

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, May 3, 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 April 5, 2018	1
Board of Directors Meeting December 14, 2017	8
Board of Directors Meeting December 7, 2017	13
Board of Directors Meeting August 3, 2017	44

- B. Minutes of Executive Committee Meeting

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

Executive Committee Meeting April 12, 201854

C. Operations Reports55

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

Monthly Operational Report for March 201857
 SOCWA Ocean Outfall Discharges by Agency67
 Beach Ocean Monitoring Report ACOO77
 Beach Ocean monitoring Report SJCOO87
 Recycled Water Report98
 Pretreatment Report102

D. Capital Improvement Program105

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

E. Minutes of Engineering Committee Meeting(s)

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

Engineering Committee October 12, 2017120
 Engineering Committee March 8, 2018124

5. GENERAL MANAGER'S REPORT

A. Proposed SOCWA FY 2018/19 Total Operating Budget

Discussion of Open Items from April 26, 2018 SOCWA 2018/19 Budget Workshop

Update on Finance Committee Review

Budget Overview

- (i) General Fund
- (ii) Administration
- (iii) Operations, Maintenance & Capital Programs (Small Internal and Large Capital)
- (iv) Detail by Project Committee and Member Agency

Open Items

- (i) General Fund Allocation
- (ii) Administration Expenses
- (iii) O&M Training Cost Adjustments
- (iv) Budget Assumptions, CPI 3.8% COLA, PC 12 Reduced Member Participation

ACTION Discussion and Direction to Staff. Set Date for Budget Consideration for Approval.

B. Co-Gen Engine Startup Costs [PC2]

ACTION Discussion item – Employee Maintenance Cost and Capitalization

C. External Auditor Policy – Resolution No. 2018-03.....129

ACTION The Board will be requested to approve Resolution No. 2018-03 adopting the External Auditor Policy.

D. Board of Directors Nomination Committee.....139

ACTION The Chairperson will be requested to appoint a Nominating Committee for the selection of the slate of officers for Fiscal Year 2018/2019.

E. Monthly Progress Report on State Audit Recommendations.....140

ACTION The Board will be requested to receive and file the Monthly Progress Report on State Audit Recommendations.

F. General Manager’s Status Report.....143

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

- Board Questions
- Receive and file

G. Employee MOU (July 1, 2017 – June 2020) Side Letter 4 – Resolution No. 2018-02145

ACTION The Board will be requested to adopt Resolution No. 2018-02 approving Agreement No. 4 to the Memorandum of Understanding between South Orange County Wastewater Authority and SOCWA Employees Association

6. CLOSED SESSION

A. Conference with SOCWA Labor Negotiator – Closed Session

Employee MOU (July 1, 2017 – June 30, 2020), Side Letter 4, a Closed Session will be conducted in accordance with Government Code Section 54957.6.

B. Closed Session will be conducted pursuant to Government Code Section 54957 (b)(1)

Public Employee Appointment
Title: Agency General Counsel

C. Closed Session will be Conducted in accordance with Subdivision (b)(1) of Government Code Section 54956.9

Conference with Legal Counsel – BKK Working Group Claim

D. Closed Session will be conducted pursuant to Government Code Section 54957 (b)(1)

Public Employee Evaluation
Title: Clerk of the Board

7. REPORT OUT OF CLOSED SESSION

8. OTHER MATTERS

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

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 JUNE 7, 2018

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

Board of Directors

April 5, 2018

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Board of Directors was held on April 5, 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 [exit 10:10 a.m.]
FRED ADJARIAN, El Toro Water District	Alternate Director [arrival 10:10 a.m.]
MATT COLLINGS, Moulton Niguel Water District	Alternate Director
DAN FERONS, Santa Margarita Water District	Chairman
STEPHAN DOPUDJA, Trabuco Canyon Water District	Director
DAVE REBENS DORF, City of San Clemente	Director
DENNIS ERDMAN, South Coast Water District	Alternate Director

Absent:

RAY MILLER, City of San Juan Capistrano	Director
DOUG REINHART, Irvine Ranch Water District	Director
TONI ISEMAN, City of Laguna Beach	Vice Chairman

Staff present:

BETTY BURNETT	General Manager/Secretary
BRAD NEUFELD	Varner & 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/Clerk of the Board
NAYDN KIM	Accountant
ANNA SUTHERLAND	AP/Payroll Accountant
DAVID LLOYD	IT Administrator
ROSEMARY LACY	Temp-Accountant

Also present:

DONALD FROELICH	Moulton Niguel Water District
HECTOR RUIZ	Trabuco Canyon Water District

Chairman Ferons called the meeting to order at 8:30 a.m. and welcomed everyone present. Director Erdman 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.

Chairman Ferons reported that Item 6.A. JBL Tour would be moved to the beginning of the Agenda.

ACTION TAKEN

No action required.

6.A. JBL Tour

The SOCWA JBL Treatment Plant Operations & Maintenance staff provided a tour of the JBL Treatment Plant Cogen Engine facilities.

Mr. William Cassidy, SARBS Treasurer and past Awards chair, presented SOCWA JBL Operations & Maintenance Treatment Plant staff with the SARBS CWEA Plant of the Year award, as well as presented Mr. Peck with the SARBS Spotlight Award for two (2) decades of service to CWEA and the wastewater industry.

4. 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 item 4.A. Minutes of Board of Directors Meetings(s), and item 4.C. Minutes of Project Committee No. 15 Meeting(s).

Mr. Peck reported that item 4.I. Minutes of Engineering Committee Meeting(s) for February 8, 2018 would be edited to reflect Engineering Committee in the first paragraph and the date of the meeting as February 8, 2018.

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Rebensdorf to approve items 4.B., 4.D. – 4.I. under the consent calendar.

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

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

December 14, 2017

Director Collings reference page 12, item 6.E. Financial Statements and Independent Auditors Report FY Ending 6-30-17 and requested clarity regarding the receive and file action taken. Ms. Noson duly noted the request.

December 7, 2017

Director Collings referenced page 18, item 5.D.a-i) Project Committee No. 15 – Meeting Minutes and requested to clarify the Director Collings statement ‘...MNWD does not believe SOCWA has the authority to retain counsel on behalf of SOCWA...’, and he reported that MNWD does believe that SOCWA has the authority to retain counsel on behalf of SOCWA. Ms. Noson duly noted the request.

Director Collings reference page 21, and reported that the Closed Session item 7.1. did not occur. Chairman Ferons directed that the minutes include language at item 7.1. that the Closed Session did not occur.

August 3, 2017

Director Collings referenced page 35, item 6.C. MNWD July 24, 2017 – Letter to Chairman Dan Ferons and noted that the document *Survey of Capital Expense Definitions Among Public Agencies* was not attached to the August 3, 2017 minutes. Ms. Noson duly noted the referenced item.

Director Collings stated that he did not recall receiving the referenced letter as referenced in the Action Taken paragraph on page 35, item 6.C. MNWD July 24, 2017 – Letter to Chairman Dan Ferons. Ms. Burnett duly noted the referenced item.

June 14, 2017

Director Collings reported that MNWD would not support the June 14, 2017 Board of Directors Minutes because it suggests that the Project Committee No. 15 Budget was approved and MNWD did not support the Capital Improvement Program.

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Dunbar to approve items 4.A. Board Minutes: March 1, 2018, February 28, 2018, July 6, 2017, June 14, 2017, June 1, 2017 – 8:30 a.m. & 10:30 a.m., May 24, 2017 and May 4, 2017, with the notation that Director Collings entered a Nay vote for the approval of the June 14, 2017 Board of Directors Minutes; and, the Board of Directors Meeting Minutes for December 14, 2017, December 7, 2017 and August 3, 2017 will be brought back to the May 3, 2018 Board of Directors Meeting for approval.

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

4.C. Minutes of Project Committee No. 15 Meeting(s)

Motion was made by Director Dunbar and seconded by Director Erdman to receive and file item 4.C. Minutes of the Project Committee No. 15 Meeting(s).

Motion carried:	Aye 2; Nay 1; Abstain 0; Absent 1
	Director Dunbar Aye
	Director Collings Nay
	Vice Chairman Iseman Absent
	Director Erdman Aye

5. Engineering Matters

5.A. Award of Construction Contract – SS Mechanical [PC2]

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Collings to approve the award of construction contract to SS Mechanical at a price of \$343,450 for the JB Latham Treatment Plant 1 Grit Basin Rehabilitation Project.

Motion carried:	Aye 3; Nay 0; Abstain 0; Absent 1
	Director Miller Absent
	Director Collings Aye
	Chairman Ferons Aye
	Director Erdman Aye

5.B. Award of Engineering Services – TetraTech [PC2]

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Collings to approve the award of engineering services contract to TetraTech at a fee of \$150,000 for the JB Latham Treatment Plant Miscellaneous Improvements 2018 Project.

Motion carried:	Aye 3; Nay 0; Abstain 0; Absent 1
	Director Miller Absent
	Director Collings Aye
	Chairman Ferons Aye
	Director Erdman Aye

6. General Manager's Reports

6.B. Budget Amendment for new Engine Startup Costs [PC2]

ACTION TAKEN

Motion was made by Director Erdman and seconded by Director Ferons to approve budget amendment for PC2 (JB Latham) for \$250,000 with the amendment that the item is to be resubmitted on the May Board of Directors Agenda for discussion of overtime and capitalization.

Motion carried:	Aye 3; Nay 0; Abstain 0; Absent 1
	Director Miller Absent
	Director Collings Aye
	Chairman Ferons Aye
	Director Erdman Aye

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

Staff updated Board as to the written request of IRWD to no longer participate in PC12. IRWD will be excluded from costs in FY18-19 Budget.

ACTION TAKEN

No action required.

6.D. State Audit Results – Review of Cash Roll forward

Director Erdman, Finance Committee Chairman, provided Finance Committee report/comments and reported that this item was to be brought back to Finance Committee for discussion. An open discussion ensued.

Director Collings provided for reference a MNWD document titled *State Audit Recommendation for SOCWA* and distributed copies to the Board of Directors. An open discussion ensued.

ACTION TAKEN

Motion was made by Director Collings and seconded by Director Dunbar to direct staff to add to the Board Agenda a monthly compliance status report from SOCWA staff on the State Audit recommendations and discussion of next steps.

Motion carried:	Aye 7; Nay 0; Abstain 0; Absent 3
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Absent
Director Collings	Aye
Director Reinhart	Absent
Vice Chairman Iseman	Absent
Chairman Ferons	Aye
Director Erdman	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

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

ACTION TAKEN

Motion was made by Director Dunbar and seconded by Director Adjarian to approve Resolution No. 2018-01 *SOCWA Policy for Disclosure of Public Records* as amended on pages 3 & 4 with the language “an additional 14 days”.

Motion carried:	Aye 7; Nay 0; Abstain 0; Absent 3
Director Dunbar	Aye
Director Adjarian	Aye
Director Miller	Absent
Director Collings	Aye
Director Reinhart	Absent
Vice Chairman Iseman	Absent
Chairman Ferons	Aye
Director Erdman	Aye
Director Dopudja	Aye
Director Rebensdorf	Aye

6.F. Budget Update

ACTION TAKEN

Information item, no action required.

6.G. General Manager's Status Report

ACTION TAKEN

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

6.H. FY 2016-17 Use Audit

ACTION TAKEN

No action taken.

Other Matters

Chairman Ferons asked if there were any more questions or comments from the Board. None were received.

Chairman Ferons inquired the agenda calendaring of the appointment of the Board of Directors Nominating Committee. He requested the item be placed on the May 3rd Board of Directors Meeting Agenda.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 10:45 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 April 5, 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**

April 5, 2018

<u>DESCRIPTION</u>	<u>MOTION MADE BY</u>	<u>ACTION</u>
Consent Calendar	Erdman	Approved
Award of Contract SS Mechanical [PC2]	Erdman	Approved
Award of Contract TetraTech [PC2]	Erdman	Approved
Budget Amendment – New Engine Startup Costs [PC2]	Erdman	Approved
Monthly Compliance Status Report – State Audit Recommendations	Collings	Approved
Public Records Act Policy Resolution No. 2018-01	Dunbar	Approved

**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 be 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 be 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

Discussion ensued.

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, 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 Feron 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 Feron 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 Feron 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 Feron 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 Feron 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 Ferons 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 Ferons 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 Ferons 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

Note: Closed Session was not held for item 7.1.

- 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



TCWD's 2017/18 SOCWA Budget Participation Approach

Update

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

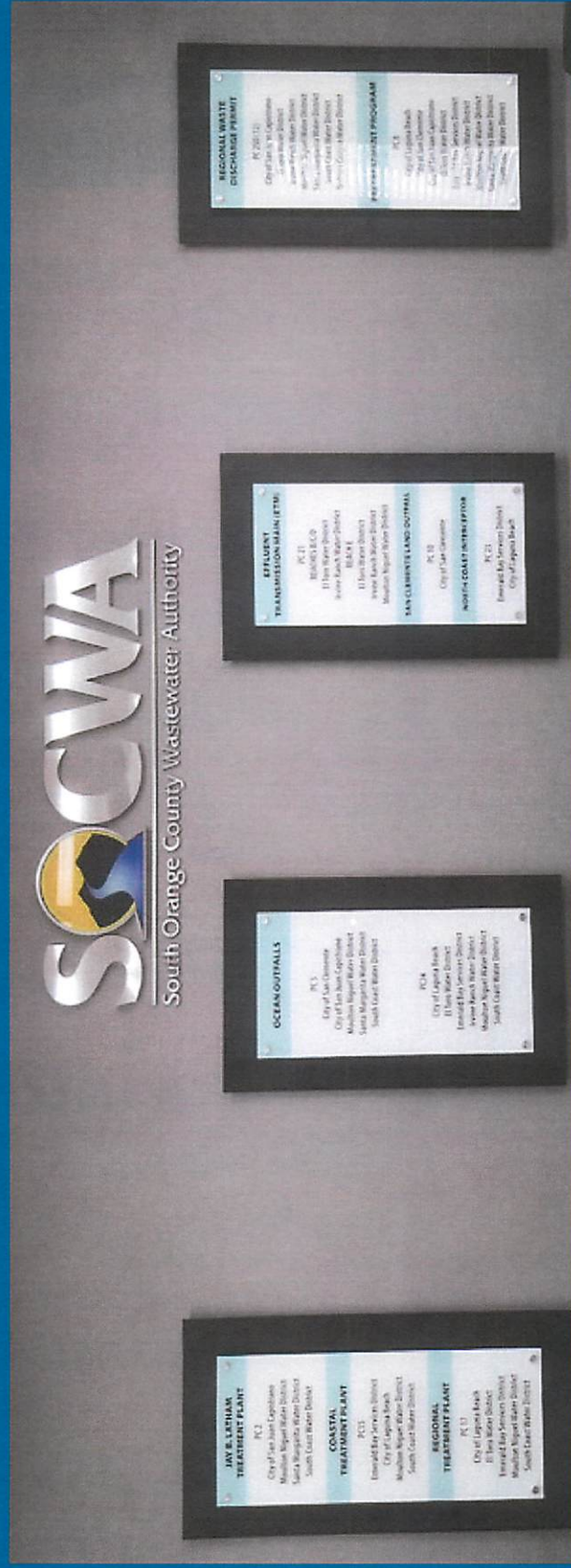
Concept

- 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	5.5%	\$6,109	5%	\$5,568	\$111,360.00
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

Project Committee Participation Approach



- Using the number of distinct agency participations within SOCWA
- 47 Total PC Participations

Project Committee Participation Approach

Agency	Project Committee Participation														Total PC's by Agency (#)	Total PC's by Agency (%)
	Permitting	Outfalls										Plants				
	PC250	PC8	PC 21 B,C & D	PC 21 E	PC 10	PC 23	PC 5	PC 24	PC 2	PC 15	PC17					
El Toro Water District		1	1	1				1						1	5	10.64%
Emerald Bay Service District		1				1								1	5	10.64%
Irvine Ranch Water District	1		1												5	10.64%
City of Laguna Beach		1				1								1	5	10.64%
Moulton Niguel Water District	1		1				1						1	8	17.02%	
City of San Clemente		1			1									3	6.38%	
City of San Juan Capistrano	1						1					1		4	8.51%	
Santa Margarita Water District	1											1		4	8.51%	
South Coast Water District	1											1	1	7	14.89%	
Trabuco Canyon Water District	1													1	2.13%	
Total by PC's (#)	6	9	2	3	1	2	5	6	4	4	5	4	5	47	100.00%	

- This matrix reflects the actual number of PC participations and percentages by agency within SOCWA

Proposed ETWD, EBSD, IRWD & COLB General Fund Based on Five 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 (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	10.64%	\$134.04	\$ 148.04
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	10.64%	\$765.96	\$ 845.96
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	10.64%	\$3,351.06	\$ 3,701.06
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	10.64%	\$8,617.02	\$ 9,517.02
Outside Services (Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	10.64%	\$193.02	\$ 213.18
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	10.64%	\$67.98	\$ 75.08
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	10.64%	\$718.09	\$ 793.09
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	10.64%	\$1,340.43	\$ 1,480.43
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	10.64%	\$10,662.13	\$ 11,775.73
GM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	10.64%	\$16,561.55	\$ 18,291.31
Finance Controller								
Total General Fund:								\$ 46,840.90

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

Proposed MNWD General Fund Based on Eight 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 (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	17.02%	\$214.47	\$ 228.47
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	17.02%	\$1,225.53	\$ 1,305.53
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	17.02%	\$5,361.70	\$ 5,711.70
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	17.02%	\$13,787.23	\$ 14,687.23
Outside Services (Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	17.02%	\$308.83	\$ 328.99
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	17.02%	\$108.77	\$ 115.87
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	17.02%	\$1,148.94	\$ 1,223.94
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	17.02%	\$2,144.68	\$ 2,284.68
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	17.02%	\$17,059.40	\$ 18,173.00
GM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	17.02%	\$26,498.48	\$ 28,228.24
Finance Controller								
Total General Fund:								\$ 72,287.66

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

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 (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	6.38%	\$80.43	\$ 94.43
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	6.38%	\$459.57	\$ 539.57
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	6.38%	\$2,010.64	\$ 2,360.64
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	6.38%	\$5,170.21	\$ 6,070.21
Outside Services (Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	6.38%	\$115.81	\$ 135.97
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	6.38%	\$40.79	\$ 47.89
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	6.38%	\$430.85	\$ 505.85
Miscellaneous	\$ 14,000.00	10.00%	\$ 1,400.00	10%	\$ 140.00	6.38%	\$804.26	\$ 944.26
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	6.38%	\$6,397.28	\$ 7,510.88
GM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	6.38%	\$9,936.93	\$ 11,666.69
Finance Controller								
Total General Fund:								\$ 29,876.39

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 (\$) ¹	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%	\$612.77	\$ 692.77
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	8.51%	\$2,680.85	\$ 3,030.85
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	8.51%	\$6,893.62	\$ 7,793.62
Outside Services (Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	8.51%	\$154.42	\$ 174.58
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	8.51%	\$54.38	\$ 61.48
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%	\$1,072.34	\$ 1,212.34
IT Allocation	\$ 111,360.00	10.00%	\$ 11,136.00	10%	\$ 1,113.60	8.51%	\$8,529.70	\$ 9,643.30
GM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	8.51%	\$13,249.24	\$ 14,979.00
Finance Controller								
Total General Fund:								\$ 38,358.64

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 (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	14.89%	\$187.66	\$ 201.66
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	14.89%	\$1,072.34	\$ 1,152.34
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	14.89%	\$4,691.49	\$ 5,041.49
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	14.89%	\$12,063.83	\$ 12,963.83
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	\$ 102.27
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	14.89%	\$1,005.32	\$ 1,080.32
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%	\$14,926.98	\$ 16,040.58
GM Payroll								
Executive Asst.	\$ 172,976.20	10.00%	\$ 17,297.62	10%	\$ 1,729.76	14.89%	\$23,186.17	\$ 24,915.93
Finance Controller								
Total General Fund:								\$ 63,805.41

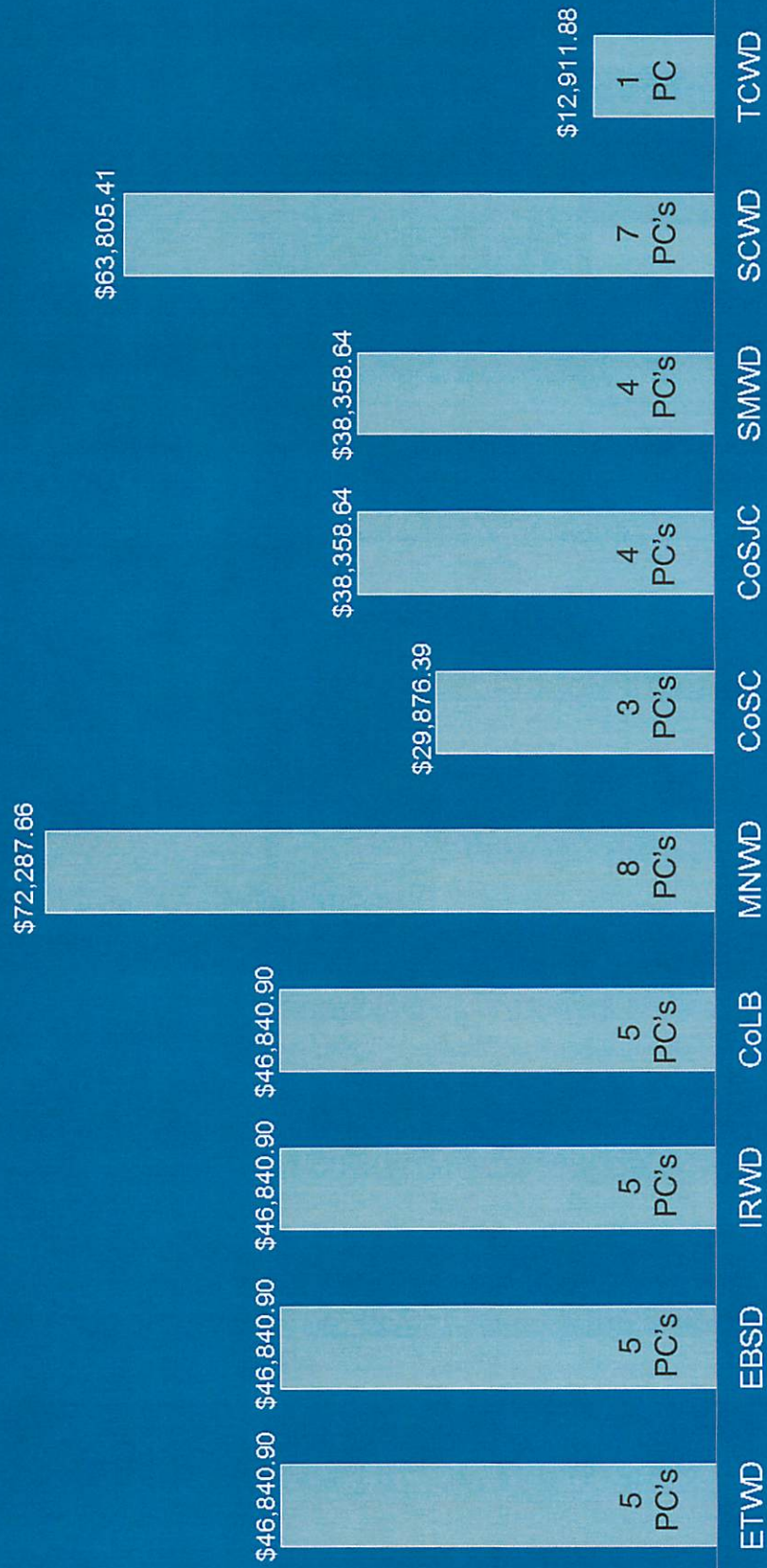
1. Applied to the remaining % of the Pre-Allocated Cost, after the General Fund Baseline %.

Proposed TCWD General Fund Based on One PC Participation

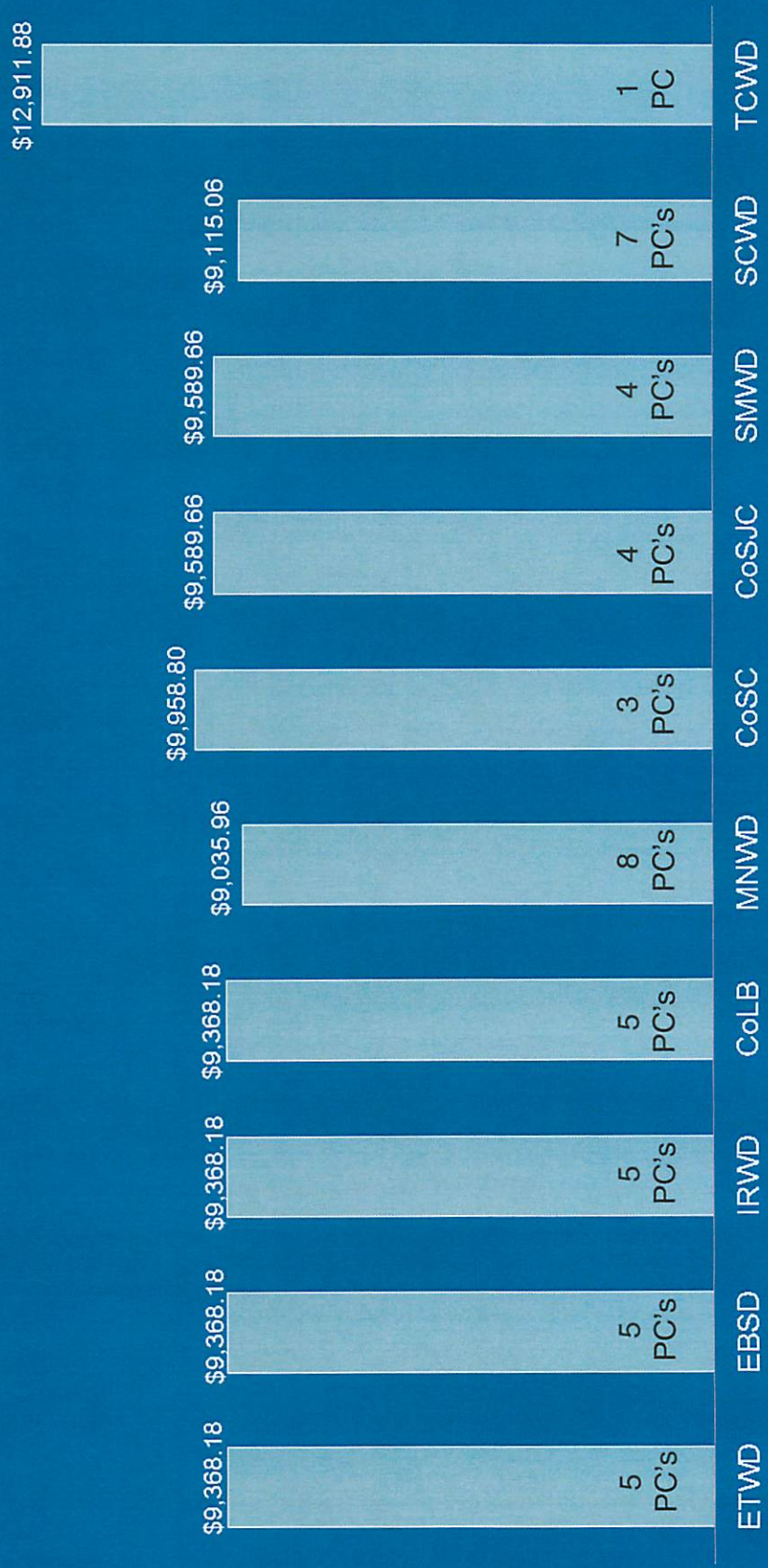
	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	2.13%	\$26.81	\$ 40.81
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	2.13%	\$153.19	\$ 233.19
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	2.13%	\$670.21	\$ 1,020.21
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	2.13%	\$1,723.40	\$ 2,623.40
Outside Services (Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	2.13%	\$38.60	\$ 58.76
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	2.13%	\$13.60	\$ 20.70
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	2.13%	\$143.62	\$ 218.62
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
GM 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 SOCWA General Fund Budgets by Agency



