



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

January 28, 2021
Thursday
9:00AM



Carmel Area Wastewater District

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

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

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

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-29-20 (March 17, 2020) the following will be in effect until rescinded.

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



**CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
*Thursday, 9:00 a.m., December 10, 2020***

Teleconference Webinar

(See California Executive Order N-29-20 during Covid-19 Pandemic)

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

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

Absent: None

A quorum was present.

Others: Via Zoom

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

Rachél Lather, District Engineer, CAWD

Patrick Treanor, Plant Engineer, CAWD

Ed Waggoner, Plant Superintendent, CAWD

Chris Foley, Maintenance Superintendent, CAWD

Daryl Lauer, Collections Superintendent, CAWD

Domine Barringer, Administrative Assistant/Board Clerk, CAWD

Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

Rob Wellington, Wellington Law Offices, CAWD Legal Counsel

Dick Gebhart, Director, Pebble Beach Community Services District (PBCSD)

Mike Niccum, General Manager, PBCSD

Karen Ferlito, newly elected City Council member (Carmel-by-the-Sea)

Meghan Rasmussen, Owner of the restaurant Carmel Belle

1. Public Comments:

Karen Ferlito, City of Carmel-by-the-Sea Council member, gave a brief introduction of herself and her wish to work with CAWD during her tenure.

Meghan Rasmussen, owner of Carmel Belle, spoke about a letter that she submitted prior to the Board Meeting regarding item No.27 on the Agenda (COVID-19 Rate Relief Program). She reiterated support of a rate adjustment for businesses negatively impacted by the pandemic including her restaurant. If there is anything further she would like to add she will do so during the item's discussion later in the meeting.

2. Agenda Changes:

No Agenda Changes

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

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

Board Action

A motion to receive and approve was made by Director Siegfried and seconded by Director Rachel. After a Roll Call vote, the Board unanimously received and approved the Meeting Minutes and the following Consent Calendar/Agenda items:

- 3.** Regular Board Meeting Minutes of October 29, 2020
and Pension Committee Meeting Minutes of November 2, 2020
- 4.** Bank Statement Review by Hayashi Wayland – October 2020
- 5.** Schedule of Cash Receipts & Disbursements – October 2020
- 6.** Register of Disbursements – Carmel Area Wastewater District – October 2020
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project – October 2020
- 8.** Financial Statements and Supplementary Schedules – October 2020
- 9.** Collection System Superintendent’s Report – (2020 – October, September, August)
- 10.** Safety and Regulatory Compliance Report – October 2020
- 11.** Treatment Facility Operations Report – (2020 – October, September, August)
- 12.** Laboratory/Environmental Compliance Report – October 2020
- 13.** Capital Projects Report/Implementation Plan
- 14.** Project Summaries
- 15.** Plant Operations Report – October 2020
- 16.** Maintenance Projects Report – October 2020
- 17.** Principal Engineer Monthly Report General Engineering – October 2020

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

18. Resolution No. 2020-70; Report by General Manager, Barbara Buikema

Board Action

A motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2020-70, adopting the CAWD/PBCSD Reclamation Project Audit for the fiscal year ending June 30, 2020.

19. Resolution No. 2020-71; Report by Board Secretary, Domine Barringer

Board Action

A motion to approve the appointment of the Board President and President Pro Tem was made by Director Townsend and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously selected Ken White as President and Robert Siegfried as President Pro Tem of the Board of Carmel Area Wastewater District to a term of one year beginning December 10,2020.

A motion to maintain status quo for the Secretary and Secretary Pro Tem was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously selected Domine Barringer as Secretary and Kristina Pacheco as Secretary Pro Tem of the Board of Carmel Area Wastewater District to a term of one year beginning December 10,2020.

The above two motions passed Resolution No. 2020-71, unanimously.

20. Resolution No. 2020-72; Report by Plant Engineer, Patrick Treanor

Board Action

A motion to approve the resolution was made by President White and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2020-72, authorizing the purchase of a chopper pump for the Influent Pump Station at a cost not to exceed \$38,000 including tax to address the high incidence of clogging and ragging at the pump station.

After extensive discussion, The Board also voted to have a separate article (the Pine Cone or Monterey Weekly) or mailer (mailed to all district users) created with a focus on the clogging of the influent pumps and the mainline sewer pipes caused by wipes that are flushed down toilets and not discarded in waste bins. CAWD and PBCSD will work together to develop the notification.

- 21. Resolution No. 2020-73;** Report by Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2020-73, amending the contract amount with Graniterock in an amount not to exceed \$23,139.82 for additional work completed during Wetland Basin Grading for the Hatton Canyon Pipeline Replacement Project #18-17.

- 22. Resolution No. 2020-74;** Report by the Principal Engineer, Rachél Lather
Resolution No. 2020-75; Report by the Principal Engineer, Rachél Lather

Board Action

A motion to approve both resolutions was made by Director D'Ambrosio and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2020-74, adopting an addendum to the Mitigated Negative Declaration and Resolution 2020-75, authorizing the General Manager to invite construction bids, for the Upper Rancho Canada Pipe Relocation Project #19-13.

- 23. Resolution No. 2020-76;** Report by the Principal Engineer, Rachél Lather

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2020-76, authorizing a contract with PSOMAS to provide construction management and inspection services for the Upper Rancho Canada Pipe Relocation Project #19-13 in an amount not to exceed \$175,465.

OTHER ITEMS BEFORE THE BOARD

- 24.** 2021 Committee Assignments, PBCSD Regular Board Meeting Attendance Assignments, and Conference Schedule for 2021 – Report by Board Secretary, Domine Barringer

Board Action

A motion to maintain status quo for the 2021 Committee assignments and PBCSD Regular Board Meeting attendance assignments was made by President White and seconded by Director Townsend. The Board unanimously approved those assignments.

- 25.** COVID-19 Rate Relief Program – Report by General Manager, Barbara Buikema

Board Action

After extensive discussion, a motion was made by President White and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously voted on having this program referred to the Budget Committee for further development.

COMMUNICATIONS

26. General Manager's Report - *oral report by Barbara Buikema*

This report is informational only, and no action was taken.

INFORMATION/DISCUSSION ITEMS

* These are informational only items, and no action was taken.

27. No update on the proposed Mr. Larsen sewer connection in Carmel Highlands as reported by Collections Superintendent, Daryl Lauer

28. PBCSD October 30, 2020 Board Meeting, report by General Manager, Barbara Buikema

29. Pension Committee Meeting of November 2, 2020, report by General Manager, Barbara Buikema

30. Monterey County Treasurer Report of September 30, 2020, report by General Manager, Barbara Buikema

31. NPDES permit violations, report by General Manager, Barbara Buikema & Superintendent of Operations, Ed Waggoner

32. General Manager Quarterly Progress Report - Report by General Manager, Barbara Buikema

In addition to her report, the General Manager was asked on the performance of CAWD's new employee, Alex Quintero. Both of his supervisors gave positive and complementary reports.

33. Letter from Meghan Rasmussen, Carmel Belle

34. Announcements on subjects of interest to the Board made by members of the Board or Staff

- A Board member reported on meeting CAWD's contract electrician, Bryan Mailey
- Director Siegfried is scheduled to attend the December 11, 2020 PBCSA Board Meeting. Director Townsend is scheduled to attend the January 29, 2021 PBCSD Board Meeting.
- Director Townsend is scheduled to attend the Tuesday, January 19, 2021 Special Districts Association of Monterey County meeting.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 9, 2021.

- Rachél Lather, CAWD Principal Engineer, invited everyone to attend her swearing in as the new President of Soquel Creek Water District's Board of Directors. The ceremony is on December 15, 2020 at 6:30 p.m.

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

- A.** Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) Government Code section 54956.9 Two cases
- B.** Conference with Legal Counsel – Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: APN number 015-163-007
Negotiating Party: County of Monterey
Under Negotiations: All terms
- C.** Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Consider Request of Legal Counsel for Partial Revision of Contract (Re: Hourly Fee)

The Board adjourned to closed session at 10:27 a.m. and after a brief recess the Board convened in closed session at 10:35 a.m. The Board came out of closed session at 12:00 p.m. and Legal Counsel reported hereby that in the closed session the Board took up each of the four listed agenda items – A) Anticipated, Potential Litigation – 2 cases; B) Conference with Legal Counsel/Real Property Negotiator (Russel J. Austin, Esq.); and C) Conference with Labor Negotiators (the Board of Directors). As to each matter, information was provided to the board and discussion followed; regarding each matter no reportable action was taken.

36. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 12:01 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 28, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@kawd.org.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
SALARY & BENEFIT COMMITTEE MEETING MINUTES**
December 15, 2020 at 2:00 p.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 2:00 p.m.

Present: Director Michael Rachel, Committee member
 President Ken White, Committee member
 General Manager, Barbara Buikema

Absent: Karla Cristi, CMMS/Plant Administrative Assistant

Others: Patrick Treanor, Plant Engineer
 Kevin Young, Plant Supervisor
 Mark Napier, Collection Worker II

AGENDA ITEMS:

CLOSED SESSION:

1. Conference with Labor Negotiator regarding employee health insurance negotiations – Government Code § 54956 et seq.; &
2. Conference with Labor Negotiator regarding the General Manager annual salary request – Government Code § 54956 et seq.

The Salary & Benefits Committee came out of closed session at 3:30 p.m. and Barbara Buikema, General Manager, announced that the Committee had taken up the matters agendized and approved increase in employee health benefits with instructions to return to full Board at next regular meeting to approve their actions, there were no additional reportable actions taken. The Committee then reconvened to open session at 3:31 p.m.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 3:34 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 28, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES**

January 7, 2021 at 10:00 a.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 10:00 a.m.

Present: Director Michael Rachel, Trustee & Committee member
 Legal Counsel, Robert Wellington, Trustee & Committee member
 General Manager, Barbara Buikema, Trustee & Committee member

Absent: None

Others: Robert Siegfried, Director

AGENDA ITEMS:

The Pension Committee met to discuss A, B, C & D.

Following discussion of the items on the agenda the Committee recommended that B, C & D be brought before the full Board for approval. No other action was taken and there was nothing further to report.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 11:30 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 28, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
SPECIAL BUDGET COMMITTEE
MEETING MINUTES**

January 13, 2021 at 10:00 a.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 10:00 a.m.

Present: Director Greg D'Ambrosio, Committee member
Director Robert Siegfried, Committee member
General Manager, Barbara Buikema
Maintenance Superintendent, Chris Foley

Absent: None

Others: Nick Becker, PBCSD District Engineer

AGENDA ITEMS:

1. The Committee discussed potential user fee rebates due to COVID-19
2. The Committee discussed draft 2021-22 CIP Budget

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 12:04 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 28, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
BUDGET COMMITTEE MEETING MINUTES
January 15, 2021 at 10:00 a.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 10:00 a.m.

Present: Director Greg D'Ambrosio, Committee member
 Director Robert Siegfried, Committee member
 General Manager, Barbara Buikema
 Maintenance Superintendent, Chris Foley

Absent: None

Others: Nick Becker, PBCSD District Engineer

AGENDA ITEMS:

1. The Committee discussed draft 2021-22 Budget

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 10:20 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 28, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

December 21, 2020

To the Board of Directors
Carmel Area Wastewater District

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

We have completed our review of your bank reconciliation for the Union Bank O&M account, the Chase Bank O&M account, the Union Bank payroll account, the Chase 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





HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

January 20, 2021

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 December 2020. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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



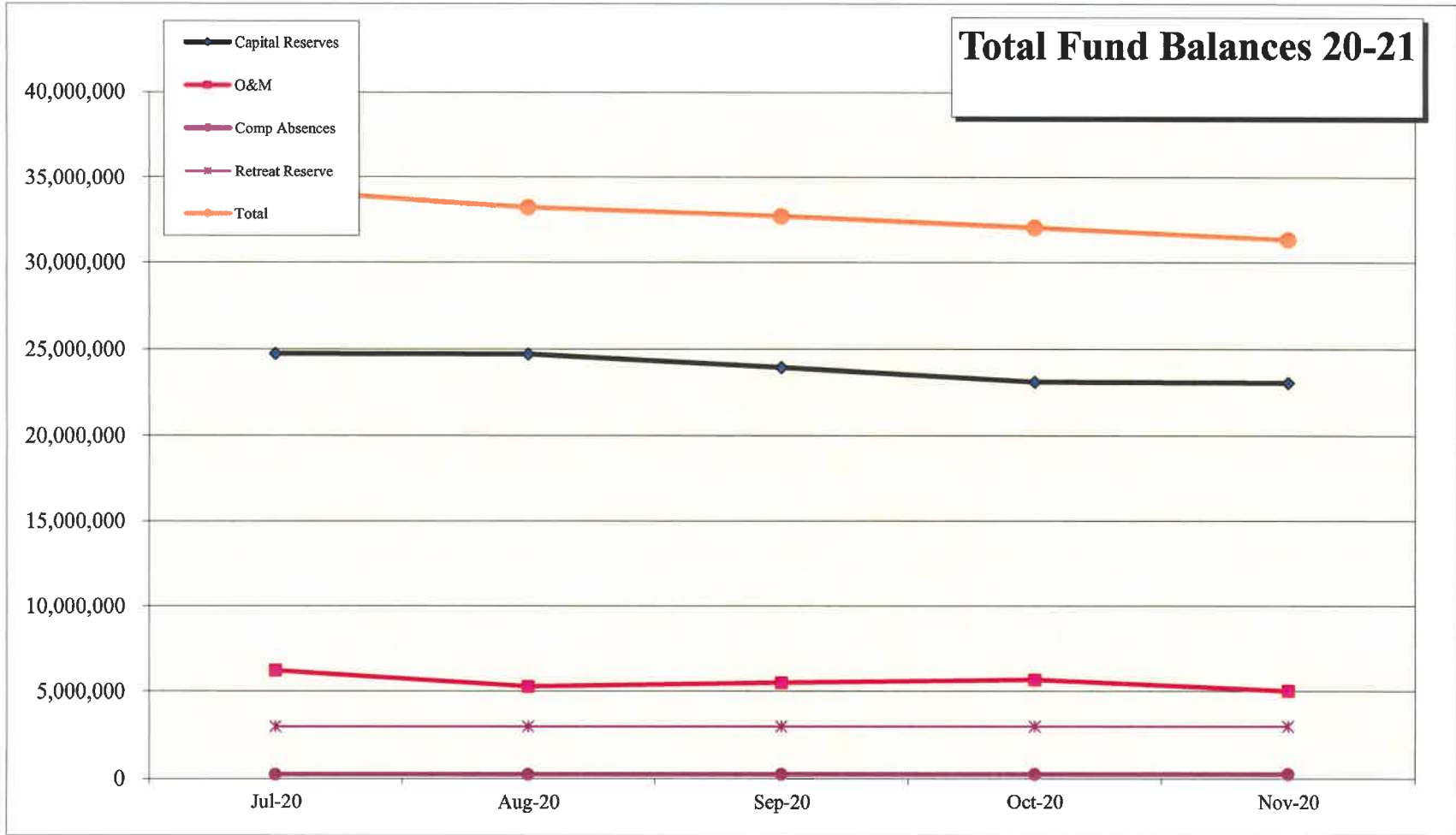
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

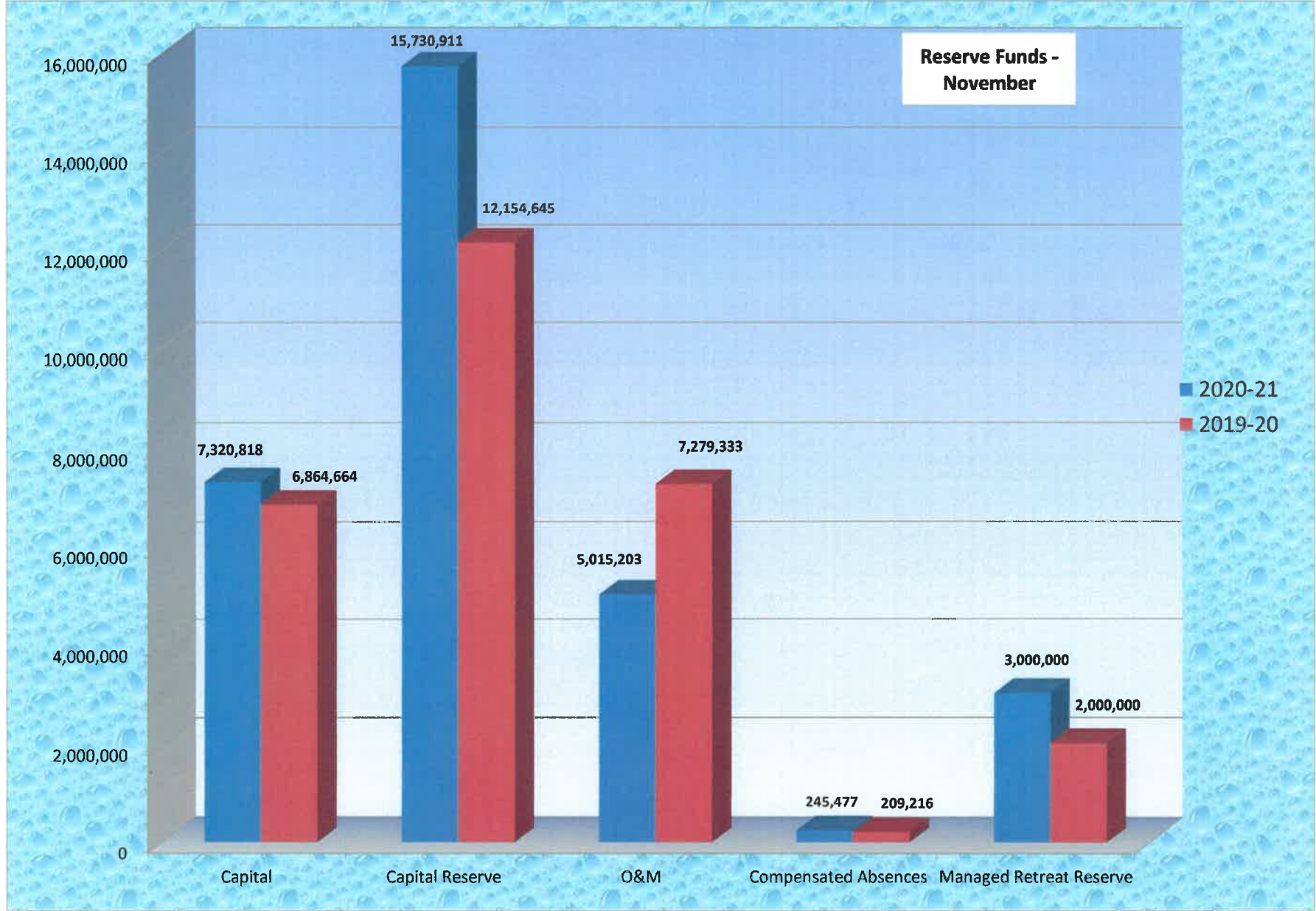


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - NOVEMBER 2020

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase/Union Bank O & M Balance	Chase/Union Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$7,441,287	\$15,652,911	\$5,674,171	\$245,477	\$3,000,000	\$32,013,846	\$1,305,888	\$4,812	\$1,191,704
Receipts:									
User Fees			14,923				100		
Property Taxes		77,999							
PBCSD Treatment Fees							90,000		
Reclamation O & M reimbursement									
Reclamation capital billing									
Permits							3,190		
PBCSD capital billing							259,884		
Other misc. revenue							806		
Interest income								0	
Connection Fees									
CCLEAN receipts							22,334		
Reclamation transfer to pay their a/p									
Hatton Canyon Project grant funds							763,589		
CRFree Project grant funds							39,255		
Void checks-replace lost check							24,884		
Total Receipts	0	77,999	14,923	0	0	92,922	1,204,041	0	0
Fund Transfers:									
Transfers to Chase/Union Bank O&M	(120,469)		(479,531)				600,000		
Transfers to Chase/Union Bank PR							(480,000)	480,000	
Transfer to Chase Bank Defined Benefit							(20,000)		
Transfer Union Bank PR to O&M							124,530	(124,530)	
Rebalance Capital and O&M Reserves									
Total Transfers	(120,469)	0	(479,531)	0	0	(600,000)	224,530	355,470	0
Disbursements:									
Operations and capital							1,607,432		
Payroll & payroll taxes								225,540	
Employee Dental reimbursements							3,102		
CALPERS EFT							31,274		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							1,256		
US Bank EFT							15,621		
Deferred comp contributions EFT							5,267	5,267	
PEHP contributions EFT							0	3,072	
Bank/ADP fees							417	25	
Highlands Bond Debt Service Payment			194,360						
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	194,360	0	0	194,360	1,664,957	233,904	0
BALANCE END OF MONTH	7,320,818	15,730,911	5,015,203	245,477	3,000,000	31,312,409	1,069,502	126,378	1,191,704

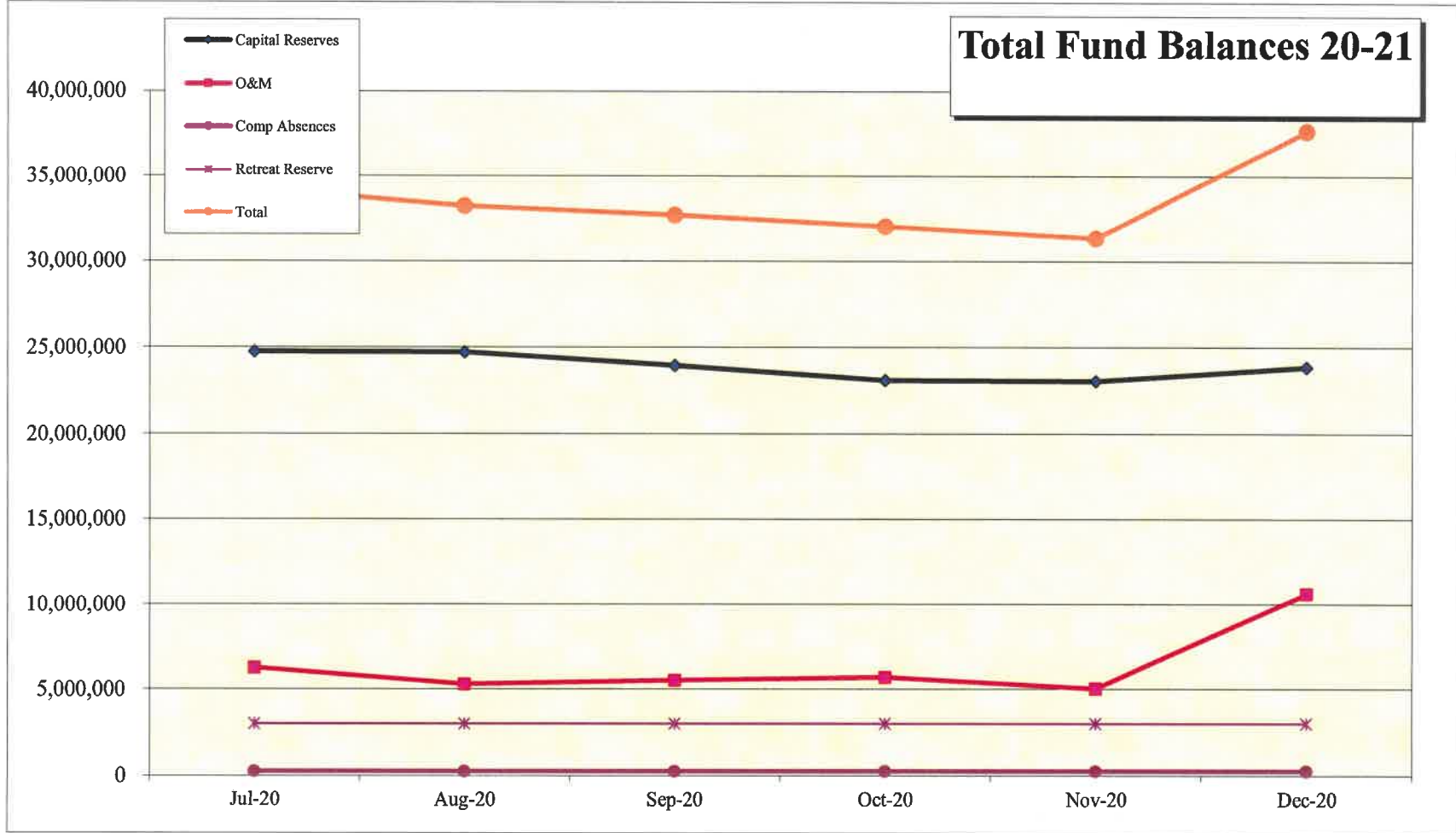


Capital Reserve + O&M + O&M Reserve + Compensated Absences Reserve = Total Fund held in County

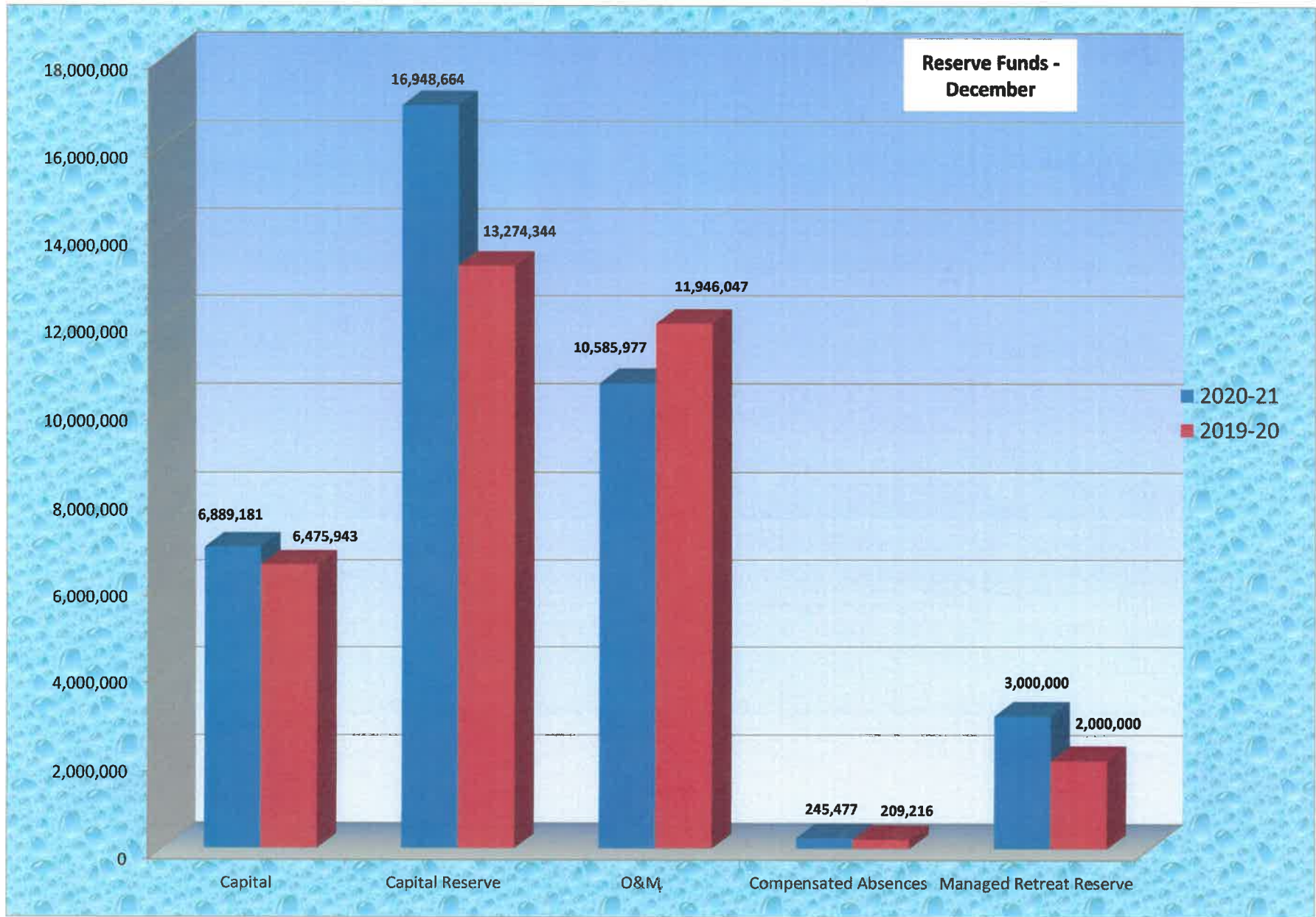


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - DECEMBER 2020

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase/Union Bank O & M Balance	Chase/Union Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$7,320,818	\$15,730,911	\$5,015,203	\$245,477	\$3,000,000	\$31,312,409	\$1,069,502	\$126,378	\$1,191,704
Receipts:									
User Fees			5,139,138				21,417		
Property Taxes		1,217,753							
PBCSD Treatment Fees							180,000		
Reclamation O & M reimbursement							231,263		
Reclamation capital billing									
Permits							6,960		
PBCSD capital billing									
Other misc. revenue							18,159		
Interest income									
Connection Fees							6,694		
CCLEAN receipts							80,403		
CAWD bond payment transfer in error by County							194,360		
Hatton Canyon Project grant funds									
CRFree Project grant funds									
Void checks-replace lost check								139	
Total Receipts	0	1,217,753	5,139,138	0	0	6,356,891	739,255	139	0
Fund Transfers:									
Transfers to Chase/Union Bank O&M							0	(0)	
Transfers to Chase/Union Bank PR							(225,000)	225,000	
Transfer from Chase Bank Defined Benefit							20,000		
Intra-fund transfers for capital expenditures	(431,637)		431,637						
Rebalance Capital and O&M Reserves									
Total Transfers	(431,637)	0	431,637	0	0	0	(205,000)	225,000	0
Disbursements:									
Operations and capital							855,064		
Payroll & payroll taxes								231,632	
Employee Dental reimbursements							2,578		
CALPERS EFT							31,303		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							822		
US Bank EFT							3,281		
Deferred comp contributions EFT							10,535	0	
PEHP contributions EFT							3,950	0	
Bank/ADP fees							367	518	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	0	0	0	0	908,488	232,150	0
BALANCE END OF MONTH	6,889,181	16,948,664	10,585,977	245,477	3,000,000	37,669,300	695,268	119,366	1,191,704



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



Carmel Area Wastewater District
Disbursements
Nov-20

Date	Check	Vendor	Description	Amount
11/02/20	35629	Amerigas	Propane for Highlands pump station	1,240.02
11/02/20	35630	American Fidelity Assurance Company	Flex accounts	123.07
11/02/20	35631	American Fidelity Assurance	Employee insurance premiums	699.52
11/02/20	35632	Ann Muraski	Fall/Winter newsletter design and preparation	6,300.00
11/02/20	35633	Applied Industrial Technologies	Grit pump motor	2,537.15
11/02/20	35634	AT&T Mobility	Cell service	892.67
11/02/20	35635	AT&T CALNET 3	Various phone lines for devices	96.49
11/02/20	35636	AutomationDirect, Inc.	Flowmeter, vent fan, cable and relay base for PLC inputs	1,664.20
11/02/20	35637	Barbara Buikema	Vision copay and office supplies	34.31
11/02/20	35638	Beck's Shoes	Employee work boots	359.65
11/02/20	35639	Bestor Engineers	CRFREE Mitigation Pipeline Undergrounding project #19-21	16,005.00
11/02/20	35640	Beth Ingram	July-September HR services and new employee recruitment	17,112.50
11/02/20	35641	Biobot Analytics	Influent sample testing	4,080.00
11/02/20	35642	Boot Barn	Employee work boots	152.94
11/02/20	35643	Bryan Mailey Electric	Standby Power Reliability Project #18-08 (CAPITAL \$2,940.00), gas detection system, influent camera, pump station PLC's and ammonia gas detector	9,030.00
11/02/20	35644	Buckles-Smith Electric	Standby Power Reliability Project #18-08 (CAPITAL \$5,334.69) and pump station supplies	7,843.88
11/02/20	35645	Charlotte Townsend	Dental	288.00
11/02/20	35646	Charles DayEngel	Employee certificate renewal	150.00
11/02/20	35647	C.H. Bull Company	Cases of flood sacks	1,115.21
11/02/20	35648	Cintas Corporation	Laundry service	1,637.77
11/02/20	35649	Clark Pest Control	Plant service	273.00
11/02/20	35650	Community Printers	Fall/Winter newsletter printing	1,392.50
11/02/20	35651	Comcast	Pump stations internet	739.82
11/02/20	35652	Comcast	Pump stations internet	109.78
11/02/20	35653	Conte's Generator Service	Repair camera van generator	2,658.84
11/02/20	35654	Culligan Water	C&I Exchange service for lab	17.35
11/02/20	35655	Davner Construction & Engineering	Admin Building Modifications-COVID-19 #20-01 (CAPITAL)	6,450.00
11/02/20	35656	Direct TV	Monthly service	83.99
11/02/20	35657	Doctor's on Duty-Lighthouse	Employee exam	212.00
11/02/20	35658	EileenWoodbury Consulting	Hazwoper refresher training	7,400.00
11/02/20	35659	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,564.26
11/02/20	35660	Evantec Corporation	Lab supplies	2,402.84
11/02/20	35661	Exceedio	UPS for admin office	754.35
11/02/20	35662	FGL Environmental	Biosolids testing	795.00
11/02/20	35663	First Alarm	Quarterly service for the Plant	407.64
11/02/20	35664	GLS US	Shipping cost of samples to be tested	124.51
11/02/20	35665	Got.Net	Domain parking	24.20
11/02/20	35666	Grainger	Sewage sump pump and supplies for the Admin Building Modifications-COVID-19 Project #20-01 (CAPITAL \$81.90)	1,839.04
11/02/20	35667	Gregory Ange	Vision copay	40.00
11/02/20	35668	Harrington Industrial Plastics	Gaskets and tubing	155.16
11/02/20	35669	Idexx Laboratories	Lab supplies	3,405.65
11/02/20	35670	Jack Doheny Companies	New camera head for Collections and repair the old camera head (CAPITAL \$10,386.25)	19,777.38
11/02/20	35671	JM Squared Associates	Two impellers and parts	16,259.22
11/02/20	35672	Kaeser Compressors	Inlet valve repair kit	779.36
11/02/20	35673	Mandell Municipal Counseling	Legal services-revenue advice	145.00
11/02/20	35674	Marilyn Shepard, PACP Founding Trainer	PACP re-certification training for Collection employee's	850.00

Carmel Area Wastewater District
Disbursements
Nov-20

Date	Check	Vendor	Description	Amount
11/02/20	35675	MBS Business Solutions	Quarterly copier billing for admin	595.00
11/02/20	35676	Michael Rachel	Dental	353.00
11/02/20	35677	Microgenics Corporation	Lab supplies	1,102.44
11/02/20	35678	Monterey Bay Analytical Services	Final effluent sample analysis	349.00
11/02/20	35679	Monterey Fire Extinguisher	Annual service	1,392.00
11/02/20	35680	Monterey Auto Supply	Spark plug kit	160.27
11/02/20	35681	Pacific EcoRisk	NPDES toxicity testing	8,620.83
11/02/20	35682	Pan-Pacific Supply Company	Replace September check #35442, never received	2,937.26
11/02/20	35683	Patelco Credit Union	Health savings accounts contributions	5,870.33
11/02/20	35684	Peninsula Welding & Medical	Welding supplies	216.37
11/02/20	35685	Pacific Gas & Electric	September Co-gen billing	387.45
11/02/20	35686	P S O M A S	Construction management for the Hatton Canyon Trail Project #18-17 (CAPITAL)	11,150.00
11/02/20	35687	Pure Water	Monthly service	213.60
11/02/20	35688	Quill LLC	Office supplies	118.74
11/02/20	35689	Robert Siegfried	Dental	1,625.00
11/02/20	35690	Rooter King Monterey County	Refund permit fees for work not done	240.00
11/02/20	35691	Scarborough Lumber & Building	Operating supplies	15.32
11/02/20	35692	Sigma-Aldrich, Inc.	Lab supplies	197.39
11/02/20	35693	Solenis LLC	Praestol K 144 chemical	12,894.13
11/02/20	35694	Toyota Material Handling	Annual service for manlift	216.00
11/02/20	35695	ULINE	Butcher paper	47.25
11/02/20	35696	Univar USA Inc.	Sodium hypochlorite and bisulfate	10,847.38
11/02/20	35697	UPS-VOID	Shipping cost of samples to be tested-VOID	0.00
11/02/20	35698	Vision Service Plan	Vision insurance premium	573.30
11/02/20	35699	Wayside Garage	2015 Ford F-250 service	3,326.37
11/02/20	35700	Wellington Law Offices	District legal services	3,647.00
11/02/20	35701	Brenntag Pacific Inc.	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	3,598.09
11/02/20	35702	Buckles-Smith Electric	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	669.46
11/02/20	35703	Grainger	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	32.09
11/02/20	35704	Harrington Industrial Plastics	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	1,148.46
11/02/20	35705	Informative Controls Company	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	12,800.00
11/02/20	35706	McMaster-Carr	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	38.75
11/02/20	35707	M-I-C, Inc.	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	3,186.51
11/02/20	35708	Pebble Beach Company	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	522,220.61
11/02/20	35709	PBCSD	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	108,728.84
11/02/20	35710	Scinor Water America	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	82,854.36
11/02/20	35711	Tesco Controls	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	1,266.59
11/02/20	35712	Thatcher Company	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	6,383.63
11/02/20	35713	Trussell Technologies	Reclamation O&M account compromised. New account in process. Funds transferred from Reclamation.	880.00
11/16/20	35714	Acme Analytical	Phenylarsine Oxide and ORP Standard	569.81
11/16/20	35715	American Fidelity Assurance Company	Flex accounts	123.07
11/16/20	35716	American Red Cross	First aid training	550.00
11/16/20	35717	Applied Industrial Technologies	Single row ball bearings	98.04
11/16/20	35718	AT&T CALNET 3	Various phone lines for devices	598.00
11/16/20	35719	AT&T	Admin alarm	43.04
11/16/20	35720	Bestor Engineers	CRFREE Mitigation Pipeline Undergrounding project #19-21	4,190.00
11/16/20	35721	Beth Ingram	October HR services	5,512.50

Carmel Area Wastewater District
Disbursements
Nov-20

Date	Check	Vendor	Description	Amount
11/16/20	35722	Bryan Mailey Electric	Various electrical projects at the Plant (CAPITAL \$560.00)	9,660.00
11/16/20	35723	Buckles-Smith Electric	Electrical parts	1,069.53
11/16/20	35724	Cal-Am Water	Monthly service	870.52
11/16/20	35725	CAL FIRE	Easement clearing by Gabilan Conservation Camp crews	1,122.90
11/16/20	35726	Carmel Marina Corporation	Admin garbage and Plant rolloffs	1,773.83
11/16/20	35727	Carmel Print & Copy	Employee business cards	111.77
11/16/20	35728	CAWD\PBCSD Reclamation Project	Tertiary lab electricity and reimburses Reclamation the rest of their cash CAWD used to pay their accounts payable during bank transition	117,524.25
11/16/20	35729	Central Valley Business Forms	New accounts payable check stock for new bank account	561.72
11/16/20	35730	Christian Schmidt	Dental	575.78
11/16/20	35731	Cintas Corporation	Laundry service	808.73
11/16/20	35732	Clark Pest Control	Plant service	273.00
11/16/20	35733	Comcast	Pump stations internet	537.35
11/16/20	35734	Comcast	Pump stations internet	119.78
11/16/20	35735	Detection Instruments Corp	Repair SL sensor and calibration	418.35
11/16/20	35736	Exceedio	Annual security licenses for District computers	3,465.00
11/16/20	35737	Fastenal Company	Operating supplies	2,054.39
11/16/20	35738	FGL Environmental	Influent and final effluent sample testing	2,123.00
11/16/20	35739	Fisher Scientific	Lab supplies	1,333.83
11/16/20	35740	Grainger	Face shield and operating supplies	1,298.34
11/16/20	35741	Graniterock	Basin grading and remove/replace sewer for the Hatton Canyon Pipeline Project #18-17 (CAPITAL)	53,019.82
11/16/20	35742	Hach Company	Lab supplies	225.14
11/16/20	35743	Harrington Industrial Plastics	Tuthill pump service park	788.96
11/16/20	35744	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
11/16/20	35745	ICON Cloud Solutions	Monthly telephone service	586.11
11/16/20	35746	Idexx Laboratories	Lab supplies	372.23
11/16/20	35747	Image Source	Plant copier service	97.13
11/16/20	35748	Informative Controls Company	Microturbine programming, First Alarm OPS PLC, headworks remote IO and dewatering PLC conversion	61,466.73
11/16/20	35749	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	40,496.67
11/16/20	35750	Justifacts Credential Verification	New hire report	71.60
11/16/20	35751	Karla Cristi	Dental (\$260.00) and vision copay	270.00
11/16/20	35752	Kennedy/Jenks Consultants	CRFREE Mitigation Pipeline Undergrounding project #19-21	20,923.50
11/16/20	35753	Kevin Young	CWEA annual membership	192.00
11/16/20	35754	Liberty Composting	Sludge hauling	5,837.00
11/16/20	35755	McMaster-Carr	Operating supplies	354.47
11/16/20	35756	Mission Communications	New antenna and cable	328.90
11/16/20	35757	MNS Engineers	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	7,210.00
11/16/20	35758	Monterey Auto Supply	Battery, oil and filters	297.22
11/16/20	35759	Motion Industries	Oil seals	16.18
11/16/20	35760	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding project #19-23	575.00
11/16/20	35761	Pacific Legacy, Inc.	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL)	4,106.00
11/16/20	35762	Peninsula Welding & Medical	Non-liquid cylinders rent	103.20
11/16/20	35763	P S O M A S	Rio Road CIPP Lining Project #19-07 (CAPITAL)	2,510.00
11/16/20	35764	Pure Water	Monthly service	162.50
11/16/20	35765	Quill LLC	Office supplies	493.29
11/16/20	35766	Robert Bowman-VOID	Dental-VOID	0.00
11/16/20	35767	Sage Software	Annal renewal of accounting software	2,480.00

Carmel Area Wastewater District
Disbursements
Nov-20

Date	Check	Vendor	Description	Amount
11/16/20	35768	Sierra Safety Training	Confined space refresher training	3,250.00
11/16/20	35769	Silke Communications	New radios for collections	2,549.77
11/16/20	35770	Smitty's Janitorial	Monthly service	900.00
11/16/20	35771	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	16,720.00
11/16/20	35772	Streamline	Website maintenance	400.00
11/16/20	35773	Toro Petroleum	Gasoline and diesel	4,995.70
11/16/20	35774	Town & Country Gardening	Monthly service	610.00
11/16/20	35775	Univar USA Inc.	Sodium hypochlorite	3,445.17
11/18/20	35776	CAWD\PBCSD Reclamation Project	Tertiary lab electricity and reimburses Reclamation for the CAWD bond payment taken from Reclamation's account in error by the County	195,002.51
11/18/20	35777	Pacific Gas & Electric	Monthly service	32,550.02
11/20/20	35778	Pacific Gas & Electric	Reclamation tertiary and MF/RO	37,439.68
				1,610,534.12

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

Date	Check	Vendor	Description	Amount
12/01/20	35779	AT&T Mobility	Cell service	905.46
12/01/20	35780	Culligan Water	C&I Exchange service for lab	42.35
12/01/20	35781	CDFR Dept. of Food & Agriculture	2021 Annual Renderer License renewal for liquid food waste	7,100.00
12/01/20	35782	Direct TV	Monthly service	83.99
12/01/20	35783	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,564.26
12/01/20	35784	Patelco Credit Union	Health savings accounts contributions	5,870.66
12/01/20	35785	Public Agency Coalition Enterprise	Health insurance premium	28,218.02
12/01/20	35786	State Water Resources Control Board	Annual NPDES Flow and WDR permits	20,572.00
12/01/20	35787	Vision Service Plan	Vision insurance premium	573.30
12/03/20	35788	Acme Analytical	Acetic acid, iodine solution and potassium iodate solution	655.26
12/03/20	35789	American Fidelity Assurance Company	Flex accounts	123.07
12/03/20	35790	American Fidelity Assurance	Employee insurance premiums	699.52
12/03/20	35791	AT&T CALNET 3	Various phone lines for devices	102.58
12/03/20	35792	AutomationDirect, Inc.	Powerline filters and an Attabox enclosure	2,896.33
12/03/20	35793	Beck's Shoes	Employee work boots	192.01
12/03/20	35794	Biobot Analytics	Influent sample testing	4,080.00
12/03/20	35795	Boot Barn	Employee work boots	225.00
12/03/20	35796	Buckles-Smith Electric	DS200 receptacle and inlets, box and angle adapters	4,538.97
12/03/20	35797	Carmel Marina Corporation	Admin garbage	54.62
12/03/20	35798	Carmel Pine Cone	Notice of Intent to Adopt a Mitigated Negative Declaration for the Electrical Rehab Project #18-01 (CAPITAL)	210.00
12/03/20	35799	Cintas Corporation	Laundry service	727.15
12/03/20	35800	Daryl Lauer	Dental	87.80
12/03/20	35801	El Camino Machine & Welding	Aluminum flat bar and angle	2,273.31
12/03/20	35802	Exceedio	Collections Dell Latitude computer	2,613.73
12/03/20	35803	Fastenal Company	Operating supplies	2,444.23
12/03/20	35804	Fast Response On-Site Testing	New employee testing	160.00
12/03/20	35805	FGL Environmental	Sample analysis	230.00
12/03/20	35806	Fisher Scientific	Lab supplies	389.40
12/03/20	35807	Gavilan/Salinas Crane & Rigging	Rent hoist to lift pumps	1,875.00
12/03/20	35808	GLS US	Shipping costs of samples	33.41
12/03/20	35809	Got.Net	Domain parking	24.20
12/03/20	35810	Green Rubber Kennedy	Operating supplies	822.54
12/03/20	35811	Harrington Industrial Plastics	330 gallon open top tank and stand	2,904.88
12/03/20	35812	Image Source	Plant copier service	62.94
12/03/20	35813	Jason Veile	Dental	103.00
12/03/20	35814	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	26,499.51
12/03/20	35815	KaKoon Ta Ruk Band of Ohlone-Costanoan Indians	Monitoring services for the CRFREE Mitigation Pipeline Undergrounding project #19-22-VOID	0.00
12/03/20	35816	Kennedy/Jenks Consultants	Project management and design for the CRFREE Mitigation Pipeline Undergrounding project #19-23	7,725.00
12/03/20	35817	Kristina Pacheco	Postage reimbursement	16.40
12/03/20	35818	Lemos Service 76	Vehicle smog checks	130.00
12/03/20	35819	McDonald Refrigeration	BOD incubator solid state relay and labor	521.55
12/03/20	35820	McMaster-Carr	Operating supplies	468.12
12/03/20	35821	Miele, Inc.	Lab dishwasher hose	103.15
12/03/20	35822	Monterey Bay Analytical Services	Sample analysis	349.00
12/03/20	35823	Monterey Auto Supply	Battery	155.88
12/03/20	35824	Morneau Shepell Limited	Annual fee for the Employee Assistance Program	2,698.92
12/03/20	35825	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding project #19-23	5,507.00
12/03/20	35826	Pacific Legacy, Inc.	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL)	532.88
12/03/20	35827	Peninsula Welding & Medical	Non-liquid cylinders rent	103.20

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

Date	Check	Vendor	Description	Amount
12/03/20	35828	Pacific Gas & Electric	Co-gen billing for October	358.06
12/03/20	35829	PK Safety Supply	Confined space retrieval winch	1,831.74
12/03/20	35830	Pure Water	Monthly service	111.55
12/03/20	35831	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	7,717.76
12/03/20	35832	Robert Bowman	Dental	615.52
12/03/20	35833	Scarborough Lumber & Building	Operating supplies	131.06
12/03/20	35834	Sigma-Aldrich, Inc.	Lab supplies	94.78
12/03/20	35835	Smitty's Janitorial	Plant service	900.00
12/03/20	35836	Steve Howell Termite Control	Admin building treatment	1,650.00
12/03/20	35837	Streamline	Website maintenance	400.00
12/03/20	35838	Town & Country Gardening	Monthly service	610.00
12/03/20	35839	Toyota Material Handling	Swingdown LP bracket	1,636.00
12/03/20	35840	Univar USA Inc.	Sodium hypochlorite	3,361.74
12/03/20	35841	Wellington Law Offices	District legal services	3,856.00
12/03/20	35842	WorkSmart Automation	Report migration to Ignition	326.25
12/04/20	1001	American Fidelity Assurance Company	Flex accounts	123.07
12/04/20	1002	Denise Duffy & Associates	Hatton Canyon Pipeline Bursting Project #18-17 (CAPITAL \$6,166.30) & CAWD Annexation Project	16,869.30
12/04/20	1003	Mainsaver Software	SOP - material transactions	1,500.00
12/04/20	1004	Quinn Company	New 500kw Portable Generator (CAPITAL)	257,918.00
12/04/20	1005	Terry Equipment Inc.	Myers water pump for the Kenworth jet truck (CAPITAL)	30,145.20
12/17/20	35843	1099Express.com	Annual renewal of Form 1099 program	119.00
12/17/20	35844	AT&T CALNET 3	Fiber line	598.00
12/17/20	35845	AT&T	Admin alarm	43.04
12/17/20	35846	Best Best & Krieger	Legal advice regarding new generator quote/billing sales tax issue	229.60
12/17/20	35847	Brain-Based Strategies Consulting	Executive coaching	375.00
12/17/20	35848	Cal-Am Water	Monthly service	823.54
12/17/20	35849	Carmel Marina Corporation	Plant rolloffs	1,930.71
12/17/20	35850	CAWD/PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	644.59
12/17/20	35851	Cintas Corporation	Laundry service	730.64
12/17/20	35852	Clark Pest Control	Plant service	273.00
12/17/20	35853	Comcast	Pump stations internet	537.35
12/17/20	35854	Comcast	Pump stations internet	109.78
12/17/20	35855	Exceedio	Admin front desk computer	1,103.47
12/17/20	35856	FGL Environmental	Inorganic sample analysis	733.00
12/17/20	35857	Gavilan/Salinas Crane & Rigging	Crane rental to lift pumps	450.00
12/17/20	35858	Grainger	Operating supplies	1,336.44
12/17/20	35859	Green Infrastructure Design	Annual subscription for ArcGIS Web Framework	1,600.00
12/17/20	35860	Harrington Industrial Plastics	Operating supplies	456.34
12/17/20	35861	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
12/17/20	35862	ICON Cloud Solutions	Monthly telephone service	589.24
12/17/20	35863	Karla Cristi	Dental	340.00
12/17/20	35864	Lydia Bojorquez	Replace check #35815 above for different payee	300.00
12/17/20	35865	Mainsaver Software	Remote training for Infomaker	1,500.00
12/17/20	35866	Manco	Eaton VFD	1,637.80
12/17/20	35867	McMaster-Carr	Operating supplies	508.73
12/17/20	35868	Monterey Auto Supply	Repair parts	346.52
12/17/20	35869	Motion Industries	Gearmotor flange	1,292.32
12/17/20	35870	Quill LLC	Office supplies	89.40
12/17/20	35871	R&B a Core & Main Company	Flanges, dust caps and connectors	570.69

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

Date	Check	Vendor	Description	Amount
12/17/20	35872	Rachel Lather-Hidalgo	Dental	509.96
12/17/20	35873	Syn-Tech Systems	Annual renewal of the Fuelmaster Software	550.00
12/17/20	1006	AT&T Mobility	Cell service	3,573.34
12/17/20	1007	Beth Ingram	November HR service	4,350.00
12/17/20	1008	Bryan Mailey Electric	Various electrical projects: effluent pump, lab fan, EQ basin pump, methane sensors, PLC cabinet, headworks, admin building and pump stations	7,984.22
12/17/20	1009	Duke's Root Control	Root foam 36,299 feet of six inch pipe and 3,141 feet of eight inch pipe	66,653.60
12/17/20	1010	Frisch Engineering	SCADA-PLC support	21,142.50
12/17/20	1011	Insituform Technologies	Retention for Rio Road CIPP Lining Project #19-07 (CAPITAL)	34,877.70
12/17/20	1012	Liberty Composting	Sludge hauling	4,820.92
12/17/20	1013	Pacific Gas & Electric	Monthly service	28,875.01
12/17/20	1014	Shape Incorporated	Flygt CDC Waste Sump	7,164.30
12/17/20	1015	Univar USA Inc.	Sodium bisulfate	6,891.87
12/17/20	1016	Xylem Water Solutions	Aeration Basin Improvements Project #18-10 (CAPITAL)	7,923.32
12/29/20	35874	American Fidelity Assurance Company	Flex accounts	123.07
12/29/20	35875	AT&T Mobility	Cell service	439.06
12/29/20	35876	Beecher Engineering	Standby Power Reliability Project #18-08 (CAPITAL)	200.00
12/29/20	35877	Boot Barn	Employee work boots	225.00
12/29/20	35878	Comcast	Admin building service	180.61
12/29/20	35879	County of Monterey Sheriff's Office Alarm Unit	Annual alarm permit for admin building	30.00
12/29/20	35880	Direct TV	Monthly service	83.99
12/29/20	1017	A and R Plumbing	Pressure regulator at the admin building	1,636.22
12/29/20	1018	Bryan Mailey Electric	Standby Power Reliability Project #18-08 (CAPITAL \$560.00), install camera, wiring at the HR trailer, waste pump #2 and Calle la Cruz generator	8,260.00
12/29/20	1019	D'Arcy & Harty Construction	Hatton Canyon Pipeline Bursting Project #18-17 (CAPITAL)	48,005.25
12/29/20	1020	Fanny Mui	Dental	189.00
12/29/20	1021	Gavilan/Salinas Crane & Rigging	Standby Power Reliability Project #18-08 (CAPITAL)	3,900.00
12/29/20	1022	Got.Net	Domain parking	24.20
12/29/20	1023	Image Source	Quarterly billing for the Plant copier	64.23
12/29/20	1024	James Grover	Dental	334.00
12/29/20	1025	Kennedy/Jenks Consultants	Mech/Elec Rehab & Sludge Holding Tank Project 18-01 (CAPITAL \$3,216.25) and stormwater permit compliance	19,456.25
12/29/20	1026	Kevin Young	Certificate renewal	150.00
12/29/20	1027	Michael Rachel	Dental	180.00
12/29/20	1028	MNS Engineers	Hatton Canyon Pipeline Bursting Project #18-17 and Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	17,816.50
12/29/20	1029	Monterey Bay Analytical Services	Water sample analysis	349.00
12/29/20	1030	Motion Industries	Pressure relief valves	2,892.54
12/29/20	1031	Peninsula Welding & Medical	Rubber power cable	73.59
12/29/20	1032	Pacific Gas & Electric	Co-gen billing for November	327.42
12/29/20	1033	P S O M A S	Rio Road CIPP Lining Project #19-07 and Hatton Canyon Pipeline Bursting Project #18-17(CAPITAL)	12,447.50
12/29/20	1034	Public Agency Coalition Enterprise	Health insurance premium	35,326.54
12/29/20	1035	R&B a Core & Main Company	Flange plug valve	1,854.75
12/29/20	1036	Raymond DeOcampo	Dental	99.00
12/29/20	1037	Shape Incorporated	Impeller upgrade kit	5,319.85
12/29/20	1038	Toyota Material Handling	Hoses, hydraulic hose and assembly kit	2,362.90
12/29/20	1039	Trevor Weidner-Holland	Dental	120.00
12/29/20	1040	Union Bank, N.A.	Annual bond fee	114.00
12/29/20	1041	Valley Fabrication	Flood cover for Calle la Cruz window	1,481.70
12/29/20	1042	Wellington Law Offices	District legal services	9,191.00
				857,642.74

CAWD/PBCSD Reclamation Project
Disbursements
Nov-20

Date	Check	Vendor	Description	Amount
11/24/20	101-120	Printer error-voided		0.00
11/24/20	121	Acme Analytical Solutions	Phenylarsine oxide	366.46
11/24/20	122	Bryan Mailey Electric	Install ammonia gas detector and repair sludge pump	1,610.00
11/24/20	123	Cal-Am Water	Hydrant meter K	2,656.70
11/24/20	124	CAWD	September and October O&M and PG&E reimbursements	121,448.68
11/24/20	125	Central Valley Business Forms	New check stock for the new checking account	346.47
11/24/20	126	Fisher Scientific	Lab supplies	1,567.99
11/24/20	127	Hach Company	Replace lost check and lab supplies	1,258.43
11/24/20	128	Idexx Laboratories	Lab supplies	372.23
11/24/20	129	Life Technologies Corporation	Lab supplies	3,172.56
11/24/20	130	Monterey Bay Analytical Services	Sample analysis	1,332.00
11/24/20	131	Motion Industries	Pressure valves	2,717.55
11/24/20	132	Myron L Company	ORP sensor, pH cap and annual service	502.43
11/24/20	133	Pebble Beach Company	October bond principal and interest, letter of credit fees current and past and project rep costs	260,697.42
11/24/20	134	OVERFLOW STUB		0.00
11/24/20	135	PBCSD	October O&M reimbursement	36,462.16
11/24/20	136	Professional Water Technologies	Opticlean-S-45 and Spectraguard 360 chemicals	10,441.69
11/24/20	137	Trussell Technologies	MF/RO Ops Support project	3,137.50
				448,090.27
		Checks paid by through CAWD		
11/02/20	35701	Brenntag Pacific	Ammonium hydroxide	3,598.09
11/02/20	35702	Buckles-Smith Electric	Electrical parts	669.46
11/02/20	35703	Grainger	Operating supplies	32.09
11/02/20	35704	Harrington Industrial Plastics	Replace rejected check #8937 from September	1,148.46
11/02/20	35705	Informative Controls Company	New VFD 933 and program MF feed pump P-120	12,800.00
11/02/20	35706	McMaster-Carr	Sanding belt and drum	38.75
11/02/20	35707	M-I-C, Inc.	Pressure and vacuum switches	3,186.51
11/02/20	35708	Pebble Beach Company	August and September bond principal and interest, letter of credit fees current and past and project rep costs	522,220.61
11/02/20	35709	PBCSD	June supplemental capital and O&M (CAPITAL \$1,171.13); September capital and O&M (CAPITAL \$5,123.75)	108,728.84
11/02/20	35710	Scinor Water America	100 submerged ultrafiltration modules	82,854.36
11/02/20	35711	Tesco Controls	Flow meter calibrations	1,266.59
11/02/20	35712	Thatcher Company	Sulfuric acid	6,383.63
11/02/20	35713	Trussell Technologies	MF/RO Ops Support project	880.00
				743,807.39

CAWD/PBCSD Reclamation Project
Disbursements
Dec-20

Date	Check	Vendor	Description	Amount
12/03/20	138	Acme Analytical Solutions	Acetic acid, iodine solution and potassium iodate solution	450.85
12/03/20	139	Applied Industrial Technologies	Operating supplies	629.55
12/03/20	140	Automationdirect.com	LED signal tower red/green lights	706.84
12/03/20	141	Brenntag Pacific	Ammonium hydroxide	3,705.32
12/03/20	142	Coastal Fabrication	Repair a bearing mount	570.58
12/03/20	143	Fisher Scientific	Lab supplies	560.73
12/03/20	144	Hach Company	Digital pH sensors	2,568.99
12/03/20	145	McMaster-Carr	Operating supplies	262.15
12/03/20	146	Miele, Inc.	Lab dishwasher hose	103.14
12/03/20	147	Monterey Auto Supply	Differential bearing	21.82
12/03/20	148	Sigma-Aldrich	Lab supplies	94.78
12/16/20	149	Alliant Insurance	Annual Commercial Package policy	20,725.00
12/16/20	150	Bryan Mailey Electric	Install ammonia fixed gas detector at Tertiary	560.00
12/16/20	151	Cal-Am Water	Monthly service	2,634.15
12/16/20	152	Carmel Area Wastewater District	Reimburse November O&M, PG&E and bond payment transferred in error	285,246.63
12/16/20	153	Edges Electrical	Electrical supplies	106.02
12/16/20	154	Gavilan/Salinas Crane & Rigging	Crane rental to lift gear box	450.00
12/16/20	155	Harrington Industrial Plastics	Flange and valve switch	119.49
12/16/20	156	McMaster-Carr	Operating supplies	68.11
12/16/20	157	Pebble Beach Company	November bond principal and interest, letter of credit fees current and past and project rep costs	259,691.91
12/16/20	158	Pacific Gas & Electric	Tertiary and MF/RO	30,003.22
12/16/20	159	Professional Water Technologies	Spectraguard360-275G antiscalent	4,951.96
12/16/20	160	Rain for Rent	Industrial gaskets	105.74
12/16/20	161	Scinor Water America, LLC	Remaining 25 membrane modules from the order of 125	20,203.13
12/16/20	162	S&P Global Ratings	Annual Surveillance Fee for COP's	3,500.00
12/28/20	163	Alliant Insurance	Commercial Package market/Company fee	300.00
12/28/20	164	Brenntag Pacific	Citric acid	7,402.06
12/28/20	165	Bryan Mailey Electric	Fix breaker at EQ basin	490.00
12/28/20	166	Carmel Area Wastewater District	September through November sodium bisulfate and hypochlorite	18,927.52
12/28/20	167	Motion Industries	Oil seals	47.72
12/28/20	168	Pebble Beach Company	October COP interest expense	383.19
12/28/20	169	Pebble Beach Community Services District	November O&M reimbursement	18,287.94
12/28/20	170	Thatcher Company of California	Sulfuric acid	5,123.63
12/28/20	171	Trussell Technologies	MF/RO Ops Support project	2,277.50
12/28/20	172	Wellington Law Offices	RMC meeting legal services	144.00
				691,423.67



**Financial Statements
and
Supplementary Schedules**

November 2020

January 28, 2021

Carmel Area Wastewater District

Balance Sheet

November 2020

ASSETS			
Current Assets			
Cash			
Cash	33,714,992.61		
TOTAL Cash	33,714,992.61		
Other Current Assets			
Other Current Assets	1,254,294.13		
TOTAL Other Current Assets	1,254,294.13		
TOTAL Current Assets		34,969,286.74	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		
Treatment Structures			
Treatment Structures	70,358,452.24		
TOTAL Treatment Structures	70,358,452.24		
Treatment Equipment			
Treatment Equipment	8,561,737.10		
TOTAL Treatment Equipment	8,561,737.10		
Collection Structures			
Collection Structures	1,238,843.71		
TOTAL Collection Structures	1,238,843.71		
Collection Equipment			
Collection Equipment	949,252.97		
TOTAL Collection Equipment	949,252.97		
Sewers		11,119,419.83	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85		
Other Fixed Assets			
Other Fixed Assets	4,397,160.02		
TOTAL Other Fixed Assets	4,397,160.02		
Capital Improvement Projects			
Capital Improvement Projects	3,915,219.67		
TOTAL Capital Improvement Projects	3,915,219.67		
Accumulated depreciation		(51,069,397.63)	
TOTAL Fixed Assets		51,422,638.52	
Other Assets			
Other Assets		791,543.17	
TOTAL Other Assets		791,543.17	
TOTAL ASSETS		87,183,468.43	

Carmel Area Wastewater District

Balance Sheet

November 2020

LIABILITIES

Current Liabilities		
Current Liabilities	703,205.81	
TOTAL Current Liabilities	<u>703,205.81</u>	703,205.81
Long-Term Liabilities		
Long Term Liabilities	971,591.37	
TOTAL Long-Term Liabilities	<u>971,591.37</u>	971,591.37
TOTAL LIABILITIES		<u>1,674,797.18</u>
	NET POSITION	
Net Assets	87,268,148.73	
Year-to-Date Earnings	(1,759,477.48)	
	<u>85,508,671.25</u>	
TOTAL NET POSITION		85,508,671.25
TOTAL LIABILITIES & NET POSITION		<u>87,183,468.43</u>

