



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

February 27, 2020
Thursday
9:00AM



CARMEL AREA WASTEWATER DISTRICT REGULAR BOARD MEETING MINUTES January 30, 2020

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

Present: Directors: D' Ambrosio (left meeting at 11:28 a.m.), Robert Siegfried, Charlotte Townsend, Michael Rachel, And President White

Absent: None

Others: Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD)
Rachel Lather, District Engineer, CAWD
Patrick Treanor, Plant Engineer, CAWD
Kevin Young, Operations Supervisor, 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
Jeffrey Froke, Vice President, Pebble Beach Community Service District (PBCSD)
Mike Niccum, General Manager, PBCSD

1. *Appearances/Public Comments:*

No appearances or public comments were requested.

2. *Agenda Changes:*

- Inserted 2019 December Hayashi Wayland Independent Accountants' Report
- Page 5 of Agenda, Item #34, PBCSD attendee updated to reflect Director Siegfried is scheduled to attend the January 31, 2020 Board meeting

OTHER ITEMS BEFORE THE BOARD

3. The Board was notified of the 2020 American Public Works Association (APWA) 1st Place Award of Project of the Year received by the District under the category of Emergency/Disaster Repair – Under 5 million dollars, for the Hatton Canyon Road Rehabilitation Project.

Note: If you believe you possess any disability that would require special accommodations in order to attend this meeting, please call Carmel Area Wastewater District at 624-1248.

4. Beth Ingram, CAWD's Human Resources Consultant, gave an oral update of the Human Resources Department.

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.

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

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously approved the Regular Board Meeting Minutes of December 19, 2019, the Salary & Benefits Meeting Minutes of December 19, 2019, and enacted the following Consent Calendar/Agenda items (excluding item #19 the Principal Engineering Report):

5. Regular Board Meeting Minutes of December 19, 2019 & Salary & Benefits Committee Meeting Minutes of December 19, 2019
6. Bank Statement Review by Hayashi Wayland – November & December 2019
7. Schedule of Cash Receipts and Disbursements – December 2019
8. Register of Disbursements - Carmel Area Wastewater District – December 2019
9. Register of Disbursements – CAWD/PBCSD Reclamation Project – December 2019
10. Financial Statements and Supplementary Schedules – December 2019
11. Collection System Superintendent's Report (2019 December, November, October) and the 2019 Annual Report
12. Safety and Regulatory Compliance Report – December 2019
13. Treatment Facility Operations Report – December, November & October 2019

14. Laboratory/Environmental Compliance Report – December 2019
15. Capital Projects Report/Implementation Plan
16. Project Summaries
17. Plant Operations Report – December 2019
18. Maintenance Projects Report – December 2019
- ~~19. Principal Engineer Monthly Report General Engineering – December 2019~~

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

19. Resolution No. 2020-01; A Resolution Approving And Adopting The District Sewer System Management Plan (SSMP) And Authorizing The General Manager To Certify the Plan As Required By the State Water Resources Control Board (SWRCB) – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director Rachel, the Board unanimously, conditionally adopted Resolution No. 2020-01 to approve and adopt the District Sewer System Management Plan (SSMP) and authorized the General Manager to certify the Plan as required by the State Water Resources Control Board (SWRCB).

20. Resolution No. 2020-02; A Resolution Approving An Application For Grant Funds From the Coastal Conservancy For Design and California Environmental Quality Act (CEQA) Work Associated With The Carmel River Free Project – *Report by Plant Engineer, Patrick Treanor*

Board Action

Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-02 as amended (to include clarifying language), approving the application for grant funds from the Coastal Conservancy for design and California Environmental Quality Act (CEQA) work associated with the Carmel River Free Project.

21. Resolution No. 2020-03; Resolution Authorizing The General Manager To Invite Bids For Rio Road CIPP (Cured-In-Place) Lining Project – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Siegfried and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-03 authorizing the General Manager to invite construction bids for the Rio Road CIPP (Cured-In-Place) Lining Project.

22. Resolution No. 2020-04; A Resolution Accepting The Lowest Responsible Bid For The FY 2019/20 Manhole & Sewer Line Repair At Various Locations Project And Authorize General Manager To Execute A Contract With The Lowest Qualified Bidder in the Amount of \$78,250 – *Report by Principal Engineer, Rachél Lather*

Board Action

Following a motion made by Director Rachel and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-04 authorizing the General Manager to accept the lowest responsible bid for the FY 2019/20 Manhole & Sewer Line Repair Project and authorizing the execution of a contract with that bidder in the amount of \$78,250.

23. Resolution No. 2020-05; A Resolution Specifying The District Sewer Connection And Annexation Fees, As Adopted by Ordinance No. 85-2, commencing February 1st, 2020 – *Report by General Manager, Barbara Buikema*

Board Action

Following a motion made by Director Rachel and seconded by Director D’Ambrosio, the Board unanimously adopted Resolution No. 2020-05 specifying the District Sewer Connection and Annexation Fees for 2020.

24. Resolution No. 2020-06; A Resolution Approving The Surplus Asset Disposal Policy – *Report by Maintenance Superintendent, Chris Foley*

Board Action

The Board agreed to table Resolution 2020-06, until the February 27, 2020 Board meeting, for language additions and changes.

25. Resolution No. 2020-07; A Resolution Declaring The 2008 Vac-Con Hydro/Vacuum Cleaning Truck To Be District Surplus Property And Authorizing The General Manager To Sell The Truck Via The On-Line Auction Site GOVDEALS.com For A Starting BID of \$5,000 And A Reserve of \$65,000 – *Report by Collections Superintendent, Daryl Lauer*

Board Action

Following a motion made by Director Siegfried and seconded by Director Townsend, the Board unanimously adopted Resolution No. 2020-07 declaring the Vac-Con truck to be surplus property and authorizing the General Manager to sell it via the website GOVDEALS.COM.

26. Resolution No. 2020-08; A Resolution Authorizing The General Manager To Enter Into A Contract With The City of Carmel-by-the-Sea For A Three-Year Period To Provide Storm Interceptor Cleaning Services – *Report by Collections Superintendent, Daryl Lauer*

Board Action

Following a motion made by Director Townsend and seconded by Director Siegfried, the Board unanimously adopted Resolution No. 2020-08 authorizing the General Manager execute a three-year contract with the City of Carmel-by-the-Sea, to provide storm interceptor cleaning services.

OTHER ACTION ITEMS BEFORE THE BOARD

27. The General Manager reported on a request to grant a Cost of Living Adjustment for the General Manager.

Board Action

Following a motion made by Director D’ Ambrosio and seconded by Director Siegfried, the Board unanimously approved the Cost of Living Adjustment for the General Manager.

28. 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.*

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

The Board adjourned to closed session at 10:28 a.m. and after a brief recess the Board convened in closed session at 10:35 a.m. The Board came out of the closed session at 10:55 a.m. and Legal Counsel announced that the Board had taken up the matter agendized for the closed session and the Board voted unanimously to follow instructions relative to that matter and no other reportable action was taken. The Board then reconvened to regular session at 11:06 a.m.

INFORMATION/DISCUSSION ITEMS

29. This Consent Calendar/Agenda item was moved to the Information/Discussion Items portion of this meeting.

19. Principal Engineer Monthly Report General Engineering – December 2019

Board Action

The Board pulled the September Ranch Project update from the General Engineering Report for discussion. Following a motion made by Director D'Ambrosio and seconded by Director Townsend, the Board made a unanimous decision to hold any further movement on the Project until such time as there is clarification, from the owner of the September Ranch subdivision, regarding their ongoing dispute with California American Water, and if CAWD resumes this project it would include the option to act as a contract operator of the water system.

30. Acting General Manager Report – Report by Chris Foley

31. Form 700 Report – Report by Board Secretary-Domine Barringer

32. Special Districts Association of Monterey County 01-21-20 – Report by General Manager, Barbara Buikema

33. Update on The Larsen Connection In Carmel Highlands – Oral Report by Collections Superintendent, Daryl Lauer

STAFF & BOARD MEMBER REPORTS

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

COMMUNICATIONS

34. General Manager's Report – Oral reporting

- Public Meeting regarding parking on Rio Road
- Coastal Commission
- Meeting with Dan Keig and project for Yankee Point/Otter Cove neighborhood

35. Announcements On Subjects Of Interest To The Board Made By Members Of The Board Or Staff

Oral reports or announcements from Board President, Directors or staff concerning their activities and/or meetings or conferences attended.

Director Siegfried and President White requested that we agendize the placement of the District's Mission Statement on the wall above the entryway to the boardroom.

36. Tour of Hatton Canyon Access Road Grading Project on site

Director Rachel, Director Townsend and President White tentatively scheduled a tour of the Hatton Canyon Access Road for February 10, 2020 at 1:30 p.m., which will be established as a Special Meeting and posted accordingly.

37. ADJOURNMENT

*There being no further business to come before the Board, the President adjourned the meeting at 11:41 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, **February 27, 2020** or an alternate acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES
January 29, 2020 at 9:00 a.m.

CALL TO ORDER - ROLL CALL The meeting commenced at 9:00 a.m.

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

Absent: None

Others: William J. Hastie, Jr., Managing Partner, Hastie Financial Group
 Haley Hitchman, Partner, Hastie Financial Group
 Jasper Jacobs, Customer Outreach & Support, CalPERS
 James Grover, Principal Accountant, CAWD

AGENDA ITEMS:

1. Review of SAM Pension Plan performance with the Hastie Financial Group.
2. California Employers Pension Prefunding Trust (CEPPT) presentation by CalPERS.

Following discussion of the items on the agenda no action was taken and there was nothing further to report.

ADJOURNMENT: *There being no further business to come before the Committee the meeting adjourned at 11:30 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 30, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

As Reported To:

Kristina Pacheco, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
SPECIAL BOARD MEETING MINUTES
February 10, 2020 at 1:30 p.m.

CALL TO ORDER - ROLL CALL The meeting was called to order at 1:31 p.m.

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

Absent: Director Greg D'Ambrosio

Others:

Daryl Lauer, Collections Superintendent, Carmel Area Wastewater District (CAWD)
Rachél Lather, Principal Engineer, CAWD
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD

AGENDA: Tour of Hatton Canyon Access Road Project site

Following the roll call, the Board received a tour of the Hatton Canyon Access Road Project site led by the District's Collections Superintendent, Daryl Lauer. No action was taken and nothing further to report.

ADJOURNMENT: *There being no further business to come before the Board, President White adjourned the meeting at 2:07 p.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, February 27, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

As Reported To:

Kristina Pacheco, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES
February 10, 2020 at 3:00 p.m.

CALL TO ORDER - ROLL CALL The meeting commenced at 3:00 p.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: Rachael Sanders, Senior Manager/Consultant, PARS
 James Grover, Principal Accountant, CAWD
 Patrick Treanor, Plant Engineer, CAWD

AGENDA ITEMS:

1. Public Agency Retirement Services (PARS) presentation on Pension Rate Stabilization Program by PARS.
2. California Employers Pension Prefunding Trust (CEPPT)

Following discussion of the items on the agenda no 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 4:00 p.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, February 27, 2020 or an alternate, acceptable date, in the Board Room of the District Office, 3945 Rio Road, Carmel, CA 93923.*

As Reported To:

Kristina Pacheco, Secretary to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

February 17, 2020

To the Board of Directors
Carmel Area Wastewater District

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

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

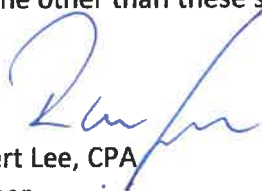
The procedures we performed and the associated findings are as follows:

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure 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.



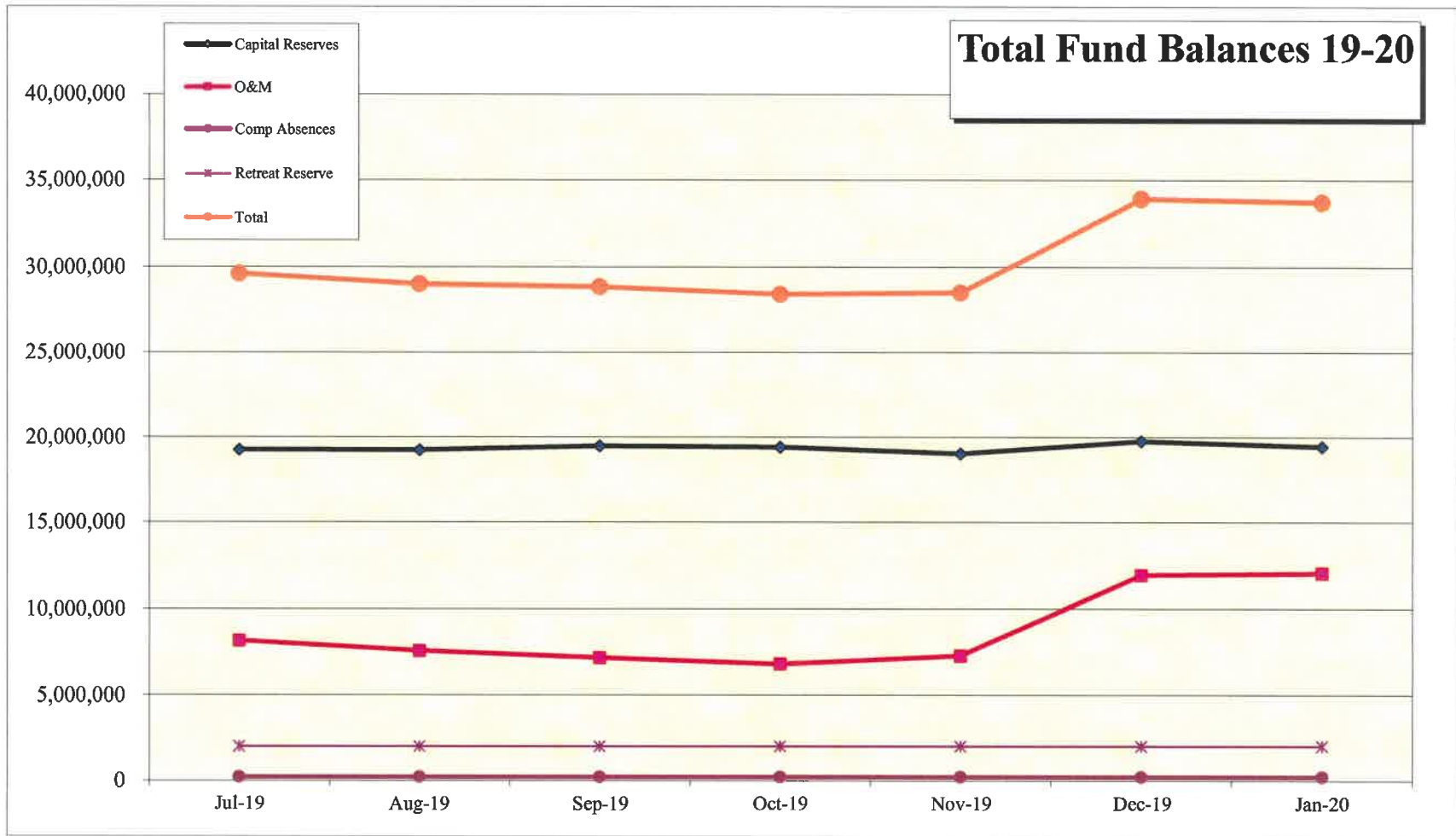
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

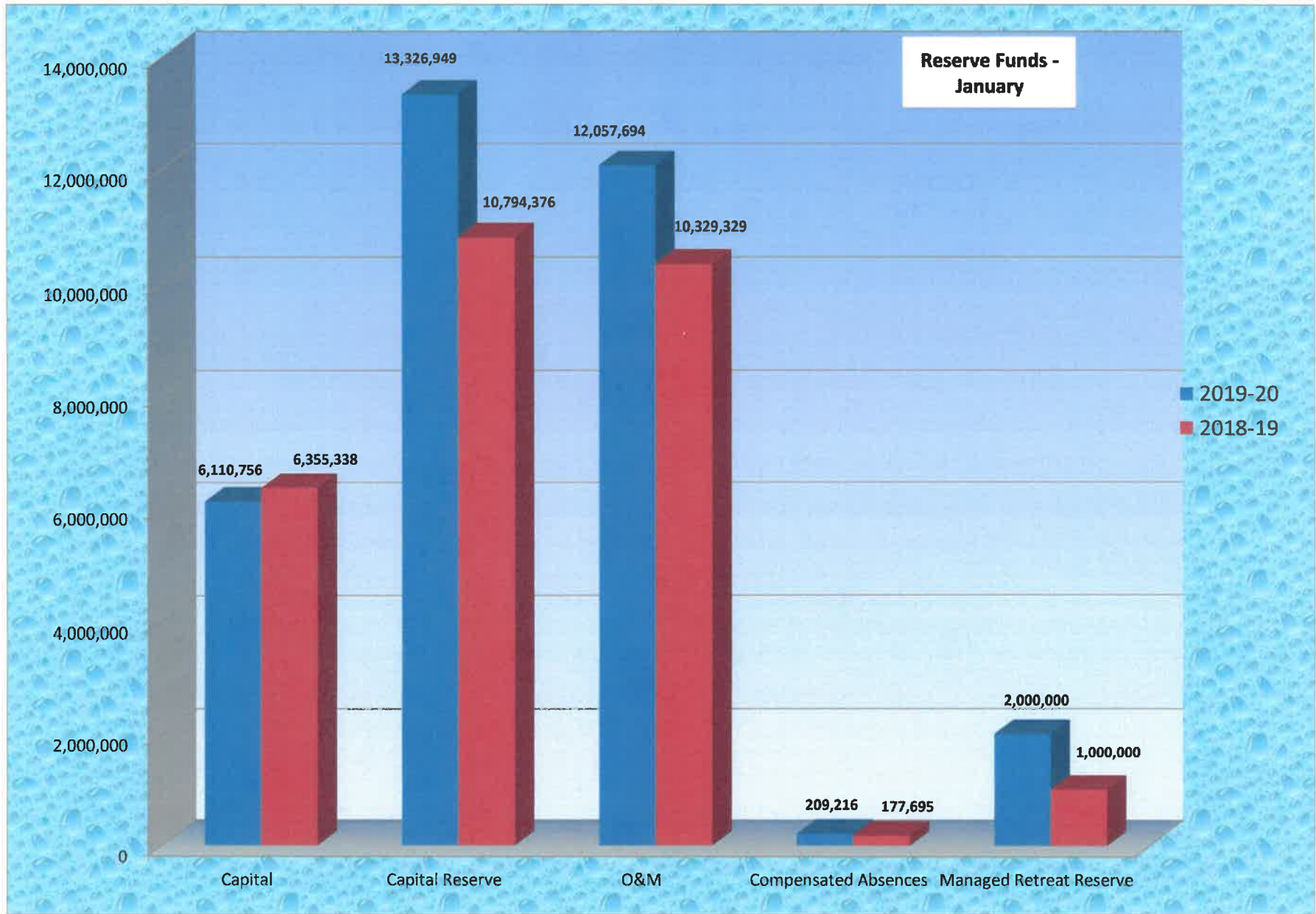


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - JANUARY 2020

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Union Bank Bank O & M Balance	Union Bank Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$6,475,943	\$13,274,344	\$11,946,047	\$209,216	\$2,000,000	\$33,905,549	\$416,435	\$119,124	\$1,172,188
Receipts:									
User Fees			177,471				100		
Property Taxes		52,606							
PBCSD Treatment Fees							90,000		
Reclamation O & M reimbursement							77,223		
Reclamation capital billing									
Permits							5,515		
PBCSD capital billing									
Other misc. revenue							8,416		
Interest income			168,990					1	6,734
Connection Fees									
Plan Review							300		
W/C audit refund									
CCLEAN receipts							29,988		
Pooled liability dividend									
September Ranch deposits							5,000		
Total Receipts	0	52,606	346,461	0	0	399,066	216,542	1	6,734
Fund Transfers:									
Transfers to Union Bank O&M	(365,187)		(234,813)				600,000		
Transfers to Union Bank PR							(220,000)	220,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(365,187)	0	(234,813)	0	0	(600,000)	380,000	220,000	0
Disbursements:									
Operations and capital							635,236		
Payroll & payroll taxes								205,633	
Employee Dental reimbursements							544		
CALPERS EFT							30,798		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							59		
US Bank EFT							7,842		
Deferred comp contributions EFT								11,435	
PEHP contributions EFT								2,913	
Bank/ADP fees							0	480	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Unfunded CALPERS liability									
Void deposit check-NSF									
Total Disbursements	0	0	0	0	0	0	675,066	220,460	0
BALANCE END OF MONTH	6,110,756	13,326,949	12,057,694	209,216	2,000,000	33,704,615	337,911	118,665	1,178,922



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



Carmel Area Wastewater District
Disbursements
Jan-20

Date	Check	Vendor	Description	Amount
01/02/20	34534	Acme Analytical Solutions	Potassium iodate solution and acetic acid	275.30
01/02/20	34535	AT&T Mobility	Cell service	621.27
01/02/20	34536	AT&T CALNET 3	Various phone lines for devices	548.56
01/02/20	34537	AutomationDirect.com	Temperature controller and sensor	140.61
01/02/20	34538	Beck's Shoes	Employee work boots	142.72
01/02/20	34539	Beecher Engineering	CIP-Standby Power Reliability Project 18-08 pre-design site meeting (CAPITAL)	200.00
01/02/20	34540	Buckles-Smith Electric	New controller (CAPITAL)	10,659.52
01/02/20	34541	California Special Districts Association	Annual dues	7,615.00
01/02/20	34542	California Assn. of Sanitation Agencies	Annual dues	13,370.00
01/02/20	34543	California Boiler	Gas meter boiler annual inspection	4,397.00
01/02/20	34544	CSI HR Group LLC	HR services	4,425.00
01/02/20	34545	Culligan Water	C&I exchange service	17.35
01/02/20	34546	CWEA	Employee certifications	193.00
01/02/20	34547	Dept. of Forestry & Fire Protection	Labor to clear fence line at the Plant and Hatton Canyon'	2,465.68
01/02/20	34548	Direct TV	Monthly service	80.99
01/02/20	34549	Eaton Corporation	Replace and install new UPS batteries	8,156.89
01/02/20	34550	Edges Electrical	Electrical supplies	542.33
01/02/20	34551	Evantec Corporation	Lab supplies	1,011.17
01/02/20	34552	Exceedio	New tablets and Windows upgrades	8,549.15
01/02/20	34553	Fastenal Company	Operating and office supplies	2,211.34
01/02/20	34554	Ferguson Enterprises	Operating supplies	138.98
01/02/20	34555	FGL Environmental	Organic analysis of final effluent samples	535.00
01/02/20	34556	First Alarm	Quarterly billing for admin and Plant	417.39
01/02/20	34557	Fisher Scientific	Lab supplies	417.88
01/02/20	34558	Got.Net	Domain parking	24.20
01/02/20	34559	Greeley and Hansen	Engineering services to develop and validate water pollution control	2,053.00
01/02/20	34560	Image Source	Plant copier charges	165.15
01/02/20	34561	Industrial Machine Shop	Recondition 75HP brushed motor	4,311.89
01/02/20	34562	McCabe & Company	Coastal Commission consulting	8,000.00
01/02/20	34563	McMaster-Carr	Operating supplies	213.34
01/02/20	34564	MetLife-Group Benefits	Life insurance	1,173.74
01/02/20	34565	Monterey Bay Analytical Services	Sample analysis	2,280.00
01/02/20	34566	Monterey Auto Supply	Repair parts	295.76
01/02/20	34567	Office Team	Admin temp service	68.46
01/02/20	34568	Office Depot	Desk calendar	32.46
01/02/20	34569	Pure Water	Monthly service	73.25
01/02/20	34570	Quill LLC	Office supplies	66.75
01/02/20	34571	Raymond DeOcampo	Vision copay	40.00
01/02/20	34572	Scarborough Lumber (Ace Hardware)	Operating supplies	265.05
01/02/20	34573	Smitty's Janitorial	Monthly service	1,110.00
01/02/20	34574	StructureCast	Manhole cover for Onsite Flood Mitigation Project 19-01 (CAPITAL)	8,487.43
01/02/20	34575	Syn-Tech Systems	Annual renewal of FuelMaster program	550.00
01/02/20	34576	Univar USA	Sodium hypochlorite	3,700.59
01/02/20	34577	Unum Life Ins.	Long term disability insurance	1,970.92
01/02/20	34578	Vision Service Plan	Vision insurance	595.35
01/02/20	34579	Vision Communications	New radio and programming	1,009.07

Carmel Area Wastewater District
Disbursements
Jan-20

Date	Check	Vendor	Description	Amount
01/02/20	34580	Wayside Garage	Truck service	1,589.79
01/09/20	34581	Town & Country Gardening	Monthly service	610.00
01/09/20	34582	Wilbur-Ellis Company	Cal Nit Sol for Highlands	1,696.95
01/09/20	34583	Mike Garrison	Dental	274.00
01/15/20	34584	3T Equipment Company	Ball valves and manhole hooks	967.01
01/15/20	34585	American Fidelity Assurance Company	Flex accounts	123.07
01/15/20	34586	American Fidelity Assurance	Monthly employee Sec 125 plan insurance billing	699.52
01/15/20	34587	Andrew Millington	Reimbursements for class expenses and dental (\$270.00)	782.54
01/15/20	34588	AT&T CALNET 3	Various phone lines for devices	591.44
01/15/20	34589	AT&T	Admin alarm line	182.59
01/15/20	34590	AutomationDirect.com	HMI software	105.60
01/15/20	34591	Beck's Shoes	Employee work boots	217.23
01/15/20	34592	Bryan Mailey Electric	Pump station control panel, chlor/dechlor building rehab and effluent pump motor repair	8,750.00
01/15/20	34593	Cal-Am Water	Monthly service	665.40
01/15/20	34594	Carmel Marina Corporation	Plant rolloffs, admin garbage and recycle material from the Plant	2,505.78
01/15/20	34595	Carmel Pine Cone	Bid notice	156.00
01/15/20	34596	Causey Consulting	Updating the Sanitary Sewer Maintenance Plan (SSMP)	4,850.00
01/15/20	34597	Cintas Corporation	Laundry service	700.41
01/15/20	34598	Clark Pest Control	Plant service	273.00
01/15/20	34599	CWEA	Employee membership	192.00
01/15/20	34600	Datco Services	Quarterly monitoring fees	175.50
01/15/20	34601	Denise Duffy & Associates	CAWD annexation	2,853.76
01/15/20	34602	Edges Electrical	Electrical supplies	1,201.16
01/15/20	34603	eNPDES.com & Associates	CIWQS software annual renewal for the lab	800.00
01/15/20	34604	Fastenal Company	Operating supplies	877.18
01/15/20	34605	Fisher Scientific	Lab supplies	543.71
01/15/20	34606	Grainger	Operating supplies	497.93
01/15/20	34607	Hach Company	LDO sensor cap	163.45
01/15/20	34608	Hayashi & Wayland Accounting	Bank reconciliation oversight	375.00
01/15/20	34609	ICON Cloud Solutions	Monthly telephone service	584.56
01/15/20	34610	Kemira Water Solutions	Ferric chloride	4,075.48
01/15/20	34611	Lemos Service 76	Propane	158.18
01/15/20	34612	Liberty Composting	Sludge hauling	7,306.52
01/15/20	34613	Marcello & Company	Annual State Controller's Report	1,800.00
01/15/20	34614	MBS Business Systems	Admin copy machine charges	460.33
01/15/20	34615	McMaster-Carr	Operating supplies	312.89
01/15/20	34616	Michael Hooks	Reimbursements for class expenses and employee BBQ	319.11
01/15/20	34617	Microgenics Corporation	Lab supplies	589.06
01/15/20	34618	MNS Engineers	Hatton Canyon Access Road Project 19-17 and Upper Ranch Canada Pipe Relocation Project 19-13 (CAPITAL)	20,575.00
01/15/20	34619	Monterey Auto Supply	Vehicle parts	301.78
01/15/20	34620	The NELAC Institute	Employee lab membership	37.50
01/15/20	34621	Nicolay Consulting	Benefit statements for old pension plan	641.25
01/15/20	34622	Patelco Credit Union	Health savings accounts contributions	5,614.78
01/15/20	34623	Peninsula Welding & Medical Supply	Non-liquid cylinders for the lab	103.20
01/15/20	34624	Quill LLC	Office supplies	96.09
01/15/20	34625	Shape Incorporated	New flygt pump for the Highlands pump station (CAPITAL)	19,529.69

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

Date	Check	Vendor	Description	Amount
01/15/20	34626	Sierra	Annual service and calibration on meter	620.00
01/15/20	34627	Streamline	Website maintenance	400.00
01/15/20	34628	c/o Synagro Technologies	Digester No. 1 and No. 2 Dewatering and Cleaning Project 18-07 (CAPITAL)	305,734.96
01/15/20	34629	Univar USA	Sodium hypochlorite	3,784.72
01/15/20	34630	Bay Mobile Services	Wash and detail the admin Hyundai	300.00
01/16/20	34631	McMaster-Carr	Operating supplies	66.97
01/16/20	34632	Occumetric-VOID	Physical demand assessment of District jobs-CHECK LOST PER VENDOR	0.00
01/23/20	34633	CAWD/PBCSD Reclamation Project	Reimbursement for tertiary lab PG&E	473.45
01/23/20	34634	OVERFLOW STUB		0.00
01/23/20	34635	Pacific Gas & Electric	Monthly service	34,037.59
01/23/20	34636	Public Agency Coalition Enterprise	Health insurance	27,393.91
01/23/20	34637	State Water Resources Control Board	Annual SB Issued SW Industrial permit	1,400.00
01/29/20	34638	CSRMA	Annual pooled liability insurance premium	62,024.00
				635,779.58

