



CARMEL AREA WASTEWATER DISTRICT

Regular Board Meeting

3945 Rio Road, Carmel, CA 93923

December 30, 2021
Thursday
9:00AM



Carmel Area Wastewater District

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

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

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

COVID-19 Public Meeting Procedures

As per the Governor's Executive Order #N-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) and allow members of the public to attend and address the meeting electronically.
- The District will give advance notice of all teleconference meeting as prescribed by the Brown Act
- The public may listen to the meeting by logging on to the District website and clicking on the Virtual Webinar.
- Public comment may be submitted 24 hours prior to the meeting by clicking on the "Public Comment Form" listed directly beneath the Virtual Webinar on our website. If received within 24 hours of the meeting we will ensure that a response is given at the meeting. All participants have access during the meeting to be recognized and utilize the platform to speak. Please use the virtual "raised hand" to be acknowledged.
- The District is requesting that the public submit comments at least 24 hours in advance of the scheduled meeting to enable staff to post all comment on the District web site. Any comment received after this time will be posted after the Board meeting.
- The teleconference Board meeting will require that all voting is done by roll call
- The teleconference Board meeting will require that speakers identify themselves prior to addressing other attendees in order to facilitate the flow of the meeting and minimize confusion.
- The District advises that the public refer to our website periodically for updates regarding the District and Board activity.



CARMEL AREA WASTEWATER DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, 9:00 a.m., November 18, 2021
Teleconference Webinar

CALL TO ORDER - ROLL CALL - The meeting was called to order at 9:02 a.m.

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

Absent: Director Townsend

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
Kevin Young, Operations supervisor, 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
Leo Laska, Board Member of Pebble Beach Community Services District (PBCSD)
Mike Niccum, General Manager, PBCSD
Mark Stilwell, Restaurant/Hotel Owner in Carmel-by-the-Sea

1. Agenda Changes:

There was a change on page 4 of the agenda. The date for the Reclamation Management Committee Meeting is on February 8, **2022**, not 2021 as noted on the agenda.

2. Public Comments:

Mr. Stilwell publicly commented on fees charged on a parcel he owns and requested that the board review them to determine if any are reimbursable. Mr. Stilwell also commented on language that is used in Pretreatment Ordinance #2021-03.

Board Action

The Board came to a consensus to place the items of fees assessed and the language of the ordinance on the Agenda for next month's board meeting for discussion.

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

After extensive discussion, the board requested that an item be placed on an upcoming agenda to discuss/implement a policy for engaging with satellite entities for the reclamation and treatment of their wastewater.

A motion to receive and approve the consent agenda was then made by Director Siegfried and seconded by Director D'Ambrosio. After a Roll Call vote, the Board, with one absence, received and approved the following Consent Calendar/Agenda items:

- 3.** October 28, 2021, Regular Board Meeting Minutes
- 4.** Register of Disbursements - Carmel Area Wastewater District
- 5.** Register of Disbursements – CAWD/PBCSD Reclamation Project
- 6.** Collection System Superintendent's Report
- 7.** Safety and Regulatory Compliance Report
- 8.** Laboratory/Environmental Compliance Report
- 9.** Capital Projects Report/Implementation Plan
- 10.** Project Summaries
- 11.** Plant Operations Report
- 12.** Maintenance Projects Report
- 13.** Principal Engineer Monthly Report of General Engineering

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

- 14. Resolution No. 2021-61;** Report by Barbara Buikema

Board Action

A motion to approve the resolution was made by Director Siegfried and seconded by Director Rachel. Following a Roll Call vote, the Board, with one absence, passed Resolution 2021-61, adopting the CAWD/PBCSD Reclamation Project Audit for the year ending June 30, 2021.

A brief recess was called at 9:23 a.m. and the meeting was called back into session at 9:28 a.m. with Director Townsend in attendance.

- 15. Resolution No. 2021-62;** Report by Chris Foley

Board Action

After brief discussion, a motion to approve the resolution was made by Director D'Ambrosio and seconded by Director Siegfried.

Following a Roll Call vote, the Board unanimously passed Resolution 2021-62, authorizing a contract with Frisch Engineering for the Reclamation SCADA Migration Project #18-26 in an amount not to exceed \$139,080.

16. Resolution No. 2021-63; Report by Domine Barringer

Board Action

Director Rachel nominated Ken White to continue as President of the Board of Directors for CAWD, Director D'Ambrosio seconded the nomination, and all remaining directors approved the appointment with President White abstaining from the vote.

President White nominated Bob Siegfried to continue as President Pro Tem of the Board of Directors for CAWD, Director D'Ambrosio seconded the nomination, and all remaining directors approved the appointment with Director Siegfried abstaining from the vote.

A motion to approve Resolution 2021-63 was made by President White and seconded by Director Townsend. Following a Roll Call vote, the Board unanimously passed Resolution 2021-63, authorizing the above appointments and the appointments of Domine Barringer as Secretary and Kristina Pacheco as Secretary Pro Tem of the Board of Directors.

COMMUNICATIONS

17. General Manager Report - oral report

Barbara Buikema reported on the annual employee barbeque held on October 29th and expressed the gratitude from staff for the event. It was also reported that CAWD will have another COVID-19 vaccine booster clinic through the Visiting Nurses Association (VNA) on December 9th at the CAWD plant. In addition, the General Manager reported on the ability for the District to hold teleconference only meetings in accordance with Brown Act provisions during states of emergency. No action was taken for any of the items reported.

OTHER ITEMS BEFORE THE BOARD

18. Mode/Type of District Sexual Harassment Training- Report by Barbara Buikema

After discussion, the Board came to a consensus to have in-person training going forward.

19. November 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 and discussed a change to the original construction plans that were necessary. Director Rachel moved for acceptance of the report and Director D'Ambrosio seconded the motion. After a roll call vote the report was accepted by the Board.

20. Summary of the October PBCSD Monthly Board Meeting – Report by Barbara Buikema

No additional discussion or action was taken on the written report.

21. General Manager Quarterly Progress – Report by Barbara Buikema

There was brief discussion regarding noise levels of current construction projects and neighboring properties around the plant.

INFORMATION/DISCUSSION ITEMS

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

- Director Siegfried had a few comments: 1) recognition of the District’s continued public participation on community water interest groups; 2) mention of a floating wastewater treatment plant in Amsterdam that may be of interest for the District’s managed retreat planning.
- There is no November PBCSD Board meeting and Director Townsend is scheduled for the December 10, 2021, meeting.
- Director Siegfried is scheduled for the January 18, 2022, meeting of the Special Districts Association (SDA) of Monterey County meeting but as discussed above he or other board members may not attend. Future attendance of the SDA meetings is an item for discussion on the next regular board meeting.
- President White and Director Townsend are scheduled to attend the Reclamation Management Committee meeting on February 8, 2021.

23. ADJOURNMENT

There being no further business to come before the Board, the President adjourned the meeting at 10:08 a.m. The next Regular Meeting will be held at 9:00 a.m., Thursday, December 30, 2021, or an alternate acceptable date, via teleconference webinar and in person.

As Reported To:

Domine Barringer, Secretary to the Board

APPROVED:

Ken White, President



CARMEL AREA WASTEWATER DISTRICT (CAWD)
PENSION COMMITTEE MEETING MINUTES
November 16, 2021, at 9:00 a.m.
Via "ZOOM"

CALL TO ORDER - ROLL CALL The meeting commenced at 9:02 a.m.

Present: Director Michael Rachel, Trustee & Committee member
Director Robert Siegfried, Trustee & Committee member
Legal Counsel, Robert Wellington, Trustee & Committee member
General Manager, Barbara Buikema, Trustee & Committee member
Bill Hastie, Hastie Financial Group
Haley Hitchman, Hastie Financial Group

Absent: None

Others: N/A

AGENDA ITEMS:

Information/Discussion Items:

1. Quarterly Strategic Asset Management portfolio performance review.
2. Article: *Is Stock Index Membership for Sale?*
3. Section 115 Trust Plan

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 09:51 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, November 18, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom, and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Barbara Buikema, General Manager

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
SALARY & BENEFITS COMMITTEE MEETING MINUTES
December 8, 2021 Wednesday, 10:00 a.m.**

Via teleconference webinar or in person

CALL TO ORDER - ROLL CALL:

The meeting commenced at 10:00 a.m.

Present: President Ken White, Committee member
Director Michael Rachel, Committee member
Barbara Buikema, General Manager
Patrick Treanor, Plant Engineer
Barry Blevins, Collection Worker III
Kevin Young, Operations Supervisor
Karla Cristi, CMMS & Plant Admin.

Absent: None

Appearances, Public Comments & Orders of Business

- Members of CAWD staff appeared before the Committee to discuss calendar year 2022 health benefits

AGENDA ITEMS:

Information/Discussion Items:

- General Manager evaluation forms – the Committee reviewed several different forms of evaluation from other special districts and decided to bring 3 of them to the full Board of Directors for action at the next regular board meeting.

Closed Session:

- Health Insurance Negotiations – the Committee discussed calendar 2022 health insurance benefits
- General Manager Salary – the Committee discussed the General Manager 2021-22 COLA

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 10:57 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 30, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Kristina Pacheco, Secretary Pro Tem to the Board

APPROVED:

Ken White, President



**CARMEL AREA WASTEWATER DISTRICT (CAWD)
SPECIAL MEETING OF THE SALARY & BENEFITS
COMMITTEE MINUTES**

December 8, 2021, Wednesday, 10:30 a.m.

Via teleconference webinar or in person

CALL TO ORDER - ROLL CALL:

The meeting commenced at 10:57 a.m.

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

Absent: None

AGENDA ITEMS:

Information/Discussion Items:

The Committee discussed the agenda item of the job description and recruitment for a "Purchaser/Maintenance Planner" position and agreed to bring both before the Board of Directors at the next regular board meeting for action.

ADJOURNMENT: *There being no further business to come before the Committee, the meeting concluded at 11:06 a.m. The next Regular Board Meeting will be held at 9:00 a.m., Thursday, December 30, 2021, or an alternate acceptable date, via teleconference webinar. The teleconference webinar is hosted through Zoom and you may receive access by visiting our website homepage, www.cawd.org, calling the District office at 831-624-1248 or via email at downstream@cawd.org.*

As Reported To:

Kristina Pacheco, Secretary Pro Tem to the Board

APPROVED:

Ken White, President



HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

November 16, 2021

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of October 2021. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure did not reveal any differences.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.



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

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



Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President





HAYASHI | WAYLAND

INDEPENDENT ACCOUNTANTS' REPORT

December 15, 2021

To the Board of Directors
Carmel Area Wastewater District

We have performed the procedures enumerated below, which were agreed to by Carmel Area Wastewater District (CAWD), solely to assist you in connection with a determination as to whether there were differences in the Company's recorded cash disbursements and recorded cash receipts for the month of November 2021. CAWD is responsible for its cash disbursements and cash receipts records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

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

- (1) We reviewed individual checks (or electronic images of individual checks or substitute checks). This procedure did not reveal any differences.
- (2) We examined the signatures on each check and compared them to a copy of the signature card on file with your bank to determine if the correct authorized people have signed the checks (we are not handwriting or forgery experts). This procedure revealed missing second signatures for checks 2337 and 2342.
- (3) We examined the payee on the check and matched it to the payee name appearing in your cash disbursements journal. This procedure did not reveal any differences.
- (4) We matched interbank account transfers. This procedure did not reveal any differences.



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

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



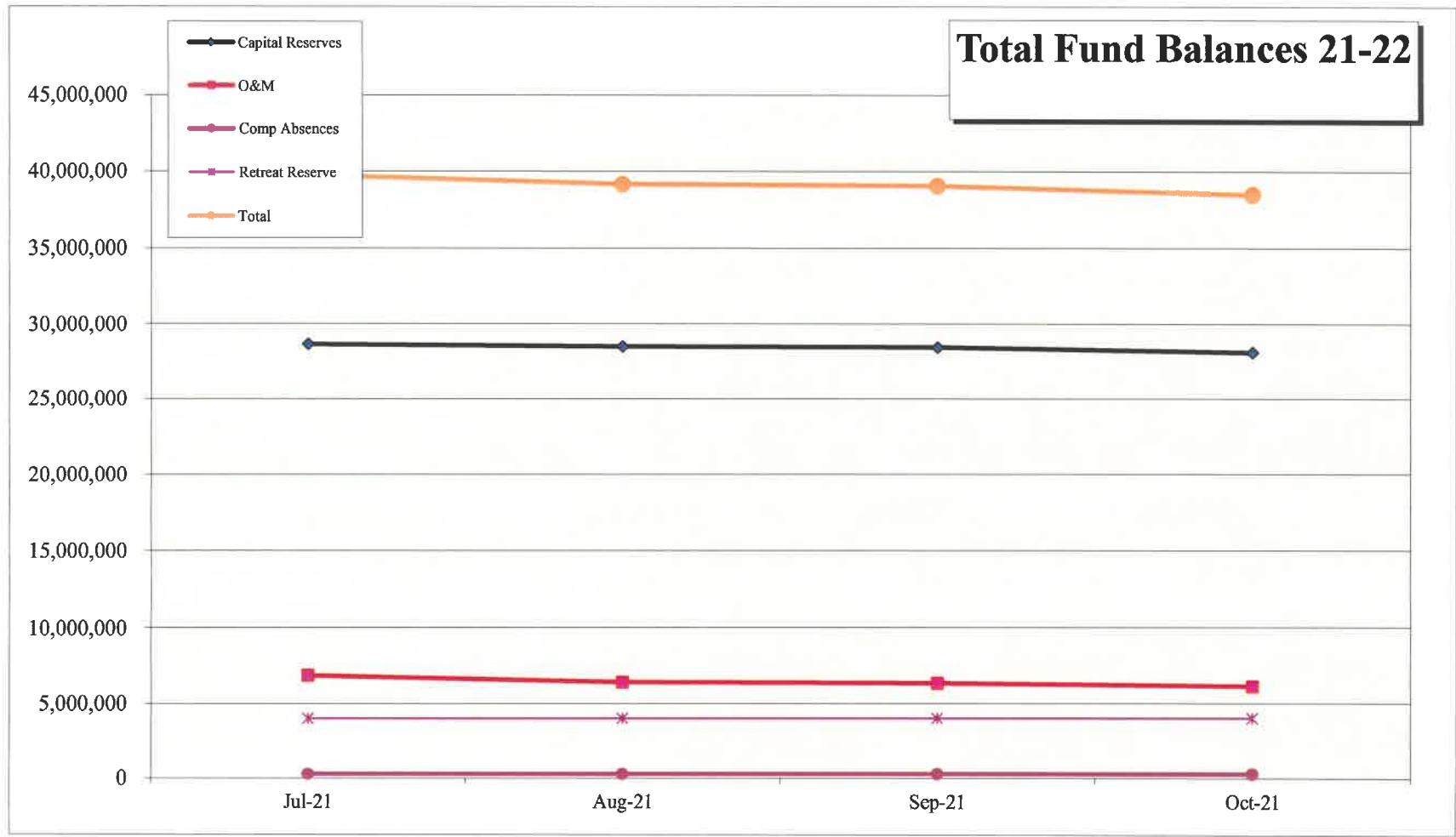
Robert Lee, CPA
Partner
Hayashi Wayland

Cc: Mr. Ken White, President

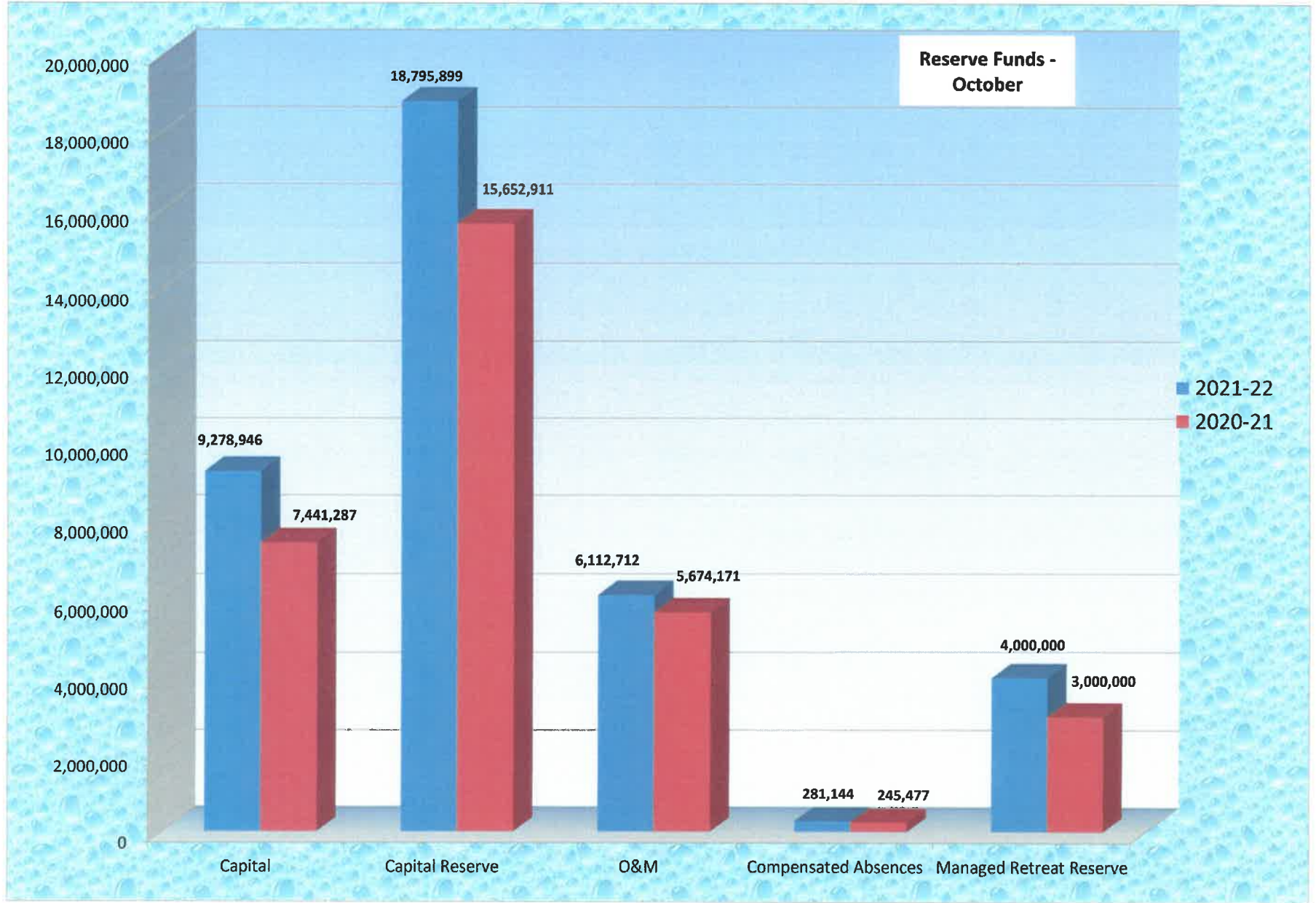


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - OCTOBER 2021

	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	\$9,608,960	\$18,795,899	\$6,333,587	\$281,144	\$4,000,000	\$39,019,590	\$574,300	\$113,152	\$1,195,868
Receipts:									
User Fees									
Property Taxes									
PBCSD Treatment Fees							115,000		
Reclamation O & M reimbursement							131,698		
Reclamation capital billing									
Permits							4,530		
PBCSD capital billing									
Other misc. revenue							8,585		
Interest income			49,111						728
Connection Fees									
CCLEAN receipts							7,500		
CRFree Project grant funds									
CSRMA Wellness rebates									
Hatton Canyon Grant Funds							1,962		
Void checks-replace lost check							31,550		
Total Receipts	0	0	49,111	0	0	49,111	300,825	0	728
Fund Transfers:									
Transfers to Chase Bank O&M	(330,014)		(269,986)				600,000		
Transfers to Chase Bank PR							(230,000)	230,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures									
Rebalance Capital and O&M Reserves									
Total Transfers	(330,014)	0	(269,986)	0	0	(600,000)	370,000	230,000	0
Disbursements:									
Operations and capital							696,063		
Payroll & payroll taxes								224,820	
Employee Dental reimbursements							1,614		
CALPERS EFT							33,404		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							587		
Home Depot EFT							0		
US Bank EFT							2,491		
Deferred comp contributions EFT							13,316	0	
PEHP contributions EFT							3,198	0	
Bank/ADP fees							0	533	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Repay COVID payroll tax credit taken								2,135	
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	0	0	0	0	750,673	227,488	0
BALANCE END OF MONTH	9,278,946	18,795,899	6,112,712	281,144	4,000,000	38,468,701	494,451	115,663	1,196,596

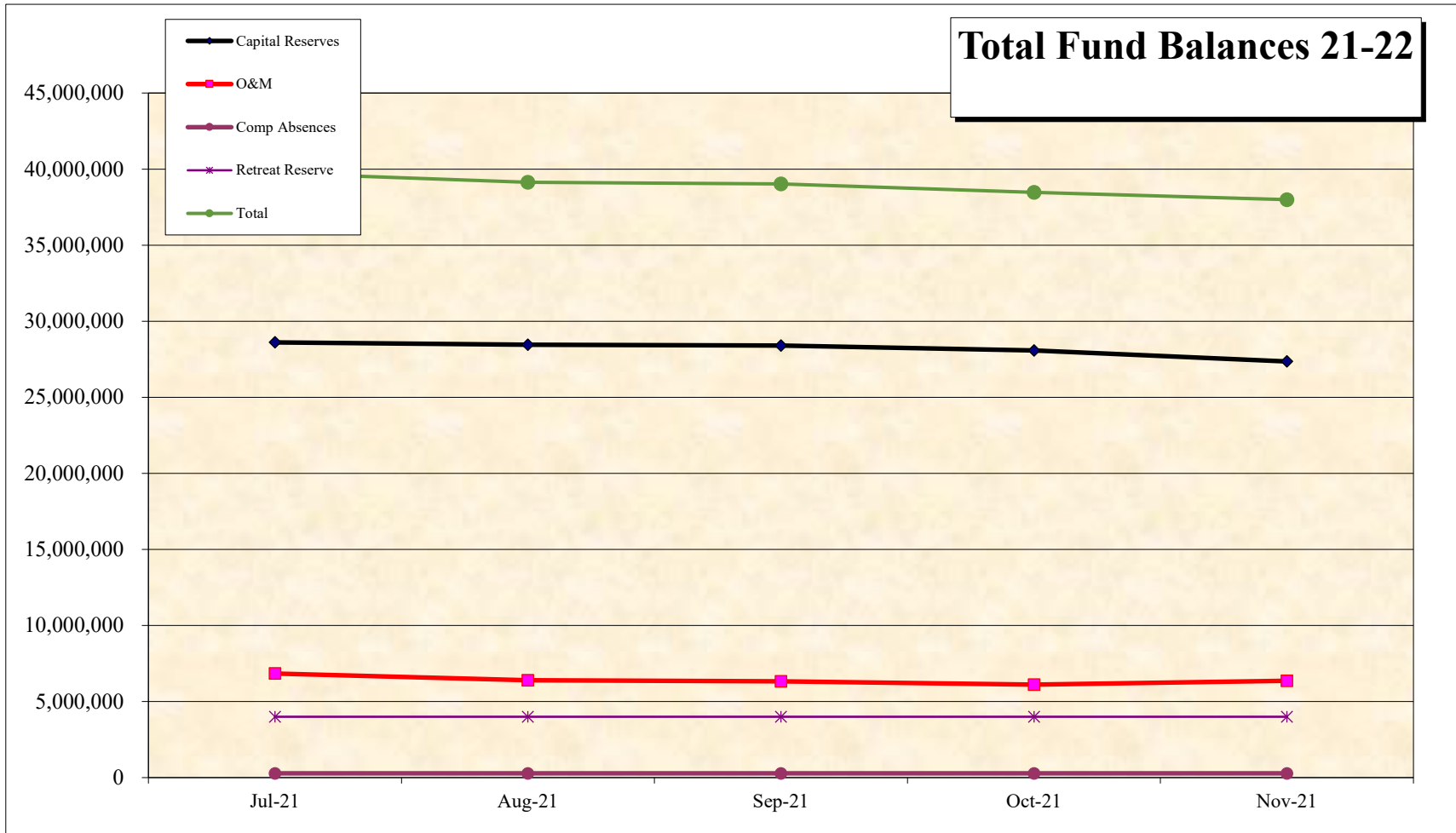


Capital Reserve + O&M + O&M Reserve + Compensated Absences Reserve = Total Fund held in County

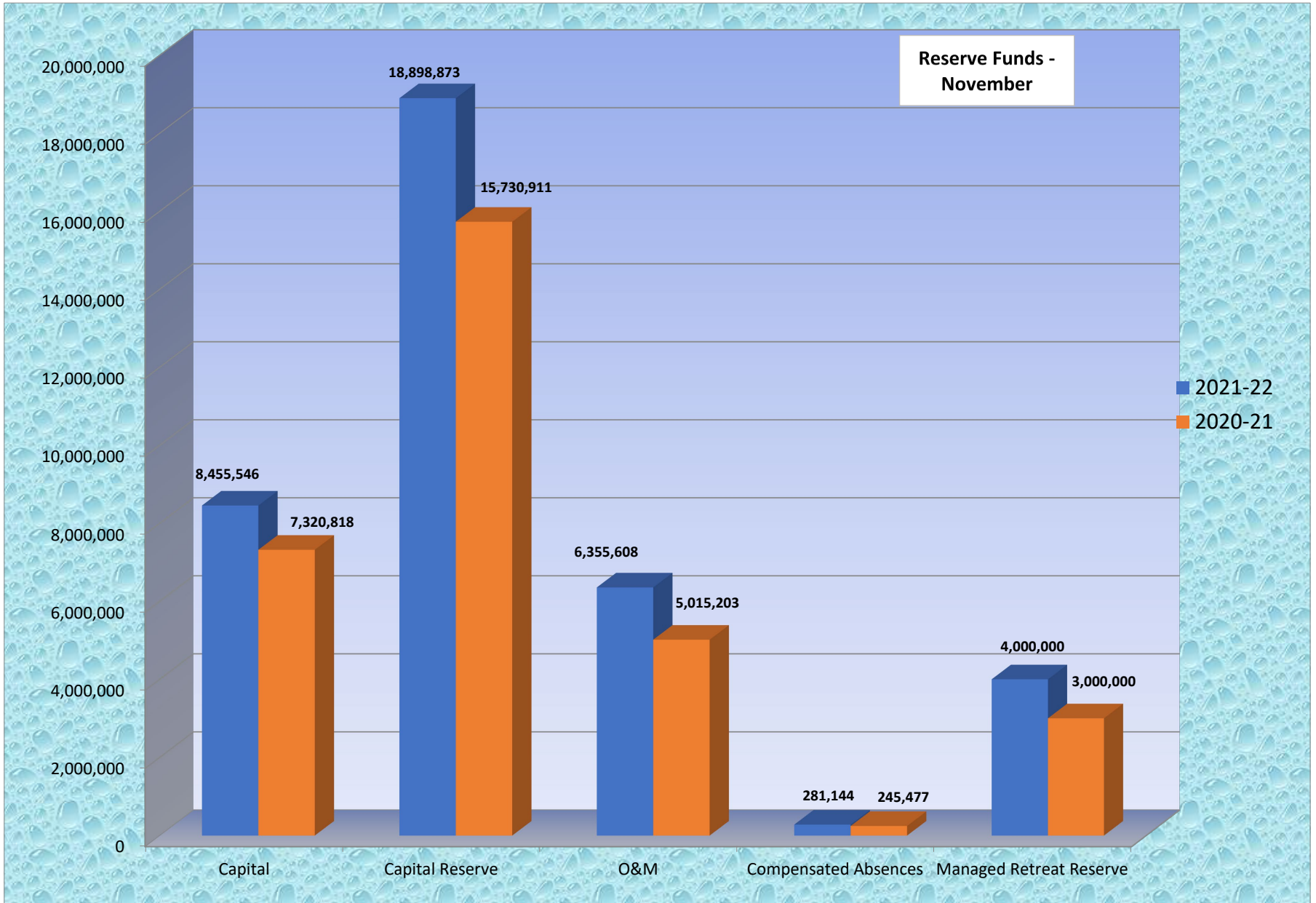


Carmel Area Wastewater District
Schedule of Cash Receipts and Disbursements - NOVEMBER 2021

	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	\$9,278,946	\$18,795,899	\$6,112,712	\$281,144	\$4,000,000	\$38,468,701	\$494,451	\$115,663	\$1,196,596
Receipts:									
User Fees			19,496				2,281		
Property Taxes		102,973							
PBCSD Treatment Fees							488,079		
Reclamation O & M reimbursement							97,396		
Reclamation capital billing									
Permits							6,660		
PBCSD capital billing									
Other misc. revenue							10,491		
Interest income									
Connection Fees							3,347		
CCLEAN receipts							111,500		
CRFree Project grant funds							39,962		
Sale of dump truck							10,500		
Hatton Canyon Grant Funds									
Void checks-replace lost check							849		
Total Receipts	0	102,973	19,496	0	0	122,469	771,064	0	0
Fund Transfers:									
Transfers to Chase Bank O&M	(600,000)						600,000		
Transfers to Chase Bank PR							(235,000)	235,000	
Transfer to Defend or Managed Retreat Fund									
Intra-fund transfers for capital expenditures	(223,400)		223,400						
Rebalance Capital and O&M Reserves									
Total Transfers	(823,400)	0	223,400	0	0	(600,000)	365,000	235,000	0
Disbursements:									
Operations and capital							1,156,514		
Payroll & payroll taxes								230,004	
Employee Dental reimbursements							1,295		
CALPERS EFT							31,471		
CAWD SAM pension EFT							0		
CAWD pension loans EFT							533		
Home Depot EFT							535		
US Bank EFT							4,390		
Deferred comp contributions EFT							13,316	0	
PEHP contributions EFT							3,198	0	
Bank/ADP fees							0	571	
Highlands Bond Debt Service Payment									
Annual County admin billing fee									
Repay COVID payroll tax credit taken									
GASB 68 report fee & SSA 218 fee									
Total Disbursements	0	0	0	0	0	0	1,211,252	230,575	0
BALANCE END 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



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



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

Date	Check	Vendor	Description	Amount
10/01/21	2094	Amazon Capital Services	Office and safety supplies	208.49
10/01/21	2095	American Fidelity Assurance Company	Flex accounts	111.53
10/01/21	2096	American Fidelity Assurance	Employee insurance premiums	586.16
10/01/21	2097	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	375.25
10/01/21	2098	AT&T Mobility	Cell and mobile device service	737.66
10/01/21	2099	AT&T CALNET 3	Admin and Plant alarms	77.53
10/01/21	2100	AT&T	Plant fiber router and IP card	727.88
10/01/21	2101	Beck's Shoes	Employee work boots	691.83
10/01/21	2102	Bryan Mailey Electric	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$2,730.00) and various electrical jobs	17,862.00
10/01/21	2103	Buckles-Smith Electric	Controller and PLC digital input card	831.85
10/01/21	2104	Carmel Pine Cone	Bid notice for the Eucalyptus Tree Pruning Project #21-01	156.00
10/01/21	2105	C.H. Bull Company	Cases of floodsax	2,149.53
10/01/21	2106	Cintas Corporation	Laundry service	1,569.29
10/01/21	2107	Comcast	Admin internet	233.41
10/01/21	2108	Culligan Water	C&I Exchange service for lab	17.35
10/01/21	2109	Direct TV	Plant service	88.99
10/01/21	2110	Domine Barringer	Reimbursement for board meeting food	28.80
10/01/21	2111	Edges Electrical	Electrical supplies	12.10
10/01/21	2112	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,645.09
10/01/21	2113	Exceedio	Plant server warranty renewal	437.80
10/01/21	2114	FGL Environmental	Sample analysis	291.00
10/01/21	2115	First Alarm	Quarterly billing	552.39
10/01/21	2116	Fisher Scientific	Muffle furnace for the lab	4,143.57
10/01/21	2117	Frisch Engineering	SCADA and PLC engineering	8,197.50
10/01/21	2118	Got.Net	Domain parking	24.20
10/01/21	2119	Grainger	Primary blower air filter cartridge and plug valve locks	1,598.36
10/01/21	2120	GraniteRock Construction	Progress payment #2 for the Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	172,064.00
10/01/21	2121	Greg D'Ambrosio	Dental	348.00
10/01/21	2122	Hach Company	Field instrument annual service	623.50
10/01/21	2123	Image Source	Plant copier billing	91.35
10/01/21	2124	Jack Doheny Companies	Repair camera head	1,935.67
10/01/21	2125	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	15,250.59
10/01/21	2126	Kaeser Compressors	Rotary screw compressor for the Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	11,538.65
10/01/21	2127	Karla Cristi	Dental	369.00
10/01/21	2128	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	13,600.00
10/01/21	2129	Lemos Service	Smog check on trucks	240.00
10/01/21	2130	MNS Engineers	Yankee Point Study, Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL \$22,069.25) and Scenic Rd Pipe Bursting Project #20-08 (CAPITAL \$8,833.60)	32,164.85
10/01/21	2131	Monterey Bay Analytical Services	Sample analysis	669.00
10/01/21	2132	Monterey Tire Service	Truck tires	704.52
10/01/21	2133	Motion Industries	Vacuum hose assembly	21.16
10/01/21	2134	Peninsula Welding & Medical Supply	Compressed nitrogen and non-liquid cylinder rental	169.72
10/01/21	2135	Pacific Gas & Electric	Monthly service	952.89

Carmel Area Wastewater District
Disbursements
Oct-21

Date	Check	Vendor	Description	Amount
10/01/21	2136	PK Safety Supply	Calibration gas cylinder and oxygen sensors	923.42
10/01/21	2137	Pure Water	Monthly service	175.25
10/01/21	2138	S&D DiMaggio Construction	Change order for Ops Building Bathroom (CAPITAL) (no project number)	1,504.50
10/01/21	2139	Scarborough Lumber & Building	Admin supplies	17.89
10/01/21	2140	Toro Petroleum	Unleaded gas and Clear/Low Sulphur/Carb diesel	8,654.98
10/01/21	2141	Toyota Material Handling	Annual inspections and oil changes, repair oil leak	1,048.37
10/01/21	2142	Univar Solutions USA Inc.	Sodium hypochlorite and bisulfate	15,043.28
10/01/21	2143	Vision Service Plan	Vision insurance premium	630.00
10/01/21	2144	Vision Communications	Motorola 2-way radio with gate key pad	2,083.75
10/08/21	2145	On-The-Spot Carpet Cleaning	Admin building carpet cleaning	509.84
10/14/21	2146	A and R Plumbing	Repair leak next to the holding tank	1,971.34
10/14/21	2147	Amazon Capital Services	Water filter system for the ice maker	414.83
10/14/21	2148	American Fidelity Assurance Company	Flex accounts	111.53
10/14/21	2149	Ann Muraski	Fall/Winter newsletter design and writing	6,625.00
10/14/21	2150	Aquatic Bioassay & Consulting Labs	Consulting regarding chronic and acute NPDES bioassays for abalone development, menidia and ammonia removable	1,915.00
10/14/21	2151	Armbruster Goldsmith & Delvac LLP	Legal services - Coastal Commission re: Sea Level Rise	375.25
10/14/21	2152	AT&T CALNET 3	Plant fiber line	612.67
10/14/21	2153	AT&T	Voice routing line	51.07
10/14/21	2154	Borges and Mahoney	Rotor body and roller	527.17
10/14/21	2155	Buckles-Smith Electric	Electrical supplies	1,291.47
10/14/21	2156	Cal-Am Water	Monthly service	1,705.08
10/14/21	2157	Carmel Marina Corporation	Plant rolloffs and admin garbage	2,507.42
10/14/21	2158	Carmel Pine Cone	Legal notice for pretreatment ordinance	210.00
10/14/21	2159	Christopher Dixon	Work boots	225.00
10/14/21	2160	Christian Schmidt	Certificate renewal	150.00
10/14/21	2161	Cintas Corporation	First aid/CPR/AED/BBP training	3,223.70
10/14/21	2162	Cintas Corporation	Laundry service	818.94
10/14/21	2163	Clark Pest Control	Plant service	279.00
10/14/21	2164	Community Printers	Fall/Winter newsletter printing	1,461.40
10/14/21	2165	Datco Services	Quarterly service fees	146.25
10/14/21	2166	Exceedio	Annual renewal of Office 365 Defender and Azure Active Directory Premium P2	4,180.00
10/14/21	2167	Fastenal Company	Operating and safety supplies	1,685.89
10/14/21	2168	Global Equipment Company	Forkliftable Cylinder Storage Caddy for 6 cylinders	811.39
10/14/21	2169	Grainger	Space heater for staff room at the new digester and operating supplies	1,670.01
10/14/21	2170	Greg D'Ambrosio	Dental	135.00
10/14/21	2171	Hayashi & Wayland Acctg & Consulting	Bank reconciliation oversight	375.00
10/14/21	2172	ICON Cloud Solutions	Telephone service	591.28
10/14/21	2173	Kennedy/Jenks Consultants	Bid assistance for the Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	5,465.00
10/14/21	2174	Kevin Young	CWEA annual membership	192.00
10/14/21	2175	Leak Detection Specialist	Investigating the water leak at the Plant's Cal-Am meter	350.00
10/14/21	2176	Liberty Composting	Sludge hauling	6,374.28
10/14/21	2177	Mark & Susan Stillwell	Refund of five years of user fees for closed restaurants and hotel living quarters	34,879.63

Carmel Area Wastewater District
Disbursements
Oct-21

Date	Check	Vendor	Description	Amount
10/14/21	2178	McMaster-Carr	Operating supplies	65.21
10/14/21	2179	Monterey Bay Diving	SCBA tank refills	199.80
10/14/21	2180	Monterey County Health Dept.	New state surcharge for health permits	35.00
10/14/21	2181	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding Project #19-21	2,281.50
10/14/21	2182	Peninsula Welding & Medical Supply	Non-liquid cylinders rent and compressed nitrogen	218.90
10/14/21	2183	Pacific Gas & Electric	Monthly service	14,330.43
10/14/21	2184	Pradyumna and Ying Amatya	Refund of user fee for house still under construction	877.56
10/14/21	2185	P S O M A S	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	34,552.50
10/14/21	2186	Quill LLC	Admin office supplies	235.82
10/14/21	2187	Sigma-Aldrich, Inc.	Lab supplies	138.81
10/14/21	2188	Smitty's Janitorial	Monthly service	1,110.00
10/14/21	2189	SRT Consultants	Carmel Meadows Gravity Sewer Project #19-03 final design (CAPITAL)	6,709.52
10/14/21	2190	Streamline	Website maintenance	400.00
10/14/21	2191	Town & Country Gardening	August and September gardening and landscaping	1,300.00
10/14/21	2192	Toyota Material Handling	Onsite driver training	2,295.00
10/14/21	2193	Univar Solutions USA Inc.	Sodium hypochlorite	3,926.19
10/14/21	2194	Weco Industries LLC	Warthog nozzle swivel assembly and fins	2,235.77
10/14/21	2195	Wellington Law Offices	District legal services	4,347.00
10/20/21	2196	Applied Marine Sciences	CCLEAN expenses	49,303.70
10/20/21	2197	AT&T Mobility	Cell and mobile device service	671.02
10/20/21	2198	Biobot Analytics	Influent sample testing	1,400.00
10/20/21	2199	Boot Barn	Employee work boots	223.95
10/20/21	2200	BTJ Enterprises	Newsletter postage deposit and mailing	3,029.42
10/20/21	2201	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	739.70
10/20/21	2202	Comcast	Admin internet	233.29
10/20/21	2203	Comcast	Pump station internet	537.35
10/20/21	2204	Culligan Water	Lab supplies	25.00
10/20/21	2205	Currie Engineers	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	17,059.20
10/20/21	2206	Edges Electrical	Electrical supplies	5,548.78
10/20/21	2207	Edward Waggoner	Dental	198.00
10/20/21	2208	EMC Planning Group	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	809.31
10/20/21	2209	FedEx	Shipping of lab samples	39.02
10/20/21	2210	Frisch Engineering	SCADA and PLC engineering	12,585.00
10/20/21	2211	Grainger	Wall variable heat control knobs	948.26
10/20/21	2212	Karla Cristi	Dental	564.00
10/20/21	2213	MNS Engineers	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	2,062.50
10/20/21	2214	Monterey Bay Analytical Services	Sample analysis	315.00
10/20/21	2215	Monterey County Tax Collector	Annual CSA #50 and MPWMD water supply fees	362.98
10/20/21	2216	Patelco Credit Union	Health savings accounts contributions	5,714.65
10/20/21	2217	Pacific Gas & Electric	Monthly service	21,684.52
10/20/21	2218	Public Agency Coalition Enterprise	Health insurance premium	33,068.22
10/20/21	2219	Quill LLC	Office supplies	326.21

Carmel Area Wastewater District
Disbursements
Oct-21

Date	Check	Vendor	Description	Amount
10/20/21	2220	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	31,015.94
10/20/21	2221	SRT Consultants	Replace check 1962 from July-lost in mail	24,637.29
10/20/21	2222	WorkSmart Automation	Migration of reports to Ignition system	308.13
10/28/21	2223	Good Time Catering	Annual District BBQ	1,986.05
				697,676.84

Carmel Area Wastewater District
Disbursements
Nov-21

Date	Check	Vendor	Description	Amount
11/01/21	2224	Amazon Capital Services	CCTV van awning and a UPS battery	482.18
11/01/21	2225	American Fidelity Assurance Company	Flex accounts	111.53
11/01/21	2226	American Fidelity Assurance	Employee insurance premiums	586.16
11/01/21	2227	American Lock & Key	Pump station keys	53.81
11/01/21	2228	American Legal Publishing Corporation	Codification of District ordinances for the website	2,640.00
11/01/21	2229	AT&T Mobility	Cell and mobile device service	61.47
11/01/21	2230	AT&T CALNET 3	Admin and Plant alarms	76.18
11/01/21	2231	AT&T	Plant fiber router and IP card	727.88
11/01/21	2232	Barbara Buikema	Vision copay and Special District Association dinner meeting	120.00
11/01/21	2233	CAL FIRE	Easement clearings in March, May and June	2,267.80
11/01/21	2234	Carmel Print & Copy	Business envelopes	679.91
11/01/21	2235	Cent. Coast Reg. Water Quality Control	CRFREE Mitigation Pipeline Undergrounding project #19-21 permit fee	2,722.00
11/01/21	2236	Christian Schmidt	Employee work boots	73.73
11/01/21	2237	Cintas Corporation	Laundry service	781.54
11/01/21	2238	Conte's Generator Service	Control board assembly	1,436.59
11/01/21	2239	Culligan Water	C&I Exchange service for lab	17.35
11/01/21	2240	Direct TV	Plant service	88.99
11/01/21	2241	DKF Solutions	Annual CalOSHA HazWoper training	7,400.00
11/01/21	2242	Equitable Financial Life Insurance	Life insurance, long-term and short-term disability premiums	2,374.88
11/01/21	2243	Evantec Corporation	Lab supplies	1,450.87
11/01/21	2244	Exceedio	Think pad docking cable	45.26
11/01/21	2245	Fastenal Company	Operating supplies	248.34
11/01/21	2246	Fast Response On-Site Testing	Respirator training, audiometry and fit testing	3,465.00
11/01/21	2247	First Alarm	Quarterly Plant alarm	407.64
11/01/21	2248	Fisher Scientific	Lab supplies	561.26
11/01/21	2249	GLS US	Shipping of lab samples	52.93
11/01/21	2250	Got.Net	Domain parking	24.20
11/01/21	2251	Grainger	Operating supplies	15.59
11/01/21	2252	GraniteRock Construction	Progress payment #3 for the Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	218,779.68
11/01/21	2253	Granite Rock Company	Utility trench sand	132.94
11/01/21	2254	Hach Company	Lab supplies	119.24
11/01/21	2255	Image Source	Quarterly Plant copier billing	82.24
11/01/21	2256	Johnson Electronics	Security cameras and front gate access controller for the Plant	22,625.00
11/01/21	2257	M3 Environmental Consulting LLC	Asbestos walk-through for the Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	950.00
11/01/21	2258	MNS Engineers	Scenic Rd Pipe Bursting Project #20-08 (CAPITAL)	10,329.00
11/01/21	2259	Monterey Tire Service	Tires for the Ford F250 Super Duty and trailer	1,420.41
11/01/21	2260	Patelco Credit Union	Health savings accounts contributions	5,714.65
11/01/21	2261	Peninsula Welding & Medical Supply	Operating supplies	36.95
11/01/21	2262	Pacific Gas & Electric	September co-gen	414.07
11/01/21	2263	P S O M A S	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	27,641.81
11/01/21	2264	Public Agency Coalition Enterprise	Health insurance premium	33,068.22
11/01/21	2265	Quill LLC	Office supplies	244.00
11/01/21	2266	Rincon Consultants	Upper Rancho Canada Pipe Relocation Project #19-13 (CAPITAL)	55,841.31