Proposed SOCWA General Fund Budgets per Agency's PC Participation



Project Committee Participation Approach

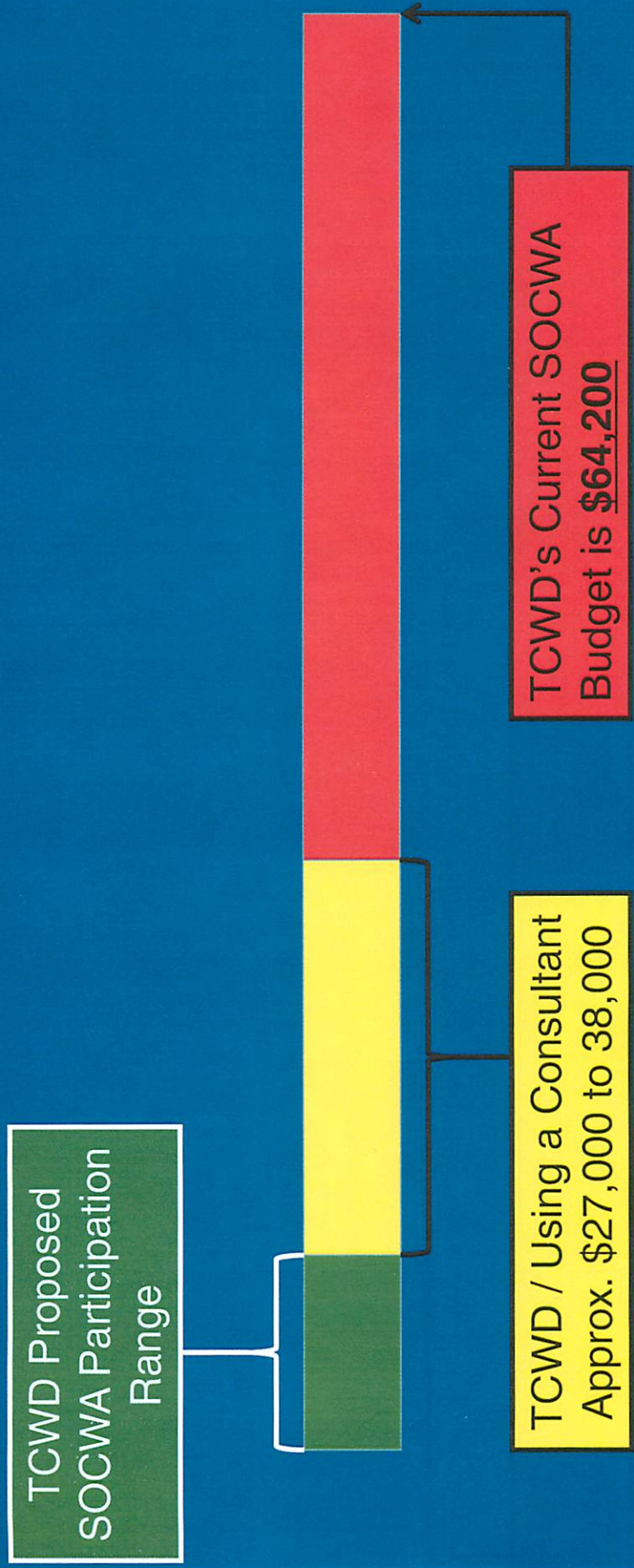
	Pre-Allocated Cost (\$)	Fixed Allocation (%)	Post-Allocated Fixed Cost (\$)	Fixed General Fund Allocation per Agency (%)	Fixed General Fund Baseline (\$)	Variable General Fund Allocation by Participation (%)	Variable General Fund by Participation (\$) ¹	Total General Fund
Public Notices	\$ 1,400.00	10.00%	\$ 140.00	10%	\$ 14.00	2.13%	\$26.81	\$ 40.81
Office Equipment	\$ 8,000.00	10.00%	\$ 800.00	10%	\$ 80.00	2.13%	\$153.19	\$ 233.19
Audit	\$ 35,000.00	10.00%	\$ 3,500.00	10%	\$ 350.00	2.13%	\$670.21	\$ 1,020.21
Legal (Admin)	\$ 90,000.00	10.00%	\$ 9,000.00	10%	\$ 900.00	2.13%	\$1,723.40	\$ 2,623.40
Outside Services								
(Records Mgt.)	\$ 2,016.00	10.00%	\$ 201.60	10%	\$ 20.16	2.13%	\$38.60	\$ 58.76
Postage	\$ 710.00	10.00%	\$ 71.00	10%	\$ 7.10	2.13%	\$13.60	\$ 20.70
Office Supplies	\$ 7,500.00	10.00%	\$ 750.00	10%	\$ 75.00	2.13%	\$143.62	\$ 218.62
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
GM 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
O&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

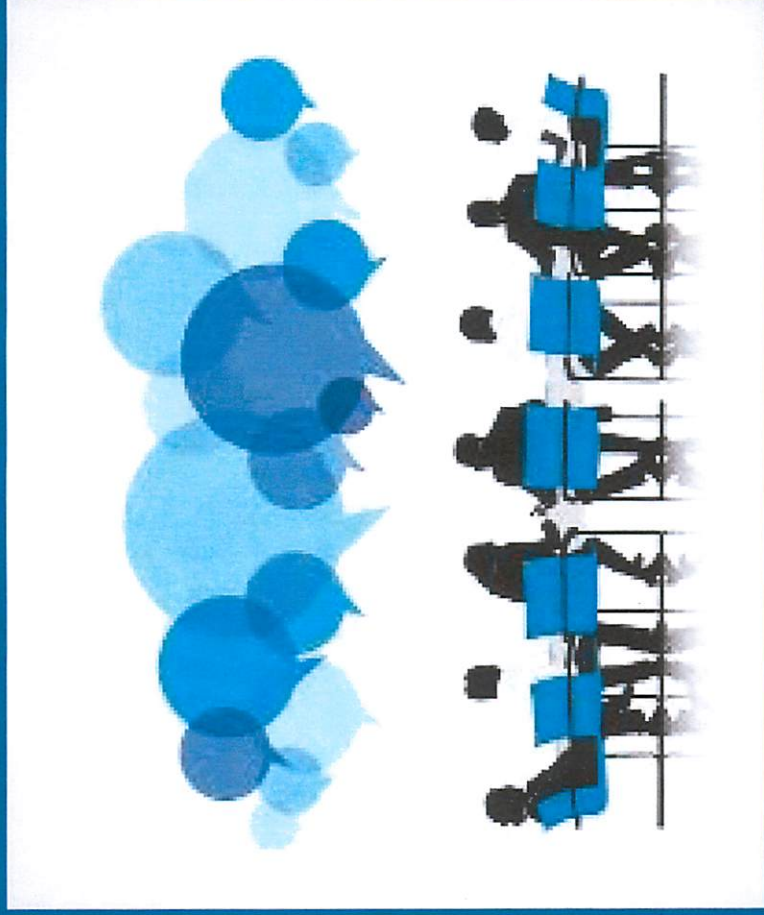
Is This Approach Reasonable?



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.

242a

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
2,964,291	258	-	111,200	188,322	7,300,406
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>

243a

**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 Ferons

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 Ferons	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 Ferons	Aye
Director Brunhart	Nay
Director Dopudja	Aye
Director Rebensdorf	Aye

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 10:15 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

Survey Of Capital Expense Definitions Among Public Agencies

August 3, 2017

The South Orange County Wastewater Authority management, in its FY 2017-18 Budget document, has attempted to add on a new glossary of terms that attempts to define capital expenses contrary to all South Orange County water and wastewater utilities, the federal government requirements for public agencies issuing tax exempt municipal debt, the California Constitution, and standard Generally Accepted Accounting Practices for local government entities in the U.S.. The following supplementary table provides a summary of the results of a survey of agencies in south Orange County and a survey of broader best government accounting practices and definitions.

SOCWA management, in its audited financial statements, defines capital expenses similar to common industry practice but has attempted to change that approach in its FY 2017-18 budget document glossary. Additional detailed references are further provided in the supporting materials.

Agency	Operating Expenses defined and accounted for separately from Capital
Emerald Bay Community Services District	Yes
City of Laguna Beach	Yes
Laguna Beach County Water District	Yes
South Coast Water District	Yes
Santa Margarita Water District	Yes
City of San Juan Capistrano	Yes
City of San Clemente	Yes
El Toro Water District	Yes
Trabuco Canyon Water District	Yes
Irvine Ranch Water District	Yes
Moulton Niguel Water District	Yes
South Orange County Wastewater Authority	No ₁

¹ Prior to the FY 2017-18 budget glossary, audited financial statements define that capital and operating expenses are defined and accounted for separately.

State and Federal Law:

Article XIII B Section 9 (d) of the California State Constitution defines capital outlays as excluded from calculation of the GANN Limit for property tax collection and includes improvements to assets (replacement and refurbishment) within the definition of capital.

The United States Internal Revenue Service defines capital for purposes of issuing tax exempt debt and includes replacement and refurbishment within that definition. Also, capital expenses are defined as being distinct from operating and maintenance expenses. Notably, operations and maintenance expenses are not eligible for tax exempt bond issuances. <https://www.irs.gov/businesses/cost-segregation-atg-chapter-6-1-uniform-capitalization>

Generally Accepted Accounting Principles & Best Practices:

The *Government Finance Officers Association ("GFOA") Governmental Accounting, Auditing, and Financial Reporting (GAAFR)* or "Blue Book" defines capital assets as "assets that are 1) used in operations and 2) have an estimated useful life in excess of one year".

The *GFOA Blue Book* also indicates that "any outlay that does no more than return a capital asset to its original condition, regardless of amount, should be classified as maintenance and repairs...At other times, governments expend resources on existing capital assets that either 1) increase their utility or 2) extend their total estimated useful life. Such improvements add new value; therefore, their costs should be capitalized".

The GFOA best practices *Incorporating the Capital Budget into the Budget Document* states that "capital projects are different from other programs adopted in the operating budget".

Supporting Materials

Emerald Bay Community Services District

http://www.ebservicedistrict.com/assets/uploads/docs/finance/2017-18_EBSD_Adopted_Budget_06.27.17.pdf
See page 15.

City of Laguna Beach

<http://www.lagunabeachcity.net/civicax/filebank/blobdload.aspx?BlobID=18053>
See page 177

Laguna Beach County Water District

<http://www.lbcwd.org/home/showdocument?id=925>

South Coast Water District

http://scwd.granicus.com/MetaViewer.php?view_id=3&clip_id=824&meta_id=59726
<https://www.scwd.org/civicax/filebank/blobdload.aspx?blobid=5674>
The budget document online skips from page 21 to 94.

Santa Margarita water District

Page 121 of the board packet from May 19, 2017 indicates that the funding sources for capital expenses are specific and not the same as operations and maintenance expenses. The specific statement in the budget is on page 134.
http://www.smwd.com/assets/downloads/meeting-agenda/2017-05-19_BDM.pdf

City of San Juan Capistrano

<http://www.sanjuancapistrano.org/Index.aspx?page=641>
See page 193.

City of San Clemente

<http://san-clemente.org/Home/ShowDocument?id=20900>
See page 3.
<http://san-clemente.org/Home/ShowDocument?id=36882>
See page 147 and page 193 includes the definition of capital which is consistent with industry best practices.

El Toro Water District

<https://etwd.com/wp-content/uploads/2017/05/Budget1718.pdf>
Page 3.

Trabuco Canyon Water District

<http://www.tcwd.ca.gov/transparency/public-meetings/-toggle-allpast>
<http://www.tcwd.ca.gov/Home/ShowDocument?id=1442>
<http://www.tcwd.ca.gov/home/showdocument?id=36>

Irvine Ranch Water District

<http://www.irwd.com/images/1617CapBudget.pdf>
http://www.irwd.com/images/pdf/6.12.17_Board_Agenda_Package.pdf

Moulton Niguel Water District

See page 16.
<https://www.mnwd.com/app/uploads/2017/04/Budget-Document-Final-Optimized.pdf>

South Orange County Wastewater Authority

SOCWA Audit for FY 15-16 defines capital differently from the FY 2017-18 budget document glossary of terms. The FY 2017-18 Budget defines the capital budget as within the operating budget within the glossary of terms.
<http://www.socwa.com/wp-content/uploads/2017/07/Approved-Budget-Book.pdf>
See Page 86-87.

**MINUTES OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
Executive Committee
April 12, 2018**

The Special Meeting of the South Orange County Wastewater Authority (SOCWA) Executive Committee Meeting was held on April 12, 2018 at 8:30 a.m. at their Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members of the Executive Committee were present:

MATT COLLINGS	Moulton Niguel Water District
DAN FERONS	Santa Margarita Water District
MIKE DUNBAR	Emerald Bay Service District

Absent:

TONI ISEMAN	City of Laguna Beach
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Staff Present:

BETTY BURNETT	General Manager/Secretary
BRAD NEUFELD	Varner & Brandt
TERI NOSON	Executive Assistant/Clerk of the Board [exit 8:34 a.m.]

Chairman Ferons called the meeting to order at 8:32 a.m. and welcomed everyone present. Director Dunbar led the Pledge of Allegiance to the Flag of the United States of America.

Public Comments

There were no public comments.

The Executive Committee entered into Closed Session at 8:33 a.m.

Closed Session

Closed Session was conducted pursuant to Government Code Section 54957 (b)(1):

Public Employee Appointment
Title: Agency General Counsel

The Executive Committee ended closed session at 9:35 a.m.

Report Out of Closed Session

There were no reportable actions out of Closed Session.

Adjournment

There being no further business, Chairman Ferons adjourned the meeting at 9:36 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 April 12, 2018, 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

Agenda Item

Meeting Date: May 3, 2018

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

A six (6) 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) Quarterly Report on Key Operational Expenses

These charts include tracking of monthly expenses for key operational expenses with estimated projections for the Fiscal Year. The key parameters that are being tracked are Electricity, Odor Control, Polymer, Biosolids, Maintenance expenses (not including SOCWA staff labor), small capital purchases and safety.

4) Beach Ocean Monitoring Report

5) Recycled Water Report

6) Pretreatment Report

Fiscal impact

No change

Recommendation

Receive and file the operational reports.

Monthly Operational Report

SOCWA Operational Report March, 2018

Excursion, Complaint, and Violation Events

Events	CTP	RTP	JBL	Totals
Odor	0	0	0	0
Noise	0	0	0	0
Spills	0	0	0	0
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)	2.46	7.74	6.47	0.90	17.57
Effluent (mgd)	2.47	5.69	6.47	1.10	15.73
Peak Flow (mgd)	6.20	20.87	12.11	5.02	44.20
Influent BOD (mg/l)	355	324	259	290	
Influent TSS (mg/l)	458	836	528	323	
Effluent BOD (mg/l)	6.2	3.4	6.3	7.9	
Effluent TSS (mg/l)	8.4	6.4	7.6	9.2	
Effluent Turbidity (NTU)	3.3	3.2	3.6	4.5	

Recycled Water (AWT) Operations

Key Parameters	CTP	RTP	JBL	Totals
Average Flow (mgd)	0.00	2.04		2.04
Days of Operation (days)	0	31		
Total Flow (million gallons)	0.0	63.3		63.3
Plant Irrigation (million gallons)	0.10	0.00	0.36	
AWT Time Online (%)	100.0	74.1		

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 March, 2018 (cont'd)

Biosolids Management

Biosolids Management Site	CTP	RTP	JBL	Totals
Synagro Compost (tons)		810.7	0.0	810.7
Nursery Products (tons)		459.0	459.0	917.9
Prima Deshecha (tons)		0.0	0.0	0.0
Other: (tons)		0.0	0.0	0.0
Total Processed (tons)		1,269.6	459.0	1,728.6

Summary of Maintenance Activities

Task Type	CTP	RTP	JBL	Totals
Preventative Maintenance	425	761	606	1,792
Corrective Maintenance	56	62	122	240

Site Visitors

Visitor Types	CTP	RTP	JBL	Totals
Regulatory	0	1	0	1
Member Agency	2	7	0	9
Residents	0	0	0	0
Others	31	0	41	72
Tours #/Visitors	0	2	1	3

Grit Disposal Management

Grit & Screenings	CTP	RTP	JBL	Totals
Simi Valley Landfill (tons)	10.2	26.7	NA	36.9

Chemical and Energy Utilization

Chemical/Utility	CTP	RTP	JBL	Totals
Ferric Chloride (tons)	NA	NA	NA	0.0
Power (kWh)	212,209	609,406	254,088	1,075,703
Natural Gas (Dth)	295	NA	11,055	11,350
Digester Gas to Engine (scfm)		0 (1)	6,794,184	6,794,184
Digester Gas to Flares (scfm)		9,652,585	118,881	9,771,466
Digester Gas Power Savings		(1)		

(1) Engine was off at RTP for ongoing construction project.

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 March, 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	1.561	63.42%				1.56
EBSB	0.046	1.87%				0.05
SCWD	0.855	34.71%		1.608	25.79%	2.46
MNWD	0.000	0.00%	7.74	1.400	22.45%	9.14
CSJC				2.372	38.04%	2.37
SMWD				0.855	13.71%	0.86
Total	2.462	100.00%	7.74	6.235	100.00%	16.43

Total Agency Outfall Flows by Outfall System-Billing Flows

Agency	SJCOO (mgd)	SJCOO (%)	SJCOO Meter (mgd)	ACOO (mgd)	ACOO (%)	Total (mgd)	Notes
CLB				1.56	9.86%	1.56	
EBSB				0.05	0.29%	0.05	
SCWD	1.77	14.92%		0.86	5.46%	2.63	Includes Desalters
MNWD	2.24	18.94%		5.69	35.97%	7.93	
ETWD				3.06	19.35%	3.06	Direct Outfall Only
CSJC	2.37	20.05%				2.37	Includes Desalter
SMWD	2.63	22.23%				2.63	Includes Chiquita
CSC	2.82	23.85%				2.82	Direct Outfall Only
IRWD				4.60	29.06%	4.60	Direct Outfall Only
Total	11.83	100.00%	10.52	15.83	100.00%	27.66	

SOCWA Operational Report March, 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%	2.372	38.04%	2.24	36.40%
MNWD	3.00	23.08%	1.40	16.69%	1.400	22.45%	1.40	22.74%
SCWD	3.75	28.85%	2.00	23.84%	1.608	25.79%	1.67	27.20%
SMWD	2.25	17.31%	1.80	21.45%	0.855	13.71%	0.84	13.66%
Total	13.00	100.00%	8.39	100.00%	6.235	100.00%	6.16	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%	6,538	26.67%	5,834	25.09%
MNWD	8,340	21.62%	5,270	20.36%	7,608	31.04%	6,226	26.77%
SCWD	7,715	20.00%	5,304	20.49%	5,084	20.74%	5,086	21.87%
SMWD	10,946	28.38%	6,695	25.86%	5,281	21.55%	6,108	26.27%
Total	38,573	100.00%	25,889	100.00%	24,511	100.00%	23,254	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%	2.82	23.85%		
CSJC	11.08%	3.83	21.87%	2.37	20.05%	2.37	38.04%
MNWD	15.51%	2.42	13.82%	2.24	18.94%	1.40	22.45%
SCWD	12.47%	2.67	15.25%	1.77	14.92%	1.61	25.79%
SMWD	44.32%	5.59	31.92%	2.63	22.23%	0.86	13.71%
Total	100.00%	17.51	100.00%	11.83	100.00%	6.24	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 March, 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	2.162	20.29%		
CSJC	2.648	24.85%	2.24	36.40%
MNWD	2.127	19.96%	1.40	22.74%
SCWD	1.802	16.91%	1.67	27.20%
SMWD	1.917	17.99%	0.84	13.66%
Total	10.656	100.00%	6.16	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%	1.561	63.42%	1.603	59.46%
EBS	0.20	2.99%	0.061	1.89%	0.046	1.87%	0.049	1.84%
SCWD	2.00	29.85%	1.213	37.51%	0.855	34.71%	1.043	38.70%
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%	2.462	100.00%	2.696	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	0.0159	0.0159	0.20%	0.0137	0.17%
EBS	0.00044	0.005%	0.0000	0.0005	0.0005	0.01%	0.0004	0.01%
SCWD	0.00871	0.103%	0.0000	0.0087	0.0087	0.11%	0.0088	0.11%
ETWD	0.01719	0.204%	0.0000	0.0130	0.0130	0.17%	0.0134	0.17%
MNWD	8.40541	99.521%	7.7361	0.0566	7.7927	99.51%	7.8013	99.54%
Total	8.44583	100.000%	7.7361	0.0946	7.8308	100.00%	7.8375	100.00%

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

SOCWA Operational Report March, 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%	219,627	16.79%	181,191	15.55%
EBSD	295	0.59%	147	0.40%	6,470	0.49%	5,590	0.48%
SCWD	4,480	8.96%	2,926	8.02%	120,218	9.19%	115,961	9.95%
ETWD	10,200	20.41%	5,903	16.17%	179,781	13.74%	176,387	15.13%
MNWD	29,395	58.82%	22,801	62.46%	782,151	59.79%	686,456	58.89%
Total	49,975	100.00%	36,505	100.00%	1,308,247	100.00%	1,165,585	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%	1.561	9.86%	1.603	17.50%
EBSD	0.780%	0.06	0.54%	0.046	0.29%	0.049	0.54%
ETWD	16.302%	2.89	25.83%	3.063	19.35%	2.357	25.73%
IRWD	15.760%	2.62	23.41%	4.600	29.06%	1.944	21.22%
MNWD	43.848%	2.96	26.45%	5.694	35.97%	2.256	24.62%
SCWD	12.310%	1.17	10.46%	0.865	5.46%	0.953	10.40%
Total	100.000%	11.19	100.00%	15.830	100.00%	9.163	100.00%

SOCWA Operational Report March, 2018 (cont'd)

Select Critical Equipment Repairs

JBL - PC2

Removed and replaced Plant 1 air compressor.
Secondary tank #2- replaced broken wear strips.
Worked with contractors to install new gas meters on the gas line.
Worked with ANDRITZ to balance centrifuge #3.
Replaced Secondary tank #9 scum beach and skimmer.
Installed meters on the SCR.
Replaced water supply valve on dyna-blends #1 and #2.
Replaced and realigned bar rake #2 conveyer.
Replaced grit pump #3 discharge valve.
Installed mud valve on secondary tank #11.
Replaced ZAPS supply pump motor.
Replaced the stroke indicator on bleach pump #2.
Repaired ferric discharge line.
Replaced wear strips on secondary tank #2 upper rail.

CTP - PC15

Tested both new backwash pumps with pump tech for warranty work.
Fabricated a new shaft guard for AWT chlorine mixer #2
Installed a new air vac on the new backwash pumps discharge line
Installed new ¾" PVC ball valves on AWT, cell #4 and #7
Installed new 1" PVC ball valve on AWT chemical clean tank
Fixed PVC suction and discharge pipe for clear well chlorine sample pump

RTP - PC17

Remove Interstage Pump 5 for 5 year service.
Replace Grit Separator feed line with PVC.
Install vibration dampening pad for Service Air Compressor 1.
Retro-fit SET Pump #4 with split case conversion and replaced mechanical seal.
Install drain on temporary gas line.
Replace Bar Screen 1's motor coupling, machined new hub, and install larger set screws.
Replace motor and Stator on Centrifuge feed pump 2.
Installed rehabilitated scroll into bowl on Centrifuge 3.
Removed rag out of Centrifuge feed pump 1.
Replaced corroded drain covers in truck bay.
Replaced failed fan motor in Lab area.
Replaced thermostat in Lab area.

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

SOCWA Operational Report March, 2018 (cont'd)

RTP - PC17 (cont'd)

Replace failed plastic blind flanges with steel on 3WLP loop.

All PC's - Electrical Staff

Installed new motor on CTP export mixing pump # 1.

Replaced bad motor on CTP DAFT compressor #2.

Installing new chlorine residual analyzers at CTP AWT.

Installed new 12" SCWD influent flow meter at CTP.

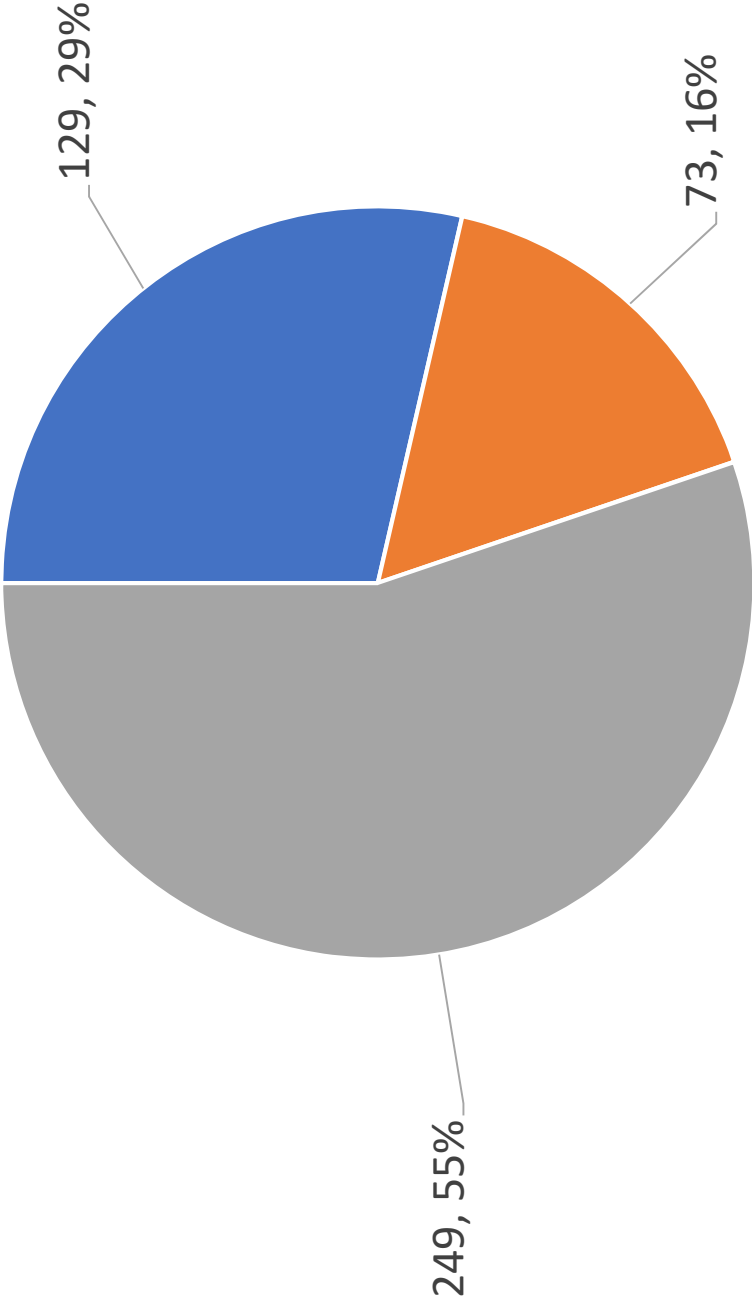
Supported startup and testing of new engine at RTP, including troubleshooting.

Worked on replacement of old Plant 2 RAS panel at JBL.

Troubleshoot WAS Pump #3 at RTP.

