



# CARMEL AREA WASTEWATER DISTRICT

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## Regular Board Meeting

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3945 Rio Road, Carmel, CA 93923

January 27, 2022  
Thursday  
9:00AM

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# Carmel Area Wastewater District

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

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

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

## COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-08-21 (June 11, 2021) the following will be in effect until September 30, 2021.

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

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 27, 2022

Subject: Pretreatment Ordinance 2022-01

## RECOMMENDATION

It is recommended that the Board of Directors approve Ordinance No. 2022-01, adopting a new Pretreatment Ordinance and repeal Ordinance No. 2021-03 in its entirety and repeal Resolution 2021-66.

## DISCUSSION

The existing Pretreatment Ordinance #2021-03 was approved by the Board of Directors at the regular September 30, 2021, meeting. At the regular November 18, 2021, meeting a member of the public, Mr. Mark Stilwell, recommended changes to this Ordinance, specifically to the section regarding grease interceptor.

Mr. Stilwell was negotiating, for an easement, with the City Council of Carmel-by-the-Sea regarding the new restaurant Foray and reported that the council either mis-read or did not fully read the District ordinance. It was his opinion that this could be readily improved by amending the language.

At the regular December 30, 2021, meeting the Board agreed to said changes in Section 8 and Director Siegfried submitted additional suggested changes to Section 8. All changes have been incorporated into the new version.

The changes were submitted at the December 30, 2021, meeting and approved under resolution 2021-66. However, the District was advised by legal counsel that it is more appropriate to approve such changes via a new and amended ordinance with a public hearing properly agendized.

## FINANCIAL

No impact

Attachments: Pretreatment Ordinance 2022-01,

ORDINANCE NO. 2022-01

AN ORDINANCE (1) REPEALING ORDINANCE NO. 2021-03 CONCERNING  
PRETREATMENT OF WASTEWATER, AND (2) ADOPTING A NEW AND REVISED  
PRETREATMENT ORDINANCE AS AMENDED FOR THE CARMEL AREA  
WASTEWATER DISTRICT

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THE BOARD OF DIRECTORS OF THE CARMEL AREA WASTEWATER DISTRICT  
DOES ORDAIN AS FOLLOWS:

1. Ordinance No. 2021-03 Repealed. Ordinance No. 2021-03, “An Ordinance (1) Repealing Ordinance No. 91-03 and No. 2005-01 Concerning Pretreatment of Wastewater, and (2) Adopting a New and Revised Pretreatment Ordinance as Amended in Exhibit A- for the Carmel Area Wastewater District,” passed and adopted on September 30, 2021, is hereby repealed in its entirety.
2. Resolution No. 2021-66 Repealed. Resolution No. 2021-66, “A Resolution Approving an Amendment to the Pretreatment Ordinance No. 2021-03 in Section 8.1.3 Item No. 8 Amended” passed and adopted on December 30, 2021 is hereby repealed in its entirety.
3. Adopted. The attached “Pretreatment Ordinance of the Carmel Area Wastewater District” (Exhibit A) consisting of 93 pages establishing new and revised standards governing pretreatment of sewage, and various other related matters, is hereby adopted by the District, to read in its entirety as set forth in Exhibit A, incorporated herein by this reference.
4. Summary of Ordinance. An ordinance regulating direct and indirect discharges to the wastewater system through the issuance of permits to certain non-domestic users and through enforcement of general requirements for the other users, authorizes monitoring and enforcement activities, requires user reporting, assures that existing customer’s capacity will not be preempted and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein. A true and certified copy of the full text of this Ordinance and the incorporated Exhibit A are on file and available for inspection at the District offices.



5. Severability. The Board declares that each section, subsection, paragraph, subparagraph, sentence, clause, phrase, and graphic of this Ordinance, including incorporated Exhibit A, is severable and independent of every other section, subsection, paragraph, subparagraph, sentence, clause, phrase and graphic of this Ordinance. If any section, subsection, paragraph, subparagraph, sentence, clause, phrase, or graphic of this Ordinance is held invalid, the Board declares that it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

6. California Environmental Quality Act (CEQA) Exempt. This approval is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. It can be stated with certainty that adoption of the standards set out in Exhibit A is not an activity that may have a significant effect on the environment, and therefore is not subject to CEQA. (CEQA Guidelines Section 15601(b)(3)).

7. Publication. No later than 15 days following the adoption hereof, this Ordinance shall be published once in a newspaper published in the District.

8. Effective Date. This Ordinance shall take effect and be in force 14 days after publication per Section 7 of this ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 27, 2022, by the following vote:

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

\_\_\_\_\_  
President of the Board

ATTEST:

\_\_\_\_\_  
Secretary of the Board

Pretreatment Ordinance  
Exhibit A  
*Under Separate Cover*



# **City of Carmel-by-the-Sea Stormwater Inspection Presentation**

By: CAWD Source Control Staff

# Introduction

- There was a Commercial Facilities Stormwater Compliance Inspections agreement between the City of Carmel-by-the-Sea (City) and Carmel Area Wastewater District (CAWD) from Fiscal Year (FY) 2017-2019.
- A second agreement was approved for an additional three-year term from FY2019-2022.

# Process & Steps

- Each fiscal year, the CAWD Environmental Compliance staff will perform two storm water compliance inspections of all commercial food preparation facilities. CAWD staff can also perform Source Control inspections at the same time.
- A Business Inspection List is provided by The City.
- The stormwater compliance inspections begin in October through April.

# Process & Steps

- The City staff provides CAWD staff with the online report form (Google form) that is used to document the inspection and to obtain the facility representative information.
- CAWD staff sets up an appointment with the business owner and informs them of the City's Stormwater Permit Ordinance inspection requirements.
- The City's Environmental Compliance Manager is given the list of appointments established and they may join CAWD staff if available.

# Process & Steps

- During the inspection CAWD staff will provide educational material supplied by the City to the business.
- CAWD staff will report observed violations to the City for follow-up with enforcement actions by City staff.
- The inspection report is generated within the APP and sent to the City's Environmental Compliance Manager.
- CAWD staff may perform additional re-inspections of a facility as needed at the direction of the City.

# Goals of Program

- Build upon the relationship with the City
- Reduce grease in CAWD's system
- Improve Storm Drain awareness and Best Management Practices





# Storm Water questions

- [Are mats being washed down the storm drains?](#)

The City does not allow mats to be washed on the sidewalks.

Mats can be washed on the property, but the water must go to the sanitary sewer.

- [Who is responsible for enforcement?](#)

The City is responsible for enforcement action. CAWD staff reports observed violations to the City Environmental Compliance Manager.

# Summary

- CAWD staff has completed the 2021 inspections and no comments were received from the City.
- Revenue earned 2019-20 \$9,050.10; 2020-21 \$9,302.82; and 2021-22 \$9,563.64 (contract end June 30, 2022)
- CAWD staff will be preparing for the next inspection cycle as soon as the City's Environmental Compliance Manager contacts CAWD staff.



**CARMEL AREA WASTEWATER DISTRICT**  
**REGULAR BOARD MEETING MINUTES**  
***Thursday, 9:00 a.m., December 30, 2021***  
Teleconference Webinar & in-person

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**CALL TO ORDER - ROLL CALL** - The meeting was called to order at 9:04 a.m.

**Present:** Directors: Greg D'Ambrosio, Robert Siegfried, Charlotte Townsend and President Ken White – Director Mike Rachel was in attendance at 9:15 a.m.

**Absent:** None

**A quorum was present.**

**Others:** Barbara Buikema, General Manager, Carmel Area Wastewater District (CAWD or District)  
Rachél Lather, District Engineer, CAWD  
Patrick Treanor, Plant Engineer, CAWD  
Ed Waggoner, Plant Superintendent, CAWD  
Chris Foley, Maintenance Superintendent, CAWD  
Daryl Lauer, Collections Superintendent, CAWD  
Domine Barringer, Administrative Assistant/Board Clerk, CAWD  
Kristina Pacheco, Administrative Assistant/Board Clerk, CAWD  
Karla Cristi, CMMS & Plant Administrator, CAWD  
Rob Wellington, Wellington Law Offices, CAWD Legal Counsel  
Rick Verbanec, Board Member of Pebble Beach Community Services District (PBCSD)  
Mike Niccum, General Manager, PBCSD  
Jeff Canepa, Resident of the District

**1. Agenda Changes:**

Item No. 28 of the Agenda (User Fee Claim) was moved forward ahead of the Consent Calendar approval.

**2. Public Comment:**

The Board of Directors discussed a refund of over 40 years of user rate fees that were charged for two parcels in the CAWD District. Mr. Jeff Canepa, one of the parcel owners, voiced concern over the charges to his family's home for user rates over 47 years. President White made a motion to continue the item and place it on the agenda for the next regular board meeting after additional fee information is obtained and the current policy is reviewed. Director Siegfried seconded the motion and the board passed it unanimously.

The Board President requested a meeting with the general manager to discuss the ability for the District to physically verify connection to the district service line and options to rectify erroneous fees charged to parcels that are not connected for service.

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

*Consists of routine items for which Board approval can be taken with a single motion and vote.*

### ***Board Action***

***The Board pulled items No. 12 and No. 17. of the original Agenda from the consent calendar for further discussion later in the meeting.***

***A motion to receive and approve the consent agenda except for the two pulled items was made by Director D'Ambrosio and seconded by Director Townsend. After a Roll Call vote, the Board unanimously received and approved the following Consent Calendar/Agenda items:***

- 3.** November 18, 2021, Regular Board Meeting Minutes, November 16, 2021, Pension Committee Meeting Minutes, December 8, 2021, Salary & Benefits Committee Meeting Minutes and December 8, 2021, Special Meeting Minutes
- 4.** Bank Statement Review by Hayashi Wayland for October & November 2021
- 5.** Schedule of Cash Receipts & Disbursements for October & November 2021
- 6.** Register of Disbursements - Carmel Area Wastewater District for October & November 2021
- 7.** Register of Disbursements – CAWD/PBCSD Reclamation Project for October & November 2021
- 8.** Financial Statements and Supplementary Schedules for October & November 2021
- 9.** Collection System Superintendent's Report
- 10.** Safety and Regulatory Compliance Report
- 11.** Treatment Facility Operations Report
- 12.** Capital Projects Report/Implementation Plan
- 13.** Project Summaries
- 14.** Plant Operations Report
- 15.** Maintenance Projects Report

## **ACTION ITEMS BEFORE 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, Vote and Action.*

## **RESOLUTIONS**

- 16. Resolution No. 2021-64;** Report by Chris Foley

### ***Board Action***

***After extensive discussion, a motion to approve the resolution was made by Director Rachel and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2021-64, authorizing a contract with Frisch Engineering for Project #18-01 The Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement for Programmable Logic Controller and Supervisory Control & Data Acquisition migration for \$161,395.***

**17. Resolution No. 2021-65; Report by Chris Foley**

***Board Action***

***After extensive discussion, a motion to amend the job requirements for the position of Purchaser/Plant Asset Coordinator and pass Resolution 2021-65 was made by Director Siegfried and a second was made by Director Rachel. Following a Roll Call vote, the Board unanimously passed the amended job description and the resolution to recruit and hire for the Purchaser/Plant Asset Coordinator position.***

**18. Resolution No. 2021-66; Report by Barbara Buikema**

***Board Action***

***After brief discussion, and after language changes to the resolution and the policy, a motion to approve amended Resolution 2021-66 was made by Director D'Ambrosio and seconded by Director Siegfried. Following a Roll Call vote, the Board unanimously passed Resolution 2021-66, authorizing the amendment to the Pretreatment Ordinance 2021-03 section 8.3.1 Item No. 8. The updated policy will be brought to the Board at the next regular board meeting.***

**19. Resolution No. 2021-67; Report by Barbara Buikema**

***Board Action***

***After brief discussion, a motion to approve the amended Resolution 2021-67 was made by Director Rachel and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2021-67, authorizing an agreement and election to prefund employer contributions to a defined benefit plan.***

**20. Resolution No. 2021-68; Report by Barbara Buikema**

***Board Action***

***After brief discussion, a motion to approve Resolution 2021-68 was made by Director Townsend and seconded by Director D'Ambrosio. Following a Roll Call vote, the Board unanimously passed Resolution 2021-68, approving the Delegation of Authority to request disbursement and authorize the Board President to execute and approve the Certification of Funding. The board requested and agreed to a minor language change to the Certification of Funding prior to execution by the Board President.***

**21. Resolution No. 2021-69; Report by Barbara Buikema**

***Board Action***

***After brief discussion, a motion to approve Resolution 2021-69 was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board unanimously passed Resolution 2021-69, whereby the District would incur a 6.5% increase in health insurance rates and the employee formula would remain unchanged effective January 1, 2022.***

## COMMUNICATIONS

### 22. General Manager Report - oral report

1. Resolutions from both the State Water Resources Control Board and the California Water Quality Monitoring Council on the contributions made by wastewater treatment facilities, of which CAWD was a part of, in the monitoring of COVID-19 by testing for the virus.
2. The District placed a Request for Proposals (RFP) for a new independent audit firm to perform the District's annual audits.

## OTHER ITEMS BEFORE THE BOARD

### 23. Annual Financial Statement and Independent Audit Report & Single Audit Report on compliance for a major federal program – Report by Barbara Buikema

#### ***Board Action***

After brief discussion, Director Siegfried made a motion to accept and Director D'Ambrosio seconded the motion and all but one of the remaining directors accepted the Annual Financial Statement and Independent Audit Report & Single Audit Report.

### 24. 2022 Committee Assignments, PBCSD Regular Board Meeting attendance, and Conference Schedule – Report by Barbara Buikema

#### ***Board Action***

After brief discussion, Director Rachel made a motion to accept and Director Siegfried seconded the motion and the remaining directors approved the annual committee assignments, PBCSD meeting attendance and the conference schedule with the inclusion of rotating attendance to the Special Districts Association quarterly meeting.

### 25. General Manager Salary Adjustment – Report by Barbara Buikema

#### ***Board Action***

After brief discussion, Director Siegfried made a motion to accept and Director D'Ambrosio seconded the motion, and the remaining directors approved the General Manager salary adjustment effective July 1, 2021.

### 26. General Manager's Performance Preferred Evaluation Format – Report by Barbara Buikema

#### ***Board Action***

After brief discussion, the Board decided on using the Buckingham Park Water District's format as the new performance evaluation form for the General Manager's annual evaluation. Director Siegfried made a motion to adopt the form on a trial basis and that motion was seconded by Director Rachel, the remaining Directors approved with one director abstaining from the vote.

## INFORMATION/DISCUSSION ITEMS

- 27.** December Update of the WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project #18-01– Report by Patrick Treanor

Patrick Treanor presented his report on the project. This report is for information only and no action was taken.

- 28.** PBCSD Regular Board Meeting – Report by Barbara Buikema

This report is for information only and no action was taken.

- 29.** Summary of the Monterey County Treasurer Report – Report by Barbara Buikema

This report is for information only and no action was taken.

- 30.** Summary of the November 16, 2021, Pension Committee Report – Report by Barbara Buikema

This report is for information only and no action was taken.

**The following two items were pulled from the Consent Calendar for further discussion:**

- 31.** Laboratory/Environmental Compliance Report – Report by Ray DeOcampo

The Board discussed the source control program that is in the report.

- 32.** Principal Engineer Monthly Report General Engineering – Report by Rachél Lather

The Board discussed the Canada Woods possibility of connecting as a satellite agency to the District.

### ***Board Action***

***A motion to receive and approve the two (2) consent agenda items (November 2021 Laboratory/Environmental Compliance Report and the November Principal Engineering Report) that were pulled was made by Director Siegfried and seconded by President White. After a Roll Call vote, the Board received and approved the remaining Consent Calendar/Agenda items with one abstinence from the vote.***

- 33.** Announcements on subjects of interest to the Board made by members of the Board or Staff
- President White is scheduled to attend the January 28, 2022, PBCSD Regular Board meeting.
  - President White is scheduled to attend the January 18, 2022, meeting of the Special Districts Association (SDA) of Monterey County meeting.
  - President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 8, 2021.

- Director Siegfried requested that the Board provide topics for the Director's workshop/retreat that needs to be planned and scheduled.
- Director Townsend commented on the size of the board packet.

### **34. ADJOURNMENT**

*There being no further business to come before the Board, the President adjourned the meeting at 11:12 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, January 27, 2022, or an alternate acceptable date, via teleconference webinar and in person.*

***As Reported To:***

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***Domine Barringer, Secretary to the Board***

***APPROVED:***

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***Ken White, President***





**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
AD HOC CONSTRUCTION COMMITTEE MEETING MINUTES  
January 4, 2022, Tuesday, 9:00 a.m.**

**Via teleconference webinar or in person**

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**CALL TO ORDER - ROLL CALL:**

The meeting commenced at 09:01 a.m.

**Present:** President Ken White, Committee member  
Director Michael Rachel, Committee member  
Barbara Buikema, General Manager  
Patrick Treanor, Plant Engineer  
Evan Currie, Currie Engineers

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

**AGENDA ITEMS:**

Information/Discussion Items:

- Electrical/Mechanical Rehabilitation & Sludge Holding Tank Project – the committee was given an update of the project and costs by the Plant Engineer and the project's contractor, Evan Currie. The committee discussed the presented information and set a dollar amount for change orders to come before the committee (>\$10,000).

**ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 9:23 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 27, 2022, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

**As Reported To:**

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**Kristina Pacheco, Secretary Pro Tem to the Board**

**APPROVED:**

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**Ken White, President**



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SALARY & BENEFITS COMMITTEE MEETING MINUTES**  
*January 4, 2022, Tuesday, 10:00 a.m. or as soon as  
the previous meeting adjourned*

**Via teleconference webinar or in person**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 9:26 a.m.

**Present:** President Ken White, Committee member  
Director Michael Rachel, Committee member  
Barbara Buikema, General Manager  
Patrick Treanor, Plant Engineer

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

**AGENDA ITEMS:**

Information/Discussion Items:

- Organizational Structure – the committee reviewed a presentation on a possible change to the current organization structure. The committee decided to continue discussions at a later date once more information has been obtained.

**ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 10:12 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 27, 2022, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Kristina Pacheco, Secretary Pro Tem to the Board***

**APPROVED:**

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***Ken White, President***



**CARMEL AREA WASTEWATER DISTRICT (CAWD)  
SALARY & BENEFITS COMMITTEE MEETING MINUTES  
January 10, 2022, Monday, 10:00 a.m.**

**Via teleconference webinar or in person**

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**CALL TO ORDER - ROLL CALL:**

The meeting was called to order at 9:58 a.m.

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

**Absent:** None

**Appearances/Public Comments:** None

**Agenda Changes:** None

**AGENDA ITEMS:**

Information/Discussion Items:

- Organizational Structure – the committee discussed a possible change to the current organization structure. The committee decided to continue discussion with the General Manager as staff continues to work through organization issues.

**ADJOURNMENT:** *There being no further business to come before the Committee, the meeting concluded at 10:39 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, January 27, 2022, or an alternate acceptable date, in person and via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, [www.cawd.org](http://www.cawd.org), calling the District office at 831-624-1248 or via email at [downstream@cawd.org](mailto:downstream@cawd.org).*

***As Reported To:***

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***Kristina Pacheco, Secretary Pro Tem to the Board***

**APPROVED:**

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***Ken White, President***

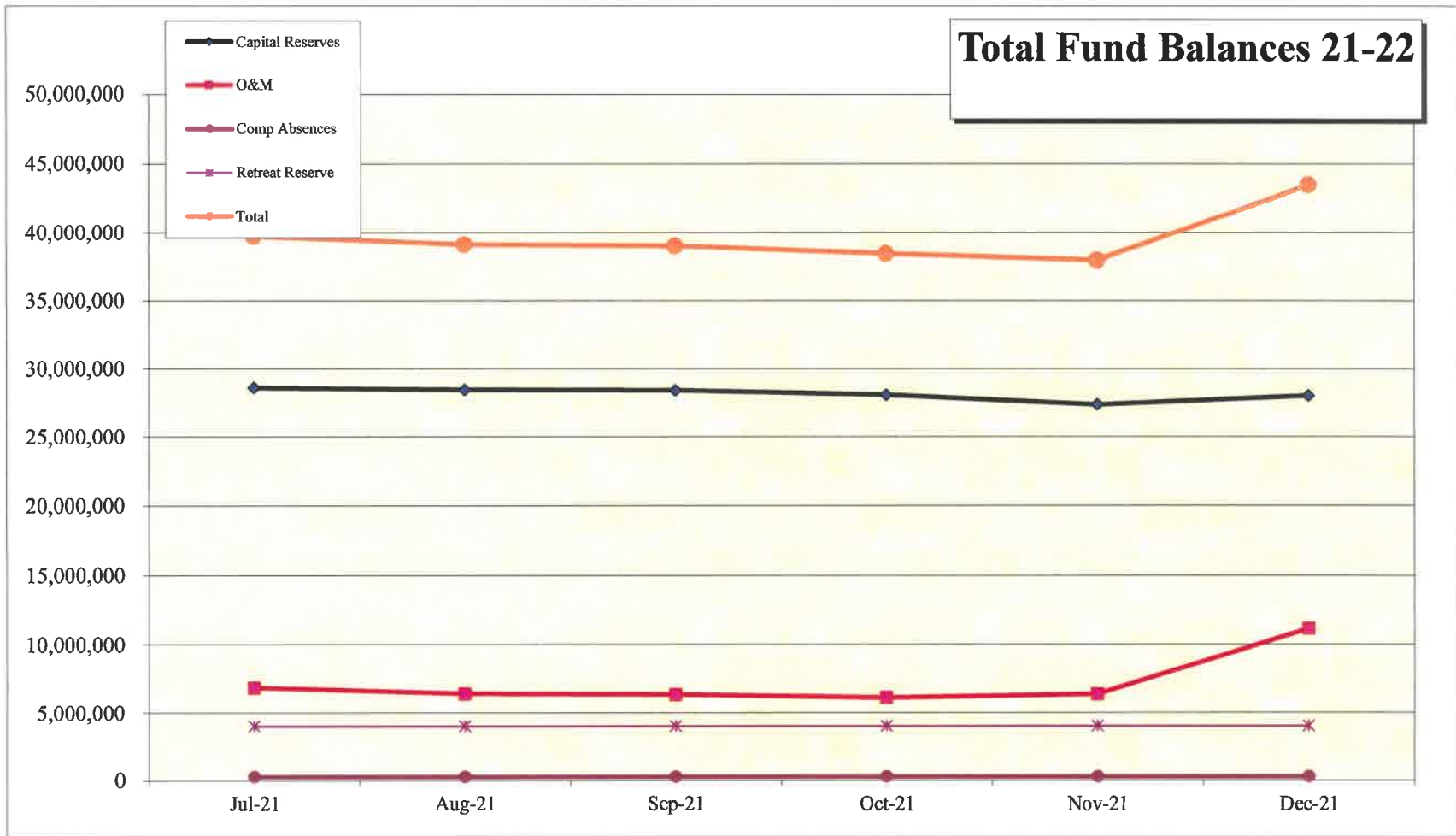
PLACE HOLDER FOR THE  
MONTHLY HAYASHI  
WAYLAND REVIEW

NOT AVAILABLE AT THE  
TIME OF BOARD PACKET  
BUILD

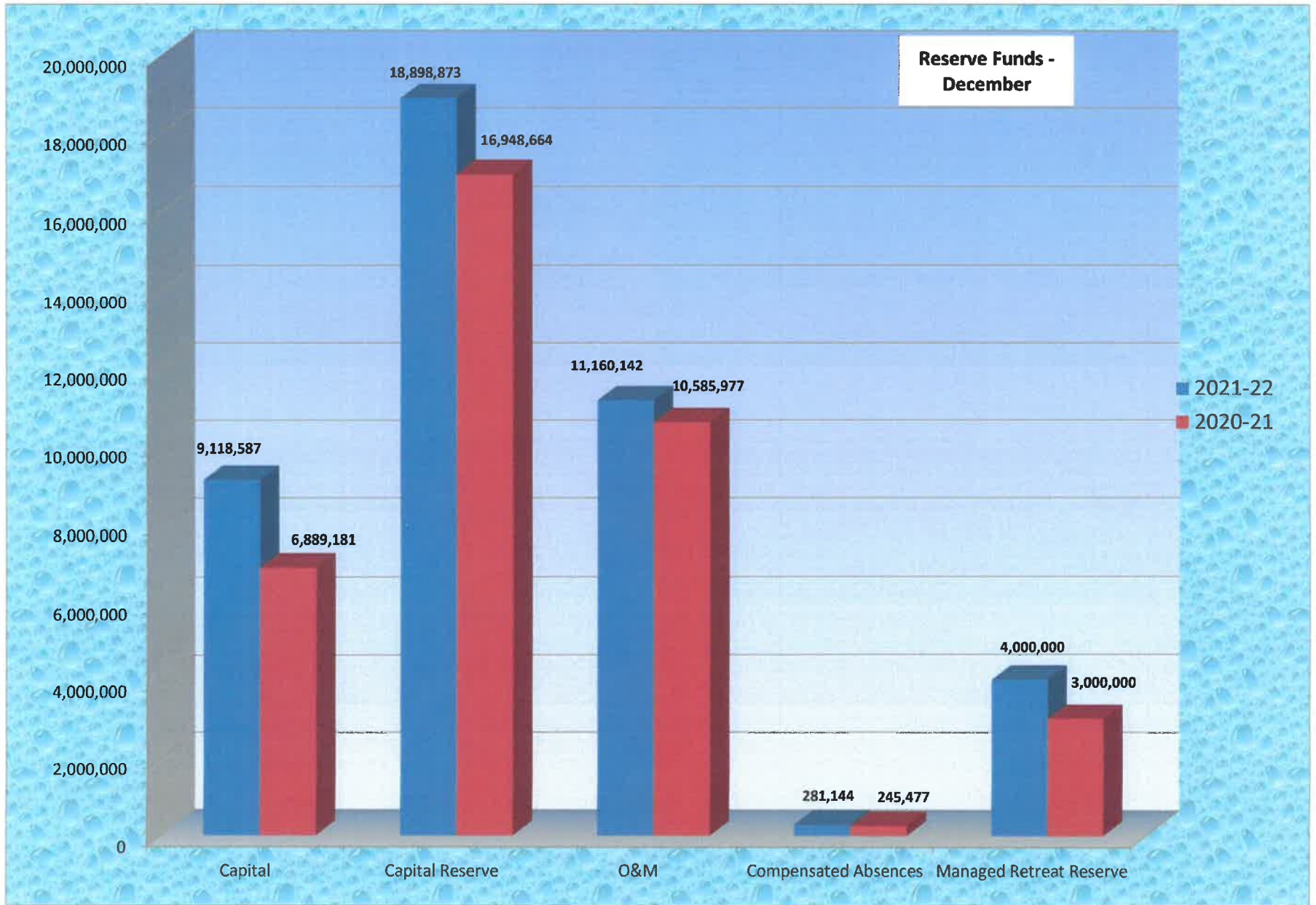


**Carmel Area Wastewater District**  
**Schedule of Cash Receipts and Disbursements - DECEMBER 2021**

	Capital Fund	Capital Improvement Reserve	General O & M Fund	Compensated Accruals Reserve	Defend or Managed Retreat Reserve	COUNTY Total Fund Balance	Chase Bank O & M Balance	Chase Bank PR Balance	L.A.I.F. Balance
BALANCE BEGINNING OF MONTH	\$8,455,546	\$18,898,873	\$6,355,608	\$281,144	\$4,000,000	\$37,991,170	\$419,263	\$120,088	\$1,196,596
<b>Receipts:</b>									
User Fees			5,377,663						
Property Taxes	1,289,913								
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							56,122		
Reclamation capital billing									
Permits							6,780		
PBCSD capital billing									
Other misc. revenue							15,550		
Interest income									
Connection Fees									
CCLEAN receipts							37,017		
CRFree Project grant funds									
Sale of dump truck									
Hatton Canyon Grant Funds									
Void checks-replace lost check							12		
<b>Total Receipts</b>	<b>1,289,913</b>	<b>0</b>	<b>5,377,663</b>	<b>0</b>	<b>0</b>	<b>6,667,576</b>	<b>230,481</b>	<b>0</b>	<b>0</b>
<b>Fund Transfers:</b>									
Transfers to Chase Bank O&M	(626,872)		(573,128)				1,200,000		
Transfers to Chase Bank PR							(225,000)	225,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
<b>Total Transfers</b>	<b>(626,872)</b>	<b>0</b>	<b>(573,128)</b>	<b>0</b>	<b>0</b>	<b>(1,200,000)</b>	<b>975,000</b>	<b>225,000</b>	<b>0</b>
<b>Disbursements:</b>									
Operations and capital							1,036,205		
Payroll & payroll taxes								222,865	
Employee Dental reimbursements							6,050		
CALPERS EFT							31,458		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							0		
US Bank EFT							7,162		
Deferred comp contributions EFT							13,316	0	
PEHP contributions EFT							4,014	0	
Bank/ADP fees							0	514	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Repay COVID payroll tax credit taken									
GASB 68 report fee & SSA 218 fee									
<b>Total Disbursements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,098,791</b>	<b>223,379</b>	<b>0</b>
BALANCE END OF MONTH	9,118,587	18,898,873	11,160,142	281,144	4,000,000	43,458,745	525,953	121,709	1,196,596



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





**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/01/21	2343	1099Express.com, Inc.	Annual license for 1099 program	159.00
12/01/21	2344	3T Equipment Company	High pressure union ball valves	1,682.97
12/01/21	2345	Amazon Capital Services	Safety and operating supplies	254.98
12/01/21	2346	American Fidelity Assurance Company	Flex accounts	111.53
12/01/21	2347	American Fidelity Assurance	Employee insurance premiums	586.16
12/01/21	2348	AT&T Mobility	Cell and mobile device service	61.47
12/01/21	2349	AT&T	Plant fiber router, voice router and IP card	778.95
12/01/21	2350	Barbara Buikema	Reimbursement for office supplies	2.38
12/01/21	2351	California Chamber of Commerce	Annual dues	659.00
12/01/21	2352	Cantera Masonry	Repair wall crack at the Bay and Scenic pump station	1,920.00
12/01/21	2353	Carmel Pine Cone	Notice of pile driver noise	273.00
12/01/21	2354	Charles DayEngel	Dental	124.00
12/01/21	2355	Christopher Foley	Dental	365.76
12/01/21	2356	Cintas Corp	First aid, CPR and AED training	1,736.23
12/01/21	2357	Cintas Corporation #63D	Laundry service	797.37
12/01/21	2358	Clark Pest Control	Plant service	279.00
12/01/21	2359	Clipper Controls	Lab supplies	268.29
12/01/21	2360	Conte's Generator Service	Control board assembly, power board and LCD digital display	2,629.50
12/01/21	2361	C S C of Salinas	Male pipe nipples	15.39
12/01/21	2362	Denise Duffy & Associates	Corona Road Assessment District, Project 18-21	3,560.00
12/01/21	2363	Direct TV	Plant service	88.99
12/01/21	2364	Edges Electrical	Electrical supplies	393.69
12/01/21	2365	EMC Planning Group	Elec/Mech Rehab and Holding Tank Project #18-01 <b>(CAPITAL)</b>	4,231.54
12/01/21	2366	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,555.02
12/01/21	2367	Exceedio	Annual server warranty	299.00
12/01/21	2368	Ferguson Enterprises	Operating supplies	70.30
12/01/21	2369	Got.Net	Domain parking	24.20
12/01/21	2370	Grainger	Battery tester and wardrobe cabinet	642.71
12/01/21	2371	GraniteRock Construction	Progress payment #4 for the Upper Rancho Canada Pipe Relocation Project #19-13 <b>(CAPITAL)</b>	191,498.81
12/01/21	2372	James Grover	Dental	399.00
12/01/21	2373	Jeffrey Craig Canepa Tr	User fee refund-property on septic	4,026.22
12/01/21	2374	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	1,952.50
12/01/21	2375	Kaeser Compressors	Annual service on influent compressor	2,960.09
12/01/21	2376	Karla Cristi	Reimbursement for operating supplies	25.11

**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/01/21	2377	Microgenics Corporation	Lab supplies	573.00
12/01/21	2378	MNS Engineers	Scenic Rd Pipe Bursting Project #20-08 (CAPITAL)	35,712.30
12/01/21	2379	Monterey Fire Extinguisher	Annual service	1,809.58
12/01/21	2380	Monterey Tire Service	Tires for the 2007 Ford F-250 Super Duty	970.22
12/01/21	2381	Patelco Credit Union	Health savings accounts contributions	5,714.53
12/01/21	2382	Peninsula Welding & Medical Supply	Non-liquid cylinder rentals	154.80
12/01/21	2383	P S O M A S	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	37,629.25
12/01/21	2384	Public Agency Coalition Enterprise	Health insurance premium	33,068.22
12/01/21	2385	Pure Water	Monthly service	124.25
12/01/21	2386	Robert Siegfried	Dental	145.00
12/01/21	2387	Robert Half	Office temp for annual BBQ	136.08
12/01/21	2388	Scarborough Lumber & Building	Operating supplies	134.86
12/01/21	2389	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL) and the Bay/Scenic Pump Station Rehab. Project #20-07 (CAPITAL)	2,265.00
12/01/21	2390	SWRCB-ELAP Fees	Environmental Laboratory Accreditation Program annual fee	2,125.00
12/01/21	2391	Syn-Tech Systems	Annual license for the Fuelmaster program	550.00
12/01/21	2392	ULINE	Wardrobe cabinet	549.70
12/01/21	2393	Vision Service Plan	Vision insurance premium	617.40
12/01/21	2394	Wellington Law Offices	District legal services	3,067.00
12/02/21	2395	McMaster-Carr	Operating supplies	40.35
12/02/21	2396	Motion Industries	Influent pump #3 repair parts	1,192.31
12/15/21	2397	Alejandro Quintero	Mech. Tech. GR I certificate test	180.00
12/15/21	2398	Amazon Capital Services	Admin and Plant supplies	301.61
12/15/21	2399	American Fidelity Assurance Company	Flex accounts	111.53
12/15/21	2400	Applied Industrial Technologies	Vehicle repair parts	112.87
12/15/21	2401	Armbruster goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	375.25
12/15/21	2402	AT&T Mobility	Cell and mobile device service	671.02
12/15/21	2403	AT&T CALNET 3	Admin and Plant alarms	679.68
12/15/21	2404	BCV Systems	Turblex blower annual service	20,936.00
12/15/21	2405	BGE Solutions	Iron sponge vessel media and netting replaced	15,386.00
12/15/21	2406	Biobot Analytics	Influent sample testing	1,400.00
12/15/21	2407	Bryan Mailey Electric	Change amp on the 100kw Cat generator, wire blower master control panel, replace EStop in the belt press control box, fix security camera conduit, replace ethernet switches in the server room and electrical upgrades in the digester training room	10,153.90

**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/15/21	2408	Cal-Am Water	Monthly service	926.35
12/15/21	2409	CAL FIRE	Brush clearing	1,133.90
12/15/21	2410	Carmel Marina Corporation	Plant rolloffs and admin garbage	2,133.71
12/15/21	2411	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	477.74
12/15/21	2412	Cintas Corporation #63D	Laundry service	778.29
12/15/21	2413	Coastal Fabrication Company	Fabricate Plant tools and shorten a flange	990.89
12/15/21	2414	Currie Engineers	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	26,722.50
12/15/21	2415	Del Monte Gardeners	Easement clearing in Mission Trail Park and at Rio park bridge	3,800.00
12/15/21	2416	Denise Duffy & Associates	Mass Annexation Project #19-09 and vegetation maintenance for Hatton Canyon	7,155.30
12/15/21	2417	Duke's Root Control	Annual root foaming of 28,205 feet of 6", 8" and 10" pipes	48,850.73
12/15/21	2418	Fastenal Company	Operating supplies	2,022.40
12/15/21	2419	FGL Environmental	Sample analysis	1,722.00
12/15/21	2420	Frisch Engineering	PLC/SCADA programming	4,365.00
12/15/21	2421	Global Equipment Company	Workbench for CDC samples/microscope	375.44
12/15/21	2422	Grainger	Operating supplies	353.78
12/15/21	2423	Hayashi & Wayland Acctg & Consulting	Bank reconciliation oversight	375.00
12/15/21	2424	ICON Cloud Solutions	Telephone service	591.28
12/15/21	2425	Jack Doheny Companies	Camera head #2 repair	4,689.86
12/15/21	2426	Kemira Water Solutions	Ferric chloride PIX-311 bulk	4,258.59
12/15/21	2427	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> ) and CRFREE Mitigation Pipeline Undergrounding project #19-21	30,911.98
12/15/21	2428	Kristina Pacheco	Dental	1,045.84
12/15/21	2429	Lemos Service	39 gallons of forklift propane	158.88
12/15/21	2430	Liberty Composting	Sludge hauling	7,017.13
12/15/21	2431	Mahoney & Associates	Researching possible land acquisition due to sea level rise	3,450.00
12/15/21	2432	MBS Business Systems	Quarterly billing for admin copier	591.16
12/15/21	2433	Michael Rachel	Dental	196.00
12/15/21	2434	Monterey Regional Waste Mgmt. Dist.	Plant waste disposal	297.00
12/15/21	2435	Monterey Auto Supply	Vehicle repair parts	1,197.50
12/15/21	2436	Monterey Tire Service	Correct prior short paid invoice	2.50
12/15/21	2437	Pacific Gas & Electric	Monthly service	30,439.60
12/15/21	2438	Pulsed Hydraulics	Variable speed mixing system for the effluent pump station for the Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	28,015.00
12/15/21	2439	Quinn Company	SOS probe oil sample bottles and mailing pouches	86.00
12/15/21	2440	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 ( <b>CAPITAL</b> )	72,948.75

**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/15/21	2441	Rooter King Monterey County	Refund permit fee for work not needed	120.00
12/15/21	2442	Smitty's Janitorial	Monthly service	1,110.00
12/15/21	2443	State Water Resources Control Board	Annual permit fee for WDR Threat/Complexity 3C	3,326.00
12/15/21	2444	Streamline	Website maintenance	400.00
12/15/21	2445	TITUS	30 composite water-resistant manhole covers and frames with gaskets	26,838.13
12/15/21	2446	Town & Country Gardening	Monthly service	674.32
12/15/21	2447	ULINE	All gender restroom sign	28.43
12/15/21	2448	Univar Solutions USA Inc.	Sodium hypochlorite	3,882.56
12/15/21	2449	The UPS Store	Late fee	3.16
12/17/21	2450	AT&T	Voice routing	51.07
12/17/21	2451	Budget Blinds of Monterey County	70% down payment for admin blinds	2,464.43
12/17/21	2452	Clark Bros.	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> ), Progress payment #2, Mobilization and demo old digester	181,350.00
12/17/21	2453	Solenis LLC	Praestol K 144 L-NA IBC polymer	16,042.48
12/28/21	2454	Christopher Dixon	Dental	1,980.00
12/28/21	2455	Fanny Mui	Dental	193.00
12/28/21	2456	James Grover	Dental	1,601.00
12/28/21	2457	Public Agency Coalition Enterprise	January health insurance premium	35,161.92
12/29/21	2458	3T Equipment Company	Couplings for collection vehicle	121.85
12/29/21	2459	Amazon Capital Services	Labor law posters	16.67
12/29/21	2460	American Fidelity Assurance Company	Flex accounts	111.53
12/29/21	2461	Applied Industrial Technologies	Gear reducer and electric motor	3,449.68
12/29/21	2462	Applied Marine Sciences	CLEAN expenses	6,739.99
12/29/21	2463	AT&T Mobility	SCADA text modem	61.47
12/29/21	2464	AT&T	Plant fiber router and IP card	727.88
12/29/21	2465	Burleson Consulting	Preconstruction survey and biological evaluation for the Eucalyptus Tree Trimming Project #21-01	5,428.56
12/29/21	2466	Carmel Print & Copy	FOG booklets (Fats, Oil & Grease) for source control	717.81
12/29/21	2467	Chicago Title Company	Preliminary report fees for the CAWD properties	1,500.00
12/29/21	2468	Christopher Dinner Heating	Rewire heat strip at the lab	405.00
12/29/21	2469	Cintas Corporation #63D	Laundry service	780.84
12/29/21	2470	Clark Pest Control	Plant service	279.00
12/29/21	2471	Cole-Parmer	Masterflex transfer tubing	224.62
12/29/21	2472	Comcast	Admin internet	248.49
12/29/21	2473	Comcast	Pump station internet	537.35

**Carmel Area Wastewater District**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/29/21	2474	The Cottages of Carmel	Refund of overpaid discharge permit fee	10.00
12/29/21	2475	County of Mo Sheriff's Office Alarm Unit	Annual alarm permit	30.00
12/29/21	2476	CSRMA	Worker's compensation additional premium post audit	717.00
12/29/21	2477	Culligan Water Conditioning	C&I exchange service for the lab	17.35
12/29/21	2478	Direct TV	Monthly service	88.99
12/29/21	2479	EMC Planning Group	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	5,477.78
12/29/21	2480	Exceedio	Adobe Photoshop software	110.00
12/29/21	2481	Fastenal Company	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	428.90
12/29/21	2482	Frisch Engineering	PLC/SCADA programming	1,350.00
12/29/21	2483	Got.Net	Domain parking	4.20
12/29/21	2484	Grainger	Operating supplies	363.61
12/29/21	2485	Image Source	Plant copier	70.31
12/29/21	2486	Jack Doheny Companies	Carbide and High-Trac wheels for collections	2,657.36
12/29/21	2487	JM Squared Associates	Influent pump thrust bearing housing	2,089.48
12/29/21	2488	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	1,740.00
12/29/21	2489	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 ( <b>CAPITAL</b> )	20,864.75
12/29/21	2490	McMaster-Carr	Operating supplies	201.09
12/29/21	2491	Microgenics Corporation	Lab supplies	255.48
12/29/21	2492	Monterey Tire Service	Cart and wheelbarrow tires	168.76
12/29/21	2493	Motion Industries	Drive belt 2100-14mpt-65	421.38
12/29/21	2494	Municipal Maintenance Equipment	Vaccon boom tie down assembly and mount	1,672.59
12/29/21	2495	Pacific Gas & Electric	Monthly service	172.70
12/29/21	2496	Quill LLC	Office supplies	818.70
12/29/21	2497	Univar Solutions USA Inc.	Sodium hypochlorite and bisulfate	11,289.77
12/29/21	2498	Wellington Law Offices	District legal services	4,258.00
				<b>1,042,254.41</b>

