



POSTED 9-6-2019

Tom Fayram, President
Lisa Palmer, Vice President
Julie Kennedy, Secretary
Mike Arme, Director
Brian O'Neill, Director

LOS OLIVOS COMMUNITY SERVICES DISTRICT
Board of Directors Meeting, September 11, 2019, 6:00 p.m.
Los Olivos School, Room 602
2540 Alamo Pintado Avenue, Los Olivos, CA 93441

REGULAR MEETING AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MEETING MINUTES

- a. Minutes of 8-14-2019 Regular Meeting

5. DIRECTOR COMMENTS

Directors will give reports on any meetings that they attended on behalf of the District and/or choose to comment on various District activities.

6. PUBLIC COMMENTS

Members of the public may address the Board on any items of interest within the subject matter and jurisdiction of the Board but not on the agenda today (Government Code - 54954.3).

Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments can be referred to District staff for discussion and possible action at a future meeting.

7. INTERIM GENERAL MANAGER REPORT

Interim General Manager Report on current assignments and general District business.

8. BUSINESS ITEMS

A. Approve Resolution 19-05 Adopting a Gaan Limit.

1. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
2. Review, comment on and adopt resolution

B. Approve Resolution 19-06 Adopting a District Purchasing Policy.

1. Presentation of proposed Resolution by District Legal Counsel, G. Ross Trindle, III
2. Review, comment on and adopt policy and resolution

C. Project Work Plan and Financial Plan Progress and Planning:

1. Review Plan.
2. Comments & discussion.
3. Take Action and direct next steps (see recommendations in Work Plan).
4. Possible items of discussion/action (below):

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 946-0431
losolivoscscd@gmail.com, www.losolivoscscd.com

- Note we have a Proposal from Paul Jenzen's to Develop A Local Agency Management Program for the Los Olivos Community Services District. (Attached), Rough Budgetary Cloacina Draft Proposal Based on 2016 AECOM Report. (Attached)
- Review and potential action regarding Matteis Project Update and Plans.
- RWQCB Presentation on Santa Barbara County Groundwater Characterization Project: Santa Ynez River Valley Groundwater Basin.
- Report on Visit with Supervisor Hartmann
- Report from Ad hoc Technical Committee – Report and Potential Action.
- Report from Individual Board Members Regarding Project Assignments and Actions– Report and Potential Action.

D. **Finance Committee Business Summary and Report.** No New invoices this Cycle:

9. Next Regular Meeting:

Wednesday, October 11, 2019, 6:00 p.m.
 Los Olivos School, Room 602
 2540 Alamo Pintado Avenue, Los Olivos, CA 93441

10. ADJOURNMENT

The Los Olivos Community Services District is committed to ensuring equal access to meetings. In compliance with the American Disabilities Act, if you need special assistance to participate in the meeting or need this agenda provided in a disability-related alternative format, please call 805.946.0431 or email to losolivoscscsd@gmail.com. Any public records, which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at a location to be determined in Los Olivos, California 93441.

RESOLUTION NO. 19-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT STATING THE APPROPRIATIONS
LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

WHEREAS, the Gann Initiative or Proposition 4, also known as Article XIII B of the Constitution of the State of California, was passed by the People; and

WHEREAS, Article XIII B mandates the calculation and adoption of an annual appropriations limit on various units of government, including the Los Olivos Community Services District, by adjusting the prior year's appropriation limit for changes in inflation and population; and

WHEREAS, the District did not have a 2018-2019 limit because the District only came into existence following approval by the voters in a special election held in January of 2018, and did not hold an initial meeting of the Board of Directors until June of 2018; and

WHEREAS, the Board of Directors of the Los Olivos Community Services District now desires to formally adopt an appropriations limit for the District for fiscal year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. In accordance with Article XIII B of the Constitution of the State of California, and Government Code section 7900, the initial appropriations limit for the Los Olivos Community Services District for Fiscal Year 2019-20 is declared to be \$197,848.90, as described in Exhibit "A" attached hereto and incorporated herein, and the appropriations subject to this annual limit for fiscal year 2019-2020 total \$197,848.90.

[SPACE INTENTIONALLY LEFT BLANK]

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 11th day of September 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
THOMAS FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, _____, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

Appropriations Limit (Gann Limit) California Constitution Article XIII B Government Code §7900, et seq.

The Appropriations Limit (often referred to as the "Gann Limit") provides a limit (or ceiling) on local government agency appropriations of tax proceeds. This limit is based on the amount of appropriations in the "base year" and is adjusted each year for population growth and cost-of-living factors. The limit applies to proceeds from taxes, investment earnings on taxes, and fees and charges. If the agency's proceeds are in excess of the limit, excess amounts are to be turned over to the state to be used for school funding. Special districts are specifically included in the definition of "local government[s]" subject to the appropriations limit.

Calculation:

The total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of the entity of government for the prior year adjusted for the change in the cost of living and the change in population, except as otherwise provided in this article. – CAL. CONST. ART XIII B SEC 1. The Appropriations Limit is the calculated dollar amount which restricts the ability to appropriate proceeds of taxes. The Appropriations Subject to Limitation may not exceed the Appropriations Limit. In its simplest form, the Appropriations Limit for any year is the Appropriations Limit from the previous fiscal year increased for inflation and population growth. Ultimately, the Appropriations limit in a given year depends on the Appropriations Limit for the Base Year (first year of calculation) adjusted annually according to specified factors. Base Year The appropriations limit for the Article XIII B base year is the sum of the Appropriations Subject to Limitation for that year.The base year of a local government entity formed or incorporated on or after January 1, 1980 is the Appropriations Subject to Limitation for the first full year of operation of that entity.

