



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

July 30, 2020
Thursday
9:00AM



Carmel Area Wastewater District

P.O. Box 221428 Carmel California 93922 ❖ (831) 624-1248 ❖ FAX (831) 624-0811

Barbara Buikema
General Manager
Ed Waggoner
Operations Superintendent
Robert R. Wellington
Legal Counsel

Board of Directors
Gregory D'Ambrosio
Michael K. Rachel
Robert Siegfried
Charlotte F. Townsend
Ken White

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.

- CAWD will not make a physical location available from which members of the public may observe and offer public comment.
- All CAWD public meetings shall take place via teleconferencing and shall be posted on the District website (www.cawd.org) and allow members of the public to attend and address the meeting electronically.
- The District will give advance notice of all teleconference meeting as prescribed by the Brown Act
- The public may listen to the meeting by logging on to the District website and clicking on the Virtual Webinar.
- Public comment may be submitted 24 hours prior to the meeting by clicking on the "Public Comment Form" listed directly beneath the Virtual Webinar on our website. If received within 24 hours of the meeting we will ensure that a response is given at the meeting. All participants have access during the meeting to be recognized and utilize the platform to speak. Please use the virtual "raised hand" to be acknowledged.
- The District is requesting that the public submit comments at least 24 hours in advance of the scheduled meeting to enable staff to post all comment on the District web site. Any comment received after this time will be posted after the Board meeting.
- The teleconference Board meeting will require that all voting is done by roll call
- The teleconference Board meeting will require that speakers identify themselves prior to addressing other attendees in order to facilitate the flow of the meeting and minimize confusion.
- The District advises that the public refer to our website periodically for updates regarding the District and Board activity.



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., June 25, 2020

Teleconference Webinar
(See California Executive Order N-29-20 during Covid19 Pandemic)

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:01 a.m.

Present: Directors: D' Ambrosio, Robert Siegfried, Charlotte Townsend, Michael Rachel,
And President White

Absent: **None**

A quorum was present.

Others: Via Zoom

Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachél Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Plant Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Mark Dias, Safety and Regulatory Compliance Administrator
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel
Mike Niccum, General Manager, PBCSD
Marianna Pimentel, Accountant, PBCSD

1. Public Comments:

No public comment

2. Agenda Changes:

Item No. 3 was moved to the section "*Other Items Before the Board*", after the Consent Agenda.

3. Staff Report for Sewer Rates for Fiscal Year 2020-21, by Barbara Buikema, General Manager

ACTION ITEMS BEFORE THE BOARD

Action Items consist of business which requires a vote by the Board. These items are acted upon in the following sequence: (1) Staff Report (2) Board Questions to Staff (3) Public Comments, and (4) Board Discussion and Action.

A PUBLIC HEARING was opened at 9:07 a.m.

ORDINANCE

4. Ordinance No. 2020-01.

Board Action

A motion to adopt was made by Director Siegfried and seconded by Director D'Ambrosio. After a Roll Call vote, the Board unanimously adopted Ordinance 2020-01 that establishes the sewer service charges for 2020-21 and provides for the collection of the charges on the County of Monterey's tax roll until the charges are revised, the Ordinance is amended or repealed.

THE PUBLIC HEARING was closed at 9:08 a.m.

CONSENT CALENDAR: APPROVAL OF MINUTES, FINANCIAL STATEMENTS AND MONTHLY REPORTS

The Consent Agenda consists of routine items for which Board approval can be taken with a single motion and vote. A Board Member may request that any item be placed on the Regular Agenda for separate consideration.

Board Action

After brief discussion, a motion to receive and approve was made by Director Townsend and seconded by Director D'Ambrosio. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:

- 5.** Board Meeting Minutes of May 28, 2020
Salary & Benefits Committee Meeting Minutes of June 9, 2020
- 6.** Bank Statement Review by Hayashi Wayland – May 2020
- 7.** Schedule of Cash Receipts and Disbursements – May 2020
- 8.** Register of Disbursements - Carmel Area Wastewater District – May 2020
- 9.** Register of Disbursements – CAWD/PBCSD Reclamation Project – May 2020

10. Financial Statements and Supplementary Schedules – May 2020
11. Collection System Superintendent’s Report (2020-May, April, & March)
12. Safety and Regulatory Compliance Report – May 2020
13. Treatment Facility Operations Report – (2020-May, April, & March)
14. Laboratory/Environmental Compliance Report – May 2020
15. Capital Projects Report/Implementation Plan
16. Project Summaries
17. Receive and Accept Plant Operations Report – May 2020
18. Receive and Accept Maintenance Projects Report – May 2020
19. Receive Principal Engineer Monthly Report General Engineering – May 2020

OTHER ITEMS BEFORE THE BOARD

20. COVID- ID-19 Policy Update- Report & Presentation by Mark Dias, Safety/Regulatory Compliance Officer

After extensive discussion, a motion to approve was made by Director D’Ambrosio and seconded by Director Rachel. Following a Roll Call vote the Board unanimously approved the updated COVID-19 Risk Mitigation and Response Plan as amended, including the incorporation of the Exposure Control Plan (ECP), the Daily Screening Protocols and an Exposure and Illness Response Protocol. The amendment will include clarification of types of face coverings, name and percentage of alcohol, distinction between acute vs nonacute symptoms and a revision of the language used in the Investigation portion of the protocols set post exposure (Section 7.1).

RESOLUTIONS

21. **Resolution No. 2020-35;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-35, certifying compliance with state law with respect to the levying of general and special taxes, assessments and property related fees and charges.

- 22. Resolution No. 2020-36;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-36, determining the Fiscal Year 2020-21 tax proceeds appropriation limitation for the Carmel Area Wastewater District.

- 23. Resolution No. 2020-37;** Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-37 as amended, without the drone purchase, adopting the Budget for the Fiscal Year 2020-21.

- 24. Resolution No. 2020-38;** Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director Townsend and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-38, amending the District dental plan to allow the definition of "Dependent" to include coverage up to age 26.

- 25. Resolution No. 2020-39;** Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director D'Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to adopt Resolution 2020-38, ratifying the Employee Memorandum of Understanding (MOU) dated June 25, 2020, effective July 1, 2020.

- 26. Resolution No. 2020-40;** Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director Siegfried and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-40, designating classification titles for the Carmel Area Wastewater District and providing for the number of positions and monthly salary ranges effective July 1, 2020.

27. **Resolution No. 2020-41**; Report by General Manager, Barbara Buikema

Board Action

A motion to approve was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-41, allowing a contribution of \$1M to the “Defend or Managed Retreat Restricted Reserve” as part of the budget process for FY 2020-21.

28. **Resolution No. 2020-42**; Report by General Manager, Barbara Buikema

Board Action

After brief discussion, a motion to approve was made by Director Rachel and seconded by Director D’Ambrosio. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-42, allowing the General Manager to contract with Beth Ingram for Human Resource services in an amount not to exceed \$60K.

29. **Resolution No. 2020-43**; Report by Plant Engineer, Patrick Treanor

Board Action

After brief discussion, a motion to approve was made by Director D’Ambrosio and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted to approve Resolution 2020-43, ratifying the General Manager’s decision to execute a Professional Services Agreement with Davner Engineering in an amount not to exceed \$15K for design services for heating ventilation & air conditioning (HVAC) improvements at the administration building.

INFORMATION/DISCUSSION ITEMS

30. No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer.
31. Update on the claim against the County for costs associated with COVID – 19 and Resolution 2020-21, report by Principal Engineer, Rachel Lather. This is informational only and no action was taken.
32. PG&E Energy Use History report given by Patrick Treanor, Plant Engineer. This is informational only and no action was taken.
33. PBCSD 05-30-20 Regular Board Meeting report from Barbara Buikema, General Manager.

COMMUNICATIONS

34. General Manager’s Report given by Barbara Buikema.

Topics included:

- Ethics training reminder

- CASA Conference will be held remotely
- Next Door digital application used
- Naval Post Graduate School of Defense Management Project work with graduate students

35. Announcements on subjects of interest to the Board made by members of the Board or staff

- Director Siegfried is scheduled to attend the Friday, June 26, 2020 PBCSD Board meeting. Director Townsend is scheduled to attend the Friday, July 31, 2020 PBCSD Board meeting.
- Director Townsend is scheduled to attend the Special Districts Association of Monterey County meeting on Thursday, July 21, 2020.
- Director Townsend and Director White are scheduled to attend the Reclamation Management Committee meeting on Wednesday, November 18, 2020 at 9:30 a.m. via a Zoom teleconference webinar.

36. CLOSED SESSION: *As permitted by Government Code Section 54956 et seq., the Board of Directors may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations, or to confer with the District’s Meyers-Milias-Brown representative.*

A. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **Legal Counsel Performance Evaluation**

B. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957.6 the Board will meet in closed session to consider a Personnel Matter: **General Manager Performance Evaluation**

The Board adjourned to closed session at 10:39 a.m. and after a brief recess the Board convened in closed session at 10:43 a.m. The Board came out of the closed session at 10:50 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session and the Board voted unanimously to follow instructions relative to that matter and no other reportable action was taken. The Board then reconvened to regular session at 10:51 a.m.

37. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:51 a.m. The next virtual Regular Meeting will be held at 9:00 a.m., Thursday, July 30, 2020, or an

alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

July 17, 2020

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of June 2020. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have completed our review of your bank reconciliation for the Union Bank O&M account, the Union Bank payroll account and the Monterey County Sweep account. This service is limited in scope and is neither designed nor intended to deter or discover fraud, embezzlements or any other irregularities.

The procedures we performed and the associated findings are as follows:

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed three checks with only one signature: check #35082 to DKF Solutions Group, LLC in the sum of \$2,250.00, check #35087 to Grainger in the sum of \$359.77 and check #35173 to Trowbridge Enterprises in the sum of \$1,001.91. This procedure did not reveal any other differences.



- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the cash disbursements records or cash receipts records, accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors of Carmel Area Wastewater District, and is not intended to be and should not be used by anyone other than these specified parties.



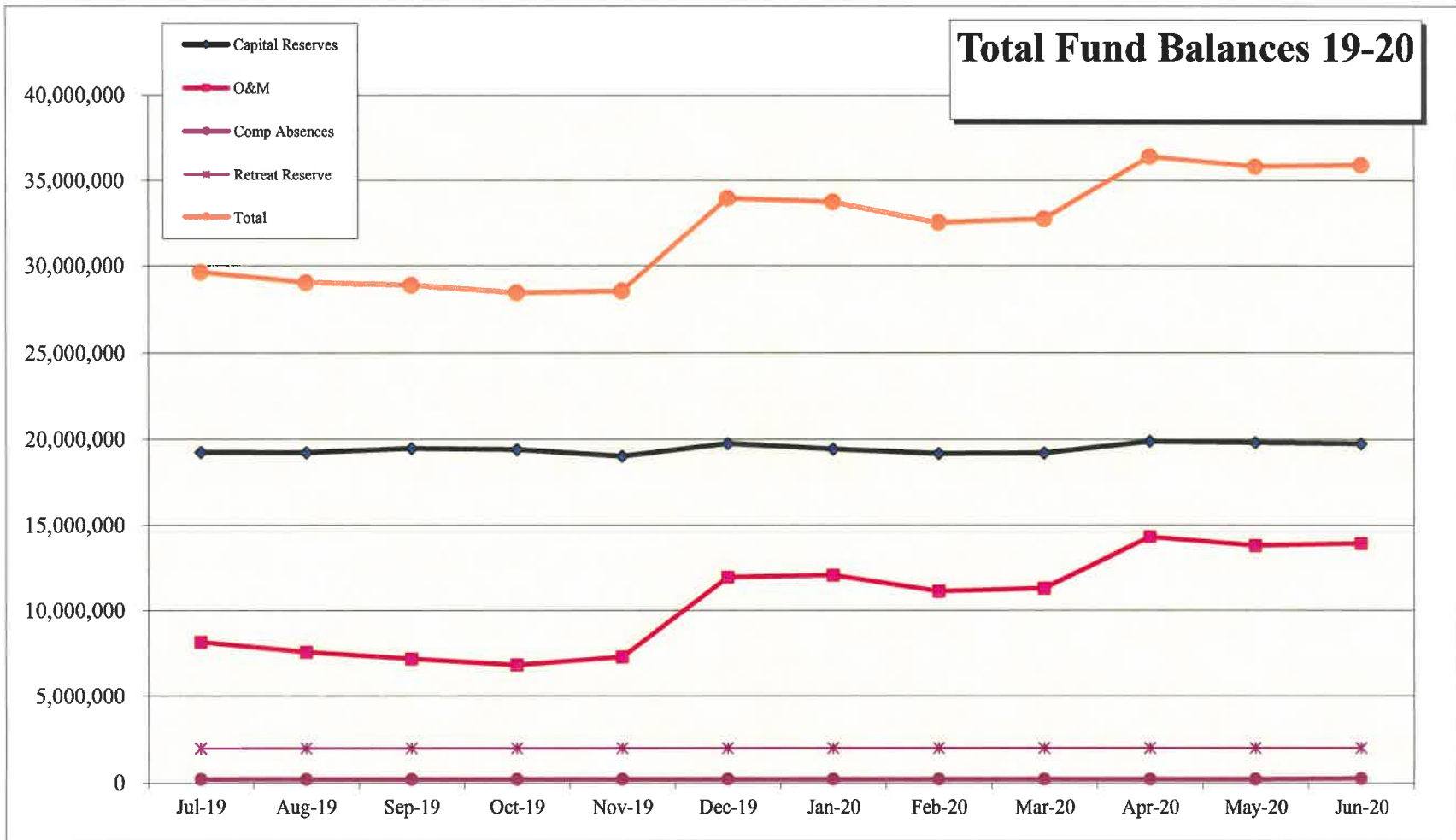
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

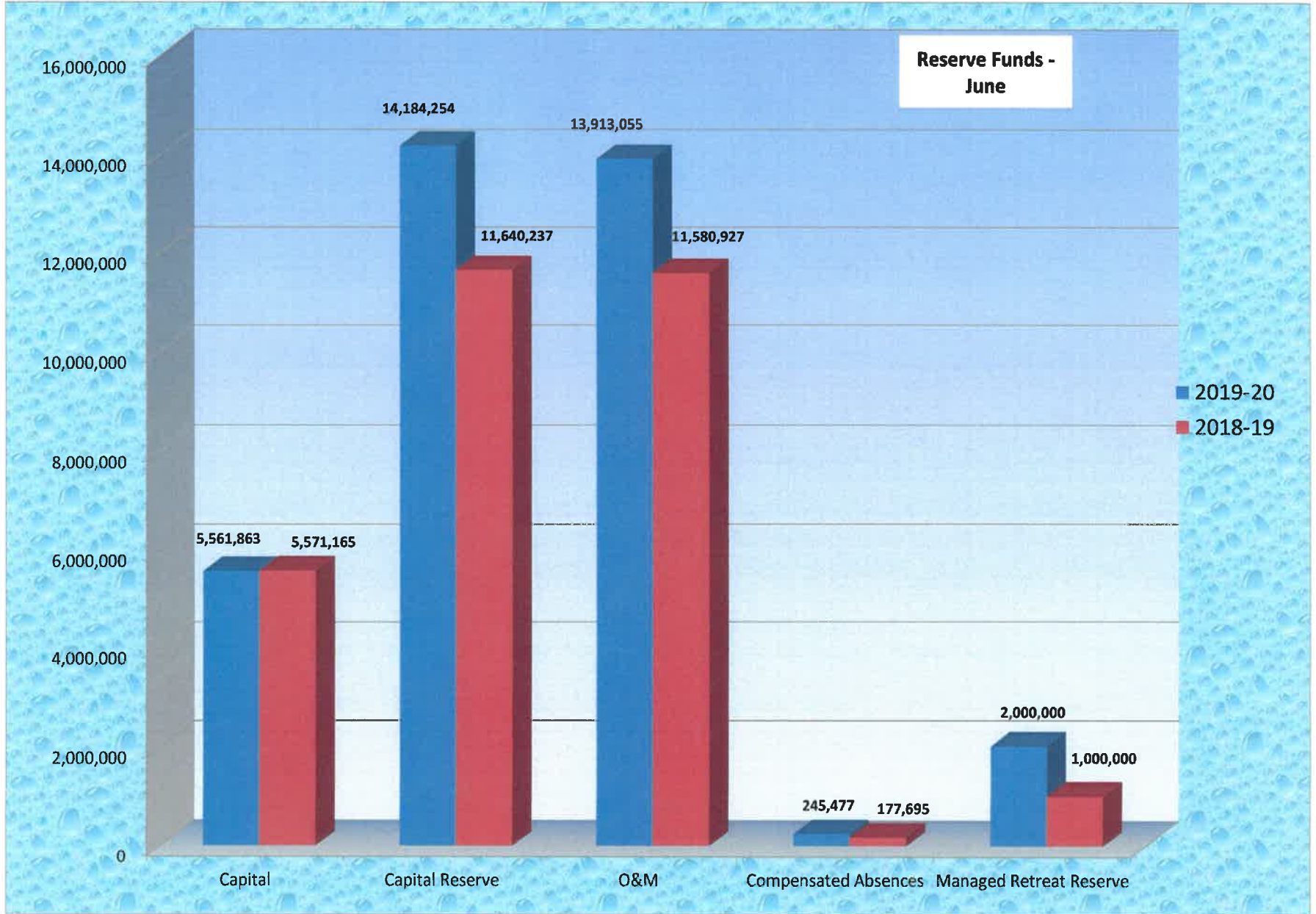


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JUNE 2020

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$5,659,722	\$14,155,579	\$13,779,990	\$209,216	\$2,000,000	\$35,804,507	\$696,403	\$112,027	\$1,184,856
Receipts:									
User Fees			71,466						
Property Taxes		28,675							
PBCSD Treatment Fees							90,000		
Reclamation O & M reimbursement							69,942		
Reclamation capital billing									
Permits							5,655		
PBCSD capital billing									
Other misc. revenue							11,095		
Interest income								1	
Connection Fees							11,716		
Plan Review									
W/C audit refund							6,862		
CCLEAN receipts									
Pooled liability dividend									
State of Calif.-Hatton Canyon Access Road							218,090		
Total Receipts	0	28,675	71,466	0	0	100,141	413,360	1	0
Fund Transfers:									
Transfers to Union Bank O&M									
Transfers to Union Bank PR							(230,000)	230,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(97,860)		97,860						
Rebalance Capital and O&M Reserves			(36,261)	36,261					
Total Transfers	(97,860)	0	61,599	36,261	0	0	(230,000)	230,000	0
Disbursements:									
Operations and capital							331,180		
Payroll & payroll taxes								211,772	
Employee Dental reimbursements							4,234		
CALPERS EFT							31,330		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							627		
US Bank EFT							6,100		
Deferred comp contributions EFT								9,035	
PEHP contributions EFT								2,937	
Bank/ADP fees							225	1,102	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
Void deposit check-NSF									
Total Disbursements	0	0	0	0	0	0	374,283	224,846	0
BALANCE END OF MONTH	5,561,863	14,184,254	13,913,055	245,477	2,000,000	35,904,648	505,480	117,182	1,184,856



Capital Reserve + O&M + O&M Reserve + Compensated Absences Reserve = Total Fund held in County



**Carmel Area Wastewater District
Disbursements
Jun-20**

Date	Check	Vendor	Description	Amount
06/01/20	35071	Acme Analytical Solutions	Acetic acid and potassium iodate solution	508.84
06/01/20	35072	American Fidelity Assurance Company	Flex accounts	123.07
06/01/20	35073	American Fidelity Assurance	Employee insurance premiums	1,399.04
06/01/20	35074	Applied Marine Sciences	CCLEAN expenses	19,673.75
06/01/20	35075	AT&T Mobility	Cell service	993.44
06/01/20	35076	AutomationDirect.com	Eaton contact block and e-stops with contacts	426.69
06/01/20	35077	Cintas Corporation	Laundry service	805.34
06/01/20	35078	Clark Pest Control	Plant service	273.00
06/01/20	35079	Culligan Water	C&I exchange service at the lab	42.35
06/01/20	35080	CWEA	Employee memberships and certificate renewals	281.00
06/01/20	35081	Direct TV	Monthly service	83.99
06/01/20	35082	DKF Solutions Group	COVID-19 Exposure Control Plan	2,250.00
06/01/20	35083	El Camino Machine & Welding	Kick boards and handrails	4,940.66
06/01/20	35084	FGL Environmental	Sample analysis	2,307.00
06/01/20	35085	Fisher Scientific	Lab supplies	1,179.45
06/01/20	35086	Got.Net	Domain parking	24.20
06/01/20	35087	Grainger	Gas analyzer kit	359.77
06/01/20	35088	Graniterock	Hatton Canyon Access Road Project #19-17 (CAPITAL)	12,367.28
06/01/20	35089	Image Source	Plant copier charges	74.47
06/01/20	35090	Kemira Water Solutions	Ferric chloride	4,296.43
06/01/20	35091	Liberty Composting	Sludge hauling	4,336.28
06/01/20	35092	McMaster-Carr	Operating supplies	187.41
06/01/20	35093	MetLife-Group Benefits	Life insurance premium	1,173.74
06/01/20	35094	Monterey Bay Analytical Services	Sample analysis	349.00
06/01/20	35095	Monterey One Water	Annual share of the public education program for grease disposal	858.82
06/01/20	35096	Northern Safety and Industrial	Operating supplies	282.04
06/01/20	35097	Omega Industrial Supply	Vinyl gloves	91.00
06/01/20	35098	Ovivo USA, LLC	Skimmer supports, arms and blades	6,364.86
06/01/20	35099	Patelco Credit Union	Health savings accounts contributions	5,870.33
06/01/20	35100	Rain for Rent	Filter box and spill guards for the Digester No. 1 & 2 Cleaning Project #18-07 (CAPITAL)	1,632.24
06/01/20	35101	Scudder Roofing	Ops, influent and trailer 37 roof repairs	9,974.74
06/01/20	35102	Shape Incorporated	Netzsch pump parts: stator, rod, pins, seals and rotor	3,054.62
06/01/20	35103	State Water Resources Control Board	Employee certificate renewal	150.00
06/01/20	35104	Univar USA Inc.	Sodium hypochlorite	7,565.01
06/01/20	35105	Unum Life Insurance	Long-term disability premium	2,012.01
06/01/20	35106	Vision Service Plan	Vision insurance premium	573.30
06/01/20	35107	Wellington Law Offices	District legal services	10,600.00
06/04/20	35108	AT&T CALNET 3	Various phone lines for devices	937.48
06/04/20	35109	Barbara Buikema	Reimbursement for computer speakers and office supplies	28.29
06/04/20	35110	Beecher Engineering	Standby Power Reliability Project #18-08 (CAPITAL)	200.00
06/04/20	35111	Bryan Mailey Electric	Pump Station SCADA Project #18-18 (CAPITAL)	15,663.09

Carmel Area Wastewater District
Disbursements
Jun-20

Date	Check	Vendor	Description	Amount
06/04/20	35112	Carmel Marina Corp.	Admin building garbage	54.62
06/04/20	35113	Cintas Corporation	Laundry service	651.96
06/04/20	35114	CSC Operating Company	Diamond Wrap standard with installation kits	7,042.50
06/04/20	35115	Exceedio	Pump Station SCADA Project #18-18 (CAPITAL)	1,196.82
06/04/20	35116	Fastenal Company	Operating supplies	2,797.94
06/04/20	35117	Grainger	Cable clamps	29.56
06/04/20	35118	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
06/04/20	35119	Kaeser Compressors	Filters, oil and belts	1,530.85
06/04/20	35120	MNS Engineers	Hatton Canyon Trail Project #18-17, Rancho Canada Pipe Relocation Project #19-13 and Carmel Valley Sewer System Expansion Feasibility Study (CAPITAL \$10,550.00)	11,757.50
06/04/20	35121	Monterey Auto Supply	Battery and a credit	2.04
06/04/20	35122	Monterey County Health Dept.	Annual health permit fees	1,799.00
06/04/20	35123	Peninsula Welding and Medical Supply	Non-liquid cylinders	103.20
06/04/20	35124	Pure Water	Monthly service	107.25
06/04/20	35125	Scarborough Lumber (Ace Hardware)	Operating supplies	169.56
06/04/20	35126	Smitty's Janitorial	Monthly service	555.00
06/04/20	35127	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 (CAPITAL)	12,926.28
06/04/20	35128	Town & Country Gardening	Monthly service	610.00
06/04/20	35129	USA Blue Book	Self-priming pump and stand & a sonoscope leak detector	1,786.43
06/04/20	35130	Wilber-Ellis Company	6,380 lbs. of CN-9 for the Highlands pump station	1,110.12
06/16/20	35131	Alliant Insurance Services-NPB Main	Additional equipment floater for 2019-20	848.00
06/16/20	35132	American Fidelity Assurance Company	Flex accounts	123.07
06/16/20	35133	Andrew Millington	Dental	2,000.00
06/16/20	35134	AT&T	Admin building alarm	40.50
06/16/20	35135	AutomationDirect.com	Amp fuses and transducer for digester mixer motor (CAPITAL)	202.03
06/16/20	35136	Bay Area Barricade Service	Traffic cones and a delineator	1,575.55
06/16/20	35137	Beck's Shoes	Employee work boots	309.67
06/16/20	35138	Cal-AM Water	Monthly service	840.88
06/16/20	35139	Cal Microturbine	Startup support for new controls and fix C30	3,025.00
06/16/20	35140	Carmel Marina Corp.	Plant rollofs	1,975.48
06/16/20	35141	Carmel Pine Cone	Legal notices (CAPITAL \$90.00)	420.00
06/16/20	35142	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	668.13
06/16/20	35143	Charlotte Townsend	Dental	75.00
06/16/20	35144	Cintas Corporation	Laundry service	330.67
06/16/20	35145	Clark Pest Control	Plant service	273.00
06/16/20	35146	Comcast	Pump stations internet	604.62
06/16/20	35147	Comcast	Pump stations internet	109.78
06/16/20	35148	CWEA	Employee certificate renewal	104.00
06/16/20	35149	Delta Medical Supply Group-VOID	Nitrile gloves-PAID WITH CREDIT CARD	0.00
06/16/20	35150	Denise Duffy & Associates	Hatton Canyon Trail Project #18-17 (CAPITAL)	4,890.80
06/16/20	35151	Edges Electrical	Electrical supplies	63.37

Carmel Area Wastewater District
Disbursements
Jun-20

Date	Check	Vendor	Description	Amount
06/16/20	35152	Evantec Corporation	Lab supplies	32.99
06/16/20	35153	Fanny Mui	Employee work boots	218.27
06/16/20	35154	Fastenal Company	Operating and safety supplies	322.62
06/16/20	35155	Fisher Scientific	Lab supplies	150.88
06/16/20	35156	Frisch Engineering	Pump Station SCADA Project #18-18 (CAPITAL)	11,440.00
06/16/20	35157	GLS US	Shipping cost of samples for testing	152.43
06/16/20	35158	Grainger	Operating supplies	364.93
06/16/20	35159	Gregory Ange	Reimburse for travel costs to pick up masks in San Jose	59.80
06/16/20	35160	Hach Company	Lab supplies	581.35
06/16/20	35161	Horan Lloyd A Professional Corporation	Legal services for Sea Level Rise/CCC	172.50
06/16/20	35162	ICON Cloud Solutions	Monthly telephone service	577.40
06/16/20	35163	Idexx Laboratories	Lab supplies	944.73
06/16/20	35164	Kennedy/Jenks Consultants	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL)	24,851.25
06/16/20	35165	Kristina Pacheco	Dental	400.00
06/16/20	35166	Liberty Composting	Sludge hauling	5,202.08
06/16/20	35167	Mandell Municipal Counseling	Legal fees regarding revenue	580.00
06/16/20	35168	McMaster-Carr	Operating supplies	461.19
06/16/20	35169	Michael Garrison	Dental	576.00
06/16/20	35170	MISCOwater	Fine bubble diffusers	8,594.01
06/16/20	35171	Monterey Regional Waste Management Dist.	Dispose old chemical building material	20.00
06/16/20	35172	Monterey Tire Service	Cart tire	65.83
06/16/20	35173	Palace Business Solutions	Admin office desks	1,001.91
06/16/20	35174	Pacific Gas & Electric	Monthly service	33,740.38
06/16/20	35175	P S O M A S	Rio Road CIPP Lining Project #19-07 construction management (CAPITAL)	1,850.00
06/16/20	35176	Quill LLC	Office supplies	302.71
06/16/20	35177	Raymond DeOcampo	Dental	1,183.40
06/16/20	35178	Shape Incorporated	Rebuild pump	4,832.13
06/16/20	35179	Southland Water Technologies	Alarm system upgrades at the pump stations	8,414.43
06/16/20	35180	Streamline	Website maintenance	400.00
06/16/20	35181	Toro Petroleum	Diesel fuel	230.87
06/16/20	35182	Univar USA Inc.	Sodium hypochlorite	4,124.94
06/16/20	35183	Wellington Law Offices	Legal services - Coastal Commission re: Sea Level Rise, Plant and admin	7,948.00
06/22/20	35184	Public Agency Coalition Enterprise	Health insurance	28,218.02
				335,414.26