**CAWD/PBCSD Reclamation Project**  
**Disbursements**  
**Dec-21**

<b>Date</b>	<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12/01/21	446	Brenntag Pacific	Ammonium hydroxide	4,164.28
12/01/21	447	Clipper Controls Inc.	Sampler pump tubing	160.54
12/01/21	448	Edges Electrical	Electrical supplies	131.23
12/01/21	449	Microgenics Corporation	Lab supplies	475.22
12/01/21	450	Monterey Fire Extinguisher	Annual service	226.20
12/01/21	451	Muniquip, LLC	Replace lost check #399	1,587.65
12/01/21	452	Pebble Beach Company	Reimburse for COP interest expense	106.84
12/01/21	453	Pacific Gas & Electric	MF/RO billing	17,530.97
12/01/21	454	Professional Water Technologies	Spectraguard360-275G antiscalent	8,567.54
12/01/21	455	SWRCB-ELAP Fees	Environmental Laboratory Accreditation Program annual fee	2,125.00
12/01/21	456	Thermo Electron North America	Lab supplies	2,711.08
12/13/21	457	Bryan Mailey Electric	Remove and test tertiary pumps	420.00
12/13/21	458	Buckles-Smith Electric	Powermonitor and accessory kit	1,415.87
12/13/21	459	Frisch Engineering	CIP-SCADA Migration Project #21-09 (CAPITAL)	525.00
12/13/21	460	Grainger	Lab supplies	71.21
12/13/21	461	Pebble Beach Community Services District	October and November O&M reimbursement	87,235.24
12/13/21	462	Pacific Gas & Electric	Tertiary billing	15,275.57
12/13/21	463	Thatcher Company of California	Sulfuric acid and returned tote credits	9,044.38
12/15/21	464	Cal-Am Water	Hydrant Meter K monthly service	2,566.93
12/15/21	465	Carmel Area Wastewater District	Reimburse for Plant O&M and PG&E	56,121.84
12/17/21	466	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	265,299.39
12/17/21	467	Pebble Beach Community Services District	Annual 2020-21 Source Water Treatment Cost reimbursement	109,451.00
12/17/21	468	Pacific Gas & Electric	MF/RO billing	19,507.16
12/29/21	469	Acme Analytical Solutions	Electrode storage solution pH 4.0	89.93
12/29/21	470	Alliant Insurance Services	Annual commercial package premium	23,886.00
12/29/21	471	Automationdirect.com, Inc.	Eaton miniature circuit breaker	314.63
12/29/21	472	Borges & Mahoney	600 rpm motor and probe analyzer	1,722.68
12/29/21	473	Brenntag Pacific	Ammonium hydroxide	3,833.74
12/29/21	474	Frisch Engineering	CIP-SCADA Migration Project #21-09 (CAPITAL)	2,910.00
12/29/21	475	Thermo Electron North America	Dionex ICS 3000 VWD detector lamp	284.96
12/29/21	476	Trussell Technologies	MF/RO Ops Support project NPDES permit renewal	8,918.20
12/29/21	477	USA Blue Book	EQ blower filter elements	724.59
12/29/21	478	Wellington Law Offices	RMC meeting and review	209.00
				<b>647,613.87</b>





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**Financial Statements  
and  
Supplementary Schedules**

**December 2021**

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January 27, 2022

# *Carmel Area Wastewater District*

## *Balance Sheet*

December 2021

ASSETS			
Current Assets			
Cash			
Cash	45,303,002.70		
TOTAL Cash	45,303,002.70		
Other Current Assets			
Other Current Assets	196,981.58		
TOTAL Other Current Assets	196,981.58		
TOTAL Current Assets		45,499,984.28	
Fixed Assets			
Land			
Land	308,059.76		
TOTAL Land	308,059.76		
Treatment Structures			
Treatment Structures	70,358,452.24		
TOTAL Treatment Structures	70,358,452.24		
Treatment Equipment			
Treatment Equipment	8,730,143.38		
TOTAL Treatment Equipment	8,730,143.38		
Collection Structures			
Collection Structures	1,238,843.71		
TOTAL Collection Structures	1,238,843.71		
Collection Equipment			
Collection Equipment	1,509,600.36		
TOTAL Collection Equipment	1,509,600.36		
Sewers		13,293,350.40	
Disposal Facilities			
Disposal Facilities	1,643,890.85		
TOTAL Disposal Facilities	1,643,890.85		
Other Fixed Assets			
Other Fixed Assets	4,504,051.96		
TOTAL Other Fixed Assets	4,504,051.96		
Capital Improvement Projects			
Capital Improvement Projects	4,535,916.75		
TOTAL Capital Improvement Projects	4,535,916.75		
Accumulated depreciation		(53,892,952.22)	
TOTAL Fixed Assets		52,229,357.19	
Other Assets			
Other Assets		2,013,873.98	
TOTAL Other Assets		2,013,873.98	
TOTAL ASSETS		99,743,215.45	



# *Carmel Area Wastewater District*

## *Balance Sheet*

December 2021

LIABILITIES			
Current Liabilities			
Current Liabilities	1,204,327.47		
TOTAL Current Liabilities	1,204,327.47		1,204,327.47
Long-Term Liabilities			
Long Term Liabilities	564,372.51		
TOTAL Long-Term Liabilities	564,372.51		564,372.51
TOTAL LIABILITIES			1,768,699.98
NET POSITION			
Net Assets	93,156,112.81		
Year-to-Date Earnings	4,818,402.66		
TOTAL NET POSITION			97,974,515.47
TOTAL LIABILITIES & NET POSITION			99,743,215.45

**Carmel Area Wastewater District**  
**Budgeted Income Statement**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by account*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	6,545,565.26	6,118,023.98	427,541.28	7.0 %
TOTAL Income	6,545,565.26	6,118,023.98	427,541.28	7.0 %
Adjustments				
Discounts	40.18	0.00	40.18	
TOTAL Adjustments	40.18	0.00	40.18	
*****	6,545,605.44	6,118,023.98	427,581.46	7.0 %
***** OPERATING INCOME	6,545,605.44	6,118,023.98	427,581.46	7.0 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,775,902.22	1,740,530.03	(35,372.19)	-2.0 %
TOTAL Salaries and Payroll Taxes	1,775,902.22	1,740,530.03	(35,372.19)	-2.0 %
Employee Benefits				
Employee Benefits	352,268.65	527,164.13	174,895.48	33.2 %
TOTAL Employee Benefits	352,268.65	527,164.13	174,895.48	33.2 %
Director's Expenses				
Director's Expenses	9,350.80	16,483.00	7,132.20	43.3 %
TOTAL Director's Expenses	9,350.80	16,483.00	7,132.20	43.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	47,931.26	34,852.58	(13,078.68)	-37.5 %
TOTAL Truck and Auto Expenses	47,931.26	34,852.58	(13,078.68)	-37.5 %
General and Administrative				
General and Administrative	183,238.55	370,300.00	187,061.45	50.5 %
TOTAL General and Administrative	183,238.55	370,300.00	187,061.45	50.5 %
Office Expense				
Office Expense	24,624.18	27,787.44	3,163.26	11.4 %
TOTAL Office Expense	24,624.18	27,787.44	3,163.26	11.4 %
Operating Supplies				
Operating Supplies	211,466.99	245,196.12	33,729.13	13.8 %
TOTAL Operating Supplies	211,466.99	245,196.12	33,729.13	13.8 %
Contract Services				
Contract Services	463,324.98	800,399.98	337,075.00	42.1 %
TOTAL Contract Services	463,324.98	800,399.98	337,075.00	42.1 %

**Carmel Area Wastewater District**  
**Budgeted Income Statement**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by account*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	111,960.25	379,375.00	267,414.75	70.5 %
TOTAL Repairs and Maintenance	111,960.25	379,375.00	267,414.75	70.5 %
Utilities				
Utilities	176,859.22	230,533.98	53,674.76	23.3 %
TOTAL Utilities	176,859.22	230,533.98	53,674.76	23.3 %
Travel and Meetings				
Travel and Meetings	5,863.57	27,467.46	21,603.89	78.7 %
TOTAL Travel and Meetings	5,863.57	27,467.46	21,603.89	78.7 %
Permits and Fees				
Permits and Fees	13,318.00	26,850.00	13,532.00	50.4 %
TOTAL Permits and Fees	13,318.00	26,850.00	13,532.00	50.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	3,441.18	7,469.98	4,028.80	53.9 %
TOTAL Memberships and Subscriptions	3,441.18	7,469.98	4,028.80	53.9 %
Safety				
Safety	41,562.29	24,705.08	(16,857.21)	-68.2 %
TOTAL Safety	41,562.29	24,705.08	(16,857.21)	-68.2 %
Other Expenses				
Other Expense	11,428.33	14,250.06	2,821.73	19.8 %
TOTAL Other Expenses	11,428.33	14,250.06	2,821.73	19.8 %
TOTAL Operating Expenses	3,432,540.47	4,473,364.84	1,040,824.37	23.3 %
***** OPERATING INCOME (LOSS)	3,113,064.97	1,644,659.14	1,468,405.83	89.3 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	1,705,337.69	1,474,925.00	230,412.69	15.6 %
TOTAL Other Income or Gain	1,705,337.69	1,474,925.00	230,412.69	15.6 %
TOTAL Non-op Income, Expense, Gain or Loss	1,705,337.69	1,474,925.00	230,412.69	15.6 %
***** NET INCOME (LOSS)	4,818,402.66	3,119,584.14	1,698,818.52	54.5 %
***** NET INCOME (LOSS)	4,818,402.66	3,119,584.14	1,698,818.52	54.5 %

**Carmel Area Wastewater District**  
**Budgeted Operating Exps.-Maintenance**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 4*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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>	252,819.34	262,589.53	9,770.19	3.7 %
TOTAL Salaries and Payroll Taxes	252,819.34	262,589.53	9,770.19	3.7 %
Employee Benefits				
<i>Employee Benefits</i>	64,592.97	93,617.06	29,024.09	31.0 %
TOTAL Employee Benefits	64,592.97	93,617.06	29,024.09	31.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,303.42	4,165.02	2,861.60	68.7 %
TOTAL Truck and Auto Expenses	1,303.42	4,165.02	2,861.60	68.7 %
General and Administrative				
<i>General and Administrative</i>	11,912.37	13,999.98	2,087.61	14.9 %
TOTAL General and Administrative	11,912.37	13,999.98	2,087.61	14.9 %
Office Expense				
<i>Office Expense</i>	2,956.34	1,125.00	(1,831.34)	-162.8 %
TOTAL Office Expense	2,956.34	1,125.00	(1,831.34)	-162.8 %
Operating Supplies				
<i>Operating Supplies</i>	33,053.56	28,650.12	(4,403.44)	-15.4 %
TOTAL Operating Supplies	33,053.56	28,650.12	(4,403.44)	-15.4 %
Contract Services				
<i>Contract Services</i>	174,028.69	378,650.04	204,621.35	54.0 %
TOTAL Contract Services	174,028.69	378,650.04	204,621.35	54.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	54,917.08	113,499.96	58,582.88	51.6 %
TOTAL Repairs and Maintenance	54,917.08	113,499.96	58,582.88	51.6 %
Utilities				
<i>Utilities</i>	2,172.23	2,350.02	177.79	7.6 %
TOTAL Utilities	2,172.23	2,350.02	177.79	7.6 %
Travel and Meetings				
<i>Travel and Meetings</i>	751.94	3,199.98	2,448.04	76.5 %

***Carmel Area Wastewater District***  
***Budgeted Operating Exps.-Maintenance***  
*Year-to-Date Variance, December 2021 - current month, Consolidated by*  
*account, Department 4*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	751.94	3,199.98	2,448.04	76.5 %
Permits and Fees				
<i>Permits and Fees</i>	4,531.00	3,500.00	(1,031.00)	-29.5 %
TOTAL Permits and Fees	4,531.00	3,500.00	(1,031.00)	-29.5 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	473.00	1,200.00	727.00	60.6 %
TOTAL Memberships and Subscriptions	473.00	1,200.00	727.00	60.6 %
Safety				
<i>Safety</i>	30,726.69	15,600.06	(15,126.63)	-97.0 %
TOTAL Safety	30,726.69	15,600.06	(15,126.63)	-97.0 %
TOTAL Operating Expenses	634,238.63	922,146.77	287,908.14	31.2 %
***** OPERATING INCOME (LOSS)	(634,238.63)	(922,146.77)	287,908.14	31.2 %
***** NET INCOME (LOSS)	(634,238.63)	(922,146.77)	287,908.14	31.2 %
***** NET INCOME (LOSS)	(634,238.63)	(922,146.77)	287,908.14	31.2 %

**Carmel Area Wastewater District**  
**Budgeted Operating Exps.-Collections**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 5*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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>	329,208.06	303,150.51	(26,057.55)	-8.6 %
TOTAL Salaries and Payroll Taxes	329,208.06	303,150.51	(26,057.55)	-8.6 %
Employee Benefits				
<i>Employee Benefits</i>	91,710.25	110,950.99	19,240.74	17.3 %
TOTAL Employee Benefits	91,710.25	110,950.99	19,240.74	17.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	44,509.18	27,275.04	(17,234.14)	-63.2 %
TOTAL Truck and Auto Expenses	44,509.18	27,275.04	(17,234.14)	-63.2 %
General and Administrative				
<i>General and Administrative</i>	27,805.30	43,750.02	15,944.72	36.4 %
TOTAL General and Administrative	27,805.30	43,750.02	15,944.72	36.4 %
Office Expense				
<i>Office Expense</i>	6,857.73	4,699.98	(2,157.75)	-45.9 %
TOTAL Office Expense	6,857.73	4,699.98	(2,157.75)	-45.9 %
Operating Supplies				
<i>Operating Supplies</i>	17,457.42	19,599.96	2,142.54	10.9 %
TOTAL Operating Supplies	17,457.42	19,599.96	2,142.54	10.9 %
Contract Services				
<i>Contract Services</i>	102,416.82	134,100.00	31,683.18	23.6 %
TOTAL Contract Services	102,416.82	134,100.00	31,683.18	23.6 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	41,536.60	222,750.04	181,213.44	81.4 %
TOTAL Repairs and Maintenance	41,536.60	222,750.04	181,213.44	81.4 %
Utilities				
<i>Utilities</i>	18,945.82	23,149.98	4,204.16	18.2 %
TOTAL Utilities	18,945.82	23,149.98	4,204.16	18.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,286.87	8,202.48	6,915.61	84.3 %

***Carmel Area Wastewater District***  
***Budgeted Operating Exps.-Collections***  
***Year-to-Date Variance, December 2021 - current month, Consolidated by***  
***account, Department 5***

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,286.87	8,202.48	6,915.61	84.3 %
Permits and Fees				
<i>Permits and Fees</i>	6,627.00	6,150.00	(477.00)	-7.8 %
TOTAL Permits and Fees	6,627.00	6,150.00	(477.00)	-7.8 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	758.00	1,990.02	1,232.02	61.9 %
TOTAL Memberships and Subscriptions	758.00	1,990.02	1,232.02	61.9 %
Safety				
<i>Safety</i>	10,460.45	7,405.02	(3,055.43)	-41.3 %
TOTAL Safety	10,460.45	7,405.02	(3,055.43)	-41.3 %
Other Expenses				
<i>Other Expense</i>	0.00	250.02	250.02	100.0 %
TOTAL Other Expenses	0.00	250.02	250.02	100.0 %
TOTAL Operating Expenses	699,579.50	913,424.06	213,844.56	23.4 %
***** OPERATING INCOME (LOSS)	(699,579.50)	(913,424.06)	213,844.56	23.4 %
***** NET INCOME (LOSS)	(699,579.50)	(913,424.06)	213,844.56	23.4 %
***** NET INCOME (LOSS)	(699,579.50)	(913,424.06)	213,844.56	23.4 %

**Carmel Area Wastewater District**  
**Budgeted Operating Exps.-Treatment**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 6*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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>	580,260.95	570,397.53	(9,863.42)	-1.7 %
TOTAL Salaries and Payroll Taxes	580,260.95	570,397.53	(9,863.42)	-1.7 %
Employee Benefits				
<i>Employee Benefits</i>	127,650.76	240,115.02	112,464.26	46.8 %
TOTAL Employee Benefits	127,650.76	240,115.02	112,464.26	46.8 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,657.52	1,600.00	(57.52)	-3.6 %
TOTAL Truck and Auto Expenses	1,657.52	1,600.00	(57.52)	-3.6 %
General and Administrative				
<i>General and Administrative</i>	76,192.61	233,500.02	157,307.41	67.4 %
TOTAL General and Administrative	76,192.61	233,500.02	157,307.41	67.4 %
Office Expense				
<i>Office Expense</i>	3,549.62	13,149.96	9,600.34	73.0 %
TOTAL Office Expense	3,549.62	13,149.96	9,600.34	73.0 %
Operating Supplies				
<i>Operating Supplies</i>	160,010.92	188,696.04	28,685.12	15.2 %
TOTAL Operating Supplies	160,010.92	188,696.04	28,685.12	15.2 %
Contract Services				
<i>Contract Services</i>	154,232.64	234,199.96	79,967.32	34.1 %
TOTAL Contract Services	154,232.64	234,199.96	79,967.32	34.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	10,108.09	35,724.96	25,616.87	71.7 %
TOTAL Repairs and Maintenance	10,108.09	35,724.96	25,616.87	71.7 %
Utilities				
<i>Utilities</i>	144,479.41	193,499.94	49,020.53	25.3 %
TOTAL Utilities	144,479.41	193,499.94	49,020.53	25.3 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,857.57	7,714.98	5,857.41	75.9 %



***Carmel Area Wastewater District***  
***Budgeted Operating Exps.-Treatment***  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 6*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Travel and Meetings	1,857.57	7,714.98	5,857.41	75.9 %
Permits and Fees				
<i>Permits and Fees</i>	2,160.00	10,000.00	7,840.00	78.4 %
TOTAL Permits and Fees	2,160.00	10,000.00	7,840.00	78.4 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,162.13	2,904.96	1,742.83	60.0 %
TOTAL Memberships and Subscriptions	1,162.13	2,904.96	1,742.83	60.0 %
Other Expenses				
<i>Other Expense</i>	0.00	1,000.02	1,000.02	100.0 %
TOTAL Other Expenses	0.00	1,000.02	1,000.02	100.0 %
TOTAL Operating Expenses	1,263,322.22	1,732,503.39	469,181.17	27.1 %
***** OPERATING INCOME (LOSS)	(1,263,322.22)	(1,732,503.39)	469,181.17	27.1 %
***** NET INCOME (LOSS)	(1,263,322.22)	(1,732,503.39)	469,181.17	27.1 %
***** NET INCOME (LOSS)	(1,263,322.22)	(1,732,503.39)	469,181.17	27.1 %

**Carmel Area Wastewater District**  
**Budgeted Operating Exps.-Administration**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 7*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	325,183.80	304,991.51	(20,192.29)	-6.6 %
TOTAL Salaries and Payroll Taxes	325,183.80	304,991.51	(20,192.29)	-6.6 %
Employee Benefits				
<i>Employee Benefits</i>	68,314.67	82,481.06	14,166.39	17.2 %
TOTAL Employee Benefits	68,314.67	82,481.06	14,166.39	17.2 %
Director's Expenses				
<i>Director's Expenses</i>	9,000.80	16,150.00	7,149.20	44.3 %
TOTAL Director's Expenses	9,000.80	16,150.00	7,149.20	44.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	461.14	1,812.52	1,351.38	74.6 %
TOTAL Truck and Auto Expenses	461.14	1,812.52	1,351.38	74.6 %
General and Administrative				
<i>General and Administrative</i>	45,378.57	79,049.98	33,671.41	42.6 %
TOTAL General and Administrative	45,378.57	79,049.98	33,671.41	42.6 %
Office Expense				
<i>Office Expense</i>	11,260.49	8,800.02	(2,460.47)	-28.0 %
TOTAL Office Expense	11,260.49	8,800.02	(2,460.47)	-28.0 %
Operating Supplies				
<i>Operating Supplies</i>	390.15	900.00	509.85	56.7 %
TOTAL Operating Supplies	390.15	900.00	509.85	56.7 %
Contract Services				
<i>Contract Services</i>	32,079.94	53,449.98	21,370.04	40.0 %
TOTAL Contract Services	32,079.94	53,449.98	21,370.04	40.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	732.12	2,500.02	1,767.90	70.7 %
TOTAL Repairs and Maintenance	732.12	2,500.02	1,767.90	70.7 %
Utilities				
<i>Utilities</i>	11,218.10	11,534.04	315.94	2.7 %

***Carmel Area Wastewater District***  
***Budgeted Operating Exps.-Administration***  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 7*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
TOTAL Utilities	11,218.10	11,534.04	315.94	2.7 %
Travel and Meetings				
Travel and Meetings	1,967.19	8,350.02	6,382.83	76.4 %
TOTAL Travel and Meetings	1,967.19	8,350.02	6,382.83	76.4 %
Memberships and Subscriptions				
Memberships and Subscriptions	1,048.05	1,375.00	326.95	23.8 %
TOTAL Memberships and Subscriptions	1,048.05	1,375.00	326.95	23.8 %
Safety				
Safety	375.15	950.00	574.85	60.5 %
TOTAL Safety	375.15	950.00	574.85	60.5 %
Other Expenses				
Other Expense	11,428.33	13,000.02	1,571.69	12.1 %
TOTAL Other Expenses	11,428.33	13,000.02	1,571.69	12.1 %
TOTAL Operating Expenses	518,838.50	585,344.17	66,505.67	11.4 %
***** OPERATING INCOME (LOSS)	(518,838.50)	(585,344.17)	66,505.67	11.4 %
***** NET INCOME (LOSS)	(518,838.50)	(585,344.17)	66,505.67	11.4 %
***** NET INCOME (LOSS)	(518,838.50)	(585,344.17)	66,505.67	11.4 %

**Carmel Area Wastewater District**  
**Budgeted Operating Exps.-Reclamation**  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 8*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</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>	287,004.34	298,054.97	11,050.63	3.7 %
TOTAL Salaries and Payroll Taxes	287,004.34	298,054.97	11,050.63	3.7 %
Director's Expenses				
<i>Director's Expenses</i>	350.00	333.00	(17.00)	-5.1 %
TOTAL Director's Expenses	350.00	333.00	(17.00)	-5.1 %
General and Administrative				
<i>General and Administrative</i>	21,949.70	0.00	(21,949.70)	
TOTAL General and Administrative	21,949.70	0.00	(21,949.70)	
Operating Supplies				
<i>Operating Supplies</i>	554.94	4,249.98	3,695.04	86.9 %
TOTAL Operating Supplies	554.94	4,249.98	3,695.04	86.9 %
Contract Services				
<i>Contract Services</i>	566.89	0.00	(566.89)	
TOTAL Contract Services	566.89	0.00	(566.89)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	3,006.05	2,149.98	(856.07)	-39.8 %
TOTAL Repairs and Maintenance	3,006.05	2,149.98	(856.07)	-39.8 %
Utilities				
<i>Utilities</i>	43.66	0.00	(43.66)	
TOTAL Utilities	43.66	0.00	(43.66)	
Safety				
<i>Safety</i>	0.00	750.00	750.00	100.0 %
TOTAL Safety	0.00	750.00	750.00	100.0 %
TOTAL Operating Expenses	313,475.58	305,537.93	(7,937.65)	-2.6 %
***** OPERATING INCOME (LOSS)	(313,475.58)	(305,537.93)	(7,937.65)	-2.6 %

***Carmel Area Wastewater District***  
***Budgeted Operating Exps.-Reclamation***  
*Year-to-Date Variance, December 2021 - current month, Consolidated by  
account, Department 8*

	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
***** NET INCOME (LOSS)	(313,475.58)	(305,537.93)	(7,937.65)	-2.6 %
***** NET INCOME (LOSS)	(313,475.58)	(305,537.93)	(7,937.65)	-2.6 %

***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Waste to Energy***  
***Year-to-Date Variance, December 2021 - current month, Consolidated by***  
***account, Department 9***

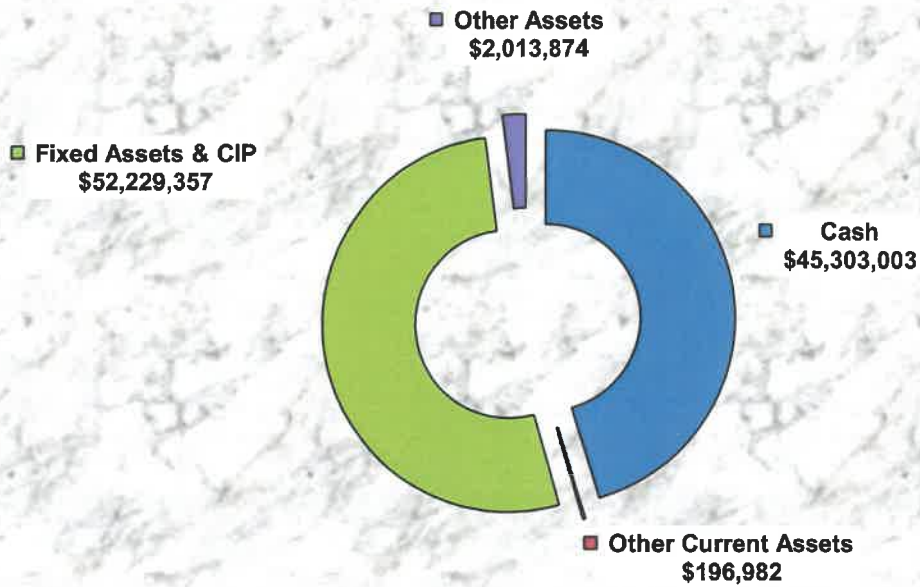
	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	2,211.20	2,500.02	(288.82)	-11.6 %
TOTAL Income	2,211.20	2,500.02	(288.82)	-11.6 %
*****	2,211.20	2,500.02	(288.82)	-11.6 %
***** OPERATING INCOME	2,211.20	2,500.02	(288.82)	-11.6 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	915.26	538.50	(376.76)	-70.0 %
TOTAL Salaries and Payroll Taxes	915.26	538.50	(376.76)	-70.0 %
Operating Supplies				
Operating Supplies	0.00	2,500.02	2,500.02	100.0 %
TOTAL Operating Supplies	0.00	2,500.02	2,500.02	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	840.00	1,500.00	660.00	44.0 %
TOTAL Repairs and Maintenance	840.00	1,500.00	660.00	44.0 %
Permits and Fees				
Permits and Fees	0.00	7,200.00	7,200.00	100.0 %
TOTAL Permits and Fees	0.00	7,200.00	7,200.00	100.0 %
TOTAL Operating Expenses	1,755.26	11,738.52	9,983.26	85.0 %
***** OPERATING INCOME (LOSS)	455.94	(9,238.50)	9,694.44	104.9 %
***** NET INCOME (LOSS)	455.94	(9,238.50)	9,694.44	104.9 %
***** NET INCOME (LOSS)	455.94	(9,238.50)	9,694.44	104.9 %

***Carmel Area Wastewater District***  
***Budgeted Income Stmt.-Brine Disposal***  
***Year-to-Date Variance, December 2021 - current month, Consolidated by***  
***account, Department 10***

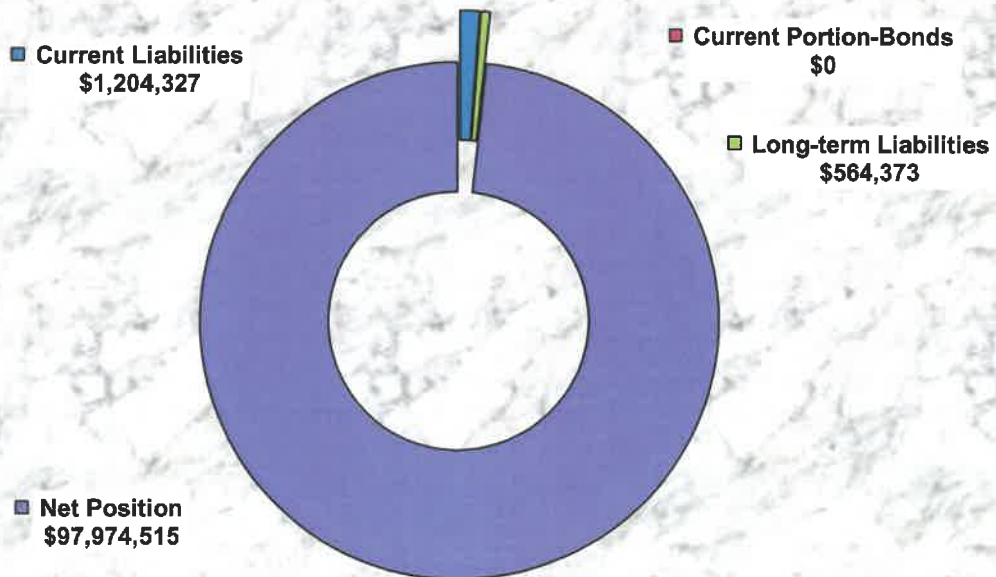
	<i>6 Months Ended December 31, 2021</i>	<i>6 Months Ended December 31, 2021 Budget</i>	<i>Variance Fav/&lt;Unf&gt;</i>	<i>% Var</i>
Income				
Revenue	59,976.35	39,499.98	20,476.37	51.8 %
TOTAL Income	<u>59,976.35</u>	<u>39,499.98</u>	<u>20,476.37</u>	51.8 %
*****	<u>59,976.35</u>	<u>39,499.98</u>	<u>20,476.37</u>	51.8 %
***** OPERATING INCOME	<u>59,976.35</u>	<u>39,499.98</u>	<u>20,476.37</u>	51.8 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	510.47	807.48	297.01	36.8 %
TOTAL Salaries and Payroll Taxes	<u>510.47</u>	<u>807.48</u>	<u>297.01</u>	36.8 %
Office Expense				
Office Expense	0.00	12.48	12.48	100.0 %
TOTAL Office Expense	<u>0.00</u>	<u>12.48</u>	<u>12.48</u>	100.0 %
Operating Supplies				
Operating Supplies	0.00	600.00	600.00	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>600.00</u>	<u>600.00</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	820.31	1,250.04	429.73	34.4 %
TOTAL Repairs and Maintenance	<u>820.31</u>	<u>1,250.04</u>	<u>429.73</u>	34.4 %
TOTAL Operating Expenses	<u>1,330.78</u>	<u>2,670.00</u>	<u>1,339.22</u>	50.2 %
***** OPERATING INCOME (LOSS)	<u>58,645.57</u>	<u>36,829.98</u>	<u>21,815.59</u>	59.2 %
***** NET INCOME (LOSS)	<u>58,645.57</u>	<u>36,829.98</u>	<u>21,815.59</u>	59.2 %
***** NET INCOME (LOSS)	<u>58,645.57</u>	<u>36,829.98</u>	<u>21,815.59</u>	59.2 %



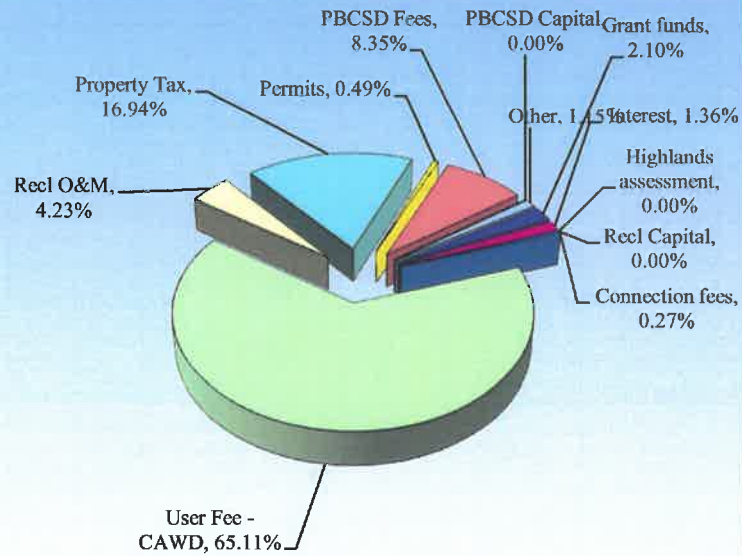
### Assets - December 31, 2021



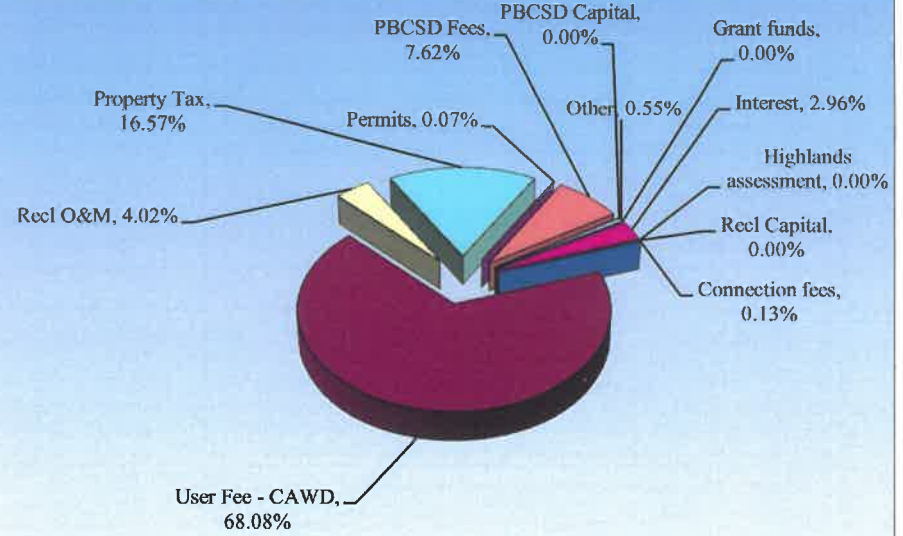
### Liabilities - December 31, 2021



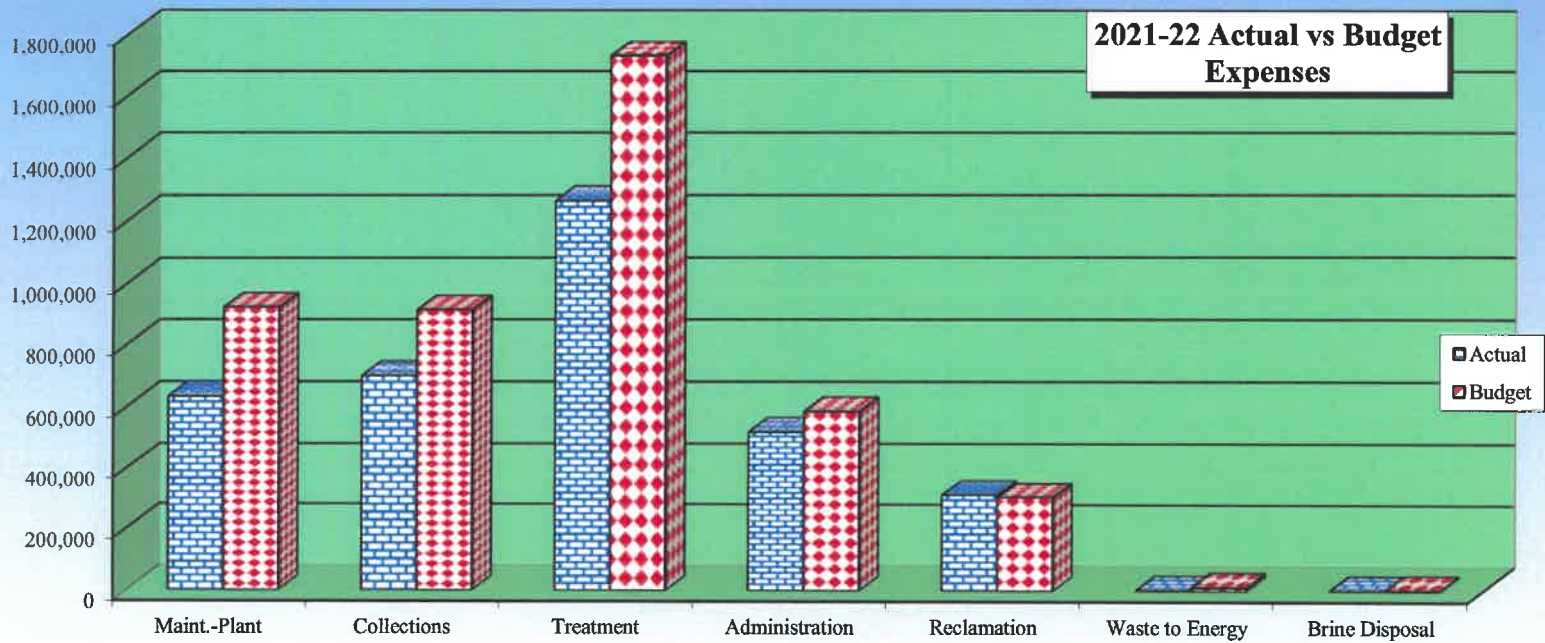




**2021-22 Actual Revenues**

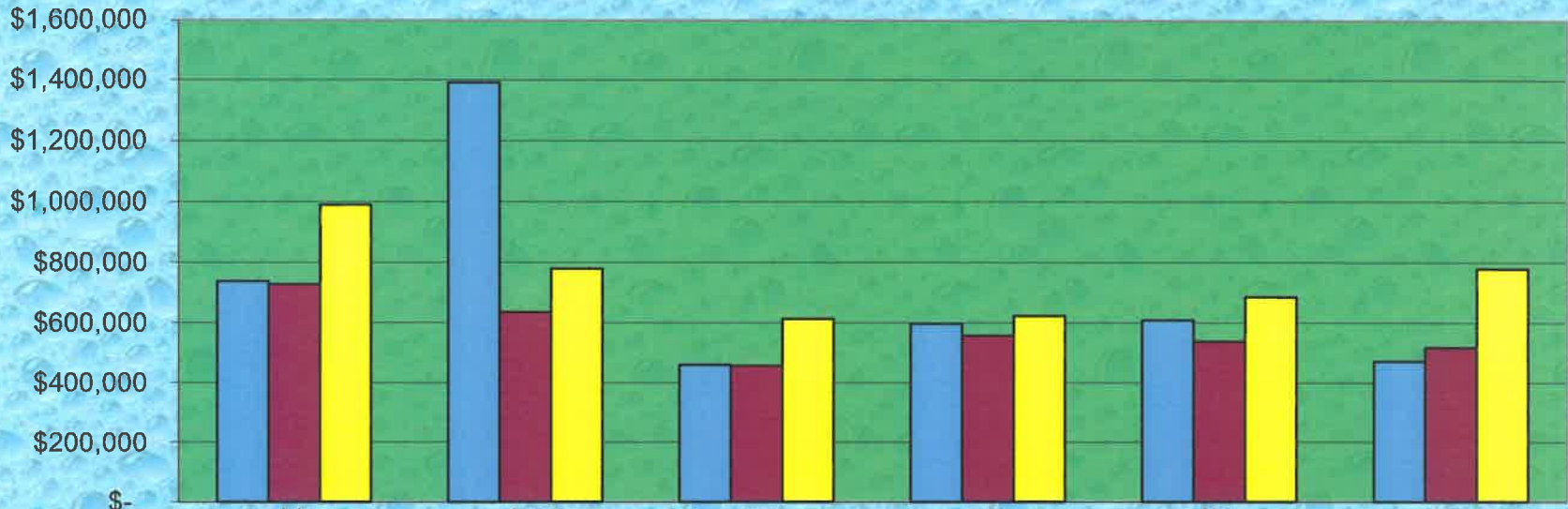


**2021-22 Budget Revenues**



**2021-22 Actual vs Budget Expenses**

### Operating Expenses



	July	Aug	Sept	Oct	Nov	Dec
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524	\$472,000
■ FY 21-22	\$726,464	\$636,022	\$457,080	\$557,531	\$537,313	\$518,130
■ CY Budget	\$990,490	\$779,712	\$614,378	\$623,848	\$685,836	\$779,103

**Carmel Area Wastewater District  
Capital Expenditures  
2021-22**

	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CAPITAL PURCHASES</u></b>					
<b><u>Admin</u></b>	0	0	0	0	NA
	0	0	0	0	NA
<b><u>Collections</u></b>	0	0	0	0	NA
	0	0	0	0	NA
<b><u>Treatment</u></b>	0	0	0	0	NA
	0	0	0	0	NA
RECL share	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	NA
<b><i>Total Capital Purchases 21-22</i></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>

**Carmel Area Wastewater District**  
**Capital Expenditures**  
**2021-22**

	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>CIP PROJECTS</u></b>					
<b><u>Administration</u></b>					
<b><u>Collections</u></b>					
Construction of new Gravity Sewer Line-Carmel Meadows	5,611	39,986	404,537	150,000	26.66%
Upper Rancho Canada Pipe Relocation	258,605	1,262,370	1,450,957	1,760,000	71.73%
Carmel Valley Manor Sewer-unbudgeted	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	0	54,875	135,151	1,200,000	4.57%
Bay/Scenic Pump Station Rehab	0	17,001	23,727	250,000	6.80%
<b><u>Treatment</u></b>					
RECL share	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	NA
<b><i>Total CIP Projects 21-22</i></b>	<b>264,216</b>	<b>1,374,232</b>	<b>2,014,553</b>	<b>3,360,000</b>	<b>40.90%</b>

**Carmel Area Wastewater District  
Capital Expenditures  
2021-22**

	DEC	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<b><u>LONG TERM CIP PROJECTS</u></b>					
<b><u>Treatment</u></b>					
Microturbine/Gas Conditioning System	0	0	55,115	150,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	646,380	1,506,689	2,403,361	5,000,000	30.13%
WWTP Perimeter Tree Planting	0	2,123	5,020	60,000	3.54%
Critical Process Flood Adaptations (RECL 30%)	0	0	21,788	50,000	NA
Aeration Basin Improvements	0	8,302	17,332	0	NA
Ops Building Basement Bathroom	0	10,505	18,749	0	NA
RECL share	(25,855)	(60,268)	(99,403)	(200,000)	30.13%
PBCSD share (1/3 of cost)	(206,842)	(489,117)	(807,320)	(1,686,667)	29.00%
<b><i>Total Long Term CIP Projects 21-22</i></b>	<b>413,683</b>	<b>978,233</b>	<b>1,614,640</b>	<b>3,373,333</b>	<b>29.00%</b>
Total Capital (net of RECL and PBCSD)	<b>677,900</b>	<b>2,352,465</b>	<b>3,629,193</b>	<b>6,733,333</b>	<b>34.94%</b>

**Carmel Area Wastewater District  
Variance Analysis  
2021-22**

**YTD Actual/  
YTD Budget  
Variance**

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**Maintenance - Plant**

Office Expense	-162.80%	Office supplies underbudgeted. Furniture and fixtures unbudgeted. Small dollar amounts.
Operating Supplies	-15.40%	General supplies underbudgeted.
Permits and Fees	-29.50%	Mo. Bay Air Resources District permits underbudgeted. Small dollar amounts.
Safety	-97.00%	Safety supplies underbudgeted. Timing of boots, gear and training.

