

Metro Wastewater Reclamation District
Environmental Management System for Biosolids

Element 10: Planning (BVC) – Funding, Study, Design, & Construction (CCP) - Table

Revision: 03	Revision Date: 04/28/06	Approved By:
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PURPOSE

To provide adequate planning at all critical control points.

SCOPE

To ensure appropriate operational and financial resources are provided to collect and treat wastewater throughout the District's service area.

Operational Controls (Practices)	Legal & Other Requirements	Procedural Documents (record series code)	Monitoring & Measurement (record series code)	Responsible	
				Division/ Department	Person
Determine if additional Metro District transmission and/or treatment facilities are needed regarding capacity to assure adequate facilities are in place to handle additional flows and to meet regulatory requirements	CDPS Discharge Permit No. CO-0026638 (LEG 01.05) (Parts I.A.2 and I.A.3) Sewage Treatment & Disposal Agreement (Service Contract) (GOV 05.75) (Articles I, II, III, VIII) Special Connector Agreement (GOV 05.80) (Sections 2-9)	Practice	Central Treatment Plant Facility Plan PAR 805 (OPER 53.30) Strategic Plan (PLAN 20) MWRD Utility Plan PAR 879 (PLAN 05.05) Service Area Utility Plan PAR 803 (OPER 10)	All	Comprehensive Steering Committee Members
Determine funding to construct necessary facilities to meet capacity & regulatory requirements (timing, priority, & allocation of funding)	Sewer Refunding Bonds – Series 2002A & Series 2003A (FIN 18) Various Board Adopted Resolutions (ADM 05) Sewage Treatment & Disposal Agreement (Service Contract) (GOV 05.75) (Articles I, II, V, VI, VIII and Schedules A, B, and C) Special Connector Agreement (GOV 05.80) (Sections 2-9)	Practice	Ten-Year Plan for Service (PLAN 20) Replacement Fund Analysis Report (Fixed Assets) (FIN 25) Cash Flows Prepared for Annual Budget (FIN 20)	All	Comprehensive Steering Committee Members
		Budget Preparation System Procedure (PER 10.5)	District Annual Budget (FIN 20)	Finance	Budget Coordinator/ Connector Charge Auditor
Project Initiation	Practice	Project Initiation Process (District Intranet)	PAR Forms (District Intranet) Memo to Steering Committee for Project Proposal & Funding (Filed in Subject Record Series Code)	All	Comprehensive Steering Committee Members
Prepare studies, designs, reports, plans, and specifications related to any facility modifications	Practice	Practice – non Engineering Projects Engineering P&P Manual: "Project Administration – General, Administration – Planning, Administration – Design (PER 10.5)	Project Action Request (PAR) (REC 05.1) Monthly PAR Status Reports (REC 05.1) Monthly Status of Engineering & Small Capital Reports (ADM 05 & OPER 55.10)	All	Department Heads District Project Manager (DPM) Department Coordinator (DC)
			Project Cash Flow Report (FIN 20)	Finance	Financial Accountant
Perform construction activities to ensure contract specifications are met	Practice	Practice – non Engineering Projects Engineering Department P&P Manual: Project Administration – Construction (PER 10.5)	Monthly PAR Status Reports (REC 05.1)	All	Department Heads District Project Manager (DPM) Department Coordinator (DC)

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				Division /Dept.	Person
Certificate of Substantial Completion & Notice of Final Settlement	Practice	Practice – non Engineering Projects	Monthly PAR Status Reports (REC 05.1)	All	District Project Manager (DPM)
		Engineering Department P&P Manual: Project Administration – Construction (PER 10.5) Asset Capitalization	Asset Database	Finance	Financial Accountant
Project Close Out	Practice	Engineering P&P Manual: Project Administration – General (PER 10.5)	Facility Drawings – O&M Manual (Engineering Drawing System) Project Record Set (Engineering Stick Files) Monthly PAR Status Reports (REC 05.1)	All	District Project Manager (DPM) Department Coordinator (DC)