material fee of \$52,365. At this time, staff is not seeking the optional work task for \$12,461.

FINANCIAL IMPACT

The recommended professional services agreement amount of \$52,365 is available in the FY 2020-21 operating budget.

It is recommended that the Board of Directors:

- 1. Authorize the General Manager to enter into a professional services agreement with Infrastructure Engineering Corporation (IEC) in the amount of \$52,365; and
- 2. Discuss and take action as appropriate.

Respectfully submitted,

16

Michael Thornton, P.E. General Manager

- ATTACHMENT 1: Infrastructure Engineering Corporation (IEC) Proposal for Recycled Water Storage & Conveyance System Evaluation, dated June 17, 2020
- ATTACHMENT 2: Infrastructure Engineering Corporation (IEC) Fee Estimate for San Elijo JPA – Recycled Water Storage and Conveyance System Evaluation, dated June 17, 2020

Attachment 1

Infrastructure Engineering Corporation

June 17, 2020

Mr. Chris Trees, PE Director of Operations San Elijo Joint Powers Authority 695 Manchester Ave, Cardiff, CA 92007

REFERENCE: RECYCLED WATER STORAGE & CONVEYANCE SYSTEM EVALUATION

Dear Chris:

In recent years, the SEJPA has increased the delivery of recycled water to adjoining agencies with service to the Olivenhain MWD Village Park System comprising a major expansion. That expansion included the extension of piping and the addition of the existing Wiegand Tank to the northern zone system. Due to condition issues and operational constraints at the Oak Crest Tank, the SEJPA is proceeding with a study to evaluate different options for improving system operations and reliability.

From our work on the combined SEJPA and Village Park Systems, as well as other recent analyses of the Olivenhain Northwest Quadrant System, Infrastructure Engineering Corporation (IEC) is well-positioned to assist the SEJPA with these evaluations. We have already initiated the effort on your project by obtaining and reviewing your existing SEJPA hydraulic model. To facilitate the modeling effort, we have converted the model to the GIS-based InfoWater modeling software.

Attached is the RFP Scope of Services wherein we have included proposed modifications (as tracked changes) and these added optional tasks that we feel will benefit the project and help to clarify the scope:

- Task 9 Wanket Tank Evaluation: Conversion of the Wanket Tank from potable water to recycled water storage may require particular modifications. This optional task is included to specifically address the evaluation noted in the background section of the scope in the RFP.
- Task 10 Model Calibration: In addition to performing a cursory calibration review as part of the model set-up, we have included an optional task to perform a more comprehensive calibration effort if it is necessary. This effort is envisioned to be a collaborative effort with SEJPA staff.

Page 6 of the attached scope presents our estimated schedule with allowances for the optional tasks. In a separate electronic submittal, we are providing our fee breakdown for the main and optional tasks, along with our current rate schedule (to remain unchanged for the duration of the project).

We welcome the opportunity to discuss our proposal with you at your earliest convenience. Please contact Anders Egense at 858-254-7807 or aegense@iecorporation.com.

Sincerely

Shyamala Raveendran, PE Project Manager

Egense.

Anders⁄K. Egense, PE Senior Project Manager

Scope of Services San Elijo Joint Powers Authority Recycled Water Storage & Conveyance System Evaluation

Background

The San Elijo Joint Powers Authority (SEJPA) owns and operates facilities to deliver recycled water from the San Elijo Water Campus to its northern distribution system that serves Olivenhain Municipal Water District (OMWD), San Dieguito Water District (SDWD), and Encinitas Ranch Golf Authority (ERGA). The northern distribution system includes recycled water storage at Wiegand and Oak Crest Recycled Water Tanks (currently operating at a high water level of 418 ft). Within this service area and at a similar elevation is the Wanket Reservoir tank, which is a concrete potable water tank that has been offline for more than a decade and is no longer planned for potable water use.