**Collections**

Salaries and Payroll Taxes	-8.60%	Slightly underbudgeted.
Truck and Auto Expenses	-63.20%	Vehicle accessories underbudgeted.
Office Expense	-45.90%	Timing of computers and equipment.
Permits and Fees	-7.80%	Slightly underbudgeted. Small dollar amounts.
Safety	-41.30%	Timing of training.

**Administration**

Salaries and Payroll Taxes	-6.60%	Slightly underbudgeted.
Office Expense	-28.00%	District codifications unbudgeted. Timing of office supplies.

**Waste to Energy**

Salaries and Payroll Taxes	-70.00%	Timing of salaries. Small dollar amounts.
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**District Obligations:**

- 1) 2004 Highlands Project Bond Proceeds \$3,057,165 - Balance \$585,000

**Carmel Area Wastewater District  
2021-22 Resolutions Amending the Budget**

<b>Resolution #</b>	<b>Description</b>	<b>Budgeted</b>	<b>Amendment</b>	<b>Spent To Date</b>
	No budget amendments to date.	\$ -	\$ -	\$ -
	<b>Total To Date</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# STAFF REPORT



TO: Board of Directors  
 FROM: Daryl Lauer, Collection Superintendent  
 DATE: January 27, 2022  
 SUBJECT: Monthly Report – December

## RECOMMENDATION

Receive Report- Informational only; no action required.

### Permits Issued

Sewer Lateral Permits issued in December .....	25
Total Fees .....	\$4,200.00

### Maintenance

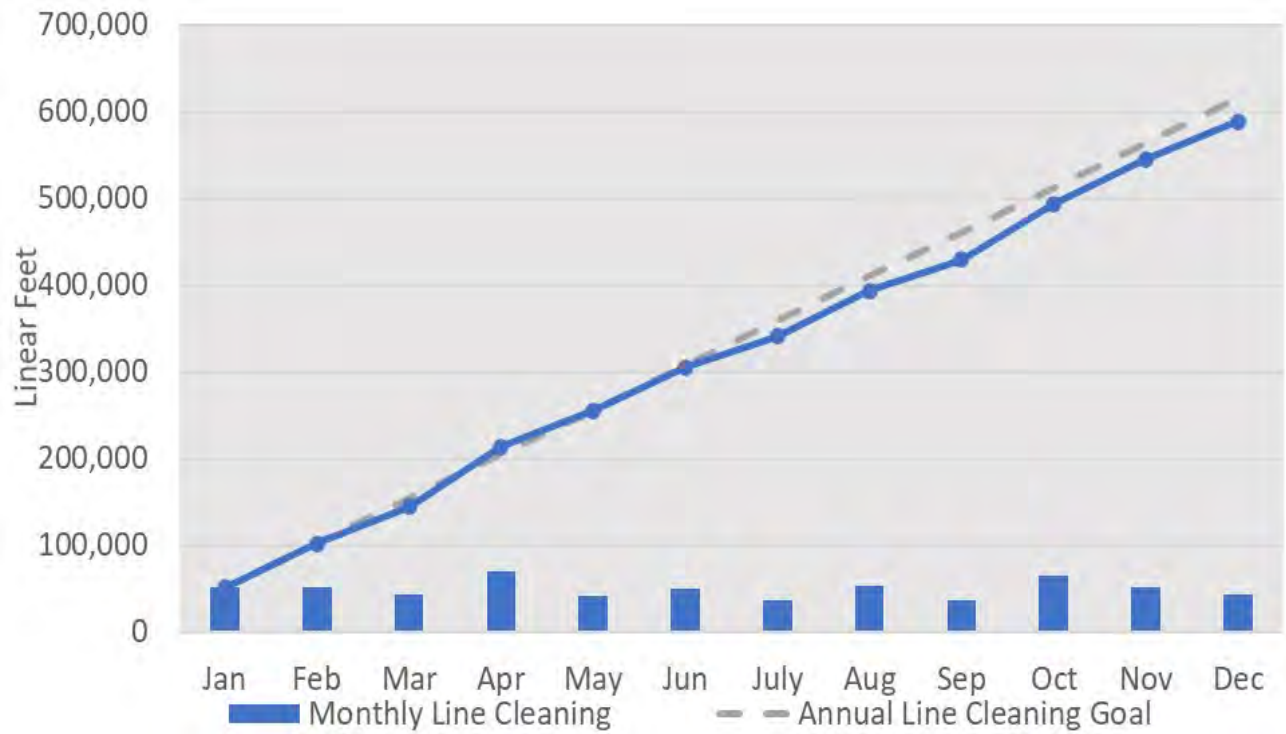
Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in the past three months. There were 43,024 feet of sewer lines cleaned, 11,349 feet of CCTV inspections and 6 manhole inspections were performed during the month of December.

### Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
December	43,024 ft.	10.46%	6 – 10 inches
November	51,014 ft.	12.40%	6 – 12 inches
October	64,793 ft.	15.76%	6 – 27 inches



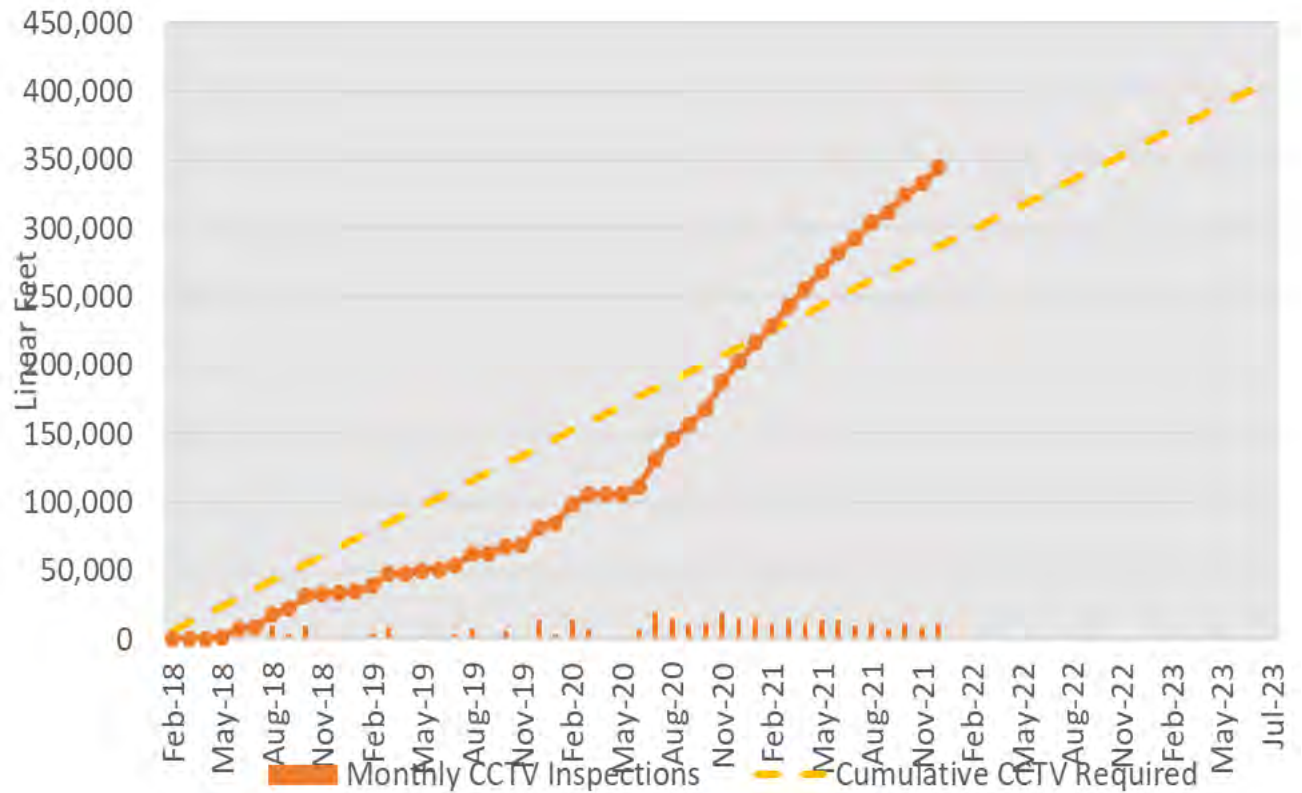
**Annual Line Cleaning Graph**



**Line Cleaning Table**

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2021)	588,177	26,823

**CCTV Progress Graph (River Watch Settlement Agreement Target)**



**CCTV Table**

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	344,269	64,403

**Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)**



**Manhole Inspection Table**

<b>Total Required Amount (Manholes)</b>	<b>Actual Complete (Manholes)</b>	<b>Remaining (Manholes)</b>
1434	1346	88

**Construction Activities**

- Project 19-13 the Upper Rancho Canada Pipe Relocation project continued in December. Contractors completed the underground portion in Palo Colorado regional park and are working on punch lists; however, completion has been hampered by weeks of rain delays.

### Staff Development

- Staff completed several in-person tail gate trainings.

### General Comments

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

### Service calls responded to by crew

<b>Date</b>	<b>Time</b>	<b>Callout</b>	<b>Resolution</b>
12/11/2021	10:49 AM	Overflowing Manhole	Called by Cal Fire for a report of a manhole overflowing at 25075 Outlook Dr. Staff found manhole (O904) overflowing. Staff was able to open the blockage with the pressure cleaning truck. Staff cleared the sewer line and found a large 4" root to be the cause of the blockage. An estimated 1,117 gallons spilled on to the roadway and open drainage channel. Staff cleaned the area and filed all the necessary reports. See map for location of spill circled in red.
12/26/2021	10:59 AM	High Level warning/alarm at Pump Station	High level warning/alarm at Ribera pump station. Staff responded to station and found everything working fine. Staff monitored station.
12/29/2021	3:15 PM	Lateral Overflow	Called by homeowner for a lateral overflow. Staff cleaned District main line and found no problems in District's line. Staff informed owner to call a plumber of their choice.

USA Location Requests – 66

Plumbing permit inspections – 16

Private Sewer Lateral Compliance Certificates Issued – 13

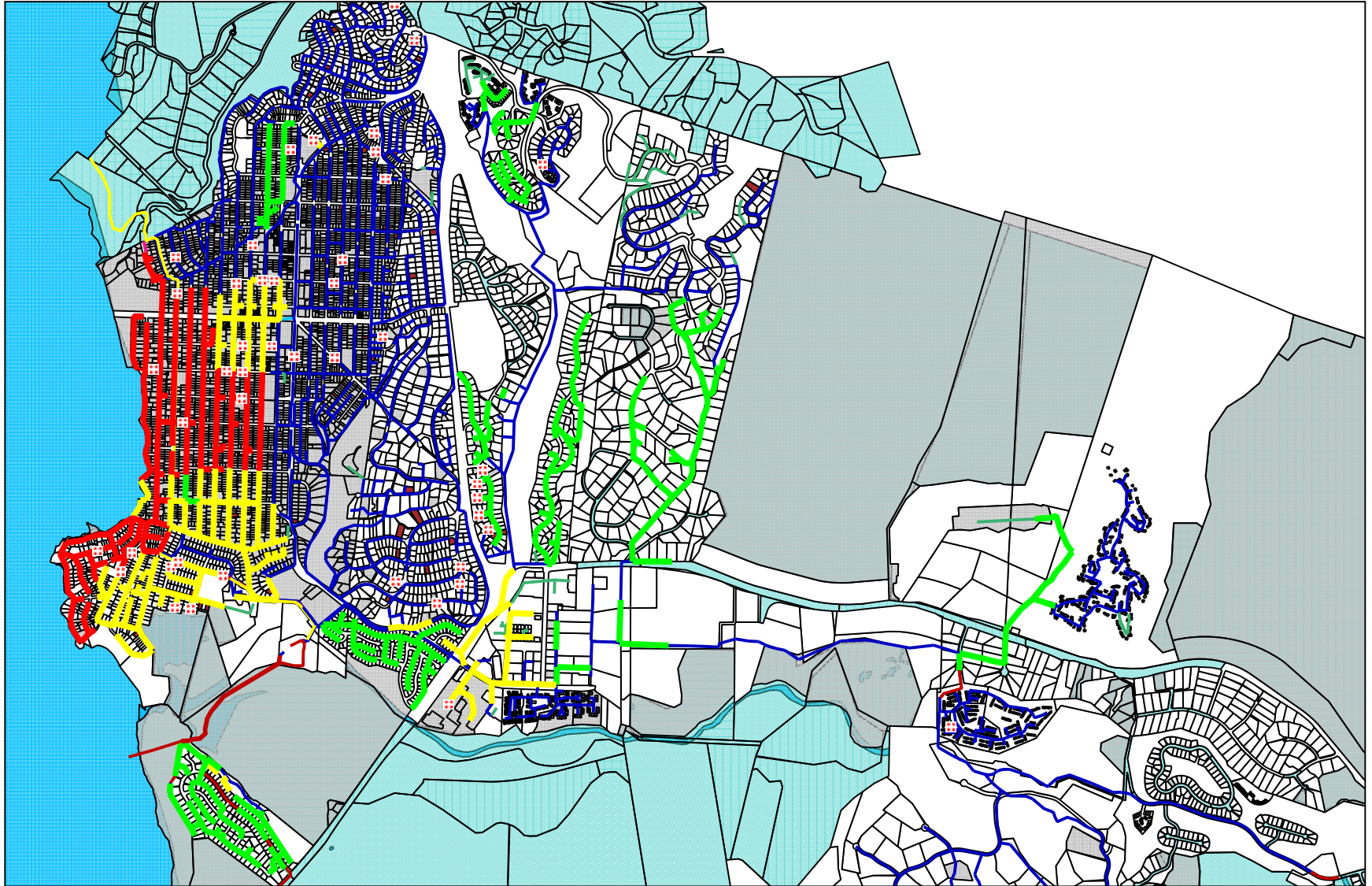
**FUNDING-N/A**



December (Red)  
November (Yellow)  
October (Green)

43,024 feet  
51,014 feet  
64,793 feet

Monthly Cleaning Map



RedZone  
ROBOTICS

1/10/2022

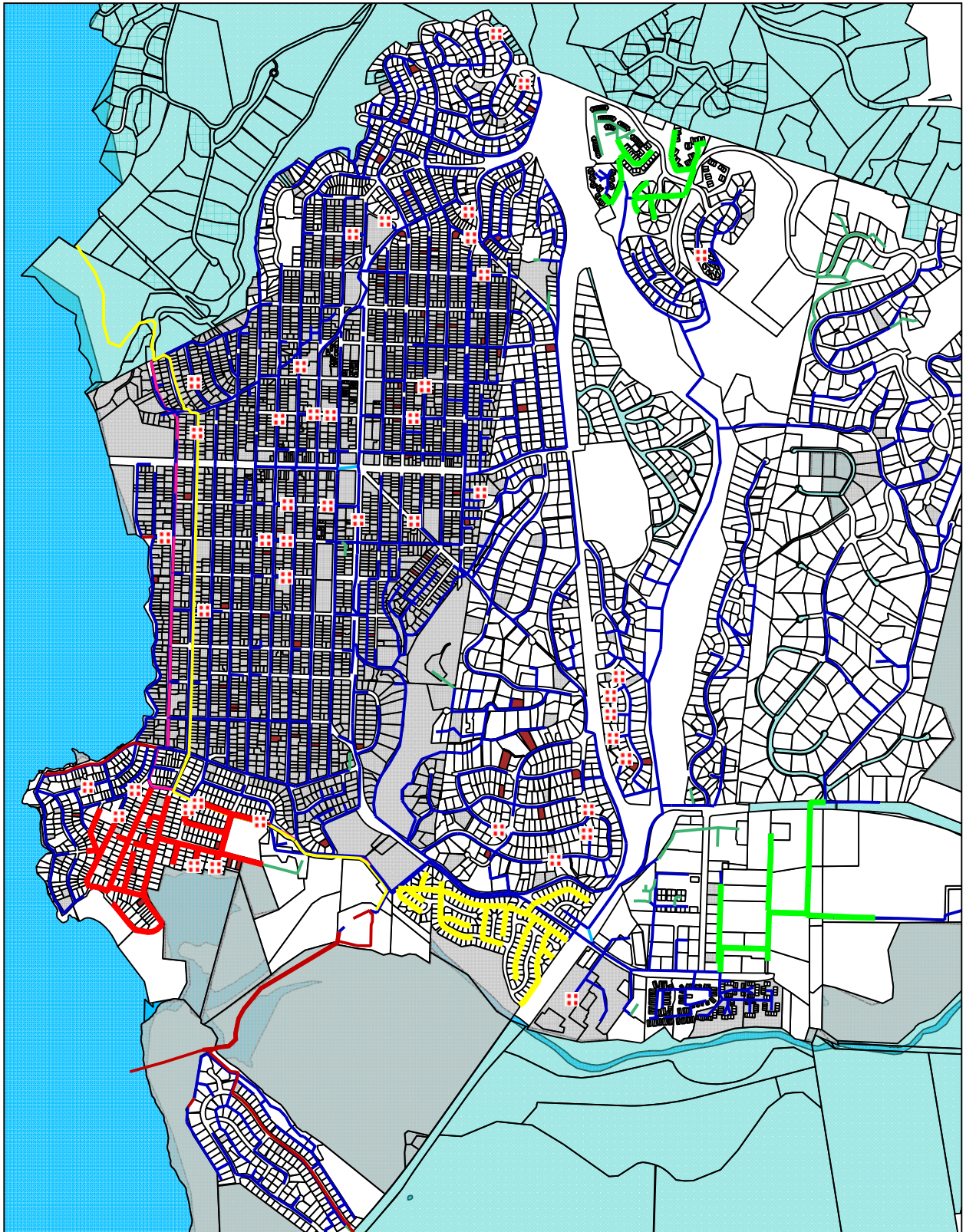




December (Red)  
November (Yellow)  
October (Green)

11,349 feet  
8,725 feet  
11,861 feet

Monthly CCTV Map

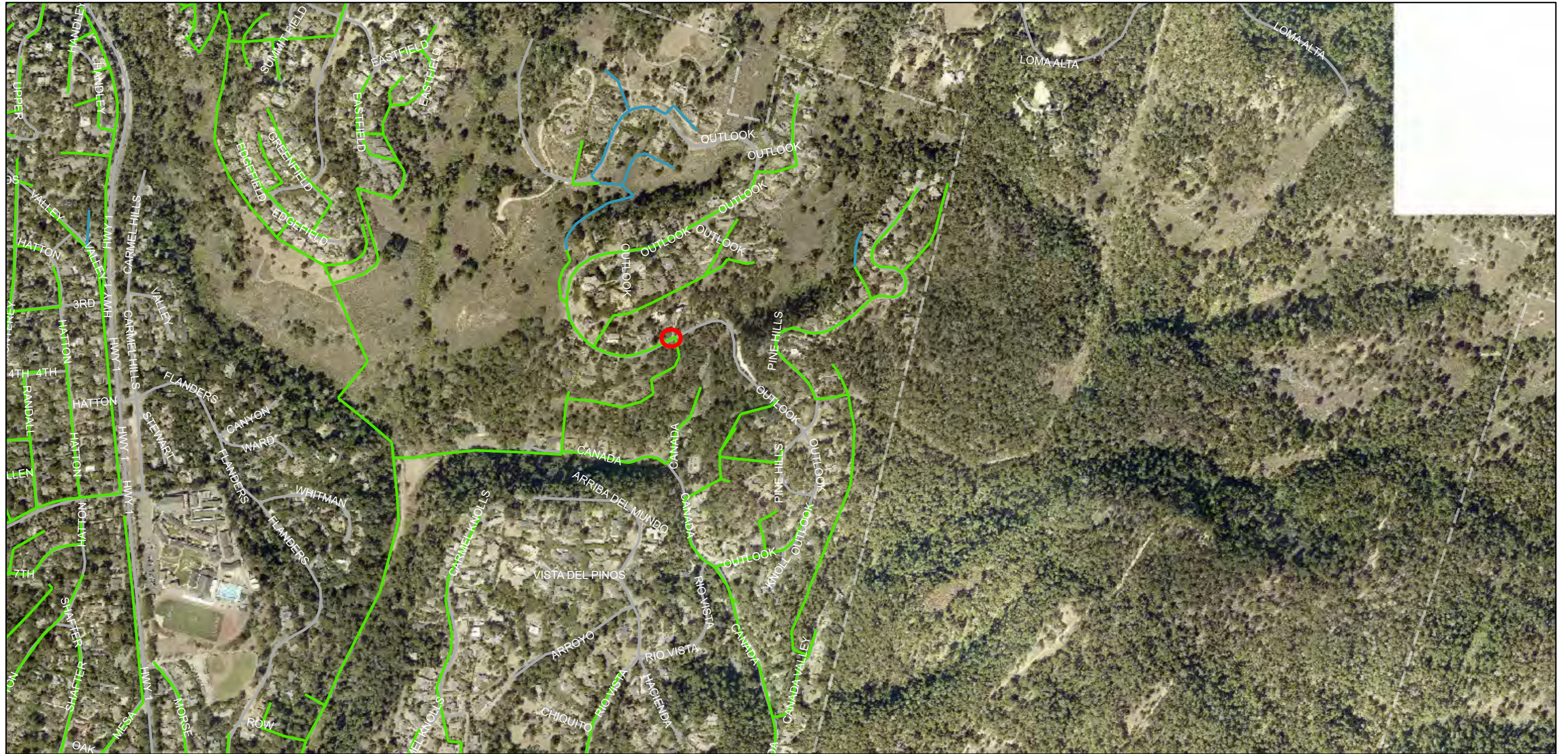


1/10/2022





# Sanitary Sewer Overflow CAWD GIS Maps-12-11-21



1/10/2022, 9:04:12 AM

CAWD Service Area

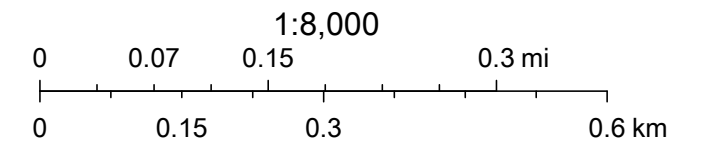
Mains

GRAVITY

PRIVATE

Streets

SSO from manhole O904. 1,117 gallons spilled on Outlook Drive, cause was from a free flowing root from a lateral that was caught in the turn of the manhole (O904).



TiGEO



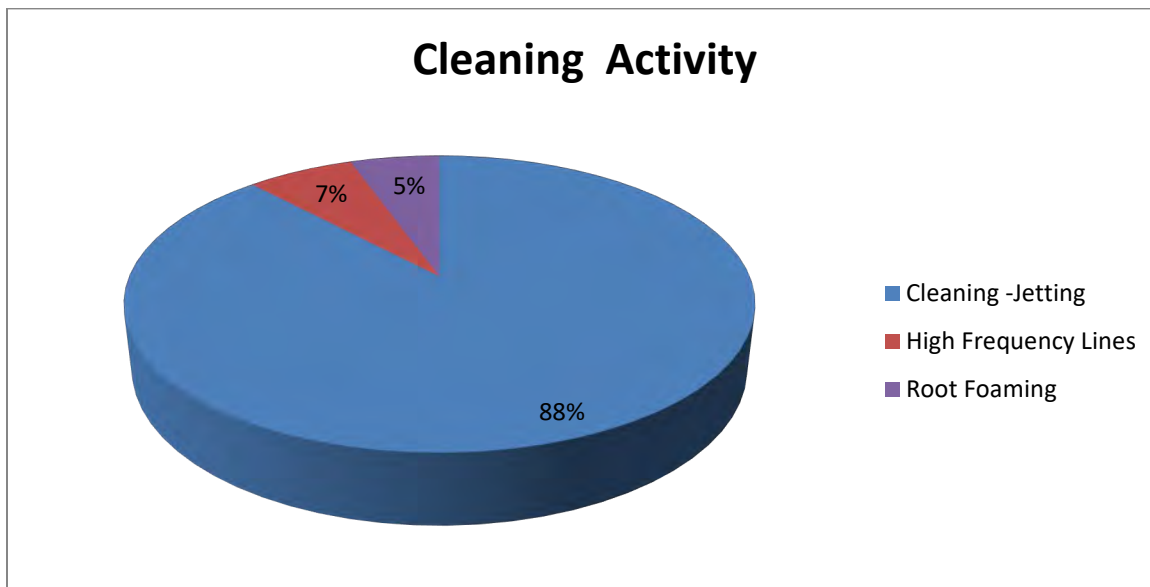
## CAWD Collections Annual Report For 2021

This report provides an overall summary of the system wide cleaning and maintenance activity, Riverwatch Settlement Agreement, Closed Circuit Television (CCTV) activities, construction, manhole lining, and Sanitary Sewer Overflow information for the year of 2021.

**Cleaning Activity:** The collection crew maintains 408,581 feet of gravity sewer lines and 21,600 feet of force mains in the District. During 2021, staff cleaned the entire system in a little over 8 months. The cleaning methods used were hydro-cleaning and root foaming.

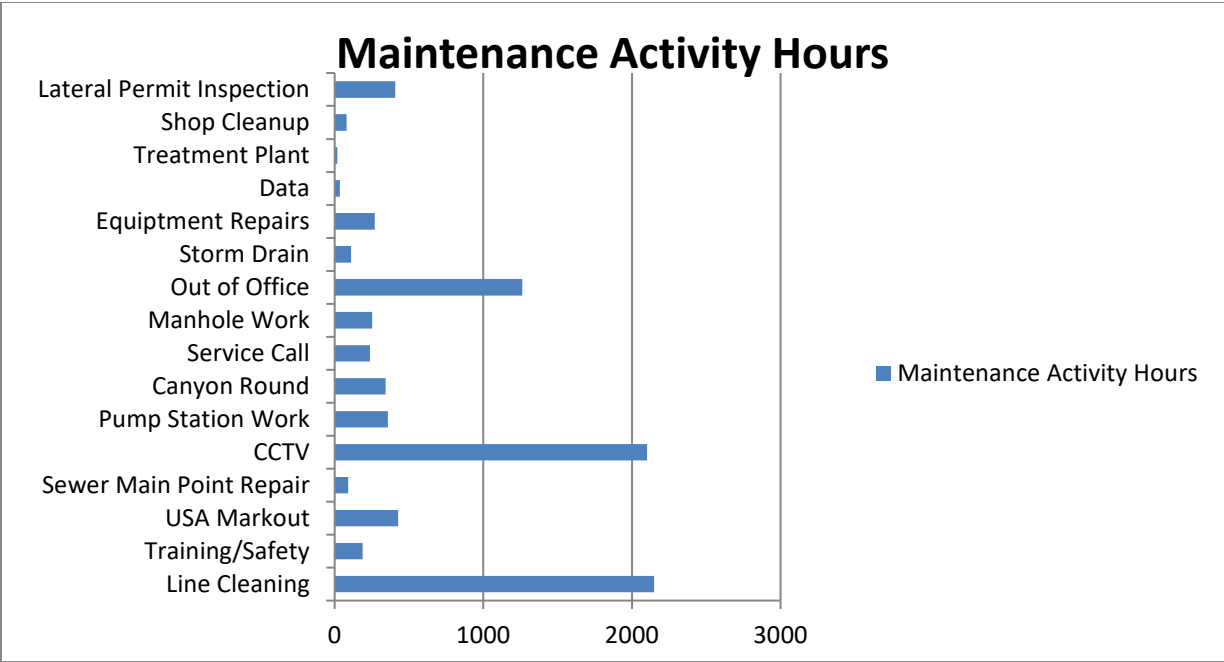
Activity	Feet Cleaned
Cleaning - Jetting	547,500 ft.
High Frequency Lines	40,677 ft.
Root Foaming	34,012 ft.
<b>Total</b>	<b>622,189 ft.</b>

*Note: In some areas there are multiple cleanings on the gravity sewer lines*

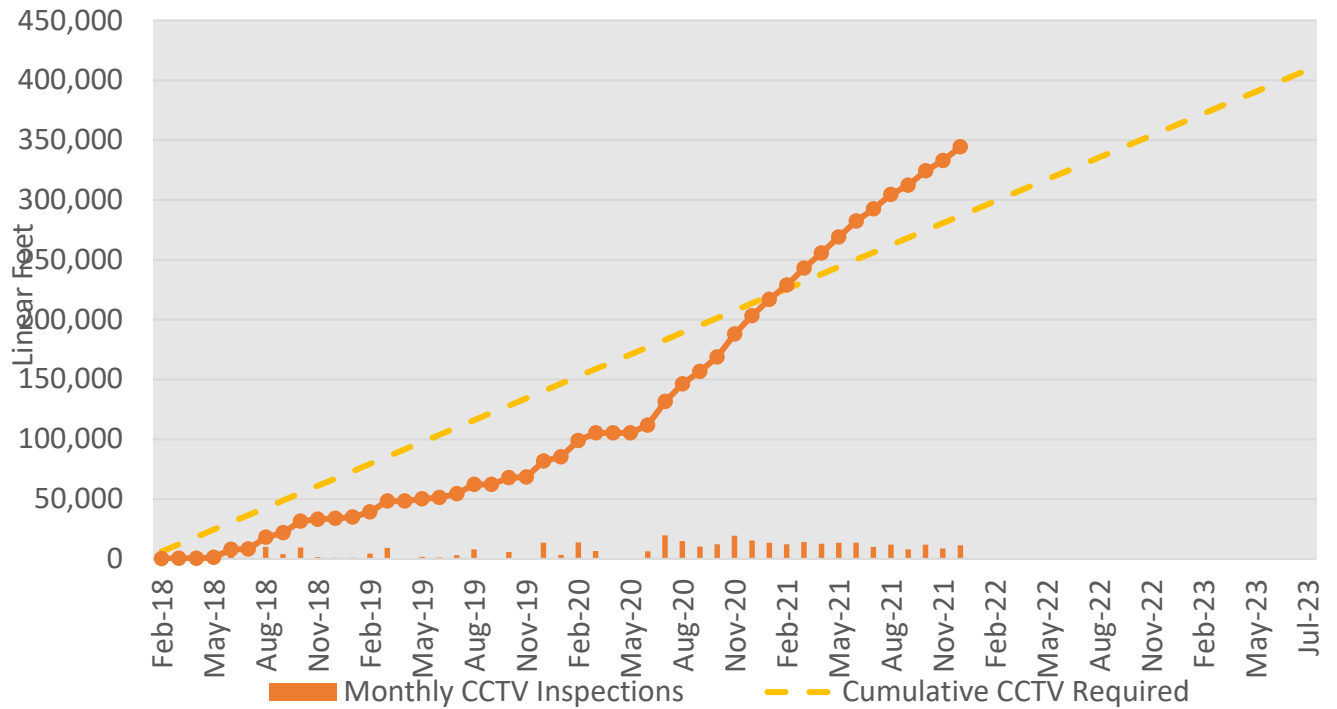


**Maintenance Activity:** Collection crews responded to 68 service calls in 2021, with private lateral problems being the majority of the calls. The remaining calls were for odor complaints, pump station related problems, backed up plumbing, and rattling manholes. There were 1,306 Underground Service Alerts calls for marking sewer locations for 2021. Collection crews were able to CCTV inspect 141,026 feet of sewer line. The District's root foaming program treated 34,012 feet of problematic lines with roots.

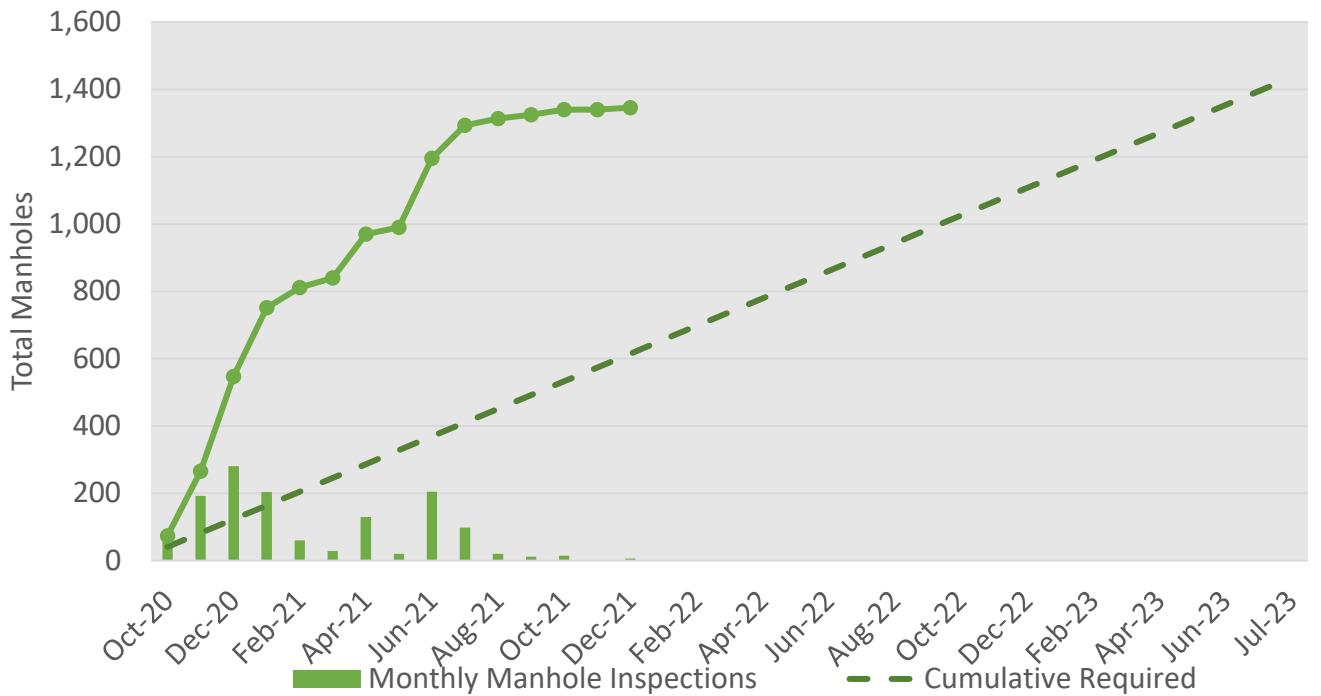




**Riverwatch Settlement Agreement Activity:** In the beginning of 2020, Carmel Area Wastewater District (CAWD) accepted a settlement agreement with the NGO (Non-Governmental Organization) California River Watch (CRW). As part of the settlement, CAWD agreed to perform a complete collection system condition assessment. The condition assessment includes the evaluation of all the sewer lines, manholes and pump stations in the District and the results of the condition assessment will be provided in a report to CRW due by the end of 2023. After 2023, all sewer lines with a Pipeline Assessment and Certification Program Rating (PACP) of 3 and above are required to be video inspected every 5 years and all manholes and the remaining sewer lines inspected every 10 years. See charts below for the system wide total to date of inspected sewer line footage and manholes. Pump station assessments will take place in 2022.



Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	344,269	64,403

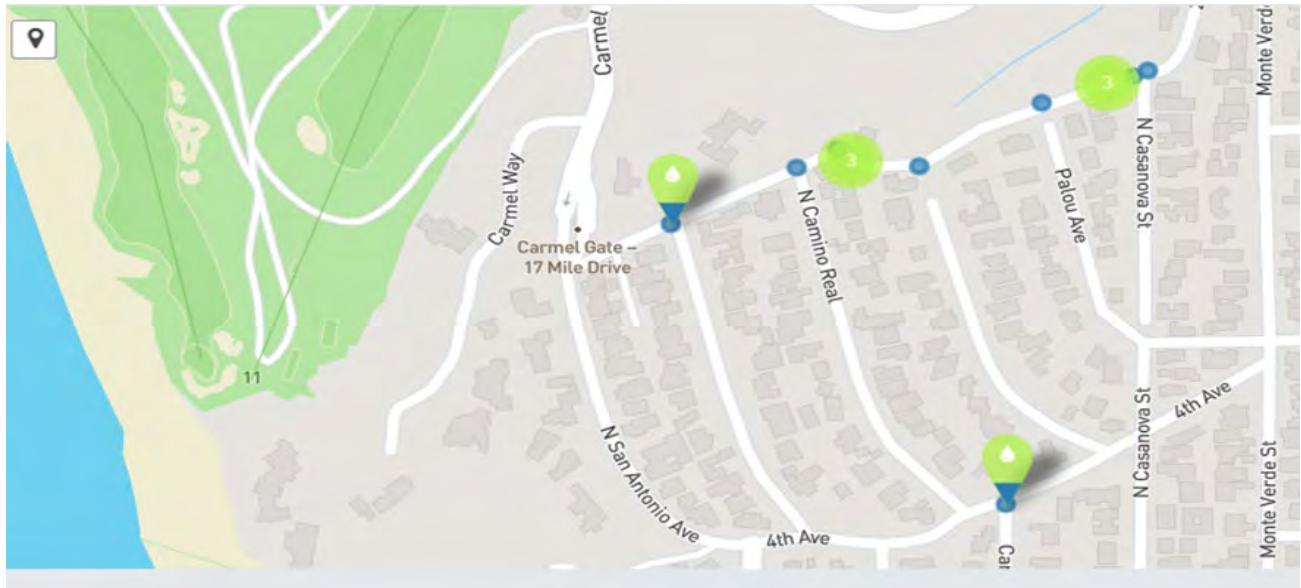


Total Manholes in District	Completed Manhole Inspections	Remaining Manholes
1,434	1,346	88

**Construction Activity:** The major project in 2021 was replacement of a 10" diameter truss pipe collection pipeline with a 16" diameter PVC (polyvinyl chlorine) pipe located within Palo Corona Monterey Regional Park, formerly known as the Rancho Canada Golf Courses (Project ID # 19-13 Upper Rancho Canada Pipe Relocation). This project started with replacing the sewer lines in backyard easements on Via Petra and Via Mallorca using the pipe bursting construction method. Once the project moved into Palo Corona Park the contractor was able to use open cut construction methods and install new 16" PVC pipe along with new manholes. The underground portion of this project is complete but due to several rain delays the project is not 100% complete at the time of this report.

Additionally, surveying, and environmental studies were completed for the proposed Carmel Meadows pump station (Project ID # 19-03 Carmel Meadows Sewer Replacement)). When construction of the project is complete, it will eliminate most of the easement lines that run along and over the Carmel River Lagoon. This project is slated to begin in budget fiscal year 22-23. Preliminary engineering, environmental investigations and surveying has been completed for the Scenic Road Pipe Bursting Project Ocean to Bay (Project ID # 20-08). Due to the discovery that there are cultural resources within the alignment of the project, it has been determined that a Coastal Development Permit and a mitigated negative declaration will be required for the project. When complete, this project will replace the sewer line on Scenic from Ocean Avenue to the Bay & Scenic pump station. This project is slated to begin in budget fiscal year 22-23.

**Manhole Lining Activity:** In 2021 the District contracted with Express Sewer & Drain to rehabilitate eight manholes with a monolithic spray-application of a high-build, rigid and solvent-free polyurethane coating to eliminate infiltration, provide corrosion protection, repair voids, and enhance structural integrity of the manhole. The selected manholes were noted to be in poor condition and located near Pescadero Creek on 2<sup>nd</sup> Avenue, Camino Real and North Carmelo Street as shown in the map below. This was a pilot project to determine the ease of construction, the impact on the public and the overall effectiveness of the liner, which was recommended by other sewer agencies, including East Bay Municipal Utility District.



The manhole lining process and quality were found to be excellent. The Principal Engineer plans to recommend using this product in the future. The cost of lining each manhole was under \$4,000 and there are 263 inspected manholes that have been found to be in poor condition that will need to be replaced or lined in the near future. There are about 40 manholes that are within 200 feet of water bodies that need to be lined in fiscal year 2022/23 as part of the CRW agreement.

**Other Notable Activity:** Year two of the COVID-19 pandemic continued in 2021. Vaccines were available early in 2021 which helped to minimize the impact of the virus. Staff continued following social distancing and masking guidelines.

In 2019, a new ordinance was passed that required Private Sewer Lateral (PSL) to be inspected and repaired as needed at the sale of the property.

Year	PSL Compliance Certificates issued
2019	105
2020	335
2021	300

There were 306 lateral permit inspections and 300 PSL certificate of compliance certificates issued in 2021.

The Collections Department attended all the required safety training in 2021. After March, all training was held virtually. Staff attended both the California Water Environment Association (CWEA) Annual conference and the California Sanitation Risk Management Association (CSRMA) Sewer Summit online.

In 2021, Collections cleaned the storm drain interceptors and catchment ponds for the City of Carmel -by- the-Sea in both the Spring and Fall. I would also like to congratulate the Collection Staff for finishing the year 2021 with zero work time lost due to injury.

