

I hereby certify that the following Agenda was posted at least 72 hours prior to the time of the Board Meeting so noticed below, at the usual agenda posting location of the South Orange County Wastewater Authority [SOCWA] and at www.socwa.com.


Betty Burnett, General Manager
SOCWA and the Board of Directors thereof

AGENDA
MEETING OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
BOARD OF DIRECTORS

Thursday, April 5, 2018
8:30 a.m.

THE BOARD OF DIRECTORS MEETING ROOM IS LOCATED AT 34156 DEL OBISPO STREET, DANA POINT, CA. THE ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E. ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.), PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY'S OFFICE AT 949-234-5421 AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA ATTACHMENTS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY BOARD OF DIRECTORS IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE BOARD OF DIRECTORS ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE BOARD OF DIRECTORS LESS THAN SEVENTY-TWO (72) HOURS PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE BOARD OF DIRECTORS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE BOARD OF DIRECTORS MEETING ROOM.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ORAL COMMUNICATIONS

A. Members of the public may address the Board regarding an item on the agenda or may reserve this opportunity during the meeting at the time item is discussed by the Board. There will be a three-minute limit for public comments.

4. CONSENT CALENDAR

A. Minutes of Board of Directors Meeting(s)

ACTION The Board will be requested to approve subject minutes.

Board of Directors Meeting March 1, 2018	1
Board of Directors Meeting February 28, 2018	8
Board of Directors Meeting December 14, 2017	10
Board of Directors Meeting December 7, 2017	15
Board of Directors Meeting August 3, 2017	32
Board of Directors Meeting July 6, 2017	38

Board of Directors Meeting June 14, 2107.....	44
Board of Directors Meeting June 1, 2017 – 8:30 a.m.....	52
Board of Directors Meeting June 1, 2017 – 10:30 a.m.....	58
Board of Directors Meeting May 24, 2017.....	60
Board of Directors Meeting May 4, 2017.....	82

B. Minutes of Executive Committee Meeting

ACTION The Executive Committee will be requested to approve subject minutes.

Executive Committee July 25, 2017.....	89
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C. Minutes of Project Committee No. 15 Meeting(s)

ACTION The Board will be requested to receive and file subject minutes.

Project Committee No. 15 March 1, 2018.....	91
Project Committee No. 15 February 15, 2018.....	94
Project Committee No. 15 January 11, 2018.....	96
Project Committee No. 15 July 27, 2017.....	98
Project Committee No. 15 October 12, 2017.....	100

D. Minutes of Finance Committee Meeting(s)

ACTION The Board will be requested to receive and file subject minutes.

Finance Committee January 19, 2018.....	102
Finance Committee April 11, 2017.....	104
Finance Committee May 22, 2017.....	106

E. Approval of Financial Matters..... 109

ACTION Receive comments from the Finance Committee as to consideration of the submitted items. Staff Recommends to the Board of Directors to ratify the disbursements and to receive and file the February 2018 Financial Reports as submitted.

Summary of Disbursements for February 2018 – Exhibit A.....	111
Schedule of Funds Available for Reinvestment – Exhibit B.....	112
Schedule of Cash and Investments – Exhibit C.....	113
Capital Projects Summaries – Exhibit D.....	114
Large Capital Projects Graph – Exhibit D-1.....	115
Operations/Maintenance & Environmental Safety Costs Summary – Exhibit E1.....	116
Budget vs. Actual Comparison – PC’s on Separate Report – Exhibit E-1.2.....	119
Budget vs. Actual Comparison – Engineering – Exhibit E-2.....	130
Budget vs. Actual Comparison – Administration – Exhibit E-3.....	131
Budget vs. Actual Comparison – IT – Exhibit E-4.....	132

F. <u>Operations Reports</u>	133
ACTION The Board will be requested to receive and file subject reports.	
Monthly Operational Report for February 2018.....	135
SOCWA Ocean Outfall Discharges by Agency.....	145
Beach Ocean Monitoring Report ACOO.....	147
Beach Ocean monitoring Report SJCOO.....	157
Recycled Water Report.....	168
Pretreatment Report.....	172
G. <u>Capital Improvement Program</u>	176
ACTION The Board will be requested to receive and file subject reports.	
H. <u>Project Committee No. 17</u>	
ACTION The Board will be requested to approve Change Orders 21 through 28 to the construction contract with Pacific Hydrotech for the Regional Treatment Plant Cogeneration and Switchgear Upgrade Project.	
Change Order – RTP Cogeneration and Switchgear Upgrade Project.....	192
I. <u>Minutes of Engineering Committee Meeting(s)</u>	
ACTION The Board will be requested to receive and file subject minutes.	
Engineering Committee February 8, 2018.....	196
5. <u>ENGINEERING MATTERS</u>	
A. <u>Award of Construction Contract – SS Mechanical [PC2]</u>	200
ACTION The Board will be requested to approve the award of construction contract to SS Mechanical at a price of \$343,450.00 for the J. B. Latham Treatment Plant 1 Grit Basin Rehabilitation Project.	
B. <u>Award of Engineering Services – TetraTech [PC2]</u>	206
ACTION The Board will be requested to approve the award of engineering services contract to TetraTech at a fee of \$150,000.00 for the J. B. Latham Treatment Plant Miscellaneous Improvements 2018 Project.	
6. <u>GENERAL MANAGER’S REPORT</u>	
A. <u>JBL Tour (We are walking outside - closed toe shoes please)</u>	
<ul style="list-style-type: none"> • Cogen Engine Viewing • Staff Recognition SARBS CWEA Plant of the Year • Other Awards 	

B. Budget Amendment for New Engine Startup Costs [PC2]..... 213

ACTION The Board will be requested to approve budget amendment for PC2 (JB Latham) for \$250,000.

C. Irvine Ranch Water District (IRWD) Withdraw from PC12..... 216

ACTION The Board will be requested to direct staff as to a modification of the FY 2017-18 Budget to redistribute \$9,980 in costs to other PC 12 agencies.

D. State Audit Results – Review of Cash Roll Forward

ACTION Information item, PowerPoint, Q&A and discussion of next steps.

E. Public Records Act Policy – Resolution No. 2018-01..... 252

ACTION Staff recommends to the Board of Directors to approve Resolution No. 2018-01 SOCWA Policy for Disclosure of Public Records.

F. Budget Update

Please bring calendars to set April Board Workshop

ACTION Information item.

G. General Manager's Status Report..... 261

ACTION The Board will review the General Manager's Status Report:

- Board Questions
- Receive and file

H. FY 2016-17 Use Audit

ACTION Finance Committee to comment. Staff recommends Board of Directors approval of the Use Audit and collection from and payments to SOCWA member agencies consistent with the results of the FY 2016-17 Use Audit as presented.

8. OTHER MATTERS

A. Open discussion or items received too late to be agendaized.

NOTE: Determine the need to take action on the following item(s) introduced by the General Manager which arose subsequent to the agenda being posted. [Adoption of this action requires a two-thirds vote of the Board, or if less than two thirds are present a unanimous vote.]

9. ADJOURNMENT

NOTE - THE NEXT REGULAR SOCWA BOARD MEETING WILL BE HELD AT
8:30 A.M. ON MAY 3, 2018

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

March 1, 2018

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, March 1, 2018 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
SCOTT GOLDMAN, El Toro Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
MATT COLLINGS, Moulton Niguel Water District	Director [exit 9:34 a.m.]
DOUG REINHART, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman [exit 9:00 a.m.]
DAN FERONS, Santa Margarita Water District	Chairman
DENNIS ERDMAN, South Coast Water District	Alternate Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENDSOLF, City of San Clemente	Director
JOHN PIETIG, City of Laguna Beach	Alternate Director [arrival 9:00 a.m.]

Staff present:

BETTY BURNETT	General Manager/Secretary
BRAD NEUFELD	Varner and Brandt
BRIAN PECK	Director of Engineering
AMBER BAYLOR	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
DINA ASH	Human Resource Administrator
TERI NOSON	Clerk of the Board/Assistant Secretary
JEANETTE CONTINOLA	Purchasing/Contract Administrator
NAYDN KIM	Accountant
DANITA HIRSH	Executive Assistant to the General Manager

Also present:

DONALD FROELICH	Moulton Niguel Water District
RICK SHINTAKU	South Coast Water District

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Mr. Peck led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No comments were received.

ACTION TAKEN

No action required.

Consent Calendar

Chairman Ferons referenced the items under the Consent Calendar and asked if there were any questions or comments.

Director Collings requested to pull items 4.A., B., C. and E. from the Consent Calendar.

ACTION TAKEN

Motion was made by Director Dopudja and seconded by Director Miller to approve item 4.D., F., G. and H. under the consent calendar.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Erdman	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.A. Minutes of Board of Directors Meeting(s)

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Erdman to approve item 4.A under the Consent Calendar.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Collings	Nay
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Erdman	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.B. Minutes of Engineering Committee Meeting(s)

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Erdman to receive and file item 4.B. under the Consent Calendar with the noted typo replacement/addition of PC17/PC2 on page 27.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Erdman Aye
Director Dopudja Aye
Director Rebensdorf Aye

4.C. Minutes of Project Committee No. 15 (PC15) Meetings

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Dunbar to receive and file item 4.C. under the Consent Calendar.

Motion carried: Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Nay
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Erdman Aye
Director Dopudja Aye
Director Rebensdorf Aye

4.E. Financial Matters – Year-to-Date December 31, 2017

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Goldman to 1) Receive a report from Finance Committee as to review of August 2017 – December 2017 financial reports as discussed at Finance Committee meeting on February 26, 2018, 2) the Board of Directors to receive and file the Year-to-Date December 31, 2017 financial Reports as submitted.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye

Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Erdman	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

Engineering Matters

5.A. Award of Engineering Services Contract to TetraTech [PC21 Reach D]

ACTION TAKEN

Motion was made by Director Goldman and seconded by Director Reinhart to approve the award of the Engineering Services Contract to TetraTech at a fee of \$345,370 for the Final Design of the Effluent Transmission Main Trail Bridge Crossing Design Project.

Motion carried:	Aye 2; Nay 0; Abstain 0; Absent 0
	Director Goldman Aye
	Director Reinhart Aye

General Manager Reports

6.A. Interim General Counsel and Labor Counsel Services Agreement with Varner and Brandt

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Miller to ratify the legal services agreement with Varner and Brandt to serve as Interim General Counsel pending selection of a new General Counsel and continue serving as SOCWA Labor Counsel.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Goldman Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Erdman Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

6.B. SCADA Trenching Module Upgrade Project [PC2 JBL]

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Collings to approve the contract with Tesco Engineering to upgrade the SCADA trending software at JBL for an amount not to exceed \$36,666.

Motion carried:	Aye 4; Nay 0; Abstain 0; Absent 0
	Director Miller Aye
	Director Collings Aye
	Chairman Ferons Aye
	Director Erdman Aye

6.C. SCADA Trenching Module Update Project [PC17 RTP]

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Dunbar to approve the contract with Tesco Engineering to upgrade the SCADA trending software at RTP for an amount not to exceed \$36,666.

Motion carried:	Aye 5; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Goldman Aye
	Director Collings Aye
	Vice Chairman Iseman Aye
	Director Erdman Aye

6.D. General Manager's Status Report

ACTION TAKEN

There being no objection the Chairman directed the General Manager's Status Report received and filed.

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board. Director Collings, Director Reinhart, Director Dopudja and Director Goldman provided comments regarding the Closed Session for Existing Litigation: *Case of SOCWA, et al. v. Moulton Niguel Water District.*

The Chairman adjourned the Board of Directors Meeting for a five (5) minute recess at 8:57 a.m.

The Board meeting reconvened at 9:05 a.m. and went into Closed Session at 9:05 a.m.

Closed Session

A Closed Session was conducted for the following matter:

Pursuant to Government Code Section 54956.75
Audit by California State Auditor's Office

The Board meeting reconvened at 9:26 a.m. and went into Closed Session at 9:34 a.m.

Closed Session

A Closed Session was conducted for the following matter:

Pursuant to Government Code Section 54956.9
Existing Litigation: *Case of SOCWA, et al. v. Moulton Niguel Water District*
Case Number 30-2017-00923143-CU-BC-CJC

The Board meeting reconvened at 10:00 a.m.

Report Out of Closed Session

There was no reportable action from Closed Session.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 10:00 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of March 1, 2018, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

March 1, 2018

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Dopudja	Approved
Award of Engineering Services Contract to TetraTech [PC21]	Goldman	Approved
Interim General Counsel and Labor Counsel Services Agreement with Varner Brandt	Erdman	Approved
SCADA Trending Module Update Project [PC2]	Erdman	Approved
SCADA Trending Module Update Project [PC17]	Collings	Approved

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

February 28, 2018

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Wednesday, February 28, 2018 at 4:00 p.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
MATT COLLINGS, Moulton Niguel Water District	Director
DOUG REINHART, Irvine Ranch Water District	Director
JOHN PIETIG, City of Laguna Beach	Vice Chairman
DAN FERONS, Santa Margarita Water District	Chairman
DENNIS ERDMAN, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director
SCOTT GOLDMAN, El Toro Water District	Director [arrival 4:02 p.m.]

Staff present:

BETTY BURNETT	General Manager/Secretary
BRAD NEUFELD	Varner and Brandt
AMBER BAYLOR	Director of Environmental Compliance
MARY CAREY	Finance Controller

Chairman Ferons called the meeting to order at 4:01 p.m. and welcomed everyone present. Director Ferons led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item the Agenda.

No comments were received.

ACTION TAKEN

No action required.

The Board meeting went into Closed Session at 4:03 p.m.

Closed Session

A Closed Session was conducted for the following matter:

Pursuant to Government Code Section 54956.75
Audit by California State Auditor's Office

Report Out of Closed Session

No reportable action out of Closed Session.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 7:30 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Board of Directors of February 28, 2018, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL JOINT MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors and Finance Committee

December 14, 2017

The Special Joint Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors and Finance Committee was held on December 14, 2017 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. All meeting business was conducted by the Members of the Board of Directors with comment or participation of SOCWA Finance Committee members in attendance.

The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
SCOTT GOLDMAN, El Toro Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
MATT COLLINGS, Moulton Niguel Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Absent:

DOUG REINHART, Irvine Ranch Water District	Director
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Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Giannone Law Firm
BRIAN PECK	Director of Engineering
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
JEANETTE CONTINOLA	Procurement Contracts Administrator
NADIYA SZE	Senior Accountant
NAYDN KIM	Accountant
DANITA HIRSH	Executive Assistant
BRAD NEUFELD	Varner & Brandt [arrival 9:20 a.m.]
TERI NOSON	Clerk of the Board

Also present:

DAVID SHISSLER	City of Laguna Beach
DENNIS ERDMAN	South Coast Water District
DAVID BARANOWSKI	Carollo Engineers
KEN PUN	The Pun Group

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Miller led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No comments were received from the public.

Ms. Burnett requested that items 5A. Award of Engineering Services – Dudek [PC15], and 5B. Award of Engineering Services – Lee & Ro [PC17] be pulled from the Agenda. Chairman Ferons duly noted the request.

ACTION TAKEN

No action required.

Consent Calendar

Chairman Ferons referenced the items under the Consent Calendar and asked if there were any questions or comments. No comments or questions were received.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Iseman to approve the items under the consent calendar.

Motion carried:	Aye 9; Nay 0; Abstain 0; Absent 1
	Director Dunbar Aye
	Director Goldman Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Absent
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

General Manager Reports

6.A. Letter of Support to CASA

ACTION TAKEN

Motion was made by Director Goldman and seconded by Director Iseman to approve the submittal of a letter on behalf of SOCWA supporting CASA's efforts to support the Bioenergy Association of California's Petition to extend the BioMAT program and add measures to expedite interconnection for BioMAT projects.

Motion carried:	Aye 9; Nay 0; Abstain 0; Absent 1
	Director Dunbar Aye
	Director Goldman Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Absent
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

6.B. Updated Reporting on Critical Infrastructure Repair

ACTION TAKEN

There being no objection Chairman Ferons directed the Updated Reporting on Critical Infrastructure Repair report received and filed.

6.C. Infrastructure Valuation Services – Presentation by Carollo Engineers

ACTION TAKEN

There being no objection Chairman Ferons directed the Infrastructure Valuation Services presentation by Carollo Engineers received and filed and directed staff to provide the Finance Committee and member agency staff with revised drafts of the Infrastructure Valuation report.

6.D. Use Audit FY 2016-17, Draft of December 7, 2017

Updated Pages from December 11, 2017, Finance Committee

ACTION TAKEN

There being no objection Chairman Ferons directed staff to agendize the FY 2016-17 Use Audit for consideration at the January Board of Directors meeting.

6.E. Financial Statements and Independent Auditors Report FY Ending 6-30-17

ACTION TAKEN

There being no objection Chairman Ferons directed the Financial Statements and Independent Auditors Report FY Ending 6-30-17 received and filed.

6.F. Employee MOU (July 1, 2017 – June 30, 2020) Side Letter 3

ACTION TAKEN

No action taken.

The Chairman adjourned the Board of Directors Meeting for a five (5) minute recess at 9:40 a.m.

The Board meeting reconvened at 9:45 a.m. and went into Closed Session at 9:46 a.m.

Closed Session

7.A. Conference with SOCWA Labor Negotiator – Closed Session

Employee MOU (July 1, 2017 – June 30, 2020), Side Letter 3, a Closed Session will be conducted in accordance with Government Code Section 54957.6.

Conference with SOCWA Negotiator – Betty Burnett, GM
Employee Organization – SOCWA Employee Association.

Report Out of Closed Session

Mr. Neufeld reported that in Closed Session the Board of Directors unanimously adopted Resolution No. 2017-12 Side Letter of Agreement #3 to the Memorandum of Understanding between South Orange County Wastewater Authority and SOCWA Employees Association regarding the Associations access to new employee orientations and contact information.

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board.

Chairman Ferons requested that staff schedule a Project Committee No. 2 meeting in the first quarter of 2018 to follow up from the June 2017 meeting to talk about flows and capacities. Ms. Burnett duly noted the request.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 9:53 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Joint Meeting of the South Orange County Wastewater Authority Board of Directors

and Finance Committee of December 14, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

December 14, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Brunhart	Approved
Letter of Support to CASA	Goldman	Approved
Resolution No. 2017-12, Side Letter of Agreement #3 to the MOU between SOCWA and Employees Association	Mr. Neufeld, SOCWA Legal Counsel, Report Out of Closed Session	Approved

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

December 7, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, December 7, 2017, at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
SCOTT GOLDMAN, El Toro Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
JOONE LOPEZ, Moulton Niguel Water District	Director [arrival 10:50a.m.]
MATT COLLINGS, Moulton Niguel Water District	Alternate Director [exit 10:40a.m.]
DOUG REINHART, Irvine Ranch Water District	Director [arrival 8:40a.m. exit 10:40a.m.]
TONI ISEMAN, City of Laguna Beach	Vice Chairman [exit 10:40a.m.]
JOHN PIETIG, City of Laguna Beach	Alternate Director [arrival 10:50a.m.]
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Giannone Law
AMBER BAYLOR	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
DINA ASH	Human Resource Administrator [exit 8:45a.m.]
TERI NOSON	Clerk of the Board/Clerk of the Board
DANITA HIRSH	Executive Assistant
JEANETTE CONTINOLA	Procurement/Contracts Administrator
DAN WHEELER	Superintendent of Operations & Maintenance [exit 8:45a.m.]
BOB SANDDAL	Mechanic III [exit 8:45a.m.]
BOB WATERS	Chief Operator – Regional Treatment Plant [exit 8:45a.m.]

Also present:

DONALD FROELICH	Moulton Niguel Water District
DENNIS ERDMAN	South Coast Water District
FRED ADJARIAN	El Toro Water District

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Brunhart led the Pledge of Allegiance to the Flag of the United States of America.

3. Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item the Agenda. No comments were received.

ACTION TAKEN

No action required.

4. Special Presentations

4.A.1. Resolution No. 2017-10 – Mr. Bob Waters, 34+ Years of Service

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve Resolution No. 2017-10 commending Mr. Waters' for his dedicated service and commitment to the mission of the South Orange County Wastewater Authority.

Motion carried:	Aye 9; Nay 0; Abstain 0; Absent 1
	Director Dunbar Aye
	Director Goldman Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Absent
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

4.A.2. Resolution No. 2017-11 – Mr. Bob Sanddal 29+ Years of Service

ACTION TAKEN

Motion was made by Director Miller and seconded by Brunhart to approve Resolution No. 2017-11 commending Mr. Sanddal for this dedicated service and commitment to the mission of the South Orange County Wastewater Authority.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Goldman Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

5. Consent Calendar

Chairman Ferons referenced the items under the Consent Calendar and asked if there were any questions or comments.

Director Collings requested to pull items 5.A.a) September 7, 2017 – Board Minutes, 5.C.b) October 2017 Operational Reports, and 5.D.a-i) Project Committee No. 15 – Meeting Minutes.

Director Brunhart requested to pull item 5.A.d) April 26, 2017 – Board Minutes.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve the remaining Consent Calendar items 5.A.b. through d, 5.B., 5.C. a, c, d and e, and E.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

5.A.a) September 7, 2017 – Board Minutes

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Goldman to approve the September 7, 2017 – Board Minutes with page 9 replacement/addition of Director Lopez/Collings on the Motion carried listing.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

5.A.d) April 26, 2017 – Board Minutes

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Iseman to approve the April 28, 2017 minutes with typo edit and Action Taken correction of ‘...five (5)...’ on page 52.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

5.C.b) October 2017 Operational Reports

Director Collings referenced page 87 of the Agenda Book and inquired about the increase of outfall flows. Ms. Burnett duly noted the inquiry and stated that staff would review meter data. A brief open discussion ensued.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Goldman to approve the October 2017 Operational Reports as submitted.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

5.D.a-i) Project Committee No. 15 – Meeting Minutes

Director Collings pulled the minutes for comment noting that MNWD would not be supporting approval of the Project Committee No. 15 minutes due to the following: 1) MNWD does not believe Project Committee No. 15 has the authority to litigate/to initiate litigation on behalf of SOCWA, 2) Several of the meeting minutes reflect Rutan and Tucker as staff, presumably as they are acting as counsel on behalf of SOCWA, but MNWD does not believe SOCWA has the authority to retain counsel on behalf of SOCWA, and 3) MNWD does not agree with being noted as absent from meetings when MNWD was not coordinated with for the setting of the meeting. For those reasons MNWD will be voting not to approve the submitted Project Committee No. 15 minutes.

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Burnhart to approve the Agenda Item(s) 5.D.a-i) Project Committee No. 15 – Meeting Minutes as submitted.

Motion carried: Aye 3; Nay 1; Abstain 0; Absent 0
Director Dunbar Aye
Director Collings Nay
Vice Chairman Iseman Aye
Director Brunhart Aye

6. General Manager's Report

6.A. Resolution No. 2017-09 – Investment Policy for Public Funds

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Iseman to adopt Resolution No. 2017-09, Investment Policy for Public Funds.

Motion carried: Aye 9; Nay 0; Abstain 1; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Abstain
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye

Director Dopudja Aye
Director Rebensdorf Aye

6.B. Presentation on General Fund Expense Allocations

Director Dopudja provided the PowerPoint presentation, which is herewith attached to these minutes. An open discussion ensued throughout the presentation.

ACTION TAKEN

There being no objection, Chairman Ferons requested that the General Fund Expense Allocations item be submitted for consideration at the January 2018 Board of Directors meeting, and for staff to distribute the submitted spreadsheet and include the total administrative numbers to the Finance Committee and member agency staff.

6.C. FY 2015-16 Audited Financial Statements Supplemental Schedules

Staff submitted to the Board replacement pages 242, 242a, 243, 243a, for approval with supplemental schedules (attached).

ACTION ITEM

Motion was made by Director Brunhart and seconded by Director Dunbar to accept the current version of the Supplemental Schedules as prepared for FY 2015-16 and direct the Authority to consider before June 30, 2018, allocation of costs per project committee including payroll costs, liabilities and net pension liabilities, with respect to this work the Board authorizes staff to obtain proposals for actuarial accounting from outside resources to continue and complete the requested work by June 30, 2018.

Motion carried: Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Nay
Director Reinhart Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

6.D. FY End June 30, 2017 Use Audit (Delivered Under Separate Cover)

ACTION TAKEN

There being no objection from the Board, Chairman Ferons directed the *FY End June 30, 2017 Use Audit* be submitted for consideration at the December 14, 2017, Board of Directors Meeting.

6.E. Update Carollo Valuation Report - SOCWA Infrastructure Assets

There being no objection from the Board, Chairman Ferons directed the *Update Carollo Valuation Report - SOCWA Infrastructure Assets* be submitted for consideration at the December 14, 2017, Board of Directors Meeting.

6.F. Update on Financial Statements & Independent Auditors Report - FY Ended June 30, 2017

There being no objection from the Board, Chairman Ferons directed the *Update on Financial Statements & Independent Auditors Report - FY Ended June 30, 2017* be submitted for consideration at the December 14, 2017, Board of Directors Meeting.

6.G. Card Access Security Expansion at the Coastal Treatment Plant [PC15]

ACTION ITEM

Motion was made by Director Brunhart and seconded by Director Dunbar to approve the 5-year contract with Stanley Convergent Security Solutions for Equipment installation an alarm monitoring for total of \$123,339 and a monthly fee of \$2,585 to be adjusted with the consumer price index (CPI).

Motion carried: Aye 3; Nay 1; Abstain 0; Absent 0
Director Dunbar Aye
Director Collings Nay
Vice Chairman Iseman Aye
Director Brunhart Aye

6.H. Card Access Security Expansion at the Regional Treatment Plant [PC17]

ACTION ITEM

Motion was made by Director Collings and seconded by Director Brunhart to approve the 5-year contract with Stanley Convergent Security Solutions for equipment installation and alarm monitoring for total of \$140,093 and a monthly fee of \$2,447 to be adjusted with the consumer price index (CPI).

Motion carried: Aye 5; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Collings Aye
Vice Chairman Iseman Aye
Director Brunhart Aye

6.I. General Manager's Status Report

ACTION TAKEN

There being no objection from the Board, Chairman Feron directed the General Manager's Status Report be submitted for consideration at the December 14, 2017, Board of Directors Meeting.

Director Lopez and Director Collings provided comments regarding Closed Session Item 7.1. An open discussion ensued.

The Chairman adjourned the Board of Directors Meeting for a ten (10) minute recess at 10:40 a.m.

The Board meeting reconvened at 10:50 a.m.

9. Other Matters

Chairman Feron asked if there were any more questions or comments from the Board.

Director Dopudja reported that regarding Closed Session Item 7.1. the TCWD Board has not received any information regarding the item and has requested the opportunity for their member agency to have their legal counsel review and provide input once information regarding the item has been provided.

Director Goldman concurred with Director Dopudja's comments and reported that ETWD legal counsel has not been provided information or made aware of Closed Session Item 7.1 and requested the opportunity for their member agency legal counsel to provide input.

Director Rebensdorf concurred with Director Dopudja's comments and reported that CSC legal counsel has not been provided information or made aware of Closed Session Item 7.1 and requested the opportunity for their member agency legal counsel to provide input.

Chairman Feron reported a lack of a quorum for Closed Session Item 7.1. and directed that Closed Session Item 7.1. be on the December 14, 2017, SOCWA Board of Directors

meeting agenda, and requested that SOCWA legal counsel contact member agency legal counsel to provide information on Closed Session Item 7.1.

The Board meeting went into Closed Session at 11:05 a.m.

7. Closed Session

- 1) A Closed Session will be conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District*
Case number 30-2017-00923143-CU-BC-CJC.

- 2) Evaluation of Contractor Serving in an Executive Position

Pursuant to Government Code Section 54957(b)(1):

Performance Evaluation
Title: General Counsel

- 3) Evaluation of Public Employee

Pursuant to Government Code Section 54957(b)(1):

Performance Evaluation
Title: General Manager

8. Report out of Closed Session

There were no reportable actions out of Closed Session.

10. Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 11:50 a.m.

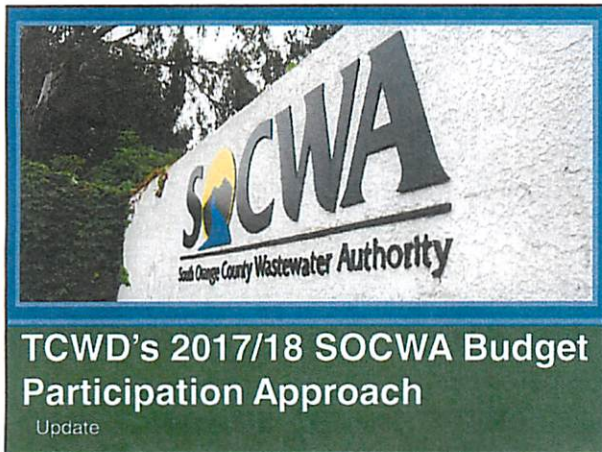
I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of December 7, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

December 7, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Brunhart	Approved
Resolution No. 2017-09 – Investment Policy for Public Funds	Dunbar	Approved
Resolution No. 2017-10 – Mr. Bob Waters 34+ Years of Service	Brunhart	Approved
Resolution No. 2017-11- Mr. Bob Sanddal 29+ Years of Service	Miller	Approved
FY 2015-16 Audited Financial Statements Supplemental Schedules	Brunhart	Approved



Summary

- At the June 14th Board Meeting SOCWA adopted a budget that increased TCWD's participation by 138%
- TCWD opposed the budget on the grounds it was hastily established without sufficient cost allocation/justification
- TCWD is committed to our participation in SOCWA, but the General Fund budget must be equitable.
- All SOCWA member agencies are committed to continue exploring concepts

Concept

- SOCWA should provide the efficiency of a JPA
- Any agency's participation in SOCWA should provide cost benefits
- There are three main areas of SOCWA Services/Infrastructure
 - Permitting, Treatment and Outfalls
- A fair approach could be allocated based on PC participation

Reducing the Uncertainties of the Current General Fund Approach

Expense	Staff Proposed % (on 6/14/17)	Staff Proposed Amount	Board Approved % on 6/14/17	Board Approved Amount 6/14/17	Pre-Allocated Cost (\$)
Public Notices	100%	\$1,400	100%	\$1,400	\$ 1,400.00
Office Equipment	20%	\$1,800	100%	\$8,000	\$ 8,000.00
Audit	50%	\$17,500	100%	\$35,000	\$ 35,000.00
Legal (Admin)	20%	\$18,000	40%	\$36,000	\$ 90,000.00
Outside Services (Records Mgt.)	100%	\$2,016	100%	\$2,016	\$ 2,016.00
Postage			20%	\$142	\$ 710.00
Office Supplies	20%	\$1,500	100%	\$7,500	\$ 7,500.00
Miscellaneous	20%	\$2,800	20%	\$2,800	\$ 14,000.00
IT Allocation	2.5%	\$6,109	5%	\$5,568	\$111,300.00
GM Payroll	32 hours per month		50%		
Executive Asst.	48 hours per month	\$149,496	50%	\$266,897	\$172,976.20
Finance Controller	5% of salary		5% of salary		
Total		\$184,392		\$365,323	\$442,962.20

Proposed CoSC General Fund Based on Three PC Participations

	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$)	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 140.00	6.38%	\$40.43	\$ 94.43
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	6.38%	\$49.17	\$ 199.17
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	6.38%	\$2,010.44	\$ 2,460.44
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	6.38%	\$5,170.11	\$ 6,070.11
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	6.38%	\$115.81	\$ 115.97
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	6.38%	\$45.79	\$ 49.89
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	6.38%	\$48.83	\$ 160.83
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	6.38%	\$89.74	\$ 94.16
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	6.38%	\$6,917.38	\$ 7,510.88
ISM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	6.38%	\$9,916.93	\$ 11,646.69
Finance Controller								
Total General Fund: \$ 23,876.33								

1. Applied to the remaining % of the Pre-Allocated Cost, after the General Fund Baseline %.

Proposed CoSJC and SMWD General Fund Based on Four PC Participations

	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$)	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	8.51%	\$107.23	\$ 121.23
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	8.51%	\$417.77	\$ 687.77
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	8.51%	\$2,448.85	\$ 3,098.85
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	8.51%	\$4,933.67	\$ 7,793.67
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	8.51%	\$134.42	\$ 174.58
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	8.51%	\$54.88	\$ 61.88
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	8.51%	\$574.47	\$ 649.47
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	8.51%	\$1,071.34	\$ 1,111.34
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	8.51%	\$8,529.70	\$ 9,643.30
ISM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	8.51%	\$11,749.24	\$ 14,979.00
Finance Controller								
Total General Fund: \$ 38,158.64								

1. Applied to the remaining % of the Pre-Allocated Cost, after the General Fund Baseline %.

Proposed SCWD General Fund Based on Seven PC Participations

	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$)	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	14.89%	\$187.64	\$ 201.64
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	14.89%	\$1,077.84	\$ 1,157.84
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	14.89%	\$4,891.49	\$ 5,241.49
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	14.89%	\$11,268.81	\$ 12,168.81
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	14.89%	\$270.23	\$ 290.39
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	14.89%	\$95.17	\$ 102.17
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	14.89%	\$1,005.81	\$ 1,080.81
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	14.89%	\$1,876.60	\$ 2,016.60
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	14.89%	\$14,976.98	\$ 16,090.58
ISM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	14.89%	\$13,186.27	\$ 24,915.93
Finance Controller								
Total General Fund: \$ 63,805.41								

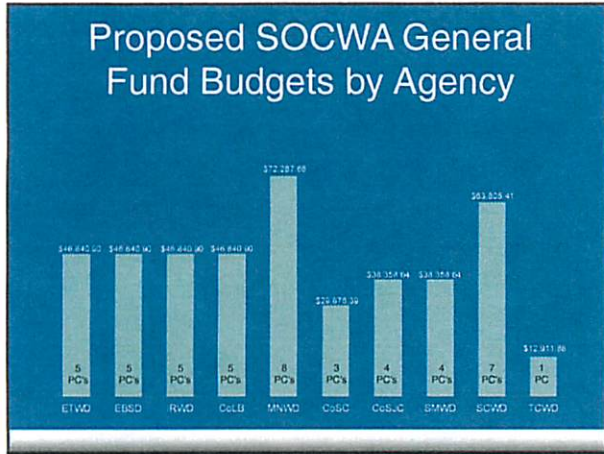
1. Applied to the remaining % of the Pre-Allocated Cost, after the General Fund Baseline %.

Proposed TCWD General Fund Based on One PC Participation

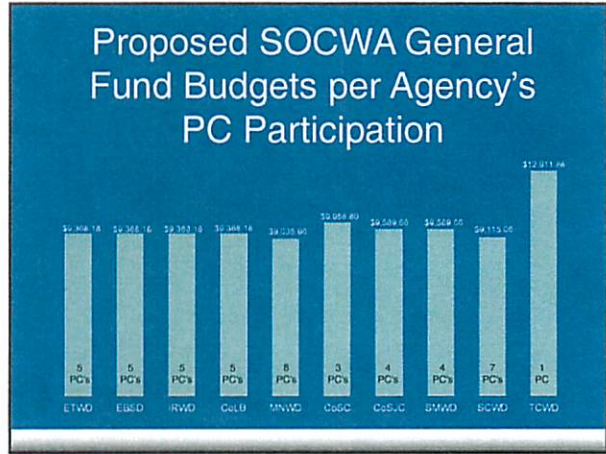
	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$)	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	2.18%	\$26.81	\$ 40.81
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	2.18%	\$131.19	\$ 211.19
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	2.18%	\$470.21	\$ 1,020.21
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	2.18%	\$1,713.40	\$ 2,613.40
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	2.18%	\$48.60	\$ 68.76
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	2.18%	\$13.60	\$ 20.70
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	2.18%	\$131.67	\$ 206.67
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	2.18%	\$268.09	\$ 408.09
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	2.18%	\$2,137.43	\$ 3,246.03
ISM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	2.18%	\$3,312.31	\$ 5,042.07
Finance Controller								
Total General Fund: \$ 12,911.88								

1. Applied to the remaining % of the Pre-Allocated Cost, after the General Fund Baseline %.

Proposed SOCWA General Fund Budgets by Agency



Proposed SOCWA General Fund Budgets per Agency's PC Participation



Project Committee Participation Approach

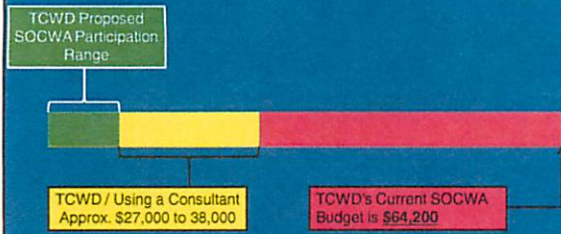
	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$)	Total General Fund (\$)
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	2.13%	\$24.81	\$ 40.81
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	2.13%	\$13.19	\$ 213.19
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	2.13%	\$470.21	\$ 1,020.21
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	2.13%	\$1,233.40	\$ 2,633.40
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	2.13%	\$38.60	\$ 68.76
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	2.13%	\$13.40	\$ 20.50
Other Supplies	\$ 2,500.00	10.00%	\$ 250.00	10%	\$ 25.00	2.13%	\$44.83	\$ 79.83
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	2.13%	\$268.09	\$ 408.09
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	2.13%	\$2,132.43	\$ 3,246.03
ISM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	2.13%	\$3,312.31	\$ 5,042.07
Finance Controller								
Total General Fund:								\$ 12,911.88

1. Applied to the remaining % of the Pre-Allocated Cost after the General Fund Baseline %.

Proposed TCWD SOCWA Budget

	TCWD Total SOCWA Budgets	
	Current FY 2017-18	Final Revised FY 2017-18
D&M Environmental, Safety Expenses	\$ 24,824	\$ 9241
Member Agency Administration & Residual Engineering Expenses	\$ 2,844	\$ 2,844
Member Agency General Fund Expenses	\$ 36,532	\$ 12,911.88
TOTAL - O&M Environmental, Safety Expenses PLUS Member Agency Administration, Residual Engineering Expenses & General Fund Expenses	\$ 64,200	\$ 24,996.88

Is This Approach Reasonable?



Key Considerations

- This approach is based on quantifiable metrics
- The debatable assumptions (%) that led substantial GF increase are largely replaced
- If an Agency's GF budget increased under this concept, their corresponding PC budget will decrease

Questions, Feedback & Next Steps



South Orange County Wastewater Authority
Schedule of O&M Operating Expenses by Project Committee
For the Year Ended June 30, 2016

	JB Latham Treatment Plant PC 02	Water Reclamation Permits PC 12	SOCWA Plan PCA AWT PC 03	San Juan Creek Outfall PC 05	Coastal Treatment Plant PC 15
Salary and Fringe					
Regular Salaries-O&M	\$1,350,086	33,466	20,795	68,145	753,438
Overtime Salaries-O&M	41,646	-	530	3,387	11,426
Fringe Benefits IN to PC's & Depts.	1,049,637	26,104	16,220	53,153	584,252
Standby Pay	19,500	-	-	-	4,550
Total Payroll Costs	2,460,869	59,570	37,545	124,685	1,353,666
Other Expenses					
Electricity	691,961	-	-	97	218,757
Natural Gas	20,289	-	-	132	1,937
Potable & Reclaimed Water	15,979	-	-	-	13,437
Co-generation Power Credit	-	-	-	-	-
Chlorine/Sodium Hypochlorite	16,767	-	-	-	73,924
Polymer Products	301,507	-	-	-	-
Ferric Chloride	98,253	-	-	-	29,311
Odor Control Chemicals	32,820	-	-	-	79,538
Other Chemicals - Misc.	164	-	-	-	-
Laboratory Services	9,508	-	153	-	10,025
Grit Hauling	53,638	-	-	-	22,276
Landscaping	41,584	-	-	-	80,757
Engineering - Misc.	72,086	-	3,757	7,461	150,988
Management Support Services	37,321	13,600	-	-	16,607
Legal Fees	39,747	1,125	-	1,558	88,605
Contract Services Misc.	84,690	-	-	-	58,386
Postage Expense	-	-	-	-	-
Small Vehicle Expense	9,647	-	-	-	4,873
Miscellaneous Expense	10,970	-	-	-	2,398
Office Supplies - All	22,543	-	317	-	7,184
Petroleum Products	12,869	-	-	-	86
Uniforms	11,133	-	-	-	4,758
Small Vehicle Fuel	9,462	-	-	-	2,181
Insurance - Property/Liability	13,512	-	-	24,317	45,776
Small Tools & Supplies	35,285	-	-	-	8,183
Trash Disposal	1,265	-	-	-	1,153
Safety Supplies	29,505	-	121	5,468	27,582
Equipment Rental	2,533	-	-	-	274
Recruitment	780	-	-	-	-
Travel Expense/Tech. Conferences	16,505	-	-	1,302	1,845
Training Expense	28,853	-	-	-	7,028
Laboratory Supplies	9,412	-	-	9,474	10,344
Office Equipment	17,295	-	-	-	854
Permits	11,748	109,095	-	144,192	4,284
Membership Dues/Fees	7,088	-	-	-	4,751

South Orange County Wastewater Authority
Schedule of O&M Operating Expenses by Project Committee
For the Year Ended June 30, 2016

	JB Latham Treatment Plant PC 02	Water Reclamation Permits PC 12	SOCWA Plan PCA AWT PC 03	San Juan Creek Outfall PC 05	Coastal Treatment Plant PC 15
Electricity - EPS - PC 5	-	-	-	2,534	-
Offshore Monitoring	-	-	-	12,471	-
Offshore Biochemistry - 20B	-	-	-	4,190	-
Effluent Chemistry	-	-	-	15,196	-
Access Road Expenses	-	-	-	-	84,538
Bio solids Disposal	569,254	-	-	-	-
Contract Services Generators - 29A	10,127	-	-	-	3,099
Janitorial Services	11,942	-	32	-	9,919
Contract Serv - Digester Cleaning - 29E	-	-	-	-	-
Diesel Truck Maint	28,525	-	-	-	6,088
Diesel Truck Fuel	2,048	-	-	-	-
Maintenance Equip. & Facilities (Solids)	166,198	-	1,750	9,246	-
Maintenance Equip. & Facilities (Liquids)	231,731	-	61	-	128,029
Maintenance Equip. & Facilities (Common)	15,436	-	220	-	20,872
Maintenance Equip. & Facilities (Co-Gen)	76,406	-	-	-	-
Maintenance Equip. & Facilities (AWT)	-	-	-	-	21,975
Mileage	1,514	-	-	-	895
Port Cleaning	-	-	-	68,607	-
MNWD Potable Water Supplies & Svcs.	-	-	-	-	-
IT Direct	18,351	-	-	-	96,056
Employee Recognition	-	-	-	-	-
Co-Generation Power Credit - Offset	-	-	-	-	-
Non-Capital Engineering	18,851	-	-	-	-
Vehicle Pay	39	-	-	-	-
Group Insurance Waiver	1,771	-	-	-	2,400
Medicare Tax Payments for Employees	2,313	83	-	944	2,133
Operating Leases	4,515	-	-	-	-
Monthly Car Allowance	15,307	162	-	1,777	3,877
Shipping/Freight	108	-	-	-	-
IT Allocations in to PC's & Depts.	188,441	20,782	-	34,182	123,418
Total Other Expenses	3,129,596	144,847	6,411	343,148	1,481,401
Total O&M Expenses	\$5,590,465	204,417	43,956	467,833	2,835,067

1. Includes \$218,030. SCADA system computer hardware which was reclassified to Capital Assets.

Joint Regional Treatment Plant PC 17	Effluent Transmission PC 21	North Coast Interceptor PC 23	Aliso Creek Ocean Outfall PC 24	Pre- Treatment Program PC 08	Total
1,621,466	145	-	60,286	105,799	4,013,626
61,036	-	-	3,891	-	121,916
1,261,314	113	-	47,023	82,523	3,120,339
20,475	-	-	-	-	44,525
<u>2,964,291</u>	<u>258</u>	<u>-</u>	<u>111,200</u>	<u>188,322</u>	<u>7,300,406</u>
366,358	-	-	-	-	1,277,173
86,251	-	-	-	-	108,609
37,597	-	-	-	-	67,013
(489,013)	-	-	-	-	(489,013)
271,180	-	-	-	-	361,871
382,744	-	-	-	-	684,251
117,607	-	-	-	-	245,171
41,918	-	81,897	-	-	236,173
1,831	-	3,655	-	-	5,650
14,376	-	-	-	3,600	37,662
65,461	-	-	-	-	141,375
50,322	-	-	-	-	172,663
137,332	101	-	14,857	-	386,582
31,102	-	-	-	-	98,630
2,447	-	-	451	-	133,933
145,423	327	73,321	-	-	362,147
4	-	-	-	-	4
5,228	-	-	-	16	19,764
12,816	-	-	-	549	26,733
11,123	-	-	-	-	41,167
36,653	-	-	-	-	49,608
15,478	-	-	-	-	31,369
5,497	-	-	-	45	17,185
57,820	2,011	-	1,052	155	144,643
20,800	-	-	-	1,877	66,145
1,080	-	-	-	-	3,498
33,436	-	-	5,389	-	101,501
858	-	-	-	-	3,665
2,331	-	-	-	-	3,111
1,653	-	-	-	1,219	22,524
12,392	-	-	-	1,435	49,708
21,221	-	-	11,006	-	61,457
4,364	-	-	-	-	22,513
15,164	-	-	138,306	-	422,789
8,525	-	-	-	-	20,364

(Continued)

Joint Regional Treatment Plant PC 17	Effluent Transmission PC 21	North Coast Interceptor PC 23	Aliso Creek Ocean Outfall PC 24	Pre- Treatment Program PC 08	Total
-	-	-	-	-	2,534
-	-	-	12,313	-	24,784
-	-	-	-	-	4,190
-	-	-	29,576	-	44,772
-	-	-	-	-	84,538
908,443	-	-	-	-	1,477,697
6,537	-	-	-	-	19,763
10,705	-	-	-	-	32,598
34,641	-	-	-	-	34,641
21,441	-	-	-	-	56,054
7,850	-	-	-	-	9,898
209,691	-	-	-	-	386,885
169,640	-	-	-	-	529,461
21,363	-	-	-	-	57,891
136,578	-	-	-	-	212,984
41,738	-	-	-	-	63,713
2,309	-	-	-	-	4,718
-	-	-	99,050	-	167,657
16,284	-	-	-	-	16,284
160,464	-	-	-	-	274,871 (1)
236	-	-	-	-	236
489,013	-	-	-	-	489,013
-	-	25,998	-	-	44,849
-	-	-	-	-	39
1,292	-	-	-	-	5,463
1,207	-	-	-	-	6,680
-	-	-	-	-	4,515
11,931	-	-	-	-	33,054
53	-	-	-	-	161
217,922	-	-	19,493	-	604,238
<u>3,998,717</u>	<u>2,439</u>	<u>184,871</u>	<u>331,493</u>	<u>8,896</u>	<u>9,631,819</u>
<u>6,963,008</u>	<u>2,697</u>	<u>184,871</u>	<u>442,693</u>	<u>197,218</u>	<u>16,932,225</u>

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

August 3, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on August 3, 2017 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
SCOTT GOLDMAN, El Toro Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
MATT COLLINGS, Moulton Niguel Water District	Alternate Director
DOUG REINHART, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman
DON BUNTS, Santa Margarita Water District	Alternate Director [exit 9:15 a.m.]
DAN FERONS, Santa Margarita Water District	Chairman [arrival 9:15 a.m.]
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Giannone Law Firm
BRAD NEUFELD	Varner and Brandt [arrival 9:00 a.m.]
BRIAN PECK	Director of Engineering
AMBER BAYLOR	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
DINA ASH	Human Resource Administrator
JEANETTE CONTINOLA	Procurement/Contracts Administrator
KEVIN ZABAT	Sr. Accountant

Also present:

DONALD FROELICH	Moulton Niguel Water District
FRED ADJARIAN	El Toro Water District
DENNIS CAFFERTY	El Toro Water District
RICK ERKENEFF	South Coast Water District
DENNIS ERDMAN	South Coast Water District
NASIR AHMADI	State Auditor
MIKE BEANAN	Laguna Bluebelt
JINGER WALLACE	Laguna Bluebelt
RICHARD GARDNER	Public Citizen

Vice Chairman Iseman called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Dunbar led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Vice Chairman Iseman asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda.

Mr. Beanan provided comments regarding the urban runoff into Aliso Creek and ocean discharges.

Ms. Wallace expressed concern regarding the urban runoff into Aliso Creek and ocean discharges.

ACTION TAKEN

No action required.