SEJPA has engaged Infrastructure Engineering Corporation (IEC) to collect necessary infrastructure data, prepare hydraulic modeling, and structural analyses to evaluate the feasibility of:

- Evaluating improvements necessary to convert the Wanket tank to recycled water storage as part of SEJPA's northern distribution system for service to OMWD, SDWD, and SEJPA customers.
- Evaluating improvements necessary to address pending repair needs and raising the wall height of the Oak Crest Tank.
- Hydraulic modeling to determine and rank storage and operational benefits of the Wanket and Oak Crest tanks to the SEJPA recycled water system.
- Evaluating the addition of a pressure reducing station that would allow flows from the northern 418 Pressure Zone to the southerly 329 Pressure Zone.
- Evaluating the benefit and identifying improvements needed to add pump control valves to the existing recycled water discharge pumps at the San Elijo Water Campus to improve operational energy efficiencies.

The specific tasks to be performed by IEC are described below. All tasks are directed to IEC unless otherwise noted.

Scope of Services

Task 1 – Data Compilation and Kick-off Meeting

Obtain and review information from SEJPA including the following:

- Existing recycled water distribution model.
- Pipe hydraulic data for updating both the northern and southern zones within the hydraulic model.
- Control set points for pumps, altitude valve settings, pump curves/design points, and demand locations.
- Estimated pipeline alignment for connecting SEJPA recycled water system to the Wanket Tank.

- As-built tank information for the Oak Crest Tank.
- As-built information on the recycled water distribution pumps and suction discharge piping including size, type, manufacturer, and model numbers of pump and pump check valves.
- Time-of-use cost of power to the SEJPA.
- SCADA data including flows, outlet discharge and suction pressure, terminal reservoir operating levels and corresponding levels of the clearwell feeding the pumps. Data for 10 complete pump run cycles with samples of one and multiple pumps in operation. Provide the data at approximately 15-minute intervals over each complete run cycle, in an excel spreadsheet in a column separated format.
- Customer meter demand data for each meter in the recycled water distribution system. Data will be monthly use data for previous 5 years. <u>Meter locations will be in a GIS shape</u> <u>file with one-to-one linkages to the meter data</u>. Data from any recent hydraulic performance testing of the pumps, if available.
- Information regarding demand peaks (e.g. peaking factors) and patterns of water usage.

Conduct kick-off meeting with SEJPA to discuss information and assumptions regarding system operational parameters and demands for SEJPA, OMWD, and San Dieguito Water District (SDWD).

Task 2 – Tank Survey

Conduct a field survey of three reservoir sites (Oak Crest, Wiegand, and Wanket Tanks) to determine asbuilt elevations of tank bottom, tank top, and invert elevation of the inlet pipe, outlet pipe, and overflow at each tank. To establish elevations for the facilities that cannot be easily reached (e.g. buried and elevated piping or pipes inside the tank), as-built plans shall be obtained and reviewed for relative dimensions. Contact OMWD for as-built information for the Weigand and Wanket Tanks. No entry into the existing tanks is anticipated.

Task 3 – Data Review & Hydraulic Model Set-Up

Utilize the existing recycled water distribution model <u>and convert it to InfoWater (Innovyze)</u> to perform the various hydraulic evaluations outlined in this proposal. Based on survey results, the tank elevations for Wiegand, Wanket, and Oak Crest Tanks shall be updated. Control set points for pumps, valve settings, pump curve/design point, <u>and pipelines</u> and demand locations shall be updated. Update model based on recycled water customer demands collected in Task 1.

Contact OMWD regarding new anticipated demand data for the OMWD Village Park System or other planned or proposed customers and integrate these demands into the model.

To assess the need for model calibration, generate a plot of pressures in the system and tank levels during a high demand week period. Provide this information to the SEJPA Operations staff for review. If the model results do not reflect the staff's anticipated field conditions, discuss with SEJPA the option of proceeding with the optional calibration effort described in Task 10 below.

Task 4 – Hydraulic Analysis

Based on the updated model in Task 3, run the following six (6) scenarios under Extended Period Simulation (EPS) during max day demand (MDD) conditions, except for Scenario 5 which will be under

Minimum Day Demand (MinDD). For Scenarios 2-6, the analyses shall assume the northern pressure zone is operating based on the maximum water level in the Oak Crest Tank per the results of Scenario 1. For each scenario, model results shall be evaluated against system design criteria such as pipeline velocity and headloss, as well as minimum system pressures established by SEJPA.