**SSO Summary:**

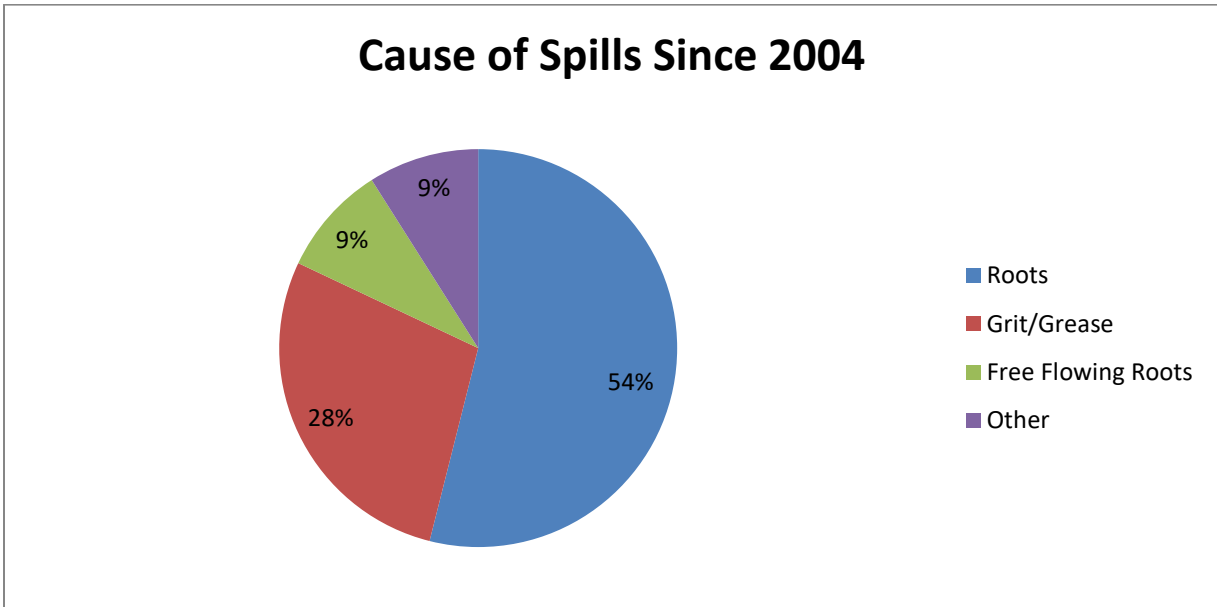
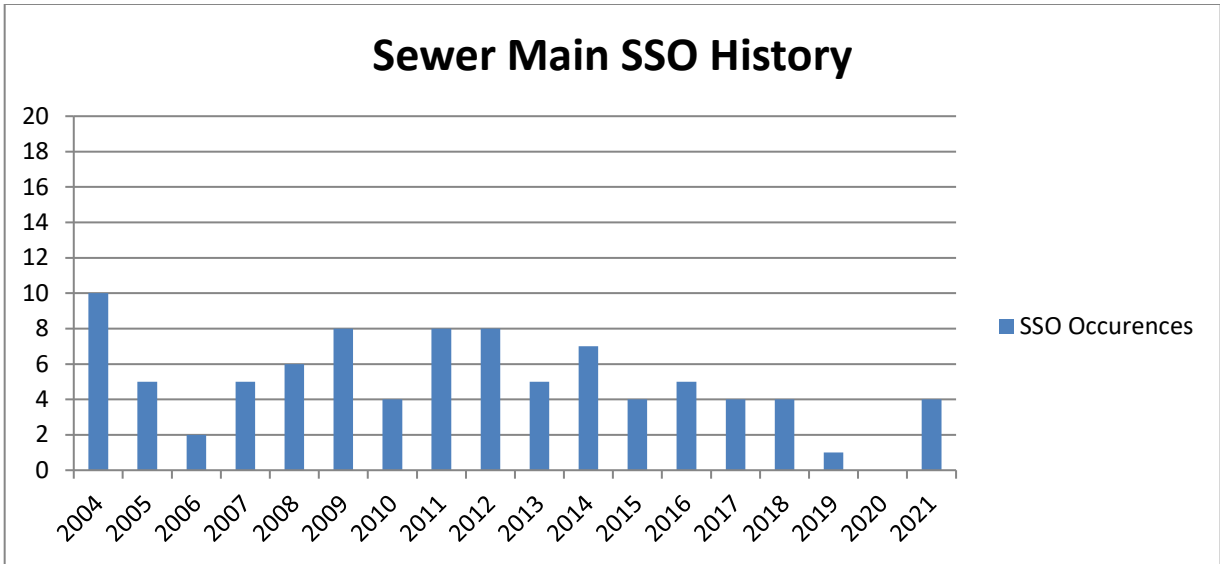
DATE	SPILL LOCATION	SPILLED GALLONS	RECOVERED GALLONS	CAUSE OF SPILL
5/21/2021	SSO #1 Carmel Meadows	476	0	Roots
7/30/2021	SSO #2 Pescadero Easement	802	0	Roots
9/27/2021	SSO #3 Casanova & 13th	454	390	Grease
12/11/2021	SSO #4 25075 Outlook Dr.	1,117	84	Debris from plumber

**SSO #1** Occurred at manhole S610, in an easement located in Carmel Meadows. This manhole has a history of overflows caused by roots in the main line. This line segment is scheduled to be replaced during the Carmel Meadows Replacement Project (Project ID #19-03).

**SSO #2** Occurred at manhole N602, in an easement located behind Pescadero Road. This manhole has a history of overflows caused by roots in the main line. This line segment is scheduled to be replaced during the Pescadero Creek Area Pipe Relocation Project (Project ID #21-05).

**SSO #3** Occurred at 3 NW of 13<sup>th</sup> on Casanova. Manhole Q643 was where the blockage occurred, the sewer line was backed up and spilled out of the Sewer Relief Valve (SRV) into the front driveway and into the garage of 3 NW of 13<sup>th</sup> on Casanova. This pipeline has a history of grease due to the upstream restaurant connections from downtown. This line segment has been on the high frequency cleaning route due to grease accumulation. Staff has made the Source Control department aware of the high concentration of grease found in the downtown sewer lines.

**SSO #4** Occurred at 25075 Outlook Dr. and was caused by a free-flowing root that was found in the overflowing manhole, the root was more than likely cut loose by a plumber opening a private lateral blockage. This line segment was inspected following the SSO and there were no defects found.

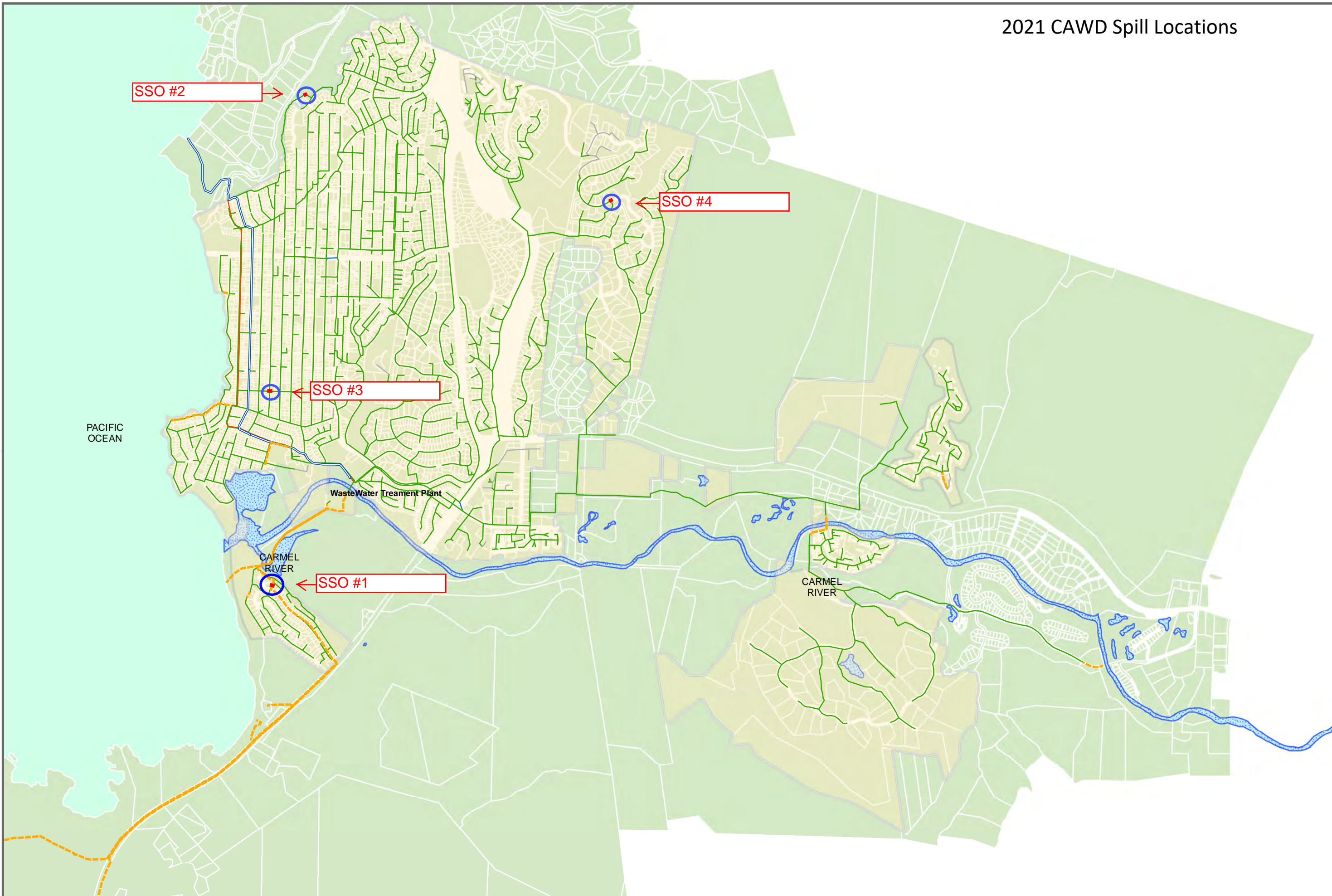


Attached: 2021 CAWD Spill Locations



# 2021 CAWD Spill Locations

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



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



Created by  
RedZone Robotics  
Revised 10/2013

# STAFF REPORT

To: Board of Directors

From: Mark Dias, Safety and  
Regulatory Compliance Administrator  
(S/C Admin Dias)

Date: January 27, 2022

Subject: Monthly Safety Report (for December 2021)



## RECOMMENDATION

Receive Report- Informational only; no action required

## DISCUSSION

### Safety & Training

- **Dec 1- Impulse Noise.** S/C Admin Dias gave a presentation on protection from impulse noise. Pile driving of the piers for the new sludge holding tank had started the previous day. Noise levels were over 130 decibels at more than 150 feet away. Impulse noise at these levels could cause instantaneous hearing damage. Dias informed all plant staff that hearing protection was now mandatory at any/all times that the pile driver was operating, even if just quickly walking past. Hearing protection was distributed to all staff at that time.
- **Dec 8- Storm preparation and petroleum handling.** With an atmospheric river forecasted for the weekend, S/C Admin Dias gave a presentation on preparations to prevent petroleum products from entering the stormwater system. Except for an extremely large storm, all stormwater generated onsite is contained and pumped to headworks and undergoes full treatment. However, reducing the amount of contaminated stormwater is still a best practice, especially if the stormwater pumps were to fail and operations needed to open the gate and release stormwater into the lagoon. Preparations included moving any oil buckets and oily equipment indoors or under awnings, closing the roll-up doors of the hazardous material storage units and keeping any petroleum within the perimeter road, which acts as a containment berm for the plant.



- **Dec 15- New fall protection equipment for skylights and vaults.** S/C Admin Dias introduced new fall protection equipment; specifically portable, foldable safety nets for skylights, vaults and manholes. Most of the plant buildings have skylights. The skylights are either not rated to support the weight of a person or are so old they may be subject to failure if an employee was to fall onto them. California Occupational Health and Safety Administration requires that such skylights be treated like an open hole. These nets are designed to be quickly placed over a skylight so rooftop work can be safely completed. More importantly, the same nets can also be used when opening vaults or manholes. The nets can easily be carried by one person and are much easier and faster to set up than the heavy and awkward portable guardrail systems.
- **Dec 22- Near Misses.** Patrick Treanor, Plant Engineer, gave a presentation to encourage the reporting of near misses. Reporting near misses, also called “close calls” or “near-hits,” is a key practice to help instill a healthy safety culture. This is because just as much information can be learned from a near miss as from an actual injury or accident. Often, reporting near misses is an even better opportunity to improve safety because employees may be more willing to share details when no one was hurt and/or no equipment was damaged.

### Ongoing Safety Improvements

During December, Maintenance Superintendent Chris Foley and S/C Admin Dias continued to implement safety improvements and seek input from the operations crew and the Safety Committee. Activities during December included:

- **Consolidation of Safety and Emergency Response Equipment.** Previously, safety and emergency response supplies/equipment were stored in three different locations throughout the plant. This made it difficult for staff to locate supplies when needed. The basement in the Operations building was essentially empty and was not being utilized. As part of other improvements, S/C Admin Dias requested that roughly half of the basement be set aside to store the safety and emergency response supplies. This has several benefits: (1) supplies are in one location, (2) supplies are readily visible so plant staff can see them and know what gear is available. (3) They can easily grab the safety equipment on their way out of the building, (4) the Ops building also serves as the assembly point for emergency responses and the response equipment will be readily available and will not require time to retrieve it from a different building.

## Tours and Outreach

- **Tours.** Tours remain on hold. Schools have not been contacting the District to request any tours. Also, any future tours will need to be carefully coordinated to avoid conflicts with Phase II construction activities.

## Injuries; First Aid Incidents; Workers Compensation Claims

There were no first aid injuries in December. There was one Workers' Compensation claim for a chemical exposure accident that required medical follow up. An operator attempted to install a temporary hose clamp on a pump fitting to stop a potassium hydroxide (KOH) leak. A second operator was observing from approximately 7 feet away. Although the pump was turned off, the valves between the storage tank and the leak were left open. Upon attempting to install the clamp, the fitting failed and KOH -- pressurized by the process blend line, sprayed horizontally several feet in multiple directions. It sprayed the observing operator on the face and neck who then rinsed the exposed areas with water for over 30 minutes. He had moderate burning/stinging pain, swelling and redness. He then received medical attention and was prescribed a cream. All pain, swelling and redness resolved by the second morning after the accident with no further effects. The operator making the repairs was protected by his chemical gear. The immediate root cause of the accident was failure to "lock out" (isolate) the leak and depressurize the system before attempting the repair. Other contributing factors were also identified including the need to upgrade the system to prevent ongoing leaks, revised chemical piping repair strategy, and improved design that includes a flushing and pressure bleed on the discharge side of the pump. A piping upgrade of the KOH dosing system had previously been planned. All improvements are expected to be completed by the date of this report.

There were no lost work days in 2021. An updated tracking matrix for 2021 is below.

	<b>Work Related Injuries and Illnesses for 2021 Reporting Year</b>				
<b>TYPE</b>	<b>New Incidents (Month)</b>	<b>Total Incidents (Year)</b>	<b>Total Days Away from Work (Year)</b>	<b>Total Days of Job Restriction (Year)</b>	<b>Cumulative days lost (Year)</b>
<b>OSHA Injuries</b>	1	0	0	0	0
<b>OSHA Illnesses</b>	0	0	0	0	0
<b>Other WC Claims</b>	0	1	0	0	0
<b>First Aid (non-OSHA)</b>	0	2	0	0	0

## **FUNDING**

N/A- Informational item only

## Wastewater Treatment Facility Operations Report

Report for: December 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	35.261	1.137	0.681	2.056	63.123	303.62	931.34
PBCSD Flow	20.600	0.665	0.297	1.302	36.877	142.66	437.62
<b>Total Plant Flow</b>	<b>55.861</b>	<b>1.802</b>	<b>0.978</b>	<b>3.358</b>	<b>100.00</b>	<b>446.28</b>	<b>1368.96</b>
Tertiary Flow	37.845	1.221	0.853	1.568	67.749	356.82	1094.52
Ocean Discharge	18.934	0.611	0.111	2.220	33.895	95.67	293.47
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	356.82MG (1094.53acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.90 BG (27.30 K acre-ft.)
12 Month Rolling Total Reclamation Production	356.82 MG (1095.07 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Dec'21 kWh	Price per kWh	Dec'21	Nov'21	Oct'21	Sep'21
<b>Secondary (3)</b>	235,653.00	\$ 0.072	\$ 16,980.55	\$ 11,680.56	\$ 20,518.21	\$ 21,332.92
Blowers	55,870.88	\$ 0.165	\$ 9,227.58	\$ 10,158.54	\$ 8,284.66	\$ 10,156.05
<b>CAWD Total</b>	<b>291,523.88</b>		<b>\$ 26,208.13</b>	<b>\$ 21,839.10</b>	<b>\$ 28,802.87</b>	<b>\$ 31,488.97</b>
Tertiary	88,954.56	\$ 0.168	\$ 14,959.99	\$ 15,275.57	\$ 15,233.92	\$ 22,625.98
MF/RO	123,417.00	\$ 0.203	\$ 25,021.75	\$ 19,507.16	\$ 17,530.97	\$ 19,544.63
<b>Reclaim Total</b>	<b>212,371.56</b>		<b>\$ 39,981.74</b>	<b>\$ 34,782.73</b>	<b>\$ 32,764.89</b>	<b>\$ 42,170.61</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 16,081.11</b>	<b>Reclamation Total</b>		<b>\$ 50,108.76</b>

### kW-h Per Acre Foot

	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	1298.73	1681.53
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	1682.65	1887.92

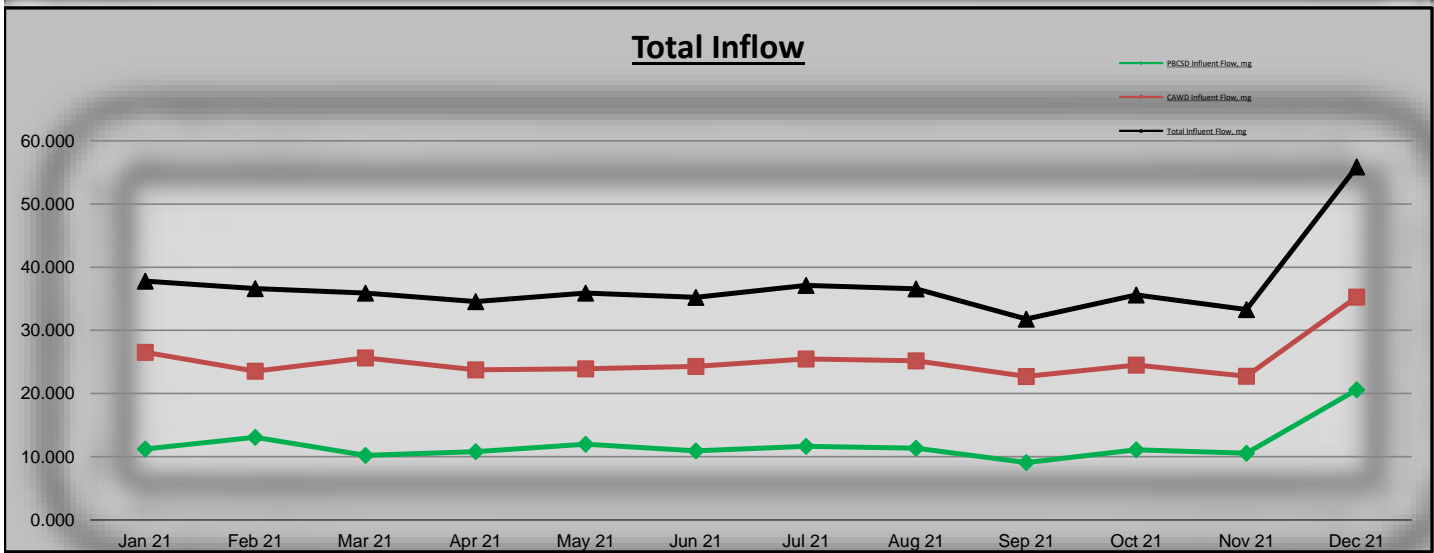
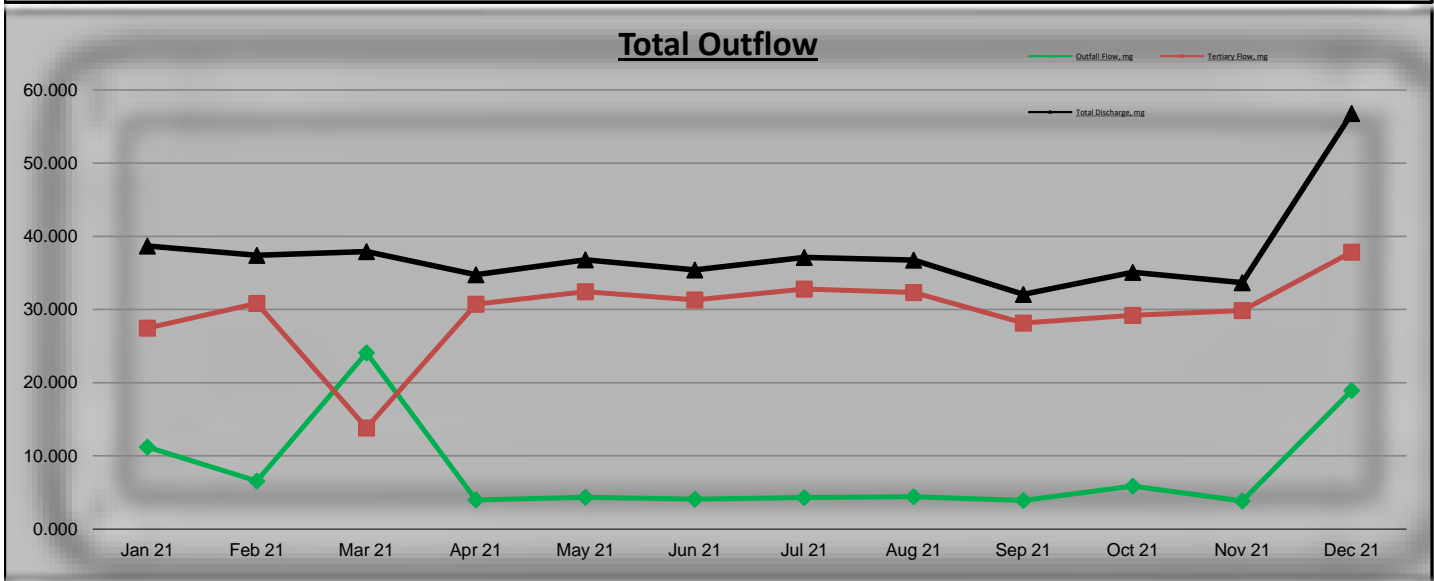
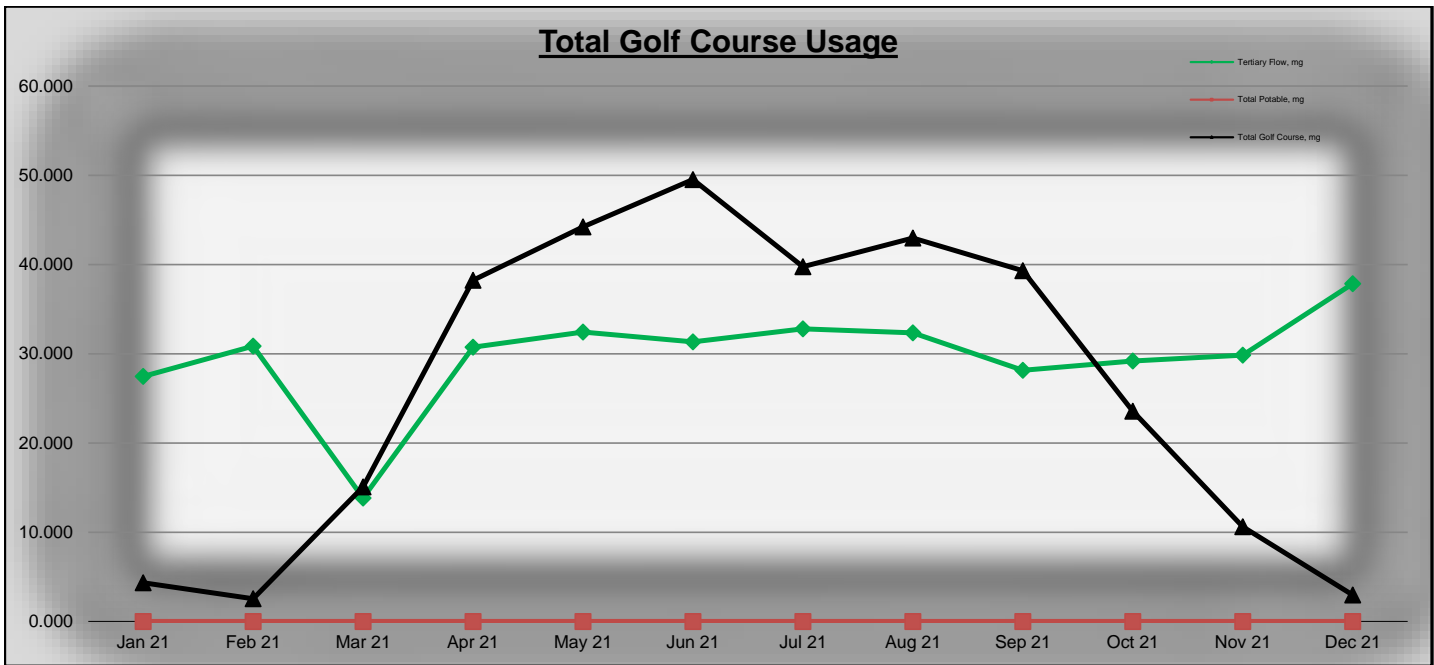
### MICROTURBINE SUMMARY

Month	Dec '21 kW-h	Nov '21	Oct '21	Sep '21	Accumulated Totals
Production, kW-h (2)	0	0	0	26,353	1,160,546.00

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

(2) Micro turbines off-line due to the Elec/Mech Rehab and Sludge Holding Tank Replacement Project

(3) Inflated kW-h and costs due to PG&E incorrect billing. Will be corrected at next months billing cycle.



# Wastewater Treatment Facility Operations Report

Report for: November 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	22.731	0.722	0.671	0.811	68.298	268.36	823.17
PBCSD Flow	10.551	0.352	0.301	0.413	31.702	122.06	374.43
<b>Total Plant Flow</b>	<b>33.282</b>	<b>1.074</b>	<b>0.972</b>	<b>1.224</b>	<b>100.00</b>	<b>390.42</b>	<b>1197.60</b>
Tertiary Flow	29.850	0.995	0.801	1.130	89.688	318.97	978.44
Ocean Discharge	3.843	0.128	0.113	0.153	11.547	76.74	235.39
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

## TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	318.97MG (978.44acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.86 BG (27.19 K acre-ft.)
12 Month Rolling Total Reclamation Production	346.06 MG (1062.04 acre-ft.)

## ELECTRICAL COSTS

Monthly Totals	Nov'21 kWh	Price per kWh	Nov'21	Oct'21	Sep'21	Aug'21
Secondary	119,345.00	\$ 0.098	\$ 11,680.56	\$ 20,518.21	\$ 21,332.92	\$ 20,112.11
Blowers	63,678.88	\$ 0.160	\$ 10,158.54	\$ 8,284.66	\$ 10,156.05	\$ 10,927.89
<b>CAWD Total</b>	<b>183,023.88</b>		<b>\$ 21,839.10</b>	<b>\$ 28,802.87</b>	<b>\$ 31,488.97</b>	<b>\$ 31,040.00</b>
Tertiary	87,146.00	\$ 0.175	\$ 15,275.57	\$ 15,233.92	\$ 22,625.98	\$ 22,551.18
MF/RO	95,097.00	\$ 0.205	\$ 19,507.16	\$ 17,530.97	\$ 19,544.63	\$ 22,485.62
<b>Reclaim Total</b>	<b>182,243.00</b>		<b>\$ 34,782.73</b>	<b>\$ 32,764.89</b>	<b>\$ 42,170.61</b>	<b>\$ 45,036.80</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 13,340.23</b>	<b>Reclamation Total</b>		<b>\$ 43,281.60</b>

## kW-h Per Acre Foot

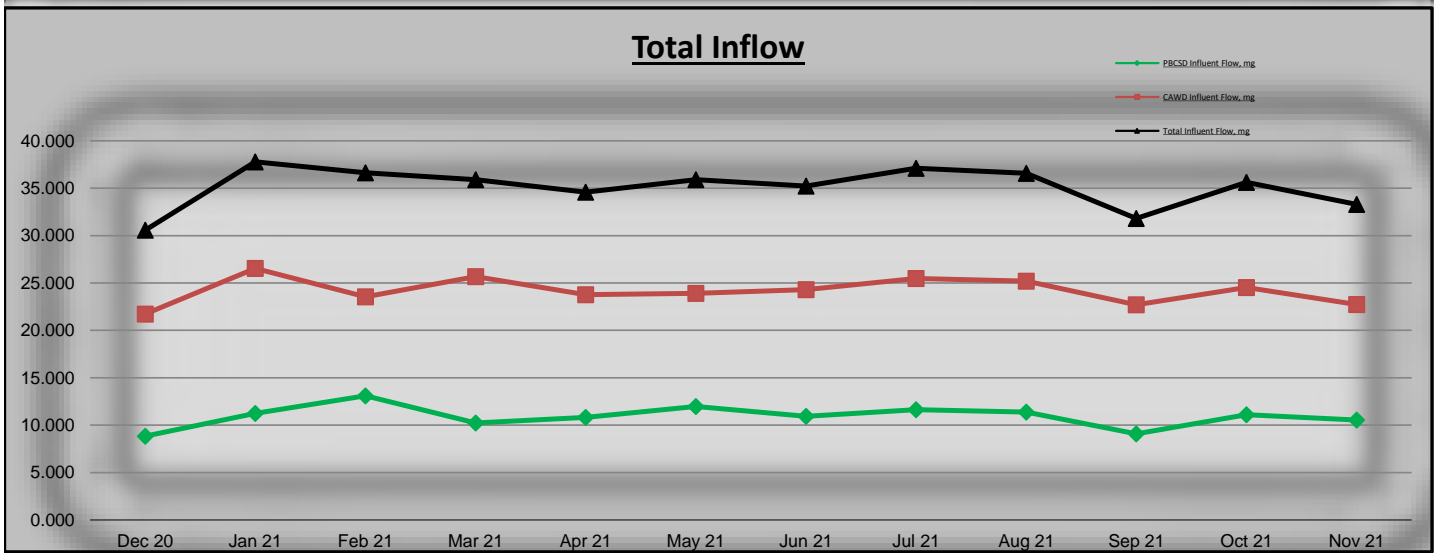
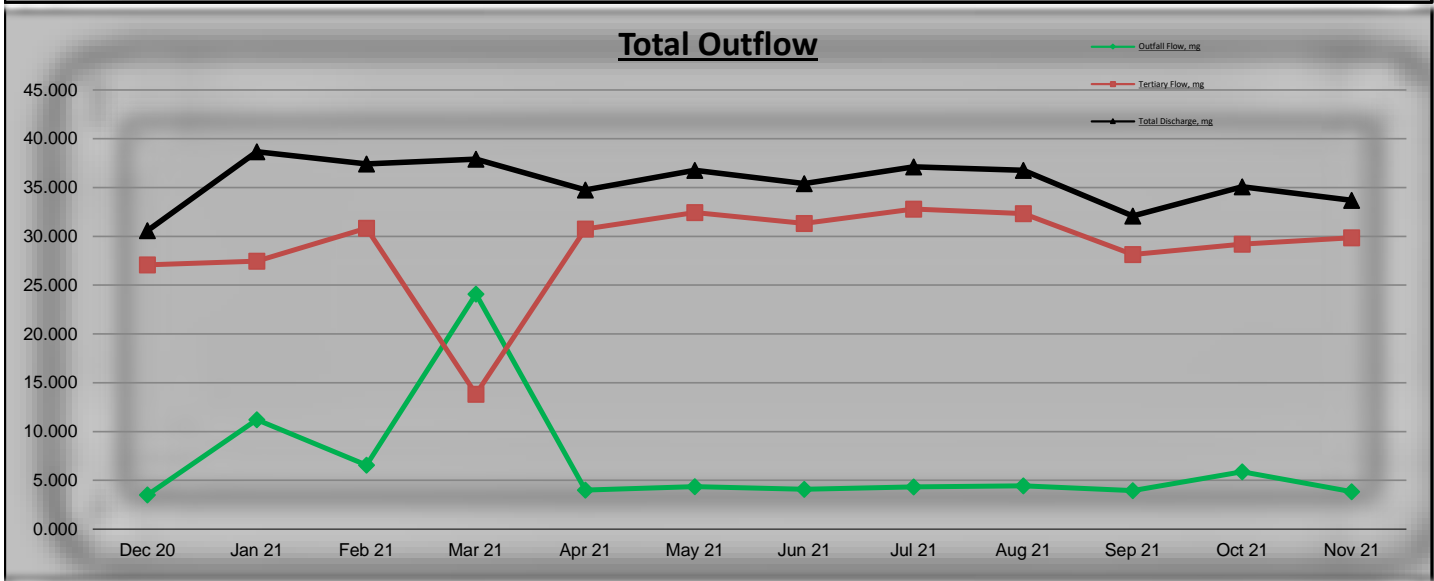
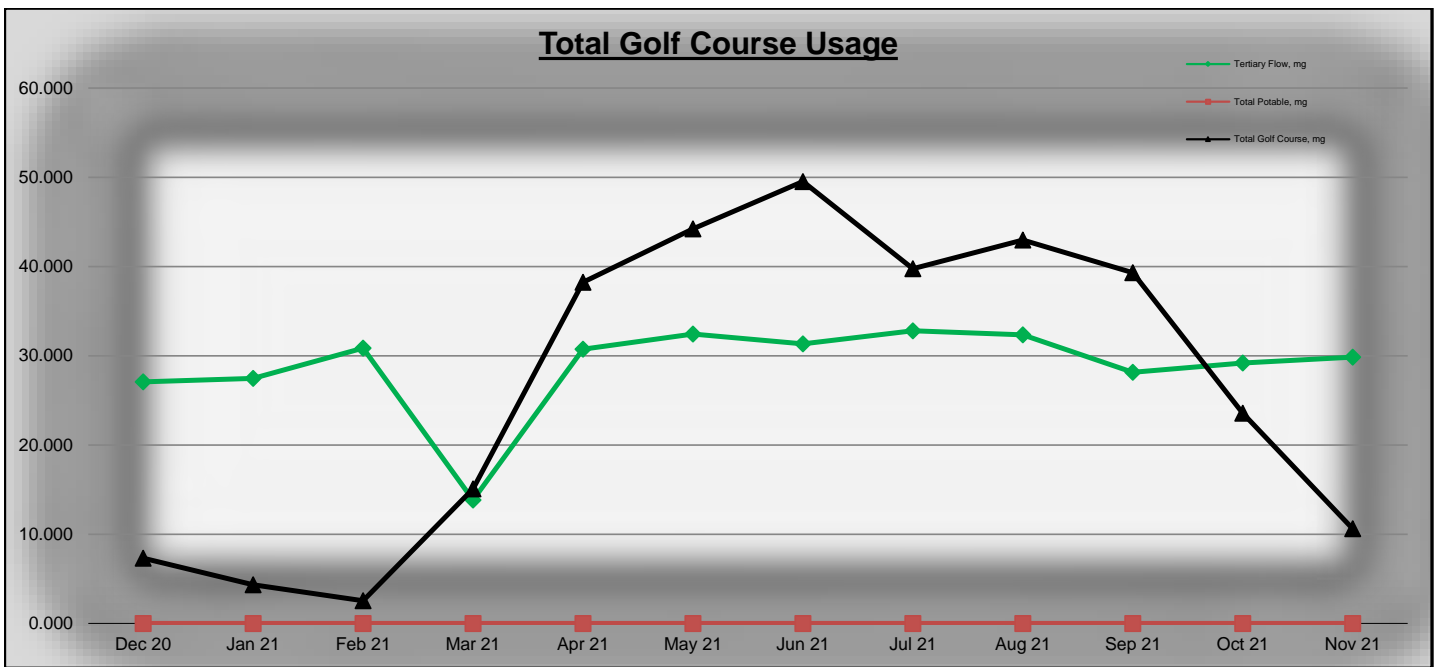
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	1298.73	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	1682.65	N/A

## MICROTURBINE SUMMARY

Month	Nov '21 kW-h	Oct '21	Sepo '21	Aug '21	Accumulated Totals
Production, kW-h (2)	0	0	26,353	32,481	1,160,546.00

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

(2) Micro turbines off-line due to the Elec/Mech Rehab and Sludge Holding Tank Replacement Project



## Wastewater Treatment Facility Operations Report

Report for: October 2021	HYDRAULIC LOADINGS					2021 YEAR-TO-DATE	
	Total Monthly, MG	Avg. Daily, MGD	Min Daily, MGD	Max Daily, MGD	% of Total	MG	acre-feet
CAWD Flow	24.518	0.791	0.689	1.871	68.822	245.62	753.45
PBCSD Flow	11.107	0.358	0.275	1.178	31.178	111.51	342.06
<b>Total Plant Flow</b>	<b>35.625</b>	<b>1.149</b>	<b>0.964</b>	<b>3.049</b>	<b>100.00</b>	<b>357.14</b>	<b>1095.51</b>
Tertiary Flow	29.200	0.942	0.726	1.185	81.965	289.12	886.87
Ocean Discharge	5.888	0.190	0.077	1.982	16.528	72.89	223.60
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

### TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	289.12MG (886.88acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.83 BG (27.09 K acre-ft.)
12 Month Rolling Total Reclamation Production	344.68 MG (1057.81 acre-ft.)

### ELECTRICAL COSTS

Monthly Totals	Oct'21 kWh	Price per kWh	Oct'21	Sep'21	Aug'21	Jul'21
Secondary	117,914.00	\$ 0.174	\$ 20,518.21	\$ 21,332.92	\$ 20,112.11	\$ 20,354.14
Blowers	51,099.36	\$ 0.162	\$ 8,284.66	\$ 10,156.05	\$ 10,927.89	\$ 11,790.88
<b>CAWD Total</b>	<b>169,013.36</b>		<b>\$ 28,802.87</b>	<b>\$ 31,488.97</b>	<b>\$ 31,040.00</b>	<b>\$ 32,145.02</b>
Tertiary	82,061.00	\$ 0.186	\$ 15,233.92	\$ 22,625.98	\$ 22,551.18	\$ 23,051.78
MF/RO	84,458.00	\$ 0.208	\$ 17,530.97	\$ 19,544.63	\$ 22,485.62	\$ 24,160.27
<b>Reclaim Total</b>	<b>166,519.00</b>		<b>\$ 32,764.89</b>	<b>\$ 42,170.61</b>	<b>\$ 45,036.80</b>	<b>\$ 47,212.05</b>
<b>Adjusted Monthly Totals (1)</b>	<b>CAWD Total</b>		<b>\$ 17,675.93</b>	<b>Reclamation Total</b>		<b>\$ 43,891.83</b>

### kW-h Per Acre Foot

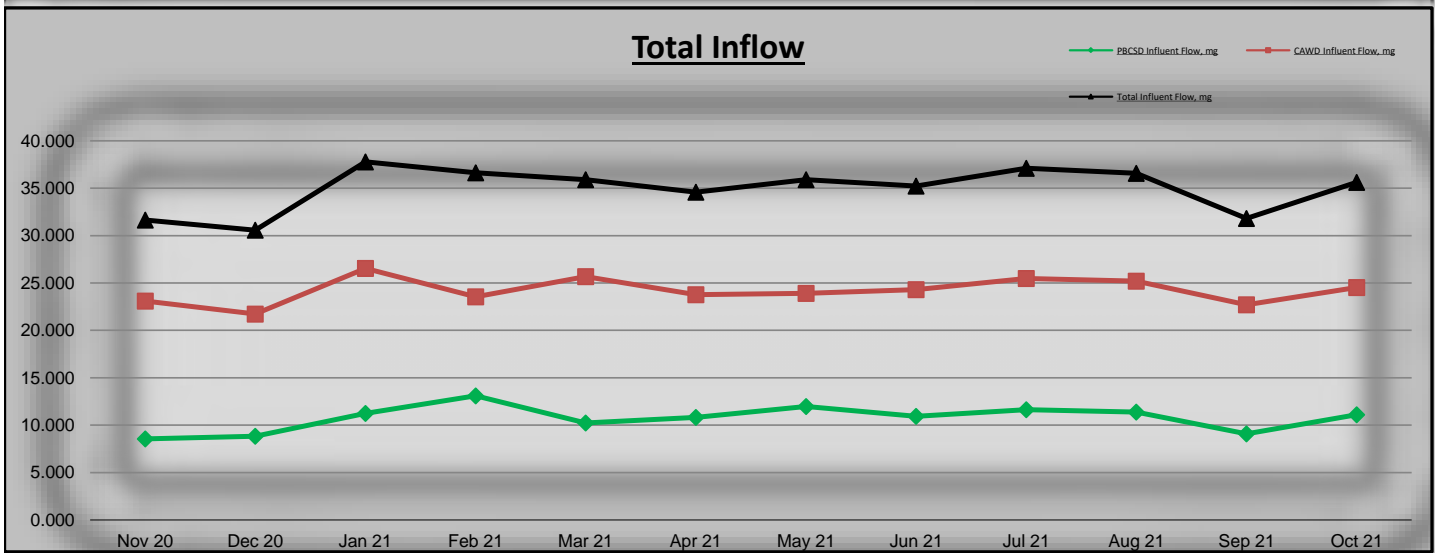
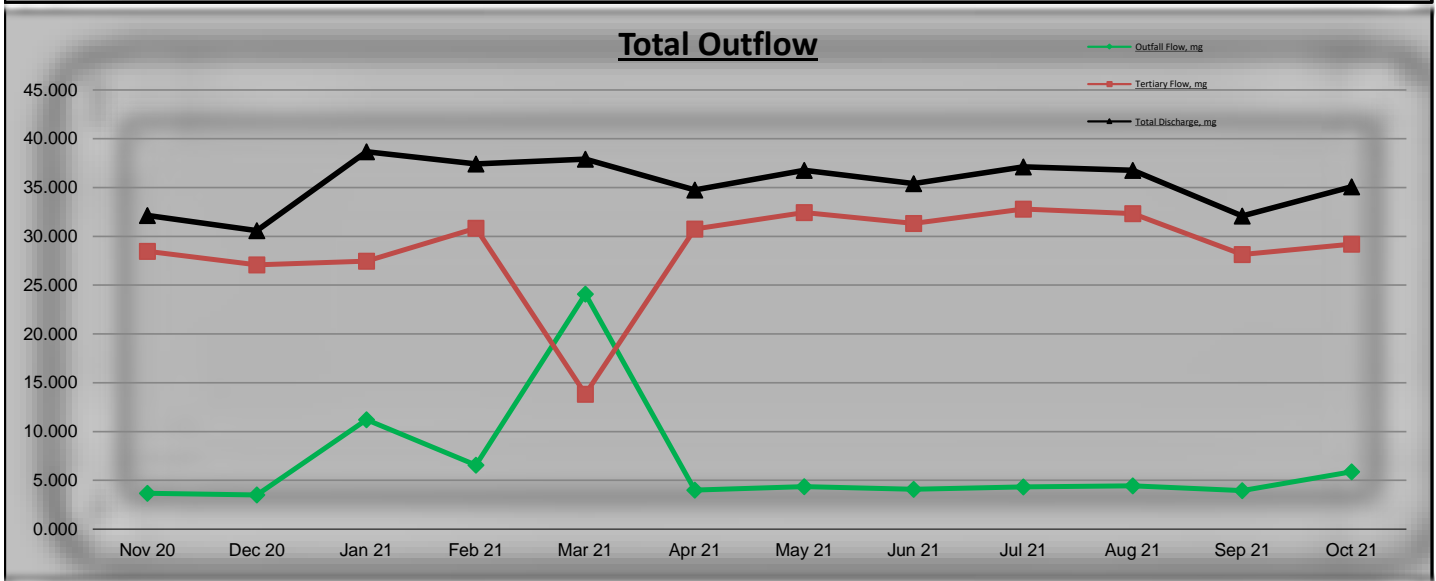
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	1298.73	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	1682.65	N/A

### MICROTURBINE SUMMARY

Month	Oct '21 kW-h	Sep '21	Aug '21	Jul '21	Accumulated Totals
Production, kW-h (2)	0	26,353	32,481	29,434	1,160,546.00

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

(2) Micro turbines off-line due to the Elec/Mech Rehab and Sludge Holding Tank Replacement Project





# STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: January 27, 2022

Subject: Monthly Report – December 2021

## RECOMMENDATION

Receive Report - Informational only; No action required.