Base year total Appropriation:

$(378 \text{ Parcels} \times \$500) + (1 \text{ Parcel} \times \$400.00) = \mathbf{\$189,400.00}$ (Adjusted for exempt Parcels)

FY 2019-20 Gaan Limit Appropriation:

$383 \text{ Parcels} \times \$515.50 + (1 \text{ Parcel} \times \$412.40) = \mathbf{\$197,848.90}$ (Applied Parcel Increase and Cost of Living increase based on CPI. The CPI calculation is based on the United States Bureau of Labor Statistics CPI calculation for the Los Angeles-Long Beach-Anaheim region for May 2018 through May 2019, 3.1%)

RESOLUTION NO. 19-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS
COMMUNITY SERVICES DISTRICT ADOPTING A PURCHASING AND
PROCUREMENT POLICY**

WHEREAS, the Los Olivos Community Services District ("District") is committed to openness and transparency regarding the use and expenditures of public funds; and

WHEREAS, the Board of Directors of the District ("District") seek to establish its purchasing policy setting forth the authority and restrictions on the purchase of equipment, materials, supplies, and services by District personnel, in accordance with California law; and

WHEREAS, it is in the best interests of the District and its residents to set and maintain limits, restrictions, and procedures in the form of a purchasing policy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its purchasing policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the purchasing policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the purchasing policy shall be deemed controlling over, and shall otherwise supersede any and all other purchasing authority policies that may conflict with, or be contrary to, the hereby adopted purchasing policy.
5. If any provision of this Resolution or the attached and incorporated purchasing policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated purchasing policy shall remain unaffected.
6. This Resolution shall become effective upon the date of adoption as set forth herein.

[SPACE INTENTIONALLY LEFT BLANK]

I HEREBY CERTIFY that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a regular meeting held on the 11th day of September 2019, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

ATTEST:

DOUG PIKE, Interim General Manager
**LOS OLIVOS COMMUNITY SERVICES
DISTRICT**

By: _____
THOMAS FAYRAM, Board President

APPROVED AS TO FORM:

By: 

G. ROSS TRINDLE, III, District Counsel

I, _____, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

EXHIBIT A

PURCHASING & PROCUREMENT POLICY

PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the purchase of goods and services used for the operation of District programs. These procedures and guidelines enable the District to coordinate purchasing processes and to establish a system of financial controls for the efficient use and expenditure of public funds.

I. POLICY

A. Ethics

District personnel—employees and contractors—must discharge their duties impartially to assure fair competition for District business by responsible vendors. In addition, they shall conduct themselves in a manner that will create confidence in the integrity of the District's purchasing operations. Personnel are prohibited from accepting any gifts, rebates, kickbacks, personal services, or in any way incurring personal gain from any vendor in exchange for doing business with the District. Personnel shall perform all purchasing responsibilities in a manner intended to obtain goods and services for the District in the most cost effective and ethical manner.

B. Environmentally Preferable Purchasing

The District is committed to the use of recycled products and materials in order to demonstrate compliance with the Waste Management Reduction Act, encourage market development for recycled products, and to promote overall environmentally responsible practices.

1. Preferred products shall include those that minimize environmental impacts, including but not limited to, toxic substances, pollution, and hazards to workers and to community safety to the greatest extent practicable.
2. Preferred products shall include those that include recycled content; are durable and long lasting; conserve energy, water and natural resources; use agricultural products, fibers and residues; reduce greenhouse gas emissions and other pollutants; use unbleached or chlorine free manufacturing processes; and use wood from sustainable harvested forested or other environmentally friendly substitutes.

3. A maximum effort shall be made, whenever possible, to purchase products in the following categories:
 - a. Recycled Materials
 - b. Remanufactured Products
 - c. Non-Toxic Chemicals and Sprays
 - d. Energy and Water Conserving Equipment
 - e. Products with an Energy Star Rating
 - f. Designed for Economy of Maintenance
 - g. Designed for Extended Life-Cycle Value
4. When alternatives are available, a maximum effort shall be made to identify environmentally preferred products in bid specifications and/or provide up to a 5% preference for bids that specify products identified as environmentally preferred in this Policy.

C. Local Vendor Preference

Local vendors may be given an additional ten percent (10%) discount when comparing bids against outside vendors for economic development purposes. "Local" shall mean "Central Coast", "Southern California", and "Central Valley".

D. Purchases of \$2,500 or Less

1. Purchases of \$2,500 or less do not require a purchase order or competitive bid and do not require prior Board of Director approval. All purchases made at this level of authority require proper documentation and approval at the next regular Board of Directors meeting.

E. Purchase of \$25,000 or Less and Greater than \$2,500

1. Purchases shall require a purchase order. All purchase orders shall require approval of the Board of Directors prior to the purchase.
2. When making purchases of \$25,000 or less and greater than \$2,500, the purchase shall require at least three, and no less than two, bids. Bids may be obtained by phone or by sealed written bids. Telephone

bids shall be documented by submission of a memo to the file for the purchase.

3. A record of all open market orders and bids shall be kept for a period of one (1) year after the submission of bids or the placing of orders, or as otherwise may be required by law. This record is open to public inspection and will normally be maintained as part of any vendor file.
4. Bids shall not be required in the following circumstances.
 - a. When an emergency requires that an order be placed with the nearest available source and/or in an urgent manner;
 - b. When the commodity can be obtained from only one vendor;
 - c. After rejection of all bids;
 - d. When purchases made under a State Department of General Services Purchasing Contract; or
 - e. In other circumstances when a determination is made that dispensing with bids is necessary for the effective and/or cost efficient delivery of District services.
1. In most cases, purchases shall be awarded to the lowest responsive bidder. However, when evaluating bids, price quotes, and proposals, consideration may be given to such things as vendor location, costs of shipping/delivery/pickup, warranty and/or maintenance contracts, retention of the District's share of sales tax, environmentally preferred products, and variations in quality.
2. It shall be the responsibility of the Interim General Manager to ensure sufficient funds are available in the appropriate account(s) prior to any purchase.
3. Any expenses that require a funding allocation require District Council approval.
4. Supplies or equipment received shall be inspected immediately upon receipt to determine conformance with the specifications for the order.

G. Purchases of Supplies or Equipment in Excess of \$25,000

The purchase of supplies and equipment for any one project or activity with an estimated individual or aggregate value greater than \$25,000 shall be by written contract in accordance with the following:

1. Notice Inviting Bids

A notice inviting bids, all final specifications, and bid documents shall be prepared for distribution. The notice shall include a general description of the article(s) to be purchased or constructed, where bid documents and specifications may be secured, the time and place for opening bids, and state if security deposits are required. The notice inviting bids shall be published at least two (2) times at least five (5) days apart, in a newspaper of general local circulation at least ten (10) days before the date of opening of the bid(s).

2. Bidders List

Sealed bids shall be solicited from responsible prospective suppliers whose names are on any established bidders list or who have made written request that their names be added to it.