Carmel Area Wastewater District
Disbursements
Nov-21

Date	Check	Vendor	Description	Amount
11/01/21	2267	Sage Software	Annual renewal of the general ledger accounting software	2,185.00
11/01/21	2268	Scarborough Lumber & Building	Operating supplies	165.95
11/01/21	2269	Sierra Safety Training Inc.	Confined Space Refresher for the Plant	3,295.00
11/01/21	2270	Telstar Instruments	Calibrate the Deox Dechlor Unit	3,768.85
11/01/21	2271	Univar Solutions USA Inc.	Sodium bisulfate	7,102.07
11/01/21	2272	Vision Service Plan	Vision insurance premium	617.40
11/01/21	2273	Weco Industries LLC	Adjusting rings for the manholes	1,600.09
11/08/21	2274	Kemira Water Solutions	PIX-311 bulk, ferric chloride	10,348.25
11/17/21	2275	Alan R. Porter	User fee refund	495.42
11/17/21	2276	Alliant Insurance Services	Addition to equipment floater for new trailer	127.00
11/17/21	2277	Amazon Capital Services	Operating supplies	159.00
11/17/21	2278	American Fidelity Assurance Company	Flex accounts	111.53
11/17/21	2279	AT&T Mobility	Cell and mobile device service	671.02
11/17/21	2280	AT&T CALNET 3	Plant fiber line	604.24
11/17/21	2281	AutomationDirect, Inc.	Cable safety switches	1,829.06
11/17/21	2282	Bay Power-Modesto	MCC buckets with door and 480VAC 30amp breakers	2,685.77
11/17/21	2283	Biobot Analytics	Influent sample testing	1,750.00
11/17/21	2284	Boot Barn	Employee work boots	225.00
11/17/21	2285	Bryan Mailey Electric	Install generator plug at pump station, electrical updates to digester training room and repair at blower B211	7,856.32
11/17/21	2286	Cal-Am Water	Monthly service	1,108.77
11/17/21	2287	Carmel Marina Corporation	Plant rolloffs and admin garbage	2,339.77
11/17/21	2288	CAWD\PBSCD Reclamation Project	Reimbursement for tertiary lab PG&E	511.58
11/17/21	2289	CDCI	Annual outfall inspection and lagoon crossing inspection	13,650.00
11/17/21	2290	Central Coast VNA and Hospice	Flu shot clinic	1,055.00
11/17/21	2291	Cintas Corporation	Laundry service	766.76
11/17/21	2292	Comcast	Pump station internet	537.35
11/17/21	2293	Currie Engineers	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL)	25,348.50
11/17/21	2294	CWEA	Employee annual membership	192.00
11/17/21	2295	DKF Solutions	Fall protection training, LOTO training and update the District's OERP	4,600.00
11/17/21	2296	Edges Electrical	Electrical supplies	1,000.02
11/17/21	2297	eNPDES.com & Associates	Annual software support for the eSM2.0/ERS program	880.00
11/17/21	2298	Evantec Corporation	Lab supplies	1,845.53
11/17/21	2299	Exceedio	Server racks and switches with five year licenses	18,822.07
11/17/21	2300	Fastenal Company	Operating supplies	1,737.10
11/17/21	2301	FGL Environmental	Sample analysis	2,202.00
11/17/21	2302	Grainger	All weather grease pens	14.49
11/17/21	2303	Gregory Ange	Dental	200.00
11/17/21	2304	Green Infrastructure Design	Web GIS maps and mobile app design	3,840.00
11/17/21	2305	Hayashi & Wayland Acctg & Consulting	Bank reconciliation oversight	375.00
11/17/21	2306	ICON Cloud Solutions	Telephone service	591.28
11/17/21	2307	Idexx Laboratories	Lab supplies	1,234.83
11/17/21	2308	Image Source	Plant copier billing	129.48
11/17/21	2309	Interstate Battery System of San Jose	GC2 cart battery	710.36

Carmel Area Wastewater District
Disbursements
Nov-21

Date	Check	Vendor	Description	Amount
11/17/21	2310	Jack Doheny Companies	64 bit computer with capture card and repair camera head and tractor	10,082.08
11/17/21	2311	Jason Veile	Dental	213.00
11/17/21	2312	Johnson Marigot Consulting	CRFREE Mitigation Pipeline Undergrounding project #19-21	6,582.70
11/17/21	2313	Kennedy/Jenks Consultants	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL \$16,510.00) and CRFREE Mitigation Pipeline Undergrounding project #19-21	54,806.52
11/17/21	2314	Liberty Composting	Sludge hauling	6,032.73
11/17/21	2315	Mark Dias	Dental	362.00
11/17/21	2316	McMaster-Carr	Operating supplies	56.79
11/17/21	2317	Michael Rachel	Dental	196.00
11/17/21	2318	Mission Communications	Upgrade radios at manholes and influent, IT-8502 floats	1,854.82
11/17/21	2319	Monterey Regional Waste Mgmt. Dist.	Hazardous waste disposal	171.00
11/17/21	2320	Monterey Auto Supply	Batteries, oil, brake pads and hydraulic fluid	849.00
11/17/21	2321	Murphy Austin Adams Schoenfeld LLP	Legal services-Monterey County option agreement-CRFREE Mitigation Pipeline Undergrounding project #19-21	952.00
11/17/21	2322	Pacific Gas & Electric	Monthly service	35,850.48
11/17/21	2323	Pure Water	Plant and office water	115.75
11/17/21	2324	Quill LLC	Office supplies	112.69
11/17/21	2325	Raymond DeOcampo	Dental	110.00
11/17/21	2326	Rebuild-It Services Group	Skimmer side wiper, clamps and wear block	852.79
11/17/21	2327	Smitty's Janitorial	Monthly service	1,110.00
11/17/21	2328	Streamline	Website maintenance	400.00
11/17/21	2329	Thermo Fisher Scientific	Pump assembly	866.16
11/17/21	2330	Toro Petroleum	Diesel fuel	264.85
11/17/21	2331	Town & Country Gardening	Monthly service	650.00
11/17/21	2332	Trevor Weidner-Holland'	Dental	214.00
11/17/21	2333	Univar Solutions USA Inc.	Sodium hypochlorite and bisulfate	15,495.74
11/17/21	2334	The UPS Store	Shipping costs for lost package. Reimbursement check received	210.36
11/17/21	2335	USA Blue Book	Honda pumps power cords	349.79
11/17/21	2336	Wellington Law Offices	District legal services	6,571.00
11/19/21	2337	My Pro Dry of the Central Coast	Cleaning tile floors at the admin building	1,186.00
11/24/21	2338	Ann Muraski	Replace check 2149 from October-lost in mail	6,625.00
11/24/21	2339	Clark Bros., Inc.	Elec/Mech Rehab and Holding Tank Project #18-01 (CAPITAL) Progress payment #1 Mobilization and demo old digester	468,000.00
11/24/21	2340	Comcast	Admin internet	233.29
11/24/21	2341	Domine Barringer	Vision copay	10.00
11/24/21	2342	Monterey Auto Supply	Batteries, oil, and hydraulic fluid	760.57
				<u>1,157,808.58</u>

CAWD/PBCSD Reclamation Project
Disbursements
Oct-21

Date	Check	Vendor	Description	Amount
10/01/21	392	Brenntag Pacific	Potassium hydroxide	24,721.05
10/01/21	393	Bryan Mailey Electric	Install GFI receptacle and muffle furnace	210.00
10/01/21	394	Cal-Am Water	Hydrant Meter K monthly service	2,573.69
10/01/21	395	Carmel Area Wastewater District	O&M reimbursement	78,118.88
10/01/21	396	CH Bull Company	Cases of floodsax	2,149.53
10/01/21	397	Fisher Scientific	Muffle furnace for lab	4,143.57
10/01/21	398	Hach Company	Instrument calibrations	3,568.50
10/01/21	399	Muniquip, LLC	Diaphragm repair kit for sulfuric acid metering pumps	1,587.65
10/01/21	400	Pebble Beach Company	Reimburse for COP interest expense	64.12
10/01/21	401	Pacific Gas & Electric	Tertiary and MF/RO invoices	45,111.60
10/01/21	402	Professional Water Technologies	Spectraguard360-275G	5,253.89
10/01/21	403	Toyota Material Handling	Mobile fleet service and oil change	179.00
10/01/21	404	Trussell Technologies	MF/RO Ops Support project NPDES permit renewal	1,740.00
10/14/21	405	Applied Industrial Technologies	Radial ball bearings	65.47
10/14/21	406	Brenntag Pacific	Ammonium hydroxide	3,739.71
10/14/21	407	Monterey Peninsula Water Management District	Final principal and interest payment	507,625.00
10/14/21	408	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	266,412.41
10/14/21	409	Pebble Beach Community Services District	O&M reimbursement	19,241.25
10/14/21	410	Sigma-Aldrich, Inc.	Lab supplies	138.80
10/20/21	411	ATS	Four 3,600lb totes of PHOS 58	22,765.64
10/20/21	412	Brenntag Pacific	Ammonium hydroxide	3,762.13
10/20/21	413	Cal-Am Water	Hydrant Meter K monthly service	2,573.69
10/20/21	414	Carmel Area Wastewater District	O&M reimbursement	53,579.42
10/20/21	415	Kaeser Compressors	Oil separator kits for tertiary compressor	417.42
10/20/21	416	Pacific Gas & Electric	MF/RO bill	19,544.63
10/20/21	417	WorkSmart Automation	Migration of reports to Ignition	308.12
				1,069,595.17

CAWD/PBCSD Reclamation Project
Disbursements
Nov-21

Date	Check	Vendor	Description	Amount
11/01/21	418	ATS	Four 3,600lb totes of PHOS 58	22,515.64
11/01/21	419	Evantec Corporation	Lab supplies	1,062.87
11/01/21	420	Fisher Scientific	Lab supplies	561.24
11/01/21	421	Grainger	Shrink clamps	24.35
11/01/21	422	Hach Company	Lab supplies and instrument calibration	1,707.67
11/01/21	423	MANCO	Electrical supplies	896.31
11/01/21	424	Pebble Beach Company	Reimburse for COP interest expense	110.41
11/01/21	425	Professional Water Technologies	Opticlean-S-45 cleaning chemical	4,029.29
11/17/21	426	Brenntag Pacific	Ammonium hydroxide	3,859.29
11/17/21	427	Cal-Am Water	Hydrant Meter K monthly service	2,339.96
11/17/21	428	Carmel Area Wastewater District	Reimburse for Plant O&M and sodium bisulfate and hypochlorite	97,396.21
11/17/21	429	eNPDES.com & Associates	Annual support agreement for the eSMR2.0/ERS program	880.00
11/17/21	430	Environmental Water Solutions	Spare repair parts for two Reclamation pumps	15,053.09
11/17/21	431	Evantec Corporation	Lab supplies	856.99
11/17/21	432	Exceedio	Computer switches with five year licenses for the Plant server room	3,303.00
11/17/21	433	Gavilan/Salinas Crane & Rigging	Rent crane to hoist pumps	1,000.00
11/17/21	434	Harrington Industrial Plastics	Operating supplies	2,017.82
11/17/21	435	Idexx Laboratories	Lab supplies	1,234.82
11/17/21	436	Interstate All Battery Center	Four batteries for the MF PLC UPS	165.47
11/17/21	437	Kaeser Compressors	Repair of combination cooler	2,898.72
11/17/21	438	MANCO	Electrical supplies	3,377.07
11/17/21	439	Monterey Bay Analytical Services	RO panel analysis	1,332.00
11/17/21	440	Pebble Beach Company	Bond principal and interest, letter of credit fees current and past and project rep costs	266,095.47
11/17/21	441	Pacific Gas & Electric	Tertiary billing	15,233.92
11/17/21	442	Scinor Water America, LLC	160 Submerged Ultrafiltration Modules	132,700.00
11/17/21	443	Thermo Fisher Scientific	Lab supplies	866.15
11/17/21	444	Trussell Technologies	MF/RO Ops Support project NPDES permit renewal	2,452.50
11/17/21	445	Winsupply Monterey County	Mega flange kits and spools	2,041.53
				586,011.79



**Financial Statements
and
Supplementary Schedules**

October 2021

December 30, 2021

Carmel Area Wastewater District

Balance Sheet

October 2021

ASSETS		
Current Assets		
Cash		
Cash	40,275,411.43	
TOTAL Cash	40,275,411.43	
Other Current Assets		
Other Current Assets	764,419.57	
TOTAL Other Current Assets	764,419.57	
TOTAL Current Assets		41,039,831.00
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	3,008,744.30	
TOTAL Capital Improvement Projects	3,008,744.30	
Accumulated depreciation		
		(53,892,952.22)
TOTAL Fixed Assets		50,702,184.74
Other Assets		
Other Assets	1,207,206.48	
TOTAL Other Assets		1,207,206.48
TOTAL ASSETS		92,949,222.22

Carmel Area Wastewater District

Balance Sheet

October 2021

LIABILITIES

Current Liabilities		
Current Liabilities	1,244,618.93	
TOTAL Current Liabilities		1,244,618.93
Long-Term Liabilities		
Long Term Liabilities	783,872.84	
TOTAL Long-Term Liabilities		783,872.84
TOTAL LIABILITIES		2,028,491.77
	NET POSITION	
Net Assets	92,243,119.81	
Year-to-Date Earnings	(1,322,389.36)	
TOTAL NET POSITION		90,920,730.45
TOTAL LIABILITIES & NET POSITION		92,949,222.22

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	795,165.62	627,803.32	167,362.30	26.7 %
TOTAL Income	795,165.62	627,803.32	167,362.30	26.7 %
Adjustments				
Discounts	21.94	0.00	21.94	
TOTAL Adjustments	21.94	0.00	21.94	
*****	795,187.56	627,803.32	167,384.24	26.7 %
***** OPERATING INCOME	795,187.56	627,803.32	167,384.24	26.7 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,230,018.10	1,204,947.81	(25,070.29)	-2.1 %
TOTAL Salaries and Payroll Taxes	1,230,018.10	1,204,947.81	(25,070.29)	-2.1 %
Employee Benefits				
Employee Benefits	257,772.23	392,127.87	134,355.64	34.3 %
TOTAL Employee Benefits	257,772.23	392,127.87	134,355.64	34.3 %
Director's Expenses				
Director's Expenses	6,293.80	11,300.00	5,006.20	44.3 %
TOTAL Director's Expenses	6,293.80	11,300.00	5,006.20	44.3 %
Truck and Auto Expenses				
Truck and Auto Expenses	33,409.58	26,516.72	(6,892.86)	-26.0 %
TOTAL Truck and Auto Expenses	33,409.58	26,516.72	(6,892.86)	-26.0 %
General and Administrative				
General and Administrative	146,164.00	251,950.00	105,786.00	42.0 %
TOTAL General and Administrative	146,164.00	251,950.00	105,786.00	42.0 %
Office Expense				
Office Expense	16,504.57	18,624.96	2,120.39	11.4 %
TOTAL Office Expense	16,504.57	18,624.96	2,120.39	11.4 %
Operating Supplies				
Operating Supplies	149,176.10	163,464.08	14,287.98	8.7 %
TOTAL Operating Supplies	149,176.10	163,464.08	14,287.98	8.7 %
Contract Services				
Contract Services	288,603.50	463,844.22	175,240.72	37.8 %
TOTAL Contract Services	288,603.50	463,844.22	175,240.72	37.8 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	66,522.00	252,250.00	185,728.00	73.6 %
TOTAL Repairs and Maintenance	66,522.00	252,250.00	185,728.00	73.6 %
Utilities				
<i>Utilities</i>	120,397.53	153,689.32	33,291.79	21.7 %
TOTAL Utilities	120,397.53	153,689.32	33,291.79	21.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	4,977.87	18,311.64	13,333.77	72.8 %
TOTAL Travel and Meetings	4,977.87	18,311.64	13,333.77	72.8 %
Permits and Fees				
<i>Permits and Fees</i>	7,867.00	16,700.00	8,833.00	52.9 %
TOTAL Permits and Fees	7,867.00	16,700.00	8,833.00	52.9 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	2,319.18	4,663.32	2,344.14	50.3 %
TOTAL Memberships and Subscriptions	2,319.18	4,663.32	2,344.14	50.3 %
Safety				
<i>Safety</i>	35,686.59	16,536.72	(19,149.87)	-115.8 %
TOTAL Safety	35,686.59	16,536.72	(19,149.87)	-115.8 %
Other Expenses				
<i>Other Expense</i>	11,385.82	13,500.04	2,114.22	15.7 %
TOTAL Other Expenses	11,385.82	13,500.04	2,114.22	15.7 %
TOTAL Operating Expenses	2,377,097.87	3,008,426.70	631,328.83	21.0 %
***** OPERATING INCOME (LOSS)	(1,581,910.31)	(2,380,623.38)	798,713.07	33.6 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
<i>Other Income, Gain, Expense and Loss</i>	259,520.95	152,525.00	106,995.95	70.1 %
TOTAL Other Income or Gain	259,520.95	152,525.00	106,995.95	70.1 %
TOTAL Non-op Income, Expense, Gain or Loss	259,520.95	152,525.00	106,995.95	70.1 %
***** NET INCOME (LOSS)	(1,322,389.36)	(2,228,098.38)	905,709.02	40.6 %
***** NET INCOME (LOSS)	(1,322,389.36)	(2,228,098.38)	905,709.02	40.6 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	176,288.79	181,792.75	5,503.96	3.0 %
TOTAL Salaries and Payroll Taxes	176,288.79	181,792.75	5,503.96	3.0 %
Employee Benefits				
<i>Employee Benefits</i>	47,320.27	70,930.64	23,610.37	33.3 %
TOTAL Employee Benefits	47,320.27	70,930.64	23,610.37	33.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,002.87	2,776.68	1,773.81	63.9 %
TOTAL Truck and Auto Expenses	1,002.87	2,776.68	1,773.81	63.9 %
General and Administrative				
<i>General and Administrative</i>	11,912.37	9,833.32	(2,079.05)	-21.1 %
TOTAL General and Administrative	11,912.37	9,833.32	(2,079.05)	-21.1 %
Office Expense				
<i>Office Expense</i>	1,656.17	750.00	(906.17)	-120.8 %
TOTAL Office Expense	1,656.17	750.00	(906.17)	-120.8 %
Operating Supplies				
<i>Operating Supplies</i>	30,409.17	19,100.08	(11,309.09)	-59.2 %
TOTAL Operating Supplies	30,409.17	19,100.08	(11,309.09)	-59.2 %
Contract Services				
<i>Contract Services</i>	91,628.06	176,333.36	84,705.30	48.0 %
TOTAL Contract Services	91,628.06	176,333.36	84,705.30	48.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	37,237.05	75,666.64	38,429.59	50.8 %
TOTAL Repairs and Maintenance	37,237.05	75,666.64	38,429.59	50.8 %
Utilities				
<i>Utilities</i>	1,543.47	1,566.68	23.21	1.5 %
TOTAL Utilities	1,543.47	1,566.68	23.21	1.5 %
Travel and Meetings				
<i>Travel and Meetings</i>	751.94	2,133.32	1,381.38	64.8 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	751.94	2,133.32	1,381.38	64.8 %
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>	101.00	800.00	699.00	87.4 %
TOTAL Memberships and Subscriptions	101.00	800.00	699.00	87.4 %
Safety				
<i>Safety</i>	26,493.93	10,400.04	(16,093.89)	-154.7 %
TOTAL Safety	26,493.93	10,400.04	(16,093.89)	-154.7 %
TOTAL Operating Expenses	430,876.09	555,583.51	124,707.42	22.4 %
***** OPERATING INCOME (LOSS)	(430,876.09)	(555,583.51)	124,707.42	22.4 %
***** NET INCOME (LOSS)	(430,876.09)	(555,583.51)	124,707.42	22.4 %
***** NET INCOME (LOSS)	(430,876.09)	(555,583.51)	124,707.42	22.4 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	230,163.33	209,873.43	(20,289.90)	-9.7 %
TOTAL Salaries and Payroll Taxes	230,163.33	209,873.43	(20,289.90)	-9.7 %
Employee Benefits				
<i>Employee Benefits</i>	66,423.97	81,989.07	15,565.10	19.0 %
TOTAL Employee Benefits	66,423.97	81,989.07	15,565.10	19.0 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	30,450.54	20,483.36	(9,967.18)	-48.7 %
TOTAL Truck and Auto Expenses	30,450.54	20,483.36	(9,967.18)	-48.7 %
General and Administrative				
<i>General and Administrative</i>	20,650.00	35,416.68	14,766.68	41.7 %
TOTAL General and Administrative	20,650.00	35,416.68	14,766.68	41.7 %
Office Expense				
<i>Office Expense</i>	6,102.78	3,133.32	(2,969.46)	-94.8 %
TOTAL Office Expense	6,102.78	3,133.32	(2,969.46)	-94.8 %
Operating Supplies				
<i>Operating Supplies</i>	13,489.04	13,066.64	(422.40)	-3.2 %
TOTAL Operating Supplies	13,489.04	13,066.64	(422.40)	-3.2 %
Contract Services				
<i>Contract Services</i>	48,221.83	56,875.00	8,653.17	15.2 %
TOTAL Contract Services	48,221.83	56,875.00	8,653.17	15.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	17,751.36	147,833.36	130,082.00	88.0 %
TOTAL Repairs and Maintenance	17,751.36	147,833.36	130,082.00	88.0 %
Utilities				
<i>Utilities</i>	13,545.55	15,433.32	1,887.77	12.2 %
TOTAL Utilities	13,545.55	15,433.32	1,887.77	12.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,286.87	5,468.32	4,181.45	76.5 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,286.87	5,468.32	4,181.45	76.5 %
Permits and Fees				
<i>Permits and Fees</i>	3,301.00	3,200.00	(101.00)	-3.2 %
TOTAL Permits and Fees	3,301.00	3,200.00	(101.00)	-3.2 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	667.00	1,326.68	659.68	49.7 %
TOTAL Memberships and Subscriptions	667.00	1,326.68	659.68	49.7 %
Safety				
<i>Safety</i>	9,192.66	4,936.68	(4,255.98)	-86.2 %
TOTAL Safety	9,192.66	4,936.68	(4,255.98)	-86.2 %
Other Expenses				
<i>Other Expense</i>	0.00	166.68	166.68	100.0 %
TOTAL Other Expenses	0.00	166.68	166.68	100.0 %
TOTAL Operating Expenses	461,245.93	599,202.54	137,956.61	23.0 %
***** OPERATING INCOME (LOSS)	(461,245.93)	(599,202.54)	137,956.61	23.0 %
***** NET INCOME (LOSS)	(461,245.93)	(599,202.54)	137,956.61	23.0 %
***** NET INCOME (LOSS)	(461,245.93)	(599,202.54)	137,956.61	23.0 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	400,180.99	394,890.59	(5,290.40)	-1.3 %
TOTAL Salaries and Payroll Taxes	400,180.99	394,890.59	(5,290.40)	-1.3 %
Employee Benefits				
<i>Employee Benefits</i>	92,441.79	176,372.58	83,930.79	47.6 %
TOTAL Employee Benefits	92,441.79	176,372.58	83,930.79	47.6 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,530.52	1,600.00	69.48	4.3 %
TOTAL Truck and Auto Expenses	1,530.52	1,600.00	69.48	4.3 %
General and Administrative				
<i>General and Administrative</i>	71,949.36	177,666.68	105,717.32	59.5 %
TOTAL General and Administrative	71,949.36	177,666.68	105,717.32	59.5 %
Office Expense				
<i>Office Expense</i>	1,633.67	8,766.64	7,132.97	81.4 %
TOTAL Office Expense	1,633.67	8,766.64	7,132.97	81.4 %
Operating Supplies				
<i>Operating Supplies</i>	104,416.09	125,797.36	21,381.27	17.0 %
TOTAL Operating Supplies	104,416.09	125,797.36	21,381.27	17.0 %
Contract Services				
<i>Contract Services</i>	123,695.31	189,466.64	65,771.33	34.7 %
TOTAL Contract Services	123,695.31	189,466.64	65,771.33	34.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	8,843.05	23,816.64	14,973.59	62.9 %
TOTAL Repairs and Maintenance	8,843.05	23,816.64	14,973.59	62.9 %
Utilities				
<i>Utilities</i>	98,184.41	128,999.96	30,815.55	23.9 %
TOTAL Utilities	98,184.41	128,999.96	30,815.55	23.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,138.57	5,143.32	4,004.75	77.9 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,138.57	5,143.32	4,004.75	77.9 %
Permits and Fees				
<i>Permits and Fees</i>	35.00	10,000.00	9,965.00	99.7 %
TOTAL Permits and Fees	35.00	10,000.00	9,965.00	99.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	1,162.13	1,936.64	774.51	40.0 %
TOTAL Memberships and Subscriptions	1,162.13	1,936.64	774.51	40.0 %
Other Expenses				
<i>Other Expense</i>	0.00	666.68	666.68	100.0 %
TOTAL Other Expenses	0.00	666.68	666.68	100.0 %
TOTAL Operating Expenses	905,210.89	1,245,123.73	339,912.84	27.3 %
***** OPERATING INCOME (LOSS)	(905,210.89)	(1,245,123.73)	339,912.84	27.3 %
***** NET INCOME (LOSS)	(905,210.89)	(1,245,123.73)	339,912.84	27.3 %
***** NET INCOME (LOSS)	(905,210.89)	(1,245,123.73)	339,912.84	27.3 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	223,306.07	211,147.97	(12,158.10)	-5.8 %
TOTAL Salaries and Payroll Taxes	223,306.07	211,147.97	(12,158.10)	-5.8 %
Employee Benefits				
<i>Employee Benefits</i>	51,586.20	62,835.58	11,249.38	17.9 %
TOTAL Employee Benefits	51,586.20	62,835.58	11,249.38	17.9 %
Director's Expenses				
<i>Director's Expenses</i>	6,293.80	11,300.00	5,006.20	44.3 %
TOTAL Director's Expenses	6,293.80	11,300.00	5,006.20	44.3 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	425.65	1,656.68	1,231.03	74.3 %
TOTAL Truck and Auto Expenses	425.65	1,656.68	1,231.03	74.3 %
General and Administrative				
<i>General and Administrative</i>	19,702.57	29,033.32	9,330.75	32.1 %
TOTAL General and Administrative	19,702.57	29,033.32	9,330.75	32.1 %
Office Expense				
<i>Office Expense</i>	7,111.95	5,966.68	(1,145.27)	-19.2 %
TOTAL Office Expense	7,111.95	5,966.68	(1,145.27)	-19.2 %
Operating Supplies				
<i>Operating Supplies</i>	306.86	600.00	293.14	48.9 %
TOTAL Operating Supplies	306.86	600.00	293.14	48.9 %
Contract Services				
<i>Contract Services</i>	24,607.93	41,169.22	16,561.29	40.2 %
TOTAL Contract Services	24,607.93	41,169.22	16,561.29	40.2 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	732.12	1,666.68	934.56	56.1 %
TOTAL Repairs and Maintenance	732.12	1,666.68	934.56	56.1 %
Utilities				
<i>Utilities</i>	7,080.44	7,689.36	608.92	7.9 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	7,080.44	7,689.36	608.92	7.9 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,800.49	5,566.68	3,766.19	67.7 %
TOTAL Travel and Meetings	1,800.49	5,566.68	3,766.19	67.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	389.05	600.00	210.95	35.2 %
TOTAL Memberships and Subscriptions	389.05	600.00	210.95	35.2 %
Safety				
<i>Safety</i>	0.00	700.00	700.00	100.0 %
TOTAL Safety	0.00	700.00	700.00	100.0 %
Other Expenses				
<i>Other Expense</i>	11,385.82	12,666.68	1,280.86	10.1 %
TOTAL Other Expenses	11,385.82	12,666.68	1,280.86	10.1 %
TOTAL Operating Expenses	354,728.95	392,598.85	37,869.90	9.6 %
***** OPERATING INCOME (LOSS)	(354,728.95)	(392,598.85)	37,869.90	9.6 %
***** NET INCOME (LOSS)	(354,728.95)	(392,598.85)	37,869.90	9.6 %
***** NET INCOME (LOSS)	(354,728.95)	(392,598.85)	37,869.90	9.6 %

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

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	198,957.10	206,345.75	7,388.65	3.6 %
TOTAL Salaries and Payroll Taxes	198,957.10	206,345.75	7,388.65	3.6 %
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	2,833.32	2,278.38	80.4 %
TOTAL Operating Supplies	554.94	2,833.32	2,278.38	80.4 %
Contract Services				
<i>Contract Services</i>	450.37	0.00	(450.37)	
TOTAL Contract Services	450.37	0.00	(450.37)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	298.11	1,433.32	1,135.21	79.2 %
TOTAL Repairs and Maintenance	298.11	1,433.32	1,135.21	79.2 %
Utilities				
<i>Utilities</i>	43.66	0.00	(43.66)	
TOTAL Utilities	43.66	0.00	(43.66)	
Safety				
<i>Safety</i>	0.00	500.00	500.00	100.0 %
TOTAL Safety	0.00	500.00	500.00	100.0 %
TOTAL Operating Expenses	222,253.88	211,112.39	(11,141.49)	-5.3 %
***** OPERATING INCOME (LOSS)	(222,253.88)	(211,112.39)	(11,141.49)	-5.3 %
***** NET INCOME (LOSS)	(222,253.88)	(211,112.39)	(11,141.49)	-5.3 %

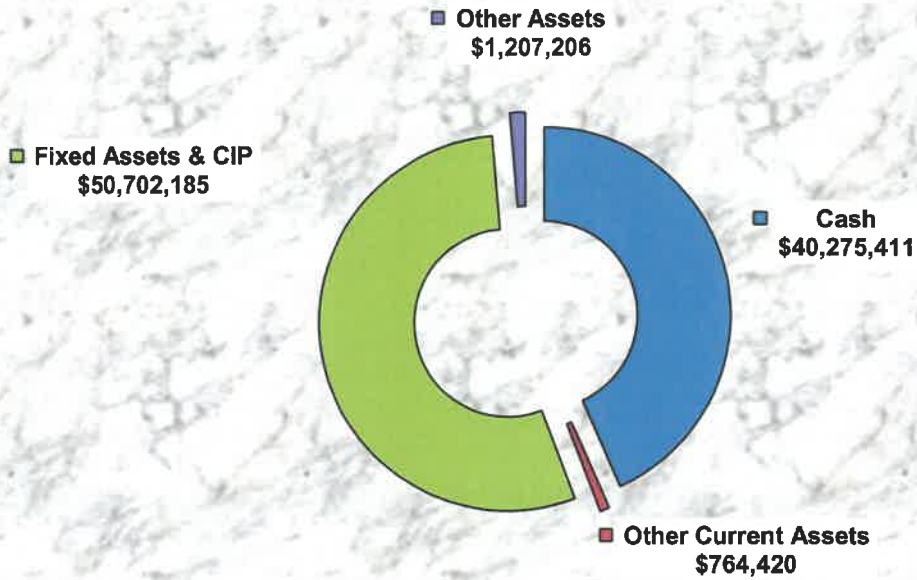
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
Year-to-Date Variance, October 2021 - current month, Consolidated by
account, Department 9

	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,711.20	1,666.68	44.52	2.7 %
TOTAL Income	<u>1,711.20</u>	<u>1,666.68</u>	<u>44.52</u>	<u>2.7 %</u>
*****	<u>1,711.20</u>	<u>1,666.68</u>	<u>44.52</u>	<u>2.7 %</u>
***** OPERATING INCOME	<u>1,711.20</u>	<u>1,666.68</u>	<u>44.52</u>	<u>2.7 %</u>
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	695.77	359.00	(336.77)	-93.8 %
TOTAL Salaries and Payroll Taxes	<u>695.77</u>	<u>359.00</u>	<u>(336.77)</u>	<u>-93.8 %</u>
Operating Supplies				
Operating Supplies	0.00	1,666.68	1,666.68	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>1,666.68</u>	<u>1,666.68</u>	<u>100.0 %</u>
Repairs and Maintenance				
Repairs and Maintenance	840.00	1,000.00	160.00	16.0 %
TOTAL Repairs and Maintenance	<u>840.00</u>	<u>1,000.00</u>	<u>160.00</u>	<u>16.0 %</u>
TOTAL Operating Expenses	<u>1,535.77</u>	<u>3,025.68</u>	<u>1,489.91</u>	<u>49.2 %</u>
***** OPERATING INCOME (LOSS)	<u>175.43</u>	<u>(1,359.00)</u>	<u>1,534.43</u>	<u>112.9 %</u>
***** NET INCOME (LOSS)	<u>175.43</u>	<u>(1,359.00)</u>	<u>1,534.43</u>	<u>112.9 %</u>
***** NET INCOME (LOSS)	<u>175.43</u>	<u>(1,359.00)</u>	<u>1,534.43</u>	<u>112.9 %</u>

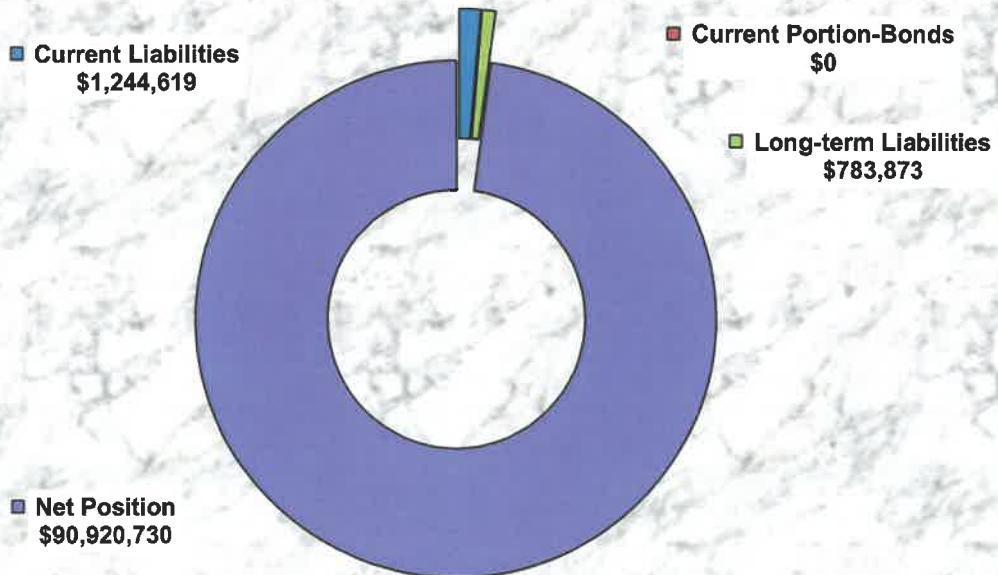
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, October 2021 - current month, Consolidated by
account, Department 10

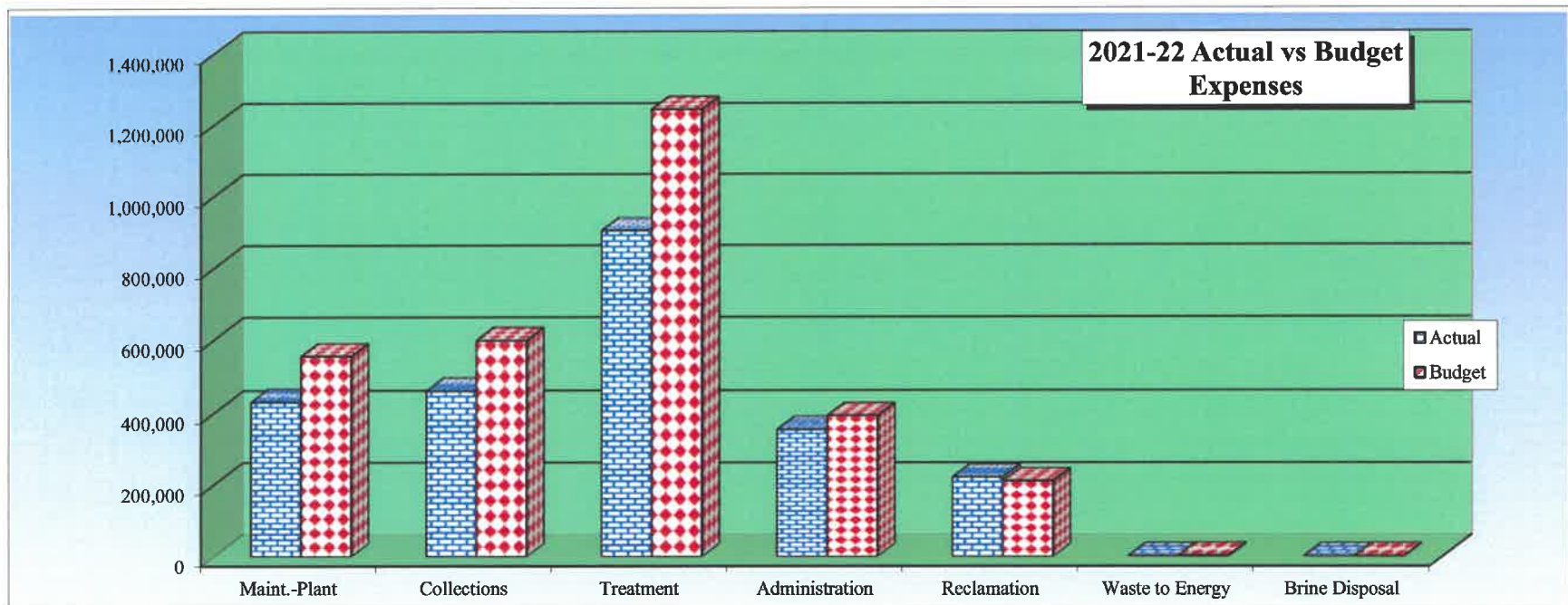
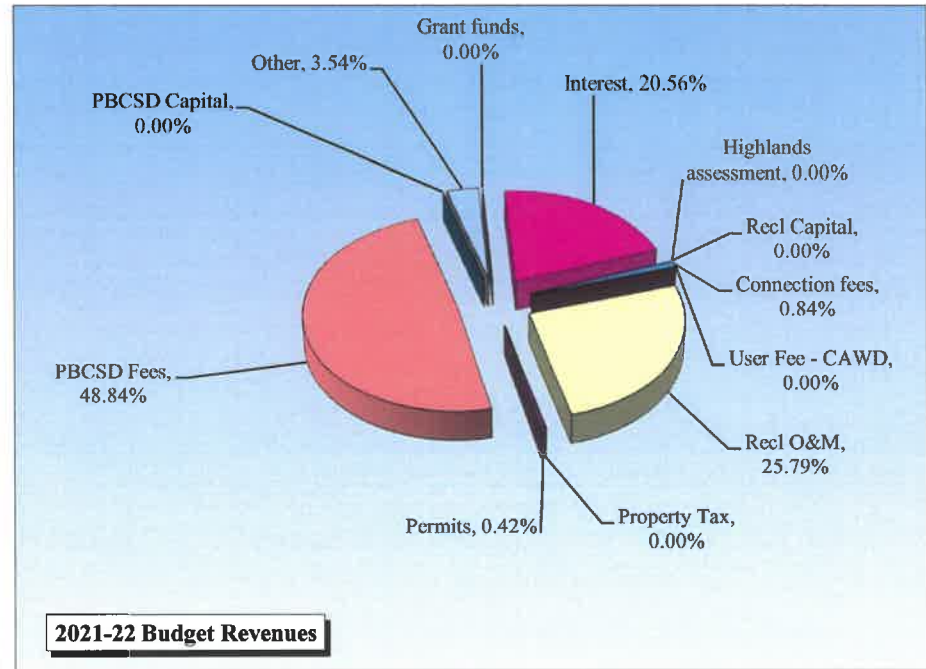
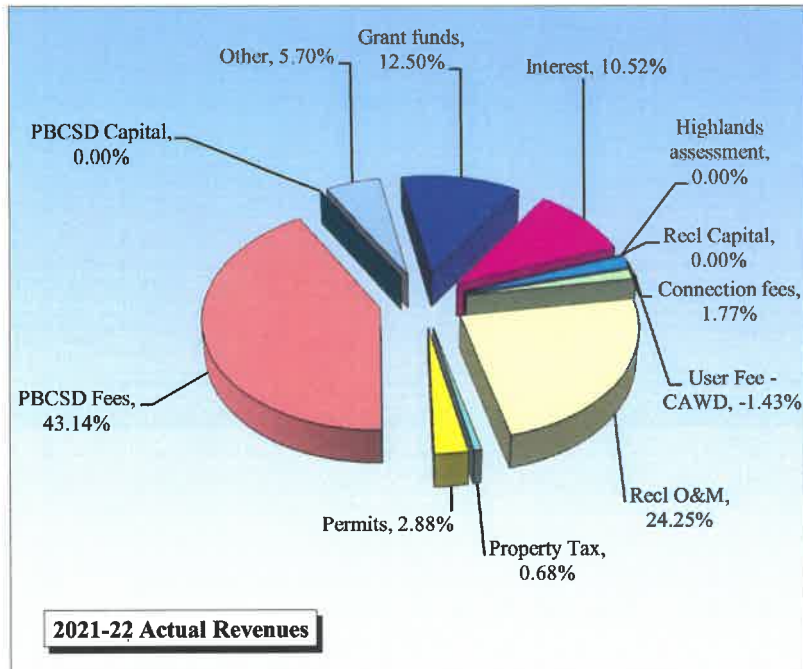
	<i>4 Months Ended October 31, 2021</i>	<i>4 Months Ended October 31, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	39,572.43	26,333.32	13,239.11	50.3 %
TOTAL Income	39,572.43	26,333.32	13,239.11	50.3 %
*****	39,572.43	26,333.32	13,239.11	50.3 %
***** OPERATING INCOME	39,572.43	26,333.32	13,239.11	50.3 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	426.05	538.32	112.27	20.9 %
TOTAL Salaries and Payroll Taxes	426.05	538.32	112.27	20.9 %
Office Expense				
Office Expense	0.00	8.32	8.32	100.0 %
TOTAL Office Expense	0.00	8.32	8.32	100.0 %
Operating Supplies				
Operating Supplies	0.00	400.00	400.00	100.0 %
TOTAL Operating Supplies	0.00	400.00	400.00	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	820.31	833.36	13.05	1.6 %
TOTAL Repairs and Maintenance	820.31	833.36	13.05	1.6 %
TOTAL Operating Expenses	1,246.36	1,780.00	533.64	30.0 %
***** OPERATING INCOME (LOSS)	38,326.07	24,553.32	13,772.75	56.1 %
***** NET INCOME (LOSS)	38,326.07	24,553.32	13,772.75	56.1 %
***** NET INCOME (LOSS)	38,326.07	24,553.32	13,772.75	56.1 %

Assets - October 31, 2021

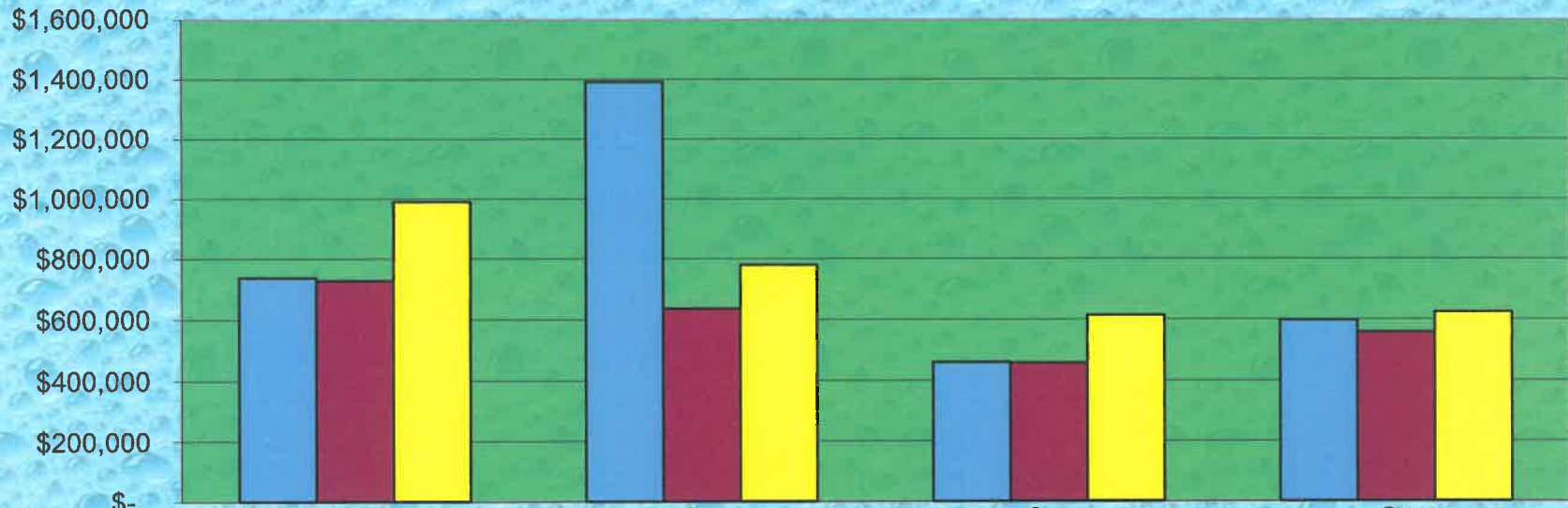


Liabilities - October 31, 2021





Operating Expenses



	July	Aug	Sept	Oct
■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145
■ FY 21-22	\$726,464	\$636,022	\$457,080	\$557,531
■ CY Budget	\$990,490	\$779,712	\$614,378	\$623,848

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

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

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

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	364,551	0	32,950	397,501	150,000	21.97%
Upper Rancho Canada Pipe Relocation	188,587	323,555	687,942	876,529	1,760,000	39.09%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	80,276	10,329	19,163	99,439	1,200,000	1.60%
Bay/Scenic Pump Station Rehab	6,727	0	16,161	22,887	250,000	6.46%
<u>Treatment</u>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<i>Total CIP Projects 21-22</i>	640,321	333,884	756,215	1,396,536	3,360,000	22.51%

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

	BEG BAL	OCT	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>LONG TERM CIP PROJECTS</u>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	55,115	0	0	55,115	150,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	896,671	528,677	597,533	1,494,205	5,000,000	11.95%
WWTP Perimeter Tree Planting	2,897	0	2,123	5,020	60,000	3.54%
Critical Process Flood Adaptations (RECL 30%)	21,788	0	0	21,788	50,000	NA
Aeration Basin Improvements	9,030	0	8,302	17,332	0	NA
Ops Building Basement Bathroom	8,245	0	10,505	18,749	0	NA
RECL share	(39,135)	(21,147)	(23,902)	(63,037)	(200,000)	11.95%
PBCSD share (1/3 of cost)	(318,204)	(169,177)	(198,187)	(516,390)	(1,686,667)	11.75%
<i>Total Long Term CIP Projects 21-22</i>	636,407	338,353	396,373	1,032,780	3,373,333	11.75%
Total Capital (net of RECL and PBCSD)	1,276,728	672,238	1,152,589	2,429,317	6,733,333	17.12%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

General and Administrative	-21.10%	Timing of engineering, legal unbudgeted (Vaccination policy).
Office Expense	-120.80%	Office supplies underbudgeted.
Operating Supplies	-59.20%	General supplies underbudgeted.
Permits and Fees	-29.50%	Mo. Bay Air Resources District permits underbudgeted. Small dollar amounts.
Safety	-154.70%	Timing of safety supplies, boots, gear and training.