## DISCUSSION

### LABORATORY REPORT

- Biobot Analytics continues to provide COVID-19 analysis for Carmel Area Wastewater District (CAWD) composite samples of the Influent Pump Station. Biobot samples are available upon request and can also be viewed on the CAWD website: [https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body\\_file-e72defec-6488-4185-b5f3-ab45b2fe531e](https://www.cawd.org/biobot-analytics-weekly-reports-of-concentration-levels-sars-cov-2#/body_file-e72defec-6488-4185-b5f3-ab45b2fe531e).
- On December 14, 2021, the Laboratory Supervisor and the Plant Superintendent met to review the 2022-2023 budget costs for the laboratory and source control.

### ENVIRONMENTAL COMPLIANCE REPORT

- On December 7, 2021, the Environmental Compliance Supervisor had a meeting with the Highlands Inn Engineering staff to address concern about the accumulation of grease in the wet well at the Highlands Inn pump station. The discussion centered on the 106 timeshare units because each includes a full kitchen for cooking and may be a contributing cause to the accumulation of grease.
- On December 28, 2021, a portable sampler was set up to collect samples from the Highlands Inn timeshare sewer line. The collected samples are currently being analyzed by Monterey Bay Analytical Services for Oil and Grease concentrations.
- On December 28, 2021, notification was received from collections staff that there was a high amount of grease seen in the sewer line serving La Bicyclette restaurant. On December 30, 2021, a source control inspection was conducted at La Bicyclette restaurant. The grease traps were compliant, and the chef indicated the grease traps were pumped and cleaned out by the cleaning company on the Dec. 28<sup>th</sup>.

### Restaurant Inspections

Restaurant	Compliant	Reason for Non-Compliance	Comments
Forge in the Forest	Yes		
Pacific Meadows	Yes		
Myo Yogurt	Yes		
Del Mesa Carmel	Yes		
Hacienda Carmel	Yes		
The Carmel Grill House	Yes		
Toro	Yes		
Grasings	Yes		
Basil	Yes		
From Scratch Restaurant	Yes		
The Links Club	Yes		
Alvarado Street Brewery and Bistro	Yes		
The Stationaery	Yes		
La Bicycleette	Yes		

### Grocery Store/Delicatessen Inspections

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

### Compliance Register

% Compliance	Maintenance	Mechanical
October 2021	100	100
November 2021	100	100
December 2021	100	100

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022		2023	
									H1	H2	H1	H2	H1	H2	H1	H2
		<b>Projects Implementation Plan Schedule</b>														
		<b>Treatment Plant Projects</b>														
18-01	1620.000	Elec/Mech Rehab and Sludge Holding Tank Replacement Project	Treanor	4/30/18	7/25/23	\$5,000,000	\$10,946,671	In Construction	Elec/Mech Rehab and Sludge Holding Tank Replacement Project							
18-05	5858.004	PLC/SCADA Programming	Foley	10/8/18	12/31/21	\$200,000	\$455,807	Anticipated Completion Feb 2022	PLC/SCADA Programming							
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/22	\$150,000	\$205,114	30 kW Microturbine Inspection / Repair	Microturbine Integration Project							
18-28	1626.000	Perimeter Tree Plan and Implementation	Treanor	7/1/19	6/30/26	\$60,000	\$237,897	Planning Stakeholder Meeting	Perimeter Tree Plan and Implementation							
21-01	5982.004	WWTP Eucalyptus Pruning	Treanor	7/1/20	2/1/22	\$130,000	\$150,376	Anticipated Completion in Jan 2022	WWTP Eucalyptus Pruning							
19-21	1993.000	Carmel River FREE Mitigation	Treanor	6/1/20	11/30/23	\$0	\$0	Design/Permitting/Developing Funding Agreement	Carmel River FREE Mitigation							
19-19	1634.000	Aeration Basin Improvements	Waggoner	7/1/20	6/30/22	\$0	\$9,030	Planning Installation for 2022	Aeration Basin Improvements							
19-18	1593.000	Perimeter Fencing	Treanor	7/1/22	6/29/23	\$200,000	\$200,000	Inactive	Perimeter Fencing							
		<b>Reclamation Projects</b>														
18-26	14777	Sulfuric Acid and Citric Acid Storage and Feed Systems	Treanor	1/1/19	7/29/22	\$370,000	\$438,743	Submittal Phase	Sulfuric Acid and Citric Acid Storage and Feed Systems							
21-09		SCADA Migration	Foley	11/1/21	10/31/22	\$140,000	\$140,000	Kickoff	SCADA Migration							
		<b>Reclamation Studies</b>	Treanor	7/2/18	6/30/22				Reclamation Studies							
	69200	Trussell MF/RO Performance Review	Treanor	7/2/18	6/30/22	\$32,000	\$115,000	In Study Phase	Trussell MF/RO Performance Review							
		Reclamation 15-Year Asset Management Assessment	Treanor	7/1/21	6/1/22	\$50,000	\$50,000	Inactive	Reclamation 15-Year Asset Management Assessment							
		<b>Collections Projects</b>														
19-03	1586.000	Carmel Meadows Sewer Replacement	Lather	8/1/19	1/19/23	\$150,000	\$2,014,551	In Design / CEQA	Carmel Meadows Sewer Replacement							
19-13	1625.000	Upper Rancho Canada Pipe Relocation	Lather	7/1/19	12/17/21	\$1,760,000	\$1,912,475	Construction Complete / Punchlist	Upper Rancho Canada Pipe Relocation							
19-08	1632.000	Carmel Valley Manor Pipeline and Pump Station	Lather	7/3/18	6/30/22	\$0	\$0	Re-Design In Progress	Carmel Valley Manor Pipeline and Pump Station							
20-07	1636.000	Bay/Scenic Pump Station Rehabilitation	Lather	12/31/20	6/30/23	\$250,000	\$756,726	In Design	Bay/Scenic Pump Station Rehabilitation							
20-08	1635.000	Scenic Rd Pipe Bursting - Ocean to Bay	Lather	2/5/21	6/30/23	\$1,200,000	\$1,280,276	In Design	Scenic Rd Pipe Bursting - Ocean to Bay							
21-02	6130.005	2021 Pipeline Spot Repairs	Lather	7/1/21	7/1/22	\$150,000	\$150,000	Contracting	2021 Pipeline Spot Repairs							
21-06	6140.005	Manhole Rehabilitation	Lather	1/1/22	1/3/23	\$150,000	\$150,000	Design In House	Manhole Rehabilitation							
21-05	1637.000	Pescadero Creek Area Pipe Relocation	Lather	7/1/21	6/30/23	\$450,000	\$1,700,000	In Design	Pescadero Creek Area Pipe Relocation							
21-07		Mission Street Sewer Rehab from 7th to 3rd	Lather	1/3/22	1/2/24	\$250,000	\$969,408	Inactive	Mission Street Sewer Rehab from 7th to 3rd							
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement							
20-06		Collections 15-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress	Collections 15-Year CIP							
		<b>Administration</b>														

Project Number	GL	Task Name	Manager	Start	Finish	Current FY Budget	Cumulative Budget	Status	2020		2021		2022		2023	
									H1	H2	H1	H2	H1	H2	H1	H2
21-08		Administration Access Control and Security Cameras	Foley	1/1/22	4/1/22	\$19,291	\$19,291	Procurement								
		Other Non-Capital Projects														
		Workforce Now	Ingram			\$0	\$0	Implementation								
		Health Insurance Review	Buikema	3/1/18	3/1/18	\$0	\$0	Complete								
		Real Property Investigation	Buikema			\$75,000	\$75,000	Evaluation in Progress								
		Cyber Security	Foley			\$17,000	\$17,000	Ongoing								
		Lean Six Sigma	Buikema			\$0	\$0	Green Belt Level Training								
	5500.006	Long Term SLR Planning	Treanor	5/3/21	2/29/36	\$100,000	\$1,400,000	Preparing 2022 Submittal								
		Assessment Districts/Annexations	Lather	8/2/18	3/1/23											
19-09	5500.005	2020 Sphere of Influence Amendment and Annexation Proposal	Lather	3/15/19	3/1/22	\$0	\$50,000	In process of obtaining CDP Ammdement for annexations in coastal zone								
18-21	1631.000/ 2505.000	Corona Road Assessment District	Lather	8/2/18	12/2/22	\$0	\$0	In Preliminary Design								
19-04	2510.000	Carmel Highlands Sewer Collection System Expansion – Yankee Point and Otter Cove	Lather	3/11/21	3/1/23	\$0	\$0	Study Complete - In Review by Stakeholders								

# **Treatment Plant Capital Project Summaries**



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

<b>Project Number:</b>	<b>18-01</b>	
<b>Project Name:</b>	<b>Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab &amp; Sludge Holding Tank Replacement Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Treanor	
<b>Status:</b>	In Construction	
<b>Project Description:</b>	This 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.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$10,946,671	\$2,346,822
<b>Financial:</b>	FY Budget:	FY Spent:
	\$5,000,000	\$1,450,150
<b>Reclamation Share:</b>	Estimated at 2.7% of project cost.	
<b>Other Entities:</b>	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
<b>Permits Required:</b>	Coastal Commission Notification	
<b>Challenges:</b>	Electrical Cutover Coordination; Steel tank vs concrete design to code	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated for FY21/22 into FY22/23</li> </ul>	
<b>Consultants:</b>	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
<b>Contractor:</b>	Clark Bros. Inc.	

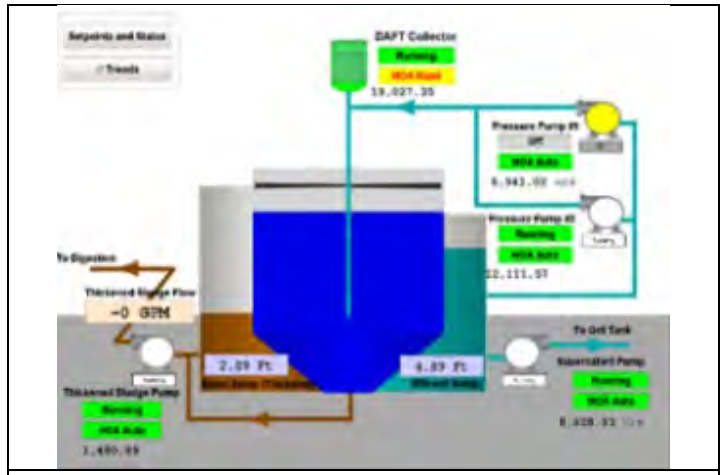


Photo: DAFT SCADA Overview

<b>Project Number:</b>	<b>18-05</b>	
<b>Project Name:</b>	<b>Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Foley	
<b>Status:</b>	Anticipated Completion Feb 2022	
<b>Project Description:</b>	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$455,807	\$273,297
<b>Financial:</b>	FY Budget:	FY Spent:
	\$200,000	\$17,490
<b>Reclamation Share:</b>	Partial Reclamation	
<b>Other Entities:</b>	None	
<b>Permits Required:</b>	None	
<b>Schedule:</b>	Some minor additional work remains and will be completed by 12-31-21	
<b>Consultants:</b>	Frisch Engineering	



Photo: Existing Gas Conditioning System

<b>Project Number:</b> 18-11		
<b>Project Name:</b> Microturbine Integration Project		
<b>Project Location:</b> Wastewater Treatment Plant		
<b>Project Manager:</b> Treanor/Foley		
<b>Status:</b> 30 kW Microturbine Inspection / Repairs		
<b>Project Description:</b> Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.		
<b>Department:</b> Treatment		
<b>Financial:</b>	Cumulative Budget: \$205,114	Cumulative Spent: \$55,114
	FY Budget: \$150,000	FY Spent: \$0
<b>Reclamation Share:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Air Board Permit	
<b>Challenges:</b>	Complexity of System	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Ongoing; anticipate completion 06-30-22</li> </ul>	
<b>Consultants:</b>	Frisch Engineering (programming)	
<b>Contractor:</b>	N/A	



Photo: Eucalyptus trees on South Side of Treatment Plant

<b>Project Number:</b> 18-28		
<b>Project Name:</b> Perimeter Tree Plan and Implementation		
<b>Project Location:</b> Wastewater Treatment Plant		
<b>Project Manager:</b> Treanor		
<b>Status:</b> Planning Stakeholder Meeting		
<b>Project Description:</b> Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.		
<b>Department:</b> Treatment		
<b>Financial:</b>	Cumulative Budget: \$237,897	Cumulative Spent: \$5,020
	FY Budget: \$60,000	FY Spent: \$2,123
<b>Reclamation:</b>	N/A	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Currently unknown (In Study Phase)	
<b>Challenges:</b>	Time it will take for new trees to grow up that will fully screen treatment plant from view	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Study moved to 2022; anticipate completion 06-30-26</li> </ul>	
<b>Consultants:</b>	Scott Hall Landscape Design	
<b>Contractor:</b>	TBD	





Photo: WWTP Aerial Showing Eucalyptus Trees Around Perimeter

<b>Project Number:</b>	<b>21-01</b>	
<b>Project Name:</b>	<b>WWTP Eucalyptus Pruning</b>	
<b>Project Location:</b>	Wastewater Treatment Plant	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Anticipated Completion in Jan 2022	
<b>Project Description:</b>	Trim Eucalyptus Trees around WWTP to control overgrowth of trees and mitigate spread of non-native tree.	
<b>Department:</b>	Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$150,376	\$36,090
<b>Financial:</b>	FY Budget:	FY Spent:
	\$130,000	\$16,414
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	Coastal Commission Notification, County Tree Cutting Permit	
<b>Challenges:</b>		
<b>Schedule:</b>	Tree Trimming anticipated during non-nesting season (fall-winter 21/22).	
<b>Consultants:</b>	Burleson Consulting (Environmental Monitoring) Frank Ono (Arborist)	
<b>Contractor:</b>	Tope's Tree Service	

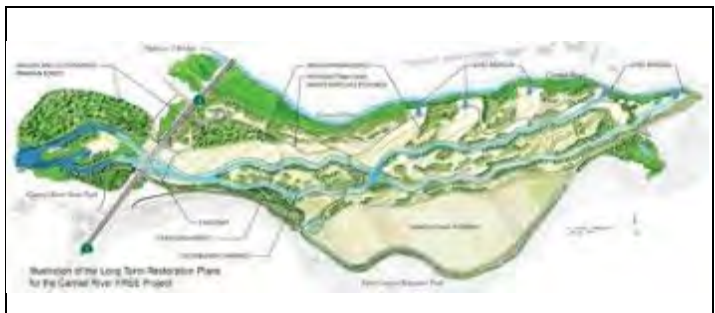


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

<b>Project Number:</b>	<b>19-21</b>	
<b>Project Name:</b>	<b>Carmel River Floodplain Restoration &amp; Environmental Enhancement (CRFREE) Mitigation</b>	
<b>Project Location:</b>	Carmel River Lagoon	
<b>Project Manager:</b>	Trenor	
<b>Status:</b>	Design/Permitting/Developing Funding Agreement	
<b>Project Description:</b>	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain, which will significantly impact existing wastewater pipelines that 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.	
<b>Department:</b>	Engineering	
<b>Financial:</b>	Coastal Conservancy Grant	Cumulative Spent:
	Budget: \$750,000	\$453,217
<b>Financial:</b>		FY Spent:
		\$133,290
** Project is being funded by CRFREE initiated grants		
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Monterey County	
<b>Permits Required:</b>	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Reginal Water Quality Control Board (RWQCB)	
<b>Challenges:</b>	Construction near environmentally sensitive habitat and obtaining new easement from State Parks	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>Construction anticipated in Summer 2023</li> </ul>	
<b>Consultants:</b>	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot	
<b>Contractor:</b>	Pending	





*Photo: Existing air diffuser system*

<b>Project Number:</b>		<b>19-19</b>
<b>Project Name:</b>		<b>WWTP – Aeration Basin Improvements</b>
<b>Project Location:</b>		Wastewater Treatment Plant
<b>Project Manager:</b>		Waggoner
<b>Status:</b>		Planning Installation for 2022
<b>Project Description:</b>		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.
<b>Department:</b>		Treatment
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$9,030	\$9,030
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Reclamation Share:</b>	Estimated at 0% of project cost.	
<b>Other Entities:</b>	N/A	
<b>Permits Required:</b>	N/A	
<b>Challenges:</b>	Weather conditions and Scheduling	
<b>Schedule:</b>	<ul style="list-style-type: none"> <li>• Design is complete</li> <li>• Materials ordered and received</li> <li>• Construction anticipated for 2022</li> </ul>	
<b>Consultants:</b>	N/A	
<b>Contractor:</b>	TBD	

# **Reclamation Capital Project Summaries**



Photo: Existing totes used for Sulfuric Acid storage and Feed

<b>Project Number:</b>		<b>18-26</b>	
<b>Project Name:</b>		<b>Sulfuric Acid &amp; Citric Acid Storage &amp; Feed Systems Project</b>	
<b>Project Location:</b>		Reclamation – Microfiltration (MF)/Reverse Osmosis (RO)	
<b>Project Manager:</b>		Trearor	
<b>Status:</b>		Submittal Phase	
<b>Project Description:</b>		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.	
<b>Department:</b>		Treatment	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$438,743	\$68,743	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$370,000	\$0	
<b>Reclamation Share:</b>	100%		
<b>Other Entities:</b>	Reclamation Project		
<b>Permits Required:</b>	Coastal Commission Notification		
<b>Challenges:</b>	Hazardous Chemical Safety		
<b>Schedule:</b>	Construction 2021/2022		
<b>Consultants:</b>	Trussell Technologies, Inc		
<b>Contractor:</b>	Monterey Peninsula Engineering		

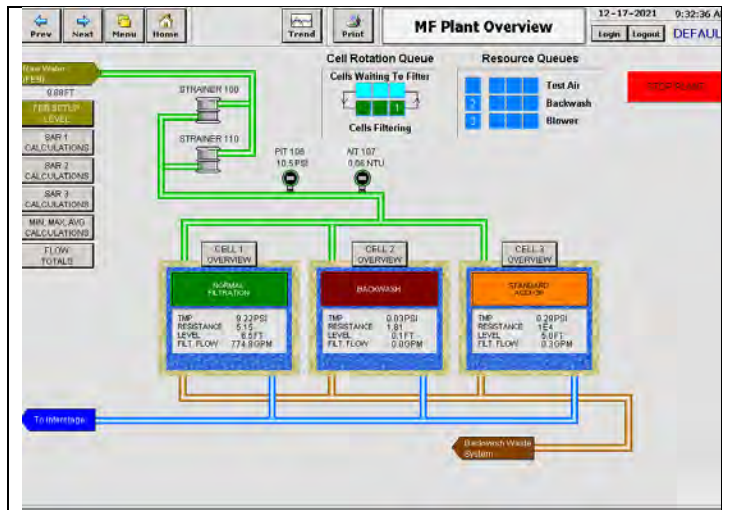


Photo: Microfiltration SCADA Overview

<b>Project Number:</b>		<b>21-09</b>	
<b>Project Name:</b>		<b>Reclamation Supervisory Control and Data Acquisition (SCADA) Migration Project</b>	
<b>Project Location:</b>		Reclamation Plant	
<b>Project Manager:</b>		Foley	
<b>Status:</b>		Kickoff	
<b>Project Description:</b>		Migration of reclamation legacy from RSView32 SCADA screens, alarms and trending to Ignition SCADA platform utilized by the treatment plant and collections pump stations. The legacy system software is no longer supported and poses a cybersecurity risk. It has been in service for 14+ years and the hardware is past its useful life. The new system will be more secure and installed on modern, reliable hardware.	
<b>Department:</b>		Reclamation	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$140,000	\$0	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$140,000	\$0	
<b>Reclamation Share:</b>	100%		
<b>Other Entities:</b>	Reclamation Project		
<b>Permits Required:</b>	None		
<b>Challenges:</b>	Structure of old Programming		
<b>Schedule:</b>	Work started in December 2021		
<b>Consultants:</b>	Frisch Engineering		

## **Collections Capital Project Summaries**



*Photo: View gravity pipe in Carmel easement*

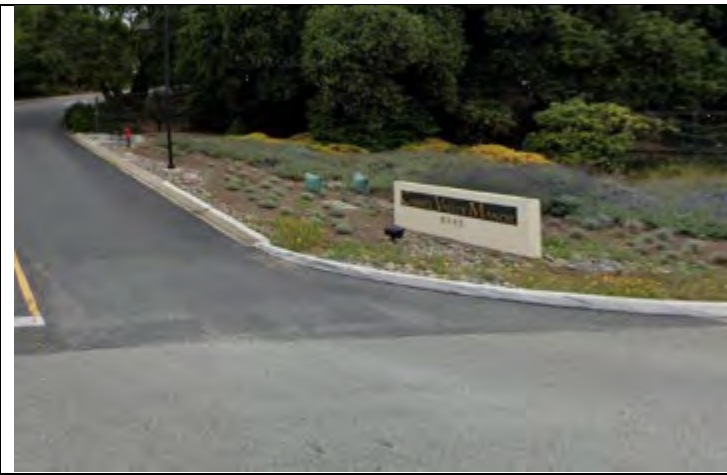
<b>Project Number:</b> 19-03		
<b>Project Name:</b> Carmel Meadows Sewer Replacement		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lather		
<b>Status:</b> In Design / California Environmental Quality Act (CEQA)		
<b>Project Description:</b> The project will replace 1,300 feet 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.		
<b>Department:</b> Collections		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$2,014,551	\$397,501
<b>Financial:</b>	FY Budget:	FY Spent:
	\$150,000	\$32,950
<b>Permits Required:</b>	Coastal Permit and Environmental Review	
<b>Challenges:</b>	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
<b>Schedule:</b>	Design and Environmental Review completed by 3/15/22. Construction to begin FY22/23.	
<b>Consultants:</b>	SRT Consultants, WRA Environmental	
<b>Contractor:</b>	TBD	



*Photo: View of proposed sewer line realignment*

<b>Project Number:</b> 19-13		
<b>Project Name:</b> Upper Rancho Cañada Pipe Relocation		
<b>Project Location:</b> Collection System		
<b>Project Manager:</b> Lather		
<b>Status:</b> Construction Complete / Punchlist		
<b>Project Description:</b> This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from a 12-inch to 8-inch diameter and is made of Truss pipe material that was installed in the early 1970's. The pipe is damaged in many locations, has capacity issues, and was identified as a priority in the Asset Management Plan.		
<b>Department:</b> Collection		
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$1,912,475	\$876,529
<b>Financial:</b>	FY Budget:	FY Spent:
	\$1,760,000	\$687,942
<b>Other Entities:</b>	Monterey Regional Park District	
<b>Permits Required:</b>	Environmental Review	
<b>Challenges:</b>	Providing a design that allows CAWD access to assets and is acceptable to the Park District.	
<b>Schedule:</b>	Construct August-December 2021	
<b>Consultants:</b>	MNS Engineering Rincon Environmental	
<b>Contractor:</b>	Graniterock	





*Photo: Entrance to Carmel Valley Manor*

<b>Project Number:</b>	<b>19-08</b>	
<b>Project Name:</b>	<b>Carmel Valley Manor Pipeline and Pump Station</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	Re-Design in Progress	
<b>Project Description:</b>	Sewer extension project to be completed by the owners of Carmel Valley Manor to connect to CAWD's sewer system.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$0	Cumulative Spent: \$180
	FY Budget: \$0	FY Spent: \$180
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	The prospect of a pipeline has given rise to a plethora of potential additional connections	
<b>Permits Required:</b>	County Encroachment Permit, Environmental Review completed.	
<b>Challenges:</b>	Funding, Repayment Agreement, easement agreements LAFCO annexation	
<b>Schedule:</b>	3-22-21 LAFCO hearing. Approved without protest.	
<b>Consultants:</b>	MNS and Rincon are working for Carmel Valley Manor to permit and design the project.	
<b>Contractor:</b>	N/A	



*Photo: Looking at Pump Station Exterior*

<b>Project Number:</b>	<b>20-07</b>	
<b>Project Name:</b>	<b>Bay/Scenic Pump Station Rehabilitation</b>	
<b>Project Location:</b>	Collection System	
<b>Project Manager:</b>	Lather	
<b>Status:</b>	In Design	
<b>Project Description:</b>	Remodel the interior of the pump station and update SCADA panel to remove from areas prone to flooding.	
<b>Department:</b>	Collections	
<b>Financial:</b>	Cumulative Budget: \$756,726	Cumulative Spent: \$22,887
	FY Budget: \$250,000	FY Spent: \$16,161
<b>Reclamation Share:</b>	0%	
<b>Other Entities:</b>	Carmel-by-the-Sea, Coastal Commission	
<b>Permits Required:</b>	Exemptions from CEQA & Coastal Commission	
<b>Challenges:</b>	Traffic Control	
<b>Schedule:</b>	Design 2021, Construct 2022, completed by 06-23	
<b>Consultants:</b>	SRT	
<b>Contractor:</b>	Pending	



Photo: Pipe Bursting Limits on Scenic

<b>Project Number:</b>		<b>20-08</b>	
<b>Project Name:</b>		<b>Scenic Rd Pipe Bursting - Ocean to Bay</b>	
<b>Project Location:</b>		Collection System	
<b>Project Manager:</b>		Lather	
<b>Status:</b>		In Design	
<b>Project Description:</b>		Replace approximately 4,950 linear feet of existing 6-inch clay pipe with a new 8-inch High-Density Polyethylene (HDPE) and includes manhole rehabilitation.	
<b>Department:</b>		Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$1,280,276	\$99,440	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$1,200,000	\$19,162	
<b>Reclamation Share:</b>		0%	
<b>Other Entities:</b>		Carmel-by-the-Sea, Coastal	
<b>Permits Required:</b>		CEQA & Coastal Commission permit required.	
<b>Challenges:</b>		Traffic control & poorly mapped underground utilities. Cultural Resources at southern end of project.	
<b>Schedule:</b>		Design 2021, Construct 2023, completed 06-23	
<b>Consultants:</b>		MNS, Rincon	
<b>Contractor:</b>		Pending	



Photo: Sewer Line Repair

<b>Project Number:</b>		<b>21-02</b>	
<b>Project Name:</b>		<b>2021 Pipeline Spot Repairs</b>	
<b>Project Location:</b>		Collection System	
<b>Project Manager:</b>		Lather	
<b>Status:</b>		Contracting	
<b>Project Description:</b>		Repairs to damaged sections of pipe at various locations throughout the District as noted in sewer video inspections.	
<b>Department:</b>		Collections	
<b>Financial: O&amp;M</b>	Cumulative Budget:	Cumulative Spent:	
	\$150,000 (FY21-22)	\$0	
<b>Financial: O&amp;M</b>	FY Budget:	FY Spent:	
	\$150,000 (FY21-22)	\$0	
<b>Reclamation Share:</b>		0%	
<b>Other Entities:</b>		N/A	
<b>Permits Required:</b>		City Encroachment	
<b>Challenges:</b>		Traffic control in area of town, depth of repair.	
<b>Schedule:</b>		Start date January 5, 2022. Duration 60 days.	
<b>Consultants:</b>		Pacific Engineering, geotechnical	
<b>Contractor:</b>		Rooter King	

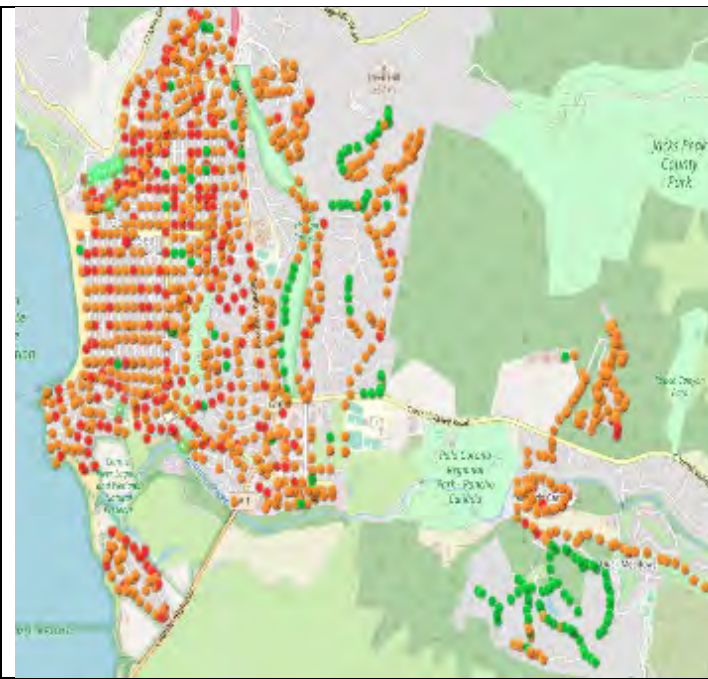


Photo: Manhole Inspection Map

<b>Project Number:</b>			<b>21-06</b>
<b>Project Name:</b>			<b>Manhole Rehab</b>
<b>Project Location:</b>			Collection System
<b>Project Manager:</b>			Lather
<b>Status:</b>			Design in House
<b>Project Description:</b>			Line Manholes with a solvent-free rigid polyurethane material that seals surface and provides structural integrity
<b>Department:</b>			Collections
<b>Financial : O&amp;M</b>	Cumulative Budget:	Cumulative Spent:	
	\$150,000 (FY21-22)	\$0	
<b>Financial : O&amp;M</b>	FY Budget:	FY Spent:	
	\$150,000 (FY21-22)	\$0	
<b>Reclamation Share:</b>		0%	
<b>Other Entities:</b>		N/A	
<b>Permits Required:</b>		none	
<b>Challenges:</b>		Traffic control	
<b>Schedule:</b>		Complete by 01-23	
<b>Consultants:</b>		Pacific	
<b>Contractor:</b>		TBD	

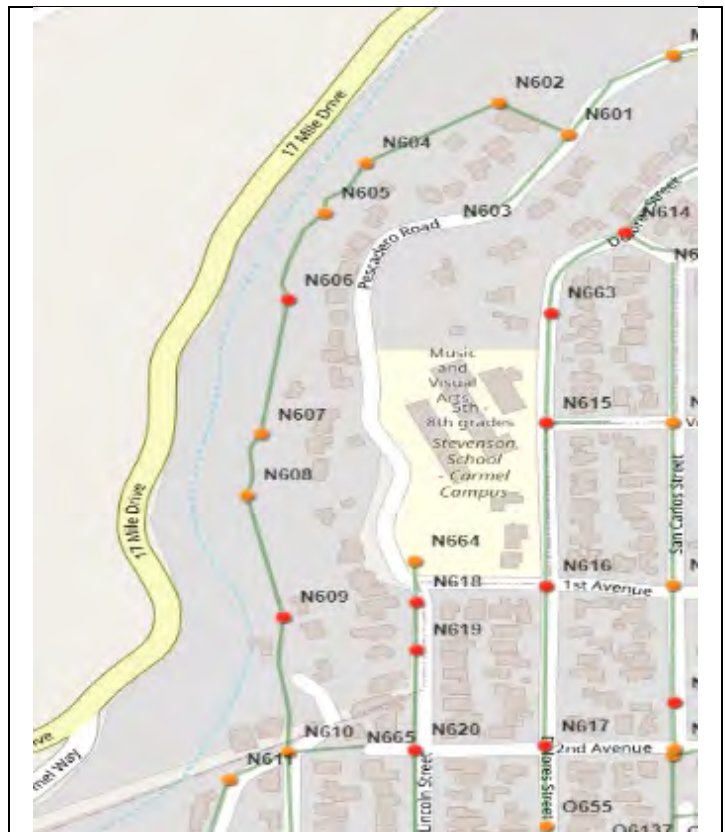


Photo: Sewer Line at Pescadero Creek

<b>Project Number:</b>			<b>21-05</b>
<b>Project Name:</b>			<b>Pescadero Creek Area Pipe Relocation</b>
<b>Project Location:</b>			Collection System
<b>Project Manager:</b>			Lather
<b>Status:</b>			In Design
<b>Project Description:</b>			Relocate damaged pipe from creek slope to roadway
<b>Department:</b>			Collections
<b>Financial: O&amp;M</b>	Cumulative Budget:	Cumulative Spent:	
	\$1,700,000	\$0	
<b>Financial: O&amp;M</b>	FY Budget:	FY Spent:	
	\$450,000 (FY21-22)	\$0	
<b>Reclamation Share:</b>		0%	
<b>Other Entities:</b>		N/A	
<b>Permits Required:</b>		Environmental Review	
<b>Challenges:</b>		Narrow road, depth of manhole, houses to be placed on individual pumps	
<b>Schedule:</b>		Start design, public outreach & Environmental in Fall 2021	
<b>Consultants:</b>		MNS, Denise Duffy	
<b>Contractor:</b>		TBD	



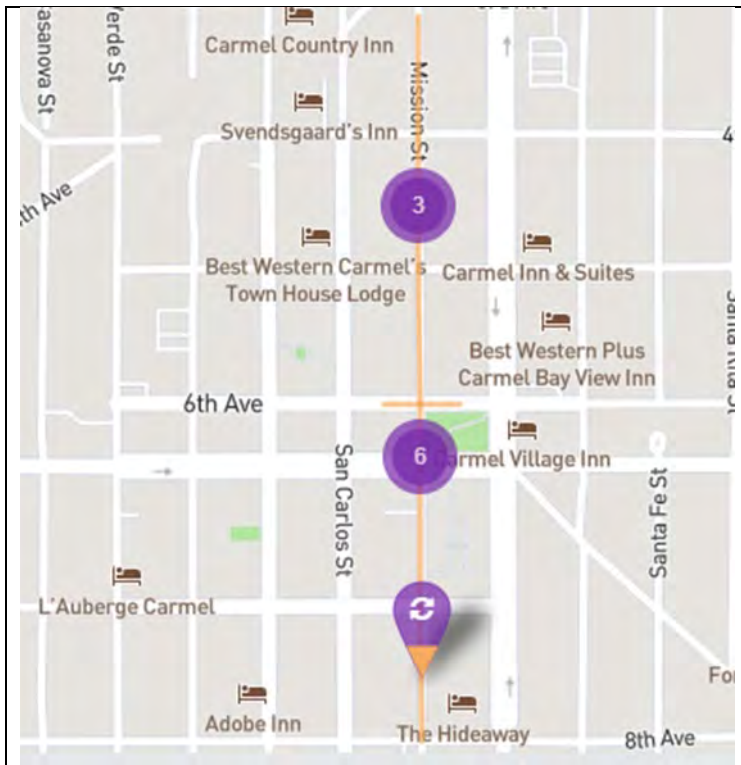


Photo: Sewer Line Rehab Location

<b>Project Number:</b>			<b>21-07</b>
<b>Project Name:</b>			<b>Mission Street Sewer Rehab from 7<sup>th</sup> to 3rd</b>
<b>Project Location:</b>			Collection System
<b>Project Manager:</b>			Lather
<b>Status:</b>			Inactive
<b>Project Description:</b>			Replace or pipe burst existing sewer on Mission and a portion of 6 <sup>th</sup> Avenue.
<b>Department:</b>			Collections
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$969,408	\$0	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$250,000	\$0	
<b>Reclamation Share:</b>			0%
<b>Other Entities:</b>			N/A
<b>Permits Required:</b>			City of Carmel-by-the-Sea
<b>Challenges:</b>			Traffic control in area of town, depth of repair.
<b>Schedule:</b>			Complete by 06-2025
<b>Consultants:</b>			TBD
<b>Contractor:</b>			TBD



Photo: River Watch logo

<b>Project Number:</b>			<b>20-05</b>
<b>Project Name:</b>			<b>River Watch Agreement</b>
<b>Project Location:</b>			Collection System
<b>Project Manager:</b>			Lathér
<b>Status:</b>			Work in Progress
<b>Project Description:</b>			Work with Collections to provide data that is needed to satisfy the milestones in the agreement with River Watch. As of January 2022 there are 88 remaining manholes to be inspected out of 1,434 for the FY.
<b>Department:</b>			Collections
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	N/A	N/A	
<b>Financial:</b>	FY Budget:	FY Spent:	
	N/A	N/A	
<b>Reclamation Share:</b>		0%	
<b>Other Entities:</b>		River Watch	
<b>Permits Required:</b>		none	
<b>Challenges:</b>		Closed caption television (CCTV) scheduling deadlines. The Board agreed to increase staffing by one full time equivalent (FTE) to assist in meeting the required schedule. The new employee started 11-20-20. Received 1 yr. extension from River Watch due to COVID-19.	
<b>Schedule:</b>		Due date June 2023	
<b>Consultants:</b>			
<b>Contractor:</b>		N/A	

Photo: LT Capital Schedule

<b>Project Number:</b>		<b>20-06</b>	
<b>Project Name:</b>		<b>Collections 15 -Year CIP</b>	
<b>Project Location:</b>		Collection System	
<b>Project Manager:</b>		Lather	
<b>Status:</b>		Work in Progress	
<b>Project Description:</b>		Utilize updated sewer line inspection information and flow modeling to develop a 20-year Construction Improvement Plan	
<b>Department:</b>		Collections	
<b>Projection of Total Capital Costs-20-Yr \$60M</b>	Construction Costs: \$50M	Administration Costs: \$10M (20% engineering, legal, admin.)	
<b>Financial:</b>	Cumulative 15YR Budget: EST \$30M	Cumulative Spent: N/A	
	FY Budget: N/A	FY Spent: N/A	
<b>Reclamation Share:</b>	0%		
<b>Other Entities:</b>	River Watch-see project #20-05		
<b>Permits Required:</b>	none		
<b>Challenges:</b>	Need all pipeline CCTV results to be completed to develop plan.		
<b>Schedule:</b>	2020 - 2040		
<b>Consultants:</b>	West Yost		
<b>Contractor:</b>	N/A		

# **Admin Capital Project Summaries**



*Photo: Security Cameras – Admin View*

<b>Project Number:</b>		<b>21-08</b>
<b>Project Name:</b>		<b>Administration Access Control and Security Cameras</b>
<b>Project Location:</b>		3945 Rio Road
<b>Project Manager:</b>		Chris Foley
<b>Status:</b>		Procurement
<b>Project Description:</b>		Install one additional security camera to provide better coverage of parking lot.
<b>Department:</b>		Administration
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$19,291	\$ 0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$19,291	\$0
<b>Other Entities:</b>		None
<b>Permits Required:</b>		None
<b>Challenges:</b>		Adequate Coverage with minimal hardware.
<b>Schedule:</b>		Construction to begin in early 2022
<b>Consultants:</b>		Verkada Security Systems
<b>Contractor:</b>		Johnson Electronics

## **Non-Capital Project Summaries**



## ADP Workforce Now

*Photo: ADP Clip Art*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Workforce Now	
<b>Project Location:</b>	All Supervisor Locations	
<b>Project Manager:</b>	Beth Ingram	
<b>Status:</b>	Implementation	
<b>Project Description:</b>	Implementation of a comprehensive Human Resource (HR) software database for all supervisors and employees to utilize. Modules provide employee development tracking, benefits administration, custom performance review templates, and employee goal management.	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,520
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$2,520
<b>Challenges:</b>	Technical issues need to be resolved & employee training	
<b>Schedule:</b>	Anticipate implementation in the Spring 2022	
<b>Consultants:</b>	ADP	



*Photo: Handshake*

<b>Project Number:</b>	N/A	
<b>Project Name:</b>	Employee Contract Negotiations	
<b>Project Location:</b>	Administration	
<b>Project Manager:</b>	Barbara Buikema	
<b>Status:</b>	Complete	
<b>Project Description:</b>	Bi-annual negotiations with Employee Groups	
<b>Department:</b>	Administration	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
<b>Financial:</b>	FY Budget:	FY Spent:
	\$0	\$0
<b>Schedule:</b>	Must be complete by 03-01-22 or earlier depending on budget presentation	
<b>Consultants:</b>	None	



Photo: Real Estate Clip Art

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Real Property Investigation		
<b>Project Location:</b>			Carmel Valley		
<b>Project Manager:</b>			Barbara Buikema		
<b>Status:</b>			Evaluation in Progress		
<b>Project Description:</b>			An investigation of a possible new treatment facility site in the mouth of the Carmel Valley, which is in response to the Coastal Commission requirement to move facilities within 30 years.		
<b>Department:</b>			Administration		
<b>Financial:</b>	<b>Cumulative Budget:</b>		<b>Cumulative Spent:</b>		
	\$75,000		\$0		
<b>Financial:</b>	<b>FY Budget:</b>		<b>FY Spent:</b>		
	\$75,000		\$0		
<b>Permits Required:</b>		None – at this time			
<b>Challenges:</b>		Limited land possibilities, regulatory hurdles, and zoning			
<b>Schedule:</b>		12 mos.			
<b>Consultants:</b>		Mahoney & Associates			



Photo: Cyber Security Clip Art

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Cyber Security		
<b>Project Location:</b>			District-wide		
<b>Project Manager:</b>			Chris Foley		
<b>Status:</b>			Ongoing		
<b>Project Description:</b>			Internal Cyber Security Incident Response Team (CSIRT) formed and they are working on a response plan & training. The upgrades to email filtering system have been completed. Stricter geofencing policies have been put in place, and a cold backup system that is sandboxed from the network is planned.		
<b>Department:</b>			All		
<b>Financial:</b>	<b>Cumulative Budget:</b>		<b>Cumulative Spent:</b>		
	\$0		\$0		
<b>Financial:</b>	<b>FY Budget:</b>		<b>FY Spent:</b>		
	\$17,000		\$0		
<b>Challenges:</b>			Ongoing training & the need for continual upgrades as skills of hackers grow.		
<b>Schedule:</b>			Continually updating		
<b>Consultant:</b>			Exceedio		





Photo: Six Sigma Clip Art

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Lean Six Sigma		
<b>Project Location:</b>			Management staff		
<b>Project Manager:</b>			Barbara Buikema		
<b>Status:</b>			Green Belt Level Training & Certification		
<b>Project Description:</b>			Currently all managers have been assigned the task of earning a Green Belt certification by 12-31-21 as a self-study course. Also, will investigate an in-person trainer for the implementation of a specific agreed upon project.		
<b>Department:</b>			Administration		
<b>Financial:</b>	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
<b>Financial:</b>	FY Budget:		FY Spent:		
	\$0		\$2,000		
<b>Permits Required:</b>			None		
<b>Challenges:</b>			Implementation phase		
<b>Schedule:</b>			Ongoing		
<b>Consultants:</b>			Self-study online		
<b>Trainer:</b>			To be determined		



Photo: California coastline

<b>Project Number:</b>			N/A		
<b>Project Name:</b>			Long-Term Sea Level Rise Planning		
<b>Project Location:</b>			Treatment Plant		
<b>Project Manager:</b>			Barbara Buikema/Patrick Treanor		
<b>Status:</b>			Preparing 2022 Submittal		
<b>Project Description:</b>			As conditions of Coastal Permit #3-82-199-A8 - the District must submit a Long-Term Coastal Hazards Plan by 03-11-22. This shall describe the specifics that will be analyzed during the iterative planning process and identify triggers for when an Executive Director review is needed and when the approval is necessary. Progress reports are due at five-year intervals by 05/01/2025, 05/01/2030, etc., which must include and describe coastal hazard trends and changes since the approval of this permit and efforts to monitor and address coastal hazards over time.		
<b>Department:</b>			Administration		
<b>Financial:</b>	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
<b>Financial:</b>	FY Budget:		FY Spent:		
	\$0		\$0		
<b>Permits Required:</b>			In response to California Coastal Commission		
<b>Challenges:</b>			Establishing focus on long term objectives and committing to follow through items.		
<b>Schedule:</b>			Draft Long-Term Coastal Hazard Plan will be complete by 01-02-22 for the submission on 03-11-22		
<b>Consultants:</b>			None at this time, however we anticipate and have provided for in long term coastal hazards monitoring planning budget \$75K year.		