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,000,670.38	767,977.05	232,693.33	30.3 %
TOTAL Income	<u>1,000,670.38</u>	<u>767,977.05</u>	<u>232,693.33</u>	30.3 %
Adjustments				
Discounts	93.49	0.00	93.49	
TOTAL Adjustments	<u>93.49</u>	<u>0.00</u>	<u>93.49</u>	
*****	<u>1,000,763.87</u>	<u>767,977.05</u>	<u>232,786.82</u>	30.3 %
***** OPERATING INCOME	<u>1,000,763.87</u>	<u>767,977.05</u>	<u>232,786.82</u>	30.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,454,435.12	1,447,279.73	(7,155.39)	-0.5 %
TOTAL Salaries and Payroll Taxes	<u>1,454,435.12</u>	<u>1,447,279.73</u>	<u>(7,155.39)</u>	-0.5 %
Employee Benefits				
Employee Benefits	1,120,789.53	403,083.99	(717,705.54)	-178.1 %
TOTAL Employee Benefits	<u>1,120,789.53</u>	<u>403,083.99</u>	<u>(717,705.54)</u>	-178.1 %
Director's Expenses				
Director's Expenses	8,659.00	15,008.30	6,349.30	42.3 %
TOTAL Director's Expenses	<u>8,659.00</u>	<u>15,008.30</u>	<u>6,349.30</u>	42.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	37,476.46	44,859.45	7,382.99	16.5 %
TOTAL Truck and Auto Expenses	<u>37,476.46</u>	<u>44,859.45</u>	<u>7,382.99</u>	16.5 %
General and Administrative				
General and Administrative	147,522.77	412,103.50	264,580.73	64.2 %
TOTAL General and Administrative	<u>147,522.77</u>	<u>412,103.50</u>	<u>264,580.73</u>	64.2 %
Office Expense				
Office Expense	13,809.70	24,945.85	11,136.15	44.6 %
TOTAL Office Expense	<u>13,809.70</u>	<u>24,945.85</u>	<u>11,136.15</u>	44.6 %
Operating Supplies				
Operating Supplies	153,635.96	174,992.45	21,356.49	12.2 %
TOTAL Operating Supplies	<u>153,635.96</u>	<u>174,992.45</u>	<u>21,356.49</u>	12.2 %
Contract Services				
Contract Services	428,006.01	557,074.25	129,068.24	23.2 %
TOTAL Contract Services	<u>428,006.01</u>	<u>557,074.25</u>	<u>129,068.24</u>	23.2 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	125,584.69	255,687.50	130,102.81	50.9 %
TOTAL Repairs and Maintenance	125,584.69	255,687.50	130,102.81	50.9 %
Utilities				
Utilities	174,779.73	204,488.25	29,708.52	14.5 %
TOTAL Utilities	174,779.73	204,488.25	29,708.52	14.5 %
Travel and Meetings				
Travel and Meetings	3,608.81	33,208.25	29,599.44	89.1 %
TOTAL Travel and Meetings	3,608.81	33,208.25	29,599.44	89.1 %
Permits and Fees				
Permits and Fees	37,971.50	69,650.00	31,678.50	45.5 %
TOTAL Permits and Fees	37,971.50	69,650.00	31,678.50	45.5 %
Memberships and Subscriptions				
Memberships and Subscriptions	5,565.81	4,541.70	(1,024.11)	-22.5 %
TOTAL Memberships and Subscriptions	5,565.81	4,541.70	(1,024.11)	-22.5 %
Safety				
Safety	66,213.60	87,764.65	21,551.05	24.6 %
TOTAL Safety	66,213.60	87,764.65	21,551.05	24.6 %
Other Expenses				
Other Expense	15,804.16	14,791.70	(1,012.46)	-6.8 %
TOTAL Other Expenses	15,804.16	14,791.70	(1,012.46)	-6.8 %
TOTAL Operating Expenses	3,793,862.85	3,749,479.57	(44,383.28)	-1.2 %
***** OPERATING INCOME (LOSS)	(2,793,098.98)	(2,981,502.52)	188,403.54	6.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,033,621.50	49,793.75	983,827.75	1975.8 %
TOTAL Other Income or Gain	1,033,621.50	49,793.75	983,827.75	1975.8 %
TOTAL Non-op Income, Expense, Gain or Loss	1,033,621.50	49,793.75	983,827.75	1975.8 %
***** NET INCOME (LOSS)	(1,759,477.48)	(2,931,708.77)	1,172,231.29	40.0 %
***** NET INCOME (LOSS)	(1,759,477.48)	(2,931,708.77)	1,172,231.29	40.0 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	189,697.31	242,027.50	52,330.19	21.6 %
TOTAL Salaries and Payroll Taxes	189,697.31	242,027.50	52,330.19	21.6 %
Employee Benefits				
<i>Employee Benefits</i>	208,291.42	80,304.44	(127,986.98)	-159.4 %
TOTAL Employee Benefits	208,291.42	80,304.44	(127,986.98)	-159.4 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	913.27	16,479.20	15,565.93	94.5 %
TOTAL Truck and Auto Expenses	913.27	16,479.20	15,565.93	94.5 %
General and Administrative				
<i>General and Administrative</i>	768.83	31,250.00	30,481.17	97.5 %
TOTAL General and Administrative	768.83	31,250.00	30,481.17	97.5 %
Office Expense				
<i>Office Expense</i>	843.16	2,604.15	1,760.99	67.6 %
TOTAL Office Expense	843.16	2,604.15	1,760.99	67.6 %
Operating Supplies				
<i>Operating Supplies</i>	22,435.28	21,291.70	(1,143.58)	-5.4 %
TOTAL Operating Supplies	22,435.28	21,291.70	(1,143.58)	-5.4 %
Contract Services				
<i>Contract Services</i>	156,091.57	191,125.05	35,033.48	18.3 %
TOTAL Contract Services	156,091.57	191,125.05	35,033.48	18.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	71,586.97	126,625.00	55,038.03	43.5 %
TOTAL Repairs and Maintenance	71,586.97	126,625.00	55,038.03	43.5 %
Utilities				
<i>Utilities</i>	1,705.80	1,916.65	210.85	11.0 %
TOTAL Utilities	1,705.80	1,916.65	210.85	11.0 %
Travel and Meetings				
<i>Travel and Meetings</i>	292.62	3,916.65	3,624.03	92.5 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	292.62	3,916.65	3,624.03	92.5 %
Permits and Fees				
Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,094.00	750.00	(344.00)	-45.9 %
TOTAL Memberships and Subscriptions	1,094.00	750.00	(344.00)	-45.9 %
Safety				
Safety	20,690.95	38,979.20	18,288.25	46.9 %
TOTAL Safety	20,690.95	38,979.20	18,288.25	46.9 %
Other Expenses				
Other Expense	1,667.00	0.00	(1,667.00)	
TOTAL Other Expenses	1,667.00	0.00	(1,667.00)	
TOTAL Operating Expenses	680,522.18	763,769.54	83,247.36	10.9 %
***** OPERATING INCOME (LOSS)	(680,522.18)	(763,769.54)	83,247.36	10.9 %
***** NET INCOME (LOSS)	(680,522.18)	(763,769.54)	83,247.36	10.9 %
***** NET INCOME (LOSS)	(680,522.18)	(763,769.54)	83,247.36	10.9 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	255,186.26	256,200.97	1,014.71	0.4 %
TOTAL Salaries and Payroll Taxes	255,186.26	256,200.97	1,014.71	0.4 %
Employee Benefits				
Employee Benefits	254,069.95	87,750.28	(166,319.67)	-189.5 %
TOTAL Employee Benefits	254,069.95	87,750.28	(166,319.67)	-189.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	34,794.50	26,933.30	(7,861.20)	-29.2 %
TOTAL Truck and Auto Expenses	34,794.50	26,933.30	(7,861.20)	-29.2 %
General and Administrative				
General and Administrative	47,029.68	26,416.65	(20,613.03)	-78.0 %
TOTAL General and Administrative	47,029.68	26,416.65	(20,613.03)	-78.0 %
Office Expense				
Office Expense	2,823.12	3,791.70	968.58	25.5 %
TOTAL Office Expense	2,823.12	3,791.70	968.58	25.5 %
Operating Supplies				
Operating Supplies	12,280.13	12,916.65	636.52	4.9 %
TOTAL Operating Supplies	12,280.13	12,916.65	636.52	4.9 %
Contract Services				
Contract Services	112,883.84	121,475.00	8,591.16	7.1 %
TOTAL Contract Services	112,883.84	121,475.00	8,591.16	7.1 %
Repairs and Maintenance				
Repairs and Maintenance	27,337.11	92,916.70	65,579.59	70.6 %
TOTAL Repairs and Maintenance	27,337.11	92,916.70	65,579.59	70.6 %
Utilities				
Utilities	16,960.84	16,520.85	(439.99)	-2.7 %
TOTAL Utilities	16,960.84	16,520.85	(439.99)	-2.7 %
Travel and Meetings				
Travel and Meetings	924.23	7,981.20	7,056.97	88.4 %

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

	<i>5 Months Ended</i> <i>November 30, 2020</i>	<i>5 Months Ended</i> <i>November 30, 2020</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	924.23	7,981.20	7,056.97	88.4 %
Permits and Fees				
Permits and Fees	6,038.00	5,950.00	(88.00)	-1.5 %
TOTAL Permits and Fees	6,038.00	5,950.00	(88.00)	-1.5 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,108.00	895.85	(212.15)	-23.7 %
TOTAL Memberships and Subscriptions	1,108.00	895.85	(212.15)	-23.7 %
Safety				
Safety	6,775.65	26,656.30	19,880.65	74.6 %
TOTAL Safety	6,775.65	26,656.30	19,880.65	74.6 %
Other Expenses				
Other Expense	3,404.60	83.35	(3,321.25)	-3984.7 %
TOTAL Other Expenses	3,404.60	83.35	(3,321.25)	-3984.7 %
TOTAL Operating Expenses	781,615.91	686,488.80	(95,127.11)	-13.9 %
***** OPERATING INCOME (LOSS)	(781,615.91)	(686,488.80)	(95,127.11)	-13.9 %
***** NET INCOME (LOSS)	(781,615.91)	(686,488.80)	(95,127.11)	-13.9 %
***** NET INCOME (LOSS)	(781,615.91)	(686,488.80)	(95,127.11)	-13.9 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	479,366.25	474,096.20	(5,270.05)	-1.1 %
TOTAL Salaries and Payroll Taxes	479,366.25	474,096.20	(5,270.05)	-1.1 %
Employee Benefits				
Employee Benefits	441,263.08	164,476.40	(276,786.68)	-168.3 %
TOTAL Employee Benefits	441,263.08	164,476.40	(276,786.68)	-168.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
General and Administrative	54,865.60	226,082.70	171,217.10	75.7 %
TOTAL General and Administrative	54,865.60	226,082.70	171,217.10	75.7 %
Office Expense				
Office Expense	3,192.56	10,541.65	7,349.09	69.7 %
TOTAL Office Expense	3,192.56	10,541.65	7,349.09	69.7 %
Operating Supplies				
Operating Supplies	113,656.60	134,825.80	21,169.20	15.7 %
TOTAL Operating Supplies	113,656.60	134,825.80	21,169.20	15.7 %
Contract Services				
Contract Services	122,946.30	201,524.15	78,577.85	39.0 %
TOTAL Contract Services	122,946.30	201,524.15	78,577.85	39.0 %
Repairs and Maintenance				
Repairs and Maintenance	15,565.83	28,937.45	13,371.62	46.2 %
TOTAL Repairs and Maintenance	15,565.83	28,937.45	13,371.62	46.2 %
Utilities				
Utilities	111,677.43	176,961.20	65,283.77	36.9 %
TOTAL Utilities	111,677.43	176,961.20	65,283.77	36.9 %
Travel and Meetings				
Travel and Meetings	1,420.00	12,268.75	10,848.75	88.4 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,420.00	12,268.75	10,848.75	88.4 %
Permits and Fees				
Permits and Fees	20,389.50	23,000.00	2,610.50	11.3 %
TOTAL Permits and Fees	20,389.50	23,000.00	2,610.50	11.3 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,752.53	2,500.00	747.47	29.9 %
TOTAL Memberships and Subscriptions	1,752.53	2,500.00	747.47	29.9 %
Safety				
Safety	37,596.98	20,833.35	(16,763.63)	-80.5 %
TOTAL Safety	37,596.98	20,833.35	(16,763.63)	-80.5 %
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	1,405,151.92	1,477,323.00	72,171.08	4.9 %
***** OPERATING INCOME (LOSS)	(1,405,151.92)	(1,477,323.00)	72,171.08	4.9 %
***** NET INCOME (LOSS)	(1,405,151.92)	(1,477,323.00)	72,171.08	4.9 %
***** NET INCOME (LOSS)	(1,405,151.92)	(1,477,323.00)	72,171.08	4.9 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	270,067.54	249,031.10	(21,036.44)	-8.4 %
TOTAL Salaries and Payroll Taxes	270,067.54	249,031.10	(21,036.44)	-8.4 %
Employee Benefits				
Employee Benefits	217,165.08	70,552.87	(146,612.21)	-207.8 %
TOTAL Employee Benefits	217,165.08	70,552.87	(146,612.21)	-207.8 %
Director's Expenses				
Director's Expenses	8,659.00	14,658.30	5,999.30	40.9 %
TOTAL Director's Expenses	8,659.00	14,658.30	5,999.30	40.9 %
Truck and Auto Expenses				
Truck and Auto Expenses	309.43	1,004.95	695.52	69.2 %
TOTAL Truck and Auto Expenses	309.43	1,004.95	695.52	69.2 %
General and Administrative				
General and Administrative	29,514.61	128,354.15	98,839.54	77.0 %
TOTAL General and Administrative	29,514.61	128,354.15	98,839.54	77.0 %
Office Expense				
Office Expense	6,950.86	8,008.35	1,057.49	13.2 %
TOTAL Office Expense	6,950.86	8,008.35	1,057.49	13.2 %
Operating Supplies				
Operating Supplies	88.40	750.00	661.60	88.2 %
TOTAL Operating Supplies	88.40	750.00	661.60	88.2 %
Contract Services				
Contract Services	30,276.81	42,950.05	12,673.24	29.5 %
TOTAL Contract Services	30,276.81	42,950.05	12,673.24	29.5 %
Repairs and Maintenance				
Repairs and Maintenance	4,973.74	2,083.35	(2,890.39)	-138.7 %
TOTAL Repairs and Maintenance	4,973.74	2,083.35	(2,890.39)	-138.7 %
Utilities				
Utilities	6,653.90	9,089.55	2,435.65	26.8 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	6,653.90	9,089.55	2,435.65	26.8 %
Travel and Meetings				
Travel and Meetings	971.96	9,041.65	8,069.69	89.3 %
TOTAL Travel and Meetings	971.96	9,041.65	8,069.69	89.3 %
Permits and Fees				
Permits and Fees	0.00	22,000.00	22,000.00	100.0 %
TOTAL Permits and Fees	0.00	22,000.00	22,000.00	100.0 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,611.28	395.85	(1,215.43)	-307.0 %
TOTAL Memberships and Subscriptions	1,611.28	395.85	(1,215.43)	-307.0 %
Safety				
Safety	1,150.02	879.15	(270.87)	-30.8 %
TOTAL Safety	1,150.02	879.15	(270.87)	-30.8 %
Other Expenses				
Other Expense	10,732.56	13,875.00	3,142.44	22.6 %
TOTAL Other Expenses	10,732.56	13,875.00	3,142.44	22.6 %
TOTAL Operating Expenses	589,125.19	572,674.32	(16,450.87)	-2.9 %
***** OPERATING INCOME (LOSS)	(589,125.19)	(572,674.32)	(16,450.87)	-2.9 %
***** NET INCOME (LOSS)	(589,125.19)	(572,674.32)	(16,450.87)	-2.9 %
***** NET INCOME (LOSS)	(589,125.19)	(572,674.32)	(16,450.87)	-2.9 %

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

	<i>5 Months Ended</i> <i>November 30, 2020</i>	<i>5 Months Ended</i> <i>November 30, 2020</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				
<i>Salaries and Payroll Taxes</i>	258,534.92	222,896.01	(35,638.91)	-16.0 %
TOTAL Salaries and Payroll Taxes	258,534.92	222,896.01	(35,638.91)	-16.0 %
Director's Expenses				
<i>Director's Expenses</i>	0.00	350.00	350.00	100.0 %
TOTAL Director's Expenses	0.00	350.00	350.00	100.0 %
General and Administrative				
<i>General and Administrative</i>	15,344.05	0.00	(15,344.05)	
TOTAL General and Administrative	15,344.05	0.00	(15,344.05)	
Operating Supplies				
<i>Operating Supplies</i>	5,175.55	3,541.65	(1,633.90)	-46.1 %
TOTAL Operating Supplies	5,175.55	3,541.65	(1,633.90)	-46.1 %
Contract Services				
<i>Contract Services</i>	4,657.49	0.00	(4,657.49)	
TOTAL Contract Services	4,657.49	0.00	(4,657.49)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,713.58	1,791.65	(1,921.93)	-107.3 %
TOTAL Repairs and Maintenance	3,713.58	1,791.65	(1,921.93)	-107.3 %
Utilities				
<i>Utilities</i>	37,781.76	0.00	(37,781.76)	
TOTAL Utilities	37,781.76	0.00	(37,781.76)	
Safety				
<i>Safety</i>	0.00	416.65	416.65	100.0 %
TOTAL Safety	0.00	416.65	416.65	100.0 %
TOTAL Operating Expenses	325,207.35	228,995.96	(96,211.39)	-42.0 %
***** OPERATING INCOME (LOSS)	(325,207.35)	(228,995.96)	(96,211.39)	-42.0 %

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

	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(325,207.35)	(228,995.96)	(96,211.39)	-42.0 %
***** NET INCOME (LOSS)	(325,207.35)	(228,995.96)	(96,211.39)	-42.0 %

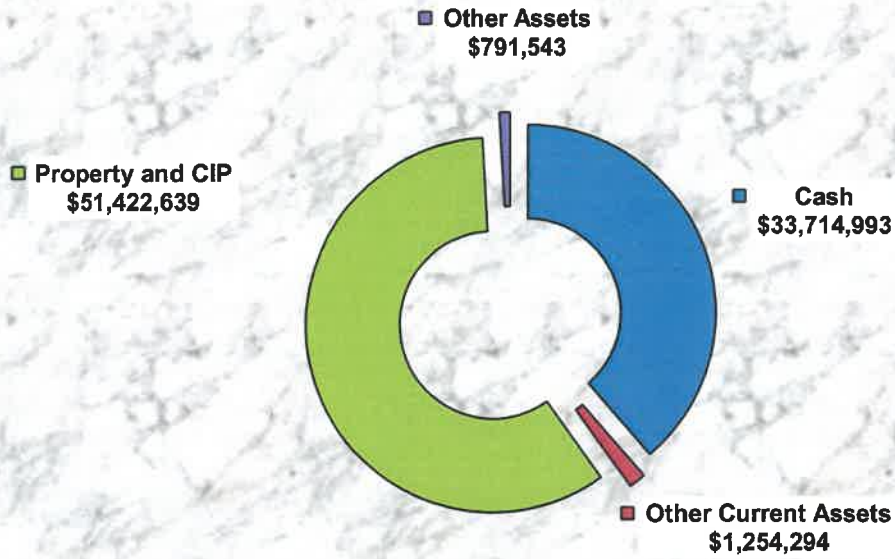
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, November 2020 - current month, Consolidated by
account, Department 9

	<i>5 Months Ended</i> <i>November 30, 2020</i>	<i>5 Months Ended</i> <i>November 30, 2020</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	2,667.70	3,541.65	(873.95)	-24.7 %
TOTAL Income	<u>2,667.70</u>	<u>3,541.65</u>	<u>(873.95)</u>	-24.7 %
*****	<u>2,667.70</u>	<u>3,541.65</u>	<u>(873.95)</u>	-24.7 %
***** OPERATING INCOME	<u>2,667.70</u>	<u>3,541.65</u>	<u>(873.95)</u>	-24.7 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	694.48	2,242.95	1,548.47	69.0 %
TOTAL Salaries and Payroll Taxes	<u>694.48</u>	<u>2,242.95</u>	<u>1,548.47</u>	69.0 %
Operating Supplies				
Operating Supplies	0.00	1,041.65	1,041.65	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,041.65</u>	<u>1,041.65</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	1,407.21	1,458.35	51.14	3.5 %
TOTAL Repairs and Maintenance	<u>1,407.21</u>	<u>1,458.35</u>	<u>51.14</u>	3.5 %
Permits and Fees				
Permits and Fees	7,100.00	12,200.00	5,100.00	41.8 %
TOTAL Permits and Fees	<u>7,100.00</u>	<u>12,200.00</u>	<u>5,100.00</u>	41.8 %
TOTAL Operating Expenses	<u>9,201.69</u>	<u>16,942.95</u>	<u>7,741.26</u>	45.7 %
***** OPERATING INCOME (LOSS)	<u>(6,533.99)</u>	<u>(13,401.30)</u>	<u>6,867.31</u>	51.2 %
***** NET INCOME (LOSS)	<u>(6,533.99)</u>	<u>(13,401.30)</u>	<u>6,867.31</u>	51.2 %
***** NET INCOME (LOSS)	<u>(6,533.99)</u>	<u>(13,401.30)</u>	<u>6,867.31</u>	51.2 %

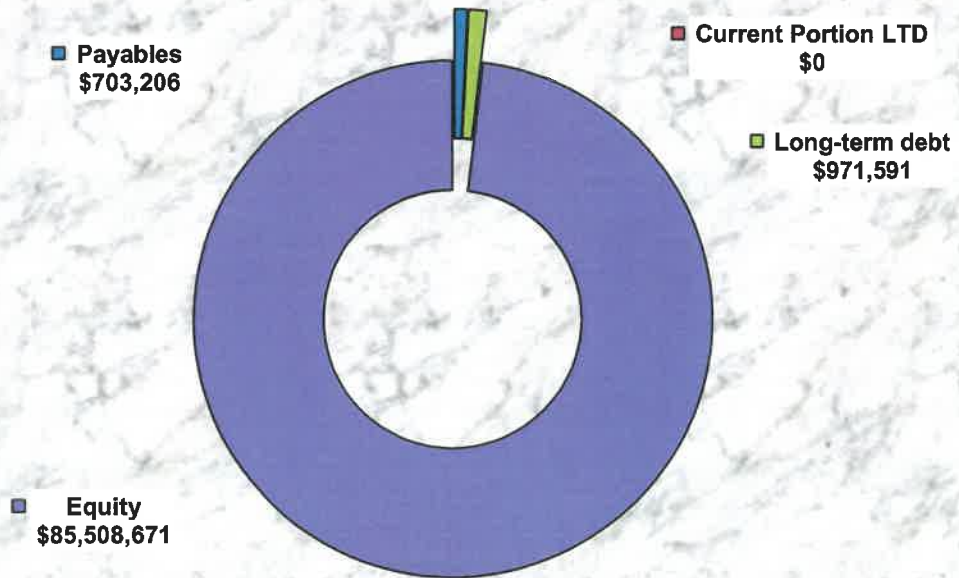
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, November 2020 - current month, Consolidated by
account, Department 10

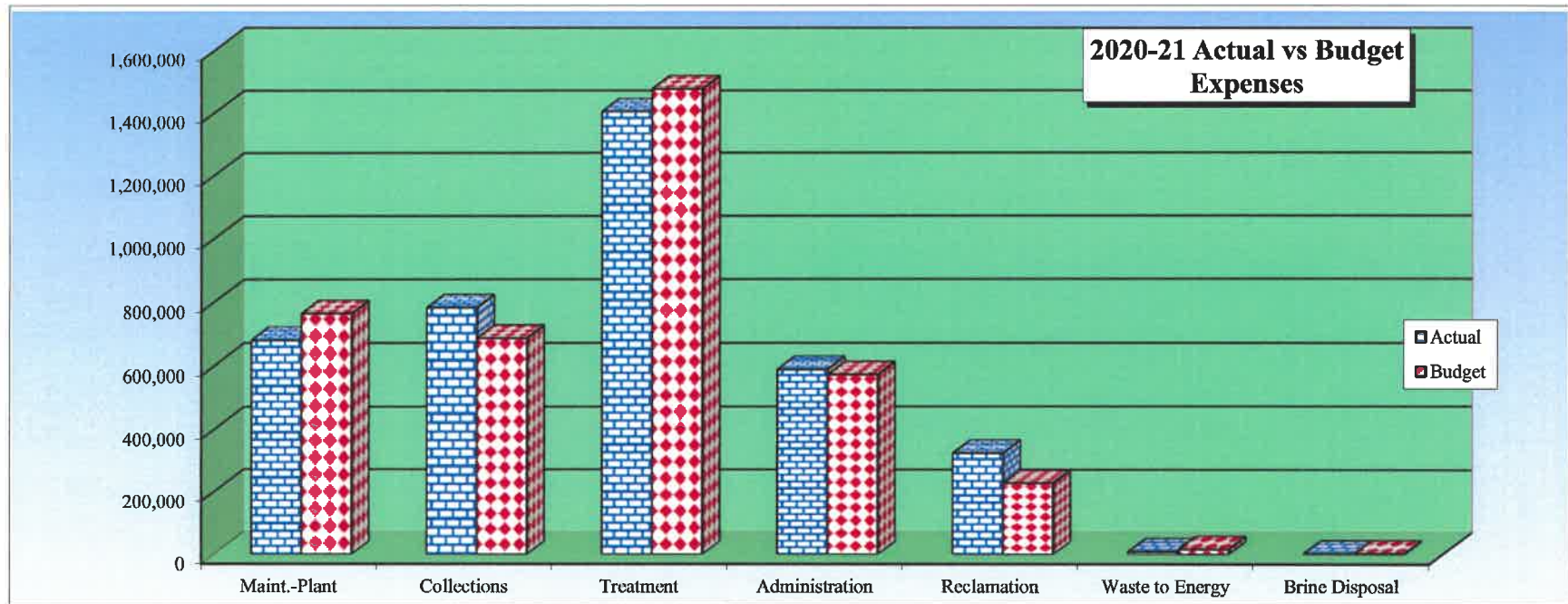
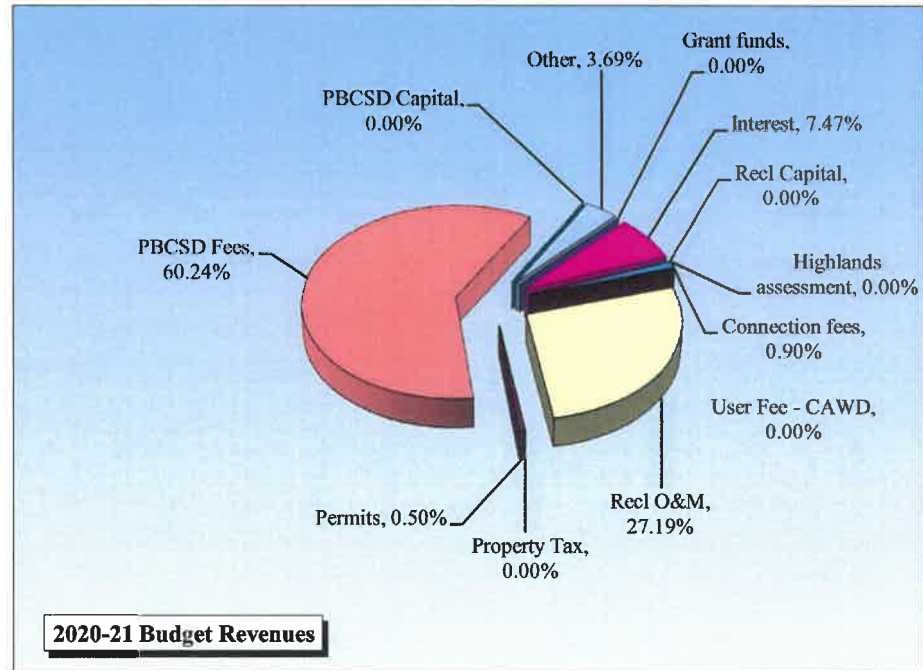
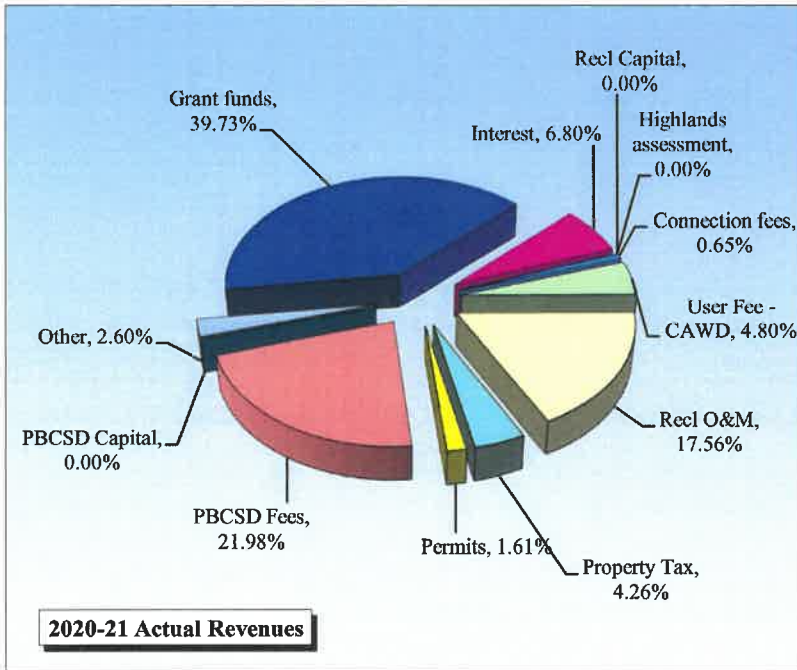
	<i>5 Months Ended November 30, 2020</i>	<i>5 Months Ended November 30, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	43,208.62	27,083.35	16,125.27	59.5 %
TOTAL Income	<u>43,208.62</u>	<u>27,083.35</u>	<u>16,125.27</u>	59.5 %
*****	<u>43,208.62</u>	<u>27,083.35</u>	<u>16,125.27</u>	59.5 %
***** OPERATING INCOME	<u>43,208.62</u>	<u>27,083.35</u>	<u>16,125.27</u>	59.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	888.36	785.00	(103.36)	-13.2 %
TOTAL Salaries and Payroll Taxes	<u>888.36</u>	<u>785.00</u>	<u>(103.36)</u>	-13.2 %
Operating Supplies				
Operating Supplies	0.00	625.00	625.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>625.00</u>	<u>625.00</u>	100.0 %
Contract Services				
Contract Services	1,150.00	0.00	(1,150.00)	
TOTAL Contract Services	<u>1,150.00</u>	<u>0.00</u>	<u>(1,150.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,000.25	1,875.00	874.75	46.7 %
TOTAL Repairs and Maintenance	<u>1,000.25</u>	<u>1,875.00</u>	<u>874.75</u>	46.7 %
TOTAL Operating Expenses	<u>3,038.61</u>	<u>3,285.00</u>	<u>246.39</u>	7.5 %
***** OPERATING INCOME (LOSS)	<u>40,170.01</u>	<u>23,798.35</u>	<u>16,371.66</u>	68.8 %
***** NET INCOME (LOSS)	<u>40,170.01</u>	<u>23,798.35</u>	<u>16,371.66</u>	68.8 %
***** NET INCOME (LOSS)	<u>40,170.01</u>	<u>23,798.35</u>	<u>16,371.66</u>	68.8 %

Assets - November 30, 2020

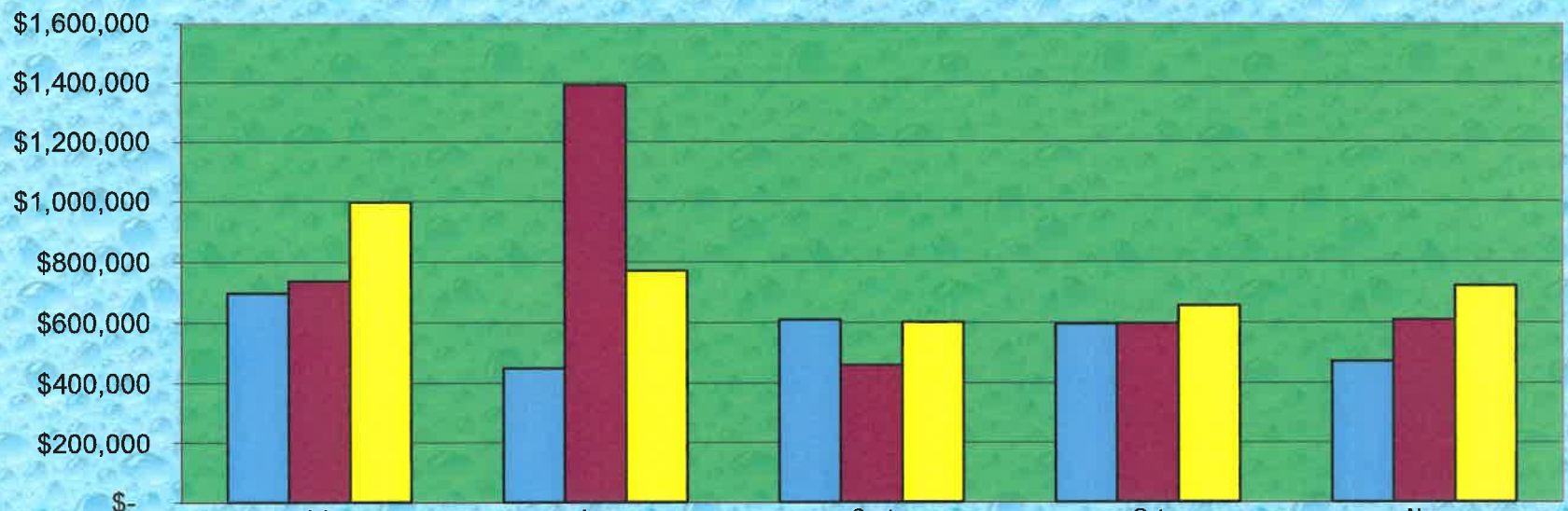


Liabilities - November 30, 2020





Operating Expenses



	July	Aug	Sept	Oct	Nov
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524
■ CY Budget	\$997,134	\$771,376	\$601,855	\$657,110	\$722,005

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Camera Head-unbudgeted		0	10,386	10,386	0	NA
Jet Truck Water Pump-unbudgeted		30,145	30,145	30,145	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		0	18,650	18,650	0	NA
500 kw Portable Generator		257,918	257,918	257,918	450,000	57.32%
		0	0	0	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		(85,973)	(92,189)	(92,189)	(150,000)	NA
<i>Total Capital Purchases 20-21</i>		202,091	224,910	224,910	300,000	NA

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
Admin. Building Modifications-COVID-19	0	0	33,768	33,768	75,000	45.02%
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	0	61,919	288,455	185,445	33.39%
Hatton Canyon Pipeline Bursting	271,186	0	930,398	1,201,585	1,450,000	NA
Pump Stations-SCADA	456,569	0	5,230	461,799	0	NA
Upper Rancho Canada Pipe Relocation	62,991	7,718	54,191	117,182	1,760,000	3.08%
Rio Road CIPP Lining Project	129,163	34,878	678,133	807,296	1,340,000	50.61%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	180	0	NA
<u>Treatment</u>						
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<i>Total CIP Projects 20-21</i>	1,146,445	42,595	1,763,819	2,910,264	4,810,445	36.67%

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	20,781	0	14,519	35,299	45,000	32.26%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	743	5,670	875,542	906,000	0.63%
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	344	42,304	61,506	35,000	120.87%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
Aeration Basin Improvements	0	7,923	7,923	7,923	87,000	9.11%
RECL share		(30)	(227)	(227)	(36,240)	0.63%
PBCSD share (1/3 of cost)		(2,993)	(23,397)	(23,397)	(361,253)	6.48%
<i>Total Long Term CIP Projects 20-21</i>	934,539	5,987	46,793	981,332	722,507	6.48%
Total Capital (net of RECL and PBCSD)	2,080,984	250,673	2,035,522	4,116,506	5,832,952	34.90%

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Employee Benefits	-159.40%	CALPERS unfunded liability payments unbudgeted.
Operating Supplies	-5.40%	General supplies and hand tools underbudgeted.
Memberships and Subscriptions	-45.90%	Publications unbudgeted, small dollar amounts.
Other Expense	NA	Recruiting unbudgeted.

Collections

Employee Benefits	-189.50%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-29.20%	Camera head repair underbudgeted.
General and Administrative	-78.00%	Insurance and engineering underbudgeted.
Memberships and Subscriptions	-23.70%	Timing difference employee certifications.
Other Expense	-3984.70%	Recruiting unbudgeted, small dollar amounts.

Treatment

Employee Benefits	-168.30%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted, small dollar amounts.
Safety	-80.50%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-8.40%	Underbudgeted.
Employee Benefits	-207.80%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-138.70%	General repairs unbudgeted, small dollar amounts.
Memberships and Subscriptions	-307.00%	Membership unbudgeted, small dollar amounts.
Safety	-30.80%	Virus supplies unbudgeted, small dollar amounts.

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Brine Disposal

Salaries and Payroll Taxes	-13.20%	Timing difference, small dollar amounts.
Contract Services	NA	Lab analysis unbudgeted, small dollar amounts.

District Obligations:

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



**Financial Statements
and
Supplementary Schedules**

December 2020

January 28, 2021

Carmel Area Wastewater District

Balance Sheet

December 2020

ASSETS

Current Assets

Cash

Cash

39,675,638.95

TOTAL Cash

39,675,638.95

Other Current Assets

Other Current Assets

676,155.92

TOTAL Other Current Assets

676,155.92

TOTAL Current Assets

40,351,794.87

Fixed Assets

Land

Land

308,059.76

TOTAL Land

308,059.76

Treatment Structures

Treatment Structures

70,358,452.24

TOTAL Treatment Structures

70,358,452.24

Treatment Equipment

Treatment Equipment

8,573,196.82

TOTAL Treatment Equipment

8,573,196.82

Collection Structures

Collection Structures

1,238,843.71

TOTAL Collection Structures

1,238,843.71

Collection Equipment

Collection Equipment

949,252.97

TOTAL Collection Equipment

949,252.97

Sewers

11,119,419.83

Disposal Facilities

Disposal Facilities

1,643,890.85

TOTAL Disposal Facilities

1,643,890.85

Other Fixed Assets

Other Fixed Assets

4,396,881.02

TOTAL Other Fixed Assets

4,396,881.02

Capital Improvement Projects

Capital Improvement Projects

4,017,750.71

TOTAL Capital Improvement Projects

4,017,750.71

Accumulated depreciation

(51,069,397.63)

TOTAL Fixed Assets

51,536,350.28

Other Assets

Other Assets

815,052.08

TOTAL Other Assets

815,052.08

TOTAL ASSETS

92,703,197.23

Carmel Area Wastewater District

Balance Sheet

December 2020

LIABILITIES

Current Liabilities		
Current Liabilities	189,528.46	
TOTAL Current Liabilities	189,528.46	189,528.46
Long-Term Liabilities		
Long Term Liabilities	971,591.37	
TOTAL Long-Term Liabilities	971,591.37	971,591.37
TOTAL LIABILITIES		1,161,119.83

NET POSITION

Net Assets	87,268,148.73	
Year-to-Date Earnings	4,273,928.67	
TOTAL NET POSITION	91,542,077.40	91,542,077.40
TOTAL LIABILITIES & NET POSITION		92,703,197.23

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,285,904.33	5,974,359.46	311,544.87	5.2 %
TOTAL Income	6,285,904.33	5,974,359.46	311,544.87	5.2 %
Adjustments				
Discounts	110.92	0.00	110.92	
TOTAL Adjustments	110.92	0.00	110.92	
*****	6,286,015.25	5,974,359.46	311,655.79	5.2 %
***** OPERATING INCOME	6,286,015.25	5,974,359.46	311,655.79	5.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,726,768.80	1,710,476.55	(16,292.25)	-1.0 %
TOTAL Salaries and Payroll Taxes	1,726,768.80	1,710,476.55	(16,292.25)	-1.0 %
Employee Benefits				
Employee Benefits	1,165,425.94	457,825.58	(707,600.36)	-154.6 %
TOTAL Employee Benefits	1,165,425.94	457,825.58	(707,600.36)	-154.6 %
Director's Expenses				
Director's Expenses	10,174.00	18,099.96	7,925.96	43.8 %
TOTAL Director's Expenses	10,174.00	18,099.96	7,925.96	43.8 %
Truck and Auto Expenses				
Truck and Auto Expenses	38,688.97	49,506.94	10,817.97	21.9 %
TOTAL Truck and Auto Expenses	38,688.97	49,506.94	10,817.97	21.9 %
General and Administrative				
General and Administrative	181,632.39	429,841.00	248,208.61	57.7 %
TOTAL General and Administrative	181,632.39	429,841.00	248,208.61	57.7 %
Office Expense				
Office Expense	18,657.48	29,875.02	11,217.54	37.5 %
TOTAL Office Expense	18,657.48	29,875.02	11,217.54	37.5 %
Operating Supplies				
Operating Supplies	171,365.65	209,990.94	38,625.29	18.4 %
TOTAL Operating Supplies	171,365.65	209,990.94	38,625.29	18.4 %
Contract Services				
Contract Services	465,328.88	811,350.10	346,021.22	42.6 %
TOTAL Contract Services	465,328.88	811,350.10	346,021.22	42.6 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	149,108.03	301,325.00	152,216.97	50.5 %
TOTAL Repairs and Maintenance	149,108.03	301,325.00	152,216.97	50.5 %
Utilities				
Utilities	202,158.54	245,385.90	43,227.36	17.6 %
TOTAL Utilities	202,158.54	245,385.90	43,227.36	17.6 %
Travel and Meetings				
Travel and Meetings	4,497.37	39,849.90	35,352.53	88.7 %
TOTAL Travel and Meetings	4,497.37	39,849.90	35,352.53	88.7 %
Permits and Fees				
Permits and Fees	37,971.50	81,812.00	43,840.50	53.6 %
TOTAL Permits and Fees	37,971.50	81,812.00	43,840.50	53.6 %
Memberships and Subscriptions				
Memberships and Subscriptions	6,604.71	6,600.04	(4.67)	-0.1 %
TOTAL Memberships and Subscriptions	6,604.71	6,600.04	(4.67)	-0.1 %
Safety				
Safety	71,697.90	104,557.58	32,859.68	31.4 %
TOTAL Safety	71,697.90	104,557.58	32,859.68	31.4 %
Other Expenses				
Other Expense	15,804.16	15,350.04	(454.12)	-3.0 %
TOTAL Other Expenses	15,804.16	15,350.04	(454.12)	-3.0 %
TOTAL Operating Expenses	4,265,884.32	4,511,846.55	245,962.23	5.5 %
***** OPERATING INCOME (LOSS)	2,020,130.93	1,462,512.91	557,618.02	38.1 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	2,253,797.74	1,227,224.75	1,026,572.99	83.6 %
TOTAL Other Income or Gain	2,253,797.74	1,227,224.75	1,026,572.99	83.6 %
TOTAL Non-op Income, Expense, Gain or Loss	2,253,797.74	1,227,224.75	1,026,572.99	83.6 %
***** NET INCOME (LOSS)	4,273,928.67	2,689,737.66	1,584,191.01	58.9 %
***** NET INCOME (LOSS)	4,273,928.67	2,689,737.66	1,584,191.01	58.9 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	226,568.08	286,032.50	59,464.42	20.8 %
TOTAL Salaries and Payroll Taxes	226,568.08	286,032.50	59,464.42	20.8 %
Employee Benefits				
<i>Employee Benefits</i>	215,587.99	91,067.55	(124,520.44)	-136.7 %
TOTAL Employee Benefits	215,587.99	91,067.55	(124,520.44)	-136.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,094.23	17,135.04	15,040.81	87.8 %
TOTAL Truck and Auto Expenses	2,094.23	17,135.04	15,040.81	87.8 %
General and Administrative				
<i>General and Administrative</i>	768.83	37,500.00	36,731.17	97.9 %
TOTAL General and Administrative	768.83	37,500.00	36,731.17	97.9 %
Office Expense				
<i>Office Expense</i>	908.52	3,124.98	2,216.46	70.9 %
TOTAL Office Expense	908.52	3,124.98	2,216.46	70.9 %
Operating Supplies				
<i>Operating Supplies</i>	24,919.85	25,550.04	630.19	2.5 %
TOTAL Operating Supplies	24,919.85	25,550.04	630.19	2.5 %
Contract Services				
<i>Contract Services</i>	164,249.43	411,350.06	247,100.63	60.1 %
TOTAL Contract Services	164,249.43	411,350.06	247,100.63	60.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	87,149.35	151,950.00	64,800.65	42.6 %
TOTAL Repairs and Maintenance	87,149.35	151,950.00	64,800.65	42.6 %
Utilities				
<i>Utilities</i>	2,201.10	2,299.98	98.88	4.3 %
TOTAL Utilities	2,201.10	2,299.98	98.88	4.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	624.62	4,699.98	4,075.36	86.7 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	624.62	4,699.98	4,075.36	86.7 %
Permits and Fees				
<i>Permits and Fees</i>	4,444.00	6,500.00	2,056.00	31.6 %
TOTAL Permits and Fees	4,444.00	6,500.00	2,056.00	31.6 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,294.00	900.00	(394.00)	-43.8 %
TOTAL Memberships and Subscriptions	1,294.00	900.00	(394.00)	-43.8 %
Safety				
<i>Safety</i>	22,279.28	46,175.04	23,895.76	51.8 %
TOTAL Safety	22,279.28	46,175.04	23,895.76	51.8 %
Other Expenses				
<i>Other Expense</i>	1,667.00	0.00	(1,667.00)	
TOTAL Other Expenses	1,667.00	0.00	(1,667.00)	
TOTAL Operating Expenses	754,756.28	1,084,285.17	329,528.89	30.4 %
***** OPERATING INCOME (LOSS)	(754,756.28)	(1,084,285.17)	329,528.89	30.4 %
***** NET INCOME (LOSS)	(754,756.28)	(1,084,285.17)	329,528.89	30.4 %
***** NET INCOME (LOSS)	(754,756.28)	(1,084,285.17)	329,528.89	30.4 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	302,623.04	302,782.96	159.92	0.1 %
TOTAL Salaries and Payroll Taxes	302,623.04	302,782.96	159.92	0.1 %
Employee Benefits				
Employee Benefits	265,794.96	100,461.03	(165,333.93)	-164.6 %
TOTAL Employee Benefits	265,794.96	100,461.03	(165,333.93)	-164.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	34,794.50	30,849.96	(3,944.54)	-12.8 %
TOTAL Truck and Auto Expenses	34,794.50	30,849.96	(3,944.54)	-12.8 %
General and Administrative				
General and Administrative	54,792.18	28,499.98	(26,292.20)	-92.3 %
TOTAL General and Administrative	54,792.18	28,499.98	(26,292.20)	-92.3 %
Office Expense				
Office Expense	3,040.14	4,550.04	1,509.90	33.2 %
TOTAL Office Expense	3,040.14	4,550.04	1,509.90	33.2 %
Operating Supplies				
Operating Supplies	13,453.58	15,499.98	2,046.40	13.2 %
TOTAL Operating Supplies	13,453.58	15,499.98	2,046.40	13.2 %
Contract Services				
Contract Services	118,480.64	126,225.00	7,744.36	6.1 %
TOTAL Contract Services	118,480.64	126,225.00	7,744.36	6.1 %
Repairs and Maintenance				
Repairs and Maintenance	28,818.81	106,000.04	77,181.23	72.8 %
TOTAL Repairs and Maintenance	28,818.81	106,000.04	77,181.23	72.8 %
Utilities				
Utilities	21,099.85	19,825.02	(1,274.83)	-6.4 %
TOTAL Utilities	21,099.85	19,825.02	(1,274.83)	-6.4 %
Travel and Meetings				
Travel and Meetings	924.23	9,577.44	8,653.21	90.3 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	924.23	9,577.44	8,653.21	90.3 %
Permits and Fees				
<i>Permits and Fees</i>	6,038.00	5,950.00	(88.00)	-1.5 %
TOTAL Permits and Fees	6,038.00	5,950.00	(88.00)	-1.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,108.00	1,075.02	(32.98)	-3.1 %
TOTAL Memberships and Subscriptions	1,108.00	1,075.02	(32.98)	-3.1 %
Safety				
<i>Safety</i>	8,737.61	31,867.56	23,129.95	72.6 %
TOTAL Safety	8,737.61	31,867.56	23,129.95	72.6 %
Other Expenses				
<i>Other Expense</i>	3,404.60	100.02	(3,304.58)	-3303.9 %
TOTAL Other Expenses	3,404.60	100.02	(3,304.58)	-3303.9 %
TOTAL Operating Expenses	863,110.14	783,264.05	(79,846.09)	-10.2 %
***** OPERATING INCOME (LOSS)	(863,110.14)	(783,264.05)	(79,846.09)	-10.2 %
***** NET INCOME (LOSS)	(863,110.14)	(783,264.05)	(79,846.09)	-10.2 %
***** NET INCOME (LOSS)	(863,110.14)	(783,264.05)	(79,846.09)	-10.2 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	575,341.71	560,295.51	(15,046.20)	-2.7 %
TOTAL Salaries and Payroll Taxes	575,341.71	560,295.51	(15,046.20)	-2.7 %
Employee Benefits				
<i>Employee Benefits</i>	459,432.50	187,479.02	(271,953.48)	-145.1 %
TOTAL Employee Benefits	459,432.50	187,479.02	(271,953.48)	-145.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,459.26	442.00	(1,017.26)	-230.1 %
TOTAL Truck and Auto Expenses	1,459.26	442.00	(1,017.26)	-230.1 %
General and Administrative				
<i>General and Administrative</i>	78,084.20	251,916.04	173,831.84	69.0 %
TOTAL General and Administrative	78,084.20	251,916.04	173,831.84	69.0 %
Office Expense				
<i>Office Expense</i>	6,542.31	12,649.98	6,107.67	48.3 %
TOTAL Office Expense	6,542.31	12,649.98	6,107.67	48.3 %
Operating Supplies				
<i>Operating Supplies</i>	127,700.48	161,790.96	34,090.48	21.1 %
TOTAL Operating Supplies	127,700.48	161,790.96	34,090.48	21.1 %
Contract Services				
<i>Contract Services</i>	137,099.01	222,474.98	85,375.97	38.4 %
TOTAL Contract Services	137,099.01	222,474.98	85,375.97	38.4 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	20,381.32	34,724.94	14,343.62	41.3 %
TOTAL Repairs and Maintenance	20,381.32	34,724.94	14,343.62	41.3 %
Utilities				
<i>Utilities</i>	132,207.48	212,353.44	80,145.96	37.7 %
TOTAL Utilities	132,207.48	212,353.44	80,145.96	37.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,795.00	14,722.50	12,927.50	87.8 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,795.00	14,722.50	12,927.50	87.8 %
Permits and Fees				
<i>Permits and Fees</i>	20,389.50	35,162.00	14,772.50	42.0 %
TOTAL Permits and Fees	20,389.50	35,162.00	14,772.50	42.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,902.53	3,500.00	1,597.47	45.6 %
TOTAL Memberships and Subscriptions	1,902.53	3,500.00	1,597.47	45.6 %
Safety				
<i>Safety</i>	39,530.99	25,000.02	(14,530.97)	-58.1 %
TOTAL Safety	39,530.99	25,000.02	(14,530.97)	-58.1 %
Other Expenses				
<i>Other Expense</i>	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	1,601,866.29	1,723,511.41	121,645.12	7.1 %
***** OPERATING INCOME (LOSS)	(1,601,866.29)	(1,723,511.41)	121,645.12	7.1 %
***** NET INCOME (LOSS)	(1,601,866.29)	(1,723,511.41)	121,645.12	7.1 %
***** NET INCOME (LOSS)	(1,601,866.29)	(1,723,511.41)	121,645.12	7.1 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	325,483.83	294,309.48	(31,174.35)	-10.6 %
TOTAL Salaries and Payroll Taxes	325,483.83	294,309.48	(31,174.35)	-10.6 %
Employee Benefits				
<i>Employee Benefits</i>	224,610.49	78,817.98	(145,792.51)	-185.0 %
TOTAL Employee Benefits	224,610.49	78,817.98	(145,792.51)	-185.0 %
Director's Expenses				
<i>Director's Expenses</i>	9,974.00	17,749.96	7,775.96	43.8 %
TOTAL Director's Expenses	9,974.00	17,749.96	7,775.96	43.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	340.98	1,079.94	738.96	68.4 %
TOTAL Truck and Auto Expenses	340.98	1,079.94	738.96	68.4 %
General and Administrative				
<i>General and Administrative</i>	32,628.73	111,924.98	79,296.25	70.8 %
TOTAL General and Administrative	32,628.73	111,924.98	79,296.25	70.8 %
Office Expense				
<i>Office Expense</i>	8,166.51	9,550.02	1,383.51	14.5 %
TOTAL Office Expense	8,166.51	9,550.02	1,383.51	14.5 %
Operating Supplies				
<i>Operating Supplies</i>	116.19	900.00	783.81	87.1 %
TOTAL Operating Supplies	116.19	900.00	783.81	87.1 %
Contract Services				
<i>Contract Services</i>	39,627.86	51,300.06	11,672.20	22.8 %
TOTAL Contract Services	39,627.86	51,300.06	11,672.20	22.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	6,623.96	2,500.02	(4,123.94)	-165.0 %
TOTAL Repairs and Maintenance	6,623.96	2,500.02	(4,123.94)	-165.0 %
Utilities				
<i>Utilities</i>	8,796.00	10,907.46	2,111.46	19.4 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	8,796.00	10,907.46	2,111.46	19.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,153.52	10,849.98	9,696.46	89.4 %
TOTAL Travel and Meetings	1,153.52	10,849.98	9,696.46	89.4 %
Permits and Fees				
<i>Permits and Fees</i>	0.00	22,000.00	22,000.00	100.0 %
TOTAL Permits and Fees	0.00	22,000.00	22,000.00	100.0 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,300.18	1,125.02	(1,175.16)	-104.5 %
TOTAL Memberships and Subscriptions	2,300.18	1,125.02	(1,175.16)	-104.5 %
Safety				
<i>Safety</i>	1,150.02	1,014.98	(135.04)	-13.3 %
TOTAL Safety	1,150.02	1,014.98	(135.04)	-13.3 %
Other Expenses				
<i>Other Expense</i>	10,732.56	14,250.00	3,517.44	24.7 %
TOTAL Other Expenses	10,732.56	14,250.00	3,517.44	24.7 %
TOTAL Operating Expenses	671,704.83	628,279.88	(43,424.95)	-6.9 %
***** OPERATING INCOME (LOSS)	(671,704.83)	(628,279.88)	(43,424.95)	-6.9 %
***** NET INCOME (LOSS)	(671,704.83)	(628,279.88)	(43,424.95)	-6.9 %
***** NET INCOME (LOSS)	(671,704.83)	(628,279.88)	(43,424.95)	-6.9 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	295,145.05	263,422.56	(31,722.49)	-12.0 %
TOTAL Salaries and Payroll Taxes	295,145.05	263,422.56	(31,722.49)	-12.0 %
Director's Expenses				
<i>Director's Expenses</i>	200.00	350.00	150.00	42.9 %
TOTAL Director's Expenses	200.00	350.00	150.00	42.9 %
General and Administrative				
<i>General and Administrative</i>	15,358.45	0.00	(15,358.45)	
TOTAL General and Administrative	15,358.45	0.00	(15,358.45)	
Operating Supplies				
<i>Operating Supplies</i>	5,175.55	4,249.98	(925.57)	-21.8 %
TOTAL Operating Supplies	5,175.55	4,249.98	(925.57)	-21.8 %
Contract Services				
<i>Contract Services</i>	4,721.94	0.00	(4,721.94)	
TOTAL Contract Services	4,721.94	0.00	(4,721.94)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,727.13	2,149.98	(1,577.15)	-73.4 %
TOTAL Repairs and Maintenance	3,727.13	2,149.98	(1,577.15)	-73.4 %
Utilities				
<i>Utilities</i>	37,854.11	0.00	(37,854.11)	
TOTAL Utilities	37,854.11	0.00	(37,854.11)	
Safety				
<i>Safety</i>	0.00	499.98	499.98	100.0 %
TOTAL Safety	0.00	499.98	499.98	100.0 %
TOTAL Operating Expenses	362,182.23	270,672.50	(91,509.73)	-33.8 %
***** OPERATING INCOME (LOSS)	(362,182.23)	(270,672.50)	(91,509.73)	-33.8 %

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

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(362,182.23)	(270,672.50)	(91,509.73)	-33.8 %
***** NET INCOME (LOSS)	(362,182.23)	(270,672.50)	(91,509.73)	-33.8 %

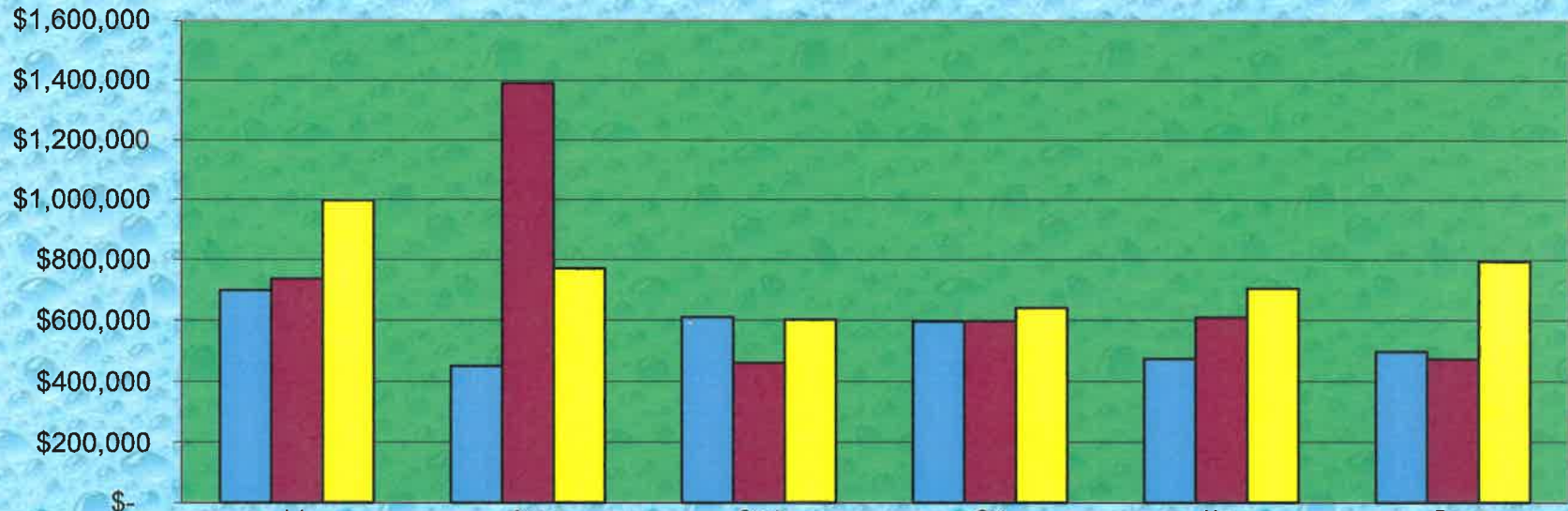
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, December 2020 - current month, Consolidated by
account, Department 9

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	2,937.70	4,249.98	(1,312.28)	-30.9 %
TOTAL Income	<u>2,937.70</u>	<u>4,249.98</u>	<u>(1,312.28)</u>	-30.9 %
*****	<u>2,937.70</u>	<u>4,249.98</u>	<u>(1,312.28)</u>	-30.9 %
***** OPERATING INCOME	<u>2,937.70</u>	<u>4,249.98</u>	<u>(1,312.28)</u>	-30.9 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	718.73	2,691.54	1,972.81	73.3 %
TOTAL Salaries and Payroll Taxes	<u>718.73</u>	<u>2,691.54</u>	<u>1,972.81</u>	73.3 %
Operating Supplies				
Operating Supplies	0.00	1,249.98	1,249.98	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,249.98</u>	<u>1,249.98</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	1,407.21	1,750.02	342.81	19.6 %
TOTAL Repairs and Maintenance	<u>1,407.21</u>	<u>1,750.02</u>	<u>342.81</u>	19.6 %
Permits and Fees				
Permits and Fees	7,100.00	12,200.00	5,100.00	41.8 %
TOTAL Permits and Fees	<u>7,100.00</u>	<u>12,200.00</u>	<u>5,100.00</u>	41.8 %
TOTAL Operating Expenses	<u>9,225.94</u>	<u>17,891.54</u>	<u>8,665.60</u>	48.4 %
***** OPERATING INCOME (LOSS)	<u>(6,288.24)</u>	<u>(13,641.56)</u>	<u>7,353.32</u>	53.9 %
***** NET INCOME (LOSS)	<u>(6,288.24)</u>	<u>(13,641.56)</u>	<u>7,353.32</u>	53.9 %
***** NET INCOME (LOSS)	<u>(6,288.24)</u>	<u>(13,641.56)</u>	<u>7,353.32</u>	53.9 %

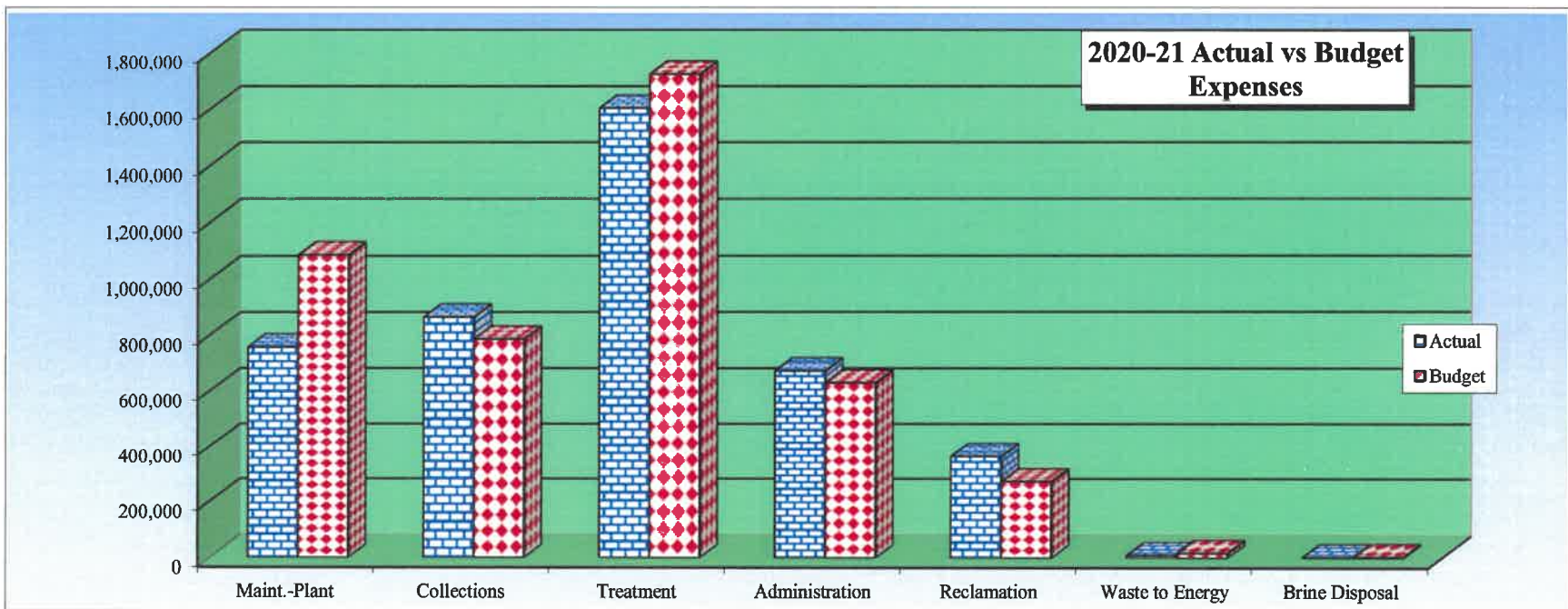
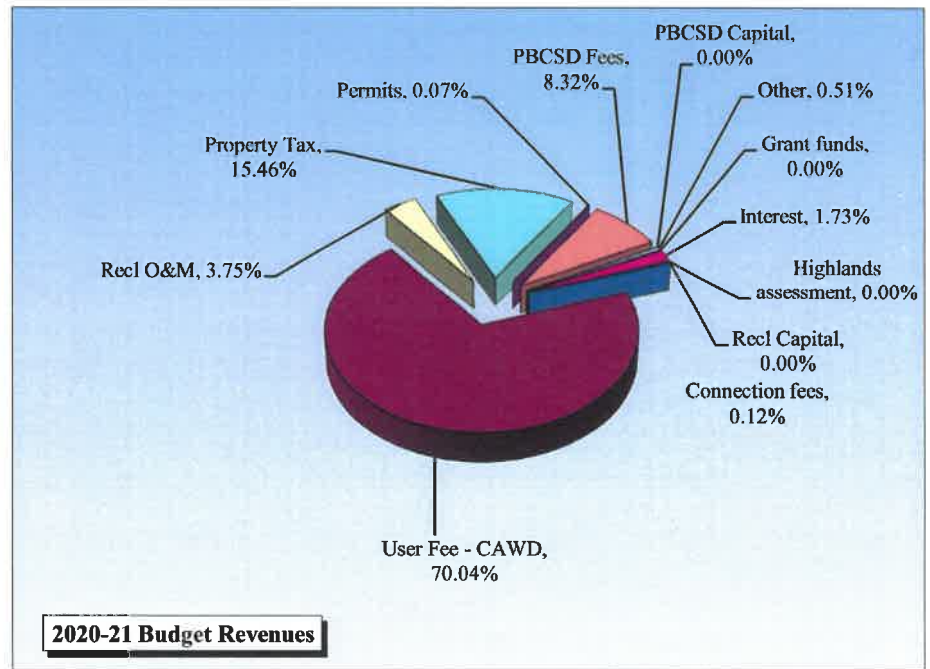
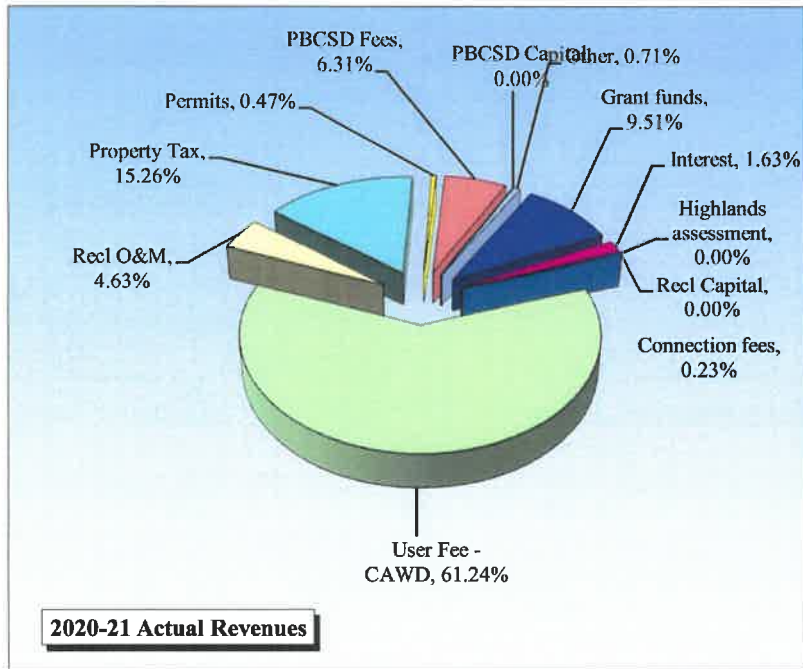
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, December 2020 - current month, Consolidated by
account, Department 10

	<i>6 Months Ended December 31, 2020</i>	<i>6 Months Ended December 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	47,914.04	32,500.02	15,414.02	47.4 %
TOTAL Income	<u>47,914.04</u>	<u>32,500.02</u>	<u>15,414.02</u>	47.4 %
*****	<u>47,914.04</u>	<u>32,500.02</u>	<u>15,414.02</u>	47.4 %
***** OPERATING INCOME	<u>47,914.04</u>	<u>32,500.02</u>	<u>15,414.02</u>	47.4 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	888.36	942.00	53.64	5.7 %
TOTAL Salaries and Payroll Taxes	<u>888.36</u>	<u>942.00</u>	<u>53.64</u>	5.7 %
Operating Supplies				
Operating Supplies	0.00	750.00	750.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>750.00</u>	<u>750.00</u>	100.0 %
Contract Services				
Contract Services	1,150.00	0.00	(1,150.00)	
TOTAL Contract Services	<u>1,150.00</u>	<u>0.00</u>	<u>(1,150.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,000.25	2,250.00	1,249.75	55.5 %
TOTAL Repairs and Maintenance	<u>1,000.25</u>	<u>2,250.00</u>	<u>1,249.75</u>	55.5 %
TOTAL Operating Expenses	<u>3,038.61</u>	<u>3,942.00</u>	<u>903.39</u>	22.9 %
***** OPERATING INCOME (LOSS)	<u>44,875.43</u>	<u>28,558.02</u>	<u>16,317.41</u>	57.1 %
***** NET INCOME (LOSS)	<u>44,875.43</u>	<u>28,558.02</u>	<u>16,317.41</u>	57.1 %
***** NET INCOME (LOSS)	<u>44,875.43</u>	<u>28,558.02</u>	<u>16,317.41</u>	57.1 %

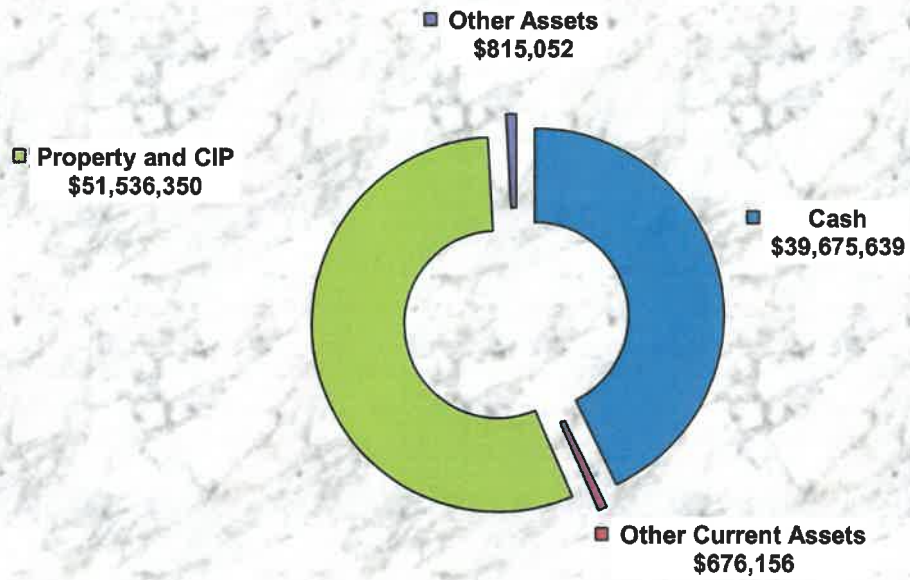
Operating Expenses



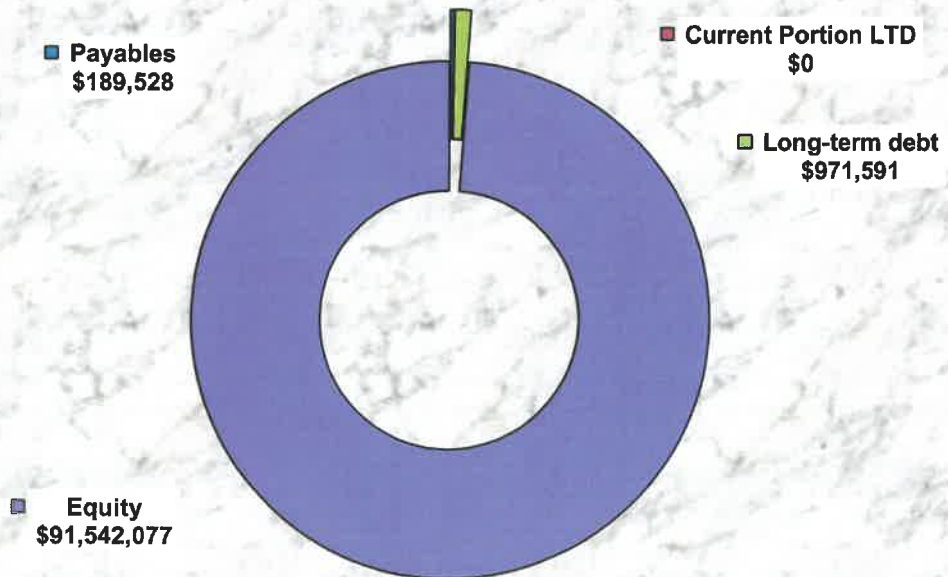
	July	Aug	Sept	Oct	Nov	Dec
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524	\$472,021
■ CY Budget	\$997,134	\$771,376	\$601,855	\$640,410	\$705,305	\$795,767



Assets - December 31, 2020



Liabilities - December 31, 2020



**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Camera Head-unbudgeted		0	10,386	10,386	0	NA
Jet Truck Water Pump-unbudgeted		0	30,145	30,145	0	NA
		0	0	0	0	NA
<u>Treatment</u>						
2013 Keystone trailer-unbudgeted		(279)	18,371	18,371	0	NA
500 kw Portable Generator		0	257,918	257,918	450,000	57.32%
Cyclo Reducer-Screwpress-unbudgeted		11,460	11,460	11,460	0	NA
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		(3,727)	(95,916)	(95,916)	(150,000)	NA
<i>Total Capital Purchases 20-21</i>		7,454	232,364	232,364	300,000	NA

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
Admin. Building Modifications-COVID-19	0	383	34,151	34,151	75,000	45.53%
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	226,536	10,242	72,162	298,698	185,445	38.91%
Hatton Canyon Pipeline Bursting	271,186	63,002	993,400	1,264,586	1,450,000	NA
Pump Stations-SCADA	456,569	0	5,230	461,799	0	NA
Upper Rancho Canada Pipe Relocation	62,991	18,893	73,084	136,075	1,760,000	4.15%
Rio Road CIPP Lining Project	129,163	2,135	680,268	809,431	1,340,000	50.77%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	180	0	NA
<u>Treatment</u>						
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	0	0	0	NA
<i>Total CIP Projects 20-21</i>	1,146,445	94,655	1,858,474	3,004,919	4,810,445	38.63%

**Carmel Area Wastewater District
Capital Expenditures
2020-21**

	BEG BAL	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	20,781	0	14,519	35,299	45,000	32.26%
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	869,871	3,216	8,886	878,758	906,000	0.98%
WWTP Perimeter Tree Planting	2,897	0	0	2,897	27,000	NA
Standby Power Reliability Project	19,202	4,660	46,964	66,166	35,000	134.18%
Critical Process Flood Adaptations (RECL 15%)	21,788	0	0	21,788	20,000	NA
Aeration Basin Improvements	0	0	7,923	7,923	87,000	9.11%
RECL share		(129)	(356)	(356)	(36,240)	0.98%
PBCSD share (1/3 of cost)		(2,582)	(25,979)	(25,979)	(361,253)	7.19%
<i>Total Long Term CIP Projects 20-21</i>	934,539	5,165	51,958	986,497	722,507	7.19%
Total Capital (net of RECL and PBCSD)	2,080,984	107,273	2,142,796	4,223,780	5,832,952	36.74%

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Employee Benefits	-136.70%	CALPERS unfunded liability payments unbudgeted.
Memberships and Subscriptions	-43.80%	Publications unbudgeted, small dollar amounts.
Other Expense	NA	Recruiting unbudgeted.