3. Post Office & Website Listing

Proposed purchases may be advertised additionally via notice posted in the Post Office and/or on the District's website.

4. Bidder's Security

When considered necessary, bidder's security shall be set and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits the bid security if he/she refuses or fails to execute the contract within ten (10) days after the notice of award of contract is mailed. If the successful bidder fails or refuses to execute the contract, the bid may be awarded to the next lowest responsive bidder, the amount of the lowest bidder's security shall be applied to the contract price difference between the lowest bid and the second lowest bid. The surplus, if any, shall be returned to the lowest bidder.

5. Bid Opening

All bids shall be sealed and identified as "Bid No . . ." on the envelope. Bids shall be opened in public at the time and place stated in the public notice. The bids received shall be tabulated and tabulation kept open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

6. Rejection of Bids

In its discretion, the Board may reject all bids presented and re-

advertise for bids. If no bids are received, the District may have the project done without further compliance with this Policy.

7. Performance of Project After Rejection of Bids

After rejecting bids, the Board of Directors may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with the resolution.

8. Award of Contracts

Contracts normally shall be awarded to the lowest responsible and responsive bidder, except that the Board may award a contract to a higher bidder if it specifically determines that the best interests of the District are served by so doing. Such determination must be supported by specific findings.

H. Public Works Projects

The provisions contained in Public Contract Code Section 20160 et seq. establish the contract procedures the District shall normally follow regarding public works projects.

I. Professional Services

1. Professional services are those activities to be performed by specially trained persons or firms who provide services in connection with financial, economic, accounting, engineering, administrative or other matters involving specialized expertise or unique skills. Contracts for professional services need not necessarily be awarded to the lowest bidder since the person or firm is selected based on their qualifications. The price, however, must be reasonable and within budgeted funding amounts.
2. All consultants shall execute an agreement with the District. Any professional service agreement submitted to the Board of Directors for approval must provide sufficient background analysis to support the recommendation. The Interim General Manager is authorized to approve agreements for professional services up to \$25,000 when funding is budgeted. Any agreements for services above \$25,000 or those where a funding appropriation is necessary requires Board of Directors approval.

3. A Request for Proposals (RFP) and/or Request for Qualifications (RFQ) shall be prepared for professional services and distributed to a minimum of three firms and/or individuals. The RFP/RFQ shall include the purpose, background, scope of work, proposal format instructions, submittal instructions, deadline and selection process.
Proposals
4. An RFP/RFQ may not be required for services that will not exceed \$7,500 and involve standard work where a specialized description of how the consultant will approach the scope of work is not necessary.
5. When proposals and/or qualifications are received, the proposals shall be reviewed based upon impartial criteria established. For large projects, a review panel should be formed and finalists should be interviewed. When a recommendation is agreed upon, a standard professional services agreement shall be prepared and submitted to the Interim General Manager or Board of Directors for approval.
6. For agreements for engineering and architecture services, RFPs shall request that costs be submitted in a separate envelope. The costs shall be opened and only considered after the proposals are reviewed and qualified applicants are determined.
7. The Interim General Manager shall be responsible for verifying that required insurance is submitted by the consultant prior to execution of the agreement and verified by the District Counsel.
8. An on-call list of consultants for specialized services may be established through the process outlined above. In such case, agreements for more than one consultant may be executed for a not-to-exceed amount for services that are needed on a periodic basis. The consultants may then be utilized when the need arises on an alternating basis or based upon availability.

J. Payment Process

1. When invoices are received, all receipts shall be attached and submit to the Finance Committee for payment, along with an invoice cover form, which shall include a description and justification of the purchase.
2. The Finance Committee shall review receipts and invoices prior to recommending approval for payment by the Board of Directors. Any irregularities or issues identified shall be submitted to the District Counsel for potential investigation.

3. Payments shall be issued by authorized personnel of the District. Checks shall be issued with electronic signatures.
4. All payments shall be made within the time period agreed to with the vendor.
5. The Board of Directors shall receive a monthly check register for review and formal acceptance.

End of Policy

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment and Reclamation
Work Plan

DRAFT
9-9-2019

Authority:

The District shall have those powers and responsibilities set forth in the Community Services District Law, Government Code section 61100 et seq .. to collect, treat, or dispose of sewage, wastewater, recycled water, and storm water, in the same manner as a sanitary district, formed pursuant to the Sanitary District Act of 1923, Division 6 (commencing with Section 6400) of the Health and Safety Code. All other powers of the District shall be considered latent and require LAFCO approval to become active.

Goals:

Implement **Project Description** (attached) for the first phase of a wastewater treatment and reclamation system for the Los Olivos CSD. This plan shall generally include analysis of options for appropriate treatment options for the urban and rural elements, planning elements, technical elements, financial impacts, regulatory agency input, environmental and permitting input, and public input, of the options. Determine Phasing, appropriate and available funding options, including the required Proposition 218 process for parcel assessments within the District. Develop a robust outreach and public participation program, and maintain visibility, and transparency in the decision-making process.

Immediately Needed Products/Memos/Letter Reports Addressing:

1. Table of Grants, Loans, Funding sources/programs incl. timeframes
2. Local LAMP.
3. Groundwater Monitoring Program Document.
4. Concept Collection System Routing.
5. Concept WWTP Siting.
6. Concept WWTP Configuration.
7. Concept Disposal System.
8. Prop 218 Schedule.
9. Project Schedule.
10. Integrate larger community projects proposed for private development.
11. Inventory & summary of existing studies - what's usable/applicable - identify gaps for additional study & define study scope.
12. Implement Groundwater Monitoring Program.
13. Regulatory Considerations (County Environmental Health, RWQCB).
14. Environmental Considerations (CEQA, NEPA and Permitting Agencies).