Photo: Areas of Potential Annexation

<b>Project Number:</b>		<b>18-21, 19-04, 19-08,19-09</b>	
<b>Project Name:</b>		<b>2021 CAWD Sphere of Influence (SOI) Amendment &amp; Annexation Proposal</b>	
<b>Project Location:</b>		Collection System	
<b>Project Manager:</b>		Lather	
<b>Status:</b>		In process of obtaining CDP Amendment for annexations in Coastal Zone	
<b>Project Description:</b>		The project will provide access for homes and businesses currently on septic systems and add 350 new connections to the District at build-out. Interested areas include #18-21 Corona Road, Riley Ranch, #19-08 Carmel Valley Manor and #19-04 Yankee Point & Otter Cove.	
<b>Department:</b>		Collections	
<b>Financial:</b>	Cumulative Budget:	Cumulative Spent:	
	\$105,000 (55K+50K)	\$107,894	
<b>Financial:</b>	FY Budget:	FY Spent:	
	\$0	\$38,227 #18-21 \$17,900 #19-09	
** No Budget included for Annexation b/c costs will be recouped through annexation fees.			
<b>Permits Required:</b>		Environmental Review, Local Agency Formation Commission (LAFCO) Annexation Approval	
<b>Challenges:</b>		#18-21 Corona Road- working with homeowner groups to form a Corona Road Assessment District to pay for infrastructure that is needed to connect to our sewer system. Funds from homeowner in the amount of \$67K have been received by CAWD.	
<b>Schedule:</b>		LAFCO annexation hearing on 3-22-21. Approved with zero protests.	
<b>Consultant:</b>		Denise Duffy & Associates	



To: Board of Directors

From: Ed Waggoner  
Operations Superintendent

Date: January 27, 2022

Subject: Monthly Operations Report – December 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Plant Operation

#### Treatment Plant:

- The treatment plant operations staff has continued finishing projects and concentrating on Preventative Maintenance Work Orders during the month of December. This included the implementation of the Operations Flood Preparation Standard Operating Procedures from the Plant Engineer.
- (Project #18-05) Programmable Logic Controller/Supervisory Control and Data Acquisition (PLC/SCADA). Operations staff has been meeting and working with Maintenance and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.

#### Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and any equipment that needs maintenance for the Microfiltration and Reverse Osmosis Systems.
- Staff completed Clean-in-Place (CIP) cleans on Microfiltration (MF) Cells 1, 2 and 3. All cells cleaned successfully with Trans Membrane Pressures (TMPs) pressures ranging between 1.8 to 6.5 pounds per square inch (psi).

### **Training:**

- On December 7, Human Resources conducted a Zoom meeting with Keenan Innovative Solutions on Carmel Area Wastewater District (CAWD) Employee Benefits.
- Staff continues to complete online training at the treatment facility from Target Solutions as CAWD implements its new safety policies for the Exposure Control Plan updates for the COVID-19 virus.
- Staff continues to participate in scheduled tailgate safety meetings with Collections leading the way by holding the meetings in the truck bays to meet CAWD's social distancing policy.

### **Capital Improvement:**

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

### **Meetings Attended**

- On December 2, Kevin Young and Ed Waggoner attended a 2022-23 Budget Workshop meeting.
- On December 13, attended Zoom meeting with Trussell Technologies for review of Reclamation systems operations.
- On December 17, Operations staff met to discuss Blower system control, Micro Turbine start-up, and food waste long term planning with the Plant Engineer and Maintenance staff.
- Attended weekly Teams Meeting on construction progress for Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project for the following areas: Influent Pump Station, Headworks, Blower Building, Chlorination/Dechlorination Building, Effluent Building, Digester No. 1, Digester No. 1 Control Building and Dewatering Building.

### **Discharge Permit Violations**

- There were no Reclamation Permit 93-72 discharge violations for the month of November 2021.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of November 2021.

- Staff has not received feedback from Central Coast Regional Water Quality Control Board on the submitted Toxicity Reduction Evaluation (TRE) Work Plan for Order No. RCA0047996 as set forth in Section V.2.a. Toxic Reduction Requirements on November 11, 2020. This plan is currently under review by the Central Coast Executive Officer to be certified for future use if needed.

## **FUNDING**

N/A-Informational item only

# STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: January 27, 2022

Subject: Monthly Maintenance Report – December 2021

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

### Maintenance Projects in Progress/Completed

- Staff disassembled and performed a minor overhaul on blower 213 to coat internal components that had been corroded from salt air. This enhancement was recommended by Blower, Compressor, Vacuum (BCV) Company during the overhaul of blower 211. This will decrease the chance of an internal failure and prevent damage to the external actuator.
- Work has begun on reclamation potassium hydroxide (KOH) system pipe replacement. The remainder of the polyvinyl chloride pipe (PVC) is being replaced with fused High-Density Polyethylene (HDPE) pipe. The chemical resistant PVC glue fails over time and the fused pipe eliminates this failure mode. Staff is also adding a new pipe connection from the reclamation blend line so that the other KOH skid outside of containment can be removed from service. This is a safety improvement.
- The dewatering conveyer minor maintenance rehabilitation is in progress. Staff is removing, cleaning, inspecting and replacing, if needed, the rollers for the belt. This will prevent failures of the rollers which could damage the belt. This asset is critical, so a spare gear drive and conveyer motor was ordered and added to critical spare parts.

## Upcoming Maintenance Projects

- Bryan Mailey Electric is installing a Variable Frequency Drive for the sand filter reject pump. This will provide variable speed capability which will further optimize the sand filter system.
- Staff is contracting with Cal Microturbine to perform a minor overhaul on the 30-kilowatt (kW) microturbine. The 30kW does not operate at its designed efficiency and consumes more digester gas than it should, relative to its output. The goal is to bring back the unit within specifications so that when the available digester gas exceeds the 65kW unit capacity then the 30kW can be placed online in parallel with the 65kW.
- Staff has completed a safety shower/eyewash audit. Units currently without alarm switch will be updated and older units are being replaced. Material is on order.

## Work Order Metrics

### Preventive Maintenance

Total Work Orders Generated	474
Total Work Orders Closed/Done	449
Total Work Orders Still Open	25
Percentage of Work Orders Completed	94.73%

### Corrective Maintenance



Emergency	8
Critical	7
Urgent	17
Routine	15
Projects	1

### FUNDING

N/A- Informational item only

# STAFF REPORT

To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: January 27, 2022  
Subject: General Engineering



## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

This report is provided to update the Board of the Carmel Area Wastewater District (District) on current engineering activities during the months of December, 2021 and January, 2022.

### General Engineering

The Principal Engineer continues to work on projects related to the 2021 Annexation, including Yankee Point, Carmel Valley Manor and Corona Road. The Corona Road project engineer, Monterey Bay Engineers, Inc., has completed surveying the project site and the environmental/permitting process has begun. The engineer is also moving forward with completing a draft assessment engineer report.

Carmel Valley Manor (CVM) is continuing to work on their project to connect to the District and have delayed their project in order to work with Cañada Woods to utilize another pipeline alignment that will benefit the District and CVM. CVM met with the Principal Engineer, General Manager and Council to discuss how to determine the repayment fee for other properties that will benefit from the constructed project.

The engineer for the Corona Road Sewer Assessment District project has provided a preliminary report that provides a cost estimate and preliminary design that will be used to initiate the assessment district formation process. Denise Duffy and Associates will start working on the environmental documents now that the preliminary plans are finalized.



### **Upper Rancho Cañada Pipe Relocation Project (#19-13)**

Construction of the Upper Rancho Cañada pipe relocation project has been awarded to Graniterock and the work is substantially complete with some minor work to be completed. Due to a number of field changes and unexpected conditions, there will be a final construction contract change order that will be brought to the Board for approval in February. PSOMAS, the construction manager, is negotiating with Graniterock on the price and will provide the District Engineer with their recommendations.

#### **FUNDING**

N/A- Informational item only

# Resolutions

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: January 27, 2022  
Subject: Quitclaim of Easement

## RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution 2022-01 authorizing the General Manager to execute a quitclaim deed relinquishing the District's rights to a certain public utility easement over Lot 4, Descanso Oak Estates Tract Number 279.

## DISCUSSION

Mark John Williams and Ryann Nicole Williams, Trustees of The Williams Family 2018 Trust, owner of Lot 4, Descanso Oak Estates Tract Number 279, Assessor's Parcel Number 015-281-013, located at 26420 Via Mallorca in Carmel are proposing an addition to their home and the 30 foot wide Public Utilities Easement (PUE) is limiting their ability to do this. This is a blanket public utilities easement that was not dedicated for any specific sanitary sewer purpose. They have reached out to other utilities and found that California American Water Company (Cal Am) has an abandoned water line within the easement but no other utilities have an interest in the easement. Cal Am has released their interest in the easement and the District is the remaining utility to be approached to allow the easement to be relinquished.

Presently, there are no sanitary sewer facilities located within this easement. The District has an existing 10-foot-wide easement for the pipeline located along the property line that was recently replaced as a part of the Upper Rancho Cañada Pipe Relocation Project. This easement is unaffected by the proposed Quitclaim. Carmel Area Wastewater District (CAWD) staff does not see any current or future need to use the 30-foot PUE easement and recommend that the Board of Directors authorize the General Manager to execute a Quitclaim deed to relinquish the District's right to the easement.

## FUNDING

No funding is required to relinquish the easement.

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO

Anthony Lombardo & Associates  
144 West Gabilan Street  
Salinas, CA 93901

APN 015-281-013

No Transfer Tax: R&T Code Section 11911 (value or consideration of interest less than \$100)

## QUITCLAIM DEED

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Carmel Area Wastewater District, a California sanitary district (“CAWD” or “Transferor”), subject to the exception set out below in the final full paragraph of this Quitclaim Deed,

hereby REMISES, RELEASES AND FOREVER QUITCLAIMS to

Mark John Williams and Ryann Nicole Williams, Trustees of The Williams Family 2018 Trust dated January 11, 2018 (“Transferee”), all right, title and interest Transferor has in the portion of the 30’ Public Utility Easement (“30’ PUE”) as shown on that certain map entitled, “Tract No. 279, Descanso Oak Estates”, filed October 4, 1955 in Volume 6, Maps of “Cities and Towns”, at Page 66 in the Office of the County Recorder of the County of Monterey that is located on that certain real property located in Carmel Valley, Monterey County, California more particularly described in Exhibit A attached hereto and made a part hereof (the “Property”).

The purpose of this Quitclaim Deed is to remove any interest CAWD/Transferor may have in the 30’ PUE located on the Property. This Quitclaim Deed does not affect in any manner CAWD’s rights and interest in that certain 10’ easement deed recorded at Reel 480, Page 1127 on October 24, 1966 in the Office of the County Recorder of the County of Monterey and CAWD expressly reserves all rights, ownership, and possessory interest conveyed to CAWD in said certain 10’ easement.

IN WITNESS WHEREOF, Transferor executes this Quitclaim Deed this \_\_\_\_ day of \_\_\_\_\_, 2022.

Carmel Area Wastewater District,  
A California Sanitary District

By: Barbara Buikema, General Manager

**EXHIBIT "A"**  
Legal Description

**For APN/Parcel ID(s): 015-281-013**

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THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE UNINCORPORATED AREA IN COUNTY OF MONTEREY, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

Lot 4, as shown on that certain map entitled, "Tract No. 279, Descanso Oak Estates", filed October 4, 1955 in Volume 6, Maps of "Cities and Towns", at Page 66, in the Office of the County Recorder of the County of Monterey, State of California.

RESOLUTION NO. 2022-01

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE A QUIT CLAIM DEED RELINQUISHING THE DISTRICT’S RIGHTS TO A PUBLIC UTILITY EASEMENT WITHIN TRACT NO. 279 OF DESCANSO OAK ESTATES

-oOo-

WHEREAS, the District currently has rights to a certain easement over Lot 4, Descanso Oak Estates Tract Number 279; and

WHEREAS, the easement is a blanket public utilities easement not dedicated for any specific sanitary sewer purpose; and

WHEREAS, the area in question has a separate CAWD easement for the existing CAWD sewer system that will remain in effect.

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

1. That it does hereby find that the public utility easement over lot 4, Descanso Oak Estates Tract No. 279 is no longer required for the purposes of the District.
2. That it does hereby authorize and direct the General Manager to execute a Quit Claim Deed and any other documents necessary to relinquish all District rights to the public utilities easement of lot 4, Descanso Oak Estates Tract No. 279.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 27, 2022, by the following vote:

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

---

President of the Board

ATTEST:

---

Secretary of the Board

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: January 27, 2022  
Subject: Scenic Road Pipe Bursting Ocean to Bay Project #20-08 Amendment #4

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to amend a contract with MNS Engineering, Inc. to provide coastal permitting support in the amount of \$189,621, resulting in a total contract amount of \$495,028.

## DISCUSSION

The Scenic Road collection line is a high priority for rehabilitation due to the condition of the pipeline and its location with respect to the Pacific Ocean. The District Board approved Resolution 2021-11 on February 25, 2021, authorizing the General Manager to enter into a contract with MNS Engineering, Inc. to provide design services for the project in the amount of \$152,685. On August 26, 2021, the Board of Directors approved Resolution 2021-48 approving Amendment #1, in the amount of \$32,690, to authorize utility location services to be added to the contract. On September 30, 2021, the Board of Directors approved Resolution 2021-55 approving Amendment #2, in the amount \$47,577, to authorize further studies, preparation of a Cultural Resources letter report and potentially preparation of an Initial Study/Negative Declaration. On October 28, 2021, the Board of Directors approved Resolution 2021-58 amending the contract by \$72,455 in order to include Coastal Permitting as part of the scope of work.

Over the course of project development, significant cultural resources were identified which potentially will be impacted by the project construction. The boundaries of the cultural resources extend into areas that include high priority pipelines that need to be replaced due to the results of recent condition assessment work by the Collections Department. By adding these pipelines to the project, the District will pay to develop one environmental document and one permit due to the cultural resources in this area. Based on the potential impact and potential cost savings on reports and inspections, it was decided that additional pipe segments should be included in the project scope. This strategy is anticipated to reduce future permitting efforts and costs associated with disturbance in the archaeological



resource area. An additional benefit to this approach will be that expansion of the size of the project will increase contractor interest for the work and potentially reduce the project construction costs due to economy of scale.

Approximately 1,705 linear feet of 6-inch sewer and 2,840 linear feet of 12-inch sewer will be added to the project. In total, approximately 9,525 linear feet of sewer main will be replaced.

The attached proposal from MNS Engineering, Inc. outlines the specific tasks associated with increasing the project scope of work for a total cost of \$189,621.

## **FUNDING**

The 2021/2022 budget for this project is \$1,200,000.

Attachment 1: MNS Proposal -Amendment #4 in the amount of \$189,621

Attachment 2: Resolution 2022-02 Authorizing the General Manager to sign an  
Amendment #4 to Contract with MNS Engineering, Inc.



811 El Capitan Way Suite 130, San Luis Obispo, CA 93401  
Ph. (805) 778-0326 / F. (805) 787-0437

December 16, 2021

Ms. Rachél Lather, M.S., P.E.  
Carmel Area Wastewater District  
3945 Rio Road  
Carmel-By-The-Sea CA 93923

**Subject: Proposal for Professional Engineering Services – Scenic Road Sewer Main Replacement Project, Amendment No. 4, Additional Scope**

Dear Ms. Lather:

Thank you for the opportunity to submit this amendment request for additional services for the Scenic Drive Sewer Main Replacement Project (Project) for the Carmel Area Wastewater District (District). Following discussions with the District about archeological permitting, the District requested additional sewer segments be included in the Project to minimize future permitting efforts.

### Project Understanding

MNS is currently developing design documents for replacement of approximately 4,950 linear feet (LF) of existing 6-inch diameter vitrified clay pipe (VCP) gravity sewer main with a new 8-inch high-density polyethylene (HDPE) sewer main located along Scenic Road from manhole O666 south of Ocean Avenue (Ave) to the Bay & Scenic Lift Station, 750-LF west of Martin Way in the community of Carmel by the Sea and unincorporated Monterey County. The work also includes replacement of approximately 30-LF of 6-inch steel force main with new 6-inch HDPE pipe at the intersection of Santa Lucia Ave and San Antonio Ave.

Over the course of Project development, significant archaeological resources were identified, which have the potential to be impacted by the Project. Based on this potential impact, the District has elected to incorporate replacement of additional pipe segments into the Project scope, which are also within the limits of the documented archaeological resources. This strategy is anticipated to reduce future permitting efforts associated with disturbance in the archaeological resource area. An added benefit to this approach is the expansion of the Project scope which will increase contractor interest for the work, and potentially reduce Project contract unit costs through economies of scale.

Approximately 1,705 linear feet (LF) of 6-inch sewer and 2,840 LF of 12-inch sewer will be added to the Project. In total, approximately 9,525 linear feet of sewer main will be replaced. The additional pipe segments included in the Project include:

- Existing 12-inch VCP from MH Q608 to MH Q610 in Santa Lucia Road (133 LF)
- Existing 12-inch VCP from MH Q610 to MH Q613 in San Antonio Avenue (390 LF)
- Existing 12-inch VCP from MH Q613 to MH Q640 in Valley View Avenue and 15th Avenue (625 LF)
- Existing 12-inch VCP MH Q640 to MH Q637 in Camino Real (532 LF)
- Existing 12-inch VCP from MH Q638 to MH R622 in 14th Avenue (1,160 LF)
- Existing 6-inch VCP from MH R601 to MH R662 in Carmelo Street (1,705 LF)

### Project Scope

Due to the changes in the scope of the Project, additional project management, survey, utility research, geotechnical work, detailed design, permitting support, environmental compliance support, and public outreach support will be required. MNS proposes to facilitate additional support services under Tasks 1-5 and 7 as described below.

### Task 1 – Project Management, QA/QC, and Meetings

This task includes Project Management, QA/QC, and meetings associated with the Project.

#### **Subtask 1.1 – Project Management**

The Project Manager, Nick Panofsky, PE, will continue to provide ongoing coordination of the project team including the District, subconsultants, and the internal project team during design of the project. He will also monitor the budget and serve as the main point of contact with the District during Project design.

The MNS Project Manager will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of the District.

#### **Subtask 1.2 – Quality Assurance/Quality Control**

In accordance with MNS company policy, all deliverables, calculations, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the Project, prior to submittal to the District. Documents will be reviewed to ensure technical excellence, the goals and expectations of the District are being met, and conformance with applicable design checklists and standards. For the Project, all additional work will be reviewed by Tyler Hunt, PE, Lead Engineer.

#### **Subtask 1.3 – Design Meetings**

MNS anticipates two meetings will be required to facilitate the additional work. We have budgeted for two additional meetings:

- Work Site Visit
- 60% Design Review Meeting

For the 60% Design Review Meeting, MNS will develop a meeting agenda, and will submit meeting minutes to the District within three business days. The Project Manager and staff and subconsultants will attend as appropriate.

### Task 2 – Survey, Utility Research, and Manhole Condition Assessment

#### **Subtask 2.1 Topographic Survey**

A field survey will be performed in the added areas in support of the improvement design. Information received will be incorporated into the Project base map and considered in the Project design.

MNS will perform field surveying and mapping along Carmelo St between Scenic Rd and 15<sup>th</sup> Ave (Approx. 1,900 LF). Field surveying will also be performed along portions of 14<sup>th</sup> Ave, 15<sup>th</sup> Ave, Camino Real, San Antonio Ave, and Santa Lucia Ave (Approx. 3,000 LF). MNS will establish control on the NAD83, Epoch 2017.50 horizontal datum and NAVD88 vertical datum based on local benchmarks. The mapping will stay within the paved roadway limits. The survey mapping will include the following items:

1. Cross sections at 50' intervals to develop approx. roadway profile
2. Observable utilities (does not include underground utilities)
3. Locations and dips of existing sewer/storm drain manholes (30 structure estimate)
4. 20' radius topo around existing sewer manholes

MNS will prepare a base map in AutoCAD at a scale of 1" = 20' with 1' contour intervals.

This scope of work does not include complete roadway features such as curbs, driveway, walls, trees, etc. In addition, this scope of work does not include boundary or easement retracement.

#### **Subtask 2.3 Utility Research**

Utilities are present which need to be identified and addressed to avoid potential impacts. MNS will contact utility owners with facilities in the expanded project area to obtain utility atlas maps or record drawings. Information received will be incorporated into the Project base map and considered in the Project design.

### Task 3 – Geotechnical Investigation

Our subconsultant, Pacific Crest Engineering (Pacific Crest), will conduct a geotechnical investigation for the added work areas and will develop geotechnical recommendations for the Project. Pacific Crest will update the Project geotechnical report with the findings of the additional field work. A copy of Pacific Crest’s amendment request for geotechnical services is provided as an attachment.

### Task 4 – Detailed Design

The design for added sewer pipe segments requires preparation of approximately ten (10) Sewer Plan and Profile sheets and associated design details and specifications. The work will be incorporated into the current plan set, which will be resubmitted at the 60% complete design stage. Future design deliverables will be submitted in accordance with our original proposal incorporating the additional pipe segments.

### Task 5 – Environmental Permitting Support

Our subconsultant, Rincon, will continue to provide environmental permitting and environmental support for the Project. A detailed amendment request for Rincon’s services is provided as an attachment, and includes cultural resources support, revisions to the Initial Study and Mitigated Negative declaration (IS-MND), preparation of an arborist’s report and tree protection plan and public outreach support. These services are summarized in the following tasks. MNS will coordinate Rincon’s work.

#### **Subtask 5.3 Cultural Resources Support**

Rincon will expand the scope of previously contracted work to incorporate the expanded Project areas. Scope to be included is detailed in Rincon’s amendment request, attached.

#### **Subtask 5.4 Initial Study-Mitigated Negative Declaration**

Rincon will incorporate the additional Project work into the previously scoped IS-MND for the Project and provide services as described in the attached amendment request. MNS will support the environmental permitting process by providing project descriptions, site maps, input on project impacts, and other input as needed to support Rincon’s permitting effort.

#### **Subtask 5.5 Arborists Report and Tree Protection Plan**

Rincon will prepare an arborists report and tree protection plan as described in the attached amendment request.

#### **Subtask 5.6 Public Outreach Support**

MNS and Rincon will provide public outreach support for the Project. This support includes preparation of a jointly prepared PowerPoint presentation, and preparation for, and participation in, two public meetings, as described in Rincon’s attached amendment request.

### Task 7 – CDP Application Support

Rincon will provide Coastal Development Permit (CDP) permit application support for the expanded Project as detailed in Rincon’s amendment request, attached. MNS will coordinate Rincon’s work and provide information as needed to support ongoing permitting efforts. We included budgeted to attend one added meeting with the City of Carmel, and one added meeting with the County of Monterey. MNS will also revise plans to incorporate up to one round of comments from each agency into the contract documents.

**December 16, 2021**

Page 4 of 4

### Compensation

MNS proposes to perform the additional services described herein as described in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the MNS Standard Fee Schedule, provided with our original proposal.

Task	Fee
Task 1 – Project Management, QA/QC, and Meetings	\$23,696
Task 2 – Project Site Survey	\$23,790
Task 3 – Geotechnical Investigation	\$20,660
Task 4 – Detailed Design	\$41,415
Task 5 – Environmental Permitting Support	\$65,233
Task 7 – CDP Application Support	\$14,827
<b>Subtotal</b>	<b>\$189,621</b>

### Closing

Thank you for the opportunity to submit this amendment proposal. We are excited and look forward to continuing to work with the District. Please feel free to contact me with any questions you may have at 805.592.2074 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,

**MNS Engineers, Inc.**



Nick Panofsky, PE  
Lead Engineer

Attachments:

- MNS Standard Fee Schedule
- Detailed Fee Spreadsheet
- Rincon Amendment Request
- Pacific Crest Amendment Request



## 2021 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$280
Senior Project/Program Manager.....	255
Project/Program Manager.....	225
Assistant Project/Program Manager.....	185
Senior Project Coordinator.....	155
Project Coordinator.....	125

### ENGINEERING

Principal Engineer.....	\$240
Lead Engineer.....	215
Supervising Engineer.....	200
Senior Project Engineer.....	190
Project Engineer.....	170
Associate Engineer.....	155
Assistant Engineer.....	140

### SURVEYING

Principal Surveyor.....	\$235
Lead Surveyor.....	225
Senior Survey Project Manager.....	205
Supervising Surveyor.....	200
Senior Project Surveyor.....	180
Project Surveyor.....	160
Senior Land Title Analyst.....	155
Associate Project Surveyor.....	150
Assistant Project Surveyor.....	130
Party Chief (PW).....	155
Chainperson (PW).....	135
One-Person Survey Crew (PW).....	185

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$255
Senior Construction Manager.....	235
Senior Resident Engineer.....	225
Resident Engineer.....	210
Structure Representative.....	195
Construction Manager.....	185
Assistant Resident Engineer.....	175
Sr. Construction Inspector (PW).....	165
Construction Inspector (PW).....	156
Office Administrator.....	105

### TECHNICAL SUPPORT

CADD Manager.....	\$175
Supervising Technician.....	145
Senior Technician.....	135
Engineering Technician.....	105

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$160
Management Analyst.....	135
IT Technician.....	120
Graphics/Visualization Specialist.....	100
Administrative Assistant.....	80

### GOVERNMENT SERVICES

City Engineer.....	\$215
Deputy City Engineer.....	195
Assistant City Engineer.....	180
Plan Check Engineer.....	170
Permit Engineer.....	150
City Inspector.....	135
Senior City Inspector (PW).....	165
City Inspector (PW).....	156
Principal Stormwater Specialist.....	155
Senior Stormwater Specialist.....	140
Stormwater Specialist.....	125
Stormwater Technician.....	115
Building Official.....	175
Senior Building Inspector.....	150
Building Inspector.....	135
Planning Director.....	185
Senior City Planner.....	160
Assistant Planner.....	145
Senior Grant Writer.....	160
Grant Writer.....	135
Associate Grant Writer.....	105
Assistant Grant Writer.....	85

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate. Expert Witness services will be charged at three (3) times listed rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to an annual escalation increase of 3.0% starting January 1, 2022.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.

Carmel Area Wastewater District  
 Scenic Road Sewer Main Replacement - Amendment No. 4



	2021 Rate	PM		ENGINEERING		SURVEYING			DESIGN SUPPORT		ADMIN	Total Resource Hours	Total Hours*Rates	SUBCONSULTANTS			Reimbursable Expenses	Reimbursable Expense Costs	Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total			
		Lead Engineer - NP	Lead Engineer - TNH	Project Engineer - JD	Associate Engineer	Principal Surveyor -	Associate Project Surveyor	Party Chief	Chairperson	Senior Construction Manager	Senior CADD Technician			Management Analyst	Subconsultant Participation	Rincon Consultants							Pacific Crest	Total Subconsultant Costs	Rincon Consultants
<b>1 – Project Management, QA/QC, and Meetings</b>	<b>Task 1</b>													<b>Task 1</b>				<b>Task 1</b>			<b>Task 1</b>				
1.1 Project Management	Task 1.1	20									2	22	\$4,570	Task 1.1	\$11,040	\$0	\$11,040	Task 1.1	\$0	Task 1.1	\$4,570	\$12,696	\$17,266		
1.2 QA/QC	Task 1.2		12									12	\$2,580	Task 1.2	\$0	\$0	\$0	Task 1.2	\$0	Task 1.2	\$2,580	\$0	\$2,580		
1.3 Design Meetings	Task 1.3	10		10								20	\$3,850	Task 1.3	\$0	\$0	\$0	Task 1.3	\$0	Task 1.3	\$3,850	\$0	\$3,850		
<b>Task 1 Subtotal</b>		<b>30</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>54</b>	<b>\$11,000</b>		<b>\$11,040</b>	<b>\$0</b>	<b>\$11,040</b>		<b>\$0</b>	<b>\$0</b>	<b>Task 1 Subtotal</b>	<b>\$23,696</b>			
<b>2 – Project Site Survey</b>	<b>Task 2</b>													<b>Task 2</b>				<b>Task 2</b>			<b>Task 2</b>				
2.1 Topographic Survey	Task 2.1					14	28	54	48			144	\$22,340	Task 2.1	\$0	\$0	\$0	Task 2.1	\$0	Task 2.1	\$22,340	\$0	\$22,340		
2.3 Utility Research	Task 2.3	2		6								8	\$1,450	Task 2.3	\$0	\$0	\$0	Task 2.3	\$0	Task 2.3	\$1,450	\$0	\$1,450		
<b>Task 2 Subtotal</b>		<b>2</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>14</b>	<b>28</b>	<b>54</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>152</b>	<b>23,790</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>Task 2 Subtotal</b>	<b>\$23,790</b>			
<b>3 – Geotechnical Investigation</b>	<b>Task 3</b>													<b>Task 3</b>				<b>Task 3</b>			<b>Task 3</b>				
3.1 Geotechnical Investigation	Task 3.1	2		4								6	\$1,110	Task 3.1	\$0	\$17,000	\$17,000	Task 3.1	\$0	Task 3.1	\$1,110	\$19,550	\$20,660		
<b>Task 3 Subtotal</b>		<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$1,110</b>		<b>\$0</b>	<b>\$17,000</b>	<b>\$17,000</b>		<b>\$0</b>	<b>\$0</b>	<b>Task 4 Subtotal</b>	<b>\$20,660</b>			
<b>4 – Detailed Design</b>	<b>Task 5</b>													<b>Task 5</b>				<b>Task 5</b>			<b>Task 5</b>				
4.1 60% Design	Task 4.1	20		60	24						24	128	\$21,460	Task 4.1	\$0	0	\$0	Task 4.1	\$0	Task 4.1	\$21,460	\$0	\$21,460		
4.2 90% Design	Task 4.2	20		20	32							72	\$12,660	Task 4.2	\$0	0	\$0	Task 4.2	\$0	Task 4.2	\$12,660	\$0	\$12,660		
4.3 Constructability Review	Task 4.3	1		2						4		7	\$1,495	Task 4.3	\$0	0	\$0	Task 4.3	\$0	Task 4.3	\$1,495	\$0	\$1,495		
4.4 Final Design	Task 4.4	12		8	12							32	\$5,800	Task 4.4	\$0	0	\$0	Task 4.4	\$0	Task 4.4	\$5,800	\$0	\$5,800		
<b>Task 4 Subtotal</b>		<b>53</b>	<b>0</b>	<b>90</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>24</b>	<b>239</b>	<b>\$41,415</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>Task 4 Subtotal</b>	<b>\$41,415</b>			
<b>5 – Environmental Permitting Support</b>	<b>Task 5</b>													<b>Task 5</b>				<b>Task 5</b>			<b>Task 5</b>				
5.3 Cultural Resources Support	Task 5.3	8										8	\$1,720	Task 5.3	\$7,886	\$0	\$7,886	Task 5.3	\$0	Task 5.3	\$1,720	\$9,069	\$10,789		
5.4 Initial Study-Mitigated Negative Declaration (IS-MND)	Task 5.4	12										12	\$2,580	Task 5.4	\$18,987	\$0	\$18,987	Task 5.4	\$995	\$995	Task 5.4	\$2,580	\$22,979	\$25,559	
5.5 Arborists Report and Tree Protection Plan	Task 5.5	6										6	\$1,290	Task 5.5	\$9,635	\$0	\$9,635	Task 5.5	\$0	Task 5.5	\$1,290	\$11,080	\$12,370		
5.6 Public Outreach Support	Task 5.6	24		12								36	\$7,200	Task 5.6	\$8,100	\$0	\$8,100	Task 5.6	\$0	Task 5.6	\$7,200	\$9,315	\$16,515		
<b>Task 5 Subtotal</b>		<b>50</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62</b>	<b>\$12,790</b>		<b>\$44,608</b>	<b>\$0</b>	<b>\$44,608</b>		<b>\$995</b>	<b>\$995</b>	<b>Task 5 Subtotal</b>	<b>\$65,233</b>			
<b>7 - CDP Application Support</b>	<b>Task 7</b>													<b>Task 7</b>				<b>Task 7</b>			<b>Task 7</b>				
7.1 CDP Permit Application	Task 7.1	8		16								24	\$4,440	Task 7.1	\$9,032	\$0	\$9,032	Task 7.1	\$0	Task 7.1	\$4,440	\$10,387	\$14,827		
<b>Task 7 Subtotal</b>		<b>8</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>4,440</b>		<b>\$9,032</b>	<b>\$0</b>	<b>\$9,032</b>		<b>\$0</b>	<b>\$0</b>	<b>Task 8 Subtotal</b>	<b>\$14,827</b>			
<b>Sub-Total</b>	<b>Hours</b>	<b>145</b>	<b>12</b>	<b>138</b>	<b>68</b>	<b>14</b>	<b>28</b>	<b>54</b>	<b>48</b>	<b>4</b>	<b>24</b>	<b>2</b>	<b>537</b>	<b>\$94,545</b>	<b>Sub-Total</b>	<b>\$64,680</b>	<b>\$17,000</b>	<b>\$81,680</b>	<b>Sub-Total</b>	<b>\$995</b>	<b>\$995</b>	<b>Grand Total</b>	<b>\$94,545</b>	<b>\$95,076</b>	<b>\$189,621</b>
	<b>Cost</b>	<b>\$31,175</b>	<b>\$2,580</b>	<b>\$23,460</b>	<b>\$10,540</b>	<b>\$3,290</b>	<b>\$4,200</b>	<b>\$8,370</b>	<b>\$6,480</b>	<b>\$940</b>	<b>\$3,240</b>	<b>\$270</b>													





**Rincon Consultants, Inc.**

2511 Garden Road, Suite C-250  
Monterey, California 93940

831 333 0310

info@rinconconsultants.com  
www.rinconconsultants.com

December 7, 2021  
Project No: 20-10654

Nick Panofsky, PE, Lead Engineer  
MNS Engineers, Inc.  
811 El Capitan Way, Suite 130  
San Luis Obispo, California 93401  
Via email: [npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

**Subject: Scope Amendment Request #3 for the Carmel Area Wastewater District Scenic Road Pipeline Replacement Project, Carmel-by-the-Sea, California**

Dear Mr. Panofsky:

The purpose of this letter is to request an amendment to the March 10, 2021 contract scope of work and budget (as amended by Amendments Nos. 1 and 2) between Rincon Consultants, Inc. (Rincon) and MNS Engineers, Inc. (MNS) for environmental services for the Carmel Area Wastewater District (CAWD) Scenic Road Pipeline Replacement Project.

Rincon's original scope of work assumed that the project involves replacement of approximately 0.9 mile of existing pipeline within the Scenic Road right-of-way between Ocean Avenue and the existing pump station at Carmel Point in Carmel-by-the-Sea. The majority of the project alignment was located within the City of Carmel-by-the-Sea with approximately 0.1 mile of the southernmost project alignment within the County of Monterey.

In November 2021, CAWD determined that the project limits would be expanded to include pipeline replacement via open trenching within previously disturbed soil within paved roadway along Santa Lucia Avenue, 15<sup>th</sup> Avenue, Carmelo Street, Camino Real, and 14<sup>th</sup> Avenue in the County of Monterey. This proposal would add services to our existing contract scope of work associated with environmental clearance of the expanded project limits. The specific additional scope tasks associated with this request, as well as the total budget amendment request, are described in detail below.

## AMENDMENTS TO EXISTING SCOPE OF WORK

The following tasks outline additional effort associated with existing tasks included in the approved scope of work dated March 10, 2021 (as amended by Amendments Nos. 1 and 2).

### Task 1. Project Management

This task includes additional staff time for project management and coordination for additional effort associated with the expanded project limits. This task includes one kick-off meeting with MNS to discuss details of the project design changes that will be incorporated into the project description prepared



under Task 5, below. This task also includes coordination with MNS to define the limits and details of the expanded project limits.

### Task 3. Coastal Development Permit Application

This task includes additional effort associated with preparation of the Coastal Development Permit (CDP) applications. Based on the meetings with the City and County on August 17, 2021 and October 6, 2021, respectively, one CDP application was anticipated to be processed through the City due to the limited area within the County (approximately 0.1 mile). The expanded project limits are entirely within the County of Monterey; therefore, Rincon anticipates that the City and County will require separate CDP applications. This task also includes attendance at up to two additional virtual meetings with the City and/or County to present the revised project and discuss the CDP application approach. This scope of work also includes additional effort associated with of preparation of a CDP application to be processed with the County, pre-application coordination with County Planning Staff on submittal requirements, and attendance at an intake meeting with the County to review the application. This scope of work also includes up to 10 hours for preparation and virtual attendance at one public hearing, assuming Planning Staff recommends approval of the CDP application and there is no opposition. If the CDP application is recommended for denial by staff, has opposition, or is appealed, then additional time will need to be evaluated at that time.

### Task 4. Cultural Resources Support

Rincon's approved scope of work includes preparation of a Cultural Resources Letter Report, which was in progress when the project limits were expanded. This task includes effort associated with incorporating the expanded project limits into the Letter Report. The cultural resources records search included in our original scope resulted in the identification of a large archaeological site (P-27-000152 and P-27-001323) that intersects the expanded project limits. Rincon will revise the Letter Report to address impacts to P-27-000152 and P-27-001323 within the expanded project limits and to outline recommended project design features and conditions of approval to avoid potential impacts to archaeological resources. The Letter Report will include a project description, background research results, a description of known cultural resources, and applicable figures. The report will rely on the August 2021 record search conducted at the Northwest California Historical Resources Information System; therefore, this scope of work does not include a new record search. The report will be submitted digitally to MNS and CAWD for review and approval. Rincon assumes one round of consolidated comments from MNS and CAWD. Once reviewed, digital copies of the final report will be prepared and submitted.

### Task 5. IS-MND

The IS-MND was in progress when the project limits were expanded. Rincon will revise the project description and IS-MND analysis to include the expanded project limits. In addition, Rincon has included additional hours for response to public comments, given the potential to receive additional comments from residences along the project alignment and the potential for additional public comments related to archeological resources. The major tasks associated with the expanded project limits are as follows:



- **Project Description.** Working with the CAWD Project Manager, Rincon will revise the draft Project Description to include the expanded project area and will prepare the internal review draft Project Description. This task includes preparation of one graphic depicting the expanded project location. The Project Description will be submitted in Word and PDF format. Rincon assumes one round of review of the Project Description by CAWD staff prior to conducting the analysis described in subsequent tasks. Upon approval of the Project Description, it will be relied upon by the Rincon for evaluation purposes.
- **Administrative Draft IS-MND.** After CAWD staff review and approval of the project description, Rincon will revise the internal review (Administrative) Draft Initial Study to address the expanded project limits. Although each topical area will be revised to address the expanded project limits, a few key issues areas will require more effort to incorporate the project changes. A few select key issues areas that require expanded analysis to incorporate the expanded project limits are anticipated to include: Biological Resources, Cultural Resources, Paleontological Resources, and Noise. Each of these key issue areas are described briefly below. A more detailed technical scope of work can be provided upon request.
  - The *Biological Resources* analysis will include a literature/database review along with review of aerial photographs, topographic maps, and other readily available literature regarding biological resources present in the expanded project limits. A field survey will also be conducted for the expanded project limits.. The budget associated with this task reflects the additional effort required to include the expanded project area as part of the literature review and field reconnaissance survey.
  - The *Cultural Resources and Tribal Cultural Resources* analyses will summarize the Cultural Resources Letter Report (to be prepared as part of Task 4) and Native American consultation (to be conducted by CAWD). This task includes additional effort required to address impacts associated with the expanded project limits within the area of a known cultural resource.
  - The *Paleontological Resources* analysis in the Geology and Soils section of the IS-MND will include an evaluation of the paleontological sensitivity of the geologic units underlying the project alignment within the expanded project limits. The evaluation will be based on a desktop review of existing data, including geologic maps, published literature, and online fossil locality and collections databases. The impact analysis will evaluate potential for ground disturbance to directly impact paleontologically sensitive geologic units within the expanded project limits.
  - The *Noise* analysis will focus on evaluating temporary impacts associated with construction within the expanded project limits because long-term maintenance of the project would not result in a substantial permanent increase in existing ambient noise. Noise and vibration levels associated with construction activities within the expanded project limits will be quantified and projected at the nearest sensitive receptors. Construction noise analysis will also evaluate the temporary impacts associated with delivery and material truck trips on haul routes. This task includes effort associated with analyzing noise impacts during construction within the expanded project limits.



We assume comments on Administrative Draft IS-MND (and its associated appendices) will be provided in a consolidated, electronic and editable format. The Administrative Draft IS-MND will be submitted in digital (PDF and/or Microsoft Word) format.

Per Rincon's approved scope of work, Rincon will address two rounds of CAWD review on the IS-MND and preparation of a Second Administrative Draft IS-MND and a Public Review Draft IS-MND. The expanded project limits does not require any additional effort associated with those tasks.

- **Responses to Comments/Administrative Final IS-MND.** Upon receipt of public comments on the Draft IS-MND, Rincon will prepare draft responses to comments and an Administrative Final IS-MND for review by CAWD. Amendment No. 1 to Rincon's approved contract assumed up to five comment letters would be received and could be responded to with up to 20 professional staff hours. This scope of work assumes up to five additional comment letters will be received, including one lengthy (over five pages) and/or substantive letter, which can be adequately responded to in a maximum of 20 additional professional staff hours. The actual level of effort required to respond will depend on the length, detail, and sophistication of the comments, in addition to the number of letters received. We reserve the right to reevaluate the effort level and request a scope amendment upon close of the public comment period.