Collections

Employee Benefits	-164.60%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-12.80%	Camera head repair underbudgeted.
General and Administrative	-92.30%	Insurance and engineering underbudgeted.
Utilities	-6.40%	Telephone and cell service underbudgeted.
Other Expense	-3303.90%	Recruiting unbudgeted, small dollar amounts.

Treatment

Employee Benefits	-145.10%	CALPERS unfunded liability payments unbudgeted.
Truck and Auto Expenses	-230.10%	Insurance underbudgeted, small dollar amounts.
Safety	-58.10%	Timing difference, virus supplies.

Administration

Salaries and Payroll Taxes	-10.60%	Underbudgeted.
Employee Benefits	-185.00%	CALPERS unfunded liability payments unbudgeted.
Repairs and Maintenance	-165.00%	General repairs unbudgeted, small dollar amounts.
Memberships and Subscriptions	-104.50%	Membership unbudgeted, small dollar amounts.
Safety	-13.30%	Virus supplies unbudgeted, small dollar amounts.

**Carmel Area Wastewater District
Variance Analysis
2020-21**

**YTD Actual/
YTD Budget
Variance**

Brine Disposal

Contract Services NA Lab analysis unbudgeted, small dollar amounts.

District Obligations:

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

STAFF REPORT

TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: January 28, 2021
 SUBJECT: Monthly Report – November & December



RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in November & December 30/22
 Total Fees \$9,340.00

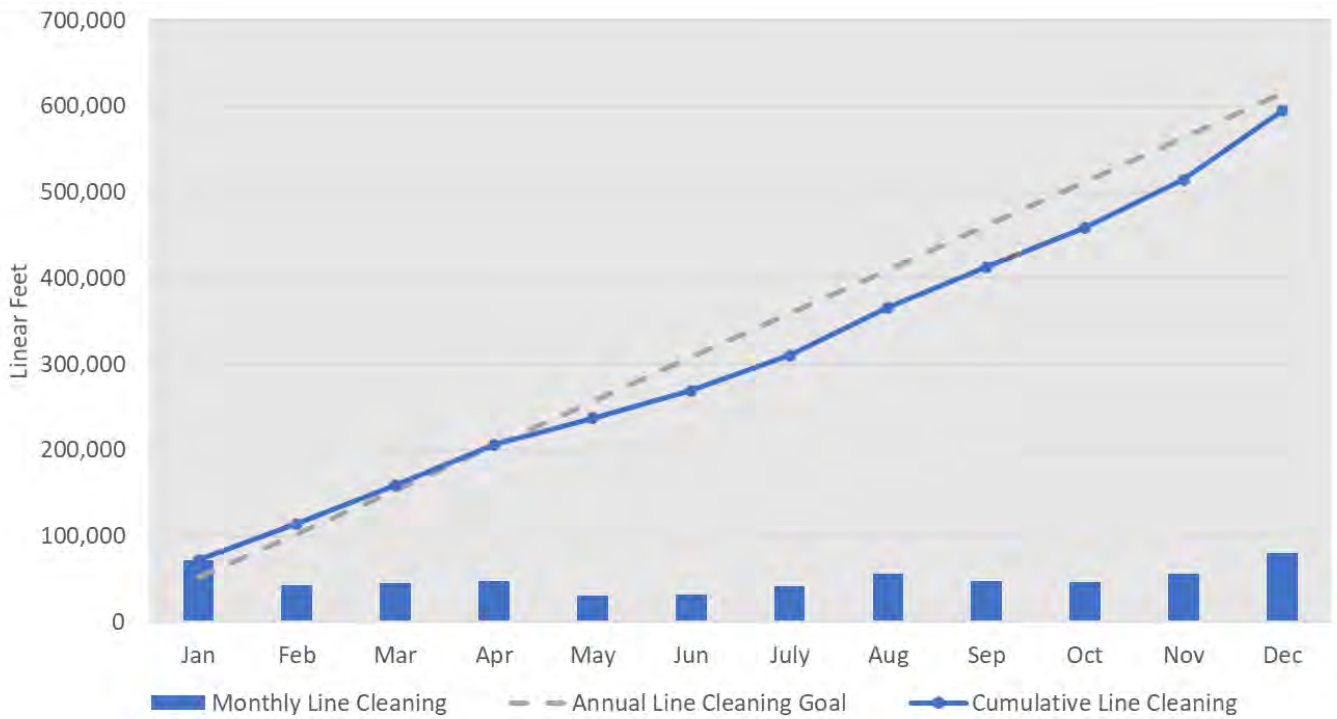
Maintenance

Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in past three months of 2020. In the month of November there was 56,040 feet of sewer lines cleaned, 19,265 feet of (CCTV) inspections, and 192 manhole inspections were performed. During the month of December there was 80,282 feet of sewer lines cleaned, 15,395 feet of (CCTV) inspections, and 281 manhole inspections were performed .

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
December	80,282 ft.	19.52%	6 – 15 inches
November	56,040 ft.	13.63%	6 - 12 inches
October	45,951 ft.	11.17%	6 – 27 inches

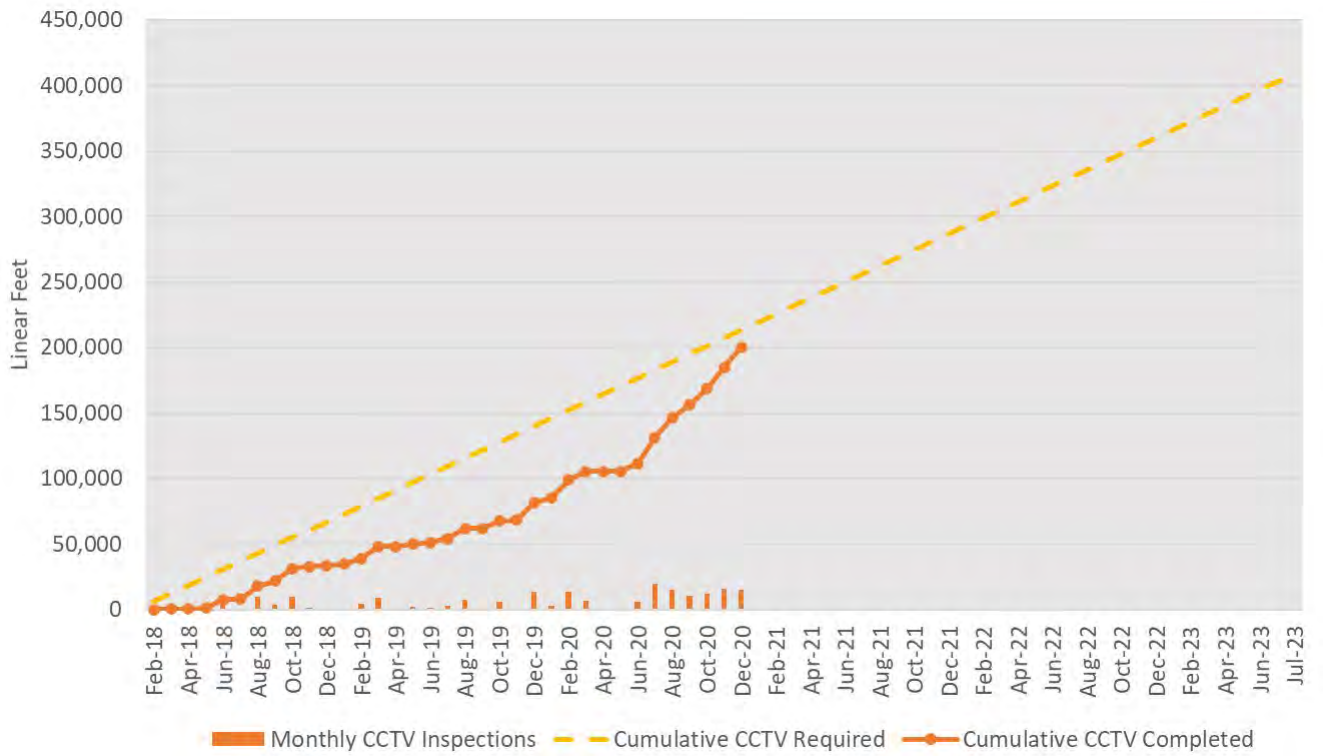
Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2020)	595,359	19,641

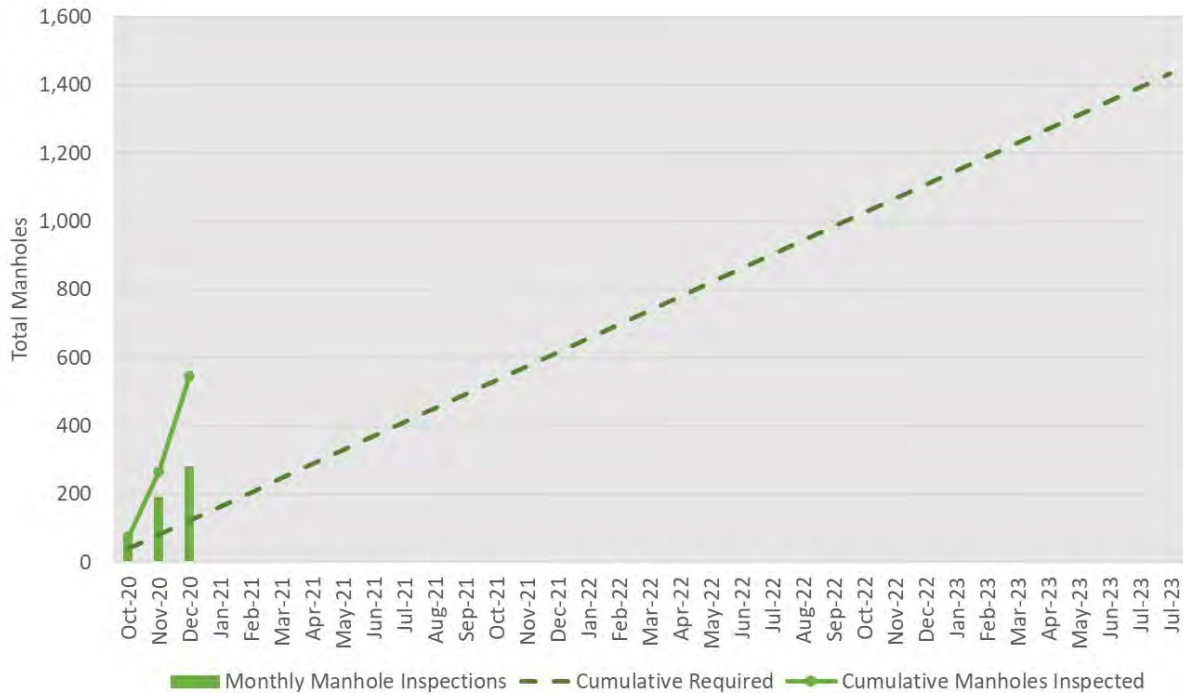
CCTV Progress Graph (River Watch Settlement Agreement Target)



CCTV Table

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	203,243	205,429

Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)



Manhole Inspection Table

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	547	887

Construction activities

- N/A

Staff Development

- Staff completed several online safety trainings and in person tail gate training.

General comments

- Staff continues to practice social distancing with other staff and contractors, driving to locations throughout the District in separate vehicles. Staff is educated on the best practices of PPE and personal hygiene. Staff has been cleaning and sanitizing buildings, equipment, and vehicles daily as part of their routine duties.
- CAWD’s annual root foaming program wrapped up in the first week of November

covering 20,593 feet. The total amount of sewer lines treated during 2020 was 40,265 feet. See map for areas that were treated.

Service calls responded to by Collection Crew:

Date	Time	Callout	Resolution
11/17/2020	10:30 AM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in Districts line. Staff informed homeowner to call a plumber of their choice.
11/17/2020	11:45 AM	Odor Complaint	Call by homeowner for an odor in their home. Staff had just cleaned the main line and had sucked out some of the p-traps in the home. Staff informed homeowner to run water down all drains to eliminate the odor.
11/28/2020	6:48 AM	Power Fail	Power outage at Hacienda pump station. Staff monitored station until power was restored.
11/28/2020	8:28 AM	Odor Complaint	Call by resident for an odor coming from a manhole. Staff opened manholes in the area. Staffed walked nearby easement to ensure there was no backup.
12/3/2020	2:39 PM	Lateral overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in Districts line. Staff informed homeowner to call a plumber of their choice.
12/17/2020	10:50 AM	Lateral Overflow	Called by anonymous neighbor for a report of a lateral overflow. Staff found nothing overflowing from the cleanout. Staff noticed the

			homeowner was dumping sewage on property. Staff called Health department for a welfare check of the resident.
12/18/2020	10:45 PM	Pump Fail to Start	Called to Hacienda for a pump fail to start. Staff reset control panel and the pump failed again. Staff to the pump offline for the night. Staff pulled the pump the next day and found rags to be the cause of the pump tripping the breaker.
12/21/2020	10:00 AM	Odor Complaint	Called by homeowner for an odor complaint in the area. Staff checked nearby manhole. No odor was detected. Informed homeowner to call when the odor was smelled again.
12/23/2020	8:59 AM	Lateral Overflow	Staff noticed a lateral overflow while walking easements. Staff found no problems in Districts line. Staff informed homeowner to call a plumber of their choice.

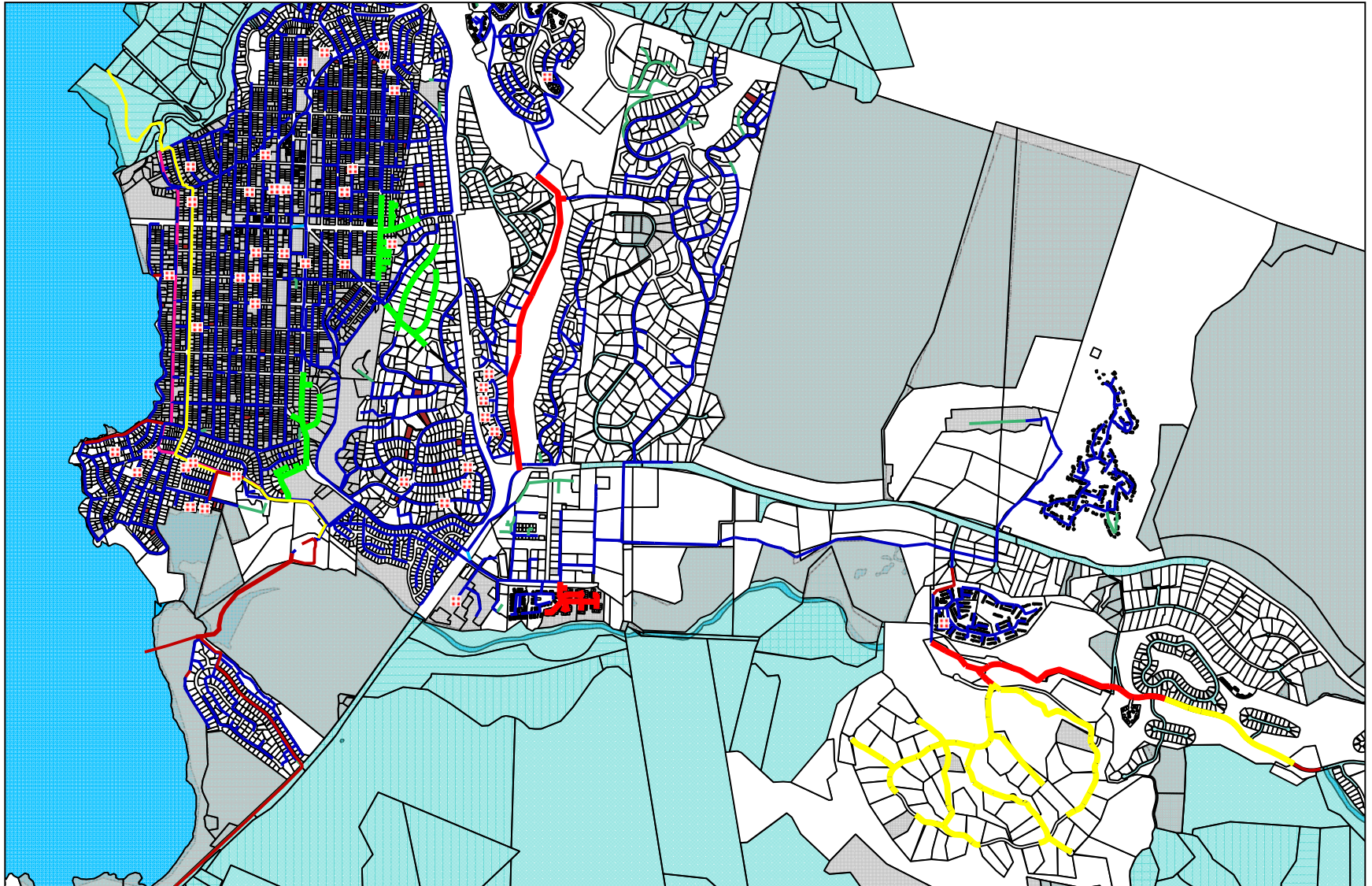
USA Location Requests – (106) Nov & (99) Dec

Plumbing permit inspections – (30) Nov & (24) Dec

Private Sewer Lateral Compliance Certificates Issued – (28) Nov & (21) Dec

December (Red) 15,395 feet
November (Yellow) 19,265 feet
October (Green) 12,085 feet

Monthly CCTV Map



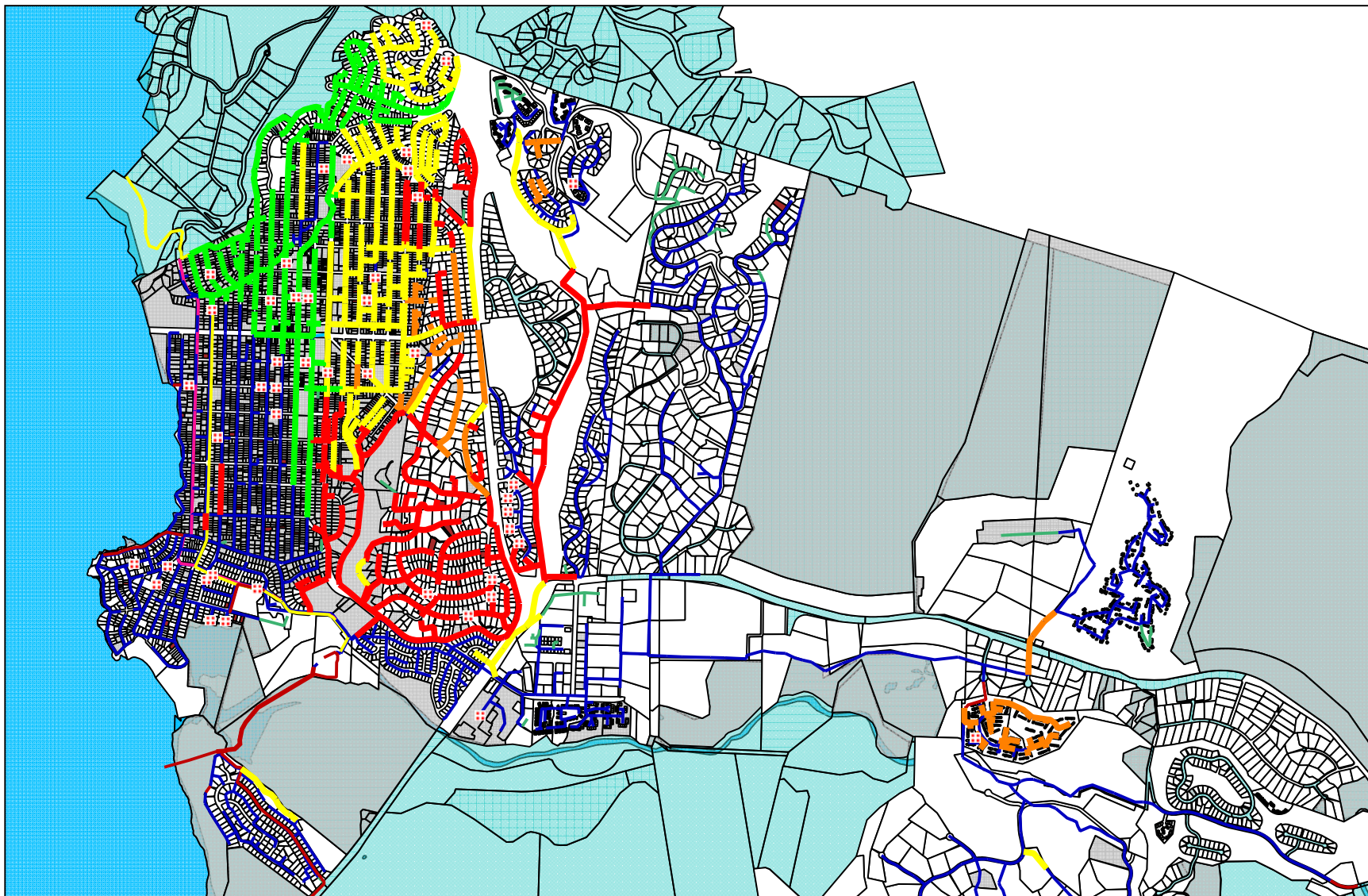
RedZone
ROBOTICS

1/4/2021



December (Red)	80,282 feet
November (Yellow)	56,040 feet
October (Green)	45,951 feet
Root Treatment (Orange)	20,593 feet

Monthly Cleaning Map



RedZone
ROBOTICS

1/4/2021

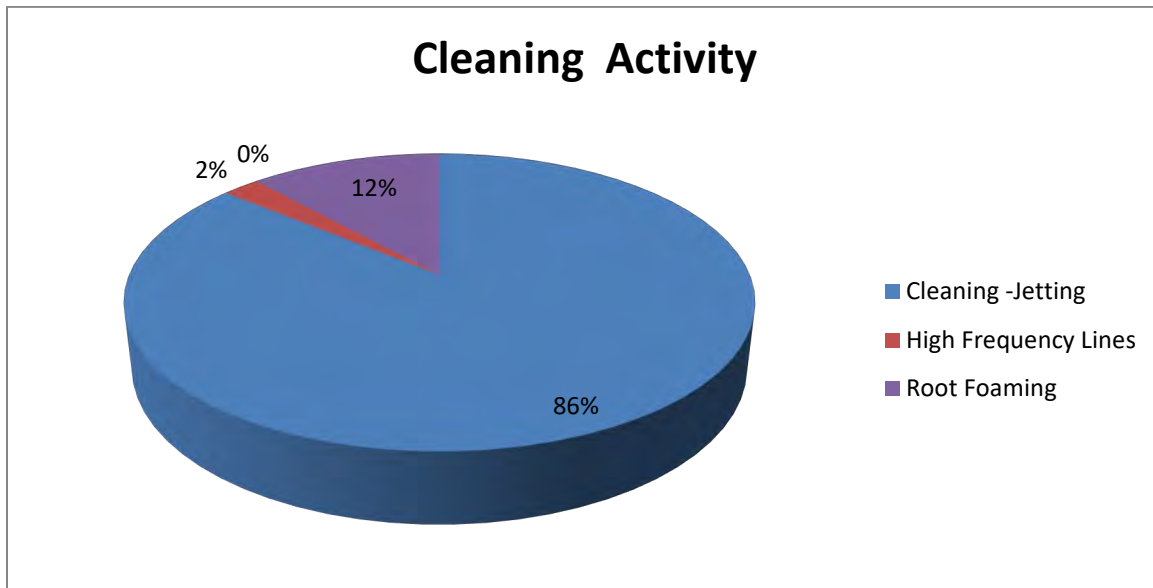


2020 CAWD Collections Annual Report

This report provides an overall summary of system wide cleaning and Closed-Circuit Television (CCTV) activities, construction, and Sanitary Sewer Overflow (SSO) information for the year of 2020.

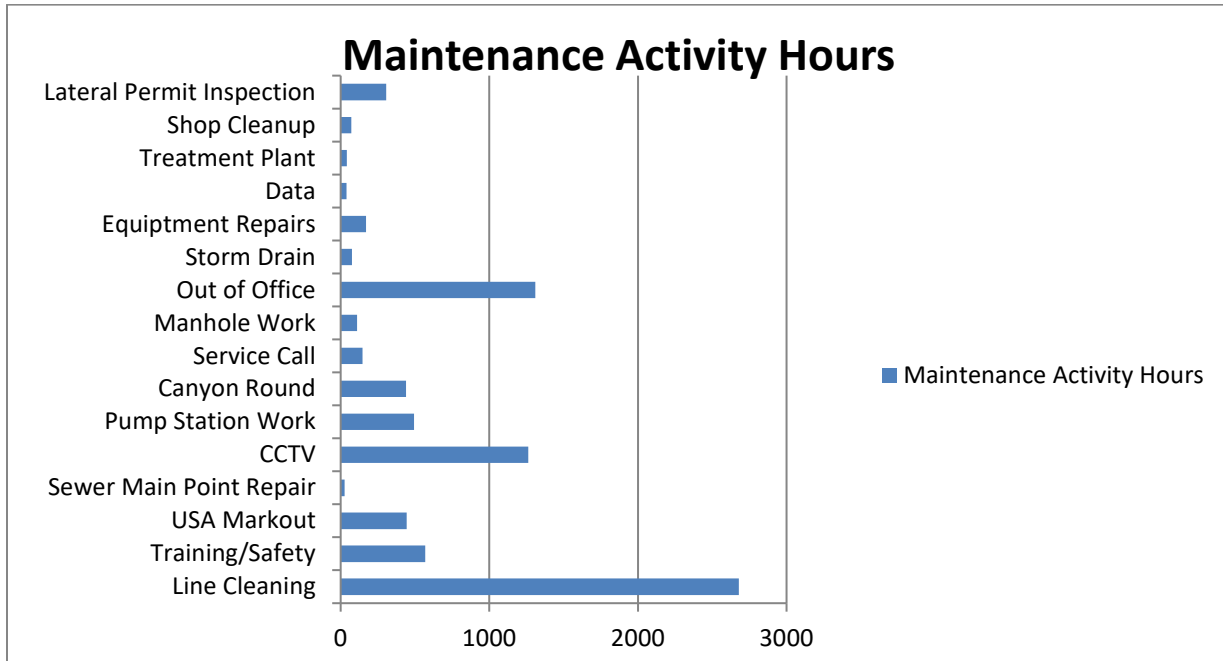
Cleaning Activity: The Collection crew maintains 408,581 feet of gravity sewer lines and 21,600 feet of force mains in the District. During 2020, staff cleaned the entire system in a little over 8 months. The cleaning methods used were hydro-cleaning and root foaming.

Activity	Feet Cleaned
Cleaning - Jetting	579,690 ft.
High Frequency Lines	15,669 ft.
Root Foaming	40,265 ft.
Total	635,624 ft.



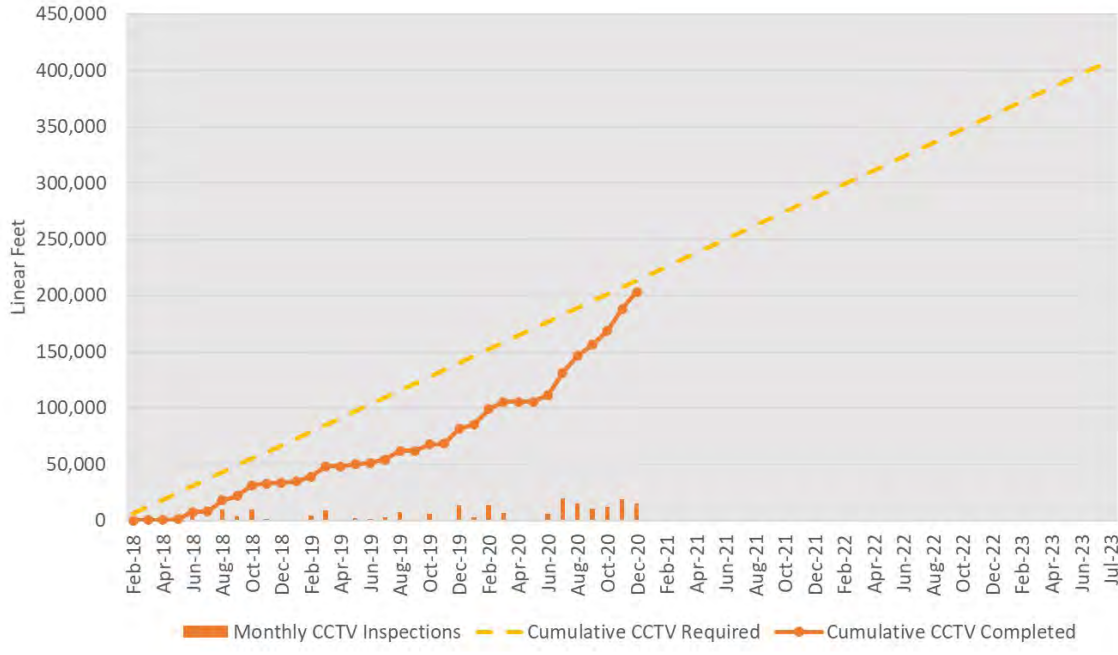
Maintenance Activity: Collection crews responded to 59 service calls in 2020; with most calls being private lateral problems. The remaining calls were for odor complaints, pump station related problems, backed up plumbing, and rattling manholes.

There were 1,269 Underground Service Alerts calls for marking sewer locations in 2020. Collection crews were able to CCTV inspect 119,419 feet of sewer line. The District's root foaming program treated 40,265 feet of problematic lines with roots.

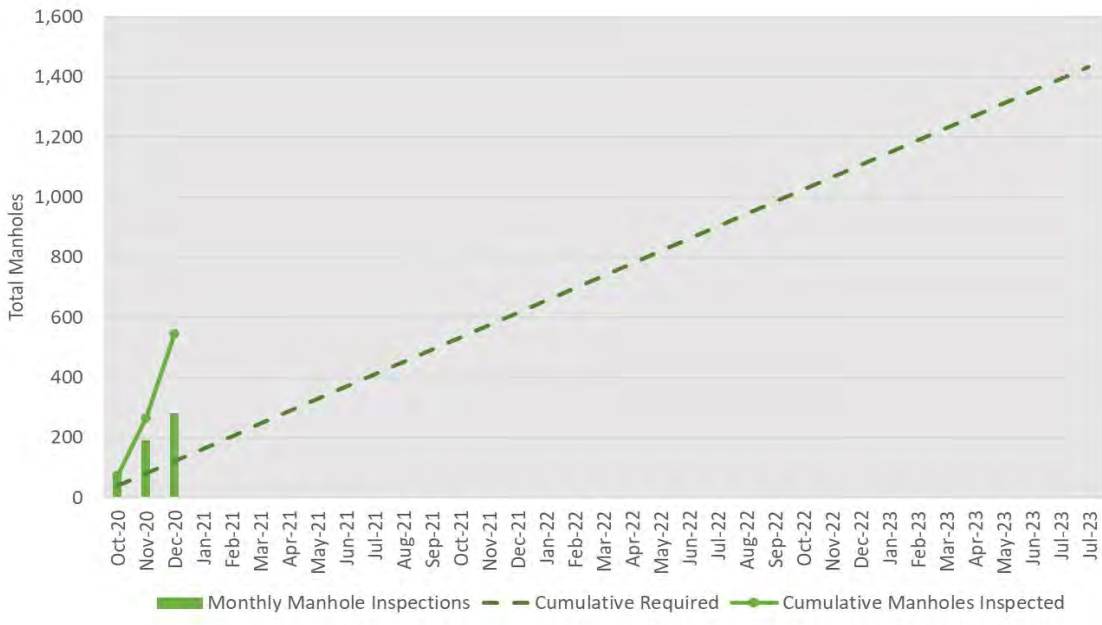


Riverwatch Settlement Activity: In the beginning of 2020, CAWD agreed to a settlement from the California Riverwatch. In the settlement CAWD agreed to perform a complete Collection system condition assessment. The assessment includes the evaluation of all the sewer lines, manholes, and pump stations in the District followed by a condition assessment report due by the end of 2023. In November, CAWD hired a limited term employee to help with the workload brought on by the lawsuit. The new employee, Alex Quintero, splits his time between the Collection and Maintenance departments.

See charts below for the system wide total to date of inspected sewer line footage and manholes. Pump station assessments will take place in 2021.



Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	203,243	205,429



Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	547	887

Construction Activity: 2020 was a busy year for construction despite the Covid-19 pandemic. We completed both small and major projects during the year. In April, contractors removed the cross-bore from the 24-inch trunk main on Rio Rd. The cross-bore was discovered while inspecting the sewer line. The location of the cross-bore was in the crown of the pipe, not impacting flow, but would impact the Rio Road pipeline lining project. In addition, 40 cast iron manhole frames and lids were replaced with composite locking frame and lids.

The first major project was the rehabilitation of the sewer main on Rio Road (Project ID # 19-07). This project started at the District main office on Rio Road and ended at the Larson field ballpark. This trunk main conveys the wastewater for everything east of Highway 1. In total there was 4,055 feet of 24- & 27-inch ACP (Asbestos Cement Pipe) pipe that was rehabilitated using the CIPP (Cure-In-Place Pipe) method. This project was completed on time and on budget.

The second major project was the long-anticipated Hatton Canyon pipeline replacement (Project ID # 18-17). Grant funding for this project was approved and construction started in June and was completed December 14, 2020. The underground portion of the project was completed in two months and the following two months were used for vegetation restoration. This project replaced 5,571 feet of 8-inch VCP (Vitrified Clay Pipe) pipe with 10" HDPE (High-density Polyethylene) pipe using the pipe bursting method. This project was completed on time and on budget.

The Pump Station PLC/SCADA replacement project (Project ID # 18-18) was completed in June. This project consisted of the replacement of over 20-year-old programmable logic controller (PLC) components and using the Ignition operating platform which is consistent with the Treatment Plant. This work was completed on time and on budget.

Additionally, surveying and environmental studies were completed at the Palo Corona Monterey Regional Park, formerly known as the Rancho Canada Golf Courses. This project will replace 4,000 linear feet of pipeline and is scheduled to begin in early 2021. Planning for the proposed Carmel Meadows Pipeline continued in 2020. When completed, it will eliminate most of the easement lines that run along and over the Carmel River Lagoon. This project is slated to begin in budget year 2021-2022.

Other Notable Activity: The year 2020 began as normal, then took a turn into unprecedented times with the emergence of the Covid-19 pandemic. In March, Monterey County issued a mandatory shelter in place order to stop the spread of Covid-19. We

learned many new terms in 2020 and adapted to the ever-changing workplace during the pandemic., However; it has been very challenging. Staff rose to the challenge and completed the year strong. New policies were put in place to protect staff and training was provided on items that have never been a topic before. Staff followed social distancing guidelines and wore cloth masks. As the pandemic worsened, a policy was adopted to always wear N-95 masks.

In 2019, a new ordinance was passed that required private sewer laterals (PSL) to be inspected and repaired as needed at the sale of the property. Due to the pandemic the local area experienced a hot real estate market and as a result (PSL) inspection significantly increased.

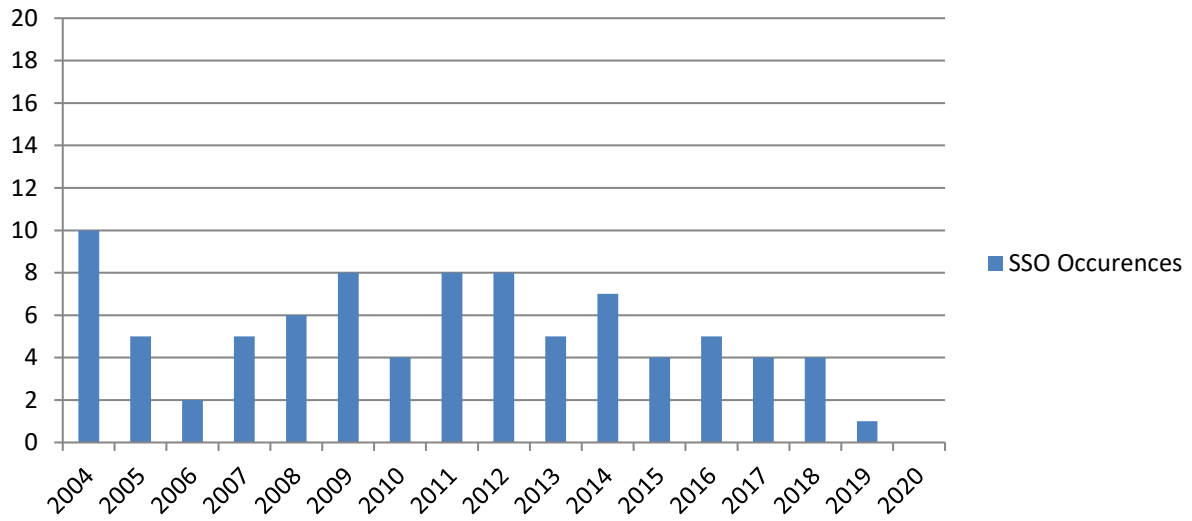
There were 353 lateral permit inspections and 337 PSL certificate of compliance certificates issued in 2020 compared to 205 lateral permit inspections and 102 PSL certificate of compliance certificates issued in 2019.

The Collections Department attended all the required safety training in 2020. After March, all training was held virtually. Staff attended both the California Water Environment Association Annual conference and the California Sanitation Risk Management Authority Sewer Summit online. An audit of the CAWD Sewer System Management Plan (SSMP) was performed by a subject matter expert. The SSMP was approved and certified in January 2020 by the Board. In 2020, Collections cleaned the storm drain interceptors and catchment ponds for the City of Carmel By-the-Sea in both the Spring and Fall. I would also like to congratulate the Collection Staff for finishing the year 2020 with zero work time lost.

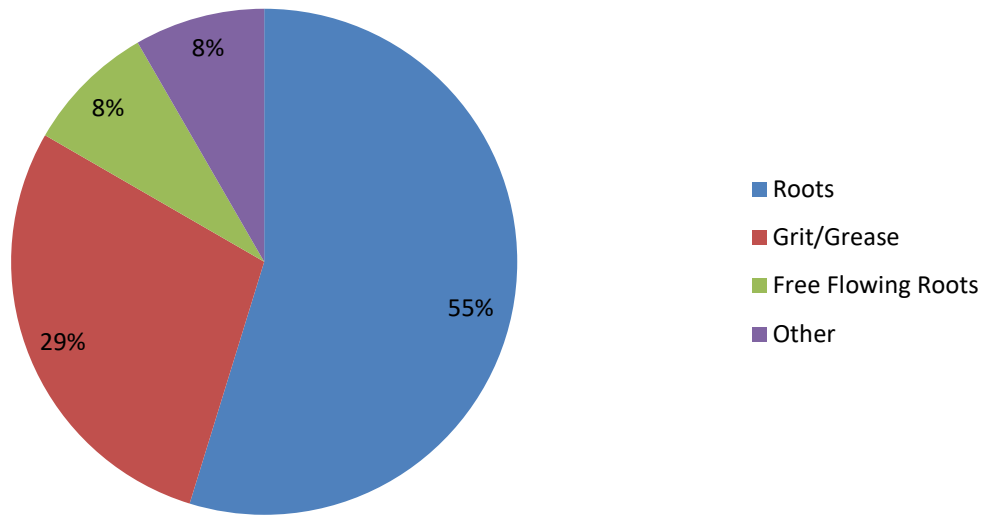
Sanitary Sewer Overflow (SSO) Summary:

During the calendar year 2020 the Collections System successfully conveyed over 330 million gallons of wastewater to the treatment plant. There were **NO SSO's in 2020.**

Sewer Main SSO History



Cause of Spills Since 2004



STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: January 28, 2021

Subject: Monthly Safety Reports (for December 2020)

RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- **Dec 10- Tailgate training.** Mark Dias, Safety and Compliance Administrator, (S/C Admin Dias), provided training on proper donning of N95 facepiece respirators and how to conduct a proper seal check. N95 units are not “masks,” instead they are considered respirators. Whenever respirators are issued, the employer must provide training on proper use to ensure they are effective. Incorrect use of any respirator may cause a false sense of security, and thinking they are protected, employees might otherwise expose themselves to a hazard. Two training videos were shown, one from OSHA and another from a major manufacturer, on proper techniques for donning and conducting a seal check. Those unable to attend the tailgate viewed the videos separately. Staff had the opportunity to ask questions and the training was documented.

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 the Safety Committee. Activities during December included:

- **COVID Safety – New Cal/OSHA regulations.** Federal, State and County agencies have all issued multiple COVID “guidelines” over the last several months. On December 2nd, many of the key guidelines became codified in new Cal/OSHA regulations. These were added to Title 8 of the California Code of Regulations. The regulations became effective immediately.

Because the District has been proactive, only a few new protections and protocols were necessary. S/C Admin Dias gave a PowerPoint presentation and provided training on the new protocols and controls. Additional trainings are needed to cover administrative topics such as the types of leave and benefits available to employees who may contract COVID-19.

The new regulations will require updates to the District’s Exposure Control Plan. This is a separate item on the January 28th agenda.

- **Gas-assisted lift gate for tertiary building.** To enhance fall safety, a gas-assisted lift gate was ordered for the receiving area along the south side of the tertiary building. Multiple chemicals are stored in the building and deliveries occur regularly. The chemicals are on pallets or 330-gallon totes and are lifted up with a forklift. In order to place the totes and pallets up on the landing, staff must first manually remove an 8-foot section of protective railing. This exposes them to a potential 7-foot fall. The new lift gate will allow one person to easily swing the guard-arm up from one end while remaining behind the adjacent railing.

Tours and Outreach

- **Tours.** All tours remain on hold per current health orders and school closures.

Injuries; First Aid Incidents; Workers Compensation Claims

There were no Workers Comp or first aid injuries in December. The final tracking matrix for 2020 is below.

Work Related Injuries and Illnesses for 2020 Reporting Year					
TYPE	New Incidents (Month)	Total Incidents (Year)	Total Days Away from Work (Year)	Total Days of Job Restriction (Year)	Cumulative days lost (Year)
OSHA Injuries	0	1*	0	0	0
OSHA Illnesses	0	0	0	0	0
Other WC Claims	0	0	0	5	0
First Aid (non-OSHA)	0	12	0	0	0

*As described in the May 28, 2020 Safety Report. In December Sedgwick retroactively accepted this as a claim, and a settlement agreement was signed by the General Manager.

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: December 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	21.732	0.701	0.633	0.789	71.085	299.59	918.99
PBCSD Flow	8.840	0.285	0.245	0.389	28.915	155.43	476.78
Total Plant Flow	30.572	0.986	0.878	1.178	100.00	455.02	1395.76
Tertiary Flow	27.085	0.874	0.668	1.035	88.594	306.02	938.72
Ocean Discharge	3.502	0.113	0.081	0.143	11.455	162.95	499.85
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	306.02MG (938.72acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.54 BG (26.21 K acre-ft.)
12 Month Rolling Total Reclamation Production	306.02 MG (939.18 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Dec '20 kWh	Price per kWh	Dec'20	Nov'20	Oct'20	Sep'20
Secondary	104,185.00	\$ 0.158	\$ 16,496.43	\$ 17,253.78	\$ 20,991.81	\$ 22,009.50
Blowers	50,624.96	\$ 0.147	\$ 7,445.03	\$ 7,671.12	\$ 8,664.63	\$ 9,766.61
CAWD Total	154,809.96		\$ 23,941.46	\$ 24,924.90	\$ 29,656.44	\$ 31,776.11
Tertiary	77,714.84	\$ 0.172	\$ 13,365.15	\$ 12,688.58	\$ 18,497.83	\$ 21,738.85
MF/RO	88,196.00	\$ 0.185	\$ 16,305.46	\$ 17,314.64	\$ 18,941.85	\$ 21,382.63
Reclaim Total	165,910.84		\$ 29,670.61	\$ 30,003.22	\$ 37,439.68	\$ 43,121.48
Adjusted Monthly Totals (1)	CAWD Total		\$ 14,766.69	Reclamation Total		\$ 38,845.38

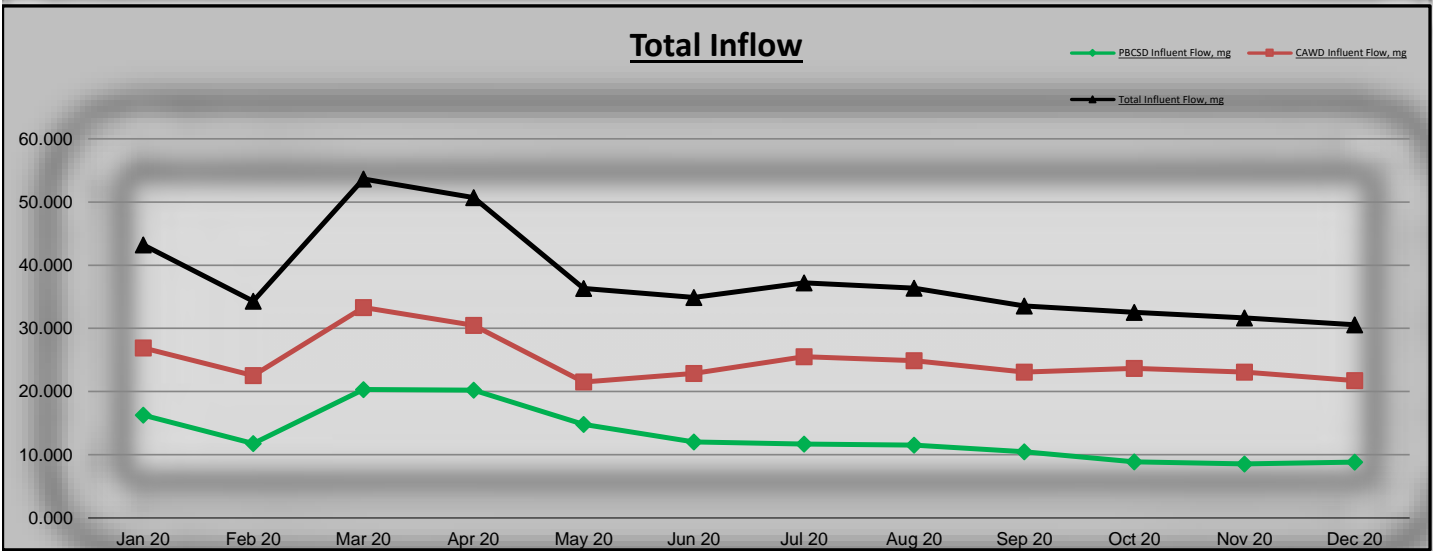
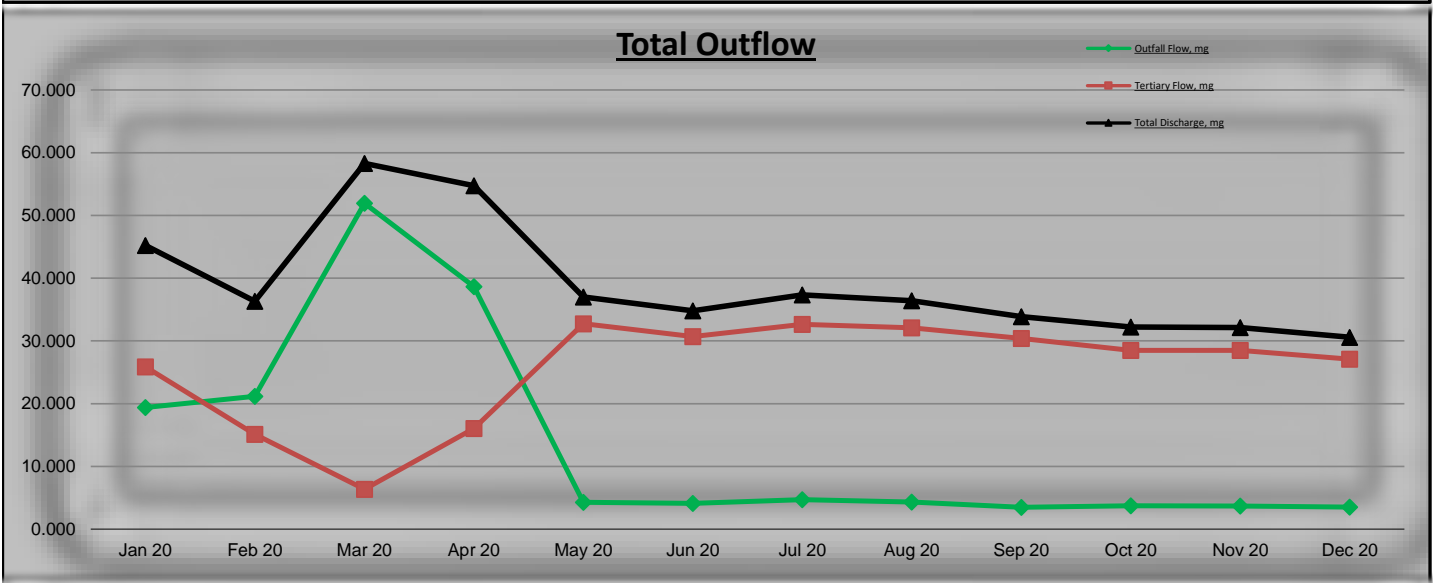
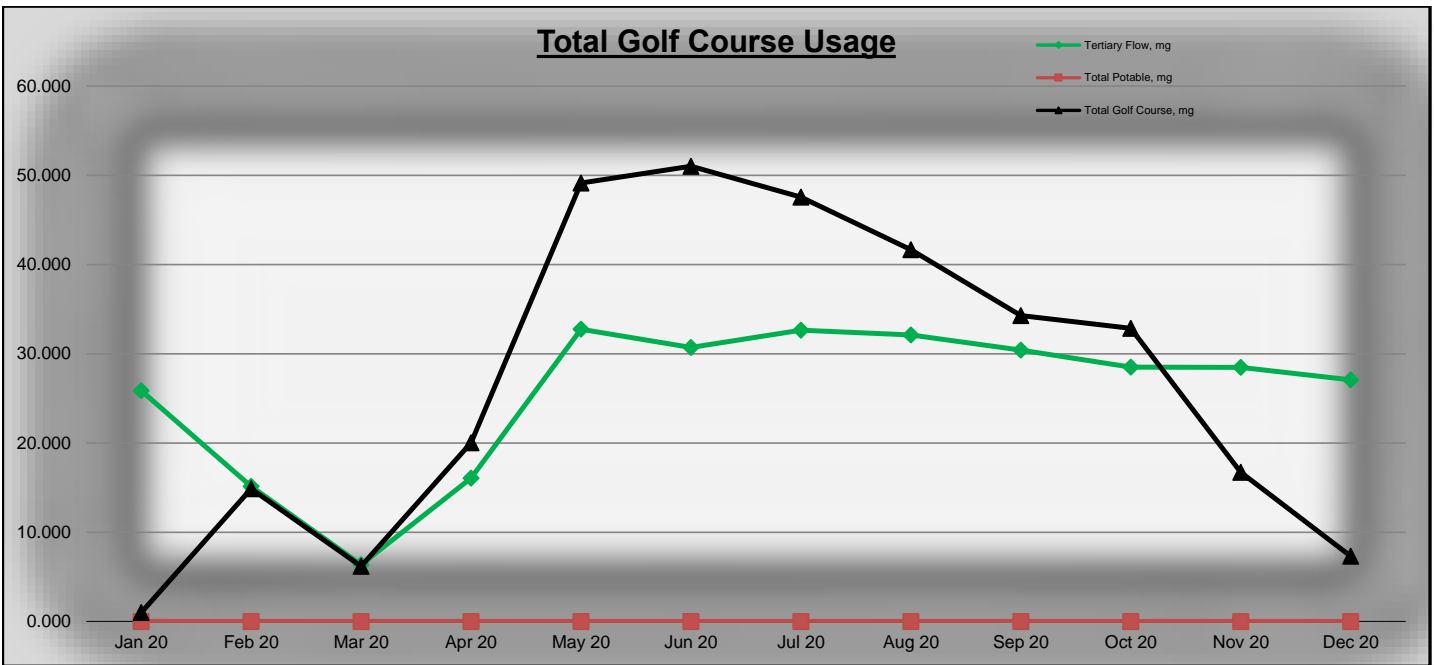
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	1434.66	1583.65
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	1878.67	1943.44

MICROTURBINE SUMMARY

Month	Dec '20 kW-h	Nov '20	Oct '20	Sep '20	Accumulated Totals
Production,kW-h	24,832	25,327	28,722	30,072	904,988.00

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



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
Report for: November 2020	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.089	0.770	0.693	0.859	72.965	277.86	852.33
PBCSD Flow	8.555	0.285	0.251	0.347	27.035	146.59	449.66
Total Plant Flow	31.644	1.055	0.944	1.206	100.00	424.45	1301.98
Tertiary Flow	28.472	0.949	0.732	1.165	89.976	278.94	855.63
Ocean Discharge	3.664	0.122	0.103	0.151	11.579	159.45	489.11
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	278.94MG (855.63acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.51 BG (26.12 K acre-ft.)
12 Month Rolling Total Reclamation Production	321.86 MG (987.79 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Nov '20 kWh	Price per kWh	Nov'20	Oct'20	Sep'20	Aug'20
Secondary	110,667.00	\$ 0.156	\$ 17,253.78	\$ 20,991.81	\$ 22,009.50	\$ 23,224.33
Blowers	53,306.24	\$ 0.144	\$ 7,671.12	\$ 8,664.63	\$ 9,766.61	\$ 9,712.20
CAWD Total	163,973.24		\$ 24,924.90	\$ 29,656.44	\$ 31,776.11	\$ 32,936.53
Tertiary	69,502.76	\$ 0.183	\$ 12,688.58	\$ 18,497.83	\$ 21,738.85	\$ 19,032.00
MF/RO	96,899.00	\$ 0.179	\$ 17,314.64	\$ 18,941.85	\$ 21,382.63	\$ 21,019.94
Reclaim Total	166,401.76		\$ 30,003.22	\$ 37,439.68	\$ 43,121.48	\$ 40,051.94
Adjusted Monthly Totals (1)	CAWD Total		\$ 15,478.29	Reclamation Total		\$ 39,449.83

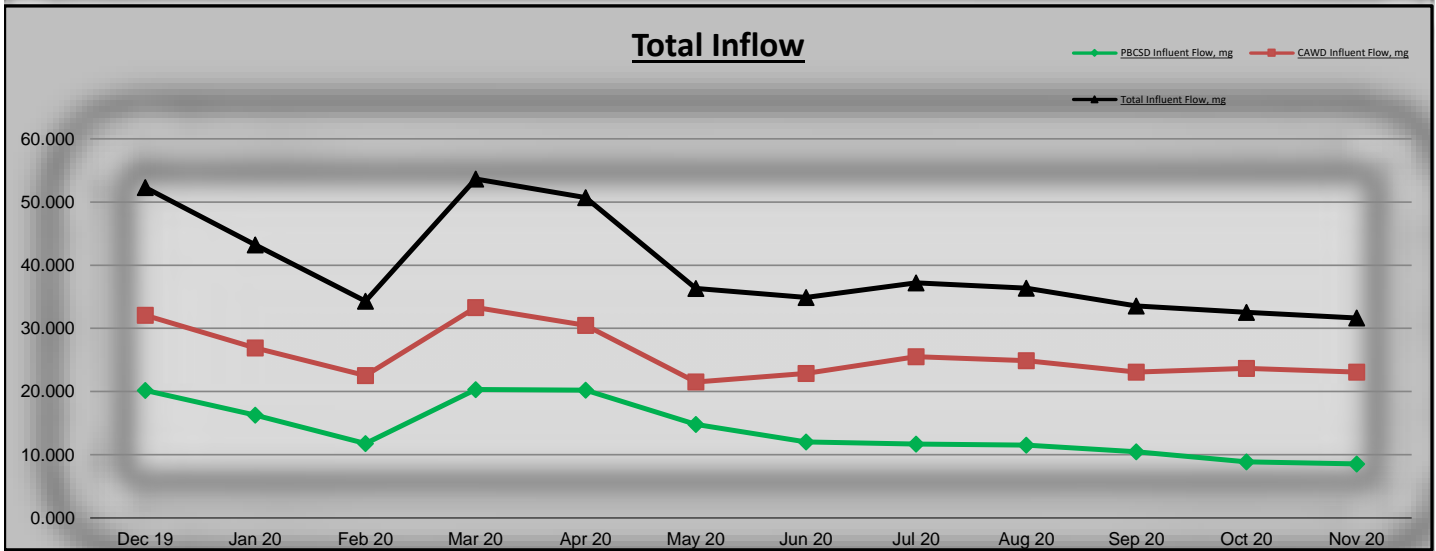
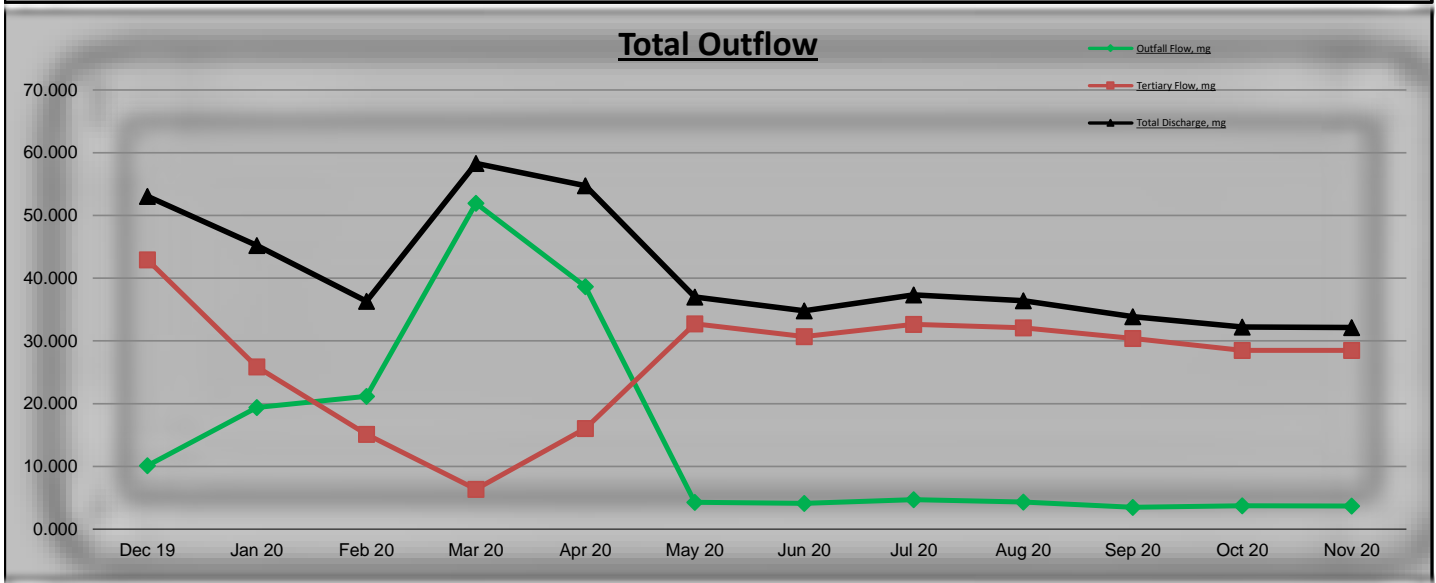
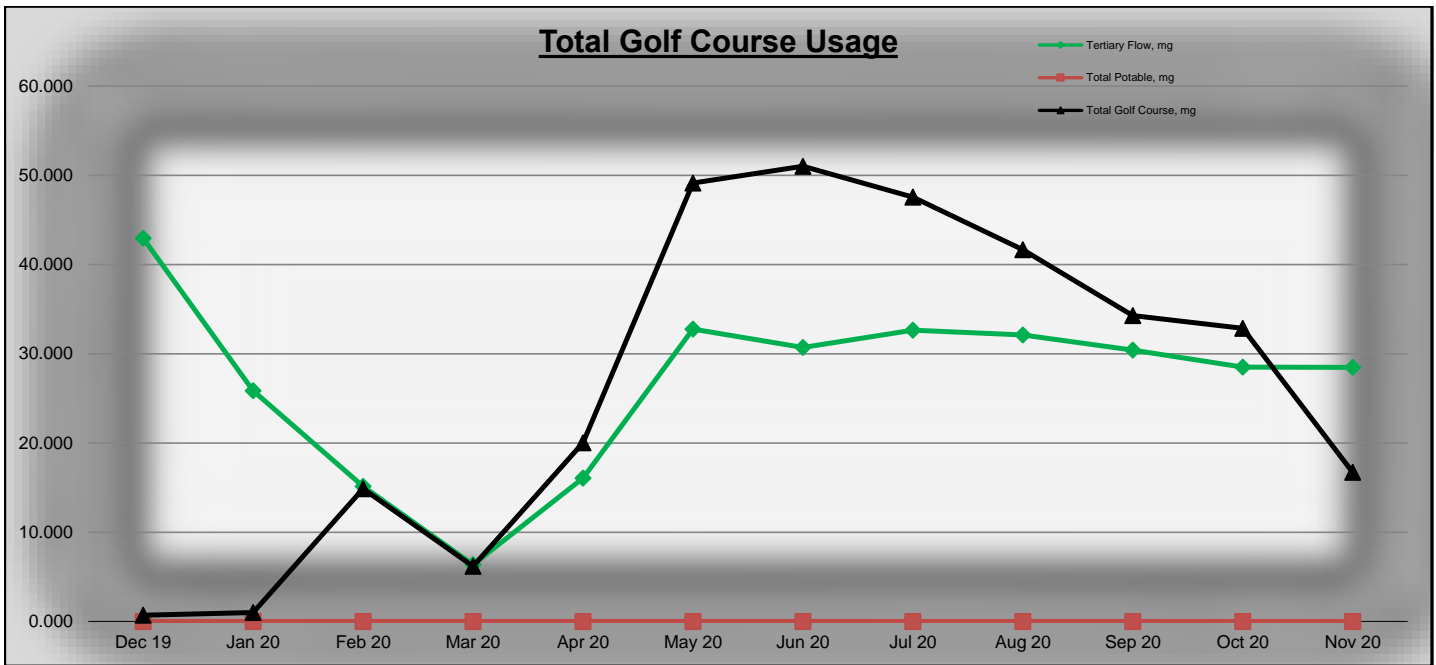
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	1434.66	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	1878.67	N/A