CAWD/PBCSD Reclamation Project
Disbursements
Jun-20

Date	Check	Vendor	Description	Amount
06/04/20	8823	Bryan Mailey Electric	P933 VFD repair	1,120.00
06/04/20	8824	Professional Water Technologies	Spectraguard360-275G Antiscalent and Opticlean A-45, B-45 and N-45	14,205.78
06/16/20	8825	Evantec Corporation	Lab supplies	32.98
06/16/20	8826	FGL Environmental	Sample analysis-EPA 625 HCB and Pest	2,180.00
06/16/20	8827	Fisher Scientific	Lab supplies	150.88
06/16/20	8828	Gavilan/Salinas Crane & Rigging	Pull motor for P933 and insert pump	1,000.00
06/16/20	8829	Hach Company	Lab supplies	504.18
06/16/20	8830	Idexx Laboratories	Lab supplies	944.73
06/16/20	8831	Inorganic Ventures	Lab supplies	513.23
06/16/20	8832	Motion Industries	ES20 elements	514.15
06/16/20	8833	Wellington Law Offices	RMC meeting and correspondence	216.00
06/19/20	8834	Pacific Gas & Electric	Tertiary and MF/RO	30,793.81
06/19/20	8835	Cal-Am Water	Hydrant meter K	2,413.04
06/26/20	8836	CAWD	O&M, aeration and secondary PG&E reimbursements	62,771.46
06/26/20	8837	GLS	Shipping Pebble Beach well samples for testing	168.33
06/26/20	8838	PBCSD	O&M and capital billings (CAPITAL \$72,911.38)	99,321.51
06/26/20	8839	Thatcher Company	Sulfuric acid	3,512.72
				220,362.80



**Financial Statements
and
Supplementary Schedules**

June 2020

July 30, 2020

Carmel Area Wastewater District

Balance Sheet

June 2020

ASSETS

Current Assets

Cash

Cash

37,712,165.55

TOTAL Cash

37,712,165.55

Other Current Assets

Other Current Assets

217,340.36

TOTAL Other Current Assets

217,340.36

TOTAL Current Assets

37,929,505.91

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

70,049,164.20

TOTAL Treatment Structures

70,049,164.20

Treatment Equipment

Treatment Equipment

7,909,349.37

TOTAL Treatment Equipment

7,909,349.37

Collection Structures

Collection Structures

1,040,749.41

TOTAL Collection Structures

1,040,749.41

Collection Equipment

Collection Equipment

949,252.97

TOTAL Collection Equipment

949,252.97

Sewers

11,119,419.83

Disposal Facilities

Disposal Facilities

1,352,472.64

TOTAL Disposal Facilities

1,352,472.64

Other Fixed Assets

Other Fixed Assets

3,986,148.35

TOTAL Other Fixed Assets

3,986,148.35

Capital Improvement Projects

Capital Improvement Projects

3,632,093.95

TOTAL Capital Improvement Projects

3,632,093.95

Accumulated depreciation

(50,949,952.69)

TOTAL Fixed Assets

49,396,757.79

Other Assets

Other Assets

636,741.50

TOTAL Other Assets

636,741.50

TOTAL ASSETS

87,963,005.20

Carmel Area Wastewater District

Balance Sheet

June 2020

LIABILITIES

Current Liabilities		
Current Liabilities	577,273.67	
TOTAL Current Liabilities	<u>577,273.67</u>	577,273.67
Long-Term Liabilities		
Long Term Liabilities	982,617.58	
TOTAL Long-Term Liabilities	<u>982,617.58</u>	<u>982,617.58</u>
TOTAL LIABILITIES		<u>1,559,891.25</u>
	NET POSITION	
Net Assets	82,222,714.86	
Year-to-Date Earnings	4,180,399.09	
	<u>86,403,113.95</u>	
TOTAL NET POSITION		<u>86,403,113.95</u>
TOTAL LIABILITIES & NET POSITION		<u><u>87,963,005.20</u></u>

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, June 2020 - current month, Consolidated by account

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	10,350,153.72	9,906,416.00	443,737.72	4.5 %
TOTAL Income	10,350,153.72	9,906,416.00	443,737.72	4.5 %
Adjustments				
Discounts	1,195.85	0.00	1,195.85	
TOTAL Adjustments	1,195.85	0.00	1,195.85	
*****	10,351,349.57	9,906,416.00	444,933.57	4.5 %
***** OPERATING INCOME	10,351,349.57	9,906,416.00	444,933.57	4.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	3,288,041.88	3,186,997.00	(101,044.88)	-3.2 %
TOTAL Salaries and Payroll Taxes	3,288,041.88	3,186,997.00	(101,044.88)	-3.2 %
Employee Benefits				
Employee Benefits	594,557.50	886,352.00	291,794.50	32.9 %
TOTAL Employee Benefits	594,557.50	886,352.00	291,794.50	32.9 %
Director's Expenses				
Director's Expenses	23,955.89	30,650.00	6,694.11	21.8 %
TOTAL Director's Expenses	23,955.89	30,650.00	6,694.11	21.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	54,324.61	69,025.00	14,700.39	21.3 %
TOTAL Truck and Auto Expenses	54,324.61	69,025.00	14,700.39	21.3 %
General and Administrative				
General and Administrative	428,076.64	852,630.00	424,553.36	49.8 %
TOTAL General and Administrative	428,076.64	852,630.00	424,553.36	49.8 %
Office Expense				
Office Expense	68,459.42	49,850.00	(18,609.42)	-37.3 %
TOTAL Office Expense	68,459.42	49,850.00	(18,609.42)	-37.3 %
Operating Supplies				
Operating Supplies	335,745.36	382,655.00	46,909.64	12.3 %
TOTAL Operating Supplies	335,745.36	382,655.00	46,909.64	12.3 %
Contract Services				
Contract Services	820,141.64	1,207,050.00	386,908.36	32.1 %
TOTAL Contract Services	820,141.64	1,207,050.00	386,908.36	32.1 %

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, June 2020 - current month, Consolidated by account

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	448,817.84	816,300.00	367,482.16	45.0 %
TOTAL Repairs and Maintenance	448,817.84	816,300.00	367,482.16	45.0 %
Utilities				
<i>Utilities</i>	351,752.64	457,205.00	105,452.36	23.1 %
TOTAL Utilities	351,752.64	457,205.00	105,452.36	23.1 %
Travel and Meetings				
<i>Travel and Meetings</i>	44,897.15	83,641.00	38,743.85	46.3 %
TOTAL Travel and Meetings	44,897.15	83,641.00	38,743.85	46.3 %
Permits and Fees				
<i>Permits and Fees</i>	62,073.75	89,442.00	27,368.25	30.6 %
TOTAL Permits and Fees	62,073.75	89,442.00	27,368.25	30.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	36,997.44	37,305.00	307.56	0.8 %
TOTAL Memberships and Subscriptions	36,997.44	37,305.00	307.56	0.8 %
Safety				
<i>Safety</i>	73,132.72	68,855.00	(4,277.72)	-6.2 %
TOTAL Safety	73,132.72	68,855.00	(4,277.72)	-6.2 %
Other Expenses				
<i>Other Expense</i>	28,608.68	394,844.00	366,235.32	92.8 %
TOTAL Other Expenses	28,608.68	394,844.00	366,235.32	92.8 %
Depreciation and Amortization				
<i>Depreciation and Amortization</i>	2,669,000.00	2,673,860.00	4,860.00	0.2 %
TOTAL Depreciation and Amortization	2,669,000.00	2,673,860.00	4,860.00	0.2 %
TOTAL Operating Expenses	9,328,583.16	11,286,661.00	1,958,077.84	17.3 %
***** OPERATING INCOME (LOSS)	1,022,766.41	(1,380,245.00)	2,403,011.41	174.1 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	3,157,632.68	3,266,657.00	(109,024.32)	-3.3 %
TOTAL Other Income or Gain	3,157,632.68	3,266,657.00	(109,024.32)	-3.3 %
TOTAL Non-op Income, Expense, Gain or Loss	3,157,632.68	3,266,657.00	(109,024.32)	-3.3 %
***** NET INCOME (LOSS)	4,180,399.09	1,886,412.00	2,293,987.09	121.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maintenance
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 4*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	435,135.88	544,721.00	109,585.12	20.1 %
TOTAL Salaries and Payroll Taxes	435,135.88	544,721.00	109,585.12	20.1 %
Employee Benefits				
<i>Employee Benefits</i>	110,045.72	142,745.00	32,699.28	22.9 %
TOTAL Employee Benefits	110,045.72	142,745.00	32,699.28	22.9 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,208.36	12,140.00	9,931.64	81.8 %
TOTAL Truck and Auto Expenses	2,208.36	12,140.00	9,931.64	81.8 %
General and Administrative				
<i>General and Administrative</i>	12,206.88	0.00	(12,206.88)	
TOTAL General and Administrative	12,206.88	0.00	(12,206.88)	
Office Expense				
<i>Office Expense</i>	15,290.65	3,700.00	(11,590.65)	-313.3 %
TOTAL Office Expense	15,290.65	3,700.00	(11,590.65)	-313.3 %
Operating Supplies				
<i>Operating Supplies</i>	41,028.54	66,000.00	24,971.46	37.8 %
TOTAL Operating Supplies	41,028.54	66,000.00	24,971.46	37.8 %
Contract Services				
<i>Contract Services</i>	294,582.85	568,600.00	274,017.15	48.2 %
TOTAL Contract Services	294,582.85	568,600.00	274,017.15	48.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	178,804.30	398,000.00	219,195.70	55.1 %
TOTAL Repairs and Maintenance	178,804.30	398,000.00	219,195.70	55.1 %
Utilities				
<i>Utilities</i>	3,387.77	2,100.00	(1,287.77)	-61.3 %
TOTAL Utilities	3,387.77	2,100.00	(1,287.77)	-61.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	4,957.75	12,400.00	7,442.25	60.0 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maintenance
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 4*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,957.75	12,400.00	7,442.25	60.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,381.60	2,360.00	(21.60)	-0.9 %
TOTAL Memberships and Subscriptions	2,381.60	2,360.00	(21.60)	-0.9 %
Safety				
Safety	36,316.44	52,200.00	15,883.56	30.4 %
TOTAL Safety	36,316.44	52,200.00	15,883.56	30.4 %
Other Expenses				
Other Expense	0.00	71,200.00	71,200.00	100.0 %
TOTAL Other Expenses	0.00	71,200.00	71,200.00	100.0 %
TOTAL Operating Expenses	1,136,346.74	1,876,166.00	739,819.26	39.4 %
***** OPERATING INCOME (LOSS)	(1,136,346.74)	(1,876,166.00)	739,819.26	39.4 %
***** NET INCOME (LOSS)	(1,136,346.74)	(1,876,166.00)	739,819.26	39.4 %
***** NET INCOME (LOSS)	(1,136,346.74)	(1,876,166.00)	739,819.26	39.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 5*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	569,162.09	514,895.00	(54,267.09)	-10.5 %
TOTAL Salaries and Payroll Taxes	569,162.09	514,895.00	(54,267.09)	-10.5 %
Employee Benefits				
<i>Employee Benefits</i>	157,272.14	181,890.00	24,617.86	13.5 %
TOTAL Employee Benefits	157,272.14	181,890.00	24,617.86	13.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	49,201.43	53,720.00	4,518.57	8.4 %
TOTAL Truck and Auto Expenses	49,201.43	53,720.00	4,518.57	8.4 %
General and Administrative				
<i>General and Administrative</i>	70,650.98	211,000.00	140,349.02	66.5 %
TOTAL General and Administrative	70,650.98	211,000.00	140,349.02	66.5 %
Office Expense				
<i>Office Expense</i>	5,449.87	11,800.00	6,350.13	53.8 %
TOTAL Office Expense	5,449.87	11,800.00	6,350.13	53.8 %
Operating Supplies				
<i>Operating Supplies</i>	30,918.75	21,000.00	(9,918.75)	-47.2 %
TOTAL Operating Supplies	30,918.75	21,000.00	(9,918.75)	-47.2 %
Contract Services				
<i>Contract Services</i>	127,730.10	198,750.00	71,019.90	35.7 %
TOTAL Contract Services	127,730.10	198,750.00	71,019.90	35.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	178,509.17	326,500.00	147,990.83	45.3 %
TOTAL Repairs and Maintenance	178,509.17	326,500.00	147,990.83	45.3 %
Utilities				
<i>Utilities</i>	39,879.57	38,630.00	(1,249.57)	-3.2 %
TOTAL Utilities	39,879.57	38,630.00	(1,249.57)	-3.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	13,544.88	18,905.00	5,360.12	28.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 5*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	13,544.88	18,905.00	5,360.12	28.4 %
Permits and Fees				
Permits and Fees	5,816.00	5,750.00	(66.00)	-1.1 %
TOTAL Permits and Fees	5,816.00	5,750.00	(66.00)	-1.1 %
Memberships and Subscriptions				
Memberships and Subscriptions	2,749.86	2,020.00	(729.86)	-36.1 %
TOTAL Memberships and Subscriptions	2,749.86	2,020.00	(729.86)	-36.1 %
Safety				
Safety	13,194.38	13,955.00	760.62	5.5 %
TOTAL Safety	13,194.38	13,955.00	760.62	5.5 %
Other Expenses				
Other Expense	396.00	107,144.00	106,748.00	99.6 %
TOTAL Other Expenses	396.00	107,144.00	106,748.00	99.6 %
Depreciation and Amortization				
Depreciation and Amortization	335,000.00	335,000.00	0.00	
TOTAL Depreciation and Amortization	335,000.00	335,000.00	0.00	
TOTAL Operating Expenses	1,599,475.22	2,040,959.00	441,483.78	21.6 %
***** OPERATING INCOME (LOSS)	(1,599,475.22)	(2,040,959.00)	441,483.78	21.6 %
***** NET INCOME (LOSS)	(1,599,475.22)	(2,040,959.00)	441,483.78	21.6 %
***** NET INCOME (LOSS)	(1,599,475.22)	(2,040,959.00)	441,483.78	21.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 6

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	1,095,330.63	1,018,671.00	(76,659.63)	-7.5 %
TOTAL Salaries and Payroll Taxes	1,095,330.63	1,018,671.00	(76,659.63)	-7.5 %
Employee Benefits				
<i>Employee Benefits</i>	220,582.16	340,700.00	120,117.84	35.3 %
TOTAL Employee Benefits	220,582.16	340,700.00	120,117.84	35.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	452.03	1,800.00	1,347.97	74.9 %
TOTAL Truck and Auto Expenses	452.03	1,800.00	1,347.97	74.9 %
General and Administrative				
<i>General and Administrative</i>	243,398.69	226,730.00	(16,668.69)	-7.4 %
TOTAL General and Administrative	243,398.69	226,730.00	(16,668.69)	-7.4 %
Office Expense				
<i>Office Expense</i>	13,432.39	17,000.00	3,567.61	21.0 %
TOTAL Office Expense	13,432.39	17,000.00	3,567.61	21.0 %
Operating Supplies				
<i>Operating Supplies</i>	250,801.36	281,155.00	30,353.64	10.8 %
TOTAL Operating Supplies	250,801.36	281,155.00	30,353.64	10.8 %
Contract Services				
<i>Contract Services</i>	311,367.70	283,140.00	(28,227.70)	-10.0 %
TOTAL Contract Services	311,367.70	283,140.00	(28,227.70)	-10.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	72,613.98	83,000.00	10,386.02	12.5 %
TOTAL Repairs and Maintenance	72,613.98	83,000.00	10,386.02	12.5 %
Utilities				
<i>Utilities</i>	290,935.40	394,760.00	103,824.60	26.3 %
TOTAL Utilities	290,935.40	394,760.00	103,824.60	26.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	19,165.45	30,636.00	11,470.55	37.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 6*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	19,165.45	30,636.00	11,470.55	37.4 %
Permits and Fees				
Permits and Fees	36,865.75	57,300.00	20,434.25	35.7 %
TOTAL Permits and Fees	36,865.75	57,300.00	20,434.25	35.7 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,933.64	5,280.00	1,346.36	25.5 %
TOTAL Memberships and Subscriptions	3,933.64	5,280.00	1,346.36	25.5 %
Safety				
Safety	13,922.24	0.00	(13,922.24)	
TOTAL Safety	13,922.24	0.00	(13,922.24)	
Other Expenses				
Other Expense	70.00	115,585.00	115,515.00	99.9 %
TOTAL Other Expenses	70.00	115,585.00	115,515.00	99.9 %
Depreciation and Amortization				
Depreciation and Amortization	2,300,000.00	2,300,000.00	0.00	
TOTAL Depreciation and Amortization	2,300,000.00	2,300,000.00	0.00	
TOTAL Operating Expenses	4,872,871.42	5,155,757.00	282,885.58	5.5 %
***** OPERATING INCOME (LOSS)	(4,872,871.42)	(5,155,757.00)	282,885.58	5.5 %
***** NET INCOME (LOSS)	(4,872,871.42)	(5,155,757.00)	282,885.58	5.5 %
***** NET INCOME (LOSS)	(4,872,871.42)	(5,155,757.00)	282,885.58	5.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 7*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	629,504.21	650,555.00	21,050.79	3.2 %
TOTAL Salaries and Payroll Taxes	629,504.21	650,555.00	21,050.79	3.2 %
Employee Benefits				
Employee Benefits	106,657.48	221,017.00	114,359.52	51.7 %
TOTAL Employee Benefits	106,657.48	221,017.00	114,359.52	51.7 %
Director's Expenses				
Director's Expenses	22,905.89	29,650.00	6,744.11	22.7 %
TOTAL Director's Expenses	22,905.89	29,650.00	6,744.11	22.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	2,462.79	1,365.00	(1,097.79)	-80.4 %
TOTAL Truck and Auto Expenses	2,462.79	1,365.00	(1,097.79)	-80.4 %
General and Administrative				
General and Administrative	87,767.76	414,900.00	327,132.24	78.8 %
TOTAL General and Administrative	87,767.76	414,900.00	327,132.24	78.8 %
Office Expense				
Office Expense	33,992.07	17,350.00	(16,642.07)	-95.9 %
TOTAL Office Expense	33,992.07	17,350.00	(16,642.07)	-95.9 %
Operating Supplies				
Operating Supplies	721.42	1,500.00	778.58	51.9 %
TOTAL Operating Supplies	721.42	1,500.00	778.58	51.9 %
Contract Services				
Contract Services	79,008.90	154,560.00	75,551.10	48.9 %
TOTAL Contract Services	79,008.90	154,560.00	75,551.10	48.9 %
Repairs and Maintenance				
Repairs and Maintenance	8,173.66	2,500.00	(5,673.66)	-226.9 %
TOTAL Repairs and Maintenance	8,173.66	2,500.00	(5,673.66)	-226.9 %
Utilities				
Utilities	17,413.16	21,715.00	4,301.84	19.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 7

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	17,413.16	21,715.00	4,301.84	19.8 %
Travel and Meetings				
Travel and Meetings	7,229.07	21,700.00	14,470.93	66.7 %
TOTAL Travel and Meetings	7,229.07	21,700.00	14,470.93	66.7 %
Permits and Fees				
Permits and Fees	19,392.00	19,392.00	0.00	
TOTAL Permits and Fees	19,392.00	19,392.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	27,000.74	27,645.00	644.26	2.3 %
TOTAL Memberships and Subscriptions	27,000.74	27,645.00	644.26	2.3 %
Safety				
Safety	9,494.48	1,200.00	(8,294.48)	-691.2 %
TOTAL Safety	9,494.48	1,200.00	(8,294.48)	-691.2 %
Other Expenses				
Other Expense	28,142.68	100,915.00	72,772.32	72.1 %
TOTAL Other Expenses	28,142.68	100,915.00	72,772.32	72.1 %
Depreciation and Amortization				
Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Depreciation and Amortization	34,000.00	38,860.00	4,860.00	12.5 %
TOTAL Operating Expenses	1,113,866.31	1,724,824.00	610,957.69	35.4 %
***** OPERATING INCOME (LOSS)	(1,113,866.31)	(1,724,824.00)	610,957.69	35.4 %
***** NET INCOME (LOSS)	(1,113,866.31)	(1,724,824.00)	610,957.69	35.4 %
***** NET INCOME (LOSS)	(1,113,866.31)	(1,724,824.00)	610,957.69	35.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 8*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	547,114.54	456,637.00	(90,477.54)	-19.8 %
TOTAL Salaries and Payroll Taxes	547,114.54	456,637.00	(90,477.54)	-19.8 %
Director's Expenses				
<i>Director's Expenses</i>	1,050.00	1,000.00	(50.00)	-5.0 %
TOTAL Director's Expenses	1,050.00	1,000.00	(50.00)	-5.0 %
General and Administrative				
<i>General and Administrative</i>	14,052.33	0.00	(14,052.33)	
TOTAL General and Administrative	14,052.33	0.00	(14,052.33)	
Office Expense				
<i>Office Expense</i>	64.96	0.00	(64.96)	
TOTAL Office Expense	64.96	0.00	(64.96)	
Operating Supplies				
<i>Operating Supplies</i>	5,692.09	8,500.00	2,807.91	33.0 %
TOTAL Operating Supplies	5,692.09	8,500.00	2,807.91	33.0 %
Contract Services				
<i>Contract Services</i>	934.66	0.00	(934.66)	
TOTAL Contract Services	934.66	0.00	(934.66)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,806.08	4,300.00	493.92	11.5 %
TOTAL Repairs and Maintenance	3,806.08	4,300.00	493.92	11.5 %
Utilities				
<i>Utilities</i>	136.74	0.00	(136.74)	
TOTAL Utilities	136.74	0.00	(136.74)	
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	931.60	0.00	(931.60)	
TOTAL Memberships and Subscriptions	931.60	0.00	(931.60)	
Safety				
<i>Safety</i>	205.18	1,500.00	1,294.82	86.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 8

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Safety	205.18	1,500.00	1,294.82	86.3 %
TOTAL Operating Expenses	573,988.18	471,937.00	(102,051.18)	-21.6 %
***** OPERATING INCOME (LOSS)	(573,988.18)	(471,937.00)	(102,051.18)	-21.6 %
***** NET INCOME (LOSS)	(573,988.18)	(471,937.00)	(102,051.18)	-21.6 %
***** NET INCOME (LOSS)	(573,988.18)	(471,937.00)	(102,051.18)	-21.6 %

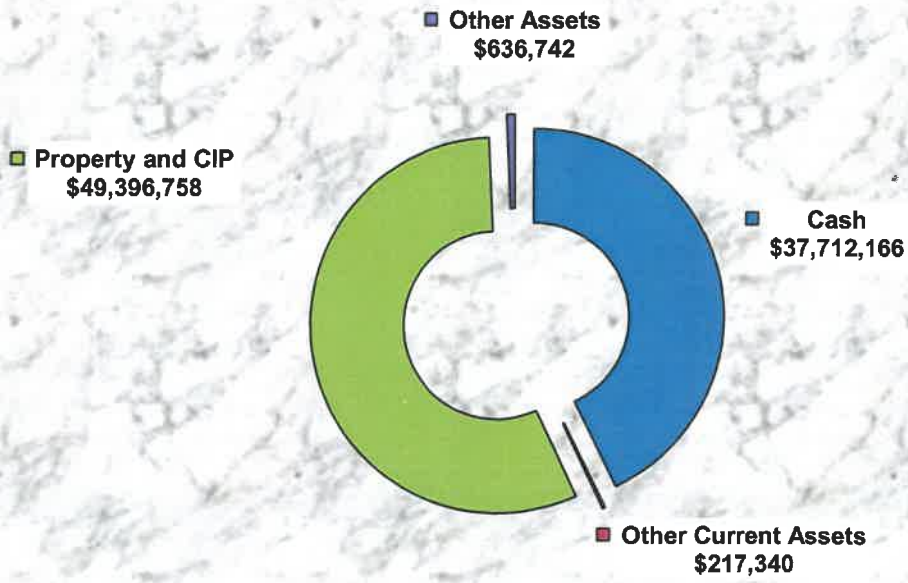
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 9*

	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	9,884.20	1,000.00	8,884.20	888.4 %
TOTAL Income	<u>9,884.20</u>	<u>1,000.00</u>	<u>8,884.20</u>	888.4 %
*****	<u>9,884.20</u>	<u>1,000.00</u>	<u>8,884.20</u>	888.4 %
***** OPERATING INCOME	<u>9,884.20</u>	<u>1,000.00</u>	<u>8,884.20</u>	888.4 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	9,876.21	108.00	(9,768.21)	-9044.6 %
TOTAL Salaries and Payroll Taxes	<u>9,876.21</u>	<u>108.00</u>	<u>(9,768.21)</u>	-9044.6 %
Operating Supplies				
Operating Supplies	6,525.89	2,000.00	(4,525.89)	-226.3 %
TOTAL Operating Supplies	<u>6,525.89</u>	<u>2,000.00</u>	<u>(4,525.89)</u>	-226.3 %
Contract Services				
Contract Services	2,100.00	0.00	(2,100.00)	
TOTAL Contract Services	<u>2,100.00</u>	<u>0.00</u>	<u>(2,100.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	6,612.36	0.00	(6,612.36)	
TOTAL Repairs and Maintenance	<u>6,612.36</u>	<u>0.00</u>	<u>(6,612.36)</u>	
Permits and Fees				
Permits and Fees	0.00	7,000.00	7,000.00	100.0 %
TOTAL Permits and Fees	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	100.0 %
TOTAL Operating Expenses	<u>25,114.46</u>	<u>9,108.00</u>	<u>(16,006.46)</u>	-175.7 %
***** OPERATING INCOME (LOSS)	<u>(15,230.26)</u>	<u>(8,108.00)</u>	<u>(7,122.26)</u>	-87.8 %
***** NET INCOME (LOSS)	<u>(15,230.26)</u>	<u>(8,108.00)</u>	<u>(7,122.26)</u>	-87.8 %
***** NET INCOME (LOSS)	<u>(15,230.26)</u>	<u>(8,108.00)</u>	<u>(7,122.26)</u>	-87.8 %