CAWD/PBCSD Reclamation Project
Disbursements
Jan-20

Date	Check	Vendor	Description	Amount
01/02/20	8667	Acme Analytical Solutions	Potassium iodate solution and acetic acid	275.30
01/02/20	8668	Beecher Engineering	MF/RO and Tertiary Standby Power Pre-Design	1,200.00
01/02/20	8669	CAWD	Reimbursement for sodium bisulfate and hypochlorite	20,476.17
01/02/20	8670	Evantec Corporation	Lab supplies	1,199.51
01/02/20	8671	Fisher Scientific	Lab supplies	251.61
01/02/20	8672	Gavilan/Salinas Crane & Rigging	Rent hoist to pull pumps	1,125.00
01/02/20	8673	Hach Company	Lab supplies	787.80
01/02/20	8674	McCabe & Company	Coastal Commission consulting	2,000.00
01/02/20	8675	Pebble Beach Company	Reimbursement for COP interest	5,375.34
01/02/20	8676	Professional Water Technologies	Clean in place chemicals Opticlean and Spectraguard	9,996.07
01/09/20	8677	Allied Fluid Products	Hose assembly and parts for the filter system rehab project	2,572.33
01/15/20	8678	ATS, Clean Water Solutions	Four 3600lb totes of RE-300 chemical	19,035.69
01/15/20	8679	Brenntag Pacific	Ammonium hydroxide	3,658.22
01/15/20	8680	CAWD	Reimbursement for sodium bisulfate and hypochlorite	7,647.49
01/15/20	8681	eNPDES.com & Associates	CIWQS software annual renewal	800.00
01/15/20	8682	Fisher Scientific	Lab supplies	184.12
01/15/20	8683	McMaster-Carr	Operating supplies	37.14
01/15/20	8684	The NELAC Institute	Annual lab membership	37.50
01/15/20	8685	PBCSD	O&M and capital billings (CAPITAL \$229,949.19)	248,463.67
01/15/20	8686	Professional Water Technologies	Micron clean-in-place filters	2,087.80
01/15/20	8687	Solenis LLC	Praestol chemical	13,430.38
01/23/20	8688	Cal-Am Water	Monthly service	2,408.27
01/23/20	8689	CAWD	O&M, aeration and secondary PG&E reimbursements	49,099.69
01/23/20	8690	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	253,781.99
01/23/20	8691	Pacific Gas & Electric	Tertiary and MF/RO	34,698.76
01/23/20	8692	Stifel Nicolaus & Company	Quarterly remarketing fees for the COP's	1,890.41
				682,520.26



**Financial Statements
and
Supplementary Schedules**

January 2020

February 27, 2020

Carmel Area Wastewater District

Balance Sheet

January 2020

ASSETS		
Current Assets		
Cash		
Cash	35,340,113.45	
TOTAL Cash	35,340,113.45	35,340,113.45
Other Current Assets		
Other Current Assets	360,485.04	
TOTAL Other Current Assets	360,485.04	360,485.04
TOTAL Current Assets		35,700,598.49
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,049,164.20	
TOTAL Treatment Structures	70,049,164.20	70,049,164.20
Treatment Equipment		
Treatment Equipment	7,909,349.37	
TOTAL Treatment Equipment	7,909,349.37	7,909,349.37
Collection Structures		
Collection Structures	1,040,749.41	
TOTAL Collection Structures	1,040,749.41	1,040,749.41
Collection Equipment		
Collection Equipment	949,252.97	
TOTAL Collection Equipment	949,252.97	949,252.97
Sewers		
		11,119,419.83
Disposal Facilities		
Disposal Facilities	1,352,472.64	
TOTAL Disposal Facilities	1,352,472.64	1,352,472.64
Other Fixed Assets		
Other Fixed Assets	4,256,215.86	
TOTAL Other Fixed Assets	4,256,215.86	4,256,215.86
Capital Improvement Projects		
Capital Improvement Projects	3,098,815.18	
TOTAL Capital Improvement Projects	3,098,815.18	3,098,815.18
Accumulated depreciation		
		(48,548,769.63)
TOTAL Fixed Assets		51,534,729.59
Other Assets		
Other Assets		615,708.00
TOTAL Other Assets		615,708.00
TOTAL ASSETS		87,851,036.08

Carmel Area Wastewater District

Balance Sheet

January 2020

LIABILITIES

Current Liabilities		
Current Liabilities	581,503.48	
TOTAL Current Liabilities	581,503.48	581,503.48
Long-Term Liabilities		
Long Term Liabilities	1,156,843.37	
TOTAL Long-Term Liabilities	1,156,843.37	1,156,843.37
TOTAL LIABILITIES		1,738,346.85
NET POSITION		
Net Assets	82,222,714.86	
Year-to-Date Earnings	3,889,974.37	
TOTAL NET POSITION		86,112,689.23
TOTAL LIABILITIES & NET POSITION		87,851,036.08

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,246,439.82	5,813,516.87	432,922.95	7.4 %
TOTAL Income	<u>6,246,439.82</u>	<u>5,813,516.87</u>	<u>432,922.95</u>	7.4 %
Adjustments				
Discounts	804.18	0.00	804.18	
TOTAL Adjustments	<u>804.18</u>	<u>0.00</u>	<u>804.18</u>	
*****	<u>6,247,244.00</u>	<u>5,813,516.87</u>	<u>433,727.13</u>	7.5 %
***** OPERATING INCOME	<u>6,247,244.00</u>	<u>5,813,516.87</u>	<u>433,727.13</u>	7.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,876,668.10	1,838,629.11	(38,038.99)	-2.1 %
Payroll taxes	99.31	58.31	(41.00)	-70.3 %
TOTAL Salaries and Payroll Taxes	<u>1,876,767.41</u>	<u>1,838,687.42</u>	<u>(38,079.99)</u>	-2.1 %
Employee Benefits				
Employee Benefits	370,396.49	522,666.01	152,269.52	29.1 %
TOTAL Employee Benefits	<u>370,396.49</u>	<u>522,666.01</u>	<u>152,269.52</u>	29.1 %
Director's Expenses				
Director's Expenses	16,597.56	17,262.43	664.87	3.9 %
Medical exam/flu shots	77.33	0.00	(77.33)	
TOTAL Director's Expenses	<u>16,674.89</u>	<u>17,262.43</u>	<u>587.54</u>	3.4 %
Truck and Auto Expenses				
Truck and Auto Expenses	32,769.24	44,016.83	11,247.59	25.6 %
TOTAL Truck and Auto Expenses	<u>32,769.24</u>	<u>44,016.83</u>	<u>11,247.59</u>	25.6 %
General and Administrative				
General and Administrative	264,899.40	546,505.00	281,605.60	51.5 %
Public outreach & promotion	1,792.81	0.00	(1,792.81)	
TOTAL General and Administrative	<u>266,692.21</u>	<u>546,505.00</u>	<u>279,812.79</u>	51.2 %
Office Expense				
Office Expense	42,456.16	29,225.14	(13,231.02)	-45.3 %
TOTAL Office Expense	<u>42,456.16</u>	<u>29,225.14</u>	<u>(13,231.02)</u>	-45.3 %
Operating Supplies				
Operating Supplies	207,072.40	223,215.30	16,142.90	7.2 %
TOTAL Operating Supplies	<u>207,072.40</u>	<u>223,215.30</u>	<u>16,142.90</u>	7.2 %
Contract Services				

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Contract Services	603,483.78	745,402.93	141,919.15	19.0 %
TOTAL Contract Services	603,483.78	745,402.93	141,919.15	19.0 %
Repairs and Maintenance				
Repairs and Maintenance	173,003.98	428,674.86	255,670.88	59.6 %
TOTAL Repairs and Maintenance	173,003.98	428,674.86	255,670.88	59.6 %
Utilities				
Utilities	217,321.60	266,702.94	49,381.34	18.5 %
TOTAL Utilities	217,321.60	266,702.94	49,381.34	18.5 %
Travel and Meetings				
Travel and Meetings	41,372.93	50,865.56	9,492.63	18.7 %
TOTAL Travel and Meetings	41,372.93	50,865.56	9,492.63	18.7 %
Permits and Fees				
Permits and Fees	60,274.75	80,642.00	20,367.25	25.3 %
TOTAL Permits and Fees	60,274.75	80,642.00	20,367.25	25.3 %
Memberships and Subscriptions				
Memberships and Subscriptions	29,839.30	29,810.07	(29.23)	-0.1 %
TOTAL Memberships and Subscriptions	29,839.30	29,810.07	(29.23)	-0.1 %
Safety				
Safety	35,495.96	41,082.13	5,586.17	13.6 %
TOTAL Safety	35,495.96	41,082.13	5,586.17	13.6 %
Other Expenses				
Other Expense	10,867.74	19,013.38	8,145.64	42.8 %
TOTAL Other Expenses	10,867.74	19,013.38	8,145.64	42.8 %
TOTAL Operating Expenses	3,984,488.84	4,883,772.00	899,283.16	18.4 %
***** OPERATING INCOME (LOSS)	2,262,755.16	929,744.87	1,333,010.29	143.4 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,627,219.21	1,258,332.00	368,887.21	29.3 %
TOTAL Other Income or Gain	1,627,219.21	1,258,332.00	368,887.21	29.3 %
TOTAL Non-op Income, Expense, Gain or Loss	1,627,219.21	1,258,332.00	368,887.21	29.3 %
***** NET INCOME (LOSS)	3,889,974.37	2,188,076.87	1,701,897.50	77.8 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
*Year-to-Date Variance, January 2020 - current month, Consolidated by
account, Department 4*

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 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>	259,945.00	314,262.08	54,317.08	17.3 %
TOTAL Salaries and Payroll Taxes	259,945.00	314,262.08	54,317.08	17.3 %
Employee Benefits				
<i>Employee Benefits</i>	68,106.24	87,482.42	19,376.18	22.1 %
TOTAL Employee Benefits	68,106.24	87,482.42	19,376.18	22.1 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,580.68	7,206.76	5,626.08	78.1 %
TOTAL Truck and Auto Expenses	1,580.68	7,206.76	5,626.08	78.1 %
General and Administrative				
<i>General and Administrative</i>	12,206.88	0.00	(12,206.88)	
TOTAL General and Administrative	12,206.88	0.00	(12,206.88)	
Office Expense				
<i>Office Expense</i>	10,812.44	2,158.31	(8,654.13)	-401.0 %
TOTAL Office Expense	10,812.44	2,158.31	(8,654.13)	-401.0 %
Operating Supplies				
<i>Operating Supplies</i>	26,455.38	38,499.93	12,044.55	31.3 %
TOTAL Operating Supplies	26,455.38	38,499.93	12,044.55	31.3 %
Contract Services				
<i>Contract Services</i>	219,440.92	287,933.31	68,492.39	23.8 %
TOTAL Contract Services	219,440.92	287,933.31	68,492.39	23.8 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	87,541.78	232,166.62	144,624.84	62.3 %
TOTAL Repairs and Maintenance	87,541.78	232,166.62	144,624.84	62.3 %
Utilities				
<i>Utilities</i>	2,090.55	1,225.00	(865.55)	-70.7 %
TOTAL Utilities	2,090.55	1,225.00	(865.55)	-70.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	4,165.28	8,066.62	3,901.34	48.4 %

Carmel Area Wastewater District
Budgeted Operating Expenses-Maint. Plant
Year-to-Date Variance, January 2020 - current month, Consolidated by
account, Department 4

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	4,165.28	8,066.62	3,901.34	48.4 %
Permits and Fees				
<i>Permits and Fees</i>	4,695.25	0.00	(4,695.25)	
TOTAL Permits and Fees	4,695.25	0.00	(4,695.25)	
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	874.00	1,376.69	502.69	36.5 %
TOTAL Memberships and Subscriptions	874.00	1,376.69	502.69	36.5 %
Safety				
<i>Safety</i>	20,896.21	30,950.07	10,053.86	32.5 %
TOTAL Safety	20,896.21	30,950.07	10,053.86	32.5 %
TOTAL Operating Expenses	718,810.61	1,011,327.81	292,517.20	28.9 %
***** OPERATING INCOME (LOSS)	(718,810.61)	(1,011,327.81)	292,517.20	28.9 %
***** NET INCOME (LOSS)	(718,810.61)	(1,011,327.81)	292,517.20	28.9 %
***** NET INCOME (LOSS)	(718,810.61)	(1,011,327.81)	292,517.20	28.9 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 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	320,501.81	297,054.83	(23,446.98)	-7.9 %
TOTAL Salaries and Payroll Taxes	320,501.81	297,054.83	(23,446.98)	-7.9 %
Employee Benefits				
Employee Benefits	99,137.97	110,829.82	11,691.85	10.5 %
TOTAL Employee Benefits	99,137.97	110,829.82	11,691.85	10.5 %
Truck and Auto Expenses				
Truck and Auto Expenses	28,615.06	33,961.69	5,346.63	15.7 %
TOTAL Truck and Auto Expenses	28,615.06	33,961.69	5,346.63	15.7 %
General and Administrative				
General and Administrative	47,307.39	129,750.00	82,442.61	63.5 %
TOTAL General and Administrative	47,307.39	129,750.00	82,442.61	63.5 %
Office Expense				
Office Expense	4,568.84	6,883.45	2,314.61	33.6 %
TOTAL Office Expense	4,568.84	6,883.45	2,314.61	33.6 %
Operating Supplies				
Operating Supplies	22,314.03	12,250.00	(10,064.03)	-82.2 %
TOTAL Operating Supplies	22,314.03	12,250.00	(10,064.03)	-82.2 %
Contract Services				
Contract Services	100,096.48	141,283.38	41,186.90	29.2 %
TOTAL Contract Services	100,096.48	141,283.38	41,186.90	29.2 %
Repairs and Maintenance				
Repairs and Maintenance	45,343.56	142,958.31	97,614.75	68.3 %
TOTAL Repairs and Maintenance	45,343.56	142,958.31	97,614.75	68.3 %
Utilities				
Utilities	23,290.16	22,534.19	(755.97)	-3.4 %
TOTAL Utilities	23,290.16	22,534.19	(755.97)	-3.4 %
Travel and Meetings				
Travel and Meetings	13,847.72	11,027.87	(2,819.85)	-25.6 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	13,847.72	11,027.87	(2,819.85)	-25.6 %
Permits and Fees				
<i>Permits and Fees</i>	5,816.00	5,750.00	(66.00)	-1.1 %
TOTAL Permits and Fees	5,816.00	5,750.00	(66.00)	-1.1 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,281.06	1,020.81	(260.25)	-25.5 %
TOTAL Memberships and Subscriptions	1,281.06	1,020.81	(260.25)	-25.5 %
Safety				
<i>Safety</i>	8,496.41	8,140.37	(356.04)	-4.4 %
TOTAL Safety	8,496.41	8,140.37	(356.04)	-4.4 %
Other Expenses				
<i>Other Expense</i>	156.00	116.69	(39.31)	-33.7 %
TOTAL Other Expenses	156.00	116.69	(39.31)	-33.7 %
TOTAL Operating Expenses	720,772.49	923,561.41	202,788.92	22.0 %
***** OPERATING INCOME (LOSS)	(720,772.49)	(923,561.41)	202,788.92	22.0 %
***** NET INCOME (LOSS)	(720,772.49)	(923,561.41)	202,788.92	22.0 %
***** NET INCOME (LOSS)	(720,772.49)	(923,561.41)	202,788.92	22.0 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 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>	609,381.97	587,694.83	(21,687.14)	-3.7 %
TOTAL Salaries and Payroll Taxes	609,381.97	587,694.83	(21,687.14)	-3.7 %
Employee Benefits				
<i>Employee Benefits</i>	135,127.09	184,647.83	49,520.74	26.8 %
TOTAL Employee Benefits	135,127.09	184,647.83	49,520.74	26.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	240.03	1,800.00	1,559.97	86.7 %
TOTAL Truck and Auto Expenses	240.03	1,800.00	1,559.97	86.7 %
General and Administrative				
<i>General and Administrative</i>	133,765.36	155,896.69	22,131.33	14.2 %
TOTAL General and Administrative	133,765.36	155,896.69	22,131.33	14.2 %
Office Expense				
<i>Office Expense</i>	8,251.34	9,916.69	1,665.35	16.8 %
TOTAL Office Expense	8,251.34	9,916.69	1,665.35	16.8 %
Operating Supplies				
<i>Operating Supplies</i>	146,043.27	164,007.06	17,963.79	11.0 %
TOTAL Operating Supplies	146,043.27	164,007.06	17,963.79	11.0 %
Contract Services				
<i>Contract Services</i>	231,567.55	196,806.69	(34,760.86)	-17.7 %
TOTAL Contract Services	231,567.55	196,806.69	(34,760.86)	-17.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	30,668.62	48,416.62	17,748.00	36.7 %
TOTAL Repairs and Maintenance	30,668.62	48,416.62	17,748.00	36.7 %
Utilities				
<i>Utilities</i>	183,185.80	230,276.69	47,090.89	20.4 %
TOTAL Utilities	183,185.80	230,276.69	47,090.89	20.4 %
Travel and Meetings				
<i>Travel and Meetings</i>	16,061.44	17,871.07	1,809.63	10.1 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	16,061.44	17,871.07	1,809.63	10.1 %
Permits and Fees				
<i>Permits and Fees</i>	30,371.50	48,500.00	18,128.50	37.4 %
TOTAL Permits and Fees	30,371.50	48,500.00	18,128.50	37.4 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,083.50	2,983.38	1,899.88	63.7 %
TOTAL Memberships and Subscriptions	1,083.50	2,983.38	1,899.88	63.7 %
Safety				
<i>Safety</i>	4,302.15	0.00	(4,302.15)	
TOTAL Safety	4,302.15	0.00	(4,302.15)	
Other Expenses				
<i>Other Expense</i>	70.00	1,166.69	1,096.69	94.0 %
TOTAL Other Expenses	70.00	1,166.69	1,096.69	94.0 %
TOTAL Operating Expenses	1,530,119.62	1,649,984.24	119,864.62	7.3 %
***** OPERATING INCOME (LOSS)	(1,530,119.62)	(1,649,984.24)	119,864.62	7.3 %
***** NET INCOME (LOSS)	(1,530,119.62)	(1,649,984.24)	119,864.62	7.3 %
***** NET INCOME (LOSS)	(1,530,119.62)	(1,649,984.24)	119,864.62	7.3 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 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>	343,633.42	375,320.18	31,686.76	8.4 %
TOTAL Salaries and Payroll Taxes	343,633.42	375,320.18	31,686.76	8.4 %
Employee Benefits				
<i>Employee Benefits</i>	68,025.19	139,705.94	71,680.75	51.3 %
TOTAL Employee Benefits	68,025.19	139,705.94	71,680.75	51.3 %
Director's Expenses				
<i>Director's Expenses</i>	16,247.56	16,912.43	664.87	3.9 %
Medical exam/flu shots	77.33	0.00	(77.33)	
TOTAL Director's Expenses	16,324.89	16,912.43	587.54	3.5 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	2,333.47	1,048.38	(1,285.09)	-122.6 %
TOTAL Truck and Auto Expenses	2,333.47	1,048.38	(1,285.09)	-122.6 %
General and Administrative				
<i>General and Administrative</i>	59,158.48	260,858.31	201,699.83	77.3 %
Public outreach & promotion	1,792.81	0.00	(1,792.81)	
TOTAL General and Administrative	60,951.29	260,858.31	199,907.02	76.6 %
Office Expense				
<i>Office Expense</i>	18,823.54	10,266.69	(8,556.85)	-83.3 %
TOTAL Office Expense	18,823.54	10,266.69	(8,556.85)	-83.3 %
Operating Supplies				
<i>Operating Supplies</i>	351.84	875.00	523.16	59.8 %
TOTAL Operating Supplies	351.84	875.00	523.16	59.8 %
Contract Services				
<i>Contract Services</i>	48,149.38	118,212.86	70,063.48	59.3 %
TOTAL Contract Services	48,149.38	118,212.86	70,063.48	59.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	5,087.89	1,458.31	(3,629.58)	-248.9 %
TOTAL Repairs and Maintenance	5,087.89	1,458.31	(3,629.58)	-248.9 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Utilities				
Utilities	8,733.01	12,667.06	3,934.05	31.1 %
TOTAL Utilities	8,733.01	12,667.06	3,934.05	31.1 %
Travel and Meetings				
Travel and Meetings	7,298.49	13,900.00	6,601.51	47.5 %
TOTAL Travel and Meetings	7,298.49	13,900.00	6,601.51	47.5 %
Permits and Fees				
Permits and Fees	19,392.00	19,392.00	0.00	
TOTAL Permits and Fees	19,392.00	19,392.00	0.00	
Memberships and Subscriptions				
Memberships and Subscriptions	26,600.74	24,429.19	(2,171.55)	-8.9 %
TOTAL Memberships and Subscriptions	26,600.74	24,429.19	(2,171.55)	-8.9 %
Safety				
Safety	1,596.01	1,116.69	(479.32)	-42.9 %
TOTAL Safety	1,596.01	1,116.69	(479.32)	-42.9 %
Other Expenses				
Other Expense	10,641.74	17,730.00	7,088.26	40.0 %
TOTAL Other Expenses	10,641.74	17,730.00	7,088.26	40.0 %
TOTAL Operating Expenses	637,942.90	1,013,893.04	375,950.14	37.1 %
***** OPERATING INCOME (LOSS)	(637,942.90)	(1,013,893.04)	375,950.14	37.1 %
***** NET INCOME (LOSS)	(637,942.90)	(1,013,893.04)	375,950.14	37.1 %
***** NET INCOME (LOSS)	(637,942.90)	(1,013,893.04)	375,950.14	37.1 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 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>	338,608.90	263,445.00	(75,163.90)	-28.5 %
TOTAL Salaries and Payroll Taxes	338,608.90	263,445.00	(75,163.90)	-28.5 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	350.00	0.00	
TOTAL Director's Expenses	350.00	350.00	0.00	
General and Administrative				
<i>General and Administrative</i>	12,461.29	0.00	(12,461.29)	
TOTAL General and Administrative	12,461.29	0.00	(12,461.29)	
Operating Supplies				
<i>Operating Supplies</i>	5,324.68	4,958.31	(366.37)	-7.4 %
TOTAL Operating Supplies	5,324.68	4,958.31	(366.37)	-7.4 %
Contract Services				
<i>Contract Services</i>	589.45	0.00	(589.45)	
TOTAL Contract Services	589.45	0.00	(589.45)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	2,637.15	2,508.31	(128.84)	-5.1 %
TOTAL Repairs and Maintenance	2,637.15	2,508.31	(128.84)	-5.1 %
Utilities				
<i>Utilities</i>	22.08	0.00	(22.08)	
TOTAL Utilities	22.08	0.00	(22.08)	
Safety				
<i>Safety</i>	205.18	875.00	669.82	76.6 %
TOTAL Safety	205.18	875.00	669.82	76.6 %
TOTAL Operating Expenses	360,198.73	272,136.62	(88,062.11)	-32.4 %
***** OPERATING INCOME (LOSS)	(360,198.73)	(272,136.62)	(88,062.11)	-32.4 %

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

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(360,198.73)	(272,136.62)	(88,062.11)	-32.4 %
***** NET INCOME (LOSS)	(360,198.73)	(272,136.62)	(88,062.11)	-32.4 %

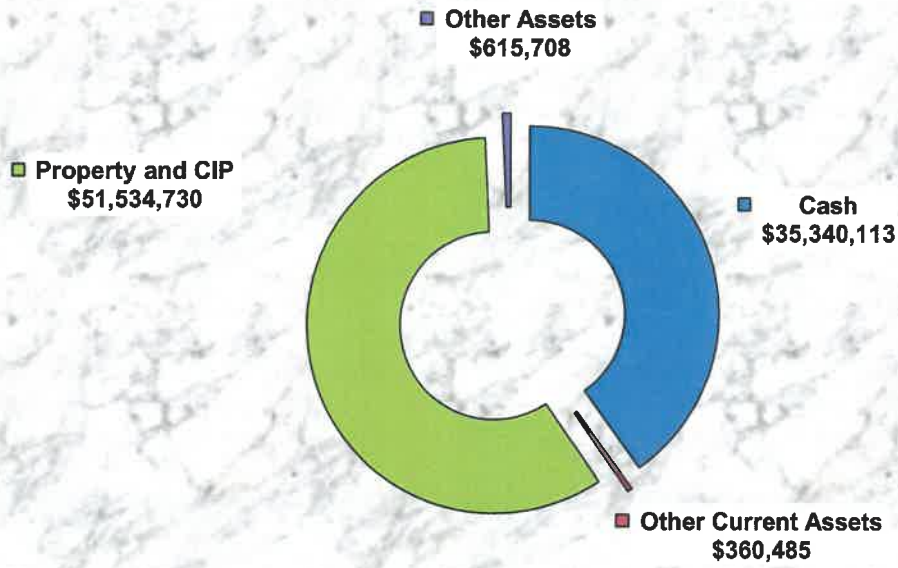
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, January 2020 - current month, Consolidated by
account, Department 9

	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	6,294.85	583.31	5,711.54	979.2 %
TOTAL Income	<u>6,294.85</u>	<u>583.31</u>	<u>5,711.54</u>	979.2 %
*****	<u>6,294.85</u>	<u>583.31</u>	<u>5,711.54</u>	979.2 %
***** OPERATING INCOME	<u>6,294.85</u>	<u>583.31</u>	<u>5,711.54</u>	979.2 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	3,303.64	88.00	(3,215.64)	-3654.1 %
TOTAL Salaries and Payroll Taxes	<u>3,303.64</u>	<u>88.00</u>	<u>(3,215.64)</u>	-3654.1 %
Operating Supplies				
Operating Supplies	6,525.89	1,166.69	(5,359.20)	-459.4 %
TOTAL Operating Supplies	<u>6,525.89</u>	<u>1,166.69</u>	<u>(5,359.20)</u>	-459.4 %
Contract Services				
Contract Services	2,100.00	0.00	(2,100.00)	
TOTAL Contract Services	<u>2,100.00</u>	<u>0.00</u>	<u>(2,100.00)</u>	
Repairs and Maintenance				
Repairs and Maintenance	1,426.69	0.00	(1,426.69)	
TOTAL Repairs and Maintenance	<u>1,426.69</u>	<u>0.00</u>	<u>(1,426.69)</u>	
Permits and Fees				
Permits and Fees	0.00	7,000.00	7,000.00	100.0 %
TOTAL Permits and Fees	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	100.0 %
TOTAL Operating Expenses	<u>13,356.22</u>	<u>8,254.69</u>	<u>(5,101.53)</u>	-61.8 %
***** OPERATING INCOME (LOSS)	<u>(7,061.37)</u>	<u>(7,671.38)</u>	<u>610.01</u>	8.0 %
***** NET INCOME (LOSS)	<u>(7,061.37)</u>	<u>(7,671.38)</u>	<u>610.01</u>	8.0 %
***** NET INCOME (LOSS)	<u>(7,061.37)</u>	<u>(7,671.38)</u>	<u>610.01</u>	8.0 %

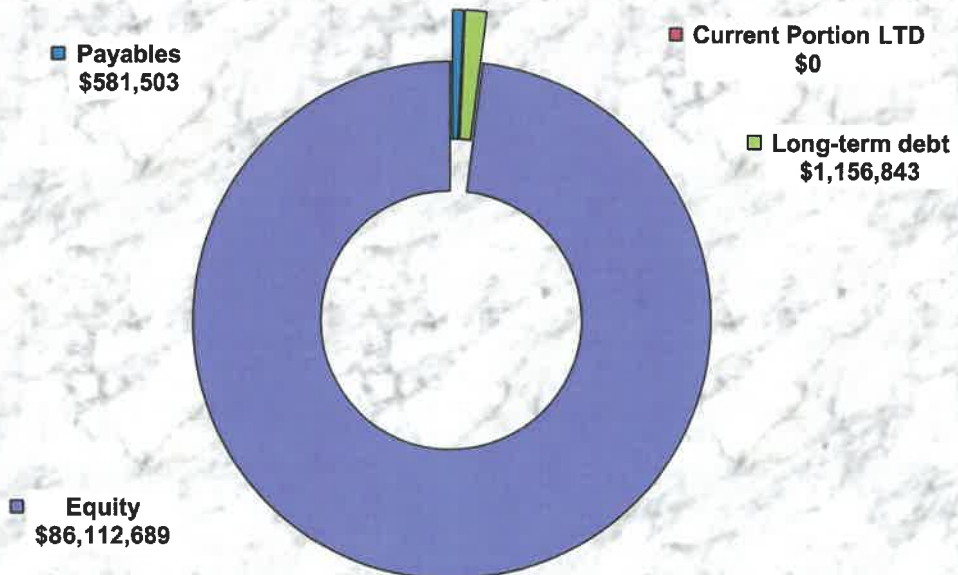
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, January 2020 - current month, Consolidated by
account, Department 10