MICROTURBINE SUMMARY

Month	Nov '20 kW-h	Oct '20	Sep '20	Aug '20	Accumulated Totals
Production, kW-h	25,327	28,722	30,072	24,648	880,156.00

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



Wastewater Treatment Facility Operations Report

Report for: October 2020	HYDRAULIC LOADINGS					2020 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	23.689	0.764	0.724	0.854	72.775	230.07	705.74
PBCSD Flow	8.862	0.286	0.254	0.319	27.225	129.17	396.23
Total Plant Flow	32.551	1.050	0.978	1.173	100.00	359.24	1101.98
Tertiary Flow	28.503	0.919	0.737	1.077	87.564	250.47	768.30
Ocean Discharge	3.729	0.120	0.084	0.143	11.456	155.79	477.87
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	250.47MG (768.30acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.48 BG (26.04 K acre-ft.)
12 Month Rolling Total Reclamation Production	323.14 MG (991.72 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Oct '20 kWh	Price per kWh	Oct'20	Sep'20	Aug'20	Jul'20
Secondary	95,408.00	\$ 0.220	\$ 20,991.81	\$ 22,009.50	\$ 23,224.33	\$ 24,838.84
Blowers	46,171.04	\$ 0.188	\$ 8,664.63	\$ 9,766.61	\$ 9,712.20	\$ 10,158.19
CAWD Total	141,579.04		\$ 29,656.44	\$ 31,776.11	\$ 32,936.53	\$ 34,997.03
Tertiary	86,351.48	\$ 0.214	\$ 18,497.83	\$ 21,738.85	\$ 19,032.00	\$ 16,797.52
MF/RO	82,459.00	\$ 0.230	\$ 18,941.85	\$ 21,382.63	\$ 21,019.94	\$ 23,010.84
Reclaim Total	168,810.48		\$ 37,439.68	\$ 43,121.48	\$ 40,051.94	\$ 39,808.36
Adjusted Monthly Totals (1)	CAWD Total		\$ 18,310.59	Reclamation Total		\$ 48,785.53

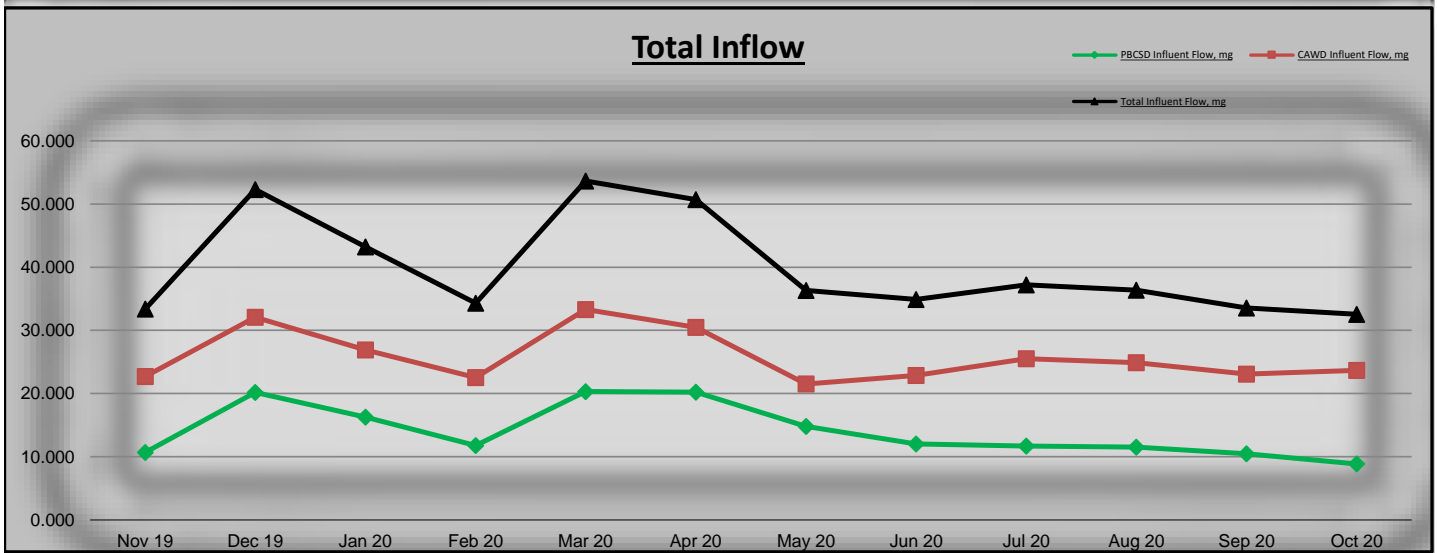
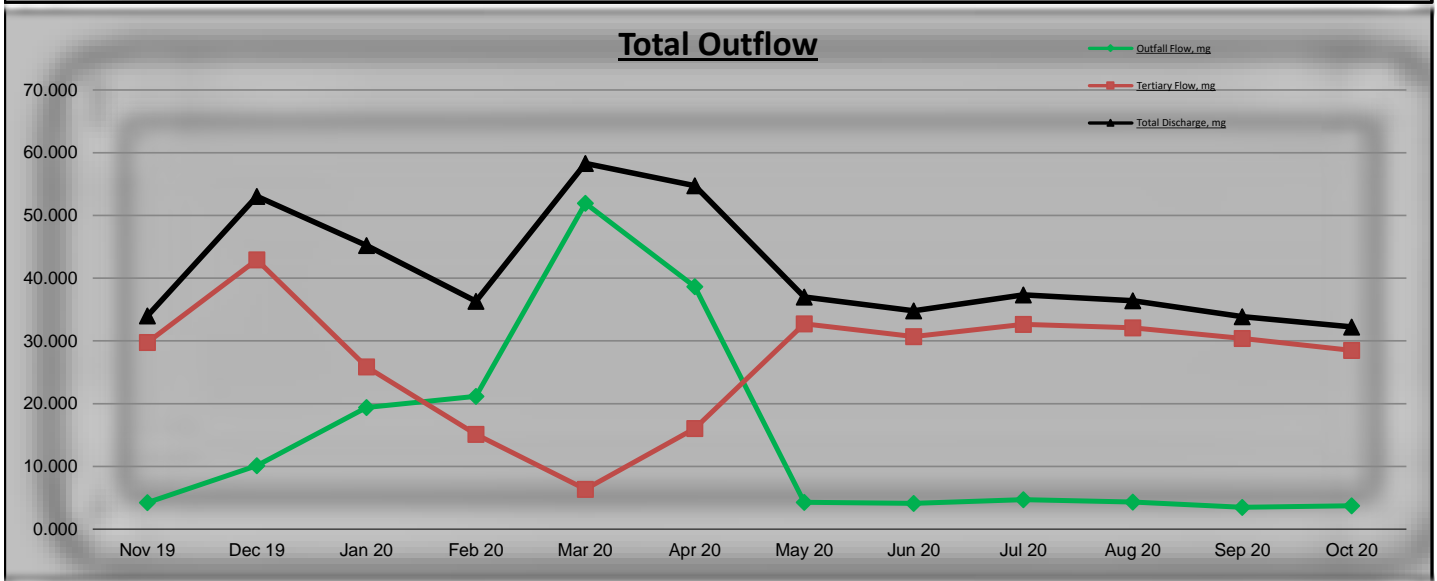
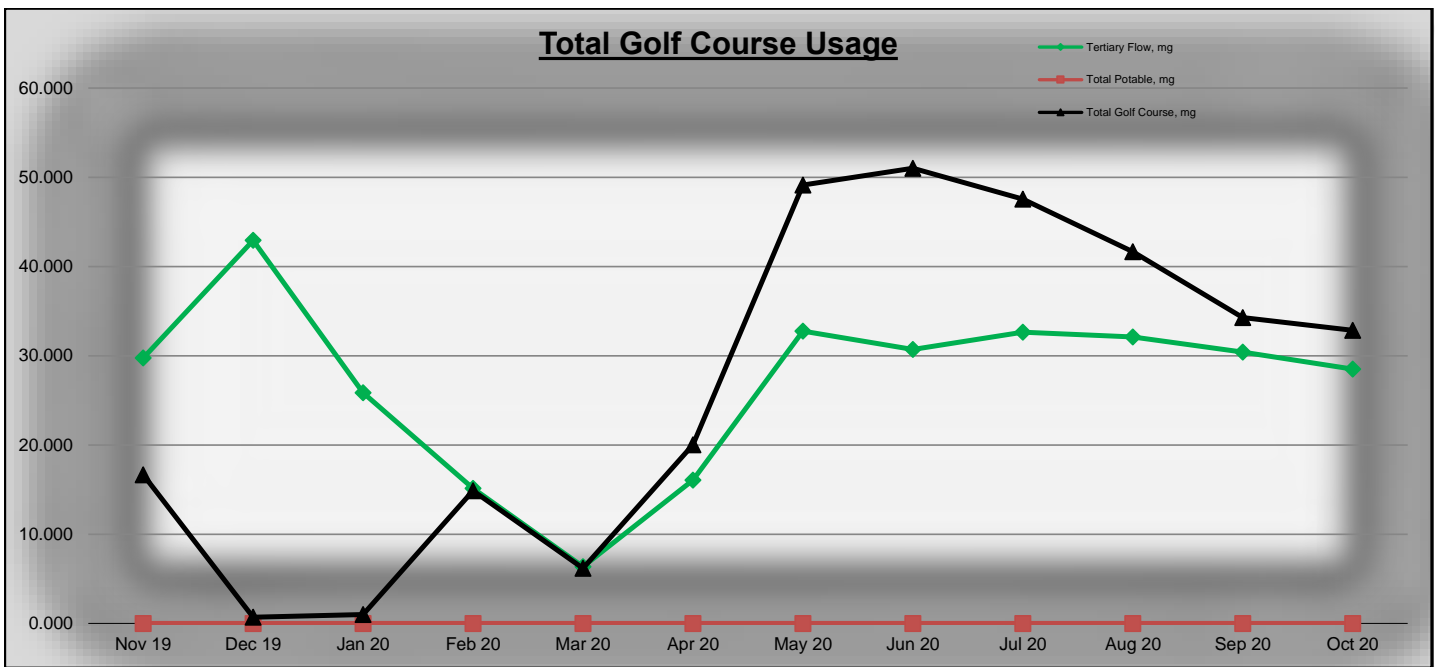
kW-h Per Acre Foot

	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	2064.85	1445.00	1434.66	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	1920.96	1852.00	1878.67	N/A

MICROTURBINE SUMMARY

Month	Oct '20 kW-h	Sep '20	Aug '20	Jul '20	Accumulated Totals
Production, kW-h	28,722	30,072	24,648	13,056	854,829.00

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



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: January 28, 2021

Subject: Monthly Report – December 2020

RECOMMENDATION

Receive Report - Informational only; No action required.

DISCUSSION

LABORATORY REPORT

- The laboratory staff has continued to send Carmel Area Wastewater District (CAWD) Influent Pump Station 24-hour composite sample to Biobot Analytics for COVID-19 analysis. The results for the normalized virus concentrations have resulted in low counts and generally after a holiday event we see a spike or high counts.
- The Biobot team are interested in having CAWD Biobot results published in a “Nationwide trends in COVID-19 cases and SARS-CoV-2 wastewater concentrations in the United States” academic journal.
- The renewal for Environmental Laboratory Accreditation Program (ELAP # 1804) Certificate has been received. The certificate will be good until December 27, 2022.
- The lab continues working on the new ELAP requirements to be National Environmental Laboratory Accreditation Program-TNI compliant.
- On December 22, 2020, staff sampled the first quarter of the California Water Board Order WQ 2020-0015-DWQ Per-and Polyfluoroalkyl Substance (PFAS). The sampling was completed with the procedures outlined by Applied Marine Sciences (AMS) who is contracted by all the Central Coast Long-term Assessment Environmental Network (CCLEAN) member agencies to manage the sampling, laboratory analysis, and reporting. This was the first sampling performed. The grab samples collected were from the Influent, Final Effluent, RO Concentrate and Tertiary Effluent and biosolids. The next sampling will be the second quarter

January-March 2021 the date has not been set.

ENVIRONMENTAL COMPLIANCE REPORT

- Restaurant grease trap inspections and work are in process to complete the City of Carmel Stormwater Business Inspections. A total of nine inspections have been completed.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
The Tuck Box	Yes		
Casanova	Yes		
La Bicycelette	Yes		
The Cottage	Yes		
Katy’s Place	Yes		
Portabella	Yes		
Dametra	Yes		
The Mediterranean (The Catch)	Yes		
Seventh and Dolores	Yes		
L’ Escargot	Yes		

Grocery Store/Delicatessen Inspection Table

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

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
October 2020	NA	NA
November 2020	NA	NA
December 2020	100	100

FUNDING

N/A - Informational item only

OTHER

The Biobot COVID19 sampling results are available upon request or posted on www.cawd.org.

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
		Projects Implementation Plan Schedule												
		Treatment Plant Projects												
18-01	1620.000	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	6/30/22	\$2,905,000	\$10,616,000	Coastal Commission / CEQA	Old Sludge Holding Tank Replacement Project					
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	6/30/21	\$240,000	\$364,715	Ignition Migration In Progress	PLC/SCADA Programming					
18-08	1629.000	Standby Power Reliability Project	Treanor/Foley	10/8/18	12/23/20	\$450,000	\$469,202	Startup Scheduled for January	Standby Power Reliability Project					
18-07	1624.000	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	3/15/19	12/31/20	\$0	\$317,250	Temporarily Converting to Stormwater Holding Tanks	No. 2 Purging and Cleaning					
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/21	\$100,000	\$676,000	Online - Further Optimization	Microturbine Integration Project					
19-01	1630.000	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Waggoner	7/1/19	6/29/21	\$65,000	\$86,000	Minor Work Proceeding	Flood Mitigations (PARTIAL RECLAMATION)					
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$0	\$213,000	Determining Tree Types / Final Landscape Plan for Interior	Perimeter Tree Plan and Implementation					
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/22	\$0	\$0	Design/CEQA/ Developing Funding Agreement	Carmel River FREE Mitigation					
		Cathodic Protection Testing	Treanor	7/1/20	6/29/21	\$30,000	\$30,000	Inactive	Cathodic Protection Testing					
		Cart Charging and Parking	Foley	7/1/20	6/1/22	\$25,000	\$50,000	Inactive	Cart Charging and Parking					
19-19	Pending GL	Aeration Basin Improvements	Waggoner	7/1/20	6/30/21	\$40,000	\$127,000	Materials Onsite Pending Installation in Spring	Aeration Basin Improvements					
20-03	6799.006	Treatment COVID Improvements	Foley	7/1/20	3/29/22	\$50,000	\$50,000	Implementation	Treatment COVID Improvements					
		Treatment Plant Studies & O&M Manuals	Treanor	5/1/20	5/2/22				Treatment Plant Studies & O&M Manuals					
20-02	5500.006	WWTP Stormwater Pollution Prevention Plan Update	Treanor	6/1/20	1/29/21	\$35,000	\$35,000	In Study Phase	WWTP Stormwater Pollution Prevention Plan Update					
	5500.006	Coastal Hazards Monitoring Plan	Treanor	5/1/20	4/30/21	\$150,000	\$1,200,000	Draft In Development	Coastal Hazards Monitoring Plan					
	5500.006	Long Term SLR Planning	Treanor	5/3/21	5/2/22	\$150,000	\$1,550,000	Inactive	Long Term SLR Planning					
		Reclamation Projects												
18-26	14777	RO Pretreatment Acid Tanks and Containment	Treanor	1/1/19	6/1/22	\$290,000	\$358,506	On Hold	RO Pretreatment Acid Tanks and Containment					
		Reclamation Line Cathodic Protection Testing	Treanor	1/1/21	6/3/21	\$0	\$40,000	Inactive	Reclamation Line Cathodic Protection Testing					
		Painting Project	Treanor	7/1/21	12/1/21	\$0	\$75,000	Inactive	Painting Project					
		Reclamation Studies	Treanor	7/2/18	6/1/22				Reclamation Studies					
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/21	\$30,000	\$115,000	In Study Phase	Performance Review					
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$0	\$35,000	Inactive	Reclamation 15-Year Asset Management Assessment					
		Collections Projects												
19-02		Pretreatment Ordinance	Lather	11/15/19	5/14/21	\$0	\$0	Pending review of Draft by Board Committee and Legal Counsel	Pretreatment Ordinance					

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022	
									H1	H2	H1	H2	H1	H2
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$185,445	\$1,259,102	Amending Contracts to Include Removal of Existing Pipe	Carmel Meadows Sewer Replacement					
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	10/29/21	\$1,760,000	\$1,822,991	Bid Phase	Upper Rancho Canada Pipe Relocation					
20-04	6799.005	Collections COVID Improvements	Foley	7/1/20	7/1/21	\$50,000	\$50,000	Implementation	Collections COVID Improvements					
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	12/10/21	\$0	\$0	Design by Owner Construction Planned Upon Completion of 19-09	Carmel Valley Manor Pipeline and Pump Station					
20-07		Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	7/7/23	\$100,000	\$600,000	Soliciting Consultant Proposals	Bay/Scenic Pump Station Rehabilitation					
20-08		Scenic Rd Pipe Bursting - Ocean to Bay	Lather	7/7/22	7/7/23	\$200,000	\$1,400,000	Soliciting Consultant Proposals	Scenic Rd Pipe Bursting					
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement					
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress	Collections 20-Year CIP					
		Assessment Districts/Annexations	Lather	8/2/18	5/3/22				Assessment Districts/Annexations					
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	5/3/21	\$0	\$50,000	LAFCO Application Submitted - Anticipated Approval April 2021	Sphere of Influence Amendment and Annexation Proposal					
18-21	1631.000	Corona Road Assessment District	Lather	8/2/18	9/2/21	\$0	\$0	78% Signed Petition / Pending Funding	Assessment District					
19-05		Riley Ranch Annexation/Connection	Lather	8/2/18	9/2/21	\$0	\$0	Pending Annexation	Annexation/Connection					
19-04		Carmel Highlands Sewer Collection System Expansion - Yankee Point and Otter Cove	Lather	5/13/20	5/3/22	\$0	\$55,000	Continued Negotiations	Carmel Highlands Sewer Collection System Expansion - Yankee Point and Otter Cove					
Administration Projects														
20-01	1633.000	Administration Building COVID Control Improvements	Treanor/Foley	6/9/20	12/22/20	\$75,000	\$75,000	HVAC Complete / Entry Doors Installation in March	Administration Building COVID Control Improvements					



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

Project Number:	18-01	
Project Name:	WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	Coastal Commission/CEQA	
Project Description:	The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$10,616,000	\$878,757
Financial:	FY Budget:	FY Spent:
	\$2,905,000	\$8,886
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on Construction Costs.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Cutover Coordination	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for 2020 through 2021 	
Consultants:	Kennedy/Jenks Consultants (Design Engineer)	
Contractor:	TBD	

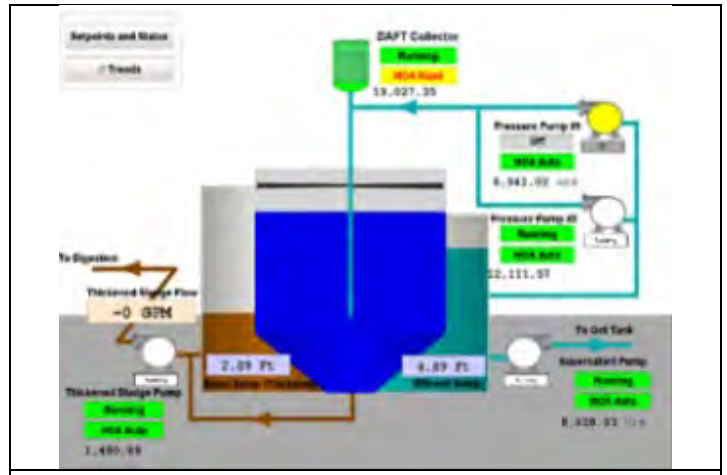


Photo: DAFT SCADA Overview

Project Number:	18-05	
Project Name:	Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Foley	
Status:	Ignition Migration In Progress	
Project Description:	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$364,715	\$169,856
Financial:	FY Budget:	FY Spent:
	\$240,000	\$66,285
Reclamation Share:	Partial Reclamation	
Schedule:	<ul style="list-style-type: none"> Existing SCADA to be migrated in FY20/21. 	
Consultants:	Frisch Engineering	



Photo: Old Digester No. 2

Project Number:	18-07	
Project Name:	Digester No. 1 & Old Digester No. 2 Purging and Cleaning	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Temporarily Converting to Stormwater Holding Tanks	
Project Description:	Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 has been drained by staff which minimized the cost of the project.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$317,250	\$309,288
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Unknown quantity of debris in Digester No. 1	
Schedule:	<ul style="list-style-type: none"> • Digester 1 completed • Digester 2 completed 	
Contractor:	Synagro WWT	



Photo: Example Trailer Standby Generator

Project Number:	18-08	
Project Name:	Standby Power Reliability Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Treanor/Foley	
Status:	Startup Scheduled for January	
Project Description:	This project involves purchasing a trailer mounted 500kW generator to serve as a full back up to the existing standby system in case the existing 750kW generator were to fail. The Main Switchgear would be reprogrammed to run off one generator with a standby (instead of the current split bus system). This would allow removal of the existing 450kW generator (which has obsolete controls and only powers half the main Switchgear).	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$469,202	\$66,166
Financial:	FY Budget:	FY Spent:
	\$450,000	\$46,964
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	N/A	
Schedule:	<ul style="list-style-type: none"> • Design to be completed in 2019 • Construction anticipated for 2020 	
Consultants:	Beecher Engineering	
Contractor:	Quinn Power Systems	



Photo: Existing Gas Conditioning System

Project Number:		18-11	
Project Name:		Microturbine Integration Project	
Project Location:		Wastewater Treatment Plant	
Project Manager:		Treanor/Foley	
Status:		Online – Further Optimization	
Project Description:		Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls are needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.	
Department:		Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$676,000	\$35,299	
Financial:	FY Budget:	FY Spent:	
	\$100,000	\$14,518	
Reclamation Share:		N/A	
Other Entities:		N/A	
Permits Required:		Air Board Permit	
Challenges:		Complexity of System	
Schedule:		<ul style="list-style-type: none"> Pre-Design to be completed in 2019/2020 Final Design to be completed in 2020/2021-Construction anticipated for 2021 	
Consultants:		Frisch Engineering (programming)	
Contractor:		TBD	



Photo: Areas of Potential Annexation

Project Number:		18-21, 19-04, 19-05, 19-09	
Project Name:		2020 CAWD Sphere of Influence (SOI) Amendment & Annexation Proposal	
Project Location:		Collection System	
Project Manager:		Lathér	
Status:		LAFCO Application Submitted – Anticipated Approval April 2021	
Project Description:		The project will provide access for homes and businesses currently on septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point & Otter Cove.	
Department:		Collections	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$0	\$49,000	
Financial:	FY Budget:	FY Spent:	
	\$0	\$0	
** No Budget included for Annexations b/c costs will be recouped through annexation fees.			
Permits Required:		Environmental Review, LAFCO Annexation Approval	
Challenges:		#18-21 Getting homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system.	
Schedule:		Applied for LAFCO Annexation in August 2020.	
Consultant:		Denise Duffy & Associates	



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Number:		18-26
Project Name:		RO Pretreatment Acid Tanks and Containment
Project Location:		Reclamation – MF/RO
Project Manager:		Treanor
Status:		On Hold
Project Description:		Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$358,506	\$68,506
Financial:	FY Budget:	FY Spent:
	\$290,000	\$0
Reclamation Share:	100%	
Other Entities:	Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	N/A	
Schedule:	<ul style="list-style-type: none"> • Bid second half of 2020 • Construction 2021 	
Consultants:	Trussell Technologies, Inc	
Contractor:	TBD	



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number:		18-28
Project Name:		Perimeter Tree Plan and Implementation
Project Location:		Wastewater Treatment Plant
Project Manager:		Treanor
Status:		Determining Tree Types / Final Landscape Plan for Interior
Project Description:		Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.
Department:		Treatment
Financial:	Cumulative Budget:	Cumulative Spent:
	\$213,000	\$2,897
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation:	N/A	
Other Entities:	N/A	
Permits Required:	Currently unknown (In Study Phase)	
Challenges:	Time it will take for new trees to grow up that will fully screen treatment plant from view	
Schedule:	<ul style="list-style-type: none"> • Study to occur in 2020 	
Consultants:	Scott Hall Landscape Design	
Contractor:	TBD	



Photo: Old Flood Door in Headworks Basement

Project Number:	19-01	
Project Name:	Critical Process Onsite Flood Adaptations	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Minor Work Proceeding	
Project Description:	There are a few areas of the WWTP that may be vulnerable to inundation during a 100-year river flooding event. Although the actual impact to the process in the event of inundation of these areas may be minor, it would be prudent to mitigate any possible impacts of flooding on the treatment process. The areas that could be further adapted to avoid flooding inundation are: Headworks Basement Flood Door, Influent Access Hatch, Secondary Effluent Diversion Structure Hatches, Chlorine Contact Channel Hatches, Waste Gas Burner Operations.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$86,000	\$21,788
Financial:	FY Budget:	FY Spent:
	\$65,000	\$0
Reclamation Share:	15% Reclamation	
Other Entities:	Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	N/A	
Schedule:	<ul style="list-style-type: none"> • Planning in 2019 • Modifications in 2021 	
Consultants:	N/A	
Contractor:	TBD	

PRE-TREATMENT ORDINANCE
2020-XX

CARMEL AREA WASTEWATER DISTRICT

Project Number:	19-02	
Project Name:	Update Pretreatment Ordinance	
Project Location:	Pretreatment/Collections	
Project Manager:	Lathér/De Ocampo/Waggoner	
Status:	Draft Ordinance is ready for committee review.	
Project Description:	Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	None	
Schedule:	<ul style="list-style-type: none"> • Complete Draft Ordinance for review in September 2020. • Committee review of Ordinance in March 2021 	
Consultants:	None	
Contractor:	None	



Photo: View gravity pipe in Carmel easement

Project Number:	19-03	
Project Name:	Carmel Meadows Gravity Sewer Improvements	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Amending contracts to Include removal of existing Pipe	
Project Description:	The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,259,102	\$298,698
Financial:	FY Budget:	FY Spent:
	\$185,445	\$72,160
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
Schedule:	Design FY20/21. Construct FY21/22.	
Consultants:	SRT Consultants	
Contractor:	TBD	

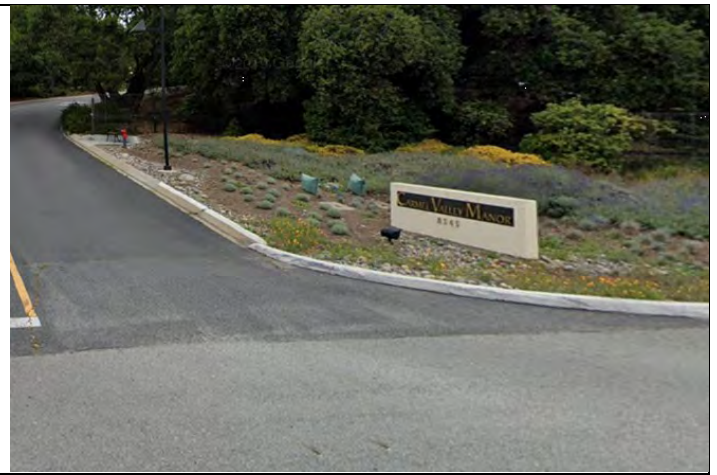


Photo: Entrance to Carmel Valley Manor

Project Number:	19-08	
Project Name:	Carmel Valley Manor Pipeline and Pump Station	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Design by Owner – Construction Planned upon Completion of Annexation	
Project Description:	Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$180
Financial:	FY Budget:	FY Spent:
	\$0	\$180
Reclamation Share:	0%	
Other Entities:		
Permits Required:	County Encroachment Permit	
Challenges:		
Schedule:		
Consultants:	MNS and Rincon are working for Carmel Valley Manor to permit and design the project.	
Contractor:	N/A	



Photo: View of proposed sewer line realignment

Project Number:	19-13	
Project Name:	Upper Rancho Cañada Pipe Realignment	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Bid Phase	
Project Description:	This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from 12 inch to 8 inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.	
Department:	Collection	
Financial:	Cumulative Budget: \$1,822,991 FY Budget: \$1,760,000	Cumulative Spent: \$136,074 FY Spent: \$73,084
Other Entities:	Monterey Regional Park District	
Permits Required:	Environmental Review	
Challenges:	Providing a design that allows CAWD access to assets and is acceptable to the Park District.	
Schedule:	Design FY 19/20. Construct FY 20/21.	
Consultants:	MNS Engineering Rincon Environmental	



Photo: Existing air diffuser system

Project Number:	19-19	
Project Name:	WWTP – Aeration Basin Improvements	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Waggoner	
Status:	Materials Onsite Pending Installation in Spring	
Project Description:	The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.	
Department:	Treatment	
Budget Status:	Budget: \$40,000.00 Actual to Date: \$0.00	
Financial:	Cumulative Budget: \$127,000 FY Budget: \$40,000	Cumulative Spent: \$87,000 FY Spent: \$8,463.07
Reclamation Share:	Estimated at 0% of project cost.	
Other Entities:	CAWD/PBCSD Reclamation Project	
Permits Required:	No permits as project is preventative maintenance project	
Challenges:	Weather conditions and Scheduling	
Schedule:	<ul style="list-style-type: none"> Design is completed Materials ordered and received Construction anticipated for Spring 2021 	
Consultants:	In house (Design Plant Engineer), Environetics for Baffles	
Contractor:	TBD	



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

Project Number:	19-21	
Project Name:	Carmel River FREE Mitigation	
Project Location:	Carmel River Lagoon	
Project Manager:	Treanor	
Status:	Design/CEQA/Developing Funding Agreement	
Project Description:	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.	
Department:	Engineering	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$21,033
Financial:	FY Budget:	FY Spent:
	\$0	\$3,944
** No Budget included b/c project is being funded by CRFREE initiated grants		
Reclamation Share:	0%	
Other Entities:	Monterey County	
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)	
Challenges:	Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks	
Schedule:	<ul style="list-style-type: none"> Design and CEQA anticipated completion Summer 2021 Construction anticipated in Summer 2022 	
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
Contractor:	Pending	

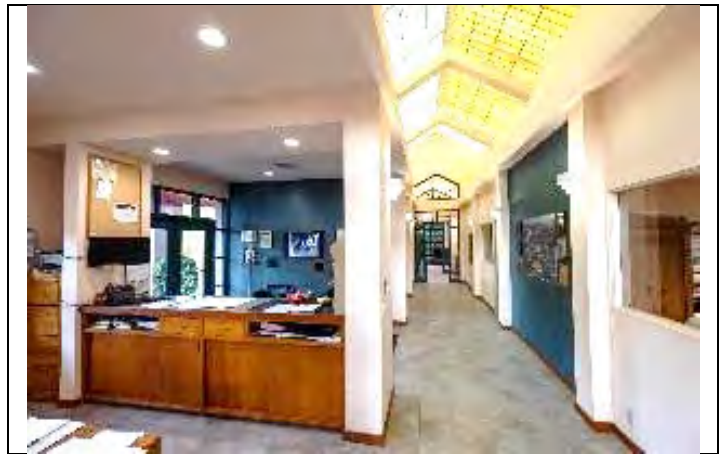


Photo: Admin Building Permit Desk

Project Number:	20-01	
Project Name:	Administration Building COVID Control Improvements	
Project Location:	Administration Building	
Project Manager:	Treanor/Foley	
Status:	HVAC Complete / Entry Doors Installation in March	
Project Description:	HVAC Improvements to control airborne viruses, enclosure of permit desk to eliminate contact between staff and visitors.	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$75,000	\$34,150
Financial:	FY Budget:	FY Spent:
	\$75,000	\$34,150
Reclamation Share:	0%	
Other Entities:	None	
Permits Required:	Building Permits	
Challenges:	Emerging science around COVID-19	
Schedule:	<ul style="list-style-type: none"> Design June and July 2020 Construction anticipated in February 2021 	
Consultants:	Design: Davner Engineering	
Contractor:	Coast Counties Glass	



Photo: WWTP Stormwater Pump Station

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



Photo: River Watch logo

Project Number:	20-05	
Project Name:	River Watch Agreement	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Work in Progress	
Project Description:	Work with collections to provide data that is needed to satisfy the milestones in the agreement with River Watch.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	N/A	N/A
Financial:	FY Budget:	FY Spent:
	N/A	N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:	CCTV Schedule. The Board agreed to increase staffing by 1 FTE to assist us in meeting the required schedule. New employee started 11-20. Received 1 yr. extension due to COVID-19.	
Schedule:	Due date June 2023	
Consultants:		
Contractor:	N/A	

CIP		FY 2020/21 thru 2030/31										
Project #	PROJECT	2021	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
1	Carmel Meadows Pipeline (Carry Over)	\$183,443	\$1,000,000									
2	Horton Carmel Pipeline Pipe Bursting	\$1,450,000										
3	Upper Ranches Canyada Pipe Rehabilitation	\$1,760,000										
4	Bay/Scenic PS Rehabilitation	\$100,000	\$150,000	\$150,000								
5	Scenic Pipe Bursting - Ocean to Bay	\$200,000	\$800,000	\$800,000								
6	Providence Creek Area Pipe Rehab		\$250,000	\$1,250,000								
7	Electrical Upgrades at Hacienda Pump Station	\$140,000										
8	Minor Valve PS and Services - South of Santa Lucia		\$250,000	\$1,300,000	\$100,000							
9	1.5th - Impacts to Bay Road		\$750,000	\$1,500,000								
10	Carmel Woods Sewer Rehabilitation		\$400,000	\$2,300,000								
11	Calla La Cruz PS Relocation/Retab		\$150,000	\$800,000								
12	Mission & San Carlos - Ocean to 2nd		\$250,000	\$1,000,000								
13	Delores Street Pipe Bursting 4th to 3rd			\$150,000	\$884,000							
14	Hacienda PS area sewer upgrading			\$200,000	\$1,000,000	\$1,800,000						
15	Sancti Street Pipe Bursting 4th to 10th			\$150,000								\$854,000
16	Santa Rita and Goodridge Pipe Bursting Ocean to 5th							\$250,000	\$1,728,000			
17	Carmel Road between 4th & Winkler Avenue							\$150,000	\$1,300,000	\$1,555,200		
18	Mission Rehabilitation		\$270,000				\$750,000					
19	Pump Repairs @ various locations						\$400,000	\$200,000				\$300,000
20	Upper Ranches Canyada Substation Transformer											
21	Bay Road Buried Area Pipeline Reprogramming											
22	Demolition of 4th Treatment Plant (100% Treatment)	\$1,000,000	\$2,100,000	\$2,000,000	\$2,500,000	\$2,000,000	\$2,250,000	\$2,450,000	\$2,450,000	\$2,400,000	\$2,000,000	\$2,000,000
Collection System TOTAL:		\$1,000,000	\$2,100,000	\$2,000,000	\$2,500,000	\$2,000,000	\$2,250,000	\$2,450,000	\$2,450,000	\$2,400,000	\$2,000,000	\$2,000,000
FEMA Grant Funding		\$83,070	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PWC/SD Share		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP COST		\$1,083,070	\$2,100,000	\$2,000,000	\$2,500,000	\$2,000,000	\$2,250,000	\$2,450,000	\$2,450,000	\$2,400,000	\$2,000,000	\$2,000,000

Photo: LT Capital Schedule

Project Number: 20-06		
Project Name: Collections 20-Year CIP		
Project Location: Collection System		
Project Manager: Lathér		
Status: Work in Progress		
Project Description: Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan		
Department: Collections		
Projection of Total Capital Costs \$60,000,000	Construction Costs: \$50,000,000	Administration Costs: \$10,000,000 (20% engineering, legal, admin)
Financial:	Cumulative Budget: N/A	Cumulative Spent: N/A
	FY Budget: N/A	FY Spent: N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:		
Schedule:	2020 - 2040	
Consultants:	West Yost	
Contractor:	N/A	



Photo: Looking at Pump Station Exterior

Project Number: 20-07		
Project Name: Bay/Scenic Pump Station Rehabilitation		
Project Location: Collection System		
Project Manager: Lathér		
Status: Soliciting Consultant Proposals		
Project Description: Remodel the interior of the pump station and update SCADA panel to remove from areas prone to flooding.		
Department: Collections		
Financial:	Cumulative Budget: \$600,000	Cumulative Spent: \$0
	FY Budget: \$100,000	FY Spent: \$0
Reclamation Share:	0%	
Other Entities:	Carmel-by-the-Sea, Coastal	
Permits Required:	Exemptions from CEQA & Coastal	
Challenges:	Traffic Control	
Schedule:	Design 2021, Construct 2022	
Consultants:	Pending	
Contractor:	Pending	

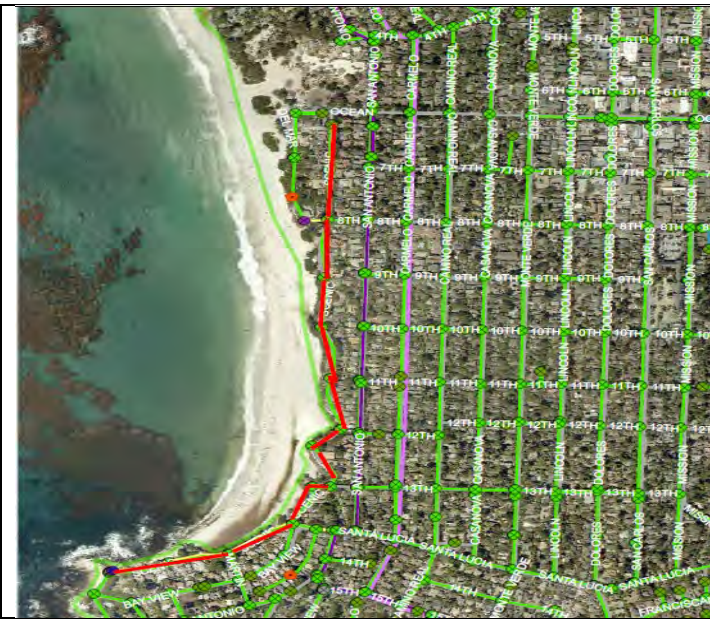


Photo: Pipe Bursting Limits on Scenic

Project Number:		20-08	
Project Name:		Scenic Rd Pipe Bursting - Ocean to Bay	
Project Location:		Collection System	
Project Manager:		Lathér	
Status:		Soliciting Consultant Proposals	
Project Description:		Replace approximately 4,000 feet of existing clay pipe with PVC pipe and rehabilitate manholes.	
Department:		Collections	
Financial:	Cumulative Budget:	Cumulative Spent:	\$0
	FY Budget:	FY Spent:	\$0
Reclamation Share:		0%	
Other Entities:		Carmel-by-the-Sea, Coastal	
Permits Required:		Exemptions from CEQA & Coastal	
Challenges:		Traffic Control	
Schedule:		Design 2021, Construct 2022	
Consultants:		Pending	
Contractor:		Pending	

STAFF REPORT

To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: January 28, 2021

Subject: Monthly Operations Report – December 2020



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Plant Operation

Treatment Plant:

- The Treatment Plant operations staff has continued finishing up projects and concentrating on Preventative Maintenance Work Orders during the month of December. Including the implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- (Project #18-07) Cleaning Old Digester #2 -Plant staff has completed the removal of the final .75 feet of solids, grit, and other debris from the floor of old digester #2. Staff has finished the installation of plumbing fixtures to allow for storage of storm water runoff from the treatment plant site.
- Staff completed removing the wooden toe guards around the Aeration Basins 4A and 4B. These wooden toe guards have been replaced with aluminum toe guards on Aeration Basins 4A and 4B walkways and work areas.
- During the month of December COVID-19 cases increased in Monterey County and elsewhere. The Operations and Laboratory staff had multiple personnel isolating at home due to potential exposures or related symptoms of COVID-19. Fortunately, no Operations or Laboratory personnel have had a confirmed case of COVID-19. The District's COVID-19 Exposure Control and Disease Preparedness Response plan was followed and updated as staff continues to learn and adjust to new information on COVID-19, including new Cal/OSHA rules and regulations.

- A new Operations and Laboratory staffing schedule was developed in December because of the current COVID-19 situation, starting January 1, 2021 thru June 30, 2021. This scheduling maintains three operators, one Laboratory analyst and the Operations Superintendent working on swing shift. This will keep key positions available if there is an outbreak of COVID-19 on either of the two shifts.
- December had low influent flows at the treatment facility with a daily average of 0.986 Million Gallons per Day (MGD). Normal flows from the past would be in the range of 1.1 MGD to 1.3 MGD. Staff determined the lower influent flows were a result of the new Shelter-in-Place and lack of any substantial rainfall during the month of December.

Reclamation:

- Staff ordered 125 Scinor SMT600-S26 Modules to complete one Micro Filtration cell replacement set if the current modules become inoperable. One hundred Scinor SMT600-S26 modules arrived the week of September 20, 2020. The remaining 25 Modules arrived at the plant site and were placed into storage on December 15, 2020.
- Staff has continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Micro Filtration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) on Micro Filtration Cells one, two, and three. All cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 2 to 4.2 psi.
- The Operations Supervisor, Operations Superintendent, and the Plant Engineer received and reviewed the Quarterly Microfiltration and Reverse Osmosis Report from Trussell Technology. A meeting was set in early January with other Reclamation partners for review and discussion with the report's conclusions and recommendations.

Training:

- Staff is continuing to complete online training at the treatment facility from Target Solutions as Carmel Area Wastewater District implements its new safety policies for the Exposure Control Plan Updates for the COVID19 virus at the treatment facility.
- Staff resumed weekly tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays so social distancing can be practiced.
- Operations and Laboratory staff joined a COVID-19 update policy meeting and training on December 12 at the Collections bay.

Capital Improvement:

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

Meetings Attended

- Supervisory Control and Data Acquisition (SCADA) meetings with CAWD Staff and Frish Engineering Incorporated continue the implementation of screen and alarm improvements.
- On December 22, 2020, plant staff and main office held a COVID-19 Christmas Luncheon and White Elephant Gift Exchange at the treatment facility and main office. Plant staff wish to thank the CAWD Board for their support on the Luncheon and President White's gift cards for all staff to enjoy.

Discharge Permit Violations

- There were no Reclamation Permit 93-72 discharge violations for the month of November 2020.
- There were no Violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of November 2020.
- Staff has received no feedback from Central Coast Regional Water Quality Control Board on the submitted Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996 as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is currently under review by the Central Coast Executive Officer to be certified for future use if needed.

FUNDING

N/A-Informational item only

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: January 28, 2021
Subject: Monthly Maintenance Report – December 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- Pump 2 in the equalization basin was removed from service due to a seal leak after the annual inspection was performed. New seals and bearings have been installed and the impeller is being upgraded to match pump 1 for better efficiency.
- (Project 18-05) Work continues by staff and Frisch engineering on Supervisory Control and Data Acquisition (SCADA) system. 50% of the SCADA screens for the treatment plant have been completed and alarming migrated to the cellular alarm auto dialer. Completed screens include influent, headworks, digester, secondary system and dewatering. Upcoming screens include aeration, blowers, effluent and chemical dosing.
- The dewatering screwpress cyclo gear drive was replaced. The unit was intermittently tripping the controller. The unit failed prematurely and will be sent in for analysis since the oil was regularly analyzed and changed as per manufacturer's maintenance schedule. It will then be repaired and retained as a spare.

Upcoming Maintenance Projects

- (Project 18-11) The exhaust components arrived for the 30-kilowatt microturbine. The core drilling and installation are scheduled for January/February. The 30-kilowatt microturbine will then be able to run independent from the 65-kilowatt unit. Currently the 65-kilowatt unit is online and utilizing all the digester gas production.
- A replacement flow meter was ordered for the natural gas line to the digester boiler. Once installed it will be integrated into the SCADA system and provide real time flow values when the boiler is consuming natural gas. The existing flow meter is only capable of locally displaying flow values.
- Staff determined through preventive maintenance that the digester mixer pump has higher than desired oil consumption in the seal chamber. A replacement seal has been purchased and the work is scheduled for early February.

Staff Development

- Maintenance staff has signed up for online electrical and instrumentation courses through TPC Training (Training-Performance-Compliance).
- Collections and Maintenance staff are being trained to load programs and troubleshoot Programmable Logic Controller (PLC) faults. This will provide multiple staff with the skills and knowledge to be able to resolve PLC faults with remote support from our systems integrator during off hour emergencies.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	311
Total Work Orders Closed/Done	232
Total Work Orders Still Open	79
Percentage of Work Orders Completed	74.60%

Corrective Maintenance



Emergency	1
Critical	9
Urgent	15
Routine	14
Projects	8

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: January 28, 2021
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

This report is provided to update the Board on current engineering activities during the months of December 2020 & January 2021.

General Engineering

The Principal Engineer continues to work on projects related to the 2020 Annexation, including Carmel Valley Manor and Corona Road. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in 2021.

Corona Road representatives and the Principal Engineer have decided to select Monterey Bay Engineers, Inc. to be the Assessment Engineer and Denise Duffy & Associates to provide the environmental update needed for the project specific to Corona Road. The representatives are working to get initial funding for the project reports and will come to the Board in the near future to request that CAWD manage the contracts in anticipation of forming an Assessment District.

The Local Agency Formation Commission (LAFCO) has determined our application for the Annexation. The County of Monterey was not able to schedule the approval of a Zero Property Tax Transfer by the Board of Supervisors in December 2020. We are anticipating that this will be done in January 2021. This is one of the last items that need to be completed prior to taking the annexation proposal to the LAFCO Board for approval. We plan to include a community workshop on the February Board meeting to discuss the annexation and notify affected homeowners of the public meeting.

The Yankee Point/Spindrift agreement for CAWD to perform contract management for a feasibility study to be performed by MNS Engineers is once again in Mr. Dan Keig's court. The General Manager and Mr. Keig's attorney have accepted a new agreement and we are hopeful that we may kick off the project soon.

The Principal Engineer and Collections Superintendent have obtained a cost estimate from a contractor for the additional labor needed to remove the cast iron pipe and supports as part of the Carmel Meadows Pipe Replacement Project. It is estimated that the removal of the pipe will be on the order of \$400,000-\$500,000. The Principal Engineer will be returning to the Board in February with a contract amendment for the additional environmental and engineering to add removal of the pipeline to the project.

The Pretreatment Ordinance has been provided to the Ordinance Committee for review and the Principal Engineer will be working with the members of the committee to select a date for meeting to discuss the ordinance.

FUNDING

N/A- Informational item only

Resolutions

Staff Report



To: Board of Directors
 From: Barbara Buikema, General Manager
 Date: January 28, 2021
 Subject: Health Insurance Benefits 2021

RECOMMENDATION

It is recommended the Board pass a resolution to ratify actions of the Salary and Benefits Committee in approving a 50% split in the rate increase between the District and Employees and to obtain health insurance proposals from different providers for 2022.

DISCUSSION

Health Insurance renews on a calendar year basis; therefore, the District has negotiated with employees on an annual basis for this one item.

The District offers both the HSA 3000 plan or high deductible health savings plan and a classic PPO or preferred provider plan. The premium increase on both plans is 8.75% for 2021. The District funding formula offers 100% employee only premium and 90% of dependent coverage based upon the HSA plan premium. In addition, the District offers a lump sum amount to allow employees to fund their health savings account or to offset the higher cost of the PPO plan.

This year the employee negotiating teams agreed to accept 50% of the premium increase but in return they asked for the District to obtain health insurance proposals from other vendors in time for 2022.

Base Plan – Anthem HSA 3000

	2020	2021	\$ Increase	% Increase	50% Increase
EE Only	\$634.10	\$689.59	\$55.49	8.75%	\$27.75
EE + 1 Dep	\$1,268.19	\$1,379.16	\$110.97	8.75%	\$55.49
EE + 2 or more	\$1,648.64	\$1,792.90	\$144.26	8.75%	\$72.13

The health insurance premium was effective January 1, 2021. The Salary & Benefits Committee met on December 15, 2020 for the final time on this issue and agreed to authorize the 50/50 split in premium cost and to obtain additional health insurance proposals for 2022 with the understanding that it would come before the full Board at the January 2021 meeting.

FISCAL IMPACT

The premium increase amounts to an additional \$1,230/mo. The 20-21 budget allowed for a 9% premium increase.

RESOLUTION NO. 2021-01

A RESOLUTION RATIFYING THE RECOMMENDATION OF THE SALARY AND BENEFITS COMMITTEE TO SPLIT THE HEALTH INSURANCE RATE INCREASE 50%/50% WITH EMPLOYEES, EFFECTIVE JANUARY 1, 2021

-oOo-

WHEREAS, the Board of Directors wishes to split the health insurance premium increase with employees 50/50); and

WHEREAS, the Employee negotiators accepted a 50/50 split but also requested the District submit for health insurance proposals in time for 2022 calendar year; and

WHEREAS, the Salary and Benefits Committee agreed to said changes and authorized implementation of new rates on January 1, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does determine, find and order as follows, that the Salary and Benefits Committee's decision to approve the health insurance rate increase was appropriate and ratifies their decision along with employee request of obtaining additional insurance proposals in time for 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

Staff Report



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 28, 2021
Subject: Section 115 Trust Request for Proposals (RFP) Result

RECOMMENDATION

It is recommended the Board pass a resolution to ratify the recommendation of the Pension Committee and accept the results of the Section 115 RFP in favor of CalPERS.

DISCUSSION

At the regular October 2020 Board meeting there was a request to send out a formal RFP for a Section 115 Trust.

The RFP was circulated to five firms known to offer Section 115 Trust services for a four-week period. Three firms responded as follows:

CalPERS	Response rec'd
Keenan Financial Services	Response rec'd
PARS (Public Agency Retirement Services)	Response rec'd
PFM (Public Financial Management)	No response
Sage View Advisory Group	No response

The RFPs were reviewed in four categories: Firm Qualifications, Fee/Charges, Firm Reputation, and Timeliness. All firms were judged to be adequate in Qualifications, Reputation and Timeliness. However, of the three firms that submitted proposals there was variety in their fee structure, with PARS building their fee structure upon size amount kept on deposit. Because CAWD will likely remain a smaller depositor than larger entities, the fee becomes increasingly important.

The Pension Committee met on January 7, 2021 and reviewed the options and were unanimous in supporting CalPERS as the lowest cost and equally qualified firm. The Committee recommended taking their recommendation to the full Board on January 28, 2021.

FISCAL IMPACT

None, at this time. Staff will ask for funding for the Section 115 trust separately.

RESOLUTION NO. 2021-02

A RESOLUTION ACCEPTING AND RATIFYING THE RECOMMENDATION OF THE PENSION COMMITTEE TO ACCEPT THE RESULTS OF THE SECTION 115 TRUST REQUEST FOR PROPOSALS IN FAVOR OF CALPERS

-oOo-

WHEREAS, the Board of Directors desires to prefund its CalPERS pension benefits with an IRS Code §115 California Employers Pension Prefunding Trust (CEPPT); and

WHEREAS, the District submitted a Request for Proposals (RFP) to five different firms known to provide Section 115 Trust services and received three responses; and

WHEREAS, the Pension Committee met on January 7, 2021 and recommended that the District accept the RFP from CalPERS.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby determine, find and order as follows: the District accept CalPERS as its provider of Section 115 Trust services based on the results of the RFP and the Pension Committee recommendation.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

Staff Report



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 28, 2021

Subject: Budget Amendment to Fund a Section 115 Trust in the Amount of \$500K

RECOMMENDATION

It is recommended the Board pass a resolution to ratify the recommendation of the Pension Committee and authorize a budget amendment of \$500K to fund a Section 115 Trust.

DISCUSSION

At the Pension Committee meeting of January 7, 2021 there was a recommendation to initiate funding of a Section 115 Trust with \$500K from the Capital Reserve Account.

The Committee's reasons for funding a Section 115 Trust follow:

- The investment trust will allow the District to achieve better investment returns than currently earned at the Monterey County Treasury and Local Agency Investment Fund (LAIF). Investments can be tailored to short- or long-term needs.
- The Section 115 assets can be used as an emergency source of funds for pension related costs under adverse economic conditions. It may be considered as a tool to smooth budget expenditures in that it functions like a rate stabilization fund.
- Funds in a Section 115 Trust are protected from diversion for other uses and pressure to use funds in other ways is curtailed.
- When contribution rate rise, assets can be transferred to the retirement system to pay of offset contribution rate increases.

The rationale for selecting \$500K as the initial funding threshold follows:

- CalPERS investment returns in 19-20 were 4.7% or 2.3% short of the discount rate. The early CalPERS analysis shows the District's UAL will be \$160K for the Classic plan and \$13,091 for PEPRA that year.

- The District's UAL for 20-21 is \$38,196 for the Classic Plan and \$352 for the PEPRA Plan. (Total \$38,548)
- The recommendation is a split 70/30 with the Moderate/Moderately Conservative portfolio option receiving 70% and the Moderately Conservative/Conservative portfolio receiving 30%. Paying off the UAL over the next two years is \$211K or 40% of the initial suggested \$500K deposit.

Finally, the Committee recommends that it be responsible for suggested annual funding to the Section 115 Trust when it reviews the 4th quarter portfolio performance of the SAM plan. This will allow for sufficient time to forward its recommendation to the Budget Committee.

FISCAL IMPACT

The amount will come from the Capital Reserve which had a balance of \$15.7M at the end of November.

RESOLUTION NO. 2021-03

A RESOLUTION ACCEPTING AND RATIFYING THE RECOMMENDATION OF THE PENSION COMMITTEE TO AUTHORIZE A BUDGET AMENDMENT IN THE AMOUNT OF \$500K TO FUND A SECTION 115 TRUST

-oOo-

WHEREAS, the Board of Directors desires to prefund its CalPERS pension benefits with an IRS Code §115 California Employers Pension Prefunding Trust (CEPPT); and

WHEREAS, the Pension Committee met on January 7, 2021 and made a recommendation of \$500K; and

WHEREAS, the Pension Committee convinced the Board that the Trust will allow the District to achieve better investment returns than it currently earns with Monterey County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does hereby determine, find and order as follows the District make a budget amendment in the amount of \$500K from its Capital Reserves account to fund the Section 115 Trust.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, Plant Engineer

Date: January 28, 2021

Subject: Adopting a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the “WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project” (Project #18-01) Pursuant to the California Environmental Quality Act (CEQA)

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review and consider the attached Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Plan (MMRP) for the Waste Water Treatment Plant (WWTP) Elec/Mech Rehab and Sludge Holding Tank Replacement Project;
2. Find that based on the IS/MND and the public review that there is no substantial evidence that the project will have a significant effect on the environment and that the mitigated negative declaration reflects the District’s independent judgment and analysis;
3. Adopt the Initial Study/Mitigated Negative Declaration (IS/MND) pursuant to the California Environmental Quality Act (CEQA) Guidelines;
4. Adopt the accompanying Mitigation Monitoring and Reporting Plan

DISCUSSION

The Draft CEQA IS/MND for Project #18-01 was submitted to the State Clearinghouse for public comment on April 9th, 2020. No comments were received from the general public or from any public or regulatory agencies. In accordance with State Assembly Bill 52 (Native Americans: California Environmental Quality Act), CAWD staff contacted 11 potentially interested Native American Tribes to inform them of the project and to initiate direct consultations if desired. One tribe, the Ohlone/Costanoan-Esselen Nation (OCEN), requested consultation. During consultation with OCEN several mitigation measures for potential impacts to buried cultural resources were added to the project, including cultural sensitivity training, and incorporation of onsite monitoring by an OCEN representative. An archaeological study for the WWTP was

conducted prior to concluding the consultation with OCEN to inform all parties of the likelihood of finding cultural resource buried within the project area. The archaeological study concluded that, although the likelihood is low, there is a potential that archaeological resources exist within the project area and therefore mitigation measures are necessary to avoid potential impacts. Mitigation measures that were recommended in the archaeological study and consultation with OCEN were included in the project and the revised Draft IS/MND was recirculated on November 23rd for public comment. No comments were received on the recirculated Draft IS/MND. The inclusion of mitigations for buried cultural resources are included in Section 4.5 – Cultural Resources and in the MMRP of the attached FINAL IS/MND.

BRIEF PROJECT OVERVIEW

Project #18-01 is a capital improvement project at the WWTP which intends to maintain the facilities in good operating condition by replacing certain key pieces of electrical and mechanical equipment. The project involves replacement of select electrical and mechanical equipment with in-kind or substantially similar equipment. The new equipment will be installed to serve the existing Influent Pump Station, Headworks, Chlorination Building, and Effluent Pump Station. Not all equipment in these areas is being replaced, and no structural changes are being made to the existing buildings. The project also includes a new electrical feed to the existing Laboratory Building to connect it to the WWTP Standby Power grid (so that the laboratory can function without interruption during a power outage).

Furthermore, the project includes demolition of three existing concrete sludge tanks and a small storage building, and the installation of one new sludge tank in the location of one demolished tank. The new tank storage capacity will be about 75,000 gallons. The three sludge tanks being demolished are about 70,000 gallons, 188,000 gallons, and 70,000 gallons respectively.

CLOSING

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

FUNDING

Costs for recording the Mitigated Negative Declaration at the County Clerk office will be applied to the Long-Term Capital Improvements Project #18-01 FY20/21 budget.

Attachments (attached under separate cover):

- FINAL Initial Study / Mitigated Negative Declaration
- Mitigation Monitoring and Reporting Plan

RESOLUTION NO. 2021-04

A RESOLUTION ADOPTING A MITIGATED NEGATIVE
DECLARATION AND MITIGATION MONITORING AND REPORTING
PLAN FOR THE “WWTP ELEC/MECH REHAB AND SLUDGE
HOLDING TANK REPLACEMENT PROJECT” (PROJECT #18-01)
PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

-o0o-

WHEREAS, pursuant to Article 6 (Sections 15070-15075) of the California Environmental Quality Act guidelines, the Carmel Area Wastewater District (CAWD), as Lead Agency, has followed the process set forth in these sections and as such has considered the Mitigated Negative Declaration, and

WHEREAS, a Notice of Intent to Adopt a Mitigated Negative Declaration was filed with the County Clerk on November 17th, 2020, and noticed for public review, and

WHEREAS, the Revised Draft Mitigated Negative Declaration was submitted to the State Clearinghouse and was posted on November 23rd, 2020, and

WHEREAS, the District published a Notice of Intent to Adopt a Mitigated Negative Declaration in the local newspaper and posted the Revised Draft Mitigated Negative Declaration on the District’s website,

WHEREAS, the public review period occurred over 30 days where all documents and project reports were available to the public for review, and

WHEREAS, no comments were received during the 30day review period, and

WHEREAS, the Board has reviewed the Initial Study/Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Plan and,

WHEREAS, finds that there is no substantial evidence, based on the record as a whole that would support a fair argument that the project, as designed and mitigated, may have a significant environmental impact.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby adopt the final Mitigated Negative

Declaration and the accompanying Mitigation Monitoring and Reporting Plan for the
“WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project.”

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel
Area Wastewater District duly held on January 28, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: January 28, 2021
Subject: Upper Rancho Cañada Sewer Relocation
Project #19-13

RECOMMENDATION

It is recommended that the Board of Directors approve two resolutions as follows:

- Authorize the General Manager to enter into a contract with Rincon Consultants for environmental services during construction for a not-to-exceed amount of \$281,846; and
- Authorize the General Manager to enter into a contract with MNS Engineering, Inc. to provide engineering services during construction for \$18,830.

DISCUSSION

The upper Rancho Cañada sewer is located within the Palo Corona Regional Park and has been included in the CAWD Collections Department five-year Capital Improvement Plan for sewer line replacement. This sewer line portion that is proposed to be replaced includes pipe that varies in size from 8 to 12 inches and was constructed in the late 1960's to early 1970's. In addition, a subdivision is proposed downstream of the project site that will require relocating the sewer trunk line through the subdivision and the Monterey Peninsula Regional Park District (MPRPD) has plans to develop the existing golf course into a park.

The design and environmental permitting of the project is complete and CAWD has advertised bidding. During construction there will be a need for engineering services by MNS Engineers for review of submittals by the contractor and if changes or questions arise. In addition, to comply with the environmental Mitigation Monitoring Plan, CAWD will need guidance, surveys, monitoring, and inspections conducted in the field by Rincon Consultants. Both MNS Engineers and Rincon Consultants have provided proposals for their portion of the construction support services (attached).

Throughout the design process, staff have actively been meeting with the MRPD General Manager Rafael Payan and his staff, in order to discuss their preferred timing for

construction, how to mitigate for their needs at the park and developing a revised easement agreement to encompass the areas of pipeline that will be placed outside of the existing easement. The agreement will be brought to the Board as a separate item.

FUNDING

The two proposals sum up to \$300,676 and will be funded by the Collections Capital Improvement budget. The 2020/2021 budget for this project is \$1,760,000.

Attachment 1: Rincon Proposal

Attachment 2: MNS Proposal

January 5, 2021
Project No: 20-10767

Rachel Lather, PE
Carmel Area Water District
P.O. Box 221428
Carmel, California 93922
Via email: lather@cawd.org

Subject: Proposal to Provide Biological, Cultural, and Paleontological Services for the Palo Corona Regional Park Sewer Replacement Project in Carmel Valley, Monterey County, California

Dear Ms. Lather:

Rincon Consultants, Inc. (Rincon) is pleased to provide this proposal to provide biological, cultural, and paleontological services to the Carmel Area Water District (CAWD) for the Palo Corona Regional Park Sewer Replacement Project (project) in Carmel Valley, Monterey County, California. We understand the project includes the replacement of an existing sewer main with installation of a total of 4,240 linear (LF) of new gravity sewer mains and 790 LF of 8-inch polyvinyl chloride (PVC) sewer main, at the former Rancho Cañada Golf Course within Palo Corona Regional Park. Based on the information provided by MNS, construction will require approximately 80 working days or 16 weeks. The scope of work outlined below is limited to those mitigation measures applicable to biological, cultural, and paleontological resources. At this time, Rincon understands that there will be no impacts to the concrete drainage located at the far east end of the project site; therefore, mitigation measure BIO-10, a Jurisdictional Delineation, will not be required and is not included in this scope. Rincon is proposing to provide support on the following measures in the project Mitigation Monitoring and Reporting Program (MMRP):

Biological Measures

- BIO-1 Worker Environmental Awareness Program
- BIO-2 Western Bumble Bee Preconstruction Survey
- BIO-3 California Red-legged Frog Preconstruction Survey
- BIO-3 California Red-legged Frog Monitoring
- BIO-6 Nesting Bird Survey
- BIO-7 Monterey Shrew Clearance Survey
- BIO-8 Western Pond Turtle Clearance Survey

Cultural and Paleontological Measures

- CULT-1 Archaeological and Native American Monitoring
- GEO-1 Paleontological Resources Monitoring

Scope of Work

Pursuant to applicable regulations and the MMRP, this scope of work includes the following tasks:

Task 1 Worker Environmental Awareness Program

In accordance with Mitigation Measure (MM) BIO-1, all project personnel are required to attend a Worker Environmental Awareness Program (WEAP). Rincon will prepare training materials including a presentation and handout to address all biological resources and relevant laws and regulations pertaining to those resources that could occur on the project site. This program will include the biology and general behavior of special-status species, their habitats, how they may be encountered within the work area, measures being implemented to avoid and minimize impacts as they relate to the project, and procedures to follow when they are encountered.

Rincon assumes that a single training can be provided at the start of construction. We assume that after the initial training session, subsequent trainings for new construction personnel would be conducted in tandem with biological monitoring to the extent feasible, or by trained construction staff. We have budgeted ten (10) hours for the preparation of the training material and two (2) hours for an in-person training. Rincon will maintain a list of signatures of all personnel who completed the initial WEAP training for the CAWD's records.

Task 2 Preconstruction Surveys and Resource Management

Subtask 2.1 Combined Nesting Bird and Bee Surveys

In accordance with MMs BIO-2 and BIO-6, a preconstruction survey for bees, nesting birds, including tricolored blackbird, and raptors is required no more than 14 days prior to the onset of work. Rincon will conduct up to two separate nesting bird preconstruction surveys, one at the Palo Corona Regional Park and one within the neighborhoods at the east end. The survey will also include a search for western bumble bee (note, the Sacramento Superior Court upheld a challenge to the decision by the California Fish and Game Commission to designate four subspecies of bumble bees as candidates for protection under the California Endangered Species Act [CESA], and this species is no longer considered a candidate under the CESA). Each survey area shall include the entire disturbance area plus the applicable buffers as applicable and accessible. The surveys will consist of a qualified Rincon biologist conducting a visual inspection of the project site and vicinity, as is feasible depending on possible access and/or line-of-sight constraints, to detect any suitable nesting locations and determine if any nests occur. The survey will involve walking transects on the project site and buffers to maximize the area surveyed and potential for observing a nest.

