



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

January 31, 2019
Thursday
9:00AM

List of Common Acronyms

ACWA	Assoc of California Water Agencies	MCRT	Mean Cell Retention Time
AF	Acre Feet	MF/RO	Microfiltration/Reverse Osmosis
APWA	American Public Works Assoc	MG/L	Milligrams per Liter
AWWA	American Water Works Assoc	MGD	Million Gallons per Day
BFE	Base Flood Elevation (FEMA)	MLSS	Mixed Liquor Suspended Solids
BMP	Best Management Practice	MLVSS	Mixed Liquor Volatile Suspended Solids
BOD	Biochemical Oxygen Demand	MOU	Memorandum of Understanding
BTU	British Thermal Units	MPN	Most Probable Number (of coliform organisms)
C&I	Calcium & Ion	MPWMD	Monterey Peninsula Water Management District
Cal OES	California Office of Emergency Services	MSL	[Elevation above] Mean Sea Level
Cal/OSHA	California Occupational Safety and Health Administration	NEC	National Electric Code
CalPERS	California Public Employees Retirement System	NELAC	National Environmental Laboratory Accreditation Council
CASA	California Association of Sanitation Agencies	NEPA	National Environmental Policy Act
CAWD	Carmel Area Wastewater District	NMFS	National Marine Fisheries Service (NOAA)
CCAMP	Central Coast Ambient Monitoring Program	NOAA	National Oceanic & Atmospheric Administration
CCLEAN	Central Coast Long Term Environ Assess Network	NPDES	National Pollutant Discharge Elimination System
CCTV	Closed Circuit Television	NPS	Non-Point Source [Pollution]
CECs	Constituents of Emerging Concern	OM&R	Operations, Maintenance, and Replacement
CEQA	California Environmental Quality Act	OSHA	Occupational Safety & Health Act
CFR	Code of Federal Regulations	PBC	Pebble Beach Company
CIP	Capital Improvement Project/Plan	PBCSD	Pebble Beach Community Services District
CL2	Chlorine	PCB's	Polychlorinated Biphenyls
CMMS	Computerized Maintenance Mgmt Software	PEHP	Post Employment Health Plan
CMOM	Capacity, Management, Operations & Maintenance	pH	Hydrogen Ion Concentration (Potential of Hydrogen)
COD	Chemical Oxygen Demand	PLC	Programmable Logic Controller
CPI	Consumer Price Index	POTW	Publicly Owned Treatment Works
CRWQCB	Calif Regional Water Quality Control Board	PPM	Parts per Million
CSDA	California Special District Association	PS	Point Source [Pollution]
CSO	Combined Sewer Overflow	PS	Pump Station
CSS	Combined Sewer System	PSI	Pounds per Square Inch
CU FT	Cubic Feet	QA/QC	Quality Assurance/Quality Control
CWA	Clean Water Act (EPA)	RAS	Return Activated Sludge
CWEA	California Water Environment Assoc	RFP	Request for Proposals
DAF	Dissolved Air Flotation	RFQ	Request for Qualifications
DEG	Degrees	RMP	Risk Management Program
DEIS	Draft Environmental Impact Statement (NEPA/EPA)	RO	Reverse Osmosis
DHS	Department of Health Services	RPM	Revolutions per Minute
DO	Dissolved Oxygen	RWQCB	Regional Water Quality Control Board
DWF	Dry Weather Flow	SAR	Sodium Adsorption Ratio
EA	Environmental Assessment (NEPA/EPA)	SBS	Sodium Bisulfite
EFT	Electronic Funds Transfer	SCADA	Supervisory Control and Data Acquisition
EIS/EIR	Environmental Impact Statement/Report	SOR	Standard Oxygen Requirement
ELAP	Environmental Laboratory Accreditation Program	SOUR	Specific Oxygen Uptake Rate
EPA	[U.S.] Environmental Protection Agency	SRF	State Revolving Loan Fund
ESMP	Electronic Self-Monitoring Report	SRT	Solids Retention Time (same as MCRT)
F/M	Food to Microorganism ratio	SRV	Sewer Relief Valve
FEB	Flow Equalization Basin	SS	Suspended Solids (same as TSS)
FEMA	Federal Emergency Management Agency	SSMP	Sewer System Management Plan
FOG	Fats, Oils and Grease	SSO	Sanitary Sewer Overflow
GAL	Gallon	SVI	Sludge Volume Index
GASB	Government Accounting Standards Board	SWRCB	State Water Resources Control Board
GPD	Gallons per Day	TDML	Total Maximum Daily Load
HP	Horsepower	TMP	Trans Membrane Pressure
I/I	Infiltration and Inflow	TDS	Total Dissolved Solids
IPR	Indirect Potable Reuse	TOC	Total Organic Carbon
IRWUG	Independent Reclaimed Water Users Group	TS/TSS	Total Suspended Solids
IS/MND	Initial Study/Mitigated Negative Declaration	UV	Ultraviolet Treatment
kw	Kilowatt	VFD	Variable Frequency Drive
kwH	Kilowatt hour	VS	Volatile Solids
LAFCO	Local Agency Formation Commission	VSS	Volatile Suspended Solids
LAMP	Local Area Management Plan	WAS	Waste Activated Sludge
lbs	Pounds	WDR	Waste Discharge Requirements
LIMS	Laboratory Information Management Software	WEF	Water Environment Federation
MCC	Motor Control Center	WPCF	Water Pollution Control Federation
		WWTP	Waste Water Treatment Plant



CARMEL AREA WASTEWATER DISTRICT (CAWD) REGULAR BOARD MEETING MINUTES DECEMBER 13, 2018

CALL TO ORDER - ROLL CALL

Present: President: Ken White
Directors: Greg D'Ambrosio, Michael Rachel, Robert Siegfried, and
Charlotte Townsend

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Ed Waggoner, Operations Superintendent, CAWD
Chris Foley, Maintenance Superintendent, CAWD
Daryl Lauer, Collections Superintendent, CAWD
Irene Bryant, Administrative Assistant/Board Clerk, CAWD
Domine Barringer, Administrative Assistant/Board Clerk, CAWD
Robert Wellington, Wellington Law Offices, District Legal Counsel
Richard D. Verbanec, Board Director, Pebble Beach Community Services District
(PBCSD)
Mike Niccum, General Manager, PBCSD
Drew Lander, Senior Construction Manager, MNS Engineers

ADMINISTER CEREMONIAL OATH OF OFFICE

- 1. Appointed To The Office Of CAWD, Director For A Term Of 4 Years:**
 - Michael Rachel
 - Kennedy White

Directors Rachel and White took a ceremonial oath of office administered by Ms. Bryant. The District expressed congratulations and thanks for their continued service.

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

- 2. Appearances/Public Comments:**

Mr. Niccum wanted to recognize and thank Chris Foley for an immediate response and dedicated commitment in helping to fix a level indicator failure at the Spanish Bay Pump Station. He expressed that this is another example of the two districts working together.

3. Agenda Changes:

There were no agenda changes.

OTHER ITEMS BEFORE THE BOARD

4. CAWD New Hires - Employee Introductions:

- Rachel Lather, Principal Engineer
- Domine Barringer, Administrative Assistant/Board Clerk

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

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Siegfried the Board approved the Regular Meeting Minutes of October 25, 2018 and enacted the following Consent Calendar items:

- 5.** Approve Regular Board Meeting Minutes of – October 25, 2018.
- 6.** Receive and Accept Bank Statement Review By Hayashi Wayland – September 2018 and October 2018
- 7.** Receive and Accept Schedule of Cash Receipts and Disbursements – October 2018
- 8.** Approve Register of Disbursements - Carmel Area Wastewater District – October 2018

On check no: 32866 to Kennedy/Jenks, Director D'Ambrosio asked what percentage of the design is completed for Phase II? Mr. Treanor advised 30% now, 60% projected for February/March, and full completion in Fall 2019.

Director D'Ambrosio asked for a progress update on the Hatton Canyon roadbed. Ms. Lather explained that the design is almost complete and we are waiting for mitigation requirements to be added to the plans. Mr. Treanor said that the path was walked with State Park representatives. An approach for erosion avoidance, path rehabilitation, and walking surface stability was agreed upon. Timing and implementation is being worked out. Director Townsend commended staff for their continued progress on this complex and important project.

On check no: 32847 Buckles-Smith and project no: 18-05, Director Rachel asked and Mr. Foley confirmed that the PLC remote panel expenditure is part of the Capital plan. Director Siegfried asked if we'll list capital expenditures separately, and Ms. Buikema advised that "(CAPITAL)" will be listed on the disbursement register if the total project costs reach our capitalization threshold of \$10,000.

9. Approve Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2018
10. Receive and Accept Financial Statements and Supplementary Schedules – October 2018
11. Receive and Accept Collection System Reports – October and November 2018

Director Siegfried inquired and Mr. Lauer confirmed that what appears to be a random cycle in the main line cleaning routes is actually based on a rotational system, scheduled monthly intervals, and areas of active root intrusion.

In an attempt to mitigate SSOs (Sanitary Sewer Overflows) that may have been started by a plumber's work, Director D'Ambrosio suggested that the District highlight this possibility in our next newsletter and also send a direct mailer to all plumbers. Mr. Lauer confirmed that to solve this problem, staff took a public outreach approach. These reminders will also be added to handouts given during the plumbing permit/application process. President White asked if this is a common occurrence and Mr. Lauer confirmed that it is not.

12. Receive and Accept Treatment Facility Operations Report –August 2018, September 2018 and October 2018

In reviewing energy efficiency, Director Siegfried asked what interval CAWD should be reporting the kW-h Per Acre Foot. Mr. Treanor responded that the answer would depend on what we're trying to understand, and since each month can vary, quarters may be a better indicator to show averages and trends.

Regarding PG&E disbursements, Director Rachel asked if we can track or prevent high kW-h demand during peak usage times/costs? Does our SCADA have the ability to keep larger loads coming on or spiking at the same time? Mr. Foley said we do not have that coordinated between different process areas, but that generally loads are fairly consistent, come on slowly, and ramp up. The control system is naturally attenuating the demand/spikes. Mr. Waggoner added that usage spikes could show up on the RO (Reverse Osmosis) part of the bill due to system sequencing and FEB (Flow Equalization Basin) level even though the components don't all come on at the same time.

13. Receive and Accept Safety and Regulatory Compliance Report – October and November 2018

Director Siegfried questioned whether adding nitrogen to the system is consistent with the District's mission statement with respect to our environmental responsibility. Mr. Waggoner explained that the plant process goes through full nitrification for respiratory safety reasons, and that pilot approaches are being tested and refined. Director Siegfried stated that further analysis was warranted if we don't know where all the nitrogen is going, and Ms. Buikema confirmed that staff will consider this and report back.

14. Receive and Accept Laboratory/Environmental Compliance Report – October and November 2018
15. Receive and Accept Capital Projects Report/Implementation Schedule – October and November 2018
16. Receive and Accept Plant Operations Report – October and November 2018

Director Siegfried asked if the noise is emanating from the RO plant or normal plant operations? Ms. Buikema stated it appears to be coming from the RO pad. Mr. Waggoner advised the source seems to be specifically from 2 main areas: the RO feed pumps and two venting compressors, and that Mr. Treanor is looking into sound blankets.

Director Siegfried inquired and Mr. Waggoner confirmed that the plant is not changing to UF (ultrafiltration) but remaining with MF (microfiltration) membranes on Cell #3.

17. Receive and Accept Maintenance Projects Report – October and November 2018

Director Siegfried inquired if the Lab computer was hooked up to the network now and Mr. Foley confirmed that it was.

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.

ORDINANCES

18. **Ordinance No. 2018-02**; An Ordinance Amending Ordinance Number 44 – So As To Revise The Provision For The Installation Of Collecting Sewer Lines By Individuals - Report by Barbara Buikema, General Manager

Ms. Buikema stated the only limitation to increasing the refund period from 10 to 20 years will be the additional staff time required to track the process. Director D'Ambrosio pointed out that this will break down barriers and give more opportunity to connect and expand the sewer system. Director Siegfried asked how this change will be broached with Highlands Sanitary Association. Ms. Buikema clarified that there is no provision to make this amendment retroactive and that she will notify HSA accordingly.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend the Board unanimously adopted Ordinance No. 2018-02.

RESOLUTIONS

- 19. Resolution No. 2018-48;** A Resolution Authorizing The General Manager To Enter Into A Contract With Bryan Mailey Electric For Electrical Services In Fiscal Year 2018-2019 In An Amount Not To Exceed \$285,000 - *Report by Chris Foley, Maintenance Superintendent*

Mr. Foley stated the additional \$185,000 budget will accelerate plant rehabilitation, be useful on reclamation and collection projects, and bridge gaps between Phase I & II. Director Rachel pointed out this is a large increase request with only 7 months left in the fiscal year and inquired what percentage of savings may be gained? Mr. Foley confirmed this approach may provide significant and up to 50% savings in some areas by keeping design, project management, and materials purchase in house.

Director D'Ambrosio asked if these additional funds will be coming out of the O&M Budget? Mr. Foley replied no, that the costs are already budgeted line items and will be appropriately applied at the project and work order level for an even distribution.

Director Siegfried asked how many sole source contracts we have and staff advised 2: SCADA and electrical.

Ms. Buikema confirmed staff is encouraged to do blanket purchase orders to present for Board approval and track in CMMS.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-48

- 20. Resolution No. 2018-49;** A Resolution Adopting The Amended Memorandum Of Understanding For The Integrated Regional Water Management (IRWM) In The Monterey Peninsula, Carmel Bay, And South Monterey Bay Regions And Authorizing Staff To Join And Participate In The Regional Water Management Group - *Report By Barbara Buikema, General Manager*

Director White pointed out the costs may be staff time but the Board agreed with Ms. Buikema that this would be a resource for problem resolution, agency collaboration, good outreach and additional funding.

Board Action

Following a motion made by Director Townsend and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-49

- 21. Resolution No. 2018-50;** A Resolution Adopting The CAWD/PBCSD Reclamation Project Audit For The Year Ending 06-30-18 - *Report By Barbara Buikema, General Manger*

Ms. Buikema advised this was a fairly routine, clean audit that was approved by the Reclamation Management Committee on 11-07-18.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution No. 2018-50.

- 22. Resolution No. 2018-51;** A Resolution Ratifying The Actions Of The General Manager To Execute A Minor Services Contract With Trussell Technologies In An Amount Not To Exceed \$30,000 For Additional Engineering Services Pertaining To Microfiltration-Reverse Osmosis (MF-RO) Operation Support For The Reclamation Project - *Report by Patrick Treanor, Plant Engineer*

Mr. Treanor advised that the RMC approved the additional \$30,000 budget at their last meeting and asked to move forward ASAP. President White inquired if it was a bid and Mr. Treanor clarified no, it was a follow along contract to the most qualified contractor for this type of work.

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-51.

- 23. Resolution No. 2018-52;** A Resolution Authorizing The General Manager To Enter Into A Contract With The Carmel Highlands (Yankee Point/Spindrift) Neighborhood To Manage The Feasibility Study Being Undertaken By MNS Engineers Inc In The Amount of \$45,000 And To Authorize Recovery of Staff Time Spent In Contract Administration - *Report By Barbara Buikema, General Manager*

Ms. Buikema advised that the indemnification clause has been removed from the agreement with the neighborhood and moved to the contract with MNS. This occurred and was agreed upon after a joint meeting with CAWD, Legal Counsel, and neighborhood representatives. After the feasibility study, CAWD hopes this to be a viable project.

Director Rachel pointed out that the current septic location for most of these residences is located on the ocean side, a long distance to install lateral lines, and with a high degree of difficulty.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Rachel the Board unanimously adopted Resolution No. 2018-52.

- 24. Resolution No. 2018-53;** A Resolution Authorizing The General Manager To Enter Into A Contract With MNS Engineers Inc In The Amount of \$45,000 To Manage The Sewer Feasibility Study On The Carmel Highlands Project - *Report By Barbara Buikema, General Manager*

Counsel Wellington referred back to the neighborhood agreement (page 160 in the Board packet) and reiterated for the record under section II. Compensation: participants will be responsible for *all* costs from MNS and correlated that to the MNS contract (page 172 in

Board packet) under section Compensation that this is a total fee of \$45,000 as a Not To Exceed amount.

Board Action

Following a motion made by Director Rachel and seconded by Director Siegfried the Board unanimously adopted Resolution No. 2018-53.

- 25. Resolution No. 2018-54;** A Resolution Selecting A President And President Pro Tem, And Appointing A Secretary And Secretary Pro Tem Of The Carmel Area Wastewater District, For A Term Of One Year Commencing On December 13, 2018 - *Report By Irene Bryant, Board Secretary*

Board Action

Following a motion made by Director Rachel and seconded by Director D'Ambrosio, the Board unanimously adopted Res No. 2018-54 appointing Director Kennedy White as Board President and Director Robert Siegfried as President Pro-Tem; Domine Barringer as Board Secretary and Irene Bryant as Secretary Pro-Tem for the 2019 term.

OTHER ACTION ITEMS BEFORE THE BOARD

- 26.** Independent Financial Audit For Fiscal Year Ending June 30, 2018 By Marcello & Company – *Report by Barbara Buikema, General Manager*

Ms. Buikema stated this was a normal year and clean audit and commended Mr. Grover for another year of proficient and accurate handling of financial duties.

Board Action

Following a motion made by Director D'Ambrosio and seconded by President White, the Board unanimously accepted the CAWD Annual Financial Statements and Independent Audit Report as meeting the requirements for an annual independent audit.

- 27.** CAWD Pension Plan – Actuarial Review By Nicolay Consulting July 1, 2018 – *Report by Barbara Buikema, General Manager*

Ms. Buikema advised that we are doing quite well by being 100% funded for the SAM (Strategic Asset Management) pension plan. This means the District does not have to make contributions for this fiscal year.

Board Action

Following a motion made by Director White and seconded by Director Siegfried, the Board unanimously accepted the CAWD 2018 Actuary Report.

- 28.** Request To Change CAWD Regular Board Meeting Date To 2nd Thursday - *Report by Barbara Buikema, General Manager*

Director Siegfried asked that his request be pulled as it would create an unacceptable situation of reporting 2 months behind.

Board Action

Following a motion made by Director White and seconded by Director Siegfried, the Board unanimously agreed to table this item and continue as status quo with the Regular Board Meetings occurring on the last Thursday of the month.

- 29.** Conference Attendance, PBCSD Board Meeting Attendance, and Board Member Committee Assignments for 2019 – *Report by Irene Bryant, Board Secretary*

Ms. Buikema reminded Directors to contact the Board Secretary for registration and travel arrangements for conferences they are interested in attending.

Director White suggested that the current Board Committee assignments remain intact since things are running smoothly. He also thanked the Directors for their ongoing participation. Members were encouraged to initiate further discussion should there be a different recommendation or request to change committee assignments.

This report was informational only – no action required at this time. The Board Committee Assignments will appear on the January agenda for final acceptance.

- 30.** Vehicle Insurance Claim For Director Siegfried - *Report by Barbara Buikema, General Manager*

Director Siegfried recused himself and departed the room. Much detailed discussion and analysis ensued between the Board, Legal Counsel and the General Manager. The Board noted that the factors presented for this claim were ambiguous, and that decisions made today could set a precedence going forward. It was agreed that this claim request revealed a need to review and possibly redraft or clarify sections of the District's Vehicle Use and Travel Policies, as well as the need to ensure that policy requirements be uniformly applied to employees and Board members alike when conducting District business.

Board Action

Following a motion made by Director Rachel and seconded by Director D'Ambrosio, the remaining Board unanimously agreed to reimburse: \$100 Conference registration and \$54.50 Mileage as per policy, as well as the rental fees for the period the vehicle was in the shop for repairs from 7/27/17-8/14/17.

- 31.** District Expense Reimbursement Policy Review - *Report by Barbara Buikema, General Manager*

Board Action

The Board and staff discussed suggested amendments and unanimously reaffirmed that the Expense Reimbursement Policy will need amendments to align with travel, conference, and vehicle use policy changes.

- 32.** Grind To Energy Pilot Project Update For Increased Methane Production From Anaerobic Digesters - *Report by Ed Waggoner, Operations Superintendent*

Board Action

Following a motion made by Director Siegfried and seconded by Director D'Ambrosio, the Board unanimously agreed to extend the pilot project for Food Waste Slurry for an additional one (1) year.

INFORMATION/DISCUSSION ITEMS

- 33.** Summary of Monterey County Treasurer Report Dated September 30, 2018 – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 34.** Summary of Pension Plan Meeting of November 5, 2018 and Hastie Financial 2018 3rd Qtr Performance Review and 4th Qtr Action Plan – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

- 35.** Pebble Beach Community Services District – Regular Board Meeting of October 26, 2018 – *Report by Barbara Buikema, General Manager*

The report was informational only – no action required.

STAFF & BOARD MEMBER REPORTS

Staff Reports include items for which verbal reports/presentation will be provided. If a specific presentation is planned, it will be listed and summary information may be included with the Agenda. Brief oral reports may be provided for items arising after the Agenda preparation. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request a matter be set as a future Agenda Item.

COMMUNICATIONS

- 36.** General Manager's Report - *Oral Report by Barbara Buikema, General Manager*
- Corona Road Neighborhood Meeting
December 20, 2018 At 6:00pm
Carmel Highlands Fire Protection District
73 Fern Canyon Road, Carmel-by-the-Sea
 - Possible Dates For CAWD Board of Directors Strategy Session
January 22, 2019 – Time And Location TBD

37. Announcements on subjects of interest to the Board made by members of the Board or staff – *Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.*

PBCSD Board Public Meeting Notice & Agenda–The next PBCSD meetings are scheduled for: Friday, December 7, 2018 at 9:30a.m. *Director D’Ambrosio attended.*

Friday, January 25, 2019 at 9:30a.m. *Director Rachel is scheduled to attend.*

Reclamation Management Committee Meeting – The next RMC meeting is scheduled for: Wednesday, February 13, 2019 at 9:30 a.m. *Director Townsend and Director White are scheduled to attend.*

Special Districts Association of Monterey County–

The next SDA meeting is scheduled for:

Tuesday, January 15, 2019 at 6:00 pm. *Director Townsend is scheduled to attend.*

38. CLOSED SESSION

Pursuant to Government Code Section 54956 and 54957 et seq., the Board met in closed session.

A. Conference with Legal Counsel – Anticipated Litigation: significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9 – one potential case.

B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6. District designated representatives: Board of Directors
Unrepresented Employees: All

C. Public Employee Performance Evaluation pursuant to Government Code Section 54957(b). Title: General Manager

D. Conference with Labor Negotiators pursuant to Government Code Section 54957.6. District designated representatives: Board of Directors
Unrepresented Employee: General Manager

The Board convened in closed session at 10:45 a.m. with regard to the items listed on the agenda, and reconvened to open session at 12:45 p.m. Legal Counsel announced that in closed session the Board took up each of the four items listed on the closed session agenda and received information from Counsel on item 38.A.; received information from its labor negotiators on item 38.B. and D.; and conducted the performance evaluation on the General Manager under item 38.C.; and as to each matter no reportable action was taken.

39. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 12:46 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 31, 2019 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully Submitted:

Irene Bryant, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD) SPECIAL BOARD MEETING MINUTES DECEMBER 27, 2018

CALL TO ORDER - ROLL CALL - The meeting was called to order at 10:50 a.m.

Present: Ken White, President, Directors: Robert Siegfried and Charlotte Townsend

Absent: Greg Ambrosio and Michael Rachel

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Robert Wellington, Wellington Law Offices, District Legal Counsel
Rachel Lather, Principal Engineer, CAWD
Mr. Treanor, Plant Engineer, CAWD
Sarah Hardgrave, Associate Director of Conservation, Big Sur Land Trust

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

2. Agenda Changes:

There were no agenda changes.

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.

RESOLUTIONS/ORDINANCES

3. Resolution No. 2018-55: A Resolution Authorizing the General Manager to Execute a Professional Services Agreement with Kennedy/Jenks Consultants in an amount not to Exceed \$116,387 for Engineering Services Pertaining to Lagoon Crossing Structural Repairs. *Staff report by Patrick Treanor*

Mr. Treanor, Plant Engineer, stated that the Outfall Pipeline Bridge Evaluation Report by Kennedy/Jenks showed a couple of elements that need to be addressed as soon as possible to mitigate CAWD's responsibility regarding the Outfall Pipeline Bridge. The existing cross beams should be repaired as soon as feasible. One set of two existing piles was found to be vulnerable to the 100-year flood. The first step to move forward is the

repair of the cross beams. The cross beams have stainless steel bolts that will be encased in concrete. This process will be minimally invasive to the Lagoon environment and will work with minimal encroachment limitations. Mr. Treanor, stated the Kennedy/Jenks scope of work covers bidding from design through construction.

Director Siegfried was concerned about whether the stainless-steel bolts would be tested and if there were any outside of the cross beams. Mr. Treanor stated that if it was necessary the bolts would be tested. Mr. Treanor stated that the steel bolts will be encased in concrete and there are no other steel bolts.

President White asked if there would be access to the site and what planning is being done. Mr. Treanor stated that a minimal encroachment process will be followed, and Kennedy/Jenks will provide support throughout the project. Mr. Treanor stated there would be no heavy equipment in the Lagoon and California Environmental Quality Act (CEQA) limitations will be followed and CAWD will be following all permitting agency.

Director Siegfried wanted to know if there where any current estimates of the possibility of a 100-year flood. Mr. Treanor stated that presently flood data is not available, therefore the possibility of such an event is difficult to assess.

Sarah Hardgrave, Associate Director of Conservation, with The Big Sur Land Trust, stated that the 100-year event, which calculated flow and velocity was on the Federal Emergency Management Agency (FEMA) model in 2009. She also stated that if funds are going to be expended now to “do it right and not waste public funds for future conditions”. Mr. Treanor stated that CAWD is working to mitigate risk with respect to the existing cross beams. President White asked if the 100-year conditions will be looked at. Mr. Treanor stated that they have not looked at the construction and ability to correct, and the primary corrective action is to the cross beams.

Director Townsend asked if presently if there is a danger of failure with the existing structure and will Kennedy/Jenks to inform CAWD of this concern regarding the 100-year flood and make necessary emergency repairs?

President White asked the General Manger what the current signing authority for the General Manager was. The General Manager stated that her signing authority is up to \$35K and anything over that amount will be brought to the Board’s attention.

President White stated that it is important to disclose all available information due to possible litigation. He said now it is time to move forward and take a vote. Director Siegfried stated it would not be a waste of public funds and the expenditure is prudent to address mitigating risk and this is a multistep process.

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board voted to authorize Barbra Buikema to execute an agreement with Kennedy/Jenks Consultants and approved Resolution 2018-55. President White, Director Siegfried, Director Townsend All: Ayes. Director Greg Ambrosio and Director Michael Rachel were absent.

4. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 11:25 a.m. The next regular meeting will be held at 9:00 a.m., Thursday, January 31, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT
(CAWD)
SPECIAL BOARD MEETING MINUTES
January 15, 2019**

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:05 a.m.

Present: Ken White, President, Directors: Robert Siegfried, Charlotte Townsend, Greg D' Ambrosio, and Michael Rachel

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)

Robert Wellington, Wellington Law Offices, District Legal Counsel
Rachel Lather, Principal Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Mike Niccum, General Manager, PBCSD
Justin Ferron, Assistant Engineer, PBCSD
Robert Wellington, Wellington Law Offices, District Legal Counsel
Domine Barringer, Administrative Assistant/Board Clerk, CAWD

APPEARANCES, ORDERS OF BUSINESS & ANNOUNCEMENTS

1. Appearances/Public Comments:

Public questions and response listed below.

2. Agenda Changes:

There were no agenda changes.

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.

RESOLUTIONS/ORDINANCES

3. Resolution No. 2019-01: A Resolution Authorizing the General Manager to Execute a Time and Materials Contract with Crescent Diving and Construction Inc for Emergency Implementation of Lagoon Crossing Structural Repairs. *Staff report by Patrick Treanor*

Mr. Treanor stated that this is a continuation of a previous staff report having Kennedy/Jenks doing repairs and design work to the outfall. Last week CAWD did some inspections and there were some failures that Kennedy/Jenks had predicted, and they started to happen. A sense of urgency moving forward was needed due to the visible changes and the work needed to be done much faster. The most recent change occurred when the Lagoon dropped, and a more thorough inspection was able to be performed. The change in the water level dropping changed the loading on the pipe so CAWD needed to work quickly. Based on the condition of the pipe Mr. Treanor contacted 5 contractors that week and of them there were two underwater contractors that expressed interest in the work. The two underwater contractors interested in performing the work went through an informal process in selecting them due to the emergency and needed underwater resources. The two contractors interested were Underwater Resources and Crescent Diving & Construction. The process undertaken was a separate interview and job walk with each contractor. CAWD asked for a proposal regarding their rates, availability, and resources they could pull together on short time frame. Mr. Treanor stated, Crescent Diving and Construction and Underwater Resources had similar rates. Crescent had a lower mobilization fee and their project manager, who has a lot of experience, would be on site the entire time. The on-site presence of the skilled project manager was considered most beneficial to CAWD. Crescent began assisting with work that night and CAWD initiated a contract. CAWD is currently working with Kennedy/Jenks, Crescent Diving and the Army Corp of Engineers for permitting. These repairs are to maintain the pipelines at its existing location. The repairs are not intended to expand or change the capacity but to bring it back to its original state. The ability to maintain existing flood loads is the goal of these repairs. The future flood projects would not be mitigated by this work.

President White asked if there was anything holding CAWD up other than the permits? Mr. Treanor stated additional due diligence and more details are needed and that is being expedited.

Director D'Ambrosio stated that Director Rachel, and he accompanied Ms. Buikema and Mr. Treanor into the field. Director D'Ambrosio stated that Mr. Treanor had commented about a bypass pipe going under the water and coming back up? Mr. Treanor stated that would be a secondary plan. However, there is a greater environmental risk in bringing in a 24-inch pipe, sinking it, and tying it in. If the needed repairs can be done successfully the by-pass pipe would not be necessary. A bypass pipe will remain an option in case it is needed to avoid spilling.

Director D'Ambrosio questioned the comments made by Mr. Treanor regarding the beam going under to help stabilize from going up and down and the side-to-side motion. Mr. Treanor stated that is included in the upcoming repairs and is all under the same contract and permit. The connection between the vertical piles and the horizontal cross beams is very corroded. As a result, the lateral loads are at risk. Director D'Ambrosio asked how this will be solved? Mr. Treanor stated, that the initial approach would be encase in concrete the upper part of the pile bent, which is an upside "U" structure. It will be a 3-foot-tall concrete beam going across each pile structure to encase the beam and the connection between the pile and the beam. President White questioned, if this is because the bolts are failing, Mr. Treanor responded affirmatively.

Director Rachel questioned the degradation of the metal/beam and why so late in the identifying the problem? Are there other areas of concern that are concealed, partially concealed, or occasionally

concealed that could be impacted the same way? Director Rachel continued to question why was it not identified sooner? Mr. Treanor stated that the risk was originally identified in 2013. There was a project in place to mitigate the issue, but other obstacles and hurdles occurred.

Director Rachel questioned looking forward are there any other critical points? Mr. Treanor stated there is a lot of buried pipe that is difficult to assess the condition. In the collection system, there has been a lot of CCTV (closed circuit television) of gravity lines, corrosion and other items but we look at the magnitude of the risk.

Director Rachel questioned the upcoming collection project and asked does West Yost dig in deep enough and have the expertise to investigate the collection system to identify issues in the system? Ms. Lather stated that at the next board meeting a presentation of a report evaluating CAWD assets will be presented. West Yost has provided prioritization for all assets and costs that CAWD is looking at. However, force main inspection is more difficult, and it would be a future project to inspect them. There is a way to evaluate force mains, but they are more expensive than others. Ms. Lather is still researching the best method to evaluate force mains.

Director Townsend congratulated the team for a job well done

Ms. Buikema thanked Pebble Beach Community Services District for use of their boat and complimented the engineers and all the staff for a job well done. The action was quick and efficient. This project that has been on-going since 2013, CAWD is working with County and Carmel River Free. CAWD has been very transparent providing the County with information regarding the emergency work. CAWD is not repairing to Carmel River Free Standards. These repairs are being done to the existing condition and not to the Carmel River Free specifications.

Director Siegfried questioned what is going on with the County? Ms. Buikema responded the FEMA grant for this project will most likely not go forward because of the cost of the repairs. The County indicated that they are open to including replacement of the pipe as mitigation for their project.

Director D'Ambrosio questioned and is concerned about the vertical and lateral movement and the increased flow stating that there is still a significant threat. The debris that flows from Carmel River in the first few washouts is significant.

Public audience comments and questions:

Mike Niccum asked what is the budget? President White responded, that it is time and materials. Ms. Buikema stated, the funds are coming out of capital reserves because it was not anticipated. Mr. Niccum asked if a range could be provided? Mr. Treanor stated, it is difficult to give a hard number, but the goal is to stay under \$300K. Mr. Niccum then asked what the cost allocation is for the project? Mr. Niccum asked, is this going to include carrying both the collection system pipe and material plant pipe? Ms. Buikema stated, that there is nothing wrong with the collection pipe and no damage and no repairs have been done on that pipe. The work has all been done to shore up the outfall.

Following a motion made by Director D'Ambrosio and seconded by Director Townsend the Board unanimously adopted Resolution NO. 2019-01.

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board voted to authorize Barbra Buikema to execute an agreement with Crescent Diving and Construction Inc. and approved Resolution 2019-01. President White, Director Siegfried, Director Townsend, Director D'Ambrosio All: Ayes

4. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 9:26 a.m. The next regular meeting will be held at 9:00 a.m., Thursday, January 31, 2019 or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.

Respectfully submitted:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

December 27, 2018

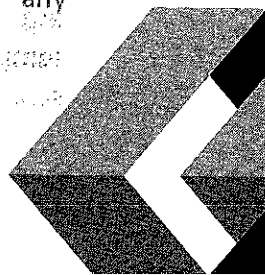
To the Board of Directors
Carmel Area Wastewater District

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 November 2018. 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.

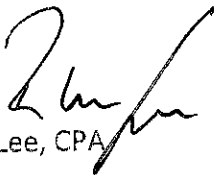
The procedures we performed and the associated findings are as follows:

- (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 did not reveal any 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.

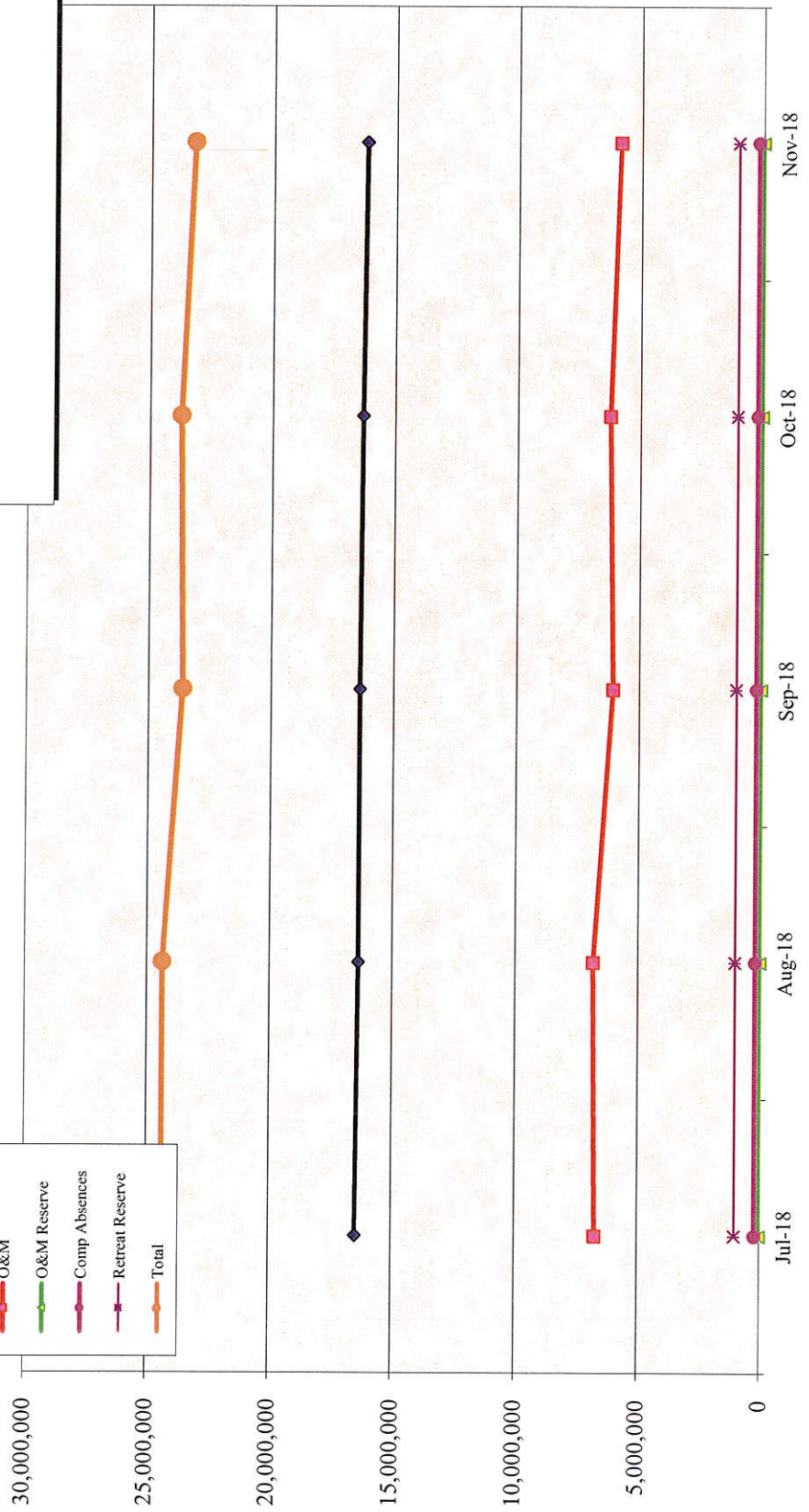


Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

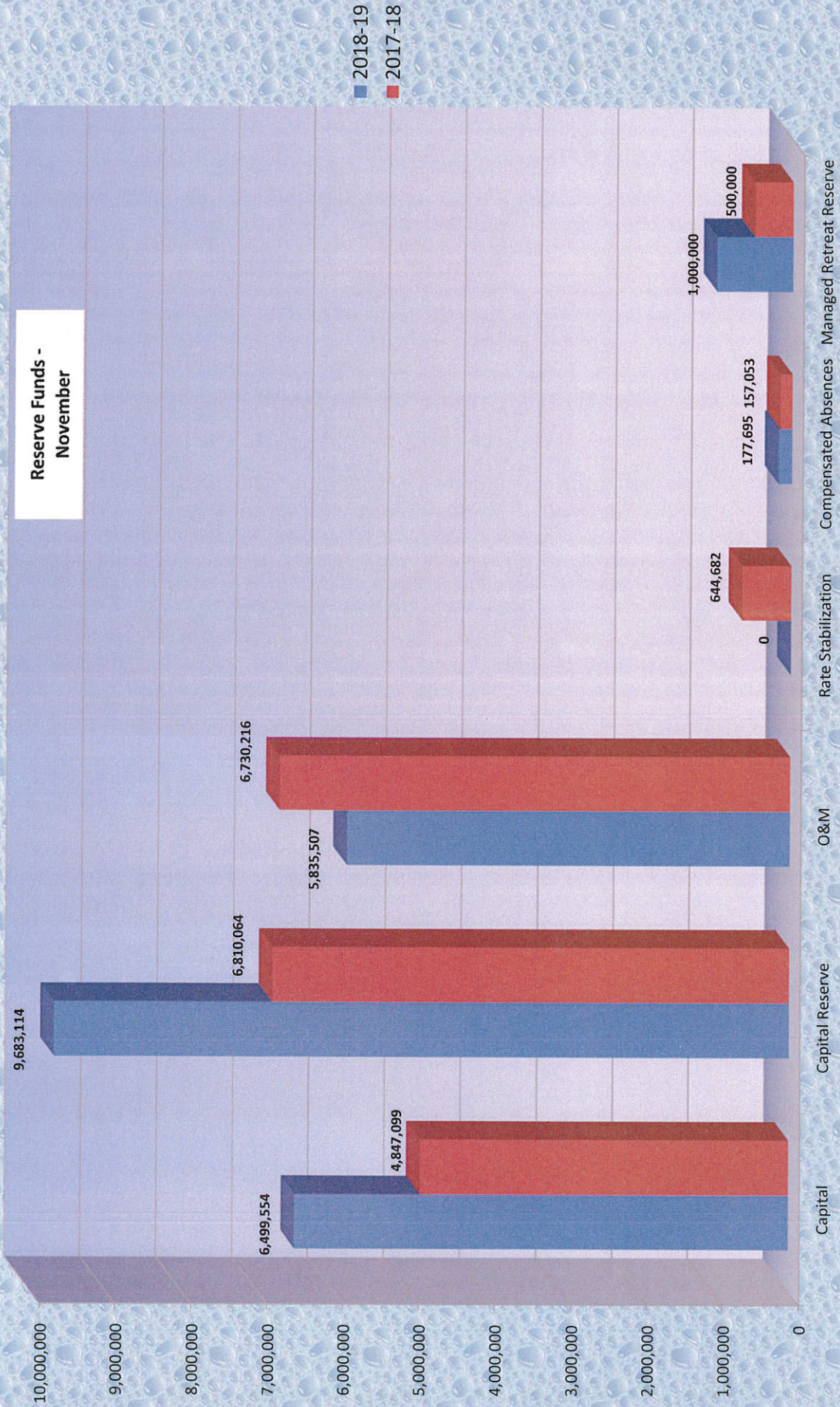
Total Fund Balances 18-19

- Capital Reserves
- O&M
- O&M Reserve
- Comp Absences
- Retreat Reserve
- Total



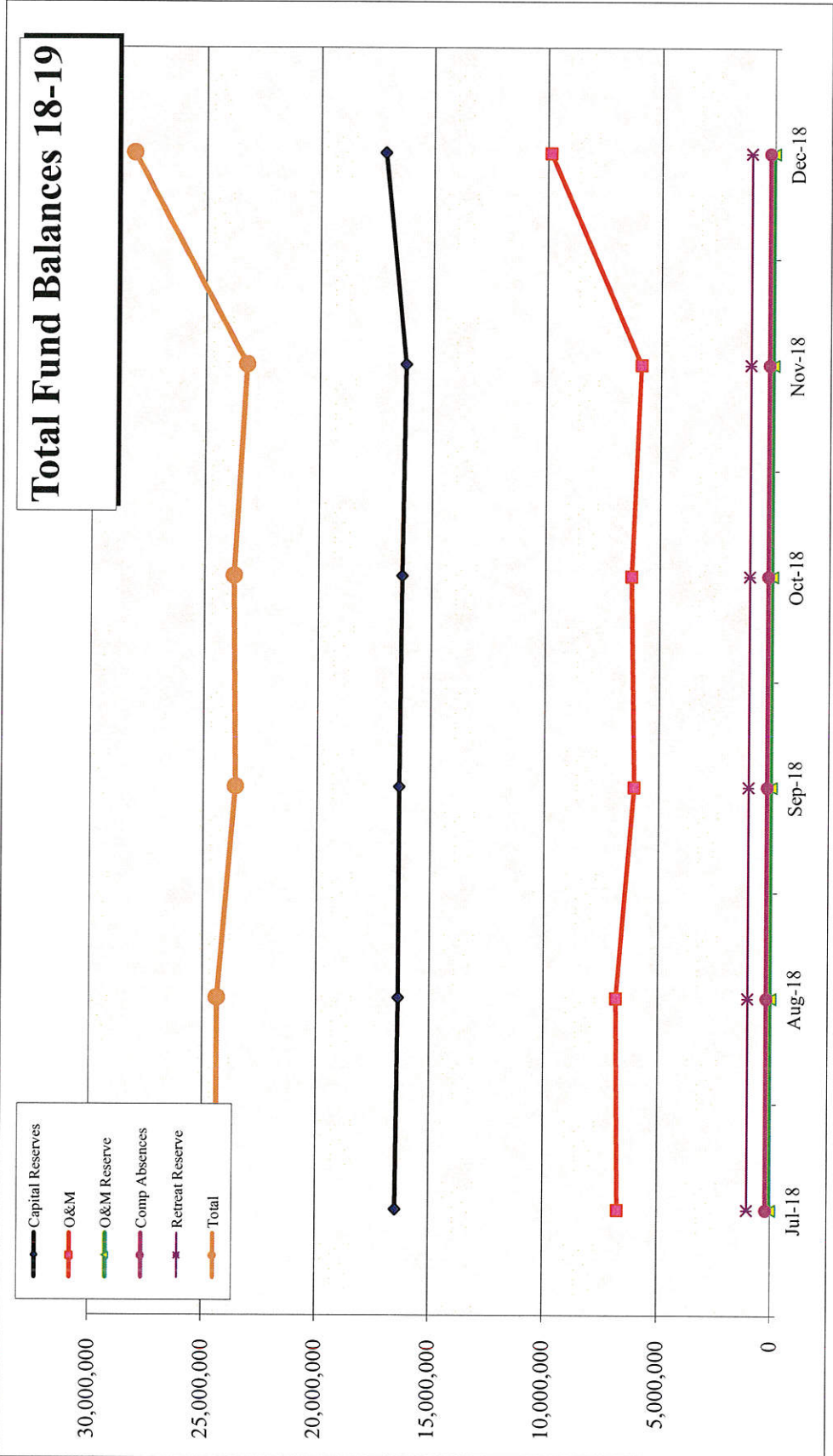
Capital Reserve + O&M + O&M Reserve + Compensated Absences Reserve = Total Fund held in County