Collections

Salaries and Payroll Taxes	-9.70%	Slightly underbudgeted.
Truck and Auto Expenses	-48.70%	Timing of gasoline, diesel and vehicle accessories.
Office Expense	-94.80%	Timing of computers and equipment.
Safety	-86.20%	Timing of training.

Administration

Salaries and Payroll Taxes	-5.80%	Slightly underbudgeted.
Office Expense	-19.20%	District codifications unbudgeted.

Waste to Energy

Salaries and Payroll Taxes	-93.80%	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**

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



**Financial Statements
and
Supplementary Schedules**

November 2021

December 30, 2021

Carmel Area Wastewater District

Balance Sheet

November 2021

ASSETS		
Current Assets		
Cash		
Cash	39,727,116.83	
TOTAL Cash	39,727,116.83	39,727,116.83
Other Current Assets		
Other Current Assets	207,780.73	
TOTAL Other Current Assets	207,780.73	207,780.73
TOTAL Current Assets		39,934,897.56
Fixed Assets		
Land		
Land	308,059.76	
TOTAL Land	308,059.76	308,059.76
Treatment Structures		
Treatment Structures	70,358,452.24	
TOTAL Treatment Structures	70,358,452.24	70,358,452.24
Treatment Equipment		
Treatment Equipment	8,730,143.38	
TOTAL Treatment Equipment	8,730,143.38	8,730,143.38
Collection Structures		
Collection Structures	1,238,843.71	
TOTAL Collection Structures	1,238,843.71	1,238,843.71
Collection Equipment		
Collection Equipment	1,509,600.36	
TOTAL Collection Equipment	1,509,600.36	1,509,600.36
Sewers		13,293,350.40
Disposal Facilities		
Disposal Facilities	1,643,890.85	
TOTAL Disposal Facilities	1,643,890.85	1,643,890.85
Other Fixed Assets		
Other Fixed Assets	4,504,051.96	
TOTAL Other Fixed Assets	4,504,051.96	4,504,051.96
Capital Improvement Projects		
Capital Improvement Projects	3,625,320.18	
TOTAL Capital Improvement Projects	3,625,320.18	3,625,320.18
Accumulated depreciation		(53,892,952.22)
TOTAL Fixed Assets		51,318,760.62
Other Assets		
Other Assets		2,012,133.98
TOTAL Other Assets		2,012,133.98
TOTAL ASSETS		93,265,792.16

Carmel Area Wastewater District

Balance Sheet

November 2021

LIABILITIES		
Current Liabilities		
Current Liabilities	948,304.24	
TOTAL Current Liabilities	948,304.24	948,304.24
Long-Term Liabilities		
Long Term Liabilities	662,012.84	
TOTAL Long-Term Liabilities	662,012.84	662,012.84
TOTAL LIABILITIES		1,610,317.08
NET POSITION		
Net Assets	93,156,112.81	
Year-to-Date Earnings	(1,500,637.73)	
TOTAL NET POSITION		91,655,475.08
TOTAL LIABILITIES & NET POSITION		93,265,792.16

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	1,000,549.37	784,754.15	215,795.22	27.5 %
TOTAL Income	<u>1,000,549.37</u>	<u>784,754.15</u>	<u>215,795.22</u>	27.5 %
Adjustments				
Discounts	24.58	0.00	24.58	
TOTAL Adjustments	<u>24.58</u>	<u>0.00</u>	<u>24.58</u>	
*****	<u>1,000,573.95</u>	<u>784,754.15</u>	<u>215,819.80</u>	27.5 %
***** OPERATING INCOME	<u>1,000,573.95</u>	<u>784,754.15</u>	<u>215,819.80</u>	27.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	1,505,879.16	1,472,738.92	(33,140.24)	-2.3 %
TOTAL Salaries and Payroll Taxes	<u>1,505,879.16</u>	<u>1,472,738.92</u>	<u>(33,140.24)</u>	-2.3 %
Employee Benefits				
Employee Benefits	302,793.78	461,433.50	158,639.72	34.4 %
TOTAL Employee Benefits	<u>302,793.78</u>	<u>461,433.50</u>	<u>158,639.72</u>	34.4 %
Director's Expenses				
Director's Expenses	9,067.80	13,658.00	4,590.20	33.6 %
TOTAL Director's Expenses	<u>9,067.80</u>	<u>13,658.00</u>	<u>4,590.20</u>	33.6 %
Truck and Auto Expenses				
Truck and Auto Expenses	43,063.72	30,959.65	(12,104.07)	-39.1 %
TOTAL Truck and Auto Expenses	<u>43,063.72</u>	<u>30,959.65</u>	<u>(12,104.07)</u>	-39.1 %
General and Administrative				
General and Administrative	157,136.55	292,625.00	135,488.45	46.3 %
TOTAL General and Administrative	<u>157,136.55</u>	<u>292,625.00</u>	<u>135,488.45</u>	46.3 %
Office Expense				
Office Expense	19,174.74	23,206.20	4,031.46	17.4 %
TOTAL Office Expense	<u>19,174.74</u>	<u>23,206.20</u>	<u>4,031.46</u>	17.4 %
Operating Supplies				
Operating Supplies	166,356.80	204,330.10	37,973.30	18.6 %
TOTAL Operating Supplies	<u>166,356.80</u>	<u>204,330.10</u>	<u>37,973.30</u>	18.6 %
Contract Services				
Contract Services	392,175.69	596,909.60	204,733.91	34.3 %
TOTAL Contract Services	<u>392,175.69</u>	<u>596,909.60</u>	<u>204,733.91</u>	34.3 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Repairs and Maintenance				
Repairs and Maintenance	99,053.45	316,312.50	217,259.05	68.7 %
TOTAL Repairs and Maintenance	99,053.45	316,312.50	217,259.05	68.7 %
Utilities				
Utilities	146,590.16	192,111.65	45,521.49	23.7 %
TOTAL Utilities	146,590.16	192,111.65	45,521.49	23.7 %
Travel and Meetings				
Travel and Meetings	5,144.57	22,889.55	17,744.98	77.5 %
TOTAL Travel and Meetings	5,144.57	22,889.55	17,744.98	77.5 %
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	2,602.18	5,741.65	3,139.47	54.7 %
TOTAL Memberships and Subscriptions	2,602.18	5,741.65	3,139.47	54.7 %
Safety				
Safety	40,668.23	20,620.90	(20,047.33)	-97.2 %
TOTAL Safety	40,668.23	20,620.90	(20,047.33)	-97.2 %
Other Expenses				
Other Expense	11,385.82	13,875.05	2,489.23	17.9 %
TOTAL Other Expenses	11,385.82	13,875.05	2,489.23	17.9 %
TOTAL Operating Expenses	2,914,410.65	3,694,262.27	779,851.62	21.1 %
***** OPERATING INCOME (LOSS)	(1,913,836.70)	(2,909,508.12)	995,671.42	34.2 %
Non-op Income, Expense, Gain or Loss				
Other Income or Gain				
Other Income, Gain, Expense and Loss	413,198.97	152,525.00	260,673.97	170.9 %
TOTAL Other Income or Gain	413,198.97	152,525.00	260,673.97	170.9 %
TOTAL Non-op Income, Expense, Gain or Loss	413,198.97	152,525.00	260,673.97	170.9 %
***** NET INCOME (LOSS)	(1,500,637.73)	(2,756,983.12)	1,256,345.39	45.6 %
***** NET INCOME (LOSS)	(1,500,637.73)	(2,756,983.12)	1,256,345.39	45.6 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	213,014.20	222,191.14	9,176.94	4.1 %
TOTAL Salaries and Payroll Taxes	213,014.20	222,191.14	9,176.94	4.1 %
Employee Benefits				
<i>Employee Benefits</i>	55,884.41	82,648.85	26,764.44	32.4 %
TOTAL Employee Benefits	55,884.41	82,648.85	26,764.44	32.4 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	1,206.81	3,470.85	2,264.04	65.2 %
TOTAL Truck and Auto Expenses	1,206.81	3,470.85	2,264.04	65.2 %
General and Administrative				
<i>General and Administrative</i>	11,912.37	11,916.65	4.28	0.0 %
TOTAL General and Administrative	11,912.37	11,916.65	4.28	0.0 %
Office Expense				
<i>Office Expense</i>	2,969.75	937.50	(2,032.25)	-216.8 %
TOTAL Office Expense	2,969.75	937.50	(2,032.25)	-216.8 %
Operating Supplies				
<i>Operating Supplies</i>	31,678.69	23,875.10	(7,803.59)	-32.7 %
TOTAL Operating Supplies	31,678.69	23,875.10	(7,803.59)	-32.7 %
Contract Services				
<i>Contract Services</i>	123,006.86	212,491.70	89,484.84	42.1 %
TOTAL Contract Services	123,006.86	212,491.70	89,484.84	42.1 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	46,172.40	94,583.30	48,410.90	51.2 %
TOTAL Repairs and Maintenance	46,172.40	94,583.30	48,410.90	51.2 %
Utilities				
<i>Utilities</i>	1,903.99	1,958.35	54.36	2.8 %
TOTAL Utilities	1,903.99	1,958.35	54.36	2.8 %
Travel and Meetings				
<i>Travel and Meetings</i>	751.94	2,666.65	1,914.71	71.8 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	751.94	2,666.65	1,914.71	71.8 %
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>	293.00	1,000.00	707.00	70.7 %
TOTAL Memberships and Subscriptions	293.00	1,000.00	707.00	70.7 %
Safety				
<i>Safety</i>	30,221.27	13,000.05	(17,221.22)	-132.5 %
TOTAL Safety	30,221.27	13,000.05	(17,221.22)	-132.5 %
TOTAL Operating Expenses	523,546.69	674,240.14	150,693.45	22.4 %
***** OPERATING INCOME (LOSS)	(523,546.69)	(674,240.14)	150,693.45	22.4 %
***** NET INCOME (LOSS)	(523,546.69)	(674,240.14)	150,693.45	22.4 %
***** NET INCOME (LOSS)	(523,546.69)	(674,240.14)	150,693.45	22.4 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	282,012.66	256,511.97	(25,500.69)	-9.9 %
TOTAL Salaries and Payroll Taxes	282,012.66	256,511.97	(25,500.69)	-9.9 %
Employee Benefits				
<i>Employee Benefits</i>	78,746.98	96,845.03	18,098.05	18.7 %
TOTAL Employee Benefits	78,746.98	96,845.03	18,098.05	18.7 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	39,773.74	24,154.20	(15,619.54)	-64.7 %
TOTAL Truck and Auto Expenses	39,773.74	24,154.20	(15,619.54)	-64.7 %
General and Administrative				
<i>General and Administrative</i>	27,805.30	39,583.35	11,778.05	29.8 %
TOTAL General and Administrative	27,805.30	39,583.35	11,778.05	29.8 %
Office Expense				
<i>Office Expense</i>	6,119.82	3,916.65	(2,203.17)	-56.3 %
TOTAL Office Expense	6,119.82	3,916.65	(2,203.17)	-56.3 %
Operating Supplies				
<i>Operating Supplies</i>	13,666.61	16,333.30	2,666.69	16.3 %
TOTAL Operating Supplies	13,666.61	16,333.30	2,666.69	16.3 %
Contract Services				
<i>Contract Services</i>	101,713.91	128,775.00	27,061.09	21.0 %
TOTAL Contract Services	101,713.91	128,775.00	27,061.09	21.0 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	40,327.07	185,791.70	145,464.63	78.3 %
TOTAL Repairs and Maintenance	40,327.07	185,791.70	145,464.63	78.3 %
Utilities				
<i>Utilities</i>	15,885.05	19,291.65	3,406.60	17.7 %
TOTAL Utilities	15,885.05	19,291.65	3,406.60	17.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,286.87	6,835.40	5,548.53	81.2 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,286.87	6,835.40	5,548.53	81.2 %
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	1,658.35	900.35	54.3 %
TOTAL Memberships and Subscriptions	758.00	1,658.35	900.35	54.3 %
Safety				
<i>Safety</i>	10,071.81	6,170.85	(3,900.96)	-63.2 %
TOTAL Safety	10,071.81	6,170.85	(3,900.96)	-63.2 %
Other Expenses				
<i>Other Expense</i>	0.00	208.35	208.35	100.0 %
TOTAL Other Expenses	0.00	208.35	208.35	100.0 %
TOTAL Operating Expenses	624,794.82	792,225.80	167,430.98	21.1 %
***** OPERATING INCOME (LOSS)	(624,794.82)	(792,225.80)	167,430.98	21.1 %
***** NET INCOME (LOSS)	(624,794.82)	(792,225.80)	167,430.98	21.1 %
***** NET INCOME (LOSS)	(624,794.82)	(792,225.80)	167,430.98	21.1 %

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

	<i>5 Months Ended</i> <i>November 30, 2021</i>	<i>5 Months Ended</i> <i>November 30, 2021</i> <i>Budget</i>	<i>Variance</i> <i>Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	488,278.47	482,644.06	(5,634.41)	-1.2 %
TOTAL Salaries and Payroll Taxes	488,278.47	482,644.06	(5,634.41)	-1.2 %
Employee Benefits				
<i>Employee Benefits</i>	108,557.87	208,873.80	100,315.93	48.0 %
TOTAL Employee Benefits	108,557.87	208,873.80	100,315.93	48.0 %
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>	73,315.61	205,583.35	132,267.74	64.3 %
TOTAL General and Administrative	73,315.61	205,583.35	132,267.74	64.3 %
Office Expense				
<i>Office Expense</i>	2,039.03	10,958.30	8,919.27	81.4 %
TOTAL Office Expense	2,039.03	10,958.30	8,919.27	81.4 %
Operating Supplies				
<i>Operating Supplies</i>	120,089.90	157,246.70	37,156.80	23.6 %
TOTAL Operating Supplies	120,089.90	157,246.70	37,156.80	23.6 %
Contract Services				
<i>Contract Services</i>	137,017.78	211,833.30	74,815.52	35.3 %
TOTAL Contract Services	137,017.78	211,833.30	74,815.52	35.3 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	9,752.28	29,770.80	20,018.52	67.2 %
TOTAL Repairs and Maintenance	9,752.28	29,770.80	20,018.52	67.2 %
Utilities				
<i>Utilities</i>	119,742.03	161,249.95	41,507.92	25.7 %
TOTAL Utilities	119,742.03	161,249.95	41,507.92	25.7 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,138.57	6,429.15	5,290.58	82.3 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Travel and Meetings	1,138.57	6,429.15	5,290.58	82.3 %
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	2,420.80	1,258.67	52.0 %
TOTAL Memberships and Subscriptions	1,162.13	2,420.80	1,258.67	52.0 %
Other Expenses				
<i>Other Expense</i>	0.00	833.35	833.35	100.0 %
TOTAL Other Expenses	0.00	833.35	833.35	100.0 %
TOTAL Operating Expenses	1,064,911.19	1,489,443.56	424,532.37	28.5 %
***** OPERATING INCOME (LOSS)	(1,064,911.19)	(1,489,443.56)	424,532.37	28.5 %
***** NET INCOME (LOSS)	(1,064,911.19)	(1,489,443.56)	424,532.37	28.5 %
***** NET INCOME (LOSS)	(1,064,911.19)	(1,489,443.56)	424,532.37	28.5 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	275,784.01	258,069.74	(17,714.27)	-6.9 %
TOTAL Salaries and Payroll Taxes	275,784.01	258,069.74	(17,714.27)	-6.9 %
Employee Benefits				
<i>Employee Benefits</i>	59,604.52	73,065.82	13,461.30	18.4 %
TOTAL Employee Benefits	59,604.52	73,065.82	13,461.30	18.4 %
Director's Expenses				
<i>Director's Expenses</i>	8,717.80	13,325.00	4,607.20	34.6 %
TOTAL Director's Expenses	8,717.80	13,325.00	4,607.20	34.6 %
Truck and Auto Expenses				
<i>Truck and Auto Expenses</i>	425.65	1,734.60	1,308.95	75.5 %
TOTAL Truck and Auto Expenses	425.65	1,734.60	1,308.95	75.5 %
General and Administrative				
<i>General and Administrative</i>	22,153.57	35,541.65	13,388.08	37.7 %
TOTAL General and Administrative	22,153.57	35,541.65	13,388.08	37.7 %
Office Expense				
<i>Office Expense</i>	8,046.14	7,383.35	(662.79)	-9.0 %
TOTAL Office Expense	8,046.14	7,383.35	(662.79)	-9.0 %
Operating Supplies				
<i>Operating Supplies</i>	366.66	750.00	383.34	51.1 %
TOTAL Operating Supplies	366.66	750.00	383.34	51.1 %
Contract Services				
<i>Contract Services</i>	29,922.02	43,809.60	13,887.58	31.7 %
TOTAL Contract Services	29,922.02	43,809.60	13,887.58	31.7 %
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	732.12	2,083.35	1,351.23	64.9 %
TOTAL Repairs and Maintenance	732.12	2,083.35	1,351.23	64.9 %
Utilities				
<i>Utilities</i>	9,015.43	9,611.70	596.27	6.2 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
TOTAL Utilities	9,015.43	9,611.70	596.27	6.2 %
Travel and Meetings				
<i>Travel and Meetings</i>	1,967.19	6,958.35	4,991.16	71.7 %
TOTAL Travel and Meetings	1,967.19	6,958.35	4,991.16	71.7 %
Memberships and Subscriptions				
<i>Memberships and Subscriptions</i>	389.05	662.50	273.45	41.3 %
TOTAL Memberships and Subscriptions	389.05	662.50	273.45	41.3 %
Safety				
<i>Safety</i>	375.15	825.00	449.85	54.5 %
TOTAL Safety	375.15	825.00	449.85	54.5 %
Other Expenses				
<i>Other Expense</i>	11,385.82	12,833.35	1,447.53	11.3 %
TOTAL Other Expenses	11,385.82	12,833.35	1,447.53	11.3 %
TOTAL Operating Expenses	428,885.13	466,654.01	37,768.88	8.1 %
***** OPERATING INCOME (LOSS)	(428,885.13)	(466,654.01)	37,768.88	8.1 %
***** NET INCOME (LOSS)	(428,885.13)	(466,654.01)	37,768.88	8.1 %
***** NET INCOME (LOSS)	(428,885.13)	(466,654.01)	37,768.88	8.1 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
*****	0.00	0.00	0.00	
***** OPERATING INCOME	0.00	0.00	0.00	
Operating Expenses				
Salaries and Payroll Taxes				
<i>Salaries and Payroll Taxes</i>	245,576.42	252,200.36	6,623.94	2.6 %
TOTAL Salaries and Payroll Taxes	245,576.42	252,200.36	6,623.94	2.6 %
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	3,541.65	2,986.71	84.3 %
TOTAL Operating Supplies	554.94	3,541.65	2,986.71	84.3 %
Contract Services				
<i>Contract Services</i>	515.12	0.00	(515.12)	
TOTAL Contract Services	515.12	0.00	(515.12)	
Repairs and Maintenance				
<i>Repairs and Maintenance</i>	409.27	1,791.65	1,382.38	77.2 %
TOTAL Repairs and Maintenance	409.27	1,791.65	1,382.38	77.2 %
Utilities				
<i>Utilities</i>	43.66	0.00	(43.66)	
TOTAL Utilities	43.66	0.00	(43.66)	
Safety				
<i>Safety</i>	0.00	625.00	625.00	100.0 %
TOTAL Safety	0.00	625.00	625.00	100.0 %
TOTAL Operating Expenses	269,399.11	258,491.66	(10,907.45)	-4.2 %
***** OPERATING INCOME (LOSS)	(269,399.11)	(258,491.66)	(10,907.45)	-4.2 %

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

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
***** NET INCOME (LOSS)	(269,399.11)	(258,491.66)	(10,907.45)	-4.2 %
***** NET INCOME (LOSS)	(269,399.11)	(258,491.66)	(10,907.45)	-4.2 %

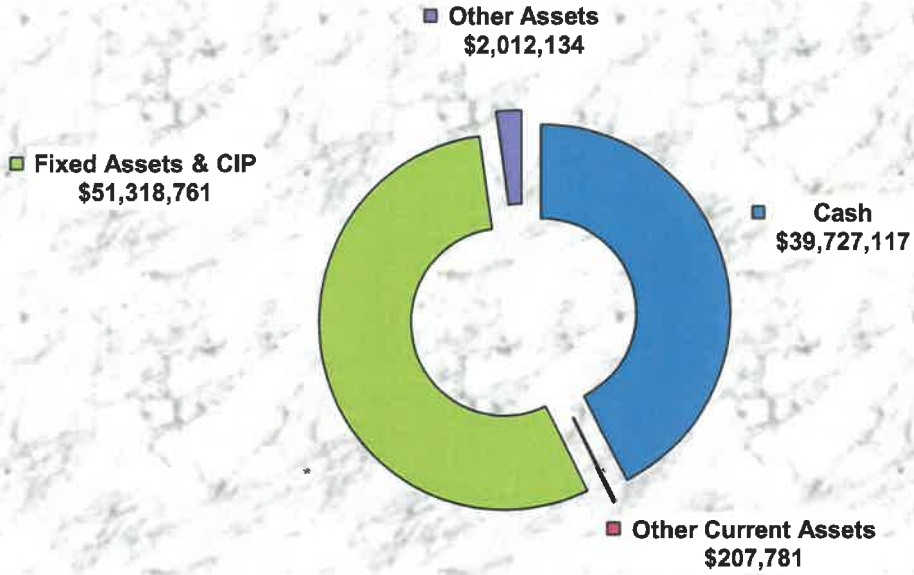
Carmel Area Wastewater District
Budgeted Income Stmt.-Waste to Energy
*Year-to-Date Variance, November 2021 - current month, Consolidated by
account, Department 9*

	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	2,061.20	2,083.35	(22.15)	-1.1 %
TOTAL Income	<u>2,061.20</u>	<u>2,083.35</u>	<u>(22.15)</u>	-1.1 %
*****	<u>2,061.20</u>	<u>2,083.35</u>	<u>(22.15)</u>	-1.1 %
***** OPERATING INCOME	<u>2,061.20</u>	<u>2,083.35</u>	<u>(22.15)</u>	-1.1 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	726.29	448.75	(277.54)	-61.8 %
TOTAL Salaries and Payroll Taxes	<u>726.29</u>	<u>448.75</u>	<u>(277.54)</u>	-61.8 %
Operating Supplies				
Operating Supplies	0.00	2,083.35	2,083.35	100.0 %
TOTAL Operating Supplies	<u>0.00</u>	<u>2,083.35</u>	<u>2,083.35</u>	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	840.00	1,250.00	410.00	32.8 %
TOTAL Repairs and Maintenance	<u>840.00</u>	<u>1,250.00</u>	<u>410.00</u>	32.8 %
Permits and Fees				
Permits and Fees	0.00	7,200.00	7,200.00	100.0 %
TOTAL Permits and Fees	<u>0.00</u>	<u>7,200.00</u>	<u>7,200.00</u>	100.0 %
TOTAL Operating Expenses	<u>1,566.29</u>	<u>10,982.10</u>	<u>9,415.81</u>	85.7 %
***** OPERATING INCOME (LOSS)	<u>494.91</u>	<u>(8,898.75)</u>	<u>9,393.66</u>	105.6 %
***** NET INCOME (LOSS)	<u>494.91</u>	<u>(8,898.75)</u>	<u>9,393.66</u>	105.6 %
***** NET INCOME (LOSS)	<u>494.91</u>	<u>(8,898.75)</u>	<u>9,393.66</u>	105.6 %

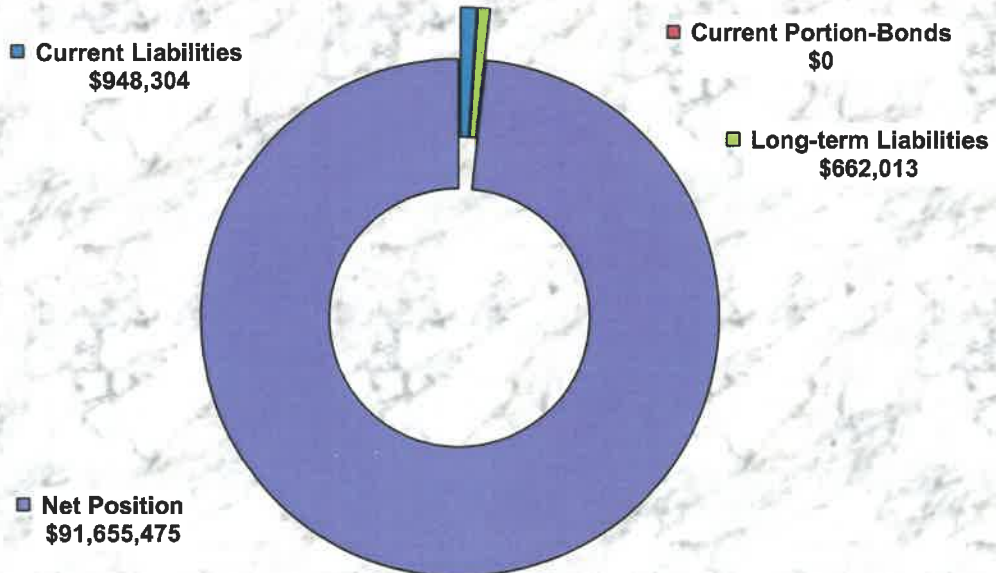
Carmel Area Wastewater District
Budgeted Income Stmt.-Brine Disposal
Year-to-Date Variance, November 2021 - current month, Consolidated by
account, Department 10

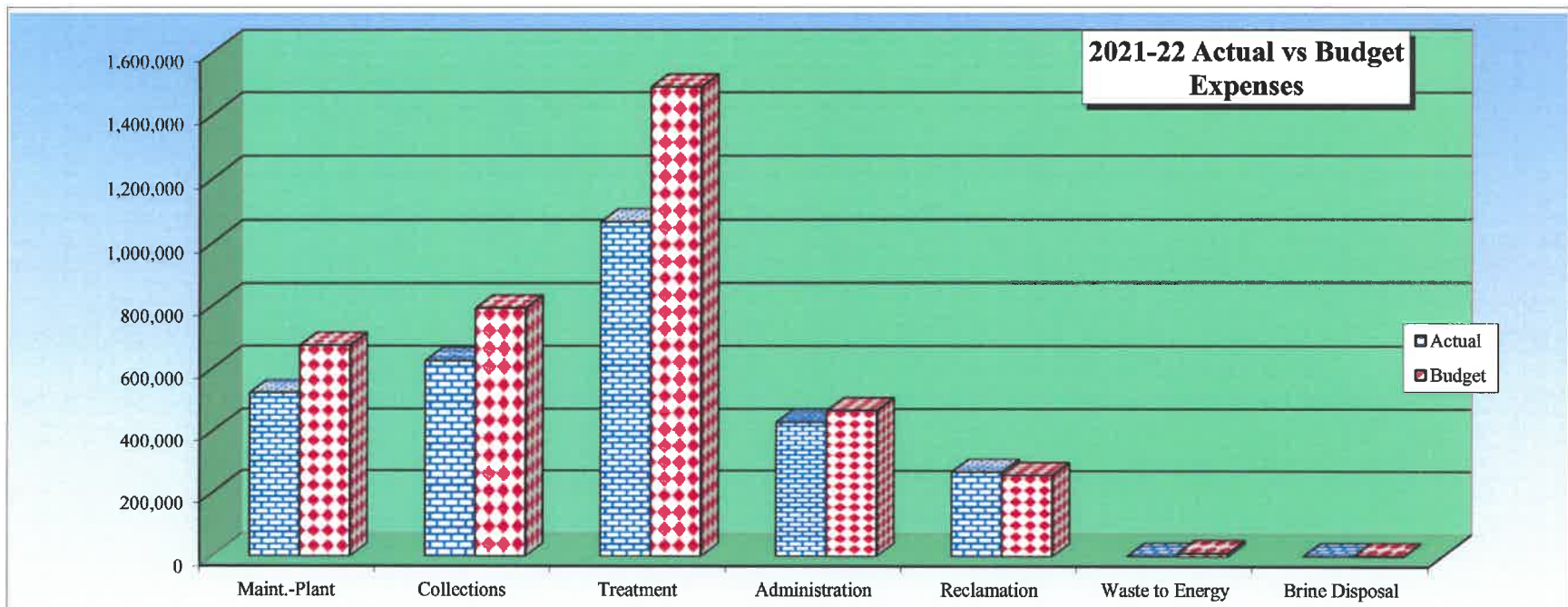
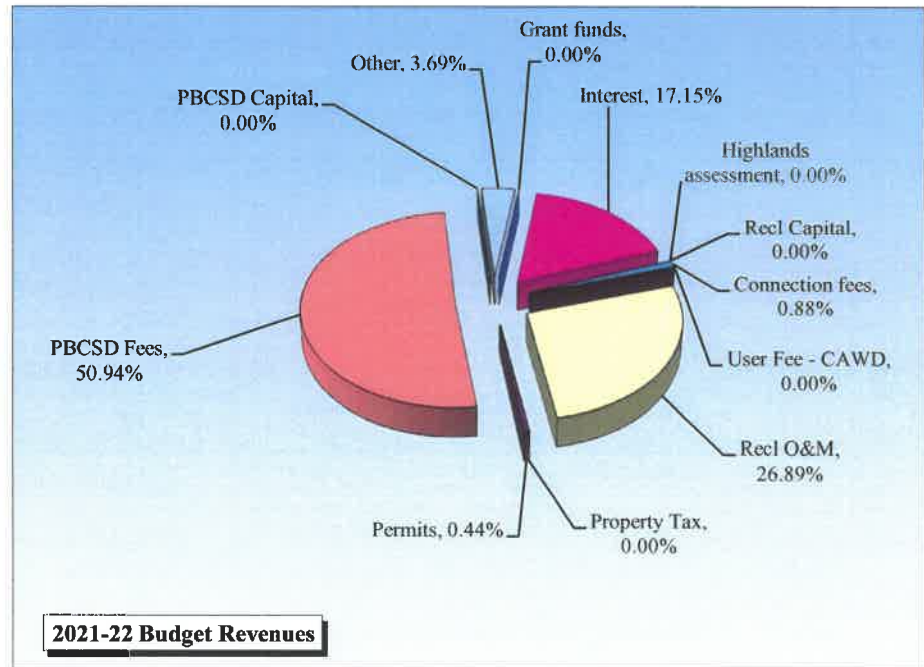
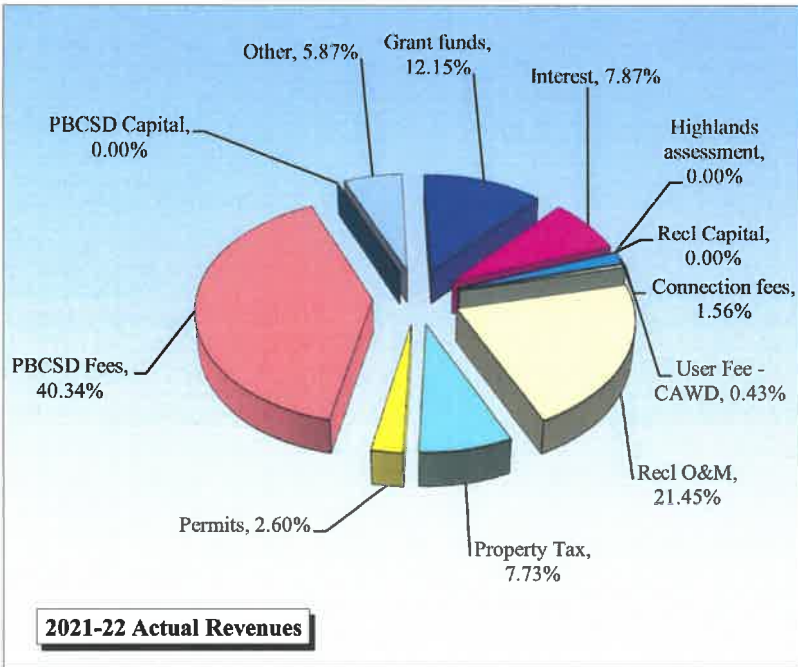
	<i>5 Months Ended November 30, 2021</i>	<i>5 Months Ended November 30, 2021 Budget</i>	<i>Variance Fav/<Unf></i>	<i>% Var</i>
Income				
Revenue	51,173.45	32,916.65	18,256.80	55.5 %
TOTAL Income	51,173.45	32,916.65	18,256.80	55.5 %
*****	51,173.45	32,916.65	18,256.80	55.5 %
***** OPERATING INCOME	51,173.45	32,916.65	18,256.80	55.5 %
Operating Expenses				
Salaries and Payroll Taxes				
Salaries and Payroll Taxes	487.11	672.90	185.79	27.6 %
TOTAL Salaries and Payroll Taxes	487.11	672.90	185.79	27.6 %
Office Expense				
Office Expense	0.00	10.40	10.40	100.0 %
TOTAL Office Expense	0.00	10.40	10.40	100.0 %
Operating Supplies				
Operating Supplies	0.00	500.00	500.00	100.0 %
TOTAL Operating Supplies	0.00	500.00	500.00	100.0 %
Repairs and Maintenance				
Repairs and Maintenance	820.31	1,041.70	221.39	21.3 %
TOTAL Repairs and Maintenance	820.31	1,041.70	221.39	21.3 %
TOTAL Operating Expenses	1,307.42	2,225.00	917.58	41.2 %
***** OPERATING INCOME (LOSS)	49,866.03	30,691.65	19,174.38	62.5 %
***** NET INCOME (LOSS)	49,866.03	30,691.65	19,174.38	62.5 %
***** NET INCOME (LOSS)	49,866.03	30,691.65	19,174.38	62.5 %

Assets - November 30, 2021

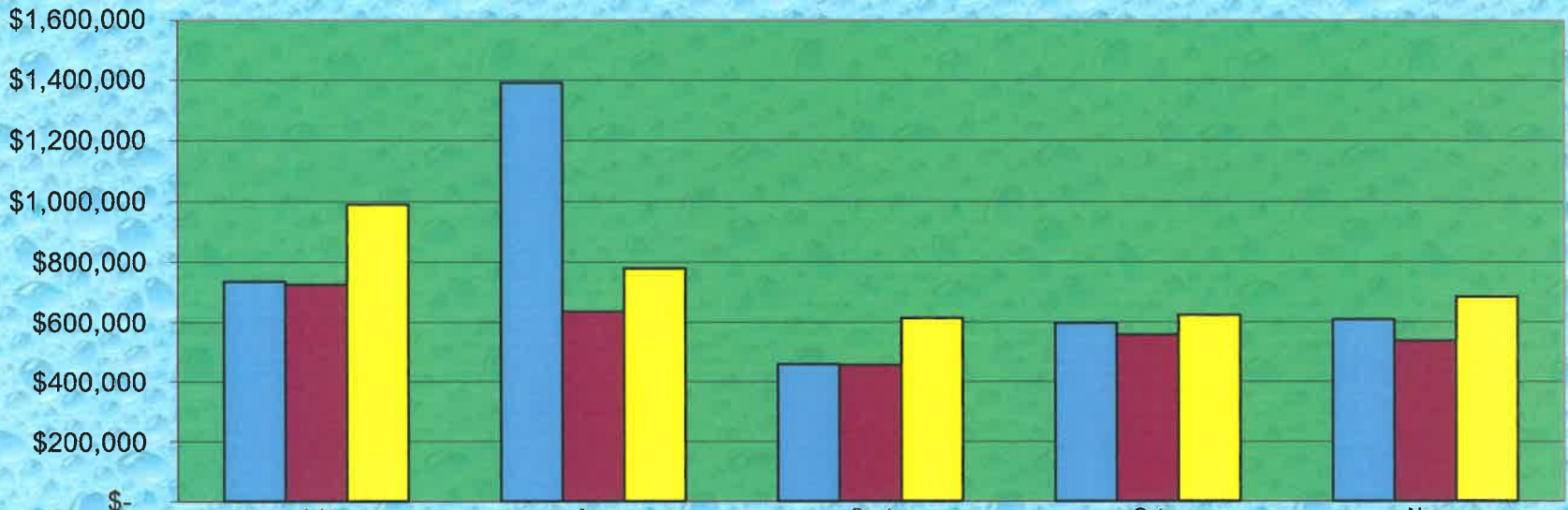


Liabilities - November 30, 2021





Operating Expenses



■ FY 20-21	\$736,364	\$1,391,166	\$459,665	\$597,145	\$609,524
■ FY 21-22	\$726,464	\$636,022	\$457,080	\$557,531	\$537,313
■ CY Budget	\$990,490	\$779,712	\$614,378	\$623,848	\$685,836

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

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

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

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<u>CIP PROJECTS</u>						
<u>Administration</u>						
<u>Collections</u>						
Construction of new Gravity Sewer Line-Carmel Meadows	364,551	1,425	34,375	398,926	150,000	22.92%
Upper Rancho Canada Pipe Relocation	188,587	315,823	1,003,765	1,192,352	1,760,000	57.03%
Carmel Valley Manor Sewer-unbudgeted	180	0	0	180	0	NA
Scenic Rd Pipe Burst-Ocn/Bay	80,276	35,712	54,875	135,151	1,200,000	4.57%
Bay/Scenic Pump Station Rehab	6,727	840	17,001	23,727	250,000	6.80%
<u>Treatment</u>						
RECL share	0	0	0	0	0	NA
PBCSD share (1/3 of cost)	0	0	0	0	0	NA
<i>Total CIP Projects 21-22</i>	640,321	353,800	1,110,015	1,750,336	3,360,000	33.04%

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

	BEG BAL	NOV	CURRENT YTD	CUMULATIVE TOTAL	ANNUAL BUDGET	BUDGET SPENT
<i>LONG TERM CIP PROJECTS</i>						
<u>Treatment</u>						
Microturbine/Gas Conditioning System	55,115	0	0	55,115	150,000	NA
Elec/Mech Rehab & Sludge Holding Tank Project (RECL 4%)	896,671	262,776	860,309	1,756,980	5,000,000	17.21%
WWTP Perimeter Tree Planting	2,897	0	2,123	5,020	60,000	3.54%
Critical Process Flood Adaptations (RECL 30%)	21,788	0	0	21,788	50,000	NA
Aeration Basin Improvements	9,030	0	8,302	17,332	0	NA
Ops Building Basement Bathroom	8,245	0	10,505	18,749	0	NA
RECL share	(39,135)	(10,511)	(34,413)	(73,548)	(200,000)	17.21%
PBCSD share (1/3 of cost)	(318,204)	(84,088)	(282,275)	(600,479)	(1,686,667)	16.74%
<i>Total Long Term CIP Projects 21-22</i>	636,407	168,177	564,550	1,200,957	3,373,333	16.74%
Total Capital (net of RECL and PBCSD)	1,276,728	521,977	1,674,565	2,951,293	6,733,333	24.87%

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

**YTD Actual/
YTD Budget
Variance**

Maintenance - Plant

Office Expense	-216.80%	Office supplies underbudgeted. Furniture and fixtures unbudgeted.
Operating Supplies	-32.70%	General supplies underbudgeted.
Permits and Fees	-29.50%	Mo. Bay Air Resources District permits underbudgeted. Small dollar amounts.
Safety	-132.50%	Timing of safety supplies, boots, gear and training.

Collections

Salaries and Payroll Taxes	-9.90%	Slightly underbudgeted.
Truck and Auto Expenses	-64.70%	Timing of gasoline and diesel. Vehicle accessories underbudgeted.
Office Expense	-56.30%	Timing of computers and equipment.
Permits and Fees	-7.80%	Slightly underbudgeted.
Safety	-63.20%	Timing of training.

Administration

Salaries and Payroll Taxes	-6.90%	Slightly underbudgeted.
Office Expense	-9.00%	District codifications unbudgeted. Timing of office supplies.

Waste to Energy

Salaries and Payroll Taxes	-61.80%	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**

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

STAFF REPORT



TO: Board of Directors
 FROM: Daryl Lauer, Collection Superintendent
 DATE: December 30, 2021
 SUBJECT: Monthly Report – November

RECOMMENDATION

Receive Report- Informational only; no action required.