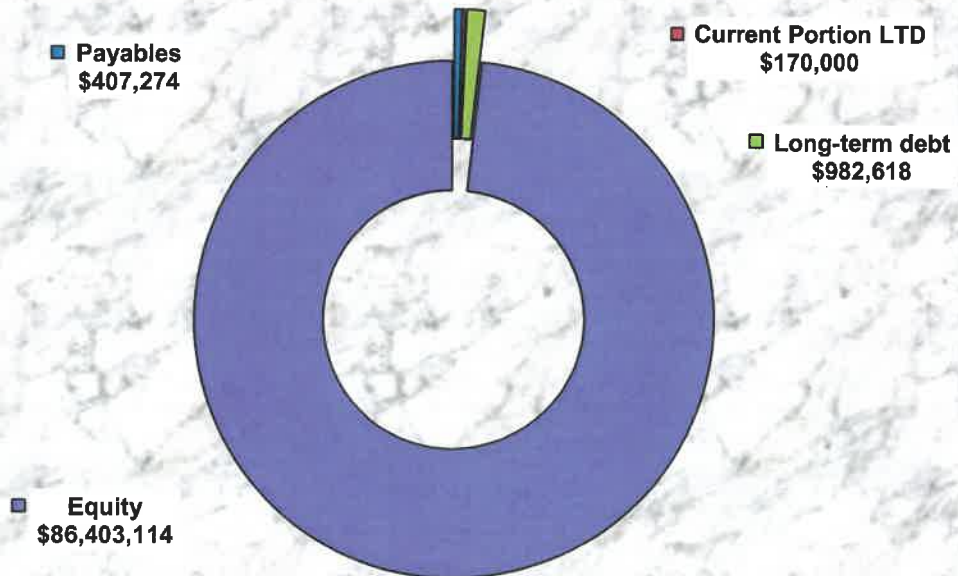
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
*Year-to-Date Variance, June 2020 - current month, Consolidated by
account, Department 10*

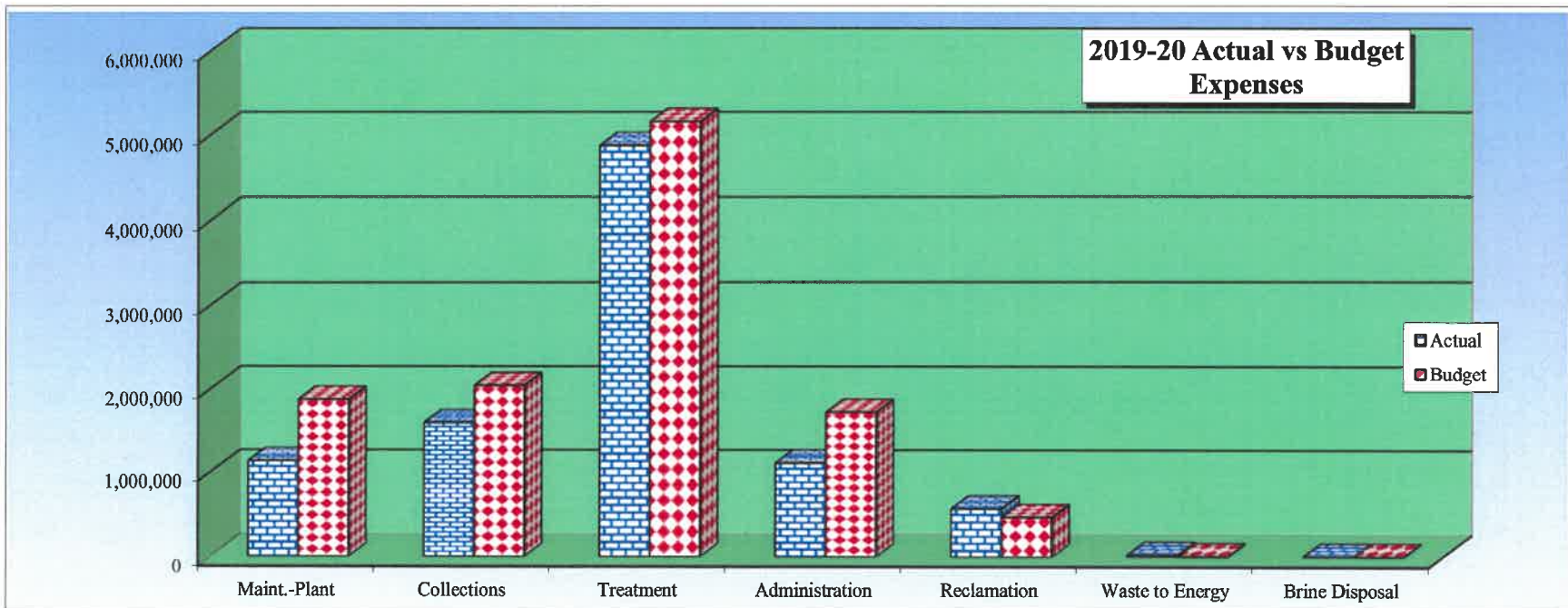
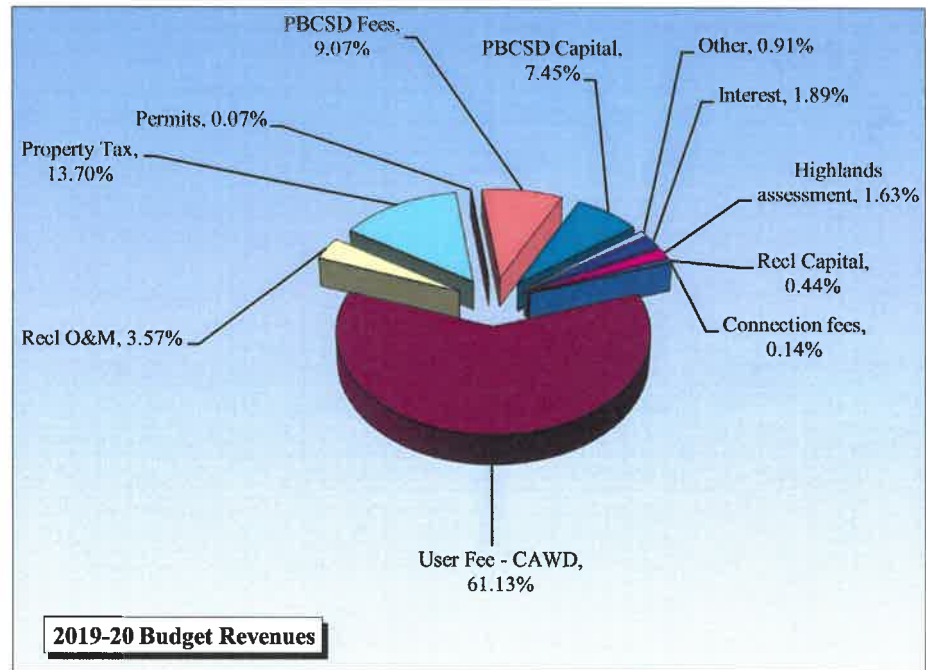
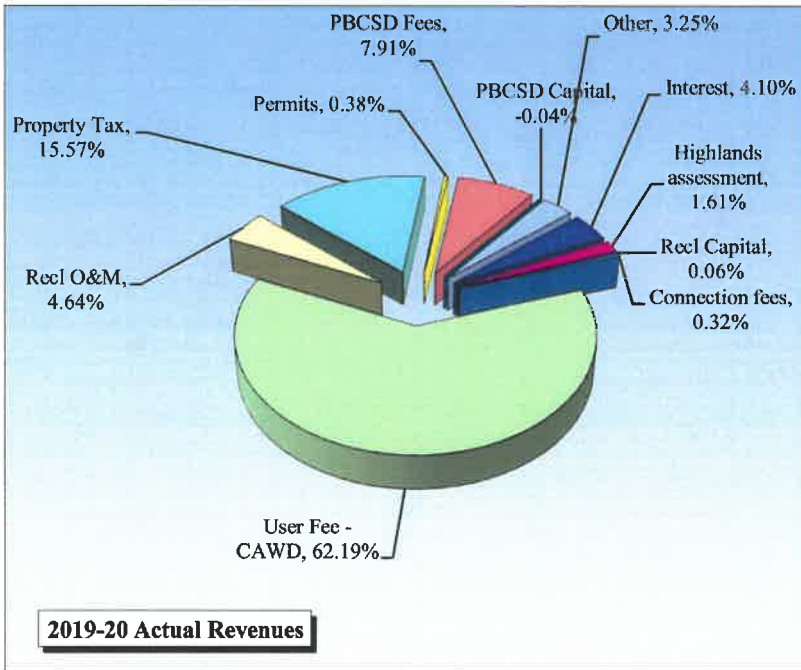
	<i>12 Months Ended June 30, 2020</i>	<i>12 Months Ended June 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	104,713.97	120,000.00	(15,286.03)	-12.7 %
TOTAL Income	<u>104,713.97</u>	<u>120,000.00</u>	<u>(15,286.03)</u>	-12.7 %
*****	<u>104,713.97</u>	<u>120,000.00</u>	<u>(15,286.03)</u>	-12.7 %
***** OPERATING INCOME	<u>104,713.97</u>	<u>120,000.00</u>	<u>(15,286.03)</u>	-12.7 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,918.32	1,410.00	(508.32)	-36.1 %
TOTAL Salaries and Payroll Taxes	<u>1,918.32</u>	<u>1,410.00</u>	<u>(508.32)</u>	-36.1 %
Office Expense				
Office Expense	229.48	0.00	(229.48)	
TOTAL Office Expense	<u>229.48</u>	<u>0.00</u>	<u>(229.48)</u>	
Operating Supplies				
Operating Supplies	57.31	2,500.00	2,442.69	97.7 %
TOTAL Operating Supplies	<u>57.31</u>	<u>2,500.00</u>	<u>2,442.69</u>	97.7 %
Contract Services				
Contract Services	4,417.43	2,000.00	(2,417.43)	-120.9 %
TOTAL Contract Services	<u>4,417.43</u>	<u>2,000.00</u>	<u>(2,417.43)</u>	-120.9 %
Repairs and Maintenance				
Repairs and Maintenance	298.29	2,000.00	1,701.71	85.1 %
TOTAL Repairs and Maintenance	<u>298.29</u>	<u>2,000.00</u>	<u>1,701.71</u>	85.1 %
TOTAL Operating Expenses	<u>6,920.83</u>	<u>7,910.00</u>	<u>989.17</u>	12.5 %
***** OPERATING INCOME (LOSS)	<u>97,793.14</u>	<u>112,090.00</u>	<u>(14,296.86)</u>	-12.8 %
***** NET INCOME (LOSS)	<u>97,793.14</u>	<u>112,090.00</u>	<u>(14,296.86)</u>	-12.8 %
***** NET INCOME (LOSS)	<u>97,793.14</u>	<u>112,090.00</u>	<u>(14,296.86)</u>	-12.8 %

Assets - June 30, 2020

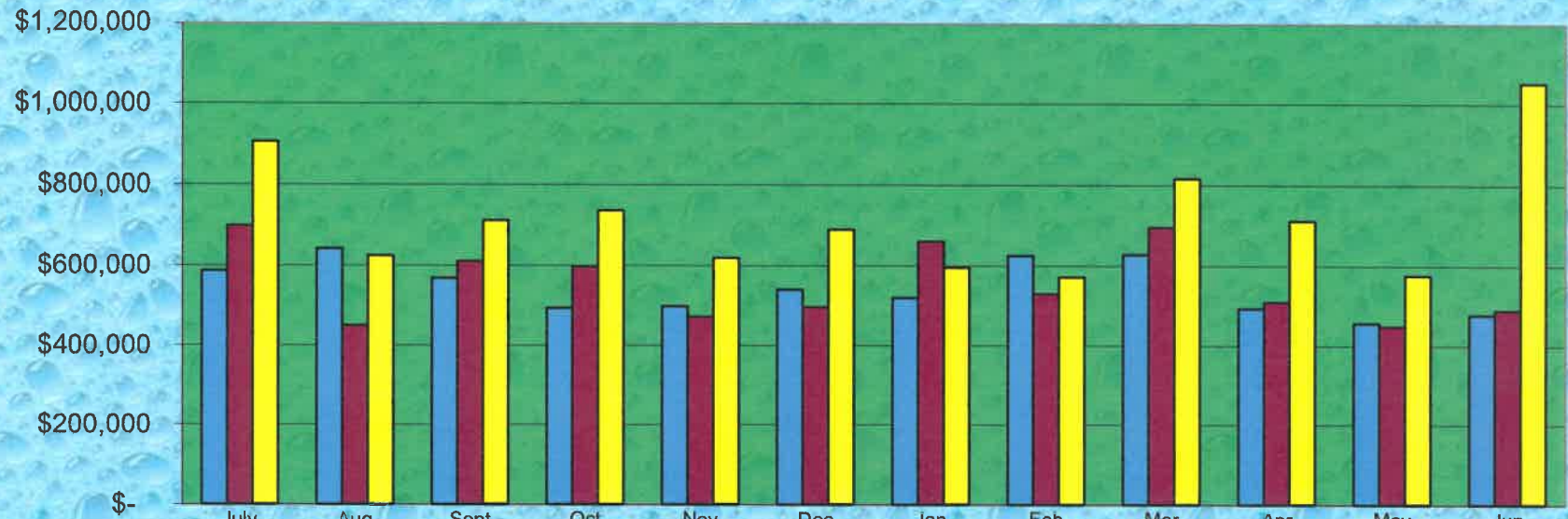


Liabilities - June 30, 2020





Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ FY 18-19	\$586,862	\$641,989	\$568,037	\$493,915	\$498,778	\$540,670	\$520,343	\$625,624	\$628,932	\$494,128	\$457,678	\$478,451
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547	\$529,803	\$695,630	\$509,826	\$449,697	\$490,139
■ CY Budget	\$905,914	\$624,813	\$711,326	\$736,730	\$619,435	\$689,630	\$595,922	\$572,133	\$816,574	\$711,905	\$576,263	\$1,052,15

**Carmel Area Wastewater District
Capital Expenditures
2019-20**

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Vac-Con Truck		0	433,909	433,909	410,000	105.83%
Monte Verde & 2nd sewer pipe-budgeted in O&M		0	100,659	100,659	75,000	134.21%
Highlands pump-unbudgeted		0	19,530	19,530	0	NA
<u>Treatment</u>						
Paving at the Plant-unbudgeted		0	12,457	12,457	0	NA
Digester/Boiler building controller-unbudgeted		0	10,759	10,759	0	NA
Ammonia Distillation Unit-Lab (RECL 50%)		0	17,345	17,345	17,800	97.44%
RECL share		0	(8,673)	(8,673)	(8,900)	97.45%
PBCSD share (1/3 of cost)		0	(10,629)	(10,629)	(2,967)	NA
<i>Total Capital Purchases 19-20</i>		0	575,357	575,357	490,933	NA

**Carmel Area Wastewater District
Capital Expenditures
2019-20**

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	197,558	0	536	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	152,880	54,827	73,657	226,536	160,000	46.04%
Hatton Canyon Trail	233,858	1,450	29,134	262,992	0	NA
Pump Stations-SCADA	65,943	66,634	390,503	456,446	450,000	86.78%
Hatton Canyon Access Road-unbudgeted	0	0	270,853	270,853	0	NA
Upper Rancho Canada Pipe Relocation	0	3,992	62,991	62,991	200,000	31.50%
Rio Road CIPP Lining Project	0	81,498	129,163	129,163	1,340,000	9.64%
<u>Treatment</u>						
#1 Water System Pipeline Corrosion	0	0	4,370	4,370	30,000	14.57%
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	(1,457)	(1,457)	(10,000)	14.57%
<i>Total CIP Projects 19-20</i>	650,239	208,401	959,749	1,609,988	2,170,000	44.23%

**Carmel Area Wastewater District
Capital Expenditures
2019-20**

	BEG BAL	JUN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Perimeter Fencing	3,000	0	0	3,000	150,000	NA
Outfall Crossing rehabilitation	289,274	0	2,144	291,418	0	NA
Microturbine/Gas Conditioning System	1,410	4,143	15,096	16,506	510,000	2.96%
Secondary Clarifier #1 Rehab	139,430	0	142,081	281,511	127,190	111.71%
Microturbine	0	(2,641)	0	0	510,000	NA
Mainsaver Inventory Module (RECL 33%)	77,241	0	3,737	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	630,923	809	238,424	869,347	750,000	31.79%
SCADA Programming	123,635	0	1,080	124,715	60,000	1.80%
Digester No. 1 & No. 2 Cleaning	0	1,044	309,288	309,288	257,250	120.23%
WWTP Perimeter Tree Planting	0	0	2,897	2,897	60,000	4.83%
Standby Power Reliability Project	0	14,002	19,202	19,202	730,000	2.63%
Critical Process Flood Adaptations (RECL 15%)	0	0	21,788	21,788	50,000	43.58%
RECL share		(32)	(14,051)	(14,051)	(30,000)	46.84%
PBCSD share (1/3 of cost)		(5,775)	(247,229)	(247,229)	(1,058,147)	23.36%
<i>Total Long Term CIP Projects 19-20</i>	1,264,913	11,551	494,457	1,759,370	2,116,293	23.36%
Total Capital (net of RECL and PBCSD)	1,915,152	219,952	2,029,563	3,944,715	4,777,226	42.48%

**Carmel Area Wastewater District
Variance Analysis
2019-20**

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

General and Administrative		Insurance unbudgeted.
Office Expense	-313.30%	Computers and equipment underbudgeted.
Utilities	-61.30%	Telephone fixed cost. Small dollar amounts.

Collections

Salaries and Payroll Taxes	-10.50%	Underbudgeted. More maintenance employee hours coded here.
Operating Supplies	-47.20%	Electrical supplies and paints and fluids underbudgeted.
Memberships and Subscriptions	-36.10%	MSDSonline and WEF unbudgeted. Small dollar amounts.

Treatment

Salaries and Payroll Taxes	-7.50%	Slightly underbudgeted.
General and Administrative	-7.40%	Legal expense underbudgeted.
Contract Services	-10.00%	Coastal Commission consulting unbudgeted.
Safety		Unbudgeted.

Administration

Truck and Auto Expenses	-80.40%	Insurance, cleaning and outside repair service underbudgeted. Small dollar amounts.
Office Expense	-95.90%	Copy machine budgeted in capital. Cost less than \$10,000.
Repairs and Maintenance	-226.90%	Parking lot asphalt underbudgeted.
Safety	-691.20%	Policies and procedures and virus supplies unbudgeted.

Waste to Energy

Salaries and Payroll Taxes	-9044.60%	Underbudgeted.
Operating Supplies	-226.30%	General supplies unbudgeted.
Contract Services		Electrical service unbudgeted.
Repairs and Maintenance		General repairs unbudgeted.

**Carmel Area Wastewater District
Variance Analysis
2019-20**

**YTD Actual/
YTD Budget
Variance**

Brine Disposal

Salaries and Payroll Taxes	-36.10%	Underbudgeted, small dollar amounts.
Office Expense		Postage and shipping unbudgeted, small dollar amounts.
Contract Services	-120.90%	Lab analysis and electrical service unbudgeted.

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$760,000

**Carmel Area Wastewater District
2019-20 Resolutions Amending the Budget**

Resolution #	Description	Budgeted	Amendment	Spent To Date
2019-36	Elec/Mech Rehab & Sludge Holding Tank	\$ 750,000	\$ 39,170	\$ 869,347
2019-44	Secondary Clarifier #1 Rehab	\$ 127,190	\$ 19,945	\$ 281,511
2019-48	Digester No. 1 & No. 2 Dewatering and Cleaning	\$ 125,000	\$ 132,250	\$ 309,288
2019-55	Monte Verde & 2nd Avenue Sewer Line Project	\$ 75,000	\$ 9,557	\$ 100,659
2019-62	Digester No. 1 & No. 2 Dewatering and Cleaning	\$ 257,250	\$ 60,000	\$ 309,288
	Total To Date	\$ 1,334,440	\$ 260,922	\$ 1,870,093
	Contingencies	\$ -	\$ -	\$ -

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: July 30, 2020
 SUBJECT: Monthly Report – June

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in June	35
Total Fees	\$5,805.00

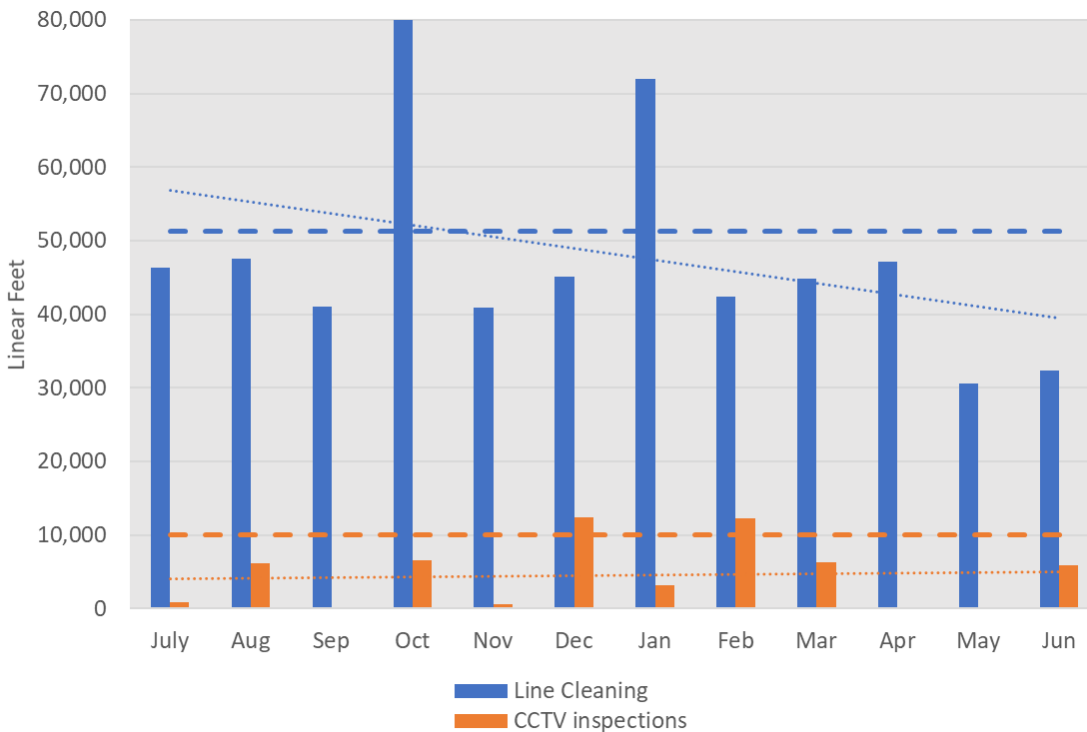
Maintenance

Attached is a map of the locations cleaned in the past three months. There has been a total of 29,810 feet of Closed-Circuit Television (CCTV) sewer line inspections performed in 2020 (see CCTV map), 5,875 feet of inspections were performed during the month of June.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
June	32,296 ft.	7.85%	6 – 15 inches
May	30,539 ft.	7.43%	6 - 12 inches
April	47,194 ft.	11.48%	6 – 27 inches

12 Month Line Cleaning and CCTV Graph



Note: No CCTV during April-May 2020 due to COVID-19. Focus on Cleaning.

CCTV and Line Cleaning Progress

	Target Amount (Linear Feet)	Actual Complete (Linear Feet)	Average per Month (Linear Feet)	Remaining (Linear Feet)	Time Remaining (Months)	Required per Month (Linear Feet)
CCTV	408,672 (from 2018 to 2023)	99,000	3,300	309,672	30 Months	10,332
Line Cleaning	615,000 (in 2020)	279,644	46,607	335,356	6 Months	55,892

Construction activities

- Construction began in late June for the Rio Road CIPP Lining project (Project ID #19-07). This project will be done mainly at night to minimize impact to traffic and to take advantage of the lower flows.
- Construction began in late June on Hatton Canyon Pipeline Replacement project (Project ID #18-17) and is scheduled to last through August 2020.

Staff Development

- Staff completed several online safety trainings and attended multiple webinars related to Covid-19 during June.

General comments

- Staff continues to perform well during the shelter in place order. Staff is practicing social distancing with other staff and contractors, driving to locations throughout the District in separate vehicles. Staff is educated on the best practices of Personal Protective Equipment (PPE) and personal hygiene. Staff has been cleaning and sanitizing buildings, equipment, and vehicles daily as part of their routine duties.

Service calls responded to by crew

Date	Time	Callout	Resolution
6/3/2020	8:41 AM	Lateral Overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.
6/8/2020	10:00 AM	Water in yard	Called by homeowner for water that was pooled in front yard. Staff ran District main line and found no problem. Staff informed homeowner to check their irrigation system for a possible leak.
6/9/2020	1:30 PM	Lateral Overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.
6/14/2020	7:28 AM	High level Alarm	Called to Calle-La-Cruz pump station for a high-level alarm. Staff found rags in the check valves. Check valves were cleaned and returned to service.
6/15/2020	5:52 PM	Water in yard	Called by homeowner for water pooled near their sewer relief valve. Staff ran District main line and found no problem. Staff informed homeowner to call a plumber to inspect their lateral. The resident also had an extensive rainwater capture system that could have been a source of the water as well.
6/29/2020	5:50 PM	Lateral Overflow	Called by Carmel-by-the-Sea Public Works for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.