Reserve Funds -
November



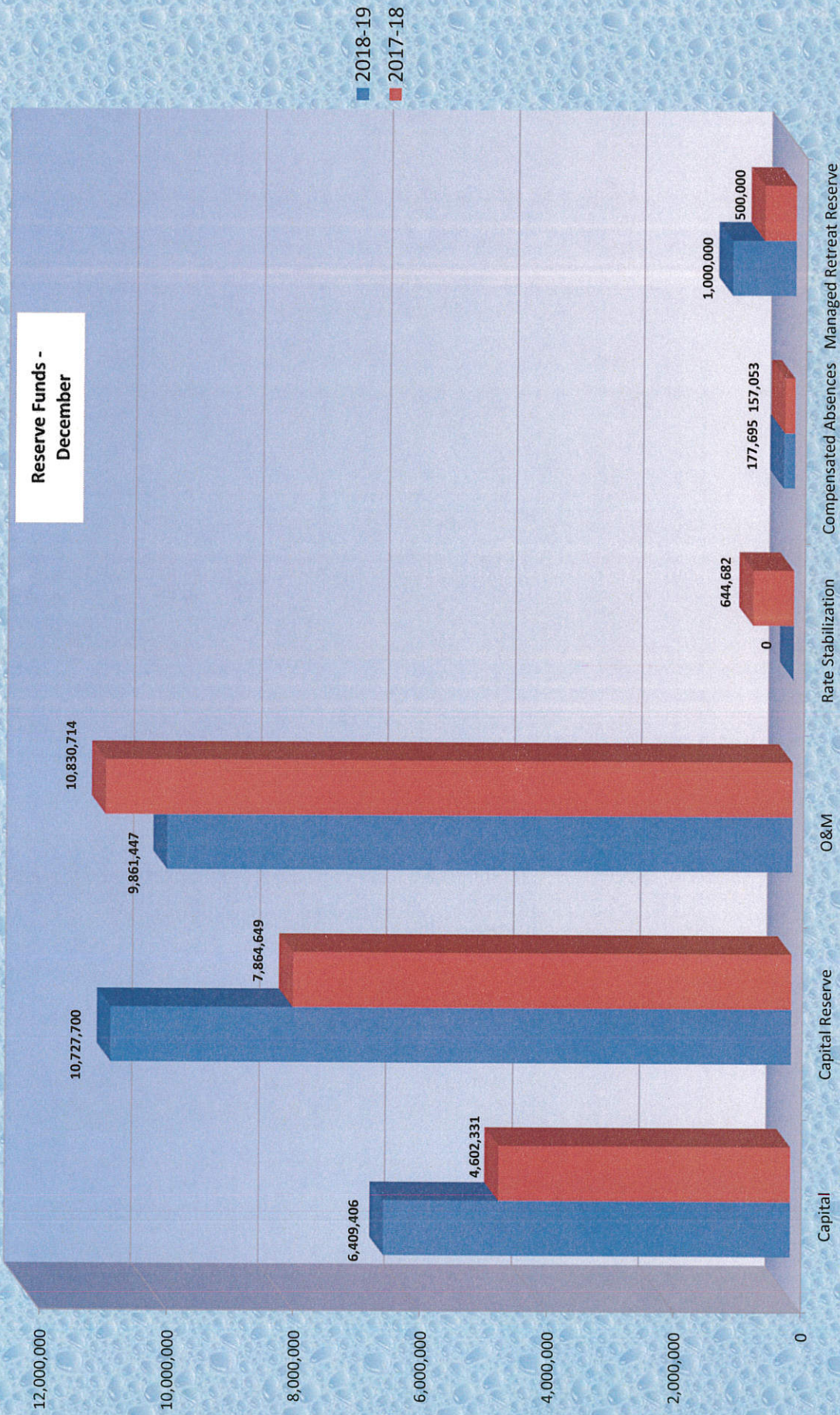
**Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - DECEMBER 2018**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Rate Stabilization Reserve	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
Receipts:										
BALANCE BEGINNING OF MONTH	\$6,499,554	\$9,683,114	\$5,835,507	\$0	\$177,695	\$1,000,000	\$23,195,870	\$480,346	\$112,800	\$1,143,489
User Fees			4,535,792					65,829		
Property Taxes		1,044,586						90,000		
PBCSD Treatment Fees								138,504		
Reclamation O & M reimbursement								3,380		
Permits								16,556		
PBCSD capital billing								9,378		
Other misc. revenue								4,163		
Interest income								18,664		
Connection Fees									1	
Void checks										
Insurance proceeds-COBRA										
CCLEAN receipts										
Pooled liability dividend										
Reimbursement for capping off old lateral										
Total Receipts	0	1,044,586	4,535,792	0	0	0	5,580,378	346,473	1	0
Fund Transfers:										
Transfers to Union Bank O&M	(90,148)		(509,852)					600,000		
Transfers to Union Bank PR								(220,000)	220,000	
Transfer rate stabilization fund per Resolution										
Intra-fund transfers for capital expenditures										
Rebalance Capital and O&M Reserves										
Total Transfers	(90,148)	0	(509,852)	0	0	0	(600,000)	380,000	220,000	0
Disbursements:										
Operations and capital								468,298		
Payroll & payroll taxes									205,551	
Employee Dental reimbursements								2,718		
CALPERS EFT								28,405		
CAWD SAM pension EFT								0		
CAWD pension loans EFT								587		
Home Depot EFT								177		
US Bank EFT								5,931		
Deferred comp contributions EFT									8,681	
PEHP contributions EFT									2,688	
Bank/ADP fees								0	506	
Highlands Bond Debt Service Payment										
Annual County admin billing fee										
Unfunded CALPERS liability										
GASB 68 report fee										
Total Disbursements	0	0	0	0	0	0	0	506,116	217,426	0
BALANCE END OF MONTH	6,409,406	10,727,700	9,861,447	0	177,695	1,000,000	28,176,248	700,704	115,375	1,143,489



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

Reserve Funds -
December



Carmel Area Wastewater District
Disbursements
Nov-18

Date	Check	Vendor	Description	Amount
11/02/18	32972	American Fidelity Assurance Company	Flex accounts	238.44
11/02/18	32973	American Fidelity Assurance-VOID	Monthly employee Sec 125 plan insurance billing-VOID	0.00
11/02/18	32974	Applied Marine Sciences	CCLEAN bills for ocean monitoring	67,088.15
11/02/18	32975	AT&T Mobility	Cell service	644.29
11/02/18	32976	AT&T CALNET 3	Various telephone lines for devices	710.46
11/02/18	32977	AutomationDirect, Inc.	Motor circuit breaker for brine control panel	45.00
11/02/18	32978	Barbara Buikema	Vision copay	40.00
11/02/18	32979	Bestor Engineering	Boundary survey for Plant fence (CAPITAL)	1,500.00
11/02/18	32980	OVERFLOW STUB		0.00
11/02/18	32981	Buckles-Smith	Aeration control panels and parts, various electrical parts for Plant repairs	8,218.61
11/02/18	32982	Carmel Print & Copy	Window envelopes	573.00
11/02/18	32983	Christian Schmidt	Certificate renewal	150.00
11/02/18	32984	Cintas Corporation	Laundry service	1,200.20
11/02/18	32985	Culligan Water	C&I exchange service for lab	17.35
11/02/18	32986	CWEA	Employee certificate renewal	87.00
11/02/18	32987	Daryl Lauer	Dental	155.00
11/02/18	32988	Direct TV	Monthly service	77.99
11/02/18	32989	Edges Electrical	Panel and wire for aeration	1,145.85
11/02/18	32990	Edward Waggoner	Dental and conference expenses (\$1,590.40)	1,674.23
11/02/18	32991	Fastenal Company	Plant copy paper	128.98
11/02/18	32992	First Alarm	Quarterly Plant alarm	399.72
11/02/18	32993	Got.Net	Internet service	24.20
11/02/18	32994	Grainger	Operating supplies	266.84
11/02/18	32995	Greg D'Ambrosio	Dental	260.00
11/02/18	32996	James Grover	Dental	947.36
11/02/18	32997	Karla Cristi	Dental	165.00
11/02/18	32998	Keenan & Associates	Health insurance	25,457.83
11/02/18	32999	Kennedy/Jenks	Outfall project, WWTP phase I drawings and WWTP phase II design and planning (CAPITAL)	69,224.36
11/02/18	33000	Mainsaver Software	Mainsaver Connect project and data collection (CAPITAL \$6,951.62)	12,951.62
11/02/18	33001	Mark Napier	Certificate renewal	93.29
11/02/18	33002	MetLife-Group Benefits	Life insurance	696.75
11/02/18	33003	Monterey Auto Supply	Dump truck battery	147.56
11/02/18	33004	Office Team	Admin temp services	464.80
11/02/18	33005	Pacific EcoRisk	Sample analysis	5,021.86
11/02/18	33006	Patelco Credit Union	Health Savings Account contributions	3,557.99
11/02/18	33007	Robert Bowman	Vision copay	10.00
11/02/18	33008	Robert Siegfried	Dental and conference expenses (Dental \$3,060.50)	3,142.27
11/02/18	33009	Smile Business Products	Admin copier quarterly billings	988.25
11/02/18	33010	Stainless Distributors	Aeration basin project installation parts (CAPITAL)	3,608.61
11/02/18	33011	United Rentals (North America)	Lift rental to weld fittings	3,212.27

**Carmel Area Wastewater District
Disbursements
Nov-18**

Date	Check	Vendor	Description	Amount
11/02/18	33012	Univar USA Inc.	Sodium hypochlorite	2,843.53
11/02/18	33013	Unum Life Ins.	Long-term disability insurance	1,785.11
11/02/18	33014	Vision Service Plan	Vision insurance	548.75
11/02/18	33015	Xylem Water Solutions U.S.A.	Diffusers for aeration tank	4,532.70
11/08/18	33016	Buckles-Smith	Electrical supplies	1,646.91
11/08/18	33017	McMaster-Carr	Operating supplies	956.25
11/19/18	33018	109Express.com, Inc.	Annual Form 1099 software renewal	119.00
11/19/18	33019	Allied Fluid Products	Connector hoses	586.16
11/19/18	33020	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	685.40
11/19/18	33021	AutomationDirect, Inc.	Control panel breakers for aeration valves	335.00
11/19/18	33022	Beck's Shoes	Employee work boots	664.07
11/19/18	33023	Bryan Mailey Electric	Various electrical projects at the Plant	8,299.72
11/19/18	33024	BTJ Enterprises	Newsletter data transfer and processing	718.23
11/19/18	33025	Cal-Am Water	Monthly service	806.44
11/19/18	33026	Calcon Systems	SCADA ignition service (CAPITAL)	560.00
11/19/18	33027	Carlson's Fire Extinguisher Sales & Service	Annual recharge service and training	1,309.76
11/19/18	33028	Carmel Marina Corp.	Plant rollofs and admin building garbage	829.12
11/19/18	33029	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	637.66
11/19/18	33030	CSI HR Group LLC	HR consulting service	4,162.50
11/19/18	33031	Custom Conveyor Corp.	Steel pulley for the belt press	1,074.21
11/19/18	33032	Del Monte Gardeners	Easement clearings	8,400.00
11/19/18	33033	Department of Forestry & Fire Protection	Cal Fire crews used to clear Hatton Canyon and Plant road	1,815.52
11/19/18	33034	Department of Food & Agriculture	Annual renewal of the Plant Renderer license	7,100.00
11/19/18	33035	Detection Instruments Corp.	Oda logger repair and calibration	894.47
11/19/18	33036	Edges Electrical	Electrical supplies	238.51
11/19/18	33037	Fastenal Company	Plant maintenance and vending supplies	3,962.70
11/19/18	33038	Frisch Engineering, Inc.	CIP-Pump Station PLC Design (CAPITAL)	13,682.68
11/19/18	33039	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
11/19/18	33040	ICON Cloud Solutions, LLC	Monthly telephone billing	565.89
11/19/18	33041	James Grover	Vison copy	40.00
11/19/18	33042	Johnson Marigot Consulting, LLC	CIP-Pipeline Project (CAPITAL)	2,647.54
11/19/18	33043	Kennedy/lenks	WWTP phase II design (CAPITAL)	85,391.53
11/19/18	33044	Leapfrog Consulting-Catherine Hambley	Strategic team planning and individual sessions	12,125.00
11/19/18	33045	Liberty Composting, Inc.	Sludge hauling	7,466.68
11/19/18	33046	M3 Environmental Consulting LLC	Sound level testing at the Plant and surrounding area	1,000.00
11/19/18	33047	Michael Rachel	Dental	1,680.40
11/19/18	33048	MNS Engineers, Inc.	Hatton Canyon Project and Valley Expansion Feasibility Study (CAPITAL \$10,299.40)	10,679.40
11/19/18	33049	Monterey Bay Analytical Services	Sample analysis	4,600.00
11/19/18	33050	Monterey Regional Waste Management Dist.	Disposal of batteries	128.00
11/19/18	33051	Office Team	Admin temp services	417.80

**Carmel Area Wastewater District
Disbursements
Nov-18**

Date	Check	Vendor	Description	Amount
11/19/18	33052	Peninsula Welding & Medical Supply	Repair welding equipment and rental of non-liquid cylinders	191.34
11/19/18	33053	OVERFLOW STUB		0.00
11/19/18	33054	Pacific Gas & Electric	Monthly service	40,486.68
11/19/18	33055	Quest Diagnostics	New employee testing	60.00
11/19/18	33056	Quill Corporation	Plant and admin office supplies	196.08
11/19/18	33057	Sage Software, Inc.	Annual accounting software renewal	1,890.00
11/19/18	33058	Smitty's Janitorial	Monthly service	1,110.00
11/19/18	33059	Stamp/Ericson	Eco-Barrier and CRFree consultation	262.50
11/19/18	33060	Town & Country Gardening	Monthly service	610.00
11/19/18	33061	Univar USA Inc.	Sodium bisulfate and sodium hypochlorite	8,984.31
11/19/18	33062	Weco Industries	Warthog switcher, cleaning nozzles and extensions	5,700.08
11/19/18	33063	West Yost Associates	Collection system hydraulic model-Phase 2 and CIP Program Development for Collections	8,426.50
11/19/18	33064	Workplace Safety Specialists	Hazwopper training at the Plant	8,769.33
				487,258.59

**Carmel Area Wastewater District
Disbursements**

Dec-18

Date	Check	Vendor	Description	Amount
12/03/18	33065	American Fidelity Assurance Company	Flex accounts	238.44
12/03/18	33066	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	685.40
12/03/18	33067	Ann Muraski	Fall/Winter newsletter design	10,550.00
12/03/18	33068	Applied Marine Sciences	CCLEAN bills for ocean monitoring	20,008.08
12/03/18	33069	AT&T	Admin building alarm line	79.88
12/03/18	33070	Bryan Mailey Electric	Various electrical projects at the Plant	10,687.50
12/03/18	33071	California Chamber of Commerce	Annual dues	649.00
12/03/18	33072	Community Printers	Fall/Winter newsletter printing	1,579.75
12/03/18	33073	CSI HR Group LLC	Employee recruitment	5,000.00
12/03/18	33074	Dadiw Associates	Board meeting minutes	385.00
12/03/18	33075	Del Monte Gardeners	Remove fence between Junipero Serra school and City yard, chip the waste	2,000.00
12/03/18	33076	Direct TV	Monthly service	77.99
12/03/18	33077	Exceedio	Admin wireless headsets and set up e-fax lines	982.33
12/03/18	33078	Fenton & Keller	Legal service	5,403.00
12/03/18	33079	Got.Net	Internet service	24.20
12/03/18	33080	James Grover	Dental	775.84
12/03/18	33081	Johnson Marigot Consulting, LLC	CIP-Pipeline Project (CAPITAL)	40.00
12/03/18	33082	Keenan & Associates	Health insurance	25,457.83
12/03/18	33083	MBS Business Systems	Plant copier quarterly billing	616.36
12/03/18	33084	MetLife-Group Benefits	Life insurance	696.75
12/03/18	33085	Michael Hooks	Tuition reimbursement	167.00
12/03/18	33086	Patelco Credit Union	Health Savings Accounts contribution	3,558.00
12/03/18	33087	Pure Water	Monthly service	204.95
12/03/18	33088	Spiering, Swartz & Kennedy	Legal service	1,000.00
12/03/18	33089	Tri-County Fire Protection	Collection building sprinkler repairs	1,787.36
12/03/18	33090	Unum Life Ins.	Long-term disability insurance	1,785.11
12/03/18	33091	Vision Service Plan	Vision insurance	548.75
12/04/18	33092	Solenis LLC	Polymer to dewater sludge	11,715.24
12/06/18	33093	Always Towing & Recovery	Towing for the 2008 International sewer truck	450.00
12/06/18	33094	AT&T Mobility	Cell service	652.04
12/06/18	33095	AT&T CALNET 3	Various telephone lines for devices	709.78
12/06/18	33096	AutomationDirect.com	Ethernet connectors for Hach instruments	160.00
12/06/18	33097	Beck's Shoes	Employee work boots	134.03
12/06/18	33098	Boot Barn	Employee work boots	225.00
12/06/18	33099	Bryan Mailey Electric	Various electrical projects at the Plant	3,605.11
12/06/18	33100	Buckles-Smith Electric Company	Electrical supplies	47.58

Carmel Area Wastewater District
Disbursements
Dec-18

Date	Check	Vendor	Description	Amount
12/06/18	33101	California Health & Rescue Training	Employee confined space training	1,190.00
12/06/18	33102	Carlton's Fire Extinguisher	Portable fire extinguishers for the PLC/MCC control panel rooms	1,729.00
12/06/18	33103	Carmel Print & Copy	Employee business cards and name plate	182.79
12/06/18	33104	Cintas Corporation	Laundry service	2,109.41
12/06/18	33105	Clark Pest Control	Pest control at the Plant	183.00
12/06/18	33106	Commercial Truck	Service on the 2009 International	1,739.97
12/06/18	33107	Concern: EAP	Annual dues	4,275.00
12/06/18	33108	Corix Water Products	Pipe couplings	487.03
12/06/18	33109	CSRMA	Deductible recovery for truck incident from June 2017	770.00
12/06/18	33110	Fastenal Company	Operating supplies	1,318.63
12/06/18	33111	Fisher Scientific	Lab supplies	522.97
12/06/18	33112	Gavilan/Salinas Crane & Rigging	Hoist for MLR pumps	380.00
12/06/18	33113	Grainger	Operating supplies	1,526.22
12/06/18	33114	Gregory Ange	Dental and confined space training expenses (\$79.00)	1,187.06
12/06/18	33115	Kemira Water Solutions	Ferric chloride for digester H2S control	2,868.93
12/06/18	33116	Kevin Young	Certificate renewal	87.00
12/06/18	33117	Lemos Service 76	Propane	203.19
12/06/18	33118	Liberty Composting	Sludge hauling	5,820.88
12/06/18	33119	McMaster-Carr	Operating supplies	122.61
12/06/18	33120	Miele, Inc.	Lab supplies	251.19
12/06/18	33121	Monterey Auto Supply	Vehicle repair parts	282.34
12/06/18	33122	Monterey Tire Service	Tires for the lab van	101.95
12/06/18	33123	Office Team	Admin temp service	543.14
12/06/18	33124	Scarborough Lumber (Ace Hardware)	Operating supplies	34.33
12/06/18	33125	Sierra	Ultrasonic flow meter for the effluent pump P103	4,539.57
12/06/18	33126	Smitty's Janitorial	Monthly service	1,110.00
12/06/18	33127	Town & Country Gardening	Monthly service	610.00
12/06/18	33128	UGSI Chemical Feed	Polymer injection unit parts	2,536.25
12/06/18	33129	Univar USA	Sodium bisulfate and sodium hypochlorite	19,125.73
12/07/18	33130	Mobile Modular	25% down on new HR trailer for Plant (CAPITAL)	4,248.56
12/14/18	33131	American Fidelity Assurance Company	Flex accounts	119.22
12/14/18	33132	Barbara Buikema	Dental and meeting parking reimbursements (\$206.00)	207.50
12/14/18	33133	Beck's Shoes	Employee work boots	170.45
12/14/18	33134	Bestor Engineers, Inc.	Outfall Project (CAPITAL)	900.00
12/14/18	33135	Buckles-Smith Electric Company	Electrical supplies	209.23
12/14/18	33136	Cal Microturbine, Inc.	Exhaust backflow valve	1,763.74

**Carmel Area Wastewater District
Disbursements**

Dec-18

Date	Check	Vendor	Description	Amount
12/14/18	33137	Carmel Marina Corp.	Plant rollofs and admin building garbage	2,791.07
12/14/18	33138	CSI HR Group LLC	HR consulting service	3,525.00
12/14/18	33139	Culligan Water Conditioning	C&I exchange service for the lab	17.35
12/14/18	33140	Daryl Lauer	Dental	1,007.40
12/14/18	33141	Environmental Science Associates	Sea level rise study	22,012.50
12/14/18	33142	Fastenal Company	Operating supplies	471.50
12/14/18	33143	First Alarm	New battery	133.07
12/14/18	33144	Frisch Engineering	CIP-Pump Station PLC Design (CAPITAL)	6,047.50
12/14/18	33145	Grainger	New UPS for admin office	469.96
12/14/18	33146	Harrington Industrial Plastics	Welding machine and supplies	1,612.50
12/14/18	33147	Hayashi & Wayland Accounting	Bank reconciliation oversight	300.00
12/14/18	33148	ICON Cloud Solutions, LLC	Monthly telephone billing	847.94
12/14/18	33149	Johnson Marigot Consulting, LLC	CIP-Calle La Cruz force main (CAPITAL)	3,280.88
12/14/18	33150	Kevin Young	Vision copay	40.00
12/14/18	33151	Mainsaver Software	Mainsaver Connect training (CAPITAL)	8,894.98
12/14/18	33152	McMaster-Carr	Operating supplies	261.92
12/14/18	33153	MNS Engineers	Hatton Canyon Project and Valley Expansion Feasibility Study (CAPITAL \$267.50)	9,218.75
12/14/18	33154	Monterey Bay Urgent Care	Recruitment exams	157.00
12/14/18	33155	Office Team	Temp service at the admin office	167.12
12/14/18	33156	Peninsula Welding & Medical Supply	Non-liquid cylinders for the lab	69.30
12/14/18	33157	Pure Water	Monthly service	130.50
12/14/18	33158	Quill Corp.	Office supplies for admin and the Plant	211.89
12/14/18	33159	Robert Siegfried	Dental	366.00
12/14/18	33160	State Water Resources Control Board	Annual NPDES FLOW and SSO permits	16,587.00
12/14/18	33161	Stamp/Erickson	Legal service for Eco-Barrier and Carmel River Free	4,687.50
12/14/18	33162	Toro Petroleum	Gasoline and diesel	5,241.69
12/14/18	33163	UGSI Chemical Feed	Frame, valves and adapters for the polymer injection unit at the dewatering building	2,347.32
12/14/18	33164	West Yost Associates	Collection System Modeling - Phase 3	4,162.50
12/18/18	33165	Applied Marine Sciences	CCLEAN bills for ocean monitoring	14,865.82
12/18/18	33166	AT&T	Admin office alarm line	89.94
12/18/18	33167	Buckles-Smith Electric Company	Electrical supplies	24.11
12/18/18	33168	Cal-Am Water	Monthly service	824.24
12/18/18	33169	CAWDPBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	568.03
12/18/18	33170	Charlotte Townsend	Dental	284.00
12/18/18	33171	Cintas Corporation	Laundry service	732.73
12/18/18	33172	CWEA	Employee certificate renewal	92.00

**Carmel Area Wastewater District
Disbursements**

Dec-18

Date	Check	Vendor	Description	Amount
12/18/18	33173	Duke's Root Control	Annual sewer line root foaming in 39,537 feet of pipe	63,322.40
12/18/18	33174	Idexx Laboratories	Lab supplies	688.09
12/18/18	33175	Monterey Bay Analytical Services	Final effluent sample analysis	1,005.00
12/18/18	33176	Monterey Bay Urgent Care	Employee medical exams	157.00
12/18/18	33177	Nicolay Consulting	Actuarial services for pension plan	8,611.25
12/18/18	33178	Office Team	Admin temp service	167.12
12/18/18	33179	Office Depot	Office supplies for admin and collections	142.12
12/18/18	33180	Palace Business Solutions	Admin office furniture	1,016.95
12/18/18	33181	Peak Communications	Repair fiber splices for lab	2,550.40
12/18/18	33182	OVERFLOW STUB		0.00
12/18/18	33183	PG&E	Monthly service	32,937.03
12/18/18	33184	Potter's Electronics	PLC cables for the belt press	33.32
12/18/18	33185	Quinn Corp.	Annual services on the 450 kw generator and 750 kw generator	2,690.39
12/18/18	33186	Sierra	Sales tax on flow meter	347.59
12/18/18	33187	Sigma Aldrich Inc.	Lab supplies	48.02
12/18/18	33188	Kennedy/Jenks	WWTP Phase II design (CAPITAL)	66,468.69
12/28/18	33189	Buckles-Smith Electric Company	Electrical breaker and screws	1,991.45
12/28/18	33190	Scarborough Lumber (Ace Hardware)	Collection operating supplies	154.15
				471,016.17

CAWD/PBCSD Reclamation Project
Disbursements
Nov-18

Date	Check	Vendor	Description	Amount
11/19/2018	8258	Allied Fluid Products	Connector hoses	586.16
11/19/2018	8259	Brenntag Pacific	Potassium hydroxide	23,525.61
11/19/2018	8260	Bryan Mailey Electrical	MLR pump repair	187.50
11/19/2018	8261	CAWD	Reimbursement for O&M, aeration and secondary PG&E	82,917.07
11/19/2018	8262	Hach Company	Tertiary turbidity calibration service	6,565.00
11/19/2018	8263	M3 Environmental Consulting LLC	Sound level testing at the Plant	1,000.00
11/19/2018	8264	Microgenics Corporation	Sample analysis	1,028.32
11/19/2018	8265	Pebble Beach Co.	Bond principal and interest, letter of credit fees current and past and project rep costs	251,747.77
11/19/2018	8266	PBCSD	Capital and O&M reimbursements	114,606.46
11/19/2018	8267	Pacific Gas & Electric	Tertiary and MF/RO	39,813.90
11/19/2018	8268	Professional Water Technologies	RO membranes for the 4th stage	2,486.69
11/19/2018	8269	Scinor Water America	95 Submerged Ultrafiltration Modules cell membranes	89,586.36
11/19/2018	8270	Shape Incorporated	Flygt pump for the sand filter rehab project (CAPITAL)	21,552.16
11/19/2018	8271	Stifel Nicolaus & Company, Inc.	Quarterly remarketing fees for the COP's	2,470.14
11/19/2018	8272	Thatcher Company of California	Sulfuric acid	4,598.40
11/19/2018	8273	Thermo Electron North America	Lab supplies	2,326.73
11/19/2018	8274	USA Blue Book	Injection nozzle for ammonium hydroxide injection to the blend line at tertiary	378.15
				645,376.42

**CAWD/PBCSD Reclamation Project
Disbursements**

Dec-18

Date	Check	Vendor	Description	Amount
12/2/2018	8275	Bryan J. Mailey Electrical	Install tertiary VFD disconnect switch, MF/RO PLC panel	3,062.50
12/2/2018	8276	Trussell Technologies	Sulfuric acid tank design and MF/RO ops study (CAPITAL \$11,370.06)	17,019.75
12/6/2018	8277	Brenntag Pacific, Inc.	Ammonium hydroxide and citric acid	11,788.16
12/6/2018	8278	Bryan J. Mailey Electrical	Install tertiary VFD disconnect switch	937.50
12/6/2018	8279	Buckles-Smith Electric	Electrical parts for VFD repair and tertiary pump	1,451.17
12/6/2018	8280	Fisher Scientific	Lab supplies	522.96
12/6/2018	8281	Gavilan/Salinas Crane & Rigging	Hoist rental for MLR pumps	380.00
12/6/2018	8282	Grainger	Tertiary PLC control panel volt sensor relay	194.38
12/6/2018	8283	McMaster-Carr	Pressure gauge for MF membrane stand	18.16
12/6/2018	8284	Monterey Bay Analytical Services	RO panel samples	1,290.00
12/6/2018	8285	Professional Water Technologies	RO feed pre-filter and CIP filter cartridges	4,485.27
12/6/2018	8286	Thatcher Company of California	Sulfuric acid	1,929.04
12/6/2018	8287	Thermo Electron North America	Lab supplies	1,635.33
12/11/2018	8288	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	250,541.23
12/11/2018	8289	Alliant Insurance	2019 commercial package	19,309.00
12/13/2018	8290	Alpine Technical Services, LLC	Cerium chloride to remove phosphorus from the sand filters	8,532.06
12/13/2018	8291	Harrington Industrial Plastics, LLC	PVC parts and flanges for the MLR line and pump	2,370.05
12/13/2018	8292	McMaster-Carr	Flanges and pipe for the gypsum silo	99.29
12/13/2018	8293	PBCSD	Capital and O&M reimbursements	56,615.58
12/13/2018	8294	S&P Global Ratings	Annual surveillance fee for the COP's	3,500.00
12/18/2018	8295	CAWD	Reimbursement for O&M, aeration and secondary PG&E	55,586.55
12/18/2018	8296	Hach Company	Lab supplies and testing chemicals	527.54
12/18/2018	8297	Idexx Laboratories	Lab supplies	688.10
12/18/2018	8298	PG&E	Tertiary and MF/RO	29,271.58
12/18/2018	8299	Rain for Rent	Aluminum flanges and nipples	104.19
12/18/2018	8300	Shimadzu Scientific Instruments	Halogen scrubber	297.47
12/18/2018	8301	Sigma-Aldrich	Lab supplies	48.01
12/28/2018	8302	Break Away Concrete	Wall sawing at aeration basins (CAPITAL)	975.00
12/28/2018	8303	Buckles-Smith Electric	Control panel parts	1,547.12
				474,726.99



**Financial Statements
and
Supplementary Schedules**

November 2018

January 31, 2019

Carmel Area Wastewater District

Balance Sheet

November 2018

ASSETS

Current Assets

Cash

Cash

24,932,504.27

TOTAL Cash

24,932,504.27

Other Current Assets

Other Current Assets

616,807.89

TOTAL Other Current Assets

616,807.89

TOTAL Current Assets

25,549,312.16

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

51,546,420.23

TOTAL Treatment Structures

51,546,420.23

Treatment Equipment

Treatment Equipment

7,443,337.94

TOTAL Treatment Equipment

7,443,337.94

Collection Structures

Collection Structures

1,040,749.41

TOTAL Collection Structures

1,040,749.41

Collection Equipment

Collection Equipment

933,107.27

TOTAL Collection Equipment

933,107.27

Sewers

11,018,760.70

Disposal Facilities

Disposal Facilities

1,126,272.60

TOTAL Disposal Facilities

1,126,272.60

Other Fixed Assets

Other Fixed Assets

3,861,730.53

TOTAL Other Fixed Assets

3,861,730.53

Capital Improvement Projects

Capital Improvement Projects

19,554,407.86

TOTAL Capital Improvement Projects

19,554,407.86

Accumulated depreciation

(46,104,180.31)

TOTAL Fixed Assets

50,728,665.99

Other Assets

Other Assets

950,959.00

TOTAL Other Assets

950,959.00

TOTAL ASSETS

77,228,937.15

Carmel Area Wastewater District

Balance Sheet

November 2018

LIABILITIES	
Current Liabilities	
Current Liabilities	348,782.50
TOTAL Current Liabilities	348,782.50
Long-Term Liabilities	
Long Term Liabilities	1,855,920.40
TOTAL Long-Term Liabilities	1,855,920.40
TOTAL LIABILITIES	2,204,702.90
NET POSITION	
Net Assets	76,744,298.02
Year-to-Date Earnings	(1,720,063.77)
TOTAL NET POSITION	75,024,234.25
TOTAL LIABILITIES & NET POSITION	77,228,937.15

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, November 2018 - current month, Consolidated by account

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	855,672.97	701,722.10	153,950.87	21.9 %
TOTAL Income	<u>855,672.97</u>	<u>701,722.10</u>	<u>153,950.87</u>	21.9 %
Adjustments				
Discounts	412.30	0.00	412.30	
TOTAL Adjustments	<u>412.30</u>	<u>0.00</u>	<u>412.30</u>	
*****	<u>856,085.27</u>	<u>701,722.10</u>	<u>154,363.17</u>	22.0 %
***** OPERATING INCOME	<u>856,085.27</u>	<u>701,722.10</u>	<u>154,363.17</u>	22.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,243,812.26	1,292,205.52	48,393.26	3.7 %
Payroll taxes	63.00	0.00	(63.00)	
TOTAL Salaries and Payroll Taxes	<u>1,243,875.26</u>	<u>1,292,205.52</u>	<u>48,330.26</u>	3.7 %
Employee Benefits				
Employee Benefits	360,787.38	431,301.00	70,513.62	16.3 %
TOTAL Employee Benefits	<u>360,787.38</u>	<u>431,301.00</u>	<u>70,513.62</u>	16.3 %
Director's Expenses				
Director's Expenses	12,362.68	13,504.15	1,141.47	8.5 %
TOTAL Director's Expenses	<u>12,362.68</u>	<u>13,504.15</u>	<u>1,141.47</u>	8.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	20,064.45	28,396.30	8,331.85	29.3 %
TOTAL Truck and Auto Expenses	<u>20,064.45</u>	<u>28,396.30</u>	<u>8,331.85</u>	29.3 %
General and Administrative				
General and Administrative	53,971.26	188,117.15	134,145.89	71.3 %
TOTAL General and Administrative	<u>53,971.26</u>	<u>188,117.15</u>	<u>134,145.89</u>	71.3 %
Office Expense				
Office Expense	20,405.97	36,362.55	15,956.58	43.9 %
TOTAL Office Expense	<u>20,405.97</u>	<u>36,362.55</u>	<u>15,956.58</u>	43.9 %
Operating Supplies				
Operating Supplies	204,554.28	161,306.35	(43,247.93)	-26.8 %
TOTAL Operating Supplies	<u>204,554.28</u>	<u>161,306.35</u>	<u>(43,247.93)</u>	-26.8 %
Contract Services				
Contract Services	393,534.67	369,024.37	(24,510.30)	-6.6 %
TOTAL Contract Services	<u>393,534.67</u>	<u>369,024.37</u>	<u>(24,510.30)</u>	-6.6 %

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, November 2018 - current month, Consolidated by account

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	173,724.10	355,865.40	182,141.30	51.2 %
TOTAL Repairs and Maintenance	173,724.10	355,865.40	182,141.30	51.2 %
Utilities				
Utilities	173,034.53	182,024.20	8,989.67	4.9 %
TOTAL Utilities	173,034.53	182,024.20	8,989.67	4.9 %
Travel and Meetings				
Travel and Meetings	18,213.84	47,385.40	29,171.56	61.6 %
TOTAL Travel and Meetings	18,213.84	47,385.40	29,171.56	61.6 %
Permits and Fees				
Permits and Fees	56,941.50	76,167.00	19,225.50	25.2 %
TOTAL Permits and Fees	56,941.50	76,167.00	19,225.50	25.2 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,193.00	5,889.55	2,696.55	45.8 %
TOTAL Memberships and Subscriptions	3,193.00	5,889.55	2,696.55	45.8 %
Safety				
Safety	32,030.43	27,272.95	(4,757.48)	-17.4 %
TOTAL Safety	32,030.43	27,272.95	(4,757.48)	-17.4 %
Other Expenses				
Other Expense	22,886.71	18,666.70	(4,220.01)	-22.6 %
TOTAL Other Expenses	22,886.71	18,666.70	(4,220.01)	-22.6 %
TOTAL Operating Expenses	2,789,580.06	3,233,488.59	443,908.53	13.7 %
***** OPERATING INCOME (LOSS)	(1,933,494.79)	(2,531,766.49)	598,271.70	23.6 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	213,431.02	57,209.50	156,221.52	273.1 %
TOTAL Other Income or Gain	213,431.02	57,209.50	156,221.52	273.1 %
TOTAL Non-op Income, Expense, Gain or Loss	213,431.02	57,209.50	156,221.52	273.1 %
***** NET INCOME (LOSS)	(1,720,063.77)	(2,474,556.99)	754,493.22	30.5 %
***** NET INCOME (LOSS)	(1,720,063.77)	(2,474,556.99)	754,493.22	30.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Field
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 3

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 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				
Truck and Auto Expenses				
Truck and Auto Expenses	6,499.05	5,541.75	(957.30)	-17.3 %
TOTAL Truck and Auto Expenses	6,499.05	5,541.75	(957.30)	-17.3 %
Operating Supplies				
Operating Supplies	5,036.88	10,416.65	5,379.77	51.6 %
TOTAL Operating Supplies	5,036.88	10,416.65	5,379.77	51.6 %
Contract Services				
Contract Services	187.50	8,333.35	8,145.85	97.8 %
TOTAL Contract Services	187.50	8,333.35	8,145.85	97.8 %
Repairs and Maintenance				
Repairs and Maintenance	4,058.02	14,583.35	10,525.33	72.2 %
TOTAL Repairs and Maintenance	4,058.02	14,583.35	10,525.33	72.2 %
Safety				
Safety	4,301.40	1,570.90	(2,730.50)	-173.8 %
TOTAL Safety	4,301.40	1,570.90	(2,730.50)	-173.8 %
TOTAL Operating Expenses	20,082.85	40,446.00	20,363.15	50.3 %
***** OPERATING INCOME (LOSS)	(20,082.85)	(40,446.00)	20,363.15	50.3 %
***** NET INCOME (LOSS)	(20,082.85)	(40,446.00)	20,363.15	50.3 %
***** NET INCOME (LOSS)	(20,082.85)	(40,446.00)	20,363.15	50.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
*Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 4*