Permits Issued

Sewer Lateral Permits issued in November	26
Total Fees	\$4,320.00

Maintenance

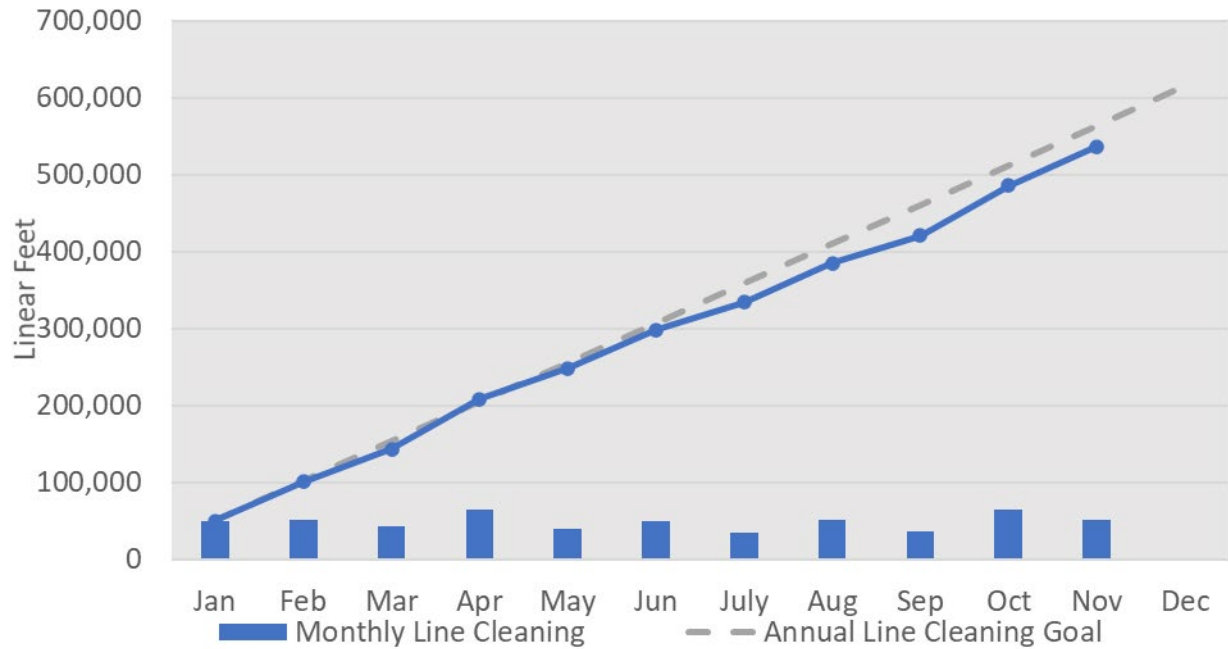
Attached is a map of the areas cleaned and Closed-Circuit Television (CCTV) inspected in the past three months. There were 51,014 feet of sewer lines cleaned, 8,725 feet of CCTV inspections, and zero manhole inspections were performed during the month of November.

Carmel Area Wastewater District’s annual root foaming program wrapped up in the last week of November. The total amount of sewer lines treated during 2021 was 34,012 feet. See map for areas that were treated.

Recent Line Cleaning Summary

Cleaning period	Footage Cleaned	Percentage Cleaned	Size of Pipe Cleaned
November	51,014 ft.	12.40%	6 – 12 inches
October	64,793 ft.	15.76%	6 - 27 inches
September	35,934 ft.	8.74%	6 – 27 inches

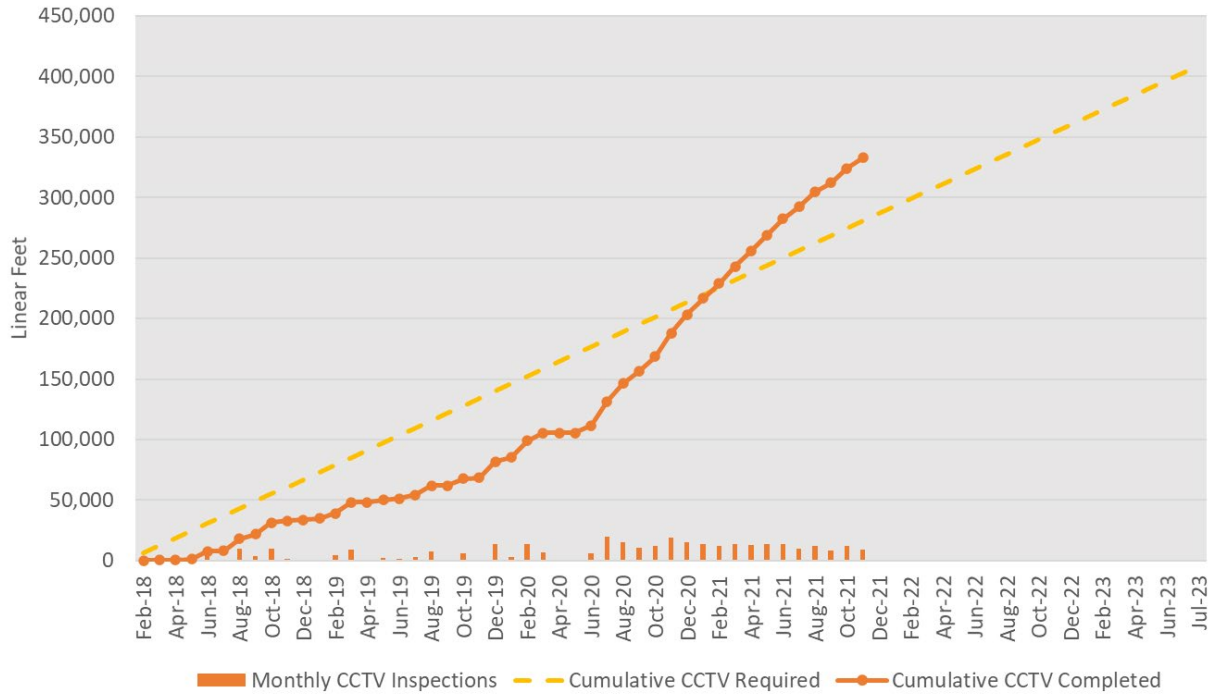
Annual Line Cleaning Graph



Line Cleaning Table

Total Target Amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
615,000 (in 2021)	536,837	78,163

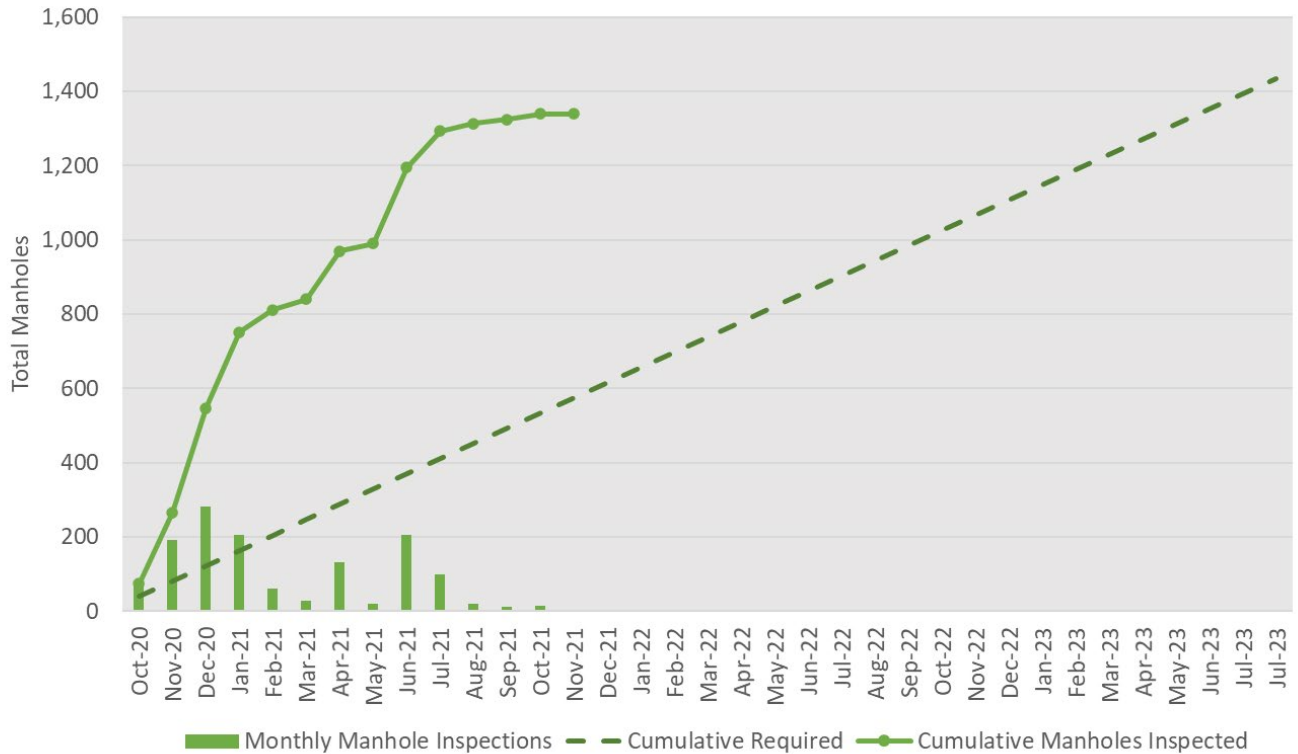
CCTV Progress Graph (River Watch Settlement Agreement Target)



CCTV Table

Total Required amount (Linear Feet)	Cumulative Complete (Linear Feet)	Remaining (Linear Feet)
408,672	332,920	75,752

Manhole Inspection Progress Graph (Riverwatch Settlement Agreement Target)



Manhole Inspection Table

Total Required Amount (Manholes)	Actual Complete (Manholes)	Remaining (Manholes)
1434	1340	94

Construction Activities

- Project 19-13 the Upper Rancho Canada Pipe Relocation project continued in November. Contractors continued the installation of sewer line and manholes in Palo Colorado regional park.

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 of buildings, equipment, and vehicles as part of their routine duties.

Service calls responded to by crew

Date	Time	Callout	Resolution
11/11/2021	10:49 AM	Power Fail	Power fail at Calle La Cruz pump station. Staff monitored the station until power was restored.
11/16/2021	2:55 PM	Water Leak	Called by homeowner for standing water in front yard. Staff found no problem in the sewer system and informed homeowner to call the water company.
11/19/2021	3:22 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.
11/29/2021	12:18 PM	Odor Complaint	Called by main office for an odor complaint from a manhole located in homeowner's backyard. Staff cleaned the surrounding sewer line and installed an odor barrier under the lid of the manhole.
11/30/2021	12:30 PM	Lateral Overflow	Called by main office 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 – 108

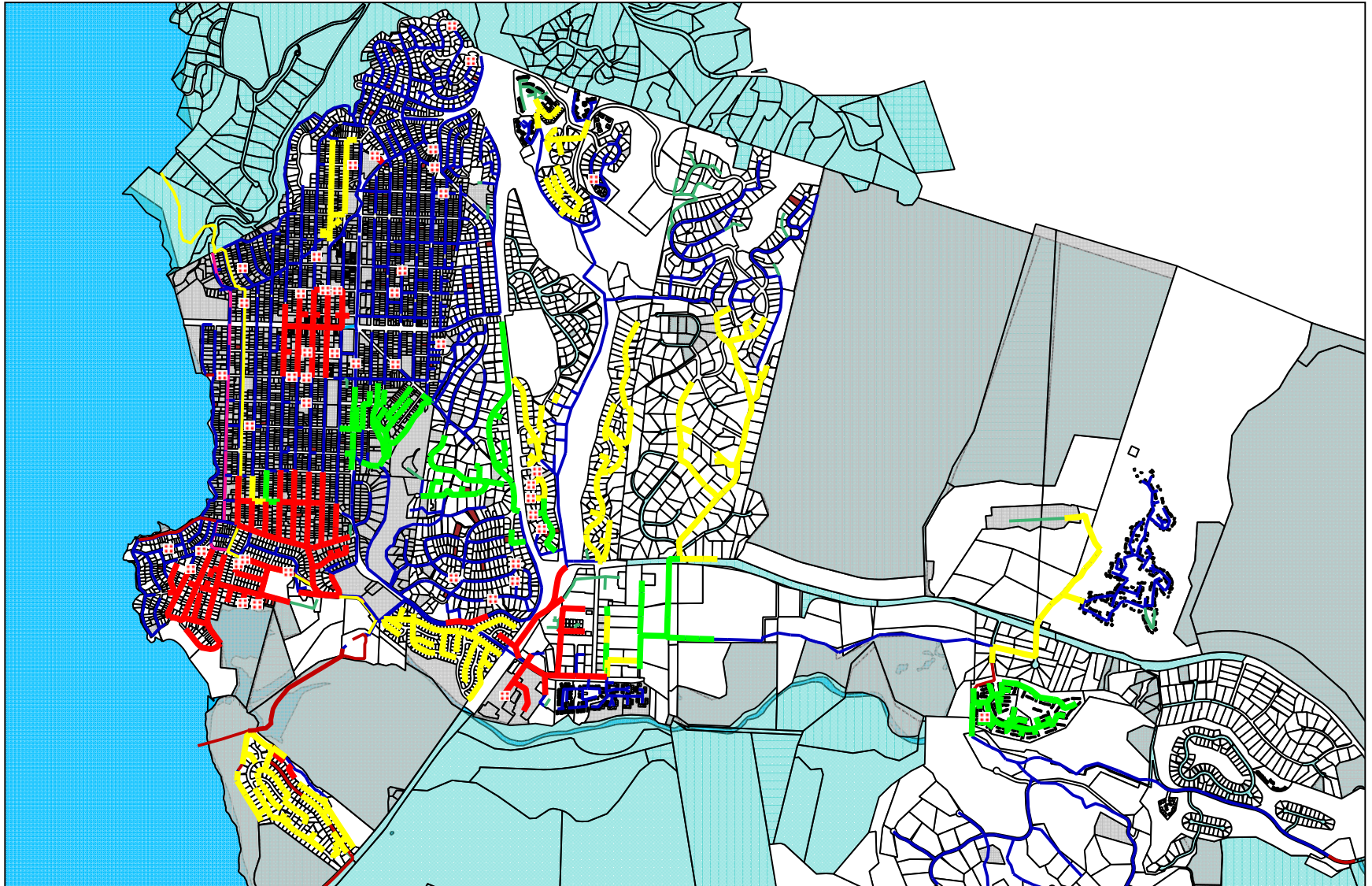
Plumbing permit inspections – 27

Private Sewer Lateral Compliance Certificates Issued – 26

Funding- N/A

November (Red) 51,014 feet
October (Yellow) 64,793 feet
September (Green) 35,934 feet

Monthly Cleaning Map



RedZone[®]
ROBOTICS

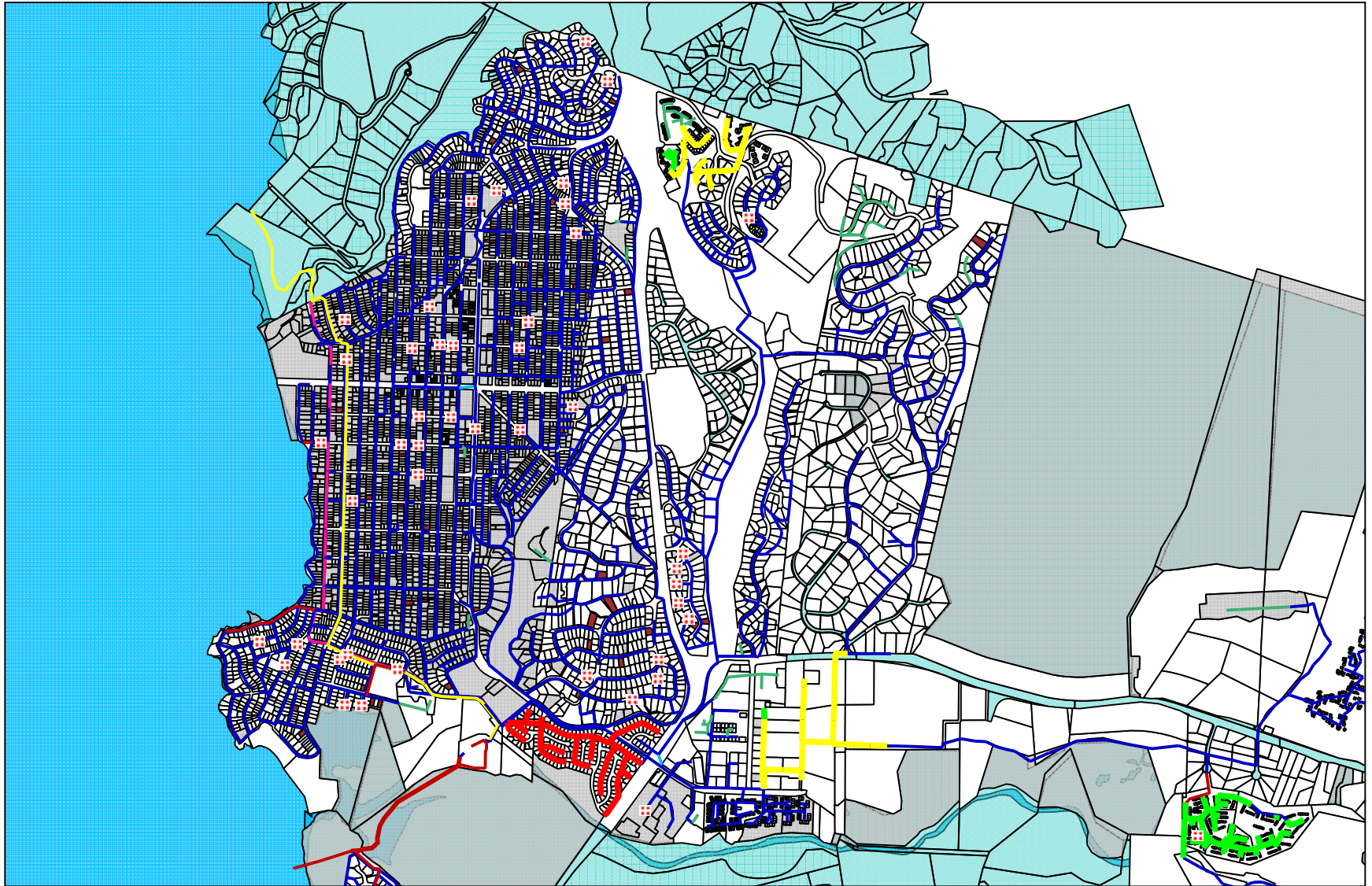
12/14/2021



November (Red)
October (Yellow)
September (Green)

8,725 feet
11,861 feet
7,965 feet

Monthly CCTV Map

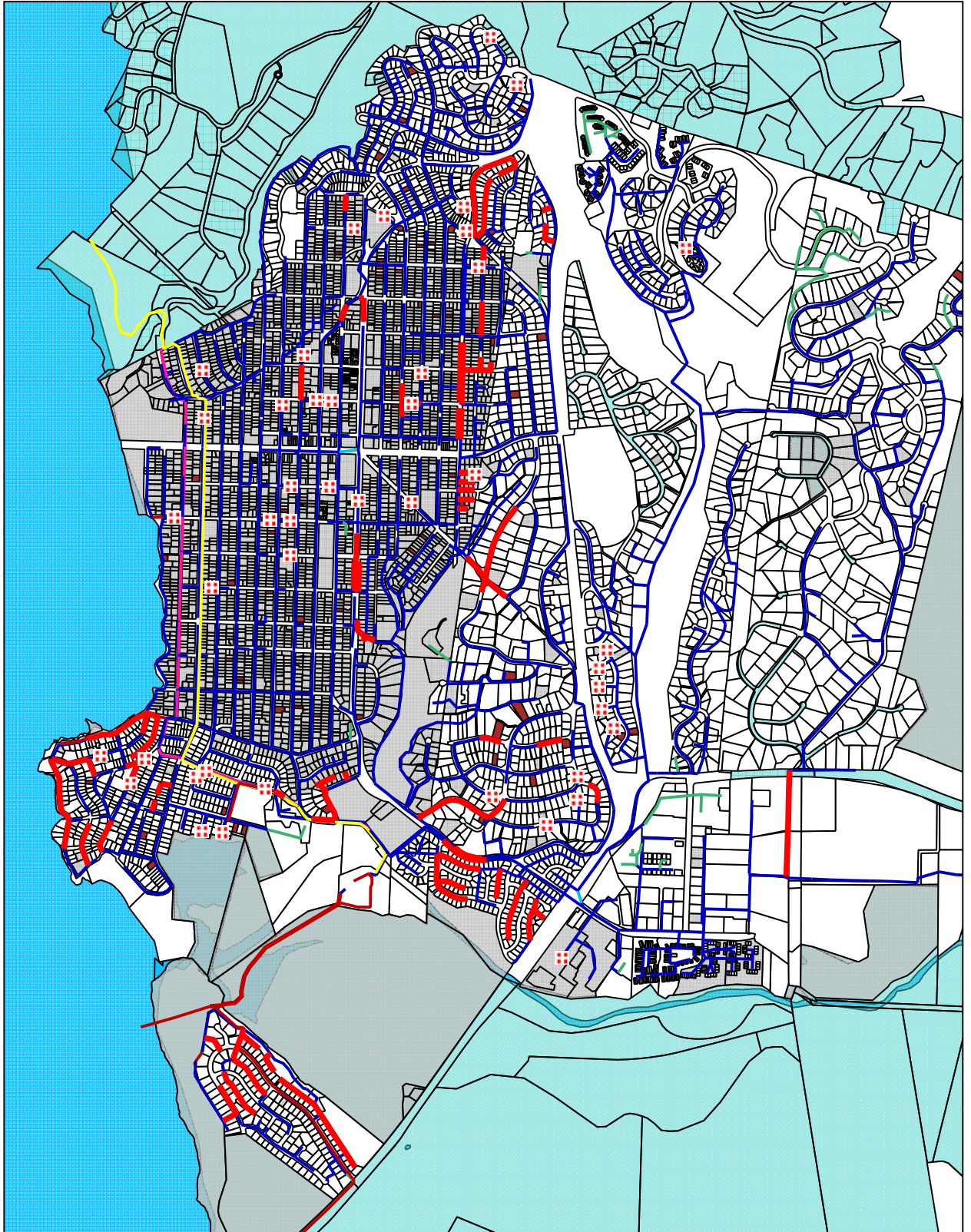


RedZone
ROBOTICS

12/14/2021



Annual Root Treatment 2021 (Red) 34,012 feet



RedZone[®]
ROBOTICS

12/14/2021



STAFF REPORT



To: Board of Directors

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

Date: December 30, 2021

Subject: Monthly Safety Report (for November 2021)

RECOMMENDATION

Receive Report- Informational only; no action required

DISCUSSION

Safety & Training

- **Nov 3- Eye Safety.** Chris Foley, Maintenance Superintendent, gave a presentation on eye protection. Because eye injuries can occur very quickly, emphasis was placed on always wearing the proper protective equipment even for very short, one-time tasks.
- **Nov 10- Safety Culture.** Robert Bowman, Collections Worker III, gave a presentation on safety culture and ways coworkers can look out for each other. He emphasized that while a worker is concentrating on a task, their coworkers should be an extra set of eyes and ears and look out for safety issues such as traffic, trip hazards, entanglements, heat stress and even hydration. This allows the worker to focus while still remaining safe.
- **Nov 17- Manual Materials Handling.** S/C Admin Dias gave a presentation on handling bulk items and materials. "Handling" in this sense refers to the use of pallet jacks, dollies, forklifts, hoists and carts. Roughly one-fourth of job-related injuries occur while heavier materials are being moved and lifted. These tasks are often short term and spontaneous so it is easy to simply try and move the material quickly without any pre-planning. It was emphasized that, no matter how short the task, the work should be planned out. This includes pre-selecting the proper safety gear, using the correct lifting gear (e.g., straps vs. chains, etc.) and using the proper mechanical equipment (e.g., forklift vs. hand dolly, etc.). It is also critical to first walk the path of movement and look for obstructions, potholes, debris, etc.; and ensure that the item will have adequate clearance in all directions.

Ongoing Safety Improvements

During November, 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 November included:

- **Update of Heat Illness Prevention Plan (Plan).** As part of a systematic review of District policies it was noted that this Plan would benefit from some updates. The improvements included: (1) consolidating and renaming sections to directly correspond with analogous sections of California code; (2) adding text detailing emergency response requirements if an employee were to suffer from heat illness; (3) deleting references to Federal Occupational Safety Health Act (OSHA) standards and replacing with applicable Cal/OSHA standards; (4) other edits to better reflect the setting at the plant. Training on the updated Plan will be conducted in May 2022 and annually thereafter.

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 Workers' Compensation claims in November. There was one first aid injury where an office worker cut a knuckle with a pair of scissors. The employee was able to self-administer first aid, remain at work and resume normal duties without further complications. An updated tracking matrix for 2021 is below.

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

FUNDING

N/A- Informational item only

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
Total Plant Flow	33.282	1.074	0.972	1.224	100.00	390.42	1197.60
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
CAWD Total	183,023.88		\$ 21,839.10	\$ 28,802.87	\$ 31,488.97	\$ 31,040.00
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
Reclaim Total	182,243.00		\$ 34,782.73	\$ 32,764.89	\$ 42,170.61	\$ 45,036.80
Adjusted Monthly Totals (1)	CAWD Total		\$ 13,340.23	Reclamation Total		\$ 43,281.60

kW-h Per Acre Foot

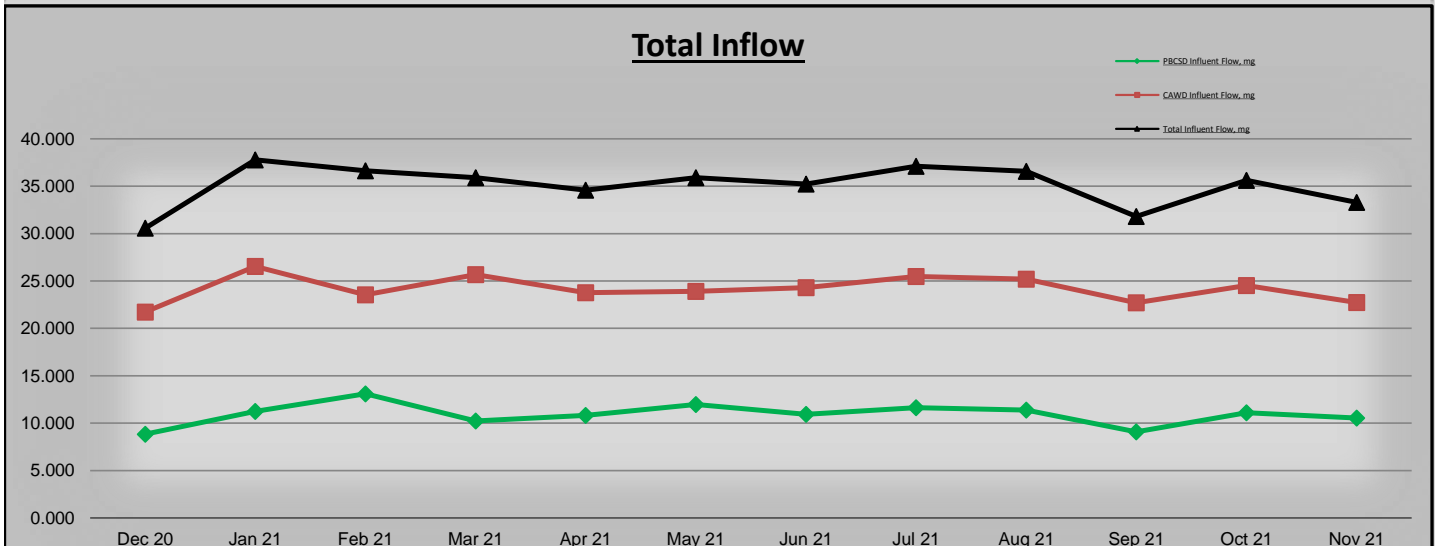
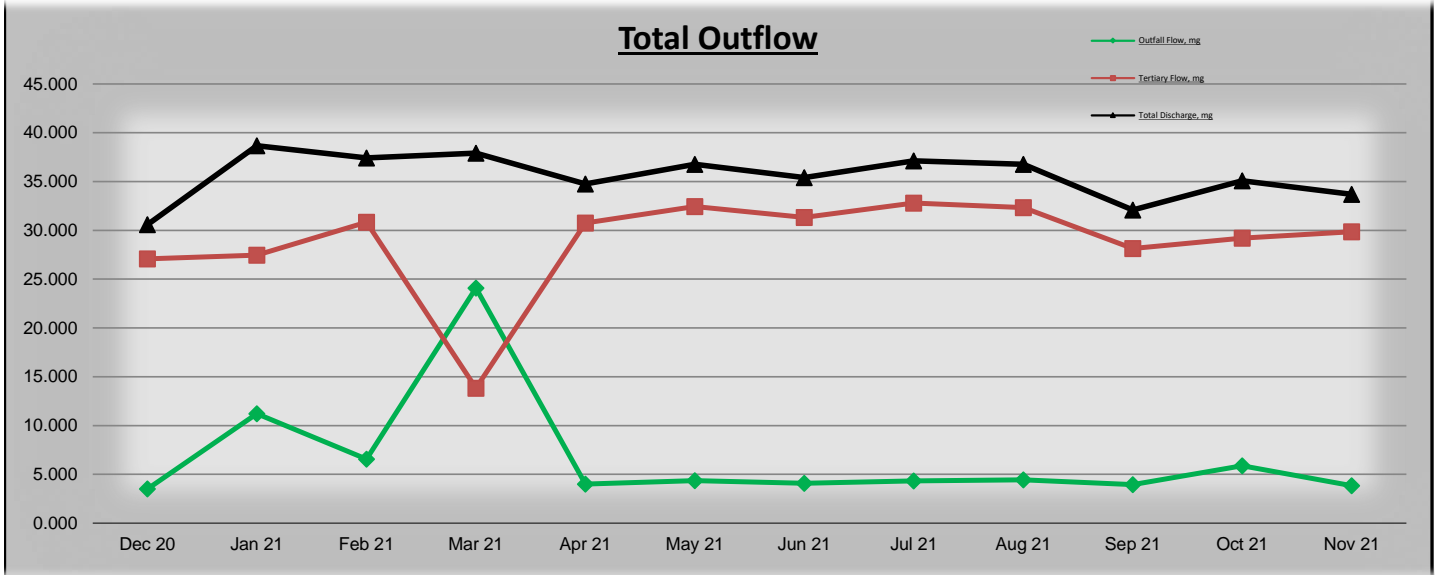
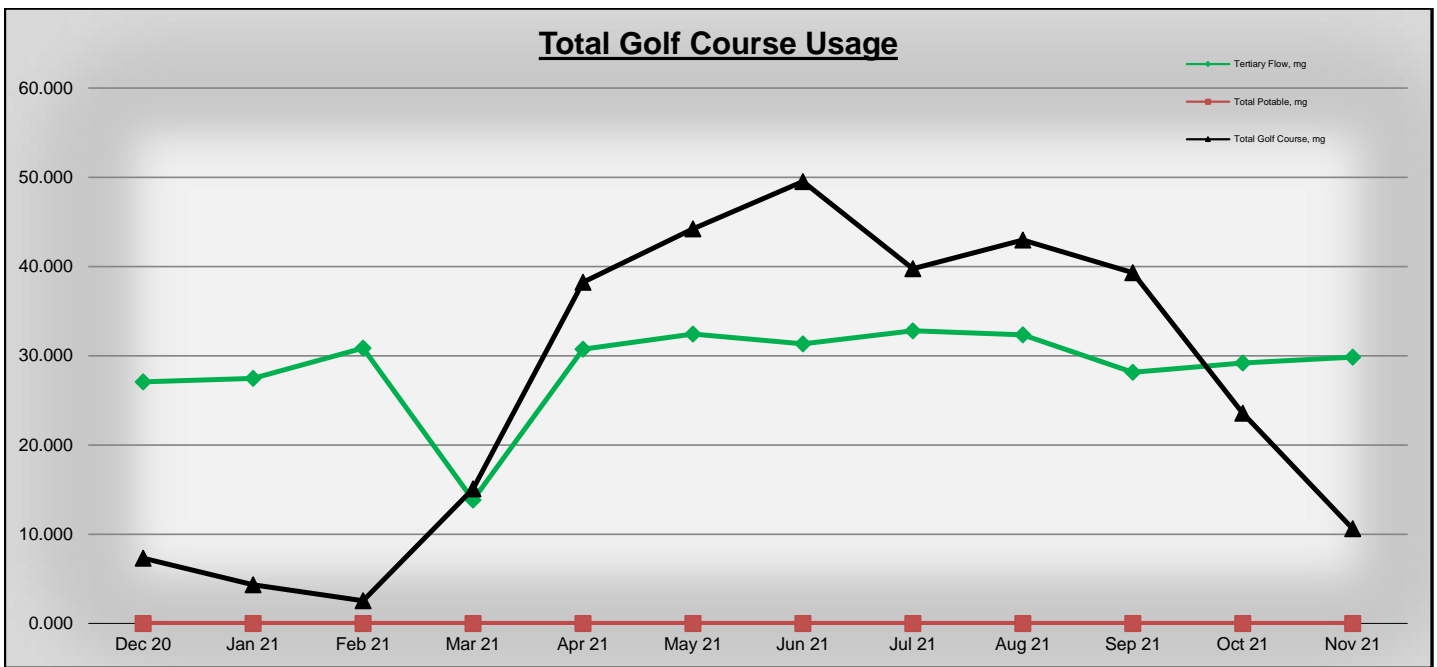
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	1298.73	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	1682.65	N/A

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
Total Plant Flow	35.625	1.149	0.964	3.049	100.00	357.14	1095.51
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
CAWD Total	169,013.36		\$ 28,802.87	\$ 31,488.97	\$ 31,040.00	\$ 32,145.02
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
Reclaim Total	166,519.00		\$ 32,764.89	\$ 42,170.61	\$ 45,036.80	\$ 47,212.05
Adjusted Monthly Totals (1)	CAWD Total		\$ 17,675.93	Reclamation Total		\$ 43,891.83

kW-h Per Acre Foot

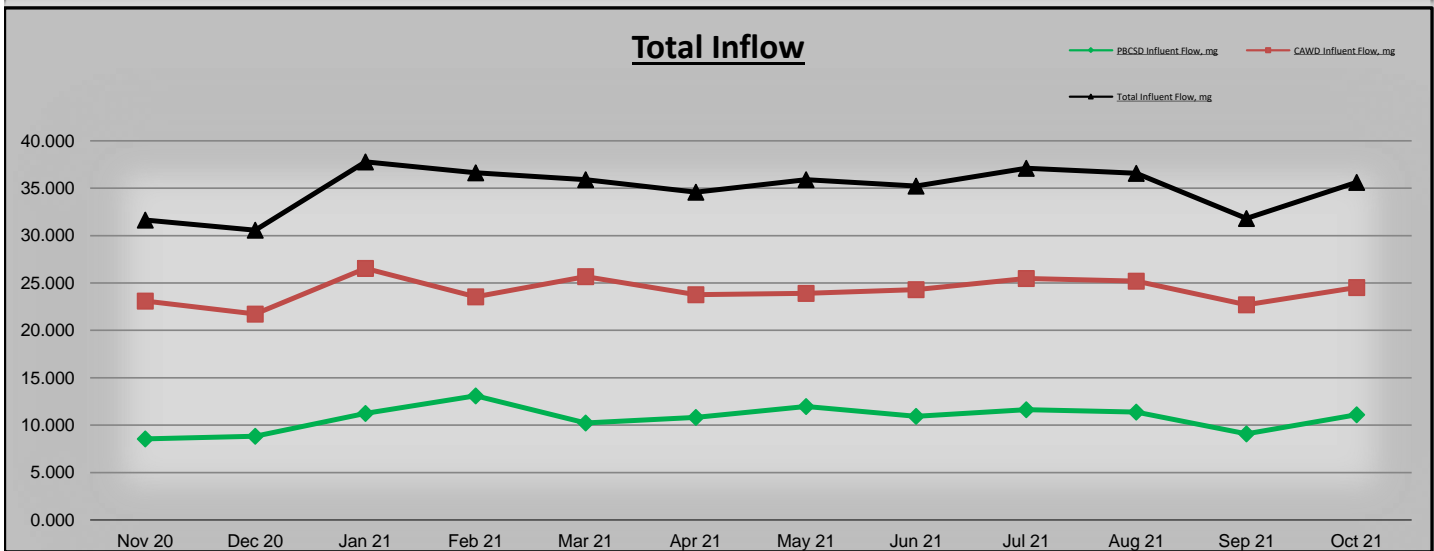
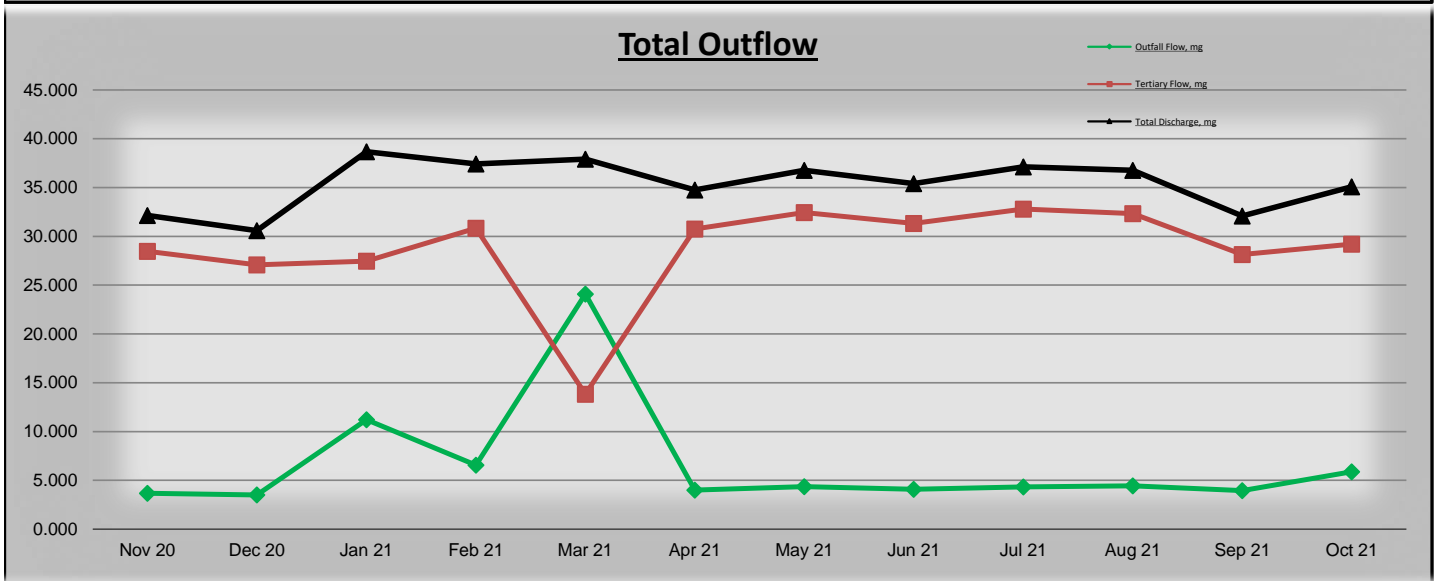
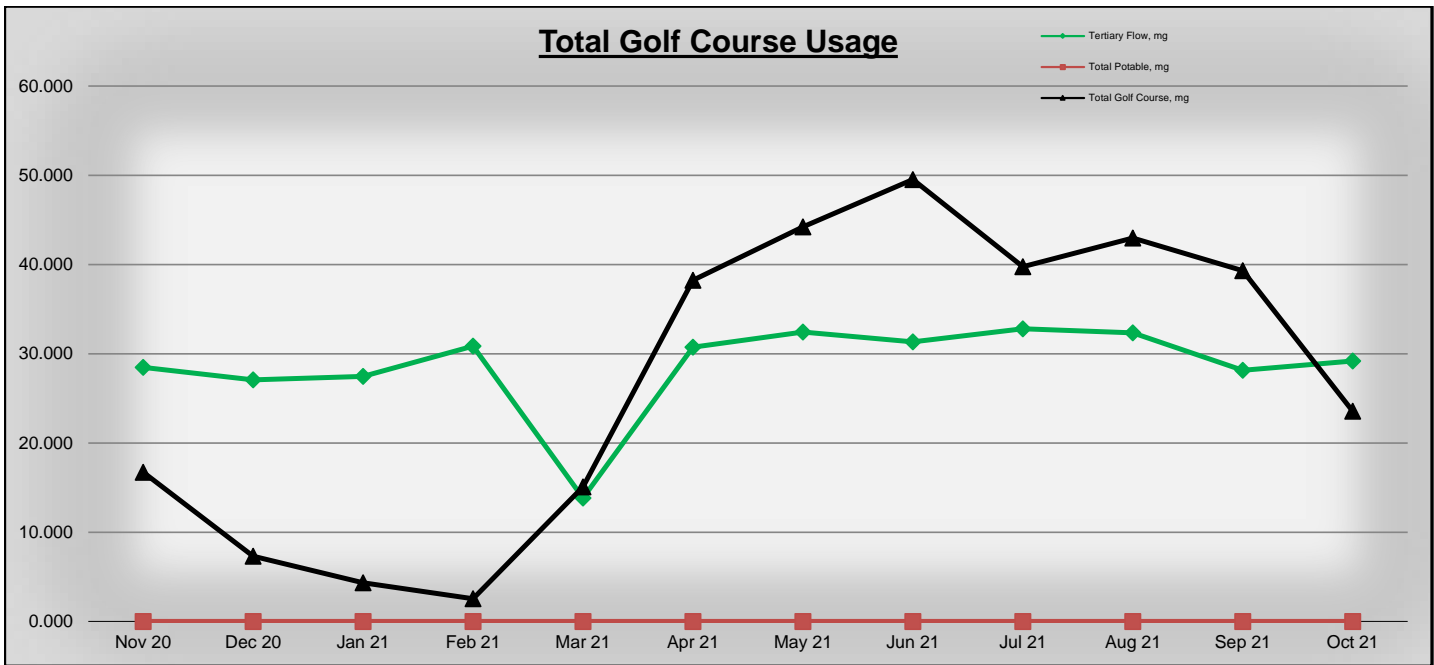
	2020				2021			
	1 QTR	2 QTR	3 QTR	4 QTR	1 QTR	2 QTR	3 QTR	4 QTR
CAWD	2064.85	1445.00	1434.66	1583.65	1453.87	1327.64	1298.73	N/A
Reclamation	1920.96	1852.00	1878.67	1943.44	1984.84	1939.79	1682.65	N/A

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



Wastewater Treatment Facility Operations Report

Report for: September 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	22.717	0.723	0.720	0.870	71.437	221.11	678.24
PBCSD Flow	9.083	0.303	0.279	0.333	28.563	100.41	307.99
Total Plant Flow	31.800	1.026	0.999	1.203	100.00	321.51	986.23
Tertiary Flow	28.143	0.938	0.786	1.103	88.500	259.92	797.30
Ocean Discharge	3.937	0.131	0.105	0.242	12.381	67.01	205.54
Potable Water	0.000	0.000	0.000	0.000	0.000	0.000	0.000

TERTIARY PROCESS HISTORY

Total Annual Reclamation Production (2021)	259.92MG (797.31acre-ft.)
Total Lifetime Reclamation Production (94-21)	8.80 BG (27.00 K acre-ft.)
12 Month Rolling Total Reclamation Production	343.98 MG (1055.67 acre-ft.)