Consent Calendar

Vice Chairman Iseman referenced the items under the Consent Calendar and asked if there were any questions or comments. Director Collings pulled item 4.B from the Consent Calendar.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Collings to approve items 4.A., C., D., and E. under the consent calendar.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Director Bunts	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.B. Operational Reports

Director Collings referenced page 16 regarding the biosolids costs and inquired the reason for the increase in the actuals in May and June. Mr. Burror reported that Synagro acquired Nursery Products and a lack of timely billings from Synagro/Nursery Products with their billing transition was the reason for the increase in actuals in May and June.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Brunhart to approve item 4.B. under the consent calendar.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Director Bunts	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

Engineering Matters

5. Award of Engineering Services Contract – Lee & Ro [PC17]

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Brunhart to approve the award of the design services contract to Lee & Ro at a fee of \$217,528.

Motion carried: Aye 5; Nay 0; Abstain 0; Absent 0
Director Goldman Aye
Director Dunbar Aye
Director Collings Aye
Vice Chairman Iseman Aye
Director Brunhart Aye

General Manager's Reports

6.A. General Manager's Status Report

ACTION TAKEN

There being no objection the Vice Chairman directed the General Manager's Status Report be received and filed.

6.B. Implementation of Additional Retiree Health Benefits Tier

ACTION TAKEN

Motion was made by Director Reinhart and seconded by Director Miller to approve Resolution No. 2017-06 *Approving the Restatement of the South Orange County Wastewater Authority Cafeteria Plan and the Adoption of the South Orange County Wastewater Authority Retiree Health Premium Reimbursement Plan*, with the amendment that the HIPPA privacy official will be the Human Resources Administrator or his/her *designee who must be an exempt managerial position* and the numbering sequence correction to Resolution No. 2017-06 whereby Section 2 shall be renumbered Section 3, Section 3 shall be renumbered Section 4 and Section 5 shall be renumbered Section 5 to correct the typographical error.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye
Director Bunts Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

Motion was made by Director Brunhart and seconded by Director Dunbar to approve Resolution No. 2017-07 *Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees Medical and Hospital Care ACT*.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Goldman Aye
Director Miller Aye
Director Collings Aye
Director Reinhart Aye
Vice Chairman Iseman Aye

Director Bunts	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

6.C. MNWD July 24, 2017 – Letter to Chairman Dan Feron

Director Collings entered for the record the document *Survey of Capital Expense Definitions Among Public Agencies*, which is herewith attached to these minutes.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Iseman to direct the General Manager and legal counsel to review the comments in the MNWD July 24, 2017 letter and prepare a response, direct legal counsel to prepare comments regarding the allegation of unlawful behavior, and for the General Manager and legal counsel to provide a timeline when the response would be available.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Collings	Nay
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Feron	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

In connection with the MNWD July 24, 2017 letter, a motion was made by Director Goldman and seconded by Director Reinhart to remove pages 86 and 87 from the draft Budget document.

Motion carried:	Aye 7; Nay 3; Abstain 0; Absent 0
Director Dunbar	Nay
Director Goldman	Aye
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Nay
Chairman Feron	Aye
Director Brunhart	Nay
Director Dopudja	Aye
Director Rebensdorf	Aye

Other Matters

Chairman Feron asked if there were any more questions or comments from the Board. There were none.

Adjournment

There being no further business, Chairman Feron adjourned the meeting at 10:15 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of August 3, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

August 3, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Brunhart	Approved
Award of Engineering Services Contract – Lee & Ro [PC17]	Collings	Approved
Resolution No. 2017-06 Approving the Restatement of the South Orange County Wastewater Authority Cafeteria Plan	Reinhart	Approved
Resolution No. 2017-07 Fixing the Employer Contribution at an Equal Amount for Employees and Annuitants Under the Public Employees Medical and Hospital Care ACT	Brunhart	Approved
Motion was made by Director Brunhart and seconded by Director Iseman to direct the General Manager and legal counsel to review the comments in the MNWD July 24, 2017 letter and prepare a response, direct legal counsel to prepare comments regarding the allegation of unlawful behavior, and for the General Manager and legal counsel to provide a timeline when the response would be available.	Brunhart	Approved
Remove pages 86 and 87 from the draft Budget document.	Goldman	Approved

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

July 6, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, July 6, 2017 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
SCOTT GOLDMAN, El Toro Water District	Director
RAY MILLER, City of San Juan Capistrano	Director
JOONE LOPEZ, Moulton Niguel Water District	Director
DOUG REINHART, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
Brad Neufeld	Varner & Brandt [arrival 10:30 a.m.]
BRIAN PECK	Director of Engineering
AMBER BAYLOR	Director of Environmental Compliance
MARY CAREY	Finance Controller [exit 9:35 a.m.]
KEVIN ZABAT	Sr. Accountant [exit 9:35 a.m.]
DINA ASH	Human Resource Administrator
JEANETTE CONTINOLA	Procurement and Contracts Administrator

Also present:

DONALD FROELICH	Moulton Niguel Water District
DENNIS ERDMAN	South Coast Water District
FRED ADJARDIAN	El Toro Water District
STU LUCE	Public Citizen
RICHARD GARDNER	Public Citizen

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Goldman led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No public comments were received.

Director Lopez noted for the record on page 16 of the Budget there was a definition that redefines Operations & Maintenance and stated that it was not appropriate to define that in the budget when we as a Board did not discuss and decide on how to define Operations & Maintenance.

ACTION TAKEN

No action taken.

Financial Matters – May 2017

4.A. Monthly Financial Report

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Goldman to ratify disbursements and to receive and file subject reports.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.B. Finance Controller to Review PC15/PCA AWT to discuss expenditure trending over budget. Finance Controller to discuss close of fiscal year expenditures trends for other year-end expenses.

ACTION TAKEN

Discussion only, no action taken.

(Items taken out of order to agenda due to closed session)

7. SOCWA Bylaws – Board Chair Proposes Discussion of Executive Committee Participation for FY2017-18

ACTION TAKEN

Motion was made by Director Lopez and seconded by Goldman to table this item for one year to provide time for thought, discussion and analysis.

Motion failed:	Aye 2; Nay 8; Abstain 0; Absent 0
Director Dunbar	Nay
Director Goldman	Aye
Director Miller	Nay
Director Lopez	Aye
Director Reinhart	Nay

Vice Chairman Iseman	Nay
Chairman Ferons	Nay
Director Brunhart	Nay
Director Dopudja	Nay
Director Rebensdorf	Nay

Chairman Ferons reported the current Executive Committee Bylaws stand as submitted and there was no direction to staff.

8. O.C. 800 Megahertz Communication System – Joint Agreement for the Operation, Maintenance & Financial Management of the System

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Goldman to approve contracts as submitted at a maintenance fee at \$382 per year as follows; 1) New Participating Agency Rider, 2) Amendment to Joint Agreement O&M and Financial Management, 3) Joint Agreement for the Operation, Maintenance and Financial Management of Orange County 800 Megahertz System.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Cameron	Aye

The Chairman adjourned the Board of Directors Meeting for a five (5) minute recess at 9:30 a.m.

The Board meeting reconvened and went into Closed Session at 9:35 a.m.

Closed Session

9.A. Conference with SOCWA Labor negotiator – Closed Session

In preparation for 2017 Employee Manual renew, a Closed Session will be conducted in accordance with Government Code Section 54957.6.

Conference with SOCWA Negotiator – Betty Burnett, General Manager
Employee Organization – SOCWA Employee Association

(Due to typographical error, there was not a posted item 9.B.)

9.C. Closed Session will be conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District Case Number 30-2017-00923143-CU-BC-CJC.*

The Board meeting reconvened at 9:55 a.m.

Report Out of Closed Session

There was no reportable action out of Closed Session.

(Following the closed session the Board returned to the Open Session Agenda)

5. Resolution No. 2017-05 – Approving the Employee Manual for All SOCWA Employees

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Dunbar to approve Resolution No. 2017-05, a Resolution of the Board of the South Orange County Wastewater Authority approving the *Employee Manual* for all SOCWA Employees with the additional changes under Section IV A.1. "...Job Classification (Exhibit) attached and Classification (Exhibit B)." And additional changes under Section IV.C "7/01/18 – March CPI-U for Los Angeles, Riverside and Orange Counties; 7/01/19 – March CPI-U for Los Angeles, Riverside and Orange Counties".

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Cameron	Aye

6. Update on State Joint Legislative Audit Committee Action to Commence Audit of SOCWA Subject to State Auditor Review of Potential that Audit Could Have an Impact on Existing Litigation

Ms. Giannone noted for the record that the condition of the approval of the State Audit of SOCWA was the condition on the State Auditor through their Chief Counsel to determine that there would not be an impact or interference with the pending litigation on SOCWA for Project Committee No. 15 vs. Moulton Niguel Water District. That is a condition on the Audit that has to be cleared up before the Audit can proceed or be delayed or be reduced in scope. If SOCWA wanted to have a closed session that is the narrow direction that would allow discussion about a particular issue. An open discussion ensued.

Ms. Giannone provided clarification to the Board reporting that legal counsel does not believe it can be determined that the Audit can proceed without the analysis (impact on existing litigation) being completed.

Chairman Ferons noted for the record that how can an audit be imposed on SOCWA when you think everything is good and not trying to hide anything. My opposition stems mostly from that SOCWA is in the midst of trying to do a number of things and there has been opposition to hiring additional staff, but at the same time we are going to have to look at spending staff time for additional efforts. The timing makes it rough considering all items SOCWA has on the plate right now at the Board and staff level. And with the direction the Board has been given, and the direction that the Board has given staff to keep moving on a number of

efforts, we are going to have to reprioritize some of those efforts and try to understand what the obligations are.

ACTION TAKEN

Motion was made by Director Reinhart and seconded by Director Lopez to request the Executive Committee consider this item and provide a recommendation to the Board of Directors.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0

Director Dunbar	Aye
Director Goldman	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Cameron	Aye

Chairman Ferons requested that the Executive Committee provide a recommendation to the Board of Directors at the August 2017 Board meeting.

Other Matters

11. Chairman Ferons asked if there were any more questions or comments from the Board. Director Iseman inquired what would the cost be to SOCWA for the State Audit and requested that staff reach out to other agencies that participated in a State Audit for estimates.

Ms. Burnett duly noted the request.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 10:48 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of July 6, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

July 6, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Financial Matters	Brunhart	Approved
SOCWA Executive Committee Bylaws	Lopez	Failed
O.C. 800 Megahertz Communication System	Brunhart	Approved
Resolution No. 2017-05 – Approving the Employee Manual for All SOCWA Employees	Brunhart	Approved
Update on State Joint Legislative Audit Committee Action to Commence Audit of SOCWA Subject to State Auditor Review of Potential that Audit Could Have an Impact on Existing Litigation	Reinhart	Approved

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

June 14, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, June 14, 2017 at 2:15 p.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director [arrival 2:22/exit 4:05 p.m.]
FRED ADJARIAN, El Toro Water District	Alternate Director
RAY MILLER, City of San Juan Capistrano	Director
JOONE LOPEZ, Moulton Niguel Water District	Director
JIM REED, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman [arrival 2:20 p.m.]
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
BRAD NEUFELD	Varner and Brandt
BRIAN PECK	Director of Engineering
AMBER BAYLOR	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
DINA ASH	Human Resource Administrator
TERI NOSON	Executive Assistant/Assistant Secretary

Also present:

JENNIFER FARR	Davis Farr LLP
ROGER FAUBEL	FPA
CHRIS NGUYEN	Orange County Auditor-Controller
ERIC WOOLERY	Orange County Auditor-Controller

Chairman Ferons called the meeting to order at 2:15 p.m. and welcomed everyone present. Director Reed led the Pledge of Allegiance to the Flag of the United States of America.

(Items taken out of order to agenda due to closed session).

The Board meeting went into Closed Session at 2:16 p.m.

Closed Session

7.A. Conference with SOCWA Labor negotiator – Closed Session

In preparation for 2017 Employee MOU Renewal a Closed Session will be conducted in accordance with Government Code Section 54957.6:

Conference with SOCWA Negotiator – Betty Burnett, General Manager
Employee Organization – SOCWA Employee Association

The Board meeting reconvened at 2:26 p.m.

Report Out of Closed Session

There was no reportable action taken in Closed Session.

6. Resolution No. 2017-04 Authorizing a Memorandum of Understanding Between SOCWA and the SOCWA employee Association for the Period July 1, 2017 to June 30, 2020

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Brunhart to approve Resolution No. 2017-04 authorizing a Memorandum of Understanding between the South Orange County Wastewater Authority and the SOCWA Employee Association for the period July 1, 2017 to June 30, 2020.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Lopez Aye
	Director Reed Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

3. Oral Communications

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No comments were received.

ACTION TAKEN

No action required.

5. Financial Statements & Independent Auditors Report FY Ended June 30, 2016

Ms. Farr noted for the record that the individual Project Committee balances, the Use Audit, and opinions expressed by the auditors for those items, are not included as part of the Audit.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Adjarian to receive and file the Financial Statements and Independent Auditor's Report for the Year Ended June 30, 2016, including the Governance Letter and the Auditor's Report on Internal Controls as prepared by DavisFarr, LLP. with the supplemental information removed and clarified, and with further action the completed supplemental information returned to the Audit Report at a future date.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Lopez Nay

Director Reed	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4. Fiscal Year – 2017/18 Operating Expenses and Capital Expenditures Budget

ACTION TAKEN

1. General Fund Budget

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Brunhart to approve the General Fund as recommended by the Finance Committee with equal allocation of member agencies and direct the Board in the first quarter of the year to start a dialog on the General Fund allocation methodology and the General Fund within the JPA; and, authorizing the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board Action.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reed	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Nay
Director Rebensdorf	Aye

2. Project Committee Operating Budgets

a. FY2017/18 Administration Budget

Director Lopez noted for the record that MNWD voted no on the FY2017/18 Administration Budget because the JPA does not include an Administrative Budget and the additional two (2) positions regarding the Strategic Plan discussion of resources. Director Lopez also requested separate voting on capital from O&M budgets.

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Reed to approve the FY 2017/18 Administration Budget (inclusive of project committee administration expenses, residual engineering and IT) and authorize the General manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Aye
Director Lopez	Nay
Director Reed	Aye

Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

The Chairman adjourned the Board of Directors Meeting for a five (5) minute recess at 3:50 p.m.

The Board meeting reconvened at 4:00 p.m.

Ms. Giannone recommended the voting on the Project Committee(s) Operations and Maintenance Budgets not be separated out as Capital and O&M.

b. Project Committee (PC) 2

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve the Project Committee (PC) 2 Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) as proposed and PC2 Capital Expenditures Budget (inclusive of large capital, non-capital engineering and small capital) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 4; Nay 0; Abstain 0; Absent 0
Director Miller	Aye
Director Lopez	Aye
Chairman Ferons	Aye
Director Brunhart	Aye

c. Project Committee (PC) 17

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Adjarian to approve the Project Committee (PC) 17 Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) and PC17 Capital Expenditures Budget (inclusive of large capital, non-capital engineering and small capital) and authorize the General manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional board action.

Motion carried:	Aye 5; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Lopez	Aye
Vice Chairman Iseman	Aye
Director Brunhart	Aye

d. Project Committee (PC) 15

Director Lopez stated that MNWD disagreed with legal counsel recommendation

regarding voting of the capital costs and MNWD supports the O&M part of the budget, but does not support the capital component of the Project Committee 15 budget per the JPA agreement.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Dunbar to approve the Project Committee (PC) 15 Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) and PC15 Capital Expenditures Budget (inclusive of large capital, non-capital engineering and small capital) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 3; Nay 1; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Lopez Nay
	Vice Chairman Iseman Aye
	Director Brunhart Aye

e. Project Committee (PC) 5

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve the Project Committee (PC) 5 Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) and PC5 Capital Expenditures Budget (inclusive of large capital and non-capital engineering) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 5; Nay 0; Abstain 0; Absent 0
	Director Miller Aye
	Director Lopez Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Rebensdorf Aye

f. Project Committee (PC) 24

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Brunhart to approve the Project Committee (PC) 24 Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) and PC24 Capital Expenditures Budget (inclusive of large capital and non-capital engineering) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 6; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Lopez Aye

Director Reed	Aye
Vice Chairman Iseman	Aye
Director Brunhart	Aye

g. Project Committee (PC) 21

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Reed to approve the Project Committee (PC) 21 (ETM) Operations and Maintenance Budget and PC21 Capital Expenditures Budget (inclusive of large capital and non-capital engineering) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 3; Nay 0; Abstain 0; Absent 0
	Director Adjarian Aye
	Director Lopez Aye
	Director Reed Aye

h. Project Committee (PC) 8

ACTION TAKEN

Motion was made by Director Miller and seconded by Director Adjarian to approve Project Committee (PC) 8 (Pretreatment) Operations and Maintenance Budget (inclusive of Environmental Compliance and Safety) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action.

Motion carried:	Aye 8; Nay 0; Abstain 0; Absent 1
	Director Dunbar Absent
	Director Adjarian Aye
	Director Miller Aye
	Director Lopez Aye
	Director Reed Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Rebensdorf Aye

i. Project Committee (PC) 2SO (PC12)

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Ferons to approve Project Committee (PC) 2SO (PC12) Operations and Maintenance Budget (inclusive of Environmental Compliance, Safety and IT) and authorize the General Manager to expend up to and not more than the total budget funds per the purchasing and/or emergency services policy; funding in excess of the authorized budget requires additional Board action. Authorization includes the redistribution of the costs of PC 2SO (PC12) among the member agencies if the withdraw of El Toro Water District from O&M expenses is approved as requested (which may take place in FY2017-18).

Motion carried: Aye 7; Nay 0; Abstain 0; Absent 0
Director Adjarian Aye
Director Miller Aye
Director Lopez Aye
Director Reed Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye

3. Board Direction

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Adjarian to direct the staff to prepare and distribute a final printed budget consistent with the changes presented.

Motion carried: Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar Aye
Director Adjarian Aye
Director Miller Aye
Director Lopez Aye
Director Reed Aye
Vice Chairman Iseman Aye
Chairman Ferons Aye
Director Brunhart Aye
Director Dopudja Aye
Director Rebensdorf Aye

9. Adjournment

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board.

Ms. Burnett requested that Board members calendar the date of July 6, 2017 for the next Board meeting.

There being no further business, Chairman Ferons adjourned the meeting at 4:10 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Board of Directors of June 14, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

June 14, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Resolution No. 2017-04 Authorizing a Memorandum of Understanding Between SOCWA and the SOCWA employee Association for the Period July 1, 2017 to June 30, 2020	Adjarian	Approved
Financial Statements & Independent Auditors Report FY Ended June 30, 2016	Brunhart	Approved
General Fund Budget Fiscal Year – 2017/18	Adjarian	Approved
<u>Project Committee Operating Budgets</u>		
FY2017/18 Administration Budget	Dunbar	Approved
Project Committee (PC) 2	Brunhart	Approved
Project Committee (PC) 17	Brunhart	Approved
Project Committee (PC) 15	Brunhart	Approved
Project Committee (PC) 5	Brunhart	Approved
Project Committee (PC) 24	Adjarian	Approved
Project Committee (PC) 21	Adjarian	Approved
Project Committee (PC) 8	Miller	Approved
Project Committee (PC) 12 (2SO)	Brunhart	Approved
Board Direction - Prepare & Distribute Budget	Brunhart	Approved

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

June 1, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on June 1, 2017 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
FRED ADJARIAN, El Toro Water District	Alternate Director
RAY MILLER, City of San Juan Capistrano	Director
MATT COLLINGS, Moulton Niguel Water District	Alternate Director
DOUG REINHART, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENDSOLF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
BRAD NEUFELD	Varner and Brandt [exit 10:55 a.m.]
BRIAN PECK	Director of Engineering
AMBER BAYLOR	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
JEANETTE CONTINOLA	Purchasing and Contracts Administrator
TERI NOSON	Clerk of the Board
KEVIN ZABAT	Sr. Accountant

Also present:

DONALD FROELICH	Moulton Niguel Water District
DENNIS ERDMAN	South Coast Water District
DENNIS CAFFERTY	El Toro Water District
JIM REED	Irvine Ranch Water District
STU LUCE	Public Citizen
PETER WHITTINGHAM	CP&A
BILL GREEN	South Coast Water District
LINDA DAUBE	Daube Law [exit 10:55 a.m.]

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Brunhart led the Pledge of Allegiance to the Flag of the United States of America.

Oral Communications

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No public comments were received.

ACTION TAKEN

No action required.

Consent Calendar

4.A. Receive and File Minutes

Chairman Ferons referenced the items under the Consent Calendar and asked if there were any questions or comments. Director Collings requested items B., E. and H. be pulled from the Consent Calendar.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve items 4.A., C., D., F. and G. under the Consent Calendar, with the provided updated handout for the Compliance Summary Report – San Juan Creek Ocean Outfall 2017 on page 58 of the Agenda Book.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

4.B. Financial Matters

Director Collings reported that for Board member information there was discussion at the Finance Committee meeting regarding requests for detail information regarding several items in the Agenda Book. Director Collings referenced page 15 of the Agenda Book and stated that the capital project summary report that indicated past due amounts as of April 30th, the JPA notes there is 45 days, and as of April 30th this would not have been past due; page 19, there were additional requests and inquired if there was clarification on the negative actuals that have been identified and referenced Management Support Services and the IT budget on page 28.

Director Collings wanted to inform the Board members regarding requests to the General Manager to provide information regarding legal services for administration.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Adjarian to approve item 4.B. under the Consent Calendar.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Collings Aye

Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.E. Project Committee No. 15 - Receive and File Minutes

Director Collings reported that MNWD was not coordinated with for scheduling of most of the Project Committee No. 15 meetings as submitted and recorded as absent; and, therefore would be voting no on the Project Committee No. 15 minutes.

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Brunhart to receive and file subject minutes.

Motion carried:	Aye 3; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Collings	Nay
Vice Chairman Iseman	Aye
Director Brunhart	Aye

4.H. General Manager's Status Report

Director Colling referenced page 102 of the Agenda Book regarding the Reality Sandbox and requested a status report on the proposed presentation at a local school in Laguna Niguel. Director Collings reported that MNWD had requested that Board members be notified of the date/time of any presentations to allow Board members the opportunity to attend and participate in the presentation.

Ms. Baylor confirmed that there was a presentation of the Reality Sandbox at a local school in Laguna Niguel and would have to confirm the date at a future Board meeting.

Ms. Burnett acknowledged the misunderstanding of the request for notification of Reality Sandbox presentations and stated that the Board would be notified of future Reality Sandbox presentations.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Miller to receive and file the General Manager's Status Report.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

General Manager's Reports

5.A. Award of Contract – Tesco Controls, Inc [PC2]

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Ferons to approve the contract to Tesco Controls, Inc. for total not to exceed \$74,945 for the Stormwater Pumping Station Engine Control Panel Replacement Project.

Motion carried:	Aye 4; Nay 0; Abstain 0; Absent 0
	Director Miller Aye
	Director Collings Aye
	Chairman Ferons Aye
	Director Brunhart Aye

5.B. Request to Withdraw El Toro Water District [PC12]

Ms. Giannone provided a review report regarding the withdraw request from ETWD.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Reinhart to authorize the withdraw of El Toro Water District from PC12 and direct staff to modify or present a budget for FY2017-18 that does not include El Toro Water District in PC12 and directed legal counsel to draft the appropriate amendment to affect the withdraw.

Motion carried:	Aye 6; Nay 1; Abstain 0; Absent 0
	Director Adjarian Aye
	Director Miller Aye
	Director Collings Aye
	Director Reinhart Aye
	Chairman Ferons Aye
	Director Brunhart Nay
	Director Dopudja Aye

5.C. Fiscal Year – 2016/17 Operating Expenses and Capital Expenditures Budget

ACTION TAKEN

The Board directed the Fiscal Year – 2016/17 Operating Expenses and Capital Expenditures Budget to the Finance Committee for discussion and recommendation to the Board at the June 14, 2017, Board of Directors meeting.

5.D. Award of Contract – Bird Rock Systems [PC15]

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Iseman to approve the contract to Bird Rock Systems, Inc. for a total not to exceed \$89,526 contingent upon approval of the FY17-18 Capital Budget for PC15.

Motion carried:	Aye 3; Nay 1; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Collings Nay
	Vice Chairman Iseman Aye
	Director Brunhart Aye

The Chairman adjourned the Board of Directors Meeting for a five (5) minute recess at 9:35.

The Board meeting reconvened at 9:40 a.m. and went into Closed Session at 9:40 a.m.

Closed Session

6.A. Closed Session was conducted under Government Code Section 54956.9 for the following purpose:

Potential Litigation – 1 Matter – PERS Matter update from Counsel Linda Daube.

Pursuant to Government Code Section 54956.9 a Closed Session will be conducted to confer with legal counsel RE: potential litigation in 1 matter.

6.B. Conference with SOCWA Labor Negotiator – Closed Session

In preparation for 2017 Employee MOU Renewal a Closed Session will be conducted in accordance with Government Code Section 54957.6.

Conference with SOCWA Negotiator – Betty Burnett, General Manger
Employee Organization – SOCWA Employee Association

Report Out of Closed Session

There were no reportable actions out of Closed Session

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board. There were none.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 10:55 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of June 1, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

June 1, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Brunhart	Approved
Award of Contract – Tesco Controls, Inc [PC2]	Collings	Approved
Request to Withdraw El Toro Water District [PC12]	Collings	Approved
Award of Contract – Bird Rock Systems [PC15]	Dunbar	Approved

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

June 1, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, June 1, 2017 at 10:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
FRED ADJARIAN, El Toro Water District	Alternate Director
RAY MILLER, City of San Juan Capistrano	Director
JOONE LOPEZ, Moulton Niguel Water District	Director [exit 11:00 a.m.]
JOHN PIETIG, City of Laguna Beach	Alternate Director
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director

Absent:

DOUG REINHART, Irvine Ranch Water District	Director
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Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
TERI NOSON	Executive Assistant/Assistant Secretary

Also present:

MATT COLLINGS	Moulton Niguel Water District [exit 11:00 a.m.]
JEFF FERRE	Moulton Niguel Water District [exit 11:00 a.m.]

Chairman Ferons called the meeting to order at 10:43 a.m. and welcomed everyone present.

Public Comments

Chairman Ferons asked if members of the public desired to address the Board or desired to reserve addressing the Board during the meeting regarding any item on the Agenda.

Mr. Ferre noted for the record that it was MNWD point of view that it is a violation of the Brown Act to have parties in a closed session who are not involved in that legal action. MNWD did not think it was fair to other member agencies that if they are not going to be involved, suing or mean to, or have some monetary impact on themselves they would not be necessary parties to that closed session. If they were, spare everyone to find out what that was right now. If it was a matter of SOCWA being named and named only, as we have talked about before – MNWD did not see that it was appropriate to have non-parties to a legal action in a closed session resulting impacts could have on confidentiality, on legal strategy and things of that nature.

Mr. Ferre continued to note for the record that MNWD believed this was indeed a Project Committee No. 15 matter. It was not something that you could just simply update the rest of the

SOCWA Board on, observers or spectators – that was not the purpose of a closed session. An open discussion ensued.

Chairman Ferons reported that per the opinion of SOCWA legal Counsel the SOCWA Board would go into Closed Session with Moulton Niguel Water District not attending.

No other public comments were received.

ACTION TAKEN

No action taken.

The remaining Board members went into Closed Session at 11:00 a.m.

Closed Session

Closed Session was conducted under Government Code Section 54956.9 for the following purpose: Potential Litigation in one (1) Matter

Pursuant to Government Code Section 54956.9 a Closed Session was conducted to confer with legal counsel RE: potential litigation in one (1) matter.

The Board meeting reconvened at 12:05 p.m.

Report Out of Closed Session

There were no reportable actions reported from Closed Session.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 12:07 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Board of Directors of June 1, 2017 - 10:30 a.m. and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
Board of Directors Budget Workshop
May 24, 2017**

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors Budget Workshop meeting was held on May 24, 2017 at 11:00 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Finance Committee were present:

RAY MILLER	City of San Juan Capistrano
MATT COLLINGS	Moulton Niguel Water District
DOUG REINHART	Irvine Ranch Water District
TONI ISEMAN	City of Laguna Beach
DAN FERONS	Santa Margarita Water District
ANDY BRUNHART	South Coast Water District
STEPHEN DOPUDJA	Trabuco Canyon Water District
DAVE REBENS DORF	City of San Clemente
FRED ADJARIAN	El Toro Water District

Absent:

MIKE DUNBAR	Emerald Bay Service District
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Staff Present:

BETTY BURNETT	General Manager/Secretary
JEFF FREY	Bowie Arneson Wiles & Giannone
MARY CAREY	Finance Controller
KEVIN ZABAT	Senior Accountant
TERI NOSON	Clerk of the Board
JIM BURROR	Director of Operations

Also Present:

DAVID SHISSLER	City of Laguna Beach
DON CHADD	Trabuco Canyon Water District
DENNIS CAFFERTY	El Toro Water District
HECTOR RUIZ	Trabuco Canyon Water District
NEELY SHAHBAKHTI	El Toro Water District
RICK ERKENEFF	South Coast Water District

Chairman Ferons called the meeting to order at 11:01 a.m. and welcomed everyone present.

Public Comments

There were no public comments.

Budget Q&A

3.A.& B. Review of Questions/Responses

Ms. Burnett referenced the provided handout of the requested breakdown of the Administrative legal expenses and reported that an update of the legal 'General' category would be forthcoming. Director Collings noted for the record that MNWD has submitted formal record requests for SOCWA legal expenses and legal firms/counsel engagement letters. Ms. Burnett

indicated the request is under review by counsel to PC15 who is present and can answer questions. MNWD has not received the requested information and/or documents.

Ms. Burnett noted that MNWD had requested insurance information and referenced the provided handout SOCWA Allocation of Property/Liability Insurance. An open discussion ensued.

ACTION TAKEN

Motion was made by Director Reinhart and seconded by Director Miller to direct staff to distribute vehicle Property/Liability Insurance costs by Administrative/O&M cost percentages.

Motion carried:	Aye 9; Nay 0; Abstain 0; Absent 1
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Director Iseman	Aye
Director Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye
Director Adjarian	Aye
Director Dunbar	Absent

3.C. Review of Budget Documents Revisions to Date

Staff reviewed answers to questions previously asked. Discussion ensued regarding direction to the Finance Committee to make a recommendation on the General Fund.

Ms. Burnett noted that two positions were now being requested due to additional workload that was not abating and it is necessary to add the staff support to address the additional work demands.

Director Collings noted the two (2) additional positions added approximately 10 percent to the Administrative budget and expressed concerns for the late addition of the positions to the budget for approval.

Director Brunhart noted that the request was coming from the General Manager who sees the needs and he supports the request for a temporary position for funding for the next year.

Director Iseman noted for the record that she supported the need for additional staff due to increase in staff workload and increase in scheduled SOCWA meetings. An open discussion ensued.

Director Collings requested clarification of the staff position on the El Toro request to withdraw from PC 12. The General Manager explained that the matter would be reviewed by counsel, but the budget prepared without El Toro participating in PC 12. Director Collings noted for the record that MNWD supported ETWD's request to withdraw from a project committee (PC12) they no longer benefited from.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Iseman to direct staff to prepare agenda and items for consideration of the draft budget adoption at the June 1, 2017, with the changes presented with the exception of the administrative analyst funded as a temporary one-year position and the accounting position as a permanent position.

Motion carried: Aye 8; Nay 1; Abstain 0; Absent 1

Director Miller	Aye
Director Collings	Nay
Director Reinhart	Aye
Director Iseman	Aye
Director Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye
Director Adjarian	Aye
Director Dunbar	Absent

Chairman Ferons adjourned the Board of Directors meeting for a ten (10) minute recess at 12:10 p.m.

The Board of Directors meeting reconvened at 12:20 p.m.

Director Collings requested clarity regarding the budget adoption process for the SOCWA member agencies. The suggestion at the Finance Committee was that the budget adoption would be done by Minute Order.

Chairman Ferons referenced the note to the SOCWA Board of Directors with the suggested draft proposal, which is herewith attached to these minutes. An open discussion ensued.

Director Collings suggested that a Finance Committee agenda item be submitted for policy level discussion that supports the budget before the budget is adopted, and Director Brunhart expressed concern regarding the Budget adoption.

ACTION TAKEN

Motion was made by Director Collings and seconded Director Reinhart to have a discussion at the June 6, 2017, Finance Committee regarding the components of the General Fund budget and the budget adoption be deferred until after the June 6, 2017, meeting to allow for a conversation to happen, but prior to July 1, 2017.

Motion carried:	Aye 7; Nay 2; Abstain 0; Absent 1
Director Miller	Aye
Director Collings	Aye
Director Reinhart	Aye
Director Iseman	Nay
Director Ferons	Aye
Director Brunhart	Nay
Director Dopudja	Aye
Director Rebensdorf	Aye
Director Adjarian	Aye
Director Dunbar	Absent

4. Update on Cash Reconciliation

ACTION TAKEN

There being no objection the Chairman directed the Update on Cash Reconciliation report be received and filed.

5. Draft Policy Addressing the Application of the SOCWA Joint Powers Agreement for Distribution of the Costs to Member Agencies

ACTION TAKEN

There being no objection the Chairman directed the Draft Policy Addressing the Application of the SOCWA Joint Powers Agreement for Distribution of the Costs to Member Agencies report be received and filed.

6. Audit Update

ACTION TAKEN

There being no objection from the Board, a Finance Committee was scheduled for June 12, 2017, and a Board of Directors meeting was scheduled for June 14, 2017 to review the Audit.

The board went into Closed Session at 1:46 p.m.

7. Conference with Labor Negotiator – Closed Session

In Preparation for 2017 Employee MOU Renewal a Closed Session was conducted in accordance with Government Code Section 54957.6.

Conference with SOCWA Negotiator - Betty Burnett, GM
Employee Organization – SOCWA Employee Association

The Board meeting reconvened to open session at 2:14 p.m.

Report Out of Closed Session

There were no reportable items out of Closed Session.

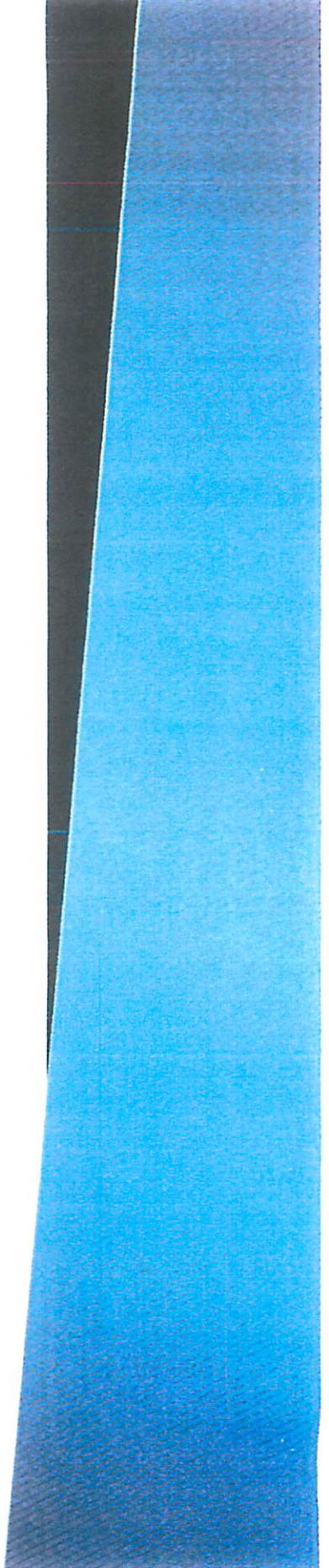
Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 2:15 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of Special Meeting of the South Orange County Wastewater Authority Board of Directs Budget Workshop of May 24, 2017, and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

SOCWA
Cash Reconciliation by
Project Committee,
Member Agency,
Capital and O&M
As of June 30, 2016



South Orange County Wastewater Authority
Total Cash By Project Committee and Member Agency
As of June 30, 2016

(Includes Capital and O&M)												
Total Cash by Project Committee and Member Agency												
Total Cash by Project Committee and Member Agency	PC 1	PC 2	PC 3	PC 5	PC 8	PC 12	PC 15	PC 17	PC 21	PC 23	PC 24	Total
City of Laguna Beach		-	-	-	621	-	700,331	44,288	-	(842)	37,574	781,972
City of San Clemente		-	-	67,617	(2,132)	-	-	-	-	-	-	65,485
City of San Juan Capistrano	619,342	-	-	108,518	7,893	2,155	-	-	-	-	-	737,908
El Toro Water District	-	-	-	-	2,970	4,370	-	172,673	154,005	-	92,479	426,496
Emerald Bay Service District	-	-	-	-	(351)	-	41,909	4,813	-	-	1,842	48,213
Invine Ranch Water District	-	-	-	-	(4,332)	3,924	-	-	154,005	-	71,778	225,375
Moulton Niguel Water District	(27,254)	599,843	50,799	5,337	26,001	306,305	424,246	60,689	-	-	60,907	1,506,873
Santa Margarita Water District	429,419	187,800	119,949	6,103	14,123	-	-	-	-	-	-	757,394
South Coast Water District	(29,807)	-	67,075	4,030	5,151	416,544	32,869	-	-	-	41,614	537,476
Trabuco Canyon Water District	-	-	-	-	-	5,529	-	-	-	-	-	5,529
Total Cash	991,699	787,644	413,958	20,138	61,253	1,465,090	678,889	368,698	(842)	306,194	5,092,721	

PTO Reserves 684,767

Total Cash as of 6/30/2016

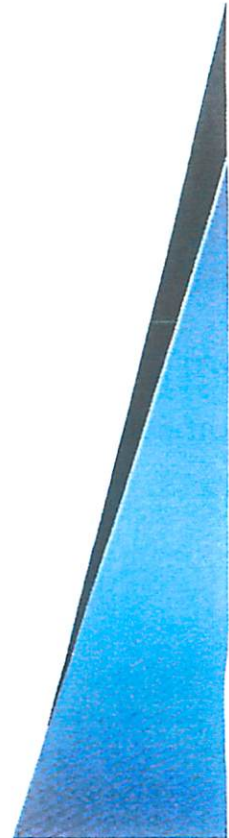
684,767

5,777,488



Large Capital Projects Cash as of June 30, 2016

Capital Project Level Detail Available from Historical Source Documents									
Capital Cash by Project Committee and Member Agency	PC 2	PC 3	PC 5	PC 15	PC 17	PC 21	PC 24	Total	
City of Laguna Beach	-	-	-	534,001	139,028	-	2,731	675,759	
City of San Clemente	-	-	9,486	-	-	-	-	9,486	
City of San Juan Capistrano	110,234	-	6,324	-	-	-	-	116,558	
El Toro Water District	-	-	-	-	252,896	12,347	4,046	269,289	
Emerald Bay Service District	-	-	-	42,047	7,305	-	194	49,546	
Irvine Ranch Water District	-	-	-	-	-	12,347	3,912	16,259	
Moulton Niguel Water District	60,736	317,793	8,852	412,064	1,276,499	-	10,885	2,086,829	
Santa Margarita Water District	349,328	124,323	25,295	-	-	-	-	498,946	
South Coast Water District	(99,595)	-	7,117	308,923	111,024	-	3,056	330,525	
Trabuco Canyon Water District	-	-	-	-	-	-	-	-	
Total Large Capital Cash	420,703	442,116	57,074	1,297,035	1,786,753	24,693	24,823	4,053,198	

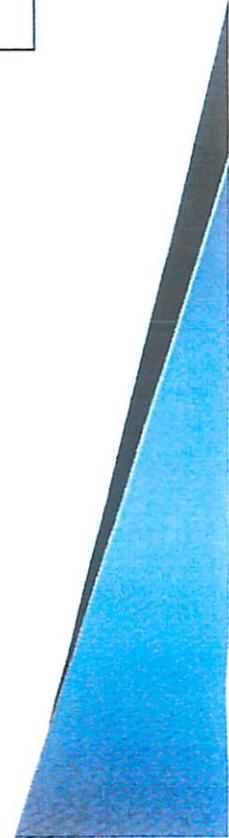


South Orange County Wastewater Authority

O&M Cash Reconciliation

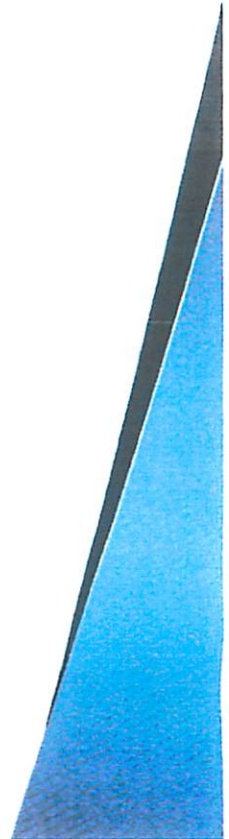
As of June 30, 2016

	5,777,486		
Cash on hand as of June 30, 2016			
Capital Cash	4,053,198	Includes use audit	Historical Documents
Use Audit Small Cap	341,787		Use Audit
Small Capital Carryover-PC 2	129,000	470,787	Use Audit
PTO Reserves	684,767		Net Position Statement
Use Audit Refund	225,058		Use Audit
Audit Adjustment	(311,131)	Allocated same as Use Audit	FY 2015-16 Audit
O&M	654,808		Remaining Cash
	5,777,486		



Small Capital Use Audit and PC 2 Small Capital Carryover

Small Capital Use Audit and Allocation of PC 2 Carryover of Small Capital						
Small Cap Use Audit & PC 2 Carryover	PC 2	PC 3	PC 15	PC 17	Total	
City of Laguna Beach			(10,679)		(10,679)	
City of San Clemente						
City of San Juan Capistrano	81,586				81,586	
El Toro Water District				1,365	1,365	
Emerald Bay Service District			(867)		(867)	
Irvine Ranch Water District						
Moulton Niguel Water District	64,065	121,046	6,463	34,027	225,601	
Santa Margarita Water District	63,930	50,586			114,516	
South Coast Water District	55,057		3,819	390	59,266	
Trabuco Canyon Water District						
Total Use Audit Small Capital & PC 2 Carryover Cash	264,638	171,632	(1,264)	35,782	470,788	

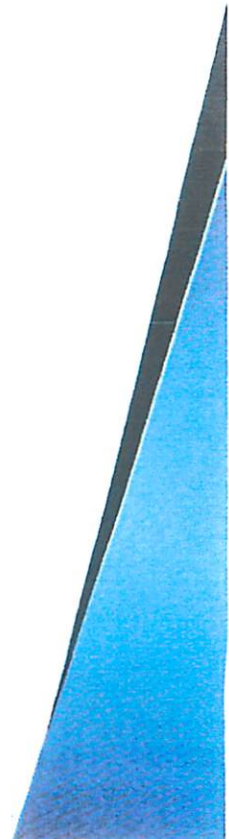


O&M USE Audit

O&M Use Audit										
O&M Use Audit Cash by Project Committee and Member Agency	PC 2	PC 3	PC 5	PC 8	PC 12	PC 15	PC 17	PC 21	PC 24	Total
City of Laguna Beach	-	-	(395)	60,149	(36,558)	-	-	-	39,767	62,963
City of San Clemente	-	50,432	(3,379)	-	-	-	-	-	-	47,052
City of San Juan Capistrano	265,833	-	96,862	6,723	1,370	-	-	-	-	370,788
El Toro Water District	-	-	2,246	3,723	(5,583)	39,175	97,192	136,754	-	-
Emerald Bay Service District	-	-	(491)	(4,933)	(475)	-	1,654	(4,245)	-	-
Irvine Ranch Water District	-	-	(5,810)	3,099	-	39,175	77,777	114,242	-	-
Moulton Niguel Water District	(286,153)	64,860	33,153	1,983	23,352	(147,491)	(144,472)	16,767	50,335	(387,666)
Santa Margarita Water District	(123,692)	1,539	68,357	2,548	11,775	-	-	-	-	(39,473)
South Coast Water District	(121,615)	-	52,662	1,321	4,186	(16,231)	(38,293)	-	37,914	(80,056)
Trabuco Canyon Water District	-	-	-	4,699	-	-	-	-	-	4,699
Total O&M Use Audit Cash	(265,627)	66,399	301,465	4,745	52,205	(108,506)	(225,380)	95,118	304,639	225,058

Audit Adjustment

Audit Adjustment Allocated same as Use Audit							
O&M Cash by Project Committee and Member Agency	PC 2	PC 5	PC 8	PC 15	PC 17	PC 24	Total
City of Laguna Beach	-	-	(94)	(13,256)	(6,245)	(14,457)	(34,052)
City of San Clemente	-	(12,925)	(115)	-	-	-	(13,040)
City of San Juan Capistrano	(2,943)	(12,438)	(108)	-	-	-	(15,489)
El Toro Water District	-	-	(67)	-	(10,751)	(23,905)	(34,723)
Emerald Bay Service District	-	-	(13)	(582)	(307)	(443)	(1,345)
Irvine Ranch Water District	-	-	(136)	-	-	(25,558)	(25,694)
Moulton Niguel Water District	(2,141)	(9,864)	(310)	(3,071)	(93,557)	(24,890)	(133,832)
Santa Margarita Water District	(2,186)	(18,906)	(327)	-	-	-	(21,419)
South Coast Water District	(2,358)	(9,080)	(250)	(9,241)	(4,860)	(5,747)	(31,537)
Trabuco Canyon Water District	-	-	-	-	-	-	-
Total O&M Audit Adj. Cash	(9,628)	(63,213)	(1,420)	(26,150)	(115,720)	(95,000)	(311,131)



O&M Cash (Remaining Cash)

Allocated to Member Agency Based on Use Audit O&M Costs											
O&M Cash by Project Committee and Member Agency	PC 2	PC 3	PC 5	PC 8	PC 12	PC 15	PC 17	PC 21	PC 23	PC 24	Total
City of Laguna Beach	-	-	-	1,110	-	130,116	(51,937)	-	(842)	9,534	87,981
City of San Clemente	-	-	20,624	1,362	-	-	-	-	-	-	21,987
City of San Juan Capistrano	164,632	-	17,771	1,278	785	-	-	-	-	-	184,466
El Toro Water District	-	-	-	791	647	-	(65,255)	102,483	-	15,145	53,810
Emerald Bay Service District	-	-	-	153	-	6,244	(1,709)	-	-	438	5,125
Invine Ranch Water District	-	-	-	1,614	825	-	-	102,483	-	15,646	120,569
Moulton Niguel Water District	136,238	96,144	18,658	3,664	2,648	38,341	(648,251)	43,921	-	24,577	(284,059)
Santa Margarita Water District	142,038	11,352	45,203	3,882	2,348	-	-	-	-	-	204,824
South Coast Water District	138,704	-	16,375	2,958	965	129,274	(35,392)	-	-	6,391	259,276
Trabuco Canyon Water District	-	-	-	-	830	-	-	-	-	-	830
Total O&M Cash	581,613	107,497	118,631	16,814	9,048	303,974	(802,545)	248,886	(842)	71,732	654,808

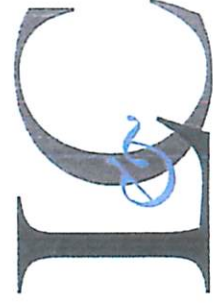
Leaf & Cole, LLP.