USA Location Requests – 101

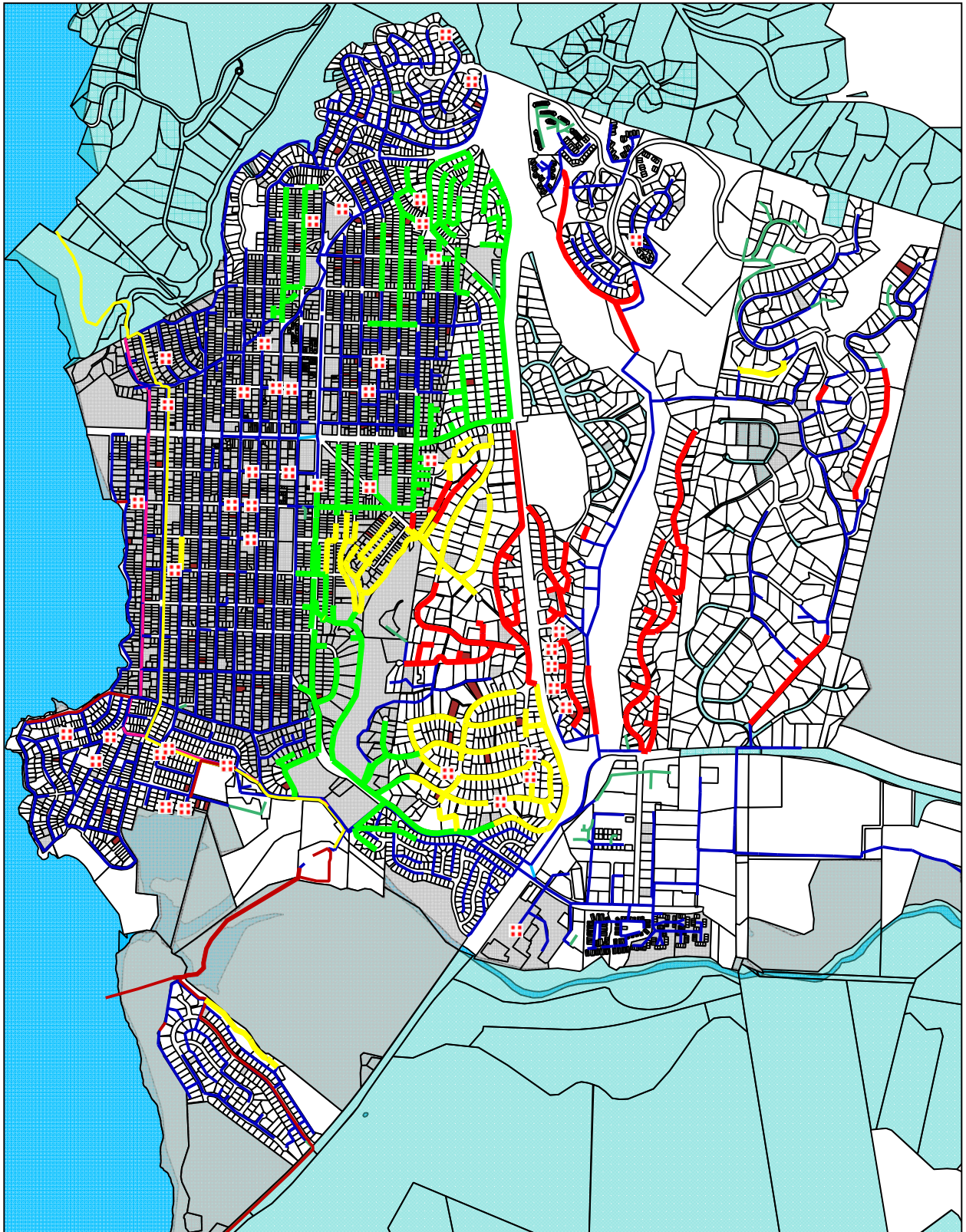
Plumbing permit inspections – 24

Private Sewer Lateral Compliance Certificates Issued – 19

FUNDING-N/A

June (Red) 32,296 feet
May (Yellow) 30,539 feet
April (Green) 47,194 feet

Monthly Cleaning Map



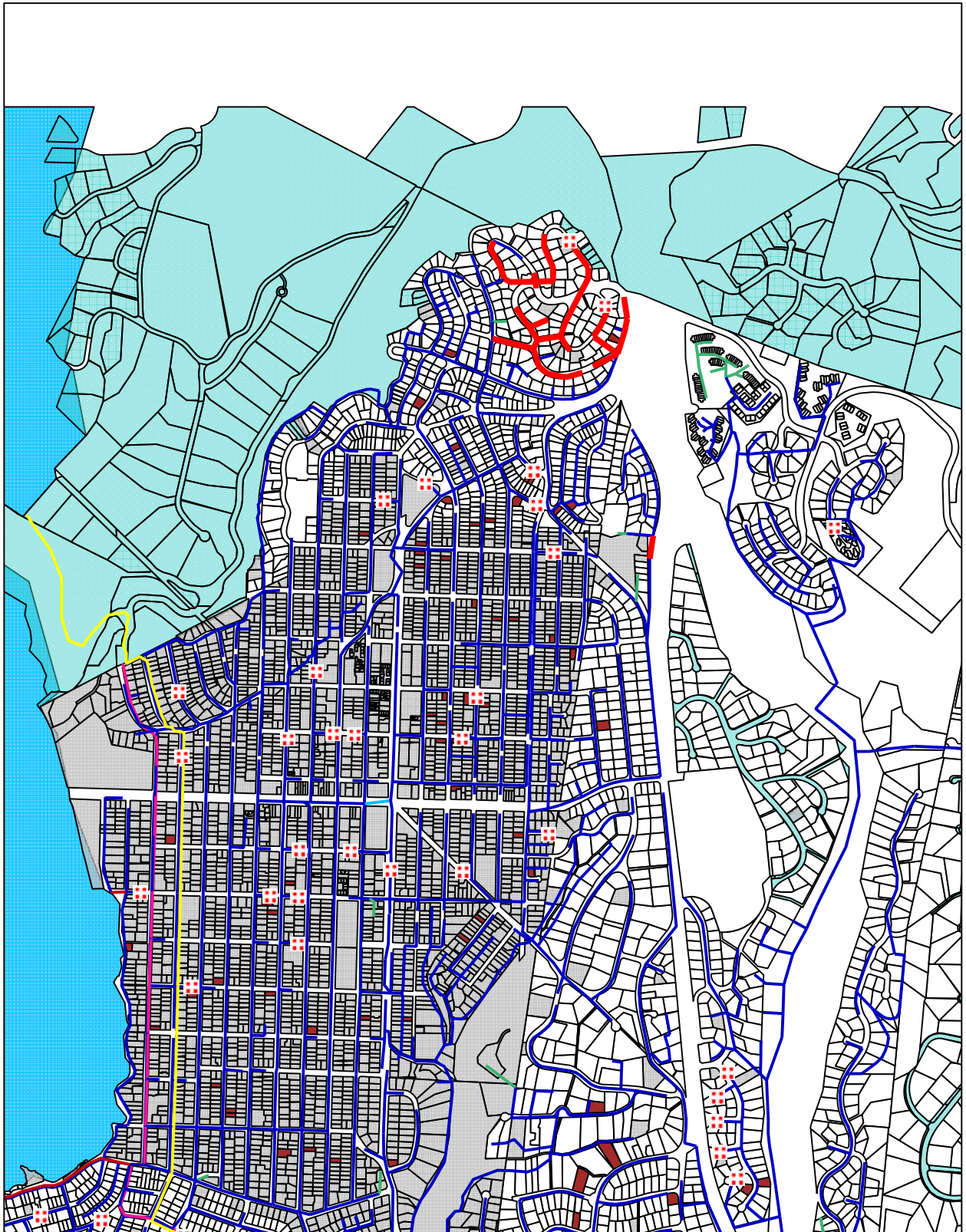
RedZone
ROBOTICS

7/10/2020



June (Red) 5,875 feet
May 0 feet
April 0 feet

CCTV Inspection Map



7/16/2020



STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: July 30, 2020

Subject: Monthly Safety Report (for June 2020)



RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- The roll out and training for the District's COVID-19 response continued in June. This included finishing the online training for the new Exposure Control Plan (ECP), as well as providing guidance and spot-checking to emphasize the ongoing use of masks, social distancing, reducing the number of personnel in common areas and staggered lunches.
- On Monday June 1 daily health and temperature screenings began.
- June 25 - Tailgate training. Daryl Lauer, Collections Superintendent, held a ladder safety training. The training was held outdoors to allow social distancing.

Ongoing Safety Improvements

During June, Maintenance Superintendent, Chris Foley, and Safety and Regulatory Compliance Administrator, Mark Dias (S/C Admin Dias), continued to implement safety improvements and seek input from the operations crew and the Safety Committee. Activities in June included:

- **Installation of fixed methane monitors and alarms.** In the basement of the older digester control building there is a gallery of several large iron pipes for the transmission of digester gas (~70% methane). The upper floor of the same building is called the boiler room and it includes pipelines for both compressed digester gas and natural gas. These pipelines feed the boiler and microturbines. In the event of a line break or leak, the boiler and the microturbines could become an ignition source for a methane explosion. Under typical conditions a leak is highly unlikely. However, an earthquake could damage or separate pipelines. Without fixed methane monitors the only way to assess for a leak would be to have an employee enter the building with a handheld monitor. Also, an earthquake occurring before or after normal hours could mean extended time to reach the site, check for overall plant operations, look for obvious visual hazards and then begin checking individual buildings. To mitigate this unlikely but potentially serious scenario, a permanent methane gas monitor was installed on each floor of the building. The meters were tied into SCADA. The system will alarm operators who would remotely turn off the boiler and microturbines to eliminate these ignition sources.

- **End of year safety equipment purchases.** As the end of the fiscal year approached, S/C Admin Dias prioritized a list of remaining safety equipment needs. These included:
 - **Portable and collapsible skylight covers.** The California Occupational Safety and Health Administration requires that if working within 6 feet of a skylight that the skylight be treated as an open hole. These portable covers (metal frames with nylon netting) can be used in multiple locations where needed to catch a worker who might fall and break through a skylight.

 - **Signage.** Multiple signs were ordered including updated four-diamond National Fire Protection Association hazard placards, fire extinguisher location signs, fire hydrant location signs, and California compliant “No Trespassing” signs.

- **200 feet of 2 ½" fire hose and fire-fighting nozzle.** The plant previously had only two, 2½" wharf hydrants with fire department compliant threading. These were both on the south side of the plant, so there were no fire hydrants located on the north side. Earlier this year, S/C Admin Dias retrofitted two hose bibs on the north side into "wharf" style fire hydrants. All four hydrants are supplied by the plant's #3 water system which is high-pressure 80 pounds per square inch (PSI) and high-volume (pumps pull from the large chlorine contact channels).

While the Fire Department would clearly be called for any fire, there are potential scenarios where CAWD staff may be able to use this equipment. Scenarios include attaching the fire hose and charging the line for immediate use by arriving fire fighters; putting out a nascent vegetation fire; or wetting down periphery vegetation before evacuation orders due to an approaching wildfire. The hose and nozzle could also be used by operations for various high-volume water needs. The equipment is stored in a wheeled cart for transport.

Tours and Outreach

- **Tours.** All tours remain on hold per current health orders and school closures.
- **Recycling and e-waste diversion efforts.** For three years, S/C Admin Dias was the Solid Waste and Recycling Supervisor for the Monterey County Environmental Health Bureau, and he retains a keen interest in recycling. It was noted that several waste streams from the plant were being hauled away for direct burial in the landfill. This occurs because the 20-yard trash bin is heavily contaminated by grit, drippings, and screened materials from headworks. Therefore, the resulting mixture of contaminated material cannot be sorted at the landfill. With the cooperation of Operations, staff began diverting and storing wood items, various plastics, and wire. In June, a 20-yard recycling drop box was ordered and filled with pallets, crates, and untreated wood. Additional drop boxes will be ordered once full loads are accumulated. At least 500 pounds of copper wire has been diverted and will be taken to the Monterey Regional Waste Management District.

At a smaller scale, S/C Admin Dias purchased 15-gallon recycling bins, and e-waste bins which were placed around the plant. This encourages "source separation" at the point of generation and has greatly reduced the amount of small plastic, paper and e-waste items that would otherwise end up in the waste stream.

Injuries; first aid responses; worker compensation claims

There were no Workers Comp claims or first aid injuries in June. The most recent tracking matrix is below.

	Work Related Injuries and Illnesses for 2020 Reporting Year				
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	0	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	1*	0	5	0
First Aid (non-OSHA)	0	7	0	0	0

*As described in May 28, 2020 Safety Report. This is still under investigation by Sedgwick.

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: June 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.854	0.724	0.707	0.860	65.514	157.62	483.49
PBCSD Flow	12.030	0.401	0.375	0.426	34.486	95.48	292.88
Total Plant Flow	34.884	1.125	1.082	1.286	100.00	253.10	776.37
Tertiary Flow	30.692	1.023	0.901	1.225	87.983	126.83	389.05
Ocean Discharge	4.095	0.137	0.118	0.158	11.739	139.54	428.03
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	126.83MG (389.05acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.36 BG (25.66 K acre-ft.)
12 Month Rolling Total Reclamation Production	317.51 MG (974.45 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jun '20 kWh	Price per kWh	Jun'20	May'20	Apr'20	Mar'20
Secondary	116,748.00	\$ 0.157	\$ 18,367.09	\$ 21,232.48	\$ 21,602.61	\$ 19,707.50
Blowers	51,449.36	\$ 0.163	\$ 8,378.12	\$ 7,702.30	\$ 6,421.56	\$ 5,977.29
CAWD Total	168,197.36		\$ 26,745.21	\$ 28,934.78	\$ 28,024.17	\$ 25,684.79
Tertiary	73,510.76	\$ 0.179	\$ 13,170.28	\$ 13,831.71	\$ 7,122.08	\$ 6,937.62
MF/RO	96,761.00	\$ 0.201	\$ 19,412.06	\$ 16,962.10	\$ 13,226.56	\$ 4,173.84
Reclaim Total	170,271.76		\$ 32,582.34	\$ 30,793.81	\$ 20,348.64	\$ 11,111.46
Adjusted Monthly Totals (1)	CAWD Total		\$ 16,386.87	Reclamation Total		\$ 42,940.68

kW-h Per Acre Foot

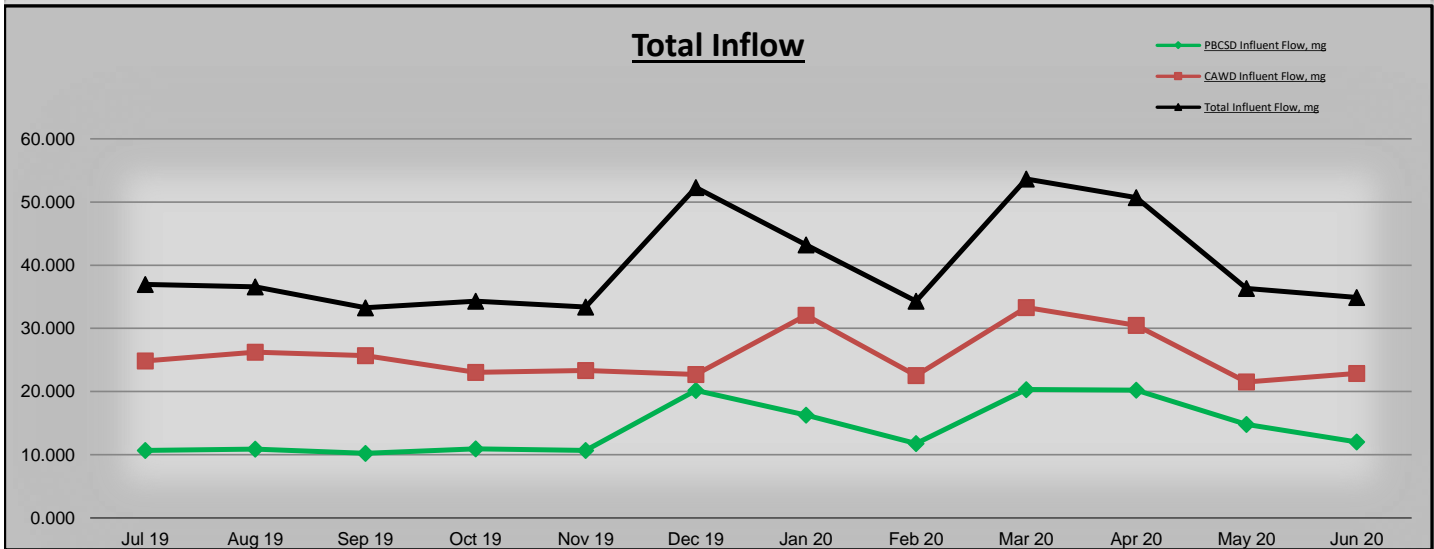
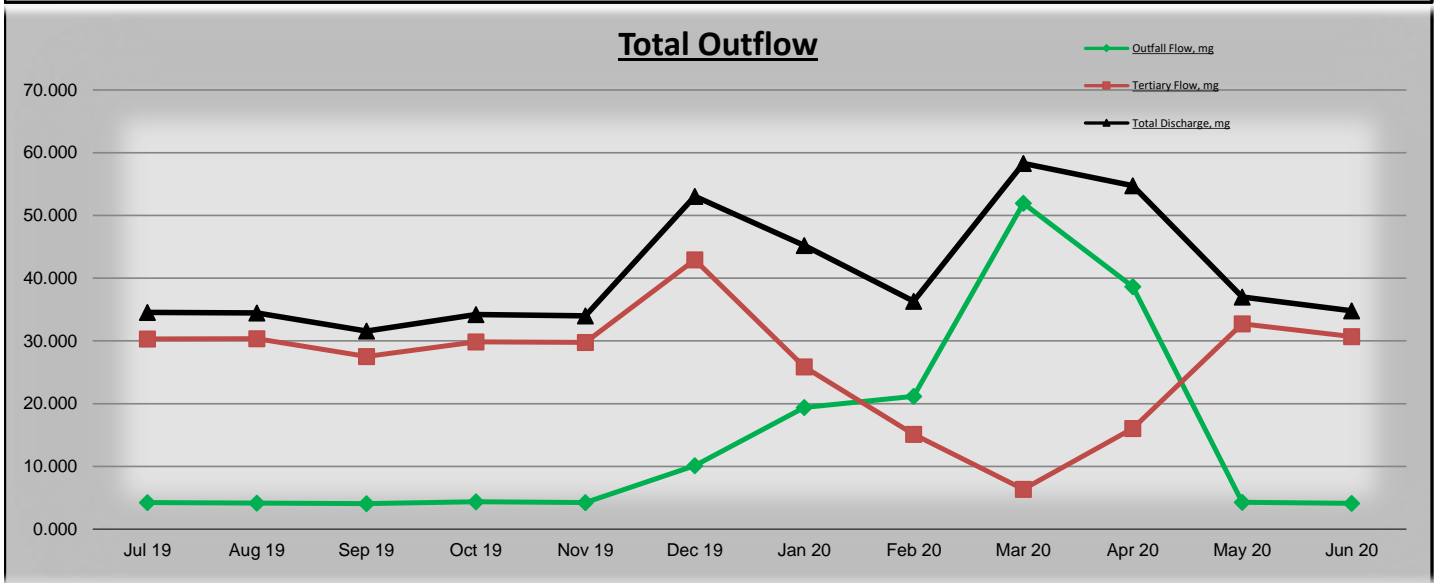
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	N/A	N/A

MICROTURBINE SUMMARY

Month	Jun '20 kWh	May '20	Apr'20	Mar'20	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage

(2) No power production due to new Micro-Turbine control programming in progress



Wastewater Treatment Facility Operations Report

Report for: May 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	21.512	0.694	0.682	0.727	59.211	134.76	413.38
PBCSD Flow	14.819	0.478	0.421	0.542	40.789	83.45	255.98
Total Plant Flow	36.331	1.172	1.103	1.269	100.00	218.21	669.36
Tertiary Flow	32.746	1.056	0.944	1.250	90.132	96.14	294.90
Ocean Discharge	4.270	0.138	0.112	0.175	11.753	135.44	415.47
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	96.14MG (294.90acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.33 BG (25.56 K acre-ft.)
12 Month Rolling Total Reclamation Production	318.02 MG (976.00 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	May '20 kWh	Price per kWh	May'20	Apr'20	Mar'20	Feb'20
Secondary	135,560.00	\$ 0.157	\$ 21,232.48	\$ 21,602.61	\$ 19,707.50	\$ 18,265.49
Blowers	50,662.48	\$ 0.152	\$ 7,702.30	\$ 6,421.56	\$ 5,977.29	\$ 6,492.59
CAWD Total	186,222.48		\$ 28,934.78	\$ 28,024.17	\$ 25,684.79	\$ 24,758.08
Tertiary	84,478.96	\$ 0.164	\$ 13,831.71	\$ 7,122.08	\$ 6,937.62	\$ 7,232.74
MF/RO	94,986.00	\$ 0.179	\$ 16,962.10	\$ 13,226.56	\$ 4,173.84	\$ 7,181.05
Reclaim Total	179,464.96		\$ 30,793.81	\$ 20,348.64	\$ 11,111.46	\$ 14,413.79
Adjusted Monthly Totals (1)	CAWD Total		\$ 17,935.40	Reclamation Total		\$ 41,793.19

kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	N/A	N/A	N/A

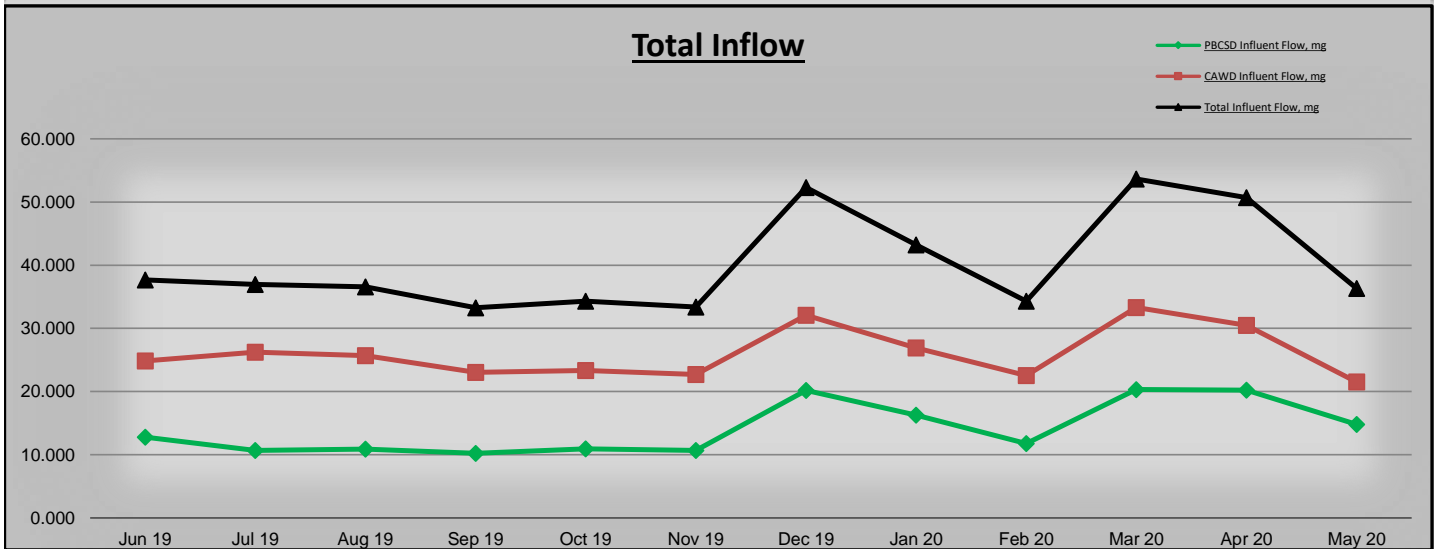
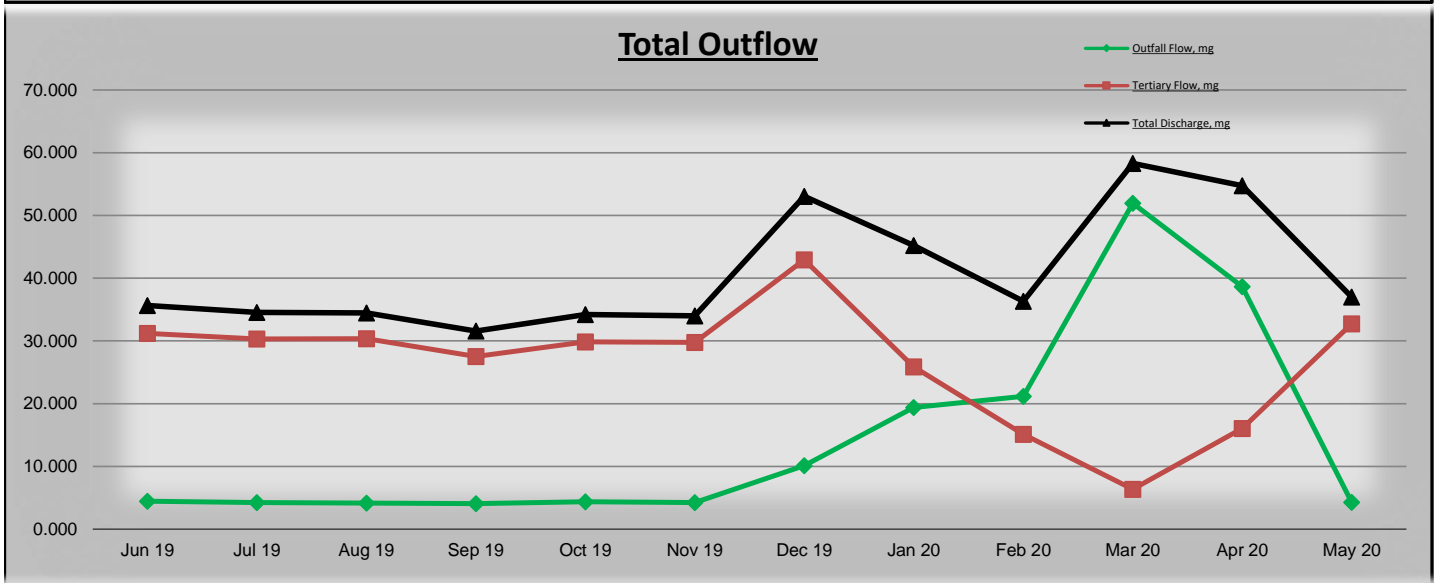
MICROTURBINE SUMMARY

Month	May '20 kWh	Apr '20	Mar'20	Feb'20	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

COMMENTS

(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage

(2) No power production due to new Micro-Turbine control programming in progress



Wastewater Treatment Facility Operations Report

Report for: April 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	30.479	1.016	0.769	2.693	60.101	113.25	347.40
PBCSD Flow	20.234	0.674	0.458	1.694	39.899	68.63	210.52
Total Plant Flow	50.713	1.690	1.227	4.387	100.00	181.88	557.92
Tertiary Flow	16.054	1.029	0.196	1.400	31.657	63.39	194.45
Ocean Discharge	38.674	1.289	0.128	4.733	76.261	131.17	402.37
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	63.39MG (194.45acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.30 BG (25.46 K acre-ft.)
12 Month Rolling Total Reclamation Production	315.08 MG (966.97 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Apr '20 kWh	Price per kWh	Apr'20	Mar'20	Feb'20	Jan'20
Secondary	140,719.00	\$ 0.154	\$ 21,602.61	\$ 19,707.50	\$ 18,265.49	\$ 13,462.38
Blowers	45,402.96	\$ 0.141	\$ 6,421.56	\$ 5,977.29	\$ 6,492.59	\$ 6,656.77
CAWD Total	186,121.96		\$ 28,024.17	\$ 25,684.79	\$ 24,758.08	\$ 20,119.15
Tertiary	32,330.80	\$ 0.220	\$ 7,122.08	\$ 6,937.62	\$ 7,232.74	\$ 10,844.00
MF/RO	69,729.00	\$ 0.190	\$ 13,226.56	\$ 4,173.84	\$ 7,181.05	\$ 6,569.94
Reclaim Total	102,059.80		\$ 20,348.64	\$ 11,111.46	\$ 14,413.79	\$ 17,413.94
Adjusted Monthly Totals (1)	CAWD Total		\$ 17,323.40	Reclamation Total		\$ 31,049.41

kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	N/A	N/A	N/A

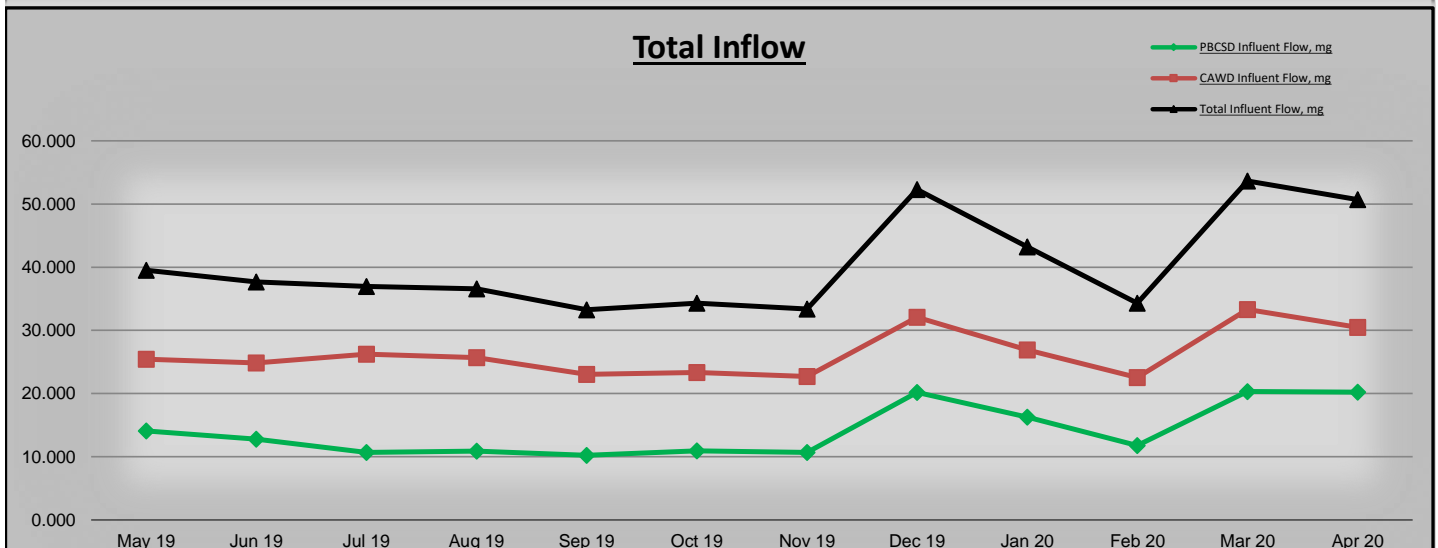
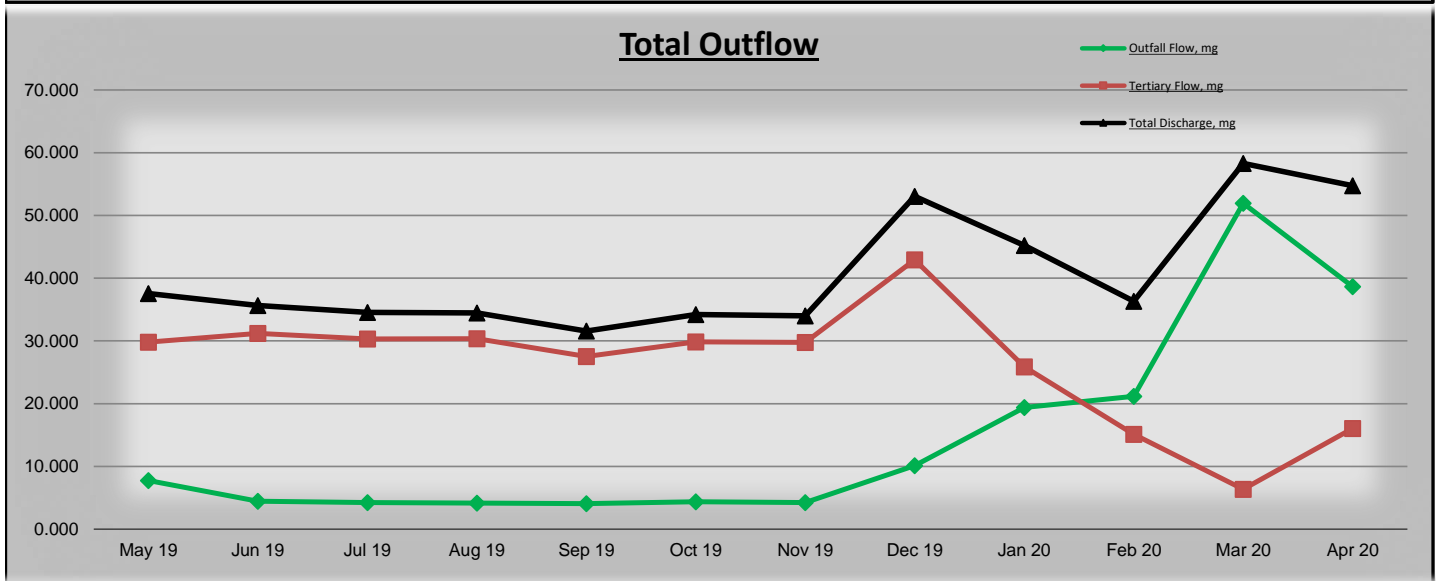
MICROTURBINE SUMMARY