ELECTRICAL COSTS

Monthly Totals	Sep'21 kWh	Price per kWh	Sep'21	Aug'21	Jul'21	Jun'21
Secondary	85,439.00	\$ 0.250	\$ 21,332.92	\$ 20,112.11	\$ 20,354.14	\$ 19,997.41
Blowers	50,615.52	\$ 0.201	\$ 10,156.05	\$ 10,927.89	\$ 11,790.88	\$ 11,369.49
CAWD Total	136,054.52		\$ 31,488.97	\$ 31,040.00	\$ 32,145.02	\$ 31,366.90
Tertiary	96,028.00	\$ 0.236	\$ 22,625.98	\$ 22,551.18	\$ 23,051.78	\$ 20,558.60
MF/RO	83,225.00	\$ 0.235	\$ 19,544.63	\$ 22,485.62	\$ 24,160.27	\$ 22,509.89
Reclaim Total	179,253.00		\$ 42,170.61	\$ 45,036.80	\$ 47,212.05	\$ 43,068.49
Adjusted Monthly Totals (1)	CAWD Total		\$ 19,461.69	Reclamation Total		\$ 54,197.89

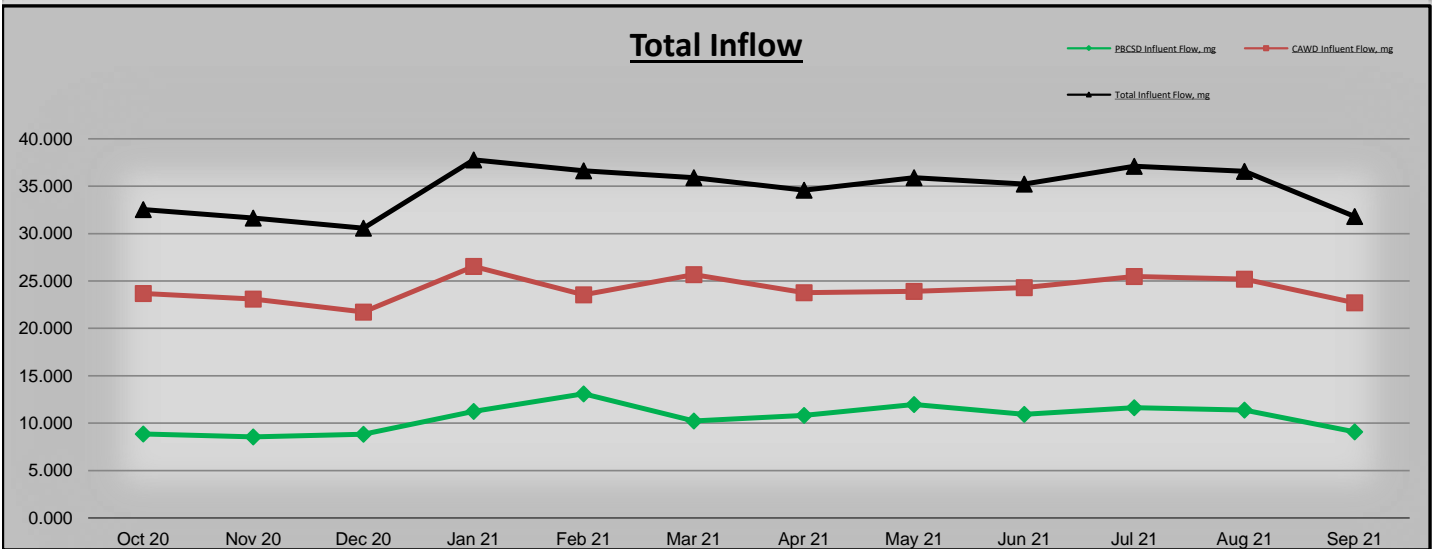
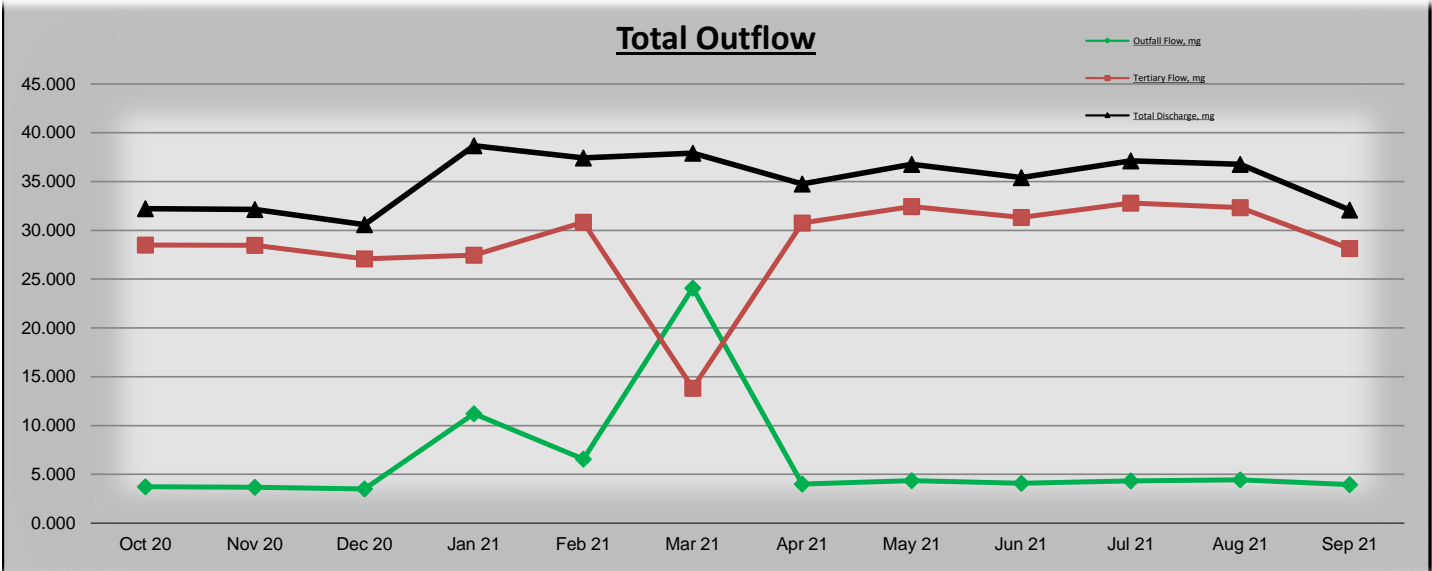
kW-h Per Acre Foot

	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	Sep '21 kW-h	Aug '21	Jul '21	Jun '21	Accumulated Totals
Production, kW-h	26,353	32,481	29,434	31,493	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.



STAFF REPORT



To: Board of Directors

From: Ray De Ocampo - Laboratory/Environmental Compliance Supervisor

Date: December 30, 2021

Subject: Monthly Report – November

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.
- On November 10, Central Coast Long-Term Environmental Assessment Network (CCLEAN) staff picked up CAWD's Final Effluent Composite sample for microplastic analysis. The results will be available after Applied Marine Sciences provides the final report.

ENVIRONMENTAL COMPLIANCE REPORT

- On November 12, Duke's Root Control crew applied chemical root foaming material in the collection system over a two-week period.
- The source control staff will be increasing restaurant inspections from one to four inspections a year. The source control staff is establishing a new inspection schedule to facilitate an additional three inspections per year going forward. The increased inspections will continue to provide on-hand guidance to restaurant employees and educational materials on the proper disposal of grease and the care and maintenance of grease traps and interceptors.

Restaurant Inspections

Restaurant	Compliant	Reason for Non-Compliance	Comments
Sur Restaurant	Yes		
Aabha Indian Cuisine	Yes		
Mulligans Public House	Yes		
Carmel Poke Co.	Yes		
RG Burger	Yes		
All Saints Episcopal Church	Yes		
Wedgewood Wedding Banquet	Yes		
Mountain Mike's Pizza	Yes		
Carmel Coffee Bank	Yes		
China Delight	Yes		
Island Taco	Yes		
Highlands Inn	Yes		

Grocery Store/Delicatessen Inspections

Grocery Store/Delicatessen	Compliant	Reason for Non-Compliance	Comments
Safeway	Yes		

Compliance Register

% Compliance	Maintenance	Mechanical
September 2021	100	100
October 2021	100	100
November 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
		Projects Implementation Plan Schedule														
		Treatment Plant Projects														
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	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 Dec 2021	SCADA Programming							
18-11	1611.000	Microturbine Integration Project	Treanor/Foley	6/4/19	6/30/22	\$150,000	\$205,114	Shutting Down for Safety During Project 18-01 Work	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							
21-03		Cathodic Protection Testing	Treanor	7/1/20	6/30/22	\$30,000	\$30,000	Complete	Cathodic Protection Testing							
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							
		Reclamation Projects														
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	Contracting	SCADA Migration							
		Reclamation Studies	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	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							
		Collections Projects														
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	In Construction	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	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 & San Carlos Sewer Rehabilitation from Ocean to 2nd	Lather	1/3/22	1/2/24	\$250,000	\$962,500	Inactive	Mission & San Carlos Sewer Rehabilitation from Ocean to 2nd							
20-05		River Watch Agreement	Lather	2/21/20	2/21/24	\$0	\$0	Work In Progress	River Watch Agreement							
20-06		Collections 20-Year CIP	Lather	7/1/20	7/1/40	\$0	\$29,489,616	Work In Progress	Collections 20-Year CIP							

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
		Administration														
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			\$0	\$0	Committee and Board Review								
		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	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

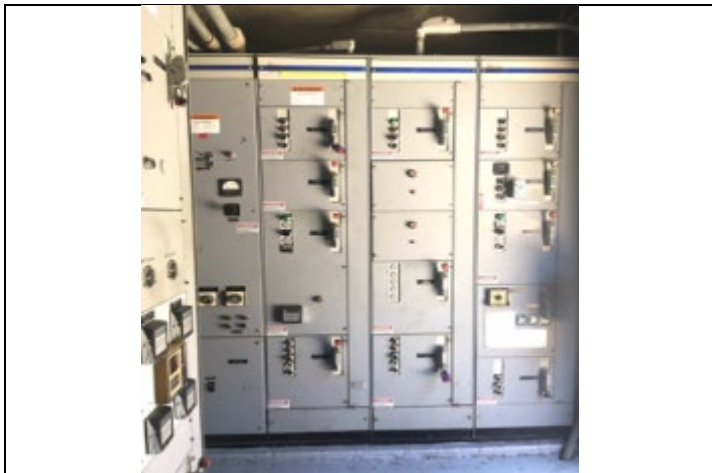


Photo: Existing Headworks Motor Control Center to Be Replaced in Project

Project Number:	18-01	
Project Name:	Wastewater Treatment Plant (WWTP) – Elec/Mech Rehab & Sludge Holding Tank Replacement Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Trenor	
Status:	In Construction	
Project Description:	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.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$10,946,671	\$984,346
Financial:	FY Budget:	FY Spent:
	\$5,000,000	\$87,674
Reclamation Share:	Estimated at 4% of project cost. Actual share TBD based on construction costs.	
Other Entities:	Pebble Beach Community Services District, CAWD/PBCSD Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Electrical Cutover Coordination; Steel tank vs concrete design to code	
Schedule:	<ul style="list-style-type: none"> Construction anticipated for FY21/22 into FY22/23 	
Consultants:	Design: Kennedy/Jenks Consultants Construction Management: Currie Engineers	
Contractor:	Clark Bros.	

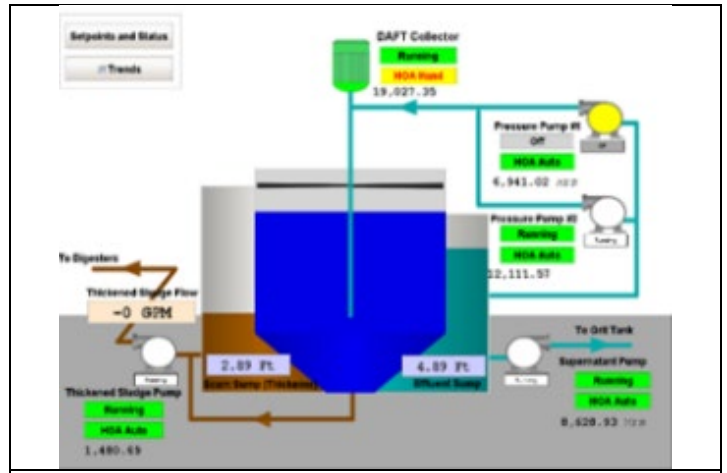


Photo: DAFT SCADA Overview

Project Number:	18-05	
Project Name:	Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) Programming Project	
Project Location:	Wastewater Treatment Plant	
Project Manager:	Foley	
Status:	Anticipated Completion Dec 2021	
Project Description:	During the Phase 1 project a new SCADA software package from Inductive Automation was installed to parallel the existing system. This project includes the migration of the remaining SCADA screens from the legacy system to the new system. The PLC code is also being updated to the CAWD standards that are being developed during this project. This project is necessary to replace obsolete software and hardware so that the automated controls, alarms, and reporting remain accurate and reliable.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$455,807	\$273,297
Financial:	FY Budget:	FY Spent:
	\$200,000	\$17,490
Reclamation Share:	Partial Reclamation	
Other Entities:	None	
Permits Required:	None	
Schedule:	Some minor additional work remains and will be completed by 12-31-21	
Consultants:	Frisch Engineering	



Photo: Existing Gas Conditioning System

Project Number: 18-11		
Project Name: Microturbine Integration Project		
Project Location: Wastewater Treatment Plant		
Project Manager: Treanor/Foley		
Status: Shutting Down for Safety During Project 18-01 Work		
Project Description: Overhaul of existing gas conditioning system and controls for the microturbines. The existing gas conditioning system has been having repeated mechanical failures which reduces the amount of time the Microturbines are in service. Significant overhaul of controls is needed to integrate the new 65kW turbine. CAWD is looking into a new gas conditioning system in case the existing system is not sufficient to treat the gas after the larger 65kW turbine is placed in service.		
Department: Treatment		
Financial:	Cumulative Budget: \$205,114	Cumulative Spent: \$55,114
	FY Budget: \$150,000	FY Spent: \$0
Reclamation Share:	N/A	
Other Entities:	N/A	
Permits Required:	Air Board Permit	
Challenges:	Complexity of System	
Schedule:	<ul style="list-style-type: none"> Ongoing; anticipate completion 06-30-22 	
Consultants:	Frisch Engineering (programming)	
Contractor:	N/A	



Photo: Eucalyptus trees on South Side of Treatment Plant

Project Number: 18-28		
Project Name: Perimeter Tree Plan and Implementation		
Project Location: Wastewater Treatment Plant		
Project Manager: Treanor		
Status: Planning Stakeholder Meeting		
Project Description: Planning and landscaping around the treatment plant. This will include looking into possibly replacing the non-native eucalyptus trees around the perimeter of the treatment plant with native tree species. The project will start with a study and a plan to determine costs, sequencing schedule, and visual impacts. The eucalyptus trees around the plant have ongoing maintenance costs which may be offset in the long term with different type of tree screening. Purpose is to improve security around plant perimeter.		
Department: Treatment		
Financial:	Cumulative Budget: \$237,897	Cumulative Spent: \$5,020
	FY Budget: \$60,000	FY Spent: \$2,123
Reclamation:	N/A	
Other Entities:	N/A	
Permits Required:	Currently unknown (In Study Phase)	
Challenges:	Time it will take for new trees to grow up that will fully screen treatment plant from view	
Schedule:	<ul style="list-style-type: none"> Study to occur in 2021; anticipate completion 06-30-26 	
Consultants:	Scott Hall Landscape Design	
Contractor:	TBD	



Photo: WWTP Aerial Showing Eucalyptus Trees Around Perimeter

Project Number:	21-01								
Project Name:	WWTP Eucalyptus Pruning								
Project Location:	Wastewater Treatment Plant								
Project Manager:	Treanor								
Status:	Anticipated Completion in Jan 2022								
Project Description:	Trim Eucalyptus Trees around WWTP to control overgrowth of trees and mitigate spread of non-native tree.								
Department:	Treatment								
Financial:	<table border="1"> <tr> <td>Cumulative Budget:</td> <td>\$150,376</td> <td>Cumulative Spent:</td> <td>\$20,376</td> </tr> <tr> <td>FY Budget:</td> <td>\$130,000</td> <td>FY Spent:</td> <td>\$600</td> </tr> </table>	Cumulative Budget:	\$150,376	Cumulative Spent:	\$20,376	FY Budget:	\$130,000	FY Spent:	\$600
Cumulative Budget:	\$150,376	Cumulative Spent:	\$20,376						
FY Budget:	\$130,000	FY Spent:	\$600						
Reclamation Share:	0%								
Other Entities:	N/A								
Permits Required:	Coastal Commission Notification, County Tree Cutting Permit								
Challenges:									
Schedule:	Tree Trimming anticipated during non-nesting season (fall-winter 21/22).								
Consultants:	Burleson Consulting (Environmental Monitoring) Frank Ono (Arborist)								
Contractor:	Tope's Tree Service								

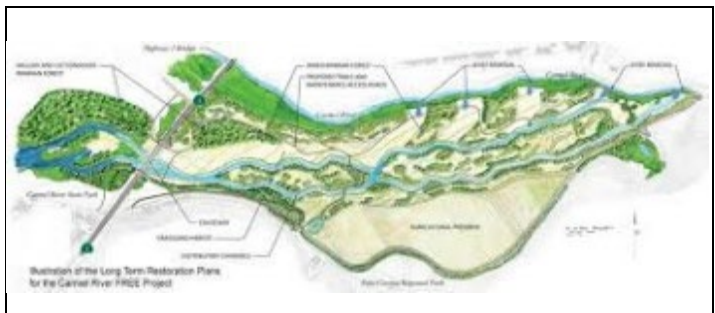


Photo: Carmel River Floodplain Restoration and Environmental Enhancement (CRFREE)

Project Number:	19-21								
Project Name:	Carmel River Floodplain Restoration & Environmental Enhancement (CRFREE) Mitigation								
Project Location:	Carmel River Lagoon								
Project Manager:	Treanor								
Status:	Design/Permitting/Developing Funding Agreement								
Project Description:	The CRFREE Project intends to create a new river channel in the Carmel River lagoon floodplain, which will significantly impact existing wastewater pipelines 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.								
Department:	Engineering								
Financial:	<table border="1"> <tr> <td>Coastal Conservancy Grant Budget:</td> <td>\$750,000</td> <td>Cumulative Spent:</td> <td>\$453,217</td> </tr> <tr> <td></td> <td></td> <td>FY Spent:</td> <td>\$133,290</td> </tr> </table>	Coastal Conservancy Grant Budget:	\$750,000	Cumulative Spent:	\$453,217			FY Spent:	\$133,290
Coastal Conservancy Grant Budget:	\$750,000	Cumulative Spent:	\$453,217						
		FY Spent:	\$133,290						
** Project is being funded by CRFREE initiated grants									
Reclamation Share:	0%								
Other Entities:	Monterey County								
Permits Required:	Coastal Commission, CA Fish and Wildlife, Army Corp of Engineers, Regional Water Quality Control Board (RWQCB)								
Challenges:	Construction near environmentally sensitive habitat and obtaining new easement from State Parks								
Schedule:	<ul style="list-style-type: none"> Construction anticipated in Summer 2023 								
Consultants:	Design: Kennedy Jenks and Staheli Trenchless CEQA: Johnson Marigot								
Contractor:	Pending								



Photo: Impressed Current Rectifier

Project Number: 21-03		
Project Name: Cathodic Protection Testing		
Project Location: Treatment Plant		
Project Manager: Treanor		
Status: Complete		
Project Description: Testing and evaluation of existing 50-year-old impressed current cathodic protection system for WWTP Ocean Outfall		
Department: Treatment		
Financial:	Cumulative Budget: \$30,000	Cumulative Spent: \$6,936
	FY Budget: \$30,000	FY Spent: \$6,936
Reclamation Share:	0%	
Other Entities:	N/A	
Permits Required:	None	
Challenges:	None	
Schedule:	Complete in FY21/22	
Consultants:	Trident Corrosion Engineering	
Contractor:	N/A	



Photo: Existing air diffuser system

Project Number: 19-19		
Project Name: WWTP – Aeration Basin Improvements		
Project Location: Wastewater Treatment Plant		
Project Manager: Waggoner		
Status: Planning Installation for 2022		
Project Description: The Aeration Basins 4A & 4B need to have additional diffusers installed to ensure the proper air (oxygen) transfer into the wastewater to support the aerobic microorganisms in the basins.		
Department: Treatment		
Financial:	Cumulative Budget: \$9,030	Cumulative Spent: \$9,030
	FY Budget: \$0	FY Spent: \$0
Reclamation Share:	Estimated at 0% of project cost.	
Other Entities:	N/A	
Permits Required:	N/A	
Challenges:	Weather conditions and Scheduling	
Schedule:	<ul style="list-style-type: none"> • Design is complete • Materials ordered and received • Construction anticipated for 2022 	
Consultants:	N/A	
Contractor:	TBD	

Reclamation Capital Project Summaries



Photo: Existing totes used for Sulfuric Acid storage and Feed

Project Number:	18-26	
Project Name:	Sulfuric Acid & Citric Acid Storage & Feed Systems Project	
Project Location:	Reclamation – Microfiltration (MF)/Reverse Osmosis (RO)	
Project Manager:	Treanor	
Status:	Submittal Phase	
Project Description:	Code compliance upgrades for existing acid chemical storage and feed system used by Reclamation for enhancing RO recovery. Project includes code compliant secondary containment and separation of dissimilar chemicals.	
Department:	Treatment	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$438,743	\$68,743
Financial:	FY Budget:	FY Spent:
	\$370,000	\$0
Reclamation Share:	100%	
Other Entities:	Reclamation Project	
Permits Required:	Coastal Commission Notification	
Challenges:	Hazardous Chemical Safety	
Schedule:	Construction 2021/2022	
Consultants:	Trussell Technologies, Inc	
Contractor:	Monterey Peninsula Engineering	

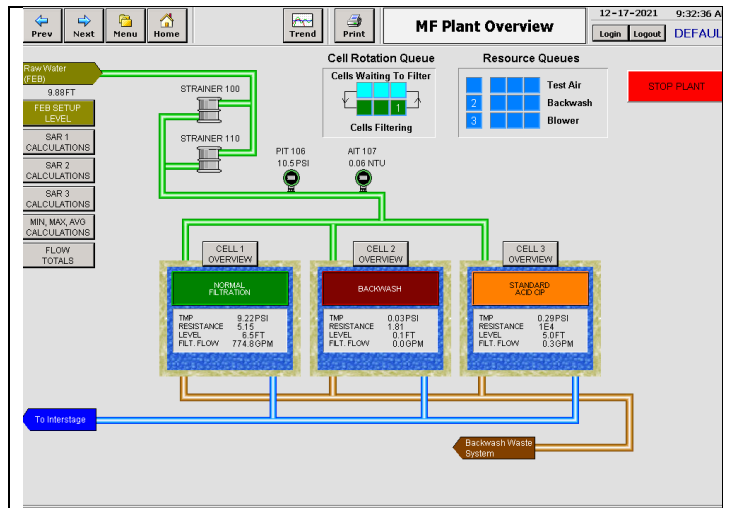


Photo: Microfiltration SCADA Overview

Project Number:	21-09	
Project Name:	Reclamation Supervisory Control and Data Acquisition (SCADA) Migration Project	
Project Location:	Reclamation Plant	
Project Manager:	Foley	
Status:	Anticipated Completion May 2022	
Project Description:	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.	
Department:	Reclamation	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$140,000	\$0
Financial:	FY Budget:	FY Spent:
	\$140,000	\$0
Reclamation Share:	100%	
Other Entities:	Reclamation Project	
Permits Required:	None	
Challenges:	Structure of old Programming	
Schedule:	Work started in December 2021	
Consultants:	Frisch Engineering	

Collections Capital Project Summaries



Photo: View gravity pipe in Carmel easement

Project Number: 19-03		
Project Name: Carmel Meadows Sewer Replacement		
Project Location: Collection System		
Project Manager: Lathér		
Status: In Design / California Environmental Quality Act (CEQA)		
Project Description: 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.		
Department: Collections		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$2,014,551	\$397,501
Financial:	FY Budget:	FY Spent:
	\$150,000	\$32,950
Permits Required:	Coastal Permit and Environmental Review	
Challenges:	Redirecting the sewer to the pump station without requiring booster pumps for individual houses.	
Schedule:	Design and Environmental Review completed by 1/15/22. Construction to begin FY21/22.	
Consultants:	SRT Consultants, WRA Environmental	
Contractor:	TBD	



Photo: View of proposed sewer line realignment

Project Number: 19-13		
Project Name: Upper Rancho Cañada Pipe Relocation		
Project Location: Collection System		
Project Manager: Lathér		
Status: In Construction		
Project Description: This project relocates an existing sewer trunk line that serves the eastern most assets of the District and is located within the proposed County Park at Rancho Cañada. The trunk line varies in size from 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.		
Department: Collection		
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,912,475	\$876,529
Financial:	FY Budget:	FY Spent:
	\$1,760,000	\$687,942
Other Entities:	Monterey Regional Park District	
Permits Required:	Environmental Review	
Challenges:	Providing a design that allows CAWD access to assets and is acceptable to the Park District.	
Schedule:	Construct August-December 2021	
Consultants:	MNS Engineering Rincon Environmental	
Contractor:	Graniterock	

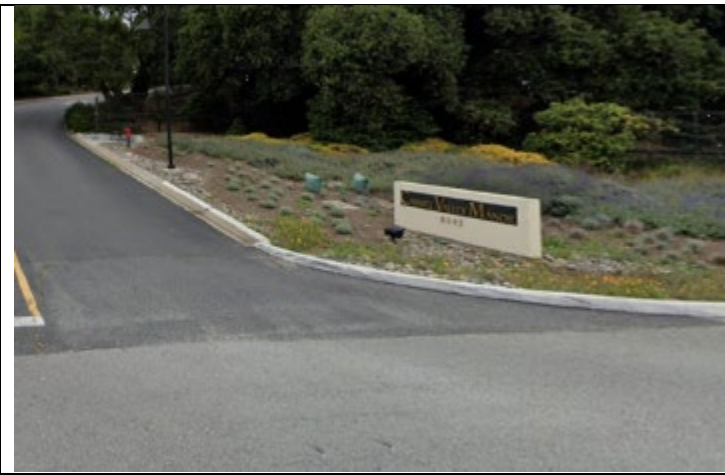


Photo: Entrance to Carmel Valley Manor

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



Photo: Looking at Pump Station Exterior

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



Photo: Pipe Bursting Limits on Scenic

Project Number:		20-08
Project Name:		Scenic Rd Pipe Bursting - Ocean to Bay
Project Location:		Collection System
Project Manager:		Lathér
Status:		In Design
Project Description:		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.
Department:		Collections
Financial:	Cumulative Budget:	Cumulative Spent:
	\$1,280,276	\$99,440
Financial:	FY Budget:	FY Spent:
	\$1,200,000	\$19,162
Reclamation Share:		0%
Other Entities:		Carmel-by-the-Sea, Coastal
Permits Required:		Exemptions from CEQA & Coastal Commission
Challenges:		Traffic Control & poorly mapped Underground Utilities
Schedule:		Design 2021, Construct 2022, completed 06-23
Consultants:		Pending
Contractor:		MNS



Photo: Sewer Line Repair

Project Number:			21-02		
Project Name:			2021 Pipeline Spot Repairs		
Project Location:			Collection System		
Project Manager:			Lathér		
Status:			Contracting		
Project Description:			Repairs to damaged sections of pipe at various locations throughout the District as noted in sewer video inspections.		
Department:			Collections		
Financial: O&M	Cumulative Budget:		Cumulative Spent:		
	\$150,000 (FY21-22)		\$0		
Financial: O&M	FY Budget:		FY Spent:		
	\$150,000 (FY21-22)		\$0		
Reclamation Share:		0%			
Other Entities:		N/A			
Permits Required:		none			
Challenges:		Traffic control in area of town, depth of repair.			
Schedule:		Start date pending completion of performance bond.			
Consultants:		N/A			
Contractor:		Rooter King			

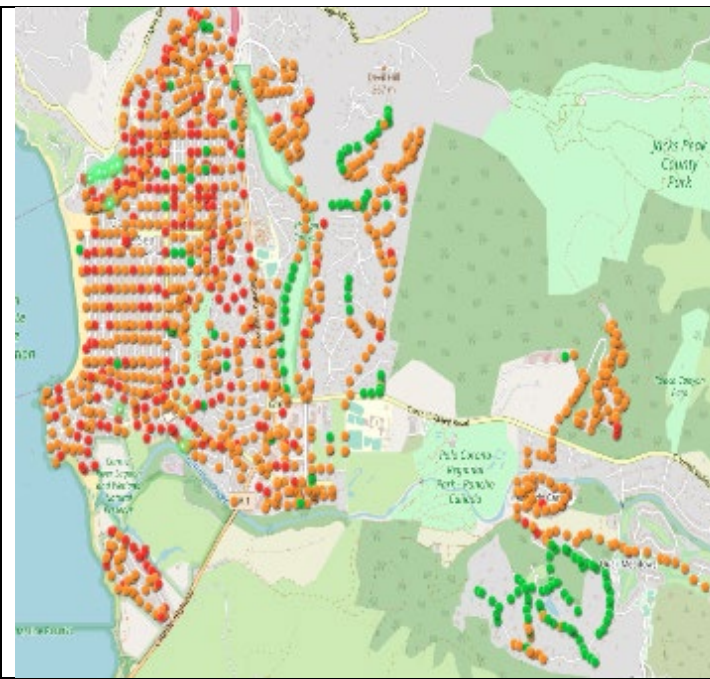


Photo: Manhole Inspection Map

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

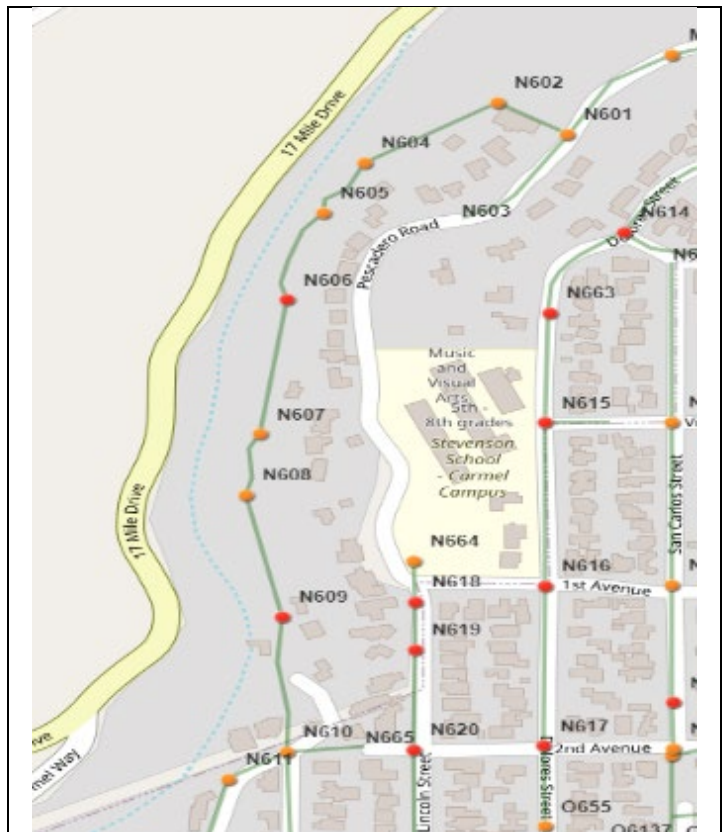


Photo: Sewer Line at Pescadero Creek

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

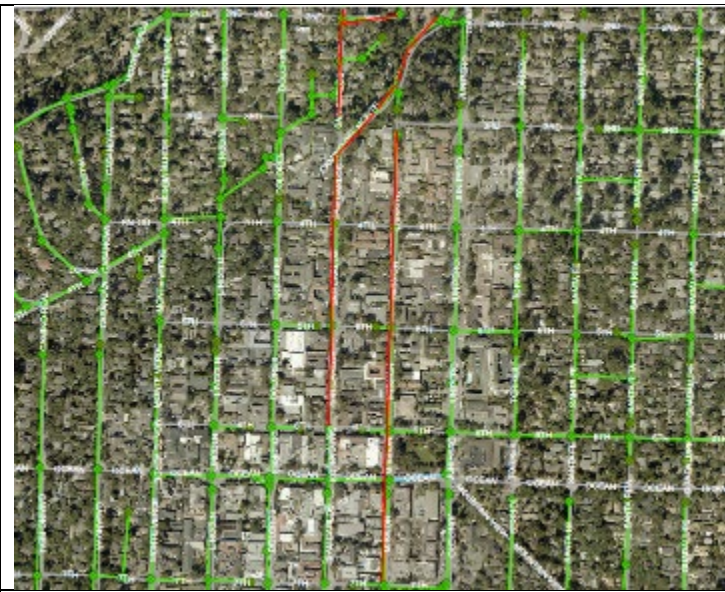


Photo: Sewer Line Rehab Location

Project Number:	21-07	
Project Name:	Mission & San Carlos Sewer Rehabilitation from Ocean to 2nd	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Inactive	
Project Description:	Replace or pipe burst existing sewer on Mission and on San Carlos	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$962,500	\$0
Financial:	FY Budget:	FY Spent:
	\$250,000	\$0
Reclamation Share:	0%	
Other Entities:	N/A	
Permits Required:	City of Carmel-by-the-Sea	
Challenges:	Traffic control in area of town, depth of repair.	
Schedule:	Complete by 01-24	
Consultants:	TBD	
Contractor:	TBD	



Photo: River Watch logo

Project Number:	20-05	
Project Name:	River Watch Agreement	
Project Location:	Collection System	
Project Manager:	Lathér	
Status:	Work in Progress	
Project Description:	Work with Collections to provide data that is needed to satisfy the milestones in the agreement with River Watch. As of November 2021 there are 94 remaining manholes to be inspected out of 1,434 for the FY.	
Department:	Collections	
Financial:	Cumulative Budget:	Cumulative Spent:
	N/A	N/A
Financial:	FY Budget:	FY Spent:
	N/A	N/A
Reclamation Share:	0%	
Other Entities:	River Watch	
Permits Required:	none	
Challenges:	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.	
Schedule:	Due date June 2023	
Consultants:		
Contractor:	N/A	

Admin Non-Capital Project Summaries

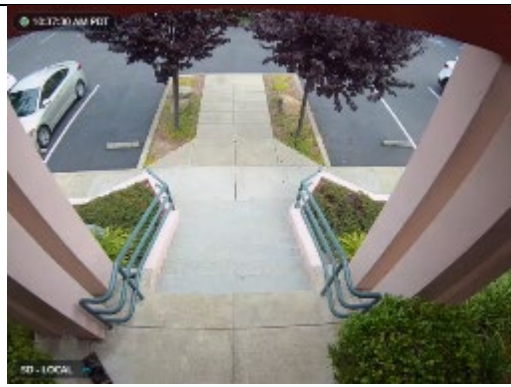


Photo: Security Cameras – Admin View

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

Non-Capital Project Summaries



ADP Workforce Now

Photo: ADP Clip Art

Project Number:	N/A	
Project Name:	Workforce Now	
Project Location:	All Supervisor Locations	
Project Manager:	Beth Ingram	
Status:	Implementation	
Project Description:	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.	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$2,520
Financial:	FY Budget:	FY Spent:
	\$0	\$2,520
Challenges:	Technical issues need to be resolved & Employee training	
Schedule:	Anticipate implementation in the Winter 2021	
Consultants:	ADP	



Photo: Caduceus

Project Number:	N/A	
Project Name:	Health Insurance Review	
Project Location:	Administration	
Project Manager:	Barbara Buikema	
Status:	Committee and Board Review	
Project Description:	To be presented to Board of Directors at December 30, 2021 meeting	
Department:	Administration	
Financial:	Cumulative Budget:	Cumulative Spent:
	\$0	\$0
Financial:	FY Budget:	FY Spent:
	\$0	\$0
Schedule:	Must be complete by 12-30-21 or earlier depending on December board meeting scheduled date	
Consultants:	Beth Ingram, HR	



Photo: Real Estate Clip Art

Project Number:			N/A		
Project Name:			Real Property Investigation		
Project Location:			Carmel Valley		
Project Manager:			Barbara Buikema		
Status:			Evaluation in Progress		
Project Description:			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.		
Department:			Administration		
Financial:	Cumulative Budget:		Cumulative Spent:		
	\$75,000		\$0		
Financial:	FY Budget:		FY Spent:		
	\$75,000		\$0		
Permits Required:		None – at this time			
Challenges:		Limited land possibilities, regulatory hurdles, and zoning			
Schedule:		12 mos.			
Consultants:		Mahoney & Associates			



Photo: Cyber Security Clip Art

Project Number:			N/A		
Project Name:			Cyber Security		
Project Location:			District-wide		
Project Manager:			Chris Foley		
Status:			Ongoing		
Project Description:			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.		
Department:			All		
Financial:	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
Financial:	FY Budget:		FY Spent:		
	\$17,000		\$0		
Challenges:			Ongoing training & the need for continual upgrades as skills of hackers grow.		
Schedule:			Continually updating		
Consultant:			Exceedio		



Photo: Six Sigma Clip Art

Project Number:			N/A		
Project Name:			Lean Six Sigma		
Project Location:			Management staff		
Project Manager:			Barbara Buikema		
Status:			Green Belt Level Training & Certification		
Project Description:			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.		
Department:			Administration		
Financial:	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
Financial:	FY Budget:		FY Spent:		
	\$0		\$2,000		
Permits Required:			None		
Challenges:			Implementation phase		
Schedule:			Ongoing		
Consultants:			Self-study online		
Trainer:			To be determined		



Photo: California coastline

Project Number:			N/A		
Project Name:			Long-Term Sea Level Rise Planning		
Project Location:			Treatment Plant		
Project Manager:			Barbara Buikema/Patrick Treanor		
Status:			Ongoing		
Project Description:			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.		
Department:			Administration		
Financial:	Cumulative Budget:		Cumulative Spent:		
	\$0		\$0		
Financial:	FY Budget:		FY Spent:		
	\$0		\$0		
Permits Required:			In response to California Coastal Commission		
Challenges:			Establishing focus on long term objectives and committing to follow through items.		
Schedule:			Draft Long-Term Coastal Hazard Plan will be complete by 01-02-22 for the submission on 03-11-22		
Consultants:			None at this time, however we anticipate and have provided for in long term coastal hazards monitoring planning budget \$75K year.		

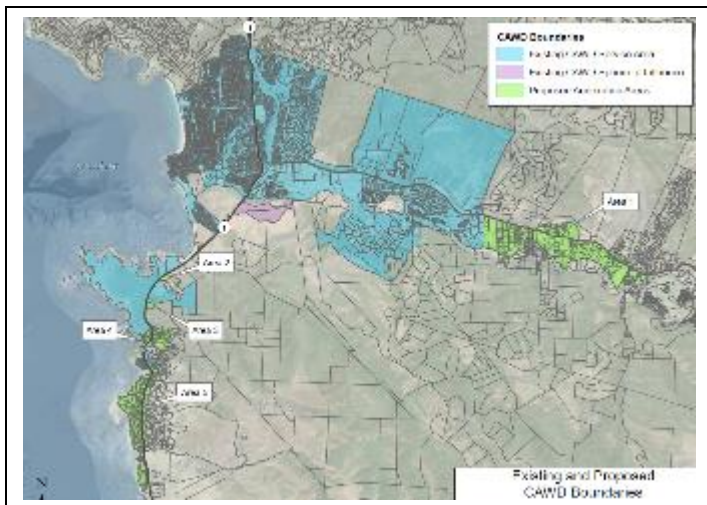


Photo: Areas of Potential Annexation

Project Number:		18-21, 19-04, 19-08,19-09	
Project Name:		2021 CAWD Sphere of Influence (SOI) Amendment & Annexation Proposal	
Project Location:		Collection System	
Project Manager:		Lathér	
Status:		In process of obtaining CDP Amendment for annexations in Coastal Zone	
Project Description:		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.	
Department:		Collections	
Financial:	Cumulative Budget:	Cumulative Spent:	
	\$105,000 (55K+50K)	\$107,894	
Financial:	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.			
Permits Required:		Environmental Review, Local Agency Formation Commission (LAFCO) Annexation Approval	
Challenges:		#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.	
Schedule:		LAFCO annexation hearing on 3-22-21. Approved with zero protests.	
Consultant:		Denise Duffy & Associates	



To: Board of Directors

From: Ed Waggoner
Operations Superintendent

Date: December 30, 2021

Subject: Monthly Operations Report – November 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 November.
- (Project #18-05) Operations staff has been meeting and working with the Maintenance department and Frisch Engineering on the upgrades and programming of the PLC/SCADA System.
- Operations staff replaced fine bubble diffusers on November 18th, with coarse bubble diffusers at the secondary distribution box to be able to discharge extra air to prevent surging and the shutdown of the main aeration blowers.
- Staff continued working on the 2022-2023 budget for the treatment facility.
- November 16th, Peter Vonlangen from the State Water Resources Control Board of the Central Coast Water Board did an unannounced visit at the Wastewater Treatment Facility. The Operations Superintendent and Operations Supervisor conducted a 2-hour tour answering questions on the treatment and the reclamation facilities. Mr. Vonlangen stated he was impressed with the operation and the construction improvement work by Carmel Area Wastewater District (CAWD) on Project #18-01, the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project.

Reclamation:

- Staff continued preventative maintenance work on pumps, motors, and other equipment.
- 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).
- Due to supply and shipping issues with the current vendor of phos58, Brenntag Pacific was onsite on November 10th, performing jar testing to find a new cerium-based coagulant to replace the current phos58 product for phosphate removal.

Training:

- Staff continues to complete online training at the treatment facility from Target Solutions to update policies for the Exposure Control Plan for the COVID-19 virus.
- Staff continues to participate in scheduled tailgate safety 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.
- On November 3rd, successfully completed System Outage Request (SOR) #4 from Clark Bros Inc. to disconnect the fuel and water connections to the 450 standby generators.
- On November 12th, successfully completed SOR #5 from Clark Bros Inc. for the removal of digester sludge piping in basement of the digester control building.
- On November 15th, successfully completed SOR #6 from Clark Bros Inc. for the removal of the digester gas piping in the basement of the digester control building and isolating gas pipe with blind flange connections.

Meetings Attended

- On November 29th, there was a Source Control meeting on the progress made regarding the Source Control billing and inspections for restaurants.
- Attended weekly Teams Meeting on construction progress for Project #18-01, for the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement

Discharge Permit Violations

- There were no Reclamation Permit 93-72 discharge violations for the month of October 2021.
- There were no violations of the National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012 within the month of October 2021.
- Submitted Semi Annual Effluent Toxicity report for National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012. Report submitted contained no permit violations.
- Submitted Third Quarter Effluent Report for Dichloro-diphenyl-trichloroethane (DDT) for National Pollutant Discharge Elimination System (NPDES) Number CA0047996, Order No. R3-2014-0012. Report submitted and contained no permit violations.
- There is no update on the 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: December 30, 2021
Subject: Monthly Maintenance Report – November 2021



RECOMMENDATION

Receive Report- Informational only; no action required.

DISCUSSION

Maintenance Projects in Progress/Completed

- Project 21-09: Reclamation Supervisory Control and Data Acquisition (SCADA) Migration project is in progress. Frisch engineering is the consultant and has completed the migration of the alarms from legacy SCADA to Ignition SCADA. The next phase is the migration of the display screen graphics.
- The iron sponge media for the microturbine gas conditioning system was replaced. Improvements to the vessels were made to prevent media from clogging the piping which restricts gas flow. Anticipated life of the new media with vessel improvements is 7-10 years.
- Variable Frequency Drives were installed by Bryan Mailey Electric for the sand filter delta stack clarifier mixers. Previously the motors would only run at full speed which disrupted the process, so the flash mixer was turned off. Operations now can slow down the motors and the mixers were placed back in service.
- The impellers and wear rings for two influent pumps were replaced. After consultation with the plant engineer it was decided to replace the impellers even though the pumps will be replaced next year. The day the inspection work order was scheduled there was a failure on an impeller. This was not ideal and should have been caught sooner. During the repair staff found a crack on part of the housing. The experience of the maintenance staff shined through, and they identified a return activated sludge pump that was removed from service as having the same part. The part was replaced, and the pump placed back in service. The preventative maintenance work order was updated to inspect more frequently.

Upcoming Maintenance Projects

- The treatment plant ethernet switching backbone has been upgraded. A few minor network adjustments are scheduled then the next phase will begin. This will include an offline standby SCADA server that can be placed in service if the production SCADA servers are affected by a cyberattack.
- Maintenance staff is working with plant engineer to audit and optimize preventative maintenance work orders. The goal is to identify any gaps and prioritize preventative maintenance work orders by criticality. A few gaps have been identified and are being addressed. Failure modes are also examined and strategies such as the addition of in stock spare parts or increased condition monitoring is in progress.

Staff Development

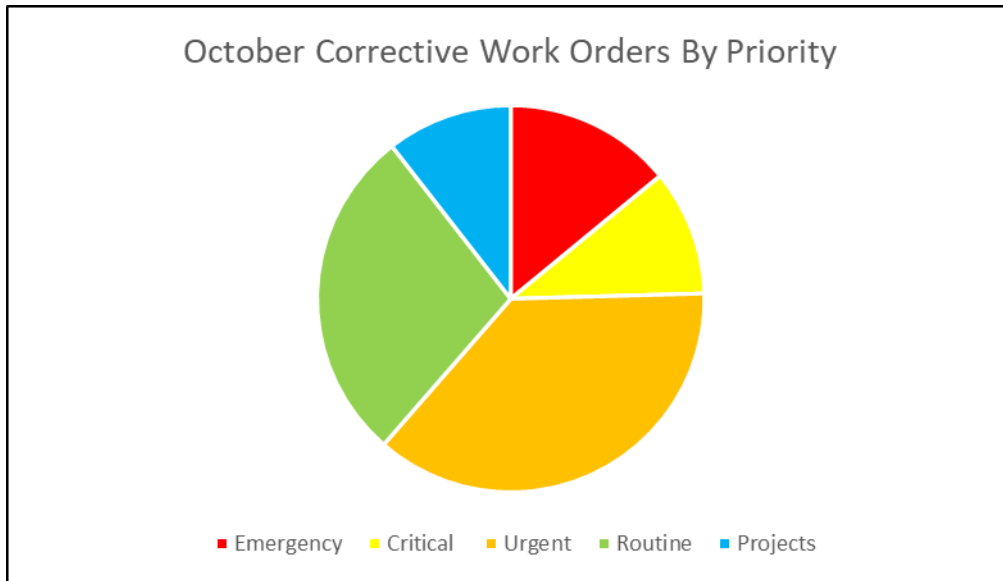
- Greg Ange was promoted to Grade 3 Maintenance Mechanic. Greg has extensive experience and knowledge in mechanical, welding and diesel repair. Greg has taken on increased responsibility, and he is now the lead on optimizing preventative maintenance work orders.