- Scenario 1: With Wiegand and Oak Crest Tanks connected to the system, determine optimum height (elevation) for Oak Crest Tank in order to maximize storage with the Oak Crest and Wiegand Tanks based on MDD events.
- Scenario 2: With Wiegand and Oak Crest Tanks operational, and Wanket Tank added to the system, estimate optimum pipe diameter for Wanket Tank connection based on extended period simulations of repeat MDD events. Also determine optimum pipe diameter with only Wiegand tank and Wanket tank connected to the system.
- Scenario 3: With Wanket, Wiegand, and Oak Crest Tanks operational, use plots of Wanket Tank, Wiegand Tank and Oak Crest Tank empty/fill patterns during repeat MDD events to evaluate how well tanks recover during this demand condition. Determine potential system upgrades to improve empty/fill patterns during MDD events and estimate the cost of each upgrade.
- Scenario 4: With only the Wanket and Wiegand Tanks operational (Oak Crest Tank offline), use plots of tank empty/fill patterns on repeat MDD events to evaluate how well tanks recover during this demand condition. Determine potential system upgrades to improve empty/fill patterns during MDD events and estimate the cost of each upgrade.
- Scenario 5: With Wanket, Wiegand, and Oak Crest Tanks operational under low/winter demand conditions (MinDD), prepare plots showing water age contours for the system and plots of tank turn-over to evaluate water quality. Determine potential system upgrades to improve winter empty/fill patterns during low demand times and estimate the cost of each upgrade.
- Scenario 6: With Wanket, Wiegand, and Oak Crest Tanks operational, evaluate feasibility for adding a pressure reducing station at the SEJPA Water Reclamation Facility site to allow feed into the southern lower pressure zone (329 HGL) from the northern higher pressure zone during unexpected high demands in the south system.

The peaking factor for the high <u>and low</u> demand scenarios will be added to the model based on discussion with SEJPA.

Using the results of the hydraulic modeling Scenarios 1-5, identify the advantages/disadvantages of having the Wanket Tank and/or Oak Crest Tank connected to the SEJPA recycled water system.

Task 5 – Pump Control Valve Evaluation

Evaluate the benefit of adding pump control valves at the three 150 hp recycled water pumps at the SEJPA Water Campus utilizing information provided by SEJPA and the following steps:

• Conduct a site visit to gather information on the existing installation of the Water Campus distribution pumps (visit is assumed to immediately follow the kick-off meeting).

- Perform research to obtain information on the existing pumps (pump curves) and check valves (head loss).
- Review recent hydraulic performance testing of the pumps to determine current condition and operating efficiency.
- Review District SCADA data and extract pertinent information on pump flows, outlet pressure, pump run times, time of use price of power, reservoir operating levels and corresponding levels of the wet well feeding the pumps.
- Calculate the estimated energy savings that could be achieved from adding pump control valves over a period of 20 years. Develop an Opinion of Probable Construction Cost (OPCC) for piping modifications needed to install the pump control valves. The OPCC shall be provided with a rough order of magnitude for preliminary budgeting purposes with appropriate contingencies provided and shall be based on the estimated retrofits anticipated. The OPCC will not include costs for broader site modifications or other mechanical/civil/electrical/corrosion items if such is necessary to accommodate the added valves. Compare these costs on a net present value basis.
- Make a recommendation as to the benefits of adding pump control valves.

Task 6 – Report Preparation - Technical Memorandum (Draft, Draft-Final, Final)

Prepare and submit (as PDF) a Draft, Draft-Final and Final report, which may be a series of technical memorandums summarizing the results of the analyses.

Attend two (2) meetings with SEJPA to discuss results and receive comments. Final report shall incorporate agreed upon comments.

<u>All OPCCs provided as part of this evaluation will be provided as a rough order of magnitude for</u> preliminary budgeting purposes with appropriate contingencies based on the available information.

Submit to SEJPA a copy of the updated hydraulic model in InfoWater (Innovyze) format with the final report.

Task 7 – Project Management

Provide project management including coordination of subconsultant and preparation of monthly progress report along with monthly invoice that includes a description of the work performed during the previous month, and work anticipated during the coming month, as well to notify SEJPA if any issues arise that may affect project execution, budget, or schedule.