Month	Apr '20 kWh	Mar '20	Feb'20	Jan '20	Accumulated Totals
Production,kWh (2)	0	0	0	0	758,331.00

COMMENTS

(1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage

(2) No power production due to new Micro-Turbine control programming in progress



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: July 30, 2020

Subject: Monthly Report – June 2020

RECOMMENDATION

Receive Report - Informational only; No action required

DISCUSSION

LABORATORY REPORT

- The laboratory schedule has changed with all analysts back to working regular schedule and maintaining the proper PPE (Personnel Protective Equipment), which includes face mask, gloves, and wiping down countertops and lab equipment with 80% alcohol solution. The lab continues to incorporate CDC safety guidelines as suggested.
- The District has enrolled in the Biobot COVID-19 sampling for the next six months starting June 2, 2020. The lab will send out the composite Influent sample once a week for the six-month period.
- The COVID-19 results for the June 2nd and 8th Final Reports for SARS-CoV-2 virus indicated non-detected.
- The COVID-19 results for June 14, June 21, and June 28 Final Reports for SARS-CoV-2 virus indicated virus detected.
- The Biochemical Oxygen Demand (BOD) Incubator was serviced on June 16, 2020. The incubator was not maintaining the temperature required. The BOD incubator is required to incubate the samples for a five-day period at a certain temperature of 20.0C +\ - 1C. A faulty fan was the cause of the air not being circulated correctly and caused the temperature increase. The incubator was serviced by McDonald Refrigeration and back in service later that day.

- Operations Superintendent, Mr. Waggoner, read an article, which referenced Liberty Lake Sewer and Water District, about possible effects of sanitizers and disinfectants slowing the growth of the Activated Sludge System Microbes. Mr. Waggoner requested a three composite sample be drawn of the plant influent and analyzed for Triclosan. Triclosan is an antibacterial and antifungal agent present in consumer products.

The contract lab results for Triclosan came back from the Influent grab samples collected on May 20, 2020:

Influent AM sample was 75 ng/L (nanograms per liter 10⁹).

Influent Mid-day sample was 130 ng \L.

Influent end of the day was 110 ng \L.

Due to the level of results of Triclosan found at the plant, Liberty Lake Sewer and Water District was contacted to find out their results from the sanitizers and disinfectants entering their wastewater facility. The Liberty Lake Sewer Plant Superintendent reported back that the activated sludge process had completely died off and they contributed it to the antibacterial products but did not send out samples to be analyzed. He informed me that they tried to maintain the microorganisms from dying off by adjusting wasting rates and return rates. These changes failed to prevent the loss of the nitrification process. Their treatment plant eventually recovered from the deviation.

ENVIRONMENTAL COMPLIANCE REPORT

- On June 11, 2020, CAWD Source Control staff started to do grease trap inspections and City of Carmel Stormwater Business inspections. Laboratory Staff had temporarily stopped inspections due to Monterey County Health Department shelter in place. Laboratory Staff completed thirty-two City of Carmel Stormwater Business inspections for the month and the reports were sent to the City of Carmel staff.
- Follow up inspections for Hacienda Carmel Community and The Stationaery were compliant. The grease traps had been cleaned out.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
AW Shucks	Yes		
The Stationaery	No	Excessive Grease	Warning issued, follow up inspection compliant
La Bicyclette	Yes		
Hacienda Carmel Community	No	Excessive Grease	Warning issued, follow up inspection compliant
Del Mesa Carmel	Yes		
Pacific Meadows	Yes		
Carmel Mission Inn	Yes		
Carmel Bistro Giovanni	Yes		
Sea Harvest Fish Market	Yes		
The Cottages of Carmel	Yes		
Crossroads BBQ	Yes		
Basil	Yes		
Grasing's	Yes		
Carmel Belle	Yes		
Patisserie Boissiere	Yes		
La Balena	Yes		
Il Grillo	Yes		
Pangaea Grill	Yes		
Subway	Yes		
Flying Fish Grill	Yes		
Wedgewood Wedding Banquet	Yes		
Mulligan's Public House	Yes		
The Pocket	Yes		
Anton & Michel	Yes		
The Forge in the Forest	Yes		
Rise and Roam	Yes		
The TreeHouse Café	No	Excessive Grease	Warning issued, follow up inspection needed.
Alvarado Street Brewery and Bistro	Yes		
Tommy's Wok	Yes		
Sushi Heaven	Yes		
Pescadero/ Carmel	Yes		
Hanagasa Japanese	Yes		
Le Souffle	Yes		Not open yet for business, performed dye test.
Carmel Bakery	Yes		
Akaoni	Yes		
La Playa Hotel	Yes		
Brophy's Tavern	No	Excessive Grease	Warning issued, follow up inspection needed.
Mission Bistro	No	Excessive Grease	Warning issued, follow up inspection needed.

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
Safeway	Yes		
Bruno's Market	Yes		

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
April 2020	100	99
May 2020	No inspections	100
June 2020	92	100

FUNDING

N/A - Informational item only

OTHER

The Biobot COVID-19 sampling results are posted on the CAWD website.

Project Number	Task Name	Manager	Start	Finish	Budget	Status	2020		2021		2022		
							H1	H2	H1	H2	H1	H2	
	Projects Implementation Plan Schedule												
	Treatment Plant Projects							Treatment Plant Projects					
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement	Treanor	Mon 4/30/18	Thu 6/30/22	\$10,616,000.00	In Final Design/CEQA Phase	Sludge Holding Tank Replacement Project						
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Wed 6/30/21	\$300,000.00	In Progress	PLC/SCADA Programming (PARTIAL RECLAMATION)						
18-08	Standby Power Reliability Project	Treanor/Foley	Mon 10/8/18	Wed 12/23/20	\$730,000.00	Bidding Phase	Standby Power Reliability Project						
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	Fri 3/15/19	Thu 12/31/20	\$317,250.00	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2	Digester No. 1 & Old No. 2 Purging and Cleaning						
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Wed 6/30/21	\$510,000.00	Testing and Startup	Microturbine Integration Project						
19-01	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Tue 6/29/21	\$100,000.00	Inactive	Onsite Flood Mitigations (PARTIAL RECLAMATION)						
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	On Hold	Perimeter Tree Plan and Implementation						
19-21	Carmel River FREE Mitigation	Treanor	Mon 6/1/20	Wed 11/30/22	\$0.00	Design/CEQA/Developing Funding Agreement	Carmel River FREE Mitigation						
	Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 6/29/21	\$30,000.00	Inactive	Cathodic Protection Testing						
	Cart Charging and Parking	Foley	Wed 7/1/20	Wed 6/1/22	\$50,000.00	Inactive	Cart Charging and Parking						
19-19	Aeration Basin Improvements	Waggoner	Wed 7/1/20	Wed 6/30/21	\$40,000.00	Procurement Phase	Aeration Basin Improvements						
	Plant Paving, Vault Lids, Drainage	Treanor	Thu 7/1/21	Wed 3/29/23	\$50,000.00	Inactive	Plant Paving, Vault Lids, Drainage						
	Chlorine Contact Pipe Gallery Repairs	Treanor	Thu 7/1/21	Fri 9/24/21	\$44,000.00	Inactive	Chlorine Contact Pipe Gallery Repairs						
	Treatment Plant Studies & O&M Manuals	Treanor	Fri 5/1/20	Wed 7/24/24	\$255,000.00		Treatment Plant Studies & O&M Manuals						
20-02	WWTP Stormwater Pollution Prevention Plan Update	Treanor	Mon 6/1/20	Thu 12/31/20	\$35,000.00	Kickoff	WWTP Stormwater Pollution Prevention Plan Update						
	Coastal Hazards Monitoring Plan	Treanor	Fri 5/1/20	Fri 4/30/21	\$35,000.00	Draft In Development	Coastal Hazards Monitoring Plan						
	Long Term SLR Planning	Treanor	Mon 5/3/21	Mon 5/2/22	\$35,000.00	Inactive	Long Term SLR Planning						
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00	Inactive	Online O&M Manual						
	Reclamation Projects						Reclamation Projects						
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Wed 6/30/21	\$415,000.00	On Hold	RO Pretreatment Acid Tanks and Containment						
19-16	Tertiary MF/RO Standby Power	Foley	Mon 7/1/19	Fri 10/30/20	\$0.00	Cost Benefit Analysis	Tertiary MF/RO Standby Power						
	Reclamation Line Cathodic Protection Testing	Treanor	Fri 1/1/21	Thu 6/3/21	\$25,000.00	Inactive	Reclamation Line Cathodic Protection Testing						
	Painting Project	Treanor	Thu 7/1/21	Wed 12/1/21	\$75,000.00	Inactive	Painting Project						
	Reclamation Studies	Treanor	Wed 7/1/20	Wed 6/1/22	\$65,000.00		Reclamation Studies						
	Trussell MF/RO Performance Review	Treanor	Wed 7/1/20	Wed 6/30/21	\$30,000.00	In Study Phase	Trussell MF/RO Performance Review						
	Reclamation 15-Year Asset Management Assessment	Treanor	Thu 7/1/21	Wed 6/1/22	\$35,000.00	Inactive	Reclamation 15-Year Asset Management Assessment						
	Collections Projects						Collections Projects						
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 5/29/20	\$0.00	Initiated Review of draft by Source Control and Legal Council	Pretreatment Ordinance						
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Tue 6/30/20	\$0.00	Installation of Long Term CN9 Dosing Equipment	Highlands H2S Control						
18-17	Hatton Canyon Pipeline Replacement Project	Lather	Wed 5/23/18	Thu 10/15/20	\$1,450,000.00	Construction Phase	Hatton Canyon Pipeline Replacement Project						
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Tue 6/30/20	\$450,000.00	Substantially Complete / Punchlist	Pump Station PLC/SCADA Replacement						

Project Number	Task Name	Manager	Start	Finish	Budget	Status	2020		2021		2022	
							H1	H2	H1	H2	H1	H2
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Construction Substantially Completed	CIPP Lining Project					
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Thu 8/1/19	Thu 1/19/23	\$1,294,000.00	Working on Final Design & Environmental Documents/permits	Carmel Meadows Gravity Sewer Improvements					
19-13	Upper Rancho Canada Pipe Realignment	Lather	Mon 7/1/19	Fri 10/29/21	\$1,450,000.00	90% Design	Upper Rancho Canada Pipe Realignment					
	Carmel Valley Manor Pipeline and Pump Station	Lather	Tue 12/1/20	Wed 12/1/21	\$0.00	Inactive	Carmel Valley Manor Pipeline and Pump Station					
	Bay/Scenic Pump Station Rehabilitation	Lather	Thu 12/31/20	Fri 7/7/23	\$600,000.00	Inactive	Bay/Scenic Pump Station Rehabilitation					
	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	Thu 7/7/22	Fri 7/7/23	\$1,400,000.00	Inactive	Scenic Rd Pipe Bursting					
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Fri 1/29/21	\$105,000.00	Ready to Adopt Final IS/MND	Assessment Districts/Annexations					
19-09	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	Fri 3/15/19	Fri 1/29/21	\$50,000.00	Ready to Adopt Final IS/MND	2020 Sphere of Influence Amendment and Annexation Proposal					
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Fri 1/29/21	\$0.00	Circulating Petition	Corona Road Assessment District					
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Fri 1/29/21	\$0.00	Pending Annexation	Riley Ranch Annexation/Connection					
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Fri 1/29/21	\$0.00	In Design By Owner	Carmel Valley Manor Sewer					
19-04	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	Wed 5/13/20	Fri 1/29/21	\$55,000.00	Study Phase	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove					
Administration Projects							Administration Projects					
20-01	Administration Building COVID Control Improvements	Treanor/Foley	Tue 6/9/20	Tue 12/22/20	\$0.00	Design/Procurement	Administration Building COVID Control Improvements					

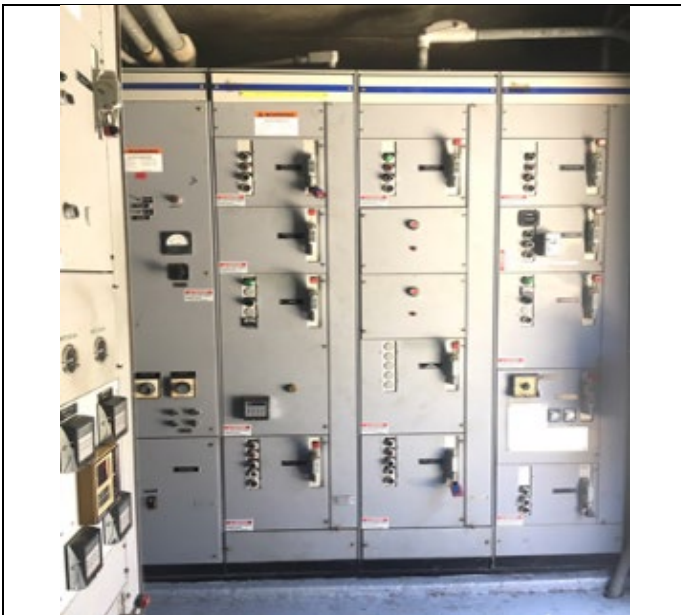


Photo: Existing Headworks Motor Control Center to Be Replaced in Project

Project Number:	18-01
Project Name:	WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor
Status:	In Final Design/CEQA Phase
Project Description	The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.
Department:	Treatment
Budget Status:	Budget: \$10,616,000 Actual to Date: \$869,347
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project
Permits Required:	Coastal Commission Notification
Challenges:	Electrical Cutover Coordination
Schedule:	<ul style="list-style-type: none"> Construction anticipated for 2020 through 2021
Consultants:	Kennedy/Jenks Consultants (Design Engineer)
Contractor:	TBD

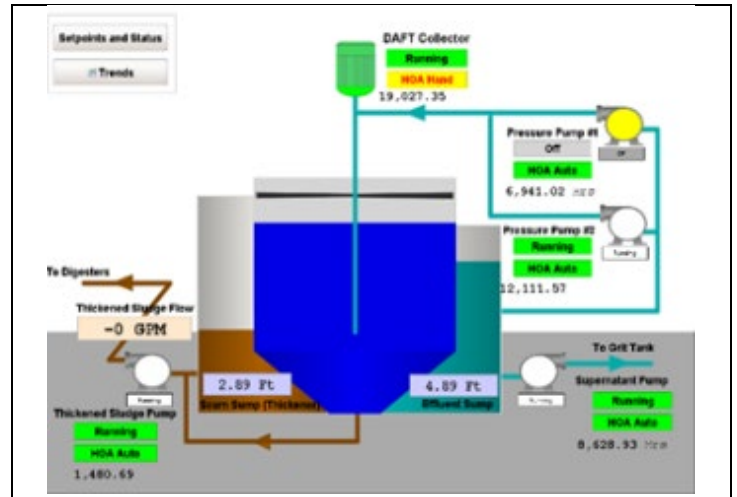


Photo: DAFT SCADA Overview

Project Number:	18-05
Project Name:	Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Foley
Status:	In progress
Project Description	During the Phase 1 project a new SCADA software package from Inductive Automation was installed in parallel with the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.
Department:	Treatment
Budget Status:	Budget: \$300,000 Actual to Date: \$274,715
Reclamation Share:	Partial Reclamation
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in 2020 SCADA screens will be revised for equipment that is replaced during Mechanical and Electrical Rehabilitation Project
Consultants:	Informative Controls
Contractor:	N/A



Photo: Old Digester No. 2

Project Number:	18-07
Project Name:	Digester No. 1 & Old Digester No. 2 Purging and Cleaning
Project Location:	Wastewater Treatment Plant
Project Manager:	Waggoner
Status:	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2
Project Description	Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 will be drained by staff to minimize cost of the project.
Department:	Treatment
Budget Status:	Budget: \$305,735 FY19-20 Actual to Date: \$309,288
Reclamation Share:	N/A
Other Entities:	N/A
Permits Required:	N/A
Challenges:	Unknown quantity of debris in Digester No. 1
Schedule:	<ul style="list-style-type: none"> • Digester 1 complete • Digester 2 to be cleaned by Ops in Summer 2020
Contractor:	Synagro WWT



Photo: Example Trailer Standby Generator

Project Number:	18-08
Project Name:	Standby Power Reliability Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor/Foley
Status:	Bidding Phase
Project Description	This project involves purchasing a trailer mounted 500kW generator to serve as a full back up to the existing standby system in case the existing 500kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and only powers only half the main Switchgear).
Department:	Treatment
Budget Status:	Budget: \$450,000 Actual to Date: \$19,202
Reclamation Share:	N/A
Other Entities:	N/A
Permits Required:	Air Board Permit
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> • Design to be completed in 2019 • Construction anticipated for 2020
Consultants:	Beecher Engineering
Contractor:	TBD



Photo: Existing Gas Conditioning System

Project Number:	18-11
Project Name:	Microturbine Integration Project
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor/Foley
Status:	Testing and Startup
Project Description	Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65 kW turbine is placed in service.
Department:	Treatment
Budget Status:	Budget: \$710K (FY19/20\$45K, FY20/21 \$100K, FY21/22 \$565K) Actual to Date: \$19,202
Reclamation Share:	N/A
Other Entities:	N/A
Permits Required:	Air Board Permit
Challenges:	Complexity of System
Schedule:	<ul style="list-style-type: none"> • Pre-Design to be completed in 2019/2020 • Final Design to be completed in 2020/2021-Construction anticipated for 2021
Consultants:	Frisch Engineering (programming)
Contractor:	TBD



Photo: View H2S damage to Calle La Cruz wet well

Project Number:	18-16
Project Name:	H2S Control at Calle La Cruz Pump Station
Project Location:	Collection System
Project Manager:	Lauer
Status:	Installation of Long Term CN9 Dosing Equipment
Project Description	H2S gasses are causing damage to the wet well and are a health hazard. H2S readings of 700ppm have been observed. Staff have tried several different products and found CN-9 (Calcium Nitrate) to work.
Department:	Collections
Budget Status:	Budget: \$0 Actual to Date: \$0
Other Entities:	N/A
Permits Required:	N/A
Challenges:	Getting the right dosage to remove odor. Dealing with source of problem.
Schedule:	Ongoing
Contractor:	In-house to date

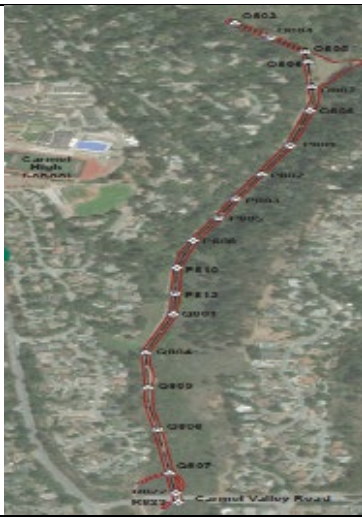


Photo: View of the sewer lines to be replaced in Hatton Canyon

Project Number:	18-17
Project Name:	Hatton Canyon Pipeline Replacement
Project Location:	Collection System
Project Manager:	Lather
Status:	Construction Phase
Project Description	Replace 5,570 linear ft. of 60-year old 8" vitrified clay, bell & spigot pipeline within Hatton Canyon. Experienced over 3 spills in the past 20 years due to flooding. Replace with 10" butt welded HDPE pipe that will be watertight & anchored into upgraded manholes. This is designed to eliminate future spills.
Department:	Collection
Budget Status:	Budget: \$1,450,000 Actual to Date: \$262,992
Other Entities:	State Parks; Fish & Wildlife, Army Corps, FEMA, CalOES
Permits Required:	State Parks Easement, Army Corps, U.S. Fish & Wildlife, State Fish & Wildlife, and Monterey County Encroachment Permit.
Challenges:	The project is located within a State Parks easement along the west bank of Hatton Creek. Existing access road is surrounded by riparian habitat.
Schedule:	Work required to be completed between June – October 2020.

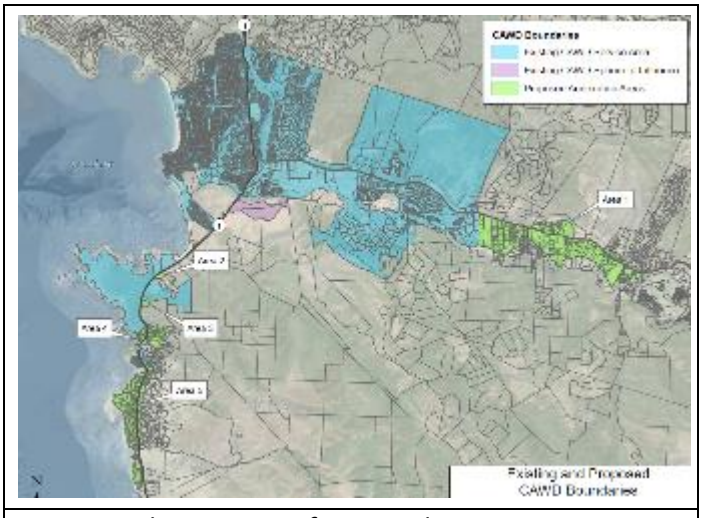


Photo: Areas of Potential Annexation

Project Number:	18-21,19-04,19-05,19-08,19-09
Project Name:	2020 CAWD Sphere Of Influence (SOI) Amendment & Annexation Proposal
Project Location:	Collection System
Project Manager:	Lather
Status:	#19-09 Ready to Adopt Final IS/MND SOI Amendment & Annexation
Project Description:	The project will provide the opportunity for homes and businesses to get off septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.
Department:	Collections
Budget Status:	Budget: \$0 (costs will be recouped through annexation fees) Actual to Date: \$49,000
Permits Required:	Environmental Review, LAFCO Annexation Approval
Challenges:	#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.
Schedule:	Apply for LAFCO Annexation in August 2020.
Consultant:	Denise Duffy & Associates



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Number:	18-26
Project Name:	RO Pretreatment Acid Tanks and Containment
Project Location:	Reclamation – MF/RO
Project Manager:	Treanor
Status:	On Hold
Project Description	Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.
Department:	Treatment
Budget Status:	Reclamation Budget: \$290,000 Actual to Date: \$68,506
Reclamation Share:	100%
Other Entities:	Reclamation Project
Permits Required:	Coastal Commission Notification
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> • Bid second half of 2020 • Construction 2021
Consultants:	Trussell Technologies, Inc
Contractor:	TBD



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number:	18-28
Project Name:	Perimeter Tree Plan and Implementation
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor
Status:	On Hold
Project Description	Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.
Department:	Treatment
Budget Status:	FY 19/20 Budget: \$27,000 Actual to Date: \$2,897
Reclamation:	N/A
Other Entities:	N/A
Permits Required:	Currently unknown (In Study Phase)
Challenges:	Time it will take for new trees to grow up that will fully screen treatment plant from view
Schedule:	<ul style="list-style-type: none"> • Study to occur in 2020
Consultants:	Scott Hall Landscape Design
Contractor:	TBD



Photo: Old Flood Door in Headworks Basement

Project Number:	19-01
Project Name:	Critical Process Onsite Flood Adaptations
Project Location:	Wastewater Treatment Plant
Project Manager:	Treanor
Status:	Inactive
Project Description	There are a few areas of the WWTP that may be vulnerable to inundation during a 100-year river flooding event. Although the actual impact to the process in the event of inundation of these areas may be minor, it would be prudent to mitigate any possible impacts of flooding on the treatment process. The areas that could be further adapted to avoid flooding inundation are: Headworks Basement Flood Door, Influent Access Hatch, Secondary Effluent Diversion Structure Hatches, Chlorine Contact Channel Hatches, Waste Gas Burner Operations.
Department:	Treatment
Budget Status:	Budget: \$50,000 Actual to Date: \$21,788
Reclamation Share:	15% Reclamation
Other Entities:	Reclamation Project
Permits Required:	Coastal Commission Notification
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> • Planning in 2019 • Modifications in 2020
Consultants:	N/A
Contractor:	TBD

**PRE-TREATMENT ORDINANCE
2020-XX**

CARMEL AREA WASTEWATER DISTRICT

Project Number:	19-02
Project Name:	Update Pretreatment Ordinance
Project Location:	Pretreatment/Collections
Project Manager:	Lather/De Ocampo/Waggoner
Status:	Initiated Review of draft by Source Control and Legal Counsel
Project Description	Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.
Department:	Treatment
Budget Status:	Budget: \$0
Reclamation Share:	N/A
Other Entities:	N/A
Permits Required:	N/A
Challenges:	None
Schedule:	<ul style="list-style-type: none"> • Complete Draft Ordinance for review in September 2020. • Board approval of Ordinance in October 2020.
Consultants:	None
Contractor:	None



Photo: View gravity pipe in Carmel easement

Project Number:	19-03
Project Name:	Carmel Meadows Gravity Sewer Improvements
Project Location:	Collection System
Project Manager:	Lather
Status:	Working on Final Design & Environmental Documents/permits
Project Description:	The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.
Department:	Collections
Budget Status:	Budget: FY20/21 \$185,445 FY21/22 \$1M Actual to Date: \$307,246
Permits Required:	Coastal Permit and Environmental Review
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.
Schedule:	Design FY20/21. Construct FY21/22.
Consultants:	SRT Consultants
Contractor:	TBD