Work Order Metrics

Preventive Maintenance

Total Work Orders Generated	412
Total Work Orders Closed/Done	391
Total Work Orders Still Open	21
Percentage of Work Orders Completed	94.90%

Corrective Maintenance



Emergency	8
Critical	6
Urgent	21
Routine	16
Projects	6

FUNDING

N/A- Informational item only

STAFF REPORT

To: Board of Directors
From: Rachél Lather, Principal Engineer
Date: December 30, 2021
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 November and December, 2021.

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 both the District and CVM. This would potentially allow Cañada Woods to connect to the District as a satellite agency in the future. There has been a great deal of interest by other owners adjacent to this project regarding connecting to the sewer and the Principal Engineer has been working to educate the interested parties regarding the steps to take to connect.

The engineer for the Corona Road Sewer Assessment District project is finalizing the report that will provide the cost estimate and preliminary design that will be used to initiate the assessment district formation process. Denise Duffy and Associates are working on the environmental documents needed once 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 change order that will be brought to the Board for approval in January. PSOMAS, the construction manager, is negotiating with Graniterock on the price and will provide the District Engineer with their recommendations in January 2022.

FUNDING

N/A- Informational item only

STAFF REPORT



To: Board of Directors

From: Chris Foley, Maintenance Superintendent

Date: December 30, 2021

Subject: (Project 18-01) Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project Equipment Programming- Frisch Engineering Contract

RECOMMENDATION

It is recommended that the Board of Directors approve a capital project consultant contract with Frisch Engineering for the Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project Equipment Programming in the amount not to exceed \$161,395.

DISCUSSION

As part of the project the new equipment will require Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) programming to integrate the new equipment. Updated programming is required just as structural, electrical, and mechanical work when equipment is replaced or updated.

The programming is not included in the construction contract because of the level of institutional knowledge required to navigate the controllers, servers, and network when editing software.

Frisch Engineering was selected to implement the new equipment since they already possess the institutional knowledge and can focus on updating the equipment and not have to learn the whole system.

The District has a standard that was developed with Frisch Engineering and they would still be required to assist if another System Integrator programmed the new equipment.

Areas that are included in the programming update:

- Influent Pump Station: Pumps, level control
- Headworks: Bar Screens, Primary Clarifier, Grit System
- Effluent Pump Station: Pumps, analyzers and flow meters
- Sludge Holding Tank: Pump and level
- Chlorination/Dechlorination Building: Analyzers, sump, flow meter
- 3 water pump system: Pumps and pressure control

The programming work can be started before the equipment is installed so that the details and testing can be completed ahead of time. This will minimize delays during equipment startup.

FUNDING

The FY21/22 \$161,395 Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Project capital budget

RESOLUTION NO. 2021-64

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH FRISCH ENGINEERING FOR PROJECT #18-01 THE ELECTRICAL/MECHANICAL REHABILITATION AND SLUDGE HOLDING TANK REPLACEMENT EQUIPMENT PROGRAMMING IN FISCAL YEAR 2021-22 IN AN AMOUNT NOT TO EXCEED \$161,395

-oOo-

WHEREAS, the District requires the services of an engineering firm for engineering and programming Electrical/Mechanical Rehabilitation and Sludge Holding Tank Replacement Equipment Programming; and

WHEREAS, the District vetted system integrators for the Supervisory Control And Data Acquisition (SCADA) system as part of the treatment plant and collection SCADA; and

WHEREAS, staff has determined the District has been satisfied with Frisch Engineering and should continue utilizing Frisch Engineering as the District’s system integrator; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District, which is convinced by the staff report on December 30, 2021, that this proposal has merit and hereby authorizes the General Manager to enter into a contract with Frisch Engineering for fiscal year 2021-22 in an amount not to exceed \$161,395.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 30, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager
Chris Foley, Maintenance Superintendent

Date: December 30, 2021

Subject: Purchaser/Plant Asset Coordinator Position

RECOMMENDATION

It is recommended that the Board of Directors adopt a resolution authorizing an updated job description for the Purchaser/Plant Asset Coordinator (PPAC) and approve recruitment beginning in January 2022.

DISCUSSION

Our current Computerized Maintenance Management Software (CMMS) - Plant Administrative Coordinator has notified the District of her intention to retire in April 2022. This opened the door to refinement of the job description so that it focused more closely to CMMS/Maintenance duties.

It will be a significant loss to the District when Karla Cristi retires because she has taken on a position that did not exist and made it integral to operations and CMMS. A new candidate will have less responsibility building CMMS and pivot towards maintaining CMMS and managing all plant purchasing. This is a position that works with all departments at the facility.

Staff would like to start recruiting in January because we recognize that the Mainsaver Program will require a significant learning curve that would be better completed with Ms. Cristi present rather than after she retires. Staff anticipates approximately two months of overlap between Ms. Cristi and a new staff member.

The Salary & Benefits Committee met on December 8, 2021, and approved the revised job description and the January 2022 recruitment effort.

FUNDING

This position will remain at Salary Classification Range 16, \$6,489.94 - \$7,881.27/mo.

The 2021-22 budget did not specifically provide for a training period; however, the budget did include \$20K for temporary services at the facility that can be used to cover two months of training time.



PURCHASER/PLANT ASSET COORDINATOR (PPAC)

DEFINITION

Under general direction, develops, communicates and executes maintenance plans and schedules to utilize plant resources effectively and efficiently. Increases reliability of plant equipment and reduces maintenance cost by administering robust and accurate Computerized Maintenance Management Software (CMMS) tools and performs related work as required. This individual will work closely with maintenance, operations, plant engineer, collection staff, and vendors.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance Superintendent. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is an administrative class that performs a variety of administrative, purchasing, inventory contracts and maintenance work coordination work for the District. The work requires some public contact, the frequent use of tact, discretion, and independent judgment, knowledge of laws and regulations governing maintenance administration, purchasing, and the ability to communicate clearly and effectively.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Purchasing Management:

- Adheres to District purchasing policies, processes and procedures.
- Prepares purchase request and issues purchase orders for the purpose of completing purchasing processes in accordance with established procedures.
- Assists and/or develops, and revises District policies, procedures, and programs.

- Ability to compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with purchasing policies and procedures, and/or purchasing processes.
- Evaluate vendors for the purpose of determining their capability for performing to established specifications.
- Maintains purchasing information files and records (e.g., Request for Proposal, Purchase Orders, Contracts, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within district requirements/regulations.
- Processes purchasing related information (e.g., bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information authorizing action and/or complying with established practices.

Maintenance Planning:

- Serve as system administrator for the CMMS system, coordinating software updates, modifications, and user access rights
- Manage assets and associated records as well as work orders within the Computerized Maintenance Management System (CMMS); inputting and updating Preventative Maintenance (PM), calibrations, equipment record, maintenance manuals, files and all applicable data.
- Maintains oversight of the job plan / task library within the CMMS, and assists as required in developing, writing and delivering procedure documents (i.e., Standard Operating Procedures, etc.)
- Continuous improvement of work order planning and scheduling process through the review and use of metrics, analysis of workflow, job demands and expectations
- Develop and monitor performance criteria for preventative maintenance and communicate appropriately. Provide research and analysis for data for a variety of processes and metrics used in plant operations.
- Provides software training to end-users and new CMMS users; serves as a liaison for problem solving and escalation
- Assumes a leadership role in the day-to-day activities of the spare parts area
- Provides input into spare part stocking decisions based on receipt of work request, reviews scope of work, confirms job priority and requested completion dates and lead times, ensures that charge numbers and codes are complete and accurate, ensures authorization is proper, and reviews job details with originating department.
- Establishes the minimum and maximum stock level for spare parts and assure all the parts are on site when needed

General Administrative Functions:

- Types, originates, formats, proofreads, and distributes a wide variety of reports, letters, and memoranda, including agenda items; assists with bid documents, types from rough drafts, verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Scans documents to server; makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files.
- Maintains accurate records of work performed.
- Participates in unit meetings, in service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Orders office supplies for all departments (Treatment plant/Collections and as required office.)
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of computerized maintenance management systems and purchasing in a public agency setting.
- Experience with CMMS desired; but not required.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Record keeping principles and procedures.
- Computer applications: Excel, MS Word, Adobe Acrobat, and other database applications as related to work.
- Business letter writing and report preparation.
- Basic arithmetic and statistical techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the phone.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices of maintenance administration.
- Ability to communicate with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects.
- Ability to deal with frequent interruptions and changing priorities.
- Ability to maintain confidentiality as required.
- Perform technical and administrative support work with accuracy, speed, and general supervision.
- Learn and understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate basic arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Ability to create picture-based (flow chart) procedures that are easy to understand and follow.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Identify and take appropriate action when operating problems occur.
- Communicate effectively in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of High School Diploma or General Equivalency Diploma supplemented by college level courses in business/accounting or related field, or three (3) years of administrative/accounting experience, an Associates or Bachelor's Degree and/or coursework specific to purchasing or accounting is highly desirable.

Required Qualifications:

- Possession of a Class C driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of said driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. The California Sanitation Risk Management Authority (CSRMA) driving standards.

Desired Qualifications:

- Experience with reporting dashboards and database administration.
- IT skills including, networking, programming and/or software application support.

Additional Requirements:

All Carmel Area Wastewater District employees are, by State and Federal law, **Disaster Service Workers**. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency.

If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Standing:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Performs while communicating with coworkers, during informal meetings, operating standard office equipment, accessing file drawers or shelves, and performing other described job duties.

Walking:

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Tile, carpet, concrete, asphalt
- Description: Within building, to and from offices, relocating files/paperwork or office supplies, using carts, and performing other described job duties.

Sitting:

- Average Frequency: 4 to 8 times per day
- Average Duration: Long (2 to 8 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Long (2 to 8 hours)
- Surfaces: Cushioned vehicle seat, office chair
- Description: Performing various desk station activities including using a computer, reading and writing, driving a vehicle, during meetings and trainings, and performing other described job duties.

Kneeling/Crouching/Squatting:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Surfaces: Tile, carpet
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

Crawling:

Not a job requirement.

Laying on Back/Stomach:

Not a job requirement.

Climbing/Balancing:

- Average Frequency: 1 to 3 times per month
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per month
- Maximum Duration: Medium (1 to 2 hours)
- Surfaces: Stair or ladder steps, vehicle floorboard
- Description: Performs while ascending or descending a warehouse ladder to access upper shelves; entering or exiting a vehicle cab, one step.

Reaching:*Above Shoulder Level:*

- Average Frequency: 4 to 8 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while accessing or placing files, paperwork or binders and related items on and off upper shelves. Unilateral or bilateral upper extremities from less than full-to-full extensions at each occurrence. A variable to reaching above shoulder level includes employee's height.

Between Waist and Shoulder Level:

- Average Frequency: 4 to 8 times per day
- Average Duration: Medium (1 to 2 hours)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while utilizing a computer keyboard and input device to enter or retrieve data, which includes reaching within the primary reach zone, operating standard office equipment including a copy or fax machine, handling office supplies, driving a vehicle in conjunction with maneuvering a steering wheel, using a cart to transport office supplies or file boxes., and performing other described job duties. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Below Waist Level:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)

- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level. Unilateral or bilateral upper extremities from less than full-to-full extensions on each occurrence.

Pushing/Pulling:

- Average Frequency: 1 to 3 times per week
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Medium (1 to 2 hours)
- Description: Performs while opening or closing file cabinet drawers, using a four-wheel cart to transport file boxes or related items. Unilateral or bilateral arm use.

Twisting/Rotating:

Waist:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

Neck:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, performing general office tasks, driving and performing other described job duties.

Wrists:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, handling office supplies and paperwork, and performing other described job duties. Unilateral or bilateral hand use.

Bending:

Waist:

- Average Frequency: 1 to 3 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: 4 to 8 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs while retrieving or positioning paperwork/files or boxes on and off lower shelves, drawers or ground level.

Head/Neck:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics including reading, writing and reviewing paperwork, operating standard office equipment, performing general office tasks and performing other described job duties.
-

Wrists:

- Average Frequency: Greater than 9 times per day
- Average Duration: Short (Less than 1 hour)
- Maximum Frequency: Greater than 9 times per day
- Maximum Duration: Short (Less than 1 hour)
- Description: Performs during normal body mechanics, while handling office supplies and paperwork, driving in conjunction with maneuvering a steering wheel, and performing other described job duties. Unilateral or bilateral hand use.

Lifting/Carrying:

0 to 10 lbs.:

- Objects: Office supplies, ream of paper, binders, manuals, documents, mail, small packages, writing utensils, telephone handset, chair, laptop computer, vehicle fire extinguisher, electrical cords, broom
- Average Frequency: Ongoing -- tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing -- routine tasks performed throughout shift
- Maximum Duration: More than 1 hour
- Height: Ground to shoulder or above
- Distance: Average - less than 50 feet including ascending/descending stairs
- Description: Performs a variety of administrative office tasks including receiving mail and small packages, writing, transferring paperwork, using manuals, loading printers, moving light office equipment, filing; stocking and retrieving office supplies from cabinets/shelves.

11 to 25 lbs.:

- Objects: Medium sized packages, box of office supplies, step-stool, fire extinguisher, half-sized box of printer paper, 4" binder
- Average Frequency: 2 times per day
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 8 times per day
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to shoulder
- Description: Performs while receiving, transferring and storing these objects.

26 to 50 lbs. (*two-person lifts*):

- Objects: Full file boxes, foldable tables
- Average Frequency: 2 times per month
- Average Duration: Seconds to less than 5 minutes at a time
- Maximum Frequency: 2 times per week
- Maximum Duration: Seconds to less than 5 minutes at a time
- Distance: Less than 50 feet
- Height: Ground to waist

51+ lbs.

- Not a job requirement.

Grasping:

Simple:

- Average Frequency: Ongoing - tasks performed throughout shift
- Average Duration: Seconds to less than 15 minutes at a time
- Maximum Frequency: Ongoing - tasks performed throughout shift
- Maximum Duration: Seconds to less than 15 minutes at a time
- Description: Utilizing a telephone handset, handling paperwork, writing; any grasping necessary to complete required lifts/carries below 25 lbs.

Fine Manipulation:

- Average Frequency: 1 to 2 hours
 - Average Duration: Seconds to less than 5 minutes at a time
 - Maximum Frequency: 2 to 3 hours
 - Maximum Duration: Seconds to less than 10 minutes at a time
- Description: Utilizing a writing utensil; using computer keyboards/tablets including use of a mouse, touchpad or touch screens; calculator; using telephone, sorting and handling documents. Unilateral or bilateral hand use.

Machines/Tools:

The machines and tools listed here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Writing utensils
- Computer
- Standard office equipment including copy and fax machines, scanners and printers
- Keyboard
- Telephone
- Standard office tools including staplers, stapler removers and other related items
- Vehicle
- Cart

Weights and Measures:

The items listed here to be weighed or measured are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Items Weighed:

- Six-foot foldable table – 40 lbs.
- Eight-foot foldable table – 48 lbs.
- Metal chair – 19 lbs.
- File box – up to 30 lbs. (full)

ENVIRONMENTAL ELEMENTS

Employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Employee occasionally will be outdoors at the Treatment Plant facility and be briefly exposed to loud noise levels, inclement weather conditions, cold and hot temperatures, vibrations, chemicals, odors, and fumes.

NOTICE: The examples of functions, responsibilities, work environment, physical demands etc. listed in this Job Analysis are representative only, and not exhaustive of the tasks that an employee may be required to perform.

RESOLUTION NO. 2021-65

A RESOLUTION REQUESTING THE BOARD TO AUTHORIZE THE
UPDATED JOB DESCRIPTION AND AUTHORIZING THE GENERAL
MANAGER TO RECRUIT AND HIRE FOR THE PURCHASER/PLANT
ASSET COORDINATOR POSITION

-oOo-

WHEREAS, the District requires an updated job description for
Purchaser/Plant Asset Coordinator Position to reflect current duties; and

WHEREAS, the District Salary & Benefits Committee reviewed and
approved the updated job description on December 8, 2021; and

WHEREAS, the District is authorized to recruit for the Purchaser/Plant
Asset Coordinator Position; and

WHEREAS, staff has determined the District requires overlap to provide
the necessary training to minimize the impact of the transition; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the
Carmel Area Wastewater District, which is convinced by the staff report on
December 30, 2021, that this position will be recruited and filled beginning in
January 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of
the Carmel Area Wastewater District duly held on December 30, 2021, by the
following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary to the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: Amend Language in Pretreatment Ordinance
2021-03

RECOMMENDATION

It is recommended that the Board approve a resolution amending the language of the Pretreatment Ordinance as suggested in this report.

DISCUSSION

The current 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 the Ordinance; specifically to the section regarding grease interceptors.

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

The section in question is found in Section 8.3.1 item which No. 8 *currently reads*:

8. They shall be located on private property. If this if found to be unworkable, the owner must apply for approval from the City of Carmel, Planning and Building or if outside the City limits, the County of Monterey Planning Department for an encroachment within the public right-of-way.

Staff recommends the language *be changed to read* as follows:

8. Grease interceptors may be located on either private or public property, provided approval and permitting has been obtained from the appropriate regulatory entity in either the City or County should it be determined that the best option is within public right-of-way.

FINANCIAL

None

Section 8

GREASE, OIL, AND SAND INTERCEPTOR PROGRAM

Grease, Oil and Sand Interceptor Program Sub Sections:

- 8.1 Interceptors Required
- 8.2 Administrator of the Interceptor Program
- 8.3 Grease Interceptors and Gravity Separating Devices by Category
- 8.4 Use of Chemical Additives
- 8.5 Interceptor Maintenance Procedures and Program.
- 8.6 Interceptor Maintenance Standards
- 8.7 Enforcement

8.1 Interceptors Required

All nondomestic users shall be required to install and maintain a grease, oil, and sand interceptor when the General Manager and/or, District Engineer or their designee finds that it is necessary for the proper handling of:

- Liquid waste containing grease;
- Flammable wastes;
- Sand

Any other harmful constituents that may be properly eliminated from the sewerage system by use of an interceptor or trap. An interceptor is not required for a building used solely for residential purposes so long as there is no common food preparation facility. An interceptor shall be required when the wastewater flow from the building is anticipated to contain grease, flammable substances, sand, or other harmful ingredients in amounts or concentrations which would be in violation of a pretreatment standard or, in the discretion of the District, present the possibility of causing or contributing to the fouling of or the blockage of or other damage to the District sewerage system.

8.2 Administration of Interceptor Program

The District shall administer an interceptor program which is intended to prevent grease, sand, flammable liquids, and other substances which are likely to block or create a hazard within the sewerage system from entering the system through use of interceptors or traps.

The District may require any nondomestic user to install an interceptor or trap according to the guidelines set forth in the District's Standard Specifications or other program prior to connection to the District or at any time after connection to the District if the District discovers or determines subsequent to the connection that

the building, facility, or operation of that user produces a waste with characteristics that would require installation of a trap or interceptor pursuant to this Ordinance. The installation of a proper interceptor or trap device shall be the responsibility of the parcel owner and the entity which applies for the connection or industrial user permit, and the owner/proprietor of the business or entity whose operations cause or contribute to the necessity for an interceptor or trap. The District shall determine whether a grease trap, grease interceptor, or other interceptor is required on a case-by-case basis based on an evaluation of objective criteria including but not limited to factors such as those listed below:

- The type of facility (food service facility (see definition in Section 1.3), gas station, lube facility, etc.).
- The volume of the user's business or operation (such as number of meals served, number of seats, hours of operation).
- Size and nature of facilities (including kitchen facilities) based on size, type, number of fixtures, and type of processing or cooking equipment used.
- The type of service provided or operation undertaken (such as dine-in meal service versus carry-out meal service).
- The type of foods or other materials used in the cooking, processing, or manufacturing operations carried on within the user's facility.
- The overall potential for grease-laden, flammable, or sand-laden discharges.
- The existence of devices, procedures, or processes which are designed to minimize the amount of grease, sand, oil, or other flammable liquids from entering the sewer system.
- The design, location, and procedures for operation of a required interceptor or trap shall be approved by the District. In the event of new construction or remodel, such approval shall be obtained prior to the user's connection of the facility to the District's sewerage system. In instances where a user has already connected and the District determines that an interceptor or trap must be installed, the user shall promptly provide for the installation of the interceptor or trap within a reasonable time frame (as may be set by the District), including providing such design plans and operational plans as may be required. The installation of an interceptor or trap as required by this Ordinance on an existing user facility shall occur within reasonable time not to exceed one hundred (100) days after the user has been provided notice of the requirement that an interceptor or trap be installed. This one-hundred-day limit may only be extended by written agreement of the District.

8.3 Grease Interceptors and Gravity Separating Devices by Category

The General Manager may exempt certain classes of dischargers of industrial wastes from requirement to obtain a Permit if the quantity and quality of the wastewater is determined to be unlikely to create significant effects on the POTW or produce violation of State or Federal Regulations.

Grease Interceptors and Gravity Separating Devices

1. Restaurants

All restaurants or food service facilities, except those identified as exempt, shall install an approved Grease Interceptor which is of sufficient size so as to prevent excessive discharges of grease into the District's Wastewater System. The interceptor size shall be based on the most recent version of CAWD'S Uniform Plumbing Code. The Grease Interceptor shall be easily accessible for inspection by CAWD's authorized representative. Toilets, urinals, wash basins and other fixtures containing fecal material shall not flow through the Interceptor. The District reserves the right to make determinations of grease Interceptor size, adequacy, location and need, based on review of relevant information, including, but not limited to Grease Interceptor performance, waste stream characteristics, facility location, maintenance needs, and or inspection needs.

Exceptions to the installation of a Grease Interceptor shall be determined on a case by case basis by the CAWD's District Engineer. The CAWD District Engineer shall take into account the following items when determining exceptions:

- Size of restaurant;
- Meals served per day;
- Daily water usage based upon water bills;
- Seating capacity;
- Dishwasher and garbage disposal facilities on hand; and
- Other criteria the District deems applicable.

After determination that a Grease Interceptor or trap is required, the following procedures shall be adhered to:

1. When waste treatment is required pursuant to this Ordinance, an approved grease trap or grease interceptor complying with the provisions of this Ordinance shall be installed in the waste line leading from sinks, drains, and other fixtures or equipment.
2. A plumbing permit shall be obtained from the District prior to the installation of a grease trap or grease interceptor.
3. Each trap, interceptor, or comparable device required by this Ordinance shall have an approved volume not less than that required by this Ordinance or by current standards adopted by CAWD's Plumbing Code.
4. Toilets, lavatories, and other sanitary fixtures shall not be connected to any grease trap, grease interceptor, or comparable device.
5. Location of Grease Traps, and Grease Interceptors shall be documented and on file with the District Office.

6. Grease Interceptors shall be located outside buildings, unless a finding is made by the District Engineer or authorized representative that the location of the building on the site or some other aspect of the use prevents an outside location and that placement within a building is not hazardous to public health and safety.
7. Grease Interceptors shall be located and maintained at all times so as to prevent the entrance of foreign materials, and shall be easily accessible for cleaning, inspection, and removal of intercepted grease, and shall pose no hazard to public health or safety.
8. They shall be located on private property. If this is found to be unworkable, the owner must apply for approval from the City of Carmel, Planning and Building or if outside the City limits, the County of Monterey Planning Department for an encroachment within the public right-of-way.
9. All encroachment permits for grease interceptors located within the public right-of-way shall be recorded with Monterey County Recorder's Office prior to installation.
10. They are to be designed in accordance with the CAWD Plumbing Code, must be consistent with the standards of this chapter, and must be approved by the District's District Engineer.
11. Related Equipment. Grease Interceptors shall be fitted with a minimum of two standard service access covers or manholes. Manholes shall be brought to grade and finished with a standard manhole cover and ring with H-20 traffic load bearing capacity.
12. All discharging fixtures shall be individually trapped and vented in accordance with the CAWD Plumbing Code.
13. Grease pretreatment equipment shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to CAWD's District Engineer.
14. Where an existing grease trap or grease interceptor is found to be compliant with this Ordinance, such equipment will be allowed to remain in use.
Whenever a grease trap or grease interceptor does not comply with the provisions of this Ordinance or an adopted grease control program, CAWD's District Engineer shall require corrective measures.
15. Prohibited and/or Restricted Equipment.
16. The installation and use of garbage grinders (food waste disposals) in commercial food establishments is prohibited, except where a grease interceptor is in use. If pre-existing, the grinder will be allowed until a change of ownership or a violation occurs.
17. The connection of dishwashers to a grease trap is prohibited.
18. The use of enzymes or bacterial cultures designed to disperse grease is prohibited unless specifically approved in writing by CAWD's District Engineer.
19. Preventative and repair Maintenance shall be accomplished.
20. Traps and interceptors shall be properly maintained in efficient operating condition by periodic removal of the accumulated grease.
21. No collected grease shall be introduced into any public or private drainage or sewerage piping.

22. Any grease trap or grease interceptor required by this Ordinance shall be readily accessible for inspection and properly maintained to assure that accumulations of grease or oil do not impair its efficiency or transport grease or oil into the sewer system.
23. All food service establishments or businesses required under this Ordinance to install and keep a grease trap or grease interceptor shall maintain a maintenance record for the grease trap or grease interceptor. This record shall include:
 - The date;
 - The name of the person who performed cleaning;
 - The disposal site of the waste.
24. The record shall be posted in a conspicuous location and be available for review by the District's inspector or authorized representative at each routine inspection and at such other time as necessary for the District to determine whether a particular establishment may be performing maintenance contrary to the provisions of this chapter.
25. Suspension or Termination of Health Permit. The District shall have the discretion to request the Monterey County Health Department to terminate or cause to be terminated the health permit of any user if a violation of any provision of this chapter is found to cause a condition of contamination, pollution, nuisance, or other threat to public health or safety.
26. Request for Ruling. If an applicant for a permit or the owner of a grease trap or grease interceptor disputes the interpretation or application of this Ordinance, he/she may request a written ruling by the General Manager of CAWD. The decision of the General Manager can also be ruled upon by the District Board of Directors. An appointment for ruling may be made with the CAWD Board Secretary. The determination of the Board of Directors shall be final for all purposes.

2. Vehicles

Vehicle Service Stations, Garages, Public Works Yards and School Transportation Yards, shall be required to install a gravity separating device designed to prevent the discharge of sand, silt, oil and grease to the District's sewerage system.

3. Laundries and Dry Cleaners

After the effective date of this Ordinance, all new and existing laundries and dry cleaners or similar establishments shall install a gravity separating device of a size and design approved by the General Manager. They shall also install any other pretreatment facility required by the General Manager to ensure their compliance with all requirements and specifications of this Ordinance.

Establishments in existence prior to this date shall install an appropriate pretreatment system if in the opinion of the District Engineer the system is warranted.

4. Existing Gravity Separating Device and Grease Interceptors

If the District Engineer finds that a grease interceptor or gravity separating device installed prior to the effective date of this Ordinance is incapable or retaining adequately the grease or sand and oil in the wastewater flow from a service station, restaurant or similar establishment, the District Engineer shall give the proprietor a written notice requiring that an adequate interceptor or gravity separating device be installed within a reasonable time period.

5. Maintenance of Grease Interceptors and Gravity Separating Devices

Any Grease Interceptor or gravity separating device required by this Ordinance shall be readily accessible for inspection and properly maintained to assure that the accumulations of grease or sand and oil do not impair its efficiency or pass out with the effluent.

All Users required to use and maintain a grease interceptor or gravity separating device and shall maintain a maintenance record, including waste hauling manifests in accordance with Section 7 of this Ordinance. This record shall include the date, the name of the person who cleaned it and the disposal site of the waste. The report shall be reviewed by the District Engineer at each routine inspection. Persons hauling wastes and wastewater removed from these Interceptors or gravity separating devices shall be registered to do so by the proper permitting agency. An Interceptor or gravity separating devices shall not be considered properly maintained if material accumulations total more than 25 percent of the operating fluid capacity.

No User shall introduce any additives, including but not limited to enzymes or surfactants acting as grease emulsifiers or degradation agents, into any Grease Interceptor or grease removal device, unless prior written approval is obtained from the District. The District will endeavor to inspect all grease interceptors and gravity separating device at least yearly. If it is found that it is improperly maintained or adequate records are not being kept, a warning will be issued to the Owner and/or User of the property. If on subsequent inspections it is found that one of the above conditions continues to exist, a fine shall be levied against the owner and/or User of the property. (See Section 6)

8.4 Use of Chemical Additives

The use of chemical, biological, or enzymatic additives to emulsify or digest accumulated grease by-products is prohibited without the consent of the District Engineer. All additives will be considered on a case-by-case basis. Approval criteria include an approved on-site test program to be provided by and at the expense of the User.

8.5 Interceptor Maintenance Procedures and Program

Any user who is required by the District and/or this Ordinance to install and/or operate an interceptor or trap device, shall be required to adequately maintain the interceptor or trap device so that such device is in proper working order at all times. Grease and oil interceptors shall be cleaned by a licensed and permitted waste hauler on a periodic basis so as to assure that the interceptor will operate as designed at all times.

Any users who are required to install or have in operation an interceptor or traps pursuant to this Ordinance, shall be required to have a plan of operation or program for their facility which is intended to ensure that the interceptor or trap operates as designed to prevent grease, oil, sand, or other harmful constituents from entering the sewerage system. These procedures may include adoption of kitchen practices to minimize the grease-laden garbage which ultimately enters the facility's drains and floor traps and/or other such procedures as may be required for the proper operation of the interceptors.

8.6 Interceptor Maintenance Standards

Maintenance standards shall be conducted by users in order to ensure the proper operation of interceptors and traps. If the operations of a specific user modify the need to follow the specified standards, the user can request a variance from the District in writing on the form provided by the District. Unless the District issues a written variance to a user, the user is responsible for meeting the specified minimum maintenance standards of this section:

1. Access to interceptors and traps shall be maintained to allow inspection and maintenance to be performed. Inspections shall be performed at appropriate frequency to ensure adequate operation of the interceptor or trap and to evaluate effectiveness of Best Management Practices to control sources of pollutants.
2. Interceptors shall be operated so that the accumulated grease and solid waste does not meet or exceed twenty-five (25) percent of the unit's capacity. Determinations shall normally be made by measuring the depth of the layers within a unit.
3. Interceptors shall be cleaned at least once every 90 days. Interceptor cleaning shall be conducted to pump all the liquid and solid contents of the unit, and the sides will be cleaned of any substantial build-up of grease and solid wastes.
4. Traps shall be cleaned according to the District's District Engineer (e.g. daily, weekly) when conducted by user's employees, and shall be pumped of all the liquid and solid contents using a licensed and permitted waste hauler at least once every 30 days.
5. The user may clean smaller traps in lieu of using a licensed and permitted waste hauler at least once every 30 days provided that all the standards for cleaning traps are met, including, but not limited to, removal of all liquids and solids and not decanting wastes.

6. The user shall document the proper disposal of the wastes removed from the trap as required in this section.
7. Decanting of wastes removed from an interceptor or trap is prohibited when a licensed and permitted waste hauler is used to clean a unit. Wastes removed from the interceptor or trap shall not be reintroduced into the unit cleaned or any other connection to the District's sewer collection system unless the location is specifically authorized in a current waste hauler permit.
8. The user shall maintain records documenting proper maintenance of the interceptor or trap. The disposal location (name, address, phone number for off-site facilities) for wastes removed from an interceptor or trap shall be recorded and made available for inspection upon request.

8.7 Enforcement

Failure of any user, who is required to maintain an interceptor or trap pursuant to this Ordinance and/or pursuant to lawful District direction, shall be subject to each of the enforcement provisions set forth in Section 4 of this Ordinance. The enforcement provisions of this Ordinance shall apply to the failure to instruct personnel, or to maintain, pump, and/or institute a proper grease or flammable substance reduction program.

RESOLUTION NO. 2021-66

A RESOLUTION APPROVING AN AMENDMENT TO THE PRETREATMENT
ORDINANCE 2021-03 IN SECTION 8.1.3 ITEM NO. 8

-oOo-

WHEREAS, the Pretreatment Ordinance was approved by the Board in September 30, 2021; and

WHEREAS the Board of Directors is convinced that an amendment to Section 8.1.3 item No. 8 will enhance the clarity of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve the following amendment language to Section 8.1.3 item No. 8 (delete current language and insert amendment):

Grease interceptors may be located on either private or public property, provided approval and permitting has been obtained from the appropriate regulatory entity in either the City or County should it be determined that the best option is within public right-of-way.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 30, 2021, by the following vote:

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

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: Approval to Prefund Employer Contributions to a Defined Benefit Pension Plan

RECOMMENDATION

It is recommended that the Board of Directors approve establishment of a Pension Prefunding Trust Program with CalPERS and authorize the Board President to sign the attached Agreement and Election document.

DISCUSSION

The purpose of this action is to approve an agreement with CalPERS to participate in the California Employers' Pension Prefunding Trust (CEPPT) to prefund pension liabilities. Staff recommends a one-time transfer of \$500K from District Reserves as the initial deposit into the CEPPT.

The District has made significant strides towards fully funding its pension liabilities; however, the unfunded liabilities created by uneven CalPERS returns remain a challenge. Additionally, CalPERS assumes annual cost of living adjustments (COLA) of the investments held in CEPPT represent an opportunity to accumulate assets over time to help manage long-term costs and to reduce the payment burden on future annual operating budgets.

Internal Revenue Code §115 Trusts can be used by governmental entities to fund essential governmental functions. Funds deposited into a § 115 Trust are irrevocable and can only be used for the specific purposes for which the trust was created. The advantage of a §115 Trust is that the funds deposited may be invested in higher-yielding investment strategies than the current Monterey County Treasury or the Local Agency Investment Fund (LAIF). Funds placed in the trust can be used for any pension liabilities, ongoing payroll contributions and administrative costs.

All funding or refunding of the CEPPT is discretionary and controlled by the District.

The suggested initial contribution to fund CEPPT is not an obligation to fund on an ongoing basis. However, once funds are deposited into an irrevocable trust, they may not be withdrawn for any purpose other than funding the costs of the employer's retiree benefits. Payments may be made directly from the trust to CalPERS.

Staff recommends assigning oversight of the CEPPT to the Pension Committee. The committee recommendations for funding/disbursement would be brought before the full board for final approval.

The Pension Committee discussed the Section 115 at its November 16, 2021 meeting and agreed it should be brought forward to the full Board for approval.

FUNDING

The initial funding is proposed at \$500K and, as discussed in Budget Committee, \$100K annually thereafter. This should be considered a fund transfer until such time as it is used to fund CalPERS, when it then becomes an expense.

In Budget Committee discussions the estimate has been to fund \$100K yearly and to anticipate \$2M in contributions over the next twenty years along with equivalent withdrawals. In short the account, over the long term, should hover at \$500K.

CALIFORNIA EMPLOYERS' PENSION PREFUNDING TRUST PROGRAM

**AGREEMENT AND ELECTION
OF**

Carmel Area Wastewater District

(NAME OF EMPLOYER)

**to Prefund Employer Contributions to a Defined Benefit
Pension Plan**

WHEREAS (1) Government Code (GC) Section 21711(a) establishes in the State Treasury the California Employers' Pension Prefunding Trust Fund (CEPPT), a special trust fund for the purpose of allowing eligible employers to prefund their required pension contributions to a defined benefit pension plan (each an Employer Pension Plan) by receiving and holding in the CEPPT amounts that are intended to be contributed to an Employer Pension Plan at a later date; and

WHEREAS (2) GC Section 21711(b) provides that the California Public Employees' Retirement System (CalPERS) Board of Administration (Board) has sole and exclusive control of the administration and investment of the CEPPT, the purposes of which include, but are not limited to (i) receiving contributions from participating employers; (ii) investing contributed amounts and income thereon, if any, in order to receive yield on the funds; and (iii) disbursing contributed amounts and income thereon, if any, to pay for costs of administration of the CEPPT and to deposit employer contributions into Employer Pension Plans in accordance with their terms; and

WHEREAS (3) **Carmel Area Wastewater District**

(NAME OF EMPLOYER)

(Employer) desires to participate in the CEPPT upon the terms and conditions set by the Board and as set forth herein; and

WHEREAS (4) Employer may participate in the CEPPT upon (i) approval by the Board and (ii) filing a duly adopted and executed Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan (Agreement) as provided in the terms and conditions of the Agreement; and

WHEREAS (5) The CEPPT is a trust fund that is intended to perform an essential governmental function (that is, the investment of funds by a State, political subdivision or 115 entity) within the meaning of Internal Revenue Code (Code) Section 115 and Internal Revenue Service Revenue Ruling 77-261, and as an Investment Trust Fund, as defined in Governmental Accounting Standards Board (GASB) Statement No. 84, Paragraph 16, for accounting and financial reporting of fiduciary activities from the

external portion of investment pools and individual investment accounts that are held in a trust that meets the criteria in Paragraph 11c(1).

WHEREAS (6) The CEPPT is not a Code Section 401(a) qualified trust and the assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a).

NOW, THEREFORE, BE IT RESOLVED THAT EMPLOYER HEREBY MAKES THE FOLLOWING REPRESENTATION AND WARRANTY AND THAT THE BOARD AND EMPLOYER AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

A. Employer Representation and Warranty

Employer hereby represents and warrants that it is the State of California or a political subdivision thereof, or an entity whose income is excluded from gross income under Code Section 115(1).

B. Adoption and Approval of the Agreement; Effective Date; Amendment

(1) Employer's governing body shall elect to participate in the CEPPT by adopting this Agreement and filing with the Board a true and correct original or certified copy of this Agreement as follows:

Filing by mail, send to: CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to: CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

(2) Upon receipt of the executed Agreement, and after approval by the Board, the Board shall fix an effective date and shall promptly notify Employer of the effective date of the Agreement. Employer shall provide the Board such other documents as the Board may request, including, but not limited to a certified copy of the resolution(s) of the governing body of Employer authorizing the adoption of the Agreement and documentation naming Employer's successor entity in the event that Employer ceases to exist prior to termination of this Agreement.

(3) The terms of this Agreement may be amended only in writing upon the agreement of both the Board and Employer, except as otherwise provided herein. Any such amendment or modification to this Agreement shall be adopted and executed in the same manner as required for the Agreement. Upon receipt of the executed amendment or modification, the Board shall fix the effective date of the amendment or modification.

(4) The Board shall institute such procedures and processes as it deems necessary to administer the CEPPT, to carry out the purposes of this Agreement, and to maintain the tax-exempt status of the CEPPT. Employer agrees to follow such procedures and processes.

C. Employer Reports Provided for the Board's Use in Trust Administration and Financial Reporting and Employer Contributions

(1) Employer shall provide to the Board a defined benefit pension plan cost report on the basis of the actuarial assumptions and methods prescribed by Actuarial Standards of Practice (ASOP) or prescribed by GASB. Such report shall be for the Board's use in trust administration and financial reporting and shall be prepared at least as often as the minimum frequency required by applicable GASB Standards. This defined benefit pension plan cost report may be prepared as an actuarial valuation report or as a GASB compliant financial report. Such report shall be:

- 1) prepared and signed by a Fellow or Associate of the Society of Actuaries who is also a Member of the American Academy of Actuaries or a person with equivalent qualifications acceptable to the Board;
- 2) prepared in accordance with ASOP or with GASB; and
- 3) provided to the Board prior to the Board's acceptance of contributions for the reporting period or as otherwise required by the Board.

(2) In the event that the Board determines, in its sole discretion, that Employer's cost report is not suitable for the Board's purposes and use or if Employer fails to provide a required report, the Board may obtain, at Employer's expense, a report that meets the Board's trust administration and financial reporting needs. At the Board's option, the Board may recover the costs of obtaining the report either by billing and collecting such amount from Employer or through a deduction from Employer's Prefunding Account (as defined in Paragraph D(2) below).

(3) Employer shall notify the Board in writing of the amount and timing of contributions to the CEPPT, which contributions shall be made in the manner established by the Board and in accordance with the terms of this Agreement and any procedures adopted by the Board.

(4) The Board may limit Employer's contributions to the CEPPT to the amount necessary to fully fund the actuarial present value of total projected benefit payments not otherwise prefunded through the applicable Employer Pension Plan (Unfunded PVFB), as set forth in Employer's cost report for the applicable period. If Employer's contribution would cause the assets in Employer's Prefunding Account to exceed the Unfunded PVFB, the Board may refuse to accept the contribution. If Employer's cost report for the applicable period does not set forth the Unfunded PVFB, the Board may

refuse to accept a contribution from Employer if the contribution would cause the assets in Employer's Prefunding Account to exceed Employer's total pension liability, as set forth in Employer's cost report.

(5) No contributions are required. Contributions can be made at any time following the effective date of this Agreement if Employer has first complied with the requirements of this Agreement, including Paragraph C.

(6) Employer acknowledges and agrees that assets held in the CEPPT are not assets of any Employer Pension Plan or any plan qualified under Code Section 401(a), and will not become assets of such a plan unless and until such time as they are distributed from the CEPPT and deposited into an Employer Pension Plan.

D. Administration of Accounts; Investments; Allocation of Income

(1) The Board has established the CEPPT as a trust fund consisting of an aggregation of separate single-employer accounts, with pooled administrative and investment functions.

(2) All Employer contributions and assets attributable to Employer contributions shall be separately accounted for in the CEPPT (Employer's Prefunding Account). Assets in Employer's Prefunding Account will be held for the exclusive purpose of funding Employer's contributions to its Employer Pension Plan(s) and defraying the administrative expenses of the CEPPT.

(3) The assets in Employer's Prefunding Account may be aggregated with the assets of other participating employers and may be co-invested by the Board in any asset classes appropriate for a Code Section 115 trust, subject to any additional requirements set forth in applicable law, including, but not limited to, subdivision (d) of GC Section 21711. Employer shall select between available investment strategies in accordance with applicable Board procedures.

(4) The Board may deduct the costs of administration of the CEPPT from the investment income of the CEPPT or from Employer's Prefunding Account in a manner determined by the Board.

(5) Investment income earned shall be allocated among participating employers and posted to Employer's Prefunding Account daily Monday through Friday, except on holidays, when the allocation will be posted the following business day.

(6) If, at the Board's sole discretion and in compliance with accounting and legal requirements applicable to an Investment Trust Fund and to a Code Section 115 compliant trust, the Board determines to its satisfaction that all obligations to pay defined benefit pension plan benefits in accordance with the applicable Employer Pension Plan terms have been satisfied by payment or by defeasance with no remaining risk regarding the amounts to be paid or the value of assets held in the

CEPPT, then the residual Employer assets held in Employer's Prefunding Account may be returned to Employer.

E. Reports and Statements

(1) Employer shall submit with each contribution a contribution report in the form and containing the information prescribed by the Board.

(2) The Board, at its discretion but at least annually, shall prepare and provide a statement of Employer's Prefunding Account reflecting the balance in Employer's Prefunding Account, contributions made during the period covered by the statement, investment income allocated during such period, and such other information as the Board may determine.

F. Disbursements

(1) Employer may receive disbursements from the CEPPT not to exceed, on an annual basis, the amount of the total annual Employer contributions to Employer's Pension Plan for such year.

(2) Employer shall notify the Board in writing in the manner specified by the Board of the persons authorized to request disbursements from the CEPPT on behalf of Employer.

(3) Employer's request for disbursement shall be in writing signed by Employer's authorized representative, in accordance with procedures established by the Board, and the Board may rely conclusively upon such writing. The Board may, but is not required to, require that Employer certify or otherwise demonstrate that amounts disbursed from Employer's Prefunding Account will be used solely for the purposes of the CEPPT. However, in no event shall the Board have any responsibility regarding the application of distributions from Employer's Prefunding Account.