Task 8 – Structural Evaluation of Oak Crest Tank (Optional)

Make a preliminary evaluation of the structural viability and costs for adding wall height and replacing the roof at Oak Crest Tank. It is anticipated that this task will include:

• Conduct a site visit to observe the exterior of the tank and document/photograph the structural condition. The interior of the tank will not be available for entrance or observation.

- Perform a structural and seismic analysis of the existing reservoir to determine feasibility of increasing the operating water height of the water tank (based on the results of Task 4, Scenario 1). SEJPA will provide as-built information. Structural elements to be analyzed include the tank shell, foundation, and seismic requirements including tank anchorage and required freeboard. All calculations will be based on current California Building Code. If critical information is not available on the as-build drawings or other information, then the analyses will be performed using conservative estimates for shell thickness, foundation sizes, or other required necessary data needed to complete the structural and seismic analysis.
- Develop general recommendations for proposed <u>structural</u> improvements required to retrofit the existing tank.
- Provide an OPCC for the proposed tank structural improvements and repairs. The OPCC shall be provided with a rough order of magnitude for preliminary budgeting purposes with appropriate contingencies provided and shall be based on the estimated retrofits and new construction anticipated. The OPCC shall be limited to structural elements of the tank and other items (e.g. mechanical/civil/electrical/corrosion) identified as necessary. <u>The other</u> <u>items will be identified based on general observations and with SEJPA input; evaluations of</u> <u>these items by technical specialists will not be performed.</u>
- Prepare a technical memorandum summarizing the findings of the subtasks above. This memo shall be included as an appendix to the memorandum prepared under Task 6 above. A structural calculations package will not be provided as part of this memo.

Task 9 – Evaluation of Wanket Tank (Optional)

Make a preliminary evaluation of the modifications necessary to convert the Wanket Tank to recycled water storage. It is anticipated that this task will include:

- <u>Conduct a site visit to observe the exterior of the tank and document/photograph the</u> <u>existing conditions. The interior of the tank will not be available for entrance or observation.</u>
- <u>Review as-built plans for tank, inlet/outlet piping and appurtenances. A condition</u> <u>assessment or structural analysis of the tank will not be performed.</u>
- <u>Develop general recommendations for proposed modification required to retrofit the existing tank.</u>
- <u>Provide a rough order of magnitude OPCC for the tank modifications. The OPCC shall be</u> <u>limited to civil/mechanical items as necessary.</u>
- <u>Prepare a technical memorandum summarizing the findings of this task.</u> The memo shall be included as an appendix to the memorandum prepared under Task 5 above.

Task 10 – Hydraulic Model Calibration (Optional)

Based on results of Task 3, and with SEJPA authorization, IEC will conduct the following model calibration effort:

• Identify up to eight (8) locations in the system where the SEJPA will install, maintain and remove pressure loggers to collect data for a continuous period spanning two (2) weeks.

The SEJPA loggers are assumed to be calibrated and programmed for a sampling rate of no more than 1 minute with 15-minute recording intervals. SEJPA will also provide pump flow rates and tank levels for the corresponding monitoring period. The data will be provided to IEC in excel spreadsheet format.

- <u>Review the pressure data for obvious errors that render the data disqualified for analysis</u> and identify if any sites should be re-sampled (up to three sites are assumed).
- <u>Configure and run the model under conditions comparable to those found during the</u> sampling period and compare the results to the valid field pressure measurements. If the results are found to be within acceptable ranges, the model will be considered adequately calibrated and the results will be included in the Task 6 report. If the results are not within acceptable ranges, IEC will discuss with the SEJPA possible reasons for the discrepancy. Additional services to resolve such discrepancies can be provided on a time and material basis.

<u>Schedule</u>

The estimated schedule assumes a notice to proceed (NTP) on or about August 1, 2020, no delays in executing the field work (e.g. due to weather, permission for access, or other circumstances beyond IEC's control), two (2) weeks for SEJPA submittal reviews, and timely responses for information and meeting coordination.