LOS OLIVOS COMMUNITY SERVICES DISTRICT
WW Treatment and Reclamation
Work Plan

DRAFT
9-9-2019

Task	Description	Category	Cost/ Budget	ACTION	WHO	DEAD-LINE
1	PROJECT DESCRIPTION DECISION PROCESS COMPLETE					
2	CONCEPT DEVELOPMENT (After Project Selection)					
a	Obtain initial Regulatory Agency input to support funding and implementation of Local LAMP, funding, environmental scope	Regulatory Coord	Nom.	County EHS, RWQCB, County Planning/BOS	Tech Ad-hoc Comte or other ad-hoc committee	On-going/ in process
b	Investigate additional funding from County Health Department, Other County Funds, RWQCB	Financial Plan	Nom	Meetings with County, RWQCB	Board member Assignments, Ad hoc committees, IGM.	In Process, complete by November 2019
c	Presentation of Financing Options, Recommendations and Action Plan. Table of Grants, Loans, Funding sources/programs incl. timeframes	Financial Plan	Nom	Form Financial Plan Ad Hoc Committee	Julie Kennedy, IGM, ?	Present at October Meeting
d	Refine budgetary estimates. Draft Concept Collection System Routing, Concept WWTP Siting, Concept WWTP Configuration, Concept Disposal System. Integrate with Matteis	Financial Plan	\$5,000	Prepare concept collection system, treatment and effluent disposal system, refine project Budget	IGM, Tech. Ad-Hoc Comm	Present at October Meeting
e	Draft more compete Financial Plan for various options. Identify potential Funding sources (CEH, RWQCB, SWRCB, Other)	Financial Plan	Nom.	Assign to IGM or ad hoc committee. Prop 218 Step	IGM or Ad-Hoc Comte	In Process. Complete by Nov 2019
f	Pursue State Planning grants/loans.	Financial Plan	\$5,000	Prepare List of active grant options. Prop 218 Step	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019
g	Pursue Capital Improvement Grants and Loans	Financial Plan	\$5,000	Prepare List of active grant options. Prop 218 Step	Tech Ad-hoc Comte/ other ad-hoc Comte.	2019
h	Prepare Los Olivos Local Agency Management Plan (LAMP) (Includes Advanced Groundwater Protection Management Program (AGPMP))	Regulatory Coord.	\$18,000	Proposal Obtained from Paul Jenzen and David Brummond.	Tech Ad-hoc Comte or other ad-hoc committee	Authorize Work by Oct. 2019
i	Prepare Los Olivos Groundwater Monitoring Plan	Regulatory Coord.	\$25,000	Proposal From Consultant (or in-house?)	Tech Ad-hoc Comte or other ad-hoc committee	Authorize Work by Oct. 2019
j	Develop Refined Project Schedule	Schedule	Nom	MS Project Master Schedule	IGM, Tech. Ad-Hoc Comm	On-going

Los Olivos Community Services District
Wastewater Master Schedule
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22
1	ADMINISTRATIVE ORGANIZATIONAL STEPS	186 days	Tue 5/1/18																
2	Vote and Initial Misc Set-up Costs	1 day	Tue 5/1/18																
3	Interim Meeting Location, Brown Act Training,	30 days	Tue 5/1/18																
4	Secure CSD Attorney Services	14 days	Wed 8/1/18																
5	Secure CSD Interim General Manager	45 days	Wed 8/1/18																
6	Complete "Dry Period Funding" Agreement with County	45 days	Wed 8/1/18																
7	Obtain District Liability and Loss Insurance	30 days	Thu 8/16/18																
8	Obtain CSDA Membership	30 days	Thu 8/16/18																
9	Engage Chamber of Commerce																		
10	Complete Community Update/MailChimp Opt-In Contact Li	5 days	Thu 9/27/18																
11	Organize Board Committees	90 days	Wed 9/12/18																
12	Accounting and warrant issue services contract with County Auditor/Controller	30 days	Mon 10/1/18																
13	IRWM Participation	30 days	Tue 10/9/18																
14	Scrub Assessment Parcels for legal Exemptions	21 days	Wed 11/14/18																
15	Develop new policies (Committees, Assessment Exemptior	21 days	Wed 11/14/18																
16																			
17	PROPOSITION 118 STEPS INTEGRATED WITH PLANNING, ENVIRONMENTAL, PRELIMINARY DESIGN, FINAL DESIGN AND CONSTRUCTION																		
18	PLANNING	555 days	Tue 10/9/18																
19	Complete LAFCO Extension Letter	43 days	Tue 10/9/18																
20	Consider adequacy of existing studies.	191 days	Wed 1/16/19																
21	Obtain initial Regulatory Agency input to support funding and implementation of Local LAMP, funding, environmental scope	221 days	Wed 12/5/18																
22	Develop a funding and financing plan for the costs.	150 days	Wed 4/10/19																
23	Pursue a State planning grants/loans. Determine County and RWQCB Resources	132 days	Thu 8/1/19																
24	Pursue Capital Project Construction funding grants and loa	242 days	Thu 8/1/19																
25	Initiate a Prop 218 public outreach program.	360 days	Wed 1/9/19																
26	Prepare Local Lamp	150 days	Wed 10/9/19																
27	Prepare Groundwater Monitoring Program	90 days	Wed 11/13/19																
28	Impliment Groundwater Monitoring Program	180 days	Tue 3/17/20																
29																			
30	CONCEPT SELECTION	156 days	Wed 1/9/19																
31	Meet with the State Water Resources Control Board staff and County Environmental Health Staff to discuss the project	66 days	Wed 1/9/19																
32	Option Selection Process Step 1. Suggest narrow to no more than 3 options based on existing studies, with some supplemental information.	45 days	Wed 3/13/19																
33	Public Workshops	60 days	Wed 5/8/19																
34	Option Selection Prepare and adopt Project Description.	11 days	Wed 7/31/19																
35																			
36	CONCEPT/PRELIMINARY DESIGN																		
37	Prepare concept plans which develop the soft costs and capital and O&M costs that will form the basis of the assessment and financing.	30 days	Wed 11/13/19																
38	30% Design, prepare estimates for total project costs	30 days	Wed 3/11/20																