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

3rd Quarter (1/18 to 3/18) Critical Equipment Corrective Maintenance Repairs (451)



- Beyond Expected Life Equipment Repairs
- Within Expected Useful Life Equipment Repairs
- No installation Data or Utility Line Work

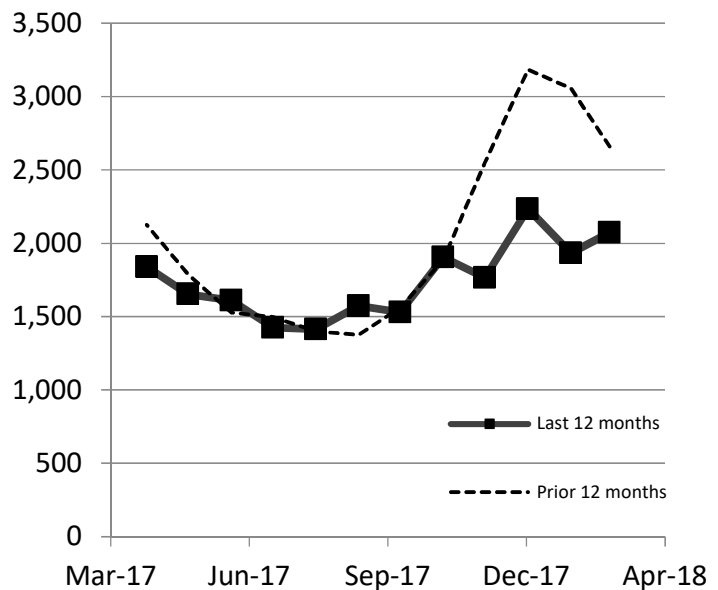
SOCWA Ocean Outfall Discharges by Agency

SOCWA Outfall Discharge Report March, 2018

Agency	SJCOO (mgd)	SJCOO (%)	ACOO (mgd)	ACOO (%)	Total (mgd)
CLB			1.56	9.86%	1.56
EBSB			0.05	0.29%	0.05
SCWD	1.77	14.92%	0.86	5.46%	2.63
MNWD	2.24	18.94%	5.69	35.97%	7.93
ETWD			3.06	19.35%	3.06
CSJC	2.37	20.05%			2.37
SMWD	2.63	22.23%			2.63
CSC	2.82	23.85%			2.82
IRWD			4.60	29.06%	4.60
Total	11.83	100.00%	15.83	100.00%	27.66
or Acre-Feet per year equivalent					30,976

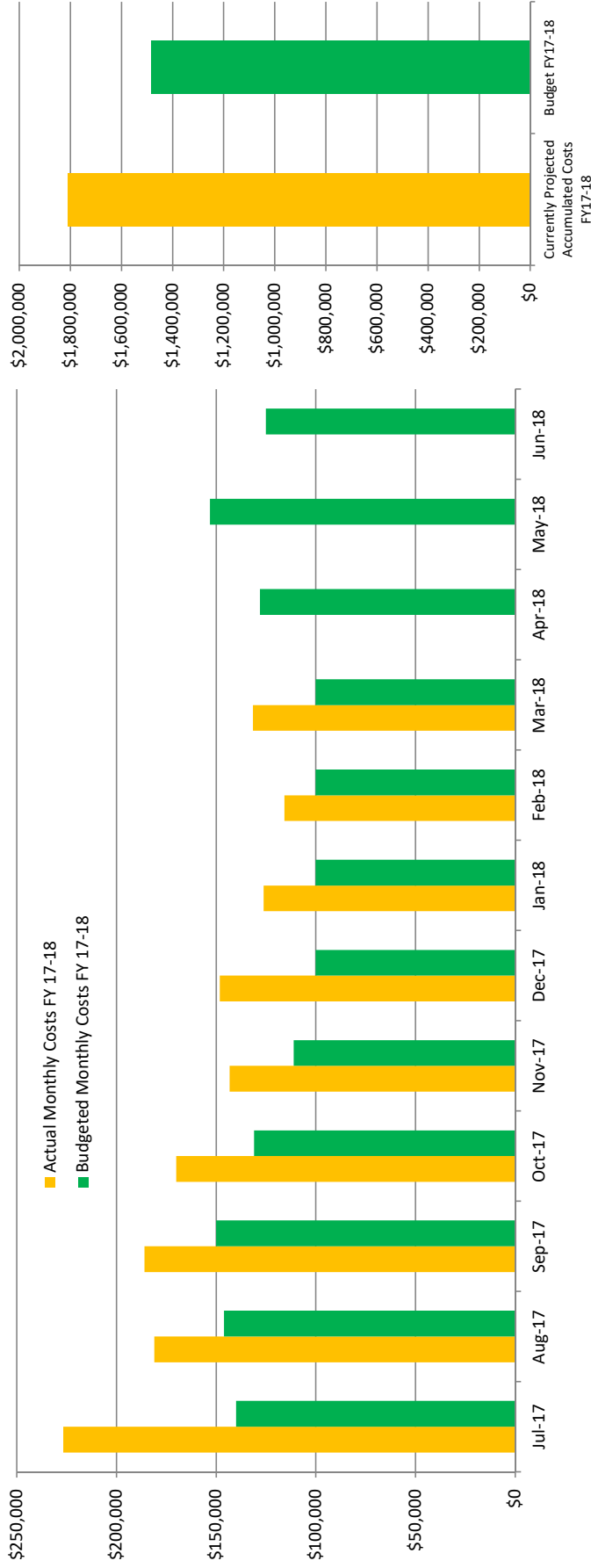
12-Month Running Total Discharge to Ocean Outfalls (AF)

Mar-18	2,074
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	1,841
Total	20,959



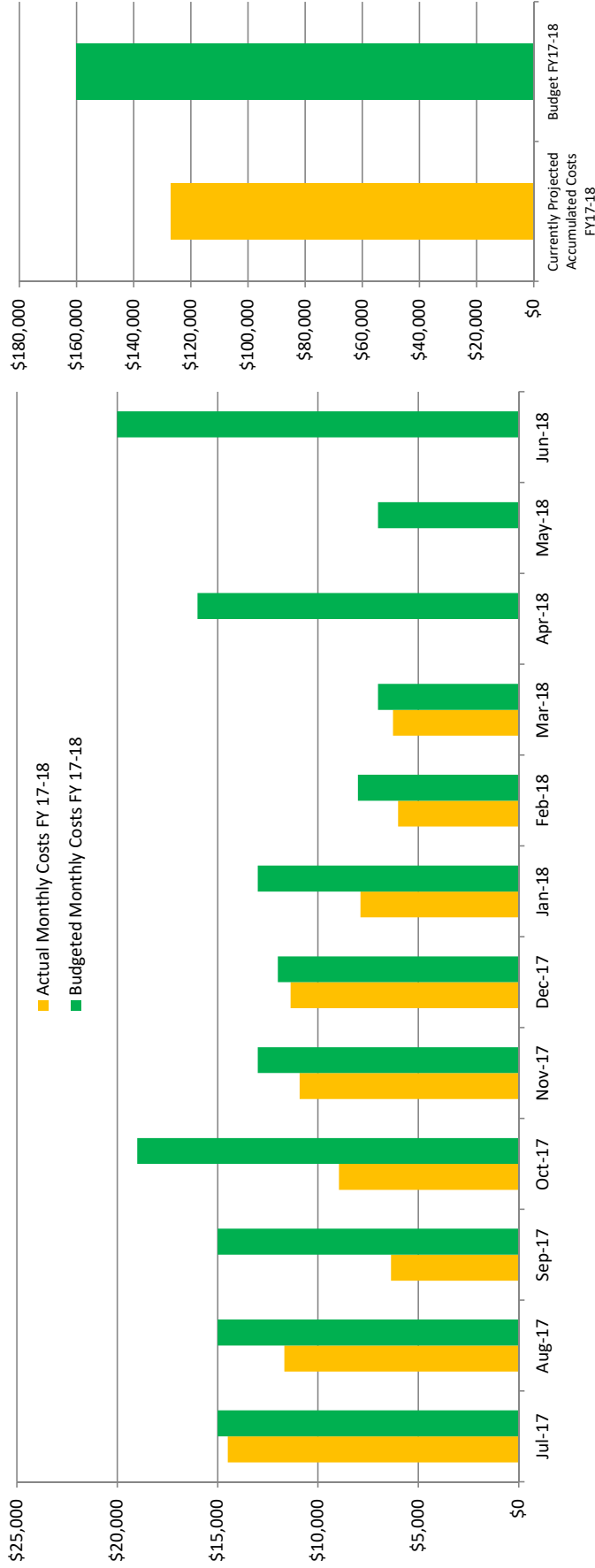
Quarterly Report on Key Operational Expenses

Electricity (5010) Costs



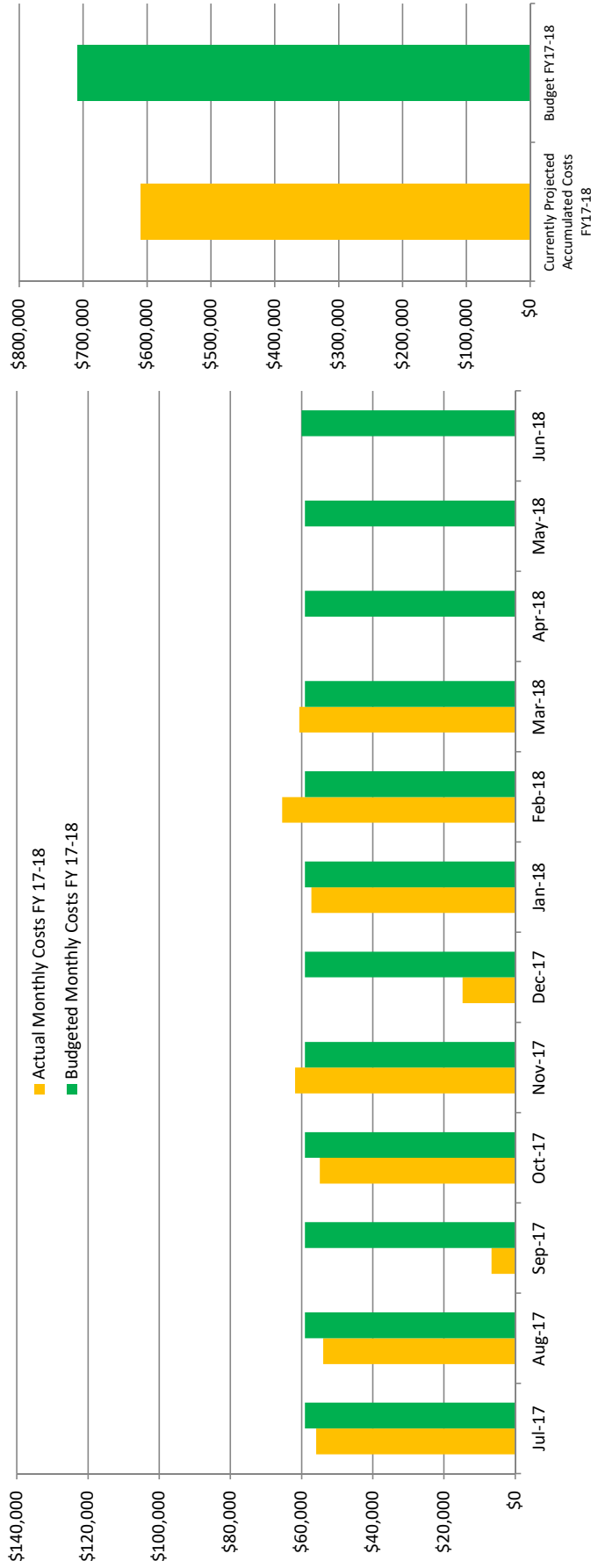
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Currently Projected Accumulated Costs FY17-18	Budget FY17-18	Currently Projected Under(+)/Over (-) Budget
Actual Monthly Costs FY 17-18	\$226,662	\$180,959	\$185,978	\$169,918	\$143,190	\$148,116	\$126,082	\$115,774	\$131,450	\$128,000	\$153,000	\$125,000	\$1,809,129	\$1,484,000	\$325,129
Budgeted Monthly Costs FY 17-18	\$140,000	\$146,000	\$150,000	\$131,000	\$111,000	\$100,000	\$100,000	\$100,000	\$100,000	\$128,000	\$153,000	\$125,000			

Odor Control (5018) Costs



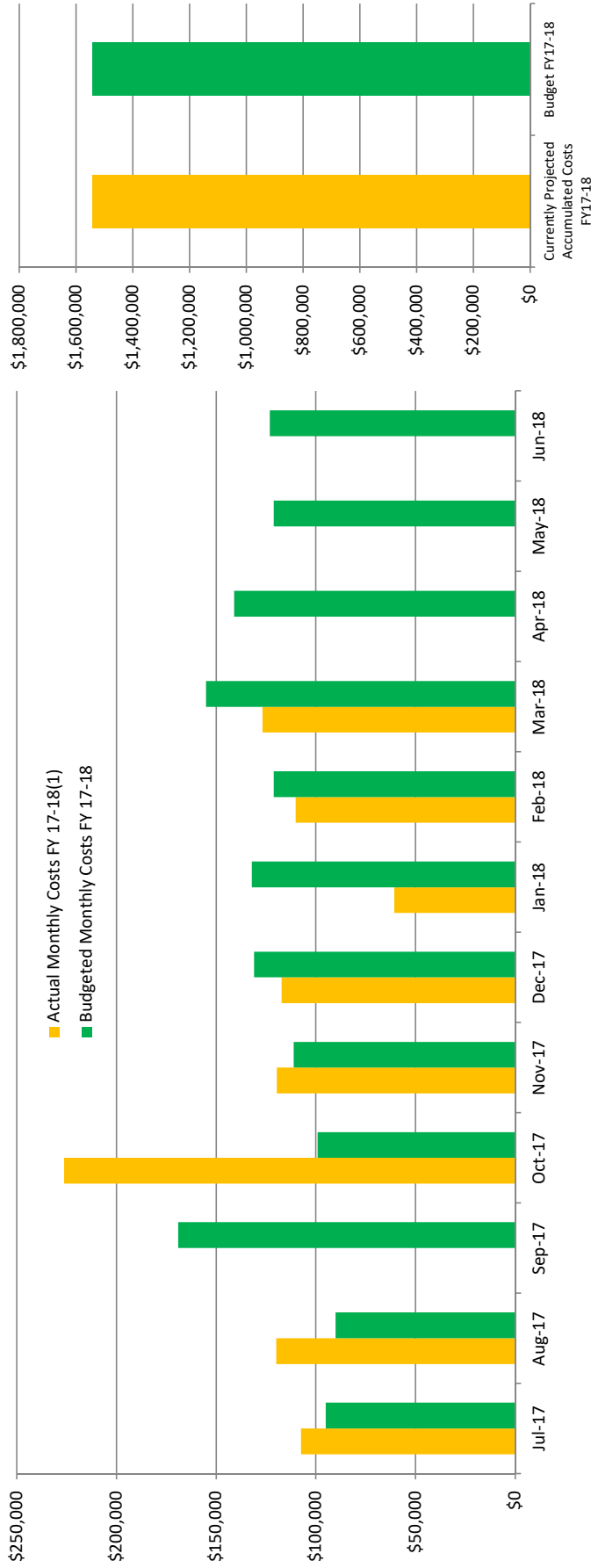
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Currently Projected Accumulated Costs FY17-18	Budget FY17-18	Currently Projected Under(+)/Over(-) Budget
Actual Monthly Costs FY 17-18	\$14,494	\$11,669	\$6,349	\$8,946	\$10,913	\$11,360	\$7,876	\$6,000	\$6,255				\$126,865	\$160,000	\$33,135
Budgeted Monthly Costs FY 17-18	\$15,000	\$15,000	\$15,000	\$19,000	\$13,000	\$12,000	\$13,000	\$8,000	\$7,000	\$16,000	\$7,000	\$20,000			

Polymer (5016) Costs



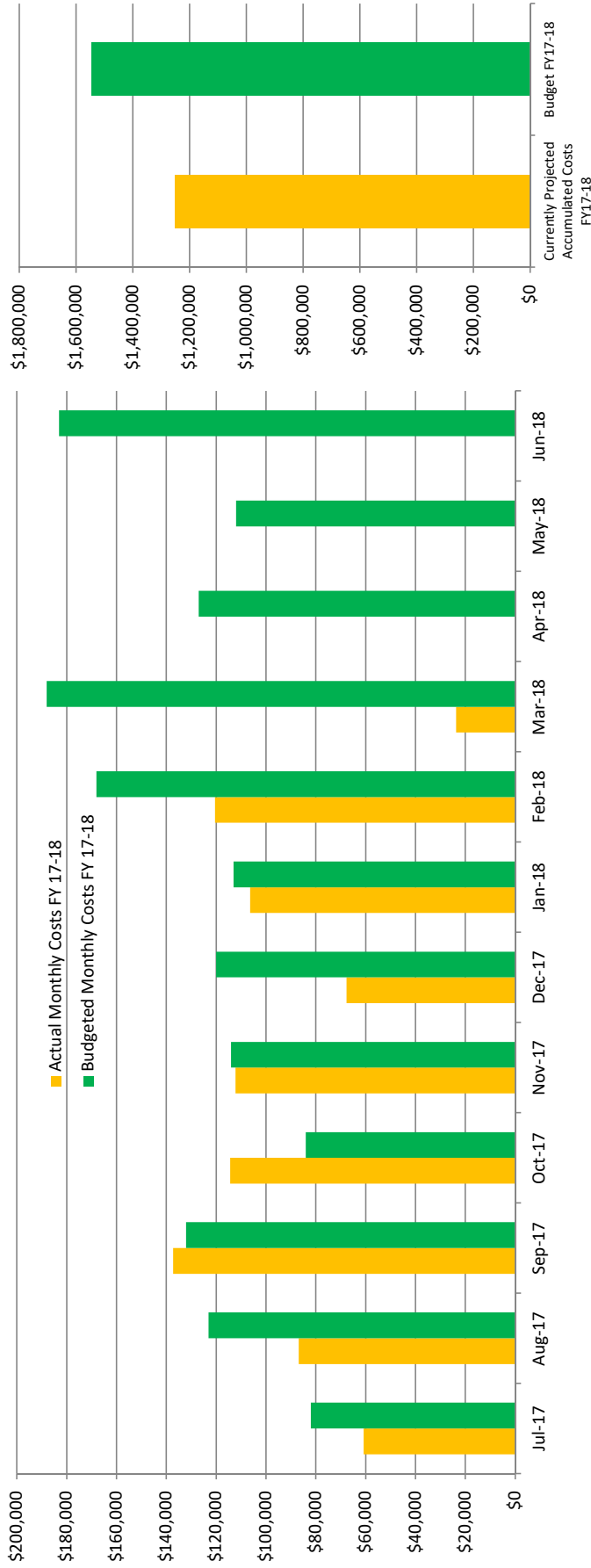
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Currently Projected Accumulated Costs FY17-18	Budget FY17-18	Under(+)/Over(-) Budget
Actual Monthly Costs FY 17-18	\$55,911	\$53,886	\$6,627	\$54,846	\$61,770	\$14,771	\$57,239	\$65,450	\$60,634				\$609,135	\$709,000	\$99,865
Budgeted Monthly Costs FY 17-18	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$59,000	\$60,000			

Biosolids (5078/21-B) Costs



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Currently Projected Accumulated Costs FY17-18	Budget FY17-18	Under(+)/Over (-) Budget
Actual Monthly Costs FY 17-18(1)	\$107,410	\$119,836		\$226,222	\$119,460	\$117,100	\$60,607	\$110,113	\$126,675				\$1,541,423	\$1,541,000	
Budgeted Monthly Costs FY 17-18	\$95,000	\$90,000	\$169,000	\$99,000	\$111,000	\$131,000	\$132,000	\$121,000	\$155,000	\$141,000	\$121,000	\$123,000			-\$423

Maintenance Repair (5086 to 5089) Costs

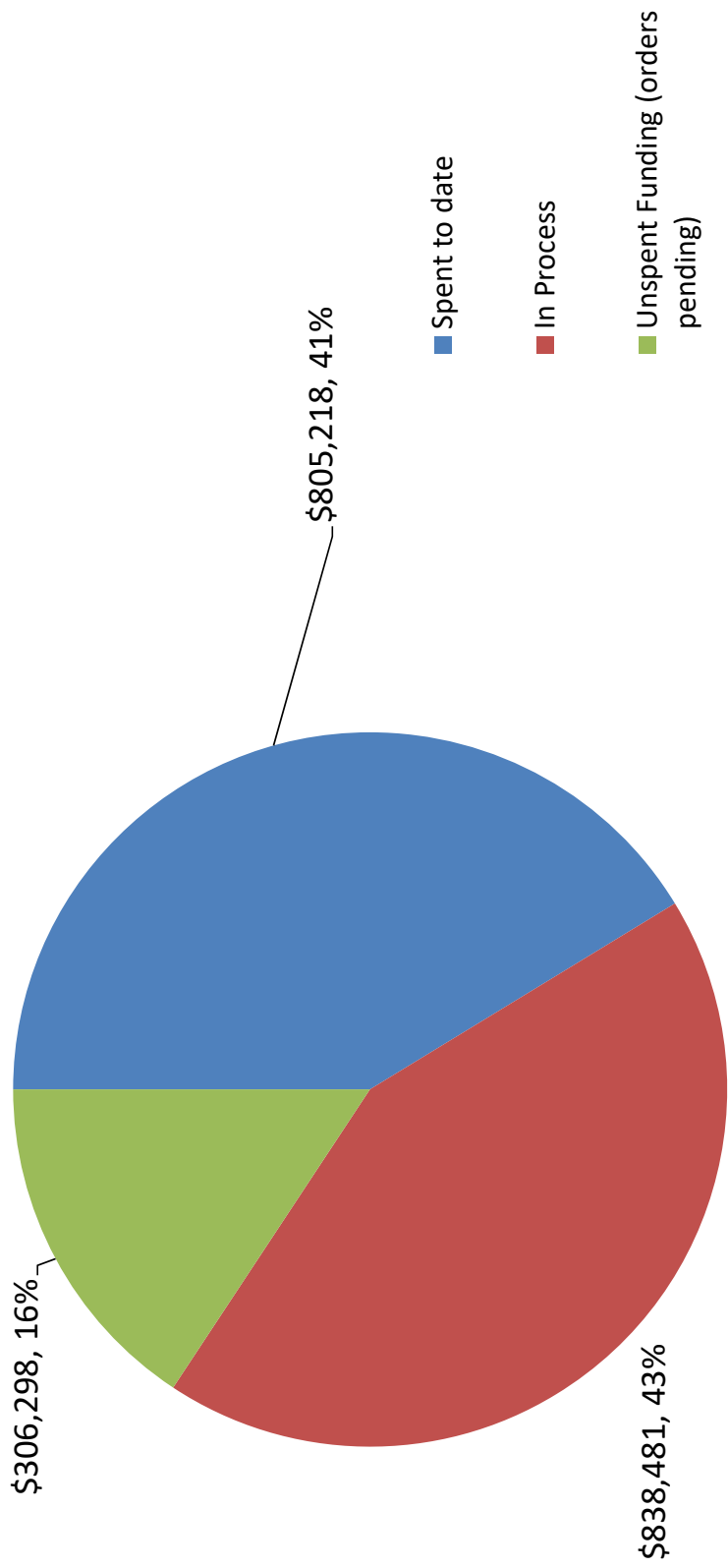


	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Currently Projected Accumulated Costs FY17-18	Budget FY17-18	Currently Projected Under(+)/Over(-) Budget
Actual Monthly Costs FY 17-18	\$60,740	\$86,802	\$137,276	\$114,279	\$112,158	\$67,582	\$106,267	\$120,376	\$23,632				\$1,251,112	\$1,546,000	
Budgeted Monthly Costs FY 17-18	\$82,000	\$123,000	\$132,000	\$84,000	\$114,000	\$120,000	\$113,000	\$168,000	\$188,000	\$127,000	\$112,000	\$183,000			\$294,888

March 21018 partial month totals at time the report was prepared.

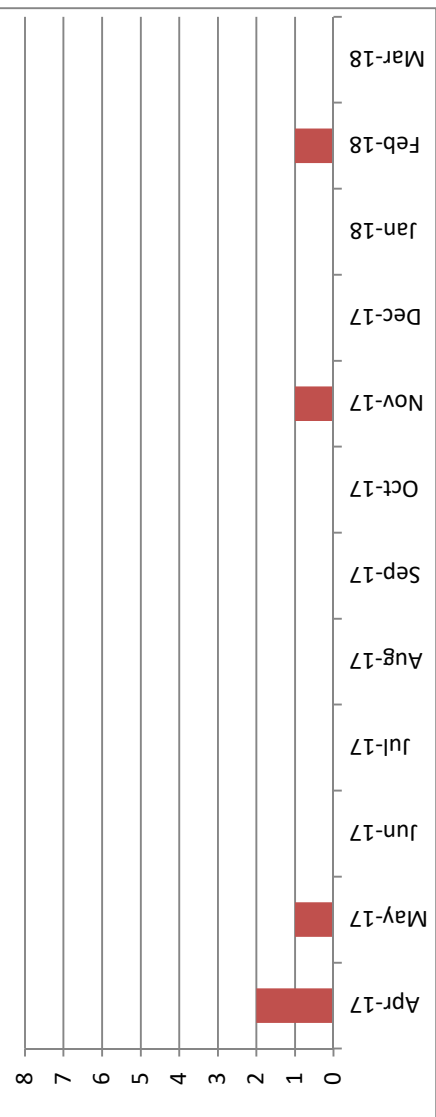
(1)

Small Internal Capital Costs



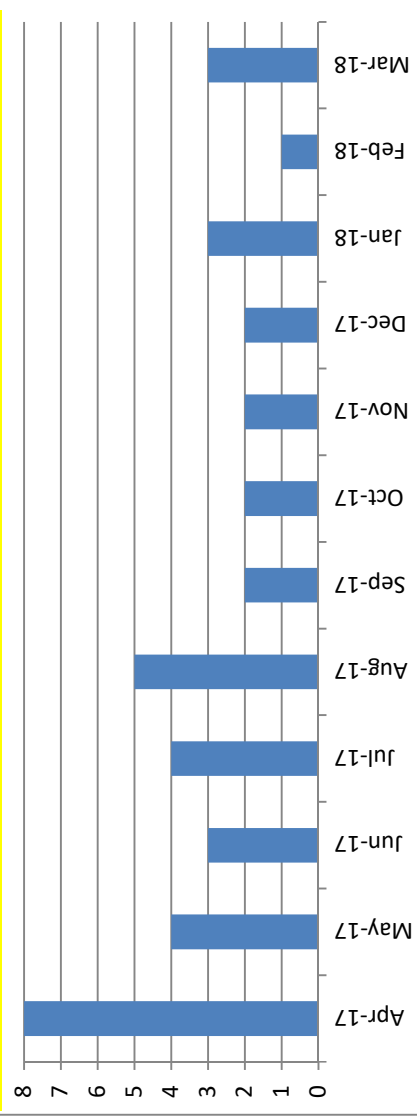
SAFETY UPDATE - APRIL 2, 2018

OSHA RECORDABLE INJURIES



	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
OSHA RECORDABLE INJURIES	2	1	0	0	0	0	0	1	0	0	1	0

NEAR MISS REPORTS



	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
NEAR MISS REPORTS	8	4	3	4	5	2	2	2	2	3	1	3

SAFETY TRAINING

TRAINING TOPIC	ATTENDANCE
March 2018 - CPR/First Aid/AED Training	100% (all SOCWA employees)
February 2018 - Bloodborne Pathogen Training	90%
January 2018 - Respiratory PPE Training and Fit Testing (Respirators and SCBAs) / Additional ICS Training	90%
December 2017 - Annual Defensive Driving and DUJs/Distracted Driver Training (with CHP)	100%
November 2017 - Annual Audiometric Testing October 2017 - Forklift Certification/Training	100%
September 2017 - Active Shooter and Workplace Violence Training	90%
July/August 2017 - Spill Response Training (hands on training with use of ICS System)	100%
June 2016 and 2017 - Annual Confined Space Entry Rescue Refresher Training	100%
May 2017 - Annual Fire Extinguisher Training and Safety Culture Training	100%
April 2017 - Annual 8-Hour HAZWOPER Refresher	100%
March 2017 - Authorized User Fall Protection Training and CPR/First Aid/AED Training	100%
January 2017 - Confined Space Rescue Practice/Training and Lockout/Tagout Training	100%
October 2016 - Confined Space Awareness/Entry Rescue Training and Forklift Training (for newer)	100%
May 2016 - Fire Extinguisher Training, Entry Level NIMS/ICS Training, and Heat Illness Training	100%
February 2016 - Biomechanics and Ergonomics (with CSRMA) and Bloodborne Pathogen Training	100%
Oct 2015 and Jan 2016 - Initial Confined Space Entry Rescue (Two 3-day training sessions)	100%
November 2015 - Annual Hearing Testing and Laboratory Safety (for Laboratory Employees)	100%
September 2015 - Pre-Storm Workshop/Training, Arc Flash Training, and Forklift Training (Biennial)	100%
August 2015 - Fire Prevention for Water Utility Field Staff and Disaster Cost Recovery Training	100%
July 2015 - Initiate additional NIMS/ICS Training and Water and Power Resiliency Workshop	Ongoing
June 2015 - Initial Confined Space Awareness and Non-Entry Rescue Training	100%