Subtask 2.2 Active Nest Management

If active nests are located, Rincon will notify the construction contractor and establish an avoidance buffer zone from the nest based on the species, location, and microhabitat features (e.g., line of site to the project area, but typically 50 feet for non-raptor bird species and at least 200 feet for raptor species). If active nests are present, nest inspections and monitoring would be conducted a total of four times over the nesting period to assess the status of the nest and determine at what point the nest has become inactive, at which point work would be authorized to commence within the avoidance buffer.

For the purposes of costing, Rincon has assumed up to four (4) active nests could be identified during preconstruction surveys of the project.

Subtask 2.3 Reporting

Rincon will provide e-mail notifications of survey results following each survey. Upon completion of the surveys, Rincon will prepare a single preconstruction survey report documenting the results of all preconstruction surveys.

Task 3 Biological Monitoring

In accordance with MMs BIO-3, -7, and -8, Rincon will provide a qualified Biological Monitor for work within the Palo Corona Regional Park. As part of daily monitoring activities, the biological monitor will conduct pre-activity clearance surveys for California red-legged frog (BIO-3), Monterey shrew (in suitable habitat [BIO-7]) and western pond turtle (BIO-8), inspection of open trenches and excavations, relocation of non-special-status species and documentation of special-status species occurrences and monitoring of any active nests (during nesting season). Rincon assumes construction activity will be limited to eight (8) hours per day, and that construction monitoring will be 10 hours per day inclusive of pre-activity clearance sweeps, travel and reporting.

The Biological Monitor will conduct a combined preconstruction survey for California red-legged frog and western pond turtle in compliance with MMs BIO-6 and BIO-8 within 48 hours prior to construction. Rincon assumes this survey may be completed the morning of the first day of work onsite.

Based on information provided by MNS, Rincon assumes full-time biological monitoring will be required for up to 60 days (75% of the total 80-day construction period).

Daily monitoring logs summarizing construction activities, wildlife observations, communications with CAWD or contractor personnel and photo-documentation of construction progress will be prepared and submitted to CAWD upon request.

Task 4 Archaeological/Paleontological Monitoring

In accordance with MMs CR-1 and GEO-1, Rincon will provide up to 80, 8-hour days of archaeological and paleontological monitoring for the project. One (1) cross-trained archaeological/paleontological monitor will be present during all ground-disturbing activities. The monitor will inspect excavated areas, including excavation, graded surfaces, and spoils piles. Field work will be conducted in accordance with project safety requirements. All monitoring will be overseen by Rincon Senior Archaeologist Hannah Haas, MA, Registered Professional Archaeologist (RPA), and Senior Paleontologist David Daitch, PhD.

The monitor will prepare daily monitoring logs that include a description of construction activities, hours billed, and soil description (color, grain size, sediments, etc.). In the event cultural materials are identified they will be noted in the logs and Rincon will immediately contact CAWD.

For the purposes of this scope of work and cost estimate, Rincon assumes that no archaeological, paleontological, or Native American resources will be encountered that require collection, analysis, and/or curation. A cost amendment will be required to evaluate the significance of any resource discoveries and to prepare the necessary documentation. Should any additional monitoring days be required beyond the 120 days scoped here, Rincon will complete the additional monitoring at a fully

loaded day rate of \$1,120 and/or weekly rate of \$5,600. A half-day rate of \$560 will be charged any time the monitor is onsite for less than four hours or work is cancelled with less than 24 hours' notice.

Task 5 Native American Monitoring

Rincon will retain a Native American monitor to provide up to 80, 8-hour days of Native American monitoring for the project. One (1) Native American monitor will be present during all ground-disturbing activities. The Native American monitor will inspect excavated areas, including excavation, graded surfaces, and spoils piles. All field work will be conducted in accordance with project safety requirements. For the purposes of this scope and cost estimate, Rincon assumes that we will subcontract a local tribe to complete the Native American monitoring and that their fee will not exceed \$66,800, or roughly \$835 per day. With Rincon's standard 15% mark up, Native American monitoring costs would be approximately \$960 per day.

The Native American monitor will prepare daily monitoring logs that include a description of construction activities, hours billed, and cultural materials identified, if any. The monitoring logs will be reviewed as necessary by a Rincon senior archaeologist and filed within Rincon's Monterey office.

Task 6 Archaeological Monitoring Technical Memorandum

Upon completion of the project, Rincon will prepare an Archaeological Monitoring Technical Memorandum. The Archaeological Monitoring Technical Memorandum will describe the results, analysis, and conclusions of the monitoring effort. The memorandum will be submitted to CAWD for review and approval within 30 days following the completion of monitoring. Rincon will respond to one round of consolidated comments on the draft Archaeological Monitoring Technical Memorandum from CAWD. A copy of the final version of the memorandum will be submitted to CAWD and to the Northwest Information Center within 30 days of approval of the draft memorandum.

Project Management and Coordination

Rincon's Project Manager will be available for the duration of the project and will be available to answer questions and provide clarifications on an as-needed basis to ensure expediency towards fulfilling project requirements. Project management will include regular telephone and e-mail communications with CAWD, oversight, management and scheduling of preconstruction surveys and compliance monitors, coordination with Native American subconsultants and QA/QC of all technical work and reporting. Rincon will also provide consistent control of program costs, schedule, staffing, and deliverables under this task. The cost for project management are included in the task cost and monitoring day rates.

Assumptions

- Ground-disturbing activities associated with the project will occur for a duration of 80 working days, and an archaeological monitor and Native American monitor will be needed for up to 8 hours per working day.
- No archaeological or tribal cultural resources will be discovered during monitoring and the current scope of work and cost estimate does not include laboratory preparation, analysis, identification,

cataloging, and curation of any archaeological or Native American resources discovered during monitoring.

- Four hours will be charged per monitor for any day a monitor is on site for less than 4 hours or if work is cancelled without 24 hours' notice
- One round of consolidated comments from CAWD will be addressed on the draft Archaeological Monitoring Technical Memorandum.
- *All deliverables will be presented electronically*, and no hard copy will be necessary (except the WEAP handout).
- Archaeological monitoring memorandum costs are based on negative findings.
- The daily rate for the Native American monitor will not exceed \$960, including Rincon's standard mark up.

COST AND SCHEDULE

Rincon's proposed budget for the above work program is outlined below in Table 1. Rincon proposes this budget on a time and materials basis. A half day fee would be charged per monitor for any day a monitor is on site for less than 4 hours or if work is cancelled without 24 hours' notice. Rincon requests a 72-hour notice (but not less than 48-hour notice) from CAWD for work requiring archaeological and Native American monitoring.

We estimate that completion of the proposed scope of work identified above will require a not-to-exceed budget of **\$281,846**. The total cost for this work program will be dependent on the actual construction schedule, and the total number of days during which ground disturbing activity would require cultural, paleontological and Native American monitoring. We understand the total duration of the project is anticipated to be 120 working days, and as such have accounted for cross-trained cultural/paleontological monitor and native American monitor for the full duration; however, it is likely that ground disturbing activity would occur over a shorter duration of time, and, if so the full budget would not be expended. The WEAP training and preconstruction surveys would be performed on a time and materials basis. Cultural monitoring will be performed at a daily rate as outlined under Task 3. Native American monitoring would be billed as a direct expense (subconsultant fee), at the estimated rates outlined in Task 4. We are prepared to begin this assignment immediately upon written authorization through a mutually acceptable contract. Upon receiving written Notice to Proceed (NTP), Rincon would initiate work on the WEAP training materials.

Thank you for your consideration of Rincon for this project. We look forward to the opportunity to work with you and would welcome an opportunity to discuss the details of this proposal at your convenience.

Sincerely,
Rincon Consultants, Inc.



Christopher A. Duran, MA, RPA
Principal/Senior Archaeologist



Colby J. Boggs, M.S
Principal/Senior Ecologist



Hannah Haas, MA, RPA
Cultural Resources Program Manager/Senior
Archaeologist

*Attachments: Cost Sheet
Standard Rate Sheet*



RINCON CONSULTANTS, INC.
Palo Corona Regional Park Sewer Replacement

Cost Estimate

Tasks	Rincon Labor Classification →			Principal I	Supervisor I	Professional IV	Professional III	Professional II	Professional I	Archaeological Monitoring Day Rate	Technical Editor	GIS/CADD Specialist I	Clerical
	Labor Cost	Direct Expense	Hours										
				\$227	\$201	\$149	\$134	\$118	\$108	\$1,120	\$115	\$115	\$77
Biological Resources													
Task 1. Worker Environmental Awareness Program	\$1,984	\$85	14	1		1	12						
Task 2. Preconstruction Surveys and Resource Management													
Subtask 2.1 Combined Nest and Bee Surveys (up to 2 surveys)	\$2,598	\$170	18	2			16						
Subtask 2.2 Nest Management (up to 4 nests, up to 16 inspections)	\$4,742		34	2			32						
Subtask 2.3 Reporting	\$1,529		11	1			8				1	1	
Task 3 Biological monitoring	\$81,202	\$5,100	606	1			600				4	1	
<i>Task Subtotal</i>	\$10,853	\$255	77	6		1	68				1	1	
Archaeological Resources													
Task 3. Archaeological/Paleontological Monitoring	\$89,600		80							80			
Task 4. Native American Monitoring	\$4,124	\$76,820	20	4	16								
Task 5. Archaeological Monitoring Report	\$3,850		30	2	4				24				
<i>Task Subtotal</i>	\$97,574	\$76,820	130	6	20				24	80			
Project Management	\$10,042		61	15	20			15					11
SUBTOTAL COST	\$ 199,671	\$ 77,075	\$ 268	\$ 6,129	\$ 8,040	\$ 149	\$ 9,112	\$ 1,770	\$ 2,592	\$ 89,600	\$ 115	\$ 115	\$ 847

Direct Cost Detail

Vehicle Costs	\$ 5,355
Native American Monitor	\$ 76,820
Subtotal Additional Costs:	\$ 82,175

Summary

Professional Fees Subtotal	\$199,671
Direct Costs Subtotal	\$82,175
TOTAL PROJECT BUDGET	\$ 281,846

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.
Annual Escalation - Standard rates subject to 3% escalation annually

Updated: 1-Jul-2019



2021 Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical & Support Personnel*	Hourly Rate
Principal II	\$247
Director II	\$247
Principal I	\$227
Director I	\$227
Senior Supervisor II	\$211
Supervisor I	\$201
Senior Professional II	\$180
Senior Professional I	\$165
Professional IV	\$149
Professional III	\$134
Professional II	\$118
Professional I	\$108
Associate III	\$98
Associate II	\$93
Associate I	\$84
Project Assistant	\$77
Senior GIS Specialist	\$144
GIS/CADD Specialist II	\$129
GIS/CADD Specialist I	\$115
Technical Editor	\$115
Production Specialist	\$91
Clerical	\$77

*Professional classifications include: environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$350.

Direct Costs	Rate
Photocopies – Black and White	\$0.20 (single sided) & \$0.40 (double sided)
Photocopies – Color	\$1.50 (single sided) & \$3.00 (double sided)
Photocopies – 11 x 17	\$0.50 (B & W) & \$3.30 (color)
Oversized Maps	\$8.00/square foot
Reproduction: CDs and USB Flash Drive	\$15 / disc and \$20/flash drive
Light duty /Passenger Vehicles**	\$85/day
4-WD/Off-Road Vehicles**	\$135/day

** \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges.

Payment Terms – All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.



Equipment	Day Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$144
Four Gas Monitor	\$124
Flame Ionization Detector	\$100
Photo Ionization Detector	\$75
Hand Auger Sampler	\$57
Water Level Indicator, DC Purge Pump	\$41
Natural Resources Field Equipment	
UAS Drone	\$250
Spotting or Fiberoptic Scope	\$155
Pettersson Bat Ultrasound Detector/Recording Equipment	\$155
Sound Level Metering Field Package: anemometer, tripod and digital camera.	\$103
GPS (sub-meter accuracy)	\$60
Infrared Sensor Digital Camera or Computer Field Equipment	\$52
Scent Station	\$21
Laser Rangefinder/Altitude	\$10
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$8
Mammal Trap, Large/Small	\$1.50/\$.50
Water & Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$565
Boat (20 ft. Boston Whaler or Similar)	\$310
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$155
Water Quality Equipment (DO, pH, Turbidity, refractometer, temperature)	\$57
Refractometer (salinity) or Turbidity Meter	\$35
Large Block Nets	\$103
Minnow trap	\$88
Net, Hand/Large Seine	\$10/\$50
Field Equipment Packages	
Standard Field Package (digital camera, GPS, thermometer, binoculars, tablet, safety equipment, and botanic collecting equipment)	\$100
Remote Field Package, (digital camera, GPS, thermometer, binoculars, tablet and mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$130
Amphibian/Vernal Pool Field Package: (digital camera, GPS, thermometer, decon chlorine, waders, float tube, hand net, field microscope)	\$155
Fisheries Equipment Package: (waders, wetsuits, dip nets, seine nets, bubblers, buckets)	\$52
Underwater & Marine Sampling Gear includes: U/W Photo/Video Camera, SCUBA Equipment (Tanks, BCD, Regulators, Wetsuits, etc.)	\$50/diver
Marine Field Package: (Personal Flotation Devices (PFDs), 100 ft. Reel Tapes w/ Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, various Field Guides)	\$50
Insurance, Hazard & Safety Fees	
L & H Dive Insurance	\$50/diver
Level C Health and Safety	\$60 person

RESOLUTION 2021-05

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH RINCON CONSULTANTS TO PROVIDE ENVIRONMENTAL SERVICES DURING CONSTRUCTION OF THE UPPER RANCHO CAÑADA SEWER REPLACEMENT PROJECT-#19-13

WHEREAS, the District approved the 2020/2021 budget that included funding for the Upper Rancho Cañada Sewer Replacement Project consulting work;

WHEREAS, the District received a proposal from the environmental consultant, Rincon Consultants, who completed the environmental review documents for the project and provided a proposal dated January 5, 2021 to complete environmental monitoring and reporting for the project for a not to exceed amount of \$281,846;

WHEREAS, in order to proceed with construction of the project, the District must execute a contract with Rincon Consultants to provide environmental services during construction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with Rincon Consultants to provide environmental construction services during replacement and relocation of a sewer pipeline in Palo Corona Regional Park.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

AGREEMENT FOR CONSULTATION AND/OR OTHER SERVICES

THIS AGREEMENT dated _____, 2021, is by and between the **Carmel Area Wastewater District** (hereinafter referred to as the "District") and **MNS ENGINEERS, INC.** (hereinafter referred to as "Consultant"), for a project generally described as **Rancho Cañada Sewer Relocation**.

1. GENERAL

The District engages the Consultant to furnish the services as defined in this agreement, at the compensation and upon the terms set forth herein and the Consultant accepts the engagement based upon the stated terms.

2. DUTIES OF THE CONSULTANT; SERVICES TO BE PERFORMED BY THE CONSULTANT

- A. The Consultant shall perform such duties and services as are listed on Exhibit "A". The services shall be completed according to the time schedule contained in Exhibit "A".
- B. Standard of Care: The standard of care applicable to the Consultant's services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar services. The Consultant will re-perform any services not meeting this standard without additional compensation.
- C. Consultant Professional Team: The Consultant shall provide and maintain the professional team to perform the services and furnish the materials in connection with this Agreement whose names and capacities are set forth on Exhibit "B". In the event that any member of that team shall leave the employ of the Consultant or be transferred to another office of the Consultant, the Consultant shall so advise the District and replace him or her with a new member who is competent to perform the required work and who shall be satisfactory to the District. Such other agents or employee contractors or subcontractors not listed on Exhibit "B" as may be required to perform any portion of this Agreement shall be competent and shall be suitably experienced in the function which they perform.

3. SERVICES OR MATERIALS TO BE PERFORMED OR FURNISHED BY District

- A. The District shall perform such services or furnish such materials to Consultant in connection with this Agreement as are set forth on Exhibit "C". If there are no entries on Exhibit "C", the District shall not be required to provide any services or furnish any materials to the Consultant. Unless otherwise provided on Exhibit "C", all services and material to be furnished by the District will be without cost to Consultant.
- B. The District will authorize the Consultant in writing to proceed prior to the Consultant starting work on any of the services listed in Exhibit "A".
- C. The District will make its facilities accessible to Consultant as required for Consultant's performance of its services. The District will be responsible for all acts of District's personnel performed within the scope of their employment.
- D. Unless otherwise agreed to in the Scope of Services, the District will obtain, arrange, and pay for all advertisements for bids, permits, and licenses required by local, state or federal authorities; and land, easements, rights-of-way, and access necessary for the Consultant's services or project construction.

4. PAYMENT BY THE DISTRICT: TIME AND MANNER OF PAYMENT

The District shall pay the Consultant, for all required services and materials furnished to fulfill this Agreement, the amount or amounts on a time and materials basis billed monthly, not to exceed **\$103,918** (Exhibit "B"). Consultant agrees to accept the stated sums as full compensation for all required services due under this Agreement.

5. ADDITIONAL WORK

The Consultant shall be entitled to extra compensation for services or materials not otherwise required under this Agreement, provided that the District shall first have identified the service or materials as extra, and specifically requested extra services or materials in writing, and in no event shall the District be liable for payment unless the amount of extra compensation shall first have been agreed to in writing by the District.

6. EQUAL EMPLOYMENT OPPORTUNITY

The Consultant shall not discriminate against any employee or applicant for employment because of age, race, religious creed, color, national origin, physical handicap, medical condition, marital status or sex.

7. COMPLIANCE WITH LAWS

The Consultant shall comply with all federal, state and local laws, statutes, ordinances, rules, and regulations affecting the performance of its services under this Agreement.

8. INDEPENDENT CONTRACTOR

The Consultant is acting as an independent contractor in furnishing the services or materials and performing the work required by this Agreement and is not an agent, servant, or employee of the District.

9. PROJECT REPRESENTATIVES; NOTICES

The District and the Consultant each designate the following persons to act as authorized representatives of the District and the Consultant in matters and decisions pertinent to the timely performance of this Agreement, and each authorized representative will have full powers to bind the District or the Consultant, including, but not limited to, transmitting instructions, receiving information, making project-related decisions not requiring official District approval, processing Consultant payment requests and other matters. All notices or other official correspondence relating to work under this Agreement may be given by being personally delivered, by being placed in the United States mail, first-class postage prepaid, or by being sent by overnight prepaid air freight, addressed to the party to whom notice is to be given. Each notice shall be deemed to be effective upon receipt, if personally delivered or sent by air freight, or five days after being so mailed. Any notice may also be given by facsimile. Notices shall be provided to the following names and addresses:

For the Carmel Area Wastewater District:

Rachél Lather, Principal Engineer
P. O. Box 221428
Carmel, CA 93922

For the Consultant:

Nick Panofsky, Supervising Engineer
811 El Capitan Way, Suite 130
San Luis Obispo, CA 93401

10. INSURANCE:

Prior to the commencement of services hereunder, the Consultant shall certify and provide evidence of coverage from responsible insurance carriers of the following insurance. Such insurance policy or policies shall be stated to be primary and noncontributing with any insurance which may be carried by the District. Consultant shall deliver to District certificates of insurance which shall provide that thirty days' notice will be given to District in the event of a reduction, modification or cancellation.

- a) Workers' Compensation and Employer's Liability Insurance. Workers' Compensation in compliance with the applicable state and federal laws. Employer's Liability limit \$1,000,000.
- b) Commercial General Liability Insurance, including Blanket Contractual, Broad Form Property Damage, Completed Operations and Independent Contractor's Liability, all applicable to Personal Injury, Bodily Injury and Property Damage to limit of \$1,000,000 per each occurrence/claim, subject to \$2,000,000 annual aggregate for Completed Operations and Personal Injury other than Bodily Injury.
- c) Comprehensive Automobile Liability Insurance including owned, hired and non-owned automobiles, Bodily Injury and Property Damage to a combined single limit of \$1,000,000.
- d) Professional Liability Insurance affording professional liability coverage to a combined single limit of \$1,000,000 per each occurrence/claim subject to a \$2,000,000 annual aggregate.
- e) Excess Liability Insurance following employers' liability afforded by item a) and other coverages afforded by items b), c) and d) set forth above, subject to a limit of liability of \$2,000,000 for each occurrence/ claim/aggregate.
- f) Additional Insured. District shall be included as an additional insured (but not as a named insured) on the Commercial General Liability, Comprehensive Automobile Liability and Excess Liability insurance policies described in parts b), c) and e) above; and as evidenced by filing with District the ISO (Insurance Service Office) CG 2010 endorsement form or equivalent.
- g) No Exclusion. No insurance coverages described herein shall exclude coverage for claims against the Consultant by the District because the District is named as an additional insured.

11. INDEMNITY

(a) Other than in the performance of design professional services by a design professional, which shall be as addressed by subsection (b) below, and to the full extent permitted by law, Consultant shall indemnify, immediately defend (with independent counsel reasonably acceptable to the District) and hold harmless the District, its board of directors, employees, officials and agents (collectively "Indemnified Parties" or in the singular "Indemnified Party") from and against any claims, losses, damages, penalties, fines and judgments, associated investigation and administrative expenses, and defense costs including but not limited to reasonable attorney's fees, court costs, expert witness fees and costs of alternate dispute resolution (collectively "Liabilities"), where same arise out of the performance of this Agreement by Consultant, its officers, employees, agents and sub-contractors. The duty to defend is a separate and distinct obligation from the Consultant's duty to indemnify and Consultant shall be obligated to defend in all legal, equitable, administrative or special proceedings upon tender to the Consultant of any claim in any form or at any stage of an action or proceeding, whether or not liability is established and the obligation extends through final judgment including exhaustion of any appeals.. The Consultant's obligation to indemnify applies unless it is finally determined that the liability was caused by the sole active negligence or sole willful misconduct of an indemnified party. If it is finally determined that liability is caused by the comparative active negligence or willful misconduct of an Indemnified Party, the Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability of the indemnified party.

(b) To the fullest extent permitted by law (including without limitation California Civil Code Sections 2782.8), when the services to be provided under this Agreement are design professional services to be performed by a design professional, as that term is identified by said section 2782.8(c)(1-4) ("Design Professional") Design Professional shall indemnify, protect and hold harmless any Indemnified Party for all Liabilities regardless of nature or type that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Design Professional, or such acts or omissions of an officer, employee, agent or subcontractor of the Design Professional. Design Professional shall not have an immediate duty to defend an Indemnified Party, however, Design Professional's obligation to indemnify (including reimbursing the cost to defend) and hold the Indemnified Parties harmless applies unless it is finally determined that the liability was caused by the sole active negligence or sole willful misconduct of an Indemnified Party. If it is finally determined that liability was caused by the comparative active negligence or willful misconduct of an Indemnified Party the Design Professional's indemnification obligation shall be reduced in proportion to the established comparative liability. Within 30 days following Design Professional's receipt of a properly presented written invoice Design Professional shall reimburse the Indemnified Party for the cost of reasonable attorney's fees and defense costs incurred by the Indemnified Party to the same extent of Design Professional's indemnity obligation herein. In no event shall the cost to defend charged to the Design Professional exceed the Design Professional's proportionate percentage of fault.

(c) The provisions of this Section are not limited by the provisions of sections relating to insurance including provisions of any worker's compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to District, its employees and officials. An allegation or determination of comparative active negligence or willful misconduct by an Indemnified Party unrelated to design professional services does not relieve Consultant from its separate and distinct obligation to defend District. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor, sub tier contractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance or subject matter of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of District to monitor compliance with these requirements imposes no additional obligations on District and will in no way act as a waiver of any rights hereunder.

(d) If any action or proceeding is brought against any Indemnified Party by reason of any of the matters against which the Consultant has agreed to provide an immediate defense to any Indemnified

Party, as provided above, Consultant, upon notice from the District, shall defend the Indemnified Party at Consultant's expense by independent counsel reasonably acceptable to the District. Unless otherwise provided above, an Indemnified Party need not have first paid for any of the matters to which it is entitled to indemnification in order to be so defended. Consultant may submit a claim to the District for reasonable defense costs (including attorney's and expert fees) incurred in providing a defense of any Indemnified Party to the extent such defense costs arise under principals of comparative fault from the Indemnified Party's active negligence, recklessness or willful misconduct.

(e) This obligation to indemnify and defend, as set forth herein, is binding on the successors, assigns, or heirs of Consultant and shall survive the termination of this Agreement or this Section.

12. FORCE MAJEURE

The Consultant is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the Consultant.

13. TITLE TO DOCUMENTS

All original calculations, photographs, maps, drawings, plans, design notes and other material or documents developed or used in connection with the performance of this Agreement shall be the property of the District, provided, however, that the Consultant may provide the District with legible photostatic copies in lieu of the originals. Any plans and specifications shall bear the name of the Consultant together with the Consultant's certification number, if any. If the Consultant's working papers or product includes computer generated statistical material, the Consultant shall provide the material to the District in a mutually agreed upon computer machine-readable format and media.

14. ASSIGNMENT

The Consultant shall not assign or sublet any portion of this Agreement without the express prior written consent of the District, which may be withheld by the District in its discretion.

15. TERMINATION

Without limitation to such rights or remedies as the District shall otherwise have by law, the District shall also have the right to terminate this Agreement for any reason upon seven (7) days' written notice to the consultant. This Agreement may also be terminated by either party upon seven (7) days' written notice should the other party fail substantially to perform in accordance with this Agreement through no fault of the other or if the project is stopped for a period of 60 days by conditions beyond the control of the District.

16. ADDITIONAL PROVISIONS, EXHIBITS

Additional provisions of this Agreement are set forth on Exhibits "A" - "C". All Exhibits shall be attached to this Agreement and are incorporated and made a part by reference.

17. AMENDMENT OR MODIFICATION

This Agreement may be amended, altered or modified only by written agreement executed by both parties.

18. FURTHER ASSURANCES

Each of the parties agree to execute and deliver to the other such documents and instruments, and to take such actions, as may reasonably be required to effectuate the terms and conditions of this Agreement; provided, however, such covenant shall not have the effect of increasing the obligations of any party pursuant to this Agreement or require any representations and warranties by any party.

19. SEVERABILITY

Should any provision of this Agreement be declared invalid and unenforceable in any jurisdiction by a court of competent jurisdiction, then such portion or provision shall be deemed to be severable, to the extent valid or unenforceable, from this Agreement as to such jurisdiction (but, to the extent permitted by law, not elsewhere) and shall not affect the remainder hereof. Notwithstanding the foregoing, a) such provision of this Agreement shall be interpreted by the parties and by any such court, to the extent possible, in such a manner that such provision shall be deemed to be valid and enforceable, and b) such court shall have the right to make such modifications to any provision of this Agreement as do not materially affect the rights or obligations under this Agreement of the parties hereto and as may be necessary in order for such provision to be valid and enforceable.

20. WAIVER

No waiver of any right or obligation of any of the parties shall be effective unless in a writing, specifying such waiver, executed by the party against whom such waiver is sought to be enforced. A waiver by any of the parties of any of their rights under this Agreement on any occasion shall not be a bar to the exercise of the same right on any subsequent occasion or of any other right at any time.

21. ATTORNEYS FEES

Should either party to this Agreement bring legal action against the other, (formal judicial proceeding, mediation or arbitration), the case shall be handled in Monterey County, California, and the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge, mediator or arbitrator hearing the case and such fee shall be included in the judgment, together with all costs.

22. COUNTERPARTS

This Agreement may be executed in two counterparts, each of which shall be deemed an original, but both of which shall constitute one and the same instrument.

23. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior or contemporaneous negotiations, understandings or agreements of the parties, whether written or oral, with respect to such subject matter.

IN WITNESS WHEREOF, this Agreement has been executed in duplicate by the duly authorized officers of each of the parties effective the date first shown above.

FOR THE DISTRICT

By _____

General Manager

Approved as to Form:

District Legal Counsel

FOR THE CONSULTANT

By _____

Printed Name: James A. Salvito

Title: President & CEO

By _____

Printed Name: Shawn Kowalewski

Title: Assistant Secretary/Vice President

Exhibit "A": Consultant Scope of Services and Schedule
Exhibit "B": Consultant Team/Rate Sheet

RESOLUTION 2021-06

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A
CONTRACT WITH MNS ENGINEERS TO PROVIDE DESIGN SERVICES
FOR THE UPPER RANCHO CAÑADA SEWER REPLACEMENT PROJECT-#19-13

WHEREAS, the District approved the 2020/2021 budget that included funding for the Upper Rancho Cañada Sewer Replacement Project consulting work;

WHEREAS, the District received a proposal from MNS Engineers for professional engineering services to provide construction engineering services for the Rancho Canada Sewer Replacement Project;

WHEREAS, in order to proceed with construction engineering services, the District must execute a contract with MNS Engineers for the project as summarized in their proposal dated November 25, 2021 in the amount of \$18,820.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to enter into a contract with MNS Engineers to provide construction engineering services for replacement and relocation of a sewer pipeline in Palo Corona Regional Park.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: January 28, 2021

Subject: Acceptance of Final Completion of Work by D'Arcy & Harty
Hatton Canyon Pipeline Replacement
Project #18-17

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2021-07 accepting the completed project and directing the General Manager to file a Notice of Completion for the subject project.

DISCUSSION

The project consisted of the replacement of approximately 5,600 linear feet of 8-inch vitrified clay pipe in Hatton Canyon State Park and across Carmel Valley Road with 10 inch high-density polyethylene pipe using a combination of pipe-bursting and open trench methods. In addition, manholes were sealed to reduce infiltration and raised, as needed. D'Arcy and Harty Construction Inc. was awarded the contract on April 30, 2020 for \$907,500, including Contingencies. All work was completed on December 14, 2020.

All work by the contractor, D'Arcy and Harty Construction, was inspected by PSOMAS construction management staff. The CAWD Principal Engineer and PSOMAS have determined that the work was completed in conformance with the project plans and specifications.

Staff recommends that the Board of Directors accept the project and directs the General Manager to file a Notice of Completion with the Monterey County Recorder's Office.

FUNDING

The project was awarded to D'Arcy & Harty Construction for \$907,500, including Contingencies. The final project cost for this contract was \$824,831.84. The FY20/21 CAWD Collections Capital Budget includes \$1.4 million for this project.



Carmel Area Wastewater District

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

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

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

NOTICE OF COMPLETION

HATTON CANYON PIPELINE REPLACEMENT PROJECT

NOTICE IS HEREBY GIVEN that, I, Rachél L. Lather, Principal Engineer of the Carmel Area Wastewater District, Monterey County, California, on the 11th day of January, 2021 did file with the Secretary of said District my Certificate of Completion of the work described in the Contract awarded to and entered into with D'Arcy & Harty Construction, Inc., on May 12, 2020, in accordance with the Plans and Specifications for said work filed with the Secretary and approved by the Board of Directors of said District.

That said work was completed on December 14, 2020 and that acceptance of said work is recommended for approval by resolution of the Board of Directors of said District to be adopted on January 28, 2021.

That said work consisted of the performance of all work and the furnishing of all labor, materials, equipment, and utility and transportation services required to complete the Contract as described in the plans and specifications.

Dated: January 11, 2021

RACHÉL LATHER, M.S., P.E.
PRINCIPAL ENGINEER

RESOLUTION NO. 2021-07

A RESOLUTION ACCEPTING THE COMPLETED PROJECT AND
DIRECTING THE GENERAL MANAGER
TO FILE A NOTICE OF COMPLETION FOR
THE HATTON CANYON PIPELINE REPLACEMENT PROJECT #18-17

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District,
Monterey County, California, that:

WHEREAS, the Principal Engineer has provided the Board an accounting of the cost of changes to the Hatton Canyon Pipeline Replacement Project (the "Project") with a credit in the amount of \$82,668.16, making the total cost of the project \$824,831.84; and

WHEREAS, the Principal Engineer of said District has filed with the Secretary of said District an Engineer's Certificate regarding completion of the construction of the Project done under and pursuant to the contract between said District and D'Arcy & Harty Construction, Inc. dated January 11, 2021; and

WHEREAS, it appears to the satisfaction of this Board that said project provided for under said contract has been completed as provided in said contract and the plans and specifications therein referred to and that the work was completed on December 14, 2020.

NOW, THEREFORE, BE IT ORDERED as follows:

1. That acceptance of said Hatton Canyon Pipeline Replacement Project be accepted, and it is hereby made and ordered in accordance with California Civil Code §9200(a).

2. That in accordance with California Civil Code Section §9204 the General Manager is directed to file for record with the County Recorder of the County of Monterey a notice of completion as of the date of acceptance by the District of Hatton Canyon Pipeline Replacement Project as required by law.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Date: January 28, 2021

Subject: Acceptance of Final Completion of Work by Graniterock
Hatton Canyon Pipeline Replacement Wetland Creation
Project #18-17

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2021-08 accepting the completed project and directing the General Manager to file a Notice of Completion for the subject project.

DISCUSSION

This portion of the project consisted of creating a wetland area in Hatton Canyon State Park that was required by the Army Corps of Engineers as a mitigation as part of their permit requirements for the pipeline project. Graniterock was awarded the contract on September 15, 2020 for \$29,880 and change orders to the project were required due to unforeseen circumstances during grading of the wetland area. The completed contract amount was approved by the Board on December 10, 2020 for a total contract amount of \$53,019.82. All work was completed on October 6, 2020.

All work by the contractor, Graniterock, was inspected by PSOMAS' construction management staff. The CAWD Principal Engineer and PSOMAS have determined that the work was completed in conformance with the project plans and specifications.

Staff recommends that the Board of Directors accept the project and direct the General Manager to file a Notice of Completion with the Monterey County Recorder's Office.

FUNDING

The FY20/21 CAWD Collections Capital Budget includes \$1.45 million for this project.



Carmel Area Wastewater District

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

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

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

NOTICE OF COMPLETION

HATTON CANYON PIPELINE REPLACEMENT

PROJECT -WETLAND CREATION

NOTICE IS HEREBY GIVEN that, I, Rachél L. Lather, Principal Engineer of the Carmel Area Wastewater District, Monterey County, California, on the 13th day of January, 2021 did file with the Secretary of said District my Certificate of Completion of the work described in the Contract awarded to and entered into with Graniterock, on September 15, 2020, in accordance with the Plans and Specifications for said work filed with the Secretary and approved by the Board of Directors of said District.

That said work was completed on October 6, 2020 and that acceptance of said work is recommended for approval by resolution of the Board of Directors of said District to be adopted on January 28, 2021.

That said work consisted of the performance of all work and the furnishing of all labor, materials, equipment, and utility and transportation services required to complete the Contract as described in the plans and specifications.

Dated: January 13, 2021

Rachel Lather

Rachel Lather (Jan 19, 2021 13:56 PST)

RACHÉL LATHER, M.S., P.E.
PRINCIPAL ENGINEER

RESOLUTION NO. 2021-08

A RESOLUTION ACCEPTING COMPLETED PROJECT AND
DIRECTING THE GENERAL MANAGER
TO FILE A NOTICE OF COMPLETION FOR
THE HATTON CANYON PIPELINE REPLACEMENT PROJECT #18-17
WETLAND CREATION

-oOo-

BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District,
Monterey County, California, that:

WHEREAS, the Principal Engineer has provided the Board an accounting of the cost of changes to the Hatton Canyon Pipeline Replacement Project Wetland Creation (the "Project") with a change order in the amount of \$23,139.82, making the total cost of the project \$53,019.82; and

WHEREAS, on January 13, 2021 the Principal Engineer of said District has filed with the Secretary of said District an Engineer's Certificate regarding completion of the construction of the Project done under and pursuant to the contract between said District and Graniterock; and

WHEREAS, it appears to the satisfaction of this Board that said project provided for under said contract has been completed as provided in said contract and the plans and specifications therein referred to and that the work was completed on October 6, 2020.

NOW, THEREFORE, BE IT ORDERED as follows:

1. That acceptance of said Hatton Canyon Pipeline Replacement Project Wetland

Creation be accepted, and it is hereby made and ordered in accordance with California Civil Code §9200(a).

2. That in accordance with California Civil Code Section §9204 the General Manager is directed to file for record with the County Recorder of the County of Monterey a notice of completion as of the date of acceptance by the District of Hatton Canyon Pipeline Replacement Project Wetland Creation as required by law.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 28, 2021 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Item #27 on the Agenda - Staff report, Resolution 2021-09, bidding results for project #19-13 Upper Rancho Canada will be handed out at the meeting and posted on the website on 1-26-21. This material was not available at the time of the board packet build.

Other Items & Information/Discussion

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 28, 2021
Subject: General Manager Salary Adjustment

RECOMMENDATION

Staff recommends the Board pass a motion approving the action of the Salary & Benefits Committee to increase the General Manager's compensation package by 3.0% retroactive to July 1, 2019.

DISCUSSION

On December 15, 2020, the Salary & Benefits Committee agreed to a 3.0% Cost of Living Adjustment (COLA) to the General Manager's salary, retroactive to July 1, 2020, based on the published COLA for October 2019.

The Bureau of Labor Statistics published October 2019 Consumer Price Index is the same index used for staff.

FUNDING

There are sufficient funds available in the Administration O&M budget to cover this COLA increase pay.

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 28, 2021
Subject: Financial Audit for Fiscal Year Ending 06-30-20

RECOMMENDATION

It is recommended that the Board of Directors accept the Carmel Area Wastewater District Annual Financial Statements and Independent Audit Report for the fiscal year ended June 30, 2020 prepared by the firm Marcello & Company as meeting the requirements for an annual independent financial audit.

DISCUSSION

The attached audit report gives the District a “clean” or unqualified opinion on the 06-30-20 statements.

There were no significant recommendations from this year’s audit – the accounting “books” and internal controls are appropriate.

To best review the District’s audited financial statement; staff would direct readers first to the Management Discussion & Analysis in the front of the report which is the District’s summary and analysis of where we were during the prior year and factors that could potentially affect us going forward.

Attached: CAWD Audit for year ended 06-30-20

FUNDING

Preparation of the annual audit was a budgeted expense for 2019-20 in the amount of \$31,200.

CARMEL AREA WASTEWATER DISTRICT
California

Annual Financial Report

**Year Ended
June 30, 2020**

CARMEL AREA WASTEWATER DISTRICT

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MARCELLO & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Post Office Box 60127 / Sacramento, California 95860-0127

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Carmel Area Wastewater District
Carmel, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Carmel Area Wastewater District, Carmel, California (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. The prior year comparative information has been derived from the District's 2019 financial statements and, in our report dated September 28, 2019, we expressed an unmodified opinion on the financial statements of the business-type activities.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based upon our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

To the Board of Directors
Carmel Area Wastewater District
Carmel, California

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Carmel Area Wastewater District, as of June 30, 2020, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension schedules and schedules of funding progress, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historic context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The budgetary comparison information is presented for purposes of additional analysis and is not a required part of the financial statements. The budgetary comparison information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Marcello & Company

Certified Public Accountants
Sacramento, California
December 9, 2020

MANAGEMENT'S DISCUSSION & ANALYSIS

***As Prepared by Management
(unaudited)***

The following discussion and analysis are supplementary information required by the Governmental Accounting Standards Board (GASB) and is intended to provide an easily readable explanation of the information provided in the attached basic financial statements for the fiscal year ended June 30, 2020. We encourage readers to read the information presented here in conjunction with our financial statements, which follow this narrative.

Financial Highlights

Key financial highlights for 2019-20 are as follows:

- The District's net position increased by 6.1% or \$5.0M to \$87.2M. Total Operating revenues increased 5.3% or \$0.5M over the prior year and is 10.5% over budget. Sewer user fees, the District's primary source of operating revenue, increased 6.8% or \$548K over the prior year. The rate model projected a 7.5% increase in residential rates – overwhelmingly the District's largest user category. The increases are reflective of the District's continued efforts to fund its capital improvement and rehabilitation efforts. Pebble Beach Community Services District (PBCSD) treatment fees increased by 3.7% or \$55K over prior year. Flow from Del Monte Forest increased to 35.25% compared with 33.8% in 2018-19. Reimbursement from the Reclamation Project for O&M expenses increased 2.3% or \$13K.
- Total non-operating revenues decreased \$881 over the prior year, it was remarkably level. Property tax revenue increased 4.3% or \$89K over the prior year. Investment income increased 18.8% or \$113K over the prior year because projects were deferred. Reimbursement of capital costs from PBCSD decreased 48.7% or \$243K and from Reclamation it decreased 0.8% or \$172K again as projects were deferred.
- Total operating expenses (excluding depreciation) increased 11.7% or \$999K over the prior year reflecting continued focus on rehabilitation as well as the effects of inflation and tariffs.
- Non-operating expenses decreased 22.9% or \$16K from the prior year due to lower interest and fiscal expenses.
- Total Current Assets increased 15.6% or \$5.2M over the prior year. This was primarily due to an increase in cash and investments of \$5.6M.
- Total Current Liabilities decreased 14.9% over the prior year primarily due to an decrease in Accounts Payable-trade. Trade payables are up primarily due to timing issues. The Deposit account represents CCLEAN program revenue collected in advance from participants – the District became lead agency effective July 1, 2017.

Overview of the Financial Statements

This annual report consists of three parts – management’s discussion and analysis (*this section*), the basic financial statements, and other supplementary information. The Financial Statements include Notes which explain in detail some of the information included in the basic financial statements. They are followed by a section of *Supplementary Information* that further explains and supports information in the financial statements.

Required Financial Statements

This discussion and analysis are intended to serve as an introduction to the District’s basic financial statements. The District’s basic financial statements consist of three components:

- The *Statements of Net Position* present information on all the District’s assets and liabilities, with the difference between the two reported as net position.
- The *Statements of Revenue, Expenses, and Changes in Net Position* present information showing how the District’s net position changed during the two most recent fiscal years.
- The *Statements of Cash Flows* present information showing how the District’s cash position changed during the two most recent fiscal years. It shows the sources and uses of cash.

The District’s financial statements utilize the full accrual basis of accounting whereby revenue is recognized when it is earned, and expenses are recognized as they are incurred. The District’s accounting methods follow accounting principles generally accepted in the United States and as applied to governmental enterprise funds.

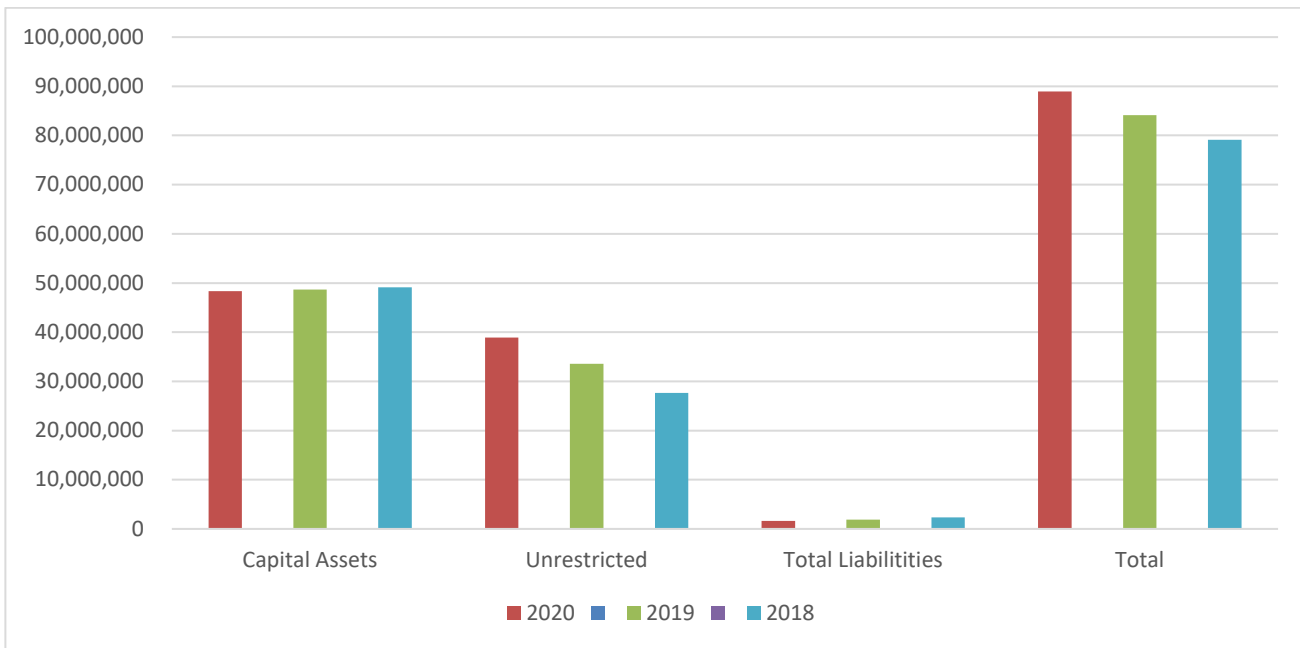
Financial Analysis of the District

The Statements of Net Position and the Statements of Revenue, Expenses and Changes in Net Position provide an indication of the District’s financial condition. The District’s net position reflects the difference between assets and liabilities. An increase in net position over time typically indicates an improvement in financial condition.

A summary of net position is presented below:

	2020	2019	2018
Assets			
Current Assets	39,019,453	33,751,396	27,804,237
Capital Assets net of depreciation	49,271,695	49,756,407	50,337,616
Total Assets	<u>\$ 88,291,148</u>	<u>\$ 83,507,803</u>	<u>\$ 78,141,853</u>
Deferred Outflow of Resources	628,060	615,708	950,959
Total Assets & deferred outflow of resources	<u>\$ 88,919,208</u>	<u>\$ 84,123,511</u>	<u>\$ 79,092,812</u>
Liabilities			
Current Liabilities	907,793	1,067,713	625,186
Long-term vac/sick pay	184,108	156,912	133,271
Net pension liability	(414,355)	(617,997)	(207,127)
Long-term debt	760,000	930,000	1,090,000
Total Liabilities	<u>\$ 1,437,546</u>	<u>\$ 1,536,628</u>	<u>\$ 1,641,330</u>
Deferred Inflow of Resources	<u>213,513</u>	<u>364,168</u>	<u>707,184</u>
Total Liabilities & Deferred Inflow	<u>\$ 1,651,059</u>	<u>\$ 1,900,796</u>	<u>\$ 2,348,514</u>
Net Position			
Invested in capital assets, net of related debt	48,341,695	48,666,407	49,097,616
Restricted	-	-	-
Unrestricted	38,926,454	33,556,308	27,646,682
Total net position	<u>\$ 87,268,149</u>	<u>\$ 82,222,715</u>	<u>\$ 76,744,298</u>
Total Liabilities & Net Position	<u>\$ 88,919,208</u>	<u>\$ 84,123,511</u>	<u>\$ 79,092,812</u>

CAWD Net Position Comparison June 30, 2018 to 2020



The District’s cash balances are segregated by purpose, as approved by the Board, as follows:

<u>Designation of Cash Balances</u>	<u>Amount</u>
Capital Reserves	\$ 14,213,615
Current Year O&M (2018-19)	14,799,293
Current Year Capital (2018-19)	5,561,862
LAIF Investment Fund	1,184,856
Defend or Managed Retreat Reserve	2,000,000
Compensated Accruals Fund	245,477
Total	<u>\$ 38,005,103</u>

After formally accepting the asset management plan prepared for the Treatment plant in April 2013, the District moved forward with implementation of the first phase. The original plan estimated the District will need to spend \$30M over the next fifteen years on plant rehabilitation – this is exclusive of engineering costs and construction management. The District has subsequently carried the long term plan out each year to maintain the fifteen-year time horizon. The long-range total required for the treatment plant remains \$40M. We have already initiated planning for the next phase of our plant rehabilitation.

The District maintains a long-term capital plan for both the treatment facility and the collection system. West Yost Associates was engaged to complete an Asset Management Study for the collection system like the work that was done for the Treatment Plant in 2012. West Yost also completed a hydraulic model of the collection system to assist in planning for growth and maintenance of the existing system. The State General Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2006-0003) requires that we establish a proactive approach to ensure that a system-wide operation, maintenance, and

management plan is in place to reduce the number and frequency of sanitary sewer overflows. We are working to build long-term resiliency into our system.

A summary of Changes in Net Position is presented below:

	2020	2019	2018
Changes in Net Position:			
Operating revenues	\$10,956,640	\$ 10,405,550	\$ 9,233,334
Nonoperating revenues	3,675,149	3,676,030	4,252,477
<i>total revenues</i>	14,631,789	14,081,580	13,485,811
Operating expenses	7,136,802	6,284,700	5,945,298
Nonoperating expenses	55,226	71,636	67,003
Depreciation expense	2,394,327	2,246,827	2,414,401
<i>total expenses</i>	9,586,355	8,603,163	8,426,702
Income before Cap Contributions	5,045,434	5,478,417	5,059,109
Capital Contribution	-	-	-
Change in net position	5,045,434	5,478,417	5,059,109
Net position, beginning	\$ 82,222,715	\$ 76,744,298	\$ 71,685,189
Restatements	-	-	-
Net position, ending	\$ 87,268,149	\$ 82,222,715	\$ 76,744,298

The District’s strategy for rate-setting has consistently been to cover all operating expenses with operating revenue and to utilize non-operating revenue (i.e., property taxes and interest revenues) to cover capital and other non-operating expenses. The District does not factor depreciation into its rate structure. However, since 2012-13 we have entered an amount for Capital Replacement gradually building to \$1.6M per year in 2019-20. This funding combined with our property tax revenue means that the District has roughly \$3M coming in each year for capital replacement and rehabilitation. We have a long-term capital plan for the treatment plant of roughly \$40M over the next 15 years and for the collection system of roughly \$40M over the next 20 years. And there is one more piece to our long-term plan: sea level rise. We have established a dedicated reserve to fund sea level rise mitigation that may range from relatively simple water proofing efforts to moving facilities. We believe we have roughly another 30 years at our current location. We believe our future depends very much on the planning we are doing now.

The District’s net position increased by \$5.0M or 6.1% but there was a decrease in Income before Capital Contributions of 7.9% or \$433K. Operating revenues increased 5.3% or \$551K but nonoperating revenues decreased \$881 or remained essentially the same. Operating Expenses increased 13.6% or \$852K and Nonoperating expenses decreased 22.9% or \$14K. The District’s assets exceeded liabilities by \$87.2M as of June 30, 2020. Net position, over time, may serve as a useful indicator of an entity’s financial position.

The District’s operations continue to be strong enough to support our plan to “pay-as-you-go” for our Treatment Plant Rehabilitation. We intend to utilize “pay-as-you-go” for the \$8-9M Electrical/Mechanical Rehab and Sludge Holding Tank project at the Treatment Plant. We were awarded a \$1M hazard mitigation grant for our Hatton Canyon line. The District has committed to spending

roughly an additional \$2M per year to upgrade the collection system. We believe we are positioned to pay cash for the first five years of our Collection System long term plan at roughly \$2M per year for replacement line projects. We may have to increase that to meet external pressures to upgrade the system more quickly. However, for the short term, we see paying cash as offering greater freedom. While it offers greater freedom to plan and build what we want and need, it does require considerable planning. We recognize that we may not be able to continue to pay cash indefinitely; but our Board of Directors has taken the position for now of not taking on debt.

Capital Assets Activity

This year, while the District waited for the California Coastal Commission to complete our Coastal Development permit, we pivoted from large projects at the treatment facility to working in the Collection system and doing smaller projects at the plant.

The VacCon truck represents replacement of an asset from 2008 that is used daily in the Collection system. It serves as the District’s primary hydro cleaning and overflow response vehicle. Digester No. 1 & 2 Cleaning included not only cleaning but an assessment of both digesters in preparation for Phase II at the facility that will include demolition of No. 2 and rehab of No. 1. The Outfall Crossing rehab project was an emergency project of the pipeline on the trestle in the south finger of the lagoon. We had been waiting to see what the County would do with CRFree but decided to move forward because the risk factor of a pipeline failure was simply unacceptable. The pipeline was repaired to withstand current conditions in the lagoon; however, with changes in flow and velocity due to CRFREE we believe the pipeline will no longer be safe and could be subject to failure.

The District received grant funds for two separate projects in Hatton Canyon. First, the Hatton Canyon Trail was a rehabilitation of the roadway in the canyon that was damaged on a yearly basis due to rainfall and the stream jumping its bed onto the roadway. This project was successfully completed and positioned us to move forward with the pipeline replacement in 2020-21.

2019-20 significant asset additions include:

• VacCon Truck	\$433,909
• Digester No. 1 & 2 Cleaning	\$309,288
• Outfall Crossing Rehab	\$291,418
• Secondary Clarifier No. 1 Rehab	\$281,511
• Hatton Canyon Trail	\$270,853
• Calle la Cruz Force Main	\$198,094
• SCADA Programming	\$124,715

Debt Service Activity

In 2004, the District entered into an agreement with the Highlands Inn, the Tickle Pink Inn and the Highlands Sanitary Association to manage and obtain the necessary financing for them to construct a pipeline and connect to the District’s treatment and collection facilities. The District received \$3,000,000 in the form of a 20-year bond issue as part of a pooled financing arrangement with the California Statewide Communities Development Authority Water & Wastewater Revenue Bonds, Series 2004A. In 2019 the District made a principal payment on the bond of \$160,000 and \$53,025 in interest. Prior year

2018 principal payment was \$150,000 with \$61,162 in interest. The Highlands Project bond is the District's only outstanding bond obligation; the District had no debt service obligations prior to 2004.

All debt service interest and principal payments are being repaid by the parties that benefit directly from the obligation. The Highlands Project Bond obligation is fully reimbursed by the Highlands Inn, the Tickle Pink Inn, and the Highlands Sanitary Association.

Budget Highlights/Variances

An annual budget is adopted by the CAWD Board of Directors each spring for the subsequent fiscal year. Budget information is reported to the Board, and adjustments to the budget may only be made by resolution of the Board.

2019-20 major variances can be described as follows:

- Sewer service fees were 4.2% or \$350K over budget – the rate model provided for an additional \$1.6M to be allocated for future capital expenses. At this time, it is unknown how much, if anything, will be rebated to constituents because of COVID-19.
- PBCSD treatment fees were 28.4% or \$341K over budget because of the increase in Treatment Plant expenses for continued rehabilitation of the plant. Flow from PBCSD increased to 35.25% of total plant inflows compared to 33.80% of total inflows to the plant last year.
- Total Operating revenues were 10.6% over budget in total – attributable primarily to user fees and PBCSD treatment fees.
- Maintenance was 38.6% or \$724K under budget. Salaries & benefits were 20.6% under budget or \$142K, operating supplies were 37.8% under budget or \$24K, contract services were 48.2% under budget or \$274K, and repairs and maintenance 55.1% under budget or \$219K. The District continued its efforts at plant rehabilitation in-house, but projects were delayed because COVID-19. Our efforts focused on simply keeping the facility running with limited staff rather than improvements.
- Collections department was 21.5% or \$439K under budget. Salary and benefits were 4.2% over budget or \$29K, Engineering expenses were 71.9% under budget or \$140K, Contract services were 35.7% under budget or \$71K, and Repairs and Maintenance were under budget 45.3% or \$147K. Again, what we see in Maintenance repeated itself in Collections that COVID-19 forced a retreat if you will, since the focus was to keep the collection system operational without any sewer overflows. Much in the way of intended improvements were postponed.
- The Treatment Plant was 1.9% under budget or \$101K. The treatment facility managed to keep on track with their planned budget but to also manage the Reclamation facility with little budgetary impact from COVID-19.
- General & Administrative Expenses were 35.2% under budget or \$607K. The SAM pension plan budgeted \$16K in contributions but the actuarial report came received after budget prep was

complete indicated the plan was fully funded. Both engineering and legal fees were significantly under budget by 97.7% and 86.9% respectively. Legal fees were lower than anticipated for the Coastal Commission permitting issue.

- Property tax revenue was 18.0% over budget or \$327K. The budget employed a conservative factor of 2.0% to estimate revenue, although 2.5% to 3.0% is common.
- Investment revenue was 186.2% over budget or \$465K. While interest rates have remained very low, the District also did not spend funds on Phase II thereby maintaining higher balances in its deposit accounts.
- PBCSD capital reimbursements were 174.1% under budget or \$731K less than anticipated because as with CAWD expenditures capital projects were behind schedule, particularly the second phase of plant rehabilitation.

Other Significant Matters

- This was the second year of a two-year employee contract. The District agreed to award a 3.0% COLA for 2019-20. Negotiations for the next two-year contract began in the fall of 2020.
- The Carmel River Free Project (CRFree) is progressing due to a Coastal Conservancy grant that allowed us to continue with engineering, environmental and permitting work. We are negotiating with the Monterey County for a Memorandum of Understanding on conditions for funding and reporting on our part of the CRFree project.
- The District was awarded a hazard mitigation grant from Federal Emergency Management Agency/Office of Emergency Services (FEMA/OES) in the amount of \$1M for the Hatton Canyon project. We pushed that grant forward to 2020-21 in order to allow us to complete all permitting, engineering, and construction during the allowable construction window.

Economic Factors and Next Year's Budget and Rates

Like just about everyone, the District has been affected by COVID-19. The Monterey County Health Department issued a Shelter-in-Place Order on March 17, 2020 that extended through May 31, 2020. Individuals were required to stay home except when engaging in tasks required for the health and safety of their family. Businesses that were not considered essential had to shut down, and even after May 31st restaurants primarily were serving outside. Wastewater is considered an essential service which meant that the District continued to operate. On an operational level we have implemented protocols in all departments that ensure employees maintain social distancing, wear a mask, and disinfect. Both the treatment plant and the Collection crew are working on split shifts. We go through a cleaning routine daily and we have made it a requirement that employees wear masks. The administration office has been closed to customers since March 2020 when the state imposed its initial Shelter-in-Place directive. Despite COVID-19 we continue to treat wastewater and make reclaimed water every day.

From a revenue perspective, there was no provision made in the 2019-20 budget for COVID-19. However, we have had commercial customers contact us and ask if there will be any rate relief. As of this

writing, there has not been a decision made, but the Board has directed that it be moved to the Budget committee for consideration. While we consider a March – June 2020 relief program, the pandemic continues to rage onward, and Monterey County was returned to Shelter-in-Place status on December 13, 2020. The District did cut nearly \$600K from its 2020-21 budget but the question of additional relief remains unanswered.

The District was notified this last year by the California Coastal Commission that it should commence plans to move the treatment plant out of the Carmel Lagoon because of concerns over sea level rise. CAWD commissioned a Sea Level Rise Study with ESA Associates and their conclusions were that sea level rise projections do not identify new hazards to the treatment plant of greater concern than the 100-year flood risk that CAWD has previously planned for. Nonetheless, increased storm intensities, as well as higher sea levels, may increase the base flood elevations. According to the ESA study increased storm intensity as well as sea level rise will not detrimentally affect the CAWD facility before the year 2062 under the “Extreme Risk Aversion” scenario. This allows for over 40-years of continued operation in the existing location. While this seems like it should be plenty of time, we are not standing still and have begun the process of providing a formal flood mitigation policy and searching for alternative sites for when we relocate the facility.

This past year we were also approached by California River Watch with a list of demands. We were able to reach a successful settlement agreement with a minimal dollar amount and goals that we should be able to meet within the first five years. We did go back to River Watch in August 2020 and asked for an extension due to COVID-19 which was granted. The River Watch claim primarily resulted because of the repetitive losses in Hatton Canyon. We received a Federal Emergency Management Agency grant to replace the pipeline and anticipate the problem will be solved.

Considering the impacts of the pandemic, fires in California, River Watch, and sea level rise we feel the District is in relatively good financial shape. The challenges we face are significant no doubt, but the District has a long history of planning for the future to make sure the community is well served. Over 61% of the District’s user fee revenue is derived from residential fees which provides for a solid base, generally subject to minimal economic volatility. Another 14% of District operating revenues are received from Pebble Beach Community Services District (PBCSD) for the treatment of its sewage. Finally, property tax revenues comprise 13% of our income and have proven to be stable and increase roughly 2% annually. During COVID-19 we saw only a 3% decrease in total inflows to the plant – a minimal change, which bolsters our argument for a solid economic base. Given the economic uncertainty of the coming year we think that may be a good position because so much depends on the rapid and effective deployment of coronavirus vaccines and further stimulus to maintain the nation through winter and possibly spring.

Requests for Information

This financial report is designed to provide an overview of the District’s finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to James Grover, Principal Accountant, P.O. Box 221428, Carmel, CA 93922 or grover@cawd.org.

BASIC FINANCIAL STATEMENTS

CARMEL AREA WASTEWATER DISTRICT
Statements of Net Position
June 30, 2020 and 2019

Page 1 of 2

*for comparative
purposes only*

Assets	2020	2019
Current Assets		
Cash and investments	\$ 38,005,103	\$ 32,398,290
Accounts receivable - trade	148,528	144,013
Accounts receivable - affiliates	816,571	1,209,093
Prepaid expenses	49,251	-
Total current assets	39,019,453	33,751,396
Noncurrent Assets		
Capital assets not being depreciated	2,389,044	2,223,211
Capital assets, net of depreciation	46,882,651	47,533,196
Total noncurrent assets	49,271,695	49,756,407
Total assets	88,291,148	83,507,803
Deferred Outflows of Resources		
Deferred pension plan inflows	628,060	615,708
Total assets and deferred outflows of resources	\$ 88,919,208	\$ 84,123,511

The accompanying notes are an integral part of these financial statements

CARMEL AREA WASTEWATER DISTRICT
Statements of Net Position
June 30, 2020 and 2019

Page 2 of 2

*for comparative
purposes only*

Liabilities and Net Position	2020	2019
Current Liabilities		
Accounts payable - trade	\$ 413,424	\$ 681,916
Accrued bond interest	12,206	14,306
Deferred revenue	4,210	159,187
Deposit	246,584	-
Revenue bonds - current	170,000	160,000
Compensated absences - current	61,369	52,304
Total current liabilities	907,793	1,067,713
Noncurrent Liabilities		
Amounts due in more than one year:		
Revenue bonds	760,000	930,000
Compensated absences	184,108	156,912
Net pension liability (overfunded)	(414,355)	(617,997)
Total noncurrent liabilities	529,753	468,915
Total liabilities	1,437,546	1,536,628
Deferred Inflows of Resources		
Deferred pension plan inflows	213,513	364,168
Total liabilities and deferred inflows of resources	1,651,059	1,900,796
Net Position		
Net investment in capital assets	48,341,695	48,666,407
Unrestricted	38,926,454	33,556,308
Total net position	87,268,149	82,222,715
Total liabilities, deferred inflows, and net position	\$ 88,919,208	\$ 84,123,511

The accompanying notes are an integral part of these financial statements

CARMEL AREA WASTEWATER DISTRICT
Statements of Revenue, Expenses, and Change in Net Position
Years Ended June 30, 2020 and 2019

	2020	<i>for comparative purposes only</i> 2019
Operating Revenue		
Sewer service fees	\$ 8,557,816	\$ 8,024,240
Treatment fees, PBCSD	1,541,642	1,486,410
Reclamation Project operating reimbursements	642,238	647,245
Liquid Food Waste fees	9,884	3,750
Brine Disposal fees	104,714	121,642
Other operating revenue	100,346	122,263
Total operating revenue	10,956,640	10,405,550
Operating Expenses		
Maintenance	1,151,754	1,184,825
Collection	1,601,805	1,313,466
Treatment and disposal	5,054,282	4,454,898
Administration	1,117,264	1,012,399
Reclamation Project expenses	573,988	560,640
Waste to Energy costs	25,114	675
Brine Disposal costs	6,922	4,624
Total operating expenses	9,531,129	8,531,527
Operating income (loss)	1,425,511	1,874,023
Nonoperating Revenue (Expenses)		
Property tax revenue	2,140,553	2,050,675
Investment earnings (loss)	715,611	602,347
Highlands Sewer Project assessment	218,013	215,898
PBSCD capital cost reimbursements	254,606	497,084
Reclamation Project capital cost reimbursements	22,744	195,562
Other nonoperating revenue	323,622	114,464
Interest and fiscal expenses	(54,006)	(62,310)
Other nonoperating expenses	(1,220)	(9,326)
Total nonoperating revenue (expenses)	3,619,923	3,604,394
Change in Net Position	5,045,434	5,478,417
Net Position - beginning	82,222,715	76,744,298
Net Position - end of year	\$ 87,268,149	\$ 82,222,715

The accompanying notes are an integral part of these financial statements

CARMEL AREA WASTEWATER DISTRICT
Statements of Cash Flows
Years Ended June 30, 2020 and 2019

Page 1 of 2

*for comparative
purposes only*

Cash Flows Provided By (Used For):

	2020	2019
Operating Activities		
Cash received from customers	\$ 11,436,254	\$ 9,898,945
Cash payments for operating supplies	(2,729,730)	(2,351,936)
Cash payments for personnel costs	(4,647,919)	(4,004,648)
Net cash provided (used)	4,058,605	3,542,361
Noncapital Financing Activities		
Property tax revenue	2,140,553	2,050,675
Highlands Sewer Project revenue	218,013	215,898
Net cash provided (used)	2,358,566	2,266,573
Capital and Related Financing Activities		
Purchase of property and equipment	(1,909,615)	(1,665,618)
Reimbursements for capital projects	277,350	692,646
Principal paid on revenue bonds	(160,000)	(150,000)
Interest and fiscal expenses	(56,106)	(64,279)
Other nonoperating revenue	323,622	114,464
Other nonoperating expenses	(1,220)	(9,326)
Net cash provided (used)	(1,525,969)	(1,082,113)
Investing Activities		
Investment earnings (loss)	715,611	602,347
Net cash provided (used)	715,611	602,347
Increase (decrease) in cash	5,606,813	5,329,168
Cash and cash equivalents - beginning	32,398,290	27,069,122
Cash and cash equivalents - end of year	\$ 38,005,103	\$ 32,398,290

The accompanying notes are an integral part of these financial statements

CARMEL AREA WASTEWATER DISTRICT
Statements of Cash Flows
Years Ended June 30, 2020 and 2019

Page 2 of 2

*for comparative
purposes only*

	2020	2019
Operating Activities Analysis		
Operating Income (Loss)	\$ 1,425,511	\$ 1,874,023
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Add depreciation, a noncash expense	2,394,327	2,246,827
Changes in current assets and liabilities:		
(increase) decrease in trade receivables	(4,515)	(10,904)
(increase) decrease in affiliate receivables	392,522	(607,087)
(increase) decrease in prepaid expenses	(49,251)	-
increase (decrease) in trade payables	(268,492)	315,230
increase (decrease) in deferred revenue	(154,977)	111,386
increase (decrease) in deposits	246,584	-
increase (decrease) in compensated absences	36,261	31,521
increase (decrease) in pension obligations	203,642	(418,635)
increase (decrease) in net deferrals	(163,007)	-
Net cash provided (used)	\$ 4,058,605	\$ 3,542,361

The accompanying notes are an integral part of these financial statements

The notes to the financial statements include a summary of significant accounting policies and other notes considered essential to fully disclose and fairly present the transactions and financial position of the District as follows:

Note 1 - Defining the Reporting Entity

Note 2 - Summary of Significant Accounting Policies

Note 3 - CAWD/PBCSD Reclamation Project

Note 4 - Cash and Investments

Note 5 - Capital Assets

Note 6 - Receivables

Note 7 - Payables

Note 8 - Deferred Compensation Plan

Note 9 - Long-term Obligations

Note 10 - Postemployment Benefits Other than Pensions

Note 11 - Single Employer Defined Benefit Pension Plan

Note 12 - Cost-Sharing Multiple-Employer Defined Benefit Pension Plan

Note 13 - Risk Management

Note 14 - Subsequent Events

Note 15 - New Pronouncements

Note 1 - Defining the Reporting Entity

Reporting Entity

The Carmel Area Wastewater District (the District), organized July 8, 1908, is governed under the provisions of the Sanitary District Act of 1923, Health and Safety Code, Section 6400 et seq., as amended. The function of the District is to provide, operate and maintain sewage collection, treatment, and disposal facilities for the properties included within its boundaries and for certain contracted adjacent properties, and supply reclaimed water to the Monterey Peninsula Water Management District.