Photo: View CIPP Liner being installed

Project Number:	19-07
Project Name:	Rio Rd CIPP Lining project
Project Location:	Collection System
Project Manager:	Lather
Status:	Construction Substantially Completed
Project Description:	The rehabilitation of 4000 feet of 24 to 27-inch diameter Asbestos Cement Pipe (ACP) trunk line that runs along Rio Road in Carmel. Lining existing pipe with (CIPP) Cured-In-Place Pipe. This pipe is in poor condition and is beyond its useful life. It was identified as a priority for repair in the Asset Management Plan.
Department:	Collections
Budget Status:	Budget: \$1,340,000 Actual to Date: \$129,293
Permits Required:	N/A
Challenges:	Traffic Control
Schedule:	Construct July 2020.
Consultant:	Design by Kennedy/Jenks PSOMAS construction manager
Contractor:	Insituform

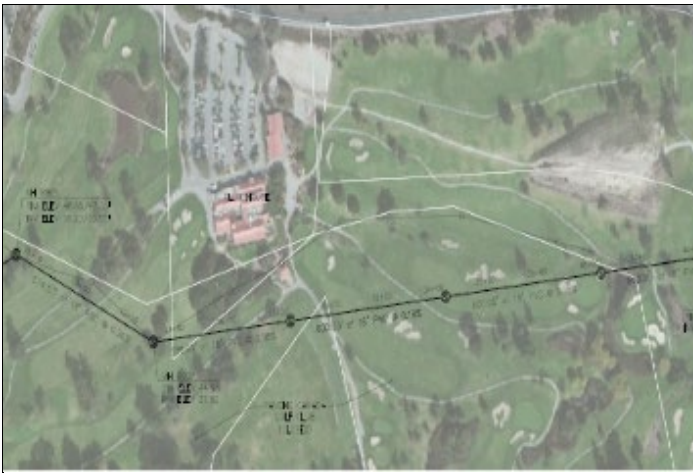


Photo: View of proposed sewer line realignment

Project Number:	19-13
Project Name:	Upper Rancho Canada Pipe Realignment
Project Location:	Collection System
Project Manager:	Lather
Status:	Design
Project Description	This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Canada. The trunk line varies in size from 12 inch to 8 inch and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.
Department:	Collection
Budget Status:	Budget: \$1,760,000 Actual to Date: \$62,991
Other Entities:	Monterey Regional Park District
Permits Required:	Environmental Review
Challenges:	Providing a design that allows CAWD access to assets and is acceptable to the Park District.
Schedule:	Design FY 19/20. Construct FY 20/21.
Consultants:	MNS Engineering Rincon Environmental



Photo: Example Trailer Standby Generator

Project Number:	19-16
Project Name:	Tertiary MF/RO Standby Power
Project Location:	Reclamation – MF/RO
Project Manager:	Foley
Status:	Cost Benefit Analysis
Project Description	The Reclamation Project facilities were not designed with standby power to run the facility in the event of a power outage. This project would add the ability to power the reclamation process with generator power. This is necessary due to the probability of increased outages due to fire prevention. Prolonged outages during the summer and fall months would have a significant negative impact on water production.
Department:	Treatment
Budget Status:	Budget: Unbudgeted Actual to Date: \$0
Reclamation Share:	100%
Other Entities:	Reclamation Project
Permits Required:	N/A
Challenges:	N/A
Schedule:	<ul style="list-style-type: none"> Pending Cost Benefit Analysis
Consultants:	Beecher Engineering
Contractor:	N/A



Photo: Existing air diffuser system

Project Number:	19-19
Project Name:	WWTP – Aeration Basin Improvements
Project Location:	Wastewater Treatment Plant
Project Manager:	Waggoner
Status:	Procurement Phase
Project Description	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.
Department:	Treatment
Budget Status:	Budget: \$40,000.00 Actual to Date: \$0.00
Reclamation Share:	Estimated at 0% of project cost.
Other Entities:	CAWD/PBCSD Reclamation Project
Permits Required:	No permits as project is preventative maintenance project
Challenges:	Weather conditions and Scheduling
Schedule:	<ul style="list-style-type: none"> Design to be completed in Spring 2020 Construction anticipated for Summer 2021
Consultants:	In house (Design Plant Engineer), Environetics for Baffles
Contractor:	TBD

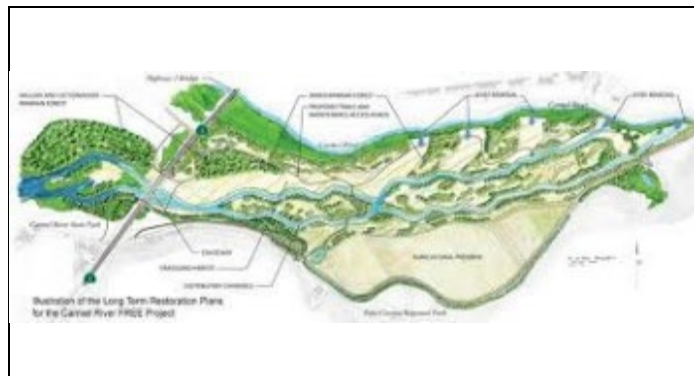


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21
Project Name:	Carmel River FREE Mitigation
Project Location:	Carmel River Lagoon
Project Manager:	Treanor
Status:	Design/CEQA/Developing Funding Agreement
Project Description:	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.
Department:	Engineering
Budget Status:	Budget: Funded by County/Grants Actual to Date: \$0
Reclamation Share:	0%
Other Entities:	Monterey County
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, RWQCB
Challenges:	Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks
Schedule:	<ul style="list-style-type: none"> Design and CEQA anticipated completion Summer 2021 Construction anticipated in Summer 2022
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot
Contractor:	Pending



Photo: Admin Building Permit Desk

Project Number:	20-01
Project Name:	Administration Building COVID Control Improvements
Project Location:	Administration Building
Project Manager:	Treanor/Foley
Status:	Design/Procurement
Project Description:	HVAC Improvements to control airborne viruses, enclosure of permit desk to eliminate contact between staff and visitors.
Department:	Administration
Budget Status:	Budget: \$75,000 Actual to Date: \$0
Reclamation Share:	0%
Other Entities:	None
Permits Required:	Building Permits
Challenges:	Emerging science around COVID-19
Schedule:	<ul style="list-style-type: none"> Design June and July 2020 Construction anticipated in Late Summer/Fall 2020
Consultants:	Design: Davner Engineering
Contractor:	TBD



Photo: WWTP Stormwater Pump Station

Project Number:	20-02
Project Name:	WWTP Stormwater Pollution Prevention Plan Update
Project Location:	Treatment Plant
Project Manager:	Treanor/Dias
Status:	Kickoff
Project Description:	Update to the existing CAWD WWTP Stormwater Pollution Prevention Plan as required by the National Pollution Discharge Elimination System (NPDES) General Stormwater Permit
Department:	Treatment
Budget Status:	Budget: \$35,000 Actual to Date: \$0
Reclamation Share:	0%
Other Entities:	None
Permits Required:	Part of General Stormwater Permit
Challenges:	None
Schedule:	<ul style="list-style-type: none"> Plan Development in 2020
Consultants:	Kennedy Jenks Consultants
Contractor:	N/A

STAFF REPORT



To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: July 30, 2020

Subject: Monthly Operations Report – June 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The treatment plant operations staff have continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of June.
- (Project #18-07) Cleaning Old Digester #2 - Plant staff is continuing to remove the final 2.5 feet of solids, grit and other debris from the floor of old digester #2 as operational time permits.
- Staff started to install piping and pump equipment in the effluent pump station dry well to facilitate cleaning the wet well without flushing the solids out the outfall line. This replaces the original equipment that was in disrepair and not operational for many years.
- Staff performed preventive maintenance in Aeration Basin 5, which consisted of replacing cracked membrane retaining rings and tightening loose air header couplings. Staff installed span adjusters for the Pulsed Hydraulics Incorporated (PHI) mixing system to increase pulses per minute of air mixing bubbles in the basin.

- Staff started removing the wooden toe guards around Secondary Clarifier #2, which will be replaced by aluminum toe guards on the Clarifier walkway.

Reclamation:

- (Project # 18-24) Reclamation Sand Filter Integration Project: staff is waiting for a second variable frequency drive unit to be installed on the second sand filter feed pump.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems. Staff adjusted back pressures on stages 3 and 4 on all Reverse Osmosis Trains.
- Staff completed Clean-in-Place (CIP) on Reverse Osmosis Trains B and C, which included all four stages with a base and acid wash.

Training:

- Staff is continuing online training at treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for Exposure Control Plan for the COVID-19 virus at the treatment facility.
- Staff resumed weekly tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.

Capital Improvement:

- Staff continues to communicate with Plant Engineer, Patrick Treanor (CAWD), on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Monterey County Water Awareness Committee meeting canceled due to the COVID-19 pandemic.
- Virtual Zoom Meeting for the Oversight Committee for Wastewater Reclamation Project on June 10, 2020.
- Conference call reviewing the MF/RO (Microfiltration/Reverse Osmosis) Quarterly Recommendations Report from Trussell Technologies on June 26, 2020.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of June 2020.
- No Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 were encountered during the month of June 2020.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: July 30, 2020

Subject: Monthly Maintenance Report – June 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- (Project 18-11) The microturbine system is back online. The 65kW (kilowatt) generator is running and staff is fine tuning the automation so that the maximum amount of digester gas can be utilized. The next step is to bring the 30kW unit back online, which requires some exhaust ducting modifications and automation programming. This work is in design.
- Staff completed the repair for reclamation pump 933. The VFD (variable frequency drive) was upgraded and the motor was repaired.
- Staff completed the repair of microfiltration feed VFD P-120. A failure analysis was completed, and the cause was due to age and moisture build up due to the VFD being offline for weeks due to a pump repair. Humidity control and updated ventilation was added to the electrical room to prevent future dust and moisture issues. A new VFD for the other microfiltration pump was ordered and will be installed in the off season.
- The engineered vent line was installed from the high-pressure digester gas vessel to the low-pressure side. This will allow staff to vent the high-pressure vessel in a controlled manner when taking the system offline for service.

- (Project 18-08) Eaton Company is updating the programming for the main electrical switchgear to a lead/standby configuration. Both generators start but the system transfers to the 750kW unit unless it fails then the system automatically transfers to the 450kW unit. If the system successfully transfers to the 750kW unit, the 450kW unit shuts down. This improves safety by eliminating breaker switching if a generator fails and reduces the time the plant would be without power if the lead generator fails to start.

Upcoming Maintenance Projects

- The microfiltration filtrate pipe header has a small leak. Parts have been ordered and the repair is scheduled for July. The microfiltration system will have to be shut down for 4 hours to make this repair since the pipe header is common to all 3 filters.
- Bryan Mailey electric is scheduled to replace 2 of the existing sand filter system direct current motors with alternating current motors and controllers.
- Staff is rebuilding the standby pumps for the sand filter equipment so that the system has full redundancy. Initially the focus was on rehabilitating the primary pumps for each process. The standby pumps include the tertiary effluent and sludge pumps.
- Parts have arrived for the tertiary rapid mix gearbox and it is in in the rebuild process.
- The annual preventive maintenance for all the air conditioning equipment at the treatment plant is schedule for July.

Staff Development

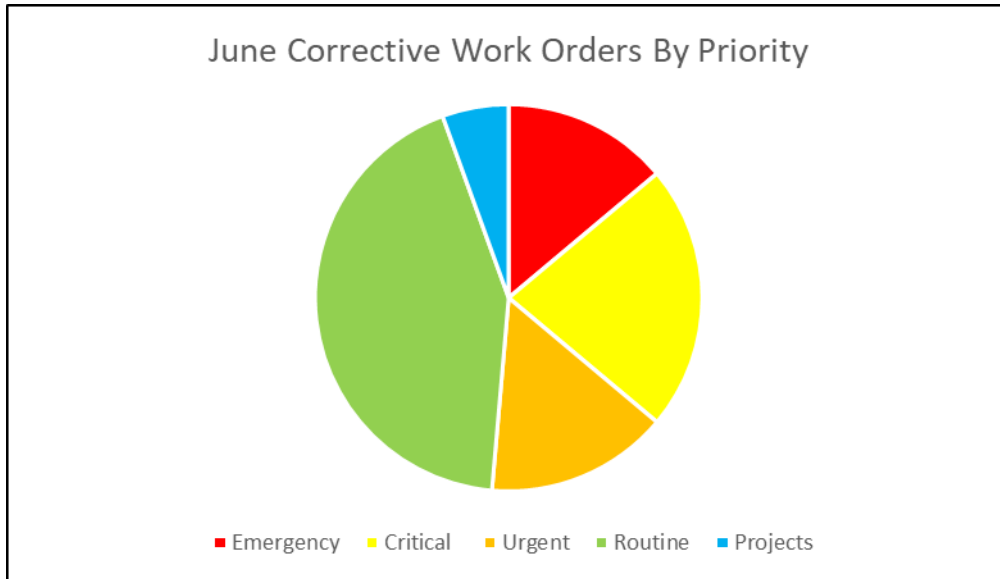
- Staff had a drill on a power fail for the plant. A portable generator was connected to the Sodium Hypochlorite building, we simulated a failure of the 750kW generator and the 450kW generator. The portable influent bypass pump was setup and tested.
The drill was successful and both generators could run the full plant load. Staff learned that the effluent pumps have the capability to overload the 450kW if they are started in bypass mode. Some improvements include better labeling of pump bypass mode operation and providing more training to staff on how the system operates, which will include changing the roles of each staff member during the next drill.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	311
Total Work Orders Closed/Done	277
Total Work Orders Still Open	34
Percentage of Work Orders Completed	89.07%

Corrective Maintenance



Emergency	10
Critical	16
Urgent	11
Routine	31
Projects	4

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: July 30, 2020
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is provided to update the Board on current engineering activities.

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Valley Manor and Corona Road. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in the Fall/Winter of 2020/21. Once CVM's engineers have completed the 60% plans, they will submit the plans to the Principal Engineer to review. The Principal Engineer has been meeting with the Corona Drive representatives and they have 30 out of 41 signatures on a petition to request moving forward with an Assessment District to construct a sewer in the neighborhood. We have set July 28, 2020 as the date for an informational community meeting to discuss the next steps for forming an Assessment District.

The Rio Road CIPP Lining project and the Hatton Canyon Pipeline Replacement projects commenced construction in early July. The Rio Road project is substantially complete as of July 16, 2020. The Hatton Canyon project is underway and will be completed by the September 30, 2020 deadline required by the permitting agencies.

We met with the Monterey Peninsula Regional Park District and they would like for CAWD to construct the Upper Rancho Cañada pipeline project in early 2021. We need to complete the environmental review process in November 2020 to meet their requested timeline. To do that, the environmental study for the Upper Rancho Cañada project will be presented to the District Board in September 2020 for approval to circulate the Initial Study/Mitigated Negative Declaration. The engineering plans are 60% complete.

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, GM
Date: July 30, 2020
Subject: Conflict of Interest Code

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution approving the District's Conflict of Interest Code.

DISCUSSION

The Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially. Each agency is required to submit to the code reviewing body, the County Board of Supervisors, and a notice indicating whether or not an amendment is necessary. The Clerk of the Board of Supervisors oversees this process.

Carmel Area Wastewater District Board last formally approved the policy in February 2014 (Resolution #14-07) and then provided a review statement to the County in July 2014, August 2016, and August 2018. Although no changes are necessary in our policy, as advised by the Fair Political Practices Commission, it is being brought back to the Board because it is more than five years old for a review.

FINANCIAL

None.

CONFLICT OF INTEREST CODE
FOR CARMEL AREA WASTEWATER DISTRICT

The Political Reform Act of 1974, Government Code §§ 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, § 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code that can be incorporated by reference in an agency's code. After public notice and hearing, the Fair Political Practices Commission may amend the standard code to conform to amendments of the Political Reform Act. Therefore, the terms of § 18730 of title 2 of the California Code of Regulations and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth are hereby incorporated by reference and constitute the Conflict of Interest Code of the Carmel Area Wastewater District.

Individuals holding designated positions shall file their statement of economic interests with the Carmel Area Wastewater District, which will make the statements available for public inspection and reproduction pursuant to Government Code § 81008. Upon receipt of the statements of the Board of Directors, the District shall make and retain copies and forward the original of the statements to the code reviewing body. Statements for all other designated employees shall be retained by the Carmel Area Wastewater District, which shall make the statements available for public inspection and reproduction.

Attachments: Appendix A: Designated Positions
Appendix B: Disclosure Categories

Adopted: July 30, 2020

APPENDIX A: Designated
Positions

List of Designated Positions	Assigned Disclosure Categories
District Board of Directors	1
District General Manager	1
District Principal Accountant	1
Consultants	1

APPENDIX B: Disclosure Categories

General Provisions

When a member, officer, or employee who holds a designated position is required to disclose investments and sources of income, he or she shall disclose investments in business entities and sources of income which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose sources of income, he or she shall disclose gifts received from donors located inside as well as outside the jurisdiction.

When a designated member, officer, or employee who holds a designated position is required to disclose interests in real property, he or she shall disclose the type of real property described below, if it is located in whole or in part within, or not more than two miles outside of the boundaries of the jurisdiction, or within two miles of any land owned or used by the Carmel Area Wastewater District.

When a designated member, officer, or employee who holds a designated position is required to disclose business position, he or she shall disclose positions in business entities that do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years.

For purposes of this Conflict of Interest Code, the jurisdiction of the Carmel Area Wastewater District is that area within the boundaries of the Carmel Area Wastewater District. Carmel Area Wastewater District operates entirely within the geographical boundaries of Monterey County.

Disclosure Category 1:

A member, officer, or employee holding a position assigned to Disclosure Category 1 shall, in the manner described above, report:

- All investments and business positions in business entities and sources of income in the jurisdiction;
- Interests in real property in the jurisdiction;

- His or her status as director, officer, partner, trustee, employee, or holder of a management position in any business entity in the jurisdiction.

Adopted: 07-30-20 (Resolution #20-44)

¹ For purposes of this Code, "consultant" has the same meaning as set forth in 2 Cal. Code of Regs. § 18700(a) (1), as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule, or regulation;
 2. Adopt or enforce a law;
 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
 4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
 5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 6. Grant agency approval to a plan, design, report, study, or similar item;
 7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) or (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency Conflict of Interest Code under § 87302.

Consultants to the Carmel Area Wastewater District shall be subject to disclosure under Category 1, subject to the following limitation:

The District General Manager may determine in writing that a particular consultant, although a "Designated Position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of Category 1. In such cases, the District General Manager may designate a different disclosure requirement. Such designation must be made in writing and shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the consultant's disclosure requirements. The District General Manager's designation must be filed, in advance of disclosure by the consultant, with the District's Conflict of Interest Code and also filed with the code reviewing body and must be delivered to the consultant along with a copy of the Conflict of Interest Code and the manual and forms for disclosure (FPPC Form 700).

RESOLUTION NO. 2020-44

**A RESOLUTION ADOPTING A CONFLICT OF INTEREST CODE
FOR THE CARMEL AREA WASTEWATER DISTRICT**

-oOo-

WHEREAS, the Political Reform Act of 1974, Government Code §§ 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. § 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that a Conflict of Interest Code, a copy of which is attached hereto, is hereby adopted pursuant to Government Code §§ 81000 ET SEQ., and a copy of same is directed to be filed with the District's code reviewing body.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on July 30, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: July 30, 2020

Subject: 2020 Sphere of Influence Amendment (SOI) and Annexation Final Initial Study/Mitigated Negative Declaration Adoption pursuant to the California Environmental Quality Act (CEQA) and Consideration of Application to LAFCO, Project #19-09

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review and consider the attached Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan (MMRP) for the 2020 Sphere of Influence Amendment (SOI) and Annexation; and
2. Find that based on the IS/MND and the public review that there is no substantial evidence that the project will have a significant effect on the environment and that the mitigated negative declaration reflects the District's independent judgment and analysis; and
3. Adopt the Final Initial Study/Mitigated Negative Declaration (IS/MND) pursuant to the California Environmental Quality Act (CEQA) Guidelines; and
4. Adopt the accompanying Mitigation Monitoring and Reporting Plan; and
5. Adopt the Resolution to Approve the project to amend the SOI and annex area to the District, and direct staff to apply to the Local Agency Formation Commission (LAFCO) to amend the District's sphere of influence and annex the subject parcels.

DISCUSSION

The project proposes extending District jurisdictional boundaries to include portions of Carmel Valley and Carmel Highlands in locations where the District anticipates or has received applications or interest for near-term sewer service connections, and where previous studies have identified septic system issues. The project would result in the extension of the jurisdictional boundaries of the District to allow for future wastewater service extension to approximately 925 acres of primarily developed land.

At the May 28, 2020 Board meeting, the Board of Directors was presented with the Draft IS/MND for the 2020 SOI and Annexation Project. After the May meeting, public notifications were published, and county and state filings were submitted as required by CEQA. The formal public comment period of 30 days commenced on June 1, 2020 and was completed on June 30, 2020. One comment was received from the California Department of Transportation and was considered and addressed in the Final IS/MND. No comments were received during the public review period that revealed any objections or unmitigated significant impacts associated with the project.

The Final IS/MND is attached for board review to facilitate adopting a Mitigated Negative Declaration for the project in accordance with § 15074 of CEQA Guidelines. The Final IS/MND consists of the Draft IS/MND and comments, responses, and changes to the Draft IS/MND. A Mitigation Monitoring and Reporting Plan (MMRP) is included in the Final IS/MND and is also attached. The MMRP summarizes the mitigation measures that must be adopted by the Board in accordance with § 15074 of CEQA Guidelines.

FUNDING

The costs associated with the annexation of the parcels will be reimbursed as part of the connection fee for each parcel.

Attachments: Resolution No. 2020-45
 Final IS/MND
 Mitigation Monitoring and Reporting Plan

RESOLUTION NO. 2020-45

A RESOLUTION ADOPTING A FINAL INITIAL STUDY/MITIGATED NEGATIVE DECLARATION, ADOPT THE ACCOMPANYING MITIGATION MONITORING AND REPORTING PLAN, AND APPROVE THE PROJECT AND DIRECT STAFF TO APPLY TO THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) FOR THE 2020 SPHERE OF INFLUENCE AMENDMENT AND ANNEXATION PROJECT,

PROJECT #19-09

-oOo-

WHEREAS, the Carmel Area Wastewater District (District) desires to adopt the Final Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) for the 2020 Sphere of Influence and Annexation Project (the "Project"), which is on file with the Office of the County Clerk and incorporated herein by this reference; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the Final IS/MND was prepared for this Project; and

WHEREAS, the Project consists of adding 925 Acres of developed land, located in the Carmel Valley and Carmel Highlands areas within Monterey County, to the District; and

WHEREAS, upon completion of the Draft IS/MND, the District, as the Lead Agency, prepared and filed a Notice of Completion (NOC) with the State Clearinghouse Office of Planning and Research (SCH OPR), for distribution to public agencies and interested parties for a public review period, commencing on June 1, 2020, and ending on June 30, 2020; and

WHEREAS, copies of the Draft IS/MND were provided to all responsible agencies, and copies were also made available at the County of Monterey Office of the County Clerk; and

WHEREAS, the District published a Notice of Intent to Adopt an IS/MND in the local newspaper and posted a copy of the notice and IS-MND document at the Monterey County Clerk's Office, at the District Office, and online on the District's website; and

WHEREAS, during the public review period, the District received one written comment on the Draft IS/MND, the comment has been considered and addressed, where applicable, and the Final IS/MND including the Public Review Draft IS/MND, all appendices and public comments and responses document(s) are attached hereto; and

WHEREAS, the Final IS/MND identifies potentially significant impacts to the environment, including but not limited to specific impacts to biological resources, cultural resources, and noise, which impacts can and will be avoided or mitigated to less than significant levels through adoption and implementation of the mitigation measures proposed as part of the Project, the IS/MND and MMRP.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors makes the following findings as required by CEQA with respect to the proposed Project:

- A. That the Final IS/MND was prepared in accordance with all legal requirements of CEQA, including all public notice and comment period requirements;
- B. That the Board of Directors has considered the Final IS/MND and the opportunity to comment within the public comment period, as well as the opportunity to comment after the public comment period and prior to the date of this Resolution;
- C. That the Final IS/MND identified all potentially significant environmental impacts of the Project, including but not limited to specific potentially significant impacts to biological resources, cultural resources, and noise, which impacts can and will be avoided or mitigated to less than significant levels through adoption and implementation of the mitigation measures proposed as part of the Project, Final IS/MND, and MMRP;
- D. That the additions and revisions, if any, to the text of the Draft IS/MND clarified and expanded upon the impact analyses and mitigation measures, and were not a substantial revision requiring recirculation;
- E. That the Final IS/MND reflects the District's independent judgment and analysis;
- F. That there is no substantial evidence in the record that the Project, as mitigated, will not have a significant negative effect on the environment;

- G. The administrative record is in the Carmel Area Wastewater District Office, at 3945 Rio Road, Carmel, California 93923; and
- H. The Board Secretary is designated as the location and custodian of the documents and other material constituting the record of proceedings upon which this decision is based.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Directors of the Carmel Area Wastewater District, based upon all the oral and documentary evidence in the record, as follows:

- 1. That the Final IS/MND and the MMRP for the Project is adopted; and
- 2. That the District Board hereby approves the 2020 Sphere of Influence Amendment and Annexation Project as described in the IS/MND; and
- 3. That District staff is hereby directed to:
 - a. Prepare for filing with the appropriate governmental agency(ies) a written notice memorializing the Board’s determination of the IS/MND certification as to the Project and approval of the Project (Notice of Determination or NOD); and
 - b. Proceed with an application to LAFCO for the 2020 Sphere of Influence Amendment and Annexation Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on June 25, 2020 by the following vote:

AYES: BOARD MEMBERS:
 NOES: BOARD MEMBERS:
 ABSENT: BOARD MEMBERS:
 ABSTAIN: BOARD MEMBERS:

 President of the Board

ATTEST:

 Secretary of the Board

Separate Document

Final Initial Study/Mitigated Negative Declaration &

Accompanying Mitigation Monitoring & Reporting Plan

For Project #19-09 Sphere of Influence Amendment & Annexation

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: July 30, 2020

Subject: Carmel Valley Manor Sewer Main Extension Project (proposed project)
Draft Mitigated Negative Declaration (MND) pursuant to the
California Environmental Quality Act (CEQA), Project #19-08

RECOMMENDATION

It is recommended that the Board of Directors approve filing a notice of intent and circulation of a Draft Mitigated Negative Declaration (MND) for public comment for the annexation of various parcels to the District pursuant to the California Environmental Quality Act (CEQA) Guidelines.

DISCUSSION

The project would extend sewer service to the existing Carmel Valley Manor senior living facility. This development is currently served by a failing septic system that is considered to be a health concern by the Monterey County Environmental Health Department. Additionally, previously developed parcels, directly adjacent to the proposed pipeline alignment would have the opportunity to connect to the municipal sewer system, should their existing septic systems and/or leach fields fail or otherwise become unable to continue to operate. The project includes the installation and operation of approximately 9,900 linear feet (LF) of 8-inch diameter polyvinyl chloride (PVC) gravity sewer main, approximately 900 LF of 6-inch diameter force main, concrete manholes, and a 250 gallon per minute wastewater pump station. From the proposed gravity-fed sewer, wastewater would be pumped by the proposed pump station into the proposed force main, discharging to the existing collection system at the west abutment of the County Bridge Number 500 crossing over the Carmel River on Valley Greens Drive. Wastewater would be conveyed through the existing collection system to the CAWD Water Pollution Control Plant. The attached figure shows the proposed new pipeline alignment and pump station location.