Beach / Ocean Monitoring Report

ALISO CREEK OCEAN OUTFALL MONITORING REPORT

March 2018

DATE	IRWD			EL TORO WRP			SOCWA REGIONAL PLANT			SOCWA COASTAL PLANT			IRWD		SCWD		ACOO		Rain Fall inches		
	LOS ALISOS WRP FLOW MGD	TSS mg/L	cBOD mg/L	SS mg/L	cBOD mg/L	SS mg/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS mg/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS mg/L	IRWD IDP FLOW MGD	SGU FLOW MGD	SCWD ACWRF FLOW MGD	ACOO FLOW MGD			
03/01/18	3.455	17.0	5.7	<0.3	2.949	13.5	6.9	0.1	3.110	8.5	5.0	0.6	2.311	2.7	3.0	0.1	0.436	0.594	0.000	12.855	0.00
03/02/18	3.449	16.0	7.3	<0.3	3.676	11.8	6.4	0.1	5.01	5.8	2.0	0.1	2.475	6.1	3.0	<0.1	0.666	0.595	0.000	15.871	0.16
03/03/18	3.208	26.0	<0.3	<0.3	3.453	8.0	4.2	0.1	4.810				2.402				0.755	0.595	0.000	15.223	0.10
03/04/18	3.174	16.0	7.9	<0.3	2.982	9.2	3.7	<0.1	4.770	7.3	5.0	<0.1	2.467	17.8	12.0		0.821	0.594	0.000	14.808	0.00
03/05/18	3.175	19.0	8.9	<0.3	2.571	8.8	3.8	<0.1	5.000	6.9	3.0	0.2	2.435	7.9	8.0	0.1	0.821	0.593	0.000	14.595	0.00
03/06/18	3.258	25.0	11.0	<0.3	3.171	10.5	5.1	<0.1	4.210	6.5	3.0	0.2	2.332	6.8	5.0	0.1	0.821	0.401	0.000	14.193	0.00
03/07/18	3.317	16.0	10.0	<0.3	3.646	11.5	4.9	0.1	5.440	8.6	7.0	0.2	2.450	4.9	12.0	<0.1	0.822	0.340	0.000	16.015	0.00
03/08/18	3.313	20.0	6.7	<0.3	2.699	9.2	4.3	0.1	2.310	9.9	3.0	0.3	2.312	5.1	4.0	<0.1	0.821	0.342	0.000	11.797	0.00
03/09/18	3.317	21.0	8.4	<0.3	3.395	9.0	5.6	0.1	3.930	6.5	4.0	0.2	2.453	4.1	4.0	0.1	0.802	0.342	0.000	14.239	0.00
03/10/18	3.317	18.0	<0.3	<0.3	3.048	10.0	4.2	0.1	4.670				2.388				0.801	0.587	0.000	14.811	0.43
03/11/18	3.318	8.0	7.0	<0.3	3.488	12.8	5.0	0.1	6.180	7.4	5.0	0.1	2.739	10.4	8.1		0.767	0.593	0.000	17.085	0.03
03/12/18	3.320	16.0	9.4	<0.3	3.620	5.0	2.6	<0.1	6.450	5.9	3.0	0.1	2.556	9.6	6.0	<0.1	0.800	0.618	0.000	17.364	0.00
03/13/18	3.317	14.0	8.4	<0.3	3.424	15.5	7.4	0.1	5.880	4.9	7.0	0.1	2.614	9.2	6.0	<0.1	0.800	0.616	0.000	16.651	0.00
03/14/18	3.437	14.0	7.9	<0.3	3.464	8.8	4.2	0.1	5.740	6.9	3.0	0.3	2.453	7.8	4.0	<0.1	0.800	0.615	0.000	16.509	0.05
03/15/18	3.457	15.0	7.9	<0.3	3.445	10.5	5.7	0.1	7.110	6.1	3.0	0.2	2.449	6.1	4.0	0.1	0.435	0.616	0.000	17.512	0.25
03/16/18	3.470	13.0	7.9	<0.3	3.286	14.0	6.9	0.1	9.330	6.0	3.0	0.1	2.602	7.3	4.0	<0.1	0.665	0.616	0.000	19.969	0.08
03/17/18	3.371	8.9	<0.3	<0.3	3.568	12.2	6.8	0.1	8.020				2.449				0.803	0.615	0.000	18.826	0.10
03/18/18	3.309	10.0	5.6	<0.3	3.396	13.0	7.6	0.1	8.270	7.2	3.0	<0.1	2.554	15.4	8.0		0.804	0.612	0.000	18.945	0.01
03/19/18	3.301	17.0	8.6	<0.3	3.475	14.6	7.3	0.3	8.380	5.1	2.0	0.2	2.500	10.3	6.0	0.1	0.766	0.613	0.000	19.035	0.00
03/20/18	3.396	16.0	8.4	<0.3	3.433	10.0	5.2	<0.1	7.930	4.3	2.0	0.1	2.434	8.3	5.0	0.1	0.481	0.638	0.000	18.312	0.00
03/21/18	3.443	16.0	9.9	<0.3	3.336	22.5	8.8	0.1	7.590	5.2	3.0	0.5	2.349	7.1	4.0	<0.1	0.350	0.638	0.000	17.706	0.00
03/22/18	3.324	15.0	9.2	<0.3	3.385	29.5	10.8	0.1	3.570	6.1	2.0	0.2	2.318	7.5	4.0	0.2	0.637	0.638	0.000	13.872	0.22
03/23/18	3.318	15.0	10.0	<0.3	3.589	19.5	8.3	0.1	5.920	5.3	2.0	0.1	2.396	8.0	7.0	0.1	0.803	0.638	0.000	16.664	0.02
03/24/18	3.317	15.0	<0.3	<0.3	3.039	22.2	8.7	0.1	5.820				2.467				0.802	0.572	0.000	16.017	0.00
03/25/18	3.171	12.0	7.9	<0.3	2.333	11.2	6.7	0.1	6.010	5.6	3.0	<0.1	2.478	23.6	11.0		0.803	0.567	0.000	15.362	0.00
03/26/18	3.034	14.0	8.0	<0.3	3.628	9.5	5.7	<0.1	5.770	4.9	3.0	0.1	2.535	6.4	9.0	<0.1	0.802	0.567	0.000	16.336	0.00
03/27/18	3.033	10.0	7.1	<0.3	1.916	5.8	2.7	0.1	5.990	4.7	2.0	0.1	2.483	7.5	6.0	0.1	0.760	0.583	0.000	14.765	0.00
03/28/18	3.030	8.4	6.2	<0.3	1.605	12.2	5.0	0.1	7.820	6.1	3.0	0.2	2.499	5.2	9.0	<0.1	0.802	0.585	0.000	16.341	0.00
03/29/18	3.029	9.0	8.0	<0.3	1.870	7.5	3.5	0.1	4.470	8.3	4.0	0.1	2.515	4.5	3.0	<0.1	0.800	0.584	0.000	13.268	0.00
03/30/18	3.320	8.4	<0.3	<0.3	1.211	6.2	2.9	0.1	4.460	5.9	3.0	0.1	2.572	9.1	6.0	0.1	0.800	0.585	0.000	12.948	0.00
03/31/18	3.439	7.2	<0.3	<0.3	2.861	10.0	5.7	0.1	2.655				2.655				0.799	0.599	0.000	12.903	0.00
AVG	3.295	14.7	8.1	<0.3	3.063	12.1	5.7	<0.1	5.694	6.4	3.4	<0.2	2.472	8.4	6.2	<0.1	0.737	0.571	0.000	15.832	0.00
TOTAL	102.14				94.96				176.52				76.64				22.85	17.69	0.000	490.80	1.45

Unified Beach Monitoring

#1

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: March 2018
 REPORT DUE: May 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: High Tide 1154
 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	03/06/18	802	30	<20	<20	<3	None	None	None	None	None	Green	42	Clear		
S4	03/06/18	829	<20	<20	<20	<3	None	None	None	None	None	Green	40	Clear		
S5	03/06/18	847	9	9	9	<3	None	None	None	None	None	Green		Clear		
S6	03/06/18	913	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
WEST	03/06/18	918	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S7	03/06/18	920	<20	<20	<20	<3	None	None	None	None	None	Green	40	Clear		
S8	03/06/18	1104	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S9	03/06/18	1055	<20	9	9	2	None	None	None	None	None	Green	50	Clear	Flowing	
ACM1	03/06/18	1050	40	<20	<20	60	None	None	None	None	None	Green		Clear	Flowing	
S10	03/06/18	954	<20	<20	<20	<3	None	None	None	None	None	Green		Clear		
S11	03/06/18	1013	<20	9	9	<3	None	None	None	None	None	Green	43	Clear		
S12	03/06/18	1020	9	<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: March 2018

REPORT FREQUENCY: Monthly

REPORT DUE: May 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 0638

Weather: Overcast

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	03/12/18	1023	9	9	9	<3	None	None	None	None	Green	60	Turbid			
S4	03/12/18	1010	30	<20	<20	10	None	None	None	None	Green		Turbid			
S5	03/12/18	1000	<20	<20	<20	2	None	None	None	None	Green		Turbid			
S6	03/12/18	0940	<20	<20	<20	<3	None	None	None	None	Green		Turbid			
WEST	03/12/18	0935	<20	<20	<20	<3	None	None	None	None	Green		Turbid			
S7	03/12/18	0930	<20	<20	<20	<3	None	None	None	None	Green		Turbid			
S8	03/12/18	0925	<20	<20	<20	3	None	None	None	None	Green		Turbid			
S9	03/12/18	0910	100	40	40	46	None	None	None	None	Green		Turbid			
ACM1	03/12/18	0910	100	<30	<30	10	None	None	None	None	Green	60	Turbid	Flowing		
S10	03/12/18	0825	20	<30	<30	2	None	None	None	None	Green		Turbid			
S11	03/12/18	0820	10	30	30	2	None	None	None	None	Green		Turbid			
S12	03/12/18	0815	40	<20	<20	5	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

#3

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: March 2018
 REPORT DUE: May 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 0531

Weather: Partly Cloudy

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		CFU/100ml	CFU/100ml							
S3	03/20/18	805	<20	9	<3	None	None	None	None	Green	59	Clear		
S4	03/20/18	1030	<20	<20	<3	None	None	None	None	Green		Clear		
S5	03/20/18	1015	<20	<20	<3	None	None	None	None	Green		Clear		
S6	03/20/18	1000	9	<20	<3	None	None	None	None	Green		Clear		
WEST	03/20/18	955	<20	<20	<3	None	None	None	None	Green		Clear		
S7	03/20/18	950	9	<20	<3	None	None	None	None	Green		Clear		
S8	03/20/18	945	<20	<20	<3	None	None	None	None	Blue		Clear		
S9	03/20/18	935	<20	<20	<3	None	None	None	None	Green		Clear		
ACM1	03/20/18	910	100	40	2	None	None	None	None	Brown		Clear	Flowing	
S10	03/20/18	900	20	20	5	None	None	None	None	Green		Clear		
S11	03/20/18	855	20	40	<3	None	None	None	None	Green	57	Clear		
S12	03/20/18	850	<10	<10	<4	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

#4

South Orange County Wastewater Authority-Aliso Creek Ocean Outfall

REPORT FOR: March 2018 REPORT FREQUENCY: Monthly
 REPORT DUE: May 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 0731

Weather: Clear

COMMENTS:

0.0

STA#	DATE	TIME	Total Coliform		Enterococcus	Material of Sewage Origin		Oil & Grease	Odor	Water		Water Outlet	Birds
			CFU/100ml SM9222B	CFU/100ml SM9222D		Onshore	Offshore			Color	Temp(F)		
S3	03/27/18	0955	<20	9	<3	None	None	None	None	Green	58	Slightly Turbid	
S4	03/27/18	0940	<20	<20	2	None	None	None	None	Green		Slightly Turbid	
S5	03/27/18	0930	<20	<20	<3	None	None	None	None	Green		Slightly Turbid	
S6	03/27/18	0915	<20	<20	2	None	None	None	None	Green		Slightly Turbid	
WEST	03/27/18	0910	<20	<20	2	None	None	None	None	Green		Slightly Turbid	
S7	03/27/18	0905	<20	<20	<3	None	None	None	None	Green		Slightly Turbid	
S8	03/27/18	0900	<20	<20	<3	None	None	None	None	Green		Turbid	
S9	03/27/18	0850	20	9	2	None	None	None	None	Green		Turbid	
ACM1	03/27/18	0845	9	9	8	None	None	None	None	Green		Turbid	
S10	03/27/18	0820	9	<20	<3	None	None	None	None	Green	60	Slightly Turbid	
S11	03/27/18	0815	50	40	10	None	None	None	None	Green		Slightly Turbid	
S12	03/27/18	0810	<20	<20	3	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.

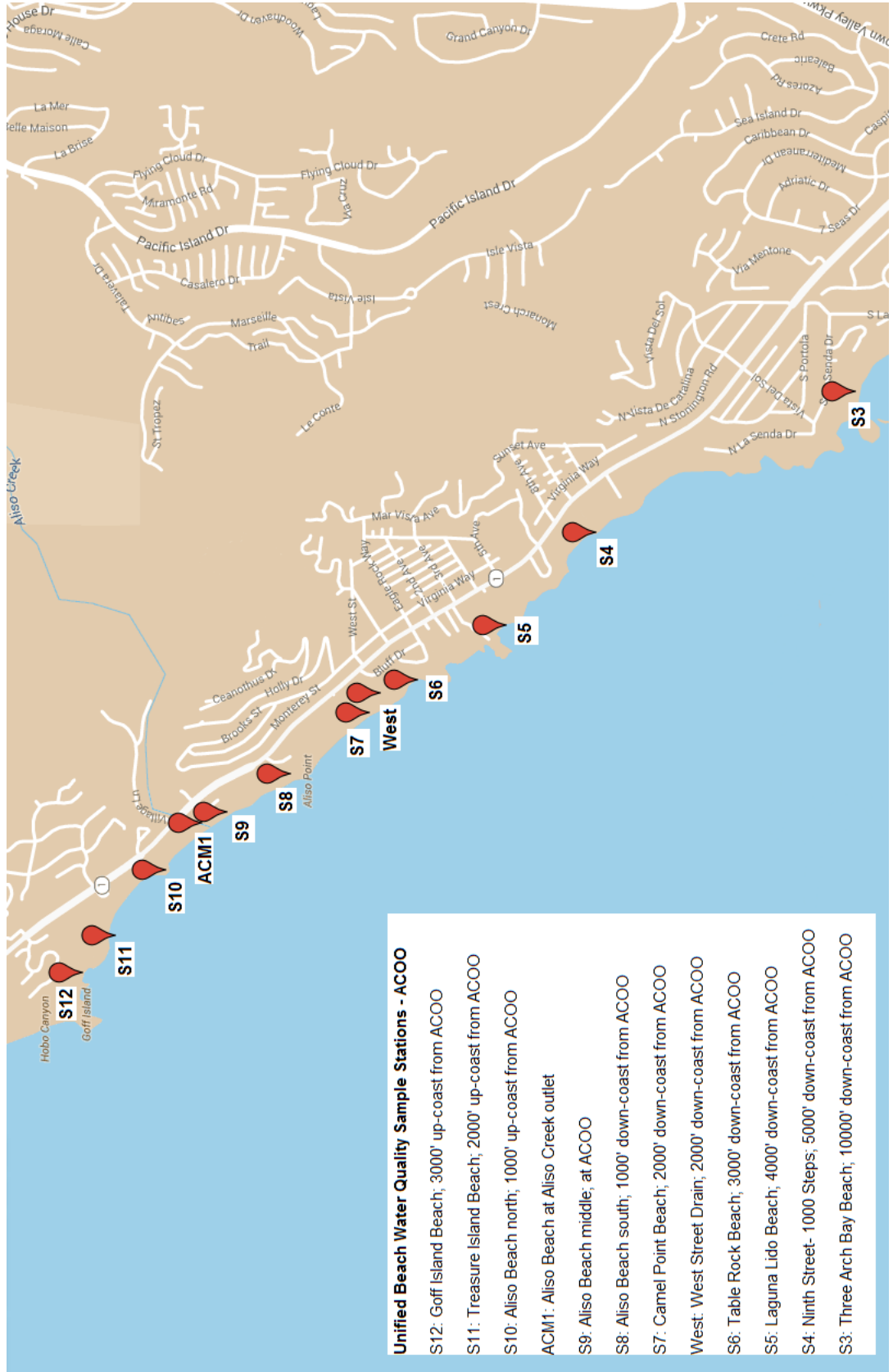
Aliso Creek Ocean Outfall

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: March 2018

REPORT DUE: May 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 706

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	0 - None 1 - Mild 2 - Moderate 3 - Severe
A-1	Surface	03/07/18	<2	<2	<2	806	0	0	
A-1	Mid depth	03/07/18	10	<10	<10				
A-2	Surface	03/07/18	<2	<2	<2	750	0	0	
A-2	Mid depth	03/07/18	<10	<10	<10				
A-3	Surface	03/07/18	<2	<2	<2	755	0	0	
A-3	Mid depth	03/07/18	<10	<10	<10				
A-4	Surface	03/07/18	<2	<2	<2	811	0	0	
A-4	Mid depth	03/07/18	<10	<10	<10				
A-5	Surface	03/07/18	2	<2	<2	758	0	0	
A-5	Mid depth	03/07/18	<10	<10	<10				
B-1	Surface	03/07/18	<2	<2	<2	741	0	0	
B-1	Mid depth	03/07/18	<10	<10	<10				
B-2	Surface	03/07/18	<2	<2	<2	815	0	0	
B-2	Mid depth	03/07/18	10	<10	<10				
N1	Surface	03/07/18	<2	<2	<2	829	0	0	
N2	Surface	03/07/18	<2	<2	<2	828	0	0	
N3	Surface	03/07/18	<2	<2	<2	827	0	0	
N4	Surface	03/07/18	<2	<2	<2	826	0	0	
N5	Surface	03/07/18	<2	2	<2	825	0	0	
N6	Surface	03/07/18	<2	<2	<2	824	0	0	
N7	Surface	03/07/18	<2	<2	<2	822	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
There were no water quality violations during this reporting period.							



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

March 2018

DATE	J.B. LATHAM FACILITY			SAN CLEMENTE WRP			SMWD CHIQUITA WRP			3-A PLANT			CSJC Desalter		SCWD Desalter		SJCOO		Rain Fall inches	
	FLOW MGD	TSS mg/L	cBOD mg/L	SS ml/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS ml/L	FLOW MGD	TSS mg/L	cBOD mg/L	SS ml/L	FLOW MGD	Desalter	FLOW MGD	Desalter	FLOW MGD	Desalter		
03/01/18	6.350	6.3	6.3	0.1	3.150	6.3	8.0	0.1	2.890	3.6	3.1	0.2	1.220	4.0	7.0	0.1	0.424	0.159	13.490	0.00
03/02/18	6.330	8.9	6.0	0.1	2.549	6.1	7.0	<0.1	1.040	3.2	3.0	0.1	1.747	9.6	10.0	0.2	0.425	0.161	15.310	0.16
03/03/18	6.400				3.052				2.350				1.505				0.425	0.156	13.130	0.10
03/04/18	6.690	7.7	8.1		2.957				2.290				1.502				0.425	0.157	15.190	0.00
03/05/18	6.750	8.8	6.9	0.1	3.456	8.7	7.0	<0.1	0.710	2.8	16.0	0.2	1.529	2.8	15.0	0.1	0.430	0.160	15.370	0.00
03/06/18	6.650	5.5	5.9	0.1	2.960	5.0	6.0	<0.1	0.370	8.4	14.0	0.1	1.569	3.2	16.0	<0.1	0.431	0.157	12.970	0.00
03/07/18	6.750	8.2	6.0	<0.1	2.722	5.1	4.0	<0.1	0.020	15.6	4.4	0.1	1.545	6.4	6.0	<0.1	0.428	0.156	12.250	0.00
03/08/18	6.510	6.2	6.0	0.1	2.634	6.3	4.0	<0.1	0.000	6.0	2.4	<0.1	1.034	4.4	5.0	<0.1	0.401	0.159	11.080	0.00
03/09/18	6.480	6.5	7.3	0.1	1.999	7.8	7.0	<0.1	0.000	4.2	1.1	<0.1	1.400	5.0	7.0	<0.1	0.436	0.155	10.690	0.00
03/10/18	6.540				2.590				0.400				1.556				0.437	0.150	10.970	0.43
03/11/18	7.240	6.8	8.7		2.880				1.940				1.556				0.425	0.160	11.460	0.03
03/12/18	7.020	7.1	6.2	0.1	2.942	10.7	6.0	0.1	2.410	9.0	15.0	0.2	2.230	4.4	14.0	<0.1	0.441	0.156	12.880	0.00
03/13/18	6.820	8.3	7.2	<0.1	3.006	7.6	6.0	<0.1	1.690	5.8	16.0	0.3	0.001	5.0	15.0	0.1	0.442	0.156	13.120	0.00
03/14/18	6.600	11.3	7.0	0.1	3.110	7.7	4.0	<0.1	1.260	6.8	2.6	0.1	0.016	3.9	3.0	<0.1	0.441	0.160	11.990	0.05
03/15/18	6.040	7.8	5.2	0.1	2.832	7.6	5.0	<0.1	0.810	5.2	2.5	0.3	0.193	5.8	5.0	<0.1	0.440	0.156	11.900	0.25
03/16/18	6.020	8.0	6.0	0.1	3.045	6.6	5.0	<0.1	2.920	12.6	6.2	<0.1	0.146	6.0	3.0	<0.1	0.440	0.155	12.030	0.08
03/17/18	6.180				3.150				3.200				0.796				0.439	0.160	13.210	0.10
03/18/18	6.800	4.4	5.5		3.254				4.550				0.646				0.440	0.156	14.940	0.01
03/19/18	6.560	7.4	4.9	0.1	3.315	9.0	6.0	0.1	2.210	3.9	15.8	0.3	0.105	6.5	15.0	<0.1	0.439	0.158	15.880	0.00
03/20/18	6.180	7.4	9.9	0.3	3.118	8.3	7.0	<0.1	2.170	8.2	17.0	0.3	0.082	5.2	16.0	<0.1	0.440	0.157	12.470	0.00
03/21/18	6.130	8.4	6.7	0.1	3.118	8.6	7.0	<0.1	3.190	5.2	2.2	<0.1	0.091	4.7	4.0	0.1	0.440	0.156	12.600	0.00
03/22/18	5.810	6.7	4.3	0.2	3.100	8.3	6.0	0.1	3.580	6.6	3.0	<0.1	0.153	6.8	4.0	0.1	0.443	0.160	13.990	0.22
03/23/18	6.460	8.0	7.0	0.1	3.030	9.0	7.0	ND	3.240	10.0	3.0	0.3	1.524	6.0	4.0	<0.1	0.442	0.156	15.450	0.02
03/24/18	6.570				2.724				3.280				1.727				0.404	0.156	15.220	0.00
03/25/18	6.720	5.3	7.6		2.573				3.300				1.475				0.388	0.160	15.580	0.00
03/26/18	7.080	9.1	8.4	<0.1	0.132	12.8	7.0	<0.1	1.790	3.8	15.8	0.4	1.525	5.8	15.0	0.1	0.386	0.156	16.610	0.00
03/27/18	6.330	7.7	5.8	0.1	2.488	6.1	7.0	<0.1	1.080	9.0	14.0	0.1	0.266	8.8	13.0	0.1	0.387	0.156	11.850	0.00
03/28/18	6.230	11.7	6.2	0.1	3.321	7.3	4.0	0.3	1.880	8.8	3.2	<0.1	0.184	4.6	2.0	<0.1	0.388	0.159	11.350	0.00
03/29/18	6.220	10.1	6.2	0.1	2.732	7.4	6.0	0.7	0.080	5.2	2.8	0.3	0.213	5.2	3.0	<0.1	0.388	0.156	12.000	0.00
03/30/18	6.080	10.3	6.2	0.1	2.740	7.4	5.0	2.0	0.000	15.7	4.6	<0.1	0.255	3.7	2.0	<0.1	0.386	0.155	10.340	0.00
03/31/18	6.100				2.754				0.350				0.270				0.380	0.160	9.680	0.00
AVG	6.472	7.8	6.6	<0.1	2.820	7.7	6.0	<0.2	1.774	7.3	7.6	<0.2	0.841	5.4	8.4	<0.1	0.422	0.157	13.065	1.45
TOTAL	200.640				87.433				55.000				26.061				13.081	4.874	405.000	

Unified Beach Monitoring

#1

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: March 2018
 REPORT DUE: May 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 835
 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		
			CFU/100ml	SM9222B			CFU/100ml	SM9222D	EPA 1600								Onshore	Offshore
			CFU/100ml	SM9222B			CFU/100ml	EPA 1600	Onshore								Offshore	
S0	03/08/18	820	<40	<40	<4	<4	None	None	None	None	Green			Slightly Turbid				
S1	03/08/18	830	40	<40	4	4	None	None	None	None	Green			Slightly Turbid				
S2	03/08/18	755	<40	<40	<4	<4	None	None	None	None	Green			Slightly Turbid				
DSB5	03/08/18	750	200	300	2	2	None	None	None	None	Green	60		Slightly Turbid				
S3	03/08/18	835	<40	<40	<4	<4	None	None	None	None	Green	61		Slightly Turbid				
DSB4	03/08/18	845	<40	<40	<4	<4	None	None	None	None	Green			Slightly Turbid				
S5	03/08/18	850	<30	<30	<5	<5	None	None	None	None	Green			Slightly Turbid				
DSB1	03/08/18	900	<40	<40	<4	<4	None	None	None	None	Green			Slightly Turbid				
SJC1	03/08/18	815	<200	<200	<20	<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

#2

South Orange County Wastewater Authority-San Juan Creek Ocean Outfall

REPORT FOR: March 2018
 REPORT DUE: May 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 0719
 Weather: Drizzle

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	Onshore	Offshore							
S0	03/13/18	910	300	90	70	None	None	None	None	Green	59	Turbid			
S1	03/13/18	922	20	<40	5	None	None	None	None	Green		Turbid			
S2	03/13/18	845	100	<40	20	None	None	None	None	Green		Turbid			
DSB5	03/13/18	835	>=4,000	500	1,000	None	None	None	None	Green		Turbid			
S3	03/13/18	927	100	50	40	None	None	None	None	Green		Turbid			
DSB4	03/13/18	930	200	40	10	None	None	None	None	Green		Turbid			
S5	03/13/18	935	<40	40	5	None	None	None	None	Green		Turbid			
DSB1	03/13/18	940	<40	<40	4	None	None	None	None	Green		Turbid			
C1	03/13/18	915	>=2,000	2,000	1,000	None	None	None	None	Green		Turbid	Flowing		

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: March 2018
 REPORT DUE: May 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 1132
 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
			SM9222B	EPA 1600		CFU/100ml	EPA 1600								Onshore	Offshore
S0	03/20/18	0840	20	<40	30	None	None	None	None	Brown		Turbid				
S1	03/20/18	0858	20	<40	<4	None	None	None	None	Green		Turbid				
S2	03/20/18	0815	40	<40	10	None	None	None	None	Brown	58	Turbid				
DSB5	03/20/18	0810	50	<40	40	None	None	None	None	Brown		Turbid				
S3	03/20/18	0859	<40	<40	2	None	None	None	None	Green		Turbid				
DSB4	03/20/18	0900	<40	<40	<4	None	None	None	None	Blue		Turbid				
S5	03/20/18	0910	<40	<40	<4	None	None	None	None	Blue		Turbid				
DSB1	03/20/18	0920	50	50	4	None	None	None	None	Green		Turbid				
C1	03/20/18	0835	200	<100	1,000	None	None	None	None	Brown	58	Turbid	Flowing			

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: March 2018
 REPORT DUE: May 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 730
 Weather: Clear

COMMENTS: SJ creek flowing at north end of creek.