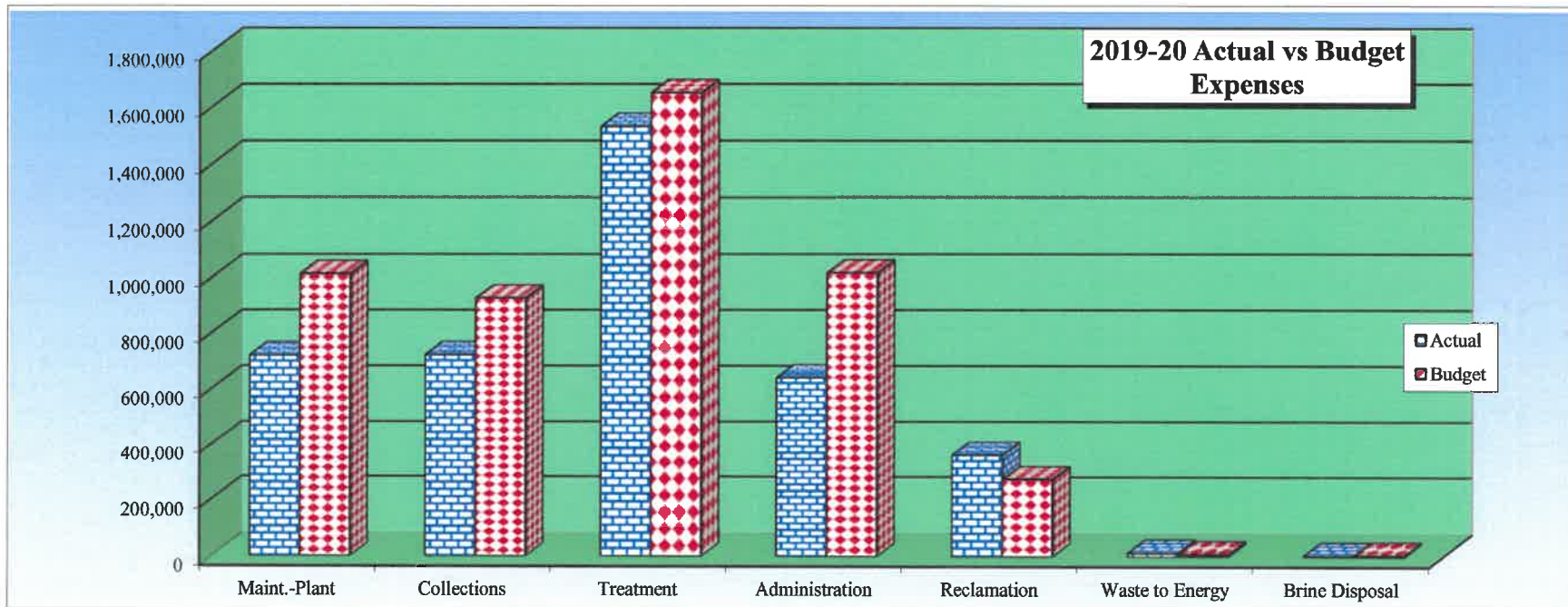
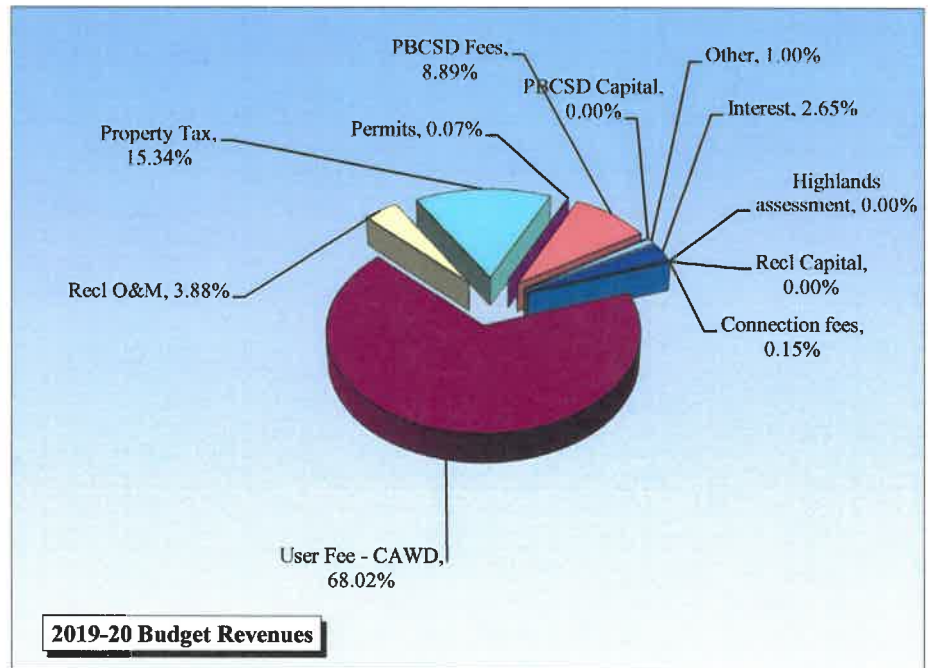
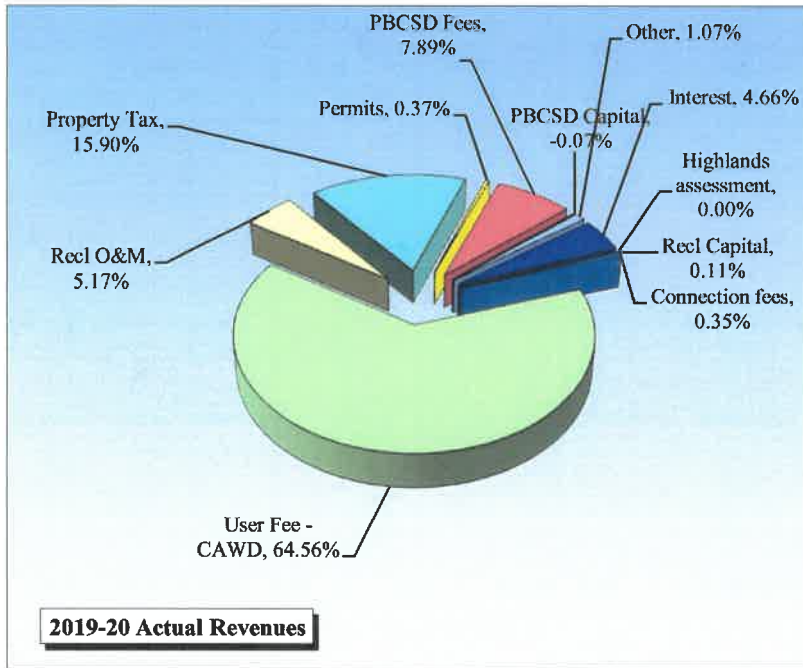
	<i>7 Months Ended January 31, 2020</i>	<i>7 Months Ended January 31, 2020 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	60,148.30	70,000.00	(9,851.70)	-14.1 %
TOTAL Income	<u>60,148.30</u>	<u>70,000.00</u>	<u>(9,851.70)</u>	-14.1 %
*****	<u>60,148.30</u>	<u>70,000.00</u>	<u>(9,851.70)</u>	-14.1 %
***** OPERATING INCOME	<u>60,148.30</u>	<u>70,000.00</u>	<u>(9,851.70)</u>	-14.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,293.36	764.19	(529.17)	-69.2 %
Payroll taxes	99.31	58.31	(41.00)	-70.3 %
TOTAL Salaries and Payroll Taxes	<u>1,392.67</u>	<u>822.50</u>	<u>(570.17)</u>	-69.3 %
Operating Supplies				
Operating Supplies	57.31	1,458.31	1,401.00	96.1 %
TOTAL Operating Supplies	<u>57.31</u>	<u>1,458.31</u>	<u>1,401.00</u>	96.1 %
Contract Services				
Contract Services	1,540.00	1,166.69	(373.31)	-32.0 %
TOTAL Contract Services	<u>1,540.00</u>	<u>1,166.69</u>	<u>(373.31)</u>	-32.0 %
Repairs and Maintenance				
Repairs and Maintenance	298.29	1,166.69	868.40	74.4 %
TOTAL Repairs and Maintenance	<u>298.29</u>	<u>1,166.69</u>	<u>868.40</u>	74.4 %
TOTAL Operating Expenses	<u>3,288.27</u>	<u>4,614.19</u>	<u>1,325.92</u>	28.7 %
***** OPERATING INCOME (LOSS)	<u>56,860.03</u>	<u>65,385.81</u>	<u>(8,525.78)</u>	-13.0 %
***** NET INCOME (LOSS)	<u>56,860.03</u>	<u>65,385.81</u>	<u>(8,525.78)</u>	-13.0 %
***** NET INCOME (LOSS)	<u>56,860.03</u>	<u>65,385.81</u>	<u>(8,525.78)</u>	-13.0 %

Assets - January 31, 2020

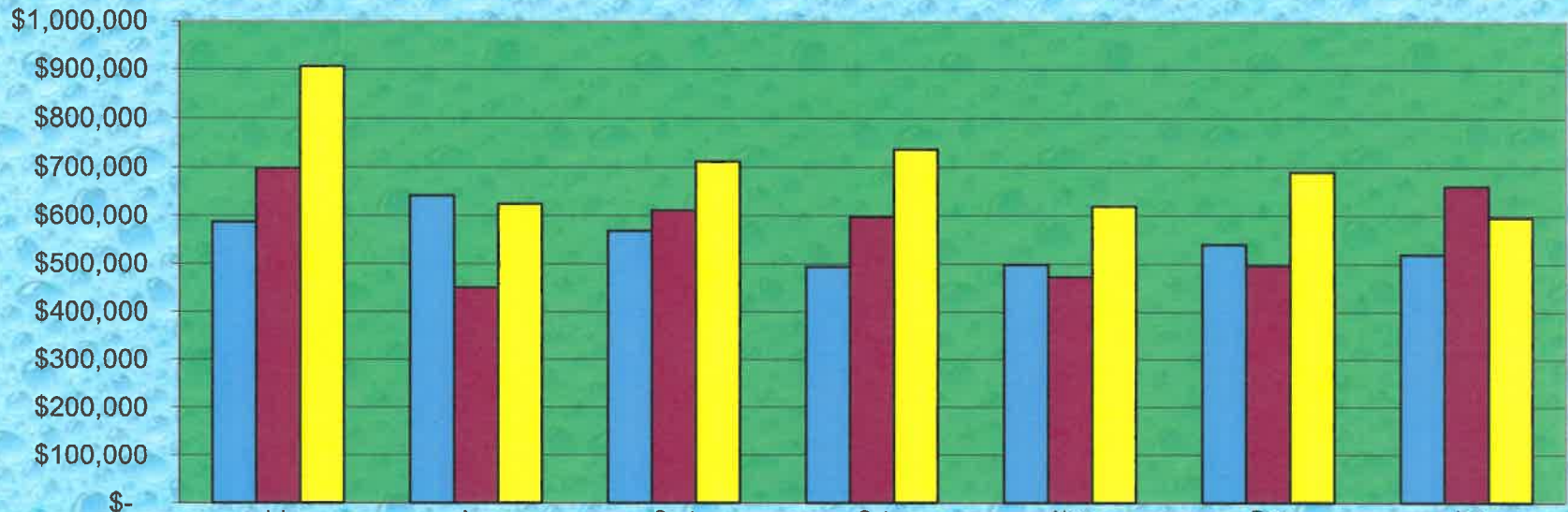


Liabilities - January 31, 2020





Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec	Jan
■ FY 18-19	\$586,862	\$641,989	\$568,037	\$493,915	\$498,778	\$540,670	\$520,343
■ FY 19-20	\$697,777	\$450,055	\$610,701	\$596,377	\$472,541	\$496,491	\$660,547
■ CY Budget	\$905,914	\$624,813	\$711,326	\$736,730	\$619,435	\$689,630	\$595,922

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CAPITAL PURCHASES</u>						
<u>Admin</u>						
		0	0	0	0	NA
		0	0	0	0	NA
<u>Collections</u>						
New Vac-Con Truck		0	433,909	433,909	410,000	105.83%
Monte Verde & 2nd sewer pipe-budgeted in O&M		0	100,659	100,659	75,000	134.21%
Highlands pump-unbudgeted		0	19,530	19,530	0	NA
<u>Treatment</u>						
Paving at the Plant-unbudgeted		0	12,457	12,457	0	NA
Digester/Boiler building controller-unbudgeted		0	10,759	10,759	0	NA
Ammonia Distillation Unit-Lab (RECL 50%)		17,345	17,345	17,345	17,800	97.44%
RECL share		(8,673)	(8,673)	(8,673)	(8,900)	97.45%
PBCSD share (1/3 of cost)		(2,891)	(10,629)	(10,629)	(2,967)	NA
		5,781	575,357	575,357	490,933	NA

Total Capital Purchases 19-20

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Collections</u>						
Design and construction plans for Calle La Cruz force main	197,558	0	536	198,094	0	NA
Construction of new Gravity Sewer Line-Carmel Meadows	152,880	0	0	152,880	160,000	NA
Hatton Canyon Trail	233,858	0	15,164	249,022	0	NA
Pump Stations-SCADA	65,943	11,528	224,800	290,742	450,000	49.96%
Hatton Canyon Access Road-unbudgeted	0	202,582	247,815	247,815	0	NA
Upper Rancho Canada Pipe Relocation	0	687	25,343	25,343	200,000	12.67%
Rio Road CIPP Lining Project	0	0	7,399	7,399	1,340,000	0.55%
<u>Treatment</u>						
#1 Water System Pipeline Corrosion	0	0	4,370	4,370	30,000	14.57%
RECL share		0	0	0	0	NA
PBCSD share (1/3 of cost)		0	(1,457)	(1,457)	(10,000)	14.57%
<i>Total CIP Projects 19-20</i>	650,239	214,796	523,969	1,174,208	2,170,000	24.15%

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

	BEG BAL	JAN	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Perimeter Fencing	3,000	0	0	3,000	150,000	NA
Outfall Crossing rehabilitation	289,274	0	2,144	291,418	0	NA
Microturbine/Gas Conditioning System	1,410	0	10,953	12,363	510,000	2.15%
Secondary Clarifier #1 Rehab	139,430	0	141,786	281,216	127,190	111.48%
Microturbine	0	2,641	2,641	2,641	510,000	0.52%
Mainsaver Inventory Module (RECL 33%)	77,241	3,737	3,737	80,978	0	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	630,923	0	163,968	794,891	750,000	21.86%
SCADA Programming	123,635	(2,328)	1,080	124,715	60,000	1.80%
Digester No. 1 & No. 2 Cleaning	0	0	306,245	306,245	257,250	119.05%
WWTP Perimeter Tree Planting	0	0	2,897	2,897	60,000	4.83%
Standby Power Reliability Project	0	0	1,000	1,000	730,000	0.14%
Critical Process Flood Adaptations (RECL 15%)	0	0	21,788	21,788	50,000	43.58%
RECL share		(1,246)	(11,073)	(11,073)	(30,000)	36.91%
PBCSD share (1/3 of cost)		(935)	(215,722)	(215,722)	(1,058,147)	20.39%
<i>Total Long Term CIP Projects 19-20</i>	1,264,913	1,869	431,443	1,696,356	2,116,293	20.39%
Total Capital (net of RECL and PBCSD)	1,915,152	222,447	1,530,769	3,445,921	4,777,226	32.04%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

General and Administrative		Insurance unbudgeted.
Office Expense	-401.00%	Computers and equipment underbudgeted.
Utilities	-70.70%	Timing difference-telephone fixed cost. Small dollar amounts.
Permits and Fees		Mo. Bay Air Resource District permit unbudgeted.

Collections

Salaries and Payroll Taxes	-7.90%	Underbudgeted.
Operating Supplies	-82.20%	Timing difference-general supplies; paints and fluids underbudgeted.
Travel and Meetings	-25.60%	Timing difference-training and meetings.
Memberships and Subscriptions	-25.50%	Timing difference-employee certifications. Small dollar amounts.
Other Expense	-33.70%	Timing difference-legal notices. Small dollar amounts.

Treatment

Contract Services	-17.70%	Coastal Commission consulting unbudgeted.
Safety		Unbudgeted.

Administration

Truck and Auto Expenses	-122.60%	Insurance underbudgeted.
Office Expense	-83.30%	Copy machine budgeted in capital. Cost less than \$10,000.
Repairs and Maintenance	-248.90%	Parking lot asphalt underbudgeted.
Memberships and Subscriptions	-8.90%	Underbudgeted.
Safety	-42.90%	Policies and procedures unbudgeted.

Waste to Energy

Salaries and Payroll Taxes	-3654.10%	Underbudgeted.
Operating Supplies	-459.40%	General supplies unbudgeted.

Brine Disposal

Salaries and Payroll Taxes	-69.30%	Timing difference. Small dollar amounts.
Contract Services	-32.00%	Electrical service unbudgeted.

District Obligations:

1) 2004 Highlands Project Bond Proceeds \$3,057,165 -- Balance \$930,000

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

Resolution #	Description	Budgeted	Amendment	Spent To Date
2019-36	WWTP Phase II Design	\$ 750,000	\$ 39,170	\$ 163,968
2019-44	Secondary Clarifier #1 Rehab	\$ 127,190	\$ 19,945	\$ 141,786
2019-48	Digester No. 1 Dewatering and Cleaning	\$ 125,000	\$ 132,250	\$ 306,245
2019-55	Monte Verde & 2nd Avenue Sewer Line Project	\$ 75,000	\$ 9,557	\$ 100,659
2019-62	Digester No. 1 Dewatering and Cleaning	\$ 257,250	\$ 60,000	\$ 306,245
	Total To Date	<u>\$ 1,334,440</u>	<u>\$ 260,922</u>	<u>\$ 1,018,903</u>
	 Contingencies	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ -</u>

STAFF REPORT

TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: February 27, 2020
 SUBJECT: Monthly Report – January



RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in January	25
Total Fees	\$4,130.00

Maintenance

Attached is a map of the locations cleaned in past three months. There were no Closed-Circuit Television (CCTV) sewer line inspections performed during the month of January.

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
January	71,941 ft.	17.49%	6 – 12 inches
December	45,172 ft.	10.99%	6 - 27 inches
November	35,332 ft.	8.59%	6 – 27 inches

Construction activities

- N/A

Staff Development

- CAWD and PBCSD held a joint training class on wastewater pumps. This training offered classroom time on understanding how pumps works and hands on rebuilding of pumps.

General comments

- N/A

Service calls responded to by crew

Date	Time	Callout	Resolution
1/7/20	1:44 PM	Damaged sewer line	Called by local water company for a report of a damaged sewer line. Staff found a private lateral was damaged during a water main repair. Staff assisted in the repair of the lateral.
1/13/20	8:38 AM	Odor Complaint	Called by homeowner for a sewer odor from their home. Staff found that the home was on an ejector pump that was not used often. Staff suggested to run water to cycle the pump and to call a plumber if the odor persisted.
1/14/20	11:00 AM	Lateral overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.

Date	Time	Callout	Resolution
1/21/20	12:09 AM	Pump Fail	Called to Highlands for a pump fail. Staff took the pump out of rotation and repairs were completed in the morning.
1/21/20	10:10 AM	Lateral overflow	Called by the homeowner for a lateral overflowing. Staff found no problems in District sewer main lines. Staff informed homeowner to call a plumber of their choice.
1/23/20	1:29 PM	Grease Trap overflow	Called by the City for assistance in cleaning of the storm drain due to an overflow of grease. The issue was resolved.

USA Location Requests – 129

Plumbing permit inspections – 25

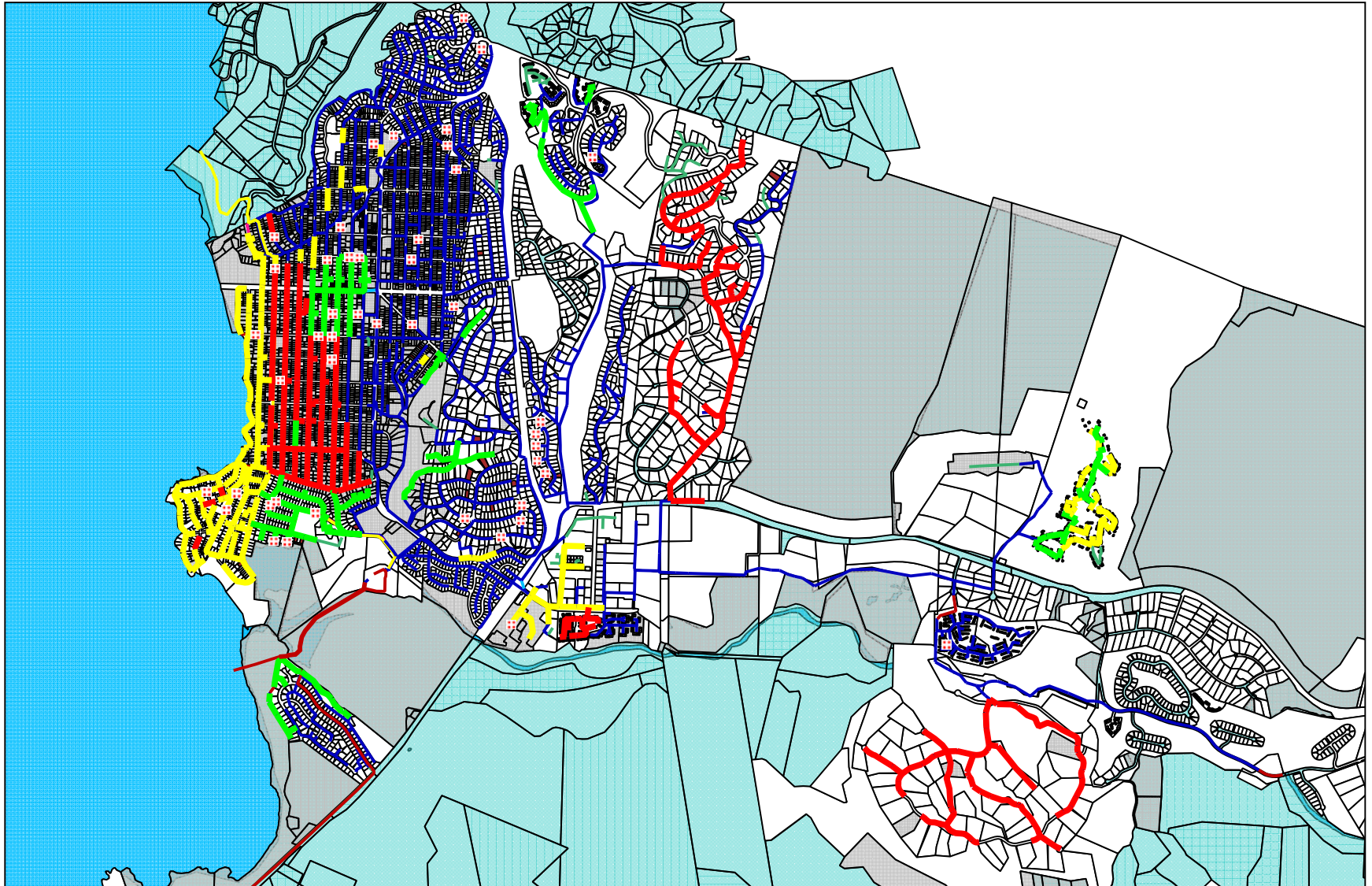
Private Sewer Lateral Compliance Certificates Issued – 23

FUNDING

N/A

January (Red) 71,941 feet
December (Yellow) 45,172 feet
November (Green) 35,332 feet

Monthly Cleaning Map



RedZone
ROBOTICS

2/11/2020



STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and
Regulatory Compliance Administrator

Date: February 27, 2020

Subject: Monthly Safety Report - January 2020



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Safety & Training

- Jan 8- Tailgate training. Jason Veile, Operator II, presented on common hazards at wastewater treatment plants and reminded attendees that just because we encounter these hazards everyday does not mean they can be ignored.
- Jan 15- Tailgate training. Mark Dias, Safety and Compliance Administrator (S/C Admin Dias), showed a professional portable-ladder safety video. He also reviewed the duty (weight) ratings of the 36 portable ladders in service. These are inspected monthly.
- Jan 22- Tailgate training. Andrew Millington, Collections Worker, gave a tailgate talk on hearing protection. He emphasized the locations where hearing protection was stored and to keep hearing protection handy so it could be used whenever needed.
- Jan 29- Tailgate and new equipment training. S/C Admin Dias covered three topics. First was the roll-out of updated Personal Protective Equipment for electrical arc-flash hazards. This would be placed in the main switch room. Next was the issuance of respirator masks to each employee. While shared masks are available in multiple locations, individually assigned masks will make the masks more readily available for each employee. Lastly, new forearm lifting straps were

purchased and should be used to improve ergonomic safety when lifting heavy or bulky items. Two videos were shown on proper strapping/lifting techniques.

- Jan 21-22 - Emergency Operations Training. S/C Admin Dias attended two days of training in Salinas at the Monterey County Emergency Operations Center (EOC). The free training was titled "Situational Awareness and Common Operating Procedures." The essence of the training was how to accurately and consistently gather and transmit "actionable" information to the EOC and first responders. This is especially important in the early stages of an emergency. By anticipating what information the EOC staff will need, S/C Admin Dias can develop more realistic protocols for the various emergency scenarios at the plant.

Ongoing Safety Improvements

During January, 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 in January included:

New Standard Operating Procedure (SOP) for siloxane scrubber maintenance

- Background. Digester gas from the plant's anaerobic digester is burned in two onsite microturbines to produce both electricity and high temperature exhaust. The exhaust is used to heat the sludge in the digester. However, before it can be burned in the microturbines it must be compressed to over 60 pounds-per-square-inch. The compressed gas must also be "scrubbed" to remove siloxanes which will otherwise form silica deposits in the microturbines. To scrub the compressed gas, it is forced through carbon media in an outdoor, 350-gallon, steel scrubber vessel. When the media becomes saturated it must be replaced. This occurs every 1 to 2 years depending on gas usage.
- Safety Issues. Digester gas is approximately 70% methane, 29% carbon dioxide and roughly 1% of trace amounts of other gases. This makes it highly flammable. Also, this gas is not scented with mercaptan like natural gas from PG&E; so there is no warning odor if there is a leak or if a valve is opened. Next, the gas is compressed and the vessel is fairly large. So it contains a significant amount of gas in the internal space above the media. Further, because there is essentially 0% oxygen in the gas, a large release in a small area could displace all the oxygen and workers could lose consciousness. Lastly, replacing the media in the scrubber is an infrequent task and involves several steps. This increases the odds that a specific step may be overlooked.

- SOP: An SOP was developed which lists all the safety steps needed to replace the media. Key points in the process include: pre-assigning operators for the job; having the operators review the SOP with plant employees; performing Lock-Out-Tag-Out procedures in a specific order; clearing the area of ignition sources and unnecessary personnel; conducting continuous air monitoring; and, specifying conditions when the “all clear” can be given. This will be a mandated procedure whenever the media needs to be replaced.

Tours and Outreach

No tours were conducted in January. Two large tours from the Tularcitos School in Carmel Valley were requested for February.

Injuries; first aid responses; worker compensation claims

There were no Worker Comp incidents in January. There was one First Aid incident where a lab worker received a small cut to a finger when removing cracked glassware from the washer. The finger was cleaned, bandaged and the worker returned to work without further complications. The first matrix of the reporting year is below.

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

FUNDING

N/A- Informational item only

Wastewater Treatment Facility Operations Report

Report for: January 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	26.920	0.869	0.751	1.054	62.300	26.92	82.58
PBCSD Flow	16.290	0.525	0.419	0.794	37.700	16.29	49.97
Total Plant Flow	43.210	1.394	1.170	1.848	100.00	43.21	132.55
Tertiary Flow	25.854	1.175	0.391	1.657	59.833	25.85	79.31
Ocean Discharge	19.373	0.625	0.112	1.915	44.835	19.37	59.43
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2020)	25.85MG (79.31acre-ft.)
Total Lifetime Reclamation Production (94-20)	8.26 BG (25.35 B acre-ft.)
12 Month Rolling Total Reclamation Production	312.31 MG (958.47 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Jan '20 kWh	Price per kWh	Jan'20	Dec'19	Nov'19	Oct'19
Secondary	122,278.00	\$ 0.110	\$ 13,462.38	\$ 20,135.92	\$ 21,644.01	\$ 27,377.55
Blowers	46,150.72	\$ 0.144	\$ 6,656.77	\$ 5,882.03	\$ 8,312.62	\$ 9,780.08
CAWD Total	168,428.72		\$ 20,119.15	\$ 26,017.95	\$ 29,956.63	\$ 37,157.63
Tertiary	92,592.00	\$ 0.119	\$ 10,844.00	\$ 13,984.80	\$ 11,727.35	\$ 16,769.05
MF/RO (3)	48,679.00	\$ 0.117	\$ 6,569.94	\$ 20,713.96	\$ 21,638.69	\$ 24,051.04
Reclaim Total	141,271.00		\$ 17,413.94	\$ 34,698.76	\$ 33,366.04	\$ 40,820.09
Adjusted Monthly Totals	CAWD Total		\$ 12,378.59	Reclamation Total		\$ 25,154.50