- Michael J. Zizzi, Partner
 - Performed audits of Special Districts since 1989

☐ Water

☐ Wastewater

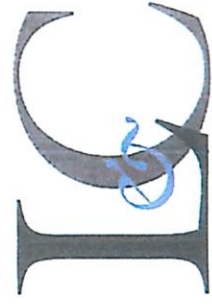
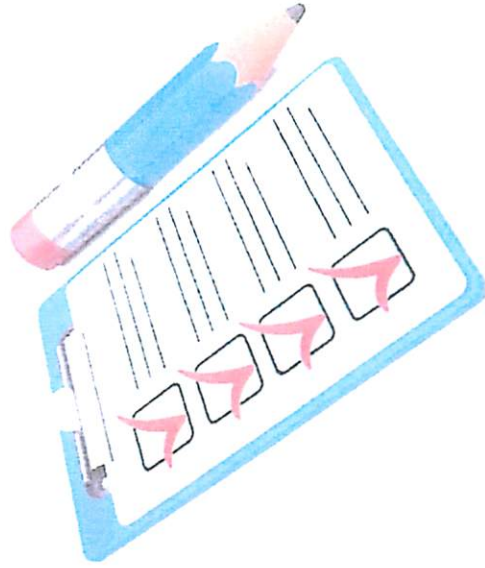
- Expert Witness testimony in defense of Special Districts
- Instructor – Special District Board Management Institute
- Accounting Consultant
 - ☐ South Coast Water District
 - ☐ Encina Wastewater Authority



Leaf & Cole, LLP
Certified Public Accountants

Purpose

- To provide comfort that the process of allocating cash held by the Agency is:
 - Reasonable
 - Operating as described

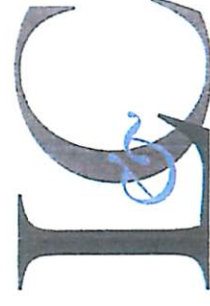


Leaf Cole, LLP
Certified Public Accountants

What we did:

Selected One Capital Job:

- 1161 / 3201
 - Aeration / Cogeneration Design / Construction (2009)
 - ❑ Traced 2015 / 16 Billings
 - ❑ Reconciled amount billed to the budget
 - ❑ Agreed total costs to the audited F/S
 - ❑ Rolled Cash Forward from prior year



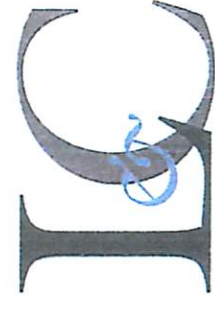
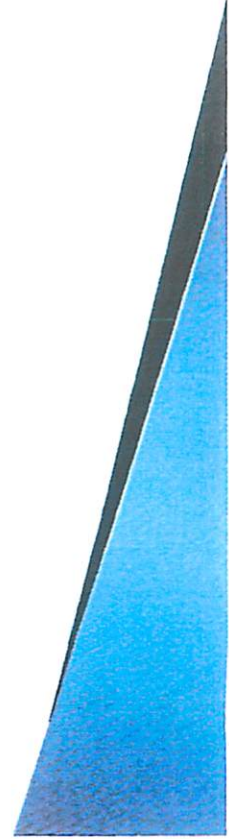
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What we did:

Selected One Member Agency

- Moulton Niguel
 - Selected July 2015 Capital Invoice and:
 - ☒ Determined Amount billed per Project Committee (PC)
 - ☒ Determined Breakdown of PC-2R

- i. Liquids
- ii. Common
- iii. Solids

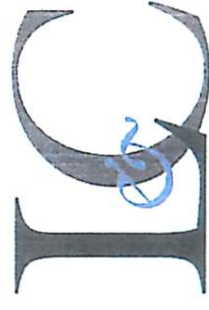


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Certified Public Accountants

What we did:

Selected One Member Agency

- Moulton Niguel
 - Selected July 2015 Capital Invoice and:
 - Recalculated the liquids billing based upon ownership percentage
 - Determined that liquids billing included Job 1161 /3201

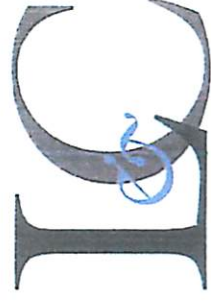


What we did:



➤ Cash

- Rolled forward Job 1161 /3201 cash from June 2015 to June 2016 based upon amounts billed and audited costs
- Determined that job cash balance was included in cash allocated to liquids for PC-2R
- Traced PC-2R Liquids Cash to the to cash allocated to PC-2R and recalculated Moulton Niguel's Portion based upon ownership percentage in each category



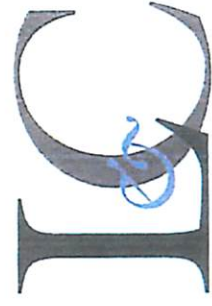
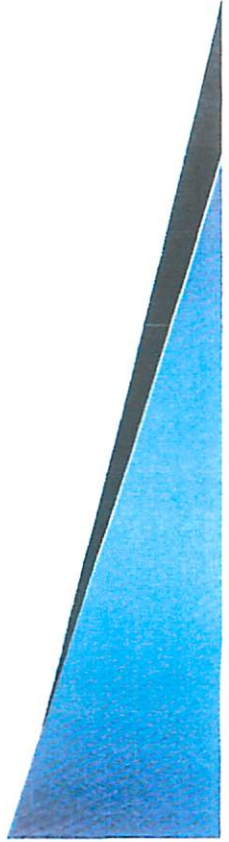
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What we did:



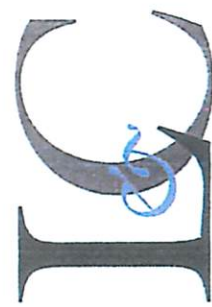
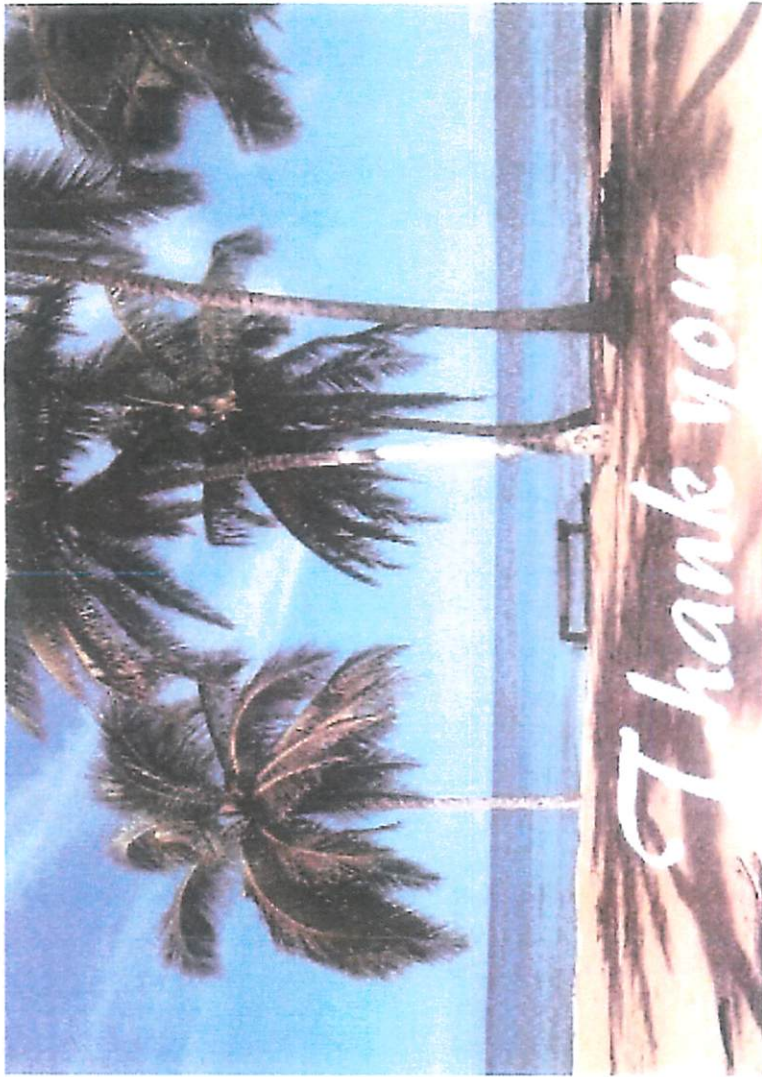
■ Cash

- Traced PC-2R's Cash to the breakdown of Capital Cash by Project Committee
- Tested each of the reconciling items to arrive at total cash per the audited F/S



Leaf Cole, LLP
Certified Public Accountants

QUESTIONS?



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Certified Public Accountants

SOCWA FY 2017-18 Draft Budget Changes

FY 2017-18 Draft Budget Changes

Original Draft Budget	19,888,059
Admin Budget Changes	
Staff Additions Due to Workload (Salary and Benefits)	
> Staff Accountant	114,300
> Administrative Assistant	114,300
> 457 Budget Adjustment	3,800
> Board Fees Removal	(3,000)
> Budget Correction	(91,233)
O&M Budget Changes	
Budget Additions	
> Effluent Pond Cleaning	50,000
> 457 Budget Adjustment	15,200
> Engineering Training Duplication	(3,300)
Redistribution of Costs Amongst Member Agencies-No Impact on Total Budget	
> PC 24 Variable/Fixed Costs Reallocation	-
> PC 12 Reallocation of El Toro & Irvine Ranch Water District Costs Exit Region 9	-
Revised Draft Budget	20,228,128
Total Increase in	\$240,067
	1.2%

**South Orange County Wastewater Authority
FY 17/18 Draft Budget Changes**

FY 2017-18 Budget	Correction (M 23)					Engineering Addition		El Toro Request		Add (M 45)		Total Budget Change	Revised FY 17/18 Budget	Change %
	PC 2	PC 15	PC 17	PC 17	PC 24	PC 12/23/05	Costs	Exp	457 Match	457 Match				
1,888,262	(477)	(82)	144	(4,183)		1,774				(2,794)	1,895,453	0.1%		
90,128						86					86,217	0.1%		
1,802,188	(336)					1,790				(2,708)	1,809,654	0.3%		
800,898		(112)	171	(8,444)	(18,782)	548				(22,817)	778,238	2.8%		
78,368	(33)		8			88					78,449	0.1%		
192,794				(8,342)	(18,782)	117				(23,207)	157,284	14.4%		
7,813,003	(245)	(322)	(873)	82,560	15,462	8,508				113,609	7,828,849	1.3%		
2,198,124	(252)					1,702				8,266	2,114,378	8.4%		
3,162,716	(285)	(324)	(354)	90	4,428	8,712				13,446	3,176,212	0.4%		
31,818						18				8,730	27,748	33.8%		
Total	(1,132)	(1,132)	(1,132)	82,600	0	15,200				(87,808)	19,832,924	0.7%		

FY 17/18 Admin Draft Budget Changes

Admin Allocation	FY 2017-18 Budget	Board Fees		Correction	# 21)		Staff Additions	Admin Asst	Accounts	457 Match	Total Budget Change	Revised FY 17/18 Budget	Change %
		#15	# 21)		Due to Workload	457 Match							
City of Laguna Beach	241,378	(317)		(9,848)		12,000				402	14,600	255,887	6.1%
City of San Clemente	31,958	(17)		(508)		838				21	760	32,727	2.4%
City of San Juan Capistrano	207,891	(271)		(8,237)		10,319				343	12,474	220,365	6.0%
El Toro Water District	114,098			(3,882)		4,688				168	6,030	120,128	5.2%
Emerald Bay Service District	29,299	(13)		(262)		491				16	584	29,889	2.0%
Irvine Ranch Water District	38,172	(23)		(254)		682				29	1,065	40,236	2.7%
Moulton Niguel Water District	934,888	(1,334)		(43,508)		50,809				1,880	81,413	966,307	6.6%
San Juan Marguerite Water District	288,888	(266)		(10,817)		13,553				451	15,300	289,289	6.1%
Seam Coast Water District	380,558	(534)		(18,250)		20,368				677	24,810	415,185	6.2%
Trabuco Canyon Water District	7,492	(3)		(147)		179				8	233	7,725	6.2%
Total	2,284,876	(1,600)		(91,233)		114,300				3,800	138,163	2,398,748	6.1%

South Orange County Wastewater Authority
FY 17/18 Draft Budget Changes

SOCWA Budget Changes						
	FY 2016-17 Budget	FY 2017-18 Budget	Total Budget Changes	Revised FY 17/18 Budget	Change %	Change to 16/17 Budget
SOCWA by Member Agency						
City of Laguna Beach	2,229,831	2,129,630	11,839	2,141,469	0.6%	-4.0%
City of San Clemente	115,987	131,086	857	131,944	0.7%	13.8%
City of San Juan Capistrano	2,396,517	1,810,059	20,225	1,830,284	1.1%	-23.7%
E1 Toro Water District	954,342	914,352	(16,587)	898,365	-1.8%	-5.9%
Emerald Bay Service District	90,157	105,673	860	106,536	0.8%	18.2%
Innie Ranch Water District	193,398	199,937	(22,139)	177,797	-11.1%	-8.1%
Moulton Niguel Water District	8,341,242	8,747,968	175,323	8,923,291	2.0%	7.0%
Santa Margarita Water District	1,881,531	2,373,004	24,637	2,397,641	1.0%	27.4%
South Coast Water District	3,391,854	3,553,272	38,106	3,591,377	1.1%	5.9%
Trabuco Canyon Water District	26,900	23,470	6,942	30,421	29.6%	13.1%
Total	19,623,765	19,989,069	240,067	20,229,126	1.2%	3.1%
Budget Change %		1.9%	1.2%	3.1%		Compared to 16/17

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Board of Directors

May 4, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, May 4, 2017 at 8:30 a.m. at the Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Board of Directors were present:

MIKE DUNBAR, Emerald Bay Water District	Director
FRED ADJARIAN, El Toro Water District	Alternate Director
RAY MILLER, City of San Juan Capistrano	Director
JOONE LOPEZ, Moulton Niguel Water District	Director
DOUG REINHART, Irvine Ranch Water District	Director [exit 9:43 a.m.]
TONI ISEMAN, City of Laguna Beach	Vice Chairman [exit 11:20 a.m.]
DAN FERONS, Santa Margarita Water District	Chairman
ANDY BRUNHART, South Coast Water District	Director
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director [exit 11:50 a.m.]
DAVE REBENS DORF, City of San Clemente	Director

Staff present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
BRENNON FLA HIVE	Director of Environmental Compliance
JIM BURROR	Director of Operations
MARY CAREY	Finance Controller
DINA ASH	Human Resource Administrator
TERI NOSON	Clerk of the Board
JEANETTE CONTINOLA	Procurement/Contract Administrator
KEVIN ZABAT	Sr. Accountant
AMBER BAYLOR	Director of Environmental Compliance
KEITH BACON	Laboratory Manager
RONI YOUNG-GRANT	Associate Engineer

Also present:

JIM REED	Irvine Ranch Water District
ROGER FAUBEL	FPA
DENNIS ERDMAN	South Coast Water District
HECTOR RUIZ	Trabuco Canyon Water District
DENNIS CAFFERTY	El Toro Water District
DAVID SHISSLER	City of Laguna Beach

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Adjarian led the Pledge of Allegiance to the Flag of the United States of America.

Oral Comments

Chairman Ferons asked if members of the public desired to address the Board, or desired to reserve addressing the Board during the meeting regarding any item on the Agenda. No comments were received.

ACTION TAKEN

No action required.

Consent Calendar

Chairman Ferons referenced the items under the Consent Calendar and asked if there were any questions or comments.

Director Lopez pulled Consent Calendar items 4.A., 4.B., 4.C., 4.D. and 4.G.

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Miller to approve Consent Calendar items 4. E, F. and H.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Lopez Aye
	Director Reinhart Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

4.A. Financial Matters

Director Lopez requested information and clarification on items in the financial statements. Staff answered questions and noted items to provide additional information as to the 3A costs due to SOCWA involvement in construction at that site.

4.B. Operational Reports

Director Lopez referenced the first two tables on page 24 of the Agenda Book and noted MNWD and SMWD were tracking above what was budgeted and requested supporting data for all participants to understand percentage breakdowns.

Mr. Burror provided a brief overview of SOCWA metering data.

4.C. Capital Improvement Program

Director Brunhart reference page 71 of the Agenda Book and inquired status of the East Primary Influent Gates. Mr. Peck reported the project was submitted for today's Board consideration during the Engineering Matters discussion.

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Dunbar to approve Consent Calendar items 4.A., B. and C.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye

Director Adjarian	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

4.D. Project Committee No. 2 – Service Contract Western Energy Systems

Director Lopez referenced page 84 of the Agenda Book and expressed concerns regarding the amount and duration of the contract as well as requested clarity of the termination clause. Mr. Burror provided a brief overview of contract services.

ACTION TAKEN

Motion was made by Director Lopez and seconded by Director Brunhart to award a five (5) year contract to Western Energy Systems subject to Board approval of years three (3), four (4) and five (5).

Motion carried:	Aye 4; Nay 0; Abstain 0; Absent 0
Director Miller	Aye
Director Lopez	Aye
Chairman Ferons	Aye
Director Brunhart	Aye

4.G. Award of Contract – Zumasys, Inc.

Director Lopez referenced page 93 of the Agenda Book and inquired if the cost allocation was distributed to all of the PCs as O&M or capital noting that MNWD voted no for PC15 regarding capital costs, and would be entering a no vote for this item. Ms. Carey reported the cost was capital.

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Ferons to approve Consent Calendar items 4.G. Award of Contract Zumasys, Inc.

Motion carried:	Aye 9; Nay 1; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Aye
Director Lopez	Nay
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

Engineering Matters

6.A. Award of Engineering Services Contract to Carollo Engineers [PC2]

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Miller to approve the award of engineering services contract to Carollo Engineers at a fee of \$124,366.

Motion carried:	Aye 4; Nay 0; Abstain 0; Absent 0
	Director Miller Aye
	Director Lopez Aye
	Chairman Ferons Aye
	Director Brunhart Aye

6.B. Award of Contract to Olsson Construction [PC15]

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Iseman to reject all bids and approve the award of negotiated construction contract to Olsson Construction at a price of \$910,900 and increase the budget for AWT Filter Supply and Backwash Pumps Replacement by \$150,000.

Motion carried:	Aye 3; Nay 1; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Lopez Nay
	Vice Chairman Iseman Aye
	Director Brunhart Aye

8. General Manager's Reports

Agenda items taken out of order.

8.C. Resolution No. 2017-03 – Service Commendation for Brennon Flahive

Chairman Ferons noted typographical error corrections needed to the resolution, word “sanitation” misspelled “sanitatin” and word “chemistry” misspelled “chemestry” among others and requested staff to be more careful in preparation of meeting materials.

ACTION TAKEN

Motion was made with corrections by Director Miller and seconded by Director Dunbar to approve Resolution No. 2017-03 commending Mr. Flahive for his service to SOCWA.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
	Director Dunbar Aye
	Director Adjarian Aye
	Director Miller Aye
	Director Lopez Aye
	Director Reinhart Aye
	Vice Chairman Iseman Aye
	Chairman Ferons Aye
	Director Brunhart Aye
	Director Dopudja Aye
	Director Rebensdorf Aye

8.B. Resolution No. 2017-02 – Designation of Applicant’s Agent Resolution for Non-State Agencies

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Iseman to approve Resolution No. 2017-02 – Designation of California Office of Emergency Services Authorized Agents for SOCWA as Betty Burnett – General Manager, Jim Burror – Director of Operations, Brian Peck – Director of Engineering.

Motion carried:	Aye 10; Nay 0; Abstain 0; Absent 0
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Aye
Director Lopez	Aye
Director Reinhart	Aye
Vice Chairman Iseman	Aye
Chairman Ferons	Aye
Director Brunhart	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

7. Budget Workshop – Review of Proposed SOCWA FY 2016/17 Budget

ACTION TAKEN

Information item, no action taken.

8.A. Joint Powers Agreement Presentation by SOCWA General Counsel, Pat Giannone

ACTION TAKEN

Information item, no action taken.

8.D. General Manager’s Status Report

ACTION TAKEN

No action taken.

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board. There were none.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 12:00 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Board of Directors of May 4, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**SUMMARY OF BOARD ACTIONS
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

May 4, 2017

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Adjarian	Approved
Award Contract – Carollo Engineers [PC2]	Brunhart	Approved
Award of Contract – Olsson Construction [PC15]	Dunbar	Approved
Resolution No. 2017-02 – Designation of Applicant’s Agent Resolution for Non-State Agencies	Dunbar	Approved
Resolution No. 2017-03 – Service Commendation for Brennon Flahive	Miller	Approved

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Executive Committee

July 25, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Executive Committee Meeting was held on July 25, 2017, at 10:00 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Executive Committee were present:

MICHAEL DUNBAR	Emerald Bay Service District
JOONE LOPEZ	Moulton Niguel Water District
DAN FERONS	Santa Margarita Water District
TONI ISEMAN	City of Laguna Beach

Staff Present:

BETTY BURNETT	General Manager/Secretary
PAT GIANNONE	Bowie, Arneson, Wiles & Giannone
TERI NOSON	Executive Assistant/Clerk of the Board

Also Present:

DON FROELICH	Moulton Niguel Water District
JOHN ULRICH	Public Citizen

Chairman Ferons called the meeting to order at 10:00 a.m. and welcomed everyone present.

2. Public Comments

Mr. John Ulrich provided comments regarding the agenda item *SOCWA Public Information Funding* and stated his opposition to SOCWA hiring a public relations firm.

3. Joint Legislative Audit Response Costs

Staff reviewed potential for costs to respond to the JLAC audit and requested funding and authority to expend response costs. Discussion ensued.

ACTION TAKEN

Motion was made by Director Lopez and seconded by Chairman Ferons to authorize the Executive Committee to recommend to the full Board of Directors at the August 3, 2017, Board meeting that the Board hold a Special Board meeting focused on the FY 17/18 Budget as soon as possible given the new information from staff about the anticipated cost associated with the State Audit, which staff expects will exceed the FY 17/18 Budget.

Motion failed:	Aye 2; Nay 2; Abstain 0; Absent 0;
Director Lopez	Aye
Director Dunbar	Nay
Director Ferons	Aye
Director Iseman	Nay

Motion was made by Director Dunbar and seconded by Director Iseman to authorize the Executive Committee to recommend to the Board of Directors that the Board review the Administrative and/or General Fund Budget for additional costs due to the State Audit and set a budget of \$282,000.

Motion failed: Aye 2; Nay 2; Abstain 0; Absent 0;

Director Lopez	Nay
Director Dunbar	Aye
Director Ferons	Nay
Director Iseman	Aye

Substitute motion was made by Director Ferons and seconded by Director Lopez to authorize the Executive Committee to recommend to the Board of Directors to consider a budget review and adjustment for the response to the State Audit and for staff to prepare a breakdown of those estimated costs at the level of detail allowed by the State.

Motion failed: Aye 2; Nay 2; Abstain 0; Absent 0;

Director Lopez	Aye
Director Dunbar	Nay
Director Ferons	Aye
Director Iseman	Nay

4. SOCWA Public Information Funding

ACTION TAKEN

There being no objection Chairman Ferons directed the SOCWA Public Information Funding item tabled.

5. Approach to SOCWA FY2017/18 General Fund Budget Allocation

ACTION TAKEN

Information item, no action taken.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 11:38 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of Special Meeting of the South Orange County Wastewater Authority Executive Committee of July 25, 2017, and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manger / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Project Committee No. 15

March 1, 2018

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Project Committee No. 15 was held on February 15, 2018, at 12:30 p.m. at SOCWA's Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of Project Committee No. 15 were present:

MIKE DUNBAR	Emerald Bay Service District
DENNIS ERDMAN	South Coast Water District
JOHN PIETIG	City of Laguna Beach
MATT COLLINGS	Moulton Niguel Water District

Staff present:

BETTY BURNETT	General Manager
DANITA HIRSH	Executive Assistant

Also Present:

JEREMY JUNGREIS	Rutan & Tucker, LLP
TIFFANY ACKLEY	Kidman Law, LLP
GREGORY BROWN	Brown & Charbonneau, LLP
STEVE GREYSHOCK	Greycomm, LLC

1. Call Meeting to Order

Chairperson Dunbar called the meeting to order at 2:30 p.m.

2. Public Comments

None.

3. Open Session

- Chair Comments – None
- Committee Member Comments – None
- Approval of the Minutes

ACTION TAKEN

Motion was made by Director Pietig and seconded by Director Dunbar to approve the meeting Minutes of July 27, 2017.

Motion carried:	Aye 2, Nay 1, Abstained 1, Absent 0
	Director Pietig Aye
	Director Collings Nay
	Director Erdman Abstained
	Director Dunbar Aye

ACTION TAKEN

Motion was made by Director Pietig and seconded by Director Dunbar to approve the meeting Minutes of January 11, 2018.

Motion carried:	Aye 2, Nay 1, Abstained 1, Absent 0
	Director Pietig Aye
	Director Collings Nay
	Director Erdman Abstained
	Director Dunbar Aye

ACTION TAKEN

Motion was made by Director Pietig and seconded by Director Erdman to approve the meeting Minutes of February 15, 2018.

Motion carried:	Aye 3, Nay 1, Abstained 0, Absent 0
	Director Pietig Aye
	Director Collings Nay
	Director Erdman Aye
	Director Dunbar Aye

The Project Committee No. 15 meeting recessed for 2 minutes then entered Closed Session at 2:34 p.m.

4. Closed Session

A Closed Session was conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District* Case number 30-2017-00923143-CU-BC-CJC.

There were three agencies in attendance for the Closed Session. The agencies in attendance were: City of Laguna Beach, South Coast Water District and Emerald Bay Service District. The Closed Session concluded at 4:15 p.m. Counsel reported that there were no reportable items from the Closed Session.

There were no reportable items from Closed Session.

5. Adjournment

There being no further business, Chairperson Dunbar adjourned the meeting at 4:15 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Project Committee No. 15 of March 1, 2018 and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Project Committee No. 15

February 15, 2018

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Project Committee No. 15 was held on February 15, 2018, at 12:30 p.m. at SOCWA's Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of Project Committee No. 15 were present:

MIKE DUNBAR
DENNIS ERDMAN
JOHN PIETIG

Emerald Bay Service District
South Coast Water District
City of Laguna Beach

Absent:

MATT COLLINGS

Moulton Niguel Water District

Staff present:

BETTY BURNETT
DANITA HIRSH

General Manager
Executive Assistant

Also Present:

JEREMY JUNGREIS
ART KIDMAN
GREGORY BROWN
STEVE GREYSHOCK

Rutan & Tucker, LLP
Kidman Law, LLP
Brown & Charbonneau, LLP
Greycomm, LLC

1. Call Meeting to Order

Chairperson Dunbar called the meeting to order at 12:32 p.m.

2. Public Comments

None.

3. Open Session

None.

The Project Committee No. 15 meeting recessed for 2 minutes then entered Closed Session at 12:43 p.m.

4. Closed Session

A Closed Session was conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District* Case number 30-2017-00923143-CU-BC-CJC.

There were three agencies in attendance for the Closed Session. The agencies in attendance were: City of Laguna Beach, South Coast Water District and Emerald Bay Service District. The Closed Session concluded at 2:54 p.m. Counsel reported that there were no reportable items from the Closed Session.

There were no reportable items from Closed Session.

5. **Adjournment**

There being no further business, Chairperson Dunbar adjourned the meeting at 2:55 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Project Committee No. 15 of February 15, 2018 and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

REVISED

Project Committee No. 15

January 11, 2018

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Project Committee No. 15 was held on January 11, 2018, at 2:00 p.m. at SOCWA's Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of Project Committee No. 15 were present:

MIKE DUNBAR	Emerald Bay Service District
ANDY BRUNHART	South Coast Water District
MATT COLLINGS	Moulton Niguel Water District
JOHN PIETIG	City of Laguna Beach

Staff present:

BETTY BURNETT	General Manager
DANITA HIRSH	Executive Assistant

Also Present:

JEREMY JUNGREIS	Rutan & Tucker, LLP
ART KIDMAN	Kidman Law, LLP
GREGORY BROWN	Brown & Charbonneau, LLP
STEVE GREYSHOCK	Greycomm, LLC

1. **Call Meeting to Order**

Chairperson Dunbar called the meeting to order at 2:01 p.m.

2. **Public Comments**

None.

3. **Open Session**

- Chair Comments –
Chairperson Dunbar wished everyone a Happy New and Year and reiterated the words of Board Chair, Dan Ferons to make the year 2018 a good one.
- Committee Member Comments –
Director Collings stated Moulton Niguel will be voting no on both the December 6 and December 20 meeting minutes.
- Approval of the Minutes
 - a) PC-15 Committee Meeting of December 6, 2017

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Pietig to approve the meeting Minutes of December 6, 2017.

Motion carried: Aye 3, Nay 1, Abstain 0, Absent 0
Director Brunhart Aye
Director Pietig Aye
Director Collings Nay
Director Dunbar Aye

b) PC-15 Committee Meeting of December 20, 2017

ACTION TAKEN

Motion was made by Director Brunhart and seconded by Director Pietig to approve the meeting Minutes of December 20, 2017.

Motion carried: Aye 3, Nay 1, Abstain 0, Absent 0
Director Brunhart Aye
Director Pietig Aye
Director Collings Nay
Director Dunbar Aye

The Project Committee No. 15 meeting recessed for 2 minutes then entered Closed Session at 2:06 p.m.

4. **Closed Session**

A Closed Session was conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District* Case number 30-2017-00923143-CU-BC-CJC.

There were three agencies in attendance for the Closed Session. The agencies in attendance were: City of Laguna Beach, South Coast Water District and Emerald Bay Service District. The Closed Session concluded at 4:16 p.m. Counsel reported that there were no reportable items from the Closed Session.

5. **Adjournment**

There being no further business, Chairperson Dunbar adjourned the meeting at 4:17 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Project Committee No. 15 of January 11, 2018, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Project Committee No. 15

July 27, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Project Committee No. 15 was held on July 27, 2017, at 1:30 p.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Directors were present:

MATT COLLINGS	Moulton Niguel Water District
MIKE DUNBAR	Emerald Bay Service District
ANDREW BRUNHART	South Coast Water District

Absent:

JOHN PIETIG	City of Laguna Beach
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Staff present:

BETTY BURNETT	General Manager
BRIAN PECK	Director of Engineering
TERI NOSON	Executive Assistant/Clerk of the Board

Also present:

DAVID SHISSLER	City of Laguna Beach
ROD WOODS	Moulton Niguel Water District
RICK SHINTAKU	South Coast Water District

Chairperson Dunbar called the meeting to order at 1:53 p.m. and welcomed everyone present.

Public Comments

Chairperson Dunbar reported that the meeting today was for Engineering discussion and invited Mr. Shintaku and Mr. Shissler to the Board table, and requested that public comments be received prior to the discussion and not during the discussion. This would allow staff to present the 10-year planning document and allow the engineers to ask questions and make comments.

No public comments were received.

Director Collings stated that it was important to note that while a technical discussion was desired for the 10-year plan, it was hard to ignore the fact that the 10-year plan extends beyond the window which the agreement expires. And the plan does not address an expiring agreement and how to move past MNWD's stated position of non-renewal of participation in the Coastal Treatment Plant and MNWD has made that clear on multiple occasions.

Director Collings further stated that MNWD has made it clear of their position as it relates to the agreements and MNWD rights, and exercising our rights under those agreements. MNWD understands that there is existing litigation that MNWD has been sued by SOCWA and the three Project Committee No. 15 agencies regarding that. But it is important to note that the agreements expire the plan does not address, there is no solid foundation when it is not addressing one (1) the reduced capacity that is going to the plant – that is planned to go to that plant, and two (2) MNWD's stated intention of not renewing MNWD's participation in the expiring agreement for the Coastal Treatment Plant. For that, anything that obligates MNWD to extend the facility beyond

the term of the agreement for this facility and/or its individual assets, MNWD will not support or find acceptable.

Director Brunhart stated another point of view was even at a 15-year planning basis the agreements don't expire within 15 years, and that is a difference of opinion of position at the moment. The alternate position is it is written as a ten-year plan and actually extends out to 15 years, but the other position is that the agreements do not expire in that term, there is a difference of opinion. An open discussion ensued. Chairman Dunbar duly noted comments from Director Collings and Director Brunhart.

Review of Draft Ten Year Plan for the Coastal Treatment Plant

Mr. Peck provided an overview of the Project Committee No. 15 Coastal Treatment Plant Draft Ten Year Plan. Mr. Peck concluded the overview presentation by referring to the provided questions/comments from Moulton Niguel Water District, South Coast Water District and City of Laguna Beach and reported that responses to those questions/comments would be forthcoming. An open discussion ensued.

ACTION TAKEN

Discussion only, no action taken.

Adjournment

There being no further business, Chairperson Dunbar adjourned the meeting at 3:05 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Project Committee No. 15 of July 27, 2017, and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Project Committee No. 15

October 12, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Project Committee No. 15 was held on October 12, 2017, at 3:00 p.m. at SOCWA's Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of Project Committee No. 15 were present:

MATT COLLINGS
MIKE DUNBAR
ANDY BRUNHART
JOHN PIETIG

Moulton Niguel Water District
Emerald Bay Service District
South Coast Water District
City of Laguna Beach

Staff present:

BETTY BURNETT
DANITA HIRSH

General Manager
Executive Assistant

Also Present:

JEREMY JUNGREIS
ALLISON BURNS
ART KIDMAN
GREGORY BROWN
STEVE GREYSHOCK
PETER WHITTINGHAM

Rutan & Tucker, LLP
Stradling Yocca Carlson & Rauth
Kidman Law, LLP
Brown & Charbonneau, LLP
Greycomm, LLC
Curt Pringle and Associates

1. **Call Meeting to Order**

Chairperson Dunbar called the meeting to order at 3:08 p.m.

2. **Public Comments**

None.

3. **Open Session**

- Chair Comments –
Chairperson Dunbar specified the approval of Minutes would be voted on separately.
- Committee Member Comments –
None.

ACTION TAKEN

Motion was made by Director Pietig and seconded by Director Brunhart to approve the Minutes of September 14, 2017.

Motion carried:	Aye 4, Nay 0, Abstain 0, Absent 0
	Director Dunbar Aye
	Director Pietig Aye
	Director Brunhart Aye
	Director Collings Aye

Motion was made by Director Pietig and seconded by Director Brunhart to approve the Minutes of September 27, 2017.

Motion carried:	Aye 4, Nay 0, Abstain 0, Absent 0
	Director Dunbar Aye
	Director Pietig Aye
	Director Brunhart Aye
	Director Collings Aye

The Project Committee No. 15 meeting entered Closed Session at 3:11 p.m.

Closed Session

A Closed Session was conducted for the following matter:

Existing Litigation per paragraph (1) of subdivision (d) of Government Code Section 54956.9, *Case of SOCWA, et al. v. Moulton Niguel Water District*
Case number 30-2017-00923143-CU-BC-CJC.

The Board meeting reconvened in Open Session at 5:20 p.m.

Report Out of Closed Session

There were no reportable actions from Closed Session.

Adjournment

There being no further business, Chairperson Dunbar adjourned the meeting at 5:21 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Special Meeting of the South Orange County Wastewater Authority Project Committee No. 15 of October 12, 2017 and approved by the Board of Directors of the South Orange County Wastewater Authority.



Betty C. Burnett, General Manager / Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Finance Committee

January 19, 2018

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee Meeting was held on January 19, 2018 at 10:30 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Finance Committee were present:

DENNIS ERDMAN	South Coast Water District
RAY MILLER	City of San Juan Capistrano
MATT COLLINGS	Moulton Niguel Water District
TONI ISEMAN	City of Laguna Beach

Absent:

DAN FERONS	Santa Margarita Water District
FRED ADJARIAN	El Toro Water District

Staff Present:

BETTY BURNETT	General Manager
DANITA HIRSH	Executive Assistant
MARY CAREY	Finance Controller
JIM BURROR	Director of Operations
DINA ASH	HR Administrator
AMBER BAYLOR	Director of Environmental Compliance

Also Present:

HECTOR RUIZ	Trabuco Canyon Water District
ERICA CASTILLO	Santa Margarita Water District
DENNIS CAFFERTY	El Toro Water District
TREVOR AGRELIUS	Moulton Niguel Water District

1. Call Meeting to Order

Chairperson Erdman called the meeting to order at 10:30 a.m.

2. Public Comments

None.

3. Budget Preparation FY 18-19

- 3a. Schedule Budget FY 18-19

Ms. Burnett thanked staff for their efforts in working together to put together the Budget Schedule. Ms. Burnett gave the committee a brief overview of the items to be discussed and directed them to review the budget schedule meeting dates handed out at the meeting. An open discussion ensued.

In absence of Committee Member Adjarian, Chairman Erdman invited Mr. Cafferty of El Toro Water District to join the discussion at the table at 10:40 a.m.

- 3b. Fringe Benefit Rate YTD (17-18)
Ms. Carey distributed a handout and provided the Committee with an overview of the Budgeted Fringe Rate vs. the Actual Fringe Rate. An open discussion ensued.

Ms. Burnett stated there are several things to consider going forward. Currently, the process is to budget, spend, and then coming back and true up the numbers for the Use Audit. She stated, it is less impactful administratively to stick to the budget once approved. However, if the agencies feel strongly that they would not like to pay any more than what is actually use in a given year as has been the past practice, then the Use Audit is for bringing the numbers back to actual. An open discussion ensued.

- 3c.
Ms. Burnett briefed the Committee Members on the Budget Assumption materials then asked Ms. Carey to update some of the highlights. Ms. Carey discussed some of the highlighted items in the Budget Assumptions. An open discussion ensued.

ACTION TAKEN – None.

4. General Managers Report on Open Item

Ms. Burnett briefed the Committee on a request that was made to make minor clarification and revisions to the March 2015 Uniform Purchasing Policy Procedure. Open discussion ensued.

ACTION TAKEN – None.

Chairman Erdman stated that he look forward to reviewing the Year-to-Date Financials that will be distributed within a week and the next scheduled Finance Committee meeting will be February 13 at 10:30 a.m.

5. Adjournment

There being no further business, Chairman Erdman adjourned the meeting at 11:33 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of Special Meeting of the South Orange County Wastewater Authority Finance Committee of January 19, 2017 and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
Finance Committee
April 11, 2017**

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee Meeting was held on April 11, 2017 at 9:30 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Finance Committee were present:

DENNIS ERDMAN	South Coast Water District
RAY MILLER	City of San Juan Capistrano
MATT COLLINGS	Moulton Niguel Water District
TONI ISEMAN	City of Laguna Beach
FRED ADJARIAN	El Toro Water District
DAN FERONS	Santa Margarita Water District [exit 10:40 a.m.]

Staff Present:

BETTY BURNETT	General Manager/Secretary
MARY CAREY	Finance Controller
KEVIN ZABAT	Senior Accountant
TERI NOSON	Executive Assistant/Clerk of the Board
BRIAN PECK	Director of Engineering
JIM BURROR	Director of Operations

Also Present:

NEELY SHAHBAKHTI	El Toro Water District
CAROLYN RATHBONE	South Coast Water District

Chairman Erdman called the meeting to order at 9:32 a.m. and welcomed everyone present.

Public Comments

There were no public comments.

Approval of Minutes

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Ferons to approve the February 28, 2017 Finance Committee meeting minutes.

Motion carried:	Aye 6; Nay 0; Abstain 0; Absent 0
	Director Collings Aye
	Director Erdman Aye
	Director Miller Aye
	Director Ferons Aye
	Director Iseman Aye
	Director Adjarian Aye

New Employee Announcement

Ms. Carey introduced Mr. Kevin Zobot, CPA, as the Senior Accountant in the Finance Department. Mr. Zobot filled the position vacated by Mr. Mason Motoyoshi in December 2016.

Approval of Financial Matters

ACTION TAKEN

Motion was made by Director Miller and seconded by Director Erdman to approve the Summary of Disbursements in the amount of \$ \$1,206,122 for the period of February 1, 2017 through February 28, 2017, and to receive and file the February 28, 2017, Financial Reports.

Motion carried:	Aye 6; Nay 0; Abstain 0; Absent 0
	Director Collings Aye
	Director Erdman Aye
	Director Miller Aye
	Director Ferons Aye
	Director Iseman Aye
	Director Adjarian Aye

FY 2017-18 Budget Status

Ms. Burnett and Ms. Carey provided a status report on the FY 2017-18 Budget and reviewed the provided draft Budget book and supporting schedules with the Finance Committee. An open discussion ensued.

ACTION TAKEN

Discussion item. No action taken.

Cash on Hand Verification

Ms. Burnett provided an overview of the Cash on Hand Verification report as submitted. An open discussion ensued.

ACTION TAKEN

Discussion item. No action taken.

Adjournment

There being no further business, Chairman Erdman adjourned the meeting at 10:48 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of Special Meeting of the South Orange County Wastewater Authority Finance Committee of April 11, 2017, and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Finance Committee

May 22, 2017

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee was held on May 22, 2017 at 10:30 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Finance Committee were present:

DENNIS ERDMAN	South Coast Water District
JACK HUNT	City of San Juan Capistrano
MATT COLLINGS	Moulton Niguel Water District
TONI ISEMAN	City of Laguna Beach
FRED ADJARIAN	El Toro Water District
DAN FERONS	Santa Margarita Water District

Staff Present:

BETTY BURNETT	General Manager/Secretary
MARY CAREY	Finance Controller
KEVIN ZABAT	Senior Accountant
TERI NOSON	Executive Assistant/Clerk of the Board
JIM BURROR	Director of Operations

Also Present:

ERIC WOOLERY	Orange County Auditor Controller
DENNIS CAFFERTY	El Toro Water District
RICK ERKENEFF	South Coast Water District
NEELY SHAHBAKHTI	El Toro Water District
CAROLYN RATHBONE	South Coast Water District

Chairman Erdman called the meeting to order at 10:32 a.m. and welcomed everyone present.

Public Comments

There were no public comments.

Approval of Financial Matters

Summary of Disbursements & Financial Reports (March 2017)

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Ferons to ratify the Summary of Disbursements in the amount of \$3,435,311 for the period of March 1, 2017, through March 31, 2017, and to receive and file the March 31, 2017, Financial Reports.

Director Collings noted for the record that MNWD requests for information from the May 4, 2017 Board of Directors meeting are awaiting response, including: application of fringe benefits, budget underage & overage, SOCWA 'bonuses', administration allocation for PC21 and request for information about SOCWA legal services.

Motion carried: Aye 6; Nay 0; Abstain 0; Absent 0

Director Collings	Aye
Director Erdman	Aye
Director Hunt	Aye
Director Ferons	Aye
Director Iseman	Aye
Director Adjarian	Aye

Summary of Disbursements & Financial Reports (April 2017)

An open discussion ensued regarding items 3.a. Exhibits D and E.

ACTION TAKEN

Motion was made by Director Adjarian and seconded by Director Iseman to approve the Summary of Disbursements in the amount of \$1,676,414 for the period April 1, 2017 through April 30, 2017, and to receive and file the April 30, 2017, Financial Reports.

Motion carried:	Aye 6; Nay 0; Abstain 0; Absent 0
	Director Collings Aye
	Director Erdman Aye
	Director Hunt Aye
	Director Ferons Aye
	Director Iseman Aye
	Director Adjarian Aye

Budget Q&A

ACTION TAKEN

There being no objection, Chairman Erdman directed that the Finance Committee Budget Q&A agenda item be submitted to the May 24, 2017, Board of Directors Budget Workshop for consideration.

Chairman Erdman adjourned the Finance Committee for a ten (10) minute recess at 12:05 p.m.

The Finance Committee meeting reconvened at 12:14 p.m.

Update on Cash Reconciliation

Ms. Carey reviewed a PowerPoint presentation *Cash Reconciliation by Project Committee, Member Agency, Capital and O&M as of June 30, 2016*.

Ms. Carey introduced Mr. Michael Zizzi from Leaf-Coal accounting firm. Mr. Zizzi provided an overview of the verification/audit process and findings of a test performed for SOCWA's Large Capital cash on hand. Open discussion ensued.

ACTION TAKEN

There being no objection the Chairman directed that the Update on Cash Reconciliation be submitted for discussion at the next scheduled Finance Committee meeting.

Draft Policy Addressing the Application of the SOCWA Joint Powers Agreement for Distribution of the Costs to Member Agencies

ACTION TAKEN

There being no objection the Chairman directed that Agenda Item 6. Draft Policy Addressing the Application of the SOCWA Joint Powers Agreement for Distribution of the Costs to Member Agencies, be carried over to the next Finance Committee.

Audit Update

ACTION TAKEN

The Finance Committee scheduled a Finance Committee meeting for June 6, 2017, at 9:00 a.m. to consider approval of the Audit.

Adjournment

There being no further business, Chairman Erdman adjourned the meeting at 1:45 p.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of Special Meeting of the South Orange County Wastewater Authority Finance Committee of May 22, 2017, and approved and ratified by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

Agenda Item

Legal Counsel Review: N/A

Meeting Date: April 5, 2018

TO: Finance Committee
FROM: Betty Burnett, General Manager
STAFF CONTACT: Mary Carey, Finance Controller
SUBJECT: Financial Matters for the month of February 2018

Summary/Discussion

SOCWA staff is directed by SOCWA Investment Policy (approved December 7, 2017) to provide the schedule of cash and investments to the Board of Directors monthly.

The remainder of the financial reports are provided no less than quarterly to the SOCWA Finance Committee and following Finance Committee review would be recommended to the Board of Directors to be received and filed.

Due to schedule, the Finance Committee will review the disbursements and financial reports at their meeting on March 30, 2018 and any comments will be provided at the April 5, 2018 Board meeting.

The reports included are as follows:

- a) Summary of Disbursements
 - February 2018 (Exhibit A)
- b) Schedule of Funds Available for Reinvestment (Exhibit B)
- c) Schedule of Cash and Investments (Exhibit C)
- d) Capital Schedule (Exhibit D)
 - Capital Projects – Graph (Exhibit D-1)
- e) Budget vs. Actual Expenses:
 - Operations and Environmental Summary (Exhibit E-1 and E-1.2)
 - Residual Engineering, after transfer to Capital (Exhibit E-2)
 - Administration (Exhibit E-3)
 - Information Technology (IT) (Exhibit E-4)

Fiscal impact

Monthly Disbursements are as follows:

- February 2018 disbursements were \$2,042,841

By Direction of the Finance Committee, the Finance Committee Chairman would review the monthly disbursements.

The above transactions are summarized by Project Committee in the attached Exhibit A.

The attached Exhibits B, C, D and E are informational reports only.

Recommendation

Receive comments from the Finance Committee as to consideration of the above items.

Staff recommends to the Board of Directors to ratify the disbursements and to receive and file the February 2018 Financial Reports as submitted.

Exhibit A

South Orange County Wastewater Authority
 Summary of Disbursements for February 2018
 Staff Recommendation of Fiscal Matters

	<u>Actual</u>
General Fund	
PC 2 - Jay B. Latham Plant	(\$485,531)
PC 3 - SOCWA Plant/PCA AWT	(500,813)
PC 5 - San Juan Creek Ocean Outfall	-
PC 8 - Pretreatment Program	(18,511)
PC 12 SO - Water Reclamation Permits	(6,785)
PC 15 - Coastal Treatment Plant/AWT	(1,773)
PC 17 - Joint Regional Wastewater Reclamation	(353,639)
PC 21 - Effluent Transmission Main	(662,619)
PC 24 - Aliso Creek Ocean Outfall	(1,073)
Total	<u><u>(12,097)</u></u>
	<u><u>(\$2,042,841)</u></u>

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
SCHEDULE OF FUNDS AVAILABLE FOR REINVESTMENT
as of February 28, 2018**

CASH IN BANK: (BEGINNING BAL.)	\$ 3,716,943
L.A.I.F. FUNDS: (BEGINNING BAL.)	9,619,364
DEPOSITS, TRANSFERS & ADJUSTMENTS:	3,816,476
FUND REQUIREMENTS:	
BILLS FOR CONSIDERATION	<u>(2,042,841)</u>
	<u>\$ 15,109,943</u>

In accordance with Government Code 53646(c), since all funds are placed in the State LAIF, staff has included in the Financial Packet, the most current statement from the State LAIF, in lieu of the report required by Government Code 53646(b)(1).

In accordance with requirements of the Government Code and the "SOCWA Investment Policy", I hereby certify that:

- 1). All investment actions executed since the last report have been made in full compliance with the Investment Policy.
- 2). SOCWA does not have sufficient funds currently on hand to meet its expenditure obligations for the next six months (see note) due to the fact that SOCWA bills and receives operational funds on a quarterly basis only.

Betty Burnett
General Manager

Note: Operational funds are collected on a quarterly basis at the beginning of the quarter. Capital funds are

**South Orange County Wastewater Authority
Schedule of Cash and Investments
as of February 28, 2018**

MVA	\$	6,261	(A)
A/P Checking	\$	1,382,348	(B)
Payroll Checking	\$	265,969	(C)
State LAIF	\$	13,455,364	(D)
Total Cash in Bank		15,109,943	
Petty Cash		1,600	(E)
Total Operating Cash		15,111,543	
OPEB Trust		4,877,632	(F)
Total Cash and Investments		\$ 19,989,175	

Notes:

- (A) Interest bearing account; all cash receipts are deposited in this account.
- (B) Accounts Payable Checks are drawn against this account; money is transferred to this account from the LAIF account.
- (C) Payroll including payroll taxes and related liabilities are drawn against this account; money is transferred to this account from the LAIF account.
- (D) LAIF balance.
- (E) Cash on hand with GM's office and held by Chief Operators at each Treatment facility.
- (F) OPEB Trust Fund; these funds can only be used for Retiree Health Benefits.