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 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	197,612.85	208,114.50	10,501.65	5.0 %
TOTAL Salaries and Payroll Taxes	197,612.85	208,114.50	10,501.65	5.0 %
Employee Benefits				
Employee Benefits	69,651.37	78,635.18	8,983.81	11.4 %
TOTAL Employee Benefits	69,651.37	78,635.18	8,983.81	11.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,467.40	8,950.00	7,482.60	83.6 %
TOTAL Truck and Auto Expenses	1,467.40	8,950.00	7,482.60	83.6 %
General and Administrative				
General and Administrative	259.19	0.00	(259.19)	
TOTAL General and Administrative	259.19	0.00	(259.19)	
Office Expense				
Office Expense	753.05	1,812.50	1,059.45	58.5 %
TOTAL Office Expense	753.05	1,812.50	1,059.45	58.5 %
Operating Supplies				
Operating Supplies	63,923.15	26,791.70	(37,131.45)	-138.6 %
TOTAL Operating Supplies	63,923.15	26,791.70	(37,131.45)	-138.6 %
Contract Services				
Contract Services	139,782.05	120,729.20	(19,052.85)	-15.8 %
TOTAL Contract Services	139,782.05	120,729.20	(19,052.85)	-15.8 %
Repairs and Maintenance				
Repairs and Maintenance	103,267.81	231,465.45	128,197.64	55.4 %
TOTAL Repairs and Maintenance	103,267.81	231,465.45	128,197.64	55.4 %
Utilities				
Utilities	2,935.71	716.65	(2,219.06)	-309.6 %
TOTAL Utilities	2,935.71	716.65	(2,219.06)	-309.6 %
Travel and Meetings				
Travel and Meetings	4,558.67	8,179.15	3,620.48	44.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 4

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,558.67	8,179.15	3,620.48	44.3 %
Permits and Fees				
Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,589.00	962.50	(626.50)	-65.1 %
TOTAL Memberships and Subscriptions	1,589.00	962.50	(626.50)	-65.1 %
Safety				
Safety	9,145.64	8,418.70	(726.94)	-8.6 %
TOTAL Safety	9,145.64	8,418.70	(726.94)	-8.6 %
TOTAL Operating Expenses	594,945.89	701,175.53	106,229.64	15.2 %
***** OPERATING INCOME (LOSS)	(594,945.89)	(701,175.53)	106,229.64	15.2 %
***** NET INCOME (LOSS)	(594,945.89)	(701,175.53)	106,229.64	15.2 %
***** NET INCOME (LOSS)	(594,945.89)	(701,175.53)	106,229.64	15.2 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
*Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 5*

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 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	220,044.89	208,590.90	(11,453.99)	-5.5 %
TOTAL Salaries and Payroll Taxes	220,044.89	208,590.90	(11,453.99)	-5.5 %
Employee Benefits				
Employee Benefits	81,229.67	86,334.83	5,105.16	5.9 %
TOTAL Employee Benefits	81,229.67	86,334.83	5,105.16	5.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	10,433.77	11,480.85	1,047.08	9.1 %
TOTAL Truck and Auto Expenses	10,433.77	11,480.85	1,047.08	9.1 %
General and Administrative				
General and Administrative	13,648.19	22,916.65	9,268.46	40.4 %
TOTAL General and Administrative	13,648.19	22,916.65	9,268.46	40.4 %
Office Expense				
Office Expense	1,179.63	4,404.15	3,224.52	73.2 %
TOTAL Office Expense	1,179.63	4,404.15	3,224.52	73.2 %
Operating Supplies				
Operating Supplies	9,639.26	9,508.30	(130.96)	-1.4 %
TOTAL Operating Supplies	9,639.26	9,508.30	(130.96)	-1.4 %
Contract Services				
Contract Services	20,393.39	22,841.70	2,448.31	10.7 %
TOTAL Contract Services	20,393.39	22,841.70	2,448.31	10.7 %
Repairs and Maintenance				
Repairs and Maintenance	43,777.70	78,750.00	34,972.30	44.4 %
TOTAL Repairs and Maintenance	43,777.70	78,750.00	34,972.30	44.4 %
Utilities				
Utilities	15,789.50	16,272.95	483.45	3.0 %
TOTAL Utilities	15,789.50	16,272.95	483.45	3.0 %
Travel and Meetings				
Travel and Meetings	2,723.35	4,708.35	1,985.00	42.2 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 5

	<i>5 Months Ended</i> <i>November 30, 2018</i>	<i>5 Months Ended</i> <i>November 30, 2018</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	2,723.35	4,708.35	1,985.00	42.2 %
Permits and Fees				
Permits and Fees	5,307.00	5,600.00	293.00	5.2 %
TOTAL Permits and Fees	5,307.00	5,600.00	293.00	5.2 %
Memberships and Subscriptions				
Memberships and Subscriptions	464.00	854.15	390.15	45.7 %
TOTAL Memberships and Subscriptions	464.00	854.15	390.15	45.7 %
Safety				
Safety	1,596.73	5,545.00	3,948.27	71.2 %
TOTAL Safety	1,596.73	5,545.00	3,948.27	71.2 %
Other Expenses				
Other Expense	180.00	0.00	(180.00)	
TOTAL Other Expenses	180.00	0.00	(180.00)	
TOTAL Operating Expenses	426,407.08	477,807.83	51,400.75	10.8 %
***** OPERATING INCOME (LOSS)	(426,407.08)	(477,807.83)	51,400.75	10.8 %
***** NET INCOME (LOSS)	(426,407.08)	(477,807.83)	51,400.75	10.8 %
***** NET INCOME (LOSS)	(426,407.08)	(477,807.83)	51,400.75	10.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
*Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 6*

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 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	402,028.05	435,965.96	33,937.91	7.8 %
TOTAL Salaries and Payroll Taxes	402,028.05	435,965.96	33,937.91	7.8 %
Employee Benefits				
Employee Benefits	142,982.57	156,041.90	13,059.33	8.4 %
TOTAL Employee Benefits	142,982.57	156,041.90	13,059.33	8.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
General and Administrative	8,199.56	43,583.35	35,383.79	81.2 %
TOTAL General and Administrative	8,199.56	43,583.35	35,383.79	81.2 %
Office Expense				
Office Expense	4,519.78	16,154.25	11,634.47	72.0 %
TOTAL Office Expense	4,519.78	16,154.25	11,634.47	72.0 %
Operating Supplies				
Operating Supplies	122,072.65	110,506.35	(11,566.30)	-10.5 %
TOTAL Operating Supplies	122,072.65	110,506.35	(11,566.30)	-10.5 %
Contract Services				
Contract Services	187,352.27	150,841.70	(36,510.57)	-24.2 %
TOTAL Contract Services	187,352.27	150,841.70	(36,510.57)	-24.2 %
Repairs and Maintenance				
Repairs and Maintenance	19,274.23	28,858.30	9,584.07	33.2 %
TOTAL Repairs and Maintenance	19,274.23	28,858.30	9,584.07	33.2 %
Utilities				
Utilities	145,343.85	155,666.70	10,322.85	6.6 %
TOTAL Utilities	145,343.85	155,666.70	10,322.85	6.6 %
Travel and Meetings				
Travel and Meetings	5,183.17	15,768.75	10,585.58	67.1 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
*Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 6*

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	5,183.17	15,768.75	10,585.58	67.1 %
Permits and Fees				
Permits and Fees	27,582.50	40,115.00	12,532.50	31.2 %
TOTAL Permits and Fees	27,582.50	40,115.00	12,532.50	31.2 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,140.00	3,166.65	2,026.65	64.0 %
TOTAL Memberships and Subscriptions	1,140.00	3,166.65	2,026.65	64.0 %
Safety				
Safety	14,821.46	10,913.35	(3,908.11)	-35.8 %
TOTAL Safety	14,821.46	10,913.35	(3,908.11)	-35.8 %
Other Expenses				
Other Expense	0.00	833.35	833.35	100.0 %
TOTAL Other Expenses	0.00	833.35	833.35	100.0 %
TOTAL Operating Expenses	1,080,785.92	1,169,917.61	89,131.69	7.6 %
***** OPERATING INCOME (LOSS)	(1,080,785.92)	(1,169,917.61)	89,131.69	7.6 %
***** NET INCOME (LOSS)	(1,080,785.92)	(1,169,917.61)	89,131.69	7.6 %
***** NET INCOME (LOSS)	(1,080,785.92)	(1,169,917.61)	89,131.69	7.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 7

	<i>5 Months Ended</i> <i>November 30, 2018</i>	<i>5 Months Ended</i> <i>November 30, 2018</i> <i>Budget</i>	<i>Variance</i> <i>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	202,746.57	251,970.23	49,223.66	19.5 %
TOTAL Salaries and Payroll Taxes	202,746.57	251,970.23	49,223.66	19.5 %
Employee Benefits				
Employee Benefits	66,923.77	110,289.09	43,365.32	39.3 %
TOTAL Employee Benefits	66,923.77	110,289.09	43,365.32	39.3 %
Director's Expenses				
Director's Expenses	12,362.68	13,504.15	1,141.47	8.5 %
TOTAL Director's Expenses	12,362.68	13,504.15	1,141.47	8.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,378.40	921.70	(456.70)	-49.5 %
TOTAL Truck and Auto Expenses	1,378.40	921.70	(456.70)	-49.5 %
General and Administrative				
General and Administrative	31,864.32	121,617.15	89,752.83	73.8 %
TOTAL General and Administrative	31,864.32	121,617.15	89,752.83	73.8 %
Office Expense				
Office Expense	13,953.51	13,991.65	38.14	0.3 %
TOTAL Office Expense	13,953.51	13,991.65	38.14	0.3 %
Operating Supplies				
Operating Supplies	595.88	541.70	(54.18)	-10.0 %
TOTAL Operating Supplies	595.88	541.70	(54.18)	-10.0 %
Contract Services				
Contract Services	45,064.18	66,278.42	21,214.24	32.0 %
TOTAL Contract Services	45,064.18	66,278.42	21,214.24	32.0 %
Repairs and Maintenance				
Repairs and Maintenance	1,767.99	416.65	(1,351.34)	-324.3 %
TOTAL Repairs and Maintenance	1,767.99	416.65	(1,351.34)	-324.3 %
Utilities				
Utilities	8,965.47	9,367.90	402.43	4.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 7

	<i>5 Months Ended</i> <i>November 30, 2018</i>	<i>5 Months Ended</i> <i>November 30, 2018</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	8,965.47	9,367.90	402.43	4.3 %
Travel and Meetings				
Travel and Meetings	5,748.65	18,729.15	12,980.50	69.3 %
TOTAL Travel and Meetings	5,748.65	18,729.15	12,980.50	69.3 %
Permits and Fees				
Permits and Fees	24,052.00	24,052.00	0.00	
TOTAL Permits and Fees	24,052.00	24,052.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	0.00	906.25	906.25	100.0 %
TOTAL Memberships and Subscriptions	0.00	906.25	906.25	100.0 %
Safety				
Safety	985.30	825.00	(160.30)	-19.4 %
TOTAL Safety	985.30	825.00	(160.30)	-19.4 %
Other Expenses				
Other Expense	22,706.71	17,833.35	(4,873.36)	-27.3 %
TOTAL Other Expenses	22,706.71	17,833.35	(4,873.36)	-27.3 %
TOTAL Operating Expenses	439,115.43	651,244.39	212,128.96	32.6 %
***** OPERATING INCOME (LOSS)	(439,115.43)	(651,244.39)	212,128.96	32.6 %
***** NET INCOME (LOSS)	(439,115.43)	(651,244.39)	212,128.96	32.6 %
***** NET INCOME (LOSS)	(439,115.43)	(651,244.39)	212,128.96	32.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 8

	<i>5 Months Ended</i> <i>November 30, 2018</i>	<i>5 Months Ended</i> <i>November 30, 2018</i> <i>Budget</i>	<i>Variance</i> <i>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	220,527.50	187,563.93	(32,963.57)	-17.6 %
TOTAL Salaries and Payroll Taxes	220,527.50	187,563.93	(32,963.57)	-17.6 %
Operating Supplies				
Operating Supplies	2,513.81	3,541.65	1,027.84	29.0 %
TOTAL Operating Supplies	2,513.81	3,541.65	1,027.84	29.0 %
Contract Services				
Contract Services	755.28	0.00	(755.28)	
TOTAL Contract Services	755.28	0.00	(755.28)	
Repairs and Maintenance				
Repairs and Maintenance	1,166.08	1,791.65	625.57	34.9 %
TOTAL Repairs and Maintenance	1,166.08	1,791.65	625.57	34.9 %
Safety				
Safety	1,179.90	0.00	(1,179.90)	
TOTAL Safety	1,179.90	0.00	(1,179.90)	
TOTAL Operating Expenses	226,142.57	192,897.23	(33,245.34)	-17.2 %
***** OPERATING INCOME (LOSS)	(226,142.57)	(192,897.23)	(33,245.34)	-17.2 %
***** NET INCOME (LOSS)	(226,142.57)	(192,897.23)	(33,245.34)	-17.2 %
***** NET INCOME (LOSS)	(226,142.57)	(192,897.23)	(33,245.34)	-17.2 %

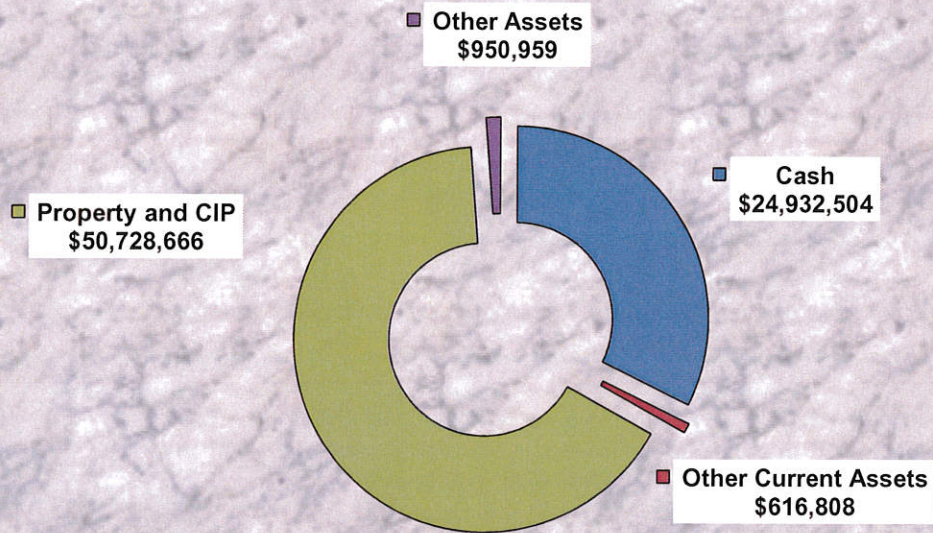
Carmel Area Wastewater District
Budgeted Income Stmt-Waste to Energy
*Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 9*

	<i>5 Months Ended November 30, 2018</i>	<i>5 Months Ended November 30, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,268.85	0.00	1,268.85	
TOTAL Income	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
*****	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
***** OPERATING INCOME	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	39.07	0.00	(39.07)	
TOTAL Salaries and Payroll Taxes	<u>39.07</u>	<u>0.00</u>	<u>(39.07)</u>	
TOTAL Operating Expenses	<u>39.07</u>	<u>0.00</u>	<u>(39.07)</u>	
***** OPERATING INCOME (LOSS)	<u>1,229.78</u>	<u>0.00</u>	<u>1,229.78</u>	
***** NET INCOME (LOSS)	<u>1,229.78</u>	<u>0.00</u>	<u>1,229.78</u>	
***** NET INCOME (LOSS)	<u>1,229.78</u>	<u>0.00</u>	<u>1,229.78</u>	

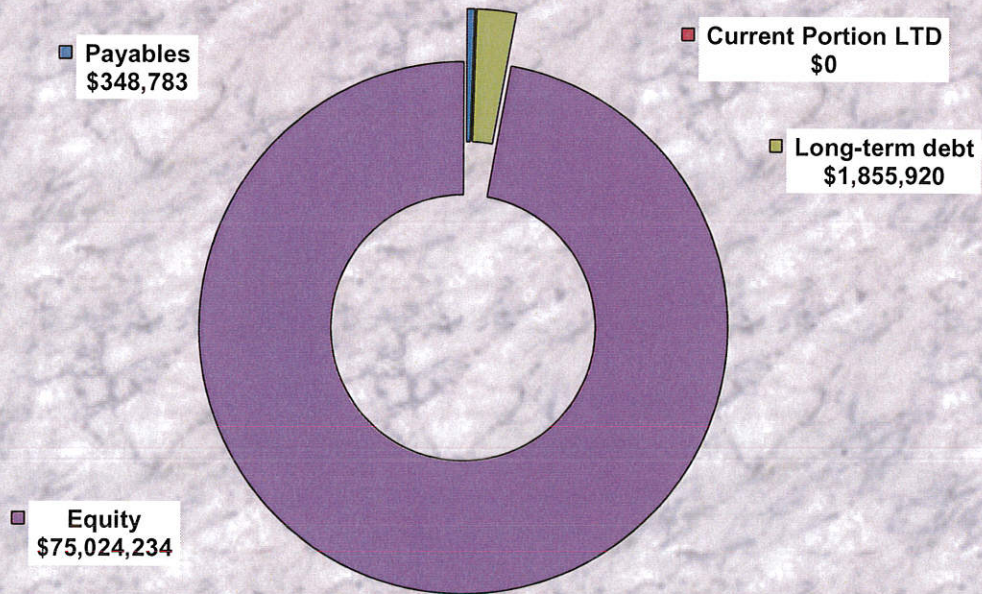
Carmel Area Wastewater District
Budgeted Income Stmt-Brine Disposal
Year-to-Date Variance, November 2018 - current month, Consolidated by
account, Department 10

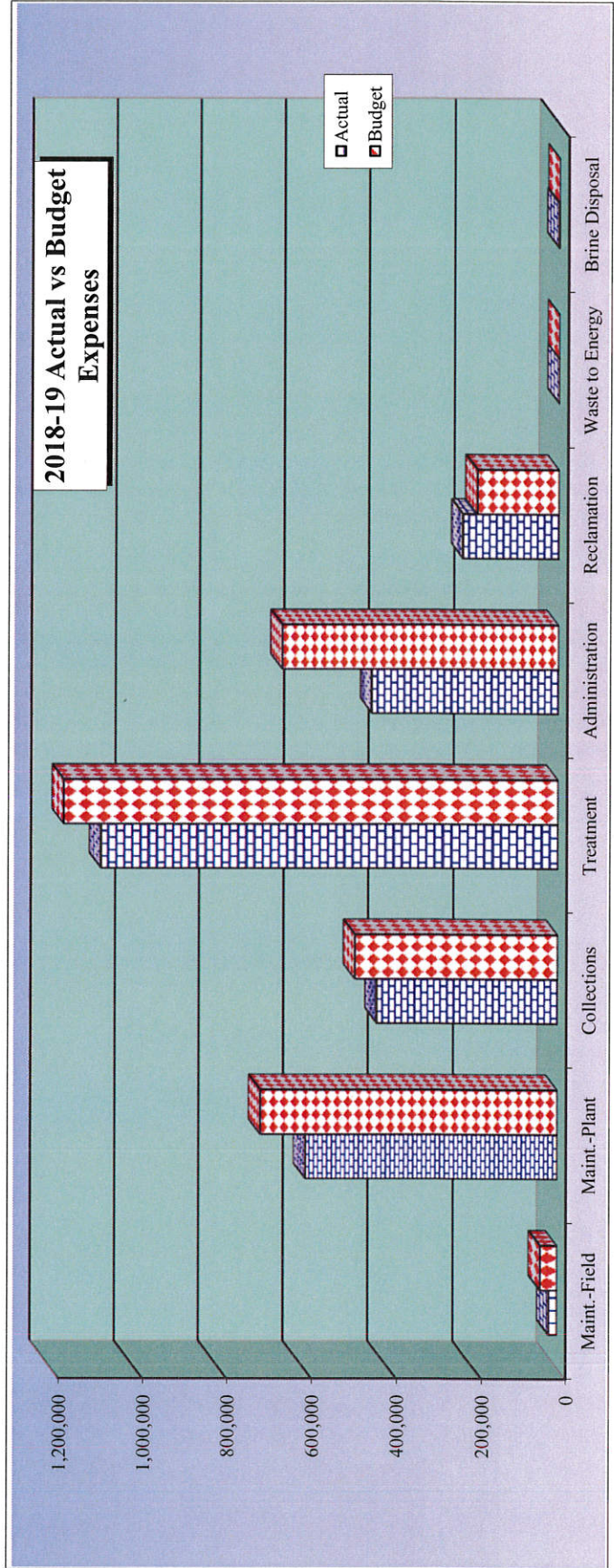
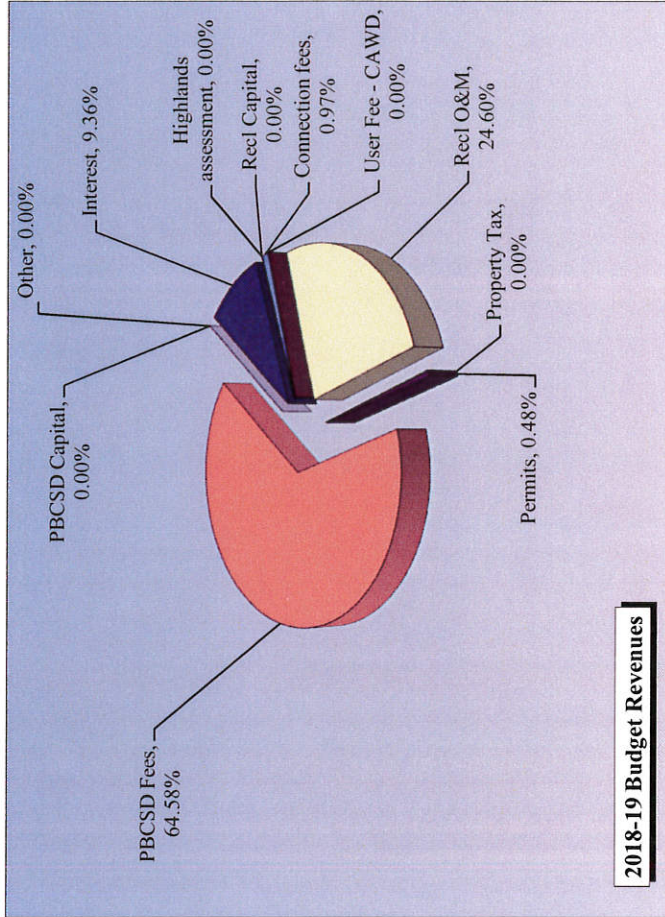
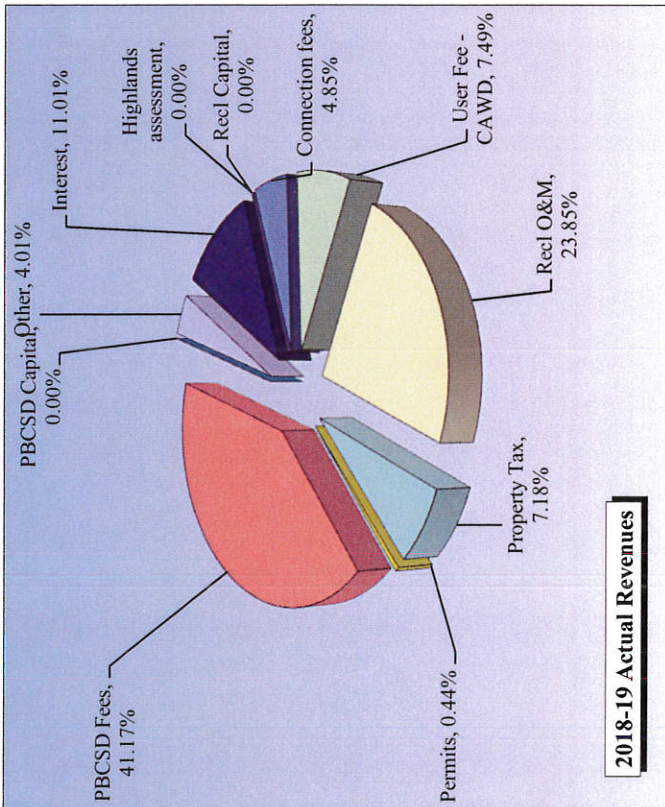
	<i>5 Months Ended</i> <i>November 30, 2018</i>	<i>5 Months Ended</i> <i>November 30, 2018</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	37,007.46	0.00	37,007.46	
TOTAL Income	<u>37,007.46</u>	<u>0.00</u>	<u>37,007.46</u>	
*****	<u>37,007.46</u>	<u>0.00</u>	<u>37,007.46</u>	
***** OPERATING INCOME	<u>37,007.46</u>	<u>0.00</u>	<u>37,007.46</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	813.33	0.00	(813.33)	
Payroll taxes	63.00	0.00	(63.00)	
TOTAL Salaries and Payroll Taxes	<u>876.33</u>	<u>0.00</u>	<u>(876.33)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	412.27	0.00	(412.27)	
TOTAL Repairs and Maintenance	<u>412.27</u>	<u>0.00</u>	<u>(412.27)</u>	
TOTAL Operating Expenses	<u>2,061.25</u>	<u>0.00</u>	<u>(2,061.25)</u>	
***** OPERATING INCOME (LOSS)	<u>34,946.21</u>	<u>0.00</u>	<u>34,946.21</u>	
***** NET INCOME (LOSS)	<u>34,946.21</u>	<u>0.00</u>	<u>34,946.21</u>	
***** NET INCOME (LOSS)	<u>34,946.21</u>	<u>0.00</u>	<u>34,946.21</u>	

Assets - November 30, 2018

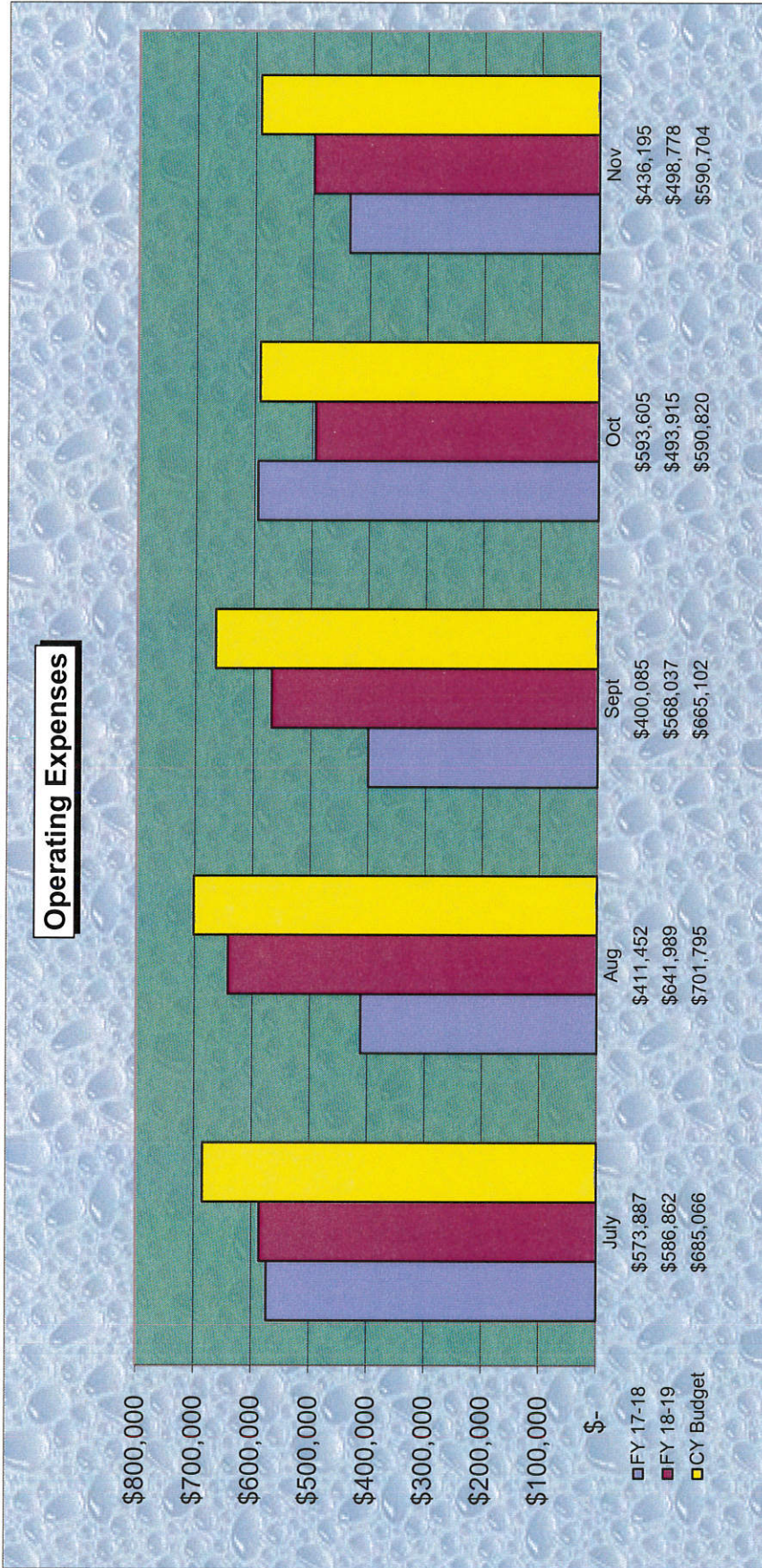


Liabilities - November 30, 2018





Operating Expenses



**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
<u>Collections</u>						
		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)		8,895	35,847	35,847	40,000	89.62%
Secondary Clarifier wiper/blade rehab		0	10,770	10,770	0	NA
		0	0	0	0	NA
		0	0	0	0	NA
RECL share		(2,965)	(11,948)	(11,948)	(13,332)	89.62%
PBCSD share (1/3 of cost)		(1,977)	(11,556)	(11,556)	0	NA
		3,953	23,113	23,113	26,668	NA

Total Capital Purchases 18-19

**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	NOV	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	182,581	836	6,899	189,481	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	117,152	0	0	117,152	0	NA
Hatton Canyon Trail	169,355	268	19,828	189,184	0	NA
Pump Stations-SCADA	0	6,048	19,730	19,730	300,000	6.58%
<u>Treatment</u>						
Study SCADA, PLC, and Communication Systems (RECL 50%)	370,965	0	773	371,738	0	NA
Waste Gas Burner	563,717	0	829	564,546	7,736	10.72%
SBS Tank Rehab (Brine Disposal)	3,443	0	7,890	11,333	0	NA
Aeration Basin #5 Baffle	0	0	6,081	6,081	30,000	20.27%
Aeration Basin #6 Baffle	0	0	2,425	2,425	30,000	8.08%
RECL share		0	(386)	(185,869)	0	NA
PBCSD share (1/3 of cost)		0	(3,241)	(256,751)	(22,579)	14.35%
Total CIP Projects 18-19	1,407,213	7,151	60,829	1,029,049	345,157	NA

**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	0	1,415	934,291	13,195	10.72%
Storm water improvements	562,669	0	806	563,475	7,517	10.72%
Thickener (RECL 50%)	942,381	0	1,382	943,763	12,894	10.72%
Hypo/SBS (RECL 40%)	2,930,043	0	4,900	2,934,942	45,704	10.72%
Portable RAS pumping	1,118,978	0	1,935	1,120,913	18,051	10.72%
Digester firm capacity Improvements	5,340,025	0	9,679	5,349,704	90,283	10.72%
#1 Water improvements	377,108	0	506	377,614	4,718	10.72%
#3 Water system improvements	323,065	0	265	323,330	2,469	10.72%
Dewatering	1,278,111	0	1,841	1,279,952	17,173	10.72%
Standby & main power improvements	3,435,491	0	5,852	3,441,343	54,592	10.72%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	3,345	27,598	256,963	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II	0	0	6,157	6,157	150,000	4.10%
WWTP Phase II Design	0	66,469	194,155	194,155	874,985	22.19%
RECL share		0	(4,711)	(1,652,385)	(24,729)	19.05%
PBCSD share (1/3 of cost)		(23,271)	(91,756)	(5,476,785)	(438,951)	20.90%
Total Long Term CIP Projects 18-19	17,802,761	46,542	183,512	10,953,569	877,901	NA
Total Capital (net of RECL and PBCSD)	19,209,974	57,647	267,453	12,005,731	1,249,726	NA

**Carmel Area Wastewater District
Variance Analysis
2018-19**

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Truck and Auto Expenses	-17.30%	Timing-accessories and paint unbudgeted.
Safety	-173.80%	Timing-training underbudgeted slightly.

Maintenance - Plant

Operating Supplies	-138.60%	Electrical supplies underbudgeted.
Contract Services	-15.80%	Network administration-Mainsaver unbudgeted. Timing-plant rehab.
Utilities	-309.60%	New phones unbudgeted.
Memberships and Subscriptions	-65.10%	Maintenance department memberships unbudgeted-small dollar amounts.
Safety	-8.60%	Timing-training and supplies.

Collections

Salaries and Payroll Taxes	-5.50%	Timing-vacation buy backs and comp time cash out.
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Treatment

Operating Supplies	-10.50%	Timing-chemicals and lab supplies. General supplies underbudgeted.
Contract Services	-24.20%	Sea level rise study budgeted in capital.
Safety	-35.80%	Timing-fire extinguisher service, supplies and training.

Administration

Truck and Auto Expenses	-49.50%	Insurance underbudgeted: actual \$1,378, budget \$605
Office Expense	-10.00%	Timing-furnishings and paper; temp service underbudgeted.
Repairs and Maintenance	-324.30%	Timing-small dollar amounts, Actual \$1,768, Budget \$417.
Safety	-19.40%	Timing-training.
Other Expense	-27.30%	Recruiting and newsletter underbudgeted.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$1,090,000



**Financial Statements
and
Supplementary Schedules**

December 2018

January 31, 2019

Carmel Area Wastewater District

Balance Sheet

December 2018

ASSETS		
Current Assets		
Cash		
Cash	30,135,815.27	
TOTAL Cash	30,135,815.27	
Other Current Assets		
Other Current Assets	427,237.39	
TOTAL Other Current Assets	427,237.39	
TOTAL Current Assets		30,563,052.66
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	
Treatment Structures		
Treatment Structures	51,550,668.79	
TOTAL Treatment Structures	51,550,668.79	
Treatment Equipment		
Treatment Equipment	7,443,337.94	
TOTAL Treatment Equipment	7,443,337.94	
Collection Structures		
Collection Structures	1,040,749.41	
TOTAL Collection Structures	1,040,749.41	
Collection Equipment		
Collection Equipment	933,107.27	
TOTAL Collection Equipment	933,107.27	
Sewers		11,018,760.70
Disposal Facilities		
Disposal Facilities	1,126,272.60	
TOTAL Disposal Facilities	1,126,272.60	
Other Fixed Assets		
Other Fixed Assets	3,868,856.17	
TOTAL Other Fixed Assets	3,868,856.17	
Capital Improvement Projects		
Capital Improvement Projects	19,601,350.36	
TOTAL Capital Improvement Projects	19,601,350.36	
Accumulated depreciation		(46,104,180.31)
TOTAL Fixed Assets		50,786,982.69
Other Assets		
Other Assets		950,959.00
TOTAL Other Assets		950,959.00
TOTAL ASSETS		82,300,994.35

Carmel Area Wastewater District

Balance Sheet

December 2018

LIABILITIES	
Current Liabilities	
Current Liabilities	239,450.56
TOTAL Current Liabilities	<u>239,450.56</u>
Long-Term Liabilities	
Long Term Liabilities	1,855,920.40
TOTAL Long-Term Liabilities	<u>1,855,920.40</u>
TOTAL LIABILITIES	<u>2,095,370.96</u>
NET POSITION	
Net Assets	76,744,298.02
Year-to-Date Earnings	3,461,325.37
TOTAL NET POSITION	<u>80,205,623.39</u>
TOTAL LIABILITIES & NET POSITION	<u>82,300,994.35</u>

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, December 2018 - current month, Consolidated by account

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	5,532,564.40	5,369,582.52	162,981.88	3.0 %
TOTAL Income	<u>5,532,564.40</u>	<u>5,369,582.52</u>	<u>162,981.88</u>	3.0 %
Adjustments				
Discounts	441.19	0.00	441.19	
TOTAL Adjustments	<u>441.19</u>	<u>0.00</u>	<u>441.19</u>	
*****	<u>5,533,005.59</u>	<u>5,369,582.52</u>	<u>163,423.07</u>	3.0 %
***** OPERATING INCOME	<u>5,533,005.59</u>	<u>5,369,582.52</u>	<u>163,423.07</u>	3.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,487,372.36	1,527,151.98	39,779.62	2.6 %
Payroll taxes	109.25	0.00	(109.25)	
TOTAL Salaries and Payroll Taxes	<u>1,487,481.61</u>	<u>1,527,151.98</u>	<u>39,670.37</u>	2.6 %
Employee Benefits				
Employee Benefits	399,742.29	493,815.90	94,073.61	19.1 %
TOTAL Employee Benefits	<u>399,742.29</u>	<u>493,815.90</u>	<u>94,073.61</u>	19.1 %
Director's Expenses				
Director's Expenses	14,196.68	16,458.32	2,261.64	13.7 %
TOTAL Director's Expenses	<u>14,196.68</u>	<u>16,458.32</u>	<u>2,261.64</u>	13.7 %
Truck and Auto Expenses				
Truck and Auto Expenses	25,310.12	31,937.16	6,627.04	20.8 %
TOTAL Truck and Auto Expenses	<u>25,310.12</u>	<u>31,937.16</u>	<u>6,627.04</u>	20.8 %
General and Administrative				
General and Administrative	117,534.88	277,364.98	159,830.10	57.6 %
TOTAL General and Administrative	<u>117,534.88</u>	<u>277,364.98</u>	<u>159,830.10</u>	57.6 %
Office Expense				
Office Expense	25,735.43	43,570.06	17,834.63	40.9 %
TOTAL Office Expense	<u>25,735.43</u>	<u>43,570.06</u>	<u>17,834.63</u>	40.9 %
Operating Supplies				
Operating Supplies	241,219.31	193,567.62	(47,651.69)	-24.6 %
TOTAL Operating Supplies	<u>241,219.31</u>	<u>193,567.62</u>	<u>(47,651.69)</u>	-24.6 %
Contract Services				
Contract Services	489,203.41	482,172.59	(7,030.82)	-1.5 %
TOTAL Contract Services	<u>489,203.41</u>	<u>482,172.59</u>	<u>(7,030.82)</u>	-1.5 %

Carmel Area Wastewater District
Budgeted Income Statement
Year-to-Date Variance, December 2018 - current month, Consolidated by
account

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	186,467.83	420,528.48	234,060.65	55.7 %
TOTAL Repairs and Maintenance	186,467.83	420,528.48	234,060.65	55.7 %
Utilities				
Utilities	199,598.47	218,429.04	18,830.57	8.6 %
TOTAL Utilities	199,598.47	218,429.04	18,830.57	8.6 %
Travel and Meetings				
Travel and Meetings	23,236.11	56,862.48	33,626.37	59.1 %
TOTAL Travel and Meetings	23,236.11	56,862.48	33,626.37	59.1 %
Permits and Fees				
Permits and Fees	56,941.50	76,667.00	19,725.50	25.7 %
TOTAL Permits and Fees	56,941.50	76,667.00	19,725.50	25.7 %
Memberships and Subscriptions				
Memberships and Subscriptions	4,342.81	7,067.46	2,724.65	38.6 %
TOTAL Memberships and Subscriptions	4,342.81	7,067.46	2,724.65	38.6 %
Safety				
Safety	35,443.98	32,097.54	(3,346.44)	-10.4 %
TOTAL Safety	35,443.98	32,097.54	(3,346.44)	-10.4 %
Other Expenses				
Other Expense	23,795.71	19,000.04	(4,795.67)	-25.2 %
TOTAL Other Expenses	23,795.71	19,000.04	(4,795.67)	-25.2 %
TOTAL Operating Expenses	3,330,250.14	3,896,690.65	566,440.51	14.5 %
***** OPERATING INCOME (LOSS)	2,202,755.45	1,472,891.87	729,863.58	49.6 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,258,569.92	1,118,417.50	140,152.42	12.5 %
TOTAL Other Income or Gain	1,258,569.92	1,118,417.50	140,152.42	12.5 %
TOTAL Non-op Income, Expense, Gain or Loss	1,258,569.92	1,118,417.50	140,152.42	12.5 %
***** NET INCOME (LOSS)	3,461,325.37	2,591,309.37	870,016.00	33.6 %
***** NET INCOME (LOSS)	3,461,325.37	2,591,309.37	870,016.00	33.6 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Field
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 3

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 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				
Truck and Auto Expenses				
Truck and Auto Expenses	6,503.03	6,650.10	147.07	2.2 %
TOTAL Truck and Auto Expenses	6,503.03	6,650.10	147.07	2.2 %
Operating Supplies				
Operating Supplies	5,036.88	12,499.98	7,463.10	59.7 %
TOTAL Operating Supplies	5,036.88	12,499.98	7,463.10	59.7 %
Contract Services				
Contract Services	187.50	10,000.02	9,812.52	98.1 %
TOTAL Contract Services	187.50	10,000.02	9,812.52	98.1 %
Repairs and Maintenance				
Repairs and Maintenance	4,777.41	17,500.02	12,722.61	72.7 %
TOTAL Repairs and Maintenance	4,777.41	17,500.02	12,722.61	72.7 %
Safety				
Safety	4,301.40	1,785.08	(2,516.32)	-141.0 %
TOTAL Safety	4,301.40	1,785.08	(2,516.32)	-141.0 %
TOTAL Operating Expenses	20,806.22	48,435.20	27,628.98	57.0 %
***** OPERATING INCOME (LOSS)	(20,806.22)	(48,435.20)	27,628.98	57.0 %
***** NET INCOME (LOSS)	(20,806.22)	(48,435.20)	27,628.98	57.0 %
***** NET INCOME (LOSS)	(20,806.22)	(48,435.20)	27,628.98	57.0 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 4