kW-h Per Acre Foot

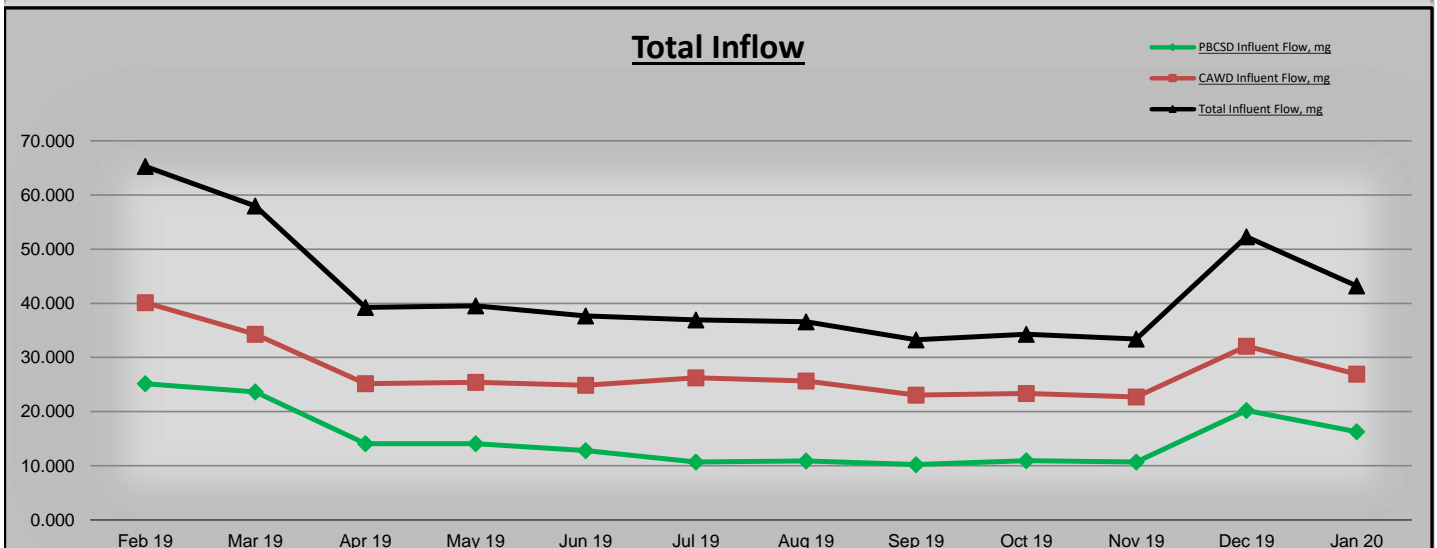
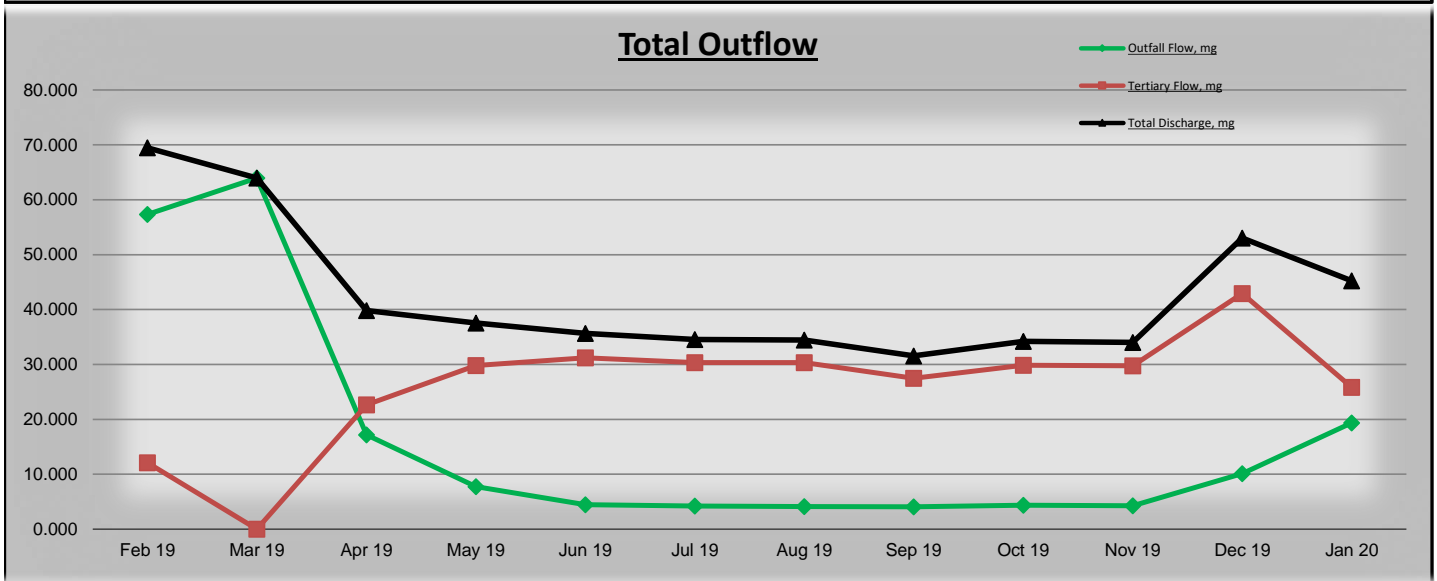
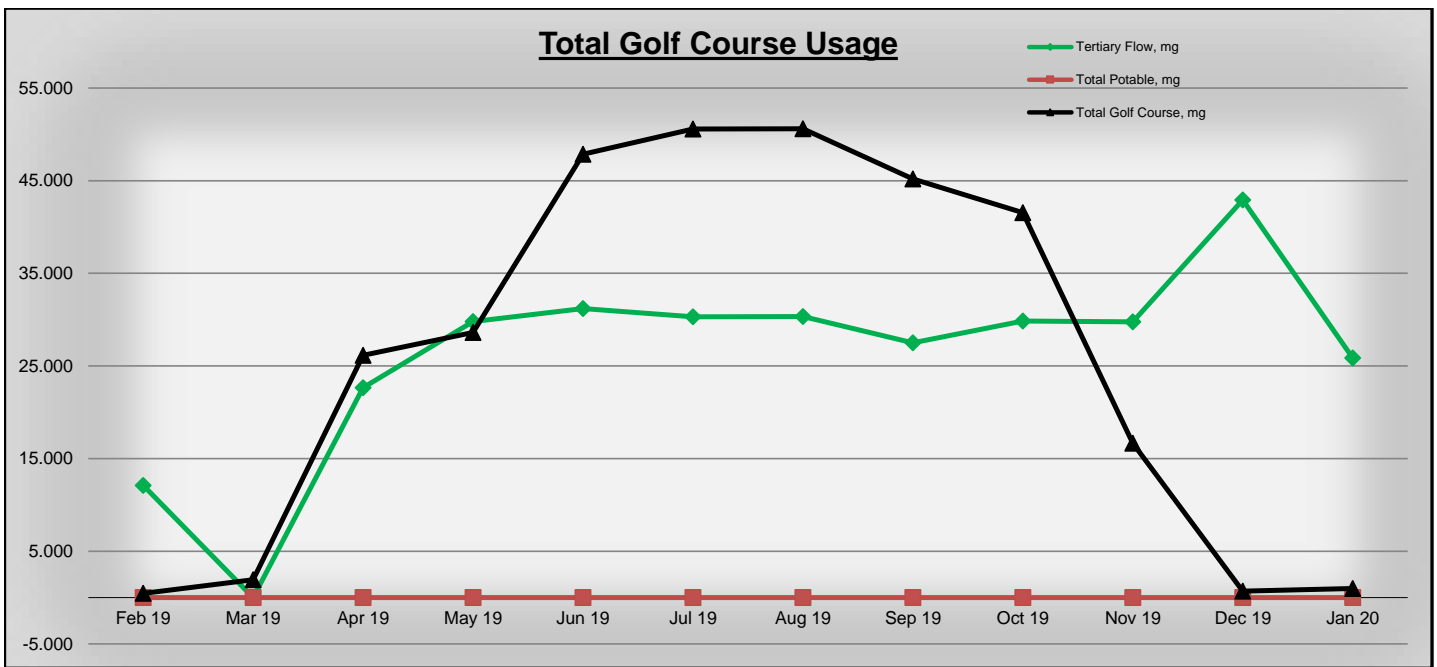
	2019				2020			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1174.96	1568.27	1725.97	1553.08	N/A	N/A	N/A	N/A
Reclamation	2344.93	2255.78	2283.22	1924.16	N/A	N/A	N/A	N/A

MICROTURBINE SUMMARY

Month	Jan '20 kWh	Dec '19	Nov '19	Oct '19	Accumulated Totals
Production,kWh (2)	0	0	6,865	6,086	758,331.00

COMMENTS

- (1) Cost adjustment for Reclamation percentage for Secondary power costs and CAWD's percentage for Tertiary's power costs due to the Lab's power usage
- (2) No power production due to the Micro-Turbine chiller malfunction
- (3) Due to PG&E's billing cycle only 16 days of operation for the MF/RO facility



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: December 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	32.078	1.034	0.766	1.783	61.359	330.18	1012.82
PBCSD Flow	20.201	0.652	0.406	1.223	38.641	176.04	540.01
Total Plant Flow	52.279	1.686	1.172	3.006	100.00	506.22	1552.83
Tertiary Flow	42.924	1.350	0.961	1.629	82.106	320.92	984.41
Ocean Discharge	10.128	0.327	0.098	1.625	19.373	188.04	576.81
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	320.92MG (984.90acre-ft.)
Total Lifetime Reclamation Production (94-19)	8.23 BG (25.27 B acre-ft.)
12 Month Rolling Total Reclamation Production	320.92 MG (984.89 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Dec '19 kWh	Price per kWh	Dec'19	Nov'19	Oct'19	Sept'19
Secondary	132,236.00	\$ 0.152	\$ 20,135.92	\$ 21,644.01	\$ 27,377.55	\$ 26,506.56
Blowers	54,889.36	\$ 0.107	\$ 5,882.03	\$ 8,312.62	\$ 9,780.08	\$ 10,725.36
CAWD Total	187,125.36		\$ 26,017.95	\$ 29,956.63	\$ 37,157.63	\$ 37,231.92
Tertiary	95,294.52	\$ 0.139	\$ 13,984.80	\$ 11,727.35	\$ 32,874.59	\$ 16,105.51
MF/RO	126,011.00	\$ 0.147	\$ 20,713.96	\$ 21,638.69	\$ 24,051.04	\$ 38,146.33
Reclaim Total	221,305.52		\$ 34,698.76	\$ 33,366.04	\$ 56,925.63	\$ 54,251.84
Adjusted Monthly Totals	CAWD Total		\$ 18,783.35	Reclamation Total		\$ 41,933.36

kW-h Per Acre Foot

	2018				2019			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	1725.97	1553.08
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	2283.22	1924.16

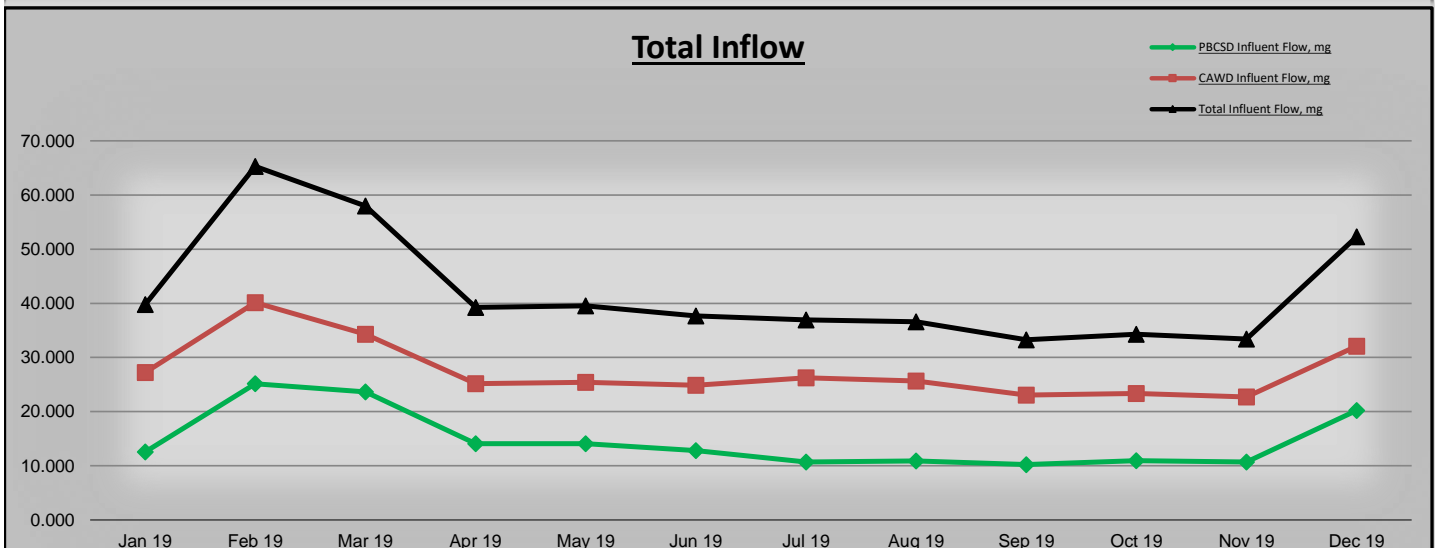
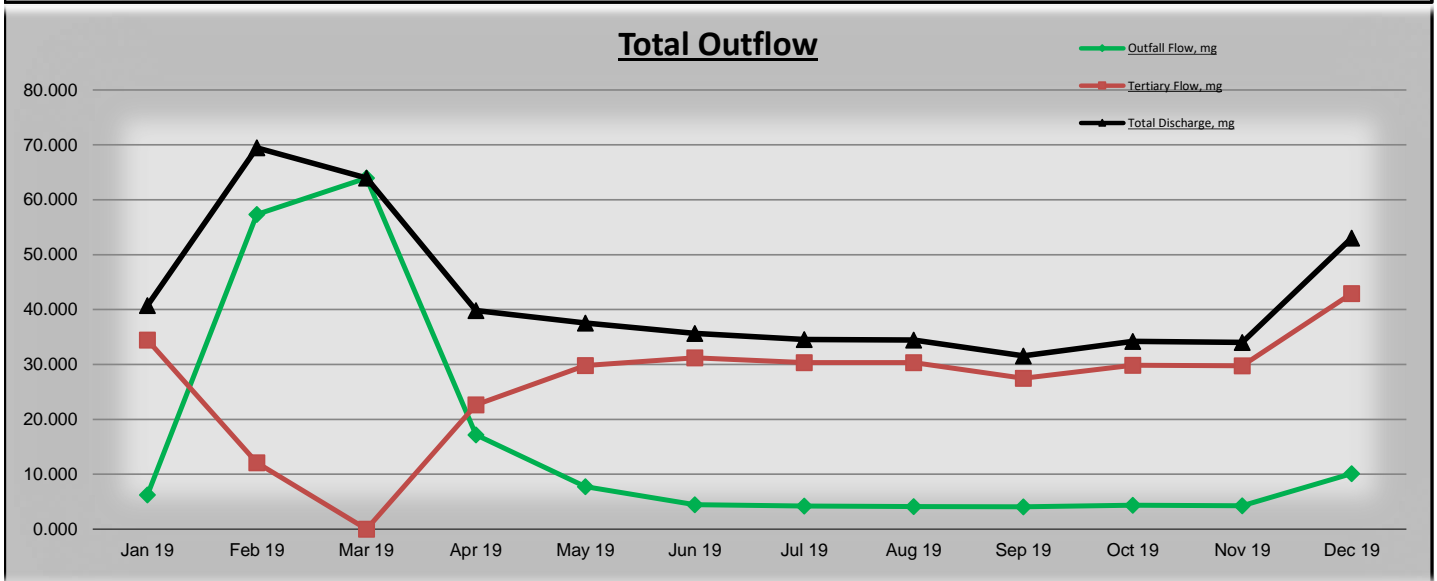
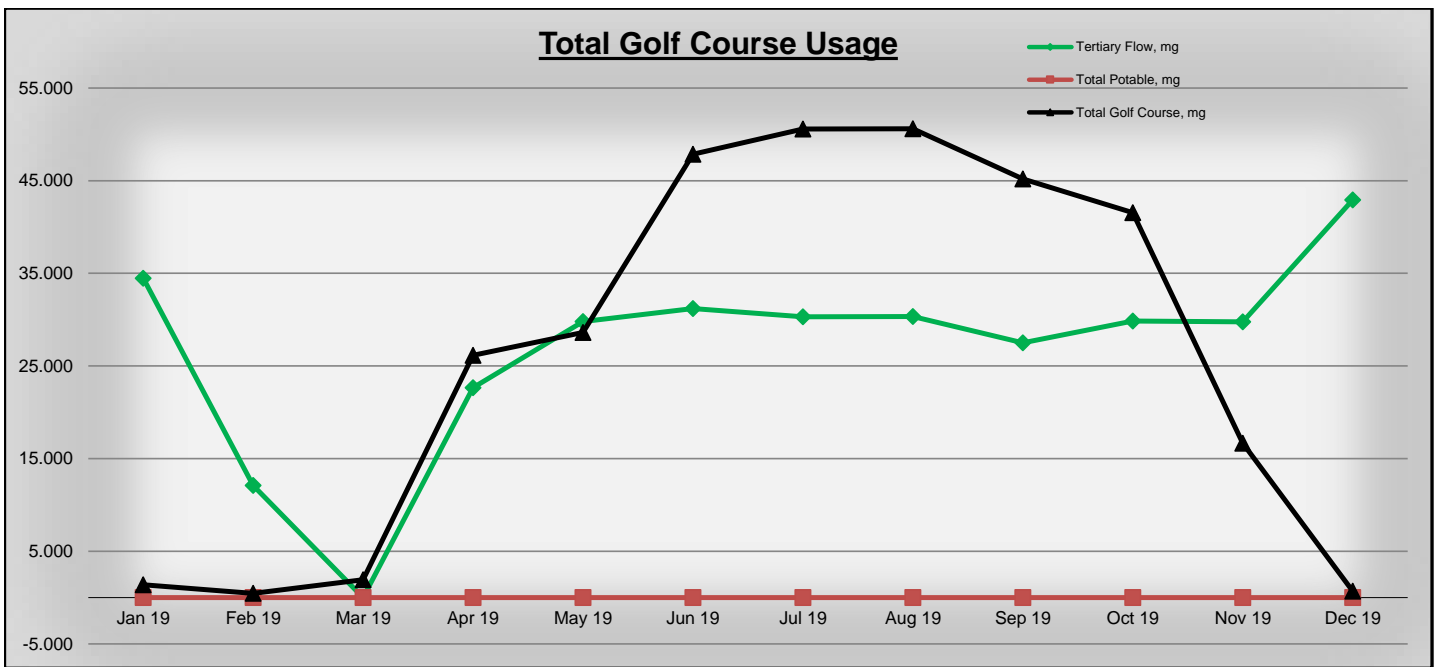
MICROTURBINE SUMMARY

Month	Dec '19 kWh	Nov '19	Oct '19	Sept'19	Accumulated Totals
Production,kWh (2)	0	6,865	6,086	11,083	758,331.00

COMMENTS

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

(2) No power production due to the Micro-Turbine chiller malfunction



Wastewater Treatment Facility Operations Report

	HYDRAULIC LOADINGS					2019 YEAR-TO-DATE	
Report for: November 2019	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.711	0.757	0.695	1.038	67.991	298.10	914.42
PBCSD Flow	10.692	0.356	0.294	0.491	32.009	155.84	478.04
Total Plant Flow	33.403	1.113	0.989	1.529	100.00	453.94	1392.46
Tertiary Flow	29.753	0.992	0.817	1.289	89.073	277.99	852.74
Ocean Discharge	4.242	0.141	0.119	0.196	12.699	177.91	545.74
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2019)	277.99MG (853.16acre-ft.)
Total Lifetime Reclamation Production (94-19)	8.19 BG (25.14 B acre-ft.)
12 Month Rolling Total Reclamation Production	308.11 MG (945.59 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Nov '19 kWh	Price per kWh	Nov'19	Oct'19	Sept'19	Aug'19
Secondary	144,774.00	\$ 0.150	\$ 21,644.01	\$ 27,377.55	\$ 26,506.56	\$ 27,224.60
Blowers	55,899.28	\$ 0.149	\$ 8,312.62	\$ 9,780.08	\$ 10,725.36	\$ 12,091.11
CAWD Total	200,673.28		\$ 29,956.63	\$ 37,157.63	\$ 37,231.92	\$ 39,315.71
Tertiary	70,807.48	\$ 0.149	\$ 11,727.35	\$ 32,874.59	\$ 16,105.51	\$ 19,963.18
MF/RO	128,471.00	\$ 0.166	\$ 21,638.69	\$ 24,051.04	\$ 38,146.33	\$ 40,675.90
Reclaim Total	199,278.48		\$ 33,366.04	\$ 56,925.63	\$ 54,251.84	\$ 60,639.08
Adjusted Monthly Totals	CAWD Total		\$ 15,590.04	Reclamation Total		\$ 47,732.63

kW-h Per Acre Foot

	2018				2019			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	1770.27	1692.20	1678.08	1883.03	1174.96	1568.27	1725.97	N/A
Reclamation	1780.18	2260.45	2164.89	2254.65	2344.93	2255.78	2283.22	N/A

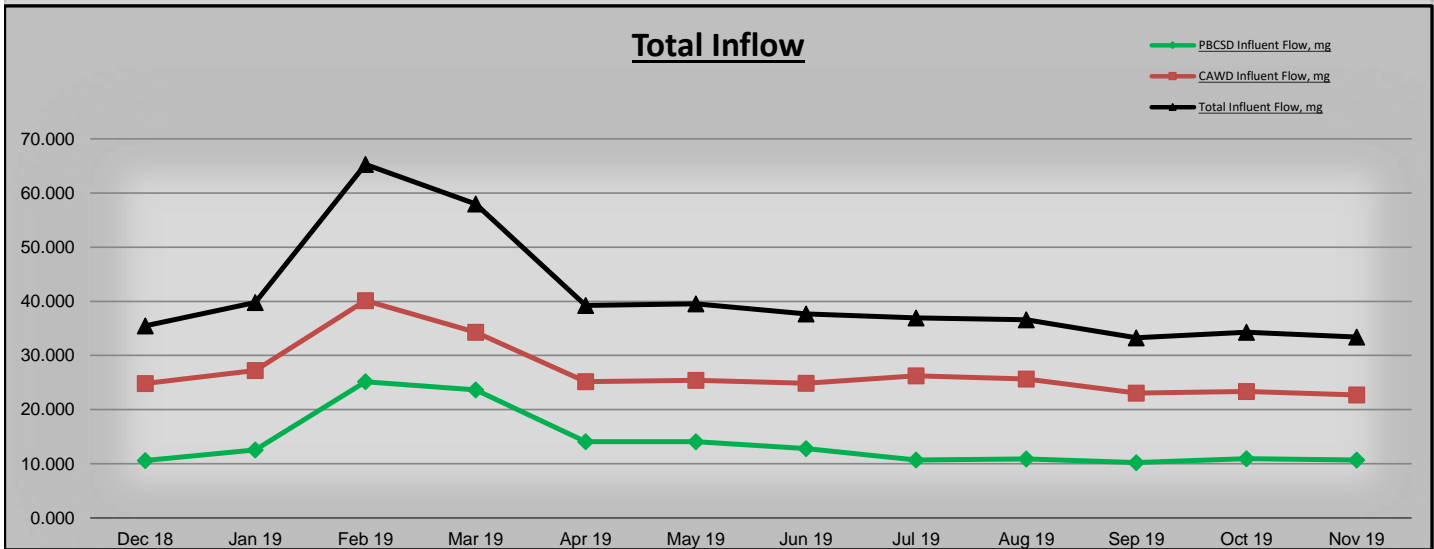
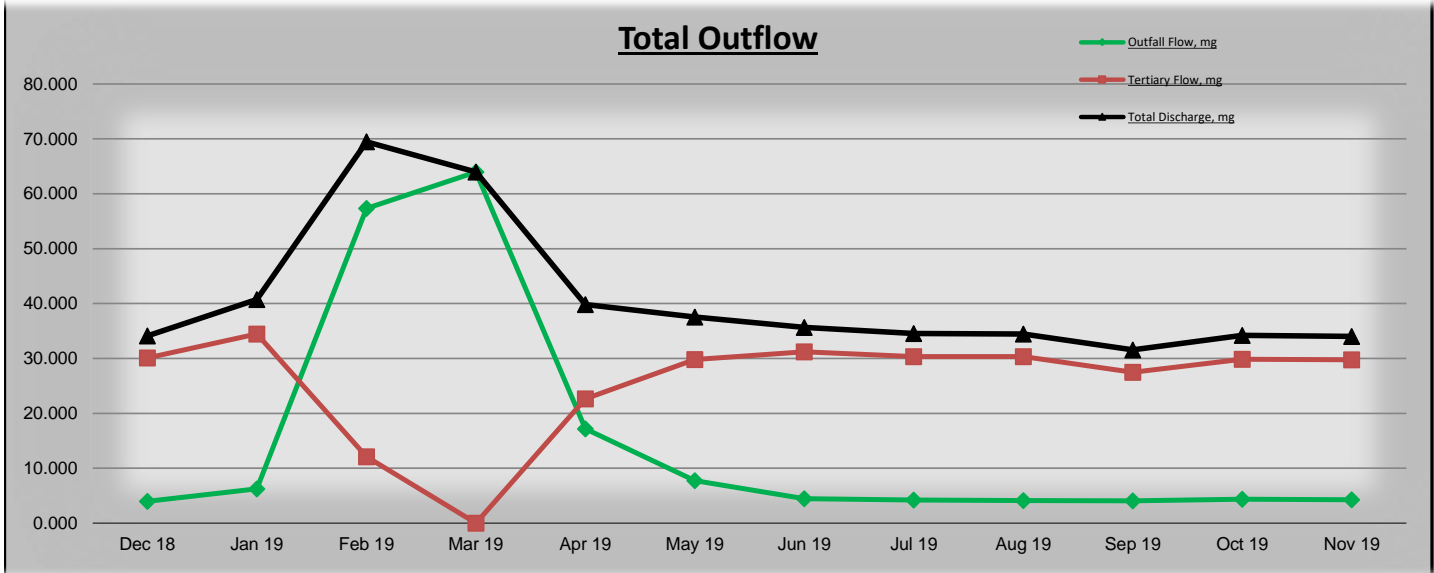
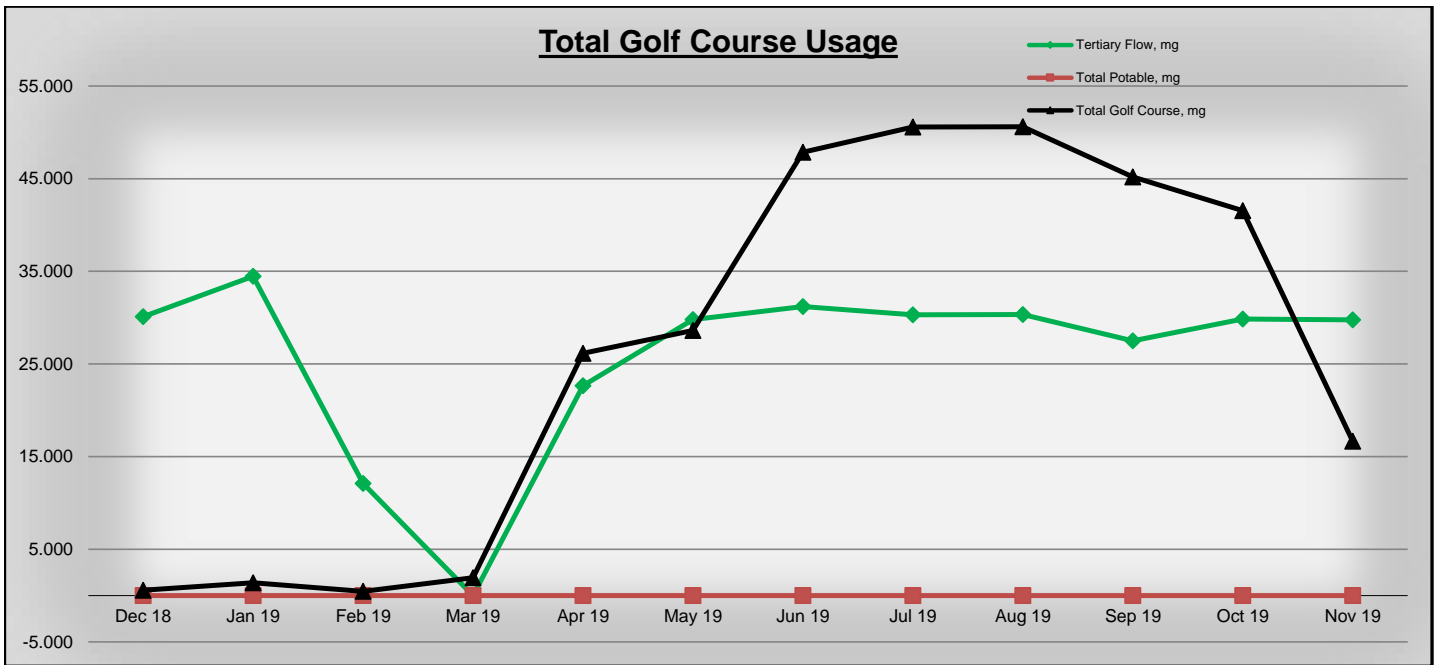
MICROTURBINE SUMMARY

Month	Nov '19 kWh	Oct '19	Sept'19	Aug'19	Accumulated Totals
Production,kWh (2)	6,865	6,086	11,083	8,792	758,331.00

COMMENTS

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

(2) Reduced power production due to the Micro-Turbine off line for modification of exhaust piping



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: February 27, 2019

Subject: Monthly Report – January 2020

RECOMMENDATION

Receive Report-Informational only; No action required

DISCUSSION

LABORATORY REPORT

- The CAWD Laboratory received the results for the January 2020 Final Effluent Quarterly report. The McCampbell Analytical Inc. (MAI) had a detection of the analyte, o,p- DDD (ortho, para-Dichlorodiphenyldichloroethane) at 0.08 ppb (parts per billion) for the result. CAWD's Final Effluent National Pollutant Discharge Elimination (NPDES) discharge permit allows 0.02 ppb which was a violation. A second Final Effluent sample was collected and sent to Fruit Growers Laboratory Inc., (FGL) for DDD analysis the result was ND (non-detection). A third sample was collected per the Plant Superintendent directive. Split samples were sent out to the MAI and FGL and the results for both laboratories were ND (non-detection). Laboratory Supervisor De Ocampo will be getting quotes from the FGL Laboratory to use their services.
- The Foss Kjeltec Distiller was delivered on Jan. 7, 2020 and lab staff will begin setting up the distiller unit to put into operation for ammonia analysis.

ENVIRONMENTAL COMPLIANCE REPORT

- Mr. De Ocampo has submitted a draft letter to Plant Superintendent Waggoner and District Engineer Lather to review the Environmental Protection Agency (EPA) Dental Amalgam Separator Rule and will begin to mail letters to dental offices in the District's service area.

- CAWD Compliance staff has been working with Highlands Inn, Director of Engineering, Terry Riffle on conducting dye testing on the plumbing lines going to the grease interceptor. It was found that some plumbing lines were not connected to the grease interceptor and are being fixed.
- Ms. Mui attended the California Water Environment Association (CWEA) P3S 2020 conference in Long Beach from Jan. 27-29, 2020. Ms. Mui attended presentations on Perfluoroalkyl and Polyfluoroalkyl substances (PFAS), Microbrewery waste streams, Presentation on Fats Oil and Grease (FOG) Los Angeles Sanitation, and Test Preparation for Environmental Compliance Exam.