**South Orange County Wastewater Authority
Capital Projects Summaries
as of February 28, 2018**

FY 2017-18 Budget vs. Actual Spending							
Description	Capital Budget	Fiscal Year Spending	(Over)/ Under Budget	% Expended	Member Agency Billed	Member Agency Collected	Past Due Amount
PC 2-JB Latham PC 3A	3,743,470	430,348	3,313,122	11.5%	1,995,032	1,995,032	
PC 5-San Juan Creek Outfall	195,510		195,510	0.0%	38,532	38,532	
PC 15-Coastal	6,637,145	1,086,820	5,550,325	16.4%	1,890,923	771,606	
PC 17-Regional	3,196,068	2,614,051	582,017	81.8%	1,430,386	1,430,386	
PC 21 Effluent Transmission	236,607	4,243	232,364	1.8%	205,627	205,627	
PC 24 Aliso Creek Outfall	25,001	-	25,001	0.0%	-	-	
Total Large Capital	14,033,801	4,135,463	9,898,338	29.5%	5,560,500	4,441,183	1,119,317
Non-Capital Engineering	158,952	312,721	(153,769)	196.7%	158,952	136,536	22,416
Small Internal Capital	1,946,997	802,067	1,144,930	41.2%	1,460,244	1,290,868	211,786
Total Capital	16,139,750	5,250,251	10,889,499	32.5%	1,619,196	5,868,587	1,353,519

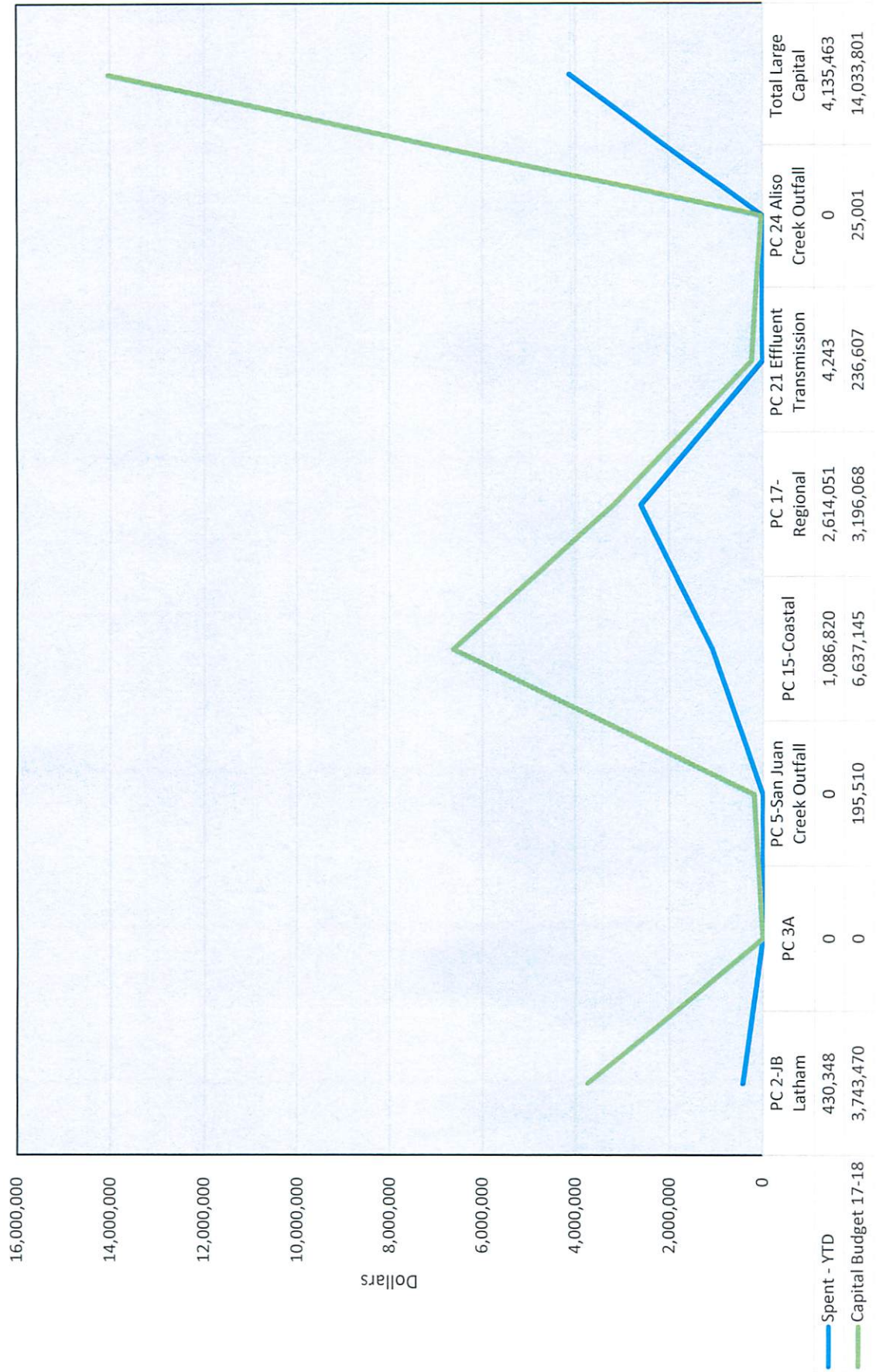
(1) **Schedule for Past Due Amounts as of February 28, 2018**

Description	Past Due Amount MNWD	Past Due Amount TOTAL
PC 15-Coastal	1,119,317	1,119,317
Total Large Capital	1,119,317	1,119,317
Non-Capital Engineering	22,416	22,416
Small Internal Capital	211,786	211,786
Total Capital	1,353,519	1,353,519

(2) Balances due are for PC 15 Coastal Treatment Plant

Exhibit D-1

Large Capital Projects Budget vs. Actual Spending For the Period Ended February 28, 2018



**South Orange County Wastewater Authority
O & M & Environmental Safety Costs Summary
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
Salary and Fringe				
5000--**	4,371,300	2,678,385	1,692,915	61.3%
5001--**	74,992	100,235	(25,243)	133.7% (1)
5306--**	39,904	39,477	427	98.9% (2)
5315--**	-	6,045	(6,045)	0.0%
5401--**	3,243,512	1,987,362	1,256,150	61.3%
5700--**	69,996	46,605	23,391	66.6%
Total Payroll Costs	7,799,704	4,858,109	2,941,595	62.3%
Other Expenses				
5002--**	1,484,000	1,296,679	187,321	87.4% (3)
5003--**	209,512	65,227	144,285	31.1% (3)
5004--**	62,008	51,564	10,444	83.2% (4)
5005--**	(250,000)	-	(250,000)	0.0%
5006--**	478,000	308,713	169,287	64.6%
5007--**	709,016	305,051	403,965	43.0%
5008--**	255,012	193,234	61,778	75.8% (5)
5009--**	160,000	70,278	89,722	43.9%
5010--**	5,000	373	4,627	7.5%
5011--**	36,500	21,795	14,705	59.7%
5012--**	122,008	76,962	45,046	63.1%
5013--**	183,004	72,862	110,142	39.8%
5014--**	392,508	16,690	375,818	4.3%
5015--**	128,008	46,778	81,230	36.5%
5016--**	500	-	500	0.0%
5017--**	12,216	11,209	1,007	91.8%
5018--**	500	320	180	64.0%
5019--**	287,000	178,054	108,946	62.0%
5020--**	-	174	(174)	0.0%
5021--**	20,900	15,237	5,663	72.9% (6)
5022--**	18,492	7,865	10,627	42.5%
5023--**	42,000	25,410	16,590	60.5%
5024--**	60,000	6,999	53,001	11.7%
5025--**	36,000	19,446	16,554	54.0%
5026--**	37,688	11,309	26,379	30.0%
5027--**	211,740	139,244	72,496	65.8%
5028--**	77,476	42,300	35,176	54.6%

**South Orange County Wastewater Authority
O & M & Environmental Safety Costs Summary
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
24-5029-01-00-00 Maintenance E & F - Solids - 41A	-	600	(600)	0.0%
-5030--**-** Trash Disposal	5,000	4,703	297	94.1%
-5031--**-** Safety Program & Supplies	86,872	77,984	8,888	89.8%
-5032--**-** Equipment Rental	7,004	1,280	5,724	18.3%
-5033--**-** Recruitment	1,000	2,737	(1,737)	273.7% (7)
-5034--**-** Travel Expense/Tech. Conference	61,012	32,965	28,047	54.0%
-5035--**-** Training Expense	52,564	50,087	2,477	95.3%
-5036--**-** Laboratory Supplies	75,024	56,305	18,719	75.0%
-5037--**-** Office Equipment	22,496	35,709	(13,213)	158.7%
-5038--**-** Permits	475,500	316,201	159,299	66.5%
-5039--**-** Membership Dues/Fees	12,244	8,163	4,081	66.7%
-5040--**-** Natural Gas - 11-EPS - PC 5	-	-	-	0.0%
-5041--**-** Electricity - 10-EPS - PC 5	-	-	-	0.0%
-5042--**-** Contract Services - 29-EPS - PC 5	-	-	-	0.0%
-5044--**-** Offshore Monitoring	42,008	23,909	18,099	56.9%
-5046--**-** Effluent Chemistry	45,996	23,570	22,426	51.2%
-5047--**-** Access Road Expenses	46,996	25,648	21,348	54.6%
-5048--**-** Storm Damage	19,000	-	19,000	0.0%
-5049--**-** Biosolids Disposal	1,541,004	750,635	790,369	48.7%
-5050--**-** Contract Services Generators	21,008	20,137	871	95.9%
-5052--**-** Janitorial Services	100,016	20,630	79,386	20.6%
-5053--**-** Contract Serv - Digester Cleaning	60,004	45,235	14,769	75.4%
-5054--**-** Diesel Truck Maint	40,000	12,291	27,709	30.7%
-5055--**-** Diesel Truck Fuel	13,996	3,211	10,785	22.9%
-5056--**-** Maintenance Equip. & Facilities (S)	328,004	165,519	162,485	50.5%
-5057--**-** Maintenance Equip. & Facilities (L)	575,000	390,337	184,663	67.9%
-5058--**-** Maintenance Equip. & Facilities (C)	73,008	20,523	52,485	28.1%
-5059--**-** Maintenance Equip. & Facilities (C)	500,000	114,633	385,367	22.9%
-5060--**-** Maintenance Equip. & Facilities (F)	70,000	29,433	40,567	42.0%
-5061--**-** Mileage	5,688	1,330	4,358	23.4%
-5067--**-** Port Cleaning	35,000	-	35,000	0.0%
-5068--**-** MNWD Potable Water Supplies &	23,996	13,677	10,319	57.0%
-5069--**-** Misc-Capital-Dilution & Metering S	15,004	6,300	8,704	42.0%
-5077--**-** IT Direct	-	500	(500)	0.0%
17-5101-01-00-00 Employee Recognition	-	274	(274)	0.0%
-5105--**-** Co-Generation Power Credit - Offi	250,000	-	250,000	0.0%
-5303--**-** Group Insurance Waiver	10,796	6,986	3,810	64.7%
-5305--**-** Medicare Tax Payments for Empl	11,044	5,959	5,085	54.0%
-5309--**-** Operating Leases	12,000	34,931	(22,931)	291.1% (11)

**South Orange County Wastewater Authority
O & M & Environmental Safety Costs Summary
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
-.5705--**-**	28,196	20,437	7,759	72.5%
-.5706--**-**	90,004	-	90,004	0.0%
-.5802--**-**	-	253	(253)	0.0%
-.6500--**-**	654,684	343,866	310,818	52.5%
Total Other Expenses	10,190,256	5,650,728	4,539,528	55.5%
Total Expenses	17,989,960	10,508,837	7,481,123	58.4%

- (1) Overtime costs required due to nighttime and bypass construction activities for capital projects.
- (2) Staffing required for elevated holiday flows and loads.
- (3) Engine projects timeframe affecting the electricity and gas budget line items.
- (4) Recycled water purchases were required during a construction project to replace the process water controls system at CTP.
- (5) Ferric chloride use has increased more than expected to comply with both new engine gas cleaning system requirements.
- (6) Older vehicles required repairs.
- (7) Recruitment costs related to retirements. No additional recruitment is anticipated for the FY.
- (8) Training expenses due to new hire costs related to retirements.
- (9) & (11) Costs were incurred to replace the engineering trailer and modify the RTP lab staff work space.
- (10) Generator maintenance is completed for the FY. Costs typically range from \$5,000 to \$15,000 per plant depending on services needed.

South Orange County Wastewater Authority
Budget vs. Actual Comparison - PC's on Separate Report
 Year-to-Date February 2018

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
PC 02 Jay B Latham Plant				
Salary and Fringe				
02-5000-01-**-**	1,228,504	832,952	395,552	67.80%
02-5000-02-**-**	163,196	90,891	72,305	55.69%
02-5001-01-**-**	21,908	35,255	(13,347)	160.92% (1)
02-5001-02-**-**	204	838	(634)	410.74%
02-5306-01-**-**	11,992	13,129	(1,137)	109.48% (2)
02-5306-02-**-**	1,804	1,718	86	95.21% (2)
02-5315-01-00-00	-	3,072	(3,072)	0.00%
02-5315-02-00-00	-	618	(618)	0.00%
02-5401-01-**-**	911,556	618,051	293,506	67.80%
02-5401-02-**-**	121,096	67,441	53,655	55.69%
02-5700-01-**-**	23,328	17,355	5,973	74.40%
Total Payroll Costs	2,483,588	1,681,319	802,269	67.70%
Other Expenses				
02-5002-01-**-**	524,000	577,484	(53,484)	110.21% (3)
02-5003-01-**-**	65,012	33,381	31,631	51.35% (3)
02-5003-02-00-00	-	1,109	(1,109)	0.00%
02-5004-01-**-**	15,004	11,441	3,563	76.25%
02-5006-01-**-**	28,000	13,235	14,765	47.27%
02-5007-01-**-**	301,004	119,632	181,372	39.74%
02-5008-01-**-**	100,004	84,766	15,238	84.76% (4)
02-5009-01-**-**	25,000	11,636	13,364	46.54%
02-5010-01-**-**	1,000	8	992	0.75%
02-5011-02-**-**	10,500	5,290	5,210	50.38%
02-5012-01-**-**	40,000	30,400	9,600	76.00%
02-5013-01-**-**	48,000	21,716	26,284	45.24%
02-5014-01-**-**	4,996	4,000	996	80.06% (5)
02-5014-02-**-**	100,004	4,760	95,244	4.76%
02-5015-01-**-**	4,996	6,340	(1,344)	126.90% (5)
02-5015-02-**-**	13,000	20,824	(7,824)	160.19% (6)

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02-5017-01-**-**	1,200	7,395	(6,195)	616.25% (7)
02-5019-01-**-**	95,000	68,143	26,857	71.73%
02-5020-01-00-00	-	167	(167)	0.00%
02-5021-01-**-**	8,004	7,408	596	92.55% (8)
02-5022-01-**-**	8,004	5,105	2,899	63.78%
02-5023-01-**-**	25,008	13,732	11,276	54.91%
02-5024-01-**-**	16,004	-	16,004	0.00%
02-5025-01-**-**	12,996	8,000	4,996	61.56%
02-5026-01-**-**	15,000	5,923	9,077	39.49%
02-5027-01-**-**	70,448	45,451	24,997	64.52%
02-5028-01-**-**	40,004	14,737	25,267	36.84%
02-5030-01-**-**	1,000	1,503	(503)	150.32% (9)
02-5031-02-**-**	30,396	24,384	6,012	80.22% (10)
02-5032-01-**-**	3,000	2	2,998	0.08%
02-5033-01-**-**	1,000	715	286	71.45%
02-5034-01-**-**	13,836	6,135	7,701	44.34%
02-5034-02-**-**	3,140	1,637	1,503	52.14%
02-5035-01-**-**	15,904	17,196	(1,292)	108.12% (11)
02-5035-02-**-**	1,116	3,799	(2,683)	340.43% (11)
02-5036-02-**-**	13,004	9,964	3,040	76.62% (12)
02-5037-01-**-**	15,500	17,254	(1,754)	111.31% (13)
02-5038-02-**-**	22,000	16,940	5,060	77.00% (14)
02-5039-01-**-**	3,044	2,219	825	72.90% (15)
02-5039-02-**-**	800	913	(113)	114.17% (15)
02-5049-01-**-**	550,004	234,877	315,127	42.70%
02-5050-01-**-**	9,004	11,666	(2,662)	129.57% (16)
02-5052-01-**-**	40,004	8,737	31,267	21.84% (17)
02-5054-01-**-**	20,004	4,426	15,578	22.13%
02-5055-01-**-**	6,000	1,340	4,660	22.33%
02-5056-01-**-**	138,000	68,592	69,408	49.70%
02-5057-01-**-**	240,000	193,456	46,544	80.61% (18)
02-5058-01-**-**	26,000	11,259	14,741	43.30%
02-5059-01-**-**	250,000	88,648	161,352	35.46%
02-5061-01-**-**	1,000	120	880	11.99%
02-5061-02-**-**	492	203	289	41.17%
02-5068-01-00-00	-	89	(89)	0.00%
02-5303-01-**-**	3,604	2,237	1,368	62.06%
02-5303-02-00-00	-	388	(388)	0.00%
02-5305-01-**-**	3,812	2,708	1,104	71.03%
02-5309-01-**-**	6,000	34,931	(28,931)	582.18% (19)

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Monthly Car Allowance	7,196	6,559	637	91.14%
Monthly Car Allowance	-	452	(452)	0.00%
Shipping/Freight	-	180	(180)	0.00%
IT Allocations in to PC's & Depts.	184,880	97,106	87,774	52.52%
IT Allocations in to PC's & Depts.	24,040	12,625	11,415	52.52%
Total Other Expenses	3,205,968	2,005,342	1,200,626	67.64%

Total Jay B Latham Plant 5,689,556 3,686,661 2,002,895 67.66%

PC 05 San Juan Creek Ocean Outfall

	Budget	Actual	(Over)/Under Budget	% Expended
Salary and Fringe				
Regular Salaries-O&M	11,252	600	10,652	5.33%
Regular Salaries-O&M	90,480	63,708	26,772	70.41%
Overtime Salaries-O&M	376	-	376	0.00%
Overtime Salaries-O&M	96	210	(114)	219.18%
Scheduled Holiday Work	96	-	96	0.00%
Scheduled Holiday Work	2,404	411	1,993	17.11%
Fringe Benefits IN to PC's & Depts.	8,348	445	7,903	5.33%
Fringe Benefits IN to PC's & Depts.	67,136	47,272	19,864	70.41%
Total Salary and Fringe	180,188	112,647	67,541	62.52%

Other Expenses

Electricity	1,000	58	942	5.83%
Natural Gas	500	-	500	0.00%
Engineering - Misc.	20,004	-	20,004	0.00%
Management Support Services	27,500	4,428	23,073	16.10%
Legal Fees	2,004	-	2,004	0.00%
Small Vehicle Fuel - 37A	2,496	-	2,496	0.00%
Insurance - Property/Liability	5,372	3,565	1,807	66.37%
Safety Supplies	128	-	128	0.00%
Travel Expense/Tech. Conferences	2,484	264	2,220	10.61%
Laboratory Supplies	16,000	14,384	1,616	89.90% (20)
Permits	145,000	143,454	1,546	98.93% (14)
Offshore Monitoring	20,004	11,954	8,050	59.76%
Effluent Chemistry	16,000	9,444	6,557	59.02%
Maintenance Equip. & Facilities (Solids) 41-A	-	38	(38)	0.00%
Maintenance Equip. & Facilities (Common) 41-C	1,004	-	1,004	0.00%
Misc-Capital-Dilution & Metering Study	15,004	6,300	8,704	41.99%
Medicare Tax Payments for Employees	2,352	-	2,352	0.00%
Monthly Car Allowance	4,200	646	3,554	15.38%

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05-6500-01-**-**	1,692	888	804	52.48%
05-6500-02-**-**	12,952	6,804	6,148	52.53%
Total Other Expenses	295,696	202,226	93,470	68.39%
Total PC 05 San Juan Creek Ocean Outfall	475,884	314,873	161,011	66.17%
IT Allocations in to PC's & Depts.	83,504	46,473	37,031	55.65%
IT Allocations in to PC's & Depts.	1,412	-	1,412	0.00%
Total Other Expenses	200	-	200	0.00%
Fringe Benefits IN to PC's & Depts.	61,956	34,483	27,473	55.66%
Total Salary and Fringe	147,072	80,956	66,116	55.04%
PC 08 PreTreatment Salary and Fringe	2,500	100	2,400	4.00%
08-5000-02-**-**	2,008	-	2,008	0.00%
08-5001-02-**-**	500	-	500	0.00%
08-5306-02-**-**	2,008	921	1,087	45.87%
08-5401-02-**-**	500	320	180	64.00%
Regular Salaries-O&M	900	18	882	2.03%
Overtime Salaries-O&M	1,496	-	1,496	0.00%
Scheduled Holiday Work	1,200	-	1,200	0.00%
Fringe Benefits IN to PC's & Depts.	-	182	(182)	0.00%
Total Salary and Fringe	2,196	1,327	869	60.42%
Other Expenses	3,472	1,721	1,751	49.56%
08-5011-02-**-**	3,504	305	3,199	8.69%
08-5015-02-**-**	1,496	1,500	(4)	100.27%
08-5016-02-**-**	10,008	-	10,008	0.00%
08-5017-02-**-**	796	344	452	43.22%
08-5018-02-**-**	12,568	6,601	5,967	52.52%
08-5021-02-**-**	45,152	13,338	31,814	29.54%
08-5022-02-**-**	2,196	1,327	869	60.42%
08-5026-02-**-**	3,472	1,721	1,751	49.56%
08-5027-01-00-00	3,504	305	3,199	8.69%
08-5027-02-**-**	1,496	1,500	(4)	100.27%
08-5028-02-**-**	10,008	-	10,008	0.00%
08-5034-02-**-**	796	344	452	43.22%
08-5035-02-**-**	12,568	6,601	5,967	52.52%
08-5038-02-**-**	45,152	13,338	31,814	29.54%
08-5039-02-**-**	2,196	1,327	869	60.42%
08-6500-02-**-**	3,472	1,721	1,751	49.56%
Total PC 08 PreTreatment	192,224	94,294	97,930	49.05%
PC 12 Water Reclamation Permits Salary and Fringe	50,192	16,790	33,402	33.45%
12-5000-02-**-**	392	-	392	0.00%
12-5306-02-**-**	37,240	12,458	24,782	33.45%
12-5401-02-**-**				

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Total Salary and Fringe	87,824	29,248	58,576	33.30%
Other Expenses				
12-5015-02-**-**	15,992	179	15,813	1.12%
12-5017-02-**-**	5,000	-	5,000	0.00%
12-5027-01-00-00	-	231	(231)	0.00%
12-5027-02-**-**	2,740	1,689	1,051	61.63%
12-5034-02-**-**	1,256	405	851	32.24%
12-5038-02-**-**	124,996	14,929	110,067	11.94%
12-6500-02-**-**	7,064	3,714	3,350	52.58%
Total Other Expenses	157,048	21,147	135,901	13.47%
Total PC 12 Water Reclamation Permits	244,872	50,395	194,477	20.58%
PC 15 Coastal Treatment Plant				
Salary and Fringe				
15-5000-01-**-**	697,360	418,796	278,564	60.05%
15-5000-02-**-**	149,952	74,109	75,843	49.42%
15-5001-01-**-**	10,920	16,038	(5,118)	146.87% (1)
15-5001-02-**-**	188	941	(753)	500.71% (1)
15-5306-01-**-**	3,004	5,232	(2,228)	174.16% (2)
15-5306-02-**-**	1,800	1,815	(15)	100.82% (2)
15-5315-01-00-00	-	130	(130)	0.00%
15-5401-01-**-**	517,440	310,747	206,693	60.05%
15-5401-02-**-**	111,268	54,989	56,279	49.42%
15-5700-01-**-**	23,336	11,570	11,766	49.58%
Total Salary and Fringe	1,515,268	894,366	620,902	59.02%
Other Expenses				
15-5002-01-**-**	283,004	153,242	129,762	54.15%
15-5003-01-**-**	3,000	931	2,069	31.03%
15-5004-01-**-**	13,000	14,741	(1,741)	113.39% (21)
15-5006-01-**-**	99,996	33,748	66,248	33.75%
15-5007-01-**-**	2,004	347	1,657	17.31%
15-5008-01-**-**	30,004	18,762	11,242	62.53%
15-5009-01-**-**	85,000	33,347	51,653	39.23%
15-5011-02-**-**	9,500	7,590	1,910	79.90% (22)
15-5012-01-**-**	30,004	13,765	16,239	45.88%
15-5013-01-**-**	60,008	19,144	40,864	31.90%
15-5014-01-**-**	5,000	2,398	2,602	47.96%

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15-5014-02-***	50,000	-	50,000	0.00%
15-5015-01-***	5,000	306	4,694	6.13%
15-5015-02-***	4,500	2,467	2,033	54.81%
15-5019-01-***	67,000	40,310	26,690	60.16%
15-5021-01-***	5,996	2,983	3,013	49.75%
15-5022-01-***	2,996	907	2,089	30.26%
15-5023-01-***	6,996	2,862	4,134	40.91%
15-5024-01-***	2,000	529	1,471	26.45%
15-5025-01-***	5,996	3,170	2,826	52.87%
15-5026-01-***	5,996	912	5,084	15.21%
15-5027-01-***	34,640	22,900	11,740	66.11%
15-5028-01-***	9,000	5,979	3,021	66.43%
15-5030-01-***	2,996	2,094	902	69.89%
15-5031-02-***	24,000	22,492	1,508	93.72% (10)
15-5032-01-***	1,000	-	1,000	0.00%
15-5033-01-00-00	-	100	(100)	0.00%
15-5034-01-***	13,832	6,092	7,740	44.05%
15-5034-02-***	3,324	1,049	2,275	31.55%
15-5035-01-***	15,904	6,328	9,576	39.79%
15-5035-02-***	1,116	484	632	43.37%
15-5036-02-***	10,004	8,523	1,481	85.20%
15-5037-01-***	1,000	750	250	74.97%
15-5038-02-***	6,504	961	5,544	14.77%
15-5039-01-***	2,996	1,266	1,730	42.26%
15-5039-02-***	804	323	481	40.22%
15-5047-01-***	46,996	25,648	21,348	54.57%
15-5048-01-***	19,000	-	19,000	0.00%
15-5049-01-***	125,000	-	125,000	0.00%
15-5050-01-***	4,004	4,187	(183)	104.57% (16)
15-5052-01-***	20,008	4,487	15,521	22.43%
15-5054-01-***	996	332	664	33.37% (17)
15-5055-01-***	996	-	996	0.00%
15-5056-01-00-00	-	2	(2)	0.00%
15-5057-01-***	170,004	60,352	109,652	35.50%
15-5058-01-***	20,008	905	19,103	4.52%
15-5060-01-***	35,000	15,112	19,888	43.18%
15-5061-01-***	1,196	63	1,133	5.26%
15-5303-01-***	3,596	2,243	1,353	62.38%
15-5305-01-***	2,964	2,264	700	76.39%
15-5705-01-***	4,200	3,522	678	83.85%

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15-5802-01-00-00	-	28	(28)	0.00%
15-6500-01-**-**	104,820	55,055	49,765	52.52%
15-6500-02-**-**	22,212	11,668	10,544	52.53%
Total Other Expenses	1,485,120	617,672	867,448	45.06%
Total PC 15 Coastal Treatment Plant				
	3,000,388	1,512,037	1,488,351	50.39%
PC 17 Joint Reginal Wastewater Reclamation Salary and Fringe				
17-5000-01-**-**	1,531,652	908,563	623,089	59.32%
17-5000-02-**-**	272,888	163,963	108,925	60.08%
17-5001-01-**-**	39,148	43,660	(4,512)	111.53%
17-5001-02-**-**	196	2,801	(2,605)	1428.95%
17-5306-01-**-**	12,004	13,666	(1,662)	113.85%
17-5306-02-**-**	2,992	3,374	(382)	112.76%
17-5315-01-**-**	-	934	(934)	0.00%
17-5315-02-00-00	-	1,290	(1,290)	0.00%
17-5401-01-**-**	1,136,496	674,154	462,342	59.32%
17-5401-02-**-**	202,488	121,661	80,827	60.08%
17-5700-01-**-**	23,332	17,680	5,652	75.78%
Total Salary and Fringe	3,221,196	1,951,746	1,269,450	60.59%
Other Expenses				
17-5002-01-**-**	675,000	565,894	109,106	83.84%
17-5003-01-**-**	141,000	29,806	111,194	21.14%
17-5004-01-**-**	34,004	25,382	8,622	74.64%
17-5005-01-**-**	(250,000)	-	(250,000)	0.00%
17-5006-01-**-**	350,004	261,731	88,273	74.78%
17-5007-01-**-**	406,008	185,072	220,936	45.58%
17-5008-01-**-**	125,004	89,705	35,299	71.76%
17-5009-01-**-**	50,000	25,295	24,705	50.59%
17-5010-01-**-**	4,000	365	3,635	9.13%
17-5011-02-**-**	14,000	8,814	5,186	62.96%
17-5012-01-**-**	52,004	32,797	19,207	63.07%
17-5013-01-**-**	74,996	32,002	42,994	42.67%
17-5014-01-**-**	5,004	772	4,232	15.43%
17-5014-02-**-**	125,000	4,760	120,240	3.81%
17-5015-01-**-**	5,004	5,500	(496)	109.90%
17-5015-02-**-**	22,504	2,467	20,037	10.96%
17-5017-01-00-00	-	2,607	(2,607)	0.00%
Electricity				
Natural Gas				
Potable & Reclaimed Water				
Co-generation Power Credit				
Chlorine/Sodium Hypochlorite				
Polymer Products				
Ferric Chloride				
Odor Control Chemicals				
Other Chemicals - Misc.				
Laboratory Services				
Grit Hauling - 21A				
Landscaping				
Engineering - Misc.				
Engineering - Misc.				
Management Support Services				
Management Support Services				
Legal Fees				

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17-5019-01-***	125,000	69,260	55,740	55.41%
17-5020-01-00-00	-	7	(7)	0.00%
17-5021-01-***	6,000	4,828	1,172	80.46% (8)
17-5022-01-***	5,996	1,853	4,143	30.91%
17-5023-01-***	9,996	8,816	1,180	88.20%
17-5024-01-***	41,996	6,470	35,526	15.41%
17-5025-01-***	17,008	8,277	8,731	48.66%
17-5026-01-***	12,996	4,474	8,522	34.42%
17-5027-01-***	90,252	59,786	30,466	66.24%
17-5028-01-***	25,000	19,863	5,137	79.45%
17-5030-01-***	1,004	1,106	(102)	110.16% (9)
17-5031-02-***	31,352	31,108	244	99.22% (10)
17-5032-01-***	3,004	1,278	1,726	42.54%
17-5033-01-00-00	-	1,922	(1,922)	0.00%
17-5034-01-***	13,832	14,301	(469)	103.39% (11)
17-5034-02-***	3,324	2,778	546	83.57% (11)
17-5035-01-***	15,904	19,583	(3,679)	123.13% (11)
17-5035-02-***	1,124	1,197	(73)	106.48% (11)
17-5036-02-***	19,020	10,927	8,093	57.45%
17-5037-01-***	5,996	17,705	(11,709)	295.28% (25)
17-5038-02-***	35,000	2,542	32,458	7.26%
17-5039-01-***	3,004	2,549	455	84.86% (15)
17-5039-02-***	800	548	252	68.54%
17-5049-01-***	866,000	515,758	350,242	59.56%
17-5050-01-***	8,000	4,283	3,717	53.54%
17-5052-01-***	40,004	7,406	32,598	18.51% (16)
17-5053-01-***	60,004	45,235	14,769	75.39%
17-5054-01-***	19,000	7,533	11,467	39.65%
17-5055-01-***	7,000	1,871	5,129	26.73%
17-5056-01-***	190,004	96,887	93,117	50.99%
17-5057-01-***	164,996	136,529	28,467	82.75% (26)
17-5058-01-***	25,000	8,359	16,641	33.44%
17-5059-01-***	250,000	25,985	224,015	10.39%
17-5060-01-***	35,000	14,321	20,679	40.92%
17-5061-01-***	3,000	945	2,055	31.50%
17-5068-02-***	23,996	13,589	10,407	56.63%
17-5077-01-03-00	-	500	(500)	0.00%
17-5101-01-00-00	-	274	(274)	0.00%
17-5105-01-***	250,000	-	250,000	0.00%
17-5303-01-***	32	249	(217)	778.84%

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17-5303-02-**-**	3,564	1,869	1,695	52.45%
17-5305-01-**-**	1,784	987	797	55.35%
17-5305-02-**-**	132	-	132	0.00%
17-5309-01-**-**	6,000	-	6,000	0.00%
17-5705-01-**-**	8,396	8,806	(410)	104.89%
17-5705-02-**-**	4,204	452	3,752	10.76%
17-5706-01-**-**	90,004	-	90,004	0.00%
17-5802-01-00-00	-	45	(45)	0.00%
17-6500-01-**-**	230,508	121,068	109,440	52.52%
17-6500-02-**-**	40,652	21,353	19,299	52.53%
Total Other Expenses	4,628,420	2,598,449	2,029,971	57.68%
Total PC 17 Joint Regional Wastewater Reclamation	7,849,616	4,550,195	3,299,421	58.87%
PC 21 Effluent Transmission				
Other Expenses				
21-5014-02-**-**	62,496	-	62,496	0.00%
21-5019-02-00-00	-	340	(340)	0.00%
21-5027-01-00-00	-	66	(66)	0.00%
21-5027-02-**-**	728	483	246	66.28%
Total Other Expenses	63,224	889	62,335	38.56%
Total PC 21 Effluent Transmission	63,224	889	62,335	38.56%
PC 23 North Coast Interceptor				
Other Expenses				
23-5017-01-00-00	-	286	(286)	0.00%
Total Other Expenses	0	286	(286)	0.00%
Total	-	286	(286)	0.00%
PC 24 Aliso Creek Ocean Outfall				
Salary and Fringe				
24-5000-01-**-**	6,696	600	6,096	8.96%
24-5000-02-**-**	85,624	60,940	24,684	71.17%
24-5001-01-**-**	348	369	(21)	105.94%
24-5001-02-**-**	196	123	73	62.97%
24-5306-01-**-**	104	-	104	0.00%
24-5306-02-**-**	3,112	133	2,979	4.27%
24-5401-01-**-**	4,960	445	4,515	8.98%
Total	96,330	62,482	33,848	64.97%

**South Orange County Wastewater Authority
Budget vs. Actual Comparison - PC's on Separate Report
Year-to-Date February 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
24-5401-02-***-**	63,528	45,218	18,310	71.18%
Fringe Benefits IN to PC's & Depts.				
Total Salary and Fringe	164,568	107,828	56,740	65.52%
Other Expenses				
24-5002-01-***-**	996	-	996	0.00%
24-5014-02-***-**	20,004	-	20,004	0.00%
24-5015-02-***-**	27,504	4,268	23,237	15.52%
24-5017-02-***-**	2,004	-	2,004	0.00%
24-5027-01-00-00	-	3,565	(3,565)	0.00%
24-5027-02-***-**	5,364	-	5,364	0.00%
24-5029-01-00-00	-	600	(600)	0.00%
24-5031-02-***-**	996	-	996	0.00%
24-5034-02-***-**	2,480	-	2,480	0.00%
24-5036-02-***-**	16,996	12,507	4,489	73.59%
24-5038-02-***-**	131,992	137,375	(5,383)	104.08% (14)
24-5044-02-***-**	22,004	11,954	10,050	54.33%
24-5046-02-***-**	29,996	14,127	15,870	47.09%
24-5058-01-***-**	996	-	996	0.00%
24-5067-02-***-**	35,000	-	35,000	0.00%
24-6500-01-***-**	1,008	529	479	52.48%
24-6500-02-***-**	12,288	6,455	5,833	52.53%
Total Other Expenses	309,628	191,379	118,249	61.81%
Total PC 24 Aliso Creek Ocean Outfall	474,196	299,207	174,989	63.10%
Total SOCWA	17,989,960	10,508,837	7,481,123	58.42%

- (1) Overtime costs required due to nighttime and bypass construction activities for capital projects.
- (2) Staffing has been required for elevated holiday flows and loads.
- (3) Engine project timeframe affecting the electricity and gas budget line items.
- (4) Ferric chloride use has increased more than expected to comply with the new engine gas cleaning system requirements.
- (5) No additional efforts are expected this FY.
- (6) Contract work on PC2 trunkline to clean sewers so that the ADS monitors would work properly.
- (7) Legal review of O&M contracts.
- (8) Older vehicles required repairs.
- (9) Additional trash was removed following the completion of several construction projects.
- (10) One third of the line item was spent on upgrading confined space entry meters. No large expenses are planned for the FY.
- (11) Training expenses due to hiring to replace retirements.
- (12) Planned purchases of samplers occurred at the beginning of the FY. Expenses are expected to level out for the FY.
- (13) Costs for engineering trailer replacement.

**South Orange County Wastewater Authority
Budget vs. Actual Comparison - PC's on Separate Report
Year-to-Date February 2018**

FY 2017-18 Budget	Actual	(Over)/Under Budget	%
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- (14) Permit costs are primarily incurred in July of each year. Expenses are expected to level out for the FY.
- (15) Membership costs are primarily incurred in July and December of each year. Expenses are expected to level out for the FY.
- (16) Generator maintenance is completed for the FY. Costs typically range from \$5,000 to \$15,000 per plant depending on services needed.
- (17) Janitorial expenses are lower than projected.
- (18) Staff have been focused on the Liquids system projects. Focus will be shifting focus to Solids.
- (19) Costs for engineering trailer replacement.
- (20) New sampler cost.
- (21) Recycled water purchase required during a construction project to replace the process water controls system.
- (22) Annual pretreatment and AWT testing completed at the beginning of the FY.
- (23) The RTP engine project impacting electricity and gas usage.
- (24) Ferric chloride use has increased to comply with the new engine gas cleaning system requirements.
- (25) Plant work station and conference room improvements.
- (26) Liquids system O&M during construction project
- (27) Staff investigated a potential leak of the outfall after hours. A reoccurring underground spring was determined to be the source of the water found.
- (28) Elevated bleach usage has occurred in the AWT due to debris in the clearwell. Staff has been working with MNWD to find a period that the AWT can be shutdown and cleaned. The current plan is to clean the basin in mid-march 2018.

**South Orange County Wastewater Authority
Budget vs. Actual Comparison - Engineering
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
Salary and Fringe				
01-5000-03-00-00 Regular Salaries-O&M	155,460	128,608	26,852	82.7%
01-5000-03-03-00 Regular Salaries-O&M	-	185	(185)	
01-5001-03-00-00 Overtime Salaries-O&M	-	202	(202)	
01-5401-03-00-00 Fringe Benefits IN to PC's & Depts.	115,356	95,427	19,929	82.7%
02-5306-03-01-00 Scheduled Holiday Work	-	32	(32)	
Total Payroll Costs	270,816	224,453	46,363	82.9%
Other Expenses				
01-5015-03-00-00 Management Support Services	996	-	996	0.0%
01-5022-03-00-00 Miscellaneous Expense	3,000	1,586	1,414	52.9%
01-5023-03-00-00 Office Supplies - All	-	86	(86)	
01-5034-03-00-00 Travel Expense/Tech. Conferences	6,348	4,331	2,017	68.2%
01-5035-03-00-00 Training Expense	3,300	654	2,646	19.8%
01-5039-03-00-00 Membership Dues/Fees	1,776	810	966	45.6%
01-5061-03-00-00 Mileage	202	220	(18)	108.9%
01-5309-03-00-00 Operating Leases	16,500	6,828	9,672	41.4%
01-5705-03-00-00 Monthly Car Allowance	4,200	2,875	1,325	68.5%
01-5802-03-00-00 Shipping/Freight	300	-	300	0.0%
01-6500-03-00-00 IT Allocations in to PC's & Depts.	58,488	30,722	27,766	52.5%
Total Other Expenses	95,110	48,113	46,997	50.6%
Total Expenses	365,926	272,566	93,360	74.5%

The costs in this department will vary based on the amount of work required to support Capital Projects vs. Non-Capital Projects such as work to support Carollo Engineering Capital Assets Valuation Project and Annual Budget.

**South Orange County Wastewater Authority
Budget vs. Actual Comparison- Administration
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	*Budget Increase	Adjusted Budget	Actual	(Over)/Under Budget	% Expended
Salary and Fringe						
01-6000-04-00-00 Regular Salaries-Admin or IT	871,373		871,373	579,313	292,060	66.5% (1)
01-6001-04-00-00 Overtime Salaries-Admin or IT	10,000		10,000	26,832	(16,832)	268.3% (1)
01-6315-04-00-00 Comp Time - Admin	0		0	9,451	(9,451)	(1)
01-6401-04-00-00 Fringe Benefits IN to ADMIN or IT	646,559		646,559	429,850	216,709	66.5%
Total Payroll Costs	1,527,932	-	1,527,932	1,045,446	482,486	68.4%
Other Expenses						
01-5018-04-00-00 Public Notices/ Public Relations	1,400		1,400	-	1,400	
01-5037-04-00-00 Office Equipment	8,000		8,000	-	8,000	
01-6101-04-00-00 HR Recruitment & Employee Relations	10,104		10,104	39,773	(29,669)	393.6% (2)
01-6102-04-00-00 Subscriptions	1,008		1,008	2,999	(1,991)	297.6%
01-6200-04-00-00 Management Support Services	112,500	117,500	230,000	105,054	124,946	45.7%
01-6201-04-00-00 Audit	35,000	5,000	40,000	51,184	(11,184)	128.0% (1)
01-6202-04-00-00 Legal	90,000		90,000	156,513	(66,513)	173.9%
01-6203-04-00-00 Outside Services	2,016		2,016	-	2,016	0.0%
01-6204-04-00-00 Postage	708		708	1,733	(1,025)	244.7%
01-6223-04-00-00 Office Supplies - Admin	7,500		7,500	4,475	3,025	59.7%
01-6224-04-00-00 Office Equipment Admin or IT	-		-	850	(850)	
01-6234-04-00-00 Memberships & Trainings	84,827		84,827	70,144	14,683	82.7% (1)
01-6239-04-00-00 Travel & Conference	36,950		36,950	20,913	16,037	56.6%
01-6240-04-00-00 Scholarship Sponsorship	1,000		1,000	-	1,000	
01-6310-04-00-00 Miscellaneous	14,000		14,000	16,069	(2,069)	114.8%
01-6311-04-00-00 Mileage	1,000		1,000	637	363	63.7%
01-6317-04-00-00 Contract Services Misc	1,800		1,800	3,275	(1,475)	181.9%
01-6500-04-00-00 IT Allocations in to PC's & Depts.	111,365		111,365	58,492	52,873	52.5%
01-6601-04-00-00 Shipping/Freight	1,200		1,200	1,851	(651)	154.3%
01-6705-04-00-00 Monthly Car Allowance	12,000		12,000	8,215	3,785	68.5%
Total Other Expenses	532,378	122,500	654,878	542,175	112,703	82.8%
Total Expenses	2,060,310	122,500	2,182,810	1,587,621	595,189	72.7%

*Budget increase approved at June 7th Board Meeting.

- (1) Additional requirements for Admin due to audits & contracting work; please note that the regular salaries are higher because the staff took less PTO time in order to meet work requirements.
- (2) Recruiting fees relating to increased workload & staff additions.

**South Orange County Wastewater Authority
Budget vs. Actual Comparison-IT
For the Period Ended February 28, 2018**

	FY 2017-18 Budget	Actual	(Over)/Under Budget	% Expended
Salary & Fringe				
01-6000-05-00-00 Regular Salaries-Admin or IT	87,428	58,267	29,161	66.6%
01-6001-05-00-00 Overtime Salaries-Admin or IT	2,076	2,015	61	97.1%
01-6315-05-00-00 Comp Time - IT	-	1,686	(1,686)	(1)
01-6401-05-00-00 Fringe Benefits IN to ADMIN or IT	64,871	43,234	21,637	66.6%
Total Salary & Fringe	154,375	105,201	49,174	68.1%
Other Expenses				
01-5028-05-00-00 Small Tools & Supplies	1,250	-	1,250	0.0%
01-5035-05-00-00 Training Expense	7,800	11,100	(3,300)	142.3%
01-5037-05-00-00 Office Equipment	1,270	-	1,270	0.0%
01-5061-05-00-00 Mileage	1,008	-	1,008	0.0%
01-5306-05-00-00 Scheduled Holiday Work	-	174	(174)	
01-6200-05-00-00 Management Support Services	-	4,350	(4,350)	(1)
01-6234-05-00-00 Memberships & Trainings	-	70	(70)	
01-6239-05-00-00 Travel & Conference	9,900	2,308	7,592	23.3%
01-6300-05-00-00 Software Maintenance Agreements	170,893	50,688	120,205	29.7%
01-6301-05-00-00 Hardware Maintenance Agreements	11,657	2,889	8,768	24.8%
01-6302-05-00-00 Cloud Subscriptions (Internet)	45,300	36,574	8,726	80.7%
01-6303-05-00-00 Telecommunications	134,300	78,422	55,878	58.4%
01-6305-05-00-00 IT Professional Services	77,000	48,494	28,506	63.0%
01-6306-05-00-00 Small Hardware Purchases (< \$5k)	70,000	33,358	36,642	47.7%
01-6307-05-00-00 Small Software Purchases & Licenses (<=	89,455	24,737	64,718	27.7%
01-6308-05-00-00 IT Memberships	160	-	160	0.0%
01-6309-05-00-00 Operating Leases	44,000	32,834	11,166	74.6%
01-6310-05-00-00 Miscellaneous	5,000	21	4,979	0.4%
01-6312-05-00-00 Computer & Photocopy Supplies	900	1,859	(959)	206.6% (1)
01-6601-05-00-00 Shipping/Freight	276	-	276	0.0%
Total Other Expenses	670,169	327,879	342,290	48.9%
Total Expenses before Allocation	824,544	433,080	391,464	52.5%
IT Allocations (Out) to PC's & Depts				
01-6400-05-00-00 IT Allocations (OUT) to PC's & Depts.	(824,544)	(433,080)	(391,464)	52.5%
	(824,544)	(433,080)	(391,464)	52.5%
	0	(0)	0	

(1) Additional requirements for Authority.

Agenda Item

Meeting Date: April 5, 2018

TO: Board of Directors
FROM: Betty Burnett, General Manager
STAFF CONTACT: Jim Burror, Director of Operations
SUBJECT: February 2018 Operations Report

Summary/Discussion

The following selected operational reports are provided monthly to the Board of Directors. The operational reports included are as follows:

1) Monthly Operational Report

An eight (8) page overview and comparison of owner use of facilities, including influent and recycled water production. The pages include ongoing calculation used by SOCWA for billing the agencies. Other items include important statistics for regulatory compliance, visitations by the public to the treatment works, and other vendor interactions. The information is broken down by facility and by member agency.

2) SOCWA Ocean Outfall Discharges by Agency

This data shows how much water is being discharged to the ocean each month and for the last 12 months. This data is presented for the agencies planning reuse projects to better understand the potential to expand water reuse in their service area.

3) Beach Ocean Monitoring Report

4) Recycled Water Report

5) Pretreatment Report

Fiscal impact

No change

Recommendation

Receive and file the operational reports.

Monthly Operational Report

SOCWA Operational Report February, 2018

Excursion, Complaint, and Violation Events

Events	CTP	RTP	JBL	Totals
Odor	0	0	0	0
Noise	0	0	0	0
Spills	0	0	1	1
Violations	0	0	0	0
Others	0	0	0	0

Plant Wastewater Billing Characteristics

Key Parameters	CTP	RTP	JBL TP1	JBL TP2	Totals
Influent (mgd)	2.41	7.72	6.25	0.88	17.27
Effluent (mgd)	2.43	1.64	6.25	0.96	11.28
Peak Flow (mgd)	7.60	16.26	12.71	4.97	41.54
Influent BOD (mg/l)	328	256	261	257	
Influent TSS (mg/l)	425	287	526	376	
Effluent BOD (mg/l)	6.8	3.9	7.0	9.1	
Effluent TSS (mg/l)	8.3	8.6	8.8	11.1	
Effluent Turbidity (NTU)	3.7	2.8	3.7	5.4	

Recycled Water (AWT) Operations

Key Parameters	CTP	RTP	JBL	Totals
Average Flow (mgd)	0.00	6.08		6.08
Days of Operation (days)	0	28		
Total Flow (million gallons)	0.0	170.3		170.3
Plant Irrigation (million gallons)	0.10	0.00	0.27	
AWT Time Online (%)	100.0	99.8		

Wastewater Unit Definitions

mgd = million gallons per day

mg/l = milligram per liter also known as parts per million

NTU = Nephelometric Turbidity Units

SOCWA Operational Report February, 2018 (cont'd)

Biosolids Management

Biosolids Management Site	CTP	RTP	JBL	Totals
Synagro Compost (tons)		NA	NA	0.0
Nursery Products (tons)		451.0	649.5	1,100.5
Prima Deshecha (tons)		0.0	0.0	0.0
Other: (tons)		0.0	0.0	0.0
Total Processed (tons)		451.0	649.5	1,100.5

Summary of Maintenance Activities

Task Type	CTP	RTP	JBL	Totals
Preventative Maintenance	243	553	570	1,366
Corrective Maintenance	41	198	66	305

Site Visitors

Visitor Types	CTP	RTP	JBL	Totals
Regulatory	0	0	0	0
Member Agency	0	2	0	2
Residents	0	0	0	0
Others	25	0	32	57
Tours #/Visitors	0	0	5	5

Grit Disposal Management

Grit & Screenings	CTP	RTP	JBL	Totals
Simi Valley Landfill (tons)	NA	25.5	NA	25.5

Chemical and Energy Utilization

Chemical/Utility	CTP	RTP	JBL	Totals
Ferric Chloride (tons)	8.8	NA	NA	8.8
Power (kWh)	187,097	580,102	119,259	886,458
Natural Gas (Dth)	370	10,385	11,421	22,176
Digester Gas to Engine (scfm)		0	3,754,376	3,754,376
Digester Gas to Flares (scfm)		8,670,728	1,058,320	9,729,048
Digester Gas Power Savings		(1)		

(1) The bills to calculate these values are received after this report is prepared for the Board meeting, but will be available upon request at the Board meeting.