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 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	229,265.28	245,953.50	16,688.22	6.8 %
TOTAL Salaries and Payroll Taxes	229,265.28	245,953.50	16,688.22	6.8 %
Employee Benefits				
Employee Benefits	75,991.50	90,210.51	14,219.01	15.8 %
TOTAL Employee Benefits	75,991.50	90,210.51	14,219.01	15.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,467.40	10,740.00	9,272.60	86.3 %
TOTAL Truck and Auto Expenses	1,467.40	10,740.00	9,272.60	86.3 %
General and Administrative				
General and Administrative	10,289.00	0.00	(10,289.00)	
TOTAL General and Administrative	10,289.00	0.00	(10,289.00)	
Office Expense				
Office Expense	1,452.20	2,175.00	722.80	33.2 %
TOTAL Office Expense	1,452.20	2,175.00	722.80	33.2 %
Operating Supplies				
Operating Supplies	67,228.78	32,150.04	(35,078.74)	-109.1 %
TOTAL Operating Supplies	67,228.78	32,150.04	(35,078.74)	-109.1 %
Contract Services				
Contract Services	149,042.21	144,875.04	(4,167.17)	-2.9 %
TOTAL Contract Services	149,042.21	144,875.04	(4,167.17)	-2.9 %
Repairs and Maintenance				
Repairs and Maintenance	110,471.19	275,848.54	165,377.35	60.0 %
TOTAL Repairs and Maintenance	110,471.19	275,848.54	165,377.35	60.0 %
Utilities				
Utilities	3,099.58	859.98	(2,239.60)	-260.4 %
TOTAL Utilities	3,099.58	859.98	(2,239.60)	-260.4 %
Travel and Meetings				
Travel and Meetings	4,636.67	9,814.98	5,178.31	52.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 4

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,636.67	9,814.98	5,178.31	52.8 %
Permits and Fees				
Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
TOTAL Permits and Fees	0.00	6,400.00	6,400.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,589.00	1,155.00	(434.00)	-37.6 %
TOTAL Memberships and Subscriptions	1,589.00	1,155.00	(434.00)	-37.6 %
Safety				
Safety	9,655.94	9,902.44	246.50	2.5 %
TOTAL Safety	9,655.94	9,902.44	246.50	2.5 %
TOTAL Operating Expenses	664,188.75	830,085.03	165,896.28	20.0 %
***** OPERATING INCOME (LOSS)	(664,188.75)	(830,085.03)	165,896.28	20.0 %
***** NET INCOME (LOSS)	(664,188.75)	(830,085.03)	165,896.28	20.0 %
***** NET INCOME (LOSS)	(664,188.75)	(830,085.03)	165,896.28	20.0 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
*Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 5*

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 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	258,313.44	246,516.52	(11,796.92)	-4.8 %
TOTAL Salaries and Payroll Taxes	258,313.44	246,516.52	(11,796.92)	-4.8 %
Employee Benefits				
Employee Benefits	92,813.50	99,422.55	6,609.05	6.6 %
TOTAL Employee Benefits	92,813.50	99,422.55	6,609.05	6.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	15,675.46	12,060.02	(3,615.44)	-30.0 %
TOTAL Truck and Auto Expenses	15,675.46	12,060.02	(3,615.44)	-30.0 %
General and Administrative				
General and Administrative	25,775.62	43,049.98	17,274.36	40.1 %
TOTAL General and Administrative	25,775.62	43,049.98	17,274.36	40.1 %
Office Expense				
Office Expense	1,283.67	5,284.98	4,001.31	75.7 %
TOTAL Office Expense	1,283.67	5,284.98	4,001.31	75.7 %
Operating Supplies				
Operating Supplies	10,594.03	11,409.96	815.93	7.2 %
TOTAL Operating Supplies	10,594.03	11,409.96	815.93	7.2 %
Contract Services				
Contract Services	84,176.50	76,675.04	(7,501.46)	-9.8 %
TOTAL Contract Services	84,176.50	76,675.04	(7,501.46)	-9.8 %
Repairs and Maintenance				
Repairs and Maintenance	44,724.09	90,500.00	45,775.91	50.6 %
TOTAL Repairs and Maintenance	44,724.09	90,500.00	45,775.91	50.6 %
Utilities				
Utilities	18,365.25	19,527.54	1,162.29	6.0 %
TOTAL Utilities	18,365.25	19,527.54	1,162.29	6.0 %
Travel and Meetings				
Travel and Meetings	7,558.35	5,650.02	(1,908.33)	-33.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Collections
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 5

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	7,558.35	5,650.02	(1,908.33)	-33.8 %
Permits and Fees				
Permits and Fees	5,307.00	5,600.00	293.00	5.2 %
TOTAL Permits and Fees	5,307.00	5,600.00	293.00	5.2 %
Memberships and Subscriptions				
Memberships and Subscriptions	556.00	1,024.98	468.98	45.8 %
TOTAL Memberships and Subscriptions	556.00	1,024.98	468.98	45.8 %
Safety				
Safety	2,088.08	6,570.00	4,481.92	68.2 %
TOTAL Safety	2,088.08	6,570.00	4,481.92	68.2 %
Other Expenses				
Other Expense	180.00	0.00	(180.00)	
TOTAL Other Expenses	180.00	0.00	(180.00)	
TOTAL Operating Expenses	567,410.99	623,291.59	55,880.60	9.0 %
***** OPERATING INCOME (LOSS)	(567,410.99)	(623,291.59)	55,880.60	9.0 %
***** NET INCOME (LOSS)	(567,410.99)	(623,291.59)	55,880.60	9.0 %
***** NET INCOME (LOSS)	(567,410.99)	(623,291.59)	55,880.60	9.0 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 6

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 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	480,491.91	515,232.50	34,740.59	6.7 %
TOTAL Salaries and Payroll Taxes	480,491.91	515,232.50	34,740.59	6.7 %
Employee Benefits				
Employee Benefits	156,847.82	178,493.44	21,645.62	12.1 %
TOTAL Employee Benefits	156,847.82	178,493.44	21,645.62	12.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
TOTAL Truck and Auto Expenses	285.83	1,502.00	1,216.17	81.0 %
General and Administrative				
General and Administrative	35,717.13	84,502.02	48,784.89	57.7 %
TOTAL General and Administrative	35,717.13	84,502.02	48,784.89	57.7 %
Office Expense				
Office Expense	5,079.15	19,385.10	14,305.95	73.8 %
TOTAL Office Expense	5,079.15	19,385.10	14,305.95	73.8 %
Operating Supplies				
Operating Supplies	154,102.03	132,607.62	(21,494.41)	-16.2 %
TOTAL Operating Supplies	154,102.03	132,607.62	(21,494.41)	-16.2 %
Contract Services				
Contract Services	200,144.86	167,057.54	(33,087.32)	-19.8 %
TOTAL Contract Services	200,144.86	167,057.54	(33,087.32)	-19.8 %
Repairs and Maintenance				
Repairs and Maintenance	22,427.43	34,029.96	11,602.53	34.1 %
TOTAL Repairs and Maintenance	22,427.43	34,029.96	11,602.53	34.1 %
Utilities				
Utilities	167,704.32	186,800.04	19,095.72	10.2 %
TOTAL Utilities	167,704.32	186,800.04	19,095.72	10.2 %
Travel and Meetings				
Travel and Meetings	5,245.17	18,922.50	13,677.33	72.3 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Treatment
*Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 6*

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	5,245.17	18,922.50	13,677.33	72.3 %
Permits and Fees				
Permits and Fees	27,582.50	40,615.00	13,032.50	32.1 %
TOTAL Permits and Fees	27,582.50	40,615.00	13,032.50	32.1 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,140.00	3,799.98	2,659.98	70.0 %
TOTAL Memberships and Subscriptions	1,140.00	3,799.98	2,659.98	70.0 %
Safety				
Safety	17,060.89	12,890.02	(4,170.87)	-32.4 %
TOTAL Safety	17,060.89	12,890.02	(4,170.87)	-32.4 %
Other Expenses				
Other Expense	0.00	1,000.02	1,000.02	100.0 %
TOTAL Other Expenses	0.00	1,000.02	1,000.02	100.0 %
TOTAL Operating Expenses	1,273,829.04	1,396,837.74	123,008.70	8.8 %
***** OPERATING INCOME (LOSS)	(1,273,829.04)	(1,396,837.74)	123,008.70	8.8 %
***** NET INCOME (LOSS)	(1,273,829.04)	(1,396,837.74)	123,008.70	8.8 %
***** NET INCOME (LOSS)	(1,273,829.04)	(1,396,837.74)	123,008.70	8.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 7

	<i>6 Months Ended</i> <i>December 31, 2018</i>	<i>6 Months Ended</i> <i>December 31, 2018</i> <i>Budget</i>	<i>Variance</i> <i>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	250,803.43	297,783.00	46,979.57	15.8 %
TOTAL Salaries and Payroll Taxes	250,803.43	297,783.00	46,979.57	15.8 %
Employee Benefits				
Employee Benefits	74,089.47	125,689.40	51,599.93	41.1 %
TOTAL Employee Benefits	74,089.47	125,689.40	51,599.93	41.1 %
Director's Expenses				
Director's Expenses	13,846.68	16,124.98	2,278.30	14.1 %
TOTAL Director's Expenses	13,846.68	16,124.98	2,278.30	14.1 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,378.40	985.04	(393.36)	-39.9 %
TOTAL Truck and Auto Expenses	1,378.40	985.04	(393.36)	-39.9 %
General and Administrative				
General and Administrative	45,753.13	149,812.98	104,059.85	69.5 %
TOTAL General and Administrative	45,753.13	149,812.98	104,059.85	69.5 %
Office Expense				
Office Expense	17,920.41	16,724.98	(1,195.43)	-7.1 %
TOTAL Office Expense	17,920.41	16,724.98	(1,195.43)	-7.1 %
Operating Supplies				
Operating Supplies	621.56	650.04	28.48	4.4 %
TOTAL Operating Supplies	621.56	650.04	28.48	4.4 %
Contract Services				
Contract Services	54,781.18	83,564.95	28,783.77	34.4 %
TOTAL Contract Services	54,781.18	83,564.95	28,783.77	34.4 %
Repairs and Maintenance				
Repairs and Maintenance	1,767.99	499.98	(1,268.01)	-253.6 %
TOTAL Repairs and Maintenance	1,767.99	499.98	(1,268.01)	-253.6 %
Utilities				
Utilities	10,429.32	11,241.48	812.16	7.2 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Admin.
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 7

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	10,429.32	11,241.48	812.16	7.2 %
Travel and Meetings				
Travel and Meetings	5,795.92	22,474.98	16,679.06	74.2 %
TOTAL Travel and Meetings	5,795.92	22,474.98	16,679.06	74.2 %
Permits and Fees				
Permits and Fees	24,052.00	24,052.00	0.00	
TOTAL Permits and Fees	24,052.00	24,052.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	1,057.81	1,087.50	29.69	2.7 %
TOTAL Memberships and Subscriptions	1,057.81	1,087.50	29.69	2.7 %
Safety				
Safety	1,114.71	950.00	(164.71)	-17.3 %
TOTAL Safety	1,114.71	950.00	(164.71)	-17.3 %
Other Expenses				
Other Expense	23,615.71	18,000.02	(5,615.69)	-31.2 %
TOTAL Other Expenses	23,615.71	18,000.02	(5,615.69)	-31.2 %
TOTAL Operating Expenses	527,027.72	769,641.33	242,613.61	31.5 %
***** OPERATING INCOME (LOSS)	(527,027.72)	(769,641.33)	242,613.61	31.5 %
***** NET INCOME (LOSS)	(527,027.72)	(769,641.33)	242,613.61	31.5 %
***** NET INCOME (LOSS)	(527,027.72)	(769,641.33)	242,613.61	31.5 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Reclamation
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 8

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 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	266,997.77	221,666.46	(45,331.31)	-20.5 %
TOTAL Salaries and Payroll Taxes	266,997.77	221,666.46	(45,331.31)	-20.5 %
Director's Expenses				
Director's Expenses	350.00	333.34	(16.66)	-5.0 %
TOTAL Director's Expenses	350.00	333.34	(16.66)	-5.0 %
Operating Supplies				
Operating Supplies	2,863.38	4,249.98	1,386.60	32.6 %
TOTAL Operating Supplies	2,863.38	4,249.98	1,386.60	32.6 %
Contract Services				
Contract Services	871.16	0.00	(871.16)	
TOTAL Contract Services	871.16	0.00	(871.16)	
Repairs and Maintenance				
Repairs and Maintenance	1,186.27	2,149.98	963.71	44.8 %
TOTAL Repairs and Maintenance	1,186.27	2,149.98	963.71	44.8 %
Safety				
Safety	1,222.96	0.00	(1,222.96)	
TOTAL Safety	1,222.96	0.00	(1,222.96)	
TOTAL Operating Expenses	273,491.54	228,399.76	(45,091.78)	-19.7 %
***** OPERATING INCOME (LOSS)	(273,491.54)	(228,399.76)	(45,091.78)	-19.7 %
***** NET INCOME (LOSS)	(273,491.54)	(228,399.76)	(45,091.78)	-19.7 %
***** NET INCOME (LOSS)	(273,491.54)	(228,399.76)	(45,091.78)	-19.7 %

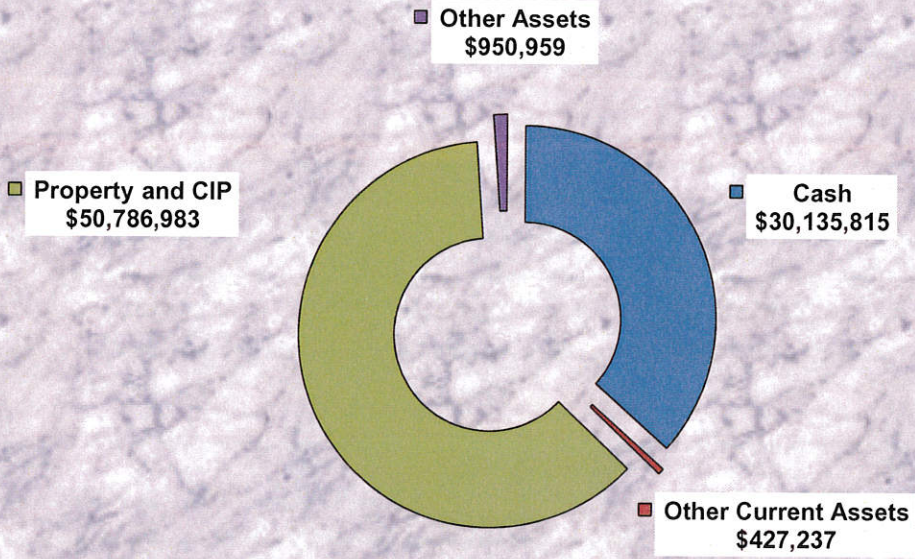
Carmel Area Wastewater District
Budgeted Income Stmt-Waste to Energy
*Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 9*

	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,268.85	0.00	1,268.85	
TOTAL Income	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
*****	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
***** OPERATING INCOME	<u>1,268.85</u>	<u>0.00</u>	<u>1,268.85</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	80.11	0.00	(80.11)	
TOTAL Salaries and Payroll Taxes	<u>80.11</u>	<u>0.00</u>	<u>(80.11)</u>	
TOTAL Operating Expenses	<u>80.11</u>	<u>0.00</u>	<u>(80.11)</u>	
***** OPERATING INCOME (LOSS)	<u>1,188.74</u>	<u>0.00</u>	<u>1,188.74</u>	
***** NET INCOME (LOSS)	<u>1,188.74</u>	<u>0.00</u>	<u>1,188.74</u>	
***** NET INCOME (LOSS)	<u>1,188.74</u>	<u>0.00</u>	<u>1,188.74</u>	

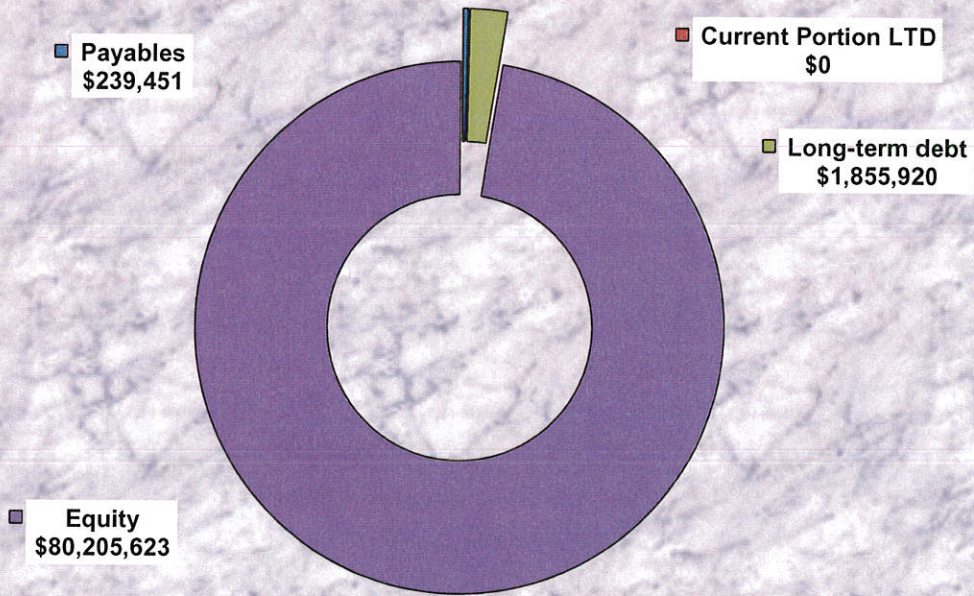
Carmel Area Wastewater District
Budgeted Income Stmt-Brine Disposal
Year-to-Date Variance, December 2018 - current month, Consolidated by
account, Department 10

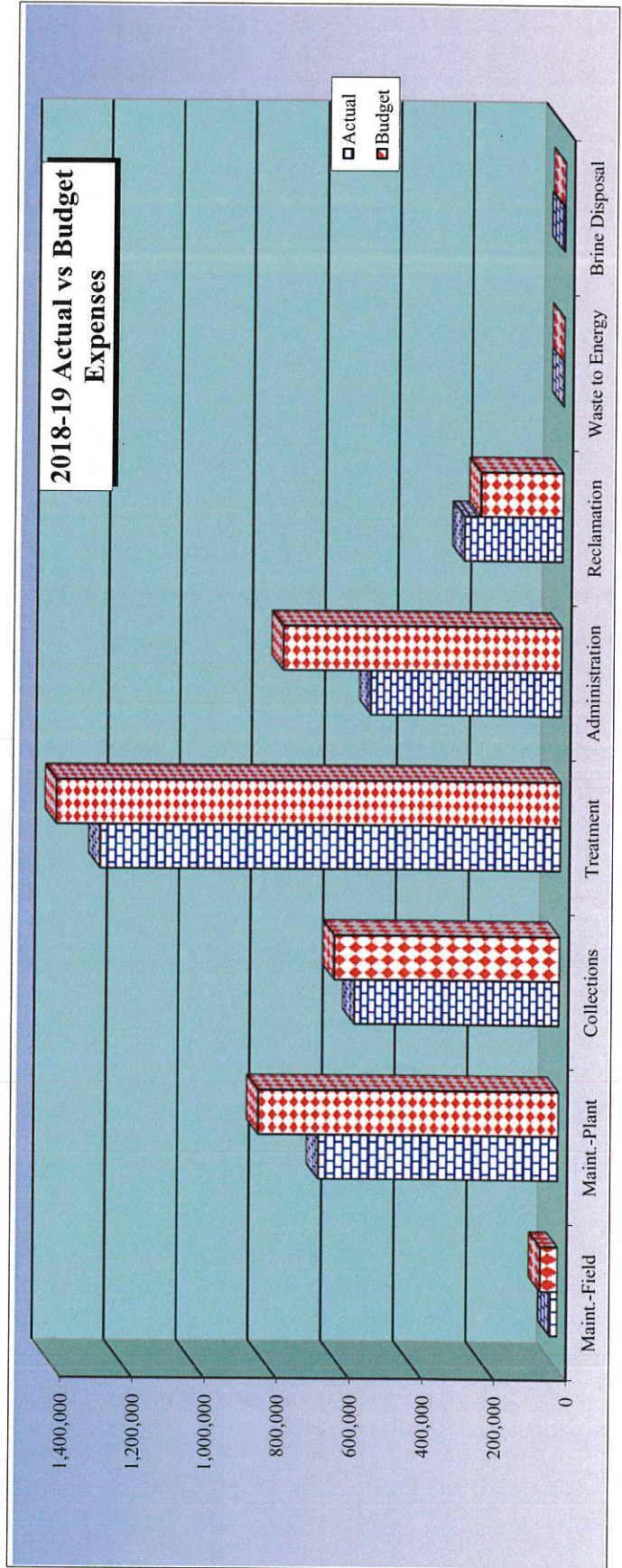
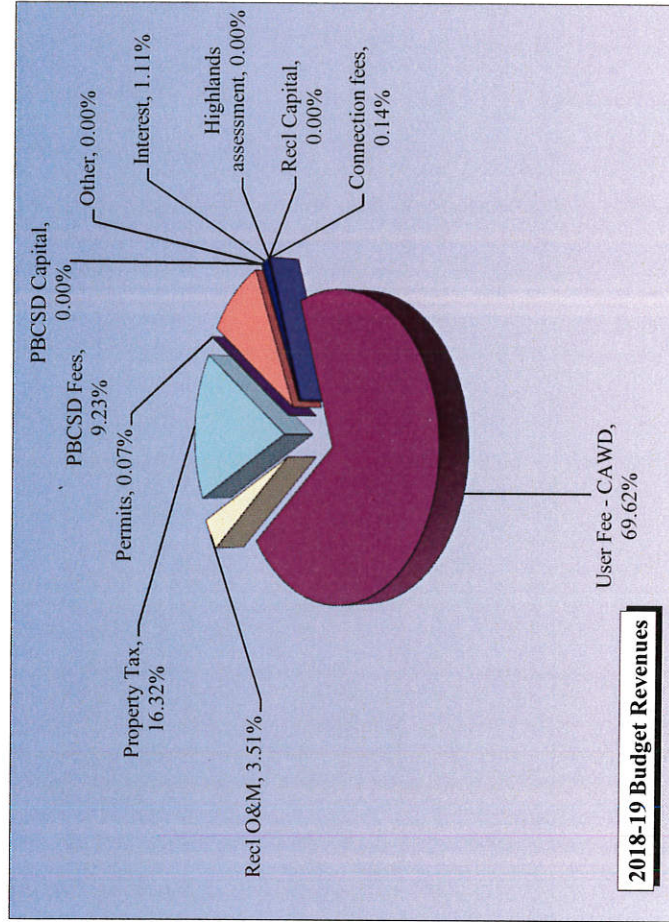
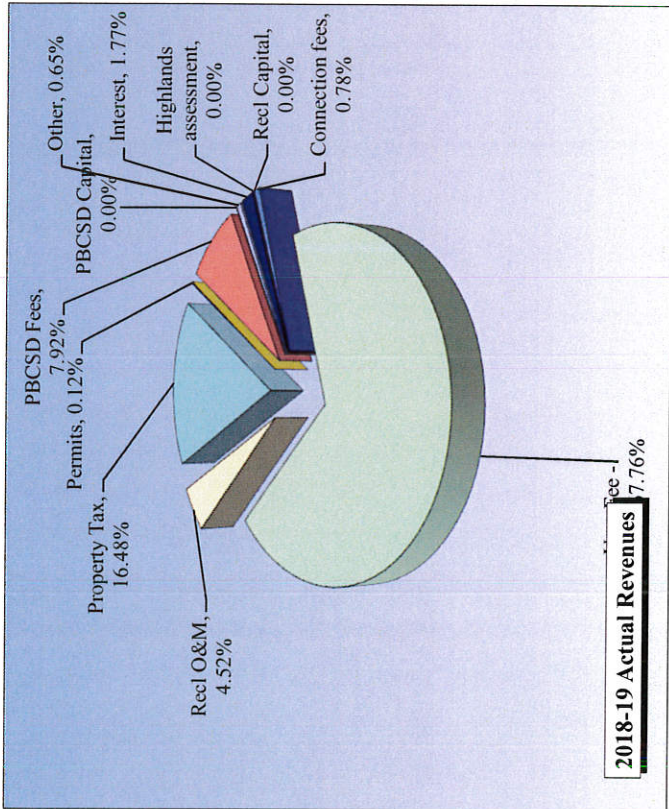
	<i>6 Months Ended December 31, 2018</i>	<i>6 Months Ended December 31, 2018 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	37,377.46	0.00	37,377.46	
TOTAL Income	<u>37,377.46</u>	<u>0.00</u>	<u>37,377.46</u>	
*****	<u>37,377.46</u>	<u>0.00</u>	<u>37,377.46</u>	
***** OPERATING INCOME	<u>37,377.46</u>	<u>0.00</u>	<u>37,377.46</u>	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,420.42	0.00	(1,420.42)	
Payroll taxes	109.25	0.00	(109.25)	
TOTAL Salaries and Payroll Taxes	<u>1,529.67</u>	<u>0.00</u>	<u>(1,529.67)</u>	
Operating Supplies				
Operating Supplies	772.65	0.00	(772.65)	
TOTAL Operating Supplies	<u>772.65</u>	<u>0.00</u>	<u>(772.65)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,113.45	0.00	(1,113.45)	
TOTAL Repairs and Maintenance	<u>1,113.45</u>	<u>0.00</u>	<u>(1,113.45)</u>	
TOTAL Operating Expenses	<u>3,415.77</u>	<u>0.00</u>	<u>(3,415.77)</u>	
***** OPERATING INCOME (LOSS)	<u>33,961.69</u>	<u>0.00</u>	<u>33,961.69</u>	
***** NET INCOME (LOSS)	<u>33,961.69</u>	<u>0.00</u>	<u>33,961.69</u>	
***** NET INCOME (LOSS)	<u>33,961.69</u>	<u>0.00</u>	<u>33,961.69</u>	

Assets - December 31, 2018

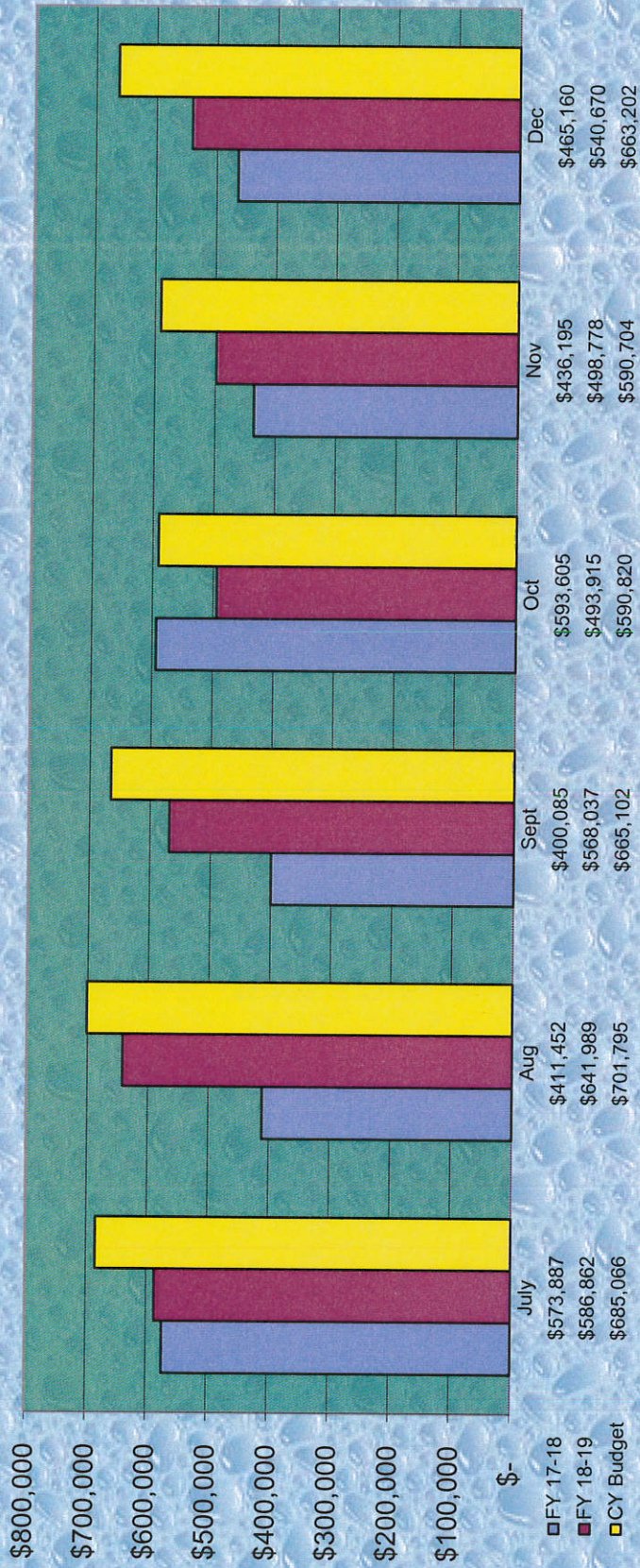


Liabilities - December 31, 2018





Operating Expenses



**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
Mobile trailer HR office-umbudgeted		4,249	4,249	4,249	0	NA
<u>Collections</u>						
	0	0	0	0	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
<u>Treatment</u>						
Mainsaver Purchasing Model and Connect-(RECL 33.33%)		7,126	42,972	42,972	40,000	107.43%
Secondary Clarifier wiper/blade rehab	0	0	10,770	10,770	0	NA
	0	0	0	0	0	NA
	0	0	0	0	0	NA
RECL share		(2,375)	(14,323)	(14,323)	(13,332)	107.43%
PBCSD share (1/3 of cost)		(1,584)	(13,140)	(13,140)	0	NA
	7,416	30,528	30,528	30,528	26,668	NA

Total Capital Purchases 18-19

**Carmel Area Wastewater District
Capital Expenditures
2018-19**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
Treatment						
Electrical Upgrade	157,042	0	0	157,042	0	NA
Standby blower replacement	932,876	0	1,415	934,291	13,195	10.72%
Storm water improvements	562,669	0	806	563,475	7,517	10.72%
Thickener (RECL 50%)	942,381	0	1,382	943,763	12,894	10.72%
Hypo/SBS (RECL 40%)	2,930,043	0	4,900	2,934,942	45,704	10.72%
Portable RAS pumping	1,118,978	0	1,935	1,120,913	18,051	10.72%
Digester firm capacity Improvements	5,340,025	0	9,679	5,349,704	90,283	10.72%
#1 Water improvements	377,108	0	506	377,614	4,718	10.72%
#3 Water system improvements	323,065	0	265	323,330	2,469	10.72%
Dewatering	1,278,111	0	1,841	1,279,952	17,173	10.72%
Standby & main power improvements	3,435,491	0	5,852	3,441,343	54,592	10.72%
Perimeter Fencing	0	0	3,000	3,000	50,000	6.00%
Outfall Crossing rehabilitation	229,365	20,396	47,994	277,359	0	NA
Microturbine/Gas Conditioning System	400	0	1,010	1,410	0	NA
Microturbine	161,807	0	13,300	175,106	0	NA
Mainsaver Inventory Module (RECL 33%)	13,400	0	6,179	19,579	0	NA
SCADA Network Phase II PLC equipment	0	10,000	16,157	16,157	150,000	10.77%
WWTP Phase II Design	0	0	194,155	194,155	874,985	22.19%
RECL share		0	(4,711)	(1,652,385)	(24,729)	19.05%
PBCSD share (1/3 of cost)		(10,132)	(101,888)	(5,486,917)	(438,951)	23.21%
	17,802,761	20,264	203,776	10,973,833	877,901	NA
Total Long Term CIP Projects 18-19						
Total Capital (net of RECL and PBCSD)	19,209,974	44,226	311,679	12,049,957	1,249,726	NA

**Carmel Area Wastewater District
Variance Analysis
2018-19**

YTD Actual/
YTD Budget
Variance

Maintenance - Field

Safety -141.00% Training underbudgeted.

Maintenance - Plant

Operating Supplies -109.10% Electrical supplies underbudgeted.

Utilities -260.40% New phones unbudgeted.

Memberships and Subscriptions -37.60% Maintenance department memberships unbudgeted-small dollar amounts.

Collections

Truck and Auto Expenses -30.00% Diesel fuel underbudgeted.

Contract Services -9.80% Root foaming underbudgeted.

Travel and Meetings -33.80% Timing-employee training.

Treatment

Operating Supplies -16.20% Timing-chemicals and lab supplies. General supplies underbudgeted.

Contract Services -19.80% Sea level rise study budgeted in capital.

Safety -32.40% Timing-fire extinguisher service, supplies and training.

Administration

Truck and Auto Expenses -39.90% Insurance underbudgeted: actual \$1,378, budget \$605.

Office Expense -7.10% Timing-furnishings and paper; temp service underbudgeted.

Repairs and Maintenance -253.60% Building repairs underbudgeted-small dollar amounts; actual \$1,468, budget \$500.

Safety -17.30% Timing-training.

Other Expense -31.20% Recruiting and newsletter underbudgeted.

Waste to Energy

Unbudgeted

Brine Disposal

Unbudgeted

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$1,090,000

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: January 31, 2019
 SUBJECT: Monthly Report – December

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in December.....	12
Total Fees.....	\$ 2010.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were no CCTV sewer line inspections during the month of December. There was 40,670 feet of sewer lines foamed in the month of December to prevent root intrusion; this is part of the District’s annual root foaming program.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
October	53,361 ft.	12.98%	6 – 27 inches
November	50,568 ft.	12.30%	6 – 15 inches
December	52,724 ft.	12.84%	6 – 27 inches

Construction Activities

No construction during December.

General Comments

Staff received Collection System Asset Management evaluation performed by West Yost Associates. See report

Service Calls Responded to by Crew

Date	Time	Callout	Resolution
12/6/18	1: 15 PM	Lateral Blockage	Staff informed owner to call their plumber
12/12/18	11:16 AM	Lateral Overflow	Staff informed owner to call their plumber
12/23/18	10:58 AM	Lateral Overflow	Staff informed owner to call their plumber
12/25/18	3:35 PM	Pump Fail at Ribera pump station	Staff took pump out of rotation, repair was made on the following business day. Ants were found in Starter motor and level indicator
12/26/18	9:50 PM	High level at Ribera pump station	Staff found new programmed level indicator to have wrong value causing the high level, reprogramed
12/28/18	2:28 AM	Low level at Pump Station	Staff found level indicator had moisture / cobweb build up. Cleaned transduce to fix problem

USA Location Requests – 86

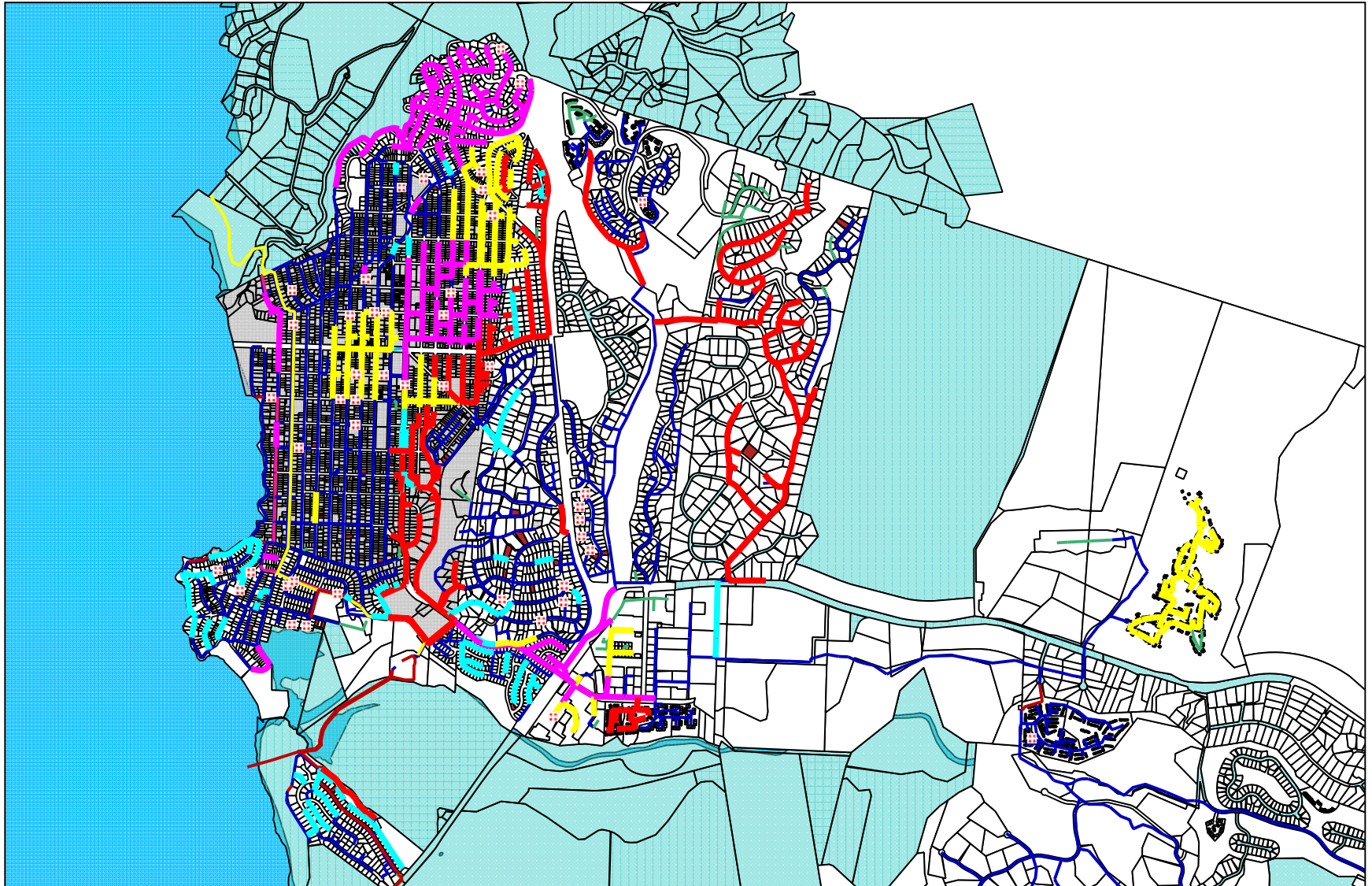
Plumbing permit inspections – 8

FUNDING

N/A- Informational item only

October (Magenta) - 53,361 feet
November (Yellow) - 50,568 feet
December Cleaning (Red) - 52,724 feet
December Root Foaming (Teal) - 40,670 feet

Cleaning Map



RedZone[®]
ROBOTICS

1/2/2019

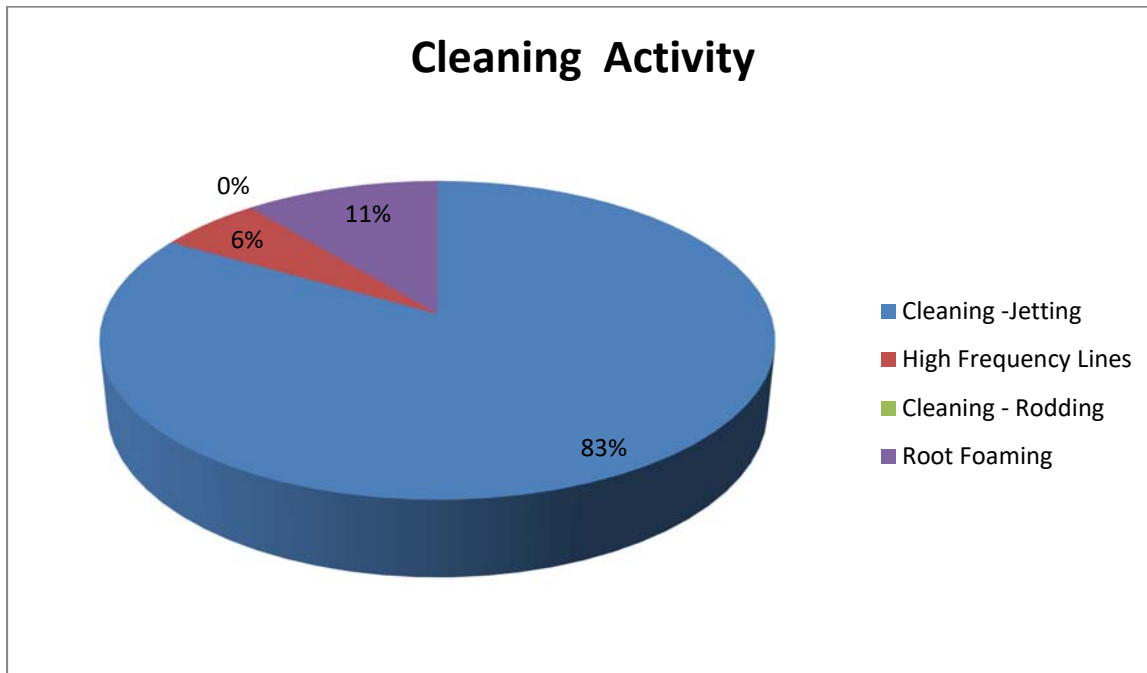


CAWD Collection Annual Report For 2018

This report provides an overall summary of cleaning activity, construction, and SSO information for the year of 2018.