Restaurant Inspection Table

Restaurant	Compliant	Reason for Non-Compliance	Comments
Carmel Belle	Yes		
Village Corner	Yes		
Grasing's	Yes		
The Noodle Palace	Yes		
Anton & Michel	Yes		
Vesuvio	Yes		
The TreeHouse Café	Yes		
Il Grillo	Yes		
La Balena	Yes		
Highlands Inn		Remodel Pre-Inspection	Dye Test performed

Grocery Store/Delicatessen Inspection Table

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
None			

Restaurant Compliance Table

% Compliance	Maintenance	Mechanical
Nov 2019	100%	100%
Dec 2019	100%	100%
Jan 2020	100%	100%

FUNDING

N/A-Informational item only

Project Number	Task Name	Manager	Start	Finish	Cost	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
	Projects Implementation Plan Schedule											
	Treatment Plant Projects											
18-01	Mech/Elec Rehab and Sludge Holding Tank Replacement Project	Treanor	Mon 4/30/18	Thu 6/30/22	\$9,780,000.00	In Final Design Phase	Mech/Elec Rehab and Sludge Holding Tank Replacement Project					
18-02	Ops Building Historian and Reporting	Foley	Mon 4/2/18	Tue 6/30/20	\$77,245.00	Final Testing Phase	Building Historian and Reporting					
18-09	Secondary Clarifier No. 1 Rehab	Waggoner	Thu 7/5/18	Tue 3/31/20	\$250,000.00	Construction Complete and Punchlist Items in Progress	Secondary Clarifier No. 1 Rehab					
18-05	PLC/SCADA Programming (PARTIAL RECLAMATION)	Foley	Mon 10/8/18	Tue 7/13/21	\$300,000.00	In Progress	PLC/SCADA Programming (PARTIAL RECLAMATION)					
18-08	Standby Power Reliability Project	Foley	Mon 10/8/18	Fri 10/23/20	\$730,000.00	In Design Phase	Standby Power Reliability Project					
18-07	Digester No. 1 & Old No. 2 Purging and Cleaning	Waggoner	Fri 3/15/19	Tue 6/30/20	\$317,250.00	Digester No. 1 Complete / Ops to Clean Remainder of Old Digester No. 2	Digester No. 1 & Old No. 2 Purging and Cleaning					
18-11	Microturbine Integration Project	Treanor/Foley	Tue 6/4/19	Thu 4/30/20	\$510,000.00	Pre-Design / Installing New Controls for 65 kW	Microturbine Integration Project					
19-01	Onsite Flood Mitigations (PARTIAL RECLAMATION)	Treanor	Mon 7/1/19	Mon 6/29/20	\$100,000.00	Implementation	Onsite Flood Mitigations (PARTIAL RECLAMATION)					
19-10	1 Water Corrosion Control	Waggoner	Mon 7/1/19	Fri 6/12/20	\$30,000.00	Pilot Testing Ionization System at Chlorine Building	1 Water Corrosion Control					
18-28	Perimeter Tree Plan and Implementation	Treanor	Mon 7/1/19	Tue 6/30/26	\$120,000.00	In Study Phase	Perimeter Tree Plan and Implementation					
19-19	Aeration Basin Improvements 19/20	Waggoner	Mon 3/2/20	Tue 6/30/20	\$140,000.00	In 10% Vendors Research Phase	Aeration Basin Improvements 19/20					
	Cathodic Protection Testing	Treanor	Mon 2/3/20	Fri 1/29/21	\$30,000.00	Inactive	Cathodic Protection Testing					
	Cart Charging and Parking	Foley	Mon 2/3/20	Fri 8/13/21	\$50,000.00	Inactive	Cart Charging and Parking					
19-21	Carmel River FREE Mitigation	Treanor	Wed 7/1/20	Wed 11/30/22	\$0.00	Developing Agreement with County & Funding Coordination	Carmel River FREE Mitigation					
	Plant Paving, Vault Lids, Drainage	Treanor	Wed 7/1/20	Tue 3/29/22	\$50,000.00	Inactive	Plant Paving, Vault Lids, Drainage					
	Chlorine Contact Pipe Gallery Repairs	Treanor	Fri 1/1/21	Mon 3/29/21	\$44,000.00	Inactive	Chlorine Contact Pipe Gallery Repairs					
	Treatment Plant Studies & O&M Manuals	Treanor	Fri 6/28/19	Wed 7/24/24	\$270,000.00		Treatment Plant Studies & O&M Manuals					
19-14	BioWin Modeling	Treanor	Fri 6/28/19	Tue 3/31/20	\$50,000.00	Final Report and Workshop in March 2020	BioWin Modeling					
	Coastal Hazards Monitoring Plan	Treanor	Fri 5/1/20	Fri 4/30/21	\$35,000.00	Inactive	Coastal Hazards Monitoring Plan					
	Long Term SLR Planning	Treanor	Mon 5/3/21	Mon 5/2/22	\$35,000.00	Inactive	Long Term SLR Planning					
	Online O&M Manual	Treanor	Wed 9/1/21	Wed 7/24/24	\$150,000.00	Inactive	Online O&M Manual					
	Reclamation Projects						Reclamation Projects					
18-24	Reclamation Sand Filter Integration Project	Waggoner	Wed 5/9/18	Tue 3/31/20	\$100,000.00	Troubleshooting Sand Filter Startup	Sand Filter Integration Project					
18-26	RO Pretreatment Acid Tanks and Containment	Treanor	Fri 6/8/18	Tue 4/13/21	\$415,000.00	On Hold / Permitting	RO Pretreatment Acid Tanks and Containment					
19-16	Tertiary MF/RO Standby Power	Foley	Mon 7/1/19	Fri 10/30/20	\$350,000.00	Cost Benefit Analysis	Tertiary MF/RO Standby Power					
19-15	MF Feed Pipe Replacement	Treanor	Mon 11/4/19	Fri 4/3/20	\$30,000.00	Corrective Replacement Complete, Additional Work in Queue	MF Feed Pipe Replacement					
	Reclamation Line Cathodic Protection Testing	Treanor	Wed 7/1/20	Tue 12/1/20	\$25,000.00	Inactive	Reclamation Line Cathodic Protection Testing					

Project Number	Task Name	Manager	Start	Finish	Cost	Status	2019		2020		2021	
							H1	H2	H1	H2	H1	H2
	Painting Project	Treanor	Wed 7/1/20	Tue 12/1/20	\$75,000.00	Inactive			Painting Project			
	Reclamation Studies	Treanor	Mon 7/1/19	Tue 6/1/21	\$75,000.00				Reclamation Studies			
	Trussell MF/RO Performance Review	Treanor	Mon 7/1/19	Tue 3/31/20	\$40,000.00	In Study Phase	Trussell MF/RO Performance Review					
	Reclamation 15-Year Asset Management Assessment	Treanor	Wed 7/1/20	Tue 6/1/21	\$35,000.00	Inactive			Reclamation 15-Year Asset Management Assessment			
	Collections Projects								Collections Projects			
19-02	Pretreatment Ordinance	Lather	Fri 11/15/19	Fri 5/29/20	\$0.00	In Preperation			Pretreatment Ordinance			
18-16	Highlands H2S Control	Lauer	Mon 4/16/18	Thu 4/30/20	\$0.00	Testing	Highlands H2S Control					
18-17	Hatton Canyon Pipe Bursting	Lather	Wed 5/23/18	Thu 10/15/20	\$1,450,000.00	Re-Bid in February 2020 / Grant Has Been Approved	Hatton Canyon Pipe Bursting					
18-18	Pump Station PLC/SCADA Replacement	Foley/Lather	Wed 7/18/18	Tue 9/29/20	\$510,000.00	Construction In-Progress	Pump Station PLC/SCADA Replacement					
19-03	Carmel Meadows Gravity Sewer Improvements	Lather	Fri 3/15/19	Wed 6/30/21	\$1,294,000.00	Preliminary Design	Carmel Meadows Gravity Sewer Improvements					
19-07	Rio Road CIPP Lining Project	Lather	Mon 7/1/19	Fri 8/28/20	\$1,340,000.00	Bidding	Rio Road CIPP Lining Project					
18-29	September Ranch Water and Sewer	Lather	Fri 3/1/19	Fri 7/30/21	\$0.00	Study/On Hold	September Ranch Water and Sewer					
19-13	Upper Rancho Canada Upsize Line	Lather	Mon 7/1/19	Fri 2/2/24	\$1,500,000.00	Design			Upper Rancho Canada U			
18-27	Highlands FM ARVs	Lauer	Wed 7/1/20	Wed 10/14/20	\$60,000.00	Inactive			Highlands FM ARVs			
	Highlands FM Flushing	Lauer	Wed 7/1/20	Mon 11/30/20	\$75,000.00	Inactive			Highlands FM Flushing			
	Rancho Canada New Development Line	Lather	Wed 11/6/19	Tue 6/11/24	\$1,500,000.00	Inactive			Rancho Canada			
	Assessment Districts/Annexations	Lather	Tue 7/3/18	Wed 6/30/21	\$50,000.00		Assessment Districts/Annexations					
19-09	2019 Mass Annexation	Lather	Fri 3/15/19	Tue 6/30/20	\$50,000.00	CEQA	2019 Mass Annexation					
18-21	Corona Road Assessment District	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	Circulating Petition	Corona Road Assessment District					
19-05	Riley Ranch Annexation/Connection	Lather	Thu 8/2/18	Tue 6/30/20	\$0.00	On Hold	Riley Ranch Annexation/Connection					
19-08	Carmel Valley Manor Sewer	Lather	Tue 7/3/18	Wed 6/30/21	\$0.00	In Design By Owner	Carmel Valley Manor Sewer					
	Collections Studies / Reports	Lauer/Lather	Mon 2/3/20	Fri 7/17/20	\$75,000.00		Collections Studies / Reports					
	Monte Verde and Bay/Scenic FM Assessment	Lauer/Lather	Mon 2/3/20	Fri 7/17/20	\$75,000.00	Inactive	Monte Verde and Bay/Scenic FM Assessment					



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

Project Name: WWTP - Elec/Mech Rehab & Sludge Holding Tank Replacement Project
Project Location: Wastewater Treatment Plant
Project Manager: Treanor
Project Number: 18-01
Status: In Final Design Phase
Project Description: The WWTP Rehabilitation Phase II Project is a multi-area project at the WWTP aimed at mitigating risk of failure in the Influent Pump Station, Headworks, 3W/Chlorine Analyzer Building, Effluent Building and Sludge Storage Tank. Most of the work involves replacing aged electrical and mechanical equipment in existing buildings.
Department: Treatment
Budget Status: Budget: \$9,780,000
 Actual to Date: \$794,891
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 Development Permit
Challenges: Electrical Cutover Coordination
Schedule:

- Design to be completed in 2019
- Construction anticipated for 2020 through 2021

Consultants: Kennedy/Jenks Consultants (Design Engineer)
Contractor: TBD



Photo: Existing Server Hardware that will be replaced in Project

Project Name: Ops Building Historian and Reporting
Project Location: Wastewater Treatment Plant
Project Manager: Foley
Project Number: 18-02
Status: Final Testing Phase
Project Description: The report writer and historian system provide historical data for compliance and process reports. The existing system is connected to the legacy Supervisory Control and Data Acquisition (SCADA) system. This project will update the reporting hardware and software and integrate the system with the updated SCADA system. The update was necessary since the legacy system it was based on no longer supported Windows 7 platform.
Department: Treatment
Budget Status: Budget: \$77,245
 Actual to Date: \$60,463
Reclamation Share: Estimated at 50%.
Schedule:

- Design to be completed in 2019
- Report and Historian configuration to be completed by June 2020.

Consultants: WorkSmart Automation
Contractor: N/A

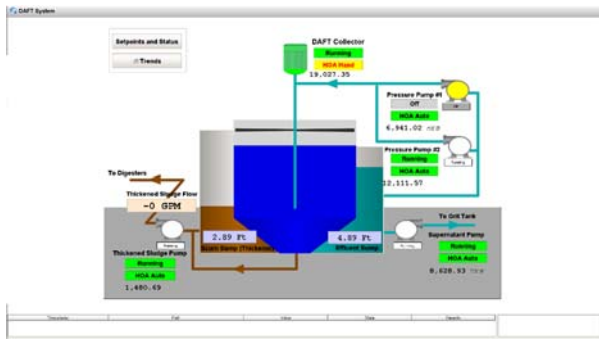


Photo: DAFT SCADA Overview

Project Name: Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project

Project Location: Wastewater Treatment Plant

Project Manager: Foley

Project Number: 18-05

Status: In progress

Project Description During the Phase 1 project a new SCADA software package from Inductive Automation was installed in parallel with the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms and reporting remain accurate and reliable.

Department: Treatment

Budget Status: Budget: \$300,000
Actual to Date: \$274,079

Reclamation Share: Partial Reclamation

Schedule:

- Existing SCADA to be migrated in 2020
- SCADA screens will be revised for equipment that is replaced during Mechanical and Electrical Rehabilitation Project

Consultants: Informative Controls

Contractor: N/A



Photo: Old Digester No. 2

Project Name: Digester No. 1 & Old Digester No. 2 Purging and Cleaning

Project Location: Wastewater Treatment Plant

Project Manager: Waggoner

Project Number: 18-07

Status: Digester No. 1 Complete / Ops to Clean
Remainder of Old Digester No. 2

Project Description Digester No. 1 cleaning is completed. Old Digester No. 2 is planned to be demolished. Old Digester No. 2 will be drained by staff as it will not have debris buildup because it was a Secondary Digester (Treating supernatant from Digester No. 1).

Department: Treatment

Budget Status: Budget: \$317,250
Final: \$306,245

Reclamation Share: N/A

Other Entities: N/A

Permits Required: N/A

Challenges: Unknown quantity of debris in Digester No. 1

Schedule:

- Digester 1 complete
- Digester 2 to be cleaned by Ops in Spring 2020

Contractor: Synagro WWT



Photo: Example Trailer Standby Generator

Project Name: Standby Power Reliability Project

Project Location: Wastewater Treatment Plant

Project Manager: Foley

Project Number: 18-08

Status: In Design Phase

Project Description This project involves purchasing a trailer mounted 750kW generator to serve as a full capacity backup 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 is not capable of powering the entire WWTP if the 750kW were to fail during a power outage).

Department: Treatment

Budget Status: Budget: \$730,000
Actual to Date: \$1,000

Reclamation Share: N/A

Other Entities: N/A

Permits Required: Air Board Permit

Challenges: N/A

Schedule:

- Design to be completed in 2019
- Construction anticipated for 2020

Consultants: Beecher Engineering

Contractor: TBD



Photo: Secondary Clarifier after new coating was applied.

Project Name: Secondary Clarifier No. 1 Coating Rehabilitation

Project Location: Wastewater Treatment Plant

Project Manager: Foley

Project Number: 18-09

Status: Construction Complete and Punchlist items in progress

Project Description This project will replace the secondary clarifier No. 1 mechanical equipment and bridge with new unit components. The metal components will be abrasive blasted and then coated. As part of the replacement updated controls will allow improved process control of the skimming arm speed. The new coating will prevent deterioration of the concrete.

Department: Treatment

Budget Status: Budget: \$250,000
Actual to Date: \$281,216

Reclamation Share: 0%

Schedule:

- Construction complete in summer of 2019
- Asset will be placed back in service in fall of 2019

Consultants: None

Contractor: ERS Industrial, Rebuild-It



Photo: Existing Gas Conditioning System

Project Name: Microturbine Integration Project
Project Location: Wastewater Treatment Plant
Project Manager: Treanor/Foley
Project Number: 18-11
Status: Pre-Design / Installing New Controls for 65 kW Turbine

Project Description: Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having continual mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system isn't sufficient to treat the gas after the larger 65 kW turbine is placed in service.

Department: Treatment
Budget Status: Budget: \$510,000
 Actual to Date: \$12,363

Reclamation Share: N/A
Other Entities: N/A
Permits Required: Air Board Permit, Coastal Commission Immaterial Amendment
Challenges: N/A

Schedule:

- Pre-Design to be completed in 2019/2020
- Final Design to be completed in 2020/2021-Construction anticipated for 2021

Consultants: Engine System Integrated
Contractor: TBD



Photo: View H2S damage to Calle La Cruz wet well

Project Name: H2S Control at Calle La Cruz Pump Station
Project Location: Collection System
Project Manager: Lauer
Project Number: 18-16
Status: Testing
Project Description: H2S gasses are causing damage to the wet well and are a health hazard. H2S readings of 700ppm have been observed. Staff have tried several different products and found CN-9 (Calcium Nitrate) to work. Working on dosage.

Department: Collections
Budget Status: Budget: \$0
 Actual to Date: \$0
Permits Required: N/A
Challenges: Getting the right dosage to remove odor. Dealing with source of problem.
Schedule: Ongoing
Contractor: In-house to date



Photo: View of a temporary repair of a manhole in Hatton Canyon

Project Name: Hatton Canyon Pipe Bursting

Project Location: Collection System

Project Manager: Lather

Project Number: 18-17

Status: Plan to start bidding process at 2/27/2020 meeting. A \$1M FEMA/OES Grant Awarded. All permits have been approved.

Project Description: Replace 5,570 linear ft. of 60-year old 8" vitrified clay, bell & spigot pipeline within Hatton Canyon, Experienced over 3 spills in past 20 years due to flooding. Replace with 10" butt welded HDPE pipe that will be watertight & anchored into upgraded manholes. This is designed to eliminate future spills.

Department: Collection

Budget Status: Budget: \$1,450,000
Actual to Date: \$249,022

Other Entities: State Parks; Fish & Wildlife, Army Corps, FEMA, CalOES

Permits Required: State Parks Easement, Army Corps, U.S. Fish & Wildlife, State Fish & Wildlife, and Monterey County Encroachment Permit.

Challenges: The project is located within a State Parks easement along the west bank of Hatton Creek. Existing access road is surrounded by riparian habitat.

Schedule: Work required to be completed between June – October. Plan to construct project in 2020.



Photo: Pump station Control Panel- PLC and Operator Interface will be upgraded at Pump stations.

Project Name: Pump Station PLC/SCADA Replacement

Project Location: Collections Pump Stations

Project Manager: Foley

Project Number: 18-18

Status: Construction In-Progress

Project Description: This project will replace the obsolete Programmable Logic Controllers at 7 sewage pump station that are no longer supportable due to lack of parts. The PLC programming will be updated, and the Supervisory Control and Data Acquisition Visualization screens will be updated to the Ignition SCADA software.

Department: Treatment

Budget Status: Budget: \$600,000
Actual to Date: \$290,742

Reclamation Share: 0%

Schedule:

- Construction complete in Fall of 2019

Consultants: Frisch Engineering

Contractor: Technical Systems, Inc

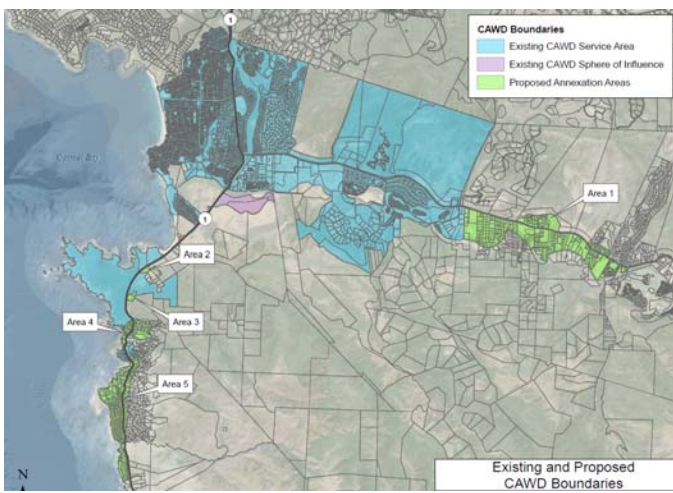


Photo: Areas of Potential Annexation

Project Name: Assessment District/Annexations

Project Location: Collection System

Project Manager: Lather

Project Number: 19-04, -05, -08, -09, 18-21

Status: Finalizing Environmental Documents.

Project Description: The project will provide the opportunity for homes and businesses to get off septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point.

Department: Collections

Budget Status: Budget: \$50,000
Actual to Date: \$14,764

Permits Required: Environmental Review, LAFCO Annexation Approval

Challenges: Getting homeowner groups to form an Assessment District to pay for infrastructure needed to connect to our sewer system.

Schedule: In March 2020, circulate MND and apply for LAFCO Annexation in May 2020.

Consultant: Denise Duffy & Associates



Photo: Existing Coagulation/Flocculation System and Sand Filters

Project Name: Reclamation Sand Filter Rehabilitation

Project Location: Wastewater Treatment Plant Reclamation Project

Project Manager: Ed Waggoner

Project Number: 18-24

Status: Troubleshooting Sand Filter Startup

Project Description: The Coagulation/Flocculation and Sand Filter equipment was bypassed and taken offline in 2008 once the Microfiltration and Reverse Osmosis Project started operation. These systems are being Rehabilitated and returned to service to provide pretreatment and phosphorous removal to allow more flow recovery on the Reverse Osmosis System.

Department: Treatment

Budget Status: Budget: \$60,000
Actual to Date: \$46,146.

Reclamation Share: 100% of project cost.

Other Entities: CAWD/PBCSD Reclamation Project

Permits Required: No Permits required as project is a maintenance project

Challenges: Age of mothballed equipment.

Schedule:

- This project is now on-line with final being projected by May 2020

Consultants: In house (Design Plant Engineer)

Contractor: In house staff



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Name: RO Pretreatment Acid Tanks and Containment
Project Location: Reclamation – MF/RO
Project Manager: Treanor
Project Number: 18-26
Status: On Hold

Project Description Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.

Department: Treatment

Budget Status: Budget: \$290,000
Actual to Date: \$68,506

Reclamation Share: 100%

Other Entities: Reclamation Project

Permits Required: Coastal Development Permit

Challenges: N/A

Schedule:

- On hold for Coastal Commission

Consultants: Trussell Technologies, Inc

Contractor: TBD



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Name: Perimeter Tree Plan and Implementation
Project Location: Wastewater Treatment Plant
Project Manager: Treanor
Project Number: 18-28
Status: In Study Phase

Project Description Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.

Department: Treatment

Budget Status: Budget: \$120,000
Actual to Date: \$2,897

Reclamation Share: N/A

Other Entities: N/A

Permits Required: Currently unknown

Challenges: Time it will take for new trees to grow up that will fully screen treatment plant from view

Schedule:

- Study to occur in 2019

Consultants: Scott Hall Landscape Design

Contractor: TBD

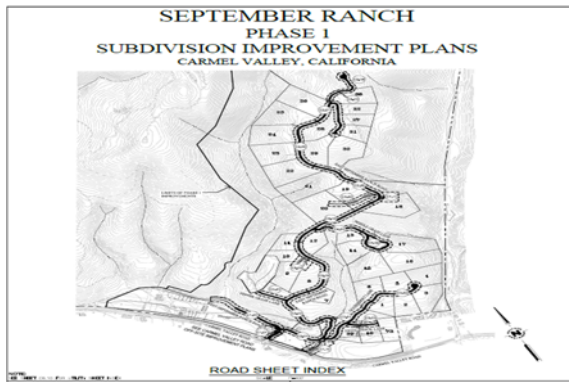


Photo: View new home development

Project Name: September Ranch Subdivision

Project Location: Collection and Water System

Project Manager: Lather

Project Number: 18-29

Status: Study/On Hold

Project Description: New Subdivision with sewer and water services. CAWD is completing review of water system design, operations, and rates in order to decide if it is feasible to accept the water system.

Department: Collection

Budget Status: Budget: Paid by Clear Peak
Bid: \$N/A
Actual to Date: \$35,000

Other Entities:

Consultants: SRT Consultants -completed review on behalf of CAWD
Raftelis – providing rate study

Permits Required: N/A

Challenges: Groundwater treatment and reliability concerns.

Schedule: Phase I is anticipated to start construction in 2020 if CAWD accepts water system



Photo: Old Flood Door in Headworks Basement

Project Name: Critical Process Onsite Flood Adaptations

Project Location: Wastewater Treatment Plant

Project Manager: Treanor

Project Number: 19-01

Status: Implementation

Project Description: There are a few areas of the WWTP that may be vulnerable to inundation during a 100-year river flooding event. Although the actual impact to the process in the event of inundation of these areas may be minor, it would be prudent to mitigate any possible impacts of flooding on the treatment process. The areas that could be further adapted to avoid flooding inundation are: Headworks Basement Flood Door, Influent Access Hatch, Secondary Effluent Diversion Structure Hatches, Chlorine Contact Channel Hatches, Waste Gas Burner Operations.

Department: Treatment

Budget Status: Budget: \$100,000
Actual to Date: \$21,788

Reclamation Share: 15% Reclamation

Other Entities: Reclamation Project

Permits Required: Coastal Development Permit

Challenges: N/A

Schedule:

- Planning in 2019
- Modifications in 2020

Consultants: N/A

Contractor: TBD

**PRE-TREATMENT ORDINANCE
2020-XX**



CARMEL AREA WASTEWATER DISTRICT

Project Name: Update Pretreatment Ordinance

Project Location: Pretreatment/Collections

Project Manager: Lather/De Ocampo/Waggoner

Project Number: 19-02 Pre-Treatment Ordinance

Status: Review of draft provided by Ed Waggoner and Ray DeOcampo initiated

Project Description: Prepare a Pre-Treatment Ordinance that is in compliance with the current standard of practice and the State Water Resources requirements.

Department: Treatment

Budget Status: Budget: \$0.00

Reclamation Share: n/a

Other Entities: n/a

Permits Required: none

Challenges: none

Schedule:

- Complete Draft Ordinance for review in March 2020.
- Board approval of Ordinance in May 2020.

Consultants: none

Contractor: none



Photo: View gravity pipe in Carmel easement

Project Name: Carmel Meadows Pipeline

Project Location: Collection System

Project Manager: Lather

Project Number: 19-03

Status: Preliminary design

Project Description: The project will replace 1300 feet of Ductile Iron Pipe (DIP) on an aerial span and eight manholes by constructing a small pump station at the end of Mariposa Drive. This project is located on an easement parallel to Ribera Road and was originally installed in the early 1960's.

Department: Collections

Budget Status: Budget: \$1,324,000
Actual to Date: \$152,880

Permits Required: Coastal Permit and Environmental Review

Challenges: Redirecting the sewer to the pump station without requiring booster pumps for individual houses.

Schedule: Design FY19/20. Construct FY20/21.

Consultants: SRT Consultants

Contractor: n/a

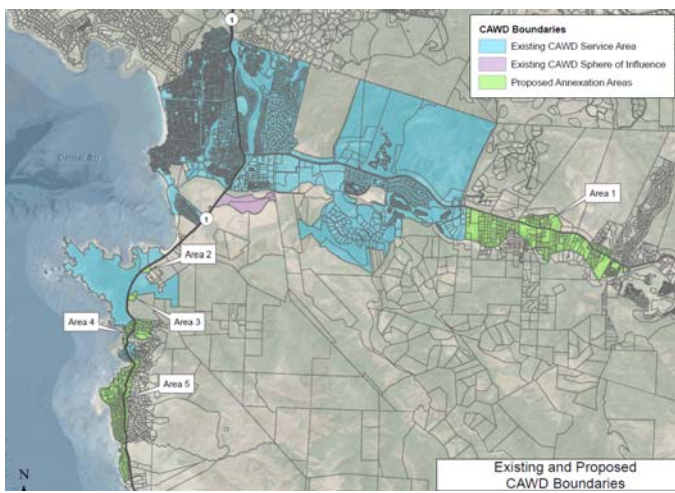


Photo: Areas of Potential Annexation

Project Name: Assessment District/Annexations
Project Location: Collection System
Project Manager: Lather
Project Number: 19-04, -05, -08, -09, 18-21
Status: Developing CEQA Documents
Project Description: The project will provide the opportunity for homes and businesses to get off septic systems and add approximately 350 connections to the District at build-out. Interested areas include Corona Road, Riley Ranch, Carmel Valley Manor and Yankee Point.
Department: Collections
Budget Status: Budget: \$50,000
 Actual to Date: \$14,764
Permits Required: Environmental Review, LAFCO Approval
Challenges: Getting homeowner groups to form an Assessment District to pay for infrastructure needed to connect to our sewer system.
Schedule: In March 2020, circulate MND and apply for LAFCO Annexation in May 2020.
Consultant: Denise Duffy & Associates



Photo: View CIPP Liner being installed

Project Name: Rio Rd CIPP Lining project
Project Location: Collection System
Project Manager: Lather
Project Number: 19-07
Status: Bidding
Project Description: The rehabilitation of 4000 feet of 24 to 27-inch diameter Asbestos Cement Pipe (ACP) trunk line that runs along Rio Road in Carmel. Lining existing pipe with (CIPP) Cured-In-Place Pipe. This pipe is in poor condition and is beyond its useful life. It was identified as a priority for repair in the Asset Management Plan.
Department: Collections
Budget Status: Budget: \$1,340,000
 Actual to Date:\$7,399
Permits Required: N/A
Challenges: Traffic Control.
Schedule: Construct late Spring 2020.
Consultant: Design by Kennedy/Jenks
Contractor: TBD



Photo: New #1 Water System where Corrosion System Project will be Installed

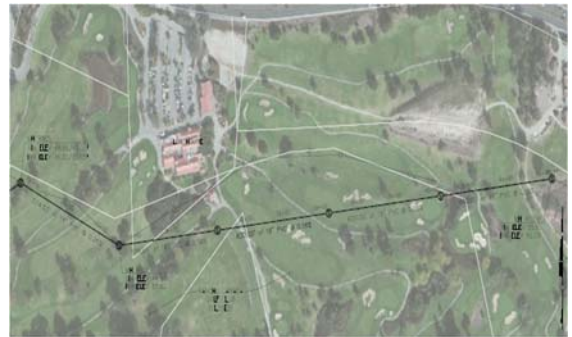


Photo: View of proposed sewer line realignment

Project Name: WWTP – 1 Water Corrosion Control Project

Project Location: Wastewater Treatment Plant

Project Manager: Ed Waggoner

Project Number: 19-10

Status: Pilot Test Ionization System at Chlorine Building

Project Description: The number 1 Potable Water Distribution System was installed in the early 1970's when secondary processes were constructed at CAWD. The main piping is ductile iron pipe with service laterals of copper and galvanize pipes. To prevent rust and pipe damage to the system, technology will be installed to extend the life of the piping system using chemicals or ionization equipment.

Department: Treatment

Budget Status: Budget: \$30,000
Actual to Date: \$4,370

Reclamation Share: Estimated at 1% of project cost.

Other Entities: CAWD/PBCSD Reclamation Project

Permits Required: Coastal Development Permit

Challenges: Using New technologies (Lorex Company)

Schedule:

- On-line and Pilot Test will last for one year, December 2020

Consultants: In house (Design Plant Engineer)

Contractor: In house staff

Project Name: Upper Rancho Canada Sewer line re-alignment and size increase

Project Location: Collection System

Project Manager: Lather

Project Number: 19-13

Status: Design

Project Description: This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Canada. The trunk line varies in size from 12 inch to 8 inch and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues and was identified as a priority in the Asset Management Plan.

Department: Collection

Budget Status: Budget: \$1,500,000
Actual to Date: \$25,343

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.