NA = Not Available at the time this report was generated.

Wastewater Unit Definitions

kWh = kilowatt hours

Dth = Dekatherms

scfm = standard cubic feet per minute

SOCWA Operational Report February, 2018 (cont'd)

Agency Wastewater Flows to SOCWA by Facility (Including Internal Waste Streams Used for Billing)

Agency	CTP (mgd)	CTP (%)	RTP (mgd)	JBL (mgd)	JBL (%)	Total (mgd)
CLB	1.510	62.52%				1.51
EBSB	0.045	1.86%				0.05
SCWD	0.860	35.61%		1.605	26.61%	2.46
MNWD	0.000	0.00%	7.72	1.400	23.21%	9.12
CSJC				2.174	36.04%	2.17
SMWD				0.853	14.14%	0.85
Total	2.414	100.00%	7.72	6.032	100.00%	16.17

Total Agency Outfall Flows by Outfall System-Billing Flows

Agency	SJCOO (mgd)	SJCOO (%)	SJCOO Meter (mgd)	ACOO (mgd)	ACOO (%)	Total (mgd)	Notes
CLB				1.51	13.47%	1.51	
EBSB				0.05	0.40%	0.05	
SCWD	1.75	15.96%		0.88	7.82%	2.63	Includes Desalters
MNWD	2.87	26.15%		1.64	14.63%	4.51	
ETWD				2.53	22.57%	2.53	Direct Outfall Only
CSJC	2.57	23.43%				2.57	Includes Desalter
SMWD	1.23	11.18%				1.23	Includes Chiquita
CSC	2.55	23.28%				2.55	Direct Outfall Only
IRWD				4.61	41.11%	4.61	Direct Outfall Only
Total	10.97	100.00%	8.77	11.21	100.00%	22.18	

SOCWA Operational Report February, 2018 (cont'd)

FY Flow/Solids Summary-Billing

Project Committee No. 2 Liquids (JBL)

Agency	Own (mgd)	Own (%)	Budget (mgd)	Budget (%)	Month (mgd)(1)	Month (%)	FY Avg to Date (mgd)	FY Avg to Date (%)
CSJC	4.00	30.77%	3.19	38.02%	2.174	36.04%	2.22	36.19%
MNWD	3.00	23.08%	1.40	16.69%	1.400	23.21%	1.40	22.78%
SCWD	3.75	28.85%	2.00	23.84%	1.605	26.61%	1.68	27.37%
SMWD	2.25	17.31%	1.80	21.45%	0.853	14.14%	0.84	13.66%
Total	13.00	100.00%	8.39	100.00%	6.032	100.00%	6.15	100.00%

Project Committee No. 2 Solids (JBL)

Agency	Own (lbs/d)	Own (%)	Budget (lbs/d)	Budget (%)	Month (lbs/d)	Month (%)	36 Month Rol. Avg. (lbs/d)	36 Month Rol. Avg. (%)
CSJC	11,572	30.00%	8,620	33.30%	5,992	25.10%	5,912	25.30%
MNWD	8,340	21.62%	5,270	20.36%	7,604	31.85%	6,175	26.43%
SCWD	7,715	20.00%	5,304	20.49%	5,051	21.16%	5,094	21.80%
SMWD	10,946	28.38%	6,695	25.86%	5,225	21.89%	6,188	26.48%
Total	38,573	100.00%	25,889	100.00%	23,872	100.00%	23,369	100.00%

Project Committee No. 5 - Effluent Pumping Station (SJCOO EPS)

Agency	Own (%)	Variable Budget (mgd)	Variable Budget (%)	Month Outfall Flow (mgd)	Month Outfall Flow (%)	Month EPS Outfall Flow (mgd)	Month EPS Outfall Flow (%)
CSC	16.62%	3.00	17.13%	2.55	23.28%		
CSJC	11.08%	3.83	21.87%	2.57	23.43%	2.17	36.04%
MNWD	15.51%	2.42	13.82%	2.87	26.15%	1.40	23.21%
SCWD	12.47%	2.67	15.25%	1.75	15.96%	1.61	26.61%
SMWD	44.32%	5.59	31.92%	1.23	11.18%	0.85	14.14%
Total	100.00%	17.51	100.00%	10.97	100.00%	6.03	100.00%

(1) Influent billing meter summary:

- a. CSJC is metered for two weeks of each month to determine the monthly flow.
The area velocity metering system in the collection system has an accuracy of +/- 20%.
 - b. MNWD is assumed to be 1.4 mgd unless Treatment Plant 3A is discharging to the sewer. If other discharges occur they are estimated.
 - c. SCWD is the summation of the DPSD and Victoria PS meters.
The two metering systems have an accuracy of +/- 10%.
 - d. The Oso Trabuco sewer is metered for two weeks of each month to determine the monthly flow.
The flows from MNWD are subtracted from the metering data collected to determine SMWD's flows. The area velocity metering system in the collection system has an accuracy of +/- 20%.
- Source: Cost Allocation Methodology for Project Committees, Dudek Engineering 2012.

SOCWA Operational Report February, 2018 (cont'd)

FY Flow/Solids Summary-Billing (cont'd)

Project Committee No. 5 - Outfall (SJCOO)

Agency	FY Avg Outfall Flow (mgd)	FY Avg Outfall Flow (%)	FY Avg EPS Outfall Flow (mgd)	FY Avg EPS Outfall Flow (%)
CSC	2.078	19.88%		
CSJC	2.631	25.17%	2.22	36.19%
MNWD	2.113	20.21%	1.40	22.78%
SCWD	1.807	17.28%	1.68	27.37%
SMWD	1.826	17.47%	0.84	13.66%
Total	10.455	100.00%	6.15	100.00%

Project Committee No. 15 (CTP)

Agency	Own (mgd)	Own (%)	Budget (mgd)	Budget (%)	Month (mgd)	Month (%)	FY Avg to Date (mgd)	FY Avg to Date (%)
CLB	2.54	37.91%	1.960	60.61%	1.510	62.52%	1.608	59.01%
EBS	0.20	2.99%	0.061	1.89%	0.045	1.86%	0.050	1.83%
SCWD	2.00	29.85%	1.213	37.51%	0.860	35.61%	1.067	39.16%
MNWD	1.96	29.25%	0.000	0.00%	0.000	0.00%	0.000	0.00%
Total	6.70	100.00%	3.234	100.00%	2.414	100.00%	2.726	100.00%

Project Committee No. 17 Liquids (RTP)

Agency	Budget Liquids (mgd)	Budget Liquids (%)	Month Plant Influent (mgd)	Month Centrate (mgd)	Month Total (mgd)(1)	Month Total (%)	FY Avg to Date (mgd)	FY Avg to Date (%)
CLB	0.01408	0.167%	0.0000	0.0138	0.0138	0.18%	0.0134	0.17%
EBS	0.00044	0.005%	0.0000	0.0004	0.0004	0.01%	0.0004	0.01%
SCWD	0.00871	0.103%	0.0000	0.0079	0.0079	0.10%	0.0088	0.11%
ETWD	0.01719	0.204%	0.0000	0.0142	0.0142	0.18%	0.0134	0.17%
MNWD	8.40541	99.521%	7.7207	0.0524	7.7731	99.54%	7.8024	99.54%
Total	8.44583	100.000%	7.7207	0.0886	7.8094	100.00%	7.8384	100.00%

(1) Month total does not double count MNWD centrate. It is included in the Monthly Plant Influent too.

SOCWA Operational Report February, 2018 (cont'd)

FY Flow/Solids Summary (cont'd)

Project Committee No. 17 Solids (RTP)

Agency	Own (lbs/d)	Own (%)	Budget (lbs/d)	Budget (%)	Total Month (lbs)	Total Month (%)	FY Avg Total to Date (lbs)	FY Avg Total to Date (%)
CLB	5,605	11.22%	4,728	12.95%	176,456	15.56%	176,386	15.37%
EBS	295	0.59%	147	0.40%	5,260	0.46%	5,480	0.48%
SCWD	4,480	8.96%	2,926	8.02%	100,502	8.86%	115,429	10.06%
ETWD	10,200	20.41%	5,903	16.17%	182,048	16.05%	175,963	15.33%
MNWD	29,395	58.82%	22,801	62.46%	669,847	59.06%	674,494	58.77%
Total	49,975	100.00%	36,505	100.00%	1,134,113	100.00%	1,147,753	100.00%

Project Committee No. 24 (ACOO)

Agency	Own (%)	Budget (mgd)	Budget (%)	Month Outfall Flow (mgd)	Month Outfall Flow (%)	FY Avg Outfall Flow (mgd)	FY Avg Outfall Flow (%)
CLB	11.000%	1.49	13.32%	1.510	13.47%	1.608	18.59%
EBS	0.780%	0.06	0.54%	0.045	0.40%	0.050	0.58%
ETWD	16.302%	2.89	25.83%	2.531	22.57%	2.267	26.21%
IRWD	15.760%	2.62	23.41%	4.608	41.11%	1.944	22.47%
MNWD	43.848%	2.96	26.45%	1.640	14.63%	1.817	21.01%
SCWD	12.310%	1.17	10.46%	0.876	7.82%	0.964	11.15%
Total	100.000%	11.19	100.00%	11.210	0.00%	8.651	100.00%

SOCWA Operational Report February, 2018 (cont'd)

Select Critical Equipment Repairs

JBL - PC2

Cleaned out iron sponge on new gas skid.
Replaced failed centrifuge conveyor #2 bearing and connecting shafts.
Rebuilt and reinstalled Bar Rake #2.
Replaced the failed polymer pump on Dyna blend #3 and the automatic water valve.
Converted the administration irrigation system to potable water.
Removed Centrifuge #2 and started the rebuild process.
Repaired 4 side grit bin.
Removed and replaced process water pump #3 piping.
Replaced Primary sludge Pump #3 discharge valve
Plant 2 Grit pump #3 discharge pipe spool replacement.
Plant 2 Grit pump #3 discharge valve replacement.
R/R TWAS pump #3 and rebuilt the Nord Gearbox.
Jet the blocked Grit conveyor drain.
Repair the Vulcan water control manifold.
Rebuilt centrifuge conveyor #1 support bearings.
Replaced all the flights and chain for primary #9.
Rebuilt primary hopper valve 5B MOV 4". (piston & sleeve)
Replace entire primary hopper valve 3B MOV 6".
Plumbed an inline vent for the centrate line to release foam pressure.
Replace the leaking ferric discharge line for Plant 2.
Replace primary sludge pump #3 discharge valve.
Clean out the blocked ZAPS unit water pump.
Unplugged and removed Centrifuge #3 cover/discharge piping.

CTP - PC15

Replaced bleach tank sight glass.
Installed a new 12" rubber check valve on the discharge of the Clearwell pumps.
Removed East West RAS pump. Sent out for rebuilding and a new mechanical seal.
Made and installed a new redwood baffle for east secondary tank #1.
Replaced stormwater sandbags around the plant for upcoming storms.
Repaired failed eye wash station near odor scrubber.
Cleaned the Drainage Pumping Station wetwell to remove debris buildup.
Troubleshoot and switch out primary tank #4 valve/actuator.
Fixed tow motor radiator leak.
Replaced leaking Victaulic cap on plant drain line clean out.
Worked with contractor troubleshooting west RAS bleach pump - warranty item.

RTP - PC17

Replaced failed coupling on Bar Rake.

Items with a (*) have been identified as preventable repairs.

SOCWA Operational Report February, 2018 (cont'd)

RTP - PC17 (cont'd)

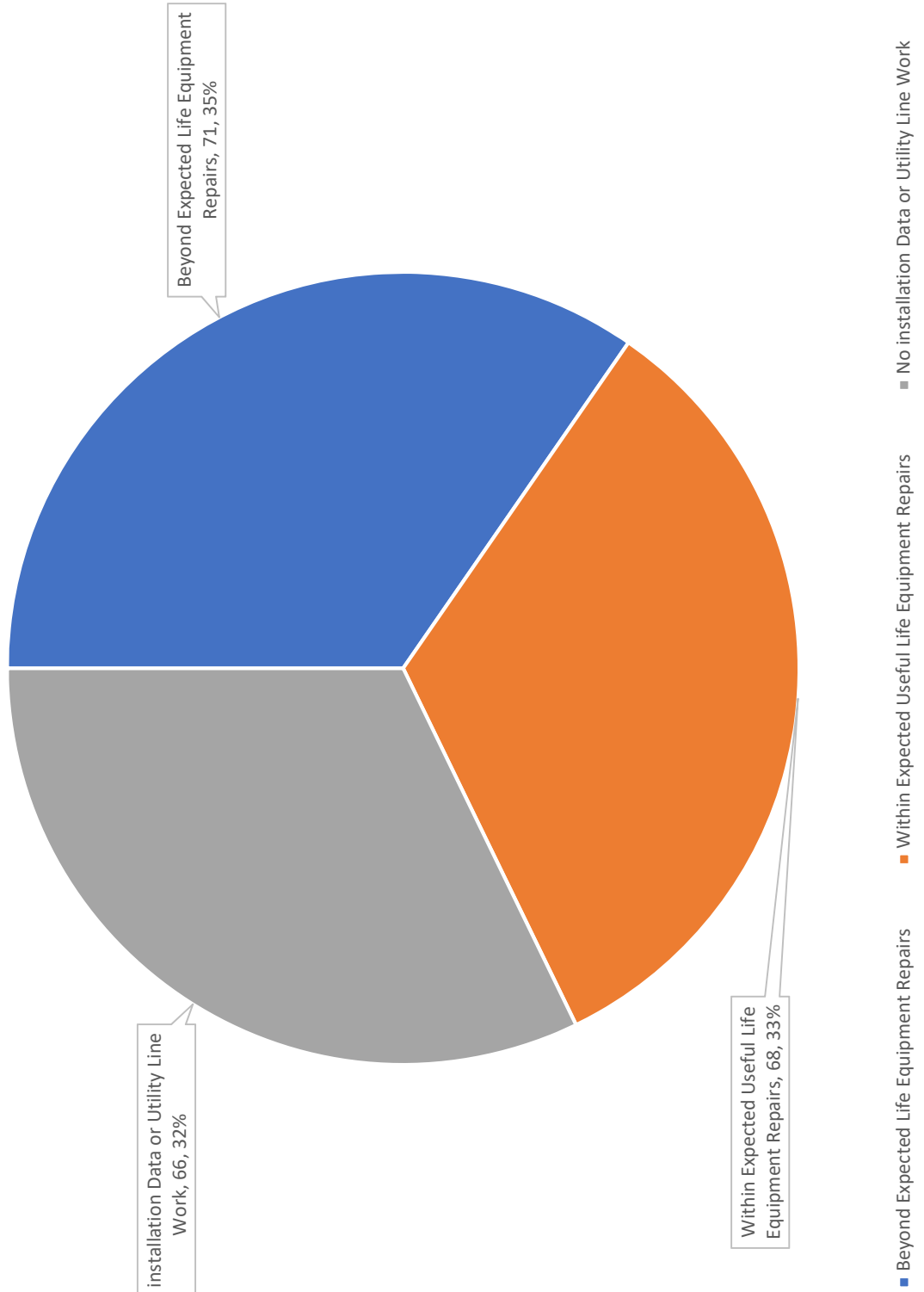
Cleaned out debris buildup in Channel #1.
Replace sheared bolt on Elevating Conveyor 2.
Removed sludge piping to remove a rag ball from sludge line.
Replace leaking cast iron drain lines above an MCC with PVC pipe.
Replaced belt and adjusted ORT Transfer fan.
Replaced failed cross conveyor belt.
Installed flap on the centrifuge diverter gate to prevent water going into the conveyor.
Replaced failed bubbler gauge in the primary area.
Replaced failed motor key on Rag Press.
Repaired leak on the AWT bleach pump.
Repaired leak in Dyna-blend gearbox.
Repair 2-Water leak in SET area.
Repaired failed scrubber caustic pump.
Replace all valves, check valves, and pump for primary sump pumps.
Replaced failed flange gasket on the AWT bleach pump.
Removed rag ball from centrifuge 2 feed pump.
Repaired leaking grit line.
Replace broken swing knuckle for DAF 2.
Install new roll pin on Sludge Cross Conveyor.
Worked on new motor sound enclosures for AWT.

All PC's - Electrical Staff

Removed and installed new motor on Blower #3 - motor failed.
Troubleshoot SET Pumps #2 and #3 at RTP.
Troubleshoot TWAS Feed Pump #4.
Calibrated the new VAPEX odor monitoring equipment.
Troubleshoot new boiler issues at RTP.
Supported the rewiring of equipment for projects listed above.
Worked on new engine startup at RTP.

Items with a (*) have been identified as preventable repairs.

2nd Quarter (10/17 to 12/17) Critical Equipment Corrective Maintenance Repairs (205)



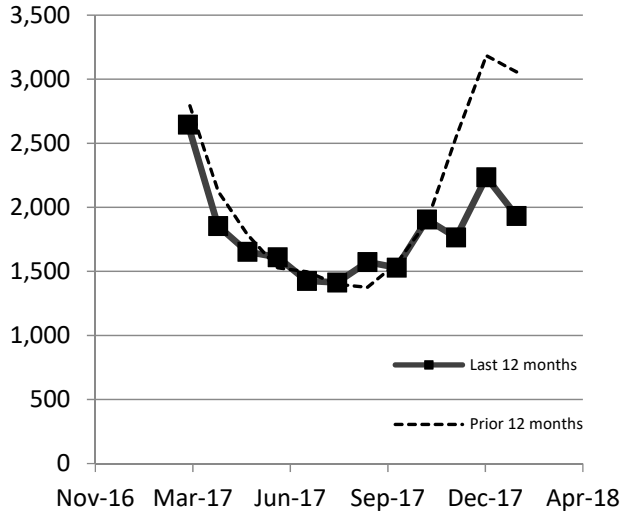
SOCWA Ocean Outfall Discharges by Agency

SOCWA Outfall Discharge Report February, 2018

Agency	SJCOO (mgd)	SJCOO (%)	ACOO (mgd)	ACOO (%)	Total (mgd)
CLB			1.51	13.47%	1.51
EBSD			0.05	0.40%	0.05
SCWD	1.75	15.96%	0.88	7.82%	2.63
MNWD	2.87	26.15%	1.64	14.63%	4.51
ETWD			2.53	22.57%	2.53
CSJC	2.57	23.43%			2.57
SMWD	1.23	11.18%			1.23
CSC	2.55	23.28%			2.55
IRWD			4.61	41.11%	4.61
Total	10.97	100.00%	11.21	100.00%	22.18
or Acre-Feet per year equivalent					24,842

12-Month Running Total Discharge to Ocean Outfalls (AF)

Feb-18	1,933
Jan-18	2,235
Dec-17	1,766
Nov-17	1,906
Oct-17	1,530
Sep-17	1,573
Aug-17	1,414
Jul-17	1,425
Jun-17	1,611
May-17	1,653
Apr-17	1,854
Mar-17	2,646
Total	21,546



Beach / Ocean Monitoring Report

ALISO CREEK OCEAN OUTFALL MONITORING REPORT

February 2018

DATE	IRWD		EL TORO WRP		REGIONAL PLANT		SOCWA		SOCWA		IRWD		SCWD		ACOO		Rain Fall inches				
	LOS ALISOS WRP FLOW MGD	TSS mg/L	cBOD mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L	SS mg/L		SS mg/L			
02/01/18	3.318	10.0	5.7	<0.3	1.822	9.6	9.6	0.1	1.150	7.4	3.0	<0.1	2.379	7.1	4.0	<0.1	0.401	0.609	0.000	9.679	0.00
02/02/18	3.322	14.0	5.2	<0.3	3.337	12.0	12.0	0.1	1.06	6.3	3.0	0.1	2.493	11.9	7.0	0.1	0.398	0.607	0.000	11.217	0.00
02/03/18	3.308	14.0		<0.3	3.002	9.6	9.6	<0.1	1.680				2.248				0.734	0.606	0.000	11.578	0.00
02/04/18	3.319	16.0	8.5	<0.3	2.106	15.8	15.8	<0.1	2.580	10.4	4.0	0.2	2.545	4.7	3.0		0.795	0.606	0.000	11.951	0.00
02/05/18	3.320	14.0	9.7	<0.3	2.889	16.4	16.4	0.1	2.390	7.1	2.0	0.3	2.526	6.5	3.0	0.2	0.796	0.605	0.000	12.526	0.00
02/06/18	3.319	13.0	8.6	<0.3	2.621	16.8	16.8	0.1	1.170	8.0	3.0	0.2	2.497	5.6	4.0	<0.1	0.795	0.603	0.000	11.005	0.00
02/07/18	3.395	17.0	8.8	<0.3	1.650	15.6	15.6	0.1	0.830	13.0	5.0	0.2	2.460	6.9	4.0	<0.1	0.795	0.603	0.000	9.733	0.00
02/08/18	3.586	16.0	6.8	<0.3	2.225	16.4	16.4	0.1	1.160	8.3	4.0	0.4	2.465	8.0	10.0	0.1	0.746	0.602	0.000	10.784	0.00
02/09/18	3.728	14.0	7.8	<0.3	3.243	10.8	10.8	0.1	1.360	7.5	5.0	0.2	2.193	4.8	8.0	0.1	0.796	0.602	0.000	11.922	0.00
02/10/18	3.721	13.0		<0.3	1.889	12.4	12.4	0.1	0.110				2.308				0.796	0.602	0.000	9.426	0.00
02/11/18	3.414	14.0	7.0	<0.3	2.658	8.8	8.8	0.1	2.520	7.9	5.0	0.1	2.539	16.9	17.0		0.795	0.600	0.000	12.526	0.00
02/12/18	3.046	13.0	7.1	<0.3	2.907	11.2	11.2	0.1	3.590	6.3	2.0	0.2	2.580	6.7	5.0	<0.1	0.796	0.600	0.000	13.519	0.01
02/13/18	3.039	12.0	6.4	<0.3	3.065	10.0	10.0	0.1	1.080	4.3	3.0	0.1	2.388	11.5	6.0	<0.1	0.796	0.599	0.000	10.967	0.00
02/14/18	3.012	11.0	6.4	<0.3	1.031	6.0	6.0	0.1	0.470	8.2	8.0	0.1	2.454	7.5	5.0	<0.1	0.795	0.599	0.000	8.361	0.00
02/15/18	3.157	10.0	6.1	<0.3	2.453	12.6	12.6	0.1	2.850	4.9	3.0	0.1	2.471	4.9	4.0	0.1	0.762	0.578	0.000	12.271	0.00
02/16/18	3.152	12.0	7.6	<0.3	2.634	11.6	11.6	0.1	1.880	17.3	6.0	0.1	2.477	2.9	4.0	0.1	0.793	0.540	0.000	11.476	0.00
02/17/18	3.037	11.0		<0.3	2.430	10.2	10.2	0.1	0.660				2.505				0.781	0.606	0.000	10.019	0.00
02/18/18	2.710	16.0	5.5	<0.3	2.592	9.0	9.0	0.1	2.270	5.9	4.0	<0.1	2.543	13.3	10.0		0.781	0.611	0.000	11.507	0.00
02/19/18	2.886	24.0	9.0	<0.3	2.655	12.0	12.0	0.1	2.370	7.7	4.0	<0.1	2.553	10.7	6.0	<0.1	0.781	0.609	0.000	11.854	0.00
02/20/18	3.443	15.0	7.0	<0.3	2.589	7.3	7.3	0.1	0.770	11.1	3.0	0.1	2.504	18.8	10.0	<0.1	0.779	0.607	0.000	10.692	0.00
02/21/18	3.453	16.0	6.7	<0.3	1.275	7.5	7.5	0.1	0.940	11.2	3.0	0.4	2.305	9.4	6.0	0.1	0.759	0.606	0.000	9.338	0.00
02/22/18	3.443	16.0	6.9	<0.3	2.064	11.3	11.3	0.1	0.700	12.5	3.0	0.2	2.261	7.7	5.0	0.1	0.399	0.598	0.000	9.465	0.01
02/23/18	3.409	18.0	6.4	<0.3	3.469	12.0	12.0	0.1	1.370	9.6	5.0	0.2	2.389	6.1	17.0	0.3	0.642	0.599	0.000	11.878	0.00
02/24/18	3.312	18.0		<0.3	2.163	10.0	10.0	0.1	1.610				2.336				0.779	0.597	0.000	10.797	0.00
02/25/18	3.042	20.0	4.5	<0.3	2.360	9.4	9.4	<0.1	1.730	7.6	5.0	<0.1	2.408	15.3	11.0		0.781	0.598	0.000	10.919	0.00
02/26/18	3.035	18.0	6.0	<0.3	3.050	12.3	12.3	<0.1	3.810	7.3	3.0	0.1	2.437	5.1	6.0	<0.1	0.781	0.597	0.000	13.710	0.09
02/27/18	3.258	16.0	6.0	<0.3	3.358	10.0	10.0	0.1	0.820	7.1	4.0	0.1	2.334	4.4	5.0	0.1	0.781	0.597	0.000	11.148	0.23
02/28/18	3.451	15.0	6.9	<0.3	3.318	16.8	16.8	0.1	3.000	8.3	4.0	0.1	2.465	2.6	4.0	<0.1	0.781	0.596	0.000	13.611	0.01
AVG	3.273	14.9	6.9	<0.3	2.531	11.6	11.6	<0.1	1.640	8.6	3.9	<0.2	2.431	8.3	6.8	<0.1	0.736	0.599	0.000	11.210	
TOTAL	91.64				70.86				45.93				68.06				20.61	16.78	0.000	313.88	0.35

Unified Beach Monitoring

#1

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1 2018
 SAMPLE SOURCE: Surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: Low Tide 644
 Weather: Clear

COMMENTS:

STA#	DATE	TIME	Total Coliform		Fecal Coliform	Enterococcus	Material of Sewage Origin			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			SM9222B	SM9222D			EPA 1600	Onshore	Offshore							
S3	02/05/18	1035	<20	<20	<20	<3	None	None	None	None	None	Green	58	Clear		
S4	02/05/18	1025	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S5	02/05/18	1010	<20	<20	<20	<3	None	None	None	None	None	Green	59	Clear		
S6	02/05/18	955	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
WEST	02/05/18	950	20	<20	<20	8	None	None	None	None	None	Green		Clear		
S7	02/05/18	945	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S8	02/05/18	929	<20	<20	<20	2	None	None	None	None	None	Green	58	Clear		
S9	02/05/18	920	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
ACM1	02/05/18	915	<20	<20	<20	<3	None	None	None	None	None	Green		Clear	Flowing	
S10	02/05/18	844	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S11	02/05/18	854	30	9	<20	2	None	None	None	None	None	Green		Clear		
S12	02/05/18	832	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		

RECREATIONAL WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#2

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: February 2018

REPORT FREQUENCY: Monthly

REPORT DUE: April 1, 2018

EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan

SAMPLE SOURCE: Receiving water surf zone

SAMPLES COLLECTED BY: SOCWA Lab

TYPE OF SAMPLE: Grab

SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: High Tide 802

Weather: Partly Cloudy

COMMENTS:

STA#	DATE	TIME	Total Coliform		Fecal Coliform	Enterococcus	Material of Sewage Origin			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			SM9222B	SM9222D			Onshore	Offshore	EPA 1600							
S3	02/14/18	740	9	<20	<20	<3	None	None	None	None	None	Green	60	Clear		
S4	02/14/18	1000	9	<20	<20	<3	None	None	None	None	None	Green		Clear		
S5	02/14/18	945	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S6	02/14/18	935	20	<20	<20	<3	None	None	None	None	None	Green		Clear		
WEST	02/14/18	930	40	<20	<20	<3	None	None	None	None	None	Green		Clear		
S7	02/14/18	925	20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S8	02/14/18	915	<10	<10	<10	<3	None	None	None	None	None	Blue		Clear		
S9	02/14/18	905	20	<20	<20	7	None	None	None	None	None	Green		Clear		
ACM1	02/14/18	900	20	<20	<20	30	None	None	None	None	None	Green		Clear		
S10	02/14/18	835	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S11	02/14/18	830	30	9	9	7	None	None	None	None	None	Green	61	Clear		
S12	02/14/18	820	9	<20	<20	<3	None	None	None	None	None	Green		Clear		

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#3

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1, 2018
 SAMPLE SOURCE: Receiving water surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: Low tide 821

Weather: Clear

COMMENTS:

0.0

STA#	DATE	TIME	Total Coliform		Enterococcus	Material of Sewage Origin		Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			SM9222B	SM9222D		Onshore	Offshore							
S3	02/22/18	1055	<20	<20	<3	None	None	None	None	Green	57	Clear		
S4	02/22/18	1040	<20	<20	<3	None	None	None	None	Green		Clear		
S5	02/22/18	1025	<20	<20	<3	None	None	None	None	Green		Clear		
S6	02/22/18	1005	<20	<20	2	None	None	None	None	Green		Clear		
WEST	02/22/18	1000	<20	<20	<3	None	None	None	None	Green		Clear		
S7	02/22/18	955	<20	<20	3	None	None	None	None	Green	58	Clear		
S8	02/22/18	940	<20	<20	<3	None	None	None	None	Green		Clear		
S9	02/22/18	934	9	<20	<3	None	None	None	None	Green		Clear		
ACM1	02/22/18	925	200	40	10	None	None	None	None	Green		Clear	Flowing	10
S10	02/22/18	910	9	<20	<3	None	None	None	None	Green		Clear		
S11	02/22/18	900	<20	<20	<3	None	None	None	None	Green		Clear		
S12	02/22/18	850	<10	<10	1	None	None	None	None	Green	59	Clear		

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#4

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1, 2018
 SAMPLE SOURCE: Receiving water surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: High Tide 737

Weather: Clear

COMMENTS:

STA#	DATE	TIME	Total Coliform		Enterococcus	Material of Sewage Origin		Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			CFU/100ml SM9222B	CFU/100ml SM9222D		Onshore	Offshore							
S3	02/28/18	755	<20	<20	<3	None	None	None	None	Green	56	Clear		
S4	02/28/18	955	<20	<20	<3	None	None	None	None	Green		Clear		
S5	02/28/18	940	<20	9	<3	None	None	None	None	Green		Clear		
S6	02/28/18	925	<20	<20	<3	None	None	None	None	Green		Clear		
WEST	02/28/18	920	<20	<20	<3	None	None	None	None	Green		Clear		
S7	02/28/18	915	<20	<20	<3	None	None	None	None	Green		Clear		
S8	02/28/18	910	40	<20	<3	None	None	None	None	Blue		Clear		
S9	02/28/18	850	80	<10	7	None	None	None	None	Green		Clear		
ACM1	02/28/18	845	1,400	9	30	None	None	None	None	Brown		Slightly Turbid	Flowing	
S10	02/28/18	830	700	9	20	None	None	None	None	Green		Clear		
S11	02/28/18	820	400	<20	10	None	None	None	None	Green		Clear		
S12	02/28/18	815	100	9	2	None	None	None	None	Green	57	Clear		

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

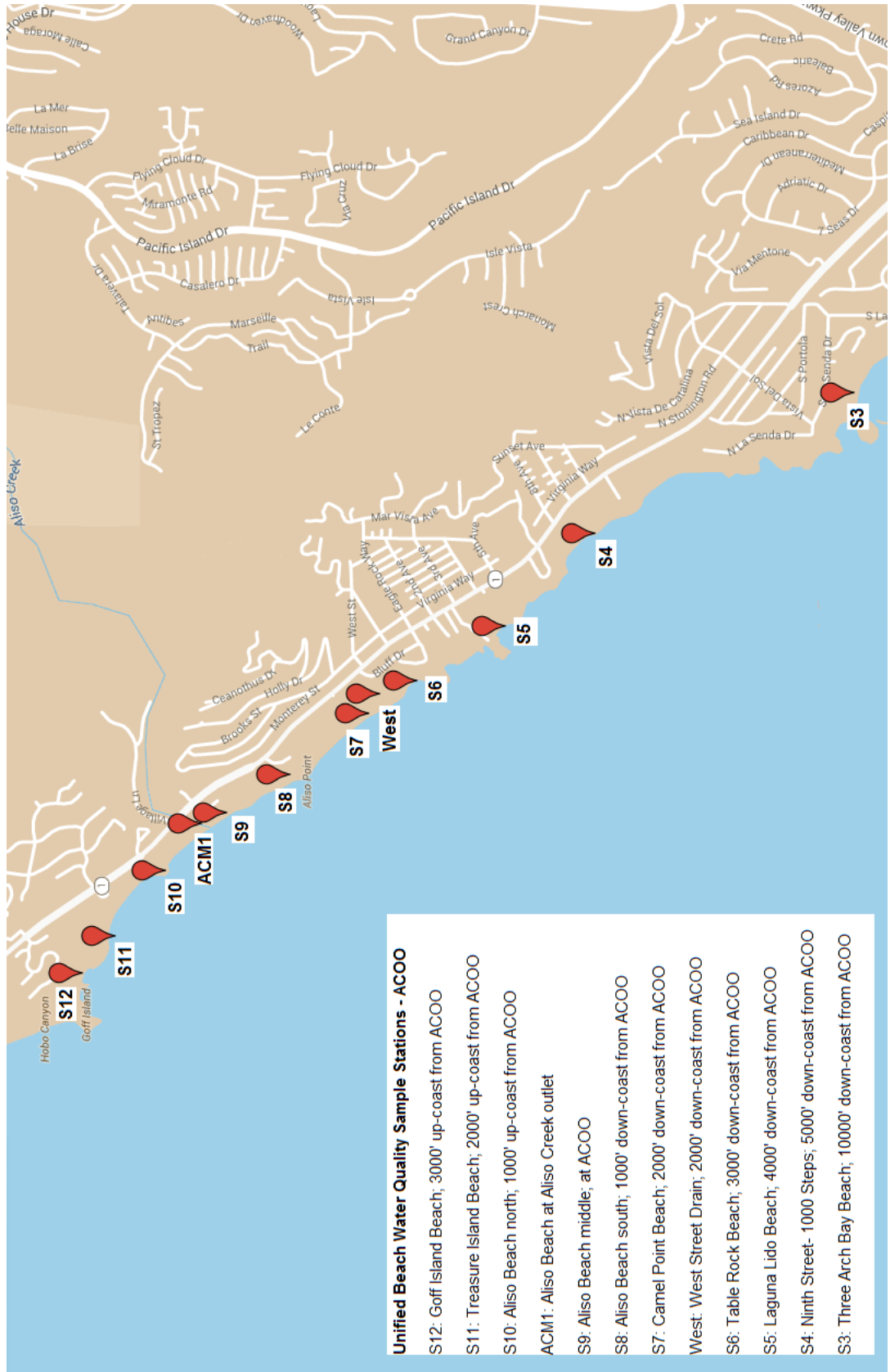
Aliso Creek Ocean Outfall

Unified Beach Water Quality Monitoring Stations

SOCWA's NPDES discharge permit requires participation in the South Orange County Unified Beach Water Quality Monitoring Program. The monitoring stations below are tested by SOCWA at least once per week for Total and Fecal Coliform and Enterococcus Bacteria.

Station	Location
S3	Three Arch Bay Beach; 10,000' down-coast from ACOO
S4	Ninth Street-1000 Steps; 5,000' down-coast from ACOO
S5	Laguna Lido Beach; 4,000 down-coast from ACOO
West	West Street Drain; 2,000' down-coast from ACOO
S6	Table Rock Beach; 3,000' down-coast from ACOO
S7	Camel Point Beach; 2,000' down-coast from ACOO
S8	Aliso Beach south; 1,000' down-coast from ACOO
S9	Aliso Beach middle; at ACOO
ACM1	Aliso Beach at Aliso Creek Outlet
S10	Aliso Beach north; 1,000' up-coast of ACOO
S11	Treasure Island Beach; 2,000' up-coast of ACOO
S12	Goff Island Beach; 3,000' up-coast of ACOO

Unified Beach Water Quality Sample Station Map – Aliso Creek Ocean Outfall



MONITORING REPORT

Off Shore Stations

South Orange County Wastewater Authority

DISCHARGE: Aliso Creek Ocean Outfall

REPORT FOR: February 2018

REPORT DUE: April 1, 2018

SAMPLE SOURCE: Receiving water, nearshore and offshore

EXACT SAMPLE POINTS: As specified in permit

SAMPLES COLLECTED BY: Seaventures/SOCWA staff

SAMPLES ANALYZED BY: SOCWA Lab

REPORT FREQUENCY: Monthly

SAMPLING FREQUENCY: Monthly

TYPE OF SAMPLE: Grab

Comments: Low Tide 936

Sta No.	Sample Depth	Sample Date	Total Coliform	Fecal Coliform	Enterococcus	Sample Time	Oil & Grease	Sewage Debris	0 - None 1 - Mild 2 - Moderate 3 - Severe
			CFU/100ml SM9222B	CFU/100ml SM9222D	CFU/100ml EPA 1600				
A-1	Surface	02/07/18	<2	<2	<2	800	0	0	
A-1	Mid depth	02/07/18	<10	<10	<10				
A-2	Surface	02/07/18	<2	<2	<2	749	0	0	
A-2	Mid depth	02/07/18	20	10	<10				
A-3	Surface	02/07/18	<2	<2	<2	753	0	0	
A-3	Mid depth	02/07/18	<10	<10	<10				
A-4	Surface	02/07/18	<2	<2	<2	807	0	0	
A-4	Mid depth	02/07/18	100	10	<10				
A-5	Surface	02/07/18	<2	<2	<2	756	0	0	
A-5	Mid depth	02/07/18	10	<10	<10				
B-1	Surface	02/07/18	<2	<2	<2	743	0	0	
B-1	Mid depth	02/07/18	10	10	<10				
B-2	Surface	02/07/18	<2	<2	<2	812	0	0	
B-2	Mid depth	02/07/18	<10	<10	<10				
N1	Surface	02/07/18	2	2	<2	828	0	0	
N2	Surface	02/07/18	<2	<2	<2	825	0	0	
N3	Surface	02/07/18	4	<2	<2	823	0	0	
N4	Surface	02/07/18	2	<2	<2	821	0	0	
N5	Surface	02/07/18	2	2	<2	820	0	0	
N6	Surface	02/07/18	4	<2	<2	818	0	0	
N7	Surface	02/07/18	2	<2	<2	815	0	0	

REQUIREMENT: (1) Floating particulates and grease and oil shall not be visible. (2) The discharge of wasteshall not cause aesthetically undesirable discoloration of the ocean surface.

**Compliance Summary Report
Aliso Creek Ocean Outfall 2018**

ACOO Permit Order No. R9-2012-0013

Agency - Facility	Violation Date	Constituent	Effluent Limit Violation	Units	Permit Limit	Reported Value	Potential Fine
<p align="center">There were no water quality violations during this reporting period.</p>							



SOCWA and MEMBER AGENCY FACILITIES

ACOO Spill / Overflow Report Log - 2018

Order No. R9-2012-0013 ~ NPDES Permit No. CA0107611

Reporting Agency	Responsible Agency	Estimated Volume (Gallons)	Type of Discharge	Location/Comments	Receiving Waters	Date Reported To State	Date Resolved
No spills during this monitoring period.							

SAN JUAN CREEK OCEAN OUTFALL MONITORING REPORT

February 2018

DATE	J.B. LATHAM FACILITY			SAN CLEMENTE WRP			SMWD CHIQUITA WRP			3-A PLANT			CSJC		SCWD		SJCOO		Rain Fall inches	
	FLOW MGD	TSS mg/L	cBOD mg/L	SS m/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS m/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS m/L	FLOW MGD	Desalter FLOW	MGD	Desalter FLOW	MGD	FLOW MGD		
02/01/18	6.070	10.6	6.2	<0.1	2.261	10.8	6.0	0.6	0.020	7.6	6.5	0.2	1.497	2.4	4.0	<0.1	0.421	0.160	13.050	0.00
02/02/18	6.320	8.7	5.8	<0.1	2.033	12.3	6.0	2.0	0.000	12.6	7.6	<0.1	1.528	3.9	3.0	<0.1	0.419	0.156	11.940	0.00
02/03/18	6.180				2.340				0.000				1.473				0.418	0.160	10.880	0.00
02/04/18	6.500	8.0	7.0		2.733				0.360				1.611				0.419	0.155	11.320	0.00
02/05/18	6.550	8.2	5.7	0.2	2.521	20.1	6.0	2.5	0.260	7.0	14.2	<0.1	1.579	5.0	14.0	<0.1	0.415	0.160	12.000	0.00
02/06/18	6.370	6.6	5.2	0.1	2.635	19.2	7.0	1.5	0.110	10.9	14.8	<0.1	1.562	8.0	14.0	<0.1	0.416	0.155	11.690	0.00
02/07/18	6.190	9.6	6.8	<0.1	2.657	14.9	9.0	0.2	0.010	10.8	8.9	<0.1	1.505	5.4	4.0	<0.1	0.419	0.160	11.510	0.00
02/08/18	6.110	15.4	8.5	0.1	2.335	14.5	7.0	0.2	0.000	11.8	7.3	<0.1	1.488	3.5	4.0	<0.1	0.418	0.156	10.990	0.00
02/09/18	6.110	7.8	8.8	0.3	2.242	13.0	7.0	<0.1	0.000	3.2	2.5	<0.1	1.514	1.2	4.0	<0.1	0.416	0.156	10.730	0.00
02/10/18	6.050				2.521				0.010				1.514				0.419	0.160	10.990	0.00
02/11/18	6.380	7.6	7.7		2.915				0.640				1.470				0.418	0.156	11.560	0.00
02/12/18	6.360	8.5	8.5	0.1	2.988	24.9	7.0	<0.1	0.230	10.2	15.5	0.1	1.566	12.2	14.0	0.3	0.378	0.160	12.990	0.01
02/13/18	6.340	5.2	5.7	<0.1	2.650	9.6	6.0	<0.1	0.550	10.6	16.0	<0.1	1.524	5.2	15.0	<0.1	0.358	0.156	11.790	0.00
02/14/18	6.050	10.2	8.3	<0.1	3.060	9.5	6.0	<0.1	0.360	6.2	4.0	<0.1	1.540	4.8	4.0	0.4	0.362	0.156	12.440	0.00
02/15/18	5.970	7.0	6.7	0.1	2.534	9.9	6.0	<0.1	1.800	6.6	3.8	0.2	1.443	6.5	5.0	0.1	0.242	0.160	11.730	0.00
02/16/18	5.930	8.7	6.3	0.1	2.214	8.2	8.0	<0.1	0.020	4.0	3.9	0.4	1.498	6.0	5.0	0.6	0.400	0.156	12.740	0.00
02/17/18	6.060				2.600				0.000				1.438				0.402	0.159	11.120	0.00
02/18/18	6.010	12.8	12.4		2.631				0.000				1.461				0.406	0.155	11.170	0.00
02/19/18	6.760	12.5	6.9	0.1	2.464	6.6	6.0	<0.1	0.180	5.2	16.4	<0.1	1.040	15.8	15.0	<0.1	0.402	0.160	11.400	0.00
02/20/18	7.230	11.4	9.3	<0.1	3.116	7.1	7.0	<0.1	0.030	7.5	14.8	<0.1	0.663	11.2	14.0	<0.1	0.403	0.157	11.990	0.00
02/21/18	6.220	9.9	6.3	0.1	2.026	8.8	7.0	<0.1	0.020	5.6	3.3	<0.1	1.495	8.2	6.0	<0.1	0.403	0.156	11.370	0.00
02/22/18	5.890	11.3	9.0	0.1	2.437	6.3	9.0	<0.1	0.060	9.0	3.3	<0.1	1.568	9.6	8.0	<0.1	0.403	0.161	11.110	0.01
02/23/18	6.050	8.2	5.9	0.1	2.150	8.1	6.0	<0.1	0.030	5.2			1.603	7.1	5.0	<0.1	0.403	0.156	11.140	0.00
02/24/18	6.110				2.672				0.340				1.483				0.405	0.156	11.050	0.00
02/25/18	6.070	7.2	9.0		2.833				1.130				1.496				0.406	0.160	12.300	0.00
02/26/18	6.400	9.6	8.0	0.3	2.546	10.3	7.0	<0.1	1.220	5.6	16.0	<0.1	1.560	6.8	15.0	0.4	0.404	0.156	13.470	0.09
02/27/18	6.400	7.2	6.1	0.1	2.474	6.8	6.0	<0.1	2.100	4.4	17.5	0.4	1.536	8.8	16.0	0.1	0.306	No Flow	13.080	0.23
02/28/18	6.320	7.9	6.4	<0.1	2.914	5.9	6.0	<0.1	0.980	9.2	4.3	0.2	1.460	2.4	6.0	0.1	0.418	No Flow	13.590	0.01
AVG	6.250	9.2	7.4	<0.1	2.554	11.3	6.8	<0.4	0.374	7.7	9.5	<0.1	1.468	6.7	8.8	<0.2	0.396	0.146	11.826	
TOTAL	175.000				71.502				10.460				41.115				11.099	4.098	331.140	0.35

Unified Beach Monitoring

#1

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1, 2018
 SAMPLE SOURCE: Receiving water surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: Low Tide 0757
 Weather: Partly Cloudy
 COMMENTS:

STA#	DATE	TIME	Total Coliform		Enterococcus	Material of Sewage Origin		Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds		
			CFU/100ml	SM9222B		CFU/100ml	SM9222D								Onshore	Offshore
			CFU/100ml	EPA 1600		CFU/100ml	EPA 1600									
S0	02/06/18	0830	<40	<40	7	None	None	None	None	Green	58	Turbid				
S1	02/06/18	0840	<40	<40	9	None	None	None	None	Green	59	Turbid				
S2	02/06/18	0820	<40	<40	5	None	None	None	None	Green	60	Slightly Turbid				
DSB5	02/06/18	0815	240	200	110	None	None	None	None	Green	59	Slightly Turbid				
S3	02/06/18	0850	<40	<40	10	None	None	None	None	Green	59	Turbid				
DSB4	02/06/18	0845	<40	<40	5	None	None	None	None	Green		Turbid				
S5	02/06/18	0900	20	20	7	None	None	None	None	Green		Turbid				
DSB1	02/06/18	0905	<40	<40	<4	None	None	None	None	Green		Turbid				
SJC1	02/06/18	0825	<30	<30	10	None	None	None	None	Green		Turbid				

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#2

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1, 2018
 SAMPLE SOURCE: Receiving water surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: High tide 802
 Weather: Partly Cloudy

COMMENTS:

STA#	DATE	TIME	Total Coliform		Enterococcus	Material of Sewage Origin			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			CFU/100ml SM9222B	CFU/100ml SM9222D		CFU/100ml EPA 1600	Onshore	Offshore							
S0	02/14/18	815	<40	<40	50	None	None	None	None	Green	60	Slightly Turbid			
S1	02/14/18	820	<40	<40	<4	None	None	None	None	Green		Slightly Turbid			
S2	02/14/18	805	<40	<40	25	None	None	None	None	Green		Slightly Turbid			
DSB5	02/14/18	755	20	<40	9	None	None	None	None	Green	61	Slightly Turbid			
S3	02/14/18	830	20	<40	2	None	None	None	None	Green		Slightly Turbid			
DSB4	02/14/18	835	<40	<40	<4	None	None	None	None	Green		Slightly Turbid			
S5	02/14/18	845	<40	<40	4	None	None	None	None	Green		Slightly Turbid			
DSB1	02/14/18	855	<40	<40	<4	None	None	None	None	Green		Slightly Turbid			
C1	02/14/18	817	<100	<100	<30	None	None	None	None	Green		Slightly Turbid		30	

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#3

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: February 2018

REPORT FREQUENCY: Monthly

REPORT DUE: April 1, 2018

EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan

SAMPLE SOURCE: Receiving water surf zone

SAMPLES COLLECTED BY: SOCWA Lab

TYPE OF SAMPLE: Grab

SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: Low Tide 531

Weather: Clear

COMMENTS:

STA#	DATE	TIME	Total Coliform		Fecal Coliform	Enterococcus	Material of Sewage Origin			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds		
			CFU/100ml	SM9222B			CFU/100ml	SM9222D	EPA 1600								Onshore	Offshore
			CFU/100ml	CFU/100ml			CFU/100ml	None	None								None	None
S0	02/20/18	845	<40	<40	<40	<4	None	None	None	None	Green	60	Slightly Turbid					
S1	02/20/18	850	<40	<40	<40	2	None	None	None	None	Green		Slightly Turbid					
S2	02/20/18	755	20	10	20	20	None	None	None	None	Green		Slightly Turbid					
DSB5	02/20/18	745	20	20	20	10	None	None	None	None	Green		Slightly Turbid					
S3	02/20/18	855	20	<40	<40	<4	None	None	None	None	Green		Clear					
DSB4	02/20/18	900	<40	<40	<40	<4	None	None	None	None	Green		Slightly Turbid					
S5	02/20/18	910	<40	<40	<40	<4	None	None	None	None	Green		Clear					
DSB1	02/20/18	925	<40	<40	<40	2	None	None	None	None	Green		Clear					
C1	02/20/18	840	<200	<200	<200	<20	None	None	None	None	Green		Slightly Turbid					

RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

Unified Beach Monitoring

#4

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: February 2018
 REPORT DUE: April 1, 2018
 SAMPLE SOURCE: Receiving water surf zone
 TYPE OF SAMPLE: Grab

REPORT FREQUENCY: Monthly
 EXACT SAMPLE POINTS: As specified in Unified Monitoring Plan
 SAMPLES COLLECTED BY: SOCWA Lab
 SAMPLES ANALYZED BY: SOCWA Lab

Tidal Condition: LOW TIDE 1347

Weather: Clear

COMMENTS:

STA#	DATE	TIME	Total Coliform		Fecal Coliform		Enterococcus		Material of Sewage Origin			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			SM9222B	SM9222D	SM9222B	SM9222D	EPA 1600	Onshore	Offshore									
			CFU/100ml	CFU/100ml	CFU/100ml	CFU/100ml												
S0	02/27/18	1315	<40	<40	<40	<40	<4	None	None	None	None	None	Green		Slightly Turbid			
S1	02/27/18	1322	<40	<40	<40	<40	<4	None	None	None	None	None	Green		Turbid			
S2	02/27/18	1306	<40	<40	<40	<40	<4	None	None	None	None	None	Brown	59	Clear			
DSB5	02/27/18	1245	<30	<30	<30	<30	20	None	None	None	None	None	Brown		Clear			
S3	02/27/18	1325	<40	<40	<40	<40	2	None	None	None	None	None	Green		Turbid			
DSB4	02/27/18	1315	<40	<40	<40	<40	2	None	None	None	None	None	Green		Turbid			
S5	02/27/18	1330	<40	<40	<40	<40	<4	None	None	None	None	None	Green		Turbid			
DSB1	02/27/18	1340	<40	<40	<40	<40	<4	None	None	None	None	None	Green	59	Turbid			
C1	02/27/18	1318	<40	<40	<40	<40	<20	None	None	None	None	None	Green		Slightly Turbid			

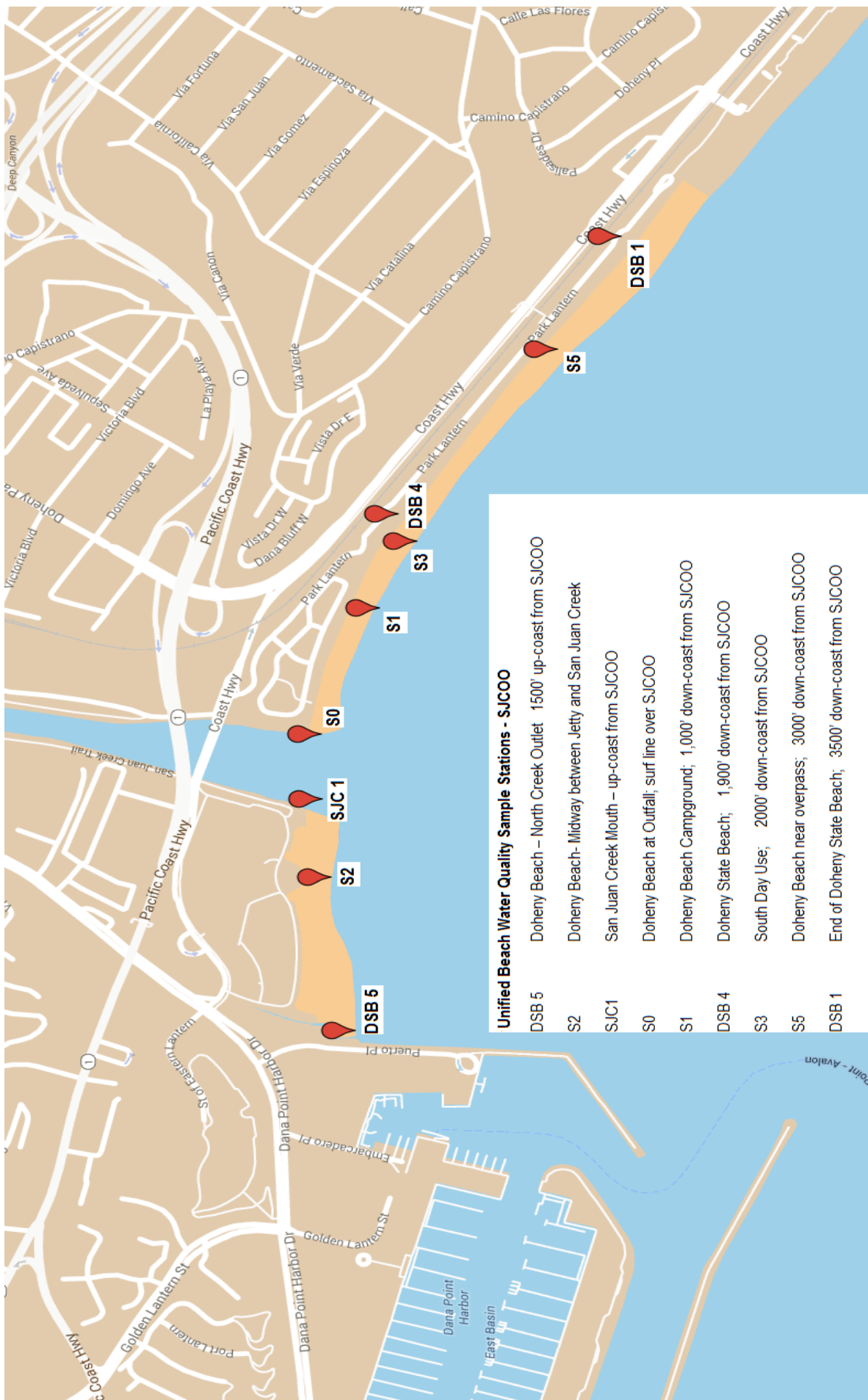
RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

San Juan Creek Ocean Outfall

Unified Beach Water Quality Monitoring Stations

SOCWA's NPDES discharge permit requires participation in the South Orange County Unified Beach Water Quality Monitoring Program. The monitoring stations below are tested by SOCWA at least once per week for Total and Fecal Coliform and Enterococcus Bacteria.