Submittal/Activity	Estimated Date
NTP	August 1, 2020
Draft Report (excluding optional Task 10)	October 23, 2020
Final-Draft Report (excluding optional Task 10)	November 20, 2020
Final Report (excluding optional Task 10)	December 11, 2020

If Optional Task 8 – Structural Evaluation of Oak Crest Tank is authorized as part of the NTP, the technical memorandum summarizing the results will be submitted by September 11, 2020. If Optional Task 9 – Evaluation of Wanket Tank is authorized as part of the NTP, the technical memorandum summarizing the results will be submitted by September 11, 2020. If Optional Task 10 – Model Calibration is to be executed, it is anticipated that additional time will be required for the collection and evaluation of the monitoring data. As such, the estimated submittal dates for the reports may be up to four (4) weeks later than the dates listed above.

Attachment 2

FEE ESTIMATE SAN ELIJO JPA - RECYCLED WATER STORAGE and CONVEYANCE SYSTEM EVALUATION Infrastructure Engineering Corp.

Task/ Subtask	Task/Subtask Description	Sr. Project Manager \$235.00	Sr. Project Manager (Pump Evaluation) \$235.00	Lead Hydraulic Engineer \$225.00	Project Engineer / Modeler \$175.00	Engineer II \$150.00	Engineer I \$135.00	Project Surveyor \$145.00	Admin \$100.00	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
TASK 1	Data Compilation and Kick-Off													\$3,665
	Data compilation	1	2	2	2					7	\$1,505			\$1,505
	KO meeting	3	3	3						9	\$2,085	\$75		\$2,160
TASK 2	Tank Survey													\$2,970
	Tank Survey	2				4		10		16	\$2,520	\$450		\$2,970
TASK 3	Data Review and Model Set-up													\$7.250
	Data Review, Model Set-up, Calibration Test	2		4	12	1	28			46	\$7.250			\$7,250
		-					20			10	<i><i></i></i>			<i>ψ,</i> ,230
TASK A	Hydraulic Analysis													642.450
1751 4	Hydraulic Analysis	E		0	40		24			79	¢12.4E0			\$13,450
		D		0	40		24			78	\$15,450			\$15,450
	Rump Control Value Evaluation													\$7 700
TASK 5	Site Visit		6							6	\$1.410			\$1,410
	Besearch and data evaluation	1	6			4				11	\$2 245			\$2 245
	Calculations & recommendation	1	6			16				23	\$4.045			\$4.045
											<i>+ ./c</i>			<i>† 1/2 12</i>
TASK 6	Technical Memorandum													\$15,520
	Draft memo	2	6	8	20	1				36	\$7,180			\$7,180
	Meeting	3	3	3						9	\$2,085	\$75		\$2,160
	Draft Final memo	2	2	6	6					16	\$3,340			\$3,340
	Meeting	3		3						6	\$1,380	\$75		\$1,455
	Final memo	1		2	4					7	\$1,385			\$1,385
TASK 7	Project Management													\$1,810
	Project administration	6							4	10	\$1,810			\$1,810
		I												
		33	34	39	84	24	52	10	4	280	\geq	\geq	\sim	\mathbb{X}
		\$7,755	\$7,990	\$8,775	\$14,700	\$3,600	\$7,020	\$1,450	\$400	\succ	\$51,690	\$675	\$0	\$52,365

TOTAL NOT-TO-EXCEED FEE (excluding Optional Tasks) \$52,365

FEE ESTIMATE SAN ELIJO JPA - RECYCLED WATER STORAGE and CONVEYANCE SYSTEM EVALUATION Infrastructure Engineering Corp.

Task/ Subtask	Task/Subtask Description	Principal	Sr. Project Manager	Lead Hydraulic Engineer	Project Engineer / Modeler	Engineer II	Engineer I	Project Surveyor	Admin	Subtask Labor-Hours	Subtask Labor Cost	Direct Cost	Subcontract	Total Cost
		\$235.00	\$235.00	\$225.00	\$175.00	\$150.00	\$135.00	\$145.00	\$100.00					
OPTIONAL T	ASKS													
TASK 8	Oak Crest Tank Structural Evaluation - OPTIONAL													\$12,461
	Structural Evaluation and Tech Memo		3			4			2	9	\$1,505		\$10,956	\$12,461
TASK 9	Wanket Tank Evaluation - OPTIONAL													\$5,480
	Evaluation and Tech Memo		8			24				32	\$5,480			\$5,480
TASK 10	Model Calibration - OPTIONAL													\$17,200
	Data Review		4	4	8					16	\$3,240			\$3,240
	Model Calibration			12	20				2	34	\$6,400		\$7,560	\$13,960
		0	15	16	28	28	0	0	4	91	\times	\geq	\times	> <
		\$0	\$3,525	\$3,600	\$4,900	\$4,200	\$0	\$0	\$400	\times	\$16,625	\$0	\$18,516	\$35,141