## Task 7. Arborist Report and Tree Protection Plan

The expanded project area falls within the jurisdiction of Monterey County, where trees are protected under the County Code Chapter 16.60 which includes preservation of Oak and Other Protected Trees. The County Code Chapter 16.60 states that removing, poisoning, cutting down or trimming more than one-third of the green foliage of any tree is not allowed without a permit. This also includes any oak (*Quercus sp.*) or landmark oak trees with a diameter at breast height of twenty-four inches when measured two feet above the ground. The County does not specify protection sizes for multi-trunked trees; as such, Rincon assumes that trees with at least one trunk meeting the protection size requirements are considered protected.

A Rincon arborist will conduct a tree survey to locate and identify all protected trees with any portion of their canopy dripline located within 20 feet of the additional project disturbance limits. During the survey, the following information will be documented for each protected tree:

- Field locations of all protected trees with any portion of their driplines within 20 feet of the project alignment, as feasible without trespassing on private lands
- Identification of each tree by both scientific and common names
- Diameter at breast height (DBH)
- Canopy height and spread in four cardinal directions
- Dripline canopy of each tree located along the project alignment
- Health assessment (dead, poor, fair, good, excellent)
- Structural defects (cracks, decay, broken limbs, etc.), if any
- Representative photographs



Based on a cursory desktop review of aerial imagery and the preliminary project plans, we estimate that there are approximately 90 protected trees that would need to be surveyed along the additional project alignment. The tree survey is expected to take approximately two full field days with one certified arborist and one field biologist, including drive time. Our cost includes travel expenses, arborist field package, and use of the GPS device with sub-meter accuracy.

Following completion of the tree survey, an Arborist Report will be prepared in accordance with County requirements. It will include:

- Project background
- Site observations
- Individual tree analysis
- A comprehensive table providing tree data including size, species, and general health
- Tree location map
- Identification of which protected trees would be preserved, removed, or encroached by construction activities

A Tree Protection Plan establishing tree protection measures for all protected trees along the project alignment will be included in the Arborist Report. The Tree Protection Plan will include measures in accordance with the County Municipal Code and includes:

- Tree protection standards, including measures to be implemented prior to construction, during construction, and after construction
- Recommendations for the health and long-term welfare of trees
- Methods of avoiding injury
- Activities permitted/prohibited within Tree Protection Zones
- Encroachment boundaries

If project component activities would result in the removal of protected trees, the Tree Protection Plan would include the following:

- Standards for Tree Impact Offsets (mitigation)
- Tree removal standards
- Locations and planting standards for replacement and transplant trees

## Task 9. Public Outreach

Prior to public review of the IS-MND, Rincon will assist MNS and CAWD with conducting one virtual public outreach meeting. The purpose of the meeting will be to provide the community an opportunity to provide input on the project and to identify issues of specific concern to the public that should be considered in the project design and analyzed in the IS-MND. This scope of work assumes that CAWD will distribute public notices and provide the virtual meeting platform for the outreach meeting. Rincon will coordinate with MNS to develop a PowerPoint presentation that provides an overview of the proposed project and environmental process. Rincon's Principal in Charge, Project Manager, and one archeologist will attend the meeting and will be available to present information, answer questions, and receive comments. Comments will be considered during preparation of the IS-MND, but comments will not be specifically responded to in the environmental document.



In addition, prior to construction, Rincon will assist MNS and CAWD with a second public outreach meeting. The purpose of the meeting will be to inform the community about the proposed construction activities. This scope of work assumes that CAWD will distribute public notices of the outreach meeting. This scope of work also assumes that the meeting will be held in-person. Rincon's Principal in Charge and Project Manager will attend the meeting and will be available to present information and answer questions.

## ASSUMPTIONS

Several assumptions were considered in preparing this scope of work and associated budget. Should any of these assumptions need to be adjusted during execution of the project, the scope and budget may need to be expanded.

- MNS will provide refined KMZ files, which depict only the anticipated areas of above ground or below ground disturbance
- MNS will provide at least 60% design plans of the additional work limits prior to initiation of the additional work tasks outlined above
- All excavation along the entire project alignment will be within paved roadway right-of-way
- Total disturbed soil area for the entire project will be less than one acre
- MNS will provide a geotechnical evaluation report for the expanded project limits
- One round of review and response to comments on each submitted document; with the exception of the IS-MND which assumes two rounds of review
- Rincon will attend up to two additional virtual meetings with the City and/or County to present the revised project and discuss the CDP application approach. In addition, Rincon will attend one virtual CDP pre-application meeting, one virtual CDP intake meeting, and one public hearing during the CDP application process with the County.
- CDP application submittals will be electronic; in person submittals would require additional time
- No more than 90 protected trees will be present within the additional project areas
- If access to trees located on private property is not feasible, arborist will estimate and collect all required tree data from the nearest right-of-way
- CAWD will distribute notices and provide the meeting platform for the outreach meeting
- Up to three Rincon staff will attend one virtual public outreach meeting and up to 2 Rincon staff will attend one in-person public outreach meeting

## SCHEDULE

The schedule associated with the additional work effort is outlined below.

**IS-MND, CDP Application, and Cultural Resources Letter Report.** The anticipated schedule for the IS-MND, CDP Application, and Cultural Resources Letter is as follows:

- **IS-MND Project Description.** Rincon will submit the draft IS-MND Project Description in electronic form within two weeks of authorization to proceed and receipt of project plans.



- **Cultural Resources Letter Report.** Rincon will submit the draft Cultural Resources Letter Report within four weeks of any meetings with local Native Americans. The Final Cultural Resources Letter Report will be submitted within two weeks of receipt of comments
- **Administrative Draft IS-MND.** Rincon will submit the Administrative Draft IS-MND in electronic form within six weeks of CAWD approval of the project description.
- **Second Administrative Draft IS-MND.** Rincon will submit the Second Administrative Draft IS-MND in electronic form within two weeks of receipt of all comments on the first Administrative Draft IS-MND.
- **Public Review Draft IS-MND.** The Public Review Draft IS-MND will be completed within two weeks of receipt of CAWD comments on the Second Administrative Draft IS-MND.
- **CDP Application.** The CDP applications will be compiled and submitted within four weeks of completion of the Draft IS-MND.
- **Final IS-MND.** The Administrative Draft Final IS-MND will be completed four weeks after receipt of all written comments received during the review period, and will consist of the comments, responses, and corrections to the Draft IS-MND, if any are warranted. We will submit the Final IS-MND, including the MMRP, within one week of receipt of CAWD comments on the draft responses and Administrative Draft Final IS-MND.

**Arborist Report and Tree Protection Plan.** The anticipated schedule for the additional tasks associated with the preparation of the Arborist Report and Tree Protection Plan is as follows:

- **Tree Survey.** Rincon will conduct the tree survey for additional project areas immediately following completion of Task 6 – Arborist Study (included in Amendment No. 2) for the original project area.
- **Arborist Report and Tree Protection Plan.** Rincon will submit electronic copies of the arborist report and tree protection plan to MNS and CAWD within 14 days of completing the tree surveys for the original and expanded project areas.

## Cost

The estimated cost for completion of additional project management, CDP support, cultural resources support, IS-MND preparation, arborist report and tree protection plan, and public outreach is **\$65,675**. A breakdown of cost by task is provided at the end of this amendment request.

If you have any questions regarding this request, please do not hesitate to contact us.

Sincerely,  
**Rincon Consultants, Inc.**

Nicole West  
Project Manager

Megan Jones, MPP  
Principal





**RINCON CONSULTANTS, INC.**  
**CAWD Scenic Road Pipeline**  
**Replacement Project**  
**Amendment #3 Cost Estimate**

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
<b>Task</b>		<b>408.00</b>	<b>64,680.00</b>	<b>995.00</b>	<b>65,675.00</b>
<b>Task 1: Project Management, Meetings and QA/QC</b>					
Principal I	220.00	12.00	2,640.00		11,040.00
Supervisor Planner I	195.00	40.00	7,800.00		
Clerical/Administrative Assistant I	75.00	8.00	600.00		
<b>Task 3: Coastal Development Permit Application</b>					
Principal I	220.00	4.00	880.00		9,032.00
Supervisor Planner I	195.00	8.00	1,560.00		
Planner III	130.00	48.00	6,240.00		
Production Specialist I	88.00	4.00	352.00		
<b>Task 4: Cultural Resources Support</b>					
Principal I	220.00	8.00	1,760.00		7,886.00
Supervisor Archaeologist I	195.00	8.00	1,560.00		
Supervisor Planner I	195.00	6.00	1,170.00		
Senior Archaeologist I	160.00	4.00	640.00		
Archaeologist III	130.00	16.00	2,080.00		
GIS/CADD Specialist II	125.00	4.00	500.00		
Production Specialist I	88.00	2.00	176.00		
<b>Task 5: IS-MND</b>					
IS-MND Project Description		130.00	18,987.00		18,987.00
Principal I	220.00	11.00	1,640.00		
Supervisor Planner I	195.00	1.00	220.00		
Supervisor Planner I	195.00	2.00	390.00		
Planner III	130.00	6.00	780.00		
GIS/CADD Specialist II	125.00	2.00	250.00		
<b>Admin Draft IS-MND</b>					
Principal I	220.00	97.00	14,071.00		
Supervisor Biologist I	195.00	6.00	1,320.00		
Supervisor Planner I	195.00	2.00	390.00		
Supervisor Planner I	195.00	13.00	2,535.00		
Senior Biologist I	160.00	12.00	1,920.00		
Planner IV	145.00	20.00	2,900.00		
Senior GIS Specialist	140.00	4.00	560.00		
Archaeologist III	130.00	4.00	520.00		



Biologist II	115.00	12.00	1,380.00	
Archaeologist II	115.00	6.00	690.00	
Planner I	105.00	16.00	1,680.00	
Production Specialist I	88.00	2.00	176.00	
<b>Response to Comments/Admin Final IS-MND</b>				
Principal I	220.00	4.00	880.00	
Supervisor Planner I	195.00	6.00	1,170.00	
Planner I	105.00	10.00	1,050.00	
Production Specialist I	88.00	2.00	176.00	
<b>Task 7: Arborist Report and Tree Protection Plan</b>				
		<b>66.00</b>	<b>9,635.00</b>	<b>9,635.00</b>
Principal I	220.00	1.00	220.00	
Supervisor Planner I	195.00	2.00	390.00	
Senior Biologist I	160.00	30.00	4,800.00	
Biologist III	130.00	30.00	3,900.00	
GIS/CADD Specialist II	125.00	2.00	250.00	
Clerical/Administrative Assistant I	75.00	1.00	75.00	
<b>Task 9: Public Outreach</b>				
Principal I	220.00	12.00	2,640.00	<b>8,100.00</b>
Supervisor Archaeologist I	195.00	4.00	780.00	
Supervisor Planner I	195.00	24.00	4,680.00	
<b>Reimbursable Expenses</b>				
GPS			380.00	<b>995.00</b>
Standard Field Package			190.00	
Travel - Mileage			0.00	
Vehicle Day Rate			425.00	
<b>Budget Amendment Total</b>		<b>408</b>	<b>64,680.00</b>	<b>995.00</b>
				<b>65,675.00</b>

December 7, 2021

Proposal No. 2123.1

Mr. Nick Panofsky  
MNS Engineers  
201 N. Calle Cesar Chavez, Suite 300  
Santa Barbara, CA 93103

**Subject: Proposal for a Geotechnical Investigation – Design Phase**  
Scenic Drive Sewer Rehabilitation Project – Report Update  
Carmel Area Wastewater District (CAWD)  
Carmel, California

**Reference: Pacific Crest Engineering, Inc.**  
Geotechnical Investigation for Scenic Road Rehabilitation Project  
Project No. 2123-M251-A48 dated August 13, 2021

Dear Mr. Panofsky,

Pacific Crest Engineering Inc. (PCE) is pleased to present our proposed scope of work and fee to perform supplemental borings and prepare an updated report to include an additional mile of pipeline replacements to the Scenic Drive Sewer Rehabilitation project. This proposal is based on our discussions with you, review of the expanded sewer alignment (.kmz file) provided by you, and a visit to the site on November 22, 2021. Open cut trenching is currently proposed for this portion of the replacement pipeline.

We propose the following scope of work:

1. Site reconnaissance and review of literature pertinent to the project site, available in our files or provided by your office.
2. A draft site plan map depicting our planned boring locations will be prepared and submitted to the Client for review prior to drilling our test borings. We have prepared a preliminary site plan showing proposed boring locations (See Figure A, attached).
3. Project coordination of field and laboratory operations.
4. We will mark the proposed test boring locations in white paint, and contact Underground Service Alert (USA) at least 72 hours prior to performing our field investigation. In addition, we will subcontract with a private underground locator to assist in clearing proposed test boring locations.
5. We will prepare and submit an encroachment permit application, along with an associated traffic control plan, to the County of Monterey prior to our field investigation.

6. We will prepare a Traffic Control Plan in accordance with Cal Trans MUTC 2003 for field boring work. We will subcontract with an outside traffic control company to provide traffic control during our drilling activities.
7. We will explore, sample, and classify surface and subsurface soils by advancing six to eight (6 to 8) test borings at select and accessible locations along the proposed alignment. The borings will be drilled to depths of 10 to 15 feet or drilling refusal in bedrock, whichever is less. A log of soil, bedrock, and groundwater conditions will be maintained.

Representative (disturbed) soil samples will be obtained at selected depths within each test location. The test holes will be backfilled with soil cuttings and cold patched with asphalt or cement in existing pavement areas. Our work scope and fee estimate does not include restoring the pavement with hot mix asphalt.

8. Laboratory testing of selected soil samples to determine relevant engineering properties. Laboratory testing will include, as applicable moisture content, unit weight, Atterberg Limits, grain size distribution, shear strength, and corrosion potential.
9. Compilation and analysis of collected field and laboratory data gathered in Tasks 1 through 8 and based on this analysis, we will update the above referenced report with our supplemental field and laboratory data as well as provide any updated recommendations pertinent to the proposed pipeline construction.

## FEE FOR SERVICES

We propose to perform the scope of work outlined herein on a time and materials basis in accordance with our 2022 Schedule of Fees (enclosed). We have assumed the work is to be performed as part of a public works project. This requires compliance with public works laws requiring payment of prevailing wages and maintenance of certified payrolls, among others.

Based on our current understanding of the project concept and subject to variation among items, the table below presents a summary of anticipated tasks and their associated fees for completing the geotechnical investigation update:



OPINION OF PROBABLE COST				
PROPOSAL NAME: SCENIC ROAD SEWER MAIN REPLACEMENT - EXPANDED SCOPE				
PROPOSAL DATE: 12/7/2021				
NUMBER OF BORINGS: 6 -8				
DEPTH OF BORINGS: 10-15 Feet				
PREVAILING WAGE PROJECT				
CATEGORY	PERSONNEL/ITEM	HOURS (FEET)	\$/HOUR (FEET)	COST/ITEM
SITE RECONNAISSANCE & PROJECT COORDINATION	PRINCIPAL ENGINEER	4	180	720
	ASSOCIATE ENGINEER	2	175	350
	STAFF ENGINEER / GEOLOGIST	4	150	600
UTILITY LOCATING	TRAFFIC CONTROL PLAN	4	150	600
PERMIT APPLICATION	TRAFFIC CONTROL (DAILY RATE)	1	1850	1850
TRAFFIC CONTROL	PRIVATE UTILITY LOCATOR	6	233	1398
	ENCROACHMENT PERMIT FEES			500
	MARK BORING LOCATIONS/USA	4	150	600
TEST BORINGS	DRILL RIG - HOURLY RATE	11	420	4620
<b>PREV. WAGE RATES</b>	STAFF ENGINEER / GEOLOGIST	9	150	1350
LABORATORY ANALYSIS	LUMP SUM			1000
ENGINEERING ANALYSIS AND CALCULATIONS REPORT PREPARATION	PRINCIPAL ENGINEER	2	180	360
	ASSOCIATE ENGINEER\GEOLOGIST	4	175	700
	STAFF ENGINEER / GEOLOGIST II	4	150	600
	CLERICAL/CERTIFIED PAYROLL	2	90	180
	10% Contingency			1543
<b>TOTAL OF COSTS FOR PROFESSIONAL SERVICES</b>				<b>16971</b>

Based on the work scope outlined above and our understanding of the project objectives, we estimate our fee to perform the geotechnical services described in Tasks 1 through 9, inclusive will not exceed Seventeen Thousand Dollars, (\$17,000.00), unless additional services are authorized in writing.

### SCHEDULE

We are prepared to commence work immediately upon your authorization. We anticipate our tasks to be completed within the following time frames:

- Project Coordination/Utility Locating 1-2 weeks
- Application and Procurement of Encroachment Permit 1-2 weeks
- Drilling and Laboratory Testing 4 weeks
- Engineering Analysis and Report Preparation 2 weeks



We therefore estimate the work proposed herein can be completed within 8 to 10 weeks from your authorization to proceed, site access, permit processing, scheduling of exploration equipment, weather and laboratory analysis permitting. Preliminary geotechnical design criteria can be provided to the design team during the course of our investigation.

## SCOPING ASSUMPTIONS

Our scope of work and fee assumes the Client understands the following issues:

- a. This scope of work assumes that the District will provide for rights-of-access onto all easements and any private properties that must be crossed to access the proposed drilling sites. Pacific Crest Engineering, Inc. will field mark the proposed test boring locations, notify Underground Service Alert (USA) and hire a Locator Service prior to beginning field work so that public and private underground utilities can be identified and the proposed boring locations cleared. Pacific Crest Engineering, Inc. is not responsible for damage to any utilities not identified and/or not properly marked at the ground surface.
- b. We also assume we will be provided with updated site plans showing existing and proposed utility improvement locations.
- c. Our services will be provided on a “time and expense” basis, in accordance with our 2022 Schedule of Fees. Our fee estimate is based on the available information provided to develop this proposal. Those services not listed, emerging project requirements, preparation for and participation in meetings and presentations (over the four man-hours budgeted in this proposal), and/or the designers request for additional information beyond this scope of services will be considered extra services and will be billed in accordance with our standard rates.
- d. Our scope of work and fee assumes the Client will provide a base topographic map and site plan, with a scale of 1-inch equals 20 feet or larger, prior to initiation of our work.
- e. This scope of work and budget assumes that contaminated soil and/or groundwater will not be encountered. If any unusual vapors, odors, or visual contamination are noticed during drilling of any test boring, the boring will be stopped, backfilled with grout and the suspected drill cuttings will be bagged, labeled for future source reference and provided to the Client for disposal.

## SERVICES NOT INCLUDED

Our scope of work and fee does not include the following:

- a. Development of design plans, shoring plans or project specifications is specifically excluded from our scope.
- b. Post-report services and construction phase observation, consultation, or testing.
- c. An environmental assessment or investigation for the presence of hazardous or toxic materials. This scope of work and budget assumes that contaminated soil and/or groundwater will not be encountered. If any unusual vapors, odors or visual contamination are noticed during drilling of any test boring, the boring will be stopped, backfilled with



grout and the suspected drill cuttings will be bagged, labeled for future source reference and provided to the Client for disposal.

#### **AUTHORIZATION**

To authorize our firm to provide these services, please send an agreement for professional services and authorization to proceed to our office as soon as possible.

Pacific Crest Engineering Inc. appreciates the opportunity to provide our services, and would be pleased to answer any questions you may have about our proposed scope of work and fee. We can be reached at (831) 722-9446.

Sincerely,

**PACIFIC CREST ENGINEERING INC.**



Elizabeth M. Mitchell, GE  
President/Principal Geotechnical Engineer  
GE 2718

Enclosures: Figure A – Preliminary Boring Locations  
2022 Schedule of Fees









**PACIFIC CREST ENGINEERING INC.**  
**STANDARD FEE SCHEDULE – GEOTECHNICAL GROUP**

January 1, 2022

The following schedule presents our rates for professional services. If desired, services other than construction observation and testing can be contracted on a negotiated fixed fee basis. Hours and mileage for professional and technical services are charged portal-to-portal from our Watsonville office. Services during construction, such as testing and observation of grading, require both professional and technical services. Depending on the scope and duration of the construction project, an opinion of probable cost can be made. Professional, technical, mileage and laboratory fees and rates are subject to change without notice.

**PROFESSIONAL SERVICES**

**Billing Rate**

Principal Engineer\Geologist	\$180.00 per hour
Associate Engineer\Geologist	\$175.00 per hour
Senior Engineer\Geologist	\$170.00 per hour
Geotechnical Construction Manager	\$155.00 per hour
Staff Engineer\Geologist II	\$150.00 per hour
Staff Engineer\Geologist I	\$145.00 per hour
CAD/Draftperson	\$115.00 per hour
Administrative Staff	\$ 90.00 per hour
Expert Witness	\$290.00 per hour
Outside Consultants	1.15X Hourly Rate

**TECHNICAL SERVICES**

Senior Field Technician*	\$125.00 per hour
Construction Special Inspector	\$150.00 per hour
QSP/SWPPP Monitoring Services	\$125.00 per hour
Lab Technician	\$ 99.50 per hour
Asphalt Core Drilling (Rig + Staff Time)*	\$170.00 per hour
Certified Payroll Reporting	\$ 90.00 per hour

\* Includes nuclear density testing, concrete sampling, and core drilling; two hour minimum charge per site visit.

**OVER TIME**

Over Time	1.5X hourly rate
Sunday/Holiday	2.0X hourly rate
Night Shift	1.8X hourly rate

**MILEAGE EXPENSES**

Auto Mileage	\$0.75 per mile
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## OVERTIME

Overtime, when applicable, shall be defined as working more than 8 hours in any one day, more than 40 hours in any one week, and any work performed on Saturdays, Sundays, and Holidays. Double time is billed for Sunday and Holiday work, and for work performed in excess of 8 hours on Saturdays. All other overtime hours are billed as time and a half. Night shift work is shift work commencing after 2:00 pm or before 4:00 am during any 24 hour period starting at 12:01 am. Our normal working hours are 8:00 am to 5:00 pm, Monday through Friday.

## FIELD TESTS

Plate bearing load tests, pile load tests, vane shear tests, piezometer installations, slope inclinometer installations, and other special tests will be charged at standard engineering and personnel rates, plus cost of special equipment.

## INCIDENTAL EXPENSES

Consultant shall be paid the actual cost plus ten percent of all other out-of-pocket expenses, including any costs of air travel, applicable sales, use and city taxes, as well as miscellaneous outside services and facilities, including: Subconsultant or Subcontractor fees; equipment rental, drill rig, underground locator, renderings, overnight delivery, permit, and plan check fees, and similar expenses.

## PRINTS AND SPECIFICATIONS

Reproduction charges for prints and specification books for client use in bidding or construction or at client request will be billed at cost plus fifteen percent.

## COPIES OF PREVIOUS REPORTS

Orders for copies of previously issued work will be billed on a time and material basis (minimum charge of \$25.00).

## DRILLING AND SAMPLING

### Billing Rate

Drill Rig including crew - truck mounted or crawler mounted:

Mobilization	Cost + 15%
Straight Time	Cost + 15%
Over Time	Cost + 15%
Cone Penetrometer Rig (CPT)	Cost + 15%
CPT Travel Time & Mobilization	Cost + 15%

Drilling is charged at 4 hours minimum.

Time is charged portal-to-portal from the drilling rig yard.

Casing, Shelby tubes and any special sampling or subcontract equipment will be charged at cost plus 15%.

## LABORATORY TESTS

### Soil/Aggregate Classification and Index Tests:

Atterberg Limits (Liquid Limit/Plastic Limit/ Plasticity Index):

• Method A (Multi Point), ASTM D-4318/AASHTO T89 & T90	\$185.00
• Method B (Single Point), ASTM D-4318/AASHTO T89 & T90	\$160.00
• California Test Method, CT-204	\$185.00



Grain Size Distribution of Soil:

☛ Sieve Analysis w/ Hydrometer ASTM D-422/AASHTO T88	\$215.00
☛ Sieve Analysis w/o Hydrometer, ASTM D-422/AASHTO T88	\$115.00
☛ Material Finer than #200 Sieve ASTM D-1140	\$ 85.00
☛ California Test Method, CT-202	\$120.00

Grain Size Analysis of Aggregate:

☛ Sieve Analysis ASTM C-136/AASHTO T27	\$135.00
☛ Material Finer than #200 Sieve ASTM C-117/AASHTO T11	\$100.00
☛ California Test Method, CT-202	\$135.00
☛ Moisture Determination, ASTM D-2216/AASHTO T265/CT-226	\$ 25.00

R-Value:

☛ Native Soil Samples ASTM D-2844/AASHTO T190/CT-301	\$300.00
☛ With Additives, ASTM D-2844/AASHTO T190/CT-301	\$370.00

Sand Equivalent, ASTM D-2419/CT-217 \$125.00

Specific Gravity of Soil, ASTM D-854/AASHTO T100 \$120.00

Expansion Index, ASTM D4829 \$200.00

Cleanness Value of Coarse Aggregate, CT 227 \$145.00

Durability Index, CT 229 \$145.00

California Bearing Ratio, ASTM D1883 \$635.00

Permeability, ASTM D2434/ASTM D5084 \$390.00

Corrosivity, Cal-Trans Package \$305.00

Abrasion, L.A. Rattler, 100 and 500 Revolutions, ASTM C131 (Small Aggregate) \$345.00

Abrasion, L.A. Rattler, 100 and 500 Revolutions, ASTM C535 (Small Aggregate) \$645.00

Absorption, Coarse Aggregate, CT 206 \$ 95.00

Absorption, Fine Aggregate, CT 207 \$145.00

Clay Lumps and Friable Particles in Aggregate, AASHTO T 112 \$145.00

Soundness, CT 214 \$400.00

Percent Crushed Particles, CT 205 \$145.00

Flat and Elongated Particles, ASTM D4791 \$145.00

Fine Aggregate Angularity, AASHTO T304, Method A \$270.00

Moisture Density Relations/Compaction Curves:

Modified Proctor:

☛ 4" Mold, ASTM D-1557/AASHTO T180	\$250.00
☛ 6" Mold, ASTM D-1557/AASHTO T180	\$290.00
☛ One Point Verification (Check Point)	\$100.00

Standard Proctor:

☛ 4" Mold, ASTM D-698/AASHTO T99	\$250.00
☛ 6" Mold, ASTM D-698/AASHTO T99	\$290.00
☛ One Point Verification (Check Point)	\$100.00

Cal-Impact Test, CT-216 \$290.00

Strength Tests:

Direct Shear:

☛ CD Peak and Residual, ASTM D-3080 (per point)	\$230.00
☛ CU Peak and Residual, ASTM D-3080 Modified (per point)	\$105.00
☛ Unconfined Compression, ASTM D-2166/AASHTO T208	\$ 85.00



••• Triaxial Compression, Undrained, ASTM D2850, per point	\$285.00
••• Triaxial Compression, Drained, ASTM D7181, per point	\$735.00
••• Triaxial Compression, Undrained with PP, ASTM D4767, per point	\$575.00
••• Torsional Ring Shear, ASTM D7608/ASTM D6467, per point	\$405.00

Consolidation & Expansion Tests:

Consolidation, ASTM D-2435, per point	\$380.00
Expansion Pressure, ASTM D-3877	\$325.00

Concrete Testing:

Compressive Strength Testing, ASTM C-39 (per cylinder)	\$ 55.00
Compressive Strength Testing, ASTM C-39 (sulfur capped, per cylinder)	\$ 65.00
Compressive Strength of Shotcrete, ASTM C-1140 (per core, sulfur capped)	\$ 80.00
Compressive Strength Testing, CT-521 (per cylinder, sulfur capped)	\$ 65.00
Method of Test For Flexural Strength of Concrete, CT 523	\$150.00
Method of Test For Flexural Strength of Rapid Strength Concrete, CT 524	\$150.00
Shrinkage, ASTM C-157, Set of 3	\$450.00
Length Change of Concrete, CT-537 (set of 3)	\$450.00
Compressive Strength of Mortar, ASTM C-109 (per cube)	\$ 60.00
Compressive Strength of Grout, ASTM C019 (per specimen)	\$ 65.00
Concrete Storage Processing and Disposal	\$ 15.00

Hot Mix Asphalt (HMA) Tests:

Bulk Specific Gravity of Compacted Hot Mix Asphalt	
••• Saturated Surface Dry Method, ASTM D2726/AASHTO T166	\$ 55.00
••• Coated Specimens, ASTM D-1188/AASHTO T275	\$ 65.00
••• California Test Method, CT-308	\$ 55.00
Moisture Content of HMA, AASHTO T329	\$ 30.00
Theoretical Maximum Density, ASTM D-2041, CT-309	\$145.00
Asphalt Binder Content, AASHTO T309	\$320.00
Asphalt Binder Content Correction Value, Per Mix Design, Average of 3	\$900.00
Stabilometer, Hveem S-Value, Set of 3	\$400.00

Miscellaneous:

Sample Preparation, if required (per hour)	\$ 99.50
Other specialty testing/inspection services are individually quoted.	Per quote



RESOLUTION 2022-02

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND A CONTRACT WITH MNS ENGINEERS TO PROVIDE DESIGN SUPPORT FOR ADDITIONAL PIPELINE SEGMENTS TO BE INCLUDED IN THE SCENIC ROAD PIPE BURSTING OCEAN TO BAY PROJECT-#20-08 AMENDMENT #4 NOT TO EXCEED \$189,621

WHEREAS, the District approved the 2021/2022 budget that included funding for the Scenic Road Pipe Bursting Project consulting work in the amount of \$1,200,000;

WHEREAS, the District approved a contract with MNS Engineers for professional engineering services to provide design and environmental services for the Scenic Road Pipe Bursting Project in the amount of \$152,685, on August 26, 2021 the District approved a contract amendment #1 in the amount of \$32,690 to add utility locating services to the scope; on September 30, 2021 approved a contract amendment #2 to include cultural resources research and development of an Initial Study/ Mitigated Negative Declaration for the project in the amount of \$47,577 and on October 28, 2021 approved a contract amendment #3 to include coastal development permitting in the amount of \$72,455;

WHEREAS, the environmental consultant, Rincon, has indicated that the pipeline alignment is located within the limits of documented archaeological resources and the limits include a small area of pipelines that the District Engineer plans to be replaced due to results of a condition assessment of the lines; and

WHEREAS, it is prudent to include all pipelines to be replaced within the limits of the archaeological resources in order to save time and costs associated with monitoring and permitting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to amend a contract with MNS Engineers to provide coastal permitting support for the project in the amount of \$189,621 for a total not to exceed contract amount of \$495,028.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 27, 2022.

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

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President of the Board

ATTEST:

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Secretary to the Board



# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: January 27, 2022  
Subject: Upper Rancho Cañada Sewer Relocation  
Project #19-13-Ricon Contract Amendment

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to sign a contract amendment with Rincon Consultants, Inc. (Rincon) for additional construction support services in the amount of \$87,398 resulting in a total contract amount of \$369,244.

## DISCUSSION

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

Project construction began on July 12, 2021, and the project is close to being completed. Due to project alignment changes and other issues encountered during construction of the pipeline, additional work was required by Archaeological, Native American, and Biologic monitors. This additional work was not included in the contract with Rincon. In order to prevent costly project delays, Rincon was directed to do the work and provide a contract amendment request to the District once the work was completed.

The attached proposal from Rincon outlines the specific tasks associated with increasing the scope of work in the amount of \$87,398 for a total contract amount of \$369,244.

## FUNDING

The 2021/2022 budget for this project is \$1,760,000.

Attachment 1: Rincon Proposal Contract Amendment for Additional Work

Attachment 2: Resolution 2022-03 Authorizing the General Manager to Amend Contract



Rincon Consultants, Inc.

437 Figueroa Street, Suite 203  
Monterey, California 93940

831 333 0310 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

December 21, 2021  
Rincon Project No. 20-10767

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

**Subject: Contract Amendment for Additional Work Undertaken in Support of the Palo Corona Regional Park Sewer Replacement Project in Carmel Valley, Monterey County, California**

Dear Ms. Lather:

Rincon Consultants, Inc. (Rincon) respectfully submits this Contract Amendment (CA) for additional out-of-scope work required during the course of the project. There are two categories included in this CA: (1) work that was beyond the original scope and that has already been completed; and (2) additional work that is beyond the original scope and is still to be completed. Together, this work has provided and will continue to provide timely support on the following measures in the project Mitigation Monitoring and Reporting Program (MMRP):

**Biological Measures**

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

**Cultural and Paleontological Measures**

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

The following tasks (Task 1-4) detail work that has already been completed and the costs incurred. These tasks were completed during the project, as requested by CAWD and the project team, and were responded to expeditiously in order to keep the project on schedule.



## Task 1 Archaeological/Paleontological Monitoring

Rincon provided an archaeological/paleontological monitor for 80 8-hour days of Native American monitoring for the project. One archaeological monitor was present during ground-disturbing activities. The archaeological monitor inspected excavated areas, including excavation, graded surfaces, and spoils piles. Field work was conducted in accordance with project safety requirements. Rincon previously provided four out-of-scope days of archaeological/paleontological monitoring for the project. Rincon conducted additional archaeological/paleontological monitoring at a daily rate of \$1,400; including direct project management costs, this out-of-scope task totals **\$8,100**.

## Task 2 Native American Monitoring

Rincon retained a Native American monitor from Ohlone/Costanoan-Esselen Nation (OCEN) to provide 80 8-hour days of Native American monitoring for the project. The Native American monitor inspected excavated areas, including excavation, graded surfaces, and spoils piles. All field work was conducted in accordance with project safety requirements. Rincon provided OCEN monitors at a daily rate of \$900 per monitor, or \$450 for every half day. In October 2021, the project required two Native American monitors to be present on site. Additional monitors were supplied at a daily rate of \$1,300. The change in daily rate was to accommodate longer working days, travel time and lunch breaks missed in order to stay aligned in schedule with the construction team.

For the project duration until Dec 16, 2021, 68 days of Native American monitoring have been provided with an additional 19 days requiring a second monitor present. The additional Native American monitoring was conducted at a daily rate of \$1,300; including direct project management costs, this out of scope task totals **\$18,680**.

## Task 3 Tree Assessment and Alignment Review at the Palo Corona Regional Park

During a site walk through with the Monterey Peninsula Regional Park District (MPRPD) in July 2021, impacts to trees were identified as a concern based on the location of a new manhole within the dripline of an oak tree. Installation of the manhole would have caused significant damage to the critical root zone of the tree and would have required trimming of the canopy for equipment access. Additionally, one Monterey pine had been identified for removal due to the pipeline alignment. MPRPD requested that all impacts to trees be avoided.

Rincon provided an initial evaluation of the potential for impacts to the oak tree, and as requested by CAWD, on July 13, 2021, Rincon conducted an Arborist survey of the oak tree and all other trees along the alignment to identify location, size, and health of trees to inform a re-alignment of the sewer line. The results of this survey were submitted via email with locational GIS data attached. The re-aligned project area was then submitted to Rincon for review. This additional task was completed and includes direct project management costs, this out of scope task totals **\$12,528**.

## Task 4 Project Management

Rincon's Project Manager has been and continues to be available for the duration of the project and available to answer questions to provide clarifications on an as-needed basis to ensure expediency towards fulfilling project requirements. Project management included regular telephone and e-mail communications with CAWD, oversight, management and scheduling of preconstruction surveys and



compliance monitors, coordination with Native American subconsultants and QA/QC of all technical work and reporting. Rincon will also provide consistent control of program costs, schedule, staffing, and deliverables under this task. The staffing coordination and team coordination for this project has exceeded Rincon’s original budget and has included out of scope tasks requiring multiple instances where additional management was needed to ensure timely and efficient communication between the crew and monitors, coordinate between the OCEN and the CAWD team, coordinate with the CAWD team regarding project issues, coordinate with the Psomas construction manager to ensure staff were able to adhere to changing construction schedules. The above listed tasks total **\$10,340**.

## Task 5 Work Still to be Completed

In discussion with the Psomas Construction Manager, the following tasks are still to be completed:

Type of Work	Number of Days Required	Monitors Required
Backfilling of Cart Paths	2	Biologist, paleo-archaeologist and tribal
Repair of Asphalt and Curb Damage	1	Biologist, paleo-archaeologist and tribal
Inspection of Line	1	Biologist only
Manhole Barrel Installation	1	Biologist, paleo-archaeologist and tribal
Manhole Mounding	2	Biologist, paleo-archaeologist and tribal
Hydroseeding	1	Biologist only
One days of Miscellaneous Tasks	1	Biologist, paleo-archaeologist and tribal

Based on information provided by Psomas, Rincon assumes biological monitoring will be required for up to 9 additional days, at a cost not to exceed **\$16,750**.

Based on information provided by the CAWD, Rincon assumes paleontological/archaeological and tribal monitoring will be required for up to 7 additional days, at a cost not to exceed **\$21,000**.

## Cost

Our fee for out of scope work completed to date and still to be completed is **\$87,398**. The table below provides a cost breakdown for this program.

**Table 1 Project Costs**

Tasks	Cost
Task 1 Additional Days of Archaeological Monitoring Completed	\$8,100
Task 2 Additional Days of Native American Monitoring Completed	\$18,680
Task 3 Tree Assessment and Alignment Review	\$12,528
Task 4 Additional Project Management Required	\$10,340
Task 5 Additional Days of monitoring Required for Project Completion	\$37,750
<b>Total</b>	<b>\$87,398</b>

If additional monitoring is required beyond that identified in the work scope assumptions above, a separate change order will be submitted to accommodate additional workdays and project management time required. In the event of a significant discovery, a separate work scope and cost will be developed for your approval. No additional services will be provided without receipt of prior written approval.



All work will be performed in accordance with the terms and conditions as set forth in Rincon's Contract with CAWD, dated March 4, 2021.

Sincerely,

Rincon Consultants, Inc.

Andrew Pulcheon, MA, RPA  
Principal

Heather Blind, MA, RPA  
Senior Archaeologist

RESOLUTION 2022-03

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND A CONTRACT WITH RINCON CONSULTANTS TO PROVIDE ENVIRONMENTAL SERVICES DURING CONSTRUCTION OF THE UPPER RANCHO CAÑADA SEWER REPLACEMENT PROJECT-#19-13, IN AN AMOUNT NOT TO EXCEED \$87,398

WHEREAS, the District approved the 2021/2022 budget that included funding for the Upper Rancho Cañada Sewer Replacement Project consulting work;

WHEREAS, the District received a proposal from the environmental consultant, Rincon Consultants, who completed the environmental review documents for the project and provided a proposal dated January 5, 2021 to complete environmental monitoring and reporting for the project for a not to exceed amount of \$281,846 which was approved under resolution 2021-05;

WHEREAS, during construction of the project there were changes to the alignment that required additional environmental services and additional days of environmental and archaeological monitoring services;

WHEREAS, in order to not cause delays in construction the environmental services were approved and the work that was completed is summarized in the Rincon Consultants proposal dated December 21, 2021;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to amend the contract with Rincon Consultants to provide environmental construction services during replacement and relocation of a sewer pipeline in Palo Corona Regional Park in the amount of \$87,398 for a total not to exceed contract amount of \$369,244.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 27, 2022.

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

\_\_\_\_\_  
President of the Board

ATTEST:  
  
\_\_\_\_\_  
Secretary to the Board

# STAFF REPORT



To: Board of Directors  
From: Rachél Lather, Principal Engineer  
Date: January 27, 2022  
Subject: Upper Rancho Cañada Sewer Relocation  
Project #19-13  
PSOMAS Contract Amendment

## RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to sign a contract amendment with PSOMAS, Inc. (PSOMAS) for additional construction inspection services in the amount of \$60,000 resulting in a total contract amount of \$235,465.

## DISCUSSION

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

Project construction began on July 12, 2021, and the project is close to being completed. Due to project alignment changes and other issues encountered during construction of the pipeline, additional work was required by the construction manager, PSOMAS. This additional work was not included in the contract with PSOMAS. In order to prevent costly project delays, PSOMAS was directed to do the work and provide a contract amendment request to the District once the work was completed.

The attached proposal from PSOMAS outlines the specific tasks associated with increasing the scope of work in the amount of \$60,000 for a total contract amount of \$235,465.



## **FUNDING**

The 2021/2022 budget for this project is \$1,760,000.

Attachment 1: PSOMAS Proposal

Attachment 2: Resolution 2022-04 Authorizing the General Manager to Amend  
Contract

January 18, 2022

Carmel Area Wastewater District  
Rachél Lather, Principal Engineer  
3945 Rio Road  
Carmel, CA 93922  
[Lather@cawd.org](mailto:Lather@cawd.org)

**Project:** Upper Rancho Cañada Pipe Relocation Project #19-13  
**Subject:** Construction Management Services Amendment Request, Revision 1

Dear Ms. Lather,

Consistent with our ongoing discussions, this correspondence serves as Psomas' formal budget amendment request for the referenced Project. Due to a variety of reasons, primarily related the sewer realignment, other changes and monitoring restrictions, the Project required additional construction management services and produced an extended construction duration.

As a result, despite Psomas' prudent use of resources, we are requesting a budget amendment to complete proper inspection, administration and close out activities. Our most recent submitted invoice budget balance, through November 26, 2021, was \$26,742.70. Our estimated invoice for December 2021, which is forthcoming, has a forecast total of approximately \$28,000. Based on remaining activities for 2022, we are projecting 272 hours for Inspector, 46 hours for Field Engineer hours and 12 hours for Construction Manager. Although we typically adjust our rates on January 1 each year, we are proposing to maintain our 2021 rates for the balance of the Project. This produces a labor cost of approximately \$53,500. We also expect final invoicing from Pacific Crest for materials testing of approximately \$5,000. Considering the negative budget balance at the end of November 2021, we are requesting an amendment of \$60,000.

We have continued with the performance of our services on the trust of a Contract amendment. Thank you for your consideration as we look forward to a prompt close out of this challenging Project.

Regards,

**P S O M A S**



Gary Skrel  
Vice President/Regional Manager

RESOLUTION 2022-04

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND A CONTRACT WITH PSOMAS TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES DURING CONSTRUCTION OF THE UPPER RANCHO CAÑADA SEWER REPLACEMENT PROJECT-#19-13, IN AN AMOUNT NOT TO EXCEED \$60,000.