Station	Location
DSB 5	Doheny Beach – North Creek Outlet 1500' up-coast from SJCOO
S2	Doheny Beach- Midway between Jetty and San Juan Creek
SJC1	San Juan Creek Mouth – up-coast from SJCOO
S0	Doheny Beach at Outfall; surf line over SJCOO
S1	Doheny Beach Campground; 1,000' down-coast from SJCOO
DSB 4	Doheny State Beach; 1,900' down-coast from SJCOO
S3	South Day Use; 2000' down-coast from SJCOO
S5	Doheny Beach near overpass; 3000' down-coast from SJCOO
DSB 1	End of Doheny State Beach; 3500' down-coast from SJCOO



MONITORING REPORT

Offshore

South Orange County Wastewater Authority

DISCHARGE: San Juan Creek Ocean Outfall

REPORT FOR: February 2018

REPORT FREQUENCY: Monthly

REPORT DUE: April 1, 2018

SAMPLE SOURCE: Receiving water, nearshore and offshore

SAMPLING FREQUENCY: Monthly

EXACT SAMPLE POINTS: As specified in permit

TYPE OF SAMPLE: Grab

SAMPLES COLLECTED BY: Seaventures/SOCWA staff

SAMPLES ANALYZED BY: SOCWA Lab

Comments: Low Tide 936

Sta No.	Sample Depth	Sample Date	Total Coliform CFU/100ml SM9222B	Fecal Coliform CFU/100ml SM9222D	Enterococcus CFU/100ml EPA 1600	Sample Time	Oil & Grease	Sewage Debris	
A-1	Surface	02/07/18	<2	<2	<2	927	0	0	0 - None
A-1	Mid depth	02/07/18	<10	<10	<10				1 - Mild
A-2	Surface	02/07/18	<2	<2	<2	939	0	0	2 - Moderate
A-2	Mid depth	02/07/18	<10	<10	<10				3 - Severe
A-3	Surface	02/07/18	<2	<2	<2	935	0	0	
A-3	Mid depth	02/07/18	<10	<10	<10				
A-4	Surface	02/07/18	<2	<2	<2	950	0	0	
A-4	Mid depth	02/07/18	<10	10	<10				
A-5	Surface	02/07/18	<2	<2	<2	938	0	0	
A-5	Mid depth	02/07/18	1,000	300	80				
B-1	Surface	02/07/18	<2	<2	<2	920	0	0	
B-1	Mid depth	02/07/18	<10	<10	<10				
B-2	Surface	02/07/18	2	<2	<2	1006	0	0	
B-2	Mid depth	02/07/18	1,300	400	90				
N1	Surface	02/07/18	<2	<2	<2	911	0	0	
N2	Surface	02/07/18	<2	<2	<2	908	0	0	
N3	Surface	02/07/18	6	<2	<2	901	0	0	
N4	Surface	02/07/18	12	6	2	858	0	0	
N5	Surface	02/07/18	<2	2	<2	856	0	0	
N6	Surface	02/07/18	4	<2	<2	854	0	0	

REQUIREMENT: (1) Floating particulates and grease and oil shall not be visible. (2) The discharge of waste shall not cause aesthetically undesirable discoloration of the ocean surface.

**Compliance Summary Report
San Juan Creek Ocean Outfall 2018**

SJCOO Permit Order No. R9-2012-0012							
Agency	Violation Date	Constituent	Effluent Limit Violation	Units	Permit Limit	Reported Value	Potential Fine
No Violations in This Reporting Period.							



SOCWA and MEMBER AGENCY FACILITIES
SJCOO Spill / Overflow Report Log - 2018
Order No. R9-2012-0012 ~ NPDES Permit No. CA0107417

Reporting Agency	Responsible Agency	Estimated Volume (Gallons)	Type of Discharge	Location/Comments	Receiving Waters	Date Reported To State	Date Resolved
SOCWA	SOCWA-JBL	5,400	Secondary	Irrigation valve malfunction	San Juan Creek	02-09-18	02-09-18

Recycled Water Report

Compliance Summary Report
 Recycled Water Permit
 2018

Waste Discharge Requirement Order 97 - 52							
Agency - Facility	Violation Date	Constituent	Effluent Limit Violation	Units	Permit Limit	Reported Value	Remarks
SOCWA - RTP	1/8/2018	Manganese	12-Month	mg/L	0.05	0.07	
SOCWA - RTP	2/5/2018	Manganese	12-Month	mg/L	0.05	0.06	

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

QUARTERLY RECYCLED WATER MONITORING

Monitoring Period Ending: Jan 31, 2018

Constituent	Units	12-month Avg Maximum Permit Limit	IRWD-LAWRP 12-month Average	ETWD-WRP 12-month Average	TCWD 12-month Average	SMWD Oso 12-month Average	SMWD Chiquita 12-month Average	SMWD Nichols 12-month Average	MNWD-3A 12-month Average	MINWD-RTP 12-month Average	SCWD-CTP 12-month Average
TDS	mg/L	1000	858	908	905	698	757	883	763	893	678
Chloride	mg/L	375	164	182	195	150	165	224	176	224	203
Sulfate	mg/L	400	226	217	219	192	188	213	173	281	162
Sodium	mg/L	None		158	155	120	137	180	130	166	143
Alkalinity	mg/L	None	-	-	-	-	-	-	-	244	174
Adjusted SAR	Ratio	None	5.30	-	3.88	4.23	4.36	5.14	4.51	4.83	4.59
Iron	mg/L	0.3	0.013	0.040	0.016	0.042	0.075	0.046	0.12	0.198	0.107
Manganese	mg/L	0.05	0.017	0.013	0.021	0.026	0.028	0.007	0.061	0.070	0.047
MIBAS	mg/L	0.5	0.15	0.00	0.05	0.60	0.40	0.60	0.60	0.08	0.10
Boron	mg/L	0.75	0.33	0.280	0.295	0.287	0.333	0.350	0.29	0.324	0.28
Fluoride	mg/L	None	0.21	1.540	0.43	0.995	0.84	1.04	0.97	0.87	0.79
Total Organic Carbon	mg/L	None	10.0	-	9.2	9.2	10.9	8.6	9.1	10.4	10.3

* The LAWRP 12-month permit limits are listed below:

TDS 1000 mg/L
Chloride 180 mg/L
Sulfate 340 mg/L

**The ETWD 12-month permit limits are listed below:

TDS 910 mg/L

*** The CTP 12-month permit limits are listed below:

TDS 1200 mg/L
Chloride 400 mg/L
Sulfate 500 mg/L

SOCWA Service Area
Recycled Water Production (ac-ft) 2018

Agency	Facility or Region	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Annual Totals
CSJC ¹	3-A Plant/MNWD	0.00	0.00											0.00
CSJC ²	Chiquita/SMWD	13.70	19.20											32.90
CSJC ³	Non-Domestic Well	13.32	16.31											29.63
ETWD	Region 8	59.07	92.01											151.08
IRWD														
	⁴ IRWD - 8	55.64	77.77											133.41
	⁴ IRWD - 9	61.28	72.89											134.16
SCWD	SOCWA CTP	0.00	0.00											0.00
MNWD	JRP	438.54	522.48											961.02
	3-A Plant	0.00	0.00											0.00
	CTP	-36.70	-48.85											-85.55
SMWD	Oso Creek	147.80	132.33											280.13
	Chiquita	330.98	422.46											753.44
	Nichols	1.95	1.75											3.70
TCWD	RRWRP	48.00	40.68											88.68
TOTALS		1097.5	1,378.7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2535.26

¹ Denotes transfer of recycled water from MNWD (3A Plant) for use in the CSJC service area. Not counted as additional production.
² Denotes recycled water purchased from SMWD Chiquita-WRP used in the CSJC service area. Not counted as additional production.
³ Denotes nondomestic groundwater produced from wells used for landscape irrigation.
⁴ IRWD production is from recycled water production, nonpotable water wells, and surface water impoundments
⁵ Denotes transfer of recycled water from SCWD (SOCWA CTP) for use in the MNWD service area. Not counted as additional production.
Note: All of ETWD reclaimed water produced and used in Region 8.
 NR = No Report

Pretreatment Report

Agenda Item

Legal Counsel Review: N/A

Meeting Date: April 5, 2018

TO: SOCWA Board of Directors
FROM: Betty Burnett, General Manager
STAFF CONTACT: Katie Greenwood, Source Control Manager
SUBJECT: Monthly Pretreatment Report, February and March 2018
San Juan Creek Ocean Outfall
NPDES Permit #CA0107417 Order #R9-2012-0012
Aliso Creek Ocean Outfall
NPDES Permit #CA0107611 Order #R9-2012-0013

Summary of Program Activities

The Dental Amalgam Rule became effective on July 14, 2017. SOCWA Staff published information about the Rule as well as a link to our One-Time Compliance Report to SOCWA's website on December 18, 2017. Staff is tracking submitted reports as received for all new SOCWA Dental Users. Staff will conduct a mail-out to existing SOCWA Dental Users to provide the One-Time Compliance Report six-months prior to the July 14, 2020 compliance deadline.

- o ETWD conducted its own mail-out to sixteen existing Dental Users in its jurisdiction. If other MAs would like to do the same, SOCWA will provide the names and addresses of Dental Users in each jurisdiction upon request.

SOCWA Staff has been working with a local geographic information system (GIS) contractor to create one, all-encompassing SOCWA base map and several individual maps including 1) Dry Weather Sewer Diversion map, and 2) Permitted Industrial User map. The maps are to assist with the quick identification of jurisdictional boundaries and collection system flow (such as when determining the receiving plant for an industrial discharge). A pdf copy of each map is attached for reference.

Permit Related Activities

The following Wastewater Discharge (WD) Permits, Special Wastewater Discharge (SWD) Permits, Nuisance Water-Special Wastewater Discharge (NSWD) Permits, Non-Industrial Wastewater Discharge (NIWD) forms, and BMP letters were issued or are in the process of being drafted for issuance:

CSC – SWD Permit No. 4-001 (FREY Environmental) –SWD Permit to allow treated groundwater to be discharged to the sewer. A SWD Permit has been drafted. Staff is awaiting test results which prove the treatment system is effective. Staff recently learned that the construction associated with the remediation equipment is under review for approval by CSC Staff.

SOCWA – SWD Permit No. 4-002 – SCWD Groundwater Creekside Park Well –SWD Permit expired on December 20, 2017. A draft renewal permit is currently under the review of MNWD.

MNWD – WD Permit No. MMNWD-1NS-003 - Eagle Pharmaceuticals – Staff is drafting a non-significant categorical industrial user (NSCIU) permit to allow for no more than 100 gpd of categorical wastewater, regulated under 40 CFR Part 439 – Pharmaceutical Manufacturing Point Source Category, to be discharged to sewer facilities. The draft permit is currently under

review by the IU and will be provided to MNWD for review and signature before the end of March.

IRWD- WD Permit No. IRWD-1NS-001 - Applied Medical Resources – The Non-Significant Categorical Industrial User (NSCIU) Class 1 Wastewater Discharge (WD) Permit was issued on March 15, 2018.

Inspections

SOCWA Staff conducted the following inspections on the following date:

IRWD - On March 8, 2018, SOCWA Staff inspected Applied Medical’s Plastic Injection Molding facility and all ancillary operations and discharge, specifically non-contact cooling wastewater discharge at 20161 Windrow Dr. and ultrasonic mold cleaning wastewater discharge at 20162 Windrow Dr., Lake Forest, CA 92630. The inspection was conducted as a follow-up to issuance of a BMP letter associated with the allowable non-contact cooling wastewater discharge at 20161 Windrow Dr. and as a pre-permit issuance check associated with the ultrasonic cleaning wastewater discharge at 20162 Windrow Dr., WD Permit No. IRWD-1NS-001.

Enforcement

SDG&E Satellite Facility, 674 Camino De Los Mares, San Clemente, CA 92673.
 Issued a Notice of Non-Compliance (NON) on February 2, 2018 for failing to sample wastewater during the month of January 2018 despite discharge to the sewer. SDG&E has contracted a laboratory to conduct its wastewater sampling each month but missed the sampling event due to a failure to schedule a sampling event with its lab. SDG&E Staff have obtained sampling bottles and now have a new protocol in place to allow all employees to sample the wastewater. SOCWA considers this enforcement action resolved.

South Coast Fashion Jewelry (SCFJ), 990 Calle Negocio, San Clemente, CA 92673.
 Issued a NON on March 21, 2018 for failure to have its contract laboratory document the preservative used on chain of custody (COC) forms at the time of sample collection. In addition, SOCWA Staff reached out to the contract laboratory and made them aware of the requirement.

Summary of Activities and Types of IUs in the SOCWA Service Area.

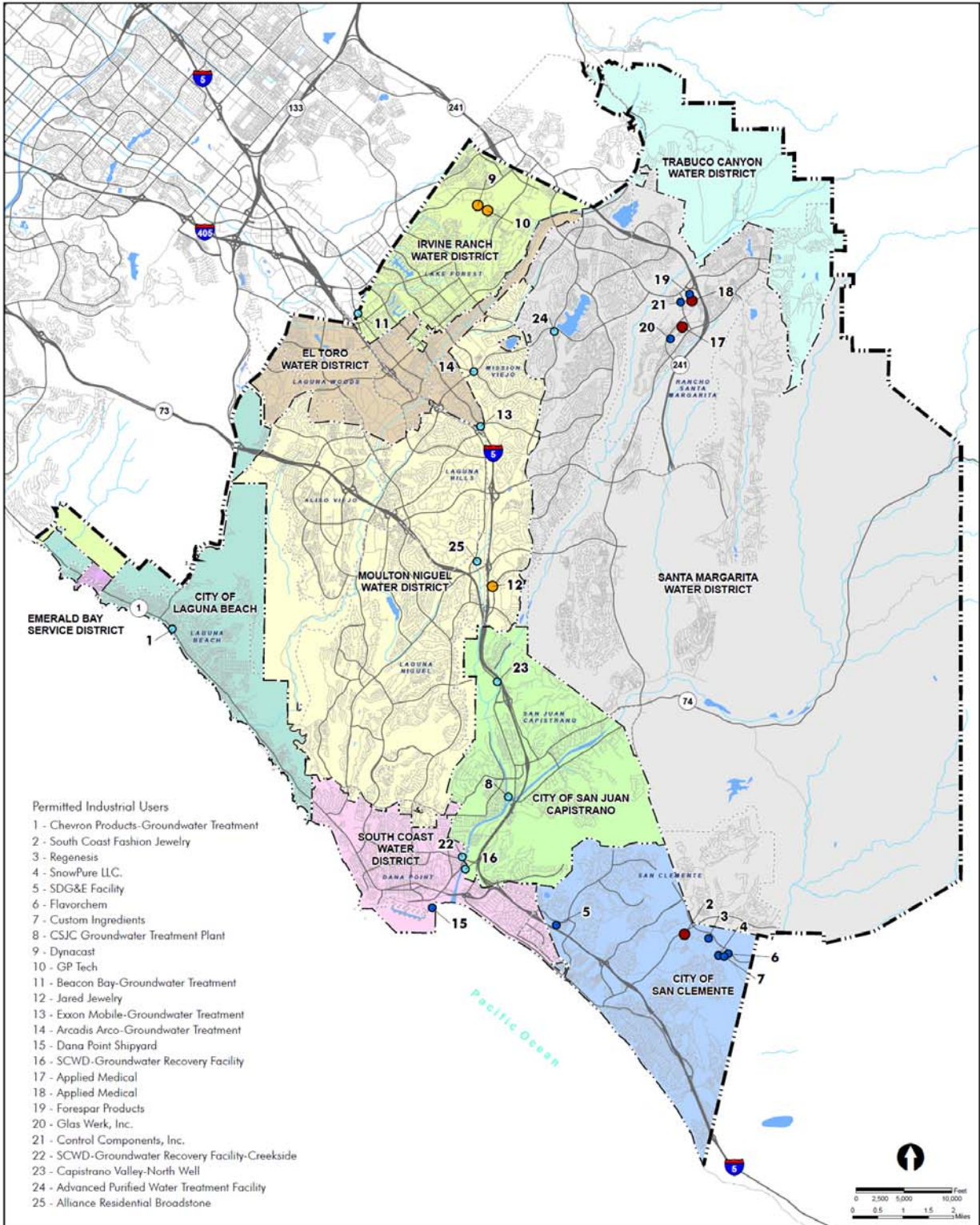
YTD through March 22, 2018.

MA		Events	Permit	NIWD	BMP	FSE	OSE	Closed	Enforcement	# of IUs
CLB	(S)	0	3	2	5	8	111	0	0	129
CSC	(M)	0	7	35	18	181	1283	0	2	1524
CSJC	(S)	0	2	27	59	137	1669	0	0	1894
ETWD	(M)	0	3	98	0	262	134	0	0	497
EBS	(U)	0	1	0	0	0	0	0	0	1
IRWD	(S)	2	4	51	21	63	920	0	0	1059
MNWD	(S)	32	5	125	40	616	2065	7	1	2851
SMWD	(S)	11	5	20	20	184	742	0	0	975
SCWD	(S)	7	7	33	7	148	184	0	0	380
TCWD	(S)	0	11	0	0	7	33	0	0	51
SOCWA	(S)	0	3	1	0	0	0	0	0	4
Totals		15	48	392	170	1605	7138	1	0	9365
Dentist (All)										444
									Total Known IUs	9809

(S) = SOCWA conducts PT program.
 (M) = MA conducts PT program /w SOCWA oversight.
 (U) = Urban Diversion Only.
 YTD = Year to Date.

NIWD = Non-industrial Waste Discharger.
 BMP = Best Management Practices.
 FSE = Food Service Establishment.
 OSE = Other Surveyed Establishment.

PERMITTED INDUSTRIAL USERS

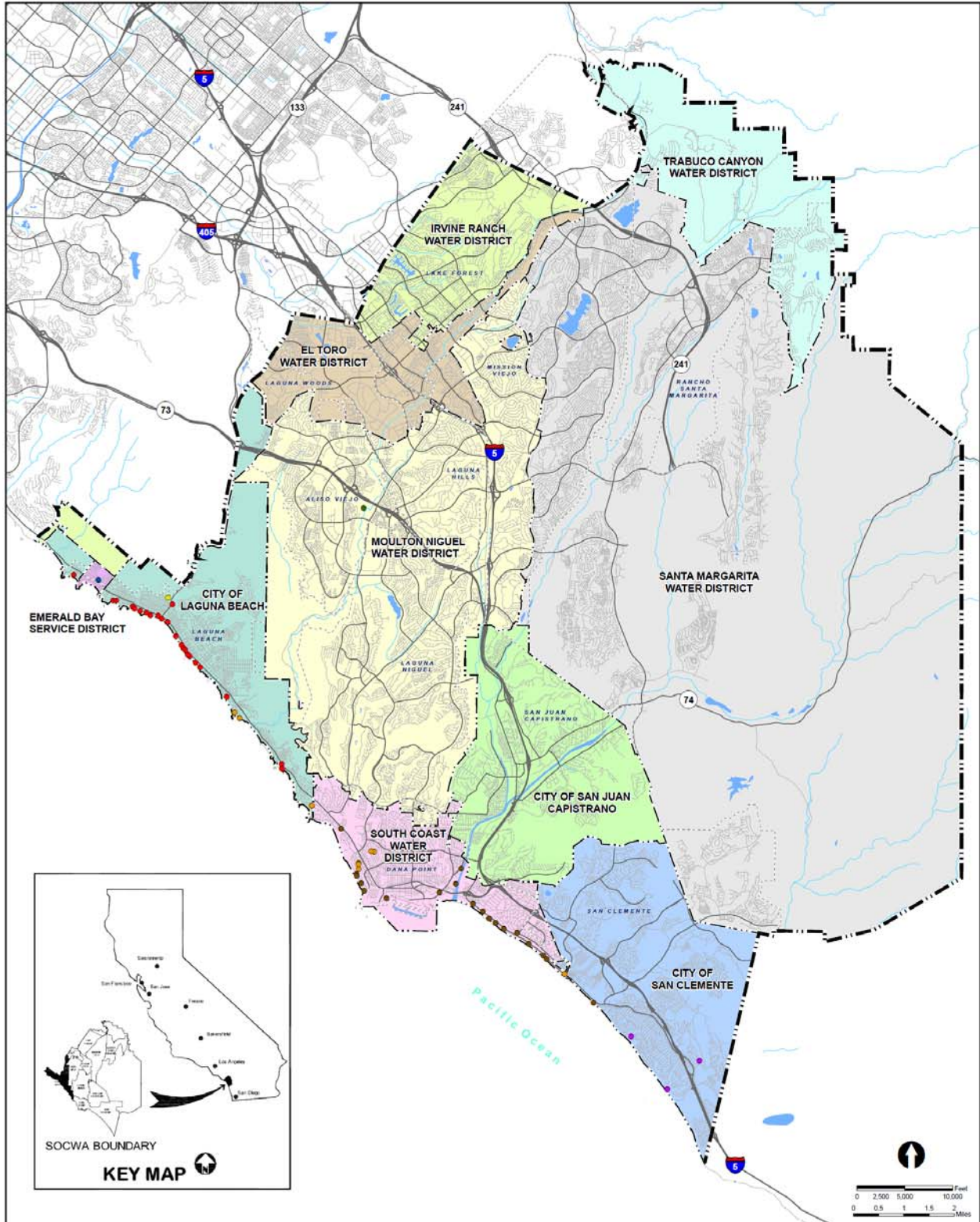


- | | |
|--------------------------------|------------------------|
| Member Agencies | Permit Class |
| City of Laguna Beach | CIU Class I |
| City of San Clemente | SIU Class I |
| City of San Juan Capistrano | Non-SIU Class II |
| El Toro Water District | Non-SIU Class IV |
| Emerald Bay Service District | Streams & Creeks |
| Irvine Ranch Water District | Waterbody |
| Moulton Niguel Water District | SOCWA Service Area |
| Santa Margarita Water District | Member Agency Boundary |
| South Coast Water District | City Boundary |
| Trabuco Canyon Water District | |

Document Name: Permitted Industrial Users.mxd
Date Saved: 3/14/2018



DRY WEATHER SEWER DIVERSIONS



Document Name: Dry Weather Sewer Diversions.mxd
Date Saved: 3/14/2018

- | | | |
|---|--|--|
| Member Agencies | Diversions | Streams & Creeks |
| City of Laguna Beach | CDP Diversion | Waterbody |
| City of San Clemente | CLB Diversion | City Boundary |
| City of San Juan Capistrano | CLB Diversion (Private) | SOCWA Service Area |
| El Toro Water District | CSC Diversion | Member Agency Boundary |
| Emerald Bay Service District | EBSD Diversion | |
| Irvine Ranch Water District | MNWD Diversion | |
| Moulton Niguel Water District | SCWD Diversion | |
| Santa Margarita Water District | | |
| South Coast Water District | | |
| Trabuco Canyon Water District | | |



Agenda Item

Legal Counsel Review: N/A

Meeting Date: April 5, 2018

TO: Board of Directors

FROM: Betty Burnett, General Manager

STAFF CONTACT: Brian Peck, Director of Engineering

SUBJECT: Capital Improvement Program Status Report

The status of the SOCWA Capital Improvement Program is presented in the tables on the following pages.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 2(R) - JB LATHAM TREATMENT PLANT CAPITAL PROJECTS
(*17/'18)**

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECT LIQUIDS			
3213-000	Water System Piping Improvements (2014)	Design	Study completed. Remaining work is part of the Package 'B' Improvements.
3214-000	4MGD Diversion Flow Meter & Control Structure (2012)	Design	Part of the Package 'B' Improvements.
3212-000	East Primary Influent Channel Repair (2015)	Design	Part of the Package 'B' Improvements.
3280-000	Facility Improvements B - Basin Upgrades (2018)	Design	SOCWA staff is reviewing the 35% submittal prepared by Carollo Engineers.
3252-000	Plant 1 Standby Power Generator Replacement (2017)	Design	Operations staff has requested a standby power generator large enough to supply power to all of Plant No.1. Design on hold to allow consideration.
3251-000	Effluent Flow Meter Replacement (2017)	Design	Hazen and Sawyer has indicated that there is no cost effective metering option that will allow improvement to existing meter accuracy; project is on hold. Recommendation for award of bid to SS Mechanical Construction will be presented at the April 5 SOCWA Board Meeting.
3250-000	Plant 1 Grit Basin Improvements (2017)	Design	Hazen and Sawyer design completed; project to be included as part of Package B construction.
3253-000	Effluent System Valve Replacement (2017)	Design	Recommendation for award of engineering services contract to Tetra Tech will be presented at the April 5, 2018 SOCWA Board Meeting.
3285-000	Main Plant Drain Line Reconstruction (2018)	Study	

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 2(R) - JB LATHAM TREATMENT PLANT CAPITAL PROJECTS
(*17/'18)**

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECT COMMON			
3218-000	Energy Building Roof Reconstruction (2015)	Design	Part of the Package 'B' Improvements. Final report has been submitted; the document will be reviewed with the Engineering Committee on April 12, 2018.
4014-000	Foul Air System Evaluation (2016) (NCP)	Study	
3216-000	Hoist System for Maintenance Shop (2013)	Design	Part of the Package 'B' Improvements.
3286-000	PLC Upgrades (2018)	Construction	Project underway by SOCWA Operations department. Recommendation for award of engineering services contract to Tetra Tech will be presented at the April 5, 2018 SOCWA Board Meeting.
4001-000	Plant Drain System Study (2017) (NCP)	Study	
CAPITAL IMPROVEMENT PROJECT SOLIDS			
3287-000	Facility Improvements B - DAFT and Ancillary Solids Improvements (2018)	Design	SOCWA staff is reviewing the 35% submittal prepared by Carollo Engineers. Recommendation for award of engineering services contract to Tetra Tech will be presented at the April 5, 2018 SOCWA Board Meeting.
3210-000	Facility Improvements - Solids Area (2015)	Design	

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 5 - SAN JUAN CREEK OCEAN OUTFALL CAPITAL PROJECTS
(‘17/‘18)**

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECTS			
3601-000	Junction Structure Rehabilitation Design	Design	A review meeting was conducted with Black & Veatch on February 27, 2018.
4004-000	Emergency Plan Development (2016) (NCP)	Study	A review meeting was conducted with Black & Veatch on February 27, 2018.
4005-000	Dilution Study (2017) (NCP)	Study	Baker is proceeding with the work in the contract amendment.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
 PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PROJECTS
 ('17/'18)

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECTS LIQUIDS			
1367	Export Sludge Line Repair & Rip Rap (R - 2) (2012)	Design	Protection in this area has been largely addressed through the routing of the new Export Sludge pipeline as well as through minor embankment protection features that will be integrated with Export Sludge System replacement.
3504-000	Aeration System Modification Design (2015)	Design	Part of the Facility Improvements Project; progress meeting with Hazen & Sawyer held on March 20, 2018.
3507-000	East Primary Influent Gates (2015)	Construction	Part of the Miscellaneous Improvements 2017; this work has been substantially completed.
3508-000	Grit System Knife Gate Valve Replacement (2015)	Construction	Part of the Miscellaneous Improvements 2017; this work has been substantially completed.
3509-000	Switchgear Replacement Design (2016)	Design	Part of the Facility Improvements Project; progress meeting with Hazen & Sawyer held on March 20, 2018.
3593-000	Primary Sludge Valve Replacement (2018)	Design	Staff has determined to integrate this work into the Facility Improvements Project.
3595-000	Primary Device Electrical Conduit and Conductor Replacement (2018)	Design	Staff has determined to integrate this work into the Facility Improvements Project.
3514-000	CTP Facility Upgrade Design (2016)	Design	Part of the Facility Improvements Project; progress meeting with Hazen & Sawyer held on March 20, 2018.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
 PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PROJECTS
 ('17/'18)

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECTS LIQUIDS			
3534-000	Export Sludge System (1997)	Design	The Low Effect Habitat Conservation Plan and Incidental Take Permit Application have been submitted to the USFWS for review.
3510-000	Grating Rebate and Concrete Repair Between Aeration Basins and Primary Basins (2016)	Construction	Part of the Miscellaneous Improvements 2017; this work has been substantially completed.
3512-000	Grating Rebate and Concrete Repair Between HW Building and Primary Basins (2016)	Construction	Part of the Facility Improvements Project; progress meeting with Hazen & Sawyer held on March 20, 2018.
3550-000	Export Sludge Pump Addition (2017)	Construction	Olsson Construction has substantially completed improvements to the Export pumping system.
3594-000	PLC Replacement (2018)	Construction	Project underway by SOCWA Operations department.
3592-000	Facility Improvements Project Design (2018)	Design	Part of the Facility Improvements Project; progress meeting with Hazen & Sawyer held on March 20, 2018.
3553-000	Plant Drainage Improvements (2017)	Design	TetraTech has completed design. SOCWA intends to advertise for bids in April, 2018.
3554-000	Odor Scrubber Bleach Tank Replacement (2017)	Construction	Olsson Construction has substantially completed improvements to the scrubber system.
3503-000	Scrubber Upgrade (2013)	Construction	Olsson Construction has substantially completed improvements to the scrubber system.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
 PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PROJECTS
 ('17/'18)

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECT AWT			
3562-000	AWT Applied Water Pump Replacement (2017)	Construction	Olsson Construction has completed field work; awaiting start up of AWT system in March, 2018, to perform final testing.
3596-000	Applied Water VFD Pump Panel and Electrical (2018)	Design	A kick-off meeting was held with Dudek on February 12, 2018.
3597-000	MCC A Replacement Design (2018)	Design	A kick-off meeting was held with Dudek on February 12, 2018.
3517-000	AWT Backwash Water Pump Replacement (2016)	Construction	Olsson Construction has completed field work; awaiting start up of AWT system in March, 2018, to perform final testing.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 17(R) - REGIONAL TREATMENT PLANT CAPITAL PROJECTS
(*17/'18)**

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECT LIQUIDS			
3701-000	Secondary Electrical System Rerouting (2014)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3730-000	Primary Gallery Upgrade (2014)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3702-000	Waste Activated Sludge VFD Control Panel (2013)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3707-000	Influent Manholes 1 and 2 and Sewer Repair (2016)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.
3708-000	Influent Junction Structure Gate Replacement (2016)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.
3710-000	AWT Water Quality Instrumentation (2016)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.
3712-000	Grit Basin Drop Gate and Weir Replacement (2016)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.
3752-000	AWT No.2 Upgrade Design (2017)	Design	Carollo has submitted 90% complete design documents; a review meeting is scheduled for February 26, 2018.
3781-000	Primary Scum Skimmer Replacement (2018)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3784-000	DAF (Mannich) Polymer System Replacement (2018)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 17(R) - REGIONAL TREATMENT PLANT CAPITAL PROJECTS
(*17/'18)**

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECT LIQUIDS			
3785-000	DAF Dissolution Tank System Replacement (2018)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3786-000	Primary Gallery Mechanical and Electrical Upgrade (2018)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
4023-000	Foul Air System Evaluation (2016) (NCP)	Study	DHK has submitted the final report; this item will be reviewed with the Engineering Committee on April 5, 2018.
3787-000	Aeration Area Upgrade Design (2018)	Design	The project kick-off meeting was held with Lee & Ro on February 14, 2018.
201717RL1	Effluent Equalization Pond and Gate Condition Assessment (2017) (NCP)	Condition Assessment	Project has been awarded to V&A consultants; assessments to be performed in March, 2019.
201617RL5	Primary Influent Channel Condition Assessment (2016) (NCP)	Condition Assessment	Project has been awarded to V&A consultants; assessments to be performed in March, 2019.
CAPITAL IMPROVEMENT PROJECT COMMON			
3715-000	Switchgear Upgrade (2006)	Construction	Project is awaiting approval of metering agreement with SCE.
3760-000	Develop Buried Piping Reconstruction Master Plan (2017)	Study	SOCWA staff is integrating the Lee & Ro data with the Regional Treatment Plant Ten Year Plan.
3761-000	External Lighting Upgrade (2017)	Design	Lee & Ro has submitted 90% complete design drawings for SOCWA review; a review meeting with Lee & Ro was held on February 14, 2018.
3788-000	PLC Upgrade (2018)	Construction	Project underway by SOCWA Operations Dept.
3717-000	Security Fencing (2015)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.
3718-000	Access Bridge Upgrades (2015)	Construction	Part of the RTP Miscellaneous Improvements 2016 Project; this work is substantially completed.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 17(R) - REGIONAL TREATMENT PLANT CAPITAL PROJECTS
 ('17/'18)

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECT SOLIDS			
3720-000	Digester Dome Recoating (2014)	Construction	Pacific Hydrotech has substantially completed this work.
1478	Underground Piping Upgrade (2006)	Construction	Pacific Hydrotech has substantially completed this work.
3722-000	Co-Generation System Retrofit (2008)	Construction	Commissioning test with SCE was completed on March 16, 2018.
3790-000	Solids Area Upgrade Design (2018)	Design	This project has been awarded to Lee & Ro.
3723-000	Recoat Top of Digesters (2016)	Construction	Pacific Hydrotech has substantially completed the recoating work.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 21 - EFFLUENT TRANSMISSION MAIN CAPITAL PROJECTS
 ('17/'18)

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECTS			
3601-000	Reach B/C Techite Pipeline Replacement Concept Update (Reach B/C)	Study	Review comments on the draft Technical Memorandum have been submitted to Tetra Tech.
3181-000	Air Vacuum Release Valve Replacement Reach D (2018)	Construction	Evaluating valve size prior to procurement.
3182-000	Air Vacuum Release Valve Replacement Reach E (2018)	Construction	Evaluating valve size prior to procurement.
4004-000	Trail Bridge Creek Crossing Protection (Reach D)	Design	Notice to proceed has been issued to Tetra Tech for project design and permitting.

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 24 - ALISO CREEK OCEAN OUTFALL CAPITAL PROJECTS
 ('17/'18)

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECTS			
3480-000	Internal Seal Replacement (2018)	Design	SOCWA staff is awaiting a design proposal from Black & Veatch.
4004-000	Emergency Plan Development (2016) (NCP)	Study	A review meeting was conducted with Black & Veatch on February 27, 2018.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 2(R) - JB LATHAM TREATMENT PLANT CAPITAL PROJECTS**

Task Code	Description	Fiscal Year 17/18				Fiscal Year 18/19			
		3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
FACILITY IMPROVEMENTS PACKAGE B									
3213-000	Water System Piping Improvements (2014)	D	D	D	B&A	C	C	C	C
3214-000	4MGD Diversion Flow Meter & Control Structure (2012)	D	D	D	B&A	C	C	C	C
3202-000	Preliminary and Primary Treatment Improvements (Package "B") (2016)	D	D	D	B&A	C	C	C	C
3285-000	Main Plant Drain Line Reconstruction (2018)	D	D	D	B&A	C	C	C	C
3280-000	Facility Improvements B - Basin Upgrades (2018)	D	D	D	B&A	C	C	C	C
3287-000	Facility Improvements B - DAFT (2018)	D	D	D	B&A	C	C	C	C
3212-000	East Primary Influent Channel Repair (2015)	D	D	D	B&A	C	C	C	C
3218-000	Energy Building Roof Reconstruction (2015)	D	D	D	B&A	C	C	C	C
3216-000	Hoist System for Maintenance Shop (2013)	D	D	D	B&A	C	C	C	C
3253-000	Effluent System Valve Replacement (2017)		D	D	B&A	C	C	C	C
3210-000	Facility Improvements - Solids Area (2015)	D	D	D	B&A	C	C	C	C

INDEPENDENT PROJECTS

3250-000	Plant 1 Grit Basin Improvements (2017)	B&A	C	C	C	C	C	C	C
3287-000	Facility Improvements - Digester 4 Imps. (2018)		D	B&A	C	C	C	C	C
3286-000	PLC Upgrades (2018)	C	C						
4001-000	Plant Drain System Study (2017) (NCP)		P	P					

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PRC**

Task Code	Description	Fiscal Year 17/18				Fiscal Year 18/19			
		3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
MISCELLANEOUS IMPROVEMENTS 2017									
3507-000	East Primary Influent Gates (2015)	C							
3508-000	Grit System Knife Gate Valve Replacement (2015)	C							
3510-000	Grating Rebate and Concrete Repair Between Aeration Basins and Primary Basins (2016)	C							
3512-000	Grating Rebate and Concrete Repair Between HW Building and Primary Basins (2016)	C							
3550-000	Export Sludge Pump Addition (2017)	C							
3554-000	Odor Scrubber Bleach Tank Replacement (2017)	C							
3503-000	Scrubber Upgrade (2013)	C							
3562-000	AWT Applied Water Pump Replacement (2017)	C							
3517-000	AWT Backwash Water Pump Replacement (2016)	C							
FACILITY IMPROVEMENTS PACKAGE									
3504-000	Aeration System Modification Design (2015)	D	D	D	B&A	C	C	C	C
3592-000	Facility Improvements Project Design (2018)	D	D	D	B&A	C	C	C	C
3509-000	Switchgear Replacement Design (2016)	D	D	D	B&A	C	C	C	C
3514-000	CTP Facility Upgrade Design (2016)	D	D	D	B&A	C	C	C	C

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PRC**

Task Code	Description	Fiscal Year 17/18				Fiscal Year 18/19			
		3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
MISCELLANEOUS IMPROVEMENTS 2018									
3593-000	Primary Sludge Valve Replacement (2018)	D	B&A	C	C	C	C	C	C
3597-000	MCC-A Replacement (2018)	D	B&A	C	C	C	C	C	C
3596-000	Applied Water VFD Pump Panel and Electrical (2018)	D	B&A	C	C	C	C	C	C
EXPORT SLUDGE SYSTEM REPLACEMENT									
1367	Export Sludge Line Repair & Rip Rap (R - 2) (2012)	ENV	ENV	B&A	C	C	C	C	C
3534-000	Export Sludge System (1997)	ENV	ENV	B&A	C	C	C	C	C
INDEPENDENT PROJECTS									
3594-000	PLC Replacement (2018)	C	C						
3553-000	Plant Drainage Improvements (2017)	B&A	C						

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 17(R) - REGIONAL TREATMENT PLANT CAPITAL PROJECTS**

Task Code	Description	Fiscal Year 17/18		Fiscal Year 18/19			
		3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
MISCELLANEOUS IMPROVEMENTS 2016							
3707-000	Influent Manholes 1 and 2 and Sewer Repair (2016)						
3708-000	Influent Junction Structure Gate Replacement (2016)						
3710-000	AWT Water Quality Instrumentation (2016)						
3712-000	Grit Basin Drop Gate and Weir Replacement (2016)						
3717-000	Security Fencing (2015)						
3718-000	Access Bridge Upgrades (2015)						
3723-000	Recoat Top of Digesters (2016)						

MISCELLANEOUS IMPROVEMENTS 2017							
3701-000	Secondary Electrical System Rerouting (2014)	D	B&A	C	C	C	C
3702-000	Waste Activated Sludge VFD Control Panel (2013)	D	B&A	C	C	C	C
3730-000	Primary Gallery Upgrade (2014)	D	B&A	C	C	C	C
3781-000	Primary Scum Skimmer Replacement (2018)	D	B&A	C	C	C	C
3784-000	DAF (Mannich) Polymer System Replacement (2018)	D	B&A	C	C	C	C
3785-000	DAF Dissolution Tank System Replacement (2018)	D	B&A	C	C	C	C
3786-000	Primary Gallery Mechanical and Electrical Upgrade (2018)	D	B&A	C	C	C	C
3761-000	External Lighting Upgrade (2017)	D	B&A	C	C	C	C

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 17(R) - REGIONAL TREATMENT PLANT CAPITAL PROJECTS**

Task Code	Description	Fiscal Year 17/18				Fiscal Year 18/19			
		3rd Qtr	4th Qtr	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
COGENERATION AND SWITCHGEAR UPGRADE									
3715-000	Switchgear Upgrade (2006)	C							
3720-000	Digester Dome Recoating (2014)								
1478	Underground Piping Upgrade (2006)								
3722-000	Co-Generation System Retrofit (2008)	C							
MISCELLANEOUS IMPROVEMENTS 2018									
3787-000	Aeration Area Upgrade Design (2018)	D	D	B&A	C	C	C	C	C
3790-000	Solids Area Upgrade Design (2018)	D	D	B&A	C	C	C	C	C
INDEPENDENT PROJECTS									
3704-000	Odor Control Scrubber Control Panel No. 1 (2013)								
201717RL1	Effluent Equalization Pond and Gate Condition Assessment (2017) (NCP)				CA	CA	CA	CA	
201617RL5	Primary Influent Channel Condition Assessment (2016) (NCP)				CA	CA	CA	CA	
3788-000	PLC Upgrade (2018)	C	C						

Agenda Item

Budgeted: Yes
Budget amount: \$13,295,000
Line Items: PC 17 Tasks 3720-000, 3715-000, 3721-000, 3722-000, 3789-000, and 3791-000
Legal Counsel Review: No
Meeting Date: April 5, 2018

TO: Project Committee 17

FROM: Betty Burnett, General Manager

STAFF CONTACT: Brian Peck, Director of Engineering

SUBJECT: Change Order to Pacific Hydrotech Construction Contract for the Regional Treatment Plant Cogeneration and Switchgear Upgrade Project [PC17]

Recommendation

The Engineering Committee recommends that the Board of Directors approve Change Orders 21 through 28 to the construction contract with Pacific Hydrotech for the Regional Treatment Plant Cogeneration and Switchgear Upgrade Project.

Change Orders

1. Approve Change Orders 21 and 23 to the construction contract for the Switchgear Upgrade Project (PC 17, Tasks 3715-000 and 3789-000).

CO #	CO Item	Description	Change Order Price	Cumulative Change Order Amount*	Status
21	Circuit Breaker/Bucket Assemblies for MCC-B	Design Clarification No. 4 changed the layout of some of the electrical equipment resulting in added circuit breaker assemblies for MCC-B.	\$17,212.04	\$469,528.35	SOCWA Engineering Committee Recommended
23	Reroute Drain Line Away from SSG-1	The existing drain line for the second floor of the Energy Building posed a potential leakage hazard. The line was routed around SSG-1.	\$2,430.83	\$471,959.18	SOCWA Engineering Committee Recommended

2. Approve Change Orders 22 and 24 through 28 to the construction contract for the Cogeneration Upgrade Project (PC 17, Tasks 3722-000 and 3791-000).