2020 HOURLY CHARGE RATE AND EXPENSE REIMBURSEMENT SCHEDULE

Engineering

Engineering Intern/Technician	\$ 85
CADD Designer I/Engineer I	\$ 135
CADD Designer II/Engineer II	\$ 150
CADD Designer III/Engineer III	\$ 160
Project Designer	\$ 165
Sr Designer/Project Engineer	\$ 175
SCADA Specialist	\$ 180
Senior Project Engineer	\$ 190
Project Manager	\$ 225
Senior Project Manager	\$ 235
Principal	\$ 260

Surveying

Survey Assistant I	\$ 125
Project Surveyor	\$ 145
Principal Surveyor	\$ 175
Field – 1 Person*	\$ 175
Field – 2 Person Crew*	\$ 260

Construction*

Asst Labor Compliance Coordinator	\$ 115
Sr. Labor Compliance Coordinator	\$ 140
Asst CM Coordinator	\$ 115
CM Coordinator	\$ 125
Senior Construction Inspector	\$ 155
Resident Engineer	\$ 165
Construction Manager	\$ 200
Senior Construction Manager	\$ 210

Environmental

Intern/Technician	\$80
Technical Editor	\$ 110
Env Specialist I/Project Coord I	\$ 125
Graphic Artist	\$ 120
Lead Technical Editor	\$ 130
Env Specialist II/Project Coord II	\$ 145
Env Specialist III/Project Coord III	\$ 155
Project Manager	\$ 215
Senior Project Manager	\$ 235
Principal	\$ 250

Program Management

Assistant Program Manager	\$ 155
Program Manager	\$ 170
Senior Program Engineer	\$ 180
Senior Program Manager	\$ 180
Principal	\$ 260

Flow Monitoring

Field Tech I	\$ 80
Field Tech II	\$ 100
Field Tech III	\$ 110
Field Supervisor	\$ 125
Field Operations Manager	\$ 160
Project/Data Manager	\$ 180

Administrative

Word Processor/Admin Support \$ 100

Subconsultants will be billed at cost plus 10% unless specified otherwise in the agreement.

All base rates will escalate by 3% per annum.

* Field personnel rates are inclusive of vehicle, mileage, phone, computer, survey equipment, etc. Inspection rates shown are for prevailing wage projects. Inspection rates for overtime are \$30 dollars an hour more than the listed rate.

Reimbursable Costs

Reproduction, special photography, postage, delivery services, express mail, printing, travel, parking, and any other specialty services performed by subcontractor will be billed at cost plus 15%.

Mileage will be billed at the current IRS allowed rate.

01/21/2020

AGENDA ITEM NO. 13

SAN ELIJO JOINT POWERS AUTHORITY MEMORANDUM

July 13, 2020

TO: Board of Directors San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: CAPITAL IMPROVEMENT PROGRAM UPDATE

RECOMMENDATION

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

BACKGROUND

In 2017, the San Elijo Joint Powers Authority (SEJPA) commenced a phased capital improvement program to replace and upgrade critical wastewater and recycled water infrastructure. The capital improvement projects were identified in the 2015 Facility Plan, then bundled into four phases in order to prioritize capital spending, streamline project delivery, minimize community impacts, and reduce cost through economies of scale. The recommended projects will replace aging infrastructure to ensure environmental compliance, improve operational efficiency, and advance regional climate action goals. Funding for the Capital Program is provided by the SEJPA 2017 Clean Water Bond Issuance, capital cash contributions from agencies served by the SEJPA, Caltrans, and State grants.

The first phase of the Capital Program (Phase I) has been constructed and included the Land Outfall Replacement, Preliminary Treatment Upgrades, and Odor Control Improvements projects. The construction cost of Phase I was \$14.7 million. Phases II through IV will be detailed further in the Discussion section of this report.

DISCUSSION

Phase II of the Capital Program has a construction budget of \$23.3 million and consists of multiple projects, including the Electrical System Improvements, Encinitas Ranch Recycled Water Expansion, Supervisory Control and Data Acquisition (SCADA) Upgrades, and Water Campus Improvements.