STA#	DATE	TIME	Total		Fecal		Enterococcus		Material of Sewage			Oil & Grease	Odor	Water Color	H2O Temp(F)	Water Condition	Water Outlet	Birds
			Coliform		Coliform		coccus		Onshore	Offshore	Origin							
			CFU/100ml SM9222B	CFU/100ml SM9222D	CFU/100ml	CFU/100ml	EPA 1600	EPA 1600										
S0	03/27/18	835	300	200	50	50	None	None	None	None	None	None	Green	56	Turbid			
S1	03/27/18	840	40	20	10	10	None	None	None	None	None	None	Green		Turbid			
S2	03/27/18	820	<40	<40	10	10	None	None	None	None	None	None	Green		Turbid			
DSB5	03/27/18	810	70	<40	70	70	None	None	None	None	None	None	Green		Turbid			
S3	03/27/18	848	40	20	20	20	None	None	None	None	None	None	Green		Turbid			
DSB4	03/27/18	850	<40	50	20	20	None	None	None	None	None	None	Green		Turbid			
S5	03/27/18	853	<40	<40	7	7	None	None	None	None	None	None	Green		Turbid			
DSB1	03/27/18	900	<40	20	20	20	None	None	None	None	None	None	Green	56	Turbid			
C1	03/27/18	830	500	400	80	80	None	None	None	None	None	None	Green		Turbid	Flowing		

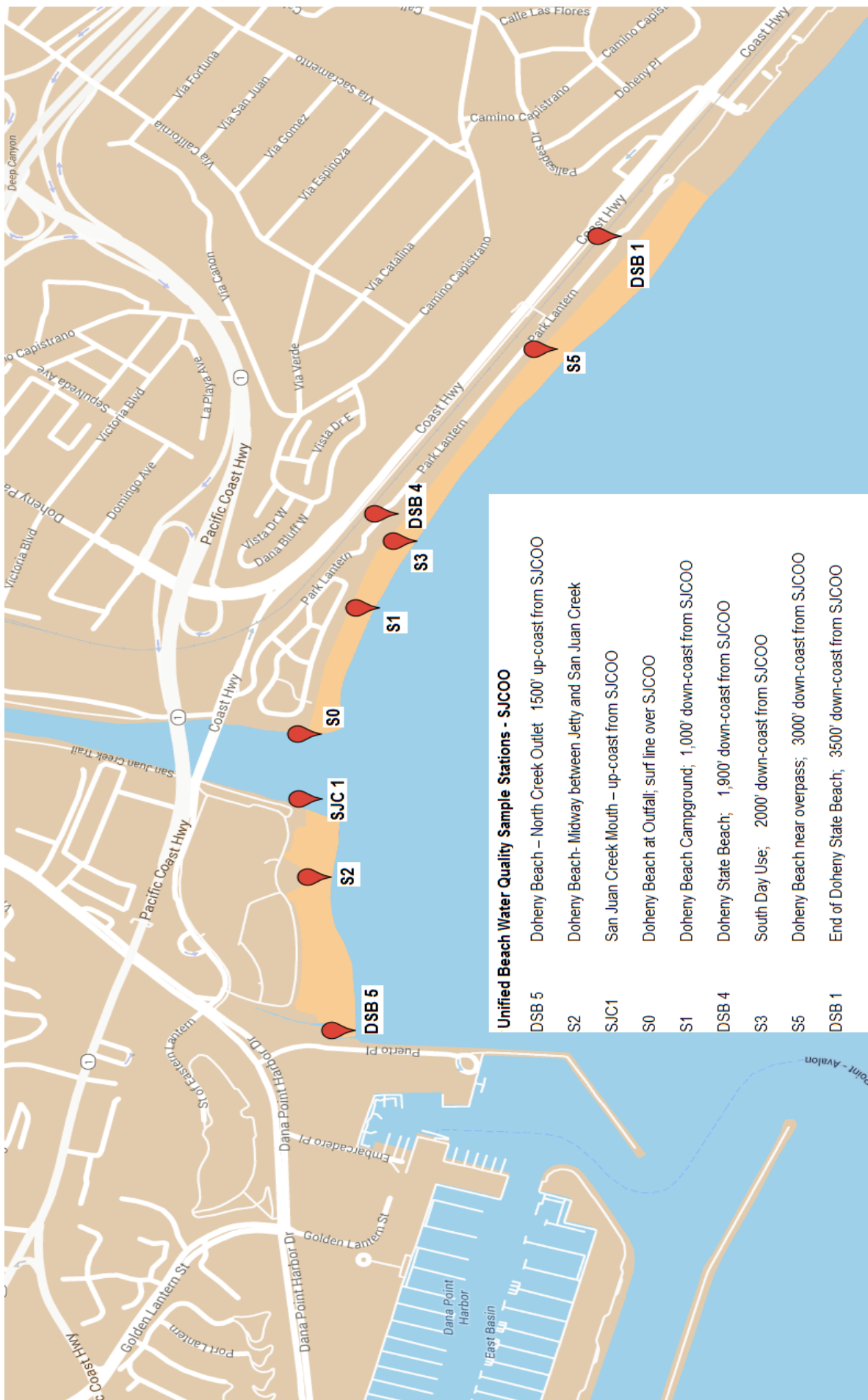
RECEIVING WATER LIMITATIONS: Single Sample Maximum - Total coliform density shall not exceed 10,000 per 100ml; Fecal coliform density shall not exceed 400 per 100ml; Enterococcus density shall not exceed 104 per 100ml.

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: March 2018

REPORT FREQUENCY: Monthly

REPORT DUE: May 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 706

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	03/07/18	<2	<2	<2	923	0	0	0 - None
A-1	Mid depth	03/07/18	60	20	<10				1 - Mild
A-2	Surface	03/07/18	<2	<2	<2	928	0	0	2 - Moderate
A-2	Mid depth	03/07/18	<10	<10	<10				3 - Severe
A-3	Surface	03/07/18	<2	<2	<2	936	0	0	
A-3	Mid depth	03/07/18	<10	<10	<10				
A-4	Surface	03/07/18	<2	<2	<2	941	0	0	
A-4	Mid depth	03/07/18	<10	<10	<10				
A-5	Surface	03/07/18	<2	<2	<2	925	0	0	
A-5	Mid depth	03/07/18	<10	<10	<10				
B-1	Surface	03/07/18	2	<2	<2	916	0	0	
B-1	Mid depth	03/07/18	70	10	<10				
B-2	Surface	03/07/18	<2	<2	<2	956	0	0	
B-2	Mid depth	03/07/18	<10	10	<10				
N1	Surface	03/07/18	2	<2	<2	910	0	0	
N2	Surface	03/07/18	<2	<2	<2	907	0	0	
N3	Surface	03/07/18	<2	<2	<2	902	0	0	
N4	Surface	03/07/18	4	4	<2	857	0	0	
N5	Surface	03/07/18	<2	<2	<2	855	0	0	
N6	Surface	03/07/18	<2	<2	<2	852	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	1/16/2018	Manganese	12-Month	mg/L	0.05	0.07	
SOCWA - RTP	2/1/2018	Manganese	12-Month	mg/L	0.05	0.06	
SOCWA - RTP	3/1/2018	Manganese	12-Month	mg/L	0.05	0.06	
SMWD - 3A	3/27/2018	Manganese	12-Month	mg/L	0.05	0.06	

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

QUARTERLY RECYCLED WATER MONITORING

Monitoring Period Ending: Mar 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	MNWD-RTP 12-month Average	SCWD-CTP 12-month Average
TDS	mg/L	1000	858 *	907 **	908	719	790	845	783	797	647 ***
Chloride	mg/L	375	164	186	241	159	172	223	186	214	206
Sulfate	mg/L	400	226	199	242	209	204	212	180	252	149
Sodium	mg/L	None	-	149	178	128	145	178	140	160	143
Alkalinity	mg/L	None	-	-	-	-	-	-	-	244	175
Adjusted SAR	Ratio	None	5.30	-	4.74	4.36	4.59	5.04	4.72	5.09	4.81
Iron	mg/L	0.3	0.013	0.040	0.020	0.049	0.092	0.035	0.13	0.198	0.099
Manganese	mg/L	0.05	0.017	0.011	0.021	0.026	0.029	0.005	0.060	0.056	0.049
MBAS	mg/L	0.5	0.15	0.00	0.05	0.45	0.30	0.45	0.45	0.08	0.10
Boron	mg/L	0.75	0.33	0.280	0.307	0.313	0.350	0.340	0.31	0.315	0.28
Fluoride	mg/L	None	0.21	1.275	0.37	1.017	0.84	1.02	1.00	0.85	0.81
Total Organic Carbon	mg/L	None	10.0	-	8.2	10.4	11.0	8.3	9.7	9.8	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	0.000	0.000										0.00
CSJC 2	Chiquita/SMWD	13.70	19.200	0.000										32.90
CSJC 3	Non-Domestic Well	13.32	16.310	26.400										56.03
ETWD	Region 8	59.07	92.014	43.977										195.06
IRWD														
4	IRWD - 8	55.64	77.766	28.795										162.20
4	IRWD - 9	61.28	72.888	18.150										152.31
SCWD	SOCWA CTP	0.000	0.000	0.000										23.79
MNWD	JRP	438.85	522.478	194.261										1396.80
	3-A Plant	0.00	0.000	107.727										107.73
	CTP	-36.70	-48.847	-38.115										-123.66
SMWD	Oso Creek	147.80	132.330	145.649										425.78
	Chiquita	330.98	422.463	318.458										1071.90
	Nichols	1.94	1.752	2.170										5.86
TCWD	RRWRP	47.84	40.675	NR										88.51
TOTALS		1,133.7	#####	847.473										3595.23

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: May 3, 2018

TO: SOCWA Board of Directors
FROM: Betty Burnett, General Manager
STAFF CONTACT: Katie Greenwood, Source Control Manager
SUBJECT: Monthly Pretreatment Report, March and April 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

Staff continues to utilize CA Manufactures Directory to perform industrial waste surveys and identify potential industry requiring a permit to discharge wastewater.

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 – The Non-Significant Categorical Industrial User (NSCIU) Class 1 Wastewater Discharge (WD) Permit was issued on April 5, 2018.

Trainings and Committee Meetings Attended

SOCWA Staff attended day 2 of the 2018 CWEA Annual Conference in Sacramento and participated in the P3S Executive Committee meeting.

Inspections

SOCWA Staff conducted the following inspections on the following date:

SMWD - On March 29, 2018, SOCWA Staff inspected Left Coast Brewery to ensure that cleaning in place (CIP) wastewater is neutralized prior to discharge to sewer. Site required to keep pH and flow log. Follow-up inspection tentatively scheduled for late June 2018.

IRWD – On April 6, 2019, SOCWA Staff and IRWD Staff conducted a joint inspection of Sunstar Laboratories in response to an environmental complaint received by the State Water

Resource Control Board – Santa Ana Region on March 26, 2018. Site required to post signage over discharge point/sink stating, “No Discharge/Draining of Oily Wastewater to Sink”.

CSJC – On April 16, 2018, SOCWA Staff inspected Docent Brewery to make site personnel aware of sewer discharge prohibitions and limits. Recommendations for improvement were provided. There were no requirements associated with the inspection.

Enforcement

There are no pending enforcement activities at present.

Summary of Activities and Types of IUs in the SOCWA Service Area.

YTD through April 16, 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
EBSD	(U)	0	1	0	0	0	0	0	0	1
IRWD	(S)	3	4	51	21	63	920	0	0	1059
MNWD	(S)	43	5	125	40	616	2068	8	1	2854
SMWD	(S)	15	5	20	20	188	746	2	0	979
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	9372
Dentist (All)										444
Total Known IUs										9816

(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.

Agenda Item

Legal Counsel Review: N/A

Meeting Date: May 3, 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)**

Task Code	Description	Phase	Status
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 and Carollo Engineers staff members conducted a 35% review meeting.
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.
3250-000	Plant 1 Grit Basin Improvements (2017)	Construction	Project awarded to SS Mechanical Construction; contract forms currently under review.
3253-000	Effluent System Valve Replacement (2017)	Design	Hazen and Sawyer design completed; project to be included as part of Package B construction.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 2(R) - JB LATHAM TREATMENT PLANT CAPITAL PROJECTS
(17/18)**

Task Code	Description	Phase	Status
CAPITAL IMPROVEMENT PROJECT COMMON			
3218-000	Energy Building Roof Reconstruction (2015)	Design	Part of the Package 'B' Improvements.
4014-000	Foul Air System Evaluation (2016) (NCP)	Study	Final report has been submitted; the document will be reviewed with the Engineering Committee on May 10, 2018.
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.
4001-000	Plant Drain System Study (2017) (NCP)	Study	Project awarded to Tetra Tech; project kickoff meeting is schedule for May 10, 2018.
CAPITAL IMPROVEMENT PROJECT SOLIDS			
3287-000	Facility Improvements B - DAFT and Ancillary Solids Improvements (2018)	Design	SOCWA and Carollo Engineers staff members conducted a 35% review meeting.
3210-000	Facility Improvements - Solids Area (2015)	Design	Project awarded to Tetra Tech; project kickoff meeting is schedule for May 10, 2018.

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 5 - SAN JUAN CREEK OCEAN OUTFALL CAPITAL PROJECTS
(‘17/18)**

Task Code	Description	Phase	Status
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)**

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
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 April 10, 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 April 10, 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 April 10, 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 April 10, 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 April 10, 2018.
3553-000	Plant Drainage Improvements (2017)	Design	TetraTech has completed design. SOCWA intends to advertise for bids in May, 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)**

<i>Task Code</i>	<i>Description</i>	<i>Phase</i>	<i>Status</i>
CAPITAL IMPROVEMENT PROJECT AWT			
3562-000	AWT Applied Water Pump Replacement (2017)	Construction	Olsson Construction has substantially completed work on the filter applied water pumps.
3596-000	Applied Water VFD Pump Panel and Electrical (2018)	Design	A project status review meeting was conducted with Dudek on April 12, 2018.
3597-000	MCC A Replacement Design (2018)	Design	A project status review meeting was conducted with Dudek on April 12, 2018.
3517-000	AWT Backwash Water Pump Replacement (2016)	Construction	Olsson Construction has substantially completed work on the backwash water pumps.

**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	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 2018.
3730-000	Primary Gallery Upgrade (2014)	Design	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 2018.
3702-000	Waste Activated Sludge VFD Control Panel (2013)	Design	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 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 reviewed potential design amendment for work on AWT electrical system.
3781-000	Primary Scum Skimmer Replacement (2018)	Design	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 2018.
3784-000	DAF (Mannich) Polymer System Replacement (2018)	Design	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 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	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 2018.
3786-000	Primary Gallery Mechanical and Electrical Upgrade (2018)	Design	Part of the Miscellaneous Improvements 2017 Project to be bid in June, 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 May 12, 2018.
3787-000	Aeration Area Upgrade Design (2018)	Design	Project status meeting held with Lee & Ro on April 3, 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	Awaiting Permit to Operate in Parallel from SCE.
3790-000	Solids Area Upgrade Design (2018)	Design	Project status meeting held with Lee & Ro on April 3, 2018.
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)**

Task Code	Description	Phase	Status
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)**

Task Code	Description	Phase	Status
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 PROJ**

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	D	B&A	C	C
3592-000	Facility Improvements Project Design (2018)	D	D	D	D	B&A	C	C
3509-000	Switchgear Replacement Design (2016)	D	D	D	D	B&A	C	C
3514-000	CTP Facility Upgrade Design (2016)	D	D	D	D	B&A	C	C

**SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
PROJECT COMMITTEE NO. 15(R) - COASTAL TREATMENT PLANT CAPITAL PROJ**

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
3597-000	MCC-A Replacement (2018)	D	B&A	C	C	C	C	C
3596-000	Applied Water VFD Pump Panel and Electrical (2018)	D	B&A	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
3534-000	Export Sludge System (1997)	ENV	ENV	B&A	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						

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

Engineering Committee

October 12, 2017

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Engineering Committee was held on Thursday, October 12, 2017, at 8:30 a.m. at the SOCWA Administrative Offices located at 34156 Del Obispo Street, Dana Point, California. The following members were present:

ROD WOODS	Moulton Niguel Water District
RICK SHINTAKU	South Coast Water District
MICHAEL DUNBAR	Emerald Bay Service District
DENNIS CAFFERTY	El Toro Water District [exit 8:43 a.m.]
DAVID SHISSLER	City of Laguna Beach
DON BUNTS	Santa Margarita Water District [exit 8:43 a.m.]

Also present:

DANIEL SHIMELL	Moulton Niguel Water District
MATT COLLINGS	Moulton Niguel Water District
DENNIS ERDMAN	South Coast Water District
MIKE MARQUIS	City of San Juan Capistrano

Absent:

HECTOR RUIZ	Trabuco Canyon Water District
DAVE REBENS DORF	City of San Clemente
KEVIN BURTON	Irvine Ranch Water District

Staff present:

BETTY BURNETT	General Manager
BRIAN PECK	Director of Engineering
JASON MANNING	Senior Engineer
RONI YOUNG-GRANT	Associate Engineer
JIM BURROR	Director of Operations
JEANETTE COTINOLA	Procurement/Contracts Administrator

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

DISCUSSION:

Mr. Peck noted that the June 8, 2017, Engineering Committee Meeting minutes had been previously approved with comments noted by Mr. Collings, Mr. Shissler, and Mr. Brunhart. Mr. Peck reviewed the tape recording of the meeting to ensure that minutes appropriately addressed the comments. Mr. Peck noted that he wanted to advance the minutes for approval by the Board of Directors at the November, 2018, Board Meeting. Mr. Peck asked if there were any further comments on the minutes. No comments were noted.

ACTION TAKEN:

No further action necessary at this time.

Operations Report

DISCUSSION:

Mr. Burror did not have an Operations Report for this meeting.

ACTION TAKEN:

No action necessary at this time.

Aliso Creek Ecosystem Restoration Project
(Project Committees 15, 21, and 24)

DISCUSSION:

Mr. Peck indicated that the U.S. Army Corps of Engineers (USACOE) had released the draft report on the Aliso Creek Ecosystem Restoration Project. The project involves a series of grade control structures and a general raising of the elevation of the creek bed. The current construction cost estimate for the project is \$96 million. Approximately 1/3 of that cost is to be locally funded; however, there are no details on who will provide what amount of local funding. Mr. Peck indicated that there will be a public review meeting at the Laguna Hills Community Center on October 17, 2017. Mr. Shissler indicated that he would represent the City of Laguna Beach at that meeting. Ms. Burnett is considering whether or not SOCWA will make a public comment on this issue.

ACTION TAKEN:

This item was presented for information only.

Regional Treatment Plant Switchgear and Cogeneration Upgrade Construction Project
Update

(Project Committee 17)

DISCUSSION:

Mr. Manning reported on the status of the Regional Treatment Plant Switchgear and Co-Generation Upgrade Project and updated timeline for project completion. Mr. Manning presented one change order to the Pacific Hydrotech contract. Change Order No. 14 involved the addition of local disconnects to five cogeneration auxiliary motors for compliance with SOCWA Standard Operating Procedures. The cost of Change Order No.14 is \$5,555.28.

ACTION TAKEN:

The present Project Committee No. 17 members recommended Change Orders No. 14 to the construction contract with Pacific Hydrotech for the Regional Treatment Plant Cogeneration and Switchgear Upgrade Project for action by the Board of Directors.

Coastal Treatment Plant Miscellaneous Improvements 2017 Construction Project Update
(Project Committee 15)

DISCUSSION:

Ms. Young reported on the status of the Coastal Treatment Plant Miscellaneous Improvements 2017 Project timeline for completion. Ms. Young presented three change orders to the Olsson Construction contract. Change Order No. 1 involved the addition of two 2-inch valves on the Export Sludge Pump pressure relief pipeline. The cost of Change Order No.1 is \$685.00. Change Order No. 2 is the replacement of two 20-inch Victaulic flanges at the knife gate valves. The cost for Change Order No.2 is \$5,484.00. Change Order No. 3 is the installation of a temporary bypass to replace the grit knife gate valves. The cost for Change Order No.3 is \$26,615.00. The representatives of the City of Laguna Beach, the South Coast Water District, and the Emerald Bay Service District supported the proposed change orders. Mr. Woods indicated that the Moulton Niguel Water District (MNWD) did not support the

proposed change orders as (a) the project would extend the life of the facility beyond the duration of the Project Committee 15 agreement and the MNWD does not intend to renew its participation in the facility and (b) the MNWD does not believe the capital improvement budget for Project Committee 15 for Fiscal Year '17/'18 was approved.

ACTION TAKEN:

The change orders will be recommended to the Board of Directors for Project Committee 15 at the next Board of Directors meeting.

Coastal Treatment Plant Ten Year Plan Review
(Project Committee 15)

DISCUSSION:

Mr. Peck reviewed the three handouts provided for the Coastal Treatment Plant Ten Year Plan review: (1) original comment letters from member agencies; (2) responses to the comments; and (3) changes to the version of the June 2017 Ten Year Plan. Mr. Peck reviewed the comments and responses. Discussion ensued regarding the difference between the current proposed plan and the ten year expenditures that were included in the SOCWA Fiscal Year 2017/2018 Budget. Mr. Collings expressed concern that there was such a significant difference (\$10 million) in two plans that were only three months apart. Mr. Peck stated that the Ten Year Plan had not been officially updated since 2010. Mr. Peck indicated that the values presented in the Fiscal Year 2017/2018 Budget simply reflected a reshuffling of the 2010 plan numbers. Mr. Peck indicated that the SOCWA had previously reviewed with the Engineering Committee the methodology for the updated Ten Year Plan preparation including a more detailed evaluation of existing assets. Mr. Collings indicated that there was concern about whether a member agency could rely upon the budgetary values provided by SOCWA; he indicated that this had been discussed at the April Strategic Planning Meeting with the Board of Directors. Ms. Burnett noted that the updated Ten Year Plan values reflected a needed upgrading to facilities. Ms. Burnett felt that SOCWA in the past had been focused on operating assets to the point of failure. Discussion continued.

Mr. Peck reviewed the remaining responses to the Moulton Niguel Water District review comments. Mr. Peck did not review the responses to the City of Laguna Beach and the South Coast Water District. Mr. Peck asked the agencies to review the responses and provide any comments to SOCWA staff.

ACTION TAKEN:

No action taken at this time.

Coastal Treatment Plant Facility Improvements Design Proposal Review
(Project Committees 15)

DISCUSSION:

Ms. Young presented the proposals received for the Coastal Treatment Plant Facility Improvements project design which covers various improvements in the Coastal Treatment Plant's aeration system, electrical updates, structural improvements, and various other improvements including some safety items. Requests for Proposals (RFP's) were sent to eight design firms. SOCWA received proposals from the following six firms: AECOM, Black & Veatch, CH2MHill, Hazen & Sawyer, HDR Engineering, and Lee & Ro. Ms. Young noted that the fees ranged from \$1.2 to \$1.4 million. She also noted that the number of hours and the number of drawings were comparable between the firms. Discussion ensued regarding the proposals. The Project Committee 15 members asked Ms. Young for her recommendation. Ms. Young recommended Hazen & Sawyer. The representatives of the South Coast Water District, the City of Laguna Beach, and the Emerald Bay Service District agreed with Ms. Young's recommendation. Mr. Collings indicated that the Moulton Niguel Water District (MNWD) would not comment on the recommendation as (a) the project would extend the life of the facility beyond the duration of the Project Committee 15 agreement and the MNWD does not

intend to renew its participation in the facility and (b) the MNWD does not believe the capital improvement budget for Project Committee 15 for Fiscal Year '17/'18 was approved.

ACTION TAKEN:

With the exception of MNWD, the present Project Committee No. 15 members recommended Hazen and Sawyer be awarded the design contract for the Coastal Treatment Plant Facility Improvements Project for action by the Board of Directors.

Adjournment

There being no further business, Mr. Peck adjourned the meeting at 10:10 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 October 12, 2017, and approved by the Board of Directors of the South Orange County Wastewater Authority.

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

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

Engineering Committee

March 8, 2018

The Regular Meeting of the South Orange County Wastewater Authority (SOCWA) Engineering Committee was held on Thursday, March 8, 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
JOE McDIVITT	South Coast Water District [arrival 8:40 a.m.]
MIKE MARQUIS	City of San Juan Capistrano
DENNIS CAFFERTY	El Toro Water District
DON BUNTS	Santa Margarita Water District
MICHAEL DUNBAR	Emerald Bay Service District [arrival 8:50 a.m.]

Absent:

HECTOR RUIZ	Trabuco Canyon Water District
DAVE REBENDORF	City of San Clemente
DAVID SHISSLER	City of Laguna Beach

Staff Present:

BRIAN PECK	Director of Engineering
JASON MANNING	Senior Engineer
RONI YOUNG-GRANT	Associate Engineer
DAN WHEELER	Superintendent of Operations and Maintenance
MIKE MATSON	Support Services Manager
BETTY BURNETT	General Manager
JEANETTE COTINOLA	Procurement/Contracts Administrator

Also Present:

SARA MATHIS	South Coast Water District
JESUS GARIBAY, JR.	Moulton Niguel Water District
DENNIS ERDMAN	South Coast Water District
JOHN CHRISTOPHER	Louis Berger US
PAUL LONSPERY	Louis Berger US

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. Woods and seconded by Mr. Cafferty to approve the February 8, 2018 Engineering Committee Meeting minutes as submitted.

Motion carried: Aye 5; Nay 0; Abstain 1; Absent 4

Michael Dunbar	Absent
Joe McDivitt	Abstain
Rod Woods	Aye
Don Bunts	Aye
Mike Marquis	Aye
Dave Rebensdorf	Absent
Hector Ruiz	Absent
Dennis Cafferty	Aye
David Shissler	Absent
Kevin Burton	Aye

Mr. Woods requested that action on the October, 2017, Engineering Committee Meeting minutes be deferred until the April 2018 Engineering Committee meeting. Mr. Peck concurred.

Operations Report

DISCUSSION:

Mr. Burror was unable to attend the meeting. Discussion of his materials was deferred until the April 2018 Engineering Committee meeting.

ACTION TAKEN:

No action necessary at this time.

Regional Treatment Plant Co-Generation and Switchgear Construction Project Status Update (Project Committee 17)

DISCUSSION:

Mr. Manning presented eight change orders to the Pacific Hydrotech contract. Change Order Nos. 21 and 23 are associated with the Switchgear Upgrade portion of the project (Tasks 3715-000 and 3789-000). Change Order No. 21 involved the replacement of bucket assemblies in Motor Control Center B at a cost of \$17,212.04. Change Order No. 23 involved rerouting a drain line away from Panel SSG-1 at a cost of \$2,430.83. Change Order Nos. 22, 24, 25, 26, 27, and 28 are associated with the Co-Generation Upgrade portion of the project (Tasks 3722-000 and 3791-000). Change Order No. 22 involved the replacement of bearings on the engine due to the delay in engine start-up after the original installation. The cost for Change Order No.22 is \$20,748.50. Change Order No. 24 is a credit for removing the demolition of pipe with the Digester Control Building. The credit for Change Order No.24 is \$15,984.00. Change Order No. 25 covered the installation of a temporary bypass for gas flow during modifications to the flare control valve. The cost for Change Order No.25 is \$4,986.20. Change Order No. 26 involved the removal of two access ladders to improve building safety as requested by SOCWA Operations staff. The cost for Change Order No.26 is \$4,352.37. Change Order No. 27 involved the rental and installation of a load bank to allow testing of the engine generator system prior to commissioning of the unit. The cost for Change Order No.27 is \$8,090.83. Change Order No.28 involved the supply and installation of two additional gas monitors for added system safety. The cost for Change Order No. 28 is \$31,240.30.

ACTION TAKEN:

The present Project Committee No. 17 members recommended Change Orders Nos. 21, 22, 23, 24, 25, 26, 27, and 28 to the construction contract with Pacific Hydrotech for the Regional Treatment Plant Cogeneration and Switchgear Upgrade Project for action by the Board of Directors.