Consultants: MNS Engineering
Rincon Environmental

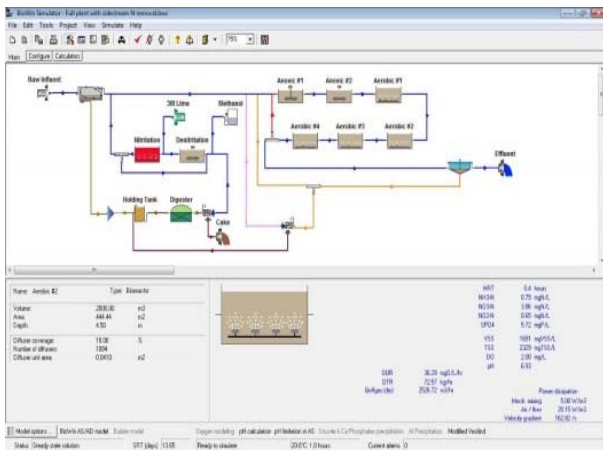


Photo: BioWin Model Screenshot

Project Name: Wastewater Treatment Plant Computer Model – BioWin Modeling

Project Location: Wastewater Treatment Plant

Project Manager: Treanor

Project Number: 19-14

Status: Final Report and Workshop in March 2020

Project Description: Development of a computer model to predict how changes in operations will affect water quality to inform process optimization activities aimed toward the goal of energy and cost savings.

Department: Treatment

Budget Status: Budget: \$50,000
Actual to Date: \$47,000

Reclamation Share: N/A

Other Entities: N/A

Permits Required: N/A

Challenges: N/A

Schedule:

- Study to occur in 2019

Consultants: Greeley and Hansen

Contractor: N/A



Photo: Example Trailer Standby Generator

Project Name: Tertiary MF/RO Standby Power

Project Location: Reclamation – MF/RO

Project Manager: Foley

Project Number: 19-16

Status: Cost Benefit Analysis

Project Description: The Reclamation Project facilities were not designed with standby power to run the facility in the event of a power outage. This project would add the ability to power the reclamation process with generator power. This is necessary due to the probability of increased outages due to fire prevention. Prolonged outages during the summer and fall months would have a significant negative impact on water production.

Department: Treatment

Budget Status: Budget: \$350,000
Actual to Date: \$0

Reclamation Share: 100%

Other Entities: Reclamation Project

Permits Required: N/A

Challenges: N/A

Schedule:

- Preliminary Design in Fall 2019
- Potential Implementation in 2020

Consultants: Beecher Engineering

Contractor: N/A



Photo: Existing air diffuser system

Project Name: WWTP – Aeration Basin Improvements, Basins 4A & 4B Project

Project Location: Wastewater Treatment Plant

Project Manager: Ed Waggoner

Project Number: 19-19

Status: In 10% Vendors Research Phase

Project Description: The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins. Another needed improvement is to prevent short circuiting of flows in the basins. The installation of one curtain baffle in each tank will eliminate the short-circuiting issue.

Department: Treatment

Budget Status: Budget: \$140,000
Actual to Date: \$0.00

Reclamation Share: Estimated at 0% of project cost.

Other Entities: CAWD/PBCSD Reclamation Project

Permits Required: No permits as project is preventative maintenance project

Challenges: Weather conditions and Scheduling

Schedule:

- Design to be completed in Spring 2020
- Construction anticipated for Summer 2020

Consultants: In house (Design Plant Engineer), Environetics for Baffles

Contractor: TBD



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

Project Name: Carmel River FREE Mitigation

Project Location: Carmel River Lagoon

Project Manager: Treanor

Project Number: 19-21

Status: Developing Agreement with County & Funding Coordination

Project Description: The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain which will significantly impact existing wastewater pipelines which cross the lagoon. To fully mitigate impacts from CRFREE the pipelines which are currently crossing over a portion of the lagoon are proposed to be installed underground using Horizontal Directional Drilling construction methods.

Department: Engineering

Budget Status: Budget: \$0 (Funded by County/Grants)
Actual to Date: \$0

Reclamation Share: 0%

Other Entities: Monterey County

Permits Required: Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers

Challenges: Construction near Environmentally Sensitive Habitat and obtaining new Easement from State Parks

Schedule:

- Design and CEQA anticipated completion Summer 2021
- Construction anticipated in Summer 2022

Consultants: Design: Kennedy Jenks and Staheli Trenchless
CEQA: Johnson Marigot

Contractor: Pending

Staff Report



TO: Board of Directors

FROM: Ed Waggoner
Operations Superintendent

SUBJECT: Monthly Report – January 2020

DATE: February 27, 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 Preventive Maintenance Work Orders during the month of January. Staff continues to work on operational efficiency of aeration system.
- (Project # 18-09) Secondary Clarifier #1 Plant staff is continuing the process of leveling weir system in the clarifier. This weir leveling process is scheduled to be completed during the month of February 2020 with the clarifier being brought on-line at the end of the February.
- Submitted Annual Reclamation Report Permit 93-72 to Central Coast Regional

Water Quality Control Board.

- Submitted Annual NPDES (National Pollutant Discharge Elimination System) NPDES Number CA0047996, Order No. R3-2014-0012 to California Integrated Water Quality System which include the following: Annual Report of Operations, Biosolids Annual Report and Ocean Outfall Annual Inspection Report.

Reclamation:

- CAWD Staff continues working with H2O Innovations on the remote communication and monitoring of the Micro Filtration and Reverse Osmosis systems. Currently the communication system is providing data to all user groups with minor adjustments being made to the software to produce real time data and monthly reports.
- CAWD staff performed one Clean-in-place (CIP) on Micro Filtration (MF) cells number #1, #2 and #3 which was routine maintenance.
- (Project # 18-24) Reclamation Sand Filter Integration Project is waiting for second variable frequency drive unit to be installed on second sand filter feed pump.
- PWT (Professional Water Technologies) replaced Reverse Osmosis Membrane Elements during the week of January 6, 2020 for Reverse Osmosis Train C.
- January 22, 2020 staff shut down the Reclamation Project due to the Forest Lake Reservoir being full. Staff has started preventive maintenance work on pumps, motors, and other equipment.

Training:

- Plant in-house training continues with weekly Safety meetings.

Capital Improvement

- Staff continues to communicate with Patrick Treanor (CAWD) on the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement

Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlor/Dechlor Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

Meetings Attended

- Monterey County Water Awareness Committee meeting January 9 at Monterey Peninsula Water Management District Offices, 5 Harris Court, Building G, Monterey.

Discharge Permit Violations

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

FUNDING

N/A-Informational item only

Respectfully Submitted,

Edward Waggoner

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: February 27, 2020
Subject: Monthly Maintenance Report – January 2020

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress

- Staff is replacing existing level control and turbidity analyzers at the Reclamation facility. The original level controllers had failing components and required the system to be offline to replace. The turbidity analyzers were obsolete. The new units have an automated cleaning feature and are easier to calibrate.

Upcoming Maintenance Projects

- Maintenance will be working on the headworks valves and grit auger. A contractor is scheduled to replace twelve 6" valves for the primary pump system. Many of the valves have broken components and are worn due to age. A crane is scheduled to replace the grit auger screw and driveshaft. The driveshaft is worn and could fail if not replaced.
- The replacement microturbine chiller unit shipped and is expected to arrive in March. When it arrives staff will install with the assistance of a contractor. After the new chiller is installed the startup and testing of the new control system will require an estimated 3 weeks. The 65 kilowatts can then be placed online in late April.

- Staff will be monitoring the contractor installing the new Programmable Logic Controller Panels at the pump stations. This will ensure that the cutover will be controlled and there will always be an active alarm system and operating pump.

Staff Development

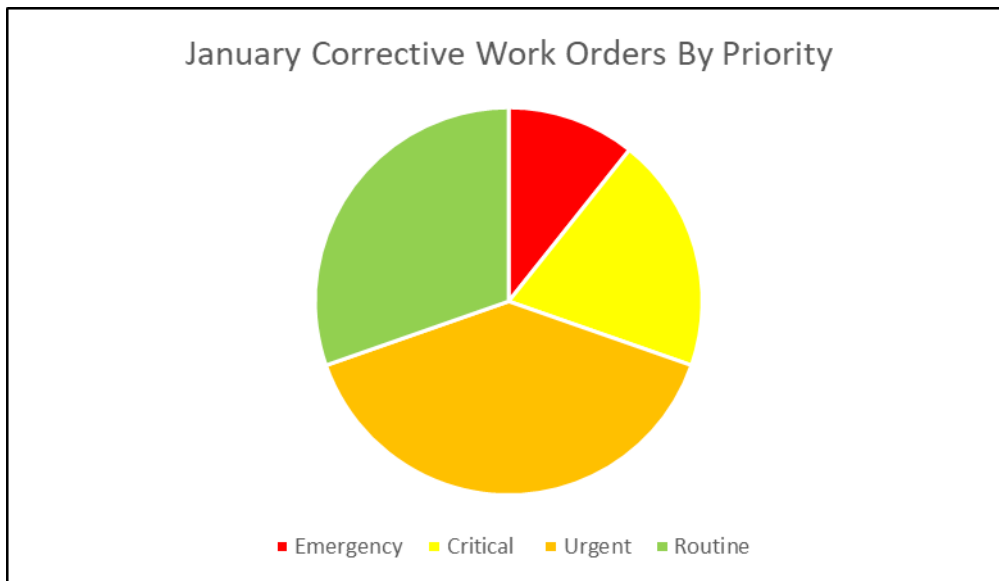
- None at this time.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	184
Total Work Orders Closed/Done	152
Total Work Orders Still Open	32
Percentage of Work Orders Completed	82.61%

Corrective Maintenance



Emergency	6
Critical	11
Urgent	22
Routine	17

FUNDING

N/A- Informational item only

STAFF REPORT



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

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Valley Manor and Corona Road. The environmental review documents are being circulated and are available for your review. If there are minimal comments, we plan to bring the final document to your Board in March for final adoption and approval to submit an application with (Local Agency Formation Commission (LAFCO). Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in the Summer of 2020. CVM has been able to negotiate a suitable location for the pump station at the Quail Lodge Golf Course, which was the biggest hurdle to completing the design for this project. The Corona Road annexation project proponents have not returned our calls or emails, so it seems that their efforts have been stalled.

SRT Consultants (SRT) has completed the due diligence engineering study of September Ranch water system which includes an estimate of probable cost of owning and operating the water system. The cost estimate from SRT is significantly greater than the cost estimate from Whitson Engineers and we met with the owner's representative to discuss the differences. Much of it is the difference between the costs for a public agency with this work to be done in accordance with Department of Industrial Relations (DIR) rules and prevailing wages and a private developer. The engineer for September Ranch, Whitson Engineering, is working on updating the sewer plans, per CAWD's comments.

We have been in contact with the owner of the project directly and they have informed us that Clear Peak Development is no longer representing them. They also informed us that California American Water Company (Cal Am) has not agreed to remove September Ranch from their service area. Until that happens, CAWD cannot provide water for that subdivision.

Graniterock had substantially completed construction of the Hatton Canyon Access Road grading project on November 15, 2019. We re-inspected the site after the significant rainfall in December 2019 and requested that additional grading and placement of rock be completed at the top of the road and bottom. The interface between the new work and the existing conditions at each end of the road project needed to be adjusted. This is a common issue with this type of work, and we were able to negotiate with Graniterock to do the additional work. The additional work was completed on January 3, 2020. After the significant storm on January 16, 2020, staff inspected the road and it held up well.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: February 27, 2020
Subject: General Engineering

RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

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

General Engineering

The Principal Engineer continues to work on projects related to the 2019 Mass Annexation, including Carmel Valley Manor and Corona Road. The circulation of environmental documents has been delayed until after we are able to determine the process for annexations with the Coastal Commission staff. It is now planned to circulate the document in March 2020. If there are minimal comments, we will bring the document to your Board in April for certification and direction to file an application with the Local Agency Formation Commission. Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and plan to construct in the Summer of 2020. We have recently been contacted by the Corona Road annexation project proponents and they are getting signatures and funding for an assessment engineering study. Dan Keig has contacted District staff and is planning to move forward with the Yankee Point engineering study.

We have contacted the owner of the September Ranch project directly and have informed them that our Board has directed staff to stop work on the water treatment reviews until they have resolved the California American (CalAm) concerns regarding relinquishing their rights to serve water to that subdivision.

The lateral replacement program has been successfully implemented and we have been verifying that home sales that are listed in the Carmel Pine Cone have completed their lateral inspections. Ones that have not, have been sent a courtesy letter informing them of the requirement and asked to contact the District. A follow up letter is sent 45 days after the initial letter, reminding the homeowner that we have not heard from them. A pre-enforcement letter was sent after 60-days that followed our Administrative Penalties Ordinance requirements. Of the 48 letters sent to homeowners, three were not in compliance after 60 days. Those three contacted the District immediately upon receiving the 60-day pre-enforcement letter and are complying.

FUNDING

N/A- Informational item only

Resolutions

STAFF REPORT



To: Board of Directors
From: Chris Foley, Maintenance Superintendent
Date: February 27, 2020
Subject: Surplus Asset Disposal Policy

RECOMMENDATION

It is recommended the Board of Directors adopt a resolution approving the Surplus Asset Policy.

DISCUSSION

When District assets are removed or replaced they still may have some value. Currently the District does not have a formal surplus asset disposal policy. Staff recommends implementation of a transparent and consistent formal policy for disposing of these assets.

The goal of the policy is to be transparent and obtain the maximum residual value, while still being efficient with staff time so that more District resources are not spent disposing of the asset than the asset is worth.

Disposal of items under \$5,000 would be the responsibility of the superintendents, as delegated by the General Manager. Items over \$5,000 but under \$35,000 the General Manager would approve the disposal of the asset. Any asset items over \$35,000 would be brought to the Board for the approval to dispose. This approval protocol mirrors the limits found in the District's Purchasing Policy.

Board members would not be permitted to acquire surplus District assets and District employees would have to go through the same transparent public auction process.

This policy will enable staff to store fewer items, recoup some of the cost of assets, and provide usable assets to the public at fair market value.

All asset that are sold through surplus will be tracked and an annual report will be provided to the Board for review.

FUNDING

N/A- Informational item only



CARMEL AREA WASTEWATER DISTRICT

Date Written:	ASSET DISPOSAL POLICY	Author:
Policy No.		Approved By:
Date Revised/Approved: MM/DD/YY		

ASSET DISPOSAL POLICY

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DISPOSAL OF NON-PROPERTY ASSETS

1.0 Introduction

District's assets will be disposed of in a responsible, transparent and accountable manner. Elected officials, department heads, and staff responsible for District-owned assets shall continually monitor the use of capital assets, minor equipment, supplies, and materials to ensure that personal property, when no longer needed or not utilized as trade-in on new acquisition, are reported to the management staff for timely redistribution and/or disposal.

1.1 Delegated Authority

With respect to the disposal of assets, the General Manager has delegated authority to:

- (a) approve disposal of assets under the control of his/her delegate that are surplus to requirements with a value of less than \$5,000.
- (b) approve disposal of assets under the his/her control that are surplus to requirements with a value over \$5,000 but under \$35,000; and
- (c) Any asset disposal of \$35,000 or more must be brought before the Board of Directors.

The General Manager has sub-delegated this authority to the following District Employees:

- Superintendents

1.2 Disposal Rules

At all times, surplus assets or materials should be disposed of in a way that maximizes returns while ensuring open, transparent, and effective competition. Most commonly this will be through publicly competitive process of public auction or through a secure electronic tendering/ auctioning facility.

Prior to disposal, a reasonable effort is to be made to ensure no other Department has a need for the asset. Items of historical or cultural significance should be given special regard and any dangerous goods disposed of only in an authorized and safe manner.

No warranty is to be offered on assets sold and terms of auction will publicly specify assets are sold "as is" and without warranty expressed or implied.

1.3 Conflict of Interest

The manager responsible for the disposal of any District asset must ensure that no conflict of interest occurs in or as a result of the asset disposal process

1.4 Reasons for Disposal

A decision to dispose of an asset may be based on one or more of the following:

- Obsolescence.
- Non-compliance with health and safety standards.
- No use expected in the foreseeable future.

- Uneconomical to repair.

1.5 Methods of Disposal of Assets

The principal methods of disposal of assets are:

- (a) Public auction.
- (b) Donation to a registered government agency, charity or community organization.
- (c) Disposal or recycle – assets of no or little value only

1.6 Auction Sales

Disposal of applicable District-owned surplus personal property, including lost or abandoned personal property and forfeiture program assets, shall normally be accomplished through public auction as the preferred method of sale whenever practical. Public auctions shall include the use of electronic commerce (online), live auctions, and sealed bids. Auction should be held in cooperation with other public agencies whenever possible.

- (a) All District live auctions shall be publicly advertised.

1.7 Auction to Staff/Directors

As a general principle, disposal of assets should be a public process.

Invitations to bid for the purchase of any surplus District assets should not be limited to staff. Members of the public must be allowed to compete for the assets where those assets would provide a reasonable and meaningful service to the public.

- Board members would be prohibited from acquiring surplus District assets.
- District staff are required to follow the same public bidding process as the general public.

1.8 Donations and Sales of District-Owned Surplus Items at less than Determined Fair Market Value to Governmental Agencies or Community Groups/Charities.

- (a) Donation or sale at less than fair market value of Surplus Items to Governmental Agencies or Community Groups/Charities may be approved by the Superintendent when the estimated fair market value is less than \$5,000 after exploring all avenues for recouping a fair value for the District.
- (b) Donation or sale at less than fair market value of Surplus Items to Governmental Agencies or Community Groups/Charities may be approved by the General Manager when the estimated fair market value is less than \$35,000 after exploring all avenues for recouping a fair value for the District.
- (c) Donation or sale at less than fair market value of Surplus Items to Governmental Agencies or Community Groups/Charities require approval from the Board of Directors when the estimated fair market value is greater than \$35,000 after exploring all avenues

for recouping a fair value for the District.

1.9 Sale of Information Technology (IT)/Computer Equipment

Any IT equipment or computers containing confidential data will be disposed of by the District's Managed IT services. This is to ensure that no confidential data or security information remain on the equipment. The items are then to be disposed of either by donation or sale.

2.0 Documents Required in Support of Disposal of Assets

Either a copy of receipt or other proof of disposal from the contracted auctioneer, the licensed scrap dealer, or a letter acknowledging receipt of asset and its nominal value from the recipient of the asset is required to be attached to the Assets Disposal Form.

For accountability and audit reasons, the basis of the decision must be documented (Asset Disposal Form).

- (a) Complete "Assets Disposal Form" Form (at Attachment 1).
- (b) The Superintendent from the relevant area (with appropriate delegated authority) approves the disposition of a particular asset and signs the "Asset Disposal Form" (at Attachment 1).
- (c) The Assets Disposal Form to be countersigned by the General Manager in cases of sales to staff/Councilors or donations to charities/community groups (where a potential claim of bias exists).
- (d) The original Assets Disposal Form is to be forwarded to Finance unit for adjustment of Assets Register and a copy to the General Manager adjustment of their asset records.
- (e) Annual surplus asset disposal register report provided to the Board of Directors.

2.1 Sales Proceeds

Proceeds from the sale of District-owned assets will be applied to the District General account. Assets acquired using grant funds or special funds and that require sale proceeds to be returned must be separately identified when reported to the Superintendent.

To be used for all non-property assets. Approval is sought to dispose of the following asset:

Asset Disposal Form

Description	
Quantity	
Asset Number*	
Net Book Value*	\$
Estimated cost of disposal	\$
Estimated market value	\$
Reasons for Disposal	
Proposed Method of Disposal	

***Obtain this information from the finance unit prior to initiating the disposal process.**

Signature of Superintendent

Date

Approval: The above disposal is: (please circle) APPROVED NOT APPROVED

Particulars of disposal:

I, _____, certify that the above goods were disposed of in accordance District Asset Disposal policy

Signature

Date

If being destroyed the Superintendent witness signature to its destruction:

Signature

Date

Amount received on disposal: \$ _____

Receipt No: _____

Date: _____

Asset Register updated: _____

Accounting Records updated on

Signature

Date

Staff Records updated on

Signature

Date

Note: Please ensure supporting documentation such as a receipt of sale clearly identifying the purchaser or recipient is attached to this form. Asset Disposal Form can be used for items ranging from \$5,000 and under are authorized by Superintendent. Assets disposal ranging from \$5,001 to \$35,000 are authorized by the General Manager. Any asset disposal \$35,001 and above requires the Board approval for disposal.

RESOLUTION NO. 2020-06

RESOLUTION APPROVING THE SURPLUS ASSET DISPOSAL POLICY

-oOo-

WHEREAS, the District has an interest in establishing a written policy regarding disposal of District owned surplus personal property and other personal property under the custody of the District to ensure that sales are conducted in an open, competitive environment, and that maximum public exposure to the disposal process is accomplished; to minimize disposal costs, and ensure that revenue from sales is maximized and obtained in a timely manner; and

WHEREAS, said the attached policy is intended to ensure disposal in a responsible, transparent and accountable manner.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District does hereby confirm the intent of the attached Surplus Asset Disposal Policy and incorporated herein and its policy approach and further approves the Surplus Asset Disposal Policy.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachél Lather, Principal Engineer

Subject: Project #18-17 Hatton Canyon Pipeline Replacement Project

Date: February 27, 2020

RECOMMENDATION

It is recommended that the Board of Directors approve a resolution to authorize staff to solicit bids for replacement of 5,600 linear feet of existing 8-inch vitrified clay pipe in Hatton Canyon State Park with 10-inch high-density polyethylene pipe utilizing a combination of pipe-bursting and open trench construction methods.

DISCUSSION

As your Board will recall, the Hatton Canyon sewer line has been damaged due to prolonged rain events in 1995, 1997, 1998, 2014 and 2017. After the 2014 event, all the manhole covers were bolted to the frames in order to prevent sewage from spilling from the manholes along Hatton Creek in the future. In February 2017, the excessive flow from the heavy rains led to erosion of the soil around a manhole and damage to a pipe, blocking flow which resulted in sewage spilling from the upstream manhole structure and because the manhole lid was bolted down, the sewage flowed from a seam in the manhole structure. The rain event in 2017 resulted in a declared disaster and our District applied for Federal Emergency Management Agency (FEMA) grant funding of \$1 million to replace the sewer line with a watertight system that is strong enough to stay intact when the creek overflows.

In 2019 your Board approved bidding the project for construction contingent upon obtaining grant funding in time for approval of low bid at the July 2019 Board meeting. FEMA staff and the Army Corps of Engineers (ACOE) were not able to finalize the

ACOE permit and FEMA approval in time. The funding has since that time been approved by FEMA and all permits have been issued. Conditions of the permits require that construction be completed between June 1 and August 30, 2020.

The plans and specifications of the sewer line replacement have been prepared by MNS Engineers, Inc. If approved, staff will open bids on April 14, 2020 and present a recommendation for award of contract to the lowest responsible bidder at the Board's April 30, 2020 meeting. It is anticipated that a Notice to Proceed will be issued in May 2020 and the work will commence June 1, 2020.

The project plans and specifications are available for review at the Carmel Area Wastewater District (CAWD) office.

FUNDING

The FY19/20 CAWD Collections Department Capital Budget includes \$1.45 million for the project. The Engineer's estimate for the project to be constructed under this contract is \$1.12 million. Construction will be funded from a combination of FEMA funding and the CAWD capital budget. The 2019/20 Budget provides for \$1,450,000 with \$1,000,000 of that amount from FEMA/OES (Office of Emergency Services). Actual costs will depend on bids received.

RESOLUTION NO. 2020-09

RESOLUTION AUTHORIZING INVITING BIDS FOR "PROJECT #18-17 HATTON CANYON PIPELINE REPLACEMENT PROJECT"

-oOo-

WHEREAS, the Board of Directors has received and reviewed staff's report regarding the sewer line replacement project invitation for bids;

WHEREAS, the plans and specifications for said work are on file and have been discussed on this date with the Board by the District Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, as follows:

1. That the sewer line replacement plans and specifications are hereby authorized for bidding.
2. That sealed proposals or bids are hereby called for with regard to the aforesaid Project.
3. That the Secretary of the Board of Directors of the District is hereby directed to publish a Notice requesting bids for the aforesaid "Hatton Canyon Pipeline Replacement Project" once a week for two (2) consecutive weeks in a newspaper of general circulation published in the District. Said publications shall not be less than five (5) days apart and the first publication shall be at least ten (10) days before the date fixed for the opening of bids. Said Notice shall refer to the plans and specifications on file in the office of the District Secretary.

4. Sealed proposals or bids shall be delivered to the Secretary of the Board of the Carmel Area Wastewater District on or before the time and date specified in the published Notice, at the office of the District, 3945 Rio Road, Post Office Box 221428, Carmel, California, 93922, said time being not less than ten (10) days from the time of the first publication of the Notice. Bids will be publicly opened and examined on said date and hour by the District Secretary and will be referred to and considered by the Carmel Area Wastewater District Board at its next regular meeting following the opening of the bids in the Board Room of the District Office, 3945 Rio Road, Carmel, California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Rachael Lather, Principal Engineer

Date: February 27, 2020

Subject: Acceptance of final completion of the Hatton Canyon Access Road Grading Project # 19-17

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2020-10 accepting the completed project and directing the General Manager to file a notice of completion for the subject project. In addition, the resolution accepts the cost of changes to the project in the amount of \$27,133.99 and authorizes the General Manager to approve the project Change Orders and make final payment of the contract.

DISCUSSION

The originally budgeted project consisted of completing repairs to the gravel access road along Hatton Creek. The work included construction of 1,903 linear feet of rock lined drainage V-ditch, placement of 3 cross drains in the road, and grading the road in order to properly slope towards the drainage ditches. After the vegetation was cleared by State Parks in anticipation of construction, it was found that the plans needed to be adjusted in order to get proper drainage improvements along the access road. Change Order No. 1 was issued in the amount of \$14,766.71 and authorized by the General Manager.

Graniterock had substantially completed construction of the Hatton Canyon Access Road grading project on November 15, 2019. We re-inspected the site after the significant rainfall in December 2019 and requested that additional grading and placement of rock be completed at the top of the road and bottom. The interface between the new work and the existing conditions at each end of the road project needed to be adjusted. This is a common issue with this type of work, and we were able to negotiate with Graniterock to do the additional work. The additional work was completed on January 3, 2020 in the amount of \$12,367.28 is for change order No. 2.

This amount puts the total amount of change orders above the \$20,000 your Board

authorized for the General Manager to approve for project change orders. It is recommended that your Board authorize the General Manager to approve the full amount of the change orders.

On February 11, 2020 the District Engineer filed a Certification of Completion for the pipeline replacement project with the Board Secretary (Copy attached.). All grading work was inspected by District and State Parks staff and compaction tests completed in the field. It is the District Engineer's professional opinion that the work has been satisfactorily completed in accordance with the Plans and Specifications which were approved by the Board of Directors and the Contract awarded to Graniterock by Board Resolution 2019-45. Copies of the compaction curves and field testing are available at the District Office for review.

Staff now 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 project was awarded to Graniterock for \$198,477.00. A total of \$27,133.99 in change orders were approved by the District during construction. A final contract price of \$225,610.99 has been agreed upon by both parties and will be the record cost of the completed project. The project budget is \$297,918.90 and is funded by a California Office of Emergency Services (Cal OES) grant in that amount.



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 ACCESS ROAD 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 February, 2020 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 October 4, 2019, 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 January 3, 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 February 27, 2020.

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: February 11, 2020

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

RESOLUTION NO. 2020-10

A RESOLUTION ACCEPTING COMPLETED PROJECT #19-17 AND
DIRECTING THE GENERAL MANAGER
TO FILE A NOTICE OF COMPLETION FOR
THE HATTON CANYON ACCESS ROAD GRADING PROJECT

-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 Access Road Grading Project (the "Project") in the amount of \$ 27,133.99, in excess of the contracted amount of \$198,477.00 which changes were due to unforeseen need for additional grading and drainage work at the site; and

WHEREAS, the Board previously authorized the General Manager to approve change orders for the Project not to exceed \$20,000, and therefore the Board is requested to ratify the additional amount of \$7,133.99 in change orders; 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 Graniterock Company dated October 4, 2019; 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 January 3, 2020.

NOW, THEREFORE, BE IT ORDERED as follows:

1. That acceptance of said Hatton Canyon Access Road Grading Project be, 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 said Hatton Canyon Access Road Grading Project as required by law.
3. The expenditure of the total amount of \$27,133.99 for change orders for the Project by the General Manager is hereby ratified and the General Manager is authorized in accordance with law to make final payment under the contract.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 27, 2020

Subject: Inter Agency Public Riparian Trail System Proposal

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing the General Manager to enter into a contract with Hall Landscape Design for preliminary design work on Inter Agency Public Riparian Trail System in the amount of \$21,210.

DISCUSSION

Starting in 2010 the District has participated in efforts to incorporate the District's footbridge across the Carmel River into a regional path that would link the Carmel Mission and Rio Park with the South side of the river. The District's interest in this project is that by participating in a public regional path it provides the District with a way to rehabilitate the footbridge that might be financially palatable while at the same time providing a community benefit.

This past year we have spent considerable time engaging with the City of Carmel-by-the-Sea and the Carmel Mission to convince them that this project deserves their attention. We have also engaged with Regional Parks District about connecting to their trail system on the east side of Hwy 1. There is universal agreement among the parties we have engaged with that this is a good community project. In order to move this project to the next level, we will need to show all parties a "vision" of what the trail could be.

The objective of this project is to provide a foundation for the agencies involved to build upon and to utilize moving forward. We also see this community project as a presentation piece for grant applications, permitting, and public outreach.

FINANCIAL

There is a Contingency line item for the Admin Dept of \$61,205 in the 2019-20 Budget. Staff recommends that \$21,210 be allocated to this project for fiscal year 2019-20.

January 31, 2020

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

Re: Carmel Area Inter Agency Public Riparian Trail system

Dear Barbara,

The following Trail / Park design for the interlocking parcels along the Carmel River.

The proposal has the primary goal to engage and create excitement within the other team entities and agencies that your organization is trying to entice into this very worthwhile project for the public good. The more accurate, through and realistic the initial presentation the better the chance for not only the group of agencies and stake holders the easier it will be for the general public to understand the project goals and better chance for a ground roots buy in from the start.