The District's reporting entity includes all significant operation and revenue sources as determined under the criteria established by the Governmental Accounting Standards Board. Oversight responsibility is determined on the basis of selection of the governing board, designation of management, ability to significantly influence operations, accountability for fiscal matters, and the scope of public service. The District is exempt from federal income and state franchise taxes.

In March 1969, the District entered into an agreement with the Pebble Beach Community Services District (PBCSD) for treatment and disposal of sewage service delivered by PBCSD. It was anticipated that the contract would account for approximately one third of the capacity of the District's treatment plant. PBCSD began delivering sewage to the District in fiscal year 1970-71, and reimburses the District for one third of its operating treatment and disposal expenses plus a portion of general and administrative expenses at an agreed upon annual fee for this service. The agreement has been modified several times over the years, and currently operates under the 1994 amended agreement.

Under the same agreement, PBCSD additionally reimburses the District for one-third the cost of capital assets purchased or constructed for sewage treatment and disposal. Carmel Area Wastewater District maintains sole ownership of the wastewater treatment plant and related capital assets. PBCSD has only a contractual "right to use" one-third of the sewage treatment plant's capacity under the terms of the most recent modified 1994 agreement and has no rights to ownership of the District's capital assets. Accordingly, capital assets are recorded by the District at 100 percent of their historic cost or contributed value, and any expense reimbursements received from PBCSD or other affiliates are recorded as revenue to the District.

Intact sewage systems constructed by real estate developers are completed at no cost to the District. These systems, when formally accepted by District engineers and the Board of Directors, are recorded as revenue to the District.

Note 2 - Summary of Significant Accounting Policies

Basis of Presentation

The Carmel Area Wastewater District's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The financial transactions of the District are recorded in a Proprietary Fund type.

Proprietary Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the expenses, including depreciation, of providing goods or services to the general public are recovered through user charges.

Enterprise Funds are used to account for operations (1) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The District is such an enterprise fund.

The basic financial statements are prepared using the accrual basis of accounting. Accordingly all assets and liabilities (whether current or noncurrent) are included in the statement of net position. The statement of revenue, expenses, and change in net position presents increases (revenue) and decreases (expenses) in total net position. Capital contributions of property and equipment are reported as a separate line item in the statement of revenue, expenses, and change in net position.

Other Agencies

Accounting principles generally accepted in the United State of America require that the reporting entity include (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause that reporting entity's financial statements to be misleading or incomplete. The criteria provided in GASB Statement No. 14 have been considered and there are no agencies or entities, which should be presented with the District.

Accounts and Records

Records of the District are maintained at its office in Carmel, California. These records include cash receipts and disbursements journals, a general ledger, complete minutes of the Board of Directors meetings, Resolutions, Ordinances and files of supporting documents. Investment funds of the District are on deposit with the Monterey County Treasurer's investment pool.

Budgets and Budgetary Accounting

A budget of projected cash receipts and disbursements is prepared to meet the requirements of the Monterey County Auditor and for internal use by the Board of Directors. The budget is used to provide financial guidance to the District and to determine the amount of funds required from user fees and other sources. The primary difference between the budgetary basis method, and the accounting principles generally accepted in the United States of America (GAAP) method, is depreciation expense and the principal portion of debt service payments.

OTHER SIGNIFICANT ACCOUNTING POLICIES ARE:

Basis of Accounting

The accounting methods and procedures adopted by the District conform to accounting principles generally accepted in the United States of America as applied to governmental enterprises funds. These financial statements are presented in accordance with GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. This Statement provides for; recognition of contributions in the Statement of Revenue, Expenses, and Change in Net Position; inclusion of a Management Discussion and Analysis as required supplementary information; and other disclosure requirements.

Cash and Investments

The District maintains an account with the Monterey County Investment Pool, which essentially operates as a demand deposit account. Available cash balances are managed and controlled by the Monterey County Treasurer in pooled investment funds in order to provide safety, liquidity, and high investment returns for all funds. Earnings from these funds are credited to the District's account on a quarterly

basis. Assessments in excess of estimated current bond requirements of the District are deposited in the Monterey County account which earns interest based on the fund's prorata share of the cash in the investment fund. The District also maintains financial institution bank accounts for operations and payroll that are FDIC insured up to \$250,000 per individual financial institution.

Cash and Cash Equivalents

The District considers all highly liquid assets purchased with an original term to maturity of ninety days or less to be cash equivalents. Cash and cash equivalents are reported as "cash and investments" on the financial statement.

Restricted Assets

Certain cash and investments of the District are classified as restricted because their uses are limited by commitments made by the District with participants for the design and construction of Wastewater Treatment Plan facilities or as restricted by bond covenants. When an expense is incurred for purposes for which there are both restricted and unrestricted cash assets available, restricted cash is used first, then unrestricted cash as it is needed.

Investment Policy

The District has not adopted an investment policy but generally follows the Monterey County Treasurer's investment policy guidelines which allow investments in any security authorized by Section 53635 of the Government Code of the State of California, and any other Government Code that permits investments in various securities, or participation in investment trading techniques or strategies.

Accounts Receivable

Account receivables considered uncollectible are accounted for using the allowance method. The allowance for doubtful accounts was \$-0- at June 30, 2020. All annual user fee customer invoices are added to the County assessed property tax invoices, mailed to property owners annually, collected by the County Assessor where the proceeds are deposited into the District's investment account with the County Treasurer.

Property, Plant & Equipment

Capital assets are accounted for at historical cost or estimated cost. In accordance with the District's capital assets policy, minor expenditures under \$10,000 for renewals and betterments are charged to expense as incurred. Major expenditures for renewals and betterments are capitalized. In cases where assets are donated to the District, construction costs or estimated market values are recorded on the date received. Costs of assets sold, retired or otherwise disposed of have been eliminated from the accounts, and gains or losses on disposition are included in the applicable year's financial statement. The cost of normal maintenance and repairs, that do not add to the value of the asset or materially extend lives, are also expensed in the current period.

The cost of property and equipment is depreciated from the date of acquisition, using the straight-line method of depreciation over their estimated useful lives, as follows:

<u>Asset Category</u>	<u>Useful Lives</u>
Treatment Plant - structures	30-40 years
Treatment Plant - equipment	12-15 years
Collections - office	40 years
Collections - pump stations	40 years
Disposal Facilities	20-50 years
Sewer and Appurtenances	25-75 years
Other Assets	25-75 years

Vacation, Sick Leave, and Other Compensated Absences

The District has recorded an accrual for compensated absences in accordance with the District's policy of paying for unused vacation and sick leave of employees. The District's method of calculating the liability is in accordance with GASB Statement No. 16, except that the additional accruals for salary-related payments associated with the payment of compensation absences, for example the employer's share of pension contributions, social security and medicare taxes, have not been accrued as that amount is not considered significant or material to the financial statements taken as a whole. Compensated vacation and sick leave absences are recorded as expenditures when they are paid. Unpaid vacation and sick leave at year-end is recorded as an expense and a liability when earned by employees. These unpaid amounts will be paid from available resources provided for in future year budgets and are classified as current or noncurrent, based upon expected payment dates.

Long-term Obligations

Long-term debt and obligations are reported as liabilities on the statement of net position either as current if payments are to be made within 12 months of the fiscal year-end, otherwise as noncurrent.

Pension Funding Obligations

Defined benefit pension plan (overfunded) or underfunded net liabilities are recognized and disclosed using the accrual basis of accounting.

In general, the District recognizes a net pension liability, which represents the District's proportionate share of the excess of the total pension liability over the fiduciary net position of the pension reflected in the actuarial report provided by the California Public Employees Retirement System (CalPERS). The net pension liability is measured as of the District's prior fiscal year-end. Changes in the net pension liability are recorded, in the period incurred, as pension expense or as deferred inflows of resources or deferred outflows of resources depending on the nature of the change. The changes in net pension liability that are recorded as deferred inflows of resources or deferred outflows of resources (that arise from changes in actuarial assumptions or other inputs and differences between expected or actual experience) are amortized over the weighted average remaining service life of all participants in the respective pension plan and are recorded as a component of pension expense beginning with the period in which they are incurred.

For purposes of measuring the net pension liability and deferred outflows/inflows or resources relating to pensions and pension expense, information about the fiduciary net position of the District's pension plan with CalPERS and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefits terms. Investments are reported at fair value. Projected earnings on pension investments are recognized as a component of pension expense. Differences between projected and actual investment earnings are reported as deferred inflows of resources or deferred outflows of resources and amortized as a component of pension expense on a closed basis over a five-year period beginning with the period in which the difference occurred. Each subsequent year will incorporate an additional closed basis five-year period of recognition.

Net Position

The business-type activities financial statements utilize a net position presentation. Net position represents the difference between assets plus deferred outflow of resources, as compared to liabilities plus deferred inflow of resources, and is displayed in the following three components:

- *Net Investment in Capital Assets* - this component groups all capital assets, reduced by accumulated depreciation, and the outstanding balances of debt that are attributable to the

acquisition, construction or improvement of the assets.

- *Restricted Net Position* - this component represents net position that is subject to constraints either (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.
- *Unrestricted Net Position* - this component represents net position of the District, not restricted for any construction project or other purpose.

When both restricted and unrestricted net position is available, restricted resources are used first, then unrestricted resources as they are needed.

Operating and Nonoperating Revenue

Operating revenue and expenses consist of revenue that results from the ongoing principal operations of the District. Operating revenue consists primarily of charges for services. Nonoperating revenue results from non-exchange transactions, ancillary activities or subsidies, and investment earnings.

Property Taxes

Property taxes in the State of California are administered for all local agencies at the County level and consist of secured, unsecured and utility tax rolls. The following is a summary of major policies and practices relating to property taxes:

- Property Valuations - are established by the Assessor of Monterey County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the California State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13), properties are assessed at 100% of full value. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increase to full value is allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal.
- Tax Levies - are limited to 1% of full assessed value which results in a tax rate of \$1.00 per \$100 assessed valuation under the provisions of Proposition 13. Tax rates for voter-approved indebtedness are excluded from this limitation.
- Tax Levy Dates - are attached annually on January 1, preceding the fiscal year for which the taxes are levied. The fiscal year begins July 1 and ends June 30 of the following year. Taxes are levied on both real and unsecured personal property. Liens against real estate, as well as the tax on personal property, are not relieved by subsequent renewal or change in ownership.
- Tax Collections - are the responsibility of the Monterey County's tax collector. Taxes and assessments on secured and utility rolls, which constitute a lien against the property, may be paid in two installments: The first is due on November 1 of the fiscal year and is delinquent if not paid by December 10; and the second is due on March 1 of the fiscal year and is delinquent if not paid by April 10. Unsecured personal property taxes do not constitute a lien against property unless the taxes become delinquent. Payment must be made in one installment, which is delinquent if not paid by August 31 of the fiscal year. Significant penalties are imposed by the County for late payments.
- Tax Levy Apportionments - due to the nature of the County-wide maximum levy, it is not possible to identify general-purpose tax rates for specific entities such as the District. Under State

legislation adopted subsequent to the passage of Proposition 13, apportionments to local agencies are made by each County auditor-controller based primarily on the ratio that each agency represented of the total County-wide levy for the three fiscal years prior to fiscal year 1979.

- Property Tax Administration Fees - the State of California fiscal year 1990-91 Budget Act authorized Counties to collect an administrative fee for its collection and distribution of property taxes.
- Monterey County bills and collects property taxes and user fees for the District in addition to its own property taxes.

Use of Estimates

Preparing the District's financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Note 3 - CAWD/PBCSD Reclamation Project

The CAWD/PBCSD Reclamation Project (the Project) is a "cooperative effort" involving the Carmel Area Wastewater District (CAWD), the Pebble Beach Community Service District (PBCSD), the Monterey Peninsula Water Management District (MPWMD), the Pebble Beach Company (PBCo), and the Independent Reclaimed Water Users Group (IRWUG). This cooperative effort did not create a new or separate legal entity. The Project is accounted for as a Proprietary (Enterprise) Fund in the books of the Monterey Peninsula Water Management District, the issuer of the 1992 *Variable Rate Demand Certificates of Participation*, which originally financed the Project. The activities of the Project are overseen by a six member management committee containing two representatives from the CAWD board, two from the PBCSD board, one from the PBCo board, and one from the Independent Reclaimed Water Users Group (IRWUG).

The Project provides treated or reclaimed wastewater to irrigate golf courses and open space areas within the community of Pebble Beach, which frees up potable water previously used for irrigation. The Project operates on the site of CAWD's existing wastewater treatment plant. The Project includes: a tertiary treatment plant, laboratory facilities, a wastewater distribution system, a storage tank used to distribute the treated wastewater to the receptor sites in Pebble Beach, and irrigation system improvements. Recent improvements include a Microfiltration/Reverse Osmosis facility at the CAWD plant, and a reservoir increase capacity project to hold additional reclaimed water at the PBCSD reservoir. The tertiary treatment plant produces water which meets Title 22 standards specified by the California Department of Health Services, which is a quality acceptable for irrigation.

Phase 1

The Project was initially financed in December 1992 by the aforementioned Certificates of Participation (COP) in the amount of \$33,900,000 which were executed and delivered at the direction of the MPWMD. Per the COP issuance agreement, the MPWMD agreed to provide the funds necessary to construct and operate the Project with contractual provisions to own the reclaimed water for the express purpose of resale of this water primarily to golf courses located within the Pebble Beach Community to reduce their reliance upon potable water. The PBCo guaranteed payment of construction costs of the Project, plus any operating deficiencies.

Any debt obligations incurred by the MPWMD to finance the Project constitutes limited obligations of MPWMD. These limited obligations are payable solely from the net operating revenue generated by the sale of reclaimed water produced by the Project and, if such reclaimed water revenue is insufficient, from payments on a Bond Letter of Credit, provided by Bank of America (the credit bank), through a reimbursement agreement between PBCo and the credit bank.

Phase 1 Construction of the Project began in January 1993, and was completed in October 1994. The Project assets are owned principally by CAWD and PBCSD, and consist primarily of the following:

Assets owned by CAWD include the following:

- new tertiary treatment plant
- secondary process improvements
- new laboratory facilities
- reclaimed water pump station
- related computer equipment
- small portion of the reclaimed water pipeline

Assets owned by PBCSD include the following:

- approximately seven miles of reclaimed water distribution system pipelines
- 2.5 million gallon storage tank
- portable water pump station
- reclaimed water booster pump station

Phase 2

In 2004, the Carmel Area Wastewater District, the Monterey Peninsula Water Management District, the Pebble Beach Community Services District, and the Pebble Beach Company approved agreements that enabled a significant expansion of the Project's operations known as Phase 2. The goal of the expansion was to enable the Pebble Beach golf courses to be fully dependent on recycled water, thus saving a significant amount of potable water. The expansion was partially funded from the sales of Pebble Beach Company's legal water entitlement agreements to Del Monte Forest residential property owners, currently available at \$250,000 per acre foot. Approximately \$29 million has been raised through these sales and investment earnings, with the proceeds deposited in a restricted construction escrow account.

The agreements commit the Pebble Beach Company and the Independent Reclaimed Water Users (the unincorporated association of the owners of Cypress Point Golf Club, Poppy Hills Golf Course, and the Monterey Peninsula Country Club) to use and pay for recycled water for irrigation, and make provisions for the beneficial use of any surplus recycled water.

The Project began construction on the Forest Lake Reservoir in 2004 with completion in 2006. Total cost of the reservoir component of the expanded project was approximately \$13 million. Upon completion of the reservoir, PBCSD began the application process with the California Division of Safety of Dams to increase the permitted capacity from 320 acre feet to 370 acre feet. Design began in 2006 for the micro-filtration/reverse osmosis (MF/RO) treatment component, along with implementation of a pilot project at Carmel Area Wastewater District's treatment facility. Construction commenced in October 2006 on the MF/RO plant. At June 30, 2009 the entire construction project was complete. Total cost of the MF/RO portion was approximately \$21.5 million. The combined improvements are expected to solve water quality issues experienced by the golf courses and should eliminate their use of potable water except in case of emergency. Year-round production is now possible with the Forest Lake Reservoir providing *peak demand* requirements.

Note 4 - Cash and Investments

Cash and investments at fiscal year-end are classified in the accompanying financial statements as follows:

Statement of Net Position	
Cash and investments	<u>\$ 38,005,103</u>
Cash and investments are comprised of the following:	
Deposits with financial institutions:	
Checking accounts	\$ 623,998
State investment pool	1,184,855
Monterey County investment pool	<u>36,196,250</u>
	<u>\$ 38,005,103</u>

Participation in an external County Investment Pool

The District is a voluntary participant in the Monterey County Investment Pool. Funds in the Pool essentially operate as demand deposit accounts. Available cash balances are controlled and invested by the County Treasurer in pooled investment funds in order to provide safety, liquidity and investment returns for all funds. Interest earnings from these funds are credited to the District's account on a quarterly basis. As of June 30, 2020, the Pool had approximately \$1.8 billion in investments. The Monterey County Treasurer's Investment policy is in compliance with Section 53635 of the Government Code of the State of California, which permits investments in certain securities and participation in certain investment trading techniques or strategies. Annual reports of the investment pool may be obtained from the Monterey County Treasurer, Post Office Box 390, Salinas, California 93902.

Participation in an external State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF). LAIF, established in 1977, is regulated by California Government Code Section 16429 and under the day to day administration of the California State Treasurer. There is a five member Local Investment Advisory Board that is chaired by the State Treasurer. LAIF determines fair value of its investment portfolio based on market quotations for those securities where market quotations are readily available, and on amortized cost or best estimate for those securities where market value is not readily available. LAIF is part of the Pooled Money Investment Account (PMIA) and under the control of the State Treasurer's Office, which is audited by the Bureau of State Audits on an annual basis. As of June 30, 2020, PMIA had approximately \$103 billion in investments. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Audited financial statements of PMIA may be obtained from the California State Treasurer's web site at www.treasurer.ca.gov.

Investments Authorized by the District's Investment Policy

The District does not have a specific investment policy but generally follows the guidelines of Monterey County's Investment Policy. All funds invested are managed to meet the guidelines stated in both California Code Section 53600, et. seq. and the County's investment policy. The following County

Investment Pool guidelines and directives are generally followed by District management:

- The legal, final maturity of any single security within the investment portfolio will not exceed five years at purchase.
- The *weighted average life* of the portfolio will not exceed two years.
- The maximum maturity of investments in a money market pool shall not exceed 397 days, and the weighted maturity average maturity of the pool shall not exceed 90 days. A money market pool shall not exceed 10% of the portfolio's book value on the date investments are made; maximum investment in all money market pools shall not exceed 20% of the portfolio's book value on the date that investments are made.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the maturity date and yield of each investment:

		<u>Maturity Date and Yield</u>
Monterey County investment pool	\$ 36,196,250	due on demand, 1.89% yield
State investment pool (LAIF)	1,184,855	due on demand, 1.74% yield
Union Bank checking	506,816	due on demand, 0.15% yield
Union Bank payroll	117,182	due on demand, 0.01% yield

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County Pool and LAIF do not have a rating provided by a nationally recognized statistical rating organization.

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. At year end, 95% of the District's cash was invested with the Monterey County Investment Pool.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure District deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At year end the District had \$387,679 in bank financial institutions that

was not covered by the FDIC, but was covered by collateralized securities of the bank financial institutions where the deposits were maintained.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the County's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

Note 5 - Capital Assets

Capital assets activity for the year consists of the following:

	Beginning Balance	Additions/ Completions	Retirements/ Adjustments	Ending Balance
<i><u>Non-depreciable Assets</u></i>				
Land and land rights	\$ 308,060	\$ -	\$ -	\$ 308,060
Construction-in-progress	1,915,151	2,075,448	(1,909,615)	2,080,984
totals	<u>2,223,211</u>	<u>2,075,448</u>	<u>(1,909,615)</u>	<u>2,389,044</u>
<i><u>Depreciable Assets</u></i>				
Treatment structures	70,224,270	134,182	-	70,358,452
Treatment equipment	7,706,139	609,436	-	8,315,575
Collection pump stations	1,040,749	198,095	-	1,238,844
Collection pump equipment	929,723	19,530	-	949,253
Sewers and appurtenances	11,018,761	100,659	-	11,119,420
Disposal facilities	1,352,473	291,418	-	1,643,891
Other assets	3,825,884	512,094	-	4,337,978
totals	<u>96,097,999</u>	<u>1,865,414</u>	<u>-</u>	<u>97,963,413</u>
<i><u>Accumulated Depreciation</u></i>	<u>(48,564,803)</u>	<u>(2,799,809)</u>	<u>283,850</u>	<u>(51,080,762)</u>
<i><u>Net Capital Assets</u></i>	<u>\$49,756,407</u>	<u>\$ 1,141,053</u>	<u>\$ (1,625,765)</u>	<u>\$49,271,695</u>

In the statement of revenue, expenses, and change in net position, total depreciation expense for the year was charged to the following departments:

Collection	\$ 322,705
Treatment and disposal	2,446,841
Administration	30,263
	<u>\$ 2,799,809</u>

Note 6 - Receivables

Receivables at year end consist of the following:

User fees - customers	\$ 85,849
Trade receivables	<u>62,679</u>
Total accounts receivable	<u>\$ 148,528</u>
Reclamation Project	\$ 87,421
Pebble Beach CSD	<u>729,150</u>
Total receivables from affiliates	<u>\$ 816,571</u>

Note 7 - Payables

Payables at year end consist of the following:

Construction, engineering and consultants	\$ 266,884
Legal, accounting and professionals	84,849
Repairs and maintenance	50,059
Other vendors	<u>11,632</u>
	<u>\$ 413,424</u>

Note 8 - Deferred Compensation Plan

The District maintains a deferred compensation plan for its eligible employees wherein amounts earned by the employees are paid at a future date. All full-time, regular, salaried employees are permitted to participate in the plan beginning on the first day of the month following their hire date. An employee may elect to make contributions up to the limits established by the Internal Revenue Service for this type of plan, and becomes 100% vested from the first date of participation. Nationwide Retirement Solutions, Inc., and the Variable Annuity Life Insurance Company, both administer the plan, which is in conformity with Section 457 of the Internal Revenue Code.

Note 9 - Long-term Obligations

Long-term debt and obligation activity for the year was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Revenue bonds	\$ 1,090,000	\$ -	\$ (160,000)	\$ 930,000	\$ 170,000
Compensated absences	209,216	36,261	-	245,477	61,369
Single employer net pension liability (overfunded)	(1,013,654)	50,371	-	(963,283)	
CalPERS net pension liability (overfunded)	395,657	153,271	-	548,928	
	<u>\$ 681,219</u>	<u>\$ 239,903</u>	<u>\$ (160,000)</u>	<u>\$ 761,122</u>	

Compensated Absences

The accrued compensated absences amounts will be paid from available resources and are classified as current or noncurrent, based upon expected payment dates.

Revenue Bonds

In 2004, the District issued \$3,000,000 in *California Statewide Communities Development Authority Water and Wastewater Revenue Series 2004-A Bonds* through a pooled financing program for the design, planning, and construction of sewer facilities for certain properties located within the Carmel Highlands area. The District has signed agreements with (1) the Highlands Inn, (2) the Highlands Sanitary Association (which is comprised of eleven individual owners as members) and (3) the Tickle Pink Inn, to be reimbursed through sewer user fees for all the annual costs associated with the bonds including, but not necessarily limited to, installment payments of principal and interest on the bonds, debt service or administrative fees, and costs or obligations for which the District is obligated to make under the terms of the bond agreement. The sewer user fees and reimbursable costs generated from the customers in the Carmel Highlands area are assessed and included on the Monterey County secured property tax rolls, and submitted by the District annually, as is the same payment program with all District wastewater customers. Principal on the bonds is payable annually beginning October 1, 2004. Interest is payable semi-annually on October 1 and April 1, beginning October 1, 2004.

The interest rates on the bonds range from 1.5% to 5.25%; the bonds mature on October 1, 2024. The bond agreement contains a covenant requiring the District to yield “system net revenues” during each fiscal year equal to at least 120% of the annual debt service in the fiscal year. The covenant has been met.

Future annual principal and interest requirements are as follows:

<u>Year Ending June 30,</u>	<u>Revenue Bonds, Series 2004-A</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$ 170,000	\$ 44,363	\$ 214,363
2022	175,000	35,306	210,306
2023	185,000	25,856	210,856
2024	195,000	15,881	210,881
2025	205,000	5,381	210,381
totals	\$ 930,000	\$ 126,787	\$ 1,056,787

Note 10 - Postemployment Benefits Other than Pensions

Plan Description

In September 2002, the District established a postemployment health plan (PEHP) to meet its employees’ postemployment health care needs and expenses. Under the PEHP plan, Nationwide Retirement Solutions Company (NRS) provides administrative services in exchange for a fee as agreed upon by the District and NRS. The plan does not establish a long-term liability of the District. All employees are permitted to participate in the plan beginning on the first day of the month following their hire date. The District contributes 1% of an employee’s salary to the plan on a periodic basis, on behalf of each eligible employee who is a plan participant. Amounts contributed are segregated to either one or both of the following sub-accounts for: (1) reimbursements of qualifying medical care expenses not paid by insurance or (2) reimbursement of health care insurance premiums. Contributions may not vary among eligible employees to fund the qualifying medical care expense sub-account and will be made as an equal dollar amount for each employee. Contributions to fund health care insurance premium sub-accounts may be made as an equal dollar amount or as a percentage of salary, but such percent or dollar amount must apply to all eligible employees. For the year ended June 30, 2020 the District contributed \$35,700 to the plan.

Note 11 - Single Employer Defined Benefit Pension Plan

A. General Information about the Plan

Plan Description

The Plan was established on July 1, 1969 by the District and has been amended several times since that date. The benefit formula is 2.5% of the participant’s highest calendar year pay times years of benefit service. The Plan was amended effective October 29, 2005 to provide that the Normal retirement age, be age 62 with 5 years participation. Previously it was age 65. Also benefit service was frozen as of October 29, 2005 plus an additional 3.333 years for participants employed on that date. Vesting service was amended to add 3 years for participants employed on the amendment date. Employees hired after October 29, 2005 cannot participate in this plan but are eligible to participate in the District’s retirement plan with the California Public Employees Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan.

The Plan documents contain a more detailed description of the Plan provisions and should be referred to for a more complete understanding of the terms of the Plan. The District is the Plan Administrator. Additional information concerning this Single Employer Defined Benefit Pension Plan can be obtained from the District's principal accountant.

Contributions

The District's funding policy is to provide for employer contributions on a monthly basis. Employer contributions to the plan for the year ended June 30, 2020 were \$-0- since the plan is overfunded. Contributions are actuarially determined under the aggregate actuarial cost method and are designed to accumulate sufficient assets to pay benefits when due. Although service credit to the plan has stopped, employees will only be able to draw their pension account upon separation from District employment.

Plan Membership

As of June 30, 2020, pension plan membership consisted of the following:

Retired members or beneficiaries currently receiving benefits	4
Vested terminated members entitled to, but not yet receiving benefits	3
Active members	<u>6</u>
total	13

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the District reported a Net Pension Liability as follows:

Total pension liability	\$ 4,418,447
Fiduciary net position (plan assets)	5,432,101
Net pension liability (overfunded)	(1,013,654)

At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to this pension plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of assumptions	\$ -	\$ 77,964
Net difference between projected and actual earnings on pension plan investments	26,437	-
Differences between expected and actual experience	<u>85,343</u>	<u>36,185</u>
Totals	<u>\$ 111,780</u>	<u>\$ 114,149</u>

Amounts reported as deferred inflows of resources related to pensions will be recognized as pension expense in the years ending June 30, 2020 and thereafter as follows:

Year Ended June 30,	
2021	\$ (40,696)
2022	(3,998)
2023	19,556
2024	21,747
2025	1,022
thereafter	-
	<u>\$ (2,369)</u>

C. Actuarial Assumptions

The Total pension liability was determined as part of actuarial valuation as of July 1, 2020 using the following actuarial methods and assumptions in accordance with GASB No. 68:

Valuation date	June 30, 2020
Measurement date	June 30, 2020
Actuarial cost method	Entry Age Normal
Amortization method	5 years
Remaining amortization method	3-5 years
Long-term inflation rate	2.00%
Salary increases	3.50%
Investment Rate of Return, net	6.00%
Retirement age, with 5 years participation	62
Mortality	RP-2014 tables

D. Discount Rate

The discount rate used to measure the total pension liability was 6.0% which is the long-term expected rate of return on pension plan investments net of pension plan administrative expense, including inflation.

E. Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability calculated using the discount rate of 6.0%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	Discount Rate		
	5.00% (1% Decrease)	6.00% (Current Rate)	7.00% (1% Increase)
Net Pension Liability (overfunded)	\$ (435,509)	\$ (963,283)	\$ (1,402,918)

Note 12 - Cost-Sharing Multiple-Employer Defined Benefit Pension Plan

A. General Information about the Plan

Plan Description

Starting October 29, 2005, the District provides pension benefits to eligible employees through a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees Retirement System (CalPERS). CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statute and District ordinance. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50-55 with statutorily reduced benefits. Death benefits are the pre-retirement Optional Settlement 2W Death Benefit, and the post-retirement death benefit lump sum. The cost of living adjustments for each plan are applied as specified by the Public Employees Retirement Law.

The Plan's provisions and benefits in effect at June 30, 2020, are summarized as follows:

	CalPERS Miscellaneous Plan	
	Prior to January 1, 2013 (Classic)	On or after January 1, 2013 (PEPRA)
Hire date		
Benefit formula	2% @ 60	2% @ 62
Benefit vesting schedule	5 years svc	5 year svc
Benefit payments	monthly for life	monthly for life
Retirement age	60	62
Monthly benefits, as a % of eligible compensation	2.0%	2.0%
Required employee contribution rates (1)	7.000%	6.750%
Required employer contribution rates (1)	8.081%	6.985%

(1) Subject to annual changes after January 1, 2013

Contributions

The District makes partial contributions required of District employees on their behalf and for their account depending upon date of hire. Employee members are required to make contributions of their annual covered salary in an amount depending upon date of hire. The contribution requirements of plan are established and may be amended by CalPERS. Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 each year, by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any

unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the year ended June 30, 2020, employer pension plan contributions were \$227,991.

B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the District reported a net pension liability for its Proportionate Share of the Net Pension Liability of the CalPERS Public Agency Cost-Sharing Plan as follows:

Total pension liability	\$	6,841,185
Fiduciary net position (plan assets)		6,292,257
Net pension liability		548,928

The District's net pension liability for its Plan with CalPERS is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2019 (measurement date), and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures.

The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2020, the District recognized \$398,446 as pension expense. The District reported deferred outflows of resources and deferred inflows of resources related to this pension plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 38,125	\$ (2,954)
Changes of assumptions	26,175	(9,279)
Net difference between projected and actual earnings on pension plan investments	-	(9,597)
Change in employer's proportion	223,989	-
Differences between employer's contributions and the proportionate share of contributions	-	(77,534)
Pension contributions subsequent to the measurement date	227,991	-
Totals	<u>\$ 516,280</u>	<u>\$ (99,364)</u>

Recognition of Deferred Outflows and Inflows of Resources in Future Pension Expense, as follows:

<u>Year Ending June 30:</u>	
2021	\$ 122,190
2022	50,076
2023	14,721
2024	1,938
2025	-
	<u>\$ 188,925</u>

C. Actuarial Assumptions

The total pension liability for this plan’s actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Investment Rate of Return	7.0% net of investment expenses

D. Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of a discount rate, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.0 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.0 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of GASB Statement No. 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.0 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.15 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net

of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach.

Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each asset class. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

CalPERS adheres to an Asset Allocation Strategy which establishes asset class allocation policy targets and ranges, and manages those asset class allocations within their policy ranges. The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses. The asset allocation has an expected long-term blended rate of return of 7.0 percent.

<u>Asset Class</u>	<u>Allocation</u>
Global Equity	50.00%
Fixed Income	28.00%
Private Equity	8.00%
Real Assets	13.00%
Liquid Assets	1.00%
	<u>100.00%</u>

E. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	<u>Discount Rate</u>		
	<u>6.15%</u> <u>(1% Decrease)</u>	<u>7.15%</u> <u>(Current Rate)</u>	<u>8.15%</u> <u>(1% Increase)</u>
Net Pension Liability	\$ 1,469,089	\$ 548,928	\$ (210,599)

Note 13 - Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters. This policy covers solely the District's property and equipment located on State Route 1 in Carmel, California, and not property and equipment owned by other government agencies that may be physically located on CAWD property.

The District is a member of the California Sanitation Risk Management Authority (CSRMA), an established public entity risk pool that operates as a common risk management and insurance program for 60 government members. The District pays an annual premium to the risk pool for its workers' compensation, excess workers compensation, property, and general coverage. Risk of loss is retained for general liability claims. The agreement with the risk pool provides that it will be self-sustaining through member premiums and additional policies purchased from commercial insurance companies for general liability claims, and for excess workers' compensation claims. The District's share of CSRMA year-end assets, liabilities, and retained earnings has not been calculated by the CSRMA. Financial statements may be obtained from CSRMA, 100 Pine Street, 11th Floor, San Francisco, California 94111.

Health Life and Vision Insurance - the District participates in a group health insurance plan, which provides benefits for all qualified employees.

Dental Insurance - the District has elected to self-insure for dental insurance under a reimbursement plan. The amount of the contingent liability, if any, at fiscal year end is not material, however, the District is not aware of any significant claims currently pending.

Note 14 - Subsequent Events

The management of the District has reviewed the results of operations for the period from its year end June 30, 2020 through December 9, 2020, the date the draft financial statements were available to be issued, and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

Note 15 - New Pronouncements

The Governmental Accounting Standards Board (GASB) has released the following new pronouncements, which can be read in their entirety at <http://www.gasb.org>

In January 2017, GASB issued Statement No. 84, *Fiduciary Activities*. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. The requirements in this Statement are effective for fiscal years beginning after June 30, 2020.

In June 2017, GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and a right-to-use lease asset, and a lessor is required to

recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for fiscal years beginning after June 30, 2020.

In June 2018, GASB issued Statement No. 89 *Accounting for Interest Cost Incurred before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. This Statement established accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62 *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement.

This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

REQUIRED SUPPLEMENTARY INFORMATION

(unaudited)

CARMEL AREA WASTEWATER DISTRICT
Required Supplementary Information
Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (unaudited)
As of June 30, 2020

Schedule of Proportionate Share of the Net Pension Liability

The proportion (*percentage*) of the collective net pension liability represents the District's share of the cost-sharing plan assets offset against the actuarial determined collective pension liability.

The proportionate share (*dollar amount*) of the collective net pension liability represents the District's share of the cost-sharing plan assets offset against the actuarial determined collective pension liability.

The employer's covered-employee payroll represents the payroll of employees that are provided with pensions through the plan.

Schedule of Contributions

The employer's contributions to the plan is actuarially determined or based on statutory or contractual requirements which comprise the following: (1) the agent employer's actuarially determined contribution to the pension plan (its statutorily/contractually required contribution), (2) the employer's actual contributions, the difference between the actual and actuarially determined contributions (its statutorily/contractually required contributions), and (3) a ratio of the actual contributions divided by covered-employee payroll.

CARMEL AREA WASTEWATER DISTRICT
Required Supplementary Information (unaudited)
Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 6 Fiscal Years *

Schedule of the District's Proportionate Share of the Plan's Net Pension Liability	Measurement Date - Fiscal Year Ending June 30					
	2019	2018	2017	2016	2015	2014
District's proportion of the net pension liability	0.0054%	0.0041%	0.0045%	0.0033%	0.0005%	0.0101%
District's proportionate share of the net pension liability	\$ 548,928	\$ 395,657	\$ 448,040	\$ 285,127	\$ (33,002)	\$ 629,116
District's covered-employee payroll **	\$ 2,531,591	\$ 2,252,020	\$ 2,177,857	\$ 2,030,331	\$ 2,053,405	\$ 1,868,031
District's proportionate share of the net pension liability as a percentage of its covered-employee payroll	21.68%	17.57%	20.57%	14.04%	-1.61%	33.68%
Plan fiduciary net position as a percentage of the total pension liability	75.27%	75.26%	73.31%	74.06%	78.40%	79.82%

Schedule of the District's Contributions	Fiscal Year Ending June 30					
	2020	2019	2018	2017	2016	2015
Contractually required employer contribution	\$ 227,991	\$ 199,800	\$ 165,214	\$ 152,534	\$ 134,094	\$ 157,952
Contributions in relation to the contractually required employer contribution	227,991	199,800	165,214	152,534	134,094	718,672
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (560,720)
District's covered-employee payroll ***	\$ 2,758,226	\$ 2,531,591	\$ 2,252,020	\$ 2,177,857	\$ 2,030,331	\$ 2,053,405
Contributions as a percentage of covered-employee payroll	8.27%	7.89%	7.34%	7.00%	6.60%	35.00%

* Fiscal year 2015 was the first year of implementation, therefore only six years are shown

** for the measurement date fiscal year

*** for the fiscal year ending on the date shown

CARMEL AREA WASTEWATER DISTRICT
Required Supplementary Information (unaudited)
Single Employer Defined Benefit Pension Plan
As of June 30, 2020

Schedule of Changes in the Net Pension Liability

The beginning and ending balances of the total pension liability, the plan assets available for pension benefits, and the net pension liability, as well as the change in those amounts during the year are presented by cause.

Total pension liability, plan net position, net pension liability, a ratio of plan net position divided by the total pension liability, payroll amount for current employees in the plan (covered-employee payroll), and a ratio of the net pension liability divided by covered-employee payroll.

Schedule of Contributions

The employer's contributions to the plan is actuarially determined or based on statutory or contractual requirements which comprise the following: (1) the agent employer's actuarially determined contribution to the pension plan (its statutorily/contractually required contribution), (2) the employer's actual contributions, the difference between the actual and actuarially determined contributions (its statutorily/contractually required contributions), and (3) a ratio of the actual contributions divided by covered-employee payroll.

CARMEL AREA WASTEWATER DISTRICT
Required Supplementary Information (unaudited)
Single Employer Defined Benefit Pension Plan
Last 6 Fiscal Years *

Schedule of Changes in the District's Net Pension Liability

	Fiscal Year Ending June 30					
	2020	2019	2018	2017	2016	2015
<u>Total Pension Liability:</u>						
Service Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on total pension liability	259,881	253,702	267,900	271,856	267,034	234,721
Differences between expected and actual	84,663	6,974	(80,294)	16,907	29,560	103,803
Changes of assumptions	(17,336)	(5,452)	(62,738)	-	-	(907,311)
Benefit payments, includes refunds	(176,786)	(128,424)	(596,447)	(112,946)	(319,499)	(73,846)
Net change in total pension liability	150,422	126,800	(471,579)	175,817	(22,905)	(642,633)
Total pension liability - beginning	4,418,447	4,291,647	4,763,226	4,587,409	4,610,314	5,252,947
Total pension liability - ending	<u>\$ 4,568,869</u>	<u>\$ 4,418,447</u>	<u>\$ 4,291,647</u>	<u>\$ 4,763,226</u>	<u>\$ 4,587,409</u>	<u>\$ 4,610,314</u>
 <u>Plan Fiduciary Net Position:</u>						
Contributions - employer	\$ -	\$ 34,600	\$ 78,936	\$ 88,680	\$ 130,672	\$ 216,420
Contributions - employee	-	-	-	-	-	-
Net investment income	278,846	264,302	364,427	374,628	(92,216)	227,644
Benefit payments, includes refunds	(176,786)	(128,424)	(596,447)	(112,946)	(319,499)	-
Administrative expense	(2,009)	(1,842)	(1,844)	(1,763)	(16,821)	(73,846)
Net change in plan fiduciary net position	100,051	168,636	(154,928)	348,599	(297,864)	370,218
Plan fiduciary net position - beginning	5,432,101	5,263,465	5,418,393	5,069,794	5,367,658	4,987,466
Plan fiduciary net position - ending	<u>\$ 5,532,152</u>	<u>\$ 5,432,101</u>	<u>\$ 5,263,465</u>	<u>\$ 5,418,393</u>	<u>\$ 5,069,794</u>	<u>\$ 5,357,684</u>
 <u>Net Pension Liability / (Overfunded)</u>	<u>\$ (963,283)</u>	<u>\$ (1,013,654)</u>	<u>\$ (971,818)</u>	<u>\$ (655,167)</u>	<u>\$ (482,385)</u>	<u>\$ (747,370)</u>

Plan Fiduciary Net Position as a Percentage of the Total Pension Liability:

Covered employee payroll	\$ 747,631	\$ 711,527	\$ 680,149	\$ 683,592	\$ 759,350	\$ 785,681
NPL as percentage of covered employee payroll	128.8%	122.9%	122.6%	-95.8%	-64.0%	-97.0%

Schedule of District's Contributions:

Actuarially determined contribution	\$ -	\$ -	\$ 103,838	\$ 78,940	\$ 88,667	\$ 130,567
Actual contributions	-	(34,600)	(78,936)	(88,680)	(130,672)	(216,420)
Contribution deficiency / (excess)	<u>\$ -</u>	<u>\$ (34,600)</u>	<u>\$ 24,902</u>	<u>\$ (9,740)</u>	<u>\$ (42,005)</u>	<u>\$ (85,853)</u>
 Covered employee payroll	\$ 747,631	\$ 711,527	\$ 680,149	\$ 683,592	\$ 759,350	\$ 779,176
Contributions as a percentage of covered payroll	0.00%	-4.86%	-11.61%	-12.97%	-17.21%	-27.78%

* Fiscal year 2015 was the first year of implementation, therefore only six years are shown.

OTHER SUPPLEMENTARY INFORMATION

CARMEL AREA WASTEWATER DISTRICT
Budgetary Comparison Information
Revenue and Expenses
Year Ended June 30, 2020

	Final Budget <i>(unaudited)</i>	Actual	Variance Favorable (Unfavorable)
<u>Operating Revenue</u>			
Sewer service fees	\$ 8,207,479	\$ 8,557,816	\$ 350,337
PBCSD treatment fees	1,200,000	1,541,642	341,642
Reclamation Project O&M reimbursements	471,937	642,238	170,301
Liquid Food Waste fees	-	9,884	9,884
Brine Disposal fees	-	104,714	104,714
Other operating revenue	27,000	100,346	73,346
Total operating revenue	<u>9,906,416</u>	<u>10,956,640</u>	<u>1,050,224</u>
<u>Operating Expenses</u>			
Maintenance	1,876,166	1,151,754	724,412
Collection	2,040,959	1,601,805	439,154
Treatment and disposal	5,155,757	5,054,282	101,475
General and administrative	1,724,824	1,117,264	607,560
Reclamation Project O&M expenses	471,937	573,988	(102,051)
Waste to Energy costs	9,108	25,114	(16,006)
Brine Disposal costs	7,910	6,922	988
Other operating expenses	-	-	-
Total operating expenses	<u>11,286,661</u>	<u>9,531,129</u>	<u>1,755,532</u>
Operating income (loss)	(1,380,245)	1,425,511	2,805,756
<u>Nonoperating Revenue and (Expenses)</u>			
Property tax revenue	1,812,897	2,140,553	327,656
Investment earnings	250,000	715,611	465,611
Highlands Sewer Project revenue	215,625	218,013	2,388
PBCSD capital reimbursements	985,739	254,606	(731,133)
Reclamation Project capital reimbursements	58,021	22,744	(35,277)
Debt Service - Interest and fiscal expenses	(53,025)	(54,006)	(981)
Other nonoperating revenue	-	323,622	323,622
Other nonoperating (expenses)	(2,600)	(1,220)	1,380
Total non-operating revenue and (expenses)	<u>3,266,657</u>	<u>3,619,923</u>	<u>353,266</u>
Net income (loss)	\$ 1,886,412	\$ 5,045,434	\$ 3,159,022
<u>GAAP Reconciling Adjustment</u>			
Depreciation expense	2,669,000	2,799,809	130,809
Net income - budgetary basis	<u>\$ 4,555,412</u>	<u>\$ 7,845,243</u>	<u>\$ 3,289,831</u>

End of Report

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 28, 2021

Subject: CAWD Pension Plan – Actuarial Review July 1, 2020

RECOMMENDATION

It is recommended that the Board of Directors accept the Carmel Area Wastewater District 2020 Actuary Report prepared by Nicolay Consulting.

DISCUSSION

Nicolay Consulting, the District’s actuary, has completed the July 1, 2020 report for the Strategic Asset Management Plan (SAM). The plan was reviewed by the Pension Committee on January 7, 2020.

Actuarial Report Highlights:

Employer Contribution for plan year ending June 30, 2020:	
Annual Contribution to fully amortize the Unfunded Actuarial Accrued Liability in five years (adjusted for monthly contributions)	\$-0-
Market Value of Asset on July 1, 2020	\$5,532,152
Actuarial Asset Value on July 1, 2020	\$5,496,670
Present Value of all Accrued Plan Benefits on July 1, 2020	\$5,400,812
Number of Participants on July 1, 2020	
Retired participants receiving benefits	4
Terminated vested participants entitled to future benefits	3
Active participants	6
Total participants	13

The plan’s funded status on an All Expected Future Benefits basis (represents the present value of all expected future benefits under the plan including benefits expected to be earned for future service based on future salary increases) as follows:

97% June 30, 2016
96% June 30, 2017
100% June 30, 2018

103% June 30, 2019
102% June 30, 2020

The unfunded actuarial accrued liability (UAL) as of July 1, 2020 is (\$95,858). Note: The negative value represents the UAL as an asset.

FUNDING

The 2020 Actuary Report recommended minimum required contribution for the 2020-21 Plan Year is \$-0-.

The charge from Nicolay Consulting Services to prepare actuarial report and employee was \$7,217.00. This included preparation of Government Accounting Standards Board (GASB) 68 work for financial statements. The budget was \$10,000.

**Carmel Area
Wastewater District
Pension plan**

2020 Actuary's Report

Actuarially Determined Contribution for Plan Year 2020/21

Valuation Date: July 1, 2020
Plan Year Ending: June 30, 2021
Tax Year Ending: June 30, 2021



December 07, 2020

Ms. Barbara Buikema
Carmel Area Wastewater District
P0 Box 221428
Carmel, CA 93922

Dear Ms. Buikema:

Re: Carmel Area Wastewater District Pension Plan - July 1, 2020 Actuary's Report

We have performed an actuarial valuation of the Carmel Area Wastewater District Pension Plan (the "Plan") for the purpose of determining the plan's funding status as of July 1, 2020 and Actuarially Determined Contribution (ADC) for the 2020/21 Plan Year. This report is provided solely for this purpose and should not be used or relied upon for other purposes. It also should not be disclosed or distributed to a third party, unless we provide written permission.

This report is based on actual experience through June 30, 2020 and plan provisions in effect on July 1, 2020. The valuation and cost calculations for the 2020/21 Plan Year, as summarized in this report, are based on participant data and un-audited Plan financial information provided by Carmel Area Wastewater District (the "District") as of July 1, 2020.

All costs, liabilities, and other factors under the plan were determined in accordance with generally accepted actuarial principles and procedures. In our opinion, the actuarial assumptions used are individually reasonable taking into account the experience of the plan and consistent expectations as to future experience. In combination, the actuarial assumptions represent our best estimate of the anticipated experience under the plan. The costs and actuarial exhibits presented in this report, in our opinion, fully and fairly disclose the actuarial position of the plan.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in plan provisions or applicable law. Due to the limited scope of this assignment, we did not perform an analysis of the potential range of possible future measurements.

The actuarial calculations were completed under the supervision of Earlene L. Young, and Gary E. Cline, . We are members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.. There is no relationship between the plan sponsor and our employer that would impair our objectivity in preparing this report.

We would be pleased to answer any questions on the material contained in this report or to provide explanation or further detail as may be appropriate.

Respectfully submitted,

Nicolay Consulting Group



Earlene L. Young, MAAA, FCA, EA
Senior Actuary



Gary E. Cline, ASA, MAAA, FCA, EA
Vice President & Chief Operating Officer

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SECTION I Summary

A. Highlights

Actuarially Determined Contribution for plan year ending June 30, 2021:		
Annual Contribution to fully amortize the Unfunded Actuarial Accrued Liability in five years (adjusted for monthly contributions)	\$	0
Market Value of Asset on July 1, 2020	\$	5,532,152
Actuarial Asset Value on July 1, 2020	\$	5,496,670
Present Value of all Accrued Plan Benefits on July 1, 2020	\$	5,400,812
Number of Participants at July 1, 2020:		
Retired participants receiving benefits		4
Terminated vested participants entitled to future benefits		3
Active participants		<u>6</u>
Total participants		13

B. Valuation Summary

The Carmel Area Wastewater District Pension Plan was established effective July 1, 1969 and has been amended from time to time since that date. The October 29, 2005 Plan amendment froze benefit service as of October 29, 2005, credited an additional 3 years of service for active employees and reduced normal retirement age from 65 to 62.

This section presents a summary of the valuation results and the funding status of the Plan at July 1, 2020:

1. Annual Cost

Based on funding the initial unfunded actuarial accrued liability over a period of five years from July 1, 2014 and each Gain/Loss over a 5 year period, the Actuarially Determined Contribution for the 2019/2020 Plan Year is \$0.

2. Change in Annual Cost

The Actuarially Determined Contribution remained at \$0 for the 2020/21 Plan Year.

	<u>2019/2020</u>	<u>2018/2019</u>	<u>2017/2018</u>
(1) Actuarially Determined Contribution (ADC)	\$0	\$0	\$0
(2) Covered Compensation (less than age 65)	\$747,631	\$711,527	\$680,149
(3) ADC as a Percentage of Covered Compensation	0%	0%	0%

B. Valuation Summary, continued

3. Funded Status

A plan's "funded status" is measured by comparing the Plan's assets with the Plan's actuarial liability. A ratio in excess of 100% means that the Plan's assets exceed the actuarial liability.

The Plan's actuarial liability may be measured in a variety of ways. Some of the alternatives are described below:

- **Hard Frozen/Terminated Plan Basis:**

This actuarial liability represents the actuarial present value of all benefits accrued as of the valuation date, based on service and salary at that date.

- **On-going Plan Basis:**

This actuarial liability represents the actuarial present value of all benefits allocated to plan years prior to the valuation date based on a particular actuarial cost method (i.e., Projected Unit Credit cost method). These calculations would include a projection of salary to the anticipated date of retirement/termination, based on the salary scale used for determining Plan cost.

- **All Expected Future Plan Benefits:**

This actuarial liability represents the actuarial present value of all expected future benefits under the Plan as of the valuation date including benefits expected to be earned for future service based on future salary increases. Since service was frozen on October 29, 2005 this is equal to the On-going plan basis.

The Plan's funded status is described below, based on each of these measures of actuarial liability for the current year and the past two years.

	June 30, <u>2020</u>	June 30, <u>2019</u>	June 30, <u>2018</u>
Actuarial Value of Assets	\$5,496,670	\$5,368,290	\$5,126,285
Actuarial Liabilities:			
Frozen Plan Basis	\$4,871,182	\$4,669,888	\$4,572,558
On-Going Plan/All Expected Future Plan Benefits	\$5,400,812	\$5,211,326	\$5,112,788
Funded Status:			
Frozen Plan Basis	113%	115%	112%
All Expected Future Plan Benefits	102%	103%	100%

C. Historical Summary

	<u>2019/2021</u>	<u>2019/2020</u>	<u>2018/2019</u>	<u>2017/2018</u>	<u>2016/2017</u>
Annual Costs					
Actuarially Determined Contribution	\$0	\$0	\$0	\$103,838	\$ 78,940
Employer Contribution Made	Not Available	\$0	\$34,600	\$78,936	\$ 88,680
ASSETS AT BEGINNING OF PLAN YEAR					
Market Value of Assets	\$5,532,152	\$5,432,101	\$5,263,465	\$5,418,843	\$5,069,794
Actuarial Value of Assets	\$5,496,670	\$5,368,290	\$5,126,285	\$5,430,513	\$5,285,090
ACTUARIAL LIABILITIES AT BEZGINNING OF PLAN YEAR					
Actuarial Accrued Liability	\$5,400,812	\$5,211,326	\$5,112,788	\$5,639,170	\$ 5,455,005
Unfunded Actuarial Accrued Liability (Asset)	(\$95,858)	(\$156,964)	(\$13,497)	\$ 208,657	\$ 169,915
NUMBER OF PARTICIPANTS					
Retired	4	3	3	3	2
Disabled	0	0	0	0	0
Vested Termination	3	4	4	5	5
Active	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>7</u>
Total	13	13	13	14	14

SECTION II Valuation Funding Information

A. Development of the 2020/2021 Employer Contribution

Contribution required to amortize the July 1, 2020 unfunded actuarial accrued liability over a closed 5-year period plus gains and losses over 5 years.

(a) Normal cost at July 1, 2020	\$	0
(b) Amortization of Unfunded Actuarial Accrued liability since July 1, 2020 over 5 years, payable as of beginning of year [see Section II(C)]		0
(c) Interest adjustment for monthly payments at 4.50%		<u>0</u>
(d) Actuarially Determined Contribution for 2020/2021 plan year, payable monthly	\$	<u><u>0</u></u>

B. Development of the Unfunded Actuarial Accrued Liability

1. Projected Unit Credit actuarial accrued liability as of July 1, 2020	
(a) Active participants	\$ 2,402,005
(b) Retired participants	2,633,458
(c) Disabled participants	0
(d) Terminated vested participants	<u>365,349</u>
	\$ 5,400,812
2. Actuarial Value of Assets as of July 1, 2020	<u>5,496,670</u>
3. Unfunded actuarial accrued liability (asset) as of July 1, 2020 (1) - (2)	<u>(\$ 95,858)</u>

C. Summary of Amortization Bases Used in Development of 2020/2021 Employer Contribution Range

Amortization bases for the District have been fully amortized as of June 30, 2020. Future actuarial gains and losses on/after July 1, 2020 will be amortized over a 5-year period beginning on the date established. Since the Plan is fully funded, the amortization payment is zero.

<u>Item</u>	<u>Initial Amount</u>	<u>Date Estab-lished</u>	<u>Initial Period (Years)</u>	<u>Remaining Balance on 7/1/2020</u>	<u>Annual Amortization Payment (Payable Monthly)</u>
Total				<u>N/A</u>	<u>0</u>

SECTION III Asset Information

A. Statement of Plan Assets at June 30, 2020

The assets of the Carmel Area Wastewater District Pension Plan are invested with Commonwealth Financial Network

Investments:	
Cash and Cash Equivalents	\$ 212,196
Pooled Mutual Funds-Equity	3,489,479
Pooled Mutual Funds-Fixed Income	1,785,942
Participant Loans	<u>16,173</u>
Cash value at June 30, 2020	\$ 5,503,790
Receivable from disbursement account	28,362
Loan payment receivable	<u>0</u>
Market Value assets at June 30, 2020	<u>\$ 5,532,152</u>

B. Changes in Assets during the 2019/2020 Plan Year

1. Market Value assets at July 1, 2019		\$ <u>5,432,101</u>
2. Changes during year		
(a) Credits		
(i) Employer contributions	\$ 0	
(ii) Participant contributions	0	
(iii) Earned income	208,431	
(iv) Investment gain (unrealized and realized)	<u>107,495</u>	
(v) Total credits		315,926
(b) Charges		
(i) Investment Expenses	\$ 37,079	
(ii) Retirement and Disability benefits	176,787	
(iii) Lump sum benefits	0	
(iv) Loan defaulted	0	
(v) Administrative fees	<u>2,009</u>	
(vi) Total charges		<u>215,875</u>
3. Market Value assets at June 30, 2020 = 1 + 2(a)(v) - 2(b)(v)		\$ <u>5,532,152</u>

C. ACTUARIAL VALUE OF ASSETS – ASSET AVERAGING

(1)	July 1, 2020 Market Value	\$ 5,532,152
(2)	Previous Asset Gains and Losses	
	(i)	(ii)
	<u>Amount</u>	<u>Weighting</u>
		(iii)
		<u>(i) x (ii)</u>
(a)	2018/19 Gain	\$25,616
(b)	2017/18 Gain	<u>9,866</u>
(c)	Total Asset Adjustment	\$35,482
(3)	Adjusted Assets [(1) – (2)(c)(iii)]	\$5,496,670
(4)	Minimum Actuarial Value of Assets [85% x (1)]	4,702,329
(5)	Maximum Actuarial Value of Assets [115% x (1)]	6,361,975
(6)	Actuarial Value of Assets [(3); not less than (4) or more than (5)]	\$5,496,670

SECTION IV
Census Data

A. Classification of Participants

	<u>July 1, 2020</u>	<u>July 1, 2019</u>
1. Active participants accruing benefits:		
(a) Under normal retirement age	5	6
(b) Over normal retirement age	<u>1</u>	<u>0</u>
(c) Total	6	6
2. Terminated participants with deferred vested benefits	3	4
3. Retired and disabled participants presently receiving benefit payments	<u>4</u>	<u>3</u>
4. Total = (1c) + (2) + (3)	<u><u>13</u></u>	<u><u>13</u></u>

B. Age and Service Profile of Active Participants

<u>Age</u>	<u>Completed Years of Accrual Service July 1, 2020</u>						<u>Total</u>
	<u>1-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20-30</u>	<u>30+</u>	
0-24	0	0	0	0	0	0	0
25-29	0	0	0	0	0	0	0
30-34	0	0	0	0	0	0	0
35-39	0	0	0	0	0	0	0
40-44	0	0	0	0	0	0	0
45-49	0	0	0	2	1	0	3
50-54	0	0	0	0	2	0	2
55-59	0	0	0	0	0	0	0
60-64	0	0	0	0	1	0	1
65-69	0	0	0	0	0	0	0
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>0</u>	<u>6</u>

Active Participants

	<u>July 1, 2020</u>	<u>July 1, 2019</u>
Average Age	51.93	50.93
Average Service Plan Participation:	21.97	20.97
Average Annual Salary:	\$124,605	\$118,588

SECTION V

Assumptions and Methods

A summary of the actuarial methods and assumptions used in the July 1, 2020 actuarial valuation of the Plan follows:

Actuarial Methods:

Actuarial Cost Method: Projected Unit Credit Actuarial Cost Method

Valuation of Assets: Effective July 1, 2014, the Actuarial Value of Assets are determined based on the smoothed market value (without phasing). Under this method, a gain or loss for a year is determined by calculating the difference between the expected value of the assets for the year and the fair market value of assets at the valuation date. The actuarial value of assets is equal to the market value of plan's assets with gains subtracted or losses added at the rates described as follows:

- (1) 2/3 of the prior year's gain or loss, plus
- (2) 1/3 of the second preceding year's gain or loss

The asset value determined under this method will be adjusted to be no greater than 115% and no less than 85% of the fair market value.

Before July 1, 2014, assets are valued at fair market value on June 30 as reported by the District.

Actuarial Assumptions:

Investment Yield: Pre-retirement, net of expenses:
4.50% per annum.

Post-retirement, net of expenses:
(a) Lump Sums: 6.25%,
(b) Annuities: 4.50%.

Salary Scale: 3.5% per annum.

Rate of Retirement: Participants are expected to retire on their Normal Retirement Date.

Rate of Employee Turnover: None

Assumptions and Methods

Rate of Disability:	None
Rate of Mortality:	(1) Pre-retirement: None (2) Post-retirement: (a) Lump Sums: 1994 GAR Mortality Tables, blended 50% male and 50% female. (b) Annuities: PubG(A)-2014 Healthy Annuitant Generational Mortality Tables with Generational Projection Scale MP-2019 (Males and Female).*
Expenses:	It is assumed that expenses will be paid by investment returns greater than the assumed investment yield (i.e., investment return is net of expenses).
Payment Form:	It is assumed that : (a) 50% participants elect lump sums, (b) 50% participants elect annuity payments; at retirement, termination, death or disability.
Amortization Period of Unfunded Liabilities	The unfunded actuarial accrued liabilities are fully amortized as of July, 1 2020. Gains and losses arise on/after July 1, 2020 will be amortized over a 5-year period.

SECTION VI Plan Provisions

Effective Date:	July 1, 1969
Most Recent Restatement Date:	July 1, 2003
Most Recent Amendment Date:	Effective July 1, 2009
Plan Year:	July 1 to June 30
Eligibility for Coverage:	All employees hired prior to October 29, 2005.
Employee Contribution:	None required.
District Contribution:	Full cost of Plan.
Normal Retirement Date:	July 1 after reaching age 62 and completing five years of Plan participation.
Delayed Retirement Date:	First of any month following actual retirement after attaining age 62 and completion of five years of Plan participation. An employee can work beyond his normal retirement date and continue to earn pension benefits.
Early Retirement Date:	None
Disability	Total and permanent disability which lasts at least six months resulting in termination of employment.
Normal Form of Retirement Benefit:	The amount of annual retirement income determined by the benefit formula is payable monthly for life with 120 payments guaranteed.
Automatic Form of Distribution of Retirement Benefit:	Unless otherwise elected by the participant, the normal retirement benefit will be automatically paid to a married participant in the form of a reduced actuarial equivalent joint and 50% to survivor annuity.

Optional Forms of Distribution of Retirement Benefit:	<p>If elected by the participant, his benefit, in an actuarial equivalent amount, may be paid in the form of:</p> <ul style="list-style-type: none">(a) a joint and survivor annuity with the reduced survivor annuity payable as 50%, 66-2/3% or 100% of the monthly benefit payable during the lifetime of the participant;(b) a straight life annuity;(c) a life only annuity;(d) a lump sum payment.
Formula for Annual, Normal Retirement Benefit:	2.5% of the average earnings paid to the employee during the highest one plan year, multiplied by the number of years of accrual service.
Accrual Service:	Total number of Years in which an employee is credited with at least 1,000 hours of service. No accrual service shall be credited after October 29, 2005. Participants employed on October 29, 2005 shall be credited with an additional 3 years plus 0.333 years for the period July 1, 2005 through October 31, 2005.
Early Retirement Benefit:	None
Benefit at Deferred Retirement:	Greater of the accrued benefit, based on accrual service and compensation to late retirement date and the actuarially increased Normal Retirement Benefit.
Disability Benefit:	Immediate payment of actuarial equivalence of the accrued benefit calculated the same as a retirement benefit, based on average earnings and accrual service as of the disability retirement date.
Death Benefit:	
Prior to Retirement:	The greater of the actuarial equivalent of the Vested Accrued Benefit (applicable to married or unmarried participants), or the benefit the participant's spouse would have received if the participant had terminated on his date of death and elected to begin receiving his benefit under the automatic joint and 50% to surviving spouse pension option commencing on his earliest retirement date
After Retirement:	In accordance with the annuity payment form in effect.

Vesting:

Years of Vesting Service	Vested Percent
0-2	0%
3	20%
4	40%
5	60%
6	80%
7 or more	100%

Vesting Service

Total number of Years in which an employee is credited with at least 1,000 hours of service. For participants employed on October 29, 2005, an additional three years is credited.

Benefit:

Vested Accrued Benefit as of date of termination, payable as of Normal Retirement date. Immediate lump sum option available.

Plan Factors for Actuarial
Equivalence

Interest: 6.25%
Pre-Retirement Mortality: None
Post Retirement Mortality: 94 GAR (50% male 50% female)

Termination of Plan:

In the event of termination of the Plan, funds are to be distributed, to the extent available, in the following order:

- (a) benefits of participants who had retired prior to plan termination;
- (b) benefits of participants who had reached Normal Retirement Age at termination, but had not yet retired;
- (c) all other benefits;

Administration:

The District is the Plan Administrator.

Funding of Plan:

Through a Trust, assets are held at Commonwealth Financial Network.

STAFF REPORT



To: Board of Directors

From: Mark Dias, Safety and Compliance Administrator

Date: January 28, 2021

Subject: Adoption of Updated Coronavirus Disease (COVID-19) Risk Mitigation and Response Plan

RECOMMENDATION

It is recommended the Board of Directors receive and adopt an updated version of the District's COVID-19 Risk Mitigation and Response Plan (Response Plan).

DISCUSSION

At the June 25, 2020 regular Board meeting the Board adopted an updated Response Plan which incorporated an Exposure Control Plan (ECP). The Response Plan is designed to ensure the protection of employees and the continued operation of the treatment facility and collection systems.

From June to December the Response Plan was implemented. During this time Federal, State, and County agencies were all updating their COVID "guidelines." The Response Plan held up well and only minor administrative changes needed to be made by the General Manager. However, on December 2, 2020, many of the key guidelines became codified by Cal/OSHA as regulations (Title 8 of the California Code of Regulations). Fortunately, the same consultant who developed the first ECP was prepared to fold the new regulations into an updated ECP, which was finalized on Jan 15, 2021.

The key updates include: a precise definition of an exposure; more explicit communication and training requirements; an updated list of controls (protocols and mitigations); explicit Return-to-Work criteria; investigation protocols; and updated reporting requirements.

Therefore, the June 25 Response Plan requires the integration of the new ECP protocols.

While the new regulations require additional training, documentation, and effort, all can be implemented immediately without impact to operations or District activities.

Mark Dias, Safety and Compliance Administrator, will give a brief presentation during the January 28, 2021 meeting.

FINANCIAL IMPACT

The cost for the updated ECP was \$1,000 and will be covered in O&M safety budget.

The costs for the remaining efforts are being tracked separately and staff continues to apply COVID-19 costs to the specific General Ledger number created for this pandemic.