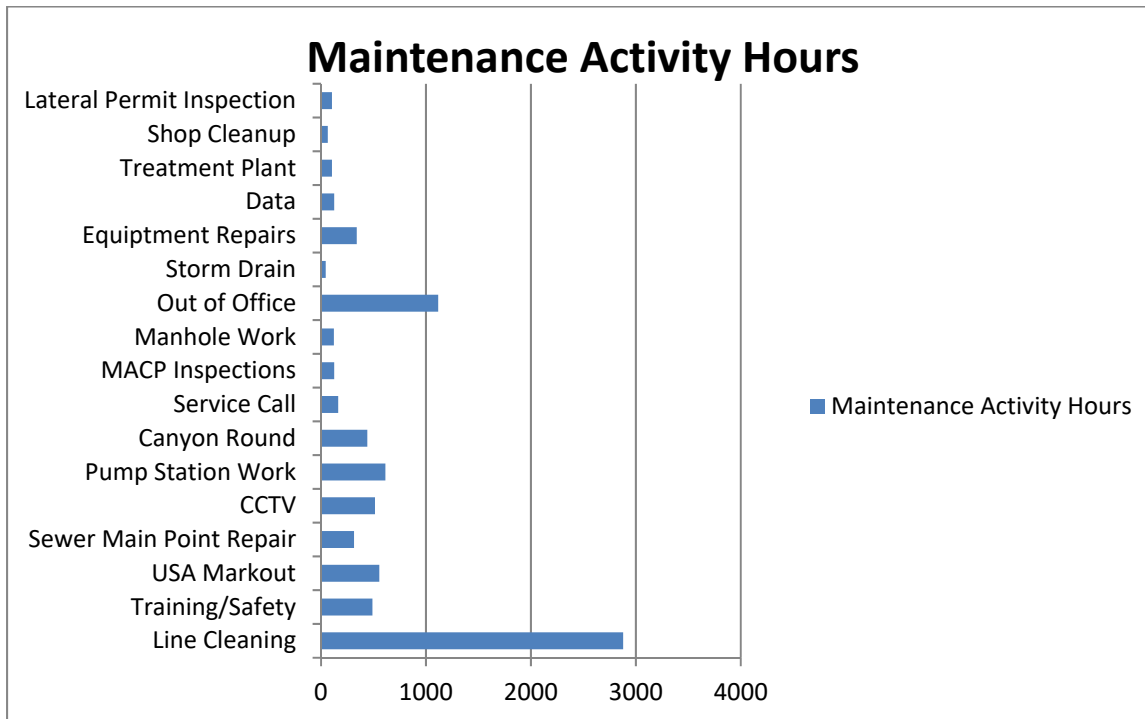
Cleaning Activity: The collection crew maintains 408,581 feet of gravity sewer lines and 21,600 feet of force mains in the District. During 2018 staff cleaned the equivalent to the entire system in just over 8 months. The types of cleaning methods used are hydro-cleaning, power rodding and root foaming.

Activity	Feet Cleaned
Cleaning - Jetting	617,361 ft.
High Frequency Lines	42,375 ft.
Cleaning - Rodding	0 ft.
Root Foaming	81,082 ft.
Total	742,737 ft.



Maintenance Activity: Collection crews responded to 69 service calls in 2018, with private lateral problems being the majority of the calls. The remaining calls

were for odor complaints, pump station related problems, backed up plumbing, and rattling manholes. Crews inspected 100 private lateral repairs, ranging from complete lateral replacement to spot repairs. There were 1,171 Underground Service Alerts mark outs for 2018. Collection crews were able to CCTV inspect 28,812 feet of sewer line. The Districts root foaming program treated 81,082 feet of problematic lines with roots.



Construction Activity: During 2018 there were several projects that were completed, starting with the replacement of the damaged sewer line on San Carlos between 6th and Ocean. This project was successful given the location and the week-long road closure and detours. Contractors also replaced 40 feet of damaged pipe and installed one new composite manhole frame and lid in the intersection of 14th and 15th Avenues. By-pass equipment was used to divert flow, allowing a repair to be made on the damaged 12” pipe. Staff made six other spot repairs, three of which were made using trenchless pipe repair equipment.

Staff installed 3 lockable manhole frame and lids made of composite material to prevent frame and lid corrosion throughout the district. Additionally, the District provided 43 new composite manhole frame and lids to be installed by the

contractors awarded local projects affecting District infrastructure including; the Carmel-by-the Sea 2018 Paving Project, Highway 1 and Rio Rd Corridor widening project, and the Carmel-by-the-Sea Carpenter Street Storm Drain Project.

Other Notable Activity: The District has several locations in the collection system that have a history of overflows. To minimize overflows and/or the volume of such flows at these locations, Staff has installed five “Mission Manhole Monitoring Systems” in the locations with the worst histories. These systems are cellular based and have float activated monitors. In the event of a backup, they alert Staff prior to wastewater reaching the surface, and depending on flows and response time, they may prevent the spill from happening all together.

The Collections Department attended all the required safety training in 2018 and sent staff to both CWEA Annual and Tri-state conferences. Staff continued with data requests from West Yost to complete the capacity study and the District’s Asset Management plan. These projects began in 2016 and are near completion. Please see a copy of the Asset Management plan in January Board packet. The District currently has two applications in progress for grant funding, one for the Hatton Canyon sewer line replacement project, and the other for the outfall/force main lagoon crossing. In late 2018 Collections began cleaning the storm drain interceptors and catch ponds for the Carmel By the Sea. I would like to congratulate the Collection Staff in finishing year 2018 with zero work time lost.

SSO Summary:

		GALLONS	GALLONS	
DATE	SPILL LOCATION	SPILLED	RECOVERED	CAUSE OF SPILL
1/30/2018	Del Mesa	380	0	Roots
3/26/2018	Force Main Calle La Cruz	180	0	Pipe Failure
5/14/2018	16 th & Monte Verde	328	0	Grease
10/12/2018	Pescadero Easement	113	0	Debris from plumber

SSO #1 occurred at manhole R1137, in the private Del Mesa community. This manhole has a history of overflows, so Staff installed one of the Mission Manhole

Monitoring Systems to proactively monitor the condition for an immediate response to any problems at this location.

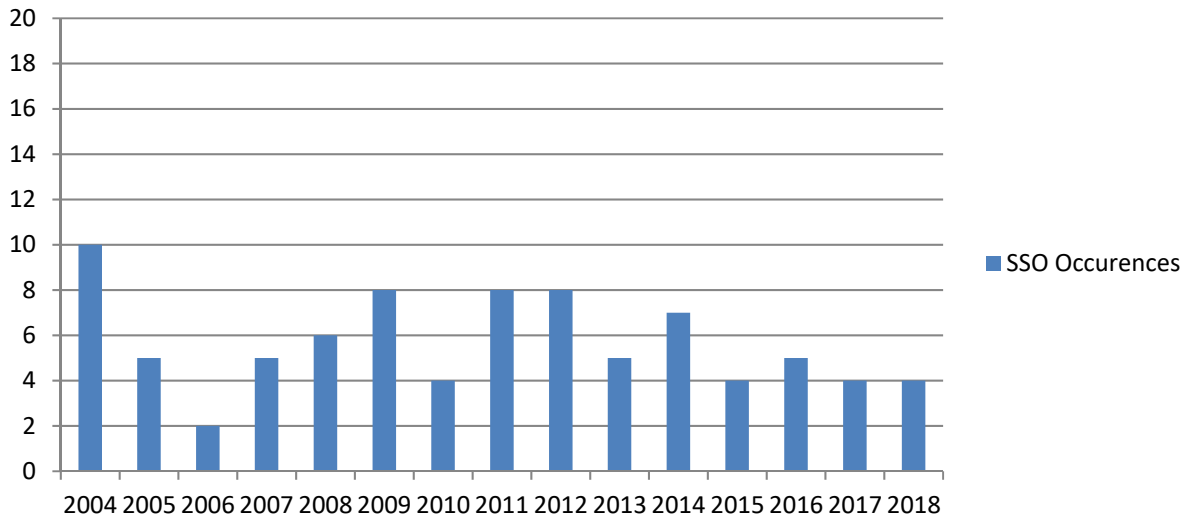
SSO #2 occurred in the wooded lagoon area adjacent to the southwest side of the treatment plant along the Calle La Cruz force main pipeline. Staff noticed the spill while walking along the force main to survey the area for the treatment plant outfall line rehabilitation project. Due to the depth of the pipeline, a local contractor with light equipment was brought in to minimize the impact on the environment of the sensitive habitat area to expose the damaged pipe so staff could make the repair.

SSO #3 occurred in the garden area of the Carmel River Elementary School. This pipeline has a history of overflows, although not always at the same appearance point, due to the levels of grease found in this pipeline from an upstream restaurant connection. Staff contacted the management of the facility to alert them to the high levels of grease coming from their lateral. The management responded by installing a large grease interceptor that will capture the grease rather than discharge into our pipeline. While staff was onsite for this spill, it was observed that a new frame and lid should be installed due to the deterioration of the existing hardware. A new composite manhole frame and lid was installed and raised by staff to make access easier. In this location, the manhole was susceptible to being buried and tampered with by the children on the play yard. The new lid is lockable and maintains a seal around the circumference of the mated surfaces.

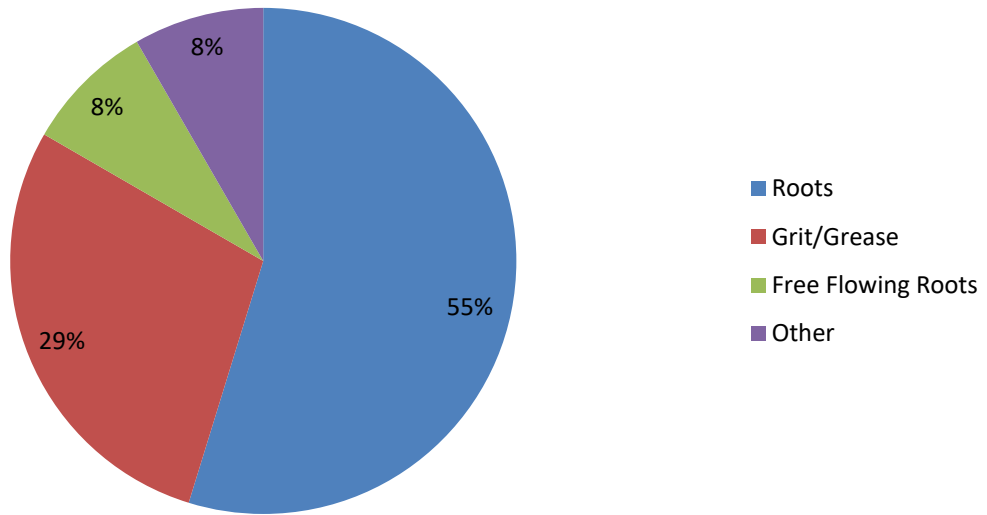
SSO #4 occurred on the Pescadero Easement. Staff found the overflow during the weekly easement inspection. A residence upstream of the overflow was having their lateral replaced. The plumber contacted Staff indicating that large amounts of broken pipe, rocks, roots, and debris had entered the pipeline and flushed downstream during their repair. Staff placed a basket in the line to catch the blockage, and the debris was confirmed to be the cause.

A map of all spill locations is attached to this report.

Sewer Main SSO History



Cause of Spills Since 2004

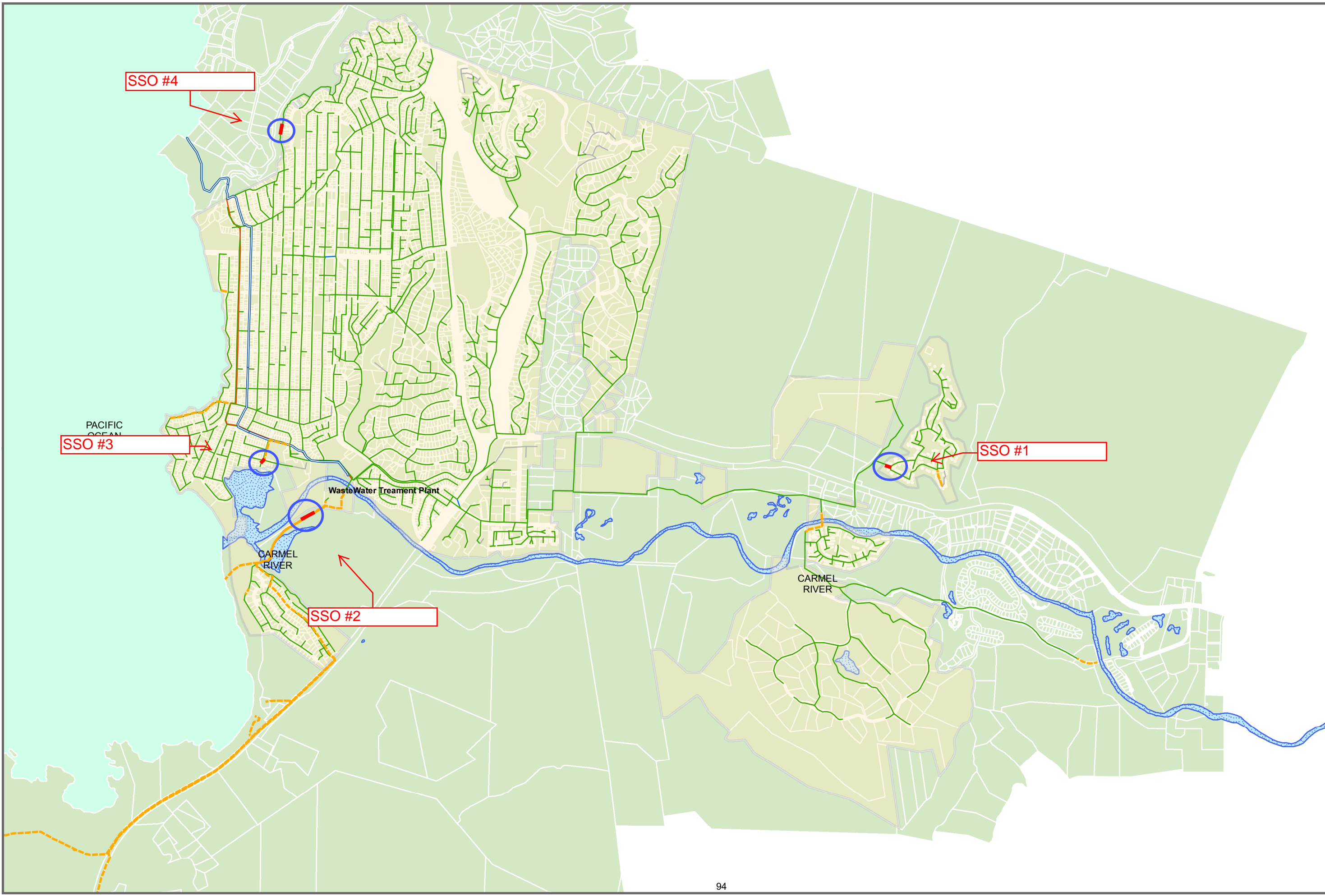


- Legend**
- ForceMains
 - Sewer Pipes**
 - Gravity
 - Private
 - PBCSD
 - Forcemain
 - FM Outfall
 - OFW
 - Reclamation
 - Service Area
 - County Parcels

**Carmel Area District
Wastewater District**
Sanitary Sewer System Inventory



Created by
RedZone Robotics
Revised 10/2013



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: January 31, 2019

Subject: Monthly Report (for December 2018)

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

Dec 6- Tailgate training. Safety/Compliance Administrator Mark Dias (S/C Admin Dias) gave a presentation titled *Introduction to Safety Culture*. GM Buikema has committed resources to this important program and this will be the first of several ongoing presentations on this topic. Some of the hallmarks of a fully developed safety culture are: each employee feels a sense of responsibility for the safety of their co-worker as well as themselves; each employee realizes their responsibility to speak up when a fellow employee is at risk; and each employee shows leadership and self-accountability. Because safety culture is not a top-down enforcement-based approach, “each employee” must include management who will also be self-accountable. During the interactive portion of the training, staff broke out into four groups and developed lists of pros and cons of self-reporting near misses and incidents. S/C Admin Dias then facilitated a group discussion and reviewed the groups’ responses and highlighted teachable moments.

Dec 13- Tailgate training. S/C Admin Dias presented on lessons learned from a chemical incident at the City of Martinez Water Treatment Plant. In follow up to an inquiry by CAWD Director Siegfried, S/C Admin Dias obtained the incident response documents from the Contra Costa County hazmat team. The incident occurred after Martinez operations staff transferred sodium hypochlorite (hypo) into a used tote containing sulfuric acid. The resulting off-gassing and heat caused a rupture/explosion

of the tote and injured an employee requiring decontamination and stitches for cuts. Because CAWD also uses totes of sodium hypochlorite and sulfuric acid, this was an excellent opportunity to emphasize proper procedures when transferring chemicals and the criticality of correct chemical labeling. The Martinez incident also drives home that the annual, 8-hour, chemical safety trainings are not just a rehashing of hypothetical precautions. The dangers are real and conscious planning is always needed when handling chemicals.

Ongoing Safety Improvements

During December Maintenance Superintendent Foley and S/C Admin Dias continued to implement safety improvements and seek input from the operations crew and Safety Committee. Many of the physical safety improvements are projects extending over several weeks. Activities in December included:

- Fall Safety – vault hatches. **Background:** As described in previous reports, six vault hatches were identified for replacement with built-in fall protection and greater ease of operation. **Update;** Hatches were being fabricated and CAWD received notice the ship date is mid-January. Interim safety protocols for the existing hatches have been implemented.
- Respiratory Safety – gas levels at the Calle La Cruz lift station (Ribera Road). **Background:** As described in previous reports, this lift station receives wastewater from the Carmel Highlands. The longer travel-time allows the anaerobic generation of dangerous hydrogen sulfide gas. Gas levels were high enough to warrant locking the hatch and preventing access until the gas could be mitigated. Four options were identified and are being tried in order of increasing cost. The first option –using cakes of potassium permanganate– was ineffective. The second option -- using a biological treatment-- was also ineffective. **Update:** The Collections and Operations superintendents began implementing option #3 (liquid calcium nitrate). This chemical was delivered via a tote to the Highlands lift station and dosing was started. Initial hydrogen sulfide readings showed the most promise of any efforts so far. While the readings were still above action levels they had dropped significantly. A higher dosing rate was started but then the data logger failed which required factory servicing. Readings resumed in mid-January. Monthly tracking continuing.
- Planned installation of additional fire hydrants. **Background:** As described in previous reports, during the Fire Department walk-through in June it was noted that the plant only has two fire hydrants. Both are located on the south side of the site. While not required by the Fire Department, two additional locations were identified where existing plumbing could be retrofitted with fire hydrants. The locations are much closer to areas where firefighting may be needed such as the office buildings, the shop, the collections building and the Reclamation pad. **Update:** The leaking isolation valve has been replaced by CAWD staff and the vendor has been

scheduled to complete the work in January.

- Bulk aqueous ammonia system repairs. **Background:** As first described in the October report, CAWD receives bulk deliveries of 19% aqueous ammonia approximately once per month. The bulk tank is located outdoors on the south side of the tertiary building with permanent secondary containment. Newly implemented gas monitoring equipment showed that ammonia vapors are escaping out of the tank lid during the filling process. Operations staff have consistently been required to wear respirators during the filling process. Until the system is improved, an Interim Operating Procedure (IOP) has been promulgated and deliveries are overseen by the Safety Officer. Per the IOP staff are now required to remotely monitor the tank level at a safe distance using the wireless SCADA system rather than stand near the tank during filling. **Update:** The system was evaluated by CAWD staff. A retrofit of the piping and venting components will be completed in-house rather than purchasing a replacement system. A sensitive pressure gauge was installed on the tank to determine the actual pressures generated during filling. The plant engineer will use this data to calculate specifications for retrofitted piping, connections and relief valves. Monthly tracking continuing.

Tours and Outreach

No tours were given in December. School tours are being scheduled for Feb/March.

Injuries; first aid responses; worker compensation claims

There were no worker’s comp claims in December. The latest tracking matrix (unchanged) is below.

	Work Related Injuries and Illnesses for 2018 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	1	4	2.0	13	2.0
First Aid (non-OSHA)	0	0	0	0	0

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: October 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.915	0.739	0.672	0.797	69.801	250.00	766.88
PBCSD Flow	9.914	0.320	0.266	0.351	30.199	117.12	359.25
Total Plant Flow	32.829	1.059	0.938	1.148	100.00	367.12	1126.14
Tertiary Flow	28.693	0.926	0.791	1.097	87.401	276.40	847.86
Ocean Discharge	3.512	0.113	0.090	0.156	10.698	93.37	286.40
Potable Water	0.000	0.000	0.000	0.000	0.000	5.009	15.365

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2018)	276.40 MG (848.27 acre-ft.)
Total Lifetime Reclamation Production (94-18)	8.10 BG (24.87 B acre-ft.)
12 Month Rolling Total Reclamation Production	333.18 MG (1022.53 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Oct '18 kWh	Price per kWh	Oct'18	Sept'18	Aug '18	July '18
Secondary	133,198.00	\$ 0.189	\$ 25,142.67	\$ 25,935.21	\$ 22,246.67	\$ 25,111.46
Blowers	58,451.04	\$ 0.170	\$ 9,909.43	\$ 8,638.06	\$ 9,138.52	\$ 9,263.12
CAWD Total	191,649.04		\$ 35,052.10	\$ 34,573.27	\$ 31,385.19	\$ 34,374.58
Tertiary	79,927.04	\$ 0.204	\$ 16,298.32	\$ 17,384.70	\$ 17,179.94	\$ 17,533.51
MF/RO	114,100.00	\$ 0.206	\$ 23,515.58	\$ 24,351.67	\$ 24,987.80	\$ 21,426.05
Reclaim Total	194,027.04		\$ 39,813.90	\$ 41,736.37	\$ 42,167.74	\$ 38,959.56
Adjusted Monthly Totals (1)	CAWD Total		\$ 25,813.72	Reclamation Total		\$ 49,052.28

kW-h Per Acre Foot

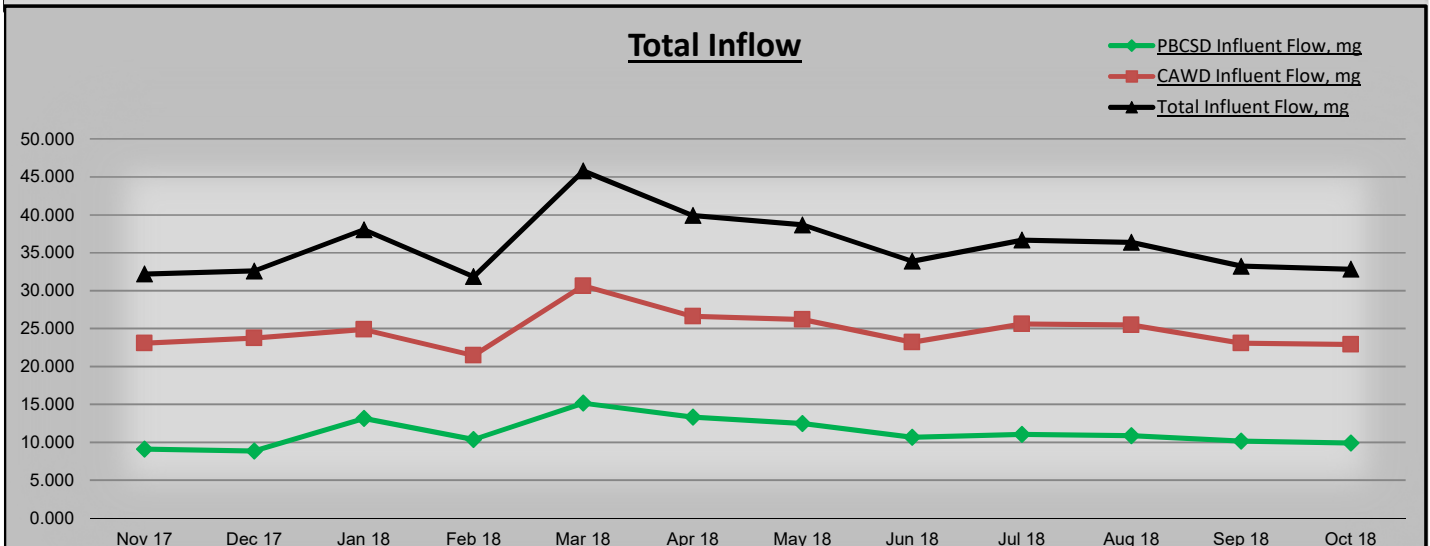
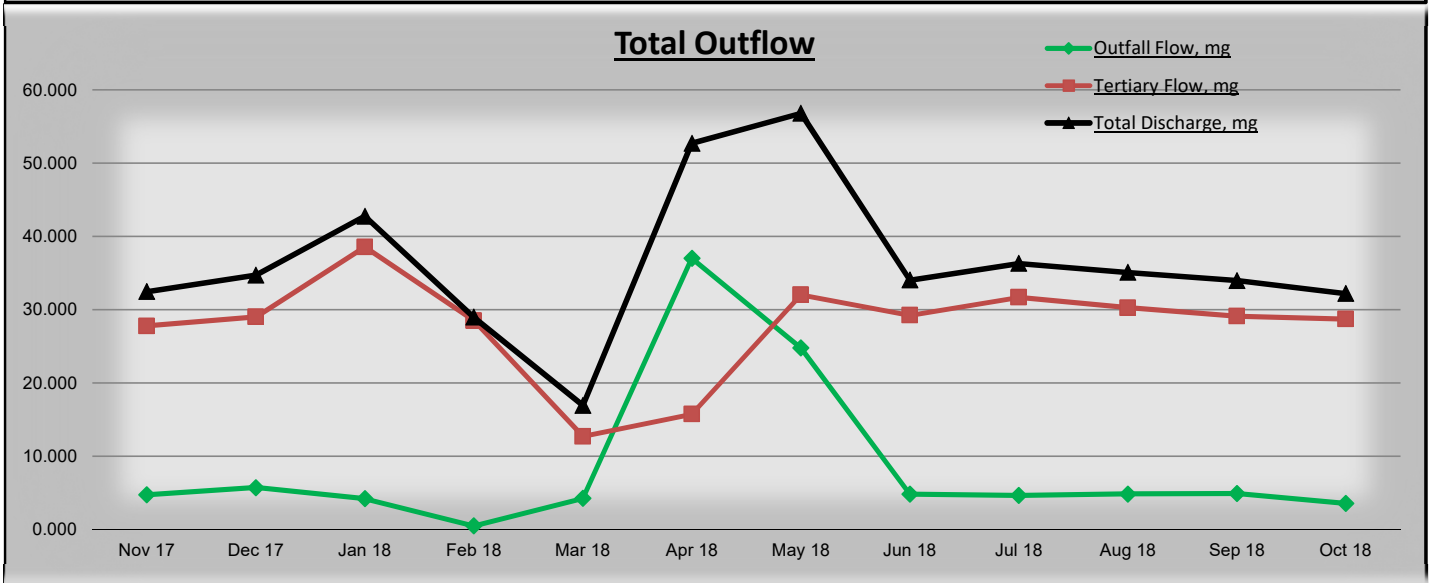
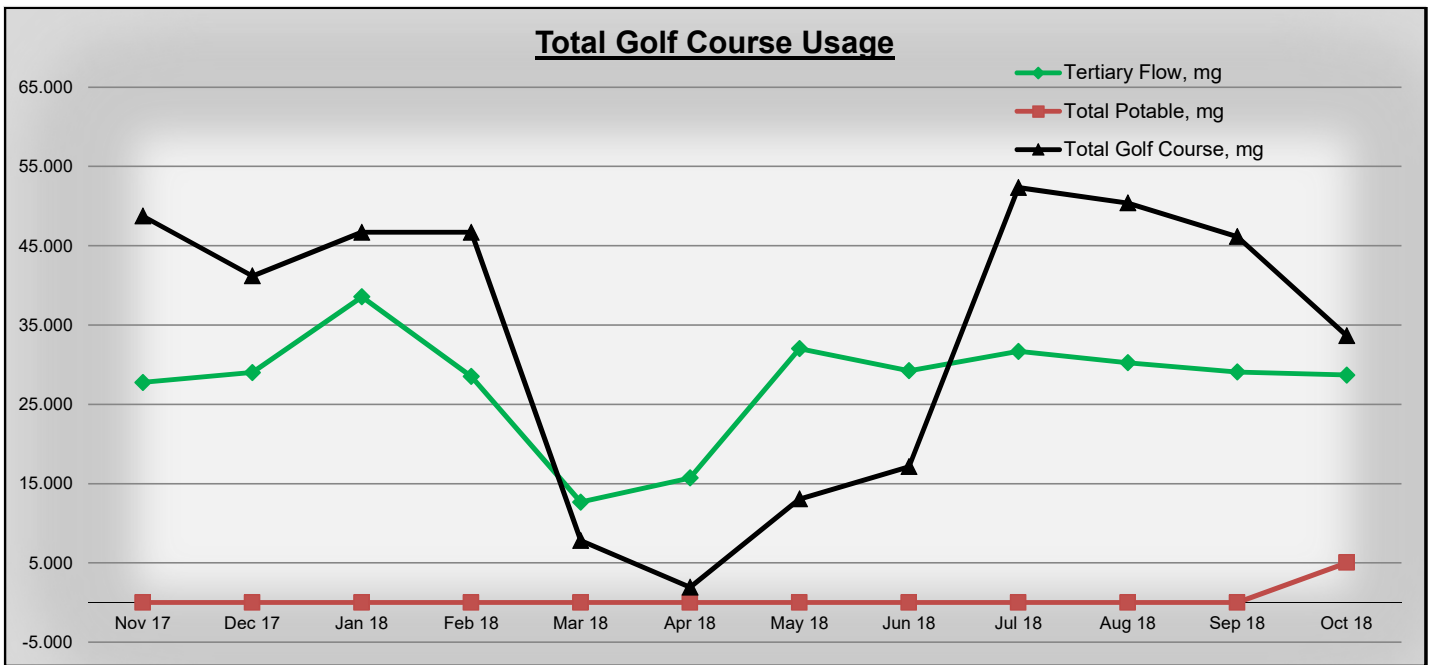
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	n/a
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	n/a

MICROTURBINE SUMMARY

Month	October '18 kWh	Sept'18	Aug'18	July '18	Accumulated Totals
Production, kWh	9,222 (2)	11,383	11,457	10,865	698,390.00

COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Laboratory usage
- (2) Micro Turbine system off-line Oct 2 thru Oct 10 due to equipment malfunction



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: November 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.837	0.794	0.683	1.167	70.603	273.84	840.00
PBCSD Flow	9.925	0.331	0.250	0.556	29.397	127.04	389.70
Total Plant Flow	33.762	1.125	0.933	1.723	100.00	400.88	1229.70
Tertiary Flow	28.880	0.963	0.684	1.353	85.540	305.28	936.45
Ocean Discharge	3.464	0.115	0.077	0.162	10.260	96.83	297.03
Potable Water	0.000	0.000	0.000	0.000	0.000	5.009	15.365

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2018)	305.28 MG (936.90 acre-ft.)
Total Lifetime Reclamation Production (94-18)	8.41 BG (25.81 B acre-ft.)
12 Month Rolling Total Reclamation Production	334.30 MG (1025.97 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Nov '18 kWh	Price per kWh	Nov'18	Oct'18	Sept '18	Aug '18
Secondary	142,086.00	\$ 0.136	\$ 19,382.41	\$ 25,142.67	\$ 25,935.21	\$ 22,246.67
Blowers	55,650.00	\$ 0.120	\$ 6,671.63	\$ 9,909.43	\$ 8,638.06	\$ 9,138.52
CAWD Total	197,736.00		\$ 26,054.04	\$ 35,052.10	\$ 34,573.27	\$ 31,385.19
Tertiary	89,891.68	\$ 0.132	\$ 13,319.23	\$ 16,298.32	\$ 17,384.70	\$ 17,179.94
MF/RO	109,247.00	\$ 0.148	\$ 15,952.35	\$ 23,515.58	\$ 24,351.67	\$ 24,987.80
Reclaim Total	199,138.68		\$ 29,271.58	\$ 39,813.90	\$ 41,736.37	\$ 42,167.74
Adjusted Monthly Totals (1)	CAWD Total	\$	16,815.66	Reclamation Total	\$	38,509.96

kW-h Per Acre Foot

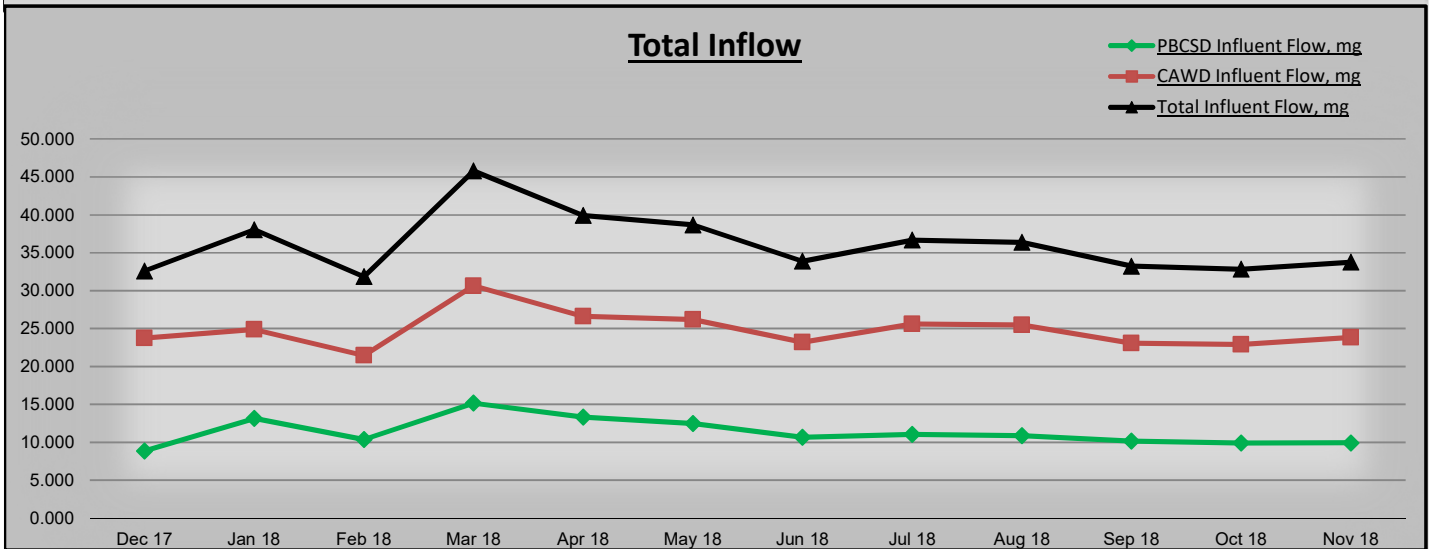
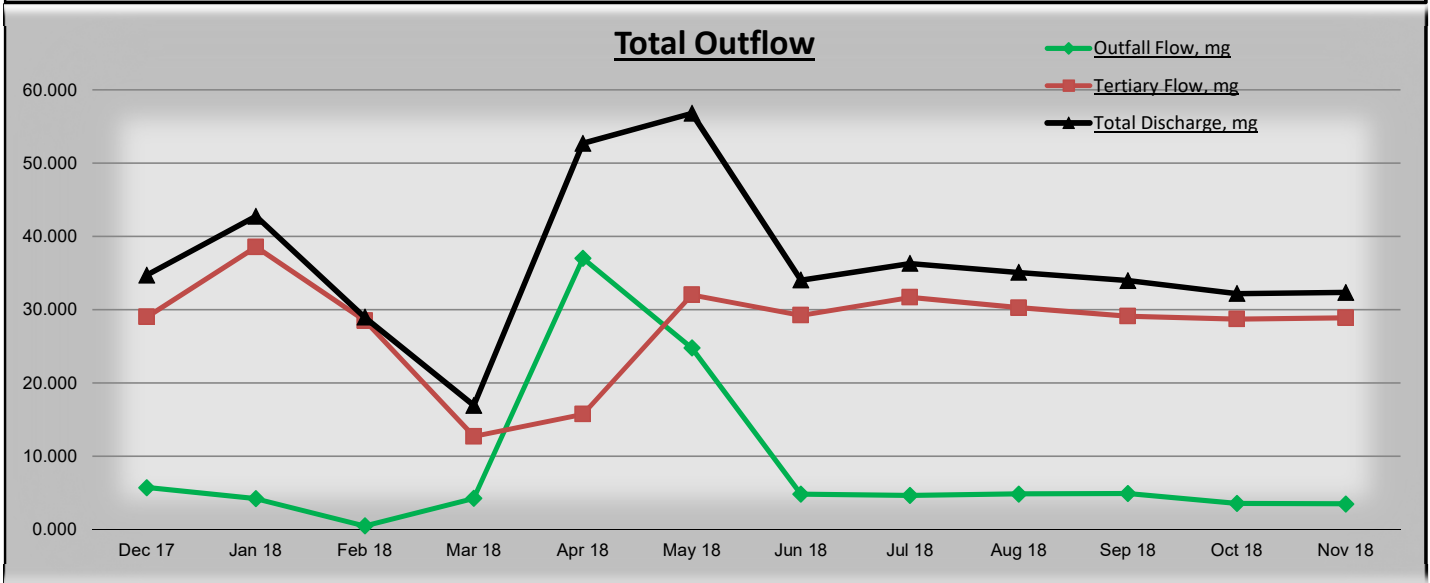
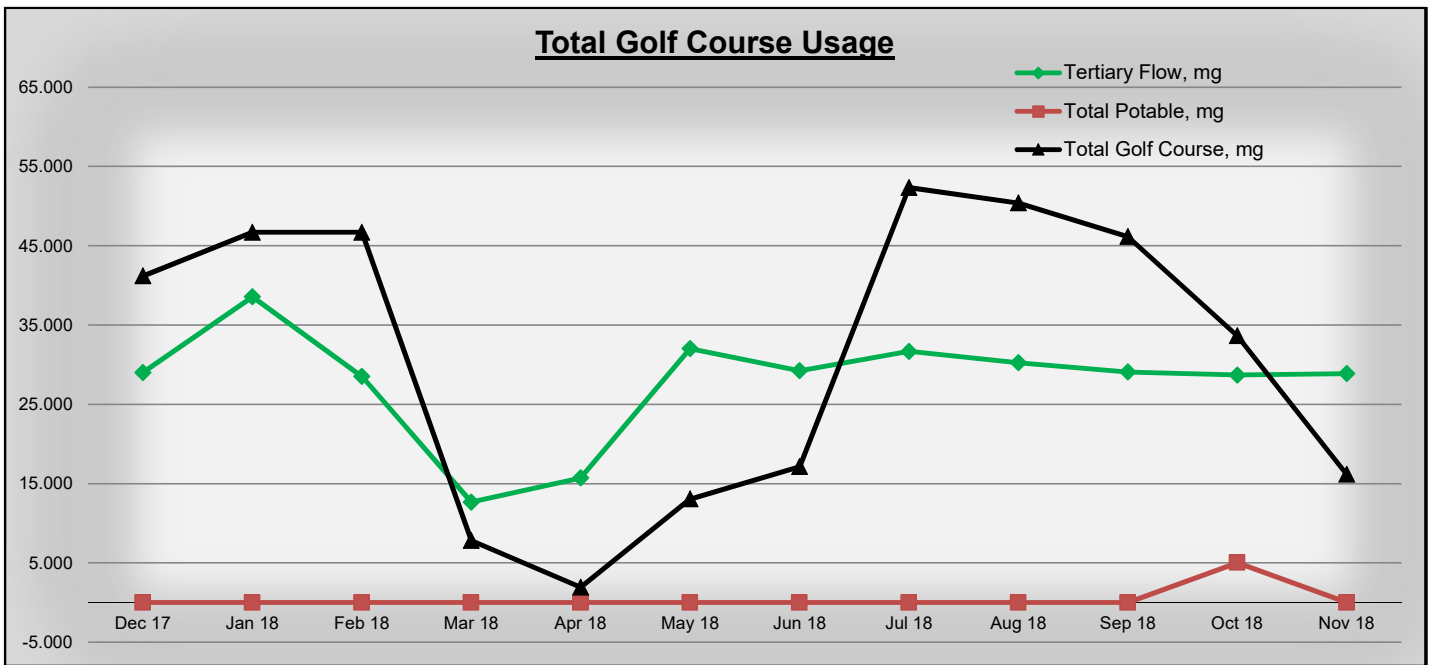
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	n/a
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	n/a

MICROTURBINE SUMMARY

Month	November '18 kWh	Oct'18	Sept'18	Aug '18	Accumulated Totals
Production, kWh	5,495	9,222	11,383	11,457	703,885.00

COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Laboratory usage
- (2) Micro Turbine system off-line Nov 15 thru Nov 30 due to equipment malfunction



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					YEAR-TO-DATE	
Report for: December 2018	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.846	0.802	0.706	0.900	70.083	298.69	916.21
PBCSD Flow	10.606	0.342	0.275	0.508	29.917	137.65	422.23
Total Plant Flow	35.452	1.144	0.981	1.408	100.00	436.33	1338.44
Tertiary Flow	30.118	0.972	0.815	1.275	84.954	335.40	1028.84
Ocean Discharge	3.969	0.128	0.096	0.213	11.195	100.80	309.20
Potable Water	0.000	0.000	0.000	0.000	0.000	5.009	15.365