Electrical System Improvements were completed in 2018 and the Encinitas Ranch Recycled Water Expansion project was completed in 2019, for a total construction cost of \$1.9 million. The SCADA Upgrades project is substantially complete, with all hardware installed and programing developed. Staff is currently working with the contractor to test and verify programming in preparation for project closeout. Construction for this project is tracking on budget, which is approximately \$0.7 million.

The cornerstone of Phase II, the Water Campus Improvements (WCI) project, includes:

- New Operations and Administration building
- Access roads and parking improvements
- Regional bike/pedestrian path in cooperation with Caltrans and the City of Encinitas
- Signal and road improvements on Manchester Avenue
- Onsite fire system upgrades
- New perimeter fencing, access control, and security improvements
- Solar power system
- Storm water conveyance, attenuation, and treatment

The WCI project is divided into two components to manage risk associated with the COVID-19 pandemic. The first component (GMP-1) broke ground in June 2020 and consists of project elements that required construction during the dry weather season. This work includes rough site grading, undergrounding of the regional storm drain culvert, installing dewatering wells, and constructing below grade site utilities. The second component (GMP-2) is expected to begin in September 2020 and includes the construction of the multi-use path, administration/operation building and site improvements, and Manchester Avenue traffic signal and right-of-way improvements. The overall project duration is 18 months, with a total construction budget of \$18.4M. The construction value of GMP-1 is \$4.7 million, and GMP-2 is estimated at \$13.7 million.

Phase III, the Solids Treatment Improvements, is in the pre-design phase. The Project Definition Report (PDR) is complete and the engineer's estimate for the recommended improvements ranges from \$9 million – \$14 million, including optional improvements not required at this time. Staff is currently reviewing the report recommendations and will prioritize and scale project elements as necessary to align with current capital cash reserves and future pay-as-you-go requests. Requests for Proposals for the project design is planned to be issued in the last quarter of 2020.

Phase IV consists of Resource Recovery and Reuse projects including potable reuse and stormwater capture and reuse, treated water storage, process optimization, and energy efficiency projects. These projects are in various stages of concept development, which includes project scale, scope, budgets, and funding strategies. Staff is pursuing grant funding and multi-agency collaboration to help fund and advance these projects.

FINANCIAL IMPACT

There is no financial impact associated with this staff report. The 2017 Clean Water Bonds and grant funding, combined with current and future cash contributions for capital projects, are the main financial funding sources for SEJPA's Capital Improvement Program. Budget and funding adjustments will be made as capital projects are developed, awarded, and constructed.

Respectfully submitted,

16-6

Michael Thornton, P.E. General Manager

SAN ELIJO JOINT POWERS AUTHORITY MEMORANDUM

July 13, 2020

TO: Board of Directors San Elijo Joint Powers Authority

FROM: General Manager

SUBJECT: DISCUSS CHANGING BOARD MEETING SCHEDULE FOR 2020

RECOMMENDATION

It is recommended that the Board of Directors:

1. Discuss changing dates of the remaining 2020 Regularly Scheduled Board meetings and take action as appropriate.

DISCUSSION

The SEJPA Board meeting schedule has been generally set as 8:30 a.m. on the second Monday of each month, with no meeting in August. For calendar year 2020, COVID-19 and other circumstances have disrupted this meeting schedule. These interruptions have provided an opportunity to evaluate the schedule to improve staff efficiencies in preparing and publishing meeting materials. Working with the Board Chair, it appears that moving the regular meeting date to the third Tuesday of the month would achieve the greatest efficiencies and minimize the need for staff to work on weekends. If the Board were to approve this change, the remaining 2020 regular Board meeting schedule would be as follows:

- September 15, 2020
- October 20, 2020
- November 17, 2020
- December 15, 2020

At the December 2020 Board meeting, it is proposed that the Board review the schedule change and set the meeting schedule for 2021.

It is therefore recommended that the Board of Directors:

1. Discuss changing dates of remaining 2020 Regularly Scheduled Board meetings and take action as appropriate.

Respectfully submitted,

216-6-N.V

Michael Thornton, P.E. General Manager