WHEREAS, the District approved the 2021/2022 budget that included funding for the Upper Rancho Cañada Sewer Replacement Project consulting work;

WHEREAS, the District received a proposal from PSOMAS to provide construction management and inspection services for the Upper Rancho Cañada Pipe Relocation Project and provided a proposal dated October 30, 2020 to provide services for the project for a not to exceed amount of \$175,465;

WHEREAS, during construction of the project there were changes to the alignment that required additional days of construction management and inspection services:

WHEREAS, in order to not cause delays in construction the additional work was approved and the work that was completed and remaining work to be completed is summarized in the PSOMAS proposal dated January 18, 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Carmel Area Wastewater District, hereby authorizes the General Manager to amend the contract with PSOMAS to provide construction management and inspection services during replacement and relocation of a sewer pipeline in Palo Corona Regional Park in the amount of \$60,000 for a total contract amount not to exceed \$235,465.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on January 27, 2022.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

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President of the Board

ATTEST:

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Secretary to the Board

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 27, 2022

Subject: Execution of Agreement with The Pun Group to Provide Audit Services to the District for Fiscal Years 2021-2024

## RECOMMENDATION

It is recommended that the Board of Directors authorize execution of an agreement with The Pun Group to provide audit services to the District for the fiscal years 2021-2024 with an option to extend for three additional years.

## DISCUSSION

The District's current auditor, Marcello & Co., informed the District of his intention to retire this year. This precipitated the need to issue a Request for Proposal (RFP) for audit services that was submitted to vendors on November 24, 2021. We looked at the auditors used around the Monterey Peninsula by other local public entities and a list of 15 auditors was compiled. Of that list 4 responded to the request as follows:

<b>Firm</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Badawi Assoc.	\$25,555	\$26,320	\$27,115	\$78,990
Fetcher & Co.	\$24,000	\$24,600	\$36,326	\$73,815
Muni CPA	\$31,000	\$31,000	\$31,000	\$93,000
The PUN Group	\$22,550	\$23,226	\$23,923	\$69,699

All of the firms that responded to the RFP are qualified CPA firms with references and experience in the private sector. Staff is recommending The PUN Group based on references from our current auditor and from other agencies. Additionally, although not required, they gave a competitive bid for the Reclamation Project, which means that both audits can continue to have the same audit firm.

## FINANCIAL

The 2020-21 audit from Marcello & Co. was \$22,550 so the proposal for The PUN Group represents zero increase in the first year of the engagement.

RESOLUTION NO. 2022-05

A RESOLUTION OF THE CARMEL AREA WASTEWATER DISTRICT AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE PUN GROUP TO PROVIDE AUDIT SERVICES TO THE DISTRICT FOR THE FISCAL YEARS 2021-24 WITH AN OPTION TO EXTEND FOR THREE ADDITIONAL YEARS IN AN AMOUNT NOT TO EXCEED \$69,699 FOR THE DISTRICT FOR FISCAL YEARS 2021-2024.

-oOo-

WHEREAS, the services of an independent accounting firm are required in order to conduct an audit of the District's financial transactions for the Fiscal Years 2021-22, 2022-23, and 2023-24; and

WHEREAS, the accounting firm of THE PUN GROUP, has expertise and experience in such local governmental audit matters;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the President of the Board to Execute an agreement with The Pun Group to provide audit services to the District for Fiscal Years 2021-22, 2022-23, and 2023-24 for costs not to exceed \$69,699.00.

PASSED AND ADOPTED by the Board of Directors for the Carmel Area Wastewater District at a regular meeting duly held on January 27, 2022, by the following vote:

AYES: BOARD MEMBERS:

NOES:BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Secretary of the Board

The Pun Group-Proposal Carmel  
Area Wastewater District *Under*  
*Separate Cover*

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 27, 2022

Subject: Execution of Agreement with The Pun Group to Provide Audit Services to the CAWD/PBCSD Reclamation Project for Fiscal Years 2021-2024

## RECOMMENDATION

It is recommended that the Board of Directors authorize execution of an agreement with The Pun Group to provide audit services to the CAWD/PBCSD Reclamation Project for the fiscal years 2021-2024 with an option to extend for three additional years.

## DISCUSSION

The CAWD/PBCSD Reclamation Project's current auditor, Marcello & Co. informed us this year of his intention to retire. This precipitated the need to issue a Request for Proposal (RFP) for audit services to vendors on November 24, 2021. We looked at the auditors used around the Monterey Peninsula by other local public entities and a list of 15 auditors was compiled. On that list 4 responded to the request as follows:

<b>Firm</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Total</b>
Badawi Assoc.	\$17,550	\$18,075	\$18,630	\$54,255
Fetcher & Co.	\$18,000	\$18,450	\$18,911	\$55,361
Muni CPA	\$18,500	\$18,500	\$18,500	\$55,500
The PUN Group	\$16,850	\$17,356	\$17,876	\$52,082

All of the firms that responded to the RFP are qualified CPA firms with references and experience in the private sector. Staff is recommending The PUN Group based on references from our current auditor and from other agencies. Additionally, although not required, they gave a competitive bid for the District, which means that both audits can continue to have the same audit firm. This item will go before the Reclamation Management Committee in February; however, it was approved by the various finance officers.

## FINANCIAL

The 2020-21 audit from Marcello & Co. was \$18,450 so the proposal for The PUN Group represents a decrease of \$1,600.00 in fiscal year 2021-22 in total costs to the Project.



RESOLUTION NO. 2022-06

A RESOLUTION OF THE CARMEL AREA WASTEWATER DISTRICT AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE PUN GROUP TO PROVIDE AUDIT SERVICES TO THE CARMEL AREA WASTEWATER DISTRICT/PEBBLE BEACH COMMUNITY SERVICES DISTRICT (CAWD/PBCSD) RECLAMATION PROJECT FOR THE FISCAL YEARS 2021-24 WITH AN OPTION TO EXTEND FOR THREE ADDITIONAL YEARS IN AN AMOUNT NOT TO EXCEED \$52,081 FOR FISCAL YEARS 2021-2024

-oOo-

WHEREAS, the services of an independent accounting firm are required in order to conduct an audit of the CAWD/PBCSD Reclamation Project's financial transactions for the Fiscal Years 2021-22, 2022-23, and 2023-24; and

WHEREAS, the accounting firm of THE PUN GROUP, has expertise and experience in such local governmental audit matters; and

WHEREAS, the CAWD/PBCSD Reclamation Financial representatives have agreed to engage THE PUN GROUP for audit services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby authorize the President of the Board to Execute an agreement with The Pun Group to provide audit services to the CAWD/PBCSD Reclamation Project for Fiscal Years 2021-22, 2022-23, and 2023-24 for costs not to exceed \$52,082.

PASSED AND ADOPTED by the Board of Directors for the Carmel Area Wastewater District at a regular meeting duly held on January 27, 2022, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ATTEST:

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Secretary of the Board

The Pun Group-Proposal  
Carmel Area Wastewater District  
Pebble Beach Community Special District  
Reclamation Project  
*Under Separate Cover*

## Other Items & Information/Discussion

# STAFF REPORT

To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: January 27, 2022  
Subject: User Fee Claim Refund Request Policy Decision



## RECOMMENDATION

It is recommended that the Board of Directors make a policy decision regarding the refund of user fees.

## DISCUSSION

This matter is a carry-forward from the regular December 2021 meeting. At the regular December meeting the Board requested that staff return with a summary of refunds given over the last ten years.

I have attached three of the documents from the December meeting to make it easier for the Board to recall the details of this matter, as follows:

- a. Refund of Sewer User Charges - Legal Opinion
- b. User Fee Claim - Mark Stillwell
- c. User Fee Claim – Jeffrey Canepa

Note, our internal policy is that all refund requests must be routed through the General Manager and follow legal counsel opinion.

The attached summary of refunds over the past decades is categorized four ways:

- a. We have a number of commercial parcels throughout the District that question their classification of user fees. If a business is reclassified (i.e., restaurant to retail) I will ask Daryl Lauer to do a drive-by to confirm prior to issuing any refund. As you might notice on the summary file there are some “regulars” every year.

If a business is questioning the dollar amount, we request that they provide 24 months of flow data from Cal Am and then it will be calculated individually into the rate model using the applicable year's rate factors.

- b. The District does have charges annually on a number of empty lots. Clearly an error and at times you can see that the error is made over multiple years. This is partly due to customers that have construction-in-progress scenarios whereby customers tend to neglect informing us of occupancy, so using the estimate given when they come to pay their connection fees action is taken to move forward by placing them on the County rolls. If the construction is not completed, they contact the District for a refund. Mr. Lauer is pressed into service to confirm occupancy.
- c. The District will charge for two units if there is a full "accessory dwelling unit (ADU)" on the parcel. From time-to-time the parcel is being charged in error. This includes single household units that have an additional dwelling unit but are only being charged one fee instead to two fees with an ADU. Again, Mr. Lauer is requested to do a drive-by to confirm.
- d. Finally, I have provided a column for Math Errors. We have one example where the customer overpaid, and we needed to refund. We have one example of a grotesque data entry error to the County that resulted in a refund, and we have one that included a "stray" dollar amount.

## **FUNDING**

There is no budget for user fee refunds – any payments will come from District reserves.

## User Fee Refunds - Ten Year Summary

Fiscal Year	Customer	APN	Amount	# Yrs	Disputed Usage	Empty lot	Charged 2 Units	Math Error
6/30/2012	Carmel Mission Partnership'	010-142-005	\$ 677.42	1	x			
	TSD Carmel Properties	010-146-002	\$ 2,716.66	1	x			
	Buehler	009-082-018	\$ 388.00	1		x		
	Vasconcellos	010-109-015	\$ 2,676.80	1	x			
	Robinson Jeffers	009-432-021	\$ 1,768.30	4			x	
	David's Burgers	010-086-006	\$ 20.00	0				x
	Acevedo	010-163-023	\$ 1,768.30	4			x	
			<u>\$ 10,015.48</u>					
6/30/2013	Ograin	010-135-008	\$ 846.60	2	x			
	Ograin	010-146-012	\$ 650.50	1	x			
	TSD Carmel Properties	010-146-002	\$ 2,609.96	1	x			
	Lucia	009-162-008	\$ 1,529.40	4		x		
			<u>\$ 5,636.46</u>					
6/30/2014	TSD Carmel Properties	010-146-017	\$ 514.08	1	x			
	TSD Carmel Properties	010-146-002	\$ 1,974.50	1	x			
	Leidig	010-146-012	\$ 1,374.80	1	x			
	Buehler	009-082-018	\$ 463.46	1		x		
	Pine Terrace	010-391-020	\$ 463.46	1		x		
			<u>\$ 4,790.30</u>					
6/30/2015	Alan Porter	010-141-001	\$ 2,292.64	1	x			
	TSD Carmel Properties	010-146-017	\$ 3,251.40	1	x			
	TSD Carmel Properties	010-146-002	\$ 311.50	1	x			
	Margolin/Willey	010-139-009	\$ 3,588.54	1	x			
	Margolin/Willey	010-139-009	\$ 4,163.46	1	x			
	Carmel Foundation	010-149-012	\$ 558.07	1	x			
	Margolin/Willey	010-139-009	\$ 2,724.40	1	x			
	Margolin/Willey	010-139-009	\$ 2,660.97	1	x			
	Gutierrez	010-071-006	\$ 1,782.88	4			x	
			<u>\$ 21,333.86</u>					

## User Fee Refunds - Ten Year Summary

Fiscal Year	Customer	APN	Amount	# Yrs	Disputed Usage	Empty lot	Charged 2 Units	Math Error
6/30/2016	Gutierrez	010-071-006	\$ 575.46	1			x	
	Pardue	009-281-012	\$ 575.46	1		x		
	TSD Carmel Properties	010-146-017	\$ 699.50	1	x			
	Hanagasa - Sunset Terrace	010-142-006	\$ 1,338.93	1	x			
	Margolin/Willey	010-139-009	\$ 5,120.74	1	x			
	Ostarello Properties	010-138-019	\$ 6,643.02	4	x			
			<u>\$ 14,953.11</u>					
6/30/2017	Pardue	009-581-039	\$ 647.14	1		x		
	Max Keech	010-411-001	\$ 2,617.48	4			x	
	Rancho Canada Golf Club	015-162-041	\$ 16,966.95	1	x			
	Leidig-Draper Properties	010-135-008	\$ 2,023.76	1	x			
	Leidig-Draper Properties	010-138-021	\$ 1,371.72	1	x			
	Leidig-Draper Properties	010-146-012	\$ 2,344.80	1	x			
	Lemos 76	015-012-015	\$ 9,704.90	1	x			
			<u>\$ 35,676.75</u>					
6/30/2018	George Grasso	010-055-013	\$ 2,440.10	4			x	
	First Church of Christ Scientist	010-022-011	\$ 11,563.69	4	x			
	Carla Belgrano Ramsey	010-192-018	\$ 703.18	1			x	
	Carol C. Bergere	010-232-046	\$ 703.18	1		x		
	Geraldine Barrett	010-193-023	\$ 703.18	1		x		
	Mary Jo Trivers	015-561-009	\$ 703.18	1		x		
	Michael E. Marcus	015-561-008	\$ 703.18	1		x		
	Noel Carr	010-103-012	\$ 703.18	1		x		
	Pradtynna & Ying Amatya	015-522-032	\$ 703.18			x		
			<u>\$ 18,926.05</u>					
6/30/2019	Carol Bergere	010-232-046	\$ 767.84	1		x		
	Pradtynna & Ying Amatya	015-522-032	\$ 959.13	2		x		
			<u>\$ 1,726.97</u>					



## User Fee Refunds - Ten Year Summary

Fiscal Year	Customer	APN	Amount	# Yrs	Disputed Usage	Empty lot	Charged 2 Units	Math Error
6/30/2020	MP Regional Parks District	015-162-041	\$ 7,318.39	1	x			
	Carol Bergere	010-232-046	\$ 825.78	1		x		
	Barnyard	015-012-061	\$ 21,756.03	1	x			
			<u>\$ 29,900.20</u>					
6/30/2021	Geraldine Barrett Tr	010-193-023	\$ 1,593.62	2		x		
	Peter H. Loewy	010-193.023	\$ 1,464.66	2		x		
	Rain LLC	009-562.025	\$ 24,762.64	1				x
	Great Valley Holdings	010-142-006	\$ 505.36	1	x			
	Great Valley Holdings	010-136.011	\$ 664.24	1	x			
	Great Valley Holdings	010-136.018	\$ 6,175.12	1	x			
	Barnyard	015-012-061	\$ 3,513.44	1	x			
		<u>\$ 38,679.08</u>						
6/30/2022	Barnyard	015-012-061	\$ 5,588.24	1	x			
	Mark Stilwell - Carmel Lodge	010-131-026	\$ 21,851.55	4	x			
	Mark Stilwell	010-131-025	\$ 13,028.08	4	x			
	Pradyumna Amatya	009-591-006	\$ 877.56	1	x			
	Jeffrey Canepa	015-042-007	\$ 4,026.22	4	x			
	Alan R. Porter	010-134-012	\$ 495.42	1				x
		<u>\$ 45,867.07</u>						

LAW OFFICES OF  
ROBERT R. WELLINGTON  
505 ABREGO STREET  
MONTEREY, CALIFORNIA 93940  
(408) 373-8733

January 23, 1989

Rec'd. 1/30/89	
Route	Initial
MZ	MZ
FILE:	

Memo to: District Manager  
From: District Legal Counsel  
Re: Refund of Sewage Charges

You have asked my opinion as to how far back sewage charges may be refunded when the District has been billing based on erroneous classification of the user. The District's sewage charges are collected on the tax roles in the same manner and at the same time as the County General Taxes, pursuant to Health and Safety Code §5473. Health and Safety Code §5473.8 states that all laws applicable to collection of general taxes, including refund, are applicable to such charges. Revenue and Taxation Code §5097 states that no order for a refund of property taxes shall be made except on a claim filed within four (4) years after making the payment. Pursuant to these code sections, I conclude that the maximum period for which a refund could be made is four (4) years.

If you have any questions regarding this matter, please contact me.

-R.R.W.

RRW:pb

User Fee Refund

Mark & Susan Stilwell Trs

P.O. Box 26

Pebble Beach, CA 93953

APN: 010-131-025

	<b>Original</b>	<b>Adjusted</b>	
<b>FY</b>	<b>Bill</b>	<b>Bill</b>	<b>Amount</b>
21-22	3,316.00	511.94	2,804.06
20-21	3,299.00	505.36	2,793.64
19-20	3,137.00	495.42	2,641.58
18-19	2,968.00	456.10	2,511.90
17-18	2,701.00	424.10	2,276.90
			<u>\$ 13,028.08</u>

Amount of Refund Issued:  
Current Year + 4

Amount of additional refund requested:

16-17	2,469.00	391.92	2,077.08
15-16	2,349.00	355.02	1,993.98
14-15	2,168.00	311.50	1,856.50
13-14	1,795.00	274.94	1,520.06
			<u>\$7,447.62</u>

User Fee Refund

**Jeffrey Craig Canepa Tr**

26425 Birch Place  
Carmel, CA 93923

APN: 015-042-007

Note: participated in 1974 Annexation

Property Address: 4230 Marguerita Way

FY	Amount
21-22	877.58
20-21	851.84
19-20	825.78
18-19	767.84
17-18	703.18
	<u>\$ 4,026.22</u>

Amount of Refund Issued: Current Year + 4

Amount of additional refund requested:

16-17	\$ 647.14	94-95	\$ 96.00
15-16	\$ 575.46	93-94	\$ 96.00
14-15	\$ 514.32	92-93	\$ 96.00
13-14	\$ 463.46	91-90	\$ 96.00
12-13	\$ 417.10	90-91	\$ 96.00
11-12	\$ 388.00	89-90	\$ 96.00
10-11	\$ 370.50	88-89	\$ 96.00
09-10	\$ 353.80	87-88	\$ 96.00
08-09	\$ 337.00	86-87	\$ 96.00
07-08	\$ 319.00	85-86	\$ 96.00
06-07	\$ 301.00	84-85	\$ 96.00
05-06	\$ 289.50	83-84	\$ 72.00
04-05	\$ 275.76	82-83	\$ 72.00
03-04	\$ 265.00	81-82	\$ 72.00
02-03	\$ 256.00	80-81	\$ 72.00
01-02	\$ 241.24	79-80	\$ 72.00
00-01	\$ 156.60	78-79	\$ 72.00
99-00	\$ 140.04	77-78	\$ 36.00
98-99	\$ 133.36	76-77	\$ 24.00
97-98	\$ 127.00	75-76	\$ 24.00
96-97	\$ 120.96	74-75	\$ 24.00
95-96	\$ 115.20		
			<u><u>\$ 8,403.44</u></u>

# STAFF REPORT



To: Board of Directors

From: Domine Barringer, Board Secretary

Date: January 27, 2022

Subject: Special Districts Association of Monterey  
County Board quarterly meeting attendance schedule for 2022

## RECOMMENDATION

Requesting the Board of Directors to pass a motion accepting the Special Districts Association of Monterey County (SDAMC) quarterly meeting attendance schedule for 2022.

## DISCUSSION

Please see the attached suggested 2022 SDA of Monterey County Attendance Schedule.

<b>Date</b>	<b>Member Attendee</b>
January 18, 2022	Ken White
April 19, 2022	Greg D'Ambrosio
July 19, 2022	Mike Rachel
October 18, 2022	Bob Siegfried
January 17, 2023	Charlotte Townsend

**Carmel Area Wastewater District**

WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

**Construction Progress Report**

January 15<sup>th</sup>, 2022

Prepared by: Patrick Treanor, Plant Engineer

Contractor: Clark Bros Inc (CBI)



## Section 1: Project Summary

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Project Summary			
General Contractor		Clark Bros Inc	
Contract Value			
Contract Bid Amount		\$7,291,500	
Change Orders Issued to Date		0	
Value Added Change Order Cost <sup>(1)</sup>	% of Bid Amount	\$1,473	0%
Non Value Added Change Order Cost <sup>(2)</sup>	% of Bid Amount	\$23,264	0.3%
Total Change Order Cost	% of Bid Amount	\$0	0%
Current Contract Value		\$7,291,500	
Open/Pending Potential Change Orders (PCO)		0	
Contract Time			
Notice To Proceed		September 7 <sup>th</sup> , 2021	
Original Contract Time		550 Calendar Days	
Calendar Days Elapsed		129 Days	
Weather Days: Accepted to Date		0 Days	
Contract Change Order(s) Time Extension		0 Days	
Current Contract Completion Date		March 3 <sup>rd</sup> , 2023	
Contract Progress Summary			
Total Project Time Expended		23%	
Total Project Cost Expended		17% (not including retention)	

Notes:

1. Value Added Change Orders include: District Requested Additional Work and Betterments
2. Non Value Added Change Orders include: Design Issues, and Unforeseen/Differing Site Conditions



## **Section 2: Work Performed This Month**

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### **2.1 General**

The focus of work this month was on underground piping for the new Sludge Holding Tank as well as installation of new buried electrical ductbanks at various process buildings.

#### **2.1.1 Submittals**

Submittals and resubmittals were received and reviewed this period for cast in place concrete, several motor control centers, wastewater pumps, the grit tank collector, grit separator equipment, the mechanical bar screens, piping, and instrumentation.

#### **2.1.2 PLC Programming**

PLC programming by Frisch Engineering is in the contracting phase. Kickoff is expected in the next few weeks.

### **2.2 Site Work**

#### **2.2.1 Potholing/Locating Existing Utilities**

Construction Manager and Plant Engineer worked on marking out existing utilities for electrical ductbanks and Sludge Holding Tank piping.

### **2.3 Sludge Holding Tank Replacement**

Clark Bros worked on installing under slab piping for the new tank and demolition of underground piping. Electrical Subcontractor started construction of the new ductbank to the new Sludge Holding Tank.

### **2.4 Influent Pump Station Rehab**

Clark Bros worked on removing old 450 kw generator components.

### **2.5 Headworks Rehab**

Clark Bros took field measurements for new equipment shop drawings. Electrical Subcontractor constructed the new underground ductbank for the Headworks.

## **2.6 Chlorination Building Rehab**

Electrical Subcontractor constructed the new underground ductbank for the Chlorination Building and was 50% complete with ductbank to Lab Building.

## **2.7 3W System Improvements**

No work observed.

## **2.8 Effluent Pump Station Rehab**

Electrical Subcontractor started work on the new underground ductbank for the Effluent Building.

## **Section 3: Project Issues**

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No issues to report at this time.

## **Section 4: RFI and Submittals Review Summary**

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The following table contains a summary of RFI/Clarifications and Submittals to date:

	<b>Total Number Processed</b>	<b>Number Received in Current Month</b>
<b>RFI/Clarifications</b>	19	7
<b>Submittals</b>	80	18

---

## **Section 5: Change Order Summary**

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Potential change orders (PCOs) are being generated for differing site conditions, owner requested changes, and design issues.

	Total Number Processed to Date	Open PCO Pending Quote/Approval	Number Generated in Current Month	Total Cost Approved to Date
Potential Change Orders (PCO)	2	0	0	NA
Change Orders	0	0	0	\$24,737

## Section 6: Project Schedule and Budget

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### 6.1 Schedule

The Baseline CPM Schedule has been finalized and will be used to track progress monthly moving forward.

### 6.2 Budget

At this time the approved change orders amount to 0.3% of the project cost. The project management team is continually monitoring the costs of potential changes to manage costs.

Currently the amount to be paid to CBI is 17% (not including retention) of the total approved budget (19% with retention).

## Section 7: Photos

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- Sludge Holding Tank Replacement
  - Influent Pump Station Rehab
  - Headworks Rehab
  - Chlorination Building Rehab
  - Effluent Pump Station Rehab
-

Photos:  
Sludge Holding Tank  
Replacement











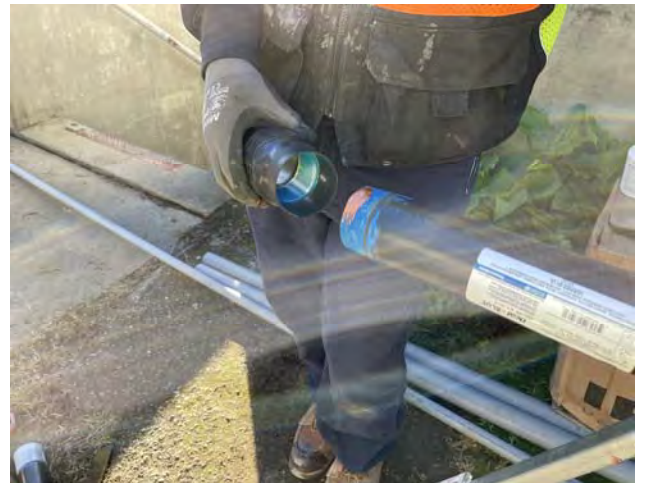
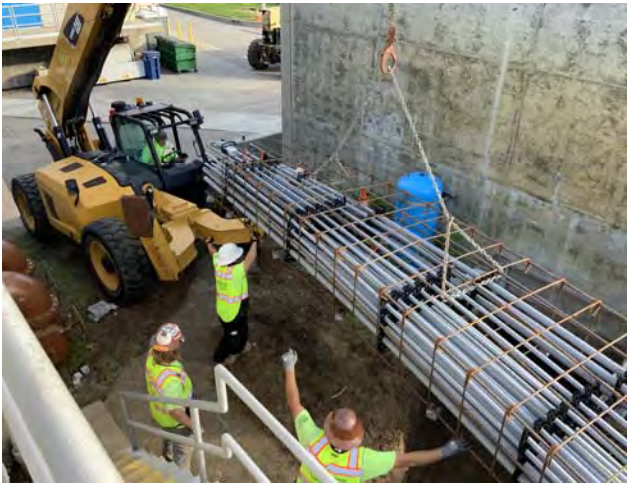
Photos:  
Influent Pump Station Rehab





Photos:  
Headworks Rehab









Photos:  
Chlorination Building Rehab











Photos:  
Effluent Pump Station Rehab



# STAFF REPORT



To: Board of Directors  
From: Patrick Treanor, Plant Engineer  
Date: January 27, 2022  
Subject: Wastewater Treatment Plant (WWTP) Bi- Annual Electricity Use Update

## RECOMMENDATION

Receive Report- Informational only; no action required.

## DISCUSSION

*The following abbreviations are used in this report:*

- *kW* – Kilowatt – an instantaneous measure of electrical power
- *kwh*–kilowatt-hour a measure of electrical power used in one hour
- *kwh/month* – electrical power used for all hours in a month

This report is a 6-month recurring update on ongoing electricity usage reduction efforts at the WWTP. This report covers electricity usage from July 2021 thru December 2021.

For the current reporting period the WWTP averaged a reduction of 6,669 kwh/month compared to the Pre-Phase 1 Project levels. This is an annualized savings of about \$12,000 per year. The power use this past 6 months was lower than any other time in the last 10 years.

The savings seen in the last 6 months show what is easily possible. No extraordinary measures were taken during the period to try and minimize electricity usage, and there was one event which was abnormal that created a substantial uptick in usage. This uptick was in November and was due to the new more efficient blower being offline for Class II (40,000 hour) service. The most important electricity saving measure of the Phase 1 project was the installation of this more efficient blower.

It should be expected moving forward that the current gains in energy savings would be maintained. There would be no reason to expect backsliding from current progress.



In the near term, current savings will only be maintained (or improved) by means of attention paid to discretionary operation and maintenance activities that use extra energy. Some examples include: running the EQ Blower 24/7, Old Blower exercise frequency/duration, Blower output control strategy, Aeration blow off, Dewatering Filtrate side stream aeration pilot tests, and continuing to run Pulsed Hydraulics Inc. pilot equipment.

In 2023, upon completion of the WWTP Elec/Mech Rehab Project (Project 18-01), the #3 Water Pumps will be put back on pressure control operation (with an added benefit of variable speed operation). This will create further noticeable energy savings to add to the current savings.

Table 1 below contains a summary of the monthly power usage compared to the “Pre-Phase 1 Baseline”.

**Table 1 – 6 Month Electricity Use Comparison to Pre-Phase 1 Baseline**

	Secondary (kwh)	Blower (kwh)	Total (kwh)	Total Comparison to Baseline
<b>July</b>	119,830	56,930	176,760	(1,666)
<b>August</b>	118,618	50,755	169,373	(9,053)
<b>September</b>	109,579	50,615	160,194	(18,232)
<b>October</b>	117,914	51,099	169,013	(9,413)
<b>November</b>	119,345	63,678*	183,023*	4,597*
<b>December</b>	116,308	55,871	172,179	(6,247)
<b>Average:</b>	<b>116,932</b>	<b>54,825</b>	<b>171,757</b>	<b>(6,669)</b>

**Note:** \* Higher power use in November was due to running “Old Blower” during “New Blower” Class II (40,000 hr) maintenance.

# STAFF REPORT

To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: January 27, 2022  
Subject: Source Control Report



## RECOMMENDATION

This report is informational only – staff has already implemented an analysis

## DISCUSSION

The current Source Control Program at the District is limited to inspecting and outreach once a year to Food Service Establishments (FSE's) in the District. There is no clear link between inspections and a reduction in grease in the sewer system. Given that controlling grease is the main reason for a Source Control program, it is critical that a proactive approach be established by the District to enforce the regulations and see a correlation between the program and reduced grease in the system. Unfortunately, what we do know is the outcome of a Sanitary Sewer Overflow (SSO) related to grease – for example, the Pied Piper is one of the costliest spills that California Sanitation Risk Management Authority (CSRMA) has processed. Therefore, we are embarking on our first Six Sigma project – improving the Source Control process to ultimately reduce grease in our collection lines.

If we use grease related SSOs as a measure of system health, over the past 10 years we have had forty-one SSOs total with 8 spills that cite grease as the cause. Three of those spills were in residential areas where the line segment has a sag in it, which is slated to be corrected in capital projects budget. That leaves 5 spills directly related to Grease/Restaurants. We know that there is grease in downtown Carmel, the Crossroads, and the Barnyard (visual proof on Closed Caption Television (CCTV)). There are no SSOs on record for either the Crossroads or the Barnyard but that does not mean we should minimize the impacts of grease being seen on CCTV in those two areas. A central component of Six Sigma is measurement and analysis of data. We believe a comprehensive measuring program and analysis of data collected is necessary to meet our goal of reducing grease in the sewers.

The billing and reconciliation portion of Source Control has been moved to the administrative office staff. Where it previously was difficult to determine the state of individual permits, it now is in considerably better shape. Within two months admin staff has managed to turn that situation around.

The inspection side of the equation needs additional investigation regarding the current process. To that end, we have formed a “Task Force” and intend to implement what we have learned in Six Sigma to analyze what the best move forward should be. We will be analyzing the best routes, the inspection process, the inspection fee, best management practice, and customer outreach and training. Essentially everything is on the table for review. This detailed undertaking will ultimately link the Source Control program efforts to what Collections is seeing out on the streets. Operations has stated that they do not have sufficient staffing to run the Source Control program. The Task Force work is critical not only to build an effective Source Control program but also to examine if staffing levels need to be increased or if they are sufficient. Staff believes this process will take six months and will report back to the Board at that time.

## QUESTIONS TO STAFF FROM SALARY/BENEFIT COMMITTEE

### 1. *What is the rationale for 4 inspections per year?*

There is not any concrete rationale that has been provided to substantiate the need for four inspections per FSE vendors. One of our objectives with the Task Force will be to find what the “sweet spot” for inspections needs to be by relating inspections to what is seen in the pipes by the Collections crew.

### 2. *What is the actual cost of per inspection?*

In 2019 the inspection fee was computed and approved by the Board as follows:

Inspector labor and travel (30 minutes twice/year)	\$91.76
Admin labor (15 min)	\$29.63
Vehicle (75 minutes)	\$19.00
Other (fuel, infrastructure, computers, power, office supplies)	<u>\$ 9.00</u>
Total	149.39

The Board approved a fee for Industrial Discharge Permits of \$150 (Res No. 2019-27)

- When asked in 2022 how much time it took to inspect, I was told 60 minutes. The District inspector was not able to detail why the amount of time had doubled since 2019. To correct this situation, we have asked the inspector to time his visits – he can use his laptop, watch, or a stopwatch. Once we have collected sufficient data, we may return to the Board to adjust the fee.
- Admin labor in 2019 of 15 minutes does not make sense because there was not any admin labor expended in 2019. In 2022, after speaking with Mr. Grover, Ms. Barringer, and Ms. Pacheco we agreed upon 10 minutes per inspection to record, bill, and collect.
- Vehicle costs were indicated as the average cost in the rental market to use a truck. At Home Depot that cost is still accurate for 75 minutes.



3. *What is the average cost for a sewage spill in a residential area?*

It is difficult to use the term average when there is such a wide variety in costs incurred. Exclusive of staff time involved to clean up a spill, we have a recent example from 13<sup>th</sup> and Casanova with an insurance claim of ~\$5K. We also know about the Pied Piper house, located at 4 SW on Lincoln and 8<sup>th</sup>, where the costs are nearly \$700K and the case is still under litigation. Many variables are involved, including but not limited to how quickly staff can clear the line and clean up, whether the spill enters a structure, and if the resident/owner is home.

4. *What are the penalties for SSO's?*

In California, Sanitary Sewer Overflow's (SSO), are rated 1 through 3

Category 1 – Discharges of untreated or partially treated wastewater of **any volume** resulting from system failure or flow condition that reach surface water and/or reach a drainage channel tributary to a surface water

Category 2 – Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system

Category 3 – all other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

All SSOs from sanitary sewer systems that are covered under the Waste Discharge Requirement (WDR) must be reported electronically to the State Water Board's online SSO database through the California Integrated Water Quality System (CIWQS). This information is posted and available to the public. This is how entities such as California River Watch monitor SSOs throughout the state.

Informal enforcement by the Water Board may include:

- a. Verbal Warning
- b. Notice of Violation
- c. Staff Enforcement Letter – penalties of \$10K per day and \$10 per gallon for spills over 1,000 gallons (Water Code §13350 or §13383)

Formal enforcement by the Water Board may include

- a. Technical report/justified by need
- b. Discharge to Surface Waters/Storm Drain not Recovered - \$10K per day and \$10 per gallon for spills of 1,000 gallons
- c. Violations of the WDR not associated with a discharge

It is our experience that when a monetary penalty is assessed the District does have the opportunity to “plead” its case before the Water Board.

**5. *Prior to performing an inspection do they notify the restaurant?***

Yes, all Source Control inspections are done by appointment.

**6. *Does staff monitor the maintenance schedule for each restaurant?***

Yes, as part of the inspection process our inspector checks the maintenance log on the grease trap/interceptor for each restaurant.

**7. *How often do restaurants hydrojet their laterals?***

Unknown. We ask the restaurants for the grease trap/interceptor cleaning schedule, but we do not know if they hydrojet their lines in addition to what is listed as regular maintenance.

**8. *Do wipes going down the drain from hotels impact SSO's?***

When there is an SSO we can see that there are wipes involved; however, we cannot yet determine if the wipes are coming from hotels or residential areas. This is one of the areas that need to be studied further.

**9. *What is the frequency of the District's hydrojetting?***

The hydrojetting frequency (as mentioned in the Collection System Annual Report) is that the entire system is cleaned in approximately 8 months. During that 8-month period some lines are cleaned multiple times. The downtown restaurant area in Carmel is cleaned every quarter.

**10. *Is the District impacted by seasonality?***

The District is impacted by tourism and special events. For example, during Car Week we see the uptick in flows at the plant. It is considerably more difficult to place any impact on Source Control because restaurants uniformly do not want an inspector to be in their kitchen during a special event or holiday.

**11. *Impact of outdoor eating?***

No change noted.

**12. *Impact of restaurant turnover?***

Source control has noticed a high amount of restaurant turnover. We think this means that we need to renew and reinforce training/educating new staff on Best Management Practices on how grease is disposed of with regards to the sewer impact on the vendors current practices. To reach that goal we have provided Source Control Inspector with handouts and posters (English/Spanish) and encouraged them to make it a part of their regular inspection process.

**13. *Are there "pinch points" in the District lines?***

No there are no "pinch points" but there are some sags in the lines that affect the flow. Those sags have been mapped and are slated for either repair or replacement.

**14. *Would we consider pigging the lines?***

Pigging is typically used to perform pipeline internal cleaning, inspection, coating, or separating batches of different fluids. Pigs are inserted into the pipeline and moved through it by the pressure of the product flow in the pipeline itself.

Pigging is normally used for forced mains where the pig has enough pressure to push it through the pipeline without getting stuck and potentially needing to be excavated out of the pipeline or causing a backup and/or spill.

The District is primarily a gravity sewer system – 83 miles of gravity lines and 4 miles of force mains. The District has considered pigging the Highlands force main; however, it is not a method that is appropriate for a gravity line system.

**15. *Is there a warning system of differential pressure to advise of an SSO?***

Not that we are aware of. What might work is a “Smart Manhole Cover” that would monitor the collection system water levels with sensor-equipped manhole covers. Smart Manhole Cover sensors are typically installed within manholes that have a history of SSOs or are close to sensitive locations, such as hospitals, schools and beaches.

The District has put flow meters in several of its manholes around the District in order to measure system flow and plan replacement. We have not used it to monitor SSOs because we do not have a single area with a history of SSOs, rather it seems we can have an SSO any place at any time depending on conditions.

**16. *Survey other agencies to see what they are doing?***

We did not have sufficient time to accumulate data prior to January Board report; however, we will continue to follow-up and some data collection that has been provided is listed below:

**City of Santa Cruz:** They have approximately 250 restaurants in their service area with three inspectors that are rotated through all sections at least once every three years. The City at a minimum does one inspection per calendar year, more if needed. Santa Cruz shared some of their inspection forms and best practices sheets they distribute to customers for Restaurants, Industrial Facilities, and Vehicle Service.

**City of Watsonville:** obtained a copy of Industrial Discharge Permit application

**Goleta Sanitary District:** obtained a copy of Interceptor Guidelines, Grease Trap Maintenance Log, and Restaurant Questionnaire

**FINANCIAL**

Unknown at this time – dependent upon future actions. Data collection will be available upon request.

# STAFF REPORT

To: Board of Directors  
From: Barbara Buikema, General Manager  
Date: January 27, 2022  
Subject: Board Retreat Topics



## DISCUSSION

The Board has spoken frequently of holding a Board retreat but has been delayed due to COVID-19. It has been two years now, however; at this point we are going to move forward with planning because we believe COVID-19 will be less of an issue in the spring.

The Board President and Pro Tem are asking each Board member to come to the January 2022 regular board meeting prepared to suggest topics that they feel are appropriate for the next retreat.

## FINANCIAL

No impact

# STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 27, 2022

Subject: Special District Association of Monterey County Meeting 01-18-22

## RECOMMENDATION

No action required – this report is informational only.

## DISCUSSION

The meeting was held virtually via ZOOM.

The featured speaker was Steve Vagnini the Assessor-County Clerk-Recorder for Monterey County. After 35 years of service Mr. Vagnini is retiring within the year. To start his presentation, he wanted to make sure that all understood the function of the Assessor office. His office is not involved with taxes, it is their responsibility to locate all taxable property in the County and identify ownership. The office establishes value for all taxable property and applies all legal exemptions to the property.

Mr. Vagnini characterized Monterey County as generally a “slow growth” County. When he started at the Assessor’s office property was valued at \$11B and thirty-five years later it is now \$74B. The County values roughly 135,000 parcels of real property and another 20,000 of personal property such as boats or RVs.

The Assessor’s office only reassess value when there is a change in ownership or annually. This year it will change 2% because of inflation. There is roughly \$3.5B in exemptions on file.

The Auditor receives the tax roll in June, it includes not only the tax rolls but bond issues and direct assessments. The Tax Collector sends out the bills in early October. 50% of

all property tax in Monterey County goes to schools, the County itself receives 15%, and the remaining 35% is allocated to various public entities. Not all County offices receive the same percentage of property tax money. Essentially what percentage you received in 1978 was locked in. There was a steady increase in assessed valuation after 1978 until 2007-08 when there was a decline for the first time.

In 1978 California voters passed Proposition 8, which allows a temporary reduction in assessed value in cases where real property suffers a decline in value. A decline in value occurs in any year in which the current market value of real property is less than its adjusted base year value as of the lien date. When the market value of a property on the January 1 lien date falls below the factored base year value, the assessor will review the property's assessment and enroll the lesser of the factor base year value or market value. Monterey County, in 2007-08, had 36,000 parcels that decreased in value out of the total 135,000 managed. The Assessor's office restores the value of these parcels as they go back up. The County still has approximately 5,000 still under Prop 8.

What is Mr. Vagnini's prediction for growth in Monterey County? Last year 5%, this year 6% and the following year 6.5% gain in valuation. What does growth look like? First the Assessor's office applies an inflation factor from the State, then looks at changes of ownership as a result of new construction, next sale of property where the old base value is dropped and a new value inserted. Examining all sales in 2021 at the halfway point added \$1.6B in value. On average, every house is going up in value \$450K – keep in mind; however, that this includes commercial property and large estates in Pebble Beach that fall on both sides of the average. By comparison the prior year added \$1B at the halfway point.

A review of the County inventory shows that a large number of outsiders are coming in to the area driving residential prices up. Commercial property has been negatively impacted by this trend.

Any COVID-19 impact at the Assessor's office? No, the number of people at the office are down, but they are open.

He did mention that he is losing appraisers because they are leaving the state for another location where they do not have to vaccinate.

Finally, how does Monterey County compare to the rest of the state? In the past it has been very similar. This year, Mr. Vagnini was not willing to speculate.

Kate McKenna was at the meeting to represent Monterey County Local Agency Formation Commission (LAFCO). Given the recent interest in the Monterey Water Management District's (MWMD) bid to take over Cal Am she indicated that she anticipates an appeal from MWMD in roughly two weeks.



The next meeting will be Tuesday, April 19, 2022. COVID-19 numbers in the County at that time will determine whether the meeting is virtual or at Bayonet and Blackhorse Golf Course Club House.

# STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: January 27, 2022

Subject: Selection of Topics for Carmel Area  
Wastewater District's (CAWD) Spring 2022 Newsletter



## DISCUSSION

Staff is requesting Board input for topics to the District's Spring 2022 newsletter. The Spring issue is a four-page issue and includes the annual Prop 218 notice.

Suggested topics for the upcoming issue include:

- Progress on Electrical/Mechanical Rehab & Sludge Holding Tank Replacement
- Completed Rancho Canada line upgrade
- Planning for Scenic pipe upgrade – lots of environmental and permitting challenges
- Safety spotlight – Employee Safety Training
- Microorganism of the Month
- Budget graphs
- Sidebar – if you see something, say something. Call CAWD first.
- Lean Six Sigma at CAWD
- COVID-19 precautionary measures at Admin and Plant
- BioBot reporting
- Employee Spotlight – new employee Alex Quintero

## FISCAL IMPACT

The 2021-22 Budget provides \$34,000 for two newsletters and a Prop 218 Notice – this includes consultant services for design and writing, printing, postage, and delivery. The Spring 2022 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 \$11,115.82.