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2018)	335.40 MG (1029.34 acre-ft.)
Total Lifetime Reclamation Production (94-18)	8.74 BG (26.84 B acre-ft.)
12 Month Rolling Total Reclamation Production	335.40 MG (1029.35 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Dec '18 kWh	Price per kWh	Dec'18	Nov'18	Oct '18	Sept '18
Secondary	154,252.00	\$ 0.133	\$ 20,442.26	\$ 19,382.41	\$ 25,142.67	\$ 25,935.21
Blowers	50,255.52	\$ 0.140	\$ 7,033.64	\$ 6,671.63	\$ 9,909.43	\$ 8,638.06
CAWD Total	204,507.52		\$ 27,475.90	\$ 26,054.04	\$ 35,052.10	\$ 34,573.27
Tertiary	80,662.88	\$ 0.134	\$ 10,296.25	\$ 13,319.23	\$ 16,298.32	\$ 17,384.70
MF/RO	130,778.00	\$ 0.128	\$ 21,161.35	\$ 15,952.35	\$ 23,515.58	\$ 24,351.67
Reclaim Total	211,440.88		\$ 31,457.60	\$ 29,271.58	\$ 39,813.90	\$ 41,736.37
Adjusted Monthly Totals (1)	CAWD Total	\$ 20,430.52	Reclamation Total			\$ 38,502.98

kW-h Per Acre Foot

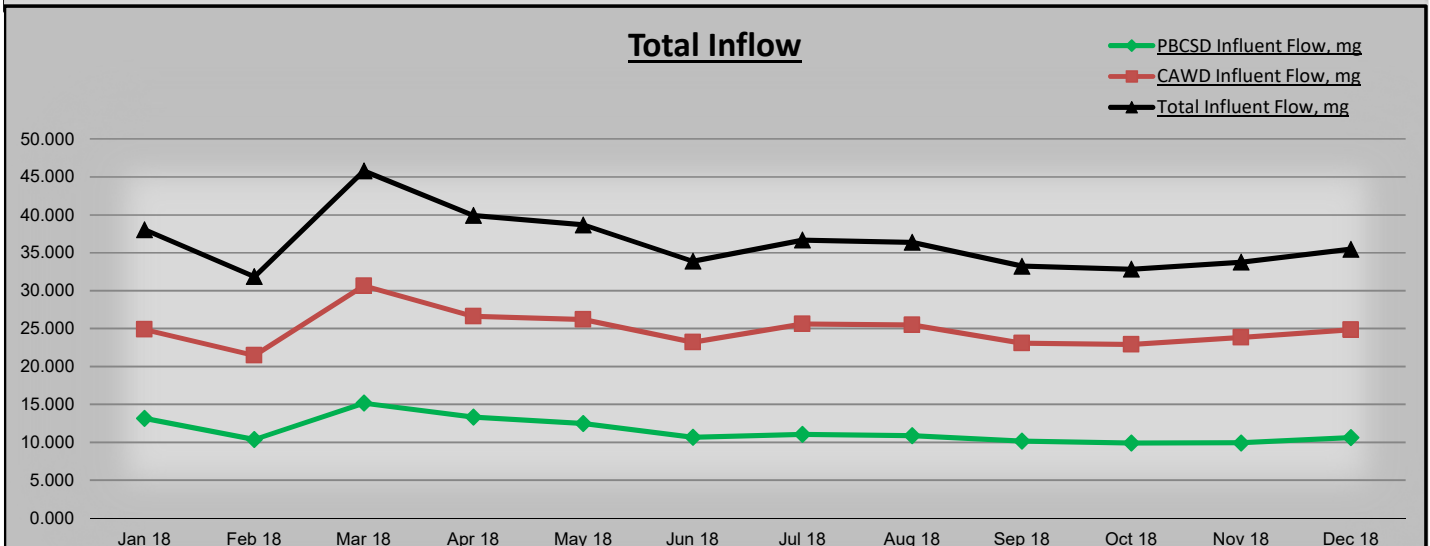
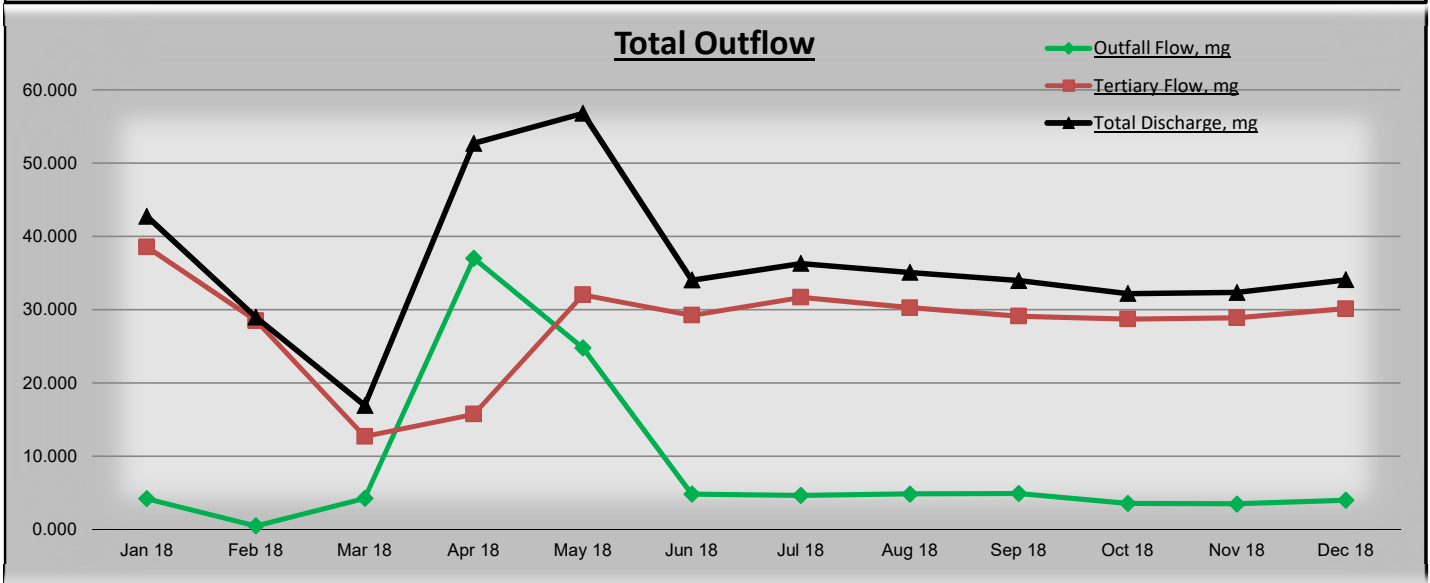
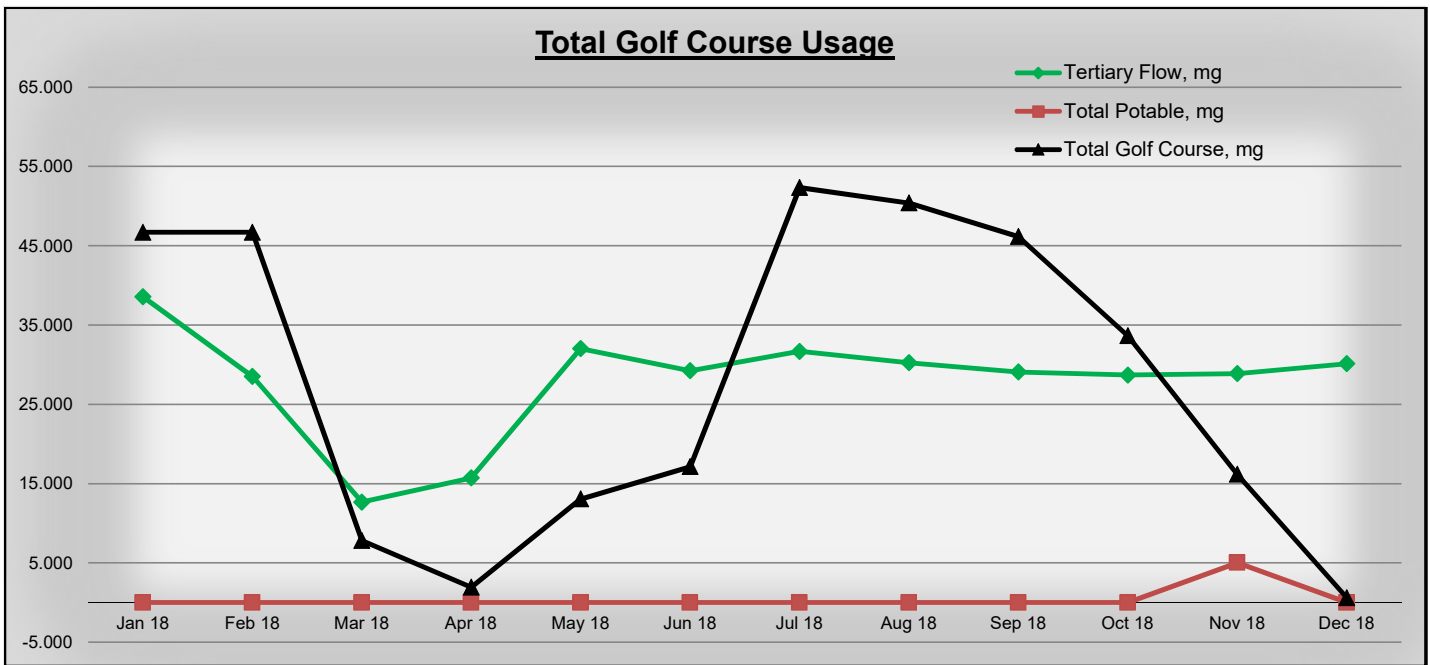
	2017				2018			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1407.39	1374.11	1601.12	2000.04	1770.27	1692.20	1678.08	1883.03
Reclamation	2579.46	1871.10	1813.37	1923.82	1780.18	2260.45	2164.89	2254.65

MICROTURBINE SUMMARY

Month	December '18 kWh	Nov'18	Oct'18	Sept '18	Accumulated Totals
Production, kWh	0 (2)	5,495	9,222	11,383	703,885.00

COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Laboratory usage
- (2) Micro Turbine system off-line the month of December due to equipment malfunction



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: January 31, 2019

Subject: Monthly Report – December 2018

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- On 12-18-2018 laboratory staff assisted with jar testing for Neo Chemical's product RE300. Mr. Jason Hock performed the sample dilutions of the RE300 product and the lab staff analyzed the samples for ortho-Phosphate. The Ferric Chloride was also analyzed as a comparator.
- Laboratory staff gathered data for the NPDES Report of Waste Discharge (ROWD) renewal. Data was collected for a four and one-half years and submitted to Plant Superintendent to be include in the renewal packet.
- Laboratory Supervisor De Ocampo has been working on the 2019-2020 CAWD Budget.

ENVIRONMENTAL COMPLIANCE REPORT

- Lafayette Bakery was non-compliant with excessive grease greater than 2 inches of accumulation. Warning was given on 12/4/18. A follow up inspection was performed on December 12, 2018. Grease trap was compliant.
- Received an email from City of Carmel Environmental Compliance Inspector Agnes Martelet about a wastewater spill at The Cottage restaurant. CAWD Inspector Mui spoke with the plumber at the site and the spill was a backup from the restaurant sewer lateral line not a grease trap overflow.
- CAWD Plant Superintendent Waggoner has asked the Environmental Compliance and Collection Superintendent to find a restaurant that has a grease

trap or interceptor to perform a trial study on a Protein Matrix product. CAWD Env. Compliance Supervisor De Ocampo had spoken with Highlands Inn on possibility of being our trial location. Mr. De Ocampo will send the Highlands Engineer more information to review and contact each other after the holidays.

- The Crossroads Barbeque had a soft start up 12-23-18 and then closed for the holiday. Mr. De Ocampo stopped in to complete the commercial discharge application and inspect the grease trap on December 27th, 2018.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Grasing's	Yes		
Subway	Yes		
Lafayette Bakery	No	Excessive Grease	Warning given on 12/4/18. Re-inspected on 12/12/18 and was compliant.
From Scratch Restaurant	Yes		
The Cottage Restaurant	Yes		
Mountain Mike's Pizza	Yes		
SUR Restaurant	Yes		
Lugano Swiss Bistro	Yes		
The Crossroads Barbeque	Yes		Opened on 12-23-18.

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
No Inspections in Dec			

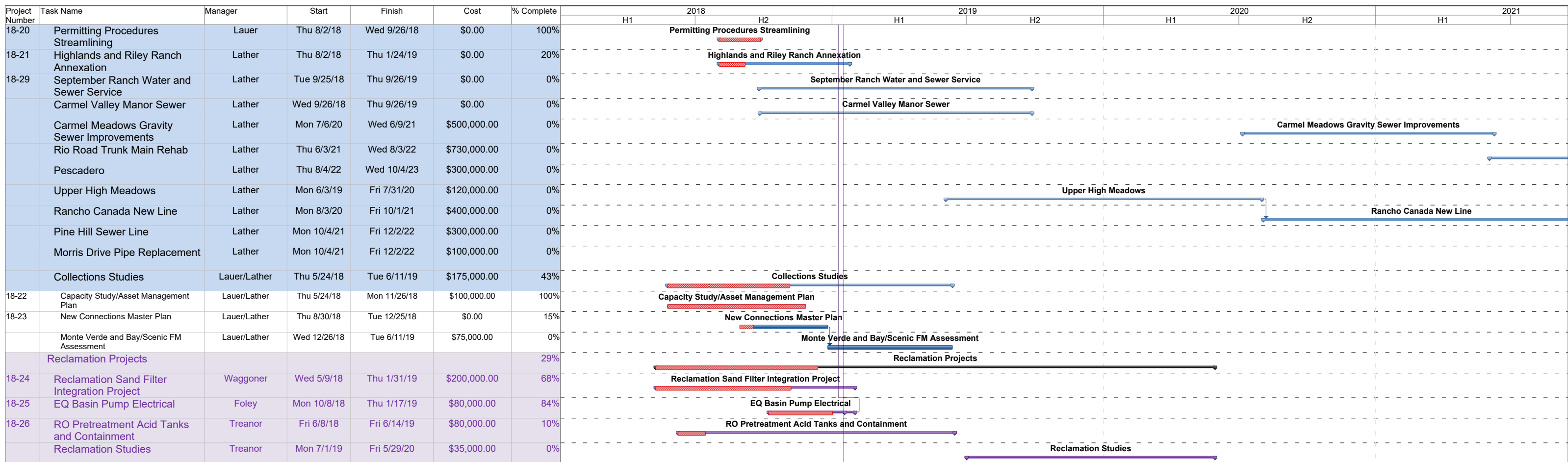
Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
Oct 2018	100%	100%
Nov 2018	100%	100%
Dec 2018	100%	100%

FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	% Complete	2018		2019		2020		2021			
							H1	H2	H1	H2	H1	H2	H1	H2		
	Projects Implementation Plan Schedule					20%										
	Treatment Plant Projects					21%	Treatment Plant Projects									
18-01	Phase 2 - WWTP Rehabilitation Project	Treanor	Mon 4/30/18	Thu 5/13/21	\$7,700,000.00	16%	Phase 2 - WWTP Rehabilitation Project									
	In House Projects					34%										
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 1/15/19	\$140,000.00	59%	Ops Building Historian and Reporting									
18-03	CMMS Improvements	Foley	Wed 7/11/18	Fri 2/1/19	\$100,000.00	70%	CMMS Improvements									
18-04	PLC Replacement Project (PARTIAL RECLAMATION)	Treanor/Foley	Fri 5/4/18	Tue 6/25/19	\$400,000.00	60%	PLC Replacement Project (PARTIAL RECLAMATION)									
18-05	PLC/SCADA Programming	Foley	Thu 7/5/18	Wed 4/29/20	\$300,000.00	25%	PLC/SCADA Programming									
18-06	Disinfection Analyzer Project (PARTIAL RECLAMATION)	Waggoner/Young	Mon 1/7/19	Tue 11/19/19	\$220,000.00	1%	Disinfection Analyzer Project (PARTIAL RECLAMATION)									
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner/Young	Fri 3/1/19	Wed 10/2/19	\$125,000.00	2%	Digester No. 1 & Old No. 2 Purging and Cleaning									
18-08	Standby Power Reliability Project (PARTIAL RECLAMATION)	Treanor	Mon 10/8/18	Fri 10/23/20	\$730,000.00	32%	Standby Power Reliability Project (PARTIAL RECLAMATION)									
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Tue 6/11/19	\$100,000.00	64%	Secondary Clarifier No. 1 Rehab									
18-10	Aeration Basin Improvements (PARTIAL RECLAMATION)	Waggoner	Wed 6/27/18	Fri 6/28/19	\$100,000.00	50%	Aeration Basin Improvements (PARTIAL RECLAMATION)									
18-11	Microturbine Project	Foley	Thu 3/1/18	Wed 6/30/21	\$510,000.00	40%	Microturbine Project									
18-12	NPDES Permit Application (PARTIAL RECLAMATION)	Waggoner	Thu 3/1/18	Mon 12/31/18	\$0.00	100%	NPDES Permit Application (PARTIAL RECLAMATION)									
18-13	Blower PLC Mods & LCP Rebuild	Foley	Tue 6/26/18	Fri 1/24/20	\$133,000.00	41%	Blower PLC Mods & LCP Rebuild									
18-28	Perimeter Tree Plan and Implementation	Treanor	Wed 11/7/18	Fri 11/29/19	\$0.00	0%	Perimeter Tree Plan and Implementation									
	Lunch Room MCC Replace with Panelboard	Foley	Fri 1/18/19	Mon 6/24/19	\$140,000.00	0%	Lunch Room MCC Replace with Panelboard									
	Dewatering Conveyor and Hatch Upgrades	Treanor	Tue 6/25/19	Wed 9/11/19	\$103,000.00	0%	Dewatering Conveyor and Hatch Upgrades									
	Chlorine Contact Pipe Gallery Repairs	Treanor	Wed 9/11/19	Fri 12/6/19	\$44,000.00	0%	Chlorine Contact Pipe Gallery Repairs									
	RAS Pump/Piping Rehab	Treanor	Fri 12/6/19	Fri 5/1/20	\$106,000.00	0%	RAS Pump/Piping Rehab									
	Miscellaneous Demo	Treanor	Fri 5/1/20	Fri 5/15/20	\$27,000.00	0%	Miscellaneous Demo									
	Minor Bid Projects					0%										
	Plant Fence Replacement	TBD	Fri 5/15/20	Tue 1/4/22	\$75,000.00	0%	Plant Fence Replacement									
	Roof Rehabs	TBD	Fri 11/1/19	Mon 11/2/20	\$200,000.00	0%	Roof Rehabs									
	Influent Pump Station Wet Well Concrete Repair	TBD	Fri 5/15/20	Tue 1/4/22	\$75,000.00	0%	Influent Pump Station Wet Well Concrete Repair									
	Blower Air Line Leak Repair	TBD	Tue 1/4/22	Thu 2/9/23	\$40,000.00	0%	Blower Air Line Leak Repair									
	Digester No. 1 Rehab	TBD	Thu 2/9/23	Thu 11/30/23	\$660,000.00	0%	Digester No. 1 Rehab									
	Paving Project	TBD	Mon 3/2/20	Fri 11/26/21	\$150,000.00	0%	Paving Project									
	Treatment Plant Studies & O&M Manuals	Treanor	Tue 4/3/18	Tue 11/23/21	\$370,000.00	19%	Treatment Plant Studies & O&M Manuals									
	Online O&M Manual	Treanor	Tue 1/1/19	Tue 11/23/21	\$150,000.00	0%	Online O&M Manual									
18-14	Sea Level Rise Study	Treanor	Tue 4/3/18	Tue 12/4/18	\$220,000.00	100%	Sea Level Rise Study									
	Collections Projects					19%	Collections Projects									
18-15	Outfall Lagoon Crossing (PARTIAL TREATMENT PLANT)	Treanor	Thu 3/1/18	Fri 11/6/20	\$1,400,000.00	32%	Outfall Lagoon Crossing (PARTIAL TREATMENT PLANT)									
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Mon 12/31/18	\$0.00	50%	Highlands H2S Control									
18-27	Highlands FM ARVs	Lauer	Mon 9/10/18	Mon 12/24/18	\$60,000.00	0%	Highlands FM ARVs									
	Highlands FM Flushing	Lauer	Mon 7/6/20	Fri 10/16/20	\$75,000.00	0%	Highlands FM Flushing									
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Tue 10/20/20	\$400,000.00	44%	Hatton Canyon Pipe Bursting									
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Fri 2/14/20	\$300,000.00	30%	Pump Station PLC/SCADA Replacement									
18-19	Standard Plans and Specs Update	Lather	Fri 11/2/18	Thu 2/28/19	\$0.00	90%	Standard Plans and Specs Update									



Staff Report



TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – December 2018

DATE: January 31, 2019

RECOMMENDATION

Receive Report-Informational only; no action required

DISCUSSION

Plant Operation

Treatment Plant:

- The Treatment Plant in general is working well. The operational challenges from the previous month have been corrected and strategy changes continue to progress on Project #18-13 Blower PLC (Programable Logic Controller) Upgrades.
- Operation Staff preparing for the rainy season by general plant cleanup and inventory of raingear and other wet weather equipment.
- Project #18-10 Aeration Basin Improvements. Aeration basins 5 & 6 are now on-line and receiving flow for the six-month testing period of all improvements made during the preventive maintenance work from July thru December 2018.

Reclamation:

- Staff continues to monitor the used Carter Lake MF membranes in MF Cell #2. Currently the TMP (Trans membrane pressures) and Resistance values have climbed to point of replacement. Plant Staff replaced the Carter Lakes MF with the last set of Carter Lakes MF on the 14th of December. The used membranes are operating within normal operating parameters
- CAWD Staff finished installing the remote monitoring communications systems provided by H2O Innovations. H2O Innovations is scheduled to finish their programming and start data acquisition to monitor the RO and MF systems the week of January 14th.
- Staff has been monitoring the TMP (Trans Membrane Pressure) and Resistance values on Cell #3 which contain the Memcor S10N membranes that were installed on Jan 2016. CAWD Staff and Trussell Technologies made the decision to order a second replacement membrane set of Retrofit UF membranes from Scinor Water America to replace the Memcor S10N membranes. Delivery and installation were completed during the week of October 22nd. Cell #3 has been operating with proper TMPs and no adverse effects from the Scinor SMT600-S26 MF membranes.
- Project #18-24, Staff finished rehabilitating the Coagulation/Flocculation Basins and Direct flow into the basins during the week of November 26th. The temporary discharge piping is complete and tested. The new pump to arrive to feed the Dynasand filter effluent to the MF/RO System. This installation and starting flow to the Dynasand filters is in progress and scheduled to be operational before January 31, 2019.

Training:

- Plant in-house training continues with weekly Safety meetings.
- Operations Superintendent on Fridays every week has Operations training (1 hour) which is mandatory for Operations Staff and is available to Laboratory, Maintenance, Collection and any other CAWD employees.

Capital Improvement Phase 2

- Staff continues to communicate daily with Patrick Treanor (CAWD) on Phase 2 assessments of plant equipment and planning for the following areas; Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Monterey County Water Awareness Committee meeting December 11th, 2018 at Marina Coast Water District offices.
- Conference call with PBCSD, Trussell Technologies, and CAWD on December 11th, 2018 concerning the MF and RO system performance.
- Conference call with Scinor, Trussell Technologies, PBCSD, and CAWD on December 5th, 2018 for developing an installation plan for the new SMT600-S26 MF membranes to replace the Evoqua S10N membranes that have failed.

Discharge Permit Violations

- No Reclamation Permit 93-72 discharge violations for the month of December 2018.
- No Violations on the NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 for the month of December 2018.

FUNDING

N/A-Informational item only

Respectfully Submitted,
Edward Waggoner

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: January 31, 2019
Subject: Monthly Maintenance Report – December 2018

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- Microturbine Update: Parts were received, and the work is scheduled for January. The microturbine gas compressor failed. Repair parts are on order. The unit will be reconditioned by staff.
- Staff has begun upgrading the level controllers at the lift stations. The current models are past their useful life and due for replacement. This is a great training opportunity for staff to configure new instruments and will also standardize all the units which will reduce complexity when troubleshooting.
- The ferric chloride injection point for digester #2 has a leak. The repair parts are on order and an improved coating will be added to prevent another leak in the future.

Upcoming Maintenance Projects

- Staff is working with PG&E and an electrical contractor to replace vital electrical components at the lift stations. The components are still functional, but they are past their useful life and difficult to support. The Automatic Transfer Switch will be replaced at Bay and Scenic along with plans for a new PG&E service. The

main breaker at Highlands Lift station will be replaced.

- The tertiary system annual preventative maintenance will be completed along with replacement of any components that require a shutdown. This includes the reclaim flowmeter and some programmable logic controller components.
- H2O innovations is scheduled to install additional programming of the Reverse Osmosis and Microfiltration system which will allow their analytical software to connect to the local programmable logic controller. This will provide improved data analysis that can be shared with consultants and CAWD staff.

Staff Development

- Training for the new purchasing software was provided for Karla Cristi and Chris Foley.
- Mark Dias and Chris Foley attended the Monterey County: Office of Emergency Services Winter Storm Preparedness workshop. Some great tools and ideas were shared that can be applied at CAWD. Some of these tools included live data monitoring of the Carmel River and emergency notification systems such as Alert Monterey County and Nixle.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: January 31, 2019

Subject: Monthly Report – December 2018
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

Updating of Standard Specifications and Details has been completed and a committee meeting to review the draft document is scheduled for after this Board Meeting. Additional work to update the Plumbing Ordinance will be necessary and the Principal Engineer has completed a draft updated ordinance.

The Principal Engineer has been working with property owners along Corona Road to start the process necessary to form an Assessment District. On December 20, 2018 the Principal Engineer and GM attended a community meeting at the Fire Station near Corona Road. Approximately 20 people attended the meeting and the Principal Engineer provided the interested parties with a summary of the Assessment District process. Since the last time District staff talked to the residents of the area, other property owners have indicated interest in hooking up to the District sewer. The first step is for the residents to provide a petition to your Board requesting that the Board proceed with establishing an assessment district for the project. The Principal Engineer provided Mr. William Daniels with a sample petition.

Since December 14, 2018, the Principal Engineer and GM have been negotiating an agreement with MNS Engineers for the Yankee Point Project design contract. Currently our attorneys are reviewing the requested wording by MNS Engineers.

The developer of the Rancho Cañada project met with the District Engineer on January 8, 2019. They are ready to move forward with the project this summer. The District Engineer is working with West Yost Associates to verify the size of pipeline needed for the collections system conveyance through the new subdivision.

Collections

The Principal Engineer has been contacted by Cal_OES regarding the FEMA grant for replacement of the Hatton Canyon pipeline. They indicated that they were sending the application to FEMA with a recommendation to approve funding. Our, environmental consultant met with the Army Corps of Engineers at the site on December 14, 2018. They requested some minor changes to our documents and are waiting for the Fish and Wildlife Service to issue a Biological Opinion before issuing their permit.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Project #18-28 - Landscape Design Contract for Planning work Regarding WWTP Trees – Hall Landscape Design

Date: January 31, 2019

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manger to execute a contract with Hall Landscape Design for \$27,375 to develop a plan for potential removal of the existing eucalyptus trees around the wastewater treatment plant (WWTP) and replacement with native trees that also will adequately screen the WWTP from public view.

DISCUSSION

The planning work included in this resolution aims to develop preliminary plans and strategies for potentially removing the eucalyptus trees that surround the WWTP and replacing them with native species. The eucalyptus trees provide an excellent visual screen of the WWTP from the surrounding area, however they do require ongoing maintenance including trimming the top of the trees to limit the height and mitigate trees falling in high winds. The trees were planted about 40 years ago and with proper care could potentially last another 100 years more.

The thinking around this work is to investigate the extent of work required for CAWD to further align the treatment plant with goals of our neighbors (i.e. the State Parks and City of Carmel). The State Parks is supportive of removing the eucalyptus trees because they are non-native and considered invasive. Staff believes that we should try to be

good neighbors and members of the community and investigate the possibility of replacing the eucalyptus.

The eucalyptus would not be cut down until native trees grow up to provide an adequate screen. Therefore, the planting of new trees would occur outside the existing eucalyptus so they can grow up for 10+ years before the eucalyptus are removed. The ability of native trees to screen the WWTP adequately will be investigated in this planning work as well as how the sequence of planting and cutting would be done. It is unknown at this time if native trees will provide an equivalent or a suitable screen for surrounding homes; and this will be one question we will attempt to answer in the planning work.

In addition, the work scope includes design of re-landscaping and planting of common areas inside the fence of the WWTP where people gather and around the entrance to the facility. The goal is to improve the look of the treatment plant and make it an even more attractive place.

Three landscape contractors with design abilities were contacted regarding this work. Two contractors came onsite for a tour, and we received only one proposal.

FUNDING

The funding for this contract will come from existing capital reserves.

ATTACHMENTS

1. Hall Landscape Design proposal dated 13 December 2018

December 13, 2018

Carmel Area Wastewater District
Attn. Barbara Buikema, General Manager
P.O. Box 221428
3945 Rio Rd.
City of Carmel-by-the-Sea, CA 93922

Re. Landscape perimeter screen renovation plus the interior facilities landscape design

Dear Barbara,

The following Landscape Design is based upon meeting review with you and your crew a couple of weeks past.

The project appears as two main design projects. The perimeter Eucalyptus strategic tree removal is a stand-alone restoration habitat project. While the interior facility grounds are made up of many nooks and interesting exposures and zones to plant, I have treated them as one project. All the interior planted spaces should relate as a contiguous design whole.

The exterior will be an ongoing phasing project with the most moving parts of the two designs. And while logical and followed practices can be drawn upon in the history of large-scale Eucalyptus removal in California, this one is unique in the direction to accommodate neighboring views into the facility while screening with new plants that will take time to grow. Not only would we present the project as a good neighbor in the procedures to preserve the view into the CAWD facility and keep that peace; but the very real compliance with State Parks and Environmental habitat protocols will be required it will remain important to balance.

While this all can be defined with the best plant choices for replacement into the habitat the timing and understanding our success over time makes will be an outdoor class room. Basically, for me this is prescribing and working through requirements with your agency as the lead in writing the CEQA **California Environmental Quality Act** as it most likely will be required. My office will support the document with plans and detailing, much to be defined as the project progresses.

At this point I am unsure of the time to allot for meetings and have set total hours for various possibilities. The design and production time are much easier to figure. I have given a general scope of design services, allotted time for meetings and estimated the number of hours it will take based upon the office fee schedule. This amount is a target budget number and may or may not be reached. Time during construction for site review will be hourly as this extent and phasing is unknow at the outset.

H a l l L a n d s c a p e D e s i g n 582 Lighthouse Ave. Suite # 4
Pacific Grove , CA 93950 (831) 655-3808 e-mail scott@halllandscape. #3405

December 13, 2018

Carmel Area Wastewater District
Attn. Barbara Buikema, General Manager

Landscape Design Proposal

In the Agreement the Perimeter surrounding the CAWD facilities fence is dealt with as to three locations: (1.) Entry & South side of the facilities (2.) West side wrapping around opposite Rio Park and Mission Fields and (3.) The Monterey Diocese fence line back to the main entry.

The interior landscape design shall be divided into logical graphic sheet depictions such as the actual working zones and the main campus adjacent to offices, lunch room and changing area. The Entry inside of the fence will also extend a more filled out planting arrival from the road.

To better understand the extent of each of the zones outside the compound and inside for design the scale and sheet inclusion will be easy to pick out. An introduction key will index all the areas. Essentially a larger scale makes the install easier in the field. Additionally, figured are some sketches along with the plan views. Presentation drawings have been also figured which will draw from photorealistic drawing over the photo for Public meeting consumption.

Construction Plans shall also include an irrigation plan, projected water use calculations to satisfy MPWD and State Auditors which probably be required. Of course, Plants species, location and specifications for installation all figure in the mx.

I look forward to working with you.
Best regards,
Scott



Digitally signed
by Scott Hall
Date: 2018.12.13
12:37:41 -08'00'

Scott Hall, landscape architect
Hall Landscape Design



CC: Patrick Treanor, P.E. Plant Engineer

Hall Landscape Design 582 Lighthouse Ave. Suite # 4
Pacific Grove, CA 93950 (831) 655-3808 e-mail scott@halllandscape. #3405

Carmel Area Wastewater District
Attn. Barbara Buikema, General Manager
P.O. Box 221428
3945 Rio Rd.
City of Carmel-by-the-Sea, CA 93922

Project: Perimeter Eucalyptus replacement and Interior Facilities Landscaping.
Project Scope: Landscape Plans / planting, irrigation and details

1. Meetings with Carmel Area Waste Water District (CAWD) Manger and review Staff
 2. Perimeter solutions for installation strategies for replacing the Eucalyptus hedge
 3. Perimeter plan showing plant replacement locations, size, quantities
 4. Interior Facilities Planting zones throughout the campus and emphasis on the main Entry and People gathering spaces.
 5. Irrigation layout plans which include projected water use formulas compliment to MPWD and State of California notation.
- I. Design Mobilization
- A. Project Mobilization tasks
 - a. Receive current scaled digital drawing survey of the CAWD Plant and property Meets and boundaries of the property from the Plant Engineer.
 - b. Any perimeter plan information per grades and etc.
 - c. A delineated piping diagram overlay of any utilities as electrical and water & sewer lines and etc. which pertain to the areas under discussion to be planted
 - B. Landscape Scope: Prescribed Eucalyptus Grove Removal
 - a. Removal of all Eucalyptus globulus around the CAWD Plant Facilities property boundary. Presentation Sheets shall include graphic demonstration areas:
 1. Entry and along the Southwest property boundary line
 2. North East boundary facing City of Carmel-by-the-Sea Rio Park & Mission Fields housing development
 3. East side along the Monterey Diocese fence line back to the Main Facilities Entry point.
 4. Planting with in the CAWD Facilities Plant showing plant species location, quantities and sizes
 5. Preliminary drawings first reviewed followed by Construction Documents
 - b. Irrigation: map and verify all zones new and possibly using some undamaged existing piping from the source point of landscape irrigation connection. A line plan diagram locating dispersal points (valves) and connecting he system back to control clock.
 1. Create and review Projected Water Use Allocation for the site for review by water agencies, MPWMD and etc.
 - c. Presentation: Plan, Sketch and Photo realistic rendering for the Public elevation from the southwest and the Entry Gate area

Carmel Area Wastewater District
3945 Rio Rd.
City of Carmel-by-the-Sea, CA 93922

II. Meetings

- A. Allotted time with the General Manager & Staff on site & e-mail notes 8-12 hours
- B. Meetings with City of Carmel-by-the- Sea Forestry Dept. and Planning & Building Dept.....4-6 hours
- C. Meetings with State Parks, Fish & Game and Coast Biologists (all if necessary)allotted 4 - 6 hours
- D. Additional meeting time beyond the agreement would be billed at the Office Fee Schedule, Principal \$95 hourly

III. Reimbursement & Schedule of Fees

- A. Reproductions to be billed separately from the agreement
 - 1. Plots for review, presentation and etc. beyond the Preliminary meeting
 - 2. Engineering
 - 3. Biologists and other consultants required in the design.
- B. Office Fee Schedule
 - Principal Design + Meetings \$95hourly
 - Principal Production..... \$80 hourly
 - Staff / Design..... \$65 hourly

IV. If the above scope of design services is acceptable as defined in items I, II, & III Please sign here or attach this document as an Exhibit to generate agreement the CAWD standard contract.

The purpose of this agreement is to act as a point from which to bill against the for an estimate for Design services for the Carmel Area Waste Water District as defined above. (This proposal is valid for 60 days hence)

- 1. Mobilization & Landscape Renovation Perimeter Eucalyptus and Interior Facilities Campus landscape Plans along with \$22,930
- 2. Drawing rendering, Sketches & photo overlay \$ 2,450
- 3. Meeting time estimate \$ 1,995

Total aggregate cost \$27,375
(Twenty-Seven Thousand Three Hundred and seventy-Five Dollars)

Signed by:

Barbara Buikema, General Manager CAWD date:

RESOLUTION NO. 2019-02

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MINOR SERVICES CONTRACT WITH HALL LANDSCAPE DESIGN IN AN AMOUNT NOT TO EXCEED \$27,375 FOR WWTP PERIMETER TREES AND INTERIOR LANDSCAPE PLANNING

-oOo-

WHEREAS, Staff has received a scope of work and fee proposal agreeable to the Carmel Area Wastewater District General Manager for planning work regarding perimeter trees and interior landscaping;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the General Manager to enter into a minor services contract for WWTP perimeter trees and interior landscape planning in an amount of \$27,375, with Hall Landscape Design.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31, 2019, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Memorandum

TO: Board of Directors

FROM: Daryl Lauer, Collection Superintendent

DATE: January 31, 2019

SUBJECT: Laundry/Linen Contract Proposal



RECOMMENDATION

It is recommended the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Cintas Uniform Company for laundry and linen service for a period of five years.

DISCUSSION

February 2018 will mark the end of CAWD's 3-year contract with Cintas Linen. This contract has included Cintas Linen supplying all District employees' uniforms as well as various janitorial items such as floor mats and shop towels.

Staff has been generally happy with the level of service from Cintas this past three years.

Because Cintas is a member of the US Communities, a government-purchasing cooperative that enables public agencies to exercise Joint Purchasing Powers, our District is able to get discount pricing on all items and services. Being part of the US Communities eliminate the need to get multiple bids, US Communities have already vetted the bidding process for its members and Cintas was the lowest bidding linen company.

Staff will make the change from FR (Fire Resistant) uniforms to uniforms that are not FR rated. Staff will still have FR smocks that they can wear when working in electrical panels. Staff was required to wear FR uniforms for arc-flash safety, at the start of the last linen contract the District did not have electrical panels assessed for arc-flash hazards. We now have had all panels assessed and labeled for arc-flash

hazards and can return to standard uniforms.

There are a couple of reasons why we would like to return to standard uniforms. The FR clothing is hot, made of 100 % cotton with a fire retardant. FR uniforms are washed differently than standard uniforms to protect the fire-retardant chemical so when you get the FR uniform greasy or accidentally get glue or epoxy on the uniforms they are not able to be cleaned properly. The FR uniforms only come in long sleeve making them hot on days when the outside temperature is high. The cost is double the amount of standard uniforms.

Safety is a top priority of the District and by changing to the non-FR uniforms there is no compromise to staff safety.

Based on the cost savings and level of service staff recommends awarding Cintas a five (5) year contract to supply all employee uniforms, shop towels and floor mats for the CAWD Operation, Maintenance, Collections and Laboratory.

FUNDING

The 2018-19 Budget makes a provision for laundry service in the amount of \$23,510. Through December 31, 2018 total laundry expense is \$10,800 or roughly 61% of the total budget.

The bid for service:

Vendor	Weekly Cost	Annual
Cintas Uniform	\$250.00	\$12,000.00

The five-year contract estimate is \$60,000.

Note that this bid is not absolute. There are many variables that could change such as increase/decrease in staffing, change in uniform, replacement of damaged uniforms, etc.



Carmel Area Waste Water

3945 Rio Rd.
 Carmel, Ca. 93923
 Acct # 9494

Proposed By:
 Jerry Del Real
 Service Manager
 Cintas #630 - Gilroy, CA
 408-852-4130
December 10th, 2018

Rental Items	Item Description	FREQUENCY	Quantity	Unit Cost	Employee's		Annual Cost
935	Comfort Uniform Shirt	W	12	\$ 0.19	1		\$ 2.28
945	Comfort Pant	W	12	\$ 0.21	1		\$ 2.52
270	Cargo Pant	W	12	\$ 0.33	1		\$ 3.96
275	Performance Polo shirt	W	3	\$ 0.29	1		\$ 0.87
	FR Shop coats	W	1	\$ 0.80	1		\$ 0.80
175	Quilted Vest	W	1	\$ 0.44	1		\$ 0.44
970	Hip Length Jacket	W	2	\$ 0.42	1		\$ 0.84
677	Perma Lined Jacket	W	2	\$ 0.44	1		\$ 0.88
124	name emblem		12	\$ 1.75	21	one time	\$ 441.00
124	company emblem		12	\$ 2.50	21	one time	\$ 630.00

one time conversion cost

Purchase Items	Item #	Unit Price	Discount	Quantity	Sale Price
9632	Nomex IIIA	\$109.99	10%	1	\$98.99
275	Performance Polo shirt	\$32.99	10%	1	\$29.69
124	Embroidered Logo	\$5.95	10%	1	\$5.35

purchase price



FACILITIES
SOLUTIONS
AGREEMENT

Location No. 630

Contract No. 7879

Customer No. 9494

FACILITY SERVICES
PRODUCTS
PRICING:

Bundle*	Item #	Description	Rental Freq.	Inventory	Unit Price
	84302	3x5 mat	W	8	2.07
	84420	4x6 mat	W	1	2.56
	84030	3x10 mat	W	1	3.04
	2718	Large bath twels	W	50	0.498
	2700	Terry towels	W	100	0.13

*Indicated bundled items/services

Initial and check box if Unilease. All Garments will be cleaned by customer

Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control customer.

Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments Date direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.

Cintas Loc. No: _____
By: _____
Title: _____
Accepted-GM: _____ Email _____

CUSTOMER:
Please Sign Name _____
Please Print Name _____
Please Print Title _____

US Communities Participating Public Agencies Terms

Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Harford County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.

Master Agreement available at www.uscommunities.org

Supplier General Service Terms Section

- Prices** Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
- Buyback of Non-Standard Garments** Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
- Garments' Lack of Flame Retardant Or Acid Resistant Features** Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.



FACILITIES
SOLUTIONS
AGREEMENT

Location No. _____ 630

Contract No. _____ 7879

Customer No. _____ 9494

- 4 **Logo Mats** In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.
- 5 **Adding Employees** Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one time preparation fee indicated on Exhibit A. Customer shall not pay Company any one time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
- 6 **Emblem Guarantee** Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
- In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
- 7 **Terminating Employees** Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company
- 8 **Replacement** In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
- 9 **Indemnification** To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
- 10 **Additional Items:** Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as liquidated damages and not as a penalty based upon the following schedule:
- 11 If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as liquidated damages equal to 50 weeks of rental service.
- 12 If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as liquidated damages equal to 36 weeks of rental service
- 13 If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as liquidated damages equal to 23 weeks of rental service.
- 14 If this agreement is cancelled after 24 months of service, Customer shall pay as liquidated damages of 10 weeks of rental service.
- 15 Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

RESOLUTION NO. 2019-03

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO
A CONTRACT WITH CINTAS UNIFORM COMPANY FOR LAUNDRY AND
LINEN SERVICE FOR A PERIOD OF FIVE YEARS

-oOo-

WHEREAS, by Staff Report included with the agenda packet for the January 31, 2019 regular meeting of this Board, staff has recommended that the Board adopt a resolution authorizing the General Manager to enter into a contract with Cintax Uniform Company for laundry and linen service for a period of five years; and

WHEREAS, the Board has been advised that this expense was provided for in the 2018-19 Operating Budget and will be provided for in each of the following four contract years; and

WHEREAS, the Board agrees that this project is to provide employees with proper and safe uniforms they require; and

WHEREAS, on the basis of staff report and comments of staff, this Board is persuaded that the recommendations noted immediately above are in the best interest of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, does hereby authorize the General Manager to enter into a contract with Cintas Uniform Company for laundry and linen service for a period of five years.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT

TO: Board of Directors

FROM: Daryl Lauer, Collection Superintendent

DATE: January 31, 2019

SUBJECT: Services provided to the City of Carmel-by-the-Sea for Storm Interceptors Cleaning



RECOMMENDATION

It is recommended that the Board of Directors approve a resolution authorizing the General Manager to enter into contract with Carmel-by-the Sea in an amount not to exceed \$25,000 to provide Storm Interceptor Cleaning services.

DISCUSSION

CAWD has assisted Carmel-by-the-Sea (CBTS) with catch basin cleaning and overflow response the past year. The City originally issued a Purchase Order for services and now would like to enter into a contract for the upcoming year.