CO #	CO Item	Description	Change Order Price	Cumulative Change Order*	Status
22	Jenbacher Bearing Replacement	Engine in place for over a year prior to start-up due to SCE delays; this situation required bearing replacement.	\$20,748.50	\$125,603.33	SOCWA Engineering Committee Recommended
24	Digester Control Building Demo	The project included the demolition of the old gas mixing system and related piping in the Digester Control Building. It was determined that the demolition could be completed more effectively after installation of a new digester gas piping system in a future project.	(\$15,984.00)	\$109,619.33	SOCWA Engineering Committee Recommended
25	Flare Bypass Piping	SOCWA is not allowed to vent digester gas to atmosphere by our AQMD permits. During the installation of the flare control valve, gas flow needed to be rerouted to allow the flare to continue to operate.	\$4,986.20	\$114,605.53	SOCWA Engineering Committee Recommended
26	Equipment Bay Ladder Removal	The Energy Building Equipment Bay had three ladders to the mezzanine. Two of the ladders were removed at the request of the SOCWA Operations Department.	\$4,352.37	\$118,957.90	SOCWA Engineering Committee Recommended

CO #	CO Item	Description	Change Order Price	Cumulative Change Order*	Status
27	Load Bank for Jenbacher Testing	The load bank allowed 90% of system tests to be completed prior to SCE Title 21 approval.	\$8,090.83	\$127,048.73	SOCWA Engineering Committee Recommended
28	Additional Gas Monitors	Jenbacher required a gas monitor above below the gas train. An additional monitor was also requested by SOCWA staff to allow safe access to the pipe chase.	\$31,240.30	\$158,289.03	SOCWA Engineering Committee Recommended

* Cumulative for specific budget task code.

Advisory Status

Reviewed and recommended by the SOCWA Engineering Committee on March 8, 2018.

Financial Status

Original Contract Amount:	\$ 8,925,217.00
Net change by previous change orders:	\$ 557,171.14
Contract amount prior to this change order:	\$ 9,482,388.14
Net increase, decrease due to this change order:	\$ 73,077.07
New contract amount, including this change order:	\$ 9,555,465.21

The overall project remains within budget. The project ledger is shown in Exhibit A. The allocation of these change order costs is shown below.

Member Agency	3722-000; 3791-000	3715-000; 3789-000	Total
	Solids	Common	
El Toro Water District	\$10,905.92	\$2,015.36	\$12,921.28
Emerald Bay Service District	\$315.26	\$64.82	\$380.08
City of Laguna Beach	\$5,995.32	\$1,231.61	\$7,226.93
Moulton Niguel Water District	\$31,430.00	\$15,346.97	\$46,776.97
South Coast Water District	\$4,787.70	\$984.11	\$5,771.81
Total	\$53,434.20	\$19,642.87	\$73,077.07

Exhibit A
Project Cost Ledger: Regional Treatment Plant
Cogeneration and Switchgear Upgrades
(Millions)

	Switchgear Upgrade	Underground Piping Relocation	Digester Recoating	Co-Generation Upgrade	Total
Budget (2016/17)	3.650	0.636	1.024	7.985	13.295
Budget Task Codes	3715-000	3721-000	3720-000	3722-000	
Actual Bid Costs-Constr.	1.930	0.156	0.316	6.520	8.922
Construction Change Orders	0.472	0.000	0.000	0.158	0.630
Previous Costs (Prior Construct and Design)	0.365	0.292	0.621	0.443	1.721
Contingency	0.135	0.148	0.057	0.386	0.726
Construction Management	0.094	0.007	0.030	0.162	0.294
Construction Management Change Order No.1	0.191	0.000	0.000	0.035	0.226
Construction Management Change Order No.2	0.124	0.000	0.000	0.124	0.248
Construction Services	0.110	0.033	0.000	0.156	0.298
Construction Services Change Order	0.080	0.000	0.000	0.000	0.080
Southern California Edison (SCE)	0.150	0.000	0.000	0.000	0.150
Total Project Costs	3.650	0.636	1.024	7.985	13.295
<u>Spending</u>					
Total Current Spending	(3.500)	(0.470)	(0.960)	(7.550)	(12.480)
Remaining Spending	(0.150)	(0.166)	(0.064)	(0.435)	(0.815)
Remaining Budget	0.150	0.166	0.064	0.435	0.815
*Grants				1.700	1.700
Net SOCWA Costs	3.650	0.636	1.024	6.285	11.595

**MINUTES OF REGULAR MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY**

Engineering Committee

February 8, 2018

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on Thursday, February 6, 2018, at 8:30 a.m. at the SOCWA Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members were present:

KEVIN BURTON	Irvine Ranch Water District
ROD WOODS	Moulton Niguel Water District
RICK SHINTAKU	South Coast Water District
DAVID SHISSLER	City of Laguna Beach
MIKE MARQUIS	City of San Juan Capistrano [arrival 8:35 a.m., exit 9:59 a.m.]
DENNIS CAFFERTY	El Toro Water District

Absent:

DON BUNTS	Santa Margarita Water District
HECTOR RUIZ	Trabuco Canyon Water District
DAVE REBENS DORF	City of San Clemente
MICHAEL DUNBAR	Emerald Bay Service District

Staff Present:

BRIAN PECK	Director of Engineering
JASON MANNING	Senior Engineer
RONI YOUNG-GRANT	Associate Engineer
JIM BURROR	Director of Operations [exit 9:53 a.m.]
BETTY BURNETT	General Manager [arrival 8:40 a.m., exit 10:10 a.m.]
JEANETTE COTINOLA	Procurement/Contracts Administrator [arrival 8:40 a.m.]
AMBER BAYLOR	Director of Environmental Compliance [exit 9:59 a.m.]

Also Present:

JESUS GARIBAY, JR.	Moulton Niguel Water District
HANNAH JOHNSON	City of Laguna Beach
STEVE DELSON	Gate 5 Energy Partners
JAMES OYLER	Genifuel

Mr. Peck called the meeting to order at 8:32 a.m. and welcomed everyone present.

Public Comments

Mr. Peck asked if members of the public desired to address the Engineering Committee or desired to reserve addressing the Engineering Committee during the meeting regarding any item on the Agenda.

No comments were received.

Review/Approval of Meeting Minutes

ACTION TAKEN:

Motion was made by Mr. Shissler and seconded by Mr. Woods to approve the September 14, 2017 and January 11, 2018 Meeting minutes. Engineering Committee Meeting minutes as submitted. Motion carried: Aye 4; Nay 0; Abstain 1; Absent 5

Michael Dunbar	Absent
Rick Shintaku	Aye
Rod Woods	Aye
Don Bunts	Absent
Mike Marquis	Absent
Dave Rebensdorf	Absent
Hector Ruiz	Absent
Dennis Cafferty	Abstain
David Shissler	Aye
Kevin Burton	Aye

Operations Report

DISCUSSION:

Mr. Burror provided a brief review of potential State of California regulatory action limiting or banning biosolids disposal in landfills.

ACTION TAKEN:

No action necessary at this time.

Consideration of Biosolids Handling Demonstration Project at SOCWA Treatment Facility (Project Committees 2 and 17)

DISCUSSION:

Mr. Peck indicated that this might be the right time to explore alternative biosolids handling technologies due to (a) potential restrictions on landfill disposal and (b) forthcoming investments in existing capital facilities. Mr. Peck reviewed the concept for a request for proposals (RFP) to biosolids technology vendors proposing a two-prong process: (a) firm develops detailed conceptual plan for implementation at a SOCWA facility (paid for by SOCWA) and (b) if needed firm performs a demonstration test at a SOCWA facility (at the firm's cost). Mr. Peck noted that the RFP would go out to firms with different types of biosolids handling technologies as a process of evaluation only. SOCWA will reach out to suitable consultants for assistance in developing the RFP, rating criteria and ratings of the biosolids technologies. SOCWA is proposing to include this item in the proposed Fiscal Year 2018/2019 budget. Mr. Peck identified a cost of \$150,000 and proposed a methodology for allocating the cost to the Project Committee 2 and 17 member agencies.

Mr. James Oyler gave a brief overview presentation regarding the Genifuel hydrothermal processing technology and current installations.

ACTION TAKEN:

No action necessary at this time.

Review of Flow Allocation Methodology for the J.B. Latham Treatment Plant (Project Committee 2)

DISCUSSION:

Ms. Baylor gave a presentation regarding the Project Committee 2 flow budget allocation methodology. Ms. Baylor reviewed the metering methodology for flows into the J. B. Latham Treatment Plant (JBLTP). Ms. Baylor presented a comparison of SOCWA metering program with periodically contracted metering by ADS Environmental in the Oso-Trabuco Sewer. Ms. Baylor presented the billing recommendations from 2017. Ms. Baylor also reviewed the potential impact of flow shifting upstream from the JBLTP. The budgeted flow for Fiscal 2017/2017 were compared with the actual flows. Ms. Baylor indicated that SOCWA would need input regarding 3A flow to the sewer, Oso influent flow, and the 1.4 mgd flow allocation. SMWD and MNWD will provide information regarding the 3A flow which might impact the allocations prior to the March Engineering Committee meeting.

ACTION TAKEN:

Project Committee 2 members to provide directions on flow allocations.

Review of Effluent Transmission Main and Aliso Creek Ocean Outfall Projects (Project Committees 21 and 24)

DISCUSSION:

Mr. Peck provided an overview of the currently budgeted projects and proposed projects for Project Committees 21 and 24.

Mr. Peck reintroduced the issues related to the Effluent Transmission Main Trail Bridge Pipe Crossing Protection project. Mr. Peck noted that a single proposal had been received from Tetra Tech. This proposal had been reviewed at the September 2017 Engineering Committee. The Project Committee (PC) 21 representatives had expressed concern regarding the high environmental survey/CEQA/resource agency permitting cost from Dudek (Tetra Tech's subconsultant). The PC 21 members had requested that SOCWA staff get a second opinion on the environmental task pricing. SOCWA staff met with Beth Martinez of Helix Environmental in Carlsbad. After reviewing the pricing and the scope Ms. Martinez noted that a proposal from Helix would not have been substantially different. However, Ms. Martinez did note that Dudek appeared to be using staff that were more experienced (e.g. higher labor rates) than might be needed for specific tasks. SOCWA staff subsequently reviewed the environmental proposal with Dudek. By rearranging staffing Dudek's fee was reduced by over \$20,000. Mr. Peck noted that SOCWA could probably obtain a second proposal for the overall project from PACE to provide a comparison with the Tetra Tech proposal. Discussion ensued. Mr. Cafferty noted that it was difficult for a second firm to propose when Tetra Tech had already successfully completed the preliminary design work. Mr. Cafferty and Mr. Burton recommended awarding the contract to Tetra Tech.

ACTION TAKEN:

The Project Committee 21 Engineering Committee members recommended an award of contract to Tetra Tech for action by the Board of Directors.

Aliso Creek Watershed Facilities Capital Improvements Budget Fiscal Year 2018/2019 Review (Project Committees 15, 17, 21 and 24)

DISCUSSION:

Mr. Peck reviewed the estimated costs for the proposed projects in the next two years. Mr. Peck noted the construction costs estimated for the Coastal Treatment Plant Facility Improvements project were conservative due to currently still in an early stage of design. Mr. Burton asked how SOCWA's billing process works. Mr. Peck stated that SOCWA bills the

member agencies on a quarterly basis based on assumptions of progress and expenditure for each of the projects. Mr. Peck indicated that there would be further opportunity for comment on the budgets for Project Committees 15, 17, 21 and 24 at the March Engineering Committee meeting.

ACTION TAKEN:

Member agency staff members are to review the proposed budget and provide comments at the next Engineering Committee meeting.

Regional Treatment Plant Co-Generation and Switchgear Construction Project Status Update (Project Committee 17)

DISCUSSION:

Mr. Manning gave an update on the status of the construction project. Mr. Manning noted that the Rule 21 manager for Southern California Edison (SCE) that was assigned to the Regional Treatment Plant Co-Generation project had departed SCE in September; SCE failed to reassign the project. SCE is now scrambling to complete the review and witness the start-up testing prior to the SGIP deadline of March 19, 2018. Mr. Manning stated that construction manager Butier Engineering had completed their contract; SOCWA staff is providing the final construction services. Mr. Manning is working with Pacific Hydrotech to complete the punch list items. Mr. Manning noted that there were approximately \$50,000 in change orders that would be brought to the next Engineering Committee meeting.

ACTION TAKEN:

No action necessary at this time.

Adjournment

There being no further business, Mr. Peck adjourned the meeting at 10:32 a.m.

I HEREBY CERTIFY that the foregoing Minutes are a true and accurate copy of the Minutes of the Regular Meeting of the South Orange County Wastewater Authority Engineering Committee of February 8, 2018, and approved by the Board of Directors of the South Orange County Wastewater Authority.

Betty Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

Agenda Item

Budgeted: Yes

Budget Amount: \$463,500.00

Line Item: PC2, Task 3250-000

Legal Counsel Review: Yes

Meeting Date: April 5, 2018

TO: Project Committee No. 2

FROM: Betty Burnett, General Manager

STAFF CONTACT: Brian Peck, Director of Engineering

SUBJECT: Construction Contract for SS Mechanical Construction for the J. B. Latham Treatment Plant 1 Grit Basin Rehabilitation Project [PC2]

Summary

This agenda item provides a recommendation for actions related to the award of a construction contract to SS Mechanical Construction for the J. B. Latham Treatment Plant (JBLTP) Plant 1 Grit Basin Rehabilitation Project.

Background

The Plant 1 Grit Basin was constructed in 1971. A rehabilitation project is proposed at the grit basin to address both safety concerns and overall deterioration of basin concrete and metals. The work includes the following items: repair of concrete repair, replacement of grating rebate, installation of a new coating system, replacement of aluminum covers and grating, rehabilitation of aeration diffuser equipment, and replacement of slide gates. The work will require periodic use of the existing bypass channel. There is a small portion of work that will require a temporary pumped bypass. The pumped bypass will be the responsibility of the contractor.

Discussion/Analysis

Bidding Process

Bidding documents were made available to the following list of contractors on January 24, 2018:

- Filanc
- Gateway Pacific
- Olsson Construction
- Pacific Hydrotech
- Pascal & Ludwig
- S.S. Mechanical
- Schuler Engineering

Five bids were received and opened on February 28, 2018. The results of these bids are summarized in Table 1. A tabulation of the bids is attached in Exhibit A. The apparent low bidder is SS Mechanical.

Table 1 - Overall Bid Prices

Contractor	Bid Price
Filanc	\$ 480,689.00
Gateway Pacific	\$ 577,396.00
Pacific Hydrotech	\$ 678,100.00
Pascal & Ludwig	\$ 533,000.00
SS Mechanical Construction	\$ 343,450.00

Review of the bids noted the very low bid by SS Mechanical in comparison to the other general contractors. This was discussed with SS Mechanical management. The contractor's manager noted that the primary reasons for the discrepancy were a lower overhead rate and past experience working in this area of the Latham Plant. SS Mechanical was confident that the project could be built at their proposed price. SOCWA staff and project designer Hazen & Sawyer recommended award of bid to SS Mechanical.

Bid and Budget Evaluation

The available budget is presented in Table 2. Contingency amount based on the low bid is presented in Table 3.

Table 2 - Project Budget and Expenditures

Work Item	Task Code	Total Budget	Expended or Committed Design and Bidding Services	Remaining Budget
Plant 1 Grit Basin Rehabilitation	3250-000	\$463,500	\$59,718	\$403,782

Table 3 - Project Bid and Contingency

Work Item	Task Code	Remaining Budget	SS Mechanical	Est. Const. Services	Contingency	
Plant 1 Grit Basin Rehabilitation	3250-000	\$403,782	\$343,450	\$30,000	\$30,332	8.8%

Advisory Committee Review

The J. B. Latham Treatment Plant 1 Project bids were reviewed by the members of the Project Committee No. 2 Engineering Committee on March 8, 2018. The Engineering Committee recommended the award of the project to SS Mechanical Construction.

Fiscal Impact

The proposed construction contract amount with SS Mechanical is \$ 343,450.00.

The project ledger for the J. B. Latham Treatment Plant Miscellaneous Improvements 2017 Project is presented in Exhibit B.

The allocation of the proposed construction cost is presented in Table 4.

Table 4 - Allocation of Proposed Project Costs

Project Committee 2 (Liquids)	Task 3250-000
Member Agency	Allocation
Moulton Niguel Water District	\$79,268.26
City of San Juan Capistrano	\$105,679.57
Santa Margarita Water District	\$59,451.20
South Coast Water District	\$99,050.98
TOTAL	\$343,450.00

Requested Action

The following actions are requested:

Approve award of construction contract to SS Mechanical at a price of \$343,450.00.

EXHIBIT A
 BID SUMMARY
 JBLTP Plant 1 Grit Basin Rehabilitation Project

	Base Bid Item A - Primary Sedimentation Basin Upgrade	Filanc	Gateway	PacHydro	Pascal & Ludwig	S&S Mechanical
1	Mobilization/Demobilization	\$72,200.00	\$30,000.00	\$155,800.00	\$15,000.00	\$13,000.00
2	Demo in Grit Basin Chamber & Channels	\$36,600.00	\$95,000.00	\$49,800.00	\$30,000.00	\$39,400.00
3	Construction of Structural Modifications	\$25,200.00	\$90,000.00	\$24,600.00	\$55,000.00	\$18,600.00
4	Procurement & Application of MIC coating system	\$48,300.00	\$76,396.00	\$65,400.00	\$71,000.00	\$58,650.00
5	Procurement & Installation of Aluminum Covers	\$36,400.00	\$32,000.00	\$39,500.00	\$38,000.00	\$33,400.00
6	Procurement & Installation of Channel Covers	\$27,000.00	\$30,000.00	\$36,500.00	\$34,000.00	\$17,700.00
7	Procurement & Installation of Air Diffusers System	\$46,200.00	\$33,000.00	\$51,400.00	\$38,000.00	\$33,400.00
8	Procurement & Installation of Slide Gates	\$44,600.00	\$36,000.00	\$47,300.00	\$52,000.00	\$39,600.00
9	Procurement, Installation & Operation of Temporary Bypass Pumping	\$114,700.00	\$95,000.00	\$121,000.00	\$114,000.00	\$63,700.00
10	Other	\$29,489.00	\$60,000.00	\$86,800.00	\$86,000.00	\$26,000.00
	TOTAL BASE BID A	\$480,689.00	\$577,396.00	\$678,100.00	\$533,000.00	\$343,450.00
	ADD/DEDUCT - List Bid Items Affected and Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EXHIBIT A
 BID SUMMARY
 STATEMENTS BY BIDDER

Suppliers	Filanc	Gateway	PacHydro	Pascal & Ludwig	S&S Mechanical
MIC Coating	Tnemec	Tnemec	HermaShield	Tnemec	Tnemec
Coarse Bubbles Air Assemblies	Sanitaire	Sanitaire	Sanitaire	Sanitaire	Sanitaire
Aluminum Flat Covers	Hallsten	Hallsten	Hallsten	Hallsten	Hallsten
Slide Gates	Whipps	Waterman	Waterman	Golden Harvest	Whipps
Temporary Bypass Pumping	Herc Rentals	Charles King	Xylem	Xylem	Charles King
Subcontractors					
	Parada Painting	Parada Painting	Parada Painting	Parada Painting	Parada Painting
		Hallsten	Hallsten	Hallsten	Hallsten
		Charles King			Charles King

Exhibit B
 Project Cost Ledger: J. B. Latham Treatment Plant
 Plant 1 Grit Basin Rehabilitation

(Millions)

	Plant 1 Grit Basin Rehabilitation
<u>Budget (2016/17)</u>	0.464
<u>Budget Task Codes</u>	PC 2 Task 3250-000
<u>Actual Bid Costs-Constr.</u>	0.343
<u>Construction Change</u>	
<u>Orders</u>	0.000
<u>Previous Costs (Prior</u>	
<u>Construct and Design)</u>	0.060
Contingency	0.030
Construction Services	0.030
Other	0.000
Total Project Costs	0.464
<u>Spending</u>	
Total Current Spending	(0.060)
Remaining Spending	(0.404)
Remaining Budget	0.404

Agenda Item

Budgeted: Yes

Budget amount: \$1,077,250.00

Line Item: PC 2 Tasks 3210-000 and 4001-000

Legal Counsel Review: No

Meeting Date: April 5, 2018

TO: Project Committee No. 2 Board of Directors

FROM: Betty Burnett, General Manager

STAFF CONTACT: Brian Peck, Director of Engineering

SUBJECT: Award of Engineering Services for the J. B. Latham Treatment Plant Miscellaneous Improvements 2018 Project [PC2]

Summary

This agenda item provides a recommendation for the award of contract to Tetra Tech for engineering services related to the J. B. Latham Treatment Plant (JBLTP) Miscellaneous Improvements 2018 project.

Background

The proposed J. B. Latham Treatment Plant (JBLTP) Miscellaneous Improvements Project involves two separate areas of work: (1) the design of an upgrade to Digester No. 4 and (2) the evaluation of the plant drainage system.

Digester No. 4 is currently out of service. SOCWA staff would like to address the following items before it is returned to service:

- Concrete repair and recoating of the inside concrete walls
- Repair and recoating of the interior of the dome
- Replacement of the seal between the digester dome and the digester walls
- Replacement of hatches on manways
- Blasting and recoating of digester dome cover
- Cleaning, blasting, repair and recoating of the draft tube
- Replacement of the gas mixing lances
- Replacement of metal piping within the digester
- Installation of a new pressure relief valve/flame arrestor assembly
- Installation of new U-type water trap
- Installation of gas discharge piping from the digester roof to top of the adjacent Control Building including dual flame arrestor assembly
- Installation of flange in dome for new radar level sensor
- Replacement of digester level bubbler piping
- Replacement of pressure transmitter for bubble system
- Installation of new radar level sensor
- Installation of new pressure transmitter on gas discharge piping
- Installation of all necessary connections to motor control center and PLC
- New side hatch manways similar to Digester No. 3
- Gas flow meter (both digesters) replacement in Digester 3/4 Control Building

- Gas Line and trap replacement in Digester 3/4 Control Building
- Disconnection and removal of boiler from Digester 3/4 Control Building – remove associated controls, power connections, piping and pad from within Building
- Repair/replacement of recirculation pump motor based in Digester 3/4 Control Building
- Gas sparger valve replacement
- Ferric chloride feed pipe removal on Digester No. 4
- Sample connection replacement on recirculation piping
- Supernatant system telescoping valves replacement
- J-tube removal from side of Digester No. 4
- Flex pipe replacement on recirculation pipe on top of Digester No. 4
- Replace motor base for recirculation pumps
- Replacement of any devices on Digester No. 4 as needed to comply with NFPA and other codes
- Connection of new and existing instrumentation on Digester No. 4 to SCADA system

The upgrade of Digester No. 4 was originally intended to be part of the Facility Improvements Package 'B' project. However, SOCWA staff and Carollo Engineers (the design firm for Package 'B') determined that it would be advantageous to complete the Digester 4 rehabilitation prior to beginning construction on Package 'B'.

The plant drainage system is a patchwork of piping that has been constructed through multiple projects since the 1960's. The general destination for the plant drainage is either the Plant 1 or Plant 2 Headworks. The diversion of drainage to Plant 2 has been periodically difficult due to the process impact of handling a high flow such as centrate on the limited flow being handled at Plant 2. A new centrate handling system is being evaluated as part of Package 'B'. The proposed project is to evaluate the condition and functionality of drainage from the following areas:

- Plant 1 Headworks
- Plant 1 Grit Basins
- Plant 1 Raw and Return Activated Sludge Wetwells
- Plant 1 Primary Influent Channel, Primary Sedimentation Basins, Primary Effluent Channel, Aeration Basins, Mixed Liquor Channel
- Plant 2 Headworks
- Plant 2 Grit Basins
- Plant 2 Raw and Return Activated Sludge Wetwells
- Plant 2 Primary Influent Channel, Primary Sedimentation Basins, Primary Effluent Channel, Aeration Basins, Mixed Liquor Channel
- Chlorine Contact Basin/Effluent Pump Station
- DAF Thickeners
- Digesters
- Energy Building Drainage (including Centrifuge Diverter Gates)
- Yard Drains
- Storm Water Drainage System

Information from this evaluation will be incorporated into the Ten-Year Plan.

Requests for Proposals

Requests for Proposals (RFP's) for engineering services were originally transmitted to the following four (4) firms:

- AECOM
- Black & Veatch
- HDR Engineering
- Tetra Tech

A single proposal was received from Tetra Tech. The remaining three firms declined to propose. SOCWA staff members requested additional proposals to allow for comparison. Additional proposals were received from Dudek and Lee & Ro. The proposals were reviewed at the SOCWA Engineering Committee meeting on March 8, 2018.

Discussion/Analysis

Comparison of Proposals

A summary of the proposals is presented in Table 1.

TABLE 1 - PROPOSAL SUMMARY

Firm	Dudek	Lee & Ro	TetraTech
Project Manager	Michael Hill	Lee Badertscher	Tom Epperson
Project Engineer	Paul Wilson	-	Cory Heggveit
Principal	Mike Metts	Dhiru Patel	Tom Epperson
Subconsultants	Moraes-Pham (Electrical and Instrumentation)	JDH Corrosion Consultants (Digester Inspection)	Harper & Associates (Coatings) C-Below (Piping Location)
No. of Drawings (Digester No. 4)	15	Not Identified	25
Labor Hours (Digester No. 4)	810	1196	554
Labor Hours (Drainage Evaluation)	252	494	220
Total Labor Hours	1070	1690	774
QA/QC	Neil Harper	Sal Calderon	Mark Bush
Project Schedule	Meets proposed schedule	Meets proposed schedule	Meets proposed schedule
Contract Issues	None	None	None
Proposal Requirement Compliance	Complied	Missing No. of Drawings	Complied

The proposed fees for each firm are as shown in Table 2.

TABLE 2 - PROPOSAL SUMMARY

	Dudek	Lee & Ro	Tetra Tech
Total Fee	\$189,440.00	\$289,000.00	\$150,000.00

The Engineering Committee for Project Committee No. 2 reviewed each of the proposals. The Engineering Committee recommended the award of the final design contract to Tetra Tech.

The scope of work for the proposed project is presented in Exhibit A.

Advisory Committee Review

Proposals for services for the J. B. Latham Treatment Plant Miscellaneous Improvements 2018 were reviewed at the Engineering Committee meeting on March 8, 2018. The Project Committee No. 2 Engineering Committee members recommended the award of contract to Tetra Tech.

Fiscal Impact

Budget Task Item 3210-000 was created for the development of facility improvements for the solids area. The fee for the design for the Digester No. 4 improvements will be charged to this line item. A separate budget line item is included in the proposed Fiscal Year 2018/2019 budget for the construction of the digester improvements. Budget Task Item 4001-000 was specifically created for the evaluation of the plant drainage system. The budget status of the task items is presented in Table 3.

TABLE 3 - BUDGET STATUS

Task	Cost Center	Budget	Expended to Date	Proposed Engineering Contract	Contingency
3210-000	Solids	\$1,000,000.00	\$292,987.69	\$100,000.00	\$607,012.31
4001-000	Common	\$77,250.00	\$17,949.00	\$50,000.00	\$9,301.00
Total		\$1,077,250.00	\$310,936.69	\$150,000.00	\$616,313.31

The allocation of the project cost to the member agencies is presented in Table 4.

TABLE 4 - ALLOCATION OF COST TO MEMBER AGENCY

Member Agency	3210-000	4001-000	Total
	Solids	Common	
Moulton Niguel Water District	\$23,080.00	\$11,185.00	\$34,265.00
City of San Juan Capistrano	\$30,770.00	\$15,225.00	\$45,995.00
Santa Margarita Water District	\$17,310.00	\$11,430.00	\$28,740.00
South Coast Water District	\$28,840.00	\$12,160.00	\$41,000.00
Total	\$100,000.00	\$50,000.00	\$150,000.00

Recommendation

The following action is recommended:

Approval of the award of the engineering services contract to TetraTech at a fee of \$150,000.00.

EXHIBIT A
SCOPE OF SERVICES

Tasks include the following:

Digester No. 4 Rehabilitation - Design

Tasks are to include the following:

- I. Progress Meetings. FIRM shall conduct monthly progress meetings at SOCWA's Dana Point Administration Building. FIRM shall prepare the agenda, the action item list and the decision log for each meeting. FIRM shall plan for a maximum of 3 progress meetings including one kickoff meeting.
- II. Document Review. FIRM shall review all planning and as-built documentation available. FIRM shall also review facility drawings and visit the field to determine the correctness of existing as-built drawings. FIRM shall review project needs with Operations and Maintenance staff.

FIRM shall note that SOCWA does not have CAD drawings for any of the as-built drawings. SOCWA can provide CAD drawings for the following: (a) aerial topography.

- III. Digester No. 4 Inspection. FIRM's shall provide a confined space entry team for access into and inspection of Digester No. 4 (bottom level only). FIRM shall provide all equipment and instruments necessary for confined space entry. FIRM shall coordinate inspection with SOCWA Operations staff and Safety Hygienist.
- IV. 35% Submittal. This submittal shall include plans, specifications and cost estimate. The plans shall include base sheets, plan views, equipment list including cut sheets. FIRM shall provide specifications in electronic form (in *.doc format) and drawings in electronic form (in *.pdf format). Note: after the 35% submittal, SOCWA and FIRM shall agree to the equipment list. SOCWA will take two weeks to review the submittal and return comments. FIRM shall prepare an implementation plan showing how work can be done while maintain the facility in service.
- V. 90% Submittal. The 90% submittal shall address all SOCWA's comments from the 35% submittal. This submittal shall also include the same elements as the 35% submittal with the completed plans, specifications and cost estimate. FIRM shall provide specifications in electronic form (in *.doc format) and drawings in electronic form (in *.pdf format). SOCWA will take two weeks to review the submittal and return comments.
- VI. 100% Submittal. The 100% submittal shall address all SOCWA's comments from the 90% submittal. This submittal shall also include the same elements as the 90% submittal with the completed plans, specifications and cost estimate. FIRM shall provide specifications in electronic form (in *.doc format) and drawings in electronic form (in *.pdf format). SOCWA will take two weeks to review the submittal and return comments.
- VII. Divisions 0 and 1. SOCWA will provide the FIRM with the listing of standard specifications Divisions 0 and 1 to be used for the project after the 35% submittals review. FIRM is responsible for preparing Section 01010, Summary of Work and Section 01014, Work Restrictions and Sequence. FIRM shall meet with SOCWA to discuss coordination of specifications sections referenced in the technical specifications. FIRM shall submit required information for review at the 90% submittal.

- VIII. Final Submittal. FIRM shall provide one set of specifications on 8-1/2 x 11 paper, one copy of the final drawings on full size (22 x 34) paper and one copy of the final drawings on 1/2 size bond paper. FIRM shall also provide specifications in electronic form (in *.doc format) and drawings in electronic form (in *.dwg and *.pdf format).

Plant Drainage – Evaluation

Tasks are to include the following:

- I. Meetings. FIRM shall orchestrate and attend kick-off meeting and one progress meeting each month at the SOCWA offices.
- II. Documentation Review. FIRM shall review facility drawings. FIRM shall visit the field to determine the correctness of existing as-built drawings. FIRM shall review project needs with Operations and Maintenance staff.

FIRM shall note that SOCWA does not have CAD drawings for any of the as-built drawings. SOCWA can provide CAD drawings for the following: aerial topography.

- III. Base Map Preparation. FIRM shall prepare tabular matrix show areas of plant, methods of drainage and drain destination. FIRM shall prepare base map showing location of all drains. Map shall also show location of all valving. FIRM shall submit base map to SOCWA in form of an AutoCAD drawing, a *.pdf drawing, and 5 hard copies printed on 24" x 36" paper.
- IV. Reconstruction Plan. FIRM shall work with SOCWA staff to develop proposed layouts for modified drainage systems. FIRM shall break down each layout into a series of proposed improvements. FIRM shall submit improvements map to SOCWA in form of an AutoCAD drawing, a *.pdf drawing, and 5 hard copies printed on 24 x 36 paper.
- V. Cost Estimate. FIRM shall develop a budgetary level cost estimate for the proposed modifications.
- VI. Technical Report. FIRM shall summarize results of Tasks II through V in a technical report. Five copies of the draft report shall be submitted to SOCWA for review and comment. The FIRM shall respond to all review comments. Ten copies of the finalized memorandum shall be submitted to SOCWA.

Agenda Item

Agenda Item No.:

Legal Counsel Review: No

Meeting Date: April 5, 2018

Project Committee: PC2

TO: Project Committee No. 2

FROM: Betty Burnett, General Manager

STAFF CONTACT: Jim Burror, Director of Operations

SUBJECT: JB Latham Treatment Plant - Budget Amendment for New Engine Startup Costs [PC2]

Summary

The startup of a new engine, and the associated support systems, to comply with SCAQMD Rule 1110.2 has been underway since May 2017. The system is now fully operational, but unanticipated costs were incurred during the startup and testing processes. This agenda item is a request for an additional \$255,000 for PC-2 funding for those costs.

Discussion/Analysis

Several line items in the budget are being requested for budget amendments. These line items include:

- Overtime Salaries-O&M
- Electricity
- Ferric Chloride
- Maintenance Equip. & Facilities (Co-Gen) 41-D

The budget amendment request for the 4 line items totals \$255,000, as described below.

Overtime

Substantial overtime has been needed to startup, troubleshoot, test and modify systems to allow the new engine and the associated systems to run automatically. New programs developed for these multiple operating scenarios includes:

- 1) Normal operation during dewatering of Biosolids (low digester gas production)
- 2) Normal operation without dewatering of Biosolids (high digester gas production)
- 3) Short-term engine off (during routine (short duration) maintenance activities)
- 4) Longer-term engine off (during multi-day repair activities)
- 5) Longer-term gas cleaning system maintenance activities (during multi-day vessel cleaning and media replacement)

Each of these scenarios required development, troubleshooting, and overnight witness testing by SOCWA staff. In addition, equipment failures discovered during the contractor's efforts to startup

the equipment and certify compliance with SCAQMD rules was supported by SOCWA staff. Most efforts required overtime due to travel constraints of the startup contractors that traveled from around the country and needed to be completed once started without breaks (around the clock). The requested budget for this line item is \$60,000.

Electricity

During startup, testing, compliance certification tuning, break in maintenance and inspections, troubleshooting, and warranty repairs the engine was off and required SOCWA to purchase electricity costs and incur demand charges. The most substantial cost incurred was for demand charges, or transmission costs, that are set based on the highest 15-minute period during the entire billing cycle. These costs can range from \$12,000 to \$22,000 each month. SOCWA staff is working with the utility company and design consultants to minimize these costs in the future. The requested budget for this line item is \$130,000.

Ferric Chloride

The new engine systems require that the Hydrogen Sulfide content of the digester gas used in the engine be controlled to below 50 ppm in the digester. This is done by adding Ferric Chloride to the wastewater treatment process. The anticipated amount of Ferric Chloride was developed during a pilot test in the design phase of the project. However, the actual amount of Ferric Chloride needed under full scale operation is higher. The budget request for additional Ferric Chloride is \$25,000.

Maintenance Equip. & Facilities (Co-Gen) 41-D

The engine gas cleaning system has an iron sponge to remove the remaining Hydrogen Sulfide in the digester gas being used in the engine. The iron sponge media had an expected life of 18 months in the engineering evaluation developed during the design phase of the project. The actual life of the media has been less than 6 months. Thus, two media changeouts will be required this Fiscal Year instead of one. The costs to remove the media is \$40,000.

Note: The cost of disposing the spent iron sponge media is still being investigated and may require additional budget. A second budget request would be submitted to the Board at a future meeting, if needed. The new media being installed in the iron sponge is a granular activated carbon that can be regenerated onsite versus disposed of to minimize future disposal issues.

Prior Related Project Committee or Board Action(s)

The budget amendment and the overall cost effectiveness of the new engine projects was reviewed by the March 2018 Engineering Committee.

Fiscal impact

The budget amendment for \$255,000 would be distributed to the member agencies as follows based on the FY17/18 Budget Allocations:

JB Latham Treatment Plant (PC2)
 Budget Amendment for New Engine Startup Costs

Line Item	Liquids	Solids	Common	Total
Overtime	\$0	\$60,000	\$0	\$60,000
Electricity	\$84,500	\$32,500	\$13,000	\$130,000
Ferric Chloride	\$0	\$25,000	\$0	\$25,000
Cogen O&M	\$0	\$40,000	\$0	\$40,000
Total	\$84,500	\$157,500	\$13,000	\$255,000

Member Agency	Liquids	Solids	Common	Total
City of San Juan Capistrano	\$23,237.25	\$37,517.19	\$4,000.16	\$64,754.60
Moulton Niguel Water District	\$16,469.55	\$24,002.48	\$3,000.57	\$43,472.60
Santa Margarita Water District	\$24,589.26	\$61,755.21	\$2,248.85	\$88,593.31
South Coast Water District	\$20,203.94	\$34,225.13	\$3,750.42	\$58,179.49
Total	\$84,500.00	\$157,500.00	\$13,000.00	\$255,000.00

Recommendation

Staff recommends a budget amendment for PC2 (JB Latham) for \$250,000.

Agenda Item

Budgeted: NA

Budget amount: NA

Line Item: PC 12

Legal Counsel Review: Pending

Meeting Date: April 5, 2018

TO: Board of Directors

FROM: Betty Burnett, General Manager

SUBJECT: PC 12 – Request to Withdraw Irvine Ranch Water District

Summary

Irvine Ranch Water District has provided the attached request to withdraw from PC-12. Project Committee 12 (2SO) was formed for the purposes of establishing joint recycled water facilities and has been utilized by the PC 12 members to accomplish joint permitting for the use of recycled water within Region 8 and 9. Irvine Ranch Water District has the opportunity to work with Region 8 because recently the regional boards reached a cooperative determination that Region 8 would handle the recycled water permitting for both Irvine Ranch Water District and El Toro Water District.

Pursuant to Paragraph 35 of the SOCRA JPA Agreement, which covers PC 12, a regular member may withdraw from O&M expenses where there is no related use by the following language:

Regular Members of the PC may “withdraw from the Authority (SOCRA) effective on the last day of a specified Fiscal year by giving each of the Regular Member Agencies one hundred and twenty (120) days written notice prior to the end of a Fiscal Year which Fiscal Year shall be specified in said notice; provided, however, in the event the withdrawing Regular Member Agency has any rights in any Facility, or obligations to the Authority, said member cannot sell, lease or transfer said rights or be relieved of its obligations, except its obligation to pay its share of the operation and maintenance costs directly related to the use of the Facilities,

Accordingly, SOCWA staff seeks the input of PC 12 members as to the withdraw request of Irvine Ranch Water District. The impact of withdraw is a redistribution of the FY 2017-18 costs in the amount of \$9,980 for the coming year.

The SOCRA JPA agreement is attached for reference.

Recommendation

Direct SOCWA staff as to a modification of the FY 2017-18 Budget to redistribute \$9,980 in costs to other PC 12 agencies.



March 13, 2018

Ms. Betty Burnett
General Manager
South Orange County Wastewater Authority
34156 Del Obispo Street
Dana Point, CA 92629

Re: Irvine Ranch Water District Request to Withdraw from Project Committee 12

Dear Ms. Burnett:

The Irvine Ranch Water District (IRWD) service area overlies portions of both the Santa Ana (Region 8) and San Diego (Region 9) Regional Water Quality Control Boards. IRWD has been producing and delivering recycled water within the Region 8 and Region 9 boundaries for many years. Until 2015, SOCWA administered the Region 8 master recycled water permit on behalf of IRWD. At the request of Region 8 staff, IRWD applied for and secured an individual permit for recycled water production and delivery in Region 8 relieving SOCWA of any further effort associated with the Region 8 permit. Order No. R8-2015-0024, the Region 8 recycled water discharge permit unique to IRWD, was issued directly to IRWD, effective July 2015.

SOCWA administers the Region 9 master permit (Order No. 97-52) for recycled water deliveries within the Region 9 boundary on behalf of PC 12 (formerly PC2-SO). In 2017, IRWD received an accommodation from both Region 8 and Region 9 that will allow IRWD's recycled water deliveries within the Region 9 boundary to be regulated under IRWD's new Region 8 discharge order, which is anticipated to be effective by May 2018.

IRWD has confirmed with Region 9 staff that there will be no on-going monitoring or reporting requirements on the part of SOCWA associated with the IRWD recycled water system. The IRWD recycled water system therefore contributes to no costs associated with PC 12. PC 12 neither owns nor maintains any facilities that would obligate members to on-going fixed or capital expenses, therefore, IRWD should have no continuing financial obligations to PC 12.

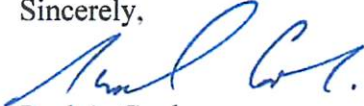
IRWD therefore is hereby notifying SOCWA of its request to withdraw from PC 12 and hereby requests SOCWA staff modify the 18/19 fiscal year budget to remove any costs allocated to IRWD associated with PC 12.

IRWD sincerely appreciates efforts of SOCWA staff over many years to facilitate the coverage of IRWD's Region 9 recycled water deliveries under SOCWA's permit.

Ms. Betty Burnett, General Manager
South Orange County Wastewater Authority
March 13, 2018
Page Two

Please contact me at (949) 453-5590 if you have any questions or require any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul A. Cook".

Paul A. Cook
General Manager

**JOINT EXERCISE OF POWERS AGREEMENT
CREATING SOUTH ORANGE COUNTY RECLAMATION AUTHORITY
Orange County, California
(SOCRA)**

THIS AGREEMENT is made and entered into as of the 5th day of September, 1991, by and between the MOULTON NIGUEL WATER DISTRICT ("MNWD"), SANTA MARGARITA WATER DISTRICT ("SMWD") and CAPISTRANO VALLEY WATER DISTRICT ("CVWD") which are a water purveyors within the San Juan and/or Aliso Valley Watershed and other watershed areas within the jurisdiction of the California Regional Water Quality Control Board, San Diego Region ("Region IX")

I.

R E C I T A L S :

A. The above-named parties own and operate or have capacity rights in wastewater treatment and/or reclamation plants under the jurisdiction of Region IX ("Reclamation Plants"), and/or utilize groundwaters or surface waters in accordance with basin plans approved by Region IX. The Reclamation Plants produce secondary treated effluent, a portion of which is reclaimed and used for irrigation and other purposes in watershed areas within Region IX ("Treated Wastewater"). The use of Treated Wastewater is subject to the requirements for individual permits from Region IX for each such use or through one permit to a responsible local agency ("Primary User Permit"). The groundwaters and surface waters are used in accordance with certain water quality objectives and beneficial use designations set forth in basin plans approved by

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AB/0501
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Region IX. The Treated Wastewater, groundwaters, surface waters and any other nonpotable water utilized by the Regular Member Agencies (as such term is hereinafter defined) shall hereinafter be referred to as "Nondomestic Water".

B. The governing body of Region IX supports and strongly encourages the establishment of a joint powers agency for the purposes of holding a single Primary User Permit for the San Juan, Aliso Valley and other watershed areas within Region IX, amending the associated basin plans in conjunction with implementation of reclaimed water plans for those areas and coordinating and regulating the use of Nondomestic Water within such areas. Such agency would perform the functions of administering compliance with all regulations, orders and permits issued from time to time relative to any Treated Wastewater now performed by Region IX, and implementing amendments to basin plans under the jurisdiction of Region IX in order to provide for uniform water quality objectives and Nondomestic Water use requirements. On _____, 1991, Region IX adopted Resolution No. _____ requesting that Orange County agencies within the San Juan Basin and Aliso Valley Watershed areas work together to develop necessary basin plan modifications and a regional reclamation plan.

C. It is the policy of the State of California to conserve and beneficially use and reuse its water resources. Region IX and the Parties hereto believe that a single local central source of

approval for use of Nondomestic Water produced either by the Reclamation Plants or through utilization of groundwaters and/or surface waters will facilitate and expedite a growing use of Nondomestic Water for feasible practical uses, including cemeteries, golf courses, parks, highway landscaped areas and industrial and irrigation uses by various public and private entities, at a reasonable cost, in lieu of using domestic water which will conserve potable water resources.

D. MNWD, SMWD and CVWD are undertaking the planning and construction of facilities for the production and utilization of Nondomestic Water from the Regional Plants and/or through other means with available groundwaters and/or surface waters, which include additional treatment, production, transmission, storage, pumping and distribution facilities.

E. The parties to this Agreement hereto have and possess one or more of the following powers:

(1) The power and authorization to acquire and construct facilities for the production, treatment, transmission, storage and distribution of Nondomestic Water for the benefit of the lands and inhabitants within their respective boundaries.

(2) The power and authorization to acquire and construct facilities to supply the inhabitants and lands within their respective boundaries with Nondomestic Water for domestic and municipal purposes, inclusive of providing for the development and conservation of water supplies.

F. Each of the parties hereto has territory within or related to the San Juan Basin and/or Aliso Valley Watershed Areas or other watershed areas within Region IX as set forth and depicted on Exhibit "A" hereto, which document is by this reference made a part hereof, including the designation thereon of the existing boundaries of other possible parties to this Agreement and the overall service area boundaries of the Southeast Regional Reclamation Authority ("SERRA"), the Aliso Water Management Agency ("AWMA") and the San Juan Basin Authority ("SJBA").

G. There is a need for coordinated regional planning of production, transmission, storage and distribution of Nondomestic Water and a coordinated effort to facilitate and expedite new and increased use of Nondomestic Water within the area set forth in Exhibit "A".

H. The authority to seek and obtain a Primary User Permit for use of Treated Wastewater and to process associated modifications to water quality objectives and beneficial use

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09/04/91 - Final

designations for groundwaters and surface waters, as necessary, for implementation of reclamation plans within the area designated in Exhibit "A" to this Agreement can best be achieved through the cooperative action of the parties to this Agreement, operating through a Joint Exercise of Powers Agency ("JPA").

I. Each of the parties is authorized to contract with each other for the joint exercise of any common power under Article I, Chapter 5, Division 7, Title 1 of the Government Code.

II.

COVENANTS

In consideration of the mutual promises and covenants herein contained, the parties hereto agree as follows:

III.

PURPOSE AND POWERS

1. Agency Created. There is hereby created a public entity to be known as the "SOUTH ORANGE COUNTY RECLAMATION AUTHORITY" (the "Authority"). The Authority is formed by this Agreement pursuant to the provisions of Article I, Chapter 5, Division 7, Title 1 of the Government Code of the State of California. The Authority shall be a public entity separate from the parties hereto.

2. Purpose of the Agreement; Common Powers to be Exercised.

Each party to the Agreement (as that term is defined hereinafter) has the common power to do the following:

(a) Plan for, acquire, construct, maintain, repair, manage, operate and control facilities for the production, transmission, storage and distribution of Nondomestic Water.

(b) Develop planning objectives and facilities as necessary to recharge groundwaters and utilize live-stream discharge opportunities.

(c) Implement waste discharge requirements and basin plan amendments, acquire National Pollutant Discharge Elimination System ("NPDES") permits and primary producer/user permits for Treated Wastewater and provide for the development and conservation of potable water relating thereto.

The purpose of this Agreement is to jointly exercise the foregoing common powers in the manner hereinafter set forth and in concurrence with all public agencies having jurisdiction over matters related to the exercise of such powers including AWMA, SERRA, SJBA, Orange County Health Department, State Department of Public Health as well as individual members and organizations

representing the local communities, thereby establishing a total Nondomestic Water management program for the area within Authority and a mechanism to interface with Region IX.

3. Powers. The Authority shall have the power in its own name to do any of the following:

(a) To exercise jointly the common powers of its Regular Member Agencies in planning and implementing a reasonable program for management and use of Nondomestic Water as practicable;

(b) To make and enter into contracts;

(c) To contract for the services of engineers, attorney, planners, financial consultants, and separate and apart therefrom to employ such other persons, as it deems necessary;

(d) To acquire, construct, manage, maintain and operate any buildings, works, or improvements;

(e) To acquire, hold and dispose of property;

(f) To incur debts, liabilities or obligations subject to limitations herein set forth;

(g) To sue and be sued in its own name;

(h) To apply and hold permits, including a Primary Producer and/or User Permit for use of Treated Wastewater;

(i) To implement basin plan amendments in conjunction with formulating a regional reclamation plan and the use of Nondomestic Water;

(j) To apply for an appropriate grant or grants under any federal, state or local programs for assistance in developing or accomplishing any of its programs or purposes herein specified; and

(k) To the extent not herein specifically provided for, to exercise any powers in the manner and according to the methods provided under the laws applicable to a California water district, Section 34000 et seq. of the California Water Code;

4. Definitions. For the purpose of this Agreement, the following words shall have the following meanings:

(a) "Agreement" means this joint exercise of powers agreement.