Los Olivos CSD WWTP Project
Date: Mon 9/9/19

Summary Task Manual Milestone Manual Progress

Los Olivos Community Services District
Wastewater Master Schedule
DRAFT

ID	Task Name	Duration	Start	4/18	7/18	10/18	1/19	4/19	7/19	10/19	1/20	4/20	7/20	10/20	1/21	4/21	7/21	10/21	1/22
39	Prepare Draft Environmental Exhibits (i.e Area of Potential Impact (APE) map, simplified exhibit maps as needed for Environmental Studies)	30 days	Wed 3/11/20									■							
40																			
41	ENVIRONMENTAL DOCUMENT	179 days	Wed 3/11/20									■	■	■					
42	Hire professional environmental services consultant.	30 days	Wed 3/11/20									■							
43	Prepare preliminary Environmental Assessment and determine appropriate environmental Document to pursue.	7 days	Tue 4/21/20									■							
44	Prepare CEQA compliance document, distribute for review, hold public hearing and certify.	150 days	Tue 4/21/20									■	■	■					
45																			
46	FINAL DESIGN	120 days	Mon 11/16/20																
47	Complete 95% design plans, Specifications and Estimates. 100% pending agency permit completion.	120 days	Mon 11/16/20																
48																			
49	PERMITTING	120 days	Mon 11/16/20																
50	Prepare, submit, negotiate and obtain Environmental Agency Permits: RWOCB, County Encroachment Permit, Possible ACOE, CADFWL.	120 days	Mon 11/16/20																
51																			
52	PROP 118 STEPS REMAINING	214 days	Wed 1/8/20																
53	Adopt a preliminary District budget.	30 days	Wed 1/8/20									■							
54	Enact a Resolution of Intent to levy the assessment, authorize the Engineer's Report, and set the date for a	30 days	Wed 3/11/20									■							
55	Prepare an Engineer's Report to allocate the costs to each	90 days	Wed 3/11/20									■	■	■					
56	Provide notice of the public hearing.	45 days	Tue 7/14/20										■						
57	Conduct a public hearing and majority protest vote.	7 days	Wed 9/16/20																
58	Board vote for approval to levy the assessment.	7 days	Wed 10/14/20																
59	Report the amount of each assessment to the County Assessor's Office so that they can be incorporated into the next property tax roll.	7 days	Fri 10/23/20																
60																			
61	ADVERTISE AND AWARD FOR CONSTRUCTION	30 days	Fri 4/30/21																
62	Select CM/Inspection Services Consultant	14 days	Fri 4/30/21																
63	Advertise Minimum of two weeks with three published announcements in three publications with two having regional circulation. (Usually advertise 21-28 days)	30 days	Fri 4/30/21																
64	Bid Opening, bid evaluation, Board action for award & execution of Contract.	1 day	Thu 6/10/21																
65																			
66	CONSTRUCTION	240 days	Thu 6/10/21																
67	Noticing	7 days	Thu 6/10/21																
68	Construction	240 days	Thu 6/10/21																
69																			
70	START-UP AND OPERATIONS	14 days	Wed 5/11/22																
71	Plant Start-up	14 days	Wed 5/11/22																
72	Operations and Maintenance Phase	1 day	Mon 5/30/22																
73																			
74																			
75																			
76																			
77																			
78																			

Date

Mr. Doug Pike

General Manager

Los Olivos Community Services District

Address

Dear Mr. Pike:

RE: Proposal to Develop A Local Agency Management Program for the Los Olivos Community Services District

Thank you for meeting with David Brummond and myself on July 16, 2019 to discuss the Los Olivos Community Services District's (District) interest in developing its own Local Agency Management Program (LAMP). Pursuant to that discussion, Coastal Onsite Design Services is pleased to submit the following proposal.

BACKGROUND

Los Olivos is an unincorporated community of approximately 1000 located in the Santa Ynez Valley north of the City of Santa Barbara. While water to the community is provided by the Santa Ynez River Water Conservation District (ID1), there is no there is no public sewer. Consequently, the residents utilize onsite wastewater treatment systems (OWTS) to treat and dispose wastewater.

Overall authority for the regulation of OWTS lies with the State Water Resources Control Board (SWRCB). As such, in 2012 the SWRCB adopted its Water Quality Control Policy for the Siting, Design, Operation and Maintenance of Onsite Wastewater Treatment Systems (Policy). The Policy became effective in 2013 and established a risk-based, tiered approach for the regulation of OWTS that includes minimum standards for new and replacement systems.

The Policy also allows for local agencies to develop Local Agency Management Programs (LAMP) that are alternative regulations customized to reflect jurisdiction specific conditions but are equally protective of water quality. The Central Coast Regional Water Quality Control Board approved Santa Barbara County's LAMP in November 2015 which then went in effect in January, 2016. The County's LAMP is extensive covering the siting, construction, repair, maintenance and destruction of OWTS in the unincorporated areas of the county.

The Los Olivos Community Services District was formed in April 13, 2018 primarily to address the wastewater treatment and disposal issues that exist in the township. Subsequently, the District is interested in developing a LAMP for its area of jurisdiction.

Proposal

The elements for a Local Agency Management Program are specified under Tier 2 of the Policy. Consequently, the LOCS D LAMP would contain the following elements:

Mr. Doug Pike
Date
Pg 2

- Minimum standards for the siting, design, construction, operation and maintenance of OWTS within the LOCS. These standards may be different from those specified in Tier 1 of the Policy but they must be equally protective of water quality.
- Detail the maximum projected OWTS flows authorized by the LAMP as well as the types of systems that would be permitted under the program. These may include standard, supplemental treatment and alternative systems.
- The criteria and procedures for requesting a variance from specific standards or requirements.
- Certification/licensing requirements for companies and or individuals engaged in OWTS activities.
- The District's homeowner education program that explains how to operate and maintain their OWTS.
- The types of records that will be maintained by the district as well as the number and frequency of reports that will be provided to the Central Coast Water Board.
- The Water Quality Assessment Program to be implemented to track the effectiveness of the LAMP in protecting/improving water quality.

Staff and Hourly Rate

David Brummond will be assisting me with the development and writing of the Los Olivos Community Services District LAMP. Mr. Brummond and I are both Registered Environmental Health Specialists with more than 50 years of combined experience in Environmental Health. In addition we were co-authors of the Santa Barbara County LAMP and its implementing regulations. Our rate is \$160.00/hr. per person, and we estimate that approximately 120 staff hours will be required for this project.

Notice to Proceed

We anticipate that it will take 180 days to complete the project once we receive a Notice to Proceed.

Thank you for the opportunity to submit this proposal. Please call me at 805-310-7521 should you have any questions.