The District proposed cleaning services to the 4 interceptors and retention ponds and disposal of debris every quarter or as needed. The District will also provide as needed on-call catch basin and overflow response, as needed. CBTS will notify District staff for interceptor cleaning and allow to up to one month to complete cleaning. CAWD staff will notify and document all work performed.

Carmel-by-the-Seas asked if CAWD would enter into contract for services provided based on the hourly rate below, not to exceed \$25,000 through June 2020.

- Cost for services: CAWD Labor and equipment billed at an hourly rate of \$167.95 (Budget year 18-19) and increase to \$172.81 (Budget year 19-20) (increase in cost based on CAWD COLA).

- Disposal of debris \$62 per ton to dispose, vacuum truck holds 3 tons when full. (estimated 3 tons per interceptor).
- Invoice will be sent at the end of each month that service have been provided. Due and payable net 30.
- Should CAWD be involved in a District related emergency, staff will respond as soon as crews become available to the needs of CBTS. Any after-hours calls are billed at overtime rates or one and on half times.

Attached: Contract Proposal

FUNDING

N/A- Informational item only

PROFESSIONAL SERVICES AGREEMENT
for the
Hydrodynamic Separator and Sediment Basin Cleaning
Agreement #

THIS AGREEMENT is executed this ____ day of December, 2018, by and between the CITY of Carmel-By-The-Sea, a municipal corporation, (hereinafter "City"), and Carmel Area Wastewater District, a public utility, (hereinafter "Consultant"), collectively referred to herein as the "parties".

WHEREAS, the City wishes to engage Consultant to perform the services required by this Agreement; and,

WHEREAS, Consultant is willing to render such professional services, as hereinafter defined, on the following terms and conditions; and

WHEREAS, Consultant represents that it is trained, experienced and competent and holds all necessary licenses and certifications to perform the services required by this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions herein contained, the parties hereby covenant and agree as follows:

1. SERVICES

- A. **Scope of Services**. Consultant agrees to provide to the City, as the scope of services ("Scope of Services") under this Agreement, the following: cleaning and removal of materials from four (4) hydrodynamic separators and nine (9) sediment ponds up to four (4) times per year, upon request by the City, and cleaning of catch basins on an on-call as needed basis. The Scope of Services is attached hereto as Exhibit "A." The Scope of Services under this Agreement shall include, but is not limited to, a project description, project phases, task descriptions, identification of key personnel, identification of subconsultants, their key personnel and general description of services that will be performed, as further set forth in this Agreement and attachments hereto.
- B. **Change Orders**. Agreements and Change Orders exceeding \$24,999 require City Council approval to be valid. The City may, from time to time, by written notice to Consultant, make changes to the Scope of Services as defined in Section 1.A above, and Consultant shall carry out the Services subject to such changes, within the time limits agreed to by the parties. The compensation and/or Project Schedule shall be increased or decreased by written Change Order to this Agreement ("Change Order"), signed by the City and Consultant, prior to commencement of any such changes of the Services. However, any increase in compensation beyond the compensation limit amount approved by the City Council must be authorized in advance by Council. The City shall not be liable to pay additional compensation to Consultant for any additional services performed without an executed Change Order issued prior to proceeding with amended services. All other terms of this Agreement shall apply to authorized Change Orders.

2. COMPENSATION

- A. **Total Fee.** The City agrees to pay and Consultant agrees to accept as full and fair consideration for the performance of this Agreement, hourly fees as set forth in Consultant's Fee Schedule (Exhibit "B"), in a total amount not-to-exceed Twenty-Four Thousand Dollars (\$24,000.00). Such compensation shall be considered the "Maximum Authorized Expenditure" under this Agreement. The Fee Schedule shall include, but is not limited to, fees for each phase and task, not-to-exceed total fee, hourly rates, reimbursable rates and subconsultant mark-up rates. Payment of any compensation to Consultant hereunder shall be contingent upon performance of the terms and conditions of this Agreement to the satisfaction of the City. If the City determines that the Services set forth in the written invoice have not performed in accordance with the terms of this Agreement, the City shall not be responsible for payment until the Services have been satisfactorily performed.
- B. **Invoicing.** Consultant shall submit to the City monthly written invoices to the City's Project Representative, identified in Section 5 herein. Invoices shall be prepared in a form satisfactory to the City, describing the services rendered and associated costs for the period covered by the invoice. The City shall provide invoicing format upon request. Consultant shall not bill the City for duplicate services performed by more than one person. Consultant's invoices shall include, but are not limited to, the following information:
- i. Project Title, the City's Purchase Order number and City's Project Code(s) for each project;
 - ii. Invoice number and date;
 - iii. A brief description of services performed for each project phase and/or task;
 - iv. The budgeted amount for each phase, task and item, including the total amount, with the same for approved Change Orders, if any;
 - v. Amount invoiced to date divided by the agreed total compensation, expressed as a percentage, with the same for approved Change Orders, if any;
 - vi. The amount earned and invoiced to date for each phase, task and/or item, including the total amount, with the same for approved Change Orders, if any;
 - vii. The amount previously invoiced for each phase, task and/or item, including the total amount, with the same for approved Change Orders, if any;
 - viii. The amount due for the period covered by this invoice for each phase, task, and/or item, including the total amount, with the same for approved Change Orders, if any;
 - ix. For time and materials authorizations, the number of hours spent, by whom and their hourly rate for each phase, task and/or item, including the total amount;
 - x. The costs incurred, including reimbursables, for each phase, task, and/or item for the agreed total compensation and approved Change Orders, if any, along with a brief description of those costs;

- xi. The total amount due for the period covered by this invoice, including subconsultants and vendors of services or goods;
- xii. Copies of subconsultant, vendor, and reimbursable invoices including hourly breakdowns when requested by City.
- xiii. Copies of subconsultant and vendor lien releases.

Any such invoices shall be in full accord with any and all applicable provisions of this Agreement. Consultant shall submit invoices to the City on or before the sixteenth (16th) day of each month for services performed in the preceding month. The City shall make payment on each such invoice within thirty (30) days of receipt; provided, however, that if Consultant submits an invoice which is incorrect, incomplete, or not in accord with the provisions of this Agreement, the City shall not be obligated to process any payment to Consultant until thirty (30) days after a correct and complying invoice has been submitted by Consultant.

The City shall not be obligated to pay Consultant a greater percentage of the Maximum Authorized Expenditure than the actual percentage of services completed as of the invoice date.

Consultant agrees to remit and shall be responsible for all withholding taxes, income taxes, unemployment insurance deductions, and any other deductions required by applicable federal, state or local laws and regulations for Consultant, its employees, subconsultants and vendors of services or goods.

- C. **Adjustment of Fees.** The City may increase or decrease the Maximum Authorized Expenditure by issuing a Change Order to the Agreement in accordance with Section 1.B "Change Orders" above. Should Consultant consider that any request or instruction from the City's Project Representative constitutes a change in the scope of services, Consultant shall so advise the City's Project Representative, in writing, within fourteen (14) calendar days of such request or instruction. Without said written advice within the time period specified, the City shall not be obligated to make any payment of additional compensation to Consultant.
- D. **Hourly Rates.** Payment for all authorized services, including payment for authorized on-call, as-needed services, shall be made by the City to Consultant in accordance with the various hourly rates as set forth in the Consultant's Fee Schedule (Exhibit "B").
- E. **Subconsultants and Vendors.** Invoices for subconsultants and vendors of services or goods will be paid by the City to Consultant in accordance with the various rates as set forth in the Consultant's Fee Schedule (Exhibit "B"). All reimbursable expenses shall be considered as included within the Maximum Authorized Expenditure. Consultant shall be solely responsible for payment to subconsultants and vendors of services or goods, and the City shall not be responsible or liable for any payments to subconsultants and vendors, either directly or indirectly.
- F. **Audit and Examination of Accounts:**

- i. Consultant shall keep and will cause any assignee or subconsultant under this Agreement to keep accurate books of records and accounts, in accordance with sound accounting principles, which pertain to services to be performed under this Agreement.
 - ii. Any audit conducted of books of records and accounts shall be in accordance with generally accepted professional standards and guidelines for auditing.
 - iii. Consultant hereby agrees to disclose and make available any and all information, reports, books of records or accounts pertaining to this Agreement to the City and any city of the County of Monterey, or other federal, state, regional or governmental agency which provides funding for these Services.
 - iv. Consultant shall include the requirements of Section 2F, "Audit and Examination of Accounts", in all contracts with assignees or subconsultants under this Agreement.
 - v. All records provided for in this Section are to be maintained and made available throughout the performance of this Agreement and for a period of not less than four (4) years after full completion of services hereunder. All records, which pertain to actual disputes, litigation, appeals or claims, shall be maintained and made available for a period of not less than four (4) years after final resolution of such disputes, litigation, appeals or claims.
- G. **On-Call Agreements.** The amount of work (scope of services) to be requested during the Agreement term cannot be well defined at the outset. The Consultant agrees to perform the work on an on-call basis in such increments and at such times as defined in written work requirements issued by the City as the need arises. The Consultant agrees that the offer to perform the work at the various rates as set forth in the Consultant's Fee Schedule (Exhibit "B") remains in effect for all work requirements issued by the City during the Agreement term or until the exhaustion of the Agreement funding limit, whichever occurs first. The City does not guaranty a minimum dollar value of work.

3. AGREEMENT TERM

- A. **Term.** The work under this Agreement shall commence by January 1, 2019 and shall be completed by June 30, 2020 unless sooner terminated or the City grants an extension of time in writing pursuant to the terms of this Agreement, except for provisions in this Agreement that shall survive the termination or completion of this Agreement. Consultant shall perform Change Order services as set out in Section 1.B, "Amendment of Services (Change Orders)", in a timely manner or in accordance with the agreed upon Change Order Project Schedule.
- B. **Timely Work.** Consultant shall perform all Services in a timely fashion, as set forth more specifically in Section 3.A, "Term", and Section 3.C, "Project Schedule", of this Agreement. Failure to perform is hereby deemed a material breach of this Agreement, and the City may terminate this Agreement with no further liability hereunder, or may authorize, in writing, an extension of time to the Agreement.
- C. **Project Schedule.** Services shall be completed by Consultant in accordance with the Project Schedule attached hereto as Exhibit "C". The parties may, from time to time, by

Change Order, alter the Project Schedule. Consultant shall provide the Services pursuant to the Project Schedule or any applicable Project Schedule Change Order. If at any time Consultant discovers that the Project Schedule cannot be met, Consultant shall promptly notify the City in writing and provide a revised Project Schedule for review and consideration by City.

- D. **Notice to Proceed.** Upon execution of this Agreement by both parties and the receipt of all documentation required by this Agreement to be provided by Consultant to the City, the City shall issue a written Notice to Proceed to the Consultant. The City may, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the work. Upon receipt of such notices, Consultant shall diligently proceed with the Services authorized and complete those Services within the agreed time specified in said notice. Consultant shall not proceed with any of the Services unless they have received a Notice to Proceed from the City.

4. CONSULTANT'S EMPLOYEES AND SUBCONSULTANTS

- A. **Listed Employees and Subconsultants.** Consultant shall perform the Services using the individuals listed in the Key Employees and Subconsultants List attached hereto in Exhibit "A".
- B. **Substitution of Employees or Subconsultants:**
- i. Consultant shall not substitute any key employee or subconsultant listed in Exhibit "A" without the prior written approval of the City, and such approval shall not be unreasonably withheld. The City shall not approve removal or substitution of employees or subconsultants for the reason that Consultant or its affiliates has called on such individuals to perform services for another client of the Consultant.
 - ii. If, at any time, the City reasonably objects to the performance, experience, qualifications or suitability of any of Consultant's employees or subconsultants, then Consultant shall, on written request from the City, replace such employee or subconsultant. Consultant shall, subject to scheduling and staffing considerations, make reasonable efforts to replace the individual with an individual of similar competency and experience.
 - iii. Regardless of whether or not the City consents to, or requests a substitution of any employee or subconsultant of Consultant, the City shall not be liable to pay additional compensation to Consultant for any replacement or substitution.
- C. **Sub-agreements with Subconsultants.** Consultant shall incorporate the terms and conditions of this Agreement into all sub-agreements with subconsultants in respect of the Services necessary to preserve all rights of the City under this Agreement. Consultant shall be fully responsible to the City of all acts and omissions of subconsultants and of persons employed by any subconsultant.
- D. **Not an Agent of the City.** Nothing in this Agreement shall be interpreted so as to render the City the agent, employer, or partner of Consultant, or the employer of anyone working for or subcontracted by Consultant, and Consultant must not do anything that would

result in anyone working for or subcontracted by Consultant being considered an employee of the City. Consultant is not, and must not claim to be, an agent of the City.

E. Independent Contractor:

- i. Consultant is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City shall not control or direct the details, means, methods or processes by which Consultant performs the Services. Consultant is responsible for performance of the Services and may not delegate or assign any Services to any other person except as provided for herein. Consultant shall be solely liable for the work quality and conditions of any partners, employees and subconsultants.
- ii. No offer or obligation of permanent employment with the City or particular City department or agency is intended in any manner, and Consultant shall not become entitled by virtue of this Agreement to receive from the City any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. Consultant shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of Consultant's performance of Services under this Agreement. In connection therewith, Consultant shall defend, indemnify and hold the City harmless from any and all liability, which the City may incur because of Consultant's failure to pay such taxes.

5. REPRESENTATIVES AND COMMUNICATIONS

A. **City's Project Representative.** The City appoints the individual named below as the City's Project Representative for the purposes of this Agreement ("City's Project Representative"). The City may unilaterally change its project representative upon notice to Consultant.

Name: Agnes Topp
 Title: Environmental Compliance Manager
 Address: Public Works Department, PO Box CC
Carmel-by-the-Sea, CA 93921
 Telephone: (831) 620-2078
 Email: atopp@ci.carmel.ca.us

B. **Consultant's Project Manager.** Consultant appoints the person named below as its Project Manager for the purposes of this Agreement ("Consultant's Project Manager").

Name: Daryl Lauer
 Title: Collections Superintendent
 Address: Carmel Area Wastewater District
P.O. Box 221428, Carmel, CA 93922
 Telephone: (831) 624-1249 x283

Email: lauer@cawd.org

- C. **Meet and Confer**. Consultant agrees to meet and confer with the City's Project Representative, its agents or employees with regard to Services as set forth herein as may be required by the City to insure timely and adequate performance of this Agreement.
- D. **Communications and Notices**. All communications between the City and Consultant regarding this Agreement, including performance of Services, shall be between the City's Project Representative and Consultant's Project Manager. Any notice, report, or other document that either party may be required or may wish to give to the other must be in writing and shall be deemed to be validly given to and received by the addressee, if delivered personally, on the date of such personal delivery, if delivered by email, on the date of transmission, or if by mail, seven (7) calendar days after posting.

6. INDEMNIFICATION

Consultant hereby agrees to the following indemnification clause:

To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless the City and its officers, designated agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against claims, loss, cost, damage, injury expense and liability (including incidental and consequential damages, Court costs, reasonable attorneys' fees as may be determined by the Court, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent they arise out of, pertain to, or relate to, the negligence, recklessness, or willful misconduct of Consultant, any subconsultant or subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the active negligence or willful misconduct of such Indemnitee.

Notwithstanding the provisions of the above paragraph, Consultant agrees to indemnify and hold harmless the City from and against all claims, demands, defense costs, liability, expense, or damages arising out of or in connection with damage to or loss of any property belonging to Consultant or Consultant's employees, subconsultants, representatives, patrons, guests or invitees.

Consultant further agrees to indemnify the City for damage to or loss of City property to the proportionate extent they arise out of Consultant's negligent performance of the work associated with this Agreement or to the proportionate extent they arise out of any negligent act or omission of Consultant or any of Consultant's employees, agents, subconsultants, representatives, patrons, guests or invitees; excepting such damage or loss arising out of the negligence of the City.

7. INSURANCE

Consultant shall submit and maintain in full force all insurance as described herein. Without altering or limiting Consultant's duty to indemnify, Consultant shall maintain in effect

throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

- A. Commercial General Liability Insurance including but not limited to premises, personal injuries, bodily injuries, property damage, products, and completed operations, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- B. Professional Liability Insurance with limits of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Consultant will either maintain or cause to be maintained professional liability coverage in full force or obtain extended reporting (tail) coverage (with the same liability limits) for at least three years following the City's acceptance of the work.
- C. Automobile Liability Insurance covering all automobiles, including owned, leased, non-owned, and hired automobiles, used in providing Services under this Agreement, with a combined single limit of not less than \$1,000,000 per occurrence.
- D. Workers' Compensation Insurance. If Consultant employs others in the performance of this Agreement, Consultant shall maintain Workers' Compensation insurance in accordance with California Labor Code section 3700 and with a minimum of \$1,000,000 per occurrence.
- E. Other Insurance Requirements:
 - i. All insurance required under this Agreement must be written by an insurance company either:
 - 1. admitted to do business in California with a current A.M. Best rating of no less than A:VI;
 - or
 - 2. an insurance company with a current A.M. Best rating of no less than A:VII. Exception may be made for the State Compensation Insurance Fund when not specifically rated.
 - ii. Each insurance policy required by this Agreement shall not be canceled, except with prior written notice to the City.
 - iii. The general liability and auto policies shall:
 - 1. Provide an endorsement naming the City of Carmel-by-the-Sea, its officers, officials, employees, and volunteers as additional insureds. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).
 - 2. Provide that such Consultant's insurance is primary as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Carmel-by-the-Sea shall be excess to the Consultant's insurance and shall not contribute with it.

3. Contain a "Separation of Insureds" provision substantially equivalent to that used in the ISO form CG 00 01 10 01 or their equivalent.
 4. Provide for a waiver of any subrogation rights against the City via an ISO CG 24 01 10 93 or its equivalent.
- iv. Prior to the start of work under this Agreement, Consultant shall file certificates of insurance and endorsements evidencing the coverage required by this Agreement with the City. Consultant shall file a new or amended certificate of insurance promptly after any change is made in any insurance policy which would alter the information on the certificate then on file.
 - v. Neither the insurance requirements hereunder, nor acceptance or approval of Consultant's insurance, nor whether any claims are covered under any insurance, shall in any way modify or change Consultant's obligations under the indemnification clause in this Agreement, which shall continue in full force and effect. All coverage available to the Consultant as named insured shall also be available and applicable to the additional insured. Notwithstanding the insurance requirements contained herein, Consultant is financially liable for its indemnity obligations under this Agreement.
 - vi. All policies shall be written on a first dollar coverage basis or contain a deductible provision. Any deductibles or self-insured retentions ("SIR") must be declared to and approved by the City. At the option of the City, either: the insured shall reduce or eliminate such deductibles or SIR as respects the City, its officers, officials, employees and volunteers; or Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses. In no event shall any SIR or insurance policy contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured, or by any means including other insurance, or which is intended to defeat the intent or protection of an additional insured.
 - vii. City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
 - viii. Consultant shall require and verify that all subconsultants and subcontractors maintain insurance meeting all the requirements stated herein.

8. PERFORMANCE STANDARDS

- A. Consultant warrants that Consultant and Consultant's agents, employees, and subconsultants performing Services under this Agreement are specially trained, experienced, and competent and have the degree of specialized expertise contemplated within California Government Code Section 37103, and further, are appropriately licensed to perform the work and deliver the Services required under this Agreement.
- B. Consultant, its agents, employees, and subconsultants shall perform all Services in a safe and skillful manner consistent with the highest standards of care, diligence and skill

ordinarily exercised by professional consultants in similar fields in accordance with sound professional practices. All work product of Consultant shall comply with all applicable laws, rules, regulations, ordinances and codes. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement. All Services performed under this Agreement that are required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.

- C. Consultant shall furnish, at its own expense, all materials, equipment and personnel necessary to carry out the terms of this Agreement. Consultant shall not use the City premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.
- D. Consultant agrees to perform all work under this Agreement to the satisfaction of City and as specified herein. The City's Project Representative or his or her designee shall perform evaluation of the work. If the quality of work is not satisfactory, City in its discretion may meet with Consultant to review the quality of work and resolve the matters of concern, and may require Consultant to repeat the work at no additional fee until it is satisfactory.

9. CITY INFORMATION AND RESOURCES

- A. **Available Information.** The City shall make available to Consultant all relevant information, plans, maps, reports, specifications, standards and pertinent data which is in the hands of the City and is required by Consultant to perform the Services. Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by the City, except where it is stated otherwise or unreasonable.
- B. **City Resources.** The City acknowledges that Consultant's ability to provide the Services in accordance with this Agreement may be dependent on the City providing available information and resources in a prompt and timely manner as reasonably required by Consultant. To the extent that the City fails to provide City resources, Consultant shall not be liable for any resulting delay in the Services or failure to meet the Project Schedule, but in no event shall such delay or failure to provide City resources constitute a breach of this Agreement by the City, nor shall Consultant be entitled to extra compensation for same.
- C. **Obligations of Consultant.** No reviews, approvals, or inspections carried out or supplied by the City shall derogate from the duties and obligations of Consultant, and all responsibility related to performance of the Services shall be and remain with Consultant.

10. OWNERSHIP AND USE OF MATERIALS

- A. **Ownership of the Materials.** All data, studies, reports, calculations, field notes, sketches, designs, drawings, plans, specifications, cost estimates, manuals, correspondence, agendas, minutes, notes, audio-visual materials, photographs, models, software data, computer software (if purchased on the City's behalf) and other documents or products produced by Consultant under this Agreement (collectively, "the Materials") are and shall remain the property of the City even though Consultant or

another party may have physical possession of them or a portion thereof. Consultant hereby waives, in favor of the City, any moral rights Consultant, its employees, subconsultants, vendors, successors or assignees may have in the Materials.

- B. **No Patent or Copyright Infringement.** Consultant guarantees that in its creation of the Materials produced under this Agreement, no federal or state patent or copyright laws were violated. Consultant agrees that all copyrights, which arise from creation of the work or Services pursuant to this Agreement, shall be vested in the City and waives and relinquishes all claims to copyright or intellectual property rights in favor of the City. Consultant covenants that it will defend, indemnify and hold City harmless from any claim or legal action brought against the City for alleged infringement of any patent or copyright related to City's use of Materials produced by Consultant and its employees, agents and subconsultants under this Agreement.
- C. **Delivery and Use of the Materials.** All Materials shall be transferred and delivered by Consultant to the City without further compensation following the expiration or sooner termination of this Agreement, provided that the City may, at any time prior to the expiration or earlier termination of this Agreement, give written notice to Consultant requesting delivery by Consultant to the City of all or any part of the Materials in which event Consultant shall forthwith comply with such request. The Materials created electronically must be submitted in a format and medium acceptable to the City. The Materials may be used by the City in any manner for the intended purpose or as part of its operations associated with the Materials.
- D. **Survival of Ownership and Use Provisions.** It is understood and agreed that the provisions contained in Section 10, Ownership and Use of Materials, shall survive the expiration or earlier termination of this Agreement, and that this Section is severable for such purpose.
- E. **Additional Copies.** If the City requires additional copies of reports, or any other material that Consultant is required to furnish as part of the Services under this Agreement, Consultant shall provide such additional copies, and the City shall compensate Consultant for the actual costs related to the production of such copies by Consultant.

11. CONFIDENTIALITY

- A. **No Disclosure.** Consultant shall keep confidential and shall not disclose, publish or release any information, data, or confidential information of the City to any person other than representatives of the City duly designated for that purpose in writing by the City. Consultant shall not use for Consultant's own purposes, or for any purpose other than those of the City, any information, data, or confidential information Consultant may acquire as a result of the performance of the Services under this Agreement. Consultant shall promptly transmit to the City any and all requests for disclosure of any such confidential information or records. The obligations under this Section shall survive the expiration or earlier termination of this Agreement.
- B. **California Public Records Act.** Consultant acknowledges that the City is subject to the California Public Records Act (Government Code Section 6250 et seq.), known as the "PRA", and agrees to any disclosure of information by the City as required by law. Consultant further acknowledges that it may have access to personal information as defined under the PRA, and Consultant shall not use any such personal information for

any purposes other than for the performance of Services under this Agreement without the advance written approval of the City.

All Scopes of Services and related documents received shall be public records, with the exception of those elements, identified by the Consultant as business trade secrets and are plainly marked "Trade Secret", "Confidential" or "Proprietary". If disclosure is required under the PRA or otherwise by law, the City shall not be liable or responsible for the disclosure of any such records and the Consultant shall indemnify, defend, and hold the City harmless for any such disclosure.

12. CONFLICT OF INTEREST

Consultant is required to file a Form 700 in compliance with the City's Conflict of Interest Code unless a written determination by the City Administrator is made modifying or eliminating said requirement, or unless otherwise exempted by law.

In addition, Consultant, Consultant's employees, and subconsultants agree as follows:

- A. That they shall conduct their duties related to this Agreement with impartiality, and shall, if they exercise discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring the impartiality of Consultant or its employees into question;
- B. Shall not influence, seek to influence, or otherwise take part in a decision of the City knowing that the decision may further their private interests;
- C. Shall not accept any commission, discount, allowance, payment, gift, or other benefit connected, directly or indirectly, with the performance of Services related to this Agreement, that causes, or would appear to cause, a conflict of interest;
- D. Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of the Services related to this Agreement, and if such financial interest is acquired during the term of this Agreement, Consultant shall promptly declare it to the City, and;
- E. Shall not, during the term of this Agreement, perform a service for, or provide advice to, any person, firm, or corporation, which gives rise to a conflict of interest between the obligations of Consultant under this Agreement and the obligations of Consultant to such other person, firm or corporation.

13. DISPUTE RESOLUTION

- A. **Dispute Resolution Procedures.** The parties shall make reasonable efforts to promptly resolve any dispute, claim, or controversy arising out of or related to this Agreement ("Dispute") using the Dispute Resolution Procedures set forth in this Section.
- B. **Negotiations.** First, the City's Project Representative and Consultant's Project Manager shall make reasonable efforts to resolve any Dispute by amicable negotiations and shall provide frank, candid, and timely disclosure of all relevant facts, information, and documents to facilitate negotiations. Should these negotiations be unsuccessful in resolving the Dispute, the matter shall be promptly referred to the City Administrator or

designee, and the Consultant's Principal, who shall meet and confer, in good faith, to resolve the Dispute to mutual satisfaction of the parties.

- C. **Mediation.** If all or any portion of a Dispute cannot be resolved by good faith negotiations as set forth above within thirty (30) days of the date that the matter was referred to the City Administrator pursuant to subsection B above, either party may, by notice to the other party, submit the Dispute for formal mediation to a mediator selected mutually by the parties from the Monterey Superior Court's Court-Directed Mediator Panel list. The duration of any such mediation shall not exceed 2 hours unless otherwise agreed to by the parties. The cost of the mediation (including fees of mediators) shall be borne equally by the parties, and each party shall bear its own costs of participating in mediation. The mediation shall take place within or in close proximity to the City of Carmel-by-the-Sea.
- D. **Legal Action/Claims.** Consultant may not bring legal action against the City to resolve a Dispute as set forth herein until it has exhausted its administrative remedies as set forth in subsections B and C above. All claims by Consultant against the City for money or damages must comply with the Government Claims Act (California Government Code Sections 810-996.6).

14. TERMINATION OF AGREEMENT

- A. **Termination for Cause or Default.** The City reserves the right to immediately terminate this Agreement, in whole or in part, if Consultant or any subconsultant defaults or fails to deliver the Services in accordance with the terms and conditions of this Agreement. Such termination shall be in writing, shall set forth the effective date of termination, shall not result in any penalty or other charges to the City, and may be issued without any prior notice. Without limitation, Consultant is in default of its obligations contained in this Agreement if Consultant, or any subconsultant:
 - i. Fails to perform the required Services within the term and/or in the manner provided under this Agreement;
 - ii. Fails to supply sufficient, properly skilled workers or proper workmanship, products, material, tools and equipment to perform the Services;
 - iii. Fails to observe or comply with all laws, ordinances, including all requirements of governmental or quasi-governmental authorities, including federal, state, and local government enactments, bylaws, and other regulations now or, following the date of this Agreement, in force that pertain to;
 - iv. Fails to observe or comply with the City's reasonable instructions;
 - v. Breaches the Conflict of Interest provisions of this Agreement; or
 - vi. Otherwise violates any provision of this Agreement.
- B. **Termination for Convenience.** The City may, at its option, terminate this Agreement, in whole or in part, at any time during the Agreement Term for the convenience of the City.
- C. **Steps after Termination:**

- i. Upon termination of this Agreement by the City for any reason, the City shall pay Consultant for satisfactorily performed Services and disbursements incurred by Consultant to the date of termination pursuant to this Agreement, less any amounts necessary to compensate the City for damages or costs incurred by the City arising from Consultant's default. Termination will be without prejudice to any other rights or remedies the City may have.
- ii. Upon receipt of written notice of termination of this Agreement by the City for any reason, Consultant shall:
 1. Promptly cease all Services, including Services provided by any subconsultant, unless otherwise directed by the City; and
 2. Deliver to the City all the Materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement. Such Materials are to be delivered to the City in completed form; however, notwithstanding the provisions of Section 10, Ownership and Use of Materials, herein, the City may condition payment for services rendered to the date of termination upon Consultant's delivery to the City of such Materials.
- iii. In the event this Agreement is terminated by the City for any reason, the City is hereby expressly permitted to assume the projects and Services, and to complete them by any means including, but not limited to, an agreement with another party.

15. LEGAL ACTION / VENUE

- A. Should either party to this Agreement bring legal action against the other, the validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules.
- B. Venue for any such action relating to this Agreement shall be in the Monterey County Superior Court.
- C. If any legal action or proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees as may be determined by the Court, experts' fees, and other costs, in addition to any other relief to which the party may be entitled.

16. MISCELLANEOUS PROVISIONS

- A. **Non-discrimination**. During the performance of this Agreement, Consultant, and its subconsultants, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, or sexual orientation, either in Consultant's employment practices or in the furnishing of services to recipients. Consultant further acknowledges that harassment in the workplace is not permitted in any form, and will take all necessary actions to prevent such conduct.

- B. **Acceptance of Services Not a Release.** Acceptance by the City of the Services to be performed under this Agreement does not operate as a release of Consultant from professional responsibility for the Services performed.
- C. **Force Majeure.** Either party shall be absolved from its obligation under this Agreement when and to the extent that performance is delayed or prevented, and in the City's case, when and to the extent that its need for vehicles, materials, or Services to be supplied hereunder are reduced or eliminated by any cause, except financial, for reasons beyond its control. Such reasons include, but are not limited to: earthquake, flood, epidemic, fire, explosion, war, civil disorder, act of God or of the public enemy, act of federal, state or local government, or delay in transportation to the extent that they are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.
- D. **Headings.** The headings appearing herein shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of this Agreement. The headings are for convenience only.
- E. **Entire Agreement.** This Agreement, including the Exhibits attached hereto, constitutes the entire agreement between the parties hereto with respect to the terms, conditions, and Services and supersedes any and all prior proposals, understandings, communications, representations and agreements, whether oral or written, relating to the subject matter thereof pursuant to Section 1B, "Change Order of Services". Any Change Order to this Agreement will be effective only if it is in writing signed by both parties hereto and shall prevail over any other provision of this Agreement in the event of inconsistency between them.
- F. **Conflict between Agreement and Exhibits.** In the event of a conflict between a provision in this Agreement and a provision in an Exhibit attached to this Agreement, the provisions in this Agreement shall take precedence.
- G. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be signed in counterparts, but all of which together shall constitute one and the same Agreement.
- H. **Multiple Copies of Agreement.** Multiple copies of this Agreement may be executed, but the parties agree that the Agreement on file in the office of the City's City Clerk is the version of the Agreement that shall take precedence should any difference exist among counterparts of this Agreement.
- I. **Authority.** Any individual executing this Agreement on behalf of the City or Consultant represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- J. **Severability.** If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability and indemnities shall survive termination of the Agreement for any cause. If a part of the Agreement is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this Agreement is invalid in one or more of its

applications, the part remains in effect in all valid applications that are severable from the invalid applications.

- K. **Non-exclusive Agreement.** This Agreement is non-exclusive and both the City and Consultant expressly reserve the right to enter into agreements with other Consultants for the same or similar services, or may have its own employees perform the same or similar services.
- L. **Assignment of Interest.** The duties under this Agreement shall not be assignable, delegable, or transferable without the prior written consent of the City. Any such purported assignment, delegation, or transfer shall constitute a material breach of this Agreement upon which the City may terminate this Agreement and be entitled to damages.
- M. **Laws.** Consultant agrees that in the performance of this Agreement it will reasonably comply with all applicable federal, state and local laws and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the City of Carmel-by-the-Sea.

IN WITNESS WHEREOF, the parties enter into this Agreement hereto on the day and year first above written in Carmel-by-the-Sea, California.

CITY OF CARMEL-BY-THE-SEA

CONSULTANT

City Administrator, or Designee Signature

Consultant Signature

Richard Rerig
Printed Name

Barbara Buikema
Printed Name

City Administrator
Title

General Manager
Title

Carmel Area Wastewater District
Consultant Legal Company Name

ATTEST:

By: _____
Tom Graves, MMC, City Clerk

Date: _____

APPROVED AS TO FORM:

By: _____
Glen R. Mozingo, ESQ., City Attorney

Date: _____

Exhibit "A" Scope of Services, including Key Personnel
Exhibit "B" Fee Schedule
Exhibit "C" Project Schedule

AGREEMENT FOR HYDRODYNAMIC SEPARATOR AND SEDIMENT BASIN CLEANING

Exhibit A – Scope of Services

Upon request by the City, the Carmel Area Wastewater District (CAWD) crews will use their Vactor truck to provide cleaning services to the City's four (4) hydrodynamic separators and nine (9) sediment ponds up to four (4) times per year. CAWD will properly dispose of the debris collected at the CAWD wastewater treatment facility, in accordance with State and Federal Regulations.

The City will notify CAWD staff for hydrodynamic separator and sediment pond cleaning and allow up to one month to complete cleaning. CAWD staff will notify and document all work performed, including depth to debris before cleaning and volume of debris removed from each hydrodynamic separator.

CAWD will also provide catch basin cleaning on an on-call, as-needed, basis. Should CAWD be involved in a District-related emergency at the time of the request, staff will respond as soon as crews become available to the needs of the City.

AGREEMENT FOR HYDRODYNAMIC SEPARATOR AND SEDIMENT BASIN CLEANING

Exhibit B – Fee Schedule

- Cost for services:
 - Until June 30, 2019, CAWD labor and equipment billed at an hourly rate of \$167.95.
 - From July 1, 2019 to June 30, 2020, CAWD labor and equipment billed at an hourly rate of \$172.81.
 - Estimated 36 hours each time to clean (4) hydrodynamic separators and nine (9) sediment ponds
- Disposal of debris \$62 per ton to dispose, vacuum truck holds 3 tons when full. Estimated 3 tons per hydrodynamic separator.
- Hydrodynamic separator and sediment basin cleaning will be scheduled during normal business hours, Monday thru Friday, 8 am to 5 pm. In the event that emergency catch basin cleaning is requested after hours, these services will be billed at overtime rates of one and one half (1.5) times.

AGREEMENT FOR AGREEMENT FOR HYDRODYNAMIC SEPARATOR AND SEDIMENT BASIN CLEANING

Exhibit C – Project Schedule

When the City identifies the need for hydrodynamic separator and sediment basin cleaning and requests cleaning service from CAWD, a cleaning schedule will be agreed upon by the City and CAWD prior to initiation of requested activities. Hydrodynamic separator and sediment basin cleaning will typically be scheduled during normal business hours, Monday thru Friday, 8 am to 5 pm. On-call emergency overflow response or catch basin cleaning may also be requested after hours from time to time.

RESOLUTION NO. 2019-04

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO
A CONTRACT WITH THE CITY OF CARMEL-BY-THE-SEA IN AN AMOUNT
NOT TO EXCEED \$25,000 TO PROVIDE STORM INTERCEPTOR CLEANING
SERVICES

-oOo-

WHEREAS, the City of Carmel-by-the-Sea has used District staff to clean its catch basins and storm interceptor basins in the past and would like to enter into a contract with the District for the upcoming year and through June 2020; and

WHEREAS, the staff has demonstrated they have the ability to take on this contract without adversely impacting CAWD service delivery; and

WHEREAS, the contract covers all CAWD costs and allows for staff to respond to a CAWD emergency first, if necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, does hereby authorize the General Manager to enter into a contract with the City of Carmel-by-the-Sea in an amount not to exceed \$25,000 to provide storm interceptor cleaning services through June 2020.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 31, 2019
Subject: Vehicle Policy Amendment

RECOMMENDATION

It is recommended the Board of Directors adopt a resolution authorizing an amendment to the Vehicle Policy as attached.

DISCUSSION

The Vehicle Policy was discussed at the December 13, 2018 Board meeting and a request was made to amend the policy to clarify the use of personal vehicles.

The attached red-line version has been reviewed by legal counsel.

FISCAL IMPACT

None

 CARMEL AREA WASTEWATER DISTRICT 		
Date Written: 08/19/2016	VEHICLE USE POLICY	Author: Edward Waggoner
Policy No. 001		Approved By: Board of Directors
Date Board Approved: 01/26/2017 Date Board Revised: 01/31/2019		

STATEMENT OF POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your District vehicle. And have a complete understanding that Carmel Area Wastewater District (CAWD) will provide you (the Employee) with safe, dependable transportation. In turn, you are entrusted to use good judgement and have a complete understanding of the responsibilities involved, both of which are necessary to drive a CAWD-provided vehicle on CAWD business.

Any driver of a CAWD vehicle (or driving on CAWD business in any manner) must continually meet the following requirements:

- Possess a valid California Driver’s license
- Maintain an acceptable driving record per CAWD policy
- Follow the guidelines stated in this policy at all times

REASON FOR THIS POLICY

The use of Vehicles is necessary to almost all programs and activities of Carmel Area Wastewater District. Given the number of Vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of Vehicles. CAWD’s primary concern is to avoid injuries and property damage to CAWD staff and the general public by promoting the safe operation of Vehicles used for CAWD Business. Accidents may cause injuries, fatalities, and property damage, worker’s compensation increases, and business interruption.

This document establishes CAWD policy for operating any Vehicle while conducting CAWD business. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those Vehicles under their control.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All staff members and board members of Carmel Area Wastewater District.

WHO SHOULD KNOW THIS POLICY

- Board Members
- Administrative Staff
- Engineering Staff
- Operational Staff
- Maintenance Staff (Contractors)

- Collection System Staff
- Laboratory Staff
- Safety Staff

EXCLUSIONS

There are no units or persons excluded from the requirements of this policy.

DEFINITIONS

Authorized Drivers- Individuals who meet one or more of the following criteria:

- Been approved to drive by the General Manager as a result of a Motor Vehicle Report (MVR) check.
- Reviewed this policy, self-evaluated their MVR, and determined that they meet all the qualifications to operate a Vehicle on CAWD Business.

Carts- Any small, motorized utility vehicle (electric or gas powered) including but not limited to golf carts, Taylor-Dunn carts.

Carmel Area Wastewater District- All CAWD offices, treatment plant, and collection system locations, and any other activity conducted in the name of Carmel Area Wastewater District.

CAWD Business- Activities (including Travel) engaged in or on behalf of Carmel Area Wastewater District.

CAWD Fleet Vehicle- Any vehicle owned or leased by Carmel Area Wastewater District

CAWD Vehicle- Any CAWD Fleet Vehicle, ~~Personal Vehicle and any Vehicle rented from a commercial car rental agency by a Management or Staff Member while on official CAWD Business.~~

Employee- Any person paid through CAWD's payroll system in a position classified as regular or temporary, full-time or part-time and any CAWD in-house contractors.

Indemnification- The process or policy by which Carmel Area Wastewater District agrees to protect an individual from any threatened or asserted claims, actions, suits or proceedings due to the nature of his or her relationship with Carmel Area Wastewater District.

Minimum Driver Qualifications

1. Possess a valid California or US driver's license with a classification appropriate to the type of Vehicle being driven.
2. Be at least 18 years of age and have one year of licensed driving experience prior to driving on CAWD Business. Request for exceptions to these requirements must be submitted to the General Manager in advance for review on a case-by-case basis.
3. Have an "acceptable" driving record, as defined by MVR Grading Grid. Individuals who are unsure of their driving record may secure a copy of from their auto insurance provider or through the California Department of Motor Vehicles.

MVR- Motor Vehicle Record, a report that typically contains information about a person's driving history, including information about traffic violations, accidents, etc.

Personal Vehicle- Any vehicle other than those owned or leased by CAWD while a staff member is on official CAWD Business.

Take-home Vehicle- Any CAWD Fleet Vehicle assigned to a specific employee for his or her exclusive use due to the requirements of his or her position.

RESPONSIBILITIES

Administrators, Superintendents, and Supervisors

Implement this policy and take appropriate steps to obtain compliance with this policy and policy 002 by those Employees under their supervision and control. Ensure fleet safety and compliance with the provisions of this policy within their respective departments.

Allocate appropriate resources for maintenance of CAWD Fleet Vehicles under their inventory control.

Authorized Drivers

Operate any Vehicle being used by them on CAWD business in a safe and courteous manner in compliance with all applicable laws and CAWD policies.

Cellular/mobile Phones

While operating a CAWD-owned vehicle and/or while in the performance of company business and operating any vehicle, employees shall not operate a cell phone, electronic communication device or any other electronic equipment, including hands-free devices. This shall apply to CAWD-owned/issued devices or ones owned by the employee. Employees are directed not to initiate and/or receive calls or use that equipment while driving except when absolutely necessary during an emergency as provided by law. If an employee must initiate or receive a call, text message or other communication; they shall drive to a safe location and stop the vehicle prior to activating the device, remaining there until the communication is completed. (See Safely Pull Over definition)

Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the accident section of this manual.

Safely Pull Over

If on a "freeway" which is defined as a road with controlled entries and exits, you cannot pull over to the shoulder, you must take the next exit and find a place to safely stop. The right hand shoulder is for emergencies only. All other roads and highways, you can pull to the right shoulder going beyond the white line by a few feet.