Consideration of Asset Register Pilot Projects at SOCWA Treatment Facilities (Project Committees 2 and 17)

DISCUSSION:

Mr. Peck reviewed the proposed asset register pilot projects for the Fiscal Year 2018/2019 budget. The development of an Asset Management Plan has been subject of discussion by both SOCWA staff and the Board of Directors as a means of improving SOCWA's ability to forecast future capital requirements. SOCWA retained Hazen & Sawyer in 2017 to perform an asset management data gap analysis. This study also addressed SOCWA's use of Tabware as a computerized maintenance management system. This review identified key issues; however, SOCWA staff has not yet set a final direction for implementation of an asset management system.

As an interim step SOCWA staff proposes to embark on a pilot program for the development of an asset register. The asset register will be developed with Microsoft software such that the collected data might be imported into asset management program in the future. The proposed scope was largely drawn from a similar project that Hazen & Sawyer is conducting for the Moulton Niguel Water District. This pilot program would be developed at two locations: (1) J. B. Latham Treatment Plant Blower Building No.1 and (2) Regional Treatment Plant Sludge Equalization and Anaerobic Digestion Systems. The asset register developed in the pilot projects could then be expanded for the remaining portions of the treatment plants as well as the Coastal Treatment Plant either with SOCWA staff, interns or by retaining a consultant.

ACTION TAKEN:

SOCWA staff is proposing to include this item in the proposed Fiscal Year 2018/2019 budget. The members of the Engineering Committee are being asked to review and comment on this proposed budget item.

Consideration of Underground Utility Mapping Pilot Project (Project Committee 17)

DISCUSSION:

Mr. Peck reviewed the proposed plan for the development of an Underground Utility Mapping System. SOCWA staff has proposed the mapping system as an important condition assessment tool for underground utilities. This was originally identified as an exercise in AutoCAD mapping. However, it has been indicated that the value of the mapping is the ability to establish attributes (e.g. pipe materials, year of installation) with each section of underground piping (or conduit). This requirement lends itself more to a GIS system. SOCWA currently uses ArcGIS on a limited basis for the Environmental Compliance Department. SOCWA staff sought outside input on establishing a utility mapping system in GIS. Dudek was suggested as a company that currently operates GIS systems for several small utilities.

After meeting with SOCWA staff Dudek prepared a letter proposal for GIS services for yard piping and electrical conduit at the Regional Treatment Plant. A copy of the Dudek proposal is attached. The Regional Treatment Plant was selected as a pilot location based on the recently completed Underground Piping Reconstruction Plant (Lee & Ro, 2018). This plan will provide a significant amount of raw data which will reduce the magnitude of the initial project. The Dudek proposal includes the following key steps:

- Data Collection and Analysis
- Data Standards Development
- GIS Database Development

- GIS Database Review
- Draft Deployment and Training

The initial fee proposed by Dudek was \$98,740. SOCWA staff has included \$60,000 in the draft Fiscal Year 2018/2019 budget. SOCWA believes that there is more value in focusing on the data for a small portion of the Regional Treatment Plant; the true effort should be in the standards development.

Mr. Peck expressed gratitude to Dudek for their assistance. However, he noted that the selection of a consultant for this role (similar to the pilot projects for the asset register) would go through a competitive selection process in the new fiscal year.

ACTION TAKEN:

SOCWA staff is proposing to include this item in the proposed Fiscal Year 2018/2019 budget. The members of the Engineering Committee are being asked to review and comment on this proposed budget item.

Receive Comments on the Aliso Creek Watershed Facilities Capital Improvements Budget Fiscal Year 2018/2019 Year (Project Committees 15, 17, 21, and 24)

DISCUSSION:

Mr. Peck recapped the proposed budget for the Aliso Creek project committees as presented at the February Engineering Committee meeting.

ACTION TAKEN:

Member agency staff members are to provide final comments on the budget prior to or at the April Engineering Committee meeting. The Board budget workshop will take place later in April.

Review of San Juan Watershed Facilities Capital Improvement Budget Fiscal Year 2018/2019 (Project Committees 2 and 5)

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 J. B. Latham Treatment Plant Package 'B' project.

ACTION TAKEN:

Member agency staff members are to provide final comments on the budget prior to or at the April Engineering Committee meeting. The Board budget workshop will take place later in April.

Review of Bids for J. B. Latham Treatment Plant Plant 1 Grit Basin Rehabilitation (Project Committee 2)

DISCUSSION:

Mr. Peck reviewed the bidding process for the J. B. Latham Treatment Plant (JBLTP) Plant 1 Grit Basin Rehabilitation. The JBLTP Plant 1 Grit Basin rehabilitation includes the following work at the grit basin: concrete repair, installation of a new coating system, replacement of aluminum covers and grating, replacement of aeration diffuser equipment, and replacement of slide gates. The work also includes a temporary pumped bypass of influent flow around small portion of the pipe connecting the grit basin and the wetwell for the raw sewage pumps. Five bids were received and opened on February 28, 2018. The apparent low bidder was SS Mechanical at a price of \$343,450. Discussion ensued about why this cost was significantly lower than the other four bids. Mr. Peck indicated that the primary reason was that SS Mechanical is currently operating at a very low overhead rate. Mr. Peck indicated that he had reviewed the bid with SS Mechanical management. They have elected to stand by their bid. Mr. Peck indicated that SOCWA staff was recommending award to SS Mechanical based

on their successful track record of completing projects for SOCWA. The representatives of the Project Committee 2 member agencies concurred.

ACTION TAKEN:

The Project Committee 2 Engineering Committee members recommended an award of contract to SS Mechanical for action by the Board of Directors.

Review of Proposals for J. B. Latham Treatment Plant Miscellaneous Improvements 2018 (Project Committee 2)

DISCUSSION:

Ms. Young reviewed the scope for the J. B. Latham Treatment Plant (JBLTP) Miscellaneous Improvements 2018 project. The project combines design for the Digester No.4 Rehabilitation and study for the Plant Drainage System evaluation. The Digester No.4 Rehabilitation includes (1) concrete repair and recoating of the inside concrete walls, (2) repair and recoating of the interior of the dome, (3) replacement of the seal between the digester dome and the digester walls, (4) blasting and recoating of digester dome cover, and miscellaneous other improvements. This work was originally intended to be part of the Package 'B' Improvements; however, it was determined that completing the work early would accelerate the schedule for Package 'B'. The evaluation of the JBLTP plant drainage system is intended to provide input for the Ten Year planning process.

The original request for proposals (RFP) for the J. B. Latham Treatment Plant Miscellaneous Improvements 2018 Evaluation and Design was transmitted to four consulting firms: AECOM, Black & Veatch, HDR Engineering, and Tetra Tech. A single proposal was received from Tetra Tech. SOCWA requested two additional firms to propose on the project to provide a basis for comparison. Additional proposals were also received from Dudek and Lee & Ro.

Ms. Young asked for input from the Engineering Committee. It was agreed that each of the firms seem equally qualified for the project. Ms. Young indicated that the recommendation of SOCWA staff was to award the project to Tetra Tech. Mr. Peck reviewed the proposed fees. The Tetra Tech proposal had the lowest fee at \$150,000. Mr. Peck noted that this fit within the existing budget for the project.

ACTION TAKEN:

The Project Committee 2 Engineering Committee members recommended an award of contract to Tetra Tech for action by the Board of Directors.

Adjournment

There being no further business, Mr. Peck adjourned the meeting at 10:06 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 March 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

Meeting Date: May 3, 2018

TO: Board of Directors
FROM: Betty Burnett, General Manager
SUBJECT: Resolution No. 2018-03 - External Auditor Policy

Attached is the External Auditor Policy and Resolution No. 2018-03 for Board review.

Recommended Action

The Board will be requested to approve Resolution No. 2018-03 adopting the External Auditor Policy.

External Auditor Policy

May 3, 2018

Table of Contents

Purpose of Policy	1
General Policy.....	1
Policy Revisions	1
Policy Approval and Adoption.....	2
Procedure for Procurement of External Auditors	3

Purpose of Policy

The purpose of the External Auditor Policy is to set forth the procedures and guidelines for the selection of an external audit firm to provide audit services for the Authority annual independent audits.

General Policy

It is the policy of the South Orange County Wastewater Authority (“Authority”) to comply with all financial audit requirements and to present financial statements in accordance with generally accepted accounting principles. The Authority is committed to obtaining independent audits of its financial statements performed with the appropriate professional auditing standards. Audits play a vital role in the public sector by helping to preserve the integrity of public finance functions.

When hiring an external audit firm, it is the policy of the Authority to require in the contract that the auditor conform to the independence standard promulgated in the General Accounting Offices Government Auditing Standards even for audit engagements that are not otherwise subject to generally accepted government auditing standards.

The Authority will consider entering into multiyear agreements of up to five years in duration when obtaining the services of independent auditors with its competitively procured external audit firms. (Except as set forth in this Policy, the Authority will utilize its procurement of Professional Services Policy in selecting an external auditor.) Such agreements allow for greater continuity and help to minimize the potential for disruption in connections with an independent audit. Multiyear agreements can also help to reduce audit costs. However, contract duration may be set with potential for yearly, or multi-year renewed options based on qualifications, experience, and overall satisfaction with performance. Provided however, that Authority shall direct its counsel to make recommendations for revision to Audit service based on changes in law or recommended standards.

The Authority shall not employ a public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the Authority for six (6) consecutive years. Government Code §12410.6.

The attached contract procurement procedures will apply to the selection of the Authority’s independent auditors.

It is the Policy of the Authority that audit issued internal control deficiencies shall be corrected within six (6) months of the date of completion of the audit following consideration of appropriate actions and as directed by the Authority Board.

Policy Revisions

This document may be revised upon approval by the Board. Revisions will be recommended whenever applicable Federal, State or Local Regulations change or otherwise as the need arises. The General Manager is authorized to implement any

procedure under this Policy so as to comply with law and the State Guidelines, with any change to this Policy necessitated thereby to be ratified by the Board on a timely basis.

Policy Approval and Adoption

This Policy has been reviewed by the SOCWA Board of Directors and adopted by Resolution No. 2018-02 on May 3, 2018.

Procedure for Procurement of External Auditors

1. Prepare RFP-Criteria to be included
 - a. Experience of the firm, size, location, area of expertise and public agencies.
 - b. Transition expertise-transitioning from prior auditors.
 - c. Approach-Overall audit approach, Specific audit approach and Audit effort.
 - d. Technical experience in performing work of a closely similar nature.
 - e. Strength and stability of the firm.
 - f. Client references.
 - g. Knowledge of applicable laws.
 - h. Qualification of project staff, particularly key personnel and especially the Audit Manager.
 - i. Logic of project organization.
 - j. Adequacy of labor commitment.
 - k. Concurrence in the restrictions on changes in key personnel.
 - l. Ability to meet the project deadline.
2. Provide previous period audited financials to potential candidates.
3. Identify firms to receive the RFP.
 - a. Recommendations from water and sewer agency partners.
 - b. Recommendations from current/past auditing firms.
 - c. External market research of Accountancy firms to determine qualifications for an invitation to propose.
4. Publish RFP on Planet Bids, other electronic procurement site or via email.
5. Have a Fact-Finding Meeting with interested firms.
6. Send review team proposals with score sheet.
 - a. Consider criteria for scoring, including:
 - i. a-q listed in Item 1.
 - ii. Ability to comply with SOCWA schedule to completion of audit by close of December each year, weighted heavily.
 - b. Schedule Review Team meeting.
 - i. Tally scores
 - ii. Hand out fee proposal
 - iii. Discussion and final scoring
7. Review references.
8. Verify insurance.
9. Set up interviews with highest ranked firms and Review Team.
10. Take recommendation to the board for consideration.

RESOLUTION NO. 2018-03

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
ADOPTING EXTERNAL AUDITOR POLICY**

WHEREAS, it is the policy of the South Orange County Wastewater Authority to comply with all financial audit requirements and to present financial statements in accordance with generally accepted accounting principles; and

WHEREAS, the Board of Directors of the South Orange County Wastewater Authority (SOCWA) now desires to adopt the External Auditor Policy;

NOW, THEREFORE, the Board of Directors of SOCWA does hereby RESOLVE, DETERMINE AND ORDER as follows:

Section 1. The External Auditor Policy, attached hereto and incorporated herein, is adopted and approved and shall stand as the Policy of the South Orange County Wastewater Authority until valid amendment thereof.

Section 2. The Secretary of SOCWA is directed to certify the adoption of the External Auditor Policy and to maintain a copy of the Policy at the principal offices of SOCWA.

ADOPTED, SIGNED and APPROVED this 3rd day of May 2018.

By: _____
Chairman

(SEAL)

By: _____
Secretary

Examples of Recently Developed Accounting Procedures and Their Purposes

Cash Flow Process—To record and track cash in the accounting system to allow periodic reconciliation with members and bank statements.

Invoice Generation Process—To bill members for budgeted costs for capital projects and operations and maintenance using data in Financial Edge.

Cost Allocation Process—To record and track detailed cost allocation data for capital and noncapital projects in Financial Edge.

Capital Asset Procedures for Identifying Completed Projects—To better ensure the proper application of SOCWA's capitalization policy.

Segregation of Duties Matrix—To separate incompatible activities for key accounting functions.

Financial Reporting Procedures—To ensure the monthly reporting of financial information to SOCWA's board, and the timely preparation of financial statements at year-end.

Accounts Payable Invoice Processing—To describe the steps in the purchasing cycle.

Budget Process—To guide its efforts during its annual budget process.

Sources: SOCWA's financial policies and procedures.

SOCWA's finance controller began developing additional written accounting policies and procedures in fiscal year 2015–16. Among these new procedures is its process for recording, tracking, and reconciling members' contributions, related expenses, and available cash for capital projects, as discussed previously. They also include formal procedures for preparing invoices in accordance with approved budgets and recording invoice information in Financial Edge with sufficient detail to allow tracking of billed amounts by member, and a new form that the engineering department will use to notify accounting when projects are completed and the related capital assets are placed in service. Examples of SOCWA's recently developed accounting procedures are listed in the text box.

Although SOCWA's newly developed policies and procedures are improvements, they lack step-by-step instructions that will enable staff unfamiliar with the processes to effectively complete the underlying tasks. For instance, the financial reporting procedures provide examples of monthly financial reports that are to be prepared for SOCWA's finance committee and board, but they do not contain instructions for staff on how to generate these reports. The Government Finance Officers Association (GFOA), an organization that promotes best practices in government financial management, recommends that every government entity formally document its accounting policies and procedures, which we believe should include step-by-step instructions.

Although Its Process for Selecting an External Auditor Meets Most Best Practices, SOCWA's Policy Does Not Require Multiyear Contracts With Its External Auditor or Rotation of Its Auditor

SOCWA's practices for selecting its external audit firm are mostly reasonable and prudent. For its fiscal year 2016–17 audit, SOCWA appropriately used a competitive process to engage an external audit firm. In May 2017, SOCWA created a detailed request for proposals (RFP) and published it through its electronic procurement system. SOCWA's RFP included opportunities for fact-finding, provisions for responders to ask questions, and a final bid submission date. The evaluation criteria in the RFP included

provisions for scoring based on the qualifications of the firms, staffing and project organization, audit work plans, cost, and quality of presentations.

In July 2017, SOCWA issued a second RFP because it did not receive any responses to its May 2017 solicitation. SOCWA worked with its members to identify six accounting firms with industry experience and reached out to those firms directly by sending them RFPs in order to receive a sufficient number of responses for a competitive process. As a result of these efforts, SOCWA received three responses to its requests. After following its competitive evaluation process as detailed in its RFP, SOCWA ultimately chose an external audit firm for its fiscal year 2016–17 financial audit. The GFOA provides guidance on how government entities should obtain audit services, and it suggests that government entities undertake a full-scale competitive process for the selection of an external auditor at the end of the term of each audit contract and that the principle factor in the selection of an external auditor be the auditor's ability to perform a quality audit. The process SOCWA followed to select its external auditor is described in its policy on procurement of professional services and is in line with these best practices.

However, SOCWA's policy does not align with the GFOA best practice that states that government entities should enter into agreements with external auditors of no less than five years in duration. SOCWA's agreement with its current external auditor is for one year with an option for two additional years. The GFOA states that multiyear agreements can help to reduce audit costs by allowing external auditors to recover certain startup costs over several years; consequently, it recommends that government entities enter into agreements of at least five years in duration when obtaining the services of external auditors. SOCWA should amend its policy and seek to enter into agreements of at least five years with competitively procured external audit firms to save on audit cost, especially given the difficulty it had in hiring its current external auditor.

In addition, SOCWA's policy does not require rotation of the external audit partners having primary responsibility for the audit. Government Code section 12410.6 states that commencing with fiscal year 2013–14, a local agency shall not employ a public accounting firm to provide audit services if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years. Although SOCWA is subject to the requirements of

this law, it has not yet developed a policy or formal process for complying with this law in the future (that is, at a point when it has employed the same firm for six years).

Recommendations

SOCWA

To better ensure the timely release of future financial statements, SOCWA should enhance its new procedures for preparing its financial statements by developing and following a timeline with specific deadlines for completing each of its planned year-end tasks.

To better ensure the reliability of its financial reporting, the effectiveness and efficiency of its operations, and its compliance with laws and regulations, SOCWA should establish a policy requiring it to correct within six months any future internal control deficiencies that its external auditor may identify.

To enable staff who may be unfamiliar with SOCWA's various accounting procedures to effectively complete their assigned tasks, SOCWA should further develop its accounting procedures by including step-by-step instructions.

To reduce future audit costs, SOCWA should amend its policy on professional service procurements to specify that it should enter into agreements of at least five years with its competitively procured external audit firms. It should also develop a policy to rotate its external auditor when state law requires.

Agenda Item

Meeting Date: May 3, 2018

TO: Chairman Ferons
FROM: Betty Burnett, General Manager
SUBJECT: Appointment of Nominating Committee for Selection of Officers for the Board of Directors – Fiscal Year 2018/2019

Election of Officers for SOCWA for Fiscal Year 2018/2019 will be scheduled for the next Regular Meeting of the Board of Directors in June. The Board will be requested to select a Chairperson, Vice-Chairperson, Secretary/Treasurer and Assistant Secretary. The latter two positions are historically filled by the General Manager and the Executive Assistant/Clerk of the Board.

Typically, the Chairperson has appointed a Nominating Committee of two members to suggest names for the positions of Chairperson and Vice-Chairperson. It would, therefore, be appropriate for the Chairperson to appoint a Nominating Committee to report at the next regular Board of Directors meeting.

Recommendation

Staff's recommendation is that the SOCWA Chairperson appoint a Nominating Committee for the selection of the slate of officers for Fiscal Year 2018/2019.

Agenda Item

Meeting Date: May 3, 2018

TO: Board of Directors
FROM: Betty Burnett, General Manager
SUBJECT: Monthly Progress Report on State Audit Recommendations

Attached are staff updates for the State Audit Response Schedule.

Recommended Action

The Board will be requested to receive and file the Monthly Progress Report on State Audit Recommendations – State Audit Response Schedule.

State Audit Response Schedule

Page	Recommendations	Supplemental Actions to Implement Recommendations	Preparation Schedule/Responsible Staff	Filing Date
16	Finish Investigating difference in available cash balances per audited financial statements	<p>Develop a method that is agreeable to members for allocating additional cash to the credit of members:</p> <ul style="list-style-type: none"> (i) Consider allocating to members based on existing proportion to available cash (ii) Implement improved procedures to account for member cash (iii) Provide monthly reports of available cash balances to members 	<p>Cash Roll Forward results discussed Finance Committee and Board of Directors April, 2018</p> <ul style="list-style-type: none"> (i) Board to review by June, 2018 (ii) Underway (iii) Underway <p>Responsible: Finance Controller</p>	<ul style="list-style-type: none"> (i) To be Completed: September, 2018 (ii) 2015-16 Cash Roll Forward was distributed to Board April, 2018; 2016-17 to be reviewed by Finance Committee May, 2018 (iii) Complete 2017-18 update and Implement monthly updates by July 1, 2018
19	SOCWA and Members should amend the current JPA to expressly state whether members will be responsible for SOCWA retirement benefits	SOCWA should inform plan participants.	<p>Begin consideration of JPA Revisions with assistance of SOCWA Counsel by July, 2018</p> <p>Submit to Agencies for approval, July, 2019</p> <p>Responsible: GM/SOCWA Counsel</p>	To be Completed: September, 2019
28	Develop and follow a timeline with specific deadlines for completing each of its planned year-end tasks	<ul style="list-style-type: none"> (i) Prepare a policy requiring correction of future internal control deficiencies within six months of identifying by external auditor (ii) Develop accounting procedures including step-by-step instructions 	<p>(i) Counsel to develop by May 2018 Board meeting.</p> <p>Responsible: GM/SOCWA Counsel</p> <p>(ii) Underway. Responsible: Finance Controller</p>	<ul style="list-style-type: none"> (i) Submit to Board of Directors: By June, 2018 (ii) Complete by August, 2018.

Page	Recommendation	Supplements to Recommendation	Preparation Schedule/Responsible Staff	Filing Date
28 (continued)	Develop and follow a timeline with specific deadlines for completing each of its planned year-end tasks	<p>Continued:</p> <p>(iii) Amend policy on procurements to specify that SOCWA should enter into agreements of at least 5 years with competitively procured external audit firms.</p> <p>(iv) Adopt a policy to rotate external auditor when state law requires.</p>	<p>Continued:</p> <p>(iii) Counsel to develop by May 2018 Board meeting. Responsible: GM/SOCWA Counsel.</p> <p>(iv) Counsel to develop by May 2018 Board meeting. Responsible: GM/SOCWA Counsel.</p>	<p>(iii) Complete by August, 2018</p> <p>(iv) Complete by August, 2018</p>
34	Assure full compliance with the Public Records Act	<p>(i) Update policy on PRA at least annually to track any changes in laws.</p> <p>(ii) Develop more detailed procedures to ensure that SOCWA responds to requests for records in compliance with PRA.</p> <p>(iii) Establish a policy to retain accurate records and supporting documentation to demonstrate full compliance with all PRA requirements.</p>	<p>(i) April 2018 Board Meeting</p> <p>(ii) May 2018, Procedures/Staff Training</p> <p>(iii) Responsible: GM/SOCWA Counsel</p> <p>April 2018 Board Meeting</p>	<p>(i) Adopted April 2018 Board Meeting</p> <p>(ii) Pending</p> <p>(iii) Adopted April 2018 Board Meeting</p>

Agenda Item

Legal Counsel Review: No

Meeting Date: May 3, 2018

TO: SOCWA Board of Directors
FROM: Betty Burnett, General Manager
SUBJECT: General Manager's Status Report

Environmental Compliance

Salt & Nutrient Management Plan (SNMP) PC12

On March 13, 2018 SOCWA hosted a Salt and Nutrient Management Plan workshop for PC12 stakeholders and the new permit engineer from the RWQCB. Topics covered in the workshop included a background of the requirements of the SNMP based on the State Water Resource Control Board's Recycled Water Policy, Recycled Water Reuse in the SOCWA Service Area, Institutional Process to Develop the SOCWA SNMP, Overview of the SNMP Report, Technical Review of SNMP Analysis Methods and Findings, Proposed SNMP Action Items, and the Status of SNMP Action Items. The stakeholder workshop will be followed up by an additional workshop to receive feedback on proposed basin plan amendments requested from the RWQCB.

Settlement Offer No. R9-2018-0020

On March 26, 2018, the RWQCB accepted the agreed upon settlement offer from SOCWA and posted the following notice on their website:

https://www.waterboards.ca.gov/sandiego/water_issues/programs/compliance/acl_complaints.html

Notice of Written Comment Period for Tentative Settlement Offer No. R9-2018-0020

On February 12, 2018, the California Regional Water Quality Control Board, San Diego Region (San Diego Water Board) issued Offer to Participate in Expedited Payment Program No. R9-2018-0020 to the South Orange County Wastewater Authority (SOCWA) for alleged violations of Order No. R9-2012-0012 from the SOWCA 3A Water Reclamation Plant and the Santa Margarita Water District Chiquita Water Reclamation Plant. On March 14, 2018, SOCWA accepted the San Diego Water Board offer to participate in the Expedited Payment Program and waived its right to a hearing. The San Diego Water Board is accepting written comments on Settlement Offer Order No. R9-2018-0020. Written comments are due by **5:00 p.m. on April 29, 2018**. For more information contact Mr. Keith Yaeger at (619) 521-5899 or Keith.Yaeger@waterboards.ca.gov.

Pending no further public comments, SOCWA will pay the \$12,000 fine on behalf of the Santa Margarita Water District.

Operations & Maintenance

O&M Labor Capitalization for CIP Support Review

SOCWA staff met to review staff time spent on capital projects for both regular and overtime. Review of the overtime reports shows about \$18,000, or 238 hours, was incurred for O&M support staff to assist in capital projects work for the current calendar year. This represents about 30% of all the overtime incurred this calendar year.

SOCWA staff also reviewed potential options to better capture both overtime and regular time worked on capital projects by O&M staff. Several modifications to ADP's timekeeping module can be considered that will allow O&M staff to indicate if the time worked was part of a capital project effort. This data will be collected during the 2018-19 fiscal year for next Fiscal Year's budget preparation discussions.

Based on discussions with the Auditors, staff believes O&M work would not be part of recorded asset value, but costs could be paid for by the member agency as matter of policy by ownership shares.

O&M Cost Allocation Study Kick Off

O&M met with Carollo Engineers to kick off the assessment of how O&M costs are allocated to Liquids, Solids, Common and AWT. The project will take several months with Carollo Engineers reviewing current practices and supporting staff to consider updates to allocations identified during the cost allocation workshops with the SOCWA Board of Directors in 2016-17. The goal is to complete the project for potential incorporation into the FY17-18 Use Audit this Fall.

Confined Space Rescue Training

Staff conducted its annual confined space rescue training this month. The staff practiced using the equipment in a real-world setting. This training is important because frequent work in confined space settings presents the potential staff could have need to conduct a safe confined space rescue. The picture below shows staff setting up the confined space entry equipment with the trainer.



Agenda Item

Meeting Date: May 3, 2018

TO: Board of Directors
FROM: Betty Burnett, General Manager
STAFF CONTACT: Dina Ash, Human Resources Administrator
SUBJECT: Approval of Side Letter Agreement No. 4

Action Requested

Adopt Resolution 2018-02 approving Side Letter of Agreement No. 4 to the Memorandum of Understanding between South Orange County Wastewater Authority and SOCWA Employees Association regarding changing the cost of living index.

Summary/Discussion

1. The 2017-2020 Memorandum of Understanding (“MOU”) between SOCWA and the SOCWA Employees, Association (“Association”) provides in Section IV(C) that salary adjustments will be equal to the Los Angeles-Riverside-Orange County CPI-U in the second and third years of the MOU. However, the Bureau of Labor Statistics beginning in January of 2018 excludes Riverside from the Los Angeles index and instead provides an index for Los Angeles-Long Beach-Anaheim. Therefore, the parties met and agreed, subject to the Board’s approval to utilize the Los Angeles-Long Beach-Anaheim index for salary adjustments for the remainder of the term of this MOU. The new language for subdivisions 2 and 3 will read as follows:
 - A. 7/1/18 -Salary Adjustment equal to Los Angeles-Long Beach-Anaheim CPI-U percentage change for the preceding 12 months ended in March, subject to a 2% minimum and 4% maximum.
 - B. 7/1/19 -Salary Adjustment equal to Los Angeles-Long Beach-Anaheim CPI-U percentage change for the preceding 12 months ended in March, subject to a 2% minimum and 4% maximum.

Recommendation

Adopt Resolution 2018-02 approving Side Letters of Agreement No. 4 to the Memorandum of Understanding between South Orange County Wastewater Authority and SOCWA Employees Association regarding changing the cost of living index.

attachments

1. Side letter of Agreement No. 4
2. Resolution 2018-02 Approving Side Letters of Agreement No. 4 2017-2020 Memorandum of Understanding between the South Orange County Wastewater Authority and the SOCWA Employees Association.
3. 2017-2020 Memorandum of Understanding.