District staff have worked with Rincon Consultants, Inc. (Rincon) to complete the initial study and mitigated negative declaration in conformance with CEQA requirements. CAWD is acting as the Lead Agency pursuant to CEQA Guidelines §15050. In addition, required approvals from Monterey County include an Encroachment Permit, Building Permit, Environmental Health Permit, and Erosion Control Plan. The State Water Resources Control Board would approve coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit for the project. The Monterey County Local Agency Formation Commission (LAFCO) will need to approve the annexation of the pipeline's service area into CAWD service boundaries prior to constructing the pipeline and a separate Final Mitigated Negative Declaration for the annexation was previously brought to your Board for adoption, during this meeting.

A copy of the Draft Mitigated Negative Declaration is available to review upon request and will be available on the CAWD website at the initiation of the public review period.

In order to initiate public and regulatory review of the proposed annexation, as required by CEQA, a Notice of Intent to adopt a Mitigated Negative Declaration and circulation of the Draft Mitigated Negative Declaration for a 30-day public comment and regulatory review period is required. The 30-day public review period is proposed from August 3, 2020 to September 2, 2020, during which period comments concerning the project and analysis contained in the document will be solicited.

NEXT STEPS

After the review period is completed, any comments will be addressed and/or incorporated into the MND and a Final MND will be completed and brought to the Board for consideration of approval and adoption.

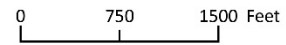
FUNDING

The costs of construction will be funded by the Carmel Valley Manor owners.



Source: MNS ENGINEERS INC

- Proposed Force Main
- Proposed Gravity Sewer



RESOLUTION NO. 2020-46

A RESOLUTION APPROVING A NOTICE OF INTENT TO ADOPT A DRAFT
MITIGATED NEGATIVE DECLARATION FOR THE
CARMEL VALLEY MANOR SEWER MAIN EXTENSION PROJECT, PROJECT #19-08

-oOo-

WHEREAS, pursuant to Article 6 (§15072) of the California Environmental Quality Act (CEQA) guidelines, The Carmel Area Wastewater District (CAWD), as Lead Agency, intends to adopt a mitigated negative declaration for the Carmel Valley Manor Sewer Main Extension Project; and

WHEREAS the Notice of Intent to Adopt a Draft Mitigated Negative Declaration will be published in the Pine Cone, filed with the County Clerk's office, and noticed in additional ways as required, and

WHEREAS, the Draft Mitigated Negative Declaration will be submitted to the State Clearinghouse for review by State Agencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby approve issuing a Notice of Intent to Adopt a Draft Mitigation Negative Declaration for the Carmel Valley Manor Sewer Main Extension Project.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 30, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Contract Amendment For Extra Work Not to Exceed \$22,900 for Annexation Services from Denise Duffy, Inc. for the Environmental Review, Planning and Mapping Services for 2020 Local Agency Formation Commission (LAFCO) Sphere of Influence and Annexation of Portions of Carmel Valley and Carmel Highlands - Project #19-09

Date: July 30, 2020

RECOMMENDATION

Staff recommends that the Board of Directors:

- Adopt a resolution approving the contract amendment for the amount not to exceed \$22,900 to Denise Duffy & Associates (DDA) to provide services related to the LAFCO annexation process and extra work performed during the environmental review process; and
- Authorize the General Manager to sign a contract amendment for the proposed work.

DISCUSSION

On April 25, 2019, the Board approved a contract with Denise Duffy & Associates (DDA) to prepare an Administrative Draft Initial Study/Negative Declaration for the 2019 Sphere of Influence and Annexation of properties in the Carmel Valley and Highlands areas. During the Environmental Review process, it was determined that we could not issue a Negative Declaration and needed to complete a Mitigated Negative Declaration (MND) for the project.

Also, before finalizing the draft of the MND, eight property owners that live along upper Corona Road asked to be included in the annexation and CAWD decided to approve the request. These two items added additional costs of \$4,900 of time and materials to the original contract.

When the contract was approved, the District approved the costs to complete Phase 1 and Phase 2 and decided to consider Phase 3 - LAFCO Application Support, after completion and circulation of the environmental documents.

DDA has provided the attached proposal that includes LAFCO application services by DDA, and the additional work needed to be done to complete the MND in an amount not to exceed \$22,900.

FUNDING

There is sufficient funding in the Administrative Engineering Fees budget for this work. The connection fee for properties in the annexed area will include an additional fee to repay for the cost of annexation.



DD&A Proposal for Carmel Area Wastewater District 2020 Sphere of Influence and Annexation Phase 3, LAFCO Application, July 13, 2020

INTRODUCTION

Denise Duffy & Associates (DD&A) has prepared this proposal to complete environmental documentation, application services and permitting for Phase 3 of the Carmel Area Wastewater District's (CAWD or District) 2020 Sphere of Influence and Annexation Project. DD&A completed similar services in 2016 for the previous sphere of influence amendment and annexation project, and is currently under contract for the preparation of the Draft and Final Initial Study/Mitigated Negative Declaration (IS/MND) for the 2020 project, which proposes annexation of properties in the unincorporated communities of Carmel Valley and Carmel Highlands. This scope of work includes tasks for completion of Phase 3 of the project, which would include preparation and processing of a Monterey County Local Agency Formation Commission (LAFCO) application for approval of the District's Service Area Boundary and Sphere of Influence Boundary, to allow for the District to provide future wastewater services to these areas.

The District's proposed expansion would require a sphere of influence amendment and annexation of the identified areas into the District's Service Area Boundary by LAFCO, and an accompanying environmental document. The District is the Lead Agency under the California Environmental Quality Act (CEQA) and LAFCO, as the Responsible Agency, must approve the reorganization and annexation. LAFCO applications must be accompanied by an appropriate CEQA document.

Phase 1 and 2 services are essentially complete: Services included preparation of the required CEQA documentation in support of the District's application to LAFCO for the proposed Service Area Boundary and Sphere of Influence Boundary amendments. Phase 3 services are outlined below.

PHASE 3 LAFCO APPLICATION PHASE 3

SCOPE OF WORK PHASE 3

DD&A will coordinate and compile the LAFCO application for CAWD's service area annexation and SOI amendment. This scope assumes that Whitson Engineers will provide appropriate mapping and associated support under existing Phase 1 and 2 scope of work and budget, and that all materials will be reviewed with CAWD Staff.

Task 1: Confirm LAFCO Application Package Requirements/Initial Meetings

DD&A will meet or confer with LAFCO staff, and report to CAWD staff and Whitson Engineers' project engineer on the scope and content of the LAFCO application package. DD&A will prepare an outline of application requirements and required deliverables from

Whitson and CAWD. The scope of work assumes attendance by DD&A at one LAFCO staff meeting. Two (2) additional CAWD meetings with attendance by DD&A and Whitson staff meetings. Early meetings will facilitate early coordination and to ensure that potential application issues are adequately addressed as part of the application submittal.

Task 2: Draft LAFCO Application Package

LAFCO has a specific set of requirements and protocol for annexation requests for service boundary adjustments. DD&A proposes to prepare application forms and planning documentation with Whitson Engineers and DD&A completing GIS based mapping and engineering mapping requirements. DD&A will also assist in the map processing and coordination with LAFCO.

This task assumes that DD&A will prepare draft project application materials required by LAFCO.¹ DD&A will compile the required application forms and materials in draft form for review. DD&A will submit an electronic copy of the application to CAWD for their review and comment with appropriate exhibits.

This task assumes that all engineering materials, such as survey maps and engineering information specific to the boundary annexation and SOI amendment areas, as required by the application process, will be provided by Whitson and/or CAWD for incorporation into the application as needed.

Task 3: Revise Draft LAFCO Application Package and Submit to LAFCO

DD&A will revise the required application forms and materials after CAWD review. Once required revisions have been completed, DD&A will submit an electronic copy of the application to LAFCO for their review and comment. DD&A will also coordinate with LAFCO staff regarding the application completeness and required revisions during application submittal process.

Task 4: Prepare Resolution and Notices/Attendance at Board Hearing(s)

As needed, DD&A will prepare an additional Board Resolution approving the application package or identifying any additional requirements needed for the LAFCO resolution for the Board of CAWD. After CAWD and LAFCO review and provide comments, DD&A will submit the final resolution and notice. This scope assumes attendance at one (1) CAWD Board and one (1) LAFCO meeting/public hearing for the project.

Task 5: Processing of Application/Coordination

The nature of the permit process is such that the level of agency review and communication with permit agencies cannot be fully understood at this stage of the scoping process. Depending on agency staff, a high level of agency review, potential

¹ This scope of work and budget assumes DD&A will file the LAFCO application documentation and Whitson will provide the needed mapping and copies. CAWD will pay or reimburse all applicable fees to LAFCO, CDFW and County Clerk.

challenges or unforeseen issues could require a higher level of coordination and liaison effort for the LAFCO application process. DD&A assumes the project as proposed will need basic coordination and has proposed a budget accordingly. Should application processing after submittal of the application require higher level project management and client and agency communication, DD&A will notify the District and request an authorization for budget augmentation.

SCHEDULE PHASE 3

DD&A understands the need to complete the LAFCO application process in a timely manner. DD&A proposes the following timeframe for task completion. The estimated timeframe shown in the table are consecutive, not parallel, with the exception of meetings and coordination which will be ongoing throughout the application process.

Tasks Phase 3	Timeframe
Task 1: Confirm LAFCO Application Package Requirements/Initial Meeting	2 weeks upon notification to proceed and final approval by Board of Project
Task 2: Draft LAFCO Application Package/Submit to CAWD	3 weeks after Initial Meeting; this assumes one week for CAWD review of application materials
Task 3: Revise Draft LAFCO Application Package and Submit to LAFCO	2 weeks after comments from CAWD
Task 4: Prepare Draft LAFCO Resolution and Notices/Attendance at Board Hearing(s)	2 weeks for preparation of hearing materials. (Date of hearing not included - timing will depend on LAFCO and CAWD Board agendas)
Task 5: Processing of Application/Coordination	On-going

COST ESTIMATE

The budget for the LAFCO application package (Phase 3) including added services and costs (Phases 1 and 2) is provided below.

Phase 3: LAFCO Application and Phase 1 & 2 Services	Total Cost
Phase 3: LAFCO Application Package Requirements and Processing*	\$18,000
Phase 1 and 2: Additional Services **	\$ 4,900
Total	\$22,900

*Notes on Budget Estimate Phase 3 LAFCO Application: The cost for Phase 3 LAFCO application is \$18,000. This cost which was identified as an unfunded future phase in the approved scope of work (costs were shown as \$16,000 to \$18,000 range; the \$18,000 will be billed on a time and materials/not to exceed basis). The Phase 3 scope of work assumes that the IS/MND will be adequate for LAFCO to evaluate the impacts of the service area annexation and SOI amendment and that the project application components are per LAFCO standard requirements.

** Additional Services for Phases 1 and 2 are described on Attachment A.

Attachment A: Additional Services for Phases 1 and 2.

Explanation of additional services under Phases 1 and 2 and costs are shown below:

- The scope of work for Phases 1 and 2 of the Project assumed the environmental document would be an Initial Study/Negative Declaration (IS/ND). Preparation of a mitigation document, the IS/MND, required more work effort and coordination meetings with the Responsible Agency (LAFCO).
- The expanded work effort to address project description changes and additions of areas into the project area during the course of preparation of the IS/MND resulted in additional hours and charges for DD&A and Whitson Engineers. This included revisions to mapping and CEQA documentation to address the proposed Service Area Boundary and Sphere of Influence Boundary amendments.
- Preparation of Mitigation Monitoring and Reporting Program (MMRP) was completed on behalf of the District; this task was identified as an optional task but was not included in Phase 2 contracted scope and cost.
- DD&A provided additional assistance in the preparation and assistance in CEQA findings and noticing beyond the scope of work including the Findings of Fact and revisions to Board Resolution for adoption of the Final IS/MND and filing of filing the Notice of Determination (NOD) as an add-on to Phase 2 tasks. The Phase 2 scope description identified this as an added task.

Additional Services Phases 1 and 2	Costs
Tasks 1-3: Additional costs for early meetings, added data research, updating draft project description/ revised GIS mapping	\$1,100
Tasks 4-6: Prepare MND versus ND, including additional versions of Administrative Draft IS/MND and Screen-Check Draft IS/MND; Public Draft Notices	\$2,800
Task 8: Prepare and file Final NOD, prepare MMRP and assist with resolution and staff report review	\$900
Expenses	\$100
Total Add On Request for Phases 1 and 2	\$4,900

Amendment No. 1 to Existing Contract
for Environmental Services
Carmel Area Wastewater District
P.O. Box 221428, Carmel, CA 93922
Tel: 831-624-1248 Fax: 831-624-0811

To: Denise Duffy & Associates
947 Cass Street, Suite 5
Monterey, CA 93940

Date: July 15, 2020

This Amendment No. 1 is made and entered into on this _____ day of July, 2020 to the Agreement for Consulting Services dated May 6, 2019 between the Carmel Area Wastewater District, hereinafter referred to as “District” and Denise Duffy & Associates., hereinafter referred to as “Consultant” for Environmental Consulting Services for the CAWD 2019 District Annexation Project.

RECITALS

- District and Consultant entered into an Agreement executed on May 6, 2019 providing Environmental Consulting Services for the Carmel Area Wastewater District 2019 Annexation Project. (Original contract budget: \$49,830.00)
- Whereas, the District is authorizing Consultant to perform additional or amended services as set forth herein to be known as Amendment No. 1; and whereas Consultant agrees to provide such services; now therefore the District and Consultant hereby agree to amend the Consultant Services Agreement Scope of Work to include the services described more fully in Attachment “A” and attached hereto:

Services to provide a Vegetation Restoration Plan as required by the Regional Water Quality Control Board.

AUTHORIZED CONTRACT PRICE – Amendment No. 1

Contract budget of \$22,900, which will not be exceeded without prior authorization from the District.

COMPLETION DUE DATE

It is expected that Denise Duffy & Associates would complete the services described in Attachment “A” within approximately six months after Notice-to-Proceed.

IN WITNESS WHEREOF, this Amendment is executed, by the duly authorized officers of each of the parties, effective on the date shown above.

Instructions: Sign and return the original. Upon acceptance by the District a copy will be signed by its authorized representative and returned to you. Insert below, the names of your authorized representative(s).

Contractor Name/Address

Denise Duffy & Associates
947 Cass Street, Suite 5
Monterey, CA 93940

Accepted for the District by:

By: _____

Name: _____

Name: Barbara Buikema

Contractor's Authorized Representative(s)

District's Authorized Representative

Date: _____

Date: _____

RESOLUTION 2020-47

A RESOLUTION APPROVING THE CONTRACT AMENDMENT FOR AN AMOUNT NOT TO EXCEED \$22,900 FOR THE ANNEXATION SERVICES CONTRACT WITH DENISE DUFFY & ASSOCIATES, INC. TO INCLUDE THE EXTRA WORK PERFORMED DURING THE ENVIRONMENTAL REVIEW WITH THE LOCAL AGENCY FORMATION COMMISSION (LAFCO) APPLICATION SERVICES FOR THE 2020 SPHERE OF INFLUENCE AND ANNEXATION PROJECT & AUTHORIZE THE GENERAL MANAGER TO SIGN THE CONTRACT AMENDMENT #19-09

-oOo-

WHEREAS, the District approved the 2019/2020 budget that included funding for the 2020 Sphere of Influence and Annexation environmental consulting work;

WHEREAS, Denise Duffy & Associates completed the initial study and mitigated negative declaration for the Project;

WHEREAS, in order to proceed with completing the LAFCO Sphere of Influence and Annexation process, the District requires support services from Denise Duffy & Associates as described in their proposal dated July 13, 2020;

WHEREAS, Denise Duffy & Associates has provided an acceptable proposal to amend the original contract in an amount not to exceed \$22,900 for additional services required and provided during completion of the Mitigated Negative Declaration for the project and for LAFCO application and proceedings support.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the following:

1. Adopt a resolution amending the contract with Denise Duffy & Associates to provide environmental services for the 2020 Annexation project to include LAFCO annexation application support for an amount not to exceed \$22,900; and
2. The General Manager to sign a contract amendment with Denise Duffy & Associates for the work summarized in their proposal dated July 13, 2020.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on July 30, 2020.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Daryl Lauer, Collections Superintendent
Date: July 30, 2020
Subject: Proposed Plumbing Permit/Inspection Fee Revision

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing a revision of the District's Permit/Inspection fee structure to a three-tiered fee schedule effective August 1, 2020 as follows:

Tier 1	On property inspection	One visit	\$115
Tier 2	Street opening / encroachment	Two visits	\$235
Tier 3	New development / connection	Multi visits & review of plans	\$1,700 (Retainer)

DISCUSSION

Suggested sentence: In June of 1971 the permit fee was established by Ordinance No. 54, with a rate of \$25 per permit. In 1985 permit fees increased to \$75 under the adopted Ordinance No.85-01, which specifically provided for permit fee modification to be made by resolution alone and without amending the Ordinance No.85-01. In 2014, Resolution 2014-08 increased fees to \$100 per permit. In June 2018, a three-tier fee schedule was approved to better capture all costs for services rendered by type of permit. This practice of adjusting the permit fee structure was recommended by Board to reflect the cost of living adjustments (COLA) increases. The COLA salary increases in 2019 were 3.0% and 2020 were 4.1%, for a cumulate total 7.1% increase. Staff is recommending that the tier structure outlined below be approved and commence on August 1, 2020 as it does not exceed the reasonable cost of providing service.

#3 Tier structure FY20-21 to reflect COLA adjustments:

Current permit costs are: Tier 1 \$110; Tier 2 \$225, and Tier 3 \$1,700 (retainer).

An analysis of estimated cost of service provided as follows:

I. Tier 1 Permit/Inspection service is as follows: All on property

Collection Labor (30 min – 50% Superintendent/50% staff)	\$	50.26
Admin Labor (20 min)	\$	39.53
Truck	\$	19.00
Other (Fuel, infrastructure, computer network, power, office supplies)	\$	9.00
Total	\$	117.79

The proposed Tier 1 encompasses 45% of the total permits written. Collection Department labor includes one site visit by either the Superintendent or a Collection's staff member.

Recommended Fee FY20-21: \$115 (or 4.5% increase)

II. Tier 2 Permit/Inspection service is as follows: Street Opening-Encroachment

Collection Labor (90 min)	\$	150.80
Admin Labor (20 min)	\$	39.53
Truck	\$	38.00
Other (Fuel, computer network, Power, office supplies)	\$	9.00
Total	\$	237.33

The proposed Tier 2 permit includes any encroachment into the public right-of-way. This Tier 2 permit requires two site visits by staff. Historical records indicate that approximately 50% of the permits written will fall into this category.

Recommended Fee FY20-21: \$235 (or 4.4% increase)

III. Tier 3 Permit/Inspection service is as follows: New Connections

Collection Labor (90 min)	\$	150.80
Admin Labor (20 min)	\$	39.53
Accountant Labor (30 min)	\$	54.22
Truck	\$	38.00
Other (fuel, computer network, power, office supplies)	\$	9.00
Engineer planning/review hourly rate (estimate 10 hrs.)	\$	1,565.26
Total	\$	1,856.81

The Tier 3 permit fee typically represent 5% or less of total permits issued. This category is intended to capture new connections or jobs that present unique situations and require engineering assistance. It has long been our policy that all new connections involving significant construction are referred to the District Principal Engineer. The ten-hour estimate is based on our historical records from prior new connections and other unique jobs.

The District will track hours in ICOMM and at the end of the job will either refund any excess or, if necessary, bill for any shortage. In 2019 and 2020 there has not been any plan reviews that have exceeded the previous fee of \$1,700.

Recommended Fee FY20-21: \$1,700

Labor costs are based on average compensation and benefits of the current staff. Truck cost was derived from the average cost in the rental market to use a truck for a ½ hour minimum.

A comparison of CAWD’s Permit/Inspection fee with other local agencies on the Monterey Peninsula is as follows:

Agency	Permit Fee	
CAWD <i>proposed</i>	\$115 – Tier 1	\$235 – Tier 2
Marina	\$109	
Monterey	\$128	
Pacific Grove	\$138	
PBCSD	\$150	
Seaside	\$260	

Note: Tier 3 is not included in the comparison because it represents a new connection or unique situation and requires participation of District Engineer -- it is not a standard permit issuance.

FISCAL IMPACT

Using 2019 as a representative or “typical” year, there were 221 permits issued. Tier 1 permits totaled 139 and Tier 2 totaled 82.

The 2019 revenue received from plumbing permits was \$33,740. Under the proposed increase, permit revenue would have increased to \$35,255 or a 4.49% increase.

RESOLUTION 2020-48

A RESOLUTION REVISING THE FEE FOR THE PLUMBING PERMIT/INSPECTION,
AS ADOPTED BY ORDINANCE NO. 85-1, COMMENCING APRIL 1, 1985

-oOo-

WHEREAS, Ordinance No. 54 established a Permit Inspection fee of twenty-five dollars \$25.00 and Ordinance No. 85-1 increased the fee to seventy-five dollars \$75.00.

WHEREAS, Ordinance No. 85-1 allows the modification of the fee by resolution of the Board, so long as the fee does not exceed the reasonable cost of providing the service.

WHEREAS, the Board determined in March 2014 that the basic cost of delivering the permit/inspection service costs exceeded one hundred dollars \$100.00 and passed Resolution No. 2014-08 authorizing the increase to \$100.00,

WHEREAS, the staff has reviewed the permit/inspection fee process as part of a routine process to ensure that the fee does not exceed the reasonable cost of providing service and recommends a change to the rate structure as follows:

Tier One	On property inspection	\$115
Tier Two	Requires street opening/encroachment	\$235
Tier Three	New development/connection retainer	\$1,700

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that based upon the revised information now presented to it, the District's Plumbing Permit/Inspection fee as established by Ordinance No. 85-1, is hereby revised to a charge of: Tier One \$115, Tier Two \$235, and Tier Three \$1,700 retainer, commencing August 1, 2020 and continuing until revised by further action of this Board.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area
Wastewater District at a regular meeting duly held on July 30, 2020 by the following
vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Staff Report



TO: Board of Directors

FROM: Barbara Buikema, General Manager

DATE: July 30, 2020

SUBJECT: California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL)

RECOMMENDATION

It is recommended the Board adopt a resolution approving the payment of:

- CalPERS Classic Miscellaneous Unfunded Accrued Liability in an amount not to exceed \$725,000 from District Reserves. (Attachment No.3)
- CalPERS Public Employees' Pension Reform Act (PEPRA) Unfunded Accrued Liability in an amount not to exceed \$12,694 from District Reserves. (Attachment No. 4)

DISCUSSION

BACKGROUND:

CalPERS is a multiple-employer plan where assets are pooled only for investment purposes. Separate trusts are maintained for each individual employer. State statute requires that pension plans be pre-funded, meaning regular contributions for each worker are made into the retirement fund during that worker's career. The employer contribution is comprised of two parts: (1) The Normal Cost, which is the present value of benefits allocated to the current plan year less any employee contribution and (2) the UAL, which is a payment to reduce any shortfall between liability for past service and assets.

Unfunded Liabilities occur due to:

- Actuarial experience is different than assumed, which is due to various factors such as market performance, demographic experience, or rates of retirement
- Benefit enhancements adopted and not entirely funded such as early retirement windows or Cost of Living Adjustments (COLA)
- Higher than projected final average compensation
- Granting prior service for benefits without funding

Many of the ways to reduce potential UAL liability have already been implemented. The District’s legacy or Classic plan, which is 2% @ retirement age of 60 was the most conservative option available prior to the implementation of PEPRA. The PEPRA plan essentially mandated lower tiered benefits for new hires. Nonetheless, the benefits under PEPRA (2% @ retirement age of 62) are very close to those offered under the legacy Classic plan. Cost sharing with the employee reduces the employer cost but does not affect the total cost or the plan’s unfunded liability.

The District did a “Fresh Start” in 2015 by paying down \$563K of the UAL. However, over the last five years due to the factors listed above, the Classic plan UAL has grown and the PEPRA plan also has grown but at a slower rate. Note that we currently have 15 Classic members and 12 PEPRA members. Per the 06-30-18 actuarial valuation the UAL is:

Classic	06-30-18	\$627,964
PEPRA	06-30-18	\$ 36,734

It is important to note that there is a two-year lag between the valuation date and the start of the contribution fiscal year. The assets, liabilities, and funded status of the plan are measured as of the valuation date two years back. The required employer contributions determined by the valuation are for the fiscal year beginning two years after the valuations date. Each year CalPERS calculates a new “base” for that year and the bases are summed to arrive at the total UAL.

CalPERS targets an investment return of 7.0%. The attached “Facts at a Glance” (Attachment No. 1) from their website updates returns through 2018. The final return for 2019 was 6.7% and the preliminary return for fiscal year 2019-20 is 4.7% (Attachment No. 2). The response from CalPERS in a news release dated July 15, 2020 stated, “Despite significant market volatility, which included assets under management declining by an estimated \$70 billion in late February and March, the CalPERS Public Employee Retirement Fund was able to recover nearly all of that value by the end of June.” The fund is currently devising strategies to increase investments in private assets over several years. If CalPERS does not achieve its investment goals, its pension obligations will have to be paid by higher contributions by state employees or by higher contributions from state and local governments through higher contributions or higher taxes. This scenario will result in higher contributions which will be reflected in the UAL.

OPTIONS:

The District has \$37M in cash, which is sufficient to cover current year operating costs and capital. The question that must be answered is if it is better for the District to leave the funds in the County versus paying down the UAL. As indicated, the District has sufficient funding for the current year but would potentially earn \$15,750 in interest on \$700,000 at the County (3rd Qtr. yield = 2.25%).

During the Budget Committee sessions this year there was a discussion of making an additional \$200K payment. However, due to COVID-19 this amount was removed from the operating budget to accommodate the user fee reduction from the original rate model proposal. The Board has the discretion to take a draw down in any amount from Reserves to accommodate changing scenarios.

Option #1

Make an additional discretionary payment (ADP) to CalPERS on the UAL.

Or change the Amortization Schedule included in the Attachments to this staff report.

CalPERS offers the example of the Current Schedule through 2045, a 20-year schedule, and a 15-year schedule. The interest cost in each as follows for the Classic Plan:

Current Schedule	Interest Paid \$711,709
20 Yr. Amortization	Interest Paid \$680,062
15 Yr. Amortization	Interest Paid \$469,179

Should the District decide to change its amortization schedule CalPERS requires that the new schedule be locked in – no further changes.

Rather than lock into a new amortization schedule the District also has the option of making a single additional discretionary payment (ADP). In this example the District would make a single \$200K payment. As a rule, a single payment will have a short-term impact, whereas it will require multiple ADPs to bring about any long-term impact. However, a single ADP frees the District from a locked in amortization schedule. The District can make a single ADP every year.

A single ADP of \$200K applied first to 2018 base shows a savings of \$269K.

Option #2

Adopt a single or 5-year schedule to CalPERS on the UAL (also known as “Fresh Start”).

In this option all bases are combined and pay off existing bases faster than the current amortization schedule. This option provides annual payment stabilization and greater potential savings.

A single payment of ~\$725K to pay off the Classic UAL will potentially save \$686K

A 5 yr. option to pay off the UAL, total payments of ~\$857K, will potentially saves \$582K (a higher payout of an additional \$108K and a lower savings of \$104K).

A single ADP of \$12,694 to pay down the PEPRA UAL will save the District a minimal amount. However, if the District paid down the PERPA UAL with multiple ADP payments over 5 years it would save \$10,384

FINANCIAL IMPACT

The financial impact is dependent upon the course of action selected as discussed above. The question becomes does the District have a better immediate use for its funds? Or is a paydown of CalPERS the best decision? Considering the potential interest savings, the District's current fund balances, and the current capital schedule, present the Board with viable factors of consideration to act upon.