Safety Belts

Use of safety belts (in vehicles so equipped) is required for the driver and all Vehicle occupants anytime the Vehicle is in motion. Drivers must enforce this requirement, and should not place a Vehicle in motion unless all passengers are appropriately wearing safety belts. The number of passengers in any Vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited when the Vehicle is being used on public roadways.

Smoking

Smoking and Vaping are prohibited in ALL CAWD Vehicles.

Hazardous Materials

Transportation of Hazardous Materials in any Vehicle operated on CAWD Business or for any other CAWD purpose is prohibited except by Employees who are specifically trained, certified, and authorized for this duty.

Take-Home Vehicles

A Carmel Area Wastewater District Fleet Vehicle may be assigned to a specific staff member as a Take-Home Vehicle with the authorization of the General Manager or his/her designee. Assignment of a Take-Home Vehicle to an employee should be based on the requirements of the individual's position with CAWD. The qualification, authorization, and other requirements of this policy apply to Take-Home Vehicles. CAWD Departments with a legitimate business need to assign a Take-Home Vehicle should follow Maintenance Department guidelines for the care/maintenance and use of the Take-Home Vehicle.

RESPONSIBILITIES FOR VEHICLE CARE

All CAWD-provided vehicles are designed as "non-smoking" areas. You are expected to keep your vehicle in a clean, well maintained condition.

Tire Care and Replacement

Tire mileage is directly proportional to driver techniques, wheel alignment, tire pressure and wheel balance. All of these factors are under your control. All of these factors are under the driver's control. Tire pressures must be checked monthly or weekly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately upon notice to avoid drastic tire wear.

Maintenance and Repair

It is the driver's responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- Change oil according to manufacturer's suggested maintenance schedule
- Keep tires inflated to the proper PSI rating
- Have tires rotated every 10,000 miles
- Frequently inspect belts and hose for cracks, leaks and loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

ACCIDENTS

A valid insurance card and vehicle registration shall be carried in the vehicle at all times and are located in the glove box or the driver's side visor.

In the event that you are involved in an accident, follow these instructions:

1. When an accident involves another vehicle, obtain the following information:
 - Driver's name (and owner's name if different from the driver)
 - Address
 - Telephone number
 - Name of insurance company and policy number
 - Vin, vehicle year, make and model
 - Vehicle license plate number
2. If possible, obtain names, address and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.

3. Identify yourself and show your driver's license and insurance identification card. Do not discuss CSRMA Insurance Policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.
4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is CAWD's preference.
5. Note if there are any injuries reported by anyone involved in the accident.
6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by California State Law, in addition to notifying CAWD management.
7. If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to CAWD management.
8. If it is determined that the Carmel Area Wastewater District driver is at fault, you will be financially responsible for the first \$2,000.00 in physical damage.
9. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment will be terminated.

TRAFFIC AND PARKING VIOLATIONS

Minor Violations Include:

Three minor violations within a 12-month period or five minor violations during a three-year period will result in loss of CAWD-provided vehicle and losing the privilege of driving on CAWD business in any manner.

- Speeding less than 25 mph over the limit.
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light
- Use of a non- hands free cell phone or texting

Major Violations Include:

If the employee receives a major driving violation conviction, it will result in loss of CAWD-provided vehicle and you will lose the privilege of driving on CAWD business in any manner. It may also subject the employee to further disciplinary action, including up to employment termination.

- Driving under a suspended or revoked license.
- Hit and run or leaving the scene of an accident.
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended).
- Vehicle manslaughter, homicide or assault arising out of the operation of a motor vehicle.
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation.
- Passing on the wrong side, on a hill or where prohibited.
- Reckless, careless or negligent driving.
- Driving on the wrong side of a divided highway.
- Participating in racing or a speeding contest.
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances.
- Speeding more than 25 mph over the limit.

- Eluding a police officer.
- Failure to keep an acceptable motor vehicle record.

CAWD-provided vehicle privilege or driving on CAWD Business in any manner may be reinstated at the discretion of management after 12 months from the date of loss of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgement status, the fine plus a \$25.00 penalty will be deducted from your paycheck.

Operating a Vehicle on CAWD Business

1. All Authorized Drivers must:
 - Have a valid California Driver's license in their possession at all times while they are operating any Vehicle on CAWD business or for any other CAWD purpose.
 - Not use a CAWD Vehicle for personal business. Personal use is not permitted, and violation of this may result in disciplinary action.
 - Operate Vehicles in a safe, controlled, and courteous manner, in compliance with applicable traffic laws, this policy, and any other applicable CAWD policies.
 - Turn off and lock CAWD Vehicles when left unattended.
 - Store valuable equipment /items in safe locations, side boxes, covered in back seat or trunk of the vehicle.
 - Be aware of weather and road conditions and make prudent decisions regarding travel based on those conditions.
 - Not place a vehicle in motion unless all occupants are wearing safety belts (in vehicles so equipped), and ensure their continued use throughout the trip.
 - Not transport unauthorized passengers, cargo, or permit any unauthorized person to drive a CAWD Vehicle.
 - Inspect the Vehicle prior to use for safety concerns, report defects to the appropriate authority, and not operate any Vehicle with deficiencies that make it unsafe to operate.
 - Complete any required driver safety training as assigned by CAWD Management or CAWD insurers.
2. Authorized Drivers who will be towing a trailer must verify all of the following prior to operating the Vehicle: CAWD will provide training on trailer towing laws and procedures for the different trailers in CAWD's vehicle fleet
 - The trailer weight does not exceed the limits specified by the trailer manufacture and the total weight of the trailer does not exceed the towing limits specified by the tow Vehicle manufacture.
 - The trailer load is appropriately distributed and adequately secured in place.
 - The wheel base of the tow Vehicle is adequate for the trailer being towed.
 - All trailer lights and brakes are in proper working order.
 - Trailer tires are properly inflated.
 - The trailer emergency chains are adequate and secured as required by law.
 - Operate the tow Vehicle at a safe speed commensurate with trailer weight and load.

RELATED DOCUMENTS, FORMS

APPENDIX A

Regulations Concerning Use of Vehicles

1. Passengers – Only persons with an appropriate CAWD purpose should be passengers in a Vehicle being operated on CAWD Business or for any other CAWD purpose. It is understood that in extenuating situations it may become necessary for others to be passengers in the Vehicle. This should be on an exception basis and drivers are expected to use good judgement in these situations.
2. Accident Reporting – All accidents involving a CAWD Vehicle or associated with a CAWD activity (regardless of Vehicle ownership) must be reported immediately to the local law enforcement agency and to the driver’s supervisor or CAWD management. If the accident involves a Personal Vehicle, the driver should ~~also~~ notify his or her insurance company. The specific reporting requirements and timelines can be found in the Accident Reporting Guidelines Packet, located on the driver’s visor.
3. Unsafe Driving Reports – All CAWD Vehicles are marked with the Carmel Area Wastewater District name, a Vehicle Identification number, and a Vehicle license plate number. Reports of unsafe driving are received from time to time by CAWD Management. When received, such reports will be documented, investigated, and reported to the driver’s supervisor. Reports of unsafe driving may result in disciplinary action up to and including the suspension or revocation of driving privileges on behalf of CAWD or possible termination of employment at CAWD.
4. Personal Vehicles – Individuals who operate Personal Vehicles on CAWD Business must possess a valid California Driver’s license, must be in compliance with all driving and motor vehicle laws, must possess their own automobile liability insurance, and must meet the qualifications outlined in this policy.
 - Private or personal vehicles shall only be used after the employee/Director has confirmed that an appropriate District vehicle is not available or cannot reasonably be accessed to accommodate the necessary travel.
 - Drivers who operate Personal Vehicles to conduct CAWD Business should be aware that their own personal automobile insurance must provide the primary coverage for both liability and physical damage. Any rental vehicle costs are the responsibility of the driver who has utilized a personal vehicle.
 - ~~Decisions regarding extension of CAWD auto liability coverage are made by the General Manager on a prior case by case basis.~~ Operating a Personal Vehicle on CAWD Business in violation of this policy will result in no excess liability coverage by CAWD and may disqualify the driver from receiving Indemnification from CAWD. CAWD reserves the right to secure an MVR check on any driver who operates a Personal Vehicle while conducting CAWD Business. The driver or owner, not CAWD, is responsible for any physical damage to a Personal Vehicle operated on CAWD Business.
5. Rental Vehicles – Employees traveling on approved CAWD Business who need to rent a Vehicle from a commercial car rental company should be aware that CAWD’s auto liability and physical damage coverage extends to the rental for rentals within the United States. Management provides ID cards to show proof of insurance coverage to the rental company.

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6. Carts – Many departments use Carts to move people and materials around the wastewater Facility. The Safety Officer established guidelines regarding the use of Carts (Policy No. 002) for CAWD Business.

APPENDIX B

CAWD Fleet Vehicle Inspection and Maintenance

Each Carmel Area Wastewater District Department is responsible for ensuring that CAWD Vehicles under its inventory control are properly inspected and mileage maintained. Annual safety inspections are required and must be scheduled through Maintenance Department for historical records to be maintained. If maintenance or repair work is performed by an outside vendor, the CAWD Staff member who has the vehicle serviced is responsible to forward the maintenance records to the Maintenance Department to be recorded.

APPENDIX C

CAWD Fleet Vehicle Registration and Marking

Maintenance Department is responsible for assigning CAWD Vehicle numbers to all CAWD Fleet Vehicles, and will arrange for licensed CAWD Fleet Vehicles to receive the appropriate CAWD markings. All newly acquired CAWD Fleet Vehicles (new, used, purchased, or donated) must be inspected by Maintenance Department to begin the process of applying for title, plates, and registration. Maintenance Department will coordinate with Management. Once a CAWD Fleet Vehicle registration is received, Management will provide a copy to the Department to be kept in the CAWD Fleet Vehicle at all times.

APPENDIX D

CAWD Sign out Procedure

Treatment Plant Vehicles

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the Operations Building. On the day of use, the keys can be picked up in the Operations Office or Maintenance Shop. There will be Check-out Forms in the Operations Office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out
3. Keys must be returned to the key box where the keys acquired from.
4. Checked out sheet must be completed

Administration Vehicles

Authorized users can reserve a vehicle (subject to the conditions of use) by filling out the sign-out sheet for that vehicle posted in the Administration Building. On the day of use, the keys can be picked up in the Administration Building. There will be Check-out Forms in Administration office.

When the vehicle is returned it should:

1. Have at least a half a tank of gas
2. Be reasonably clean in and out

3. Keys must be returned to the key box where the keys acquired from.
4. Checked out sheet must be completed

FORMS

Carmel Area Wastewater District Vehicle Inspection Form

The person releasing the vehicle is to fill out this form. Form must be completed before releasing the vehicle.

Vehicle #	Year, Make & Model:	VIN#:
Date:	Mileage:	Name of Person:
* This form will be filled out on a weekly basis or if vehicle is checked out for a trip more than 50 Miles *		
Items:	OK	Comments:
Body of Vehicle		
Tires; condition & Air pressure		
Horn		
State License , Sticker		
Oil Level on Dipstick		
Radiator Fluid level		
Brake Fluid Level		
Transmission Fluid Level		
Power Steering Fluid Level		
Belts and Hoses		
Wipers & Fluid Reservoir		
Low & High Beam Headlights		
Brake Lights		
Turn Signal Lights		
Emergency Flasher Lights		
Vehicle Insurance Card Valid		
Gas Tank Full		
Fire Extinguisher		
Flares/Reflectors		
Emergency Instructions		
Wash Vehicle (if needed)		
Interior Cleaned		
I have read and followed the Vehicle Inspection on this form.		
Signature of person inspecting vehicle:		Date: _____

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Form-V001

Carmel Area Wastewater District Vehicle Inspection Form For Day Trips or Longer Vehicle Usage

Your reservation request should be e-mail to your Supervisor two (2) business days before usage. Your confirmation should be e-mailed to you within one (1) business day after your reservation request is received. Please call (831) 624-1249, ext.291 if your confirmation is not received within the 1-day period.

Items marked in **RED** are required to complete this form.

Name:	
--------------	--

Employee ID Number:	
----------------------------	--

Department:	
--------------------	--

Telephone Number:	
--------------------------	--

Vehicle Pick-Up Site:	
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Type of Vehicle:	
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Departure Time:	(day)	(MM)	(DD)	(YY)	(Time)	
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Return Time:	(day)	(MM)	(DD)	(YY)	(Time)	
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Number of Passengers:	
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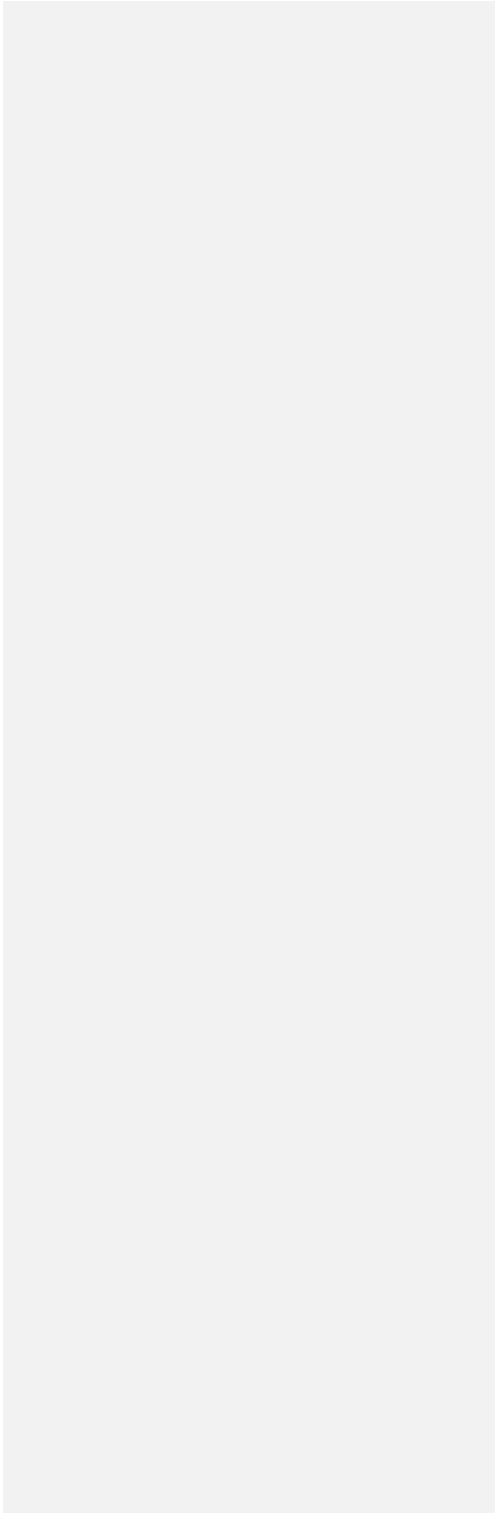
Destination:	
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Purpose of Trip:	
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Additional Remarks:

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Form-V002





Driver Responsibility Statement

I hereby certify that I have read and fully understand all Carmel Area Wastewater District policies concerning the use of a CAWD vehicle. The willful neglect or misuse of any CAWD-owned vehicle is cause for disciplinary action under the provisions of CAWD policies and such misuse or false statements about the use of CAWD vehicles may subject the employee to the suspension of all vehicle pool privileges.

Drivers must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving.

I have read the above statement and agree to comply with Carmel Area Wastewater District vehicle policies

Policy: Vehicle use Policy

Print Name _____

Signature _____

Date _____

Form-V004

RESOLUTION NO. 2019-05

A RESOLUTION APPROVING AN AMENDMENT TO THE DISTRICT'S
VEHICLE POLICY

-oOo-

WHEREAS, the District approved a formal Vehicle Use Policy to provide a framework that addresses driver authorization procedures, driver expectations, safety and accident procedures effective January 26, 2017 with Resolution 2016-41; and

WHEREAS, the District now finds that it must make an amendment to said policy to clarify the use of personal vehicles; and

WHEREAS, this Board has reviewed the updated policy and is persuaded that the policy adequately addresses the needs of the District and hereby replaces the original policy statement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt the amended Vehicle Use Policy described hereinabove, and directs the General Manager to include said policy in all necessary and appropriate District documents.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 31, 2019
Subject: Expense Reimbursement Policy Amendment

RECOMMENDATION

It is recommended the Board of Directors adopt a resolution authorizing an amendment to the Expense Reimbursement Policy as attached.

DISCUSSION

The Expense Reimbursement Policy was discussed at the December 13, 2018 Board meeting and a request was made to amend the policy to clarify the use of personal vehicles.

The attached red-line version has been reviewed by legal counsel.

FISCAL IMPACT

None

I. FINDINGS

Whereas, the Carmel Area Wastewater District takes its stewardship over the use of its limited public resources seriously.

Whereas, public resources should only be used when there is a substantial benefit to the District.

Whereas, such benefits include:

- The opportunity to discuss the District's concerns with local, regional, state and federal officials
- Participating in local, regional, state and national organizations whose activities affect the District
- Attending educational seminars designed to improve officials'/employees skill and information levels; and
- Promoting public service and morale by recognizing such service.

Whereas, 1) legislative and other local, regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with local, regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns' and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

Whereas, this policy provides guidance to elected and appointed official and employees on the use and expenditure of District resources, as well as the standards against which those expenditures will be measured.

Whereas, this policy satisfies the requirements of Government Code sections 53232.2 – 53232.3

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws related to permissible uses of public resources.

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

Whereas, this policy also applies to any charges made to a District credit card, cash advances or other line of credit.

II. AUTHORIZED EXPENSES

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

- Communicating with representatives of local, regional, state and national government on District advocated policy positions;
- Attending education seminars designed to improve officials' and employee skill and information levels;
- Participating in local, regional, state and national organizations whose activities affect the District's interests;
- Recognizing service to the District (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);
- Attending District events; and
- District meetings for which a stipend is expressly authorized under this policy.

All expenses that fall within one of the categories listed above must be approved by the General Manager. The official or staff member must submit an Expense Reimbursement Form to the General Manager for approval of all expenses. All out-of-state travel must have prior approval of the General Manager.

The following expenses require prior governing body approval:

- International travel;
- Expenses exceeding \$5,000 per trip.

Examples of personal expenses that the District will not reimburse include, but are not limited to:

- The personal portion of any trip, such as the following:
 - Barber or beauty parlor services
 - Airline and other trip insurance
 - Personal postage, telephone calls or reading materials
- Political or charitable contributions or events;
- Family expenses, including partner's expenses when accompanying official/employee on District-related business, as well as children or pet related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline, personal travel while at an out-of-County location; and

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- Personal losses incurred while on District business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

This policy is subject to administrative exception subject to approval by the General Manager as appropriate to the circumstances. Special circumstances requiring expenditures exceeding “normal trip expenditures” are to be reviewed and approved individually by the Principal Accountant and General Manager.

III. COST CONTROL

To conserve District resources and keep expenses within community standards for public officials and employees, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines.

All employee expenditures and/or reimbursements are subject to Department Head and General Manager approval.

All expenditures and/or reimbursements to Directors are subject to the General Manager’s approval.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirement must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under this provision if more than one District official or employee is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

Airfare

The Administrative Services Coordinator or Department Head shall seek and attempt to use the lowest rates available for commercial airline service. Whenever possible, travelers should take advantage of flight arrangements that minimize District cost (for example, purchasing a round trip ticket may be less expensive than two one-way tickets). District travelers may upgrade tickets, provided that the traveler and not the District pay for the difference in cost for such upgrade.

The District will not reimburse any type of travel insurance unless the General Manager requests the traveler to purchase cancellation coverage.

Reasonable baggage charges, if imposed by the airline, on the first checked bag are reimbursable.

Tickets will be paid for in advance when possible and the employee will be provided with all carrier information to include electronic ticket information. Claims must be substantiated by an original ticket

document (i.e. e-ticket or passenger receipt ticket copy). A copy of the credit card receipt or statement alone is insufficient.

District travelers may retain frequent flyer/hotel rewards and similar program benefits. However, participation in these programs must not influence flight/hotel/etc. selection which would result in incremental cost to the District beyond the lowest available airfare/hotel cost unless the difference is paid by the traveler. Free tickets or cash allowances for volunteer denied boarding compensation may be retained by the traveler but no additional cost to the District or interruption of District work is allowed and any additional time required to complete the trip is to be personal time.

Automobile

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

The Internal Revenue Service rates will not be paid for rental vehicles or District vehicles; only receipted fuel expenses will be reimbursed.

Private or personal vehicles shall only be used after the employee has confirmed that an appropriate District vehicle is not available or cannot reasonably be accessed to accommodate the necessary travel.

District employee mileage to the regular or main place of work from home and back is considered commuting and may not be claimed.

When two or more District employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of travelers and business needs of the District. If a District employee chooses to use a separate private vehicle because of personal preferences or obligations, he/she shall not be eligible for mileage or fuel reimbursement for the travel.

If a District employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the department head because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation. [Drivers who operate Personal Vehicles to conduct CAWD business should be aware that their own personal automobile insurance must provide the primary coverage for both liability and physical damage. Any rental vehicle costs are the responsibility of the driver who utilized a personal vehicle.](#)

Car Rental

Approval of a rental vehicle must be authorized in writing on a travel advance request form which delineates the reason for the request. Costs associated with the rental of a vehicle are reimbursable when prior approval is received from the General Manager.

Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelsmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy. An original car rental receipt showing the number of days and type of vehicle rented is required for vehicle rental expense reimbursement claims.

Rental cars shall be refueled prior to return to the rental agency to reduce cost to the District.

Taxis/Shuttles

Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging

Reimbursement shall be for the actual cost of such accommodations for the individual representative of the District. Lodging expense reimbursement may not be claimed for guests of the District traveler. Where expense for a family member or friend is included in the receipt, the claim must not exceed the single occupancy rate.

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay. An original room receipt, showing the number of days and the number of occupants, is required upon the employee's return to work for lodging expense reimbursement claims. A copy of the receipt or a credit card receipt alone is insufficient.

Conferences/Meetings

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in questions if such rates are available at the time of booking. If the group rate is not available, see next section.

Other Lodging

Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelsmart.com/lodguideframes.htm>. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.

Meals

Local Meal Functions:

- Directors, General Manager and Management employees may receive reimbursement for documented costs incurred in providing meals or refreshments for District on-premises consumption in conjunction with working sessions.
- Directors, General Manager and Management employees may receive reimbursement for documented meal or refreshment costs incurred in the context of local meetings directly involving District business.

- Staff meets with Board members or other non-employee individuals subject to Department Head approval and only when the meeting is business related. Reimbursement can be made for a meal function that involves only staff members but requires prior Department Head approval.

District travelers are subject to the following time frames for the first and last day of travel:

- Breakfast may be claimed if traveler must reasonably be away from home because of District business at or before 6:00 a.m. and ending after 10:00 a.m. Lunch can also be included if travel ends after 1:00 p.m. and dinner if travel ends after 7:00 p.m.
- Lunch may be claimed if because of District business travel must commence before 11:00 a.m. and ends after 3:00 p.m. Dinner can also be included if travel ends after 7:00 p.m.
- Dinner may be claimed if a District traveler must commence travel before 5:00 p.m.

Snacks between meals may not be claimed.

All elected/appointed District officials and staff members claiming reimbursement for meals consumed while on District business are required to submit claims. The maximum amounts considered for reimbursement are based on the current guidelines for daily meals and tips found on the General Services Administration website (<http://www.gsa.gov/portal/category/100120>). The General Manager (or designee) will determine the apportionment of the meal allowance for each meal.

Actual meal costs, not to exceed the maximum amounts, may be claimed only when accompanied by a receipt and when incurred for a meal when such meal is part of a regularly scheduled business event such as a seminar, professional meeting, or other business meeting or when the cost is incurred for a meal associated with District business activity. Any amount not utilized on the per diem schedule for a specific meal (breakfast, lunch, or dinner) may be used for other meals on the same day.

The District will not pay for alcohol/personal bar expenses

Meal costs must be incurred directly by the claimant; direct billing to the District by a restaurant in regard to Board or staff member expenses is prohibited unless specifically authorized by the General Manager. Payment for service received at a restaurant (tips) shall not exceed 15-20% of the restaurant price of the meal and is recognized as a legitimate and reasonable cost of the meal.

For group meal events organized by others (i.e. conferences and other types of activities that fall within the list of "authorized expenditures" above), the District recognizes that the per person cost may exceed these maximums. The agenda/brochure or other documentation describing the event and price must accompany the claim to the District.

If full breakfast, lunch and/or dinner are provided without charge at a meeting appropriate deductions will be made from the per diem allowance.

Telephone/Fax/Cellular

Telephone bills for business purposes are a reimbursable expense and will normally be included on the lodging bill for overnight accommodations. Personal telephone calls are not a reimbursable expense.

Officials and Staff will be reimbursed for actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official/employee has a particular number of minutes included in the official's/employee's plan, the official/employee can identify the percentage of calls made on public business.

Internet

Officials/Employees will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00/day, if Internet access is necessary for District related business

Airport Parking

Long-term parking must be used for travel exceeding 24-hours.

Baggage Handling

Baggage handling fees of up to \$1.50 per bag and gratuities of up to 18 percent will be reimbursed.

Public Meeting Refreshments

The District will reimburse for refreshments for meetings where the public is invited. The purpose and for whom must be designated on the receipt.

Staff Meeting Refreshments

Reimbursement for the cost of minimal refreshments served at employee-only staff meetings are considered an appropriate expenditure if approved by the Department Head.

Interview Panels

Reimbursement may be received for the purchase of refreshments or lunch for participants of selection panels engaged in official District recruitment activities as approved by the General Manager. The title of the job recruitment and the persons serving on the panel must be documented on the receipt.

Members of personnel interview panels may claim mileage to the panel location from their regular or main place of work, and back.

Sympathy Gifts

Departmental gifts of flowers or other gifts sent in the event of a serious illness or death are considered to be PERSONAL expressions of sympathy and will not be reimbursed or paid for by the District. However, such gifts sent from the District at large may be paid for by the District out of the appropriate District operating account as directed or approved by the Board of Directors.

Reimbursement for Personal Credit Card Use

For administrative efficiency, employees who purchase equipment/supplies/services for the District are strongly encouraged to go through designated District purchasing procedures. However, in the event an employee utilizes their personal credit card for District related purchases it may be submitted for reimbursement. The District purchasing policies must still be observed. The receipt must include a description and reason for the purchase.

Reimbursement from another Agency

Expenses for which District officials or staff members receive reimbursement from another agency are not reimbursable.

IV. Cash Advance Policy

From time to time, it may be necessary for an official or employee to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf. Such request for an advance should be submitted to the Principal Accountant at a minimum of 3 days prior to the need for the advance with the following information:

- The purpose of the expenditure
- The benefits of such expenditure to the District
- The anticipated amount of the expenditure(s) (for example: hotel rates, meal costs, and transportation expenses); and
- The dates of the expenditure.

The District provides a standard Cash Advance form on the Public Drive folder "Public Forms".

When processing advances, only per diem rates and Yahoo or MapQuest mileage will be used for meals and mileage.

Any unused advance must be returned to the District treasury within ten business days of the official's/employee's return along with an expense report and receipts documenting how the advance was used in compliance with this expense policy.

In the event the Principal Accountant is uncertain as to whether a request complies with this policy, such individual must seek resolution first from the General Manager.

V. Credit Card Use Policy

The District recognizes the advantage of credit cards in providing receipts for expenses in carrying out the business of the District. CAWD does not issue credit cards to appointed or elected office holders but does have an agency credit card for selected District expenses. District office holders may use the District's credit card for such purposes as airline tickets and hotel reservations by following the same procedures as for cash advances.

The District issues credit cards to authorized Managers to use for travel related expenses or for purchases that require payment by credit card. Employees with CalCards should use the card for all travel related expenses including commercial travel and hotel expenses.

Receipts documenting expenses incurred on the District credit card and compliance with this policy must be submitted within thirty business days of use.

District credit cards may not be used for personal expense, even if the official/employee subsequently reimburses the District.

VI. Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenses, and expense reimbursement requests must be submitted on an expense report form provided by the District.

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the official should explain whose meals were purchased, what issues were discussed and how those relate to the District's positions and priorities.

Officials/employees must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official/employee.

VII. Audits of Expense Reports

All expenses are subject to verification that they comply with this policy.

VIII. Reports to Governing Board

At the following District Board meeting, each official shall briefly report on meetings attended at District expense. If multiple officials attended, a joint report may be made.

IX. Compliance with Laws

District officials and staff should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other Laws. All agency expenditures are public records subject to disclosure under the Public Records Act.

X. Violation of This Policy

In the event that this District Expense Reimbursement and Travel Policy is in conflict with another District policy, the policy with the most conservative application shall prevail.

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:

- Loss of reimbursement privileges,
- A demand for restitution to the District,
- The District's reporting the expenses as income to the elected official and/or staff to state and federal tax authorities,
- Civil penalties of up to \$1,000 per day and three times the value of the resources used, and
- Prosecution for misuse of public resources.

RESOLUTION NO. 2019-06

A RESOLUTION APPROVING AN AMENDMENT TO THE DISTRICT'S
EXPENSE REIMBURSEMENT POLICY

-oOo-

WHEREAS, the District presently has in place an expense reimbursement policy that was approved in January 2013 by Resolution 2013-01; and

WHEREAS, the District now finds that it must make an amendment to said policy to clarify the use of personal vehicles; and

WHEREAS, this Board has reviewed the updated policy and is persuaded that the policy adequately addresses the needs of the District and is in conformity with state law regulating expense reimbursement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt the amended Expense Reimbursement Policy described hereinabove, and directs the General Manager to include said policy in all necessary and appropriate District documents.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 31, 2019 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Irene Bryant, Board Secretary Pro Tem

Date: January 31, 2019

Subject: 2019 Board Committee Assignments

RECOMMENDATION

It is recommended that the Board of Directors adopt the below list representing the 2019 CAWD Board Committee Assignments.

DISCUSSION

At the December 13, 2018 Regular Board Meeting, President White suggested that the current Board Committee assignments remain intact since things are running smoothly. Directors were encouraged to initiate further discussion should there be a request to change assignments and that the list would be brought back in January for final approval. Below is the Committee List for 2019 for final Board approval.

2019 CAWD BOARD COMMITTEE ASSIGNMENTS		
COMMITTEE	MEMBERS	ALTERNATE
Budget & Audit	D' Ambrosio Siegfried	
District Ordinances: Standard Plans and Details, Uniform Plumbing, and Source Control (ad hoc)	Rachel Siegfried	
Pension	Rachel	
Reclamation Management	Townsend White	
Salary & Benefits	Rachel White	
Special Districts' Association	Townsend	Siegfried

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Subject: Project# 18-14 - Sea Level Rise Study

Date: January 31, 2019

RECOMMENDATION

1. It is recommended the Board pass a motion to accept the 2018 Sea Level Rise Study - Informational only.
2. It is further recommended that the Board form a committee on Sea Level Rise Planning and Adaptation.

DISCUSSION

CAWD has been working on defining potential impacts from Sea Level Rise as requested by the Coastal Commission to make sure CAWD is planning for future climate impacts. The Sea Level Rise Study was completed in December and is attached for information. The study was submitted to the Coastal Commission and they have provided draft special conditions for a Coastal Development Permit for work at the WWTP. The conditions are essentially copied from a recent permit issued to the South San Luis Obispo County Sanitation District. CAWD is reviewing these draft conditions along with our Coastal Commission Consultant (Susan McCabe and Associates) and our attorney. We anticipate we will have comments on the draft special conditions.

The Sea Level Rise Study confirmed that short duration 100-year fluvial flooding (river flooding) during extreme rain events remains the hazard of concern for the Wastewater Treatment Plant over the next 40-years. This type of flooding is what the WWTP has been designed for since the 1970s. Inundation from the ocean itself does not pose a

significant hazard in the next 40 years nor does long term inundation from a backwatered lagoon. Many scenarios exist beyond 40 years that CAWD will need to consider as part of ongoing long-term planning work.

FUNDING

N/A- Informational item only

ATTACHMENTS

1. Sea Level Rise Study, Dated 5 December 2018

STAFF REPORT



To: Board of Directors

From: Daryl Lauer, Collections Superintendent
Rachél Lather, Principal Engineer

Date: January 31, 2018

Subject: Collection System Asset Management Study – Staff Update

RECOMMENDATION

It is recommended that the Board of Directors pass a motion to accept the Wastewater Collection system Asset Management Plan and file report.

DISCUSSION

CAWD has been working with West Yost Associates (West Yost) to develop a collection system Asset Management Plan (AMP) that describes the relative risk of failure of pump stations and individual pipeline segments within the collection system. West Yost has completed a report for our review which identifies pipeline and pump station failure risk within the District's collection system and estimates repair/replacement costs. This staff report will provide a summary of the work that has been conducted by West Yost and the conclusions of the report.

West Yost has developed a risk assessment for each individual pipeline segment in the collection system. Risk of failure was evaluated using the following parameters:

- Potential for structural failure of the pipe based on CCTV records and age
- History of maintenance problems due to root/grease issues
- Hydraulic capacity of the pipe during wet weather
- Consequence of failure due to proximity to water bodies and public use areas
- Maintenance and response access

In the AMP, West Yost has identified over \$58 million in pipeline repairs/replacements needed throughout the system, including engineering and contingencies. With an investment of \$1M per year for pipeline replacements it will take over 26 years to replace the "High Risk" and "Medium High Risk" pipelines. This does not include the

cost of replacement/repairs of pump stations and force mains.

The following table contains a summary of the pipeline risk ratings and the estimated repair/replacement costs.

Pipeline Risk of Failure	Total Length of Sewers (Miles)	% of Total System	Repair/Replacement Cost
Low Risk	14.14 Miles	18	\$1,424,800
Medium-Low Risk	17.19 Miles	22	\$8,711,300
Medium Risk	20.01 Miles	26	14,761,500
Medium-High Risk	19.47 Miles	25	\$23,319,400
High Risk	6.57 Miles	8	\$9,867,000
Total	77.38 Miles	100%	58,084,000

The “High Risk” and “Medium-High Risk” pipe segments are well distributed throughout the District boundaries. Developing project descriptions and scheduling proposed timing for construction of improvements to the “High Risk” and “Medium-High Risk” pipe segments will require further evaluation by District staff.

In addition, a risk assessment was completed for the District’s pump stations and associated force mains. Rehabilitation of Calle la Cruz and of the Bay/Scenic pump stations were the highest priority for the next 5 years. The costs associated with recommended rehabilitation of the pump stations, associated force mains and gravity sewers for the next 20 years is as shown in the table below.

Program Year	Gravity Sewer \$	Pump Station \$	Force Main \$	Total Cost \$
Years 1-5	4,996,000	775,000	500,000	6,271,000
Years 6-10	4,919,000	975,000	150,000	6,044,000
Years 11-15	5,070,000	325,000	-	5,395,000
Years 16-20	5,002,000	325,000	-	5,327,000
Subtotals	19,987,000	2,400,000	650,000	
Total Construction Costs ^a				23,037,000
30% Engineering, Legal, Administration, etc.				6,911,100
Total Capital Costs				29,948,100
^a Includes 30 percent construction cost contingency				

NEXT STEPS

The risk evaluation by West Yost will be used to prioritize projects for replacement and/or rehabilitation. CAWD is updating the Projects Implementation Plan to reflect the

results of the AMP. CAWD is also proceeding with the collection system planning process including development of improvement projects and schedules for implementation based on the Asset Management information developed by West Yost and the projected budget.

Based on the cost of recommended pump station, force main and gravity sewer replacements/rehabilitation, your Board may consider increasing annual funding of collections system capital improvement projects to \$1.5 million per year. That would fund the total cost for the highest priority pipelines and pump stations over the next 10 years. This will be brought back to the Budget Committee for consideration for the 2019-2020 budget.

FUNDING

N/A- Informational item only

Attachments: Wastewater Collection System Asset Management Plan

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 31, 2019

Subject: Pebble Beach Community Services District – Regular Board Meeting
December 7, 2018

DISCUSSION

Agenda items from the December 7, 2018 meeting that are of specific interest to this District:

- Directors Froke and McKee were reappointed to the PBCSD board for a four-year term.
- Total cash balance at the end of October 2018 was \$13.8M; of that amount, \$10.5M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The October 2018 Cash Basis Budget showed total revenues at 1.7% and total expenditures at 9.8%
- Forest Lake Reservoir held 33 MG (million gallons) of recycled water or 29% of permitted capacity. Current storage volume is 21% below the historic average of 42 MG.
- Total irrigation water demand for the 2018 calendar year through October was 935 AF (acre feet). Total demand for the calendar year is 2% below the 5-year average of 955 AF and 1% below the 23-year average annual usage of 946 AF. Forest Lake net storage decrease of approximately 5 million gallons in October. By comparison, a net storage decrease of approximately 9 million gallons was observed in October of last year.

- Average daily wastewater flow of 320,000 GPD was measured in October at the PBCSD-Carmel gate. This represents 30% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 8% below the five-year average of 346,000 GPD for the month of October; the CAWD total flow was 10% below the five-year average of 1,174,000 GPD for October.
- The three alternative source water projects were shut down on November 21, 2018 due to recent storm events. Total year-to-date production for the 2018 calendar year through November 28, 2018 is 12.6 gallons or 29 acre-feet.
- The Board authorized a construction contract in the amount of \$924,000 for the Reclamation Storage Facilities Improvement Project. The project includes rehabilitation of the existing pump station, installation of a new acid storage tank, and installation of isolation valves on tank inlet pipe at Poppy Hills.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 18	36.645	25.589	11.056	30.171%
Aug - 18	36.346	25.482	10.864	29.890%
Sept - 18	33.219	23.073	10.146	30.543%
Oct - 18	32.829	22.915	9.914	30.199%
Total	139.039	97.059	41.980	30.192%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 31, 2019

Subject: Semi-Annual Progress Report (July–Dec 2018)

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 half of calendar year 2018

DISCUSSION

General Management

- Phase 2 design proceeds on track – Signed a contract in July 2018 for design services with Kennedy/Jenks.
- Worked with County of Monterey to consider funding Carmel Lagoon Sandbar Management. While the District ultimately declined to fund, this issue is not yet resolved. The District supports formation of an Assessment District to equally share cost with all property owners surrounding the lagoon.
- Final Sea Level Rise report received and presented to Board in January 2019. The report has also been presented to the Coastal Commission and we will be working on an agreement with them regarding the facility.
- Presented concept of providing potable water services to September Ranch. Currently waiting for a proposal from SRT Engineering.
- Continued rehab of Clarifiers – we’ve completed three of the clarifiers and have one remaining that is scheduled for next year.
- Negotiated renewal of CClean contract for an additional two years. The District will remain Lead Agency. This is working out well for the District as it reduces our required financial contribution to CClean.

- We continue to look for alternative revenue streams for the plant. We are still working on Grind-to-Energy. We've met with Salinas Waste Management to discuss possibility of taking waste grower cuttings. We are taking waste from Monterey Botanicals (aka hemp grower). And finally, we are taking brine from Tehama.
- Continued negotiation with the County and Big Sur Land Trust regarding an agreement to mitigate costs for outfall project. The County has agreed that their project will have an impact on our infrastructure and negotiations has turned to mitigations.

We continue to work on design/permitting of Outfall Project. Due to limitations placed on work in the lagoon by National Marine Fisheries we have pivoted and are currently working on plan for horizontal directional drilling. We continue to work on permitting issues with Johnson Marigot Consulting.

- West Yost Associates completed Asset Management Study and presented to the Board in January 2019. We will utilize this study to build out our long-term capital plan for Collections. The Hydraulic Model development is currently underway.
- Engaged Frisch Engineering to develop PLC Equipment for the Collection system pump station SCADA upgrade. The goal is to move pump stations to Ignition (the same as treatment plant) and to upgrade all updated PLCs.
- Continued to work with various neighborhood groups to encourage connection to the District. Includes: Corona Road, Yankee Point/Spindrift, Carmel Valley Manor, Rio Vista, and Mid Valley Shopping Center.
- We continue to make progress on CMMS and we are also working on streamlining or improving efficiency of our weekly manager meetings. Time management is a critical issue at CAWD for all staff but we also don't want to short change these meetings.

Financial Matters

- SAM Pension Plan actuarial report for 07-01-18 completed and presented to Board. The plan is full funded for the current year.
- Annual financial audit completed for 06-30-18 without any issues to report
- Continued to respond to questions from OES regarding grant application.

Outfall application was forwarded to FEMA by OES. Hatton Canyon application has received tentative verbal approval. However, it appears that the Outfall Grant will be denied because it does not meet Benefit Cost Ratio requirement. The County of Monterey is applying for funds for our project through their grant.

Personnel Management

- Successfully recruited and hired part time Administrative Assistant/Board Clerk.
- Initiated outsourced HR function with CSI HR Group. To date it is going very well and employees are utilizing services.
- Health Insurance negotiations held in Oct/Nov with employee groups and agreed on 55%/45% split of premium increase.
- Developed Strategic Plan with staff through Leapfrog Consulting and planned presentation to Board. This process was very well received by staff and intended to provide the Board with the groundwork for developing a strategic plan.
- Succession Planning continues and will become part of management training through Leapfrog Consulting. We have implemented one-on-one executive coaching for 3 of the team members. The intention is to circle through the entire management team.
- Encourage continued participation of staff in CWEA from all staff.

Public & Community Relations

- Continued participation in CSA1 and CSA 50 meetings on flood control.
- Continue to interact with County, Big Sur Land Trust, and public about District's role in Carmel River Free Project and on Outfall line. Attended public Notice of Preparation meeting for Carmel River Free Project.
- We continue to work closely with State Parks – not only to manage our current relationship but to potentially set the tone of the future at Point Lobos and for District infrastructure needs. I believe the reaction from State Parks when we recently had a leak in the Carmel Lagoon is representative of the progress made – they had a level of trust in the District that we would make the repairs in a manner that respected the habitat.
- Continue to participate in Integrated Regional Water Management (IRWM)

meetings and brought membership before the Board. We are also participating in Carmel River Association meetings.