- (b) "Authority" means the South Orange County Reclamation Authority formed pursuant to this Agreement.
- (c) "Associate Member Agency" means any agency which becomes a member of Authority for the limited purpose set forth in Section 5(b) hereafter.
- (d) "Board" or "Board of Directors" means the governing body of the Authority.
- (e) "Regular Member Agency" means each of the parties which become a signatory to this Agreement, accepting the rights and obligations of the Authority hereunder, including any public entity executing an addendum of this Agreement as a Regular Member Agency as hereinafter provided.
- (f) "Facility" or "Facilities" means any building, works, or improvement acquired or constructed by Authority.
- (g) "Fiscal Year" means July 1st to and including the following June 30th.
- (h) "General Budget" means the approved budget applicable to the expenses of administration of the Authority.
- (i) "Participating Director" means the director representing a Participating Member Agency.

- (j) "Participating Member Agency or Agencies" means a Regular Member Agency(ies) that has or will acquire rights and assume obligations in connection with a particular Project.
- (k) "Project" means the facilities constructed by the Authority pursuant to the project budget procedure.

IV.

ORGANIZATION

5. Membership. The members of the Authority shall be each public entity which has executed or hereafter executes this Agreement either as a Regular Member Agency or as an Associate Member Agency, or any addenda, amendment or supplement thereto, and which has not, pursuant to the provisions hereof, withdrawn therefrom.

- (a) Regular Members. Any agency that executes the Agreement as a Regular Member Agency shall be a Regular Member Agency for purposes of this Agreement.
- (b) Associate Member Agencies. Associate Member Agencies shall not have any of the rights, duties or obligations set forth in this Agreement for Regular members, but may participate in the Authority meetings and affairs to the extent approved by the Regular Member Agencies as set

forth in the bylaws or by Resolution of the Board.

Associate Member Agencies shall pay a subscription for participation in the Authority at a rate approved by the Regular Member Agencies.

6. Names. The names, particular capacities, and addresses of the Regular Member Agencies and the Associate Member Agencies at any time shall be shown on Exhibit "B", attached hereto, as amended or supplemented from time to time.

7. Designation of Directors. Within thirty (30) days after the execution of this Agreement, each Regular Member Agency shall designate and appoint, by resolution of its governing body, one person to act as its director on the Board. Each Regular Member Agency shall also appoint one alternate director whose name shall be on file with the Board and who may assume all rights and duties of the absent director representing the appointing Regular Member Agency. Each director and alternate shall hold office from the first meeting of the Board after his appointment by the governing body which he represents until his successor is selected. Directors and alternates shall serve at the pleasure of the governing board of the appointing Regular Member Agency and may be removed at any time, with or without cause, in the sole discretion of said Regular Member Agency's governing board. A director or alternate may be a member of the governing board of the appointing members. A director may receive such compensation from the

Authority for his services as may from time to time be established by the Board. A director may be reimbursed for expenses incurred by such director in the conduct of the business of the Authority.

8. Principal Office. The principal office of the Authority shall be established by the Board. The Board is hereby granted full power and authority to change said principal office from one location to another in the County of Orange. Any change shall be noted by the Secretary of the Authority under this section but shall not be considered an amendment to this Agreement.

9. Meetings. The Board shall meet at the principal office of the Authority or at such other place as may be designated by the Board. The time and place of regular meetings of the Board shall be determined by resolution adopted by the Board, and a copy of such resolution shall be furnished to each party hereto. Any meeting of a project committee shall be deemed to be a meeting of the Authority and all such meetings of the Authority shall be open to all directors. Regular, adjourned and special meetings shall be called and held in the manner as provided in Chapter 9, Division 2, Title 5 of the Government Code of the State of California (commencing at Section 54950).

10. Quorum. A majority of the directors shall constitute a quorum for the purposes of the transaction of business relating to the Authority. A majority of the Participating Directors acting

on behalf of a project committee, but not less than two (2), shall constitute a quorum for the purposes of the transaction of business of the Authority on matters relating to each Project in which not all of the Regular Member Agencies are participating.

11. Powers and Limitations Thereon. All of the powers and authority of the Authority shall be exercised by the Board, subject, however, to the reserve right of the Regular Member Agencies as herein set forth. Unless otherwise provided herein, each Director or Participating Director shall be entitled to one vote, and a vote of the majority of the Board qualified to vote may adopt any motion, resolution, or order and take any other action which they deem appropriate to carry forward the objectives of the Authority or of a project committee.

12. Minutes. The Secretary of the Authority shall cause to be kept minutes of regular, adjourned regular and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each director and to each of the Regular Member Agencies hereto.

13. Rules. The Board may adopt, from time to time, such rules and regulations for the conduct of its affairs as may be required.

14. Vote or Assent of Members. The vote, assent, or approval of Regular Member Agencies in any matter requiring such vote, assent, or approval hereunder shall be evidenced by a certified copy of the resolution of the governing board of such member filed with the Authority, or a certified copy of minutes evidencing such vote, assent or approval.

15. Officers. There shall be selected from the membership of the Board a Chairman and a Vice Chairman. The Board shall appoint a Secretary who may be a Director. The Chairman, Vice Chairman, and Secretary shall hold office for a period of one year commencing July 1st of each and every Fiscal Year; provided, however, the first Chairman, Vice Chairman and Secretary appointed shall hold office from the date of appointment to June 30th of the ensuing fiscal year.

The general manager of the Authority shall be the Treasurer of the Authority, and shall be the depository and have custody of all money of the Authority from whatever source. The general manager of the Authority shall be the Auditor of the Authority and shall draw all warrants and pay demands against the Authority approved by the Board. The Treasurer and Auditor hereby designated may be changed by the consent of all Directors.

In addition, the Board shall have the power to appoint such additional officers as it deems necessary. Any officer, employee or agent of the Board may also be an officer, employee or agent of any of the Regular Member Agencies. The appointment by the Board of such a person shall be evidence that the two positions are compatible. The public officer or officers or persons who have charge of, handle, or have any access to any property of the Authority shall be bonded and the amount of their bond shall be designated in the applicable budget and thus fixed.

All of the privileges and immunities from liability, exemption from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activity of officers, agents, or employees of any of the Regular Member Agencies when performing their respective functions shall apply to them to the same degree and extent while engaged in the performance of any of the functions and other duties under this Agreement. None of the officers, agents, or employees appointed by the Board shall be deemed, by reason of their employment by the Board, to be employed by any of the Regular Member Agencies or, by reason of their employment by the Board, to be subject to any of the requirements of such members.

V.

PLANNING

16. Planning Policy. In keeping with the purpose of this Agreement, the Regular Member Agencies hereby authorize and direct the Board to undertake such studies and planning relative to the San Juan and Aliso Creek Basins, as may be necessary, to provide for the production, transmission, storage and distribution of Nondomestic Water by Authority as well for an integrated plan for use of Nondomestic Water by Authority, including any necessary amendments to Basin Plans of Region IX and the State Water Resources Central Board.

VI.

BUDGETS AND PAYMENTS

17. General Budget. Within sixty (60) days after the first meeting of the Board, a "General Budget" shall be adopted for the balance of the Fiscal Year and the ensuing Fiscal Year. The initial General Budget and each succeeding General Budget shall include the following: (a) the general administrative expenses of the Agency to be incurred during the period covered by the General Budget; and (b) the allocation among the Regular Member Agencies of the amounts necessary to cover the General Budget expenditures. The expenditures required in the initial General Budget (from formation to June 30, 1992) shall be shared equally.

If, after the initial budget, the Board provides an allocation to the Regular Member Agencies on some basis other than equal amounts, the General Budget must be approved by the unanimous consent of all of the directors. After the first full Fiscal Year, at or prior to each June meeting of the Board, a General Budget shall be adopted for the ensuing Fiscal Year.

18. Project Budgets. In addition to the General Budget, the Board may budget at any time for the study, implementation or construction of any specific Project proposed to be constructed by the Authority. Each project budget shall include the following:

- (a) the administrative expenses allocated to the Project during planning and construction;
- (b) the cost of studies and planning for the Project;
- (c) the cost of the engineering and construction of the Project;
- (d) the allocation among the Participating Member Agencies of the total Project costs;
- (e) an estimate of annual maintenance and operating expenses; and
- (f) a formula for allocating annual maintenance and operating expenses.

After the Board approves a project budget, it shall be submitted to each Regular Member Agency who has expressed a desire to participate and is to be obligated for the payment of any amount thereunder and the Authority shall not incur any expense for the Project until the project budget has been approved by the governing body of each of the proposed Participating Member Agencies. In the event a project budget is not approved, the cost of preparing the budget shall be divided among the proposed Participating Member Agencies in accordance with the proposed allocation of the total project costs.

19. Maintenance and Operation Budgets. For each Project maintained and operated by the Authority, a maintenance and operation budget shall be prepared and approved at or prior to each June meeting of the Board for the ensuing Fiscal Year. Said budget shall include the following:

- (a) the expenses of maintaining the Project;
- (b) the expenses of operating the Project;
- (c) an estimate of income from operations, if any;
- (d) the allocation of maintenance and operation expenses among the Participating Member Agencies in accordance with the formula set forth in the approved project budget.

A maintenance and operating budget must be approved by two-thirds (2/3) of the directors or by two-thirds (2/3) of the Participating Directors if the budget affects less than the entire membership. Copies of each operating budget shall be mailed to each Participating Member Agency within thirty (30) days of its adoption.

In regard to payment of expenses of the Authority, it is agreed as follows: (a) all operational costs and maintenance costs directly related to the use of the Facilities, including necessary improvements, repairs, adjustments, replacements and incidental accounting and administrative costs in connection therewith, shall be paid by each Regular Member Agency using the Facilities in proportion to their use; and (b) the maintenance costs not directly related to use of the Facilities, including necessary improvements, repairs, adjustments, replacements and extraordinary or standby maintenance, and incidental accounting and administrative costs in connection therewith, shall be paid by the Participating Member Agencies in proportion to their respective percentage share of the costs of said Facilities as herein provided. Any change of the foregoing may be made by the unanimous consent of all of the Participating Member Agencies.

20. Effect of Failure of Approval of Budget. If, after one hundred twenty (120) days from the first submission of a General Budget, the General Budget fails to attain the required vote, the

consenting directors of the Regular Member Agencies, in the case of the General Budget, or the Participating Directors, in the case of a project budget, may treat the refusal of the representative director to approve the budget as a request for a withdrawal from the Authority, in the case of failure to approve a General Budget, or as a request from withdrawal from the Project, but not from the Authority, in the case of failure to approve a project budget, by such Participating Director; the remaining Regular Member Agencies may thereafter, upon giving the non-consenting member thirty (30) days prior written notice, proceed with the adoption of a revised budget and the non-consenting member shall not be obligated for future debts of the Authority or of the Project, as the case may be, nor shall it receive any benefits therefrom. The foregoing is subject to the provisions of Section 35 hereof.

21. Expenditures for the Approved Budget. All expenditures within the designations and limitations of approved General, project or maintenance and operation budgets shall be made on the authorization of a majority of the directors for General Budget expenditures, or of a majority of the directors of the Participating Member Agencies for other expenditures. No expenditures in excess of those budgeted shall be made without the unanimous consent and approval of all of the directors representing the Regular Member Agency affected by the budget under consideration.

22. Payment of Amounts Due. Amounts required to be paid by any Regular Member Agency or Participating Member Agency, shall be due and payable forty-five (45) days after receipt of billing therefore from the Board.

23. Reimbursement of Funds. Grant funds received by the Authority from any federal, state, or local agency to pay for budgeted expenditures for which the Authority has received all or a portion of said funds from its members shall be proportionally paid to said members to reimburse the members for the funds advanced to the Authority for the construction of the Facilities for which grant money has been received.

VII.

BOND FINANCING

24. Financing Method. The Board shall have the power and authority to issue revenue bonds pursuant to Government Code Section 6540 et seq. and to the extent applicable, the Revenue Bond Law of 1941, Mello-Roos bonds pursuant to Government Code Section 53311 et seq., Certificates of Participation or similar instruments for the purposes now or hereinafter provided for in this Agreement as set forth in Section 3 hereinabove. Any election or referendum provided for in the Revenue Bond Law shall be held in the entire area of the Authority utilizing for such purposes the boundary formed from including the geographic area of

each Regular Member Agency. The herein described area shall be the area within which the election shall be held and the voters voting on the bonds shall be the resident registered voters as defined by the California Elections Code.

VIII.

PROJECT CONSTRUCTION

25. Project Member. If it is determined that a proposed Project includes participation by less than all of the Regular Member Agencies, the Participating Directors for each Project shall constitute a subcommittee of the Board referred to as the " Project Committee". All actions by a project committee shall be deemed actions of the Agency and shall be taken in the name of the Agency, provided, only the Participating Member Agencies shall have rights and obligations in said Project as herein provided.

In the event that only one Participating Member Agency desires to take action in the name of the Authority and fund and operate a Project, a project committee may be formed consisting of only one Regular Member Agency; provided, however, that all other Regular Member Agencies shall have a right to participate in any Project, and further provided that in the event a project committee is formed consisting of only one Regular Member Agency, the Board of Directors of the Authority may, by majority vote of

its members, impose conditions upon the manner of exercise of the action of this Authority by a project committee consisting of only one Regular Member Agency.

26. Acquisition and Construction of Projects. No Project shall be acquired or constructed by the Board without the unanimous consent of every Regular Member Agency, or if it is a Project of less than all of the Regular Member Agencies, consent by a simple majority of all of the Participating Member Agencies, provided, the Participating Member Agencies agree to pay all Project costs, including but not limited to the costs of all necessary permits and regulatory approvals as well as engineering and construction costs. No project committee member shall unreasonably withhold or condition its approval of a Project which will be wholly funded by other project committee members. Approval of a project budget by a simple majority of the Participating Member Agencies shall constitute consent for the acquisition and construction of the Project.

IX.

MAINTENANCE AND OPERATION OF FACILITIES

27. Maintenance and Operation of Facilities. The Board, or the project committee, as the case may be, shall determine prior to the acquisition or construction of any Project, whether or not the Authority shall maintain and/or operate such facilities. If

the Authority is to maintain and/or operate such facilities, it shall do so in an efficient and economical manner, and in a manner not detrimental to the other members. It is the intent of the parties that any Project may be maintained and operated in the name of the Agency although, as herein provided, a majority of the Participating Directors shall make all determinations of the Authority in connection therewith. If it is determined that one or more of the Regular Member Agencies shall maintain and/or operate said facilities, said members shall, by written agreement, consent thereto prior to the acquisition or construction thereof.

X.

ACCOUNTING AND AUDITS

28. Accounting Procedures. Full books and accounts shall be maintained for the Authority in accordance with practices established by, or consistent with, those utilized by the Controller of the State of California for like public entities. In particular, the Authority's Controller and Treasurer shall comply strictly with requirements of the statute governing joint powers agencies, Chapter 5, Division 7, Title 1 of the Government Code commencing at Section 6500.

29. Audit. The records and accounts of the Authority shall be audited annually by an independent certified public accountant and copies of such other reports shall be filed with the County

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Auditor, the State Controller and each Participating Member Agency within six (6) months of the end of the Fiscal Year under examination.

XI.

PROPERTY RIGHTS

30. Project Facilities. All Facilities constructed or acquired by the Authority shall be held in the name of the Authority for the benefit of the membership of the Authority in accordance with the terms of this Agreement. The cost and depreciation of all Facilities so constructed or acquired shall be charged or accrue to the Participating Member Agencies in proportion to each member's agreed percentage of capacity rights in such project Facility and shall not be charged or accrue to the account of the Authority unless agreed to in writing by said Participating Member Agencies. Capacity rights in respect to Project facilities shall be held for the benefit of the Participating Member Agencies in proportion to each such member's agreed percentage of capacity rights in such Project facility unless otherwise agreed to in writing by said Participating Member Agencies. It is the intent of the foregoing provision that the Authority shall not acquire any unallocated capacity rights in any Facility for disposal or use, except for the benefit of the Participating Member Agencies in proportion to their original percentage of capacity rights in said facility. Capacity rights

may not be sold, leased or assigned to Non-Regular Member agencies without the written consent of all Participating Member Agencies in a Project. Capacity rights may be reallocated, sold, leased or assigned to, between and among Participating Member Agencies upon approval by a simple majority of all Participating Member Agencies in a Project.

31. Distribution of Assets and Termination of Authority. To the extent that any funds (or property in lieu of funds) received from any Participating Member Agency are used for the acquisition or construction of Facilities, the same shall be allocated annually on the books of the Agency to the credit of said contributing member. Upon termination or dissolution of the Authority herein created, the Facilities and any funds in possession of the Authority at such time shall be distributed in kind or sold, and the proceeds thereof distributed to the Participating Member Agencies at the time of termination as their interests appear on the books of the Agency.

32. Liabilities. Any liability incurred by the Authority during the course of its existence shall be discharged from payments hereby agreed to be made to the Authority by each of the parties hereto in proportion to their contribution or approved participation in Facilities of the Authority for which the liability is attributable. Except as hereinabove provided, the

debts, liabilities, and obligations of the Authority shall be the debts, liabilities or obligations of the Authority alone and not of the parties to this Agreement.

XII.

FORMATION, TERM, TERMINATION, WITHDRAWAL

33. Term. The Authority shall continue until this Agreement is rescinded or terminated as herein provided.

34. Rescission or Termination. This Agreement may be rescinded and the Authority terminated by written consent of all Regular Member Agencies.

35. Withdrawal. Any Regular Member Agency may withdraw from the Authority effective on the last day of a specified Fiscal Year by giving each of the Regular Member Agencies one hundred and twenty (120) days written notice prior to the end of a Fiscal Year which Fiscal Year shall be specified in said notice; provided, however, in the event the withdrawing Regular Member Agency has any rights in any Facility, or obligations to the Authority, said member cannot sell, lease or transfer said rights or be relieved of its obligations, except its obligation to pay its share of operation and maintenance costs directly related to the use of the Facilities, without the execution of a written agreement executed by it and all Regular Member Agencies affected by such withdrawal.

The Authority may not sell, lease, transfer, or use any rights of a member who has withdrawn without first obtaining the written consent of the withdrawn Regular Member Agency. Upon termination, a withdrawn member will be treated like all other Participating Member Agencies in regard to the provisions of Section 31 hereof.

36. Admission of New Regular Member Agencies. It is recognized that public entities, other than the signatories to this Agreement, may wish to participate in the Authority. Additional public entities may become Regular Member Agencies of the Authority upon such terms and conditions as provided by the Board and the unanimous consent of each existing Regular Member Agency of the Authority, evidenced by the execution of a written addendum to this Agreement, signed by all of the Regular Member Agencies, including the additional Regular Member Agency.

A Regular Member Agency shall be obligated to pay a portion of the initial organizational expenses and costs related to the formation of the Authority which are incurred by the original Regular Member Agencies of the Authority, namely, MNWD, SMWD and CVWD, in an amount equal to the proportionate share paid by the original Regular Member Agencies, or as otherwise agreed to by the original Regular Member Agencies. All Regular Member Agencies,

including the original Regular Member Agencies shall receive a proportionate reimbursement from any new Regular Member Agencies, except as otherwise agreed to by the Regular Member Agencies.

37. Amendments. This Agreement may be amended only by the unanimous vote of all Regular Member Agencies.

38. Notice. Any notice or instrument required to be given or delivered by depositing the same in any United States Post office, registered or certified, postage prepaid, addressed to the addresses of the Regular Member Agencies as shown on Exhibit "B", shall be deemed to have been received by the party to whom the same is addressed at the expiration of seventy-two (72) hours after deposit of the same in the United States Post Office for transmission by registered or certified mail as aforesaid.

39. Date of Formation. The Authority shall exist at such time as this Agreement has been executed by any two or more of the following agencies: SMWD, MNWD or CVWD.

40. Arbitration. Any controversy or claim between any two or more parties to this Agreement, or between any such party or parties and the Authority, in respect to the Authority operations, or to any claims, disputes, demands, differences, controversies, or misunderstandings arising under, out of , or in relation to this contract, or any breach thereto, shall be submitted to and

determined by arbitration. To the extent not inconsistent herewith, the rules of the American Arbitration Association shall apply. The party desiring to initiate arbitration shall give notice of its intention to arbitrate to every other party to this Agreement and the Authority. Such notice shall designate as "respondents" such other parties as the initiating party intends to have bound by and any award made therein. Any party not so designated but which desires to join in the arbitration may, within ten (10) days of service upon it of such notice, file a response indicating its intention to join in and to be bound by the results of the arbitration, and further designating any other parties it wishes to name as a respondent. Within twenty (20) days of the service of the initial demand for arbitration, the American Arbitration Association, hereinafter referred to as "AAA" shall submit simultaneously to the initiating party and to all parties named as respondents or filing a response therein, an identical list of names of persons chosen from the AAA National Panel of Arbitrators which persons shall be, to the extent possible, persons first in the field of waster water disposal and reclamation as well as public law. Each party to the dispute shall have seven (7) days from the mailing date in which to cross off any names to which he objects, number the remaining names indicating the order of his preference, and return the list to the AAA. If a party does not return the list within the time specified, all persons named therein shall be deemed acceptable. From among the persons who have been approved on both lists, in

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accordance with the designated order of mutual preference, the AAA shall invite the acceptance of an arbitrator to serve. If the parties fail to agree upon one of the persons name, or if an acceptable arbitrator is unable to act, or if for any other reason the appointment cannot be made from the submitted list, the AAA shall have the power to make the appointment of the arbitrator from other members of the panel without the submission of any additional list.

The arbitrator shall determine the rights of the parties in accordance with the law, and the award shall be subject to review as to the arbitrator's application of the law by any court having jurisdiction thereof, whether or not any mistake of law shall appear upon the face of the award. As to all questions of facts, however, the determination of the arbitrator shall be binding upon all parties and shall be final. Any party shall be entitled to written findings of fact and conclusions of law as to all issues determined by the award. Subject to the above limitations, the award shall be binding upon all parties to the arbitration and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The arbitrator may, in his discretion, as part of the arbitration award impose upon any one party or allocate among two or more of the parties, the liability for the arbitration fees and expenses. Such allocable fees may include the initial

administration fees, fees for second and subsequent hearings, postponement fees, and overtime fees. Allocable expenses may include the expenses of producing witnesses, the cost of stenographic records, the cost of any transcripts, travel expenses of the arbitrator and tribunal administrator, the expenses of any witnesses, the costs of any proofs produced at the direct request of the arbitrator, and any other expenses relating directly to the arbitration. In the event of the failure of the arbitrator to provide for the allocation of such fees and expense, the arbitration fees shall be divided equally between the parties and the expenses shall be borne by the party incurring them.

41. Severance. If any section, subsection, sentence, or clause or phrase of this Agreement, or the application thereof, to any of the Regular Member Agencies or any other person or circumstances is for any reason held invalid, the validity of the remainder of the Agreement, or the application of such provision to the other Regular Member Agencies, or to any other persons or circumstances, shall not be affected thereby. Each of the Regular Member Agencies hereby declares that it would have entered into this Agreement, and each section, subsection, sentence, clause or phrase thereto, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases, or the application thereof, to any Regular Member Agency or any other person or circumstance be held invalid.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals by their respective officers thereunto duly authorized the day and year first hereinabove written.

SANTA MARGARITA WATER DISTRICT

BY Don D. Schone

BY Judy H. Takacs

MOULTON NIGUEL WATER DISTRICT

BY James R. Rigatto

BY Robert H. Sandino

CAPISTRANO VALLEY WATER
DISTRICT

BY Kenneth S. Frison

BY Georgina Scott

Agenda Item

Legal Counsel Review: Yes

Meeting Date: April 5, 2018

TO: Board of Directors

FROM: Betty Burnett, General Manager

SUBJECT: Resolution No. 2018-01 of the Board of Directors of SOCWA Adopting a Revised Policy for Disclosure of Public Records

Summary

The SOCWA Public Records Act Policy was last revised and updated in 2005. The recent State Audit recommended SOCWA should update its policy to address changes in State law.

Advisory Committee Review

The Policy for Disclosure of Public Records was reviewed at the March 30, 2018, Finance Committee meeting and any Finance Committee comments will be reviewed at the Board meeting.

Recommendation

Staff recommends to the Board of Directors approval of the Policy for Disclosure of Public Records.

RESOLUTION NO. 2018-01

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
ADOPTING REVISED POLICY FOR DISCLOSURE OF PUBLIC RECORDS**

WHEREAS, the South Orange County Wastewater Authority Board of Directors previously adopted a Policy "Establishing Guidelines for Accessibility of Public Records", approved June 2, 2005 by Resolution 2005-06; and

WHEREAS, the Board of Directors of the South Orange County Wastewater Authority (SOCWA) now desires to update and clarify the Policy

NOW, THEREFORE, the Board of Directors of SOCWA does hereby RESOLVE, DETERMINE AND ORDER as follows:

Section 1. Resolution 2005-06 is hereby repealed.

Section 2. The Policy for Disclosure of Public Records, attached hereto and incorporated by reference herein as Exhibit "A", is adopted and approved until valid amendment.

Section 3. The Secretary of SOCWA is directed to certify the adoption of the Policy for Disclosure of Public Records and to maintain a copy of the Policy at the principal offices of SOCWA.

ADOPTED, SIGNED and APPROVED this 5th day of April 2018.

By: _____
Chairman


(SEAL)

By: _____
Secretary

EXHIBIT "A"

Policy for Disclosure of Public Records

(attached on following pages)

 SOCWA	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
Revised: 04/___/2018	Path: I:\TNoson\Policy Procedures 2005\Accessibility of Public Records Policy.doc

**South Orange County Wastewater Authority
Policy for the Disclosure of Public Records**

1. PURPOSE OF POLICY:

The purpose of this policy is to affirm the public's right to access the public records of the South Orange County Wastewater Authority ("SOCWA" or "Authority") and to set forth the procedures to facilitate disclosure to members of the public. This Board adopted policy is developed and administered by the Authority's executive management staff and is subject to periodic revisions.

2. GENERAL POLICY

The public's right to access public records concerning the conduct of the people's business is a fundamental and necessary right. A public record shall not be withheld from disclosure unless it is exempt under applicable laws or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the public.

All public records of the Authority are available for review by the public in accordance with the California Public Records Act (the "Act") Section 6250 et seq. of the Government Code. This policy is to be interpreted consistently with any changes to the law. On an annual basis, this Policy shall be reviewed for consistency with current state laws and changes to the Policy shall be considered where advisable by Authority counsel.


3. DEFINITIONS

Authority – The South Orange County Wastewater Authority (SOCWA).

Board –the Board of Directors of SOCWA.

Computer software – software developed by SOCWA which is not itself considered to be a public record.

Consultant records – records which are the property of the Board but are in the possession of the consultants of the Board, and for the purposes of this policy, are public records if they are deemed "owned" by the Authority and are in its "constructive possession" when the terms of the agreement between the Authority and the consultant provide for such ownership and then only to the extent that they are not subject to the limitations of any applicable evidentiary privileges or exceptions to disclosure set forth in the Act.

	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
Revised: 04/___/2018	Path: I:\TNoson\Policy Procedures 2005\Accessibility of Public Records Policy.doc

Preliminary drafts - Drafts, notes, or memoranda that would not otherwise be retained in the ordinary course of business or pursuant to a policy, procedure, or practice.

Public records – any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained SOCWA agency regardless of physical form or characteristics. Govt Code § 6252(e). Records may be in another format that contains information such as video or audio recording or computer-generated data.

A public record is one that is necessary or convenient to the discharge of an official duty such as a status memorandum kept in the ordinary course of business.

Records – includes public records, writings, and may include consultant records unless the same is determined to be subject to a public records act exemption under state law.

Writings – includes any handwriting, typewriting, printing, photographing, and every other means of recording upon any form of communication or representation such as letters, words, pictures, sounds, or symbols, as well as all papers, maps, and electronic mail.

4. ACCESS TO THE AUTHORITY’S PUBLIC RECORDS

The public records of the Authority available for inspection and copying include any writing containing information relating to the conduct of the Authority’s business that is prepared, owned, used or retained by the Authority regardless of the physical form and characteristics. Electronic records (audio, video or data) are subject to inspection and copies will be made by the Authority as requested with information provided in the format retained by the Authority unless to do so could jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained.

If a request for records seeks the production of records or documents that are not in existence at the time the request is made, the Authority is not obligated to create a document in order to respond to the request.

Making a Request for Records

A party may request SOCWA to provide records in any manner that communicates the desire to inspect or obtain the record.

Requests may be made orally or in writing, either in person at the business office of the Authority, through the mail, via email or over the telephone. The request should contain a reasonable description of the records in order to expedite

S&CWA	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
Revised: 04/___/2018	Path: I:\TNoson\Policy Procedures 2005\Accessibility of Public Records Policy.doc

processing of the request. But, if the request is not clear, the Authority will seek clarification from the requestor without delay.


There is no specific form that is required to make a request for records, nor is there any language that must be used when making a request.

Identifying Records and Response to Requesting Party as to the Disclosable Nature of the Record

Public records are open to inspection at all times during regular Authority business hours. Identifiable and disclosable records that are immediately available shall be made available at the time of the request whenever possible.

For records that are not immediately available, the Authority shall assess the location of the record within the Authority's various departments and the level of investigation needed to respond to the request and provide the requesting party with an estimate of the time to response to the records request as follows:

1. Within 10 days of the request, the Authority shall indicate whether or not the record is disclosable, except as follows:
 - a. In extraordinary circumstances the response as to whether or not the record is disclosable may be issued within 14 days where: (i) there is a need to search for and collect records from facilities or off-site locations, and/or (ii) there is a need to collect and examine voluminous amounts of separate and distinct records where requested in a single request, and/or (iii) there is a need for consultation with another agency having substantial interest in determination of the request or among Authority departments having a substantial subject matter interest in the request, and/or (iv) there is a need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.
 - b. In the event of an extraordinary circumstance, the Authority shall notify the requesting party in writing as to the reason for the extension and the anticipated date of response.
2. The Authority may request additional time from the requesting party to locate and determine the disclosable nature of the record, and the requesting party may agree to provide additional time for review and determination as to whether the record is subject to disclosure. Where possible, such requests should be documented in writing to the requesting party.
3. If the request does not reasonably describe an identifiable record, the requested record does not exist, or the record is exempt from disclosure, the Authority must respond to the request indicating that determination.

 SoCWA <small>South Carolina Open Government Authority</small>	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
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Content of the Request

A public records request must reasonably describe an identifiable record(s). It must be specific and reasonably clear so that the Authority can determine what record(s) are being sought.

Authority staff will assist the public to identify records and information that may be responsive to the request or the purpose of the request, if stated. Authority assistance to requesting parties may include (i) a description of the technology or physical location where the records may exist, and (ii) suggestions for overcoming any practical basis for denying access to the records or information sought.

Steps and Timeframe for Providing Records

Upon receipt of a written or oral request for records that are disclosable and immediately available, the Authority shall make the records promptly available to the requestor. If a request for any public record is presented to an Authority employee who is not responsible for responding to the request, it must be forwarded within 24 hours from which it was received, to the Clerk of the Board, or designee who is responsible for responding to the request or to the employee's supervisor.

The Authority must respond promptly, but no later than 10 calendar days from receipt of the request to notify the requester whether record is disclosable and when it will be disclosed unless extraordinary circumstances allow for a 14-day response period. If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt. The 10-day response period starts with the first calendar day after the date of receipt. If the tenth day falls on a weekend or holiday, the next business day is considered the deadline for responding to the request.

Reasons for Non-disclosure of Records

If the Authority does not have a responsive record, has decided to withhold a public record as exempt or as otherwise allowed by state law, or determines on the advice of counsel to disclose a redacted record, the Authority will respond to the requesting party in writing wherever possible and identify by name and title each person responsible for the decision. The Authority will notify the requesting party of the exemption or basis under the Public Records Act for any decision to withhold or redact a record.

Tracking Requests and Responses

The Authority will track all requests and maintain written or electronic copies of records associated with the specific request. The records shall include the date of the request as well as the date of the response.

S&CWA <small>San Joaquin County Water Authority</small>	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
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Withholding Exempt Records from Disclosure

The Public Records Act contains approximately 76 express exemptions.

Certain categories of records may be withheld from disclosure. These include, but are not limited to:

(1) Preliminary drafts of certain documents if the public's interest in withholding clearly outweighs the public interest in disclosure;

(2) Architectural and official building plans;

(3) Attorney-client communications and attorney work product;

(4) Personnel records, medical information, or other similar records, the disclosure of which would constitute an unwarranted invasion of personal privacy, including, but not limited to, Social Security numbers, birthdates, and personal phone numbers;

(5) certain proprietary information, including trade secrets;


(6) information security records if disclosure would reveal vulnerabilities to attack or would otherwise increase the potential for an attack on the Authority's information technology system;

(7) records pertaining to pending litigation to which the Authority is a party or to claims made pursuant to the California Government Claims Act until the pending litigation or claim has been finally adjudicated or otherwise settled. The exemption only applies to documents specifically prepared by, or at the direction of, the Authority for use in existing or anticipated litigation.

(8) records protected by State or Federal law; and

(9) records where the public's interest in nondisclosure clearly outweighs the public's interest in disclosure (balancing test). However, the following records will not be withheld on the basis of the balancing test (unless otherwise within an exemption):

- Accounting records, including accounts payable and receivable, general ledger, banking and reconciliation;
- Budgets;
- Public Meeting records, including agendas, minutes, reports, and most supporting documents, but excluding closed session records;
- Staff reports, excluding those related to closed session or covered by attorney-client privilege;
- Summary statistical reports;
- Employee compensation; and
- Contracts, Agreements, and leases.

	POLICY NUMBER: Administration 1.714
Authority Policy	Title: Public Records Act
Revised: 04/___/2018	Path: I:\TNoson\Policy Procedures 2005\Accessibility of Public Records Policy.doc

5. SECURITY OF PUBLIC RECORDS

Under no circumstances will original public records of the Authority be released to the possession of the public. SOCWA reserves the right to assign sufficient security measures and/or personnel to supervise the public review of SOCWA records in order to ensure the integrity and security of the records.

6. COPY SERVICE

Copies of records will be made available by Authority personnel or to a bonded copy/duplication service, upon prior written notice and upon prepayment of the reasonable total cost of reproduction, plus any costs required by law to be collected by the Authority. The cost per black and white copy (8 ½ x 11" or 8 ½ x 14") is \$ 0.20 (U.S.) plus handling and any applicable prescribed statutory fee as specified in Section 6257 of the Public Records Act. The cost may be adjusted from time to time by resolution of the Board.

7. POLICY REVISIONS

This document will be maintained and revised by the executive management staff in consultation with the Authority's Legal Counsel on an annual basis.

7.1 Policy approval and adoption

This policy has been reviewed by the SOCWA Board of Directors and adopted by _____ on April ____, 2018.

Agenda Item

Legal Counsel Review: No

Meeting Date: April 5, 2018

TO: SOCWA Board of Directors
FROM: Betty Burnett, General Manager
SUBJECT: General Manager's Status Report

Conflict of Interest Form 700 and AB1234 Compliance

As a reminder AB1234 (Assembly Bill) requires Board members to participate in Ethics Training every two (2) years. Information regarding AB1234 is available at <https://oag.ca.gov/ethics>. SOCWA does not require AB1234 participation certificates.

Conflict of Interest Form 700's is due Monday, April 2, 2018. The County has indicated that fines of \$10 per day will be assessed for late filings. Form 700 can be filed electronically by logging on to www.southtechhosting.com/OrangeCounty/eDisclosure/.

Finance Department

PARS Pension Rate Stabilization Program (PRSP) – Section 115 Trust

Central Contra Costa Sanitary and Mesa Water District have adopted the PARS Pension Rate Stabilization Program. Please see the attached information regarding PRSP prefunding for pension contribution rate increases.

Operations & Maintenance

JB Latham Treatment Plant Awarded Treatment Plant of the Year

In addition to JB Latham Treatment Plant being awarded treatment plant of the year for the Santa Ana River Basin Section of the California Water Environment Association (CWEA), the JB Latham Treatment Plant was awarded the Plant of the Year for the CWEA. This is a peer award at the statewide level for mid-sized treatment plants. SOCWA's Ernie Leal took the initiative to complete the application process and leading the organization through the various interview processes.

A special thanks from the O&M staff goes to the Board and Committee Members for PC-2 (City of San Juan Capistrano, MNWD, SCWD, and SMWD) for their leadership and support that have led to this award.

Second draft of SB1383 regulations delayed until May 2018

The potential regulations that may lead to a ban, or limitation, of Biosolids that can go to landfills in California has been delayed by two months. SOCWA staff is tracking developments for these draft regulations very closely. SOCWA staff is also providing comments through the Southern California Association of POTW's (SCAP) and the California Association of Sanitation Agencies (CASA) on requests for additional information from the regulators as they draft the new rules.

SB1383 workshops are set for the beginning of April – This law may lead to a Biosolids ban at the landfill by 2020 to reduce fugitive greenhouse gas emissions.

Emergency Gas Line Repair at RTP

Staff has been working with contractors and engineering to bypass a failed corroded low pressure gas line at RTP. The leak was discovered by staff and a temporary hose system was setup to bypass the failed pipe was setup under and emergency procurement. The contractor supporting the temporary hose system was also retained to inspect the pipe that is within a permit required confined space that requires supplied air for entry. The inspection showed sever external corrosion on the entire pipe and it was determined that the pipe could not be repaired. Engineering is following up on the project to install a sturdier pipe system and to permanently isolate the old gas line.

The replacement of all the old gas lines is part of an upcoming capital project to remove all the underground utilities at RTP. This is because they are subject to corrosion from the soils in the area.

Engineering Department

Regional Treatment Plant Digester Gas Pipeline Failure and Replacement

The original construction of the Regional Treatment Plant in 1983 included a subterranean pipe chase surrounding the Digester Control Building. The pipe chase contains several different types of piping including the low pressure/waste burner gas pipeline (abbreviated as LSG) that conveys sludge gas from the digester to the flare and the new gas conditioning skid. In late February portions of this pipeline failed apparently from material wear due to internal corrosion. Digester gas tends to be highly corrosive due to the levels of moisture generally conveyed with the gas. The Operations staff working in conjunction with Jamison Engineering rapidly put the system back in operation utilizing hose. The hose is intended only for short term use in handling gas.

SOCWA staff secured a proposal from SS Mechanical Construction to replace the hose with approximately 270 feet of high density polyethylene (HDPE) pipeline. The cost of the work is \$63,412.00. This cost will be charged to the remaining funds for Task 3722-000 (this Project Committee 17 Solids capital budget line item is for the Co-Generation System project). Installation of the HDPE pipeline will begin on March 27, 2018.

The LSG pipeline was already the subject of a separate design project awarded to Lee & Ro. This project was intended to provide redundancy to the gas piping for the digesters. The removal from service of any of the original piping or valving for maintenance work could result in the venting of digester gas. This venting is a potential SCAQMD permit violation. The pipeline constructed in the Lee & Ro project in combination with the HDPE pipeline being installed by SS Mechanical will provide SOCWA with a greater degree of operational reliability.

Environmental Compliance

RWQCB Staff Enforcement Letter

On an annual basis, the RWQCB reviews the self-monitoring reports (SMRs) submitted by SOCWA to the RWQCB for the past year of submittals. The RWQCB will itemize the summary of violations in the Staff Enforcement Letter (SEL) and send it to the permit holder. The SEL's purpose is to memorialize the review of permit limit exceedances to the permit holder. The

SELs are not attached to monetary liabilities as the recycled water application is for landscape application and the intent of the monitoring is to make sure that nutrient levels are not adversely impacting beneficially uses of water. We inform the SOCWA Board monthly as to the permit exceedances. The report is also included in the monthly SMR submitted to the RWQCB.

The recent change to the master recycled water permit (as it relates to water quality fee structures) from Class 1A (highest threat) to Class 2B (threat could impair short-term violations of water quality objectives, cause secondary drinking water standards to be violated, or cause a nuisance) support the traditional treatment of the non-monetary penalties associated with the SEL.

Annual Reports

Environmental compliance staff completed a multitude of regulatory reports summarized in the bullet list below:

- **Annual Pre-Treatment Report:** Report contains the analytical results of POTW sampling with any pass-through incidents described, listing of significant industrial users (SOCWA has 5 SIUs) and the associated compliance status with those users, description of non-SIU (9700 non-SIUs) reduction efforts, changes to the pretreatment program, summary of the budget, summary of public participation, and a discussion of the biosolids disposal methods.
- **Annual Biosolids Report for Cal-EPA & EPA using the Net Tool:** The NPDES permits require reporting analytical data, treatment techniques, and disposal quantity for each treatment plant in the SOCWA service area in a 434-page report provided to the California Region 9 EPA. SOCWA also reports the quantity, disposal methods and analytical methods used to the EPA using the NeT reporting tool for each treatment plant.
- **Annual NPDES Reports:** The NPDES reports for each outfall contain the summary of analytical data by month for each treatment plant and the respective outfalls.
- **Annual Recycled Water Report:** This report summarizes the quality and quantity of recycled water produced in the San Juan Basin itemized by treatment plant. The quantity of recycled water used in each sub basin is also relayed in the annual report. The interactions with and site supervision of recycled water is also reported by each member agency.
- **Annual Air Emissions Reports:** The JB Latham and Regional Treatment Plants are required to summarize the emissions from all onsite equipment and activities that effect air quality in the South Coast Air Quality Basin.



Ethics Training for Local Government Officials

Government Code section 53235 requires ethics training for specified local government officials. The training can consist of self-study materials, an online course, or in-person training. The Attorney General's Office anticipates that an online training course may be developed to satisfy core curriculum requirements, but additional local training would still be necessary to address purely local issues.

Persons wishing to create a local ethics training course must consult with the Attorney General and the Fair Political Practices Commission concerning the sufficiency and accuracy of course content. (Gov. Code, § 53235, subd. (c).) In response to this requirement for consultation with the Attorney General, the following outline has been prepared to provide uniform guidance from the Office of the Attorney General regarding appropriate course content. The outline also provides links to relevant educational materials regarding ethics. Due to the demand for ethics training, it is anticipated that the Office of the Attorney General will be unable to review and comment on individual course materials. This outline provides uniform guidance, but the course preparer must be familiar with applicable law and the publications issued by the Attorney General and the Fair Political Practices Commission.

Of course, review of this outline and/or the linked materials, or completion of an ethics course, is no substitute for competent legal advice in a given situation. You should seek the advice of counsel if you have a specific legal question.

Curriculum Accuracy

For in-person training, the ethics law portion of any course should be delivered by an attorney licensed to practice law in California and knowledgeable about California's ethics laws. (For online and self-study training materials, the course should be prepared under the supervision of such an attorney.)

All course content should comply with the ethics laws contained in California's Constitution, statutes and common law. In addition, the course content should be consistent with the publications issued by the Office of the Attorney General, including, but not necessarily limited to, publications on conflicts of interest, the Brown Act and the Public Records Act. (See the "Publications" link on the Attorney General's web site.) Course content should also comply with the informational materials issued by the Fair Political Practices Commission, which are available at www.fppc.ca.gov

Course Sufficiency

Local government officials must receive training in two areas. Instruction should be provided on general ethics principles (Gov. Code, § 53235, subd. (d)), and the training must provide a brief summary of specific laws concerning conflicts of interests, perquisites of office and government transparency.

General Ethics Principles

The discussion of general ethical principles should include the manner in which values such as trustworthiness, respect, fairness and responsibility promote public trust in government. It should also include the importance of avoiding even the appearance of impropriety.

Conflicts of Interest, Perquisites of Office, Government Transparency

The training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

- (1) Laws relating to personal financial gain by public servants, including, but not limited to:
 - (A) Laws prohibiting bribery (Pen. Code, § 68).
 - (B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).
 - (C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).
 - (D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).
 - (E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).
- (2) Laws relating to claiming perquisites of office, including, but not limited to:
 - (A) Limitations on the Receipt of Gifts (Gov. Code, §§ 86203, 89503, 89506).
 - (B) Honoraria Ban (Gov. Code, § 89502).
 - (C) Misuse of Public Funds (Pen. Code, § 424; Gov. Code, § 8314; *Fair Political Practices Commission v. Suitt* (1979) 90 Cal.App.3d 125; *Stanson v. Mott* (1976) 17 Cal.3d 206).
 - (D) Prohibitions against gifts of public funds (Cal. Const., art. XVI, § 6).
 - (E) Mass mailing restrictions (Gov. Code, § 89001).

(F) Prohibitions against acceptance of free or discounted transportation by transportation companies (Cal. Const., art. XII, § 7).

(3) Government transparency laws, including, but not limited to:

(A) Economic interest disclosure under the Political Reform Act (Gov. Code, §§ 87200 et seq.).

(B) Brown Act (Gov. Code, §§ 54950 et seq.).

(C) Public Records Act (Gov. Code, §§ 6250 et seq.).

(4) Laws relating to fair processes, including, but not limited to:

(A) Common law bias prohibitions.

(B) Due process requirements.

(C) Doctrine of Incompatible Offices (Gov. Code, §§ 1099).

(D) Competitive bidding requirements for public contracts.

(E) Disqualification from participating in decisions affecting family members (anti-nepotism laws).

A self-study or online course should include testing to assess the official's retention of the information presented. (§ 53235, subd. (d).)

Both in-person and self-study training materials should refer participating local agency officials to additional resources to assure that the participating official has access to the full range of information required by these curriculum guidelines. These resources may be found on the Attorney General's webpage at www.caag.state.ca.us, the Fair Political Practices Commission webpage at www.fppc.ca.gov, and the Institute for Local Government at www.ca-ilg.org/AB1234Compliance.

Once the initial ethics training has been completed, agencies may wish to focus more intensely on specific areas of concern in subsequent training sessions and provide a more cursory review of the enumerated laws. We recognize that the two hours of mandatory training is a basic minimum, and encourage agencies to provide additional training throughout the year in order to promote ethical and transparent government at the local level.

Training Deadlines

Initial Compliance Period: Local agency officials in local agency service as of January 1, 2006 (except for officials whose term of office ends before January 1, 2007), must complete their training by December 31, 2006. For local agency officials who commence service after January 1, 2006, they must complete their training by no later than one year after their first day of service in public office.¹

Subsequent Compliance Periods: After the initial training, each official must complete a training course once in each subsequent two-year period.

Learning Objectives

The Attorney General would encourage every course preparer to assure that his or her course content will satisfy the following desirable objectives:

- (1) Alert officials to the kinds of financial interests, relationships and/or activities that may either be prohibited or trigger disclosure or disqualification obligations under ethics laws described in Government Code section 53234(d).
- (2) Advise officials to 1) avoid prohibited activities, 2) comply with disclosure, disqualification and other affirmative ethics law requirements, and 3) consult with qualified legal counsel and/or regulatory authorities regarding the specifics of any situation that may involve prohibited or required conduct.
- (3) Note that ethics laws create minimum standards for ethical conduct by public officials; the public's expectations and ethics principles are likely to create a higher standard for behavior.
- (4) Advise participants of the legal and other consequences of violating ethics laws.
- (5) Include examples of conduct scenarios that are covered by the ethics laws in question.

¹ Government Code section 53235.1(b) provides as follows:

Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency.

Proof of Participation

Government Code section 53235.2 requires local agency officials to maintain records that indicate both the dates of training and the entity that provided the training. These records are disclosable public records and must be maintained for five years after the training.

Central Contra Costa Sanitary & Mesa Water District Adopt PARS Pension Rate Stabilization Program (PRSP) — Section 115 Trust



A powerful tool to help mitigate the impacts of surging pension costs.

The PARS Pension Rate Stabilization Program (PRSP) is designed for setting aside funds (prefunding) to address future pension contribution rate increases (due to lowered discount rates and changes to amortization policies). The PRSP allows a special district to maintain local control over these assets, has the potential for greater returns than a general fund can offer, and assets can be used at any time to pay pension obligations.

Key considerations about PARS and the PRSP:

- ***Pioneer in the Field*** - PARS is a pioneer in the field of governmental employer trust programs since the early 1990's, including creating the concept of prefunding pension through a multiple employer Section 115 trust.
- ***1st Private Letter Ruling*** - PARS holds an exclusive and first of its kind Private Letter Ruling from the IRS for this concept
- ***Proven Track Record*** - PARS is an experienced, trusted administrator and consultant with an over 30 year proven track record in public agency retirement services
- ***No Startup Costs*** - No minimum annual fees; no fees charged until assets are in trust; no trading or termination fees
- ***Diversified Investing Options*** - Potential for greater returns than general fund with risk tolerance level determined by agency
- ***Dedicated Senior Portfolio Manager*** - Provides onsite reviews, assistance with investment policy and cell phone access
- ***True Historical Returns*** - Five portfolios with 1, 3, 5 and 10 year returns
- ***Growing Membership*** - Over 125 agencies have already adopted PRSP

For more information, please contact:

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