Presentation

PowerPoint slide presentation – screen share

CARMEL AREA WASTEWATER DISTRICT
COVID-19 Risk Mitigation and Response Plan



CARMEL AREA WASTEWATER DISTRICT
3945 Rio Road
Carmel, CA 93923
As Proposed – January 28, 2021

This plan has been developed to protect the District employees against risk. Updated goals of this January update are to:

- 1) Incorporate the new Exposure Control Plan meeting OSHA/Cal-OSHA requirements, and,
- 2) Update preventative health screenings and testing protocols
- 3) Update protocols for Exposure and Illnesses (medical evaluations, medical leave and return to work) that are not covered by the ECP
- 4) Describe response levels to maintain essential functions and critical processes under various scenarios

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The General Manager reserves the right to modify or change this plan at any time based on her discretion, and updated information or direction from health authorities and regulators.

If the General Manager is not able to continue to work due to quarantine or illness then the role will be assigned in this order: Plant Engineer, Maintenance Superintendent, Principal Engineer.

**Carmel Area Wastewater District
COVID-19 Risk Mitigation and Response Plan
(Response Plan)**

1. Incorporation of COVID-19 Exposure Control Plan

An Updated Exposure Control Plan (ECP) has been professionally prepared for the District based on the latest Cal-OSHA regulations adopted December 2020.

The ECP will remain the primary/guiding document for ongoing controls and measures and is found as Appendix A.

2. Precautionary Measures to Reduce the Spread of the COVID-19 in the Workplace

2.1. Precautionary Actions for Immediate Implementation by District Employees:

- Follow the COVID-19 ECP and the Protocols and Measures found in this Response Plan

2.2. Precautionary Actions for Ongoing Implementation by District Management

- Stay aware of the latest information on the COVID-19 outbreak, available on the CDC website, State Department of Public Health and Monterey County Public Health website. Follow the directives from these official agencies.
- Continue to implement daily health and temperature screening protocols for all employees and visitors entering facilities per Appendix B.
- Continue to Implement Exposure and Illness Response Protocols for all employees and visitors per the updated Appendix C.
- All non-essential travel remains cancelled until further notice
- Cancel staff gatherings except for essential functions. When gatherings are approved, maintain minimum 6' separation and require the use of masks.
- On-site group tours remain cancelled until further notice.
- Use remote conference solutions such as Microsoft Teams and Zoom.

3. Tiered Plan for Maintaining District Operations

This section identifies how District operations, including individual employee roles, may need to change based on a range of COVID-19 infection scenarios in the County or amount CAWD employees. The co-equal objectives for Section 3 of this Response Plan are:

- i. Best protect employees against the spread of COVID-19, and
- ii. Maintain critical District wastewater supply operations for the community.

The plan for maintaining District operations has four tiers based on the COVID-19 activity levels in the County. The fourth and highest tier addresses a confirmed case of COVID-19 of a District employee.

3.1. Risk Level 1: Health Officials have declared minimal COVID-19 levels in our community and removed all restrictions

Trigger Points: Official notice from Health officials

Under Risk Level 1, the risk to employees of contracting COVID-19 is low and thus the District shall conduct normal business operations as allowed by State and County Health Orders. Standard hygiene practices shall be followed, and large indoor gatherings should be carefully managed.

3.2. Risk Level 2: New cases of COVID-19 are low and are consistently decreasing in California, Monterey County or in Surrounding Counties

Trigger Points: The District can return to Risk Level 2 if the General Manager determines, after review of the latest statements from Health officials, that the number of confirmed cases of COVID-19 in California or Monterey County pose a minimal threat to employees.

Under Risk Level 2, the risk to employees of contracting COVID-19 remains relatively low, due to limited numbers of confirmed cases in the state, county and surrounding counties.

Measures to be implemented at Risk Level 2 include, but may not be limited to, the following:

- Determine if the ECP needs to be modified, suspended or removed
- Have cleaning service disinfect identified surfaces and bathrooms more frequently.

Supplement through employee efforts to daily sanitization of identified administrative office surfaces on days that the cleaning service does not do so.

- Limit routine in-person meetings in favor of conference calls or video conferencing whenever possible.
- Open Lobby to public (after safety improvements installed).
- Management will continue to exercise reasonable precautions and will act if symptoms associated with COVID-19 are present.
- Retain the ability for Board members to attend meetings remotely or cancel meetings as necessary.

Before lowering to Risk Level 2, District management will hold meetings to determine the trigger points, review latest health guidance and list specific steps needed to implement the necessary modified operations for the lower risk levels. Communication to staff will be key. If not already in place, authorities, triggers, and procedures for modifying key elements of this Response Plan will be identified and prepared for implementation.

3.3. Risk Level 3: Current or Increased Number of Confirmed Cases of COVID-19 in California and Monterey County

Trigger Points:

Risk Level 3 was declared by the General Manager on March 18, 2020. Ongoing Shelter in Place orders for Monterey County will also trigger Risk Level 3.

At Risk Level 3, COVID-19 will remain a declared epidemic by the CDC, the state and/or local health authorities with active spread in people living in Monterey County and surrounding counties. As such, the risk of contracting COVID-19 for District employees remains high. At the direction of the General Manager, the District will maintain modified operations and follow the ECP to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain wastewater service to the public, with the minimal number of employees.

General Procedures

Operational scenarios will be updated for possible implementation on how best to maintain essential services with reduced staff, should one or more District employees

contract the virus (Risk Level 4). In addition to the actions being implemented under Risk Level 2, Operational modifications to be implemented at Risk Level 3 shall include, but not be limited to, the following:

- Cease collecting payment at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone. Develop ability to accept credit card payments.
 - Notify the public by website, media, answering service, and notice board.
 - Administrative office will remain closed to the general public.
 - Notify other local agencies and vendors of the District's office closure to the public (via email or phone).
- Board meetings shall be postponed or conducted by teleconference rather than by in-person meetings.
- Implement practices developed including; staggered shifts if appropriate, less interaction with homeowners, methods of leaving door notices, etc. to increase physical distance among employees and between employees and the public.
- Separate departments and minimize in-person interactions between District administrative, operations, and distribution employees to the maximum extent possible.
 - Within departments, minimize face-to-face interactions of key personnel as well.
 - Coordinate by email, phone, and text messages whenever possible and effective.
- At the direction of the General Manager, certain employees may be directed to perform their duties from home.
- Enable non-essential staff to work remotely if work can be completed remotely.
- Eliminate all group food served to employees. Eliminate use of reusable community dishes and utensils, switch to compostable.
- The General Manager will coordinate with local agencies to discuss procedures and potentially mutual aid.

Staffing Action Plan for Risk Level 3

Staff will isolate themselves into the following groups during lunch and breaks in separate areas

Group 1: Treatment, Maintenance and Laboratory staff

Group 2: Collections staff

Group 3: Admin staff (General Manager, Engineers, Principal Accountant, Board Clerks)

- Group 1 – Plant Operations and assigned shifts will continue as normal with ECP precautions in place.
- Group 2 – Collections maintenance will continue as normal. Staff will perform normal inspection rounds and cleaning. Inspections will be completed with minimal interaction with plumbers or the public. Underground Service Alerts will continue. Sewer permits will be processed electronically and invoice for payment will be sent.
- Group 3 – Administrative staff will continue to conduct business as normal, but the office will be closed to the public. All interactions with the public will be via telephone, permit drop box in front of Admin or email. Engineers will work remotely and come into work as needed.
- Treatment plant site access – Treatment plant buildings will be closed to non-essential vendors and contractors unless they follow the Screening Protocols in Appendix B. Deliveries will still be accepted but they should be directed to be dropped off at the outdoor where the material can be isolated, and staff will not interact person to person. Brine and Food Waste will be accepted, but drivers may not enter buildings.
- Board of Director Meetings will be held via conference call or a virtual meeting.

3.4. Risk Level 4: Confirmed Case(s) of COVID-19 Among District Employees

Trigger Point

Risk Level 4 will be declared by the General Manager if an outbreak of two or more District employees test positive for COVID-19.

Because of the small size of the District, two or more District employees are confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to critical functions if other District employees contract the virus or must quarantine and are

unavailable to work.

General Procedures

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Risk Level 4 will be declared and shall include, but not be limited to, the following:

“Risk Level 4 will be declared by the General Manager if two or more work exposure incidents occur, or if a work exposure incident results in a workplace transmission and the General Manager decides further risks cannot be immediately mitigated. “

- All employees not scheduled to maintain critical function will work from home if applicable, until directed otherwise by the General Manager or their supervisor.
 - Each employee will be compensated by the District under Paid Administrative Leave until the employee is cleared to return to work per the ECP or the General Manager. Under Risk Level 4 employees will not be required to utilize accrual balances (sick/vacation) prior to implementation of Paid Administrative Leave.
 - Employees not exhibiting symptoms of COVID-19 will be on-call for work activities at the direction of the General Manager, or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work.
 - Employee(s) that have contracted COVID-19 must not come to work until they meet the return to work criteria found in the Jan 15, 2021 ECP.
- If an employee has been confirmed to have COVID-19, the District will notify other employees of their possible exposure to COVID-19 as required in the latest ECP, but will maintain confidentiality of the infected employee. The notification shall be documented.
- Management will conduct risk assessment of potential exposures per the ECP and latest CDC guidance. District employees who are determined to have had a significant exposure incident will be instructed to stay home for up to 10 or 14 days and until they can provide medical clearance.

- Board meetings shall continue to be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential processes and services.

Staffing Action Plan for Risk Level 4

Staff will isolate themselves into the following groups:

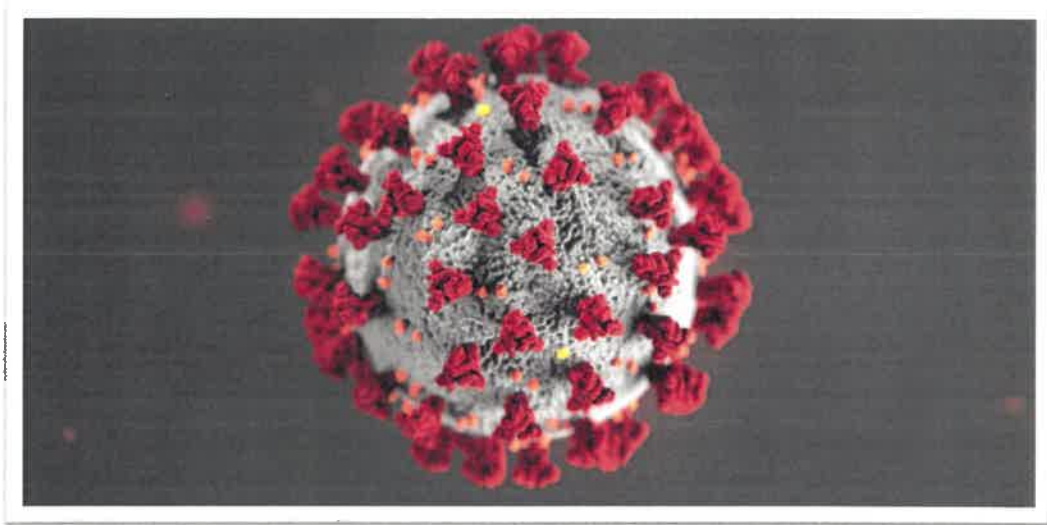
- Group 1: Treatment and Laboratory staff
- Group 2: Collections staff
- Group 3: Administrative staff (CMMS Administrator, Safety Officer, Superintendents, Engineers, Principal Accountant, Board Clerks)

- Group 1- There will be three treatment plant operators per shift, one administrative person to process purchase orders, a maximum of two laboratory person and one maintenance person assigned to each shift. They will keep the plant in operation and perform essential duties such as inspection rounds, State required sampling and basic maintenance. Lab staff will process samples. Staff will check in at the beginning and end of each shift with the Chief Plant Operator (CPO). The CPO will monitor Supervisory Control and Data Acquisition (SCADA) and supervise staff from home.
- Swing Shifts (3:00PM-11:30PM) will be implemented.
- Group 2- Two collections workers (bonded teams) will be assigned to each shift. Collections staff will cease cleaning, CCTV work and normal activities. They will perform station checks twice per week, perform repairs, respond to SSO's and monitor SCADA from the collection's office. The collections supervisor will split time between the collections office and supervise staff from home via remote access. No inspections will be completed and interaction with the public will only occur due to an emergency. USA's will cease.
- Group 3- Administrative Staff will continue to conduct business and the office will remain closed to the public. All interactions with the public will be via telephone or email.
- Treatment plant site access- Treatment plant buildings will be closed to non-essential vendors and contractors unless they follow the Screening Protocols in Attachment B. Deliveries will still be accepted but they should be directed to be dropped off at the

maintenance shop where the material can be isolated, and staff will not interact person to person.

Carmel Area Wastewater District

COVID-19 Exposure Control and Disease Preparedness Response Plan



January 2021

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1.0 Management Approval

1.1 Approving Authority

The Carmel Area Wastewater District (CAWD) COVID-19 Exposure Control and Disease Preparedness Response Plan (COVID-19 ECP) must be reviewed and revised as necessary to ensure compliance with applicable regulations. All revisions are documented on the Revision Log (Appendix B).

The Carmel Area Wastewater District COVID-19 Exposure Control Plan has been reviewed and approved by the General Manager.

CAWD General Manager

Date

2.0 Purpose

To reduce the COVID-19 outbreak impact on CAWD, its workers, and the public, CAWD is implementing this **COVID-19 Exposure Control and Disease Preparedness Response Plan (COVID-19 ECP)** to address exposure risks, sources of exposure, routes of transmission, and other unique COVID-19 characteristics to allow workers to safely perform jobs required to keep CAWD running during the pandemic. The plan implements engineering, administrative, work practice controls, and PPE to meet the provisions in Title 8, CCR §3205.

This plan shall remain in effect until such time as CAWD leadership formally accepts the Monterey County Health Department/State of California/ CDC or other reputable organization findings that the COVID-19 outbreak and associated risks are no longer a public health threat to CAWD and its workers.

3.0 Compliance & Responsibilities

All CAWD personnel must follow the approved safe work practices, policies, directives, and regulatory requirements.

3.1 The General Manager

Is responsible for all CAWD personnel health and safety and has the overall authority and responsibility for ensuring that all COVID-19 ECP provisions are effectively implemented, including holding management and supervisory positions accountable and ensuring funding to operate the Safety Program.

3.2 The Safety Officer

The role of Safety Officer has been assigned to the Safety/Environmental Compliance Administrator and has the authority and responsibility for:

- Implementing the COVID-19 ECP;
- Revising and amending as necessary to respond to changing workplace conditions and regulations;
- Stopping some or all non-emergency District work in cases where the health exposure risks are too great.

Additionally, the Safety Officer must:

General

- Ensure the COVID-19 ECP plan and procedures are fully implemented, relevant, current and effective;
- Monitor hazardous outbreaks using a reputable near real-time data source to identify exposure risks to employees;
- Monitor the COVID-19 ECP for effectiveness, update as needed, and complete the Revision Log (Appendix B).
- Ensure enough Personal Protective Equipment is available for all workers.

Communication

- When CAWD leadership or the Safety Officer deem it necessary to protect its worker health, the Safety Officer must take appropriate action in response to the threat;
- Ensure that COVID cases in the workplace are appropriately communicated to employees and reported to the local health authorities as required.

Training

- Ensure COVID-19 ECP training is scheduled, tracked, and documented to meet CAWD and Cal/OSHA requirements.

Recordkeeping

- Maintain accurate training records.

3.3 Supervising Personnel

- Ensure that a reasonable supply of required PPE is available for each worker;
- Inform personnel of current exposure risks as instructed by CAWD leadership and the Safety Officer;
- Require exposed personnel wear assigned PPE as instructed;
- Whenever possible, limit activities to the minimum level;
- If unable to mitigate COVID-19 exposure risks using PPE or other methods, report the condition to the department head and Safety Officer and immediately stop work or move personnel to lower risk locations.

3.4 Personnel Must

- Follow the COVID-19 ECP;
- Participate in safety meetings, tailgates/tailboards and all relevant training;
- Ensure a reasonable PPE supply is available in their work area;
- Inform their supervisor, the Safety Officer, or HR:
 - If suffering from any COVID-19 symptoms;
 - If feeling generally ill;
 - Have or may have been exposed to persons confirmed, or presumed, COVID-19 infected.

4.0 Communications

[Title 8, CCR §3205\(c\)\(1\) System for Communicating.](#)

CAWD shall communicate with personnel frequently on COVID-19 related topics using methods that ensure all personnel are provided relevant, understandable safety information (including translation where needed). Such methods may include:

- Verbal (one-on-one, very small group, etc.);
- Written (e.g. electronic; online written material; video; interactive; etc.);
- Workplace safety and health training, meetings, and tailgate meetings;
- Regularly scheduled safety meetings;
- Online resources and other methods.

4.1 Communication Topics

All CAWD personnel shall receive the most current:

- Post-exposure protocol procedures;
- Explanation of the methods and limitations that will prevent or reduce exposure, including engineering controls, administrative or work practice controls, and PPE for their risk level;
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- Explanation of the basis for selection of personal protective equipment;
 - Procedures to follow for handling and reporting exposure incidents
 - Medical follow-up and testing.

4.2 Reporting COVID-19 Related Hazards

CAWD provides several methods, including anonymous methods, for personnel to report workplace hazards, acts, safety violations, and make safety suggestions without fear of reprisal. Reporting procedures are easily accessible to all personnel.

The Safety Officer:

- Must review all notifications and COVID-19 safety suggestions as soon as possible and take prompt corrective action as appropriate;
- May share hazard reports with the CAWD Safety Committee and department managers when appropriate, provided anonymity can be protected.

4.3 Reporting COVID-19 Illness and Symptoms

Employees must report, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.

- Once an employee alerts CAWD of a medical or other condition putting them at increased COVID-19 illness risk, accommodations appropriate to the risks shall be established and implemented immediately.
- COVID-19 illness and symptoms are subject to confidentiality requirements.

4.4 COVID-19 Testing

CAWD shall provide information about employee access to COVID-19 testing, including the events that require testing, and how and where to receive testing. Additionally, CAWD shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

- All CAWD mandated COVID-19 testing will be at no cost to the employee and during work hours.
- CAWD will provide workers with information on testing locations and availability through employer sponsored health plans (applies to both CAWD mandated and voluntary testing)

4.4 COVID-19 Hazards

CAWD shall inform employees, other persons, and entities in contact with CAWD's workplace when there are COVID hazards or exposures while maintaining HIPPA confidentiality requirements for COVID-19 cases.

5.0 Employee identification and evaluation of COVID-19 hazards

Title 8, CCR §3205(c)(2) Identification and Evaluation of COVID-19 Hazards.

- CAWD workers and their authorized representatives may submit COVID-19 hazards they identify and potential ways to mitigate the hazard to the CAWD Safety Officer following the procedures in IIPP and in Section 4.2.
 - Each submission shall be promptly evaluated and investigated as directed by the Safety Officer for action and correction.
- CAWD shall screen employees for COVID-19 or ask employees to self-screen before reporting to work. Screening may include the following:
 - Health status checks and questions per CDC/ Monterey County Health Department/ Cal/OSHA screening questions;
 - Example Screening (*to pass, temp must be under 100.4 and all answers are NO*):
 - Temperature checks to verify that the body temperature is below 100.4 using non-contact thermometers;
 - Have you experienced any of the following symptoms in the past 48 hours:
 - Fever or chills
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - In the past 14 days, have you been in close physical contact (less than six feet a cumulative total of 15 minutes) with:
 - Anyone who is known to have confirmed COVID-19?; OR
 - Anyone with any symptoms consistent with COVID-19?
 - Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
 - Are you currently waiting on the results of a COVID-19 test?
- When screening at the workplace, CAWD shall ensure that face coverings are used during screening by both screeners and employees.
- CAWD shall conduct a workplace-specific identification of all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards. Evaluations shall:
 - Treat all persons, regardless of symptoms or negative COVID-19 test results, as potentially infectious;
 - Identify places and times when people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not:
 - For example: Meetings, trainings, in and around entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

- Include an evaluation of employees' potential workplace exposure to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors:
 - CAWD shall consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.
- For each CAWD structure with indoor areas, CAWD shall maximize the quantity of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system;
- CAWD shall regularly inspect all work areas to evaluate existing COVID-19 prevention controls to identify and implement additional or improved controls to lower the COVID-19 transmission risk and ensure compliance with the CAWD COVID-19 policies and procedures.

See Example Forms - Appendix F and G for sample forms

6.0 Control Measures

6.1 Physical Distancing

Title 8, CCR §3205(c)(6) Physical Distancing.

- All CAWD workers, contractors and visitors shall be separated from other persons by at least six feet, except for:
 - Where six feet of separation is not possible while still completing the necessary tasks;
 - Momentary exposures while persons are in movement.
- CAWD shall utilize various methods of physical distancing including:
 - Telework or other remote work arrangements;
 - Reducing the number of people in an area at once, including visitors;
 - Adding visual cues such as signs and floor markings indicating where employees and others should locate or their travel path;
 - Staggered arrival, departure, work, and break times;
 - Adjusted work procedures to increase distance between employees.
- When six foot separation is impossible, keep persons as far apart as possible.

6.2 Face Coverings

Title 8, CCR §3205(c)(7) Face Coverings.

CAWD shall provide face coverings and ensure they are worn over the nose and mouth by employees.

- Face coverings shall be worn:
 - **At all times when indoors;**
 - **Outdoors when less than six feet away from another person;**
 - Where required by CDPH or Monterey County Health Department orders.
- CAWD shall ensure face coverings are clean and undamaged;
- **Face shields are not a replacement for face coverings, although they may be worn together for additional protection.**

The following are exceptions to the face coverings requirement:

- When an employee is alone in a room except for common spaces where others can be expected to enter at any time (locker room, operations office, breakroom, collections offices, lab).
- While eating and drinking at the workplace; employees are at least six feet apart and outside air has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with Title 8, CCR 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person.
- Specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed, and the unmasked employee shall be at least six feet away from all other persons unless unmasked employees are tested at least twice weekly for COVID-19.
 - **NOTE:** Follow current CDPH guidance that identifies examples when wearing a face covering is likely not feasible.
- Employees exempted from wearing face coverings due to a medical condition, mental health condition, or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it.
- CAWD shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.
- CAWD shall communicate to non-employees the face coverings requirements on their premises using effective means.
- CAWD's COVID-19 procedures shall minimize employee exposure to COVID-19 hazards from any person not wearing a face covering, including a member of the public through physical distancing or other effective means.

6.3 Other Engineering & Admin Controls & PPE

Title 8, CCR §3205(c)(8) Other Engineering & Admin Controls & PPE

Engineering Controls

- At fixed locations where it is not possible to maintain physical distancing at all times, CAWD shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.
- CAWD shall maximize the quantity of outside air provided to the extent feasible for buildings with mechanical or natural ventilation, except when:
 - The Air Quality Index is greater than 100 for any pollutant
 - Opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

Administrative Controls

- CAWD shall implement cleaning/disinfecting procedures that require:
 - Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, tools, handrails, handles, controls, bathroom surfaces, and steering wheels.
 - CAWD shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.
 - Prohibiting sharing personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools.
 - When it is not feasible to prevent sharing, sharing shall be minimized and such items and equipment shall be disinfected between uses by different people.
 - Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt, armrests, shifter, etc.) shall be disinfected between users.
 - Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees.

- CAWD shall ensure that adequate handwashing facilities or sanitizer stations are available to protect employees from COVID-19 hazards.
- CAWD encourages and allows time for employee handwashing and provides employees with an effective hand sanitizer. Employees are encouraged to wash their hands for at least 20 seconds each time.
- Provision or use of hand sanitizers with methyl alcohol is prohibited.

Personal Protective Equipment

- CAWD shall evaluate personal protective equipment to prevent exposure to COVID-19 hazards, such as gloves, goggles, and face shields, and provide such personal protective equipment as needed.
- CAWD shall evaluate respiratory protection needs following Title 8, CCR § 5144 when the physical distancing is not feasible or are not maintained.
- CAWD shall provide and ensure respirator use in accordance with section Title 8, CCR § 5144 when deemed necessary by Cal/OSHA through the Issuance of Order to Take Special Action, following Title 8, CCR § 332.3.
- CAWD shall provide and ensure eye and respiratory protection use following Title 8, CCR § 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory fluids.

6.4 Exclusion of COVID-19 Cases per Title 8, CCR §3205(c)(10)

Title 8, CCR §3205(c)(10) Exclusion of COVID-19 Cases.

The purpose of this subsection is to limit transmission of COVID-19 in the workplace by keeping active COVID-19 cases out of the workplace.

Exclusion requirements must follow current Cal/OSHA, CDPH, CDC guidance.

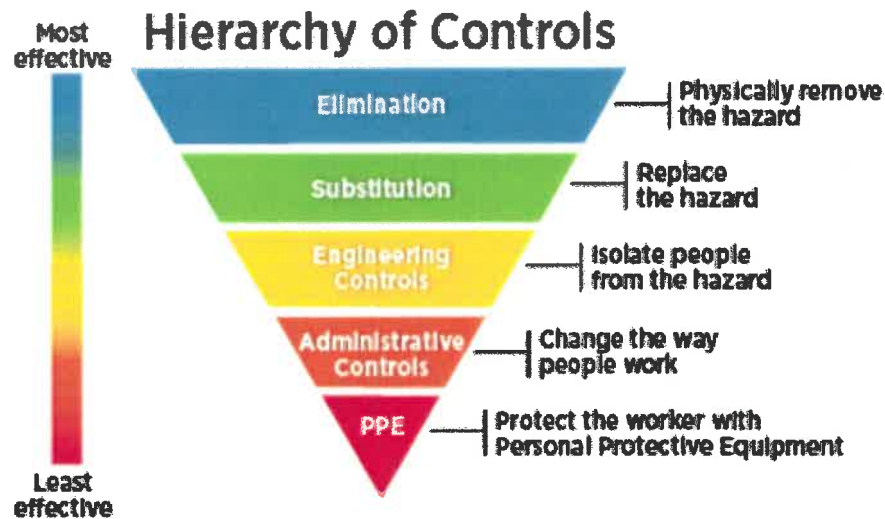
- CAWD shall ensure that COVID-19 exposures and cases are excluded from the workplace until return-to-work requirements are met including:
 - Any applicable quarantine or isolation period recommended by the CDPH, including in the December 14, 2020 Updated COVID-19 Quarantine Guidelines; or
 - Any applicable quarantine or isolation period recommended or ordered by a local health officer who has jurisdiction over the workplace;
 - See Section 10.0 for details.
- For employees excluded from work under Title 8, CCR §3205(c)(10), and otherwise able and available to work, CAWD shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. CAWD may use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and not covered by workers' compensation.
 - EXCEPTION 1: Title 8, CCR §3205(c)(10)(C) does not apply to any time period during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
 - EXCEPTION 2: Title 8, CCR §3205(c)(10)(C) does not apply where CAWD demonstrates that the COVID-19 exposure is not work related.
- Title 8, CCR §3205(c)(10) does not limit any other applicable law, employer policy, or collective bargaining agreement that provides greater protections.
- At the time of exclusion, CAWD shall provide information on benefits described in Title 8, CCR §3205(c)(5) and Title 8, CCR §3205(10)(C) to the employee.

EXCEPTION to Title 8, CCR §3205(10)(C): Employees who have not been excluded or isolated by the Monterey County Health Department need not be excluded by CAWD, if they are temporarily reassigned to work where they do not have contact with other persons until the Title 8, CCR §3205 (c)(11) return-to-work requirements are met.

7.0 Safe Work Practices

When developing and implementing Safe Work Practices and other control protocols, be sure to follow the hierarchy of controls sequence to ensure that the practice will lower the exposure risks without negative unintended consequences.

Hierarchy of Controls



Source: NIOSH

- Eliminate or use substitution to remove or replace the hazard;
- The next level controls are Engineering Controls. These should be used when administrative controls alone do not reduce the risk to an acceptable level. Engineering Controls are typically physical protective changes such as installing windows between the public and workers to prevent a person's airborne particulates from reaching CAWD personnel;
- Establish Administrative Controls – implement work rules that change the way people work to prevent workers from being exposed to the hazard;
- Lastly, require PPE be used in certain situations where Administrative and Engineering Controls do not reduce the exposure risk to an acceptable level. PPE selected may include gloves, goggles, gowns and other protective gear for personnel to wear for specific tasks.

Hygiene & Work Environment

- **Physical Distancing** - Require personnel maintain at least six feet between themselves and other people to reduce the COVID-19 transmission risk whenever feasible and does not create additional hazards.
- **Meetings & trainings** - Require CAWD meetings & trainings:
 - Be necessary and important and conducted in a virtual space whenever possible;
 - Adhere to strict physical distancing rules;
 - Limit physical attendance to as few people possible;
 - Minimize the length as much as possible;

- **Work Scheduling – When possible:**
 - Establish staggered work shifts (e.g. shift start and shift end times) for work groups that generally arrive and depart at the same time and share space, such as in a locker room or group staging area to improve the ability to physically distance;
 - Have workers be solo contributors with no close contact with others;
 - Use matched personnel groups (e.g. fixed membership teams) to limit a person's contact to as few different people as possible;
 - Modify multi-person activities to provide as much distance between workers as possible.
- **Perform routine environmental cleaning:**
 - Routinely clean and disinfect frequently touched surfaces and objects in the workplace, such as workstations, countertops, tables, doorknobs, light switches, countertops, handles, steering wheels, desks, phones, keyboards, toilets, faucets, sinks, etc.;
 - Break areas including all eating surfaces and food prep areas (stoves, microwave, refrigerator, etc.) must be disinfected frequently;
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use;
 - **Cleaning & Disinfecting Tasks:**
 - Clean surfaces using soap/water and a household disinfectant;
 - Alcohol solutions use for disinfection must contain at least 70% alcohol to be effective.
 - Properly diluted household bleach will be effective against coronaviruses - Refer to CDC guidance on effective solutions.

Most EPA-registered household disinfectants should be effective.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
Always follow manufacturer instructions on the label to ensure safe and effective use.

- **Vehicle Clean-Cabin Rule – Whenever possible:**
 - Discard or store potentially contaminated items outside the cabin;
 - Remove, discard or store potentially contaminated PPE before entering the vehicle's cabin area;
 - Establish a dirty handles rule for all exterior door handles: always consider the outside handles to be dirty and not touch them without first cleaning them; wearing gloves or placing a protective barrier between their hands and the handle or, at a minimum, washing/sanitizing hands after touching handles.
 - Provide Exposure Control Supplies (*typical*)
 - Disinfectants & hand sanitizer;
 - Rubber/nitrile or equivalent disposable gloves;
 - Antiseptic wipes for interior cleaning (steering wheels, etc.).
 - Trash receptacle (preferably located outside the cabin, but may be located inside if it can be closed);

- Require vehicle high touch points including cabin and exterior handles be cleaned and disinfected between users and prior to each work shift.
- When sharing a vehicle, all occupants must wear masks at all times.
- **PPE**
 - CAWD prohibits sharing PPE to the extent feasible and when not feasible, all shared PPE must be disinfected before shared.

Employee Health

- Employees should self-screen for COVID-19 prior to arriving at work.
- **Emphasize staying home when sick** and following respiratory etiquette and hand hygiene by all employees:
 - Place signage near all entrances and in other workplace areas where they are likely to be seen to inform workers and the public:
 - To stay home and not enter the workplace when sick;
 - Follow cough and sneeze etiquette;
 - To follow good hand hygiene practices.
 - Provide tissues and no-touch disposal receptacles;
 - Require employees clean their hands often by:
 - Hand washing with soap and water for at least 20 seconds;
 - Using an alcohol-based hand sanitizer (60% alcohol minimum).
 - Provide soap and water, alcohol-based hand rubs, or another effective sanitization method in the workplace (refer to Monterey County Health Department/ CDC guidelines). Maintain supplies and place sanitizing rubs in multiple locations to encourage hand hygiene;
 - Employees shall cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Sick Employees** - Require sick employees to stay home:
 - Employees must notify their supervisor and stay home when sick;
 - Require contract companies that provide CAWD with contract or temporary employees follow the same policies and procedures for preventing sick employees from coming to work sick;
- **Separate sick employees** - Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day must be separated from other employees and be sent home immediately. Sick employees shall:
 - Wear a face covering when in CAWD facilities;
 - Cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available);
 - Warn others to keep away if approached.
 - Employees who have symptoms of acute respiratory illness must stay home and must not come to work until such time that it is safe to return. See Section 10.0 Return to Work Requirements for specifics
- **Employees with sick family members**
 - Employees who are well but have sick family members at home with COVID-19 should notify their supervisor/ HR to discuss when to return to work following Section 10.0 Return to Work Requirements;

Travel

- Cancel or reschedule all non-mission-critical travel;
- Workers must use separate vehicles for all local travel whenever possible;
- For regional and wider travel, employees must:
 - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each city, state, and country, to be traveled to;
 - Check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if sick;
 - Notify their supervisor and healthcare provider for advice if sick.
- Personnel should coordinate with supervisor before returning from travel.

8.0 Exposure Incidents

In the event of an exposure incident, it is critical to inform exposed personnel quickly and provide medical services in a timely manner to mitigate the severity of illness and limit the spread of infection.

8.1 What constitutes an exposure

A COVID-19 exposure is someone, regardless of face covering status, is within six feet of a COVID-19 case for a cumulative total of 15 minutes or longer in any 24-hour period within or overlapping with the case's high-risk exposure period. This definition applies regardless of the use of face coverings.

8.2 Post exposure protocols

Washing/sanitizing

Immediately after an exposure event, all persons involved must:

- Wash the affected areas immediately;
- Remove PPE and affected clothing as appropriate;
- Discard/wash PPE and clothing as appropriate.

Isolation

The following may be superseded at the direction of the health department

- Isolate the affected from others by distance, in a closed room, or outdoors;
- Send all exposed personnel home to self-quarantine.

See Appendix E - CDC COVID-19 Return to Work Scenarios

Medical Evaluation

Following guidance and direction by medical professionals or the Monterey County Health Department, exposed personnel shall be sent for COVID-19 testing and medical treatment as instructed.

See Section 4.4 COVID-19 Testing

Investigation

Investigations for personnel exposed to COVID-19 should refer to the CAWD, Safety Officer, Monterey County Health Department, and CDC guidance for how to conduct a risk assessment of their potential exposure.

See Section 9.0 Investigating and Correction.

Communication & Notification

Within one day, notify personnel, including subcontractors and others on-site, of their potential exposure to suspected/confirmed COVID-19 cases while at a CAWD facility.

See Section 9.1 Investigating COVID-19 Cases

Return to Work

Personnel must not return to work until cleared to do so by medical professional, HR, or meeting the specific established criteria.

See Section 10.0 Return to Work Requirements

8.3 Multi-COVID Outbreak

When the Monterey County Health Department identifies a CAWD workgroup, location or other grouping as a Multi-COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.

See Appendix C - Multiple COVID-19 Infections and COVID-19 Outbreaks

8.4 Major-COVID Outbreak

When the Monterey County Health Department identifies a CAWD workgroup, location or other grouping as having a Major-COVID-19 outbreak or when there are 20 or more COVID-19 cases in a CAWD exposed workplace within a 30-day period.

See Appendix D - Major COVID-19 Outbreaks

9.0 Investigating and Correction

9.1 Investigating COVID-19 Cases

Title 8, CCR §3205(c)(3) Investigating and Responding to COVID-19 Cases.

- CAWD shall investigate COVID-19 cases in the workplace by:
 - Verifying COVID-19 case status;
 - Tracking COVID-19 test results;
 - Tracking COVID-19 symptoms onset;
 - Identifying and recording COVID-19 cases.
- For workplace COVID-19 cases, CAWD shall:
 - Collect as much COVID-19 case information as possible:
 - Determine the day/ time the case was last at the workplace;
 - Identify, if possible, the positive COVID-19 test/ diagnosis date;
 - The case person's symptoms onset date (if any experienced).
 - Determine who may have had a COVID-19 exposure.
 - This requires evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.
 - Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
 - All employees who may have had COVID-19 exposure and their authorized representatives.

- Independent contractors and other employers present at the workplace during the high-risk exposure period.
- Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in Title 8, CCR §3205(c)(5)(B) and (c)(10)(C).
- Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.
- All employee medical records including personal identifying information on COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential unless redacted for Monterey County Health Department, CDPH, Cal/OSHA or NIOSH or as required by law immediately upon request.
See Example Form - Appendix F: Investigating COVID-19 Cases

9.2 COVID-19 Hazard Correction

Title 8, CCR §3205(c)(4) Correction of COVID-19 Hazards

CAWD shall correct unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the hazard severity, including: Implementing controls and/or policies and procedures in response to the evaluations conducted under Sections 5.0 and 8.1;

- Implementing the controls required by Section 6.0.

10.0 Return to Work Requirements

Title 8, CCR §3205(c)(11) Return to Work Criteria.
California Governor's Executive Order N-84-20

Workers must not return to work until cleared to do so by medical professional, HR, or by meeting the applicable Section 10 criteria. *Return to work conditions may be changed without notice by CAWD as needed to address COVID-19 hazards or regulatory rule and guidance changes.*

10.1 Workers with confirmed COVID-19 and have COVID-19 symptoms

Worker shall not return to work until:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- COVID-19 symptoms have improved; and
- At least 10 days have passed since COVID-19 symptoms appeared.
- **A negative COVID-19 test shall not be required to return to work.**

10.2 Workers with confirmed COVID-19 but never had COVID-19 symptoms

Worker shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- **A negative COVID-19 test shall not be required to return to work.**

10.3 Negative or no COVID-19 test but is presenting COVID-19 symptoms

Worker may return to work after meeting the following three conditions:

- At least 10 days since symptoms first appeared have elapsed; and
- At least 24 hours has passed with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving.
 - *Note that the loss of taste and smell may persist for weeks or months after recovery and need not delay return to work.*
- **A negative COVID-19 test shall not be required to return to work.**

10.4 An asymptomatic worker in close contact with COVID-19 case

An asymptomatic worker may discontinue quarantine after Day 10 from the date of last exposure with or without testing.

- **A negative COVID-19 test shall not be required to return to work.**

10.5 Quarantine/Isolation Order

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted.

- If no period was specified, then the period shall be 10 days from the isolation order effective date, or 14 days from when the quarantine order was effective.

10.6 Critical Services Return to Work Exception

If there are no violations of local or state health officer orders for isolation or quarantine, Cal/OSHA may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety.

In such cases, CAWD shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including isolating the employee at the workplace as needed. If isolation is not possible, the use of respiratory protection in the workplace.

See Appendix E - COVID-19 Return to Work Scenarios

11.0 Training Requirements

[Title 8, CCR §3205\(c\)\(5\) Training.](#)

CAWD personnel must be provided training and instruction on the COVID-19 ECP, COVID-19 health risks, COVID-19 outbreak and job-specific safety and health practices prior to working where such exposures are present.

Training and instruction are provided according to the following:

- When the COVID-19 ECP is implemented or significantly updated;
- Supervisors covering the safety and health hazards related to COVID-19 to which personnel under their immediate direction and control may be exposed;
- All personnel on the COVID-19 hazards specific to their job assignment;
- All personnel shall receive frequent reminders (tailgate trainings, email alerts, newsletter articles) whenever the COVID-19 risks are present.

Training shall include:

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws;
- Facts about COVID-19 as an infectious disease that spreads through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;
- That COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms;
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings;
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective;
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when access to a sink or hand washing facility is not available, and that hand sanitizer does not work on soiled hands;
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment;
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.

12.0 Reporting, recordkeeping, and access

[Title 8, CCR §3205\(c\)\(9\) Reporting, Recordkeeping & Access](#)

CAWD shall:

- Report information about COVID-19 cases at the workplace to the Monterey County Health Department whenever required by law, and shall provide any related information requested by the Monterey County Health Department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in a place of employment or in connection with any employment.
- Maintain records of the steps taken to implement the written COVID-19 Prevention Program.
- Make the written COVID-19 Prevention Program available at the workplace to employees, and to authorized employee representatives.
- CAWD shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Training Records

COVID-19 ECP training records must be kept for COVID-19 outbreak timeframe, plus 1 year minimum and following the CAWD record retention policy.

OSHA Recordable Incidents

COVID-19 can be a recordable illness if a worker is infected as a result of performing their work-related duties. However, only COVID-19 cases meeting all of the following criteria must be reported:

- The case is a confirmed COVID-19 case:
 - See *CDC information on persons under investigation and presumptive positive and laboratory-confirmed COVID-19 cases*;
- The case is work-related and it involves one or more of the general recording criteria set forth in Title 8 CCR §14300.7. General Recording Criteria.

Enter each recordable injury or illness case on the OSHA 300 Log and Form 301 Incident Report within seven calendar days after receiving notice that the injury or illness occurred. In the event of a fatality, reported it to OSHA within 8 hours.

Other COVID-19 Related Records

Must be kept for COVID-19 outbreak timeframe, plus 1 year minimum and in accordance with the CAWD record retention policy.

Appendix A - Definitions & Terminology

Abbreviations

- **Cal/OSHA** - The Division of Occupational Safety and Health
- **CAWD** - Carmel Area Wastewater District
- **CDC** - Centers for Disease Control and Prevention
- **CDPH** - California Department of Public Health
- **ECP** - Exposure Control Plan
- **HIPPA** - Health Insurance Privacy and Portability Act
- **HR** - Human Resources Department/Role (as assigned to the Human Resources Administrator)
- **Title 8, CCR §** - Title 8 California Code of Regulations Section

Terminology

- **May** - Denotes a permission; neither a requirement nor a recommendation.
- **Must** - Imposes an obligation, indicates a necessity to act.
- **Shall** - Imposes an obligation, indicates a necessity to act.
- **Should** - Denotes a recommendation.
- **Will** - Denotes that something is required or mandatory but allows the responsible party some discretion as to when, where, and how.

General Definitions

- **Administrative Controls** - Are changes in work policy or procedures to reduce or minimize exposure to a hazard. Require action by the worker or employer.
- **Affected Personnel** - May work where COVID-19 exposure risks are present.
- **Close Contact** - Persons physically separated by approximately 6 feet (2 meters) or less, or a person in the same room of a person with a confirmed or probable COVID-19 infection for a prolonged period of time; or with direct contact with infectious secretions while the person was likely to be infectious.
- **Contaminated** - The presence of potentially infectious materials on a surface or in or on an item.
- **Coronavirus** - Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.
- **COVID-19** - An infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Common symptoms include fever, cough, and shortness of breath. Muscle pain, sputum production, diarrhea, and sore throat are less common. The name is derived from COronaVirus Disease 2019.

- **COVID-19 Case** - Means a person who:
 - Has a positive COVID-19 test;
 - Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
 - Has died due to COVID-19, in the determination of the Monterey County Health Department or per inclusion in the COVID-19 statistics of a county.A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the Monterey County Health Department pursuant to authority granted under the Health and Safety Code or Title 17, California Code of Regulations to CDPH or the Monterey County Health Department.
- **COVID-19 Exposure** - Means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.
- **COVID-19 Hazard** - Means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
- **COVID-19 Symptoms** - Means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the symptoms were caused by a known condition not COVID-19.
- **COVID-19 Test** - Means a viral test for SARS-CoV-2 that is:
 - Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
 - Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- **Decontamination** - The use of physical or chemical means to remove, inactivate, or destroy infectious substances on a surface or item to the point where they are no longer capable of transmitting contaminated particles and the surface or item is rendered safe for handling, use or disposal.
- **Disinfectant** - diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants.
- **Engineering Controls** - Involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior.
- **Exposed Workplace** - Means any work location, working area, worksite, or common area at work used or accessed by a COVID-19 case during the high-risk

period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.

- **Exposure Control Plan** - A set of directives and procedures that describe exposure control activities and preventative measures that an organization uses to minimize the risk of exposing workers to viruses and other pathogens.
- **Exposure Incident** - A specific event where a worker may be exposed to potentially infectious materials that resulted from work duties.
- **Face Covering** - Means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.
- **Hand Sanitizer** - Typically an alcohol-based liquid with at least a 60% concentration of alcohol with virus killing properties that is rubbed all over the hands until it dries to help kill viruses and other pathogens when hand washing is not available. The active ingredients in CDC-recommended alcohol-based hand sanitizers inactivate viruses that are genetically related to, and with similar physical properties as, the 2019-nCoV-2 virus.
- **High-Risk Exposure Period** - Means the following time period:
 - For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until ten days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
 - For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- **Human Resources** - Generally referring to the person or group of people tasked with dealing with human resources issues for the organization.
- **Infected** - Being exposed to and becoming ill or contagious with a virus or other infectious agent. The invasion of an organism's body tissues by disease-causing agents, their multiplication, and the reaction of host tissues to the infectious agents and the toxins they produce.
 - **Potentially Infected** - A person not known to be suspected, known or confirmed as having a COVID-19 infection.
 - **Suspected Infected** - A person that, based on their recent history such as having been in close contact or direct contact with a COVID-19 infected person, and has a reasonable chance of being infected.
 - **Confirmed Infected** - A person who has been tested for COVID-19 and the test confirmed an infection.
 - **Known Infected** - A person who has been identified as being infected with COVID-19.

- **N95 Dust Mask** - Is a respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. When properly worn, the mask blocks at least 95 percent of very small (0.3 micron) test particles. All personnel may voluntarily wear a dust mask and do not need specific training, fit testing or medical evaluations for such use.
- **NAICS** - North American Industry Classification System
- **NIOSH** - The National Institute for Occupational Safety and Health of the U.S. Centers for Disease Control and Prevention. NIOSH tests and approves respirators for use in the workplace.
- **Personnel** - Includes all CAWD employees, visitors, contractors (on-site), volunteers, etc.
- **Personal Protective Equipment** - Specialized clothing or equipment, such as glasses, goggles, specialized clothing and gloves, worn or used by personnel for protection against a hazard and ensure personal safety in the workplace.
- **Physical Distancing** - also known as Social Distancing. It is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. It involves keeping a distance of six feet (two meters) or more from others and avoiding gathering together in large groups.
- **Respirator** - a device worn over the mouth and nose to protect the respiratory tract by filtering out dangerous substances (such as dusts or fumes) from inhaled air. For the purposes of this regulation, a respirator is considered to be a tight-fitting air filtering respirator or SCBA system that may be worn only by those approved trained, fit tested, with a current medical evaluation.
- **SARS-CoV-2** - The virus that causes COVID-19.
- **Safe Work Practices** - Types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.
- **Social Distancing** - See Physical Distancing

Appendix C - Multiple COVID-19 Infections and COVID-19 Outbreaks

Title 8, CCR §3205.1 Multiple COVID-19 Infections and COVID-19 Outbreaks

1.0 SCOPE

Title 8, CCR §3205.1(a) Scope

This applies if the Monterey County Health Department has identified this as a COVID-19 outbreak location or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period. The designation shall continue until no new COVID-19 cases are detected in a workplace for a 14-day period.

2.0 Testing

Title 8, CCR §3205.1(b) Testing

- CAWD shall provide COVID-19 testing to all employees at the exposed workplace except for those not present during the outbreak period;
- COVID-19 testing shall be provided at no cost to employees during employees' working hours;
- COVID-19 testing shall consist of the following:
 - All employees in the exposed workplace shall be tested and then tested again one week later.
 - Negative COVID-19 test results shall not impact the duration of any quarantine period required by the Monterey County Health Department.
 - After the first two COVID-19 tests, CAWD shall provide continuous COVID-19 testing of those at the workplace at least weekly or as recommended by the Monterey County Health Department or Cal/OSHA.

3.0 Exclusions of COVID-19 Cases

Title 8, CCR §3205.1(c) Exclusions of COVID-19 Cases

CAWD shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with Sections 6.4 and 9.0 and any relevant Monterey County Health Department orders.

4.0 Investigation of Workplace COVID-19 Illness

Title 8, CCR §3205.1(d) Investigation of workplace COVID-19 illness

CAWD shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.1.

5.0 COVID-19 Investigation, Review and Hazard Correction

Title 8, CCR §3205.1(e) COVID-19 Investigation, review and hazard correction

- CAWD shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.0;
- In addition to the requirements of Section 5.0 and Section 8.0, CAWD shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:
 - Investigation of new or unabated COVID-19 hazards including leave policies and practices and whether employees are discouraged from remaining home when sick; COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
 - The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
 - CAWD shall implement changes to reduce the transmission of COVID-19 based on the investigation and required review. CAWD shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

6.0 Notifications to the Monterey County Health Department.

Title 8, CCR §3205.1(f) Notifications to the Monterey County Health Department

- CAWD shall contact the Monterey County Health Department immediately, but no longer than 48 hours after CAWD knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- CAWD shall provide to the Monterey County Health Department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and NAICS code of the workplace of the COVID-19 case, and any other information requested by the Monterey County Health Department. CAWD shall continue to give notice to the Monterey County Health Department of any subsequent COVID-19 cases at the workplace.
- If testing is required, CAWD shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Appendix D - Major COVID-19 Outbreaks

Title 8, CCR §3205.2 Major COVID-19 Outbreaks

1.0 SCOPE

Title 8, CCR §3205.1(a) Scope

- This section applies when there are 20 or more COVID-19 cases in a CAWD exposed workplace within a 30-day period.
- This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

2.0 Testing

Title 8, CCR §3205.2(b) Testing

- CAWD shall provide twice a week COVID-19 testing, or more frequently if recommended by the Monterey County Health Department, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
- COVID-19 testing shall be provided at no cost to employees during employees' working hours.

3.0 Exclusions of COVID-19 Cases

Title 8, CCR §3205.2(c) Exclusions of COVID-19 Cases

CAWD shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with Sections 6.4 and 9.0 and any relevant Monterey County Health Department orders.

4.0 Investigation of Workplace COVID-19 Illness

Title 8, CCR §3205.2(d) Investigation of workplace COVID-19 illnesses

CAWD shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak following Section 8.1.

5.0 COVID-19 Hazard Correction

Title 8, CCR §3205.2(e) COVID-19 Hazard Correction

In addition to Section 8.2, CAWD shall take the following actions:

- In buildings or structures with mechanical ventilation, CAWD shall filter recirculated air with Minimum Efficiency Reporting Value 13 (MERV-13) or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, CAWD shall use filters with the highest compatible filtering efficiency. CAWD shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and shall implement their use to the degree feasible.
- Determine the need for a respiratory protection program or changes to an existing respiratory protection program under Title 8, CCR § 5144 to address COVID-19 hazards.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Take any other control measures deemed necessary by Cal/OSHA.

6.0 Notifications to the Monterey County Health Department.

[Title 8, CCR §3205.2\(f\) Notifications to the Monterey County Health Department](#)

- CAWD shall contact the Monterey County Health Department immediately, but no longer than 48 hours after CAWD knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.
- CAWD shall provide to the Monterey County Health Department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and NAICS code of the workplace of the COVID-19 case, and any other information requested by the Monterey County Health Department. CAWD shall continue to give notice to the Monterey County Health Department of any subsequent COVID-19 cases at the workplace.
- If testing is required, CAWD shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.

Appendix E - CDC COVID-19 Return to Work Scenarios

Refer to the current CDC/CDPH/Cal/OSHA/Monterey County Health Department guidance
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-Quarantine.aspx>
California Governor's Executive Order N-84-20

IMPORTANT!

When establishing when COVID-19 exposed/presumed/confirmed workers may return to the workplace, always review the current return-to-work guidance by the CDC/CDPH/Cal/OSHA and the Monterey County Health Department as the current return-to-work criteria may be more restrictive than the above guidance. when establishing when it is safe for a worker to return to work.

Scenario 1

Confirmed/ presumed positive COVID-19 case with symptoms

Worker may return to work after meeting the following three conditions:

- At least 10 days since symptoms first appeared have elapsed; and
- At least 24 hours has passed with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving.
 - *Note that the loss of taste and smell may persist for weeks or months after recovery and need not delay return to work.*

Scenario 2

Confirmed positive COVID-19 case with no symptoms

For confirmed cases with no symptoms, worker may return to work after 10 days have passed since the positive viral test for COVID-19 (date that sample was taken).

Scenario 3

Severely ill with COVID and those with weakened immune systems

Workers may need longer than 10 days and up to 20 days after symptoms first appeared before returning to work. Worker's doctor may work with an infectious disease expert or Monterey County Health Department to determine whether testing will be necessary and timeframe before worker may return to work.

Scenario 4

For Anyone Who Has Been Around a Person with COVID-19

Workers that had close contact with someone with COVID-19 may not return to work for 10 days after their last exposure to that person.

Exception: Those meeting the following criteria may return to work:

- *Had COVID-19 illness within the previous 3 months; and*
- *Has fully recovered to the point where they could have returned to work; and*
- *Remains without COVID-19 symptoms (for example, cough, shortness of breath).*

Scenario 5

Close contact with someone with COVID-19 - will NOT have further close contact

Worker that had close contact with someone with COVID-19 may not return to work for 10 days after their last exposure to that person.

Exception: Those meeting the following criteria may return to work:

- *Had COVID-19 illness within the previous 3 months; and*
- *Has fully recovered to the point where they could have returned to work; and*
- *Remains without COVID-19 symptoms (for example, cough, shortness of breath).*

Scenario 6

Close contact with someone who has COVID-19 - but lives with the person but can avoid further close contact

Workers that had close contact with someone with COVID-19 may not return to work for 10 days after their last exposure to that person.

Exception: If close contact is made during quarantine (during quarantine contact's quarantine), the quarantine window resets to 10 more days.

Scenario 7

Under quarantine and had additional close contact with someone with COVID-19

Workers that had close contact with someone with COVID-19 may not return to work for 10 days after their last exposure to that person.

Exception: If close contact is made during quarantine (during quarantine contact's quarantine), the quarantine window resets to 10 more days.

Scenario 8

Live with someone who has COVID-19 and cannot avoid close contact

Worker may not return to work while the person is sick, and then must quarantine for 10 days after the person who has COVID-19 meets end of isolation criteria.

Appendix F - Investigating COVID-19 Cases

Example COVID Case Investigation Form

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19

Appendix G - COVID-19 Inspections

Example Hazard Inspection Form

Person conducting the inspection: _____ Date: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE			
PPE is not shared, is available and being worn			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix I - COVID-19 Hazard Identification Form Example

Workplace Interaction Identification Form

All persons, regardless of COVID-19 symptoms or status, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. Consider how personnel enter, leave, and travel through the workplace, in addition to addressing fixed work locations. Evaluations shall examine how all persons, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors, enter, leave and occupy the workplace.

Agency Name	
Area classification	
Description	
Applies to the following locations (use common name)	

Risk factor	Response	Examples
Outdoors	<input type="checkbox"/>	Activity happens outside with natural airflow
Indoor - single occupant with door	<input type="checkbox"/>	Single occupant office space with 4 walls and one door
Indoor - shared space	<input type="checkbox"/>	Less than 4-walls or has multiple occupants including those coming and going. Example: Several desks in same room with low or no dividers
HVAC system (filtered)	<input type="checkbox"/>	Area is conditioned by a forced-air HVAC system
Outside air flow available	<input type="checkbox"/>	Area has windows or other outside-air source
Max area occupancy (enter #)		Fire code capacity (if unknown, estimated how many can safely be in area)
Typical occupancy (enter #)		Common/Typical occupancy – How many people are typically here at one time?
Max occupancy w/COVID distancing (enter #)		Current occupancy limit in place due to COVID, if any.
Interact with others	<input type="checkbox"/>	Do the people have to directly interact with other people in person.
Interact with known/assumed COVID cases	<input type="checkbox"/>	Do you have any known COVID cases that could be in this area?
Can easily maintain distance at all times	<input type="checkbox"/>	Is there enough space that keeping no less than 6' from everyone else is easy to do and does not involve any gymnastics to achieve.
CanNOT easily maintain distance (short term)	<input type="checkbox"/>	Such as passing in a hall or help lifting something for a moment. The area may have "choke points" but none where people will congregate.
CanNOT easily maintain distance (long term)	<input type="checkbox"/>	Such as close workstations or a front counter where person-to-person interactions take place.
Physical/near contact	<input type="checkbox"/>	Tasks that involve two or more working close together for an extended period (more than a few minutes). For example, a vac truck jettisoning at a manhole.
Spittle transfer	<input type="checkbox"/>	Direct bodily respiration/ fluids transfer between people such as in a sneeze or cough.
Breakroom? Do workers eat/drink at this location?	<input type="checkbox"/>	Is this an official breakroom or do people tend to treat it as a breakroom?
No access to hand washing	<input type="checkbox"/>	If no, this assumes a sink with soap and running water is easily and quickly accessible within a short, easy walk.
Shared PPE	<input type="checkbox"/>	Do workers share any PPE (respirators, goggles, gloves, traffic vest, etc.)
Shared Items	<input type="checkbox"/>	Keyboard, mouse, wrench, controls, etc.
Shared surfaces	<input type="checkbox"/>	Desk, counter, lunch room.
Known third party visitors	<input type="checkbox"/>	Contractors, delivery personnel, etc. who are likely to follow COVID safety measures
Unknown visitors	<input type="checkbox"/>	General public who may or may not follow COVID safety measures

Ways to interact		
Distance interaction	<input type="checkbox"/>	Easy to maintain at least a six foot distance to everyone else during activities
Momentary close interaction	<input type="checkbox"/>	Activities require momentary close interactions
Extended close interaction	<input type="checkbox"/>	Activities require longer close interactions periods
Touching/near touching	<input type="checkbox"/>	Handing/receiving objects, team-lifting something heavy.
Quick item transfer	<input type="checkbox"/>	Dropping mail on someone's desk while they are sitting at it.
Passing	<input type="checkbox"/>	Momentary closeness such as when passing in the hallway.
Strong physical contact	<input type="checkbox"/>	Police arresting someone.

Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Inspected By: _____	Date: _____
----------------------------	--------------------

Appendix I - COVID-19 Hazard Identification & Procedure Findings

Append Completed Hazard Identifications Forms Here

Appendix B- Daily Health and Temperature Screening Protocols

The purpose of these protocols is to help maintain a safe work environment and minimize the risk of contracting or spreading the COVID-19 virus in the workplace by screening for COVID-19 exposures and symptoms. This screening shall be performed in the same manner among all employees and the results of the screening are to be kept confidential.

1. The District will notify employees of this temperature screening requirement in advance of implementation.
 - a. Temperature Screening is **mandatory** for all employees, managers and Directors
 - b. Screening should be completed prior to starting work and prior to entering workspaces.
 - c. When an employee calls in sick, they will be called the same day by their supervisor who will verbally administer the screening over the phone and record the results.
 - d. **Employees still have a responsibility to self-report and not come to work if they have a fever or other symptoms or have been exposed to a person confirmed with COVID-19. These screenings are not to be used as a substitute for that responsibility.**
2. Persons performing the screening should wear appropriate protective equipment (e.g., mask, gloves)
3. The temperature screening area will be located where incoming traffic can be controlled and allow for employees to appropriately social distance from one another. When possible most screening will be done while remaining in vehicles.
 - a. Monday – Friday mornings before 7:00: The screener will begin screenings at 6:45. The screener will be waiting in a CAWD vehicle facing the gate inside the entrance road. Employees will drive up next to the screener’s vehicle and lower their window just enough to allow a temperature reading.
 - b. Monday – Friday after 7:00 AM: Announce yourself to the screener and do not enter the screener’s space. The screener will meet you outside.
 - c. Saturday & Sunday: Meet under the alcove near doors to locker room building. Maintain 6’ separation and allow for privacy. Screening on weekends will be conducted by lead/senior worker for the day.
 - d. If circumstances such as weather or late arrival requires an alternative screening location, the location should be a large open area or structure such as the collections canopy or shop. Ensure that the testing area is (1) semi-private; (2) six

feet distance from others; (3) has access to cleaning/disinfectant wipes and paper towels.

- e. At the Administration Office (3945 Rio Road) screening will be held in front lobby area.

Screenings shall not be held indoors in any common areas (breakroom, locker rooms, Ops building) or small rooms (trailers, bathrooms, etc.)

- 4. Time spent for screening is compensable time. Arrive before 7:00 AM. It is understood that employees otherwise arriving on time may be delayed by the screening process.
- 5. Summary of Screening
 - a. Employees will first be asked questions regarding any COVID-19 symptoms and if they have had contact with a person diagnosed with COVID-19..
 - b. Second, the temperature check will involve a non-contact temperature scan. If the reading is below 100.4° Fahrenheit you may proceed to work.
 - c. If the reading is above 99.5 but below 100.4 the person will be rescanned again in four hours. If during that time an employee feels ill in any way notify your supervisor immediately.
- 6. Safety protocol:
 - a. Use appropriate Protective Personal Equipment (PPE) including new gloves
 - b. Check individual's temperature
 - c. After all screenings are complete, disinfect thermometer
 - d. Remove gloves last
 - e. Thoroughly wash hands
- 7. Non-contact thermometers will be used for initial screening. Any contact thermometers used must be thoroughly disinfected after the screenings are completed.
- 8. Temperature Screening Steps
 - a. If the reading is 99.0 or lower, one reading is sufficient. If the reading is above that range, a second reading should be conducted.
 - b. If the second reading is between 97 and 100 degrees and within 0.3 degrees of the first reading, it is accepted. If it is more than 0.3 degrees different from the first reading, a third reading should be taken.
 - c. If the temperature is below 100.4° Fahrenheit, the person may be permitted to work. However, if the temperature reading is above 99.5° the employee should

- be asked to carefully monitor how they are feeling and be re-checked after 4 hours.
- d. If the temperature is 100.4° Fahrenheit or more, confirm with at least one additional non-contact reading. The screener shall test on themselves as a control.
 - e. Ask if employee has recently completed physical exercise. If yes, they can rest for a few minutes before a re-test.
 - f. If still high, have the employee self-test using a higher sensitivity contact thermometer in the ear canal. Disinfect the thermometer before and after transferring the unit.
 - g. If confirmed by the ear readings there will be enough evidence that the employee has a fever and will be sent home with paid leave under the COVID sick leave policy.
9. If an employee is sent home the employee's direct supervisor will be confidentially notified, and they will call the employee to monitor their condition. Recommend that employee with temperature of 100.4° or higher contact their healthcare provider for further instructions. Provide employees information on testing options and locations and encourage that they be tested.
10. Daily log sheets will be kept in a locked confidential file in the Safety Trailer
11. Anyone refusing required testing will be denied entry to the facility. Employees who refuse testing may be subject to disciplinary action. Employees are not permitted to refuse to go home, and similar to an employee refusing a test, an employee generally may be disciplined for insubordination or unprofessional conduct during or as a result of the screening process. After sending an individual home, all areas of the facility the employee may have touched or been present in before being screened will be thoroughly cleaned.
12. This policy does not in any way negate the requirement to wear a face mask and to practice social distancing as work duties permit in the workplace.
13. Visitors, contractors and delivery drivers who will **not** be entering workspaces or working within 6 feet of employees can enter CAWD properties but are required to maintain distances and wear a face mask.
14. Visitors, contractors and vendors drivers who **will be** entering workspaces or must work within 6 feet of employees must take the same screening, maximize distancing when possible and wear a face mask.



To All Visitors

If you will be entering buildings or will be working within 6 feet of CAWD employees, the following safety requirements will apply before you can begin your visit or work.

The purpose of these guidelines is to help maintain a safe work environment and minimize the risk of contracting or spreading the COVID-19 virus in our workplace. It is for the mutual safety of our employees, and equally, yourself and your employees.

What to Expect

You will be given both a verbal survey and a non-contact temperature test. This screening is exactly the same screening given to all CAWD employees each day. The results of the screening will be kept confidential.

1. These screenings are mandatory and required prior to starting work or entering an indoor workspace.
2. The temperature screening will occur while you remain in your vehicle just inside the front gate. A CAWD employee will drive up alongside you and complete the screening from their vehicle.
3. The screening process will have two parts.
 - a. First you will be asked questions regarding if you have experienced any COVID-19 symptoms and if you have had contact with a person diagnosed with COVID-19.
 - b. Second, your temperature check will involve a non-contact temperature scan. If the reading is below 100.4° Fahrenheit you may proceed to work.
4. If your temperature is 100.4° or higher and is confirmed, you will not be permitted to work at the CAWD site. You will be encouraged to inform others, self-quarantine and contact your health provider.

This policy does not in any way negate the requirement to wear a face mask and to practice social distancing when you are at the CAWD treatment plant facility.