Sincerely,

Paul Jenzen
Coastal Onsite Design Services



MEMPAC-M, MEMBRANE PACKAGE

CLIENT:

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Doug Pike, Interim General Manager
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SUPPLIER:

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PROJECT NAME:

Los Olivos CSD WWTP

PROJECT NUMBER:

CL17-033

REVISIONS:

REVISION NO.	DATE	SUBMITTED BY	NOTES
1	7/12/2019	CN	.118 MGD Domestic Membrane Package Proposal



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1 Project Description

Cloacina will provide a MEMPAC-M MBR Treatment Train designed for domestic wastewater. The unit will be provided in a single train consisting of four tanks. The following process flow and dimensions are for a side by side installation, custom installations are available.

1.1 Influent Parameters

Influent parameters per **Section 2 Basis of Design of the 2016 AECOM, Update to Los Olivos Wastewater System Preliminary Engineering Report.**

The following tables summarize the main Design Specifications

CONSTITUENT	RANGE	UNIT	RANGE	UNIT
Average Annual Flow*	81.9	GPM	118,000	GPD
MAX Monthly Flow**	109	GPM	156,940	GPD
PEAK Day Flow***	136.8	GPM	197,060	GPD
BOD5 Average	435	mg/L	411	lbs/day
BOD5 MAX****			546.6	lbs/day
Total Suspended Solids (TSS) Average	330	mg/L	295.5	lbs/day
TSS MAX****			393.1	lbs/day
Total Nitrogen Average	65	mg/L	63	lbs/day
NH3 Average	39	mg/L	38.5	lbs/day
pH	6.5-7.5			
Temperature	50-70			F

*Average Annual Flow: This is the annualized average daily flow.

**Max Monthly Flow or Max Month Wet Weather Flow (MMWWF): This is the Maximum BIOLOGICAL Design (Average BOD and TSS concentration is applied to MMWWF)

***Peak Day Flow: PDF to occur not more than three days per Maximum month, and not more than three days successively. This is the Peak HYDRAULIC capacity of the plant and does not increase total lbs of BOD and TSS loading above MMWWF.

****MAX lbs of stated variables are 1.33 X Average Day Loading.

1.2 Effluent Parameters

The following performance parameters are expected upon equipment start-up and biological stabilization:

CONSTITUENT	RANGE	UNIT	RANGE	UNIT
Average Flow	81.9	GPM	118,000	GPD
(BOD5) Average	<10	mg/L	<10	lbs/day
Total Suspended Solids (TSS) Average	<10	291	<10	lbs/day
Total Nitrogen	<10	mg/L	<10	lbs/day
NH3	<5	mg/L	<5	lbs/day
pH	6.5-7.5			
Turbidity	<.2			NTU
Dissolved Oxygen	>1			mg/L
Temperature	65-80			F



1.3 Package Parameters

Aside from influent loading and effluent limitations, following parameters were used in the design of the MEMPAC-M package system:

1.4 Package Specifications

The following are the anticipated parameters at average flow and loading conditions:

PARAMETER	TOTAL	UNIT
Hydraulic Residence Time (HRT)	15.7	hrs
Mean Cell Residence Time (MCRT)	28.4	Days
Food to Microorganism Ratio (F/M)	.1-.13	
Average Suspended Solids Under Aeration (MLSS)	8,800	mg/L
Recirculation Rate (FAS) (5 Times MAX GPM Flow)	328	GPM
Sludge Yield (lbs Sludge/lbs Influent BOD)	.5	
Estimated Daily Sludge Production at Average Daily Flow	2,217	gpd

1.4.1 Package Dimensions

The package as outlined is estimated to have the following dimensions:

DESCRIPTION	HEIGHT	WIDTH	LENGTH
TREATMENT TRAIN: The treatment train will include the following: Transfer, Anoxic, Aeration and Membrane Chambers.	10'	23'	52'
Anoxic Chambers (Total)	10'	10'	35'
Aeration Chambers (Total)	10'	10'	85'
Membrane Chambers (Each)	10'	3.8'	7.5'
Clear Well Chamber	Minimum Volume: 1,000 gallons		
Equipment Skid (End of Each Train)		10'	10'

1.4.2 Estimated Package Weight

The package as outlined is estimated to have the following weight in pounds:

DESCRIPTION	Train Weight Empty with Equipment and Skid	Train Weigh at Operating Depth
Treatment Train	95,000 lbs	740,000 lbs



1.4.3 Estimated Labor

The package MBR system outlined in this proposal will require routine operations and maintenance. The following table outlines the estimated hours to complete the routine tasks. The total hours assume that weekly tasks are performed as part of monthly task etc.

An example daily inspection form is supplied with the Cloacina Operations and Maintenance Manual. Equipment maintenance schedules are monitored as part of the SCADA program, the hours listed below are estimates; actual hours will vary from month to month depending on equipment run time.

TASK	DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUAL	TOTAL
Routine Operations	3	3				
Required Sampling		1				
Routine Maintenance		4	8	8	16	
Total Hours	624	416	528	24	16	1,608

1.5 Influent Variability

In the event that the influent ever exceeds the specifications listed in Section 2, or the source of influent changes, the ability for the treatment system to produce the designed treated water quality and/or quantity may be impaired. The Client may continue to operate the system, but assumes all risk of damage to the system and/or additional costs due to increased membrane cleanings, potential for biological upset, increased consumables usage and/or regulatory agency violations, fines and penalties.



1.6 Anticipated Process Flow

This proposal is based on the process flow as outlined. Additional project details related to hydraulic loading, organic loading, effluent limitations, effluent disposal location, construction constraints, cost savings and any factor that alters the process flow can result in changes to the proposed design and project costs shown below.

Influent forcemain will discharge to a 2mm influent screen. Screened influent will discharge to the Anoxic Chamber at a calibrated rate, where it will mix with return activated sludge from the Membrane Chambers by a supplied mechanical mixer. Cloacina will provide monitoring equipment such as level and dissolved oxygen sensor in the Anoxic Process.

Anoxic Chamber effluent will enter the Aeration Process by gravity. The Aeration Chambers will be provided with level and dissolved oxygen sensors. The Aeration Process will have dedicated blower and diffusers.

Activated sludge from the Aeration Chamber will be pumped forward to the Membrane Chambers at 5 times the maximum daily flow rate.

The package will utilize Fibracast, FibrePlate™ FPC500 membrane cassettes. Activated Sludge will be returned, by gravity, to the Anoxic Chamber where it will be mixed with raw influent. Membrane permeate will discharge to the Clear Well Chamber.