To figure the deliverable end product presentation I have started with a basic method or criteria from which to build upon. In the end the presentation could be as bold as a narrated video presentation distributed for funding. That is not the case here at this time.

Essentially I believe the clearest background for the 77 acres I have mapped out from a google map attached is the place to start. This would be Aerial and Elevation Data Production. To achieve this a drone would be flown in a preprogramed grid pattern over the area to collect 4k Ultra HD still and video imagery to generate aerial and elevation data. Resolution for this drone flight can get down to 3-5cm per pixel with the equipment proposed to use here.

Building upon the degree of accuracy a land surveyor would place ground points with known elevations at key visible property corners within the overall zone as defined here.

This initial Phase I part of the proposal has a degree of accuracy of three meters in its orthomosaic output which will be in 2-D and 3-D Digital Elevation Model. This TIFF, KMZ or JPG output can be placed into an architectural drawing program (AutoCAD) to then sketch proposed direction for public trail system. In addition, photos of points of interest can be blended onto the sheet presentation. Still with in Phase I a Power Point presentation with the plan, fly over data and titles and etc.

An additional Phase II would add a survey overlay of property boundaries, more fly throughs and a couple Photo Realistic drawings on the ground of people enjoying the new trail system and etc.

I hope this opens up a good discussion on the many possibilities this presentation can offer

Best regards,



By Scott Hall, CEO - landscape architect

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

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

Project: Trail / Park design for the interlocking parcels along the Carmel River.
Project Scope: Plan and Power Point presentation in two Phased costs levels.

I. Design Mobilization

Meetings to define area and scope of design

- Background research into Public Information reports for the all public areas
- Surrounding and including the properties.
- Contact known survey information, Big sur Land Trust and Coast Commission design products

II. Phase I \$15,690

- **Create** an orthorectified photomosaic model and contour map digital Plan from fly over of the described area in the attached Google Map of approximately 77 acres for a high-resolution image

Note: While the area is not FAA required flight submittal the adjoining landowners may need to be notified. As understood those Owners include:
City of Carmel-by-the-Sea , Catholic Diocese, Monterey Regional Park District, California State Parks, Monterey Peninsula Water District, Big Sur Land Trust, Coastal Commission, the Homestead Inn and Carmel Wastewater District (CAWD).

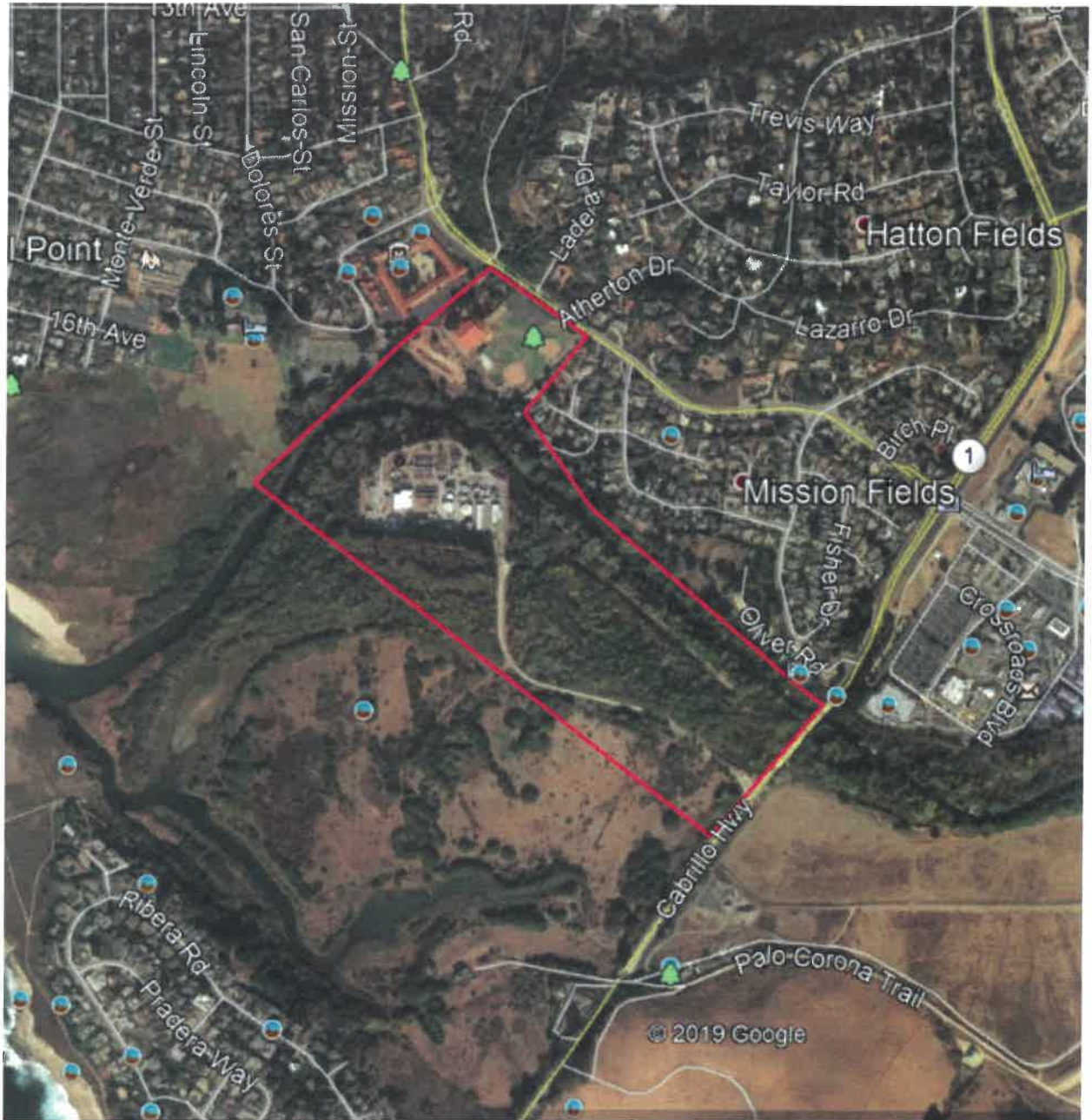
- **AutoCAD** overlay drawing for direction of access and notes onto the plan
- **Photos** from points of interest on the ground taken and overlaid onto the plan or
 - Placed into the body of a Power Point presentation
- Hand sketches of the Public enjoying the Trail / waypoints of interest
- Meeting with Committee and Meeting for presentation to stakeholders & Committee Members

III. Phase II : Add on total which includes Phase One for a Total of \$21,210

Survey Overlay with all Property Boundaries . Accuracy within cm

- **Photo Sketches** : Additional 2 – 3 Photorealistic sketches
- **Sketches** : More ground photos & hand rendering sketches
- **Meetings:** Additional meetings with Landscape Architect

Area of Mapping Interest - Approximately 77 Acres



AREOLUTION NO. 2020-11

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER
INTO A CONTRACT WITH HALL LANDSCAPE DESIGN FOR
PRELIMINARY DESIGN WORK ON INTER AGENCY PUBLIC RIPARIAN
TRAIL SYSTEM IN THE AMOUNT OF \$21,210

-oOo-

WHEREAS, the District has engaged with the City of Carmel-by-the-Sea and the Carmel Mission to explore joining together in an Inter-Agency Public Riparian Trail System that would take advantage of and expand on existing infrastructure; and

WHEREAS, the District has an interest in rehabilitating the trestle bridge it owns that crosses the Carmel River and believes a joint venture with other entities could help reach that goal; and

WHEREAS the proposal by Hall Landscape Design will provide both a preliminary “vision” of what the trail might look like and be a vehicle for grant applications and public outreach.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, does hereby authorize the General Manager to enter into a contract with Hall Landscape Design in the amount of \$21,210 for preliminary design work on an Inter-Agency Riparian Trail System.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Ray De Ocampo
Laboratory/Environmental Compliance
Supervisor

Date: February 27, 2020

Subject: Commercial Storm Water Compliance Inspection Report – January 2020

RECOMMENDATION

It is recommended that the Board of Directors adopt a Resolution authorizing the General Manager to enter a three-year contract for services provided by CAWD to Carmel-By-the-Sea.

DISCUSSION

CAWD has assisted Carmel-By-the-Sea Environmental Compliance Department with Commercial Stormwater Compliance Inspections in the past. The City would like to have a three-year contract going forward.

The District proposes a three-year contract for CAWD Environmental Compliance staff to perform the Commercial Stormwater Compliance Inspections for the City and to use the report format provided by the Environmental Compliance Manager Agnes Martelet.

- Cost for services: CAWD Labor and equipment billed \$9,050.10 for budget year 2019/2020, \$9,302.82 for budget year 2020/2021 and \$9,563.64 budget year 2021/2022 (total number of inspections are 65 facilities)
- A Supplemental Services for follow-up inspections is set at 16 facilities. A Materials cost is added and not to exceed \$500.00.
- Invoices will be sent at the end of each month for the number of businesses inspected to the City and due and payable net 30.

FUNDING

N/A-Informational item only

**AGREEMENT FOR COMMERCIAL FACILITIES STORM WATER
COMPLIANCE INSPECTIONS**

Exhibit B - Fee Schedule

Cost Element	Hours	Cost per Hour	Cost
Task 1: FY 2019-20 Storm Water Compliance Inspections			
Computer Use			\$118.00
65 Inspections	65	\$104.10	\$6,766.50
Materials	Not to Exceed		\$500.00
Supplemental Services (re-inspection)	16	\$104.10	\$1,665.60
Subtotal			\$9,050.10
Task 2: FY 2020-21 Storm Water Compliance Inspections			
Computer Use			\$118.00
65 Inspections	65	\$107.22	\$6,969.30
Materials	Not to Exceed		\$500.00
Supplemental Services (re-inspection)	16	\$107.22	\$1,715.52
Subtotal			\$9,302.82
Task 3: FY 2021-22 Storm Water Compliance Inspections			
Computer Use			\$118.00
65 Inspections	65	\$110.44	\$7,178.60
Materials	Not to Exceed		\$500.00
Supplemental Services (re-inspection)	16	\$110.44	\$1,767.04
Subtotal			\$9,563.64
Total			
			\$27,916.56

AGREEMENT FOR COMMERCIAL FACILITIES STORM WATER COMPLIANCE INSPECTIONS

Exhibit C - Project Schedule

Task#	Task Name	Schedule
1	65 Inspections - FY2019-20	To begin in March or April 2020
2	65 Inspections - FY2020-21	To be determined
3	65 Inspections - FY2020-22	To be determined

RESOLUTION NO. 2020-12

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH THE CITY OF CARMEL-BY-THE-SEA FOR A THREE-YEAR PERIOD TO PERFORM COMMERCIAL STORMWATER COMPLIANCE INSPECTIONS

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WHEREAS, the City of Carmel-by-the-Sea has engaged the District to perform commercial stormwater compliance inspections. The City would like to renew its contract with the District for the upcoming year and through June 2022; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, does hereby authorize the General Manager to enter into a contract with the City of Carmel-by-the-Sea for a three year period to provide commercial stormwater compliance inspections through June 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: February 27, 2020

Subject: Contract Award-
Project 18-18 Pump Station Programmable Logic Controller Panel
Installation

RECOMMENDATION

After review of the bid proposals, staff recommends that the Board of Directors:

- Adopt a resolution accepting the lowest responsible bid for Project 18-18.
- Authorize the General Manager to execute a contract with the lowest responsible bidder in the amount of \$94,555.23 and authorization to approve project change orders not to exceed 10% of the bid amount (\$9,456.00).

DISCUSSION

The board approved Resolution No. 2019-49 on September 26th, 2019 authorizes staff to solicit bids for the Pump Station Programmable (PLC) installation. A mandatory pre-bid meeting was held on January 29th, 2020 in which two contractors attended.

Two sealed bids were opened on February 13th, 2020 at the District Administration Office. The bid results are listed in the table below. The lowest qualified bid was determined to be Bryan Mailey Electric in the amount of \$94,555.23. The engineer's estimate was \$90,000.

BIDDER	BID AMOUNT
Engineer's estimate	\$90,000.00
Monterey Peninsula Engineering	\$121,000.00
Bryan Mailey Electric	\$94,555.23

The PLC panel installation is one component of the overall project. Other components include:

- CAWD staff is working with Exceedio (Internet Technology) vendor on configuring communication from each pump station to the treatment plant Supervisory Control and Data Acquisition (SCADA) Servers.
- Frisch Engineering is programming the control panels and commissioning the new panels.
- Purchase of PLC control panels was awarded to Technical Systems, Inc. (TSI). The panels are onsite and initial programming has been completed.
- Communication components and installation at each station by Comcast and AT&T.

The bidding process has been completed and a request for approval of the lowest responsible bidder under Resolution 2020-13 is before the Board.

FUNDING

The FY19/20 Collection Capital Budget includes \$450,000 budgeted for project 18-18. Summary of total project expenditures and project expenditures for Fiscal Year 19/20 are listed in the table below. Total project expenditures and FY19/20 expenditures are within budget. This resolution would approve a contract for \$104,011.23.

Description	Amount	Total \$
2018-19 Expenditures	\$60,000	
2019-20 Budget	\$450,000	
Total Project Budget		\$510,000
2018-19 Expenditures	\$60,000	
2019-20 YTD Expenditures	\$274,372	
Bid Amount plus 10%	\$104,111	
Total Projected Cost		\$438,483

RESOLUTION NO. 2020-13

RESOLUTION ACCEPTING THE LOWEST RESPONSIBLE BID FOR THE “PROJECT # 18-18 PUMP STATION PROGRAMMABLE LOGIC CONTROLLER (PLC) PANEL INSTALLATION” AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH THE LOWEST QUALIFIED BIDDER IN THE AMOUNT OF \$94,555.23 PLUS 10% CHANGE ORDER CONTINGENCY

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WHEREAS, the Board of Directors authorized solicitation for bids for the Pump Station PLC Panel Installation project on February 27, 2020; and

WHEREAS, there were two bids received at the bid opening on February 13, 2020 and the lowest responsible bid was determined to be Bryan Mailey Electric; and

WHEREAS, the Engineer’s Estimate for the project was \$90,000 and all bids were competitive between bidders.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, as follows:

1. That the Board accepts the bid of the lowest responsible bidder (i.e. Bryan Mailey Electric) and awards the contract for the above-mentioned project to said bidder at the price specified in the bid of \$94,555.23.
2. That the Board authorizes the General Manager to approve project change orders not to exceed 10% of bid amount \$9,456.00.
3. That the Board authorizes and directs the General Manager to execute a written contract with the successful bidder, Bryan Mailey Electric, for an amount not to exceed \$94,555.23 plus 10% Change Order Contingency.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 27, 2020

Subject: Coastal Commission After-the-Fact Permit

RECOMMENDATION

It is recommended that the Board of Directors adopt a Resolution 2020-14 approving the approach taken in negotiations with the Coastal Commission regarding the After-the-Fact Permit for Phase I Project and the proposed Coastal Development Amendment and authorizes its acceptance of said Amendment.

DISCUSSION

Staff has worked with attorneys, our lobbyist, and our partners for well over a year to reach the point of a draft agreement with the Coastal Commission on our After-the-Fact Permit. The District's item will be on the agenda for the March Coastal Commission meeting held in Scotts Valley on March 11-13th.

At the Commission staff level, it was decided to write an amendment that would follow on CAWD's existing permit amendments rather than a new permit. The District has 8 prior permit/amendments in its files.

The major points from the proposed amendment:

- The amendment defines a "development envelope" which is the existing plant. We will not be permitted to expand beyond the current fence line.
- Any service annexations within the coastal zone will require an amendment or a separate permit. This was an existing permit condition that staff was unaware of and had not been following (i.e. Highlands line and pump station).
- The District will be required to execute and record a document offering to

dedicate its undeveloped land under a Conservation Easement. Staff attempted to convince Coastal Commission staff that we needed to leverage our existing property to finance a move; however, staff was unwilling to allow this. Staff indicated this was viewed as a punitive measure against the District and further that the full Commission would view this in terms of proactively addressing and embracing coastal resource protection. The easement would mean that CAWD is not required to do any other mitigation measures. Additionally, the 10+ acres on these parcels are already undevelopable due to their location in Environmental Sensitive Habitat Area (ESHA) and floodplain.

- This contract amendment is intended to better define the difference between routine maintenance and capital projects. Any project that does not meet the requirements set out by the Commission will require a Coastal Development Permit (CDP) amendment or separate permit.
- The District will be required to report to the Coastal Commission all maintenance/repair activities that necessitate review and request approval at the end of each five-year period.
- Trimming of vegetation is prohibited outside of the perimeter fence and development envelope.
- The District will submit progress reports at five-year intervals that include and describe coastal hazard trends and changes since the approval of this CDP amendment.
- Within one year of approval of this amendment the District must submit a Coastal Hazards Monitoring Plan for monitoring and addressing coastal hazards at the treatment plant site. The plan must address coastal hazard conditions, coastal hazards response, coastal hazards triggers, and regional effects.
- Within two years of approval of this amendment the District must submit a Long-Term Coastal Hazards Planning Roadmap. The document must describe the specifics that will be analyzed during the planning process.
- The District must waive any armoring rights that it may have under Coastal Act Section 30235, the Monterey County Local Coastal Plan, and other applicable law to shoreline armoring.

CAWD staff, our legal counsel, and lobbyist believe that under the circumstances this is a good outcome for the District. Our property outside the “development envelope” was already very unlikely to ever be permitted for development. A clearer definition from the Coastal Commission of what is capital improvements and what comprises repair/rehabilitation is in the District’s interest to ensure that we do not make any future errors. And perhaps most importantly, the scheduled monitoring and reporting requirements will allow the District time to do the analysis and make the best decisions possible for the future.

FUNDING

There are no costs associated with the permit itself. Any costs will be the result of permit conditions and are not quantifiable at this time.

The conservation easement required by the Coastal Commission does not mean the District will lose title of the land at this time.

A. Standard Conditions.

1. Notice of Receipt and Acknowledgment. The permit is not valid and development shall not commence until a copy of the permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Commission office.
2. Expiration. If development has not commenced, the permit will expire two years from the date on which the Commission voted on the application. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date.
3. Compliance. All development must occur in strict compliance with the proposal as set forth in the application for permit, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the staff and may require Commission approval.
4. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Executive Director or the Commission.
5. Inspections. The Commission staff shall be allowed to inspect the site and the development during construction, subject to 24-hour advance notice.
6. Assignment. The permit may be assigned to any qualified person, provided assignee files with the Commission an affidavit accepting all terms and conditions of the permit.
7. Terms and Conditions Run with the Land. These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

B. Special Conditions.

1. Approved Project and CDP Intent.

This CDP amendment authorizes wastewater infrastructure and associated development at the Carmel Area Wastewater District (CAWD) Wastewater Treatment Plant (WWTP) site, all as described and shown on the plans titled “xxx” prepared by xxx dated xxx and dated received in the Central Coast District Office on xxx (see Exhibit 1), and pursuant to these special conditions. With the exception of the access road leading to the wastewater treatment plant from Highway 1 and any existing offsite collection and distribution pipelines and storm drain infrastructure, all wastewater treatment development (including but not limited to all wastewater treatment plant buildings, tanks, infrastructure, parking, walkways, perimeter fences, etc.) shall be located within the development envelope identified in Exhibit 1.

By acceptance of this CDP (as amended), the Permittee acknowledges and agrees that the intent of this CDP approval is to allow for the WWTP to be used and maintained

consistent with the terms and conditions of this CDP, while simultaneously allowing time for the Permittee to plan, develop, consider, and implement a long-term solution to address flooding and related coastal hazard threats to the WWTP (including as these threats may be exacerbated by climate change) in a manner with the least amount of coastal resource impacts. If one or more of the following occur, the Executive Director shall notify the Permittee that the matter will be brought to the Commission for consideration and potential action, which may include, but not be limited to, modification of the terms and conditions of this CDP (see also Special Conditions 7 through 10):

- a) Coastal hazards are adversely affecting WWTP operations in a manner that requires shoreline/riverine armoring or other substantial alteration of landforms (e.g., berming, construction of levees, installation of riprap, etc.) that result in adverse coastal resource impacts.
- b) The Executive Director is not satisfied regarding compliance with Special Condition 6 with respect to the information provided in the required five-year progress reports.
- c) The Executive Director-approved “Long-Term Coastal Hazards Plan” specified in Special Condition 8 requires implementation measures to address long-term coastal hazards avoidance.

2. Service Area, Assessments, and Financing.

a. Service Area. Additions to the service area within the coastal zone to treat wastewater within the coastal zone, beyond the approved current sewer service area shown on Exhibit 2 shall require an amendment to this CDP or a separate CDP. This condition does not authorize supplying locations outside the service area with reclaimed water, provided the receiving land use is existing or has been approved by the County or the Commission.

b. Assessments and Financing. Any revisions to CAWD’s current policy not to charge vacant parcels or any parcel outside of currently authorized district boundaries shall be subject to Executive Director review and approval to determine their impact on development patterns and coastal resources and to determine if the changes result in the need for a permit amendment.

3. Capacity. The maximum dry weather authorized treatment capacity shall be as specified by the RWQCB or SWRCB, but not to exceed 3.0 m.g.d average flow. PBCSD’s one-third portion (i.e., up to 1.00 m.g.d.) used in the coastal zone shall be allocated pursuant to the Del Monte Forest Land Use Plan. CAWD may allocate any of its two-thirds portion (i.e., up to 2.00 m.g.d.) to uses outside of the coastal zone; any allocation within the coastal zone must conform to the Carmel Area, Carmel City, or Del Monte Forest Land Use Plans. Any proposed material change in the 2/3 to 1/3 allocation between CAWD and PBCSD shall include documentation of potential impacts on coastal zone development and shall require an amendment to this permit.

4. Coastal Resource Conservation Easement.

- a) **Easement Objectives.** The objectives of the Coastal Resource Conservation Easement (Easement) are to ensure the conservation and protection of riparian and other sensitive habitat as well as to provide for public access and recreational opportunities within the Easement Area in perpetuity.
- b) **Easement Area.** The Easement Area shall be defined as all areas on CAWD property (APNs 099-511-010, 009-521-004, and 009-541-025) that are located outside of the development envelope as identified in Exhibit 1.
- c) **Easement Restrictions.** No development, as defined in Public Resources Code Section 30106, shall occur within the Easement Area except for (1) habitat protection and restoration activities; (2) low-intensity public access and recreational development, including a trail along the Carmel River to the shoreline; and (3) repair and maintenance of existing wastewater distribution pipelines.
- d) **Easement Recordation.** PRIOR TO ISSUANCE OF THE CDP AMENDMENT, the Permittee shall execute and record a document, in a form and content acceptable to the Executive Director, irrevocably offering to dedicate the Easement to a public agency or private entity approved by the Executive Director. The recorded Easement document shall include a legal description and corresponding graphic depiction of all legal parcels in the Easement Area, and a metes and bounds legal description and a corresponding graphic depiction, drawn to scale, of the Easement Area prepared by a licensed surveyor, including based on an on-site inspection of the Easement Area. The Easement shall be recorded free of all prior liens and encumbrances that the Executive Director determines may affect the interest being conveyed; shall run with the land in favor of the People of the State of California, binding all successors and assigns of the Permittee and/or landowners in perpetuity; shall be irrevocable for a period of 21 years, such period running from the date of recording; and shall indicate that Easement Restrictions on the use of the land shall be in effect upon recording and shall remain as covenants, conditions and restrictions running with the Easement Area land in perpetuity, notwithstanding any potential revocation of the offer to dedicate the Easement.

5. Future Maintenance Authorized. This CDP amendment authorizes future maintenance to the wastewater treatment plant facilities as identified in Special Condition 1 and Exhibit xxx subject to the following:

- (a) **Maintenance.** "Maintenance" as it is understood in this special condition means development, including repairs, improvements, and replacement, that would otherwise require a CDP whose purpose is to maintain the function of the approved wastewater treatment plant facilities in a manner that does not have any adverse impacts to coastal resources.

Maintenance shall not include any development that meets any of the following criteria: 1) increases the capacity of wastewater treatment as identified in Special Condition 2; 2) is related in any way to coastal hazards avoidance/protection (e.g., elevating/flood-proofing structures, constructing levees, installing riprap or other

armorings, etc.); 3) includes construction of any new off-site water pipelines to serve currently nonexistent uses or for any new reclaimed water storage facilities; 4) falls outside the scope of this condition as determined by the Executive Director. Any development meeting the above criteria shall not be considered maintenance covered under this CDP, but shall require a separate CDP or CDP amendment.

- (b) Other Agency Approvals.** The Permittee acknowledges that these maintenance stipulations do not obviate the need to obtain permits and/or authorization from other agencies for any future maintenance and/or repair episodes.
- (c) Maintenance Notification.** At least 30 days prior to commencing any maintenance event defined in Special Condition 5(a) above, the Permittee shall notify, in writing, planning staff of the Coastal Commission's Central Coast District Office. The notification shall include: (1) a detailed description of the maintenance event proposed; (2) any plans, biological, engineering and/or geology reports relevant to the event; (3) a construction plan that complies with all aspects of the approved construction plan as described in **Special Condition 6**, including identification of a construction coordinator and his/her contact information (i.e., address, email, phone numbers, etc.); (4) other agency authorizations; and (5) any other supporting documentation (as necessary) describing the maintenance event. The maintenance event shall not commence until the Permittee has been informed by planning staff of the Coastal Commission's Central Coast District Office that the maintenance event complies with this CDP. The notification shall clearly indicate that the maintenance event is proposed pursuant to this CDP. In the event of an emergency requiring immediate maintenance, the notification of such emergency episode shall be made as soon as possible, and shall (in addition to the foregoing information) clearly describe the nature of the emergency. If the Permittee has not been given a verbal response or sent a written response within 30 days of the notification being received in the Central Coast District Office, the maintenance event shall be authorized as if planning staff affirmatively indicated that the event complies with this CDP. The notification shall clearly indicate that the maintenance event is proposed pursuant to this CDP, and that the lack of a response to the notification within 30 days constitutes approval of it as specified in this CDP. Absence of such description in the notification shall negate the automatic approval provisions of this condition.
- (d) Maintenance Coordination.** Maintenance events shall, to the degree feasible, be coordinated with other maintenance events proposed in the immediate vicinity with the goal being to limit coastal resource impacts, including the length of time that construction occurs. As such, the Permittee shall make reasonable efforts to coordinate the Permittee's maintenance events with other adjacent events, including adjusting maintenance event scheduling as directed by planning staff of the Coastal Commission's Central Coast District Office.
- (e) Restoration.** The Permittee shall restore all areas impacted by maintenance activities to their pre-construction condition or better (meaning revegetation with genetically-appropriate native species reflecting a comparable size class/age structure as before and removal of any invasive non-native species) at the conclusion of any maintenance event. Where ground disturbance is necessary, topsoil should be preserved and

respread over the area at the completion of maintenance activities, so as to preserve the native seedbank. All construction debris shall be removed from the area within three days of completion of construction. The Permittee shall notify planning staff of the Coastal Commission's Central Coast District Office upon completion of restoration activities to arrange for a site visit to verify that all restoration activities are complete. If staff identifies additional reasonable measures necessary to restore the affected area, such measures shall be implemented as quickly as reasonably possible.

(f) Noncompliance with CDPs. If the Permittee is not in compliance with the terms and conditions of any Coastal Commission CDPs or other coastal authorizations that apply to the project area at the time that a maintenance event is proposed, then the maintenance event that might otherwise be allowed by the terms of this future maintenance condition shall not be allowed by this condition until the Permittee is in full compliance with those terms and conditions.

(g) Emergency. In addition to the emergency provisions set forth in subsection (c) above, nothing in this condition shall serve to waive any Permittee rights that may exist in cases of emergency pursuant to Coastal Act Section 30611, Coastal Act Section 30624, and Subchapter 4 of Chapter 5 of Title 14, Division 5.5, of the California Code of Regulations (Permits for Approval of Emergency Work).

(h) Duration of Covered Maintenance. Future maintenance under this CDP is allowed subject to the above terms and subject to Executive Director review and approval every five years to verify that there are not changed circumstances associated with such maintenance activities that necessitate re-review. It is the Permittee's responsibility to request Executive Director approval prior to the end of each five-year maintenance period (i.e., with the first maintenance period ending on xxx 2025), coinciding with the dates in Special Condition 7. Maintenance can be carried out beyond 2025 (and beyond subsequent five-year periods) if the Permittee requests an extension prior to the end of each five-year maintenance term and if the Executive Director extends the maintenance term in writing. The intent of this permit is to allow for five-year extensions of the maintenance term for as long as the permitted wastewater treatment plant development remains authorized unless there are changed circumstances that may affect the consistency of this maintenance authorization with the policies of Chapter 3 of the Coastal Act and thus warrant a re-review of this permit.

6. Construction Plan. PRIOR TO ANY CONSTRUCTION AND ANY MAINTENANCE EVENT PURSUANT TO SPECIAL CONDITION 5, the Permittee shall submit a

Construction Plan to the Executive Director for review and approval. The Construction Plan shall include, at a minimum, the following:

(a) Construction Areas. The Construction Plan shall identify the specific location of all construction areas, all staging areas, all storage areas, all construction access corridors (to the construction sites and staging areas), and all public access corridors in site plan view. All such areas within which construction activities and/or staging are to take place must be located within the development envelope as identified in Special

Condition 1 and Exhibit 1, unless areas outside the development envelope are specifically authorized by the Executive Director.

(b) Construction Methods and Timing. The Construction Plan shall specify all construction methods to be used, including all erosion control/water quality best management practices to be implemented during construction and their location.