SIDE LETTER OF AGREEMENT NO. 4
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
AND

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY EMPLOYEES ASSOCIATION

Subject to the South Orange County Wastewater Authority Board's approval, the South Orange County Wastewater Authority ("SOCWA") and the SOCWA Employees Association ("Association") have met regarding the Bureau of Labor Statistics change to the CPI-U index and hereby agree as follows:


1. The memorandum of understanding between SOCWA and the Association provides in Section IV(C) that salary adjustments will be equal to the Los Angeles-Riverside-Orange County CPI-U in the second and third years of the MOU. However, the Bureau of Labor Statistics beginning in January of 2018 excludes Riverside from the Los Angeles index and instead provides an index for Los Angeles-Long Beach-Anaheim. Therefore, the parties will utilize the Los Angeles-Long Beach-Anaheim index for salary adjustments for the remainder of the term of this MOU. The new language for subdivisions 2 and 3 shall read as follows:
2. 7/1/18 -Salary Adjustment equal to Los Angeles-Long Beach-Anaheim CPI-U percentage change for the preceding 12 months ended in March, subject to a 2% minimum and 4% maximum.
3. 7/1/19 -Salary Adjustment equal to Los Angeles-Long Beach-Anaheim CPI-U percentage change for the preceding 12 months ended in March, subject to a 2% minimum and 4% maximum.

By: _____
SOUTH ORANGE COUNTY WASTEWATER
AUTHORITY
Daniel Ferons, Chairperson, Board of Directors

Date: _____

By: 
SOCWA EMPLOYEES ASSOCIATION
Mike Harper, President

Date: 4.9.18

By: 
ORANGE COUNTY EMPLOYEES
ASSOCIATION
Aaron Peardon, Senior Labor
Relations Representative

Date: 7/6/18

RESOLUTION NO. 2018-02
A RESOLUTION APPROVING SIDE LETTER OF AGREEMENT NO. 4 TO THE JULY 1, 2017
TO JUNE 30, 2020 MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH
ORANGE COUNTY WASTEWATER AUTHORITY AND THE SOCWA EMPLOYEE
ASSOCIATION

WHEREAS, the employees represented by the South Orange County Wastewater Authority Employee Association (SEA) are a viable and important part of the SOCWA organization, and

WHEREAS, the SEA has met and conferred in good faith with the designated Authority representatives on hours and other terms and conditions of employment; and

WHEREAS, as a result of the meet and confer process Side Letter of Agreement No. 4 to the Memorandum of Understanding (MOU) between SOCWA and the SEA has been presented to the Board for its approval.

NOW, THEREFORE, the Board of Directors of the South Orange County Wastewater Authority does hereby RESOLVE, DETERMINE AND ORDER as follows:

Section 1. The General Manager or the Chairperson of the Board of Directors is authorized to execute Side Letter of Agreement No. 4 on behalf of the Authority.

Section 2. The Secretary of SOCWA shall certify the adoption of Resolution No. 2018-02 and shall maintain a certified copy thereof at the principal office of SOCWA.

ADOPTED, SIGNED AND APPROVED this 3rd day of May, 2018

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

By: _____
Dan Ferons, Chairman

By: _____
Betty Burnett, Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTH ORANGE COUNTY
WASTEWATER AUTHORITY
AND THE
SOCWA EMPLOYEE ASSOCIATION**

July 1, 2017 to June 30, 2020

MEMORANDUM OF UNDERSTANDING
TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE NUMBER</u>
Section I		
A	Recognition	2
B	Duration	2
C	Full Understanding, Modification and Waiver	2
D	Provisions of Law	2
E	Management Rights	3
F	No Strike or Lockout	3
G	Agency Shop	3
H	Use of Agency Facilities	4
I	Accrual of New or Existing Facilities	4
J	Agendas	4
K	Americans with Disabilities Act	4
Section II Employment		
A	Employee Evaluation	4
B	Work Days	6
C	Grievance Procedure	7
D	Disciplinary Action	8
E	Layoff Procedure	9
Section III Benefits		
A	Vacation	12
B	Holidays	13
C	Sick Leave	15
D	Health, Dental Insurance and Vision Care Plan	15
E	Retirement Health Insurance	17
F	Long Term Disability Insurance	18
G	Life Insurance	18
H	Retirement	18
I	Deferred Compensation Plan(s)	19
J	Uniforms and Safety Equipment	19
Section IV Compensation		
A	Employee Compensation	19
B	Bonus/Merit Pool	19
C	Salary Adjustments	20
D	Incentive Pay	20
E	Standby Pay	20
F	Compensatory Time Off	21

SECTION I

A. RECOGNITION

The South Orange County Wastewater Authority, hereinafter referred to collectively as the "Agency," recognize the SOCWA Employee Association, hereinafter referred to as the "SEA", as the exclusive recognized employee organization for matters within the scope of representation for the classifications shown in Exhibit "D".

B. DURATION

This Memorandum of Understanding shall become effective as of July 1, 2017 and shall remain in full force and effect until June 30, 2020 and shall renew automatically from year to year thereafter unless either party gives at least sixty (60) days' notice in writing to the other party prior to any annual expiration date of their desire to modify or terminate this Agreement.

C. FULL UNDERSTANDING, MODIFICATION AND WAIVER

It is intended that this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby suspended or terminated in their entirety.

Except as specifically provided herein, it is agreed and understood that SEA hereto voluntarily and unqualifiedly waives its rights, and agrees that the Agency will not be required to negotiate with respect to any subject or matter covered herein during the term of this Agreement. Except in cases of emergency as provided by Government Code Section 3504.5, the Agency shall provide reasonable written notice to the SEA of any ordinance, resolution; rule or regulation directly related to matters within the scope of representation proposed to be adopted by the Agency Board of Directors and shall give SEA the opportunity to meet with the Agency representatives.

Any agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless contained in writing signed by both parties and approved and implemented by the Agency Board of Directors.

The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all of its terms and provisions.

D. PROVISIONS OF LAW

It is understood and agreed that this Memorandum of Understanding is subject to all current and future applicable federal and state laws, and federal and state regulations. If any part of a provision of this Memorandum of Understanding is in conflict or inconsistent with such above applicable laws, rules and regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part of provision shall be suspended and superseded by such applicable law or regulations, and the remainder of this Memorandum of Understanding shall not be affected thereby.

E. MANAGEMENT RIGHTS

Except as expressly limited by the provisions of this Memorandum of Understanding, all management rights, including the control, direction, and supervision of all SOCWA operations and personnel are vested in the Agency. Such functions include, but are not limited to, the right to hire new employees; to direct the work force; to determine the types and kind of services to be provided; to hire outside companies and vendors to perform services; to increase and decrease the amount of work available; to schedule and assign work; to determine the number of work shifts and hours of work; to subcontract work; to determine the types of work to be performed; to establish and enforce job standards; qualifications; conduct and safety regulations; to determine job content; and to change materials, processes, services, equipment, jobs, operations, locations and the number and type of facilities. The Agency also retains the right to hire, transfer, promote, demote, layoff and recall employees and to discharge, suspend and discipline employees for just cause.

F. NO STRIKE OR LOCKOUT

During the term of this Memorandum of Understanding, the employees, their agents and representatives, including, but not limited to, SEA will not instigate, promote, sponsor, engage in or condone any strike (including sympathy strike), slow down, concerted stoppage of work, sick-out, or any other disruption of the operations of the Agency, regardless of the reason for so doing. Any employee engaging in such activity prohibited by this Article, or who instigates or gives leadership to such activity, shall be subject to disciplinary action up to and including termination.

During the term of this Memorandum of Understanding, the Agency will not institute a lockout over a dispute with the employees so long as there is no breach of the above no-strike provision.

G. AGENCY SHOP

The Agency will deduct from each regular paycheck and remit to the SEA Treasurer, the dues, initiation fees and assessments for each employee. Such authorizations must be filed five (5) working days prior to the pay period for which the deduction is requested.

Authorizations for payroll deductions and authorizations to stop payroll deductions will be submitted in writing by the employee simultaneously to the Agency Employee Relations Officer and the SEA Treasurer.

All bargaining unit members of the Agency who are not dues paying members of SEA shall have deducted from their pay an amount of money equal to the regular SEA dues paid by SEA members. Said money shall be forwarded by the Agency on a regular basis with other SEA dues to the SEA Treasurer. Said deductions shall be paid by nonmember bargaining unit employees as a service fee for the representation provided by SEA as the exclusive representative of the bargaining unit.

Employment applicants being considered for hire for any position within the SEA bargaining unit shall be advised by management that membership in SEA or the payment of the agency shop fee as an alternative of SEA membership is a condition of employment. SEA shall provide the Agency with informational material to be presented to new hires.

No employee shall be obligated to pay dues or service fees to SEA until the first of the month following 30 calendar days after the employee first comes into the bargaining unit.

Any employee who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support SEA as a condition for employment. Such employee shall be required, in lieu of a service fee, to pay sums equal to such service fee to a non-religious, non-labor organization, charitable fund exempt from taxation under Section 501E(c)(3) of Title 26 of the Internal Revenue Code, examples of which may include:

1. Cancer Fund
2. Heart Association
3. Diabetes Foundation

H. USE OF AGENCY FACILITIES

SEA may use Agency facilities to hold general membership and Board of Directors meetings with employees. Reasonable release time will be allowed to conduct Association business, subject to approval by the General Manager. Such requests must be made in writing to the Human Resources Department at least 48 hours prior to the date requested. Approval will be granted unless prior Agency use of the facility is scheduled. This permission to use Agency facilities is subject to revocation upon ten (10) days' notice to the SEA.

I. ACCRUAL OF NEW OR EXISTING FACILITIES

In the event any new or existing plant and/or facility is acquired by, or comes under the control or direction of the Agency during the time of this Memorandum of Understanding, the parties agree that the employees of any such plants and/or facilities, occupying positions identical, or substantially similar to, and/or performing job duties identical, and/or substantially similar to classifications contained herein, shall be governed by the provisions of this Agreement to the extent allowed by law. In the event that there is any discrepancy between policies, procedures, or other practices currently governing such employees, the current MOU between SOCWA and SEA and the personnel policies of the Agency would govern.

J. AGENDAS

Agendas of SOCWA Board of Director meetings will be furnished to SEA at no charge.

K. AMERICANS WITH DISABILITIES ACT

The parties recognize that they are subject to the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act ("FEHA"), and that these laws may require, among other things, that the Agency provide reasonable accommodation to employees with disabilities. Accordingly, the Agency is permitted to take all actions necessary to comply with the ADA and FEHA.

SECTION II EMPLOYMENT

A. EMPLOYEE EVALUATION

1. Original Appointments: Original appointments shall be subject to a probationary period of between six to twelve months. In the event an employee is off work for

any reason for two or more weeks during the probationary period, then the probationary period will be extended by the amount of time that employee is away from work.

2. Probation Period: The probationary period shall be regarded as part of the selection process and shall be utilized for close observation and evaluation in order to determine the capability of the probationer to satisfactorily perform the requirements of the position.

After serving the probationary period and receiving a favorable rating from their immediate supervisor and/or Department Director and a favorable recommendation from the General Manager, said employee may thereafter be paid on a monthly basis at the rate fixed no greater than the amount approved by the General Manager and within the range the employee was hired. Passing the probation period with a satisfactory rating is a requirement for continued employment. Each year thereafter, the employee shall receive a performance rating. Upon recommendation of the General Manager, a new employee may be hired at a higher rate than the minimum salary of the applicable range of the salary schedule.

3. Promotional Appointments: Present employees will be notified of promotional opportunities when a vacancy occurs at any of the SOCWA treatment plants. Employees with the required knowledge, certification, skill, ability, interest and physical fitness will be given an opportunity to apply for such vacancies. Decisions regarding promotional appointments shall be made by a review panel appointed by the General Manager. All promotional appointments are subject to final approval by the General Manager. Promotional appointments shall be subject to at least six (6) and up to nine (9) months probationary period. In the event an employee is off work for any reason for two or more weeks during the probationary period, then the probationary period will be extended by the amount of time that the employee is away from work.

Any employee, who is in a Grade I or II category, may be promoted to a Grade II or III upon:

- 1) Successful completion of the required or voluntary applicable exam; and
 - 2) Two consecutive above-standard performance reviews, one while in possession of the higher certification and recommendation of the employee's supervisor and approval of the General Manager.
4. Rejection during Probationary Period: A probationary employee may be rejected at any time without the right of appeal or hearing during the probationary period. A rejected probationer serving as a result of original appointment shall be dismissed from service. A rejected probationer serving as a result of promotional appointment shall be reinstated to the position or class, or comparable position, from which promoted, unless otherwise dismissed from service as provided in this policy.
 5. Reclassification. When a full-time employee is reclassified and the position he/she occupies is reclassified to a position with a lower salary range, the employee will

be designated at the lower salary range unless otherwise recommended by the employee's supervisor and concurred with by the General Manager.

6. Performance Evaluation: Employees who have passed their probationary period shall have their performance evaluated by their supervisors at least annually from the date of completing probation (anniversary date). Such evaluations may be prepared on such a frequency as is deemed appropriate by the supervisor. The evaluation and appraisal form will be reviewed together by both the employee and his/her supervisor and signed after having been reviewed and approved by the General Manager.

B. WORK DAYS

1. Work day shifts may be changed from time to time, in regard to the respective job functions. The workweek schedule will commence on Sunday and end on Saturday. The designated work schedule will include a one half-hour lunch period for which the employee will be compensated.

SOCWA establishes work schedules and start times to meet the needs of the organization. Normal work weeks consist of either five eight-hour day weeks (5/80), a 36-44 hour pay period (9/80) schedule, or a four ten-hour per day schedule (4-10). Additional work weeks may be considered and approved by the general manager at his or her sole discretion.

Current work schedules available year –around are:

5 days per week, 8 hours per day (5/40)

9 days per pay period (9/80)

4 days per week, 10 hours per day (4/10)

Individual employees are assigned a work schedule by management and may, at the General Manager's sole discretion, determine which type of work week the employee will work (5/40, 9/80 or 4/10).

Employees may request to work flexible starting hours (starting at either 6:00 a.m. or 7:00 a.m.). Management retains the sole right to determine whether or not SOCWA can accommodate the request.

2. The designated work schedule will be established by the appropriate department head, subject to approval by the General Manager. The Agency may change work schedules at any time in its sole discretion.
3. Under normal weather and operating conditions, employees subject to shift changes will be given one hundred forty-four (144) hour advance notice of any changes in their normal work schedule, except in cases of an emergency as determined by the General Manager. At the end of the weather or operating emergency, the employee's shift will revert to what it was prior to the emergency.
4. In cases where the employee could not be given one hundred forty-four (144) hour advance notice of a shift change, the employee will be eligible to receive

compensation equal to the rate of one and one-half times the employee's rate of pay for the first day of the altered work schedule.

5. Employees in the Operation, Maintenance or Laboratory Divisions may, at the discretion of the General Manager, be assigned to work at any of the SOCWA treatment plants.
6. Employees are required to be dressed and ready for work at the start of their scheduled work period. Punctuality is expected at all times and a lack of same is grounds for discipline or termination.
7. An employee shall personally notify his/her supervisor within one (1) hour of the start of the employee's assigned shift of the employee's inability to report to work on that shift. Repeated failure to comply with this provision is grounds for disciplinary action.

C. GRIEVANCE PROCEDURE

1. A grievance procedure has been established for the following purposes:
 - a. Promoting improved employer/employee relations by establishing an appropriate means for determining the validity of grievances; i.e., claims by an employee that the Agency has violated, misinterpreted or misapplied an obligation to the employee as such obligation is expressed and written in this MOU.
 - b. Providing a method of resolving such claims as closely as possible to the point of origin and as informally as possible.
 - c. Encouraging free communication between supervisors and employees.
2. The following steps shall be taken when filing a grievance.
 - a. Step One: Employees who have a grievance shall first take it up verbally with their division supervisor within five (5) working days after they knew or reasonably should have known of the occurrence of the cause of the grievance and any action taken. An SEA representative will be permitted at a mutually agreed upon time so as not to negatively impact agency operations, as a neutral observer of the discussion in the event the employee so chooses. Management retains the right to have a representative from Human Resources present at such a grievance meeting.
 - b. Step Two: If the grievance is not resolved within two (2) working days after its submission in Step One, employees may submit the grievance in writing to the division supervisor within five (5) working days thereafter. The division supervisor shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his/her answer, in writing, to the employee within five (5) working days after such meeting.

At this and subsequent steps in the grievance procedure, employees have the right to present their grievance with or without a representative at their

option. Should an employee choose to have representation, they must submit, in writing, their intention to do so with the name and title of their representative to the appropriate division supervisor at the time of the Step Two grievance submission.

- c. Step Three: If the grievance is not resolved within two (2) working days after its submission in Step Two, employees may submit the grievance in writing to the Department Director, within five (5) working days thereafter. The Department Director shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his/her answer, in writing, to the employee within five (5) working days after such meeting.
- d. Step Four: If the grievance is not resolved in the Third Step, the aggrieved employee may submit it in writing to the General Manager within five (5) working days after the Department Director's answer is received. The General Manager shall meet with the employee within five (5) working days after receiving the grievance and shall deliver his/her answer in writing within five (5) working days after such meeting.

D. DISCIPLINARY ACTIONS

- 1. Disciplinary actions shall be administered as set forth in the SOCWA Employee Manual, except that a disciplinary suspension of two (2) or more working days, a disciplinary demotion or a disciplinary termination may be appealed by the SEA to final and binding arbitration.
 - a. The appeal to arbitration shall be made in writing to the General Manager.
 - b. Within ten (10) calendar days of the appeal to arbitration, the parties shall either mutually select an impartial arbitrator or jointly make a request to the State Mediation & Conciliation Service to provide a list of seven names to the parties.
 - c. Within Five (5) working days of receipt of the State Mediation & Conciliation Service list, the parties shall select an arbitrator from said list by alternatively striking names until only one name remains. The party starting first shall be determined by a coin flip.
 - d. The cost of the arbitrator shall be shared equally by SOCWA and SEA.
 - e. An employee shall suffer no loss of pay for the time spent as a witness at an arbitration hearing held pursuant to this procedure.
 - f. The decision of the arbitrator shall be in writing and transmitted to the parties within thirty (30) calendar days after the close of the hearing.
 - g. The decision of the arbitrator shall be final and binding.

E. LAYOFF PROCEDURES

Business and operational needs may necessitate a decrease in the number of employees. Layoffs are not used for disciplinary reasons or to discriminate against any protected person or group. Layoffs are to be determined by the General Manager to meet current staffing needs. In determining who is to be affected by a layoff, the General Manager will consider the length of service of each employee and the individual skills and abilities of each employee. The Agency reserves the right to add, delete or modify individual job responsibilities to maintain maximum operating efficiency.

Should a reduction-in-force be deemed necessary, the Agency will observe the following procedures:

1. Order of Layoff:
 - a. Temporary employees.
 - b. Probationary employees who have not yet completed their probation, excluding promotional probationary employees who shall be considered full-time employees.
 - c. Full-time employees.

In each of the above categories when a reduction in the work force is necessary, the Agency will select employees for layoff based on consideration of all of the following factors:

- 1) Length of continuous service with the Agency (this includes length of time with either AWMA, SERRA, or Moulton Niguel Water District, South Coast Water District or any other predecessor which has operated a current SOCWA facility).
- 2) Past and present performance based on performance evaluations.
- 3) Demonstrated special skills/abilities of the individual employee.
- 4) Inter-agency cross training.
- 5) Education and/or job certification beyond the minimum required.

It is to be noted that when all other factors are equal, length of continuous service will be the determining factor when evaluating persons for layoff.

All SOCWA employees, whether in Operations, Maintenance, Laboratory or other Departments, will be considered for available job openings within respective departments (at all plant facilities), to avoid layoffs.

An employee who holds a higher-level position within a Department (such as Operations, Maintenance or Laboratory) may be placed (bumped) into a lower level position within the same Department for which the employee is qualified in order to avoid a layoff. This may necessitate the layoff of an employee holding a lower level position. For purposes of this section, "qualification" is presumed where the

person has held the position previously with the Agency or where the person meets the minimum qualifications for the position. An employee may not have "bumping" rights in the event an entire classification is eliminated unless they have previously held a like position within SOCWA that would qualify them for such position. The Agency's decision to abolish a position is not subject to the employee's right of appeal or grievance.

2. Y-Rate: An employee's salary is Y-Rated or frozen when the employee bumps into a lower level position for which the top range of the salary scale is below the employee's salary in his/her previous position. The employee will continue to receive his former salary and will be frozen at this salary level until such time as subsequent general salary increases cause the top range of the salary scale for the lower level position to exceed the employee's salary at the Y-Rate. The employee's salary anniversary date shall not change. If the employee's salary rate in the lower level position is below the top of the range for that position, he/she shall be entitled to be considered for normal salary increases.
3. Notification to Employees: Written notices of layoff shall be served to employees personally at work whenever practicable. The notice of layoff shall include the proposed effective date of the layoff. The Agency shall give at least thirty (30) days' notice of layoff to affected employees.
4. Status on Re-employment: An employee who is laid off according to this policy and is subsequently re-hired within eighteen (18) months from the date of his/her layoff to a regular, full-time position will receive the following considerations and benefits:
 - a. All unpaid sick leave at the time of the layoff will be credited to the employee's account when employment is restored; and
 - b. All prior service is credited for all purposes.
5. Recall: Recall will be in reverse order of layoff, with the recall list being maintained for a period of eighteen (18) months. The employee must qualify for such position being recalled by holding a like position when previously employed with SOCWA.

Laid-off employees are eligible for recall for up to eighteen (18) months.
6. Separation Pay: Regular full-time employees whose employment with the Agency terminates due to a reduction-in-force or layoff are eligible to receive separation pay equivalent to two (2) weeks salary providing an employee has completed at least six (6) months to one (1) full year of continuous service to the Agency, with an additional week for every full year of employment thereafter. Receipt of separation pay will not impact a terminated employee's right to apply for unemployment insurance benefits. All employees affected by a layoff are eligible for unemployment and COBRA benefits as provided by law.

Manner in Which Points are Calculated Under SOCWA - SEA Layoff Provision:

1. Length of continuous service with the Agency (this includes length of time with either AWMA, SERRA, Moulton Niguel Water District, South Coast Water District or any other predecessor which has operated a current SOCWA facility). This

factor will have a **maximum** weight of 12 points, with each full year of service up to 12 years receiving one point.

2. Past and present performance based on the two most recent performance evaluations. This factor will have a **maximum** weight of 5 points to be determined as outlined below:

For Each Performance Review:

Superior or Outstanding	2.5
Exceeds Expectations or Above Standard	2
Meets Standard or Standard	1
Needs Improvement	0
Unsatisfactory	-.5

This could give a maximum total of 5 points after reviewing the two most recent performance evaluations.

Example:

- 2 Superior or Outstanding = 5
- 2 Exceeds Expectations or Above Standard = 4
- Above standard or Exceeds Expectations & 1 standard or Meets Standard = 3
- 2 Standards or 2 Meets Standard = 2
- 1 Standard or Meets Standard & 1 needs improvement = 1

3. Demonstrated special skills/abilities of the individual employee. This factor will have a **maximum** weight of 5 points to be determined by how many relevant special skills/abilities the employee will bring into the job are not requirements in the job description. Each additional skill/ability will be counted as one point, up to a **maximum** of 5 total points for this category. Skills/abilities will be determined by the Agency.

The following types of demonstrated skills/abilities are examples of what may be determined to be relevant, depending on the circumstances: Welding skills, truck driving, heavy equipment operator skills, carpentry skills, electrical experience, computer skills, etc. This is not intended to be an exhaustive list.

4. Cross-training: This factor will have a **maximum** weight of 5 points to be determined by the number of different Agency/jobs/departments the employee has been cross-trained in.

Example:

Cross-training at different plant (minimum 1-year at each facility) = 2 points

Cross-training in separate department at same plant (until proficient at task/job) = 1 points

SOCWA cross-training program (minimum 120 hours at different plant) = 1 points

5. Education and/or job certification beyond the minimum required per the job description. This factor will have a **maximum** weight of 5 points and will be determined by giving one point for any certification above the minimum required (i.e., an Operator in a position requiring a Grade II certificate will receive 2 points if he/she has a Grade IV certificate). Additional points may be given in the Agency discretion for (a) any job-related class that has been approved by the Agency and successfully completed by the employee, or (b) other relevant education deemed beneficial to the long-term interests of the Agency.

SECTION III BENEFITS

A. VACATION

1. Accrual Rates:

For employees hired prior to July 1, 2014, the following applies:

Full-time employees shall accrue the following vacations hours which will be properly credited on a biweekly basis.

- First year through five years of employment - 96 hours per year.
- Sixth year through tenth year of employment - 120 hours per year.
- After ten years of employment - 160 hours per year.

- 1(b) For employees hired on or after July 1, 2014, the following applies:

- First year through five years of employment - 80 hours per year.
- Sixth year through tenth year of employment - 120 hours per year.
- After ten years of employment - 160 hours per year.

2. Part-time regular employees who work at least 40 hours per pay period shall accrue vacation subject to the schedule set forth in paragraph 1 above, but it shall be prorated on the basis of the number of hours worked.
3. All vacation time must have prior approval. The Director may approve vacation requests up to three (3) days.
4. Vacation requests for over three (3) days must be submitted no less than two weeks prior to the commencement of the requested vacation, except in an emergency situation as determined by the General Manager or his/her designee.
5. No vacation time for over thirty (30) hours shall be taken without prior approval of the General Manager or his/her designee.
6. Vacation duration is limited to no more than 120 hours (3 weeks) without special approval by the General Manager.
7. Vacation requests submitted three (3) months in advance and approved at least four (4) weeks prior to the commencement of the requested vacation, will not be canceled by anyone other than the employee, except in cases of an emergency as

determined by the General Manager, his/her designee or the Assistant General Manager/Director of Operations.

8. Any employee separating from employment who has not taken earned vacation shall receive pay for each hour (or part thereof) of earned vacation according to the level of earnings for such employee on the last day worked.
9. Not more than 240 hours may be accrued and carried over from one calendar year to the next calendar year, nor may an employee receive pay in lieu of taking a vacation, without prior approval of the General Manager. Every effort shall be made by the employees to schedule at least one continuous forty (40) hour (one week) vacation during the year.
10. Eligible new hires shall accrue vacation beginning with the date of hire, but may not utilize such during the first six (6) months of their probationary period.
11. Employees may request up to 40 hours pay in lieu of vacation, subject to approval by the General Manager, provided the employee has taken 7 consecutive days off in any combination of holidays, vacation, personal holidays, weekends, scheduled days off, etc., within the last 12 months. This policy may be used up to a maximum of 2 times within twelve consecutive months. After the employee has been paid for the second 40 hours of vacation pay in lieu of vacation he/she will not be granted another 40 hours vacation pay in lieu of vacation until it has been 12 consecutive months from the original and first date of request.

B. HOLIDAYS

1. All full-time employees and those eligible part-time employees shall receive the following paid holidays:

New Year's Day (January 1)
President's Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veteran's Day (November 11)
Thanksgiving Day
Thanksgiving Holiday (Friday after Thanksgiving Day)
Christmas Day (December 25)
2. Holiday overtime pay will only be paid for working on the above nine dates, the actual day of the holiday.
3. Whenever a holiday falls on a Saturday not scheduled as a regular workday, the preceding Friday shall be observed as the day off. Whenever a holiday falls on a Sunday not scheduled as a regular workday, the following Monday shall be observed as the day off.
4. When a holiday falls on an employee's regular scheduled day off and the employee would otherwise lose the holiday, the employee will be paid for the amount of a regularly scheduled work day as straight-time pay. If staffing requirements allow,

an employee may elect to take a regularly scheduled day off, providing the day off falls within the same pay period as the holiday. Arrangements for such days off must be made with the employee's supervisor.

5. In addition, all full-time employees are eligible to receive three (3) personal days per fiscal year. Personal days must be taken as a full day off. Advanced notification of an employee's use of a personal day is encouraged, but not required.

Personal days accrue on July 1 of each year (2017, 2018, and 2019) and must be taken prior to June 30 of the following year.

A personal day is the equivalent of a full day worked regardless of the number of hours in the employee's shift at the time the personal day is used (8, 9 or 10 hour shift).

6. All Part-time employees are eligible to receive 1 ½ days of Personal Leave per calendar year.

Once an employee has given his/her notice of termination, there will be no further accumulation of floating holidays.