As required, effluent stored in the Clear Well Chamber will be pumped through each membrane cassette to perform a Backflush or Clean in Place. This will be done on a routine interval according to the manufacturer's requirements.

Solids concentration will be monitored by an on-line suspended solids meter located in the RAS Chamber. Sludge wasting pumps will remove a calibrated portion of activated sludge to an exterior sludge storage (by others).

1.6.1 Collection System

It is assumed the collection system will be maintained sufficiently to prevent septic conditions, excessive flow related to rainwater or groundwater influences, unnecessary grit or debris.

1.6.1.1 Oil and Grease

Influent from restaurants, industrial kitchens and industry should be pretreated at the source to ensure Oil and Grease concentration is below 50 mg/L at all times.



1.7 Supplied Equipment

1.7.1 Influent Screen

Cloacina will provide a 2 mm self-cleaning screen mounted above the Transfer Chamber.

EQUIPMENT	DESCRIPTION	QUANTITY
Influent Screen	2mm auger screen with wash bar and compaction zone (140 gpm)	1
Manual Bypass	Manual perforated bypass screen for temporary operation	1

1.7.2 Anoxic Process

The Anoxic Chamber will be designed for average daily flow and loading in Section 2 above.

To ensure mixing of influent and return activated sludge, a submerged mixer will be incorporated into the Chamber and mix when the RAS pump is in operation.

The oxygen concentration within the Anoxic Chamber will be monitored to ensure denitrification conditions are met.

EQUIPMENT	DESCRIPTION	QUANTITY
Anoxic Chamber	10'W X 10'H X 35'L Chamber	1
Anoxic Mixer	Submerged, Rail Mounted Open Propeller Mixer	2
Controls	Level and ORP probe	1

1.7.3 Aeration Process

To ensure proper oxidation of influent organics the Aeration Chamber will utilize medium bubble diffusers distributed across the entire floor. Air supply will be monitored by an on-line dissolved oxygen sensor to ensure performance. The air supply will be operated by the supplied soft PLC controls package and continuously monitored by the SCADA system.

The following components will comprise the aeration portion of the system:

EQUIPMENT	DESCRIPTION	QUANTITY
Aeration Chamber	10'W X 10'H X 85'L (Total of 3)	1
Aeration Blower	Regen Blower (200 cfm)	3
Aeration Control	Blower VFD	3
Aeration Diffusers	OTT Magnum 2 meter diffusers	60
MBR Feed Pumps	Centrifugal Pump (Approximately 300 GPM)	2
MBR Feed Control	Pump VFD	2
Controls	Level Probe, D.O. Probe	3



1.7.4 Clarification

Prior to disposal, it is necessary to separate solids from the effluent to be discharged. This will be accomplished by membrane filtration. Clarification will occur within the membrane chambers by use of a membrane filter. The system will be provided with FIBRACAST, FiberPlate™ membranes.

1.7.4.1 Membrane Cassette

Cloacina will provide a FPC500 3X10 membrane cassette mounted within each Membrane Chamber.

The Membrane Equipment typically includes the following:

EQUIPMENT	DESCRIPTION	QUANTITY
Cassette	FibrePlate™ FPC500-3X10	2
Modules	FPC500 Modules (Each Cassette)	30
Air Scour Blower	Universal 3C blower (130 cfm)	2
Permeate Pump	Rotary Lobe (185 gpm)	2
Pump Control	VFD controller	2
Pump Monitoring	Flow Meter, Pressure Sensor	2

1.7.4.2 Membrane Cleaning Equipment

A small volume of treated effluent will be stored in the Clear Well Chamber for use in cleaning the membrane system on a routine basis.

The Backflush system typically includes the following:

EQUIPMENT	DESCRIPTION	QUANTITY
Clear Well Chamber	2,750 gallon minimum volume	1
Level Transducer	Monitors level in Clear Well Chamber	1
Pressure Transducer	Monitors Pressure of Backflush on Membrane Cassettes	2
Chemical Pumps	Peristaltic Chemical Pumps (2 per Membrane Cassette)	4



1.7.4.3 Effluent Disposal

This design assumes the final treated effluent will be pumped to the sanitary sewer or onsite effluent storage.

Effluent equipment supplied as part of this proposal is as follows:

EQUIPMENT	DESCRIPTION	QUANTITY
Effluent disposal pump	Centrifugal pump (185 gpm)	2

1.7.5 Solids Disposal

All biological treatment processes reducing BOD and Suspended Solids (SS) produce bio solids or sludge as a by-product. This material must be removed from the treatment process and can either be stored or treated further prior to final disposal.

Cloacina will provide dedicated pumps to discharge waste activated sludge from the Membrane Chamber to the storage tank/disposal connection. The sludge waste pump(s) operating time will be controlled by the supplied MLSS meters.

The following equipment will be supplied for solids disposal with each Membrane Train:

EQUIPMENT	DESCRIPTION	QUANTITY
Sludge pump (WAS)	Used to remove a metered amount of solids from the secondary treatment system depending on solids concentration	2
Solids Monitoring	On-line MLSS meter installed in RAS Chamber	1
Controls	Waste Sludge Flow Meter	1



1.8 Construction Materials

All supplied tanks and vessels will be constructed of 304 Stainless Steel, unless otherwise specified or required.

All supplied bases, skids supports etc. will be constructed of 6061 Aluminum, unless otherwise specified or required.

All piping, valves and fittings will be a minimum of Schedule 80 PVC, unless otherwise specified or required.

All equipment will be designed for continual use and/or industrial applications.

1.8.1 Installation

The package outlined in this proposal assumes the supplied MEMPAC-M package will be installed above grade on an engineered slab.

The following additional equipment will be provided as part of the above grade design:

EQUIPMENT	DESCRIPTION
Inspection Platform	Aluminum stairs and platform for inspection of the Train.
Equipment Skid	The 10'W X 10'L equipment skid attached to each Train



2 Controls

2.1 Central Control Panels

The control enclosures will be constructed of coated carbon steel, unless otherwise specified or required. The electrical controls will consist of magnetic starters and switches necessary to control all electro-mechanical components on the treatment system. The blower motor(s) will be controlled by HAND/OFF/AUTO (HOA) selector switches and magnetic starters in conjunction with the SCADA controls. Circuitry will be protected by properly sized circuit breakers and fuses. All duplex or stand-by equipment will be designed so that they may be operated by the controls system. The enclosure will be wired for 480 volt, 3 phase and 4 wire incoming power.