26900 Hwy 1

EE Name	Q1: Have you knowingly come into contact with anyone in your household, family, friends who have had a fever or COVID symptoms in the last 24-hours?	Q2: Have you had any of the following symptoms in the last 24 hours: Fever, new dry cough, fatigue, shortness of breath, chills, body aches, loss of taste or smell?	Q3: Have you had any of the following symptoms in the last 24 hours: Sore throat, runny nose, headache congestion, nausea, vomiting, diarrhea	Temperature Check Procedure 97.5° - 99° = Pass 99.5° - 100.3° = Monitor in 4 hours 100.4°+ = Send home
	Pass?	Pass?	Pass?	Pass/Monitor/Fail
Operations				
DayEngel				
DeOcampo				
Dixon				
Garrison				
Hooks				
Mui				
Schmidt				
Treanor				
Veile				
Waggoner				
W- Holland				
Young				
Collections				
Blevins				
Bowman				
Lauer				
Millington				
Napier				
Quintero				
Maintenance				
Ange				
Cristi				
Dias				
Foley				
Skinkle				
Mailey				

APPENDIX C - EXPOSURE AND ILLNESS RESPONSE PROTOCOLS

LINE	RISK LEVEL	Trigger	TRIGGER (listed from highest to lowest risk)	Authority	Quarantine (14 days or per guidelines and policy)	Return to work medical evaluation***	Leave type
1	Very High	Positive	CAWD EE is confirmed case (external exposure)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per law (FFCRA)
2	Very High	Positive	CAWD EE is confirmed case (work exposure)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per law (WC, FFCRA)
3	Very High	Key Symptoms	CAWD EE was exposed at work and is self quarantining	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per Law (WC, FFCRA)
4	Very High	Key Symptoms	EE calls in sick w/ fever, "acute respiratory illness" symptoms, loss of taste/smell	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	COVID Admin leave then Admin (FFCRA)
5	Very High	Key Symptoms	EE Fails screening for fever or "respiratory illness" symptoms, loss of taste/smell (Q2)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	Per ECP (Cal/OSHA)	COVID Admin leave then Admin (FFCRA)
6	High	Exposure	EE Fails daily screening for non-work exposure (Q1)	Per CDPH, ECP and law	Yes***	Yes-incl valid test*	COVID Admin leave then Admin (FFCRA)
7	High	Exposure	EE household member is a confirmed case (family)	Per CDPH, ECP and law	Yes***	Yes-incl valid test*	Per law if caretaker, Admin (FFCRA)
8	High	Exposure	EE household member is a confirmed case (non-family)	CDPH and Policy	Yes***	Yes-incl valid test*	COVID Admin leave
9	Med-High	Poss. Exposure	EE household member has been exposed, symptomatic and/or awaiting test results	CAWD Policy	Yes***	Yes-incl valid test*	COVID Admin leave
10	Med-High	Poss. Exposure	EE informs a close contact is symptomatic, no testing planned	CAWD Policy	Yes***	Yes-incl valid test*	COVID Admin leave
11	Med-High	Poss. Exposure	EE informs a close contact is symptomatic and awaiting test results	CAWD Policy	Yes***	Yes-incl valid test*	COVID Admin leave
12	Medium	Poss. Exposure	EE had potential work exposure but at a distance w/ confirmed case	ECP	Depends***	Yes-incl valid test*	COVID Admin leave
13	Medium	Poss. Exposure	EE had potential personal exposure but at a distance w/ confirmed case	ECP	Depends***	Yes-incl valid test*	COVID Admin leave
14	Medium	Other symptoms	EE fails screening for overlapping symptoms (sinus, throat, nausea, diarrhea)	ECP	3 day min- track symptoms**	Medical Eval	Personal leave
15	Medium	Other symptoms	EE calls in sick with overlapping symptoms (sinus, throat, nausea, diarrhea)	ECP	3 day min- track symptoms**	Medical Eval	Personal leave
16	Travel/Various	Risk Based	Potential exposure due to higher risk travel and/or social activities. Including; air travel, public transportation, large social gatherings over 10 people, weddings	General Manager	Per GM***	Per GM***	Per GM***

- WC- Workers Compensation
- SDI- State Disability Insurance
- UI- Unemployment Insurance
- PFL- Paid Family Leave
- FFCRA- [US Dept of Labor Families First Coronavirus Response Act](#)
- CDPH- [California Department of Public Health Outbreak Guidelines](#)
- ECP- See Section 7 of CAWD Exposure Control Plan (Appendix A of CAWD Policy)
- *Valid test- Test is administered no earlier than 5 days from exposure date
- ** Symptoms to be tracked to distinguish between common illnesses and COVID-19
- *** In consultation w/ Covid Managers Group (GM, Superintendent, HR and Safety Officer)

[Link to Montage e-visit](#)

Version 7- Jan 28, 2021

STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 28, 2021

Subject: Pebble Beach Community Services District – Regular Board Meeting
December 11, 2020



DISCUSSION

Agenda items from the December 11, 2020 meeting that are of specific interest to this District:

- The oath of office was administered to the three board members who were reelected: Richard Verbanec, Richard Gebhart, and Leo Laska.
- Total cash balance at the end of Oct 2020 was \$20.7M; of that amount, \$15.3M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The October 2020 Cash Basis Budget Report showed revenues of \$0.8M or 2.9% of budget. Total expenditures through October total \$2.6M or 9.4% of budget.
- Forest Lake Reservoir held 42 MG (million gallons) of recycled water or 37% of permitted capacity. Current storage volume is 7% below the historic average of 45 MG.
- Total irrigation water demand for the 2020 calendar year through November was 967 AF (acre feet). Total demand for the calendar year is 1% above the 5-year average of 960 AF. The month of November reflected a net storage increase of approximately 10 million gallons marking the end of irrigation season. By comparison, a net storage increase of approximately 14 MG was observed in November of last year.

- Average daily wastewater flow of 285,000 gallons per day (GPD) was measured in November at the PBCSD-Carmel gate. This represents 28% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 18% below the five-year average of 349,000 GPD for the month of November; the CAWD total flow was 10% below the five-year average of 1,150,000 GPD for November.
- The 4th Fairway Diversion is currently the only facility online and in production. The MPCC No. 8 Well, MPCC No. 9 Well, and MPCC Bird Rock Well were all shutdown at the end of September as irrigation demand slowed. Total production for the 2020 calendar year through November is approximately 14.7 million gallons.
- Staff is currently awaiting final submittal from Pro-Pipe before starting comprehensive review of sewer system assessment data. Staff anticipates receipt of final submittal by mid-December.
- Staff is evaluating the scope and feasibility of replacing Programmable Logic Controllers (PLC's) at Pump Stations P1 through P7 in an effort to expedite the transfer of all wastewater facilities onto the District's new SCADA server before the end of FY 2020-21.
- The Board adopted a resolution authorizing the purchase of a replacement combination jet/vacuum sewer line cleaning truck for a total amount not to exceed \$440K.
- The Board adopted a resolution authorizing the purchase of portable closed-circuit televising equipment for a total amount not to exceed \$55K. Existing equipment is inoperable after nearly fifteen years of use.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 20	37.211	25.504	11.707	31.461%
Aug - 20	36.386	24.877	11.509	31.630%
Sept - 20	33.559	23.082	10.477	31.220%
Oct - 20	32.551	23.689	8.862	27.225%
Total	139.707	97.152	42.555	30.460%

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – January 7, 2021**

A meeting of the Retirement Pension Plan Trustees was held on Thursday, January 7, 2021 at 10:00 a.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Barbara Buikema, General Manager, Trustee
Haley Hitchman, Hastie Financial Group
Robert Siegfried, Director

Note: This meeting was held via ZOOM software

I. 4th Quarter 2020 Review

As of 12-31-20 the total weighed return for the quarter was 9.62% and for the year it was 17.55%. This can be translated to mean that in the fourth quarter the portfolio took in 80% of the S&P returns with 60% of the risk, and 95% of the returns for the year, with 60% of the risk.

At the last quarterly meeting the Committee asked Hastie Financial to show us how a “test” 65/35 portfolio might perform. Currently our portfolio is allocated 60% stocks/40% bonds. The impact is that 5% added stocks in the portfolio can add 0.74 basis points in return. Mr. Hastie reminded that we may see rates go back up in 2021 and that we are now at the early phase of growth curve where we may start to see inflation. The Committee was of the option that we should move to 65/35.

Over the course of the year iShares Core has represented one of our portfolio’s core holding with annualized return of 16.02%. JP Morgan Large Cap and Federated Hermes Kaufmann are performance drivers. Columbia Contrarian outperformed the S&P at 22.29%. In the bond market we saw that high yield bonds have a positive correlation with the equity markets. PGIM High Yield Fund had an annualized return of 5.59%. Guggenheim Total Return Bond fund will be a core holding going forward.

II. 1st Quarter Action Plan

No changes are recommended to the portfolio for the 1st quarter of 2021. After a discussion, the Pension Committee advised that we would be willing to change our investment objectives from 60/40 stock/bonds to 65/35. Mr. Hastie agreed and informed that they would rebalance the portfolio accordingly.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.66		0.67		0.67	
Standard Deviation (b)	12.75	18.73	10.61	15.26	9.52	13.63
Mean	13.97	13.17	12.94	13.99	11.22	14.19
Alpha	4.06		2.85		1.38	

- (a) Strategy is to maintain Beta in the range of 0.60 - 0.67.
- (b) Strategy is to remain at roughly 2/3 of S & P 500, this is inline with current investment objectives.
- (c) Alpha is strong, given that gold is down, and markets are up.

III. Review of Strategic Asset Management Plan 2020 Actuary's Report

The 06-30-20 Actuarial Report was presented to the committee. The consensus was that the report should be shared with the full Board. There is a separate report in the Board packet.

IV. Review of CalPERS Actuary Report

- a. Classic Plan – Actuarial report shows an Unfunded Accrued Liability (UAL) of \$38,196 for 20-21 and an estimated UAL for 21-22 of \$160,835
- b. PEPRA Plan – Actuarial report shows a UAL of \$352 for 20-21 and an estimated UAL for 21-22 of \$13,091

V. Discussion of Section 115 Trust

- a. Request for Proposals (RFP) results and recommendation – the RFP was sent to five firms, three responded: CalPERS, Keenan Financial Services, and PARS. The Committee recommended that CalPERS be selected primarily because their fee structure was lower than any of the other proposals. They recommended that the results go to the full Board. There is a separate report in the Board packet.
- b. Funding strategy – the Pension Committee reviewed the material for initial funding and indicated their support for a budget amendment of \$500K from the Capital Reserve fund and a 70/30 split with CalPERS' two investment options. There is a separate report in the Board packet.

There being no further business, the meeting was adjourned at approximately 11:30 a.m.

Respectfully submitted,
Barbara Buikema, General Manager

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

4th Quarter and 2020 Performance Review

1st Quarter 2021 Action Plan

January 7, 2021

Change in Market Value Register

From 10/1/2020 to 12/31/2020

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	10/01/2020	5,853,535.75	(45,944.24)	478,985.90	98,824.50	6,375,161.37	567,569.85	12/31/2020	9.72
Total	10/1/2020	\$5,853,535.75	(\$45,944.24)	\$478,985.90	\$98,824.50	\$6,375,161.37	\$567,569.85	12/31/2020	9.72

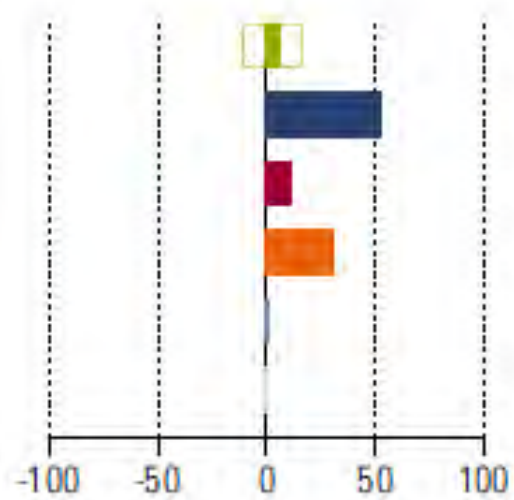
Change in Market Value Register

From 1/1/2020 to 12/31/2020

Carmel Area Wastewater

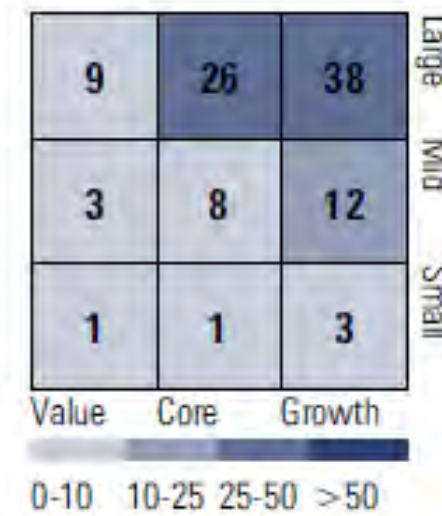
Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	01/01/2020	5,604,131.07	(183,776.96)	825,601.54	167,186.06	6,375,161.37	954,807.26	12/31/2020	17.55
Total	1/1/2020	\$5,604,131.07	(\$183,776.96)	\$825,601.54	\$167,186.06	\$6,375,161.37	\$954,807.26	12/31/2020	17.55

Asset Allocation



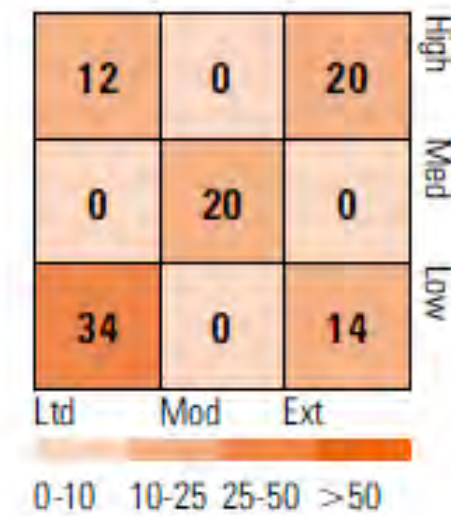
	Portfolio Long	Portfolio Short	Portfolio Net	Bmark Net
Cash	16.39	10.72	5.67	0.00
US Stock	52.16	0.00	52.16	99.09
Non US Stock	11.24	0.00	11.24	0.91
Bond	30.88	0.13	30.75	0.00
Other	0.48	0.30	0.17	0.00
Not Classified	0.00	0.00	0.00	0.00
Total	111.15	11.15	100.00	100.00

Equity Investment Style %



Total Stock Holdings
879
Not Classified %
0.00

Fixed-Income Investment Style %



Total Bond Holdings
3698
Not Classified %
0.00

Stocks/Bonds	4 th Quarter 2020	2020	Annual Risk Premium/Add. 5% Equities
60/40	9.72	17.55	
80/20	11.44	20.50	0.74
100/0	12.98	21.71	0.30

Performance by Security

From 10/1/2020 to 12/31/2020

Carmel Area Wastewater

Holdings by Account and Asset Class (Primary)

Description	Market Value (10/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (12/31/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
iShares Core S&P 500 ETF	654,216.40	149,914.52	3,783.58	885,906.89	11.84
JPMorgan Large-Cap Growth Fund Cl I	1,059,986.25	(319,542.73)	39,701.19	793,951.20	10.86
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	470,358.98	(62,362.11)	613.84	509,426.56	24.50
Columbia Dividend Income Fund Advisor Cl	291,410.20	113,461.65	1,861.31	438,746.15	10.39
Columbia Contrarian Core Fund Advisor Cl	319,781.36	25,528.24	25,528.24	365,125.65	14.18
iShares Morningstar Mid-Cap Growth ETF	297,774.00	37.14	37.14	355,452.43	19.37
International Equity					
PGIM Jennison International Opportunities Fund-Cl Z	613,470.25	.00	.00	717,701.69	16.99

Performance by Security

From 10/1/2020 to 12/31/2020

Description	Market Value (10/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (12/31/2020)	Annualized Return % (IRR Net of Fees)
Domestic Bond					
PGIM High-Yield Fund- CI Z	508,924.34	7,844.70	7,844.70	536,034.68	5.33
Guggenheim Total Return Bond Fund Institutional CI	408,043.51	11,939.20	11,939.20	418,923.94	2.67
BlackRock Inflation-Protected Bond Inv Institutional	.00	304,756.64	1,434.05	307,859.88	1.50
American Funds U.S. Government Securities CI F-2	559,034.99	(253,616.42)	1,045.60	293,291.21	-3.28
International Bond					
PGIM Global Total Return Fund CI Z	454,099.01	5,028.58	5,028.58	476,654.34	4.97

Performance by Security

From 1/1/2020 to 12/31/2020

Carmel Area Wastewater

Holdings by Account and Asset Class (Primary)

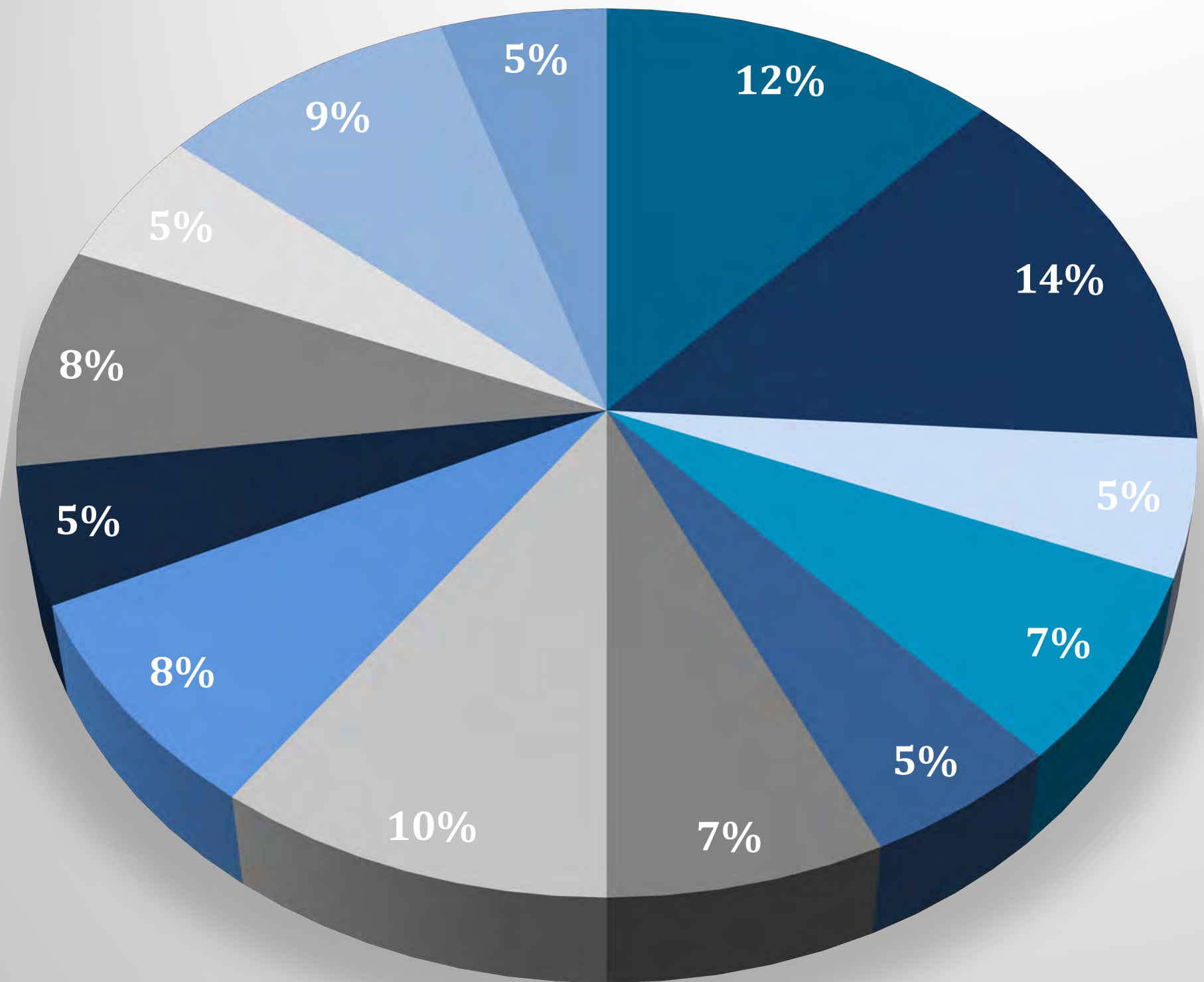
Description	Market Value (1/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (12/31/2020)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
iShares Core S&P 500 ETF	806,707.16	(25,165.75)	13,688.92	885,906.89	16.02
JPMorgan Large-Cap Growth Fund CI I	467,141.43	26,180.90	39,701.19	793,951.20	54.81
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	403,975.82	(62,362.11)	613.84	509,426.56	42.95
Columbia Dividend Income Fund Advisor CI	569,911.33	(126,960.73)	8,510.89	438,746.15	0.93
Columbia Contrarian Core Fund Advisor CI	298,571.37	25,528.24	25,528.24	365,125.65	22.29
iShares Morningstar Mid-Cap Growth ETF	.00	282,119.46	110.99	355,452.43	26.04
BlackRock Real Estate Securities Fund Institutional Shares	212,334.85	(214,565.25)	.00	.00	1.05
Vanguard Mid-Cap Index Fund Admiral Shares	286,439.19	(273,202.50)	2,401.02	.00	-3.57
International Equity					
PGIM Jennison International Opportunities Fund-CI Z	.00	543,483.28	.00	717,701.69	35.84
Invesco Emerging Markets All Capital Fund CI Y	417,784.65	(343,222.27)	.00	.00	-18.18

Performance by Security

From 1/1/2020 to 12/31/2020

Description	Market Value (1/1/2020)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (12/31/2020)	Annualized Return % (IRR Net of Fees)
Domestic Bond					
PGIM High-Yield Fund- CI Z	510,048.71	33,325.37	33,325.37	538,547.66	5.59
Guggenheim Total Return Bond Fund Institutional CI	.00	393,989.74	18,301.83	420,061.50	11.81
BlackRock Inflation-Protected Bond Inv Institutional	.00	304,858.29	1,535.70	307,961.53	1.53
American Funds U.S. Government Securities CI F-2	.00	302,141.34	3,306.60	293,291.21	-1.23
Schwab U.S. Aggregate Bond ETF	432,921.12	(441,618.92)	2,997.40	.00	2.76
Vanguard Intermediate-Term Bond Index Fund Admiral Shares	554,448.95	(566,594.81)	3,807.47	.00	3.61
International Bond					
PGIM Global Total Return Fund CI Z	434,448.31	17,995.78	17,995.78	477,850.23	9.99
Alternative					
Guggenheim Market Neutral Real Estate Fund CI A	.00	7,779.81	.00	.00	-3.31

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	12.15	18.40	14.18	15.22
Russell 1000	13.69	20.96	14.82	15.60
Russell Mid Cap	19.91	17.10	11.61	13.40
Russell 2000 Growth	31.37	19.96	10.25	13.26
MSCI EAFE	16.05	7.82	4.28	7.45
MSCI Emerging Markets	19.70	18.31	6.17	12.81
Barclays Capital US Aggregate	0.67	7.51	5.34	4.44



- JP Morgan Large Cap Growth - 12%
- iShares Core S&P 500 - 14%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 7%
- iShares Morningstar Mid Cap - 5%
- Federated Kaufmann Small Cap - 7%
- PGIM International Opportunities - 10%
- PGIM Global Total Return - 8%
- American Funds Govt Securities - 5%
- Guggenheim Total Return - 8%
- BlackRock Inflation Protected Bond - 5%
- PGIM High Yield - 9%
- Cash - 5%

BETA:

A measure of volatility (risk) relative to the Standard & Poor's 500 Index. Beta of 1.0 indicates risk equal to that of the Standard & Poor's 500 Index over a given period of time, usually 3, 5 and 10 years. Beta of less than 1.0 indicates risk less than that of the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.66	0.67	0.67

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
JPMorgan Large Cap Growth	1.06	0.69
iShares Core S&P 500	1.00	0.04
Columbia Contrarian Core	1.03	0.77
Columbia Dividend Income	0.86	0.71
Vanguard Mid Cap	1.05	0.04
Federated Kaufmann Small Cap	1.09	0.91
PGIM International Opportunities	0.90	0.90
PGIM Global Total Return	1.28	0.63
American Funds Govt. Securities	0.76	0.36
Guggenheim Total Return	0.74	0.52
PGIM High Yield	0.29	0.55
BlackRock Inflation Protected Bond	0.97	0.65

STANDARD DEVIATION:

Another measure of volatility (risk). A higher Standard Deviation indicates a higher degree of volatility (risk) over a given period of time, usually 3, 5 and 10 years. We will compare the CAWD Portfolio with the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	12.75	10.61	9.52
Standard & Poor's 500 Index	18.73	15.26	13.63

MEAN:

Mean return over a given period of time, usually 3, 5 and 10 years. We will compare the CAWD Portfolio with the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	13.97	12.94	11.22
Standard & Poor's 500 Index	13.17	13.99	14.19

ALPHA:

A measure of risk-adjusted returns. An Alpha of 0 indicates a return proportionate to the degree of risk taken. A positive Alpha indicates a return generated in excess of the degree of risk taken.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	4.06	2.85	1.38

STAFF REPORT



To: Board of Directors
From: Patrick Treanor, Plant Engineer
Date: January 28, 2021
Subject: CAWD Wastewater Treatment Plant (WWTP) Electricity Use Update

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

The following abbreviations are used in this report:

- ***kW*** – Kilowatt – an instantaneous measure of electrical power
- ***kwh***–kilowatt-hour a measure of electrical power used in one hour
- ***kwh/month*** – electrical power used for all hours in a month
- ***Hp*** – Horsepower – a measure of mechanical power (comparable to kW)

Electricity Usage

This report is a 6-month recurring update on ongoing electricity usage reduction efforts at the WWTP.

The last report in June 2020 showed that electricity use had been reduced by 10% (to levels equal to electricity use prior to Phase 1). The 10% decrease was the result of taking Digester No. 1 offline in December 2019. There have been no additional reductions in usage of electricity since the last report in June 2020 and consumption has remained steady. However, the Cogen system was put back online in July 2020 and the system is producing consistently higher levels of electricity thanks to improvements to the system controls and the startup of the new 65 kW microturbine. The microturbines do not reduce electricity use at the WWTP but they do reduce how much electricity we buy from PG&E. Previous recommendations for reducing energy use at the WWTP discussed below were provided in prior reports and remain unchanged.

See attached Figure 1 - Historical Power Usage with Pre-Phase 1 Baseline

Further Reductions in Electricity Usage

The Phase 1 WWTP Rehabilitation Project included a new blower that is 15% more efficient and therefore it was assumed that the total electricity usage at the CAWD WWTP would be about 10,000 kw/hr-month less after that project. However, several conditions have delayed the anticipated baseline reduction in electricity usage after Phase 1. The recommended remedies are discussed below and summarized in Table 1.

1. Turn Off Mixed Liquor Return (MLR) Pumps (Operational Modification) - The MLR Pumps were not in operation for many years before Phase 1 and were therefore not contributing to power use in the Pre-Phase 1 baseline usage data. These pumps are located in the aeration basins and were turned on by Operations near the end of the Phase 1 project in 2017 in an effort to optimize aeration basin performance. The electricity usage of these pumps is significant as they recirculate between 3 to 6 million gallons per day (MGD) of water within the aeration basins on a 24/7 basis. The completion of the BioWin model in May 2020 indicated that these pumps have no effect on aeration basin performance. Furthermore, the full-scale tests have not proven a benefit. However, Plant Operations continues to seek a benefit associated with these pumps and has decided to continue running them.
2. Plant Water (3W) Hydropneumatic Tank Control Failure (CIP Project /Maintenance Activity) - Halfway through Phase 1 the 3W hydropneumatic tank control system failed and was abandoned in favor of using the new backup pressure sustaining valve installed for redundancy in Phase 1. This requires that a 25 Hp 3W pump be run continuously (24/7) at full speed with a bleed valve for control. Previously this system was running in an on/off operation and would only run about 40% of the time. The now 24/7 operation has resulted in the 3W system consuming about 7,000 kwh/month more power than prior to the equipment failure. The issues with the hydropneumatic tank and associated controls is planned to be addressed as part of the electrical improvements in Project 18-01 (Elec/Mech Rehabilitation and Sludge Holding Tank Project) as well as putting all of the 3W pumps on variable frequency drives to further reduce power consumption.

Table 1: Summary of Further Estimated Savings

Action Item	Estimated Savings	Status
1. Turn Off MLR Pumps	7,000 to 15,000 kwh/month	Pending Ops Tests
2. Install new pump controls and variable frequency drives in pending CIP project #18-01	7,000 kwh/month	Pending Project #18-01
Total:	14,000 to 22,000 kwh/month	

In conclusion, there are two pending items shown in Table 1 that will further reduce electricity usage at the CAWD WWTP by about 14,000 to 22,000 kwh/month, which would be a further reduction in electricity use on the order of about 10%.

Microturbine Improvements

As part of Project #18-11 - Microturbine Integration Project, multiple system improvements have been implemented over the past year associated with the microturbine cogeneration system. The newly improved system was put online in Mid-July 2020. The new 65 kW microturbine is online. Other critical improvements that were implemented include: a new gas chiller, new exhaust ducting, and a new Supervisory Control Data Acquisition (SCADA) and PLC control system. The new system successfully handles peak fluctuations in digester biogas production and is now capable of using 100% of the gas from the digester.

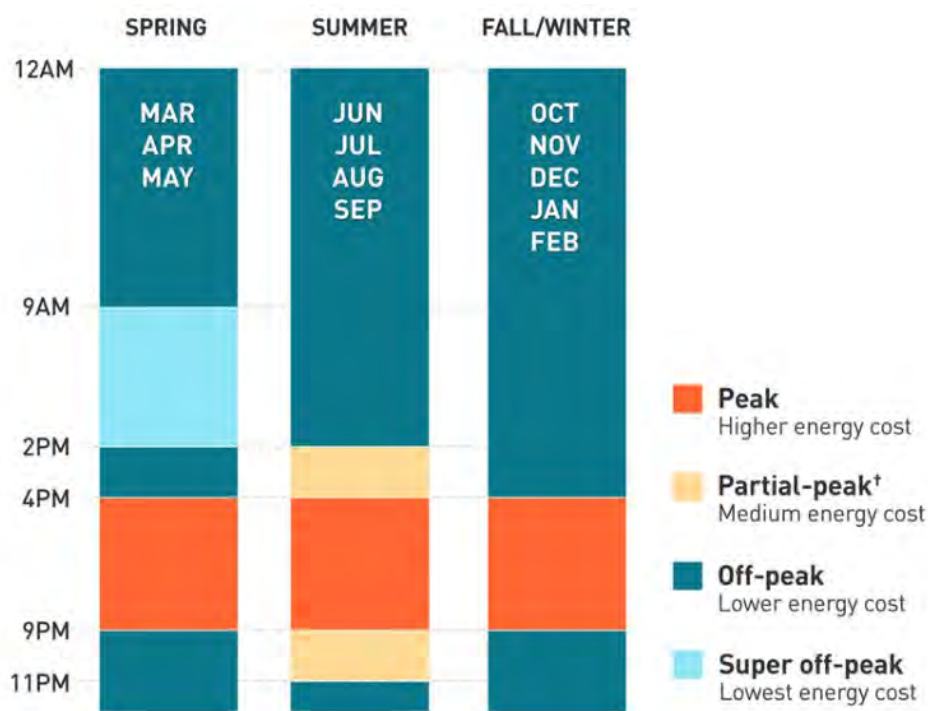
Currently CAWD is producing enough biogas to generate about 27,000 kwh/month of electricity which is an average of about 38 kW continuous. This covers about 15% of the total CAWD Secondary WWTP power usage.

New PG&E Time-of-Use Periods and Rate Changes

Another development on the energy front is that PG&E Time-of-Use rate plans are changing. The growth of solar energy on the grid has shifted peak demand times from mornings/afternoons to evenings when the solar generation facilities are no longer producing power. Prior Time-of-Use rates had the peak and partial peak during normal CAWD working hours. Now peak demand times occur primarily after 4 PM. This change is beneficial to CAWD as typically our highest flows are in the late morning. In addition, manual operation of equipment during the day yields higher electricity use during daytime work hours.

Although time-of-use periods are shifting (which is beneficial to CAWD), PG&E rates will likely continue to increase moderately year over year. Preliminary information indicates that PG&E rates will increase 4.2% for CAWD in 2021. It remains to be seen how much the Time-of-Use time change will benefit CAWD electricity costs. Nevertheless, it is positive that CAWD peak energy usage is now during off-peak periods thanks to higher levels of solar energy production in California. Figure 2 below shows the new Time-of-Use structure.

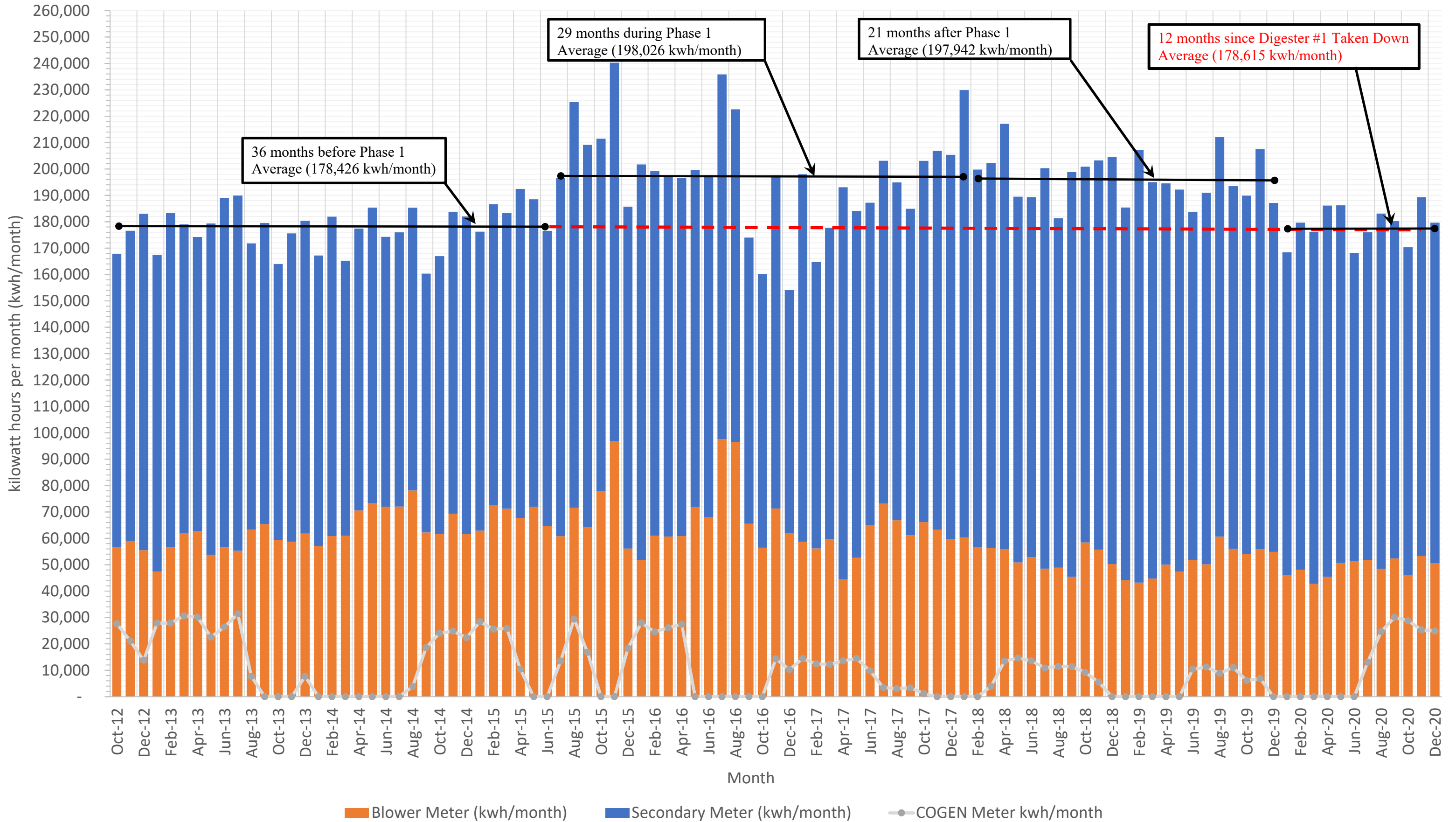
Figure 2 – New PG&E Time-of-Use Rate Structure



Attachment:

- Figure 1 – Historical Power Usage with Pre-Phase 1 Baseline

Figure 1 – Historical Power Usage with Pre-Phase 1 Baseline



Staff Report



TO: Board of Directors

FROM: Domine Barringer, Board Secretary

DATE: January 28, 2021

SUBJECT: Form 700 Statement of Economic Interest FY2020-2021
Timeline Submission

RECOMMENDATION

It is recommended that the Board of Directors and all principal officers who are filing Form 700 submit the final documents into the administration office on or before March 15, 2021. The filing deadline for Form 700 into Clerk of the Board for Monterey County is April 1st, 2021. Having the submission completed in advance allows time for any corrections that are needed prior to the April 1st deadline.

Copies of the prior year Form 700 and the current Form 700 have been provided under separate cover.



Carmel Area Wastewater District

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

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

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

ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2021

It is important for at least one CAWD Board Member to attend the Pebble Beach Community Services District's regular Board Meetings, held the final Friday of every month at 9:30a.m., and if possible, any special meetings during the assignment period, with usual compensation.

Members may provide an oral report at the next CAWD Board Meeting which follows their attendance at the PBCSD meeting.

Assignments are for a period of one month. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

January 2021	Charlotte Townsend
February 2021	Ken White
March 2021	Greg D'Ambrosio
April 2021	Mike Rachel
May 2021	Bob Siegfried
June 2021	Charlotte Townsend
July 2021	Ken White
August 2021	Greg D'Ambrosio
September 2021	Mike Rachel
October 2021	Bob Siegfried
November 2021	No Meeting
December 2021	Charlotte Townsend

Staff Report



To: Board of Directors
From: Barbara Buikema, General Manager
Date: January 28, 2021
Subject: Naval Postgraduate School Internship Project

RECOMMENDATION

This report is informational only.

DISCUSSION

An oral report was given on this topic at the regular September 24, 2020 Board meeting. Since that date staff was asked to provide a copy of the student reports.

To recap, the District agreed to participate with Dr. Mitchell Friedman at the Graduate School of Defense Management, Naval Postgraduate School in the course "Managing for Organizational Effectiveness". This was during the summer quarter of 2020 and CAWD was assigned to a student group (Team Alpha) for their course project. The class was intended to prepare students to analyze, understand, and influence organizations. The student group acted as a consultant and utilized course concepts to identify, analyze, and develop a plan to address a key problem the organization may face.

The student deliverables are the attached executive summary and a Zoom presentation to the class.

FISCAL IMPACT

None

Attachments

1. Team Alpha – Team Organizational Consulting Report
2. Team Alpha Organization Consulting PowerPoint presentation



CARMEL AREA WASTEWATER DISTRICT

GB3010

TEAM ALPHA

Team organizational consulting report

Caldwell, Gabriel (LCDR)Barrett, Dennis (LT)Cho, Judith
(LT)Cohen, Benjamin (1stLT)

Organizational Structure:

Carmel Area Wastewater District (CAWD) is a relatively flat organization with a Board of Directors at the top who broadly oversee the organization's operations. Below the Board is the General Manager, Barbara Buikema. Barbara's responsibilities include the daily management of the organization's infrastructure, sustainability, and long-term planning. She has five superintendents who make up her "management team." These superintendents are departmentalized and manage the day-to-day operations of their respective departments while acting as intermediaries between Barbara and the ground level employees. The superintendents include Rachel Lather, the Principal Engineer; Patrick Treanor, the Plant Engineer; Ed Waggoner, the Operations Superintendent; Chris Foley, the Maintenance Superintendent; and Daryl Lauer the Collections Superintendent. Barbara also has a principal accountant and two administrative specialist who report to her for all administrative and financial matters. Finally, there are, in total, ten employees who fall under the Maintenance Superintendent, the Operations Superintendent, and the Collections Superintendent.

CAWD Project Methodology/Research:

We began our research by conducting an interview with the CAWD General Manager, Barbara Buikema, and her two administrative assistants. The discussion was cordial, and Barbara was forthcoming and direct. From there we received several pieces of documentation which would help us form our recommendations and allow for a transparent picture of the organization. Two particular documents that were noted as most useful in our research were the results of their employee surveys conducted in 2011 and 2017. We were able to grasp that many of the company's employees were dissatisfied with the organization's leadership and culture. Further discussion with Barbara revealed that she was hired, in part, to correct the issues brought

up in the 2011 survey. She began her work at CAWD by directly attacking the largest concerns with an eye on re-shaping the organizations culture. The result of her efforts were captured in a 2017 follow-up survey that showed that many employees were much happier with management and the company's culture. While this was a positive shift, it was clear that there were still areas of concern amongst the staff in regard to performance evaluations, leadership development, and the company's long-term strategic goals, to name a few. This was supported by some of the other documentation that we were able to access, such as minutes from Board of Director meetings, specifically those regarding strategy. These were most revealing in their lack of clarity in communicating the organization's strategic goals and future in a way that can be easily translated and applied to the employee's duties.

Research Results Summary:

As previously stated, the information that we were able to gather helped guide our survey and interview question development. We used our survey questions to gauge employee motivation, employee perception of their manager's emotional intelligence, interdepartmental cohesion, and employee perceptions of the value of their inputs. We received a statistically significant number of responses that we believe was a sufficiently representative sample (20 of the 27 employees responded to the survey.) Many of the results were positive, as seen below:

- Supervisor's emotional intelligence: 80% positive; 5% negative; 15% positive with a qualifier "My Supervisor A+... but management team C-."
- Employee motivation: 70% positive; 25% negative; 5% positive with a qualifier for example, "I do try to produce at a high level ... but I do not feel that the district will provide me with an increased paygrade, promotion, etc."

- Employee feedback opportunities: 80% positive; 5% negative; 15% positive with qualifier such as “Good, but needs to be done in a more timely manner.”
- Interdepartmental cohesion: 85% positive; 5% negative; 10% positive with a qualifier such as “Yes but ... safety and operations is not always cohesive.”

What stood out most was the relatively low employee motivation and those who gave a reply with a qualifier. Through both the survey and personal interviews, we also found that inter-departmental cohesion was an area of concern across the board.

We decided to personally interview Barbara’s “management team.” We used the questions to elicit more qualitative feedback from those employees who act as the “bridge” between the executive management team (Barbara and the BOD) and the rest of the employees. The questions focused on their understanding of emotional intelligence, their perspective on how the culture has changed over the years, their perspective on the problems that were discovered in 2011, and inter-departmental cohesion. We also asked about their perception of the evaluation process and their ability to develop their own teams and foster a positive culture within that team. A resounding positive takeaway from the interviews was the evidence of significant improvement since the 2011 survey. However, we found that there are points of concern in regards to inter-departmental communication, trust between employees and management, and the organizations performance feedback system.

In the summer of 2017, CAWD employed the Consulting Services International Human Resources Group to conduct an employee survey and interviews. This was a follow up to the survey previously conducted in 2011. The purpose of the survey was to:

- Measure employee’s perception of their work environment.

- Identify areas of strength and areas for improvement.
- Identify job satisfaction levels.
- Identify organizational structural issues.

The survey also offered an opportunity to employees to provide their own comments. Findings were that over half of the employees provided comments. That was a significant increase from the previous survey. The analysis by CSI provided the following upon conclusion of the 2017 survey:

“As you can see with the results in the 2017 Employee Survey there has been some back sliding in some areas and improvement in others. Our belief is that some of these discouraging results are directly related to the employment of the Maintenance Superintendent and how he treated those that reported to him and others. We know there are two sides to every story. Without hearing the other side, we must make our assumptions with the information that we have and move forward. The lack of appropriate response from the General Manager and the lack of protection that was provided was brought up by many. The General Manager should have been tuned into what was happening and investigated. When asked the General Manager stated that she was unaware of the extent of the problem and certainly would have responded accordingly had she been aware.

The current superintendents seem to have positive, supportive relationships and are building trust within and outside of their teams. It will take time to rebuild that trust with the General Manager.

There is a lot of work to be done. Relationships need to heal and the trust needs to be gained. The General Manager is aware that she plays a crucial

role in this rebuilding. We have seen positive results after the 2011 survey results. We are confident that with some time and attention the results will greatly improve.”

Team Alpha utilized the results of this survey to provide a baseline for the state of CAWD in 2017, and to follow up on identified areas requiring improvement.

What They’re Doing Well:

There were certain aspects of the current operational culture that we find to be effective or improving, and believe should be highlighted in this report. There is an upward trend and momentum behind strengthening a sense of teamwork and team building. We heard from employees about the vast improvement in this particular aspect and the organization’s concerted effort in sustaining progress, while also striving to keep the momentum going. Actions such as dismantling segregating silos and fostering an environment of competence has helped bring the district together and has improved, not only professional interactions, but social ones as well. The team gets the opportunity to build rapport, trust, and reliance amongst each other, which only improves communication and understanding. The most impressive aspect of their teambuilding efforts was their conducting of the NeuroColor personality test of all employees. This gave every employee the opportunity to better understand their co-workers as well as themselves. This understanding is important in effective communication and conflict resolution. Teamwork is the very foundation of effective interdependency. In a community as small as CAWD, it is crucial in mission accomplishment.

Another positive aspect we’d like to highlight is democratized decision making. Employee involvement, especially when direction pertains specifically to them, creates more trust and buy in from all levels. It is a tool leaders and managers can use to give their employees a voice.

Ultimately, the utilitarian approach is successful when considering directives and overarching policy such as the employee benefits package. We think it is important to give everyone an opportunity to be heard. This concept is only heightened by good communication within the organization and an understanding of the bigger picture. Democratized decision making is also useful in an organization like CAWD, whose organization appears to be very top heavy. In such an organization, where there are many leaders and managers, and a relatively small number of lower employees, collaboration is key. In all aspects of work, you have competing priorities, personalities, and skill sets. More often than not, a meeting of the minds is required in order to proceed in the best possible way.

CAWD offers their employees great education benefits for those wishing to expand their educational level and learning. Educational Assistance is provided by CAWD up to \$5,250.00 per year. CAWD offers these benefits to qualified and interested, regular, full-time employees. CAWD also encourages their employees to advance in their job-related skills and education through the District's training reimbursement program. They pay for successful certifications needed to hold certain CAWD positions, as well as additional certifications for cross training. The state of California Water Board or Engineering Licensing are mandatory in order to operate or design treatment facilities. Additionally, CAWD pays for employees to attend local as well as distant conferences, work courses, and or professionally enhancing meetings. Employees who travel to any one of the aforementioned opportunities receive their full regular pay and travel expense included with some limitations on dollar amount. All these educational benefits are "win-win" for both the employees and the company. The employee gets the education, training, and required skillsets needed for professional growth. Development within the organization can lead to higher positions and pay raises. At the same time, the company benefits

by having a well-trained and educated employee, gaining experience, and honing their skills. They are able to capitalize on them within the organization to achieve superior results. These education benefits are also laid out in the CAWD employee handbook.

Currently, CAWD does not have a formalized internal recognition program in place to recognize an employee of the quarter or employee of the year. However, the General Manager Barbra Buikema stated that they do participate in the local Monterey Bay Section California Water Environment Association (CWEA) program. Supervisors nominate their employees to compete against other local wastewater agencies surrounding Monterey Bay from Santa Cruz down to Carmel. Afterward, a nice dinner is held by CWEA to recognize the winners. Many CAWD staff members attend the dinner in support of the recognition program. If the CAWD employee wins at the local level, they are advanced to compete for a state level award. All winners also get recognized at the following Board meeting, where they publicly announce the employee's achievement; winners are also recognized in a quarterly newsletter. CAWD employees have had numerous wins over the years within their Operators, Maintenance, Lab and Collections line of work. Two years ago, CAWD had an employee win for Collection Worker of the Year at the state level. Currently, CAWD has one of their Collection Workers being recognized as Collection worker of the Year for the Monterey Bay Section. Both are big achievements for the awardee and the organization. This is an outstanding external recognition program, that encourages top performance and appreciation at the local and state levels. It is important to recognize employees within the organization for the job they do. It not only shows recognition and appreciation but encourages others to excel and continue to perform. Even though CAWD does not have an internal recognition program of their own CWEA is definitely a great way to recognize and reward their employees. We would recommend also looking into the idea of a CAWD employee of the

quarter/year recognition program if possible, to recognize employees on their achievements more frequently with a signed letter of appreciation by the Board of Directors.

Production meetings are conducted biweekly with the Supervisors and GM. Information discussed is of current and future work, projects, and issues. The Supervisors then filter information to the line staff within their individual departments. Some superintendents have taken upon themselves to conduct weekly meetings within their own staff. One superintendent in particular made it a point to mention his open-door policy, for any concerns or issues needing immediate attention, resolve, or clarification. Most supervisors communicate with their staff daily and check up on them throughout the day, providing guidance and mentorship. We highly encourage sustainment of the production meetings and any other sync meetings to keep up with the proper flow of communications. It is a great way to ensure everyone is tracking on the day to day requirements and sync understanding of current/future visions.

Challenges/Recommendations:

CAWD is currently using an annual evaluation form to provide formalized feedback to its staff. It covers ten subjects for review and includes a final section that relates to goals accomplished in the previous period and the goals set for the next period. Each subject is graded as either “Exceeding Expectation”, “Meeting Expectation”, or “Needs Improvement”, and includes a short description of what the section is supposed to evaluate. This form is completed by the manager or superintendent and then debriefed in person to the employee. A common theme throughout speaking to the superintendents and the employee survey results was that the annual performance evaluation is usually not given in a timely manner. The management team was insistent that they gave continuous and regular feedback to their teams throughout the year and the evaluation was more of a formality and less of a tool. Because of the current hierarchy in the

organization, the General Manager is responsible for writing more of these evaluations than any other person on the staff. In reviewing the evaluation process, there were several opportunities that could be leveraged by CAWD to further improve the efficiency of the system and provide documented and balanced feedback. An evaluation can be a very powerful tool that does more than provide an “employees standing” and be the basis of any positive or negative counseling. Conducting a formalized evaluation every six months will encourage more consistent record keeping on not only employee performance but also qualifications, training, and goals. To this end, it is recommended that the evaluation be evolved into a three-step process. It begins with the employees rating themselves in the ten existing categories and then completing a “brag sheet” about themselves. This “brag sheet” can focus on large scale accomplishments, like next level training accomplished, substituting into a more senior position, or creatively solving an unexpected situation that saved the district money or innovated a new solution. Next, the employees would offer feedback on how their direct supervisor is performing. These categories would need to be discussed and implemented by CAWD staff, but some suggestions are:

- Communication style
- Consistency in management/leadership style
- Approachability
- Coachability
- Accountability
- Problem-solving
- Training Support
- Mentoring

Once the employee has finished the first step and submitted their report in an online format, it goes to their manager. The manager can then review the self-evaluation and their own manager evaluation of said employee. The manager can then evaluate the employee on the same scale and offer their comments. Once the form is completed by the manager, it is now viewable by both the employee and the manager. The evaluation debrief should occur shortly thereafter and should always be conducted in person. If the management team continues their fantastic track-record of constantly engaging with and interacting their teams, then there should be few to no “surprises” in the evaluation feedback, meaning that neither party should be caught completely unaware by what is written. Our recommendation encourages a 360-feedback loop that does not exist in the current, formalized structure. A formal evaluation should not be only top-down feedback and it is important to note that this is not the impression that CAWD gives regarding its evaluation process. Ensuring that these evaluations never become a “top down feedback only” tool is critical in avoiding a return to the 2011 mentality of the district. When the two parties come together for the in-person evaluation, both now have an opportunity to ask specific questions and to seek clarification. A change in the evaluation system may encourage a continuous awareness of the intra-personal skills necessary to work as part of the team, even though much of CAWD does interact on a daily basis. By allowing the employees to brag about themselves, there may be more opportunities for the managers to leverage those successes to award employees or make them more competitive for any regional or municipal awards. But most importantly, a “brag sheet” encourages employees to be rightfully proud of their accomplishments and their contributions to the organization. While monetary awards are the easiest and most commonly used motivator, there is a great deal of strength and loyalty that is built from encouraging people to be proud of what they have done and to place some responsibility on them for identifying those achievements. CAWD has

demonstrated that they are consistently taking long-range views of itself. A bi-annual review can reinforce these efforts by asking employees what their plans are for anywhere between one to five years down the road. If the evaluation were to include a section that asks employees to not only set short-term and long-term goals but to also rate their likelihood to stay with the organization, CAWD can begin to forecast personnel. This forecasting can extend to budgeting, training, promotion, transition and employee morale, among others.

There are already numerous systems currently in use with CAWD that could be rapidly exploited for a digital evaluation system and most are nested within Microsoft 365, which is already in widespread use across the district. There would be no need to find and pay for a new system, and even the existing evaluation form could be easily modified to accommodate the proposed three stage process. But it is important to keep records that cannot be manipulated or altered after they are submitted and all key parties should have access to them at any given time for reference down the road. Finally, the evaluation form should be considered a “living” document. The last time the current evaluation form was apparently adjusted was 2016. Four years is simply too long. At a minimum, the form should be reviewed with each Human Resources report, but preferably it is reviewed by an internal “joint” task group. One that is comprised of employees and leaders at all levels. If it is a tool to benefit the entire organization, then representation from all levels should be present. And it prevents yet another task from falling solely on the shoulders of the general manager.

The other major recommendation is the creation of an Employee Replacement/Succession Plan. The plan would be a process for identifying and developing personnel in order to replace existing personnel once they leave the organization permanently or require temporary substitution. By having this forward thinking plan in place, the organization would ensure

continuity and minimally interrupted service and operation. This plan would require identifying the key positions and developing personnel, in house and over time, to have adequate qualifications and advanced skillsets in order to perform in said position. We believe that it is good to hire from within when possible. Not only does it add value to the company in terms of continuity, but it also adds value to employees through growth, development, and dependability within the organization. CAWD's part time Human Resources is a great fit for assisting with replacement/succession planning. Currently, CAWD only has one identified succession plan, that of the General Manager. The current GM is planning on retiring in the next two years. In response to this upcoming change, she was required to take time off work in order to allow for three potential candidates for her position to fill the GM role while she was out of office. As Acting GM, those candidates were able to exercise their leadership and skill on a day to day basis. In that time, the organization got to see how well they performed in the GM position and used it as a tool to help determine who will be the best fit for the job. The current GM provides continual mentorship and guidance to the three potential candidates and gives them the opportunity to do things that they would not normally do in their current positions, giving them the opportunity to gain upper level managerial experience. Each candidate was also given an additional 5% payroll stipend for the time they spent as Acting GM. Similar to the process of hiring from within to replace the current GM, we recommend that CAWD develop a replacement/succession plan for all key roles within the organization.

Barriers to Change:

As to be expected by any well-established organization, there are a few barriers to change that may exist when implementing any new institutionalized program or policy. The utilitarian

approach does not always satisfy every member of a body to their fullest extent, however, concessions are made in order to serve the group in the best possible way. It is natural to reject change, especially when one does not particularly agree with it or they find it unnecessary. The best way to deal with organizational change is for the enforcers to be transparent and communicative and for the masses to keep the larger picture in mind. Another barrier to change is the level of task saturation. In order to implement and experience effective change, the change initiative must be kept in the forefront of day to day decision making and kept high on the list of priorities. One specific example of this, as discovered through our interviews and survey, is the onset and sustainment of the “COVID mindset.” It is possible to implement new initiatives in a virtual way. We received a lot of feedback on the desire to start things in person, however, in the current global environment, that is not a feasible plan. Instead of pressing the pause button on change, we encourage CAWD to find innovative ways to reach their people in a virtual way. Lastly, we would like to address the current hierarchy within the organization. As stated before, it is a small organization with only 27 employees. Of those 27 employees, 9 people are considered to hold supervisory or managerial roles, not to include the Board of Directors. In the current structure, the organization appears to be considerably top heavy. This has been identified by several employees to be a source of conflict, especially with the highly inter-dependent nature of the work. On top of that, Barbara, the General Manager, carries the majority of the managerial workload. Several supervisors described her role as a “burn out job.” It is infinitely more difficult to distribute ownership in the current hierarchical structure. Ownership needs to be spread out to every single employee in order for positive change to be quick and effective. Perhaps a reevaluation of the current structure would aid in the positive culture CAWD has worked so diligently to achieve.

In summary, CAWD proves to be an exemplary organization. While every working organization has their fair share of issues, it is our pleasure to say how wonderful it was to work with such open and receptive people throughout the project. Our recommendations are given to only enhance the momentum already seen in the organization.



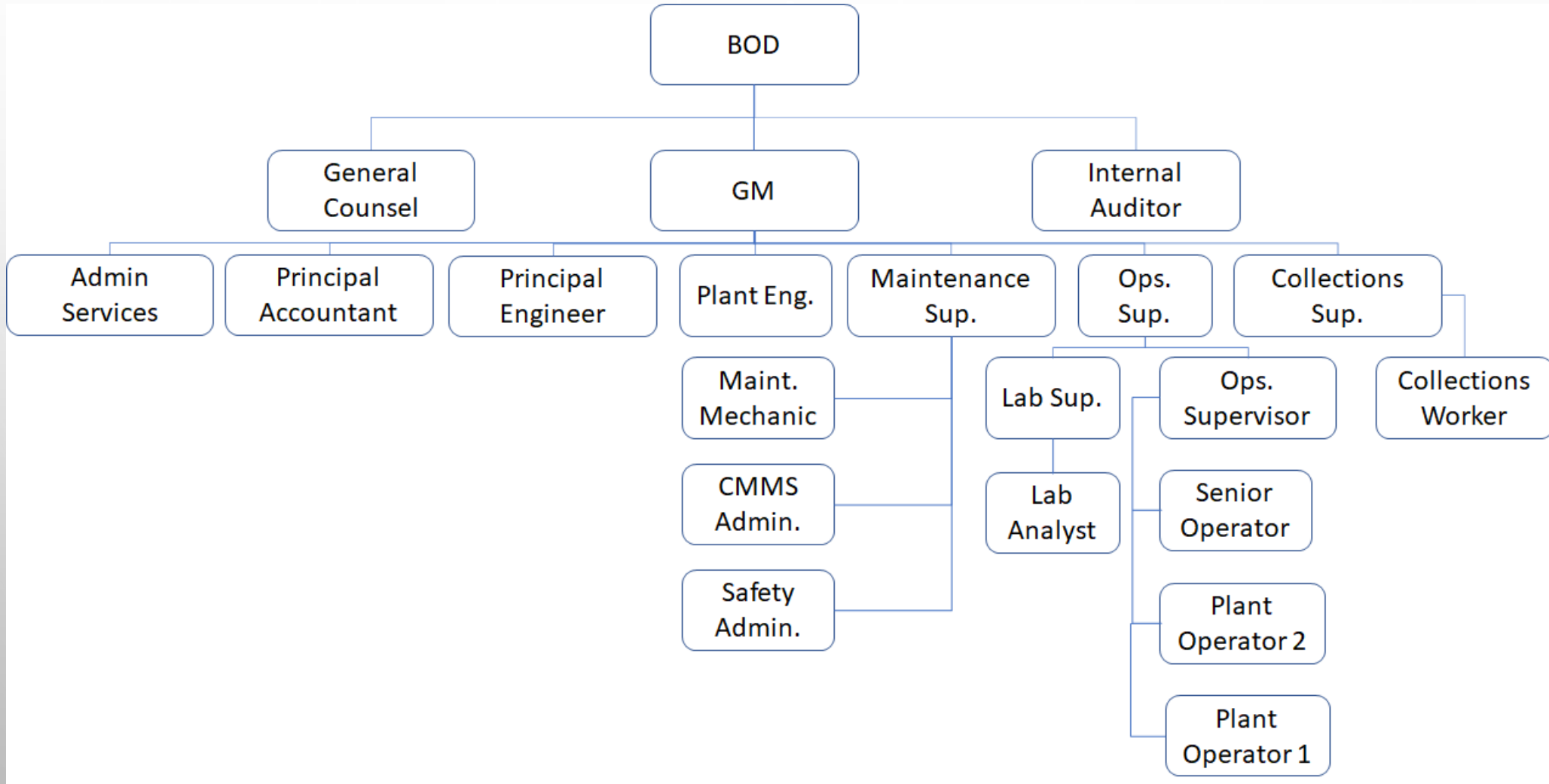
CARMEL AREA WASTEWATER DISTRICT

MANAGING FOR ORGANIZATIONAL EFFECTIVENESS: TEAM ALPHA

LCDR CALDWELL, LT AULIVELD, LT BARRETT, LT CHO, 1STLT COHEN



ORGANIZATIONAL STRUCTURE





RESEARCH METHODOLOGY

- INITIAL INTERVIEW WITH GM
- REVIEWED CAWD SOURCE DOCUMENTATION
 - HR CONSULTING ASSESSMENTS 2011 - 2017
 - BOARD OF DIRECTORS MEETING AGENDAS AND MINUTES
 - EMPLOYEE EVALUATION TEMPLATE
- DEVELOPED EMPLOYEE SURVEY
- DEVELOPED INTERVIEW QUESTIONS
- INTERVIEW SUPERINTENDENTS AND ADDITIONAL "MANAGEMENT" PERSONNEL



2017 SURVEY FINDINGS

- SUPERINTENDENTS AND PRINCIPLE ENGINEER SHOULD MEET AS A GROUP AND INDIVIDUALLY WITH THE GM ON A WEEKLY BASIS
- ALL STAFF GATHERING AT LEAST ONCE A QUARTER
- UPDATE AND DISTRIBUTE EMPLOYEE HANDBOOK
- PERFORMANCE REVIEWS MUST BE DONE ONCE A YEAR MINIMUM AND IN A TIMELY FASHION
- INVEST IN PROFESSIONAL DEVELOPMENT TO TRAIN NEW MANAGEMENT
- CONTINUE EMPLOYEE FUNCTIONS (BBQS, HOLIDAY CELEBRATIONS) TO LIFT MORALE
- GM CONTINUE COMMUNICATION IMPROVEMENT AND APPROACHABILITY



EMPLOYEE SURVEY RESPONSES

- SUPERVISOR'S EMOTIONAL INTELLIGENCE: POSITIVE 80%; NEGATIVE 5%
 - POSITIVE W/QUALIFIER 15%
- EMPLOYEE MOTIVATION: POSITIVE 70%; NEGATIVE 25%
 - POSITIVE W/QUALIFIER 5%
- EMPLOYEE FEEDBACK OPPORTUNITIES: POSITIVE 80%; NEGATIVE 5%
 - POSITIVE W/QUALIFIER 15%
- INTERDEPARTMENTAL COHESION: 85% POSITIVE; 5% NEGATIVE
 - POSITIVE W/QUALIFIER 10%
- EMPLOYEE UNDERSTANDING OF ORGANIZATIONAL STRUCTURE: 100% POSITIVE



OPPORTUNITIES FOR SUSTAINMENT

- EDUCATIONAL BENEFITS
- RECOGNITION PROGRAM
- PRODUCTION MEETINGS
- TEAM BUILDING
- DEMOCRATIZED DECISION MAKING



STRATEGIC PLANNING

WHAT

- PERSONNEL
- 3 / 5/ 10-YEAR PLAN

WHY

- FUTURE MISSION PLANNING AND ALIGNMENT
- INTERVAL GOAL SETTING
- PLAN OF ACTIONS AND MILESTONES
- TEAM UNDERSTANDING AND ENGAGEMENT OF THE OVERALL MISSION



TRANSITION AND SUCCESSION PLAN

WHAT

- DEFINE “REPLACEMENT VS. SUCCESSION” PLAN
- ASSESS INTERNAL VS. EXTERNAL HIRE
- HUMAN RESOURCES INVOLVEMENT
- EMPLOYEE INVOLVEMENT

WHY

- ENSURE CONTINUITY OF SERVICES AND PERSONNEL
- DON'T LOSE THE POSITIVE MOMENTUM WHILE BEING READY TO ADAPT
- VALUE ADDED TO EMPLOYEES AND WITH THE EMPLOYEES



MIDTERM EVALUATION

WHAT

- 3 PHASE EVALUATION
 - EMPLOYEE
 - MANAGER
 - MEET
- GOAL SETTING

WHY

- 360 FEEDBACK LOOP
- EMPLOYEE "BRAG SHEET"
- INTRA-PERSONAL SKILLS
- CONSISTENCY
- FORECASTING/PLANNING



IMPLEMENTING CHANGE

BARRIERS OR OBSTACLES

- RESISTANCE TO INSTITUTIONAL CHANGE
- TASK SATURATION
- COVID MINDSET
- CURRENT HIERARCHY

POTENTIAL SOLUTIONS

- SEA LEVEL RISING RELOCATION
- TIME MANAGEMENT
- DIRECT AND CONCISE LANGUAGE
- CONSIDER A DEPUTY DIRECTOR POSITION



QUESTIONS?

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 28, 2021

Subject: Special District Association Meeting January 19, 2021

DISCUSSION

The Special Districts Association of Monterey County (SDA) met virtually on January 19, 2021.

The first speaker for the evening was George Riley, a member of the Monterey One Water Board and a local activist. His topic was public banking or a fully chartered bank that is owned by a public entity and lending is its focus, not customer service. The purpose of public banks is to provide funding for public infrastructure and housing at low interest rates, and to respond to state and local financial woes by providing low-interest loans. How it works? Community funds and assets are deposited in the public bank. California municipalities and special districts can deposit their funds in a public bank instead of private bank. Low interest rates are charged with all profits returned to the community. The Public Bank acts as a “mini-Fed” for the region, assisting local banks and guaranteeing loans. The Public Bank concept is that it is self-funding and self-sustaining; therefore, it does not imperil state funds or tax dollars. California legalized public banking in 2019 when the governor signed the Public Bank Act, or AB 857 which allows city and county governments to create or sponsor public banks. The purpose of Mr. Riley’s presentation was to introduce the topic to the Monterey County SDA members and to the assorted guests who expressed an interest.

The second speaker for the evening was Mark Stone, Assembly member District 29. Opening the meeting he acknowledged it has been an interesting year. In his words, Sacramento right now is reminiscent of an “armed camp” for the inauguration, but the pandemic, fires, and politics are just the few of the challenges California has faced this past year. Sacramento is struggling to set a recovery in motion. There are serious issues with housing affordability and tenant evictions.

While a considerable amount of money is devoted towards homelessness, he said right now they are trying to “hold the line” until the pandemic is resolved, and people can get back to work. There were several comments regarding the price of housing in California. Mr. Stone also spoke of the number of homes that were burned during this past year’s fires and how they can be rebuilt more thoughtfully for the future.

Questions about the COVID-19 vaccine clarified that they are coming straight to the County not through the state. Mary Adams interjected to further clarify that they are going straight to providers such as Community Hospital and not through the County. Mr. Stone indicated that larger urban counties are further along in vaccination than Monterey County because they have received more vaccine. Rural counties have struggled, but they are working to increase amounts sent to rural areas like Monterey County.

Finally, there was some discussion about Broadband access which Mr. Stone supports heartily. Mr. Stone indicated that the large incumbent providers make it look like it is well covered. It is not; and in the past there has not been legislative support. However, with the pandemic it has shined a light on the disparities so he thinks there will be another run at the issue and it will be more successful.

Kate McKenna, Executive Director of the Local Agency Formation Commission of Monterey County (LAFCO) gave an update on activities at LAFCO. She highlighted that LAFCO is working on an annexation for Carmel Area Wastewater District.

The next SDA meeting is scheduled for Tuesday, April 20 at 6:00 p.m. either virtually or at Bayonet and Black Horse Golf Course Clubhouse in Seaside.

STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 28, 2021

Subject: Selection of Topics for CAWD Spring 2021
Newsletter



DISCUSSION

Staff is requesting Board input for topics to the District's Spring 2021 newsletter. The Spring issue is a four-page issue and includes the annual Prop 218 notice.

Suggested topics for the upcoming issue include:

- Undergrounding of Outfall pipeline
- Long term plans for rehabilitation of Collection System
- Safety spotlight
- Microorganism of the Month
- Budget graphs
- Sidebar – if you see something, say something. Call CAWD first.
- Disposal of flushable wipes in the trash, not the toilet
- If we can come to agreement on a rate rebate – a story detailing requirements and eligibility.
- COVID-19 precautionary measures at Admin and Plant
- BioBot reporting
- Employee Spotlight – new employee Alex Quintero

FISCAL IMPACT

The 2020-21 Budget provides \$32,100 for two newsletters and a Prop 218 Notice – this includes consultant services for design and writing, printing, postage, and delivery. The Spring 2021 issue is the second of the two issues planned and is included in the approved newsletter budget. Fiscal Year to date expenditures for newsletter preparation are \$10,492.56.