(4) No disbursement shall be made from the CEPPT which exceeds the balance in Employer's Prefunding Account.

(5) Requests for disbursements that satisfy the above requirements will be processed on at least a monthly basis.

(6) The Board shall not be liable for amounts disbursed in error if it has acted upon the written instruction of an individual authorized by Employer to request disbursements, and is under no duty to make any investigation or inquiry about the correctness of such instruction. In the event of any other erroneous disbursement, the extent of the Board's liability shall be the actual dollar amount of the disbursement, plus interest at the actual earnings rate but not less than zero.

G. Costs of Administration

Employer shall pay its share of the costs of administration of the CEPPT, as determined by the Board and in accordance with Paragraph D.

H. Termination of Employer's Participation in the CEPPT

(1) The Board may terminate Employer's participation in the CEPPT if:

- (a) Employer's governing body gives written notice to the Board of its election to terminate; or
- (b) The Board determines, in its sole discretion, that Employer has failed to satisfy the terms and conditions of applicable law, this Agreement or the Board's rules, regulations or procedures.

(2) If Employer's participation in the CEPPT terminates for either of the foregoing reasons, all assets in Employer's Prefunding Account shall remain in the CEPPT, except as otherwise provided below, and shall continue to be invested and accrue income as provided in Paragraph D, and Employer shall remain subject to the terms of this Agreement with respect to such assets.

(3) After Employer's participation in the CEPPT terminates, Employer may not make further contributions to the CEPPT.

(4) After Employer's participation in the CEPPT terminates, disbursements from Employer's Prefunding Account may continue upon Employer's instruction or otherwise in accordance with the terms of this Agreement.

(5) After Employer's participation in the CEPPT terminates, the governing body of Employer may request either:

- (a) A trustee to trustee transfer of the assets in Employer's Prefunding Account to a trust dedicated to prefunding Employer's required pension contributions; provided that the Board shall have no obligation to make such transfer unless the Board determines that the transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties. If the Board determines that the transfer will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the transfer. The amount to be transferred shall be the amount in Employer's Prefunding Account as of the date of the transfer (the "transfer date") and shall include investment earnings up to an investment earnings allocation date preceding the transfer date. In no event shall the investment earnings allocation date precede the transfer date by more than 150 days.

(b) A disbursement of the assets in Employer's Prefunding Account; provided that the Board shall have no obligation to make such disbursement unless the Board determines that, in compliance with the Code, other law and accounting standards, and the Board's fiduciary duties, all of Employer's obligations for payment of defined benefit pension plan benefits and reasonable administrative costs of the Board have been satisfied. If the Board determines that the disbursement will satisfy these requirements, the Board shall then have one hundred fifty (150) days from the date of such determination to effect the disbursement. The amount to be disbursed shall be the amount in Employer's Prefunding Account as of the date of the disbursement (the "disbursement date") and shall include investment earnings up to an investment earnings allocation date preceding the disbursement date. In no event shall the investment earnings allocation date precede the disbursement date by more than 150 days.

(6) After Employer's participation in the CEPPT terminates and at such time that no assets remain in Employer's Prefunding Account, this Agreement shall terminate. To the extent that assets remain in Employer's Prefunding Account, this Agreement shall remain in full force and effect.

(7) If, for any reason, the Board terminates the CEPPT, the assets in Employer's Prefunding Account shall be paid to Employer to the extent permitted by law and Code Section 115 after retention of (i) an amount sufficient to pay the Unfunded PVFB as set forth in a current defined benefit pension plan(s) cost report prepared in compliance with ASOP and the requirements of Paragraph C(1), and (ii) amounts sufficient to pay reasonable administrative costs of the Board. Amounts retained by the Board to pay the Unfunded PVFB shall be transferred to (i) another Code Section 115 trust dedicated to prefunding Employer's required pension contributions, subject to the Board's determination that such transfer will satisfy applicable requirements of the Code, other law and accounting standards, and the Board's fiduciary duties or (ii) Employer's Pension Plan, subject to acceptance by Employer's Pension Plan.

(8) If Employer ceases to exist but Employer's Prefunding Account continues to exist, and if no provision has been made to the Board's satisfaction by Employer with respect to Employer's Prefunding Account, the Board shall be permitted to identify and appoint a successor to Employer under this Agreement, provided that the Board first determines, in its sole discretion, that there is a reasonable basis upon which to identify and appoint such a successor and provided further that such successor agrees in writing to be bound by the terms of this Agreement. If the Board is unable to identify or appoint a successor as provided in the preceding sentence, then the Board is authorized to appoint a third-party administrator or other successor to act on behalf of Employer under this Agreement and to otherwise carry out the intent of this Agreement with respect to Employer's Prefunding Account. Any and all costs associated with such appointment shall be paid from the assets attributable to Employer's Prefunding Account. At the Board's option, and subject to acceptance by Employer's Pension Plan,

the Board may instead transfer the assets in Employer's Prefunding Account to Employer's Pension Plan and terminate this Agreement.

(9) If the Board determines, in its sole discretion, that Employer has breached the representation and warranty set forth in Paragraph A., the Board shall take whatever action it deems necessary to preserve the tax-exempt status of the CEPPT.

I. Indemnification

Employer shall indemnify, defend, and hold harmless CalPERS, the Board, the CEPPT, and all of the officers, trustees, agents and employees of the foregoing from and against any loss, liability, claims, causes of action, suits, or expense (including reasonable attorneys' fees and defense costs, lien fees, judgments, fines, penalties, expert witness fees, appeals, and claims for damages of any nature whatsoever) not charged to the CEPPT and imposed as a result of, arising out of, related to or in connection with (1) the performance of the Board's duties or responsibilities under this Agreement, except to the extent that such loss, liability, suit or expense results or arises from the Board's own gross negligence, willful misconduct or material breach of this Agreement, or (2) without limiting the scope of Paragraph F(6) of this Agreement, any acts taken or transactions effected in accordance with written directions from Employer or any of its authorized representatives or any failure of the Board to act in the absence of such written directions to the extent the Board is authorized to act only at the direction of Employer.

J. General Provisions

(1) Books and Records

Employer shall keep accurate books and records connected with the performance of this Agreement. Such books and records shall be kept in a secure location at Employer's office(s) and shall be available for inspection and copying by the Board and its representatives.

(2) Notice

(a) Any notice or other written communication pursuant to this Agreement will be deemed effective immediately upon personal delivery, or if mailed, three (3) days after the date of mailing, or if delivered by express mail or e-mail, immediately upon the date of confirmed delivery, to the following:

For the Board:

Filing by mail, send to:
CalPERS
CEPPT
P.O. Box 1494
Sacramento, CA 95812-1494

Filing in person, deliver to:
CalPERS Mailroom
CEPPT
400 Q Street
Sacramento, CA 95811

For Employer:

CAWD
P.O. Box 221428
Carmel, CA 93922

(b) Either party to this Agreement may, from time to time by notice in writing served upon the other, designate a different mailing address to which, or a different person to whom, all such notices thereafter are to be addressed.

(3) Survival

All representations, warranties, and covenants contained in this Agreement, or in any instrument, certificate, exhibit, or other writing intended by the parties to be a part of this Agreement shall survive the termination of this Agreement.

(4) Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

(5) Necessary Acts; Further Assurances

The parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

(6) Incorporation of Amendments to Applicable Laws and Accounting Standards

Any references to sections of federal or state statutes or regulations or accounting standards shall be deemed to include a reference to any amendments thereof and any successor provisions thereto.

(7) Days

Wherever in this Agreement a set number of days is stated or allowed for a particular event to occur, the days are understood to include all calendar days, including weekends and holidays, unless otherwise stated.

(8) No Third Party Beneficiaries

Except as expressly provided herein, this Agreement is for the sole benefit of the parties hereto and their permitted successors and assignees, and nothing herein, expressed or implied, will give or be construed to give any other person any legal or equitable rights hereunder. Notwithstanding the foregoing, CalPERS, the CEPPT, and all of the officers, trustees, agents and employees of CalPERS, the CEPPT and the Board shall be considered third party beneficiaries of this Agreement with respect to Paragraph I above.

(9) Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

A majority vote of Employer's Governing Body at a public meeting held on the 30 day of the month of December in the year 2021, authorized entering into this Agreement.

Signature of the Presiding Officer: _____

Printed Name of the Presiding Officer: Ken White

Name of Governing Body: Board of Directors

Name of Employer: Carmel Area Wastewater District

Date: 12-30-21

BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
ARNITA PAIGE
DIVISION CHIEF, PENSION CONTRACT AND PREFUNDING PROGRAMS
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

To be completed by CalPERS
The effective date of this Agreement is: _____

RESOLUTION NO. 2021-67

A RESOLUTION APPROVING AN AGREEMENT AND ELECTION TO PREFUND EMPLOYER CONTRIBUTIONS TO A DEFINED BENEFIT PENSION PLAN AND AUTHORIZATION FOR THE BOARD PRESIDENT TO SIGN SAID AGREEMENT

-oOo-

WHEREAS, the District desires to enter into an Agreement to Prefund Employer Contributions to a Defined Benefit Pension Plan; and

WHEREAS the Board of Directors convinced that the California Employers' Pension Prefunding Trust (CEPPT) with CalPERS will meet this need and incorporates the attached agreement to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve and authorize the Board President to sign the CalPERS Agreement and Election to Prefund Employer Contributions to a Defined Benefit Pension Plan.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 30, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: Approval of Delegation of Authority to Request Disbursements of Pension Prefunding Trust and Approval of Funding Policy

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the Delegation of Authority to Request Disbursements from the California Employers' Pension Prefunding Trust (CEPPT) and authorize the Board President to sign the Delegation of Authority form.
2. Approve the Certification of Funding Policy

DISCUSSION

The previous agenda item was to request authority to join the CalPERS CEPPT. The second step is to seek approval of the authority to request disbursements. The final step is to approve the Funding Policy.

The Delegation of Authority to Request Disbursement requires two signatures. Staff recommends the Board President and the General Manager or Principal Accountant be designated signers. Note that any request to disburse funds will come from the recommendation of the Pension Committee to the full Board.

The Funding Policy is to approve the initial proposed funding of \$500K and \$100K annually thereafter and authorize the General Manager to sign. Staff recommends zero reimbursements for the first two years to enable the District to accrue earning on the first two years and monitor investments. Note: in the funding policy, CalPERS refers to "Reimbursements" as a reimbursement to self or the District CalPERS plan. This funding policy is not a commitment, the District may change its mind as regards to funding or disbursements.

FUNDING

The initial funding is proposed at \$500K and, as discussed in Budget Committee, \$100K annually thereafter. This should be considered a fund transfer until such time as it is used to fund CalPERS, when it then becomes an expense.

In Budget Committee meetings the estimate has been to fund \$100K yearly and to anticipate \$2M in contributions over the next twenty years along with equivalent withdrawals. In summary, the account balance, over the long term, should hover at \$500K.



California Public Employees' Retirement System
 California Employers' Pension Prefunding Trust (CEPPT)
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

**Delegation of Authority to Request Disbursements
 California Employers' Pension Prefunding Trust
 (CEPPT)**

**RESOLUTION
 OF THE**

Board of Directors

(GOVERNING BODY)

OF THE

Carmel Area Wastewater District

(NAME OF EMPLOYER)

The Board of Directors delegates to the incumbents
 (GOVERNING BODY)

in the positions of Board President and
 (TITLE)

General Manager, and/or
 (TITLE)

Principal Accountant authority to request on behalf of the
 (TITLE)

Employer disbursements from the Pension Prefunding Trust and to certify as to the purpose for which the disbursed funds will be used.

By _____
 Title Board President

Witness _____

Date 12-30-21



California Public Employees' Retirement System
 California Employers' Pension Prefunding Trust (CEPPT)
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

**California Employers' Pension Prefunding Trust (CEPPT)
 CERTIFICATION OF FUNDING POLICY**

EMPLOYER NAME: Carmel Area Wastewater District

SECTION I: CEPPT Asset Allocation Strategy Selection

As the employer, I certify that my agency chooses the following CEPPT asset allocation strategy (select one):

CEPPT Asset Allocation Strategy	10 Year Expected Rate of Return	Expected Volatility (Standard Deviation)
<input type="checkbox"/> Strategy 1	5.0%	8.2%
<input type="checkbox"/> Strategy 2	4.0%	5.2%
<input checked="" type="checkbox"/> Concurrent Enrollment	-	-

SECTION II: Contributions and Reimbursements

As the employer, I certify that we intend to make CEPPT contributions and request eligible reimbursements in the following manner:

Contributions:

We intend to make an initial contribution of \$ 500,000 on or around 01/2022.
 (MM/YYYY)

For fiscal year ending June 30, 2022 we intend to contribute the estimated following amount(s) in:
 (YYYY)

Strategy 1: \$ 250,000 and/or

Strategy 2: \$ 250,000

For fiscal year ending June 30, 2023 we intend to contribute the estimated following amount(s) in:
 (YYYY)

Strategy 1: \$ 50,000 and/or

Strategy 2: \$ 50,000



California Public Employees' Retirement System
 California Employers' Pension Prefunding Trust (CEPPT)
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

**California Employers' Pension Prefunding Trust (CEPPT)
 CERTIFICATION OF FUNDING POLICY**

Reimbursements:

During the two years period identified above, do you intend to seek a reimbursement?

Yes

No

If you answered yes:

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of \$ _____.
 (YYYY)

For fiscal year ending June 30, _____ we intend to seek an approximate reimbursement of \$ _____.
 (YYYY)

COMMENTS:



**California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)**
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

We understand we will be asked to provide information to CalPERS as required to facilitate compliance with Governmental Accounting Standards Board (GASB) reporting requirements and we agree to provide this information to CalPERS on a timely basis.

We understand that CEPPT will be reported in aggregate as a fiduciary fund for CalPERS reporting. CEPPT assets will not be reported under GASB 67/68.

We understand that the cash flow information provided in Section II are estimated amounts and is being used for CEPPT asset management purposes. There is no implied commitment to contribute or reimburse.

Carmel Area Wastewater District

Employer Name

Barbara Buikema

Printed Name of Person Signing the Form

General Manager

Title of Person Signing the Form

Signature

Date

Barbara Buikema	
Designated Employer Contact Name	
General Manager	
Title of Designated Employer Contact	
831-624-1248	buikema@cawd.org
Phone #	Email Address



California Public Employees' Retirement System
California Employers' Pension Prefunding Trust
(CEPPT)
400 Q Street, Sacramento, CA 95811
www.calpers.ca.gov

California Employers' Pension Prefunding Trust (CEPPT) CERTIFICATION OF FUNDING POLICY

This page provides instructions to complete each section of the Certification of Pension Funding Policy.

SECTION I: CEPPT Asset Allocation Strategy Selection

Your CEPPT assets will be invested using the asset allocation strategy checked here. Each strategy has a different assumed 10 year expected rate of return and risk profile.

SECTION II: Contributions and Reimbursements

Here we ask you to indicate how you expect to make contributions to, and seek reimbursement from, the trust. All contributions are voluntary and never required. This section is for informational purpose. There is no implied commitment to contribute or reimburse. Information provided is intended for investment forecast and asset management purposes.

RESOLUTION NO. 2021-68

A RESOLUTION APPROVING THE DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS AND AUTHORIZE THE BOARD PRESIDENT TO EXECUTE AND TO APPROVE THE CERTIFICATION OF FUNDING POLICY

-oOo-

WHEREAS, the District has approved entering into the CalPERS California Employers' Pension Prefunding Trust; and

WHEREAS the Board of Directors agrees that having established the trust it must execute a Delegation of Authority Form that requires the Board President and General Manager/Principal Accountant to sign; and

WHEREAS, the Board of Directors approves the Certification of Funding Policy and authorizes the General Manager to execute the document.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carmel Area Wastewater District that it does hereby approve and authorize:

1. The Delegation of Authority to Request Disbursements from the California Employers' Pension Prefunding Trust and authorizes the Board president to execute
2. Approves the Certification of Funding Policy and authorizes the General Manager to execute.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 30, 2021, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

President of the Board

ATTEST:

Secretary of the Board

Staff Report



To: Board of Directors
From: Barbara Buikema, General Manager
Date: December 30, 2021
Subject: Health Insurance Benefits 2022

RECOMMENDATION

It is recommended the Board pass a resolution to ratify actions of the Salary and Benefits Committee in approving a 6.5% health insurance increase for the District.

DISCUSSION

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

The District offers both the HSA 3000 plan or high deductible health savings plan and a classic PPO or preferred provider plan. The premium increase on both plans is 6.50% for 2022. The District funding formula offers 100% employee only premium and 90% of dependent coverage based upon the HSA plan premium. In addition, the District offers a lump sum amount to allow employees to fund their health savings account or to offset the higher cost of the PPO plan.

Base Plan – Anthem HSA 3000

	2021	2022	\$ Increase	% Increase
EE Only	\$689.59	\$734.41	\$44.82	6.50%
EE + 1 Dep	\$1,379.16	\$1,468.81	\$89.65	6.50%
EE + 2 or more	\$1,792.90	\$1,909.43	\$116.53	6.50%

The health insurance premium is effective January 1, 2022. The Salary & Benefits Committee met on December 8, 2021 and agreed to accepting the 6.50% increase because of the 1.1% COLA in July and inflationary pressures in the general economy. Staff understands that this item must be approved by the full board at their regular December meeting.

The attached worksheet shows how the costs are distributed over a single monthly billing period. The Committee not only discussed the percentage increase, but also the monthly employee contribution and the Net Out of Pocket Max.

FISCAL IMPACT

The premium increase amounts to an additional \$27,748.29 for 2022. The 21-22 budget allowed for a 9% premium increase.

**Blue Cross
2022**

effective 01-22 6.50% rate increase
Employer takes 6.50% increase

Employee	Plan	Plan Coverage	01/01/22 Premium			District pays				Employee	(Employee Contribution)	HSA	HRA
			EE	Dependent	total	100% EE Base	90.0% Base Dep	Other Contribution	Total Contribution	Excess (Owe)			
Ange	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Blevins	Classic PPO	EE	940.58	0.00	940.58	734.41	0.00	175.00	909.41	(31.17)	(31.17)		
Bowman	Classic PPO	EE+Family	940.58	1504.92	2445.50	734.41	1,057.52	365.00	2156.93	(288.57)	(288.57)		
Bulkema	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Cristi	CompleteCare	EE+1	428.00	0.00	428.00	428.00	0.00	0.00	428.00	0.00	0.00		
DayEngle	Anthem Lumenc	EE+Family	734.41	1175.02	1909.43	734.41	1,057.52	365.00	2156.93	247.50	0.00	247.50	
DeOcampo	Anthem Lumenc	EE+1	734.41	734.40	1468.81	734.41	660.96	290.00	1685.37	216.56	0.00	216.56	
Dias	Classic PPO	EE	940.58	0.00	940.58	734.41	0.00	175.00	909.41	(31.17)	(31.17)		
Dixon	Anthem Lumenc	EE+Family	734.41	1169.02	1903.43	734.41	1,057.52	365.00	2156.93	253.50	0.00	253.50	
Foley	Classic PPO	EE+Family	940.58	1504.92	2445.50	734.41	1,057.52	365.00	2156.93	(288.57)	(288.57)		
Garrison	Classic PPO	EE+Family	940.58	1504.92	2445.50	734.41	1,057.52	365.00	2156.93	(288.57)	(288.57)		
Grover	Anthem Lumenc	EE+Family	734.41	1175.02	1909.43	734.41	1,057.52	365.00	2156.93	247.50	0.00	247.50	
Hooks	Anthem Lumenc	EE+1	734.41	734.40	1468.81	734.41	660.96	290.00	1685.37	216.56	0.00	216.56	
Lather	CompleteCare	CH only	428.00	0.00	428.00	428.00	0.00	0.00	428.00	0.00	0.00		
Lauer	Anthem Lumenc	EE+Family	734.41	1175.02	1909.43	734.41	1,057.52	365.00	2156.93	247.50	0.00	247.50	
Millington	Anthem Lumenc	EE+1	734.41	734.40	1468.81	734.41	660.96	290.00	1685.37	216.56	0.00	216.56	
Mui	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Napier	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Quintero	Classic PPO	EE+1	940.58	940.58	1881.16	734.41	660.96	290.00	1685.37	(195.79)	(195.79)		
Schmidt	Anthem Lumenc	EE+Family	734.41	1175.02	1909.43	734.41	1,057.52	365.00	2156.93	247.50	0.00	247.50	
Skinkle	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Treanor	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Veile	Anthem Lumenc	EE+Family	734.41	1175.02	1909.43	734.41	1,057.52	365.00	2156.93	247.50	0.00	247.50	
Waggoner	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
Weidner-Holland	Anthem Lumenc	EE+1	734.41	734.40	1468.81	734.41	660.96	290.00	1685.37	216.56	0.00	216.56	
Young	Anthem Lumenc	EE	734.41	0.00	734.41	734.41	0.00	175.00	909.41	175.00	0.00	175.00	
			35,155.92	18,481.84	12,822.48	6,485.00			37,789.32	2,633.40	(1,123.84)	3,757.24	0.00

37,789.32

Base Plan = Anthem

Anthem Lumenos 3000 PPO	2022	2021	2020	#5070.004	6,035.36
EE	\$734.41	\$689.59	\$634.10	#5070.005	8,627.43
EE+1	\$1,468.81	\$1,379.16	\$1,268.19	#5070.006	17,421.29
EE+Family	\$1,909.43	\$1,792.90	\$1,648.64	#5070.007	3,071.84
					35,155.92

Anthem Classic PPO

	2022	2021	2020
EE	\$940.58	\$883.18	\$812.12
EE+1	\$1,881.16	\$1,766.35	\$1,624.23
EE+Family	\$2,445.50	\$2,296.25	\$2,111.49

	EE	EE+1	EE+FAM	EE	EE+1	EE+FAM
Deductible	3,000.00	6,000.00	6,000.00	500.00	1,500.00	1,500.00
Coinurance 80%-20%	2,000.00	4,000.00	4,000.00	3,000.00	5,500.00	5,500.00
Out of Pocket Max	5,000.00	10,000.00	10,000.00	3,500.00	7,000.00	7,000.00
HSA/HRA/(OWE)	2,100.00	2,598.72	2,970.00	(374.04)	(2,349.48)	(3,462.84)
Net Out of Pocket Max	2,900.00	7,401.28	7,030.00	3,874.04	9,349.48	10,462.84

	EE Premium	Dependent Premium	Other
EE only	100%		175.00
EE + 1	100%	90%	290.00
EE +2	100%	90%	365.00

District Contribution	
EE	909.41
EE+1	1685.37
EE+Family	2156.93

	1 mo.	12 mos.
2021	35,574.73	426,896.76
6.50%	2,312.36	27,748.29
2022 total	37,887.09	454,645.05
difference from total contribution	97.77	

RESOLUTION NO. 2021-69

A RESOLUTION RATIFYING THE RECOMMENDATION OF THE SALARY AND BENEFITS COMMITTEE TO ACCEPT A 6.5% INCREASE IN HEALTH INSURANCE RATES EFFECTVE JANUARY 1, 2022

-oOo-

WHEREAS, the Board of Directors agrees to accept a 6.5% increase in health insurance rates for calendar year 2022; and

WHEREAS, the District recognizes that the employee Cost-of-Living adjustment was 1.1% for the year and inflation is creating a hardship for staff; and

WHEREAS, the Salary and Benefits Committee agreed to accept said rate increase effective January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Carmel Area Wastewater District, does determine, find and order as follows, that the Salary and Benefits Committee’s decision to approve the health insurance rate increase of 6.5% was appropriate and ratifies their decision for 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Carmel Area Wastewater District duly held on December 30, 2021 by the following vote:

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

President of the Board

ATTEST:

Secretary to the Board

**STATE WATER RESOURCES CONTROL BOARD
RESOLUTION NO. 2021-0049**

**RECOGNIZING WASTEWATER TREATMENT UTILITIES' VOLUNTARY
CONTRIBUTIONS TO MONITORING FOR COVID-19 IN WASTEWATER**

WHEREAS:

1. The World Health Organization declared COVID-19 a world health emergency in January 2020, followed shortly thereafter by the United States declaring a public health emergency.
2. Public health officials need accurate and timely information on the spread, movement, and control of the COVID-19 virus.
3. California's research institutions and wastewater utilities quickly demonstrated international leadership in advancing a new approach to prevalence assessment: Wastewater-based epidemiology (WBE) to quantify trends in COVID-19. WBE complements clinical testing and can detect the virus shed by both symptomatic and asymptomatic individuals. WBE also yields information several days sooner than it takes to collate individual testing and hospitalization records, respectively.
4. California's wastewater utilities undertook these efforts at their own expense, partnering with research institutions such as Stanford University, the University of California (UC) at Berkeley, UC Davis, UC San Diego, University of Arizona, Loma Linda University, University of Southern California, the Water Research Foundation, and the Southern California Coastal Water Research Project Authority to implement those efforts. Several utilities initiated these efforts as early as March 2020, with continual participation for the last 18 months. Those early efforts established sampling and analysis protocols subsequently adopted by others and demonstrated to the world that WBE is a valuable tool to inform COVID-19 public health response.
5. The US Department of Health and Human Services subsequently partnered with utilities in two phases of pilot studies to study the logistics of implementing WBE nationally. Eleven California utilities participated in Phase 1 and 25 utilities participated in Phase 2.
6. The California Department of Public Health and the State Water Resources Control Board entered into a formal partnership with the Centers for Disease Control and Prevention in December 2020 in a comprehensive program to further develop the WBE approach. Five California utilities participated in that program, again at their own expense, voluntarily collecting wastewater samples three times a week, analyzing samples according to protocol, submitting data to the Center for Disease Control's National Wastewater Surveillance System

(NWSS), and participating in monthly California NWSS Workgroup coordination meetings for the state's pilot wastewater surveillance program. Originally a six-month project, these five utilities continue to participate in the program and make their data available to the public.

7. Utilities that were early trendsetters in implementing wastewater-based epidemiology prior to the formal development of State and Federal programs and who have maintained sampling for more than a year:

- East Bay Municipal Utilities District
- Orange County Sanitation District
- Los Angeles County Sanitation Districts
- Los Angeles City Sanitation and Environment
- City of San Diego Public Utilities
- San Francisco Public Utilities Commission
- City of Gilroy
- City of Davis
- University of California, Davis
- Silicon Valley Clean Water
- City of Palo Alto Regional Water Quality Control Plant
- San Jose-Santa Clara Regional Wastewater Facility
- Sacramento Regional County Sanitation District
- City of Sunnyvale
- City of San Bernardino Water Reclamation Facility
- Sanitary District No.5 of Marin County
- Central Marin Sanitation Agency
- Las Gallinas Valley Sanitary District
- Sausalito-Marín City Sanitary District
- Sewerage Agency of Southern Marin
- Novato Sanitary District
- Central Contra Costa Sanitary District
- Delta Diablo Sanitary District
- West County Water District
- City of Yountville
- City of American Canyon
- Union Sanitary District
- City of Vacaville
- Lake County Sanitation District
- South Orange County Wastewater Authority
- Oro Loma Sanitary District
- Las Virgenes Municipal Water District
- Mariposa Public Utility District

8. Utilities that participated in the Center for Disease Control's National Wastewater Surveillance System program in cooperation with the State Water Quality Control Boards:

- Los Angeles County Sanitation Districts
- Los Angeles Sanitation and Environment
- City of San Diego Public Utilities
- Orange County Sanitation District
- San Francisco Public Utilities Commission

9. Utilities that participated in the US Health and Human Services national monitoring pilot program:

- East Bay Municipal Utilities District
- Orange County Sanitation District
- Los Angeles County Sanitation Districts
- Los Angeles City Sanitation and Environment
- City of San Diego Public Utilities
- San Francisco Public Utilities Commission
- Sacramento Regional Wastewater Treatment Plant
- Central Contra Costa Sanitary District
- Encina Water Pollution Control Facility
- Oxnard Wastewater Treatment Plant
- Silicon Valley Clean Water
- City of San Mateo Wastewater Treatment Plant
- Laguna Niguel Regional Treatment Plant
- City of San Luis Obispo Water Resource Recovery Facility
- Delta Diablo Sanitary District
- Las Virgenes Municipal Water District
- Carmel Area Wastewater District
- City of Eureka
- City of Fresno
- Valley Sanitary District
- City of Lincoln Wastewater Plant
- City of Lompoc WWTP
- City of Oxnard
- City of Paso Robles
- City of Redlands
- San Elijo JPA
- City of Santa Barbara
- City of Santa Cruz
- City of Santa Rosa
- City of Watsonville WWTF
- City of San Bernardino Municipal Water Department
- Sewer Authority Mid-Coastside

THEREFORE BE IT RESOLVED THAT:

The State Water Resources Control Board formally recognizes and extends its profound appreciation for the voluntary efforts and expenditures the aforementioned utilities have contributed to the development and implementation of wastewater monitoring to inform responses to the COVID-19 pandemic to protect the health of Californians.

CERTIFICATION


The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on November 16, 2021.

AYE: Chair E. Joaquin Esquivel
Vice Chair Dorene D'Adamo
Board Member Sean Maguire
Board Member Laurel Firestone
Board Member Nichole Morgan

NAY: None

ABSENT: None

ABSTAIN: None



Jeanine Townsend
Clerk to the Board



**CALIFORNIA WATER QUALITY MONITORING COUNCIL
RESOLUTION NO. 2021-0001**

WASTEWATER-BASED SURVEILLANCE OF COVID-19

WHEREAS:

1. The World Health Organization declared COVID-19 a world health emergency in January 2020, followed shortly thereafter by the United States declaring a public health emergency.
2. Public health officials need accurate and timely information on the spread, movement, and control of the COVID-19 virus.
3. California's research and wastewater utilities quickly demonstrated international leadership in advancing a new approach to prevalence assessment: Wastewater-based epidemiology (WBE) to quantify trends in COVID-19. WBE complements clinical testing and can detect the virus shed by both symptomatic and asymptomatic individuals. WBE also yields information several days and almost two weeks sooner than it takes to collate individual testing and hospitalization records, respectively.
4. California's utilities undertook these efforts at their own expense, partnering with research institutions such as Stanford University, the University of California (UC) at Berkeley, UC Davis, UC San Diego, University of Arizona, Loma Linda University, University of Southern California, the Water Research Foundation, and the Southern California Coastal Water Research Project Authority to implement those efforts. Several utilities initiated these efforts as early as March 2020, with continual participation for the last 18 months. Those early efforts established sampling and analysis protocols subsequently adopted by others and demonstrated to the world that WBE is a valuable tool to inform COVID-19 public health response.
5. The US Department of Health and Human Services subsequently partnered with utilities in two phases of pilot studies to study the logistics of implementing WBE nationally. Eleven California utilities participated in Phase 1 and 25 utilities participated in Phase 2.
6. The California Department of Public Health and the State Water Resources Control Board entered into a formal partnership with the Centers for Disease Control and Prevention in December 2020 in a comprehensive program to further develop the WBE approach. Five California utilities participated in that program, again at their own expense, voluntarily collecting wastewater samples three times a week, analyzing samples according to protocol, submitting data to the Center for Disease Control's National Wastewater Surveillance System (NWSS), and participating in monthly California NWSS Workgroup coordination meetings for the state's pilot wastewater surveillance program. Originally a six-month project, these five utilities continue to participate in the program and make their data available to the public.
7. The California Water Quality Monitoring Council (Council) was formed by CA Senate Bill 1070 (Kehoe, 2006) and is mandated under California Water Code Section 13181 to enhance the effectiveness of California's water quality monitoring systems, with Council

members appointed by the Secretaries of CalEPA and Department of Natural Resources. The Council worked with utilities to help enhance the sampling and analysis protocols for WBE and was impressed by the commitment of California's wastewater utility community to help inform management of this public health crisis.

NOW THEREFORE BE IT RESOLVED THAT:

The California Water Quality Monitoring Council (Council) formally recognizes and extends its profound appreciation for the efforts of the utilities below to develop and implement wastewater monitoring that informs responses to the COVID-19 pandemic and protects the health of Californians.

Utilities that were early trendsetters in implementing wastewater-based epidemiology prior to the formal development of State and Federal programs and who have maintained sampling for more than a year:

- East Bay Municipal Utilities District
- Orange County Sanitation District
- Los Angeles County Sanitation Districts
- Los Angeles City Sanitation and Environment
- City of San Diego Public Utilities
- San Francisco Public Utilities Commission
- City of Gilroy
- City of Davis
- Silicon Valley Clean Water
- City of Palo Alto Regional Water Quality Control Plant
- San Jose-Santa Clara Regional Wastewater Facility
- Sacramento Regional County Sanitation District
- City of Sunnyvale
- City of San Bernardino Water Reclamation Facility
- Sanitary District No.5 of Marin County
- Central Marin Sanitation Agency
- Las Gallinas Valley Sanitary District
- Sausalito-Marín City Sanitary District
- Sewerage Agency of Southern Marin
- Novato Sanitary District
- Central Contra Costa Sanitary District
- Delta Diablo Sanitary District
- West County Water District
- City of Yountville
- City of American Canyon
- Union Sanitary District
- City of Vacaville
- Lake County Sanitation District
- South Orange County Wastewater Authority
- Oro Loma Sanitary District
- Las Virgenes Municipal Water District

- Mariposa Public Utility District

Utilities that participated in the Center for Disease Control's National Wastewater Surveillance System program in cooperation with the State Water Quality Control Boards:

- Los Angeles County Sanitation Districts
- Los Angeles Sanitation and Environment
- City of San Diego Public Utilities
- Orange County Sanitation District
- San Francisco Public Utilities Commission


Utilities that participated in the US Health and Human Services national monitoring pilot program:

- East Bay Municipal Utilities District
- Orange County Sanitation District
- Los Angeles County Sanitation Districts
- Los Angeles City Sanitation and Environment
- City of San Diego Public Utilities
- San Francisco Public Utilities Commission
- Sacramento Regional Wastewater Treatment Plant
- Central Contra Costa Sanitary District
- Encina Water Pollution Control Facility
- Oxnard Wastewater Treatment Plant
- Silicon Valley Clean Water
- City of San Mateo Wastewater Treatment Plant
- Laguna Niguel Regional Treatment Plant
- City of San Luis Obispo Water Resource Recovery Facility
- Delta Diablo
- Las Virgenes Municipal Water District
- Carmel Area Wastewater District
- City of Eureka
- City of Fresno
- Valley Sanitary District
- City of Lincoln Wastewater Plant
- City of Lompoc WWTP
- City of Oxnard
- City of Paso Robles
- City of Redlands
- San Elijo JPA
- City of Santa Barbara
- City of Santa Cruz
- City of Santa Rosa
- City of Watsonville WWTF
- City of San Bernardino Municipal Water Department
- Sewer Authority Mid-Coastside

CERTIFICATION:

The undersigned Co-Chairs of the Council do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Water Quality Monitoring Council held on November 10, 2021.

AYE: Co-Chair Karen Mogus
Co-Chair (alternate) Chad Dibble
Council Member Grant Sharp
Council Member (alternate) Mark Cady
Council Member Helen Fitandis
Council Member Ray Heimstra
Council Member Steve Weisberg
NAY: None
ABSENT: Drinking Water Council Member
Regulated Community – POTWs Council Member
ABSTAIN: Council Member Peter Vroom



Karen Mogus
Co-Chair representing CalEPA



Mark Gold
Co-Chair representing CNRA

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: December 30, 2021
Subject: Financial Audit for Fiscal Year Ending 06-30-21

RECOMMENDATION

It is recommended that the Board of Directors accept the Carmel Area Wastewater District's (CAWD) Annual Financial Statements and Independent Audit Report for the fiscal year ended June 30, 2021 prepared by the firm Marcello & Company as meeting the requirements for an annual independent financial audit.

DISCUSSION

The attached audit report gives the District a "clean" or unqualified opinion on the 06-30-21 statements.

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

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

Under Separate Cover: CAWD Audit for year ended 06-30-21

FUNDING

Preparation of the annual audit was a budgeted expense for 2020-21 in the amount of \$28,650.

Fiscal Year End 6-30-2021 Carmel Area Wastewater District
Audit Under Separate Cover

STAFF REPORT

To: Board of Directors

From: Domine Barringer, Board Secretary

Date: December 30, 2021

Subject: Board Member Committee Assignments
for 2022, PBCSD Board meeting schedule for 2022, and Conference
Attendance



RECOMMENDATION

Requesting the Board of Directors to pass a motion accepting Committee Assignments and PBCSD Board meeting schedule for 2022. The 2022 Conferences are attached for possible participation.

Please contact either Domine Barringer or Kristina Pacheco for assistance with registration for conferences that you would like to attend.

DISCUSSION

Attached are the following documents for the Board's consideration:

- a. 2022 Committee assignments
- b. 2022 PBCSD Board meetings assignments
- c. 2022 Conferences



Carmel Area Wastewater District

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

TO: Board of Directors
 FROM: Domine Barringer, Board Secretary
 SUBJECT: Committee Assignments for 2022
 DATE: December 30, 2021

Committee	2021 Members	2022 Members
Budget & Audit	D' Ambrosio Siegfried	
Pension	Rachel Siegfried Wellington	
Reclamation Management	Townsend White	
Salary & Benefits	White Rachel	
Special Districts' Association	Townsend Siegfried (alternate)	
CRFREE (ad hoc)	White Siegfried	
Sea Level Rise (ad hoc)	Siegfried D' Ambrosio	
Pre-Treatment (ad hoc)	White D' Ambrosio	No longer needed – Pre Treatment Ordinance passed 09-30-21
Tree & Trail Committee (ad hoc)	D' Ambrosio Siegfried	
Construction Committee (ad hoc)	White Rachel	
Real Estate Committee (ad hoc)	White Siegfried	



Carmel Area Wastewater District

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

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

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

ATTENDANCE AT PBCSD BOARD MEETINGS FOR 2022

It is important for at least one Carmel Area Wastewater District (CAWD) Board Member to attend the Pebble Beach Community Services District's regular Board Meetings, held the final Friday of every month at 9:30a.m., and if possible, any special meetings during the assignment period, with usual compensation.

Members may provide an oral report at the next CAWD Board Meeting which follows their attendance at the PBCSD meeting.

Assignments are for a period of one month. It is the responsibility of the assigned Member to get a substitute if the Member cannot attend.

Month	Member Attendee
January	Ken White
February	Greg D'Ambrosio
March	Mike Rachel
April	Bob Siegfried
May	Charlotte Townsends
June	Ken White
July	Greg D'Ambrosio
August	Mike Rachel
September	Bob Siegfried
October	Charlotte Townsends
November	No PBCSD Meeting
December	Bob Siegfried

STAFF REPORT



To: Board of Directors
 From: Domine Barringer, Board Secretary
 Date: December 30, 2021
 Subject: 2022 Conference Schedule

RECOMMENDATION

This is informational only – no action required.

DISCUSSION

2022 Conferences				
Organization	Description	Link to Conference	Location	Date(s)
CASA	Winter Conference	https://casaevents.memberclicks.net/winter-conference	Palm Springs, CA	Jan 19-21
CWEA	P3S Conference	https://www.cwea.org/conferences/p3s-conference/	Long Beach, CA	Jan 31-Feb 2
CWEA	FOG Conference	https://www.cwea.org/all-events/	Long Beach, CA	Feb 2
CASA	Wash DC Policy Forum	https://casaweb.org/calendar/casa-events/	Washington DC	Feb 28-Mar 1
CWEA	Annual Conference	https://www.cwea.org/conferences/cwea-annual-conference/	Sacramento, CA	April 11-14
ACWA	Spring Conference	https://www.acwa.com/events/2022-spring-conference-exhibition/	Sacramento, CA	May 3-6
CSDA	Legislative Days (Virtual)	https://legislatedays.csda.net/home	Sacramento, CA	May 17-18
CASA	67 th Annual Conference	https://casaweb.org/calendar/casa-events/	Squaw Creek, CA	August 10-12
CSDA	Annual Conference	https://members.csda.net/imis1/EventDetail?EventKey=22ANNCONF	Coronado Island, CA	August 22-25
WateReuse	Annual Conference	https://members.csda.net/imis1/EventDetail?EventKey=22ANNCONF	San Francisco, CA	Sept 11-13
ACWA	Fall Conference	https://www.acwa.com/events/2022-fall-conference-exhibition/	Indian Wells, CA	Nov 29-Dec 2

ACWA Association of California Water Agencies
 CSDA California Special Districts Association
 CASA California Association of Sanitation Agencies
 CWEA California Water Environment Association

Note: If you hover over the hyperlink, press “Control” key, and you should be taken to the web page

STAFF REPORT



To: Board of Directors
From: Barbara Buikema, General Manager
Date: December 30, 2021
Subject: General Manager Salary Adjustment

RECOMMENDATION

Staff recommends the Board pass a motion approving the action of the Salary & Benefits Committee to increase the General Manager's compensation package by 1.1% retroactive to July 1, 2021.

DISCUSSION

On December 8, 2021, the Salary & Benefits Committee agreed to a 1.1% Cost of Living Adjustment (COLA) to the General Manager's salary, retroactive to July 1, 2021, based on the published COLA for October 2020.

The Bureau of Labor Statistics Consumer Price Index published as of October 2020 is the same index used for staff COLA increases, with an effective July 1, 2021

FUNDING

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

STAFF REPORT

To: Board of Directors
From: Barbara Buikema, General Manager
Date: December 30, 2021
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

A. Current District Policy

In the event the District needs to refund user fees we follow the policy established in 1989, when District legal counsel offered the attached opinion memo. The legal opinion refers to Health and Safety Code §5473 and Revenue and Taxation Code §5097. In practice, we have applied it to mean a refund may be issued for the current year plus the 4 prior years

Health & Safety Code §5473.8

All laws applicable to the levy, collection, and enforcement of general taxes of the entity, including, but not limited to, those pertaining to the matters of delinquency, correction, cancellation, refund, and redemption, are applicable to the charges authorized pursuant to this article, except that if any real property to which these charges relate has been transferred or conveyed to a bona fide purchaser for value or a lien of a bona fide encumbrancer for value has been created and attaches thereon during the year prior to the date on which the first installment of the general taxes that include the charges appears on the assessment roll, then the lien which would otherwise be imposed by Section 5473.5 shall not attach to the real property and the charges relating to that property shall be transferred to the unsecured roll of collection.

(Amended by Stats. 2012, Ch. 330, Sec. 17. (SB 1090) Effective January 1, 2013.)

Revenue & Taxation Code §5097

(a) An order for a refund under this article shall not be made, except on a claim:

(1) Verified by the person who paid the tax, their guardian, executor, trustee, or administrator.

(2) Except as provided in paragraph (3) or (4), **filed within four years after making the payment sought to be refunded**, or within one year after the mailing of notice as prescribed in Section 2635 , or the period agreed to as provided in Section 532.1 , or within 60 days of the date of the notice prescribed by subdivision (a) of Section 4836 , whichever is later.

We do not normally have a lot of these types of requests; however, we are currently faced with two refund requests that exceed our policy limits.

B. Mark Stilwell, APN #010-131-025

Mr. Stilwell appeared before the Board at our November 2021 meeting and asked for consideration of a refund for the entirety of his ownership of said parcel. Our records indicate his ownership commenced in 2013-14. The District issued a check in the amount of \$13,028.08 for the current year plus 4 prior years.

This parcel was charged as if it were L 'Escargot restaurant – which it very clearly is not. L 'Escargot restaurant was charged separately under APN #010-131-002. No explanation behind this other than human error. The attached exhibit calculates the refund back to 2013-14 when Mr. Stilwell took ownership; an additional \$7,447.62 is due should the Board decide to change the District policy.

C. Jeff Canepa, APN #015-042-007 (A09-042-07)

Mr. Canepa called to inquire about his current property tax statement and prior years. I informed Mr. Canepa of our policy and the District issued a check in the amount of \$4,026.22 for the current year plus 4 prior years.

Mr. Canepa is requesting a refund for all prior years.

Upon researching our records, I was able to find the annexation paperwork that his parents did participate in during 1974. There is no evidence of a connection fee being paid, therefore I am unable to determine precisely when the parcel was added to the user fee rolls. We have records back to 1980 that I was able to verify, but any records prior to the date were destroyed in the 1997 floods. The attached exhibit calculates the refund due back to 1974; an additional \$8,403.44 is due should the Board decide to change our policy.

In both cases, Mr. Stilwell and Mr. Canepa, stated that an earlier claim was not made because they did not examine and question their property tax statement.