2.2 SCADA Control System

Cloacina provides an all-inclusive process controls package which gives the operator an easy-to-use touchscreen Human Machine Interface (HMI) for monitoring, control of and adjusting the entire treatment process. All process parameters are easy to understand and adjust by the operator for varying conditions. Cloacina's control package includes a graphical representation of the entire process, user-defined control set points and alarm condition notifications. Additionally, the control program provides tabular and graphical logging of important parameters necessary for efficient operation and record keeping. Not limited to process control, Cloacina's SCADA system comes standard with the following:

2.2.1 Alarm Module

Uses email and/or text messaging for notification of alarm conditions to selected individuals.

2.2.2 Wasting Module

The MEMPAC-M controls system incorporates a module that will utilize the MLSS probe output to automatically adjust the duration of the wasting pump to ensure the solids concentration remains within the optimum range, regardless of fluctuations in flow and loading.

2.2.3 Report Module

Provides the operator with required information for inclusion in Self-Monitoring Reports (SMR) and allows easy look-back at any day since start-up of the wastewater treatment plant.

2.2.4 Maintenance Module

Tracks actual equipment runtime and generates maintenance-due reminders for all plant equipment in accordance with manufacturer's recommendations. The system also tracks and logs the resetting of maintenance reminders.

2.2.5 Remote Monitoring and Control

Provided for in every Cloacina controls package and is easy to implement using an existing high-speed Internet connection. Where high-speed Internet access is not readily available, a DSL Air-Card can be used. Using either method of Internet access, the entire treatment process can be monitored and controlled remotely from anywhere with an active Internet connection. This feature also allows Cloacina to assist the plant operator in troubleshooting the process, making adjustments to the plant and providing real-time on-line training during start-up and subsequently, on an as-needed basis.



2.3 Documents, Materials and Services Supplied

The following will be supplied by Cloacina as part of the package treatment system:

2.3.1 Project Drawings

Examples of project drawings include, process and instrumentation drawings, process flow drawings, general arrangement drawings, etc.

2.3.1.1 Drawing Disclaimer

All drawings are the property of Cloacina. The drawings and illustrations submitted to the Client show the general type, arrangement and approximate dimensions of the equipment to be furnished for the Client's information only. Cloacina makes no representation or warranty regarding their accuracy. Unless expressly stated to the contrary, all drawings, illustrations, specifications and/or diagrams form no part of this agreement. Cloacina reserves the right to alter such details in design or arrangement of its equipment which, in its judgment, constitute an improvement in construction, application or operation. After Client's acceptance, any changes in the type of equipment, the arrangement of the equipment or application of the equipment requested by the Client will be made at the Client's expense. Instructions necessary for the installation, operation and maintenance of the equipment will be supplied by Cloacina.

2.3.2 Operation and Maintenance Manual (OMM)

This includes the Cloacina MEMPAC-M OMM and all ancillary equipment OMM's, cut sheets, project drawings and process description.

2.3.3 Equipment Submittal Package

Manufacturer equipment specifications, drawings and calculations.

2.3.4 Factory Inspection Form

The Cloacina quality assurance inspection form will be provided.

2.3.5 Start-up/Commissioning Services

A project of this size typically requires a Cloacina technician to be on-site up to 80 hours. This is accomplished in a single site visit. Prior to scheduling start up and commissioning, the assigned Cloacina Project Manager must approve the completed pre-commissioning documentation, which is supplied to the Client as part of the submittal package.



3 Assumptions

3.1 Municipal Waste

The system will be designed to receive only municipal wastewater, as outlined in Section 2, above.

3.2 Unnecessary Waste

All unnecessary process waste will be diverted from entering the treatment system. Examples of unnecessary process waste are:

3.2.1 Water Treatment Byproducts

Water softener regeneration, reverse osmosis reject water, backwash water etc.

3.2.2 Rain water

The collection system should be maintained to reduce the impact of infiltration and intrusion of rain water.

3.2.3 Inorganic solids

The collection system should be maintained to ensure excessive amounts of sand, grit, dirt and inorganic debris does not enter the treatment system.

3.2.4 Toxic materials

Proper monitoring of industrial dischargers should be done to prevent shock loads from entering the system.

3.3 Effluent Disposal

Effluent will be pumped from Clear Well, the final disposal location is to be determined.

3.4 Installation Location

The package will be installed outdoors on an engineered concrete slab. The site will have sufficient access to allow the delivery of the treatment trains fully assembled.



4 Exclusions

4.1 Installation

Treatment package quoted does not include installation costs.

4.2 Engineering

Site civil and structural engineering is not provided as part of this budgetary estimate.

4.3 Slab

Equipment slab design and construction is not included as part of this budgetary estimate.

4.4 Permitting

Permit costs are not included as part of this budgetary estimate, however, construction permitting is often reduced due to the package design.

4.5 Seismic

Seismic Restraints are not included in this budgetary estimate.

4.6 Secondary Containment

Secondary containment is not included in this budgetary estimate.

4.7 Thermal Protection

Thermal protection of hydraulic piping is not included

4.8 Security

Safety and security items such as fencing, locking ladders, lighting etc. are not included in this budgetary estimate.

4.9 Shipping

Shipping and crane costs are not included in this budgetary estimate.

4.10 Dissolved Solids (TDS)

The unit will not address dissolved solids through biological treatment. Dissolved Solids should be managed through source control.



5 Pricing

5.1 Base Price

The Base price include all services and equipment outlined in Sections 1-5, above.

DESCRIPTION	ESTIMATE
Membrane Package as outlined	\$1,390,500.00

5.2 Optional Items

The following Items are available as options to the Base Proposal outlined in Sections 1-5 above.

5.2.1 Redundant Influent Screen

The package outlined above can be supplied with completely redundant influent screens, each sized to accommodate PEAK daily flow rate of 140 gpm.

EQUIPMENT	DESCRIPTION	QUANTITY
Influent Screen	2mm auger screen with wash bar and compaction zone (140 gpm)	1

DESCRIPTION	ESTIMATE
Redundant Influent Screen (140 gpm)	\$48,600.00