(c) Construction Criteria. The Construction Plan shall, at a minimum, include the following required criteria specified via written notes on the Plan:

- 1) All work shall take place during daylight hours unless, due to extenuating circumstances, the Executive Director authorizes non-daylight work lighting.
- 2) Construction (including construction activities, materials, and/or equipment storage) is prohibited outside of the development envelope, unless areas outside the development envelope are specifically authorized by the Executive Director.
- 3) For any maintenance located outside of the development envelope, if nesting season (February 1-September 1) cannot be avoided, bird surveys shall commence no more than 30 days prior to the initiation of construction and occur weekly, with the last survey occurring no more than 72 hours prior to the start of construction. Surveys shall be completed by a qualified biologist with experience in breeding and nesting bird surveys, and shall extend at least 500 feet out from the disturbance area in all directions for raptors, and 300 feet in all directions for other migratory non-game species. For any active nests that are located, project activities within 500 feet of raptor nests or 300 feet of other species shall be postponed until juveniles have fully fledged and there is no evidence of a second attempt at nesting. Flagging, stakes, and/or construction fencing shall be used to demarcate the boundary between project activities and the nest(s), and shall remain in place for as long as construction is occurring or until the nest is no longer active.
- 4) The construction site shall maintain good construction site housekeeping controls and procedures (e.g., clean up all leaks, drips, and other spills immediately; keep materials covered and out of the rain (including covering exposed piles of soil and wastes); dispose of all wastes properly, place trash receptacles on site for that purpose, and cover open trash receptacles during wet weather).
- 5) All erosion and sediment controls shall be in place prior to the commencement of construction as well as at the end of each workday. At a minimum, silt fences, or equivalent apparatus, shall be installed at the perimeter of the construction site to prevent construction-related runoff and/or sediment from entering into the Carmel River and ultimately the Pacific Ocean.
- 6) The Applicant shall notify planning staff of the Coastal Commission's Central Coast District Office at least 3 working days in advance of commencement of construction, and immediately upon completion of construction.

(d) Construction Site Documents & Construction Coordinator. DURING ALL CONSTRUCTION:

- 1) **Construction Site Documents.** Copies of this signed CDP and the approved Construction Plan shall be maintained in a conspicuous location at the construction job site at all times, and such copies shall be available for public review on request. All persons involved with the construction shall be briefed on the content and meaning of this CDP and the approved Construction Plan, and the public review requirements applicable to them, prior to commencement of construction.
- 2) **Construction Coordinator.** A construction coordinator shall be designated to be contacted during construction should questions arise regarding the construction (in case of both regular inquiries and emergencies), and the coordinator's contact information (i.e., address, email, phone numbers, etc.) including, at a minimum, a telephone number and email address that will be made available 24 hours a day for the duration of construction, shall be conspicuously posted at the job site where such contact information is readily visible from public viewing areas, along with an indication that the construction coordinator should be contacted in the case of questions regarding the construction (in case of both regular inquiries and emergencies). The construction coordinator shall record the contact information (e.g., name, address, email, phone number, etc.) and nature of all complaints received regarding the construction, and shall investigate complaints and take remedial action, if necessary, within 24 hours of receipt of the complaint or inquiry.

All requirements of the condition above shall be enforceable components of this coastal development permit. The Permittee shall undertake construction in accordance with the approved Construction Plan. Any proposed changes to the approved Construction Plan shall be reported to the Executive Director. No changes to the approved Construction Plan shall occur without a Commission amendment to this coastal development permit unless the Executive Director determines that no amendment is necessary.

7. CDP Monitoring and Reporting. The Permittee shall submit progress reports at five-year intervals by May 1st of each fifth year following approval of this CDP amendment (with the first report due on May 1, 2025, the next on May 1, 2030, etc.) that include and describe coastal hazard trends and changes since approval of this CDP amendment (for the first report in 2025) or since submission of the prior report, as well as cumulatively describing such changes over time, and that identify the status of efforts to monitor and address coastal hazards in both the short term (including through implementation of the "Coastal Hazards Monitoring Plan" as identified in Special Condition 8) and the long term (including through implementation of the "Long-Term Coastal Hazards Plan" as identified in Special Condition 9).

If the Executive Director reviews the report and is satisfied with the progress made towards compliance with these short- and long-term requirements, then the Executive Director shall notify the Permittee of this determination, and this CDP authorization shall continue uninterrupted. If the Executive Director reviews the report and reasonably concludes that the Permittee is not making significant and diligent progress towards compliance with the terms and requirements of this CDP, based on the benchmarks set forth in the "Coastal Hazards Monitoring Plan" (Special Condition 8) and the "Long-Term Coastal Hazards Plan" (Special Condition 9), or

if there is a reasonable risk in the next 10 years following submission of the most recent report of 100-year flood levels exceeding the flood protection design of as-currently-built, critical WWTP components, then the following shall take place: the Executive Director shall notify the Permittee of this determination, and the matter will be brought to the Commission for consideration and potential action, which may include, but not be limited to, modification of the terms and conditions of this CDP.

8. Coastal Hazards Monitoring Plan. WITHIN ONE-YEAR OF APPROVAL OF THIS CDP AMENDMENT (i.e., no later than xxx, 2021), or as extended by the Executive Director for good cause, the Permittee shall submit two copies of a Coastal Hazards Monitoring Plan for monitoring and addressing coastal hazards at the wastewater treatment plant site to the Executive Director for review and approval. The Plan shall at a minimum establish the framework and parameters to address the following:

- (a) **Coastal Hazards Conditions.** Flood conditions and other coastal hazards in the vicinity of the WWTP shall be regularly monitored (including Carmel River flows, lagoon water surface elevations, sandbar elevations, and sea levels), including through flood modeling updates as needed to incorporate modified conditions and/or projections.
- (b) **Coastal Hazards Response.** Impacts of such coastal hazards on the operations of the WWTP, and the responses to them to allow continued appropriate and required functioning of the WWTP, shall be identified, including any potential need for shoreline armoring or other substantial alternation of landforms to address the identified hazards.
- (c) **Coastal Hazards Triggers.** Coastal hazards “triggers” intended to establish when major actions (i.e., hazard abatement activities such as retrofits, upgrades, berms/levees/shoreline protective devices, and including WWTP relocation) may need to be pursued in response to specific hazard events shall be identified, as well as identifying the timing for when and how those triggers are to be implemented via the Long Term Coastal Hazards Plan pursuant to Special Condition 9.
- (d) **Regional Effects.** The effect of nearby and regional projects affecting Carmel River and the Carmel River Lagoon on WWTP operations including in terms of flood risks, shall be identified.

Upon Executive Director approval of the Plan, the Permittee shall implement the monitoring and other measures identified in the Plan, and shall submit information regarding progress in implementing the Plan in conjunction with the required five-year progress reports (see Special Condition 7). The Permittee shall update and revise the Plan as necessary, subject to Executive Director approval, to ensure that the Plan effectively carries out the requirements of Special Condition 7.

9. Long-Term Coastal Hazards Plan. WITHIN TWO YEARS OF APPROVAL OF THIS CDP AMENDMENT (i.e., no later than xxx, 2022), or as extended by the Executive Director for good cause, the Permittee shall submit two copies of a Long-Term Coastal Hazards Planning Roadmap

to the Executive Director for review and approval. The Planning Roadmap shall describe the specifics that will be analyzed during the iterative planning process, building upon the work prepared in accordance with Special Condition 8's Coastal Hazards Monitoring Plan and Special Condition 7's 5-year progress reports, and including identifying the triggers for when the Long-Term Coastal Hazards Plan must be prepared for Executive Director review and approval. Ultimately, the Long-Term Coastal Hazards Plan (Plan) will address the specific manner in which the Permittee intends to plan, develop, consider, and implement a long-term solution to address flooding and related coastal hazards threats to the WWTP (including as these threats may be exacerbated by climate change) in a manner with the least amount of coastal resource impacts. The Plan shall include the identification of periodic benchmarks describing the type and timing of actions to be taken to address coastal hazards and by which progress in implementing the Plan can be measured in accordance with the periodic, five-year check-in progress reports required under Special Condition 7. The objective of the Plan is to evaluate (in conjunction with, and, as appropriate, based on the information developed and provided as part of the "Coastal Hazards Monitoring Plan" identified in Special Condition 8) measures, including up to WWTP relocation, to address WWTP needs and functions in the long term in relation to coastal hazards risks without the use of armoring or similar large-scale coastal hazard abatement measures (e.g., berming, levees, substantial alteration of landforms, riprap, etc.) and their attendant coastal resource impacts. The Plan shall at a minimum identify capital costs, long-term life-cycle cost analyses, wastewater rate effects, environmental analysis, land use analysis, and impacts to current water resources and water recycling activities for a range of alternatives, including adaptation in place, relocation of the WWTP away from coastal hazards, consolidation with Monterey One Water, and other potential alternatives. Upon Executive Director approval of the Plan, the Permittee shall submit information regarding progress in implementing the Plan in conjunction with the required every-five-year progress reports (see Special Condition 7).

10. Coastal Hazards Risks. By acceptance of this CDP, the Permittee acknowledges and agrees on behalf of itself and all successors and assigns to unconditionally:

- a. Recognize Coastal Hazards.** Recognize that the site is subject to coastal hazards including but not limited to long term shoreline retreat and coastal erosion, storms, tsunamis, flooding, geologic instability, all as potentially exacerbated by sea level rise, and the interaction of same.
- b. Assume Hazard Risks.** Assume the risks to the Permittee and the property that is the subject of this CDP of injury and damage from such coastal hazards in connection with this permitted development.
- c. Waive Armoring Rights.** Waive any rights that it may have under Coastal Act Section 30235, the Monterey County LCP, and other applicable law to shoreline armoring and similar coastal hazard abatement measures.
- d. Waive Liability.** Waive any claim of damage or liability against the Commission, its officers, agents, and employees for injury or damage from such hazards.
- e. Indemnify Commission.** Indemnify and hold harmless the Coastal Commission, its officers, agents, and employees with respect to the Commission's approval of this

CDP against any and all liability, claims, demands, damages, costs (including costs and fees incurred in defense of such claims), expenses, and amounts paid in settlement arising from any injury or damage due to such hazards.

- f. **Recognize Responsibility.** Recognize that any adverse effects to property caused by the permitted project shall be fully the responsibility of the Permittee and property owner.

11. Litigation Costs/Fees. By acceptance of this CDP, the Permittee agrees to reimburse the Coastal Commission in full for all Coastal Commission costs and attorneys' fees (including (1) those charged by the Office of the Attorney General, and (2) any court costs and attorneys' fees that the Coastal Commission may be required by a court to pay) that the Coastal Commission incurs in connection with the defense of any action brought by a party other than the Permittee against the Coastal Commission, its officers, employees, agents, successors and assigns challenging the approval or issuance of this CDP. The Coastal Commission retains complete authority to conduct and direct the Commission's defense of any such action against the Coastal Commission.

RESOLUTION NO. 2020-14

A RESOLUTION APPROVING THE APPROACH TAKEN IN NEGOTIATIONS WITH THE COASTAL COMMISSION REGARDING THE AFTER-THE-FACT PERMIT FOR PHASE I PROJECT AND THE PROPOSED COASTAL DEVELOPMENT AMENDMENT AND AUTHORIZE ITS ACCEPTANCE OF SAID AMENDMENT

-oOo-

WHEREAS, the Carmel Area Wastewater District did not obtain the appropriate Coastal Development permit for its Phase I Rehabilitation Project at the prior to commencing construction; and

WHEREAS, the District has subsequently engaged the Coastal Commission staff in negotiations to satisfy their requirements and clear any deficiencies; and

WHEREAS, the Coastal Commission has determined that an amendment to our existing Coastal Development Permit is appropriate and has presented the attached draft of said document (attached and incorporated as part of this Resolution); and

WHEREAS, District staff has worked closely with our partners and Board in reaching this agreement and recommends that the District accept the requirements set forth by the Coastal Commission.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, as follows:

1. After considering the written staff report and verbal testimony, the Board approves of the approach taken in negotiation with the Coastal Commission for the District After-the-Fact Permit.
2. The Board authorizes its acceptance of said Coastal Development Permit.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on February 27, 2020 by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

Other Items

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: July 25, 2019

Subject: Carmel River Flood Restoration and Environmental Enhancement (CRFREE) Negotiations for Memorandum of Understanding with Monterey County and Big Sur Land Trust (BSLT) – Legal Counsel

RECOMMENDATION

Staff recommends the Board pass a motion approving the action of the CRFREE Committee on January 17th recommending engagement with a specialized attorney for issues related to CRFREE negotiations and ratifying the action of the General Manager in signing an engagement letter on February 5th to allow work to commence.

DISCUSSION

Moving forward with the District's portion of the CRFREE project requires a two-step process. First, certification of the Final Environmental Impact Report (FEIR) on January 28th and second, a completed Memorandum of Understanding (MOU) with the County and BSLT. The FEIR portion was handled primarily by the firm of Stamp and Erickson. The MOU portion will be handled primarily by Wellington Law Offices and Russell J. Austin of Murphy Austin in Sacramento. Ms. Erickson of Stamp and Erickson will continue to consult regarding the California Environmental Quality Act (CEQA) issues as they crossover in the MOU.

This is a complex project with correspondingly complex legal issues. At the CRFREE Committee meeting both Molly Erickson and George Thatcher made persuasive arguments for adding Mr. Austin to the legal team. The committee agreed with the recommendation.

An email was sent to each of the Board members on February 5th advising them of the

action and that it would be returned to the full Board on February 27th for a motion to approve.

FUNDING

There are sufficient funds available in the Administration O&M (Operations & Maintenance) budget to cover legal expenditures.

Mr. Austin's hourly rate is \$575. His Partner's rate is \$375 per hour.

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 27, 2020

Subject: Pebble Beach Community Services District – Regular Board Meeting
January 31, 2020

DISCUSSION

Agenda items from the January 31, 2020 meeting that are of specific interest to this District:

- Total cash balance at the end of December 2019 was \$24.4M; of that amount, \$11.4M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The December 2019 Cash Basis Budget reflect Total Revenues at 44.6% of budget and Expenditures at 17.2%.
- Forest Lake Reservoir held 115 MG (million gallons) of recycled water or 100% of permitted capacity. Current storage volume is 34% above the historic average of 86 MG.
- Total irrigation water demand for the 2019 calendar year through December was 957 AF (acre feet). Total demand for the calendar year is 4% below the 5-year average of 1,001 AF. The month of December reflected a net storage increase of approximately 43 million gallons aided by a few significant rain events. By comparison, a net storage increase of approximately 30 MG was observed in December of last year.
- Average daily wastewater flow of 652,000 GPD (gallons per day) was measured in December at the PBCSD-Carmel gate. This represents 39% of the total flow at the CAWD treatment facility. The measured PBCSD flow was 37% above the

five-year average of 475,000 GPD for the month of December; the CAWD total flow was 5% below the five-year average of 1,175,000 GPD for October.

- Alternative source water total production year-to-date is 7.9 MG. The 4th Fairway Diversion, MPCC (Monterey Peninsula Country Club) No. 8 Well, and MPCC No. 9 Well were taken offline in mid-November for the winter season.
- Staff met with ProPipe, the low bidder on Wastewater Collection System Assessment Project bid, to discuss amendments to the project’s original scope of work and suggested project breakdown into several stages. The initial stage for FY 2019-20 will be focused on condition assessment within basins containing 6” clay mains. Subsequent stages would be awarded later in 2020-21. Staff anticipates presenting a contract recommendation in February 2020.
- The Board approved amendments No. 01 and No. 02 to the Master Agreement with E2 Consulting Engineers, Inc. to provide engineering services in association with the Reclamation Storage Tank Rehabilitation Project increasing the budget by \$105,000.
- The District opted not to paydown their CalPERS Unfunded Accrued Liability (UAL) unless one of the two conditions occurred: (a) the District funded ratio falls below 95% or (b) the market value of the investments in PARS (Public Agency Retirement Services) Pension Trust become less than twice the amount of the UAL. The PBCSD UAL for both Classic and PEPRA (Public Employees’ Pension Reform Act) totals \$156,659.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 19	36.938	26.243	10.695	28.954%
Aug - 19	36.595	25.680	10.915	29.826%
Sept - 19	33.270	23.040	10.230	30.748%
Oct - 19	34.302	23.355	10.947	31.914%
Nov - 19	33.403	22.711	10.692	32.009%
Dec - 19	52.279	32.078	20.201	38.641%
Total	226.787	153.107	73.680	32.488%

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: February 27, 2020

Subject: Selection of Topics for CAWD Spring 2020 Newsletter

DISCUSSION

Staff is requesting Board input for topics to the District's Spring 2020 newsletter. The Spring issue is a four-page issue and includes the annual Prop 218 notice.

Suggested topics for the upcoming issue include:

- Carmel River Floodplain Restoration & Environmental Enhancement (CRFREE) Project Milestone – Final Environmental Impact Report (FEIR) Certification
- Sea Level Rise and Coastal Commission Agreement
- Undergrounding of Outfall pipeline
- Participation in Local Hazard Mitigation Plan update
- 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

FISCAL IMPACT

The 2019-20 Budget provides \$30,210 for two newsletters and a Prop 218 Notice – this includes consultant services for design and writing, printing, postage, and delivery. The Spring 2020 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 \$10,386.74.

STAFF REPORT



To: Board of Directors

From: B. Buikema, General Manager

Date: February 27, 2020

Subject: Summary of Monterey County Treasurer Report dated 12-31-19

RECOMMENDATION

No action required – this is informational only

DISCUSSION

During the October – December quarter, U.S. equities finished the year with a strong December, marking the best year since 2013. Major central banks held the global economy together, providing ample liquidity, lowering interest rates, and restoring confidence. After three consecutive rate cuts this year, the Federal Reserve kept rates steady at its December meeting, maintaining the target range at 1 ½ to 1 ¾ percent. In its calculus, the economy is solid; and the current policy stance will remain appropriate as long as “incoming data remains broadly consistent with the outlook.”

PORTFOLIO CHARACTERISTICS			
	06-30-19	09-30-19	12-31-19
Total Assets	\$1,765,188,987.34	\$1,557,346,900.60	\$1,853,827,448.73
Market Value	\$1,755,722,012.68	\$1,550,705,225.56	\$1,848,747,198.94
Days to Maturity	337	350	331
Yield	2.43%	2.46%	2.32%
Estimated Earnings	\$10,742,479.77	\$9,734,550.44	\$9,758,162.96

The Monterey County Treasurer’s portfolio consists of fixed income investments, all of which are authorized by the State of California Government Code 53601.

PORTFOLIO ASSET COMPOSITION 12-31-19	
Corporate Notes	13.2%
Overnight Liquid Assets	18.1%
US Treasuries	57.5%
Federal Agencies	2.4%
Commercial Paper	4.1%
Negotiable CDs	1.5%
Supranationals	2.1%
Municipal Bonds	<0.1%
Asset Backed Securities	0.5%

The County Treasury continues to perform comparatively to portfolio benchmarks this quarter. The County investment strategy continues to focus on capturing relative value while remaining cautious.

Future Strategy: The Treasurer has 37.1% of the portfolio invested in maturities under one year and 43.6% invested in the 1-3-year maturity range and 0.60% invested in the 3-5-year range. In the current interest rate environment, County Treasury continues to utilize available maturities to add high-quality securities and maintain a well-diversified portfolio. This strategy will also help to position the portfolio ensuring that liquidity needs are met. County Treasury continues to manage the portfolio under the established tenets of safety and liquidity while seeking to maximize the rate of return.

The investment portfolio was in compliance with all applicable provisions of state law and the adopted Investment Policy and contained sufficient liquidity to meet all projected outflows over the next six months.

Note: The full Monterey County Treasurer Report is available at:
www.co.monterey.ca.us/taxcollector/Treasury_Main.html

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – January 29, 2020**

A meeting of the Retirement Pension Plan Trustees was held on Wednesday, January 29, 2020 at 9:00 a.m.

Those Present Included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Barbara Buikema, General Manager, Trustee
William J. Hastie, Jr., MBA, Managing Partner, Hastie
Financial Group
Haley Hitchman, Partner, Hastie Financial Group
Jasper Jacobs, Customer Outreach & Support, CalPERS
James Grover, Principal Accountant

I. Portfolio Performance Review 4th Quarter 2019

The portfolio remains highly diversified in the fourth quarter. Mr. Hastie described the year overall as one of the best on record with a Time Weighted Return of 19.03%. The ending portfolio balance was \$5,604,131.07. (Time weighted return multiplies the returns for each holding period, which links them together showing how the returns are compounded over time. It helps eliminate the distorting effects on growth rates created by inflows and outflows of money.)

Performance review by security showed Federated Kaufmann Small-Cap Fund has turned around and now shows annualized return of 11.05%. Black Rock Real Estate Securities, used to cushion volatility, was flat for the quarter. Invesco Developing Markets Fund proved itself to be a good growth opportunity. On the bond side Mr. Hastie felt that the results set the stage for 2020. Risk on the equity side was the negative correlation of bonds with stocks – particularly evident with Vanguard Intermediate annualized return of -0.09%.

The portfolio composition remains at a 60% stocks 40% bonds/cash. Mr. Hastie opined that in 2020 consumer spending will drive the economy, with greater volatility as we get close to the election.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.60		0.61		0.65	
Standard Deviation (b)	7.51	12.10	7.66	11.98	8.46	12.46
Mean	12.33	15.27	8.85	11.70	9.81	13.56
Alpha	2.28		1.15		0.71	

(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

II. 1st Quarter 2020 Action Plan

For the 1st Quarter the strategy is to remain broadly diversified and rebalance as necessary.

- Sell BlackRock Real Estate Securities – Mr. Hastie indicates there are better alternatives.
- Buy JP Morgan Large Cap Growth which is up 39% for the year because of tech funds, an increase allocation in Invesco Developing Markets.

III. CalPERS California Employers’ Retiree Benefit Trust Fund (CERBT)

Jasper Jacobs from CalPERS was invited to the meeting to discuss the California Employers’ Pension Prefunding Trust (CEPPT), a relatively new product from CalPERS. The CEPPT is designed to offer agencies the opportunity to save money by investing now for future pension contributions through the establishment of a Section 115 pension contribution prefunding trust.

The CEPPT can be used to prefund normal cost contributions and unfunded liability payments, to make additional discretionary payments, and as a contingency fund for future volatility. CEPPT offers CalPERS investment management, low total participation costs, and simple and streamlined account transactions.

The CEPPT is a self-funded, not-for-profit program with an all-inclusive fee of 25 basis points of account assets under management. The CEPPT offers two investment options with expected net rate of return of 5% and 4% respectively.

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 2019 Performance Review

1st Quarter 2020 Action Plan

January 29, 2020

Change in Market Value Register

From 10/1/2019 to 12/31/2019

Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)

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)	10/01/2019	5,370,875.69	(46,531.60)	163,085.10	126,100.90	5,604,131.07	279,786.97	12/31/2019	5.23
Total	10/1/2019	\$5,370,875.69	(\$46,531.60)	\$163,085.10	\$126,100.90	\$5,604,131.07	\$279,786.97	12/31/2019	

Change in Market Value Register

From 1/1/2019 to 12/31/2019

Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)

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)	01/01/2019	4,848,155.52	(157,766.50)	728,188.04	222,105.21	5,604,131.07	913,742.04	12/31/2019	19.03
Total	1/1/2019	\$4,848,155.52	(\$157,766.50)	\$728,188.04	\$222,105.21	\$5,604,131.07	\$913,742.04	12/31/2019	

Performance by Security

From 10/1/2019 to 12/31/2019

Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)

Holdings by Account and Asset Class (Primary)

Description	Market Value (10/1/2019)	Interest Dividends Cap. Gains	Market Value (12/31/2019)	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	867,462.10	5,056.69	806,707.16	8.79
Columbia Dividend Income Fund Advisor CI	563,965.25	8,558.62	569,911.33	6.54
JPMorgan Large-Cap Growth Fund CI I	426,055.40	53,060.89	467,141.43	9.64
Federated Kaufmann Small-Cap Fund Institutional Shares	363,766.33	2,022.85	403,975.82	11.05
Columbia Contrarian Core Fund Advisor CI	273,426.25	16,206.05	298,571.37	9.20
Vanguard Mid-Cap Index Fund Admiral Shares	.00	1,577.90	286,439.19	5.70
BlackRock Real Estate Securities Fund Institutional Shares	232,337.36	2,456.68	212,334.85	-0.12
Vanguard Extended Market Index Fund CI Admiral	241,448.73	.00	.00	1.90
International Equity				
Invesco Developing Markets Fund CI Y	379,214.02	7,102.54	417,784.65	10.17

Performance by Security

From 10/1/2019 to 12/31/2019

Description	Market Value (10/1/2019)	Interest Dividends Cap. Gains	Market Value (12/31/2019)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)				
Domestic Bond				
Vanguard Intermediate-Term Bond Index Fund Admiral Shares	554,953.72	3,709.02	554,448.95	-0.09
PGIM High-Yield Fund- CI Z	494,929.61	7,837.78	510,048.71	3.05
Schwab U.S. Aggregate Bond ETF	432,445.66	3,860.31	432,921.12	0.11
Total Domestic Bond	\$1,482,328.98	\$15,407.11	\$1,497,418.78	1.02
International Bond				
PGIM Global Total Return Fund CI Z	429,895.14	14,278.64	434,448.31	1.06

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	9.07	31.49	15.27	11.70
Russell 1000	9.04	31.43	15.05	11.48
Russell Mid Cap	7.06	30.54	12.06	9.33
Russell 2000 Growth	9.94	25.52	8.59	8.23
MSCI EAFE	8.17	22.01	9.56	5.67
MSCI Emerging Markets	11.84	18.42	11.57	5.61
Barclays Capital US Aggregate	0.18	8.72	4.03	3.05

■ **Sell:**

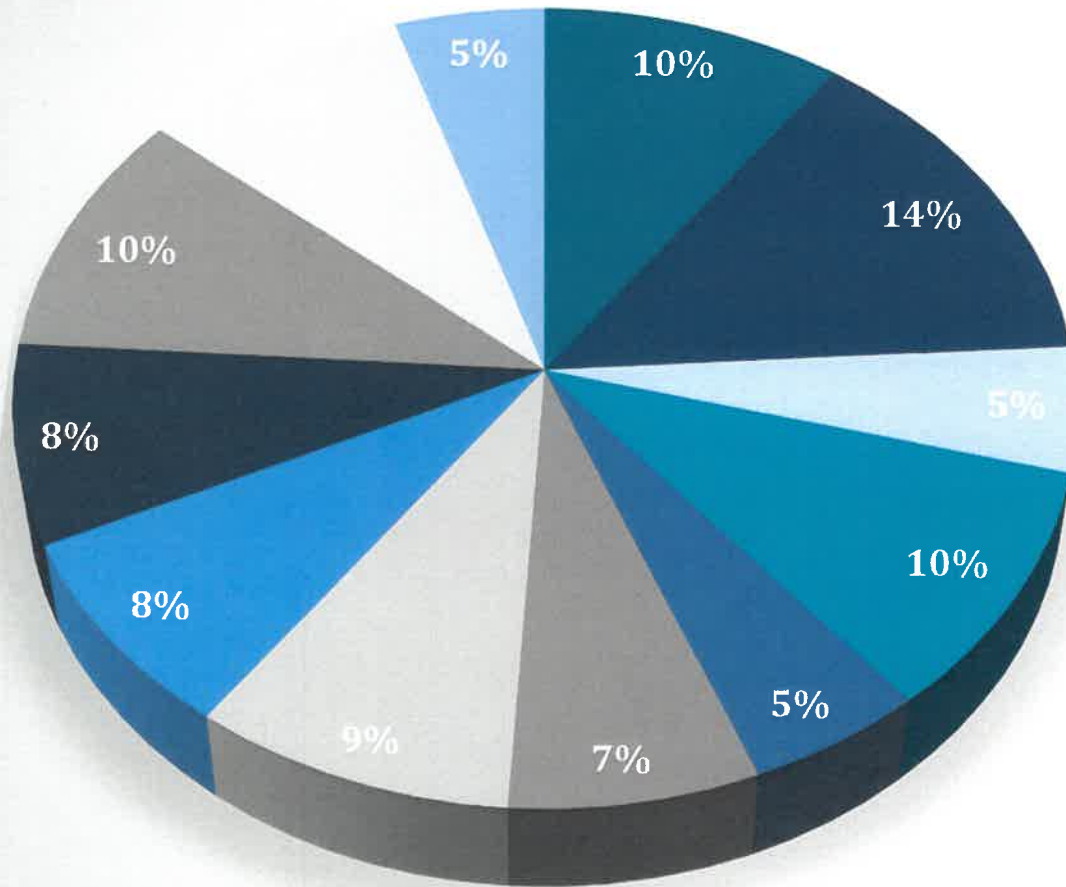
- BlackRock Real Estate Securities

■ **Buy:**

- JPMorgan Large Cap Growth
- Invesco Developing Markets

- Rebalance the rest of the portfolio

1ST QUARTER 2020 OVERALL PORTFOLIO



- JP Morgan Large Cap Growth - 10%
- iShares Core S&P 500 - 14%
- Columbia Contrarian Core - 5%
- Columbia Dividend Income - 10%
- Vanguard Mid Cap - 5%
- Federated Kaufmann Small Cap - 7%
- Invesco Developing Markets - 9%
- PGIM Global Total Return - 8%
- Schwab US Aggregate Bond Index - 8%
- Vanguard Intermediate Bond Index - 10%
- PGIM High Yield - 9%
- Cash - 5%

For confidence in your future

HFG Hastie Financial Group

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	0.60	0.61	0.65

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
Invesco Developing Markets	1.05	1.16
PGIM Global Total Return	1.28	0.63
Schwab US Aggregate Bond Index	1.01	0.04
Vanguard Intermediate Bond Index	1.22	0.07
PGIM High Yield	0.29	0.55

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	7.51	7.66	8.46
Standard & Poor's 500 Index	12.10	11.98	12.46

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	12.33	8.85	9.81
Standard & Poor's 500 Index	15.27	11.70	13.56

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	2.28	1.15	0.71

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: February 27, 2020
Subject: Communications: Mission Statement

At the January 30, 2020 meeting the Board requested that staff investigate placing the District Mission Statement above the exterior door in the Board Room. Staff has had preliminary internal discussions, but we felt it would be prudent to return to the Board to ensure we are on the right track.

Old Mission Statement

The Carmel Area Wastewater District is a special district dedicated to the protection of the public health and the environment through the cost-effective collection and treatment of wastewater and the return of clean water to the environment.

2019 Board Strategic Planning Session Changes

Carmel Area Wastewater District returns clean water to the community through cost-effective collection and treatment.

The Board accepted the changes made at the 2019 Strategic Planning Session. Staff will return at a later date with a mock-up design for Board review.