FUNDING

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

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

	Original	Adjusted	
FY	Bill	Bill	Amount
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>

Jeff Canepa
26425 Birch Place
Carmel, Ca. 93923
831-917-6013

12/2/21

Carmel Area Waste Water District
P.O. Box 221428
Carmel, Ca. 93922

Subject: Appeal for sewer rate refund at 4230 Marguerita Way, Carmel Ca. 93923

Carmel Waste Water Board of Directors,

In 1962 Steve and Clara Canepa build a home at 4230 Marguerita Way in Carmel. They dutifully paid their property taxes for years until I (their son) took over their affairs in approximately 2009. I continued to write the checks for the property taxes to the Monterey County Tax collector, a legitimate, professional entity. There are codes and descriptions on the bill that give you an idea where your tax dollars are spent. We assumed that property owners pay their share toward the areas schools, parks, infrastructure and other somewhat ambiguous items. We never thought to question these charges. Well, unbeknownst to us, we were charged a fee that didn't apply to our property, from Carmel Area Waste Water. The house has been on a septic system throughout its existence. In 1974 my parents paid an annexation fee for the right to hook up to the sewer when they felt it was the right time. They actually wanted to switch over to sewer in 2004 but instead put a second septic system in when their neighbor denied an easement. When the annexation fee was paid, a sewer charge was added to our property tax bill. You would need in your records proof or documentation (inspection of hookup and hookup charge) that the house was hooked up to sewer before charging such fees, as you needed proof that the house was on septic when this was brought to your attention.

Fortunately for us, we questioned the charge, spoke to Barbara and discovered that we have been paying quite a lot of money for many years. I'd like to thank her for addressing the matter promptly. She informed me that your policy is to refund the last 5 years of what we paid. That total amounts to \$4,026.22. That doesn't include 44 years of payments that we paid. You have the records of what the charges were over this time span. We didn't catch the error but we also didn't make the error, so we feel that we should be refunded the money that we paid and didn't owe.

Yours, respectfully, Jeff Canepa

User Fee Refund

Jeffrey Criag 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: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: General Manager Performance Evaluation Format

RECOMMENDATION

Staff recommends the Board pass a motion selecting and approving the format changes they would like to see implemented for the General Manager performance evaluation form.

DISCUSSION

After the General Manager's last performance evaluation in 2021 the Board decided they would like to make changes in the format and instructed staff to bring to the Salary & Benefits Committee examples of how other agencies evaluated the position.

The Salary & Benefits Committee met on December 8, 2021 to review the examples provided and narrowed their preferred format down to the three examples attached.

FUNDING

No Impact.

Attachments:

- a. CAWD GM Performance Evaluation
- b. Alameda County Mosquito Abatement District GM Performance Evaluation
- c. Buckingham Park Water District
- d. Ojai Valley Sanitary District

CONFIDENTIAL

**Carmel Area Wastewater District
PERFORMANCE EVALUATION
GENERAL MANAGER
July 1, 2020 – June 30, 2021**

Evaluated By: _____ **Date:** _____

ACCOMPLISHED ESTABLISHED GOALS FOR THE APPRAISAL PERIOD:

A. Did the General Manager carry out actions and activities in accordance with the Board's established goals over the last appraisal period?

Comments:

SET GOALS FOR THE NEXT APPRAISAL PERIOD:

B. What do you believe the General Manager's top six priorities should be during the next evaluation period?

Comments:

GENERAL MANAGEMENT:

C. Timely implementation of District goals and policies, anticipate changing needs and potential problems, and offer solutions. Take into consideration initiative, judgment, and decision-making/problem solving.

Comments:

FINANCIAL PLANNING:

D. Manage District finances prudently and within budget, prepare realistic budget, capital outlay financing, and a five-year improvement plan. Provide periodic status reports to the Board.

Comments:

PERSONNEL MANAGEMENT:

E. Ensure vacancies are filled on a timely basis. Ability to motivate staff.

Comments:

PUBLIC AND COMMUNITY RELATIONS:

F. Represent the District well to the public and to organizations and agencies. Strive to gain trust and confidence of the public and is sensitive to individual and community needs. Foster contact and cooperation among community members and provide timely responses to customer inquiries and complaints.

Comments:

BOARD RELATIONS:

G. Maintain effective communication and working relationships with the Board as a whole.

Comments:



General Manager Performance Evaluation

Employee:	Hire Date:
Classification: General Manager	
Rating Period:	
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> Other	

OVERALL PERFORMANCE RATING		
<p>Exceeds Standards</p> <p>Individual gives valuable service to the District; such performance consistently exceeds what is reasonably expected of the General Manager.</p>	<p>Meets Standard</p> <p>Individual consistently demonstrates that essential job responsibilities are fully performed as expected from the General Manager.</p>	<p>Does Not Meet Standards</p> <p>Individual does not consistently meet job responsibilities.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

President, Board of Trustees

Date

Board Member, Immediate Past-President

Date

Board Member, Future President

Date

I hereby certify that I have received this performance evaluation. I understand that my signature does not necessarily mean that I agree with all the ratings or comments.

General Manager

Date

PERFORMANCE FACTORS

SECTION A. JOB KNOWLEDGE

Extent to which General Manager demonstrates job knowledge and is aware of current developments in his/her field.

1. Understands and Communicates Key Issues Affecting the District – Extent to which the General Manager understands and communicates current social, political and economic trends and operating problems of mosquito abatement agencies with the Board (i.e., with respect to Federal, State, and Regional, and District level issues).

Exceeds Standards	Meets Standards	Does Not Meet Standards
Effectively anticipates, understands, and identifies issues that the Board needs to be advised. Has the ability to effectively translate complex information into user-friendly terms. Expertly navigates difficult and sensitive situations.	Ability to understand and communicate issues related to the District as expected of a General Manager.	Does not demonstrate ability to understand and/or communicate issues to the Board at the level expected of a General Manager.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Political Awareness – Extent to which the General Manager is not political, but is politically aware and understands the political issues involved in identifying and setting goals to solve District problems.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Demonstrates outstanding ability to comprehend the “whole picture” of an issue and identify solutions and goals to proactively navigate and address.	Ability to understand issues and identify solutions and goals to resolve as expected of a General Manager.	Does not demonstrate the required level or ability to identify potential and/or current political issues to proactively address.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Industry Knowledge – Extent to which the General Manager has an overall working knowledge of mosquito abatement districts and industry standards.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Demonstrates significant knowledge of mosquito abatement services, and the industry standards. Using that knowledge, provides guidance to staff to ensure the District serves the public.	Has knowledge of mosquito abatement districts and an understanding of industry standards. Ensures the work done by the District adequately serves the public.	Lacks the level of knowledge regarding mosquito abatement and industry standards to effectively ensure District business is adequately performed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION A. JOB KNOWLEDGE RATING SUMMARY		
Extent to which General Manager demonstrates job knowledge and is aware of current developments in his/her field.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Has well-rounded knowledge in all phases of the job, and possesses willingness to seek subject matter experts as needed. Has exceptional ability in some areas while demonstrating strong expertise within all key areas of responsibilities.	Has knowledge of duties and essential functions to do the job and is competent in performance responsibilities.	Demonstrates significant gaps in knowledge of duties and essential functions or does not demonstrate sustainable performance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Knowledge Comments:		

SECTION B. CONSTRUCTIVE RELATIONSHIPS		
Extent to which the General Manager builds internal and external relationships that ensures collaboration.		
1. Working Relationships - Extent to which the General Manager builds effective working relations with the Board.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Creates a partnership with Board members and Board committees that promotes and maintains the growth of positive collaborative working relationships. Equally responsive and accessible to all Board members. Treats Board members with respect and fairness.	Deals positively with the Board. Establishes and maintains working relations with the Board and Board committees.	Has difficulties working with the Board or does not consistently develop or maintain effective working relationships.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Communication – Ability to effectively articulate in written and verbal communications with the Board.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Communication is proactive, effective and appropriately communicates with all stakeholders. Demonstrates the ability to communicate assertively without causing negative reactions.	Communicates in a clear and concise manner, both orally and in writing. Demonstrates good judgment in selecting the proper mode of communications.	Struggles to effectively communicate either orally or in writing. Does not actively listen. May have oral or written skills below the expected standard for the General Manager. Communicates in a manner that does not convey a favorable image of the District.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Support in Policy Making – Extent to which the General Manager adequately supports the Board in its policy making role.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively identifies and brings to the Board’s attention needed policy projects. Works effectively with the Board to identify options and develop policies.	Provides support to Board to identify and resolve policy decisions.	Does not provide needed support to the Board to facilitate policy making.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Public Communication – Extent to which the General Manager manages channels of communication with the public and partner agencies.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively identifies effective channels of communication regarding District programs and services such as social media, neighborhood meetings, and District web site.	Ensure District programs and services are communicated to the public and partner agencies.	District programs and services are not adequately communicated to the public and partner agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Intergovernmental Collaboration - Extent to which the General Manager promotes the District's collaboration and cooperative relations with other public agencies.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Demonstrates ability to ensure the District's collaboration with other public agencies that is beyond the performance expected. Ensures staff involvement, as appropriate. Values partner agencies' participation. Promptly and effectively addresses conflicting interests.	Has established-collaborative and cooperative relationships with other public agencies.	Employee fails to create and/or promote a collaborative approach with other public agencies.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION B. CONSTRUCTIVE RELATIONSHIPS RATING SUMMARY		
Extent to which the General Manager builds internal and external relationships that ensures collaboration.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Proactively demonstrates the abilities in initiating, building and consistently maintaining internal and external constructive relationships that promote collaboration that benefits the District.	Ensures ongoing collaborative internal and external relationships are established and maintained.	Is not effective in establishing and/or maintaining constructive internal and/or external relationships.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructive Relationships Comments:		

SECTION C. LEADERSHIP AND MANAGEMENT		
Extent to which the General Manager exhibits effective leadership and management skills to accomplish the District's mission.		
1. Leadership - The ability of the General Manager to lead the way to an inspiring future with a shared vision based upon the Board's directed organizational goals, policies, and priorities.		
Exceeds Standards	Meets Standards	Does Not Meet Standards
Positively influences outcomes by setting appropriate short and long term goals and strategies for staff that supports the Board's vision for District. Catalyzes the transition from "good to great" results.	Understands the Board's vision for the growth of the District and works with District staff to take supportive actions to support that vision.	Does not demonstrate ability to carry out the Board's vision or is inconsistent in supporting the Board's vision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Financial Stewardship – Extent to which the General Manager manages the preparation of a budget, manages the established budget and utilizes financial resources efficiently.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Oversight and management of the budget process and throughout the fiscal year, consistently monitors and anticipates overages in the budget and reacts proactively. Manages financial and material resources; utilizes cost saving measure appropriately.	Leads the budget process and exercises effective cost control. Strives to ensure the District stays within budget. Minimizes the necessity of overtime whenever possible. Management of purchasing regulations and process.	Does not demonstrate appropriate knowledge and management of the budget. budget process, and/or budget management. Consistently is not able to exercise effective cost control.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Human Resources Management – Supports District goals and objectives through human resource management.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully supports the District’s goals and objectives by providing leadership and management to recruit, develop, and retain highly competent staff. Provides staff opportunities and recognition of their value to the team.	Demonstrates consistent employee management. Personnel issues are handled appropriately and professionally. Recognizes employees and gives them a sense of achievement for a job well done.	Inconsistent in ability to address personnel issues in either a timely or appropriate manner. Employees and/or the team are stagnant in their development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Strategic Ability – Demonstrates the ability to plan, implement, and manage strategic change through long term planning while allowing for flexibility in changing conditions.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Successfully aligns District resources and actions to support and carry out the Board’s direction/vision. Consistently exhibits flexibility to quickly and effectively meet changing conditions and capitalize on new opportunities as they arise while still adhering to the vision of the Board.	Directs District resources to support the Board’s direction/vision. Demonstrates the ability to plan and implement strategic change and displays optimism and enthusiasm in meeting challenges.	Inability to effectively manage strategic change to support the Board’s direction/vision or discounts the Board’s direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C. LEADERSHIP AND MANAGEMENT RATING SUMMARY

Extent to which the General Manager exhibits effective leadership and management skills to accomplish the District's mission.

Exceeds Standards	Meets Standards	Does Not Meet Standards
Exhibits the ability to be an inspired leader with the ability to inspire and motivate others, while effectively using management skills to administer and ensure District work successfully contributes to the District's mission and vision.	Demonstrates ability to make decisions, provide direction with confidence and to gain commitment from organization to carry out the District's mission and vision.	Does not demonstrate ability to project confidence and authority in area of expertise. Inability to manage a team. Inconsistent in making timely decisions or appropriate decisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constructive Relationships Comments:		

GOALS

Rating Period Goals

Please note if goals are met.

Next Rating Period Goals

Please consider adding professional growth goals, which may include training or education.

OVERALL PERFORMANCE COMMENTS

Buckingham Park Water District

POLICY HANDBOOK

ATTACHMENT A: Employee Performance Evaluation Form

POLICY TITLE: Performance Evaluations

POLICY NUMBER: 2009

Buckingham Park Water District Employee Performance Evaluation Form Instruction Sheet

Please follow these instructions for the evaluation process closely. It is a very important step in the development of the employee you are about to evaluate.

1. Fill out the block of information at the top of the evaluation completely.
2. In the two page evaluation there are five categories. In each category think very seriously about the employee's performance over **the entire evaluation period**, whether that is 6 months or 12 months. Do not give an employee a "5 for Outstanding", if the employee has been unsatisfactory for the first 7 months of the year, and only performed well the last 3 months. It is tempting to reward the employee for the last 3 months good performance, but it sends the message that the employee only has to do well between March and May to receive a good evaluation in June.
3. After choosing which category corresponds with the employee's performance, write in by hand, on a printed blank copy, a short explanation of why you feel that way. This simple sentence may cause you to second guess your decision.
4. Meet with the employee you are evaluating. You may want to give the employee a blank evaluation to fill out prior to this meeting, giving you some idea of how close, or far apart both of your opinions are.
5. Fill out the "overall ranking" completely following those instructions. This should only be 50% of the evaluation, the other 50% will be based on cost of living and seniority in the same job title.

Buckingham Park Water District



Employee Name	_____	Employee Performance Evaluation Form
Job Description	_____	
Hire Date	_____	
Evaluation Date	_____	
Person Conducting Evaluation	_____	
Title	_____	

Quality of Work: Work is performed accurately and timely. Work is consistent, thorough and complete.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Quantity of Work: Amount of work performed on a daily basis is appropriate for job function.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Job Knowledge: Employee is knowledgeable of all aspects of duties related to his/her position.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Communication: Employee effectively communicates with co-workers and customers of the District.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Behavior: Employee conducts himself/herself in a manner, which is courteous and respectful to other employees and District customers.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Improvement Needed
- 1 Unacceptable

Overall Ranking

Below select the overall ranking of the individual's Performance Evaluation. The reviewer may also add more comments supporting the ranking, or add performance goals and criteria for the upcoming review period.

<input type="checkbox"/>	5	Outstanding- Employee has been exceptional for the entire evaluation period requiring little or no guidance, accomplishing all goals, and completing work meeting the highest standards.
<input type="checkbox"/>	4	Exceeds Expectations- Employee has done more than expected for the entire evaluation period and accomplishing most of the goals established to a very high standard.
<input type="checkbox"/>	3	Meets Expectations- Employee has accomplished the work that he/she is given to an acceptable level.
<input type="checkbox"/>	2	Improvement needed- Employee has not completed work to an acceptable level and consistently does not meet standards.
<input type="checkbox"/>	1	Unacceptable- Employee's work and work habits are very poor and in most areas has scored an unacceptable rating.

** If Needs Improvement is checked reviewer should set specific performance goals and criteria to be met, and schedule a three to six (3 to 6) month review of the employee's progress.*

Comments/Goals:

--	--

Employee's Acknowledgment

Date

--	--

Evaluator's Signature

Date



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

General Manager Job Performance Evaluation

Employee: _____ Evaluation Period: From: _____ To: _____

Evaluations Definition

1.	2.	3.	4.	5.
Unsatisfactory Below Standard	Did Not Meet Standard	Met Standard	Exceeded Standard	Greatly Exceeded Standard

Rating

I. SUPPORT OF THE BOARD

- A. Board Meeting Packets
- B. News of Note
- C. Ordinances & Resolutions - Policies
- D. Conference coordination
- E. Strategic Plan
- F. Operations Plan
- G. Board Agenda Presentations
- H. Community Outreach/Education

II. ORGANIZATION CULTURE

- A. Employee Morale
- B. Education & Safety training
- C. Workers' Comp. claims
- D. Environmental Stewardship

III. ORGANIZATIONAL MANAGEMENT

Administration

- A. Tax Roll processing
- B. Budget performance – income & expense
- C. Financial audit results
- D. Overall Public Perception
- E. Customer Complaints Received
- F. Budget Management
- G. Capital Improvement Plan Organization & Management
- H. Implementation of District Policy & Vision
- I. Grant Acquisition

Treatment Plant

- A. NPDES permit compliance
- B. Significant maintenance/improvement projects
- C. Plant tours and workshops conducted during the year
- D. Budget management

Collection System

- A. Line blockages/spills
- B. Significant maintenance/improvement projects
- C. Budget management

IV. OVERALL JOB PERFORMANCE RATING

Accomplishments

List outstanding employee accomplishments and strengths. (Be as specific as possible, citing behaviors and/or examples.)

Performance Requiring Improvement

List areas in which job performance improvement is required. Be as specific as possible, including behaviors and/or examples of job performance requiring improvement. List specific behaviors or performance needing improvement, evaluative criteria, and improvement plan specifics -- including training, and improvement target dates. (Note: All areas receiving a rating of 1 or 2 must be listed, use additional sheets if needed.)

Employee Comments

Signatures

Carmel Area Wastewater District

WWTP Elec/Mech Rehab and Sludge Holding Tank Replacement Project

Construction Progress Report

December 15th, 2021

Prepared by: Patrick Treanor, Plant Engineer

Contractor: Clark Bros Inc (CBI)



Section 1: Project Summary

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 ⁽¹⁾	% of Bid Amount	\$0	0%
Non Value Added Change Order Cost ⁽²⁾	% 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)		2	
Contract Time			
Notice To Proceed		September 7 th , 2021	
Original Contract Time		550 Calendar Days	
Calendar Days Elapsed		99 Days	
Weather Days: Accepted to Date		0 Days	
Contract Change Order(s) Time Extension		0 Days	
Current Contract Completion Date		March 3 rd , 2023	
Contract Progress Summary			
Total Project Time Expended		18%	
Total Project Cost Expended		8.9% (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

2.1 General

The focus of work this month was on pile driving for the new Sludge Holding Tank. Pile driving was successfully completed.

2.1.1 Critical Path Method (CPM) Schedule

A revised baseline schedule is in development. The revised schedule will include additional revisions to task interdependencies to further analyze the Critical Path.

2.1.2 Submittals

Submittals were received and reviewed this period for cast in place concrete, several motor control centers, the grit tank collector, grit separator equipment, the mechanical bar screens, major valves, as well as instrumentation.

2.1.3 PLC and Programming

A meeting was held with CAWD staff on November 19th, to go over the scope of work for the PLC and SCADA programming for the new equipment. Start of work is pending a contract with Frisch Engineering (PLC/SCADA Programming Consultant). Implementation of programming is being managed by Chris Foley.

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.

2.2.2 Electrical Ductbanks

Materials for electrical ductbanks were delivered.

2.3 Sludge Holding Tank Replacement

Pile driving was successfully completed during this period. The tank pile foundation is now in place and the tank construction can commence. The change order for changing the tank from bolted steel to reinforced concrete was finalized. The design of the

concrete tank incorporated cost saving measures to minimize the added cost to change from steel construction to concrete.

Piping demolition work was ongoing in the Digester No. 1 Control Building Basement.

2.4 Influent Pump Station Rehab

Clark Bros started isolating the old 450 kW Standby Generator to prepare for demolition of the generator.

2.5 Headworks Rehab

CAWD Operations emptied the Grit Tank and Headworks channels for a few hours so that Clark Bros could take final measurements for new equipment.

2.6 Chlorination Building Rehab

Renovation work in the new Motor Control Center room is nearly complete with all the old drywall and equipment pads removed.

2.7 3W System Improvements

Clark Bros completed demolition of the existing hydropneumatic tank.

2.8 Effluent Pump Station Rehab

CAWD received owner furnished large bubble mixing equipment that will be installed by Clark Bros.

Section 3: Project Issues

The tank code issue is being resolved with a relatively small cost change incurred to change the tank material of construction from steel to concrete. Kennedy/Jenks was efficient in re-designing the tank and is not charging CAWD for the re-design effort. The project team is happily anticipating the start of construction of the concrete tank.

Section 4: RFI and Submittals Review Summary

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

	Total Number Processed	Number Received in Current Month
RFI/Clarifications	11	4
Submittals	62	29

Section 5: Change Order Summary

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	1	2	NA
Change Orders	0	0	0	\$23,264

Section 6: Project Schedule and Budget

6.1 Schedule

CPM Schedule is being revised to further analyze the project critical path.

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 8.9% (not including retention) of the total approved budget (9.9% with retention).

Section 7: Photos

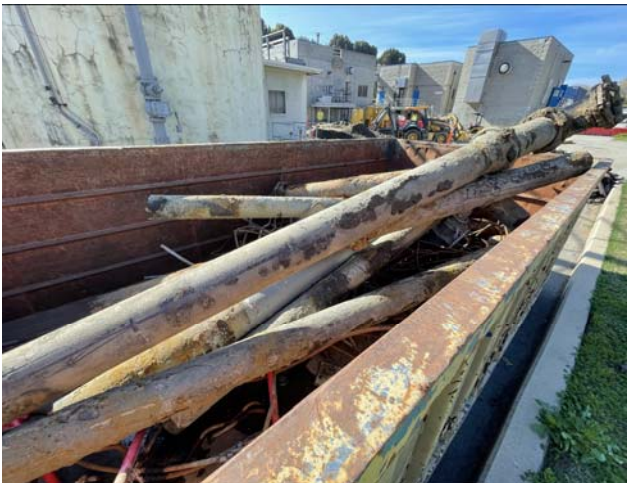
- Site Work: Electrical Ductbanks
- Sludge Holding Tank Replacement
- Influent Pump Station Rehab
- Headworks Rehab
- Chlorination Building Rehab
- 3W Improvements

Photos:
Site Work: Electrical Ductbanks



Photos:
Sludge Holding Tank
Replacement















Photos:
Influent Pump Station Rehab

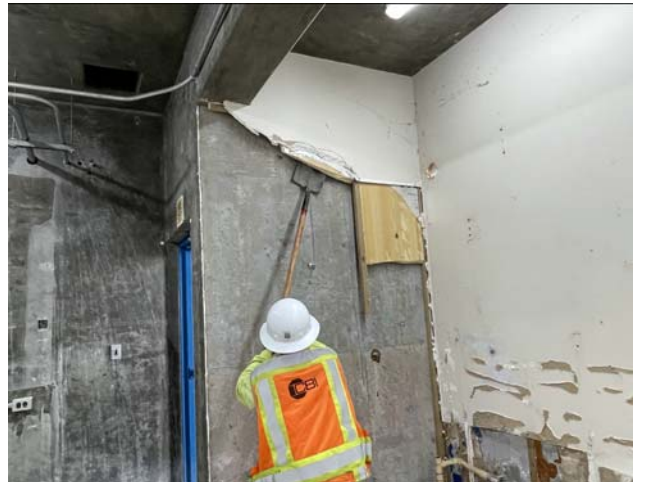


Photos:
Headworks Rehab





Photos:
Chlorination Building Rehab





Photos:
3W Improvements





STAFF REPORT



To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: Pebble Beach Community Services District (PBCSD & District) – Regular Board Meeting on December 10, 2021

DISCUSSION

Agenda items from the December 10, 2021, meeting that are of specific interest to this District:

- Total cash balance at the end of October 2021 was \$23.0M; of that amount \$17.65M was designated for Capital Acquisition and Outlay Reserves. Property taxes comprise roughly 85% of District revenues with user fees making up 12%.
- The October 2021 Cash Basis Budget showed total revenues of \$734K and total expenditures of \$1.2M.
- The District's Annual Comprehensive Financial Report for the year ended 06-30-21 was presented by Hayashi Wayland LLP, a professional accounting firm. The District received what is known as a "clean" audit.
- The Monterey County Treasury Report of Investments for the period ending 09-30-21
- Forest Lake Reservoir held 62MG (million gallons) of recycled water or 54% of permitted capacity. Current storage volume is 35% above the historic average of 46 MG.
- Total irrigation water demand for the 2021 calendar year through November was 952 acre feet (AF). Total demand for the calendar year is <1% above the 5-year average of 949 AF through November. The month of November reflected a net storage increase of approximately 20MG. By comparison, a net storage increase of approximately 10MG occurred in November of last year.

- Average daily wastewater flow of 352,000 gallons per day (GPD) was measured in November at the PBCSD-Carmel gate. This represents 32% of the total flow at the Carmel Area Wastewater District (CAWD) treatment facility. The measured PBCSD flow was 5% above the five-year average of 336,000 GPD for the month of November; the CAWD total flow was 1% below the five-year average of 1,123,000 GPD for September.
- All three wells were taken out of service in/around September 1st in order to maximize the time period for ground water recovery. The 4th fairway diversion and the 18th green diversion facilities will remain in service until the first significant storm event or until the reservoir reaches maximum storage capacity. Total production for the 2021 calendar year through November is approximately 13MG.
- The Board approved Contract Change Order No. 2 for \$60K with Leo Tidwell Excavating Corporation for additional overhead utilities work on Sombria Lane and authorized \$50K in construction contingency, increasing the construction contract to an amount not to exceed \$5.3M. Additionally, the Board authorized the General Manager to issue payment of PG&E's Utility Fee for the Undergrounding Overhead Utilities Phase III Project for an amount not to exceed \$2.6M.
- The Board authorized the purchase of mechanical equipment for an amount not to exceed \$90K; and approved Amendment No. 1 to Project Assignment No. 47 to the Master Agreement with E2 Consulting Engineers increasing contract value by \$45K to an amount not to exceed \$270K for P-1 and P-2 Pump Station Rehabilitation Projects.
- The Board elected Jeffrey Froke and Leo Laska to second terms as President and Vice President respectively.
- Average daily wastewater flows measured in million gallons per day (MG) show:

MONTH	TOTAL	CAWD FLOW	PBCSD FLOW	PBCSD
July - 21	37.117	25.481	11.636	31.350%
Aug - 21	36.578	25.206	11.372	31.090%
Sept - 21	31.800	22.717	9.083	28.563%
Oct - 21	35.625	24.518	11.107	31.177%
Nov-21	33.282	22.731	10.551	31.702%
Total	174.402	120.653	53.749	30.819%

STAFF REPORT

To: Board of Directors

From: Barbara Buikema, General Manager

Date: December 30, 2021

Subject: Summary of Monterey County Treasurer
Report dated 09-30-21



RECOMMENDATION

No action required – this is informational only.

DISCUSSION

COVID-19 continued to overshadow the entire economic and market landscape. The U.S. economy during the quarter was characterized by the following factors: continued recovery aided by supportive fiscal and monetary policy, potentially stagnating labor market growth, and heightened inflationary pressures.

The Federal Open Market Committee (FOMC) support continued during the quarter. The FOMC maintained its target rate at 0% - 0.25%. The Federal Reserve also continued its large-scale asset purchases.

On September 30, 2021, the Monterey County investment portfolio contained an amortized book value of \$2,141,468,541 spread among 228 separate securities and funds. The par value of those funds was \$2,129,066,306 with a market value of \$2,140,839,224 or 100% of amortized book value. The portfolio's net earned income yield for the period was 0.57%. The portfolio produced an estimated quarterly income of \$2,945,448 that will be distributed proportionately to all agencies participating in the investment pool. The investment portfolio had a weighted average maturity of 571 days. The County Treasury continues to use shorter term debt to provide portfolio liquidity and enhanced investment opportunities.

PORTFOLIO CHARACTERISTICS			
	03-31-21	06-30-21	09-30-21
Total Assets	\$2,109,458,018.97	\$2,196,394,068.88	\$2,129,066,305.90
Market Value	\$2,119,066,936.05	\$2,211,758,053.83	\$2,140,839,223.96
Days to Maturity	539	604	571
Yield	0.99%	0.69%	0.57%
Estimated Earnings	\$5,205,543.85	\$3,788,827.31	\$2,945,448.07

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

PORTFOLIO ASSET COMPOSITION 09-30-21	
Corporate Notes	12.3%
Overnight Liquid Assets	14.9%
US Treasuries	43.6%
Federal Agencies	17.7%
Commercial Paper	5.9%
Negotiable CDs	2.8%
Supranationals	2.7%
Municipal Bonds	0.1%

Future Strategy: Given the volatile market environment related to the COVID-19 pandemic, the Treasury continues strategically investing maturities while accounting for potential liquidity needs. As market conditions evolve, the portfolio will continue to be actively managed under the established tenets of safety and liquidity while seeking to maximize the rate of return.

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

Note: The Monterey County Treasurer Report is available on the Monterey County Treasury [website](#).

**CARMEL AREA WASTEWATER DISTRICT
SUMMARY OF RETIREMENT PENSION PLAN TRUSTEES
MEETING HELD – November 16, 2021**

A meeting of the Retirement Pension Plan Trustees was held on Thursday, November 16, 2021, at 9:00 a.m.

Those present included: Michael Rachel, Director, Trustee
Rob Wellington, Legal Counsel, Trustee
Robert Siegfried, Director, Trustee
Barbara Buikema, General Manager, Trustee
Bill Hastie, Hastie Financial Group
Haley Hitchman, Hastie Financial Group

Note: This meeting was held via ZOOM

I. 3rd Quarter 2021 Review

As of 09-30-21 the total weighted return for the quarter was 0.34% or essentially flat. It was a volatile quarter but in September the S&P dropped 4.65% and diminished any gains for the quarter. The annualized return for total domestic equities was -0.14%, total international equities -2.06%, and total domestic bonds 0.72%. The ending balance with accrued interest was \$6,654,171. The net change for the quarter was -\$21,896.

The primary goal of the market during the 3rd quarter was to deal with three issues: continued COVID-19 pandemic, a surge of inflation, and tight labor market. On the bond side it is difficult to remain conservative investing in bonds with inflation and rising interest rates in the middle of the never-ending pandemic. The impact across the economy is uneven but acute with some parts of the U.S. economy jolted and others, so far, unscathed.

II. 4th Quarter 2021 Action Plan

Hastie Financial recommended zero changes to the portfolio holdings for the 4th quarter.

The Nasdaq showed a small gain in November, but the S&P was down slightly, and the Dow lost more than 3%. Fixed income assets were mixed. Spreads rose and international markets showed larger drops with both developed and emerging markets down between 4-5%.

November brought signs that the winter Delta wave may have been slowing. Data showed that both case growth and positive testing rates in the U.S. remained modest by recent standards.

Despite the headlines and fears surrounding the new coronavirus variant, the risks remain largely theoretical. Economic data is strong. The economy has become more resilient. Hiring in October was healthy, and the employment report included a substantial upward revision to the September numbers. Job growth remained strong, and layoffs dropped back to pre-pandemic levels. Consumer spending also kept growing in November, despite the Delta wave. In summation, Hastie felt the positives remain greater than the negatives and economic progress is likely to continue.

Portfolio Risk Measures (3-year measure):

	Three Year	S&P 500	Five Year	S&P 500	Ten Year	S&P 500
Beta (a)	0.67		0.66		0.72	
Standard Deviation (b)	12.76	18.81	10.34	15.20	9.84	13.26
Mean	14.51	15.99	13.46	16.90	12.90	16.63
Alpha	2.91		1.69		0.76	

(a) Strategy is to maintain Beta in the range of 0.60 - 0.67.

(b) Strategy is to remain at roughly 2/3 of S&P 500, this is inline with current investment objectives.

III. Is Stock Index Membership for Sale?

The committee reviewed working paper provided by Director Siegfried “Is Stock Index Membership for Sale?” published by National Bureau of Economic Research.

The paper concluded that while the S&P 500 index is the most tracked stock index by institutional investors, it is not entirely an objectively constructed index. Data patterns suggest that firms are encouraged to buy fee-based services from the S&P, and that rating purchases may be affecting decisions on adding firms to the index.

IV. Section 115

At the last meeting the Committee questioned if the District would be better served by setting up its own trust and requested a quote on legal services necessary to write a stand-alone document for a Section 115 Trust. Expert advice was sought from Jeff Chang – Best, Best & Krieger. Mr. Chang advised that a private Section 115 would require both a layer of administrative and fiduciary responsibility. He suggested a good starting estimate would be \$50K for legal, with 25 basis points (bp) for fund management, and then the cost of internal administration. In contrast, any of the firms that offered a Request For Proposal have “baked in” the cost of legal services into their rate. For example, CalPERS offered 25 bp and PARS offered 65 bp with no additional costs. There being no further business, the meeting was adjourned at approximately 10:12 a.m.

Carmel Area Wastewater District Defined Benefit Plan



H F G Hastie Financial Group

For confidence in your future

3rd Quarter Performance Review

4th Quarter 2021 Action Plan

November 16, 2021

Change in Market Value Register

From 7/1/2021 to 9/30/2021

Carmel Area Wastewater

Account Name	Performance Start Date	Beginning Value with Accrued Interest (\$)	Net Contributions/ Withdrawals (\$)	Total Gains/Losses (\$)	Net Income (\$)	Ending Balance with Accrued Interest (\$)	Net Change (\$)	Performance Stop Date	TWR (%)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)	07/01/2021	6,654,171.64	(45,944.24)	(41,351.51)	31,100.27	6,586,331.36	(21,896.04)	09/30/2021	-0.34
Total	7/1/2021	\$6,654,171.64	(\$45,944.24)	(\$41,351.51)	\$31,100.27	\$6,586,331.36	(\$21,896.04)	9/30/2021	-0.34

Performance by Security

From 7/1/2021 to 9/30/2021

Carmel Area Wastewater

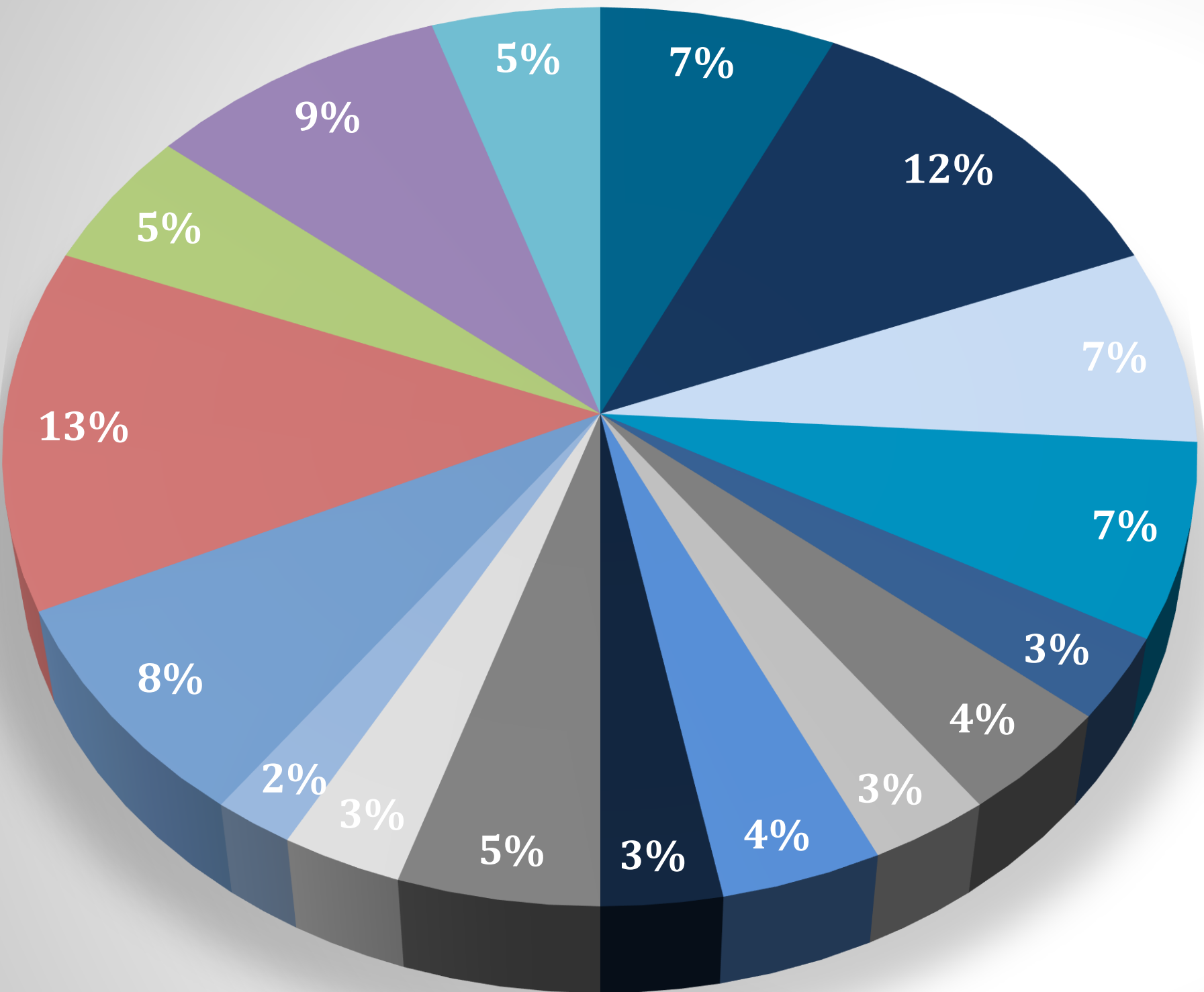
Holdings by Account and Asset Class (Primary)

Description	Market Value (7/1/2021)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (9/30/2021)	Annualized Return % (IRR Net of Fees)
Carmel Area Wastewater District Ppt Non Prototype NFS - PPS Custom (xxxx4110)					
Domestic Equity					
iShares Core S&P 500 ETF	843,964.77	3,323.27	3,323.27	849,005.77	0.60
Columbia Contrarian Core Fund Advisor CI	486,244.97	.00	.00	480,864.67	-1.11
Neuberger Berman Large-Cap Value Fund Institutional CI	459,132.55	.00	.00	456,351.18	-0.61
JPMorgan Large-Cap Growth Fund CI I	502,236.86	(51,770.71)	.00	454,212.10	0.80
Bridgeway Small-Cap Value Fund	264,066.45	5,093.83	5,093.83	269,191.85	1.94
MFS Mid-Cap Value Fund CI I	269,489.17	.00	.00	268,712.29	-0.29
iShares Morningstar Mid-Cap Growth ETF	213,300.87	312.70	312.70	213,578.83	0.13
Federated Hermes Kaufmann Small-Cap Fund Institutional Shares	214,036.24	.00	.00	210,839.84	-1.49
Vanguard Consumer Discretionary Index Fund CI Administrative	.00	201,040.97	964.10	193,334.54	-3.37
Total Domestic Equity	\$3,252,471.89	\$158,000.06	\$9,693.90	\$3,396,091.08	-0.14

Description	Market Value (7/1/2021)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (9/30/2021)	Annualized Return % (IRR Net of Fees)
International Equity					
PGIM Jennison International Opportunities Fund- CI Z	368,239.50	(47,606.40)	.00	327,678.49	2.10
iShares MSCI International Quality Factor ETF	.00	201,670.40	.00	193,150.12	-4.22
PGIM Jennison Emerging Markets Equity Opportunities Fund- CI A	.00	133,376.58	.00	129,538.07	-2.88
Bank of New York Mellon Global Emerging Markets CI I	244,549.92	(236,504.35)	.00	.00	-3.29
Total International Equity	\$612,789.41	\$50,936.23	\$0.00	\$650,366.69	-2.06

Description	Market Value (7/1/2021)	Purchases / Sales	Interest Dividends Cap. Gains	Market Value (9/30/2021)	Annualized Return % (IRR Net of Fees)
Domestic Bond					
American Funds Strategic Bond Fund CI F-2	.00	871,625.51	4,755.74	872,365.66	0.63
PGIM High-Yield Fund- CI Z	562,849.25	7,327.83	7,327.83	569,169.42	1.12
Loomis Sayles Inflation-Protected Securities Fund CI Institutional	.00	338,762.36	5,350.91	330,316.06	-0.93
BlackRock Floating Rate Income Portfolio Institutional	386,159.08	(383,479.20)	1,129.04	1,133.51	-0.35
American Funds Inflation Linked Bond Fund CI F- 2	330,603.61	(337,810.23)	.00	.00	2.18
American Funds U.S. Government Securities CI F-2	300,386.07	(302,942.17)	881.65	.00	1.31
Columbia Mortgage Opportunities Fund Advisor CI	643,403.02	(636,868.00)	1,904.66	.00	-0.72
Goldman Sachs Enhanced Income Fund CI Administration	254,626.78	(254,614.78)	49.38	.00	0.03
Total Domestic Bond	\$2,478,027.82	(\$697,998.68)	\$21,399.21	\$1,772,984.66	0.72
Alternative					
BlackRock Systematic Multi-Strategy Institutional	.00	533,458.32	.00	526,891.12	-1.23

	3 Month	1 Year	3 Year	5 Year
S&P 500 TR	0.58	30.00	15.99	16.90
Russell 1000	0.21	30.96	16.43	17.11
Russell Mid Cap	-0.93	38.11	14.22	14.39
Russell 2000 Growth	-4.36	47.68	10.54	13.45
MSCI EAFE	-0.45	25.73	7.62	8.11
MSCI Emerging Markets	-8.09	18.20	8.58	9.23
Barclays Capital US Aggregate	0.05	-0.90	5.36	2.94



- JP Morgan Large Cap Growth - 7%
- iShares Core S&P 500 - 12%
- Columbia Contrarian Core - 7%
- Neuberger Berman Large Value - 7%
- iShares Morningstar Mid Cap - 3%
- MFS Mid Value - 4%
- Federated Kaufmann Small Cap - 3%
- Bridgeway Small Value - 4%
- Vanguard Consumer Discretionary - 3%
- PGIM International Opportunities - 5%
- iShares MSCI International Quality Factor - 3%
- PGIM Jennison Emerging Markets - 2%
- BlackRock Multi Strategy - 8%
- American Funds Strategic Bond - 13%
- Loomis Sayles Inflation Protected - 5%
- PGIM High Yield - 9%
- Cash - 5%

BETA:

A measure of volatility (risk) relative to the Standard & Poor's 500 Index. Beta of 1.0 indicates risk equal to that of the Standard & Poor's 500 Index over a given period of time, usually 3, 5 and 10 years. Beta of less than 1.0 indicates risk less than that of the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	0.67	0.66	0.72

Mutual Fund/ETF	3 Year Beta	Net Expense Ratio
JP Morgan Large Cap Growth	1.06	0.69
iShares Core S&P 500	1.00	0.03
Columbia Contrarian Core	1.03	0.77
Neuberger Berman Large Cap Value	1.04	0.68
iShares Morningstar Mid Cap	1.07	0.06
MFS Mid Value	1.16	0.82
Federated Kaufmann Small Cap	1.09	0.91
Bridgeway Small Value	1.25	0.94
PGIM International Opportunities	0.87	0.90
iShares MSCI International Quality Factor	0.92	0.30
PGIM Jennison Emerging Markets	0.88	0.90
BlackRock Multi Strategy	0.13	0.98
American Funds Strategic Bond	0.83	0.48
Loomis Sayles Inflation Protected	1.04	0.40
PGIM High Yield	0.79	0.40

STANDARD DEVIATION:

Another measure of volatility (risk). A higher Standard Deviation indicates a higher degree of volatility (risk) over a given period of time, usually 3, 5 and 10 years. We will compare the CAWD Portfolio with the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	12.92	10.34	9.84
Standard & Poor's 500 Index	18.81	15.20	13.26

MEAN:

Mean return over a given period of time, usually 3, 5 and 10 years. We will compare the CAWD Portfolio with the S&P 500 Index.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	14.51	13.46	12.90
Standard & Poor's 500 Index	15.99	16.90	16.63

ALPHA:

A measure of risk-adjusted returns. An Alpha of 0 indicates a return proportionate to the degree of risk taken. A positive Alpha indicates a return generated in excess of the degree of risk taken.

	<u>3 Year</u>	<u>5 Year</u>	<u>10 Year</u>
CAWD Portfolio	2.91	1.69	0.76