The UAL is essentially long-term debt, and as such the finance principal is to pay down the highest and/or most costly debt first. If this were a larger dollar amount staff would recommend consideration of a bond issuance to refinance the UAL at a lower rate. There are no bond vehicles available for a debt of this size – it is considered too small and with various costs of issuance would not be practical. If CAWD were to seek out commercial bank financing it would be at unsecured loan rates, which are currently comparable to CalPERS rates. Currently, the CAWD reserves are earning considerably less than CalPERS is charging. This current scenario places the District in a position to act by using the cash in reserves resulting in a positive financial impact.

The deadline for contributing to the 06-30-18 UAL has passed. If action is taken by the Board to contribute additional funds it will impact the 06-30-19 actuarial valuation, which will not be released until September 2020. Given that the returns in that year were 6.7% or 0.3% below target investment earnings, and the returns in fiscal year 2019-20 were 4.7% or 2.3% below target, we know that the UAL will only grow. In consideration of this information it is staff's position that the best current use of District funds is to pay down the Classic UAL and make a payment on the PEPRA UAL.

The obvious question is what we can anticipate after a paydown of the Classic UAL. Per CalPERS actuaries a simplified calculation is to multiply the investment loss by the Market Value of the agency assets. In this case we are looking at a loss of 2.3% for fiscal year 2019-20. The 06-30-18 market value of the Classic plan is \$5.6M. Therefore, we can anticipate an UAL of \$130K +/- . This is an estimate only, but if we want to be more proactive in monitoring our UAL it does give us a starting point to plan from.

Staff believes it is increasingly important that we take a proactive approach to manage CAWD's UAL. One tool to proactively manage or hedge against CalPERS investment gains/losses is a Section 115 Trust or a contribution stabilization fund. While this does not directly reduce our net pension liability and the assets in the trust are not recognized when CalPERS sets rates it can be used to manage contribution volatility.

Earnings in a Section 115 Trust can be managed to earn market rates much like our Strategic Asset Management (SAM) plan. The Monterey County Treasury goal is liquidity to meet the needs of the agencies that depend upon it for their banking needs. Our CalPERS needs have a different objective, namely that we invest for greater earnings growth.

The risk of paying down the UAL is that more assets are at risk – that we place more funds on deposit with CalPERS and assume a larger loss base. However, as an example, any funds paid now are not exposed to the 4.7% loss base – that fiscal year has already passed. Any future CalPERS contributions will be exposed to future gains/losses as CalPERS manages its portfolio. Every contribution we make to CalPERS is exposed to the current asset loss base.

Staff recommendation is that the Board approve a complete paydown of our Classic UAL with an amount not to exceed \$725K. With a single amount paydown the District could save approximately \$686K in the Classic plan. With a five year paydown the District could save approximately \$582K (but with a higher payout). We have no better investment return presently than a paydown of the UAL.

Staff recommendation is that the Board approve a paydown of the PEPRA UAL with an amount not to exceed \$12,694. Moving to and adopting a five (5) year amortization schedule for the PEPRA plan will save the District \$10,384 with an initial year payout of \$12,694. Rather than asking CalPERS to change the amortization schedule staff recommends a series of ADP's to allow optimal freedom.

Note: During the Board Meeting there will be an interactive presentation showing impact of various scenarios.

Attachments:

1. Investment & Pension Funding – Facts at a Glance for Fiscal Year 2018-19
2. CalPERS Fiscal Year 2019-20 Results
3. CalPERS Classic
 - a. Schedule of Plan's Amortization Bases 06-30-18
 - b. Amortization Schedule and Alternatives
4. CalPERS PEPRA
 - a. Schedule of Plan's Amortization Bases 06-30-18
 - b. Amortization Schedule and Alternatives

Investment & Pension Funding

Facts at a Glance for Fiscal Year 2018-19

Investments (PERF*)

Total Fund Market Value & Total Net Investment Return** 10-year Review (for FY end 6/30)

	(in billions)	(%)
2019	\$372.6	6.7%
2018	\$354.0	8.6%
2017	\$326.4	11.2%
2016	\$302.0	0.6%
2015	\$301.9	2.4%
2014	\$300.3	18.4%
2013	\$257.9	13.2%
2012	\$233.4	0.1%
2011	\$237.5	21.7%
2010	\$200.0	13.3%

* Public Employees' Retirement Fund (PERF)

** Time-weighted rate of return net of investment expense

Total Net Investment Return*(for FY end 6/30)

FY to date	6.7%
3 years	8.8%
5 years	5.8%
10 years	9.1%
20 years	5.8%
30 years	8.1%

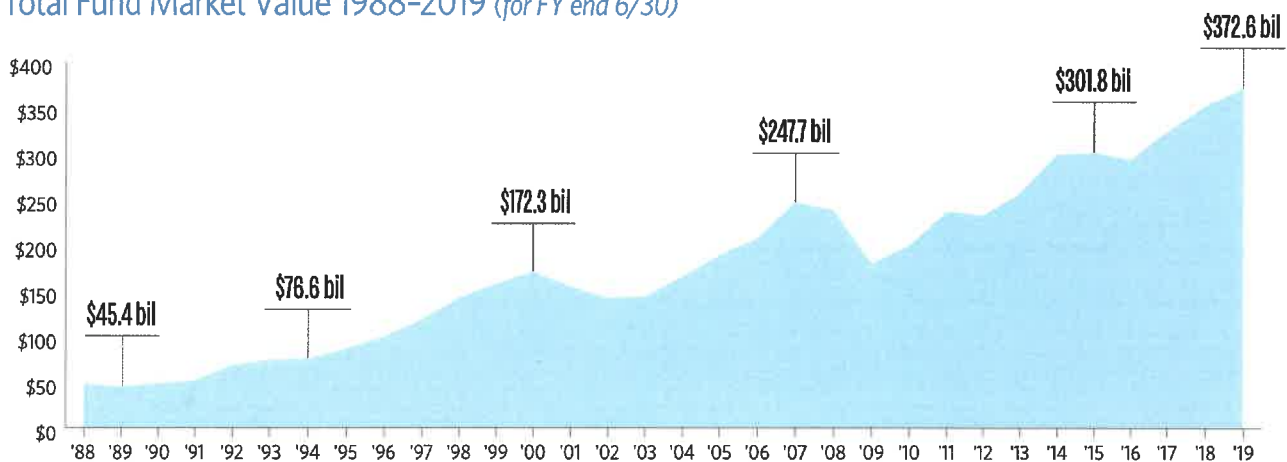
* Net time-weighted rate of returns

Discount Rate Changes

2017-18* (State)	7.5% → 7.375%
2018-19* (School/PA)	7.5% → 7.375%
2018-19* (State)	7.375% → 7.25%
2019-20* (School/PA)	7.375% → 7.25%
2019-20* (State)	7.25% → 7.0%
2020-21* (School/PA)	7.25% → 7.0%
2012	7.75% → 7.5%
2004	8.25% → 7.75%

* FY required contribution

Total Fund Market Value 1988-2019 (for FY end 6/30)



Every effort has been made to verify the accuracy of the information, which is intended for general use only.

Fiscal Year 2019-20 Results

\$389 billion
assets under management

70.8%
overall funded status

4.7%
investment returns

Strategic asset allocation

Global Equity - Market Cap Weighted	35%
Global Equity - Factor Weighted	15%
Private Equity	8%
Fixed Income - Long Treasuries	10%
Fixed Income - Long Spread	15%
Fixed Income - High Yield	3%
Real Asset	13%
Liquidity	1%

CalPERS Classic Plan

Note: Classic = Miscellaneous

Schedule of Plan's Amortization Bases

Reason for Base	Date Established	Ramp Up/Down 2020-21	Escalation Rate	Amortization Period	Balance 6/30/18	Payment 2018-19	Amounts for Fiscal 2020-21			
							Balance 6/30/19	Payment 2019-20	Balance 6/30/20	Scheduled Payment for 2020-21
FRESH START	06/30/15	No Ramp	2.750%	27	\$119,476	\$7,208	\$120,383	\$7,405	\$121,150	\$7,483
NON-ASSET (GAIN)/LOSS	06/30/16	60% ↗	2.750%	28	\$(35,879)	\$(498)	\$(37,875)	\$(1,023)	\$(39,468)	\$(1,551)
ASSET (GAIN)/LOSS	06/30/16	60% ↗	2.750%	28	\$355,593	\$4,934	\$375,381	\$10,141	\$391,168	\$15,372
ASSUMPTION CHANGE	06/30/16	60% ↗	2.750%	18	\$98,927	\$1,867	\$103,921	\$3,836	\$107,227	\$5,838
NON-ASSET (GAIN)/LOSS	06/30/17	40% ↗	2.750%	29	\$(7,934)	\$0	\$(8,489)	\$(118)	\$(8,961)	\$(238)
ASSET (GAIN)/LOSS	06/30/17	40% ↗	2.750%	29	\$(187,568)	\$0	\$(200,698)	\$(2,788)	\$(211,863)	\$(5,632)
ASSUMPTION CHANGE	06/30/17	40% ↗	2.750%	19	\$109,136	\$(12,027)	\$129,216	\$2,441	\$135,736	\$4,950
NON-ASSET (GAIN)/LOSS	06/30/18	20% ↗	2.750%	30	\$23,908	\$0	\$25,582	\$0	\$27,372	\$374
ASSET (GAIN)/LOSS	06/30/18	20% ↗	2.750%	30	\$(57,982)	\$0	\$(62,041)	\$0	\$(66,384)	\$(907)
METHOD CHANGE	06/30/18	20% ↗	2.750%	20	\$46,536	\$(810)	\$50,631	\$(832)	\$55,036	\$1,026
ASSUMPTION CHANGE	06/30/18	20% ↗	2.750%	20	\$163,751	\$(12,241)	\$187,876	\$(12,578)	\$214,038	\$3,991
TOTAL					\$627,964	\$(11,567)	\$683,887	\$6,484	\$725,051	\$30,706

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pool's Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized according to Board policy over 30 years with a 5-year ramp-up.

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is \$0, because the minimum required contribution under PEPRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	20 Year Amortization		15 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2020	725,052	30,706	725,052	53,636	725,052	65,395
6/30/2021	744,043	42,418	720,324	55,111	708,160	67,194
6/30/2022	752,249	54,751	713,740	56,626	688,226	69,041
6/30/2023	748,272	60,622	705,128	58,183	664,985	70,940
6/30/2024	737,943	67,287	694,301	59,783	638,153	72,891
6/30/2025	719,997	69,137	681,062	61,427	607,425	74,895
6/30/2026	698,881	71,039	665,195	63,117	572,472	76,955
6/30/2027	674,319	72,992	646,470	64,852	532,943	79,071
6/30/2028	646,018	74,999	624,639	66,636	488,457	81,246
6/30/2029	613,660	77,062	599,435	68,468	438,608	83,480
6/30/2030	576,902	79,181	570,571	70,351	382,958	85,776
6/30/2031	535,380	81,359	537,739	72,286	321,038	88,134
6/30/2032	488,699	83,596	500,608	74,274	252,344	90,558
6/30/2033	436,435	85,895	458,821	76,316	176,334	93,048
6/30/2034	378,136	85,412	411,997	78,415	92,427	95,607
6/30/2035	316,255	81,120	359,723	80,571		
6/30/2036	254,482	68,783	301,560	82,787		
6/30/2037	201,145	55,707	237,034	85,064		
6/30/2038	157,601	41,860	165,635	87,403		
6/30/2039	125,333	30,467	86,819	89,807		
6/30/2040	102,591	22,674				
6/30/2041	86,318	23,298				
6/30/2042	68,261	23,938				
6/30/2043	48,277	24,597				
6/30/2044	26,213	16,438				
6/30/2045	11,044	11,424				
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Totals		1,436,761		1,405,115		1,194,232
Interest Paid		711,709		680,062		469,179
Estimated Savings				31,646		242,529

CalPERS PEPRA Plan

Schedule of Plan's Amortization Bases

Reason for Base	Date Established	Ramp Up/Down 2020-21	Escalation Rate	Amortization Period	Balance 6/30/18	Payment 2018-19	Balance 6/30/19	Payment 2019-20	Amounts for Fiscal 2020-21	
									Balance 6/30/20	Scheduled Payment for 2020-21
FRESH START	06/30/18	No Ramp	2.750%	15	\$36,734	\$(9,311)	\$48,937	\$(4,168)	\$56,674	\$5,112
TOTAL					\$36,734	\$(9,311)	\$48,937	\$(4,168)	\$56,674	\$5,112

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed in "Allocation of Plan's Share of Pool's Experience/Assumption Change" earlier in this section. These (gain)/loss bases will be amortized according to Board policy over 30 years with a 5-year ramp-up.

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is \$0, because the minimum required contribution under PEPRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

Date	Current Amortization Schedule		Alternate Schedules			
	Balance	Payment	10 Year Amortization		5 Year Amortization	
			Balance	Payment	Balance	Payment
6/30/2020	56,674	5,112	56,674	6,988	56,674	12,694
6/30/2021	55,354	5,252	53,413	7,180	47,510	13,043
6/30/2022	53,795	5,397	49,725	7,378	37,344	13,402
6/30/2023	51,979	5,545	45,574	7,580	26,096	13,770
6/30/2024	49,882	5,698	40,923	7,789	13,678	14,149
6/30/2025	47,480	5,854	35,731	8,003		
6/30/2026	44,748	6,015	29,954	8,223		
6/30/2027	41,658	6,181	23,544	8,449		
6/30/2028	38,180	6,351	16,452	8,682		
6/30/2029	34,284	6,525	8,624	8,920		
6/30/2030	29,934	6,705				
6/30/2031	25,094	6,889				
6/30/2032	19,725	7,079				
6/30/2033	13,783	7,273				
6/30/2034	7,225	7,473				
6/30/2035						
6/30/2036						
6/30/2037						
6/30/2038						
6/30/2039						
6/30/2040						
6/30/2041						
6/30/2042						
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
6/30/2049						
Totals		93,348		79,192		67,058
Interest Paid		36,674		22,518		10,384
Estimated Savings				14,156		26,290

RESOLUTION NO. 2020-49

A RESOLUTION APPROVING THE PAYMENT OF CALPERS CLASSIC UNFUNDED ACCRUED LIABILITY IN AN AMOUNT NOT TO EXCEED \$725,000 AND CALPERS PUBLIC EMPLOYEES' PENSION REFORM ACT (PEPRA) UNFUNDED ACCRUED LIABILITY IN AN AMOUNT NOT TO EXCEED \$12,694 WITH FUNDS FROM DISTRICT RESERVES

-oOo-

WHEREAS, the CARMEL AREA WASTEWATER DISTRICT has an Unfunded Accrued Liability (UAL) with California Public Employees' Retirement System (CalPERS) for both the Classic miscellaneous members and PEPRA members and has determined it is in the District's best interests to paydown the balances; and

WHEREAS, the Board agrees with the request to drawdown on District reserves to paydown both the Classic and PEPRA accounts with CalPERS as the best and most prudent use of District funds.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby agrees to paydown an amount not to exceed \$725,000 to CalPERS for the UAL in its Classic miscellaneous account with funds from its Reserve accounts, and
2. The Board hereby agrees to paydown \$12,694 to CalPERS for the UAL in its PEPRA account with funds from its Reserve accounts.

PASSED AND ADOPTED by the Board of Directors of the Carmel Area Wastewater District at a regular meeting duly held on July 30, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Other Items & Information/Discussion

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, GM
Date: July 30, 2020
Subject: Reimbursement Report 2019-20

RECOMMENDATION

It is recommended that the Board of Directors pass a motion to accept the Reimbursement Report for fiscal year 2019-20.

DISCUSSION

In accordance with Government Code § 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

The District will post this report on its web site under the Financial tab.

FINANCIAL

No impact – this information is currently reported on the monthly Disbursement Report. This report represents a compilation of fiscal year reimbursements over \$100.

**Carmel Area Wastewater District
Annual Reimbursement Report over \$100
2019-20**

Date	Check	Vendor	Description	Amount
08/29/19	34043	Andrew Millington	Training class expenses	146.57
01/15/20	34587	Andrew Millington	Reimbursements for class expenses	512.54
02/03/20	34650	Christian Schmidt	Reimbursements for class expenses	167.00
08/29/19	34052	Christopher Dixon	Training class expenses	171.71
10/30/19	34262	Christopher Foley	Special Dist. Dinner meeting and reimbursement for neurocolor meeting food	128.48
08/29/19	34059	Edward Waggoner	Tri State conference expenses	364.39
02/20/20	34741	Fanny Mui	Conference travel expenses	208.79
06/16/20	35153	Fanny Mui	Employee work boots	218.27
08/29/19	34067	Gregory Ange	Tri State conference expenses	202.42
08/29/19	34073	Jason Veile	Reimbursements for class expenses	177.44
08/29/19	34074	Karla Cristi	Reimbursement for HR office furniture	666.57
12/16/19	34477	Karla Cristi	Reimbursement for admin office poinsettia's	121.72
07/01/19	33854	Kevin Young	CWEA annual membership	188.00
08/29/19	34076	Mark Napier	Training class expenses	170.54
01/15/20	34616	Michael Hooks	Reimbursements for class expenses and employee BBQ	319.11
07/31/19	33976	Patrick Treanor	Work boots	196.22
11/12/19	34366	Patrick Treanor	Flood-MAR Public Forum meeting expenses	297.26
07/31/19	33980	Rachel Lather	Reimburse for pipe lining class expenses	213.00
08/19/19	34031	Raymond DeOcampo	Annual CWEA membership and employee certificate renewal	291.00
08/27/19	34038	Robert Bowman	Vacation buy back	834.20
09/29/19	34182	Robert Bowman	Grade III exam fee	215.00
03/13/20	34852	Robert Bowman	Vacation buy back	1,339.92

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 30, 2020

Subject: Pebble Beach Community Services District(PBCSD) – Regular Board Meeting June 26, 2020

DISCUSSION

Agenda items from the June 26, 2020 meeting that are of specific interest to this District:

- Total cash balance at the end of May 2020 was \$24.6M; of that amount, \$16.0M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The Board approved fiscal year 2020-21 service charges for sewer collection and treatment. The sewer user fees are to be increased by 9.0% or \$2.02 per month, from \$22.48 to \$24.50 for residential units. Fees cover approximately 20% of the cost of providing sewer service. The remainder is financed from property tax, capital outlay reserve, and investment and other revenues.
- The board adopted the final budget for fiscal year 2020-21. It includes revenues of \$19.6M, appropriations from capital reserves of \$3.6M and carry-over appropriations of \$4.6M. Total Operations and Maintenance expenses are projected at \$15.7M. Capital Outlays for the District are \$6.9M and for Reclamation \$0.3M.
- The Board approved the Classification and Pay Schedule for fiscal year 2020-21. The budget includes a cost-of-living adjustment of 2.7%.
- The Board approved the sewer connection fee for fiscal year 2020-21 of \$4,789 or a 2.8% increase. There was no change to sewer permit fees.

- Forest Lake Reservoir held 76 MG (million gallons) of recycled water or 66% of permitted capacity. Current storage volume is 12% below the historic average of 86 MG.
- Total irrigation water demand for the 2020 calendar year through May was 280 AF (acre feet). Total demand for the calendar year is 3% above the 5-year average of 273 AF. The month of May reflected a net storage decrease of approximately 17 MG . By comparison, a net storage increase of approximately 4 MG was observed in May of last year.
- Average daily wastewater flow of 478,000 Gallons Per Day (GPD) was measured in May at the PBCSD-Carmel gate. This represents 41% of the total flow at the Carmel Area Wastewater District (CAWD) treatment facility. The measured PBCSD flow was 17% above the five-year average of 408,000 GPD for the month of May; the CAWD total flow was 7% below the five-year average of 1,257,000 GPD for May.
- The 4th Fairway Diversion, Monterey Peninsula Country Club (MPCC) No. 8 Well, MPCC No. 9 Well, and MPCC Bird Rock Well are all currently online and in production. Total production for the 2020 calendar year is approximately 6.7 MG through mid-June.
- Wastewater Collection System Assessment Project since mobilizing in April, contractor Pro-Pipe has cleaned and assessed approximately 64K feet of sewer mains within the District's wastewater collection system. This represents 15% of the total system. In addition, Pro-Pipe has documented and assessed approximately 242 manholes representing 19% of total number of manholes within the system.
- The Board authorized an agreement with Monterey Bay Technologies, Inc. to upgrade the District Information Systems application for an amount not to exceed \$50K. This application provides a platform to maintain information on residents and properties; keep annual fire/garbage/sewer fees/ received and respond to resident inquiries on sewer, garbage, fire and other issues; track sewer permits and plan check reviews; track annual fire safety property inspections and residents with emergency assistance needs; and prepare a variety of reports. The District also uses the application to track and report maintenance of sewer lines and fire hydrants. The information system was last upgraded in 2013. Cypress and Carmel Highlands Fire Protection District will contribute \$7,500 and \$5,000 respectively, bringing the District cost to \$37,500.

- The Board authorized the General Manager to execute a Memorandum of Understanding with the City of Pacific Grover related to a proposed annexation of a property located at 801 Sunset Drive that will allow the District to retain existing services. The District would like to continue to collect the wastewater flow from the property that is ultimately recycled for use on the golf courses.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 19	36.938	26.243	10.695	28.954%
Aug - 19	36.595	25.680	10.915	29.826%
Sept - 19	33.270	23.040	10.230	30.748%
Oct - 19	34.302	23.355	10.947	31.914%
Nov - 19	33.403	22.711	10.692	32.009%
Dec - 19	52.279	32.078	20.201	38.641%
Jan - 20	43.210	26.920	16.290	37.700%
Feb - 20	34.316	22.540	11.776	34.316%
Mar - 20	53.642	33.312	20.330	37.899%
Apr - 20	50.713	30.479	20.234	39.899%
May - 20	36.331	21.512	14.819	40.789%
Total	444.999	287.870	157.129	35.310%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 30, 2020

Subject: Quarterly Progress Report (April - June 2020)

RECOMMENDATION

This report is informational only – no action is required. The Board requested a quarterly update of progress made throughout the District. This report is designed to offer a high-level view of the second quarter of calendar year 2020.

DISCUSSION

General Management

- Renewed application with Office of Emergency Services for Financial Assistance so the District is positioned to take advantage of any grant opportunities.
- The Board approved a written Sewer Line Chemical Root Control Policy as required in River Watch Settlement Agreement.
- Purchased new VacCon truck and surplus 2008 VacCon. Note the Surplus Asset Policy was approved by the Board in February 2020.
- Rebid Hatton Canyon Pipeline Replacement Project (grant funded) and started construction during summer.
- Developed COVID-19 policy, procedures, and participated in roll-out to staff. As a result of COVID-19 we have implemented procedures to safeguard employees and where possible have engineered solutions to make the workplace safer. The Admin Building is currently out to bid for alterations to the lobby area to ensure the isolation of external customers from District staff.
- Prepared a Request For Proposal (RFP) for Rate Model Study that was subsequently put on hold by the Board. However, the document is available for resurrection at some later date.

- Completed Reclamation Budget for fiscal year 2020-21. Note that this year was challenging because it was not possible to arrange standard meeting with assorted finance officers.
- Annexation proposal for Carmel Valley and Yankee Point areas continued. Staff has reached out to Coastal Commission and is waiting for a response on Yankee Point as required in our new permit.
- Grant funding from Coastal Conservancy secured for Carmel River Floodplain Restoration & Environmental Enhancement Project (CRFREE). Design Engineering and Environmental Consultant contracts are in process.
- Feasibility Study for Yankee Point/Otter Cove Neighborhood has been approved, sent back to Dan Keig, and we are now waiting for him to sign contract and make a deposit.
- Working with CCLEAN (as lead agency) to send out a Request for Proposals on management services for laboratory services. There is pressure from the group to reduce costs – in some measure as a side effect of COVID-19.
- The District entered a contract with BioBot labs to test for COVID-19 for six months. The District has experienced “Detect” readings for COVID-19.

Financial Matters

- Completed 2020-21 Budget and Rate Model with considerable assistance from staff and the Budget Committee. As a result of COVID-19 there was a collaborative effort to cut \$690K from the budget to keep rates low.
- Staff has been researching possibility of taking electronic or credit/debit payments for permits. Anticipate a decision in the third quarter.

Personnel Management

- Employee negotiation for two-year contract completed and approved at regular June 2020 board meeting. This year was one of the most efficient and well considered contract negotiating session we have had in some time.
- Staff seems to be in good spirits considering the COVID-19 lockdown. Managers have been instructed to work with employees as much as possible to recognize some of the stresses that COVID-19 is placing on them and their families. We have also asked Beth Ingram to be particularly alert to effects of COVID-19 lockdown.
- The District's physician for Dept of Motor Vehicle (DMV) physicals and other minor first aid items contacted us to let us know that he was finally retiring. We were able to connect with a new physician in Monterey, Dr. Bennett to take over this responsibility. Not an easy task as few physicians outside of "Doc-in-the-Box" are willing to take on this type of work. There is a new Montage Urgent Care planned of Carmel Rancho Center, but until that opens, we will send our employees to Dr. Bennett.

Public & Community Relations

- All public meetings have either stopped or are being held via ZOOM. We are holding neighborhood meetings via ZOOM to introduce the Rio Road Lining Project and for Corona Road Annexation Project.
- Reached out to Mitchell Friedman, from the Naval Post Graduate School about a remote internship program he is working on for his "Managing for Organizational Effectiveness" class. We anticipate participating with a student remotely in the third quarter.
- Reached out to Carmel High School to discuss potential form of a student internship program. Carmel High School is interested in a 5-6 hour/single day program to introduce students to what it is we do. Carmel Valley High School is interested in a more conventional internship program that would last for one semester as a paid program. Because of COVID-19 they indicated the program might not materialize until 2022.

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: July 30, 2020

Subject: COVID-19 Planning Update – June 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Staffing

- The administration office is still prohibiting public access, but all permits and services are being processed.
- The treatment plant staff is on a split work schedule with half the staff working swing shift to improve social distancing and improve the ability of CAWD to weather an exposure incident, which would require a quarantine of staff that were exposed.
- The collection crew is working the day shift but have increased physical distancing and staff is working as 2 bonded crews.
- All of the CAWD staff has completed the COVID-19 exposure control plan training.
- Management presented the CAWD COVID-19 policy and provided training for the staff. It was well received with minimal questions. Staff has already had to reference the exposure and illness response protocol. When an employee calls in sick they follow the protocol. This usually results in a medical evaluation which recommends the next step. This resulted in a few employees staying home sick for multiple days and self-monitoring based on guidance from the medical evaluation. The system is working as intended to protect staff at work from possible exposure and bring back staff that call in sick as soon as it is safe.

- COVID-19 screening is occurring daily at the treatment plant and administration building for employees and contractors. The system is working well and is now just part of the normal daily workflow.

Personal Protective Equipment

- The district has a 3-month supply of N95 masks, cartridge filters for APR's (air purifying respirators).
- Nitrile gloves are still difficult to obtain in large quantities. CAWD has a sufficient supply for the next 2 months and can procure consistently in small quantities.
- Staff is required to wear N95 or APR's when working closely together for more than 15 minutes.

Physical Enhancements

- Departments are practicing increased physical distancing from each other. Each department has separate break and lunch areas to minimize the number of staff that would be required to quarantine if an exposure occurs in one department.
- Staff has purchased a mobile breakroom (camping trailer) for use by the collections department to keep them isolated from the treatment plant staff.
- Operations staff is now dropping off samples outside the lab to avoid contact between operations and lab staff.
- The bid for the administration lobby doors and glass counter barrier was received. The bid was a sealed publicly advertised bid and lowest bidder was _____ in the amount of _____. Submittals will be provided by the contractor before any components are ordered. The submittals will be presented to the board COVID-19 sub-committee for approval.
- The administration building ventilation system controls were modified to increase the number of air exchanges in the building. The airflow through the building has increased.

- Contractors and visitors are not allowed to enter buildings at the treatment plant unless they need to make a critical repair. A portable restroom with wash station has been setup for contractors and visitors.
- A contractor is scheduled on July 17th to install a partition in the lab to provide a barrier between workstations.

FUNDING

N/A- Informational item only