7. An employee must have been paid for the entire amount of regularly scheduled hours the days immediately prior to and following a holiday observed by the Agency in order to be paid holiday pay.
8. All employees eligible to receive paid holidays, and who are regularly scheduled to work on a holiday observed by the Agency, shall be paid at one and one-half times their normal rate of pay. This is in addition to the holiday pay (or day off in lieu) at eight, nine or ten hour's straight time, depending on the employee's schedule. Employees not scheduled to work but who are called in to work shall receive compensation equal to double their normal rate of pay for the first consecutive nine or ten hours worked (depending on employee's schedule). All consecutive hours worked beyond nine or ten (depending on employee's schedule) on a holiday will be paid at three times the employees' normal rate of pay.
9. Temporary employees shall be entitled to paid holidays only if such a holiday falls on a day such employee would ordinarily be required to work.

C. SICK LEAVE

1. All full-time employees hired prior to July 1, 2014; earn ninety-six (96) hours of sick leave per year. All full-time employees hired on or after July 1, 2014, earn eighty (80) hours of sick leave per year. Employees shall accrue sick leave beginning with the date of hire, on a biweekly basis, but may not utilize such during the first thirty (30) days of employment.
2. Part-time regular employees who work at least forty (40) hours in a pay period shall accrue sick leave subject to Paragraph 1 above, but it shall be prorated on the basis of the number of hours worked per week versus a 40 hour week.
3. Not more than forty-eight (48) hours of sick leave per calendar year may be taken in cases where an employee's presence is required elsewhere to attend to the illness of an "immediate family member". An employee's "immediate family" includes a registered domestic partner, spouse, parent, child, brother, sister, or grandparent. A non-serious illness or disability is defined as one that is not covered under the Family and Medical Leave Act of 1993. Employee leave for the serious health condition of members of their immediate family is governed by the Agency Family Leave policy as detailed in the Employee Manual.
4. The General Manager may require a doctor's certificate if an employee's absence exceeds three (3) consecutive working days. If an employee is absent for five (5) consecutive working days, a doctor's certificate may be mandatory in order to return to work.
5. An employee may carry over a maximum of two hundred forty (240) hours of accumulated sick leave on an annual basis. This annual basis shall end on the last day of the first pay period that ends in December. For all hours in excess of one hundred seventy six (176) hours, employees will be eligible to receive compensation for 75% of those hours at their current rate of pay. Such compensation will be paid at the end of the first pay period that ends in December.
6. When an employee has utilized their total accumulated sick leave, accrued vacation may be taken to the extent available providing the employee receives prior approval (refer to Section III-A, above, regarding submittal of vacation requests). If an employee does not elect to utilize, does not have sufficient accrued vacation time to cover the absence, and/or does not receive prior approval for the use of vacation leave, the employee shall not receive compensation.
7. Accumulated sick leave and/or vacation time may be utilized by an employee during his/her family leave or pregnancy disability leave.
8. Employees, who have given at least two weeks written notice of their intention to leave the employ of the Agency shall be paid 75% of their accumulated sick leave above one hundred seventy six (176) hours on the date of termination.

Employees, who have given at least two weeks written notice of their intention to retire from the Agency, shall be paid for unused sick leave at a rate of 75% upon retirement.

D. HEALTH, DENTAL INSURANCE AND VISION CARE PLAN FOR EMPLOYEES

1. Full-time and part-time employees and their dependents are provided a group dental and vision care plan; the premiums for the vision and dental are paid for by the

Agency. Eligibility for dental and vision insurance will begin the first of the month following thirty (30) days of employment.

2. Full-time employees and their dependents are provided with group health insurance coverage under the CalPERS PEMHCA program. The Agency shall revise its current PEMHCA contract with CalPERS through the adoption of a new PEMHCA resolution to provide that the Agency shall pay to CalPERS, on behalf of each employee and retired employee who qualifies for retiree medical benefits, a monthly employer contribution equal to the minimum contribution required under Government Code Section 22892(b)(2) ("PEMHCA Minimum"). The PEMHCA Minimum is established by CalPERS and may change annually. Additional employer contributions shall be provided in accordance with the terms set forth in this Section D and Section E below.
3. Employees of the Agency shall be eligible for a monthly health insurance allowance from the Agency equal to an amount that is 98% of the average of all health plans CalPERS makes available to the Agency, excluding the PERS Care Plan, at the appropriate tier (single, double *and* family). The percentage in the preceding sentence will decrease to 95% effective January 1, 2018. The Health Allowance shall be made available through the Agency's Cafeteria Plan in order to preserve it as a nontaxable benefit and a portion of the Health Allowance will be designated as the PEMHCA Minimum contribution set forth in paragraph #2 above and paid directly to CalPERS. If an employee enrolls in a CalPERS health plan with a monthly premium that exceeds the Health Allowance, the excess cost will be the employee's responsibility. Contributions to be paid for by the employee will be calculated on an annual basis and withheld in equal amounts over the amount of pay periods in the year. Unequal remainder amounts will be included in the final paycheck for the calendar year. Eligibility for health coverage and the Health Allowance will begin the first of the month following thirty (30) days of employment.
4. Regular part-time employees who meet the applicable eligibility requirements established by the Agency insurance partner shall be provided health, dental and vision insurance for themselves and their dependents, upon request.
5. The cost of the premiums for dental and vision insurance for part-time employees will be shared by the Agency and the employee based upon the number of hours the employee normally works in an eighty (80) hour pay period. For example, an employee who normally works sixty (60) hours will pay 25% of the premium, while an employee who normally works forty (40) hours will pay 50% of the premium. Withholdings will be calculated as they are in paragraph #3 above.
6. It is mandatory that each employee notifies the Agency, in writing, whenever any additions or deletions occur in the status of his/her dependents. Failure to do so may result in a lapse of coverage for the additional dependent (s).
7. In lieu of health insurance coverage, eligible employees may elect to receive compensation at a rate of \$300.00 per month in addition to their regular pay. Employees must show current proof of health insurance coverage under another plan outside of the Agency and may be required to periodically show proof upon request. Requests for compensation in lieu of health insurance coverage should be in writing and are subject to review and approval of the General Manager. Compensation will

begin on the first of the month following cancellation of coverage from the Agency Health Plan.

8. The post-retirement health insurance plan must be selected from the health care plans provided to other full-time SOCWA employees in accordance with requirements of the PERS Program, which may be revised from time to time.

E. RETIREE HEALTH INSURANCE

1. Pursuant to PEMHCA and relevant CalPERS regulations, a retired employee will qualify for retiree medical benefits if his or her retirement from the Agency is effective within 120 days of his or her separation from employment with the Agency and the retired employee receives a retirement allowance from CalPERS resulting from his or her service with the Agency. Retired employees who satisfy the preceding requirements ("Eligible Retirees") are eligible to continue health coverage with CalPERS for themselves and their eligible dependents. All allowances described in this section shall only be available to Eligible Retirees enrolling in a CalPERS health plan.

2. The retiree health benefits provided by the Agency vary depending upon an Eligible Retiree's date of employment with the Agency. The Agency provides retiree health benefits as follows:

- a) Employees hired before July 1, 2017. Eligible Retirees hired before July 1, 2017 will receive a monthly amount from the Agency not to exceed the Health Allowance made available by the Agency to active employees ("Tier I Allowance"). The Tier I Allowance will be paid as follows:

an amount equal to the PEMHCA Minimum will be paid directly to CalPERS by the Agency; and

a reimbursement by the Agency will be paid to the retiree for the monthly health insurance premiums actually paid by

the retiree, in an amount not to exceed the difference between the Tier I Allowance and the PEMHCA Minimum.

If an Eligible Retiree subject to this Section E.2.a enrolls in a CalPERS health plan with a monthly premium that exceeds the Tier I Allowance, the excess cost will be the Eligible Retiree's responsibility. Conversely, if any Eligible Retirees enrolls in a CalPERS health plan with a monthly premium that is less than the Tier I Allowance, the remainder shall be forfeited.

Eligible Retirees shall be subject to any changes to the health insurance coverage provided by the Agency to the same extent as active employees of the Agency.

- b) Employees hired on or after July 1, 2017.
 - Eligible Retirees hired on or after July 1, 2017 will receive a monthly amount from the Agency equal to the PEMHCA Minimum, which the Agency will pay directly to CalPERS. If an Eligible Retiree subject to

this Section E.2.b enrolls in a CalPERS health plan with a monthly premium that exceeds the PEMHCA Minimum, the excess cost will be the Eligible Retiree's responsibility.

- In addition, during employment with the Agency, employees hired on or after July 1, 2017 shall receive an Agency contribution equal to \$200 per month to an individual account under a retiree health savings plan. This amount may be subject to change at the Agency's discretion but will not be reduced below \$200 during the term of this MOU. The retiree health savings plan is to be used exclusively to reimburse qualifying medical expenses during retirement. The retiree health savings plan will be administered by a third party administrator selected by the Agency.

F. LONG -TERM DISABILITY INSURANCE

Effective thirty days after employment, both short-term and long-term disability insurance coverage is provided for all full-time and part-time employees; the premiums are paid for by the Agency.

G. LIFE INSURANCE

1. Effective thirty days after employment, group life insurance is provided to all full-time and part-time employees in an amount of \$100,000. The premiums for full-time employees are paid for by the Agency. The premiums for part-time employees are shared 50/50 by the Agency and the employee. (The cost of premiums, paid by the Agency for life insurance in excess of \$50,000 is considered noncash compensation for tax purposes).
2. It is mandatory that each employee notify the Human Resource Department whenever any additions or deletions occur in the status of his/her dependents, as well as any desired change in beneficiary data.

H. RETIREMENT

1. PERS Retirement Plans
 - a. All regular full and part-time employees' are covered by the Public Employees' Retirement System (PERS). Employees hired prior to February 2011 are on the 2.5% at 55 formula with the employee paying the full employee contribution of 8% (capped at 8%).
 - b. Employees hired after February 2011 but prior to January 1, 2013, will be on the 2% at 55 formula with the employee paying the full employee contribution of 7% (capped at 8%).
 - c. Employees hired after of January 1, 2013 that do not qualify as an existing PERS "Classic" employee are on the 2% at 62 formula with the employee paying the full employee contribution of 6.25% (capped at 6.25%).

I. DEFERRED COMPENSATION PLAN

Regular full and part-time employees are eligible to participate in the Agency deferred compensation plan(s). The primary purpose of the plan(s) is to provide future payments in lieu of deferred current income upon death, disability, retirement, or other termination of employment. The plan(s) are intended to qualify as eligible State Deferred Compensation Plan(s) within the meaning of Section 457 of the Internal Revenue Code of 1954, as amended. Each employee may elect to become a participant of any Plan(s) and defer payment of part of his/her compensation (within the guidelines of Section 457) by executing the required participation agreement.

The Agency will provide a matching contribution for deferred compensation during the term of this MOU up to \$1,100.00 per fiscal year.

J. UNIFORMS AND SAFETY EQUIPMENT

The Agency shall provide, as an employee benefit, all full-time field operational personnel with uniforms to be worn while on duty and the necessary Agency owned safety equipment. The Agency shall reimburse full-time field operational personnel, upon date of hire and annually thereafter, up to a maximum amount of \$200.00 for purchase of steel-toed shoes as required by the Agency's separate Injury and Illness Prevention Safety Program included in the Safety Handbook. Field operational personnel may purchase a second pair of shoes if funds remain from the original allocation and, if needed; the employee shall contribute the additional funds required. Employees will be allowed to use this amount to also purchase other work uniform related items such as belts, boot/shoe inserts, laces, etc. If, in the discretion of an employee's department head, the employees work boots are worn out or damaged due to work-related wear-and-tear, the department head may authorize the reimbursement of a second pair of boots within one year.

Laboratory personnel will be allowed an additional \$75 per year to purchase aqua shoes to be used for beach sampling.

It is the responsibility of the employee to provide an original receipt of charges for payment reimbursement. All employees shall present a clean and neat appearance at all times.

SECTION IV COMPENSATION

A. EMPLOYEE COMPENSATION

1. All full-time employees shall receive compensation in accordance with the adjusted ranges in the Salary Schedule (as defined herein as Exhibit A attached).
2. Pay days are on a biweekly basis - every other Thursday.

B. BONUS/MERIT POOL

During the term of this agreement a merit pay pool equal to approximately 3.0% of the salaries of all employees covered by this MOU will be established for the purpose of awarding merit/bonus increases. Individual employees may be awarded a salary increase of between zero and five percent (0 – 5%) based on their level of performance. Award of a merit increase is based on a recommendation by the employee's supervisor and department head, and subject to approval of the General Manager.

The total amount of meritorious salary increases shall not exceed the 3.0% merit pay pool in any fiscal year. SOCWA will provide training for supervisors and managers to assure compliance with this section.

In the event an employee covered by this MOU receives a merit increase that is less than the total amount awarded during the review process, due to being topped out in their respective salary range, said employee shall receive the remaining review award in a monetary bonus.

C. SALARY ADJUSTMENTS

Salary adjustments will be made on the following schedule for all employees:

1. The Later of 7/1/17 or date of ratification of MOU by SEA – 2.7% Salary Adjustment
2. 7/1/18 –Salary Adjustment equal to Los Angeles-Riverside-Orange County CPI-U percentage change for the preceding 12 months ended in March, subject to a 2 % minimum and 4% maximum.
3. 7/1/19 –Salary Adjustment equal to Los Angeles-Riverside-Orange County CPI-U percentage change for the preceding 12 months ended in March, subject to a 2% minimum and 4% maximum.

D. INCENTIVE PAY

1. For Employees hired prior to July 1, 2017
 - a. Full-time continuous employees receiving education certification one step or higher above their existing job classification will be eligible to receive a 2.5% salary increase. Any Grade III employees may receive an additional 2.5% incentive pay if they obtain a certification two-steps above their existing job classification (i.e., Grade III Operator with a Grade V certification), as approved by the General Manager. Employees must first make application to their supervisor to be eligible to participate in the incentive program including employees whose job classification may not have corresponding education certification. All applications are subject to approval of the General Manager.
 - b. Employees that hold both a driving and crane certification will be awarded a one-time salary range increase of 2.5%.
2. Employees hired on or after July 1, 2017 will only be eligible for additional pay certifications as follows: employees will receive a one time \$800 payment on achieving a grade II and one time \$1200 payment upon achieving a grade III or higher certification.

E. STANDBY PAY

1. When Field Personnel have been designated to be on standby duty after their normal workday, they shall be compensated at a rate of \$325.00 per week for any employee in Operations or Maintenance that covers SOCWA facilities as assigned in addition to their regular pay.
2. Standby duties require an employee to be available upon forty-five (45) minutes' notice, on a twenty-four hour basis.

3. A mobile phone will be provided for all personnel designated on standby. Employees will be responsible for the mobile phone while in his/her possession and must replace it if lost.
4. When any employee is called back to work without prior notice, and the employee has completed their normal work shift and left the plant, the employee shall receive a minimum of two (2) hours call back pay. The two (2) hour minimum, whether or not actually worked, shall be paid at the rate of one and one half times the employee's regularly hourly rate.

F. COMPENSATORY TIME OFF

Non-exempt employees may accrue up to 45 hours of compensatory time off ("CTO") in lieu of overtime compensation. Employees electing CTO in lieu of overtime compensation must indicate on their time card. Use of compensatory time off must be pre-approved by the employee's supervisor and cannot be cashed out except upon termination of employment.

Date: June 15, 2017

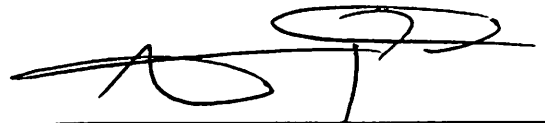
Date: 8.28.17



Daniel Ferons
Chairperson, Board of Directors
South Orange County Wastewater
Authority



Mike Harper, SEA President
For South Orange County Wastewater
Authority Employee Association



Aaron Peardon,
Senior Labor Representative
OCEA

EXHIBIT "A"
SOCWA
EMPLOYEE HANDBOOK SALARY RANGE SUMMARY
07/01/2017 - 06/30/2018

July 1, 2017		COLA @ 2.7%		1.027	
Ranges	Minimum Hourly Salary	Maximum Hourly Salary	Minimum Monthly Salary	Maximum Monthly Salary	
33.0	24.10	30.76	\$4,177.33	\$5,331.73	
33.5	24.71	31.52	\$4,283.07	\$5,463.47	
34.0	25.30	32.32	\$4,385.33	\$5,602.13	
34.5	25.93	33.13	\$4,494.53	\$5,742.53	
35.0	26.58	33.92	\$4,607.20	\$5,879.47	
35.5	27.24	34.77	\$4,721.60	\$6,026.80	
36.0	27.90	35.62	\$4,836.00	\$6,174.13	
36.5	28.60	36.49	\$4,957.33	\$6,324.93	
37.0	29.29	37.39	\$5,076.93	\$6,480.93	
37.5	30.03	38.11	\$5,205.20	\$6,605.73	
38.0	30.76	39.27	\$5,331.73	\$6,806.80	
38.5	31.52	40.25	\$5,463.47	\$6,976.67	
39.0	32.32	41.23	\$5,602.13	\$7,146.53	
39.5	33.13	42.28	\$5,742.53	\$7,328.53	
40.0	33.92	43.27	\$5,879.47	\$7,500.13	
40.5	34.77	44.37	\$6,026.80	\$7,690.80	
41.0	35.62	45.45	\$6,174.13	\$7,878.00	
41.5	36.49	46.59	\$6,324.93	\$8,075.60	
42.0	37.39	47.74	\$6,480.93	\$8,274.93	
42.5	38.33	48.92	\$6,643.87	\$8,479.47	
43.0	39.27	50.12	\$6,806.80	\$8,687.47	
43.5	40.25	51.36	\$6,976.67	\$8,902.40	
44.0	41.23	52.62	\$7,146.53	\$9,120.80	
44.5	42.29	53.94	\$7,330.27	\$9,349.60	
45.0	43.27	55.25	\$7,500.13	\$9,576.67	
45.5	44.37	56.62	\$7,690.80	\$9,814.13	
46.0	45.45	58.01	\$7,878.00	\$10,055.07	
46.5	46.59	59.47	\$8,075.60	\$10,308.13	
47.0	47.74	60.93	\$8,274.93	\$10,561.20	
47.5	48.92	62.43	\$8,479.47	\$10,821.20	
48.0	50.12	63.98	\$8,687.47	\$11,089.87	
48.5	51.36	65.55	\$8,902.40	\$11,362.00	
49.0	52.62	67.17	\$9,120.80	\$11,642.80	
49.5	53.94	68.84	\$9,349.60	\$11,932.27	
50.0	55.25	70.52	\$9,576.67	\$12,223.47	
50.5	56.62	72.29	\$9,814.13	\$12,530.27	
51.0	58.01	74.04	\$10,055.07	\$12,833.60	
51.5	59.46	75.88	\$10,306.40	\$13,152.53	
52.0	60.93	77.75	\$10,561.20	\$13,476.67	
52.5	62.43	79.68	\$10,821.20	\$13,811.20	
53.0	63.96	81.63	\$11,086.40	\$14,149.20	
53.5	65.58	83.68	\$11,367.20	\$14,504.53	
54.0	67.16	85.72	\$11,641.07	\$14,858.13	
54.5	68.83	87.84	\$11,930.53	\$15,225.60	
55.0	70.52	90.00	\$12,223.47	\$15,600.00	

EXHIBIT "D"
SOCWA

SOCWA EMPLOYEE ASSOCIATION
SEA REPRESENTED CLASSIFICATIONS

Operator III
Operator II
Operator I
Operator in Training

Maintenance Mechanic III / Supervisor
Maintenance Mechanic III
Truck Driver / Maintenance Mechanic II
Maintenance Mechanic II
Maintenance Mechanic I

O&M Inventory/Purchasing Specialist

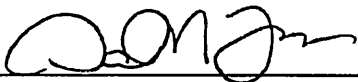
Sr. Electrician / SCADA Technician
Maintenance Mechanic III w/Co-Gen.
Electrical / Instrumentation Technician
Electrician

Laboratory Technician III
Laboratory Technician II
Laboratory Technician I
Laboratory Aide/Sampler


SIDE LETTER OF AGREEMENT NO. 1
TO MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
AND
SOCWA EMPLOYEES ASSOCIATION
REGARDING CONSTRUCTIVE RECEIPT AND 4/10
SCHEDULE

The South Orange County Wastewater Authority ("SOCWA") and the SOCWA Employees Association ("SEA") have met and hereby agree to the following, contingent on approval of the 2017 – 2020 Memorandum of Understanding ("MOU") between the SOCWA and the SEA as follows:


1. **Constructive Receipt Reopener** – Either party may request to reopen the MOU during its term to address any Internal Revenue Service constructive receipt issues related to vacation and/or sick leave cash out. The party requesting to reopen must send a written request to the other party. The parties agree to begin the meet and confer process regarding the constructive receipt issue no later than 14 calendar days from the date of the written request.
2. **4/10 Meetings** – The parties agree to hold two meetings over the term of the MOU to discuss issues related to the possible implementation of a 4/10 schedule for some bargaining unit employees. The first meeting will be held within two months of ratification of the MOU. The meetings will be attended by the General Manager, or designee, and the SOCWA negotiations team and a sub-committee of up to four SEA representatives in addition to their OCEA representative. The parties may mutually agree to extend the number of meetings.

By: 
SOUTH ORANGE COUNTY WASTEWATER
AUTHORITY
By: Dan Ferons, Chairperson, Board of Directors

Dated: Sept. 7, 2017

By: 
SOCWA EMPLOYEES ASSOCIATION
By: Mike Harper, President

Dated: 8. 31. 17

By: 
ORANGE COUNTY EMPLOYEES
ASSOCIATION
By: Aaron Peardon, Senior Labor
Relations Representative

Dated: 9/22/17

SIDE LETTER OF AGREEMENT NO. 2
TO THE 2017-2020 MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
AND
SOCWA EMPLOYEES ASSOCIATION
REGARDING POST RETIREMENT HEALTHCARE

Subject to the South Orange County Wastewater Authority Board's approval, the South Orange County Wastewater Authority ("SOCWA") and the SOCWA Employees Association ("SEA") have met and hereby agree to the following modification to the terms and conditions set forth in the 2017 – 2020 Memorandum of Understanding (hereinafter referred to as "MOU") between the SOCWA and the SEA as follows:

1. **Section III (D)(3)** of the MOU shall now read:

3. Employees of the Agency shall be eligible for a monthly health insurance allowance from the Agency equal to an amount that is 98% of the average of all health plans CalPERS makes available to the Agency, excluding the PERS Care Plan, at the appropriate ~~tier-level of coverage selected by the employee (employee, employee + 1, or employee + family) (single, double and family)~~. The percentage in the preceding sentence will decrease to 95% effective January 1, 2018. The Health Allowance shall be made available through the Agency's Cafeteria Plan in order to preserve it as a nontaxable benefit and a portion of the Health Allowance will be designated as the PEMHCA Minimum contribution set forth in paragraph #2 above and paid directly to CalPERS. If an employee enrolls in a CalPERS health plan with a monthly premium that exceeds the Health Allowance, the excess cost will be the employee's responsibility. Contributions to be paid for by the employee will be calculated on an annual basis and withheld in equal amounts over the amount of pay periods in the year. Unequal remainder amounts will be included in the final paycheck for the calendar year. Eligibility for health coverage and the Health Allowance will begin the first of the month following thirty (30) days of employment.

2. **Section III(E)** of the MOU shall now read:

RETIREE HEALTH INSURANCE

1. Pursuant to PEMHCA and relevant CalPERS regulations, a retired employee will qualify for retiree medical benefits if his or her retirement from the Agency is effective within 120 days of his or her separation from employment with the Agency and the retired employee receives a retirement allowance from CalPERS resulting from his or her service with the Agency. Retired employees who satisfy the preceding requirements ("Eligible Retirees") are eligible to continue health coverage with CalPERS for themselves and their eligible dependents. All allowances described in this section shall only be available to Eligible Retirees enrolling in a CalPERS health plan.
2. The retiree health benefits provided by the Agency vary depending upon an Eligible Retiree's date of employment with the Agency. The Agency provides retiree health benefits as follows:
 - a) Employees hired before July 1, 2017. Eligible Retirees hired before July 1, 2017 will receive a monthly amount from the Agency not to exceed the Health Allowance made available by the Agency to active employees ("Tier 1

Allowance"). The Tier I Allowance will be paid as follows:

- an amount equal to the PEMHCA Minimum will be paid directly to CalPERS by the Agency; and
- a reimbursement by the Agency will be paid to the retiree for the monthly health insurance premiums actually paid by the retiree, in an amount not to exceed the difference between the Tier I Allowance and the PEMHCA Minimum.


If an Eligible Retiree subject to this Section E.2 a enrolls in a CalPERS health plan with a monthly premium that exceeds the Tier I Allowance, the excess cost will be the Eligible Retiree's responsibility. Conversely, if any Eligible Retirees enrolls in a CalPERS health plan with a monthly premium that is less than the Tier I Allowance, the remainder shall be forfeited.

Eligible Retirees shall be subject to any changes to the health insurance coverage provided by the Agency to the same extent as active employees of the Agency.

b) Employees hired on or after July 1, 2017.

- Eligible Retirees hired on or after July 1, 2017 will receive a monthly amount from the Agency equal to the PEMHCA Minimum, which the Agency will pay directly to CalPERS ("Tier II Allowance"). If an Eligible Retiree subject to this Section E.2.b enrolls in a CalPERS health plan with a monthly premium that exceeds the ~~PEMHCA Minimum~~ Tier II Allowance, the excess cost will be the Eligible Retiree's responsibility.
- In addition, during employment with the Agency, employees hired on or after July 1, 2017 shall receive an Agency contribution equal to \$200 per month to an individual account under a retiree health savings plan. This amount may be subject to change at the Agency's discretion but will not be reduced below \$200 during the term of this MOU. The retiree health savings plan is to be used exclusively to reimburse qualifying medical expenses during retirement. The retiree health savings plan will be administered by a third party administrator selected by the Agency.


3. The purpose of this side letter is to respond to SEA's request for clarification on retiree health care.
4. Except as herein modified, the MOU shall remain in full force and effect for the remainder of its term.

By: 
SOUTH ORANGE COUNTY WASTEWATER
AUTHORITY
By: Dan Ferons, Chairperson, Board of Directors

Dated: Aug. 30, 2017

By: 
SOCWA EMPLOYEES ASSOCIATION
By: Mike Harper, President

Dated: 8.28.17

By: 
ORANGE COUNTY EMPLOYEES
ASSOCIATION
By: Aaron Peardon, Senior Labor
Relations Representative

Dated: 8/28/17

PROPOSAL FOR
SIDE LETTER OF AGREEMENT NO. 3
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
AND

SOUTH ORANGE COUNTY WASTEWATER AUTHORITY EMPLOYEES ASSOCIATION

Subject to the South Orange County Wastewater Authority's approval, the South Orange County Wastewater Authority ("SOCWA") and the SOCWA Employees Association ("Association") have met regarding implementation of Assembly Bill 119 related to recognized exclusive representatives access to their represented members and hereby agree as follows:

1. The Association will receive no less than 10 days written notice (via email) in advance of an orientation for new hires whose positions are within their bargaining unit, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the SOCWA's operations that was not reasonably foreseeable. The Association representative shall have 15 minutes during the orientation, or a longer time if mutually agreed upon, to present information to the new hire(s) related to the Association and MOU. Within 30 days of the date of hire, the SOCWA shall provide the Association with the name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email address on file with the SOCWA and the home address of the new hire (personal information may be excluded upon written request of the employee as set forth in Government Code section 6254.3(c).) In addition, the SOCWA shall provide the same information for all employees in the bargaining unit to the Association every six months beginning approximately January 5, 2018.

By: 
SOUTH ORANGE COUNTY WASTEWATER
AUTHORITY
Daniel Ferons, Chairperson, Board of Directors

Date: Dec. 14, 2017

By: 
SOCWA EMPLOYEES ASSOCIATION
Mike Harper, President

Date: 11.14.17

By: 
ORANGE COUNTY EMPLOYEES
ASSOCIATION
Aaron Peardon, Senior Labor
Relations Representative

Date: 11/13/17